

# **FHA Software for Windows**

## **USER MANUAL**

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**Welcome to FHA Software**

## 1 Welcome to FHA Software

### Welcome to FHA Software

FHA *Software* has a long successful history of automating the Affordable Housing Industry and is very easy to use. Our Windows version was originally released in September 2000 and continues to uphold the simple & affordable compliance reputation that's been established since 1985.

FHA *Software* is designed for Microsoft Windows 11 compatible stand-alone, networked and Cloud based server operating systems.



We value your use of FHA *Software* and welcome any suggestions you may have which would make FHA *Software* an even more valuable management tool.

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# Overviews

## 2 Overviews

### 2.1 Systems Requirements

#### Minimum PC Compatible Requirements ...

Whether you are running a single-user or multi-user FHA Software package, your hardware should meet the following minimum requirements ...

Windows 2000 SP3 (or higher), XP, VISTA, 7, 8, 10 or later Operating System  
 ( Including MS Framework .NET 2.0 or Higher )  
 Pentium II or higher processor  
 128 MB of RAM  
 1.5 GB of available Hard Drive space  
 CD ROM Drive  
 VGA or higher resolution monitor  
 Microsoft Compatible Mouse  
 B/W Ink jet or Laser Printer  
 Internet Access

#### Recommended PC Compatible Requirements ...

Windows 2000 SP3 (or higher), XP, VISTA, 7, 8, 10 or later Operating System  
 ( Including MS Framework .NET 2.0 or Higher )  
 Pentium 4 - 1.5MHz processor or higher  
 512 MB of RAM or higher  
 80 GB of available Hard Drive space  
 CDROM Drive (writable)  
 SVGA Color or higher resolution monitor  
 Microsoft Compatible Mouse  
 Color Ink jet or Laser Printer  
 Internet Access

#### Display Resolution ...

FHA Software is best viewed in a 1024x768 screen area or higher with a high or true color resolution setting.

#### Networks ...

The network version of FHA Software allows each of your authorized staff members to simultaneously perform similar tasks on the same files, while the system monitors and locks individual records. FHA Software runs on most all peer-to-peer, dedicated, terminal, cloud network systems, including Windows Server 2000-2012, XP, VISTA, 7, 8 and 10. Call our sales department if you have any questions about network compatibility.

#### Internet Access ...

It is also recommended that FHA Software users have internet access to Simply Computer Software, Inc.'s web page in order to stay informed on FHA Software issues and obtain program updates using the built-in Auto-Update feature.

## 2.2 Software License Agreement

**Grant of License** - Simply Computer Software, Inc. hereby grants you a license to use diskettes, CD's, user manuals, and any other related materials provided you (collectively called "*Software*"). You may use the *Software* only on a single computer terminal or on its temporary or permanent replacement. If you wish to use the *Software* on more than one computer terminal, you must either license an additional copy of the *Software* or request a Multi-Use License from Simply Computer Software, Inc.. You may not transfer or sub license, either temporarily or permanently, your right to use the *Software* under this agreement without prior written consent of Simply Computer Software, Inc..

**Simply Computer Software, Inc.'s Rights** - You acknowledge that the *Software* is the sole and exclusive property of Simply Computer Software, Inc.. You do not become the owner of the *Software*, but you do have the right to use the *Software* in accordance with this agreement. You agree to use your best efforts and all reasonable steps to protect the *Software* from use, reproduction, or distribution, except as authorized by this agreement. You agree not to disassemble, decompile, or otherwise reverse engineer the *Software*.

**Warranty** - Simply Computer Software, Inc. warrants for a period of thirty (30) days from the date of purchase that, under normal use, the material of the magnetic diskettes/CD's and the user manuals will not prove defective; that the *Software* program is properly recorded on the diskettes/CD's; and that the user manuals are substantially complete and contain all information which Simply Computer Software, Inc. deems necessary for the use of the *Software*.

If, during the 30-day period, the *Software* should fail to meet the above warranty, you may return it to Simply Computer Software, Inc. for a replacement without charge, or a refund at Simply Computer Software, Inc.'s option.

**Simply Computer Software, Inc. will not be responsible for any direct, incidental, or consequential damages, including, for example, loss of profits resulting from the use of the *Software* or arising out of any breach of the warranty, even if Simply Computer Software, Inc. has been advised of the possibility of such damages.**

**Termination of License** - If any of the terms and conditions of this agreement are broken, Simply Computer Software, Inc. has the right to terminate this agreement and demand that you return the *Software* to Simply Computer Software, Inc.. At that time you must also certify in writing that you have not retained any copies of the *Software*.

## 2.3 Certification of Compliance

**Simply Computer Software, Inc. hereby certifies** that FHA Software complies with automation requirements covering RD, HUD, LIHTC forms and formats, as follows ...

**RD/HUD/LIHTC Forms** - The identical wording and nomenclature of each official form, provided with your FHA Software version, have been replicated on our form facsimiles to the best of our ability, including all form identification and approval numbering. We reserve the right to make nominal spacing adjustment of the content of an official form on our facsimile to accommodate limitations of automation software & hardware, as permitted by RD/HUD/LIHTC. The source of an automated form (Simply Computer Software, Inc.) is visibly annotated on each of our RD/HUD/LIHTC form facsimiles.

**Function** - The function, i.e. logic or mathematical calculation, in our facsimile is the same as its official form version.

**Support/Updates** - The purchase price of FHA Software includes free phone support and program updates for one full year. Thereafter, a yearly maintenance fee paid in advance will continue toll-free phone support and program updates. The second year maintenance fee will be prorated so that subsequent fee cover a calendar year period. Phone support is available to all registered users Monday through Friday, 9am to 4pm CST, toll-free 1-800-626-2431 ext.#2 or by FAX at 1-815-231-0065 or by email to Support@SimplyComputer.net.

**Training** - Training on FHA Software is available on-site or at our Rockford, IL facility. The cost for training services is not included in the original purchase price or annual maintenance fee. Remote access training ( using Teamviewer ) is also available.

**Year 2000 Compliance** - Simply Computer Software, Inc. has undertaken and completed a review of FHA Software to help ensure that your investment in our product continues to give you value to the Year 2000 and beyond. Current version FHA Software packages are year 2000 Compliant. Simply Computer Software, Inc. does not control other companies' hardware products and cannot certify that FHA Software will not be adversely effected when used with other companies' hardware products that are not Year 2000 Compliant.

## 2.4 Basic Principles/Definitions

### Project Filename

*Project Filename* is the abbreviated name (7 alpha-numeric characters or less) used to reference your projects throughout FHA Software. A *Project Filename* is given when adding your property to the FHA Software database, in **Project Data**. Each project created in FHA Software will have it's own unique filename.

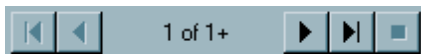
### Abbreviations

<b>RD</b>	- represents <i>USDA Rural Development (formerly FmHA)</i>
<b>RHS</b>	- represents <i>USDA Rural Housing Service (same as RD)</i>
<b>HUD</b>	- represents <i>Department of Housing &amp; Urban Development</i>
<b>FHA</b>	- represents <i>Federal Housing Assistance (used in the name FHA Software)</i>
<b>PMW</b>	- represents <i>Property Manager for Windows</i> accounting software
<b>EDGE</b>	- represents <i>Property Manager EDGE</i> accounting software
<b>TRACS</b>	- represents <i>Tenant Rental Assistance Certification System</i>
<b>MAT</b>	- represents <i>Monthly Activity Transmission</i>
<b>MTFS</b>	- represents <i>Multi-Family Tenant Filing System Industry Interface</i>
<b>MINC</b>	- represents <i>Management Agent Interactive Network Connection</i>
<b>XML</b>	- represents <i>Electronic Data Interchange</i>
<b>TC</b>	- represents <i>Tenant Certification</i>

### Monitored Report - Screen Controls



When viewing reports that have been monitored to the screen, the following control features are always available ...



## Page Advancement Buttons

For multi-paged reports, these buttons allow the user to advance through each screen page at a touch of a button. Buttons (from left to right) include *First*, *Previous*, *Next* and *Last*.



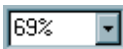
## Printer Settings

This will allow you to adjust default Windows printer in use settings or change printers.



## Export Options

This feature allows the user to export the currently displayed report to a specified file format, including, but not limited to, Excel, HTML (for email), Lotus, FoxPro Database, ASCII Text, etc..



## Resolution

This selection box provides the user with the ability to resize the report for better viewing at any zoom in/out resolution percentage.

## Upper Case vs Lower Case

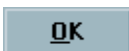
When entering data in FHA Software, it is recommended that an upper/lower case standard policy be established. There's nothing worse than looking at a list of tenant names that contain a mixture of upper & lower case lettering.

Note: More letters appear in less space when lower case lettering is used. Words typed in all caps take up more space. We recommend using a lower case data entry standard throughout FHA Software.

## Date Entry Formats

FHA Software requires consistency in the format of manually entered date fields. Date field entry requires a **MMDDYYYY** format, with leading zeros for months or days that have only one digit. After you have entered a valid date, the system automatically reformats the date with familiar slashes between month & day and day & year **MM/DD/YYYY**.

## Action Button Standards



### OK Button

Clicking **OK** tells the system to advance to the next step or to indicate that you are done with the currently displayed menu. All applicable changes automatically saved.



## Cancel Button

Clicking **Cancel** aborts the user out of a process, unsaving all previously made modifications.



## Help Button

Clicking **Help** immediately provides Online Help Topics relating to the feature currently displayed.



## Save Button

Clicking **Save** purposely saves changes made up to that point.



## Previous/Next Buttons

These act much like *Page Up* and *Page Down* keys.

Click **Prev** to view to revert back to the previous file in the list.

Click **Next** to advance to the next file in the list.



# Getting Started

### 3 Getting Started

#### 3.1 Creating a New Project

## Overview

After having successfully installed your licensed copy of FHA Software, you can start entering your project(s) information. Below are step-by-step instructions for creating a new project in FHA Software which includes the following data entry sections ...

**Project Data** .... Creating & entering project information (rent rates, income limits, etc.).

**Unit Data** .... Establishing unit numbering and sizes.

**Certification Data** .. Entering and activating certification information currently in effect.

#### Creating a New Project ( *Project Data Entry* ) ...

- 1.) Start FHA Software for Windows
- 2.) Click-on **Data > Project Data**

A *Project Data* window will appear ...

- 3.) Click-on **File > Add Project**

A blank *Project Data* window will appear ...

#### General Project Information ( applicable to all housing types ) ...

- 4.) Enter a **Project Filename** for your new project.
- 5.) Enter your **Project Information**
- 6.) Click-on the **Owner Info** button
- 7.) Enter your Project's **Payee, Bank & Owner Information**
- 8.) Click-on the **Management Data** button
- 9.) Enter your *Management Company Information*
- 10.) Click-on **OK** to exit *Management Data*
- 11.) Click-on **OK** to exit *Owner Information*
- 12.) Click-on the **Rent Rates** button
- 13.) Click-on the **Add New Rates** button
- 14.) Enter **Date** (mmddyyyy) current rent rates became effective
- 15.) Enter your Project's current rent rate(s), utility allowance(s) & # of units information
- 16.) Click-on **OK** to save *Rent Rate Information*
- 17.) Click-on **OK** to exit *Rent Rate Information*

#### Rural Development ( RD ) Project Information ...

Note: If the project being created in FHA Software is not a Rural Development Sec.515 type property, skip this instruction section.

- 18.) Click-on the **RD Info** button

- 19.) Enter your *RD Project Identification Information*
- 20.) Click-on the **RD 3560-29 Info** button
- 21.) Enter your *RD 3560-29 Project Worksheet Information*
- 22.) Click-on **OK** to exit *RD 3560-29 Information*
- 23.) Click-on the **Text Information** button
- 24.) Verify &/or modify your *RD Text Information*
- 23.) Click-on **OK** to exit *RD Text Information*
- 24.) Click-on the **RD Income Limits** button
- 25.) Click-on the **Add New Limits** button
- 26.) Enter **Date** (mmddyyyy) current *RD Income Limits* became effective
- 27.) Enter your Project's current *RD Income Limit* amounts
- 28.) Click-on **OK** to save *RD Income Limits*
- 29.) Click-on **OK** to exit *RD Project Information*

## Department of HUD Project Information ...

Note: If the project being created in FHA Software is not a HUD Subsidized type property, skip this instruction section.

- 18.) Click-on the **HUD Info** button
- 19.) Enter your *HUD-50059 Certification Information*
- 20.) Click-on the **HAP Contract Info** button
- 21.) Enter your *HAP Contract Information*
- 22.) Click-on **OK** to exit *HUD Contract Information*
- 23.) Click-on the **Text Information** button
- 24.) Verify &/or modify your *HUD Text Information*
- 23.) Click-on **OK** to exit *HUD Text Information*
- 24.) Click-on the **HUD Income Limits** button
- 25.) Click-on the **Add New Limits** button
- 26.) Enter **Date** (mmddyyyy) current *HUD Income Limits* became effective
- 27.) Enter your Project's current *HUD Income Limit* amounts
- 28.) Click-on **OK** to save *HUD Income Limits*
- 29.) Click-on **OK** to exit *HUD Project Information*

## Low Income Housing Tax Credit ( LIHTC ) Project Information ...

Note: If the project being created in FHA Software does not require Tax Credit Monitoring, skip this instruction section.

- 30.) Click-on the **Tax Credits** button
- 31.) Click-on the **Add Limits** button
- 32.) Enter **Date** (mmddyyyy) current *LIHTC Income Limits* became effective
- 33.) Enter your Project's current *LIHTC Income Limit* amounts
- 34.) Click-on **OK** to save *LIHTC Income Limits*
- 35.) Click-on the **Edit Building ID** button
- 36.) Enter your Project's *Building ID Information*
- 37.) Click-on **OK** to save *Building ID Information*

38.) Click-on **OK** to exit *Tax Credit Information*

39.) Click-on **File > Exit** to save & exit *Project Data Information*

## Creating a New Project ( *Unit Data Entry* ) ...

1.) At FHA Software's main menu, click-on **Data > Unit Data**

A Unit Data - Find window will appear ...

2.) Verify that your new *Project Filename* is selected as the current **Project:** (Upper right corner)

3.) Click-on the **Add New Unit** button

A *Create New Unit* window will appear ...

4.) Type in a **Unit Number** and press [TAB]

5.) Select a **Unit Size** by clicking-on the pull down button, then press [TAB]

6.) Enter the **Total Square Feet** of the unit ( if applicable) and press [TAB]

7.) **LIHTC Building ID** - If this is a *LIHTC Project* and your units are assigned to specific Building ID Numbers, enter the LIHTC Building ID for this unit. Otherwise, [TAB] past this data field.

8.) Click-on the **Add Unit to List** button

Note: Repeat steps 4 through 8 above for adding each unit in your project, before continuing to step 9 below.

9.) Click-on the **Save List** button

10.) Click-on **Cancel** to exit *Unit Data*

## Creating a New Project ( *Certification Data Entry* ) ...

1.) At FHA Software's main menu, click-on **RD or HUD or LIHTC > Tenant Certification Data**

A Tenant Certification Data - Find window will appear ...

2.) Verify that your new *Project Filename* is selected as the current **Project:** (Upper right corner)

3.) Click-on the **Add New TC** button

A *Unit Selection* window will appear ...

4.) Click-on the desired **Unit Number** and click-on **OK**

Note: In *Auto-Entry Selection Mode*, the program will bring the user through various data entry windows. Simply enter your *Tenant Certification Information* as it is requested and click-on **OK** to proceed from each window. When data entry is completed, the user will be placed in *Edit Mode*, as noted in the lower right corner.

5.) Click-on the **Calculate** button

A *Calculation Completed* message will appear with *Tenant Rent & Subsidy amounts* ...

6.) Click-on the **Save** button

Note: The Tenant Certification has been save, but now needs to be put into effect using the activation process detail below.

7.) Click-on the **Activate** button

An *Activate* window will appear ...

8.) Verify &/or modify the **Dates** displayed and click-on **OK** to continue

9.) Click-on the **OK** button to acknowledge a *Successful Activation*

10.) Click-on **File > Add New TC**

A *Unit Selection* window will reappear ...

Note: Repeat steps 4 through 10 above for adding each existing Tenant Certification in your project, before continuing to step 11 below. Skip step 10 after activating your last Tenant Certification.

11.) Click-on **File > Exit** to return to the *Main FHA Software Menu*

At this point, your new project has been successfully entered into the FHA Software program. Refer to the **Step-by-Step Examples Help Topics** section for details on various forms processing features.

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## Step-by-Step

## 4 Step-by-Step

### 4.1 Step-by-Step Examples

#### Overview

This *Online Help Topic* section provides brief, step-by-step instruction with processing various tenant changes and form generations included with your FHA Software package. Refer to specific form related sections within *Online Help Topics* for more in-depth analysis of each form feature.

#### Tenant Certifications in FHA Software

Tenant Certifications can be processed at any time, for any reason (move-in/annual/interim), for any effective month. However, there are two (2) independent steps in completing the entire certification process in FHA Software ...

**Step 1.) Editing & Printing Tenant Certifications** - The first step basically involves entering, calculating & generating *Tenant Certification* information in a file called *Tenant Certification Data*. This step can be done at any time, regardless of the tenant's actual scheduled effective date. However, until tenant changes are made effective (by completing step #2 below), none of the various RD/HUD/LIHTC tenant forms will report this new information.

**Step 2.) Activating the Tenant Certification** - The *Activate* feature, located in the Edit Window of *Tenant Certification Data*, puts tenant changes into effect (updating *Unit Data & Changes to Tenant Status Data*), completing the certification process. As a result, various RD/HUD/LIHTC tenant forms will then include the new tenant change information, when applicable. *Activation* is performed when the tenant has signed his/her *Tenant Certification* and records actual tenant/owner signature dates.

### 4.2 Tenant Changes

#### 4.2.1 Adding a New Tenant Certification

Moving in a new tenant involves adding new tenant certification information to the *Tenant Certification Database*, generating a hard copy *Tenant Certification* and then activating that *Tenant Certification* when the tenant signs the hard copy TC.

Note: This process would also include adding current Annual, Interim, etc. recertifications for existing tenants that have not yet been entered in FHA Software. As in the case of a recent FHA Software purchase and you are loading your existing certifications into FHA Software. You only need to add the *Tenant Certification* currently in effect, not the original Move-In TC.

#### Adding a New Tenant Certification to FHA Software

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD** or **HUD** or **LIHTC**
- 2.) Click-on **RD 3560-8** or **HUD-50059** or **Sec.42 Certification**

Note: A *Find - Tenant Certification* window will appear



- 3.) Click-on **Add New TC**
- 4.) Click-on the desired **Unit No.** and click-on **OK**

Note: If a previous tenant's certification exists, make sure you have processed a *Move-Out Notification* before overwriting the previous tenant's certification with this new tenant's TC.

- 5.) Click-on the applicable **Certification Subsidy Type** and click-on **OK**
- 6.) Click-on **Initial** for RD/LIHTC or **Move-In** for HUD Certifications and click-on **OK**
- 7.) Enter **Move-In Date** in a MMDDYYYY format and press [ENTER] or [TAB]

Note: Remaining dates are automatically defaulted based on the *Move-In Date* and *Certification Subsidy Type* previously entered. However, the user can change any defaulted date.

- 8.) Enter **Total No. of Occupants** and click-on **OK**
- 9.) Click-on appropriate **Move-In Information** and click-on **OK**

Note: The *Tenant Information* window should now appear.

- 10.) Enter **Tenant Information** for HEAD of Household and click-on **OK** when done

Note: If there are multiple occupants, click-on the **Next** button to view the next member's Tenant Information window and enter tenant information on member #2. Repeat this process until all occupant tenant information is entered before clicking **OK** at the Tenant Information menu.

Note: The *Income Information* window should now appear.

- 11.) Click-on **Dollar Amount Fields** for occupants that contribute household income or applicable expenses and enter their income/expense information. Click-on **OK** when done.

Note: The *Asset Information* window should now appear.

- 12.) Record all household **Asset Income** information and click-on **OK** when done.

Note: At this point the window is set to *Edit Mode* which allows the user to review &/or modify any tenant information section.

- 13.) Enter the full amount of **Security Deposit** for this tenant and press [ENTER] or [TAB].
- 14.) Click-on **Calculate** to determine *Tenant Rent* and *RA/Subsidy* amounts.

Note: In addition to calculating tenant rent and RA/Subsidy, the program also verifies tenant information with RD/HUD/LIHTC occupancy requirements and presents discrepancy messages, when applicable.

- 15.) Click-on **Save** to add the new TC to the *Tenant Certification Database*.

### Generate a Hard Copy Tenant Certification

- 16.) Click-on the **Print** option located at the top left section of the window.
- 17.) Click-on a **Check Mark** for the desired **Tenant Certification** form and click-on **OK**

Note: The selected *Tenant Certification* form will be generated at the currently defaulted Windows printer.

### Activating the Tenant Certification

The activation process is completed when the tenant and owner have signed the hard copy *Tenant Certification*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD** or **HUD** or **LIHTC**
- 2.) Click-on **RD 3560-8** or **HUD-50059** or **Sec.42 Certification**

Note: A *Find - Tenant Certification* window will appear

- 3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Tenant Information* window should now appear.

- 4.) Click-on **Activate**
- 5.) Verify &/or Modify **Tenant & Owner Signature Dates**
- 6.) Verify &/or Modify **Voucher/Worksheet Date** this tenant change will effect.
- 7.) Click-on **OK**
- 8.) Click-on **OK** to acknowledge a Successful Activation.
- 9.) Click-on **File > Exit** to return to the Main FHA Software Menu.

Note: If this new tenant was in *Waiting List Data*, a *Leased Date* entry will automatically be recorded in this tenant's *Applicant Information* record to match the actual *Move-In Date*.

Note: DO NOT electronically transmit a move-in Tenant Certification until the day the tenant has physically moved-in to the unit. There are no electronic UNDO options. Meaning, once RD or HUD has accepted a new Move-In Tenant Certification, you cannot send them anything that removes that TC from their database.

#### 4.2.2 Recertify - Existing Tenant Information

The recertification process involves updating existing tenant certification information in the *Tenant Certification Database*, generating a hard copy *Tenant Certification* and then activating that *Tenant Certification* when the tenant signs the hard copy TC.

Note: This process is completed after all proper household income, asset & expense verification information has been received.

##### Recertify - Existing Tenant Certification Information

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD** or **HUD** or **LIHTC**
- 2.) Click-on **RD 3560-8** or **HUD-50059** or **Sec.42 Certification**

Note: A *Find - Tenant Certification* window will appear

- 3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Tenant Information* window should now appear.

4.) Click-on **ReCertify**

Note: The *ReCertify* option is selected when an all new *Tenant Certification* needs to be generated and signed by the tenant. If you only want to modify information on an existing Tenant Certification, you would select the **Revise an Existing Tenant Certification** option instead.

5.) Click-on the applicable **Action Process Code** and click-on **OK**

6.) Verify &/or Modify **Effective Dates** and click-on **OK**

Note: At this point the window is set to *Edit Mode* which allows the user to review &/or modify any tenant information section.

7.) Update all applicable household member, income, asset and expense data to match verification information.

8.) Click-on **Calculate** to determine *Tenant Rent* and *RA/Subsidy* amounts.

Note: In addition to calculating tenant rent and RA/Subsidy, the program also verifies tenant information with RD/HUD/LIHTC occupancy requirements and presents discrepancy messages, when applicable.

9.) Click-on **Save** to write tenant information changes to the *Tenant Certification Database*.

**Generate a Hard Copy Tenant Certification**

10.) Click-on the **Print** option located at the top left section of the window.

11.) Click-on a **Check Mark** for the desired **Tenant Certification** form and click-on **OK**

Note: The selected *Tenant Certification* form will be generated at the currently defaulted Windows printer.

**Activating the Tenant Certification**

The activation process is completed when the tenant and owner have signed the hard copy *Tenant Certification*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **RD** or **HUD** or **LIHTC**

2.) Click-on **RD 3560-8** or **HUD-50059** or **Sec.42 Certification**

Note: A *Find - Tenant Certification* window will appear

3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Tenant Information* window should now appear.

4.) Click-on **Activate**

5.) Verify &/or Modify **Tenant & Owner Signature Dates**

6.) Verify &/or Modify **Voucher/Worksheet Date** this tenant change will effect.

7.) Click-on **OK**

- 8.) Click-on **OK** to acknowledge a Successful Activation.
- 9.) Click-on **File > Exit** to return to the Main FHA Software Menu.

Note: Activating a future recertification in FHA Software does overwrite tenant change information currently in effect. Instead, an entry is made in *Unit Data* about the tenant change that was activated. Future recertification information will be properly reflected on tenant reports based on the reporting period. *Unit Data* maintains a history of all tenant changes and is the main source of information for RD/HUD/LIHTC tenant reports.

### 4.2.3 Revise - Existing Tenant Certification

This option is used when modifications are needed to update existing Tenant Certification Data which does not call for an all new Tenant Certification that must be signed by the tenant. For example, to add a missing Social Security No. or middle initial or to finish entering tenant information to a certification that was started previously.

#### Revise - Existing Tenant Certification Information

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD** or **HUD** or **LIHTC**
- 2.) Click-on **RD 3560-8** or **HUD-50059** or **Sec.42 Certification**

Note: A *Find - Tenant Certification* window will appear

- 3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Tenant Information* window should now appear.

- 4.) Click-on **Revise**

Note: At this point the window is set to *Edit Mode* which allows the user to review &/or modify any tenant information section.

- 5.) Make your changes.

- 6.) Click-on **Calculate** to determine *Tenant Rent* and *RA/Subsidy* amounts.

Note: In addition to calculating tenant rent and RA/Subsidy, the program also verifies tenant information with RD/HUD/LIHTC occupancy requirements and presents discrepancy messages, when applicable.

- 7.) Click-on **Save** to write tenant information changes to the *Tenant Certification Database*.
- 8.) Click-on **YES** to Update the Changes to Tenant Status file.

Note: The same *Tenant Certification* will be resaved with the new changes.

### 4.2.4 Correct - Existing Tenant Certification

Correcting an existing tenant certification involves adding a new correction tenant certification entry in the Tenant Certification Database ( *Correct* ), updating existing household member information that

needs to be corrected, calculating & saving the new TC, generating a hard copy Tenant Certification and then activating that Tenant Certification when the tenant signs the hard copy TC.

The **Correct** button option is only available to correct existing tenant change actions that have already been submitted to and accepted by HUD/TRACS or RD/MINC, as listed below ...

## HUD Subsidy

- \* Move-In
- \* Correction MI
- \* Initial
- \* Correction IC
- \* Interim
- \* Correction IR
- \* Unit Transfer
- \* Gross Rent Change

## USDA/RD Subsidy

- \* Initial
- \* Recertification
- \* Cotenant to Tenant
- \* Modify Tenant Information

## Correct - Existing Tenant Certification Information

Access - From the Main FHA Software menu ...

- 1.) Click-on **RD** or **HUD** or **LIHTC**
- 2.) Click-on **RD 3560-8** or **HUD-50059** or **Sec.42** Certification

Note: A Find - Tenant Certification window will appear

- 3.) Click-on the desired Tenant Name/Unit No. in the list and click-on **OK**

Note: The Tenant Certification window should now appear.

- 4.) Click-on **TC History**

Note: The TC History window should now appear.

- 5.) Double click-on the TC entry that needs to be corrected

- 6.) Click-on **Correct .. OK**

Note: A new Correction Tenant Certification entry has been created with the same effective date as the TC being corrected. The window is set to Edit Mode which allows the user to review &/or modify any tenant information section available at this window.

- 7.) Make your changes.

- 8.) Click-on **Calculate** to determine Tenant Rent and RA/Subsidy amounts.

Note: In addition to calculating tenant rent and RA/Subsidy, the program also verifies tenant information with RD/HUD/LIHTC occupancy requirements and presents discrepancy messages, when applicable.

- 9.) Click-on **Save** to save tenant certification changes

Note: The tenant certification correction was successfully saved and ( as with normal tenant certification processing ) needs to be activated in order to complete the TC process.

#### 4.2.5 Vacate an Existing Tenant

Fully processing a move-out in FHA Software basically involves recording two (2) events that occur when a tenant moves from subsidized housing, the *Move-Out Notification* and *Vacating the Unit*.

Note: A *Tenant Certification* must exist in the *Tenant Certification Database* in order for this process to be completed properly.

##### Move-Out Notification

As required in most all leases, tenants must give some form of notification of their intent to move sometime in the future. When a tenant gives notice that they are moving, record this move-out notification in FHA Software before you reach for the waiting list.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

2.) For **Effective as of ( Date )**, enter the intended Move-Out Date ( mmddyyyy ) you will be recording and press [ENTER]

Note: The list of Units will be redisplayed with occupancy as it was on the intended Move-Out Date you will be recording.

3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Unit Data Information* window should now appear.

4.) Click-on **Move-Out Notification**

Note: A *Move-Out Notification Process* window will appear

5.) Enter **Date Tenant will be Moving** in a MMDDYYYY format and Click-on **OK**

6.) Click-on **OK** to acknowledge a successful *Move-Out Notification* process.

Note: *Unit Data* will now reflect a tentative *Move-Out Date* and an entry to *Changes to Tenant Status / Assistance* will also automatically be made.

Note: No change will be made to any tenant form, as a result of recording this date. It merely allows FHA Software to anticipate a future change by pulling necessary tenant information from the existing *Tenant Certification* into a future *Changes to Tenant Status / Assistance* file, before the TC is overwritten with the future tenant's Certification.

Note: If the tenant ends up not moving out of the unit, use the **Edit Tenant** option to clear ( leave blank ) the MOVE-OUT DATE field.

##### Vacating the Unit

This step completes the move-out process by recording the move-out in Unit Data history and activating the existing move-out record in the *Changes to Tenant Status / Assistance* file. This step should only be completed on or after the day the tenant has actually moved.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

2.) For **Effective as of** ( Date ), enter the actual Move-Out Date ( mmddyyyy ) you will be recording and press [ENTER]

Note: The list of Units will be redisplayed with occupancy as it was on the actual Move-Out Date you will be recording.

3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Unit Data Information* window should now appear.

4.) Click-on **Vacate**

Note: A *Move-Out Process* window will appear

5.) Verify &/or Modify **Date Unit became Vacant** in a MMDDYYYY format.

6.) Verify &/or Modify **Worksheet/Voucher Date** this change will effect.

7.) Click-on **OK**

8.) Click-on **OK** to acknowledge a successful *Vacate* process.

Note: *Unit Data* has been successfully noted with a Vacant action and the *Changes to Tenant Status / Assistance* entry has been activated.

#### 4.2.6 Unit Transfers

Completing a *Unit Transfer* does not require processing a new *Tenant Certification*, but rather involves moving existing tenant information (Tenant's Certification & Unit Data) from one unit number to another, within the same project. If the reason for the transfer is caused by a change in household information (No. of members, household income, etc.) a recertification should be processed and submitted to RD/MINC or HUD/TRACS before the unit transfer is processed. A *Unit Transfer* is not a recertification and cannot include changes in household makeup.

Note: The *Unit Transfer* process is the same even though unit sizes may differ.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

2.) For **Effective as of** (Date), enter the Transfer Effective Date ( mmddyyyy ) and press [ENTER]

Note: The unit list is redisplayed with occupancy as it was on the Transfer Date.

3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Unit Data Information* window should now appear.

4.) Click-on **Transfer**

Note: A *Transfer Process* window will appear

5.) Select **Unit No.** to Transfer Tenant To and press [ENTER] or [TAB]

6.) Enter **Effective Date of Transfer** in a MMDDYYYY format and press [ENTER] or [TAB]

7.) Verify &/or Modify **Worksheet/Voucher Date** this change will effect.

8.) Click-on **OK**

9.) Click-on **OK** to acknowledge a successful transfer.

Note: *Unit Data* will now reflect this tenant in the new unit as of the *Effective Date of Transfer* and the existing Tenant Certification for this tenant will be moved to the new unit number. A *Unit Transfer* entry to *Changes to Tenant Status / Assistance* will also automatically be made.

#### 4.2.7 Terminating RA/Subsidy

Terminating a tenant's RA/Subsidy (due to fraud, failure to recertify, refusing to transfer, etc.) does not involve processing a *Tenant Certification*. However, a *Tenant Certification* must exist in *Tenant Certification Database* in order for this process to be completed properly. Termination of a tenant's Rental Assistance / Subsidy is accomplished in one step.

##### Terminating RA/Subsidy

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

2.) For **Effective as of** (Date), enter the Termination Effective Date ( mmddyyyy ) and press [ENTER]

Note: The unit list is redisplayed with occupancy as it was on the Termination Date.

3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Unit Data Information* window should now appear.

4.) Click-on **Terminate**

Note: A *Terminate Process* window will appear

5.) Enter **Effective Date of Termination** in a MMDDYYYY format and press [ENTER] or [TAB]

6.) Verify &/or Modify **Worksheet/Voucher Date** this change will effect.

7.) Click-on **OK**

8.) Click-on **OK** to acknowledge a successful termination.

Note: An entry is made in *Unit Data History* that reflects this tenant's RA/Subsidy Termination. A *Termination* entry to *Changes to Tenant Status / Assistance* will also automatically be made.



#### 4.2.8 Eviction in Progress

Noting that a Tenant is in the process of being evicted is done in the *MISC* window of *Unit Data* and is used in a few situations. The user will be alerted of the eviction when posting *Tenant Payments* in the *A/R Tenant Payment Entry* window (built-in *Accounting* feature). Penalties normally charged for expired certifications on *RD's Project Worksheet* will automatically be suspended. An *Eviction Record* can be added to an *RD EDI file* and sent electronically to MINC.

##### Eviction in Progress

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

2.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Unit Data Information* window should now appear.

3.) Click-on **Edit Tenant**

4.) Click-on the **MISC** button

Note: The *Miscellaneous Info* window will appear.

5.) Click-on the **EIP - Eviction in Progress** checkbox

6.) Enter the **Date Eviction Process Started** in the field provided

7.) Enter applicable comments in the **Eviction Comments** field provided

8.) Click-on **OK > Save > File > Exit**

Note: If the *Eviction Process* is discontinued, simply uncheck the EIP checkbox to remove the *Eviction in Progress* status.

#### 4.2.9 Process a Gross Rent Change

Completing a *Gross Rent Change* (GRC) is an automated process within FHA Software that involves reestablishing unit rent rates and subsidy payments, unit by unit in a project, when rent rates &/or utility allowances change. The automated GRC process brings monthly rent and subsidy payments up-to-date from the effective date of the GRC to the present, including all Tenant Certifications that have been processed during this timeframe. Implementing a GRC takes two steps, *Updating Project Data with new Rent Rates* and *Activating a Gross Rent Change*.

Note: LIHTC Units are not included in this GRC process.

##### Update Project Data with New Rent Rates

First update *Project Data* with new rent rate amounts, for each applicable unit size. All future forms processing will then implement these new amounts, including the GRC Activation step that follows.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Project Data**

Note: The Main *Project Data* window will appear

2.) Click-on the desired **Project Filename** in the Project Selection list.

Note: The selected project information will be displayed.

3.) Click-on **Rent Rates**

Note: A *Rent Rates* window will appear

4.) Click-on **Add New Rates**

5.) Enter **Effective Date of Rent Change** in a MMDDYYYY format and press [ENTER] or [TAB]

Note: Rent rate amounts were copied from previous rent rate amounts.

6.) Make the necessary **Rent Rate & UA amount changes** and click-on **OK**

Note: If this project has *Multiple Rent Rates* ( meaning - not all rent rate &/or utility allowance amounts are the same within each unit size ), then click-on the **Multiple Rent Rates Apply** checkbox. Enter rent rate, utility allowance and square feet for each type ( *N/A, Small, Medium, and Large* ) that applies within each unit size. Make sure *Unit Types* are defined for each applicable unit in *Unit Data* before implementing *Multiple Rent Rate* schedules.

7.) Click-on **OK** to exit the Rent Rates window.

8.) Click-on **File > Exit** to return to the Main FHA Software Menu.

Note: All Rent Rate & UA amount changes are automatically saved.

### Activating a Gross Rent Change

Although future tenant change and forms processing will automatically implement new rent rate & UA amounts, tenant information currently in effect must be updated with the new rent rate & UA amounts. This step puts the new rent rates into effect by recalculating tenant rent and subsidy based on all *Unit Data* tenant information in effect at the time of the GRC.

Note: The *Gross Rent Change* ( GRC ) process will be creating new *Tenant Certification Data*, *Unit Data* and *Changes to Tenant Assistance* entries for all applicable tenants that can't be automatically undone if processed incorrectly. We strongly recommend using the built-in *Data Backup/Restore* feature to run a backup of the project database before you run the GRC so that you have an opportunity to restore this project back as it was just before the GRC so that you can redo it again correctly, if necessary.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Gross Rent /UA Changes**

Note: A *Gross Rent & UA Change* setup window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **GRC Effective Date** in the pull down list

Note: The dates displayed relate to *Rent Rate Schedules* that currently exist in *Project Data*. If the effective date you want is not in this list, you have not yet added your new rent rate amounts to *Project Data*.

- 4.) Verify &/or Modify the **Voucher Date** that will be effected by this GRC (*applies to HUD only*).
- 5.) Click-on **OK**

Note: The program will review the project's *Unit Data History* and display a **GRC Pre-Evaluation Summary** of changes that will be made if the user continues with this GRC process.

- 6.) Click-on **Print GRC Summary** to generate a hard copy report for your files.
- 7.) Click-on **Continue with GRC**
- 8.) Click-on **OK** to acknowledge a successful GRC process.

Note: All tenant information in *Unit Data History* in effect at the time of the GRC will be updated as it relates to new rent rates & UA amounts. The following items will also automatically be implemented by this GRC process ...

\* A new *Tenant Certification* will be added to the Tenant Certification database, effective on the date of the GRC. For RD Subsidy, the TC's Action Process will be called a *Modify TI*. For HUD Subsidy, the TC's Action Process will be called a *Gross Rent*. This allows the project to generate a GRC Tenant Certification for their records, if required to do so.

\* For HUD Subsidy, GRC HAP Adjustments will be created for the time period covered between the effective date of the GRC through the Voucher Date the GRC will first effect.

\* All *Tenant Certifications* in TC History that are effective after the GRC effective date will be recalculated and saved with new tenant rent and subsidy amounts. Previous HUD-50059's that are effected by a retroactive GRC will be made available for resubmission to TRACS as *Corrections to Prior HUD-50059's*.

#### 4.2.10 Assign RD Rental Assistance

This feature is only available for RD Subsidy and does not involve processing a Tenant Certification. Existing Tenant Certification information will be used to determine Tenant Rent & RA. An Assigning RA Tenant Certification will automatically be created by this process and can be printed for your files with tenant signatures.

##### Assigning RA

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

- 2.) For **Effective as of** (Date), enter the Assign RA Effective Date ( mmddyyyy ) and press [ENTER]

Note: The unit list is redisplayed with occupancy as it was on the Assign RA Date.

- 3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Unit Data Information* window should now appear.

4.) Click-on **Assign RA**

Note: An *RD Rental Assistance Assignment* process window will appear

5.) Enter **Date RD RA will be Effective** in a MMDDYYYY format

6.) Click-on **OK**

7.) Click-on **OK** to acknowledge a successful Assign RA Process.

Note: An entry is made in *Unit Data History* that reflects this tenant's RA/Subsidy Assignment. An *Assign RA* entry to Changes to Tenant Status / Assistance is made and an *Assign RA* Tenant Certification is also created.

#### 4.2.11 Remove RD Rental Assistance

This feature is only available for RD Subsidy and does not involve processing a Tenant Certification. Existing Tenant Certification information will be used to determine Tenant Rent. A Removing RA Tenant Certification will automatically be created by this process and can be printed for your files with tenant signatures.

##### Removing RA

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

2.) For **Effective as of** (Date), enter the Remove RA Effective Date ( mmddyyyy ) and press [ENTER]

Note: The unit list is redisplayed with occupancy as it was on the Remove RA Date.

3.) Click-on the desired **Tenant Name/Unit No.** in the list and click-on **OK**

Note: The *Unit Data Information* window should now appear.

4.) Click-on **Remove RA**

Note: A *Remove RD Rental Assistance* process window will appear

5.) Enter **Effective Date RD RA will be Removed** in a MMDDYYYY format

Note: This date will always be effective on the first day of the month.

6.) Click-on **OK**

7.) Click-on **OK** to acknowledge a successful Remove RA Process.

Note: An entry is made in *Unit Data History* that reflects this tenant's RA/Subsidy Removal. A *Remove RA* entry to Changes to Tenant Status / Assistance is made and a *Remove RA* Tenant Certification is also created.

#### 4.2.12 Correct a HUD Move-Out Date

This feature is only applicable for HUD Subsidy and does not involve processing a Tenant Certification. This feature is used to correct the Move-Out Date of a tenant that has already been submitted to TRACS and adjusted on a previous HUD-525670 HAP Voucher Request submission.

##### Move-Out Date Correction

**Access** - From the Main FHA Software menu ...

1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

2.) For **Effective As Of**, type in the Move-Out Date ( plus 1 day ) you are correcting (in a MMDDYYYY format) and press the [ENTER] key. Example: If the original Move-Out Date was 02/15/2011, then type in 02162011.

Note: The unit list will be redisplayed as it existed on the date entered with the desired unit being shown as VACANT.

3.) Click-on the applicable **Vacant Unit** entry in the list and click-on **OK**

Note: The *Unit Data Information* window should now appear.

3.) Click-on **Correct MO**

Note: A *Move-Out Date Correction* window will appear.

4.) Enter **Change Move-Out Effective Date** to in a MMDDYYYY format

5.) Select the **Anticipated Voucher Date** this Move-Out Date Correction will affect

6.) Click-on **OK > OK > OK > Printer > OK > Cancel > File > Exit**

Note: Existing entries in *Unit Data History* are corrected to reflect the new Move-Out Date. A new Move-Out Date entry to Changes to Tenant Status / Assistance is made which is available to be placed in a MAT file ( MAT40 Record ) and sent to TRACS. The appropriate adjustment will appear on the Anticipated Voucher Date month defined in step #5 above.

### 4.3 RD Forms

#### 4.3.1 Generate an RD 3560-8 Certification

This process will generate a hard copy *RD 3560-8 Tenant Certification* of an existing certification file.

**Access** - From the Main FHA Software menu ...

1.) Click-on **RD**

2.) Click-on **RD 3560-8 Tenant Certification**

Note: A *Find - Tenant Certification* window will appear

- 3.) Click-on the desired **Project Filename**
- 4.) Click-on the desired **Tenant Certification Entry Line** and click-on **OK**

Note: The *Tenant Certification Preview* window should now appear.

- 5.) Click-on the **Print** option located at the top left section of the window.

Note: The *Print Options* window should now appear.

- 6.) Click-on a **Check Mark** for **Form RD 3560-8** form and click-on **OK**

Note: The selected *RD 3560-8 Tenant Certification* form will be generated at the currently defaulted Windows printer.

### 4.3.2 Generate an RD 3560-29 Worksheet

This form generally reflects tenant activity as of the first day of each month and can be generated at any time, for any time period that exists in the FHA Software database. Generating Part I & II of this form can be done independently or both at the same time. The steps below will provide instruction for generating the entire RD 3560-29 Project Worksheet at one time.

#### Generating a RD 3560-29 Project Worksheet Part I & II

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD > RD 3560-29 Notice of Payment Due > Generate Project Worksheet**

Note: An *RD 3560-29 Report Setup Menu* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Month & Year to Report** in the pull down lists.
- 4.) Click-on a **Check Mark** for **Part I - Loan Payment Calculation**
- 5.) Click-on a **Check Mark** for **Part II - Project Worksheet**
- 6.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section
- 7.) Click-on **OK**

Note: A hard copy RD 3560-29 Project Worksheet Part I & II will be generated at the currently defaulted Windows printer. The remaining *R/A Obligation Balance* amount will be updated automatically in *Project Data* (which only happens when Part I is generated). A record of this generated Project Worksheet will also be entered in the *RD 3560-29 Project Worksheet History* file for future review.

### 4.3.3 Generate an RD Change Data Summary

This summary provides the same tenant change information that was reported on the now obsolete RD 1951-29 Tenant Status Report. Tenant change activity can be generated at any time, for any time period that exists in the FHA Software database. The steps below will provide instruction for generating a sample summary.

#### Generating a Change Data Summary

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD .. RD 3560-29 Notice of Payment Due .. Review Changes to Tenant Status**

Note: A Find – Changes to Tenant Status / Assistance window will appear

- 2.) Click-on **Print .. Change Data Summary**
- 3.) Click-on the desired **Project Filename** in the pull down list.
- 4.) Click-on the Specific **Month & Year Only** checkbox
- 5.) Click-on the desired **Month & Year** to Report in the pull down lists.
- 6.) Click-on a Bullet for **Printer** in the Output section
- 7.) Verify &/or Modify the desired No. of Printed Copies in the Output section
- 8.) Click-on **OK**

Note: A hard copy Change Data Summary will be generated at the currently defaulted Windows printer, listing Tenant Changes effective for the Month & Year selected.. Data is not effected when generating this report.

#### 4.3.4 Generate an RD Tenant/Rent Analysis

The following steps will provide instruction for generating a standard *RD Tenant/Rent Analysis*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD > RD Tenant/Rent Analysis**

Note: An *RD Tenant/Rent Analysis - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** from the pull down lists.
- 4.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 5.) Click-on **OK**

#### 4.3.5 Generate an RD R/A Assignment

The following steps will provide instruction for generating a standard *RD R/A Assignment Report*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD > RD Rental Assistance Assignment Report**

Note: An *RD R/A Assignment Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Effective Date of RA** from the pull down lists.
- 4.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 5.) Click-on **OK**

#### 4.3.6 MINC II - Creating XML Files

Information you electronically send to the web-based *MINC Industry Interface* includes tenant changes made by processing RD 3560-8 Tenant Certifications, move-outs and unit transfers. Normal processing

of these changes automatically provides the information necessary for submitting this data to the *MINC Industry Interface*.

There are two (2) basic steps in submitting tenant changes to the *MINC Industry Interface*, **Creating an XML File** and **Transmitting the XML File(s) using the Internet**. Below are the basic steps for creating an XML file for Rural Development's *MINC Industry Interface*.

### Creating a Tenant XML File

**Access** - From the Main FHA Software menu ...

1.) Click-on **RD > RD/MINC File Submissions > MINC/XML - Tenant Transactions**

Note: An *XML File Directory - MINC Industry Interface* window will appear

2.) Click-on **Create**

Note: The *XML File Creation Process* window should now appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) If prompted, click-on **Yes** to overwrite an existing XML File.

Note: A *Selection Summary* window should now appear.

5.) Click-on **Automated Selection Process**

Note: An *Automated Selection Process* window should appear.

6.) Click-on the desired **Month & Year** of tenant changes you want in this XML File.

7.) Click-on **OK**

Note: If tenant changes exist that are effective for the Month & Year selected, the total number of change records located will be displayed.

8.) Click-on **Save**

Note: The *XML File Directory* window should appear with the new XML file at the top of the list.

9.) Click-on the **Filename** of the newly created XML File and click-on **View**

10.) Click-on **XML Data Summary > OK** to generate a summary of the XML file

11.) Click-on **OK**

12.) Click-on **Exit** to return to the Main FHA Software Menu.

### 4.3.7 MINC II - Sending XML Files

Information you electronically send to the web-based *MINC Industry Interface* includes tenant changes made by processing RD 3560-8 Tenant Certifications, move-outs and unit transfers. Normal processing of these changes automatically provides the information necessary for submitting this data to the *MINC Industry Interface*.

There are two (2) basic steps in submitting tenant changes to the *MINC Industry Interface*, **Creating an XML File** and **Transmitting the XML File(s) using the Internet**. Below are the basic steps for uploading an XML file to Rural Development's *MINC Industry Interface*.



Note: When submitting through RD's MINC website, only one XML file at a time can be selected for submission (one XML file per project). For large Management Companies with numerous RD projects, this becomes a time consuming process. However, the **Combine Multiple XML Files** feature in FHA Software simplifies the submission of multiple XML files by allowing individual XML files to be combined into one master XML file.

### Transmitting an XML File using the Internet

After successfully creating your XML file, follow the steps below to electronically submit your XML file to Rural Development's web-based *MINC Industry Interface*.

**Access** - From the Main FHA Software menu ...

1.) Click-on RD .. RD/MINC File Submissions .. MINC System Login Website

Note: The *USDA Management Agent Interactive Network Connection* web page should appear.

2.) Click-on **MA Users .. LOGIN**

3.) Enter your **User ID** and press [TAB]

4.) Enter your **User Password**

5.) Click-on the **Login** button

Note: If entered correctly, an *MA Users - Welcome* window will appear.

6.) Click-on the **Send Files to USDA** icon

Note: A *Send Transmission Files* window will appear.

7.) Click-on the **Browse** button

Note: A *Choose File* window will appear.

Note: XML files, created by FHA Software, are normally placed in a folder named "FHAWINMINC\_XML" on drive C: of your computer. If FHA Software has been installed on a network server, the drive letter would be your server's drive letter.

8.) Click-on the **Look In - pull down** button

9.) Select the **Drive C:** icon

Note: Drive C: folders are then displayed in the viewing area.

10.) Double left-click on the **FHAWIN** folder

Note: FHAWIN subfolders are then displayed in the viewing area.

11.) Double left-click on the **MINC\_XML** folder

Note: All existing XML files are then displayed in the viewing area.

12.) Click-on the desired **XML file** and click-on the **Open** button

Note: The *Send Transmission Files* window reappears with your selected XML file displayed.

13.) Click-on the **Send Transmission** button

Note: After a few seconds, a *File Transfer Confirmation Page* window will appear.

14.) Click-on **Print**

15.) Click-on **Close**

16.) Click-on **Log Off > OK**

17.) Disconnect from the Internet

Note: Usually within 24 to 48 hours after submitting an XML file through MINC II, you will be emailed your response messages.

### 4.3.8 MINC II - Retrieving Messages

#### Monitoring Your Internet Email Account ...

XML files sent through the web-based MINC Industry Interface will automatically result in acknowledgment messages being emailed directly back to you. Usually within 24 to 48 hours after submitting an XML file through MINC II, you will be emailed your response messages. Therefore, the process of retrieving messages merely involves monitoring your internet email account.

#### MINC/XML File Submission Transaction List ...

The MINC Industry Interface website has a report section that provides a chronological listing of XML file transaction history, called a *Transaction List*. This report displays a list of individual tenant changes included in XML file submission attempts, along with *Transmission Status* ( such as *Accepted*, *Rejected*, *Pending*, *Heldup*, etc.) and *Status Messages* for each tenant change. If a tenant change has been rejected, the user is given the opportunity to view tenant change details, manually make a change and submit the correction, on the spot.

**Access** - From the Main FHA Software menu ...

1.) Click-on RD .. RD/MINC File Submissions .. MINC System Login Website

Note: The *USDA Management Agent Interactive Network Connection* web page should appear.

2.) Click-on **MA Users .. LOGIN**

3.) Enter your **User ID** and press [TAB]

4.) Enter your **User Password**

5.) Click-on the **Login** button

Note: If entered correctly, a *Login Successful - Click OK to Proceed* message will appear.

6.) Click-on **OK**

7.) Click-on the **Print Reports** icon

Note: A *Report Generation Information* window will appear.

8.) Click-on the **Sent For - pull down** button

9.) Select the desired **Project Name** from the list

10.) Verify &/or Modify the **Transferred Since Date**

11.) Click-on the **Submit** button

Note: A *Transction List* window will appear that displays a summary of tenant changes that were electronically submitted through the web-based MINC II since the *Transferred Since Date* previously selected.

Note: To view details on any tenant change listed, simply click-on the *Project Name* of the desired tenant change entry.

#### 4.3.9 MINC II - Approving Project Worksheets

RD's MINC Industry Interface enables manager's to view project worksheets, approve and send project worksheet payments, or print the RD 3560-29 form with data and mail it in to RD.

##### Approving RD 3560-29 Project Worksheets through the MINC website

**Access** - From the Main FHA Software menu ...

1.) Click-on RD .. RD/MINC File Submissions .. MINC System Login Website

Note: The *USDA Management Agent Interactive Network Connection* web page should appear.

2.) Click-on **MA Users .. LOGIN**

3.) Enter your **User ID** and press [TAB]

4.) Enter your **User Password**

5.) Click-on the **Login** button

Note: If entered correctly, an *MA Users - Welcome* window will appear.

6.) Click-on the **Project Worksheets** icon

Note: A *Project Worksheets* window will appear that displays a list of all available project names.

7.) Click-on a **Project Name**

Note: A *Project Worksheet* window will appear that displays a list of the last five released project worksheets and their current status. The next available project worksheet that can be electronically submitted (approved) will have an *Approve* button displayed.

8.) Click-on the **View** button (for the project worksheet date you want to submit)

Note: A *Project Worksheet Detail* window will appear. Use your browser's *Print* option to generate a hard copy of this project worksheet for your records (change your printer properties page setup to *Landscape* before printing).

9.) Click-on **Back** to return to the previous window

10.) Compare the MINC generated *Project Worksheet* you just printed with an FHA Software generated *Project Worksheet - Part II* to verify tenant information accuracy. If they match, proceed with step #13.

11.) Click-on the **Approve** button (for the project worksheet date you want to submit)

Note: A *Project Worksheet Summary* window will appear.

\*\* If the **Payment Due** amount is zero ( 0.00 ), click-on the **Submit** button.

\*\* If the **Payment Due** amount is not zero, enter the desired **Collection Date** (date you want this payment electronically withdrawn from your checking account) and click-on the **Submit** button.

12.) Use your browser's *Print* option to generate a hard copy of any confirmation window that is displayed after submitting your project worksheet.

13.) Click-on **Log Off > OK**

14.) Disconnect from the Internet

#### 4.3.10 Generate an RD 3560-7 Project Budget

This report can be generated at any time, for any time period that exists in the FHA Software COA database. The steps below will provide instruction for generating a sample report.

##### Generating an RD 3560-7 Project Budget Report

**Access** - From the Main FHA Software menu ...

1.) Click-on **RD > RD Financial Reports > RD 3560-7 Project Budget**

Note: An *RD 3560-7 Project Budget - Setup Menu* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Budget Type** in the pull down list.

4.) Click-on the desired **Reporting Period** in the pull down list.

5.) Click-on desired **Beg/End Dates** in the pull down lists.

6.) Click-on **OK**

Note: An *RD 3560-7 Project Budget - Editing Menu* window will appear

7.) Click-on **Print**

Note: An *RD 3560-7 Project Budget - Print Menu* window will appear

8.) Click-on the **checkbox** for *Project Budget - Part I/II/III/IV*

9.) Click-on the **checkbox** for *Signatures, Dates and Comments - Part VII*

10.) Click-on a **Bullet** for **Printer** in the **Output** section

11.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section

12.) Click-on **OK**

Note: A hard copy *RD 3560-7 Project Budget* report will be generated at the currently defaulted Windows printer. Data is not effected when generating this this report.

#### 4.3.11 Generate an RD 3560-10 Balance Sheet

This report can be generated at any time, for any calendar year that exists in the FHA Software COA database. The steps below will provide instruction for generating a sample report.

##### Generating an RD 3560-10 Balance Sheet

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD > RD Financial Reports > RD 3560-10 Balance Sheet**

Note: An *RD 3560-10 Balance Sheet - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date (Current Year)** in the pull down list.
- 4.) Click-on **OK**

Note: An *RD 3560-10 Balance Sheet - Editing* window will appear

- 5.) Click-on **Print**

Note: An *RD 3560-10 Balance Sheet - Print* window will appear

- 6.) Click-on a **Bullet** for **Printer** in the **Output** section
- 7.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section
- 8.) Click-on **OK**

Note: A hard copy *RD 3560-10 Balance Sheet* report will be generated at the currently defaulted Windows printer. Data is not effected when generating this this report.

#### 4.3.12 Generate an RD 3560-12 Reserve Request

The following steps will provide instruction for generating a sample *RD 3560-12 Request for Authorization to Withdraw Reserve Funds* (also referred to as *Reserve Request*).

##### Generating an RD 3560-12 Reserve Request

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD > RD Financial Reports > RD 3560-12 Reserve Request**

Note: An *RD 3560-12 Reserve Request - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on **Add new Request Entry**

Note: The *Part I - Request Information* section of this window is set to edit mode. Starting with *Amount Requested*, complete all applicable fields displayed. Proceed to step #4 below when done entering information.

- 4.) Click-on **Save**

Note: An entry will be added to the *RD 3560-12 History* section for the *Request Entry* just saved.

- 5.) Click-on (highlight) the *Request Entry* displayed in the *RD 3560-12 History* section.
- 6.) Click-on **Print > Selected RD 3560-12 Request Form**

Note: A *Print - RD 3560-12 Request Form - Setup* window will appear.

- 7.) Click-on a **Bullet** for **Printer** in the **Output** section
- 8.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section

9.) Click-on **OK**

Note: A hard copy *RD 3560-12 Request for Authorization to Withdraw Reserve Funds* report will be generated at the currently defaulted Windows printer. Data is not effected when generating this report.

#### 4.3.13 Generate a Bank Balance Summary

This feature provides the ability to obtain a quick summary of *Bank Balances* for any month that exists in the Project's *Chart of Accounts*. The user has the option to view *Bank Balances* for one project only or for multi-properties at the same time. Account Numbers defined in a *Bank Balance Summary - Setup* window determines where bank balance amounts are coming from for this summary.

Note: The process below assumes that *Bank Balance Summary - Setup* items have been previously setup with applicable COA numbers. Click-on *Help* for more information on the *Setup* process for this summary feature.

##### Generating a Bank Balance Summary

**Access** - From the Main FHA Software menu ...

1.) Click-on **RD or HUD > RD or HUD Financial Reports > Bank Balance Summary**

Note: A *Bank Balance Summary* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Report Date** in the pull down list.

4.) Click-on **Retrieve Bank Balance Info**

Note: *Bank Balances* for the project filename selected, as of the last day of the *Report Date* (Month & Year) defined, will be displayed on-screen.

5.) Click-on **Print Summary**

Note: A *Print - Bank Balance Summary* window will appear

6.) Click-on a **Bullet** for **Printer** in the **Output** section

7.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section

8.) Click-on **OK**

Note: A hard copy *Bank Balance Summary* will be generated at the currently defaulted Windows printer. Data is not effected when generating this this report.

Note: To view a *Bank Balance Summary* for more than one project at the same time, click-on Multi-Property Reports and select your pre-defined Property Directory Filename. Then repeat steps 4 through 8 above.

#### 4.3.14 Generate a Mngt Fee Calc (Occupied Units)

This feature automates the calculation of *Management Fees* based on the *Number of Occupied Units* for any month that exists in the FHA Software *Unit Data* database.

##### Generating a Management Fee Calculation ( Occupied Units )

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD or HUD > RD or HUD Financial Reports > Management Fee Calculation**

Note: A *Management Fee Calculation - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** in the pull down list.
- 4.) Click-on **OK**

Note: *Management Fee Calculation* window will appear with *Occupied Units Calculation* section displayed as the default. The total number of units for each applicable size is automatically reported, based on occupancy on the first day of the selected *Report Date* (Month & Year). The dollar amount field is the *Per Occupied Unit Rate* for each applicable unit size. These rates will need to be entered the first time this window is accessed. The fee is automatically calculated, based on number of occupants and rate entered.

- 5.) Click-on **Print Report**

Note: A *Print - Management Fee Calculation - Setup* window will appear.

- 6.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section
- 7.) Click-on **OK**

Note: A hard copy *Management Fee Calculation* will be generated at the currently defaulted Windows printer.

#### 4.3.15 Generate a Mngt Fee Calc (Rent Collected)

This feature automates the calculation of *Management Fees* based on a *Percentage of Rent Collected* for any month that exists in the FHA Software COA database.

##### Generating a Management Fee Calculation ( Rent Collected )

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD or HUD > RD or HUD Financial Reports > Management Fee Calculation**

Note: A *Management Fee Calculation - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** in the pull down list.
- 4.) Click-on **OK**

Note: *Management Fee Calculation* window will appear with *Occupied Units Calculation* section displayed as the default.

- 5.) Click-on the **Rent Collected** tab

Note: The *Rent Collected* section is displayed. This section needs to be setup the first time it is accessed. Enter the Chart of Account numbers that the Management Fee is based and the percentage rate of the amount.

- 6.) Click-on **Print Report**

Note: A *Print - Management Fee Calculation - Setup* window will appear.

7.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section

8.) Click-on **OK**

Note: A hard copy *Management Fee Calculation* will be generated at the currently defaulted Windows printer.

## 4.4 HUD Forms

### 4.4.1 Generate a HUD-50059 Certification

This process will generate a hard copy *HUD-50059 Tenant Certification* of an existing certification file.

**Access** - From the Main FHA Software menu ...

1.) Click-on **HUD**

2.) Click-on **HUD-50059 Tenant Certification**

Note: A *Find - Tenant Certification* window will appear

3.) Click-on the desired **Project Filename**

4.) Click-on the desired **Tenant Certification Entry Line** and click-on **OK**

Note: The *Tenant Certification Preview* window should now appear.

5.) Click-on the **Print** option located at the top left section of the window.

Note: The *Print Options* window should now appear.

6.) Click-on a **Check Mark** for **Form HUD-50059** form and click-on **OK**

Note: The selected *HUD-50059 Tenant Certification* form will be generated at the currently defaulted Windows printer.

### 4.4.2 Generate a HUD-52670 Voucher

This form generally reflects tenant activity as of the first day of each month and can be generated at any time, for any time period that exists in the FHA Software database. The steps below will provide instruction for generating the entire HUD-52670 HAP Voucher Request.

#### Generating a HUD-52670 HAP Voucher Request

**Access** - From the Main FHA Software menu ...

1.) Click-on **HUD > HUD-52670 HAP Request Voucher > Generate a HAP Request Voucher**

Note: A *HUD-52670 Report Setup Menu* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Month & Year to Report** in the pull down lists.



- 4.) Verify &/or modify the desired **HAP Contract No. to Report**.
- 5.) Verify &/or modify the desired **Signature Date of Report**.
- 6.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section
- 7.) Click-on **OK**

Note: A hard copy HUD-52670 HAP Request Voucher will be generated at the currently defaulted Windows printer. A TRACS MAT30 - Voucher Record file will automatically be created in the TRACS directory. A record of this generated HAP Voucher will also be entered in the *HAP Voucher History* file for future review.

#### 4.4.3 Generate a HUD-93104 Excess Income

This form is used for HUD Sec.236 projects to generally reflect tenant financial activity that has occurred within each month and can be generated at any time, for any month that exists in the FHA Software database. The steps below will provide instruction for generating a simple report ...

##### Generating a HUD-93104 Excess Income Report

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **HUD > HUD-93104 Excess Income Report**

Note: A *HUD-93104 Report Setup Menu* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Month & Year to Report** in the pull down lists.
- 4.) Verify &/or Modify the desired **Signature Date**
- 5.) Click-on **OK**

Note: A *HUD-93104 Report Detail* window will appear

- 6.) Verify &/or Modify the **Tenant Information** displayed
- 7.) Verify &/or Modify the **Amount Retained for HUD-Approved Purposes**
- 8.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section
- 9.) Click-on **Print HUD-93104 Report**

Note: A hard copy *HUD-93104 Monthly Report of Excess Income Report* will be generated at the currently defaulted Windows printer. Manual changes made at this window are for reporting purposes only and are not saved to the main FHA Software database. *Unit Data* is the source of information for this report.

#### 4.4.4 Generate a HUD-27061 Race & Ethnicity Data Report

This form is used for HUD Subsidized projects to summarize Race and Ethnicity based on occupancy as of the first day of any month defined. The steps below will provide instruction for generating a simple report ...

##### Generating a HUD-27061 Race & Ethnic Data Report

**Access** - From the Main *FHA Software* menu ...

- 1.) Click-on **HUD .. HUD-2706 Race & Ethnic Data Reporting**

Note: A HUD-27061 Race & Ethnic Data Reporting Setup Menu window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Month & Year to Report** in the pull down lists.
- 4.) Click-on **Printer .. OK**

Note: A hard copy HUD-27061 Race & Ethnic Data Reporting form will be generated at the currently defaulted Windows printer.

#### 4.4.5 Generate a HUD Income Targeting Report

This form is used for HUD Subsidized projects to summarize income level status for all Move-In Admissions and Initial Certifications that exist within the date range defined. The steps below will provide instruction for generating a simple report ...

##### Generating a HUD Income Targeting Report

Access - From the Main FHA *Software* menu ...

- 1.) Click-on **HUD .. HUD Income Targeting Reporting**

Note: A HUD Income Targeting Report Setup window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Beginning Date** in the pull down lists.
- 4.) Click-on the desired **Ending Date** in the pull down lists.
- 4.) Click-on **Printer .. OK**

Note: A hard copy HUD Income targeting Report form will be generated at the currently defaulted Windows printer.

#### 4.4.6 Generate a HUD Change Data Summary

This report provides a summary of tenant change activity maintained in the Changes to Tenant Assistance window. Tenant change activity can be generated at any time, for any time period that exists in the FHA *Software* database. The steps below will provide instruction for generating a sample summary.

##### Generating a Changes Data Summary

Access - From the Main FHA *Software* menu ...

- 1.) Click-on **HUD .. HUD-52670 HAP Request Voucher .. Review Changes to Tenant Assistance**

Note: A Find – Changes to Tenant Status / Assistance window will appear

- 2.) Click-on **Print .. Change Data Summary**
- 3.) Click-on the desired **Project Filename** in the pull down list.
- 4.) Click-on the Specific **Month & Year Only** checkbox
- 5.) Click-on the desired **Month & Year to Report** in the pull down lists.
- 6.) Click-on a Bullet for **Printer** in the Output section
- 7.) Verify &/or Modify the desired No. of Printed Copies in the Output section
- 8.) Click-on **OK**

Note: A hard copy Change Data Summary will be generated at the currently defaulted Windows printer, listing Tenant Changes effective for the Month & Year selected.. Data is not effected when generating this report.

#### 4.4.7 Generate a HUD Change Data History

This report provides a summary of tenant change activity maintained in the Changes to Tenant Assistance window in the order they were processed. This is a good report to verify HAP adjustment calculation accuracy. Tenant change activity can be generated at any time, for any tenant that exists in the FHA *Software* database. The steps below will provide instruction for generating a sample summary.

##### Generating a Change Data History

Access - From the Main FHA *Software* menu ...

1.) Click-on **HUD .. HUD-52670 HAP Request Voucher .. Review Changes to Tenant Assistance**

Note: A *Find – Changes to Tenant Status / Assistance* window will appear

2.) Click-on **Print .. Change Data History**

Note: A *Change Data History - Setup* window will appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) Click-on the **Specific Tenant Only** checkbox and click-on the [+] button

Note: A *Tenant Selection* window appears.

5.) Double click-on the desired tenant entry line

Note: The *Change Data History - Setup* window reappears.

6.) For **Sorted By**, select **Report Month**

7.) Click-on a Bullet for **Printer** in the Output section

8.) Verify &/or Modify the desired No. of Printed Copies in the Output section

9.) Click-on **OK**

Note: A hard copy Change Data History will be generated at the currently defaulted Windows printer, listing all Tenant Changes for the specific tenant selected, sorted in the order each tenant change entry was processed ( by Anticipated Voucher Date, then Certification Effective Date ). Data is not effected when generating this report.

#### 4.4.8 Generate a HUD Tenant/Rent Analysis

The following steps will provide instruction for generating a standard *HUD Tenant/Rent Analysis*.

**Access** - From the Main FHA *Software* menu ...

1.) Click-on **HUD > HUD Tenant/Rent Analysis**

Note: A *HUD Tenant/Rent Analysis - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** from the pull down lists.
- 4.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 5.) Click-on **OK**

#### 4.4.9 TRACS - Creating a MAT File

Information you electronically send to the *TRACS* includes tenant changes made by processing HUD-50059 Tenant Certifications, move-outs and unit transfers. Normal processing of these changes automatically provides the information necessary for submitting this data to *TRACS*.

There are two (2) basic steps in submitting tenant changes to *TRACS*, **Creating a MAT File** and **Transmitting MAT File(s) by Modem**. Below are the basic steps for creating a MAT file for *TRACS*.

##### Creating a MAT File

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **HUD > TRACS/MAT File Submissions > MAT Tenant Assistance Changes**

Note: A *MAT File Directory* window will appear

- 2.) Click-on **Create**

Note: The *Create - MAT File* window should now appear.

- 3.) Enter a new **MAT Data Filename** and click-on the **OK** button.

Note: A *MAT File Creation Process* window should now appear.

- 4.) Click-on the desired **Project Filename**
- 5.) Click-on **Automated Selection Process**

Note: An *Automated Selection Process* window should appear.

- 6.) Click-on the desired **Month & Year** of tenant changes you want in this MAT File.
- 7.) Click-on **OK**

Note: If tenant changes exist that are effective for the Month & Year selected, the total number of change records located will be displayed.

- 8.) Click-on **Save**

Note: The *MAT File Directory* window should appear with the new MAT file at the top of the list.

- 9.) Click-on the **Filename** of the newly created MAT File and click-on **View**
- 10.) Click-on **MAT Data Summary > Printer > OK** to generate a summary of the MAT file
- 11.) Click-on **OK > Exit** to return to the Main FHA Software Menu.

#### 4.4.10 TRACS - Create a Traditional Baseline MAT File

To establish or reestablish your existing HUD-50059 Certifications in TRACS or for a newly assigned Contract Administrator (CA) or for a change in TRACS compliant software, you create and submit a *Traditional Baseline* MAT file. A *Traditional Baseline* MAT file will include all full HUD-50059 Tenant Certifications that were in effect on a specific Month/Year. A complete list of current unit addresses is also included.

Below are the basic steps for creating a *Traditional Baseline* MAT file.

##### Creating a Traditional Baseline MAT File

**Access** - From the Main FHA Software window ...

1.) Click-on **HUD > TRACS/MAT File Submissions > TRACS/MAT - Tenant Assistance Changes**

Note: A *MAT File Directory* window will appear

2.) Click-on **Create**

Note: A *MAT File Creation Process* window should now appear.

3.) Click-on the desired **Project Filename**

4.) For **New MAT Filename**, type: *BASELINE* and click-on the **OK** button.

Note: A *Selection Summary* window should now appear.

5.) Click-on the **Automated Selection Process** button

Note: An *Automated Selection Process* window should appear.

6.) For **Tenant Changes Effective for**, select the desired **Month & Year**

Note: All tenant change records in affect for the Month & Year selected will automatically be added to this MAT file.

7.) Click-on a the **Create a Traditional Baseline MAT File** checkbox

8.) Click-on **OK**

Note: The *Selection Summary* window will reappear with the number of tenant change records that have automatically been added.

9.) Click-on **Save**

Note: The *MAT File Directory* window will reappear with your new Traditional Baseline MAT File listed at the top.

10.) Click-on ( highlight ) the **Filename** of the newly created Traditional Baseline MAT File and click-on **View**

11.) Click-on **MAT Data Summary > Printer > OK** to print a summary of MAT file contents

12.) Click-on **OK > Exit** to return to the Main FHA Software window.

#### 4.4.11 TRACS - Sending MAT Files

Information you electronically send to *TRACS* includes tenant changes made by processing HUD-50059 Tenant Certifications, move-outs and unit transfers. Normal processing of these changes automatically provides the information necessary for submitting this data to *TRACS*.

There are two (2) basic steps in submitting tenant changes to the *TRACS*, **Creating a MAT File** and **Electronically Sending MAT Files to TRACS**. Below are the basic steps for sending a MAT file to *TRACS*.

##### **Sending MAT Files to TRACS**

After successfully creating your MAT file, follow the steps below to electronically submit your MAT file to *TRACS*.

- 1.) Make sure your computer is connected to the internet.
- 2.) Start **FHA Software for 32bit Windows**
- 3.) Click-on **HUD > TRACS/MAT File Submissions > iMAX Communications**
- 4.) Click-on **Messages > Send MAT Files to TRACS**
- 5.) Select the **Nickname** of the *Destination TRACSMAIL ID* you are submitting to.
- 6.) Click-on the **Subject** line and enter a brief description of what is being sent.

Examples: **Nov/2001 Voucher    11/2001 MAT    Unit #12 Move-Out    etc.**

- 7.) Click-on (**highlight**) the desired file(s) in the *MAT File Selection* list and click-on **Add** to place them in the *Selected Files (Out.Box)* list.

- 8.) Click-on the **Send File(s)** button.

Note: All files listed in the *Selected Files (Out.Box)* list will automatically be sent. The cursor will change to an hour glass during the file submission process. When completed, a *MAT File(s) Successfully Sent!* message will appear.

- 9.) Click-on **OK > CLOSE**
- 10.) Click-on **File > Exit** to return to the main FHA Software menu.

#### 4.4.12 TRACS - Retrieving Messages

For each MAT file you send to *TRACS*, you may receive up to two or three response messages back (usually within two business days time). Response messages confirm either successful acceptance or reasons for rejection by *TRACS*. Response messages do not magically appear in your computer. You must retrieve your response messages regularly.

##### **TRACS Response Message Retrieval**

- 1.) Make sure your computer is connected to the internet.
- 2.) Start **FHA Software for 32bit Windows**
- 3.) Click-on **HUD > TRACS/MAT File Submissions > iMAX Communications**

Note: Retrieving TRACS Response Messages depends on who you send your MAT files to ( National TRACS vs Contract Administrator ). The new iMAX System treats messages coming back directly from National TRACS differently than messages coming back from a Contract Administrator.

**\*\* If you sent MAT Files directly to National TRACS ( TRACMPROD ) ...**

4.) Click-on **Messages > Retrieve TRACS Response Messages**

5.) Click-on **Retrieve**

Note: Based on the default setting, the program will retrieve only new TRACS response messages within the date range defined. The *Beginning Date* will always default to the first day of the current month. The *Ending date* will always default to today's date. Manually edit or click-on the *Calendar* icon to change the desired date range.

Note: A message window will be displayed with the total number of messages successfully retrieved.

6.) Click-on **OK > Close**

Your newly retrieved messages will be displayed at the top of the *IN.BOX Messages list*. Click-on each new message to view message contents.

**\*\* If you sent MAT Files directly to a Contract Administrator ( not TRACMPROD ) ...**

4.) Click-on **Messages > Retrieve InBox Messages & Attachments**

5.) Click-on **Retrieve Message List**

Note: Based on the default setting, the program will retrieve only new InBox Messages ( messages sent to you by your Contract Administrator ) within the date range defined. The *Beginning Date* will always default to the first day of the current month. The *Ending date* will always default to today's date. Manually edit or click-on the *Calendar* icon to change the desired date range.

Note: The *Retrieve Selected Inbox Messages* section will be display all individual messages that exist in iMAX for the TRACSMail ID ( your TRACSMail ID ) currently selected.

6.) If messages are listed, click-on **Select All > Retrieve Selected Messages > OK**

7.) Click-on **Close**

Your newly retrieved messages will be displayed at the top of the *IN.BOX Messages list*. Click-on each new message to view message contents.

Note: For assistance interpreting TRACS Response Message meaning, click-on **HUD > TRACS/MAT File Submissions > TRACS Error Message Reference**, from the Main FHA Software menu.

#### 4.4.13 Generate a HUD Statement of P&L

This report is similar to the original HUD-92410 *Statement of P&L* format and can be generated at any time, for any time period that exists in the FHA Software COA database. The steps below will provide instruction for generating a sample report.

##### Generating a HUD Statement of P&L Report

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **HUD > HUD Financial Reports > HUD Statement of P&L**

Note: A *HUD Statement of P&L Setup Menu* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Month & Year to Report** in the pull down lists.
- 4.) Click-on a **Bullet** for **Printer** in the **Output** section
- 5.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section
- 6.) Click-on **OK**

Note: A hard copy *HUD Statement of P&L* report will be generated at the currently defaulted Windows printer. Data is not effected when generating this report.

#### 4.4.14 Generate a Bank Balance Summary

This feature provides the ability to obtain a quick summary of *Bank Balances* for any month that exists in the Project's *Chart of Accounts*. The user has the option to view *Bank Balances* for one project only or for multi-properties at the same time. Account Numbers defined in a *Bank Balance Summary - Setup* window determines where bank balance amounts are coming from for this summary.

Note: The process below assumes that *Bank Balance Summary - Setup* items have been previously setup with applicable COA numbers. Click-on *Help* for more information on the *Setup* process for this summary feature.

##### Generating a Bank Balance Summary

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD or HUD > RD or HUD Financial Reports > Bank Balance Summary**

Note: A *Bank Balance Summary* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** in the pull down list.
- 4.) Click-on **Retrieve Bank Balance Info**

Note: *Bank Balances* for the project filename selected, as of the last day of the *Report Date* (Month & Year) defined, will be displayed on-screen.

- 5.) Click-on **Print Summary**

Note: A *Print - Bank Balance Summary* window will appear

- 6.) Click-on a **Bullet** for **Printer** in the **Output** section
- 7.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section
- 8.) Click-on **OK**

Note: A hard copy *Bank Balance Summary* will be generated at the currently defaulted Windows printer. Data is not effected when generating this this report.

Note: To view a *Bank Balance Summary* for more than one project at the same time, click-on Multi-Property Reports and select your pre-defined Property Directory Filename. Then repeat steps 4 through 8 above.



#### 4.4.15 Generate a Mngt Fee Calc (Occupied Units)

This feature automates the calculation of *Management Fees* based on the *Number of Occupied Units* for any month that exists in the FHA Software *Unit Data* database.

##### Generating a Management Fee Calculation ( Occupied Units )

**Access** - From the Main FHA Software menu ...

1.) Click-on **RD or HUD > RD or HUD Financial Reports > Management Fee Calculation**

Note: A *Management Fee Calculation - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Report Date** in the pull down list.

4.) Click-on **OK**

Note: *Management Fee Calculation* window will appear with *Occupied Units Calculation* section displayed as the default. The total number of units for each applicable size is automatically reported, based on occupancy on the first day of the selected *Report Date* (Month & Year). The dollar amount field is the *Per Occupied Unit Rate* for each applicable unit size. These rates will need to be entered the first time this window is accessed. The fee is automatically calculated, based on number of occupants and rate entered.

5.) Click-on **Print Report**

Note: A *Print - Management Fee Calculation - Setup* window will appear.

6.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section

7.) Click-on **OK**

Note: A hard copy *Management Fee Calculation* will be generated at the currently defaulted Windows printer.

#### 4.4.16 Generate a Mngt Fee Calc (Rent Collected)

This feature automates the calculation of *Management Fees* based on a *Percentage of Rent Collected* for any month that exists in the FHA Software COA database.

##### Generating a Management Fee Calculation ( Rent Collected )

**Access** - From the Main FHA Software menu ...

1.) Click-on **RD or HUD > RD or HUD Financial Reports > Management Fee Calculation**

Note: A *Management Fee Calculation - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Report Date** in the pull down list.

4.) Click-on **OK**

Note: *Management Fee Calculation* window will appear with *Occupied Units Calculation* section displayed as the default.

5.) Click-on the **Rent Collected** tab

Note: The *Rent Collected* section is displayed. This section needs to be setup the first time it is accessed. Enter the Chart of Account numbers that the Management Fee is based and the percentage rate of the amount.

6.) Click-on **Print Report**

Note: A *Print - Management Fee Calculation - Setup* window will appear.

7.) Verify &/or Modify the desired **No. of Printed Copies** in the **Output** section

8.) Click-on **OK**

Note: A hard copy *Management Fee Calculation* will be generated at the currently defaulted Windows printer.

## 4.5 LIHTC Forms

### 4.5.1 Generate a Sec.42 TIC

This process will generate a hard copy *Sec.42 Tenant Certification* of an existing certification file.

**Access** - From the Main FHA Software menu ...

1.) Click-on **LIHTC**

2.) Click-on **Sec.42 Tenant Certification**

Note: A *Find - Tenant Certification* window will appear

3.) Click-on the desired **Project Filename**

4.) Click-on the desired **Tenant Certification Entry Line** and click-on **OK**

Note: The *Tenant Certification Preview* window should now appear.

5.) Click-on the **Print** option located at the top left section of the window.

Note: The *Print Options* window should now appear.

6.) Click-on a **Check Mark** for **Sec.42 LIHTC** form and click-on **OK**

Note: The selected *Sec.42 Tenant Certification* form will be generated at the currently defaulted Windows printer.

### 4.5.2 Generate a Sec.42 Change Data Summary

This report provides a summary of tenant change activity maintained in the Changes to Tenant Status window. Tenant change activity can be generated at any time, for any time period that exists in the FHA Software database. The steps below will provide instruction for generating a sample summary.

### Generating a Changes Data Summary

Access - From the Main FHA *Software* menu ...

- 1.) Click-on **LIHTC .. Changes to Tenant Status**

Note: A Find – Changes to Tenant Status / Assistance window will appear

- 2.) Click-on **Print .. Change Data Summary**
- 3.) Click-on the desired **Project Filename** in the pull down list.
- 4.) Click-on the Specific **Month & Year Only** checkbox
- 5.) Click-on the desired **Month & Year** to Report in the pull down lists.
- 6.) Click-on a Bullet for **Printer** in the Output section
- 7.) Verify &/or Modify the desired No. of Printed Copies in the Output section
- 8.) Click-on **OK**

Note: A hard copy Change Data Summary will be generated at the currently defaulted Windows printer, listing Tenant Changes effective for the Month & Year selected.. Data is not effected when generating this report.

### 4.5.3 Generate a Maximum Rent Report

The following steps will provide instruction for generating a *Maximum Rent Report*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **LIHTC > Maximum Rent Report**

Note: A *Maximum Rent Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Income Limit Effective Date** in the pull down list.
- 4.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 5.) Click-on **OK**

### 4.5.4 Generate a Tax Credit Analysis

The *LIHTC Analysis* feature provides an assortment of compliance reporting options. In order for a project to be eligible for a *Tax Credit Analysis*, *Tax Credit* information must be entered in *Project Data*.

#### **LIHTC Analysis - Standard One (1) Month Report**

Follow the steps below to generate a standard *Tax Credit Analysis* covering a one month period. Most all default selections will be used.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **LIHTC > Tax Credit Analysis**

Note: A *LIHTC Analysis - Report Setup Menu* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.

- 3.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 4.) Click-on **OK**

### **LIHTC Analysis - Standard Three (3) Month (Quarterly) Report**

Follow the steps below to generate a standard *Tax Credit Analysis* covering a three month period. Most all default selections will be used.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **LIHTC > Tax Credit Analysis**

Note: A *LIHTC Analysis - Report Setup Menu* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) **Click-on January** from the pull down list of **Month & Year to Report**
- 4.) Click-on **3** from the pull down list of **Number of Months to Report**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

### **LIHTC Analysis - Standard Twelve (12) Month Report**

Follow the steps below to generate a standard *Tax Credit Analysis* covering a twelve month calendar year period. Most all default selections will be used.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **LIHTC > Tax Credit Analysis**

Note: A *LIHTC Analysis - Report Setup Menu* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on **January** from the pull down list of **Month & Year to Report**
- 4.) Click-on **12** from the pull down list of **Number of Months to Report**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

### **LIHTC Analysis - Specific State Twelve (12) Month Report**

Follow the steps below to generate a specific State's *Tax Credit Analysis* covering a twelve month calendar year period.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **LIHTC > Tax Credit Analysis**

Note: A *LIHTC Analysis - Report Setup Menu* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on **January** from the pull down list of **Month & Year to Report**
- 4.) Click-on **12** from the pull down list of **Number of Months to Report**
- 5.) Click-on a **Bullet for Specific State Report**
- 6.) Click-on the desired **State** from the pull down list.
- 7.) Click-on a **Bullet** for **Printer** in the **Output** section.

8.) Click-on **OK**

#### 4.5.5 Create an LIHTC Data Transfer Standard XML

This feature will create the standard XML file, containing tenant change information, that is electronically uploaded to most State HFA's for Tax Credit submission compliance.

The following steps will provide instruction for creating an LIHTC Data Transfer Standard XML file.

Access - From the Main FHA *Software* menu ...

1.) Click-on **LIHTC .. LIHTC Data Transfer Standard XML**

Note: An LIHTC Data Transfer Standard XML - File Directory window will appear.

2.) Click-on **Create**

Note: An LIHTC Data Transfer Standard XML - File Creation window will appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) Click-on the desired **Building Identification Number** in the pull down list.

5.) Click-on the desired **Reporting Period Start Date** in the pull down list.

6.) Click-on the desired **Reporting Period Ending Date** in the pull down list.

7.) For **New XML Filename to Create**, type: 2011QTR1

Note: The filename can be anything you want that makes sense.

8.) Click-on **OK**

Note: An LIHTC Data Transfer Standard XML - View/Edit window will appear.

9.) Click-on **Add - Tenant Selection**

Note: An LIHTC Data Transfer Standard XML - Tenant Select window will appear with a listing of tenant changes that fall within the date range defined.

10.) Click-on **Include All**

Note: An LIHTC Data Transfer Standard XML - View/Edit window will reappear.

11.) Click-on **Save**

Note: An XML file now exists in the folder (Path) displayed, with selected tenant change information that can be uploaded to your State HFA's web-based system. Refer to your specific State HFA provided instruction manual for uploading XML files.

Note: Other State HFA specific XML file creation features provided with FHA Software include the following ...

MITAS Tenant Data Upload	- Used by the State of KS, NJ, etc.
TDHCA Web Services Interface	- Used by the State of Texas only
Certification On Line (COL)	- Used by the State of IA, MI, MS, MT, NE, etc.

WBARS Import XML	- Used by the State of Washington only
AHFA Tenant Data Collection	- used by the State of Alabama only

For detailed step-by-step instructions for the above features, click-on **Help** at each of the setup windows.

## 4.6 Miscellaneous Forms

### 4.6.1 Generate Recert Letters & Verification Forms

The following steps will provide instruction for generating the initial recertification notice and verification forms. Most all default selections will be used.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Reports > Recertification Notices > Generate Recertification Notices**

Note: A *Recertification Notice Processing* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Recertification Date** from the pull down lists.

4.) Click-on a **Check Mark** to **Include a Tenant Summary**.

5.) Click-on a **Bullet** for **Printer** in the **Output** section.

6.) Click-on **OK**

### 4.6.2 Record Receipt of Recert Verification Forms

The following steps will provide instruction for noting that you have received applicable recertification income / asset / expense verification forms.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Reports > Recertification Notices > Review Recertification Notice Status**

Note: A *Find - Review Recertification Status* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Tenant's Name** in the *Find Window*.

4.) Click-on **View**

Note: A *Tenant Recertification Progress* window will appear.

5.) Click-on **Edit**

6.) Click-on a **Check Box** for each **Verification Form** that has been returned.

7.) Click-on **OK**

8.) Click-on **OK**

#### 4.6.3 Generate 30/60/90 Day Recertification Letters

The following steps will provide instruction for printing applicable 30/60/90 Day Recertification reminder letters.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Reports > Recertification Notices > Generate Recertification Notices**

Note: A *Recertification Notice Processing* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Recertification Date** from the pull down lists.

4.) Click-on a **Check Mark** to **Include a Tenant Summary**.

5.) Click-on a **Bullet** for **30, 60 or 90 Day Letter**.

6.) Click-on a **Bullet** for **Printer** in the **Output** section.

7.) Click-on **OK**

Note: All existing Recert Notice Status files for the Recertification Date selected that have verification forms outstanding will get a 30/60/90 Day Letter generated.

#### 4.6.4 Generate a Certification Expiration Report

The following steps will provide instruction for generating a standard *Certification Expiration Report*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Reports > Certification Expiration Report**

Note: A *Certification Expiration Report - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Report Month/Year** from the pull down lists.

4.) Click-on a **Bullet** for **Printer** in the **Output** section.

5.) Click-on **OK**

#### 4.6.5 Generate a Rent Register Report

The following steps will provide instruction for generating a standard *Rent Register Report*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Reports > Rent Register Report**

Note: A *Rent Register Report - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Report Month/Year** from the pull down lists.

4.) Click-on a **Bullet** for **Printer** in the **Output** section.

5.) Click-on **OK**

#### 4.6.6 Generate a Utility Refund Report

The following steps will provide instruction for generating a standard Utility Refund Report which is basically a list of negative rent tenants.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Reports > Utility Refund Report**

Note: A *Utility Refund Report - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Report Month/Year** from the pull down lists.

4.) Click-on a **Bullet** for **Printer** in the **Output** section.

5.) Click-on **OK**

#### 4.6.7 Generate a Race / Ethnicity Report

The following steps will provide instruction for generating a *Race / Ethnicity Report*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Reports > Race / Ethnicity Report**

Note: A *Race / Ethnicity Report - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Report Date** in the pull down list.

4.) Click-on a **Bullet** for **Printer** in the **Output** section.

5.) Click-on **OK**

#### 4.6.8 Generate a Vacancy Listing

The following steps will provide instruction for generating a detailed list of vacant units.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Reports > Occupancy Reports**

Note: An *Occupancy Reports - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Report Beginning Month/Year** from the pull down lists.

4.) Click-on the desired **Report Ending Month/Year** from the pull down lists.

5.) Click-on a **Bullet** for **Vacancy Listing**.

6.) Click-on a **Bullet** for **Printer** in the **Output** section.

7.) Click-on **OK**



#### 4.6.9 Generate a Move-In Listing

The following steps will provide instruction for generating a detailed list of Move-In activity.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Reports > Occupancy Reports**

Note: An *Occupancy Reports - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Beginning Month/Year** from the pull down lists.
- 4.) Click-on the desired **Report Ending Month/Year** from the pull down lists.
- 5.) Click-on a **Bullet** for **Move-In Listing**.
- 6.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 7.) Click-on **OK**

#### 4.6.10 Generate a User-Defined Tenant Summary

The following steps will provide instruction for generating a standard User-Defined Summary of Tenant Information.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Reports > User- Defined Summaries**

Note: A *User-Defined Tenant Summaries - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Month/Year** from the pull down lists.
- 4.) Select an **item from Column #1's** pull down list in the **Summary Selection** section.
- 5.) Repeat the selection process for each desired Column.

Note: Up to 80 character spaces are available on any one summary.

- 6.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 7.) Click-on **OK**

#### 4.6.11 Generate Text from Applicant Information

The following steps will provide instruction for generating text (a letter or document) from *Applicant Information* in *Waiting List Data*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Data > Waiting List Data**

Note: A *Find - Waiting List Data* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.

- 3.) Click-on the desired **Applicant's Name** in the Find Window.
- 4.) Click-on **View Applicant Info**

Note: An *Applicant Information* window will appear.

- 5.) Click-on **Text Generation**

Note: A *Text File Generation - Setup* window will appear.

- 6.) Click-on the desired **Filename** in the *Text File Directory* list.
- 7.) Click-on **Add** so the filename appears in the *Text Files to Print* list.
- 8.) Repeat steps 6 & 7 until all desired TXT filenames have been selected.
- 9.) Click-on **Print Selected Text**

#### 4.6.12 Generate Text from Certification Data

The following steps will provide instruction for generating text (a letter or document) from *Tenant Certification Data*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **RD or HUD or LIHTC > Tenant Certification**

Note: A *Find - Tenant Certification Data* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Tenant's Name** in the Find Window.
- 4.) Click-on **OK**

Note: An *Tenant Certification* window will appear.

- 5.) Click-on **Print**

Note: A *Print Options - Setup* window will appear.

- 6.) Click-on the desired **Filename** in the *Text File Directory* list.
- 7.) Click-on **Add** so the filename appears in the *Text Files to Print* list.
- 8.) Repeat steps 6 & 7 until all desired TXT filenames have been selected.
- 9.) Click-on **OK**

#### 4.6.13 Generate Text from Unit Data

The following steps will provide instruction for generating text (a letter or document) from *Unit Data*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Data > Unit Data**

Note: A *Find - Unit Data* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Tenant's Name** in the Find Window.
- 4.) Click-on **OK**

Note: An *Tenant Certification* window will appear.

- 5.) Click-on **Print**

Note: A *Unit Data* window will appear.

- 6.) Click-on **Print > Text Generation**

Note: A *Text File Generation - Setup* window will appear.

- 7.) Click-on the desired **Filename** in the *Text File Directory* list.
- 8.) Click-on **Add** so the filename appears in the *Text Files to Print* list.
- 9.) Repeat steps 6 & 7 until all desired TXT filenames have been selected.
- 10.) Click-on **Print Selected Text**

#### 4.6.14 Generate Text from Project Data

The following steps will provide instruction for generating text (a letter or document) from *Project Data*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Data > Project Data**

Note: A *Project Data* window will appear

- 2.) Click-on the desired **Project Filename** in the *Project Selection* list.
- 3.) Click-on **Print > Text Generation**

Note: A *Text File Generation - Setup* window will appear.

- 4.) Click-on the desired **Filename** in the *Text File Directory* list.
- 5.) Click-on **Add** so the filename appears in the *Text Files to Print* list.
- 6.) Repeat steps 4 & 5 until all desired TXT filenames have been selected.
- 7.) Click-on **Print Selected Text**

#### 4.6.15 Add an Applicant to the Waiting List

The following steps will provide instruction for adding a new applicant to *Waiting List Data*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Data > Waiting List Data**

Note: A *Find - Waiting List Data* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on **File > Add New Applicant**

Note: A blank *Applicant Information* data entry window should now appear.

- 4.) Enter all applicable Information for the new applicant.
- 5.) Click-on **OK**
- 6.) Click-on **File > Exit** to return to the main FHA Software menu.

#### 4.6.16 Revise Applicant Information

The following steps will provide instruction for revising an existing applicant file.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Data > Waiting List Data**

Note: A *Find - Waiting List Data* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Applicant's Name** in the Find Window.
- 4.) Click-on **View Applicant Info**

Note: An *Applicant Information* window will appear.

- 5.) Click-on **Edit** to enable *Edit Mode*.
- 6.) Make all necessary changes to the *Applicant Information*.
- 7.) Click-on **OK**
- 8.) Click-on **OK**
- 9.) Click-on **File > Exit** to return to the main FHA Software menu.

#### 4.6.17 Generate a Waiting List Data Summary

The following steps will provide instruction for generating a standard *Waiting List Data Summary*. Most all default selections will be used.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Data > Waiting List Data**

Note: A *Find - Waiting List Data* window will appear

- 2.) Click-on **File > Waiting List Data Summary**

Note: A *Waiting List Data Summary - Setup* window should now appear.

- 3.) Click-on the desired **Project Filename** in the pull down list.
- 4.) Click-on **Detailed Listing** or **Summary Listing**
- 5.) Click-on **Specific Unit Size Only** and select a **Unit Size** the project has
- 6.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 7.) Click-on **OK**

#### 4.6.18 Retrieving FHA Software Program Updates

The Auto-Update feature provides a fully automated method of staying current with program releases by allowing the program itself to retrieve and install software updates from the Internet. All *FHA Software* related program updates are provided at the secure Simply Computer Software, Inc. Internet site and are posted frequently.

Only currently active, registered *FHA Software* users are allowed access to program updates using the Auto-Update Process feature. An active registered user is one who has a paid-in-full Annual Maintenance Fee account.

The following steps will provide instruction for retrieving software updates from the Simply Computer Software, Inc. web site, using the built-in Auto-Update Process feature.

##### **Auto-Update Process ...**

1.) Establish an Internet connection

Note: If you have DSL or Broadband internet access, you're connected to the internet all the time. If not, login to the Internet using your local ISP or Web Browser (like AOL, MSN, NetZero, etc.). Once a connection to the internet has been established, proceed with step #2 below.

2.) Start *FHA Software*

3.) Click-on **Help .. Check for Update .. Auto-Update Process**

Note: An *Auto-Update - Options* window will appear

4.) Click-on **Get Update - Internet**

Note: An *Auto-Update - Downloading Update File* window will appear.

Note: The program will reach out to the secure Simply Computer Software, Inc. update site and retrieve the latest update release. Depending on your internet connection speed, the file transfer process may take up to 10 minutes or more to complete. A progress bar will indicate file transfer status. When download is complete, an *Update Installation file successfully downloaded !!!* window will appear.

Note: On **Dedicated Server Networks**, make sure all other workstations have exited out of *FHA Software* before proceeding to step #5 below.

5.) Click-on **Update** to start the Update Installation program.

Note: An Update Installer window will soon appear.

6.) Click-on **Install Update**

7.) When update installation has completed, click-on **Finish .. OK**

Note: The update installation process for single user and Dedicated Server Networks has been completed. The next time you start *FHA Software*, it will be the newer version that was retrieved using the Auto-Update Process.

##### **Networked Peer-to-Peer Systems - Update Remaining Workstations ...**

Once an update has been retrieved and installed by the main computer that has the shared DATA folder, the remaining workstations must also be updated, using the same update file already retrieved. Follow the steps below at each remaining workstation after an update has been retrieved by the main computer ...

Access - From the Main FHA *Software* menu ...

1.) Click-on **Help .. Check for Update .. Auto-Update Process**

Note: An Auto-Update - Options window will appear

2.) Click-on **Reinstall YYYY.MM.DD Update**

Note: A Workstation Update Installation window will appear.

4.) Click-on **Update** to start the Update Installation program.

5.) Click-on **Reinstall Update**

6.) When update installation is complete, click-on **Finish .. OK**

Note: The next time you start FHA *Software* at this workstation, it will be the newer version that was previously retrieved by the main computer.

#### 4.6.19 Activate Password Protection

The following steps will provide instruction for activating *Password Protection*.

**Access** - From the Main FHA *Software* menu ...

1.) Click-on **Help > Password Protection**

Note: A *Password Protection* window will appear

2.) Click-on the **bullet** for **YES** (lower left corner of window)

Note: A *Default User Account* will automatically exist with a *User ID* (USER) & *Password* (PASSWORD) combination, if *User Account* information is not edited.

3.) Click-on **File > Exit**

4.) Click-on **Exit > Yes** to close FHA *Software*

5.) **Start** FHA *Software*

Note: A *Password Protection - Login Window* will appear.

6.) Enter a valid **User ID** and press [TAB]

7.) Enter a valid **User Password** and press [TAB]

8.) Click-on **OK**

Note: If the *User ID* & *Password* entered is valid, the main menu of FHA *Software* will appear. The *User ID* (USER) & *Password* (PASSWORD) combination is the default *User Account*, if *User Account* information has not been edited.

Note: To turn *Password Protection* **OFF**, simply repeat steps 1 thru 5 above (clicking on the **bullet** for **NO** in step # 2).

#### 4.6.20 Help Topics

*Help Topics* access is available throughout the FHA Software program by clicking on **Help**.

To view the main *Help Topics* contents Window, click-on **Help > Help Topics**, while at the main program menu. The *FHA Software for Windows - Help Topics* window will appear ...



#### Browser-Based Help Topics

FHA Software's *Help Topic* content is *Browser-based* which means *Help* documentation will be displayed & printed using your computer's default Web-Browser (Internet Explorer, Netscape, etc.). We recommend using *Windows Internet Explorer* to view FHA Software *Help Topics*.

To make *Windows Internet Explorer* your default web-browser, start *Windows Internet Explorer* and click-on **Tools .. Internet Options .. Programs** and in the *Default Web Browser* section, click-on **Make Default**.

The *Help Topics* window is split into two frames. The left frame displays *Contents*, *Index* and *Search* options. The right frame displays *Help Topic Documentation*. Double click-on any item listed in the left frame to view it's related *Help Topic Documentation* in the right frame. To print *Help Topic Documentation* currently displayed, click-on the right frame, then click-on the *Print Option* icon.

## Overviews

*Help Topics* - Overview sections provide information about FHA Software usage, requirements and compliance. **Creating a New Project** and **Step-by-Step Examples** are good sections to review for those users that are brand new to FHA Software.

## Menu Sections

*Help Topics - Menu Sections* provide detail background and instructional information on various form processing features included with your FHA Software package. Simply click the desired feature to view it's contents.

## 4.7 Accounting Features

### 4.7.1 Enter a Tenant Payment

All payments made by tenants (past, current & future) are recorded in the *Tenant Payment Entry* window. Payments include anything a tenant pays the project for (including *Rent, Security Deposits, Damages, Late Fees, NSF Check Fees*, etc.).

#### Entering a Tenant Payment

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Tenant Payment Entry**

Note: A blank *Tenant Payment Entry* window will appear.

2.) Click-on **Tenant Selection**

Note: A *Tenant Selection* window will appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) Click-on the desired **Tenant Entry Line** and click-on **OK**

Note: Selected *Tenant Information* will be displayed in the *Tenant Payment Entry* window.

5.) Click-on **Add a New Payment**

Note: The *Payment Entry* section is enabled to allow payment entry.

6.) Verify &/or change the **Batch Number** and press [TAB]

7.) Verify &/or change the **Payment Date** and press [TAB]

8.) Enter a **Check Number** or *Payment Description* and press [TAB]

9.) Click-on and select the desired **Charge Code** for entry line #01.

10.) Enter the **Payment** amount for entry line #01 and press [TAB]

Note: If tenant is paying multiple charges, then repeat steps #9 & #10 for entry line #02, and so on, until all tenant payment entries have been entered.

Note: If a *Payment Receipt* is desired, click-on **Payment Receipt > Printer > OK**



11.) Click-on **SAVE**

Note: To continue entering tenant payments, refer to step #2 above to select the next tenant and repeat the above process until all tenant payments have been saved.

12.) To exit the *Tenant Payment Entry* window, click-on **File > Exit**

#### 4.7.2 Print a Payment Receipt

A *Payment Receipt* can be printed when *Adding* or *Editing* a *Tenant Payment Entry*.

Note: Step-by-Step instructions for printing a *Payment Receipt* when Adding a *Tenant Payment* is covered in the *Entering a Tenant Payment Help Topic*.

##### Print a Payment Receipt (after payment has been saved)

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Tenant Payment Entry**

Note: A blank *Tenant Payment Entry* window will appear.

2.) Click-on **Tenant Selection**

Note: A *Tenant Selection* window will appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) Click-on the desired **Tenant Entry Line** and click-on **OK**

Note: Selected *Tenant Information* will be displayed in the *Tenant Payment Entry* window.

5.) Click-on the desired *Payment Entry Line* (w/Type "P") in the bottom *Tenant Ledger* section and click-on **Edit Tenant Ledger**

Note: Selected *Payment Entry Information* is displayed for edit.

6.) Click-on **Payment Receipt > Printer > OK**

7.) Click-on **Cancel**

8.) Click-on **File > Exit**

#### 4.7.3 Add a Tenant Charge

Recurring *Tenant Rents* are automatically charged by this program. Other charges would include anything a tenant pays the project for besides *Tenant Rent* (including *Security Deposits*, *Damages*, *Late Fees*, *NSF Check Fees*, etc.).

##### Adding a Tenant Charge

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Tenant Payment Entry**

Note: A blank *Tenant Payment Entry* window will appear.

2.) Click-on **Tenant Selection**

Note: A *Tenant Selection* window will appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) Click-on the desired **Tenant Entry Line** and click-on **OK**

Note: Selected *Tenant Information* will be displayed in the *Tenant Payment Entry* window.

5.) Click-on **Create a Charge**

Note: The *Charge Entry* section is enabled to allow charge entry.

6.) Verify &/or change the **Charge Date** and press **[TAB]**

7.) Click-on and select the desired **Charge Code** for entry line #01.

8.) Enter the **Charge** amount for entry line #01 and press **[TAB]**

Note: If multiple charges need to be entered, then repeat steps #7 & #8 for entry line #02, and so on, until all charge entries have been entered.

9.) Click-on **SAVE**

Note: To continue entering charges for other tenants, refer to step #2 above to select the next tenant and repeat the above process until all charges have been saved.

10.) To exit the *Tenant Payment Entry* window, click-on **File > Exit**

#### 4.7.4 Adjust a Tenant Charge

An *Adjustment Entry* would be entered to offset an existing *Tenant Charge* (such as to prorate for partial first or last months rent or to implement a specific rent concession).

##### Adjusting a Tenant Charge

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Tenant Payment Entry**

Note: A blank *Tenant Payment Entry* window will appear.

2.) Click-on **Tenant Selection**

Note: A *Tenant Selection* window will appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) Click-on the desired **Tenant Entry Line** and click-on **OK**

Note: Selected *Tenant Information* will be displayed in the *Tenant Payment Entry* window.

5.) Click-on **Create an Adjustment**

Note: The *Adjustment Entry* section is enabled to allow adjustment entry.

6.) Verify &/or change the **Adjustment Date** and press [TAB]

7.) Click-on and select the desired **Charge Code** for entry line #01.

8.) Enter the **Adjustment** amount for entry line #01 and press [TAB]

Note: If multiple adjustments need to be entered, then repeat steps #7 & #8 for entry line #02, and so on, until all adjustment entries have been entered.

9.) Click-on **SAVE**

Note: To continue entering adjustments for other tenants, refer to step #2 above to select the next tenant and repeat the above process until all adjustments have been saved.

10.) To exit the *Tenant Payment Entry* window, click-on **File > Exit**

#### 4.7.5 Enter an NSF Check

When a previously deposited *Tenant Payment Entry* check has come back from the bank with non-sufficient funds (NSF), an automated *NSF Check Entry* can be recorded.

##### Enter an NSF Check

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Tenant Payment Entry**

Note: A blank *Tenant Payment Entry* window will appear.

2.) Click-on **Tenant Selection**

Note: A *Tenant Selection* window will appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) Click-on the desired **Tenant Entry Line** and click-on **OK**

Note: Selected *Tenant Information* will be displayed in the *Tenant Payment Entry* window.

5.) Click-on the desired *Payment Entry Line* in the bottom *Tenant Ledger* section and click-on **Edit Tenant Ledger**

Note: Selected *Payment Entry Information* is displayed for edit.

6.) Click-on the **NSF Check** button.

Note: An *NSF Check Entry* window appears.

7.) Verify &/or Modify the **NSF Check Date** and press [TAB]

8.) Enter an **NSF Check Fee** (if applicable) and press [TAB]

- 9.) Click-on **OK**
- 10.) Click-on **File > Exit**

#### 4.7.6 Enter a Recurring Tenant Charge

*Recurring Tenant Charges* are all tenant related charges (other than *Tenant Rent* - TNTRENT) which also recur each month (such as *Parking, Storage, Cable TV, Tenant-Based Voucher Subsidy, etc.*). Recurring monthly tenant related charges are automatically charged, based on tenant change entries that exist in the *Unit History* section of *Unit Data* and charges entered in the *Recurring Tenant Charges* window.

##### Entering a Recurring Tenant Charge (other than *Tenant Rent* - TNTRENT)

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Recurring Tenant Charges**

Note: A blank *Recurring Tenant Charges* window will appear.

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on **Tenant ID [+]** selection button

Note: A *Tenant Selection* window will appear.

- 4.) Click-on the desired **Tenant Entry Line** and click-on **OK**

Note: Selected *Tenant Information* will be displayed in the *Recurring Tenant Charges* window.

- 5.) Click-on **Edit Recurring Charges**

Note: The *Charge Entry* section is enabled to allow charge entry.

- 6.) Click-on and select the desired **Charge Code** for entry line #01.
- 7.) Enter the monthly charge **Amount** for entry line #01 and press [TAB]
- 8.) Enter the **Beginning Date** for entry line #01 and press [TAB]
- 9.) Enter the **Ending Date** (Optional) for entry line #01 and press [TAB]

Note: Entering an *Ending Date* is optional and can be left blank. When *Ending Date* is left blank this instructs the accounting feature to continue recurring this charge each month indefinitely until either an *Ending Date* is later added or the tenant is *Vacated*.

Note: If tenant is paying multiple recurring charges, then repeat steps #6 through #9 above for entry line #02, and so on, until all recurring tenant charge entries have been entered.

- 10.) Click-on **Save**

Note: To continue entering recurring tenant charges, refer to step #3 above to select the next tenant and repeat the above process until all recurring tenant charges have been saved.

- 12.) To exit the *Recurring Tenant Charges* window, click-on **File > Exit**

#### 4.7.7 Edit Tenant Payment Entry

All previously saved *Tenant Payment Entries* (including *Tenant Payments*, *Misc Charges*, and *Adjustments*) can be viewed, edited or deleted.

##### Editing a Tenant Payment Entry

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Tenant Payment Entry**

Note: A blank *Tenant Payment Entry* window will appear.

2.) Click-on **Tenant Selection**

Note: A *Tenant Selection* window will appear.

3.) Click-on the desired **Project Filename** in the pull down list.

4.) Click-on the desired **Tenant Entry Line** and click-on **OK**

Note: Selected *Tenant Information* will be displayed in the *Tenant Payment Entry* window.

5.) Click-on the desired *Payment Entry Line* in the bottom *Tenant Ledger* section and click-on **Edit Tenant Ledger**

Note: Selected *Payment Entry Information* is displayed for edit.

6.) Make all desired *Payment*, *Charge* or *Adjustment Entry* changes.

Note: To **Delete** any entry from the system, simply zero out the entry amount. Any entry line that has a zero amount will automatically be deleted when clicking on the Save button.

7.) Click-on **Save**

8.) Click-on **File > Exit**

#### 4.7.8 Enter Other Income/Expense

The *Adjustment Journal Entry* window is used to enter, view &/or edit all non-tenant related adjustments and disbursement entries (such as recording *Bank Interest*, *Bank Charges*, *Laundry & Vending Income*, etc.).

##### Entering Other Income/Expense

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Adjustment Journal Entry**

Note: A blank *Adjustment Journal Entry* window will appear.

2.) Click-on **Add New Adjustments**

Note: The *Adjustment Entry* section is enabled to allow adjustment entry.

- 3.) Click-on the desired **Project Filename** in the pull down list for entry line #01
- 4.) Enter an **Adjustment Description** and press [TAB]
- 5.) Enter the **Adjustment Amount** for entry line #01 and press [TAB]
- 6.) Enter or select the **COA No.** to **Debit** and press [TAB]
- 7.) Enter or select the **COA No.** to **Credit** and press [TAB]

Note: If additional adjustment entries are desired, repeat steps #3 thru #7 for entry line #02, and so on, until all adjustment entries have been entered.

- 8.) Click-on **SAVE**

#### 4.7.9 Enter Security Deposit History

The *Security Deposit Historical Entry* window allows the user to enter *Charge/Payment Entry* detail for all tenant security deposit activity that occurred prior to the *Accounting Start Date*, without effecting *Chart of Account* balances. Only security deposit amounts that existed before the *Accounting Start Date* should be entered at this window. New *Security Deposit Charges/Payments* (after the *Accounting Start Date*) should be entered in the *Tenant Payment Entry* window.

The following steps will provide instruction for making a *Security Deposit Historical Entry*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Tenant Reports > Security Deposit Historical Entry**

Note: A *Security Deposit Historical Entry - Setup* window will appear

- 2.) Click-on **Add Historical Entries**
- 3.) Click-on the desired **Project Filename** in the pull down list on line #01
- 4.) Click-on the desired **Tenant Entry** and click-on **OK**
- 5.) Enter the **Date** deposit was originally made and press [TAB]
- 6.) Enter **Amount** of deposit paid

Note: Repeat steps 3 through 6 above for each of your existing tenants.

- 7.) Click-on **Save**

#### 4.7.10 Enter a Check Disbursement

The *Check Disbursement Entry* window is used to enter, view &/or edit all check disbursement entries (accounts payable). A *Check Disbursement* is anything you've written a check for (computerized and manually written checks).

##### Entering a Check Disbursement (Accounts Payable)

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Check Disbursement Entry**

Note: A blank *Check Disbursement Entry* window will appear.

2.) Click-on **Add New Disbursement**

Note: The *Disbursement Entry* section is enabled to allow disbursement entry.

3.) Click-on the **[+]** button to select the desired **Vendor Information**

4.) Click-on the desired **Project Filename** in the pull down list for entry line #01

5.) Enter a **Disbursement Description** and press **[TAB]**

6.) Enter the **Disbursement Amount** for entry line #01 and press **[TAB]**

7.) Enter or select the **COA No.** to **Debit** and press **[TAB]**

Note: If entering a manually written check, enter the **Check No.** and press **[TAB]**

Note: If additional adjustment entries are desired for this vendor, repeat steps #3 thru #7 for entry line #02, and so on, until all disbursement entries have been entered.

Optional: To have this check entry automatically recur each month, click-on a checkmark for *Recurring Check*.

8.) Click-on **SAVE**

#### 4.7.11 Edit a Check Disbursement

All previously saved *Check Disbursement Entries* can be viewed, edited or deleted.

##### Editing a Check Disbursement Entry

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Check Disbursement Entry**

Note: A blank *Check Disbursement Entry* window will appear.

2.) Click-on **Edit Disbursement Ledger**

Note: A *Check Disbursement Entry Selection* window will appear.

3.) Select the desired *Check Disbursement Entry* line and click-on **OK**

Note: Selected *Check Disbursement Entry* information will be displayed in the *Disbursement Entry* section which is enabled to allow editing.

4.) Make the necessary edits to this disbursement entry.

5.) Click-on **Save**

6.) Click-on **File > Exit**

#### 4.7.12 Print a Disbursement Check

Disbursements are first entered as payables in the *Check Disbursement Entry* window and then computer checks generated from this *Check Printing Process* window. The *Check Printing Process*

allows the user *Preview* selected checks before they are printed to verify accuracy. Paper checks are computer generated with check numbers assigned automatically.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Check Printing Process**

Note: A *Check Printing Process - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Type of Printed Check** in the pull down list.

4.) Click-on the desired **Bank Type**

Optional: To include checks that recur each month, click-on a checkmark for *Include Recurring Checks*.

5.) Click-on **Preview**

Note: A *Preview Summary* will be displayed on-screen which provides a detail of disbursements that will be included in the *Check Printing Process*, as defined in this setup window.

6.) **Close** the *Preview Summary* window.

7.) Click-on **Print**

Note: A *Printing Checks - Setup* window will appear

8.) Verify &/or change the **Starting Check Number** and press [TAB]

9.) Click-on **OK**

Note: The *Check Printing Process* will commence.

#### 4.7.13 Void a Check Disbursement

This feature automates the ability to void and/or reprint check disbursements. Below is a sample of voiding an existing check.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Void Checks Process**

Note: A *Void Checks Process* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the **Void Only** selection

4.) Click-on and enter **Void Effective Date**

5.) Click-on the **Check # Checkbox** of check(s) to be voided

6.) Click-on **OK**

#### 4.7.14 Bank Reconciliation Process

The following steps will provide instruction for processing a *Bank Reconciliation*.



**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Bank Reconciliation**

Note: A *Bank Reconciliation* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Bank Type** to reconcile in the pull down list.

4.) Click-on **Edit Bank Reconciliation**

5.) Enter **Ending Bank Date** as shown on the *Bank Statement* and press [TAB]

6.) Enter **Ending Bank Balance** as shown on the *Bank Statement* and press [TAB]

7.) Click-on the **Outstanding Checks [+]** button

8.) Click-on a **Checkmark** for all *Check Entries* that appear on *Bank Statement*

9.) Click-on **Save & Exit**

10.) Click-on the **Outstanding Deposits [+]** button

11.) Click-on a **Checkmark** for all *Batch/Deposit Entries* that appear on *Bank Statement*

12.) Click-on **Save & Exit**

13.) Click-on the **Outstanding Adjustments [+]** button

14.) Click-on a **Checkmark** for all *Adjustment Entries* that appear on *Bank Statement*

15.) Click-on **Save & Exit**

16.) Enter **Bank Charges not yet entered** that appear on *Bank Statement* and press [TAB]

17.) Enter **Bank Interest not yet entered** that appear on *Bank Statement* and press [TAB]

Note: The *Difference* will be zero if your account balances.

18.) Click-on **Print > Bank Reconciliation Report**

19.) Click-on a **Bullet** for **Printer** in the **Output** section

20.) Click-on **OK** to print the report

21.) Click-on **Done**

## 4.7.15 Generate a Check Disbursement Summary

The following steps will provide instruction for generating a *Check Disbursement Summary*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > A/P - Check Disbursement Entry > Print > Check Disbursement Summary**

Note: A *Check Disbursement Summary - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Select the desired **Beginning Date** using the pull down lists.

4.) Select the desired **Ending Date** using the pull down lists.

5.) Click-on a **Bullet** for **Printer** in the **Output** section.

6.) Click-on **OK**

#### 4.7.16 Generate an Aged Payables Report

The following steps will provide instruction for generating an *Aged Payables Report*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > A/P - Check Disbursement Entry > Print > Aged Payables Report**

Note: An *Aged Payables Report - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Select the desired (**As of**) **Report Date** using the pull down lists.

4.) Click-on a **Bullet** for **Printer** in the **Output** section.

5.) Click-on **OK**

#### 4.7.17 Generate an Accounting Default Summary

The following steps will provide instruction for generating an *Accounting Defaults Summary*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Accounting Defaults**

Note: An *Accounting Defaults* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on **Print Summary**

4.) Click-on a **Bullet** for **Printer** in the **Output** section.

5.) Click-on **OK**

#### 4.7.18 Generate a Tenant Charge Code Summary

The following steps will provide instruction for generating a *Tenant Charge Code Summary*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Tenant Charge Codes**

Note: A *Tenant Charge Codes* window will appear

2.) Click-on **Print > Tenant Charge Codes Summary**

3.) Click-on a **Bullet** for **Printer** in the **Output** section.

4.) Click-on **OK**

#### 4.7.19 Generate a Bank Accounts Summary

The following steps will provide instruction for generating a *Bank Accounts Summary*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Bank Accounts**

Note: A *Bank Accounts* window will appear

- 2.) Click-on **Print > Bank Accounts Summary**
- 3.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 4.) Click-on **OK**

#### 4.7.20 Generate a Vendor Accounts Summary

The following steps will provide instruction for generating a *Vendor Accounts Summary*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Vendor Accounts**

Note: A *Vendor Accounts* window will appear

- 2.) Click-on **Print > Vendor Accounts Summary**
- 3.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 4.) Click-on **OK**

#### 4.7.21 Generate a Balance Sheet

The following steps will provide instruction for generating a standard *Balance Sheet*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Financial Statements > Balance Sheet**

Note: A *Balance Sheet - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** in the pull down list.
- 4.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 5.) Click-on **OK**

#### 4.7.22 Generate a Trial Balance

The following steps will provide instruction for generating a standard *Trial Balance*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Financial Statements > Balance Sheet**

Note: A *Balance Sheet - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** in the pull down list.

- 4.) Click-on a **Bullet** for **Trial Balance**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

#### 4.7.23 Generate a Standard Operating Statement

The following steps will provide instruction for generating a *Standard Operating Statement*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Financial Statements > Operating Statement**

Note: An *Operating Statement - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** in the pull down list.
- 4.) Click-on a **Bullet** for **Standard Report**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

#### 4.7.24 Generate a Budgeted Operating Statement

The following steps will provide instruction for generating a *Budgeted Operating Statement*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Financial Statements > Operating Statement**

Note: An *Operating Statement - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** in the pull down list.
- 4.) Click-on a **Bullet** for **Budgeted Report**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

#### 4.7.25 Generate a 12 Month Operating Statement

The following steps will provide instruction for generating a *12 Month Operating Statement*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Financial Statements > Operating Statement**

Note: An *Operating Statement - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Report Date** in the pull down list.
- 4.) Click-on a **Bullet** for **12 Month Report**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.

6.) Click-on **OK**

#### 4.7.26 Generate a General Ledger Report

The following steps will provide instruction for generating a *Detailed - General Ledger Report*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Financial Statements > General Ledger Report**

Note: A *General Ledger Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Beginning Date** in the pull down list.
- 4.) Click-on the desired **Ending Date** in the pull down list.
- 5.) Click-on a **Bullet** for **Detailed**
- 6.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 7.) Click-on **OK**

#### 4.7.27 Generate a Batch Report

The following steps will provide instruction for generating a *Batch Report*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Financial Statements > Batch/Deposit Report**

Note: A *Batch/Deposit Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Batch Number** in the pull down list.
- 4.) Click-on a **Bullet** for **Batch Report**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

#### 4.7.28 Generate a Bank Deposit Slip

The following steps will provide instruction for generating a *Bank Deposit Slip*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Financial Statements > Batch/Deposit Report**

Note: A *Batch/Deposit Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Batch Number** in the pull down list.
- 4.) Click-on a **Bullet** for **Deposit Slip**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

Note: Write .. "See Attached" .. and the total deposit amount on a *Deposit Slip* and attach the computer generated *Bank Deposit Slip* to it.

#### 4.7.29 Generate a Check Register

The following steps will provide instruction for generating a *Check Register*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Financial Statements > Check Register**

Note: A *Check Register - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Beginning Date** in the pull down list.
- 4.) Click-on the desired **Ending Date** in the pull down list.
- 5.) Click-on a **Bullet** for **Detailed**
- 6.) Click-on a **Bullet** for the desired **Bank Account**
- 7.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 8.) Click-on **OK**

#### 4.7.30 Generate a Vendor Report

The following steps will provide instruction for generating a *Vendor Ledger Report*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Financial Statements > Vendor Ledger Report**

Note: A *Vendor Ledger Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Beginning Date** in the pull down list.
- 4.) Click-on the desired **Ending Date** in the pull down list.
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

#### 4.7.31 Generate IRS 1099 Forms

The following steps will provide instruction for generating *IRS 1099MISC Forms*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Financial Statements > IRS 1099 Form Processing**

Note: An *IRS 1099 Form Processing - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Tax Year to Report** in the pull down list.

- 4.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 5.) Click-on **OK**
- 6.) Load preprinted **IRS 1099MISC Forms** into your printer
- 7.) Click-on **OK**

#### 4.7.32 Generate a Rent Roll Report

The following steps will provide instruction for generating a *Detailed - Rent Roll Report*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Tenant Reports > Rent Roll Report**

Note: A *Rent Roll Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Beginning Date** in the pull down list.
- 4.) Click-on the desired **Ending Date** in the pull down list.
- 5.) Click-on a **Bullet** for **Detailed**
- 6.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 7.) Click-on **OK**

#### 4.7.33 Generate a Tenant Ledger Report

The following steps will provide instruction for generating a *Tenant Ledger Report*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Tenant Reports > Tenant Ledger Report**

Note: A *Tenant Ledger Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **Beginning Date** in the pull down list.
- 4.) Click-on the desired **Ending Date** in the pull down list.
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

#### 4.7.34 Generate a Delinquent Rent Report

The following steps will provide instruction for generating a *Delinquent Rent Report*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Tenant Reports > Delinquent Rent Report**

Note: A *Delinquent Rent Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **(As of) Delinquency Date** in the pull down list.

- 4.) Click-on a **Bullet** for **Detailed**
- 5.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 6.) Click-on **OK**

#### 4.7.35 Generate a Security Deposit Report

The following steps will provide instruction for generating a *Security Deposit Report*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Tenant Reports > Security Deposit Report**

Note: A *Security Deposit Report - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list.
- 3.) Click-on the desired **(As of) Report Date** in the pull down list.
- 4.) Click-on a **Bullet** for **Printer** in the **Output** section.
- 5.) Click-on **OK**

#### 4.7.36 Process a Security Deposit Refund

The *Security Deposit Refund* feature fully automates the *Security Deposit Refund* process. A *Net Refund* is calculated based on the total *Deposit Paid*, applicable *Security Deposit Interest*, and *Outstanding Tenant Charges*.

Note: In order for a tenant to be eligible for *Security Deposit Refund* processing, a *Security Deposit Charge & Payment Entry* must exist and the *Vacate* process completed.

The following steps will provide instruction for processing a *Security Deposit Refund*.

**Access** - From the Main FHA Software menu ...

- 1.) Click-on **Accounting > Tenant Reports > Security Deposit Refund**

Note: A *Security Deposit Refund - Setup* window will appear

- 2.) Click-on the desired **Project Filename** in the pull down list
- 3.) Click-on the **Tenant ID Number [+]** button
- 4.) Click-on the desired **Tenant Entry** and click-on **OK**
- 5.) Verify &/or Modify **Beginning & Ending Dates**
- 6.) If applicable, enter **Interest Rate %** or **Total Interest Amount**
- 7.) Verify &/or Modify **Outstanding Tenant Charges**
- 8.) Click-on **Print Report > Printer > OK**

Note: A *Security Deposit Refund Report* will be generated that provides refund details.

- 9.) Click-on **Save > OK > Cancel**

Note: *Check Disbursement Entries* will be created for applicable tenant refund and forfeited deposit amounts and will be included in the next *Check Printing Process* performed. *Tenant Payment* and



*Adjustment Entries* that are necessary to apply forfeited deposit amounts and/or bank fund transfers will also be recorded.

#### 4.7.37 Process a Partial Security Deposit Refund

Entries necessary to refund a portion of a paid Security Deposit depends on whether the Security Deposit account is a savings or checking account.

##### **Savings Account**

The following steps outline the entries needed to process a partial Security Deposit refund when the Security Deposit Bank Account is a **Savings Account** ...

##### 1.) **Transfer the funds from SD Account to Cash Account**

Create an **A/J Adjustment Journal Entry**, debiting the **Cash Bank Account** (normally Acct# 1120) and crediting **Security Deposit Bank Account**, ( normally Acct# 1191 ) to show the refund amount being transferred from the Security Deposit Savings Account to the Operating Checking Account and call the bank to actually transfer the funds.

##### 2.) **Write a refund check to the tenant**

Create an **A/P Check Disbursement Entry** for the amount of the refund being drawn from **Cash Bank Account (Checking)** and Debit the **Security Deposit Liability Account** ( normally Acct# 2191 ). Click-on the **[T-ID]** button to select the tenant as the Vendor. Click-on the Tenant Charge Code **[TCC]** button in the A/P entry line and select SECDEP to link this A/P entry to the tenant's A/R Ledger. Save and then print this check.

##### 3.) **Uncharge the refunded SECDEP amount**

**Create an Adjustment Entry** in the **A/R Tenant Payment Entry** window towards SECDEP for the amount of the refund (entered as a negative amount). This adjusts the amount of SECDEP being charged the tenant less the refund.

##### **Checking Account**

The following steps outline the entries needed to process a partial Security Deposit refund when the Security Deposit Bank Account is a **Checking Account** ...

##### 1.) **Write a refund check to the tenant**

Create an **A/P Check Disbursement Entry** for the amount of the refund being drawn from **Security Deposit Bank Account (Checking)** and Debit the **Security Deposit Liability Account** ( normally Acct# 2191 ). Click-on the **[T-ID]** button to select the tenant as the Vendor. Click-on the Tenant Charge Code **[TCC]** button in the A/P entry line and select SECDEP to link this A/P entry to the tenant's A/R Ledger. Save and then print this check.

##### 2.) **Uncharge the refunded SECDEP amount**

**Create an Adjustment Entry** in the **A/R Tenant Payment Entry** window towards SECDEP for the amount of the refund (entered as a negative amount). This adjusts the amount of SECDEP being charged the tenant less the refund.

#### 4.7.38 Process a Refund of Overpaid Rent

When a tenant has an overpaid balance that is not a Security Deposit, refunding the tenant the overpaid amount just involves writing them a check. No other entries are required. The following steps will provide instruction for processing a *Refund of Overpaid Rent*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > A/P Check Disbursement Entry**

Note: The *A/P Check Disbursement Entry* window will appear

2.) Click-on **Add New Disbursement**

3.) In the *Vendor Information* section, click-on the [ **T-ID** ] button

4.) Select the **Project Filename**

5.) Double click-on the **Tenant** entry line getting the refund

6.) In the top *Disbursement Entry* line - **Description** field, type: **Refund of Overpaid Rent**

Note: The *Description* can be any text that best describes what is being refunded.

7.) Click-on the **TCC [+]** button

Note: A *Tenant Charge Code Selection* window will appear.

8.) Double click-on the **TNTRENT** charge code entry line

Note: If the refund is for a different charge code ( such as CABLETV, PARKING, STORAGE, etc. ), then select the applicable *Tenant Charge Code* ( *TCC* ) instead of TNTRENT used in this instruction.

9.) For **Amount**, enter the amount of the refund

10.) Click-on the **Debit COA [+]** button

Note: A *COA Selection* window will appear.

11.) Double click-on the **Rental Income Account #** entry line.

Note: If the refund is for a different *Income Account* ( such as *Tenant Damages*, *Cable TV Charges*, etc. ), then select the applicable *Income Account* description instead of *Rental Income* used in this instruction.

Note: If the project's Accounting Method is set as ACCRUAL, Debit the **Accounts Receivable Account** ( normally Acct# 1850 ) instead of the **Rental Income Account**.

12.) Click-on **Save > File > Exit**

Note: A payable entry for the rent refund is now available the next time you print checks ( *Check Printing Process* ) from the Operating Checking Account. This check will be given to the tenant as their rent refund. All A/R Tenant related reports will automatically include A/P entries made payable to a tenant [ **T-ID** ] with a *Tenant Charge Code* selected.

#### 4.7.39 Generate a Certificate of Rent Paid Form

The following steps will provide instruction for generating a *Certificate of Rent Paid Form*.

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Tenant Reports > Certificate of Rent Paid**

Note: A *Certificate of Rent Paid - Setup* window will appear

2.) Click-on the desired **Project Filename** in the pull down list.

3.) Click-on the desired **Tax Year to Report** in the pull down list.

4.) Click-on all applicable **Tenant Charge Codes** in the selection list.

5.) Click-on **Print**

6.) Select the applicable State form

5.) Click-on a **Bullet** for **Printer** in the **Output** section.

6.) Click-on **OK**

#### 4.7.40 Year End Closeout Process

Since FHA Software's Accounting feature is not locked in time, the year is actually not closed out, but rather a new year's Chart of Accounts (COA) is created. The following steps will provide sample instruction for closing out accounting year 2004 and starting a new accounting year for 2005 ...

##### Create the new year's set of Chart of Accounts

**Access** - From the Main FHA Software menu ...

1.) Click-on **Accounting > Chart of Accounts**

Note: A *Chart of Accounts - Find* window will appear

2.) Click-on the desired **Project Filename** in the pull down list

3.) Click-on **File > COA Duplication**

Note: Both **Source** and **Destination Project Filename** should be the same filename selected in step #2 above.

4.) For **Source Calendar Year**, select **2004**

5.) For **Destination Calendar Year**, select **2005**

6.) Click-on the **Bullet** for **Add to Existing Chart of Accounts**

7.) Click-on the **Checkbox** for **Copy Budgeted Amounts**

8.) Click-on the **Checkbox** for **Copy Ending Balances to Beginning Balances**

9.) Click-on **Copy**

Note: In a few seconds the *Chart of Accounts - Find* window will reappear.

10.) For **Calendar Year**, select **2005**

Note: A *Chart of Accounts* set for the new 2005 year will be displayed. All *Balance Sheet* account ending balances for 2004 automatically exist as *Opening Balances* for 2005 (*Income & Expense* account balances are automatically set to zero for the new calendar year). All 2004 *Budget* amounts were also carried forward to the 2005 *Chart of Accounts*.

11.) Click-on **File > Exit**

# Tenant Certification

## 5 Tenant Certification

### 5.1 Overview

#### Overview

The heart of FHA Software is the process of calculating, saving and generating Tenant Certifications (TC). Tenant Certifications can be processed at any time, for any reason (move-in/annual/interim), for any effective month. However, there are two (2) independent steps in completing the entire certification process in FHA Software ...

**Step 1.) Editing & Printing Tenant Certifications** - The first step basically involves entering, calculating & generating *Tenant Certification* information in a file called *Tenant Certification Data*. This step can be done at any time, regardless of the tenant's actual scheduled effective date. However, until tenant changes are made effective (by completing step #2 below), none of the various RD/HUD/LIHTC tenant forms will report this new information.

**Step 2.) Activating the Tenant Certification** - The *Activate* feature, located in the Edit Window of *Tenant Certification Data*, puts tenant changes into effect (updating *Unit Data & Changes to Tenant Status Data*), completing the certification process. As a result, various RD/HUD/LIHTC tenant forms will then include the new tenant change information, when applicable. *Activation* is performed when the tenant has signed his/her *Tenant Certification* and records actual tenant/owner signature dates.

To access the *Tenant Certification* window, click-on **RD, HUD or S42 Tenant Certification**

Find - Tenant Certification Data ...

The heart of FHA Software is the calculation, generation and activation of tenant certification data. Future certifications can be entered at any time without effecting current month reporting requirements..

VILLAGE APARTMENTS - RDSEC.515

Project : RHSDEMO

Unit	Type	Tenant	Size	Effective	Next.Rec	Action Proc	Rent	RA	SD
101	RD	* SMITH	EFF	01/01/18	01/01/19	Recert	198	527	167
102	RD	* JOHNSON	EFF	02/01/18	02/01/19	Recert	330	395	250
103	RD	* REDFEARN	1BR	03/01/18	03/01/19	Recert	94	731	125
104	RD	* KILGORE	1BR	04/01/18	04/01/19	Recert	401	424	145
105	RD	* JONES	1BR	09/01/17	09/01/18	Recert	473	352	250
106	RD	* DEARBORNE	1BR	06/01/18	06/01/19	Recert	-29	854	95
107	RD	* FREDERICK	2BR	07/01/18	07/01/19	Recert	925	0	225
108	RD	* MOUNDS	2BR	08/01/17	08/01/18	Recert	-6	931	175
109	RD	* CLARK	3BR	05/01/18	05/01/19	Recert	1,247	0	650
110	RD	* CLARK	3BR	01/01/02	05/01/02	Modify T/I (1)	756	169	650
111	RD	* BRAND	4BR	11/01/17	11/01/18	Recert	634	491	200
112	RD	* SPOTTS	4BR	12/01/17	12/01/18	Recert	797	328	135
113		No Certs							
114		No Certs							
115		No Certs							
116		No Certs							

Help Search Certification Data Summary Add New TC OK Cancel

The first window displayed is called the **Find** window. From this window the user can select the desired project, add a new tenant certification to the list, view &/or modify existing *Tenant Certification Information*, print a *Tenant Certification Data Summary*, and view *Online Help Topics*.

Note: The **Find - Tenant Certification Data** feature window is not an occupancy report. It will always display the most recent Tenant Certification entry that exists for each Unit #, even though the unit may currently be vacant. Until you add the new Tenant's MOVE-IN or INITIAL Certification, the most recent Tenant Certification entry that existed for the previous Tenant will still be displayed.

## Search

To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A Search for Tenant or Applicant - Setup window will appear.

## Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of certifications for the selected project filename.

## Certification Data Summary

To generate a hard copy listing of Tenant Certifications, click-on the **Certification Data Summary** button. A **Certification Data Summary - Setup** window will appear.

## Add New TC

To add a new *Tenant Certification* to the *Tenant Certification Data* file, click-on the **Add New TC** button. A *Unit Number Selection* window will appear. Click-on the desired *Unit Number* from the list provided and click-on **OK**.

**Auto-Entry Selection Mode** - When adding a new TC, the program will automatically bring the user through various data entry windows to insure complete data entry accuracy. Once all data entry windows have been presented, the program reverts to normal **Editing Mode** upon which the user can control window access and data entry.

For details on the various Tenant Certification data entry windows, refer to the *Tenant Certification Preview Window* section of *Online Help Topics*.

## Help

To view *Online Help Topics* related to this window, click-on the **Help** button.

## OK

To view &/or modify existing *Tenant Certification Information*, click-on (highlight) the desired certification line displayed in the *Find* window and click-on the **OK** button located in the lower right corner. A *Tenant Certification Data Preview Window* will be displayed.

## Cancel

Click-on **Cancel** to return to the main FHA Software menu.

## 5.2 Preview Window

To view &/or modify existing *Tenant Certification Data*, click-on (highlight) the desired certification line displayed in the *Find* window and click-on the **OK** button located in the lower right corner.

A *Tenant Certification Data* window will be displayed. This is the data window for processing RD, HUD, LIHTC, and *MKT Tenant Certifications*.



Tenant Certification ...

File Info Print Help

**Unit Information**

Unit No. : **112**      Group : **1**      **VILLAGE APARTMENTS - LIHTC**

Unit Size : **4BR 2FL**      Building ID : **1234-5678-90111**

Basic Rent \$ **0**      PIS Date : **01/01/1990**      Adoption :

Market/Note \$ **0**      Dependents : **2**      Expected Family Additions ...      Pregnancy :

Contract Rent \$ **0**      Foster/Live-Ins : **0**      Foster Children :

LIHTC Rent \$ **0**

Utility Allow. \$ **245**      Total Members :

**Member Information**

View Mbr#	Rel	Household Member	Gndr	Age	Status	Soc.Sec.#
<b>HEAD</b>	H	SPOTTS, ROGER	M	25		154646547
<b>#2 &gt;&gt;</b>	S	SPOTTS, CARLA	F	24		459989877
<b>#3 &gt;&gt;</b>	D	SPOTTS, KARL	M	5	M	123565656
<b>#4 &gt;&gt;</b>	D	SPOTTS, TIMOTHY	M	3	M	456565655
<b>#5 &gt;&gt;</b>						
<b>#6 &gt;&gt;</b>						
<b>#7 &gt;&gt;</b>						
<b>#8 &gt;&gt;</b>						
<b>#9 &gt;&gt;</b>						
<b>#10 &gt;&gt;</b>						

**Certification Information**

**Subsidy Type**      Section 42

**Action Process**      Recertification

Project - Move-In Date : **12/01/1988**

Unit - Move-In Date : **12/01/1988**

Certification Effective Date : **12/01/2023**

Next Recertification Date : **12/01/2024**

Tenant Signature Date : **11/01/2023**

Owner Signature Date : **11/01/2023**

Compliance Date : **12/01/2023**

Not Used :

**Income & Expense Information**

Security Deposit \$ **175**

Income @ Move-In \$ **13,995.00**

	Total \$
<b>Annual Inc.</b>	21,960.00
<b>Asset Value</b>	16,000.00
<b>Asset Inc.</b>	650.00
<b>Medical</b>	0.00
<b>Child Care</b>	0.00

**Note:** At this screen, the user is not yet able to edit the *Tenant Certification Data* displayed until the user selects the **Correct**, **Revise** or **ReCertify** option.

The following options are available at the *Tenant Certification Data Window* ...

File Menu      Info Menu      Print Menu

## Help

To view *Online Help Topics* related to this window, click-on **Help**.

## Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Certifications*.

## Find

To return to the **Find Window** to change projects or to locate another *Tenant Certification*, click-on the **Find** button.

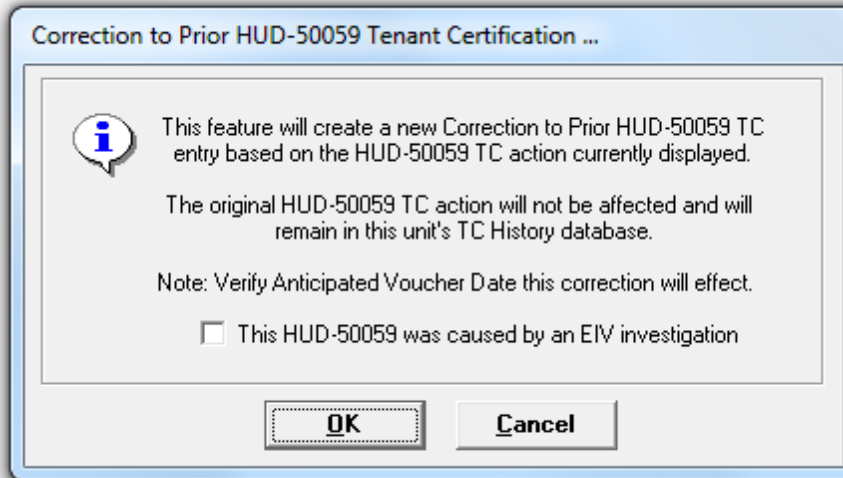
## TC History

*Tenant Certification Data* maintains a complete chronological history of all *Tenant Certifications* that have been fully processed &/or activated in *FHA Software*. This data history provides *FHA Software* with no form processing time restrictions. Future *Tenant Certifications* can be entered AND activated at any time, without the fear of overwriting previously needed information.

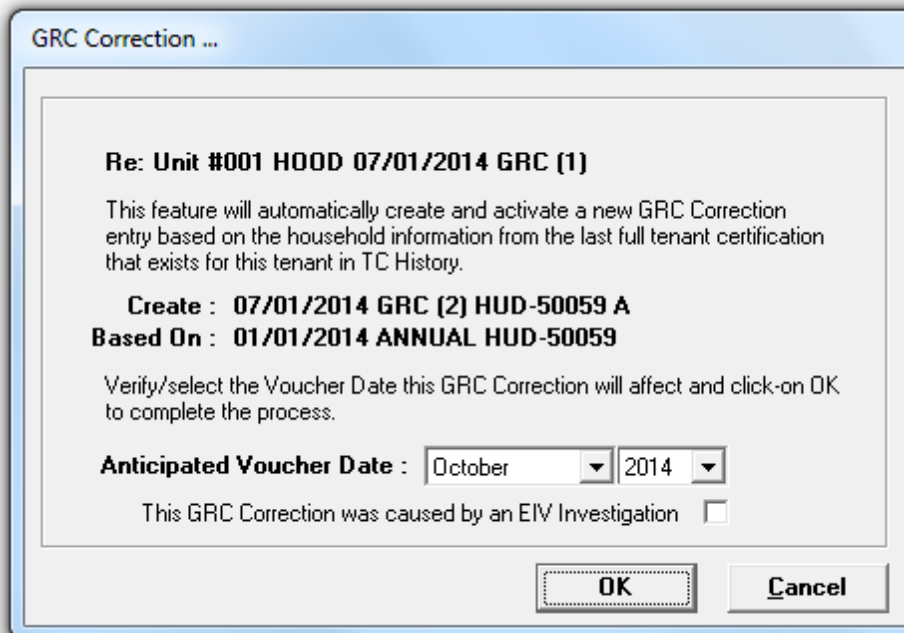
The Find Window will always display the last (most recent) *Tenant Certification* that exists for that unit. If no Tenant Certifications yet exist for the unit, the words "No Certs" will be displayed. To view &/or modify a previous *Tenant Certification* for the current unit selected, click-on the **TC History** button. A Tenant Certification History Window will appear.

## Correct ( for HUD Subsidy )

### Correcting a MI, IC, AR, IR HUD-50059 Tenant Certification ...



### Correcting a GRC HUD-50059-A Partial Certification ...



### Correcting a UT HUD-50059-A Partial Certification ...

**Transfer Correction ...**

**Re: Unit #001 HOOD 07/01/2014 Transfer (1)**

This feature will automatically create and activate a new UT Correction entry based on the household information from the last full tenant certification that exists for this tenant in TC History.

**Create : 07/01/2014 TRANSFER (2) HUD-50059 A**  
**Based On : 01/01/2014 ANNUAL HUD-50059**

Verify/select the Voucher Date this UT Correction will affect and click-on OK to complete the process.

**Anticipated Voucher Date :** October 2014

This UT Correction was caused by an EIV Investigation ☐

**OK** **Cancel**

The **Correct** option will automatically create a new *Correction to Prior* HUD-50059 Tenant Certification entry for the tenant certification action currently displayed. The original HUD-50059 Tenant Certification action will not be effected and will remain in this unit's Tenant Certification ( TC ) history. The **Correct** option is just like the *Recertify* option, except *Action Process* is automatically set to *Correction to Prior* HUD-50059. After making the corrections, this certification is saved, printed and activated the same way that all tenant certifications are fully processed.

Example: If the HUD-50059 Tenant Certification displayed is a 10/01/2009 Move-In, clicking on the **Correct** button will automatically create a new *Correction to Prior Move-In* ( MI ) HUD-50059 Tenant Certification entry. When saved, TC History will then include a *Move-In* and *Corrected MI* HUD-50059 Tenant Certification for this unit, both effective 10/01/2009.

Another example: If the HUD-50059 Tenant Certification displayed is a 11/01/2009 Annual Recertification, clicking on the **Correct** button will automatically create a new *Correction to Prior Annual* ( AR ) HUD-50059 Tenant Certification entry. When saved, TC History will then include an *Annual* and *Corrected AR* HUD-50059 Tenant Certification for this unit, both effective 11/01/2009.

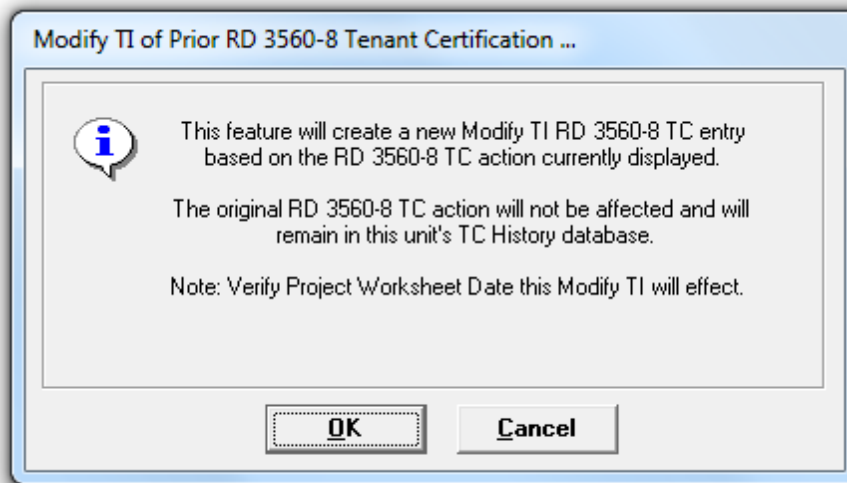
Note: When HUD is the *Subsidy Type*, the **Correct** button is only displayed when the *Action Process* is correctable ( such as *Initial*, *Move-In*, *Interim*, or *Annual* ). An existing *Gross Rent Change* entry is also correctable, but a second *Gross Rent Change* Action will be created, not a *Correction to Prior*. Multiple *Correction to Prior* and *Gross Rent Change* entries can exist in *TC History* with the same effective date.

**This HUD-50059 was caused by an EIV Investigation ( checkbox )** - Click-on this box, if this HUD-50059 Correction was caused by an EIV investigation.

**OK** - Click-on **OK** to initiate the CORRECT process.

**Cancel** - Click-on **Cancel** to exit out of the CORRECT process window.

**Correct ( for RD Subsidy )**



This option will automatically create a new *Modify Tenant Information* RD 3560-8 Tenant Certification entry for the tenant certification action currently displayed. The original RD 3560-8 Tenant Certification action will not be effected and will remain in this unit's Tenant Certification ( TC ) history. The **Correct** option is just like the *Recertify* option, except *Action Process* is automatically set to *Modify Tenant Information*. After making household information corrections, this certification is saved, printed and activated the same way that all tenant certifications are fully processed.

Example: If the RD 3560-8 Tenant Certification displayed is a 10/01/2009 Initial, clicking on the **Correct** button will automatically create a new *Modify Tenant Information* RD 3560-8 Tenant Certification entry with the same effective date. When saved, TC History will then include an *Initial* and *Modify Tenant Information* RD 3560-8 Tenant Certification for this unit, both effective 10/01/2009.

Another example: If the RD 3560-8 Tenant Certification displayed is a 11/01/2009 Recertification, clicking on the **Correct** button will automatically create a new *Modify Tenant Information* RD 3560-8 Tenant Certification entry with the same effective date. When saved, TC History will then include a *Recertification* and *Modify Tenant Information* RD 3560-8 Tenant Certification for this unit, both effective 11/01/2009.

Note: When RD is the *Subsidy Type*, the **Correct** button is only displayed when the *Action Process* is correctable ( such as *Initial*, *Recertification*, *Covenant to Tenant*, or *Modify TI* ). An existing *Unit Transfer* entry is also correctable, but a *Recertification* Action will be created, not a *Modify Tenant Information*. Multiple *Modify Tenant Information* entries can exist in *TC History* with the same effective date.

**OK** - Click-on **OK** to initiate the CORRECT process.

**Cancel** - Click-on **Cancel** to exit out of the CORRECT process window.

## Revise

This option allows the user to modify the existing TC currently displayed. No automated changes to TC Data will be made unless entered by the user. Normal access to TC Data using the *Revise* option occurs when additional or missing information needs to be added to an existing TC that was not available when the TC was originally processed.

Click-on the **Revise** button to be placed in **Editing Mode** where the user has full control of data entry selection.

Note: All Tenant Certifications that were re saved with household makeup revisions must be re activated to complete the Tenant Certification revision implementation process.

## ReCertify

This option is selected when an all new TC needs to be processed, printed and signed (such as an *Annual Recertification* or *Interim Recertification*). Click-on the **Recertify** button to be placed in **Auto-Entry Selection Mode** where the user is asked to verify the *Action Being Processed* along with *TC Effective Dates*. Thereafter, the user is switched to **Editing Mode** and can proceed to bring household member, income, asset and expense information up-to-date.

## Tenant Certification - ReCertify Option

### Activate

Changes to tenant assistance resulting from a TC will not appear on RA/Subsidy request forms unless the TC has been put into effect or *Activated*. This option allows the user to put TC changes into effect, normally done when the Tenant(s) & Owner have signed the TC. Click-on the **Activate** button and an *Activate* window will appear. Verify &/or modify *Signature* dates displayed and click-on **OK** to continue. A *Successfully Activated* window will appear. Click-on **OK**.

## Tenant Certification - Activate Option

### F1 ( Unit Number Selection )

This feature provides a fast and easy way to manually select specific *Unit Numbers* for the current project filename without leaving the keyboard or having to click-on the *Find* button. Click-on the **F1** key ( located on the top row of your keyboard ) to display the following *Unit Number Selection* window ...



F1 - Unit Number Selection ...

Current Project : VILLAGE APARTMENTS - LIHTC

Unit Number :

Enter Unit Number to select and press [TAB] or [ENTER] or press [ESC] to cancel out of this window.

Enter the desired *Unit Number* and press the **[TAB]** or **[ENTER]** key.

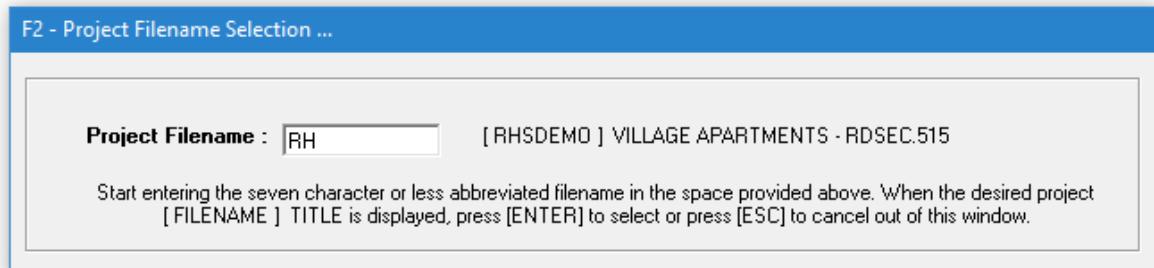
If the *Unit Number* entered exists and has TC History, the *Tenant Certification - Preview* window will reappear with the selected Unit/Tenant Information displayed.

Note: If the selected *Unit Number* does not have any TC History, a message window will appear stating this.

Press the **[ESC]** key to cancel out of the *Unit Number Selection* window.

## F2 ( Project Filename Selection )

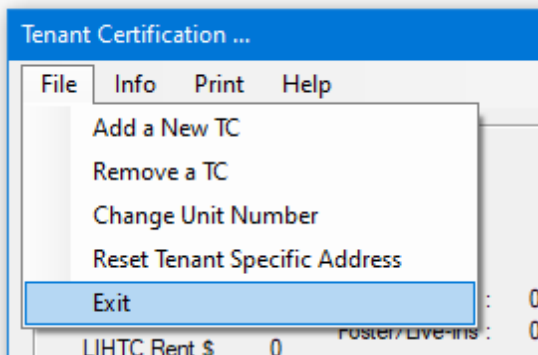
This feature provides a fast and easy way to manually select specific *Project Filenames* without leaving the keyboard or having to click-on the *Find* button. Click-on the **F2** key ( located on the top row of your keyboard ) to display the following *Project Filename Selection* window ...



Enter all or part of the desired *Project Filename* until the desired *Project Filename* and *Title* appears. Then press the **[ENTER]** key to select the desired *Project Filename* and the *Find - Tenant Certification Data* window will appear with a list of units for the selected *Project Filename*.

Press the **[ESC]** key to cancel out of the *Project Filename Selection* window.

## 5.3 File Menu



### Add a New TC

To add a new *Tenant Certification* to the *Tenant Certification Data* file, click-on the **Add New TC** button. A *Unit Selection* window will appear. Click-on the desired *Unit Number* from the list provided and click-on **OK**.

**Auto-Entry Selection Mode** - When adding a new TC, the program will automatically bring the user through various data entry windows to insure complete data entry accuracy. Once all data entry windows have been presented, the program reverts to normal **Editing Mode** upon which the user can control window access and data entry.

For details on the various *Tenant Certification* data entry windows, refer to the *Tenant Certification Data Entry* section of *Online Help Topics*.

## Remove a TC

To delete a *Tenant Certification* from Tenant Certification Data, click-on **File > Remove a TC.** and click-on **Yes** from the next *Are You Sure?* window.

Note: Once removed, the TC is deleted from the database and is not recoverable. The only reason you may want to *Remove* a TC is if you entered a TC for a new tenant that never moved in. Otherwise, the program automatically maintains the TC database.

## Change Unit Number

To change the *Unit Number* of an existing *Tenant Certification*, click-on **File > Change Unit Number** and click-on **Yes** from the next *Are You Sure?* window. A *Unit Selection* list window will appear. Click-on the desire *Unit Number* and click-on **OK**. The user is then put in **Editing Mode** to make any other changes necessary.

Note: This is not the *Unit Transfer* process and should only be used to renumber an new TC that has not been activated yet.

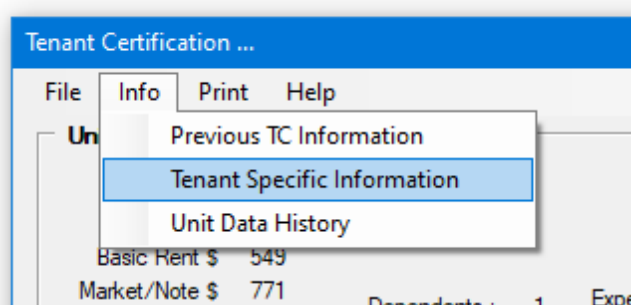
## Reset Tenant Specific Addresses

Click-on **Reset Tenant Specific Addresses** to automatically change tenant addresses in *TC History* to match *Unit Addresses*. A *Reset Tenant Specific Addresses* window appears.

## Exit

**Exit** - Click-on **File > Exit** to exit out of the *Tenant Certification Data Window*.

## 5.4 Info Menu



Click-on **Info > Previous TC Information**, to access the *Previous TC Information* window for the *Tenant Certification* currently displayed.

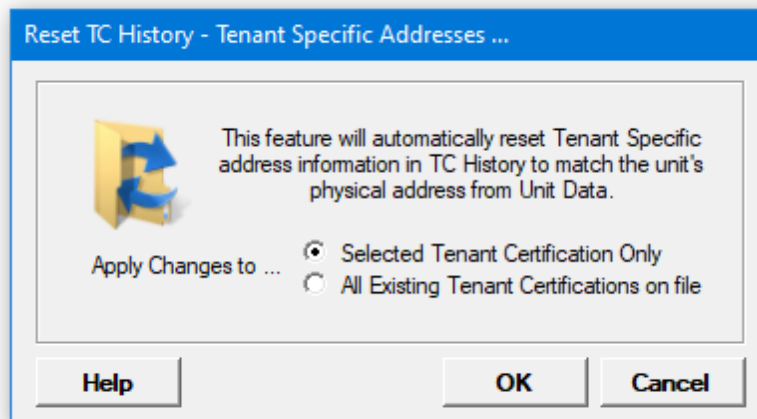
Click-on **Info > Tenant Specific Information**, to access the *Tenant Specific Information* window for the *Tenant Certification* currently displayed.

Click-on **Info > Unit Data History**, to view a *Unit Data History* report of tenant changes in effect for the Unit # currently selected. This is the same report that is available in the DATA .. UNIT DATA .. UNIT HISTORY feature window.

## 5.5 Reset Tenant Address

When adding new *Tenant Certifications*, the program automatically pulls the *Unit Address* from *Unit Data* to establish the *Tenant Specific Address* stored in *TC History*. If unit address information was not fully or accurately entered in *Unit Data* at the time certifications were initially setup, blank or incorrect unit addresses resulted. This feature allows the program to automatically reset all existing tenant specific address information in *TC History*, using the unit address in *Unit Data*.

Click-on **File > Reset Tenant Specific Addresses**. The following setup window appears ...



### Apply Changes to ...

**Selected Tenant Certification Only** - When bulleted, only address information throughout TC History for the current tenant selected, will be reset to match the Unit's Address.

**All Existing Tenant Certifications on file** - When bulleted, address information for all existing tenant certifications (all tenant's) will be reset to match related Unit Addresses.

Click **Help** to view *Online Help Topics* relating to this feature.

Click the **OK** button to proceed. When process is completed, click-on **OK**.

Click the **Cancel** button to exit the *Reset Tenant Specific Addresses* process.

## 5.6 Print Menu

This window allows the user to generate hard copy RD/HUD/LIHTC *Tenant Certifications*, a *TC Detail Report* and custom forms for selected *Tenant Certification* that exist. Form generation does not change *Tenant Certification Data* and can be printed over and over.



To access *Tenant Certification - Print Options* window, click-on **Print** from the *Tenant Certification Data Entry* window ...

## Tenant Certification

Based on the *Subsidy Type* of the TC currently selected, the following Tenant Certification selections will be provided. Click-on a **Check Mark** to select one or more forms.

**HUD-50059 Tenant Certification** - Only appears If TC *Subsidy Type* is HUD based.

**RD 3560-8 Tenant Certification** - Only appears If TC *Subsidy Type* is RD based

**TC Detail Report** - This form option always appears and provides a detail of household information including income & expense calculation detail.

**LIHTC Certs ... [ NCSHA S42 TIC ]** - This pull down only appears If *Tax Credits Apply* and are being *monitored* for this project. The *Standard (NCSHA) Section 42 Tenant Income Certification (TIC)* is used by most State HFA's and is always the default TIC selected. State HFA's that have customized their TIC can be selected from this pull down list. If your State abbreviation is not listed, then use the NCSHA S42 TIC.

Note: One or all of the above forms can be printed, when provided. All the above forms are hard coded into the program and are not user-changeable.

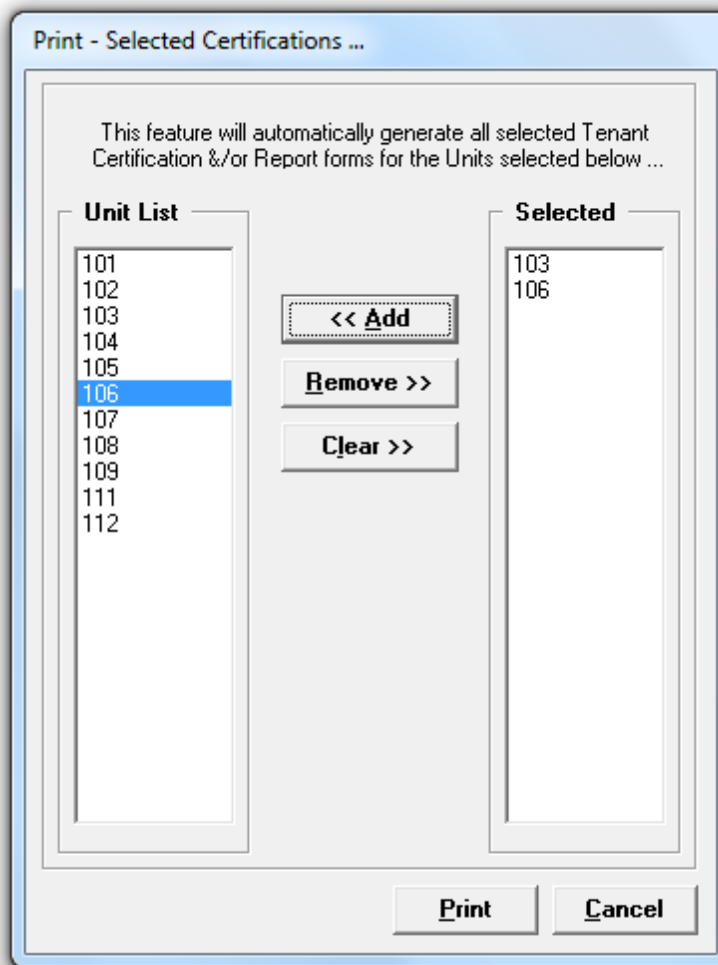
## Include

Selected forms can be generated for any or all existing *Tenant Certification Data*.

**Current Certification Only** - Bullet this item to generate selected *Certification &/or Report* forms for only the Tenant Certification currently selected.

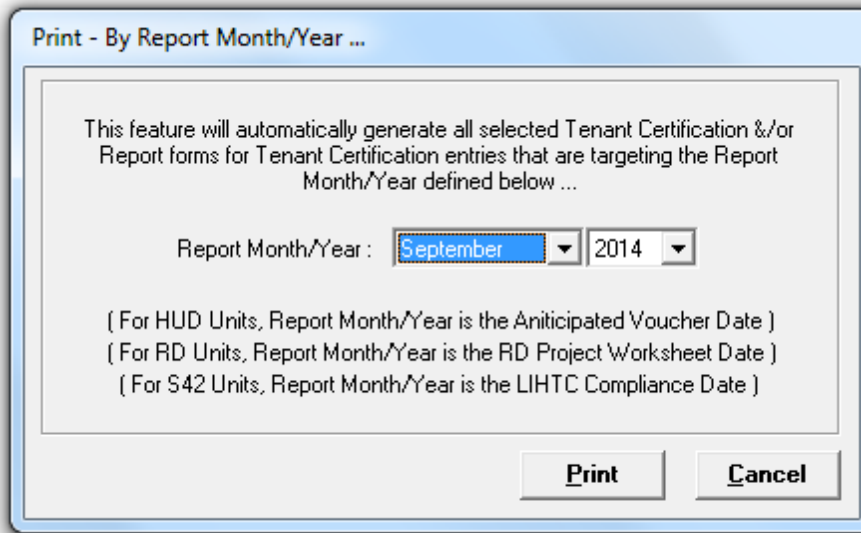
**All Certifications on File** - Bullet this item to automatically generate selected *Certification &/or Report* forms for the most recent Tenant Certification entry that exists in each unit.

**Selected Certifications** - Bullet this item to automatically generate selected *Certification &/or Report* forms for the most recent Tenant Certification entry that exists in each selected unit. . A *Selected Certifications* window will appear ...



Click-on the desired *TC Unit Number* from the *List* and click-on the **Add** button to add them to the *Selected* list. Repeat this process until all desired *TC Unit Numbers* have been selected and then click-on **Print** Click-on **Cancel** to exit this option. The *Print Options* window will reappear.

**By Report Month/Year** - Bullet this item to automatically generate all *Certifications &/or Report* forms for Tenant Certifications that are targeting a specific *Report Month/Year*. A *By Report Month/Year* window will appear ...



Select the *Report Month/Year* to use.

Note: Report Month/Year is not the effective date of certification. It is the targeted Month/Year the certification is first being reported. *Report Month/Year* is based on the following subsidy types ...

HUD Unit -	Anticipated Voucher Date
RD Unit -	RD Project Worksheet Month
S42 Unit -	LIHTC Compliance Month
MKT -	Not Applicable

Click-on **Print** to start the printing process. Click-on **Cancel** to exit this option. The *Print Options* window will reappear.

**Default Letters & Forms** - Check this box to automatically add all predefined letter & form filenames to the *Report Files to Print* list. Predefined letter & form filenames are setup in the Default Recertification Forms feature of *Project Data*.

## Output

This menu section allows the user to select where the form(s) will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display forms on the screen.

**Printer** - Bullet this item to generate forms at the defaulted Windows printer.

## Custom Text [ .TXT ]

When selected, the user will choose from a list of available *Text* form filenames.

## Custom Reports [ .RPT ]

When selected, the user will choose from a list of available *Report* forms filenames.

Note: This is the default selection.

## Custom MSWord [ .DOC ]

When selected, the user will choose from a list of available MS Word forms filenames.

## Text File Directory ( When Custom Text [ .TXT ] is selected )

This is a list of existing *Text Files* the user may choose from. All *Text Files* will have a [.TXT] file extension which identifies it as a *Custom Text File*. Click-on the *Text Filename* to select it.

## Report File Directory ( When Custom Report [ .RPT ] is selected )

This is a list of existing *Report Files* the user may choose to generate specifically from *Project Data*. All *Report Files* will have a [.RPT] file extension which identifies it as a *Custom Report File*. Click-on the *Report Filename* to select it.

## MSWord File Directory ( When Custom MSWord [ .DOC ] is selected )

This is a list of existing *MSWord Files* the user may choose to generate specifically from *Project Data*. All *MSWord Files* will have a [.DOC] file extension which identifies it as a *Custom MSWord File*. Click-on the *MSWord Filename* to select it.

## Add

Clicking on the **Add** button will place the currently selected filename from the *Text/Report/MSWord File Directory* into the *Text/Report/MSWord Files to Print* list.

## Remove

When filenames exist in the *Text/Report/MSWord Files to Print* list, this button will be enabled. To *Remove* a File from the *Text/Report Files to Print* list, select the desired filename and click-on the **Remove** button. The filename will promptly be removed.

## Clear

When filenames exist in the *Text/Report/MSWord Files to Print* list, this button will be enabled. To clear out all filenames from the *Text/Report Files to Print* list, click-on the **Clear** button. The list will promptly be cleared of filenames.

## Text Files to Print ( When Custom Text [ .TXT ] is selected )

This is a list of selected *Custom Text Filenames* to be generated.

## Report Files to Print ( When Custom Report [ .RPT ] is selected )

This is a list of selected *Custom Report Filenames* to be generated.

## MSWord Files to Print ( When Custom MSWord [ .DOC ] is selected )

This is a list of selected *Custom MSWord Filenames* to be generated.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate selected TC related forms and text/report/MSWord files.

## Cancel

Click-on **Cancel** to exit out of the *TC Print Options* window.

## 5.7 Certification Data Summary

### Certification Data Summary

To generate a hard copy listing of *Tenant Certification Data* currently displayed in the Find window, click-on the **Certification Data Summary** button. A *Certification Data Summary - Setup* window will appear ...

The following options are available at this window ...

### Project Selection

**By Project Filename** - Bullet this selection if you want to generate a *Certification Data Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Certification Data Summary* in *Multi-Property Mode*. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Based on Unit Occupancy in affect as of ( checkbox & date )** - When unchecked, all Certification Data Summaries will include information from the last ( most recent ) Tenant Certification entry that exists for each unit. To only include information from the Tenant Certification entry that was in effect on a specific occupancy date for each applicable unit, click-on this checkbox and type in the occupancy date ( mmddyyyy ). Units that were vacant on the specified date will not be included.

Note: Unit/Tenant information will be reported with occupancy in effect on the AS OF Date defined. Since Move-Out and Transfer Out Effective Dates are considered the last day of unit occupancy, units that have a Move-Out or Transfer Out Date effective the same day as the AS OF Date defined will list the unit as being occupied, not vacant.

Note: This checkbox is not checked by default. The date defaults to today's system date.

## Report Types

**Standard Rent Statement** - Bullet this option to generate the standard layout *Certification Data Summary* that is provided with your program.

**Custom User-Created ( .RPT Format )** - Bullet this option to generate a *Certification Data Summary* report file that can be user customized (using the built-in *Custom Report Designer*) with data input codes relating to *Tenant Certification Data* information. Select the desired *Certification Data Summary* report filename, using the pull down list.

Note: *Custom User-Created (RPT Format) Report* names displayed will only include *Certification Data Summary* specific forms created in the *Custom Report Designer* feature.

## Output

This menu section allows the user to select where the reports will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display reports on the screen.

**Printer** - Bullet this item to generate reports at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Certification Data Summary*, as defined in this setup window.

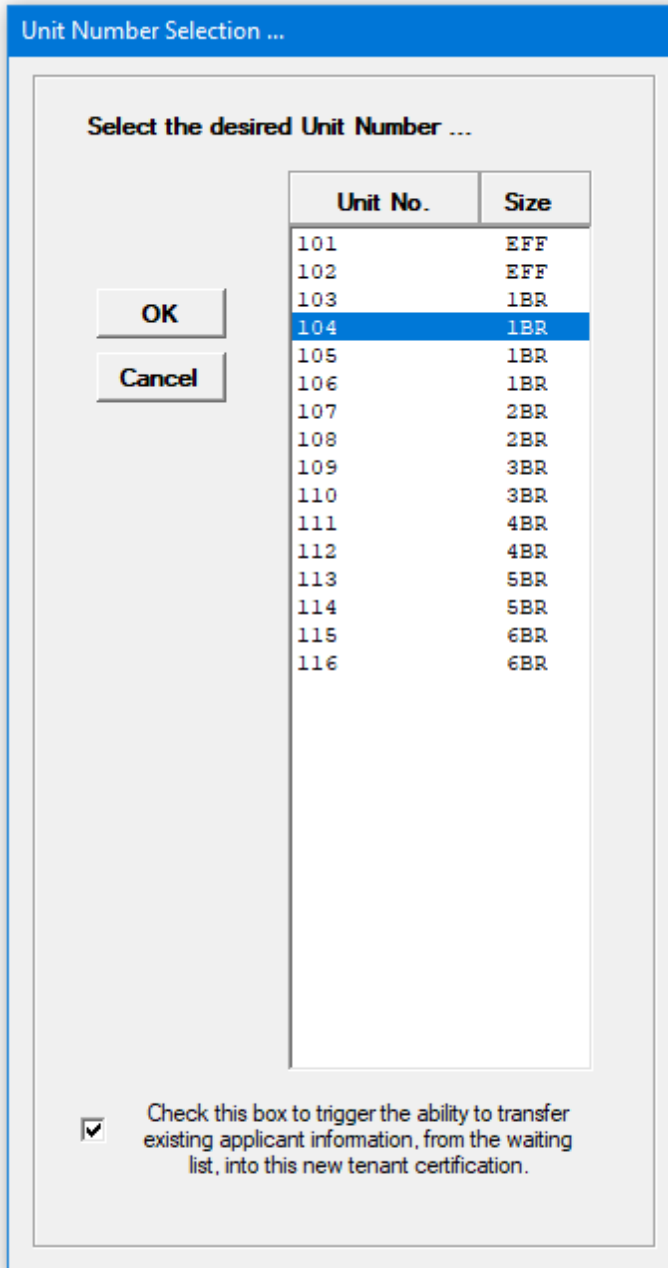
## Cancel

Click-on **Cancel** to exit out of the *Certification Data Summary* window.

## 5.8 Add a New TC

### Unit Number Selection

To add a new *Tenant Certification* to the *Tenant Certification Data* file, click-on the **Add New TC** selection. A *Unit Number Selection* window will appear.



The dialog box is titled "Unit Number Selection ...". It contains a label "Select the desired Unit Number ...". Below this label is a table with two columns: "Unit No." and "Size". The table lists unit numbers from 101 to 116 with their corresponding sizes. Unit 104 is highlighted. To the left of the table are two buttons: "OK" and "Cancel". At the bottom of the dialog box is a checkbox that is checked, with the text "Check this box to trigger the ability to transfer existing applicant information, from the waiting list, into this new tenant certification."

Unit No.	Size
101	EFF
102	EFF
103	1BR
104	1BR
105	1BR
106	1BR
107	2BR
108	2BR
109	3BR
110	3BR
111	4BR
112	4BR
113	5BR
114	5BR
115	6BR
116	6BR

☒ Check this box to trigger the ability to transfer existing applicant information, from the waiting list, into this new tenant certification.

**Unit Number Selection** - Click-on the desired *Unit Number* from the list provided.

**Applicant Information Transfer Option (Checkbox)** - When adding a new certification to the Tenant Certification database, existing applicant information from the waiting list can automatically be transferred into this certification, reducing data entry. To be given the opportunity of selecting the desired applicant from the waiting list, check this box before clicking OK.

Note: A valid Waiting List for this project must exist in order for this option to be available.

**OK** - Click-on **OK** to continue processing.


**Cancel** - Click-on **Cancel** to abort out of *Adding a New TC*.

## **Applicant Information Selection**

If the *Applicant Information Transfer Option (Checkbox)* was checked in the previous *Unit Number Selection* window, the following *Applicant Information Selection* window will appear ...



**Applicant Information Selection ...**

 This feature allows existing applicant information from the waiting list to be automatically transferred into the new Tenant Certification being created. Select (highlight) the desired applicant entry line below and click-on OK.

Applicant Name	Application Date
ALDRICH, TERRY	05/25/2023
ANDERSON, LARRY	08/25/2023
ATWATER, TROY	05/24/2023
FULLER, SALLY	06/15/2023
JORDAN, LILLIE	09/15/2023
<b>KENARD, DWIGHT</b>	<b>04/05/2023</b>
LARSON, ANTHONY	03/25/2023
SIMPSON, KENNETH	08/15/2023
STONE, HAROLD	10/25/2023
WRIGHT, SHARON	08/09/2023
YOUNG, ROY	06/22/2023

**OK** **Cancel**

A list of applicants (sorted by Head Applicant's Last Name) is displayed. Select (to highlight) the applicant entry line for applicant information to be transferred in the new Tenant Certification being added. Most all of the information that exists in the waiting list database for this applicant will automatically be transferred to the new Tenant Certification being added (including household member names, birth dates, SSN, Race, etc.).

**OK** - Click-on **OK** to continue processing.

**Cancel** - Click-on **Cancel** to abort out of *Adding a New TC*.

## Auto-Entry Selection Mode

When adding a new TC, the program will automatically bring the user through various data entry windows to insure complete data entry accuracy. Once all data entry windows have been presented, the program reverts to normal **Editing Mode** upon which the user can control window access and data entry.

For details on the various Tenant Certification data entry windows, refer to the **Tenant Certification Data Entry** section of *Online Help Topics*.

## 5.9 TC History

*Tenant Certification Data* maintains a complete chronological history of all *Tenant Certifications* that have been fully processed &/or activated in FHA Software. This data history provides FHA Software with no form processing time restrictions. Future *Tenant Certifications* can be entered AND activated at any time, without the fear of overwriting previously needed information.

The Find Window will always display the last (most recent) *Tenant Certification* that exists for that unit. If no Tenant Certifications yet exist for the unit, the words "No Certs" will be displayed.

To view &/or modify a previous *Tenant Certification* for the current unit selected, click-on the **TC History** button. A *Tenant Certification History* window will appear ...

Tenant Certification History ...

Each line of this summary represents a tenant certification that has been processed for the selected unit number, including past, current and future certification information. TC History is automatically maintained by the program as certifications are fully processed and is the source of information for generating tenant certifications & recertification verification forms.

**Unit No. : 21-101**

TC Type	Tenant Name	Effective Date	Action Processed	Tenant Rent	RA / Subsidy	Report Month
HUD	* KAPPHAHN, HOLLI	04/01/2018	Annual	30	741	04/18
HUD	* KAPPHAHN, HOLLI	12/01/2017	Interim	46	725	03/18
HUD	* KAPPHAHN, HOLLI	10/01/2017	Interim	87	684	11/17
HUD	* KAPPHAHN, HOLLI	10/01/2017	GRC (1)	-29	800	10/17
HUD	* KAPPHAHN, HOLLI	08/01/2017	Correction IR (1)	-26	769	10/17
HUD	* KAPPHAHN, HOLLI	08/01/2017	Interim	276	467	09/17
HUD	* KAPPHAHN, HOLLI	04/28/2017	Move-In	-26	769	06/17
HUD	* CHILDS, CARLICIA	01/01/2017	Interim	283	460	03/17
HUD	* CHILDS, CARLICIA	11/01/2016	Interim	611	132	12/16
HUD	* CHILDS, CARLICIA	10/01/2016	GRC (1)	265	478	12/16
HUD	* CHILDS, CARLICIA	07/01/2016	Annual	266	477	07/16
HUD	* CHILDS, CARLICIA	06/01/2016	Interim	327	416	07/16
HUD	* CHILDS, CARLICIA	03/01/2016	Interim	406	337	04/16
HUD	* CHILDS, CARLICIA	11/01/2015	Interim	327	416	12/15
HUD	* CHILDS, CARLICIA	10/01/2015	GRC (1)	134	609	10/15
HUD	* CHILDS, CARLICIA	07/25/2015	Move-In	142	601	09/15
HUD	* WASHINGTON, KELLIE	04/01/2015	Interim	311	432	05/15
HUD	* WASHINGTON, KELLIE	11/21/2014	Move-In	315	428	01/15
HUD	* RATZLAFF, SONIA	10/01/2014	GRC (1)	130	613	11/14
HUD	* RATZLAFF, SONIA	04/01/2014	Annual	125	616	04/14
HUD	* RATZLAFF, SONIA	10/01/2013	GRC (1)	123	618	12/13
HUD	* RATZLAFF, SONIA	08/01/2013	Interim	123	612	10/13
HUD	* RATZLAFF, SONIA	07/01/2013	Interim	123	612	08/13
HUD	* RATZLAFF, SONIA	04/01/2013	Correction AR (1)	-22	757	06/13
HUD	* RATZLAFF, SONIA	04/01/2013	Annual	189	546	04/13
HUD	* RATZLAFF, SONIA	11/01/2012	Interim	160	575	12/12
HUD	* RATZLAFF, SONIA	08/01/2012	Interim	160	575	10/12
HUD	* RATZLAFF, SONIA	04/01/2012	Move-In	265	470	06/12

**Print Summary**

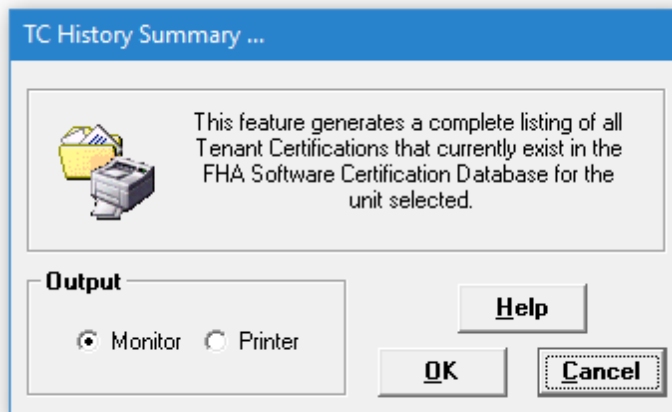
**OK**
**Cancel**

Each line of this summary represents a tenant certification. All tenant certifications that have been saved in FHA Software will be listed, including past, current and future tenant certification information. *TC History* is automatically maintained by the program as tenant certifications are processed.

The following options are available at the *TC History* window ...

## Print Summary

This printed summary includes *TC History Information* for the unit currently selected. To print a *TC History Summary*, click-on the **Print Summary** button. A print setup window will appear ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *TC History Summary*.

Click-on **Cancel** to exit out of the print option.

## OK

To view &/or modify a *TC History* entry, select the desired entry line and click-on the **OK** button. The *Tenant Certification Preview Window* will reappear with the selected TC entry displayed.

## Cancel

Click-on the **Cancel** button to exit the *TC History* window.

## 5.10 ReCertify Option

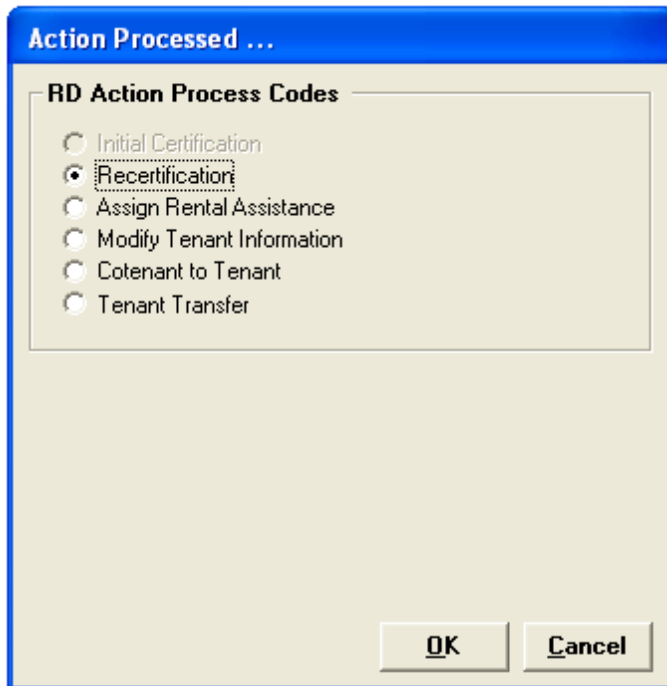
This option is selected when an all new TC needs to be processed, printed and signed (such as an *Annual Recertification* or *Interim Recertification*).

Clicking on the **Recertify** button places the user in **Auto-Entry Selection Mode**. The user is then asked to verify the *Action Being Processed* along with *TC Effective Dates*. Thereafter, the user is switched to **Editing Mode** and can proceed to bring household member, income, asset and expense information up-to-date.

*Auto Entry Selection Mode* window progression will vary depending on the *TC Subsidy Type* (RD/HUD/LIHTC/MKT). Below are *ReCertify* window samples for each available *Subsidy Type* ...

## RD Subsidy Type - ReCertify Option

The following windows appear when selecting the *ReCertify Option* for an *RD 3560-8 Tenant Certification* ...



### RD Housing Action Process Codes

Select the action that is appropriate for the *RD 3560-8 Tenant Certification* being processed.

**Initial Certification** - Select if this is the Tenant's *Initial (Move-In) Certification*.

**Recertification** - Select if this is the Tenant's *Annual Recertification*.

**Assign Rental Assistance** - Select if the Tenant is being given RD Rental Assistance (RA).

Note: The *RD 3560-8 Rent & RA Calculation* is normally based on previously verified household income used on the TC currently in effect. The Tenant is not required to recertify household income and the *Next Scheduled Recertification Effective Date* is not changed.

Note: Although you can view &/or revise the tenant certification, the *Assign RA* process is actually performed from the *Unit Data* window, not the *Tenant Certification* window.

**Modify Tenant Information** - Select if the *RD 3560-8 Tenant Certification* is being processed due household changes brought about by the Tenant and it's not time for *Annual Recertification*.

Note: *Next Scheduled Recertification Effective Date* does not normally change with this action.

**Cotenant to Tenant** - Select if this recertification is replacing the Head tenant with an existing adult member.

**Tenant Transfer** - Select if this recertification is establishing a unit transfer.

Note: Although you can view &/or revise the tenant certification, the *Tenant Transfer* process is actually performed from the *Unit Data* window, not the *Tenant Certification* window.

**OK**

Click **OK** to Continue. A *Recertification Date* window will appear.

**Cancel**

Click **Cancel** to exit out of the *ReCertify Option*

The image shows a Windows-style dialog box titled "Recertification ...". It contains three text input fields with date pickers. The first field is labeled "Effective Date :" and contains "01/01/2009". The second field is labeled "Next Recertification Date :" and contains "01/01/2010". The third field is labeled "Worksheet Date :" and contains "01/01/2009". Below these fields is a line of text that says "Enter Dates in a ( mmddyyyy ) format." At the bottom of the dialog are two buttons: "OK" and "Cancel".

## Recertification Date Verifications

Verify &/or modify RD 3560-8 related Date information requested at this window ...

**Effective Date** - This is the effective date of the *RD 3560-8 Tenant Certification* being processed.

**Next Recertification Date** - This is the next scheduled recertification effective date for this Tenant. This date is normally one year in the future from the effective date of the last recertification.

**Worksheet Date** - This is the date of the *RD 3560-29 Project Worksheet* the *RD 3560-8 Tenant Certification* will first effect. This date is normally the same as the *Effective Date*.

Note: Although the program does provide default dates which should be OK to use, the user can override any or all three (3) dates.

**OK**

Click **OK** to Continue. The user is then placed in **Editing Mode** and can proceed to bring household member, income, asset and expense information up-to-date.

**Cancel**

Click **Cancel** to exit out of the *ReCertify Option*

## HUD Subsidy Type - ReCertify Option

The following windows appear when selecting the *ReCertify Option* for a *HUD-50059 Tenant Certification* ...

### HUD Housing Action Process Codes

Select the action that is appropriate for the *HUD-50059 Tenant Certification* being processed.

**Move-In Certification** - Select if this is the Tenant's *Move-In Certification*.

**Initial Certification** - Select if this is an existing Tenant (not a move-in) that is being given HUD Subsidy with the *HUD-50059 Tenant Certification* being processed. This Tenant may have previously been a *Market Rate Tenant*.

**Annual Recertification** - Select if this is the Tenant's *Annual Recertification*.

**Interim Recertification** - Select if the *HUD-50059 Tenant Certification* is being processed due household changes brought about by the Tenant and it's not time for *Annual Recertification*.

Note: *Next Scheduled Recertification Effective Date* does not normally change with this action.

**Unit Transfer** - Select if this recertification is establishing a unit transfer.

Note: Although you can view &/or revise the tenant certification, the *Unit Transfer* process is actually performed from the *Unit Data* window, not the *Tenant Certification* window.

**Gross Rent Change** - Select if this recertification is establishing a *Gross Rent Change*.

Note: Although you can view &/or revise the tenant certification, the *GRC* process is actually performed from the *Data .. Gross Rent / UA Change* window, not the *Tenant Certification* window.

**Correction to Prior Certification** - Select if the previous *HUD-50059 Tenant Certification* is being corrected and resubmitted to TRACS.

**Conversion from RAP to Section 8** - Select if Tenant subsidy is being converted from RAP to Section 8.

**Conversion from Rent Supplement to Section 8** - Select if Tenant subsidy is being converted from Rent Supplement to Section 8.

**OK**

Click **OK** to Continue. A *Recertification Date* window will appear.

**Cancel**

Click **Cancel** to exit out of the *ReCertify Option*

The image shows a Windows-style dialog box titled "Recertification ...". It contains three text input fields with the following labels and values:

- Certification Effective Date : 03/01/2015
- Next Recertification Date : 03/01/2016
- Anticipated Voucher Date : 03/01/2015

Below the fields is a note: "Enter Dates in a ( mmddyyyy ) format." At the bottom of the dialog are two buttons: "OK" and "Cancel".

## Recertification Date Verifications

Verify &/or modify HUD-50059 related Date information requested at this window ...

**Certification Effective Date** - This is the effective date of the *HUD-50059 Tenant Certification* being processed.

**Next Recertification Date** - This is the next scheduled recertification effective date for this Tenant. This date is normally one year in the future from the effective date of the last recertification.

**Anticipated Voucher Date** - This is the date of the *HUD-52670 HAP Voucher* which the *HUD-50059 Tenant Certification* will first effect. This date determines the time span required to create possible HAP Adjustments.

Note: Although the program does provide default dates which should be OK to use, the user can override any or all three (3) dates.

## OK

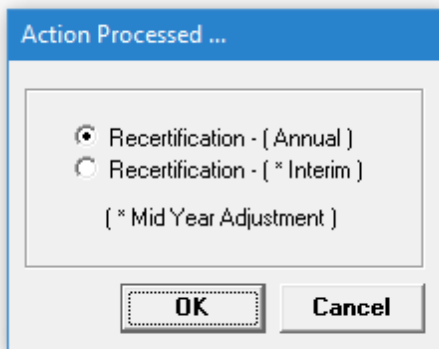
Click **OK** to Continue. The user is then placed in **Editing Mode** and can proceed to bring household member, income, asset and expense information up-to-date.

## Cancel

Click **Cancel** to exit out of the *ReCertify Option*

## Sec.42 Subsidy Type - ReCertify Option

The following window appears when selecting the *ReCertify Option* for a *Sec.42 Tenant Certification* ...



## Sec.42 LIHTC Action Process Codes

Select the action that is appropriate for the *S42 Tenant Certification* being processed.

**Recertification ( Annual )** - Select if this is the Tenant's *Annual Recertification*.

**Recertification ( Interim )** - Select if this is a *Mid-Year Recertification ( Adjustment )*.

Note: When selected, the *Next Scheduled Recertification Due Date* will not change.

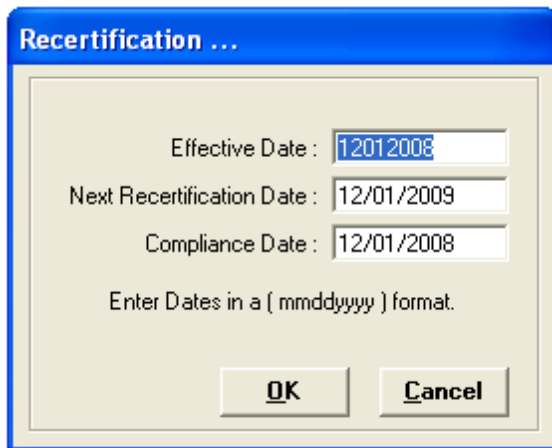
## OK

Click **OK** to Continue. A *Recertification Date* window will appear.

## Cancel

Click **Cancel** to exit out of the *ReCertify Option*





The image shows a Windows-style dialog box titled "Recertification ...". It contains three text input fields with labels: "Effective Date :", "Next Recertification Date :", and "Compliance Date :". The "Effective Date" field contains the text "12012008". The "Next Recertification Date" field contains "12/01/2009". The "Compliance Date" field contains "12/01/2008". Below these fields is a line of text that reads "Enter Dates in a ( mmddyyyy ) format.". At the bottom of the dialog are two buttons: "OK" and "Cancel".

## Recertification Date Verifications

Verify &/or modify Sec.42 related Date information requested at this window ...

**Effective Date** - This is the effective date of the *Sec.42 Tenant Certification* being processed.

**Next Recertification Date** - This is the next scheduled recertification effective date for this Tenant. This date is normally one year in the future from the effective date of the last recertification.

**Compliance Date** - This is the date of the *Tax Credit Analysis Report* the *Sec.42 Tenant Certification* will effect. This date is normally the same as the *Effective Date*.

Note: Although the program does provide default dates which should be OK to use, the user can override any or all three (3) dates.

## OK

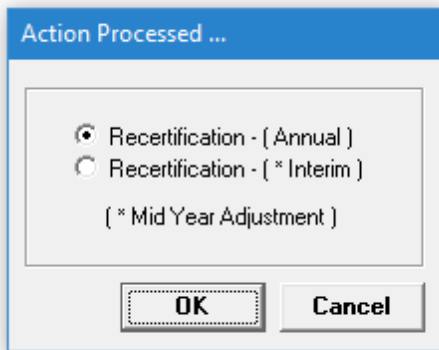
Click **OK** to Continue. The user is then placed in **Editing Mode** and can proceed to bring household member, income, asset and expense information up-to-date.

## Cancel

Click **Cancel** to exit out of the *ReCertify Option*

## Market Renter - ReCertify Option

The following window appears when selecting the *ReCertify Option* for a *Market Renter Certification* ...



## Market Renter Action Process Codes

Select the action that is appropriate for the *MKT Tenant Certification* being processed.

**Recertification ( Annual )** - Select if this is the Tenant's *Annual Recertification*.

**Recertification ( Interim )** - Select if this is a *Mid-Year Recertification ( Adjustment )*.

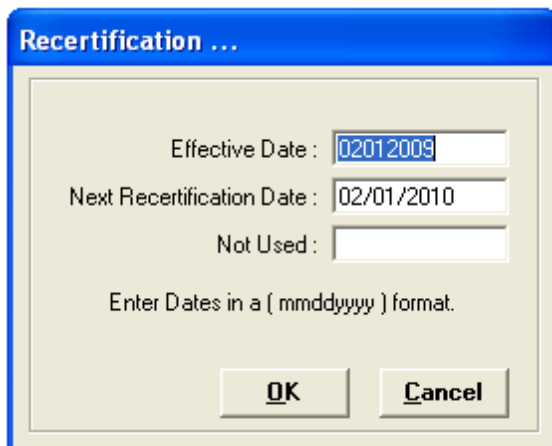
Note: When selected, the *Next Scheduled Recertification Due Date* will not change.

## OK

Click **OK** to Continue. A *Recertification Date* window will appear.

## Cancel

Click **Cancel** to exit out of the *ReCertify Option*



## Recertification Date Verifications

Verify &/or modify *Market Renter* related Date information requested at this window ...

**Effective Date** - This is the effective date of the *Tenant Certification* being processed.

**Next Recertification Date** - This is the next scheduled recertification effective date for this Tenant. This date is normally one year in the future from the effective date of the last recertification.

**OK**

Click **OK** to Continue. The user is then placed in **Editing Mode** and can proceed to bring household member, income, asset and expense information up-to-date.

**Cancel**

Click **Cancel** to exit out of the *ReCertify Option*

## 5.11 Activate Option

The *Activate* option, located in the Edit Window of *Tenant Certification Data*, puts tenant changes into effect (updating *Unit Data & Changes to Tenant Status Data*), completing the certification process. As a result, various RD/HUD/LIHTC/MKT tenant forms will then include the new tenant change information, when applicable. *Activation* is performed when the tenant has signed his/her *Tenant Certification* and records actual tenant/owner signature dates.

The *Activate* window will vary depending on the *TC Subsidy Type* (RD/HUD/LIHTC/MKT). Below are *Activate* window samples for each available *Subsidy Type* ...

### HUD Subsidy Type - Activate Option

The following windows appear when selecting the *Activate Option* for a *HUD-50059 Tenant Certification* ...

**Tenant Certification Activation ...**

The activation process records Tenant & Owner Signature Dates and puts the selected Tenant Certification into affect, making it available for electronic submission and all tenant occupancy reports.

**Date Tenant Signed this Tenant Certification :** 11/01/2014 [ mmdyyy ]

Tenant Unable to Sign Indicator ( applies to HUD only ) ...  
Does not apply

( Select the applicable reason above, if the tenant is legitimately unable to sign the HUD-50059 in time to achieve an on time recertification. Create and submit a corrected HUD-50059 to TRACS with a Tenant Signed Date when the tenant is able to sign. )

**Date Owner Signed this Tenant Certification :** 11/01/2014 [ mmdyyy ]

**Anticipated Voucher Date this change will effect :** 12/01/2014 [ mmdyyy ]

☐ This HUD-50059 was caused by an EIV investigation  
☐ This HUD-50059 is subject to Repayment

**OK** **Cancel**

## Date Tenant Signed this Tenant Certification

This is the date the Tenant(s) signed the HUD-50059 Certification being activated.

**Tenant Unable to Sign Indicator (Checkbox)** - If a tenant is unable to sign the HUD-50059 Tenant Certification being activated, used the pull down list to select the appropriate reason.

## Date Owner Signed this Tenant Certification

This is the date the Owner/Agent signed the HUD-50059 Certification being activated.

## Anticipated Voucher Date this change will effect

This is the date of the *HUD-52670 HAP Voucher* which the *HUD-50059 Tenant Certification* will first effect. This date determines the time span required to create possible HAP Adjustments and what voucher month the tenant change will first be reported.

## This HUD-50059 was caused by an EIV Investigation ( checkbox )

Click-on this box, if this HUD-50059 was caused by an EIV investigation.

Note: This checkbox is only displayed when activating a Correction AR, IR, MI, IC or an Interim that is being added as a result of an EIV investigation.

## This HUD-50059 is subject to Repayment ( checkbox )

Click-on this box, if the HAP Adjustment caused by this HUD-50059 will be part of a *Repayment Agreement* with the tenant. An entry in the *Review Repayment Agreements* feature will automatically be created for this tenant, if one does not already exist.

Note: This checkbox is only displayed when activating a Correction AR, IR, MI, IC or an Interim HUD-50059.

**OK**

Click **OK** to Continue. A *Tenant Certification - Successfully Activated!* window will appear.

Note: Activating a Tenant Certification automatically creates a matching entry in UNIT DATA HISTORY that is used to maintain unit occupancy history. If this is the first Tenant Certification that has been activated for this tenant, a new Tenant ID # will be assigned and displayed in the "*Tenant Certification - Successfully Activated!*" window. This Tenant ID # will belong to this tenant throughout their entire occupancy in this project and never changes. If the built-in Accounting feature is being used and the tenant already exists with a Future Tenant Account, the existing Tenant ID # established with the Future Tenant Account will continue to be used in the activation process and also noted as such in the "*Tenant Certification - Successfully Activated!*" window.

Click **OK** to acknowledge this message.

**Cancel**

Click **Cancel** to exit out of the *TC Activation* option.

## RD Subsidy Type - Activate Option

The following windows appear when selecting the *Activate Option* for an *RD 3560-8 Tenant Certification* ...



**Tenant Certification Activation ...**

The activation process records Tenant & Owner Signature Dates and puts the selected Tenant Certification into affect, making it available for electronic submission and all tenant occupancy reports.

**Date Tenant Signed this Tenant Certification :** 12/01/2013 [ mmdyyyyy ]

Tenant Unable to Sign Indicator ( applies to HUD only ) ...  
Does not apply

( Select the applicable reason above, if the tenant is legitimately unable to sign the HUD-50059 in time to achieve an on time recertification. Create and submit a corrected HUD-50059 to TRACS with a Tenant Signed Date when the tenant is able to sign. )

**Date Owner Signed this Tenant Certification :** 12/01/2013 [ mmdyyyyy ]

**Worksheet Date this change will effect :** 12/01/2013 [ mmdyyyyy ]

**OK** **Cancel**

## Date Tenant Signed this Tenant Certification

This is the date the Tenant(s) signed the *RD 3560-8* Certification being activated.

**Tenant Unable to Sign Indicator (Checkbox)** - Not used for USDA/RD Subsidy types.

## Date Owner Signed this Tenant Certification

This is the date the Owner/Agent signed the *RD 3560-8* Certification being activated.

## Worksheet Date this change will effect

This is the date of the *RD 3560-29 Project Worksheet* which the *RD 3560-8 Tenant Certification* will first effect. Except for Move-Ins and Move-Outs, *Worksheet Date* will be the same as *Effective Date*.

## OK

Click **OK** to Continue. A *Tenant Certification - Successfully Activated!* window will appear.

Note: Activating a Tenant Certification automatically creates a matching entry in UNIT DATA HISTORY that is used to maintain unit occupancy history. If this is the first Tenant Certification that has been activated for this tenant, a new Tenant ID # will be assigned and displayed in the "*Tenant Certification - Successfully Activated!*" window. This Tenant ID # will belong to this tenant throughout their entire occupancy in this project and never changes. If the built-in Accounting feature is being used and the tenant already exists with a Future Tenant Account, the existing Tenant ID # established with the Future

Tenant Account will continue to be used in the activation process and also noted as such in the "Tenant Certification - Successfully Activated!" window.

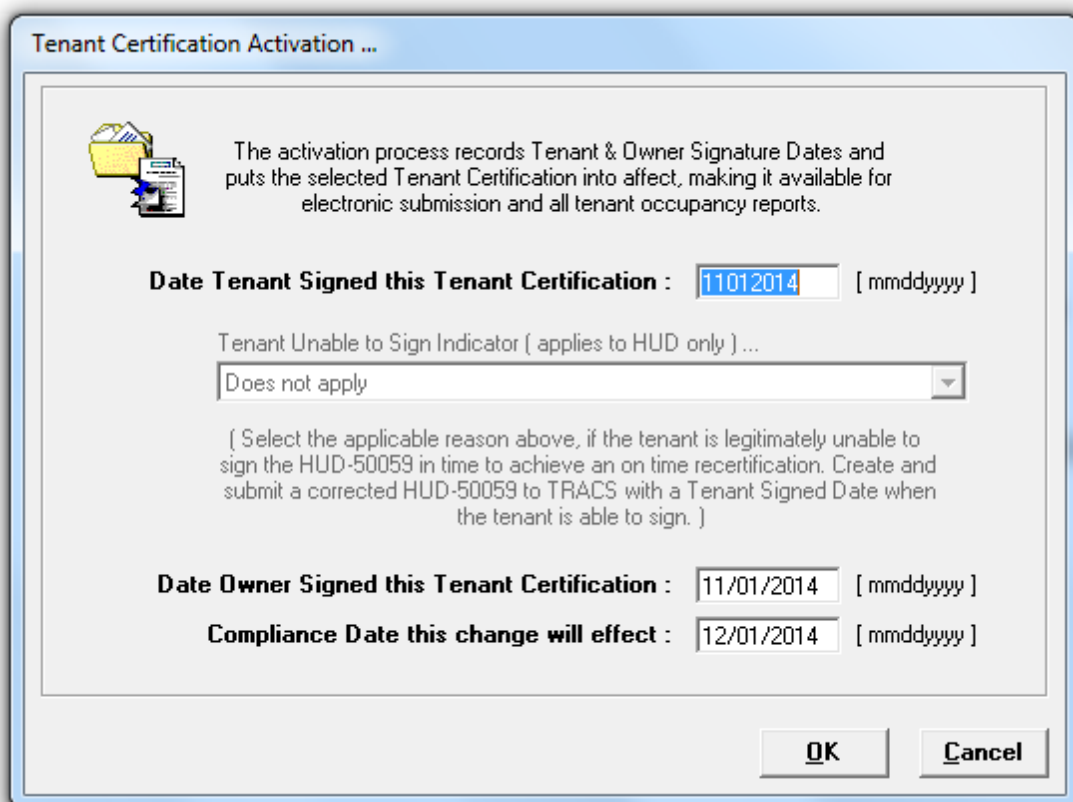
Click **OK** to acknowledge this message.

**Cancel**


Click **Cancel** to exit out of the *TC Activation Option*

## LIHTC Subsidy Type - Activate Option

The following windows appear when selecting the *Activate Option* for a *Sec.42 Tenant Certification* ...



**Tenant Certification Activation ...**

 The activation process records Tenant & Owner Signature Dates and puts the selected Tenant Certification into affect, making it available for electronic submission and all tenant occupancy reports.

**Date Tenant Signed this Tenant Certification :**  [ mmddyyyy ]

Tenant Unable to Sign Indicator ( applies to HUD only ) ...

( Select the applicable reason above, if the tenant is legitimately unable to sign the HUD-50059 in time to achieve an on time recertification. Create and submit a corrected HUD-50059 to TRACS with a Tenant Signed Date when the tenant is able to sign. )

**Date Owner Signed this Tenant Certification :**  [ mmddyyyy ]

**Compliance Date this change will effect :**  [ mmddyyyy ]

**OK** **Cancel**

### Date Tenant Signed this Tenant Certification

This is the date the Tenant(s) signed the *Sec.42* Certification being activated.

**Tenant Unable to Sign Indicator (Checkbox)** - Not used for LIHTC types.

### Date Owner Signed this Tenant Certification

This is the date the Owner/Agent signed the *Sec.42* Certification being activated.

### Compliance Date this change will effect

This is the Compliance Month/Year the *Sec.42 Tenant Certification* will first effect.

**OK**

Click **OK** to Continue. A *Tenant Certification - Successfully Activated!* window will appear.

Note: Activating a Tenant Certification automatically creates a matching entry in UNIT DATA HISTORY that is used to maintain unit occupancy history. If this is the first Tenant Certification that has been activated for this tenant, a new Tenant ID # will be assigned and displayed in the "*Tenant Certification - Successfully Activated!*" window. This Tenant ID # will belong to this tenant throughout their entire occupancy in this project and never changes. If the built-in Accounting feature is being used and the tenant already exists with a Future Tenant Account, the existing Tenant ID # established with the Future Tenant Account will continue to be used in the activation process and also noted as such in the "*Tenant Certification - Successfully Activated!*" window.

Click **OK** to acknowledge this message.


**Cancel**

Click **Cancel** to exit out of the *TC Activation Option*

## Market Renter Subsidy Type - Activate Option

The following windows appear when selecting the *Activate Option* for a Market Renter *Tenant Certification* ...

**Tenant Certification Activation ...**

 The activation process records Tenant & Owner Signature Dates and puts the selected Tenant Certification into affect, making it available for electronic submission and all tenant occupancy reports.

**Date Tenant Signed this Tenant Certification :**  [ mmddyyyy ]

Tenant Unable to Sign Indicator ( applies to HUD only ) ...  
 ▾

( Select the applicable reason above, if the tenant is legitimately unable to sign the HUD-50059 in time to achieve an on time recertification. Create and submit a corrected HUD-50059 to TRACS with a Tenant Signed Date when the tenant is able to sign. )

**Date Owner Signed this Tenant Certification :**  [ mmddyyyy ]

**Not Used :**  [ mmddyyyy ]

**OK** **Cancel**



## Date Tenant Signed this Tenant Certification

This is the date the Tenant(s) signed the *Market Renter Certification* being activated.

**Tenant Unable to Sign Indicator (Checkbox)** - Not used for MKT types.

## Date Owner Signed this Tenant Certification

This is the date the Owner/Agent signed the *Market Renter Certification* being activated.

## OK

Click **OK** to Continue. A *Tenant Certification - Successfully Activated!* window will appear.

Note: Activating a Tenant Certification automatically creates a matching entry in UNIT DATA HISTORY that is used to maintain unit occupancy history. If this is the first Tenant Certification that has been activated for this tenant, a new Tenant ID # will be assigned and displayed in the "*Tenant Certification - Successfully Activated!*" window. This Tenant ID # will belong to this tenant throughout their entire occupancy in this project and never changes. If the built-in Accounting feature is being used and the tenant already exists with a Future Tenant Account, the existing Tenant ID # established with the Future Tenant Account will continue to be used in the activation process and also noted as such in the "*Tenant Certification - Successfully Activated!*" window.

Click **OK** to acknowledge this message.

## Cancel


Click **Cancel** to exit out of the *TC Activation* option.

## 5.12 First Month's Rent

When a mid-month *Move-In or Corrected MI Tenant Certification* is activated and built-in accounting features are enabled, the following window will appear ...

### When Tenant Rent is greater than zero ...

Accounting - Mid-Month Move-In ...



### Verify Proration of First Month's Rent

The move-in date for this tenant is effective after the first day of the month. To insure rent collection accuracy, the rent amount for the first month should be prorated for the actual number of days the unit is occupied. The rent amount below will be charged for the first partial month of occupancy, in the accounting feature of FHA Software.

Verify &/or modify the amount below. Then click-on OK to continue.

Move-In Date : **01/15/2010**  
 Full Month's Rent \$ **850**  
 No. of Days Occupied : **17**  
 Default Proration Calculation : **[ \$850/31 ] x 17 = \$466**

**First Month's Rent to be Charged \$**   
**Security Deposit to be Charged \$**

As part of the tenant certification activation process, this feature insures rent collection accuracy by asking the user to verify what this tenant should be charged for first month's rent (partial month). A pre calculated amount is already provided ( rounded to the nearest whole dollar ), based on the actual number of occupied days. The amount of Security Deposit is also displayed.

**First Month's Rent to be Charged \$** - Verify or enter the amount of rent the tenant should be charged for *First Month's Rent* (partial month). A rent adjustment (TNTRENT) will automatically be made in this tenant's A/R to reflect this amount for first month's rent.

**Security Deposit to be Charged \$** - Verify or enter the full amount of *Security Deposit* the tenant should be charged. A *Security Deposit Charge Entry* (SECDEP) will automatically be made in this tenant's A/R for the amount displayed.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK


Click **OK** to Continue. *First Month's Rent* and *Security Deposit Charge Entries* will automatically be recorded in the tenant's A/R accounting file.

## Skip

Click **Skip** to skip this A/R entry process.

## When Tenant Rent is less than zero ( Utility Refund ) ...

Accounting - Mid-Month Move-In ...

 **Verify Proration of First Month's Rent**

The move-in date for this tenant is effective after the first day of the month. To insure rent collection accuracy, the rent amount for the first month should be prorated for the actual number of days the unit is occupied. The rent amount below will be charged for the first partial month of occupancy, in the accounting feature of FHA Software.

Verify &/or modify the amount below. Then click-on OK to continue.

Move-In Date : **01/15/2010**

Full Month's Rent \$ **-25** ( Utility Refund )

No. of Days Occupied : **17**

Default Proration Calculation : **[ \$-25/31 ] x 17 = \$-14**

**First Month's Rent to be Charged \$**  \*\*

**Security Deposit to be Charged \$**

( \*\* Proration will be for the Utility Refund ( Negative Rent ) amount )  
( An A/P entry will also be created for this Prorated UR amount )

**Help** **OK** **Skip**

As part of the tenant certification activation process, this feature insures utility refund payment accuracy by asking the user to verify what this tenant's utility refund should be for the first month of occupancy (partial month). A pre calculated amount is already provided ( rounded to the nearest whole dollar ), based on the actual number of occupied days. The amount of Security Deposit is also displayed.

**First Month's Rent to be Charged \$** - Verify or enter the amount of negative rent ( Utility Refund ) the tenant should get for the first partial month of occupancy. A rent adjustment (TNTRENT) will automatically be made in this tenant's A/R to reflect this amount for the first partial month. An A/P Utility Refund entry for this amount will also automatically be created.

**Security Deposit to be Charged \$** - Verify or enter the full amount of *Security Deposit* the tenant should be charged. A *Security Deposit Charge Entry* (SECDEP) will automatically be made in this tenant's A/R for the amount displayed.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click **OK** to Continue. *First Month's Rent* and *Security Deposit Charge Entries* will automatically be recorded in the tenant's A/R accounting file.

**Skip**

Click **Skip** to skip this A/R entry process.

## 5.13 Security Deposit Entry

When a *Move-In* or *Corrected MI* Tenant Certification is activated and built-in accounting features are enabled, the following window will appear ...

**Accounting - Security Deposit Entry ...**

 **Verify Security Deposit Amount**

This feature will automatically post an A/R Tenant Charge entry effective on the Move-In Date for the Security Deposit amount displayed below.

Verify &/or modify the amount below. Then click-on OK to continue.

Move-In Date : **04/01/2009**

Full Month's Rent \$ **1,325**

**Security Deposit to be Charged \$**

**Help** **OK** **Skip**

As part of the tenant certification activation process, this feature insures rent collection accuracy by asking the user to verify what this tenant should be charged for *Security Deposit*.

**Security Deposit to be Charged \$** - Verify or enter the full amount of *Security Deposit* the tenant should be charged. A *Security Deposit Charge Entry* (SECDEP) will automatically be made in this tenant's A/R for the amount displayed.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click **OK** to Continue. A *Security Deposit Charge Entry* will automatically be recorded in the tenant's A/R accounting file.

## Skip

Click **Skip** to skip this A/R entry process.

## 5.14 Editing Mode

When in *Editing Mode*, the user has full access and control to modify any data entry field of Tenant Certification Data. *Editing Mode* is achieved when ...

**Adding a New TC** after a successful *Auto-Entry Selection Mode* is completed

**Revising** existing Tenant Certification Data

**ReCertify** existing Tenant Certification Data

Below is a *Tenant Certification Window* that is in *Editing Mode* ...

**Tenant Certification ...**

File Info Print Help

**Unit Information**

Unit No.: 112 Group: 1 VILLAGE APARTMENTS - HUD  
 Unit Size: 4BR 2FL Building ID: IL-67-10001  
 Basic Rent \$ 1,095 PIS Date: 01/01/2000 Adoption: 0  
 Market/Note \$ 1,395 Dependents: 0 Expected Family Additions ... Pregnancy: 0  
 Contract Rent \$ 1,495 Foster/Live-Ins: 0 Foster Children: 0  
 LIHTC Rent \$ 0  
 Utility Allow. \$ 245 Total Members: 4

**HUD Subsidized Information**

**Member Information**

View Mbr#	Rel	Household Member	Gndr	Age	Status	Soc.Sec.#
HEAD	H	SPOTTS, ROGER	M	78	E	EC 154646547
#2 >>	S	SPOTTS, CARLA	F	73	E	EC 459989877
#3 >>	O	SPOTTS, KARL	N	54	EC	123565656
#4 >>	O	SPOTTS, TIMOTHY	O	43	EC	456565655
#5 >>						
#6 >>						
#7 >>						
#8 >>						
#9 >>						
#10 >>						

**Certification Information**

**Subsidy Type** HUD-Sec.8  
**Action Process** Annual  
 Project - Move-In Date: 12/01/1988  
 Unit - Move-In Date: 12/01/1988  
 Certification Effective Date: 12/01/2023  
 Next Recertification Date: 12/01/2024  
 Tenant Signature Date: 11/01/2023  
 Owner Signature Date: 11/01/2023  
 Anticipated Voucher Date: 12/01/2023  
 TRACS Date: 04/15/2024

**Income & Expense Information**

Security Deposit \$ 175  
 Income @ Move-In \$ 13,995.00

	Total \$
Annual Inc.	28,950.00
Asset Value	15,600.00
Asset Inc.	400.00
Medical	0.00
Child Care	0.00

Revise Existing TC ...

**Editing Mode...**

Cancel Calculate

The following options are available at the *Tenant Certification Window* while in *Editing Mode* ...

## Cancel

Click-on the **Cancel** button to exit out of editing the TC without saving change and click-on **OK** to the next *Are You Sure?* window.

## Calculate

When finished editing TC information, click-on the **Calculate** button. The program reviews TC information, recalculates the rent/subsidy and verifies tenant eligibility compliance. The user will be prompted when a compliance discrepancy is detected (such as invalid relationship codes, missing or invalid Social Security Numbers, invalid dates, Tax Credit monitoring, etc.).

When the words **Calculation Completed** are displayed at the lower left corner of the screen the tenant's rent and RA/Subsidy will be provided at the lower right corner.

## Info

To view &/or modify *Previous TC Information* or *Tenant Specific Information* for the Tenant Certification currently being edited, click-on the **Info** menu option.

## Help

To view *Online Help Topics* related to this window, click-on **Help**.

## Data Entry Information ...

### Unit No.

The *Unit Number* of the Tenant Certification displayed.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

### Unit Size / Type

The *Unit Size* ( EFF/1BR/2BR/3BR/4BR/5BR/6BR ) established for the TC Unit Number displayed. If this project also has multiple rent rates within the same Unit Size, you will also see the Unit Type displayed.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

### Basic Rent

The *Basic Rent Amount* in effect for the TC Effective Date, if applicable.

Note: Basic Rent Rates do not apply to all housing types.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

### Market/Note Rate

The *Market Rent Amount* in effect for the TC Effective Date, if applicable.

The *Note Rate Rent Amount* in effect for the TC Effective Date, if applicable.

Note: *Market/Note Rate Rents* do not apply to all housing types.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

### Contract Rent

The *Contract Rent Amount* in effect for the TC Effective Date, if applicable.

Note: *Contract Rents* do not apply to all housing types.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

## Utility Allowance

The *Utility Allowance Amount* in effect for the TC Effective Date, if applicable.

Note: *Utility Allowances* do not apply to all housing types.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

## Group

The *Building ID* established for the Unit Number displayed.

Note: *Building ID's* do not apply to all housing types.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

## Building ID

The *Building ID* established for the Unit Number displayed.

Note: *Building ID's* do not apply to all housing types.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

## PIS Date

The *PIS ( Placed in Service ) Date* established for the Unit Number displayed.

Note: *PIS Date* is only visible for LIHTC ( Tax Credit ) project types.

Note: This data field is not allowed to be edited by the user during the *Revise* or *Recertify* process.

## Dependents

The total number of *Dependents*.

Note: The program automatically determines the number of dependents based on the household makeup of each member.

## Foster/Live-Ins

The total number of *Foster Children & Live-In Attendants*..

Note: The program automatically determines the number of *Foster Children & Live-In Attendants* based on the household makeup of each member.

## Total Members

The total number of household *Occupants*, including *Foster Children & Live-In Attendants*.

Note: To *Add a New Occupant* to an existing household, manually change the *Total Members* count to include the new member before attempting to view/edit the *Member Information* window for the new member.

## Expected Family Additions

Anticipated children count for income limit and unit size determination for HUD subsidized occupancy requirements. There are three anticipated children categories ...

**Adoption** - The number of children that do not yet live in the household, but adoption proceedings are underway. Anticipated adoptions count for income limit and unit size determination.

**Pregnancy** - The number of household members that are pregnant. Anticipated pregnancies count for income limit and unit size determination.

**Foster Children** - The number of foster children that do not yet live in the household, but foster care proceedings are underway. Anticipated foster children count for unit size determination only.

Note: When these anticipated children become reality and move into the unit, an INTERIM is required including the child as a family member.

## RD Subsidized Information

Click-on the **RD Subsidized Information** button to view RD Race and Subsidy Code selections.

Note: Option only available when processing an RD related TC Subsidy Type.

## HUD Subsidized Information

Click-on the **HUD Subsidized Information** button to view HUD Move-In Codes, Race, Secondary Subsidy and NonCitizen Rule Code selections.

Note: Option only available when processing an HUD related TC Subsidy Type.

## Household Member Information

Click-on the **Member Button** located at the left of each member's name to access Household Member Information.

Note: Only the last four digits of each member's *Social Security Number (SSN)* is displayed on the *Preview* window for privacy reasons. The full SSN is viewable in the *Household Member Information* window.

## Subsidy Type

*Subsidy Type* determines how *Tenant Rent & RA/Subsidy* is to be calculated.

Click-on the **Subsidy Type** button to access the **Subsidy Type** window.

## Action Process Codes

*Action Process Codes* establishes the purpose of Tenant Certification / Recertification (such as Move-in, Initial, Recertification, Annual, etc.).

Click-on the **Action Proc** button to access the **Action Process Codes** window.

## Project - Move-In Date



The date the tenant originally moved into the project.

Note: Dates are entered in a MMDDYYYY format.

## Unit - Move-In Date

The date the tenant moved into the Unit. If tenant transferred units sometime during their occupancy, this will be the date the tenant moved into this particular unit.

Note: Dates are entered in a MMDDYYYY format.

## Certification Effective Date

The date the Tenant Certification is to be effective.

Note: Dates are entered in a MMDDYYYY format.

## Next Recertification Date

The *Next Scheduled Effective Date* this tenant will need to be recertified. Normally one year from the Effective Date.

Note: Dates are entered in a MMDDYYYY format.

## Tenant Signature Date

The date the Tenant signed the Tenant Certification.

Note: Dates are entered in a MMDDYYYY format.

## Owner Signature Date

The date the Owner/Agent signed the Tenant Certification.

Note: Dates are entered in a MMDDYYYY format.

## Worksheet/Voucher/Compliance Dates

**Worksheet Date** displayed - The date of the RD Worksheet that will be effected by the TC.

**Anticipated Voucher Date** displayed - The date of the HUD Voucher that will be effected by the TC.

**Compliance Date** displayed - The Compliance Date this TC will effect.

Note: Only one of the above dates will be displayed based on the TC Subsidy Type.

Note: Dates are entered in a MMDDYYYY format.

## EDIfact/TRACS Dates

**EDIFact Date** displayed - The program automatically records the date the RD TC was placed in an EDI file for electronic submission to Rural Development's MINC Industry Interface.

**TRACS Date** displayed - The program automatically records the date the HUD TC was placed in a MAT file for electronic submission to TRACS.

Note: Only one of the above dates will be displayed based on the TC Subsidy Type.

Note: Dates are entered in a MMDDYYYY format.

## Security Deposit

The full amount of *Security Deposit* charged the Tenant.

## Income at Move-In

The Gross Annual amount of household income for the tenant when they originally moved into the unit/project.

Note: The program automatically records this amount when *Action Processed* is Move-In.

Note: *Income at Move-In* is primarily used for monitoring LIHTC project types.

## TTL Annual Income

Click-on the **Annual Inc** button to access the Income/Expense Information window.

## TTL Asset Value

Click-on the **Asset Value** button to access the Asset Information window.

## TTL Asset Income

Click-on the **Asset Income** button to access the Asset Information window.

## TTL Medical/Handicap Expense

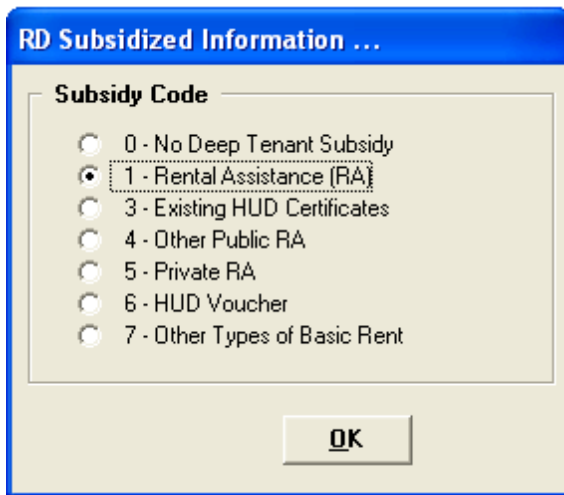
Click-on the **Medical** button to access the Income/Expense Information window.

## TTL Child Care Expense

Click-on the **Child Care** button to access the Income\Expense Information window.

## 5.15 RD Subsidized Information

While editing an *RD 3560-8 Tenant Certification*, the **RD Subsidized Information** button will be enabled. When clicked, the following window appears ...



## Subsidy Code

Select the appropriate Subsidy Type, if your tenant is getting outside rent assistance, by clicking a bullet next to the desired item.

Note: The program defaults to [0] *No Deep Tenant Subsidy* when tenant is a *Non-Assisted* Tenant.

Note: The program also defaults to [1] *Rental Assistance RA* when the tenant is given project based *RD Rental Assistance*.

## OK

Click-on **OK** to exit the *RD Subsidized Information* window.

## 5.16 HUD Subsidized Information

While editing a *HUD-50059 Tenant Certification*, the **HUD Subsidized Information** button will be enabled. When clicked, the following window appears ...

**HUD Subsidized Information ...**

**Move-In Codes**

Previous Housing : Standard

Displacement Code : Not Displaced

Preference Code : No Preference

Eligibility Check not Required at MI or IC ☐

**Tenant Accessibility Qualifications**

Head, Spouse, Co-Head, Foster Children & Adults, Dependents and Other Adult family members occupying the unit requires one or more of the following accessibility features ...

☐ Family is Mobility Impaired

☐ Family is Hearing Impaired

☐ Family is Visually Impaired

**Secondary Subsidy**

☐ Tenant benefits from Sec 8, RAP or Rent Supplement

AND ... Section 236

**Household Assistance Status (NCR)**

Current Status : E

Apply ☐ N - Subsidy Type NOT subject to Noncitizen Rule

F - Full Assistance while eligibility is pending

E - All members ARE eligible with full assistance

C - Continued Assistance - R/A Began 12/01/1988

P - Prorated Assistance Noncitizen Rule eligible

T - Temporary Deferral of Termination Status

**Rent Override**

☐ Rent Override applies for this TC

Check this box when tenant rent calculated by other funding programs (such as Tax Credits or RAD Phase-In) differs from the HUD calculated rent. HUD rent (TTP) will be overridden with a lower rent (TTP) amount on this HUD-50059.

☐ RAD Conversion Tenant ...

RAD Phase-in Rules : N/A

RAD Phase-in Schedule : N/A

RAD Phase-in Year : 0

RAD Prior TTP \$ 0

TTP at RAD Conversion \$ 0

**OK**

Five (5) HUD Information sections are provided ...

## Move-In Codes

Use *Pull Down buttons* to view selections for all three (3) Move-In Codes. The program automatically defaults the following selections ...

**Previous Housing** - Standard Housing

**Displacement Code** - Not Displaced

**Preference Code** - No Preference (Left Blank)

**Eligibility Check not Required at MI or IC ( checkbox )** - Click-on this checkbox when occupancy eligibility verification is not required on a Move-In or Initial HUD-50059 Tenant Certification.

## Secondary Subsidy

Click-on this checkbox if this is a Section 236 or BMIR project AND tenant benefits from Sec.8, RAP or Rent Supplement. Using the pull down list, select S - Sec.236 or B - BMIR, whichever is applicable.

Note: The default is unchecked.

## Household Assistance Status (NCR)

Also referred to as Non Citizen Rule, *Household Assistance Status* is automatically determined by the program. This window allows the user to manually select [N] *Subsidy Type NOT subject to Noncitizen Rule* by clicking a **Check Mark** next to *Apply*, overriding the program. The status will remain [N] until the user manually unchecks this box. This window also allows the user to enter an **R/A Began Date** ( MMDDYYYY format ) when status [C] *Continued Assistance* is applicable.

## Tenant Accessibility Qualifications

Check the unit's accessibility feature(s) the occupying family requires. The unit must have been modified to accommodate selected features and noted as such in the **Miscellaneous Section of Unit Data**.

## Rent Override

Click-on the applicable checkboxes when tenant rent ( TTP ) calculated by other funding programs ( such as Tax Credits, RAD Phase-In, POA Rules, PRAC failure to recertify, etc. ) differs and will override the HUD calculated TTP amount on this HUD-50059. This checkbox will trigger a *Rent Override* window to appear during the *Calculation* process. Selecting and setting up RAD related information is also provided, when applicable.

## OK

Click-on **OK** to exit the *HUD Subsidized Information* window.

## 5.17 Subsidy Type

*Subsidy Type* determines how *Tenant Rent & RA/Subsidy* is to be calculated. FHA Software automates all types of Affordable Housing, including Rural Development (RD), HUD, LIHTC and Conventional.

Click-on the **Subsidy Type** button to access the *Subsidy Type* window.

**Certification Subsidy Types ...**

**HUD Housing Subsidy Types**

- ☒ Section 8
- ☐ Rent Supplement
- ☐ RAP
- ☐ Section 236
- ☐ BMIR
- ☐ HUD-Owned
- ☐ Section 202 PRAC
- ☐ Section 811 PRAC
- ☐ Section 202/162 PAC
- ☐ Section 811 PRA Demo
- ☐ SPRAC
- ☐ Section 202/8

**RD Housing Subsidy Types**

- ☐ A. Rental Assistance
- ☐ B. Non-Assisted ( Plan II Interest Credit )
- ☐ C. Non-Assisted ( Plan I/Full Profit/Labor Housing )

**LIHTC Housing Type**

- ☐ Section 42 Tax Credit Only

**Conventional Housing**

- ☐ Market Renter

**OK**

Four (4) Affordable Housing project type sections are available at this window (RD/HUD/LIHTC/MKT). Based on information recorded in *Project Data*, only the sections applicable to your project will be enabled for use.

## Subsidy Types

Bullet the *Subsidy Type* that is applicable to the *Tenant Certification* being processed.

**RD Info** in *Project Data* must exist for this section to be enabled.

Note: *RD Subsidy Types* are only available with FHA1/2/5/6 packages.

**HUD Info** in *Project Data* must exist for this section to be enabled.

Note: *HUD Subsidy Types* are only available with FHA3/4/5/6 packages.

**Tax Credit** Info in *Project Data* must exist for this section to be enabled.

Note: *LIHTC Subsidy Types* are only available with FHA7/T packages.

**Market Renter** subsidy type is available for all package types. If no other subsidy is applicable, the *100% Conventional* checkbox in *Project Data* should be checked to designate the project as being occupied by Market Renters.

## OK

Click-on **OK** to save & exit the *Subsidy Type* window.

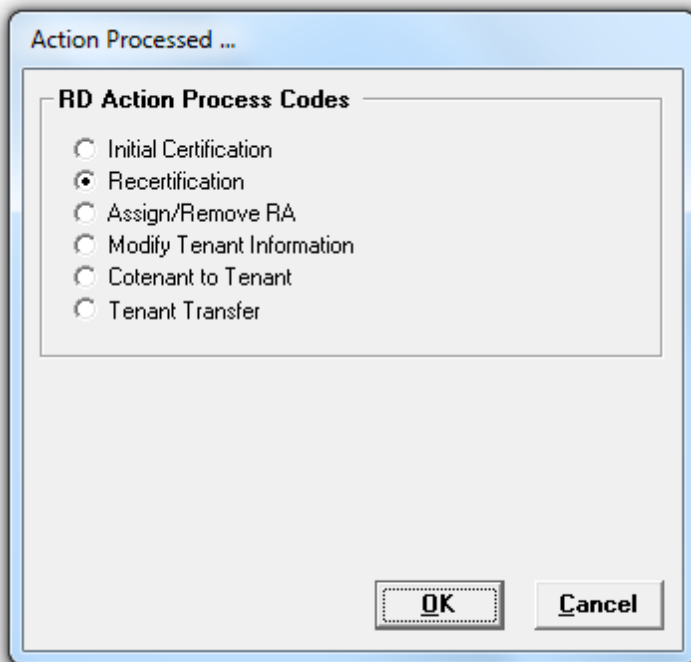
## 5.18 Action Process Codes

*Action Process Codes* establishes the purpose for processing a Tenant Certification / Recertification (such as Move-in, Initial, Recertification, Annual, etc.).

Click-on the **Action Proc** button to access the *Action Process Codes* window.

Note: Only one of four *Action Processed* window types will be displayed, based on the *Subsidy Type* selected (RD/HUD/LIHTC/MKT) ...

**RD Subsidy Type - Action Process Codes window ...**



**HUD Subsidy Type - Action Process Codes window ...**

Action Processed ...

**HUD Action Processed Codes**

☐ Move-In Certification      ☐ Unit Transfer

☐ Initial Certification      ☐ Gross Rent Change

☐ Annual Recertification

☒ Interim Recertification

☐ Correction to Prior HUD-50059 Certification ...

**Reason for Correction**

☒ Administrative Resubmission

☐ Corrects Owner/Agent Certification Errors

☐ Corrects Tenant Misreporting

☐ This HUD-50059 was caused by an EIV investigation.

**OK**      **Cancel**

Sec.42 Subsidy Type - Action Process Codes window ...

Action Processed ...

**Sec.42 Action Process Codes**

☐ Initial Certification

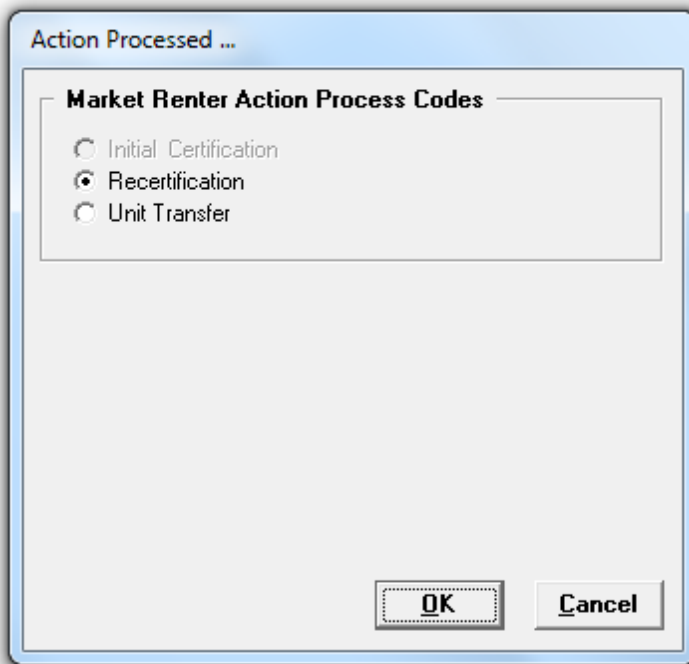
☒ Recertification

☐ Unit Transfer

**OK**      **Cancel**

Market Renter - Action Process Codes window ...





## Action Process Codes

Bullet the appropriate action of the *Tenant Certification* being processed.

## OK

Click-on **OK** to save & exit the *Action Process Codes* window.

## 5.19 Household Member Info

To view &/or modify *Household Member Information*, while in *Editing Mode*, click-on the **Member Number** button ( Head, #2, #3, #4, etc.) located to the left of each *Household Members* name. When clicked, the following *Tenant Information* window appears ...

The *Tenant Information* window provides detail about each member's household makeup. The following sections and options are available at this window ...

## Household Member Information

This section requires the following member identification information ...

**Last Name** - Member's Last Name, including extensions such as SR, JR, III etc..

**First Name** - Member's First Name.

**Middle Initial** - Member's Middle Initial. Field can be left blank.

**Birthdate** - Member's Birthdate ( MMDDYYYY format)

**Social Security No.** - Member's Social Security Number. Enter number without dashes.

Note: For HUD Projects, if a household member does not have a valid SSN, click-on the [+] button (provided at the right of the SSN field) to select a qualified SSN Exception Code. A USDA/RD Generated SSN field is also provided to record the temporary "A" SSN assigned to this member for RD/MINC submission, separate from the temporary "T" SSN assigned by HUD/TRACS.

**Alien Registration No.** - Member's Alien Registration Number.

**Occupation** - Member's Occupation, if employed. Field can be left blank or hand filled in. Click-on the [+] button to select from an Occupation List.

**Gender** - Select the appropriate Gender.

Note: For HUD Projects, a *Declined to Report* option is available.

## Race

Click-on all applicable *Race* check boxes that apply ( Up to six *Race* categories to chose from ) for each household member.

Note: When *Asian*, *Native Hawaiian or Other Pacific Islander*, or *Hispanic/Latino* boxes are checked, the More button related to each code will be enabled and when clicked on will present more detailed *Race/Ethnicity* code selection options.

When a member refuses to supply their *Race* status, do the following based on subsidy type ...

**RD Subsidy** - Click-on the pull down list displayed in this section, select *Observed* and select *Race & Ethnicity* based on visual observance or surname. *Race* cannot be electronically submitted to MINC blank.

**HUD Subsidy** - Click-on the *Tenant Declined to Report* checkbox.

**LIHTC** - Click-on the *Tenant Declined to Report* checkbox.

## Ethnicity

A *Hispanic/Latino* check box is available for selecting each member's *Ethnicity*.

When a member refuses to supply their *Ethnicity* status, Click-on the *Tenant Declined to Report* checkbox.

## Relationship to Head

Click-on the pull down list to view &/or select the the best description of this member's relationship to the Head of Household ...

**Head** - Member is the Head of Household. Always first member listed in Tenant Information.

**Co-Head** - An adult member of the household that is not the Head or Spouse and is a signator of the lease.

**Spouse** - A member who is the marital Spouse to the Head of Household.

]

**Dependent** - A member who is under the age of 18 or is verified with Full-Time Student Status.

**Live-In** - An occupant that is a Live-In Attendant.

**Other** - A member who is 18 or older and is not a signator on the lease.

**Foster** - A member who is a Foster Child.

**None** - None of the *Relationship Codes* above apply.

## Member Status

Click-on a **Check Mark** in each check box that applies for the member being record ...

**Elderly** - A member that is 62 years of age or older.

**Handicapped** - A member that is verified Handicapped.

**Disabled** - A member that is verified as being Disabled.

**Minor Dependent** - A Dependent of the household that is also considered a Minor.

**Full-Time Student** - A member that is verified with Full-Time Student Status.

**Part-Time Student** - A member that is verified with Part-Time Student Status.

**Survivor of Qualifier** - This selection is only available when viewing Head of Household Information and is used to identify households whose current Head does not meet the special qualifications for the units they occupy following the demise of the previous qualifying Head of Household.

**Frail Elderly** - Older aged adult or elderly member who is lacking in general strength and are unusually susceptible to disease or other infirmity.

**US Military Veteran** - A member that is a Military Veteran.

**Temporary Resident** - A person being housed temporarily due to Presidentially Declared Disasters.

**Sec.8 - Police or Security Privileges Apply ( HUD Section 8 Subsidy Only )** - Check this item if the tenant has been granted the special privileges reserved for police or security professionals in Section 8 projects. The income limits do not apply, and the TTP must be at least 50% of contract rent. No vacancy claim can be filed for the unit when the police or security professional moves out.

Note: Member #1 data is always used to record Head of Household information.

## Joint Custody Dependent ( HUD Subsidy Only )

When applicable, click-on the checkbox that best describes the a *Minor Dependent* of the Household whose custody is jointly shared by more than one family ...

**JK** - Dependent & Child care Allowances apply.

**C** - Dependent does not reside in this unit. No Dependent Allowance will apply.

**CK** - Dependent lives in Unit 50% or more of the time. Count towards Unit Size & Income Limitations.

## Member Eligibility Code ( HUD Subsidy Only )

Use the pull down list to select the item that best describes the member's eligibility status with USA Citizenship.

Note: This section only applies to HUD-50059 Tenant Certifications and is disabled for all others.

Note: The default Code is [EC] Eligible Citizen.

## Prev / Next

For households with multiple members, *Previous* & *Next* buttons allow the user to view through each member's information without having to return to the *TC Preview Window*, similar to standard PgUp & PgDn functions.

Click-on the **Prev** button to view previous member information.  
Click-on the **Next** button to view the next member's information.

## Print Verification Form

To print a *Verification Form* for the *Member Entry* currently selected, click-on the **Print Verification Form** button. A *Print Verification Form - Setup* window will appear ...

## Remove Member

Click-on the **Remove Member** button to remove the selected member from the household, including all member related *Income*, *Expense* and *Asset* information. If the HEAD is the member being removed, member #2 will automatically be made HEAD.

## OK

Click-on the **OK** button to save & exit the *Tenant Information* window.

## 5.20 Previous TC Information

When processing *Recertifications*, the program automatically retains specific information from the previous certification. The user rarely ever needs to view &/or edit this information.

Note: This window can be accessed and updated without having to revise and resave Tenant Certification Data.

Click-on **Info > Previous TC Information** to view *Previous Certification Information*.

Previous Tenant Certification Information ...

Previous Unit Number : 112

Head's Last Name : SPOTTS

Head's First Name : ROGER

Head's Middle Initial : S

Head's Social Security No. : 154646547

Head's Birth Date : 05/05/1945

Effective Date of Last Recert : 12/01/2022

Subsidy Type of Last Recert : Sec. 8

TTP of Last HUD Recertification \$ : 724

Previous HAP Contract Number : IL069900009

Previous HUD Project Number : 12345678

OK Cancel

Note: The *Previous TC Info* button is only visible when viewing *Head Tenant Information*.

The following information is available at this window ...

## Previous Unit Number

The *Unit Number* reported on the previous TC processed for this household. Mostly used to clarify *Unit Transfers* with electronic submissions.

## Previous Head's Last Name, First Name, Middle Initial, SSN, and Birthdate

*Head Tenant Information* reported on the previous TC processed for this household.

## Effective Date of Last Recertification

The Date ( MMDDYYYY ) the previous TC was effective.

## Subsidy Type of Last Recertification

The Type of Subsidy reported on the previous TC processed for this household.

## TTP of Last HUD Recertification

The 30% of Adjusted Monthly Income reported on the previous TC processed for this household.

Note: Only applies to HUD-50059 Tenant Certifications.

## Previous HUD Contract Number

The eleven (11) character *HAP Contract Number* reported on the previous TC processed for this household.

Note: Only applies to HUD-50059 Tenant Certifications.

## Previous HUD Project Number

The eleven (8) character *HUD Project Number* reported on the previous TC processed for this household.

Note: Only applies to HUD-50059 Tenant Certifications.

## OK

Click-on **OK** to exit to save & exit the *Previous TC Information* window.

## Cancel

Click-on **Cancel** to exit to the *Previous TC Information* window without saving changes.

## 5.21 Tenant Specific Info

A tenant specific mailing address can be maintained for each household that may be different than the actual *Unit Address* and are stored as *Tenant Certification Data*. *Tenant phone, email address, Utility Company Account Number* and *emergency contact* information is also maintained as *Tenant Specific Information*.

Note: This window can be accessed and updated without having to revise and resave Tenant Certification Data.

Click-on **Info > Tenant Specific Information** to view the *Tenant Specific Information* window.

**Tenant Specific Information ...**

**Address & Contact Information**

Address 1 : 1111 RIVER BIRCH BLVD

Address 2 : Apt. 111

City : POPLAR CREEK

State : IL Zip : 61111

Phone Number : 815-342-8977 after 4pm

Email Address : jmound@aol.com

Utility Refund ...

Utility Account No. : 67677-9999-ABC

**In Case of Emergency**

Name : Robert Mound

Address 1 : 7856 4th Avenue

Address 2 : Rockford, IL 61100

Phone Number : 815-675-8967

Comments : Jim's Father

OK Cancel

Note: The program will use the *Unit Address* from *Unit Data* as a default when first adding Tenant Certification information.

The following information is available at this window ...

## Address & Contact Information

**Address 1** - Use this line to enter the Tenant's *Street Address* that the US Post Office will recognize as a valid mailing address.

**Address 2** - Use this line to enter additional *Street Address* information (such as Apt #1234, Room #1234, Floor #1234, Suite #1234, etc.).

Note: *Address 2* can be left blank.

**City** - The *Town, Village, City*, etc. the Tenant lives in.

**State** - The *State* ( Abbreviation ) the Tenant lives in.



**Zip** - The five (5) digit *Postal Zip Code* of the Tenant's mailing address. The 5 Plus 4 digit *Postal Zip Code* is also allowed.

**Phone Number** - The tenant's main phone number.

Note: This *Phone Number* will automatically be copied over to *Unit Data* during the *Tenant Certification - Activation* process.

**Email Address** - The tenant's internet email address.

**Utility Refund ... Utility Account No.** - If this tenant gets a *Utility Refund*, enter the tenant's *Account Number* with the utility company this check is reimbursing them for. This *Account Number* will automatically be inserted on the printed *Utility Refund* check in the *MEMO* section.

Note: The ability to generate *Utility Refund Checks* is only available when using the built-in Accounting feature.

## In Case of Emergency

**Name** - Full name of emergency contact.

**Address 1** - Use this field to enter *Street Address* of emergency contact.

**Address 2** - Use this field to enter *City, ST Zip* of emergency contact.

**Phone Number** - Use this field to enter *Phone No.* of emergency contact.

**Comments** - Use this text entry section to record comments or notes.

**OK**

Click-on **OK** to exit to save & exit the *Tenant Address Information* window.

**Cancel**

Click-on **Cancel** to exit the *Tenant Address Information* window without saving changes.

## 5.22 Income/Expense Info

To view &/or modify *Income/Expense Information*, click-on the **Annual Inc**, **Medical** or **Child Care** button from the *Tenant Certification* window, while in *Editing Mode*. An *Income/Expense Information* window will be displayed ...

Income / Expense Information ...

**Household Income / Child Care / Disability / Medical Information**

Houshold Income ...	Head	Member #2	Member #3	Member #4
Employment / Business :	38,110.00	6,000.00	0.00	0.00
Social Security / Pensions :	0.00	0.00	0.00	0.00
Public Assistance :	0.00	0.00	0.00	0.00
Other Income :	3,900.00	0.00	0.00	0.00
Monthly Welfare Shelter Pmts :	0.00	0.00	0.00	0.00

**Child Care Exp. Apply? YES**

Enabling Member to Work :	0.00	5,000.00	0.00	0.00
To find Work or go to School :	0.00	0.00	0.00	0.00

**Disability Exp. Apply ? YES**

Enabling Member to Work :	0.00	1,500.00	0.00	0.00
---------------------------	------	----------	------	------

**Medical Exp. Apply ? YES**

Total Medical Expenses :	2,000.00	0.00	0.00	0.00
--------------------------	----------	------	------	------

**5%** Medical/Disability Expense Deduction Threshold %

**Next 4 Members** **OK**

This window provides a summary of income & expense for each household member. Each column represents a household member. Each line represents an Income, Child Care, Handicap and Medical expense category. based on household member information, the program automatically indicates (with a Yes or No) whether Child Care, Handicap &/or Medical Expense amounts are applicable.

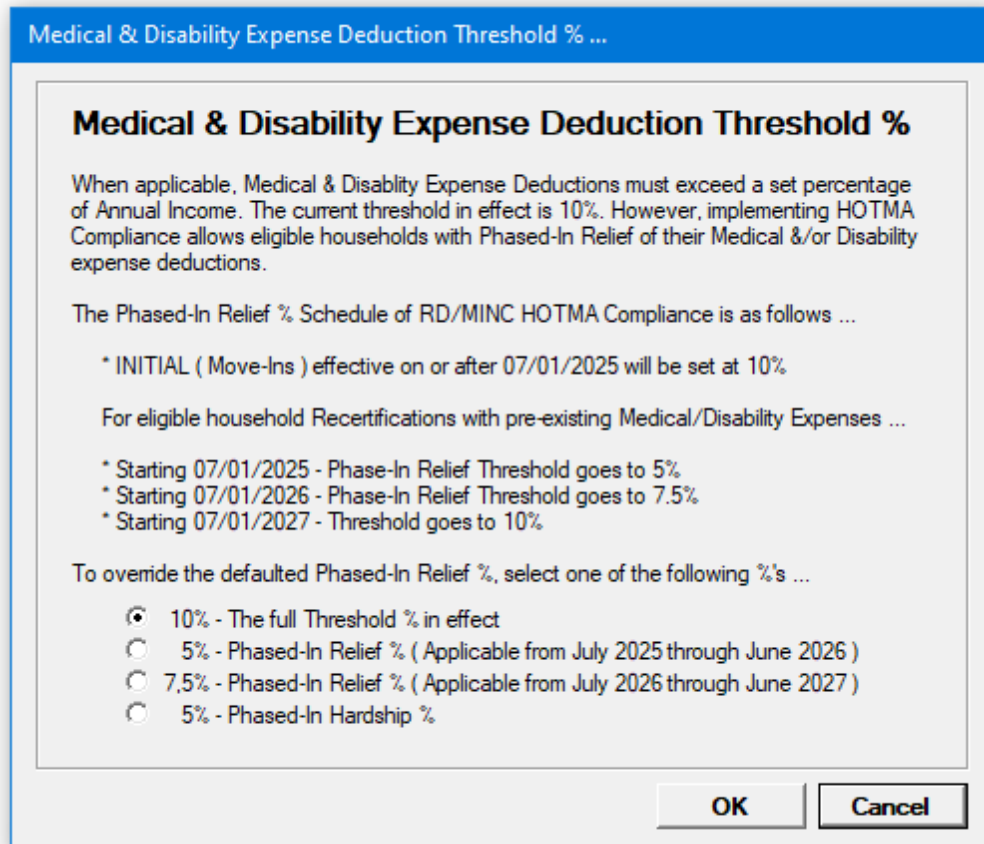
Below are options available at this window ...

## Income/Expense Amounts

To enter income and expense amounts, click-on the **Amount Button** corresponding to the desired household member and Income/Expense category. An **Income/Expense Entry** window will appear.

## Medical/Disability Expense Deduction Threshold %

This button will display the current Threshold percentage in use for determining Medical/Disability Expense related deductions. This button option will only be displayed when HOTMA related compliance has been implemented for RD &/or HUD Subsidy and Certification Effective Date falls within the two year Phase-In Relief period. To view or manually change this percentage, click-on this button and the window below appears ( as it pertains to RD/MINC HOTMA Threshold % Phase-In Relief related Compliance )...



**OK** - If a percentage change is necessary, click-on the applicable percentage bullet and click-on the **OK** button to save this change.

**CANCEL** - Click-on **CANCEL** to leave this window without saving any changes.

## Next 4 Members

When five (5) or more household members exist, this button will become enabled. When clicked, it will display members 5 thru 8. A *Prev 4 Members* button will then be provided to return back to the first 4 members.

Note: When entering household members, always list income producing members at the top of the list ahead of non-income producing members.

**OK**

Click-on **OK** to exit the *Income/Expense* Information window.

## 5.23 Income/Expense Entry

To enter *Income & Expense* amounts, click-on the **Amount Button** corresponding to the desired household member and Income/Expense category.

An *Income/Expense Entry* window will appear.

The screenshot shows the 'Income Entry' window with the following details:

- Window Title:** Income Entry ...
- Section:** Employment / Business
- Household Member:** Head
- Navigation Buttons:** First, Prev, Next, Last, OK
- Entry 1 (Number 1 ...):**
  - RD Amt \$: 14,500.00 (with Calculate button)
  - Income Type: Non-Federal Wage (dropdown)
  - Name: THOMAS LANDSCAPING
  - Address 1: 675 4TH AVE
  - Address 2: BLDG 4B
  - City,ST Zip: ROSCOE, IL 61108
  - SSN Claim ID: 333558888
  - Phone: 815-987-1313
  - Fax: 815-987-1314
  - Email: TL@AOL.COM
  - Comment: EMPLOYED 06/19/1995
  - LIHTC Amt \$: 16,000.00 (with Calculate button)
  - Buttons: Add to Address Book, Retrieve from Address Book, Clear Entry, Print Verification Form
- Entry 2 (Number 2 ...):**
  - RD Amt \$: 0.00 (with Calculate button)
  - Income Type: Non-Federal Wage (dropdown)
  - Name: (empty)
  - Address 1: (empty)
  - Address 2: (empty)
  - City,ST Zip: (empty)
  - SSN Claim ID: 333558888
  - Phone: (empty)
  - Fax: (empty)
  - Email: (empty)
  - Comment: (empty)
  - LIHTC Amt \$: 0.00 (with Calculate button)
  - Buttons: Add to Address Book, Retrieve from Address Book, Clear Entry, Print Verification Form

Entry of Income & Expense amounts are the same. Multiple entries are allowed for each member within each income/expense category. If a member has three part-time jobs. Information on all three jobs can be detailed separately. The same applies for Child Care, Handicap and Medical Expenses.

Annual Income & Expense amounts can be manually precalculated and entered as a lump sum or the user can use the *Annual Income/Expense Calculator* to allow the program to annualize amounts automatically.

FHA Software will fill-in applicable Income & Expense Verification Forms completely, if Income & Expense source information (Name & Address) are entered at this window.

The following information is available at the *Income / Expense Entry* window ...

**Amount / RD Amt / HUD Amt / MKT Amt ( top )**

The annual amount of income or expense for the income/expense category being entered for the *Subsidy Type* currently assigned.

Note: **Amount** will be displayed when the project is 100% RD or HUD or LIHTC or Conventional.  
**RD Amt** will be displayed when this is a layered RD project with Tax Credits ( LIHTC ).  
**HUD Amt** will be displayed when this is a layered HUD project with Tax Credits ( LIHTC ).  
**MKT Amt** will be displayed when this is a layered MKT project with Tax Credits ( LIHTC ).

Note: Manually entering the annual amount at this data field overrides any automated calculation previously processed.

## Calculate ( top )

To have the program automatically annualize income/expense amounts that were verified on a daily, hourly, monthly, etc. frequency, click-on the **Calculate** button. An **Annual Income/Expense Calculator** window will appear.

## Income Type

Each of the four (4) *Household Income* categories contain additional *Source of Income* types. Click-on the pull down button to view available Income Types and select the one that most applies for the amount being entered. Income Types include the following ...

### Employment/Business Income ...

**Business** - Self-Employment Income  
**Federal Wage** - Government Employment Income  
**Military Wage** - Armed Forces Income  
**Non-Federal Wage** - General Employment Income

### Social Security/Pensions ...

**Pensions** - Pension & Retirement Income  
**Supplemental Security** - SSI Benefits  
**Social Security** - Social Security Benefits

### Public Assistance ...

**AFDC** - Aid For Dependent Children Income  
**General Assistance** - Other Public Assistance type Income

### Other Income ...

**Child Support** - Child Support Income  
**Indian Trust** - Indian Trust Income  
**Other NonWage Source** - General Non-Employment Income  
**Unemployment** - Unemployment Income Benefits  
**Adoption Assistance Payments**  
**Income From Assets Not Listed**  
**Distribution From Retirement**  
**Safe Harbor Income Source**

Note: Select the Income Type that best describes the source of income being recorded.

## Name / Address / City, ST Zip / Phone / Fax / Email

Enter mailing address & contact information for the *Source of Income* or *Expense Entity* (such as the company they work for or the Day Care Center they pay Child Care to).

Note: Entering this information is optional and can be left blank. This data is only used for automated verification form entry in *Recertification Notice* processing.

## Comment

Use this field to make a note about the income or expense being recorded.

## LIHTC Amt ( bottom )

The annual amount of income or expense for the income/expense category being entered that applies to LIHTC Compliance.

Note: **LIHTC Amt** and **Calculate** ( at the bottom of each income/expense entry section ) will only be displayed for layered RD/HUD projects with Tax Credits ( LIHTC ). This allows annual income/expense amounts required for LIHTC Tenant Income Certification - Income Qualification compliance to be different than what is used for RD/HUD Tenant Certification calculation requirements.

Note: Amounts entered in the top **RD/HUD/MKT Amt** field will automatically be inserted ( duplicated ) in the bottom **LIHTC Amt** field, as well. Only when the **LIHTC Amt** is calculated differently should the **LIHTC Amt** be manually changed. For example: when an hourly range is given on employment verification ( 30 to 40 hours worked per week ), RD and HUD will use the average ( 35 hours ) to calculate annual income. Most State LIHTC HFA's will require using the high end of the range ( 40 hours ) to calculate annual income. Therefore, the **RD/HUD Amt** will be based on 35 hours and reported on all RD/HUD related forms, including RD 3560-8 & HUD-50059 Tenant Certifications. The **LIHTC Amt** will be based on 40 hours and reported on all LIHTC related forms, including State HFA Tenant Income Certifications. Splitting **RD/HUD Amts** and **LIHTC Amts** allow the same certification to report and comply with both RD/HUD and LIHTC requirements.

## Calculate ( bottom )

To have the program automatically annualize LIHTC related income/expense amounts that were verified on a daily, hourly, monthly, etc. frequency, click-on the **Calculate** button. An **Annual Income/Expense Calculator** window will appear.


## Add to Address Book

To add *Address* information entered as part of *Income/Expense Detail* into the *Address Book*, click-on the **Add to Address Book** button. An *Address Successfully Added to Address Book* window will appear. Click-on **OK** to acknowledge successful entry.

## Retrieve from Address Book

Retrieving commonly used address information from the *Address Book* lessens the burden of data entry. To retrieve an address into your *Income/Expense Detail* from the *Address Book*, click-on the **Retrieve from Address Book** button. The following Address Book Selection window will appear ...

Retrieve Address from Address Book ...

 **Address Book** To retrieve an address from the Address Book, click-on the desired address entry listed below and click-on the - Retrieve Selected Address - button.

Name	Street Address	City, St Zip	Phone No.
Dr Tammy Hart	400 N Fullerton	Princeton, MO 64673	660-748-4040
Family Care Pharmacy	618 E first Street	Trenton MO 64683	660-359-4157
Family Care Pharmacy	618 E First Street	Trenton MO 64683	660-359-4157
Farmers Bank of North Missouri	1801 E28th Street	Trenton MO 64683	660-359-2274
Green Hills Animal Shelter	3041 E 10th Street	Trenton MO 64683	660-359-2700
HOMETOWN PHARMACY	609 LOCUST STREET	CHILLICOTHE MO 64601	
Hometown Pharmacy	1903 E 9th Street	Trenton MO 64683	660-359-5700
Hope Haven	304 Clay	Chillicothe MO 64601	660-646-5172
Hope Haven	304 Clay Street	Trenton MO 64683	660-646-5172
Hy-Vee	1804 E 9th Street	Trenton MO 64683	660-359-2278
HY-Vee	1617 E 9th Street	Trenton MO 64683	
Hy-Vee	1617 East 9th Street	Trenton MO 64683	
Jessica Hazen	1820 Oklahoma Ave	Trenton MO 64683	
Knights Inn	1845 E 28th Street	Trenton MO 64683	660-359-2988
Lakeview Motor Lodge	6 Hwy	Trenton MO 64683	660-359-2235
MCDONALDS	1861 E 9TH STREET	TRENTON MO 64683	
MO Dept of Social Services	2926 Oklahoma Avenue	Trenton MO 64683	660-359-3971

**Retrieve Selected Address** **Cancel**

**Retrieve Selected Address** - To retrieve an address from the *Address Book*, click-on the desired address entry and click-on the *Retrieve Selected Address* button. The selected address will be inserted into *Income/Expense Detail - Address Fields*.

**Cancel** - Click-on the *Cancel* button to exit out of this process.

## Clear Entry

To totally remove income/expense information from the Tenant Certification (without having to blank out each field manually), click-on the **Clear Entry** button. The information is instantly removed.

## Print Verification Form

To print a *Verification Form* for the *Income or Expense Entry* currently selected, click-on the **Print Verification Form** button. A *Print Verification Form - Setup* window will appear ...

## Prev / Next / First / Last

Multiple Income & Expense amounts can be separately entered within each income/expense category. Two income/expense amounts are view in a window at any one time. To progress through multiple income entry windows, click-on the following buttons ...

**Prev** - To view the previous two income/expense amounts.

**Next** - To view the next two income/expense amounts.

**First** - To view the first two income/expense amounts.

**Last** - To view the last two income/expense amounts.

## OK

Click-on **OK** to exit *Income/Expense Entry* window. All changes are automatically saved.

## 5.24 Income/Expense Calculator

To access the *Annual Income/Expense Calculator*, click-on the **Calculate** button from the *Income/Expense Entry* window.

### Employment / Business

The *Annual Income/Expense Calculator* window below will appear at the *Employment / Business Income* entry window ...

Annual Income/Expense Calculator ...

Current Wage Effective : 12/01/2019

Previous Annual Amount \$ 15,600.00

Payment Type : Hourly

Hourly Amount \$ 9.95

No of Hours Per Week # 40.00

Calculated Annual Amount \$ 20,696.00

Overtime Rate \$ 14.93

No. of Hours Annually # 25.00

Annual Overtime Amount \$ 373.25

Annual Current Income \$ 21,069.25

( LIHTC Amount )

Current Wage Income

Anticipated Wage Change

Income at Current Wage Rate ( 227 Days ) = \$ 13,103.34

Income at Anticipated Wage Rate ( 138 Days ) = \$ 8,804.97

Commissions, Bonuses, Tips, etc. = \$ 500.00

Total Annual Wage ( 365 Days ) = \$ 22,408.31

Accept Calculated Amount

Cancel

Current Wage Income entry tab ...



**Annual Income/Expense Calculator ...**

Anticipated Wage Change Date :

Previous Annual Amount \$ **0.00**

Payment Type :

Hourly Amount \$

No of Hours Per Week #

---

Calculated Annual Amount \$ **22,776.00**

Overtime Rate \$

No. of Hours Annually #

---

Annual Overtime Amount \$ **512.50**

Annual Anticipated Income \$ **23,288.50**

( LIHTC Amount )

---

**Current Wage Income      Anticipated Wage Change**

Income at Current Wage Rate ( 227 Days ) = \$ 13,103.34

Income at Anticipated Wage Rate ( 138 Days ) = \$ 8,804.97

Commissions, Bonuses, Tips, etc. = \$

---

Total Annual Wage ( 365 Days ) = \$ 22,408.31

**Accept Calculated Amount      Cancel**

Anticipated Wage Change entry tab ...

The following options are available at this window ...

## Current Wage Income ( tab )

The *Current Wage Income* entry window pertains to *Employment/Business* related income that was in effect on the *Certification Effective Date* being edited.

Note: The *Current Wage Income* ( tab ) entry window applies to all *Subsidy Types* ( HUD, RD, LIHTC, MKT ).

## Anticipated Wage Change ( tab )

The *Anticipated Wage Change* entry window pertains to *Employment/Business* related income that will change within 365 days from the *Certification Effective Date* being edited.

Note: The *Anticipated Wage Change* ( tab ) entry window only applies when entering LIHTC related amounts.

## Current Wage Effective

This is the *Certification Effective Date* for the *Current Wage Income* entry.

## Anticipated Wage Change Date

This is the *Date* the *Anticipated Wage Change* will become effective.

Note: This *Date* is provided at the top of the *Anticipated Wage Change* entry window and must fall within 365 days from the *Certification Effective Date* being edited.

## Previous Annual Amount

This will display the existing annual amount entered for this income/expense entry, prior to processing a new calculation.

## Payment Type

The program will calculate annual amounts based on payment frequency. Click-on the *pull-down button* to view a list of payment frequency types which include the following calculations ...

**Daily** - *New Amount* x 365 days.

**Hourly** - *New Amount* x *No. of Hours Per Week* x 52 weeks

**Weekly** - *New Amount* x 52 weeks

**Bi-Weekly** - *New Amount* x 26 weeks

**Semi-Monthly** - *New Amount* x 24

**Monthly** - *New Amount* x 12 Months

**Annual** - Amount entered will not be altered.

## New Amount

Enter the amount that was provided by income/expense verification (Daily Amount, Hourly Amount, Monthly Amount, etc.).

## No. of Hours Per Week

This entry field is only used when *Hourly* is the selected *Payment Type*. When applicable, enter the total number of hours per week verified.

## Calculated Annual Amount

The program automatically displays the Calculated Annual Amount after *Payment Type*, *New Amount* and *No. of Hours Per Week* have been entered.

## Overtime Rate

If overtime is applicable, enter the hourly Overtime Rate.

## No. of Hours Annually

If overtime is applicable, enter the No. of Overtime Hours Annually.

## Annual Overtime Amount

This is the calculated total of Overtime Income.

## Annual Current Income

This is the calculated total of Current Wage and Overtime Amounts.

## Income at Current Wage Rate

This is the calculated total of Current Wage and Overtime Amounts.

## Income at Anticipated Wage Rate

This is the calculated total of Anticipated Wage Change and Overtime Amounts.

## Commissions, Bonuses, Tips, etc.

If applicable, this is the Annual amount of Commissions, Bonuses, Tips, etc.

## Total Annual Wage

This is the calculated total of Current Wage, Anticipated Wage Change and Commissions, Bonuses, Tips, etc.

## Accept Calculated Amount

To accept the computer calculated amount, click-on the **Accept Calculated Amount** button.

## Cancel

Click-on the **Cancel** button to exit this window without accepting any changes.

## Social Security / Pensions

### Public Assistance

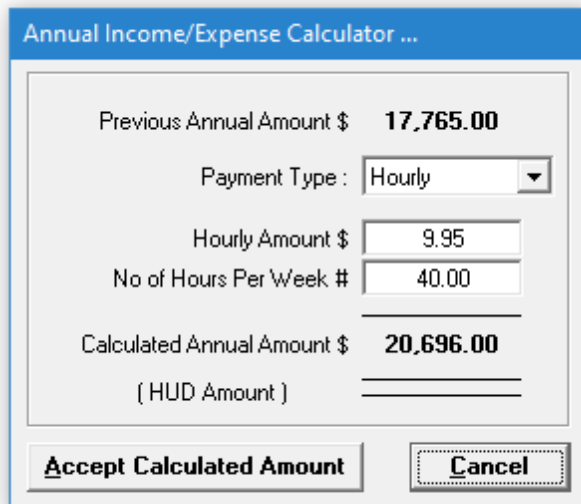
### Other Income

### Child Care Expense

### Disability Expense

### Medical Expense

The *Annual Income/Expense Calculator* window below will appear at the *Social Security / Pensions*, *Public Assistance*, *Other Income*, *Child Care Expense*, *Disability Expense* and *Medical Expense* sections ...



The image shows a Windows-style dialog box titled "Annual Income/Expense Calculator ...". It contains several input fields and buttons. The "Previous Annual Amount \$" field is set to "17,765.00". The "Payment Type" is a pull-down menu currently showing "Hourly". The "Hourly Amount \$" field is set to "9.95". The "No of Hours Per Week #" field is set to "40.00". The "Calculated Annual Amount \$" field is set to "20,696.00". Below this is a field for "( HUD Amount )" which is currently empty. At the bottom are two buttons: "Accept Calculated Amount" and "Cancel".

Previous Annual Amount \$	17,765.00
Payment Type :	Hourly
Hourly Amount \$	9.95
No of Hours Per Week #	40.00
Calculated Annual Amount \$	20,696.00
( HUD Amount )	

The following options are available at this window ...

## Previous Annual Amount

This will display the existing annual amount entered for this income/expense entry, prior to processing a new calculation.

## Payment Type

The program will calculate annual amounts based on payment frequency. Click-on the *pull-down button* to view a list of payment frequency types which include the following calculations ...

- Daily** - *New Amount x 365 days.*
- Hourly** - *New Amount x No. of Hours Per Week x 52 weeks*
- Weekly** - *New Amount x 52 weeks*
- Bi-Weekly** - *New Amount x 26 weeks*
- Semi-Monthly** - *New Amount x 24*
- Monthly** - *New Amount x 12 Months*
- Annual** - *Amount entered will not be altered.*

## New Amount

Enter the amount that was provided by income/expense verification (Daily Amount, Hourly Amount, Monthly Amount, etc.).

## No. of Hours Per Week

This entry field is only used when *Hourly* is the selected *Payment Type*. When applicable, enter the total number of hours per week verified.

## Calculated Annual Amount

The program automatically displays the Calculated Annual Amount after *Payment Type*, *New Amount* and *No. of Hours Per Week* have been entered.

Note: In RD/HUD Projects layered with Tax Credits ( LIHTC ), a notation of which *Subsidy Type* this calculation pertains to will also be displayed ( ex: *HUD Amount, RD Amount, LIHTC Amount*, etc. ).

## Accept Calculated Amount

To accept the computer calculated amount, click-on the **Accept Calculated Amount** button.

## Cancel

Click-on the **Cancel** button to exit this window without accepting any changes.

## 5.25 Asset Information

To enter *Asset Amounts*, click-on the **Asset Value** or **Asset Inc.** button while in *Editing Mode*.

An *Asset Information* window will appear.

Asset Description	Household Member	Asset Type	Status	Date Divested	Market Value	Cash Value	Rounded	Income Type	Int %	Actual Income	Rounded
1 Checking	+ Head	S	C		3,600.00	3,600.00	3,600	A	0.000	0.00	0
2 Savings	+ Head	S	C		5,000.00	5,000.00	5,000	A	1.000	50.00	50
3 Money Market	+ Head	S	C		7,000.00	7,000.00	7,000	A	1.500	105.00	105
4 Cert of Deposit	+ Head	S	C		10,000.00	10,000.00	10,000	A	2.000	200.00	200
5 Personal Property	+ Head	N	C		8,000.00	8,000.00	8,000	I	0.450	36.00	36
6 Vacant Land	+ Head	S	C		75,000.00	75,000.00	75,000	I	0.450	337.50	338
7 Tax Return	+ Head	S	C		-3,000.00	-3,000.00	-3,000	A	0.000	0.00	0
8	+ Head	S	C		0.00	0.00	0	A	0.000	0.00	0
9	+ Head	S	C		0.00	0.00	0	A	0.000	0.00	0
10	+ Head	S	C		0.00	0.00	0	A	0.000	0.00	0
11	+ Head	S	C		0.00	0.00	0	A	0.000	0.00	0
12	+ Head	S	C		0.00	0.00	0	A	0.000	0.00	0

Asset Income Calculation ( Pre HOTMA )	Passbook Savings Rate [ .450 % ]	105,600.00	105,600	728.50	729
Asset Income Calculation ( HOTMA )	Imputed Income ( > \$ 51,600 Threshold ) =	475.20	475		

Asset Verification Type : <input type="radio"/> O ( O = Owner / T = Tenant )	Total Cash Value - Actual =	22,600.00	22,600	Actual Income =	355.00	355
Asset Cap = \$ 150,000	Total Cash Value - Imputed =	83,000.00	83,000	Imputed Income =	373.50	374
				Total Income from Assets =	728.50	729

\* Asset Type : N = Non-Necessary Personal Property / R = Real Property / S = Standard Asset  
 \*\* Status : C = Current / D = Divested ( Divested Date entry required )  
 \*\*\* Income Type : A = Actual / I = Imputed

Note: Actual Income is based on Market Value when the Interest Rate ( Int % ) calculation feature is used.  
 Note: Cash Value and Actual Income rounded to the nearest dollar is used for RD, HUD & State Specific LIHTC asset calculation compliance.  
 Note: Cash Value and Actual Income rounded to the nearest cent is used for all other State specific LIHTC asset calculation compliance only.

Prev 12 Assets    Next 12 Assets    OK

This window allows the user to define individual asset amounts. Click-on the desired **Asset Type** field and enter an asset description and press **[TAB]** to move the cursor from field to field.

The following information is available at the *Asset Information* window ...

## Asset Description

Enter a brief description of the asset (such as Checking, Savings, etc.).

Note: If you are entering a negative Tax Return or Tax Credit Cash Value amount, description must entered as "Tax Return" or "Tax Credit".

## Address Info [ + ] Button

Click-on the [ + ] **Button** located to the right of each *Asset Description* line to enter **Asset Address Information**.

Note: Entering *Asset Address Information* is optional and can be left blank. This data is only used for automated verification form entry in *Recertification Notice* processing.

## Household Member

Select the Member the Asset entry belongs to.

Note: "HEAD" is the default selection.

## Asset Type

N = Non-Necessary Personal Property / R = Real Property / S = Standard Asset.

Note: "S" is the default selection.

## Status

C = Current Asset / D = Divested ( Divested Date entry required )

Note: "C" is the default selection.

## Date Divested

Enter the date [mmddyyyy] this asset was disposed of.

Note: This field is only available when asset *Status* is labeled as "D" ( Divested ).

## Market Value

List the Market Value of each asset.

Note: Market Value ( including cents ) can be manually entered.

## Cash Value

List the Cash Value of each asset.

Note: Cash Value ( including cents ) can be manually entered.

Note: Cash Value cannot be less than zero unless it's recording a Tax Return or Tax Credit.

## Income Type

A = Actual / I = Imputed

Note: "A" is the defaulted selection.

## Interest %

An interest income percentage (%) rate entered here will automatically calculate the annual interest income amount.

Note: This rate default is zero (no interest calculated). To enter an interest rate, click the cursor on this field, enter a percentage rate (example: 3% would be entered as 3.000), and then press [TAB]. The program will automatically recalculate the *Actual Income* amount. Interest rate income calculation is as follows ...

$$\text{Market Value} \times \text{Interest \%} = \text{Actual Income}$$

## Income

Enter the amount the household expects to receive annually from each asset.

Note: Asset income ( including cents ) can be manually entered, if an Interest % rate calculation was not used. The program will store the amount rounded to the nearest cent and automatically round it to the nearest whole dollar, when applicable.

There's two ways of establishing Asset *Income* ...

**\*\* Based on Interest Rate %** - Entering an Interest Rate % causes the program to automatically calculate Asset *Income* (as defined above).

**\*\* Manually Enter Desired Amount** - The user can also simply enter the desired amount of interest in the *Interest %* field.

## Passbook Saving Rate Calculation

When the total amount of all assets equals or exceeds \$5,000, the program will automatically display a *Passbook Savings Rate* calculation to determine if *Imputed Income* is greater than actual asset income.

Note: *Passbook Savings Rate* percentage is recorded in RD & HUD Info sections of *Project Data*.

## Prev 12 Assets / Next 12 Assets

Asset amounts can be separately recorded. When twelve ( 12 ) or more assets exist, both buttons will become enabled.

## OK

Click-on **OK** to exit the *Asset Information* window.

Note: **Cash Value** and **Actual Income** amounts are displayed on the *Asset Information* window with cents and rounded to the nearest cent. Amounts rounded to the nearest whole dollar are used for all RD, HUD, and MKT calculation compliance, as well as LIHTC in specific States that also round the same

way. Amounts with cents are only used for LIHTC calculation compliance in States that require amounts displayed with cents on their State specific Tenant Income Certification (TIC) forms and electronic XML file submissions ( which currently only includes IA, MI, MS, MO, MT, NE, NV, NY, OH, OK, and TN ).

## 5.26 Asset Address Info

To enter *Asset Address Information*, click-on the **Blank Button** located to the right of each *Asset Type* line.

An *Asset Address Information* window will appear.

**Asset Address Information ...**

Asset Desc. : **CHECKING**

Name : BANK OF AMERICA

Address 1 : 756 LARKIN AVE

Address 2 : BRANCH 3G

City, State Zip : ROCKFORD, IL 61108

Phone : 815-564-9999

Fax : 815-564-9998

Email : CUSTOMERSERVICE@BOFA.COM

Asset ID No. : 1458499-5656LL

Comments : MAIN ACCOUNT

**Add to Address Book**

**Retrieve from Address Book**

**Print Verification Form**

**OK** **Clear**

**Name / Address / City, ST Zip / Phone / Fax / Email / Asset ID / Comments**

Enter mailing address & contact information for the Asset being recorded.

Note: Entering this information is optional and can be left blank. This data is only used for automated verification form entry in *Recertification Notice* processing.

**Add to Address Book**

To add *Address* information entered as part of *Asset Detail* into the *Address Book*, click-on the **Add to Address Book** button. An *Address Successfully Added to Address Book* window will appear. Click-on **OK** to acknowledge successful entry.



## Retrieve from Address Book

Retrieving commonly used address information from the *Address Book* lessens the burden of data entry. To retrieve an address into your *Asset Detail* from the *Address Book*, click-on the **Retrieve from Address Book** button. The following *Address Book Selection* window will appear ...

Name	Street Address	City, St Zip	Phone No.
Dr Tammy Hart	400 N Fullerton	Princeton, MO 64673	660-748-4040
Family Care Pharmacy	618 E first Street	Trenton MO 64683	660-359-4157
Family Care Pharmacy	618 E First Street	Trenton MO 64683	660-359-4157
Farmers Bank of North Missouri	1801 E28th Street	Trenton MO 64683	660-359-2274
Green Hills Animal Shelter	3041 E 10th Street	Trenton MO 64683	660-359-2700
HOMETOWN PHARMACY	609 LOCUST STREET	CHILLICOTHE MO 64601	
Hometown Pharmacy	1903 E 9th Street	Trenton MO 64683	660-359-5700
Hope Haven	304 Clay	Chillicothe MO 64601	660-646-5172
Hope Haven	304 Clay Street	Trenton MO 64683	660-646-5172
Hy-Vee	1804 E 9th Street	Trenton MO 64683	660-359-2278
HY-Vee	1617 E 9th Street	Trenton MO 64683	
Hy-Vee	1617 East 9th Street	Trenton MO 64683	
Jessica Hazen	1820 Oklahoma Ave	Trenton MO 64683	
Knights Inn	1845 E 28th Street	Trenton MO 64683	660-359-2988
Lakeview Motor Lodge	6 Hwy	Trenton MO 64683	660-359-2235
MCDONALDS	1861 E 9TH STREET	TRENTON MO 64683	
MO Dept of Social Services	2926 Oklahoma Avenue	Trenton MO 64683	660-359-3971

**Retrieve Selected Address** - To retrieve an address from the *Address Book*, click-on the desired address entry and click-on the *Retrieve Selected Address* button. The selected address will be inserted into *Asset Detail - Address Fields*.

**Cancel** - Click-on the *Cancel* button to exit out of this process.

## Print Verification Form

To print a *Verification Form* for the *Asset Entry* currently selected, click-on the **Print Verification Form** button. A *Print Verification Form - Setup* window will appear ...

## Clear

To totally remove address information from the *Asset* (without having to blank out each field manually), click-on the **Clear** button. The information is instantly removed.

## OK

Click-on **OK** to exit *Asset Address Information* window. All changes are automatically saved.

## 5.27 Calculation Completed

When the *Calculate* option is selected, the program reviews TC information, recalculates the rent/subsidy and verifies tenant eligibility compliance. During this process, the user may be prompted a *Discrepancy Message* when an *Occupancy Eligibility Compliance* issue is detected (such as invalid

relationship codes, missing or invalid Social Security Numbers, invalid dates, Tax Credit monitoring, etc.).

When the words *Calculation Completed* are displayed at the lower left corner of the screen the tenant's rent and RA/Subsidy will be provided at the lower right corner.

Below is a *Tenant Certification - Calculation Completed* Window ...

**Unit Information**

Unit No.: 112      Group: 1      **VILLAGE APARTMENTS - HUD**  
 Unit Size: 4BR 2FL      Building ID: IL-67-10001  
 Basic Rent \$ 1,095      PIS Date: 01/01/2000      Adoption: 0  
 Market/Note \$ 1,395      Dependents: 0      Expected Family Additions ...      Pregnancy: 0  
 Contract Rent \$ 1,495      Foster/Live-Ins: 0      Foster Children: 0  
 LIHTC Rent \$ 0  
 Utility Allow: \$ 245      Total Members: 4

**Certification Information**

**Subsidy Type** HUD-Sec.8  
**Action Process** Annual  
 Project - Move-In Date: 12/01/1988  
 Unit - Move-In Date: 12/01/1988  
 Certification Effective Date: 01/01/2024  
 Next Recertification Date: 12/01/2024  
 Tenant Signature Date: 11/01/2023  
 Owner Signature Date: 11/01/2023  
 Anticipated Voucher Date: 01/01/2024  
 TRACS Date: 04/15/2024

**Member Information**

View Mbr#	Rel	Household Member	Gndr	Age	Status	Soc.Sec.#
HEAD	H	SPOTTS, ROGER	M	78	E	EC 154646547
#2 >>	S	SPOTTS, CARLA	F	73	E	EC 459989877
#3 >>	O	SPOTTS, KARL	N	54	EC	123565656
#4 >>	O	SPOTTS, TIMOTHY	O	43	EC	456565655
#5 >>						
#6 >>						
#7 >>						
#8 >>						
#9 >>						
#10 >>						

**Income & Expense Information**

Security Deposit \$ 175  
 Income @ Move-In \$ 13,995.00

	Total \$
<b>Annual Inc.</b>	28,950.00
<b>Asset Value</b>	108,600.00
<b>Asset Inc.</b>	434.00
<b>Medical</b>	0.00
<b>Child Care</b>	0.00

**Calculation Completed!**

S42 Details    Details    Edit    Save    Cancel

**Tenant Rent \$ 476**  
**F2 PB RA/Subsidy \$ 1,019**

The following options are available at the *Tenant Certification - Calculation Completed* Window ...

## Waivers

This button only appears at a *HUD-50059 Tenant Certification - Calculation Completed!* window and allows the user to select a HUD Approved Waiver, when applicable. To view **Waivers**, click-on the **Waivers** button.

## S42 Details

This button only appears at a *RD 3560-8* or *HUD-50059 Tenant Certification - Calculation Completed!* window when *Tax Credit Monitoring* is enabled. To view **Sec.42 Details**, click-on the **Sec.42 Details** button.

## Details

FHA Software is not a form filler program and automatically performs most all form calculations each time the *Calculate* option is selected. To view **Calculation Details**, click-on the **Details** button.

## Edit

To return to *Editing Mode*, click-on the **Edit** button.

## Cancel

Click-on the **Cancel** button to exit out of editing the TC without saving change and click-on **OK** to the next *Are You Sure?* window.

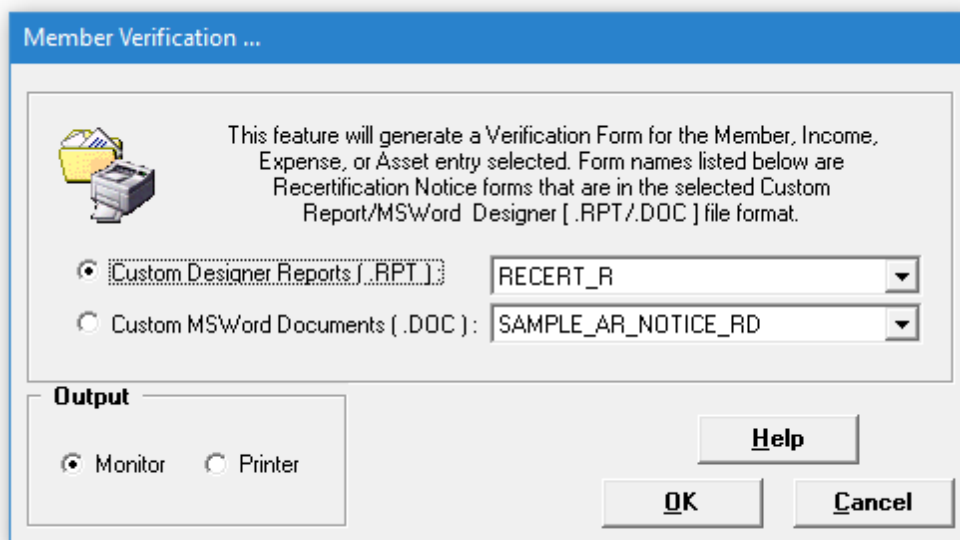
## Save

To Save your *Tenant Certification* changes, click-on the **Save** button.

## 5.28 Print Verification Forms

To print a *Verification Form* for the *Member, Income, Expense, or Asset Entry* currently selected, click-on the **Print Verification Form** button.

A *Print Verification Form - Setup* window will appear ...



The following items are available at the *Print Verification Form - Setup* window ...

### Custom Designer Reports [ .RPT ]

Select this item to generate *Report* formatted [ .RPT ] recertification letters & verification forms, edited with the built-in *Custom Report Designer* feature.

Note: This is the default selection.

### Custom MSWord Documents [ .DOC ]

Select this item to generate MSWord formatted [.DOC] recertification letters & verification forms, edited with the built-in *Custom MSWord Designer* feature.

## Output

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Verification Form*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Print Verification Form* window.

## 5.29 Calculation Details

This window allows the user to view *Calculation Details* automatically performed by FHA Software during the *Calculate* process.

Only one of three *Calculation Detail* window types will be displayed, based on the *Subsidy Type* selected ...

**RD 3560-8 TC Details** - Rural Development Tenant Certification Calculations

**HUD-50059 TC Details** - HUD Tenant Certification Calculations

**Sec.42 TIC Details** - LIHTC Tenant Certification Calculations

Note: *Calculation Detail* windows are for viewing only. If incorrect calculation information is being displayed, then the user must return to *Edit Mode* and make corrections to the necessary household income/expense information and recalculate the rent.

Click-on the **Details** button from the *Tenant Certification - Calculation Completed* window to access *Tenant Certification - Calculation Details* window.

Click-on the **OK** button to exit the *Tenant Certification - Calculation Details* window.

**RD 3560-8 TC - Calculation Details ( Part VII/VIII/IX/X )...**

RD 3560-8 Detailed Summary ...

**Part VII - Preliminary Calculations**

25.	Adjusted Mo. Income ....	\$	3,377	x .30		\$	1,013
26.	Monthly Income .....	\$	4,014	x .10		\$	401
27.	Welfare Shelter Payments ..	\$				\$	0
28.	Highest of 25b/26b/27 .....	\$				\$	1,013
29. a.	Basic Rent .....	\$	1,225				
b.	Utility Allowance .....	\$	245				
c.	Gross Basic Rent .....	\$	1,470				
30. a.	Note Rate Rent .....	\$				\$	1,525
b.	Utility Allowance .....	\$				\$	245
c.	Gross Note Rate .....	\$				\$	1,770

**Part VIII - Determining GTC**

Decision : ☒ A ☐ B ☐ C

C.1	Line 30.c. ....	\$	0
C.2	Plan I Surcharge .....	\$	0
C.3	Total .....	\$	0

**Part IX - Determining NTC**

31.	Gross Tenant Contribution ..	\$	1,013
32.	Utility Allowance .....	\$	245
33.	Final NTC .....	\$	768

Household Has Exempt Income ☐

**Part X - Certification By Borrower**

Eligible

Part IV Details

OK

RD 3560-8 TC - Calculation Details ( Part IV )...

RD 3560-8 Detailed Summary ...

Part IV Income Calculations

15.	Net Family Assets .....	\$	23,000
16.	Actual Asset Income .....	\$	157
17.	Imputed Income .. [ .450 ]	\$	0
18.	Annual Income .....	\$	48,167
19.	Adjustments to Income ...		
a.	\$ 480 x 3 Dependents	\$	1,440
b.	\$ 525 if Elderly applies: <b>YES</b>	\$	525
c.	Medical Exp. Exceeding 10%	\$	683
d.	Child Care Expenses .....	\$	5,000
e.	Total Adjustments .....	\$	7,648
20.	Adjusted Annual Income .....	\$	40,519
22.	Current Eligibility Income Level . :		V

OK

HUD-50059 TC - Calculation Details ...

HUD-50059 Detailed Summary ...

Value of Assets .....	\$ 1,650	Contract Rent .....	\$ 1,295
Impute % ... [ 2.000 ]	\$ 0	Utility Allowance .....	\$ 205
Income Exclud. Assets ..	\$ 22,250	Gross Rent .....	\$ 1,500
Income from Assets .....	\$ 0	Welfare Rent .....	\$ 0
Annual Income .....	\$ 22,250	HCDA .....	% 30.000
Income Status [ <b>Very Low</b> ]		Total Tenant Payment TTP	\$ 556
Dependent Allow. [ 0 ]	\$ 0	Tenant Rent .....	\$ 351
Child Care Allowance ....	\$ 0	Utility Reimbursement .....	\$ 0
3% of Annual Income ....	\$ 668	Assistance Payment .....	\$ 944
Handicapped Expense ..	\$ 0	TTP Before Rent Override ..	\$ 0
Handicapped Allowance	\$ 0	TTP at RAD Conversion .....	\$ 0
Medical Expenses .....	\$ 0	TTP Determinations	
Medical Allowance .....	\$ 0	30% of Adj Monthly Income	\$ 556.25
Elderly Allowance .....	\$ 0	10% of Gross Monthly Income	\$ 185.42
Total Allowances .....	\$ 0	Monthly Welfare Rent Amount	\$ 0.00
Adjusted Income .....	\$ 22,250	HUD Minimum Rent Amount	\$ 25.00

OK

## Sec.42 TC - Calculation Details ...

Sec.42 Tenant Income Certification (TIC) Detail ...

<b>Determination of Income Eligibility</b> Total Annual Household Income \$ 22,610.00 Current Income Limit per Family Size \$ 28,320.00 Household Income at Move-In \$ 13,995.00 Income Limit MSA% used at Move-In: 60% Household Size at Move-In: 4	<b>Rent Determination</b> Tax Credit Type: 1990 or After - 40-60 MSA Income Limits Used: 60% MSA Lock Maximum Income Limit \$ 32,880 Monthly Max. Income Limit \$ 2,740 30% of Max. Income Limit \$ 822 <-- LIHTC Rent Limit \$ 0 <b>TENANT PAID RENT \$ 577 +</b> Utility Allowance \$ 245 + Other Non-Optional Charges \$ 0 + Gross Rent for Unit \$ 822 = Maximum Rent Limit for this Unit \$ 822 <-- Rent Assistance \$ 0 N/A	<b>Section 42 TIC Calculation ...</b> Use this window to establish Tenant Rent and verify eligibility information that will be reported on the TIC for Tax Credit Compliance.																				
<b>Household Meets Federal Income Restriction at</b> Income Limits Used: 60% MSA Lock <input checked="" type="radio"/> 60% <input type="radio"/> 50% <input type="radio"/> 40% <input type="radio"/> 30% <input type="radio"/> % <input type="radio"/> OI	<b>Unit Meets Federal Rent Restriction at</b> <input checked="" type="radio"/> 60% <input type="radio"/> 50% <input type="radio"/> 40% <input type="radio"/> 30% <input type="radio"/> % <input type="radio"/> OI	<input type="button" value="OK"/> <input type="button" value="Help"/>																				
<b>For Recertifications Only</b> Current Income Limit x 140% \$ 39,648.00 Household Income exceeds 140% at recertification? <input type="radio"/> Yes <input checked="" type="radio"/> No																						
<b>Student Status</b> Are all occupants full time students? <input type="radio"/> Yes <input checked="" type="radio"/> No Student Explanation: TANF Assistance																						
<b>Program Type</b>																						
<table border="1"> <thead> <tr> <th colspan="2">Income Status</th> <th colspan="2">Rent Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Tax Credit</td> <td><input type="checkbox"/> AHDP ... 50% AMGI</td> <td><input type="checkbox"/> Home TX 30% AMGI</td> <td><input type="checkbox"/> NSP ... 30% AMGI</td> </tr> <tr> <td><input type="checkbox"/> Home ... 50% AMGI</td> <td><input type="checkbox"/> HTC or Exchange 30% AMGI</td> <td><input type="checkbox"/> Bond ... 30% AMGI</td> <td><input type="checkbox"/> CDBG ... 30% AMGI</td> </tr> <tr> <td><input type="checkbox"/> Tax Exempt 50% AMGI</td> <td><input type="checkbox"/> TCAP ... 30% AMGI</td> <td><input type="checkbox"/> SHTF ... ELI</td> <td></td> </tr> <tr> <td><input type="checkbox"/> State Deeper Targeting Income Restriction ... 20% AMGI</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Income Status		Rent Status		<input checked="" type="checkbox"/> Tax Credit	<input type="checkbox"/> AHDP ... 50% AMGI	<input type="checkbox"/> Home TX 30% AMGI	<input type="checkbox"/> NSP ... 30% AMGI	<input type="checkbox"/> Home ... 50% AMGI	<input type="checkbox"/> HTC or Exchange 30% AMGI	<input type="checkbox"/> Bond ... 30% AMGI	<input type="checkbox"/> CDBG ... 30% AMGI	<input type="checkbox"/> Tax Exempt 50% AMGI	<input type="checkbox"/> TCAP ... 30% AMGI	<input type="checkbox"/> SHTF ... ELI		<input type="checkbox"/> State Deeper Targeting Income Restriction ... 20% AMGI			
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## 5.30 HUD Waivers

The *HUD Waivers* window provides the user with the ability to select a HUD Field Office Approved occupancy waiver for the tenant certification currently being edited.

To access the *HUD Waivers* window, click-on the **Waivers** button located at the *Calculation Completed* window ...



HUD Waivers ....

Below are conditions under which a HUD Field Office can grant a waiver permitting an owner to accept tenant occupancy that would normally not be qualified. If this tenant is not eligible for this project's HUD subsidy type and a HUD Waiver has been obtained, select the applicable waiver below.

☒ Leave Blank  
☐ AGE = Age waiver for an elderly property  
☐ INC = Income ( For subsidy type other than Section 8 ). See Handbook paragraph 3-8.  
☐ NEAR = Near Elderly  
☐ DSBL = Waiver for non-disabled person to move into a property for the disabled ( e.g. 811 PRAC )  
☐ OTH = Other waiver not covered by the above codes

Note: If more than one waiver applies, pick the first code that applies. The intent of this field is to indicate that an eligibility waiver has been granted by HUD. Proper documentation received from the HUD Field Office or HUD Headquarters should be kept in the tenant file.

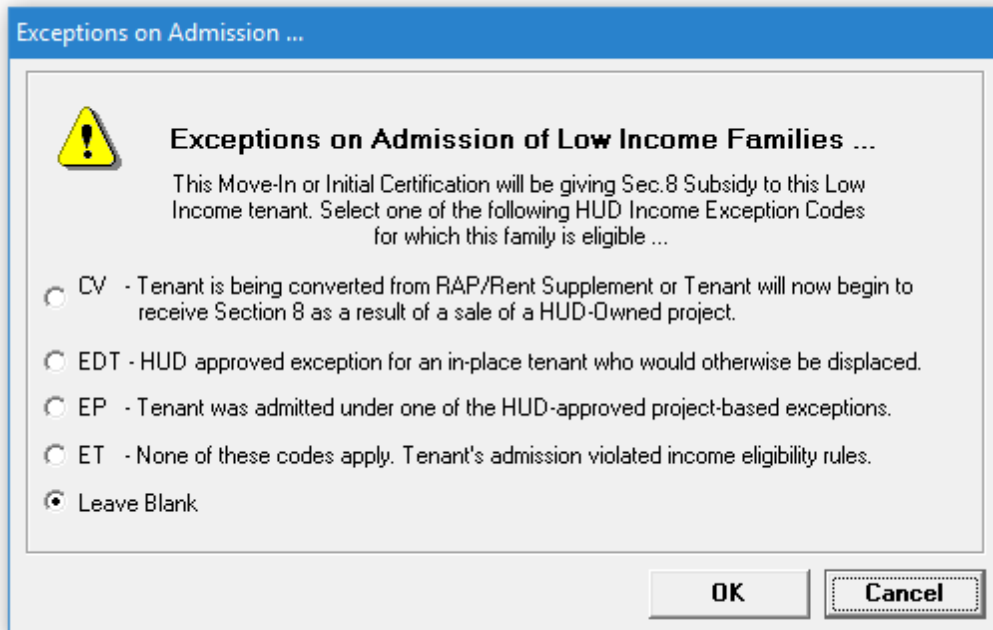
Exceptions on Admission

OK

Refer to the HUD 4350.3 Handbook for details on each of the waiver options provided in this window.

## Exceptions on Admission

Click-on the **Exceptions on Admission** button and the following window appears ...



Note: The *Exceptions on Admission of Low Income Families* code is established with the MOVE-IN or INITIAL HUD-50059 Tenant Certification and is automatically carried forward and reported on all full Tenant Certifications processed from then on. This feature allows the user to establish, reinstate or remove the Exceptions code on any existing HUD-50059 Tenant Certification, when necessary. Select the applicable code and click-on **OK** to save your changes or click-on **CANCEL** to exit this window without saving your changes.

**OK**

Click-on **OK** when done with the *HUD Waiver* window.

## 5.31 Tax Credit Details

The *Sec.42 Tenant Income Certification Detail* window provides the user with the ability to view &/or modify tax credit eligibility compliance items for the certification being processed. This window is accessed in one of two ways ...

\* During the **Calculate** process when *Sec.42* is the *Subsidy Type* selected.

\* By selecting **Sec.42 Details** at the *Calculation Completed* window for all other *Subsidy Types*.

Sec.42 Tenant Income Certification (TIC) Detail ...

<b>Determination of Income Eligibility</b> Total Annual Household Income \$ 22,610.00 Current Income Limit per Family Size \$ 28,320.00 Household Income at Move-In \$ 13,995.00 Income Limit MSA% used at Move-In: 60% Household Size at Move-In: 4	<b>Rent Determination</b> Tax Credit Type: 1990 or After - 40-60 MSA Income Limits Used: 60% MSA Maximum Income Limit \$ 32,880 Monthly Max. Income Limit \$ 2,740 30% of Max. Income Limit \$ 822 LIHTC Rent Limit \$ 0 <b>TENANT PAID RENT \$ 577</b> Utility Allowance \$ 245 Other Non-Optional Charges \$ 0 Gross Rent for Unit \$ 822 Maximum Rent Limit for this Unit \$ 822 Rent Assistance \$ 0 N/A	<b>Section 42 TIC Calculation ...</b> Use this window to establish Tenant Rent and verify eligibility information that will be reported on the TIC for Tax Credit Compliance.																				
<b>Household Meets Federal Income Restriction at</b> Income Limits Used: 60% MSA 60% 50% 40% 30% % OI	<b>Unit Meets Federal Rent Restriction at</b> 60% 50% 40% 30% % OI	<b>For Recertifications Only</b> Current Income Limit x 140% \$ 39,648.00 Household Income exceeds 140% at recertification? Yes No <b>Student Status</b> Are all occupants full time students? Yes No Student Explanation: TANF Assistance																				
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<input type="checkbox"/> State Deeper Targeting Income Restriction ... 20% AMGI																						

This window allows the user to verify *Occupancy Compliance*, establish *Tenant Paid Rent*, and determine *Income & Rent Restriction* eligibility. This information is saved with each *Tenant Income Certification*, including RD 3560-8's and HUD-50059's when applicable.

The following information is available at the *Sec.42 Tenant Income Certification Detail* window ...

## Determination of Income Eligibility

**Total Annual Household Income \$** - The total gross annual income for this household.

**Current Income Limit Per Family Size** - The Tax Credit qualifying income limit for the number of household members, based on *Tax Credit Income Limit Schedule* currently selected (*Income Limits Used*).

**Household Income at Move-In** - The total gross annual income for this household at move-in.

Note: For layered RD/HUD projects with Tax Credits ( LIHTC ), this field will be displayed so that the amount can be manually edited.

**Income Limit MSA% used at Move-In** - This is the MSA% of the Income Limits used to qualify this tenant at Move-In ( on the INITIAL Tenant Certification ). If Other ( OTH ) is selected, the user is required to hand enter the actual MSA % in the field provided.

**Household Size at Move-In** - The total number of household members at move-in.

Note: This item can be changed at this window.

## Household Meets Federal Income Restriction at

**Income Limits Used ( List Box )** - *Tax Credit Income* eligibility, determined at this window, is based on the *Income Limit Schedule* selected here. The names displayed in this selection list are the *Income Limit Column Titles* established in the *Tax Credit* section of *Project Data*. The default *Income Limit schedule* assigned to this unit will always first be used. When applicable, the user can select other *Income Limit Schedules* (MSA at 30%, 40%, 50%, 60%, 80%, etc.) to determine other MSA % eligibility, along with the ability to lock this tenant/unit to a specific *Income Limit Schedule*.

**Lock ( Checkbox )** - To lock this tenant to the specific *Income Limit Schedule* selected for *Income Restriction Eligibility*, click-on this checkbox. When locked, all future Tenant Income Certifications will use this Income Limit Schedule for Income Restriction Eligibility.

Note: By default, the same *Income Limits Used* selection for *Rent Determination* will be used for *Income Restriction*, unless a different selection is locked at this window.

**60% 50% 40% 30% \_\_ OI** - When *Total Annual Household Income* is less than or equal to *Current Income Limit per Family Size*, the percentage that matches the project-based *Minimum Set-Aside %* (MSA) (~~20-50~~, ~~25-60~~ NYC, or ~~40-60~~) automatically gets bulleted (being 50% or 60%). However, if the user has determined, by selecting and comparing eligibility with other income limit schedules (*Income Limits Used*) that this household meets other applicable *Income Restrictions* (30%, 40%, etc.), the user can change this selection to the applicable percentage.

Note: OI is the abbreviation for *Over Income*.

Note: When the Other MSA % bullet is checked, the user must manually enter the actual MSA% in the field provided before they are allowed to leave the Sec.42 Detail window.

## For Recertifications Only

**Current Income Limit x 140% \$** - This is the calculated result of taking *Current Income Limit per Family Size* times 140% ( x 1.40 ).

**Household Income exceeds 140% at recertification? ( Yes/No )** - If *Total Annual Household Income* amount displayed exceeds the above calculated amount, Yes will automatically be selected. Otherwise, No will be selected.

Note: When *Deep Rent Skewed* applies, the *Next Available Unit Rule* percentage used in this section will automatically be set at 170% instead of the normal 140%.

Note: This determination is automatically made, but can be manually changed at this window.

Note: The above compliance issue only applies when processing a *Recertification*.

## Student Status

**Are all occupants full time students? ( Yes/No )** - If all household members are considered or labelled full time students, Yes will automatically be selected. Otherwise, No is selected.

Note: This determination is automatically made, but can be manually changed at this window.

**Student Explanation** - When *Student Status* is *Yes*, one of four *Student Explanation* items must be user selected that best describes the status.

Note: *Student Explanation* selection is only available when *Student Status* is *Yes*.

## Rent Determination

**Tax Credit Type** - The *Tax Credit Type* (1989 or Before or 1990 or After) and *Minimum Set-Aside %* (20-50, 25-60 NYC, or 40-60) that currently applies to this unit (as setup in the *Tax Credit* window of *Project Data*) is displayed here for visual reference and accuracy verification.

**Income Limits Used ( List Box )** - *Tax Credit Rent Restriction* eligibility, determined at this window, is based on the *Income Limit Schedule* selected here. The names displayed in this selection list are the *Income Limit Column Titles* established in the *Tax Credit* section of *Project Data*. The default *Income Limit schedule* assigned to this unit will always first be used. When applicable, the user can select other *Income Limit Schedules* (MSA at 30%, 40%, 50%, 60%, 80%, etc.) to determine other MSA % eligibility, along with the ability to lock this tenant/unit to a specific *Income Limit Schedule*.

**Lock ( Checkbox )** - To lock this tenant/unit to the specific *Income Limit Schedule* selected, click-on this checkbox. When the certification is saved, an entry will be made in the *Multiple Info* section of *Unit Data*, assigning this unit to the select *Income Limit Schedule* on the effective date of the certification.

**Maximum Income Limit \$** - Income Limit based on *Tax Credit Type*

**Monthly Max. Income Limit \$** - Maximum Income Limit divided by 12

**30% of Max. Income Limit \$** - Monthly Maximum Income Limit times .30

Note: This is the *Maximum Monthly Rent Limit* for this Unit, based on the *Income Limit Used* schedule selected. If this amount is being used to determine *Tenant Paid Rent*, an arrow will be displayed at the right of this amount.

**LIHTC Rent Limit** - When applicable, this is the set amount that is currently entered in the *Rent Rate Schedule ( Project Data )* for this unit size. If this amount is being used to determine *Tenant Paid Rent*, an arrow will be displayed at the right of this amount.

**TENANT PAID RENT \$** - The actual amount of rent paid by the tenant. When a *Sec.42 Subsidy Type TIC* is being processed, this amount is automatically calculated and set at the maximum amount. The user can change *Tenant Paid Rent* to any desired amount while at this window. For *RD 3560-8* and *HUD-50059 Tenant Certifications*, the amount of *Tenant Paid Rent* is determined by the tenant certification calculation for the RD/HUD subsidy type being processed. The user is not allowed to change *Tenant Paid Rent* at this window for *RD* and *HUD Tenant Certification* processing.

**Utility Allowance \$** - The amount of *Utility Allowance* used for this unit, if applicable.

**Other Non-Optional Charges \$** - Use this field to enter the amount of *Other Non-Optional Charges* that are applicable.

**Gross Rent for Unit \$** - The total amount of *Tenant Rent Paid* plus *Utility Allowance* plus *Other Non-Optional Charges*. To meet *Rent Restriction*, this amount must be less than or equal to the *Maximum Monthly Rent Limit* displayed below.

**Maximum Rent Limit for this Unit \$** - The *Maximum Monthly Rent Limit* for this unit based on the *Income Limit Schedule* (Used) currently selected or LIHTC Rent Limit, as noted with an arrow.

**Rent Assistance \$** - The amount of *RA/Subsidy* this tenant receives. When a *Sec.42 Subsidy Type TIC* is being processed, this amount is automatically set to zero and the user has the ability to enter any desired amount. For *RD 3560-8* and *HUD-50059 Tenant Certifications*, the amount of *Rent Assistance* is determined by the tenant certification calculation for the RD/HUD subsidy type being processed. The user is not allowed to change *Rent Assistance* at this window for *RD* and *HUD Tenant Certification* processing.

Below are the abbreviated RA Source selection descriptions available ...

- HCV - HUD Housing Choice Voucher ( Tenant Based )
- PBRA - HUD Multi-Family Project-Based Rental Assistance
- PBV - HUD Project-Based Voucher
- RHS - USDA Section 521 Rental Assistance Program
- OTH - Other Federal Rental Assistance
- S8MR - HUD Section 8 Moderate Rehabilitation
- PHOS - Public Housing Operating Subsidy
- TBRA - HOME Tenant-Based Rental Assistance

## Unit Meets Federal Rent Restriction at

**60% 50% 40% 30% \_\_ OI** - When *Gross Rent for Unit* is less than or equal to *Maximum Rent Limit for this Unit*, the percentage that matches the project-based *Minimum Set-Aside % (MSA)* (*20-50, 25-60 NYC, or 40-60*) automatically gets bulleted (being 50% or 60%). However, if the user has determined, by selecting and comparing eligibility with other income limit schedules (*Income Limits Used*) that this household meets other applicable *Rent Restrictions* (30%, 40%, etc.), the user can change this selection to the applicable percentage.

Note: OI is the abbreviation for *Over Income*.

Note: When the Other MSA % bullet is checked, the user must manually enter the actual MSA% in the field provided before they are allowed to leave the Sec.42 Detail window.

## Program Type - Income Status

This section lists all the possible *LIHTC Income Status Program Types* that can be filled in at the bottom of page #2 on most all State HFA related Tenant Income Certification ( TIC ) forms ( top section of page #2 for the TDHCA TIC ). Applicable program types must be manually selected and include the following ...

**Tax Credit ( Checkbox )** - This box is always checked as default and represents the main project-based Tax Credit program.

**Home ( Checkbox ) and Income Status** - If this household's unit will be counted toward *Home LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**Tax Exempt ( Checkbox ) and Income Status** - If this household's unit will be counted toward *Tax Exempt LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**State Deeper Targeting Income Restriction** - If this household's unit will be counted toward *State Deeper Targeting Income Restriction LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**AHDP ( Checkbox ) and Income Status** - If this household's unit will be counted toward *AHDP LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**HTC or Exchange and Income Status** - If this household's unit will be counted toward HTC or Exchange *LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**TCAP and Income Status** - If this household's unit will be counted toward TCAP *LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**HOME TX and Income Status** - If this household's unit will be counted toward Home TX ( Texas TDHCA ) *LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**Bond and Income Status** - If this household's unit will be counted toward Bond *LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**SHTF and Income Status** - If this household's unit will be counted toward State HTF *LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**NSP and Income Status** - If this household's unit will be counted toward NSP *LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**CDBG and Income Status** - If this household's unit will be counted toward CDBG *LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

## Program Type - Rent Status

This section lists all the possible *LIHTC Rent Status Program Types* that are primarily used by and filled in at the bottom of page #2 on the Texas TDHCA Tenant Income Certification ( TIC ) form. Applicable program types must be manually selected and include the following ...

**Tax Credit ( Checkbox )** - This box is always checked as default and represents the main project-based Tax Credit program.

**Home ( Checkbox ) and Rent Status** - If this household's unit will be counted toward *Home LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**Tax Exempt ( Checkbox ) and Rent Status** - If this household's unit will be counted toward *Tax Exempt LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**State Deeper Targeting Rent Restriction** - If this household's unit will be counted toward *State Deeper Targeting Income Restriction LIHTC Occupancy Requirements*, check this box and select the applicable *Income Status* that has been determined at this window.

**AHDP ( Checkbox ) and Rent Status** - If this household's unit will be counted toward *AHDP LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**HTC or Exchange and Rent Status** - If this household's unit will be counted toward HTC or Exchange *LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**TCAP and Rent Status** - If this household's unit will be counted toward TCAP *LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**HOME TX and Rent Status** - If this household's unit will be counted toward Home TX ( Texas TDHCA ) *LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**Bond and Rent Status** - If this household's unit will be counted toward Bond *LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**NHTF and Rent Status** - If this household's unit will be counted toward National HTF *LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**NSP and Rent Status** - If this household's unit will be counted toward NSP *LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

**CDBG and Rent Status** - If this household's unit will be counted toward CDBG *LIHTC Occupancy Requirements*, check this box and select the applicable *Rent Status* that has been determined at this window.

## Help

To view *Online Help Topics* related to this window, click-on **Help**.

## OK

Click-on **OK** when done reviewing the *Sec.42 Tenant Income Certification Detail* window.

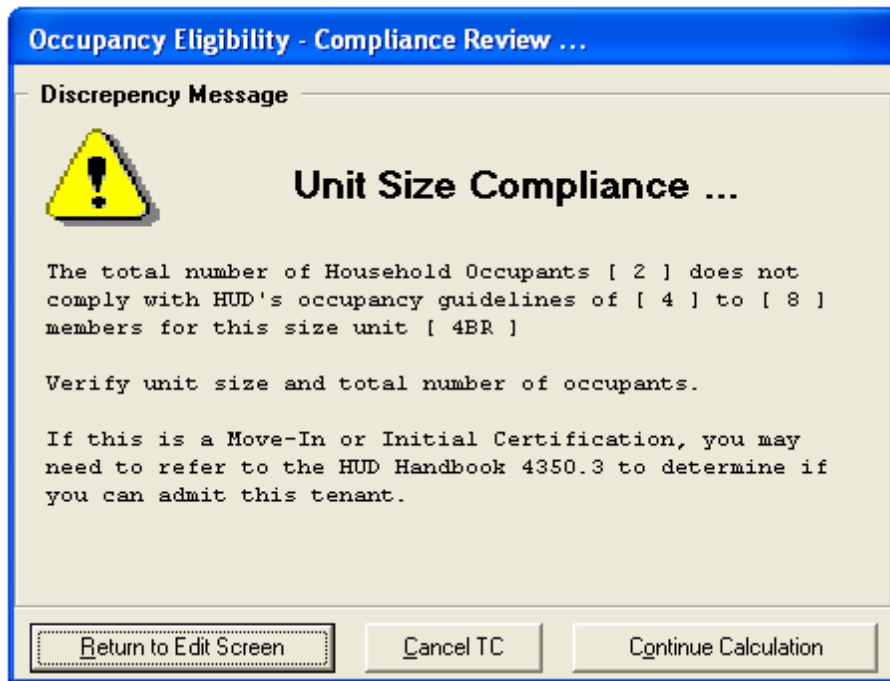
## 5.32 Discrepancy Messages

In addition to calculating *Tenant Rent & RA/Subsidy*, the program also compares household information with current *Occupancy Compliance Requirements*, as part of the **Calculate** process.

Based on *Subsidy Type* (RD/HUD/LIHTC), the program monitors for basic *Occupancy Eligibility Compliance*, as well as verifying data entry accuracy (such as unit size eligibility, income levels, valid date entry, missing or invalid household member info, etc..). When a discrepancy is found, the user is prompted a *Discrepancy Message* explaining the issue in question.

Below is a sample *Discrepancy Message* concerning *Unit Size Compliance* ...





When a Discrepancy Message is displayed, the user is given three (3) options to proceed ...

### Return to Edit Screen

In most cases, a discrepancy will be caused by incorrect data entry. Click on the **Return to Edit Screen** to return to *Editing Mode* so that necessary household information can be corrected.

### Cancel TC

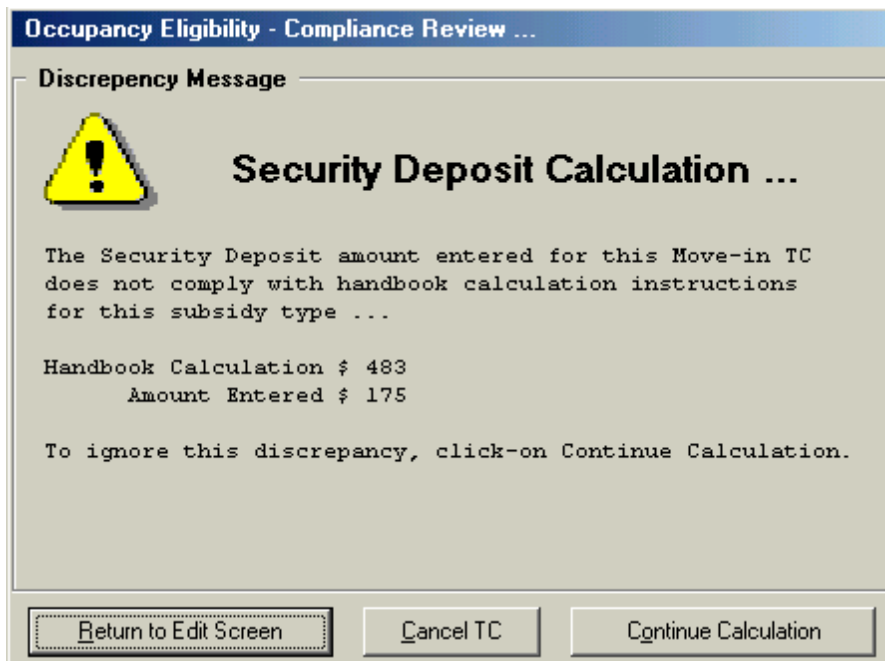
Clicking on the **Cancel TC** button allows the user to abort out of the *Tenant Certification* process without saving changes. TC information will revert back to the way it was before the user selected to Edit the TC.

### Continue Calculation

Some *Discrepancy Message* issues are acceptable. In this instance the user would ignore the discrepancy and allow the calculation process to continue by clicking on the **Continue Calculation** button.

## 5.33 Security Deposit Calculation

In addition to calculating *Tenant Rent & RA/Subsidy*, the program will also automatically calculate the tenant's required amount of *Security Deposit*, based on subsidy type. This calculation is done during the CALCULATE process for *Move-In Tenant Certifications* when the *Security Deposit* amount is left as zero. A *Discrepancy Message* will be displayed when the *Security Deposit* was automatically calculated, similar to the following ...



When this Discrepancy Message is displayed, the user is given three (3) options to proceed ...

### Return to Edit Screen

If you want to change the *Security Deposit* amount, click-on the **Return to Edit Screen** to return to *Editing Mode* and make the change.

### Cancel TC

Clicking on the **Cancel TC** button allows the user to abort out of the *Tenant Certification* process without saving changes. TC information will revert back to the way it was before the user selected to Edit the TC.

### Continue Calculation

To ignore the discrepancy and allow the calculation process to continue, click-on the **Continue Calculation** button.

## Security Deposit Calculations ...

*Security Deposit* amounts will be calculated based on handbook instructions in effect for each of the following subsidy types ...

**RD 3560-8 Tenant Certifications** - *Security Deposit* amounts will not be automatically calculated. However, a message window will appear during the *Calculate* process when this amount is left as zero to remind the user to manually enter this amount.

**HUD-50059 Tenant Certifications** - *Security Deposit* amount for *BMIR* and *Sec.236* tenants will be equal to *Tenant Rent*. All other subsidy types (including *Sec.8*, *Rent Supplement*, *RAP*, *Sec.236 w/RAP*, *HUD-Owned*, *Sec.202 PRAC*, *Sec.811 PRAC*, and *Sec.202/162 PAC*) will be calculated as being equal to *Total Tenant Payment (TTP)*, but not less than \$50.

**Sec.42 LIHTC Tenant Certifications** - *Security Deposit* amounts will be calculated as the amount equal to *Tenant Rent*.

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Remove this text from the manual  
template if you want it completely blank.

# Changes to Tenant Assistance

## 6 Changes to Tenant Assistance

### 6.1 Overview

#### Overview

In addition to *Unit Data*, *Changes to Tenant Assistance* also maintains a detailed history of all tenant changes that have been fully processed and activated in FHA Software. *Changes to Tenant Assistance* (also referred to as *Change Data*) is the key source of information for electronic submission of partial changes, including *Move-Outs*, *Transfers*, *GRC's*, etc..


Note: For HUD Subsidized projects, this database also establishes HAP Adjustment amounts reported on Monthly HUD-52670 HAP Vouchers.

*Changes to Tenant Assistance* information is automatically maintained as tenant changes are fully processed. However, the user does have the ability to manually create and modify *Changes to Tenant Assistance* information.

To access the *Changes to Tenant Assistance* window, click-on **RD/HUD/LIHTC > Changes to Tenant Status/Assistance**

Find - Changes to Tenant Status / Assistance ...

File Purge Sort Print Help

 This file maintains a detailed history of all tenant changes and is the source of information for electronic submission of partial changes, such as Move-out, Transfer, GRC, etc.

VILLAGE APARTMENTS - HUD  
Project : HUDDemo

TC	Status		Unit No	Tenant	Effective Date	Action Proc	Tenant Rent	RA / Subsidy	Report Month	HAP Adj Override
	Reg	Adj								
HUD	YES	YES	0428	ASHLEY	04/01/2020	Annual	-37	1,047	04/2020	0
HUD	YES	YES	1341	KEARNEY	04/01/2020	Annual	124	883	04/2020	0
HUD	YES	YES	0414	WOODEN	03/01/2020	Interim	66	944	04/2020	0
HUD	YES	YES	0438	DILLARD-SMITH	03/01/2020	Annual	32	1,112	03/2020	0
HUD	YES	YES	1384	MCNEALY	03/01/2020	Annual	55	955	03/2020	0
HUD	YES	YES	1413	BASHIR	03/01/2020	Annual	163	981	03/2020	0
HUD	YES	YES	0414	WOODEN	02/01/2020	C-AR (1)	-121	1,131	03/2020	0*
HUD	NO	NO	0431	HARRIS	02/01/2020	Move-In	427	583	03/2020	0
HUD	YES	YES	1300	BURNS	02/01/2020	Annual	232	778	03/2020	0
HUD	YES	YES	1303	WILLIAMS	02/01/2020	Annual	-142	1,286	03/2020	0
HUD	NO	NO	1304	HOLLY	02/01/2020	Move-In	902	242	03/2020	0
HUD	YES	YES	1360	BIMENYIMANA	02/01/2020	Interim	491	653	03/2020	0
HUD	YES	YES	1396	BROWN	02/01/2020	Interim	551	459	03/2020	> 1,200
HUD	YES	YES	1439	FRAZIER	02/01/2020	Annual	-53	1,063	03/2020	0
HUD	YES	YES	1503	MAXWELL	02/01/2020	Annual	-85	1,229	03/2020	0
HUD	NO	NO	1509	DORIKA	02/01/2020	Annual	-86	1,230	03/2020	0
HUD	YES	XXX	0414	WOODEN	02/01/2020	Annual	153	857	02/2020	0
HUD	YES	YES	0424	PRESTON	02/01/2020	Annual	39	1,105	02/2020	0
HUD	YES	YES	1321	JACOBS	02/01/2020	Interim	741	403	02/2020	0
HUD	YES	YES	1372	PERRYMAN	02/01/2020	Annual	564	446	02/2020	0
HUD	YES	YES	1435	SEAHORN	02/01/2020	Interim	335	675	02/2020	0
HUD	YES	XXX	1437	Jones	02/01/2020	Annual	322	822	02/2020	0
HUD	XXX	YES	0432	BROWN	01/20/2020	Move-Out (1)	-142	1,286	03/2020	0
HUD	XXX	YES	1411	DOCK	01/20/2020	Move-Out (1)	118	892	03/2020	0
HUD	XXX	YES	1455	SHELTON	01/20/2020	Move-Out (1)	-142	1,286	03/2020	0
HUD	YES	YES	0423	HARDIN	01/01/2020	C-AR (2)	254	756	03/2020	0
HUD	YES	YES	1465	SAPHO	01/01/2020	C-AR (2)	108	902	03/2020	0
HUD	YES	XXX	0423	HARDIN	01/01/2020	C-AR (1)	254	756	02/2020	0

Total Changes : 3024

View Tenant Change

The first window that appears is called the **Find** window which defaults to displaying a list of *Tenant Changes* in *Effective Date* order. From this window the user can select the desired project, manually create a new *Tenant Change*, view &/or modify existing *Tenant Change Information*, print a *Change Data Summary*, and view *Online Help Topics*.

The following options are available at the *Changes to Tenant Status - Find Window ...*

File Menu    Purge Menu   Sort Menu    Print Menu    Help Topics

## Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of *Tenant Changes* for the selected project filename.

## View Tenant Change

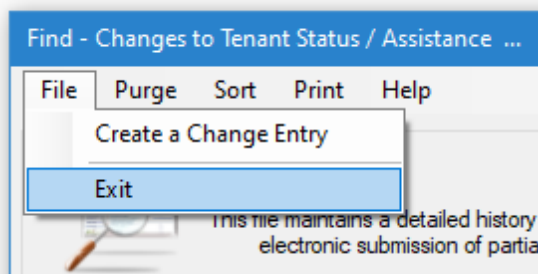
To view &/or modify existing *Tenant Change Information*, click-on (highlight) the desired *Tenant Change* line displayed in the *Find* window and click-on the **View Tenant Change** button located in the lower right corner. A *Changes to Tenant Status / Assistance - Preview Window* will be displayed.

## Column Notations ( Applies to HUD Subsidy Only )

**\* ( Asterisk )** - An asterisk (\*) will be displayed in the *HAP Adjustments* column to note that the tenant change entry is *Subject to Repayment*.

**> ( Greater Than )** - A greater than (>) symbol will be displayed in the far right *HAP Adjustment Override* column to note that the manual HAP Adjustment Calculation amount displayed will be reported on the targeted voucher request, overriding the automated HAP Adjustment Calculation normally reported.

## 6.2 File Menu



Below are options available from the *File Menu ...*

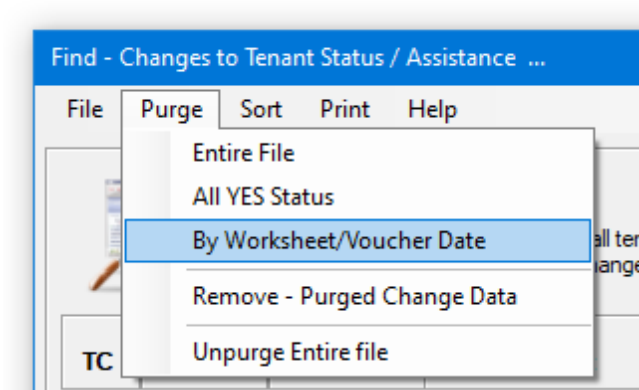
## Create a Change Entry

To manually add a new *Tenant Change* to the *Change Data* file, click-on **File > Create a Change**. A blank *Change Data* record will be created. The *Editing Change Data* window will appear.

## Exit

Click-on **File > Exit** to exit out of the *Changes to Tenant Status - Find Window*.

## 6.3 Purge menu



The *Purge* feature in FHA Software allows the user to remove old tenant changes from the database. The *Purge* process is actually completed in two steps ...

- 1.) Select specific *Change Data* to be *Purged*
- 2.) Remove *Purged Change Data* from the database

Note: *Change Data* that has been selected to be *Purged* will contain [XXX] as both *REGular* and *ADJustment Status Codes*. When the *Remove - Purged Change Data* option is selected, all *Change Data* that has [XXX] as both *REGular* and *ADJustment Status Codes* will be removed from the database.

Note: *Changes to Tenant Status* is designed to contain a considerable amount of tenant change history. It is not normally necessary to manually *Purge Change Data* from this database.

Below are options available from the *Purge Menu* ...

### Entire File

To *Purge* the entire *Changes to Tenant Status* database, click-on **Entire File**. *REGular* and *ADJustment Status Codes* for all *Change Data* in the database will be changed to [XXX]. Then select **Purge > Remove - Purged Change Data** to complete the *Purge* process.

### All YES Status

To *Purge* only *Change Data* that has been activated from the *Changes to Tenant Status* database, click-on **Purge > All YES Status**. All *Change Data* with [YES] *REGular* and *ADJustment Status Codes* will be changed to [XXX]. Then select **Purge > Remove - Purged Change Data** to complete the *Purge* process.

### By Worksheet/Voucher Date

To *Purge* all *Change Data* related to a specific RD Worksheet or HUD Voucher Month/Year, click-on **Purge > By Worksheet/Voucher Date**. A *Purge By Worksheet/Voucher Date* selection window will appear. Select the desired *Month & Year* using the pull down lists. Click-on **OK** to continue. Click-on **Cancel** to exit out of this process. All *Change Data* that matches the selected date will have *REGular*



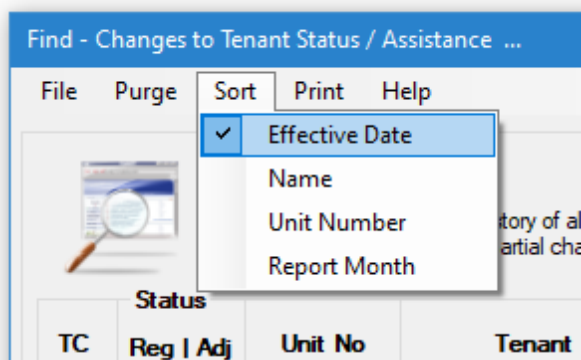
and ADJUSTMENT Status Codes changed to [XXX]. Then select **Purge > Remove - Purged Change Data** to complete the *Purge* process.

### Remove - Purged Change Data

To physically remove all *Change Data* that has been previously selected to be *Purged* from the *Changes to Tenant Status* database, click-on **Purge > Remove - Purged Change Data**.

**Unpurge Entire File** - When selected, this will change REG & ADJ Status codes from "XXX XXX" Purge Status back to "YES YES" Active Status.

## 6.4 Sort Menu



Sort options determine the order *Change Data* is listed in the *Find Window*. Below are options available from the *Sort Menu* ...

### Effective Date

Click-on **Sort > Effective Date** to display *Change Data* in *Effective Date* order (newest to oldest) in the *Find Window*.

Note: *Effective Date* is the default sort order.

### Name

Click-on **Sort > Name** to display *Change Data* in *Tenant Name* order (alphabetical) in the *Find Window*.

### Unit Number

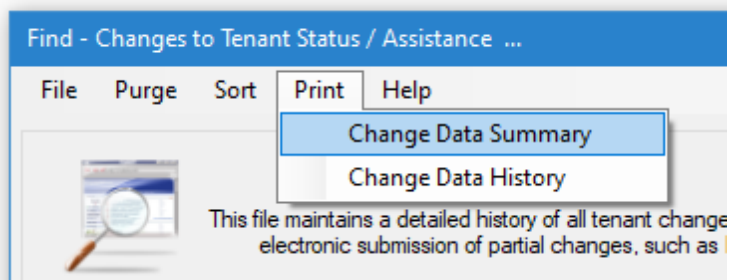
Click-on **Sort > Unit Number** to display *Change Data* in *Unit Number* order in the *Find Window*.

### Report Month

Click-on **Sort > Report Month** to display *Change Data* in *RD Worksheet* or *HUD Voucher Month/Year* order (newest to oldest) in the *Find Window*.

Note: This is a good sort for visually verifying *Change Data Status* for specific Worksheet/Voucher Reporting periods.

## 6.5 Change Data Summary



Below are options available from the *Print Menu* ...

### Change Data Summary

Click-on **Print > Change Data Summary** to generate a printed summary of the *Changes to Tenant Status/Assistance* database. The *Change Data Summary - Setup* window will appear ...

**Change Data Summary ...**

This feature will generate a summary of tenant changes for the project(s) and reporting period defined below ...

☒ By Project Filename : HUDDemo

☐ Multi-Property Reports : ALLDEMO ☐ Continuous

☒ Specific Reporting Period Only ...

Beginning Month/Year : February 2022

Ending Month/Year : February 2022

Report Date to use : Voucher Date

☐ Only list Tenant Changes with "NO" Status

☐ Only list Tenant Changes with Blank MINC Dates

☐ Only list Tenant Changes with Blank TRACS Dates

☐ Custom Summaries ... EIV\_VALIDATION\_SUMMARY

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help

OK Cancel

### Setup

*Change Data Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Change Data Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Change Data Summary* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When checked, will list Change Data entries for all projects included in the *Multi-Property Reports* filename selected in one continuous report.

**Specific Reporting Period Only ( Checkbox )** - When unchecked, all *Tenant Change* entries that exist will be listed in the *Change Data Summary*. When checked, only *Tenant Changes* with a *Report Date (Voucher Date, Worksheet Date, Compliance Date)* that falls within the Reporting Period defined will be listed in the *Change Data Summary*.

Note: This checkbox is *Unchecked* as the default.

**Beginning Month/Year** - Select the desired *Month & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period (which will be the first day of the *Month & Year* selected)

**Ending Month/Year** - Select the desired *Month & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period (which will be the last day of the *Month & Year* selected).

**Report Date to Use** - Select the *Report Date* to match the *Month & Year* selected.

**Voucher Date** - For HUD Subsidized Units

**Worksheet Date** - For RD RA/Subsidized Units

**Compliance Date** - For 100% LIHTC Units

Note: Only available when *Specific Month & Year Only* box is checked.

**Only List Tenant Changes with "NO" Status ( Checkbox )** - When checked, only Tenant Changes that have "NO" Status will be listed.

Note: "NO" Status means the Tenant Change has not been activated.

**Only list Tenant Changes with Blank MINC Dates ( Checkbox )** - When checked, only Tenant Changes that have Blank MINC Dates will be listed.

Note: A Blank MINC Date means the Tenant Change has not yet been placed in an XML file that is submitted ( uploaded ) to the MINC System. This would be an indication that the Tenant Change has not been submitted ( uploaded ) to MINC. This option only applies to RD Projects.

**Only list Tenant Changes with Blank TRACS Dates ( Checkbox )** - When checked, only Tenant Changes that have Blank TRACS Dates will be listed.

Note: A Blank TRACS Date means the Tenant Change has not yet been placed in a MAT file that is submitted to TRACS. This would be an indication that the Tenant Change has not been submitted to TRACS. This option only applies to HUD Projects or RD Projects with Project-Based HUD Subsidy.

**Custom Summaries ( Checkbox )** - Check this box to select and print a custom Change Data related summary.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

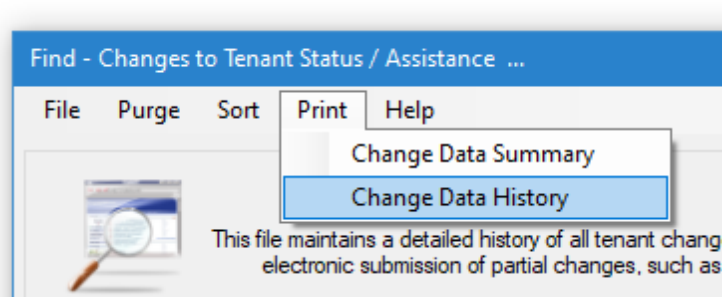
## OK

Click-on **OK** to generate a *Change Data Summary*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Change Data Summary* window.

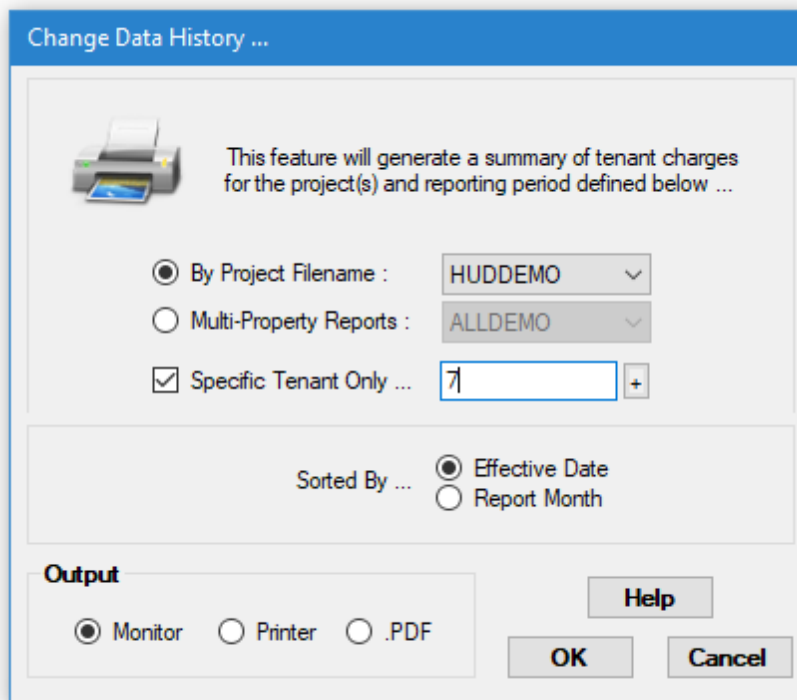
## 6.6 Change Data History



Below are options available from the *Print Menu* ...

### Change Data History

Click-on **Print > Change Data History** to generate a printed summary of the *Changes to Tenant Status/Assistance* database, grouped by tenant. The *Change Data History - Setup* window will appear ...



Change Data History ...

This feature will generate a summary of tenant charges for the project(s) and reporting period defined below ...

☒ By Project Filename : HUDDMO

☐ Multi-Property Reports : ALLDEMO

☒ Specific Tenant Only ... 7

Sorted By ... ☒ Effective Date ☐ Report Month

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

### Setup

*Change Data History* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Change Data History* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Change Data History* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Specific Tenant Only (Checkbox)** - To generate *Change Data History* for one specific tenant only, click-on this check box and click-on the *Tenant Selection* [+] button. A *Tenant Selection* window will appear.

Tenant Selection ...

Project : **VILLAGE APARTMENTS - HUD**

Unit No.	Tenant ID	Tenant Name	Status
0404	12	CARTER, YOLANDA	Current
0406	497	CLAY, NATASHA	Current
0408	498	WALLER, DEMETRIA	Current
0410	440	DURANT, EBONY	Current
0412	485	KENEDY, POPY	Current
0414	379	WOODEN, STACI	Current
0416	469	KINYATA, RWAMENYO	Current
0418	505	MAIMUNA, VUMILIA	Current
0420	315	GATLIN, TASHEENA S	Current
0422	468	NZABANITA, NDAGIZE	Current
0423	108	HARDIN, CLOYCE	Current
0424	263	PRESTON, BRANDON	Current
0425	15	ROSS, RONDA D	Current
0426	503	NSHIMIYE, DAVID	Current
0427	59	WASHINGTON, JENNIFER	Current
0428	484	ASHLEY, WILKES	Current
0429	99	BUSEY, LON R	Current
0430	466	WATSON, TAKEYAH L	Current
0433	91	BECERRA, MARY E	Current
0434	509	NTWIRENABO, SILVANO	Current
0435	16	THOMPSON, HELEN	Current
0436	389	JONES, TIMILLIA P	Current
0437	457	HAMILTON, RODERICK	Current
0438	1	DILLARD-SMITH, JESSICA L	Current
0440	471	NYIRABANINI, NYIRABYIRUKA	Current
0441	282	MYLES, DANIELLE N	Current
0443	400	JACKSON, KAMILAH	Current
0444	371	SAPPINGTON, MICHELLE L	Current
0445	494	MOORE, TANIKA	Current
0448	317	COOPER, KIARA J	Current

☐ Include Past Tenants

The following options are available at the *Tenant Selection* window ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Search** - To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Change Data History* - *Setup* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

**Sort by Effective Date** - To sort tenant changes listed on the *Change Data Summary* by *Effective Date*, click-on the **Effective Date** bullet. All tenant changes processed for each individual tenant will be listed in *Effective Date* order ( most recent at the top ).

**Sort by Report Month** - To sort tenant changes listed on the *Change Data Summary* by *Report Month* ( in Recent to Oldest descending order ), click-on the **Report Month** bullet. All tenant changes processed for each tenant will be listed in *Report Month* ( RD Project Worksheet, HUD Voucher Month, LIHTC Compliance Date ) order ( newest at the top ) as each change was actually processed. This is a good report that shows what tenant changes were in effect at any given time.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies to generate.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Change Data History*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Change Data History* window.

## 6.7 Preview Window

To view &/or modify existing *Changes to Tenant Status (Change Data)*, click-on (highlight) the desired data line displayed in the *Find* window and click-on the **View Tenant Change** button located in the lower right corner.

A *Changes to Tenant Status - Preview Window* will be displayed with selected *Change Data* information ...

Changes to Tenant Status / Assistance ...

Status	Reg	Adj	Unit No	Head's Last	Effect.Date	Action Processed	Seq	Rent	Subsidy	Adjust
YES	YES		112	SPOTTS	12/01/2023	Annual	0	479	1,016	0

First Name : ROGER  
 Middle Initial : S T-ID 11  
 Soc.Sec.No. : 154646547  
 Birth Date : 05/05/1945  
 Subsidy Type : Sec. 8

Building ID :  
 Security Deposit \$ 175  
 PMW / EDGE Status : NO  
 Transfer From Unit No.:  
☐ Unit Swap

**Rural Development**

Worksheet Date : 12/01/2023  
 MINC Date :  
 Subsidy Type Code : Project Based HUD Sec. 8

**HUD Subsidized Housing**

Voucher Date : 12/01/2023  
 Move-In Date : 12/01/1988  
 Last ReCert. Date : 12/01/2022  
 Next ReCert. Date : 12/01/2024  
 TRACS Date : 04/15/2024  
 Move-Out Date :  
 Move-Out Code : 12  
 Date of Mbr's Death :

Contract Rent \$ 1,495  
 Utility Allowance \$ 245  
 Gross Rent \$ 1,740  
 Total Tenant Payment \$ 724  
 Utility Refund \$ 0  
 Previous Subsidy \$ 1,016  
 Termination Code : TM-AR

☐ EIV Indicator  
☐ Rent Override  
 236 Basic/BMIR Rent \$ 1,095  
 Market Rent \$ 1,395  
 TTP at RAD Conversion \$ 0  
 TTP Before Override \$ 0  
 Original Date being Corrected :  
 Correction Type : None  
 Secondary Subsidy : None

Prev Next Help Edit OK

The following options are available at the *Changes to Tenant Status - Preview Window* ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Change Data*.

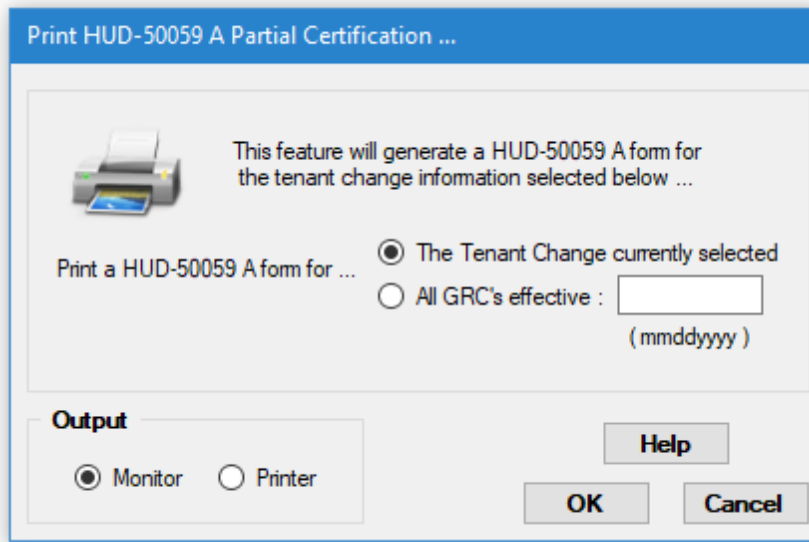
### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Print HUD-50059 A Form

To print a *HUD-50059 A Partial Certification* form, click-on the **Print HUD-50059 A Form** button. The following print window will appear ...





**Print a HUD-50059 A for the Tenant Change currently selected** - Select this option to only generate a HUD-50059 A form for the tenant change current selected.

**Print a HUD-50059 A for all GRC's effective: ( date entry field )** - Select this option to automatically generate a HUD-50059 A form for all GRC's ( Gross Rent Change ) tenant changes on file that are effective on the date entered in the data entry field provided ( entered in a mmddyyyy date format ). This feature eliminates having to select and print each GRC tenant change individually.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Copies** - Use this data entry field to type in the desired number of printed copies to generate.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - Click-on **OK** to generate a *HUD-50059 A Form*, as defined in this setup window.

**Cancel** - Click-on **Cancel** to exit out of the *HUD-50059 A Form* window.

Note: The *Print HUD-50059 A Form* button is only displayed for *HUD Subsidized* projects and *Action Process* is a *Move-Out, Transfer, Termination, or Gross Rent Change*.

## Edit

To edit *Change Data Information* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode* for **Editing Change Data**.

## OK

Click-on **OK** to exit the *Changes to Tenant Status - Preview Window*.

## 6.8 Editing Change Data

When in *Editing Mode*, the user has full access and control to modify any data entry field of *Tenant Change Data*. To edit *Change Data Information* currently displayed, click-on the **Edit** button.

Below is a *Changes to Tenant Status - Change Data* Window that is in *Editing Mode* ...

**Changes to Tenant Status / Assistance ...**

Status Reg	Adj	Unit No	Head's Last	Effect.Date	Action Processed	Seq	Rent	Subsidy	Adjust
YES	YES	112	SPOTTS	12/01/2023	Annual	0	479	1,016	0

First Name : ROGER  
 Middle Initial : S T-ID 11  
 Soc.Sec.No. : 154646547  
 Birth Date : 05/05/1945  
 Subsidy Type : Sec. 8

Building ID :  
 Security Deposit \$ 175  
 PMW / EDGE Status : NO  
 Transfer From Unit No.:  
☐ Unit Swap

**Rural Development**

Worksheet Date : 12/01/2023  
 MINC Date :  
 Subsidy Type Code : Project Based HUD Sec. 8

**HUD Subsidized Housing**

Voucher Date : 12/01/2023  
 Move-In Date : 12/01/1988  
 Last ReCert. Date : 12/01/2022  
 Next ReCert. Date : 12/01/2024  
 TRACS Date : 04/15/2024  
 Move-Out Date :  
 Move-Out Code : 12  
 Date of Mbr's Death :

Contract Rent \$ 1,495  
 Utility Allowance \$ 245  
 Gross Rent \$ 1,740  
 Total Tenant Payment \$ 724  
 Utility Refund \$ 0  
 Previous Subsidy \$ 1,016  
 Termination Code : TM-AR

☐ EIV Indicator  
☐ Rent Override  
 236 Basic/BMIR Rent \$ 1,095  
 Market Rent \$ 1,395  
 TTP at RAD Conversion \$ 0  
 TTP Before Override \$ 0  
 Original Date being Corrected :  
 Correction Type : None  
 Secondary Subsidy : None

Help View HAP Adjustments Purge Save Cancel

**Note:** *Changes to Tenant Status* information is automatically maintained as tenant changes are fully processed. Although the user does have the ability to manually create and modify *Changes to Tenant Status* information, the need to manually modify *Change Data* is rarely necessary.

The following options are available when *Editing Change Data* ...

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### View HAP Adjustments

To view &/or modify *HAP Adjustments* for *Change Data* currently being edited, click-on the **View HAP Adjustments** button. A *View HAP Adjustments* window will appear.

Note: The *View HAP Adjustments* button is only displayed for HUD Subsidized projects.

**Purge**

To remove the displayed *Tenant Change* entry from the *Changes to Tenant Status* database, click-on the **Purge** button. Both *REGular* and *ADJustment Status Codes* (upper left corner) will become *XXX*'s. The next time the **Purge > Remove - Purged Change Data** option is processed at the *Find* window, all *Change Data* with *XXX Reg/Adj Status Codes* will be physically removed from the database.

**Save**

When done editing *Change Data*, click-on the **Save** button to save your changes.

**Cancel**

To exit editing *Change Data* without saving changes, click-on the **Cancel** button.

## All Housing Types Data Entry Items ...

The following data items are available while *Editing Change Data* that are common to all housing types ...

**Status - REGular & ADJustment Codes**

*REG* & *ADJ Status Codes* provide verification of where each *Tenant Change* is in processing and how they will effect future RD 3560-29 Project Worksheets &/or HUD-52670 HAP Vouchers ...

**REGular Status** pertains to regular tenant forms processing status and applies to all housing types (RD/HUD/LIHTC). The following *REGular Status Codes* will appear ...

\* **NO** - The *Tenant Change* has been created, but not yet put into effect or activated. This *Tenant Change* will not be included on Worksheet/Voucher related reports until it has been activated to a *YES Status*.

\* **YES** - The *Tenant Change* has been fully processed and activated. This *Tenant Change* will appear on all applicable Worksheet/Voucher reports that cover the same reporting period.

\* **XXX** - The *Tenant Change* has been selected to be *Purged*. This *Tenant Change* will be ignored by the program, as if it does not exist.

**ADJustment Status** only applies to HUD Subsidized Housing and pertains to HUD HAP Voucher Adjustment consideration.

\* **NO** - The *Tenant Change* has been created, but not yet put into effect or activated. This *Tenant Change* Adjustment will not be included on a HAP Voucher reports until it has been activated to a *YES Status*.

\* **YES** - The *Tenant Change* has been fully processed and activated. This *Tenant Change* Adjustment will appear on all applicable HAP Voucher reports that cover the same reporting period.

\* **XXX** - The *Tenant Change* has been selected to be *Purged*. This *Tenant Change* will be ignored by the program, as if it does not exist.

**Unit No.**

The current unit number.

Note: If this *Tenant Change* is a *Unit Transfer*, this would be the unit the tenant transferred to.

## Head's Last Name

The last name of the Head Tenant.

## Effective Date

The *Effective Date* of the *Tenant Change*.

Note: Enter date in (MMDDYYYY) format.

## Action Processed

The Action being Processed based on the subsidy type of the Tenant Change (RD versus HUD). The pull down list provides *Action Processed* selections for the current Subsidy Type.

## Sequence #

FHA *Software* maintains complete history on all tenant change actions including multiple *Modify Tenant Information* ( RD ), *Correction HUD-50059's* ( HUD ), and *Gross Rent Changes* ( HUD ) that are effective on the same day. A *Sequence #* is used to differentiate multiple tenant changes effective the same day.

Examples:

05/01/2012 RECERT

05/01/2012 MODIFY TI ( 1 ) - The first RD Recertification Correction

05/01/2012 MODIFY TI ( 2 ) - The second RD Recertification Correction

06/01/2012 ANNUAL

06/01/2012 C-AR ( 1 ) - The first AR HUD-50059 Correction

06/01/2012 C-AR ( 2 ) - The second AR HUD-50059 Correction

07/01/2012 GRC ( 1 ) - The first GRC

07/01/2012 GRC ( 2 ) - The second GRC Correction

07/01/2012 GRC ( 3 ) - The third GRC Correction

Note: *Sequence #* only applies to an RD MODIFY, HUD-50059 Correction or Gross Rent Change and is automatically assigned during normal tenant certification processing.

## Rent

The amount of monthly rent charged to the tenant.

## Subsidy

The monthly amount of RD Rental Assistance or HUD Subsidy requested on behalf of the tenant.

## Adjust

The calculated total amount of HAP Adjustments that is detailed in the View HAP Adjustments window, if the *Override Automated Voucher Adjustment Calculation ...* checkbox is checked.

## **First Name**

The Head Tenant's first name.

## **Middle Initial**

The Head Tenant's Middle Initial.

Note: Can be left blank.

## **Soc.Sec.No.**

The Head Tenant's Social Security Number or Alien Registration Number.

Note: Enter without dashes.

## **Birth Date**

The Head Tenant's Birthdate.

Note: Enter date in (MMDDYYYY) format.

## **Subsidy Type**

The *Type of Subsidy* for this Tenant Change (RD versus HUD versus LIHTC versus MKT). The pull down list provides Subsidy Type selections.

## **Building ID**

The unit's *Building ID*, if applicable.

## **Group No.**

In Group Homes, individual bedrooms within a physical unit, are rented independently. When this is the case, each bedroom is given a unique TRACS Unit No.. To help understand the relationship between the TRACS Unit No. assigned to a household/certification in a Group Home and the actual physical Unit No., a common Group # is assigned.

## **Security Deposit**

The amount of *Security Deposit* charged the tenant.

## **EDGE Status**

FHA Software for Windows integrates with Property Manager EDGE accounting software. The EDGE Status field indicates if the FHA Software Tenant Change has or has not been updated in Property Manager EDGE.

**NO** - *Tenant Change* has not yet been updated in Property Manager EDGE.

**YES** - *Tenant Change* has been successfully updated in Property Manager EDGE.

Note: This indicator is automatically set when running the EDGE Interface process.

#### **Transfer from Unit No.**

For *Unit Transfer Tenant Changes*, this is the unit number the tenant transferred from.

## **Rural Development Data Entry Items ...**

The following *Rural Development Data Items* are available while *Editing Change Data ...*

#### **Worksheet Date**

This is the date of the *RD 3560-29 Project Worksheet* that will be effected by this *Tenant Change*.

#### **MINC Date**

This is the date the *Tenant Change* was placed in an XML File for electronic submission to RD's MINC Industry Interface.

Note: This date is automatically recorded by the program when an XML File containing this *Tenant Change* is saved.

#### **Subsidy Type Code**

This is the type of subsidy the tenant receives while occupying an RD Sec.515 unit. A list of *Subsidy Types* is available by viewing the pull down list.

## **HUD Subsidized Housing Data Entry Items ...**

The following *HUD Subsidized Housing Data Items* are available while *Editing Change Data ...*

#### **Voucher Date**

The date ( *Anticipated Voucher Date* ) of the *Monthly HUD-52670 HAP Voucher Request* that will first be effected by this HUD Subsidized *Tenant Change*.

Note: Enter date in (MMDDYYYY) format.

#### **Move-In Date**

The date the tenant originally moved into the project.

Note: Enter date in (MMDDYYYY) format.

#### **Last ReCert Date**

The effective date of the last *HUD-50059 Certification* processed before this *Tenant Change*.

Note: Enter date in (MMDDYYYY) format.

## Next ReCert Date

The *Next Scheduled Effective Date of Recertification* for this tenant.

Note: Enter date in (MMDDYYYY) format.

## TRACS Date

The program automatically records the date this HUD Tenant Change was placed in a MAT file for electronic submission to TRACS.

Note: Enter date in (MMDDYYYY) format.

## Move-Out Date

The date the tenant vacated the unit. This should be the last day of unit occupancy.

Note: Enter date in (MMDDYYYY) format.

## Move-Out Code

When a Tenant vacates a unit, *Move-Out Codes* provide the reason why the tenant moved. The pull down menu provides a list of *Move-Out Codes* to select from.

## Date of Mbr's Death

If a *Move-Out* occurs as a result of a sole member's death, the date of death is required.

Note: Enter date in (MMDDYYYY) format.

## Contract Rent

This is the *HUD Contract Rent* amount in effect for the unit of this Tenant Change.

## Utility Allowance

This is the *Utility Allowance* amount in effect for the unit of this Tenant Change.

## Gross Rent

This is the total of *Contract Rent plus Utility Allowance*.

## Total Tenant Payment (TTP)

This amount is *30% of Adjusted Monthly Income* that was in effect at the time of this *Tenant Change*.

## Utility Refund

Also referred to as *Negative Rent*. When *30% of Adjusted Monthly Income* minus a *Utility Allowance* results in a negative amount, the tenant is sent a *Utility Refund* each month. *Tenant Rent* will be zero. The *Utility Refund* amount is entered as a positive number.

## Previous Subsidy

The monthly amount of HUD Subsidy requested on behalf of the tenant that was in effect prior to this *Tenant Change*.

## Termination Code

When a Tenant's HUD Subsidy has been Terminated, *Termination Codes* provide the reason for termination. The pull down menu provides a list of *Termination Codes* to select from.

## EIV Indicator ( checkbox )

If this tenant change was caused by an EIV investigation, check this box.

## Rent Override ( checkbox )

If this tenant change includes an override in the TTP amount, check this box.

## 236 Basic/BMIR Rent

This is the *HUD Sec.236 Basic or BMIR Rent* amount in effect for the unit of this Tenant Change.

## Market Rent

This is the *HUD Market Rent* amount in effect for the unit of this Tenant Change.

## TTP at RAD Conversion

If this is a RAD Phase In project, this is the TTP amount that existed at RAD Conversion for this tenant.

## TTP before Override

If this tenant's TTP is being overridden, this is the TTP amount that would normally be calculated.

## Original Date being Corrected

If this tenant change is correcting the Effective Date of a previous tenant change, this the Original Date of that tenant change.

Note: Enter date in (MMDDYYYY) format.

## Correction Type

If this tenant change is a correction, select the "R" code. Otherwise, leave as "None".

## Secondary Subsidy

If this tenant lives in a HUD Sec.236 project and receives Sec.8, RAP, or Rent Supp assistance, select the "S" code. If this tenant lives in a HUD BMIR project and receives Sec.8, RAP, or Rent Supp assistance, select the "B" code. Otherwise, leave as "None".



## 6.9 View HAP Adjustments

*HAP Adjustments* are entries made on *HUD-52670 HAP Request Vouchers* that adjust the amount of *Housing Assistance Payment (HAP)* a project needs to claim or give back, resulting from *Tenant Change* processing. *FHA Software* automatically establishes *HAP Adjustment* amounts based on the *Effective Date* of the *Tenant Change* and the *HUD-52670 HAP Request Voucher ( Anticipated Voucher Date )* the will be first effected by the change.

Note: HAP Adjustments are only applicable to HUD Subsidized projects.

To view &/or modify *HAP Adjustments* for *Change Data* currently being edited, click-on the **View HAP Adjustments** button. A *View HAP Adjustments* window will appear.

View HAP Adjustments [ Version 202D ] ...

The following adjustments will appear on the [ 12/2019 ] Voucher ...

Adjusting Certification

Prior New Billing?	New Cert?	Cert. Type	Effective Date mm/dd/yyyy	Asst Pmt	Adjustment Period mm/dd/yyyy - mm/dd/yyyy		No. of Days	Daily Rate	No. of Mo's	Monthly Rate	No. of Days	Daily Rate	Requested
Prior ▾	▾	AR ▾	08/01/2019	357	08/01/2019	11/30/2019	0	0.00	4	357	0	0.00	-1,428
New ▾	Y ▾	AR* ▾	08/01/2019	450	08/01/2019	11/30/2019	0	0.00	4	450	0	0.00	1,800
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0
▾	▾	▾		0			0	0.00	0	0	0	0.00	0

Calculation Detail

Beg. Partial	Full Months	End. Partial
--------------	-------------	--------------

☐ This HAP Adjustment is subject to repayment
 ☒ Override automated voucher adjustment calculation with the above manual entries

Total of all adjustment lines \$

372

Prev10

Next10

1 to 10

Help

Print

OK

Cancel

The following items are available at the *View HAP Adjustments [ Version 202D ]* window ...

### Adjusting Certification, Adjustment Period, Calculation Detail

This section displays HAP adjustment detail for the tenant change currently selected, based on HUD's version 202D adjustment calculation requirements. HAP adjustments are automatically created when tenant changes are activated in FHA Software. The View HAP Adjustments window allows the user to view &/or edit adjustments after they have been created by the tenant change activation process.

Note: Refer to HUD 4350.3 Rev 1 Chg 4 Handbook for details on Version 202D Adjustment Calculation formats.

**This HAP adjustment is subject to repayment ( checkbox )**

Click-on this checkbox if the adjustment displayed will be part of a *Repayment Agreement* with the tenant. When checked, an asterisk ( \* ) will appear in the far right *HAP Adjustment Override* column of the FIND window to make visual note of this fact.

## Override automation voucher adjustment calculation with the above manual entries ( checkbox )

Starting with the TRACS 202D release, all HAP adjustments in FHA Software are automatically calculated during the voucher generation process which must match HAP adjustment calculations performed by National TRACS or State Contract Administrators who are reviewing and approving HAP Voucher Requests. No software is glitch proof, especially with calculations. If HAP adjustment calculations completed by FHA Software does not match HAP adjustment calculations completed by National TRACS or your State Contract Administrator and your State CA will hold payment until it does, this feature will allow you to manually create HAP adjustment entries that match your CA's HAP adjustments ( right or wrong ) and have your manual HAP adjustment entries reported on your voucher ( for the specific tenant only ) in place of the automated HAP adjustment calculation. Click-on this checkbox to use your manual HAP adjustment entries for this specific tenant only instead of HAP adjustments that will be automatically calculated when generating your voucher request.

## Total of all adjustment lines

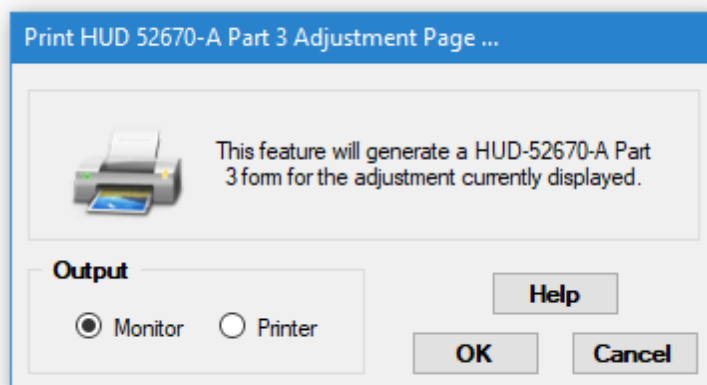
This is the total adjustment amount for all existing adjustment entry lines.

## Prev10 / Next10

Up to 30 adjustment lines can exist for each tenant change. 10 adjustment lines are displayed at a time. Click-on **Prev10** to view previous 10 lines and click-on **Next10** to view the next 10 lines.

## Print

To generate a printed copy of the adjustment detail currently displayed, click-on the **Print** button. The following window will appear ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Copies** - Use this data entry field to type in the desired number of printed copies to generate.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

**Help** - Click-on this button to view *Online Help Topics* related to this window.

**OK** - Click-on this button to print the adjustment detail selected.

**Cancel** - Click-on this button to exit the print window.

**OK**

Click-on **OK** to Save & exit the *View HAP Adjustments* window.

**Cancel**

To exit the *View HAP Adjustments* window without saving changes, click-on the **Cancel** button.

**Help**

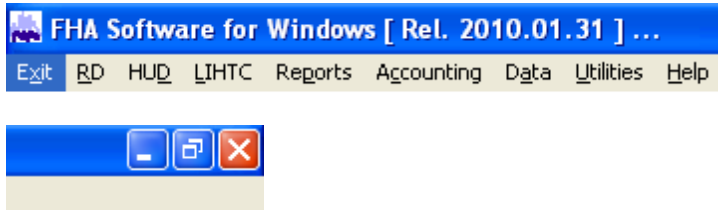
To view *Online Help Topics* related to this window, click-on **Help**.

This page is intentionally left blank.  
Remove this text from the manual  
template if you want it completely blank.

**Exit Menu**

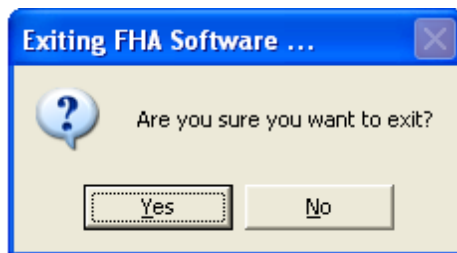
## 7 Exit Menu

### 7.1 Exit FHA Software



To exit the FHA Software program, click-on **Exit** ( located as the far left pull down option of the main window ) or click-on the red X box ( located in the upper right corner of the main window).

A message will appear ...



Click-**YES** to exit FHA Software.

Click-**NO** to cancel the Exit option and remain in the program.

## RD Menu

## 8 RD Menu

### 8.1 RD 3560-8 Tenant Certification

Go to the Tenant Certification section of this document.

### 8.2 RD 3560-29 Notice of Payment Due

#### 8.2.1 Review Changes to Tenant Status

Go to the Changes to Tenant Assistance section of this document.

#### 8.2.2 Review Project Worksheet History

##### 8.2.2.1 Overview

### Overview

A detail of all monthly *RD 3560-29 Notice of Payment Due* forms (*Part I & II*) that have been physically generated by FHA Software are stored in a *Project Worksheet History* database and is automatically maintained by the program. A *Worksheet History Summary* option provides a detailed report of *Part I - Notice of payment Due* history information that exists in the database, resulting in an accurate *Remaining R/A Obligation Balance* audit report.


Note: If built-in Accounting features are enabled, the ability to automatically post Project Worksheet detail ( including RD R/A Subsidy recorded individually tenant-by-tenant ) to the Accounting feature is also available.

To access the *Review Project Worksheet History* window, click-on **RD > RD 3560-29 Notice of Payment Due > Review Project Worksheet History**. A *Find - Project Worksheet History* window appears ...



Find - Project Worksheet History ...

File Purge Print Post Help

 This feature allows the user to view a detailed history of each RD Project Worksheet cover page ( Part I ) generated by FHA Software.

VILLAGE APARTMENTS - RDSEC.515

Project : RHDSEMO

WKS Date	Tot. Units	R/A Units	Payment Due	R/A Requested	Net Payment
08/2020	16	8	1,126.00	4,112.00	-2,986.00
07/2020	16	9	826.00	5,043.00	-4,217.00 *
06/2020	16	9	826.00	5,043.00	-4,217.00 *
05/2020	16	9	826.00	5,043.00	-4,217.00 *
04/2020	16	9	826.00	5,043.00	-4,217.00 *
03/2020	16	9	826.00	5,043.00	-4,217.00 *
02/2020	16	9	826.00	5,043.00	-4,217.00 *
01/2020	16	9	826.00	5,043.00	-4,217.00 *
12/2019	16	9	826.00	5,043.00	-4,217.00 *
11/2019	16	9	826.00	5,043.00	-4,217.00 *
10/2019	16	9	826.00	5,043.00	-4,217.00 *
09/2019	16	9	826.00	5,043.00	-4,217.00
08/2019	16	8	1,126.00	4,112.00	-2,986.00
07/2019	16	9	826.00	5,043.00	-4,217.00
06/2019	16	9	826.00	5,043.00	-4,217.00
05/2019	16	9	826.00	5,043.00	-4,217.00
04/2019	16	9	826.00	5,043.00	-4,217.00
03/2019	16	9	826.00	5,043.00	-4,217.00
02/2019	16	9	826.00	5,043.00	-4,217.00
01/2019	16	9	826.00	5,043.00	-4,217.00
12/2018	16	9	826.00	5,043.00	-4,217.00
11/2018	16	9	826.00	5,043.00	-4,217.00
10/2018	16	9	826.00	5,033.00	-4,207.00
09/2018	16	9	826.00	5,033.00	-4,207.00
08/2018	16	8	1,126.00	4,102.00	-2,976.00
07/2018	16	9	826.00	5,033.00	-4,207.00 *
06/2018	16	9	826.00	5,033.00	-4,207.00 *
05/2018	16	9	826.00	5,023.00	-4,197.00 *
04/2018	16	9	836.00	5,023.00	-4,187.00 *

Total Worksheets: 68

View Project Worksheet (Part I)

The first window that appears is called the **Find** window which defaults to displaying a list of RD 3560-29 Notice of Payment Due (Part I) in Worksheet Date order. From this window the user can select the desired Worksheet to view &/or modify existing Worksheet Information, print a Worksheet History Summary, post Project Worksheet Detail to the built-in Accounting feature and view Online Help Topics.

Note: In order for an RD Project Worksheet month to be included as Project Worksheet History, an entire RD Project Worksheet ( both Part I & II ) must be generated from the Generate a Project Worksheet feature.

Note: Asterisks ( \* ) displayed to the left of Worksheet ( WKS ) Date means the Project Worksheet entry has been flagged to be Purged. Asterisks ( \* ) displayed to the right of Net Payment amount means Project Worksheet Detail has been posted to the Accounting feature.

The following options are available at the Project Worksheet History - Find Window...

File Menu Options

Purge Menu Options

Print Menu Options

Post Menu Options

### Help

Click-on **Help** to view *Online Help Topics* about this process.

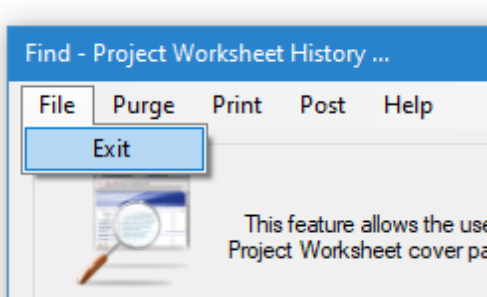
### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of *Project Worksheets* for the selected project filename.

### View Project Worksheet ( Part I )

To view &/or modify existing *RD 3560-29 Notice of Payment Due - Part I Information*, click-on (highlight) the desired *Worksheet* line displayed in the *Find* window and click-on the **View Project Worksheet (Part I)** button located in the lower right corner. A *Review Project Worksheet History - Preview Window* will be displayed.

#### 8.2.2.2 File Menu

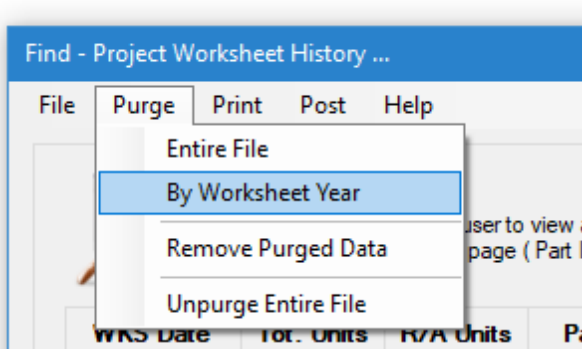


Below are options available from the *File Menu* ...

### Exit

Click-on **File > Exit** to exit out of the *Project Worksheet History - Find Window*.

### 8.2.2.3 Purge Menu



The *Purge* feature in FHA Software allows the user to remove unwanted *Project Worksheet History* from the database. The *Purge* process is actually completed in two steps ...

- 1.) Select specific *Worksheet History* to be *Purged*
- 2.) Remove purged *Worksheet History* from the database

Note: *Worksheet History* that has been selected to be *Purged* will have the *Purge Checkbox* checked. When the *Remove - Purged Data* option is selected, all *Worksheet History* that has the *Purge Checkbox* checked will be removed from the database.

Note: *Project Worksheet History* is designed to contain a considerable amount of history. It is not normally necessary to manually remove *Worksheet History* from this database.

Below are options available from the *Purge Menu* ...

#### Entire File

To *Purge* the entire *Project Worksheet History* database, click-on **Entire File**. Then select **Purge > Remove - Purged Data** to complete the *Purge* process.

#### By Worksheet Year

To *Purge* all *Worksheet History* within a specific *Year*, click-on **Purge > By Worksheet Year**. A *Purge By Worksheet Year* selection window will appear. Select the desired *Year* from the pull down list. Click-on **OK** to continue. Click-on **Cancel** to exit out of this process. Then select **Purge > Remove - Purged Data** to complete the *Purge* process.

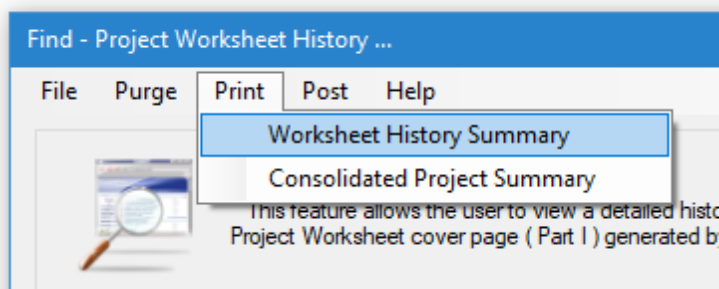
#### Remove - Purged Data

To physically remove all *Worksheet History* that has been previously selected to be *Purged* from the *Project Worksheet History* database, click-on **Purge > Remove - Purged Data**.

#### Unpurge Entire File

When selected, this will remove the purge designation from all existing *Project Worksheet* entries.

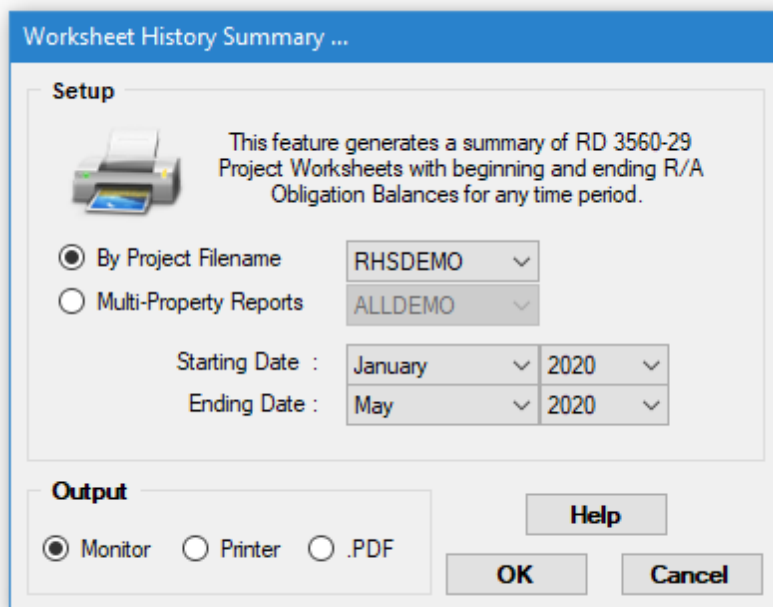
### 8.2.2.4 Print Menu



Below are options available from the *Print Menu* ...

#### Worksheet History Summary

Click-on **Print > Worksheet History Summary** to generate a printed summary of the *Project Worksheet History* database. The following *Worksheet History Summary - Setup Window* will appear ...



#### Setup

*RD 3560-29 Project Worksheet History Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *Project Worksheet Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *Project Worksheet Summary* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a

specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Starting Date** - Select the starting *Month & Year of Worksheet History* to report, using the pull down selection lists provided.

**Ending Date** - Select the ending *Month & Year of Worksheet History* to report, using the pull down selection lists provided.

Note: The *Worksheet History Summary* provides a detail line for each worksheet month that falls within the date range defined above, along with a closing *Remaining R/A Obligation Balance* calculation at the end of the summary.

Beginning R/A Obligation Balance as of (Starting Mo/Yr) \$  
LESS: Total R/A Requested From (Starting Mo/Yr) thru (Ending Mo/Yr) \$  
EQUALS: Remaining R/A Obligation Balance thru (Ending Mo/Yr) \$

Note: R/A Obligation Balance is a Calculation the program makes by taking the *Original R/A Obligation* and subtracting existing *Project Worksheet History* for the date range defined above. To eliminate having to manually enter all prior Project Worksheets, create one prior Worksheet that includes an accumulative R/A Requested total amount for all prior Worksheets.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

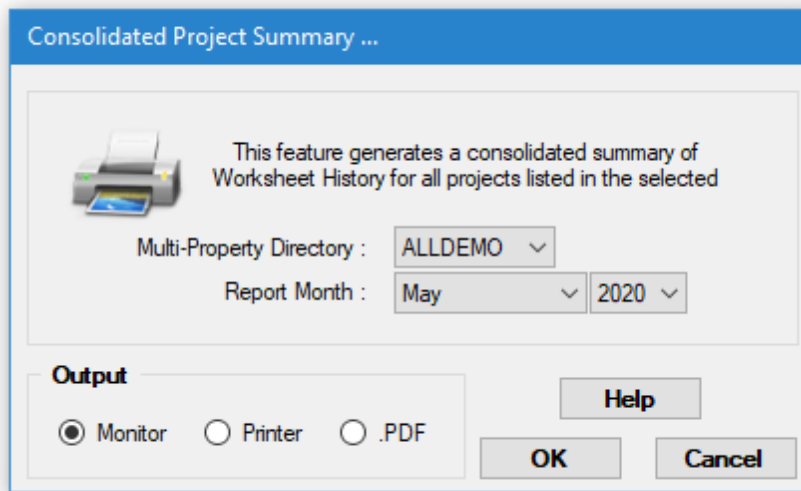
Click-on **OK** to generate a *Worksheet History Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Worksheet History* window.

## Consolidated Project Summary

Click-on **Print > Consolidated Project Summary** to generate a printed summary of *Project Worksheet History* for multiple projects on one consolidated report. The following *Consolidated Project Summary - Setup Window* will appear ...



### Setup

**Multi-Property Directory** - Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Month** - Select the desired *Month & Year* of Project Worksheet history to report, using the pull down list.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Consolidated Project Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Consolidated Project Summary History* window.

### 8.2.2.5 Post Menu

This feature will automatically post accounting related entries for all individual tenant subsidy, loan payments, late fees, overage, etc. that are included in the *RD Project Worksheet* month selected.

Note: The *Post Menu Option* is only available when the *Accounting* feature is enabled in your FHA Software program.

Click-on **Post** to view &/or record *RD Project Worksheet Detail* to the *Accounting* feature. The following *Post - Project Worksheet ( Accounting Entries ) - Setup Window* will appear ...

**Post - Project Worksheet ( Accounting Entries ) ...**

This feature will automatically post accounting related entries for all individual tenant subsidy, loan payments, late fees, overage, etc. that are included in the RD Project Worksheet month selected below ...

Project :  **VILLAGE APARTMENTS - RDSEC.515**

Project Worksheet Month :  ( Posted 06/01/2020 )

Posting Date :  ( mmdyyyy )

		COA #	Description
Audit Receivables \$	0.00	5121	RHS R/A Received
Late Fees \$	0.00	6520	RHS Payment (Late Fee)
Cost Items \$	0.00	6620	Miscellaneous
Overage/Surcharge \$	222.00	6515	RHS Payment (Overage)
Total Loan Payments \$	604.00	6510	RHS Debt Payment
Past Due \$	0.00	6620	Miscellaneous
<b>Total Payment Due \$</b>	<b>826.00</b>		
Less R/A Requested \$	5,043.00	SUBSIDY	Tenant Charge Code for recording ← RD Rental Assistance Payments
Net R/A Deposited \$	-4,217.00	USDARD	← Vendor Account ID for recording Payment Due Amounts to USDA/RD
Record R/A Requested Amount ...	<input type="text" value="Individually by Tenant"/>		
Record Payment Due Amount ...	<input type="text" value="As a Journal Entry"/>		

Buttons: Unpost PW, **Post PW**, Edit, Cancel, Help

Below are options available from the *Post Project Worksheet* window...

#### Project

Click the pull down button to view a list of available project filenames and click-on the desired property.

#### Project Worksheet Month

Click-on the pull down button to view a list of available Project Worksheet months to select from.

Note: In order for an *RD Project Worksheet* month to be included as *Project Worksheet History*, an entire *RD Project Worksheet* ( both Part I & II ) must be generated from the *Generate a Project Worksheet* feature.

Note: If the selected RD Project Worksheet month has already been posted to the Accounting feature, the Posting Date will be displayed to the right. N/A ( Not Available ) means the selected RD Project Worksheet month has not yet been posted.

### Posting Date

This is the date the selected project worksheet will be posted when the **Post PW** option is completed.

Note: Date is entered in the mmddyyyy format.

### Unpost PW

Click-on the **Unpost PW** ( Project Worksheet ) button to unpost all accounting entry details for the *Project Worksheet Month* currently selected.

Note: The *Unpost PW* option is only available when the selected *RD Project Worksheet Month* selected has a *Posting Date* displayed.

### Post PW

Click-on the **Post PW** ( Project Worksheet ) button to record all *RD Project Worksheet* detail to the Accounting feature for the *RD Project Worksheet Month* currently selected.

Note: All COA #'s ( Chart of Account ), *Tenant Charge Code* and *Vendor Account ID* must be established before the *Post PW* process can be performed. Click-on the **Edit** button to setup these items.

Note: Running the *Post PW* process multiple times for the same month does not adversely effect the accounting since all applicable entries are unposted and then reposted each time. An example of why you would repost an already posted *RD Project Worksheet Month* would be to correct the *Posting Date* used to record the worksheet.

### Cancel

Click-on **Cancel** to exit out of the *Post Project Worksheet* window.

### Edit

Click-on **Edit** to setup the following information ...

**COA # ( Chart of Account Numbers )** - Click-on the **[+]** button provided to the right of each payment line item ( *Audit Receivables*, *Late Fees*, *Cost Items*, *Overage/Surcharge*, *Total Loan Payments*, and *Past Due* ). A *COA Selection* window will appear listing the *Chart of Accounts* available to chose from for the *Posting Date - Year* currently selected. Click-on ( highlight ) the COA # that should be used to record each specific payment line item and click-on **OK**.

**Tenant Charge Code** - Click-on the **[+]** button to view a list of *Tenant Charge Codes*. Click-on ( highlight ) the *Tenant Charge Code* ( normally **SUBSIDY** ) that should be used to record *RD R/A Requested* amounts and click-on **OK**.

**Vendor Account ID** - Click-on the **[+]** button to view a list of *Vendor Accounts*. Click-on ( highlight ) the *Vendor Account* ( normally **USDA/Rural Development** ) that should be used to record *Net Payment Due* amounts ( when applicable ) and click-on **OK**.



**Record R/A Requested Amount** - To record *RD Rental Assistance ( R/A ) Requested* amounts as a lump sum A/J entry, select **As Lump Sum Total**. To record *RD Rental Assistance ( R/A ) Requested* amounts individually tenant-by-tenant ( as A/R Tenant Charge & Payment Entries ), select **Individually by Tenant**.

**Record Payment Due Amount** - To record an applicable *Net Payment Due* amount that is automatically drawn from the Cash Account by Rural Development when the RD Project Worksheet is approved on the MINC website, select **As a Journal Entry**. To record an applicable *Net Payment Due ( Remitted )* amount that requires a check to be physically printed and sent to Rural Development for payment of the RD Project Worksheet, select **As an A/P Entry**.

**Copy** - If you have another project that has this information already setup, click-on the **Copy** button to view a *Copy Information* window that will allow selection of another project to copy setup information from.

**Cancel** - Click-on **Cancel** to exit out of the *Edit* window.

**Save** - Click-on **Save** to save changes and exit out of the *Edit* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

## Posting Scenarios - CASH Accounting Method

Below are examples on how Project Worksheet amounts are posted to the Accounting feature, based on the project's Accounting Method set as CASH ...

### CASH Scenario #1

- \* Net R/A Deposited amount is  $\leq$  zero
- \* R/A Requested amount being applied AS LUMP SUM TOTAL

**A/R Entries** - None

**A/J Entries** - All amounts on the project worksheet will be recorded with one A/J Entry set with POSTING DATE as the A/J entry DATE and assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yyymmdd ).

**A/P Entries** - None

### CASH Scenario #2

- \* Net R/A Deposited amount is  $\leq$  zero
- \* R/A Requested amount being applied INDIVIDUALLY BY TENANT

**A/R Entries** - Each applicable tenant will have a CHARGE & PAYMENT entry for their R/A amount added to their Tenant Ledger and applied towards the Subsidy Tenant Charge Code defined ( normally SUBSIDY ). The CHARGE effective date will be the *Project Worksheet Date* and the PAYMENT effective date will be the *Posting Date*. All A/R Payment entries will be assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yyymmdd ).

**A/J Entries** - All PAYMENT DUE amounts ( Loan Payments, Overage, etc. ) on the project worksheet will be recorded with one A/J Entry set with POSTING DATE as the A/J entry DATE. All A/J entries will be assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yymmdd ) which will be the same as the A/R Payment entries.

**A/P Entries** - None

#### **CASH Scenario #3**

- \* **Net Payment Due amount is > zero**
- \* **Net Payment Due amount recorded AS A JOURNAL ENTRY**
- \* **R/A Requested amount being applied AS LUMP SUM TOTAL**

**A/R Entries** - None

**A/J Entries** - All amounts on the project worksheet will be recorded with one A/J Entry set with POSTING DATE as the A/J entry DATE and assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yyyyymmdd ).

**A/P Entries** - None

#### **CASH Scenario #4**

- \* **Net Payment Due amount is > zero**
- \* **Net Payment Due amount recorded AS A JOURNAL ENTRY**
- \* **R/A Requested amount being applied INDIVIDUALLY BY TENANT**

**A/R Entries** - Each applicable tenant will have a CHARGE & PAYMENT entry for their R/A amount added to their Tenant Ledger and applied towards the Subsidy Tenant Charge Code defined ( normally SUBSIDY ). The CHARGE effective date will be the *Project Worksheet Date* and the PAYMENT effective date will be the *Posting Date*. All A/R Payment entries will be assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yymmdd ).

**A/J Entries** - All PAYMENT DUE amounts ( Loan Payments, Overage, etc. ) on the project worksheet will be recorded with one A/J Entry set with POSTING DATE as the A/J entry DATE. All A/J entries will be assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yymmdd ) which will be the same as the A/R Payment entries.

**A/P Entries** - None

#### **CASH Scenario #5**

- \* **Net Payment Due amount is > zero**
- \* **Net Payment Due amount recorded AS A PAYABLE**
- \* **R/A Requested amount being applied AS LUMP SUM TOTAL**

**A/R Entries** - None

**A/J Entries** - None

**A/P Entries** - All amounts on the project worksheet will be recorded with one A/P Entry set ( from Operating cash ) with POSTING DATE as the A/P INVOICE & DUE DATES. This A/P entry will then be available the next time checks are printed.

**CASH Scenario #6**

- \* **Net Payment Due amount is > zero**
- \* **Net Payment Due amount recorded AS A PAYABLE**
- \* **R/A Requested amount being applied INDIVIDUALLY BY TENANT**

**A/R Entries** - Each applicable tenant will have a CHARGE & PAYMENT entry for their R/A amount added to their Tenant Ledger and applied towards the Subsidy Tenant Charge Code defined ( normally SUBSIDY ). The CHARGE effective date will be the *Project Worksheet Date* and the PAYMENT effective date will be the *Posting Date*. All A/R Payment entries will be assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yyymmdd ).

**A/J Entries** - None

**A/P Entries** - All PAYMENT DUE amounts ( Loan Payments, Overage, etc. ) on the project worksheet will be recorded with one A/P Entry set ( from Operating cash ) with POSTING DATE as the A/P INVOICE & DUE DATES. This A/P entry will then be available the next time checks are printed.

**Posting Scenarios - ACCRUAL Accounting Method**

Below are examples on how Project Worksheet amounts are posted to the Accounting feature, based on the project's Accounting Method set as ACCRUAL ...

**ACCRUAL Scenario #1**

- \* **Net R/A Deposited amount is <= zero**
- \* **R/A Requested amount being applied AS LUMP SUM TOTAL**

**A/R Entries** - None

**A/J Entries** - All amounts on the project worksheet will be recorded with one A/J Entry set with PROJECT WORKSHEET DATE as accrued A/J entry DATES, POSTING DATE as the Net R/A Deposited DATE and assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yyymmdd ).

**A/P Entries** - None

**ACCRUAL Scenario #2**

- \* **Net R/A Deposited amount is <= zero**
- \* **R/A Requested amount being applied INDIVIDUALLY BY TENANT**

**A/R Entries** - Each applicable tenant will have a CHARGE & PAYMENT entry for their R/A amount added to their Tenant Ledger and applied towards the Subsidy Tenant Charge Code defined ( normally SUBSIDY ). The CHARGE effective date will be the *Project Worksheet Date* and the PAYMENT effective date will be the *Posting Date*. All A/R Payment entries will be assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yyymmdd ).

**A/J Entries** - All PAYMENT DUE amounts ( Loan Payments, Overage, etc. ) on the project worksheet will be recorded with one A/J Entry set with PROJECT WORKSHEET DATE as accrued A/J entry DATES and assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yyymmdd ) which will be the same as the A/R Payment entries.

**A/P Entries** - None

**ACCRUAL Scenario #3**

- \* **Net Payment Due amount is > zero**
- \* **Net Payment Due amount recorded AS A JOURNAL ENTRY**
- \* **R/A Requested amount being applied AS LUMP SUM TOTAL**

**A/R Entries** - None

**A/J Entries** - All amounts on the project worksheet will be recorded with one A/J Entry set with PROJECT WORKSHEET DATE as accrued A/J entry DATES, POSTING DATE as the Net Payment Remitted DATE and assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yymmdd ).

**A/P Entries** - None

**ACCRUAL Scenario #4**

- \* **Net Payment Due amount is > zero**
- \* **Net Payment Due amount recorded AS A JOURNAL ENTRY**
- \* **R/A Requested amount being applied INDIVIDUALLY BY TENANT**

**A/R Entries** - Each applicable tenant will have a CHARGE & PAYMENT entry for their R/A amount added to their Tenant Ledger and applied towards the Subsidy Tenant Charge Code defined ( normally SUBSIDY ). The CHARGE effective date will be the *Project Worksheet Date* and the PAYMENT effective date will be the *Posting Date*. All A/R Payment entries will be assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yymmdd ).

**A/J Entries** - All PAYMENT DUE amounts ( Loan Payments, Overage, etc. ) on the project worksheet will be recorded with one A/J Entry set with PROJECT WORKSHEET DATE as accrued A/J entry DATES, POSTING DATE as the Net Payment Remitted DATE and assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yymmdd ).

**A/P Entries** - None

**ACCRUAL Scenario #5**

- \* **Net Payment Due amount is > zero**
- \* **Net Payment Due amount recorded AS A PAYABLE**
- \* **R/A Requested amount being applied AS LUMP SUM TOTAL**

**A/R Entries** - None

**A/J Entries** - None

**A/P Entries** - All amounts on the project worksheet will be recorded with one A/P Entry set ( from Operating cash ) with PROJECT WORKSHEET DATE as the A/P INVOICE & DUE DATES. This A/P entry will then be available the next time checks are printed.

**ACCRUAL Scenario #6**

- \* **Net Payment Due amount is > zero**

- \* **Net Payment Due amount recorded AS A PAYABLE**
- \* **R/A Requested amount being applied INDIVIDUALLY BY TENANT**

**A/R Entries** - Each applicable tenant will have a CHARGE & PAYMENT entry for their R/A amount added to their Tenant Ledger and applied towards the Subsidy Tenant Charge Code defined ( normally SUBSIDY ). The CHARGE effective date will be the *Project Worksheet Date* and the PAYMENT effective date will be the *Posting Date*. All A/R Payment entries will be assigned a BATCH # that will start with -5 along with the Posting Date ( example: -5yyymmdd ).

**A/J Entries** - An A/J offset entry for the RD R/A being netted out from the A/P Check entry will be recorded with the *Project Worksheet Date*.

**A/P Entries** - All PAYMENT DUE amounts ( Loan Payments, Overage, etc. ) on the project worksheet will be recorded with one A/P Entry set ( from Operating cash ) with PROJECT WORKSHEET DATE as the A/P INVOICE & DUE DATES. This A/P entry will then be available the next time checks are printed ( with a recommendation that the *Check Date* be the same as the *Posting Date* ).

#### 8.2.2.6 Preview Window

To view &/or modify existing *Project Worksheet History*, click-on (highlight) the desired data line displayed in the *Find* window and click-on the **View Project Worksheet (Part I)** button located in the lower right corner.

A *Project Worksheet History - Preview Window* will be displayed with selected Worksheet (*Part I*) Data information ...

Review Project Worksheet History ...

Project : **VILLAGE APARTMENTS - RDSEC.515** Report Month : **May 2020**

Borrower Name : VILLAGE APARTMENTS ASSOC. Borrower ID : 123456789

Project Address : 1111 RIVER BIRCH BLVD Project No. : 123

City, ST Zip : POPLAR CREEK IL 61111 State/District Code : 66666

Kind of Loan : RRH R/A Agreement No.(s) : 99-9-9

Plan of Operation : Plan II RA

Loan No.	Loan Payment
84-01	563.00
84-02	41.00
	0.00
	0.00
	0.00

No. Units Receiving R/A : 9

Obligation Balance Forwarded \$ 1,256,022.00

R/A Requested \$ 5,043.00

Remaining Obligation Balance \$ 1,250,979.00

Signature Date : 05/11/2020

Signature Name : CRAIG STEPHENS

Audit Receivables \$ 0.00

Late Fees \$ 0.00

Cost Items \$ 0.00

Overage/Surcharge \$ 222.00

Total Loan Payments \$ 604.00

Past Due \$ 0.00

Total Payment Due \$ 826.00

Less R/A Requested \$ 5,043.00

Net Payment Due/Remitted \$ -4,217.00

Posting Date : 06/01/2020

Plan II w. Sec. 8 - Reserve Payment ☐ Purge ☐

Prev Next Help Print RD 3560-29 Cover Page Edit OK

The following options are available at the *Project Worksheet History - Preview Window ...*

### Prev/Next

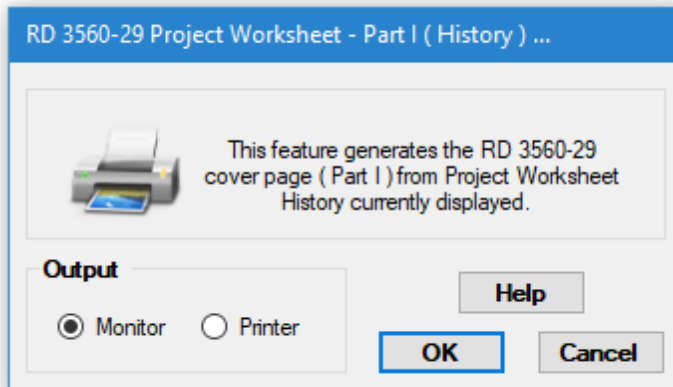
Click-on **Prev/Next** to move backward and forward through the list of *Worksheet (Part I) Data*.

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Print RD 3560-29 Cover Page

To generate the cover page of *Project Worksheet History Information* currently displayed, click-on the **Print RD 3560-29 Cover Page** button. The *Project Worksheet History* printer setup window will appear ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help** - To view *Online Help Topics* related to this window, click-on **Help**.

**OK** - Click-on **OK** to generate an *RD 3560-29 Cover Page*, as defined in this setup window.

**Cancel** - Click-on **Cancel** to exit out of the *Print RD 3560-29 Cover Page* setup window.

### Edit

To edit *Worksheet (Part I) Information* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode* for **Editing Project Worksheet History Data**.

### OK

Click-on **OK** to exit the *Project Worksheet History - Preview Window*.

## 8.2.2.7 Editing Worksheet History

When in *Editing Mode*, the user has full access and control to modify any data entry field of *Worksheet History Data*. To edit *Worksheet History Information* currently displayed, click-on the **Edit** button.

Below is a *Project Worksheet History Data* Window that is in *Editing Mode* ...

Review Project Worksheet History ...

Project : **VILLAGE APARTMENTS - RDSEC.515**

Borrower Name : **VILLAGE APARTMENTS ASSOC.**

Project Address : **1111 RIVER BIRCH BLVD**

City, ST Zip : **POPLAR CREEK IL 61111**

Kind of Loan : **RRH**

Plan of Operation : **Plan II RA**

Report Month : **May 2020**

Borrower ID : **123456789**

Project No. : **123**

State/District Code : **66666**

R/A Agreement No.(s) : **99-9-9**

Loan No.	Loan Payment
84-01	563.00
84-02	41.00
	0.00
	0.00
	0.00

No. Units Receiving R/A : **9**

Obligation Balance Forwarded \$ **1,256,022.00**

R/A Requested \$ **5,043.00**

Remaining Obligation Balance \$ **1,250,979.00**

Signature Date : **05/11/2020**

Signature Name : **CRAIG STEPHENS**

Audit Receivables \$ **0.00**

Late Fees \$ **0.00**

Cost Items \$ **0.00**

Overage/Surcharge \$ **222.00**

Total Loan Payments \$ **604.00**

Past Due \$ **0.00**

Total Payment Due \$ **826.00**

Less R/A Requested \$ **5,043.00**

Net Payment Due/Remitted \$ **-4,217.00**

Posting Date : **06/01/2020**

**Plan II w. Sec. 8 - Reserve Payment** ☐ Purge

**Help** **OK** **Cancel**

**Note:** *Project Worksheet History* information is automatically maintained when an entire *RD Project Worksheet* ( both Part I & II ) must be generated from the *Generate a Project Worksheet* feature.

The following options are available when *Editing Worksheet History Data ...*

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### OK

When done editing *Worksheet History Data*, click-on the **OK** button to save your changes.

### Cancel

To exit editing *Worksheet History Data* without saving changes, click-on the **Cancel** button.

## Project Worksheet History - Data Entry Items ...

The following data items are available while *Editing Worksheet History Data ...*

### Borrower Name



The full, legal name of the *Borrower* for the project currently selected.

#### **Project Address, City, ST Zip**

The street address of the project.

#### **Kind of Loan**

The *Kind of Loan* for the project. The pull down list feature provides available selections to choose from.

#### **Plan of Operation**

The *Plan of Operation* for the project. The pull down list feature provides available selections to choose from.

#### **Loan No.**

Up to five (5) *Loan Number* lines can exist in this section.

#### **Loan Payment**

Monthly *Loan Payment* amounts for each existing *Loan Number* line.

#### **No. Units Recieving R/A**

The total number of R/A Units included on *Part II - Project Worksheet*.

Note: This is not editable as it comes from Part II of the Project Worksheet detail when it was printed.

#### **Obligation Balance Forwarded**

The *Remaining R/A Obligation Balance* amount brought forward from the previous month's *RD 3560-29 Notice of Payment Due*.

#### **R/A Requested**

The total amount of rental assistance provided to tenants included on *Part II - Project Worksheet* for the Month & Year being reported.

Note: This is not editable as it comes from Part II of the Project Worksheet detail when it was printed.

#### **Remaining Obligation Balance**

This is the *Obligation R/A Balance Forwarded* minus *R/A Requested*.

Note: Automatic calculation.

#### **Signature Date**

The date the Borrower or Borrower's Representative signed *Part I* of the printed *RD 3560-29 Notice of Payment Due*.

Note: Enter date in (MMDDYYYY) format.

**Signature Name**

The signature of an RHS approved Borrower or Borrower's Representative.

**Report Month**

The *Effective Date of Part II - Project Worksheet* information.

Note: This is not editable as it comes from Part II of the Project Worksheet when it was printed.

**Borrower ID**

The nine (9) or ten (10) digit *Borrower ID Number* of the project.

**Project Number**

The three (3) digit *Project Number* of the project.

**State/District Code**

The five (5) digit *State/District Code* of the project.

**R/A Agreement No.(s)**

The RD assigned *R/A Agreement No.(s)* for R/A Requested on this *RD 3560-29 Notice of Payment Due*.

**Audit Receivables**

The amount of Audit Receivables. if applicable.

**Late Fees**

The amount of Late Fees, if applicable.

**Cost Items**

The amount of Cost Items, if applicable.

**Overage/Surcharge**

The amount of *Overage &/or Surcharge* determined on *Part II - Project Worksheet* for the same Month & Year.

**Total Loan Payments**

This is the total of all *Loan Payments*

Note: Automatic calculation.

**Past Due**

Past Due amounts, if applicable.

**Total Payment Due**

This is the sum amount of *Audit Receivables, Late Fees, Cost Items, Overage/Surcharge, Total Loan Payments, and Past Due* amounts.

Note: Automatic calculation.

**Less R/A Requested**

Note: Automatic calculation.

**Net Payment Due/Remitted**

This is *Total Payment Due - Less R/A Requested*. A positive amount represents a *Net Payment Due*. A negative amount represents a net amount of *R/A Subsidy* due the Borrower.

**Posting Date**

This is the date the worksheet displayed was posted to the Accounting feature.

**Purge ( Checkbox )**

To select this *Project Worksheet History Data* to be *Purged*, click-on the *Checkbox*.

Note: To physically remove all *Worksheet History* that has been previously selected to be *Purged* from the *Project Worksheet History* database, click-on **Purge > Remove - Purged Data** from the *Project Worksheet History Preview Window*.

Note: An *RD Project Worksheet* that has already been posted to the Accounting feature cannot be flagged to be *Purged* from *Project Worksheet History*.

**Plan II w/Sec.8 - Reserve Payment**

To view &/or modify *Additional Reserve Payment* calculations that only apply to *Plan II Projects with HUD Sec.8 Subsidy*, click-on the **Plan II w/Sec.8 - Reserve Payment** button. The **Plan II w/Sec.8 - Additional Reserve Payment Data Window** will appear.

**8.2.2.8 Reserve Payment**

To view &/or modify *Additional Reserve Payment* calculations that only apply to *Plan II Projects with HUD Sec.8 Subsidy*, click-on the **Plan II w/Sec.8 - Reserve Payment** button. The **Plan II w/Sec.8 - Additional Reserve Payment Data Window** will appear.

Plan II w/Sec.8 - Additional Reserve Payment ...

Note: Use only for Plan II Projects with New Construction Section 8 Units when Contract Rents exceed Note Rate Rent.

No. of Section 8			HUD Contract	=	Totals by Size	
Efficiency :	<input type="text" value="2"/>	x	<input type="text" value="350"/>	=	<input type="text" value="700"/>	
1 Bedroom :	<input type="text" value="2"/>	x	<input type="text" value="450"/>	=	<input type="text" value="900"/>	
2 Bedrooms :	<input type="text" value="2"/>	x	<input type="text" value="550"/>	=	<input type="text" value="1,100"/>	Total \$ <input type="text" value="5,500"/>
3 Bedrooms :	<input type="text" value="2"/>	x	<input type="text" value="650"/>	=	<input type="text" value="1,300"/>	
4 Bedrooms :	<input type="text" value="2"/>	x	<input type="text" value="750"/>	=	<input type="text" value="1,500"/>	

No. of Section 8			RHS Note Rate	=	Totals by	
Efficiency :	<input type="text" value="2"/>	x	<input type="text" value="325"/>	=	<input type="text" value="650"/>	
1 Bedroom :	<input type="text" value="2"/>	x	<input type="text" value="425"/>	=	<input type="text" value="850"/>	
2 Bedrooms :	<input type="text" value="2"/>	x	<input type="text" value="525"/>	=	<input type="text" value="1,050"/>	Total \$ <input type="text" value="5,250"/>
3 Bedrooms :	<input type="text" value="2"/>	x	<input type="text" value="625"/>	=	<input type="text" value="1,250"/>	
4 Bedrooms :	<input type="text" value="2"/>	x	<input type="text" value="725"/>	=	<input type="text" value="1,450"/>	

Additional Payment to Reserve Account \$

OK

The following data entry items are available at this window ...

### No. of Section 8 Units

This is the total number of *Section 8 Subsidized Units* (by Unit Size) for the Month & Year of the report.

Note: The number is automatically brought down to the bottom section as they are entered in the top section.

### HUD Contract Rent

This is the HUD Contract Rent amount for each applicable unit size.

### Totals by Size (HUD)

This column is the *No. of Sec.8 Units* x *HUD Contract Rent* for each applicable unit size.

Note: Automatic calculation.

### Total

This is the grand total of HUD Contract Rent.

Note: Automatic calculation.

**RHS Note Rate Rent**

This is the RHS Note Rate Rent amount for each applicable unit size.

**Totals by Size (RHS)**

This column is the *No. of Sec.8 Units* x *RHS Note Rate Rent* for each applicable unit size.

Note: Automatic calculation.

**Additional Payment to Reserve Account**

This is the Total *HUD Contract Rent* amount - the Total *RHS Note Rate Rent* amount.

Note: Automatic calculation.

**OK**

Click-on **OK** to save and exit the *Plan II w/Sec.8 - Additional Reserve Payment* data entry window.

**8.2.3 Generate a Project Worksheet****Overview****RD 3560-29 Notice of Payment Due - Part I & II (Project Worksheet)**


This Rural Development form generally reflects tenant activity as of the first day of each month and can be generated at any time, for any time period that exists in the *Unit Data* database. Generating Part I & II of this form can be done independently or both at the same time. RD 3560-29 Cover Page information is also saved to a History file as each month's report is generated.

To access the *Generate a Project Worksheet* window, click-on **RD > RD 3560-29 Notice of Payment Due > Generate a Project Worksheet**.

RD 3560-29 Notice of Payment Due Report ...

**Report Setup Menu**

This feature will generate all or parts of the RD Project Worksheet for the Report Month & Year defined below ...

 ☐ By Project Filename RHSDEMO

☒ Multi-Property Reports ALL

Project Worksheet Month/Year to Report : October  2020

☒ Exclude Market Renter ( MKT ) Tenants / Units

**Reports to Include**

☐ Consolidated Payment Summary ... ( Available for Multi-Property Reports only )

☒ Part I - Notice of Payment Due ... Update R/A Obligation Balance in Project Data : ☒

Current R/A Obligation Balance \$ 1,256,022.00

Audit Receivables \$ 0.00 Cost Items \$ 0.00

Late Fees \$ 0.00 Past Due \$ 0.00

☒ Part II - Project Worksheet

**Output**

☐ Monitor ☒ Printer ☐ .PDF

### Setup

*RD 3560-29 Notice of Payment Due (Project Worksheets)* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *RD 3560-29 Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *RD 3560-29 Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Month/Year** - Select the desired *Month & Year* of tenant information to report, using the pull down lists. Only tenant information in effect during the month & year selected will be reported on this report.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the Project Worksheet.

### Reports to Include

The *RD 3560-29 Notice of Payment Due* form actually consists of two reporting sections ( *Part I & II* ) that can be printed at the same time or separately. A *Consolidated Payment Summary* option is also available.

**Consolidated Payment Summary (Checkbox)** - This report option is only available when *Multi-Property Reports* has been selected and will generated a list of *Payment Summary* information for each project included in the *Multi-Property Directory* filename selected for the *Project Worksheet Month/Year* defined. For large management companies, this summary can be used to simplify validating *Payment Summary* information on *MINC's Pre-Release Project Worksheets* for each applicable project.

**Part I - Notice of Payment Due (Checkbox)** - This is the cover page of the report which summarized loan payment calculations and rental assistance requested, based on tenant information in effect on the 1st day of the report month & year.

To generate the *Part I - Notice of Payment Due* page, click-on the **Check Box** for this item.

\* **Update R/A Obligation Balance in Project Data (Checkbox)** - Each time *Part I* is physically printed, the *Remaining R/A Obligation Balance* amount calculated by the report is updated in the **RD 3560-29 Info** data window of *Project Data*, if this box is checked. To reprint or generate a *Part I* page without effecting the *Remaining R/A Obligation Balance* in *Project Data*, uncheck this box.

Note: Only applies when *Part I - Notice of Payment Due* is checked.

\* **Current R/A Obligation Balance** - This item displayed the current *RD Rental Assistance Obligation Balance* for the *Project Filename* selected. This amount will be used when *Part I* is generated, regardless of what *Month & Year to Report* is selected. To change this balance, simply enter the desired amount.

Note: Only applies when *Part I - Notice of Payment Due* is checked.

Note: Is ignored when *Multi-Property Reports* is selected.

**Audit Receivables, Late Fees, Cost Items, and Past Due Amounts** - Use these items to manually enter miscellaneous adjustment amounts on *Part I - Notice of Payment Due* of the *RD 3560-29 Report*, when applicable.

Note: Only applies when *Part I - Notice of Payment Due* is checked.

**Part II - Project Worksheet (Checkbox)** - This is the second page of the report which lists unit/tenant information that was in effect on the 1st day of the report month & year. Print *Part II* does not change *Project Data*. Therefore, *Part II* can be printed over and over without any adverse effect to the database.

To generate the *Part II - Project Worksheet* page, click-on the **Check Box** for this item.

**( Multiple RD R/A Agreements Apply ) (List Box)** - For projects with *Multiple RD R/A Agreements*, select the desired *R/A Agreement Number* to report, using the pull down list.

Note: This option is only visible when *Part II* is checked, *Monitor* is selected and *Generate Separate Part II Worksheets* is checked (in *Project Data*).

**NY Rental Assistance Version (Checkbox)** - When applicable, click-on this checkbox to generate a *NY Rental Assistance Version* of RD's Project Worksheet (Part II tenant list only) for submission to the *NY Rural Rental Assistance Program (RRAP)* for payment each month. This allows FHA Software to maintain both project based non-assisted tenant status for Project Worksheet submission to RD/MINC and rental assisted tenant status for Project Worksheet submission to NY RRAP for subsidy payments, at the same time. This only applies to NY based RD Sec.515 projects that have entered into an RRAP Contract with the State of NY.

Here's how it works ...

1.) When first entering RD 3560-8 Tenant Certification information, select RD - R/A as the *Subsidy Type*. Calculate, save and print the RD-3560-8 Tenant Certification (Do not Activate). This will be the Tenant Certification used for NY RRAP which provides how much the tenant rent and NY subsidy payment will be for this tenant.

2.) REVISE this RD 3560-8 Tenant Certification, changing *Subsidy Type* to RD - N/A and *Subsidy Code* (accessed through *RD Subsidized Information*) to 4 - Other Public RA. When CALCULATE is selected, an *Other Subsidy Indicated* window will appear. Enter the amount of *RA/Subsidy* that was determined with the previous RD - R/A calculation in the field labelled *Monthly Amount of Partial Subsidy* and click-on *Continue Calculation*. SAVE and PRINT the RD-3560-8 Tenant Certification. After acquiring tenant signatures, ACTIVATE this tenant certification.

The activation process will create a tenant entry in *Unit Data - Unit History* that contains tenant rent status for both RD reporting and NY RRAP subsidy requests. The RD Project Worksheet will pull tenant rent status amounts (NTC, etc.) from the *Rent & Income Amounts* section of *Unit Data*. The *NY Rental Assistance Version* of the Project Worksheet will pull *RA/Subsidy* from the *PHA Subsidy Info* maintained in the MISC section of *Unit Data*.

Note: A text file [ NY\_RRAP.TXT ] has been provided with your program which generates *Attachement E - Lease Rider NY State Rural Rental Assistance Program* when selected from the *Tenant Certification - Print Options* window.

Note: This option is only visibly displayed when *By Project Filename* is selected, the *State* abbreviation in the selected project's address (in *Project Data*) is *NY*, and when *Part II - Project Worksheet* is the only *Reports to Include* option selected.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK



Click-on **OK** to generate an *RD 3560-29 Notice of Payment Due (Project Worksheet)*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *RD 3560-29 Notice of Payment Due* window.

## 8.3 RD Tenant/Rent Analysis


### Overview

This feature allows the user to analyze their *RD Unit/Tenant Data* to insure this information is properly recorded and determine various tenant status. This analysis provides a summary of each unit for the time period defined. Just a glance at this report will determine if proper rent and R/A amounts are being used. It details total *Tenant Rents*, *R/A payments*, *Utility Refunds*, *Vacant Units*, etc.. An *Analysis Column* notifies the user of any discrepancies the program has with unit/tenant information being reported.

To access the *RD Tenant/Rent Analysis* window, click-on **RD > RD Tenant/Rent Analysis**.

RD Tenant / Rent Analysis ...

**Report Setup**

 This feature will generate an analysis of tenant information in effect for the date defined below ...

☒ By Project Filename : RHSDEMO ▾

☐ Multi-Property Reports : ALLDEMO ▾

( As of ) Report Date : March ▾ 1 ▾ 2019 ▾

☒ Exclude Market Renter ( MKT ) Tenants / Units

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help

OK Cancel

### Setup

*RD Tenant/Rent Analysis Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *RD Tenant Rent Analysis* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *RD Tenant/Rent Analysis* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**( As of ) Report Date** - Select the desired *Month Day & Year* of unit/tenant information to report, using the pull down lists. Only unit/tenant information in effect during the month day & year selected will be reported on this summary.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the analysis.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *RD Tenant/Rent Analysis*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *RD Tenant/Rent Analysis* window.

### Analysis Code Column

The Analysis Column on the far right hand side of the this report is where the program will advise the user of possible unit/tenant data problems it detected or items that just need to be noted. The abbreviated codes reported in the Analysis Column are as follows ...

**VAC** - The unit is being recognized as being *Vacant* for the time period defined.

**LSE** - The current lease date maintained in *Unit Data* for this unit is either an invalid/incomplete date or is an expired lease date with no future certification having yet been activated.

**SIZE** - A missing or invalid *Unit Size* exists for this unit.

**INC** - This tenant's gross annual income is zero.

**RNT** - A conflict of *Rent Rate*, *R/A* and *Subsidy Type* information exists in *Unit Data* that could cause incorrect tenant information to be reported on the RD 3560-29 *Project Worksheet*. This is normally caused by incorrect manual editing of *Unit Data*. Verify that *Rent Rate*, *Utility Refund*, *R/A Subsidy* and *Subsidy Type* information in *Unit Data* is correct. Re-Activating a valid RD 3560-8 *Tenant Certification* should correct the RNT code problem.

**HUD** - This unit is *HUD Subsidized*.

**SUB** - This tenant's monthly rent is *Owner Subsidized* Lower than the TC Calculated it.

**NRA** - This *Basic Rent Tenant* is eligible for *RD Rental Assistance* when a unit of R/A becomes available (Needs RA).

**PHA** - The tenant is receiving outside rent assistance that is not project-based (Public Housing Assistance).

## 8.4 RD R/A Assignment Report


### Overview

This feature generates a complete list of existing tenants in the order of most needy, to assist with determining *RD Rental Assistance Assignment*. Tenant assignment order is based on RD R/A Assignment requirements and includes notations when waiting list applicants can be considered for RD R/A Assignment.

To access the *RD R/A Assignment Report* window, click-on **Reports > RD Rental Assistance Assignment Report**.

**RD Rental Assistance Assignment ...**

**Setup**

 This feature provides a list of existing tenants in the order of most needy to assist with RD Rental Assistance assignment.

☒ By Project Filename      RHSDEMO ▼  
☐ Multi-Property Reports      ALLDEMO ▼

Date RA Unit is Available      April ▼      1 ▼      2019 ▼

☐ Exclude Market Renter ( MKT ) Tenants / Units

**Output**

☒ Monitor    ☐ Print    ☐ .PDF

Help      OK      Cancel

### Setup

*RD R/A Assignment Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *RD R/A Assignment Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *RD R/A Assignment Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Date RA Unit is Available** - Select the desired *Month, Day & Year* upon which RD Rental Assistance became available for assignment (not the day RA will become effective), using the pull down lists. Only tenant information in effect during the month, day & year selected will be reported on this summary.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the report.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate an *RD R/A Assignment Report*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *RD R/A Assignment Report* window.

## 8.5 RD 3560 Handbook Reference

To access the RD 3560 MFH Handbooks, click-on (from your FHA Software main menu) ...

**RD > RD 3560 Handbook Reference**

Note: Only available with FHA1/2/5/6 Packages.

## 8.6 RD/MINC File Submissions

### 8.6.1 MINC/XML - Tenant Transactions

#### 8.6.1.1 Overview

### Overview

Instead of sending paper copies of tenant change ( transaction ) forms through the mail or by email attachment, Rural Development has adopted the ability to accept electronic submission of tenant changes, using computerized tenant forms and a USDA/RD Internet website called MINC. FHA Software fully complies with electronic submission requirements established by Rural Development.

Below are common terms used throughout the discussion of RD electronic submission compliance ...

**Management Agent Interactive Network Connection ( MINC )** - is a USDA/RD Internet-based website used by external Management Agents (i.e. Management Agents outside USDA such as project Borrowers, Management Agents, Service Providers, etc.) to send industry interface information to and validate information with USDA/RD.

**Multi-Family Housing Information System ( MFIS )** - Tenant change information, sent through the MINC Industry Interface by Borrowers, ends up in a database called "MFIS". The MFIS database resides on a client-based Windows NT server located in St. Louis, MO.

**Extensive Markup Language ( XML ) File** - is a structured data file created by the Borrower ( using FHA Software ) that contains tenant change information ( RD 3560-8 TC's, Move-Outs, Unit Transfers, etc.) which is electronically transmitted to USDA/RD through the *MINC Industry Interface*.

**Trading Partner Agreement ( TPA )** - Each Borrower must sign and submit a *Trading Partner Agreement* to their Rural Development Servicing Office in order to obtain passwords for electronic access to the web-based *MINC Industry Interface*.

Normal processing of RD 3560-8 Certifications, Move-Outs, and Unit Transfers automatically provides the information necessary when submitting this data ( *Tenant Changes* ) to *MINC Industry Interface*. Remember, if an RD 3560-8 Certification is not in the computer, it's not available to submit electronically.

## Monthly Routine ...

Summarized below is our recommended steps in timing your electronic submissions to the *MINC Industry Interface*.

REMINDER! - When you are ready to begin transmission of data to the MINC website, you will need to use the MINC website's Registration feature to register your Management Agent Tax ID and obtain your Management Agent & User login ID and passwords.

### TENANT TRANSACTION PROCESSING & SUBMISSION

Continue processing normal tenant changes throughout the month as they occur, such as creating Tenant Certifications and putting them into effect when signatures are acquired, implementing Move-out Notification Dates and Vacating Units when keys are returned, Unit Transfers, Gross Rent Changes, etc..

Note: FHA Software is not locked in time. Therefore, Tenant Changes can be fully processed ( activated ) without the fear of overwriting prior Tenant Change information.

Note: Do not send paper copies of *RD 3560-8 Tenant Certifications* to RD Servicing Offices.

\* **MINC/XML Tenant Transactions** - Use this feature to place fully processed ( activated ) tenant changes into XML files for electronic submission to the MINC website system. Tenant changes can be electronically sent to MINC as they occur ( fully signed & activated ) within 90 days of their effective dates. Or, they can be sent to MINC on a scheduled routine ( daily, weekly, monthly, etc. ). Use the built-in *Automated Selection Process* feature to let the program automatically add all applicable tenant changes to the XML file for you.

Use the following report features to verify various tenant occupancy and reporting compliance status between the 1st and 10th day of each month ...

\* **Generate Recertification Notices** - Use this feature to print and keep track of RD 90/60/30 Day *Recertification Notice* progress.

\* **Certification Expiration Report** - Use this report to verify Annual Recertification processing status to determine if all scheduled Recertifications exist &/or have been activated as of the *Report Date* defined.

\* **RD Rental Assistance Assignment Report** - Use this report to help document and determine RD R/A eligibility & assignment for the R/A eligibility date defined.

\* **Change Data Summary** - Use this report to view the status of all tenant changes being processed for any *Worksheet Month* defined to determine if all required tenant changes have been entered and if they have been fully activated and/or electronically submitted to MINC. This summary provides a detailed list of all tenant changes that are targeting a specific *Project Worksheet* month.

\* **RD Tenant / Rent Analysis** - Use this report to verify tenant occupancy status for any *Reporting Date* defined, including notation of expired leases, zero income tenants, vacant unit status, R/A availability, etc..

### USDA/RD MINC SUBMISSION RESPONSE EMAILS

You should get a USDA/RD response email within 24 hrs each time you submit an XML file to MINC that provides the status of each individual Tenant Change ( transaction ) submitted ( ex: *Pending, Accepted, Rejected*, etc. ). All response emails should be printed and attached to related *XML Data Summaries* as verification ( proof ) of submission compliance.

### RD PROJECT WORKSHEET VALIDATION & APPROVAL

On the 20th day of each month, USDA/RD will automatically post current month Project Worksheets on the MINC website for your review and approval that are based on tenant changes you've previously submitted to and were accepted by MINC. In addition to the current Project Worksheet month made available for your approval, USDA/RD provides two future month Pre-Release Project Worksheets for your review, as well. While you are logged in and approving the current MINC Project Worksheet month, you should also be printing a copy of the two future Pre-Release Project Worksheet months while you are there. Compare tenant information displayed ( Expired Certifications, R/A Amounts, etc. ) on Pre-Release Project Worksheet months with a Project Worksheet generated by FHA Software for the same months. Just learning that you've still got expired certifications on a Project Worksheet being approved should never be an issue with Pre-Release Project Worksheet availability.

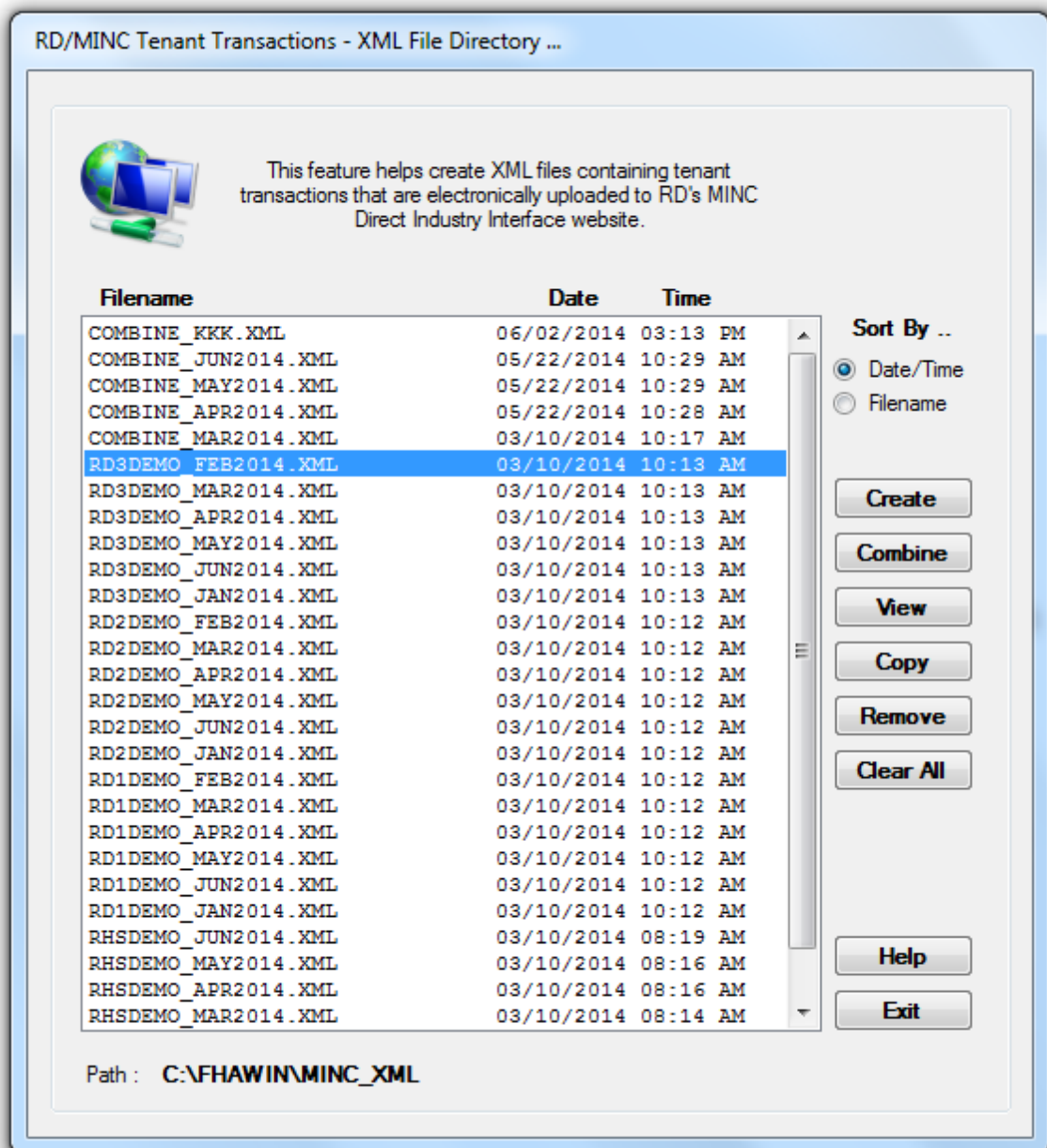
\* **Generate a Project Worksheet** - Before the 10th day of each month, print and compare an RD Project Worksheet ( Part II ) printed by FHA Software with the MINC Pre-Release Project Worksheet for the same month to verify that all tenant information matches. This also gives you time to submit or resubmit tenant changes that are missing in MINC before you get penalized for late submissions made after the 10th day of each month.

When your FHA Software Project Worksheet information matches the MINC Project Worksheet available for approval, be sure to print the entire ( Part I & II ) Project Worksheet from FHA Software so that an entry is automatically made in the *Review Project Worksheet History* feature which is used to keep track of R/A Obligation Balances and allows the entire worksheet ( Loan Payments, Overage, RD R/A Subsidy, etc. ) to be automatically posted to the built-in Accounting feature.

#### 8.6.1.2 XML File Directory

This window section helps create XML files containing tenant changes that are electronically submitted each month to Rural Development's MINC Industry Interface.

Click-on **RD > RD/MINC File Submissions > MINC/XML Tenant Transactions** to access the *XML File Directory* window ...



The XML File Directory window displays a list of existing XML files in chronological (newest to oldest) order. Listed is the Filename of each XML file along with the Date & Time the file was created. The following options are available at this window ...

### Sort By

Click-on the **Date/Time** bullet to sort XML files displayed by file *Date/Time*.  
 Click-on the **Filename** bullet to sort XML files displayed alphabetically by *Filename*.

Note: Default sort is by file *Date/Time*.

### Create



To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

### Combine

To *Combine* multiple XML files into one file for MINC II submission, click-on the **Combine** button. A Combine Multiple XML Files window will appear.

### View

To *View* information of an existing XML file, click-on the **Filename** of the desired XML file from the list and click-on the **View** button. A View Existing XML Files window will appear.

### Copy

To *Copy* an existing XML file to another folder or removable drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A Copy XML File window will appear.

### Remove

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list and click-on the **Remove** button. The selected XML file will be immediately removed from the list.

### Clear All

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Exit

Click-on **Exit** to exit out of the *XML File Directory* window.

## 8.6.1.3 XML File Creation - Filename Entry


This process creates a new XML file containing tenant changes that are electronically submitted each month to Rural Development's MINC Industry Interface. There are basically three XML file creation, submission options ...

- \* By Project Filename ( Individual Project XML File Creation )
- \* Combine Individual Project XML files into one master XML File
- \* Multi-Property XML File Creation

Click-on **RD > RD/MINC File Submissions > MINC/XML - Tenant Transactions** to access the *XML File Directory* window. Click-on the **Create** button to view the initial *XML File Creation Process* window ...

### By Project Filename

XML File Creation Process ...

 **RD/MINC DIRECT INDUSTRY INTERFACE [ XML File ] ...**

The XML data file contains tenant transaction details ( RD 3560-8 Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded to Rural Development through the MINC Direct Industry Interface website. XML files are created on a project-by-project basis.

☒ **By Project Filename :** UPLAZA

Enter a New XML FILENAME to Create : JUNE2014

( Note: Leaving XML Filename BLANK is allowed. )

☐ **Multi-Property Directory :** ALLDEMO

Tenant Transactions Effective for : August 2014

( Worksheet Month/Year )

Include Tenant Transactions already submitted ☐

Enter a New XML FILENAME to Create :

( Note: Leaving XML Filename BLANK is allowed. )

Help OK Cancel

Note: The **By Project Filename** option is the default selection when **XML File Creation Process** window first appears.

The following options are available when *By Project Filename* is selected ...

#### By Project Filename

The first item a user must do when creating a new XML file is to select the *Project Filename* to work with. Use the pull down list to select the desired *Project Filename*. Each XML files contains tenant changes for one project only.

#### Enter a New XML FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2013 tenant changes, name that XML file .. DEC2013. When creating an XML file that will contain your January 2014 tenant changes, name that XML file .. JAN2014, and so on. If this will be the second XML file you've created for January 2014, then name that XML file .. JAN2013\_2. Use whatever naming process makes sense to you. Your project filename will automatically be part of the XML filename created ( ex: RHSDEMO\_SEPT2013.XML ). So, you can use the name SEPT2013 to identify the XML file contents and it can be used for all project XML files.

Note: Due to RD/MINC filename restrictions, your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_SEPT2013.XML, GRN\_DEC2012.XML, VLLG\_1101.XML, etc..

Note: XML Filename can be left BLANK. This will result in the XML file being created with just the project filename.

### OK

To continue with the *XML File Creation Process* for the *Project Filename* currently selected, click-on the **OK** button. An XML File Creation Process - Selection Summary window will appear.


Note: If an XML file already exists for the Project Filename currently defined, a window will appear asking "Overwrite this file?". Click-on the **Yes** button to overwrite the existing XML file.

### Cancel

Click-on the **Cancel** button to exit out of the *XML File Creation Process*.

## Multi-Property Directory

XML File Creation Process ...



**RD/MINC DIRECT INDUSTRY INTERFACE [ XML File ] ...**

The XML data file contains tenant transaction details ( RD 3560-8 Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded to Rural Development through the MINC Direct Industry Interface website. XML files are created on a project-by-project basis.

☐ **By Project Filename :** UPLAZA

Enter a New XML FILENAME to Create :

( Note: Leaving XML Filename BLANK is allowed. )

☒ **Multi-Property Directory :** ALLEDEMO

Tenant Transactions Effective for : June 2014

( Worksheet Month/Year )

Include Tenant Transactions already submitted ☒

Enter a New XML FILENAME to Create : JUNE2014

( Note: Leaving XML Filename BLANK is allowed. )

Help OK Cancel

Note: To have the program automatically insert all tenant changes affecting a specific *Project Worksheet* month, for all projects listed in a selected *Multi-Property Directory*, into one master XML file, click-on the **Multi-Property Directory** bullet. For management companies with a large number of RD projects, this *Multi-Property Directory* feature will save valuable time with the XML file creation process.

The following options are available when *Multi-Property Directory* is selected ...

### Multi-Property Directory

The first item a user must do when creating a new XML file is to select the *Multi-Project Directory* to work with. Use the pull down list to select the desired *Multi-Project Directory Filename*. Each *Multi-Property* XML file will contain tenant changes for only the projects listed in the *Multi-Property Directory Filename* selected.

### Tenant Transactions Effective for

This process will search all existing *Tenant Change Records* for *Project Worksheet Dates* that match the *Month & Year* defined above and include those changes in the XML file being created. Use the pull

down selection lists to select the *Month & Year of Tenant Changes* to automatically include in the XML file being created.

### Include Tenant Changes already submitted

Unless this item is checked, this process will only search for and include *Tenant Change Records* that have not yet been placed in an XML file and submitted electronically. The existence of an *MINC Date* in a *Tenant Change Record* ( *Tenant Certification Data* and *Changes to Tenant Status Data* ) determines if the *Tenant Change* has been previously placed in an XML file.

### Enter a New XML FILENAME to Create

Each new Multi-Property XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2013 tenant changes, name that XML file .. DEC2013. When creating an XML file that will contain your January 2014 tenant changes, name that XML file .. JAN2014, and so on. If this will be the second XML file you've created for January 2014, then name that XML file .. JAN2013\_2. Use whatever naming process makes sense to you. Your *Multi-Property Filename* will automatically be part of the XML filename created ( ex: MULTI\_ALLPROJ\_SEPT2013.XML ). So, you can use the name SEPT2013 to identify tenant change contents that are in a MULTI-Property XML file for projects listed in the ALLPROJ *Multi-Property Directory* filename selected.

Note: Due to RD/MINC filename restrictions, your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The file extension [ .XML ] will automatically be added to your filename making actual file labels similar to MULTI\_RDPROJ\_SEPT2013.XML, MULTI\_TXPROJ\_DEC2012.XML, MULTI\_MYPROJ\_JAN2014.XML, etc..

Note: XML Filename can be left BLANK. This will result in the XML file being created with just the *Multi-Property Directory* filename.

### OK

Click-on **OK** to start the *Multi-Property Directory - XML File Creation* process.

A *Progress Bar* will be displayed, showing file creation status as applicable tenant changes for each project listed in the *Multi-Property Directory* selected are added to the XML file. When XML file creation has completed, a "Completed Successfully" message window will appear. After clicking **OK**, the *XML File Directory* window will reappear with your new *Multi-Property XML* filename listed at the top.

Note: If an XML file already exists for the Filename currently defined, a window will appear asking "Overwrite this file?". Click-on the **OK** button to overwrite the existing XML file.

Note: A **Cancel** button option is available during the XML file creation process that will stop adding tenant changes to the XML file being created, at the point the **Cancel** button was clicked. All tenant changes that were successfully added to the XML file before the process was canceled, will have a MINC Date recorded. If you are not going to submit the XML file that was created, you'll need to use the

*Include Tenant Changes Already Submitted* checkbox option in order to include those tenant changes in future XML file creations.

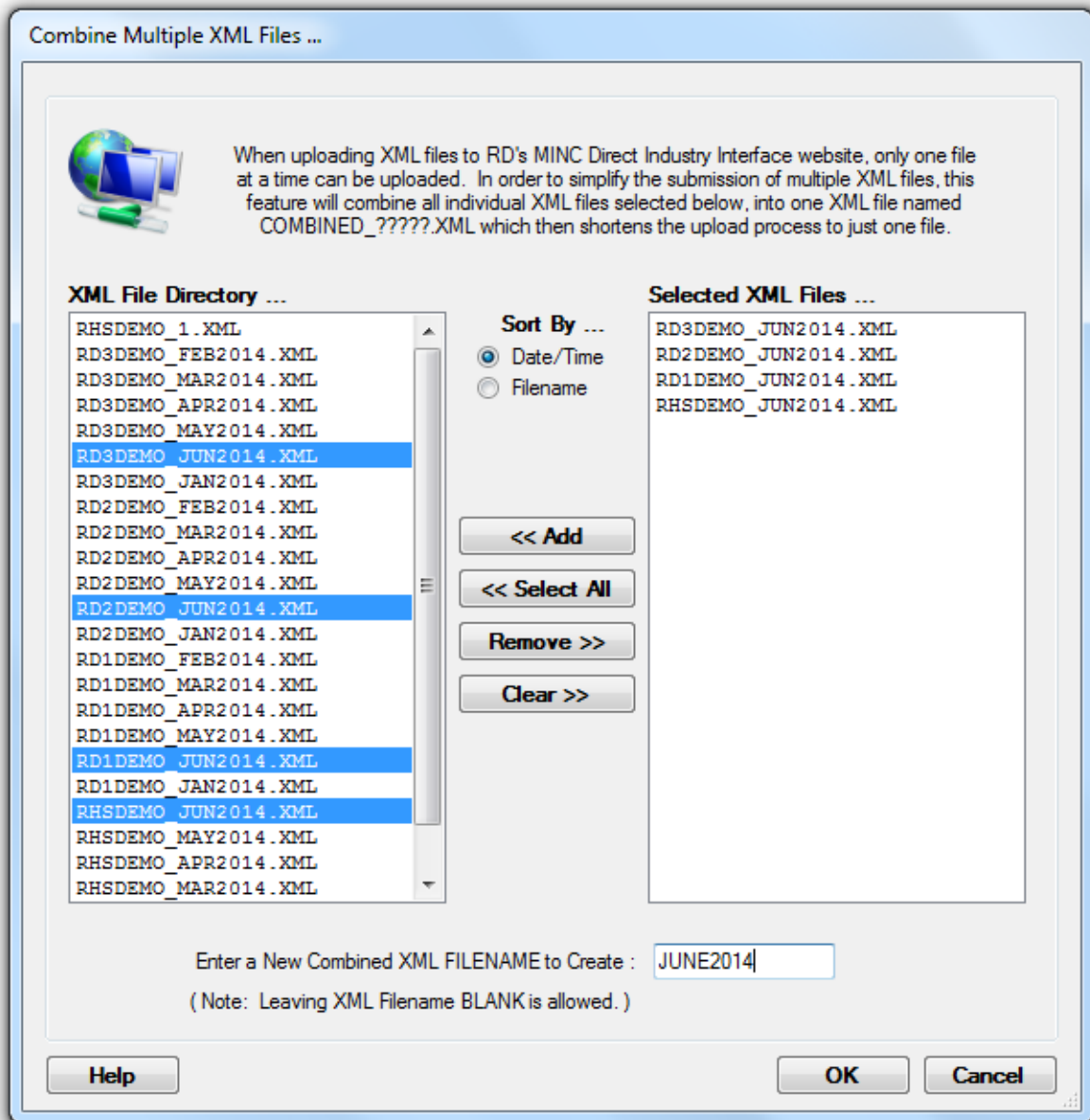
### **Cancel**

Click-on the **Cancel** button to exit out of the *XML File Creation Process*.

#### **8.6.1.4 XML File Creation - Combine Option**

When submitting XML files through RD's MINC website, only one XML file at a time can be selected for submission. In order to simplify the submission of multiple XML files, this feature will combine selected XML files into one XML file named [ COMBINED\_filename.XML ] which then can be submitted through RD's MINC website.

To *Combine* multiple XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

### XML File Directory

This section lists all existing XML files with [ .XML ] file extensions that are available to be sent through RD's MINC website.

Note: XML files displayed here include Tenant Change XML files that are manually created in the *RD > RD/MINC File Submissions > MINC/XML - Tenant Transactions* window.

### Selected XML Files

This list will display selected XML file names that will be combined into one master XML file for submission through RD's MINC website.

### Sort By

Click-on the **Date/Time** bullet to sort XML files displayed by file *Date/Time*.  
Click-on the **Filename** bullet to sort XML files displayed alphabetically by *Filename*.

Note: Default sort is by file *Date/Time*.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Select All

To add all existing XML files to the *Selected Files* list, click-on the **Select All** button. The names of all existing XML files will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Enter a New Combined XML FILENAME to Create

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the Combined XML file you are creating will contain December 2013 tenant changes, name that XML file .. DEC2013. When creating a Combined XML file that will contain your January 2014 tenant changes, name that XML file .. JAN2014, and so on. If this will be the second XML file you've created for January 2014, then name that XML file .. JAN2013\_2. Use whatever naming process makes sense to you. Your project filename will automatically be part of the XML filename created ( ex: COMBINED\_SEPT2013.XML ).

Note: Due to RD/MINC filename restrictions, your Combined XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The file extension [ .XML ] will automatically be added to your filename making actual file labels similar to COMBINED\_SEPT2013.XML, COMBINED\_DEC2012.XML, COMBINED\_1101.XML, etc..

Note: XML Filename can be left BLANK. This will result in the XML file being created with just the "Combined" text.

### Help



Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file named [ COMBINED\_filename.XML ].

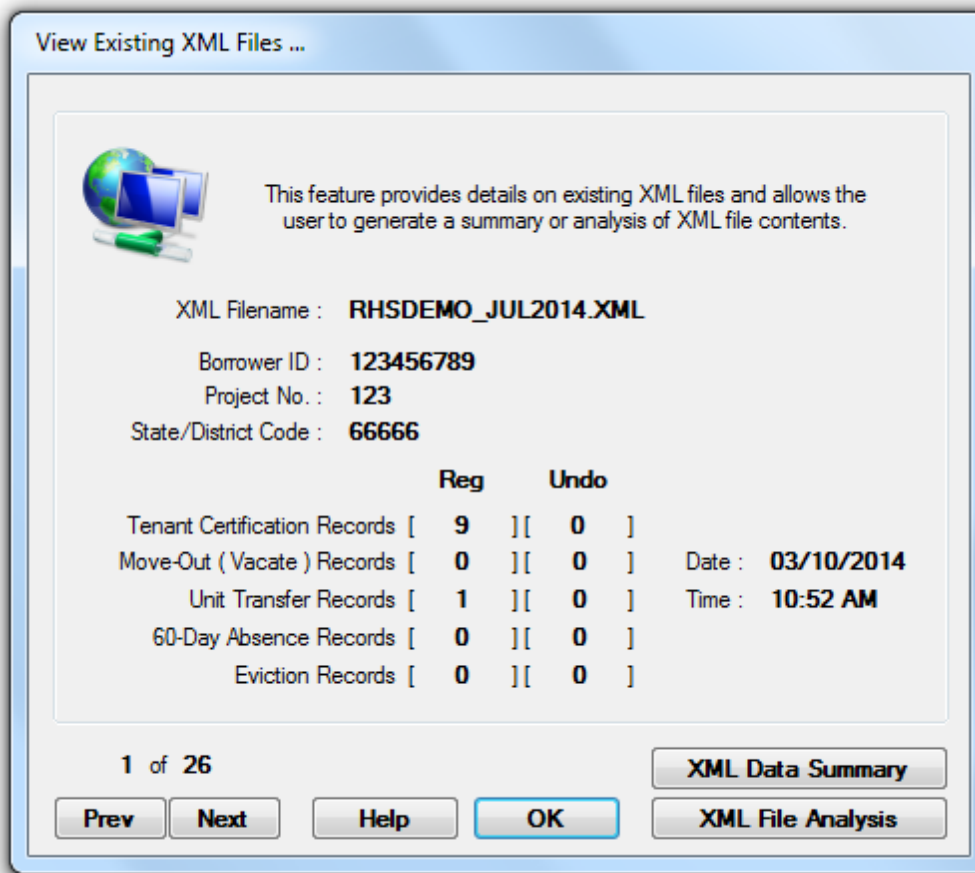
Note: An XML file named COMBINED\_filename.XML will be created in the default MINC\_XML file folder. The user then submits this file through RD's MINC website which contains all tenant changes included in the multiple XML files selected.

### Cancel

Click-on the **Cancel** button to exit out of this process.

#### 8.6.1.5 XML File Directory - View Option

To View information on an existing XML file, click-on ( highlight ) the **Filename** of the desired XML file from the XML File Directory and click-on the **View** button. A *View Existing XML Files* window will appear ...



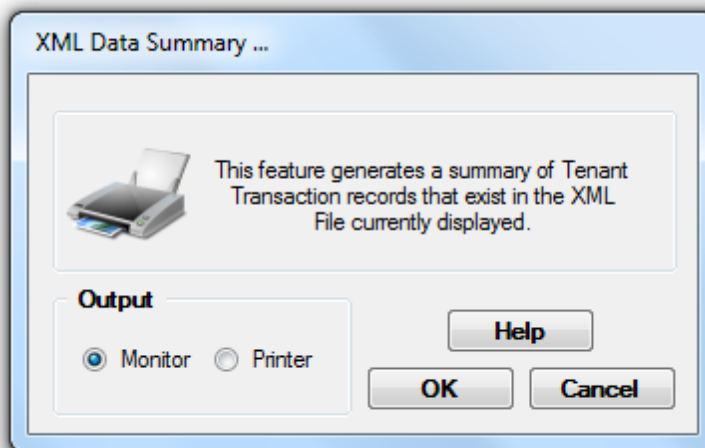
Information about the XML File selected will be displayed, including the total number of *Tenant Change Records* placed in the file. The following options are available at this window ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

### XML Data Summary

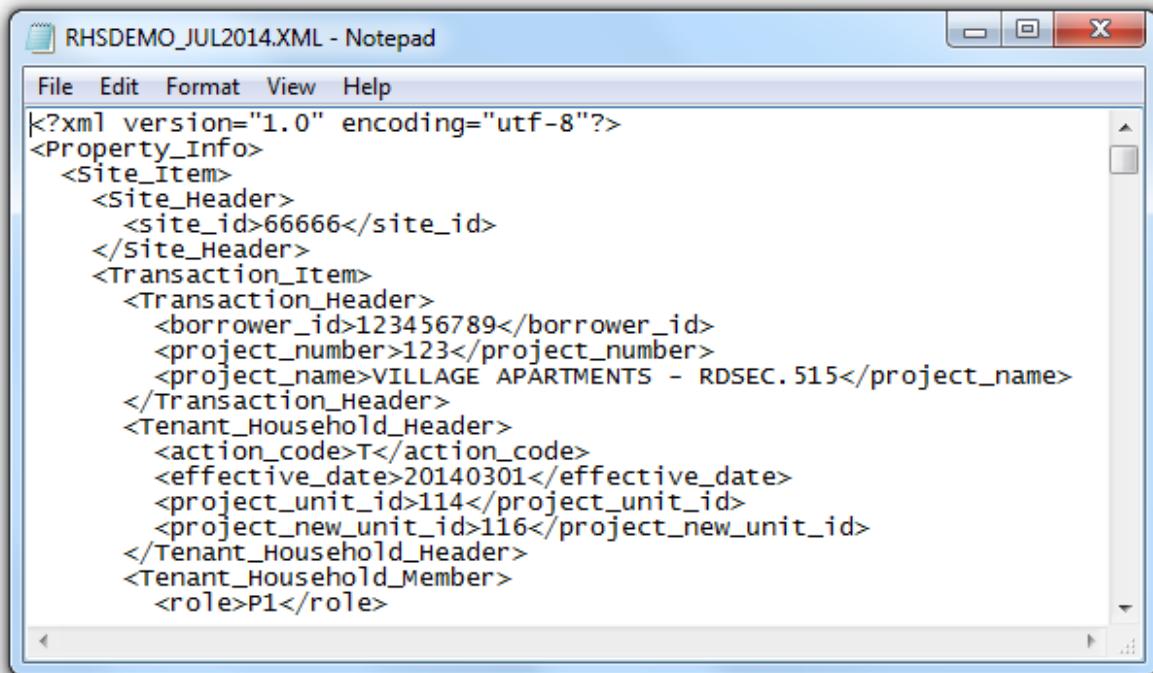
This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print an *XML Data Summary*, click-on the **XML Data Summary** button. A print setup window will appear ...



Click-on **Monitor** to display report on the screen.  
Click-on **Printer** to generate report at the defaulted Windows printer.  
Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing an *XML Data Summary*.  
Click-on **Cancel** to exit out of the print option.

### XML File Analysis

This report provides a printed detail ( Data Field by Data Field ) of the XML file currently selected. To view or print an *XML File Analysis*, click-on the **XML File Analysis** button. The XML file will be opened by and displayed in a Notepad window ...



Click-on **File .. Print** to print an *XML File Analysis* of the XML displayed.

Click-on **File .. Exit** to close the Notepad window.

Note: Be careful when making manual edits to XML file contents, as it may corrupt XML file integrity.

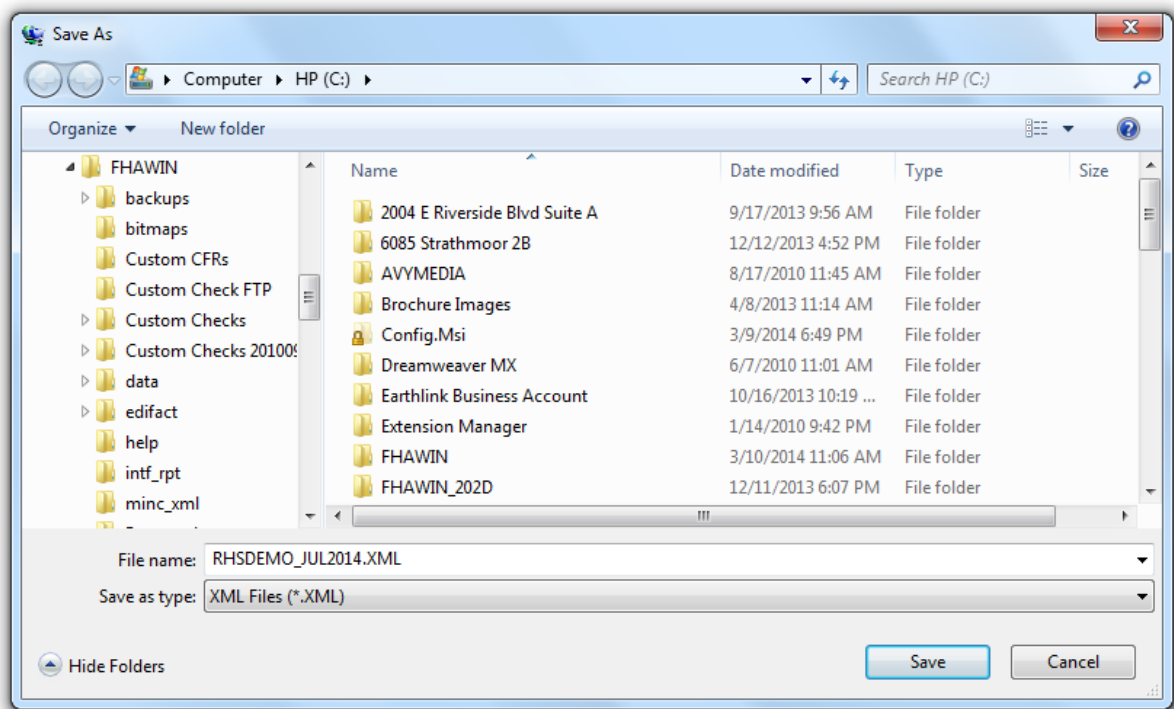
**OK**

Click-on the **OK** button to return to the *XML File Directory* window.

#### 8.6.1.6 XML File Directory - Copy Option

This feature copies an existing XML file to any existing drive or folder.

To *Copy* an existing XML file, click-on ( highlight ) the **Filename** of the desired XML file you wish to copy and click-on the **Copy** button. A standard *Save As* window will appear ...



The following options are available at this window ...

#### Destination Drive Letter & Folder

Select the drive letter and folder where you want the selected XML file copied to.

#### File name

This item displays the full name of the XML file that was selected to be copied.

#### Save

To proceed with the *Copy XML File* process, click-on the **Save** button.

#### Cancel

Click-on the **Cancel** button to exit out of the *Save As* window.

### 8.6.1.7 XML File Creation - Selection Summary

The *XML File Creation Process - Selection Summary* window provides project information along with the total number of tenant change records currently selected.

There are five *Tenant Change Record* types ...

- \* Tenant Certifications Records
- \* Move-Out (Vacate) Records
- \* Unit Transfer Records
- \* 60-Day Absence Records

\* Eviction Records

XML File Creation Process ...

**Selection Summary**

XML Filename : **RHSDEMO\_JUL2014.XML**

Borrower ID : **123456789**

Project No. : **123**

Project Code : **FHADEMO**

State/District Code : **66666**

	Reg	Undo	
<b>Tenant Certifications</b>	[ 13 ]	[ 0 ]	Records Currently Selected
<b>Move-Out ( Vacates )</b>	[ 0 ]	[ 0 ]	Records Currently Selected
<b>Unit Transfers</b>	[ 2 ]	[ 0 ]	Records Currently Selected
<b>60-Day Absence</b>	[ 0 ]	[ 0 ]	Records Currently Selected
<b>Evictions</b>	[ 0 ]	[ 0 ]	Records Currently Selected

Help Automated Selection Process Save Cancel

The following options are available at this window ...

### Tenant Certifications

Click-on the **Tenant Certifications** button to view, add &/or remove *Tenant Certification* related ( RD form 3560-8 TC or HUD-form 50059 TC ) tenant change records to the XML file being created. A **Tenant Changes Selected** window will appear.

### Move-Out (Vacates)

Click-on the **Move-Out (Vacates)** button to view, add &/or remove *Move-Out (Vacate)* related tenant change records to the XML file being created. A **Tenant Changes Selected** window will appear.

### Unit Transfers

Click-on the **Unit Transfers** button to view, add &/or remove *Unit Transfer* related tenant change records to the XML file being created. A **Tenant Changes Selected** window will appear.

### 60-Day Absence

Click-on the **60-Day Absence** button to view, add &/or remove *60-Day Absence* related records to the XML file being created. A **Tenant Changes Selected** window will appear.

### Evictions

Click-on the **Evictions** button to view, add &/or remove *Eviction* related records to the XML file being created. A **Tenant Changes Selected** window will appear.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### Automated Selection Process

Based on Effective Dates embedded within each tenant change processed throughout FHA Software, this program can automatically add applicable tenant changes to an XML file for you in one quick and easy step.

Click-on the **Automated Selection Process** button and an Automated Selection Process window will appear.

#### Save

Click-on the **Save** button to save the XML file and return to the *XML File Directory* window.

#### Cancel

Click-on the **Cancel** button to exit out of the *XML File Creation Process* without saving changes.

### 8.6.1.8 XML File Creation - Add/View/Remove

The *XML File Creation Process - Add/View/Remove* window displays a list of *Tenant Change Records* that have been selected for the record type being viewed.

There are five *Tenant Change Record* types ...

- \* Tenant Certifications Records
- \* Move-Out (Vacate) Records
- \* Unit Transfer Records
- \* 60-Day Absence Records
- \* Eviction Records

Tenant Transactions Selected ...

**Tenant Certification Records**

XML Filename : RHSDEMO\_DEC2018.XML Total Records : 11

U N D O	Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	Subsidy
	101	SMITH	EFF	01/01/18	ReCert	198	527
	102	JOHNSON	EFF	02/01/18	ReCert	330	395
	103	REDFEARN	1BR	03/01/18	ReCert	94	731
	104	KILGORE	1BR	04/01/18	ReCert	401	424
	105	JONES	1BR	09/01/17	ReCert	473	352
	106	DEARBORNE	1BR	06/01/18	ReCert	-29	854
	107	FREDERICK	2BR	07/01/18	ReCert	925	0
	108	MOUNDS	2BR	08/01/17	ReCert	-6	931
	109	CLARK	3BR	05/01/18	ReCert	1,247	0
	111	BRAND	4BR	11/01/17	ReCert	634	491
	112	SPOTTS	4BR	12/01/17	ReCert	797	328

The following options are available at this window ...

### Add a Change

Click-on the **Add a Tenant Change** button to add a new *Tenant Change Record* to the XML file being created. An Add a Tenant Change window will appear.

### Remove a Change

To remove a *Tenant Change Record* from the list, click-on the desired tenant change line in the list and click-on the **Remove a Change** button. The selected *Tenant Change Record* will be immediately removed from the list.

### UNDO a Change

To submit a *Tenant Change Record* to USDA/RD with an UNDO action, click-on the desired tenant change line in the list and click-on the **UNDO a Change** button. An asterick (\*) will appear in the UNDO column to the left of the tenant's name.

**Previous Tenant Change**

Click-on the **Previous Tenant Change** button to add a new *Tenant Change Record* to the XML file being created, from *Tenant Certification History*. A **Previous Tenant Change** window will appear.

**OK**

Click-on the **OK** button to return to the *XML File Creation - Selection Summary* window.

**8.6.1.9 XML File Creation - Add a Tenant Change**

The *XML File Creation Process - Add a Tenant Change* window displays a list of available *Tenant Change Records* that can be selected for the record type being viewed.

There are five *Tenant Change Record* types ...

- \* Tenant Certifications Records
- \* Move-Out (Vacate) Records
- \* Unit Transfer Records
- \* 60-Day Absence Records
- \* Eviction Records



Add a Tenant Transaction ...

**Tenant Certification Records**

To ADD a record to this XML file, click-on the desired Tenant Transaction below and then click SELECT.  
To ADD all Tenant Transaction records displayed below to this XML file, simply click INCLUDE ALL.

Note: Tenant Transactions listed below ☐ Includes (\*) ☒ Excludes records already electronically submitted.

Unit No.	Tenant Name	Size	Effective	Action Process	Rent	Subsidy
101	SMITH	EFF	01/01/18	ReCert.	198	527
102	JOHNSON	EFF	02/01/18	ReCert.	330	395
103	REDFEARN	1BR	03/01/18	ReCert.	94	731
104	KILGORE	1BR	04/01/18	ReCert.	401	424
105	JONES	1BR	09/01/17	ReCert.	473	352
106	DEARBORNE	1BR	06/01/18	ReCert.	-29	854
107	FREDERICK	2BR	07/01/18	ReCert.	925	0
108	MOUNDS	2BR	08/01/17	ReCert.	-6	931
109	CLARK	3BR	05/01/18	ReCert.	1,247	0
111	BRAND	4BR	11/01/17	ReCert.	634	491
112	SPOTTIS	4BR	12/01/17	ReCert.	797	328

Include All      Select      Cancel

The following options are available at this window ...

### Includes / Excludes

When the user is initially brought to the *Add a Tenant Change* window, the list of *Tenant Change Records* defaults to showing only *Tenant Changes* that have not yet been placed in an XML file for electronic submission to MINC ( *Excludes* option bulleted ). Excluding *Tenant Change Records* that have already been submitted eliminates the possibility of mistakenly resubmitting them again.

**Includes** - When bulleted, the selection list of *Tenant Change Records* will include all *Tenant Change Records* that is on file. This option allows the user to select and resubmit *Tenant Changes* that may have already been electronically submitted previously.

**Excludes** - When bulleted, the selection list of *Tenant Change Records* will not include *Tenant Changes* that have already been placed in an XML file for electronic submission previously.

Note: When *Tenant Changes* are placed in an XML file that is saved, the date this was processed is recorded as a *MINC Date* in the *Tenant Change Record* ( *Tenant Certification Data* or *Changes to Tenant Status Data* ). The existence of a *MINC Date* determines if the *Tenant Change* will be included or excluded from the selection list.

**Include All**

Click-on the **Include All** button to include all *Tenant Change Records* from the selection list in the XML file being created.

**Select**

To add one *Tenant Change Record* from the selection list, click-on ( highlight ) the desired *Tenant Change* line and click-on the **Select** button.

**Cancel**

Click-on the **Cancel** button to return to the *XML File Creation - Selection Summary* window without adding a tenant change.

**8.6.1.10 XML File Creation - Add Previous TC**

The *XML File Creation Process - Add a Previous Tenant Change* window displays a list of available *Tenant Certification Change Records* (from TC History), within each unit, that can be selected for this XML file.

Click-on the **Previous Tenant Change** button to add a new *Tenant Change Record* to the XML file being created, from *Tenant Certification History*. A *Previous Tenant Change* window will appear ...

Previous Tenant Transactions ...

Select the desired Unit Number to list all related Tenant Transactions on file :

To ADD a record to this XML file, click-on the desired Tenant Transaction below and then click SELECT.  
To ADD all Tenant Transaction records displayed below to this XML file, click-on INCLUDE ALL.

Unit No.	Tenant Name	Size	Effective	Action Process	Rent	Subsidy
101	SMITH	EFF	01/01/18	ReCert.	198	527
101	SMITH	*EFF	01/01/17	ReCert.	198	527
101	SMITH	EFF	01/01/16	ReCert.	198	527
101	SMITH	EFF	01/01/15	ReCert.	198	527
101	SMITH	EFF	01/01/14	ReCert.	198	527
101	SMITH	*EFF	01/01/13	ReCert.	198	527
101	SMITH	EFF	01/01/12	ReCert.	208	417
101	SMITH	EFF	01/01/11	ReCert.	208	417
101	SMITH	*EFF	01/01/10	ReCert.	208	417
101	SMITH	EFF	01/01/09	ReCert.	208	417
101	SMITH	EFF	01/01/08	ReCert.	208	417
101	SMITH	EFF	01/01/07	ReCert.	193	432
101	SMITH	*EFF	01/01/06	ReCert.	172	453
101	SMITH	*EFF	01/01/05	ReCert.	118	507
101	SMITH	*EFF	01/01/04	ReCert.	102	523
101	SMITH	EFF	01/01/03	ReCert.	87	538
101	SMITH	EFF	01/01/02	ReCert.	53	572
101	SMITH	EFF	01/01/01	ReCert.	53	542

The following options are available at this window ...

### Unit Number

*Tenant Certification Changes* listed in this window will be for the *Unit Number* currently selected. The first unit in the project will always be the default *Unit Number* displayed. Use the pull down list button to view and select the desired *Unit Number*.

### Include All

Click-on the **Include All** button to include all *Tenant Certification Change Records* from the selection list in the XML file being created.

### Select

To add one *Tenant Certification Change Record* from the selection list, click-on the desired *Tenant Certification Change Record* line and click-on the **Select** button.

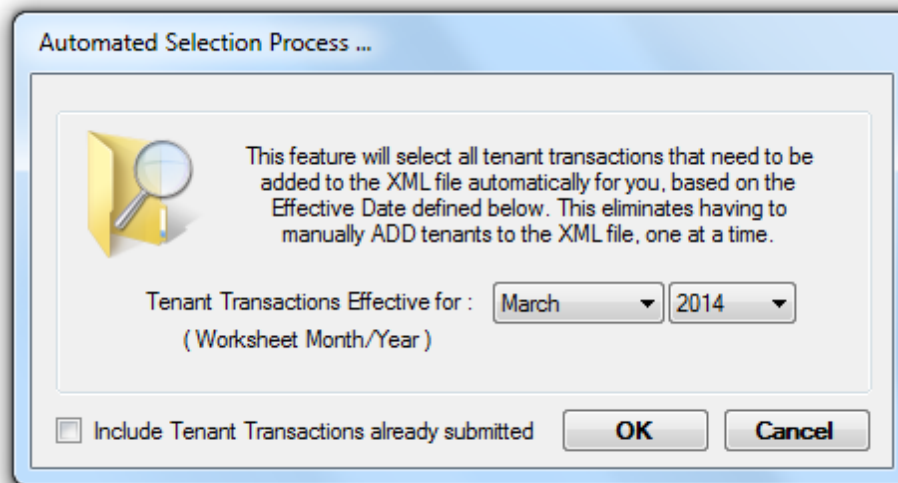
### Cancel

Click-on the **Cancel** button to return to the *XML File Creation - Selection Summary* window without adding a *Tenant Certification Change* record.

#### 8.6.1.11 XML File Creation - Automated Selection Process

Based on *Effective Dates* embedded within each *Tenant Change* processed throughout FHA Software, this feature can automatically add applicable *Tenant Changes* to an XML file for you in one quick and easy step.

Click-on the **Automated Selection Process** button and an *Automated Selection Process* window will appear.



The following options are available at this window ...

##### **Tenant Transactions Effective for**

This process will search all existing *Tenant Change Records* for *Project Worksheet Dates* that match the *Month & Year* defined above and include those changes in the XML file being created. Use the pull down selection lists to select the *Month & Year* of *Tenant Changes* to automatically include in the XML file being created.

##### **Include Tenant Changes already submitted**

Unless this item is checked, this process will only search for and include *Tenant Change Records* that have not yet been placed in an XML file and submitted electronically. The existence of an *MINC Date* in a *Tenant Change Record* ( *Tenant Certification Data* and *Changes to Tenant Status Data* ) determines if the *Tenant Change* has been previously placed in an XML file.

##### **OK**

To proceed with the *Automated Selection Process* for the *Project Worksheet Date* defined above, click-on the **OK** button. The *XML File Creation - Selected Summary* window will appear with the results of this process.

##### **Cancel**

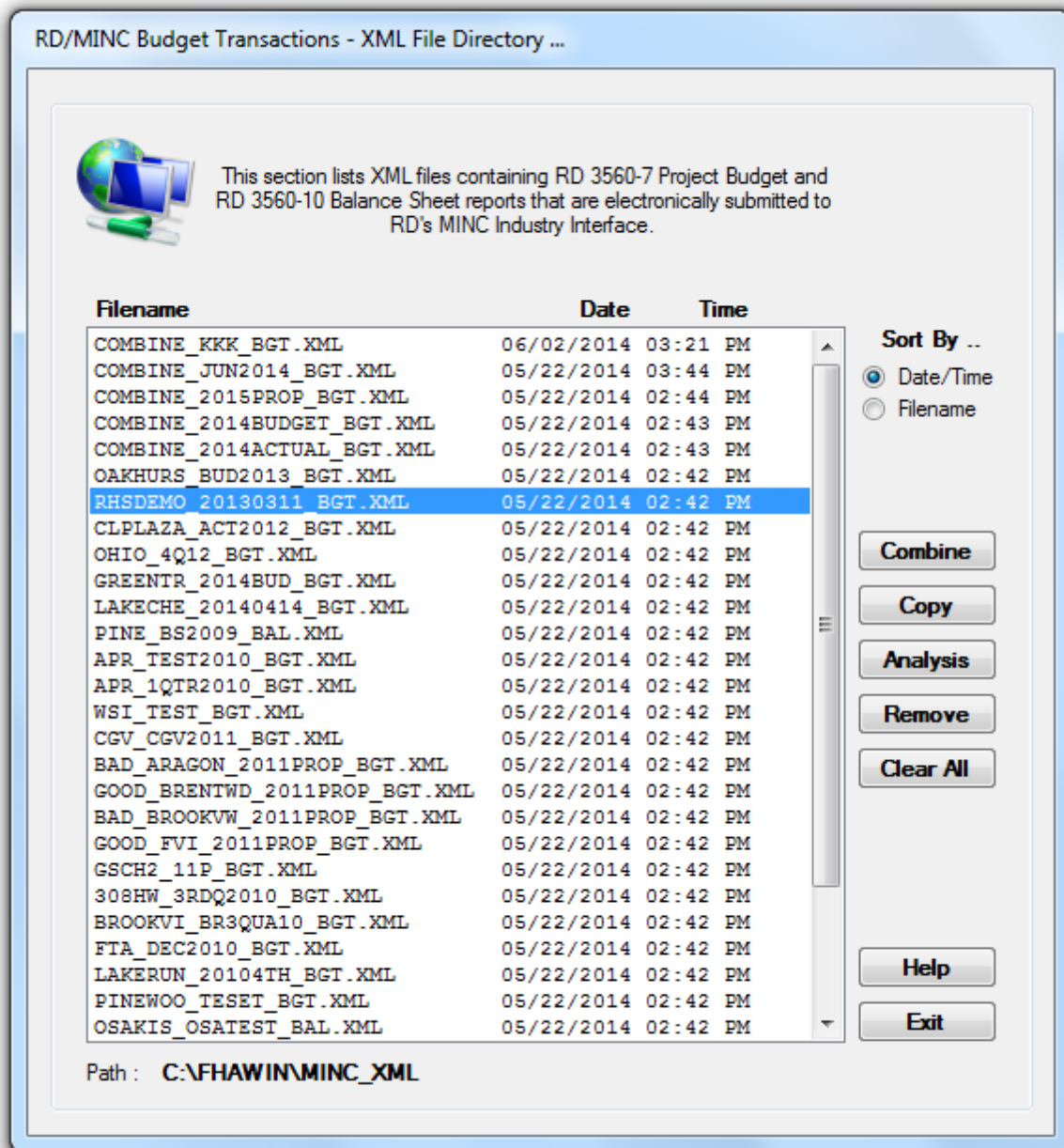
Click-on the **Cancel** button to return to the *XML File Creation - Selection Summary* window without running this process.

## 8.6.2 MINC/XML - Budget Transactions

### 8.6.2.1 XML File Directory

This window displays a list of existing XML files containing *RD 3560-7 Project Budget (BGT)* and *RD 3560-10 Balance Sheet (BAL)* reports that are electronically submitted to Rural Development's MINC Industry Interface.

Click-on **RD > RD/MINC File Submissions > MINC/XML Budget Transactions** to access the *XML File Directory* window ...



The XML File Directory window displays a list of existing XML files in chronological (newest to oldest) order. Listed is the Filename of each XML file along with the Date & Time the file was created. The following options are available at this window ...

### Sort By

Click-on the **Date/Time** bullet to sort XML files displayed by file *Date/Time*.  
 Click-on the **Filename** bullet to sort XML files displayed alphabetically by *Filename*.

Note: Default sort is by file *Date/Time*.

### Combine

To *Combine* multiple XML files into one file for MINC II submission, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear.

### Copy

To *Copy* an existing XML file to another folder or removable drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A *Copy XML File* window will appear.

### Analysis

To view or print an *XML File Analysis*, click-on the **Analysis** button. The XML file will be opened by and displayed in a **Notepad** window ...

### Remove

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list and click-on the **Remove** button. The selected XML file will be immediately removed from the list.

### Clear All

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

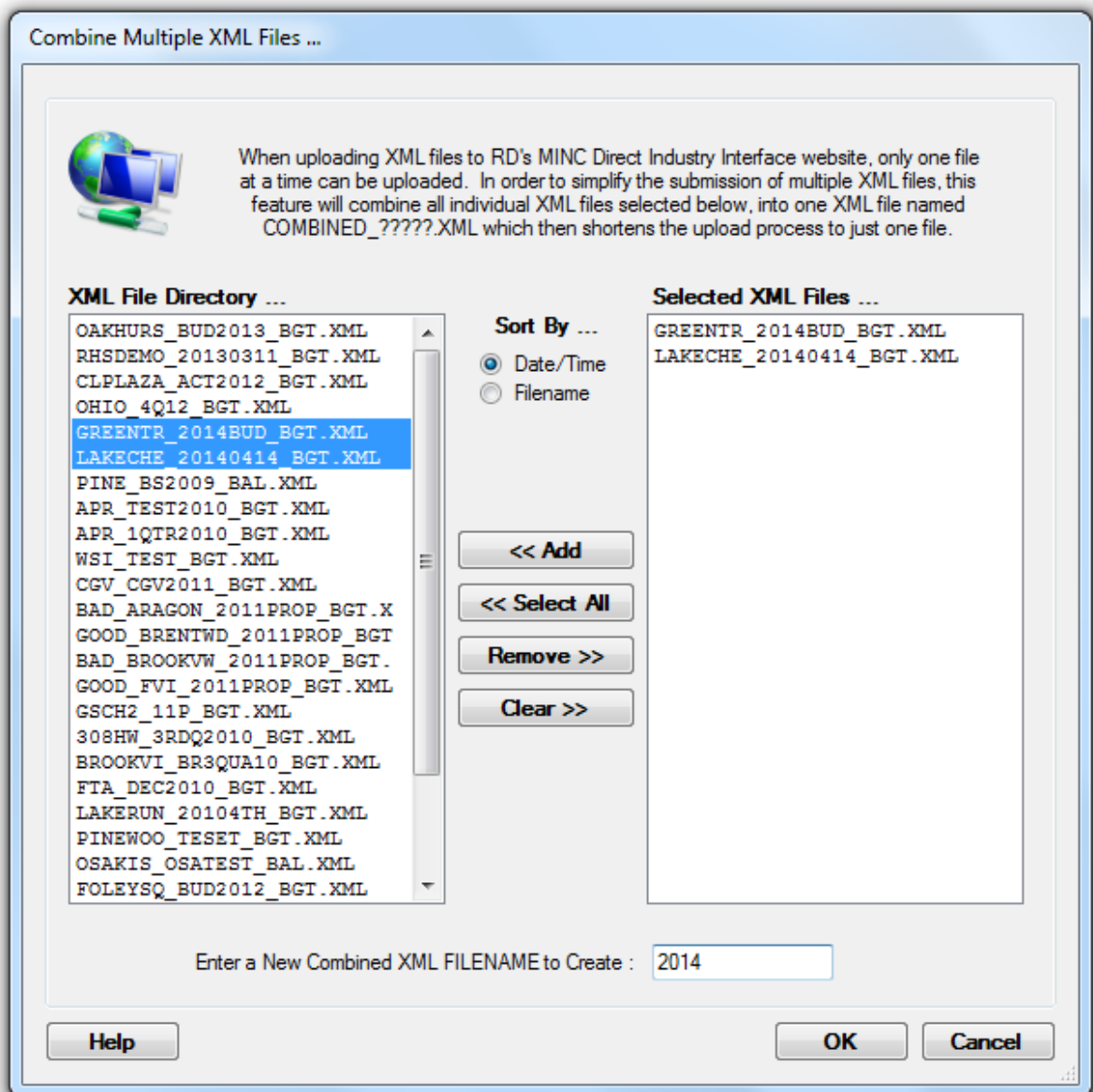
### Exit

Click-on **Exit** to exit out of the *XML File Directory* window.

## 8.6.2.2 XML File Creation - Combine Option

When submitting XML files through RD's MINC website, only one XML file at a time can be selected for submission. In order to simplify the submission of multiple XML files, this feature will combine selected XML files into one XML file named [ *COMBINED\_filename.XML* ] which then can be submitted through RD's MINC website.

To *Combine* multiple XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

### XML File Directory

This section lists all existing XML files with [ .XML ] file extensions that are available to be sent through RD's MINC website.

Note: XML files displayed here include Tenant Change XML files that are manually created in the *RD > RD/MINC File Submissions > MINC/XML - Tenant Transactions* window.

### Selected XML Files

This list will display selected XML file names that will be combined into one master XML file for submission through RD's MINC website.



**Sort By**

Click-on the **Date/Time** bullet to sort XML files displayed by file *Date/Time*.  
Click-on the **Filename** bullet to sort XML files displayed alphabetically by *Filename*.

Note: Default sort is by file *Date/Time*.

**Add**

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

**Select All**

To add all existing XML files to the *Selected Files* list, click-on the **Select All** button. The names of all existing XML files will be included in the *Selected Files* list.

**Remove**

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

**Clear**

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

**Enter a New Combined XML FILENAME to Create**

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the Combined XML file you are creating will contain 2013 Proposed Budgets, name that XML file .. 2013PROP. When creating a Combined XML file that will contain your 2014 Actuals, name that XML file .. 2014ACTUAL, and so on. Use whatever naming process makes sense to you. Your project filename will automatically be part of the XML filename created ( ex: COMBINED\_2013PROP.XML ).

Note: Due to RD/MINC filename restrictions, your Combined XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The file extension [ .XML ] will automatically be added to your filename making actual file labels similar to COMBINED\_2013PROP.XML, COMBINED\_2012ACTUAL.XML, COMBINED\_2014BGT.XML, etc..

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to combine all selected XML files into one master XML file named [ COMBINED\_filename.XML ].

Note: An XML file named COMBINED\_filename.XML will be created in the default MINC\_XML file folder. The user then submits this file through RD's MINC website which contains all tenant changes included in the multiple XML files selected.

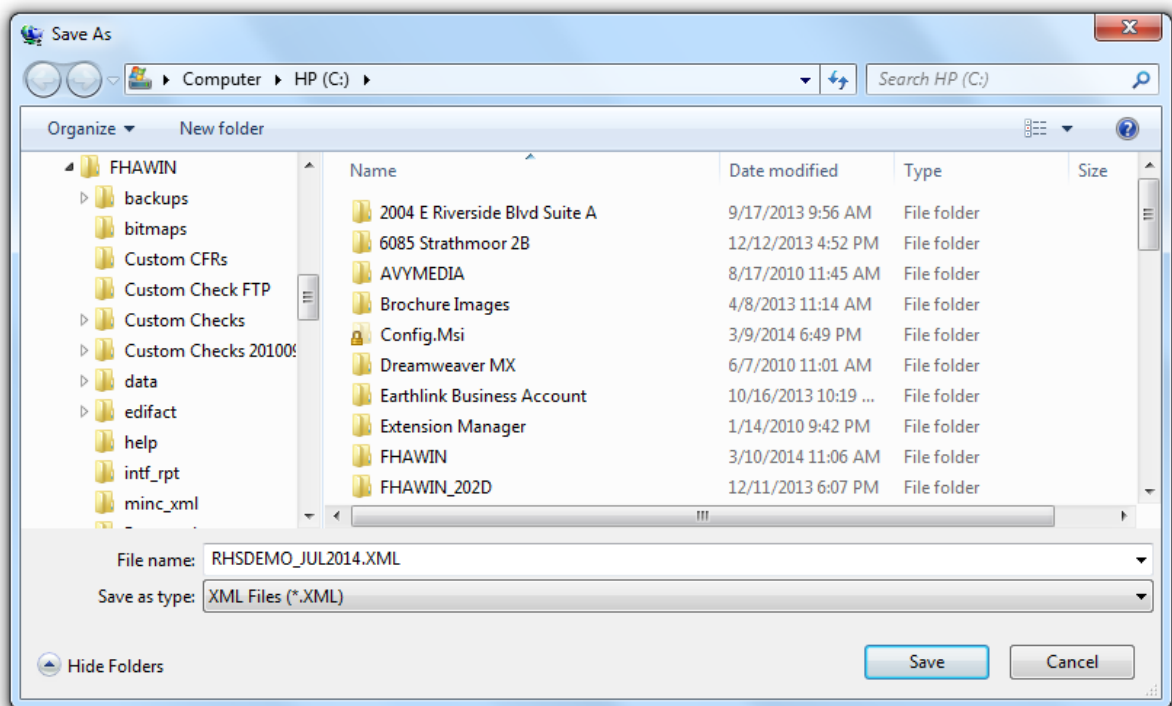
### Cancel

Click-on the **Cancel** button to exit out of this process.

### 8.6.2.3 XML File Directory - Copy Option

This feature copies an existing XML file to any existing drive or folder.

To *Copy* an existing XML file, click-on ( highlight ) the **Filename** of the desired XML file you wish to copy and click-on the **Copy** button. A standard Save As window will appear ...



The following options are available at this window ...

### Destination Drive Letter & Folder

Select the drive letter and folder where you want the selected XML file copied to.

### File name

This item displays the full name of the XML file that was selected to be copied.

**Save**

To proceed with the *Copy XML File* process, click-on the **Save** button.

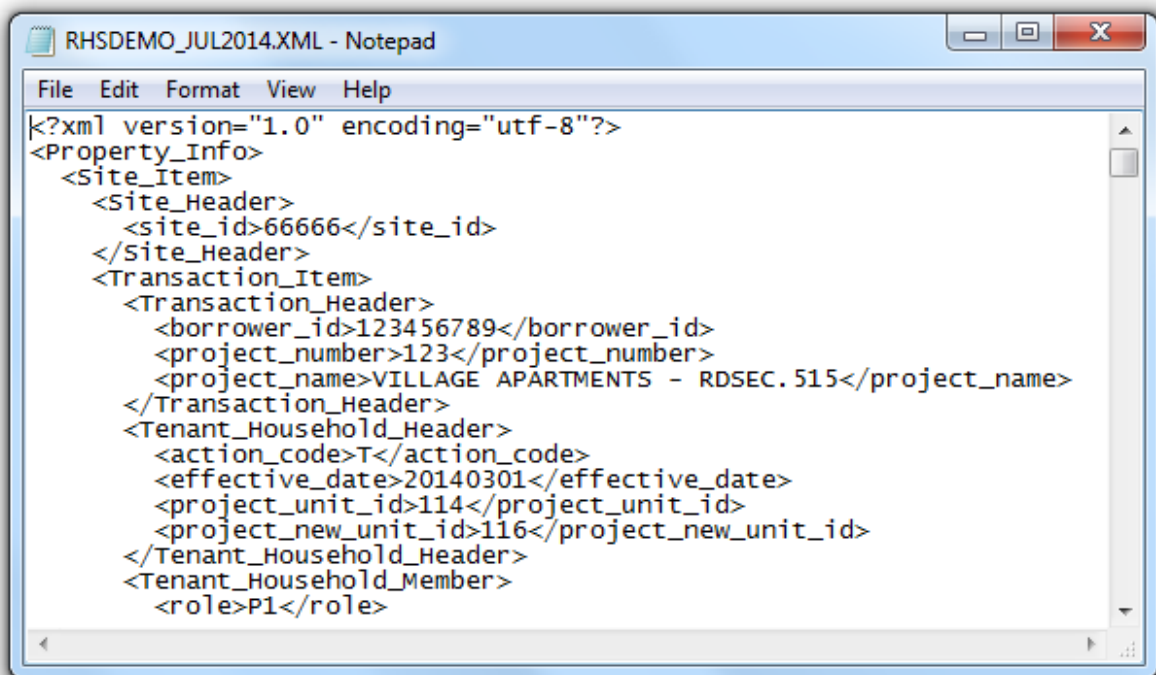
**Cancel**

Click-on the **Cancel** button to exit out of the *Save As* window.

#### 8.6.2.4 XML File Directory - Analysis Option

This report provides a printed detail ( Data Field by Data Field ) of the XML file currently selected.

To view or print an *XML File Analysis*, click-on the **Analysis** button. The XML file will be opened by and displayed in a Notepad window ...



Click-on **File .. Print** to print an *XML File Analysis* of the XML displayed.

Click-on **File .. Exit** to close the Notepad window.

Note: Be careful when making manual edits to XML file contents, as it may corrupt XML file integrity.

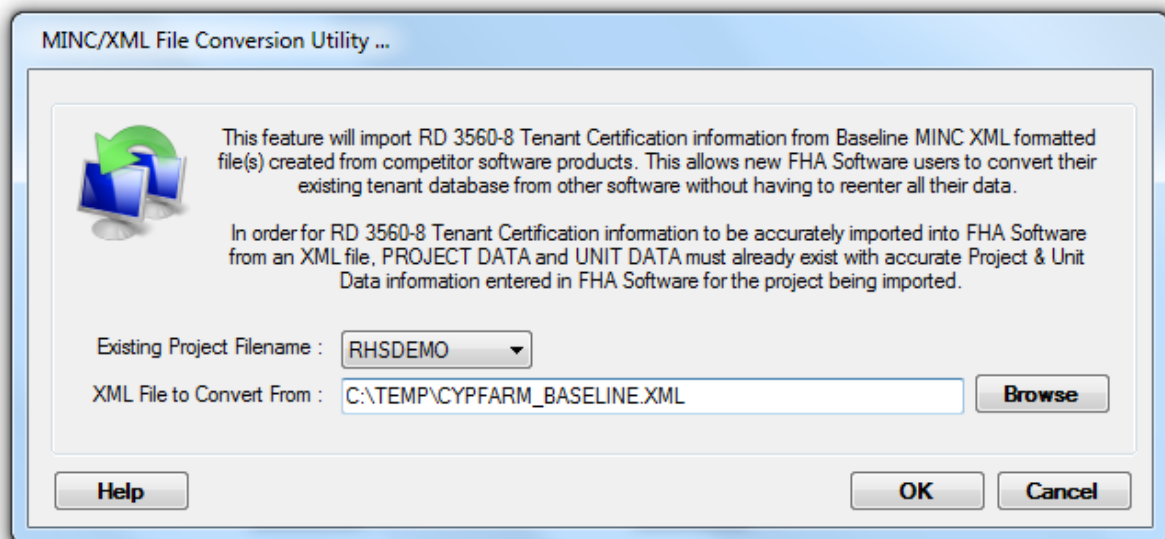
#### 8.6.3 XML File Conversion Utility

### Overview

This feature is only used by new FHA Software users who want to convert database information from a baseline XML formatted file created by their previous software. This feature will import RD 3560-8 Tenant Certification information from a baseline XML file created by a competitor software product. This allows new FHA Software users to convert their existing database without having to reenter all their tenant data.

Note: Rural Development's XML file format only contains tenant related data, not project data (such as Basic & Note Rate Rents, Utility Allowances, Income Limits, etc.). Nor does it actually include the calculated tenant rent amount. Therefore, in order for tenant information to accurately be imported into FHA Software from an XML file, *Project Data* and *Unit Data* (for your new project) must be created in FHA Software before attempting to import tenant certifications from an XML file.

To access the *XML File Conversion Utility* window, click-on **RD > RD/MINC File Submissions > XML File Conversion Utility**. The *MINC/XML File Conversion Utility* window will appear .



### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### XML File to Convert From

Click-on the **Browse** button to locate and select the XML file to import RD 3560-8 Tenant Certifications from.

Note: The *Browse* feature defaults to only looking for files with .XML as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *XML File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to start the *XML File Conversion* process, based on the information defined above.

Note: This feature will import RD 3560-8 Tenant Certifications from the selected XML file into both *TC History* and *Unit History*. RD 3560-8 Tenant Certifications can be imported from multiple XML files.

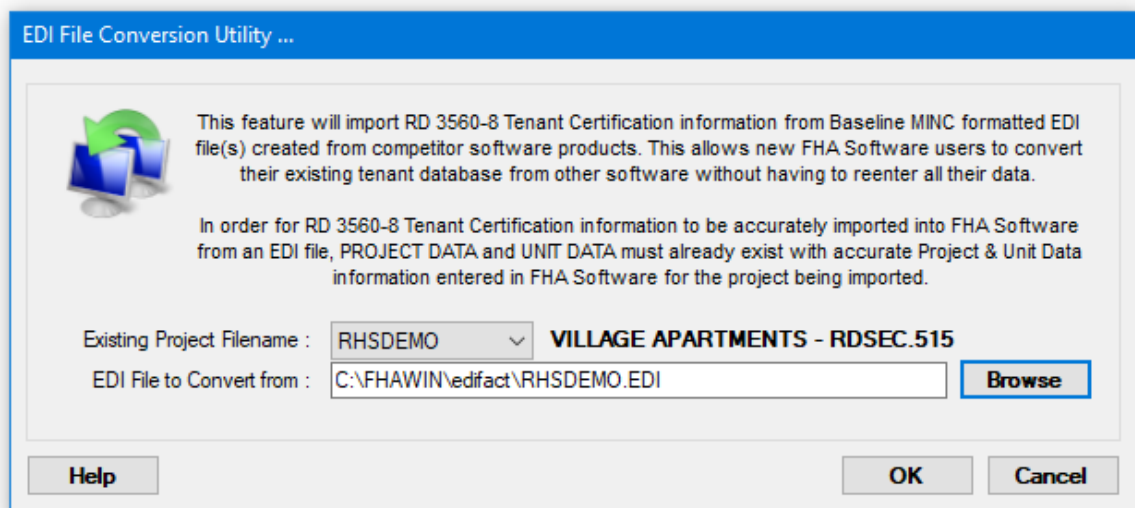
## 8.6.4 RD EDI File Conversion

### Overview

This feature is only used by new FHA Software users who want to convert database information from a baseline MINC formatted EDI file created by their previous software. This feature will import Tenant Data &/or RD 3560-8 Tenant Certification information from a baseline EDI file created by a competitor software product. This allows new FHA Software users to convert their existing database without having to reenter all their tenant data.

Note: Rural Development's EDI file format only contains tenant related data, not project data (such as Basic & Note Rate Rents, Utility Allowances, Income Limits, etc.). Nor does it actually include the calculated tenant rent amount. Therefore, in order for tenant information to accurately be imported into FHA Software from an EDI file, *Project Data* and *Unit Data* (for your new project) must be created in FHA Software before attempting to import tenant data from an EDI file.

To access the *EDI File Conversion Utility* window, click-on **RD > RD EDI File Submissions > EDI File Conversion Utility**.



### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

#### **EDI File to Convert From**

Click-on the **Browse** button to locate and select the EDI ( .TXT ) file to import RD 3560-8 Tenant Certifications from.

#### **Cancel**

Click-on **Cancel** to exit out of the *EDI File Conversion Utility* window.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

#### **OK**

Click-on **OK** to start the *EDI File Conversion* process, based on the information defined above.

Note: This feature will import RD 3560-8 Tenant Certifications from the selected EDI ( .TXT ) file into both TC History and Unit History. RD 3560-8 Tenant Certifications can be imported from multiple EDI files.

### **8.6.5 RD Unit Number Conversion Utility**


## **Overview**

Although RD Servicing Offices have the ability to change *Unit Numbering* of RD Projects in the RD/MINC Database, FHA Software users can maintain different unit numbering than that of RD. This utility defines differences in unit numbering (FHA Software vs RD MINC) and automatically interchanges the proper RD Unit Number when submitting to the MINC Industry Interface.

Note: This utility is only necessary when users want to maintain unit numbering in FHA Software that is different than unit numbering maintained in the RD/MINC Industry Interface.

To access the *RD Unit No. Conversion Utility* window, click **RD .. RD/MINC File Submissions > RD Unit No. Conversion Utility ...**

RD Unit No. Conversion Utility ...

 When unit numbers in FHA Software don't match numbers maintained in MINC, this feature allows the user to note the difference, so that unit numbers are automatically converted when submitting to MINC.

Project Filename :

FHA Unit #	RD Unit #
101	<input type="text" value="101"/>
102	<input type="text" value="102"/>
103	<input type="text" value="103"/>
104	<input type="text" value="104"/>
105	<input type="text" value="105"/>
106	<input type="text" value="106"/>
107	<input type="text" value="107"/>
108	<input type="text" value="108"/>
109	<input type="text" value="109"/>
110	<input type="text" value="110"/>
111	<input type="text" value="111"/>
112	<input type="text" value="112"/>
113	<input type="text" value="113"/>
114	<input type="text" value="114"/>
115	<input type="text" value="115"/>
116	<input type="text" value="116"/>
	<input type="text"/>

☐ Use MINC unit # in printed RD 3560-29 Project Worksheets.

The following options are available at this window ...

**Project Filename**

Click-on the pull down button to view a list of available project filenames and select the desired project.

**FHA Unit # ( Column )**

Unit numbers listed in this column are the numbers used in FHA Software.

**MINC Unit # ( Column )**

Unit Numbering in the *MINC Unit No.* column can be modified by simply clicking the cursor on the desired Unit Number field and typing the change. Unit Numbering in the *FHA No.* column are how unit numbers exist in FHA Software's *Unit Data* file.

Note: When an XML File is created for a project that has this utility setup, the *MINC Unit Number* will be sent in place of the *FHA Unit Number* automatically.

### Create

To create an RD Unit # Conversion file for the project filename selected, click-on the **Create** button.

### Edit

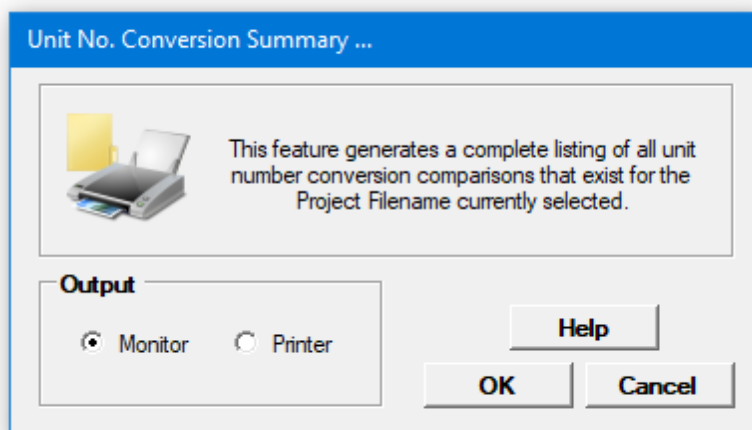
To edit *MINC Unit #'s* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode*. When finished editing, click-on **Save** to save changes or **Cancel** to exit editing mode without saving changes.

### Cancel

Click-on **Cancel** to exit the *RD Unit No. Conversion Utility* window.

### Print

To print a *Unit Conversion Summary* for the project filename currently selected, click-on the **Print** button. A print setup window will appear with the following options ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *Unit Conversion Summary*.

Click-on **Cancel** to exit out of the print option.

### Help

Click-on **Help** to view *Online Help Topics* about this process.




**Prev 25**

25 Unit # lines are displayed at a time. When enabled, click-on **Prev 25** to display the previous 25 Unit # lines.

**Next 25**

25 Unit # lines are displayed at a time. When enabled, click-on **Next 25** to display the next 25 Unit # lines.

RD Unit No. Conversion Utility ...

 When unit numbers in FHA Software don't match numbers maintained in MINC, this feature allows the user to note the difference, so that unit numbers are automatically converted when submitting to MINC.

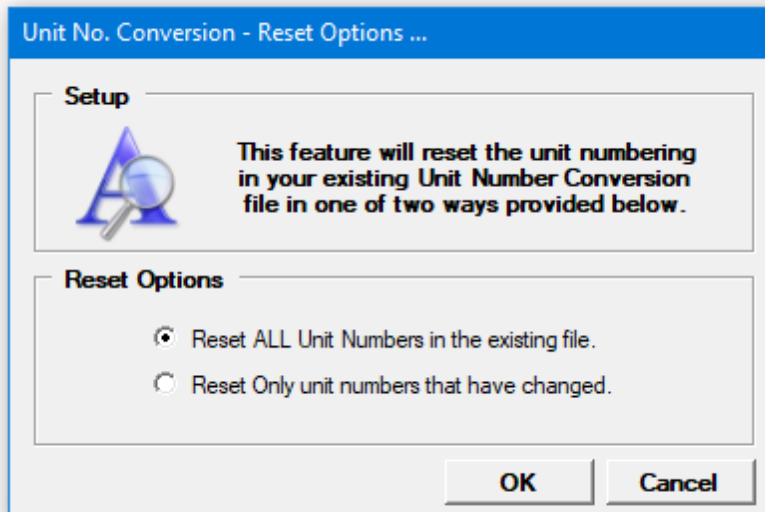
Project Filename :

FHA Unit #	RD Unit #
101	<input type="text" value="101"/>
102	<input type="text" value="102"/>
103	<input type="text" value="103"/>
104	<input type="text" value="104"/>
105	<input type="text" value="105"/>
106	<input type="text" value="106"/>
107	<input type="text" value="107"/>
108	<input type="text" value="108"/>
109	<input type="text" value="109"/>
110	<input type="text" value="110"/>
111	<input type="text" value="111"/>
112	<input type="text" value="112"/>
113	<input type="text" value="113"/>
114	<input type="text" value="114"/>
115	<input type="text" value="115"/>
116	<input type="text" value="116"/>

☐ Use MINC unit # in printed RD 3560-29 Project Worksheets.

**Reset**

Click-on the **Reset** button to have the program reset the *RD Unit No. Conversion Utility* database for the selected project filename, based on existing *Unit Data* numbering ...



Reset Options ...

**Reset ALL Unit Numbers in the existing file** - Click-on this bullet to reset the RD Unit # column to match the FHA Unit # column.

**Reset Only unit numbers that have changed** - Click-on this bullet to Add new Unit # lines that have been recently entered and remove old Unit # lines that have been recently deleted.

Click-on **OK** to complete the Reset process selected.

Click-on **Cancel** to exit out of the Reset options window.

**Cancel**

Click-on **Cancel** to exit out of editing the *RD Unit No. Conversion Utility* window.

**Delete**

Click-on **Delete** to remove the Unit # Conversion file for the project filename selected.

**Save**

Click-on **Save** to Save changes made to the RD Unit # list displayed.

**Use MINC Unit # on printed RD 3560-29 Project Worksheets ( Checkbox )**

When checked, unit numbers from the *MINC Unit #* column will be printed on Part II of the RD 3560-29 Project Worksheet instead of unit numbering (*FHA Unit #*) used in FHA Software.

Note: This box is unchecked as the default.

### 8.6.6 MINC Error Message Reference

For a complete listing of MINC Error Messages, click-on (from your FHA Software main menu) ...

**RD > RD EDI File Submissions > MINC Error Message Reference**

Note: Only available with FHA1/2/5/6 Packages.

### 8.6.7 MINC System Login website

For immediate access to the MINC System Login Website ( with an active internet connection ), click-on

**RD > RD/MINC File Submissions > MINC System Login Website**

Note: The MINC System Login Website will appear in your default browser.

Note: Only available with FHA1/2/5/6 Packages.

## 8.7 RD Financial Reports

### 8.7.1 RD 3560-7 MFH Project Budget / UA

#### 8.7.1.1 Overview

### Overview

All report uses of the *RD 3560-7 Project Budget* (MTD, QTR, YTD, Budget, Rent Change, etc.) are swiftly processed and generated with this program feature. Budget changes can be saved for future use. All form parts can be viewed &/or modified on-screen. Each independent column can reflect amounts for any calendar year period. Automated estimation of actual amounts is provided. Column four (4) can also reflect comparisons between actual and budgeted amounts.

There are three (3) ways of providing dollar amounts for this form ...

1.) by simply pulling up a blank report and typing in the amounts on-screen, as you would in a standard spreadsheet program (no accounting software needed).

2.) by recording monthly financial activity directly onto the *Chart of Accounts* file, letting the program automatically retrieve and input the amounts for you (no accounting software needed).


Refer to **Chart of Accounts** and **RD COA Association** help sections for more details.

3.) by recording financial activity using built-in accounting features, letting the program automatically retrieve and input the amounts for you.

To access the *RD 3560-7 MFH Project Budget / UA - Setup Window*, click-on **RD > RD Financial Reports > RD 3560-7 MFH Project Budget / UA ...**

RD 3560-7 MFH Project Budget / UA ...

**Setup**

 This feature allows the user to view, modify, print and save an RD 3560-7 MFH Project Budget / UA for MINC submission, based on reporting criteria defined below ...

☒ By Project Filename : RHDSEMO

☐ Multi-Property Reports : ALL

Budget Type : Regular Report

Reporting Period : Annual Report

Beginning the first day of : January 2020

Ending the last day of : December 2020

**Options**

☒ Create a new RD 3560-7 MFH Project Budget / UA Report

☐ LOAD the saved Budget file selected .....

☐ DELETE the saved Budget file selected ...

☐ PRINT the saved Budget file selected ...

Help

OK Cancel

### Setup

RD 3560-7 Project Budgets can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *RD 3560-7 Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *RD 3560-7 Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Budget Type** - Select the desired *Budget Type*, using the pull down lists (includes *Initial*, *Regular Report*, *Rent Change*, *SMR* and *Other Servicing*).

**Reporting Period** - Select the desired *Reporting Period*, using the pull down lists (includes *Annual*, *Quarterly*, *Monthly*, *Proposed Budget with Rent Schedule*, and *Proposed Budget without Rent Schedule*).

Note: *Reporting Period* selection will establish default Beginning/Ending *Month & Year* selections.

**Beginning the first day of** - This *Month & Year* date establishes the first day of the reporting period. Use the pull down lists to select the desired *Month & Year*.

**Ending the last day of** - This *Month & Year* date establishes the last day of the reporting period. Use the pull down lists to select the desired *Month & Year*.

### Options

\* **Create a new RD 3560-7 Project Budget Report** - Bullet this item to ignore all previously saved forms and process an all new *RD 3560-7 Project Budget*, based on the items defined in this setup window.

\* **LOAD the saved Budget file selected** - Bullet this item to reload and continue processing a previously saved form. Select the desired filename using the pull down list and click-on **OK**.

\* **DELETE the saved Budget file selected** - Bullet this item to delete a saved form from the system. Select the desired filename using the pull down list and click-on **OK**.

\* **PRINT the saved Budget file selected** - Bullet this item to print the saved form from the system. Select the desired filename using the pull down list and click-on **OK**.

Note: If no previously saved reports exists, none of the above options are enabled. *Create a new RD 3560-7 Project Budget Report* becomes the default selection.

### Output

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

Note: The **Output** section is only displayed when *Multi-Property Reports* is selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to continue processing an *RD 3560-7 Project Budget*, as defined in this setup window. In a few moments, the main *RD 3560-7 Project Budget - Processing Window* will appear.

### Cancel

Click-on **Cancel** to exit out of the *RD 3560-7 Project Budget - Setup Window*.

### 8.7.1.2 Processing Window

All report uses of the *RD 3560-7 MFH Project Budget / UA* (MTD, QTR, YTD, Budget, Rent Change, etc.) are swiftly processed and generated with this program feature. Budget changes can be saved for future use. All form parts can be viewed &/or modified on-screen. Each independent column can reflect amounts for any calendar year period. Automated estimation of actual amounts is provided. Column four (4) can also reflect comparisons between actual and budgeted amounts.

Click-on **OK** to continue processing an *RD 3560-7 MFH Project Budget / UA*, as defined at the setup window. In a few moments, the main *RD 3560-7 MFH Project Budget / UA - Processing Window* will appear.

**RD 3560-7 Project Budget / UA ...**

File Print Help

**VILLAGE APARTMENTS - RDSEC.515** **Annual - Regular Report** **Report Header Information**

**PART I - CASH FLOW STATEMENT**

	Current Budget	Actual	Proposed Budget	YTD	Comments
Beginning Dates :	01/01/2014	01/01/2014	01/01/2015	Actual Vs	
Ending Dates :	12/31/2014	12/31/2014	12/31/2015	Budget	
<b>OPERATIONAL CASH SOURCES</b>					
1. Rental Income .....	105,600.00	19,306.00	105,600.00	-51,330.00	
2. RHS Rental Assistance Received .....		34,964.00		0.00	
3. Application Fees Received .....		0.00		0.00	
4. Laundry and Vending .....	3,300.00	1,860.00	3,300.00	-1,440.00	
5. Interest Income .....	180.00	85.00	180.00	-95.00	
6. Tenant Charges .....	0.00	0.00	0.00	0.00	
7. Other - Project Sources .....	0.00	10,000.00	0.00	0.00	INSURANCE CLAIM
8. Less (Vacancy and Contingency Allowance) .....	0.00		0.00	0.00	
9. Less (Agency Approved Incentive Allowance) .....	0.00		0.00	0.00	
10. SUB-TOTAL [(1 thru 7) - (8 & 9)] .....	109,080.00	66,215.00	109,080.00	-52,865.00	
<b>NON-OPERATIONAL CASH SOURCES</b>					
11. Cash-Non Project .....	0.00	0.00	0.00	0.00	
12. Authorized Load ( Non-RHS ) .....	0.00	0.00	0.00	0.00	
13. Transfer From Reserve .....	0.00	1,599.00	0.00	1,599.00	
14. SUB-TOTAL ( 11 thru 13 ) .....	0.00	1,599.00	0.00	1,599.00	

Part I Part II Part III Part IV - A/B/C Part V Budget Narrative

The *RD 3560-7 - Project Budget - Processing Window* displays information similar to the actual form. Use the scroll bar on the right side to scroll up & down through each form section. Click the tabs at the bottom of this window to display each form section.

Below is a tab/form section summary ...

**PART I - CASH FLOW STATEMENT** ( RD 3560-7 MFH Project Budget / UA - page #1 )

**PART II - O&M EXPENSE SCHEDULE** ( RD 3560-7 MFH Project Budget / UA - page #2 )

**PART III - ACCOUNT BUDGETING/STATUS** ( RD 3560-7 MFH Project Budget - page #3 )

**PART IV - RENT SCHEDULE - Part A/B/C** ( RD 3560-7 MFH Project Budget / UA - page #4 )

**PART V - ANNUAL CAPITAL BUDGET** ( RD 3560-7 MFH Project Budget / UA - page #5)

Note: Selecting FILE or PRINT is not available while editing PART V information. Click-on any other Part I/II/III/IV or Budget Narrative tab to enable the FILE and PRINT options.

**BUDGET NARRATIVE** ( RD 3560-7 MFH Project Budget / UA - Page #6 )

The following options are available at the *RD 3560-7 Project Budget - Processing Window ...*

File Menu    Print Menu    Help Topics

**Report Header Information**

Click-on the **Report Header Information** button to view &/or modify *Reporting Period, Budget Type, and R/A Request* information. A Report Header Information Window will appear.

**Current Budget (Column Button)**

Click-on the **Current Budget** button to view &/or modify reporting criteria for column #1 of the *RD 3560-7 Project Budget* currently displayed. A Column #1 - Current Budget Setup Window will appear.

**Actual (Column Button)**

Click-on the **Actual** button to view &/or modify reporting criteria for column #2 of the *RD 3560-7 Project Budget* currently displayed. A Column #2 - Actual Setup Window will appear.

**Proposed Budget (Column Button)**

Click-on the **Proposed Budget** button to view &/or modify reporting criteria for column #3 of the *RD 3560-7 Project Budget* currently displayed. A Column #3 - Proposed Budget Setup Window will appear.

**YTD (Column Button)**

Click-on the **YTD** button to view &/or modify reporting criteria for column #4 of the *RD 3560-7 Project Budget* currently displayed. A Column #4 - YTD Setup Window will appear.

**8.7.1.3 Report Header Info**

Click-on the **Report Header Information** button to view &/or modify *Reporting Period, Budget Type, Project Rental Type, Master Metered Utilities, Profit Type, Accounting Method and R/A Request* information. A Report Header Information Window will appear.

Report Header Information ...

<b>Reporting Period</b> <input checked="" type="radio"/> Annual Report <input type="radio"/> Quarterly Report <input type="radio"/> Monthly Report <input type="radio"/> Proposed w/Rent Schedule <input type="radio"/> Proposed w/o Rent Schedule	<b>Budget Type</b> <input type="radio"/> Initial Budget <input checked="" type="radio"/> Regular Report <input type="radio"/> Rent Change <input type="radio"/> SMR <input type="radio"/> Other Servicing	<b>Project Rental Type</b> <input checked="" type="radio"/> Family <input type="radio"/> Elderly <input type="radio"/> Congregate <input type="radio"/> Group Home <input type="radio"/> Mixed <input type="radio"/> LH	<b>Utilities</b> <input type="checkbox"/> Electricity <input type="checkbox"/> Water <input type="checkbox"/> Trash <input type="checkbox"/> Gas <input type="checkbox"/> Sewer <input type="checkbox"/> Other <input type="text"/>
<b>Profit Type</b> <input type="radio"/> Full Profit <input type="radio"/> Limited Profit <input checked="" type="radio"/> Non-Profit	<b>Accounting Method</b> <input checked="" type="radio"/> Cash <input type="radio"/> Accrual	<b>Rental Assisted Units Request</b> I hereby request <input type="text" value="5"/> units of Rental Assistance.	
<b>Project Information</b> Project Name : <input type="text" value="VILLAGE APARTMENTS - RDSEC.515"/> Borrower Name : <input type="text" value="VILLAGE APARTMENTS ASSOC."/> Borrower ID : <input type="text" value="123456789"/> Project No. : <input type="text" value="123"/>			
		Loan/Transfer Amount \$	<input type="text" value="0.00"/>
		Note Rate Payment \$	<input type="text" value="0.00"/>
		IC Payment \$	<input type="text" value="0.00"/>
<input type="button" value="Help"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Below are options available from the *Report Header Information Window*...

### Reporting Period

Select the desired *Reporting Period* (includes *Annual Report*, *Quarterly Report*, *Monthly Report*, *Proposed w/Rent Schedule*, and *Proposed w/o Rent Schedule*).

Note: Changing the *Reporting Period* at this window does not effect column reporting criteria already in place at the main processing window.

### Budget Type

Select the desired *Budget Type* (includes *Initial*, *Regular Report*, *Rent Change*, *SMR*, and *Other Servicing*).

Note: Changing the *Budget Type* at this window does not effect column reporting criteria already in place at the main processing window.

### Project Rental Type

Select the desired *Project Rental Type* (includes *Family*, *Elderly*, *Congregate*, *Group Home*, *Mixed* and *LH*).

Note: Changing the *Project Rental Type* at this window does not effect column reporting criteria already in place at the main processing window.



**Profit Type**

Select the desired *Profit Type* (includes *Full Profit, Limited Profit, Non-Profit*).

Note: Changing the *Profit Type* at this window does not effect column reporting criteria already in place at the main processing window.

**Master Metered Utilities**

Select the desired *Master Metered Utilities* (includes *Electricity, Water, Trash, Other, Gas and Sewer*).

Note: Changing the *Master Metered Utilities* at this window does not effect column reporting criteria already in place at the main processing window.

**Accounting Method**

Select the desired *Accounting Method* (includes *Cash and Accrual*).

Note: Changing the *Accounting Method* at this window does not effect column reporting criteria already in place at the main processing window.

**Rental Assisted Units Request**

If you would like to make a request for additional units of *Rental Assistance* with the *RD 3560-7 Project Budget* currently being processed, enter the number of units you would like to request. A number entered here will automatically cause this section (located in the upper right corner of page 1) to be completed. The number of existing R/A Units comes from **RD Info** in *Project Data*.

Note: Otherwise, leave as zero (0).

**Project Information**

This section allows the user to change Project relation information that was established when the RD 3560-7 MFH Project Budget / UA form was originally created and includes *Project Name, Borrower Name, Borrower ID, Project Number, Loan/Transfer Amount, Note Rate Payment* and *IC Payment*.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

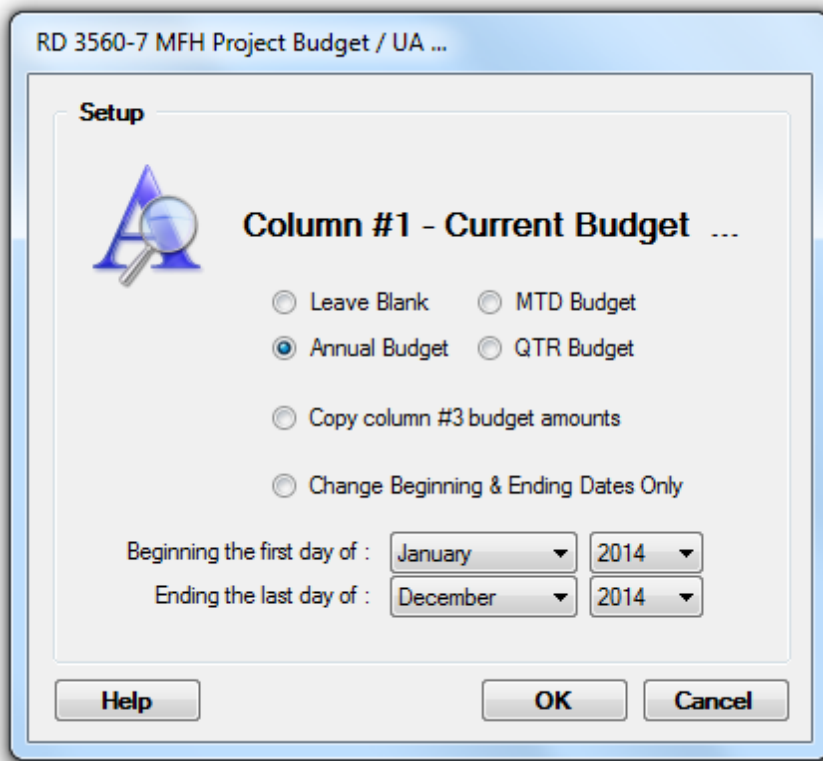
Click-on **OK** to save and exit out of the *Report Header Information Window*.

**Cancel**

Click-on **Cancel** to exit out of the *Report Header Information Window* without saving changes.

#### 8.7.1.4 Col #1 - Current Budget

Click-on the **Current Budget** button to view &/or modify reporting criteria for column #1 of the *RD 3560-7 Project Budget* currently displayed. A *Column #1 - Current Budget Setup Window* will appear.



Below are options available from the *Column #1 - Current Budget Setup Window*...

#### Setup Options

This window allows the user to change reporting criteria for *Column #1* amounts only. Bullet the desired *Budget Type* for *Column #1* ...

**Leave Blank** - All *Column #1* amounts will become zero (0).

**Annual Budget** - Full year budgeted amounts will be reported.

**MTD Budget** - One month's worth of budgeted amounts will be reported.

**QTR Budget** - Three month's worth of budgeted amounts will be reported.

**Copy column #3 budget amounts** - This option will copy existing *Proposed Budget* column # 3 amounts to *Current Budget* Column #1.

**Change Beginning & Ending Dates only** - This option will change the *Beginning & Ending Dates* for Column #1 without effecting the existing amounts.

**Beginning the first day of** - This *Month & Year* date establishes the first day of the reporting period for Column #1. Use the pull down lists to select the desired *Month & Year*.

**Ending the last day of** - This *Month & Year* date establishes the last day of the reporting period for Column #1. Use the pull down lists to select the desired *Month & Year*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to save and exit out of the *Column #1 - Current Budget Setup Window*. Column amounts will be read and calculated, based on the selections defined at this window. The main processing window will reappear.

### Cancel


Click-on **Cancel** to exit out of the *Column #1 - Current Budget Setup Window* without saving changes.

## 8.7.1.5 Col #2 - Actual

Click-on the **Actual** button to view &/or modify reporting criteria for column #2 of the *RD 3560-7 Project Budget* currently displayed. A *Column #2 - Actual Setup Window* will appear.

RD 3560-7 MFH Project Budget / UA ...

**Setup**

 **Column #2 - Actual ...**

☐ Leave Blank    ☐ MTD Actual  
☒ Annual Actual    ☐ QTR Actual

Beginning the first day of : January 2014  
Ending the last day of : December 2014

**Prorate Option**

When less than 12 months has been selected for this Annual Report, this feature will automatically prorate a full 12 months of actual amounts by estimating the remaining months for you.

☐ Prorate Column #2 Actual based on dates selected above.

Help OK Cancel

Below are options available from the *Column #2 - Actual Setup Window ...*

### Setup Options

This window allows the user to change reporting criteria for *Column #2* amounts only. Bullet the desired *Budget Type* for *Column #2 ...*

**Leave Blank** - All *Column #2* amounts will become zero (0).

**Annual Actual** - Full year actual amounts will be reported.

**MTD Actual** - One month actual amounts will be reported.

**QTR Actual** - Three month's of actual amounts will be reported.

**Beginning the first day of** - This *Month & Year* date establishes the first day of the reporting period for *Column #2*. Use the pull down lists to select the desired *Month & Year*.

**Ending the last day of** - This *Month & Year* date establishes the last day of the reporting period for *Column #2*. Use the pull down lists to select the desired *Month & Year*.

### Prorate Option

When less than 12 months has been selected for an Annual Report, this feature will automatically prorate a full 12 months of actual amounts by estimating the remaining months for you. Check this box to have your Actual amounts prorated for a full 12 months.

Note: All Part I/II/III Actual amounts in column #2 will be prorated, except the following account categories ...

- \* Part I - Line 11 CASH - NON PROJECT
- \* Part I - Line 12 AUTHORIZED LOAN (Non RHS)
- \* Part I - Line 13 TRANSFER FROM RESERVE
- \* Part I - Line 25 AUTHORIZED DEBT PAYMENT (Non RHS)
- \* Part I - Line 26 LONG-TERM IMPROVEMENTS
- \* Part I - Line 27 MISCELLANEOUS

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

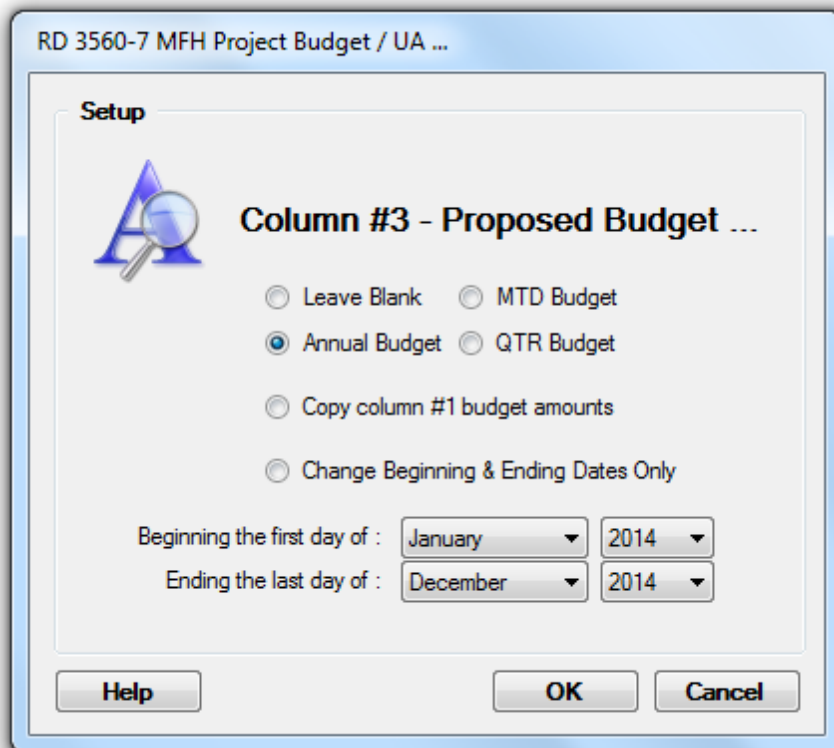
Click-on **OK** to save and exit out of the *Column #2 - Actual Setup Window*. Column amounts will be read and calculated, based on the selections defined at this window. The main processing window will reappear.

### Cancel

Click-on **Cancel** to exit out of the *Column #2 - Actual Setup Window* without saving changes.

#### 8.7.1.6 Col #3 - Proposed Budget

Click-on the **Proposed Budget** button to view &/or modify reporting criteria for column #3 of the *RD 3560-7 Project Budget* currently displayed. A *Column #3 - Proposed Budget Setup Window* will appear.



Below are options available from the *Column #3 - Proposed Budget Setup Window*...

### Setup Options

This window allows the user to change reporting criteria for *Column #3* amounts only. Bullet the desired *Budget Type* for *Column #3*...

**Leave Blank** - All *Column #3* amounts will become zero (0).

**Annual Budget** - Full year budgeted amounts will be reported.

**MTD Budget** - One month's worth of budgeted amounts will be reported.

**QTR Budget** - Three month's worth of budgeted amounts will be reported.

**Copy column #1 budget amounts** - This option will copy existing *Current Budget* column # 1 amounts to *Proposed Budget* Column #3.

**Change Beginning & Ending Dates only** - This option will change the *Beginning & Ending Dates* for Column #3 without effecting the existing amounts.

**Beginning the first day of** - This *Month & Year* date establishes the first day of the reporting period for Column #3. Use the pull down lists to select the desired *Month & Year*.

**Ending the last day of** - This *Month & Year* date establishes the last day of the reporting period for Column #3. Use the pull down lists to select the desired *Month & Year*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to save and exit out of the *Column #3 - Proposed Budget Setup Window*. Column amounts will be read and calculated, based on the selections defined at this window. The main processing window will reappear.

### Cancel

Click-on **Cancel** to exit out of the *Column #3 - Proposed Budget Setup Window* without saving changes.

#### 8.7.1.7 Col #4 - YTD

Click-on the **YTD** button to view &/or modify reporting criteria for column #4 of the *RD 3560-7 Project Budget* currently displayed. A *Column #4 - YTD Setup Window* will appear.

The screenshot shows a window titled "RD 3560-7 MFH Project Budget / UA ...". Inside, there's a "Setup" section with a large blue "A" icon. The title "Column #4 - YTD ..." is displayed. Below it are four radio button options: "Leave Blank", "Current vs Proposed Budget", "YTD Actual", and "Current Budget vs Actual". The "Current Budget vs Actual" option is selected. Below these is a label "Show difference as ..." followed by a dropdown menu showing "% Percentage". At the bottom, there are two rows of date pickers: "Beginning the first day of :" with "January" and "2020" selected, and "Ending the last day of :" with "December" and "2020" selected. At the very bottom are three buttons: "Help", "OK", and "Cancel".

Below are options available from the *Column #4 - YTD Setup Window*...

### Setup Options

This window allows the user to change reporting criteria for *Column #4* amounts only. Bullet the desired *Budget Type* for *Column #4* ...

**Leave Blank** - All *Column #4* amounts will become zero (0).

**YTD Actual** - Actual amounts will be reported for the *Reporting Period* defined below.

**Current vs Proposed Budget** - Amount differences between Columns 1 & 3 will be reported.

**Current Budget vs Actual** - Amount differences between Columns 1 & 2 will be reported.

**Show difference as ...** - When *Current vs Proposed Budget* or *Current Budget vs Actual* options are bulleted, the difference reported in *Column #4 - YTD* can be reported as an *Amount* or *Percentage*, using this pull down item.

**Beginning the first day of** - This *Month & Year* date establishes the first day of the reporting period for Column #4 when *YTD Actual* is selected. Use the pull down lists to select the desired *Month & Year*.

**Ending the last day of** - This *Month & Year* date establishes the last day of the reporting period for Column #4 when *YTD Actual* is selected. Use the pull down lists to select the desired *Month & Year*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

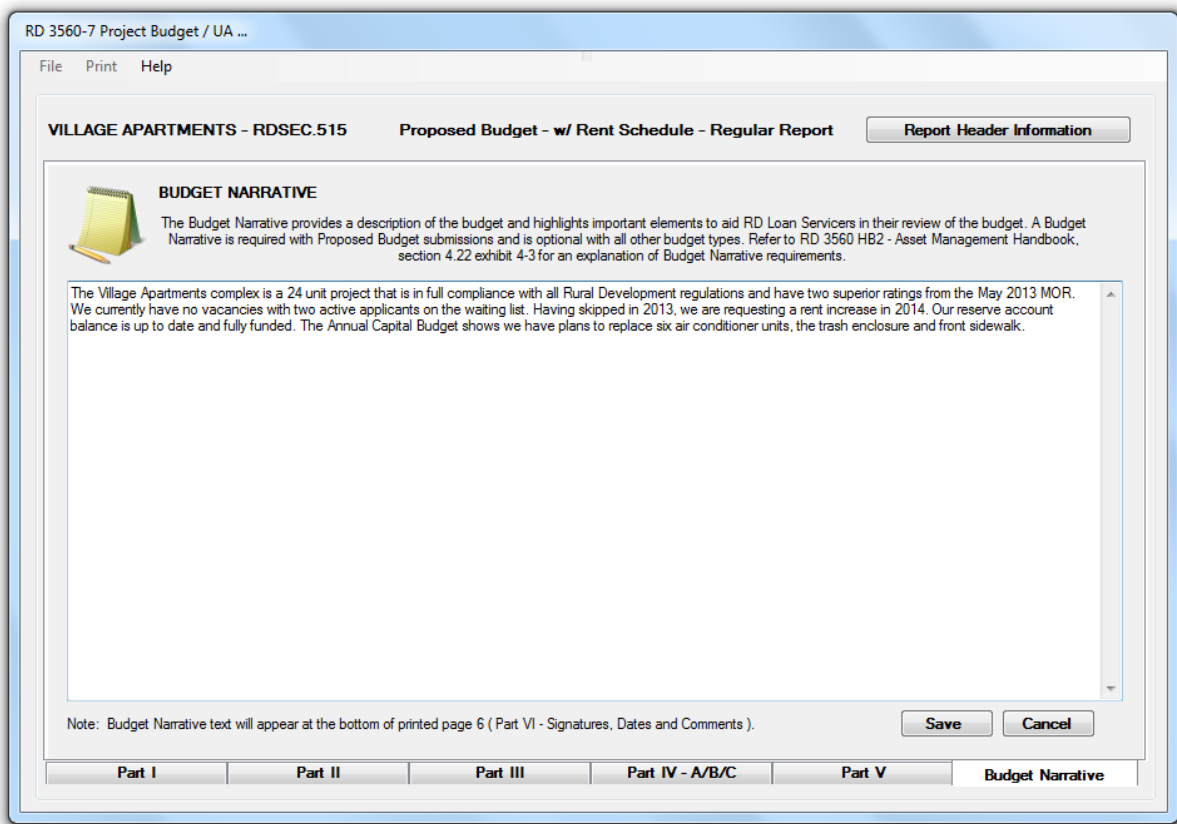
Click-on **OK** to save and exit out of the *Column #4 - YTD Setup Window*. Column amounts will be read and calculated, based on the selections defined at this window. The main processing window will reappear.

### Cancel

Click-on **Cancel** to exit out of the *Column #4 - YTD Setup Window* without saving changes.

## 8.7.1.8 Budget Narrative

Click-on the **Budget Narrative** tab to view &/or modify the Budget Narrative for the *RD 3560-7 Project Budget* currently displayed. A *Budget Narrative Window* will appear.



Below are options available from the *Budget Narrative Window*...

#### Edit

To make changes to *Budget Narrative* text displayed, click-on the **Edit** button.

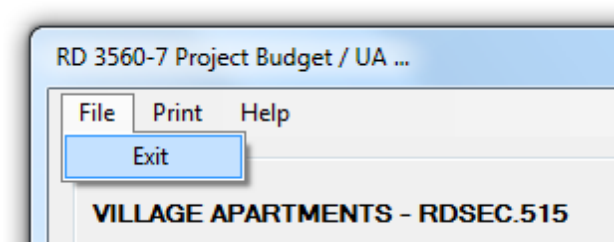
#### Save

To save *Budget Narrative* changes, click-on the **Save** button.

#### Cancel

Click-on **Cancel** to exit out of editing the *Budget Narrative* without saving changes.

### 8.7.1.9 File Menu

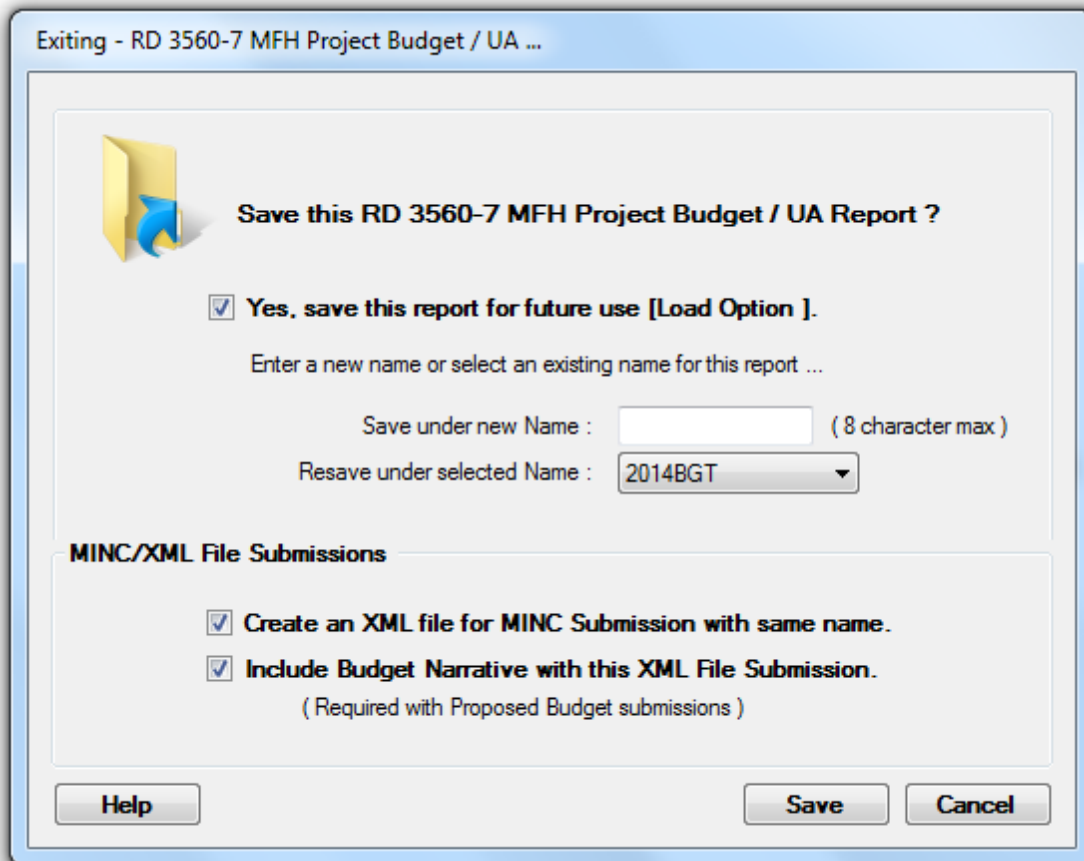




Below are options available from the *File Menu* ...

### Exit

Click-on **File > Exit** to exit out of the *RD 3560-7 MFH Project Budget / UA - Processing Window*. The following window will appear ...



Upon exiting the *RD 3560-7 Project Budget - Processing* window, the option to save the report for future use and create an EDI file for electronic submission is presented. The following options are available at this window ...

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### No

Click-on **NO** to continue exiting the *RD 3560-7 Project Budget* without saving the report. The *RD 3560-7 Project Budget - Setup* window reappears.

### Cancel

Click-on **Cancel** to return to the *RD 3560-7 Project Budget - Processing Window*.

**Yes, save this report for future use [ Load Option ] ( Checkbox )**

Click-on this **Checkbox** to save the currently displayed *RD 3560-7 Project Budget* information to a file which can be reloaded at anytime. This would only need to be done if manual entries were made to the report or if this report needs to be electronically submitted to RD through the MINC website. Saved reports must be given a name (8 characters or less). The report can be saved with a new name or can be resaved with an existing name.

**Save under new name** - To save the report with a new name, simply enter the desired name (8 characters or less) in the field provided to the right.

**Resave under selected name** - To resave the report using the same name, select the desired name from the pull down list provided.

Note: Saved *RD 3560-7 Project Budget* report files are placed in the same data directory as the other project database files. A standard format is used for naming saved *RD 3560-7 Project Budget* reports .. example: RHSDEMO\_12345678.BGT which consists of the *Project Filename* (RHSDEMO), the 8 character or less name given by the user (12345678) and the extension .BGT (representing Project BudGeT).

Note: When this checkbox is selected, the **NO** button changes to an **OK** button and the *Create an EDI File for MINC Submission with same name* (Checkbox) is enabled.

**Create an XML File for MINC Submission with same name ( Checkbox )**

Click-on this **Checkbox** to create an XML file for the *RD 3560-7 Project Budget* currently being saved. This option is only available when the *Yes, save this report for future use [ Load Option ]* is checked. An XML file will be created in the same directory (normally \FHAWIN\MINC\_XML) where Tenant Change related XML files are placed. The same 8 character or less name given to save the report is also used to name the XML file .. example: RHSDEMO\_12345678\_BGT.XML which consists of the *Project Filename* (RHSDEMO), the 8 character or less name given by the user (12345678), BGT (representing Project BudGeT) and the extension .XML.

Note: Existing XML Files of the same name will automatically be overwritten.

**Include Budget Narrative with this XML File Submission ( Checkbox )**

Click-on this checkbox to include *Budget Narrative* information with the XML file being created for the *RD 3560-7 Project Budget* being saved. *Budget Narrative* is required with *Proposed Budgets*, but optional with all other budget types (MTD, QTR, Annual, etc.).

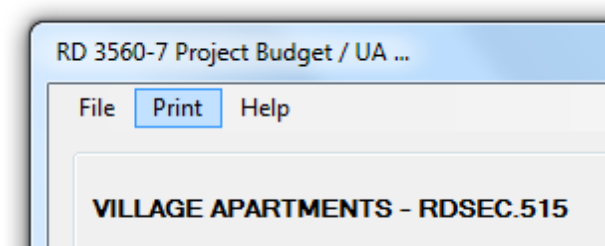
Note: *Budget Narrative* entry is provided on the *Comments [TAB]* section of the *RD 3560-7 Project Budget - Edit* window by clicking on the *Budget Narrative for Proposed Budget* button.

**OK**

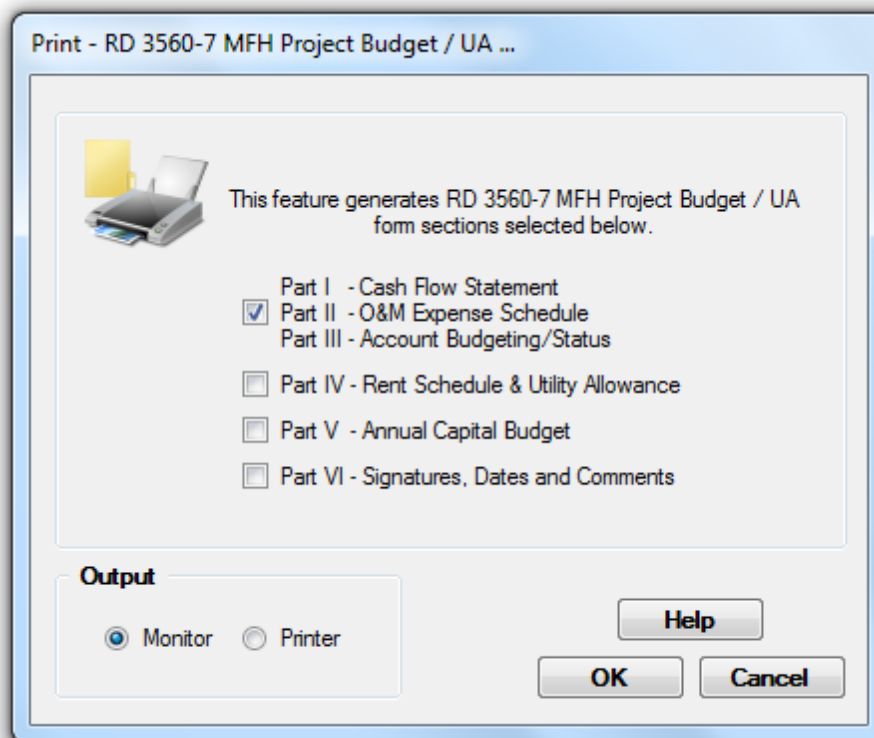
Click-on **OK** to continue saving the *RD 3560-7 Project Budget* report, as defined in this window.

**8.7.1.10 Print Menu**

To generate all or part of the *RD 3560-7 Project Budget* currently being processed, click-on **Print**.



An RD 3560-7 Project Budget - Print Window will appear ...



### Form Selection (Check Boxes)

This section displays the various pages of the *RD 3560-7 Project Budget* that can be generated from this print window. Simply click-on a check mark for any or all of the following form sections for viewing on-screen (Monitor) or printed generation.

**Part I/II/III** - *RD 3560-7 Project Budget* pages 1, 2, & 3.

**Part IV** - *RD 3560-7 Project Budget* page 4.

**Part V** - *RD 3560-7 Project Budget* page 5.

**Part VI** - *RD 3560-7 Project Budget* page 6.

### Output

Various parts of the *RD 3560-7 Project Budget* form can be viewed on-screen (*Monitor*) or sent to the default Windows printer (*Printer*) by simply placing a bullet in front of the desired option. Default is *Monitor*.

**Help**

Click **Help** to view *Online Help Topics* relating to this report feature.

**OK**

Click the **OK** button to generate selected reports.

**Cancel**

Click the **Cancel** button to exit the *RD 3560-7 Project Budget - Print Window*.

**8.7.2 RD 3560-10 MFH Borrower Balance Sheet****8.7.2.1 Overview****Overview**

This form feature allows the user to view, modify and generate an *RD 3560-10 MFH Borrower Balance Sheet*. Balance Sheet changes can be saved for future use. All form parts can be viewed &/or modified on-screen. Each independent column can reflect amounts for any calendar or fiscal year period. Line item comment column information is also provided.

There are three (3) ways of providing dollar amounts for this form ...

1.) by simply pulling up a blank report and typing in the amounts on-screen, as you would in a standard spreadsheet program (no accounting software needed).

2.) by recording monthly financial activity directly onto the Chart of Accounts file, letting the program automatically retrieve and input the amounts for you (no accounting software needed).


Refer to **Chart of Accounts** and **RD COA Association** help sections for more details.

3.) by recording financial activity using built-in accounting feature, letting the program automatically retrieve and input the amounts for you.

To access the RD 3560-10 Balance Sheet - Setup Window, click-on **RD > RD Financial Reports > RD 3560-10 MFH Borrower Balance Sheet ...**

RD 3560-10 MFH Borrower Balance Sheet ...

**Setup**

 This feature allows the user to view, modify, print and save an RD 3560-10 MFH Borrower Balance Sheet for MINC submission, based on reporting criteria defined below ...

☒ By Project Filename :

☐ Multi-Property Reports :

Report Date ( Current Year ) :

**Options**

☒ Create a new RD 3560-10 MFH Borrower Balance Sheet

☐ LOAD the saved Balance Sheet file selected .....

☐ DELETE the saved Balance Sheet file selected ...

☐ PRINT the saved Balance Sheet file selected ...

### Setup

RD 3560-10 Balance Sheets can be generated individually, one project at a time, or in Multi-Property Report mode.

**By Project Filename** - Bullet this selection if you want to generate an *RD 3560-10 Balance Sheet* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *RD 3560-10 Balance Sheet* in *Multi-Property Mode*. The program will automatically generate a report for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Date ( Current Year )** - Select the desired *Report Date ( Month & Year* to report in *Current Year* column ), using the pull down list. *Prior Year* will automatically be based on *Current Year* selected. *Month & Year* selected should be the last reporting month of your *Calendar* or *Fiscal Year* reporting period. (December is the last reporting month for a Calendar Year).

### Options

\* **Create a new RD 3560-10 Balance Sheet Report** - Bullet this item to ignore all previously saved forms and process an all new *RD 3560-10 Balance Sheet*, based on the items defined in this setup window.

\* **Load the saved Balance Sheet file selected** - Bullet this item to reload and continue processing a previously saved form. Select the desired filename using the pull down list.

\* **Delete the saved Balance Sheet selected** - Bullet this item to delete a saved form from the system. Select the desired filename using the pull down list.

\* **PRINT the saved Balance Sheet selected** - Bullet this item to print the saved form from the system. Select the desired filename using the pull down list and click-on **OK**.

Note: If no previously saved reports exists, none of the above options are enabled. *Create a new RD 3560-10 Balance Sheet Report* becomes the default selection.

### Output

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

Note: The **Output** section is only displayed when *Multi-Property Reports* is selected.

### Help

Click-on **Help** to view Online Help Topics about this process.

### OK

Click-on **OK** to continue processing an *RD 3560-10 Balance Sheet*, as defined in this setup window. In a few moments, the main **RD 3560-10 Balance Sheet - Processing Window** will appear.

### Cancel

Click-on **Cancel** to exit out of the *RD 3560-10 Balance Sheet - Setup Window*.

## 8.7.2.2 Processing Window

This form feature allows the user to view, modify and generate an RD 3560-10 Balance Sheet. Balance Sheet changes can be saved for future use. All form parts can be viewed &/or modified on-screen. Each independent column can reflect amounts for any calendar year period. Line item comment column information is also provided.

Click-on **OK** to continue processing an *RD 3560-10 Balance Sheet*, as defined at the setup window. In a few moments, the main *RD 3560-10 Balance Sheet - Processing Window* will appear.

VILLAGE APARTMENTS - RDSEC.515		Current Year	Prior Year	Comments
Beginning Dates :		01/01/2014	01/01/2013	
Ending Dates :		12/31/2014	12/31/2013	
<b>CURRENT ASSETS</b>				
1. General Operating Account .....		41,375.00	40,475.00	
2. R.E. Tax & Insurance Account .....		8,305.00	8,105.00	
3. Reserve Account .....		47,301.00	46,201.00	
4. Security Deposit Account .....		9,758.00	9,458.00	
5. Other Cash INSURANCE CLAIM DEPOSIT		8,500.00	0.00	
6. Other ....		0.00	0.00	
7. Total Accounts Receivable .....		0.00	0.00	
Accts Rcvbl 0-30 Days	0.00		0.00	
Accts Rcvbl 30-60 Days	0.00		0.00	
Accts Rcvbl 60-90 Days	0.00		0.00	
Accts Rcvbl Over 90 Days	0.00		0.00	
8. Less: Allowance for Doubtful Accts .....		0.00	0.00	
9. Inventories (Supplies) .....		2,500.00	2,000.00	
10. Prepayments .....		0.00	0.00	
11. ....		0.00	0.00	
12. TOTAL CURRENT ASSETS (Add 1 thru 11) ...		117,739.00	106,239.00	
<b>FIXED ASSETS</b>				
13. Land .....		34,000.00	34,000.00	

The *RD 3560-10 - Balance Sheet - Processing Window* displays information similar to the actual form. Use the scroll bar on the right side to scroll up & down through the one page form.

The following options are available at the *RD 3560-10 Balance Sheet - Processing Window ...*

File Menu    Print Menu    Help Topics

#### Current Year ( Column Button )

Click-on the **Current Year** button to view &/or modify reporting criteria for column #1 of the *RD 3560-10 Balance Sheet* currently displayed. A *Current Year Column - Setup Window* will appear.

#### Prior Year ( Column Button )

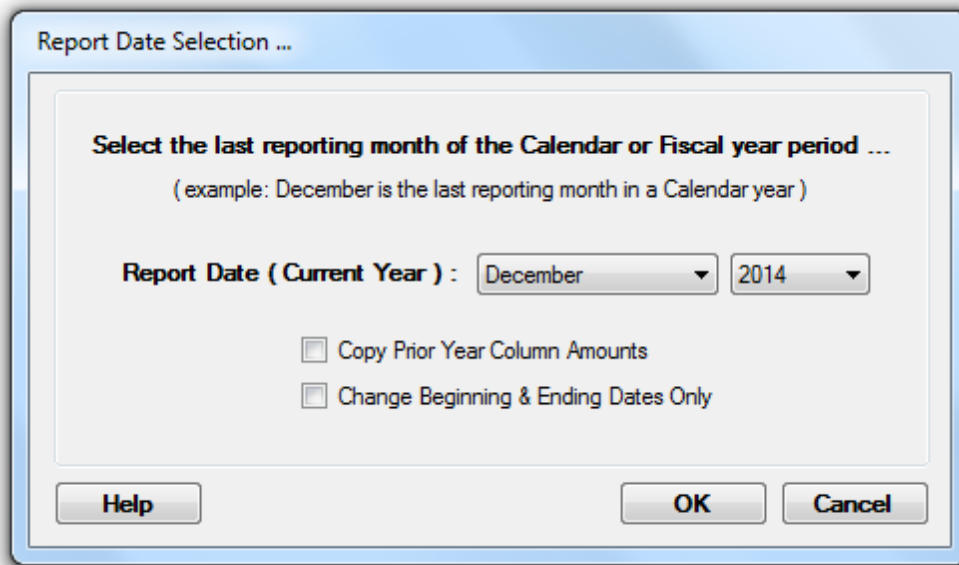
Click-on the **Prior Year** button to view &/or modify reporting criteria for column #2 of the *RD 3560-10 Balance Sheet* currently displayed. A *Prior Year Column - Setup Window* will appear.

#### Comments ( Line Item Text Entry )

Click-on the **Comments** field for any line item to enter applicable text.

### 8.7.2.3 Current Year Column

Click-on the **Current Year** button to view &/or modify reporting criteria for column #1 of the *RD 3560-10 Balance Sheet* currently displayed. A *Current Year Column - Setup Window* will appear.



Below are options available from the *Current Year Column - Setup Window*...

### Setup Options

**Report Date ( Current Year )** - This window allows the user to change reporting criteria for the *Current Year Column* only. Select the desired *Report Date* ( *Month & Year* to report in *Current Year* column ), using the pull down list. *Month & Year* selected should be the last reporting month of your *Calendar* or *Fiscal* Year reporting period. (December is the last reporting month for a Calendar Year).

### Copy Prior Year Column Amounts ( checkbox )

When checked, this option will copy existing *Prior Year* column amounts to *Current Year* Column #1.

### Change Beginning & Ending Dates Only ( checkbox )

When checked, this option will change the *Beginning & Ending Dates* for the *Current Year* Column, without effecting existing amounts.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to save and exit out of the *Current Year Column - Setup Window*. Column amounts will be read and calculated, based on the year selected at this window. The main processing window will reappear.

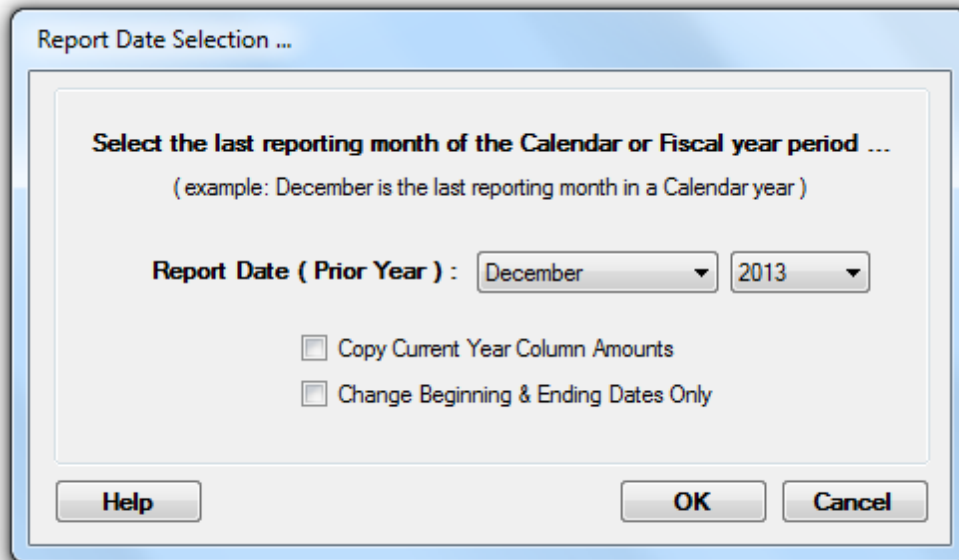
### Cancel

Click-on **Cancel** to exit out of the *Current Year Column - Setup Window* without saving changes.



#### 8.7.2.4 Prior Year Column

Click-on the **Prior Year** button to view &/or modify reporting criteria for column #2 of the *RD 3560-10 Balance Sheet* currently displayed. A *Prior Year Column - Setup Window* will appear.

A screenshot of a software dialog box titled "Report Date Selection ...". The dialog has a light blue border and a white background. Inside, there is a text prompt: "Select the last reporting month of the Calendar or Fiscal year period ..." followed by an example in parentheses: "( example: December is the last reporting month in a Calendar year )". Below this, there is a label "Report Date ( Prior Year ) :" followed by two dropdown menus. The first dropdown menu shows "December" and the second shows "2013". Below the dropdowns are two checkboxes: the first is labeled "Copy Current Year Column Amounts" and the second is labeled "Change Beginning & Ending Dates Only". At the bottom of the dialog are three buttons: "Help", "OK", and "Cancel".

Below are options available from the *Prior Year Column - Setup Window*...

##### Setup Options

**Report Date ( Prior Year )** - This window allows the user to change reporting criteria for the *Prior Year Column* only. Select the desired *Report Date* ( *Month & Year* to report in *Prior Year* column ), using the pull down list. *Month & Year* selected should be the last reporting month of your *Calendar* or *Fiscal* Year reporting period. (December is the last reporting month for a Calendar Year).

##### Copy Current Year Column Amounts ( checkbox )

When checked, this option will copy existing *Current Year* column amounts to *Prior Year* Column #2.

##### Change Beginning & Ending Dates Only ( checkbox )

When checked, this option will change the *Beginning & Ending Dates* for the *Prior Year* Column, without effecting existing amounts.

##### Help

Click-on **Help** to view *Online Help Topics* about this process.

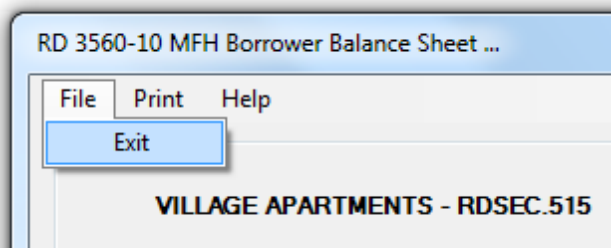
##### OK

Click-on **OK** to save and exit out of the *Prior Year Column - Setup Window*. Column amounts will be read and calculated, based on the year selected at this window. The main processing window will reappear.

##### Cancel

Click-on **Cancel** to exit out of the *Prior Year Column - Setup Window* without saving changes.

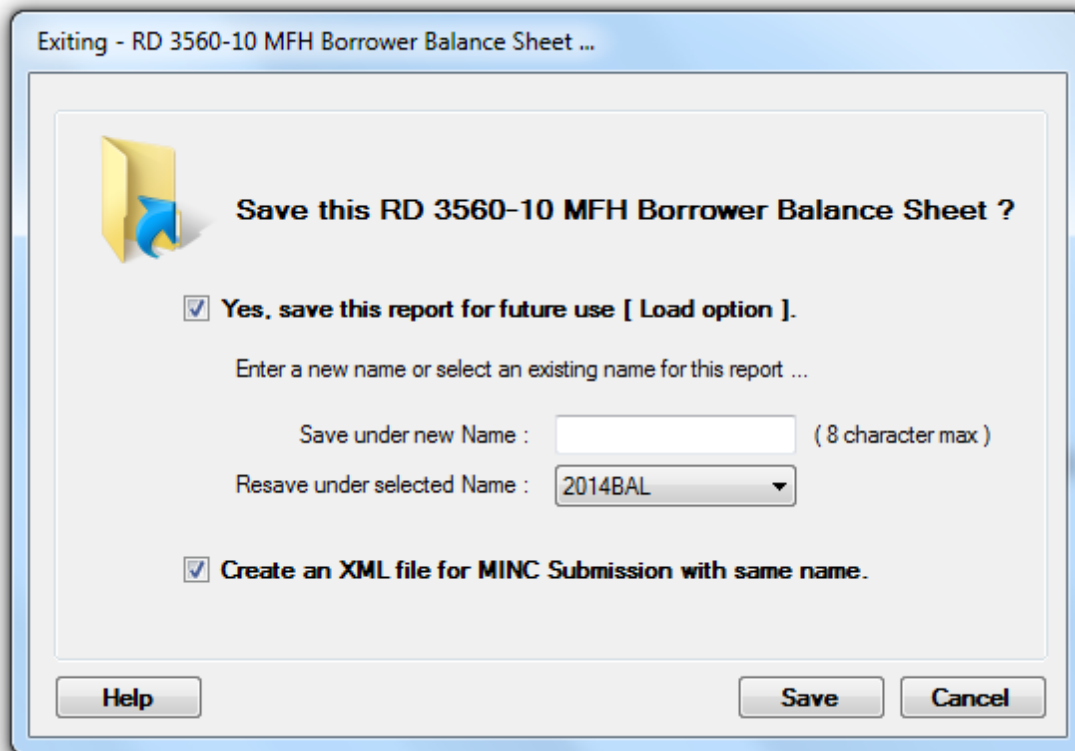
#### 8.7.2.5 File Menu



Below are options available from the *File Menu* ...

##### Exit

Click-on **File > Exit** to exit out of the *RD 3560-10 MFH Borrower Balance Sheet - Processing Window*. The following window will appear ...



Upon exiting the *RD 3560-10 Balance Sheet - Processing* window, the option to save the report for future use and create an XML file for electronic submission is presented. The following options are available at this window ...

##### Help

Click-on **Help** to view *Online Help Topics* about this process.

### No

Click-on **NO** to continue exiting the *RD 3560-10 Balance Sheet* without saving the report. The *RD 3560-10 Balance Sheet - Setup* window reappears.

### Cancel

Click-on **Cancel** to return to the *RD 3560-10 Balance Sheet - Processing Window*.

### Yes, save this report for future use [ Load Option ] (Checkbox)

Click-on this **Checkbox** to save the currently displayed *RD 3560-10 Balance Sheet* information to a file which can be reloaded at anytime. This would only need to be done if manual entries were made to the report or if this report needs to be electronically submitted to RD through the MINC website. Saved reports must be given a name (8 characters or less). The report can be saved with a new name or can be resaved with an existing name.

**Save under new name** - To save the report with a new name, simply enter the desired name (8 characters or less) in the field provided to the right.

**Resave under selected name** - To resave the report using the same name, select the desired name from the pull down list provided.

Note: Saved *RD 3560-10 Balance Sheet* report files are placed in the same data directory as the other project database files. A standard format is used for naming saved *RD 3560-10 Balance Sheet* reports .. example: RHSDEMO\_12345678.BAL which consists of the *Project Filename* (RHSDEMO), the 8 character or less name given by the user (12345678) and the extension .BAL (representing BALance Sheet).

Note: When this checkbox is selected, the **NO** button changes to an **OK** button and the *Create an XML File for MINC Submission with same name* (Checkbox) is enabled.

### Create an XML File for MINC Submission with same name (Checkbox)

Click-on this **Checkbox** to create an XML file for the *RD 3560-10 Balance Sheet* currently being saved. This option is only available when the *Yes, save this report for future use [ Load Option ]* is checked. An XML file will be created in the same directory (normally \FHAWIN\MINC\_XML) where Tenant Change related XML files are placed. The same 8 character or less name given to save the report is also used to name the XML file .. example: RHSDEMO\_12345678\_BAL.XML which consists of the *Project Filename* (RHSDEMO), the 8 character or less name given by the user (12345678), BAL (representing BALance Sheet) and the extension .XML.

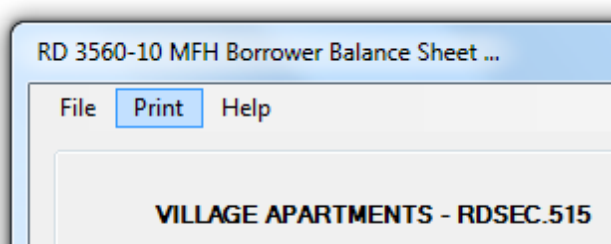
Note: Existing XML Files of the same name will automatically be overwritten.

### OK

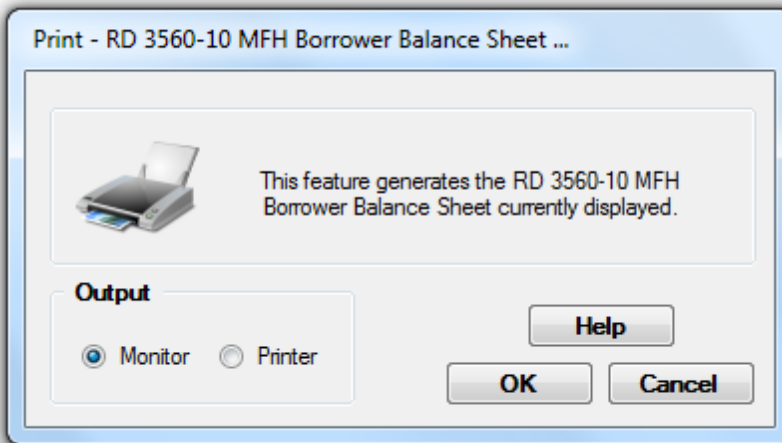
Click-on **OK** to continue saving the *RD 3560-10 Balance Sheet* report, as defined in this window.

## 8.7.2.6 Print Menu

To generate the *RD 3560-10 Balance Sheet* currently being processed, click-on **Print**.



An *RD 3560-10 Balance Sheet - Print Window* will appear ...



### Output

The *RD 3560-10 Balance Sheet* form can be viewed on-screen (*Monitor*) or sent to the default Windows printer (*Printer*) by simply placing a bullet in front of the desired option. Default is *Monitor*.

### Help

Click **Help** to view *Online Help Topics* relating to this report feature.

### OK

Click the **OK** button to generate the *RD 3560-10 Balance Sheet*.

### Cancel

Click the **Cancel** button to exit the *RD 3560-10 Balance Sheet - Print Window*.

## 8.7.3 RD 3560-12 Reserve Authorization Request

### 8.7.3.1 Overview

## Overview

This feature simplifies the creation and submission of the required *RD 3560-12 Request for Authorization of Withdraw Reserve Funds* form. A history of all *Reserve Withdrawal Requests* is also maintained.

To access the *RD 3560-12 Request for Authorization to Withdraw Reserve Funds* window, click-on **RD > RD Financial Reports > RD 3560-12 Reserve Authorization Request**.

**RD 3560-12 - Request for Authorization to Withdraw Reserve Funds ...**

File Print

This feature automates the Reserve Withdrawal Request process and maintains request history ...

**VILLAGE APARTMENTS - RDSEC.515**

Project : **RHSDemo**

**RD 3560-12 History**

Date	Amount	Status
11/25/24	33,203.26	App.
11/15/24	1,366.64	App.
11/15/24	4,550.00	App.
11/15/24	4,600.00	App.
10/29/24	4,550.00	App.
10/29/24	4,600.00	App.
10/29/24	3,295.29	App.
09/26/24	2,000.78	App.
09/13/24	4,594.17	App.
08/29/24	4,550.00	App.
11/06/23	465.00	App.
11/03/23	4,991.00	App.
10/27/23	465.00	App.
10/25/23	4,991.00	App.
05/08/23	4,990.77	App.
04/19/23	15,875.50	App.
11/22/22	36,000.00	App.
09/30/22	14,448.63	App.
06/29/22	4,841.32	App.
03/24/22	4,838.40	App.
03/15/22	7,650.52	App. IR
09/22/21	3,400.00	App.
09/14/21	3,400.00	App.
04/14/21	4,920.00	App.
03/16/20	18,483.12	
03/12/19	30,600.00	

**Part I - Request Information**

Amount Requested \$ **2,000.78** Date Requested : **09/26/2024**

Current Reserve Balance as of [mmddyyyy] : **08/31/2024** \$ **121,650.09**

Current Operating Balance as of [mmddyyyy] : **08/31/2024** \$ **46,267.95**

**No** <- Was this item identified in the current approved fiscal year budget?

Purpose and Description ... Number of Rental Units at Property : **48**

Ranges - U30 Home Depot Inv. 2970822 \$550.32, Inv. 5970748 \$42.96, U13 Home Depot Inv. 2970821 \$593.28; U42 Home Depot Inv. 2970823 \$550.32 - Total \$1736.88  
Range Hoods - Home Depot Inv. 2970816 \$263.90

☒ Capital Replacement/Improvement **Check** <- Is enclosed with this Request  
☐ Operating & Maintenance Expense <- Will be sent upon completion  
☐ Recurring

**Yes** <- Is this request part of an approved Capital Needs Assessment ?  
**No** <- Will a company with an Identity of Interest perform any of the work ?  
 If yes, please identify the company :

**Part II - Approval Information**

Amount Approved \$ **2,000.78** ☐ Disapproved ☐ Inspection Required

Date : **09/26/2024** Approval Official : **Mike Lambert, Loan Specialist**

Help Remove Selected Request Entry Add new Request Entry Edit Selected Request Entry

The following options are available at this window ...

File Menu Print Menu

### Remove Selected Request Entry

To delete a request entry from the *Reserve Request* database, select (click-on) the desired history entry line and click-on the *Remove Selected Request Entry* button and click-on Yes. The selected entry line will immediately be removed from the *Reserve Request* database.

### Add new Request Entry

This section is used to add new *Reserve Request* entry information to the *Reserve Request* database. To add a new *Reserve Request* entry, click-on the *Add new Request Entry* button. The user will be

placed in **Editing Reserve Request Information** mode which enables *Reserve Request Information* data input access.

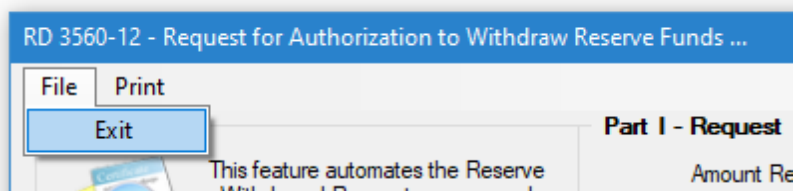
### Edit Selected Request Entry

To make changes to an existing *Reserve Request* entry, select (click-on) the desired request entry line and click-on the *Edit Selected Request Entry* button. Selected request information will appear in the data entry section (right half of this window). The user will be placed in **Editing Reserve Request Information** mode which enables *Reserve Request Information* data input access.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

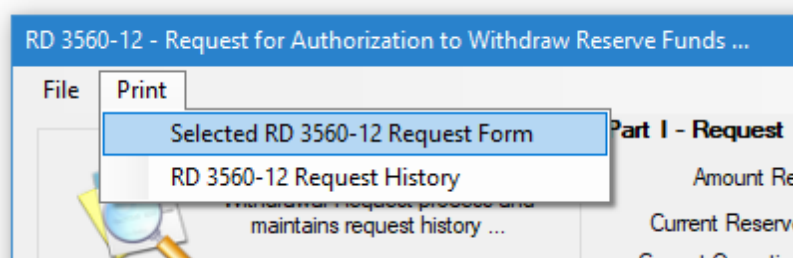
#### 8.7.3.2 File Menu



### Exit

Click-on **File > Exit** to exit out of the *RD 3560-12 Reserve Request Window*.

#### 8.7.3.3 Print Menu



Below are options available from the *Print Menu* ...

### Selected RD 3560-12 Request Form

Click-on **Print > Selected RD 3560-12 Request Form** to generate the *RD 3560-12 Request for Authorization to Withdraw Reserve Funds* form. A *Print - Selected RD 3560-12 Request Form - Setup* window will appear.

### RD 3560-12 Request History

Click-on **Print > RD 3560-12 Request History** to generate a history of RD 3560-12 Requests. A **Print - RD 3560-12 Request History - Setup** window will appear.


#### 8.7.3.4 Edit Mode

When in *Editing Mode*, the user has full access and control to modify any data entry field of *Reserve Request Information*.

Below is a *Reserve Request Information* Window that is in *Editing Mode* ...

RD 3560-12 - Request for Authorization to Withdraw Reserve Funds ...

File Print

 This feature automates the Reserve Withdrawal Request process and maintains request history ...

**VILLAGE APARTMENTS - RDSEC.515**

Project :

**RD 3560-12 History**

Date	Amount	Status
11/25/24	33,203.26	App.
11/15/24	1,366.64	App.
11/15/24	4,550.00	App.
11/15/24	4,600.00	App.
10/29/24	4,550.00	App.
10/29/24	4,600.00	App.
10/29/24	3,295.29	App.
09/26/24	3,600.00	App.
09/13/24	4,594.17	App.
08/29/24	4,550.00	App.
11/06/23	465.00	App.
11/03/23	4,991.00	App.
10/27/23	465.00	App.
10/25/23	4,991.00	App.
05/08/23	4,990.77	App.
04/19/23	15,875.50	App.
11/22/22	36,000.00	App.
09/30/22	14,448.63	App.
06/29/22	4,841.32	App.
03/24/22	4,838.40	App.
03/15/22	7,650.52	App. IR
09/22/21	3,400.00	App.
09/14/21	3,400.00	App.
04/14/21	4,920.00	App.
03/16/20	18,483.12	App.
03/12/19	30,600.00	App.

**Part I - Request Information**

Amount Requested \$  Date Requested :

Current Reserve Balance as of [mmddyyyy] :  \$

Current Operating Balance as of [mmddyyyy] :  \$

<- Was this item identified in the current approved fiscal year budget?

Purpose and Description ... Number of Rental Units at Property :

Ranges - U30 Home Depot Inv. 2970822 \$550.32, Inv. 5970748 \$42.96, U13 Home Depot Inv. 2970821 \$593.28; U42 Home Depot Inv. 2970823 \$550.32 - Total \$1736.88  
Range Hoods - Home Depot Inv. 2970816 \$263.90

☒ Capital Replacement/Improvement  <- Is enclosed with this Request  
☐ Operating & Maintenance Expense  <- Will be sent upon completion  
☐ Recurring

<- Is this request part of an approved Capital Needs Assessment ?  
 <- Will a company with an Identity of Interest perform any of the work ?  
 If yes, please identify the company :

**Part II - Approval Information**

Amount Approved \$  ☐ Disapproved ☐ Inspection Required

Date :  Approval Official :

**Help** **Save** **Cancel**

The following options are available when *Editing Reserve Request Information* ...

**Help**

To view *Online Help Topics* related to this window, click-on **Help**.

**OK**

When done editing *Editing Reserve Request Information*, click-on the **OK** button to save your changes.

**Cancel**

To exit editing *Editing Reserve Request Information* without saving changes, click-on the **Cancel** button.

**Reserve Request Information - Data Entry Items ...**

The following data items are available while *Editing Reserve Request Information ...*

**Part I - Request Information****Amount Requested**

Insert dollar amount of withdrawal request.

**Date Requested**

Insert date request is being made.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date.

**Current Reserve Balance as of [ mmddyyyy ] Date & Amount**

Insert most current verified Reserve account balance and date of the verification.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date.

**Current Operating Balance as of [ mmddyyyy ] Date & Amount**

Insert most current verified Operating Cash account balance and date of the verification.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date.

**Was this item identified in the current approved fiscal year budget ?**

Indicate by selecting Yes or No if this item was included in the current approved fiscal year budget.

**Number of Rental Units at Property**

Enter the total number of units in this property.

**Purpose and Description**

Describe the purpose and provide a description of the item(s) for which reserves will be used.

**Capital Replacement/Improvement ( Checkbox )**

Check this box if request is for Capital Replacement or Improvement.

**Is enclosed with this Request**

Indicate whether a Check or Withdrawal Slip will be enclosed with the request.



**Operating & Maintenance Expense ( Checkbox )**

Check this box if request is for Operating & Maintenance.

**Will be sent upon completion**

Indicate whether a Check or Withdrawal Slip will be sent upon completion.

**Recurring ( Checkbox )**

Check this box if request is a recurring item.

**Is this request part of an approved Capital Needs Assessment ?**

Indicate by selecting Yes or No if the request is part of an approved capital needs assessment.

**Will a company with an Identity of Interest perform any of the work?**

Indicate by selecting Yes or No if an IOI relationship exists.

**If yes, please identify the company:**

If an IOI relationship exists, use this field to identify the company.

**Part II - Approval Information ( Entered when Reserve Request is returned by RD )****Amount Approved \$**

Insert actual withdrawal amount approved by the Agency.

**Disapproved ( Checkbox )**

Check this box if the request is denied.

**Inspection Required (IR)**

Check this box if Agency inspection is required.

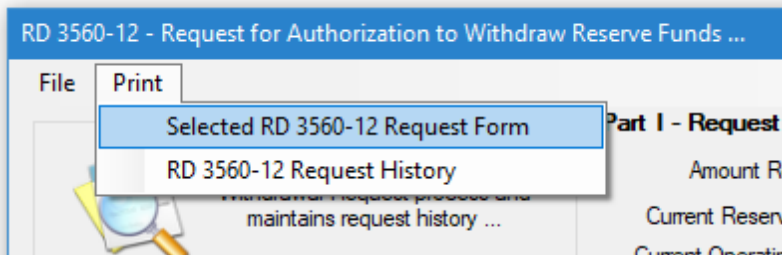
**Date**

Insert date request is approved or disapproved.

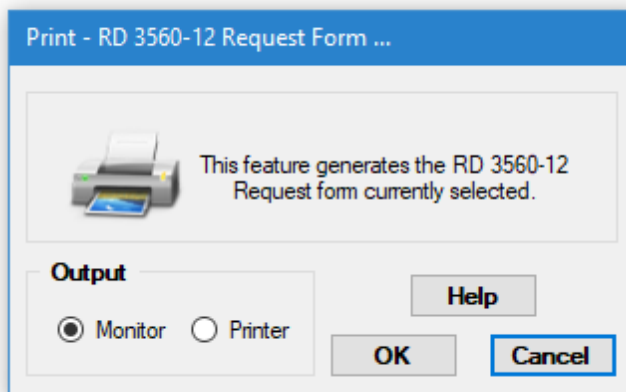
**Approval Official**

Insert name & title of RD Servicing Official.

### 8.7.3.5 Print - RD 3560-12 Request Form



To generate an *RD 3560-12 Reserve Request* form, select the desired *RD 3560-12 Entry* line and click on **Print > Selected RD 3560-12 Request Form**. The following *Print - RD 3560-12 Request Form - Setup* window appears ...



#### Output

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

#### Help

Click **Help** to view *Online Help Topics* relating to this report feature.

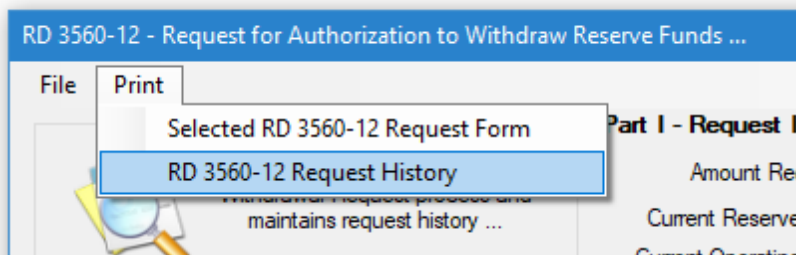
#### OK

Click the **OK** button to generate the report.

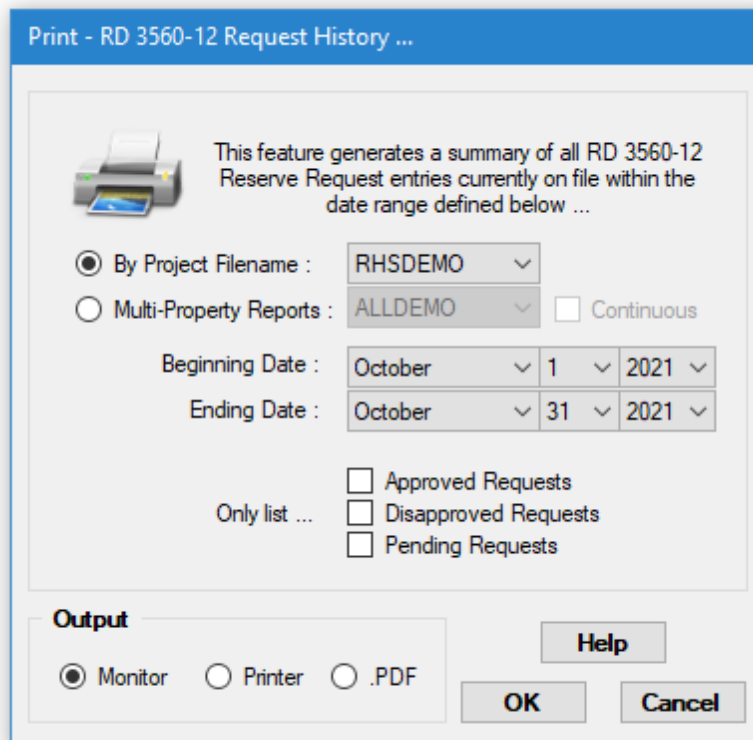
#### Cancel

Click the **Cancel** button to exit the *RD 3560-12 Request Form - Setup* window.

### 8.7.3.6 Print - RD 3560-12 Request History



To generate an *RD 3560-12 Reserve Request* history, click-on **Print > RD 3560-12 Request History**. The following *Print - RD 3560-12 Request History - Setup* window appears ...



#### Setup

*Reserve Request History* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Reserve Request History* report for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Reserve Request History* report in *Multi-Property Mode*. The program will automatically generate a report for each property listed in a specified

Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When checked, will list *Reserve Request History* for all projects included in the *Multi-Property Reports* filename selected in one continuous report.

**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

**Only List** - A default *Reserve Request History* will include all existing entries. To only list *Reserve Request History* that have **Approved, Disapproved** or **Pending** Status, click-on the desired checkbox.

### Output

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click **Help** to view *Online Help Topics* relating to this report feature.

### OK

Click the **OK** button to generate the report.

### Cancel

Click the **Cancel** button to exit the *RD 3560-12 Request History - Setup* window.

## 8.7.4 RD Chart of Accounts

Go to the Chart of Accounts section of this document.


## 8.7.5 RD COA Associations

### 8.7.5.1 Overview

The *RD COA Associations* file is used to identify where *Chart of Accounts* are to be reported on RD 3560-7 Project Budgets and RD 3560-10 Balance Sheets by associating each account with it's relative RD account category. This allows FHA Software to automatically pull *Chart of Accounts* amounts and accurately fill-in RD Financial Report categories.

To access the *RD COA Associations* window, click-on **RD > RD Financial Reports > RD COA Associations ...**

View RD COA Associations ...

 This feature lists each account category that exists on RD 3560-7 Project Budget & 3560-10 Balance Sheet reports and assigns COA numbers applicable to each category.

VILLAGE APARTMENTS - RDSEC.515

Project : RHSDEMO

RD Account Description	COA #1	COA #2	COA #3	COA #4	COA #5
Bank --- General Operating Account (Cash)	1120	1130			
Bank --- Other Accounts	1180				
Bank --- Real Estate Escrow Account	1420	1425	1430		
Bank --- Insurance Escrow Account					
Bank --- Reserve Account	1320	1325	1330	1335	1340
Bank --- ----(Continued)	1345				
Bank --- Security Deposit Account	1191				
Assets -- Accrual to Cash Adjustment	1850	2200			
Assets -- ---- (Continued)					
Assets -- ---- (Continued)					
Assets -- Accounts Receivable	1850				
Assets -- Allowance for Doubtful Accts	1860				
Assets -- Inventories (Supplies)	1870	1890			
Assets -- Prepayments	1880				
Assets -- Land	1550				
Assets -- Buildings	1560				
Assets -- Less: Accumulated Depreciation	1561				
Assets -- Furniture Equipment	1570	1580			

The following options are available at the *RD COA Associations Window...*

### RD Account Category / COA 1/2/3/4/5 Columns

This window displays all RD Account categories (20 categories at a time) with 5 COA (Chart of Account) columns for each RD Account category. The object is to associate each COA number (from your Chart of Accounts file) with their related RD Account Category. Each RD Account category line can have up to five (5) COA Numbers associated with it. Enter COA Numbers applicable to each RD Account category until all your COA Numbers are entered.

Note: The demonstration project [ RHSDEMO ] includes a full set of *RD Chart of Accounts* and related *RD COA Association* file which can be copied to any project.

### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. *RD COA Association* information for the selected project filename will appear.

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Print Summary

To generate an *RD COA Association Summary*, click-on **Print Summary**. An *RD COA Association Summary Setup Window* will appear.

### Copy from Another Project

To copy *RD COA Association* information from one project to another, click-on **Copy from Another Project**. A *Copy RD COA Associations from another project Setup Window* will appear.

### Edit

To edit *RD COA Association Information* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode*. When finished editing, click-on **Save** to save changes or **Cancel** to exit editing mode without saving changes.

### Cancel

Click-on **Cancel** to exit out of the *RD COA Associations Window*.

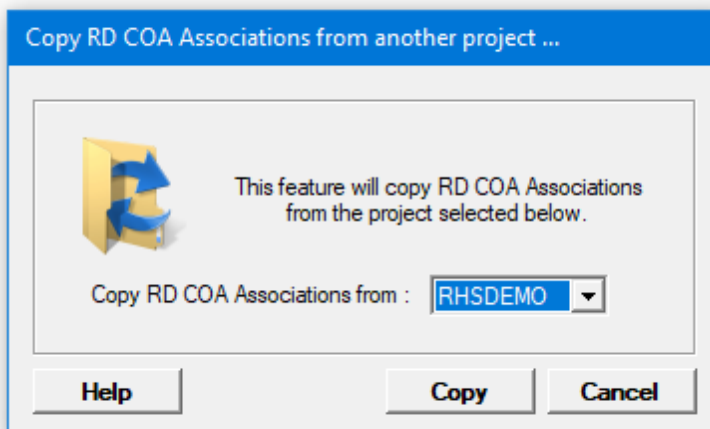
### Prev / Next

25 entry lines are displayed at a time. When enabled, click-on **Prev** to display the previous 25 line items. Click-on **Next** to display the Next 25 line items.

## 8.7.5.2 Copy Menu

### Copy RD COA Associations

To copy *RD COA Association* information from one project to another, click-on **Copy from Another Project**. The following window appears ...



**Copy RD COA Associations from**

Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy *RD COA Association* information from.

**Copy**

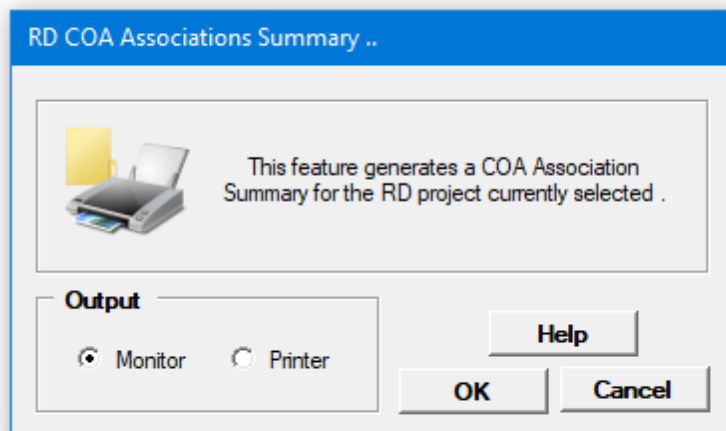
Click-on the **Copy** button to copy *RD COA Association* information.

**Cancel**

Click the **Cancel** button to exit the *Copy RD COA Association* setup menu.

**8.7.5.3 Print Menu****RD COA Association Summary**

To generate an *RD COA Association Summary*, click-on **Print Summary ...**

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer).

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help**

Click **Help** to view *Online Help Topics* relating to this report feature.

**OK**

Click the **OK** button to generate the report.

**Cancel**

Click the **Cancel** button to exit the *RD COA Association Summary* setup menu.

**8.7.6 Bank Balance Summary****8.7.6.1 Main Window****Overview**


This feature provides the ability to obtain a quick summary of *Bank Balances* for any month that exists in the Project's *Chart of Accounts*. The user has the option to view *Bank Balances* for one project only or for multi-properties at the same time. Account Numbers defined in a *Setup Menu* determines where bank balance amounts are coming from for this summary. Standard *Bank Account* categories are summarized at this window ...

- Cash (General Operating/Checking Account)**
- Other Accounts (Savings/Set-Asides)**
- Real Estate Tax Escrow Accounts**
- Insurance Escrow Accounts**
- Reserve Accounts**
- Security Deposit Accounts**

To access the *Bank Balance Summary* window, click-on **RD/HUD > RD/HUD Financial Reports > Bank Balance Summary**. The main *Bank Balance Summary* window will appear ...



**Bank Balance Summary ...**

 This feature provides month-end Bank Balance Summaries using Chart of Account information.

Report Date : December ▼ 2018 ▼

☒ By Project Filename : RHSDEMO ▼  
☐ Multi-Property Reports : ALLDEMO ▼

**Retrieve Bank Balance Info**

Project	Cash	Other	R.E. Tax	Insurance	Reserve	Sec.Dep
RHSDEMO	51,325.00	8,500.00	12,755.00	0.00	47,301.00	9,758.00

Help    Print Summary    Bank Balance Summary - Setup    OK

Note: The *Bank Balance Summary* window first appears with no bank amount information displayed. The user must verify &/or select the desired *Report Date*, *Project Filename* or *Multi-Property Reports Filename* and then click-on the *Retrieve Bank Balance Info* button to trigger a *Bank Balance Summary* to be displayed.

The following options are available at the *Bank Balance Summary Window*...

### Report Date

Select the desired *Month & Year* of Bank Balance Summary information to report, using the pull down lists. *Bank Balance* amounts as of the last day of the *Month & Year* selected will be reported on this summary.

Note: The *Retrieve Bank Balance Info* button must be clicked in order to retrieve and display a *Bank Balance Summary* reflecting this change.

### Project Filename/Multi-Property Reports

**By Project Filename** - Bullet this selection if you want to view a *Bank Balance Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to view *Bank Balance Summaries* in *Multi-Property Mode*. The program will automatically display a summary line for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

Note: The *Retrieve Bank Balance Info* button must be clicked in order to retrieve and display a *Bank Balance Summary* reflecting this change.

### **Retrieve Bank Balance Info**

Click-on the **Retrieve Bank Balance Info** button to retrieve and display *Bank Balance Summary* information, based on *Report Date & Project/Multi-Property Filename* selection criteria currently defined.

### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

### **Print Summary**

To generate a hard copy of the *Bank Balance Summary* currently displayed, click-on the **Print Summary** button. A *Bank Balance Summary - Print Window* will appear.

### **Bank Balance Summary - Setup**

The *Bank Balance Summary - Setup* file is used to identify *Chart of Accounts* that are to be reported for each *Bank Balance* category (Cash, Other, etc.). This allows FHA Software to automatically pull *Chart of Accounts* amounts and accurately fill-in *Bank Balance Summary* categories.

Click-on the **Bank Balance Summary - Setup** button. A *Bank Balance Summary - Setup Window* appears.

### **OK**


Click-on **OK** to exit out of the *Bank Balance Summary* window.

## **8.7.6.2 Setup Window**

The *Bank Balance Summary - Setup* file is used to identify *Chart of Accounts* that are to be reported for each *Bank Balance* category (Cash, Other, etc.). This allows FHA Software to automatically pull *Chart of Accounts* amounts and accurately fill-in *Bank Balance Summary* categories.

Click-on the **Bank Balance Summary - Setup** button. A *Bank Balance Summary - Setup Window* appears ...

Bank Balance Summary - Setup ...

 Use this window to identify your Bank related Chart of Account numbers.

**VILLAGE APARTMENTS - RDSEC.515**

	COA #1	COA #2	COA #3	COA #4	COA #5
General Operating (Cash)	1120	1130			
Other Accounts .....	1180				
Real Estate Tax Escrow	1420	1425	1425		
Insurance Escrow .....					
Reserve Account .....	1320	1325	1330	1335	1340
Reserve Account ( Cont )	1345				
Security Deposit	1191				

Help      Copy from Another Project      OK

The following options are available at the *Bank Balance Summary - Setup Window*...

#### COA #1/#2/#3/#4 Columns

This window displays all seven (7) *Bank Account* categories with 5 COA (Chart of Account) columns for each *Bank Account* category. The object is to associate each bank related COA number (from your Chart of Accounts file) with their related Bank Account Category. Each *Bank Account* category line can have up to five (5) COA Numbers associated with it. Enter COA Numbers applicable to each *Bank Account* category until all your Bank related COA Numbers are entered.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### Copy from Another Project

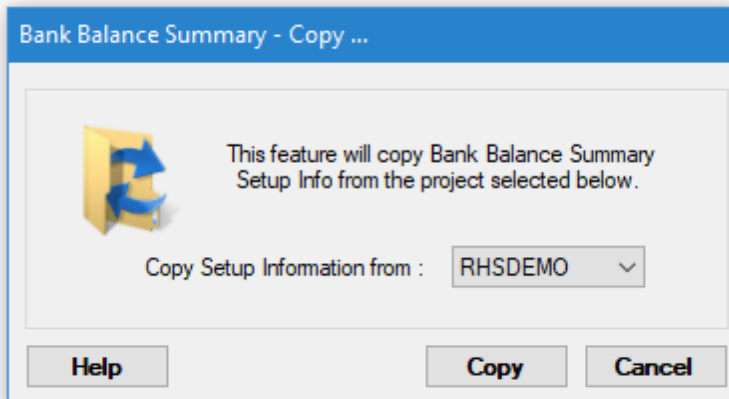
Click-on the **Copy from Another Project** button to copy *Bank Balance Summary - Setup* information from another existing project that is already entered. A *Bank Balance Summary - Copy Window* will appear.

#### OK

Click-on **OK** to exit out of the *Bank Balance Summary - Setup Window*. All changes are automatically saved.

### 8.7.6.3 Copy Window

To copy *Bank Balance Summary - Setup* information from one project to another, click-on **Copy from Another Project**. The following window appears ...



### Copy Setup Information from

Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy *Bank Balance Summary - Setup* information from.

### Copy

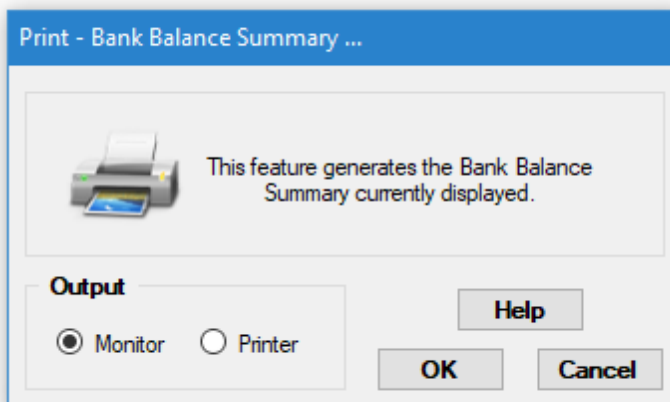
Click-on the **Copy** button to copy *Bank Balance Summary - Setup* information.

### Cancel

Click the **Cancel** button to exit the *Copy Bank Balance Summary - Setup* menu.

## 8.7.6.4 Print Window

To generate a hard copy of the *Bank Balance Summary* currently displayed, click-on the **Print Summary** button. A *Bank Balance Summary - Print Window* will appear ...



### Output

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to continue generating a *Bank Balance Summary*.

### Cancel

Click-on **Cancel** to exit out of the *Bank Balance Summary - Print Window*.

## 8.7.7 Management Fee Calculation

### 8.7.7.1 Setup Window


## Overview

This feature automates the calculation of *Management Fees* based on the *Number of Occupied Units* or a *Percentage of Rent Collected*.

To access the *Management Fee Calculation - Setup Window*, click-on **RD/HUD > RD/HUD Financial Reports > Management Fee Calculation ...**

**Management Fee Calculation ...**

**Report Setup**

 This feature will automatically calculate Management Fees based on the No. of Occupied Units or a Percentage of Rent Collected.

☒ By Project Filename :

☐ Multi-Property Reports :

Report Date :

**Multi-Property Reports**

Calculation based on ... ☒ Number of Occupied Units ☐ Percentage of Rent Collected

**Output**

☒ Printer ☐ .PDF

**Help** **OK** **Cancel**

### Setup

*Management Fee Calculations* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to view &/or generate an *Management Fee Calculation* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate *Management Fee Calculations* in *Multi-Property Mode*. The program will automatically generate a report for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Date** - Select the desired *Month & Year* of fees to report, using the pull down lists.

### Multi-Property Reports - Calculation based on ...

This menu section only applies when *Multi-Property Reports* is selected.

**Number of Occupied Units** - Select this to generate *Management Fee Calculation* reports, based on the *Number of Occupied Units*, for each project listed in a specified Multi-Property Directory file.

**Percentage of Rent Collected** - Select this to generate *Management Fee Calculation* reports, based on a *Percentage of Rent Collected*, for each project listed in a specified Multi-Property Directory file.

Note: Be sure that each project's *COA Numbers &/or Percentage Rates* have been previously setup individually before attempting to generate *Management Fee Calculation* reports in *Multi-Property Report* mode.

### Output

**Printer Only** - When *Multi-Property Reporting* is selected, *Management Fee Calculation* generation output can only be sent to your printer. To view *Management Fee Calculations* on-screen, select *By Project Filename*.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to continue processing *Management Fee Calculations*, as defined in this setup window. If *Multi-Reporting* is selected, your printer will start generating reports. If *By Project Filename* is selected, a *Management Fee Calculation - Edit Window* will appear.

### Cancel

Click-on **Cancel** to exit out of the *Management Fee Calculation - Setup Window*.

### 8.7.7.2 Edit Window

Click-on **OK** to continue processing *Management Fee Calculations*, as defined in the setup window. If *By Project Filename* is selected, a *Management Fee Calculation - Edit Window* will appear. There are two calculation sections in the edit window .. *Occupied Units & Rent Collected*. Click-on the tab of the desired calculation section to view it's contents.

## Based on Number of Occupied Units

Management Fee Calculation ...

Exit Help

This feature will automatically calculate Management Fees based on the No. of Occupied Units or a Percentage of Rent Collected.

**VILLAGE APARTMENTS - RDSEC.515**

Report Date : February 2022

**Occupied Units** **Rent Collected**

**Calculation Based on Number of Occupied Units**

Occupied Unit Fee Calculation based on Units ...

☒ Occupied on 1st day of the month only  
☐ Occupied on any day of the month

☒ Exclude Non-Revenue Producing MGR Units

Efficiencies Occupied	2	x \$	20.00	Rate = \$	40.00	Fee
1 Bedrooms Occupied	4	x \$	24.00	Rate = \$	96.00	Fee
2 Bedrooms Occupied	2	x \$	28.00	Rate = \$	56.00	Fee
3 Bedrooms Occupied	1	x \$	20.00	Rate = \$	20.00	Fee
4 Bedrooms Occupied	2	x \$	36.00	Rate = \$	72.00	Fee
5 Bedrooms Occupied	0	x \$	0.00	Rate = \$	0.00	Fee
6 Bedrooms Occupied	0	x \$	0.00	Rate = \$	0.00	Fee
					\$ 284.00	<b>Occupied Fee</b>
Revenue Producing Units	16	x \$	0.00	Rate = \$	0.00	<b>Add-On Fee</b>
<b>Total Management Fee = \$</b>					<b>284.00</b>	

**Print Report** **Copy Rate Schedule from another Project**

The total *Number of Occupied Units* (per unit size) are automatically retrieved from *Unit Data History*. Occupied unit status for the *Month & Year* being reported is either based on as it was on the first day of the month or based on the unit being occupied on any day of the month. Management Fees for each unit size is calculated automatically based on multiplying unit rate amounts by the total number of occupied units. The first time this window is accessed, applicable unit rate amounts must be manually entered. Unit rates are saved and thereafter automatically appear.

**Report Date**

This date establishes the timeframe upon which unit occupancy is determined.

**Occupied on 1st day of the month only**

Select this option to include units that were only occupied on the first day of the *Reporting Date* defined.

**Occupied on any day of the month**

Select this option to include units that were occupied on any day of the *Reporting Date* defined.

**Exclude Non-Revenue Producing MGR Units**

Select this option to omit Units occupied by Site Manager &/or Maintenance Staff from being included in the Occupied Unit Count.

Note: Labeling a Unit as being occupied by a Site Manager or Maintenance Staff ( Non-Revenue Producing Unit ) is done in the DATA .. UNIT DATA .. MISC feature window and clicking on the MGR checkbox.

**EFF/1/2/3/4/5/6 Bedrooms Occupied**

The total number of occupied units is automatically retrieved from *Unit Data History*, based on the *Report Date* defined above. The user is allowed to change these totals while at this window.

**Unit Rate Amount**

This is the per occupied unit amount of management fee. The user manually enters this amount the first time this window is accessed. Unit rates are saved and thereafter automatically appear.

**Occupied Fee Calculation**

Occupied Fees for each unit size is calculated automatically based on multiplying unit rate amounts by the total number of occupied units. Manually changing *Report Date*, *No. of Units Occupied* and *Unit Rates* automatically triggers the recalculation of Occupied Fees.

**Add-On Fee Calculation**

Add-On Fees are calculated automatically based on multiplying unit rate amounts by the total number of revenue producing units. Manually changing *Report Date*, Revenue Producing Units and *Unit Rate* automatically triggers the recalculation of Add-On Fees.

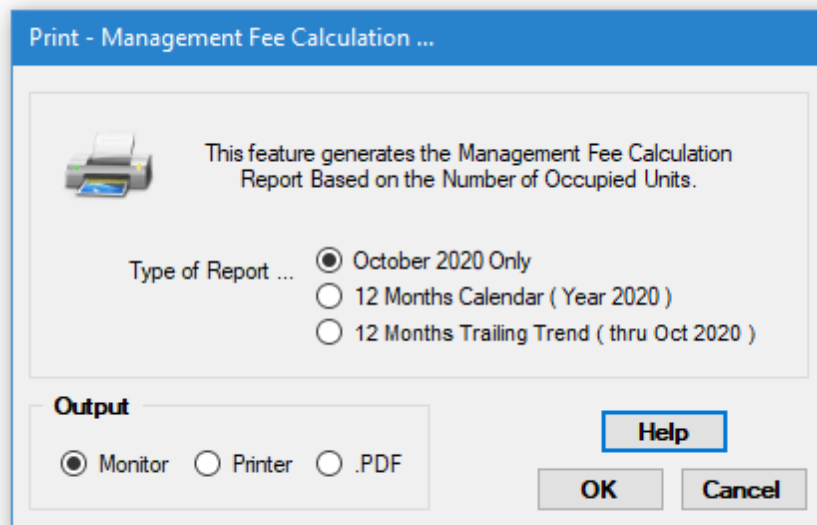
**Total Management Fee**

Total Occupied Fee + Add-On Fee

**Print Report (button)**

Click-on the Print Report button to generate a *Management Fee Calculation Report* based on the *Number of Occupied Units* calculation currently displayed. A *Print Setup* windows will appear ...





**Type of Report** - Select one of three reports options available ...

**Monthly Report** - a report for the *Report Date ( Month )* currently defined.

**12 Month Calendar Year** - a 12 Month Calendar Year report for the *Report Date ( Year )* currently defined.

**12 Month Trailing Trend** - a 12 Month Trailing Trend report through the *Report Date ( Month/ Year )* currently defined.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

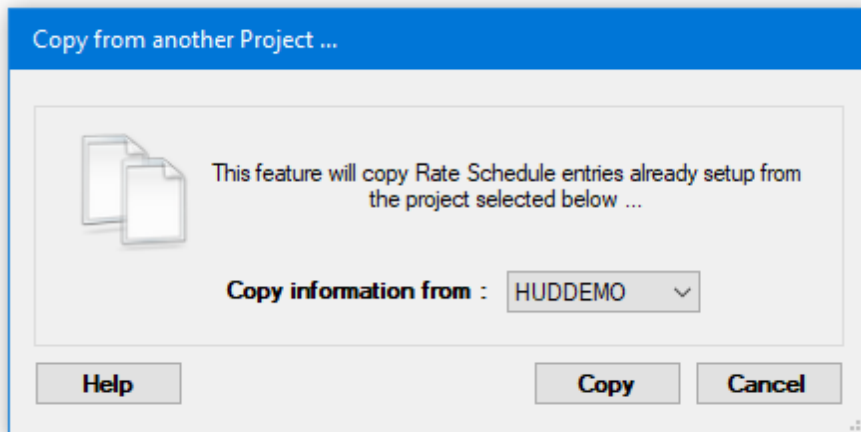
Click-on **Help** to view *Online Help Topics* about this process.

Click-on **OK** to generate a *Management Fee Calculation Report*.

Click-on **Cancel** to exit out of the *Print Setup* window.

### **Copy Rate Schedule from another Project ( button )**

To copy ( duplicate ) *Occupied Units* feature related *Rate Schedules* already setup in another Project, click-on **Copy Rate Schedule from another Project**. The following window appears ...



**Copy information from** - Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy from.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Copy** - Click-on the **Copy** button to copy ( duplicate ) *Occupied Units* feature related *Rate Schedules*.

**Cancel** - Click the **Cancel** button to exit the *Copy Rate Schedules from another Project* window.

### Exit

Click-on **Exit** to exit out of the *Management Fee Calculation - Edit Window*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

## Based on Percentage of Rent Collected



This column displays the full *Account Description* of the *Account Number* list at the left, as it exists in the Project's *Chart of Accounts*. This is automatically displayed.

Note: If a management fee includes a deduction for expenses, this deduction can also be included in the calculation by placing a dash in front of the expense account number, when entered. This will cause the amount to be subtracted from the other fees. Below is a sample ...

Acct# 4110	- Rental Income	6 %	x \$1,000.00	= \$ 60.00
Acct# 4120	- Housing Assistance	6 %	x \$2,000.00	= \$ 120.00
Acct# -5135	- Manager Salary	100 %	x \$ -100.00	= \$ -75.00

### Percentage

Enter the *Percentage* amount, upon which the management fee is based, for the *Account Number* listed on the same line. For example, if your management fee is based on 6% of *Rent Collected*, your percentage amount would be entered as [ 6.000 %] .

### Rent Collected

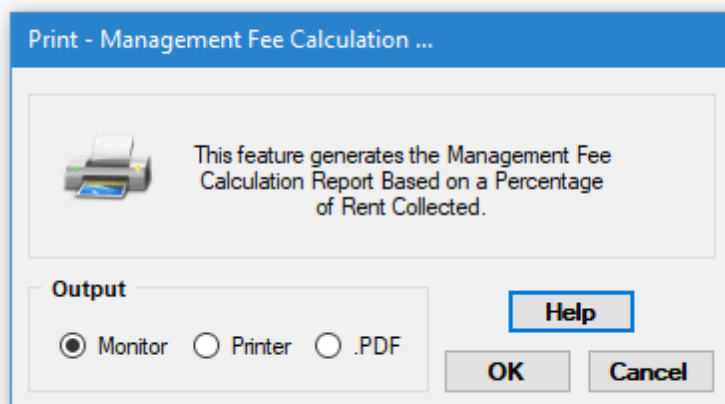
The amount of *Rent Collected* is automatically retrieved from the Project's *Chart of Account* file for the *Month & Year* defined above.

### Management Fee Calculation

Management Fees are calculated automatically based on multiplying *Rent Collected* amounts by the *Percentage Rate*. Manually changing *Report Date*, *Account Numbers* and *Percentage Rates* automatically triggers the recalculation of Management Fees.

### Print Report (button)

Click-on the Print Report button to generate a *Management Fee Calculation Report* based on the *Percentage of Rent Collected* calculation currently displayed. A *Print Setup* windows will appear ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

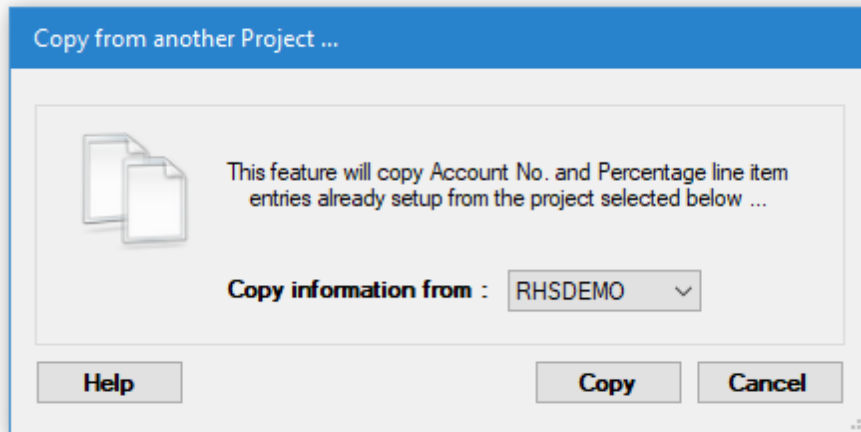
Click-on **Help** to view *Online Help Topics* about this process.

Click-on **OK** to generate a *Management Fee Calculation Report*.

Click-on **Cancel** to exit out of the *Print Setup* window.

### Copy from another Project ( button )

To copy ( duplicate ) *Rent Collected* feature related *Account No.s* and *Percentages* already setup in another Project, click-on **Copy from another Project**. The following window appears ...



**Copy information from** - Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy from.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Copy** - Click-on the **Copy** button to copy ( duplicate ) *Rent Collected* feature related *Account No.s* and *Percentages*.

**Cancel** - Click the **Cancel** button to exit the *Copy from another Project* window.

### Exit

Click-on **Exit** to exit out of the *Management Fee Calculation - Edit Window*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.



## HUD Menu

## 9 HUD Menu

### 9.1 HUD-50059 Tenant Certification

Go to the Tenant Certification section of this document.

### 9.2 HUD-52670 HAP Voucher

#### 9.2.1 Review Changes to Tenant Assistance

Go to the Changes to Tenant Assistance section of this document.

#### 9.2.2 Review Section 8 Special Claims

##### 9.2.2.1 Overview

## Overview


This feature maintains a detailed history of Section 8 Special Claim entries and generates the required forms that are submitted for approval. A *Special Claim* entry is automatically made each time a Section 8 subsidized unit is *vacated*. When the unit is re rented, the *Move-In* date is also automatically recorded. Fully processed and HUD approved *Special Claim* entries will automatically appear on *HUD-52670 HAP Voucher Requests*.

To access the *Review Sec.8 Special Claims* window, click-on **HUD > HUD-52670 HAP Request Voucher > Review Changes to Tenant Assistance**. The following *Find* window will appear ...



Find - Section 8 Special Claims ...

File Purge Sort Print Help

 This feature maintains a detailed history of Sec.8 Special Claim entries and generates the required forms that are submitted for approval.

VILLAGE APARTMENTS - HUD

Project : HUDDemo ▾

Unit No.	Tenant Name	Move-Out	Unit Available	Move-In	Total Special Claim	52671 A B C D	Voucher Date
*201	MARCUM	08/01/11		06/01/16	0	X	
201	MARCUM	10/04/14		11/01/14	0	X	
201	Geisz	05/04/15		06/03/15	0	X	
201	Frost	05/10/16	05/15/15	06/01/16	293	X	
201	HENSON	10/30/17			0	X	
201	*HENSON	10/31/17	11/07/07	11/16/17	161	X	04/2018
201	*Nelson	10/11/19	10/17/17	12/16/19	1,112	X	04/2020
202	BANKS	10/31/12	11/10/10	11/12/12	33	X	12/2016
202	Bailey	05/04/15		05/18/15	0	X	
203	KELHOFFER	05/29/14		07/01/14	0	X	
204	*YOUNG	03/27/20	04/02/02	04/13/20	204	X	09/2020
*205	ALKUBAISI	02/01/11	02/07/07	03/01/11	452	X	
205	LAMB	12/31/13		01/02/14	0	X	
205	LAMB	02/28/17	03/13/13	06/06/17	1,351	X	
205	*GREVIOUS	09/23/17	09/29/29	10/30/17	652	X	02/2018
206	GEIS	07/31/11	08/20/20	09/29/11	643	X	
206	*HOLMES	07/09/19	07/19/19	08/05/19	308	X	12/2019
206	*Bourquein	01/17/20	02/07/07	03/25/20	1,362	X X	08/2020
207	WALDEN	07/17/17	08/11/11	08/15/17	71	X	
208	ROSS	03/12/12		03/16/12	0	X	
209	GRAY	09/30/12		11/01/12	0	X	
209	HARRIS	05/05/15		05/26/15	0	X	
*210	LEWIS	12/17/10	12/23/23	02/14/11	974	X	
210	BRADBERRY	12/13/15		01/11/16	0	X	
210	*Maynard	04/29/18	05/21/21	06/04/18	299	X	09/2018
210	*Sickler	11/07/18	11/27/27	01/09/19	1,241	X X	03/2019
210	Crane	06/25/19			0	X	

Total Special Claim entries : 304

View Special Claim

The first window that appears is called the **Find** window which defaults to displaying a list of *Special Claim Entries* in *Unit Number* order. From this window the user can select the desired *Special Claim Entry*, view &/or modify existing *Special Claim Information*, print various *Special Claim Forms*, and view *Online Help Topics*.

The following options are available at the *Section 8 Special Claims - Find Window*...

File Menu    Sort Menu    Purge Menu    Print Menu    Help Topics

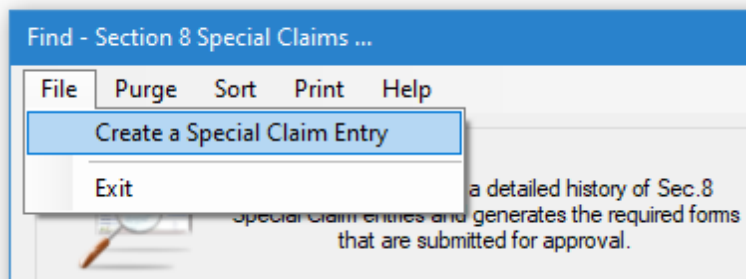
### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of *Special Claim Entries* for the selected project filename.

### View Special Claim

To view &/or modify existing *Special Claim Information*, click-on (highlight) the desired *Special Claim Entry* line displayed in the *Find* window and click-on the **View Special Claim** button located in the lower right corner. A *Section 8 Special Claim - Preview Window* will be displayed.

### 9.2.2.2 File Menu



Below are options available from the *File Menu* ...

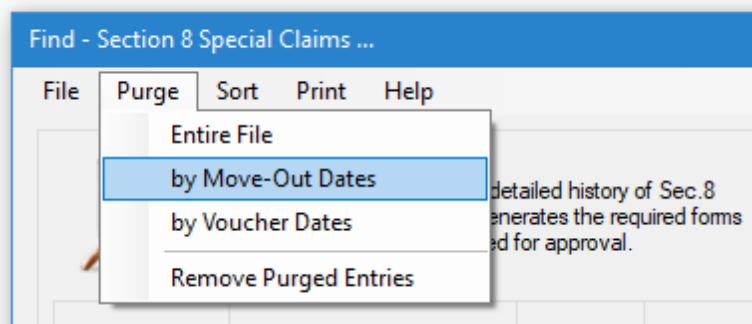
#### Create a Special Claims Entry

To manually *Add a Special Claim entry* to the *Special Claim* file, click-on **Create a Special Claim Entry**. A blank *View - Section 8 Special Claims* window will appear.

#### Exit

Click-on **File > Exit** to exit out of the *Section 8 Special Claims - Find Window*.

### 9.2.2.3 Purge Menu



The *Purge* feature in FHA Software allows the user to remove unwanted *Special Claim Entry Information* from the database. The *Purge* process is actually completed in two steps ...

- 1.) Select specific *Special Claim Entry Information* to be *Purged*
- 2.) Remove purged *Special Claim Entry Information* from the database

Note: *Special Claim Entry Information* that has been selected to be *Purged* will have the *Purge Checkbox* checked (at the *Preview Window*) and will have an asterick (\*) to the left of *Unit Number* (at the *Find Window*). When the *Remove Purged Entries* option is selected, all *Special Claim Entry Information* that has the *Purge Checkbox* checked will be removed from the database.

Below are options available from the *Purge Menu* ...

#### Entire File

To *Purge* the entire *Section 8 Special Claims* database, click-on **Entire File**. Then select **Purge > Remove Purged Data** to complete the *Purge* process.

#### By Move-Out Dates

To *Purge* all *Special Claim Entry Information* within a specific *Move-Out Month/Year*, click-on **Purge > By Move-Out Date**. A *Purge By Move-Out Date* selection window will appear. Select the desired *Month & Year* from the pull down lists. Click-on **OK** to continue. Click-on **Cancel** to exit out of this process. Then select **Purge > Remove Purged Entries** to complete the *Purge* process.

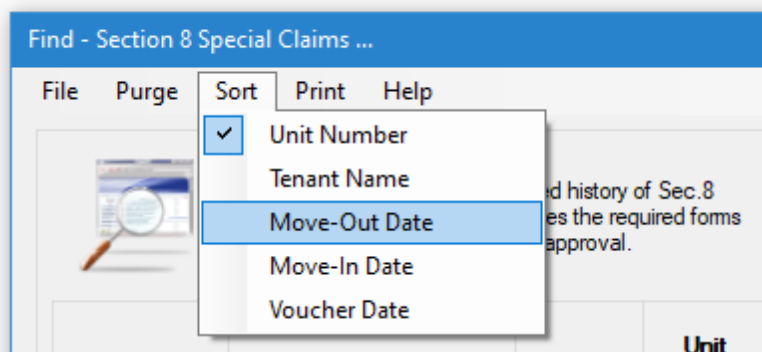
#### By Voucher Dates

To *Purge* all *Special Claim Entry Information* within a specific *Voucher Month/Year*, click-on **Purge > By Voucher Date**. A *Purge By Move-Out Date* selection window will appear. Select the desired *Month & Year* from the pull down lists. Click-on **OK** to continue. Click-on **Cancel** to exit out of this process. Then select **Purge > Remove Purged Entries** to complete the *Purge* process.

#### Remove Purged Entries

To physically remove all *Special Claim Entry Information* that has been previously selected to be *Purged* from the *Section 8 Special Claims* database, click-on **Purge > Remove Purged Data**.

### 9.2.2.4 Sort Menu



*Sort* options determine the order *Special Claim Entries* are listed in the *Find Window*. Below are options available from the *Sort Menu* ...

#### Unit Number

Click-on **Sort > Unit Number** to display *Special Claim Entries* in *Unit Number* order in the *Find Window*.

Note: This is the default *Sort Order*.

#### Tenant Name

Click-on **Sort > Tenant Name** to display *Special Claim Entries* in *Tenant Name* order (alphabetical) in the *Find Window*.

#### Move-Out Date

Click-on **Sort > Move-Out Date** to display *Special Claim Entries* in *Move-Out Date Month/Year* order (newest to oldest) in the *Find Window*.

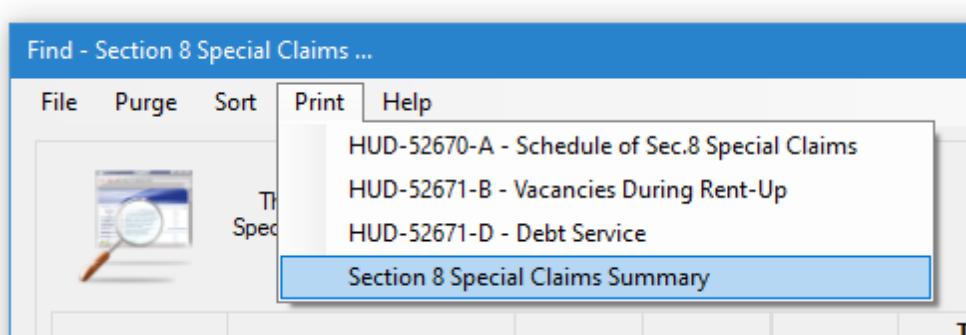
#### Move-In Date

Click-on **Sort > Move-In Date** to display *Special Claim Entries* in *Move-In Date Month/Year* order (newest to oldest) in the *Find Window*.

#### Voucher Date

Click-on **Sort > Voucher Date** to display *Special Claim Entries* in *Voucher Date Month/Year* order (newest to oldest) in the *Find Window*.

### 9.2.2.5 Print Menu



Below are options available from the *Print Menu* ...

#### HUD-52670-A - Schedule of Sec.8 Special Claims

This form is used as a cover sheet to summarize a *Special Claims Approval Request* that would include claims for *Unpaid Rent*, *Tenant Damages*, *Rent-Up Vacancies*, *Regular Vacancies* and *Debt Service*. Click-on HUD-52670-A - Schedule of Sec.8 Special Claims to get a setup window.

#### HUD-52671-B - Vacancies During Rent-up

This form is used to summarize a *Special Claims Approval Request* for *Rent-Up Vacancies*. Click-on HUD-52671-B - Vacancies During Rent-Up to get a setup window.

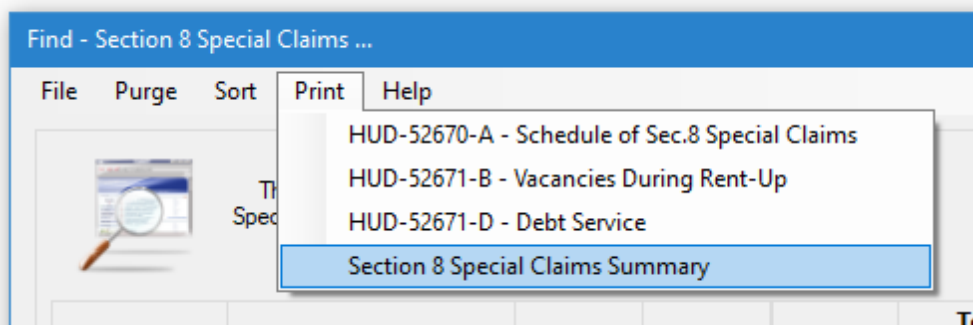
#### HUD-52671-D - Debt Service

This form is used to summarize a *Special Claims Approval Request* for *Debt Service*. Click-on HUD-52671-D - Debt Service to get a setup window.

#### Section 8 Special Claims Summary

This print option provides a summary of all existing *Section 8 Special Claim* entries. Click-on **Section 8 Special Claims Summary** to get a setup window.

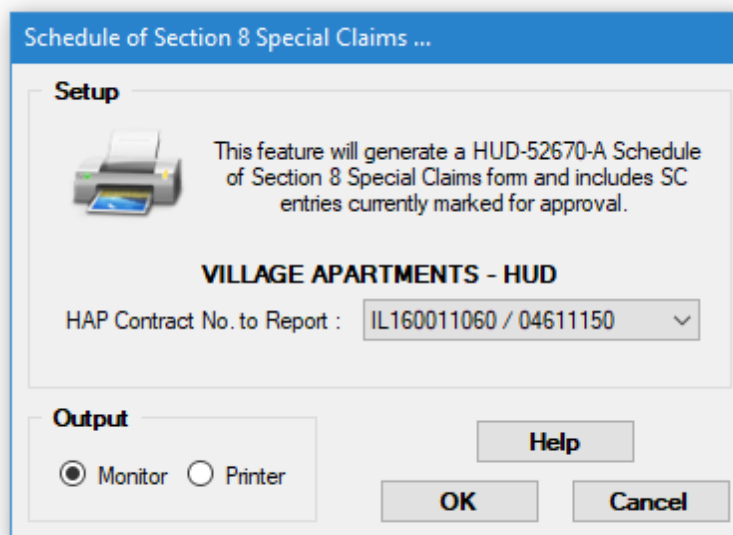
## 9.2.2.5.1 52670-A Print Setup

**HUD-52670-A - Schedule of Sec.8 Special Claims**

This form is used as a cover sheet to summarize a *Special Claims Approval Request* that would include claims for *Unpaid Rent*, *Tenant Damages*, *Rent-Up Vacancies*, *Regular Vacancies* and *Debt Service*.

Note: Only *Special Claim* entries that have .. *Applicable - Applies (checkbox)* **Checked** .. *Include on printed Approval Request (checkbox)* **Checked** .. *Special Claims Approval No.* is **blank** .. will be included on this form.

Click-on **HUD-52670-A - Schedule of Sec.8 Special Claims** to get a setup window ...

**Setup**

**HAP Contract No. to Report** - For projects with multiple HAP contracts, select the desired *HAP Contract Number* to report, using the pull down list.

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

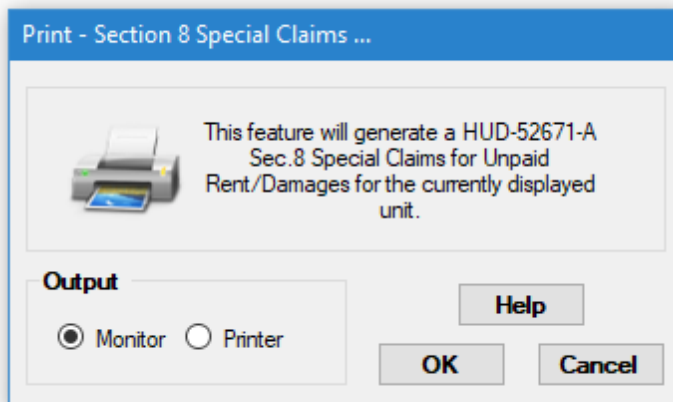
Click-on **OK** to generate a *HUD-52670-A Schedule of Section 8 Special Claims form*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Print - HUD-52670-A Schedule of Section 8 Special Claims* window.

## 9.2.2.5.2 52671-A Print Setup

### HUD-52671-A - Section 8 Special Claims for Unpaid Rent/Damages



### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

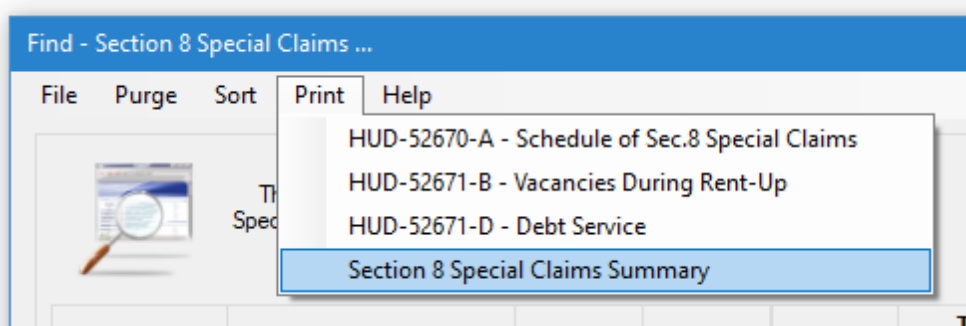
Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate a *HUD-52671-A Section 8 Special Claims for Unpaid Rent / Damages form*.

**Cancel**

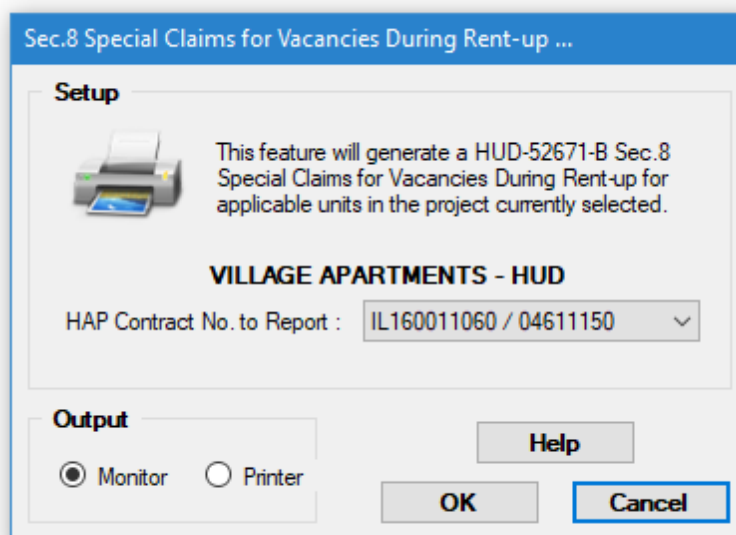
Click-on **Cancel** to exit out of the *Print - HUD-52671-A Section 8 Special Claims for Unpaid Rent / Damages* window.

**9.2.2.5.3 52671-B Print Setup****HUD-52671-B - Vacancies During Rent-Up**

This form is used to summarize a *Special Claims Approval Request* for *Rent-Up Vacancies*.

Note: Only *Special Claim* entries that have .. *Rent-Up Vacancies - Applies (checkbox)* **Checked** .. *Include on printed Approval Request (checkbox)* **Checked** .. *Special Claims Approval No.* is **blank** .. will be included on this form.

Click-on **HUD-52671-B - Vacancies During Rent-Up** to get a setup window ...



**Setup**

**HAP Contract No. to Report** - For projects with multiple HAP contracts, select the desired *HAP Contract Number* to report, using the pull down list.

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help**

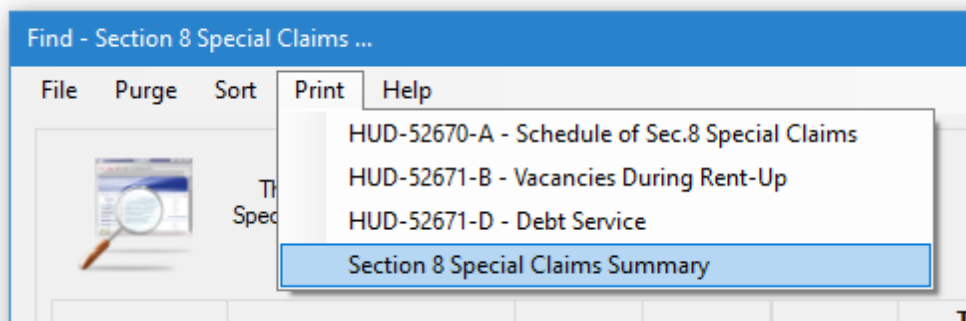
Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate a *HUD-52671-B Vacancies During Rent-Up form*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Print - HUD-52671-B Vacancies During Rent-Up* window.

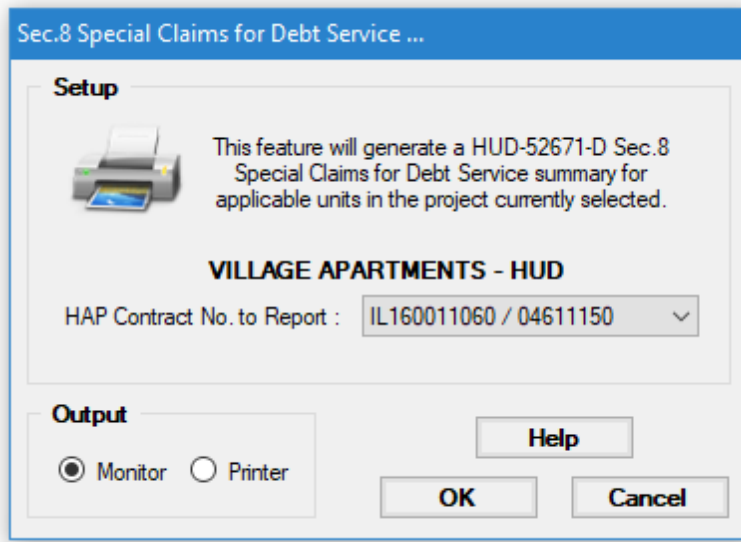
**9.2.2.5.4 52671-D Print Setup****HUD-52671-D - Debt Service**

This form is used to summarize a *Special Claims Approval Request* for *Debt Service*.

Note: Only *Special Claim* entries that have .. *Debt Service - Applies (checkbox)* **Checked** .. *Include on printed Approval Request (checkbox)* **Checked** .. *Special Claims Approval No.* is **blank** .. will be included on this form.

Click-on **HUD-52671-D - Debt Service** to get a setup window ...



**Setup**

**HAP Contract No. to Report** - For projects with multiple HAP contracts, select the desired *HAP Contract Number* to report, using the pull down list.

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

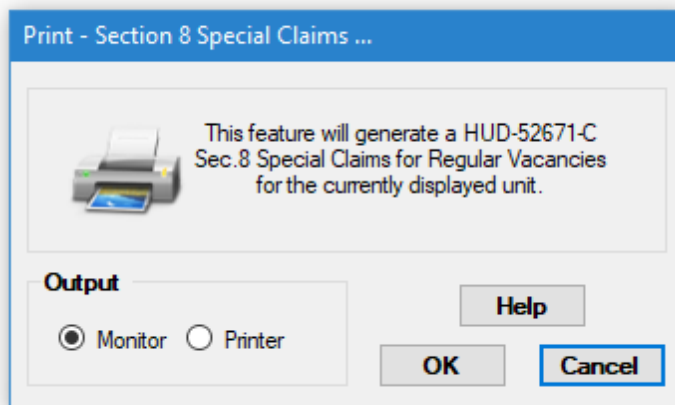
**OK**

Click-on **OK** to generate a *HUD-52671-D Debt Service form*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Print - HUD-52671-D Debt Service* window.

**9.2.2.5.5 52671-C Print Setup****HUD-52671-C - Section 8 Special Claims for Regular Vacancies**



### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

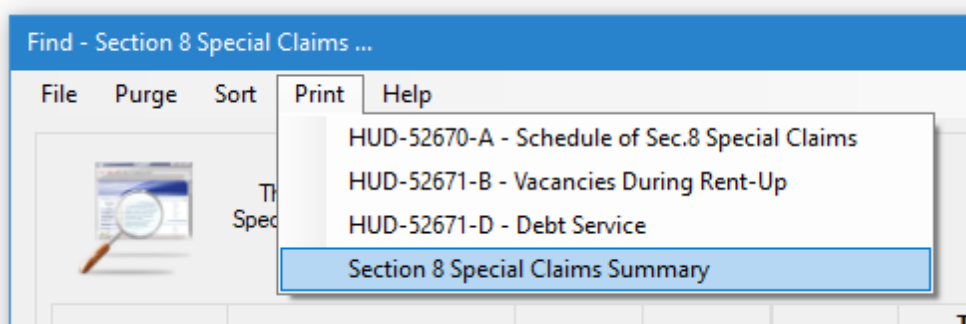
### OK

Click-on **OK** to generate a *HUD-52671-C Section 8 Special Claims for Regular Vacancies form*.

### Cancel

Click-on **Cancel** to exit out of the *Print - HUD-52671-A Section 8 Special Claims for Regular Vacancies* window.

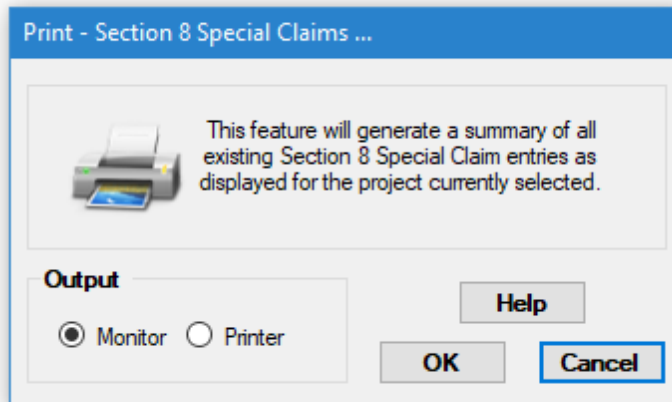
## 9.2.2.5.6 Section 8 Special Claims Summary



### Section 8 Special Claims Summary

This print option provides a summary of all existing *Section 8 Special Claim* entries.

Click-on **Section 8 Special Claims Summary** to get a setup window ...



Note: The *Section 8 Special Claims Summary* will be sorted as defined by the *Sort* options selected at the previous *Find - Section 8 Special Claims* window.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Section 8 Special Claim Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Print - Section 8 Special Claim Summary* window.

## 9.2.2.6 Preview Window

To view &/or modify existing *Special Claim Entry Information*, click-on (highlight) the desired *Special Claim Entry* line displayed in the *Find* window and click-on the **View Special Claim** button located in the lower right corner.

A *View - Section 8 Special Claims Window* will be displayed with selected *Special Claim Entry* information ...

View - Section 8 Special Claims ...

Project : **VILLAGE APARTMENTS - HUD**

Unit No. : 201 Unit Size : 1BR

Tenant [ First MI Last ] : Jean T Nelson

Soc. Sec. No. : 123456789 Birth Date : 09/27/1938

Move-Out Date : 10/11/2019 Move-In Date : 12/16/2019

Security Deposit \$ 217.00

Contract Rent Rate \$ 718

HAP Cont : IL160011060 / 04611150

Process Special Claims without Move-In Date ☐ Purge ☐

☐ Applies ☐ Applies ☒ Applies ☐ Applies

**Unpaid Rent/Damages** **Rent-Up Vacancies** **Regular Vacancies** **Debt Service**

Date Unit ready for Occupancy : 10/17/2019

No. of Days Vacant (NTE 60) : 60

Daily Contract Rent \$ 23.16

Contract Rent for Days Vacant \$ 1,389.60

HUD's 80 % Limitation \$ 1,111.68

Amounts Paid by Other Sources \$ 0

Subtotal Vacancy Claim \$ 1,112

The following only applies to Property Disposition ...

Daily Assistance Payment \$ 16.03

HUD's Limitation for the 1st Mo. \$ 0.00

HUD's 80% Limitation for the 2nd Mo. \$ 0.00

Subtotal Disposition Claim \$ 0

Total Claim \$ 1,112

Special Claim Approval No. : 98765432109871 Voucher Date : April 2020

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There are five (5) main *Special Claim Entry* sections displayed in the *View* window. The top section provides information about the unit that is commonly used in each of the four (4) tabbed *Special Claim* calculation sections. The following items are available at the *View - Section 8 Special Claims* window ...

### Unit Information (top section)

Information in this section identifies the unit with dates & amounts used in various *Special Claim* calculations. A *Special Claim* entry is automatically made each time a Section 8 subsidized unit is *vacated*. When the unit is re rented, the *Move-In* date is also automatically recorded. Fully processed and HUD approved *Special Claim* entries will automatically appear on *HUD-52670 HAP Voucher Requests*.

**Unit No.** - The 10 character or less *Unit Number*.

**Unit Size** - The 3 character abbreviation for the size of the unit ( *EFF/1BR/2BR/3BR/4BR* ).

**Tenant Name (First MI Last)** - The previous tenant's name, separated by First Name, Middle Initial and Last name.

Note: For *Special Claim Entries* involving only *Rent-Up Vacancy* claims, enter *VACANT* as the *Last Name*.

**Move-Out Date** - The date (mmddyyyy) the unit became vacant (the last day of occupancy).

Note: For *Special Claim Entries* involving only *Rent-Up Vacancy* claims, make this date the same as the *Effective Date of Contract*.

**Move-In Date** - The date (mmddyyyy) the unit was re rented.

Note: This date is automatically entered when a *Sec.8 Move-In* is *Activated*.

**Process Special Claims without Move-In Date (Checkbox)** - When checked, the total number of days vacant will be set to the maximum number allowed. This allows special claims to be processed without the unit having to be re rented.

**Include on printed Approval Request (Checkbox)** - When checked, applicable *Special Claim Entries* will be included on related *Special Claim Approval Request* forms.

**Security Deposit** - The full amount of *Security Deposit* paid by the tenant who vacated this unit.

**Contract Rent Rate** - The *Contract Rent Rate* in effect the day the unit was vacated.

**HAP Contract/Project Number** - For projects with multiple HAP contracts, select the desired *HAP Contract Number* this unit was subsidized under, using the pull down list.

**Applies (4 Checkboxes)** - Click-on a *Checkmark* for one or more of the *Special Claim - Calculation* sections that will be submitted for approval and eventually requested on a *HUD-52670 HAP Request Voucher*.

**Purge (Checkbox)** - In order to physically delete a *Special Claim Entry* from *Special Claims Data*, it must first be marked *Purged* by clicking on the Purge check box. All *Special Claim Entries* marked to be purged will be physically deleted from *Special Claims Data* when the **Purge > Remove Purged Data** option is processed from the *Find* window.

### Unpaid Rent/Damages

Click-on the **Unpaid Rent/Damages** tab to view the Unpaid Rent/Damages - Calculation section.

### Rent-Up Vacancies

Click-on the **Rent-Up Vacancies** tab to view the Rent-Up Vacancies - Calculation section.

### Regular Vacancies

Click-on the **Regular Vacancies** tab to view the Regular Vacancies - Calculation section.

### Debt Service

Click-on the **Debt Service** tab to view the Debt Service - Calculation section.

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Special Claim Entries*.

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Edit

To edit *Special Claim Entry Information* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode*.

### OK

Click-on **OK** to exit the *View - Section 8 Special Claims Window*.

## 9.2.2.7 Unpaid Rent/Damages

This *Special Claim Entry* section calculates the amount of claim for both *Unpaid Rent* and *Tenant Damages*. Click-on the **Unpaid Rent/Damages** tab to view the following window ...

View - Section 8 Special Claims ...

Project : **VILLAGE APARTMENTS - HUD**

Unit No. : 201 Unit Size : 1BR

Tenant [ First MI Last ] : Jean T Nelson

Soc. Sec. No. : 123456789 Birth Date : 09/27/1938

Move-Out Date : 10/11/2019 Move-In Date : 12/16/2019 HAP Cont : IL160011060 / 04611150

Include on printed Approval Request ☒

Security Deposit \$ 217.00

Contract Rent Rate \$ 718

Process Special Claims without Move-In Date ☐ Purge ☐

☒ Applies ☐ Applies ☐ Applies ☐ Applies

**Unpaid Rent/Damages** Rent-Up Vacancies Regular Vacancies Debt Service

Security Deposit Collected \$	217.00	Rent Charged but Unpaid at Move-Out \$	750.00
Interest Earned on Sec.Dep. \$	0.00	Unpaid Rent Claim \$	301 *
Unpaid Rent/Damages Collected \$	200.00	HUD's Remaining Liability \$	0.00
Total Amount Collected \$	417.00	Cost to Repair Damage \$	0.00
Contract Rent Rate at Move-Out \$	718	Tenant Damages Claim \$	0 *
HUD's Maximum Liability \$	301.00	Total Claim \$	301

Special Claim Approval No. : 98765432109871 Voucher Date : December 2019

Prev Next 7 of 304 Help Print Form Edit OK

Below are options available when viewing the *Unpaid Rent/Damages* section ...

**HUD-52671-A - Section 8 Special Claims for Unpaid Rent / Damages**

To generate a *HUD-52671-A Section 8 Special Claims for Unpaid Rent/Damages* form, click-on the **Print Form** button. A HUD-52671-A Print Setup Window will appear.

**OK**

Click-on **OK** to exit the *Special Claim Entry - Preview Window*.

**Edit**

To make changes to the *Unpaid Rent/Damages* section, click-on **Edit**. The following options become available when in *Editing Mode* ...

**Help**

To view *Online Help Topics* related to this window, click-on **Help**.

**Save**

Click-on **Save** to exit out of *Editing Mode*, saving all changes made.

**Cancel**

Click-on **Cancel** to exit out of *Editing Mode* without saving changes.

**Unpaid Rent/Damages - Information**

The following items are in the *Unpaid Rent/Damages* section ...

**Security Deposit Collected** - This is the actual amount of *Security Deposit* collected. Editing the *Security Deposit* amount, located in the top right corner of the unit information section, will automatically change the amount displayed here.

Note: If you did not collect the required security deposit amount from the tenant that caused this claim, you cannot file this special claim.

**Interest Earned on Sec.Dep.** - Enter the interest you earned on the security deposit.

**Unpaid Rent/Damages Collected** - Enter the money you collected for unpaid rents & damages.

**Total Amount Collected** - *Security Deposit + Interest + Money Collected*

Note: This amount is automatically calculated.

**Contract Rent Rate at Move-Out** - This is the monthly *Contract Rent Rate at Move-Out Date*. Editing the *Contract Rent Rate* amount, located in the top right corner of the unit information section, will automatically change the amount displayed here.

**HUD's Maximum Liability** - *Contract Rent Rate - Total Amount Collected*

Note: If this amount is zero, you've exceeded *HUD's Maximum* and cannot file a claim for *Unpaid Rent/Damages*.

Note: This amount is automatically calculated.

**Rent Charged but Unpaid at Move-Out** - Enter the amount of rent charged the tenant, but was unpaid at Move-Out.

**Unpaid Rent Claim** - The lessor of (*Rent Charged (Unpaid) - Total Amount Collected*) or *HUD's Maximum Liability*.

Note: This amount is automatically calculated.

**HUD's Remaining Liability** - *HUD's Maximum Liability - Unpaid Rent Claim*

Note: If this amount is zero, you've exceeded *HUD's Maximum* and cannot file a claim for *Damages*.

Note: This amount is automatically calculated.

**Cost to Repair Damage** - Enter cost to repair damage.

**Tenant Damages Claim** - The lessor of *HUD's Remaining Liability* or the *amount of damage exceeding the remaining security deposit*.

Note: This amount is automatically calculated.

**Total Claim** - *Unpaid Rent Claim + Tenant Damages Claim*

Note: If this amount is zero, you cannot file a claim for *Unpaid Rent/Damages*.

Note: This amount is automatically calculated.

**Special Claim Approval No.** - When HUD or your Contract Administrator has approved your *Special Claims request for Unpaid Rent/Damages*, enter the *Special Claims Approval Number* here.

Note: *Special Claim Approval Numbers* must consist of 10 or 14 alphanumeric characters.

**Voucher Date** - After entering your *Special Claim Approval Number*, select the *Month/Year* of the *HUD-52670 HAP Voucher* this *Special Claim for Unpaid Rent/Damages* is to be included.

Note: *Special Claim Entries* will automatically appear on *HUD-52670 HAP Request Voucher* generations when the following items have been recorded ...

- \* *Unpaid Rent/Damages Applies Checkbox* is checked
- \* A 10 or 14 Alphanumeric Character *Special Claim Approval No.* is entered
- \* A *Voucher Date* (Month/Year) has been selected

### 9.2.2.8 Rent-up Vacancy

This *Special Claim Entry* section calculates the amount of claim for both *Vacancies During Rent-Up*. Click-on the **Rent-Up Vacancies** tab to view the following window ...



View - Section 8 Special Claims ...

Project : **VILLAGE APARTMENTS - HUD**

Unit No. : 201 Unit Size : 1BR

Tenant [ First MI Last ] : Jean T Nelson

Soc. Sec. No. : 123456789 Birth Date : 09/27/1938

Move-Out Date : 10/11/2019 Move-In Date : 12/16/2019

HAP Cont : IL160011060 / 04611150

Process Special Claims without Move-In Date ☐ Purge ☐

☐ Applies ☒ Applies ☐ Applies ☐ Applies

Include on printed Approval Request ☒

Security Deposit \$ 217.00

Contract Rent Rate \$ 718

Unpaid Rent/Damages Rent-Up Vacancies Regular Vacancies Debt Service

Effective Date of Contract : 01/15/2001

Leased Date (To Date) : 12/16/2019

No. of Days Vacant (NTE 60) : 60

Daily Contract Rent \$ 23.16

Contract Rent for Days Vacant \$ 1,389.60

HUD's Limitation % 0.80

Total Claim \$ 1,111.68

Special Claim Approval No. : 98765432109871 Voucher Date : December 2019

Prev Next 7 of 304 Help Edit OK

Below are options available when viewing the *Rent-Up Vacancies* section ...

**OK**

Click-on **OK** to exit the *Special Claim Entry - Preview Window*.

**Edit**

To make changes to the *Rent-Up Vacancies* section, click-on **Edit**. The following options become available when in *Editing Mode* ...

Prev Next 12 of 13 Help Save Cancel

**Help**

To view *Online Help Topics* related to this window, click-on **Help**.

**Save**

Click-on **Save** to exit out of *Editing Mode*, saving all changes made.

### Cancel

Click-on **Cancel** to exit out of *Editing Mode* without saving changes.

## Rent-Up Vacancies - Information

The following items are in the *Rent-Up Vacancies* section ...

**Effective Date of Contract** - Enter the Effective Date (mmddyyyy) of this project's HAP Contract.

**Leased Date (To Date)** - This is the date the unit was rented. Editing the *Move-In Date*, located in the top unit information section, will automatically change the date displayed here.

**No. of Days Vacant (NTE 60)** - This is the total number of days the unit was vacant, based on *Effective Date of Contract* and *Leased Date*, which cannot exceed 60 days.

Note: This number is automatically calculated.

**Daily Contract Rent** - *Contract Rent Rate divided by 30* (displayed with cents).

Note: This amount is automatically calculated.

**Contract Rent for Days Vacant** - *No. of Days Vacant x Daily Contract Rent*

Note: This amount is automatically calculated.

**HUD's Limitation %** - This will always be 80%

**Total Claim** - *Contract Rent for Days Vacant x HUD's Limitation*

Note: If this amount is zero, you cannot file a claim for *Rent-Up Vacancies*.

Note: This amount is automatically calculated.

**Special Claim Approval No.** - When HUD or your Contract Administrator has approved your *Special Claims request for Unpaid Rent/Damages*, enter the *Special Claims Approval Number* here.

Note: *Special Claim Approval Numbers* must consist of 10 or 14 alphanumeric characters.

**Voucher Date** - After entering your *Special Claim Approval Number*, select the *Month/Year* of the HUD-52670 HAP Voucher this *Special Claim for Rent-Up Vacancies* is to be included.

Note: *Special Claim Entries* will automatically appear on HUD-52670 HAP Request Voucher generations when the following items have been recorded ...

- \* Rent-Up Vacancies *Applies Checkbox* is checked
- \* A 10 or 14 Alphanumeric Character *Special Claim Approval No.* is entered
- \* A *Voucher Date* (Month/Year) has been selected

Note: The HUD-52671-B Section 8 Special Claims for Vacancies During Rent-Up form is used to summarize a *Special Claims Approval Request for Rent-Up Vacancies*. At the Find - Section 8 Special

Claims window click-on **Print** .. HUD-52671-B - Vacancies During Rent-Up to get a setup window.

### 9.2.2.9 Regular Vacancies

This *Special Claim Entry* section calculates the amount of claim for both *Regular Vacancies*. Click-on the **Regular Vacancies** tab to view the following window ...

View - Section 8 Special Claims ...

Project : **VILLAGE APARTMENTS - HUD**

Unit No. : 201 Unit Size : 1BR Include on printed Approval Request ☒

Tenant [ First MI Last ] : Jean T Nelson Security Deposit \$ 217.00

Soc. Sec. No. : 123456789 Birth Date : 09/27/1938 Contract Rent Rate \$ 718

Move-Out Date : 10/11/2019 Move-In Date : 12/16/2019 HAP Cont : IL160011060 / 04611150

Process Special Claims without Move-In Date ☐ Purge ☐

☐ Applies ☐ Applies ☒ Applies ☐ Applies

**Unpaid Rent/Damages** **Rent-Up Vacancies** **Regular Vacancies** **Debt Service**

Date Unit ready for Occupancy : 10/17/2019 Subtotal Vacancy Claim \$ **1,112**

No. of Days Vacant (NTE 60) : **60** The following only applies to Property Disposition ...

Daily Contract Rent \$ **23.16** Daily Assistance Payment \$ 16.03

Contract Rent for Days Vacant \$ **1,389.60** HUD's Limitation for the 1st Mo. \$ **0.00**

HUD's 80 % Limitation \$ **1,111.68** HUD's 80% Limitation for the 2nd Mo. \$ **0.00**

Amounts Paid by Other Sources \$ 0 Subtotal Disposition Claim \$ **0**

Total Claim \$ **1,112**

Special Claim Approval No. : 98765432109871 Voucher Date : April 2020

Prev Next 7 of 304 Help Print Form Edit OK

Below are options available when viewing the *Regular Vacancies* section ...

### HUD-52671-C - Section 8 Special Claims for Regular Vacancies

To generate a *HUD-52671-C Section 8 Special Claims for Regular Vacancies* form, click-on the **Print Form** button. A HUD-52671-C Print Setup Window will appear.

**OK**

Click-on **OK** to exit the *Special Claim Entry - Preview Window*.

**Edit**

To make changes to the *Regular Vacancies* section, click-on **Edit**. The following options become available when in *Editing Mode* ...



The image shows a horizontal toolbar with a light blue background and a thin border. It contains seven buttons: 'Prev' and 'Next' are grouped together on the left; '1 of 13' is in the center; 'Help', 'Print Form', 'Save', and 'Cancel' are on the right. The buttons have a standard Windows-style appearance with a slight gradient and a border.

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Save

Click-on **Save** to exit out of *Editing Mode*, saving all changes made.

### Cancel

Click-on **Cancel** to exit out of *Editing Mode* without saving changes.

## Regular Vacancies - Information

The following items are in the *Regular Vacancies* section ...

**Date Unit ready for Occupancy** - Enter the date (mmddyyyy) the unit was available to be re rented. This is not the Move-Out Date.

**No. of Days Vacant (NTE 60)** - This is the total number of days the unit was vacant, based on *Date Unit Ready for Occupancy* and *Move-In Date*, which cannot exceed 60 days.

Note: This number is automatically calculated.

**Daily Contract Rent** - *Contract Rent Rate divided by 30* (displayed with cents).

Note: This amount is automatically calculated.

**Contract Rent for Days Vacant** - *No. of Days Vacant x Daily Contract Rent*

Note: This amount is automatically calculated.

**HUD's 80% Limitation** - *Contract Rent for Days Vacant x 0.80*. This is the most HUD will pay.

Note: This amount is automatically determined, based on Subsidy Type and can be edited to a different percentage for 811 PRA Demo projects.

**Amounts Paid by Other Sources** - Enter amounts paid by other sources (security deposit, Title I, etc.) that cover this vacancy period.

**Subtotal Vacancy Claim** - The lessor of (*Contract Rent for Days Vacant - Amounts Paid by Other Sources*) or *HUD's 80% Limitation*.

Note: This amount is automatically calculated.

**Daily Assistance Payment (Applies to PD Project's Only)** - Divide the assistance payment in effect on move-out date by 30 (enter with cents).

**HUD's Limitation for the 1st Month (Applies to PD Project's Only)** - *No. of Days Vacant in 1st Month x Daily Assistance Payment.*

Note: This amount is automatically calculated.

**HUD's 80% Limitation for the 2nd Month (Applies to PD Project's Only)** - *No. of Days Vacant in 2nd Month x 0.80.*

Note: This amount is automatically calculated.

**Subtotal Disposition Claim** - *(HUD's Limitation for 1st Month + HUD's 80% Limitation for 2nd Month) - Amounts Paid by Other Sources.*

Note: This amount is automatically calculated.

**Total Claim** - *Subtotal Vacancy Claim or Subtotal Disposition Claim.*

Note: If this amount is zero, you cannot file a claim for *Regular Vacancies*.

Note: This amount is automatically calculated.

**Special Claim Approval No.** - When HUD or your Contract Administrator has approved your *Special Claims request for Regular Vacancies*, enter the *Special Claims Approval Number* here.

Note: *Special Claim Approval Numbers* must consist of 10 or 14 alphanumeric characters.

**Voucher Date** - After entering your *Special Claim Approval Number*, select the *Month/Year* of the HUD-52670 HAP Voucher this *Special Claim for Regular Vacancies* is to be included.

Note: *Special Claim Entries* will automatically appear on HUD-52670 HAP Request Voucher generations when the following items have been recorded ...

- \* Regular Vacancies *Applies Checkbox* is checked
- \* A 10 or 14 Alphanumeric Character *Special Claim Approval No.* is entered
- \* A *Voucher Date* (Month/Year) has been selected

#### 9.2.2.10 Debt Service

This *Special Claim Entry* section calculates the amount of claim for *Debt Service*. Click-on the **Debt Service** tab to view the following window ...

View - Section 8 Special Claims ...

Project : **VILLAGE APARTMENTS - HUD**

Unit No. : 201 Unit Size : 1BR

Tenant [ First MI Last ] : Jean T Nelson

Soc. Sec. No. : 123456789 Birth Date : 09/27/1938

Move-Out Date : 10/11/2019 Move-In Date : 12/16/2019

HAP Cont : IL160011060 / 04611150

Include on printed Approval Request ☒

Security Deposit \$ 217.00

Contract Rent Rate \$ 718

Process Special Claims without Move-In Date ☐

Purge ☐

☐ Applies ☐ Applies ☐ Applies ☒ Applies

**Unpaid Rent/Damages** **Rent-Up Vacancies** **Regular Vacancies** **Debt Service**

Period Vacant - From Date : 10/11/2019

Period Vacant - To Date : 12/16/2019

No. of Days Vacant : 66

Daily Debt Service Attributed \$ 15.00

Total Claim \$ 990.00

Special Claim Approval No. : 98765432109871 Voucher Date : December 2019

Prev Next 7 of 304 Help Edit OK

Below are options available when viewing the *Debt Service* section ...

### OK

Click-on **OK** to exit the *Special Claim Entry - Preview Window*.

### Edit

To make changes to the *Debt Service* section, click-on **Edit**. The following options become available when in *Editing Mode* ...

Prev Next 7 of 13 Help Save Cancel

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Save

Click-on **Save** to exit out of *Editing Mode*, saving all changes made.

### Cancel

Click-on **Cancel** to exit out of *Editing Mode* without saving changes.

## Debt Service - Information

The following items are in the *Debt Service* section ...

**Period Vacant - From Date** - This is the date the unit became vacant (last date of occupancy). Editing the *Move-Out Date*, located in the top unit information section, will automatically change the date displayed here.

**Period Vacant - To Date** - This is the date the unit was re rented. Editing the *Move-In Date*, located in the top unit information section, will automatically change the date displayed here.

**No. of Days Vacant** - This is the total number of days the unit was vacant, based on *Period Vacant From & To Dates*.

Note: This number is automatically calculated.

**Daily Debt Service Attributed** - Enter the daily debt service attributed to this unit from HAP Contract (exhibit 2).

**Total Claim** - *No. of Days Vacant x Daily Debt Service Attributed*.

Note: If this amount is zero, you cannot file a claim for *Debt Service*.

Note: This amount is automatically calculated.

**Special Claim Approval No.** - When HUD or your Contract Administrator has approved your *Special Claims request for Unpaid Rent/Damages*, enter the *Special Claims Approval Number* here.

Note: *Special Claim Approval Numbers* must consist of 10 or 14 alphanumeric characters.

**Voucher Date** - After entering your *Special Claim Approval Number*, select the *Month/Year* of the *HUD-52670 HAP Voucher* this *Special Claim for Debt Service* is to be included.

Note: *Special Claim Entries* will automatically appear on *HUD-52670 HAP Request Voucher* generations when the following items have been recorded ...

- \* Debt Service *Applies Checkbox* is checked
- \* A 10 or 14 Alphanumeric Character *Special Claim Approval No.* is entered
- \* A *Voucher Date* (Month/Year) has been selected

Note: The *HUD-52671-D Section 8 Special Claims for Debt Service* form is used to summarize a *Special Claims Approval Request for Debt Service*. At the *Find - Section 8 Special Claims* window click-on **Print** .. *HUD-52671-D - Debt Service* to get a setup window.

## 9.2.3 Review Repayment Agreements

### 9.2.3.1 Overview

## Overview

The *Review Repayment Agreements* feature keeps track of *Repayment Agreement Reversal*, *Payment*, and *Cost* activity and automatically links this information to monthly HAP Voucher Request processing. *Repayment Agreement* entries are automatically created each time a tenant change ( *Interim*, *Correction to Prior 50059*, etc. ) is activated with the *This HAP Adjustment is subject to repayment* checkbox checked.

To access the *Review Repayment Agreements* window, click-on **HUD > HUD-52670 HAP Request Voucher > Review Repayment Agreements**. The following *Find - Repayment Agreements* window appears ...

**Find - Repayment Agreements ...**

File Purge Sort Print Help

**VILLAGE APARTMENTS - HUD**

This feature maintains a detailed history of Repayment Agreement activity which are automatically reported on monthly HUD-52670 HAP Request Vouchers.

Project : HUDDemo

Unit No.	Tenant Name	Agreement ID	Effective	Amount	Payments	Balance	Retained
101	JOSEPH SMITH	10100RA00001	01/01/13	1,000	850	150	80
102	SAMUEL JOHNSON	0102RA000021	06/20/13	0	0	0	0
106	GEORGE JONES	10500RA00005	03/01/13	3,595	0	3,595	0
108	CAROL MOUNDS	0108RA000081	06/22/13	0	0	0	0

Total Repayment Agreement entries : 4

View Agreement

The first window that appears is called the **Find** window which defaults to displaying a list of *Repayment Agreement* entries in *Unit Number* order. From this window the user can select the desired *Repayment Agreement* entry, view &/or modify existing *Repayment Agreement* Information, print various *Repayment Agreement* Forms, and view *Online Help Topics*.



The following options are available at the *Repayment Agreements - Find Window* ...

File Menu    Sort Menu    Purge Menu    Print Menu    Help Topics

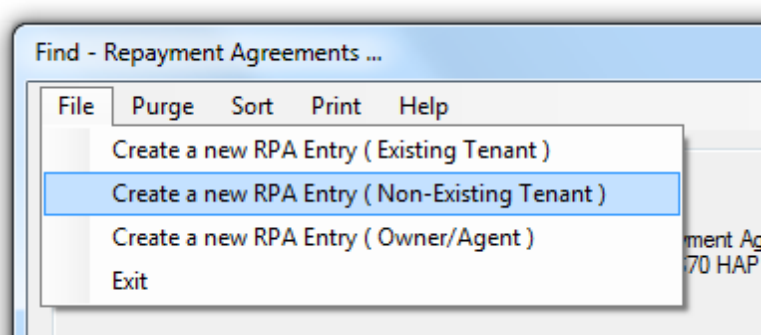
### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The *Find* window will display a list of *Repayment Agreement* entries for the selected project filename.

### View Agreement

To view &/or modify existing *Repayment Agreement* information, click-on (highlight) the desired *Repayment Agreement* entry line displayed in the *Find* window and click-on the **View Agreement** button located in the lower right corner. A *View - Repayment Agreements Window* will be displayed.

## 9.2.3.2 File Menu



Below are options available from the *File Menu* ...

### Create a new RPA Entry ( Existing Tenant )

To manually *Add a new Repayment Agreement entry* to the *Repayment Agreement* file for an existing tenant, click-on **Create a Repayment Agreement Entry**. A **Tenant Selection** window will appear. Select the applicable tenant entry and click-on *OK*. A blank *Repayment Agreement* entry for the tenant selected will appear.

Note: You should rarely ever have to manually add a new *Repayment Agreement* entry. *Repayment Agreement* entries are automatically created each time a tenant change ( *Interim*, *Correction to Prior 50059*, etc. ) is activated with the *This HAP Adjustment is subject to repayment* checkbox checked. An instance when you would manually create an RPA entry for an existing tenant is if you are adding old RPA's for tenant's that don't have previous TC History recorded.

### Create a new RPA Entry ( Non-Existing Tenant )

To manually *Add a new Repayment Agreement entry* to the *Repayment Agreement* file for a non-existing tenant, click-on **Create a new RPA Entry ( Non-Existing Tenant )**. The following window will appear ...

RPA - Adding a Non-Existing Tenant Entry ...

**Non-Existing Tenant Repayment Agreement Entry ...**

This option allows a Repayment Agreement entry to be created without the Unit # or actual Tenant Change History to exist. Enter the information below to identify the tenant this Repayment Agreement pertains to. Once created, this information cannot be edited.

Unit Number :

First Name :

Last Name :

SSN :  (no dashes)

**Unit Number** - Select the Unit Number this non-existing tenant previously occupied.

**First Name** - Enter the non-existing tenant's first name.

**Last Name** - Enter the non-existing tenant's last name.

**SSN** - Enter the non-existing tenant's Social Security Number ( with no dashes )

**OK** - To create a new RPA Entry for the non-existing tenant information defined, click-on OK .. OK.

**Cancel** - To return to the *Repayment Agreements - Find Window*, click-on CANCEL.

### Create a new RPA Entry ( Owner/Agent )

To manually *Add a new Repayment Agreement entry* to the *Repayment Agreement* file for an Owner/Agent Agreement type, click-on **Create a new RPA Entry ( Owner/Agent )**. The following window will appear ...

RPA - Adding an Owner/Agent Entry ...

**Owner/Agent Repayment Agreement Entry ...**

An Owner/Agent Repayment Agreement Entry type may or may not actually pertain to a specific Unit/Tenant in the project. It could also pertain to multiple Units/Tenants. If the Owner/Agent Repayment Agreement Entry being created does not solely pertain to one specific Unit/Tenant, enter a brief DESCRIPTION only and click-on OK. Otherwise, select the specific Unit #, enter the Tenant's First Name, Last Name, SSN and click-on OK.

Description :

**OR ...**

Unit Number :

First Name :

Last Name :

SSN :  (no dashes)

HAP Contract No. :

Note: An *Owner/Agent Repayment Agreement* entry keeps track of payments made towards a balance owed by the project Owner or Management Agent ( not tenant ) that is applied as an offset to Total Voucher Subsidy amounts being requested on monthly HAP Voucher Requests.

**Description** - Enter a brief 20 character or less description of what this Owner/Agent Agreement pertains to.

**OR ..**

**Unit Number** - Select the Unit Number this non-existing tenant previously occupied.

**First Name** - Enter the non-existing tenant's first name.

**Last Name** - Enter the non-existing tenant's last name.

**SSN** - Enter the non-existing tenant's Social Security Number ( with no dashes )

**HAP Contract No.** - Select the *HAP Contract Number* this RPA pertains to, if Multiple HAP Contracts exist for this project.

Note: The default *HAP Contract Number* is always set to the first contract listed ( HAP #1 ).

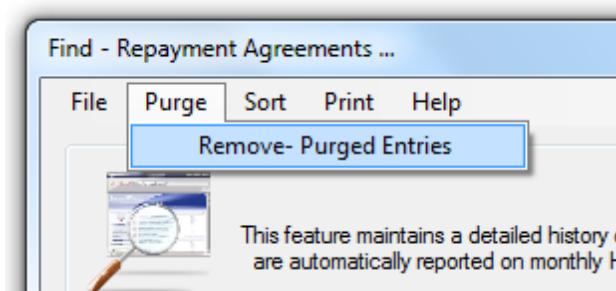
**OK** - To create a new RPA Entry for the Owner/Agent information defined, click-on OK .. OK.

**Cancel** - To return to the *Repayment Agreements - Find Window*, click-on CANCEL.

**Exit**

Click-on **File > Exit** to exit out of the *Repayment Agreements - Find Window*.

### 9.2.3.3 Purge Menu

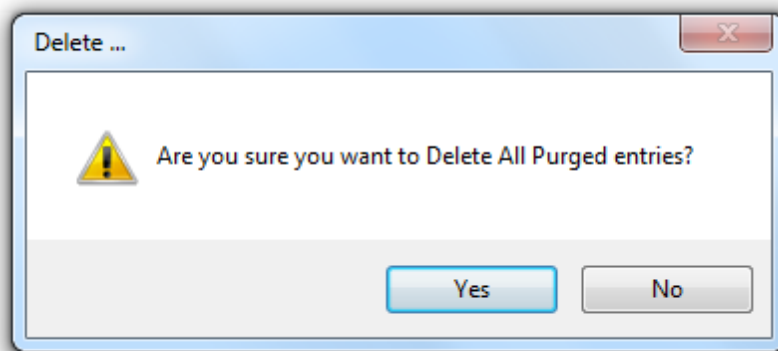


The *Purge* feature allows the user to remove unwanted or old *Repayment Agreement* entry information from the database. The *Purge* process is actually completed in two steps ...

- 1.) Select specific *Repayment Agreement Entry Information* to be *Purged*
- 2.) Remove purged *Repayment Agreement Entry Information* from the database

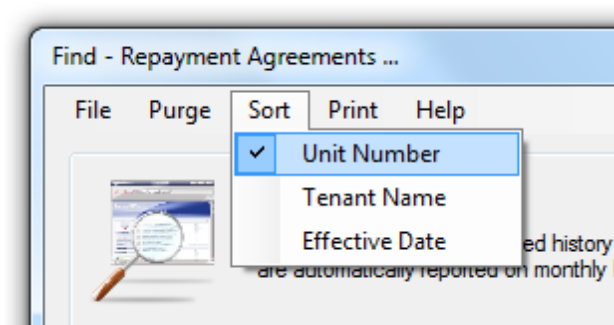
Note: *Repayment Agreement Entry Information* that has been selected to be *Purged* will have the *Purge Checkbox* checked (at the *Preview Window*) and will have an asterick (\*) to the left of *Unit Number* (at the *Find Window*). When the *Remove Purged Entries* option is selected, all *Repayment Agreement Entry Information* that has the *Purge Checkbox* checked will be removed from the database.

To **Purge** ( delete ) all *Repayment Agreement* entries that have been flagged to be purged, click-on **Purge .. Remove - Purged Entries**. The following window will appear ...



Click-on **Yes** to Delete all *Purged Repayment Agreement* entries.  
Click-on **No** to cancel out of the *Remove - Purged Entries* process.

#### 9.2.3.4 Sort Menu



Sort options determine the order *Repayment Agreement Entries* are listed in the *Find Window*. Below are options available from the *Sort Menu* ...

##### Unit Number

Click-on **Sort > Unit Number** to display *Repayment Agreement Entries* in *Unit Number* order in the *Find Window*.

Note: This is the default Sort Order.

##### Tenant Name

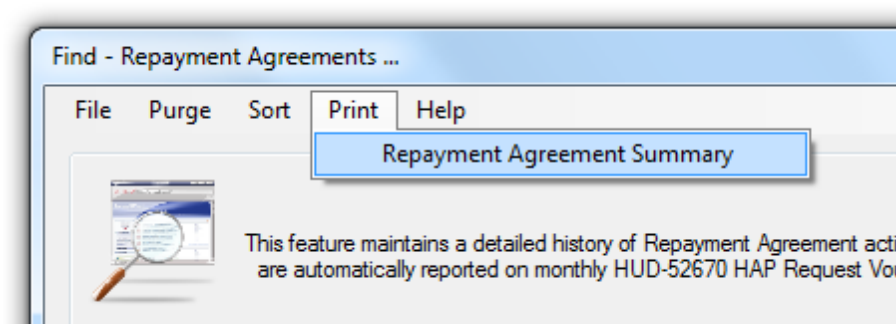
Click-on **Sort > Tenant Name** to display *Repayment Agreement Entries* in *Tenant Name* order (alphabetical) in the *Find Window*.

##### Effective Date

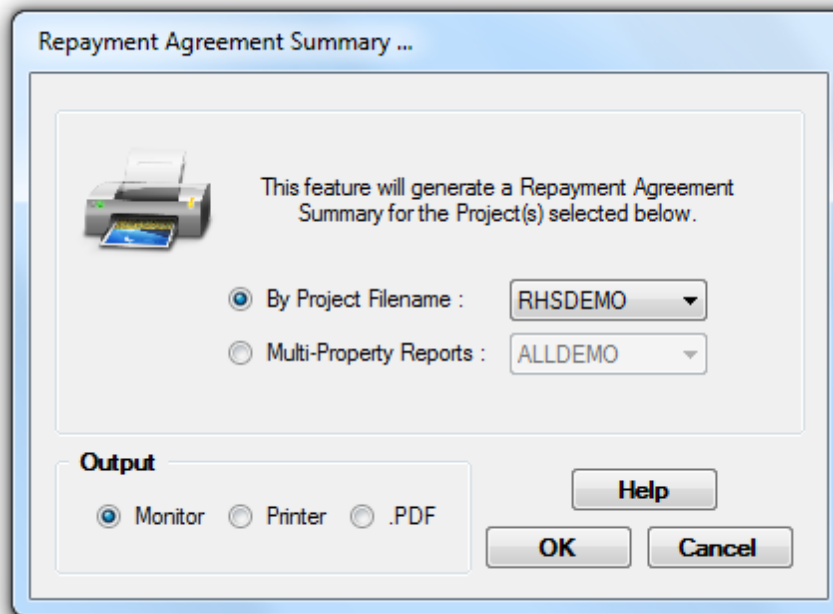
Click-on **Sort > Effective Date** to display *Repayment Agreement Entries* in *Effective Date Month/Year* order (newest to oldest) in the *Find Window*.

#### 9.2.3.5 Repayment Agreement Summary

The *Repayment Agreement Summary* provides a list of all *Repayment Agreement* entries that currently exist for the project filename selected.



The following *Repayment Agreement Summary - Setup* window will appear ...



### Setup

*Repayment Agreement Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Repayment Agreement Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Repayment Agreement Summary* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer).

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate a *Repayment Agreement Summary*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Repayment Agreement Summary* window.

## 9.2.3.6 Preview Window

To view &/or modify existing *Repayment Agreement Entry Information*, click-on (highlight) the desired *Repayment Agreement Entry* line displayed in the *Find* window and click-on the **View Agreement** button located in the lower right corner.

A *View - Repayment Agreements Window* will be displayed with selected *Repayment Agreement Entry* information ...

View - Repayment Agreements ...

Add Print Help

Project : VILLAGE APARTMENTS - HUD

Unit No. : 101

Initial Payment \$ 150

Tenant [ First Last ] : JOSEPH SMITH (321-56-4565)

Agreement ID : 10100RA00001

Effective Date : 01/01/2013 mmddyyyy

Monthly Payments \$ 75

FSS Agreement End Date : mmddyyyy

# of Months : 12

Record Type : R - Repayment Agreement

Starting : 03/01/2013 mmddyyyy

Transaction Type : T - Tenant Repayment Agreement Transaction

Signature Date : 12/25/2012 mmddyyyy

Current Status : AV - Active - (Repayment) Current Resident

Total RP Amount \$ 1,000 ( The total of all Reversal entries listed below )

Comments

Purge

Cost Balance \$ 150 ( Total costs incurred to get Repayment Agreement signed )

Events

Event Date	Payment or Reversal	Total Reversal	Monthly Costs	Total Payment	20% of Payment	Amount Retained	Amount Requested	Anticipated Voucher Date
06/01/13	P-Payment	0	0.00	50	10	0	50	06/2013
05/01/13	P-Payment	0	0.00	-50	-10	-10	-40	05/2013
04/01/13	P-Payment	0	0.00	50	10	10	40	04/2013
03/01/13	P-Payment	0	0.00	400	80	80	-320	03/2013
02/01/13	P-Payment	0	0.00	400	80	0	-400	02/2013
01/01/13	R-Reversal	1,000	0.00	0	0	0	1,000	01/2013

Prev Next 1 of 4

Edit Exit

## Preview Repayment Agreements

The following items are available when previewing a *Repayment Agreement* entry ...

### Add

Click-on **Add .. A New Repayment Agreement** to add a new *Repayment Agreement* record that will result in multiple Repayment Agreements for the tenant currently displayed.

Note: Use the **Add** option if there is a repayment agreement in effect and this tenant is now involved in a new instance of misreporting. A new *Repayment Agreement* will be created with a unique Agreement ID and Agreement Date that reflects the new instance. If the existing *Repayment Agreement* is being renegotiated as a result of changed tenant financial circumstances or for any other reason, revise the existing Repayment Agreement instead.

### Print

Click-on **Print .. Repayment Agreement Detail** to display the Repayment Agreement Detail - Setup window.

Click-on **Print .. Custom Report Generation** to display the Custom Report Generation - Setup window.

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Repayment Agreement Entries*.

### Edit

To edit *Repayment Agreement Entry Information* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode*.

### OK

Click-on **OK** to exit the *View - Repayment Agreements Window*.

## Editing Repayment Agreements



View - Repayment Agreements ...

Add Print Help

Project : **VILLAGE APARTMENTS - HUD**

+ Unit No. : **101**

Tenant [ First Last ] : **JOSEPH SMITH (321-56-4565)**

+ Agreement ID : **10100RA00001** Effective Date :  mmddyyyy

FSS Agreement End Date :  mmddyyyy

Record Type : **R - Repayment Agreement**

Transaction Type : **T - Tenant Repayment Agreement Transaction**

+ Current Status : **AV - Active - (Repayment) Current Resident**

Initial Payment \$

Paid On :  mmddyyyy

Monthly Payments \$

# of Months :

Starting :  mmddyyyy

Signature Date :  mmddyyyy

Total RP Amount \$ **1,000** ( The total of all Reversal entries listed below )

Cost Balance \$  ( Total costs incurred to get Repayment Agreement signed )

**Comments** ☐ Purge

**Events**

Event Date	Payment or Reversal	Total Reversal	Monthly Costs	Total Payment	20% of Payment	Amount Retained	Amount Requested	Anticipated Voucher Date
06/01/13	P-Payment	0	0.00	50	10	0	50	06/2013
05/01/13	P-Payment	0	0.00	-50	-10	-10	-40	05/2013
04/01/13	P-Payment	0	0.00	50	10	10	40	04/2013
03/01/13	P-Payment	0	0.00	400	80	80	-320	03/2013
02/01/13	P-Payment	0	0.00	400	80	0	-400	02/2013
01/01/13	R-Reversal	1,000	0.00	0	0	0	1,000	01/2013

Prev Next 1 of 4 Add Event Edit Event Remove Event Save Exit

### Repayment Agreement Information ( Top section )

The top half of the *View - Repayment Agreement* window includes information about the tenant, Repayment Agreement details, amounts and payment schedule. The following items are available when editing this section of the *Repayment Agreement* entry ...

**Unit No. [+]** ( button ) - To select or change tenant information displayed ( *Unit No.*, *Tenant Name*, *Agreement ID* ), click-on the *Tenant Selection* [+] button. A **Tenant Selection** window will appear.

Note: *Unit No.*, *Tenant Name*, and *Agreement ID* are all automatically inserted with the *Tenant Selection* process.

Note: **[+]** *Unit No.* button will only be displayed for *Tenant* related Repayment Agreement Entries.

**HAP Contract No. ( Pull Down List )** - To select or change the *HAP Contract Number* assigned to this *Repayment Agreement Entry*, use this pull down to select the applicable *HAP Contract Number*.

Note: The *HAP Contract No.* option is only displayed for *Owner/Agent Agreement* entries.

**Agreement ID [+]** ( button ) - To change the Agreement ID Number displayed, click-on the *Agreement ID* [+] button. An *Edit Agreement ID* window will appear.

**Effective Date** - This is the date the *Repayment Agreement* became effective.

**FSS Agreement End Date** - This is the end date of the *FSS Contract of Participation*.

**Record Type** - This identifies the *RA Record Type* ( *Repayment Agreement* or *Family Self Sufficiency Escrow* ).

**Transaction Type** - This identifies the *Repayment Agreement* type ( *Tenant Repayment Agreement*, *Owner/Agent Repayment Agreement* or *No Agreement* ).

**Current Status** - This identifies the Current Status of the Repayment Agreement or FSS Escrow ( ex: *Active*, *Completed*, *Terminated*, etc. ). To add or edit a *Current Status Code* entry, click-on the Current Status [+] button. A **Current Status Code** window will appear.

**Total RP Amount** - This is the total agreed upon *Repayment Agreement* amount which is the accumulative total of all *Reversal Event* entries listed in the *Reversal/Payment Event* section.

**Cost Balance** - This is the total amount of cost incurred to get the *Repayment Agreement* signed by the tenant.

**Initial Payment** - If applicable, this is the lump sum amount paid by the tenant before the monthly payment schedule.

**Paid On** - If applicable, this is the date the lump sum amount ( *Initial Payment* ) was paid.

**Monthly Payments** - If a payment schedule has been established, this is the monthly payment amount agreed upon.

**# of Months** - If a payment schedule has been established, this is the total number of months agreed upon.

**Starting** - If a payment schedule has been established, this is the date the first *Monthly Payment* is due.

**Signature Date** - This is the date the tenant signed the *Repayment Agreement*.

**Comments** - Click-on the *Comments* button to enter notes ( text ) concerning this *Repayment Agreement*, including details on actual costs incurred by the project to get the *Repayment Agreement* signed by the tenant.

**Purge ( checkbox )** - Click-on the *Purge* checkbox to flag this *Repayment Agreement* entry for deletion.

### Reversal / Payment Events ( Bottom Section )

The bottom half of the *View - Repayment Agreement* window lists all *Reversal* and *Payment* activity which is commonly referred to as "*Events*". The following items are available when editing this section of the *Repayment Agreement* entry ...

**Add Event** - To add a new *Reversal* or *Payment* entry to the *Event* list currently displayed, click-on the **Add Event** button. A blank **Edit - Reversal / Payment Event** window will appear.

**Edit Event** - To edit an existing *Reversal* or *Payment* entry in the *Event* list currently displayed, click-on ( highlight ) the desired *Event* entry line and click-on the **Edit Event** button. The selected *Event* will be displayed in an **Edit - Reversal / Payment Event** window.

**Remove Event** - To delete an existing *Reversal* or *Payment* entry from the *Event* list currently displayed, click-on ( highlight ) the desired *Event* entry line and click-on the **Remove Event** button.

### **Save**

Click-on **Save** to exit out of *Editing Mode*, saving all changes made.

### **Cancel**

Click-on **Cancel** to exit out of *Editing Mode* without saving changes.

## **9.2.3.7 Tenant Selection**

Click-on the **Tenant Selection** button to view the *Tenant Selection* window ...

Tenant Selection ...

Project : **VILLAGE APARTMENTS - HUD**

Unit No.	Tenant ID	Tenant Name	Status	SSN
101	1	SMITH, JOSEPH E	Current	321564565
102	2	JOHNSON, SAMUEL D	Current	213564895
103	3	REDFEARN, GLORIA K	Current	213454567
104	4	KILGORE, BRENDA J	Current	321549874
105	5	JONES, GEORGE D	Current	216564565
106	6	DEARBORNE, HAROLD F	Current	213894568
107	7	FREDERICK, LARRY A	Current	321564855
108	8	MOUNDS, CAROL M	Current	123457899
109	9	HOPPS, KENNETH D	Current	123656544
111	10	BRAND, ALICE D	Current	456894564
112	11	SPOTTS, ROGER S	Current	154646547

☐ Include Past Tenants

The following options are available at the *Tenant Selection* window ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Repayment Agreement - Edit* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

### 9.2.3.8 Current Status Codes

All *Repayment Agreement* Records and all Records for *FSS Escrow Accounts* must have a *Status Code* which identifies the status of the *Repayment Agreement* entry.

### Edit - Current Status Codes

While editing an existing *Repayment Agreement* entry, clicking on the **Current Status [+]** button will display the following *Current Status Code* entry window ...

RPA - Current Status Code ...

**Status Code Change Entry ...**

This option allows the user to record Status Code changes for this Repayment Agreement.

Current Status Code : AV - Active - (Repayment) Current Resident

Status Code : AV - Active - (Repayment) Current Resident

Status Change Effective Date : 01/01/2013 mmddyyyy

Move-Out Date ( when applicable ) : mmddyyyy

Anticipated Voucher Date : January 2013

Help Edit Add Remove Cancel

The following options are available at the *Edit - Reversal / Payment Event* entry window ...

**Current Status Code** - This pull down menu will display the Status Code currently in effect, based on today's system date. Use the pull down list to view &/or select *Status Code* entry history.

**Status Code** - When editing or adding *Status Code* entries, this pull down menu will list all available *Status Code* entry selections.

**Status Change Effective Date** - This is the date the *Status Code* entry was changed.

**Move-Out Date ( when applicable )** - If *Status Code* changed due to a Move-Out, this will be the date of the Move-Out.

**Anticipated Voucher Date** - This will be the Voucher Date that this *Status Code* change will be reported ( targeting ).

#### Help

To view *Online Help Topics* related to this window, click-on **Help**.

#### Add

To add a new *Status Code* entry, click-on the **Add** button.

#### Edit

To edit an existing *Status Code* entry, click-on the **Edit** button.

#### **Remove**

To delete an existing *Status Code* entry, click-on the **Remove** button.

#### **Cancel**

Click-on **Cancel** to exit out of *Current Status Code* window.

### **9.2.3.9 Reversal/Payment Events**

*Repayment Agreement* activity consists of individual *Reversal* and *Payment Adjustment* entries, commonly referred to as "*Events*", which are linked ( automatically reported ) on specific HAP Voucher Request months.

#### **Reversal Adjustment**

When a tenant is subject to a *Repayment Agreement*, the *Reversal Adjustment Event* ( entry ) reverses the full amount of the voucher adjustment created by correcting the prior certification(s). This leaves the voucher unaffected by the retroactive corrections to prior certification(s).

#### **Payment Adjustment**

When a tenant makes payments towards their *Repayment Agreement* balance, the *Payment Adjustment Event* ( entry ) records individual payment activity ( including deductions for costs ) which is then assigned to and automatically deducted from specific HAP voucher request months.

#### **Edit - Reversal / Payment Events**

While editing an existing *Repayment Agreement* entry, clicking on the **Add Event** or **Edit Event** button will display the following *Edit - Reversal / Payment Event* window ...

Event Date : 03/01/2013 (mmddyyyy)

Payment or Reversal : P - Payment

Total Reversal \$ 0

Monthly Costs \$ 0.00

Total Payment \$ 75 (20% of Payment = \$15.00)

Amount Retained \$ 15 ( Must be 20% of Payment or less )

Amount Requested \$ -60

Anticipated Voucher Date : April 2013

Comments :

Help Save Cancel

The following options are available at the *Edit - Reversal / Payment Event* entry window ...

**Event Date** - When recording a *Reversal Adjustment Event*, this is the date the *Reversal* amount was agreed upon or established. When recording a *Payment Adjustment Event*, this is the date the project received the *Payment*.

Note: Date is entered in a mmddyyyy format.

**Payment or Reversal** - Click-on the pull down list to select the type of *Event* being added or edited ( *Reversal* or *Payment* ).

**Total Reversal** - This is the amount that reverses the full voucher adjustment amount created by correcting the prior certification(s)

Note: This amount is only applicable for *Reversal Adjustment Events* and is automatically rounded and stored to the nearest whole dollar.

**Monthly Costs** - This is the amount of additional costs incurred since getting the *Repayment Agreement* signed by the tenant.

Note: This amount is automatically rounded and stored to the nearest penny.

**Total Payment** - The actual amount paid by the tenant towards their *Repayment Agreement* balance.

Note: This amount is automatically rounded and stored to the nearest whole dollar.

**Amount Retained** - This is the authorized amount retained for collection expenses. The amount of expenses retained is the lessor of expenses or 20% of the *Total Payment*.

Note: This amount is automatically rounded and stored to the nearest whole dollar.

**Amount Requested** - This is the amount of this *Repayment Agreement* transaction ( *Reversal* or *Payment* ). A positive amount adds to the voucher request and a negative amount deducts from the voucher request.

Note: This amount is automatically rounded and stored to the nearest whole dollar.

**Anticipated Voucher Date** - This is the date of the HAP Request Voucher ( month / Year ) the *Reversal* or *Payment Adjustment Event* entry will be reported.

**Comments** - Use the *Comment* section to make note ( text ) describing *Reversal / Payment* transactions or detail on additional costs incurred.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Save

Click-on **Save** to exit out of the *Edit - Reversal / Payment Event* window, saving all changes made.

### Cancel

Click-on **Cancel** to exit out of the *Edit - Reversal / Payment Event* without saving changes.

## Reversal / Payment Event Examples

Below is an example of a \$1,400 *Reversal Adjustment Event* entry ( dated 02/01/2013 ) that will offset corrections to prior certification(s) on the March 2013 HAP Voucher Request ...



Event Date : 02/01/2013 (mmddyyyy)

Payment or Reversal : R - Reversal

Total Reversal \$ 1,400

Monthly Costs \$ 0.00

Total Payment \$ 0 (20% of Payment = \$0.00)

Amount Retained \$ 0 ( Must be 20% of Payment or less )

Amount Requested \$ 1,400

Anticipated Voucher Date : March 2013

Comments :

Help Save Cancel

Below is an example of a \$1,400 *Reversal Adjustment Event* entry ( dated 02/01/2013 ) that will offset corrections to prior certification(s) on the March 2013 HAP Voucher Request, but also includes a \$150 *Payment Adjustment* entry with \$30 being Retained for initial costs. The March 2013 HAP Voucher Request will be affected by a net amount of \$1,280 ...

Event Date : 02/01/2013 (mmddyyyy)

Payment or Reversal : R - Reversal

Total Reversal \$ 1,400

Monthly Costs \$ 0.00

Total Payment \$ 150 (20% of Payment = \$30.00)

Amount Retained \$ 30 ( Must be 20% of Payment or less )

Amount Requested \$ 1,280

Anticipated Voucher Date : March 2013

Comments :

Help Save Cancel

Below is an example of a \$75 *Payment Adjustment Event* entry ( dated 03/01/2013 ) with \$15 being Retained for initial costs. The April 2013 HAP Voucher Request will be affected by a net amount of \$-60 ...

Event Date : 03/01/2013 (mmddyyyy)

Payment or Reversal : P - Payment

Total Reversal \$ 0

Monthly Costs \$ 0.00

Total Payment \$ 75 (20% of Payment = \$15.00)

Amount Retained \$ 15 ( Must be 20% of Payment or less )

Amount Requested \$ -60

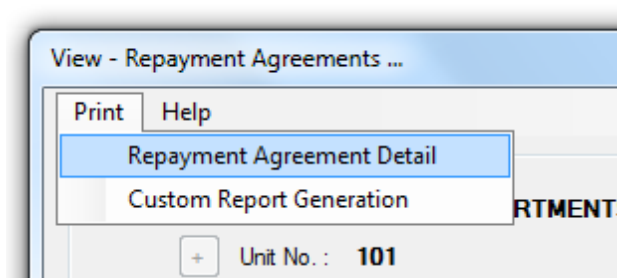
Anticipated Voucher Date : April 2013

Comments :

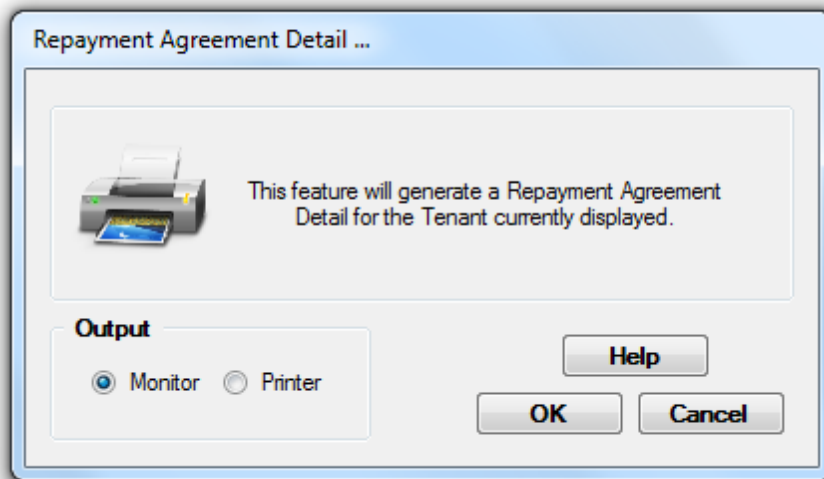
Help Save Cancel

### 9.2.3.10 Repayment Agreement Detail

The *Repayment Agreement Detail* provides a detailed listing of all *Repayment Agreement Information*, *Reversal & Payment* entry history that currently exists for the tenant selected.



The following *Repayment Agreement Detail - Setup* window will appear ...

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer).

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

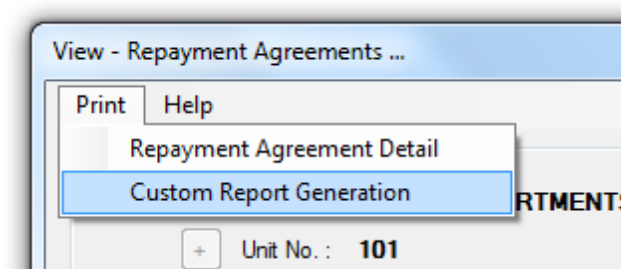
Click-on **OK** to generate a *Repayment Agreement Detail*, as defined in this setup window.

**Cancel**

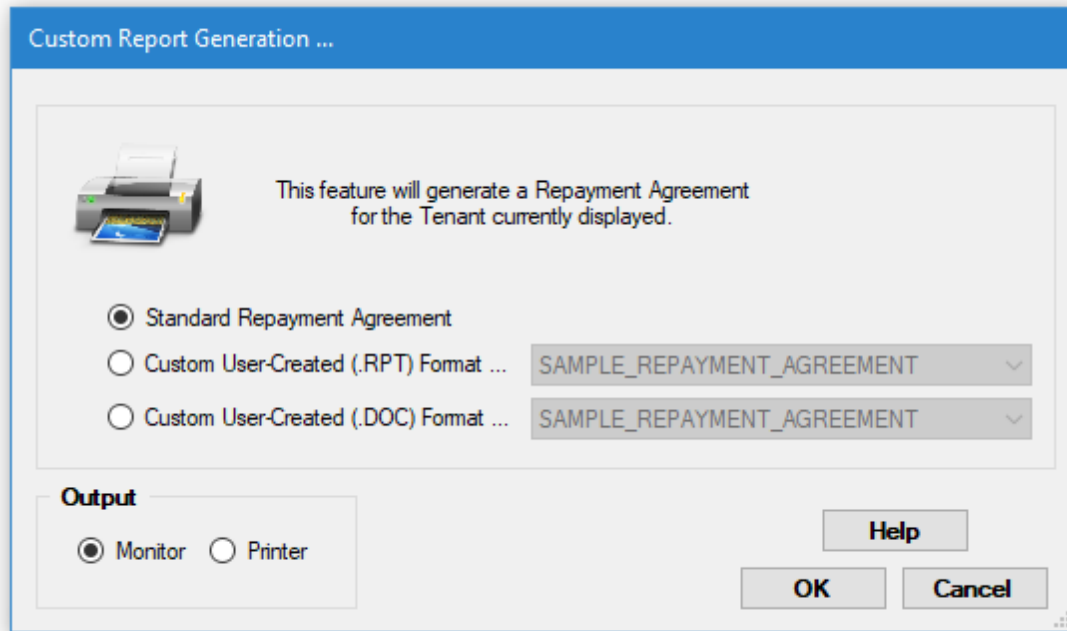
Click-on **Cancel** to exit out of the *Repayment Agreement Detail* window.

### 9.2.3.11 Custom Report Generation

The *Custom Report Generation* feature will generate a standard or custom *Repayment Agreement* for the Tenant currently selected.



The following *Custom Report Generation - Setup* window will appear ...



### Setup

**Standard Repayment Agreement** - Bullet this selection to generate a *Standard Repayment Agreement* for the Tenant currently selected.

**Custom User-Created (.RPT) Format** - Bullet this option to select and generate a custom *Repayment Agreement* report file that can be user customized using the built-in *Custom Report Designer*.

**Custom User-Created ( . DOC Format )** - Bullet this option to select and generate a custom *Repayment Agreement* report file that can be user customized using the built-in *Custom MSWord Designer*.

Note: *User-Created (.RPT Format) Notice* names displayed will only include *Payment Receipt (Accounting)* specific forms created in the *Custom Report Designer* feature. *User-Created (.DOC Format) Notice* names displayed will only include *Payment Receipt (Accounting)* specific forms created in the *Custom MSWord Designer* feature.

Note: Refer to the *Custom MSWord Designer* section of *Help Topics* for details on creating *Custom MSWord Documents*.

### Output

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Custom Report Generation*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Custom Report Generation* window.

## 9.2.3.12 Step-by-Steps

### The Repayment Agreement Process - Step-by-Steps

The *Review Repayment Agreements* feature keeps track of *Repayment Agreement Reversal*, *Payment*, and *Cost* activity and automatically links this information to monthly HAP Voucher Request processing. A *Repayment Agreement* document can also be generated for tenant signature.

#### Repayment Agreement Entry Creation

*Repayment Agreement* entries are automatically created each time a tenant change ( *Interim*, *Correction to Prior 50059*, etc. ) is activated with the *This HAP Adjustment is subject to repayment* checkbox checked. A manual entry creation process also exists which allows adding *Repayment Agreement* entries to the *Review Repayment Agreements* feature that have already been processed.

Once you have activated all applicable retroactive *Interims*, *Correction to Prior 50059*'s, etc. with the *This HAP Adjustment is subject to repayment* checkbox checked, a *Repayment Agreement* entry will automatically be created in the *Review Repayment Agreement* feature for the tenant.

#### Establishing the Repayment Agreement Amount

When all the retroactive tenant changes have been activated, you need to determine the *Repayment Agreement* amount which is basically the total *HAP Adjustment Calculation* amount being returned on the *Anticipated Voucher Date* used in the activation process. This amount can be acquired by generating a *HUD-52670 HAP Request Voucher - Adjustment Pages Only* for the *Selected Tenant Only*. The total *HAP Adjustment Calculation* amount being returned is both the agreed upon *Repayment Agreement* amount and the *Reversal Adjustment Entry* amount that needs to be recorded to offset the HAP Adjustment Calculation on the voucher.

#### Recording Repayment Agreement Information

Once you have established the *Repayment Agreement* amount ( *Reversal Adjustment Entry* amount ), you can then pull up this tenant's existing entry in the HUD .. HUD-52670 HAP REQUEST VOUCHER .. REVIEW REPAYMENT AGREEMENTS feature and do the following ...

\* Complete the *Repayment Agreement* information provided at the top of the window ( *Effective Date*, *Type*, *Cost Balance*, *Payment Schedule*, etc. ).

\* Add a new *Reversal Adjustment Event* for the full *Repayment Agreement* amount with the same *Anticipated Voucher Date* as the HAP Adjustments are targeted for. The voucher generation feature will

automatically pull applicable *Reversal Adjustment Events* ( entries ) from the *Repayment Agreement* feature.

### Printing a Repayment Agreement for Tenant Signature

When all applicable *Repayment Agreement* information has been recorded, an actual *Repayment Agreement* document can be generated for tenant signature by clicking on PRINT .. CUSTOM REPORT GENERATION.

### Recording Repayment Agreement Payment Activity

When tenant payments are received, pull up this tenant's existing entry in the HUD .. HUD-52670 HAP REQUEST VOUCHER .. REVIEW REPAYMENT AGREEMENTS feature and add a new *Payment Adjustment Event* recording the payment, amount being retained and the *Anticipated Voucher Date* of the voucher this should affect. The voucher generation feature will automatically pull applicable *Payment Adjustment Events* ( entries ) from the *Repayment Agreement* feature.

### Repayment Agreement Summary & Detail

Use the *Repayment Agreement Summary & Detail* to review *Repayment Agreement* history, status and balances for all tenants or specific tenants.

## 9.2.4 Review Miscellaneous Accounting

### 9.2.4.1 Overview


## Overview

The *Review Miscellaneous Accounting* feature keeps track of *Miscellaneous Accounting* ( ex: SERV, DRUG, FORQ, OARQ, etc. ) activity and automatically links this information to monthly HAP Voucher Request processing.

To access the *Review Miscellaneous Accounting* window, click-on **HUD > HUD-52670 HAP Request Voucher > Review Miscellaneous Accounting**. The following *Review Miscellaneous Accounting* window appears ...

Review Miscellaneous Accounting ...

File Sort Print Help

 This feature maintains a detailed list of Miscellaneous Accounting entry activity which are automatically reported on monthly HUD-52670 HAP Request Vouchers.

VILLAGE APARTMENTS - HUD

Project : HUDDMO

Entry Date	Type	Comment/Description	Amount	Anticipated Voucher Date	HAP #
06/05/2014	EIVP	EIV Penalty 5% of Total Voucher Subsidy	-1,599	06/2014	1
04/19/2014	DRUG	Drug Related Expenses for May 2014	755	05/2014	1
03/20/2014	SERV	Service Coordinator Accounting Adjustment for April 2014	500	04/2014	1
02/08/2014	FORQ	Field Office Accounting Adjustment for March 2014	-378	03/2014	1
01/15/2014	OARQ	Owner/Agent Accounting Adjustment for February 2014	-575	02/2014	1

Edit Line ...

(mmddyyyy) SERV \$ 0 (mmyyyy) 1

Total Miscellaneous Accounting entries : 5

Add Entry Edit Entry Remove Entry

The following options are available at the *Review Miscellaneous Accounting Window ...*

File Menu    Sort Menu    Print Menu    Help Topics

### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The window will display a list of *Miscellaneous Accounting* entries for the selected project filename.

### Add Entry ( button )

To add a new *Miscellaneous Accounting* entry, click-on **Add Entry**. The *Edit Line ...* section at the bottom of the *Review Miscellaneous Accounting* window is enabled for manual entry.

### Edit Entry ( button )

To edit an existing *Miscellaneous Accounting* entry, click-on ( highlight ) the desired entry line and click-on **Edit Entry**. The selected entry is displayed in the *Edit Line ...* section at the bottom of the *Review Miscellaneous Accounting* window and is enabled for manual entry.

### Remove Entry ( button )

To remove ( Delete ) an existing *Miscellaneous Accounting* entry, click-on ( highlight ) the desired entry line and click-on **Remove Entry .. Yes**. The selected entry line will be removed from the list.

### Edit Line ...



This is where the user creates new entry lines, edits existing entry lines or deletes existing entry lines. Line information includes the following 5 fields ..

**Entry Date** - This is the date the *Miscellaneous Accounting* entry was created.

**Type** - This is the 4 character code that identifies the *Miscellaneous Request Type* that will be claimed on the targeted HAP Voucher Request form. Below are the available codes ...

- SERV - Services Coordinators
- DRUG - Drug Related Expenses
- FORQ - Field Office Initiated
- OARQ - Owner/Agent Initiated
- RGRC - Adjustment for a Retractive GRC
- UUTL - Unclaimed Utility Check
- RSPC - Recouped Special Claims Funds
- CEAD - Contract Expiration Adjustment
- EIVP - EIV Noncompliance Penalty
- RESR - Residual Receipts
- INTA - Interest Adjustment submitted by PBCA

Note: Refer to HUD 4350.3 Handbook for more details about each specific code.

**Comment/Description** - This is a 78 character maximum text field that is used to describe the Miscellaneous Accounting entry transaction.

**Amount** - This is the Miscellaneous Adjustment amount. Enter a negative amount to adjust down and a positive amount to adjust up.

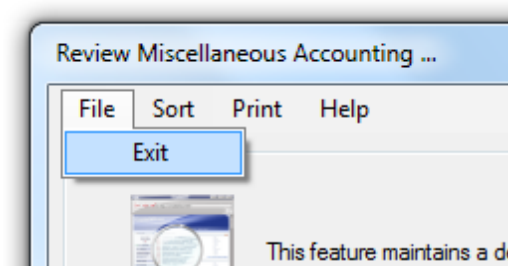
**Anticipated Voucher Date** - This is the HAP Request Voucher ( Month & Year ) the Miscellaneous Accounting entry will be reported.

Note: When *Edit Line* changes are completed, click-on **SAVE** to save your *Entry Line* changes or click-on **CANCEL** to exit without saving *Edit Line* changes.

**HAP #** - This is the *HAP Contract Number* this Miscellaneous Accounting entry will pertain to.

Note: HAP # is always defaulted to HAP Contract #1 and does not need to be changed unless the project has Multiple HAP Contracts.

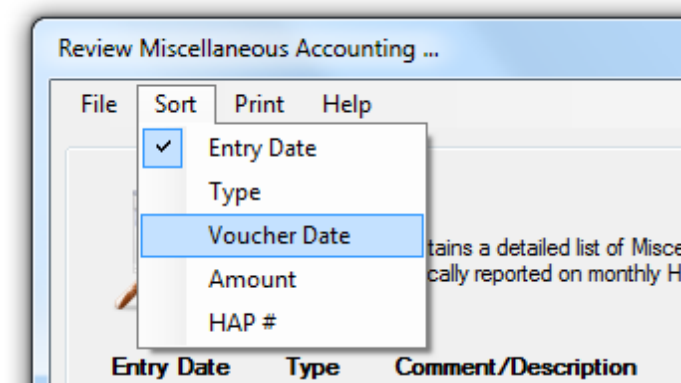
#### 9.2.4.2 File Menu



Below are options available from the *File Menu* ...

**Exit**

Click-on **File > Exit** to exit out of the *Review Miscellaneous Accounting Window*.

**9.2.4.3 Sort Menu**

*Sort* options determine the order *Miscellaneous Accounting Entries* are listed. Below are options available from the *Sort Menu* ...

**Entry Date**

Click-on **Sort > Entry Date** to display *Miscellaneous Accounting Entries* in *Entry Date* order.

Note: This is the default *Sort Order*.

**Type**

Click-on **Sort > Type** to display *Miscellaneous Accounting Entries* by *Entry Type*.

**Voucher Date**

Click-on **Sort > Voucher Date** to display *Miscellaneous Accounting Entries* in *Voucher Date* order.

**Amount**

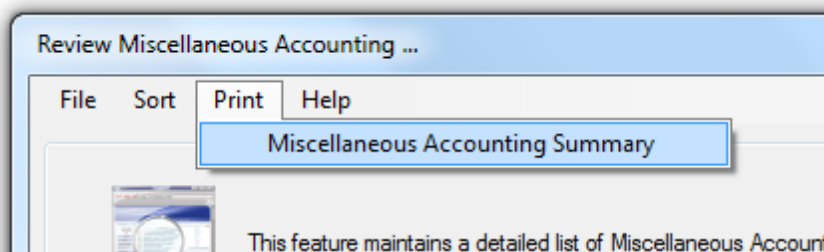
Click-on **Sort > Amount** to display *Miscellaneous Accounting Entries* in *numeric Amount* order.

**HAP #**

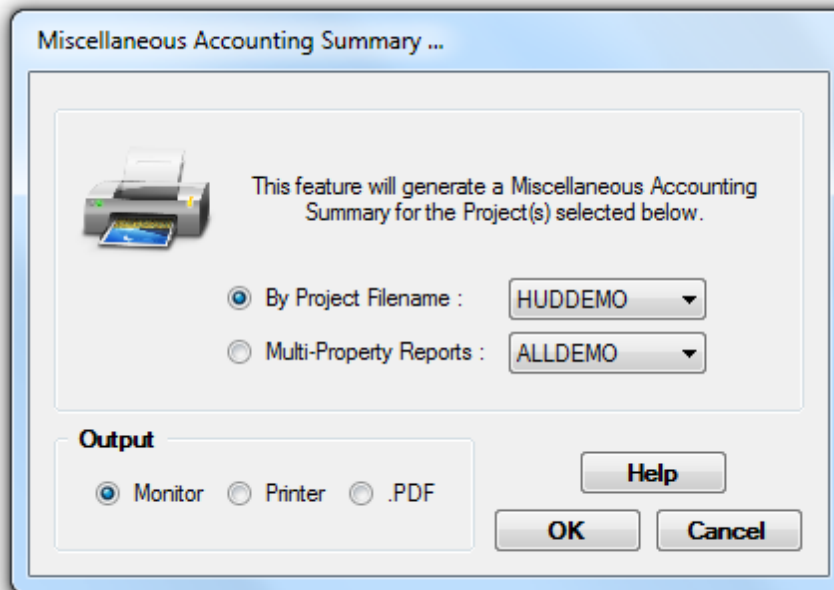
Click-on **Sort > HAP #** to display *Miscellaneous Accounting Entries* in *numeric HAP Contract No.* order.

## 9.2.4.4 Miscellaneous Accounting Summary

The *Miscellaneous Accounting Summary* provides a list of all *Miscellaneous Accounting* entries that currently exist for the project filename selected.



The following *Miscellaneous Accounting Summary - Setup* window will appear ...



### Setup

*Miscellaneous Accounting Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Miscellaneous Accounting Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Miscellaneous Accounting Summary* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer).

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate a *Miscellaneous Accounting Summary*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Miscellaneous Accounting Summary* window.

**9.2.5 Review HAP Voucher History****9.2.5.1 Overview****Overview**


A detail of all HUD-52670 HAP Voucher Request cover pages that have been physically printed by FHA Software are stored in a HAP Voucher History database. This history file is automatically maintained by the program. From the HAP Voucher History feature, the user can create a HAP Voucher Deletion MAT file, Close the HAP Voucher Month from Tenant Change Activation, and Post the HAP Voucher Month to the Accounting feature.

A HAP Voucher History Summary option provides a detailed report of HAP Voucher History information that exists in the database, resulting in an accurate HAP Voucher Request audit report.

To access the Review HAP Voucher History window, click-on **HUD > HUD-52670 HAP Request Voucher > Review HAP Voucher History**.

Find - HAP Voucher History ...

File Purge Print Post Help

 This feature allows the user to view a detailed history of each HUD-52670 HAP Request Voucher that was generated by FHA Software.

VILLAGE APARTMENTS - HUD  
Project : HUDEM0

VCHR Date - TTL Units	Regular	Adjustment	SClaims	MAcctg	Repayment	TTL Subsidy
11/2020 1< 41	11,580	-501	0	0	0	11,079
10/2020 1< 41	11,956	399	0	0	0>	12,355
09/2020 1< 41	11,433	-307	0	0	0>	11,126
08/2020 1< 41	11,568	1,847	0	0	0>	13,415
07/2020 1< 41	11,226	11,344	1,320	350	-250>	23,990
06/2020 1 41	10,874	3,592	0	0	0>	14,466
05/2020 1 41	11,636	1,470	0	0	0>	13,106
04/2020 1 41	10,874	-341	0	0	0>	10,533
03/2020 1 41	10,517	0	0	0	0>	10,517
02/2020 1 41	10,759	473	0	0	0>	11,232
01/2020 1 41	10,281	-123	0	0	0>	10,158
12/2019 1 41	10,328	417	0	0	0	10,745
11/2019 1 41	10,151	-678	0	0	0	9,473
10/2019 1 41	10,513	-963	0	0	0	9,550
09/2019 1 41	10,957	0	0	0	0	10,957
08/2019 1 41	10,993	0	0	0	0	10,993
07/2019 1 41	10,969	0	0	0	0	10,969
06/2019 1 41	10,676	-368	0	0	0	10,308
05/2019 1 41	11,114	0	0	0	0	11,114
04/2019 1 41	10,740	0	0	0	0	10,740
03/2019 1 41	10,775	6,391	0	0	0	17,166
02/2019 1 41	10,308	-588	0	0	0	9,720
01/2019 1 41	10,768	0	0	0	0	10,768
12/2018 1 41	10,768	0	0	0	0	10,768
11/2018 1 41	10,851	0	0	0	0	10,851
10/2018 1 41	10,848	-56	0	0	0	10,792
09/2018 1 41	10,961	-594	0	0	0	10,367
08/2018 1 41	11,374	0	0	0	0	11,374
07/2018 1 41	11,120	46	0	0	0	11,166

Total Vouchers: 94

View HAP Voucher Selected

The first window that appears is called the **Find** window which defaults to displaying a list of HUD-52670 HAP Voucher Requests in *Voucher Date* order. From this window the user can select the desired Voucher, view &/or modify existing *Voucher Information*, print a *HAP Voucher History Summary*, and view *Online Help Topics*.

The following options are available at the *HUD-52670 HAP Voucher History - Find Window*...

File Menu    Purge Menu    Print Menu    Help Topics

### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of *HAP Voucher Entries* for the selected project filename.

### View HAP Voucher

To view &/or modify existing *HUD-52670 HAP Voucher History Information*, click-on (highlight) the desired *Voucher* line displayed in the *Find* window and click-on the **View HAP Voucher** button located in the lower right corner. A *HAP Voucher History - Preview Window* will be displayed.

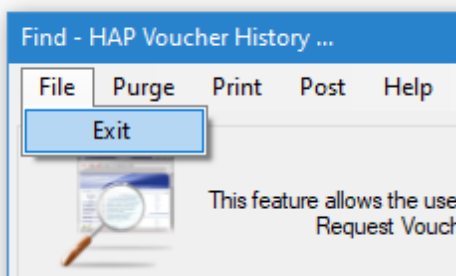
### Column Notations

**\* ( Asterisk )** - An asterisk (\*) will be displayed in the *VCHR Date* column to note that the *HAP Voucher Month* entry has been flagged to be Purged.

**< ( Less Than )** - A less than (<) symbol will be displayed in the *VCHR Date* column to note that the *HAP Voucher Month* has been *Closed for Tenant Change Activations*.

**> ( Greater Than )** - A greater than (>) symbol will be displayed in the *TTL Subsidy* column to note that the *HAP Voucher Month* has been *Posted* to the Accounting feature.

### 9.2.5.2 File Menu

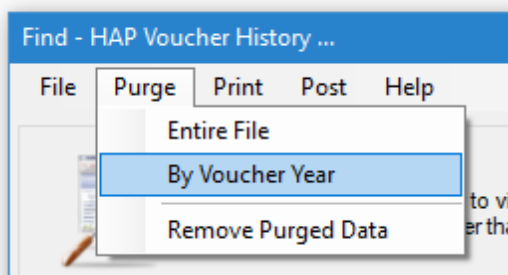


Below are options available from the *File Menu* ...

#### Exit

Click-on **File > Exit** to exit out of the *HAP Voucher History - Find Window*.

### 9.2.5.3 Purge Menu



The *Purge* feature in FHA Software allows the user to remove unwanted *HAP Voucher History* from the database. The *Purge* process is actually completed in two steps ...

- 1.) Select specific *HAP Voucher History* to be *Purged*
- 2.) Remove purged *HAP Voucher History* from the database

Note: *HAP Voucher History* that has been selected to be *Purged* will have the *Purge Checkbox* checked. When the *Remove - Purged Data* option is selected, all *HAP Voucher History* that has the *Purge Checkbox* checked will be removed from the database.

Note: *HAP Voucher History* is designed to contain a considerable amount of history. It is not normally necessary to manually remove *HAP Voucher History* from this database.

Below are options available from the *Purge Menu* ...

## Entire File

To *Purge* the entire *HAP Voucher History* database, click-on **Entire File**. Then select **Purge > Remove - Purged Data** to complete the *Purge* process.

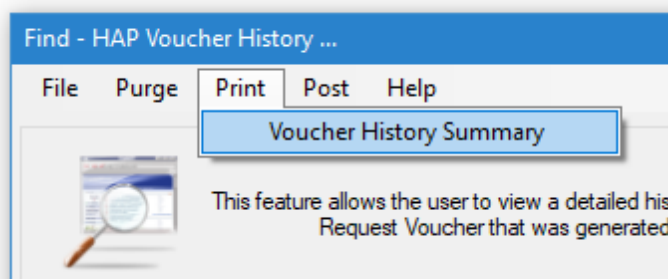
## By Voucher Year

To *Purge* all *HAP Voucher History* within a specific *Year*, click-on **Purge > By Voucher Year**. A *Purge By Voucher Year* selection window will appear. Select the desired *Year* from the pull down list. Click-on **OK** to continue. Click-on **Cancel** to exit out of this process. Then select **Purge > Remove - Purged Data** to complete the *Purge* process.

## Remove - Purged Data

To physically remove all *Worksheet History* that has been previously selected to be *Purged* from the *HAP Voucher History* database, click-on **Purge > Remove - Purged Data**.

### 9.2.5.4 Print Menu




Below are options available from the *Print Menu* ...

## Voucher History Summary

Click-on **Print > Voucher History Summary** to generate a printed summary of the *HAP Voucher History* database. The following *Voucher History Summary - Setup Window* will appear ...

**Voucher History Summary ...**

**Setup**

 This feature generates a summary of HUD's 52670 HAP Request Voucher with beginning and ending Subsidy Balances for any time period.

☒ By Project Filename    HUDEMO ▾  
☐ Multi-Property Reports    ALLEMO ▾    ☐ Continuous

HAP Contract to Report : IL50R000016 ▾

Starting Date : January ▾ 2020 ▾

Ending Date : October ▾ 2020 ▾

☐ Include User Entry Activity

**Output**

☒ Monitor    ☐ Printer    ☐ .PDF

Help    OK    Cancel

### Setup

*HUD-52670 HAP Voucher History Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *Voucher History Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *Voucher History Summary* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When checked, will list HAP Voucher History entries for all projects included in the *Multi-Property Reports* filename selected in one continuous report.

**Starting Date** - Select the starting *Month & Year* of *Voucher History* to report, using the pull down selection lists provided.

**Ending Date** - Select the ending *Month & Year* of *Voucher History* to report, using the pull down selection lists provided.

**Include User Activity Activity** - Click-on this box to display the User Login ID and Date & Time that all individual HUD-52670 HAP Request Voucher months were printed by.

### Output



This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies to generate.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate an *Worksheet History Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *HAP Voucher History* window.

## 9.2.5.5 Post Menu

This feature will automatically post accounting related entries for all individual *Tenant Assistance Payments, HAP Adjustments, Section 8 Special Claims, Repayment Agreements, Miscellaneous Accounting*, etc. that are included in the *HAP Voucher* month selected.

Note: The *Post Menu Option* is only available when the *Accounting* feature is enabled in your FHA Software program.

Click-on **Post** to view &/or record *HAP Voucher Detail* to the *Accounting* feature. The following *Post - HUD-52670 HAP Voucher ( Accounting Entries ) - Setup Window* will appear ...

**Post - HUD-52670 HAP Voucher ( Accounting Entries ) ...**

This feature will automatically post accounting related entries for all individual Tenant Assistance Payments, HAP Adjustments, Section 8 Special Claims, Miscellaneous Accounting, etc. that are included in the HUD-52670 HAP Voucher month selected below ...

Project : HUDDMO **VILLAGE APARTMENTS - HUD**

HAP Voucher Month : July 2020 ( Posted: 07/05/2020 )

Posting Date : 07052020 ( mmdyyyy )

Regular Tenant Assistance \$	11,226.00	SUBSIDY	<- Tenant Charge Code for recording HUD Tenant Assistance Payments
Regular Adjustments \$	11,344.00		
		<b>COA #</b>	<b>Description</b>
Repayment Agreements \$	-250.00	5193	Special Claims Revenue
Section 8 Special Claims \$	1,320.00	5193	Special Claims Revenue
Miscellaneous Accounting \$	350.00	5190	Misc Rent Revenue
Total Subsidy Authorized \$	23,990.00	Record HAP Amounts ...	Individually by Tenant

Help Unpost Voucher Post Voucher Edit Cancel

Below are options available from the *Post - HUD-52670 HAP Voucher* window...

### Project

Click the pull down button to view a list of available project filenames and click-on the desired property.

### HAP Voucher Month

Click-on the pull down button to view a list of available HAP Voucher months to select from.

Note: In order for a *HAP Voucher* month to be included as *HAP Voucher History*, an entire *HUD-52670 HAP Request Voucher* must be generated from the *Generate a HAP Request Voucher* feature.

Note: If the selected HAP Voucher month has already been posted to the Accounting feature, the Posting Date will be displayed to the right. N/A ( Not Available ) means the selected HAP Voucher month has not yet been posted.

### Posting Date

This is the date the selected HAP Voucher will be posted when the **Post Voucher** option is completed.

Note: Date is entered in the mmdyyyy format.

Note: *Posting Date* should be set as the day the HAP Voucher payment ( estimated pay date ) will be deposited to the bank.

### Unpost Voucher

Click-on the **Unpost Voucher** button to unpost all accounting entry details for the *HUD Voucher Month* currently selected.

Note: The *Unpost Voucher* option is only available when the selected *HAP Voucher Month* selected has a *Posting Date* displayed.

### Post Voucher

Click-on the **Post Voucher** button to record all *HAP Voucher* detail to the *Accounting* feature for the *HAP Voucher Month* currently selected.

Note: All COA #'s ( Chart of Account ) and *Tenant Charge Code* must be established before the *Post Voucher* process can be performed. Click-on the **Edit** button to setup these items.

Note: Running the *Post Voucher* process multiple times for the same month does not adversely effect the accounting since all applicable entries are unposted and then reposted each time. An example of why you would repost an already posted *HAP Voucher Month* would be to correct the *Posting Date* used to record the voucher.

### Cancel

Click-on **Cancel** to exit out of the *Post HAP Voucher* window.

### Edit

Click-on **Edit** to setup the following information ...

**Tenant Charge Code** - Click-on the **[+]** button to view a list of *Tenant Charge Codes*. Click-on ( highlight ) the *Tenant Charge Code* ( normally SUBSIDY ) that should be used to record *HUD Tenant Assistance Payment* amounts and click-on **OK**.

**COA # ( Chart of Account Numbers )** - Click-on the **[+]** button provided to the right of the *Repayment Agreements*, *Section 8 Special Claims* and *Miscellaneous Accounting* line items. A *COA Selection* window will appear listing the *Chart of Accounts* available to chose from for the *Posting Date - Year* currently selected. Click-on ( highlight ) the COA # that should be used to record each of the two line items and click-on **OK**.

**Record HAP Amount** - To record *HUD Tenant Assistance Payment* amounts as a lump sum A/J entry, select **As Lump Sum Total**. To record *HUD Tenant Assistance Payment* amounts individually tenant-by-tenant ( as A/R Tenant Charge & Payment Entries ), select **Individually by Tenant**.

**Copy** - If you have another project that has this information already setup, click-on the **Copy** button to view a *Copy Information* window that will allow selection of another project to copy setup information from.

**Cancel** - Click-on **Cancel** to exit out of the *Edit* window.

**Save** - Click-on **Save** to save changes and exit out of the *Edit* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

## Posting Scenarios - CASH Accounting Method

Below are two examples on how HAP Voucher amounts are posted to the Accounting feature, based on the project's Accounting Method set as CASH ...

### CASH Scenario #1

**\* HAP Voucher amounts being applied AS LUMP SUM TOTAL**

**A/R Entries** - None

**A/J Entries** - All amounts on the HAP Voucher will be recorded with one A/J Entry set. A/J Effective Date will be the *Posting Date* defined and all A/J entries assigned a BATCH # that will start with -4 along with the Posting Date ( example: -4yyymmdd ).

Note: Batch # assigned will automatically be *Closed*.

**A/P Entries** - N/A

### CASH Scenario #2

**\* HAP Voucher amounts being applied INDIVIDUALLY BY TENANT**

**A/R Entries** - Each applicable tenant will have a CHARGE & PAYMENT entry for their HAP amount added to their Tenant Ledger and applied towards the Subsidy Tenant Charge Code defined ( normally SUBSIDY ). The CHARGE effective date will be the *HAP Voucher Date* and the PAYMENT effective date will be the *Posting Date*. All A/R Payment entries will be assigned a BATCH # that will start with -4 along with the *Posting Date* ( example: -4yyymmdd ).

Note: Batch # assigned will automatically be *Closed*.

**A/J Entries** - All *Repayment Agreements*, *Section 8 Special Claims* and *Miscellaneous Accounting* amounts on the HAP Voucher will be recorded with one A/J Entry set. A/J Effective Date will be the *Posting Date* defined and all A/J entries assigned a BATCH # that will start with -4 along with the Posting Date ( example: -4yyymmdd ) which will be the same as the A/R Payment entries.

Note: Batch # assigned will automatically be *Closed*.

**A/P Entries** - N/A

## Posting Scenarios - ACCRUAL Accounting Method

Below are two examples on how HAP Voucher amounts are posted to the Accounting feature, based on the project's Accounting Method set as ACCRUAL ...

### ACCRUAL Scenario #1

**\* HAP Voucher amounts being applied AS LUMP SUM TOTAL**

**A/R Entries** - None

**A/J Entries** - All amounts on the HAP Voucher will be recorded with one A/J Entry set. A/J Accrual ( A/R ) Effective Dates will be the *HAP Voucher Date*. A/J Deposit related entries will be the *Posting Date* defined. All A/J entries assigned a BATCH # that will start with -4 along with the *Posting Date* ( example: -4yymmdd ).

Note: Batch # assigned will automatically be *Closed*.

**A/P Entries** - N/A

### **ACCRUAL Scenario #2**

#### **\* HAP Voucher amounts being applied INDIVIDUALLY BY TENANT**

**A/R Entries** - Each applicable tenant will have a CHARGE & PAYMENT entry for their HAP amount added to their Tenant Ledger and applied towards the Subsidy Tenant Charge Code defined ( normally SUBSIDY ). The CHARGE effective date will be the *HAP Voucher Date* and the PAYMENT effective date will be the *Posting Date*. All A/R Payment entries will be assigned a BATCH # that will start with -4 along with the *Posting Date* ( example: -4yymmdd ).

Note: Batch # assigned will automatically be *Closed*.

**A/J Entries** - All *Repayment Agreements, Section 8 Special Claims and Miscellaneous Accounting* amounts on the HAP Voucher will be recorded with one A/J Entry set. A/J Accrual ( A/R ) Effective Dates will be the *HAP Voucher Date*. A/J Deposit related entries will be the *Posting Date* defined. All A/J entries assigned a BATCH # that will start with -4 along with the *Posting Date* ( example: -4yymmdd ).

Note: Batch # assigned will automatically be *Closed*.

**A/P Entries** - N/A

### **9.2.5.6 Preview Window**

To view &/or modify existing *HAP Voucher History*, click-on (highlight) the desired data line displayed in the *Find* window and click-on the **View HAP Voucher** button located in the lower right corner.

A *HAP Voucher History - Preview Window* will be displayed with selected voucher information ...

HUD-52670 HAP Voucher History ...

**VILLAGE APARTMENTS - HUD**

HAP Contract Number : 1

Section 8 Contract Number : IL50R000016

HUD Project Number :

FHA/EH/Non-Insured Number :

Subsidy Type : 1 Section 8 Type : 4

Was HAP Signed on/after 10/01/1981 ? NO

Was HAP Effective on/after 01/01/1981 ? NO

Was HAP Signed on/after 10/03/1984 ? Blank

Total Units in Contract : 41

Number of Units Receiving Subsidy : 40

Number of Units Vacant under this Contract : 1

Number Occupied by Market Rent Tenants : 0

Project-Based Exceptions in Use : 0

Project-Based Exceptions Allocated : 0

Tenant-Based Exceptions in Use : 0

Date Field Office last changed Allocation :

Number of Low Income Section 8 Units : 0

HAP Voucher Month : **July 2020**

	# Units	Amount
Regular Assistance Payments :	40	11,226
Adjustments to Regular Payments	52	11,344
Section 8 Special Claims ...		
Unpaid Rent :	0	0
Tenant Damages :	1	28
Rent Up :	0	0
Regular Vacancy :	1	682
Debt Service :	1	610
Misc Accounting Request :		350
Repayment Agreements :		-250
Total Subsidy Authorized \$		<b>23,990</b>
Posting Date :		07/05/2020

☐ Correction ... Voucher ID No. :

☐ Deletion

☒ Close HAP Voucher Activations Purge File ☐

Payee/Bank/Owner/Management Information

Prev Next Help Print HUD-52670 Cover Page Edit OK

The following options are available at the *HAP Voucher History - Preview Window*...

### Prev/Next

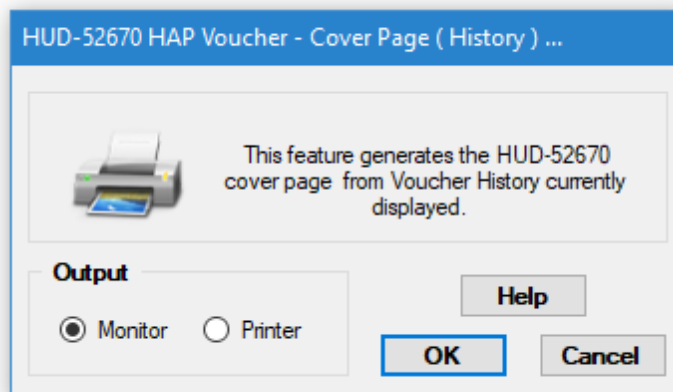
Click-on **Prev/Next** to move backward and forward through the list of *HAP Voucher Entries*.

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Print

To generate the cover page of *HAP Voucher History Information* currently displayed, click-on the **Print HUD-52670** button. The *HUD-52670 HAP Request Voucher* printer setup window will appear ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Copies** - Use this data entry field to type in the desired number of printed copies to generate.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

**Help** - To view *Online Help Topics* related to this window, click-on **Help**.

**OK** - Click-on **OK** to generate a *HUD-52670 Cover Page*, as defined in this setup window.

**Cancel** - Click-on **Cancel** to exit out of the *Print HUD-52670 Cover Page* window.

### Edit

To edit *HAP Voucher History Information* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode* for **Editing HAP Voucher History Data**.

### OK

Click-on **OK** to exit the *HAP Voucher History - Preview Window*.

## 9.2.5.7 Editing Voucher History

When in *Editing Mode*, the user has limited access to modify *HAP Voucher History Data*. To edit *HAP Voucher History Information* currently displayed, click-on the **Edit** button.

Below is a *HAP Voucher History Data* Window that is in *Editing Mode* ...

HUD-52670 HAP Voucher History ...

**VILLAGE APARTMENTS - HUD**

HAP Contract Number : 1

Section 8 Contract Number : IL50R000016

HUD Project Number :

FHA/EH/Non-Insured Number :

Subsidy Type : 1 Section 8 Type : 4

Was HAP Signed on/after 10/01/1981 ? NO

Was HAP Effective on/after 01/01/1981 ? NO

Was HAP Signed on/after 10/03/1984 ? Blank

Total Units in Contract : 41

Number of Units Receiving Subsidy : 40

Number of Units Vacant under this Contract : 1

Number Occupied by Market Rent Tenants : 0

Project-Based Exceptions in Use : 0

Project-Based Exceptions Allocated : 0

Tenant-Based Exceptions in Use : 0

Date Field Office last changed Allocation :

Number of Low Income Section 8 Units : 0

HAP Voucher Month : **July 2020**

	# Units	Amount
Regular Assistance Payments :	40	11,226
Adjustments to Regular Payments	52	11,344
Section 8 Special Claims ...		
Unpaid Rent :	0	0
Tenant Damages :	1	28
Rent Up :	0	0
Regular Vacancy :	1	682
Debt Service :	1	610
Misc Accounting Request :		350
Repayment Agreements :		-250
Total Subsidy Authorized \$		<b>23,990</b>
Posting Date :		07/05/2020
<input type="checkbox"/> Correction	... Voucher ID No. :	
<input type="checkbox"/> Deletion		
<input checked="" type="checkbox"/> Close HAP Voucher Activations	Purge File <input type="checkbox"/>	

**Payee/Bank/Owner/Management Information**

OK Cancel

**Note:** *HAP Voucher History* information is automatically maintained as the entire HUD-52670 HAP Request Voucher is generated. Although the user does have the ability to manually modify some *HAP Voucher History* information, the need to manually modify *HAP Voucher History Data* is rarely necessary. If *HAP Voucher History* information displayed is incorrect, the HUD-52670 HAP Voucher Request that created the displayed entry, when it was printed, is incorrect, as well. The solution would be to fix and reprint the entire HUD-52670 HAP Request Voucher, not edit the history.

The following options are available when *Editing HAP Voucher History Data ...*

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### OK

When done editing *HAP Voucher History Data*, click-on the **OK** button to save your changes.

### Cancel

To exit editing *HAP Voucher History Data* without saving changes, click-on the **Cancel** button.

## HAP Voucher History - Data Entry Items ...



The following data items are available while *Editing HAP Voucher History Data ...*

#### **HAP Contract Number**

For projects with Multiple HAP Subsidy Contracts, this number would correspond to HAP Contract information maintained in **Project Data - HAP Contract Info**. For projects with only one HAP Contract, this number will always be 1.

Note: Selecting a *HAP Contract Number* automatically resets project contract information within the frame of this window.

#### **Section 8 Contract Number**

This is the eleven (11) character Alphanumeric ID (no dashes) assigned to projects with Section 8, 202/162 PAC, 202 PRAC and 811 PRAC subsidy.

#### **HUD Project Number**

This is an eight (8) character Alphanumeric ID (no dashes) assigned to RAP, Rent/Supplement, PAC and PRAC subsidy type projects.

#### **FHA/EH/Non-Insured Number**

This is an eight (8) character Alphanumeric ID (no dashes) assigned to Non-Insured HUD Projects.

#### **Loan No.**

Up to five (5) *Loan Number* lines can exist in this section.

#### **Subsidy Type**

This is the code which corresponds to your *Subsidy Type*, as follows ...

1 = Section 8	7 = Sec.202 PRAC
2 = Rent Supplement	8 = Sec.811 PRAC
3 = RAP	9 = Sec.202/162 PAC

#### **Section 8 Type**

This is the code which corresponds to your *Section 8 Type*, as follows ...

1 = Sub Rehab	3 = PD Set Aside
2 = LMSA	4 = New Construction

#### **Was HAP Signed on/after 10/01/1981?**

Was this project's HAP Contract Agreement signed on or after 10/01/1981?

Note: Select Yes, No or leave blank.

#### **Was HAP Effective on/after 10/01/1981?**

Was this project's HAP Contract Agreement made effective on or after 10/01/1981?

Note: Select Yes, No or leave blank.

**Was HAP Signed on/after 10/03/1984?**

Was this project's HAP Contract Agreement signed on or after 10/03/1984?

Note: Select Yes, No or leave blank.

**Total Units in Contract**

This is the total number of project based HUD Subsidized units covered by the current HAP Contract for this project.

**Number of Units Receiving Subsidy**

The total number of units reported on the HAP Voucher receiving HUD Subsidy.

**Number of Units Vacant under this Contract**

The total number of units reported on the HAP Voucher which are vacant.

**Number Occupied by Market Rent Tenants**

The total number of units reported on the HAP Voucher with tenants paying Market Rent.

**Project Based Exceptions in Use**

The total number of units reported on the HAP Voucher that have Project-Based Exceptions.

**Project-Based Exceptions Allocated**

The total number of Project-Based Exceptions allowed by the project.

**Tenant-Based Exceptions in Use**

The total number of units reported on the HAP Voucher that have Tenant-Based Exceptions.

**Date Field Office last changed Allocation**

The date the HUD Field Office last reviewed and modified the number of allowable exceptions.

**Number of Low Income Section 8 Tenants**

The total number of units now leased to lower income families who began receiving Sec.8 on or after 08/01/84 and were not very low income at the time they began to receive Sec.8.

**HAP Voucher Date**

This is the reporting date (Month & Year) of the HUD-52670 HAP Request Voucher information displayed.

**Regular Assistance Payments - # Units / \$ Amount**

This is the total number of units receiving subsidy under this contract for the HAP Voucher date displayed, along with the total amount of regular subsidy requested for those units.

#### **Adjustments to Regular Payments - # Units / \$ Amount**

This is the total number of units that have prior month subsidy adjustment amounts being reported for the HAP Voucher date displayed, along with the total amount of adjusted subsidy requested for those units.

#### **Approved Special Claims - # Units / \$ Amount**

This section summarizes the amount of Approved Special Claims being reported for the HAP Voucher date displayed, along with the total amount of claims requested for claim type.

#### **Misc Accounting Request**

This section summarizes the amount of *Misc Accounting Requests* being reported for the HAP Voucher date displayed.

#### **Total Voucher Subsidy Authorized**

This is the total amount of HUD Subsidy being requested for the HAP Voucher date displayed. This amount includes ...

- Regular Assistance Payments
- Adjustments to Regular Payments
- Approved Special Claims
- Misc Accounting Requests

Note: Automatic calculation.

#### **Posting Date**

This is the date the voucher displayed was posted to the Accounting feature.

#### **Correction (Check Box)**

This box is checked to signify that the HAP Voucher date displayed was sent as a *Correction*.

Note: The *Voucher ID Number* is required for a Correction designation.

Note: To create a corrected *HUD-52670 HAP Voucher*, you reprint a new voucher in the **Generate a HUD-52670 HAP Request Voucher** window with the *Correction* box checked and the *TRACS Voucher ID* number entered.

#### **Deletion (Check Box)**

This box is checked to signify that the HAP Voucher date displayed was sent as a *Deletion*.

Note: The *Voucher ID Number* is required for a *Deletion* designation.

Note: To delete the existing voucher that has already been transmitted to TRACS, check the *Deletion* box and enter the *TRACS Generated Voucher ID* number. Upon saving this change a MAT button will be displayed in the lower right corner of this window. Clicking the MAT button will automatically create a new MAT30 Voucher Deletion file for this voucher.

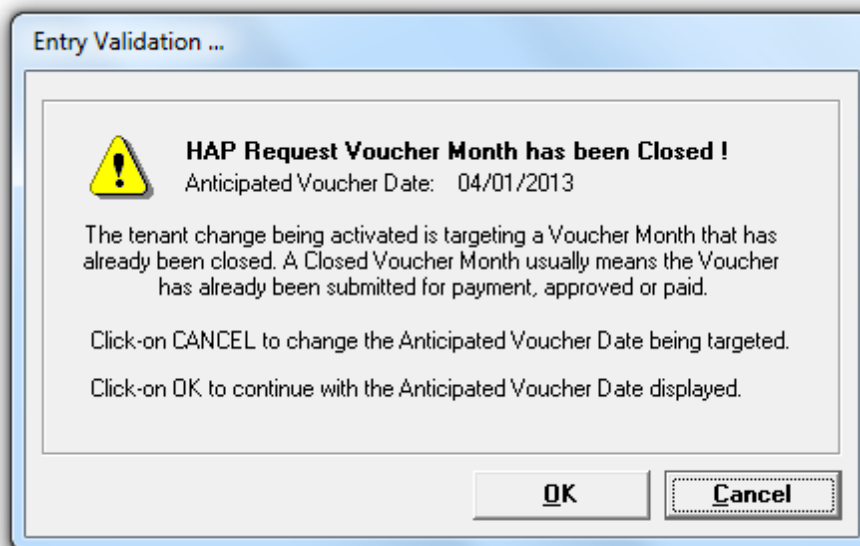
### Voucher ID Number

This ten (10) character number is returned by TRACS for each monthly MAT30 - Voucher Record submitted. This number is used to identify vouchers when submitting a voucher correction or deletion to TRACS.

Note: A *Voucher ID Number* is required when checking the *Correction* or *Deletion* box.

### Close HAP Voucher Activations (Checkbox)

To prevent new or future Tenant Change activations from targeting the HAP Voucher Month displayed, click-on the *Close HAP Voucher Activations* checkbox. When checked, users will get the following message ...



A *Closed Voucher Month* usually means the specific HAP Voucher Month is in the process of being reviewed, submitted for payment, approved or paid. This feature prevents new tenant change activations from being added to a voucher month ( *Anticipated Voucher Date* ) that has already been submitted for payment.

Note: The entire HUD-52670 HAP Request Voucher must be printed at least once in order for it to exist in HAP Voucher History so that the Close HAP Voucher Activations box can be checked.

### Purge

In order to physically delete a *Voucher Record* from *HAP Voucher History*, it must first be marked *Purged* by clicking on the *Purge File* check box. All *Voucher Records* marked to be purged will be physically deleted from *HAP Voucher History* when the **Purge > Remove Purged Data** option is processed from the *Find* window.

**Payee/Bank/Owner/Management Information**

Click-on the *Payee/Bank/Owner/Management Information* button to view this data window ...

Payee Information		Bank Information	
Name :	VILLAGE GREEN APTS ASSOC	Name :	1ST STATE BANK & TRUST
Address :	888 HAVEN STREET	Address :	2222 NORTH SECOND STREET
City, State Zip :	PARKVILLE, IL 69999	City, State Zip :	ROCKFORD, IL 65555
Account No. :	123456789	ABA Rte No. :	123456789

Owner/Management Information	
Management Name :	SIMPLY MANAGEMENT COMPANY
Contact :	CRAIG STEPHENS
Address :	7310 N. ALPINE ROAD
City, State Zip :	LOVES PARK IL 61111
Management EIN :	121234567
Owner TIN :	129566666
Owner DUNS :	876543210
Parent Co. TIN :	
Parent Co. DUNS :	
Owner Name :	WINNEBAGO NATIONAL BANK
Title :	MANAGER
Owner Signed Name :	CRAIG STEPHENS
Owner Signed Date :	01/30/2020
Owner Signed Phone :	(888)999-5555
Printed By :	A - DUANE 01/30/2020 09:12 AM

OK

The following HAP Voucher information is displayed at this window ...

**Payee Information** - This section includes the name, address & account number of the project's *Payee*. This information comes from *Payee* data maintained in *Project Data - Owner Info* when the HAP Voucher is generated.

**Bank Information** - This section includes the name, address & routing number of the project's *Bank*. This information comes from *Bank* data maintained in *Project Data - Owner Info* when the HAP Voucher is generated.

**Owner/Management Information** - This section includes the name, address, etc. of the project's *Owner & Management Agent*. This information comes from *Owner & Management* data maintained in *Project Data - Owner Info* when the HAP Voucher is generated.

**OK** - To save & exit the *Payee/Bank/Owner/Management Information* window, click-on the **OK** button.

**OK**

Click-on the **OK** button to save and exit *Editing Voucher History Information*.

**Cancel**

Click-on the **Cancel** button to exit *Editing Voucher History Information* without saving changes.

### 9.2.5.8 Help Topics

*Help Topics* access is available throughout the FHA Software program by clicking on **Help**.

To view the main *Help Topics* contents Window, click-on **Help > Help Topics**, while at the main program menu. The *FHA Software for Windows - Help Topics* window will appear ...



### Browser-Based Help Topics

FHA Software's *Help Topic* content is *Browser-based* which means *Help* documentation will be displayed & printed using your computer's default Web-Browser (Internet Explorer, Netscape, etc.). We recommend using *Windows Internet Explorer* to view FHA Software *Help Topics*.

To make *Windows Internet Explorer* your default web-browser, start *Windows Internet Explorer* and click-on *Tools .. Internet Options .. Programs* and in the *Default Web Browser* section, click-on *Make Default*.

The *Help Topics* window is split into two frames. The left frame displays *Contents*, *Index* and *Search* options. The right frame displays *Help Topic Documentation*. Double click-on any item listed in the left frame to view it's related *Help Topic Documentation* in the right frame. To print *Help Topic Documentation* currently displayed, click-on the right frame, then click-on the *Print Option* icon.

### Overviews

*Help Topics* - Overview sections provide information about FHA Software usage, requirements and compliance. **Creating a New Project** and **Step-by-Step Examples** are good sections to review for those users that are brand new to FHA Software.

### Menu Sections

*Help Topics - Menu Sections* provide detail background and instructional information on various form processing features included with your FHA Software package. Simply click the desired feature to view it's contents.

## 9.2.6 Generate a HAP Request Voucher

### 9.2.6.1 Overview


## Overview

### HUD-52670 HAP Request Voucher

This HUD form generally reflects tenant activity as of the first day of each month and can be generated at any time, for any time period that exists in the *Unit Data* database. HUD-52670 Cover Page information is also saved to a History file as each month's report is generated.

To access the *Generate a HUD-52670 HAP Request Voucher* window, click-on **HUD > HUD-52670 HAP Request Voucher > Generate a HAP Request Voucher**.

Generate a HUD-52670 HAP Voucher - TRACS Release 202D ...



**Setup**

This feature generates all or part of the HUD-52670 HAP Request Voucher, including adjustments and Special Claims for the Report Date defined below.

☒ By Project Filename  
☐ Multi-Property Reports

HAP Voucher Report Date : September 2020  
 HAP Contract No. to Report : IL160011060 / 04611150  
 Type of HUD-52670 Report : Entire HUD-52670 HAP Voucher  
 Signature Date of Report : October 26 2020

TRACS Voucher ID# :  ☐ Correction  
☐ List Vacant & Market Rate Units  
☒ Auto Adjust Unit Count

**Other HAP Amounts**

This section summarizes pre-approved Special Claim, Miscellaneous Accounting, and Repayment Agreement amounts that are included on the HAP Voucher Report Month/Year currently selected.

	# Units	\$ Amount
Unpaid Rent :	1	49
Vacancies :	1	204
Damages :	1	250
Rent-Up :	0	0
Debt Services :	1	255
Misc Accounting Request :		150
Repayment Agreements :		-45

Use the "Type of HUD-52670 Report" option to view details on any of the above amounts.

**First Reminder Notice Date (Column 14b Info)**

Scheduled effective date [lease date] on which initial recertification notices were sent since the submittal of last month's HAP Voucher Request

Auto Insert Column 14b Dates ☒

Date recertification notices were sent : August 1 2020

**Misc**

☐ Close Voucher Month  
☐ Auto Add EIV 5% Penalty  
☐ Round EIV Down

**Output**

☐ Monitor ☒ Printer

☒ Auto create a Tenant MAT file for the Report Date selected

## Setup

*HUD-52670 HAP Request Vouchers* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *HUD-52670 Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *HUD-52670 Report* in *Multi-Property Mode*. The program will automatically generate a report for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**HAP Voucher Report Date** - Select the desired *Month & Year* to report, using the pull down lists. Only tenant information in effect during the month & year selected will be reported on this report.

**HAP Contract No. to Report** - For projects with multiple HAP contracts, select the desired *HAP Contract Number* to report, using the pull down list.

**Type of HUD-52670 Report** - Select the desired *HUD-52670 Report*, using the pull down list. The following report options are available ...



**Entire HUD-52670 HAP Voucher** - This option generates the entire report (cover page, Schedule of Regular Assistance, and Adjustments) and can only be printed.

**Adjustment Pages Only** - This option will only report *Adjustment Pages* ( HUD-52670-A Part 3 ) to either the monitor or printer.

**Adjustment Pages Only - Export** - This form can be monitored to the screen and then saved to a CSV database file that can be used to export adjustment detail to other software.

**Cover Page Only** - This option will only report the *Cover Page* ( HUD-52670 ) to either the monitor or printer.

**Tenant List Only** - This option will only report *Schedule of Regular Tenant Assistance* pages ( HUD-52670-A Part 1 ) to either the monitor or printer.

**Tenant List Only - Export** - This form can be monitored to the screen and then saved to a CSV database file that can be used to export tenant list detail to other software.

**Special Claims Only**- This option will only report *Special Claims Detail* pages ( HUD-52670-A Part 5 ) to either the monitor or printer.

**Misc Accounting Only** - This option will only report *Misc Accounting Detail* pages ( HUD-52670-A Part 4 ) to either the monitor or printer.

**Repayment Agreement Only** - This option will only report *Repayment Agreement Detail* pages ( HUD-52670-A Part 6 ) to either the monitor or printer.

Note: A *TRACS MAT30 - Voucher MAT file* is automatically created each time the entire voucher is generated. *TRACS MAT30 - Voucher files* can be viewed in the **TRACS/MAT - HUD-52670 HAP Vouchers** feature.

Note: After successfully generating a HUD-52670 HAP Request Voucher that includes tenants with Late Recerts ( the letters LR displayed in the Change Code Column and zero subsidy requested), a **Voucher Contains Late Recertifications** warning window will appear.

**Signature Date of Report** - Select the desired signature date for the HAP Voucher being generated, using the pull down lists. This date is automatically printed on all HUD-52670 Voucher page signature sections.

**TRACS Voucher ID#** - When generating a corrected voucher, the ten (10) character TRACS Generating Voucher ID# of the original voucher being corrected, must be entered here. A check mark will automatically appear in the *Correction* check box.

**List Vacant & Market Rate Units ( checkbox )** - According to HUD-52670 form preparation instructions, existing *Vacant* and *Market Rent Rate* units are not listed on the HUD-52670-A Part 1 *Schedule of Tenant Assistance Payments Due* form. Click-on this checkbox to have all existing *Vacant* and *Market Rent Rate* units listed on the HUD-52670-A Part 1 form which can be used to verify what units make up the *Vacant* and *Market Rent Rate* unit count being reported in Part II, item #6 on the HUD-52670 HAP Voucher Request cover page.

Note: This box is not checked by default.

**Auto Adjust Unit Count ( checkbox )** - When checked, this feature will automatically adjust the Unit Count tally in Part II - 6 of the Cover Page to match the *Total Units in Contract* number by offsetting the difference to the *No. of Vacant Units* item. This Unit Count tally adjustment only applies when the sum of item 6 b/c/d/e is lower than item 6a. When unchecked, the actual number of units labeled being covered by HUD Subsidy will be reported for item 6 b/c/d/e.

Note: This box is checked by default.

**Close Voucher Month ( Checkbox )** - A *Closed Voucher Month* usually means the specific HAP Voucher Month/Year is in the process of being reviewed, submitted for payment, approved or paid. To prevent new or future Tenant Change activations from targeting the HAP Voucher Month/Year being generated, click-on the *Close Voucher Month* checkbox. After the entire HUD-52670 HAP Request Voucher has been printed, the selected Voucher Month/Year will automatically be closed.

Note: This box is checked by default.

**Auto Add EIV 5% Penalty ( Checkbox )** - When an EIV 5% Penalty is required to be subtracted to cover EIV noncompliance for the HAP Voucher Report Date ( Month ) selected, click-on the *Auto Add EIV 5% Penalty* checkbox. The EIV 5% Penalty amount will automatically be calculated and included on the HAP Request Voucher month selected, along with a matching *Miscellaneous Accounting* EIVP entry automatically created.

Note: This box is not checked by default.

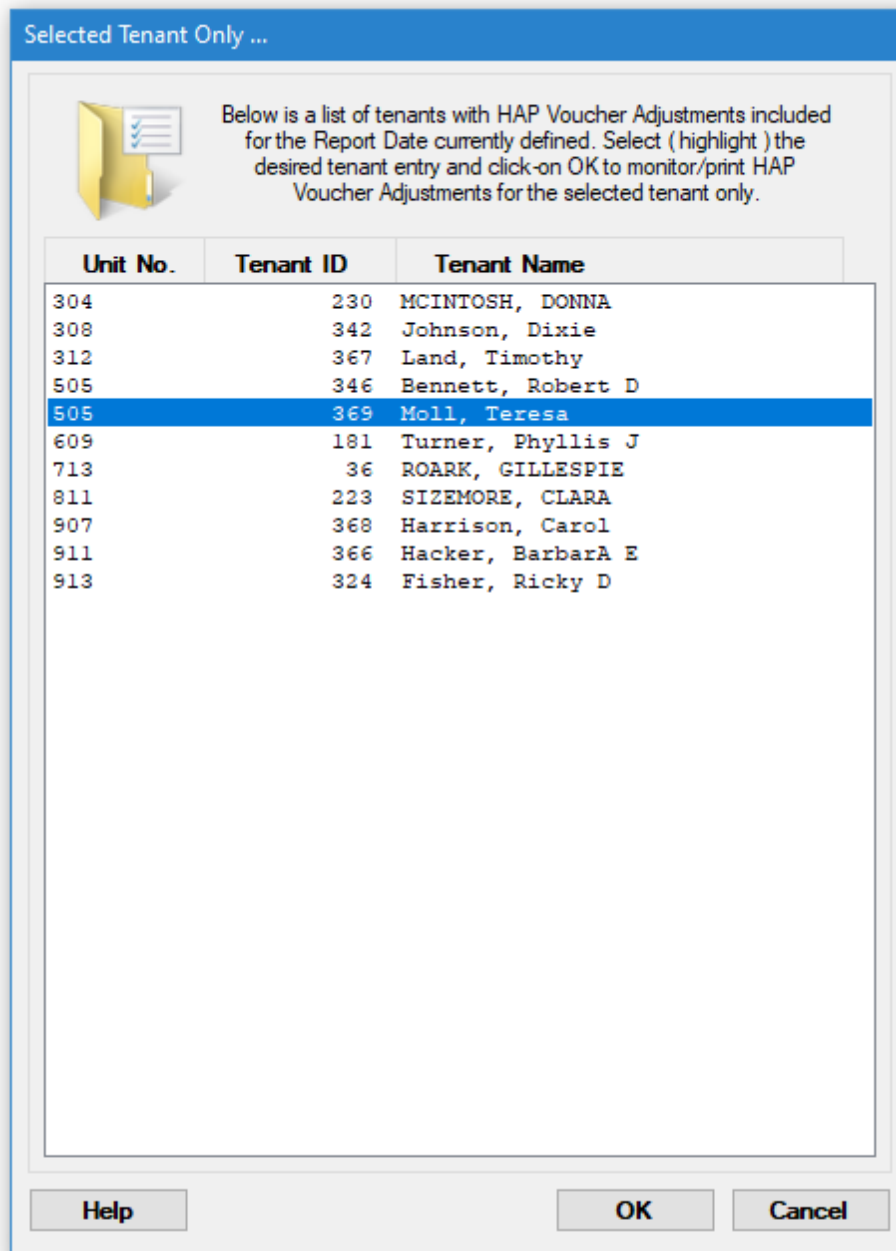
**Round EIV Down ( Checkbox )** - The EIV 5% Penalty amount is rounded according to standard HUD/TRACS Rounding Guidelines. If your State TRACS/CA requires this EIV 5% Penalty amount to be rounded down, click-on this checkbox.

Note: This box is only available when the Auto-Add EIV 5% Penalty box is checked and is not checked by default.

**Auto create a Tenant MAT file for the Report Date selected ( checkbox )** - When displayed, clicking on this checkbox will automatically create a *Tenant Change MAT* file that includes all new tenant change entries that are being reported for the HUD-52670 HAP Request Voucher - *Report Date* ( Month/Year ) selected. This allows the *Generate a HAP Request Voucher* feature to automatically create both the *Voucher MAT file* and a matching *Tenant Change MAT file*, at the same time. *Tenant Change MAT files* can be viewed in the **TRACS/MAT - Tenant Assistance Changes** feature. This option is valuable for users that only submit their tenant change activity to TRACS once each month.

Note: This box is not checked by default and is only displayed at the bottom of the window when *Entire HUD-52670 HAP Voucher* is the *Type of HUD-52670 Report* selected.

**Selected Tenant Only ( checkbox )** - When displayed, clicking on this checkbox allows only *HAP Adjustment Calculations* for a selected tenant to be included on a HUD-52670-A Part 3 form which can be placed in the tenant's file or used for Repayment Agreement Reversal amount verification. When selected, a standard tenant selection window will appear ...



**OK** - Click-on ( highlight ) the desired tenant entry line and click-on **OK** to view HAP Adjustment calculations for the selected tenant only.

**Cancel** - Click-on **Cancel** to exit out of the tenant selection window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

Note: This checkbox option is only displayed at the bottom of the window when *Adjustment Pages Only* is the *Type of HUD-52670 Report* selected.

**First Reminder Notice Date (Column 14b Info)**

This information completes *Column 14b* Date information on *Schedule of Regular Tenant Assistance* pages of the *HUD-52670 HAP Request Voucher*.

**Auto Insert Column 14b Dates ( checkbox )** - When checked, Column 14b Dates will automatically be inserted based on the HAP Voucher Report Date ( Month/Year ) selected.

Note: This box is checked by default.

**Scheduled Effective Date (Lease Date)** - This is the annual recert effective date on which initial recertification notices were sent since the submittal of last month's HAP Voucher Request. Use the pull down lists to select your desired date.

**Date Recertification Notices were sent** - This is the date the recertification notices were sent for the annual recert effective date defined above. Use the pull down lists to select your desired date.

Note: The above two Date options are only used when the *Auto Insert Column 14b Dates* box is unchecked.

### Other HAP Amounts

This section summarizes pre-approved *Special Claim*, *Miscellaneous Accounting*, and *Repayment Agreement* amounts that are being reported on the *HAP Voucher Report Date* ( Month/Year ) currently selected. Use the *Type of HUD-52670 Report* feature to select and view details on any of these amounts. To add *Other HAP Amounts* to a specific *HAP Voucher Report Date* ( Month/Year ), go to the following program features to record them ...

**Section 8 Special Claims** - HUD .. HUD-52670 HAP Request Voucher .. Review Section 8 Special Claims

**Miscellaneous Accounting** - HUD .. HUD-52670 HAP Request Voucher .. Review Miscellaneous Accounting

**Repayment Agreements** - HUD .. HUD-52670 HAP Request Voucher .. Review Repayment Agreements

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

Note: The *Entire HUD-52670 HAP Voucher* cannot be monitored, only individual page selections.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Copies** - Use this data entry field to type in the desired number of printed copies to generate.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

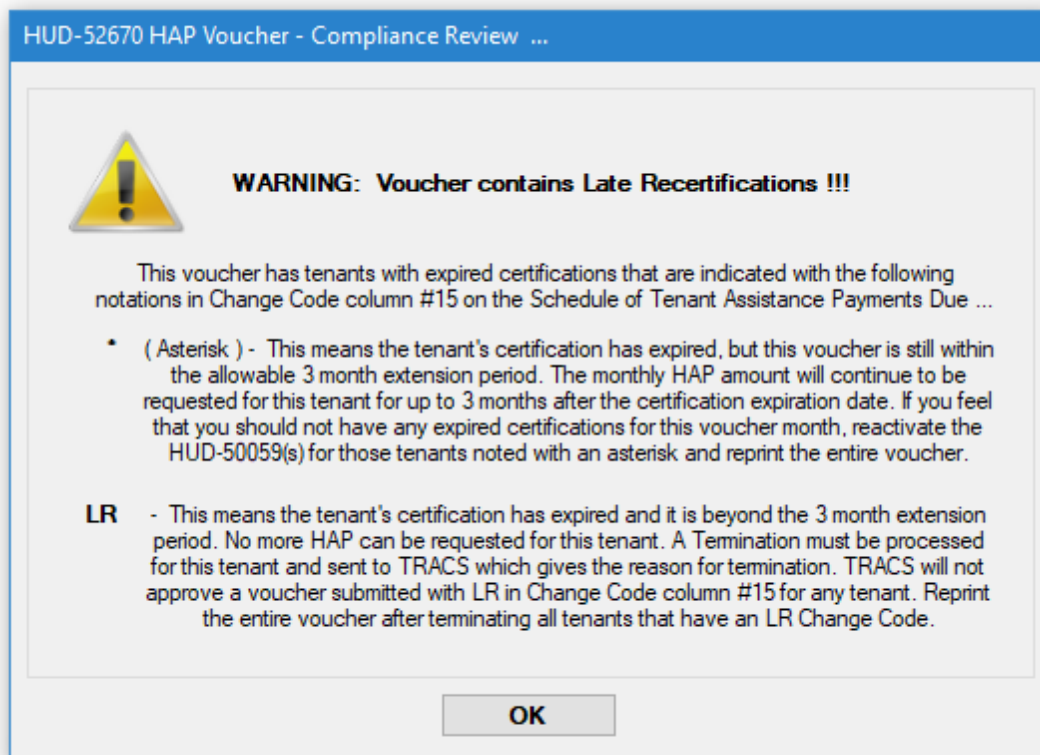
Click-on **OK** to generate an *HUD-52670 HAP Voucher Request*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *HUD-52670 HAP Voucher Request* window.

#### 9.2.6.2 Late Recertifications

After successfully generating a HUD-52670 HAP Request Voucher, the following window will appear, when one or more tenants were reported with expired certifications ( the letter's LR displayed in the *Change Code Column* and zero subsidy requested) ...



As this message implies, you should verify the certification status of all tenant's that have the letters LR in the *Change Code Column* of the HUD-52670 HAP Voucher just printed. Most State Contract Administrators (CA) have started rejecting HUD-52670 HAP Vouchers that include tenants with LR Change Codes, if MAT65 Termination Records have not also been submitted.

Therefore, if you have late recert tenants (LR) being reported on your voucher, we recommend either officially terminating their assistance or continue requesting subsidy for up to 3 months on expired HUD-50059 information, as instructed in the above window.

### OK

Click-on **OK** to exit this window.

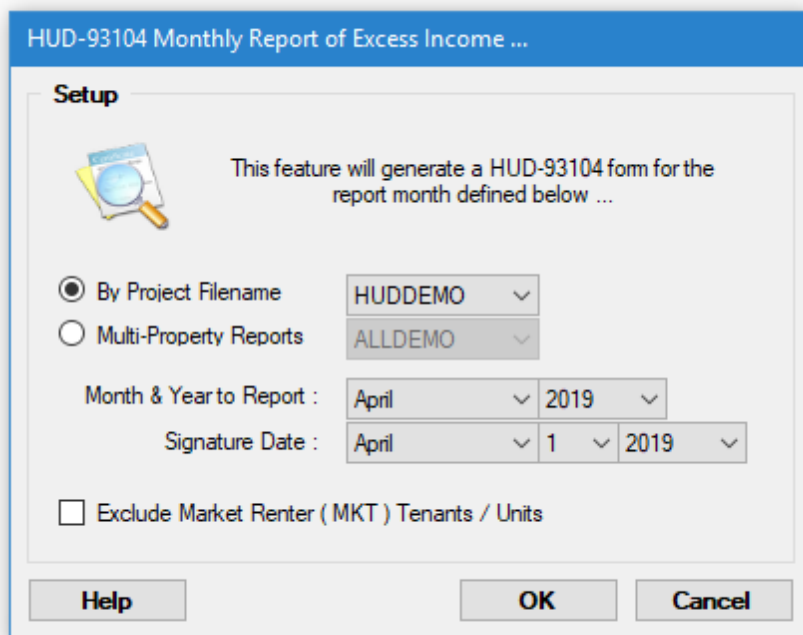
## 9.3 HUD-93104 Excess Income Report

### 9.3.1 Overview

### Overview

This form is used for HUD Sec.236 projects to generally reflect tenant financial activity that has occurred within each month and establish the amount of excess income collected by the project. This report can be generated at any time, for any month that exists in the FHA Software database.

To access the *Generate a HUD-93104 Monthly Report of Excess Income* window, click-on **HUD > HUD-93104 Excess Income Report**. and the following window appears ...



The screenshot shows a Windows-style dialog box titled "HUD-93104 Monthly Report of Excess Income ...". Inside the dialog, there is a "Setup" section. At the top of the setup area is an icon of a magnifying glass over a document and a text box that says "This feature will generate a HUD-93104 form for the report month defined below ...". Below this, there are two radio buttons: "By Project Filename" (which is selected) and "Multi-Property Reports". To the right of these radio buttons are two dropdown menus; the first shows "HUDEMO" and the second shows "ALLDEMO". Below the radio buttons, there are two rows of date selection controls. The first row is labeled "Month & Year to Report :" and has dropdowns for "April" and "2019". The second row is labeled "Signature Date :" and has dropdowns for "April", "1", and "2019". At the bottom of the setup area, there is a checkbox labeled "Exclude Market Renter ( MKT ) Tenants / Units" which is currently unchecked. At the very bottom of the dialog box are three buttons: "Help", "OK", and "Cancel".

### Report Setup Menu

*HUD-93104 Excess Income Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *HUD-93104 Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *HUD-93104 Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Month/Year** - Select the desired *Month & Year* of unit/tenant information to report, using the pull down lists. Only unit/tenant information in effect during the month & year selected will be reported on this report.

**Signature Date** - Select the desired *Month Day, Year* to report as the date of signature on the form being processed, using the pull down lists. This date will automatically be printed on the generated report.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the report.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Once Setup information has been selected, click-on **OK** to view the HUD-93104 Monthly Report of Excess Income Detail window.

### Cancel

Click-on **Cancel** to exit out of the *HUD-93104 Excess Income Report* window.

## 9.3.2 Report Detail

Once report information has been selected at the **Report Setup Menu**, click-on **OK** to view the *HUD-93104 Monthly Report of Excess Income Detail* window ...

HUD-93104 Monthly Report of Excess Income - Detail ...

**Mail Report To**  

HUD Multifamily Excess Rental Income Payments

P.O. Box 105423

Atlanta, GA 30348-5423

**VILLAGE APARTMENTS - HUD**  
Report Month : **4/2019**  
Total Rental Collections in Excess of Basic Rent \$ 0  
Less Amount Retained for HUD-Approved Purposes \$ 0  
Total Net Excess Income due HUD this month \$ 0

Unit No.	Tenant Name	Basic Rent	Collections	Excess Inc.
101	SMITH, JOSEPH E	695	1,005	0
102	JOHNSON, SAMUEL D	695	1,005	0
103	REDFEARN, GLORIA K	795	1,195	0
104	KILGORE, BRENDA J	795	1,195	0
105	JONES, GEORGE D	795	1,195	0
106	DEARBORNE, HAROLD F	795	1,195	0
107	FREDERICK, LARRY A	895	1,295	0
108	MOUNDS, CAROL M	895	1,295	0
109	HOPPS, KENNETH D	995	1,395	0
110	VACANT 07/15/1998	995	0	0
111	BRAND, ALICE D	1,095	1,495	0
112	SPOTTS, ROGER S	1,095	1,495	0
113	VACANT 01/01/2000	0	0	0
114	VACANT 01/01/2000	0	0	0
115	VACANT 01/01/2000	0	0	0
116	VACANT 01/01/2000	0	0	0

Grand Totals \$ 10,540 13,765 0

This window allows the user to view &/or modify *HUD-93104 Excess Income Report* contents that have been retrieved from *Unit Data* for the previously selected project filename and report date. The user can also establish the amount of excess income that can be retained for HUD-Approved purposed.

### Mail Report To

This is the mailing address upon which the completed *HUD-93104 Report* is sent. If ever this address needs to be changed, the user simply clicks on the desired address line and makes the change. This address information is always saved.

### Total Rental Collections in Excess of Basic Rent

This is the total amount of *Excess Income* for all units/tenants listed in the *Detail Window*. *Excess Income* amounts are calculated automatically for each unit/tenant entry (when *Collection* amounts exceed *Basic Rent*).

### Less Amount Retained for HUD-Approved Purposes



This is the total amount of *Excess Income* that will be retained by the project for HUD-Approved purposes. The default amount will always be set to zero. To change this amount, simply click-on the amount field and enter the desired amount.

#### Total Net Excess Income due HUD this month

The program automatically calculates this figure by taking the amount of *Total Rental Collections in Excess of Basic Rent* and subtracting *Amount Retained for HUD-Approved Purposes*.

#### Unit/Tenant Information Detail Window

The following information is pulled from *Unit Data* in order to calculate and generate this report ...

**Unit No.** - The current unit number.

**Tenant Name** - The full name of the Head of Household. If the unit was unoccupied during the reporting month, the word VACANT will be displayed.

**Days** - This is the total number of days (within the reporting month) the unit was either occupied by the *Tenant Name* listed or unoccupied when listed as *Vacant*.

**Basic Rent** - This is the *Basic Rental Charge* amount for each unit in the month being reported.

**Collections** - This is the total amount of *Tenant Rental Payment* paid within the month being reported.

Note: When information is retrieved from *Unit Data* for this report, the amount the tenant owes (*Tenant Rental Payment*) for the month being reported is displayed as the *Collections* amount. If a tenant did not pay what they owed, the user can make changes to the *Collections* amount by *Updating* the selected tenant entry line.

**Excess Income** - This is the amount collected as *Tenant Rental Payment* in excess of the *Basic Rent Charge* for each unit in the month being reported.

Note: This amount is automatically calculated.

#### Output

**Copies** - Use this data entry field to type in the desired number of printed copies to generate.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

#### Print HUD-93104 Report

Click-on this button to generate the *HUD-93104 Monthly Report of Excess Income*, as detailed at this window. Printing is immediate.

#### Add

To add a new Unit/Tenant entry line to this report, click-on the *Add* button. A *HUD-93104 Tenant Entry Update* window will appear which allows the user to manually edit report details. Refer to *Update* instructions provided below.

#### Remove

To delete a Unit/Tenant entry line from the report, select (click-on) the desired entry line, click-on the *Remove* button and click-on YES at the *Are You Sure* window that appears. The entry line will be removed from the report.

### Update

To change Unit/Tenant entry information, select (click-on) the desired entry line and click-on the *Update* button. A *HUD-93104 Tenant Entry Update* window will appear ...

Unit/Tenant Entry Update ...

Unit Number :	108
Tenant Name :	MOUNDS, CAROL M
Subsidy Type :	N/A
Gross Rent Collected \$	1,295
Basic Rent \$	895
Excess Above Basic Rent \$	0

OK Cancel

This window allows the user to modify Unit/Tenant information. Press [TAB] or [ENTER] to move cursor from field to field. Click-on **OK** to save and exit the *Update* window. Click-on **Cancel** to exit the *Update* window without saving changes.

### Cancel

Click-on **Cancel** to exit out of the *HUD-93104 Excess Income Report Detail* window.

## 9.4 HUD-27061 Race & Ethnic Data Reporting

### Overview

This feature generates a HUD-27061 Race & Ethnic Data Reporting form based on information that exists for current Tenants or active Waiting List Applicants.

Note: To see a detailed list of tenants or applicants that make up the totals reported on the HUD-27061 form, generate a *Race / Ethnicity Report* that is provided in the *Reports* menu.

To access the *HUD-27061 Race & Ethnic Data Reporting* window, click-on **HUD > HUD-27061 Race & Ethnic Reporting**. The *HUD-27061 Race & Ethnic Data Reporting - Setup Window* will appear ...

**HUD-27061 - Race & Ethnic Data Reporting ...**

**Setup**

This feature will generate a HUD-27061 Race & Ethnic Data Reporting form as of the Report Date selected, based on selection information defined below.

☒ By Project Filename : HUDDemo ▾

☐ Multi-Property Reports : ALLDEMO ▾

Beginning Date : April ▾ 1 ▾ 2019 ▾

Ending Date : April ▾ 30 ▾ 2019 ▾

☐ Exclude Market Renter ( MKT ) Tenants / Units

**Data Source**

☒ Tenant Certifications

☐ Waiting List Applicants

**Include on Report**

☒ HEAD Member Only

☐ ALL Household Members

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help

OK Cancel

### Setup

The HUD-27061 Race & Ethnic Data Reporting form can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a HUD-27061 form for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a HUD-27061 form in *Multi-Property* Mode. The program will automatically generate a form for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

Note: *Beginning & Ending Date* selection is only applicable when *Tenant Certification* ( based on Tenant Occupancy ) is selected. Only Beginning Date selection is applicable when *Waiting List* is selected, as this report will be based on active applicants that existed in the month & year defined.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the report.

### Data Source

**Tenant Certifications** - This selection will generate the HUD-27061 form that includes all *Tenants* that existed on the *Report Date* defined above and pull report information (*Race & Ethnicity*) from the *Tenant Certification* in effect during that time.

Note: Only tenants that have *TC History* will be included on this form.

**Waiting List Applicants** - This selection will generate the HUD-27061 form that includes all *Active Applicants* that existed on the *Report Date* defined above and pull report information (*Race & Ethnicity*) from the *Waiting Listing* file.

Note: *Active Applicants* are applicant households that are still eligible for future housing and do not have *Leased, Removal, Rejected, or Inactive Dates* on file.

### Include on Report

**HEAD Member Only** - When selected, the HUD-27061 form will only include information relating to the *Head Tenant/Applicant* of each household.

**ALL Household Members** - When selected, information on all *Tenant/Applicant* household members will be included on the report.

### Output

This menu section allows the user to select where the form will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *HUD-27061 Race & Ethnic Data Reporting* form, as defined in this setup window.

### Cancel

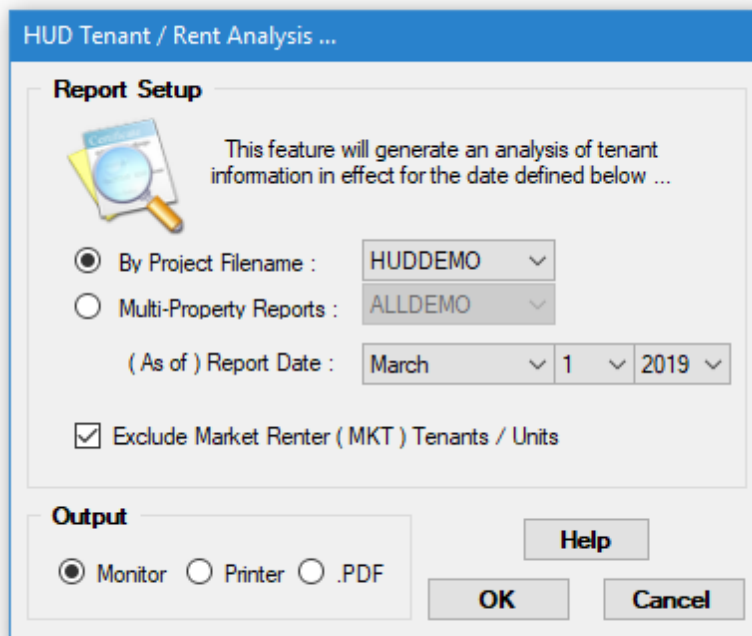
Click-on **Cancel** to exit out of the *HUD-27061 Race & Ethnic Data Reporting* window.

## 9.5 HUD Tenant/Rent Analysis

### Overview

This feature allows the user to analyze their *HUD Unit/Tenant Data* to insure this information is properly recorded and determine various tenant status. This analysis provides a summary of each unit for the time period defined. Just a glance at this report will determine if proper rent and HAP amounts are being used. It details total *Tenant Rents*, *HAP payments*, *Utility Refunds*, *Vacant Units*, etc.. An *Analysis Column* notifies the user of any discrepancies the program has with unit/tenant information being reported.

To access the *HUD Tenant/Rent Analysis* window, click-on **HUD > HUD Tenant/Rent Analysis**.



### Setup

*HUD Tenant/Rent Analysis Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *HUD Tenant Rent Analysis* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *HUD Tenant/Rent Analysis* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**( As of ) Report Date** - Select the desired *Month Day & Year* of unit/tenant information to report, using the pull down lists. Only unit/tenant information in effect during the month day & year selected will be reported on this summary.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the analysis.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *HUD Tenant/Rent Analysis*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *HUD Tenant/Rent Analysis* window.

### Analysis Code Column

The Analysis Column on the far right hand side of the this report is where the program will advise the user of possible unit/tenant data problems it detected or items that just need to be noted. The abbreviated codes reported in the Analysis Column are as follows ...

**VAC** - The unit is being recognized as being *Vacant* for the time period defined.

**LSE** - The current lease date maintained in *Unit Data* for this unit is either an invalid/incomplete date or is an expired lease date with no future certification having yet been activated.

**SIZE** - A missing or invalid *Unit Size* exists for this unit.

**INC** - This tenant's gross annual income is zero.

**HAP** - The tenant rent rate or HAP amount is not correct in Unit Data for the time period defined. In other words (Tenant Rent + HAP Amount does not = Contract Rent).

**SEC8** - The program recognizes this a *Section 8* Unit.

**RSUP** - The program recognizes this a *Rent Supplement* Unit.

**RAP** - The program recognizes this a *RAP* Unit.

**S236** - The program recognizes this a *Section 236* Unit.

**BMIR** - The program recognizes this a *BMIR* Unit.

**HUD** - The program recognizes this a *HUD-Owned* Unit.

**202PRAC** - The program recognizes this a *Section 202 PRAC* Unit.

**811PRAC** - The program recognizes this a *Section 811 PRAC* Unit.

**202/162PAC** - The program recognizes this a *Section 202/162 PAC* Unit.

**MKT** - The program recognizes this a *Conventional Market Renter* Unit.

**S42** - The program recognizes this a *Section 42 Tax Credit* Unit.

**SUB** - This tenant's monthly rent is *Owner Subsidized* Lower than the TC Calculated it.

**N-RA** - This *Basic Rent Tenant* is eligible for *RD Rental Assistance* when a unit of R/A becomes available.

## 9.6 HUD Income Targeting Report

### Overview

This feature allows the user to analyze move-in and initial certification history to determine income targeting compliance. This analysis lists each move-in and initial certification that was effective in the date range defined and provides the income status (Extremely Low, Very Low, & Lower) that existed at move-in or initial certification. A summary of overall income status is displayed at the end of the report. Just a glance at this report will determine if compliance with HUD Income Targeting requirements are being used.

To access the *HUD Income Targeting Report* window, click-on **HUD > HUD Income Targeting Report**.

**HUD Income Targeting Report ...**

**Report Setup Menu**

This feature provides a detailed listing of Move-In Admissions and Initial Certification activity to determine Income Targeting Compliance for the reporting period defined below.

☒ By Project Filename
 ☐ Multi-Property Reports

Beginning Date : January 2018  
 Reporting Period ... Ending Date : December 2018

☒ HUD Section 8 Units Only  
☐ Move-In's Only ( Exclude Initial Certifications )

**Output**

☒ Monitor
 ☐ Printer
 ☐ .PDF

Help OK Cancel

## Setup

HUD Income Targeting Reports can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *HUD Income Targeting Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *HUD Income Targeting Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Reporting Period (Beginning Date)** - This *Month & Year* date establishes the first day of the reporting period. Use the pull down lists to select the desired *Month & Year*.

**Reporting Period (Ending Date)** - This *Month & Year* date establishes the last day of the reporting period which will be the last day of the *Month & Year* selected. Use the pull down lists to select the desired *Month & Year*.

Note: The *Reporting Period* can cover any month or multiple month time span.

**HUD Section 8 Units Only ( checkbox )** - Check this box to only include units with HUD Section 8 Subsidy Types.



**Move-In's Only ( Exclude Initial Certifications ) ( checkbox )** - Check this box to only list Move-In Certifications ( not Initial Certifications ).

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *HUD Tenant/Rent Analysis*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *HUD Income Targeting Report* window.

## 9.7 HUD 4350.3 REV 1 Handbook

To access the HUD 4350.3 Handbook, click-on (from your FHA Software main menu) ...

**HUD > HUD 4350.3 REV 1 Handbook**

Note: Only available with FHA3/4/5/6 Packages.

## 9.8 TRACS/MAT File Submissions

### 9.8.1 TRACS/MAT - Tenant Assistance Changes

#### 9.8.1.1 Overview

### Overview

Instead of sending paper copies of tenant change and subsidy payment request forms through the mail, HUD/TRACS has adopted the ability to accept electronic submission of these forms. FHA Software complies with electronic submission requirements established by HUD/TRACS with the built-in iMAX Communications feature.

Below are common terms used throughout the discussion of HUD/TRACS electronic submission compliance ...

**Tenant Rental Assistance Certification System ( TRACS )** - is the name of the automated system database adopted by HUD which captures all rental assistance data to ensure the accuracy of subsidy payments. By automating manual forms processing on-site, the ease of transferring tenant data information to the TRACS database significantly improves financial management and control HUD needs to bring financial integrity to its rental assistance programs..

**Monthly Activity Transmission ( MAT ) File** - is a structured data file, created by FHA Software, that contains tenant change data information (HUD-50059's, move-outs, terminations, transfers, unit addresses, etc.) or HUD-52670 HAP Voucher information which is electronically submitted to the TRACS system database using the built-in iMAX Communications feature. Normal processing of HUD-50059 Certifications, Move-Outs, Unit Transfers, Subsidy Terminations and Gross Rent Changes automatically provides the information necessary when submitting this data ( *Tenant Changes* ) to TRACS.

## Monthly Tenant & Voucher MAT file Submission Routine ...

Summarized below is our recommended steps in timing your electronic submissions to HUD/TRACS ...

Note: You can send manually created MAT Files containing tenant changes any time and as often as you desire, but remember that for each MAT file you send to TRACS you will receive a minimum of two HUD Response Messages in return. For a small project this is no problem, but for larger &/or multiple projects this gets to be a lot of messages to keep track of. It's up to you to decide what routine best fulfills your needs. However, we recommend submitting the Tenant MAT file ( that is automatically created when you print your entire HAP Voucher Request forms ) with your Voucher Request MAT file ( also automatically created when you print your entire HAP Voucher Request forms ) between the 1st and 10th day of each month.

### Step 1.) MONTHLY ( Ongoing )

Continue processing normal tenant changes as they occur, such as creating Tenant Certifications and putting them into effect when signatures are acquired, implementing Move-out Notification Dates and Vacating Units when keys are returned, Unit Transfers, Gross Rent Changes, etc. Be sure to periodically run and review the following reports to verify status of Tenant Changes and Recertification expirations ...

HUD Tenant/Rent Analysis  
Certification Expiration Report  
Change Data Summary

Note: FHA Software is not locked in time. Therefore, Tenant Changes can be fully processed without the fear of overwriting prior Tenant Change information.

### Step 2.) 1st to 10th - GENERATE THE ENTIRE HUD-52670 HAP VOUCHER

Between the first and tenth day of each month, start generating your monthly HUD-52670 HAP Voucher (which is normally done 30 days in advance). For example, July's voucher should be generated around the first of June, August's voucher should be generated around the first of July, and so on. When you finally generate an entire HUD-52670 HAP Voucher Request that will be signed and electronically submitted to your TRACS/CA for payment, a matching Tenant ( MAT10 Record ) and Voucher ( MAT30 Record ) MAT file will automatically exist in your TRACS/MAT file directory.

**Step 3.) TRANSMIT YOUR TENANT & VOUCHER MAT FILES TO TRACS**

When you have printed, reviewed and determined that a HAP Voucher Request is ready to be electronically submitted to your TRACS/CA, use the built-in iMAX Communications feature to submit both Tenant & Voucher MAT files to your TRACS/CA. This electronic submission process should be done before the 10th day of each month.

**Step 4.) MONITOR YOUR TRACS MAILBOX FOR MESSAGES**

Within 24 to 48 hours, you will receive a HUD/TRACS Response to your MAT file. If the HUD/TRACS Response Message advises that there were no errors, proceed with step # 8 below. Otherwise, determine, correct and resubmit the necessary changes until TRACS returns you a *TRACS Generated Voucher ID Number* or your TRACS/CA has officially accepted your Voucher submission.

**Step 5.) PRINT OUT ALL HUD RESPONSE MESSAGES**

Get into the habit of printing and filing all *HUD/TRACS Response Messages* for future reference. This file will become your proof of submission and acceptance if ever the day comes that HUD/TRACS does not pay your subsidy on the bases that information was not submitted &/or accepted on time.

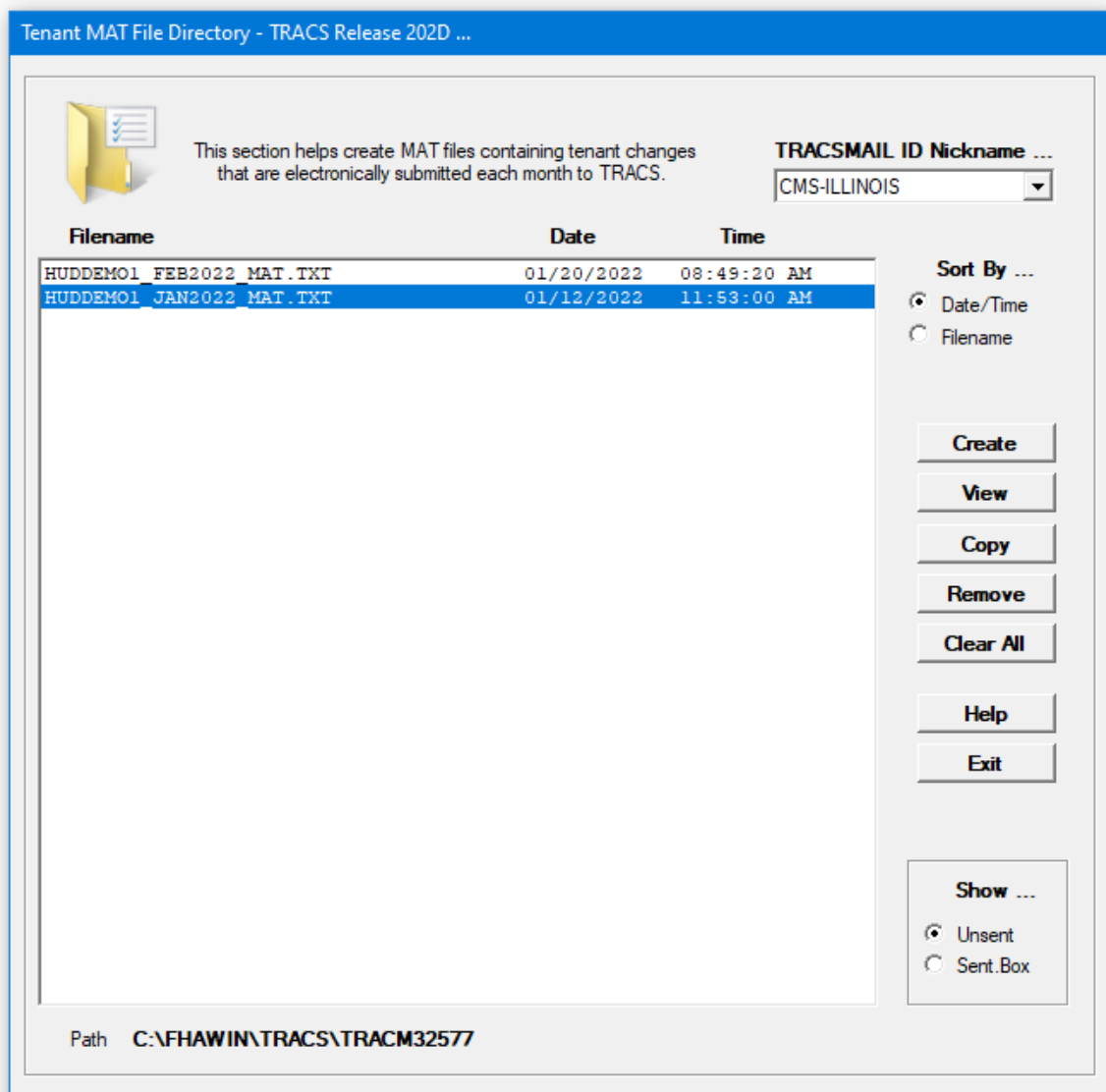
**Related MAT File Submission links ...**

MAT File Directory  
View an Existing MAT File  
Copy MAT File

**9.8.1.2 MAT File Directory**

This window section helps create MAT files containing tenant changes that are electronically submitted each month to HUD/TRACS.

Click-on **HUD > TRACS/MAT File Submissions > MAT - Tenant Assistance Changes** to access the *MAT File Directory* window ...



The *MAT File Directory* window displays a list of existing Unsent MAT files in chronological (newest to oldest) order. Listed is the Filename of each MAT file along with the Date & Time the file was created. The following options are available at this window ...

### TRACSMail ID Nickname

When displayed, select the Destination TRACSMail ID Nickname to view Unsent &/or Sent Box MAT file contents.

Note: This pull-down menu option is only displayed when the "*Individualize HUD/TRACS MAT File Outbox folder locations by each project's Destination TRACSMail ID*" checkbox has been checked in the DATA PATHS feature window.

Note: TRACSMail ID Nicknames are setup in the iMAX Communication - ADDRESS BOOK feature window.

### Sort By

Click-on the **Date/Time** bullet to sort MAT files displayed by file *Date/Time*.  
Click-on the **Filename** bullet to sort MAT files displayed alphabetically by *Filename*.

Note: Default sort is by file *Date/Time*.

### Create

To manually *Create* a new MAT File, click-on the **Create** button. A Create a new MAT File Creation Process window will appear.

### View

To *View* information of an existing MAT file, click-on the **Filename** of the desired *MAT file* from the list and click-on the **View** button. A View Existing MAT Files window will appear.

### Copy

To *Copy* an existing MAT file, click-on the **Filename** of the desired MAT file from the list and click-on the **Copy** button. A Copy MAT File window will appear.

### Remove

To *Remove* an existing MAT file from the *MAT File Directory*, click-on the **Filename** of the desired MAT file from the list and click-on the **Remove** button. The selected MAT file will be immediately removed from the list.

### Clear All

To *Clear All* existing MAT files from the *MAT File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all MAT files will be immediately removed from the list.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Exit

Click-on **Exit** to exit out of the *MAT File Directory* window.

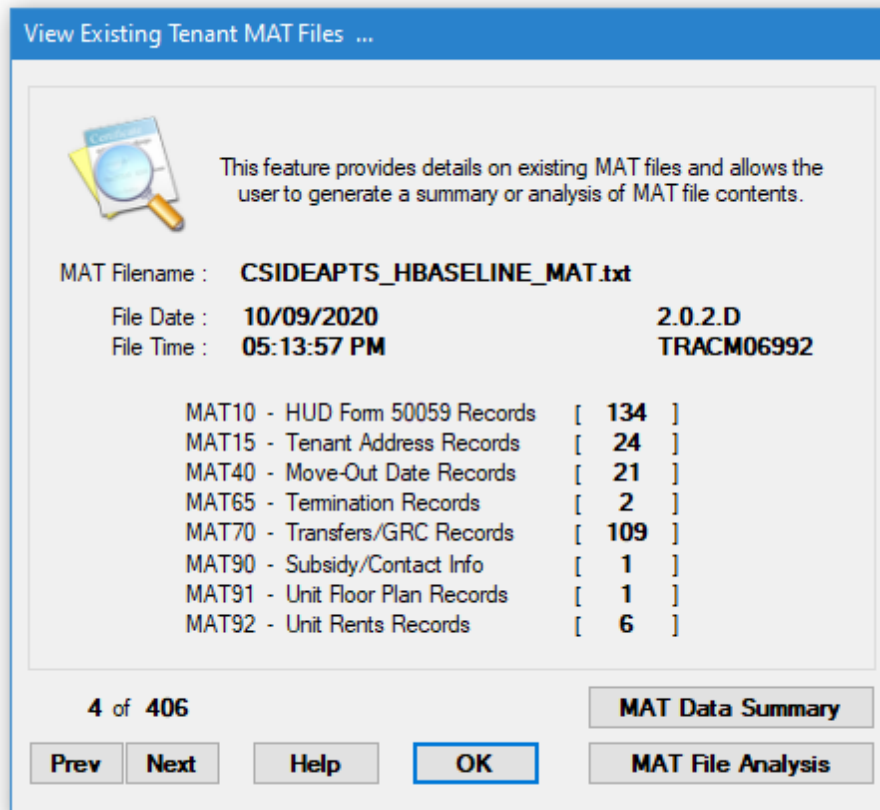
### Show ...

Click-on the **Unsent** bullet to list MAT Files from the Unsent TRACS folder.  
Click-on the **Sent.Box** bullet to list MAT Files from the Sent.Box folder.

Note: The Unsent bullet is selected by default.

### 9.8.1.3 MAT File Directory - View Option

To View information on an existing MAT file, click-on the **Filename** of the desired *MAT* file from the *MAT File Directory* and click-on the **View** button. A *View Existing MAT Files* window will appear ...



Information about the MAT File selected will be displayed, including the total number of *Tenant Change Records* placed in the file. The following options are available at this window ...

#### Prev/Next

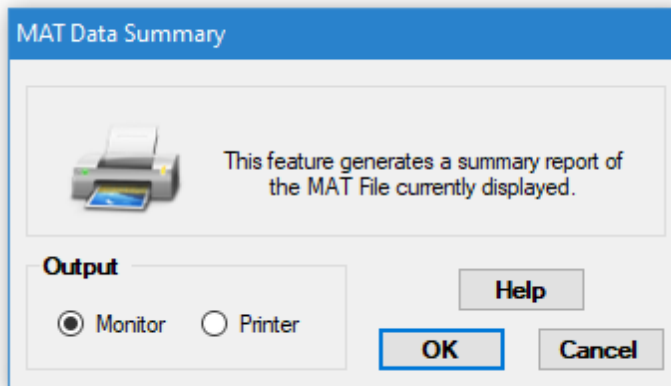
Click-on **Prev/Next** to move backward and forward through the list of existing *MAT Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### MAT Data Summary

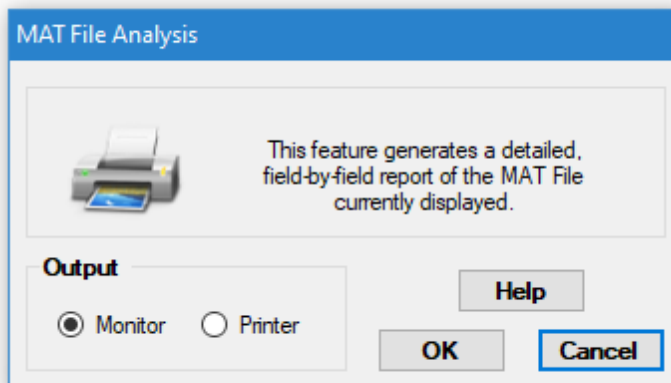
This report provides a printed summary of *Tenant Change Records* included in the MAT file currently selected. To print a *MAT Data Summary*, click-on the **MAT Data Summary** button A print setup window will appear ...



Click-on **Monitor** to display report on the screen.  
Click-on **Printer** to generate report at the defaulted Windows printer.  
Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing an *MAT Data Summary*.  
Click-on **Cancel** to exit out of the print option.

### **MAT File Analysis**

This report provides a printed detail ( Data Field by Data Field ) of the MAT file currently selected. To print an *MAT File Analysis*, click-on the **MAT File Analysis** button A print setup window will appear ...



Click-on **Monitor** to display report on the screen.  
Click-on **Printer** to generate report at the defaulted Windows printer.  
Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing an *MAT File Analysis*.  
Click-on **Cancel** to exit out of the print option.

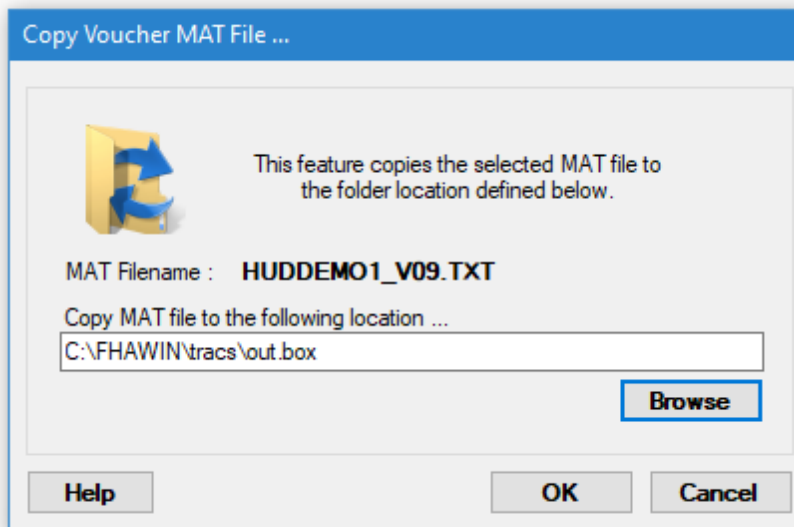
### **OK**

Click-on the **OK** button to return to the *MAT File Directory* window.

#### 9.8.1.4 MAT File Directory - Copy Option

This feature copies an existing MAT file to any existing drive or folder.

To *Copy* an existing MAT file, click-on the **Filename** of the desired MAT file from the list and click-on the **Copy** button. A *Copy MAT File* window will appear.



The following options are available at this window ...

##### **MAT Filename**

This item displays the full name of the MAT file that was selected to be copied.

Note: This is for information only and cannot be changed at this window. If the filename is incorrect, click **Cancel** and reselect the proper MAT file from the MAT File Directory list before clicking on the **Copy** button.

##### **Copy MAT file**

Click-on the **Browse** button to access a menu-driven ability for selecting the desired drive location to copy the selected MAT file to.

##### **OK**

To proceed with the *Copy MAT File* process, click-on the **OK** button.

##### **Cancel**

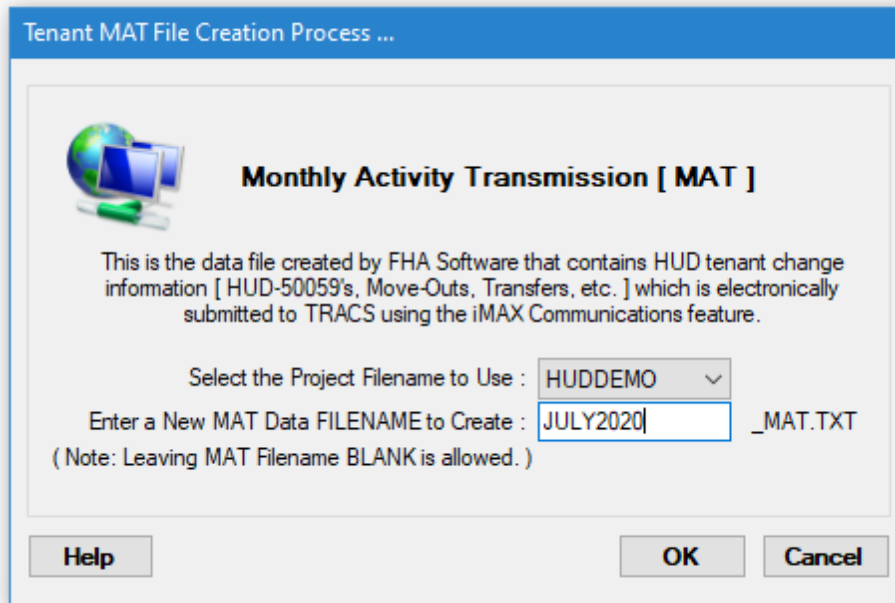
Click-on the **Cancel** button to exit out of this process.



### 9.8.1.5 MAT File Creation - Filename Entry

This process creates a new MAT file containing tenant changes that are electronically submitted each month to HUD/TRACS.

Click-on **HUD > TRACS/MAT File Submissions > MAT - Tenant Assistance Changes** to access the *MAT File Directory* window. Click-on the **Create** button to view the initial *MAT File Creation Process* window which asks for a new *Filename* to create ...



The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button to view a list of available project filenames and click-on the desired property for which you wish to create a new MAT file.

#### Enter a New MAT Data FILENAME to Create

Each new MAT file must be given a unique 8 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the MAT file you are creating will contain December 2013 tenant changes, name that MAT file .. DEC2013. When creating a MAT file that will contain your January 2014 tenant changes, name that MAT file .. JAN2014, and so on. If this will be the second MAT file you've created for January 2014, then name that MAT file .. JAN2013\_2. Use whatever naming process makes sense to you. Your project filename will automatically be part of the MAT filename created ( ex: HUDDemo\_SEPT2013\_MAT.TXT ). So, you can use the name SEPT2013 to identify the MAT file contents and it can be used for all project MAT files.

Note: Due to HUD/TRACS filename restrictions, your MAT file filename can only consist of letters, numbers, an underline or a dash, and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The file extension [ \_MAT.TXT ] will automatically be added to your filename making actual file labels similar to OAK\_0100\_MAT.TXT, GRN\_DEC2012\_MAT.TXT, VLLG\_1101\_MAT.TXT, etc..

Note: MAT Filename can be left BLANK. This will result in the MAT file being created with just the project filename.

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *MAT File Creation Process* for the *MAT Filename* currently entered, click-on the **OK** button. An *MAT File Creation Process - Selection Summary* window will appear.

### Cancel

Click-on the **Cancel** button to exit out of the *MAT File Creation Process*.

## 9.8.1.6 MAT File Creation - Selection Summary

The *MAT File Creation Process - Selection Summary* window provides the total number of currently selected for each tenant change record type. Adding tenant change records to a MAT file can be done by manually selecting tenant change records or through an automated tenant change record selection process.

There are five *HUD/TRACS Tenant Change Record* types ...

- \* MAT10 - HUD Form 50059 Records
- \* MAT15 - Tenant Address Records
- \* MAT40 - Move-Out Date Records
- \* MAT65 - Termination Records
- \* MAT70 - Unit Transfers & GRC Records

Tenant MAT File Creation Process ...

**Selection Summary**

Project : HUDDemo  
MAT Filename : HUDDemo\_JULY2020\_MAT.TXT

MAT10 - HUD Form 50059	[ 0 ]	Records Currently Selected
MAT15 - Tenant Address	[ 0 ]	Records Currently Selected
MAT40 - Move-Out Date	[ 0 ]	Records Currently Selected
MAT65 - Terminations	[ 0 ]	Records Currently Selected
MAT70 - Unit Transfers/GRC	[ 0 ]	Records Currently Selected

☐ Submit selected MAT10 - HUD Form 50059 Records with Baseline

Help Automated Selection Process Save Cancel

The following options are available at this window ...

#### **MAT10 - HUD Form 50059**

Click-on the **MAT10 - HUD Form 50059** button to view, add &/or remove *Tenant Certification* related tenant change records ( Move-Ins, Initials, Annuals, Interims, Corrections, and Interim/Unit Transfers ) to the MAT file being created. When clicked, a **Tenant Changes Selected** window will appear.

#### **MAT15 - Tenant Address**

Click-on the **MAT15 - Tenant Address** button to view, add &/or remove *Unit/Tenant Address* information to the MAT file being created. When clicked, a **Tenant Address Selected** window will appear.

#### **MAT40 - Move-Out Date**

Click-on the **MAT40 - Move-Out Date** button to view, add &/or remove *Move-Out (Vacate)* related tenant change records to the MAT file being created. When clicked, a **Tenant Changes Selected** window will appear.

#### **MAT65 - Terminations**

Click-on the **MAT65 - Termination** button to view, add &/or remove *Subsidy Termination* related tenant change records to the MAT file being created. When clicked, a **Tenant Changes Selected** window will appear.

#### **MAT70 - Unit Transfers/GRC**

Click-on the **MAT70 - Unit Transfers/GRC** button to view, add &/or remove *Unit Transfer &/or Gross Rent Change* related tenant change records to the MAT file being created. When clicked, a **Tenant Changes Selected** window will appear.

**Submit selected MAT10 - HUD Form 50059 Records with Baseline Indicators**

This *Baseline Indicator* feature enables Owner/Agents to establish or reestablish a baseline certification for an existing tenant, using the current HUD-50059 ReCertification in effect, regardless of certification action type. Normally, only Move-In & Initial HUD-50059's can establish a tenant in TRACS. When submitting a HUD-50059 with a Baseline Indicator, the HUD-50059 will be accepted by TRACS regardless as to what already does or does not exist for that tenant in the TRACS database. To submit all HUD-50059 Certifications that are included as MAT10 Records with a *Baseline Indicator*, simply click-on a check mark for this option.

Usage example #1: When a Statewide Contract Administrator (CA) requests that you send them a complete Baseline MAT file of current HUD-50059's. Just before saving this MAT file, click-on a check mark for this option.

Usage example #2: When tenant information does not exist in the TRACS Database and you want to submit the current Annual Recertification as the first submission to establish this tenant in TRACS. Just before saving this MAT file, click-on a check mark for this option.

Note: *Baseline Indicator* only applies to *MAT10 - HUD Form 50059 Records*.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**Automated Selection Process**

Based on Effective Dates embedded within each tenant change processed throughout FHA Software, this program can automatically add applicable tenant changes to a MAT file for you in one quick and easy step. This eliminates having to manually select each applicable tenant change record for the MAT file.

Click-on the **Automated Selection Process** button and an Automated Selection Process window will appear.

**Save**

Click-on the **Save** button to save the MAT file and return to the *MAT File Directory* window.

**Cancel**

Click-on the **Cancel** button to exit out of the *MAT File Creation Process* without saving changes.

**9.8.1.7 MAT File Creation - MAT10 HUD Form 50059**

Click-on the **MAT10 - HUD Form 50059** button to view, add &/or remove *Tenant Certification* related tenant change records ( Move-Ins, Initials, Annuals, Interims, Corrections, and Interim/Unit Transfers ) to the MAT file being created.

The following window will appear which displays a list of MAT10 Tenant Changes currently selected ...

Tenant Changes Selected ...

**MAT10 - HUD 50059**

Current Project : **HUDDemo**    MAT Filename : **HUDDemo\_JULY2020\_MAT.TXT**

Project	Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
HUDDemo	303	Karrick	1BR	09/01/2020	Move-In	115	366
HUDDemo	304	MILLER	1BR	03/01/2020	C-AR (3)	68	413
HUDDemo	306	O'TOOLE	1BR	09/01/2020	Annual	109	372
HUDDemo	309	LOY	1BR	09/01/2020	Annual	289	192
HUDDemo	310	GILBERT	1BR	09/01/2020	Annual	115	366
HUDDemo	312	Davis	1BR	08/01/2020	Move-In	206	275
HUDDemo	313	COX	1BR	03/01/2020	C-AR (3)	134	347
HUDDemo	315	BARNARD	1BR	08/01/2020	Annual	91	390
HUDDemo	317	DUNFEE	1BR	10/01/2020	Annual	158	323
HUDDemo	320	FREAND	1BR	10/01/2020	Annual	313	168
HUDDemo	321	OQUINN	1BR	07/01/2020	C-AR (1)	109	372
HUDDemo	322	RIDENBARK	1BR	06/01/2020	C-AR (2)	247	234
HUDDemo	323	Godar	1BR	08/31/2020	Move-In	200	281
HUDDemo	324	GIBSON	1BR	04/01/2020	C-AR (3)	121	360
HUDDemo	325	Jones	1BR	07/01/2020	C-MI (1)	143	338
HUDDemo	327	HEATON	1BR	03/01/2020	C-MI (3)	465	16
HUDDemo	328	FREAND	1BR	09/01/2020	Annual	203	278
HUDDemo	329	SUTTLES	1BR	10/01/2020	Annual	109	372
HUDDemo	330	ONTIS	1BR	07/01/2020	C-AR (1)	207	274
HUDDemo	332	WHITTLEMAN	1BR	05/01/2020	C-AR (2)	-41	522
HUDDemo	333	FREAND	2BR	07/01/2020	C-AR (1)	267	252
HUDDemo	334	JONES	2BR	09/01/2020	Annual	324	195
HUDDemo	339	STAMPER	1BR	03/01/2020	C-AR (3)	83	398
HUDDemo	340	Hutchinson	1BR	06/01/2020	C-AR (2)	260	221
HUDDemo	341	FREAND	1BR	07/01/2020	C-AR (1)	237	244

The following options are available at this window ...

## Add a Tenant Change

Click-on the **Add a Tenant Change** button to add a new *Tenant Change Record* to the MAT file being created. The following window appears ...

Add a New Unit ...

**MAT10 - HUD-50059**  
Current Project **HUDDMO**

To ADD a record to this MAT file, click-on the desired Tenant Change below and then click SELECT.  
To ADD all Tenant Change records displayed below to this MAT file, simply click INCLUDE ALL.

Note: Tenant Changes listed below ☒ Includes ☐ Excludes records already electronically

Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
*303	Karrick	1BR	09/01/2020	Move-In	115	366
*304	MILLER	1BR	03/01/2020	C-AR (3)	68	413
*306	O'TOOLE	1BR	09/01/2020	Annual	109	372
*309	LOY	1BR	09/01/2020	Annual	289	192
*310	GILBERT	1BR	09/01/2020	Annual	115	366
*312	Davis	1BR	08/01/2020	Move-In	206	275
*313	COX	1BR	03/01/2020	C-AR (3)	134	347
*315	BARNARD	1BR	08/01/2020	Annual	91	390
*317	DUNFEE	1BR	10/01/2020	Annual	158	323
*320	FREAND	1BR	10/01/2020	Annual	313	168
*321	OQUINN	1BR	07/01/2020	C-AR (1)	109	372
*322	RIDENBARK	1BR	06/01/2020	C-AR (2)	247	234
*323	Godar	1BR	08/31/2020	Move-In	200	281
*324	GIBSON	1BR	04/01/2020	C-AR (3)	121	360
*325	Jones	1BR	07/01/2020	C-MI (1)	143	338
*327	HEATON	1BR	03/01/2020	C-MI (3)	465	16
*328	FREAND	1BR	09/01/2020	Annual	203	278
*329	SUTTLES	1BR	10/01/2020	Annual	109	372
*330	ONTIS	1BR	07/01/2020	C-AR (1)	207	274
*332	WHITTLEMAN	1BR	05/01/2020	C-AR (2)	-41	522
*333	FREAND	2BR	07/01/2020	C-AR (1)	267	252
*334	JONES	2BR	09/01/2020	Annual	324	195
*339	STAMPER	1BR	03/01/2020	C-AR (3)	83	398
*340	Hutchinson	1BR	06/01/2020	C-AR (2)	260	221
*341	FREAND	1BR	07/01/2020	C-AR (1)	237	244

Include All      Select      Cancel

The following options are available at this window ...

### Includes / Excludes

When the user is initially brought to the *Add a Tenant Change* window, the list of *Tenant Change Records* defaults to showing only *Tenant Changes* that have not yet been placed in a MAT file for electronic submission to TRACS ( with *Excludes* option bulleted ). Excluding *Tenant Change Records* that have already been submitted eliminates the possibility of mistakenly resubmitting them again.

**Includes** - When bulleted, the selection list of *Tenant Change Records* will include all *Tenant Change Records* that is on file. This option allows the user to select and resubmit *Tenant Changes* that may have already been electronically submitted previously.

Note: When displaying all tenant change records, astericks (\*) noted to the left of unit numbers designate that the tenant change record has already been electronically submitted.

**Excludes** - When bulleted, the selection list of *Tenant Change Records* will not include *Tenant Changes* that have already been placed in an MAT file for electronic submission previously.

Note: When *Tenant Changes* are placed in an MAT file that is saved, the date this was processed is recorded as a *TRACS Date* in the *Tenant Change Record* ( *Tenant Certification Data* or *Changes to Tenant Status Data* ). The existence of an *TRACS Date* determines if the *Tenant Change* will be included or excluded from the selection list.

Note: Only the last HUD-50059 Tenant Certification on file for each unit number will be displayed in this selection list. To select HUD-50059's from a list of previous *TC History*, select the *Previous Tenant Change* button provided at the previous window.

### **Include All**

Click-on the **Include All** button to include all *Tenant Change Records* from the selection list in the MAT file being created.

### **Select**

To add one *Tenant Change Record* from the selection list, click-on the desired *Tenant Change Record* line and click-on the **Select** button.

### **Cancel**

Click-on the **Cancel** button to return to the previous window without adding a tenant change record.

### **Remove a Tenant Change**

To remove a *Tenant Change Record* from the list, click-on the desired tenant change line in the list and click-on the **Remove a Tenant Change** button. The selected *Tenant Change Record* will be immediately removed from the list.

### **Previous Tenant Change**

Click-on the **Previous Tenant Change** button to add a new *Tenant Change Record* to the MAT file being created, from *Tenant Certification History*. The following window appears ...

Add a New Unit ...

Previous MAT10 - HUD-50059

Current Project HUDDemo Unit No. : 327

Select the Unit Number to list all Tenant Certifications on file.  
 To ADD a record to this MAT file, click-on the desired Tenant Change below and then click SELECT.  
 To ADD all Tenant Change records displayed below to this MAT file, simply click INCLUDE ALL.

Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
*327	HEATON	1BR	03/01/2020	C-MI (3)	465	16
*327	HEATON	1BR	03/01/2020	C-MI (2)	465	7
*327	HEATON	1BR	03/01/2020	C-MI (1)	465	7
*327	WOOLDRIDGE	1BR	07/01/2019	C-AR (1)	127	345
*327	WOOLDRIDGE	1BR	07/01/2019	Annual	130	329
*327	WOOLDRIDGE	1BR	07/01/2018	C-AR (1)	236	223
*327	WOOLDRIDGE	1BR	07/01/2017	Annual	119	331
*327	WOOLDRIDGE	1BR	07/01/2016	Move-In	97	347
*327	MARGESON	1BR	04/01/2016	Annual	164	280
*327	MARGESON	1BR	04/01/2015	Annual	176	254

Include All Select Cancel

The following options are available at this window ...

### Unit Number

*Tenant Certification Changes* listed in this window will be for the *Unit Number* currently selected. The first unit in the project will always be the default *Unit Number* displayed. Use the pull down list button to view and select the desired *Unit Number*.

### Include All

Click-on the **Include All** button to include all *Tenant Certification Change Records* from the selection list in the MAT file being created.

### Select

To add one *Tenant Certification Change Record* from the selection list, click-on the desired *Tenant Certification Change Record* line and click-on the **Select** button.



## Cancel

Click-on the **Cancel** button to return to the previous window without adding a tenant change record.

## OK

Click-on the **OK** button to return to the *MAT File Creation - Selection Summary* window.

### 9.8.1.8 MAT File Creation - MAT15 Tenant Address

Click-on the **MAT15 - Tenant Address** button to view, add &/or remove *Unit/Tenant Address* information to the MAT file being created.

The following window will appear which displays a list of MAT15 Tenant Address Records currently selected ...

**Tenant Address Selected ...**

**MAT15 - Tenant Address**

Current Project : **HUDDemo**      MAT Filename : **HUDDemo\_JULY2020\_MAT.TXT**

Submit Address Information as a  
☒ Load    ☐ Change    ☐ Deletion

Project	Unit No.	Unit / Tenant Address
HUDDemo	301	1111 DEMONSTRATION ST, #301, DEMONSTRATION, IL 61786
HUDDemo	302	1111 DEMONSTRATION ST, #302, DEMONSTRATION, IL 61786
HUDDemo	303	1111 DEMONSTRATION ST, #303, DEMONSTRATION, IL 61786
HUDDemo	304	1111 DEMONSTRATION ST, #304, DEMONSTRATION, IL 61786
HUDDemo	305	1111 DEMONSTRATION ST, #305, DEMONSTRATION, IL 61786
HUDDemo	306	1111 DEMONSTRATION ST, #306, DEMONSTRATION, IL 61786
HUDDemo	307	1111 DEMONSTRATION ST, #307, DEMONSTRATION, IL 61786
HUDDemo	308	1111 DEMONSTRATION ST, #308, DEMONSTRATION, IL 61786
HUDDemo	309	1111 DEMONSTRATION ST, #309, DEMONSTRATION, IL 61786
HUDDemo	310	1111 DEMONSTRATION ST, #310, DEMONSTRATION, IL 61786
HUDDemo	311	1111 DEMONSTRATION ST, #311, DEMONSTRATION, IL 61786
HUDDemo	312	1111 DEMONSTRATION ST, #312, DEMONSTRATION, IL 61786
HUDDemo	313	1111 DEMONSTRATION ST, #313, DEMONSTRATION, IL 61786
HUDDemo	314	1111 DEMONSTRATION ST, #314, DEMONSTRATION, IL 61786
HUDDemo	315	1111 DEMONSTRATION ST, #315, DEMONSTRATION, IL 61786
HUDDemo	316	1111 DEMONSTRATION ST, #316, DEMONSTRATION, IL 61786
HUDDemo	317	1111 DEMONSTRATION ST, #317, DEMONSTRATION, IL 61786
HUDDemo	318	1111 DEMONSTRATION ST, #318, DEMONSTRATION, IL 61786
HUDDemo	319	1111 DEMONSTRATION ST, #319, DEMONSTRATION, IL 61786
HUDDemo	320	1111 DEMONSTRATION ST, #320, DEMONSTRATION, IL 61786
HUDDemo	321	1111 DEMONSTRATION ST, #321, DEMONSTRATION, IL 61786
HUDDemo	322	1111 DEMONSTRATION ST, #322, DEMONSTRATION, IL 61786
HUDDemo	323	1111 DEMONSTRATION ST, #323, DEMONSTRATION, IL 61786
HUDDemo	324	1111 DEMONSTRATION ST, #324, DEMONSTRATION, IL 61786
HUDDemo	325	1111 DEMONSTRATION ST, #325, DEMONSTRATION, IL 61786
HUDDemo	326	1111 DEMONSTRATION ST, #326, DEMONSTRATION, IL 61786
HUDDemo	327	1111 DEMONSTRATION ST, #327, DEMONSTRATION, IL 61786
HUDDemo	328	1111 DEMONSTRATION ST, #328, DEMONSTRATION, IL 61786
HUDDemo	329	1111 DEMONSTRATION ST, #329, DEMONSTRATION, IL 61786
HUDDemo	330	1111 DEMONSTRATION ST, #330, DEMONSTRATION, IL 61786
HUDDemo	331	1111 DEMONSTRATION ST, #331, DEMONSTRATION, IL 61786
HUDDemo	332	1111 DEMONSTRATION ST, #332, DEMONSTRATION, IL 61786
HUDDemo	333	1111 DEMONSTRATION ST, #333, DEMONSTRATION, IL 61786

**Add a Tenant Address**      **Remove a Tenant Address**      **OK**

The following options are available at this window ...

### Submit Address Information as a .. Load / Change / Deletion

Within each Tenant Address Record is an indication of the submission type which tells TRACS why address information is being submitted.

**Load** - The very first *Tenant Address Record* submission which establishes an address in TRACS is considered a *Load*. A *Tenant Address Load* would be submitted with a Baseline Submission or with a Move-In or Initial HUD-50059 for a project that does not have an eight character HUD Project Number.

Note: The program will automatically include a *MAT15 - Tenant Address Record* (Load) for each Move-In or Initial HUD-50059 that is saved in a normal MAT file.

**Change** - *Tenant Address Records* that are sent to change or correct address information that already exists in TRACS should be sent with an address *Change* indicator.

**Deletion** - If for some reason you need to delete existing address information in TRACS, submit address information with an address *Deletion* indicator.

Note: The default *Tenant Address Indicator* is set for *Load*.

### Add a Tenant Address

Click-on the **Add a Tenant Address** button to add a new *Tenant Address Record* to the MAT file being created. The following window appears ...

Add a New Unit ...

**MAT15 - Tenant Address**  
Current Project **HUDDMO**

To ADD a record to this MAT file, click-on the desired Tenant Address below and then click SELECT.  
To ADD all Tenant Address records displayed below to this MAT file, simply click INCLUDE ALL.

Unit No	Unit / Tenant Address
301	1111 DEMONSTRATION ST, #301, DEMONSTRATION, IL 61786
302	1111 DEMONSTRATION ST, #302, DEMONSTRATION, IL 61786
303	1111 DEMONSTRATION ST, #303, DEMONSTRATION, IL 61786
304	1111 DEMONSTRATION ST, #304, DEMONSTRATION, IL 61786
305	1111 DEMONSTRATION ST, #305, DEMONSTRATION, IL 61786
306	1111 DEMONSTRATION ST, #306, DEMONSTRATION, IL 61786
307	1111 DEMONSTRATION ST, #307, DEMONSTRATION, IL 61786
308	1111 DEMONSTRATION ST, #308, DEMONSTRATION, IL 61786
309	1111 DEMONSTRATION ST, #309, DEMONSTRATION, IL 61786
310	1111 DEMONSTRATION ST, #310, DEMONSTRATION, IL 61786
311	1111 DEMONSTRATION ST, #311, DEMONSTRATION, IL 61786
312	1111 DEMONSTRATION ST, #312, DEMONSTRATION, IL 61786
313	1111 DEMONSTRATION ST, #313, DEMONSTRATION, IL 61786
314	1111 DEMONSTRATION ST, #314, DEMONSTRATION, IL 61786
315	1111 DEMONSTRATION ST, #315, DEMONSTRATION, IL 61786
316	1111 DEMONSTRATION ST, #316, DEMONSTRATION, IL 61786
317	1111 DEMONSTRATION ST, #317, DEMONSTRATION, IL 61786
318	1111 DEMONSTRATION ST, #318, DEMONSTRATION, IL 61786
319	1111 DEMONSTRATION ST, #319, DEMONSTRATION, IL 61786
320	1111 DEMONSTRATION ST, #320, DEMONSTRATION, IL 61786
321	1111 DEMONSTRATION ST, #321, DEMONSTRATION, IL 61786
322	1111 DEMONSTRATION ST, #322, DEMONSTRATION, IL 61786
323	1111 DEMONSTRATION ST, #323, DEMONSTRATION, IL 61786
324	1111 DEMONSTRATION ST, #324, DEMONSTRATION, IL 61786
325	1111 DEMONSTRATION ST, #325, DEMONSTRATION, IL 61786
326	1111 DEMONSTRATION ST, #326, DEMONSTRATION, IL 61786
327	1111 DEMONSTRATION ST, #327, DEMONSTRATION, IL 61786
328	1111 DEMONSTRATION ST, #328, DEMONSTRATION, IL 61786
329	1111 DEMONSTRATION ST, #329, DEMONSTRATION, IL 61786
330	1111 DEMONSTRATION ST, #330, DEMONSTRATION, IL 61786

Include All    Select    Cancel

The following options are available at this window ...

### Include All

Click-on the **Include All** button to include all *Tenant Address Records* from the selection list in the MAT file being created.

### Select

To add one *Tenant Address Record* from the selection list, click-on the desired *Tenant Address Record* line and click-on the **Select** button.

### Cancel

Click-on the **Cancel** button to return to the *MAT15 Tenant Address - Add/View/Remove* window without adding a tenant address record.

### Remove a Tenant Address

To remove a *Tenant Address Record* from the list, click-on the desired tenant address line in the list and click-on the **Remove a Tenant Address** button. The selected *Tenant Address Record* will be immediately removed from the list.

### OK

Click-on the **OK** button to return to the *MAT File Creation - Selection Summary* window.

#### 9.8.1.9 MAT File Creation - MAT40 Move-Out Date

Click-on the **MAT40 - Move-Out Date** button to view, add &/or remove *Move-Out (Vacate)* related tenant change records to the MAT file being created.

The following window will appear which displays a list of MAT40 Move-Out Date Records currently selected ...

The screenshot shows a window titled "Tenant Changes Selected ...". Inside, there's a section titled "MAT40 - Move-Out" with two labels: "Current Project : HUDDemo" and "MAT Filename : HUDDemo\_JULY2020\_MAT.TXT". Below this is a table with the following data:

Project	Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
HUDDemo	303	SCHELDT		08/10/2020	Move-Out	331	128
HUDDemo	307	TUCKER		09/20/2020	Move-Out	108	351

At the bottom of the window are three buttons: "Add a Tenant Change", "Remove a Tenant Change", and "OK".

The following options are available at this window ...

### Add a Tenant Change

Click-on the **Add a Tenant Change** button to add a new *Tenant Change Record* to the MAT file being created. The following window appears ...

The screenshot shows a window titled "Add a New Unit ...". Inside, the title bar says "MAT65 - Terminations" and the current project is "HUDDMO". Instructions state: "To ADD a record to this MAT file, click-on the desired Tenant Change below and then click SELECT. To ADD all Tenant Change records displayed below to this MAT file, simply click INCLUDE ALL." Below this, a note says: "Note: Tenant Changes listed below ☐ Includes ☒ Excludes records already electronically". A table lists two tenant changes:

Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
320	FREAND		09/30/2020	Termination	481	0
324	GIBSON		05/30/2020	Termination	481	0

At the bottom are buttons for "Include All", "Select", and "Cancel".

The following options are available at this window ...

### Includes / Excludes

When the user is initially brought to the *Add a Tenant Change* window, the list of *Tenant Change Records* defaults to showing only *Tenant Changes* that have not yet been placed in a MAT file for electronic submission to TRACS ( with *Excludes* option bulleted ). Excluding *Tenant Change Records* that have already been submitted eliminates the possibility of mistakenly resubmitting them again.

**Includes** - When bulleted, the selection list of *Tenant Change Records* will include all *Tenant Change Records* that is on file. This option allows the user to select and resubmit *Tenant Changes* that may have already been electronically submitted previously.

Note: When displaying all tenant change records, astericks (\*) noted to the left of unit numbers designate that the tenant change record has already been electronically submitted.

**Excludes** - When bulleted, the selection list of *Tenant Change Records* will not include *Tenant Changes* that have already been placed in an MAT file for electronic submission previously.

Note: When *Tenant Changes* are placed in an MAT file that is saved, the date this was processed is recorded as a *TRACS Date* in the *Tenant Change Record* ( *Tenant Certification Data* or *Changes to Tenant Status Data* ). The existence of an *TRACS Date* determines if the *Tenant Change* will be included or excluded from the selection list.

### Include All

Click-on the **Include All** button to include all *Tenant Change Records* from the selection list in the MAT file being created.

### Select

To add one *Tenant Change Record* from the selection list, click-on the desired *Tenant Change Record* line and click-on the **Select** button.

### Cancel

Click-on the **Cancel** button to return to the previous window without adding a tenant change record.

### Remove a Tenant Change

To remove a *Tenant Change Record* from the list, click-on the desired tenant change line in the list and click-on the **Remove a Tenant Change** button. The selected *Tenant Change Record* will be immediately removed from the list.

### OK

Click-on the **OK** button to return to the *MAT File Creation - Selection Summary* window.

## 9.8.1.10 MAT File Creation - MAT65 Terminations

Click-on the **MAT65 - Termination** button to view, add &/or remove *Subsidy Termination* related tenant change records to the MAT file being created.

The following window will appear which displays a list of MAT65 Termination Records currently selected ...

Tenant Changes Selected ...

**MAT65 - Terminations**  
Current Project : **HUDDemo**    MAT Filename : **HUDDemo\_JULY2020\_MAT.TXT**

Project	Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
HUDDemo	320	FREAND		09/30/2020	Termination	481	0
HUDDemo	324	GIBSON		05/30/2020	Termination	481	0

**Add a Tenant Change**    **Remove a Tenant Change**    **OK**

The following options are available at this window ...

### Add a Tenant Change

Click-on the **Add a Tenant Change** button to add a new *Tenant Change Record* to the MAT file being created. The following window appears ...

Add a New Unit ...

**MAT65 - Terminations**  
Current Project : **HUDDemo**

To ADD a record to this MAT file, click-on the desired Tenant Change below and then click SELECT.  
To ADD all Tenant Change records displayed below to this MAT file, simply click INCLUDE ALL.

Note: Tenant Changes listed below ... ☐ Includes (\*) ☒ Excludes records already electronically submitted.

Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
106	DEARBORNE		05/31/2019	Termination	1,195	0

Include All    Select    Cancel

The following options are available at this window ...

### Includes / Excludes

When the user is initially brought to the *Add a Tenant Change* window, the list of *Tenant Change Records* defaults to showing only *Tenant Changes* that have not yet been placed in a MAT file for electronic submission to TRACS ( with *Excludes* option bulleted ). Excluding *Tenant Change Records* that have already been submitted eliminates the possibility of mistakenly resubmitting them again.

**Includes** - When bulleted, the selection list of *Tenant Change Records* will include all *Tenant Change Records* that is on file. This option allows the user to select and resubmit *Tenant Changes* that may have already been electronically submitted previously.

Note: When displaying all tenant change records, astericks (\*) noted to the left of unit numbers designate that the tenant change record has already been electronically submitted.

**Excludes** - When bulleted, the selection list of *Tenant Change Records* will not include *Tenant Changes* that have already been placed in an MAT file for electronic submission previously.



Note: When *Tenant Changes* are placed in an MAT file that is saved, the date this was processed is recorded as a *TRACS Date* in the *Tenant Change Record* ( *Tenant Certification Data* or *Changes to Tenant Status Data* ). The existence of an *TRACS Date* determines if the *Tenant Change* will be included or excluded from the selection list.

#### **Include All**

Click-on the **Include All** button to include all *Tenant Change Records* from the selection list in the MAT file being created.

#### **Select**

To add one *Tenant Change Record* from the selection list, click-on the desired *Tenant Change Record* line and click-on the **Select** button.

#### **Cancel**

Click-on the **Cancel** button to return to the previous window without adding a tenant change record.

#### **Remove a Tenant Change**

To remove a *Tenant Change Record* from the list, click-on the desired tenant change line in the list and click-on the **Remove a Tenant Change** button. The selected *Tenant Change Record* will be immediately removed from the list.

#### **OK**

Click-on the **OK** button to return to the *MAT File Creation - Selection Summary* window.

### **9.8.1.11 MAT File Creation - MAT70 Unit Transfers/GRC**

Click-on the **MAT70 - Unit Transfers/GRC** button to view, add &/or remove *Unit Transfer &/or Gross Rent Change* related tenant change records to the MAT file being created.

The following window will appear which displays a list of MAT70 Unit Transfer/GRC Records currently selected ...

Tenant Changes Selected ...

**MAT70 - Transfers/GRC**

Current Project : **HUDDemo**    MAT Filename : **HUDDemo\_JULY2020\_MAT.TXT**

Project	Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
HUDDemo	307	TUCKER		02/26/2018	GRC (1)	98	361
HUDDemo	307	TUCKER		03/01/2017	GRC (1)	98	352
HUDDemo	307	TUCKER		02/26/2016	GRC (1)	103	341
HUDDemo	308	THORNSBURY		02/26/2020	GRC (1)	181	300
HUDDemo	308	THORNSBURY		02/26/2019	GRC (1)	172	300
HUDDemo	308	THORNSBURY		02/26/2018	GRC (1)	169	290
HUDDemo	308	THORNSBURY		03/01/2017	GRC (1)	170	280
HUDDemo	308	THORNSBURY		03/01/2016	Transfer (1)	175	269
HUDDemo	309	LOY		02/26/2020	GRC (1)	283	198
HUDDemo	309	LOY		02/26/2019	GRC (1)	272	200
HUDDemo	309	LOY		06/01/2018	Transfer (1)	268	182
HUDDemo	309	SIMINGTON		02/26/2018	GRC (1)	248	211
HUDDemo	309	SIMINGTON		03/01/2017	GRC (1)	253	197
HUDDemo	309	SIMINGTON		02/26/2016	GRC (1)	179	265
HUDDemo	310	GILBERT		02/26/2020	GRC (1)	111	370
HUDDemo	310	GILBERT		02/26/2019	GRC (1)	99	373
HUDDemo	310	GILBERT		02/26/2018	GRC (1)	98	361
HUDDemo	310	GILBERT		03/01/2017	GRC (1)	98	352
HUDDemo	310	DAVIS		02/26/2016	GRC (1)	136	308
HUDDemo	311	HOLDEN		02/26/2020	GRC (1)	105	376
HUDDemo	311	HOLDEN		02/26/2019	GRC (1)	99	373
HUDDemo	311	HOLDEN		02/26/2018	GRC (1)	98	361
HUDDemo	311	MADSON		03/01/2017	GRC (1)	98	352
HUDDemo	311	MADSON		02/26/2016	GRC (1)	98	346
HUDDemo	312	MILLER		02/26/2020	GRC (1)	105	376
HUDDemo	312	MILLER		02/26/2019	GRC (1)	99	373
HUDDemo	312	MILLER		02/26/2018	GRC (1)	102	357
HUDDemo	312	MILLER		03/01/2017	GRC (1)	98	352
HUDDemo	312	MILLER		02/26/2016	GRC (1)	103	341
HUDDemo	313	COX		02/26/2020	GRC (1)	130	351
HUDDemo	313	COX		02/26/2019	GRC (1)	123	349
HUDDemo	313	COX		02/26/2018	GRC (1)	122	337
HUDDemo	313	COX		02/26/2016	GRC (1)	127	317

The following options are available at this window ...

### Add a Tenant Change

Click-on the **Add a Tenant Change** button to add a new *Tenant Change Record* to the MAT file being created. The following window appears ...

Add a New Unit ...

**MAT70 - Transfers/GRC**  
Current Project **HUDDMO**

To ADD a record to this MAT file, click-on the desired Tenant Change below and then click SELECT.  
To ADD all Tenant Change records displayed below to this MAT file, simply click INCLUDE ALL.

Note: Tenant Changes listed below ☒ Includes ☐ Excludes records already electronically

Unit No.	Tenant Name	Size	Effective	Action Proc	Rent	HAP
*306	O'TOOLE		02/26/2020	GRC (1)	89	392
*306	O'TOOLE		02/26/2019	GRC (1)	53	419
*306	O'TOOLE		02/26/2018	GRC (1)	97	362
*306	O'TOOLE		03/01/2017	GRC (1)	98	352
*306	CARRICO		02/26/2016	GRC (1)	157	287
*307	TUCKER		02/26/2020	GRC (1)	105	376
*307	TUCKER		02/26/2019	GRC (1)	99	373
*307	TUCKER		02/26/2018	GRC (1)	98	361
*307	TUCKER		03/01/2017	GRC (1)	98	352
*307	TUCKER		02/26/2016	GRC (1)	103	341
*308	THORNSBURY		02/26/2020	GRC (1)	181	300
*308	THORNSBURY		02/26/2019	GRC (1)	172	300
*308	THORNSBURY		02/26/2018	GRC (1)	169	290
*308	THORNSBURY		03/01/2017	GRC (1)	170	280
*308	THORNSBURY		03/01/2016	Transfer (1)	175	269
*309	LOY		02/26/2020	GRC (1)	283	198
*309	LOY		02/26/2019	GRC (1)	272	200
*309	LOY		06/01/2018	Transfer (1)	268	182
*309	SIMINGTON		02/26/2018	GRC (1)	248	211
*309	SIMINGTON		03/01/2017	GRC (1)	253	197
*309	SIMINGTON		02/26/2016	GRC (1)	179	265
*310	GILBERT		02/26/2020	GRC (1)	111	370
*310	GILBERT		02/26/2019	GRC (1)	99	373
*310	GILBERT		02/26/2018	GRC (1)	98	361
*310	GILBERT		03/01/2017	GRC (1)	98	352
*310	DAVIS		02/26/2016	GRC (1)	136	308
*311	HOLDEN		02/26/2020	GRC (1)	105	376
*311	HOLDEN		02/26/2019	GRC (1)	99	373
*311	HOLDEN		02/26/2018	GRC (1)	98	361
*311	MADSON		03/01/2017	GRC (1)	98	352

Include All      Select      Cancel

The following options are available at this window ...

### Includes / Excludes

When the user is initially brought to the *Add a Tenant Change* window, the list of *Tenant Change Records* defaults to showing only *Tenant Changes* that have not yet been placed in a MAT file for electronic submission to TRACS ( with *Excludes* option bulleted ). Excluding *Tenant Change Records* that have already been submitted eliminates the possibility of mistakenly resubmitting them again.

**Includes** - When bulleted, the selection list of *Tenant Change Records* will include all *Tenant Change Records* that is on file. This option allows the user to select and resubmit *Tenant Changes* that may have already been electronically submitted previously.

Note: When displaying all tenant change records, astericks (\*) noted to the left of unit numbers designate that the tenant change record has already been electronically submitted.

**Excludes** - When bulleted, the selection list of *Tenant Change Records* will not include *Tenant Changes* that have already been placed in an MAT file for electronic submission previously.

Note: When *Tenant Changes* are placed in an MAT file that is saved, the date this was processed is recorded as a *TRACS Date* in the *Tenant Change Record* ( *Tenant Certification Data* or *Changes to Tenant Status Data* ). The existence of an *TRACS Date* determines if the *Tenant Change* will be included or excluded from the selection list.

#### **Include All**

Click-on the **Include All** button to include all *Tenant Change Records* from the selection list in the MAT file being created.

#### **Select**

To add one *Tenant Change Record* from the selection list, click-on the desired *Tenant Change Record* line and click-on the **Select** button.

#### **Cancel**

Click-on the **Cancel** button to return to the previous window without adding a tenant change record.

#### **Remove a Tenant Change**

To remove a *Tenant Change Record* from the list, click-on the desired tenant change line in the list and click-on the **Remove a Tenant Change** button. The selected *Tenant Change Record* will be immediately removed from the list.

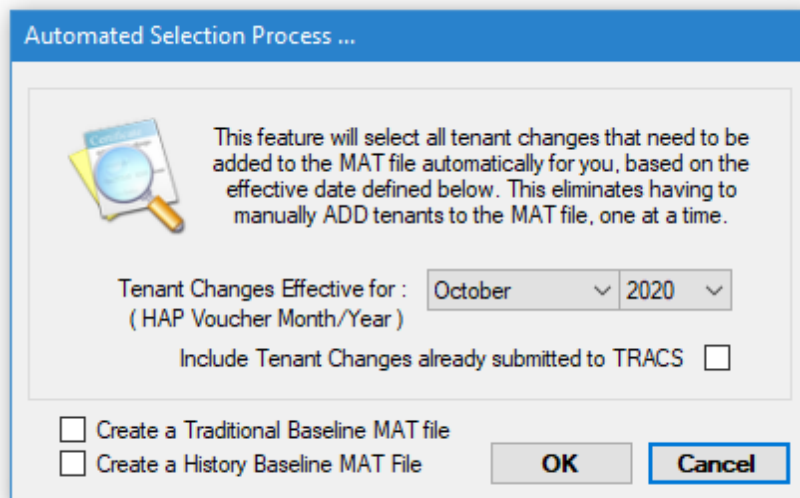
#### **OK**

Click-on the **OK** button to return to the *MAT File Creation - Selection Summary* window.

### **9.8.1.12 MAT File Creation - Automated Selection Process**

Based on *Effective Dates* embedded within each *Tenant Change* processed throughout FHA Software, this feature can automatically add applicable *Tenant Changes* to an MAT file for you in one quick and easy step.

Click-on the **Automated Selection Process** button and an *Automated Selection Process* window will appear.



The following options are available at this window ...

#### **Tenant Changes Effective for**

This process will search all existing *Tenant Change Records* that have an *Anticipated Voucher Date* that matches the *Month & Year* defined above and include those changes in the MAT file being created. Use the pull down selection lists to select the *Anticipated Voucher Date ( Month & Year )* of *Tenant Changes* to automatically include in the MAT file being created.

#### **Include Tenant Changes already submitted to TRACS ( checkbox )**

Unless this item is checked, this process will only search for and include *Tenant Change Records* that have not yet been placed in an MAT file and submitted electronically. The existence of an MAT *Date* in a *Tenant Change Record ( Tenant Certification Data and Changes to Tenant Assistance Data )* determines if the *Tenant Change* has been previously placed in an MAT file.

#### **Create a Traditional Baseline MAT file ( checkbox )**

This feature will automatically add all applicable tenant changes to the MAT file being created that are in effect on the first day of the *Month & Year* defined which complies with Traditional Baseline MAT file content requirements. The following information will automatically be included ...

\* **MAT10 - HUD Form 50059 Records** - All full ( Move-In, Initial, Annual, Interim, etc. ) HUD-50059 Tenant Certifications for each unit that were in effect on or before the first day of the *Month & Year* defined.

\* **MAT15 - Tenant Address Records** - The current mailing address for all existing HUD units.

\* **MAT70 - Transfers/GRC Records** - All Unit Transfer or Gross Rent Change HUD-50059-A Certifications that were in effective after the last full HUD-50059 Tenant Certification effective date and the *Month & Year* defined.

#### **Create a History Baseline MAT file ( checkbox )**

This feature will automatically add all applicable tenant change entry history to the MAT file being created that was in effect within 5 years of the *Month & Year* defined which complies with History Baseline MAT file content requirements. The following information will automatically be included ...

\* **MAT10 - HUD Form 50059 Records** - All full ( Move-In, Initial, Annual, Interim, etc. ) HUD-50059 Tenant Certifications for each unit that was in effect within 5 years of the *Month & Year* defined.

\* **MAT15 - Tenant Address Records** - The current mailing address for all existing HUD units.

\* **MAT40 - Move-Out Date Records** - All Move-Out HUD-50059-A Certifications that was in effect within 5 years of the *Month & Year* defined.

\* **MAT65 - Termination Records** - All Termination HUD-50059-A Certifications that was in effect within 5 years of the *Month & Year* defined.

\* **MAT70 - Transfers/GRC Records** - All Unit Transfer or Gross Rent Change HUD-50059-A Certifications that was in effect within 5 years of the *Month & Year* defined.

**OK**

To proceed with the *Automated Selection Process* for the *Effective Date* defined above, click-on the **OK** button. The TRACS/MAT File Creation - Selection Summary window will appear with the results of this process.

**Cancel**

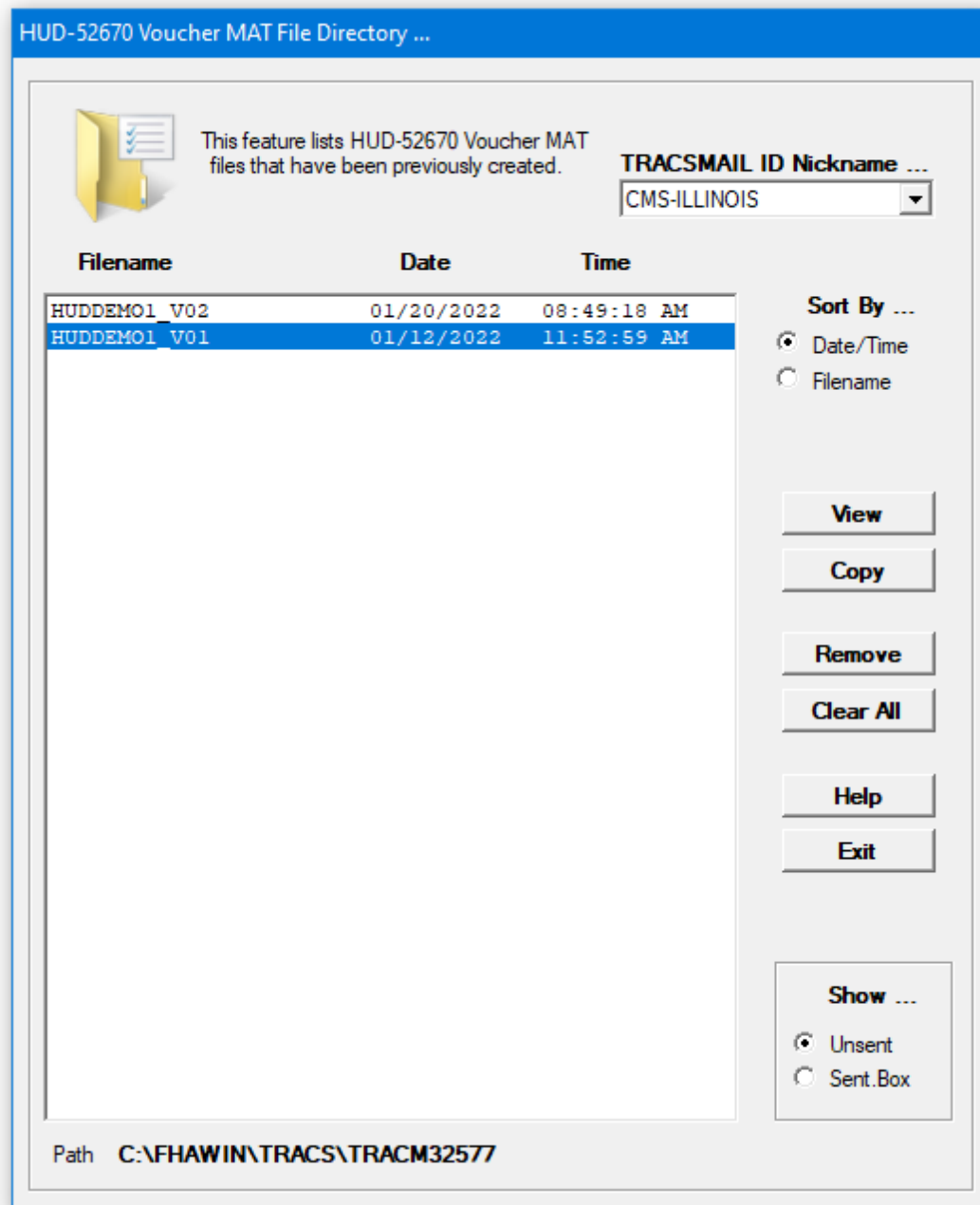
Click-on the **Cancel** button to return to the *MAT File Creation - Selection Summary* window without running this process.

## 9.8.2 TRACS/MAT - HUD52670 HAP Vouchers

### 9.8.2.1 Voucher MAT File Directory

This window displays a list of existing *Voucher MAT files* that were automatically created when generating monthly *HUD-52670 HAP Voucher requests*. This feature allows the user to view a *Voucher MAT file Summary*, generate a *MAT File Analysis* and copy selected files to a floppy *Diskette*.

Click-on **HUD > TRACS/MAT File Submissions > MAT - HUD-52670 HAP Vouchers** to access the *HUD-52670 Voucher MAT File Directory* window ...



The *HUD-52670 Voucher MAT File Directory* window displays a list of existing Voucher MAT files in chronological (newest to oldest) order. Listed is the Filename of each Voucher MAT file along with the Date & Time the file was created. The following options are available at this window ...

#### TRACSMAIL ID Nickname

When displayed, select the Destination TRACSMAIL ID Nickname to view Unsent &/or Sent Box MAT file contents.

Note: This pull-down menu option is only displayed when the "*Individualize HUD/TRACS MAT File Outbox folder locations by each project's Destination TRACSMAIL ID*" checkbox has been checked in the DATA PATHS feature window.

Note: TRACSMAIL ID Nicknames are setup in the iMAX Communication - ADDRESS BOOK feature window.

### Sort By

Click-on the **Date/Time** bullet to sort MAT files displayed by file *Date/Time*.  
Click-on the **Filename** bullet to sort MAT files displayed alphabetically by *Filename*.

Note: Default sort is by file *Date/Time*.

### View

To *View* information of an existing *MAT file*, click-on the **Filename** of the desired *MAT file* from the list and click-on the **View** button. A **View Existing MAT Files** window will appear.

### Copy

To *Copy* an existing MAT file, click-on the **Filename** of the desired MAT file from the list and click-on the **Copy** button. A **Copy MAT File** window will appear.

### Remove

To *Remove* an existing MAT file from the *MAT File Directory*, click-on the **Filename** of the desired MAT file from the list and click-on the **Remove** button. The selected MAT file will be immediately removed from the list.

### Clear All

To *Clear All* existing MAT files from the *MAT File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all MAT files will be immediately removed from the list.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Exit

Click-on **Exit** to exit out of the *MAT File Directory* window.

### Show ...

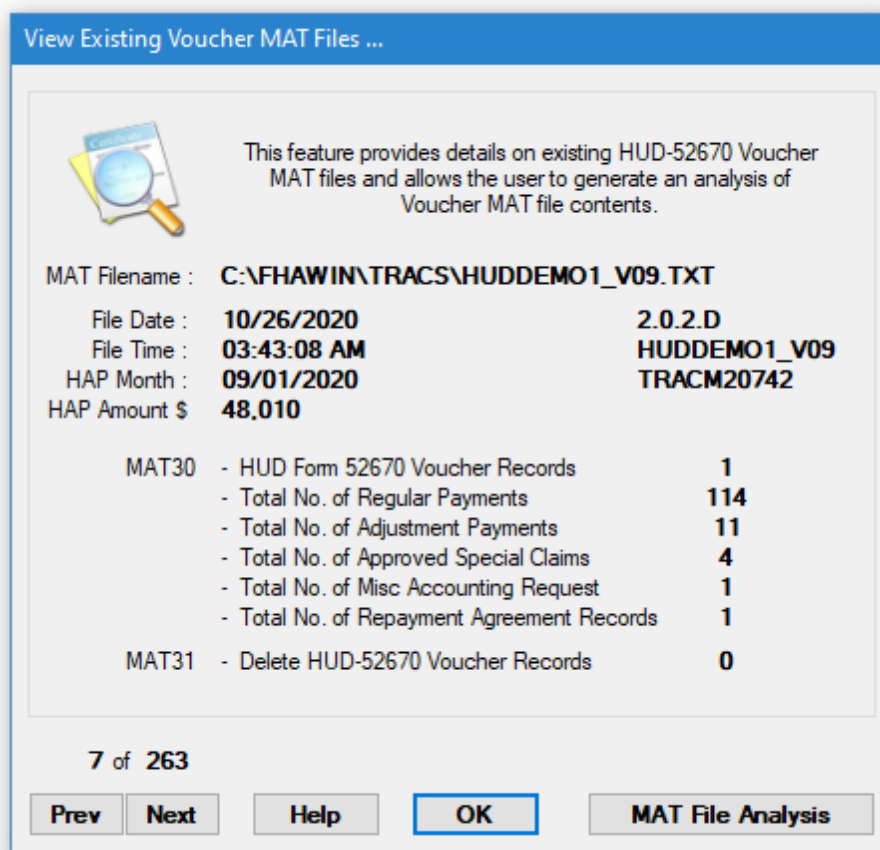
Click-on the **Unsent** bullet to list MAT Files from the unsent TRACS folder.  
Click-on the **Sent.Box** bullet to list MAT Files from the Sent.Box folder.

Note: The Unsent bullet is selected by default.



### 9.8.2.2 Voucher MAT File Directory - View Option

To View information on an existing Voucher MAT file, click-on the **Filename** of the desired *MAT file* from the *MAT File Directory* and click-on the **View** button. A *View Existing Voucher MAT Files* window will appear ...



Information about the Voucher MAT File selected will be displayed. The following options are available at this window ...

#### Prev/Next

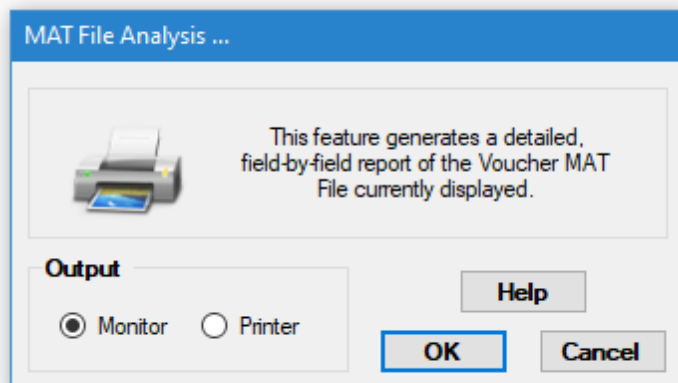
Click-on **Prev/Next** to move backward and forward through the list of existing *MAT Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### MAT File Analysis

This report provides a printed detail ( Data Field by Data Field ) of the MAT file currently selected. To print an *MAT File Analysis*, click-on the **MAT File Analysis** button A print setup window will appear ...



Click-on **Monitor** to display report on the screen.  
Click-on **Printer** to generate report at the defaulted Windows printer.  
Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing an *MAT File Analysis*.  
Click-on **Cancel** to exit out of the print option.

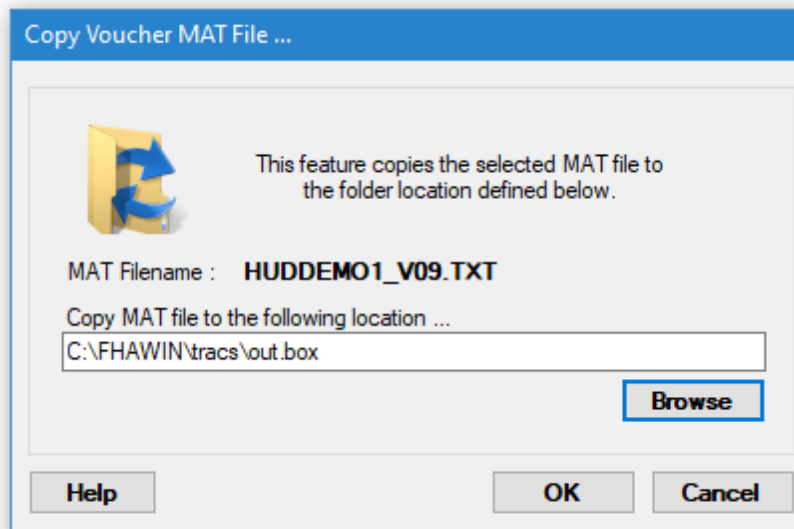
**OK**

Click-on the **OK** button to return to the *MAT File Directory* window.

### 9.8.2.3 Voucher MAT File Directory - Copy Option

This feature copies an existing MAT file to any existing drive or folder.

To *Copy* an existing MAT file, click-on the **Filename** of the desired MAT file from the list and click-on the **Copy** button. A *Copy MAT File* window will appear.



The following options are available at this window ...

#### **MAT Filename**

This item displays the full name of the MAT file that was selected to be copied.

Note: This is for information only and cannot be changed at this window. If the filename is incorrect, click **Cancel** and reselect the proper MAT file from the MAT File Directory list before clicking on the **Copy** button.

#### **Copy MAT file**

Click-on the **Browse** button to access a menu-driven ability for selecting the desired drive location to copy the selected MAT file to.

#### **OK**

To proceed with the *Copy MAT File* process, click-on the **OK** button.

#### **Cancel**

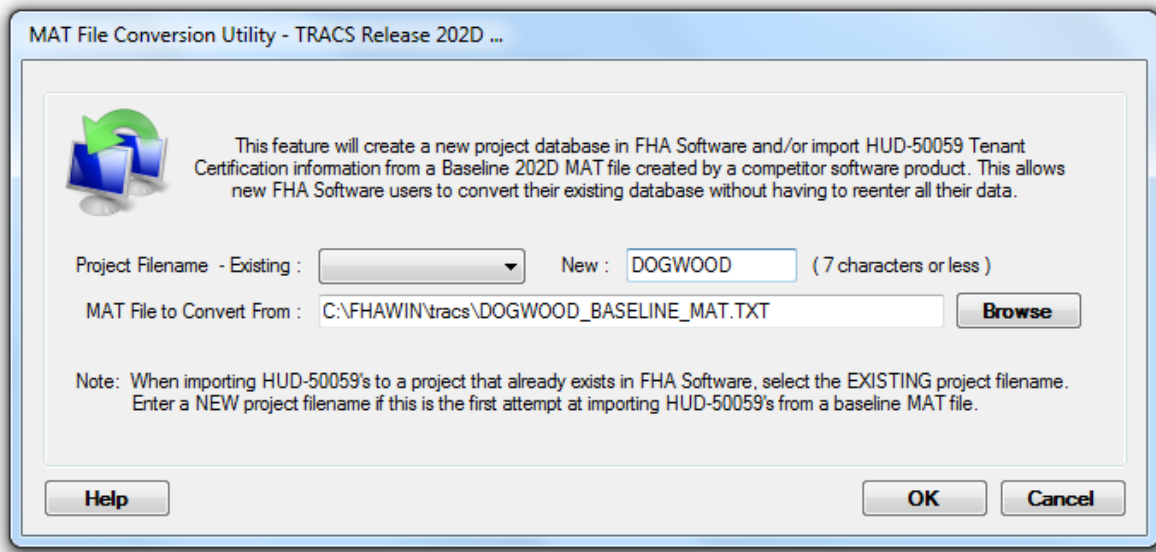
Click-on the **Cancel** button to exit out of this process.

### 9.8.3 MAT File Conversion Utility

## Overview

This feature is only used by new FHA Software users who want to convert database information from a baseline 202D MAT file created by their previous software. This feature will add a new project database to FHA Software and import HUD-50059 Certification information from a baseline 202D MAT file created by a competitor software product. This allows new FHA Software users to convert their existing database without having to reenter all their data.

To access the *MAT File Conversion Utility* window, click-on **HUD > TRACS/MAT File Submissions > MAT File Conversion Utility**.



### Project Filename - Existing

Click the pull down button to view a list of existing project filenames and click-on the desired property to import additional HUD-50059's into an existing project filename.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### Project Filename - New

Enter a new *Project Filename* on the first attempt of importing HUD-50059 Tenant Certifications from a Baseline MAT file. The new project database will automatically be created in FHA Software.

Note: This is the 7 character or less abbreviated filename you will use to reference your new project within FHA Software. Project Filename can contain up to 7 letters &/or numbers (no spaces).

### MAT File to Convert From

Click-on the **Browse** button to locate and select the MAT file ( .TXT file extension ) to import HUD-50059 Tenant Certifications from.

Note: The *Browse* feature defaults to only looking for files with .TXT as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *MAT File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to start the *MAT File Conversion* process, based on the information defined above.

When completed, a new project will exist in FHA Software with the Project Filename defined above. Not all the information FHA Software needs for a complete database is provided in the Baseline MAT file. For example, Unit Data will only exist in FHA Software for each of the HUD-50059's included in the Baseline MAT file used to convert from. If you had a vacant unit at the time you created your Baseline MAT file, a HUD-50059 for that unit would not have been placed in the Baseline MAT file. Therefore, you will need to manually add vacant unit information to FHA Software's Unit Data file.

After successfully converting your Baseline MAT file into a new FHA Software project database, the user must verify the accuracy of information that as converted and enter missing information that could not be converted. Below are the steps to follow after the conversion process is completed ...

### Verify Project Data Information

- 1.) From the main FHA Software menu, click-on **DATA > PROJECT DATA**
- 2.) Select your new **Project Filename** from the Project Selection list
- 3.) Enter all the **Project** Information displayed
- 4.) Click-on **Owner Info**
- 5.) Enter all the **Payee, Bank** and **Owner** information displayed

Note: *Account, ABA Route* and *EIN Numbers* are not required.

- 6.) Click-on **Management Data**
- 7.) Enter all the **Management Data** information displayed

Note: *EIN Number* is not required.

- 8.) Click-on **OK > OK > HUD Info**
- 9.) Verify accuracy of **HUD-50059 Info** displayed

Note: Make sure that your TRACSMail ID Number is correctly entered. A correct format would look like [ TRACM12345 ]. Rejected TRACSMail submissions could result if not properly entered.

- 10.) Click-on **HAP Contract Info**
- 11.) Verify accuracy &/or enter **HAP Contract Info** displayed
- 12.) Click-on **OK > HUD Income Limits**
- 13.) Click-on **Add New Limits**
- 14.) For **Income Limit Effective Date**, enter a date (mmddyyyy) that goes back one full year

For example: If the current month is April 2002, then we recommend entering 01/01/2001.

Note: FHA Software is not locked in time. You have just converted HUD-50059's from a Baseline MAT file that have been in effect for the past year. In order for FHA Software to allow you to correct retroactive HUD-50059's, it needs to have an *Income Limit Schedule* effect for that time period.

- 15.) Enter your currently effective **HUD Income Limits** for this project.
- 16.) Click-on **OK > OK > OK > Rent Rates**
- 17.) Click-on **Add New Rates**
- 18.) For **Effective Date of Rent Change**, enter a date (mmddyyyy) that goes back one full year

For example: If the current month is April 2002, then we recommend entering 01/01/2001.

Note: FHA Software is not locked in time. You have just converted HUD-50059's from a Baseline MAT file that have been in effect for the past year. In order for FHA Software to allow you to correct retroactive HUD-50059's, it needs to have a *Rent Rate Schedule* effect for that time period.

- 19.) Enter your currently effective **Rent Rates, Utility Allowances & Total # of Units** for this project.
- 20.) Click-on **OK > OK > File > Exit**

#### **Verify Unit Data Information ( Vacant Unit Entry )**

- 1.) From the main FHA Software menu, click-on **DATA > UNIT DATA**

Note: Look through the list of unit numbers and determine which units are missing. Missing units will need to be manually entered in FHA Software.

- 2.) Click-on **Add a New Unit**
- 3.) Enter a new **Unit Number** then press [TAB]
- 4.) Select the appropriate **Unit Size** for this new Unit Number
- 5.) Click-on **Add Unit to List**
- 6.) Repeat steps 3 through 5 above until all missing unit numbers have been added
- 7.) Click-on **Save List**
- 8.) Click-on **(highlight)** the first vacant unit that was manually added to this list
- 9.) Click-on **OK**
- 10.) Click-on **Edit Tenant**
- 11.) For **Action Effective Date**, enter the date (mmddyyyy) the unit became vacant
- 12.) For **Move-Out Date**, enter the date (mmddyyyy) the unit became vacant
- 13.) For **Activation Date**, enter the date (mmddyyyy) the unit became vacant
- 14.) For **Subsidy Type**, select the subsidy covering this vacant unit (ex. Sec.8)
- 15.) For **Action Processed**, select **Move-Out**
- 16.) Click-on **Save**
- 17.) Click-on **Find**
- 18.) Repeat steps 8 through 17 above until all vacant units have been edited
- 19.) Click-on **File > Exit**

#### **HUD Tenant/Rent Analysis ( Verify Tenant Information )**

We recommend generating a *HUD Tenant/Rent Analysis* to verify accuracy of tenant information being reported in FHA Software. Follow the steps below to generate this report. The *Analysis Column* will note any discrepancies you need to be aware of. Incorrect *Rent &/or Subsidy* amounts reported can be manually corrected in *Unit Data*.

- 1.) From the main FHA Software menu, click-on **HUD > HUD Tenant/Rent Analysis**
- 2.) Click-on **OK** to view the report on-screen

That's it. Your new project now exists in FHA Software with tenant information that was converted from your Baseline MAT file. FHA Software will maintain tenant change history from this time onward. We value your use of FHA Software. Welcome !!!

#### 9.8.4 HUD Unit Number Conversion Utility


### Overview

FHA Software users can maintain different unit numbering than that of HUD/TRACS. This utility defines differences in unit numbering (FHA Software vs HUD/TRACS) and automatically interchanges the proper HUD/TRACS Unit Number when submitting to the TRACS.

Note: This utility is only necessary when users want to maintain unit numbering in FHA Software that is different than unit numbering maintained by TRACS.

To access the *HUD Unit No. Conversion Utility* window, click **TRACS/MAT File Submissions > HUD Unit No. Conversion Utility ...**

HUD Unit No. Conversion Utility ...

 When unit numbers in FHA Software don't match numbers maintained in TRACS, this feature allows the user to note the difference, so that unit numbers are automatically converted when submitting to TRACS.

Project Filename :

FHA Unit #	HUD Unit #

Create

Cancel

Help

Prev 25

Next 25

The following options are available at this window ...

**Project Filename**

Click-on the pull down button to view a list of available project filenames and select the desired project.

**FHA Unit # ( Column )**

Unit numbers listed in this column are the numbers used in FHA Software.



**TRACS Unit # ( Column )**

Unit Numbering in the *TRACS Unit No.* column can be modified by simply clicking the cursor on the desired Unit Number field and typing the change. Unit Numbering in the *FHA No.* column are how unit numbers exist in FHA Software's *Unit Data* file.

Note: When a MAT File is created for a project that has this utility setup, the *TRACS Unit Number* will be sent in place of the *FHA Unit Number* automatically.

**Create**

To create a HUD Unit # Conversion file for the project filename selected, click-on the **Create** button.

**Edit**

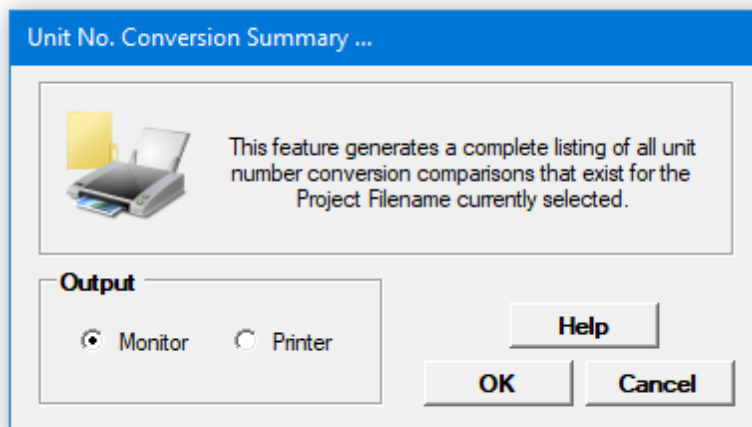
To edit *TRACS Unit #'s* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode*. When finished editing, click-on **Save** to save changes or **Cancel** to exit editing mode without saving changes.

**Cancel**

Click-on **Cancel** to exit the *HUD Unit No. Conversion Utility* window.

**Print**

To print a *Unit Conversion Summary* for the project filename currently selected, click-on the **Print** button. A print setup window will appear with the following options ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *Unit Conversion Summary*.

Click-on **Cancel** to exit out of the print option.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.


**Prev 25**

25 Unit # lines are displayed at a time. When enabled, click-on **Prev 25** to display the previous 25 Unit # lines.

**Next 25**

25 Unit # lines are displayed at a time. When enabled, click-on **Next 25** to display the next 25 Unit # lines.

HUD Unit No. Conversion Utility ...

 When unit numbers in FHA Software don't match numbers maintained in TRACS, this feature allows the user to note the difference, so that unit numbers are automatically converted when submitting to TRACS.

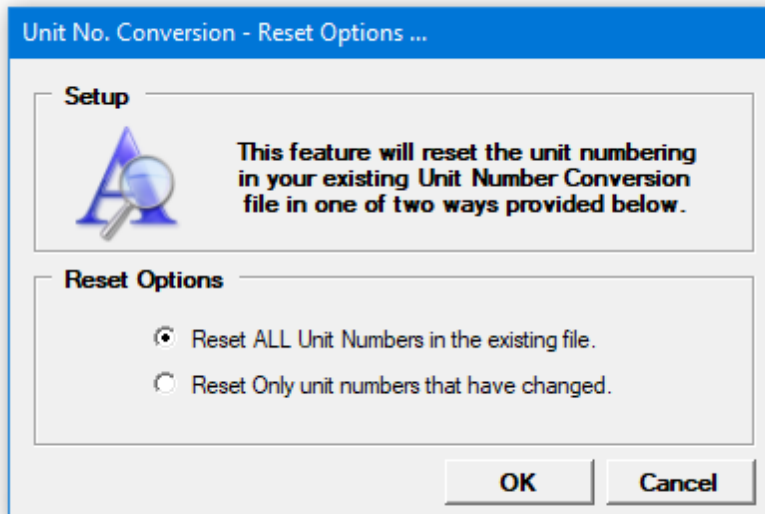
Project Filename :

FHA Unit #	HUD Unit #
101	<input type="text" value="101"/>
102	<input type="text" value="102"/>
103	<input type="text" value="103"/>
104	<input type="text" value="104"/>
105	<input type="text" value="105"/>
106	<input type="text" value="106"/>
107	<input type="text" value="107"/>
108	<input type="text" value="108"/>
109	<input type="text" value="109"/>
110	<input type="text" value="110"/>
111	<input type="text" value="111"/>
112	<input type="text" value="112"/>
113	<input type="text" value="113"/>
114	<input type="text" value="114"/>
115	<input type="text" value="115"/>
116	<input type="text" value="116"/>
	<input type="text"/>

Reset  
Cancel  
Delete  
Save  
Help  
Prev 25  
Next 25

**Reset**

Click-on the **Reset** button to have the program reset the *HUD Unit No. Conversion Utility* database for the selected project filename, based on existing *Unit Data* numbering ...



Reset Options ...

**Reset ALL Unit Numbers in the existing file** - Click-on this bullet to reset the HUD Unit # column to match the FHA Unit # column.

**Reset Only unit numbers that have changed** - Click-on this bullet to Add new Unit # lines that have been recently entered and remove old Unit # lines that have been recently deleted.

Click-on **OK** to complete the Reset process selected.

Click-on **Cancel** to exit out of the Reset options window.

**Cancel**

Click-on **Cancel** to exit out of editing the *HUD Unit No. Conversion Utility* window.

**Delete**

Click-on **Delete** to remove the Unit # Conversion file for the project filename selected.

**Save**

Click-on **Save** to Save changes made to the HUD Unit # list displayed.

### 9.8.5 TRACS Error Message Reference

For a complete listing of TRACS Error Messages, click-on (from your FHA Software main menu) ...

**HUD > TRACS/MAT File Submissions > TRACS Error Message Reference**

Note: Only available with FHA3/4/5/6 Packages.

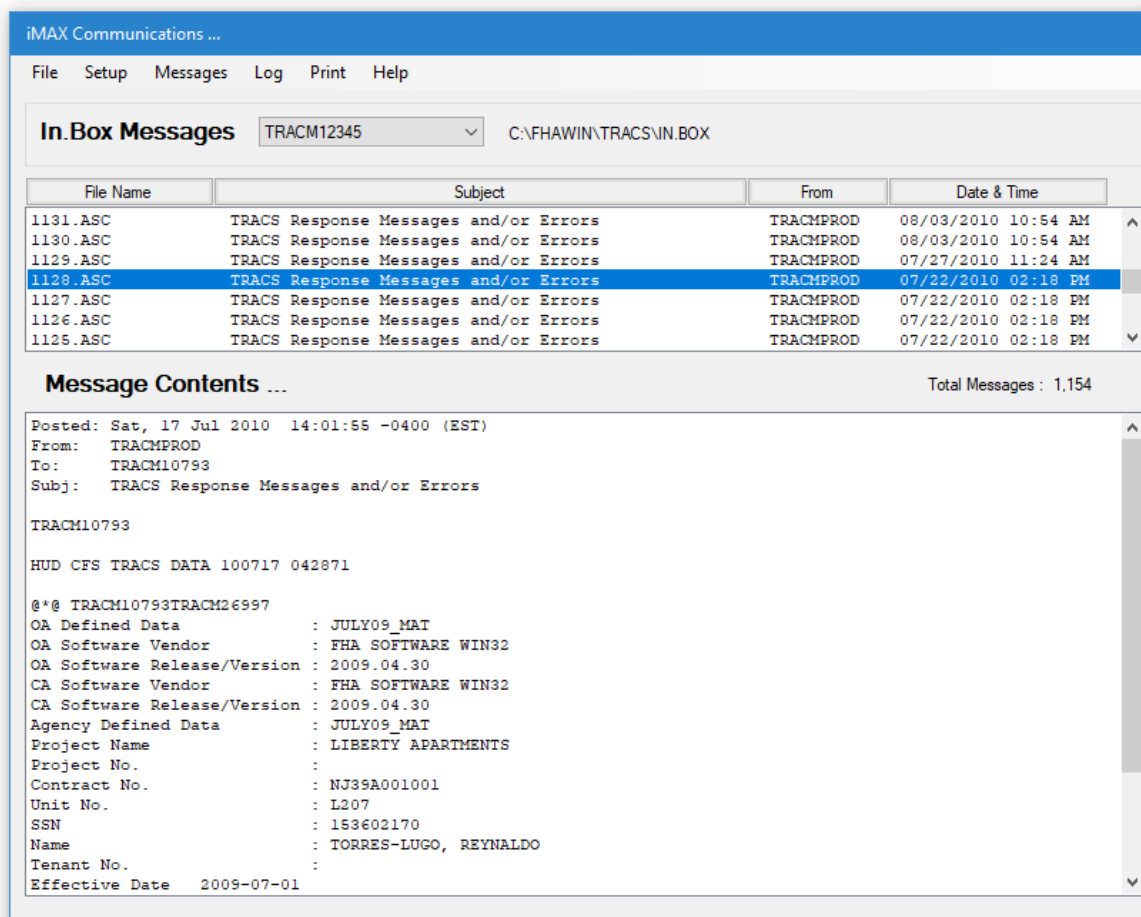
## 9.8.6 iMAX Communications

### 9.8.6.1 Overview

## Overview

iMAX Communications is an FHA *Software* for Windows feature which automates the MAT file send and response message retrieval process with the new iMAX Web-Server System. It also organizes and interprets TRACS Broadcast & Response Status Messages.

To access the *iMAX Communications* feature, click-on **HUD > TRACS/MAT File Submissions > iMAX Communications**. The *iMAX Communications* window will appear ...



The top section of this window ( labeled IN.BOX MESSAGES ) displays a list of messages that have already been retrieved and placed in the *IN.BOX Messages* directory for the User TRACSMail ID currently selected. The bottom section ( labeled MESSAGE CONTENTS ) displays the contents of the message currently highlighted.

### TRACSMAIL ID and IN.BOX Path

This is the TRACSMAIL ID of you the iMAX Communications user that will be sending and retrieving files through the iMAX web-server system. To change the *IN.BOX Messages Nickname* ( TRACSMAIL ID ) display, click-on the selection button and select the desired *Nickname*. The TRACSMAIL ID and IN.BOX path set for this ID will be displayed at the top of this window and used throughout the iMAX Communication feature.

## 9.8.6.2 First Time Start-Up

### Setting Up the iMAX Communications Feature

The new iMAX Communications feature was added to FHA Software for Windows with the [ 2008.09.30 ] update release. This feature automates the MAT file send and response message retrieval process with TRACS using your internet connection. It also organizes and interprets TRACS error response messages. The first attempt of accessing the iMAX Communications window will require the setup of at least one user WASS/TRACSMAIL ID combination ...

- 1.) Start FHA Software for 32bit Windows
- 2.) Click-on **HUD .. TRACS/MAT File Submissions > iMAX Communications**

The first time the *iMAX Communications* feature is accessed, the following setup window appears ...

- 3.) For **Nickname**, enter your name or TRACSMAIL ID ( example: DUANE or TRACM12345 ) that will best identify who's ID it is or the TRACSMAIL ID itself.
- 4.) For **TRACSMAIL ID**, enter your TRACSMAIL ID ( example: TRACM12345 ).
- 5.) For **Password**, enter your TRACSMAIL Password.

Note: This password is upper & lower case sensitive.

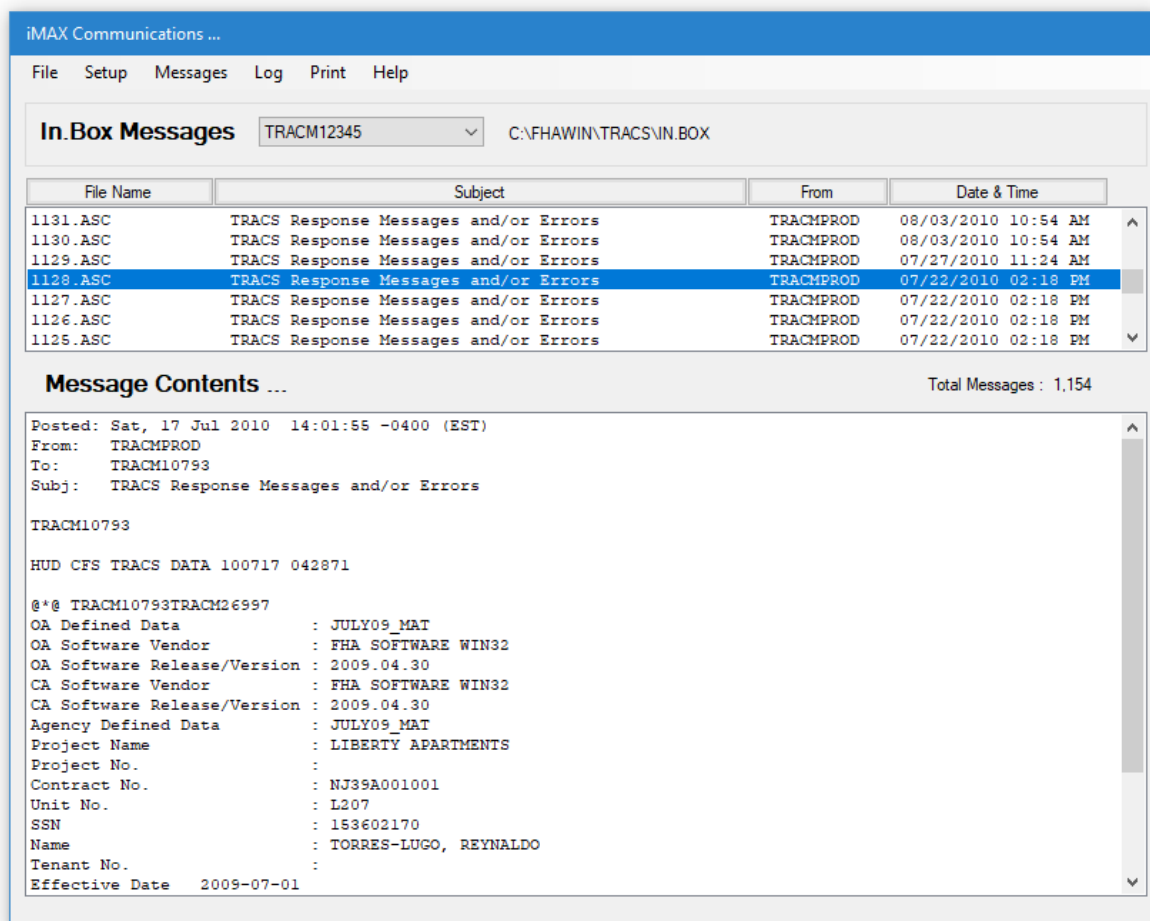
6.) For **WASS / Secure System ID**, enter the WASS ID ( example: W12345 ) you use to log into HUD's Secure System.

7.) For **WASS /Secure System Password**, enter your WASS ID Password.

Note: This password is upper & lower case sensitive.

8.) Click-on **Save > Close**

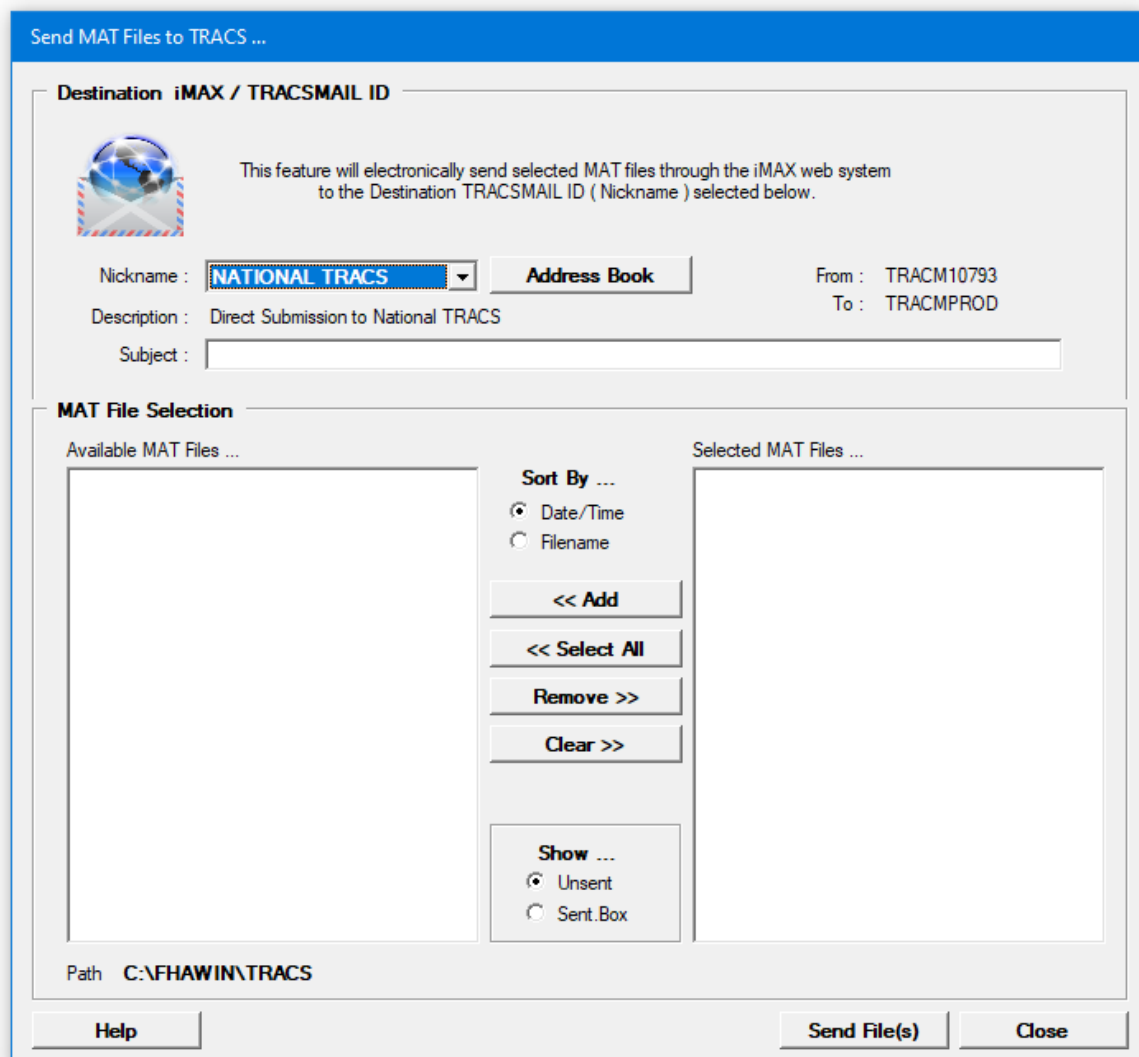
The main *FHA Software - iMAX Communications* window appears ...



At the *iMAX Communications* window ...

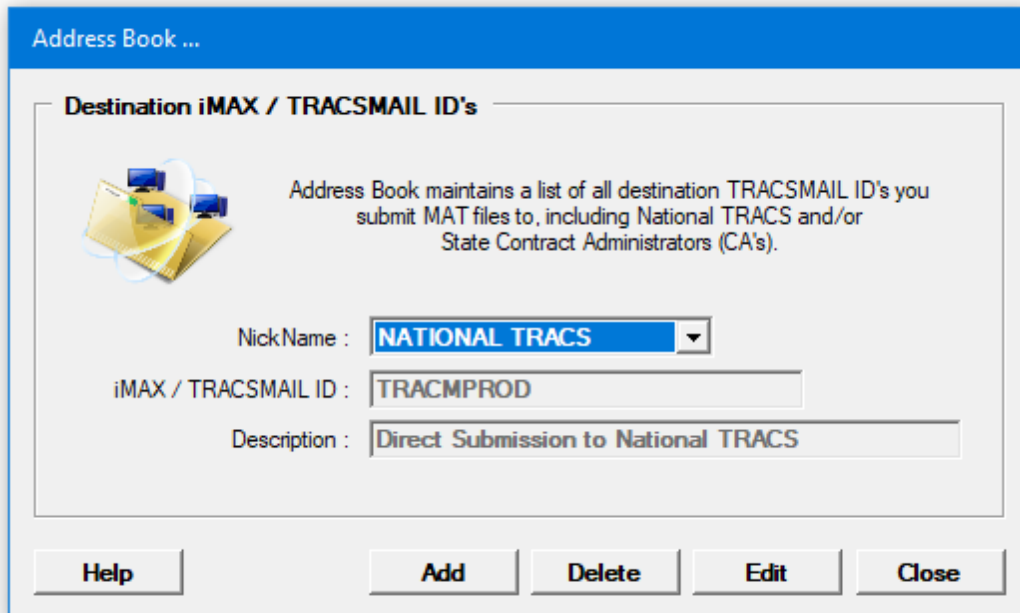
9.) Click-on **Messages > Send MAT Files to TRACS**

The following *Send MAT Files to TRACS* window appears ...




10.) Click-on **Address Book**

The *Address Book* window appears ...



Address Book ...

**Destination iMAX / TRACSMAIL ID's**

 Address Book maintains a list of all destination TRACSMAIL ID's you submit MAT files to, including National TRACS and/or State Contract Administrators (CA's).

NickName :

iMAX / TRACSMAIL ID :

Description :

Note: This is where all destination TRACSMAIL ID's are entered and maintained. These are TRACSMAIL ID's you send MAT files to. It's normally the TRACSMAIL ID for either National TRACS ( TRACMPROD ) or your HUD Contract Administrator (CA) ( example: TRACM12345 ). All TRACSMAIL ID's you send MAT files to should be added to this Address Book. An entry for submitting to National TRACS will automatically exist in the Address Book ( as displayed in the screen sample above ) for new FHA Software installations.

11.) To add your destination TRACSMAIL ID(s) to the Address Book, click-on the **Add** button.

Note: We'll add the Wisconsin State Contract Administrator (CA) TRACSMAIL ID as an example in the following steps.

12.) For **Nickname**, type: WHEDA and press [TAB]

Note: This is an abbreviated description identifying the TRACSMAIL ID being entered.

13.) For **iMAX / TRACSMAIL ID**, type: TRACM23434 and press [TAB]

Note: This is the TRACSMAIL ID for submitting to WHEDA ( entered in a TRACM12345 format ).

14.) For **Description**, type: Submissions to WHEDA

Note: This field is used to describe the entity of this destination TRACSMAIL ID entry.

15.) Click-on **Save** ( The options Add, Remove, Edit & Cancel then reappear )

Note: You can add as many destination TRACSMAIL ID's as you require.

16.) Click-on **Cancel** to exit the *Address Book* window.

17.) Click-on **Cancel** to exit the *Send MAT Files to TRACS* window.



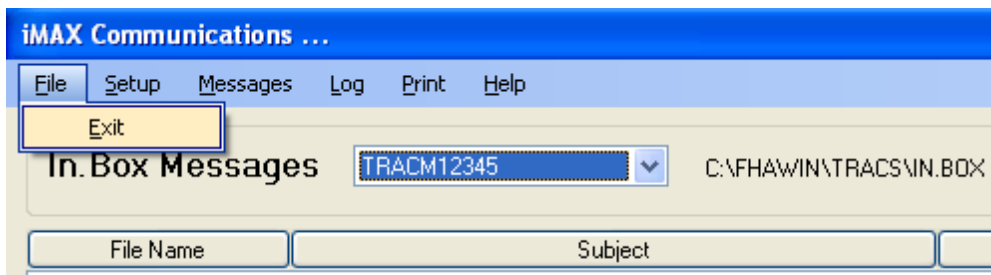
Note: The main FHA Software - *iMAX Communications* window appears.

18.) Click-on **File > Exit** to exit the *iMAX Communications* feature.

Note: The setup process has been completed.

## 9.8.6.3 File Menu

### 9.8.6.3.1 Exiting iMAX Communications

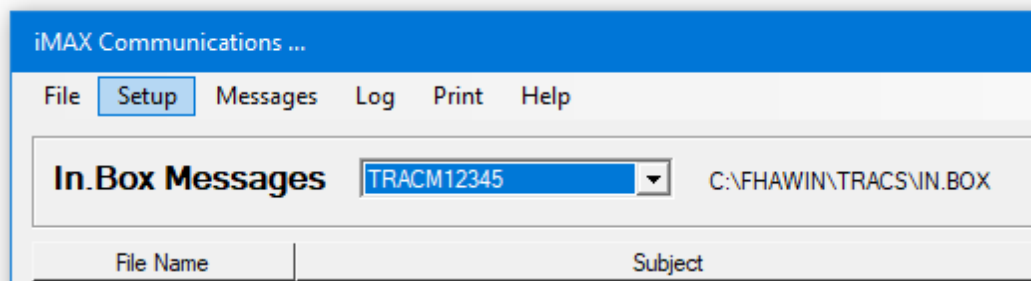


#### Exit

To exit the iMAX Communications window, click-on **File > Exit**.

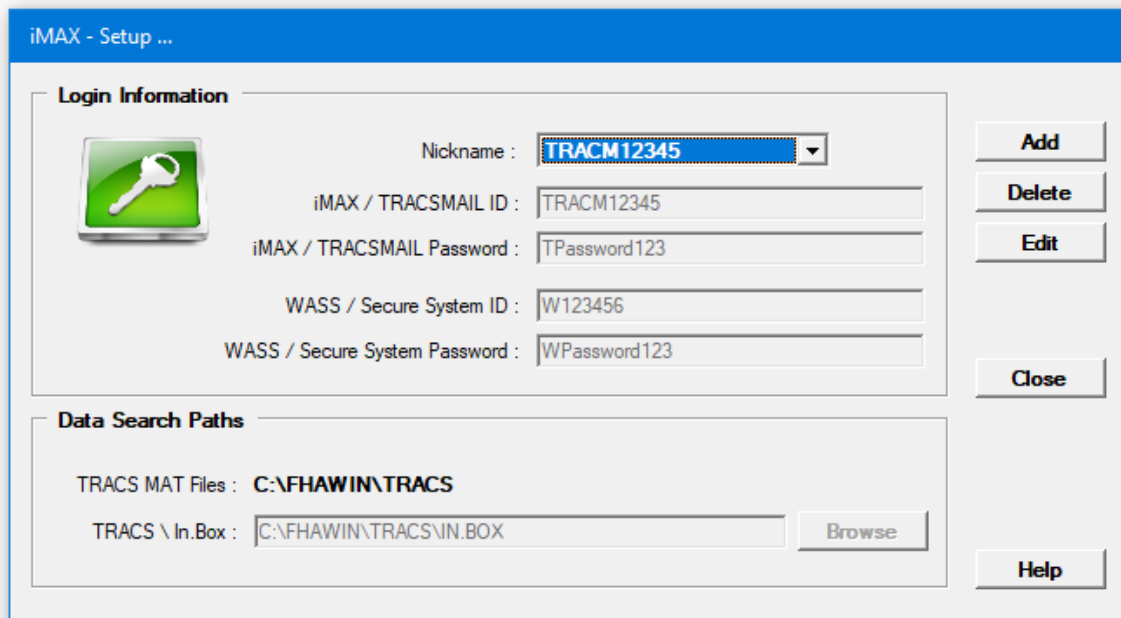
## 9.8.6.4 Setup Menu

### 9.8.6.4.1 Setup Information



#### Setup

This section is where the user enters their WASS/TRACSMail ID & Password combinations for logging into the iMAX web-server. To access the *Setup Window*, click-on **Setup**. The following iMAX - *Setup* window appears ...



The image shows a Windows-style dialog box titled "iMAX - Setup ...". It is divided into two main sections: "Login Information" and "Data Search Paths".

**Login Information:** This section contains a green key icon on the left. To its right are five input fields: "Nickname" (a dropdown menu showing "TRACM12345"), "iMAX / TRACSMAIL ID" (text box with "TRACM12345"), "iMAX / TRACSMAIL Password" (text box with "TPassword123"), "WASS / Secure System ID" (text box with "W123456"), and "WASS / Secure System Password" (text box with "WPassword123"). To the right of these fields are four buttons: "Add", "Delete", "Edit", and "Close".

**Data Search Paths:** This section contains two input fields: "TRACS MAT Files" (text box with "C:\FHAWIN\TRACS") and "TRACS \ In.Box" (text box with "C:\FHAWIN\TRACS\IN.BOX"). To the right of the "In.Box" field is a "Browse" button. At the bottom right of the dialog is a "Help" button.

The following options are available at the *Setup Window*...

## Login Information

### Nickname

This is a reference to the TRACSMAIL ID email account that was assigned to the project or Management Agent to use in the iMAX System. This could be the name of the person using the TRACSMAIL ID or the actual TRACSMAIL ID itself.

( Example: TRACM12345 or DUANE )

### iMAX / TRACSMAIL ID

This is the actual TRACSMAIL ID that was assigned to the project or Management Agent to use for submission to TRACS through the iMAX System. It's the same TRACSMAIL ID that's been used for submitting through TRACSMAIL.

( Example: TRACM12345 )

### iMAX / TRACSMAIL Password

This is the password that is associated with the TRACSMAIL ID entered above.

Note: This password is upper & lower case sensitive.

Note: Password text is displayed for User Login ID's with "*Full Program Access*". Password text is hidden ( masked with asterisks ) for User Login ID's with "*Limited Program Access*".

### WASS / Secure System ID

This is the actual WASS / Secure System ID that is used to login to HUD's Secure System.

( Example: C12345, I12345, M12345, etc. )

### WASS / Secure System Password

This is the password that is associated with the WASS / Secure System ID entered above.

Note: This password is upper & lower case sensitive.

Note: Password text is displayed for User Login ID's with "*Full Program Access*". Password text is hidden ( masked with asterisks ) for User Login ID's with "*Limited Program Access*".

## Data Search Paths

### TRACS MAT Files

This is the folder where the TRACS MAT files you create are located. The default path is [ **C:\FHAWINTRACS** ].

### TRACS \ In.Box

When TRACS Messages are retrieved from the iMAX System, this is the folder where messages are placed. The default path is [ **C:\FHAWINTRACS\IN.BOX** ].

## Buttons

### Add

To *Add* a new TRACSMAIL ID & Password account to this system, click-on **Add**. The user is placed in editing mode with new login information. Enter the information for the new TRACSMAIL ID account. When completed, click-on the **Save** button to save your entries or click-on the **Cancel** button to abort without saving your entries.

### Delete

To remove the TRACSMAIL ID account currently selected from the list of Login Information, click-on **Delete > Yes**.

### Help

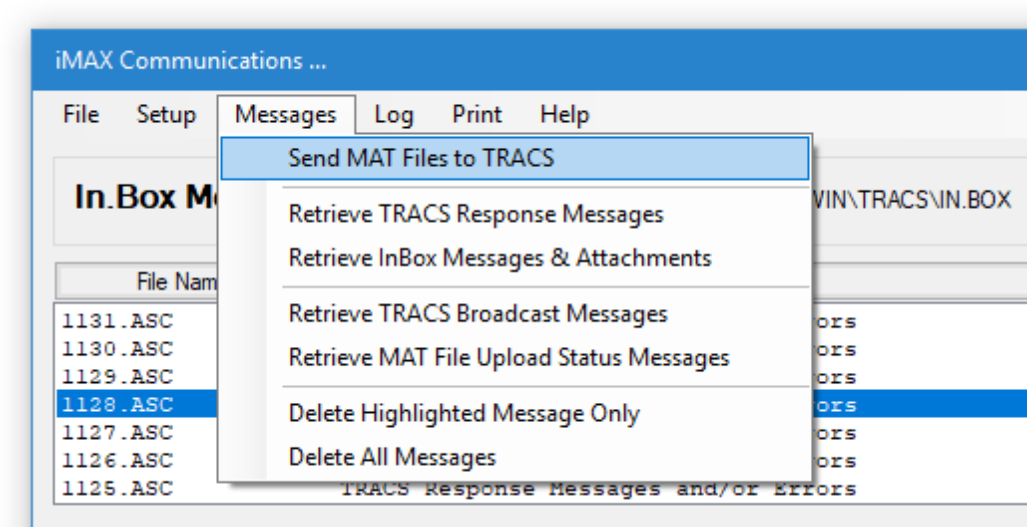
To view *Help Topics* related to this window, click-on the **Help** button.

### Close

Click-on the **Close** button to exit the *iMAX Setup Information* window.

## 9.8.6.5 Messages Menu


### 9.8.6.5.1 Send MAT Files to TRACS



To access the *Send MAT Files to TRACS* window, click-on **Messages > Send MAT Files to TRACS**. The following *Send MAT Files to TRACS* window will appear ...

Send MAT Files to TRACS ...

**Destination iMAX / TRACSMAIL ID**

 This feature will electronically send selected MAT files through the iMAX web system to the Destination TRACSMAIL ID ( Nickname ) selected below.

Nickname : **NATIONAL TRACS** Address Book From : TRACM10793  
 Description : Direct Submission to National TRACS To : TRACMPROD  
 Subject : **GREEN March 2023 Voucher Request**

**MAT File Selection**

Available MAT Files ...

CPA1_MAY2023_MAT.TXT
CPA1_V05.TXT
SPRUCE1_MAY2023_MAT.TXT
SPRUCE1_V05.TXT
HUDDEMO1_DEC2022_MAT.TXT
HUDDEMO1_V12.TXT
SCU_113N210_MAT.TXT
CUMBERL_HBASELINE_MAT.TXT
BURN11_APR2023_MAT.TXT
BURN11_V04.TXT
KEENEY_DADADAD_MAT.TXT
BMBSAPT1_APR2023_MAT.TXT
BMBSAPT1_V04.TXT
IRONH1_V04.TXT
OAKVILL_ROY_MAT.TXT
GREEN1_MAR2023_MAT.TXT
GREEN1_V03.TXT
FVILLAS_26497_MAT.TXT
HUDHOME_UNIT211MI_MAT.TXT
PVA1_V03.TXT
PVA1_MAR2023_MAT.TXT
MorrisHeights2022_MAT.txt

Sort By ...  
☒ Date/Time  
☐ Filename

<< Add  
 << Select All  
 Remove >>  
 Clear >>

Selected MAT Files ...

GREEN1_MAR2023_MAT.TXT
GREEN1_V03.TXT

Show ...  
☒ Unsent  
☐ Sent.Box

Path C:\FHAWIN\TRACS

Help Send File(s) Close

The following options are available at the *Send MAT Files to TRACS* window ...

## Destination iMAX / TRACSMAIL ID

### Nickname

This is the TRACSMAIL ID email account you are sending MAT files to. Click-on the selection button to the right to view a list of available accounts. Select the desired Destination TRACSMAIL ID account from the list.

Note: The *Nickname's* account **Description** will appear just below the *Nickname* selection pull down.

### Address Book ( Button )

Destination TRACSMAIL ID email accounts are organized in an *Address Book*. Click-on the **Address Book** button to access the Address Book window.

### Subject

Use this text entry line to describe the MAT files you are attempting to send.

( Examples: April 2002 Voucher      12/2002 MAT Files      Unit 1209-A Transfer )

Note: Entering *Subject* text is required by iMAX and cannot be left blank.

## MAT File Selection

### Available MAT Files

This section lists all existing MAT files with [ .TXT ] file extensions that are available to be sent. MAT files displayed here include HUD-52670 HAP Voucher MAT files that were created during the voucher generation process and Tenant Change MAT files that are manually created in the *HUD > TRACS/MAT File Submissions > MAT - Tenant Assistance Changes* window in FHA Software.

Note: This is the *TRACS MAT File* folder defined in the *Setup* window for the WASS / TRACSMail ID *Nickname* currently selected.

### Sort By ...

Click-on the **Date/Time** bullet to sort *Available & Selected MAT File* lists by file *Date/Time*.

Click-on the **Filename** bullet to sort *Available & Selected MAT File* lists alphabetically by *Filename*.

Note: The default sort is by file *Date/Time*.

### Add

To *add* a MAT file to the *Selected Files (Out.Box)* list, select the desired MAT file name listed in the *MAT File Directory* and click-on the **Add** button. The name of the selected MAT file will be included in the *Selected Files (Out.Box)* list.

### Remove

To remove any one MAT file from the *Selected Files (Out.Box)* list, select the desired MAT file and click-on the **Remove** button. The MAT file is immediately removed.

### Clear

To remove all existing MAT files from the *Selected Files (Out.Box)* list, click-on the **Clear** button. The *Selected Files (Out.Box)* list will be immediately cleared of all files.

### Show ...

Click-on the **Unsent** bullet to list *Available MAT Files* from the unsent TRACS folder.

Click-on the **Sent.Box** bullet to *Available MAT Files* from the Sent.Box folder.

Note: The Unsent bullet is selected by default.

### Selected MAT Files ( Out.Box )

This list will display MAT file names that have been selected to send.

**Path**

This is the Drive Letter and Folder location where the displayed MAT files are located.

**Buttons****Send File(s)**

To send all MAT files that exist in the *Selected Files ( Out.Box )* to the *Destination TRACSMAIL ID Nickname* currently selected, click-on the **Send File(s)** button. A *Progress Window* will appear showing the status of each file being sent. When completed, a *Process Completed* message will appear. When it does, click-on the **OK** button. All MAT files that have been successfully sent to the Destination TRACSMAIL ID Nickname selected are automatically moved from the Unsent folder to a Sent Box folder.

**Close**

Click-on the **Close** button to exit the *Send MAT Files to TRACS* window.

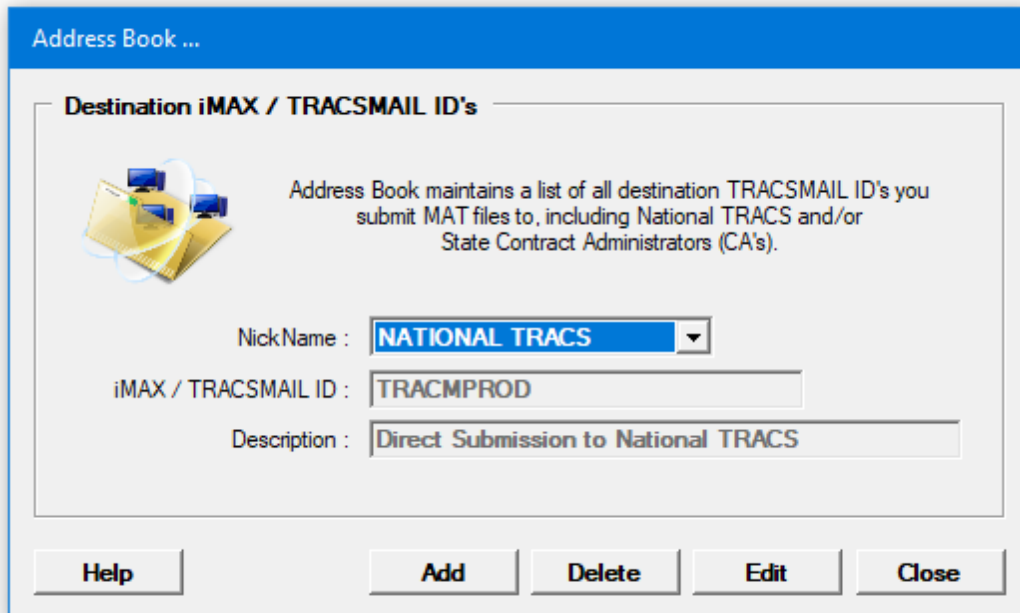
**Help**

To view *Help Topics* related to this window, click-on the **Help** button.

**9.8.6.5.2 Address Book**

The TRACSMAIL Communications feature allows for multiple *Destination TRACSMAIL ID* accounts. These accounts are organized in the *Address Book* located in the *Send MAT Files to TRACS* window.

To access the *Address Book*, click-on **Messages > Send Messages to TRACS > Address Book**. The *Address Book* window will appear ...



The screenshot shows a window titled "Address Book ...". Inside, there's a section titled "Destination iMAX / TRACSMAIL ID's" with a folder icon. Below this, a text box explains: "Address Book maintains a list of all destination TRACSMAIL ID's you submit MAT files to, including National TRACS and/or State Contract Administrators (CA's)." There are three input fields: "NickName :" with a dropdown menu showing "NATIONAL TRACS", "iMAX / TRACSMAIL ID :" with a text box containing "TRACMPROD", and "Description :" with a text box containing "Direct Submission to National TRACS". At the bottom, there are five buttons: "Help", "Add", "Delete", "Edit", and "Close".

The following options are available at the *Address Book* window ...

### Nickname

This is to reference the *Destination TRACSMAIL ID* account that you send MAT files to through the iMAX System.

( Examples: National TRACS    WI WHEDA    MN MHFA    NY QUADEL    MI EPS )

### iMAX / TRACSMAIL ID

This is the actual TRACSMAIL ID of the entity you submit your MAT files to which would be either National TRACS ( TRACMPROD ) or your Contract Administrator (CA).

Examples: TRACM22636    TRACM22651    TRACM22479

### Add

To *add* a new *Destination TRACSMAIL ID* account to the *Address Book*, click-on the **Add** button. Enter the appropriate *Nickname* & *TRACSMAIL ID* for this new entry. Click-on the **Save** button to save your entry or click-on the **Cancel** button to abort out of this process.

### Remove

To *remove* the *Destination TRACSMAIL ID* currently selected, click-on the **Remove** button. A verification window appears. Click-on the **Yes** button to *Remove* the entry or click-on the **No** button to *cancel* this process.

### Edit



To *edit* the *Destination TRACSMAIL ID* currently selected, click-on the **Edit** button. When done making edits, click-on the **Yes** button to *Save* the changes or click-on the **No** button to *cancel* this process.

### Close

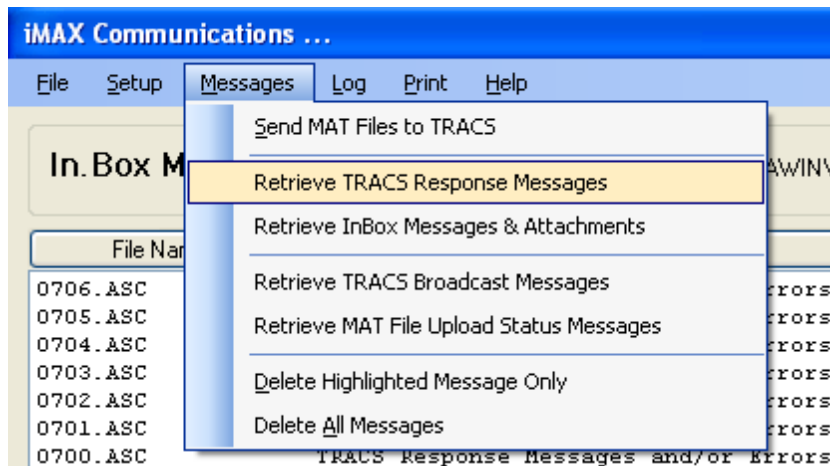
Click-on the **Close** button to leave the *Address Book* window.

### Help

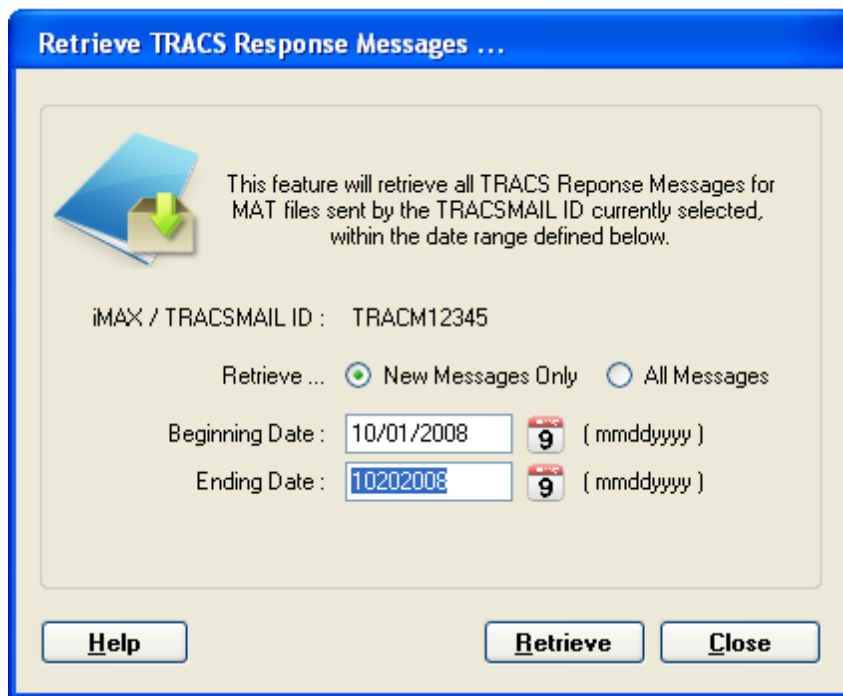
To view *Help Topics* related to this window, click-on the **Help** button.

## 9.8.6.5.3 Retrieve TRACS Response Messages

For every MAT file you send to National TRACS [ TRACMPROD ] through iMAX, TRACS will send back response messages that provide MAT file submission acceptance or MAT file rejection details, when applicable.



To access the *Retrieve TRACS Response Messages* window, click-on **Messages > Retrieve TRACS Response Messages**. The following *Retrieve TRACS Response Messages* window will appear ...



The following options are available at this window ...

### iMAX / TRACSMAIL ID

This is the iMAX/TRACSMAIL ID currently selected.

### Retrieve ... New or All Messages

Select **New Messages Only** to retrieve only response messages that have not yet been retrieved for the date range defined. Select **All Messages** to retrieve all messages that exist for the date range defined.

Note: *New Messages Only* is the default selection.

### Beginning Date

Enter or select the desired date to begin message retrieval coverage. This date will establish the first day of the retrieval period. Date can be entered manually in a mmddyyyy format or can be selected from a calendar displayed by clicking on the image located at the right.

### Ending Date

Enter or select the desired date to end message retrieval coverage. This date will establish the last day of the retrieval period. Date can be entered manually in a mmddyyyy format or can be selected from a calendar displayed by clicking on the image located at the right.

### Retrieve ( Button )

Click-on the **Retrieve** button to proceed with the *Message Retrieval* process. Using the iMAX web-server, the program will attempt to retrieve *TRACS Reponse Messages* for the date range defined and display a window with the number that was successfully retrieved. After acknowledging this message, all response messages retrieved will be displayed at the top of the IN.BOX Messages list.

Note: An active internet connection must be established before the **Retrieve** option can be selected.

#### Close ( Button )

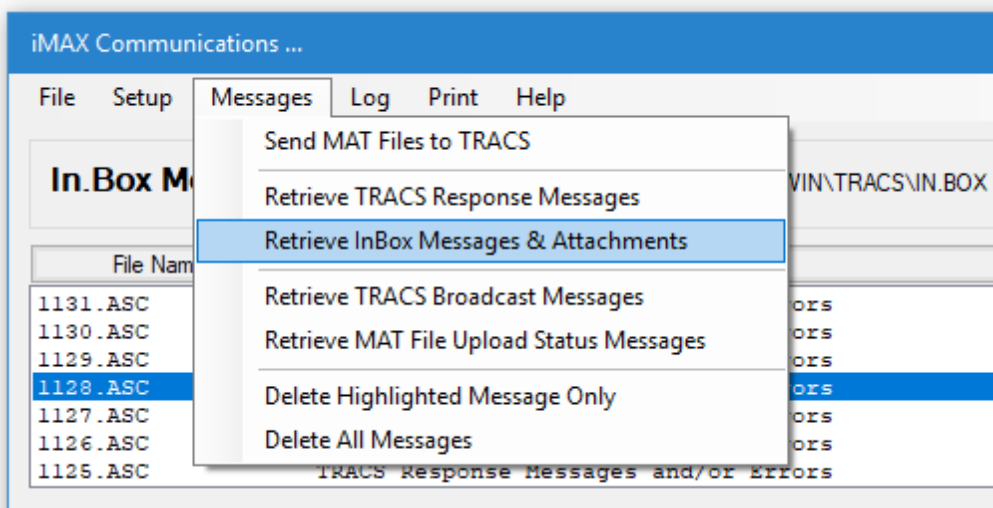
Click-on the **Cancel** button to exit the *Retrieve TRACS Response Messages* window.

#### Help ( Button )

To view *Help Topics* related to this window, click-on the **Help** button.

### 9.8.6.5.4 Retrieve Inbox Messages & Attachments

This iMAX Communications feature allows you to retrieve TRACS related response messages that are sent to you by other TRACSMail ID's that are not National TRACS ( your State HUD Contract Administrator for example ). Use this retrieval process to retrieve TRACS Response Messages coming from your Contract Administrator.



To access the *Retrieve InBox Messages & Attachments* window, click-on **Messages > Retrieve InBox Messages & Attachments**. The following *Retrieve InBox Messages & Attachments* window will appear ...



**Beginning Date**

Enter or select the desired date to begin message retrieval coverage. This date will establish the first day of the retrieval period. Date can be entered manually in a mmddyyyy format or can be selected from a calendar displayed by clicking on the image located at the right.

**Ending Date**

Enter or select the desired date to end message retrieval coverage. This date will establish the last day of the retrieval period. Date can be entered manually in a mmddyyyy format or can be selected from a calendar displayed by clicking on the image located at the right.

**Retrieve Message List ( Button )**

Click-on the **Retrieve Message List** button to proceed with the *Message Retrieval* process. Using the iMAX web-server, the program will attempt to retrieve all *InBox Messages & Attachments* for the date range defined and list them in the bottom section of this same window.

Note: An active internet connection must be established before the **Retrieve Message List** option can be selected.

**Close ( Button )**

Click-on the **Cancel** button to exit the *Retrieve InBox Messages & Attachments* window.

**Help ( Button )**

To view *Help Topics* related to this window, click-on the **Help** button.

**Retrieve Selected Messages**

After *InBox Messages & Attachments* have been retrieved, this feature will save selected file attachments in the message list.

Retrieve Inbox Messages & Attachments ...

**Retrieve an Inbox Message List**

This feature will retrieve a list of messages & attachments that have been sent to the currently selected TRACSMail ID by other TRACSMail ID's ( not National TRACS ), within the date range defined below. After retrieving this list, the user can then select which individual message &/or attachment to retrieve ( save ).

iMAX / TRACSMail ID : TRACM10793

Retrieve ... ☐ New Messages Only ☒ All Messages

Beginning Date : 01/01/2018 9 (mmddyyyy)

Ending Date : 02/01/2019 9 (mmddyyyy)

**Retrieve Message List**

**Retrieve Selected Inbox Messages**

	Transaction ID	Sender	Subject	Received Date	Total Attachments
<input checked="" type="checkbox"/>	TIN0619201822444077	TRACM27196	IFM-Software File Sending	06/19/2018	1
<input checked="" type="checkbox"/>	TIN0619201822444078	TRACM27196	IFM-Software File Sending	06/19/2018	1
<input checked="" type="checkbox"/>	TIN0619201822444079	TRACM27196	IFM-Software File Sending	06/19/2018	1
<input checked="" type="checkbox"/>	TIN0619201822446384	TRACM27196	IFM-Software File Sending	06/19/2018	1
<input checked="" type="checkbox"/>	TIN0620201822450076	TRACM27196	IFM-Software File Sending	06/20/2018	1
<input checked="" type="checkbox"/>	TIN0628201822496693	TRACM27196	IFM-Software File Sending	06/28/2018	1
<input checked="" type="checkbox"/>	TIN113201823612478	TRACM10793	Test submission	11/13/2018	1

**Select All** **Retrieve Selected Messages**

**Help** **Close**

The following information is displayed for each *InBox Message & Attachment* entry listed ...

**Transaction ID** - This is the unique ID assigned to the message by iMAX.

**Sender** - This is the TRACSMail ID of the entity that sent you the message through iMAX.

**Subject** - This is the *Subject* text that was entered when the message was sent to you.

**Received Date** - This is the date the message was received by your TRACSMail ID in iMAX.

**Total Attachments** - This is the total number of files attached to the message.

The following options are available in the *Retrieve Selected Messages* section ...

#### Select All ( Button )

Individual *InBox Message & Attachment* entries can be selected manually by double clicking on each desired message line or click-on the **Select All** button to have all entry lines selected automatically.

#### Retrieve Messages ( Button )

Click-on the **Retrieve Selected Messages** button to save all selected message lines.

## Close ( Button )

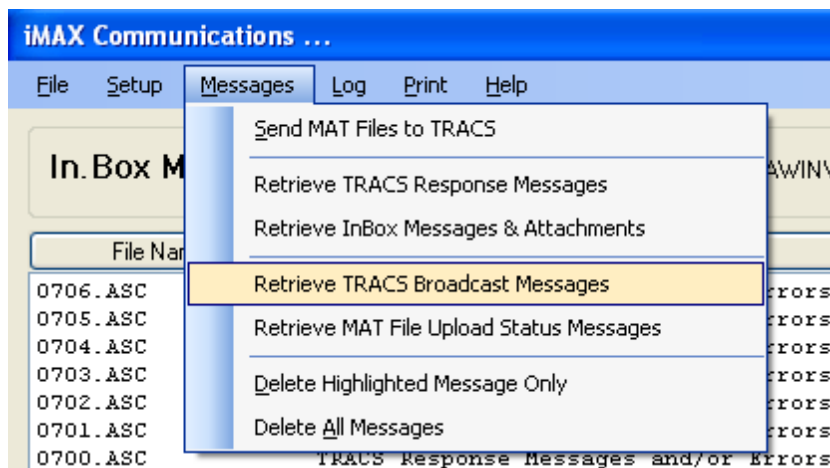
Click-on the **Cancel** button to exit the *Retrieve InBox Messages & Attachments* window.

## Help ( Button )

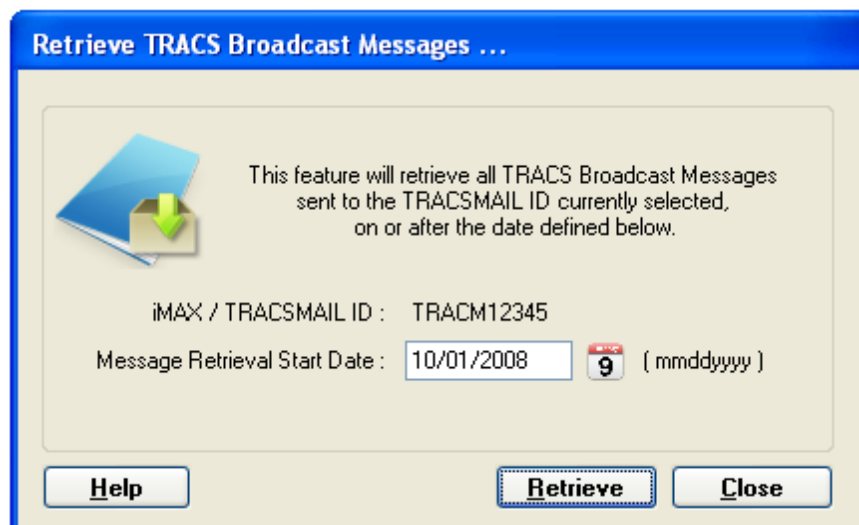
To view *Help Topics* related to this window, click-on the **Help** button.

### 9.8.6.5.5 Retrieve TRACS Broadcast Messages

Periodically, TRACS will send out *Broadcast Messages* that alert iMAX users of TRACS related issues or events ( such as scheduled iMAX web-server access downtimes, changes in iMAX submission policies, new TRACS MAT file implementation dates, etc. ). This iMAX Communications feature retrieves those specific message types.



To access the *Retrieve TRACS Broadcast Messages* window, click-on **Messages > Retrieve TRACS Broadcast Messages**. The following *Retrieve TRACS Broadcast Messages* window will appear ...



The following options are available at this window ...

**iMAX / TRACSMAIL ID**

This is the iMAX/TRACSMAIL ID currently selected.

**Message Retrieval Start Date**

Enter or select the desired date to begin message retrieval coverage. This date will establish the first day of the retrieval period. All *Broadcast Messages* that exist on or after this date will be retrieved. Date can be entered manually in a mmddyyyy format or can be selected from a calendar displayed by clicking on the image located at the right.

**Retrieve ( Button )**

Click-on the **Retrieve** button to proceed with the *Message Retrieval* process. Using the iMAX web-server, the program will attempt to retrieve *TRACS Broadcast Messages* for the date range defined and display a window with the number that was successfully retrieved. After acknowledging this message, all broadcast messages retrieved will be displayed at the top of the IN.BOX Messages list.

Note: An active internet connection must be established before the **Retrieve** option can be selected.

**Close ( Button )**

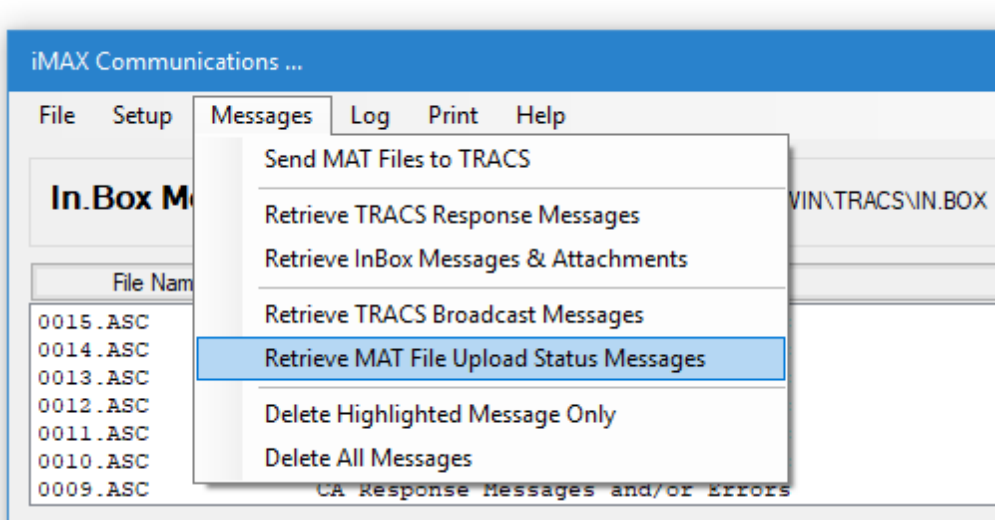
Click-on the **Cancel** button to exit the *Retrieve TRACS Broadcast Messages* window.

**Help ( Button )**

To view *Help Topics* related to this window, click-on the **Help** button.

**9.8.6.5.6 Retrieve MAT File Upload Status Messages**

This iMAX Communications feature allows you to retrieve MAT file submission status which confirms when the file has been retrieved by the entity ( TRACSMAIL ID ) the MAT file was originally sent to ( being National TRACS or Contract Administrator (CA)) and sent on to TRACS for processing.





To access the *Retrieve MAT File Upload Status Messages* window, click-on **Messages > Retrieve MAT File Upload Status Messages**. The following *Retrieve MAT File Upload Status Messages* window will appear ...

**Retrieve MAT File Upload Status Messages ...**

**Retrieve a MAT File Upload Status List**

This feature will retrieve a list of MAT files that have been sent through iMAX by the TRACSMAIL ID currently selected, within the date range defined below. Each MAT file's submission status will be displayed. After retrieving this list, the user can then select which individual status message to retrieve (save).

iMAX / TRACSMAIL ID : TRACM10793

Beginning Date : 02/01/2019 9 (mmddyyyy)

End Date : 02/01/2019 9 (mmddyyyy)

**Retrieve List**

**Retrieve Selected Upload Status Messages**

Transaction ID	Subject	Status	Transmitted Date	Uploaded Date
----------------	---------	--------	------------------	---------------

Select All      Select all Files      Retrieve Messages

Help      Close

*Retrieving MAT File Upload Status Messages* involves the completion of two separate steps ...

**Retrieve List** - This feature simply retrieves a list of *Status Messages*

**Retrieve Messages** - This feature will save *Status Message* detail as IN.BOX Messages

## Retrieve List

The following options are available in the *Retrieve List* section ...

### iMAX / TRACSMAIL ID

This is the iMAX/TRACSMAIL ID currently selected.

### Beginning Date

Enter or select the desired date to begin message retrieval coverage. This date will establish the first day of the retrieval period. Date can be entered manually in a mmddyyyy format or can be selected from a calendar displayed by clicking on the image located at the right.

**Ending Date**

Enter or select the desired date to end message retrieval coverage. This date will establish the last day of the retrieval period. Date can be entered manually in a mmddyyyy format or can be selected from a calendar displayed by clicking on the image located at the right.

**Retrieve List ( Button )**

Click-on the **Retrieve List** button to proceed with the *Message Retrieval* process. Using the iMAX web-server, the program will attempt to retrieve all *MAT File Upload Status Messages* for the date range defined and list them in the bottom section of this same window.

Note: An active internet connection must be established before the **Retrieve List** option can be selected.

**Close ( Button )**

Click-on the **Cancel** button to exit the *Retrieve MAT File Upload Status Messages* window.

**Help ( Button )**


To view *Help Topics* related to this window, click-on the **Help** button.

**Retrieve Messages**

After *MAT File Upload Status Messages* have been retrieved, this feature will save selected messages as IN.BOX Messages.

Retrieve MAT File Upload Status Messages ...

**Retrieve a MAT File Upload Status List**



This feature will retrieve a list of MAT files that have been sent through iMAX by the TRACSMail ID currently selected, within the date range defined below. Each MAT file's submission status will be displayed. After retrieving this list, the user can then select which individual status message to retrieve (save).

iMAX / TRACSMail ID : TRACM10793

Beginning Date : 02/01/2018 9 (mmddyyyy)

End Date : 02/01/2019 9 (mmddyyyy)

**Retrieve List**

**Retrieve Selected Upload Status Messages**

Transaction ID	Subject	Status	Transmitted Date	Uploaded Date
<input checked="" type="checkbox"/> TIN0504201822074141	SAHC May 2018	Transmitted	05/04/2018	05/04/2018
<input checked="" type="checkbox"/> TIN0504201822074140	SAHC May 2018	Transmitted	05/04/2018	05/04/2018
<input checked="" type="checkbox"/> TIN0713201822646575	SAHC August 2018	Transmitted	07/13/2018	07/13/2018
<input checked="" type="checkbox"/> TIN0713201822646576	SAHC August 2018	Transmitted	07/13/2018	07/13/2018
<input checked="" type="checkbox"/> TIN0816201822892134	SAHC Sept 2018	Transmitted	08/16/2018	08/16/2018
<input checked="" type="checkbox"/> TIN0816201822892135	SAHC Sept 2018	Transmitted	08/16/2018	08/16/2018
<input checked="" type="checkbox"/> TIN0823201822940121	SAHC September 2018	Transmitted	08/23/2018	08/23/2018
<input checked="" type="checkbox"/> TIN0823201822940122	SAHC September 2018	Transmitted	08/23/2018	08/23/2018

**Select All** **Select all Files** **Retrieve Messages**

**Help** **Close**

The following information is displayed for each *MAT File Upload Status Message* listed ...

**Transaction ID** - This is the unique ID assigned to the MAT file by iMAX during the *Send MAT Files to TRACS* process.

**Subject** - This is the *Subject* text that was entered during the *Send MAT Files to TRACS* process.

**Status** - This is the current status of the MAT File's submission. There are two *Status* conditions ...

**Received** - MAT file was received by iMAX but not yet transmitted to TRACS.

**Transmitted** - MAT file has been transmitted to TRACS for processing.

**Transmitted Date** - This is the date the MAT file was transmitted to TRACS for processing.

**Uploaded Date** - This is the date the MAT file was originally sent to and received by iMAX during the *Send MAT Files to TRACS* process.

The following options are available in the *Retrieve Messages* section ...

**Select All ( Button )**

Individual *MAT File Upload Status Message* entries can be selected manually by double clicking on each desired message line or click-on the **Select All** button to have all entry lines selected automatically.

#### Retrieve Messages ( Button )

Click-on the **Retrieve Messages** button to save all selected message lines as IN.BOX Messages displayed at the main iMAX Communications window.

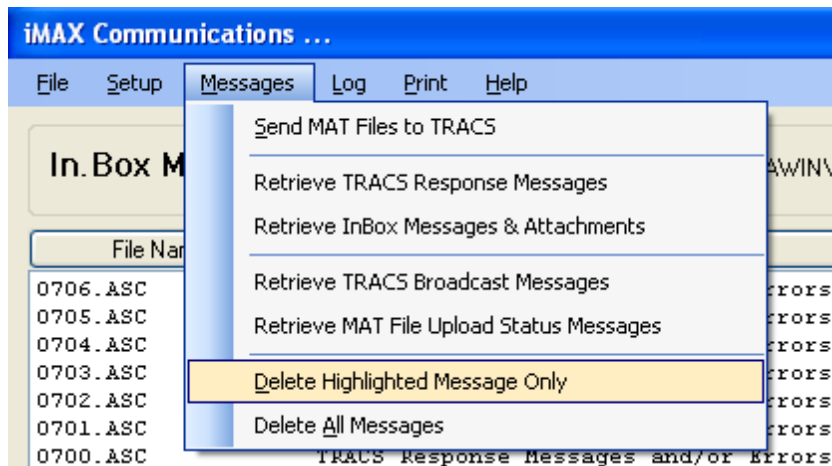
#### Close ( Button )

Click-on the **Cancel** button to exit the *Retrieve MAT File Upload Status Messages* window.

#### Help ( Button )

To view *Help Topics* related to this window, click-on the **Help** button.

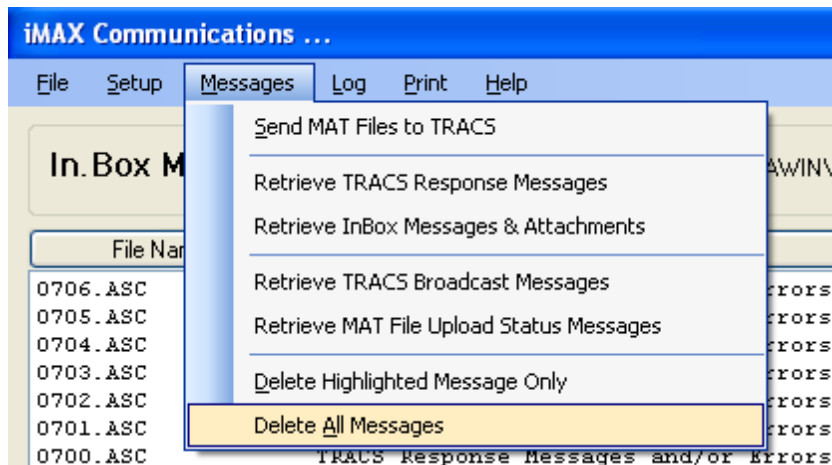
### 9.8.6.5.7 Deleting Messages



#### Delete Highlighted Message Only

To *Delete* a message from the *In.Box Messages* list currently displayed, select (highlight) the desired *Message Entry Line* and click-on **Messages > Delete Highlighted Message Only**. A *Deleting Message* window will appear. Click-on the **OK** button to *Delete* the selected message or click-on the **Cancel** button to abort the deletion process.

Note: Deleted Message files are sent to the *Recycle Bin* where they can be restored, if necessary.



### Delete All Messages

To *Delete* ALL messages from the *In.Box Messages* list currently displayed, click-on **Messages > Delete All Messages**. A *Deleting Message* window will appear. Click-on the **OK** button to *Delete* all existing message entries or click-on the **Cancel** button to abort the deletion process.

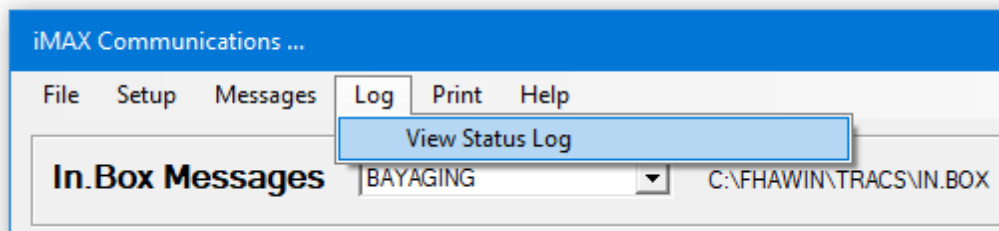
Note: Deleted Message files are sent to the *Recycle Bin* where they can be restored, if necessary.

## 9.8.6.6 Log Menu

### 9.8.6.6.1 View Status Log

The success of every *Send & Retrieve* attempt is chronologically recorded in a *Status Log* file. This log keeps track of every file that was successfully or unsuccessfully sent and every message that was successfully or unsuccessfully retrieved.

### View Status Log



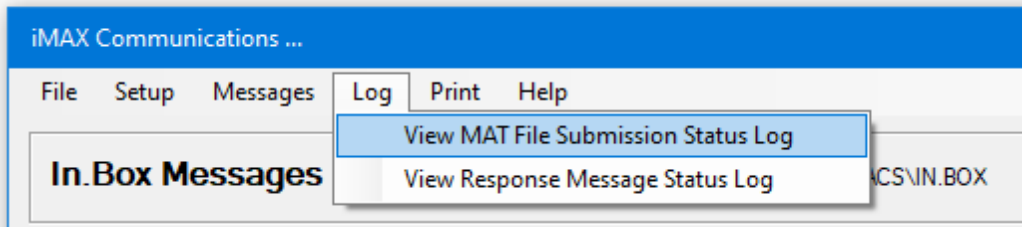
Note: This pull-down menu option is only displayed when the "*Individualize HUD/TRACS MAT File Outbox folder locations by each project's Destination TRACSMail ID*" checkbox has not been checked in the DATA PATHS feature window.

To view the *Status Log*, click-on **Log > View Status Log**. The existing *Status Log* file is automatically opened using *Windows Notepad*.

Each *Send & Retrieve* attempt entry is separated by a row of asteriks (\*\*\*\*\*). New entries are added to the bottom of the log. Scroll to the bottom of the *Status Log* to view the most recent entries. To exit viewing the *Status Log*, click-on **File > Exit**.

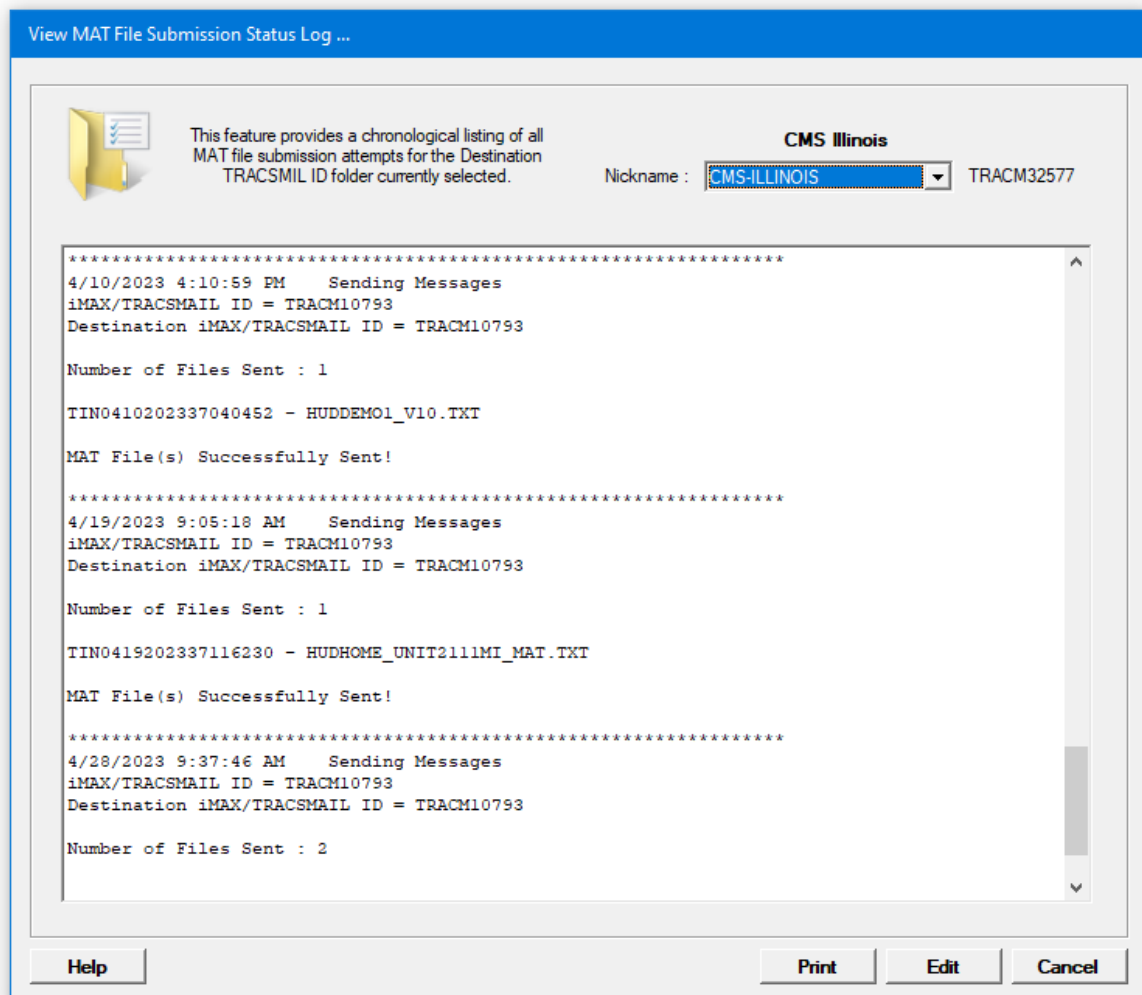
Note: Entries in the *Status Log* can be manually cleaned up while viewing it in *Windows Notepad*. Remember to save your changes when exiting *Windows Notepad*.

## View MAT File Submission Status Log



Note: This pull-down menu option is only displayed when the "*Individualize HUD/TRACS MAT File Outbox folder locations by each project's Destination TRACSMAIL ID*" checkbox has been checked in the DATA PATHS feature window.

To view the *MAT File Submission Status Log*, click-on **Log > View MAT File Submission Status Log**. The *View MAT File Submission Status Log* feature window will appear ...



Each *Send MAT Files to TRACS* attempt entry is separated by a row of asteriks (\*\*\*\*\*). New entries are added to the bottom of the log. Scroll to the bottom of the *Status Log* to view the most recent entries.

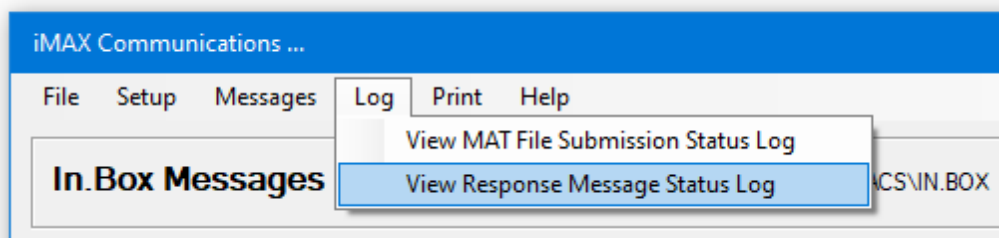
**Help** - To view *Help Topics* related to this window, click-on the **Help** button.

**Print** - To print the Status Log

**Edit** - To manually clean up Status Log entry history, click-on **Edit**.

**Cancel** - To exit viewing the *Status Log* selected, click-on **Cancel**.

### View Response Message Status Log



Note: This pull-down menu option is only displayed when the "*Individualize HUD/TRACS MAT File Outbox folder locations by each project's Destination TRACSMAIL ID*" checkbox has been checked in the DATA PATHS feature window.

To view the *Response Message Status Log*, click-on **Log > View Response Message Status Log**. The existing *Status Log* file is automatically opened using *Windows Notepad*.

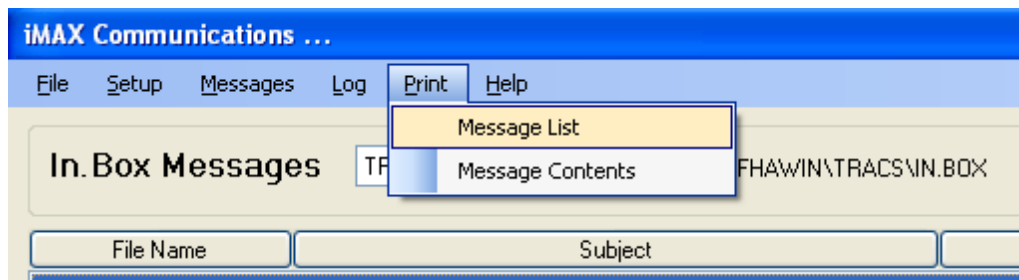
Each *Retrieve Message* attempt entry is separated by a row of asteriks (\*\*\*\*\*). New entries are added to the bottom of the log. Scroll to the bottom of the *Status Log* to view the most recent entries. To exit viewing the *Status Log*, click-on **File > Exit**.

Note: Entries in the *Status Log* can be manually cleaned up while viewing it in *Windows Notepad*. Remember to save your changes when exiting *Windows Notepad*.

## 9.8.6.7 Print Menu

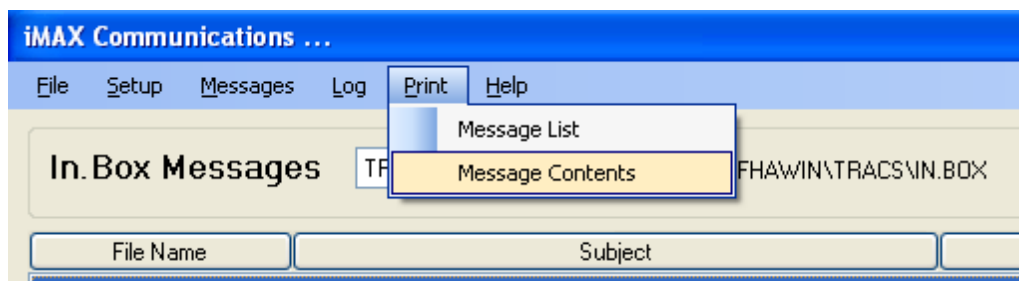
### 9.8.6.7.1 Print Message List/Contents

All messages retrieved from the iMAX Web-Server and listed at the main iMAX Communications window can be printed at anytime.



## Print - Message List

To print the *Message List*, click-on **Print > Message List**. A standard *Print* window will appear. Click-on **Print**.

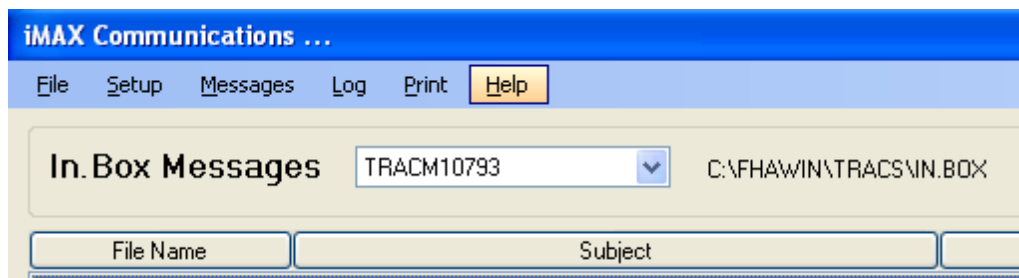


## Print - Message Contents

To print *Message Contents*, click-on ( highlight ) the desired message entry line and click-on **Print > Message Contents**. A standard *Print* window will appear. Click-on **Print**.

### 9.8.6.8 Help Menu

#### 9.8.6.8.1 Help Topics



### Help Topics

To view *Help Topics* related to the iMAX Communications feature, click-on **Help**.



## 9.9 HUD Financial Reports

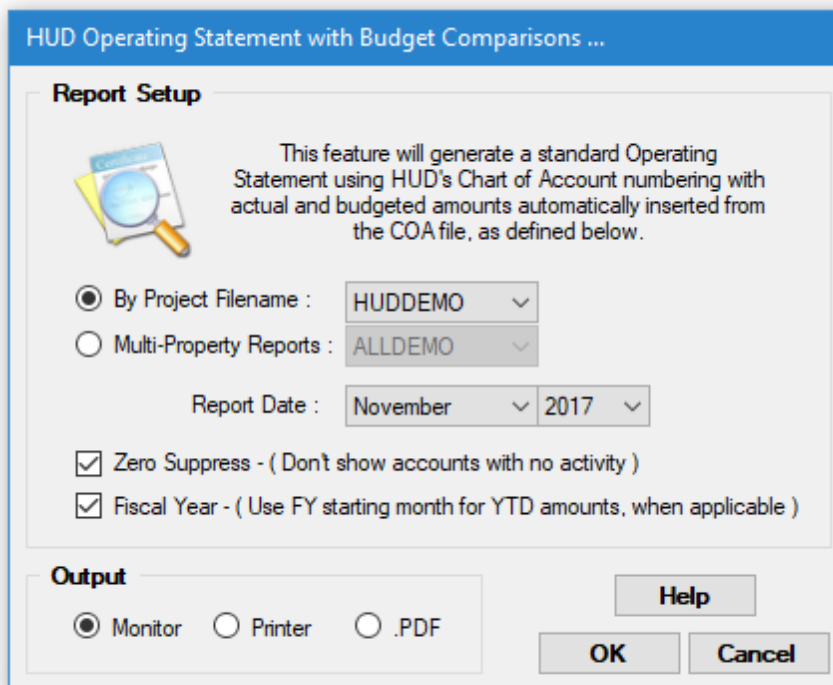
### 9.9.1 HUD Operating Statement w/Budgets

#### Overview

This feature provides the ability to generate a *Standard Operating Statement* ( using HUD's *Chart of Account* ( COA ) *numbering format* ), inserting amounts directly from the *Chart of Accounts*.


Note: For reporting accuracy, be sure to comply with HUD's account numbering specifications when creating &/or modifying your project's *Chart of Accounts*. If your chart of accounts is not numbered according to HUD's chart of account numbering requirement, use the **HUD COA Associations** feature to automatically associate your account numbers with HUD's account numbers.

To access the *HUD Operating Statement w/Budget Comparisons - Setup Window*, click-on **HUD > HUD Financial Reports > HUD Operating Statement with Budget Comparisons ...**



HUD Operating Statement with Budget Comparisons ...

**Report Setup**

 This feature will generate a standard Operating Statement using HUD's Chart of Account numbering with actual and budgeted amounts automatically inserted from the COA file, as defined below.

☒ By Project Filename : HUDDemo

☐ Multi-Property Reports : ALLDemo

Report Date : November 2017

☒ Zero Suppress - ( Don't show accounts with no activity )

☒ Fiscal Year - ( Use FY starting month for YTD amounts, when applicable )

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

#### Setup

*HUD Operating Statement w/Budget Comparison reports* can be generated individually, one project at a time, or in *Multi-Property Report mode*.

**By Project Filename** - Bullet this selection if you want to generate a *HUD Operating Statement w/Budget Comparison* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *HUD Operating Statement w/Budget Comparison* in *Multi-Property Mode*. The program will automatically generate a summary for each

property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Date** - Select the desired *Month & Year* to report, using the pull down lists. *Report Date* initially defaults to current system *Month & Year*.

**Zero Suppress ( checkbox )** - This indicates whether accounts with a zero balance (no financial activity) should be included on the report or not. All accounts are included on the *Standard Operating Statement*, unless this box is checked.

**Fiscal Year ( Checkbox )** - This indicates what reporting period (*Fiscal* versus *Calendar*) will be used to report *YTD amounts*. When checked, *YTD Amounts* will be based on *Fiscal Year Starting Month* (established in the **Accounting Defaults** window). When unchecked, *YTD Amounts* will be based on *January* being the first month (*Calendar Year*).

Note: This option is only displayed when the *Fiscal Year Applies* (**Accounting Defaults** window) checkbox has been selected or when *Multi-Property Reports* has been selected. Non-Fiscal Year projects included in *Multi-Property Reports* will automatically revert to *Calendar Year* reporting periods.

Note: This box is checked as the default, when displayed.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to continue processing an *HUD Operating Statement w/Budget Comparison*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *HUD Operating Statement w/Budget Comparison - Setup Window*.

## 9.9.2 HUD-92410 Statement of Profit & Loss

### Overview

This feature provides the ability to generate a *HUD-92410 Statement of Profit & Loss* ( using HUD's *Chart of Account ( COA ) numbering format* ), inserting amounts directly from the *Chart of Accounts*.

Note: For reporting accuracy, be sure to comply with HUD's account numbering specifications when creating &/or modifying your project's *Chart of Accounts*. If your chart of accounts is not numbered according to HUD's chart of account numbering requirement, use the **HUD COA Associations** feature to automatically associate your account numbers with HUD's account numbers.

To access the *HUD-92410 Statement of Profit & Loss - Setup Window*, click-on **HUD > HUD Financial Reports > HUD-92410 Statement of Profit & Loss ...**

**HUD-92410 Statement of Profit and Loss ...**

**Report Setup**

This feature will generate a HUD-92410 Statement of P&L with amounts automatically inserted from the Chart of Accounts, as defined below.

☒ By Project Filename : HUDDemo

☐ Multi-Property Reports : ALLDemo

Report Date : November 2017

Include ... ☒ MTD Amounts ☐ YTD Amounts

☒ Fiscal Year - ( Use FY starting month for YTD amounts, when applicable )

HUD-92410 Part II Amount Info

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

### Setup

*HUD-92410 Statement of Profit & Loss* reports can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *HUD-92410 Statement of Profit & Loss* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *HUD-92410 Statement of Profit & Loss* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Date** - Select the desired *Month & Year* for MTD or YTD amounts to report, using the pull down lists. *Report Date* initially defaults to current system *Month & Year*.

**Include ... MTD Amounts / YTD Amounts ( checkboxes )** - Click-on the *MTD Amounts* box to report actual MTD amounts for the *Report Date* ( *Month* ) selected. Click-on the *YTD Amounts* box to report actual YTD amounts as of the *Report Date* ( *Month* ) selected.

**Fiscal Year ( Checkbox )** - This indicates what reporting period (*Fiscal* versus *Calendar*) will be used to report *YTD amounts*. When checked, *YTD Amounts* will be based on *Fiscal Year Starting Month* (established in the *Accounting Defaults* window). When unchecked, *YTD Amounts* will be based on *January* being the first month (*Calendar Year*).

Note: This option is only displayed when the *Fiscal Year Applies* (*Accounting Defaults* window) checkbox has been selected or when *Multi-Property Reports* has been selected. Non-Fiscal Year projects included in *Multi-Property Reports* will automatically revert to *Calendar Year* reporting periods.

Note: This box is checked as the default, when displayed.

#### HUD-92410 Part II Amount Info ( Button )

Click-on this button to view the *HUD-92410 Part II Amount Info* window ...

HUD-92410 Part II Amount Information ...

**HUD-92410 Statement of Profit and Loss - Part II**

1. Total principal payments required under the mortgage, even if payments under a Workout Agreement are less or more than those required under the mortgage.	\$	28,750
2. Replacement Reserve deposits required by the Regulatory Agreement or Amendments thereto, even if payments may be temporarily suspended or waived.	\$	8,575
3. Replacement or Painting Reserve releases which are included as expense items on this Profit and Loss Statement.	\$	795
4. Project Improvement Reserve Releases under the Flexible Subsidy Program that are included as expense items on this Profit and Loss Statement.	\$	575

Help      \* All above amounts should be entered as ANNUAL Amounts.      Save      Cancel

This section appears at the bottom of the HUD-92410 form. The amounts recorded in the above window are entered as ANNUAL amounts. Based on the reporting period defined ( MTD vs YTD ), the program will automatically prorate each applicable amount when inserting these amounts on the form.

Click-on **Save** to save your changes and return to the *Report Setup* window. Click-on **Cancel** to return to the *Report Setup* window without saving your changes. Click-on **Help** to view *Online Help Topics* about this feature.

#### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to continue processing an *HUD-92410 Statement of Profit & Loss*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *HUD-92410 Statement of Profit & Loss - Setup Window*.

## 9.9.3 HUD-92547-A Budget Worksheet

### Overview


This feature provides the ability to generate a *HUD-92410-A Budget Worksheet ( using HUD's Chart of Account ( COA ) numbering format )*, inserting amounts directly from the *Chart of Accounts*.

Note: For reporting accuracy, be sure to comply with HUD's account numbering specifications when creating &/or modifying your project's *Chart of Accounts*. If your chart of accounts is not numbered according to HUD's chart of account numbering requirement, use the **HUD COA Associations** feature to automatically associate your account numbers with HUD's account numbers.

To access the *HUD-92410-A Budget Worksheet - Setup Window*, click-on **HUD > HUD Financial Reports > HUD-92410-A Budget Worksheet ...**

HUD-92547-A Budget Worksheet ...

**Report Setup**

 This feature will generate a HUD-92547-A Budget Worksheet with amounts automatically inserted from the Chart of Accounts, as defined below.

☒ By Project Filename : HUDDMO

☐ Multi-Property Reports : ALLDEMO

Report Date : November 2017

☒ Fiscal Year - ( Use FY starting month for YTD amounts, when applicable )

Principle/Reserve/Debt/Cash Requirement Info

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

### Setup

HUD-92410-A Budget Worksheet reports can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a HUD-92410-A Budget Worksheet for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a HUD-92410-A Budget Worksheet in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Date** - Select the desired *Month & Year* to report, using the pull down lists. *Report Date* initially defaults to current system *Month & Year*.

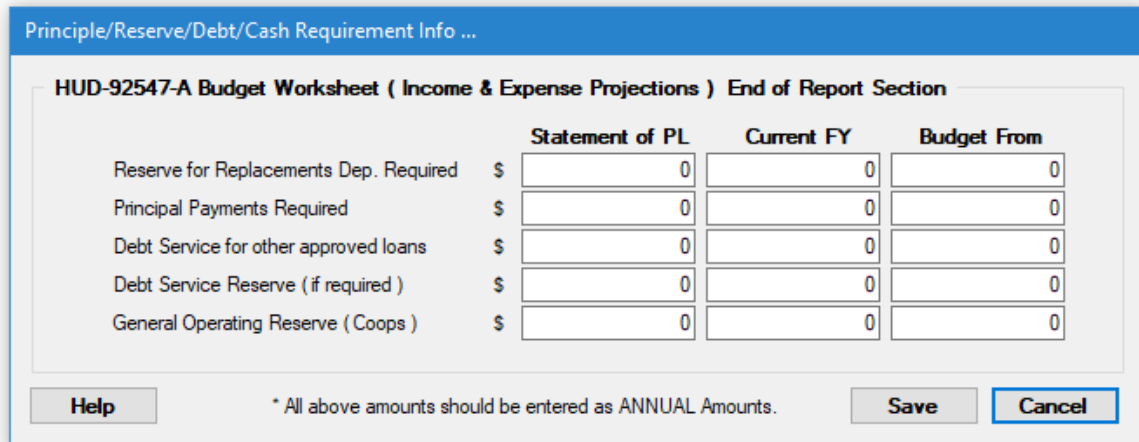
**Fiscal Year ( Checkbox )** - This indicates what reporting period (*Fiscal* versus *Calendar*) will be used to report *YTD amounts*. When checked, *YTD Amounts* will be based on *Fiscal Year Starting Month* (established in the **Accounting Defaults** window). When unchecked, *YTD Amounts* will be based on *January* being the first month (*Calendar Year*).

Note: This option is only displayed when the *Fiscal Year Applies* (**Accounting Defaults** window) checkbox has been selected or when *Multi-Property Reports* has been selected. Non-Fiscal Year projects included in *Multi-Property Reports* will automatically revert to *Calendar Year* reporting periods.

Note: This box is checked as the default, when displayed.

**Principle/Reserve/Debt/Cash Requirement Info ( Button )**

Click-on this button to view the Principle/Reserve/Debt Requirement Info window ...



	Statement of PL	Current FY	Budget From
Reserve for Replacements Dep. Required	\$ 0	0	0
Principal Payments Required	\$ 0	0	0
Debt Service for other approved loans	\$ 0	0	0
Debt Service Reserve ( if required )	\$ 0	0	0
General Operating Reserve ( Coops )	\$ 0	0	0

\* All above amounts should be entered as ANNUAL Amounts.

This section appears at the bottom of the HUD-92547-A form. The amounts recorded in the above window are entered as ANNUAL amounts.

Click-on **Save** to save your changes and return to the *Report Setup* window. Click-on **Cancel** to return to the *Report Setup* window without saving your changes. Click-on **Help** to view *Online Help Topics* about this feature.

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to continue processing an *HUD-92410-A Budget Worksheet*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *HUD-92410-A Budget Worksheet - Setup Window*.

## 9.9.4 HUD-93479 Mo. Report for Est. Net Income

### 9.9.4.1 Overview

## Overview

This feature provides the ability to generate a *HUD-93479 Monthly Report for Establishing Net Income* ( using HUD's *Chart of Account ( COA )* numbering format ), inserting amounts directly from the *Chart of Accounts*. *HUD-93480 Schedule of Disbursements ( Schedule B )* and *HUD-93481 Schedule of Accounts Payable ( Schedule C )* forms are also included.

Note: For reporting accuracy, be sure to comply with HUD's account numbering specifications when creating &/or modifying your project's *Chart of Accounts*. If your chart of accounts is not numbered according to HUD's chart of account numbering requirement, use the **HUD COA Associations** feature to automatically associate your account numbers with HUD's account numbers.

To access the *HUD-93479 Monthly Report for Establishing Net Income - Setup Window*, click-on **HUD > HUD Financial Reports > HUD-93479 Monthly Report for Establishing Net Income ...**

**HUD-93479 Monthly Report for Establishing Net Income ...**

**Report Setup**

 This feature will generate a HUD-93479 Monthly Report for Establishing Net Income, along with HUD-93480 Schedule B and HUD-93481 Schedule C forms with amounts automatically inserted from the Chart of Accounts, as defined below ...

☐ By Project Filename : HUDDMO ▾

☒ Multi-Property Reports : ALLDEMO ▾

Report Date : October ▾ 2017 ▾

**Line Item Setup**

**Options**

☒ Create a new HUD-93479 Monthly Report for Establishing Net Income

☐ Load the saved Report file selected ..... Oct 2017 ▾

☐ Delete the saved Report file selected ...

**Output**

☒ Printer ☐ .PDF

**Help**

**OK** **Cancel**

## Setup



*HUD-93479 Monthly Report for Establishing Net Income* reports can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *HUD-93479 Monthly Report for Establishing Net Income* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *HUD-93479 Monthly Report for Establishing Net Income* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Date** - Select the desired *Month & Year* to report, using the pull down lists. *Report Date* initially defaults to current system *Month & Year*.

**Line Item Setup ( button )** - The HUD-93479 report has line item amounts that need to be setup with applicable Account #'s. Click-on this button to access the **Line Item Setup** window.

### Options

\* **Create a new HUD-93479 Monthly Report for Establishing Net Income** - Bullet this item to ignore all previously saved forms and process an all new *HUD-93479 Monthly Report for Establishing Net Income* report, based on the items defined in this setup window.

\* **Load the saved Report file selected** - Bullet this item to reload and continue processing a previously saved form. Select the desired report Month & Year, using the pull down list.

\* **Delete the saved Report file selected** - Bullet this item to delete a saved form from the system. Select the desired report Month & Year, using the pull down list.

Note: If no previously saved reports exists, none of the above options are enabled. *Create a new HUD-93479 Monthly Report for Establishing Net Income* becomes the default selection.

### Output

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

Note: The **Output** section is only displayed when *Multi-Property Reports* is selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to continue processing an *HUD-93479 Monthly Report for Establishing Net Income*, as defined in this setup window. If a specific *Project Filename* was selected, the **Report Detail Entry** window will appear.

**Cancel**

Click-on **Cancel** to exit out of the *HUD-93479 Monthly Report for Establishing Net Income - Setup Window*.

**9.9.4.2 Line Item Setup**

The HUD-93479 report has line item amounts that need to be setup with applicable Account #'s. To access the *Line Item Setup* feature, click-on the **Line Item Setup** button. The following *Line Item Setup* window will appear for the project filename currently selected ...

	COA #1	COA #2	COA #3	COA #4	COA #5
1. Cash On-Hand and in the Bank, Beginning of the Month .....	1120	1121	1125		
2. Amounts Received during the month					
a. Tenants Apartment Rent .....	5120				
b. Tenants Subsidy Vouchers .....	5121				
c. Flexible Subsidy Monthly Operating Deficit .....	5180				
Other					
d. Other (Specify) .....					
3. Disbursements made during the Month (from HUD-93480, Schedule B)					
a. Excess Income Submitted .....					
b. Routine Operations					
c. Flexible Subsidy/Management Improvement Operating (MIO) Plans Items					
d. Other (Specify) .....					

Buttons: Help, Copy from Another Project, OK

The following items are available at the Line Item Setup window ...

**COA #1 thru #5 Columns**

**Line #1 Cash On-Hand** - This line identifies Chart of Account numbers that make up the beginning of the month Cash On-Hand balance. Up to five Acct #'s can be recorded that the report will pull amounts from. According to HUD's Standard Chart of Accounts, Acct #1120 is normally the main Cash - Operations Account.

**Line #2 a./b./c./d. Amounts Received** - These lines are from the *Amounts Received* section of the HUD-93479 form and identifies Chart of Account numbers that make up each line item amount. According to HUD's Standard Chart of Accounts, Acct #5120 is normally the Tenant Apartment Rent acct #, Acct #5121 is normally the Tenant Subsidy Vouchers acct #, and so on. Identify the Acct #'s that make up line #2 a./b./c./d.. Income entry amounts that don't match these Acct #'s will automatically be reported in the OTHER line item.

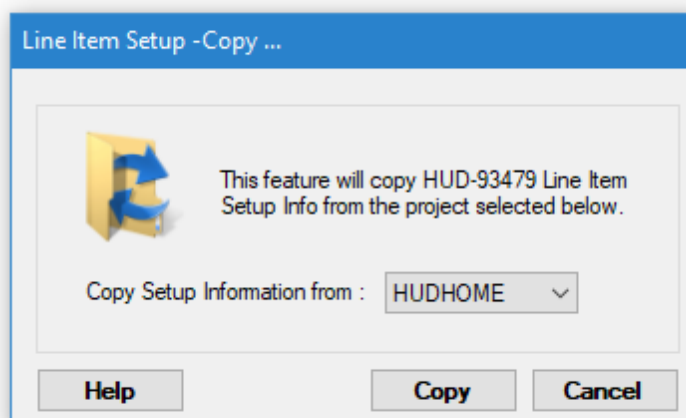
**Line #3 a./b./c./d. Disbursements Made** - These lines are from the Disbursements Made section of the HUD-93479 form and identifies Chart of Account numbers that make up each line item amount. Identify the Acct #'s that make up line #3 a./b./c./d.. Disbursement entry amounts that don't match these Acct #'s will automatically be reported in the ROUTINE OPERATIONS line item.

### Help

Click **Help** to view *Online Help Topics* relating to this report feature.

### Copy from Another Project

To copy *Line Item Setup* information from one project to another, click-on **Copy from Another Project**. The following window appears ...



**Copy RD COA Associations from** - Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy *Line Item Setup* information from.

**Copy** - Click-on the **Copy** button to copy *Line Item Setup* information.

**Cancel** - Click the **Cancel** button to exit the *Copy Line Item Setup* setup menu.

### OK

Click-on **OK** to Save & Exit the *Line Item Setup* window.

## 9.9.4.3 Report Detail

To access the *HUD-93479 Monthly Report for Establishing Net Income - Detail* window, click-on the **OK** button at the *Setup* window. The following *HUD-93479 Monthly Report for Establishing Net Income - Detail* window will appear for the project filename selected ...

HUD-93479 Monthly Report for Establishing Net Income - Details ...

File Print Help

---

**HUD-93479 Monthly Report for Establishing Net Income - Schedule A**  
**Village Green Apartments - HUD**

**Reporting Period**  
03/01/2017 - 03/31/2017

1. Cash On-Hand and in the Bank, Beginning of the Month .....	(1) Opening Cash :	<input type="text" value="47943.54"/>
2. Amounts Received during the month		
a. Tenants Apartment Rent .....	<input type="text" value="11,070.00"/>	
b. Tenants Subsidy Vouchers .....	<input type="text" value="66,729.00"/>	
c. Flexible Subsidy Monthly Operating Deficit .....	<input type="text" value="0.00"/>	
Other .....	<input type="text" value="-4,328.42"/>	
d. Other (Specify) <input type="text"/>	<input type="text" value="0.00"/>	
<input type="text"/>	<input type="text" value="0.00"/>	
	(2) Total Receipts :	73,470.58
3. Disbursements made during the Month ( from HUD-93489, Schedule B )		
a. Excess Income Submitted .....	<input type="text" value="0.00"/>	
b. Routine Operations .....	<input type="text" value="71,365.58"/>	
c. Flexible Subsidy/Management Improvement Operating ( MIO ) Plans Items	<input type="text" value="0.00"/>	
d. Other (Specify) <input type="text"/>	<input type="text" value="0.00"/>	
<input type="text"/>	<input type="text" value="0.00"/>	
	(3) Total Disbursements :	71,365.58
4. Cash On-Hand and in the Bank, End of Month ( Line 1 + line 2 minus line 3 )		50,048.54
5. Monthly Rent Potential .....	<input type="text" value="83,979.00"/>	
6. Rent Loss on Vacant Units .....	<input type="text" value="0.00"/>	
7. Tenant Accounts Receivable .....	<input type="text" value="158,846.32"/>	
8. Accounts Payable ( from HUD-93481, Schedule C )		

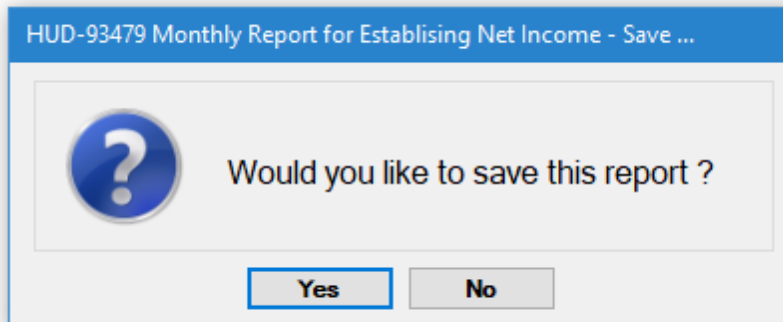
The following items are available at the *HUD-93479 Monthly Report for Establishing Net Income - Detail* window ...

### HUD-93479 Form Line Items

All line item entries that are on the HUD-93479 form are displayed on-screen. This screen appears when either creating a new report or when loading a previously saved report for a specific project filename. Item #1 - Opening Cash Balance comes directly from the Chart of Accounts. Item #2 - *Amounts Received*, Item #3 - *Disbursements Made*, Item #7 - *Tenant Accounts Receivable*, Item #8 - *Accounts Payable* and Item #10 - *Security Deposit* amounts come from A/R, A/J and A/P entry detail. Item #5 - *Monthly Rent Potential*, Item #6 - *Rent Loss on Vacant Units* and Item #9 - *Vacant/Occupied/Rent Free Unit Count* comes from Unit Data History. If a Chart of Accounts and A/R, A/J, A/P entries exist, line item amounts will automatically be filled in ( based on Acct #'s recorded in the *Line Item Setup* feature ). All HUD-93479 form line item text and amounts can be manually edited at this window.

### File

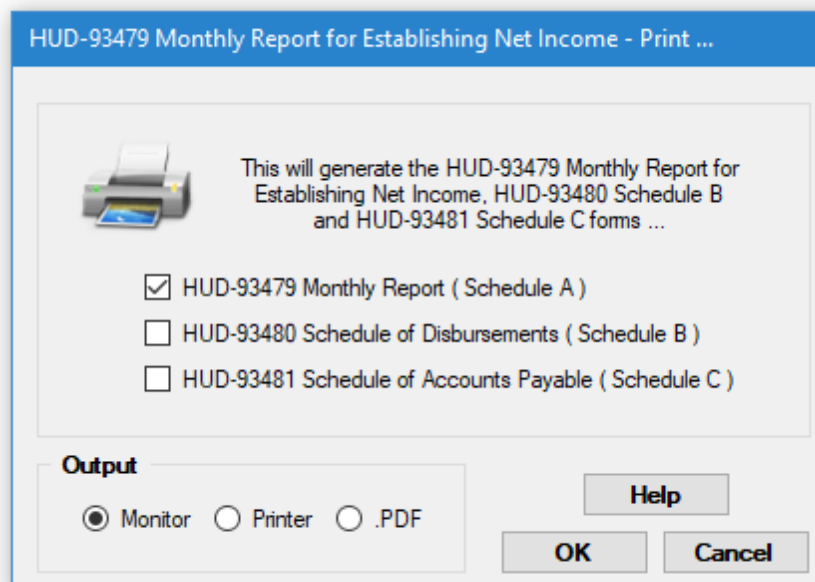
Click-on **File > Exit** to exit out of the *HUD-93479 Monthly Report for Establishing Net Income - Detail* window. Upon exiting the *HUD-93479 Monthly Report for Establishing Net Income - Detail* window, the following option to save the report is presented ...



Click-on **Yes** to save the *HUD-93479 Monthly Report for Establishing Net Income* report.  
Click-on **No** to return to the Setup window without saving the *HUD-93479 Monthly Report for Establishing Net Income* report.

### Print

Click-on **Print** to print the *HUD-93479 Monthly Report for Establishing Net Income*, *HUD-93480 Schedule of Disbursements ( Schedule B )* and *HUD-93481 Schedule of Accounts Payable ( Schedule C )* forms. The following window will appear ...



The following items are available at the *HUD-93479 Monthly Report for Establishing Net Income - Print* window ...

**HUD-93479 Monthly Report ( Schedule A ) ( Checkbox )** - Click-on this checkbox to print the HUD-93479 form.

**HUD-93480 Schedule of Disbursements ( Schedule B ) ( Checkbox )** - Click-on this checkbox to print the HUD-93480 form.

Note: The HUD-93480 form will be printed whether or not there is actual A/P Check Disbursement Entry activity to report.

**HUD-93481 Schedule of Accounts Payable ( Schedule C ) ( Checkbox )** - Click-on this checkbox to print the HUD-93481 form.

Note: The HUD-93481 form will be printed whether or not there is actual A/P Entry activity to report.

**Monitor** - Bullet this item to display report on the screen.

Note: Only one report can be viewed at a time on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

Click-on **Help** to view *Online Help Topics* about this print process.

Click-on **OK** to continue printing the HUD-93479, HUD-93480, and HUD-93481 forms.

Click-on **Cancel** to return to the *Report Detail* Window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

## 9.9.5 HUD Chart of Accounts

Go to the Chart of Accounts section of this document.

## 9.9.6 HUD COA Associations

## Overview

The following HUD Financial Reports ( generated by *FHA Software* ) are done so using HUD's Chart of Account numbering standard ...

- \* HUD Operating Statement with Budget Comparisons
- \* HUD-92410 Statement of Profit and Loss
- \* HUD-92547-A Budget Worksheet
- \* HUD-93479 Monthly Report for Establishing Net Income ( Schedule A )
- \* HUD-93480 Schedule of Disbursements ( Schedule B )
- \* HUD-93481 Schedule of Accounts Payable ( Schedule C )

If your project's chart of account numbers do not comply with HUD's chart of account numbers, use this feature to automatically associate your project's account numbers with HUD's account numbering standard.

Note: This utility is only necessary if your project's Chart of Account numbers do not comply with HUD's Chart of Account numbering standard.

To access the *HUD COA Associations* window, click **HUD > HUD Financial Reports > HUD COA Associations ...**

**HUD COA Associations ...**

When Chart of Account numbers don't match or follow HUD's standard account numbering, this feature allows you to associate each existing FHA Software COA # with a HUD COA # they are meant to be reported as on all HUD Financial Reports provided with FHA Software.

Project Filename :

FHA COA #	HUD COA #
4030	<input type="text" value="4030"/>
4040	<input type="text" value="4040"/>
4050	<input type="text" value="4050"/>
4060	<input type="text" value="4060"/>
4070	<input type="text" value="4070"/>
4080	<input type="text" value="4080"/>
4100	<input type="text" value="4100"/>
4200	<input type="text" value="4200"/>
4300	<input type="text" value="4300"/>
5120	<input type="text" value="5120"/>
5121	<input type="text" value="5121"/>
5140	<input type="text" value="5140"/>
5170	<input type="text" value="5170"/>
5180	<input type="text" value="5180"/>
5190	<input type="text" value="5190"/>
5191	<input type="text" value="5191"/>
5192	<input type="text" value="5192"/>

Buttons: Cancel, Delete, Save, Help, Prev 25, Next 25

The following options are available at this window ...

**Project Filename**

Click-on the pull down button to view a list of available project filenames and select the desired project.

### FHA COA # ( Column )

Account numbers listed in this column are the Chart of Account ( COA ) numbers used in *FHA Software*.

### HUD COA # ( Column )

Account Numbering in the *HUD COA #* is the associated HUD Account No. the *FHA COA #* should be reported as and can be modified by simply clicking the cursor on the desired HUD COA # field and typing in the change.

### Help

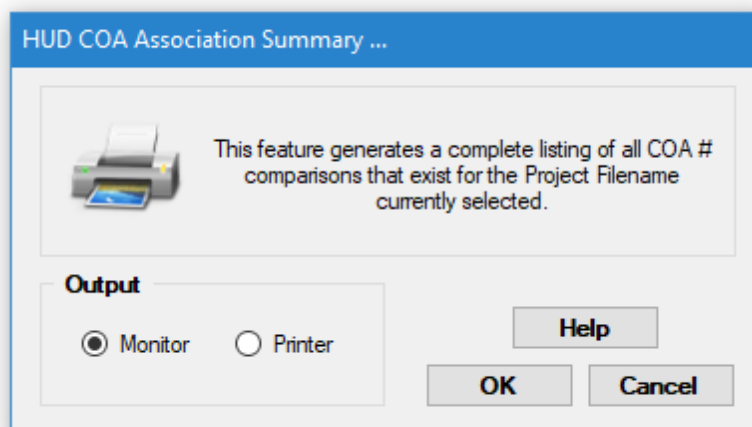
Click-on **Help** to view *Online Help Topics* about this process.

### Create

To create a HUD COA # Association file for the project filename selected, click-on the **Create** button.

### Print

To print a *HUD COA Association Summary* for the project filename currently selected, click-on the **Print** button. A print setup window will appear with the following options ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *HUD COA Association Summary*.

Click-on **Cancel** to exit out of the print option.

### Edit



To edit *HUD COA* #'s currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode*. When finished editing, click-on **Save** to save changes or **Cancel** to exit editing mode without saving changes.

### Cancel

Click-on **Cancel** to exit the *HUD COA Associations* window.

## 9.9.7 Bank Balance Summary

### 9.9.7.1 Overview


## Overview

This feature provides the ability to obtain a quick summary of *Bank Balances* for any month that exists in the Project's *Chart of Accounts*. The user has the option to view *Bank Balances* for one project only or for multi-properties at the same time. Account Numbers defined in a *Setup Menu* determines where bank balance amounts are coming from for this summary. Standard *Bank Account* categories are summarized at this window ...

- Cash (General Operating/Checking Account)
- Other Accounts (Savings/Set-Asides)
- Real Estate Tax Escrow Accounts
- Insurance Escrow Accounts
- Reserve Accounts
- Security Deposit Accounts

To access the *Bank Balance Summary* window, click-on **RD/HUD > RD/HUD Financial Reports > Bank Balance Summary**. The main *Bank Balance Summary* window will appear ...

**Bank Balance Summary ...**

 This feature provides month-end Bank Balance Summaries using Chart of Account information.

Report Date : December 2018

☒ By Project Filename : RHSDemo
 ☐ Multi-Property Reports : ALLDEMO

**Retrieve Bank Balance Info**

Project	Cash	Other	R.E. Tax	Insurance	Reserve	Sec.Dep
RHSDemo	51,325.00	8,500.00	12,755.00	0.00	47,301.00	9,758.00

Help    Print Summary    Bank Balance Summary - Setup    OK

Note: The *Bank Balance Summary* window first appears with no bank amount information displayed. The user must verify &/or select the desired *Report Date*, *Project Filename* or *Multi-Property Reports Filename* and then click-on the *Retrieve Bank Balance Info* button to trigger a *Bank Balance Summary* to be displayed.

The following options are available at the *Bank Balance Summary Window*...

### Report Date

Select the desired *Month & Year* of Bank Balance Summary information to report, using the pull down lists. *Bank Balance* amounts as of the last day of the *Month & Year* selected will be reported on this summary.

Note: The *Retrieve Bank Balance Info* button must be clicked in order to retrieve and display a *Bank Balance Summary* reflecting this change.

### Project Filename/Multi-Property Reports

**By Project Filename** - Bullet this selection if you want to view a *Bank Balance Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to view *Bank Balance Summaries* in *Multi-Property Mode*. The program will automatically display a summary line for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

Note: The *Retrieve Bank Balance Info* button must be clicked in order to retrieve and display a *Bank Balance Summary* reflecting this change.

### **Retrieve Bank Balance Info**

Click-on the **Retrieve Bank Balance Info** button to retrieve and display *Bank Balance Summary* information, based on *Report Date & Project/Multi-Property Filename* selection criteria currently defined.

### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

### **Print Summary**

To generate a hard copy of the *Bank Balance Summary* currently displayed, click-on the **Print Summary** button. A *Bank Balance Summary - Print Window* will appear.

### **Bank Balance Summary - Setup**

The *Bank Balance Summary - Setup* file is used to identify *Chart of Accounts* that are to be reported for each *Bank Balance* category (Cash, Other, etc.). This allows FHA Software to automatically pull *Chart of Accounts* amounts and accurately fill-in *Bank Balance Summary* categories.

Click-on the **Bank Balance Summary - Setup** button. A *Bank Balance Summary - Setup Window* appears.

### **OK**


Click-on **OK** to exit out of the *Bank Balance Summary* window.

## **9.9.7.2 Setup Window**

The *Bank Balance Summary - Setup* file is used to identify *Chart of Accounts* that are to be reported for each *Bank Balance* category (Cash, Other, etc.). This allows FHA Software to automatically pull *Chart of Accounts* amounts and accurately fill-in *Bank Balance Summary* categories.

Click-on the **Bank Balance Summary - Setup** button. A *Bank Balance Summary - Setup Window* appears ...

**Bank Balance Summary - Setup ...**

 Use this window to identify your Bank related Chart of Account numbers.

**VILLAGE APARTMENTS - RDSEC.515**

	COA #1	COA #2	COA #3	COA #4	COA #5
<b>General Operating (Cash)</b>	1120	1130			
<b>Other Accounts .....</b>	1180				
<b>Real Estate Tax Escrow</b>	1420	1425	1425		
<b>Insurance Escrow .....</b>					
<b>Reserve Account .....</b>	1320	1325	1330	1335	1340
<b>Reserve Account ( Cont )</b>	1345				
<b>Security Deposit</b>	1191				

The following options are available at the *Bank Balance Summary - Setup Window*...

#### COA #1/#2/#3/#4 Columns

This window displays all seven (7) *Bank Account* categories with 5 COA (Chart of Account) columns for each *Bank Account* category. The object is to associate each bank related COA number (from your Chart of Accounts file) with their related Bank Account Category. Each *Bank Account* category line can have up to five (5) COA Numbers associated with it. Enter COA Numbers applicable to each *Bank Account* category until all your Bank related COA Numbers are entered.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### Copy from Another Project

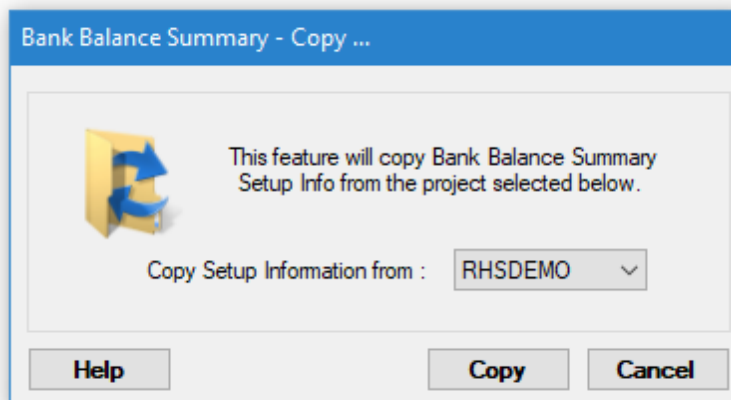
Click-on the **Copy from Another Project** button to copy *Bank Balance Summary - Setup* information from another existing project that is already entered. A *Bank Balance Summary - Copy Window* will appear.

#### OK

Click-on **OK** to exit out of the *Bank Balance Summary - Setup Window*. All changes are automatically saved.

### 9.9.7.3 Copy Window

To copy *Bank Balance Summary - Setup* information from one project to another, click-on **Copy from Another Project**. The following window appears ...



### Copy Setup Information from

Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy *Bank Balance Summary - Setup* information from.

### Copy

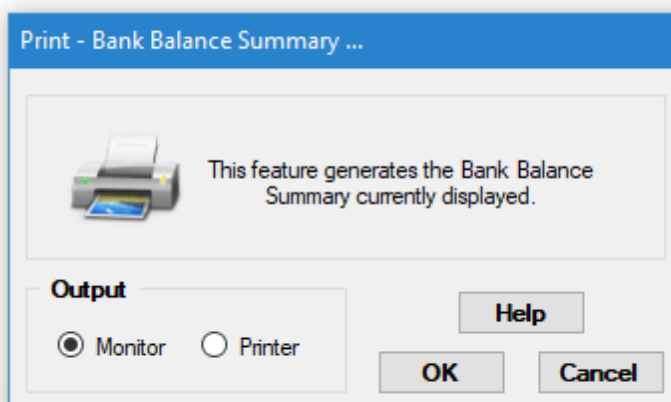
Click-on the **Copy** button to copy *Bank Balance Summary - Setup* information.

### Cancel

Click the **Cancel** button to exit the *Copy Bank Balance Summary - Setup* menu.

## 9.9.7.4 Print Window

To generate a hard copy of the *Bank Balance Summary* currently displayed, click-on the **Print Summary** button. A *Bank Balance Summary - Print Window* will appear ...



### Output

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to continue generating a *Bank Balance Summary*.

### Cancel

Click-on **Cancel** to exit out of the *Bank Balance Summary - Print Window*.

## 9.9.8 Management Fee Calculation

### 9.9.8.1 Overview


## Overview

This feature automates the calculation of *Management Fees* based on the *Number of Occupied Units* or a *Percentage of Rent Collected*.

To access the *Management Fee Calculation - Setup Window*, click-on **RD/HUD > RD/HUD Financial Reports > Management Fee Calculation ...**

**Management Fee Calculation ...**

**Report Setup**

 This feature will automatically calculate Management Fees based on the No. of Occupied Units or a Percentage of Rent Collected.

☒ By Project Filename : RHSDEMO ▾

☐ Multi-Property Reports : ALLDEMO ▾

Report Date : January ▾ 2019 ▾

**Multi-Property Reports**

Calculation based on ... ☒ Number of Occupied Units  
☐ Percentage of Rent Collected

**Output**

☒ Printer ☐ .PDF

**Help**

**OK** **Cancel**

### Setup

*Management Fee Calculations* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to view &/or generate an *Management Fee Calculation* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate *Management Fee Calculations* in *Multi-Property Mode*. The program will automatically generate a report for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Date** - Select the desired *Month & Year* of fees to report, using the pull down lists.

### Multi-Property Reports - Calculation based on ...

This menu section only applies when *Multi-Property Reports* is selected.

**Number of Occupied Units** - Select this to generate *Management Fee Calculation* reports, based on the *Number of Occupied Units*, for each project listed in a specified Multi-Property Directory file.

**Percentage of Rent Collected** - Select this to generate *Management Fee Calculation* reports, based on a *Percentage of Rent Collected*, for each project listed in a specified Multi-Property Directory file.

Note: Be sure that each project's *COA Numbers &/or Percentage Rates* have been previously setup individually before attempting to generate *Management Fee Calculation* reports in *Multi-Property Report* mode.

### Output

**Printer Only** - When *Multi-Property Reporting* is selected, *Management Fee Calculation* generation output can only be sent to your printer. To view *Management Fee Calculations* on-screen, select *By Project Filename*.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to continue processing *Management Fee Calculations*, as defined in this setup window. If *Multi-Reporting* is selected, your printer will start generating reports. If *By Project Filename* is selected, a *Management Fee Calculation - Edit Window* will appear.

### Cancel

Click-on **Cancel** to exit out of the *Management Fee Calculation - Setup Window*.


## 9.9.8.2 Edit Window

Click-on **OK** to continue processing *Management Fee Calculations*, as defined in the setup window. If *By Project Filename* is selected, a *Management Fee Calculation - Edit Window* will appear. There are two calculation sections in the edit window .. *Occupied Units & Rent Collected*. Click-on the tab of the desired calculation section to view it's contents.

## Based on Number of Occupied Units

Management Fee Calculation ...

Exit Help

 This feature will automatically calculate Management Fees based on the No. of Occupied Units or a Percentage of Rent Collected.

**VILLAGE APARTMENTS - RDSEC.515**

Report Date : February 2022

**Occupied Units** **Rent Collected**

**Calculation Based on Number of Occupied Units**

Occupied Unit Fee Calculation based on Units ...

☒ Occupied on 1st day of the month only  
☐ Occupied on any day of the month

☒ Exclude Non-Revenue Producing MGR Units

Efficiencies Occupied	2	x \$	20.00	Rate = \$	40.00	Fee
1 Bedrooms Occupied	4	x \$	24.00	Rate = \$	96.00	Fee
2 Bedrooms Occupied	2	x \$	28.00	Rate = \$	56.00	Fee
3 Bedrooms Occupied	1	x \$	20.00	Rate = \$	20.00	Fee
4 Bedrooms Occupied	2	x \$	36.00	Rate = \$	72.00	Fee
5 Bedrooms Occupied	0	x \$	0.00	Rate = \$	0.00	Fee
6 Bedrooms Occupied	0	x \$	0.00	Rate = \$	0.00	Fee
					\$ 284.00	<b>Occupied Fee</b>
Revenue Producing Units	16	x \$	0.00	Rate = \$	0.00	<b>Add-On Fee</b>
<b>Total Management Fee = \$</b>					<b>284.00</b>	

**Print Report** **Copy Rate Schedule from another Project**

The total *Number of Occupied Units* (per unit size) are automatically retrieved from *Unit Data History*. Occupied unit status for the *Month & Year* being reported is either based on as it was on the first day of the month or based on the unit being occupied on any day of the month. Management Fees for each unit size is calculated automatically based on multiplying unit rate amounts by the total number of occupied units. The first time this window is accessed, applicable unit rate amounts must be manually entered. Unit rates are saved and thereafter automatically appear.



**Report Date**

This date establishes the timeframe upon which unit occupancy is determined.

**Occupied on 1st day of the month only**

Select this option to include units that were only occupied on the first day of the *Reporting Date* defined.

**Occupied on any day of the month**

Select this option to include units that were occupied on any day of the *Reporting Date* defined.

**Exclude Non-Revenue Producing MGR Units**

Select this option to omit Units occupied by Site Manager &/or Maintenance Staff from being included in the Occupied Unit Count.

Note: Labeling a Unit as being occupied by a Site Manager or Maintenance Staff ( Non-Revenue Producing Unit ) is done in the DATA .. UNIT DATA .. MISC feature window and clicking on the MGR checkbox.

**EFF/1/2/3/4/5/6 Bedrooms Occupied**

The total number of occupied units is automatically retrieved from *Unit Data History*, based on the *Report Date* defined above. The user is allowed to change these totals while at this window.

**Unit Rate Amount**

This is the per occupied unit amount of management fee. The user manually enters this amount the first time this window is accessed. Unit rates are saved and thereafter automatically appear.

**Occupied Fee Calculation**

Occupied Fees for each unit size is calculated automatically based on multiplying unit rate amounts by the total number of occupied units. Manually changing *Report Date*, *No. of Units Occupied* and *Unit Rates* automatically triggers the recalculation of Occupied Fees.

**Add-On Fee Calculation**

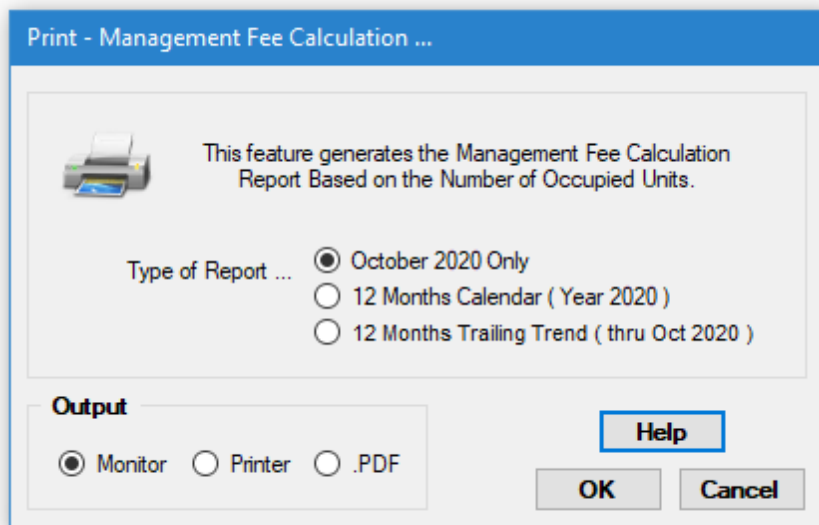
Add-On Fees are calculated automatically based on multiplying unit rate amounts by the total number of revenue producing units. Manually changing *Report Date*, Revenue Producing Units and *Unit Rate* automatically triggers the recalculation of Add-On Fees.

**Total Management Fee**

Total Occupied Fee + Add-On Fee

**Print Report (button)**

Click-on the Print Report button to generate a *Management Fee Calculation Report* based on the *Number of Occupied Units* calculation currently displayed. A *Print Setup* windows will appear ...



**Type of Report** - Select one of three reports options available ...

**Monthly Report** - a report for the *Report Date ( Month )* currently defined.

**12 Month Calendar Year** - a 12 Month Calendar Year report for the *Report Date ( Year )* currently defined.

**12 Month Trailing Trend** - a 12 Month Trailing Trend report through the *Report Date ( Month/ Year )* currently defined.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

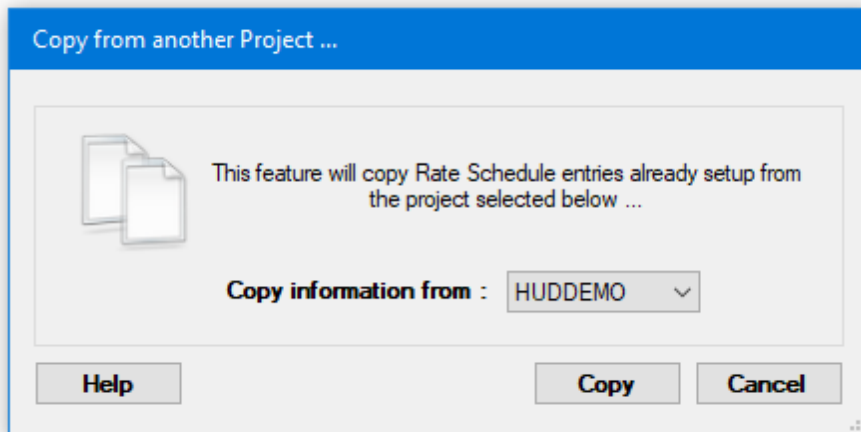
Click-on **Help** to view *Online Help Topics* about this process.

Click-on **OK** to generate a *Management Fee Calculation Report*.

Click-on **Cancel** to exit out of the *Print Setup* window.

### **Copy Rate Schedule from another Project ( button )**

To copy ( duplicate ) *Occupied Units* feature related *Rate Schedules* already setup in another Project, click-on **Copy Rate Schedule from another Project**. The following window appears ...



**Copy information from** - Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy from.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Copy** - Click-on the **Copy** button to copy ( duplicate ) *Occupied Units* feature related *Rate Schedules*.

**Cancel** - Click the **Cancel** button to exit the *Copy Rate Schedules from another Project* window.

### Exit

Click-on **Exit** to exit out of the *Management Fee Calculation - Edit Window*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

## Based on Percentage of Rent Collected

Management Fee Calculation ...

Exit Help

This feature will automatically calculate Management Fees based on the No. of Occupied Units or a Percentage of Rent Collected.

### VILLAGE APARTMENTS - RDSEC.515

Report Date : January 2019

Occupied Units

Rent Collected

#### Calculation Based on Percentage of Rent Collected

Acct No.(s)	Account Description	Percentage	Rent Collected	Management Fee
5120	Rental Income	6.000	% x \$ 3,144.00	= \$ 188.64
5121	RHS R/A Received	6.000	% x \$ 5,023.00	= \$ 301.38
-6310	Site Management Payroll	100.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00
		0.000	% x \$ 0.00	= \$ 0.00

Print Report

Total Management Fee = \$ 490.02

*Rent Collected Amounts* are automatically retrieved from the *Chart of Accounts* for the *Month & Year* being reported. Management Fees are calculated automatically based on multiplying *Rent Collected* amounts by user-defined percentage rates. The first time this window is accessed, applicable *Account Numbers* and *Percentage Rates* must be manually entered. *Account Numbers* and *Percentage Rates* are saved and thereafter automatically appear.

### Report Date

This date (*Month & Year*) establishes the timeframe upon which *Rent Collected* amounts are retrieved.

## Account Numbers

Enter the *Account Number* of the account upon which Management Fees are calculated. Up to fifty (50) accounts can be entered. This account number corresponds to accounts listed in the project's existing Chart of Accounts.

## Account Description

This column displays the full *Account Description* of the *Account Number* list at the left, as it exists in the Project's *Chart of Accounts*. This is automatically displayed.

Note: If a management fee includes a deduction for expenses, this deduction can also be included in the calculation by placing a dash in front of the expense account number, when entered. This will cause the amount to be subtracted from the other fees. Below is a sample ...

Acct#	4110	- Rental Income	6 %	x	\$1,000.00	=	\$	60.00
Acct#	4120	- Housing Assistance	6 %	x	\$2,000.00	=	\$	120.00
Acct#	-5135	- Manager Salary	100 %	x	\$ -100.00	=	\$	-75.00

### Percentage

Enter the *Percentage* amount, upon which the management fee is based, for the *Account Number* listed on the same line. For example, if your management fee is based on 6% of *Rent Collected*, your percentage amount would be entered as [ 6.000 %] .

### Rent Collected

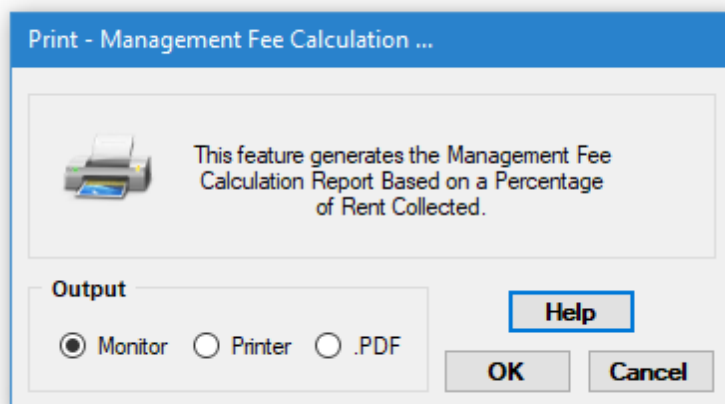
The amount of *Rent Collected* is automatically retrieved from the Project's *Chart of Account* file for the *Month & Year* defined above.

### Management Fee Calculation

Management Fees are calculated automatically based on multiplying *Rent Collected* amounts by the *Percentage Rate*. Manually changing *Report Date*, *Account Numbers* and *Percentage Rates* automatically triggers the recalculation of Management Fees.

### Print Report (button)

Click-on the Print Report button to generate a *Management Fee Calculation Report* based on the *Percentage of Rent Collected* calculation currently displayed. A *Print Setup* windows will appear ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

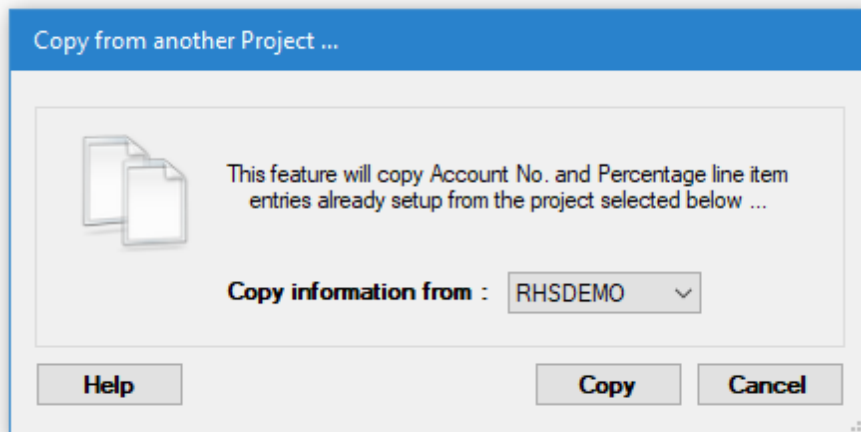
Click-on **Help** to view *Online Help Topics* about this process.

Click-on **OK** to generate a *Management Fee Calculation Report*.

Click-on **Cancel** to exit out of the *Print Setup* window.

### Copy from another Project ( button )

To copy ( duplicate ) *Rent Collected* feature related *Account No.s* and *Percentages* already setup in another Project, click-on **Copy from another Project**. The following window appears ...



**Copy information from** - Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy from.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Copy** - Click-on the **Copy** button to copy ( duplicate ) *Rent Collected* feature related *Account No.s* and *Percentages*.

**Cancel** - Click the **Cancel** button to exit the *Copy from another Project* window.

### Exit

Click-on **Exit** to exit out of the *Management Fee Calculation - Edit Window*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.



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Remove this text from the manual  
template if you want it completely blank.



## LIHTC Menu

## 10 LIHTC Menu

### 10.1 Sec.42 Tenant Certification

Go to the Tenant Certification section of this document.

### 10.2 Changes to Tenant Status

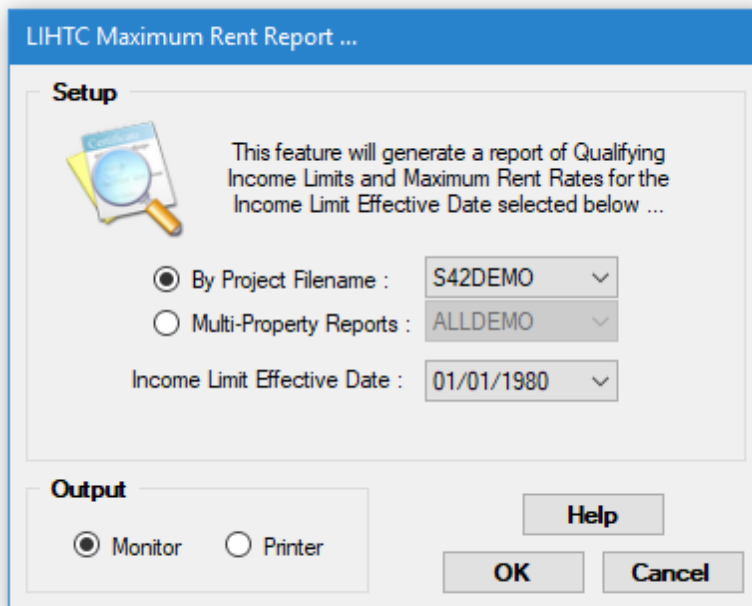
Go to the Changes to Tenant Assistance section of this document.

### 10.3 Maximum Rent Report

#### Overview

This feature will generate a report of *Qualifying Income Limits* and *Maximum Rent Rates*, based on *Tax Credit Income Limit Schedules* entered in *Project Data*. This report helps verify monthly maximum rent calculation accuracy and is a good report to have for reference.

To access the *Maximum Rent Report* window, click-on **LIHTC > Maximum Rent Report**. The *LIHTC Maximum Rent Report - Setup* window appears ...

The image shows a software window titled "LIHTC Maximum Rent Report ...". It has a blue header bar. Below the header, there is a "Setup" section with a magnifying glass icon. The text in the Setup section says: "This feature will generate a report of Qualifying Income Limits and Maximum Rent Rates for the Income Limit Effective Date selected below ...". There are three radio buttons: "By Project Filename:" (selected), "Multi-Property Reports:", and "Income Limit Effective Date:". The "By Project Filename:" radio button is selected, and its dropdown menu shows "S42DEMO". The "Multi-Property Reports:" radio button is unselected, and its dropdown menu shows "ALLDEMO". The "Income Limit Effective Date:" dropdown menu shows "01/01/1980". Below the Setup section, there is an "Output" section with two radio buttons: "Monitor" (selected) and "Printer". To the right of the Output section, there is a "Help" button. At the bottom right, there are "OK" and "Cancel" buttons.

#### Setup

*Maximum Rent Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Maximum Rent Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

**Multi-Property Reports** - Bullet this selection to generate a *Maximum Rent Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Income Limit Effective Date** - Select the desired *Income Limit Schedule Effective Date* to report (pertaining to the *Project Filename* currently selected).

Note: When *Multi-Property Reports* is selected, *Income Limit Schedules* currently in effect will be used for each project.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Maximum Rent Report*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Maximum Rent Report* window.

## 10.4 Tax Credit Analysis

### Overview

This summary is used to monitor and report *Tax Credit Occupancy Compliance* and can be generated at any time, for any time period that exists in the *Unit Data* database. Summaries can be setup to monitor compliance with multiple Tax Credit Income Limits and broken down by Building ID. State specific compliance reports are provided, in addition to a *Standard Analysis*.

To access the *Tax Credit Analysis* window, click-on **LIHTC > Tax Credit Analysis**.

**Tax Credit Analysis ...**

**Report Setup Menu**

This feature will generate a LIHTC Compliance Analysis for the reporting period defined below ...

☒ By Project Filename : S42DEMO

☐ Multi-Property Reports : ALLDEMO

Month & Year of Report : April 2021

Number of Months to Report : 1 (Apr 2021)

☐ Exclude Market Renter ( MKT ) Tenant / Units

☐ On the Standard Analysis, show 1st day of month status only ...

☐ On the Standard Analysis, only include units that have been specifically assigned to the Income Limits selected below ...

☐ On the Standard Analysis, use Income Limits selected below for all units reported ...

Income Limits to Use : 60% MSA

**Report Selection**

☒ Standard LIHTC Analysis

☐ Standard LIHTC Analysis w/MSA%'s

☐ Standard HOME Analysis

☐ Standard HOME Analysis w/MSA%'s

☐ LIHTC Program Type Designations

☐ Specific State Report

AL - State Report

**Report Type**

☒ Report by Unit number

☐ Report broken down by Building

☐ Report by Selected Building ID

1234-5678-90111

**Output**

☒ Monitor ☐ Printer

Help OK Cancel

## Report Setup

*Tax Credit Analysis* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Tax Credit Analysis* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

**Multi-Property Reports** - Bullet this selection to generate a *Tax Credit Analysis* in *Multi-Property Mode*. The program will automatically generate an analysis for each property listed in a specified **Multi-Property Directory** file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Month & Year of Report** - Select the desired *Month & Year* of tenant information to report, using the pull down lists. Tenant information in effect during the month & year selected will be included on this analysis.

**Number of Months to Report** - To expand the reporting period covered by this analysis, select the desired number of months to report, using the pull down list. Up to twelve (12) months can be selected. When more than one (1) month is selected, the first month of the reporting period will be the *Month &*

Year selected above. The reporting period will be noted on the right side of the pull down selection list. The default selection is one (1) month.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the analysis.

**( Checkbox ) On the Standard Analysis, show 1st day of month status only** - This feature will limit unit information reported on the *Standard Analysis* to what occupancy information was in effective on the first day of the *Month & Year* selected.

Note: This option is only available when *Standard Analysis* is bulleted and *Number of Months to Report* selected is 1 month.

**( Checkbox ) On the Standard Analysis, only include units that have been specifically assigned to the Income Limits selected below** - This feature is only available when Multiple Income Limits Apply (Project Data) and each unit in the project has been assigned to a specific Income Limit Schedule (Unit Data). When checked, the *Standard Analysis* will only include information for units that are assigned to the *Income Limit Schedule* selected below.

**( Checkbox ) On the Standard Analysis, use Income Limits selected below for all units reported** - This feature is only available when Multiple Income Limits Apply (Project Data) and each unit in the project has been assigned to a specific Income Limit Schedule (Unit Data). When checked, the *Standard Analysis* will calculate LIHTC compliance for all reported units using only the *Income Limit Schedule* selected below.

**Income Limits to Use** - This selection item is only available when the checkbox above is checked. Select the desired *Income Limit Schedule*, using the pull down list. The names listed in this pull down are income limit column headings that were setup in the **Tax Credit Information** window of *Project Data*.

### Report Type

There are three basic report type options ...

**Report by Unit Number** - Bullet this selection to produce a *Tax Credit Analysis* that includes all units in the project, sorted by unit number.

**Report broken down by Building ID** - Bullet this selection to produce separate *Tax Credit Analysis* reports for each *Building ID* that exists in this project.

**Report by Selected Building ID** - Bullet this selection to produce a *Tax Credit Analysis* for only the *Building ID* selected in the pull down list to the immediate right.

### Report Selection

Various *Tax Credit Analysis* reports are available ...

**Standard LIHTC Analysis** - Bullet this item to generate a standard *Sec.42 Tax Credit Analysis* report which contains information that is available to determine simple *LIHTC Occupancy Eligibility*, at any time.

**Standard LIHTC Analysis w/MSA%'s** - Bullet this item to generate a standard *Sec.42 Tax Credit Analysis* report ( that includes additional *Income Limit MSA% at Move-In* and *Current Income Limit MSA*

% Used columns ) which contains information that is available to determine simple *LIHTC Occupancy Eligibility*, at any time.

Note: The *Expiration Date of Tenant Certification* column on our *Standard Tax Credit Analysis* reports will be based on the *Recertification Type* selected in the *Tax Credit* window in *Project Data*.

**Standard HOME Analysis** - Bullet this item to generate a standard *HOME Program Analysis* report which contains information that is available to determine simple *HOME Occupancy Eligibility*, at any time.

**Standard HOME Analysis w/MSA%'s** - Bullet this item to generate a standard *HOME Program Analysis* report ( that includes additional *Income Limit MSA% at Move-In* and *Current Income Limit MSA % Used* columns ) which contains information that is available to determine simple *HOME Occupancy Eligibility*, at any time.

Note: The *Expiration Date of Tenant Certification* column on our *Standard Tax Credit Analysis* reports will be based on the *Recertification Type* selected in the *Tax Credit* window in *Project Data*.

**LIHTC Program Type Designations** - Bullet this item to generate an *LIHTC Program Type Designations* report that will show all Income & Rent Restriction program types that have been assigned to each individual Tenant Income Certification included in the reporting period defined. This is a good report to verify that all program types have been selected for projects that have multiple set-asides &/or program types.

**Specific State Report** - Bullet this item to generate a *Tax Credit Compliance Report* that is specific to your State's reporting requirements. When selected, a pull down list of available **State** specific *LIHTC Compliance Reports* becomes available. Simply select the desired report from the pull down list made available.

Note: At the time of writing this help section, not all State specific reports were yet available. State specific reports will continue to be added to this form generation feature and automatically made available with future program updates. If you require a State specific LIHTC Compliance Report and don't see your State listed, contact *Simply Computer Software, Inc.* for details as to when your report will be added.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Tax Credit Analysis*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Tax Credit Analysis* window.

## 10.5 Guide for Completing Form 8823

To access the Guide for Completing Form 8823, click-on (from your FHA Software main menu) ...

**LIHTC > Guide for Completing Form 8823**

Note: Only available with FHA7 Packages and FHA1/2/3/4/56 Packages with LIHTC Compliance Monitoring features enabled.

## 10.6 Certification On Line ( COL ) XML

### 10.6.1 Overview

### Overview

This feature helps create an XML file that is sent to the Web-based Certification On Line ( COL ) system for electronic submission compliance of tenant change information to applicable State HFA's nationwide. Tenant change information can also be manually added to this XML file and edited, as well.

Below is a sample Certification On Line - log In screen for the State of Mississippi ...

Monday, August 30, 2010

**MISSISSIPPI HOME CORPORATION**

**Certification On Line**  
Version: 4.4 Powered by aod

To change your user name/password [Click Here >>](#)

**Log In**

Type your user name

Password

**Enter**

**\*Note:** The user name and password fields are case sensitive.

© AOD. All Rights Reserved

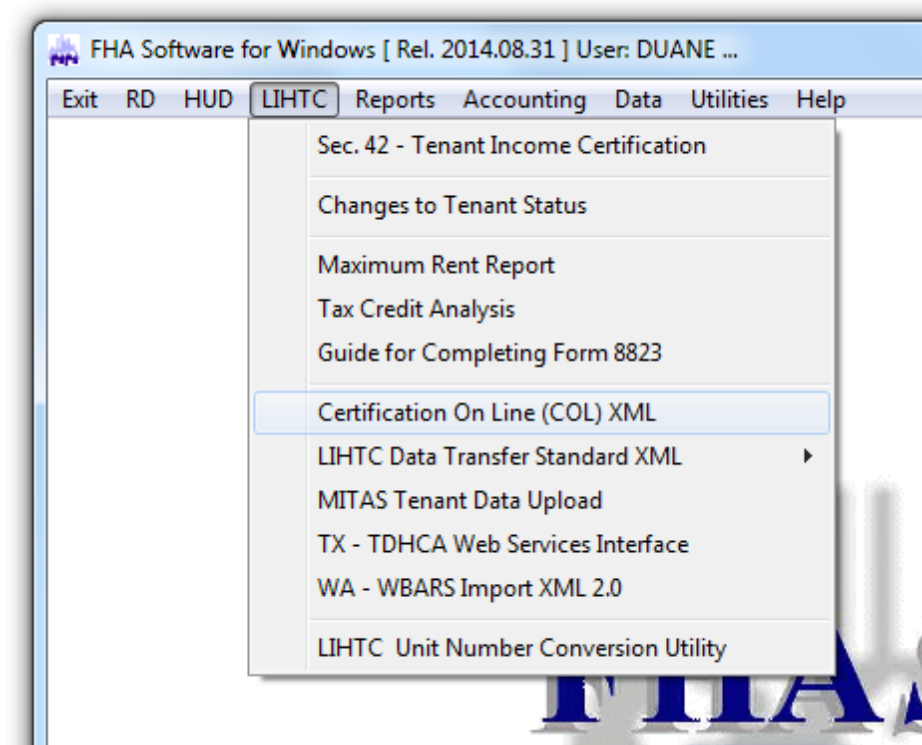
Electronic submission of this XML file to your State HFA basically consists of three steps ...

- 1.) Create an XML file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance COL website and instruct it to upload your XML file
- 3.) Monitor the State HFA Compliance COL website for XML file information acceptance

Refer to your State HFA's COL Compliance User Manual for assistance with XML file acceptance and the XML file upload process.

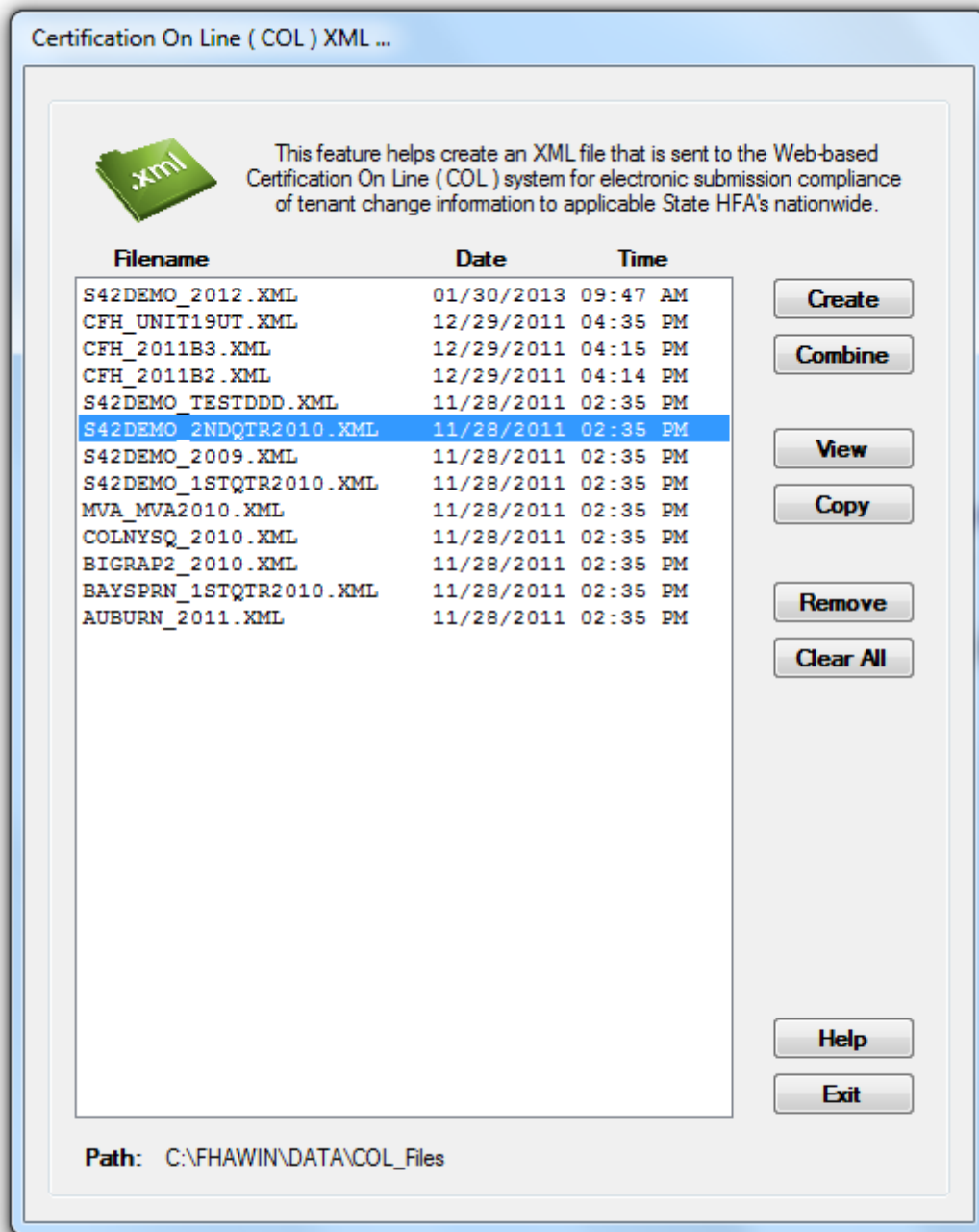
Note: The Certification On Line ( COL ) XML feature is a Visual Studio .NET program that requires your Windows XP/2000/Vista/7 or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *Certification On Line ( COL ) XML - File Directory* window does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

### 10.6.2 XML File Directory



In FHA Software, click-on **LIHTC > Certification On Line ( COL ) XML** to access the *Certification On Line ( COL ) XML - File Directory* window ...





Note: The *Certification On Line (COL) XML* feature is a Visual Studio .NET program that requires your Windows XP/2000 or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *LIHTC Data Transfer Standard XML - File Directory* window above does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

A list of existing *Certification On Line (COL) XML* files is displayed in creation date order (newest to oldest). The following options are available at this window ...

**Create**

To *Create* a new XML File, click-on the **Create** button. A **File Creation** window will appear.

### Combine

To *Combine* existing XML files into one master XML file, click-on the **Combine** button. A **Combine Multiple XML Files** window will appear.

### View

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A **View Existing XML Files** window will appear.

### Copy

To *Copy* an existing XML file to a floppy diskette, memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard **Save As** window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### Remove

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

### Clear All

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### Path

The drive letter & folder where your XML files are located (normally C:\FHAWIN\DATA\COL\_FILES). The COL\_FILES folder will always be a subfolder of your FHA Software DATA folder.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

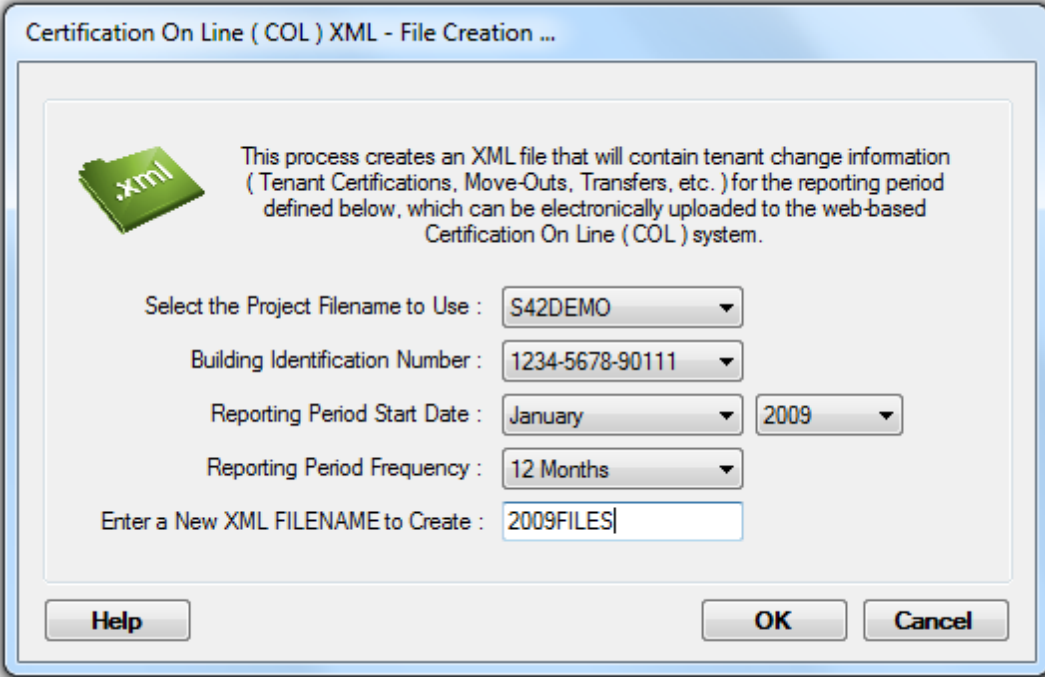
### Exit

Click-on **Exit** to exit out of the *Certification On Line ( COL ) XML - File Directory* window.


## 10.6.3 Create an XML File

This process creates a new Certification On Line ( COL ) XML file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **Certification On Line ( COL ) XML - File Directory** window, click-on the **Create** button. The *Certification On Line ( COL ) XML - File Creation* window will appear ...



Certification On Line ( COL ) XML - File Creation ...

 This process creates an XML file that will contain tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) for the reporting period defined below, which can be electronically uploaded to the web-based Certification On Line ( COL ) system.

Select the Project Filename to Use : S42DEMO

Building Identification Number : 1234-5678-90111

Reporting Period Start Date : January 2009

Reporting Period Frequency : 12 Months

Enter a New XML FILENAME to Create : 2009FILES

Help OK Cancel

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Frequency

This sets the Reporting Period date range for the transmission file, based on the Reporting Period Start Date and includes 1, 3, 6, 9, 12, and 24 Month Date Range selections. For example, if *January 2010* is selected as the *Reporting Period Start Date* and 3 is selected as the *Reporting Period Frequency*, the date range of tenant changes included in the XML file will be *January thru March 2010*.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the date range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An *Certification On Line ( COL ) XML - View* window will appear.

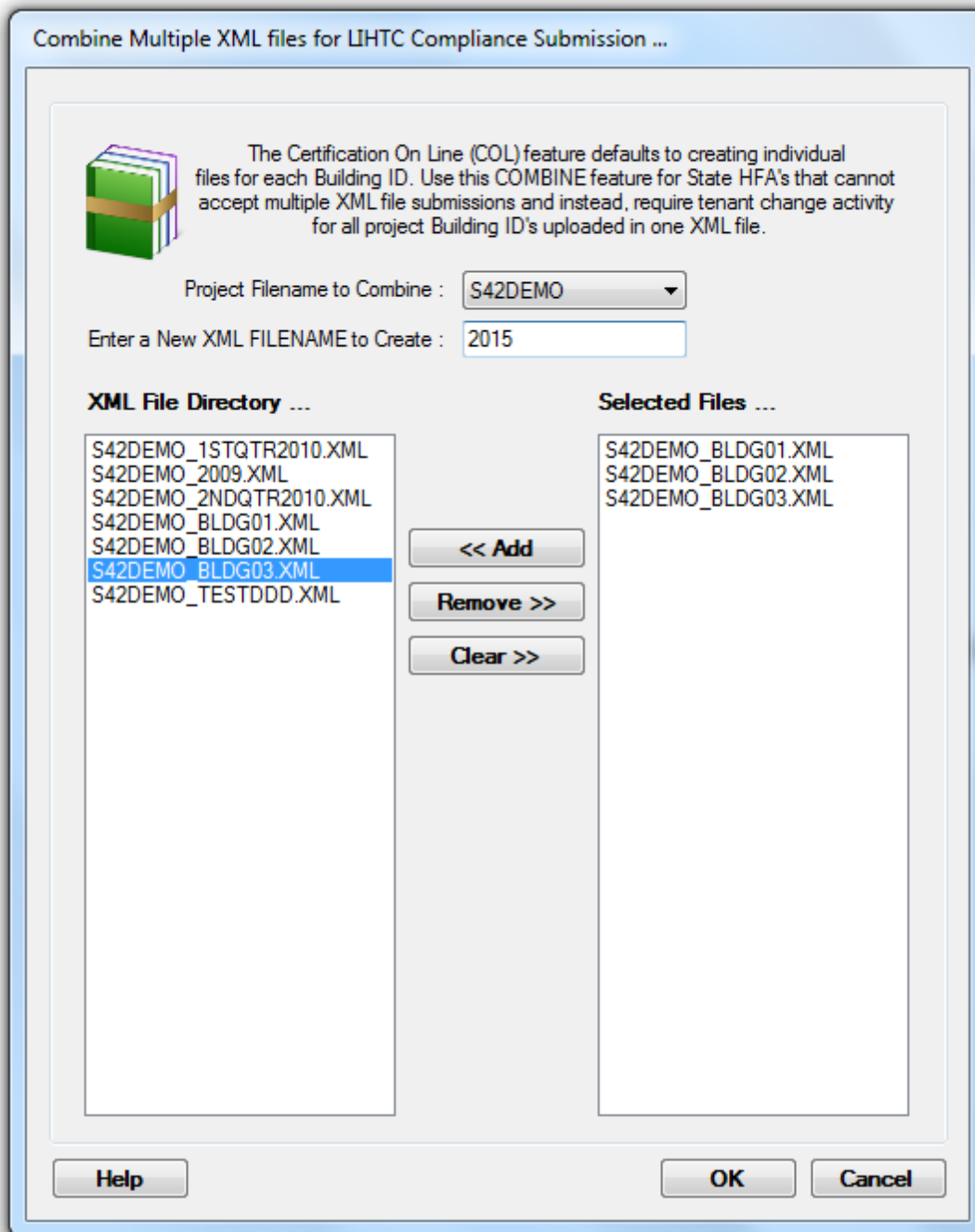
### Cancel

Click-on the **Cancel** button to exit out of the *Certification On Line ( COL ) XML - File Creation* window.

## 10.6.4 Combine XML Files

Each XML file is created for a specific Building ID. A project with multiple Building ID's would create multiple XML files, one file for each Building ID. Most State HFA's accept multiple XML file submissions. Use this *Combine* feature for State HFA's that cannot accept multiple XML file submissions and instead, require tenant change activity for all project Building ID's uploaded in one XML file submission.

To *Combine* individual Building ID XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

**Project Filename**

Click the pull down button and select the desired property for which you wish to combine XML files.

**Enter a New XML Data FILENAME to Create**

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain tenant changes for the year 2013, name that XML file .. 2013. The resulting XML filename will be COMBINED\_2013.XML. If you have multiple projects, you could add the project's filename .. such as VILLAGE to set them apart. The resulting XML filename will then be COMBINED\_VILLAGE.XML.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

### XML File Directory

This section lists all existing XML files for the *Project Filename* selected that are available to combine.

### Selected Files (Out.Box)

This list will display selected XML file names that will be combined into one master XML file.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file.

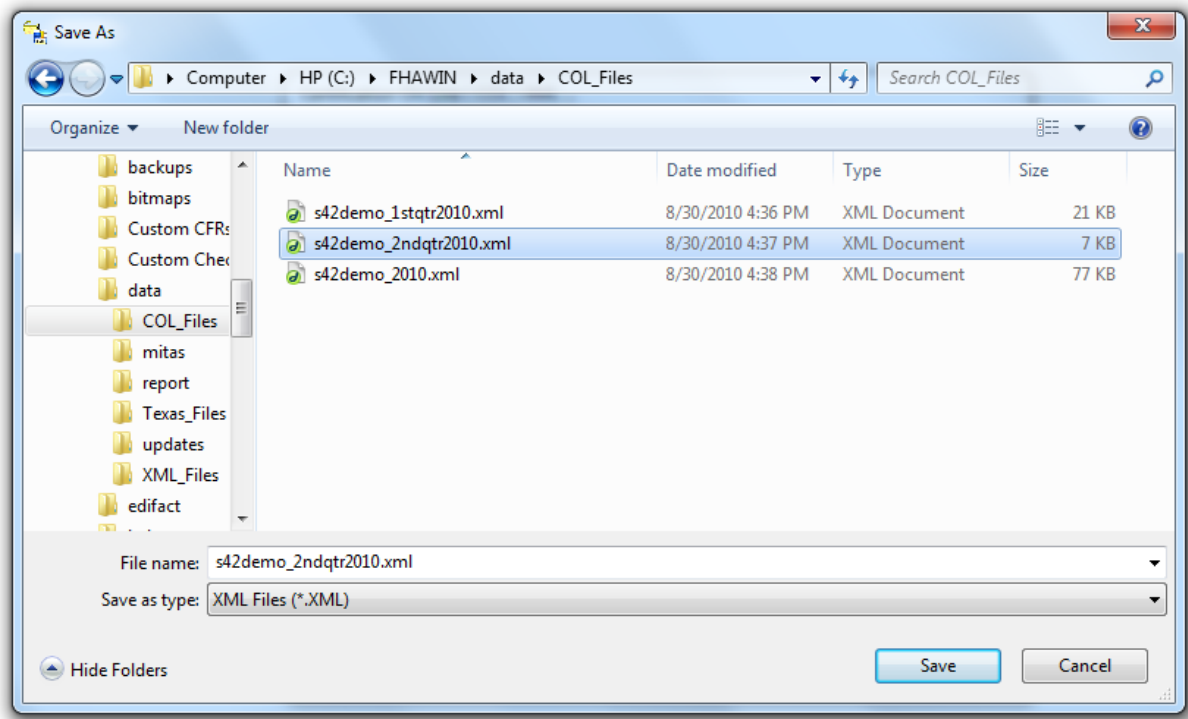
Note: An XML file will be created in the default COL\_FILES file folder path displayed at the bottom of the XML File Directory window. The combined XML filename will consist of COMBINED\_, followed by the XML filename entered and the .XML extension. For example, if you entered "VILLAGE" as the new XML Filename, the combined filename would be "COMBINED\_VILLAGE.XML".

### Cancel

Click-on the **Cancel** button to exit out of this process.

### 10.6.5 Copy an XML File

To *Copy* an existing XML file to another folder, memory stick, writable CDR or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard *Save As* window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.  
Click-on **Save** to copy the XML file to the desired drive &/or folder.  
Click-on **Cancel** to exit out of the *Save As* window.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.6.6 View Existing XML File Contents

To *View* information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *Certification On Line (COL) XML - File Directory* and click-on the **View** button. An *Certification On Line (COL) XML - View/Edit* window will appear ...

View &/or Edit Tenant Change Information ...

Reporting Period Start Date : 01/01/2009  
Reporting Period Ending Date : 12/31/2009

This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
s42demo\_2009.xml**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH E SMITH	01/01/2009	Recert	300	0
102	SAMUEL D JOHNSON	02/01/2009	Recert	300	0
103	GLORIA K REDFEARN	03/01/2009	Recert	326	0
104	BRENDA J KILGORE	04/01/2009	Recert	326	0
105	GEORGE D JONES	05/01/2009	Recert	326	0
106	HAROLD F DEARBORNE	06/01/2009	Recert	326	0
107	LARRY A FREDERICK	07/01/2009	Recert	422	0
108	CAROL M MOUNDS	12/01/2009	Recert	422	0
109	KENNETH D HOPPS	12/01/2009	Recert	511	0
111	ALICE D BRAND	12/01/2009	Recert	577	0
112	ROGER S SPOTTS	12/01/2009	Recert	577	0

Prev Next 1 of 3 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

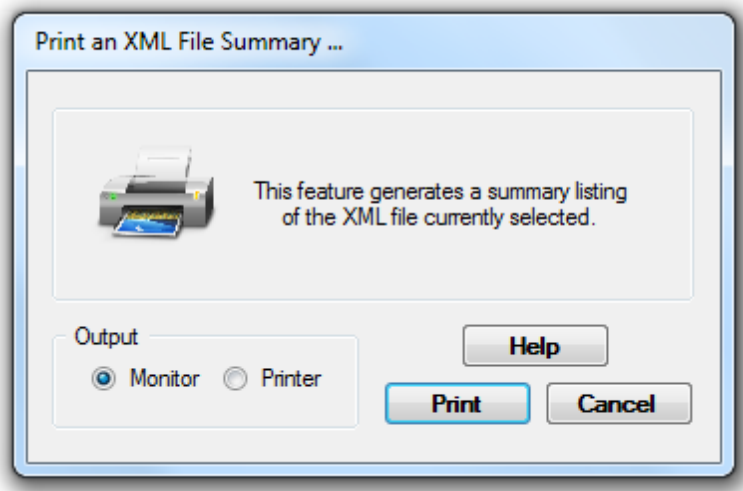
#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print an XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...





- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.
- Click-on **Help** to view *Online Help Topics* related to this window.
- Click-on **OK** to continue printing a *XML File Summary*.
- Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The *Edit XML Files* window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *Certification On Line ( COL ) XML - View/Edit* window.

## 10.6.7 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *Certification On Line ( COL ) XML File Information* currently displayed, click-on the **Edit** button.

Below is a *Certification On Line ( COL ) XML* Window that is in *Editing Mode* ...

View &/or Edit Tenant Change Information ...

Reporting Period Start Date : 01/01/2009  
Reporting Period Ending Date : 12/31/2009

This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
s42demo\_2009.xml**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH E SMITH	01/01/2009	Recert	300	0
102	SAMUEL D JOHNSON	02/01/2009	Recert	300	0
103	GLORIA K REDFEARN	03/01/2009	Recert	326	0
104	BRENDA J KILGORE	04/01/2009	Recert	326	0
105	GEORGE D JONES	05/01/2009	Recert	326	0
106	HAROLD F DEARBORNE	06/01/2009	Recert	326	0
107	LARRY A FREDERICK	07/01/2009	Recert	422	0
108	CAROL M MOUNDS	12/01/2009	Recert	422	0
109	KENNETH D HOPPS	12/01/2009	Recert	511	0
111	ALICE D BRAND	12/01/2009	Recert	577	0
112	ROGER S SPOTTS	12/01/2009	Recert	577	0

The following options are available when *Editing XML File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Manual Entry** button. A blank *Tenant Entry Details* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Tenant Selection** button. A *Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

#### Save

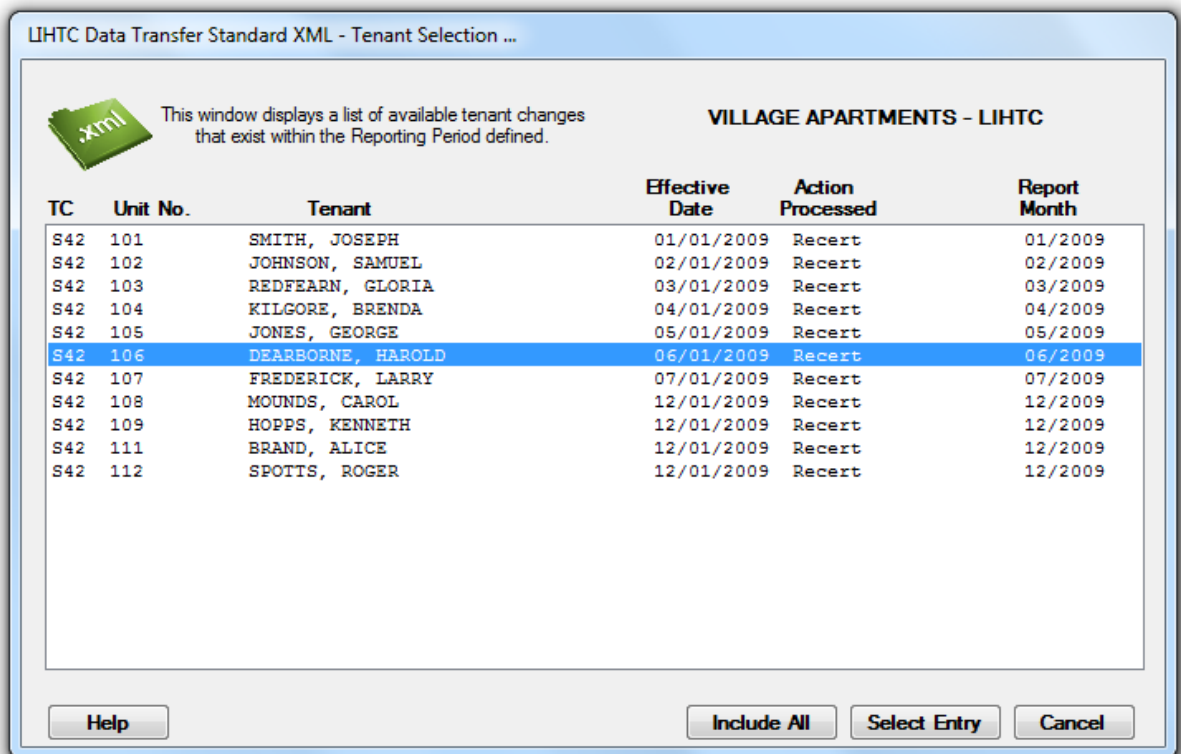
When done editing *Certification On Line (COL) XML File Information*, click-on the **Save** button to save your changes.

#### Cancel

To exit editing *Certification On Line ( COL ) XML File Information* without saving changes, click-on the **Cancel** button.

### 10.6.8 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the *Tenant Selection* button. A *Tenant Selection* window will appear.



Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

#### Select Entry

To add one *Tenant Change Record* from the displayed list, click-on the desired *Tenant Change Entry* line and click-on the **Select Entry** button.

#### Include All

Click-on the **Include All** button to include all *Tenant Change Records* from the list displayed into the XML file being edited.

#### Cancel

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.6.9 Tenant Entry Details**

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

**Tenant Change Information Details ...**

**Tenant Change Detail**

Tenant Name : **HAROLD F DEARBORNE**

Unit No. : 106

Unit Size : 1BR

Unit SqRt : 750

Certification Date : 06/01/2012

Initial Certification Flag : No

Move-In Date : 06/01/1989

Move-Out Date :

Transferred From Unit :

Old Unit Move-In Date :

Transferred To Unit :

Rent Change Date : 06/01/2012

Family Size : 2

No. of Full-Time Students : 0

Total Family Income \$ : 6,200.00

Total Family Asset Income \$ : 0.00

Unit Rent \$ : 326

Mandatory Charges \$ : 0

Subsidy \$ : 0

Utility Allowance \$ : 205

Home Phone :

Work Phone :

E-Mail :

Unit Type : Apartment

Non-Qualifying Student Flag : No

Unit Assistance Type : No Assistance

Income Status : Low Income

Income Over 140% : No

Unit Breakdown : LIHTC Unit

Rent Restriction : 60 Perc

LIHTC Income Restrictions : 60 Perc

Home Income Restrictions : N/A

Tax Exempt Income Restrictions : N/A

AHDP Income Restrictions : N/A

Other Program Income Restrictions : N/A

Members

Income

Assets

Save

Cancel

Help

Prev Next

The following buttons are provided on the *Tenant Entry Details* window ...

**Prev/Next**

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

**Help**

Click on **Help** to view *Online Help Topics* about this process.

**Save**

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

**Cancel**

Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

**Tenant Change Detail ...**

Below is a brief description of the tenant information provided at the *Tenant Entry Details* window. Refer to your State HFA for their specific reporting requirements on each item ...

**Unit No.** - Unit Number (10 characters or less). Must match the Unit Number established in the State HFA's Compliance System.

**Unit Size** - The designated unit size for this unit.

**Unit SqFt** - The total square feet for this unit size.

**Certification Date** - This is the actual effective date that this compliance event occurred. Date entered in MMDDYYYY format.

**Initial Certification Flag** - If this is the Move-In Certification, select YES. Otherwise, this is set as NO.

**Move-In Date** - The date the household moved into the unit. Date entered in MMDDYYYY format.

**Move-Out Date** - If this is a Move-Out record, this is the date the unit was vacated. Date entered in MMDDYYYY format.

**Transferred From Unit** - If this is a Unit Transfer record, this is the unit number to which the household transferred from.

**Old Unit Move-In Date** - If this is a Unit Transfer record, this is the date the tenant originally moved into the unit they transferred from. Date entered in MMDDYYYY format.

**Transferred to Unit** - If this is a Unit Transfer record, this is the unit number the tenant transferred to.

**Rent Change Date** - This is the effective date of this tenant change.

**Family Size** - The total number of occupants.

**No. of Full-Time Students** - The total number of occupants that are labeled Full-Time Students.

**Total Family Income** - The total gross annual income for the household.

**Unit Rent** - The tenant paid rent amount.

**Mandatory Charges** - The total amount of monthly charges, other than rent, that the tenant is required to pay.

**Subsidy** - The total monthly amount of RA/Subsidy the tenant receives.

**Utility Allowance** - The total monthly deduction for utilities upon which the tenant's rent is based.

**Home Phone** - The tenant's main contact phone number.

**Work Phone** - The tenant's work phone number, if applicable.

**E-Mail** - The tenant's email address.

**Unit Type** - The type of resident housing.

**Non-Qualifying Student Flag** - If all household members are Full-Time Students, select YES. Otherwise, select NO.

**Unit Assistance Type** - The type of rental assistance the tenant receives, if applicable.

**Income Status** - The tenant's income level.

**Income over 140%** - If tenant's income has increase more than 140% as it was at move-in, select YES. Otherwise, select NO.

**Unit Breakdown** - The unit's LIHTC type.

**Rent Restriction** - The unit's rent restriction.

**LIHTC Income Restriction** - The LIHTC Income Restriction % used, if applicable.

**Home Income Restrictions** - The HOME Income Restriction % used, if applicable.

**Tax Exempt Income Restrictions** - The Tax Exempt Income Restriction % used, if applicable.

**AHDP Income Restrictions** - The AHDP Income Restriction % used, if applicable.

**Other Program Income Restrictions** - The Income Restriction % used when other program types are applicable.

## Members

**Members ( Button )** - Click-on the *Members* button to view &/or edit detail for each member of the household. The Member Information window will appear.

## Income

**Income ( Button )** - Click-on the *Income* button to view &/or edit detail for each individual Income source for the household. The Income Information window will appear.

## Assets

**Assets ( Button )** - Click-on the *Assets* button to view &/or edit detail for each individual asset for the household. The Asset Information window will appear.

### 10.6.10 Member Information

**Members ( Button )** - Click-on the *Members* button to view &/or edit detail for each member of the household.

The *Member Information* window will appear ...

The screenshot shows a Windows-style dialog box titled "Editing ...". Inside, there's a section titled "Member Information" with a sub-header "Mbr # 1 of 2". The form contains the following fields and values:

- Name : HAROLD F DEARBORNE
- Birthdate : 12/15/1958
- SSN : 213894568
- Sex : Male
- Race : White
- Ethnicity : Non Hispanic or Latino
- Relationship : Head of Household
- Marital Status : N/A
- Employment : N/A
- Special Population Type : Other
- Disabled : No

At the bottom of the dialog, there are several buttons: "Add Member", "Remove Member", "Prev", "Next", "Help", "Save", and "Cancel".

The following options are available at this window ...

#### Member Information

The following Member information is provided ...

**Name** - The member's full name ( example: John H. Smith ).

**Birthdate** - The member's birthdate ( entered as mmddyyyy ).

**SSN** - The member's Social Security Number ( entered without dashes ).

**Sex** - The member's sex ( male or female ).

**Race** - The member's race.

**Ethnicity** - The member's ethnicity.

**Relationship** - The member's relationship to the HEAD member.

**Marital Status** - The member's current marital status.

**Employment** - The member's main employment status, if applicable.

**Special Population Type** - The type of special needs or member status, if applicable.

**Disabled** - The member's Disability Status if labeled Handicapped/Disabled ( Yes or No ).

### **Add Member**

To add a new member to the current list of members, click-on **Add Member**. A new, blank *Member Information* window will be displayed.

### **Remove Member**

To remove the Member # currently displayed, click-on the **Remove Member > OK**.

### **Prev/Next**

To move from one Member # to another, click-on the **Prev & Next** buttons.

### **Save**

To save changes made to *Member Information*, click-on **Save**.

### **Cancel**

To exit the *Member Information* window without saving changes, click-on **Cancel**.

### **Help**

Click-on **Help** to view *Online Help Topics* related to this window.

## **10.6.11 Income Information**

**Income ( Button )** - Click-on the *Income* button to view &/or edit detail for each individual Income source.

The *Income Information* window will appear ...



The screenshot shows a Windows-style dialog box titled "Editing ...". Inside, there is a section titled "Income Information" with a sub-header "Income # 1 of 1". The form contains the following fields and controls:

- Member No. :** A dropdown menu with the value "1" selected.
- Income Type :** A dropdown menu with the value "Public Assistance" selected.
- Income Amount \$ :** A text input field containing "5,200.00".
- Verification Source :** A dropdown menu with the value "Benefits Provider Verification" selected.
- Verification Date :** A text input field containing "05/01/2009".

At the bottom of the dialog, there are several buttons:

- Add Income** (a wide button)
- Remove Income** (a wide button)
- Prev** and **Next** (small buttons side-by-side)
- Help** (a small button)
- Save** and **Cancel** (small buttons side-by-side)

The following options are available at this window ...

#### Income Information

The following Income information is provided ...

**Member No.** - The *Member #* of the Member this Income Source belongs to.

**Income Type** - Select the item that best describes the type of Income.

**Income Amount \$** - The gross annual amount of Income.

**Verification Source** - Select the item that best describes how the Income was verified.

**Verification Date** - The date this Income was verified.

#### Add Income

To add a new Income Source to the current list of Income, click-on **Add Income**. A new, blank *Income Information* window will be displayed.

#### Remove Income

To remove the *Income Source* currently displayed, click-on the **Remove Income > OK**.

#### Prev/Next

To move from one *Income Source* to another, click-on the **Prev & Next** buttons.

#### Save

To save changes made to *Income Information*, click-on **Save**.

**Cancel**

To exit the *Income Information* window without saving changes, click-on **Cancel**.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.6.12 Asset Information**

**Assets ( Button )** - Click-on the Assets button to view &/or edit detail for each individual Asset.

The *Asset Information* window will appear ...

The screenshot shows a software window titled "Editing ...". Inside, there's a section titled "Asset Information" with a sub-header "Asset # 1 of 1". The form contains the following fields and controls:

- Member No.: A dropdown menu with "1" selected.
- Asset Type: A dropdown menu with "Cash/Demand Deposit Accounts" selected.
- Cash Amount \$: A text box containing "3.00".
- Income Amount \$: A text box containing "35.00".
- Interest %: A text box containing "0.0000".
- Verification Source: A dropdown menu with "Account/Earnings Statement" selected.
- Verification Date: A text box containing "01/16/2009".

At the bottom of the window, there are several buttons: "Add Asset", "Remove Asset", "Prev", "Next", "Help", "Save", and "Cancel".

The following options are available at this window ...

**Asset Information**

The following Asset information is provided ...

**Member No.** - The *Member #* of the Member this Asset belongs to.

**Asset Type** - Select the item that best describes the type of Asset.

**Cash Amount \$** - The cash value of this asset.

**Income Amount \$** - The annual income from this Asset.

**Interest %** - The percentage rate this Asset earns, if applicable.

**Verification Source** - Select the item that best describes how the Asset was verified.

**Verification Date** - The date this Asset was verified.

#### Add Asset

To add a new Asset entry to the current list of Assets, click-on **Add Assets**. A new, blank *Asset Information* window will be displayed.

#### Remove Asset

To remove the Asset entry currently displayed, click-on the **Remove Asset > OK**.

#### Prev/Next

To move from one Asset entry to another, click-on the **Prev & Next** buttons.

#### Save

To save changes made to *Asset Information*, click-on **Save**.

#### Cancel

To exit the *Asset Information* window without saving changes, click-on **Cancel**.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

## 10.7 LIHTC Data Transfer Standard XML 1.0

### 10.7.1 Overview

#### Overview

In 2006, State Housing Finance agencies (HFA's), property owners and managers, software providers, and related industry trade associations developed an XML data transfer file standard for compliance reporting for properties participating in the Low Income Housing Tax Credit (LIHTC) program. This XML file standardizes electronic submission compliance of tenant change information to State HFA's nationwide. Although several State HFA's already do, by the end of 2007, most all State HFA's will be able to electronically accept this XML data transfer file as part of their submission compliance requirements. This built-in feature creates the LIHTC Data Transfer Standard XML file using tenant change information maintained in FHA Software. Tenant change information can also be manually added to this XML file and edited, as well.

Electronic submission of this XML file to your State HFA basically consists of three steps ...

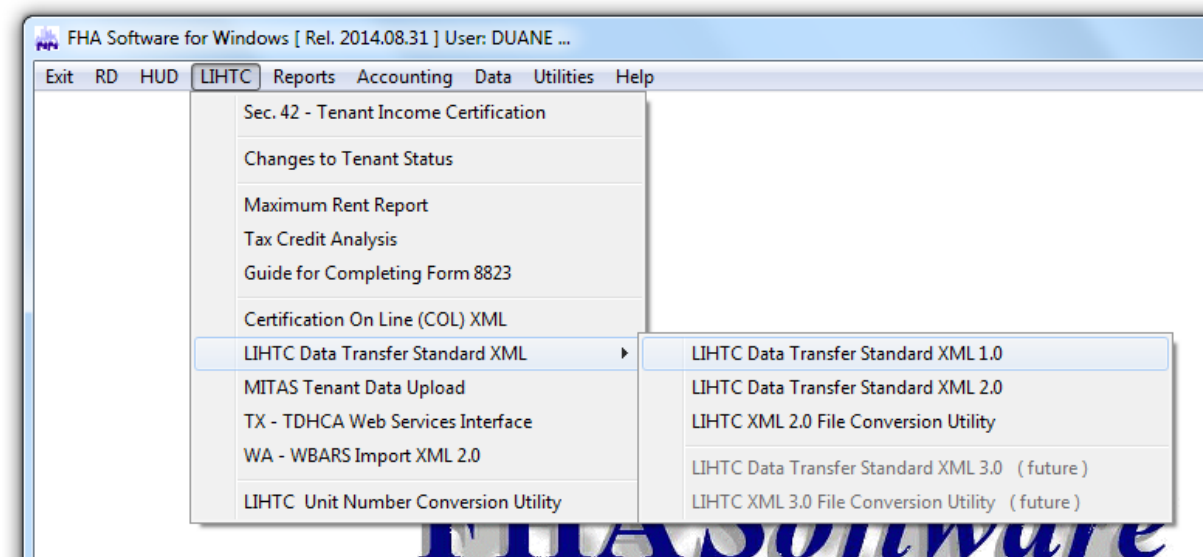
- 1.) Create an XML file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance website and instruct it to upload your XML file

3.) Monitor the State HFA Compliance website for XML file information acceptance

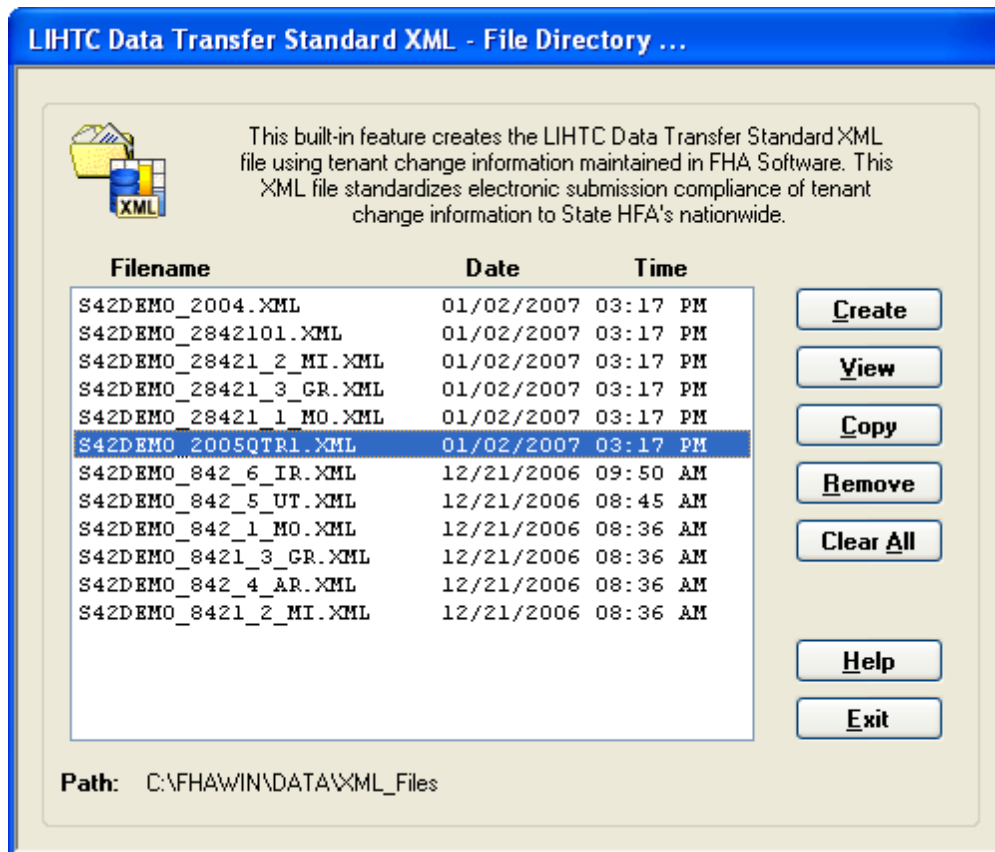
Refer to your State HFA's Compliance User Manual for assistance with LIHTC Data Transfer Standard XML file acceptance and the XML file upload process.

Note: The *LIHTC Data Transfer Standard XML* feature is a Visual Studio .NET program that requires your Windows XP/2000/Vista or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *LIHTC Data Transfer Standard XML - File Directory* window does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

### 10.7.2 XML File Directory



In FHA Software, click-on **LIHTC > LIHTC Data Transfer Standard XML** to access the *LIHTC Data Transfer Standard XML - File Directory* window ...



Note: The *LIHTC Data Transfer Standard XML* feature is a Visual Studio .NET program that requires your Windows XP/2000 or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *LIHTC Data Transfer Standard XML - File Directory* window above does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

A list of existing LIHTC Data Transfer Standard XML files is displayed in creation date order (newest to oldest). The following options are available at this window ...

### Create

To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

### View

To *View* the contents of an existing XML file, click-on the **Filename** of the desired XML file from the list and click-on the **View** button. A View Existing XML Files window will appear.

### Copy

To *Copy* an existing XML file to a floppy diskette, memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard **Save As** window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### Remove

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

### Clear All

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### Path

The drive letter & folder where your XML files are located (normally C:\FHAWIN\DATA\XML\_Files). The XML\_FILES folder will always be a subfolder of your FHA Software DATA folder.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

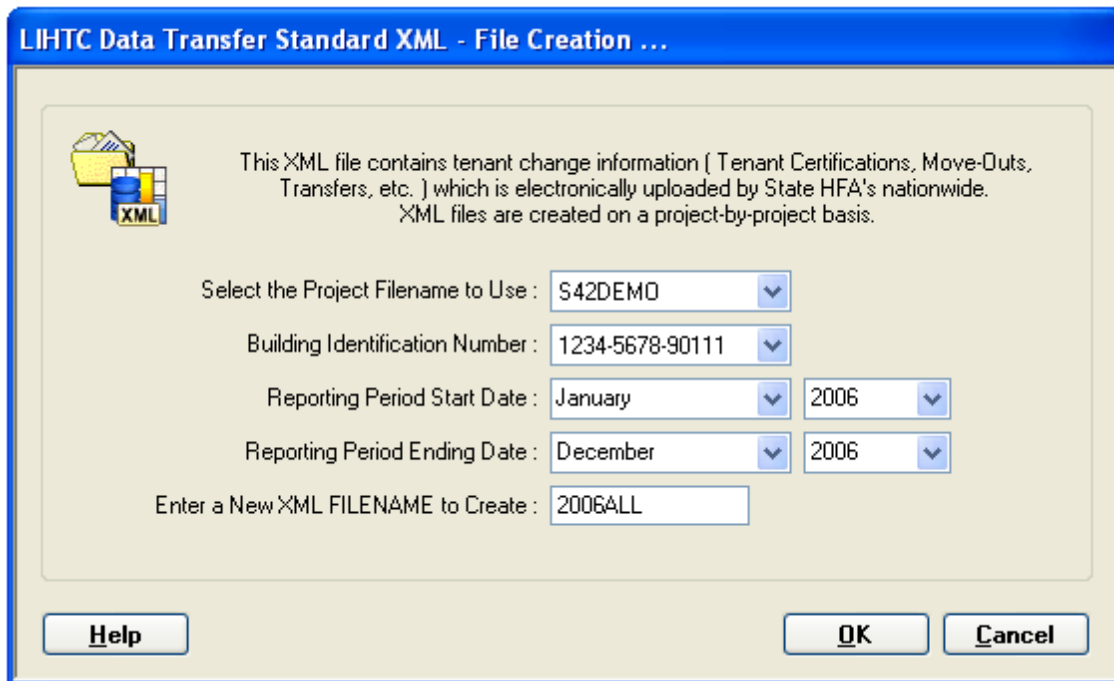
### Exit

Click-on **Exit** to exit out of the *XML File Directory* window.

## 10.7.3 Create an XML File

This process creates a new LIHTC Data Transfer Standard XML file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **LIHTC Data Transfer Standard XML - File Directory** window, click-on the **Create** button. The *LIHTC Data Transfer XML - File Creation* window will appear ...



The dialog box is titled "LIHTC Data Transfer Standard XML - File Creation ...". It contains a folder icon with an XML file icon inside. The text reads: "This XML file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded by State HFA's nationwide. XML files are created on a project-by-project basis."

Fields and controls:

- "Select the Project Filename to Use : S42DEMO" (dropdown menu)
- "Building Identification Number : 1234-5678-90111" (dropdown menu)
- "Reporting Period Start Date : January 2006" (two dropdown menus)
- "Reporting Period Ending Date : December 2006" (two dropdown menus)
- "Enter a New XML FILENAME to Create : 2006ALL" (text input field)

Buttons: Help, OK, Cancel

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

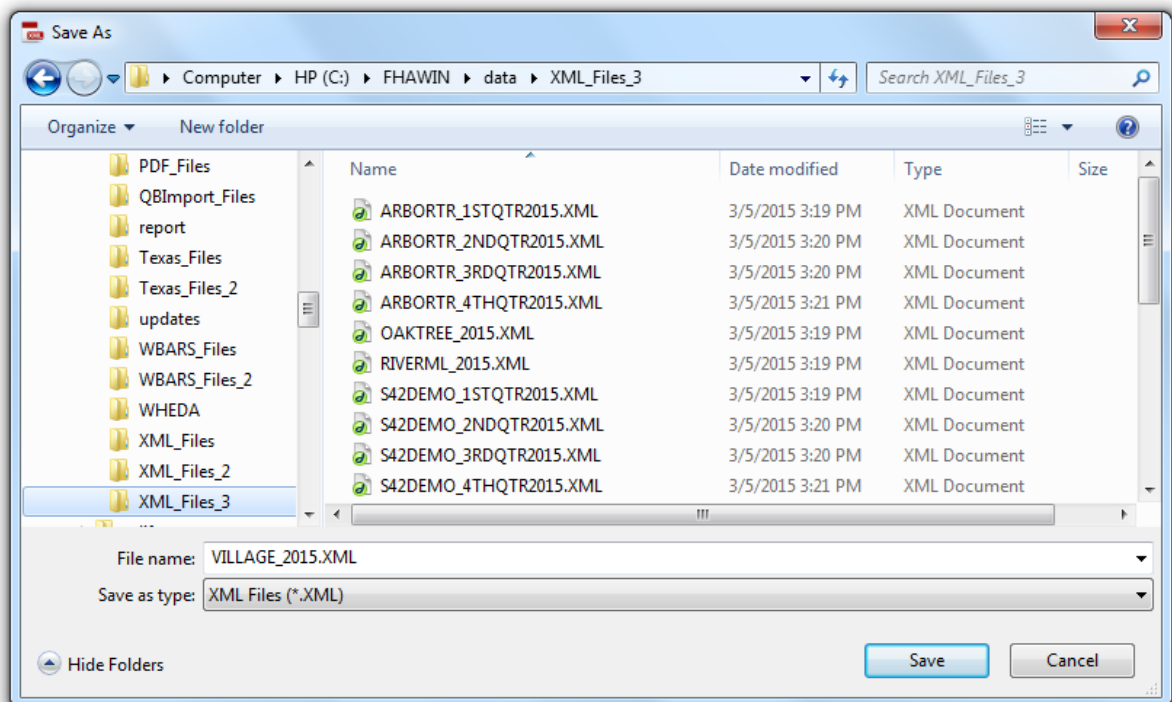
To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An LIHTC Data Transfer Standard XML - View window will appear.

### Cancel

Click-on the **Cancel** button to exit out of the *LIHTC Data Transfer XML - File Creation* window.

## 10.7.4 Copy an XML File

To *Copy* an existing XML file to a floppy diskette, memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard Save As window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.



Click-on **Save** to copy the XML file to the desired drive &/or folder.  
Click-on **Cancel** to exit out of the Save As window.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.7.5 View Existing XML File Contents

To View information in an existing XML file, click-on the **Filename** of the desired XML file from the *LIHTC Data Transfer XML - File Directory* and click-on the **View** button. An *LIHTC Data Transfer XML - View/Edit* window will appear ...

LIHTC Data Transfer Standard XML - View/Edit ...

Reporting Period Start Date : 01/01/2005  
Reporting Period Ending Date : 12/31/2005

VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2005.XML

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2005	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2005	Recertification	300	0
103	GLORIA REDFEARN	03/01/2005	Recertification	326	0
104	BRENDA KILGORE	04/01/2005	Recertification	326	0
105	GEORGE JONES	05/01/2005	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2005	Recertification	326	0
108	CAROL MOUNDS	12/01/2005	Recertification	422	0
109	LARRY FREDERICK	07/01/2005	Recertification	511	0
109	KENNETH HOPPS	12/01/2005	Recertification	511	0
111	ALICE BRAND	12/01/2005	Recertification	577	0
112	ROGER SPOTTS	12/01/2005	Recertification	577	0

Prev Next 1 of 13 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

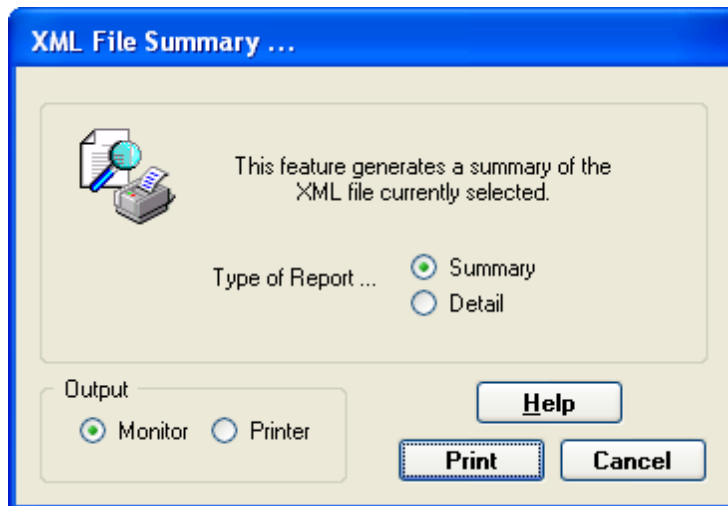
Click-on **Prev/Next** to move backward and forward through the list of existing XML Files.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...



- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing a *XML File Summary*.  
Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The *Edit XML Files* window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *LIHTC Data Transfer XML - View/Edit* window.

## 10.7.6 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *LIHTC Data Transfer XML* Window that is in *Editing Mode* ...

**LIHTC Data Transfer Standard XML - View/Edit ...**

Reporting Period Start Date : 01/01/2005  
Reporting Period Ending Date : 12/31/2005

This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2005.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2005	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2005	Recertification	300	0
103	GLORIA REDFEARN	03/01/2005	Recertification	326	0
104	BRENDA KILGORE	04/01/2005	Recertification	326	0
105	GEORGE JONES	05/01/2005	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2005	Recertification	326	0
108	CAROL MOUNDS	12/01/2005	Recertification	422	0
109	LARRY FREDERICK	07/01/2005	Recertification	511	0
109	KENNETH HOPPS	12/01/2005	Recertification	511	0
111	ALICE BRAND	12/01/2005	Recertification	577	0
112	ROGER SPOTTS	12/01/2005	Recertification	577	0

The following options are available when *Editing XML File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Manual Entry* button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Data Upload File Details* window will appear.

#### Save

When done editing *XML File Information*, click-on the **Save** button to save your changes.

#### Cancel

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.

### 10.7.7 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

LIHTC Data Transfer Standard XML - Tenant Selection ...

This window displays a list of available tenant changes that exist within the Reporting Period defined.

VILLAGE APARTMENTS - LIHTC

TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
S42	101	SMITH, JOSEPH	01/01/2005	Recert	01/2005
S42	102	JOHNSON, SAMUEL	02/01/2005	Recert	02/2005
S42	103	REDFEARN, GLORIA	03/01/2005	Recert	03/2005
S42	104	KILGORE, BRENDA	04/01/2005	Recert	04/2005
S42	105	JONES, GEORGE	05/01/2005	Recert	05/2005
S42	106	DEARBORNE, HAROLD	06/01/2005	Recert	06/2005
S42	108	MOUNDS, CAROL	12/01/2005	Recert	12/2005
S42	109	FREDERICK, LARRY	07/01/2005	Recert	07/2005
S42	109	HOPPS, KENNETH	12/01/2005	Recert	12/2005
S42	111	BRAND, ALICE	12/01/2005	Recert	12/2005
S42	112	SPOTTS, ROGER	12/01/2005	Recert	12/2005

Help Include All Select Entry Cancel

Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

#### Select Entry

To add one *Tenant Change Record* from the displayed list, click-on the desired *Tenant Change Entry* line and click-on the **Select Entry** button.

#### Include All

Click-on the **Include All** button to include all *Tenant Change Records* from the list displayed into the XML file being edited.

#### Cancel

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### 10.7.8 Tenant Entry Details

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

**LIHTC Data Transfer Standard XML - View/Edit ...**

**Tenant Change Detail**

This window allows the user to view &/or edit tenant change information detail that is part of the XML file currently selected.

Unit :

Transfer Unit Number :

Transfer Building ID :

Tenant Name : **KENNETH HOPPS**

Event Type :

Is this a Correction :

Event Date :

Original Event Date :

Correction Effective Date :

Move-In Date :

Original Move-In Date :

Number of Occupants :

Unit Type :

Subsidy Type :

Household Type :

All Student Household :

Student Code :

Employment Type :

Non Optional Charges \$ :

Maximum Eligible Income \$ :

Maximum LIHTC Rent \$ :

Rent Designation % :

Income Designation % :

Annual Income \$ :

Tenant Rent \$ :

Subsidy Amount \$ :

Utility Allowance \$ :

**Unit Auxiliary Data**

The following buttons are provided on the *Tenant Entry Details* window ...

#### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

#### Help

Click on **Help** to view *Online Help Topics* about this process.

#### Save

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

#### Cancel

Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

### Tenant Entry Details ...

The following information is provided at the *Tenant Entry Details* window ...

**Unit** - Unit Number (10 characters or less). Must match the Unit Number established in the State HFA's Compliance System.

**Transfer Unit** - When *Event Type* selected is *Transfer Out*, this is the unit number to which the household transferred from.

**Transfer Building ID** - When *Event Type* selected is *Transfer Out*, this is the Building ID to which the household transferred from.

**Tenant Name** - Head tenant's full name as it is entered in the *Member Detail* window for Member #1.

**Event Type** - A description of the tenant change action processed (Move-In, Move-Out, Recertification, etc.).

**Event Date** - This is the actual effective date that this compliance event occurred. Date entered in MMDDYYYY format.

**Original Event Date** - If this tenant change is correcting the effective date of a previous tenant change entry that already exists in the State HFA's Compliance System, this is the previous Event Date of that tenant change. Date entered in MMDDYYYY format.

**Is this a Correction** - If this tenant change is correcting a previous tenant change entry that already exists in the State HFA's Compliance System, select *Yes*.

**Correction Effective Date** - If this tenant change is correcting a previous tenant change entry that already exists in the State HFA's Compliance System, this is the date you are submitting the correction. Date entered in MMDDYYYY format.

**Move-In Date** - The date the household moved into the unit. Date entered in MMDDYYYY format.

**Original Move-In Date** - If this tenant change is correcting the move-in date of a previous tenant change entry that already exists in the State HFA's Compliance System, this is the previous Move-In Date of that tenant change. Date entered in MMDDYYYY format.

**Number of Occupants** - Total number of household members.

**Annual Income** - The projected annual income for the household for the duration of the compliance period, including income from assets.

**Tenant Rent** - The portion of the rent paid by the tenant.

**Subsidy Amount** - The portion of the rent paid by a third party such as Rural Development, HUD, or PHA.

**Utility Allowance** - The amount of utilities, for a particular unit, set by a utility allowance schedule which is published either by HUD, Rural Development or the PHA.

**Unit Type** - This is identifying how the unit is being utilized in conjunction to the event that is being transmitted.

**Subsidy Type** - This is identifying what types of subsidy is being received by the household in this event.

**Household Type** - This identifies how the household should be categorized. Click-on the [+] button to view &/or select Household Types.

**All Student Household** - If all household members are full-time students, select Yes.

**Student Code** - If all household members are full-time students, identify the qualifying exception, if applicable.

**Employment Type** - The type of employment worked by the household. Click-on the [+] button to view &/or select Employment Types.

**Non Optional Charges** - The amount of non-optional charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc..

**Maximum LIHTC Rent** - The LIHTC maximum allowable gross rent for the unit based on the number of bedrooms and Income Designation percentage.

**Rent Designation** - Rental Set-Aside percentage for the household.

**Income Designation** - Income Set-Aside percentage for the household.

**Unit Auxiliary Data ( Button )** - Click-on the *Unit Auxiliary Data* button to view additional data entry selection information that can be added to the XML file which are State HFA specific.

## Member Details

**Member Detail ( Button )** - Click-on the *Member Detail* button to view &/or edit detail for each member of the household. The *Member Detail* window will appear ...

**LIHTC Data Transfer Standard XML - Member Detail ...**

Member Information	Income Information
First Name : <input type="text" value="KENNETH"/> MI : <input type="text" value="D"/>	Income Type : <input type="text" value="W - Non-Federal Wage"/>
Last Name : <input type="text" value="HOPPS"/>	Verification Source : <input type="text" value="EV - Employer"/>
Birthdate : <input type="text" value="08/12/1956"/>	Amount \$ <input type="text" value="18,616"/>
Age : <input type="text" value="49"/>	<input type="button" value="Prev Income"/> <input type="button" value="Add Income"/>
Sex : <input type="text" value="M - Male"/>	<input type="button" value="Next Income"/> <input type="button" value="Remove Income"/>
SSN : <input type="text" value="123656544"/>	1 of 1
Alien Reg. No. : <input type="text"/>	<b>Asset Information</b>
Relationship : <input type="text" value="H - Head of Household"/>	Asset Type : <input type="text" value="CSH - Cash"/>
Marital Status : <input type="text" value="M - Married"/>	Verification Source : <input type="text" value="ES - Account/Earnings Statement"/>
Race : <input type="text" value="+ W"/>	Asset Status : <input type="text" value="C - Current"/>
Ethnicity : <input type="text" value="N - Not Hispanic or Latino"/>	Cash Value \$ <input type="text" value="1,250"/>
Fulltime Student : <input type="text" value="No"/>	Annual Income \$ <input type="text" value="0"/>
Special Status : <input type="text" value="+"/>	<input type="button" value="Prev Asset"/> <input type="button" value="Add Asset"/>
<input type="button" value="Member Auxiliary Data"/>	<input type="button" value="Next Asset"/> <input type="button" value="Remove Asset"/>
	1 of 1

Member # 1 of 4

The following information is provided at the *Member Details* window ...

### Member Information

This section displays information for each existing household member.

**First Name** - The first name of the household member.

**MI** - The middle initial of the household member.

**Last Name** - The last name of the household member.

**Birthdate** - The date of birth of the household member. Date entered in MMDDYYYY format.

**Age** - The age of the household member as of the event effective date.

**Sex** - The gender of the household member.

**SSN** - The Social Security Number of the household member.

**Alien Reg. No.** - The Alien Registration Number of the household member.

**Relationship** - The relationship to head of the household member.

**Marital Status** - The marital status of the household member.



**Race [+]** - The race of the household member. Click-on the [+] button to view &/or select Race types.

**Ethnicity** - The ethnicity of the household member.

**Full-Time Student** - If this member is a full-time student, select Yes.

**Special Status [+]** - The special status that applies to this household member. Click-on the [+] button to view &/or select Special Status Types.

**Member Auxiliary Data ( Button )** - Click-on the *Member Auxiliary Data* button to view additional data entry selection information that can be added to the XML file which are State HFA specific.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing member entries.

**Add Member ( Button )** - Click-on the *Add* button to create a new member entry.

**Remove Member ( Button )** - Click-on the *Remove* button to delete the member entry currently displayed, including all existing *Income* and *Asset* entries pertaining to that member.

**Save ( Button )** - Click-on the *Save* button to save & exit the *Member Detail* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Member Detail* window without saving changes.

**Help ( Button )** - Click on the *Help* button to view *Help Topics*.

### Income Information

This section displays information on all *Income Sources* that pertain to the member currently selected.

**Income Type** - The type of income that is being reported.

**Verification Source** - This identifies how the income projection was determined.

**Amount** - The annual amount of income from this income source.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing income entries.

**Add Income ( Button )** - Click-on the *Add* button to create a new income entry for the member currently displayed.

**Remove Income (Button )** - Click-on the *Remove* button to delete the income entry currently displayed.

### Asset Information

This section displays information on all *Asset Income Sources* that pertain to the member currently selected.

**Asset Type** - The type of asset that is being reported.

**Verification Source** - This identifies how the value and income of the asset was determined.

**Asset Status** - This identifies how the income of the asset was determined.

**Cash Value** - The computed cash value of the asset.

**Annual Income** - The computed annual income projection of the asset for the next year.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing asset entries.

**Add Asset ( Button )** - Click-on the *Add* button to create a new asset entry for the member currently displayed.

**Remove Asset (Button )** - Click-on the *Remove* button to delete the asset entry currently displayed.

Note: Tenant & Member Detail information descriptions provided in this Help Topic are as they are defined in the *State HFA LIHTC Data Transfer Standard - Data Dictionary* (PDF file documentation) that is available for public download on the internet at <http://www.mitsproject.com>.

## 10.8 LIHTC Data Transfer Standard XML 2.0

### 10.8.1 Overview

#### Overview

In 2006, State Housing Finance agencies (HFA's), property owners and managers, software providers, and related industry trade associations developed an XML data transfer file standard for compliance reporting for properties participating in the Low Income Housing Tax Credit (LIHTC) program. This XML file standardizes electronic submission compliance of tenant change information to State HFA's nationwide. Although several State HFA's already do, by the end of 2007, most all State HFA's will be able to electronically accept this XML data transfer file as part of their submission compliance requirements. This built-in feature creates the LIHTC Data Transfer Standard XML file using tenant change information maintained in FHA Software. Tenant change information can also be manually added to this XML file and edited, as well.

Electronic submission of this XML file to your State HFA basically consists of three steps ...

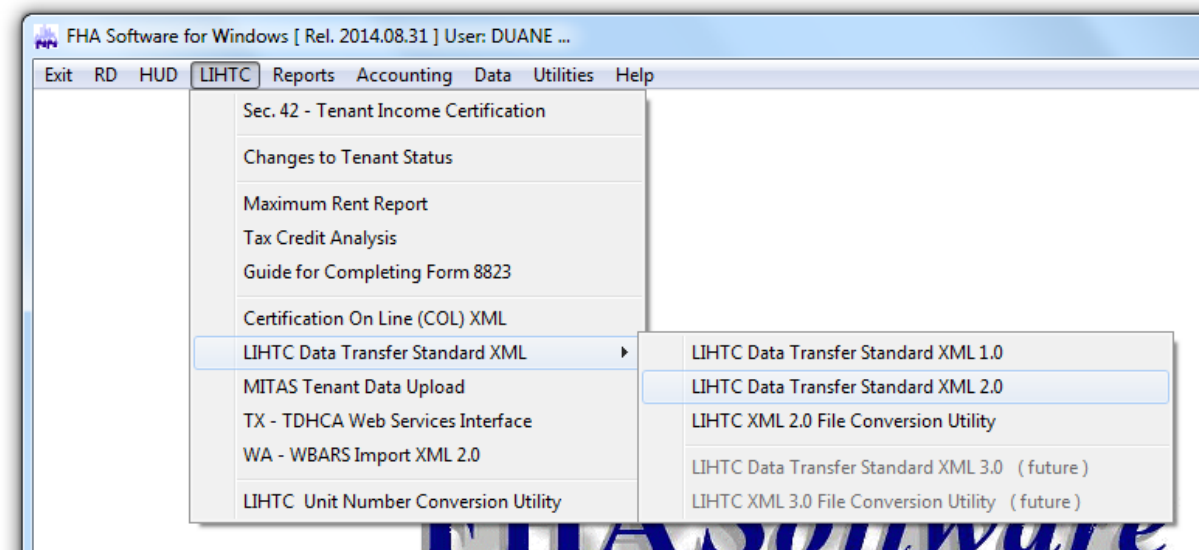
- 1.) Create an XML file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance website and instruct it to upload your XML file
- 3.) Monitor the State HFA Compliance website for XML file information acceptance

Refer to your State HFA's Compliance User Manual for assistance with LIHTC Data Transfer Standard XML file acceptance and the XML file upload process.

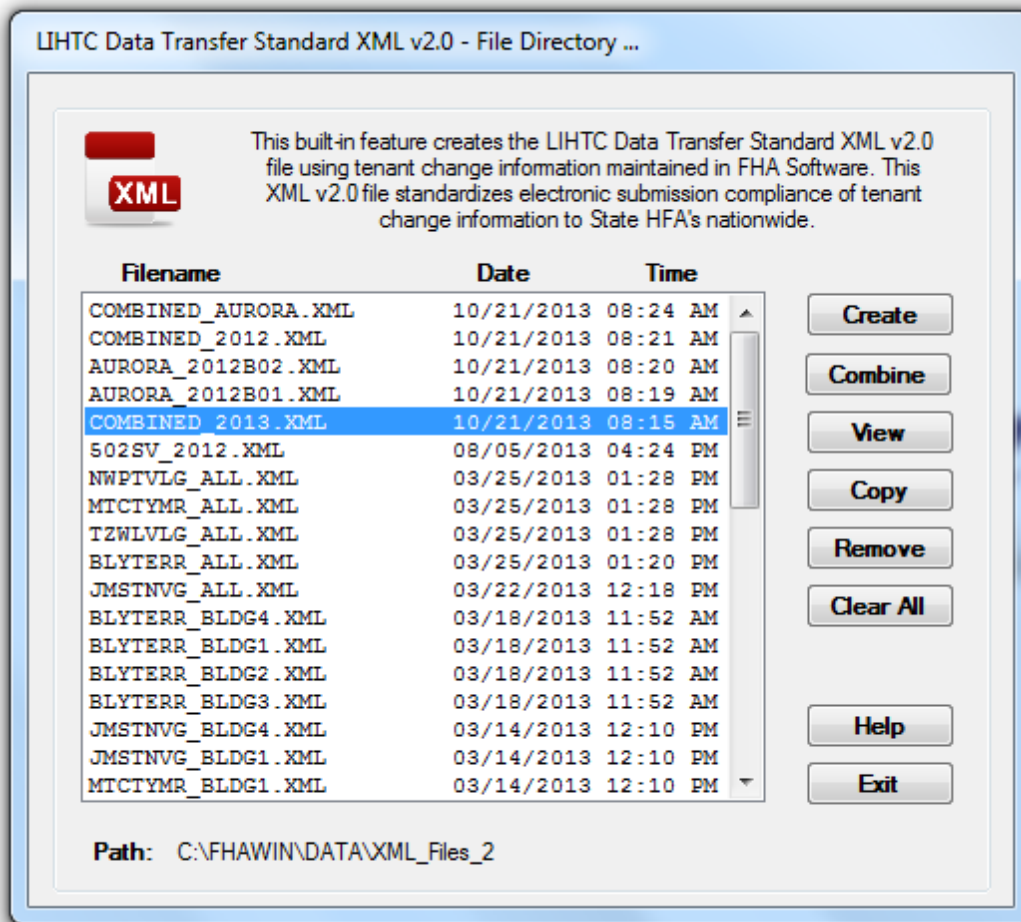
Note: The *LIHTC Data Transfer Standard XML* feature is a Visual Studio .NET program that requires your Windows XP/2000/Vista or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *LIHTC Data Transfer Standard XML - File Directory* window does not display when

selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

### 10.8.2 XML File Directory



In FHA Software, click-on **LIHTC > LIHTC Data Transfer Standard XML 2.0** to access the *LIHTC Data Transfer Standard XML 2.0 - File Directory* window ...



Note: The *LIHTC Data Transfer Standard XML 2.0* feature is a Visual Studio .NET program that requires your Windows XP/2000 or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *LIHTC Data Transfer Standard XML - File Directory* window above does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

A list of existing LIHTC Data Transfer Standard XML 2.0 files is displayed in creation date order (newest to oldest). The following options are available at this window ...

### Create

To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

### Combine

To *Combine* existing XML files into one master XML file, click-on the **Combine** button. A Combine Multiple XML Files window will appear.

### View

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A **View Existing XML Files** window will appear.

### Copy

To *Copy* an existing XML file to a floppy diskette, memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard **Save As** window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### Remove

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

### Clear All

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### Path

The drive letter & folder where your XML 2.0 files are located (normally C:\FHAWIN\DATA\XML\_Files\_2). The XML\_FILES\_2 folder will always be a subfolder of your FHA Software DATA folder.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

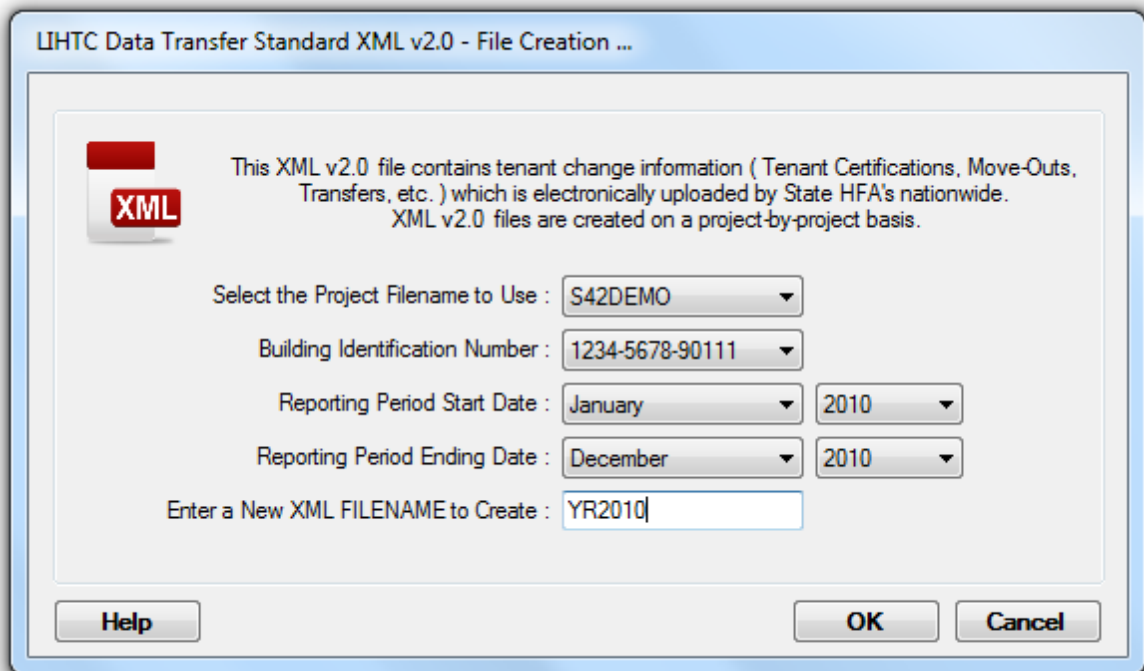
### Exit

Click-on **Exit** to exit out of the *XML File Directory* window.


## 10.8.3 Create an XML File

This process creates a new LIHTC Data Transfer Standard XML 2.0 file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **LIHTC Data Transfer Standard XML 2.0 - File Directory** window, click-on the **Create** button. The *LIHTC Data Transfer XML - File Creation* window will appear ...



LIHTC Data Transfer Standard XML v2.0 - File Creation ...

 This XML v2.0 file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded by State HFA's nationwide. XML v2.0 files are created on a project-by-project basis.

Select the Project Filename to Use :

Building Identification Number :

Reporting Period Start Date :

Reporting Period Ending Date :

Enter a New XML FILENAME to Create :

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An LIHTC Data Transfer Standard XML - View window will appear.

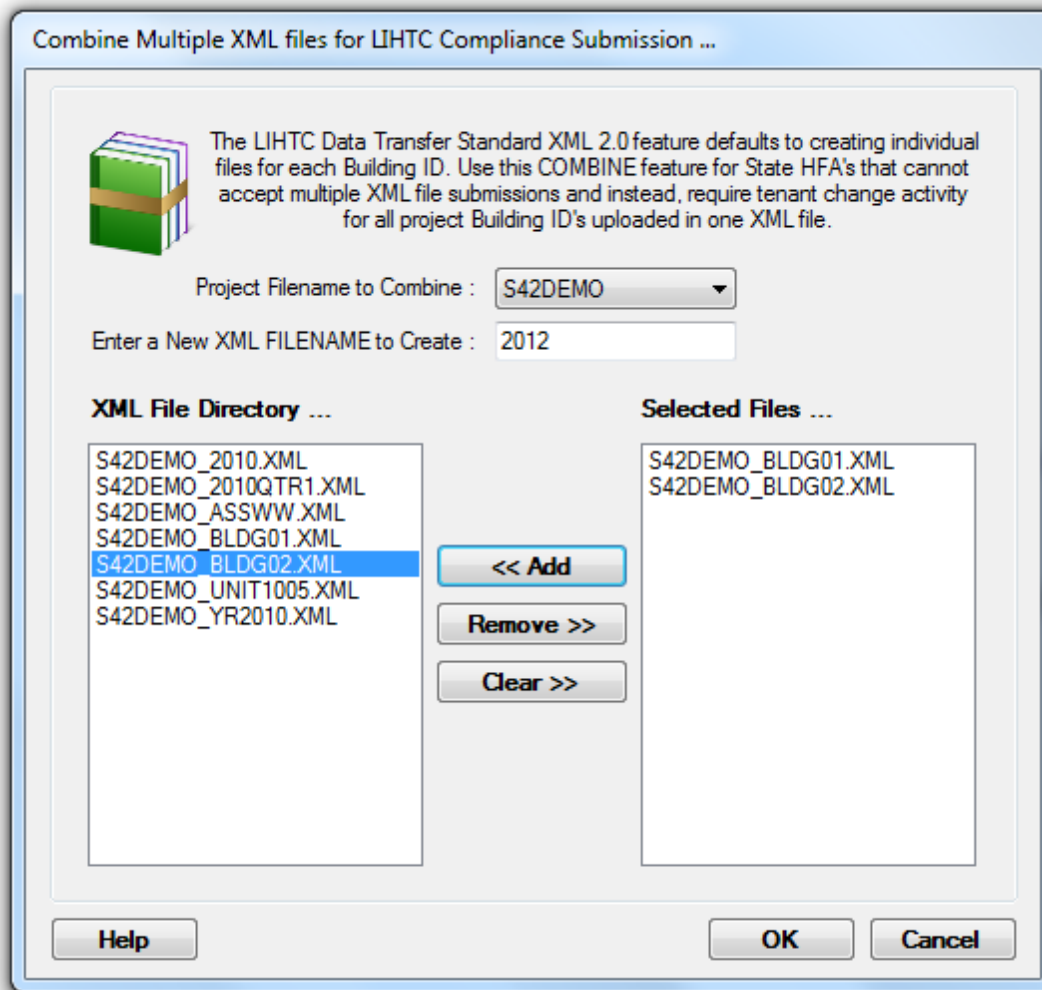
### Cancel

Click-on the **Cancel** button to exit out of the *LIHTC Data Transfer XML - File Creation* window.

## 10.8.4 Combine XML Files

Each XML 2.0 file is created for a specific Building ID. A project with multiple Building ID's would create multiple XML files, one file for each Building ID. Most State HFA's accept multiple XML file submissions. Use this *Combine* feature for State HFA's that cannot accept multiple XML file submissions and instead, require tenant change activity for all project Building ID's uploaded in one XML file submission.

To *Combine* individual Building ID XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

### **Project Filename**

Click the pull down button and select the desired property for which you wish to combine XML files.

### **Enter a New XML Data FILENAME to Create**

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain tenant changes for the year 2013, name that XML file .. 2013. The resulting XML filename will be COMBINED\_2013.XML. If you have multiple projects, you could add the project's filename .. such as VILLAGE to set them apart. The resulting XML filename will then be COMBINED\_VILLAGE.XML.



Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

### XML File Directory

This section lists all existing XML files for the *Project Filename* selected that are available to combine.

### Selected Files (Out.Box)

This list will display selected XML file names that will be combined into one master XML file.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file.

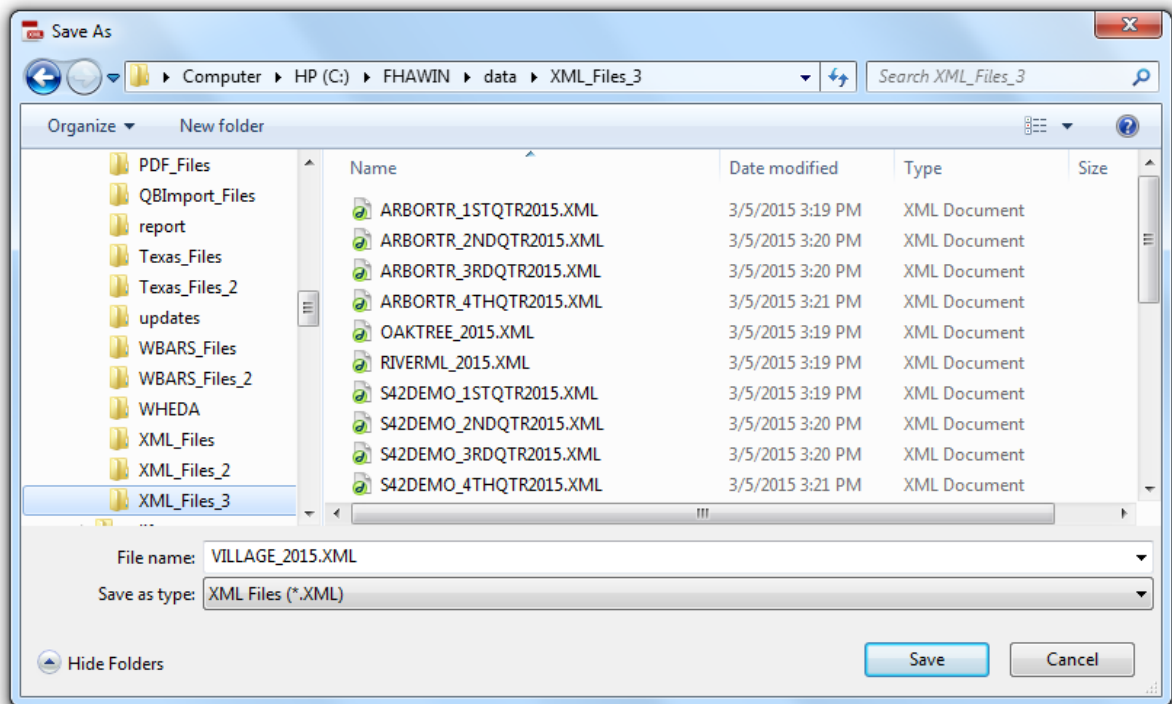
Note: An XML file will be created in the default XML 2.0 file folder path displayed at the bottom of the XML File Directory window. The combined XML filename will consist of COMBINED\_, followed by the XML filename entered and the .XML extension. For example, if you entered "VILLAGE" as the new XML Filename, the combined filename would be "COMBINED\_VILLAGE.XML".

### Cancel

Click-on the **Cancel** button to exit out of this process.

## 10.8.5 Copy an XML File

To *Copy* an existing XML file to memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard Save As window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.

Click-on **Save** to copy the XML file to the desired drive &/or folder.


Click-on **Cancel** to exit out of the Save As window.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.8.6 View Existing XML File Contents

To *View* information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *LIHTC Data Transfer XML - File Directory* and click-on the **View** button. An *LIHTC Data Transfer XML - View/Edit* window will appear ...

LIHTC Data Transfer Standard XML v2.0 - View/Edit ...

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

Reporting Period Start Date : 01/01/2010  
Reporting Period Ending Date : 12/31/2010

**VILLAGE APARTMENTS - LIHTC  
s42demo\_yr2010.xml**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2010	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2010	Recertification	300	0
103	GLORIA REDFEARN	03/01/2010	Recertification	326	0
104	BRENDA KILGORE	04/01/2010	Recertification	326	0
105	GEORGE JONES	05/01/2010	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2010	Recertification	326	0
107	LARRY FREDERICK	07/01/2010	Recertification	422	0

Prev Next 1 of 6 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

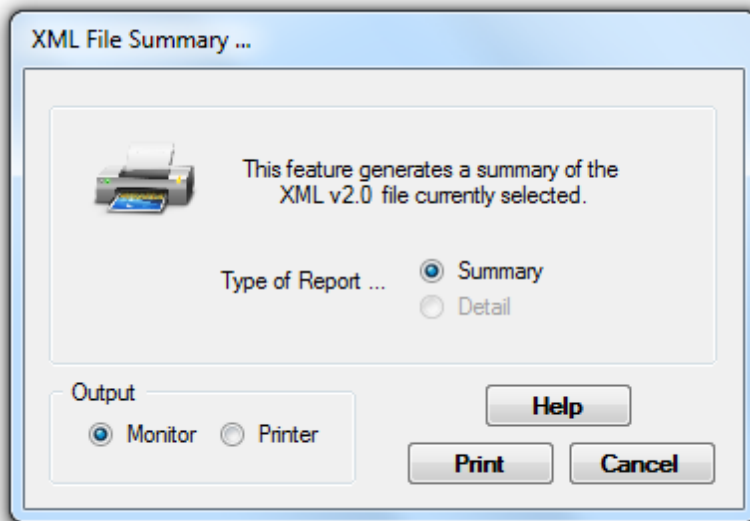
Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...



- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.
- Click-on **Help** to view *Online Help Topics* related to this window.
- Click-on **OK** to continue printing a *XML File Summary*.
- Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The *Edit XML Files* window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *LIHTC Data Transfer XML - View/Edit* window.

## 10.8.7 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *LIHTC Data Transfer XML* Window that is in *Editing Mode* ...

LIHTC Data Transfer Standard XML v2.0 - View/Edit ...

This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

Reporting Period Start Date : 01/01/2010  
Reporting Period Ending Date : 12/31/2010

**VILLAGE APARTMENTS - LIHTC  
s42demo\_yr2010.xml**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2010	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2010	Recertification	300	0
103	GLORIA REDFEARN	03/01/2010	Recertification	326	0
104	BRENDA KILGORE	04/01/2010	Recertification	326	0
105	GEORGE JONES	05/01/2010	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2010	Recertification	326	0
107	LARRY FREDERICK	07/01/2010	Recertification	422	0

The following options are available when *Editing XML File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Manual Entry** button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Tenant Selection** button. An *Add - Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Data Upload File Details* window will appear.

#### Save

When done editing *XML File Information*, click-on the **Save** button to save your changes.

#### Cancel

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.

### 10.8.8 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
<input checked="" type="checkbox"/> S42	101	SMITH, JOSEPH	01/01/2018	Recert	01/2018
<input checked="" type="checkbox"/> S42	102	JOHNSON, SAMUEL	02/01/2018	Recert	02/2018
<input checked="" type="checkbox"/> S42	103	REDFEARN, GLORIA	03/01/2018	Recert	03/2018
<input checked="" type="checkbox"/> S42	104	KILGORE, BRENDA	04/01/2018	Recert	04/2018
<input checked="" type="checkbox"/> S42	105	JONES, GEORGE	05/01/2018	Recert	05/2018
<input checked="" type="checkbox"/> S42	106	DEARBORNE, HAROLD	06/01/2018	Recert	06/2018
<input checked="" type="checkbox"/> S42	107	FREDERICK, LARRY	07/01/2018	Recert	07/2018

☒ Select All
 ☐ Exclude GRC Events
 ☐ Only Include Annual ReCerts.

Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

#### Select All ( checkbox )

Click-on this checkbox to automatically select all Tenant Change events listed.

#### Exclude GRC Events ( checkbox )

Click-on this checkbox to remove all Gross Rent Change ( GRC ) related Tenant Change events from the selection list.

**Only Include Annual ReCerts.**

Click-on this checkbox to only include Annual Recertifications ( excluding all Interim Certification Tenant Change events ), but will still list all other Tenant Change events such as Move-Ins, Move-Outs and Transfers.

**Select Entry**

To add all selected *Tenant Change Records* from the displayed list, click-on the **Select Entry** button.

**Cancel**

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.8.9 Tenant Entry Details**

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

LIHTC Data Transfer Standard XML v2.0 - View/Edit ...

**Tenant Change Detail**

This window allows the user to view &/or edit tenant change information detail that is part of the XML v2.0 file currently selected.

XML

Tenant Name : **SAMUEL JOHNSON**

Unit : 102

Transfer Unit Number :

Transfer Building ID :

Event Type : R - Recertification

Unit Type : LI - Low Income

Is this a Self Certification : No

Subsidy Type : NA - Not Applicable

Is this a Correction : No

Household Type : + FA

Event Date : 02/01/2010

All Student Household : No

Original Event Date : 02/01/2010

Student Code : NA - Not Applicable

Correction Effective Date : 02/01/2010

Employment Type : + NE

Move-In Date : 02/01/1987

Non Optional Charges \$ 0

Original Move-In Date : 02/01/1987

Maximum Eligible Income \$ 19,800

LIHTC Qualification Date : 02/01/2010

Maximum LIHTC Rent \$ 495

Bedroom Size : Eff

Number of Occupants : 1

Rent Designation % 60

Sq. Ft. : 650

Annual Income \$ 8,400

Income Designation % 60

Tenant Rent \$ 300

Program Type : + Tax Credit

Subsidy Amount \$ 0

Project Information

Utility Allowance \$ 195

Unit Auxiliary Data

Total Wages \$ 0

Total Asset Cash Value \$ 250

Total Soc.Sec./Pensions \$ 0

Total Asset Annual Income \$ 0

Total Public Assistance \$ 0

Total Other Income \$ 900

Prev Next Help Member Detail Save Cancel

The following buttons are provided on the *Tenant Entry Details* window ...

#### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

#### Help

Click on **Help** to view *Online Help Topics* about this process.

#### Save

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

#### Cancel

Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

## Tenant Entry Details ...

The following information is provided at the *Tenant Entry Details* window ...

**Unit** - Unit Number (10 characters or less). Must match the Unit Number established in the State HFA's Compliance System.

**Transfer Unit** - When *Event Type* selected is *Transfer Out*, this is the unit number to which the household transferred from.

**Transfer Building ID** - When *Event Type* selected is *Transfer Out*, this is the Building ID to which the household transferred from.

**Tenant Name** - Head tenant's full name as it is entered in the *Member Detail* window for Member #1.

**Event Type** - A description of the tenant change action processed (Move-In, Move-Out, Recertification, etc.).

**Is this a Self Certification** - If this recertification is self certified by the tenant, then select Yes.

**Is this a Correction** - If this tenant change is correcting a previous tenant change entry that already exists in the State HFA's Compliance System, select Yes.

**Event Date** - The is the actual effective date that this compliance event occurred. Date entered in MMDDYYYY format.

**Original Event Date** - If this tenant change is correcting the effective date of a previous tenant change entry that already exists in the State HFA's Compliance System, this is the previous Event Date of that tenant change. Date entered in MMDDYYYY format.

**Correction Effective Date** - If this tenant change is correcting a previous tenant change entry that already exists in the State HFA's Compliance System, this is the date you are submitting the correction. Date entered in MMDDYYYY format.

**Move-In Date** - The date the household moved into the unit. Date entered in MMDDYYYY format.



**Original Move-In Date** - If this tenant change is correcting the move-in date of a previous tenant change entry that already exists in the State HFA's Compliance System, this is the previous Move-In Date of that tenant change. Date entered in MMDDYYYY format.

**LIHTC Qualification Date** - The date the tenant was qualified for LIHTC.

**Number of Occupants** - Total number of household members.

**Annual Income** - The projected annual income for the household for the duration of the compliance period, including income from assets.

**Tenant Rent** - The portion of the rent paid by the tenant.

**Subsidy Amount** - The portion of the rent paid by a third party such as Rural Development, HUD, or PHA.

**Utility Allowance** - The amount of utilities, for a particular unit, set by a utility allowance schedule which is published either by HUD, Rural Development or the PHA.

**Total Wages** - The total gross wage income for the household.

**Total Soc.Sec/Pensions** - The total gross Social Security & Pension income for the household.

**Total Public Assistance** - The total gross Public Assistance income for the household.

**Total Other Income** - The total of all other income for the household.

**Unit Type** - This is identifying how the unit is being utilized in conjunction to the event that is being transmitted.

**Subsidy Type** - This is identifying what types of subsidy is being received by the household in this event.

**Household Type** - This identifies how the household should be categorized. Click-on the [+] button to view &/or select Household Types.

**All Student Household** - If all household members are full-time students, select Yes.

**Student Code** - If all household members are full-time students, identify the qualifying exception, if applicable.

**Employment Type** - The type of employment worked by the household. Click-on the [+] button to view &/or select Employment Types.

**Non Optional Charges** - The amount of non-optional charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc..

**Maximum Eligible Income** - The maximum allowable income level.

**Maximum LIHTC Rent** - The LIHTC maximum allowable gross rent for the unit based on the number of bedrooms and Income Designation percentage.

**Rent Designation** - Rental Set-Aside percentage for the household.

**Income Designation** - Income Set-Aside percentage for the household.

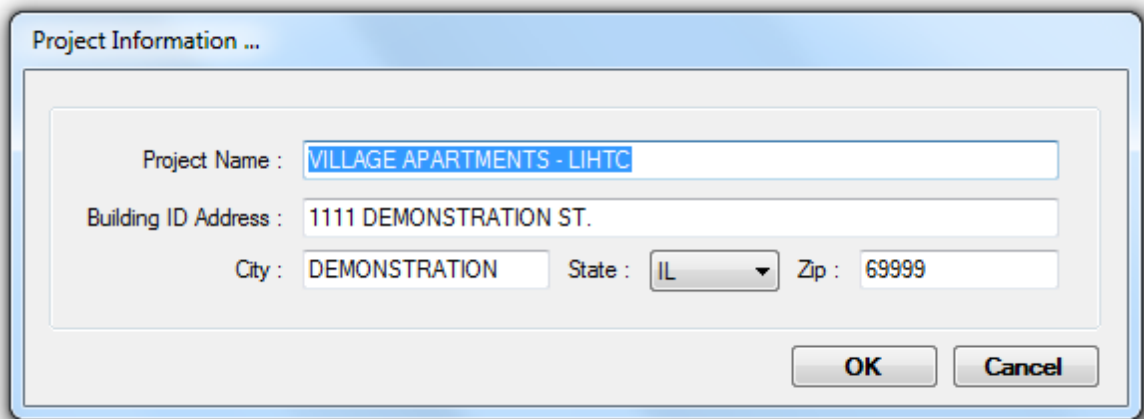
**Program Type** - This identifies the type of LIHTC program being used for this tenant. Click-on the [+] button to view &/or select Program Types.

**Bedroom Size** - The unit size for this unit.

**Sq.Ft.** - The square footage for this unit.

## Project Information

**Project Information ( Button )** - Click-on the *Project Information* button to view &/or edit this information. The *Project Information* window will appear ...



**Project Name** - The full name of the project.

**Building ID Address, City, State, Zip** - The designated address for the Building ID selected.

**OK ( Button )** - Click-on the OK button to save & exit the *Project Information* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Project Information* window without saving changes.

## Unit Auxiliary Data

**Unit Auxiliary Data ( Button )** - Click-on the *Unit Auxiliary Data* button to view additional data entry selection information that can be added to the XML file which are State HFA specific.

Note: No State specific additions to XML v2.0 data currently exists.

## Member Details

**Member Detail ( Button )** - Click-on the *Member Detail* button to view &/or edit detail for each member of the household. The *Member Detail* window will appear ...

LIHTC Data Transfer Standard XML v2.0 - Member Detail ...

Member Information	Income Information
First Name : <input type="text" value="SAMUEL"/> MI : <input type="text" value="D"/>	Income Type : <input type="text" value="W - Non-Federal Wage"/>
Last Name : <input type="text" value="JOHNSON"/>	Verification Source : <input type="text" value="EV - Employer"/>
Birthdate : <input type="text" value="05/12/1958"/>	Amount \$ <input type="text" value="7,500"/>
Age : <input type="text" value="51"/>	<input type="button" value="Prev Income"/> <input type="button" value="Add Income"/>
Sex : <input type="text" value="M - Male"/>	1 of 2 <input type="button" value="Next Income"/> <input type="button" value="Remove"/>
SSN : <input type="text" value="4895"/>	<b>Asset Information</b>
Alien Reg. No. : <input type="text"/>	Asset Type : <input type="text" value="CSH - Cash"/>
Relationship : <input type="text" value="H - Head of Household"/>	Verification Source : <input type="text" value="ES - Account/Earnings Statement"/>
Marital Status : <input type="text" value="S - Single"/>	Asset Status : <input type="text" value="C - Current"/>
Race : <input type="text" value="+ W"/>	Cash Value \$ <input type="text" value="250"/>
Ethnicity : <input type="text" value="N - Not Hispanic or Latino"/>	Annual Income \$ <input type="text" value="0"/>
Fulltime Student : <input type="text" value="No"/>	<input type="button" value="Prev Asset"/> <input type="button" value="Add Asset"/>
Special Status : <input type="text" value="+ F"/>	1 of 1 <input type="button" value="Next Asset"/> <input type="button" value="Remove"/>
<input type="button" value="Member Auxiliary"/>	

**Member # of 1**

The following information is provided at the *Member Details* window ...

### Member Information

This section displays information for each existing household member.

**First Name** - The first name of the household member.

**MI** - The middle initial of the household member.

**Last Name** - The last name of the household member.

**Birthdate** - The date of birth of the household member. Date entered in MMDDYYYY format.

**Age** - The age of the household member as of the event effective date.

**Sex** - The gender of the household member.

**SSN** - The Social Security Number of the household member.

**Alien Reg. No.** - The Alien Registration Number of the household member.

**Relationship** - The relationship to head of the household member.

**Marital Status** - The marital status of the household member.

**Race [+]** - The race of the household member. Click-on the [+] button to view &/or select Race types.

**Ethnicity** - The ethnicity of the household member.

**Full-Time Student** - If this member is a full-time student, select Yes.

**Special Status [+]** - The special status that applies to this household member. Click-on the [+] button to view &/or select Special Status Types.

**Member Auxiliary Data ( Button )** - Click-on the *Member Auxiliary Data* button to view additional data entry selection information that can be added to the XML file which are State HFA specific.

Note: No State specific additions to XML v2.0 data currently exists.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing member entries.

**Add Member ( Button )** - Click-on the *Add* button to create a new member entry.

**Remove Member ( Button )** - Click-on the *Remove* button to delete the member entry currently displayed, including all existing *Income* and *Asset* entries pertaining to that member.

**Save ( Button )** - Click-on the *Save* button to save & exit the *Member Detail* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Member Detail* window without saving changes.

**Help ( Button )** - Click on the *Help* button to view *Help Topics*.

### Income Information

This section displays information on all *Income Sources* that pertain to the member currently selected.

**Income Type** - The type of income that is being reported.

**Verification Source** - This identifies how the income projection was determined.

**Amount** - The annual amount of income from this income source.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing income entries.

**Add Income ( Button )** - Click-on the *Add* button to create a new income entry for the member currently displayed.

**Remove Income (Button )** - Click-on the *Remove* button to delete the income entry currently displayed.

### Asset Information

This section displays information on all *Asset Income Sources* that pertain to the member currently selected.

**Asset Type** - The type of asset that is being reported.

**Verification Source** - This identifies how the value and income of the asset was determined.

**Asset Status** - This identifies how the income of the asset was determined.

**Cash Value** - The computed cash value of the asset.

**Annual Income** - The computed annual income projection of the asset for the next year.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing asset entries.

**Add Asset ( Button )** - Click-on the *Add* button to create a new asset entry for the member currently displayed.

**Remove Asset (Button )** - Click-on the *Remove* button to delete the asset entry currently displayed.

Note: Tenant & Member Detail information descriptions provided in this Help Topic are as they are defined in the *State HFA LIHTC Data Transfer Standard - Data Dictionary* (PDF file documentation) that is available for public download on the internet at <http://www.mitsproject.com>.

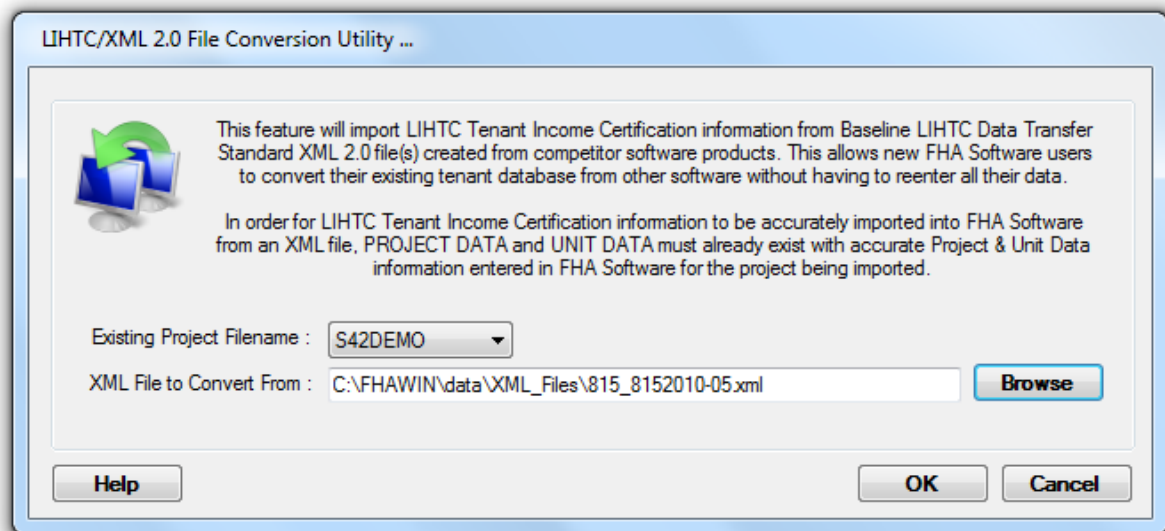
## 10.9 LIHTC/XML 2.0 File Conversion Utility

### Overview

This feature will import Section 42 Tenant Income Certification information from baseline LIHTC Data Transfer Standard XML 2.0 file(s) created from competitor software products. This allows new FHA Software users to convert their existing tenant database without having to reenter all their tenant data.

Note: In order for Section 42 Tenant Income Certification information to be accurately imported into FHA Software from an XML file, *Project Data* and *Unit Data* must already exist with accurate *Project & Unit Data* information entered in FHA Software for the project being imported.

To access the *LIHTC/XML 2.0 File Conversion Utility* window, click-on **LIHTC > LIHTC Data Transfer Standard XML > LIHTC/XML 2.0 File Conversion Utility**. The following *LIHTC/XML 2.0 File Conversion Utility* window will appear ...



### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### XML File to Convert From

Click-on the **Browse** button to locate and select the XML 2.0 file to import Section 42 Tenant Income Certifications from.

Note: The *Browse* feature defaults to only looking for files with .XML as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *LIHTC/XML 2.0 File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to start the *LIHTC/XML 2.0 File Conversion Utility* process, based on the information defined above.

Note: This feature will import Section 42 Tenant Income Certifications from the selected XML 2.0 file into both *TC History* and *Unit History*. Section 42 Tenant Income Certifications can be imported from multiple XML 2.0 files.

## 10.10 LIHTC Data Transfer Standard XML 3.1

### 10.10.1 Overview

#### Overview

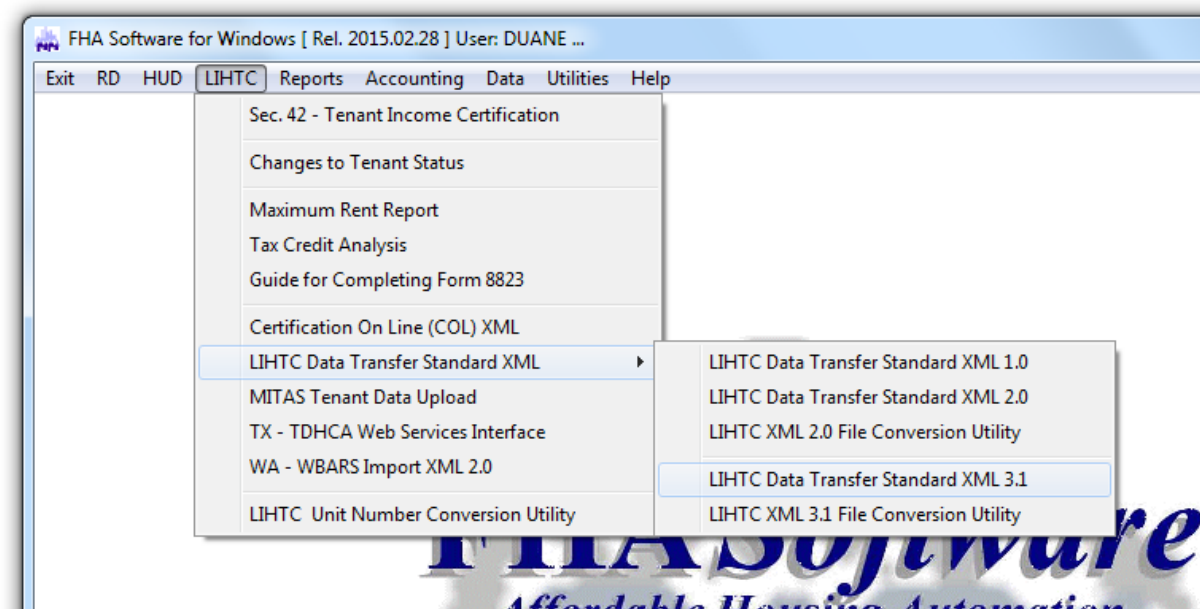
In 2006, State Housing Finance agencies (HFA's), property owners and managers, software providers, and related industry trade associations developed an XML data transfer file standard for compliance reporting for properties participating in the Low Income Housing Tax Credit (LIHTC) program. This XML file standardizes electronic submission compliance of tenant change information to State HFA's nationwide. Most State HFA's will electronically accept this XML 3.1 data transfer file as part of their submission compliance requirements. This built-in feature creates the LIHTC Data Transfer Standard XML 3.1 file using tenant change information maintained in FHA Software. Tenant change information can also be manually added to this XML 3.1 file and edited, as well.

Electronic submission of this XML file to your State HFA basically consists of three steps ...

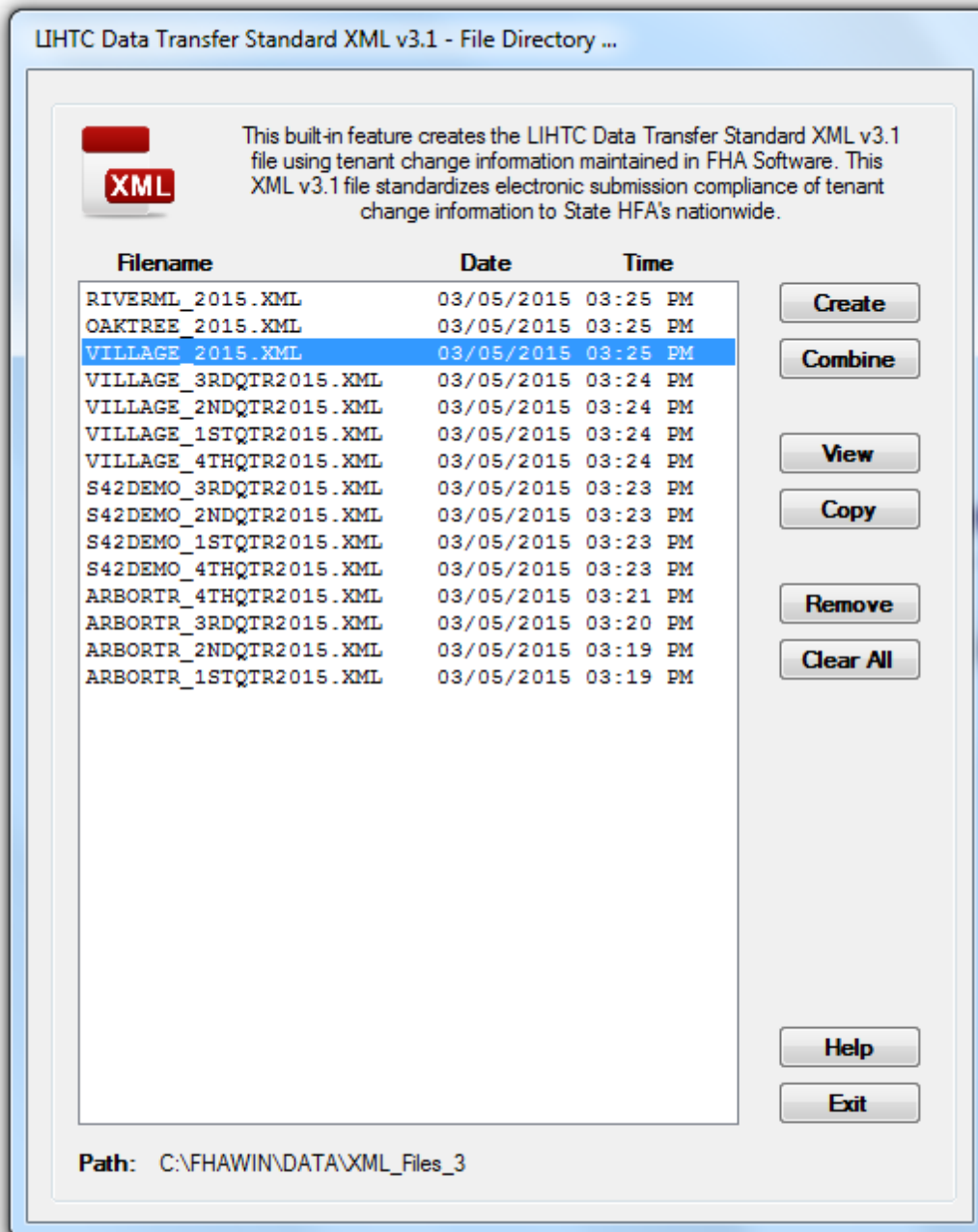
- 1.) Create an XML 3.1 file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance website and instruct it to upload your XML 3.1 file
- 3.) Monitor the State HFA Compliance website for XML 3.1 file information acceptance

Refer to your State HFA's Compliance User Manual for assistance with LIHTC Data Transfer Standard XML 3.1 file acceptance and the XML 3.1 file upload process.

### 10.10.2 XML File Directory



In FHA Software, click-on **LIHTC > LIHTC Data Transfer Standard XML 3.1** to access the *LIHTC Data Transfer Standard XML 3.1 - File Directory* window ...



A list of existing LIHTC Data Transfer Standard XML 3.1 files is displayed in creation date order (newest to oldest). The following options are available at this window ...

### Create

To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.



### Combine

To *Combine* existing XML files into one master XML file, click-on the **Combine** button. A **Combine Multiple XML Files** window will appear.

### View

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A **View Existing XML Files** window will appear.

### Copy

To *Copy* an existing XML file to a floppy diskette, memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard **Save As** window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### Remove

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

### Clear All

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### Path

The drive letter & folder where your XML 3.1 files are located (normally C:\FHAWIN\DATA\XML\_Files\_3). The XML\_FILES\_3 folder will always be a subfolder of your FHA Software DATA folder.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

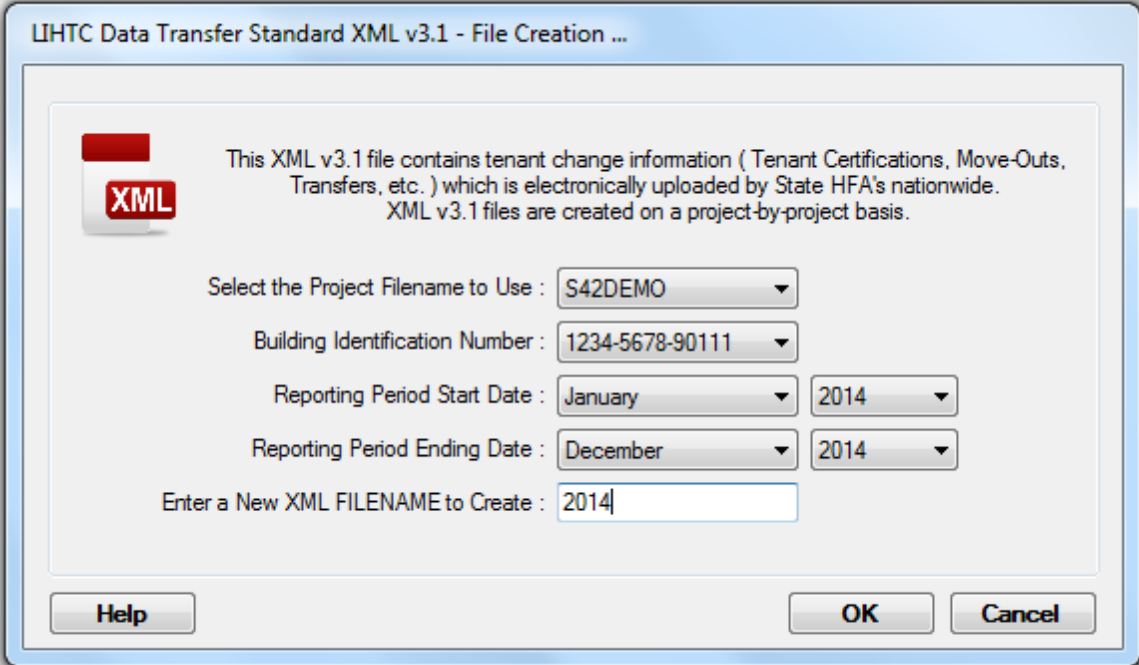
### Exit

Click-on **Exit** to exit out of the *XML File Directory* window.

## 10.10.3 Create an XML File

This process creates a new LIHTC Data Transfer Standard XML 3.1 file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **LIHTC Data Transfer Standard XML 3.1 - File Directory** window, click-on the **Create** button. The *LIHTC Data Transfer XML - File Creation* window will appear ...



The dialog box is titled "LIHTC Data Transfer Standard XML v3.1 - File Creation ...". It contains an XML icon and explanatory text: "This XML v3.1 file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded by State HFA's nationwide. XML v3.1 files are created on a project-by-project basis." Below this, there are four rows of input fields: "Select the Project Filename to Use" with a dropdown menu showing "S42DEMO"; "Building Identification Number" with a dropdown menu showing "1234-5678-90111"; "Reporting Period Start Date" with two dropdown menus showing "January" and "2014"; and "Reporting Period Ending Date" with two dropdown menus showing "December" and "2014". At the bottom, there is a text input field labeled "Enter a New XML FILENAME to Create" containing the text "2014". At the very bottom of the dialog are three buttons: "Help", "OK", and "Cancel".

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An LIHTC Data Transfer Standard XML - View window will appear.

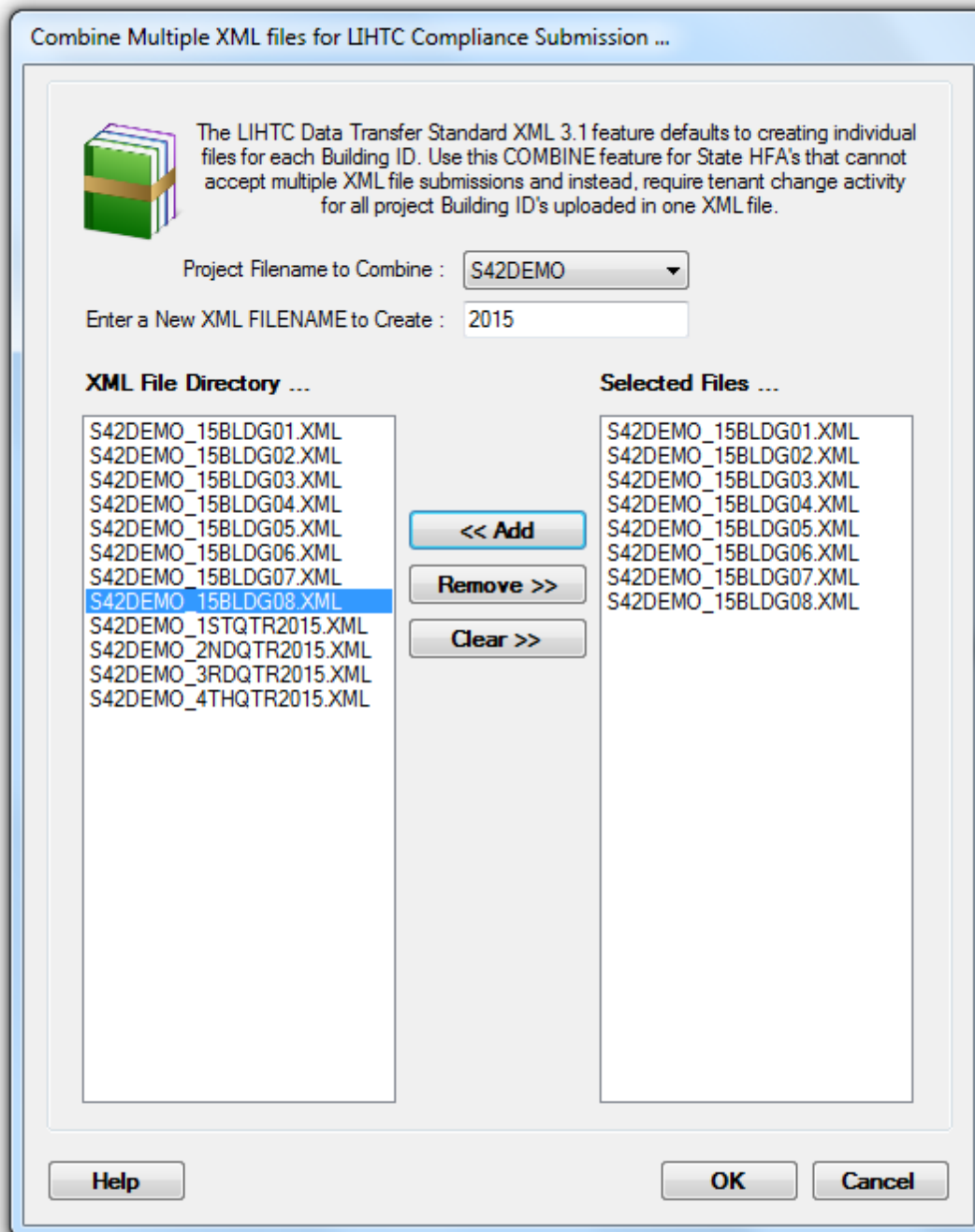
### Cancel

Click-on the **Cancel** button to exit out of the *LIHTC Data Transfer XML - File Creation* window.

## 10.10.4 Combine XML Files

Each XML 3.1 file is created for a specific Building ID. A project with multiple Building ID's would create multiple XML files, one file for each Building ID. Most State HFA's accept multiple XML file submissions. Use this *Combine* feature for State HFA's that cannot accept multiple XML file submissions and instead, require tenant change activity for all project Building ID's uploaded in one XML file submission.

To *Combine* individual Building ID XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

#### **Project Filename**

Click the pull down button and select the desired property for which you wish to combine XML files.

#### **Enter a New XML Data FILENAME to Create**

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that

they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain tenant changes for the year 2013, name that XML file .. 2013. The resulting XML filename will be COMBINED\_2013.XML. If you have multiple projects, you could add the project's filename .. such as VILLAGE to set them apart. The resulting XML filename will then be COMBINED\_VILLAGE.XML.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

### XML File Directory

This section lists all existing XML files for the *Project Filename* selected that are available to combine.

### Selected Files (Out.Box)

This list will display selected XML file names that will be combined into one master XML file.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file.

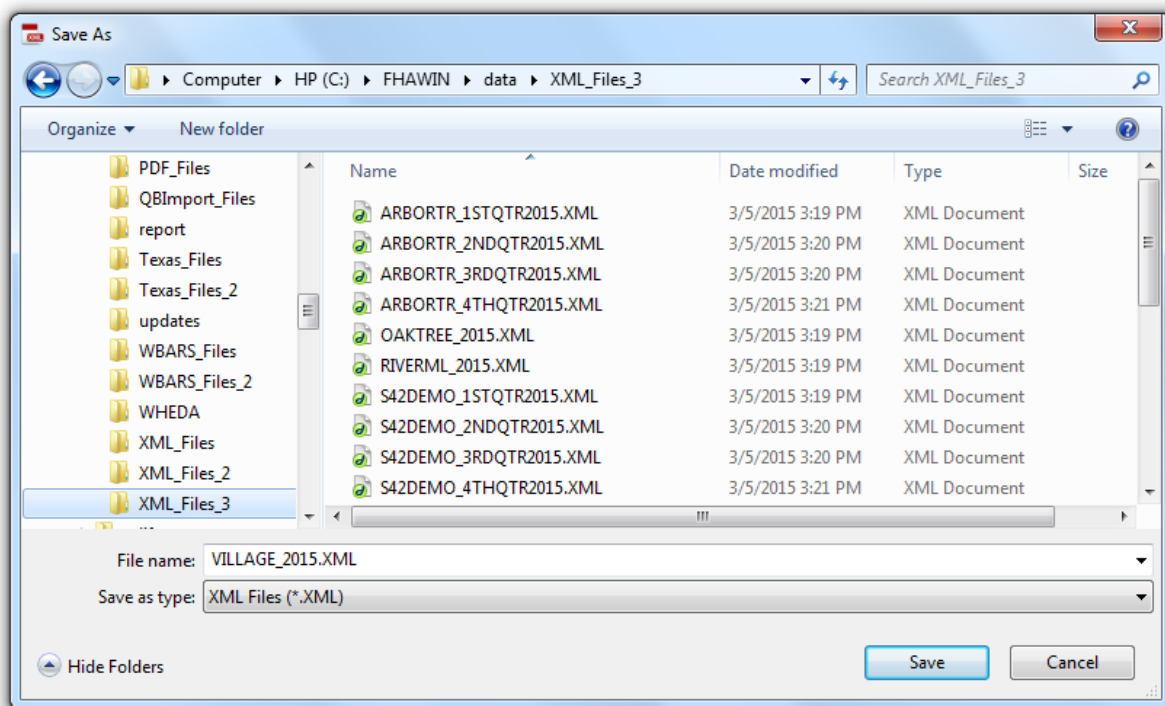
Note: An XML file will be created in the default XML 3.1 file folder path displayed at the bottom of the XML File Directory window. The combined XML filename will consist of COMBINED\_, followed by the XML filename entered and the .XML extension. For example, if you entered "VILLAGE" as the new XML Filename, the combined filename would be "COMBINED\_VILLAGE.XML".

### Cancel

Click-on the **Cancel** button to exit out of this process.

### 10.10.5 Copy an XML File

To *Copy* an existing XML file to memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard *Save As* window will appear ...




Click-on the **Save In** pull down button to select the destination drive &/or folder.  
Click-on **Save** to copy the XML file to the desired drive &/or folder.  
Click-on **Cancel** to exit out of the *Save As* window.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.10.6 View Existing XML File Contents

To *View* information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *LIHTC Data Transfer XML - File Directory* and click-on the **View** button. An *LIHTC Data Transfer XML - View/Edit* window will appear ...

LIHTC Data Transfer Standard XML v3.1 - View/Edit ...

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

Reporting Period Start Date : 01/01/2015  
Reporting Period Ending Date : 12/31/2015

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2015.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2015	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2015	Recertification	300	0
103	GLORIA REDFEARN	03/01/2015	Recertification	326	0
104	BRENDA KILGORE	04/01/2015	Recertification	326	0
105	GEORGE JONES	05/01/2015	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2015	Recertification	326	0
107	LARRY FREDERICK	07/01/2015	Recertification	422	0
108	CAROL MOUNDS	12/01/2015	Recertification	422	0
109	KENNETH HOPPS	12/01/2015	Recertification	511	0
111	ALICE BRAND	12/01/2015	Recertification	577	0
112	ROGER SPOTTS	12/01/2015	Recertification	577	0

Prev Next 1 of 24 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

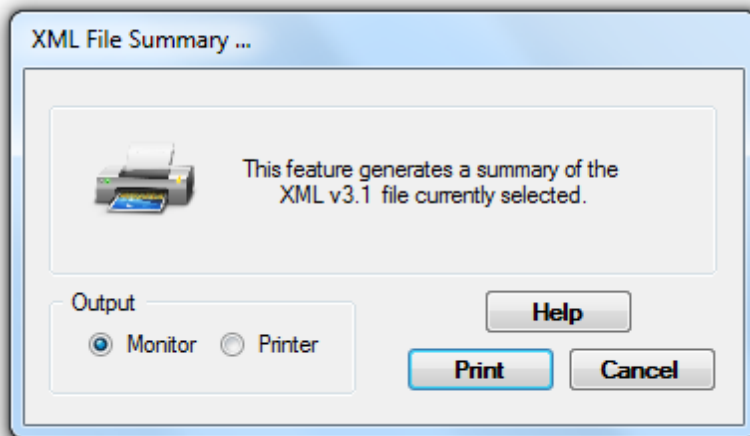
Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...



- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.
- Click-on **Help** to view *Online Help Topics* related to this window.
- Click-on **OK** to continue printing a *XML File Summary*.
- Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The **Edit XML Files** window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *LIHTC Data Transfer XML - View/Edit* window.

## 10.10.7 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *LIHTC Data Transfer XML* Window that is in *Editing Mode* ...



LIHTC Data Transfer Standard XML v3.1 - View/Edit ...

This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

Reporting Period Start Date : 01/01/2015  
Reporting Period Ending Date : 12/31/2015

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2015.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2015	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2015	Recertification	300	0
103	GLORIA REDFEARN	03/01/2015	Recertification	326	0
104	BRENDA KILGORE	04/01/2015	Recertification	326	0
105	GEORGE JONES	05/01/2015	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2015	Recertification	326	0
107	LARRY FREDERICK	07/01/2015	Recertification	422	0
108	CAROL MOUNDS	12/01/2015	Recertification	422	0
109	KENNETH HOPPS	12/01/2015	Recertification	511	0
111	ALICE BRAND	12/01/2015	Recertification	577	0
112	ROGER SPOTTS	12/01/2015	Recertification	577	0

The following options are available when *Editing XML File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Manual Entry* button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A Tenant Data Upload File Details window will appear.

### Save

When done editing *XML File Information*, click-on the **Save** button to save your changes.


### Cancel

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.

## 10.10.8 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

LIHTC Data Transfer Standard XML v3.1 - Tenant Selection ...

 This window displays a list of available tenant changes that exist within the Reporting Period defined.

**VILLAGE APARTMENTS - LIHTC**

TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
<input checked="" type="checkbox"/> S42	101	SMITH, JOSEPH	01/01/2018	Recert	01/2018
<input checked="" type="checkbox"/> S42	102	JOHNSON, SAMUEL	02/01/2018	Recert	02/2018
<input checked="" type="checkbox"/> S42	103	REDFEARN, GLORIA	03/01/2018	Recert	03/2018
<input checked="" type="checkbox"/> S42	104	KILGORE, BRENDA	04/01/2018	Recert	04/2018
<input checked="" type="checkbox"/> S42	105	JONES, GEORGE	05/01/2018	Recert	05/2018
<input checked="" type="checkbox"/> S42	106	DEARBORNE, HAROLD	06/01/2018	Recert	06/2018
<input checked="" type="checkbox"/> S42	107	FREDERICK, LARRY	07/01/2018	Recert	07/2018

☒ Select All
 ☐ Exclude GRC Events
 ☐ Only Include Annual ReCerts.

Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

**Select All ( checkbox )**

Click-on this checkbox to automatically select all Tenant Change events listed.

**Exclude GRC Events ( checkbox )**

Click-on this checkbox to remove all Gross Rent Change ( GRC ) related Tenant Change events from the selection list.

**Only Include Annual ReCerts.**

Click-on this checkbox to only include Annual Recertifications ( excluding all Interim Certification Tenant Change events ), but will still list all other Tenant Change events such as Move-Ins, Move-Outs and Transfers.

**Select Entry**

To add all selected *Tenant Change Records* from the displayed list, click-on the **Select Entry** button.

**Cancel**

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.10.9 Tenant Entry Details**

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

LIHTC Data Transfer Standard XML v3.1 - View/Edit ...

**Tenant Change Detail**

This window allows the user to view &/or edit tenant change information detail that is part of the XML v3.1 file currently selected.

Tenant Name : **ROGER SPOTTS**

Unit No. : **112**

Transfer Unit Number :

Transfer Building ID :

Event Type : **R - Recertification**

Unit Type : **LI - Low Income**

Is this a Self Certification : **No**

Bedroom Size : **4BR** Sq. Ft. : **1,050**

Is this a Correction : **No**

Program Type : **Tax Credit**

Household Type : **EL**

Employment Type : **NE**

Event Date : **12/01/2015**

Household : **No** Student Code : **NA - Not Applicable**

Original Event Date :

Correction Effective Date :

Move-In Date : **12/01/1988**

Original Move-In Date : **12/01/1988**

LIHTC Qualification Date : **12/01/1988**

Federal Max Eligible Income \$ **28,320.00**

Federal Max Eligible LIHTC Rent \$ **822.00**

Number of Occupants : **4**

Tenant Rent \$ **577.00**

Federal Rental Assistance Amount \$ **0.00** - Source : **Blank**

Utility Allowance \$ **245.00**

Other Subsidy Amount \$ **0.00** - Source :

Non-Optional Charges \$ **0.00**

Total Monthly Rent Assistance \$ **0.00**

Total Asset Cash Value \$ **16,000.00**

Most Restrictive Income Designation % **60**

Total Asset Annual Income \$ **650.00**

Most Restrictive Rent Designation % **60**

Total Wages \$ **21,960.00**

Most Restrictive Max LIHTC Income \$ **28,320.00**

Total Soc.Sec./Pensions \$ **0.00**

Most Restrictive Max LIHTC Rent \$ **822.00**

Total Public Assistance \$ **0.00**

At Most Recent Qualification Date - Household Income \$ **13,995.00** - HH Size : **4**

Total Other Income \$ **0.00**

Most Recent Income Certification - Effective Date : **12/01/2015** - HH Size : **4**

Annual Income \$ **22,610.00**

Project Information

Member Detail

Prev Next Help Save Cancel

The following buttons are provided on the *Tenant Entry Details* window ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Edit

Click-on **Edit** to enable Edit Mode

### Save

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

### Cancel

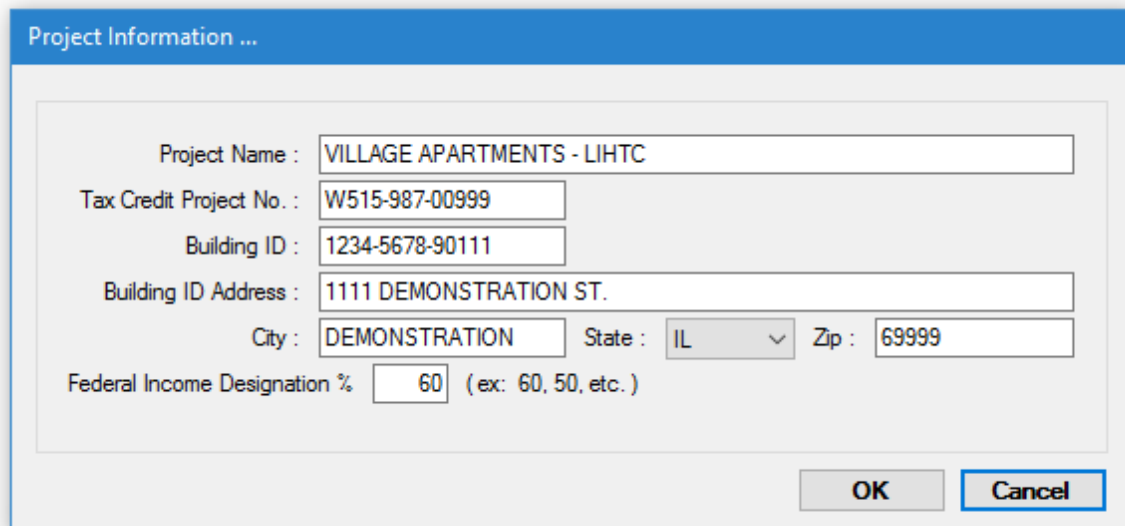
Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

## Tenant Change Details ...

Information displayed in the main *Tenant Change Details* window ( including *Project Information & Member Details* ) comes directly from the *Tenant Income Certification* ( TIC ) database previously recorded. If you have any questions with any of the information displayed or inserted in the XML 3.1 file, refer to form preparation instructions for your State specific TIC or the *Data Transfer Standard Data Dictionary v3.1.pdf* document provided in the **LIHTC > LIHTC Data Transfer Standard XML** menu section.

### Project Information ( Button )

Click-on the *Project Information* button to view &/or edit this information. The *Project Information* window will appear ...



**Project Name** - The full name of the project.

**Tax Credit Project No.** - The designated Project No. for the Building ID selected.

**Building ID Address, City, State, Zip** - The designated address for the Building ID selected.

**Federal Income Designation %** - This is the Federal Project Set-Aside percentage set by project owner(s) for the building as recorded on IRS form 8609 and contained in the transmission file ( normally just entered as 50 or 60 ).

**OK ( Button )** - Click-on the OK button to save & exit the *Project Information* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Project Information* window without saving changes.

### Member Detail ( Button )

Click-on the *Member Detail* button to view &/or edit detail for each member of the household. The *Member Detail* window will appear ...

LIHTC Data Transfer Standard XML v3.1 - Member Detail ...

Member Information	Income Information
First Name : <input type="text" value="ROGER"/> MI : <input type="text" value="S"/>	Income Type : <input type="text" value="W - Non-Federal Wage"/>
Last Name : <input type="text" value="SPOTTS"/>	Verification Source : <input type="text" value="EV - Employer"/>
Birthdate : <input type="text" value="05/05/1945"/>	Amount \$ <input type="text" value="21,960.00"/>
Age : <input type="text" value="70"/>	<input type="button" value="Prev Income"/> <input type="button" value="Add Income"/>
Sex : <input type="text" value="M - Male"/>	1 of 1 <input type="button" value="Next Income"/> <input type="button" value="Remove"/>
SSN : <input type="text" value="6547"/>	<b>Asset Information</b>
Alien Reg. No. : <input type="text"/>	Asset Type : <input type="text" value="CSH - Cash"/>
Relationship : <input type="text" value="H - Head of Household"/>	Verification Source : <input type="text" value="ES - Account/Earnings Statement"/>
Marital Status : <input type="text" value="M - Married"/>	Asset Status : <input type="text" value="C - Current"/>
Race : <input type="text" value="+ W"/>	Cash Value \$ <input type="text" value="1,000.00"/>
Ethnicity : <input type="text" value="N - Not Hispanic or Latino"/>	Annual Income \$ <input type="text" value="0.00"/>
Fulltime Student : <input type="text" value="No"/>	<input type="button" value="Prev Asset"/> <input type="button" value="Add Asset"/>
Special Status : <input type="text" value="+ E"/>	1 of 3 <input type="button" value="Next Asset"/> <input type="button" value="Remove"/>
Is Disabled : <input type="text" value="No"/>	

Member # 1 of 4

The following information is provided at the *Member Details* window ...

### Member Information

This section displays information for each existing household member.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing member entries.

**Add Member ( Button )** - Click-on the *Add* button to create a new member entry.

**Remove Member ( Button )** - Click-on the *Remove* button to delete the member entry currently displayed, including all existing *Income* and *Asset* entries pertaining to that member.

**Save ( Button )** - Click-on the *Save* button to save & exit the *Member Detail* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Member Detail* window without saving changes.

**Help ( Button )** - Click on the *Help* button to view *Help Topics*.

### Income Information

This section displays information on all *Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing income entries.

**Add Income ( Button )** - Click-on the *Add* button to create a new income entry for the member currently displayed.

**Remove Income (Button )** - Click-on the *Remove* button to delete the income entry currently displayed.

### Asset Information

This section displays information on all *Asset Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing asset entries.

**Add Asset ( Button )** - Click-on the *Add* button to create a new asset entry for the member currently displayed.

**Remove Asset (Button )** - Click-on the *Remove* button to delete the asset entry currently displayed.

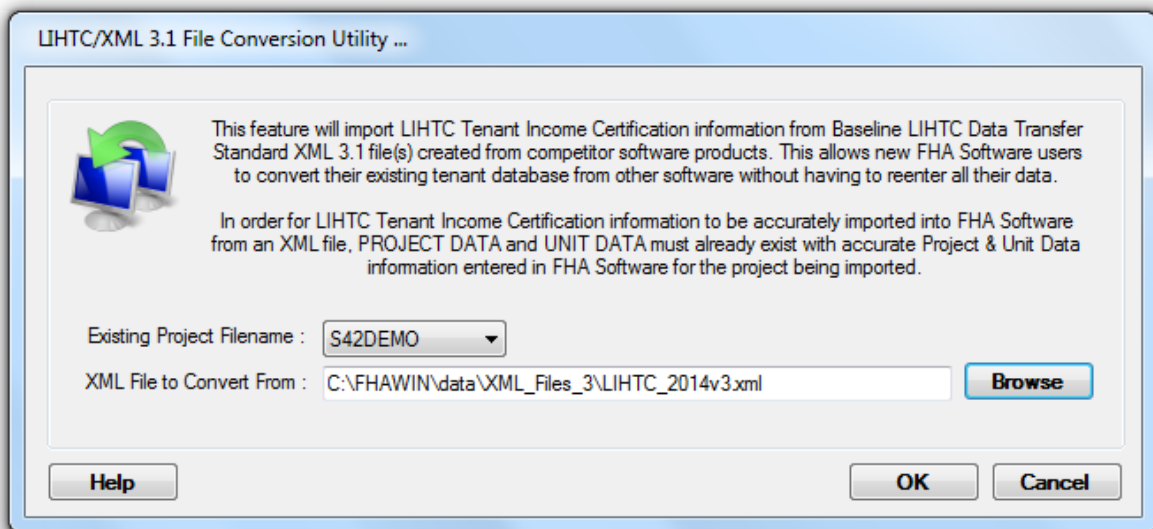
## 10.11 LIHTC/XML 3.1 File Conversion Utility

### Overview

This feature will import Section 42 Tenant Income Certification information from baseline LIHTC Data Transfer Standard XML 3.1 file(s) created from competitor software products. This allows new FHA Software users to convert their existing tenant database without having to reenter all their tenant data.

Note: In order for Section 42 Tenant Income Certification information to be accurately imported into FHA Software from an XML file, *Project Data* and *Unit Data* must already exist with accurate *Project & Unit Data* information entered in FHA Software for the project being imported.

To access the *LIHTC/XML 3.1 File Conversion Utility* window, click-on **LIHTC > LIHTC Data Transfer Standard XML > LIHTC/XML 3.1 File Conversion Utility**. The following *LIHTC/XML 3.1 File Conversion Utility* window will appear ...



### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### XML File to Convert From

Click-on the **Browse** button to locate and select the XML 3.1 file to import Section 42 Tenant Income Certifications from.

Note: The *Browse* feature defaults to only looking for files with .XML as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *LIHTC/XML 3.1 File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to start the *LIHTC/XML 3.1 File Conversion Utility* process, based on the information defined above.

Note: This feature will import Section 42 Tenant Income Certifications from the selected XML 3.1 file into both *TC History* and *Unit History*. Section 42 Tenant Income Certifications can be imported from multiple XML 3.1 files.



## 10.12 LIHTC Data Transfer Standard XML 4.0

### 10.12.1 Overview

#### Overview

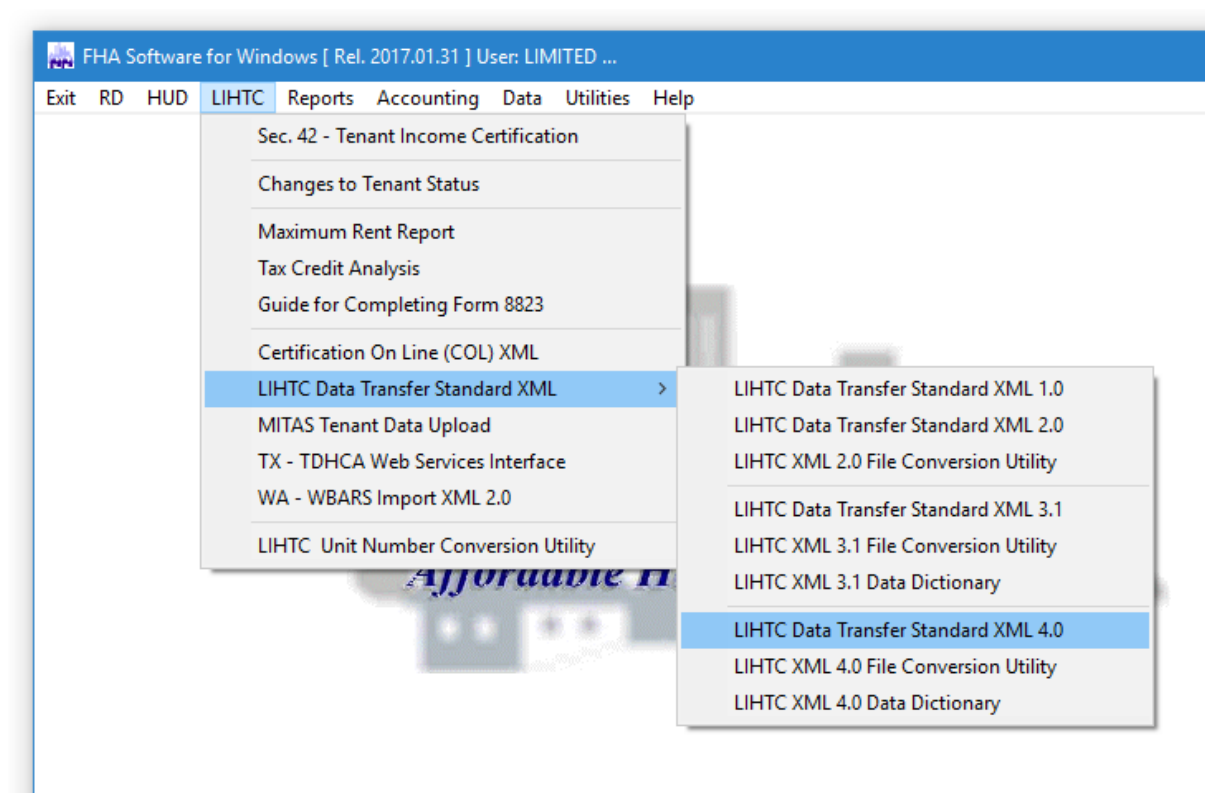
In 2006, State Housing Finance agencies (HFA's), property owners and managers, software providers, and related industry trade associations developed an XML data transfer file standard for compliance reporting for properties participating in the Low Income Housing Tax Credit (LIHTC) program. This XML file standardizes electronic submission compliance of tenant change information to State HFA's nationwide. Most State HFA's will electronically accept this XML 4.0 data transfer file as part of their submission compliance requirements. This built-in feature creates the LIHTC Data Transfer Standard XML 4.0 file using tenant change information maintained in FHA Software. Tenant change information can also be manually added to this XML 4.0 file and edited, as well.

Electronic submission of this XML file to your State HFA basically consists of three steps ...

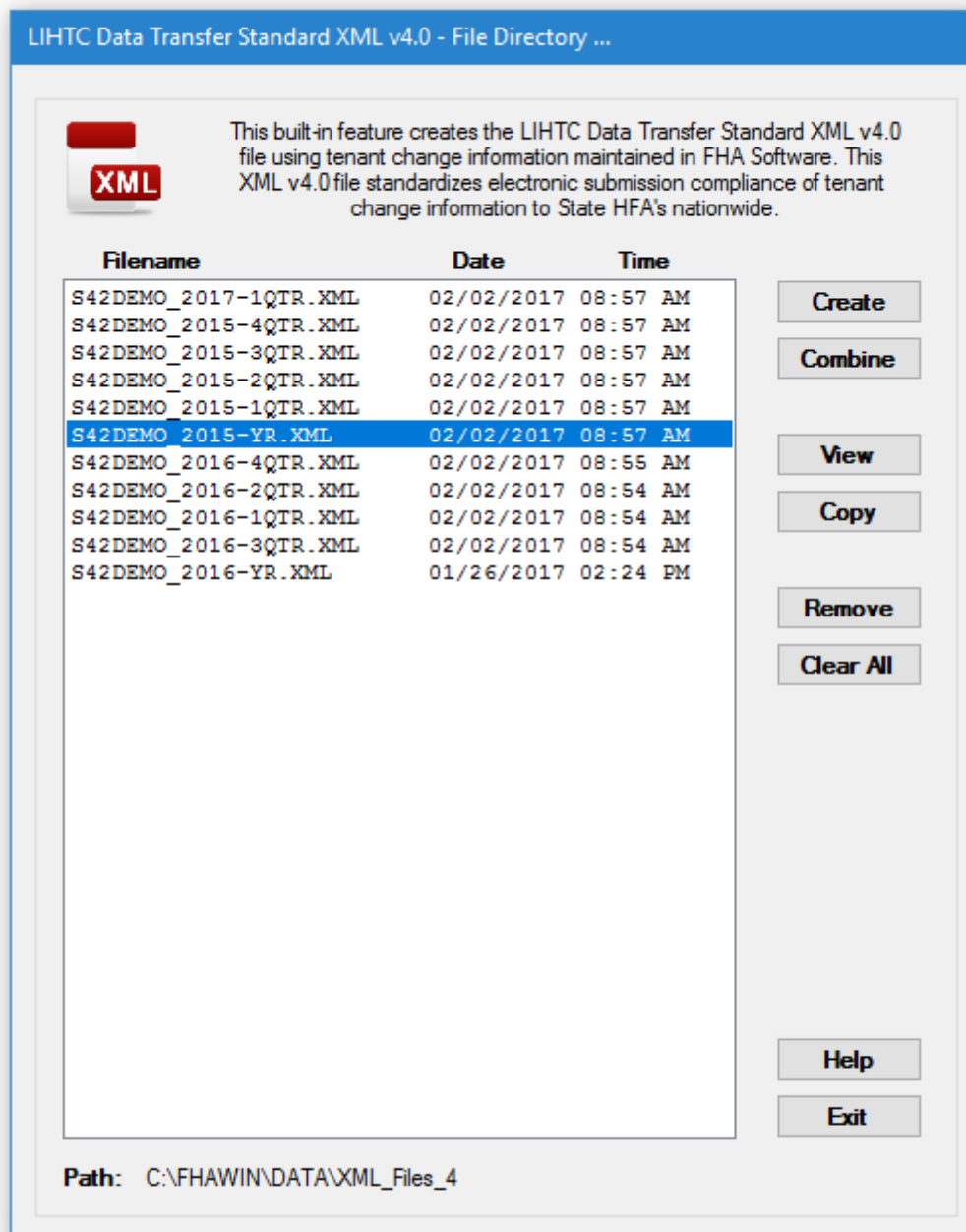
- 1.) Create an XML 4.0 file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance website and instruct it to upload your XML 4.0 file
- 3.) Monitor the State HFA Compliance website for XML 4.0 file information acceptance

Refer to your State HFA's Compliance User Manual for assistance with LIHTC Data Transfer Standard XML 4.0 file acceptance and the XML 4.0 file upload process.

### 10.12.2 XML File Directory



In FHA Software, click-on **LIHTC > LIHTC Data Transfer Standard XML 4.0** to access the *LIHTC Data Transfer Standard XML 4.0 - File Directory* window ...



A list of existing LIHTC Data Transfer Standard XML 4.0 files is displayed in creation date order (newest to oldest). The following options are available at this window ...

#### Create

To **Create** a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

#### Combine

To *Combine* existing XML files into one master XML file, click-on the **Combine** button. A **Combine Multiple XML Files** window will appear.

#### **View**

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A **View Existing XML Files** window will appear.

#### **Copy**

To *Copy* an existing XML file to a floppy diskette, memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard **Save As** window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

#### **Remove**

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

#### **Clear All**

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

#### **Path**

The drive letter & folder where your XML 4.0 files are located (normally C:\FHAWIN\DATA\XML\_Files\_4). The XML\_FILES\_4 folder will always be a subfolder of your FHA Software DATA folder.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

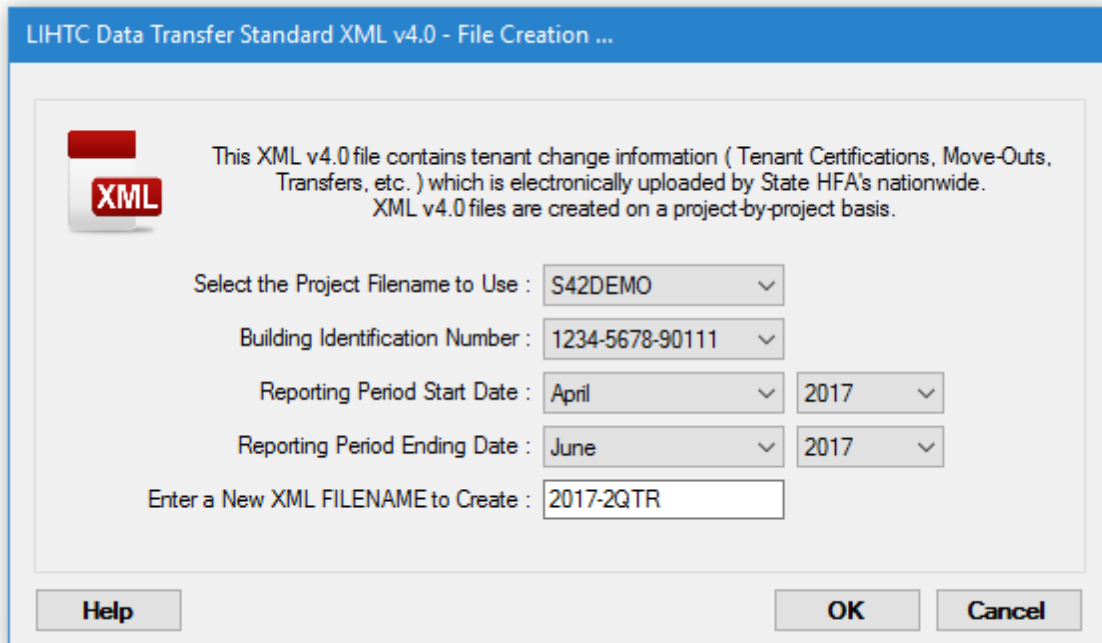
#### **Exit**

Click-on **Exit** to exit out of the *XML File Directory* window.


### **10.12.3 Create an XML File**

This process creates a new LIHTC Data Transfer Standard XML 4.0 file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **LIHTC Data Transfer Standard XML 4.0 - File Directory** window, click-on the **Create** button. The *LIHTC Data Transfer XML - File Creation* window will appear ...



LIHTC Data Transfer Standard XML v4.0 - File Creation ...

 This XML v4.0 file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded by State HFA's nationwide. XML v4.0 files are created on a project-by-project basis.

Select the Project Filename to Use : S42DEMO

Building Identification Number : 1234-5678-90111

Reporting Period Start Date : April 2017

Reporting Period Ending Date : June 2017

Enter a New XML FILENAME to Create : 2017-2QTR

Help OK Cancel

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An LIHTC Data Transfer Standard XML - View window will appear.

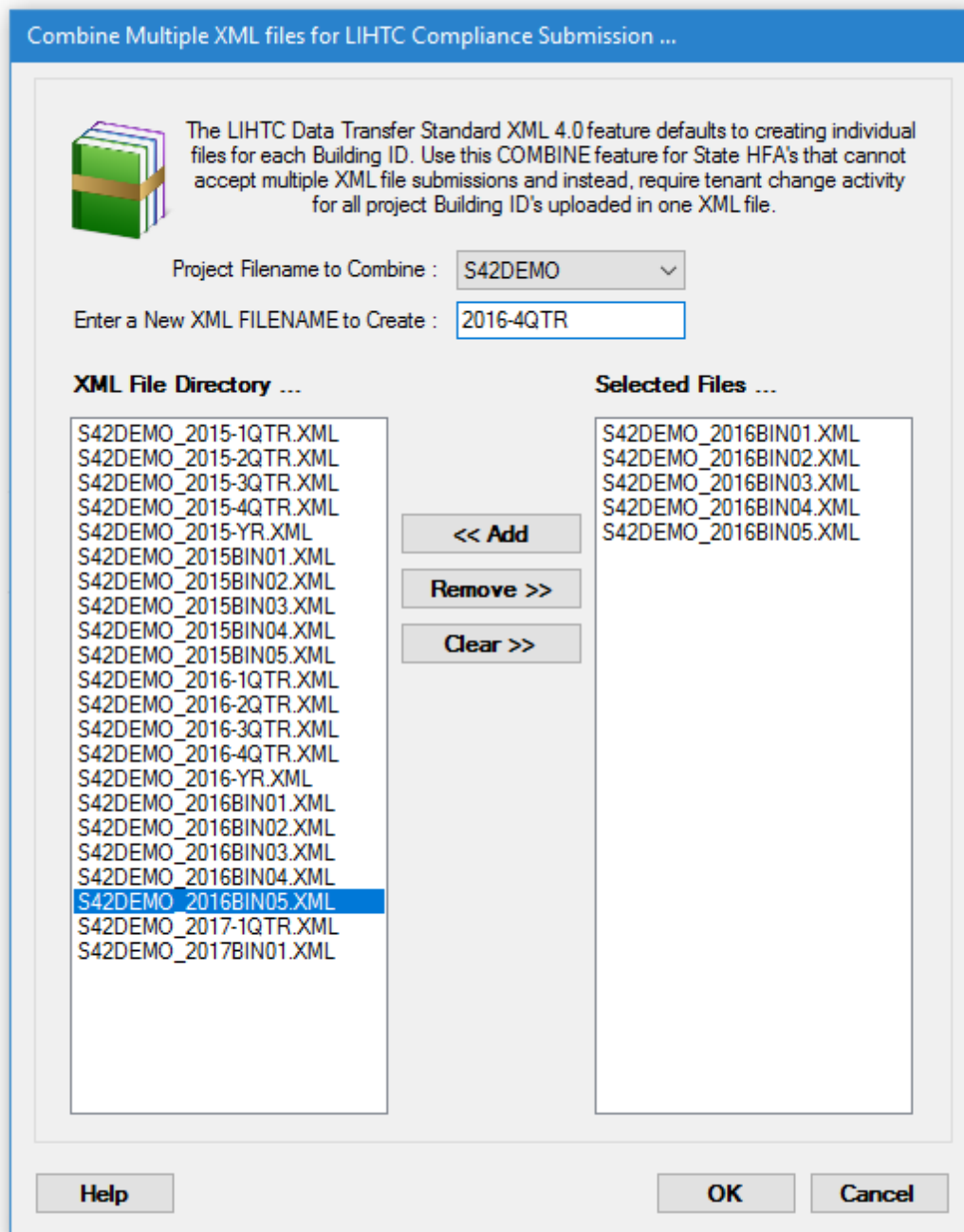
### Cancel

Click-on the **Cancel** button to exit out of the *LIHTC Data Transfer XML - File Creation* window.

## 10.12.4 Combine XML Files

Each XML 4.0 file is created for a specific Building ID. A project with multiple Building ID's would create multiple XML files, one file for each Building ID. Most State HFA's accept multiple XML file submissions. Use this *Combine* feature for State HFA's that cannot accept multiple XML file submissions and instead, require tenant change activity for all project Building ID's uploaded in one XML file submission.

To *Combine* individual Building ID XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

### Project Filename

Click the pull down button and select the desired property for which you wish to combine XML files.

### Enter a New XML Data FILENAME to Create

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that

they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain tenant changes for the year 2013, name that XML file .. 2013. The resulting XML filename will be COMBINED\_2013.XML. If you have multiple projects, you could add the project's filename .. such as VILLAGE to set them apart. The resulting XML filename will then be COMBINED\_VILLAGE.XML.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

### XML File Directory

This section lists all existing XML files for the *Project Filename* selected that are available to combine.

### Selected Files (Out.Box)

This list will display selected XML file names that will be combined into one master XML file.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file.

Note: An XML file will be created in the default XML 4.0 file folder path displayed at the bottom of the XML File Directory window. The combined XML filename will consist of COMBINED\_, followed by the XML filename entered and the .XML extension. For example, if you entered "VILLAGE" as the new XML Filename, the combined filename would be "COMBINED\_VILLAGE.XML."

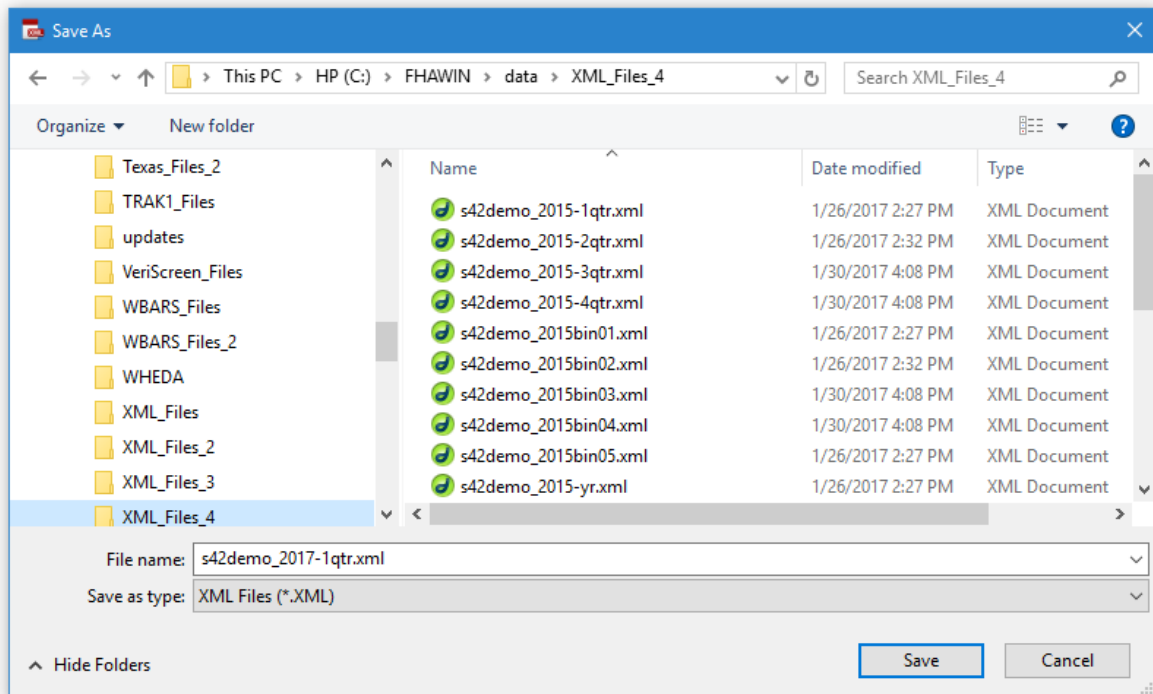
### Cancel

Click-on the **Cancel** button to exit out of this process.



### 10.12.5 Copy an XML File

To *Copy* an existing XML file to memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard *Save As* window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.  
 Click-on **Save** to copy the XML file to the desired drive &/or folder.  
 Click-on **Cancel** to exit out of the *Save As* window.


Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.12.6 View Existing XML File Contents

To *View* information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *LIHTC Data Transfer XML - File Directory* and click-on the **View** button. An *LIHTC Data Transfer XML - View/Edit* window will appear ...

LIHTC Data Transfer Standard XML v4.0 - View/Edit ...

Reporting Period Start Date : 01/01/2016  
Reporting Period Ending Date : 12/31/2016

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2016-YR.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2016	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2016	Recertification	300	0
103	GLORIA REDFEARN	03/01/2016	Recertification	326	0
104	BRENDA KILGORE	04/01/2016	Recertification	326	0
105	GEORGE JONES	05/01/2016	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2016	Recertification	326	0
107	LARRY FREDERICK	07/01/2016	Recertification	422	0
108	CAROL MOUNDS	12/01/2016	Recertification	422	0
109	KENNETH HOPPS	12/01/2016	Recertification	511	0
111	ALICE BRAND	12/01/2016	Recertification	577	0
112	ROGER SPOTTS	12/01/2016	Recertification	577	0

Prev Next 22 of 22 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

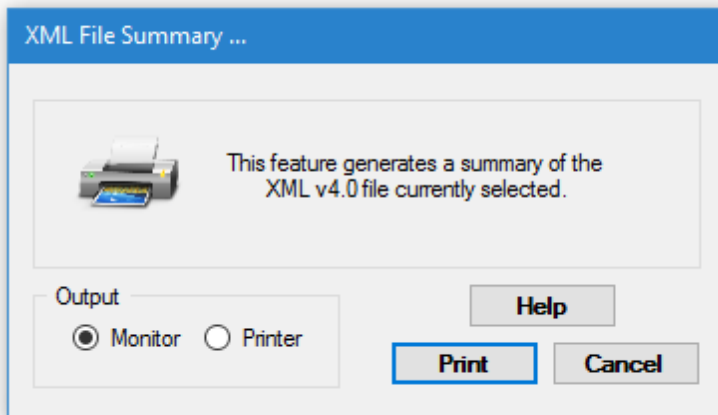
Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...



- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.
- Click-on **Help** to view *Online Help Topics* related to this window.
- Click-on **OK** to continue printing a *XML File Summary*.
- Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The **Edit XML Files** window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *LIHTC Data Transfer XML - View/Edit* window.


## 10.12.7 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *LIHTC Data Transfer XML* Window that is in *Editing Mode* ...

LIHTC Data Transfer Standard XML v4.0 - View/Edit ...

Reporting Period Start Date : 01/01/2016  
Reporting Period Ending Date : 12/31/2016

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2016-YR.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2016	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2016	Recertification	300	0
103	GLORIA REDFEARN	03/01/2016	Recertification	326	0
104	BRENDA KILGORE	04/01/2016	Recertification	326	0
105	GEORGE JONES	05/01/2016	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2016	Recertification	326	0
107	LARRY FREDERICK	07/01/2016	Recertification	422	0
108	CAROL MOUNDS	12/01/2016	Recertification	422	0
109	KENNETH HOPPS	12/01/2016	Recertification	511	0
111	ALICE BRAND	12/01/2016	Recertification	577	0
112	ROGER SPOTTS	12/01/2016	Recertification	577	0

The following options are available when *Editing XML File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Manual Entry** button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Tenant Selection** button. An *Add - Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Data Upload File Details* window will appear.

**Save**

When done editing *XML File Information*, click-on the **Save** button to save your changes.

**Cancel**

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.

**10.12.8 Tenant Selection**

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the **Add - Tenant Selection** button. An *Add - Tenant Selection* window will appear.

LIHTC Data Transfer Standard XML v4.0 - Tenant Selection ...

**XML** This window displays a list of available tenant changes that exist within the Reporting Period defined.

**VILLAGE APARTMENTS - LIHTC**

TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
<input checked="" type="checkbox"/> S42	101	SMITH, JOSEPH	01/01/2018	Recert	01/2018
<input checked="" type="checkbox"/> S42	102	JOHNSON, SAMUEL	02/01/2018	Recert	02/2018
<input checked="" type="checkbox"/> S42	103	REDFEARN, GLORIA	03/01/2018	Recert	03/2018
<input checked="" type="checkbox"/> S42	104	KILGORE, BRENDA	04/01/2018	Recert	04/2018
<input checked="" type="checkbox"/> S42	105	JONES, GEORGE	05/01/2018	Recert	05/2018
<input checked="" type="checkbox"/> S42	106	DEARBORNE, HAROLD	06/01/2018	Recert	06/2018
<input checked="" type="checkbox"/> S42	107	FREDERICK, LARRY	07/01/2018	Recert	07/2018

☒ Select All
 ☐ Exclude GRC Events
 ☐ Only Include Annual ReCerts.

Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

**Select All ( checkbox )**

Click-on this checkbox to automatically select all Tenant Change events listed.

**Exclude GRC Events ( checkbox )**

Click-on this checkbox to remove all Gross Rent Change ( GRC ) related Tenant Change events from the selection list.

**Only Include Annual ReCerts.**

Click-on this checkbox to only include Annual Recertifications ( excluding all Interim Certification Tenant Change events ), but will still list all other Tenant Change events such as Move-Ins, Move-Outs and Transfers.

**Select Entry**

To add all selected *Tenant Change Records* from the displayed list, click-on the **Select Entry** button.

**Cancel**

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

### 10.12.9 Tenant Entry Details

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

LIHTC Data Transfer Standard XML v4.0 - View/Edit ...

**Tenant Change Detail**

This window allows the user to view &/or edit tenant change information detail that is part of the XML v4.0 file currently selected.

Unit No.: **112**

Transfer Unit Number:

Transfer Building ID:

Tenant Name: **ROGER SPOTTS**

Event Type: **R - Recertification**

Unit Type: **LI - Low Income**

Is this a Self Certification: **No**

Bedroom Size: **4BR** Sq. Ft.: **1,050**

Is this a Correction: **No**

Program Type: **+ Tax Credit**

Household Type: **+ EL**

Employment Type: **+ NE**

Event Date: **12/01/2016**

All Student Household: **No** - Student Code: **NA - Not Applicable**

Original Event Date:

Correction Effective Date:

Move-In Date: **12/01/1988**

Original Move-In Date: **12/01/1988**

LIHTC Qualification Date: **01/01/1990**

Number of Occupants: **4**

Federal Max Eligible Income \$ **28,320.00**

Federal Max Eligible LIHTC Rent \$ **822.00**

Tenant Rent \$ **577.00**

Federal Rental Assistance Amount \$ **0.00** - Source: **Blank**

Utility Allowance \$ **245.00**

Other Subsidy Amount \$ **0.00** - Source: **NA**

Non-Optional Charges \$ **0.00**

Total Monthly Rent Assistance \$ **0.00**

Total Asset Cash Value \$ **16,000.00**

Most Restrictive Income Designation % **60**

Total Asset Annual Income \$ **650.00**

Most Restrictive Rent Designation % **60**

Total Wages \$ **21,960.00**

Most Restrictive Max LIHTC Income \$ **28,320.00**

Total Soc.Sec./Pensions \$ **0.00**

Most Restrictive Max LIHTC Rent \$ **822.00**

Total Public Assistance \$ **0.00**

At Most Recent Qualification Date - Household Income \$ **13,995.00** - HH Size: **4**

Total Other Income \$ **0.00**

Most Recent Income Certification - Effective Date: **12/01/2016** - HH Size: **4**

Annual Income \$ **22,610.00**

Project Information

Member Detail

Prev Next Help Save Cancel

The following buttons are provided on the *Tenant Entry Details* window ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Edit

Click-on **Edit** to enable Edit Mode

### Save

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

### Cancel

Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

## Tenant Change Details ...

Information displayed in the main *Tenant Change Details* window ( including *Project Information & Member Details* ) comes directly from the *Tenant Income Certification* ( TIC ) database previously recorded. If you have any questions with any of the information displayed or inserted in the XML 4.0 file, refer to form preparation instructions for your State specific TIC or the *Data Transfer Standard Data Dictionary v4.0.pdf* document provided in the **LIHTC > LIHTC Data Transfer Standard XML** menu section.

### Project Information ( Button )

Click-on the *Project Information* button to view &/or edit this information. The *Project Information* window will appear ...

Project Information ...

Project Name : VILLAGE APARTMENTS - LIHTC

Tax Credit Project No. : W515-987-00999

Building ID : 1234-5678-90111

Building ID Address : 1111 DEMONSTRATION ST.

City : DEMONSTRATION State : IL Zip : 69999

Federal Income Designation % 60 ( ex: 60, 50, etc. )

OK Cancel

**Project Name** - The full name of the project.

**Tax Credit Project No.** - The designated Project No. for the Building ID selected.

**Building ID Address, City, State, Zip** - The designated address for the Building ID selected.

**Federal Income Designation %** - This is the Federal Project Set-Aside percentage set by project owner(s) for the building as recorded on IRS form 8609 and contained in the transmission file ( normally just entered as 50 or 60 ).

**OK ( Button )** - Click-on the OK button to save & exit the *Project Information* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Project Information* window without saving changes.

### Member Detail ( Button )

Click-on the *Member Detail* button to view &/or edit detail for each member of the household. The *Member Detail* window will appear ...



LIHTC Data Transfer Standard XML v4.0 - Member Detail ...

Member Information	Income Information	Asset Information
First Name : <input type="text" value="ROGER"/> MI : <input type="text" value="S"/> Last Name : <input type="text" value="SPOTTS"/> Birthdate : <input type="text" value="05/05/1945"/> Age : <input type="text" value="71"/> Sex : <input type="text" value="M - Male"/> SSN : <input type="text" value="6547"/> Alien Reg. No. : <input type="text"/> Relationship : <input type="text" value="H - Head of Household"/> Marital Status : <input type="text" value="M - Married"/> Race : <input type="text" value="+ A I B O W"/> Ethnicity : <input type="text" value="N - Not Hispanic or Latino"/> Fulltime Student : <input type="text" value="No"/> Special Status : <input type="text" value="+ E"/> Is Disabled : <input type="text" value="No"/>	Income Type : <input type="text" value="W - Non-Federal Wage"/> Verification Source : <input type="text" value="EV - Employer"/> Amount \$ <input type="text" value="21,960.00"/> <div> <input type="button" value="Prev Income"/> <input type="button" value="Add Income"/> </div> <div> <input type="button" value="Next Income"/> <input type="button" value="Remove"/> </div> 1 of 1	Asset Type : <input type="text" value="CSH - Cash"/> Verification Source : <input type="text" value="ES - Account/Earnings Statement"/> Asset Status : <input type="text" value="C - Current"/> Cash Value \$ <input type="text" value="1,000.00"/> Annual Income \$ <input type="text" value="0.00"/> <div> <input type="button" value="Prev Asset"/> <input type="button" value="Add Asset"/> </div> <div> <input type="button" value="Next Asset"/> <input type="button" value="Remove"/> </div> 1 of 3

Member # 1 of 4

The following information is provided at the *Member Details* window ...

### Member Information

This section displays information for each existing household member.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing member entries.

**Add Member ( Button )** - Click-on the *Add* button to create a new member entry.

**Remove Member ( Button )** - Click-on the *Remove* button to delete the member entry currently displayed, including all existing *Income* and *Asset* entries pertaining to that member.

**Save ( Button )** - Click-on the *Save* button to save & exit the *Member Detail* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Member Detail* window without saving changes.

**Help ( Button )** - Click on the *Help* button to view *Help Topics*.

### Income Information

This section displays information on all *Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing income entries.

**Add Income ( Button )** - Click-on the *Add* button to create a new income entry for the member currently displayed.

**Remove Income (Button )** - Click-on the *Remove* button to delete the income entry currently displayed.

### **Asset Information**

This section displays information on all *Asset Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing asset entries.

**Add Asset ( Button )** - Click-on the *Add* button to create a new asset entry for the member currently displayed.

**Remove Asset (Button )** - Click-on the *Remove* button to delete the asset entry currently displayed.

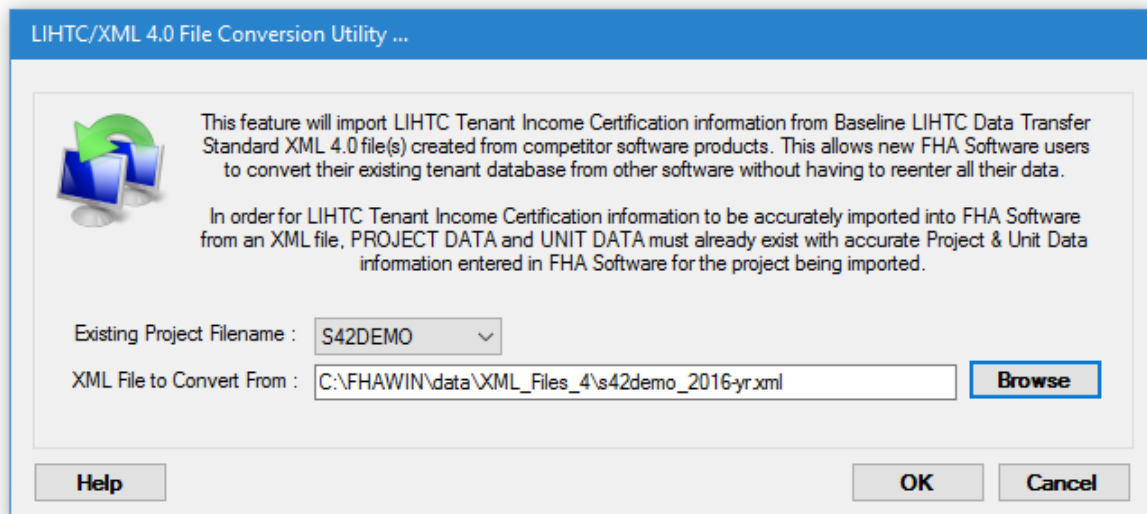
## **10.13 LIHTC/XML 4.0 File Conversion Utility**

### **Overview**

This feature will import Section 42 Tenant Income Certification information from baseline LIHTC Data Transfer Standard XML 4.0 file(s) created from competitor software products. This allows new FHA Software users to convert their existing tenant database without having to reenter all their tenant data.

Note: In order for Section 42 Tenant Income Certification information to be accurately imported into FHA Software from an XML file, *Project Data* and *Unit Data* must already exist with accurate *Project & Unit Data* information entered in FHA Software for the project being imported.

To access the *LIHTC/XML 4.0 File Conversion Utility* window, click-on **LIHTC > LIHTC Data Transfer Standard XML > LIHTC/XML 4.0File Conversion Utility**. The following *LIHTC/XML 4.0 File Conversion Utility* window will appear ...



### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### XML File to Convert From

Click-on the **Browse** button to locate and select the XML 4.0 file to import Section 42 Tenant Income Certifications from.

Note: The *Browse* feature defaults to only looking for files with .XML as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *LIHTC/XML 4.0 File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to start the *LIHTC/XML 4.0 File Conversion Utility* process, based on the information defined above.

Note: This feature will import Section 42 Tenant Income Certifications from the selected XML 4.0 file into both *TC History* and *Unit History*. Section 42 Tenant Income Certifications can be imported from multiple XML 4.0 files.

## 10.14 LIHTC Data Transfer Standard XML 5.0

### 10.14.1 Overview

#### Overview

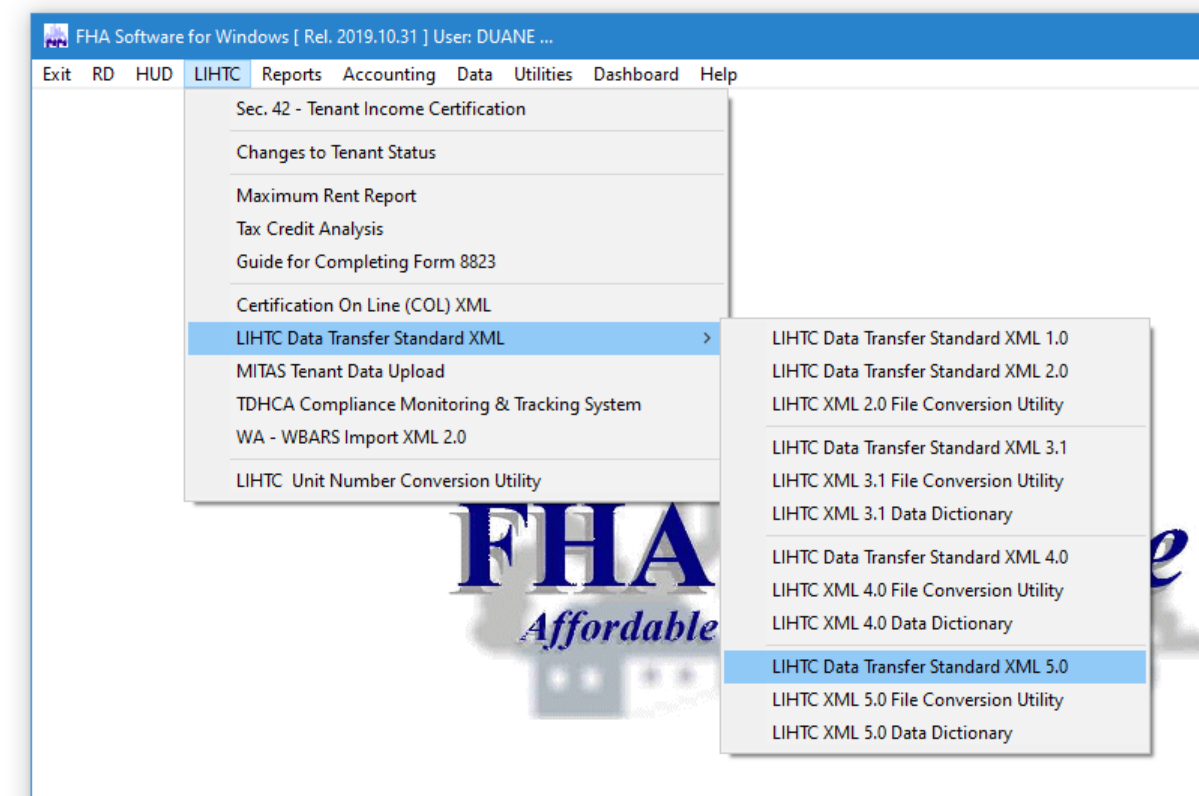
In 2006, State Housing Finance agencies (HFA's), property owners and managers, software providers, and related industry trade associations developed an XML data transfer file standard for compliance reporting for properties participating in the Low Income Housing Tax Credit (LIHTC) program. This XML file standardizes electronic submission compliance of tenant change information to State HFA's nationwide. Most State HFA's will electronically accept this XML 5.0 data transfer file as part of their submission compliance requirements. This built-in feature creates the LIHTC Data Transfer Standard XML 5.0 file using tenant change information maintained in FHA Software. Tenant change information can also be manually added to this XML 5.0 file and edited, as well.

Electronic submission of this XML file to your State HFA basically consists of three steps ...

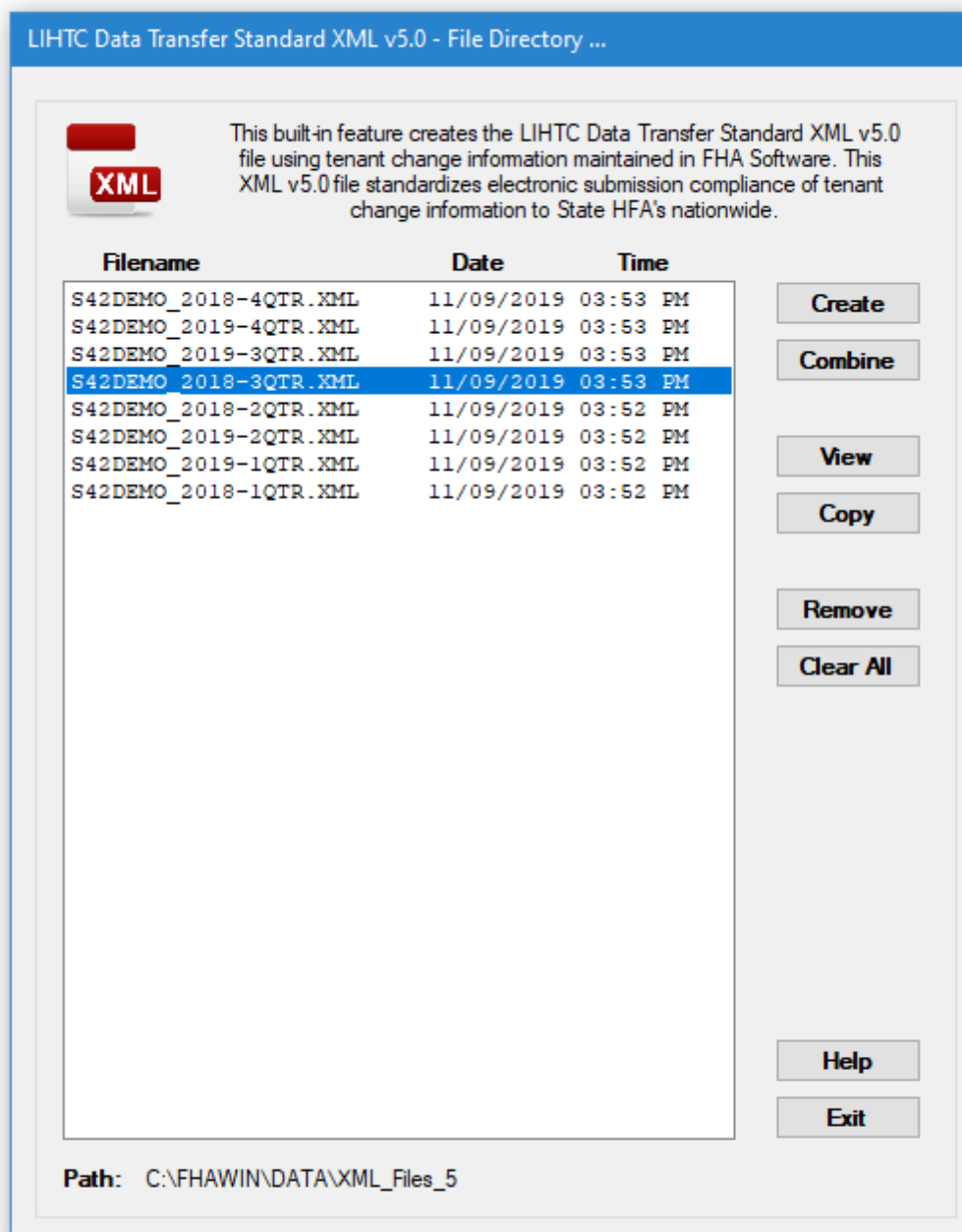
- 1.) Create an XML 5.0 file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance website and instruct it to upload your XML 5.0 file
- 3.) Monitor the State HFA Compliance website for XML 5.0 file information acceptance

Refer to your State HFA's Compliance User Manual for assistance with LIHTC Data Transfer Standard XML 5.0 file acceptance and the XML 5.0 file upload process.

## 10.14.2 XML File Directory



In FHA Software, click-on **LIHTC > LIHTC Data Transfer Standard XML 5.0** to access the *LIHTC Data Transfer Standard XML 5.0 - File Directory* window ...



A list of existing LIHTC Data Transfer Standard XML 5.0 files is displayed in creation date order (newest to oldest). The following options are available at this window ...

### Create

To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

### Combine

To *Combine* existing XML files into one master XML file, click-on the **Combine** button. A **Combine Multiple XML Files** window will appear.

#### **View**

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A **View Existing XML Files** window will appear.

#### **Copy**

To *Copy* an existing XML file to a memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard **Save As** window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

#### **Remove**

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

#### **Clear All**

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

#### **Path**

The drive letter & folder where your XML 5.0 files are located (normally C:\FHAWIN\DATA\XML\_Files\_5). The XML\_FILES\_5 folder will always be a subfolder of your FHA Software DATA folder.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

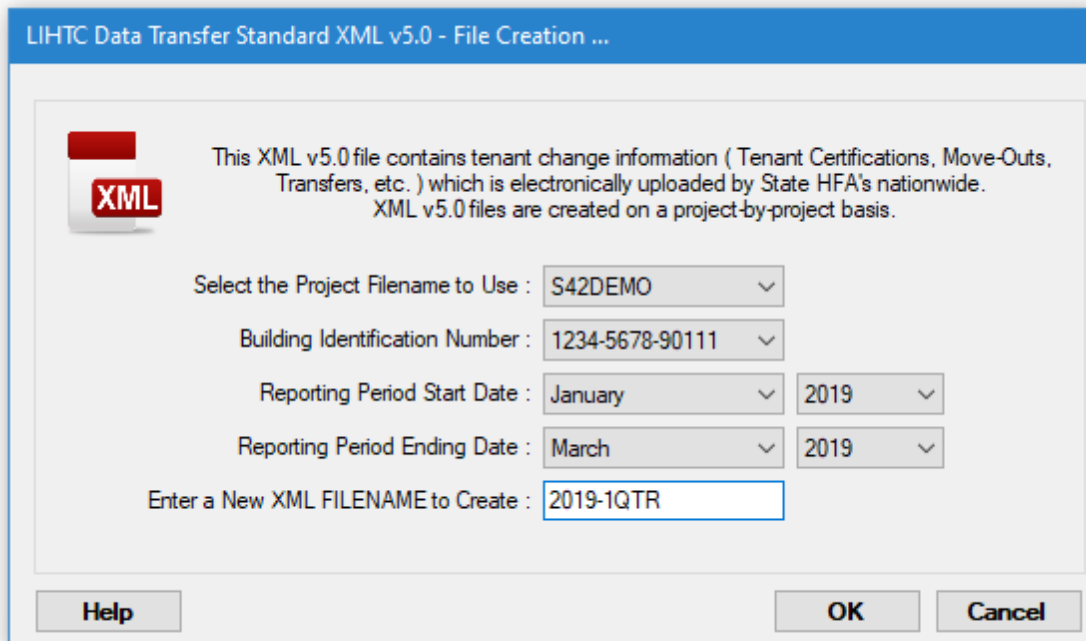
#### **Exit**

Click-on **Exit** to exit out of the *XML File Directory* window.


### **10.14.3 Create an XML File**

This process creates a new LIHTC Data Transfer Standard XML 5.0 file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **LIHTC Data Transfer Standard XML 5.0 - File Directory** window, click-on the **Create** button. The *LIHTC Data Transfer XML - File Creation* window will appear ...



LIHTC Data Transfer Standard XML v5.0 - File Creation ...

 This XML v5.0 file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded by State HFA's nationwide. XML v5.0 files are created on a project-by-project basis.

Select the Project Filename to Use :

Building Identification Number :

Reporting Period Start Date :

Reporting Period Ending Date :

Enter a New XML FILENAME to Create :

**Help** **OK** **Cancel**

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.



For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An LIHTC Data Transfer Standard XML - View window will appear.

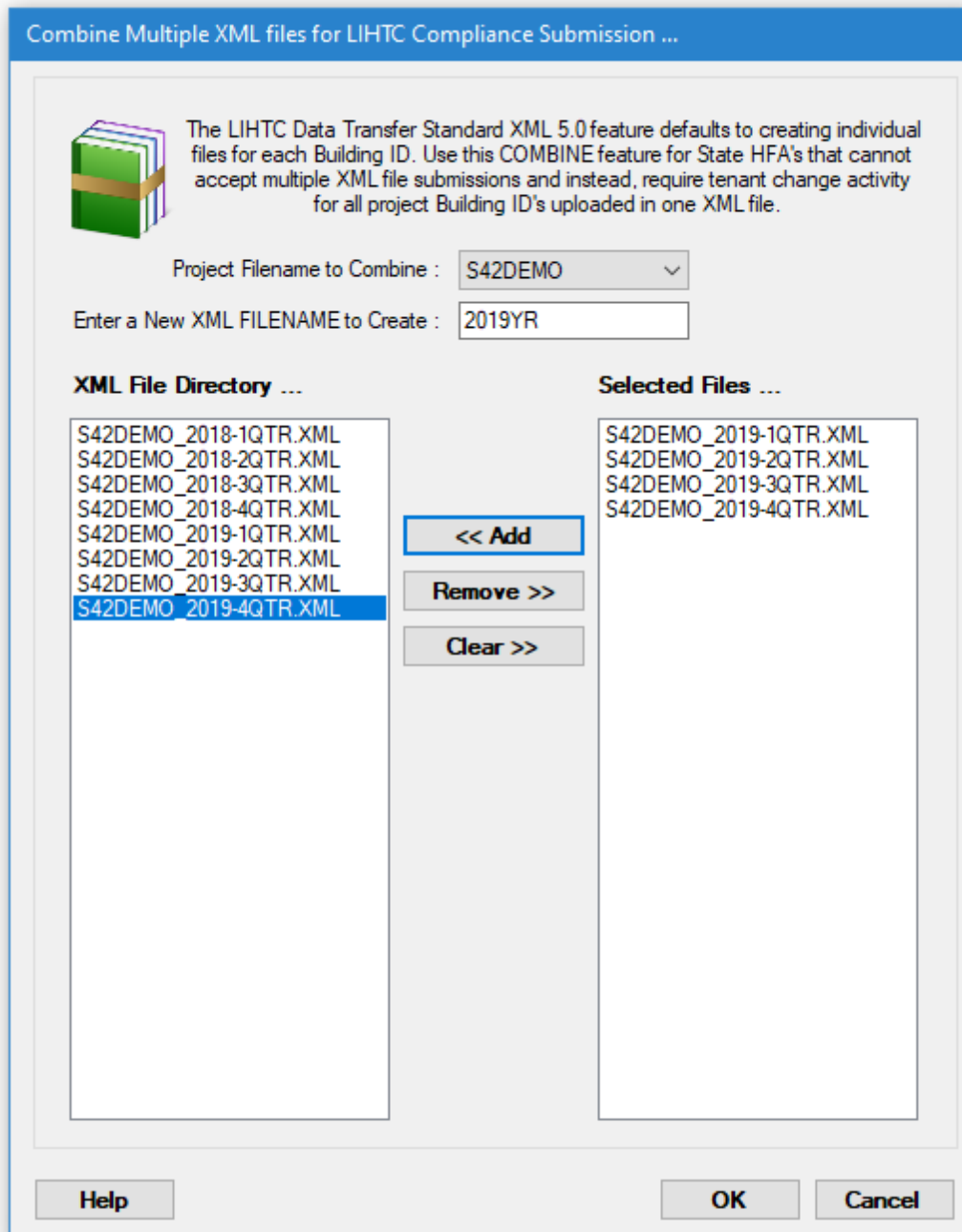
### Cancel

Click-on the **Cancel** button to exit out of the *LIHTC Data Transfer XML - File Creation* window.

## 10.14.4 Combine XML Files

Each XML 5.0 file is created for a specific Building ID. A project with multiple Building ID's would create multiple XML files, one file for each Building ID. Most State HFA's accept multiple XML file submissions. Use this *Combine* feature for State HFA's that cannot accept multiple XML file submissions and instead, require tenant change activity for all project Building ID's uploaded in one XML file submission.

To *Combine* individual Building ID XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

### Project Filename

Click the pull down button and select the desired property for which you wish to combine XML files.

### Enter a New XML Data FILENAME to Create

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that

they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain tenant changes for the year 2013, name that XML file .. 2013. The resulting XML filename will be COMBINED\_2013.XML. If you have multiple projects, you could add the project's filename .. such as VILLAGE to set them apart. The resulting XML filename will then be COMBINED\_VILLAGE.XML.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

### XML File Directory

This section lists all existing XML files for the *Project Filename* selected that are available to combine.

### Selected Files (Out.Box)

This list will display selected XML file names that will be combined into one master XML file.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file.

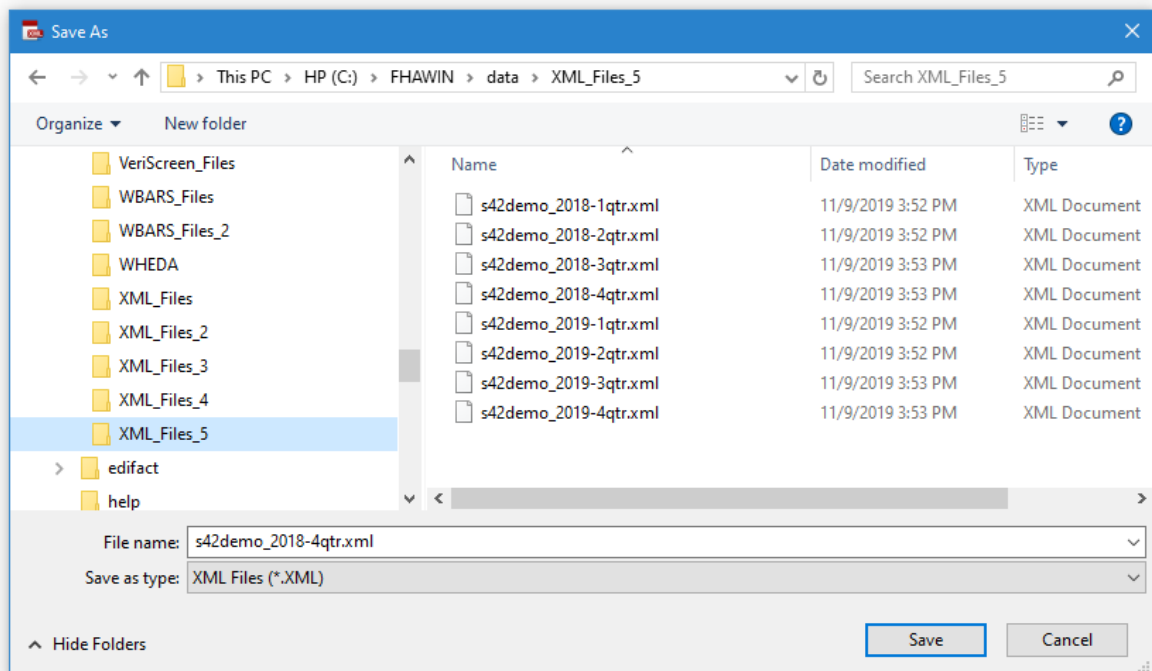
Note: An XML file will be created in the default XML 5.0 file folder path displayed at the bottom of the XML File Directory window. The combined XML filename will consist of COMBINED\_, followed by the XML filename entered and the .XML extension. For example, if you entered "VILLAGE" as the new XML Filename, the combined filename would be "COMBINED\_VILLAGE.XML.

### Cancel

Click-on the **Cancel** button to exit out of this process.

### 10.14.5 Copy an XML File

To *Copy* an existing XML file to memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard *Save As* window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.

Click-on **Save** to copy the XML file to the desired drive &/or folder.

Click-on **Cancel** to exit out of the *Save As* window.


Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.14.6 View Existing XML File Contents

To *View* information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *LIHTC Data Transfer XML - File Directory* and click-on the **View** button. An *LIHTC Data Transfer XML - View/Edit* window will appear ...

LIHTC Data Transfer Standard XML v5.0 - View/Edit ...

Reporting Period Start Date : 01/01/2019  
Reporting Period Ending Date : 12/31/2019

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2019-1QTR.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2019	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2019	Recertification	300	0
103	GLORIA REDFEARN	03/01/2019	Recertification	326	0

Prev Next 7 of 8 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

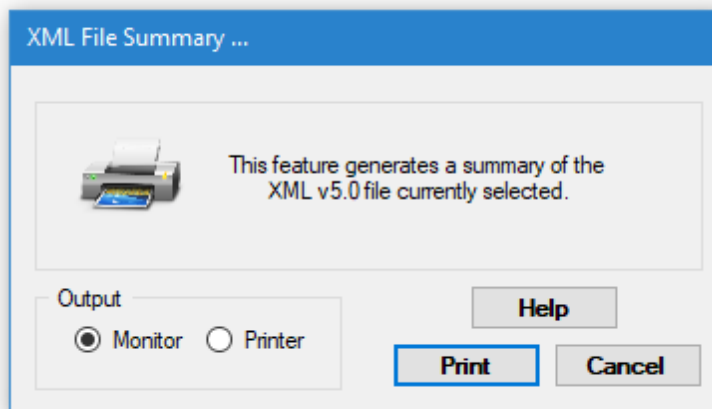
Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...



Bullet the **Summary** item to select an *XML File Summary*.  
Bullet the **Detail** item to select an *XML File Detail*.  
Bullet the **Monitor** item to display report on the screen.  
Bullet the **Printer** item to generate report at the defaulted Windows printer.  
Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing a *XML File Summary*.  
Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The **Edit XML Files** window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *LIHTC Data Transfer XML - View/Edit* window.


## 10.14.7 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *LIHTC Data Transfer XML* Window that is in *Editing Mode* ...

LIHTC Data Transfer Standard XML v5.0 - View/Edit ...

Reporting Period Start Date : 01/01/2019  
Reporting Period Ending Date : 12/31/2019

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2019-1QTR.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2019	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2019	Recertification	300	0
103	GLORIA REDFEARN	03/01/2019	Recertification	326	0

The following options are available when *Editing XML File Information ...*

### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Manual Entry* button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

### View Entry

To View information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A Tenant Data Upload File Details window will appear.

### Save

When done editing *XML File Information*, click-on the **Save** button to save your changes.


### Cancel

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.

## 10.14.8 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

LIHTC Data Transfer Standard XML v5.0 - Tenant Selection ...

 This window displays a list of available tenant changes that exist within the Reporting Period defined.

VILLAGE APARTMENTS - LIHTC

	TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
<input checked="" type="checkbox"/>	S42	101	SMITH, JOSEPH	01/01/2019	Recert	01/2019
<input checked="" type="checkbox"/>	S42	102	JOHNSON, SAMUEL	02/01/2019	Recert	02/2019
<input checked="" type="checkbox"/>	S42	103	REDFEARN, GLORIA	03/01/2019	Recert	03/2019
<input checked="" type="checkbox"/>	S42	104	KILGORE, BRENDA	04/01/2019	Recert	04/2019
<input checked="" type="checkbox"/>	S42	105	JONES, GEORGE	05/01/2019	Recert	05/2019
<input checked="" type="checkbox"/>	S42	106	DEARBORNE, HAROLD	06/01/2019	Recert	06/2019
<input checked="" type="checkbox"/>	S42	107	FREDERICK, LARRY	07/01/2019	Recert	07/2019

☒ Select All
 ☐ Exclude GRC Events
 ☐ Only Include Annual ReCerts.

Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...



**Select All ( checkbox )**

Click-on this checkbox to automatically select all Tenant Change events listed.

**Exclude GRC Events ( checkbox )**

Click-on this checkbox to remove all Gross Rent Change ( GRC ) related Tenant Change events from the selection list.

**Only Include Annual ReCerts.**

Click-on this checkbox to only include Annual Recertifications ( excluding all Interim Certification Tenant Change events ), but will still list all other Tenant Change events such as Move-Ins, Move-Outs and Transfers.

**Select Entry**

To add all selected *Tenant Change Records* from the displayed list, click-on the **Select Entry** button.

**Cancel**

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.14.9 Tenant Entry Details**

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

LIHTC Data Transfer Standard XML v5.0 - View/Edit ...

**Tenant Change Detail**

This window allows the user to view &/or edit tenant change information detail that is part of the XML v5.0 file currently selected.

Unit No.:

Transfer Unit Number:

Transfer Building ID:

Tenant Name: **JOSEPH SMITH**

Event Type:

Unit Type:

Is this a Self Certification:

Bedroom Size:  Sq. Ft.:

Is this a Correction:

Program Type:

Household Type:

Employment Type:

Event Date:

All Student Household:  - Student Code:

Original Event Date:

Federal Income Averaging Designation:

Correction Effective Date:

Federal Max Eligible Income \$

Move-In Date:

Federal Max Eligible LIHTC Rent \$

Original Move-In Date:

LIHTC Qualification Date:

Number of Occupants:

Federal Rental Assistance Amount \$  - Source:

Tenant Rent \$

Other Subsidy Amount \$  - Source:

Utility Allowance \$

Total Monthly Rent Assistance \$

Non-Optional Charges \$

Total Asset Cash Value \$

Most Restrictive Income Designation %

Total Asset Annual Income \$

Most Restrictive Rent Designation %

Total Wages \$

Most Restrictive Max LIHTC Income \$

Total Soc.Sec/Pensions \$

Most Restrictive Max LIHTC Rent \$

Total Public Assistance \$

At Most Recent Qualification Date - Household Income \$  - HH Size:

Total Other Income \$

Most Recent Income Certification - Effective Date:  - HH Size:

Annual Income \$

Project Information

Member Detail

Prev Next Help Save Cancel

The following buttons are provided on the *Tenant Entry Details* window ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Edit

Click-on **Edit** to enable Edit Mode

### Save

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

### Cancel

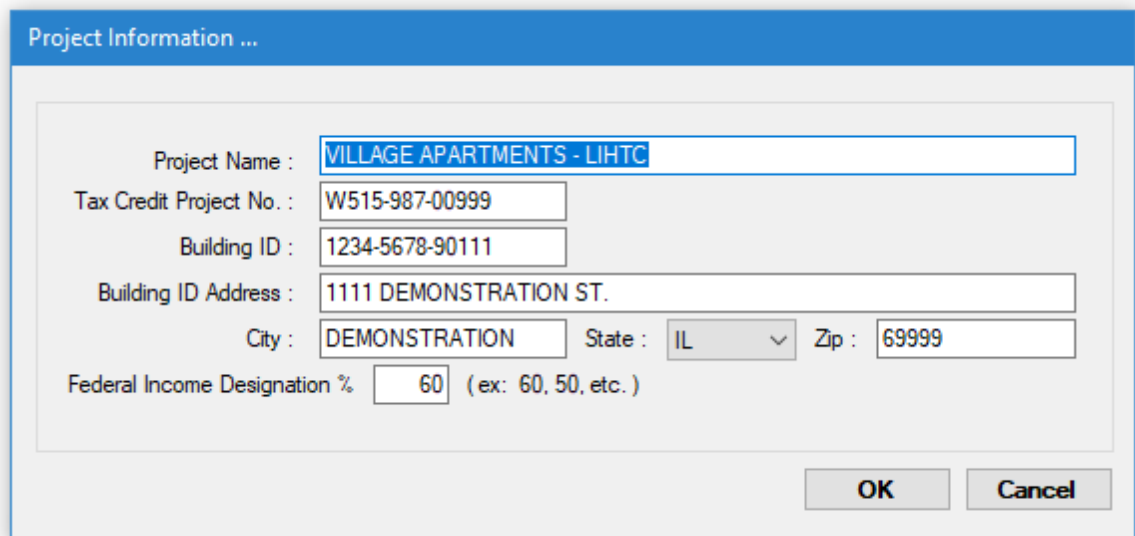
Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

## Tenant Change Details ...

Information displayed in the main *Tenant Change Details* window ( including *Project Information & Member Details* ) comes directly from the *Tenant Income Certification* ( TIC ) database previously recorded. If you have any questions with any of the information displayed or inserted in the XML 5.0 file, refer to form preparation instructions for your State specific TIC or the *Data Transfer Standard Data Dictionary v5.0.pdf* document provided in the **LIHTC > LIHTC Data Transfer Standard XML** menu section.

### Project Information ( Button )

Click-on the *Project Information* button to view &/or edit this information. The *Project Information* window will appear ...



**Project Name** - The full name of the project.

**Tax Credit Project No.** - The designated Project No. for the Building ID selected.

**Building ID Address, City, State, Zip** - The designated address for the Building ID selected.

**Federal Income Designation %** - This is the Federal Project Set-Aside percentage set by project owner(s) for the building as recorded on IRS form 8609 and contained in the transmission file ( normally just entered as 50 or 60 ).

**OK ( Button )** - Click-on the OK button to save & exit the *Project Information* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Project Information* window without saving changes.

### Member Detail ( Button )

Click-on the *Member Detail* button to view &/or edit detail for each member of the household. The *Member Detail* window will appear ...

**LIHTC Data Transfer Standard XML v5.0 - Member Detail ...**

**Member Information**

First Name : JOSEPH MI : E

Last Name : SMITH

Birthdate : 10/15/1956

Age : 62

Sex : M - Male

SSN : 4565

Alien Reg. No. :

Relationship : H - Head of Household

Marital Status : S - Single

Race : + W

Ethnicity : +

Fulltime Student : No

Special Status : + E

Is Disabled : No

**Income Information**

Income Type : W - Non-Federal Wage

Verification Source : EV - Employer

Amount \$ 15,469.00

1 of 1

**Asset Information**

Asset Type : CSH - Cash

Verification Source : ES - Account/Earnings Statement

Asset Status : C - Current

Cash Value \$ 0.00

Annual Income \$ 0.00

0 of 0

Prev Next Member # 1 of 1

Add Member Remove Member

Prev Income Next Income Add Income Remove

Prev Asset Next Asset Add Asset Remove

Help Save Cancel

The following information is provided at the *Member Details* window ...

### Member Information

This section displays information for each existing household member.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing member entries.

**Add Member ( Button )** - Click-on the *Add* button to create a new member entry.

**Remove Member ( Button )** - Click-on the *Remove* button to delete the member entry currently displayed, including all existing *Income* and *Asset* entries pertaining to that member.

**Save ( Button )** - Click-on the *Save* button to save & exit the *Member Detail* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Member Detail* window without saving changes.

**Help ( Button )** - Click on the *Help* button to view *Help Topics*.

### Income Information

This section displays information on all *Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing income entries.

**Add Income ( Button )** - Click-on the *Add* button to create a new income entry for the member currently displayed.

**Remove Income (Button )** - Click-on the *Remove* button to delete the income entry currently displayed.

### **Asset Information**

This section displays information on all *Asset Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing asset entries.

**Add Asset ( Button )** - Click-on the *Add* button to create a new asset entry for the member currently displayed.

**Remove Asset (Button )** - Click-on the *Remove* button to delete the asset entry currently displayed.

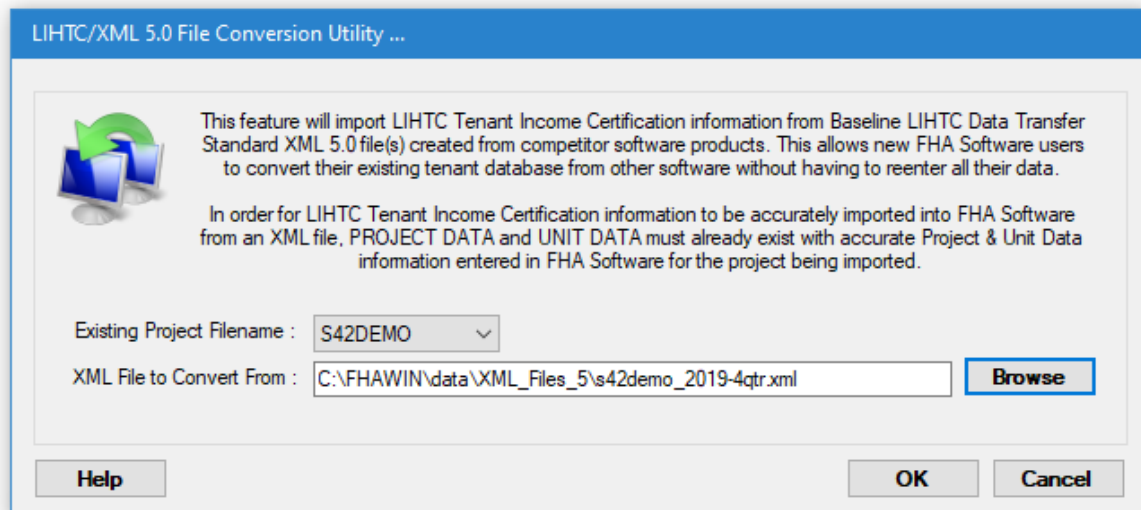
## **10.15 LIHTC/XML 5.0 File Conversion Utility**

### **Overview**

This feature will import Section 42 Tenant Income Certification information from baseline LIHTC Data Transfer Standard XML 5.0 file(s) created from competitor software products. This allows new FHA Software users to convert their existing tenant database without having to reenter all their tenant data.

Note: In order for Section 42 Tenant Income Certification information to be accurately imported into FHA Software from an XML file, *Project Data* and *Unit Data* must already exist with accurate *Project & Unit Data* information entered in FHA Software for the project being imported.

To access the *LIHTC/XML 5.0 File Conversion Utility* window, click-on **LIHTC > LIHTC Data Transfer Standard XML > LIHTC/XML 5.0 File Conversion Utility**. The following *LIHTC/XML 5.0 File Conversion Utility* window will appear ...



### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### XML File to Convert From

Click-on the **Browse** button to locate and select the XML 5.0 file to import Section 42 Tenant Income Certifications from.

Note: The *Browse* feature defaults to only looking for files with .XML as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *LIHTC/XML 5.0 File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to start the *LIHTC/XML 5.0 File Conversion Utility* process, based on the information defined above.

Note: This feature will import Section 42 Tenant Income Certifications from the selected XML 5.0 file into both *TC History* and *Unit History*. Section 42 Tenant Income Certifications can be imported from multiple XML 5.0 files.

## 10.16 LIHTC Data Transfer Standard XML 6.0

### 10.16.1 Overview

#### Overview

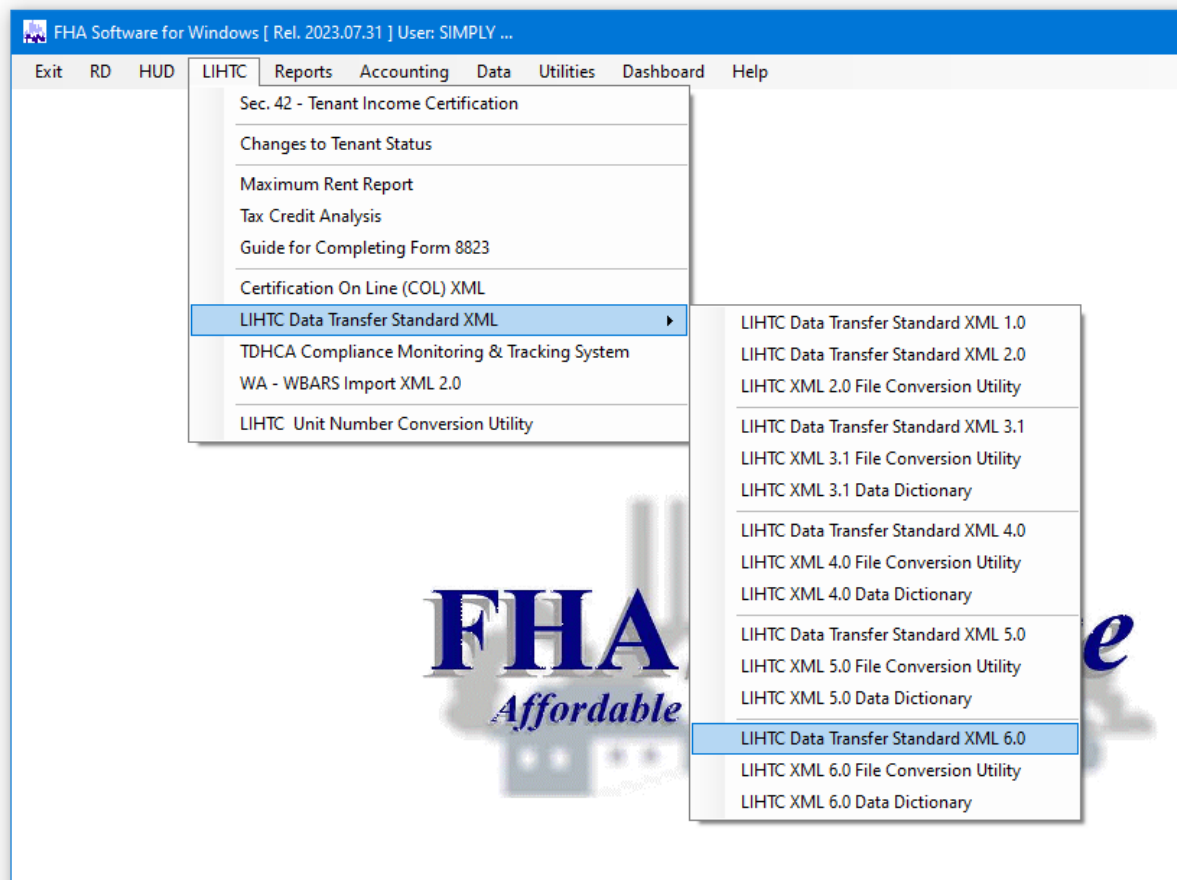
In 2006, State Housing Finance agencies (HFA's), property owners and managers, software providers, and related industry trade associations developed an XML data transfer file standard for compliance reporting for properties participating in the Low Income Housing Tax Credit (LIHTC) program. This XML file standardizes electronic submission compliance of tenant change information to State HFA's nationwide. Most State HFA's will electronically accept this XML 6.0 data transfer file as part of their submission compliance requirements. This built-in feature creates the LIHTC Data Transfer Standard XML 6.0 file using tenant change information maintained in FHA Software. Tenant change information can also be manually added to this XML 6.0 file and edited, as well.

Electronic submission of this XML file to your State HFA basically consists of three steps ...

- 1.) Create an XML 6.0 file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance website and instruct it to upload your XML 6.0 file
- 3.) Monitor the State HFA Compliance website for XML 6.0 file information acceptance

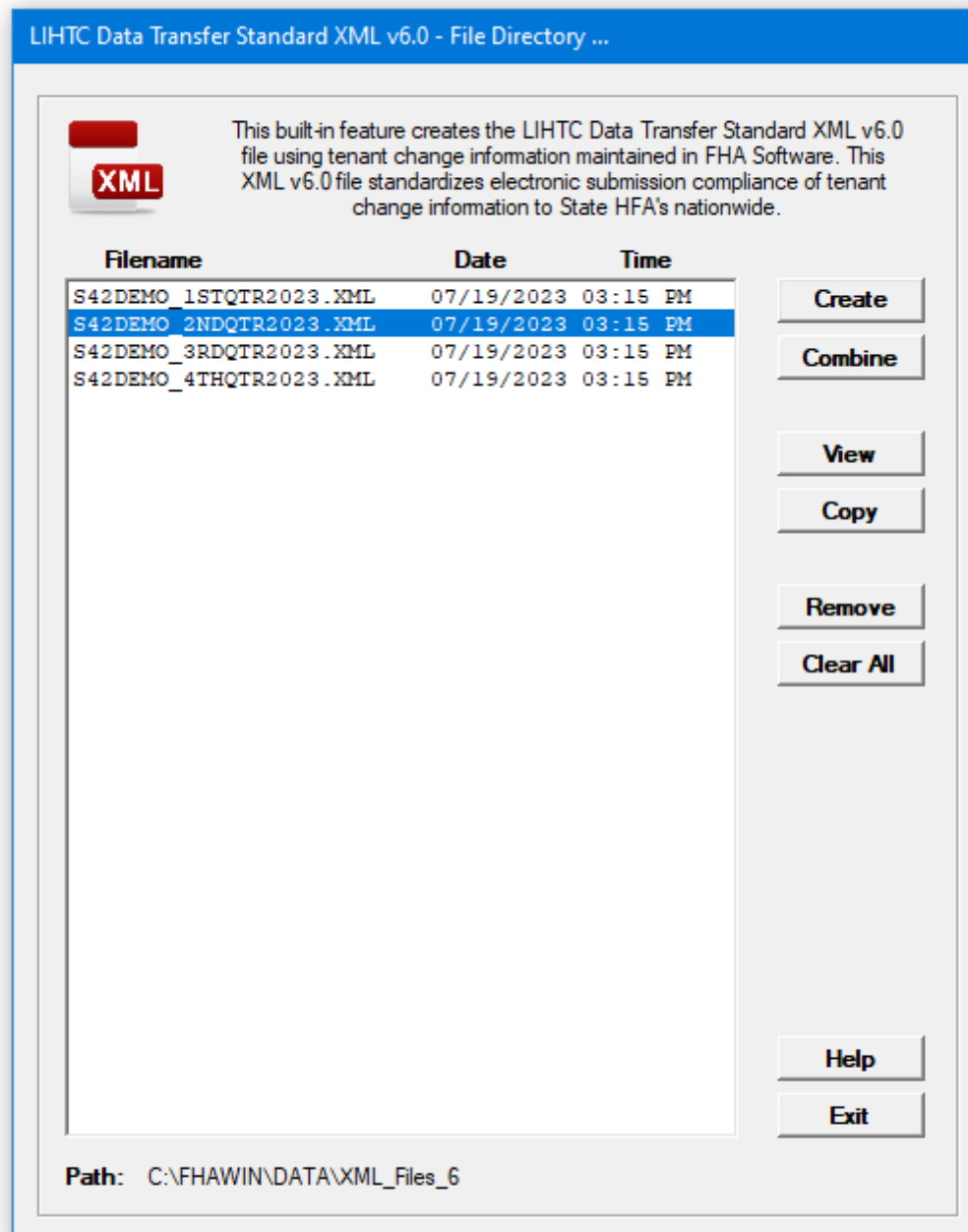
Refer to your State HFA's Compliance User Manual for assistance with LIHTC Data Transfer Standard XML 6.0 file acceptance and the XML 6.0 file upload process.

## 10.16.2 XML File Directory



In FHA Software, click-on **LIHTC > LIHTC Data Transfer Standard XML > LIHTC Data Transfer Standard XML 6.0** to access the *LIHTC Data Transfer Standard XML 6.0 - File Directory* window ...





A list of existing LIHTC Data Transfer Standard XML 6.0 files is displayed in creation date order (newest to oldest). The following options are available at this window ...

#### Create

To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

#### Combine

To *Combine* existing XML files into one master XML file, click-on the **Combine** button. A **Combine Multiple XML Files** window will appear.

#### **View**

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A **View Existing XML Files** window will appear.

#### **Copy**

To *Copy* an existing XML file to a memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard **Save As** window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

#### **Remove**

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

#### **Clear All**

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

#### **Path**

The drive letter & folder where your XML 6.0 files are located (normally C:\FHAWIN\DATA\XML\_Files\_6). The XML\_FILES\_6 folder will always be a subfolder of your FHA Software DATA folder.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

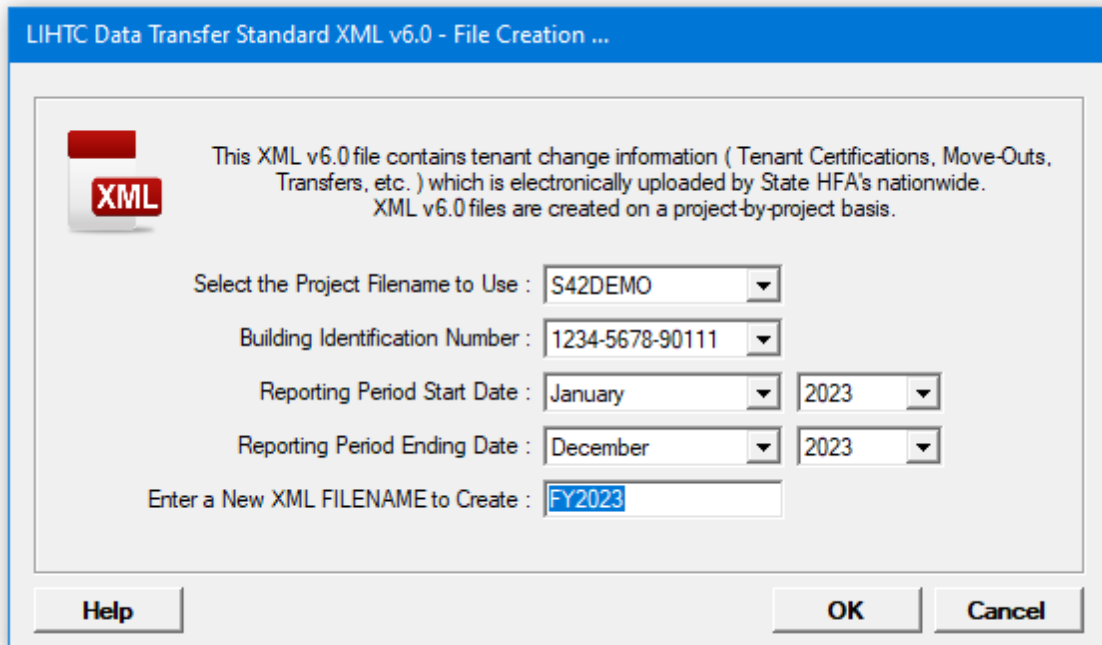
#### **Exit**

Click-on **Exit** to exit out of the *XML File Directory* window.


### **10.16.3 Create an XML File**

This process creates a new LIHTC Data Transfer Standard XML 6.0 file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **LIHTC Data Transfer Standard XML 6.0 - File Directory** window, click-on the **Create** button. The *LIHTC Data Transfer XML - File Creation* window will appear ...



LIHTC Data Transfer Standard XML v6.0 - File Creation ...

 This XML v6.0 file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded by State HFA's nationwide. XML v6.0 files are created on a project-by-project basis.

Select the Project Filename to Use :

Building Identification Number :

Reporting Period Start Date :

Reporting Period Ending Date :

Enter a New XML FILENAME to Create :

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An LIHTC Data Transfer Standard XML - View window will appear.

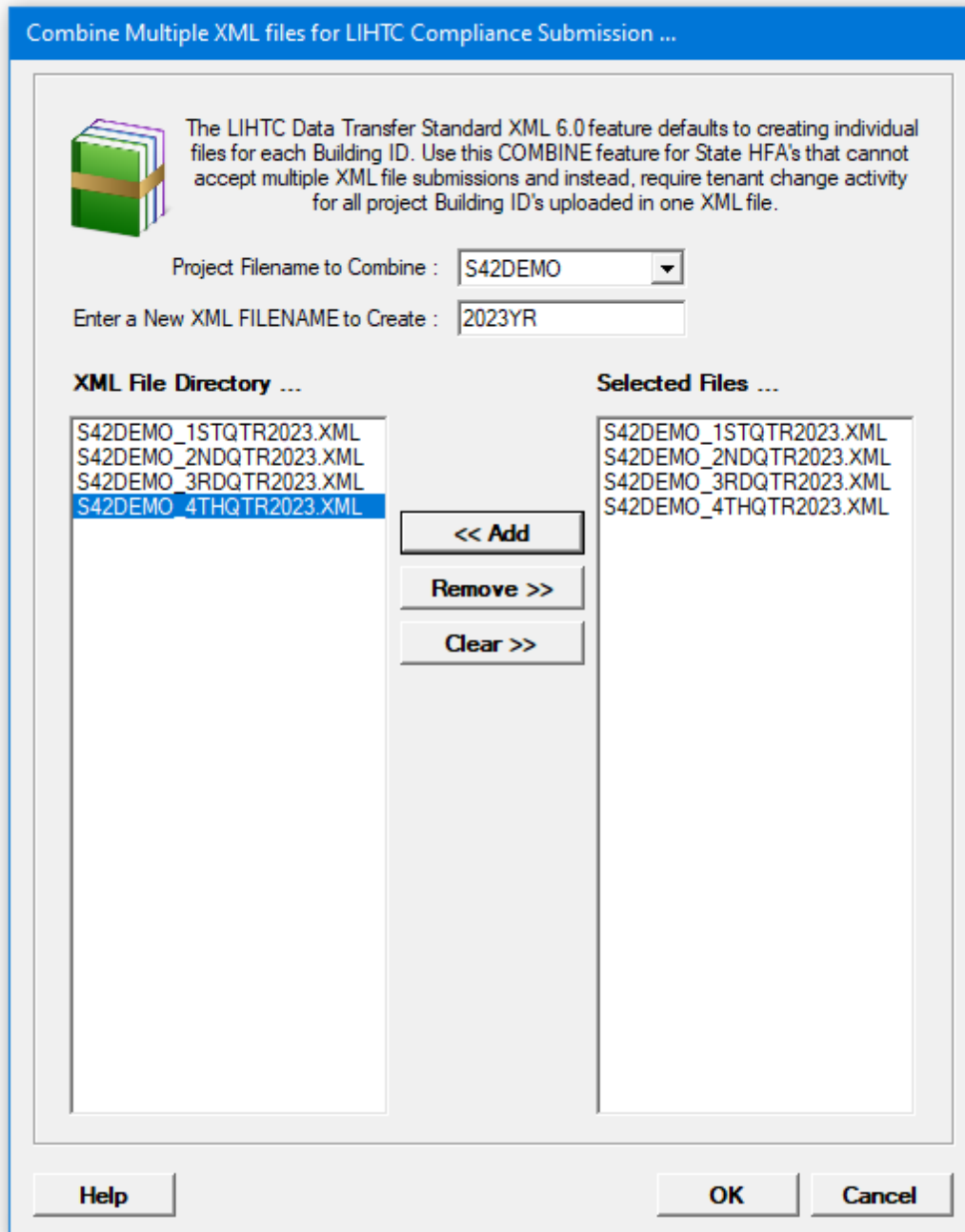
### Cancel

Click-on the **Cancel** button to exit out of the *LIHTC Data Transfer XML - File Creation* window.

## 10.16.4 Combine XML Files

Each XML 6.0 file is created for a specific Building ID. A project with multiple Building ID's would create multiple XML files, one file for each Building ID. Most State HFA's accept multiple XML file submissions. Use this *Combine* feature for State HFA's that cannot accept multiple XML file submissions and instead, require tenant change activity for all project Building ID's uploaded in one XML file submission.

To *Combine* individual Building ID XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

### Project Filename

Click the pull down button and select the desired property for which you wish to combine XML files.

### Enter a New XML Data FILENAME to Create

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that

they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain tenant changes for the year 2013, name that XML file .. 2013. The resulting XML filename will be COMBINED\_2013.XML. If you have multiple projects, you could add the project's filename .. such as VILLAGE to set them apart. The resulting XML filename will then be COMBINED\_VILLAGE.XML.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

### XML File Directory

This section lists all existing XML files for the *Project Filename* selected that are available to combine.

### Selected Files (Out.Box)

This list will display selected XML file names that will be combined into one master XML file.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file.

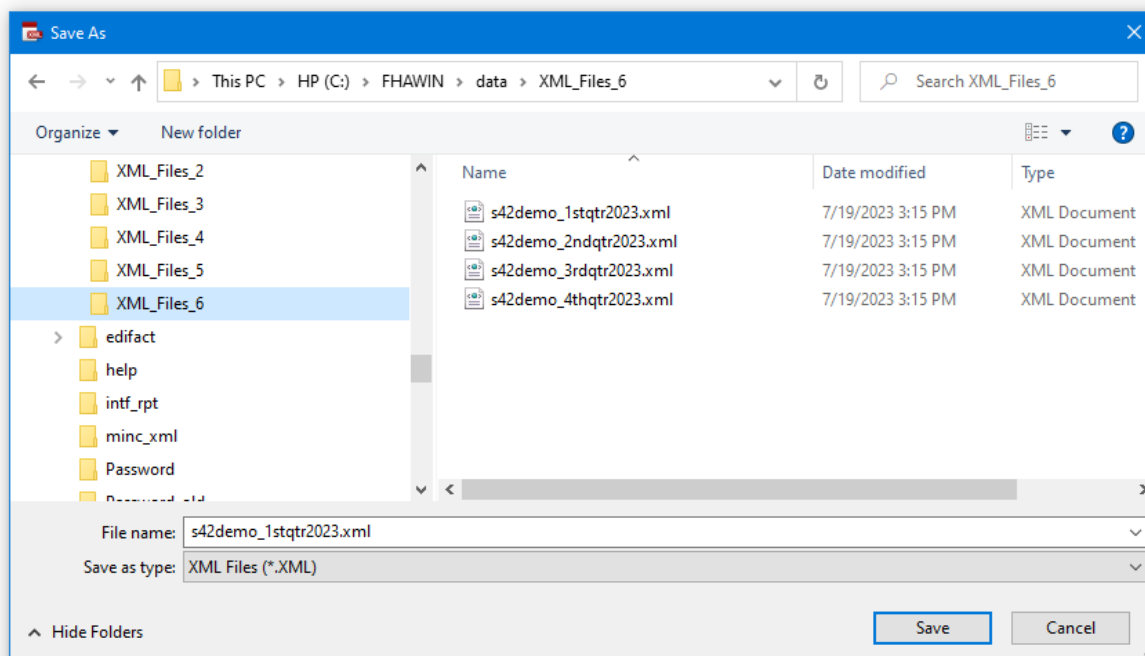
Note: An XML file will be created in the default XML 6.0 file folder path displayed at the bottom of the XML File Directory window. The combined XML filename will consist of COMBINED\_, followed by the XML filename entered and the .XML extension. For example, if you entered "VILLAGE" as the new XML Filename, the combined filename would be "COMBINED\_VILLAGE.XML.

### Cancel

Click-on the **Cancel** button to exit out of this process.

### 10.16.5 Copy an XML File

To *Copy* an existing XML file to memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard *Save As* window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.

Click-on **Save** to copy the XML file to the desired drive &/or folder.

Click-on **Cancel** to exit out of the *Save As* window.


Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.16.6 View Existing XML File Contents

To *View* information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *LIHTC Data Transfer XML - File Directory* and click-on the **View** button. An *LIHTC Data Transfer XML - View/Edit* window will appear ...

LIHTC Data Transfer Standard XML v6.0 - View/Edit ...

Reporting Period Start Date : 01/01/2023  
Reporting Period Ending Date : 12/31/2023

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_4THQTR2023.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2023	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2023	Recertification	300	0
103	GLORIA REDFEARN	03/01/2023	Recertification	326	0
104	BRENDA KILGORE	04/01/2023	Recertification	326	0
105	GEORGE JONES	05/01/2023	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2023	Recertification	326	0
107	LARRY FREDERICK	07/01/2023	Recertification	422	0

Prev Next 4 of 4 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

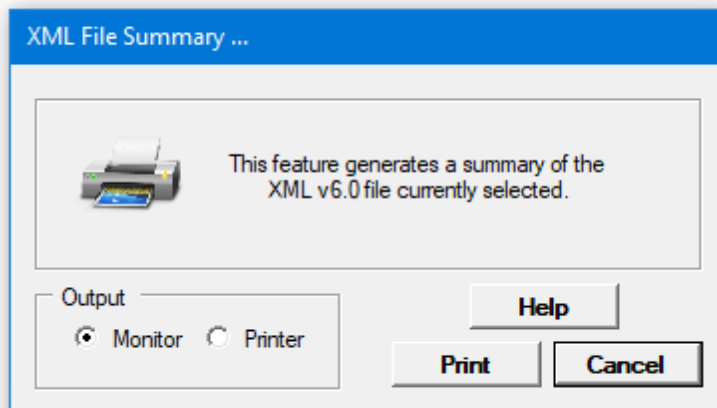
#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...





- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.
- Click-on **Help** to view *Online Help Topics* related to this window.
- Click-on **OK** to continue printing a *XML File Summary*.
- Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The **Edit XML Files** window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *LIHTC Data Transfer XML - View/Edit* window.


## 10.16.7 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *LIHTC Data Transfer XML* Window that is in *Editing Mode* ...

LIHTC Data Transfer Standard XML v6.0 - View/Edit ...

Reporting Period Start Date : 01/01/2023  
Reporting Period Ending Date : 12/31/2023

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_4THQTR2023.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2023	Recertification	300	0
102	SAMUEL JOHNSON	02/01/2023	Recertification	300	0
103	GLORIA REDFEARN	03/01/2023	Recertification	326	0
104	BRENDA KILGORE	04/01/2023	Recertification	326	0
105	GEORGE JONES	05/01/2023	Recertification	326	0
106	HAROLD DEARBORNE	06/01/2023	Recertification	326	0
107	LARRY FREDERICK	07/01/2023	Recertification	422	0

The following options are available when *Editing XML File Information ...*

### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Manual Entry* button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

### View Entry

To View information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A Tenant Data Upload File Details window will appear.

### Save

When done editing *XML File Information*, click-on the **Save** button to save your changes.


### Cancel

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.

## 10.16.8 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the **Add - Tenant Selection** button. An *Add - Tenant Selection* window will appear.

LIHTC Data Transfer Standard XML v6.0 - Tenant Selection ...

 This window displays a list of available tenant changes that exist within the Reporting Period defined.

VILLAGE APARTMENTS - LIHTC

	TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
<input checked="" type="checkbox"/>	S42	101	SMITH, JOSEPH	01/01/2023	Recert	01/2023
<input checked="" type="checkbox"/>	S42	102	JOHNSON, SAMUEL	02/01/2023	Recert	02/2023
<input checked="" type="checkbox"/>	S42	103	REDFEARN, GLORIA	03/01/2023	Recert	03/2023
<input checked="" type="checkbox"/>	S42	104	KILGORE, BRENDA	04/01/2023	Recert	04/2023
<input checked="" type="checkbox"/>	S42	105	JONES, GEORGE	05/01/2023	Recert	05/2023
<input checked="" type="checkbox"/>	S42	106	DEARBORNE, HAROLD	06/01/2023	Recert	06/2023
<input checked="" type="checkbox"/>	S42	107	FREDERICK, LARRY	07/01/2023	Recert	07/2023

☒ Select All
 ☐ Exclude GRC Events
 ☐ Only Include Annual ReCerts.

Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

**Select All ( checkbox )**

Click-on this checkbox to automatically select all Tenant Change events listed.

**Exclude GRC Events ( checkbox )**

Click-on this checkbox to remove all Gross Rent Change ( GRC ) related Tenant Change events from the selection list.

**Only Include Annual ReCerts.**

Click-on this checkbox to only include Annual Recertifications ( excluding all Interim Certification Tenant Change events ), but will still list all other Tenant Change events such as Move-Ins, Move-Outs and Transfers.

**Select Entry**

To add all selected *Tenant Change Records* from the displayed list, click-on the **Select Entry** button.

**Cancel**

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.16.9 Tenant Entry Details**

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

LIHTC Data Transfer Standard XML v6.0 - View/Edit ...

**Tenant Change Detail**

This window allows the user to view &/or edit tenant change information detail that is part of the XML v6.0 file currently selected.

Unit No.: 101

Transfer Unit Number:

Transfer Building ID:

Tenant Name: JOSEPH SMITH

Event Type: R - Recertification

Unit Type: LI - Low Income

Is this a Self Certification: No

Bedroom Size: Eff

Sq. Ft.: 650

Is this a Correction: No

Program Type: Tax Credit

Household Type: EL

Employment Type: NE

Event Date: 01/01/2023

Original Event Date:

Correction Effective Date:

All Student Household: No

Student Code: NA - Not Applicable

Move-In Date: 01/01/1988

Original Move-In Date: 01/01/1988

LIHTC Qualification Date: 01/01/1990

Federal Income Averaging Designation: 0

Number of Occupants: 1

Federal Max Eligible Income \$ 19,800.00

Federal Max Eligible LIHTC Rent \$ 495.00

Tenant Rent \$ 300.00

Federal Rental Assistance Amount \$ 0.00

Utility Allowance \$ 195.00

Other Subsidy Amount \$ 0.00

Non-Optional Charges \$ 0.00

Total Monthly Rent Assistance \$ 0.00

Total Asset Cash Value \$ 0.00

Most Restrictive Income Designation % 60

Total Asset Annual Income \$ 0.00

Most Restrictive Rent Designation % 60

Total Wages \$ 15,469.00

Most Restrictive Max LIHTC Income \$ 19,800.00

Total Soc.Sec./Pensions \$ 0.00

Most Restrictive Max LIHTC Rent \$ 495.00

Total Public Assistance \$ 0.00

Total Other Income \$ 0.00

At Most Recent Qualification Date - Household Income \$ 7,500.00

HH Size: 1

Annual Income \$ 15,469.00

Most Recent Income Certification - Effective Date: 01/01/2023

HH Size: 1

Project Information

Member Detail

Prev Next Help Save Cancel

The following buttons are provided on the *Tenant Entry Details* window ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Edit

Click-on **Edit** to enable Edit Mode

### Save

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

### Cancel

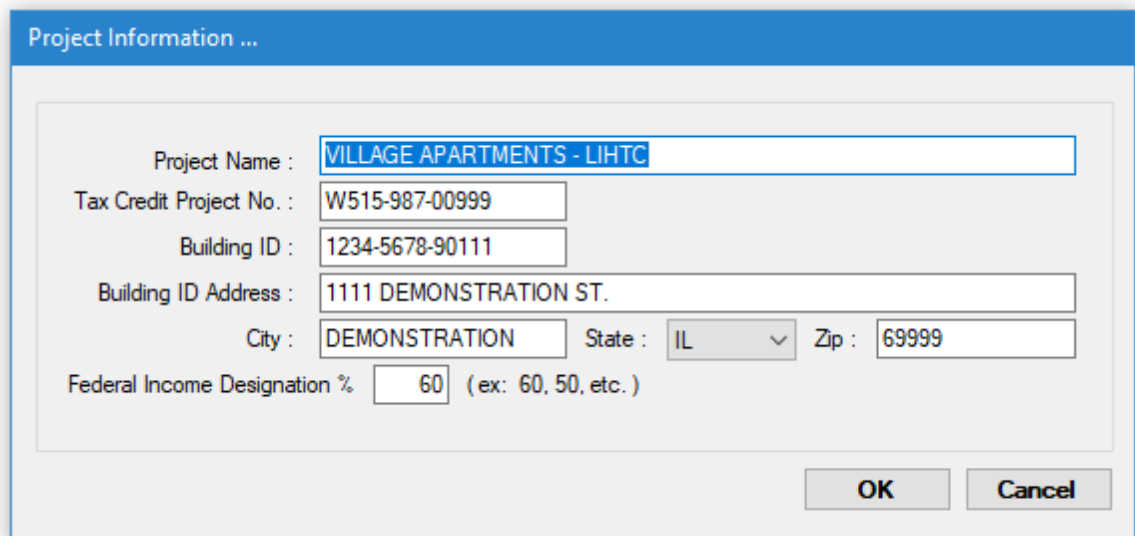
Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

## Tenant Change Details ...

Information displayed in the main *Tenant Change Details* window ( including *Project Information & Member Details* ) comes directly from the *Tenant Income Certification* ( TIC ) database previously recorded. If you have any questions with any of the information displayed or inserted in the XML 6.0 file, refer to form preparation instructions for your State specific TIC or the *Data Transfer Standard Data Dictionary v6.0.pdf* document provided in the **LIHTC > LIHTC Data Transfer Standard XML** menu section.

### Project Information ( Button )

Click-on the *Project Information* button to view &/or edit this information. The *Project Information* window will appear ...



**Project Name** - The full name of the project.

**Tax Credit Project No.** - The designated Project No. for the Building ID selected.

**Building ID Address, City, State, Zip** - The designated address for the Building ID selected.

**Federal Income Designation %** - This is the Federal Project Set-Aside percentage set by project owner(s) for the building as recorded on IRS form 8609 and contained in the transmission file ( normally just entered as 50 or 60 ).

**OK ( Button )** - Click-on the OK button to save & exit the *Project Information* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Project Information* window without saving changes.

### Member Detail ( Button )

Click-on the *Member Detail* button to view &/or edit detail for each member of the household. The *Member Detail* window will appear ...

LIHTC Data Transfer Standard XML v6.0 - Member Detail ...

**Member Information**

First Name : JOSEPH MI : E

Last Name : SMITH

Birthdate : 10/15/1956

Age : 66

Sex : M - Male

SSN : 4565

Alien Reg. No. :

Relationship : H - Head of Household

Marital Status : S - Single

Race : + W

Ethnicity : + N

Fulltime Student : No

Special Status : + E

Is Disabled : No

**Income Information**

Income Type : W - Non-Federal Wage

Verification Source : EV - Employer

Amount \$ 15,469.00

1 of 1

Prev Income Add Income

Next Income Remove

**Asset Information**

Asset Type : CSH - Cash

Verification Source : ES - Account/Earnings Statement

Asset Status : C - Current

Cash Value \$ 0.00

Annual Income \$ 0.00

0 of 0

Prev Asset Add Asset

Next Asset Remove

Prev Next Member # 1 of 1

Add Member

Remove Member

Help

Save Cancel

The following information is provided at the *Member Details* window ...

### Member Information

This section displays information for each existing household member.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing member entries.

**Add Member ( Button )** - Click-on the *Add* button to create a new member entry.

**Remove Member ( Button )** - Click-on the *Remove* button to delete the member entry currently displayed, including all existing *Income* and *Asset* entries pertaining to that member.

**Save ( Button )** - Click-on the *Save* button to save & exit the *Member Detail* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Member Detail* window without saving changes.

**Help ( Button )** - Click on the *Help* button to view *Help Topics*.

### Income Information

This section displays information on all *Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing income entries.

**Add Income ( Button )** - Click-on the *Add* button to create a new income entry for the member currently displayed.

**Remove Income (Button )** - Click-on the *Remove* button to delete the income entry currently displayed.

### Asset Information

This section displays information on all *Asset Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing asset entries.

**Add Asset ( Button )** - Click-on the *Add* button to create a new asset entry for the member currently displayed.

**Remove Asset (Button )** - Click-on the *Remove* button to delete the asset entry currently displayed.

## 10.17 LIHTC/XML 6.0 File Conversion Utility

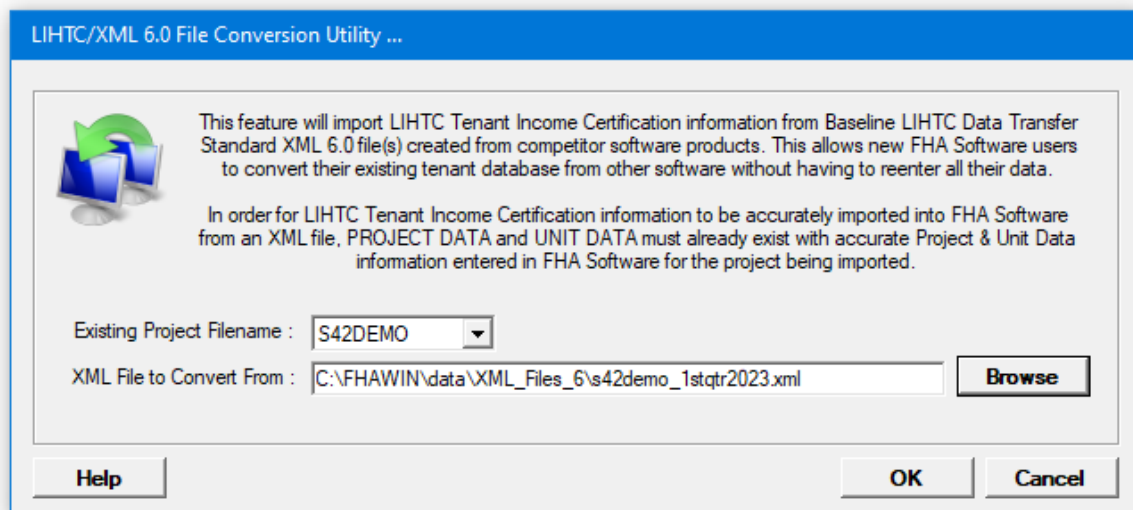
### Overview

This feature will import Section 42 Tenant Income Certification information from baseline LIHTC Data Transfer Standard XML 6.0 file(s) created from competitor software products. This allows new FHA Software users to convert their existing tenant database without having to reenter all their tenant data.

Note: In order for Section 42 Tenant Income Certification information to be accurately imported into FHA Software from an XML file, *Project Data* and *Unit Data* must already exist with accurate *Project & Unit Data* information entered in FHA Software for the project being imported.

To access the *LIHTC/XML 6.0 File Conversion Utility* window, click-on **LIHTC > LIHTC Data Transfer Standard XML > LIHTC/XML 6.0 File Conversion Utility**. The following *LIHTC/XML 6.0 File Conversion Utility* window will appear ...





### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### XML File to Convert From

Click-on the **Browse** button to locate and select the XML 6.0 file to import Section 42 Tenant Income Certifications from.

Note: The *Browse* feature defaults to only looking for files with .XML as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *LIHTC/XML 6.0 File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to start the *LIHTC/XML 6.0 File Conversion Utility* process, based on the information defined above.

Note: This feature will import Section 42 Tenant Income Certifications from the selected XML 6.0 file into both *TC History* and *Unit History*. Section 42 Tenant Income Certifications can be imported from multiple XML 6.0 files.

## 10.18 LIHTC Data Transfer Standard XML 7.0

### 10.18.1 Overview

#### Overview

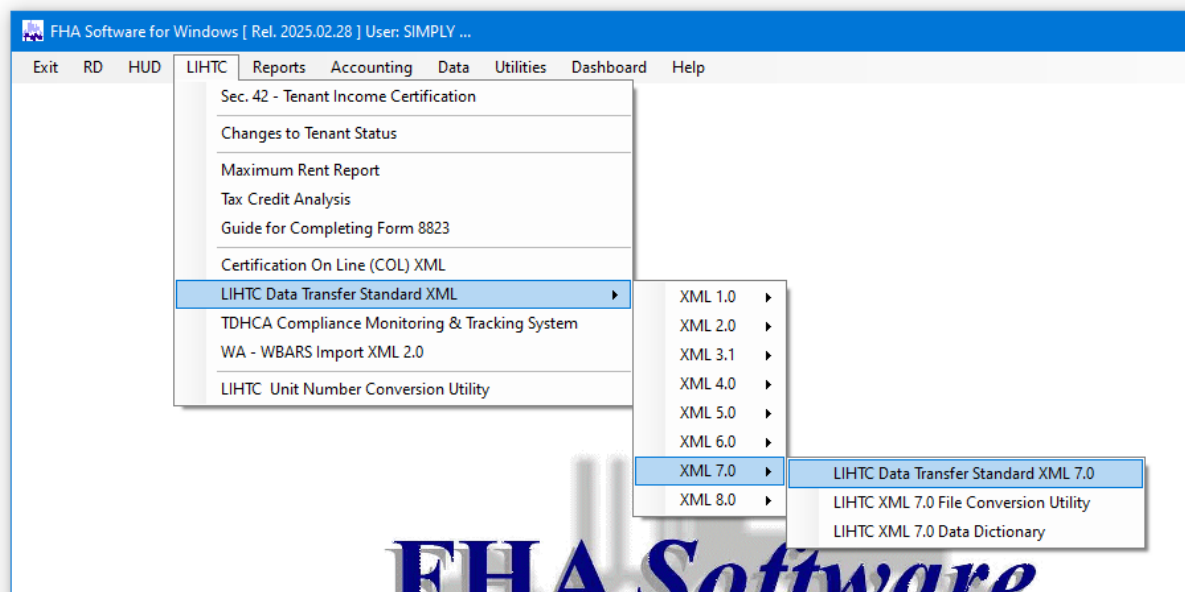
In 2006, State Housing Finance agencies (HFA's), property owners and managers, software providers, and related industry trade associations developed an XML data transfer file standard for compliance reporting for properties participating in the Low Income Housing Tax Credit (LIHTC) program. This XML file standardizes electronic submission compliance of tenant change information to State HFA's nationwide. Most State HFA's will electronically accept this XML 7.0 data transfer file as part of their submission compliance requirements. This built-in feature creates the LIHTC Data Transfer Standard XML 7.0 file using tenant change information maintained in FHA Software. Tenant change information can also be manually added to this XML 7.0 file and edited, as well.

Electronic submission of this XML file to your State HFA basically consists of three steps ...

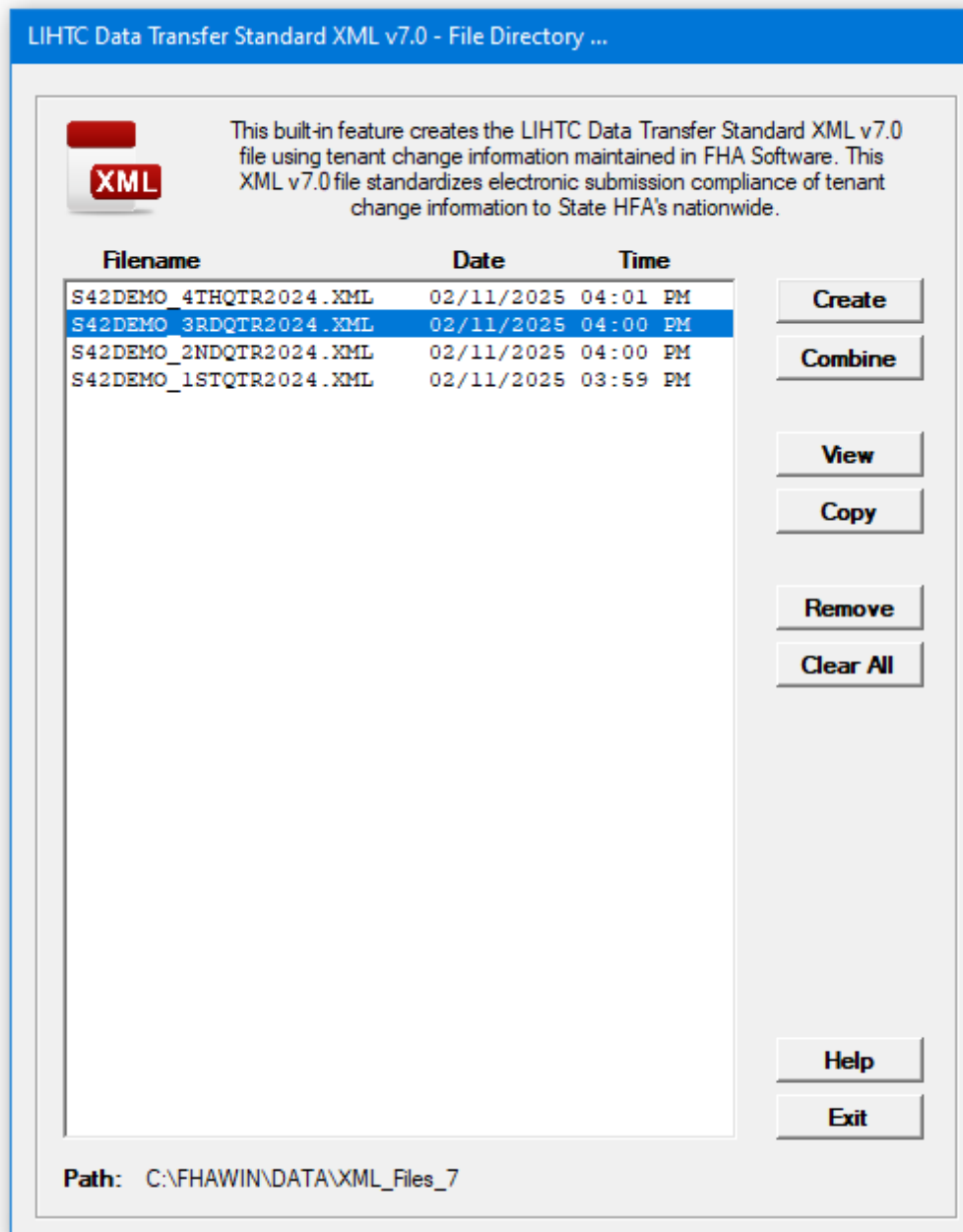
- 1.) Create an XML 7.0 file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance website and instruct it to upload your XML 7.0 file
- 3.) Monitor the State HFA Compliance website for XML 7.0 file information acceptance

Refer to your State HFA's Compliance User Manual for assistance with LIHTC Data Transfer Standard XML 7.0 file acceptance and the XML 7.0 file upload process.

### 10.18.2 XML File Directory



In FHA Software, click-on **LIHTC > LIHTC Data Transfer Standard XML > XML 7.0 > LIHTC Data Transfer Standard XML 7.0** to access the *LIHTC Data Transfer Standard XML 7.0 - File Directory* window ...



A list of existing LIHTC Data Transfer Standard XML 7.0 files is displayed in creation date order (newest to oldest). The following options are available at this window ...

**Create**

To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

### Combine

To *Combine* existing XML files into one master XML file, click-on the **Combine** button. A Combine Multiple XML Files window will appear.

### View

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A View Existing XML Files window will appear.

### Copy

To *Copy* an existing XML file to a memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard Save As window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### Remove

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

### Clear All

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### Path

The drive letter & folder where your XML 7.0 files are located (normally C:\FHAWIN\DATA\XML\_Files\_7). The XML\_FILES\_7 folder will always be a subfolder of your FHA Software DATA folder.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

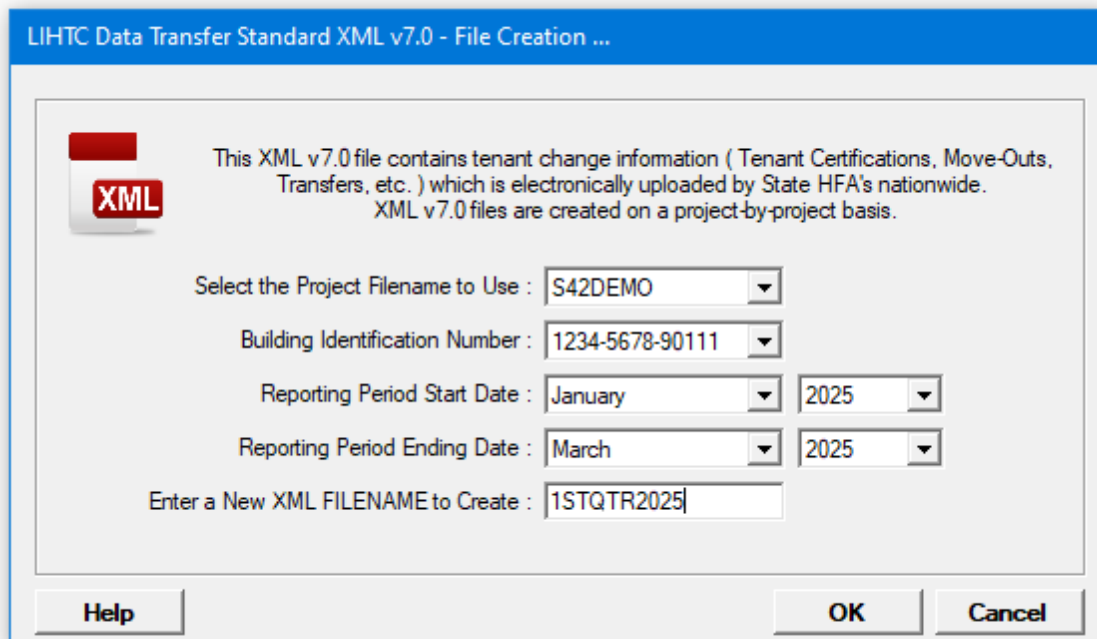
### Exit

Click-on **Exit** to exit out of the *XML File Directory* window.


## 10.18.3 Create an XML File

This process creates a new LIHTC Data Transfer Standard XML 7.0 file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **LIHTC Data Transfer Standard XML 7.0 - File Directory** window, click-on the **Create** button. The *LIHTC Data Transfer XML - File Creation* window will appear ...



LIHTC Data Transfer Standard XML v7.0 - File Creation ...

 This XML v7.0 file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded by State HFA's nationwide. XML v7.0 files are created on a project-by-project basis.

Select the Project Filename to Use :

Building Identification Number :

Reporting Period Start Date :

Reporting Period Ending Date :

Enter a New XML FILENAME to Create :

**Help** **OK** **Cancel**

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An LIHTC Data Transfer Standard XML - View window will appear.

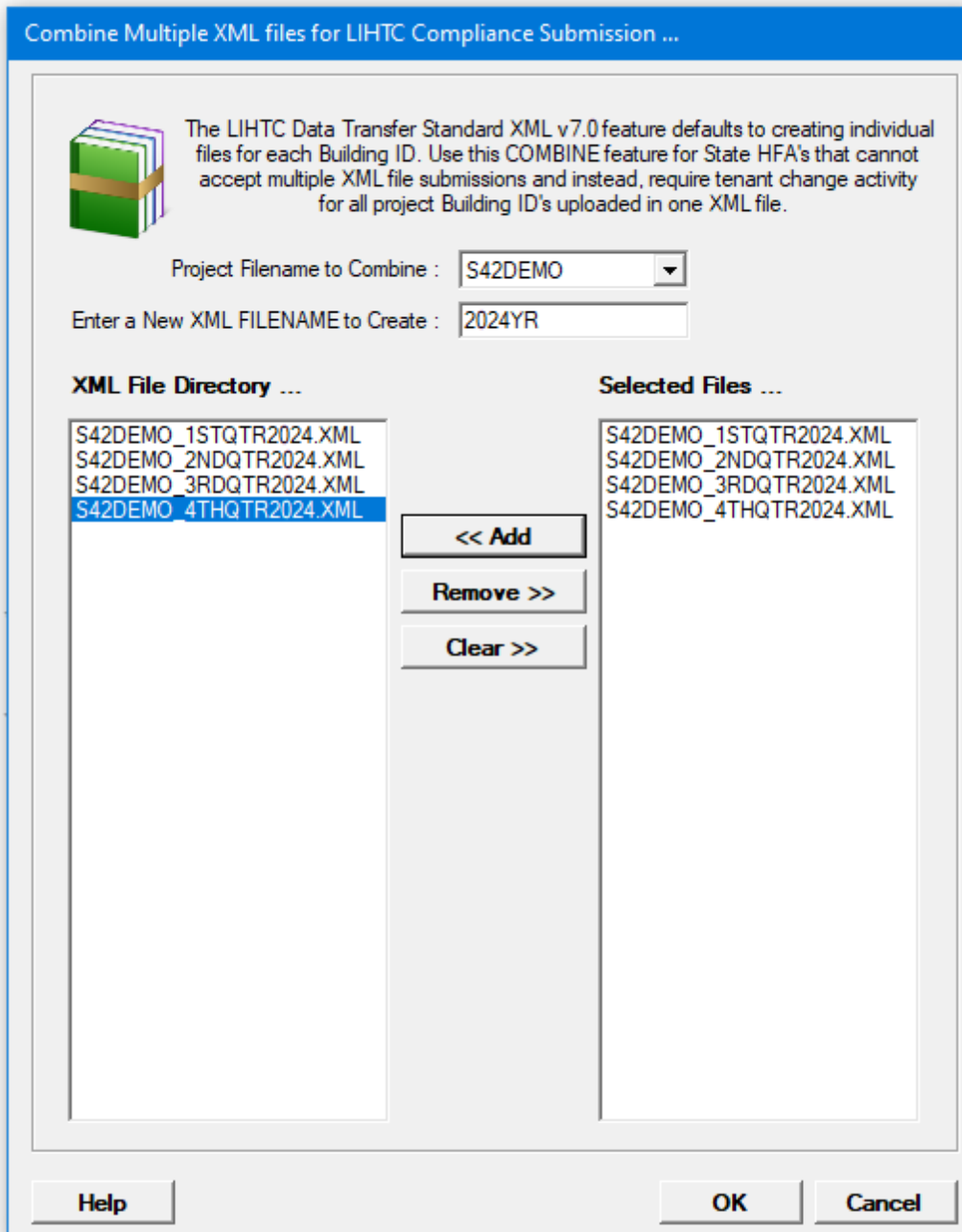
### Cancel

Click-on the **Cancel** button to exit out of the *LIHTC Data Transfer XML - File Creation* window.

## 10.18.4 Combine XML Files

Each XML 7.0 file is created for a specific Building ID. A project with multiple Building ID's would create multiple XML files, one file for each Building ID. Most State HFA's accept multiple XML file submissions. Use this *Combine* feature for State HFA's that cannot accept multiple XML file submissions and instead, require tenant change activity for all project Building ID's uploaded in one XML file submission.

To *Combine* individual Building ID XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...



The following options are available at this window ...

### Project Filename

Click the pull down button and select the desired property for which you wish to combine XML files.

### Enter a New XML Data FILENAME to Create

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that

they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain tenant changes for the year 2013, name that XML file .. 2013. The resulting XML filename will be COMBINED\_2013.XML. If you have multiple projects, you could add the project's filename .. such as VILLAGE to set them apart. The resulting XML filename will then be COMBINED\_VILLAGE.XML.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

### XML File Directory

This section lists all existing XML files for the *Project Filename* selected that are available to combine.

### Selected Files (Out.Box)

This list will display selected XML file names that will be combined into one master XML file.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file.

Note: An XML file will be created in the default XML 7.0 file folder path displayed at the bottom of the XML File Directory window. The combined XML filename will consist of COMBINED\_, followed by the XML filename entered and the .XML extension. For example, if you entered "VILLAGE" as the new XML Filename, the combined filename would be "COMBINED\_VILLAGE.XML."

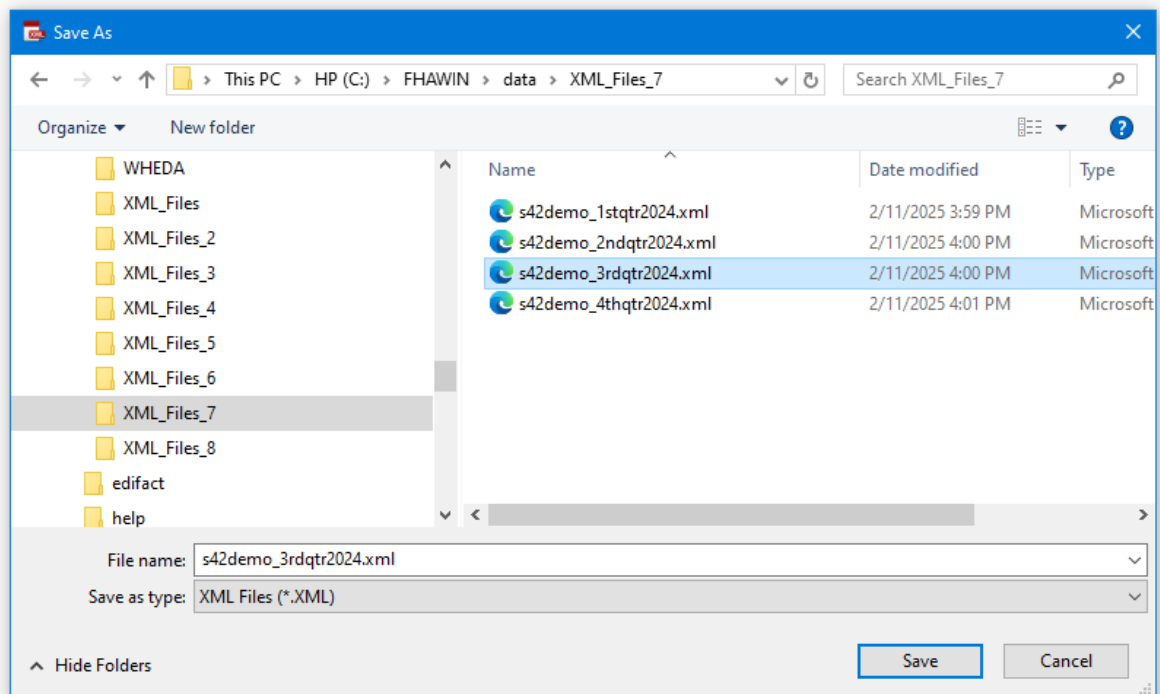
### Cancel

Click-on the **Cancel** button to exit out of this process.



### 10.18.5 Copy an XML File

To *Copy* an existing XML file to memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard *Save As* window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.  
Click-on **Save** to copy the XML file to the desired drive &/or folder.  
Click-on **Cancel** to exit out of the *Save As* window.


Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.18.6 View Existing XML File Contents

To *View* information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *LIHTC Data Transfer XML - File Directory* and click-on the **View** button. An *LIHTC Data Transfer XML - View/Edit* window will appear ...

LIHTC Data Transfer Standard XML v7.0 - View/Edit ...

Reporting Period Start Date : 01/01/2024  
Reporting Period Ending Date : 03/31/2024

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_1STQTR2024.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2024	Recertification	526	0
102	SAMUEL JOHNSON	02/01/2024	Recertification	526	0
103	GLORIA REDFEARN	03/01/2024	Recertification	558	0
110	ROBERT HENDRICKSON	01/01/2024	Recertification	836	0

Prev Next 4 of 4 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

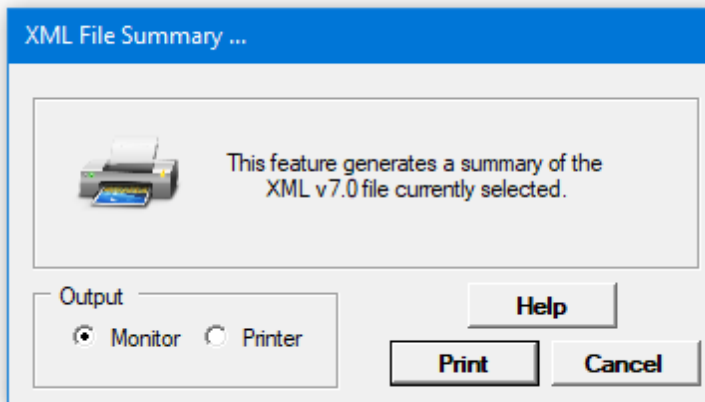
Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...



- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.
- Click-on **Help** to view *Online Help Topics* related to this window.
- Click-on **OK** to continue printing a *XML File Summary*.
- Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The **Edit XML Files** window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *LIHTC Data Transfer XML - View/Edit* window.


## 10.18.7 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *LIHTC Data Transfer XML* Window that is in *Editing Mode* ...

LIHTC Data Transfer Standard XML v7.0 - View/Edit ...

Reporting Period Start Date : 01/01/2024  
Reporting Period Ending Date : 03/31/2024

 This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_1STQTR2024.XML**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH SMITH	01/01/2024	Recertification	526	0
102	SAMUEL JOHNSON	02/01/2024	Recertification	526	0
103	GLORIA REDFEARN	03/01/2024	Recertification	558	0
110	ROBERT HENDRICKSON	01/01/2024	Recertification	836	0

The following options are available when *Editing XML File Information ...*

### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Manual Entry* button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

### View Entry

To View information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A Tenant Data Upload File Details window will appear.

### Save

When done editing *XML File Information*, click-on the **Save** button to save your changes.


### Cancel

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.

## 10.18.8 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

LIHTC Data Transfer Standard XML v7.0 - Tenant Selection ...

 This window displays a list of available tenant changes that exist within the Reporting Period defined.

VILLAGE APARTMENTS - LIHTC

TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
<input checked="" type="checkbox"/> S42	101	SMITH, JOSEPH	01/01/2024	Recert	01/2024
<input checked="" type="checkbox"/> S42	102	JOHNSON, SAMUEL	02/01/2024	Recert	02/2024
<input checked="" type="checkbox"/> S42	103	REDFEARN, GLORIA	03/01/2024	Recert	03/2024
<input checked="" type="checkbox"/> S42	110	HENDRICKSON, ROBERT	01/01/2024	Recert	01/2024

☒ Select All
 ☐ Exclude GRC Events
 ☐ Only Include Annual ReCerts.

Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

**Select All ( checkbox )**

Click-on this checkbox to automatically select all Tenant Change events listed.

**Exclude GRC Events ( checkbox )**

Click-on this checkbox to remove all Gross Rent Change ( GRC ) related Tenant Change events from the selection list.

**Only Include Annual ReCerts.**

Click-on this checkbox to only include Annual Recertifications ( excluding all Interim Certification Tenant Change events ), but will still list all other Tenant Change events such as Move-Ins, Move-Outs and Transfers.

**Select Entry**

To add all selected *Tenant Change Records* from the displayed list, click-on the **Select Entry** button.

**Cancel**

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.18.9 Tenant Entry Details**

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

LIHTC Data Transfer Standard XML v7.0 - View/Edit ...

**Tenant Change Detail**

This window allows the user to view &/or edit tenant change information detail that is part of the XML v7.0 file currently selected.

XML

Tenant Name: **GLORIA REDFEARN**

Unit No.: **103**

Transfer Unit Number:

Transfer Building ID: **1234-5678-90111**

Event Type: **R - Recertification**

Unit Type: **LI - Low Income**

Is this a Self Certification: **No**

Bedroom Size: **1BR** Sq. Ft.: **750**

Is this a Correction: **No**

Program Type: **+ Tax Credit**

Event Date: **03/01/2024**

Household Type: **+ FA**

Original Event Date:

Employment Type: **+ NE**

Correction Effective Date:

All Student Household: **No** - Student Code: **NA - Not Applicable**

Move-In Date: **03/01/2000**

Federal Income Averaging Designation: **0**

Original Move-In Date: **03/01/2000**

LIHTC Qualification Date: **03/01/2000**

Federal Max Eligible Income \$ **28,850.00**

Number of Occupants: **1**

Federal Max Eligible LIHTC Rent \$ **773.00**

Tenant Rent \$ **558.00**

Federal Rental Assistance Amount \$ **0.00** - Source: **Blank**

Utility Allowance \$ **215.00**

Other Subsidy Amount \$ **0.00** - Source:

Non-Optional Charges \$ **0.00**

Total Monthly Rent Assistance \$ **0.00**

Total Asset Cash Value \$ **7,150.00**

Most Restrictive Income Designation % **60**

Total Asset Annual Income \$ **32.50**

Most Restrictive Rent Designation % **60**

Total Wages \$ **0.00**

Most Restrictive Max LIHTC Income \$ **28,850.00**

Total Soc.Sec./Pensions \$ **14,100.00**

Most Restrictive Max LIHTC Rent \$ **773.00**

Total Public Assistance \$ **0.00**

At Most Recent Qualification Date - Household Income \$ **8,500.00** - HH Size: **1**

Total Other Income \$ **0.00**

Most Recent Income Certification - Effective Date: **03/01/2024** - HH Size: **1**

Annual Income \$ **14,132.50**

Project Information

Member Detail

Prev Next Help Save Cancel

The following buttons are provided on the *Tenant Entry Details* window ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Edit

Click-on **Edit** to enable Edit Mode

### Save

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

### Cancel

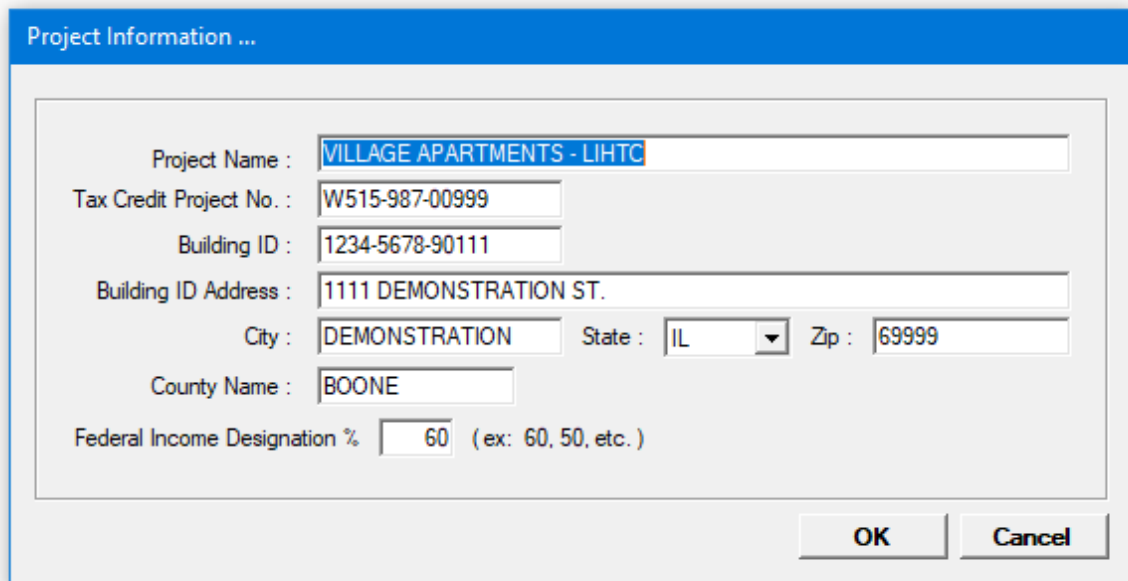
Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

## Tenant Change Details ...

Information displayed in the main *Tenant Change Details* window ( including *Project Information & Member Details* ) comes directly from the *Tenant Income Certification* ( TIC ) database previously recorded. If you have any questions with any of the information displayed or inserted in the XML 7.0 file, refer to form preparation instructions for your State specific TIC or the *Data Transfer Standard Data Dictionary v7.0.pdf* document provided in the **LIHTC > LIHTC Data Transfer Standard XML** menu section.

### Project Information ( Button )

Click-on the *Project Information* button to view &/or edit this information. The *Project Information* window will appear ...



**Project Name** - The full name of the project.

**Tax Credit Project No.** - The designated Project No. for the Building ID selected.

**Building ID Address, City, State, Zip** - The designated address for the Building ID selected.

**Federal Income Designation %** - This is the Federal Project Set-Aside percentage set by project owner(s) for the building as recorded on IRS form 8609 and contained in the transmission file ( normally just entered as 50 or 60 ).

**OK ( Button )** - Click-on the OK button to save & exit the *Project Information* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Project Information* window without saving changes.

### Member Detail ( Button )

Click-on the *Member Detail* button to view &/or edit detail for each member of the household. The *Member Detail* window will appear ...



LIHTC Data Transfer Standard XML v7.0 - Member Detail ...

<b>Member Information</b> First Name : GLORIA MI : K Last Name : REDFEARN Birthdate : 03/15/1980 Age : 43 Sex : F - Female SSN : 4567 Alien Reg. No. : Relationship : H - Head of Household Marital Status : S - Single Race : + W Ethnicity : + N Fulltime Student : No Special Status : + Is Disabled : No	<b>Income Information</b> Income Type : SS - Social Security Verification Source : PV - Benefits Provider Amount \$ : 14,100.00 1 of 1 Prev Income Add Income Next Income Remove
<b>HOME</b> HOME Attending Institute of Higher Learning : No HOME Full or Part-Time Student : HOME Student Code :	<b>Asset Information</b> Asset Type : CSH - Cash Verification Source : ES - Account/Earnings Statement Asset Status : C - Current Cash Value \$ : 650.00 Annual Income \$ : 0.00 1 of 2 Prev Asset Add Asset Next Asset Remove

Add Member Remove Member Help  
 Prev Next Member # 1 of 1

The following information is provided at the *Member Details* window ...

### Member Information

This section displays information for each existing household member.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing member entries.

**Add Member ( Button )** - Click-on the *Add* button to create a new member entry.

**Remove Member ( Button )** - Click-on the *Remove* button to delete the member entry currently displayed, including all existing *Income* and *Asset* entries pertaining to that member.

**Save ( Button )** - Click-on the *Save* button to save & exit the *Member Detail* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Member Detail* window without saving changes.

**Help ( Button )** - Click on the *Help* button to view *Help Topics*.

### Income Information

This section displays information on all *Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing income entries.

**Add Income ( Button )** - Click-on the *Add* button to create a new income entry for the member currently displayed.

**Remove Income (Button )** - Click-on the *Remove* button to delete the income entry currently displayed.

### Asset Information

This section displays information on all *Asset Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing asset entries.

**Add Asset ( Button )** - Click-on the *Add* button to create a new asset entry for the member currently displayed.

**Remove Asset (Button )** - Click-on the *Remove* button to delete the asset entry currently displayed.

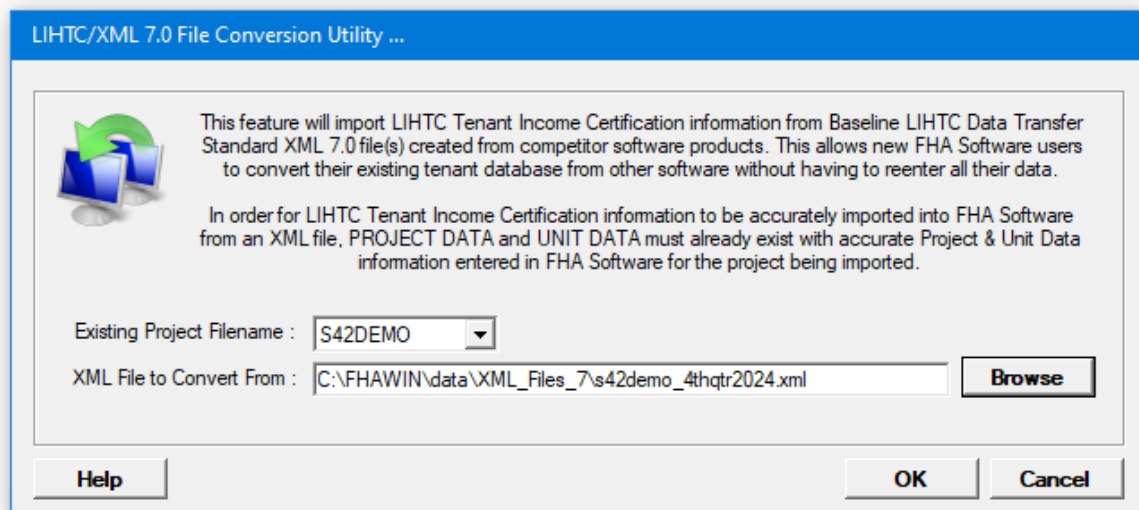
## 10.19 LIHTC/XML 7.0 File Conversion Utility

### Overview

This feature will import Section 42 Tenant Income Certification information from baseline LIHTC Data Transfer Standard XML 7.0 file(s) created from competitor software products. This allows new FHA Software users to convert their existing tenant database without having to reenter all their tenant data.

Note: In order for Section 42 Tenant Income Certification information to be accurately imported into FHA Software from an XML file, *Project Data* and *Unit Data* must already exist with accurate *Project & Unit Data* information entered in FHA Software for the project being imported.

To access the *LIHTC/XML 7.0 File Conversion Utility* window, click-on **LIHTC > LIHTC Data Transfer Standard XML > XML 7.0 > LIHTC/XML 7.0 File Conversion Utility**. The following *LIHTC/XML 7.0 File Conversion Utility* window will appear ...



### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### XML File to Convert From

Click-on the **Browse** button to locate and select the XML 7.0 file to import Section 42 Tenant Income Certifications from.

Note: The *Browse* feature defaults to only looking for files with .XML as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *LIHTC/XML 7.0 File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to start the *LIHTC/XML 7.0 File Conversion Utility* process, based on the information defined above.

Note: This feature will import Section 42 Tenant Income Certifications from the selected XML 7.0 file into both *TC History* and *Unit History*. Section 42 Tenant Income Certifications can be imported from multiple XML 7.0 files.

## 10.20 LIHTC Data Transfer Standard XML 8.0

### 10.20.1 Overview

#### Overview

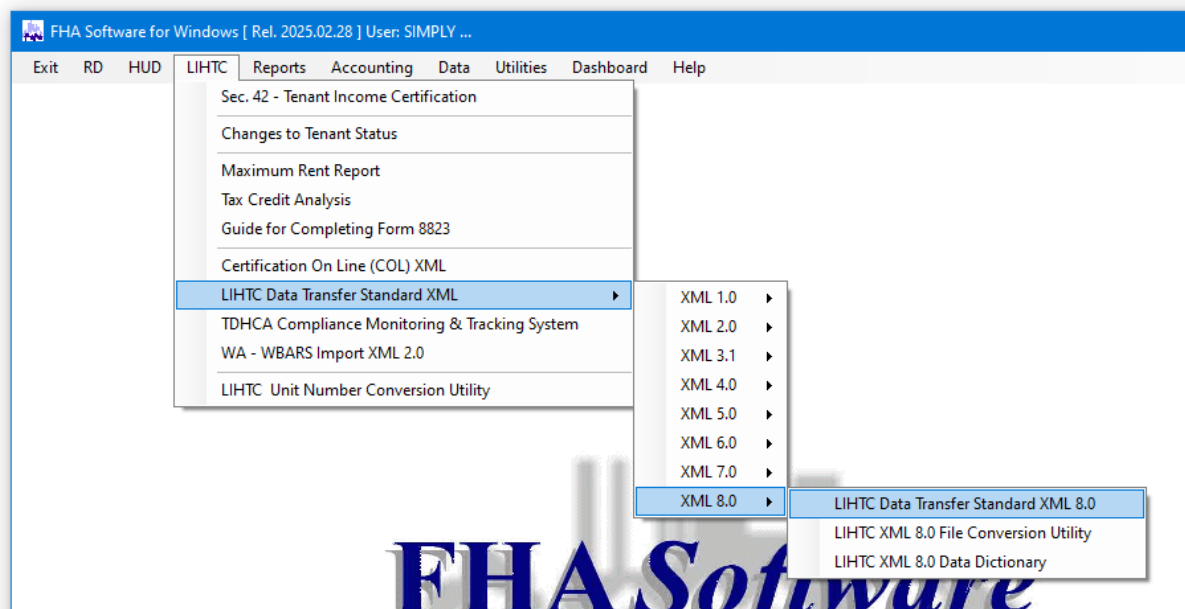
In 2006, State Housing Finance agencies (HFA's), property owners and managers, software providers, and related industry trade associations developed an XML data transfer file standard for compliance reporting for properties participating in the Low Income Housing Tax Credit (LIHTC) program. This XML file standardizes electronic submission compliance of tenant change information to State HFA's nationwide. Most State HFA's will electronically accept this XML 8.0 data transfer file as part of their submission compliance requirements. This built-in feature creates the LIHTC Data Transfer Standard XML 8.0 file using tenant change information maintained in FHA Software. Tenant change information can also be manually added to this XML 8.0 file and edited, as well.

Electronic submission of this XML file to your State HFA basically consists of three steps ...

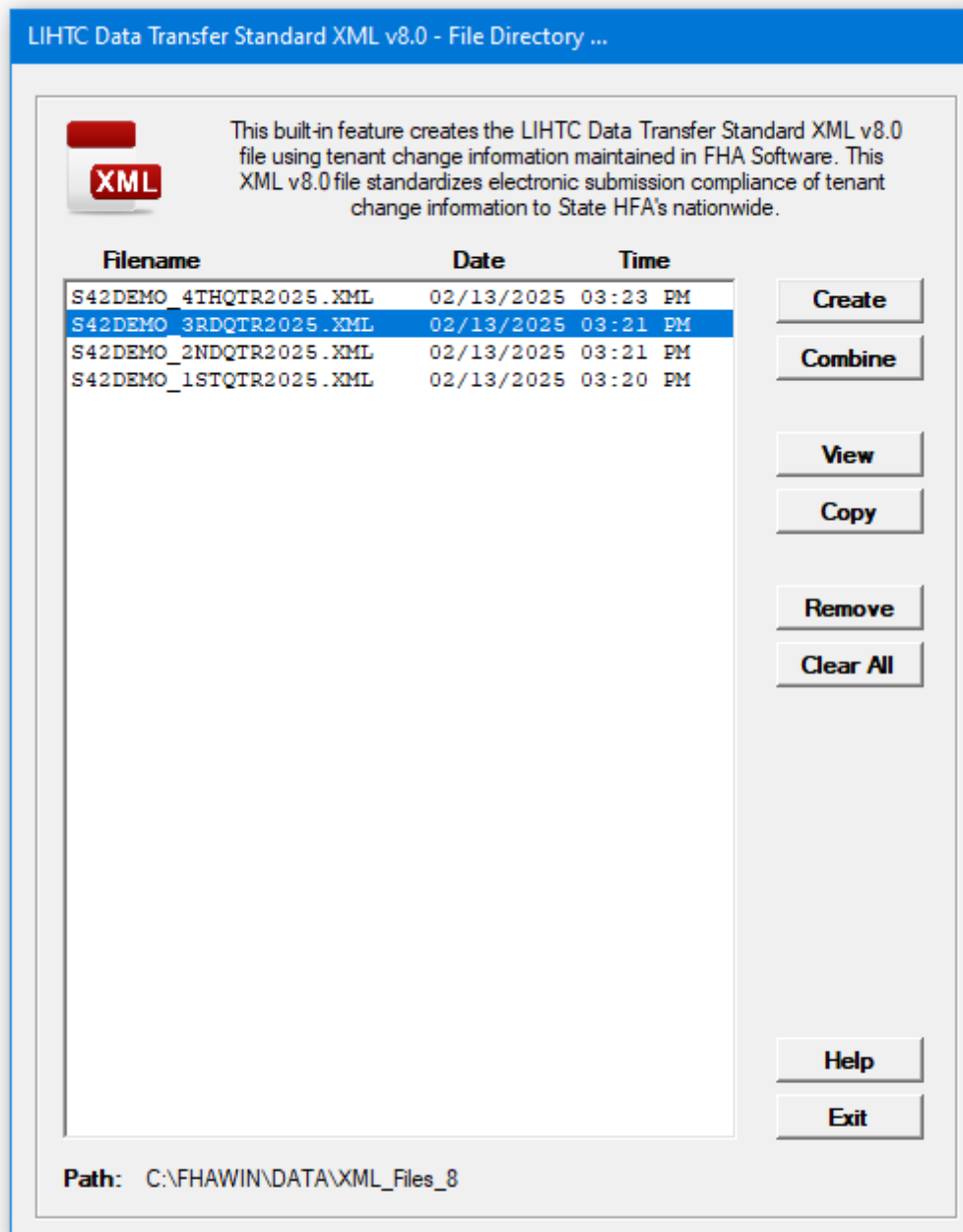
- 1.) Create an XML 8.0 file in FHA Software that contains desired tenant change information
- 2.) Login to the State HFA Compliance website and instruct it to upload your XML 8.0 file
- 3.) Monitor the State HFA Compliance website for XML 8.0 file information acceptance

Refer to your State HFA's Compliance User Manual for assistance with LIHTC Data Transfer Standard XML 8.0 file acceptance and the XML 8.0 file upload process.

### 10.20.2 XML File Directory



In FHA Software, click-on **LIHTC > LIHTC Data Transfer Standard XML > XML 8.0 > LIHTC Data Transfer Standard XML 8.0** to access the *LIHTC Data Transfer Standard XML 8.0 - File Directory* window ...



A list of existing LIHTC Data Transfer Standard XML 8.0 files is displayed in creation date order (newest to oldest). The following options are available at this window ...

**Create**

To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

### Combine

To *Combine* existing XML files into one master XML file, click-on the **Combine** button. A Combine Multiple XML Files window will appear.

### View

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A View Existing XML Files window will appear.

### Copy

To *Copy* an existing XML file to a memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard Save As window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### Remove

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

### Clear All

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### Path

The drive letter & folder where your XML 8.0 files are located (normally C:\FHAWIN\DATA\XML\_Files\_8). The XML\_FILES\_7 folder will always be a subfolder of your FHA Software DATA folder.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Exit


Click-on **Exit** to exit out of the *XML File Directory* window.

## 10.20.3 Create an XML File

This process creates a new LIHTC Data Transfer Standard XML 8.0 file containing tenant changes that will be electronically submitted to State Housing Finance Agencies (HFA's).

While at the **LIHTC Data Transfer Standard XML 8.0 - File Directory** window, click-on the **Create** button. The *LIHTC Data Transfer XML - File Creation* window will appear ...

**LIHTC Data Transfer Standard XML v8.0 - File Creation ...**

 This XML v8.0 file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded by State HFA's nationwide. XML v8.0 files are created on a project-by-project basis.

Select the Project Filename to Use :

Building Identification Number :

Reporting Period Start Date :

Reporting Period Ending Date :

Enter a New XML FILENAME to Create :

**Help** **OK** **Cancel**

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

Note: Only project filenames that have the *Tax Credit Monitoring* feature enabled in *Project Data* will be included in this filename selection list.

#### Building Identification Number

Click the pull down button and select the desired Building ID for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. An LIHTC Data Transfer Standard XML - View window will appear.

### Cancel

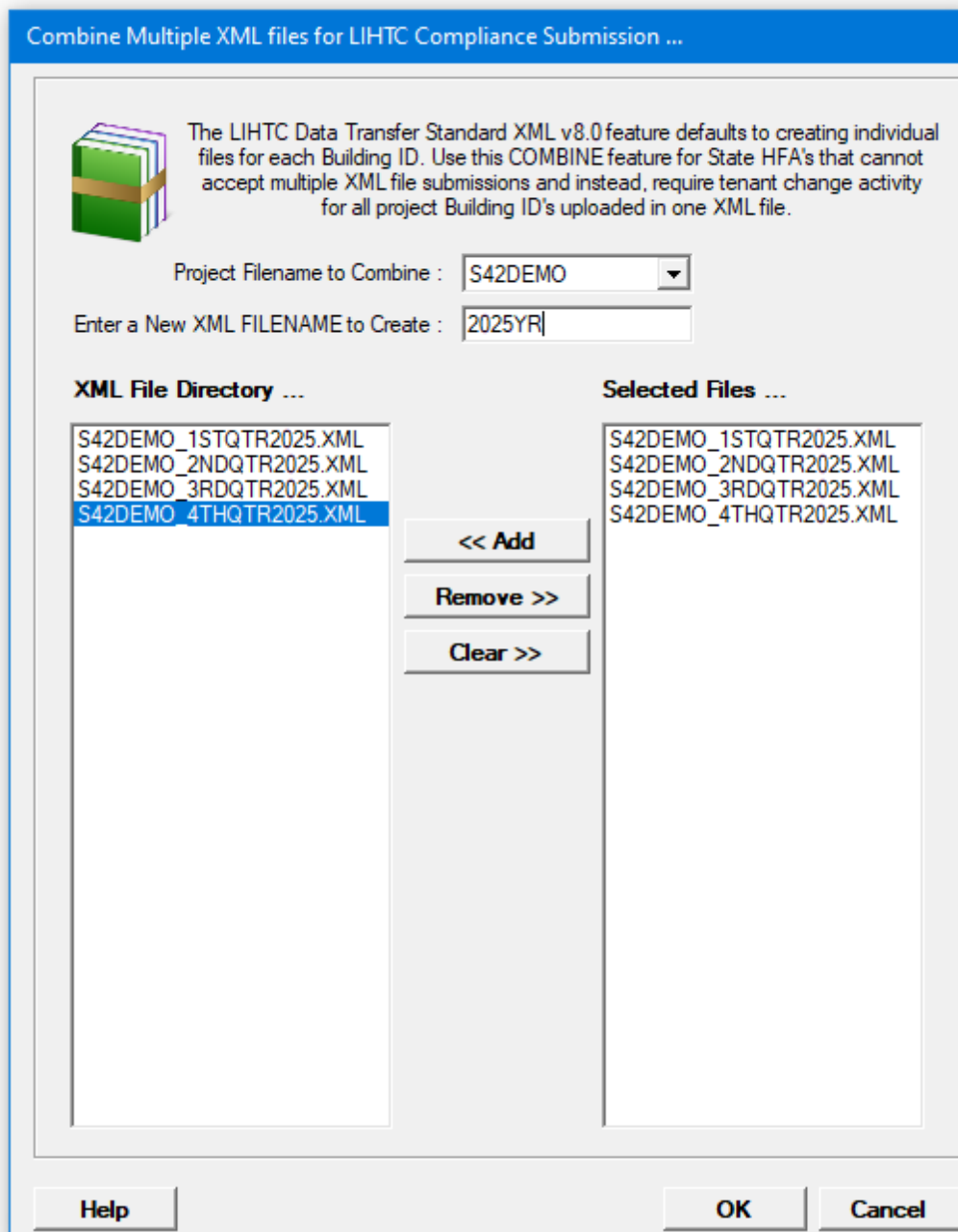
Click-on the **Cancel** button to exit out of the *LIHTC Data Transfer XML - File Creation* window.

## 10.20.4 Combine XML Files

Each XML 8.0 file is created for a specific Building ID. A project with multiple Building ID's would create multiple XML files, one file for each Building ID. Most State HFA's accept multiple XML file submissions. Use this *Combine* feature for State HFA's that cannot accept multiple XML file submissions and instead, require tenant change activity for all project Building ID's uploaded in one XML file submission.

To *Combine* individual Building ID XML files into one master XML file, click-on the **Combine** button. A *Combine Multiple XML Files* window will appear ...





The following options are available at this window ...

### Project Filename

Click the pull down button and select the desired property for which you wish to combine XML files.

### Enter a New XML Data FILENAME to Create

Each new Combined XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that

they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain tenant changes for the year 2013, name that XML file .. 2013. The resulting XML filename will be COMBINED\_2013.XML. If you have multiple projects, you could add the project's filename .. such as VILLAGE to set them apart. The resulting XML filename will then be COMBINED\_VILLAGE.XML.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

### XML File Directory

This section lists all existing XML files for the *Project Filename* selected that are available to combine.

### Selected Files (Out.Box)

This list will display selected XML file names that will be combined into one master XML file.

### Add

To *add* an XML file to the *Selected Files* list, select the desired XML file name listed in the *XML File Directory* and click-on the **Add** button. The name of the selected XML file will be included in the *Selected Files* list.

### Remove

To remove any one XML file from the *Selected Files* list, select the desired XML file and click-on the **Remove** button. The XML file is immediately removed.

### Clear

To remove all existing XML files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to combine all selected XML files into one master XML file.

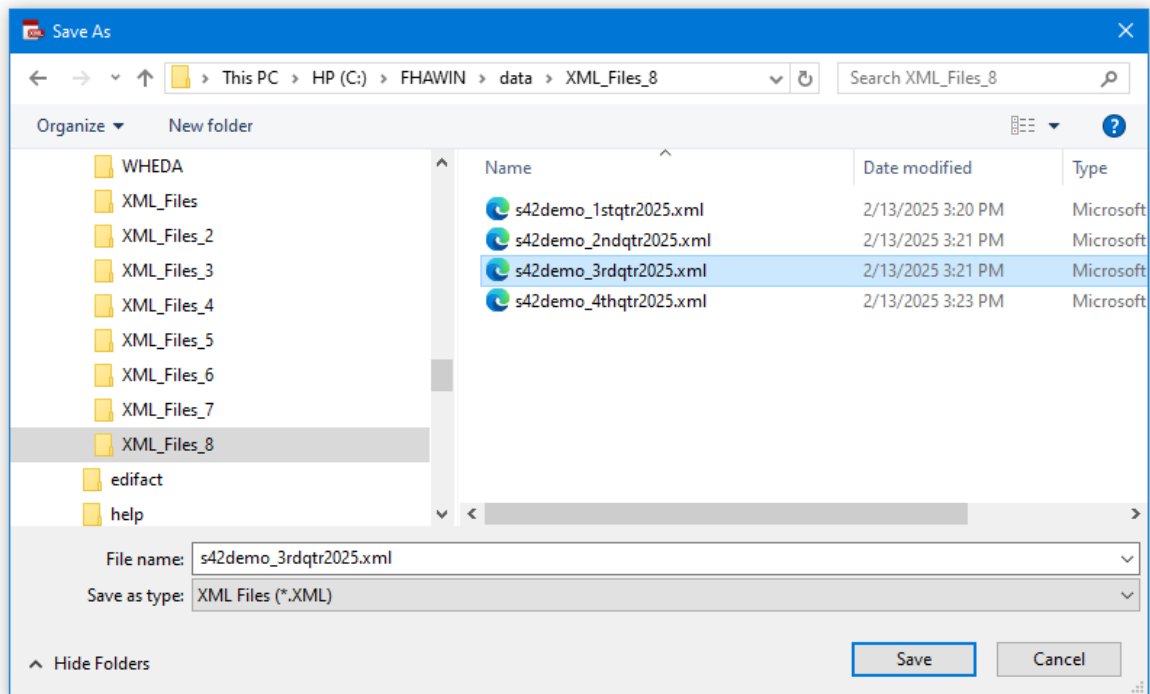
Note: An XML file will be created in the default XML 8.0 file folder path displayed at the bottom of the XML File Directory window. The combined XML filename will consist of COMBINED\_, followed by the XML filename entered and the .XML extension. For example, if you entered "VILLAGE" as the new XML Filename, the combined filename would be "COMBINED\_VILLAGE.XML.

### Cancel

Click-on the **Cancel** button to exit out of this process.

### 10.20.5 Copy an XML File

To *Copy* an existing XML file to memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard *Save As* window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.  
Click-on **Save** to copy the XML file to the desired drive &/or folder.  
Click-on **Cancel** to exit out of the *Save As* window.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.20.6 View Existing XML File Contents

To *View* information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *LIHTC Data Transfer XML - File Directory* and click-on the **View** button. An *LIHTC Data Transfer XML - View/Edit* window will appear ...

LIHTC Data Transfer Standard XML v8.0 - View/Edit ...

Reporting Period Start Date : 04/01/2025  
Reporting Period Ending Date : 06/30/2025

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2NDQTR2025.XML**

This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
104	BRENDA KILGORE	04/01/2025	Recertification	776	0
105	GEORGE JONES	05/01/2025	Recertification	776	0
106	HAROLD DEARBORNE	06/01/2025	Recertification	776	0

Prev Next 3 of 4 Help Print an XML File Summary Edit Exit

A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

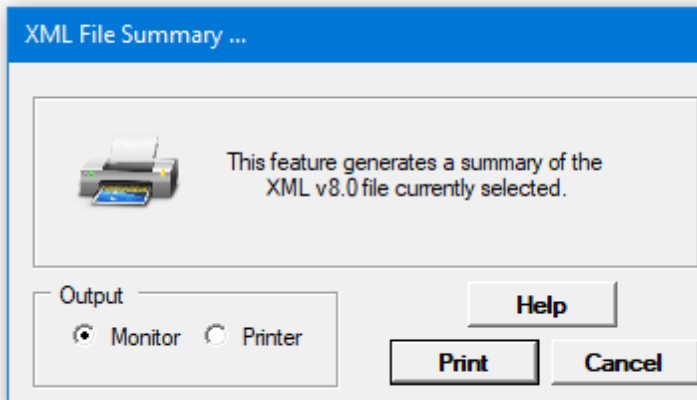
Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...



- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.
- Click-on **Help** to view *Online Help Topics* related to this window.
- Click-on **OK** to continue printing a *XML File Summary*.
- Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The **Edit XML Files** window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *LIHTC Data Transfer XML - View/Edit* window.

## 10.20.7 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *LIHTC Data Transfer XML* Window that is in *Editing Mode* ...

LIHTC Data Transfer Standard XML v8.0 - View/Edit ...

Reporting Period Start Date : 04/01/2025  
Reporting Period Ending Date : 06/30/2025

**VILLAGE APARTMENTS - LIHTC  
S42DEMO\_2NDQTR2025.XML**

This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
104	BRENDA KILGORE	04/01/2025	Recertification	776	0
105	GEORGE JONES	05/01/2025	Recertification	776	0
106	HAROLD DEARBORNE	06/01/2025	Recertification	776	0

The following options are available when *Editing XML File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Manual Entry** button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Tenant Selection** button. An *Add - Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Data Upload File Details* window will appear.

**Save**

When done editing *XML File Information*, click-on the **Save** button to save your changes.

**Cancel**

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.

**10.20.8 Tenant Selection**

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

LIHTC Data Transfer Standard XML v8.0 - Tenant Selection ...

**XML** This window displays a list of available tenant changes that exist within the Reporting Period defined.

**VILLAGE APARTMENTS - LIHTC**

TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
✓ S42	104	KILGORE, BRENDA	04/01/2025	Recert	04/2025
✓ S42	105	JONES, GEORGE	05/01/2025	Recert	05/2025
✓ S42	106	DEARBORNE, HAROLD	06/01/2025	Recert	06/2025

Help ☒ Select All ☐ Exclude GRC Events ☐ Only Include Annual ReCerts. Select Entry Cancel

Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

**Select All ( checkbox )**

Click-on this checkbox to automatically select all Tenant Change events listed.

**Exclude GRC Events ( checkbox )**

Click-on this checkbox to remove all Gross Rent Change ( GRC ) related Tenant Change events from the selection list.

**Only Include Annual ReCerts.**

Click-on this checkbox to only include Annual Recertifications ( excluding all Interim Certification Tenant Change events ), but will still list all other Tenant Change events such as Move-Ins, Move-Outs and Transfers.

**Select Entry**

To add all selected *Tenant Change Records* from the displayed list, click-on the **Select Entry** button.

**Cancel**

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.20.9 Tenant Entry Details**

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.



LIHTC Data Transfer Standard XML v8.0 - View/Edit ...

**Tenant Change Detail**

This window allows the user to view &/or edit tenant change information detail that is part of the XML v8.0 file currently selected.

Unit No.:

Transfer Unit Number:

Transfer Building ID:

Tenant Name: **GLORIA REDFEARN**

Event Type:

Unit Type:

Use HOTMA Rules:

Is this a Self Certification:

Bedroom Size:  Sq. Ft.:

Is this a Correction:

Program Type:

Household Type:

Employment Type:

Imputed Asset Threshold \$:

Event Date:

Dependent Deduction \$:

Original Event Date:

Passbook Savings Rate %:

Correction Effective Date:

All Student Household:  - Student Code:

Move-In Date:

Federal Income Averaging Designation:

Original Move-In Date:

LIHTC Qualification Date:

Federal Max Eligible Income \$:

Federal Max Eligible LIHTC Rent \$:

Number of Occupants:

Federal Rental Assistance Amount \$:  - Source:

Tenant Rent \$:

Other Subsidy Amount \$:  - Source:

Utility Allowance \$:

Total Monthly Rent Assistance \$:

Non-Optional Charges \$:

Total Asset Cash Value \$:

Most Restrictive Income Designation %:

Total Asset Annual Income \$:

Most Restrictive Rent Designation %:

Total Wages \$:

Most Restrictive Max LIHTC Income \$:

Total Soc.Sec./Pensions \$:

Most Restrictive Max LIHTC Rent \$:

Total Public Assistance \$:

Total Other Income \$:

At Most Recent Qualification Date - Household Income \$:  - HH Size:

Annual Income \$:

Most Recent Income Certification - Effective Date:  - HH Size:

Project Information

Member Detail

Prev Next Help Save Cancel

The following buttons are provided on the *Tenant Entry Details* window ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Edit

Click-on **Edit** to enable Edit Mode

### Save

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

### Cancel

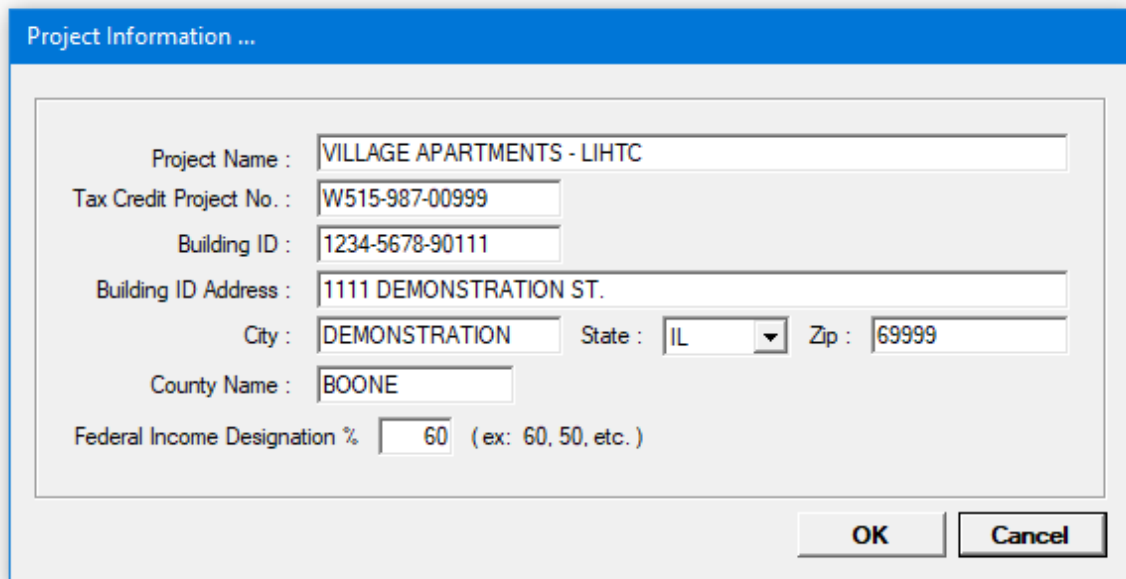
Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

## Tenant Change Details ...

Information displayed in the main *Tenant Change Details* window ( including *Project Information & Member Details* ) comes directly from the *Tenant Income Certification* ( TIC ) database previously recorded. If you have any questions with any of the information displayed or inserted in the XML 7.0 file, refer to form preparation instructions for your State specific TIC or the *Data Transfer Standard Data Dictionary v7.0.pdf* document provided in the **LIHTC > LIHTC Data Transfer Standard XML** menu section.

### Project Information ( Button )

Click-on the *Project Information* button to view &/or edit this information. The *Project Information* window will appear ...



**Project Name** - The full name of the project.

**Tax Credit Project No.** - The designated Project No. for the Building ID selected.

**Building ID Address, City, State, Zip** - The designated address for the Building ID selected.

**Federal Income Designation %** - This is the Federal Project Set-Aside percentage set by project owner(s) for the building as recorded on IRS form 8609 and contained in the transmission file ( normally just entered as 50 or 60 ).

**OK ( Button )** - Click-on the OK button to save & exit the *Project Information* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Project Information* window without saving changes.

### Member Detail ( Button )

Click-on the *Member Detail* button to view &/or edit detail for each member of the household. The *Member Detail* window will appear ...

LIHTC Data Transfer Standard XML v8.0 - Member Detail ...

<b>Member Information</b> First Name : GLORIA MI : K Last Name : REDFEARN Birthdate : 03/15/1980 Age : 44 Sex : F - Female SSN : 4567 Alien Reg. No. : Relationship : H - Head of Household Marital Status : S - Single Race : + W Ethnicity : + N Fulltime Student : No Special Status : + Is Disabled : No  <b>HOME</b> HOME Attending Institute of Higher Learning : No HOME Full or Part-Time Student : HOME Student Code :	<b>Income Information</b> Income Type : SS - Social Security Verification Source : PV - Benefits Provider Amount \$ : 15,100.00 1 of 1 Prev Income   Add Income Next Income   Remove
	<b>Asset Information</b> Asset Type : CSH - Cash Verification Source : ES - Account/Earnings Statement Asset Status : C - Current Asset Code : O - Other Real Property Asset income Type : A - Actual Cash Value \$ : 650.00 Annual Income \$ : 0.00 Date Divested : 1 of 2 Prev Asset   Add Asset Next Asset   Remove

Prev   Next   Member # 1 of 1   Add Member   Help  
 Remove Member   Save   Cancel

The following information is provided at the *Member Details* window ...

### Member Information

This section displays information for each existing household member.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing member entries.

**Add Member ( Button )** - Click-on the *Add* button to create a new member entry.

**Remove Member ( Button )** - Click-on the *Remove* button to delete the member entry currently displayed, including all existing *Income* and *Asset* entries pertaining to that member.

**Save ( Button )** - Click-on the *Save* button to save & exit the *Member Detail* window.

**Cancel ( Button )** - Click-on the *Cancel* button to exit the *Member Detail* window without saving changes.

**Help ( Button )** - Click on the *Help* button to view *Help Topics*.

### Income Information

This section displays information on all *Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing income entries.

**Add Income ( Button )** - Click-on the *Add* button to create a new income entry for the member currently displayed.

**Remove Income (Button )** - Click-on the *Remove* button to delete the income entry currently displayed.

### Asset Information

This section displays information on all *Asset Income Sources* that pertain to the member currently selected.

**Prev/Next ( Button )** - Click-on the *Prev* & *Next* buttons to scroll through the list of existing asset entries.

**Add Asset ( Button )** - Click-on the *Add* button to create a new asset entry for the member currently displayed.

**Remove Asset (Button )** - Click-on the *Remove* button to delete the asset entry currently displayed.

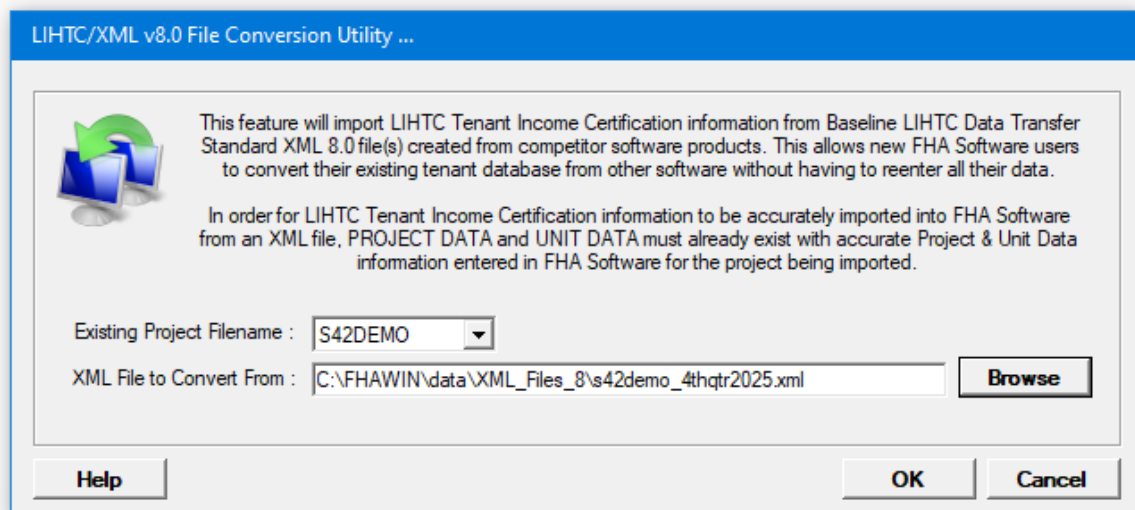
## 10.21 LIHTC/XML 8.0 File Conversion Utility

### Overview

This feature will import Section 42 Tenant Income Certification information from baseline LIHTC Data Transfer Standard XML 8.0 file(s) created from competitor software products. This allows new FHA Software users to convert their existing tenant database without having to reenter all their tenant data.

Note: In order for Section 42 Tenant Income Certification information to be accurately imported into FHA Software from an XML file, *Project Data* and *Unit Data* must already exist with accurate *Project* & *Unit Data* information entered in FHA Software for the project being imported.

To access the *LIHTC/XML 8.0 File Conversion Utility* window, click-on **LIHTC > LIHTC Data Transfer Standard XML > XML 8.0 > LIHTC/XML 8.0 File Conversion Utility**. The following *LIHTC/XML 8.0 File Conversion Utility* window will appear ...



### Existing Project Filename

Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: If your project's filename is not listed, it has not yet been created in FHA Software.

### XML File to Convert From

Click-on the **Browse** button to locate and select the XML 8.0 file to import Section 42 Tenant Income Certifications from.

Note: The *Browse* feature defaults to only looking for files with .XML as the file extension.

### Cancel

Click-on **Cancel** to exit out of the *LIHTC/XML 8.0 File Conversion Utility* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to start the *LIHTC/XML 8.0 File Conversion Utility* process, based on the information defined above.

Note: This feature will import Section 42 Tenant Income Certifications from the selected XML 8.0 file into both *TC History* and *Unit History*. Section 42 Tenant Income Certifications can be imported from multiple XML 8.0 files.

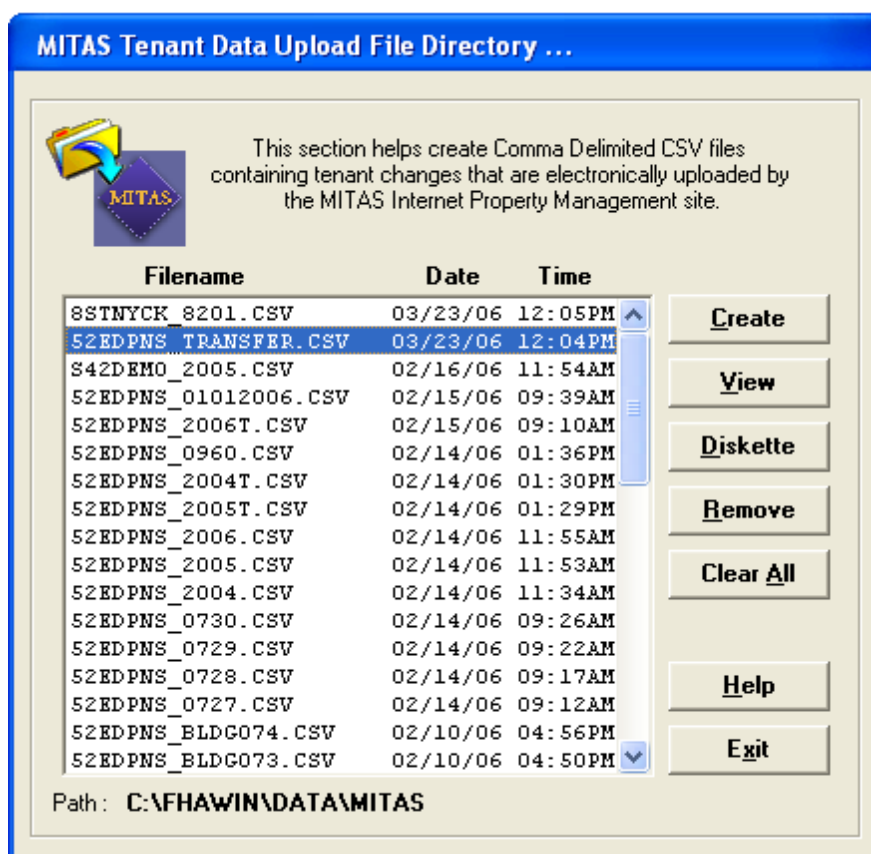
## 10.22 MITAS Tenant Data Upload

### 10.22.1 Overview

### Overview

If you manage LIHTC projects in the State of Michigan or Kansas, Tenant Change information, maintained in FHA Software, can be electronically uploaded directly to the MITAS Internet Property Management Site.

Click-on **LIHTC > MITAS Tenant Data Upload** to access the *MITAS Tenant Data Upload File Directory* window ...



A list of existing MITAS Tenant Upload CSV files is displayed in creation date order (newest to oldest). The following options are available at this window ...

#### Create

To **Create** a new CSV File, click-on the **Create** button. A Create a new CSV File Creation Process window will appear.

#### View

To *View* an existing CSV file, click-on the **Filename** of the desired CSV *file* from the list and click-on the **View** button. A View Existing CSV Files window will appear.

#### Diskette

To *Copy* an existing CSV file to a floppy diskette, click-on the **Filename** of the desired CSV file from the list and click-on the **Diskette** button. A Copy CSV File to Floppy Diskette window will appear.

#### Remove

To *Remove* an existing CSV file from the *CSV File Directory*, click-on the **Filename** of the desired CSV file from the list, click-on the **Remove** button and then **Yes**. The selected CSV file will be immediately removed from the list.

#### Clear All

To *Clear All* existing CSV files from the *CSV File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all CSV files will be immediately removed from the list.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

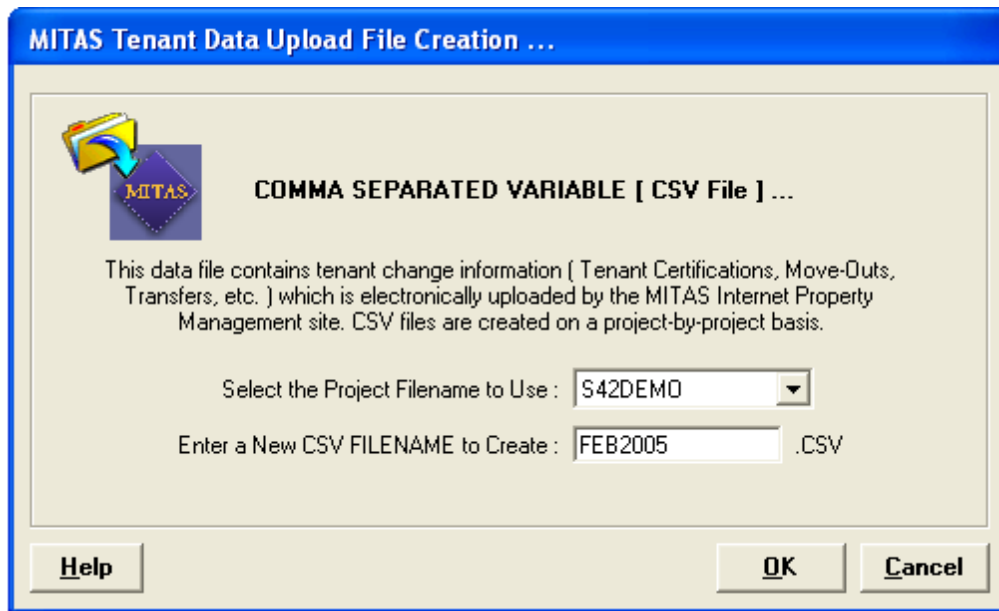
#### Exit

Click-on **Exit** to exit out of the *CSV File Directory* window.

### 10.22.2 File Creation

This process creates a new CSV file containing tenant changes that are electronically submitted each month to the MITAS Internet Property Management Site.

Click-on **LIHTC > MITAS Tenant Data Upload** to access the *CSV File Directory* window. Click-on the **Create** button to view the initial *CSV File Creation Process* window which asks for a new *Filename* to create ...



The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button to view a list of available project filenames and click-on the desired property for which you wish to create a new CSV file.

#### Enter a New CSV Data FILENAME to Create

Each new CSV file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the CSV file you are creating will contain December 2000 tenant changes, name that CSV file .. DEC\_00. When creating a CSV file that will contain your January 2001 tenant changes, name that CSV file .. JAN\_01, and so on. If this will be the second CSV file you've created for January 2001, then name that CSV file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Due to MITAS filename restrictions, your CSV file filename can only consist of letters, numbers, an underline or a dash, and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .CSV ] will automatically be added to your filename making actual file labels similar to OAK\_0100.CSV, GRN\_12-00.CSV, VLLG\_1101.CSV, etc..

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### OK

To continue with the *CSV File Creation Process* for the *CSV Filename* currently entered, click-on the **OK** button. An MITAS Tenant Data Upload File View/Edit window will appear.




**Cancel**

Click-on the **Cancel** button to exit out of the *CSV File Creation Process*.

**10.22.3 View**

To *View* information in an existing CSV file, click-on the **Filename** of the desired CSV file from the *CSV File Directory* and click-on the **View** button. A *View/Edit CSV Files* window will appear ...

**MITAS Tenant Data Upload File View/Edit ...**

 This window allows the user to view, add &/or edit tenant changes that are included in the CSV file currently selected.

**VILLAGE APARTMENTS - LIHTC**  
**S42DEMO\_2005.CSV**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	SMITH, JOSEPH	01/01/2005	Annual Recert.	300	0
102	JOHNSON, SAMUEL	02/01/2005	Annual Recert.	300	0
103	REDFEARN, GLORIA	03/01/2005	Annual Recert.	326	0
104	KILGORE, BRENDA	04/01/2005	Annual Recert.	326	0
105	JONES, GEORGE	05/01/2005	Annual Recert.	326	0
106	DEARBORNE, HAROLD	06/01/2005	Annual Recert.	326	0
107	FREDERICK, LARRY	07/01/2005	Annual Recert.	422	0
108	MOUNDS, CAROL	12/01/2005	Annual Recert.	422	0
109	HOPPS, KENNETH	12/01/2005	Annual Recert.	511	0
111	BRAND, ALICE	12/01/2005	Annual Recert.	577	0
112	SPOTTS, ROGER	12/01/2005	Annual Recert.	577	0

Prev Next 3 of 45 Help Print a CSV File Summary Edit Cancel

A list of tenant information in the CSV selected is displayed. The following options are available at this window ...

**Prev/Next**

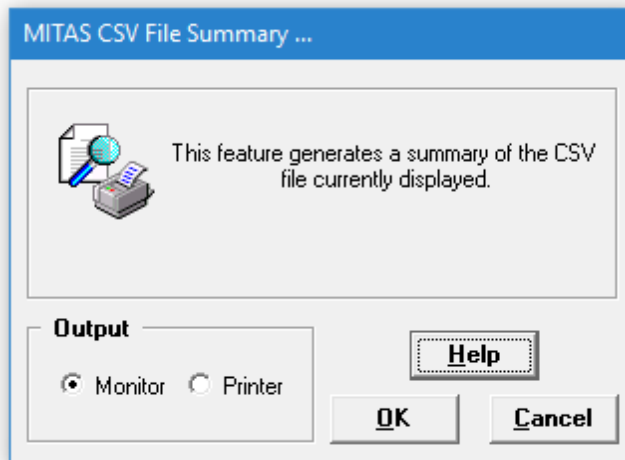
Click-on **Prev/Next** to move backward and forward through the list of existing CSV Files.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**Print a CSV File Summary**

This report provides a printed summary of *Tenant Change Records* included in the CSV file currently selected. To print a *CSV File Summary*, click-on the **Print a CSV File Summary** button. A print setup window will appear ...



Bullet the **Monitor** item to display report on the screen.  
Bullet the **Printer** item to generate report at the defaulted Windows printer.  
Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing a *CSV File Summary*.  
Click-on **Cancel** to exit out of the print option.

### Edit

To edit *CSV File Information* currently displayed, click-on the **Edit** button. The *View CSV Files* window is placed in Edit Mode.

### Cancel


Click-on **Cancel** to exit out of *View/Edit CSV Files* window.

## 10.22.4 Edit

When in *Editing Mode*, the user has full access and control to modify any data entry field in the CSV File. To edit *CSV File Information* currently displayed, click-on the **Edit** button.

Below is a *MITAS Tenant Upload CSV File* Window that is in *Editing Mode* ...

**MITAS Tenant Data Upload File View/Edit ...**

 This window allows the user to view, add &/or edit tenant changes that are included in the CSV file currently selected.

**VILLAGE APARTMENTS - LIHTC**  
**S42DEMO\_2005.CSV**

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	SMITH, JOSEPH	01/01/2005	Annual Recert.	300	0
102	JOHNSON, SAMUEL	02/01/2005	Annual Recert.	300	0
103	REDFEARN, GLORIA	03/01/2005	Annual Recert.	326	0
104	KILGORE, BRENDA	04/01/2005	Annual Recert.	326	0
105	JONES, GEORGE	05/01/2005	Annual Recert.	326	0
106	DEARBORNE, HAROLD	06/01/2005	Annual Recert.	326	0
107	FREDERICK, LARRY	07/01/2005	Annual Recert.	422	0
108	MOUNDS, CAROL	12/01/2005	Annual Recert.	422	0
109	HOPPS, KENNETH	12/01/2005	Annual Recert.	511	0
111	BRAND, ALICE	12/01/2005	Annual Recert.	577	0
112	SPOTTS, ROGER	12/01/2005	Annual Recert.	577	0

The following options are available when *Editing CSV File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *CSV File* currently selected, click-on the **Add - Manual Entry** button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *CSV File* currently selected, click-on the **Add - Tenant Selection** button. An *Add - Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To View information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Data Upload File Details* window will appear.

#### Save

When done editing *CSV File Information*, click-on the **Save** button to save your changes.

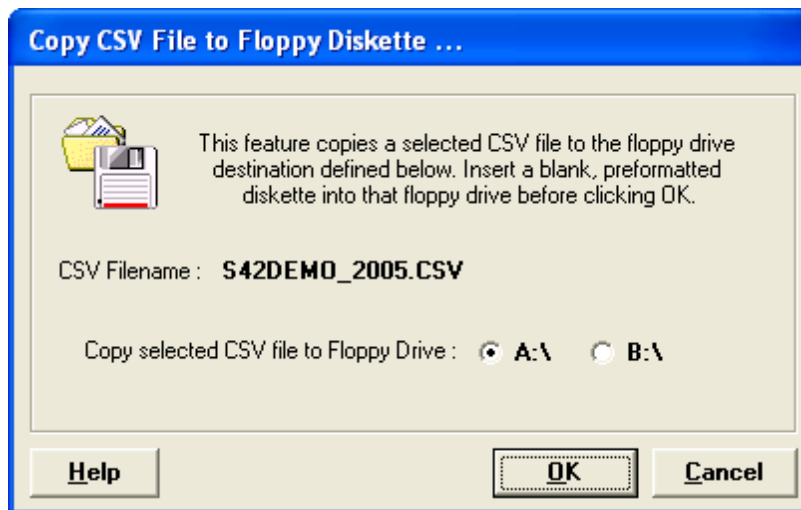
#### Cancel

To exit editing *CSV File Information* without saving changes, click-on the **Cancel** button.

### 10.22.5 Copy to Diskette

This feature copies an existing CSV file to a Floppy Diskette.

To *Copy* an existing CSV file to a floppy diskette, click-on the **Filename** of the desired CSV file from the list and click-on the **Diskette** button. A *Copy CSV File to Floppy Diskette* window will appear.



The following options are available at this window ...

#### CSV Filename

This item displays the full name of the CSV file that was selected to be copied.

Note: This is for information only and cannot be changed at this window. If the filename is incorrect, click **Cancel** and reselect the proper CSV file from the CSV File Directory list before clicking on the **Diskette** button.

#### Copy CSV file to Floppy Drive

Click-on a bullet for the desired Floppy Drive letter destination ( **A:\** or **B:\** ).

Note: The default Floppy Drive letter destination will always be **A:\** which will be used in most all computer systems.

#### OK

To proceed with the *Copy CSV File to Floppy Drive* process for the *CSV File* and *Floppy Drive Letter Destination* defined above, click-on the **OK** button.

Note: Insert a blank, preformatted diskette into the destination Floppy Drive before clicking on the **OK** button.

#### Cancel

Click-on the **Cancel** button to exit out of this process.

### 10.22.6 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *CSV File* currently selected, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.

**Add - Tenant Selection ...**

Project : **VILLAGE APARTMENTS - MSHDA LIHTC** Effective Year : **2005** ▼

TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
S42	101	SMITH, JOSEPH	01/01/2005	Recert	01/2005
S42	102	JOHNSON, SAMUEL	02/01/2005	Recert	02/2005
S42	103	REDFEARN, GLORIA	03/01/2005	Recert	03/2005
S42	104	KILGORE, BRENDA	04/01/2005	Recert	04/2005
S42	105	JONES, GEORGE	05/01/2005	Recert	05/2005
S42	106	DEARBORNE, HAROLD	06/01/2005	Recert	06/2005
S42	107	FREDERICK, LARRY	07/01/2005	Recert	07/2005
S42	108	MOUNDS, CAROL	12/01/2005	Recert	12/2005
S42	109	HOPPS, KENNETH	12/01/2005	Recert	12/2005
S42	111	BRAND, ALICE	12/01/2005	Recert	12/2005
S42	112	SPOTTS, ROGER	12/01/2005	Recert	12/2005

Sort List by ... ☒ Unit No. ☐ Effective Date ☐ Report Month

**Automated Monthly Selection**

Select Entry Cancel Include All Help

The following options are available at this window ...

#### Effective Year

The *Tenant Selection* window displays all *Tenant Change Entries* that were effective in the *Effective Year* currently selected. The current year is selected as default. Click-on the pull down list to select any desired year.

#### Sort List By ...

Select **Unit No.** to sort the Tenant Change List displayed by Unit Number (Defaulted Sort).  
 Select **Effective Date** to sort the Tenant Change List displayed by Action Effective Date.  
 Select **Report Month** to sort the Tenant Change List displayed by Report Month (*HUD Voucher Date*, *RD Worksheet Date* or *LIHTC Compliance Date*, when applicable).

#### Automated Monthly Selection

Click-on the **Automated Monthly Selection** button to view and select *Tenant Change Entries* for specific months. An *Automated Monthly Selection* window will appear.

#### Select Entry

To add one *Tenant Change Record* from the displayed list, click-on the desired *Tenant Change Entry* line and click-on the **Select Entry** button.

#### Include All

Click-on the **Include All** button to include all *Tenant Change Records* from the list displayed in the CSV file being edited for the *Effective Year* currently selected.

#### Cancel

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

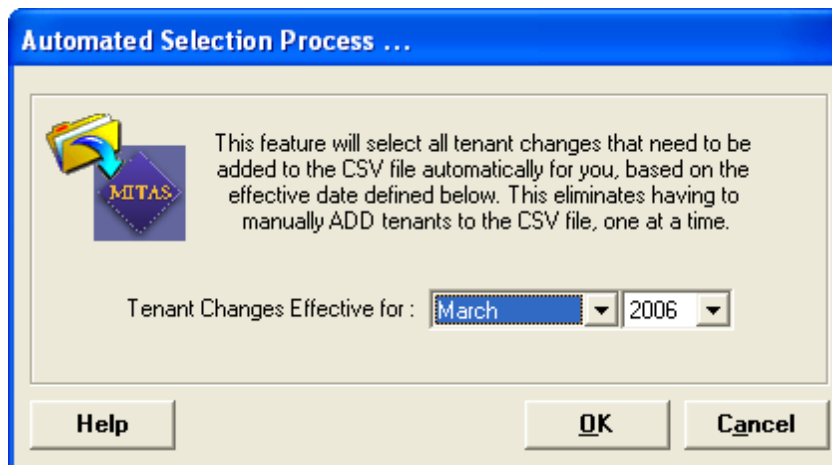
#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### 10.22.7 Auto Select

Based on *Effective Dates* embedded within each *Tenant Change* processed throughout FHA Software, this feature can automatically add applicable *Tenant Changes* to a CSV file for you in one quick and easy step.

Click-on the **Automated Monthly Selection** button and an *Automated Monthly Selection* window will appear.



The following options are available at this window ...

#### Tenant Changes Effective for

This process will search all existing *Tenant Change Records* for *Effective Dates* that match the *Month & Year* defined above and include those changes in the CSV file being created. Use the pull down

selection lists to select the *Month & Year of Tenant Changes* to automatically include in the CSV file being created.

**OK**

To proceed with the *Automated Monthly Selection* process for the *Effective Date* defined above, click-on the **OK** button. The **Editing CSV File Information** window will appear with the results of this process.

**Cancel**


Click-on the **Cancel** button to return to the *Editing CSV File Information* window without running this process.

## 10.22.8 Details

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Data Upload File Details* window will appear.

**MITAS Tenant Data Upload File Details ...**

**Tenant Information**

 This window allows the user to view &/or edit tenant information detail that is electronically submitted using the MITAS Tenant Data Upload File feature.

Unit : 106  
 Building : 1234-5678-90111  
 Unit Type : 2 - Market Rate Unit

Tenant Name : DEARBORNE, HAROLD  
 Tenant SSN : 213894568 ( no dashes )  
 Tenant Date of Birth : 12/15/1958  
 Student Status : 1 - Not a Student  
 Race : 1 - White  
 Hispanic Flag : No  
 Income Source : 4 - General Assistance  
 Assistance Type : 0 - None  
 Over Income Tenant : No  
 Live In Aid : No  
 Temp Abs Household : No  
 Homeless : No  
 Special Needs Tenant : No  
 Handicapped : No

Move In Date : 06/01/1989  
 Effective Date : 06/01/2005  
 Transaction Type : 5 - Annual  
 Next Recertification Date : 06/01/2006  
 Move Out Date :  
 Number of Family Members : 2  
 Number of Children : 0  
 Tenant Income \$ : 4,200  
 Contract Rent \$ : 456  
 Utility Allowance \$ : 205  
 Gross Rent \$ : 531  
 Total Tenant Payment \$ : 0  
 Tenant Rent \$ : 326  
 Assistance Payment \$ : 0

**Member Detail**

**Prev** **Next** **1 of 1** **Help** **Edit** **Cancel**

**View Mode** - The following buttons, located at the bottom of this window, are provided when viewing *Tenant Change Entry Details*.

**Prev/Next**

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Change Entries*.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Cancel


Click-on **Cancel** to exit the *Tenant Data Upload File Details* window.

### Edit

Click-on **Edit** to access data entry ability for the *Tenant Change Entry* currently displayed. The *Tenant Data Upload File Details* window is then placed in *Editing Mode* ...

**MITAS Tenant Data Upload File Details ...**

**Tenant Information**

 This window allows the user to view &/or edit tenant information detail that is electronically submitted using the MITAS Tenant Data Upload File feature.

Unit : 106  
 Building : 1234-5678-90111  
 Unit Type : 2 - Market Rate Unit ▼

Tenant Name : DEARBORNE, HAROLD  
 Tenant SSN : 213894568 (no dashes)  
 Tenant Date of Birth : 12/15/1958  
 Student Status : 1 - Not a Student ▼  
 Race : 1 - White ▼  
 Hispanic Flag : No ▼  
 Income Source : 4 - General Assistance ▼  
 Assistance Type : 0 - None ▼  
 Over Income Tenant : No ▼  
 Live In Aid : No ▼  
 Temp Abs Household : No ▼  
 Homeless : No ▼  
 Special Needs Tenant : No ▼  
 Handicapped : No ▼

Move In Date : 06/01/1989  
 Effective Date : 06/01/2005  
 Transaction Type : 5 - Annual ▼  
 Next Recertification Date : 06/01/2006  
 Move Out Date :  
 Number of Family Members : 2  
 Number of Children : 0  
 Tenant Income \$ : 4,200  
 Contract Rent \$ : 456  
 Utility Allowance \$ : 205  
 Gross Rent \$ : 531  
 Total Tenant Payment \$ : 0  
 Tenant Rent \$ : 326  
 Assistance Payment \$ : 0

**Member Detail**

Prev Next 1 of 1 Help Save Cancel

**Edit Mode** - The following buttons, located at the bottom of this window, are provided when Editing *Tenant Change Entry Details*.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Save



When done editing *Tenant Data Upload File Details*, click-on the **Save** button to save your changes.

### Cancel

Click-on **Cancel** to exit editing the *Tenant Data Upload File Details* window.

## Tenant Data Upload File - Data Entry Details ...

**Unit** - Unit Number (10 characters or less). Must match the Unit Number established in the MITAS System.

**Building** - Building ID (20 characters or less) that was assigned by the State HFA. Must match the Building ID established in the MITAS System.

**Unit Type** - Describes the type of unit. Selections provided.

**Tenant Name** - Head tenant's full name (entered as LAST, FIRST MI). Middle initial is optional.

**Tenant SSN** - Head tenant's Social Security Number (entered without dashes).

**Tenant Date of Birth** - Head tenant's date of birth (entered in MMDDYYYY format).

**Student Status** - Head tenant's student status. Selections provided.

**Race** - Head tenant's Race. Selections provided.

**Hispanic Flag** - Is Head Tenant Hispanic? Yes or No selections provided.

**Income Source** - Main source of household income. Selections provided.

**Assistance Type** - Type of rental assistance tenant is getting, if applicable. Selections provided.

**Over Income Tenant** - Is tenant over income? Yes or No selections provided.

**Live In Aid** - Does household have a Live In occupant? Yes or No selections provided.

**Temp Abs Household** - Is tenant temporarily absent from unit? Yes or No selections provided.

**Homeless** - Was tenant previously homeless? Yes or No selections provided.

**Special needs Tenant** - Does tenant have special needs? Yes or No selections provided.

**Handicapped** - Is tenant handicapped? Yes or No selections provided.

**Move In Date** - Date tenant moved into unit (entered in MMDDYYYY format).

**Effective Date** - Effective Date of transaction (tenant change entry) being submitted (entered in MMDDYYYY format).

**Transaction Type** - The type of action being processed for this tenant change entry. Selections provided.

**Next Recertification Date** - The next scheduled recertification effective date (entered in MMDDYYYY format).

**Move Out Date** - Date tenant moved out of unit (entered in MMDDYYYY format).

**Number of Family Members** - Total number of family members, including Head.

**Number of Children** - Total number of dependent minors.

**Tenant Income** - Total annual household income.

**Contract Rent** - If tenant gets RD Subsidy, Basic Rent + Utility Allowance. If tenant gets HUD Subsidy, Contract Rent + Utility Allowance. If Sec.42 only, Maximum Month Rent + Utility Allowance.

**Utility Allowance** - Utility Allowance for unit size.

**Gross Rent** - Tenant Paid Rent + Utility Allowance.

**Total Tenant Payment** - 30% of tenant's monthly income.

**Tenant Rent** - Tenant Paid Rent.

**Assistance Payment** - Rental Assistance paid by RD, HUD, or PHA.

**Member Detail ( Button )** - Click-on the *Member Detail* button to view &/or edit detail for remaining members of the household (other than HEAD). The *Member Detail* window will appear ...

MITAS Tenant Data Upload File Detail ...

**Member Detail**

	Member Name	Age	Student Status	Relationship to Head
HEAD Tenant :	DEARBORNE, HAROLD	0	1 - Not a Student	HEAD
Member #2 :	DEARBORNE, KEVIN	22	1 - Not a Student	5 - 0 Other Adult/Count Income - 50059
Member #3 :		0		
Member #4 :		0		
Member #5 :		0		
Member #6 :		0		
Member #7 :		0		
Member #8 :		0		
Member #9 :		0		
Member #10 :		0		

OK

Information for up to 10 household members (Member #2 through #10) can be entered at this window. The following information is available at the *Member Detail* window ...

**Member Name** - Household member's full name entered as LAST, FIRST MI. Middle initial is optional.

**Age** - Household member's age as of the effective date on the Effective Date of this tenant change entry.

**Student Status** - Household member's student status. Selections provided.

**Relationship to Head** - Household member's relationship to Head.

## 10.23 TDHCA Compliance Monitoring & Tracking System

### 10.23.1 Overview

#### Overview

Texas Department of Housing & Community Affairs ( TDHCA ) has created the Compliance Monitoring & Tracking System ( CMTS ) in order to automate submission compliance of LIHTC related tenant changes. The aim of the CMTS is to ease the burden of the monitoring process for both the properties and TDHCA staff. The system also collects information reported to the legislature indicating persons and households served by the federal and state low-income housing programs administered by the Department.

The CMTS is a web-based application, meaning that you can access the system on the internet through the TDHCA web site using a user ID and password. It allows you to enter the required compliance report or USR information online and submit that information to the agency for processing. The information is not reviewed by the Department until the property formally submits the report online. Property Management can also print the Unit Status Report at any point in the process.

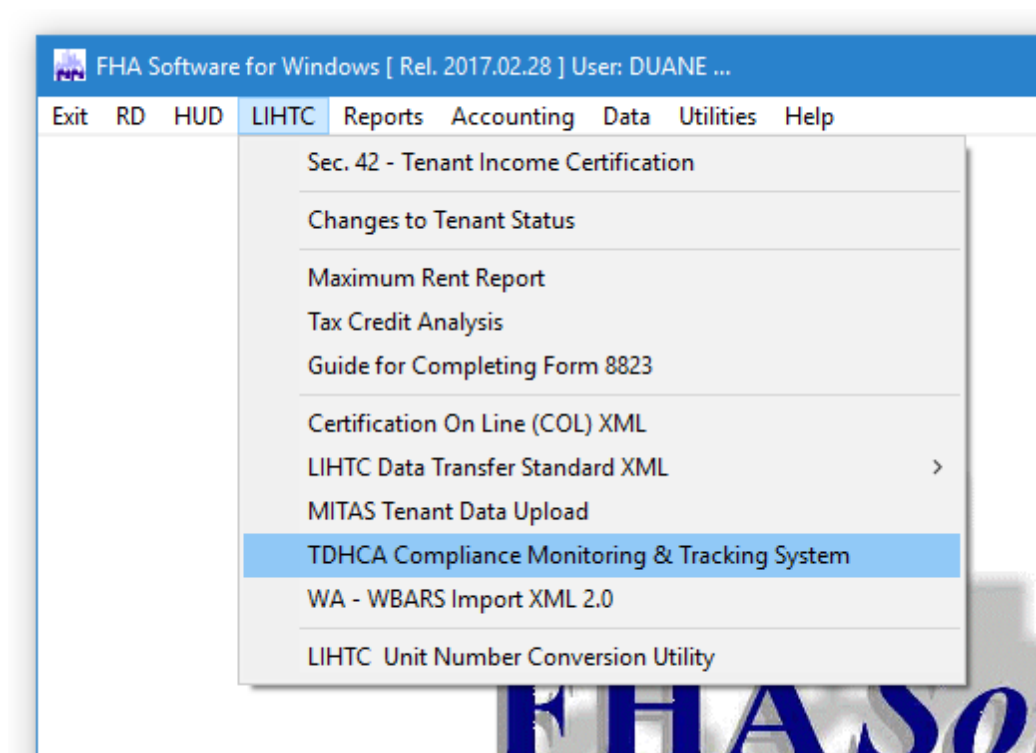
The CMTS is a Department database of information that is used not only to monitor incoming compliance reports, but to more efficiently maintain information about your property. The system helps TDHCA track monitoring issues and other data such as contact information for your management team, programs that your property participates in, program requirements, other properties that may be associated with your management team, as well as buildings and units that are associated with your property.

This TDHCA Compliance Monitoring & Tracking System feature automates the submission of tenant information to CMTS from tenant changes that have been entered in the FHA Software database.

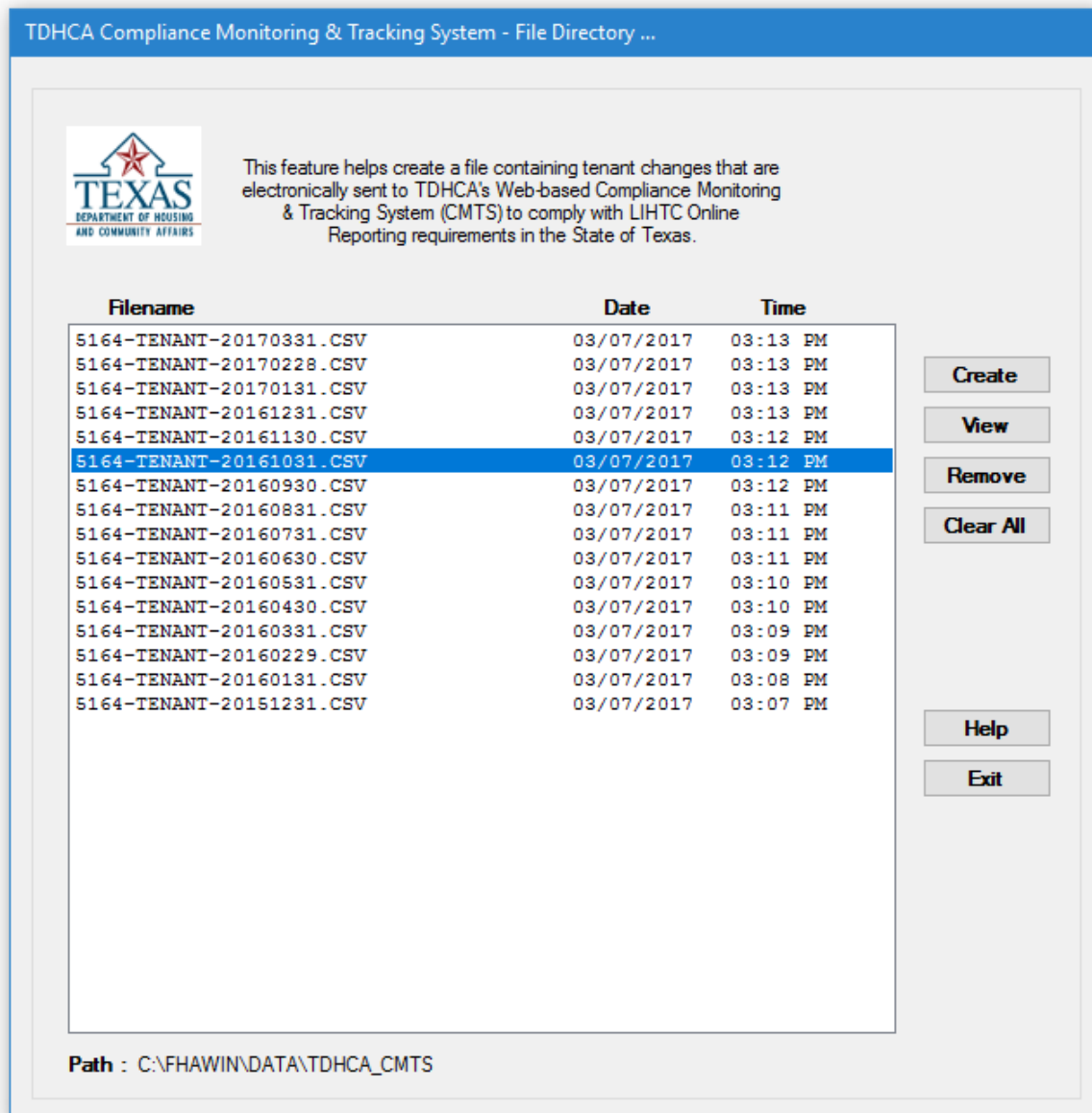
Note: Refer to the TDHCA CMTS User Guide for assistance with TDHCA Online Compliance Reporting details.

Note: The *TDHCA Web Services Interface* feature is a Visual Studio .NET program that requires your Windows XP/2000/Vista or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *TDHCA Web Services Interface - File Directory* window does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

## 10.23.2 File Directory



In FHA Software, click-on **LIHTC > TDHCA Compliance Monitoring & Tracking System** to access the *TDHCA Compliance Monitoring & Tracking System - File Directory* window ...



Note: The *TDHCA CMTS* feature is a Visual Studio .NET program that requires your Windows XP/2000 or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *TDHCA CMTS - File Directory* window above does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

A list of existing *TDHCA Compliance Monitoring & Tracking System* files are displayed in file modification date order ( newest to oldest ).

The following options are available at this window ...

### Create

To *Create* a new Tenant File, click-on the **Create** button. A File Creation window will appear.

**View**

To *View* the contents of an existing tenant file, click-on the **Filename** of the desired Tenant file from the list and click-on the **View** button. A **View &/or Edit Tenant Change Information** window will appear.

**Remove**

To *Remove* an existing tenant file from the *File Directory*, click-on the **Filename** of the desired tenant file from the list, click-on the **Remove** button and then **OK**. The selected tenant file will be immediately removed from the list.

**Clear All**

To *Clear All* existing tenant files from the *File Directory*, click-on the **Clear All** button. Click-on the **OK** button to the *Are You Sure* window that appears next and all tenant files will be immediately removed from the list.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

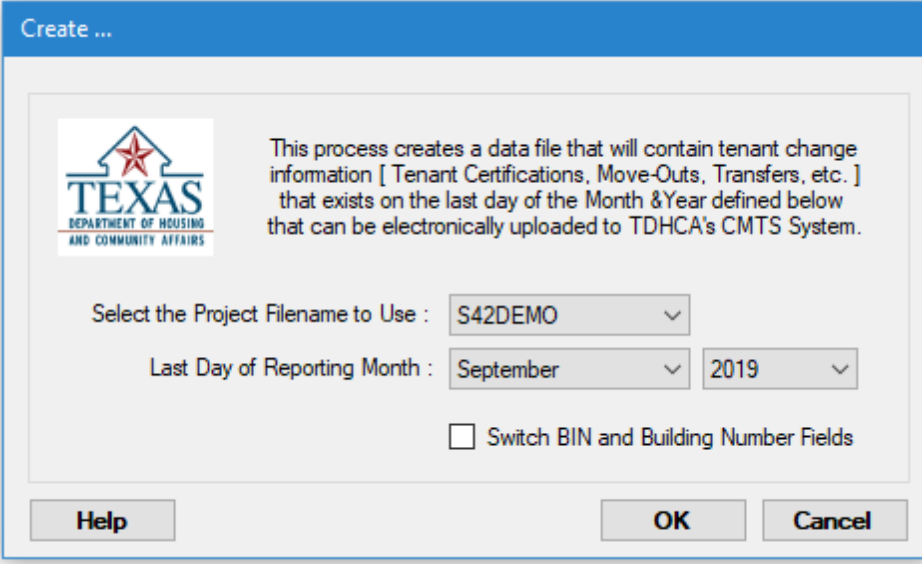
**Exit**

Click-on **Exit** to exit out of the *File Directory* window.


**10.23.3 File Creation**

This process creates two .CSV files containing household and tenant change information that is in effect on the last day of the Reporting Month & Year defined. Both .CSV files will be electronically uploaded by the TDHCA's Compliance Monitoring & Tracking System, using the internet.

While at the **TDHCA Compliance Monitoring & Tracking System - File Directory** window, click-on the **Create** button. The *TDHCA CMTS- File Creation* window will appear ...



Create ...

 This process creates a data file that will contain tenant change information [ Tenant Certifications, Move-Outs, Transfers, etc. ] that exists on the last day of the Month & Year defined below that can be electronically uploaded to TDHCA's CMTS System.

Select the Project Filename to Use : S42DEMO

Last Day of Reporting Month : September 2019

☐ Switch BIN and Building Number Fields

Help OK Cancel

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property filename.

#### Last Day of Reporting Month

Select the Month & Year for this .CSV file creation.

Note: All tenant changes that are in effect for each individual unit in the project as of the last day of the Month & Year selected, will be included.

#### Switch BIN and Building Number Fields ( checkbox )

Click-on this box to switch what will be reported for BIN and Building Number fields in the CSV file being created.

#### OK

To continue with the *File Creation Process* for the *Project Filename* and *Reporting Month* selected, click-on the **OK** button. A TDHCA CMTS- Edit window will appear.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.


#### Cancel

Click-on the **Cancel** button to exit out of the *TDHCA CMTS - File Creation* window.

### 10.23.4 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *Tenant File* currently being edited, click-on the *Add - Tenant Selection* button. A *Tenant Selection* window will appear.

**Tenant Selection ...**

 This window displays a list of available tenant changes that exist on the Reporting Date defined.

**VILLAGE APARTMENTS - LIHTC**

TC	Unit No.	Tenant	Effective Date	Action Processed	Report Month
S42	101	SMITH, JOSEPH	01/01/2019	Recert	01/2019
S42	102	JOHNSON, SAMUEL	02/01/2019	Recert	02/2019
S42	103	REDFEARN, GLORIA	03/01/2019	Recert	03/2019
S42	104	KILGORE, BRENDA	04/01/2019	Recert	04/2019
S42	105	JONES, GEORGE	05/01/2019	Recert	05/2019
S42	106	DEARBORNE, HAROLD	06/01/2019	Recert	06/2019
S42	107	FREDERICK, LARRY	07/01/2019	Recert	07/2019
S42	108	MOUNDS, CAROL	12/01/2018	Recert	12/2018
S42	109	HOPPS, KENNETH	12/01/2018	Recert	12/2018
S42	111	BRAND, ALICE	12/01/2018	Recert	12/2018
S42	112	SPOTTS, ROGER	12/01/2018	Recert	12/2018

☐ Switch BIN and Building Number Fields

Note: Only tenant changes that are effective on the *Reporting Date* defined are displayed in this list.

The following options are available at this window ...

#### Switch BIN and Building Number Fields ( checkbox )

Click-on this box to switch what will be reported for BIN and Building Number fields in the CSV file being created.

#### Include All

Click-on the **Include All** button to include all *Tenant Change Records* from the list displayed into the tenant file being edited.



**Select Entry**

To add one *Tenant Change Record* from the displayed list, click-on the desired *Tenant Change Entry* line and click-on the **Select Entry** button.

**Cancel**

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.


**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**10.23.5 View Existing File Contents**

To View information in an existing tenant file, click-on the **Filename** of the desired Tenant file from the *TDHCA CMTS - File Directory* and click-on the **View** button. An *TDHCA CMTS - View/Edit* window will appear ...

View &/or Edit Tenant Change Information ...

 This window allows the user to view, add &/or edit tenant changes that are included in the tenant file currently selected.

Report Date : 05/31/2016

VILLAGE GREEN APTS - LIHTC

Unit No	Tenant	Effective Date	Recertification	Rent	RA / Subsidy
101	JOSEPH SMITH	01/01/2016	Y	300.00	0.00
102	SAMUEL JOHNSON	02/01/2016	Y	300.00	0.00
103	GLORIA REDFEARN	03/01/2016	Y	326.00	0.00
104	BRENDA KILGORE	04/01/2016	Y	326.00	0.00
105	GEORGE JONES	05/01/2016	Y	326.00	0.00
106	HAROLD DEARBORNE	06/01/2015	Y	326.00	0.00
107	LARRY FREDERICK	07/01/2015	Y	422.00	0.00
108	CAROL MOUNDS	12/01/2015	Y	422.00	0.00
109	KENNETH HOPPS	12/01/2015	Y	511.00	0.00
111	ALICE BRAND	12/01/2015	Y	577.00	0.00
112	ROGER SPOTTS	12/01/2015	Y	577.00	0.00

Prev Next 1 of 16 Help Print a File Summary Edit Close

A list of tenant information in the tenant file selected is displayed. The following options are available at this window ...

**Prev/Next**

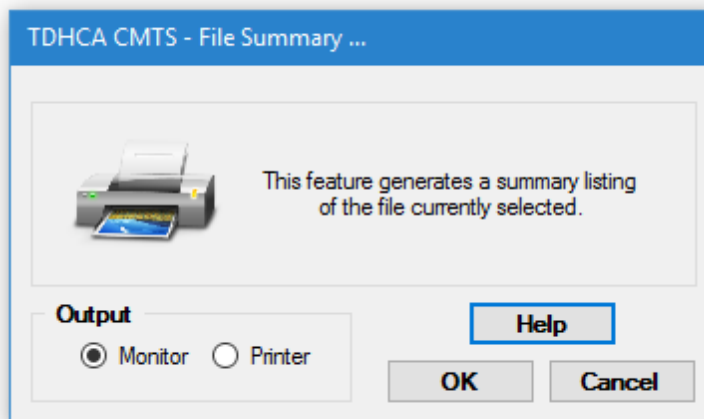
Click-on **Prev/Next** to move backward and forward through the list of existing *Tenant Files*.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**Print a File Summary**

This report provides a printed summary of *Tenant Change Records* included in the tenant file currently selected. To print a *File Summary*, click-on the **Print a File Summary** button. A print setup window will appear ...



Bullet the **Monitor** item to display report on the screen.  
Bullet the **Printer** item to generate report at the defaulted Windows printer.  
Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing a *File Summary*.  
Click-on **Cancel** to exit out of the print option window.

**Edit**

To edit *Tenant File Information* currently displayed, click-on the **Edit** button. The TDHCA CMTS - View &/or Edit window is placed in *Edit Mode*.

**Close**


Click-on **Close** to exit out of *TDHCA CMTS - View &/or Edit* window.

**10.23.6 Edit Existing File Contents**

When in *Editing Mode*, the user has full access and control to modify any data entry field in the tenant file. To edit *Tenant File Information* currently displayed, click-on the **Edit** button.

Below is an *TDHCA CMTS - View &/or Edit* Window that is in *Editing Mode* ...

View &/or Edit Tenant Change Information ...

 This window allows the user to view, add &/or edit tenant changes that are included in the tenant file currently selected.

Report Date : 04/30/2017

VILLAGE GREEN APTS - LIHTC

Unit No	Tenant	Effective Date	Recertification	Rent	RA / Subsidy
101	JOSEPH SMITH	01/01/2017	Y	300.00	0.00
102	SAMUEL JOHNSON	02/01/2017	Y	300.00	0.00
103	GLORIA REDFEARN	03/01/2017	Y	326.00	0.00
104	BRENDA KILGORE	04/01/2017	Y	326.00	0.00
105	GEORGE JONES	05/01/2016	Y	326.00	0.00
106	HAROLD DEARBORNE	06/01/2016	Y	326.00	0.00
107	LARRY FREDERICK	07/01/2016	Y	422.00	0.00
108	CAROL MOUNDS	12/01/2016	Y	422.00	0.00
109	KENNETH HOPPS	12/01/2016	Y	511.00	0.00
111	ALICE BRAND	12/01/2016	Y	577.00	0.00
112	ROGER SPOTTS	12/01/2016	Y	577.00	0.00

The following options are available when *Tenant File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *Tenant File* currently selected, click-on the *Add - Manual Entry* button. A blank *Tenant Change Information Details* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *Tenant File* currently selected, click-on the *Add - Tenant Selection* button. A *Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Change Information Details* window will appear.

### Save

When done editing *Tenant File Information*, click-on the **Save** button to save your changes.

### Cancel

To exit editing *Tenant File Information* without saving changes, click-on the **Cancel** button.

## 10.23.7 Tenant Change Information Details

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Change Information Details* window will appear.

**Tenant Change Information Details ...**

**Household Information**

Property ID : 5164      Move-In Date : 12/01/1988  
 Building No. : 1      Move-Out Date :  
 BIN : 03      Occupants : 4  
 Unit Number : 112      Annual Income \$ : 22,610.00  
 TIC Effective Date : 12/01/2016      Tenant Paid Rent \$ : 577.00  
 TIC Recertification : Yes      Utility Allowance \$ : 245.00  
 Special Needs : No      R/A Payment \$ : 0.00  
 R/A Type : Blank

**Income Eligibility**      **Rent Eligibility**

BOND : Blank      BOND : Blank  
 HOME : Blank      HOME : Blank  
 HTCEX : Blank      HTCEX : Blank  
 HTF : Blank      HTF : Blank  
 LIHTC : 60      LIHTC : 30  
 NSP : Blank      NSP : Blank  
 TCAP : Blank      TCAP : Blank

Unit Accessibility 1 Type : 3 = Not Equipped      Unit Accessibility 1 Desc. :  
 Unit Accessibility 2 Type : 3 = Not Equipped      Unit Accessibility 2 Desc. :

**Tenant Information**

First Name : ROGER      Relationship to Head : 1 = Head of Household      Race 1 : 1 = White  
 Last Name : SPOTTS      Disabled : 2 = No      Race 2 : Blank  
 Middle Initial : S      Student Status : 2 = No      Race 3 : Blank  
 Birth Date : 05/05/1945      Ethnicity : 2 = Not Hispanic or Latino      Race 4 : Blank  
 Last 4 of SSN : 6547      Race 5 : Blank

Prev    Next    Mbr # 1 of 4      Add Member    Remove Member

Prev    Next    Help      Save    Cancel

The following buttons are provided on the *Tenant Change Information Details* window ...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

### Edit

Click-on **Edit** to put the *Tenant Change Information Details* window into edit mode.

**Prev/Next ( Mbrs )**

Click-on **Prev/Next** ( while in Edit mode ) to view *Tenant Information* details for each applicable household member.

**Add Member / Remove Member**

Click-on the **Add Member** or **Remove Member** buttons to add or remove members for this household.

**Help**

Click on **Help** to view *Online Help Topics* about this process.

**Save**

When done editing *Tenant Change Information Details*, click-on the **Save** button to save your changes.

**Cancel**

Click-on **Cancel** to exit editing the *Tenant Change Information Details* window.

Note: Refer to the TDHCA CMTS User Guide for assistance with TDHCA Online Compliance Reporting details.

**10.23.8 CSV File Upload Step-by-Steps**

Below are the step-by-step instructions for uploading the Household & Tenant .CSV files to TDHCA's Compliance Monitoring & Tracking System ( CMTS ) ...

- 1.) Use the built-in **LIHTC > TDHCA Compliance Monitoring & Tracking System** feature to create your Household & Tenant .CSV files for the applicable report date.
- 2.) Start your Internet Browser ( ex: Internet Explorer )
- 3.) Go to TDHCA's website [ <http://www.tdhca.state.tx.us/> ]
- 4.) Click-on **Support & Services > Compliance > Online Reporting**

Note: All CMTS related documentation is available on this page.

- 5.) Click-on the **Login to CMTS** button
- 6.) Enter your **User ID** and **Password**
- 7.) Click-on the **Login** button

Note: The main *CMTS Property Reporting System* page will appear. A list of all your TDHCA properties will be listed.

**Upload the HOUSEHOLD .CSV file**

- 8.) Click-on the **Upload Unit Household Data** item for the property you are uploading Household & Tenant .CSV files for
- 9.) Click-on **Browse ...**

Note: A *Choose File to Upload* window appears.

10.) On the left side, OPEN the drive letter and folder ( normally: C:\FHAWIN\DATA\TDHCA\_CMTS ) where your TDHCA .CSV files are located in your computer

Note: On the left side, a list of .CSV files will be displayed. Click-on the DATE MODIFIED column heading to sort this list by File Modified Date. There are actually two separate .CSV files that will be uploaded to CMTS ( Household & Tenant ).

For example ...

**5164-household-20170331.csv** - This is an example of the HOUSEHOLD .csv file which contains detailed Household information about the tenant changes you are uploading to CMTS. "**5164**" is the TDHCA Property ID Number. "**Household**" identifies that this is the Household .CSV file. "**20170331**" is the Report Date ( 03/31/2017 ) for the household information the .CSV file contains.

**5164-tenant-20170331.csv** - This is an example of the TENANT .csv file which contains detailed Tenant information about the tenant changes you are uploading to CMTS. "**5164**" is the TDHCA Property ID Number. "**Tenant**" identifies that this is the Household .CSV file. "**20170331**" is the Report Date ( 03/31/2017 ) for the tenant information the .CSV file contains.

11.) Click-on ( highlight ) the desired **HOUSEHOLD .CSV** file and click-on **Open**

12.) Click-on the **Upload** button

Note: If the Household .CSV file was accepted by CMTS, you'll see a **Results** message ( in **Green** text ) in the upper left corner. If there was a problem with the .CSV file, a description of the error issue will be displayed ( in **Red** text ).

13.) Click-on **Property Selection**

### **Upload the TENANT .CSV file**

14.) Click-on the **Upload Tenant Data** item for the property you are uploading Household & Tenant .CSV files for

15.) Click-on **Browse ...**

Note: A *Choose File to Upload* window appears.

10.) On the left side, OPEN the drive letter and folder ( normally: C:\FHAWIN\DATA\TDHCA\_CMTS ) where your TDHCA .CSV files are located in your computer

Note: On the left side, a list of .CSV files will be displayed. Click-on the DATE MODIFIED column heading to sort this list by File Modified Date. There are actually two separate .CSV files that will be uploaded to CMTS ( Household & Tenant ).

For example ...

**5164-household-20170331.csv** - This is an example of the HOUSEHOLD .csv file which contains detailed Household information about the tenant changes you are uploading to CMTS. "**5164**" is the TDHCA Property ID Number. "**Household**" identifies that this is the Household .CSV file. "**20170331**" is the Report Date ( 03/31/2017 ) for the household information the .CSV file contains.

**5164-tenant-20170331.csv** - This is an example of the TENANT .csv file which contains detailed Tenant information about the tenant changes you are uploading to CMTS. "**5164**" is the TDHCA Property

ID Number. "**Tenant**" identifies that this is the Tenant .CSV file. "**20170331**" is the Report Date ( 03/31/2017 ) for the tenant information the .CSV file contains.

- 11.) Click-on ( highlight ) the desired TENANT .CSV file and click-on **Open**
- 12.) Click-on the **Upload** button

Note: If the Tenant .CSV file was accepted by CMTS, you'll see a **Results** message ( in **Green** text ) in the upper left corner. If there was a problem with the .CSV file, a description of the error issue will be displayed ( in **Red** text ).

- 13.) Click-on **Property Selection**

### **View Household & Tenant .CSV file Upload Results**

Note: Your Household & Tenant .CSV files were uploaded to CMTS for this property. To view your upload results, do the following ...

- 14.) Click-on the **Unit Status Report** link
- 15.) At the top, click-on the **Print Unit Status Report** link
- 16.) For **Occupancy as of Date**, type in the **Report Date** ( ex: 03312017 ) of the Household & Tenant .CSV file you submitted
- 17.) Click-on the **Preview Only (PDF)** button
- 18.) Click-on **Open**

Note: A *Unit Status Report* will be displayed on-screen which shows Household & Tenant information that was just uploaded to CMTS.

### **Miscellaneous CMTS related issues to remember ...**

\* Household & Tenant Information uploaded to CMTS is basically a snapshot of unit occupancy as it exists on the Report Date defined. Contact TDHCA to determine how often ( monthly, quarterly, annually, etc. ) you need to upload Household & Tenant information to CMTS.

\* Each upload to CMTS must include both Household & Tenant .CSV files.

There are always two separate .CSV files that will be uploaded to CMTS ( Household & Tenant ).

For example ...

**5164-household-20170331.csv** - This is an example of the HOUSEHOLD .csv file which contains detailed Household information about the tenant changes you are uploading to CMTS. "**5164**" is the TDHCA Property ID Number. "**Household**" identifies that this is the Household .CSV file. "**20170331**" is the Report Date ( 03/31/2017 ) for the household information the .CSV file contains.

**5164-tenant-20170331.csv** - This is an example of the TENANT .csv file which contains detailed Tenant information about the tenant changes you are uploading to CMTS. "**5164**" is the TDHCA Property ID Number. "**Tenant**" identifies that this is the Tenant .CSV file. "**20170331**" is the Report Date ( 03/31/2017 ) for the tenant information the .CSV file contains.

\* Each upload to CMTS overwrites Household & Tenant Information previously uploaded to CMTS.

\* Common reasons for .CSV file rejection would be due to not matching *Project ID, BIN, Building No., Unit #*, etc. that exists in CMTS ...

**Project ID** - Comes from the *Tax Credit Project No.* field located in the DATA .. PROJECT DATA .. TAX CREDITS window.

**BIN ( Building ID Number )** - Comes from the *Building ID* field located in the DATA .. PROJECT DATA .. TAX CREDITS window.

**Unit #** - Is the actual Unit Number used in DATA .. UNIT DATA. However, Unit # reported to TDHCA/CMTS can be different than the Unit # used in FHA *Software*. The *LIHTC Unit # Conversion Utility* feature allows you to accomplish this.

**Building Number** - LIHTC & HOME projects in the CMTS System will periodically include a secondary *Building No.* ( in addition to the official BIN ) for each Unit # that is reported in a .CSV file submission to CMTS. Although FHA *Software* does not have a secondary *Building No.* field, this secondary *Building No.* can still be recorded and automatically reported to CMTS, when applicable. Therefore, if CMTS shows no secondary *Building No.s* for your units, blank *Building No.s* will automatically be reported to CMTS with no additional entry required. However, If your units do have a secondary *Building No.*, a simple notation of what the *Building No.* is in the NOTES section of UNIT DATA is all that is necessary. For example, if your secondary *Building No.* is "1A", place BLDG# [1A] anywhere in the NOTES section.

\* For HOME projects, *BIN* is reported to CMTS as the *Building No.* and BIN is usually left blank. When HOME TX is selected as Income Eligibility in the Tenant Income Certification, the program will automatically report BIN as the Building No. to CMTS.

## 10.24 WA - WBARS Import XML 2.0

### 10.24.1 Overview

## Overview

This built-in feature creates the XML 2.0 file that can be uploaded into the WBARS system ( containing tenant change information maintained in FHA *Software* ) for Tax Credit Compliance with the Washington State Housing Finance Corporation ( HSHFC ). Tenant change information can also be manually added to this XML file and edited, as well.



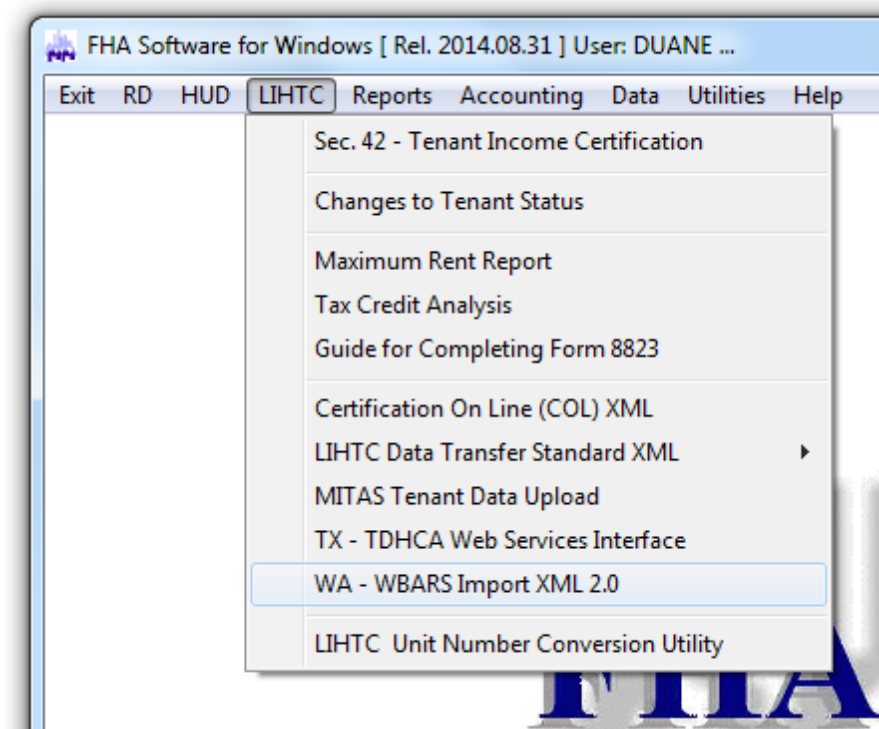
Electronic submission of this XML 2.0 file to the WBARS system basically consists of three steps ...

- 1.) Create an XML 2.0 file in FHA Software that contains desired tenant change information
- 2.) Login to the WBARS website and instruct it to upload your XML file
- 3.) Monitor the WBARS website for XML 2.0 file information acceptance

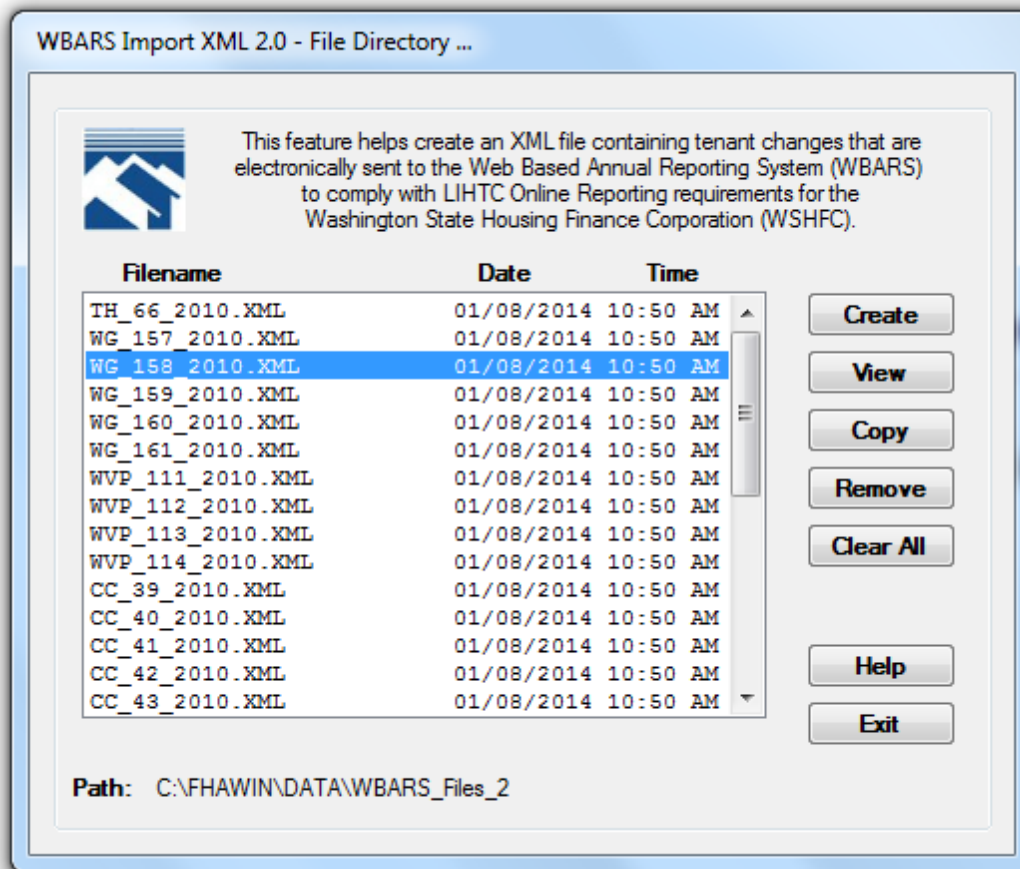
Refer to the WBARS Compliance User Manual for assistance with XML file acceptance and the XML 2.0 file upload process.

Note: The *WBARS Import XML 2.0* feature is a Visual Studio .NET program that requires your Windows XP/2000/Vista/7/8 or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *WBARS Import XML - File Directory* window does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

#### 10.24.2 XML File Directory



In FHA Software, click-on **LIHTC > WBARS Import XML 2.0** to access the *WBARS Import XML 2.0 - File Directory* window ...



Note: The *WBARS Import XML* feature is a Visual Studio .NET program that requires your Windows XP/2000 or higher operating system to be up-to-date with MS Framework .NET 2.0 or higher. If the *WBARS Import XML - File Directory* window above does not display when selected, install MS Framework .NET 2.0 or higher by running a Windows Update on the Internet or run the DOTNETFX.EXE program file that is provided on all FHA Software Installation & Update CDROM's.

A list of existing LIHTC Data Transfer Standard XML files is displayed in creation date order (newest to oldest). The following options are available at this window ...

### Create

To *Create* a new XML File, click-on the **Create** button. A Create a new XML File Creation Process window will appear.

### View

To *View* the contents of an existing XML file, click-on the **Filename** of the desired *XML file* from the list and click-on the **View** button. A View Existing XML Files window will appear.

### Copy

To *Copy* an existing XML file to a floppy diskette, memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard **Save As** window will appear.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### **Remove**

To *Remove* an existing XML file from the *XML File Directory*, click-on the **Filename** of the desired XML file from the list, click-on the **Remove** button and then **Yes**. The selected XML file will be immediately removed from the list.

### **Clear All**

To *Clear All* existing XML files from the *XML File Directory*, click-on the **Clear All** button. Click-on the **Yes** button to the *Are You Sure* window that appears next and all XML files will be immediately removed from the list.

### **Path**

The drive letter & folder where your XML files are located (normally C:\FHAWIN\DATA\WBARS\_Files\_2). The WBARS\_FILES folder will always be a subfolder of your FHA Software DATA folder.

### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

### **Exit**


Click-on **Exit** to exit out of the *XML File Directory* window.

## **10.24.3 Create an XML File**

This process creates a new WBARS Import XML file containing tenant changes that will be electronically submitted to the WBARS system for the Washington State Housing Finance Corporation.

While at the **WBARS Import XML - File Directory** window, click-on the **Create** button. The *WBARS Import XML - File Creation* window will appear ...

**WBARS Import XML - File Creation ...**

 This XML file contains tenant change information ( Tenant Certifications, Move-Outs, Transfers, etc. ) which is electronically uploaded to the WBARS website. XML files are created on a project-by-project basis.

Select the Project Filename to Use : S42DEMO

Reporting Period Start Date : January 2013

Reporting Period Ending Date : December 2013

Enter a New XML FILENAME to Create : YR2013

Help OK Cancel

The following options are available at this window ...

#### Select the Project Filename to Use

Click the pull down button and select the desired property for which you wish to create a new XML file.

#### Reporting Period Start Date

This is the beginning date of the date range for the transmission file.

#### Reporting Period Ending Date

This is the ending date of the date range for the transmission file.

Note: The *Add - Tenant Selection* window will only list tenant changes that are effective within the *Starting/Ending Date* range defined at this window.

#### Enter a New XML Data FILENAME to Create

Each new XML file must be given a unique 10 character or less filename when created. Although you could name it anything you want, we recommend organizing the name of your files so that they reveal file contents at a glance. Much like naming a word document created in a word processor program.

For instance, if the XML file you are creating will contain December 2000 tenant changes, name that XML file .. DEC\_00. When creating a XML file that will contain your January 2001 tenant changes, name that XML file .. JAN\_01, and so on. If this will be the second XML file you've created for January 2001, then name that XML file .. JAN\_012. Use whatever naming process makes sense to you.

Note: Your XML file filename can only consist of letters, numbers, an underline or a dash and cannot contain a space nor any of the following characters ... ! @ # \$ % ^ & \* ( ) + = [ ] { } | \ : " ' < > , . ~ ? / etc.

Note: The project filename and file extension [ .XML ] will automatically be added to your filename making actual file labels similar to OAK\_0100.XML, GRN\_12-00.XML, VLLG\_1101.XML, etc..

### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### OK

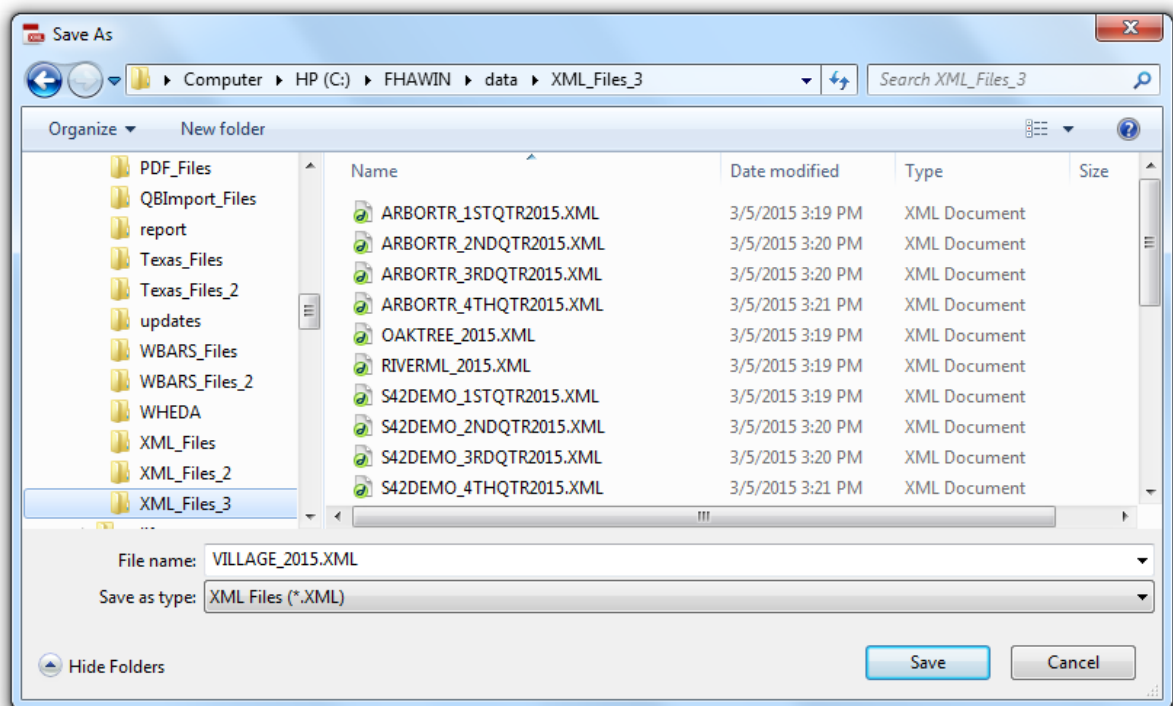
To continue with the *XML File Creation Process* for the *XML Filename* currently entered, click-on the **OK** button. A *WBARS Import XML - View* window will appear.

### Cancel

Click-on the **Cancel** button to exit out of the *WBARS Import XML - File Creation* window.

## 10.24.4 Copy an XML File

To *Copy* an existing XML file to a memory stick, or any other accessible drive, click-on the **Filename** of the desired XML file from the list and click-on the **Copy** button. A standard *Save As* window will appear ...



Click-on the **Save In** pull down button to select the destination drive &/or folder.

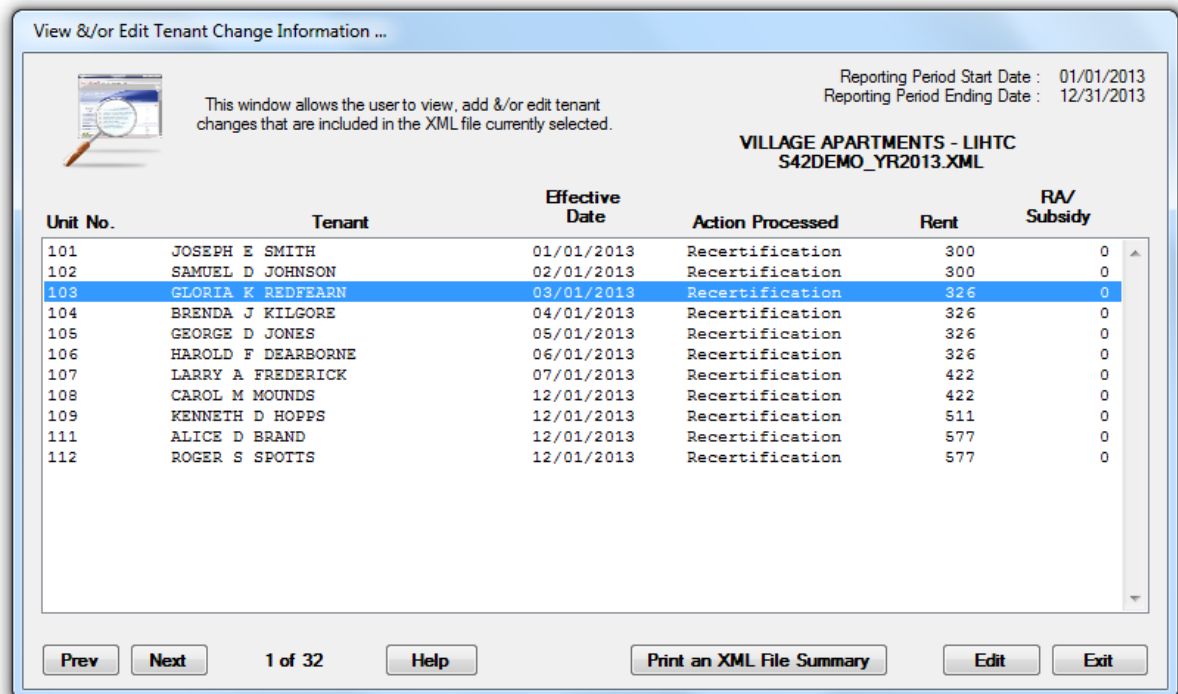
Click-on **Save** to copy the XML file to the desired drive &/or folder.

Click-on **Cancel** to exit out of the *Save As* window.

Note: This *Copy* feature will only copy XML Files to a writable CD if the CD has previously been opened and made accessible by Windows Explorer or your CD writer program.

### 10.24.5 View Existing XML File Contents

To View information in an existing XML file, click-on the **Filename** of the desired *XML file* from the *WBARS Import XML - File Directory* and click-on the **View** button. An *WBARS Import XML - View/Edit* window will appear ...



A list of tenant information in the XML selected is displayed. The following options are available at this window ...

#### Prev/Next

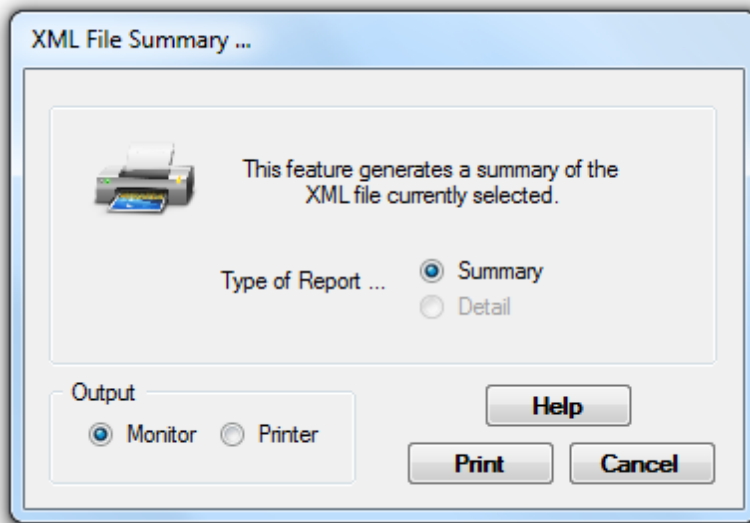
Click-on **Prev/Next** to move backward and forward through the list of existing *XML Files*.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

#### Print a XML File Summary

This report provides a printed summary of *Tenant Change Records* included in the XML file currently selected. To print a *XML File Summary*, click-on the **Print an XML File Summary** button. A print setup window will appear ...



- Bullet the **Summary** item to select an *XML File Summary*.
- Bullet the **Detail** item to select an *XML File Detail*.
- Bullet the **Monitor** item to display report on the screen.
- Bullet the **Printer** item to generate report at the defaulted Windows printer.
- Click-on **Help** to view *Online Help Topics* related to this window.
- Click-on **OK** to continue printing a *XML File Summary*.
- Click-on **Cancel** to exit out of the print option window.

### Edit

To edit *XML File Information* currently displayed, click-on the **Edit** button. The *Edit XML Files* window is placed in *Edit Mode*.

### Cancel

Click-on **Cancel** to exit out of *WBARS Import XML - View/Edit* window.

## 10.24.6 Edit Existing XML File Contents

When in *Editing Mode*, the user has full access and control to modify any data entry field in the XML File. To edit *XML File Information* currently displayed, click-on the **Edit** button.

Below is an *WBARS Import XML* Window that is in *Editing Mode* ...

View &/or Edit Tenant Change Information ...

This window allows the user to view, add &/or edit tenant changes that are included in the XML file currently selected.

Reporting Period Start Date : 01/01/2013  
Reporting Period Ending Date : 12/31/2013

VILLAGE APARTMENTS - LIHTC  
S42DEMO\_YR2013.XML

Unit No.	Tenant	Effective Date	Action Processed	Rent	RA/ Subsidy
101	JOSEPH E SMITH	01/01/2013	Recertification	300	0
102	SAMUEL D JOHNSON	02/01/2013	Recertification	300	0
103	GLORIA K REDFEARN	03/01/2013	Recertification	326	0
104	BRENDA J KILGORE	04/01/2013	Recertification	326	0
105	GEORGE D JONES	05/01/2013	Recertification	326	0
106	HAROLD F DEARBORNE	06/01/2013	Recertification	326	0
107	LARRY A FREDERICK	07/01/2013	Recertification	422	0
108	CAROL M MOUNDS	12/01/2013	Recertification	422	0
109	KENNETH D HOPPS	12/01/2013	Recertification	511	0
111	ALICE D BRAND	12/01/2013	Recertification	577	0
112	ROGER S SPOTTS	12/01/2013	Recertification	577	0

The following options are available when *Editing XML File Information ...*

#### Add - Manual Entry

To manually add and enter a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Manual Entry** button. A *Tenant Data Upload File Details - Edit Mode* window will appear.

#### Add - Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently selected, click-on the **Add - Tenant Selection** button. An *Add - Tenant Selection* window will appear.

#### Remove Entry

To remove a *Tenant Change Entry* from the list, click-on the desired tenant change entry line and click-on the **Remove Entry** button. Click-on **OK** for the *Are you sure?* message and the selected *Tenant Change Entry* will be immediately removed from the list.

#### View Entry

To *View* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Data Upload File Details* window will appear.

#### Save

When done editing *XML File Information*, click-on the **Save** button to save your changes.

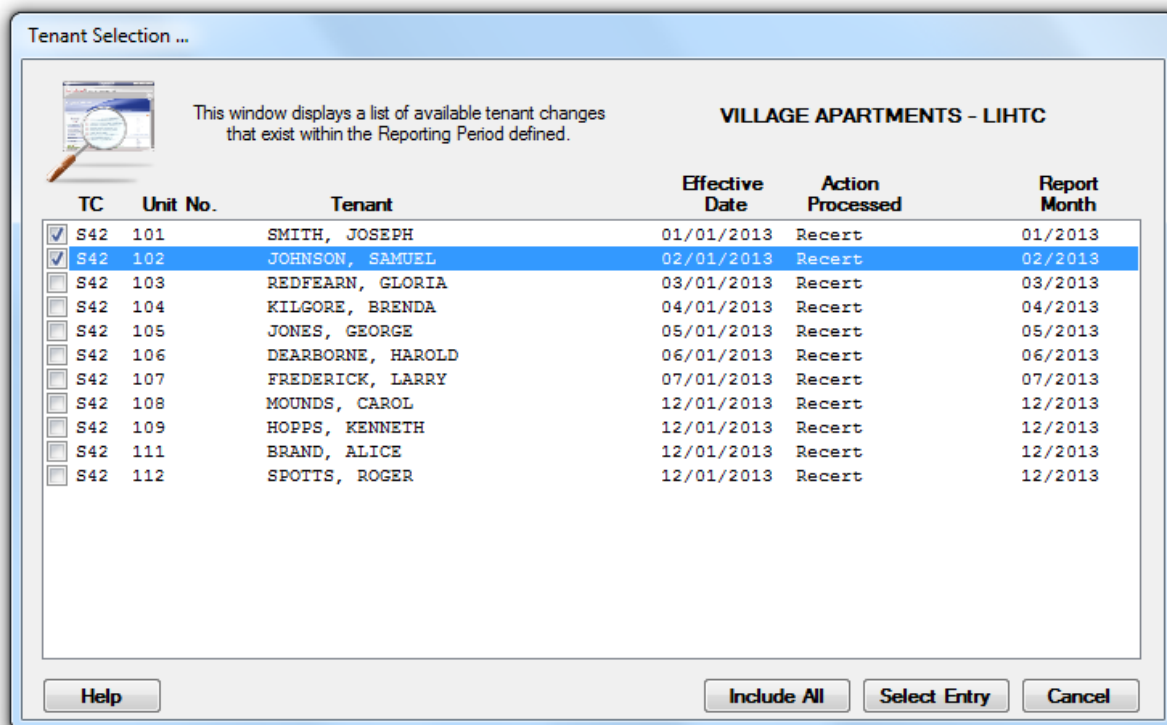
#### Cancel

To exit editing *XML File Information* without saving changes, click-on the **Cancel** button.



### 10.24.7 Tenant Selection

To automatically add a new *Tenant Change Entry* to the *XML File* currently being edited, click-on the *Add - Tenant Selection* button. An *Add - Tenant Selection* window will appear.



Note: Only tenant changes that are effective within the *Reporting Period* defined are displayed in this list.

The following options are available at this window ...

#### Select Entry

To add one or more *Tenant Change Records* from the displayed list, click-on the desired *Tenant Change Entry* checkbox and click-on the **Select Entry** button.

#### Include All

Click-on the **Include All** button to include all *Tenant Change Records* from the list displayed into the XML file being edited.

#### Cancel

Click-on the **Cancel** button to exit the *Tenant Selection* window without adding a tenant change.

#### Help

Click-on **Help** to view *Online Help Topics* related to this window.

### 10.24.8 Tenant Entry Details

To *View &/or Edit* information for a specific tenant entry listed, click-on the desired *Tenant Entry Line* and click-on the **View Entry** button. A *Tenant Entry Details* window will appear.

**Tenant Change Information Details ...**

**Tenant Change Detail**

Tenant Name :  Project Name :   
 Unit No. :  Site Name :   
 Unit Designation :  Building Name :   
 Effective Date :  Was Household Living in Unit Before :   
 Previous Effective Date :  Special Needs Option :   
 Move-In Date :  LIHTC Percentage Set Aside Type :  At Move-In :   
 Move-Out Date :   
 Gross Annual Inc at Move-In \$  Is this a HOME Program Unit :   
 Gross Annual Income \$  HOME Unit Occupied :   
 Tenant Rent \$  HOME Program Set Aside Type :   
 Subsidy Amount \$   
 Race :   
 Ethnicity :   
 Household Type :   
 Household Size :  At Move-In :   
 Utility Allowance Source :   
 Rental Assistance Source :   
 Comment :

**Unit Transferred To**

☐ Transferred Tenant

Project Name :   
 Site Name :   
 Building Name :   
 Unit No. :   
 Move-In Date :

**Buttons:** Help Prev Next Member Detail Save Cancel

The following buttons are provided on the *Tenant Entry Details* window ...

#### Help

Click on **Help** to view *Online Help Topics* about this process.

#### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Tenant Entries*.

#### Member Detail

Click-on the **Member Detail** button to *View &/or Edit* member, income and asset detail for each member in the household ...

**Member Detail ...**

**Member Information**

First Name :  MI :   
 Last Name :   
 Birthdate :   
 SSN :   
 Relationship :   
 Race :    
 Ethnicity :   
 Fulltime Student :   
 Disabled :

**Income Information**

Employment or Wages Income \$   
 Soc. Sec. / Pension Income \$   
 Public Assistance Income \$   
 Other Income \$

**Asset Information**

1 of 3    Asset Type :   
 Asset Status :   
 Cash Value \$   
 Annual Income \$

   Member # 1 of 4

**Edit**

Click-on **Edit** to enable the ability to make changes for the Tenant Change currently displayed.

**Save**

When done editing *Tenant Entry Details*, click-on the **Save** button to save your changes.

**Cancel**

Click-on **Cancel** to exit editing the *Tenant Entry Details* window.

Note: For definitions of Tenant Change information provided in the above windows, go to the WBARS information website [ <http://www.wshfc.org/managers/wbars.htm> ].

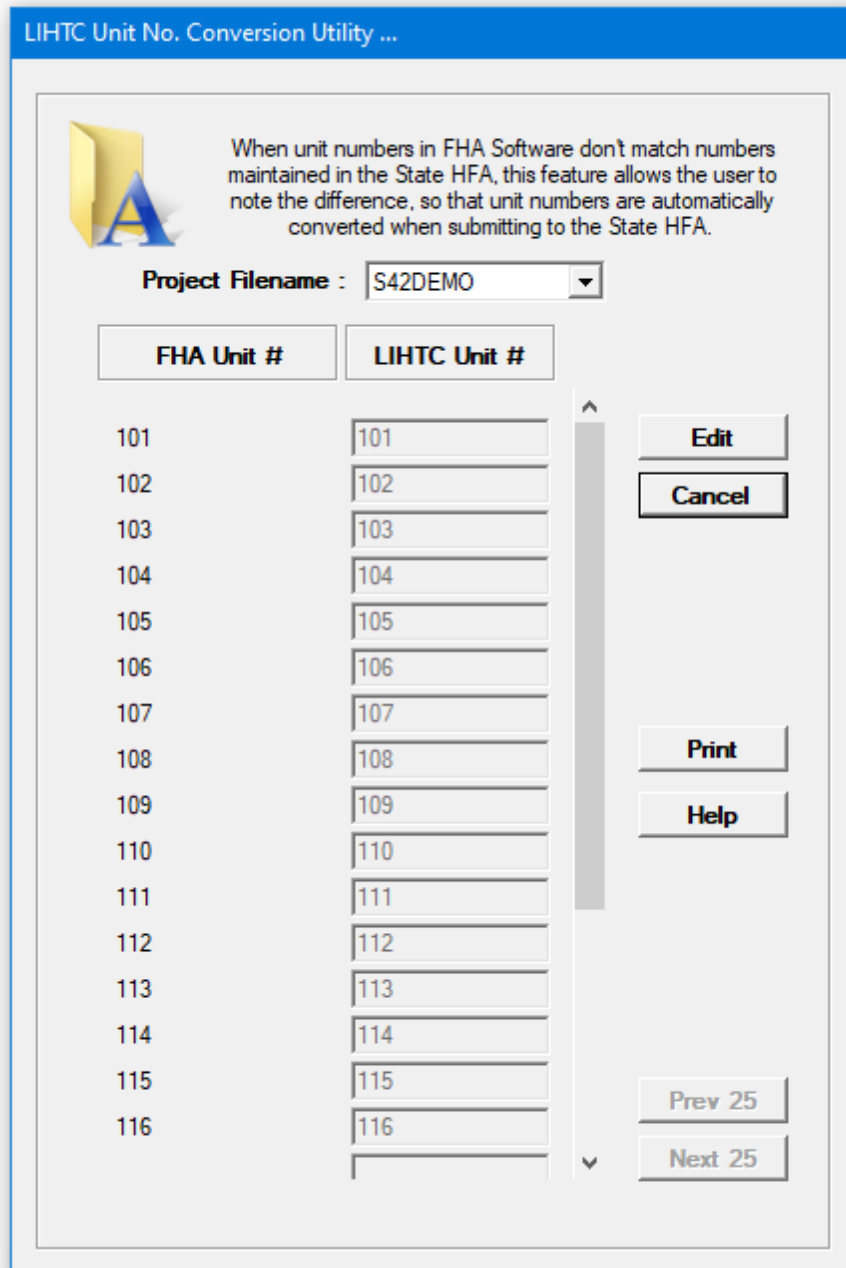
## 10.25 LIHTC Unit Number Conversion Utility

### Overview

Although State HFA Offices have the ability to change *Unit Numbering* of LIHTC Projects in their systems, FHA Software users can maintain different unit numbering than that of the State HFA. This utility defines differences in unit numbering (FHA Software vs State HFA) and automatically interchanges the proper LIHTC Unit Number when submitting to the State HFA.

Note: This utility is only necessary when users want to maintain unit numbering in FHA Software that is different than unit numbering maintained by their State HFA.

To access the *LIHTC Unit No. Conversion Utility* window, click **LIHTC > LIHTC Unit No. Conversion Utility ...**



The screenshot shows the 'LIHTC Unit No. Conversion Utility' window. It features a blue title bar and a main area with a yellow folder icon and a blue 'A' logo. A text box explains the utility's purpose: 'When unit numbers in FHA Software don't match numbers maintained in the State HFA, this feature allows the user to note the difference, so that unit numbers are automatically converted when submitting to the State HFA.' Below this, there is a 'Project Filename' dropdown menu set to 'S42DEMO'. A table with two columns, 'FHA Unit #' and 'LIHTC Unit #', lists units from 101 to 116. Each 'LIHTC Unit #' cell contains a text input field with the corresponding number. To the right of the table are buttons for 'Edit', 'Cancel', 'Print', 'Help', 'Prev 25', and 'Next 25'. A vertical scrollbar is positioned between the table and the buttons.

FHA Unit #	LIHTC Unit #
101	101
102	102
103	103
104	104
105	105
106	106
107	107
108	108
109	109
110	110
111	111
112	112
113	113
114	114
115	115
116	116

The following options are available at this window ...

### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project.

**FHA Unit # ( Column )**

Unit numbers listed in this column are the numbers used in FHA Software.

**LIHTC Unit # ( Column )**

Unit Numbering in the *LIHTC Unit No.* column can be modified by simply clicking the cursor on the desired Unit Number field and typing the change. Unit Numbering in the *FHA No.* column are how unit numbers exist in FHA Software's *Unit Data* file.

Note: When an XML File is created for a project that has this utility setup, the *LIHTC Unit Number* will be sent in place of the *FHA Unit Number* automatically.

**Create**

To create a LIHTC Unit # Conversion file for the project filename selected, click-on the **Create** button.

**Edit**

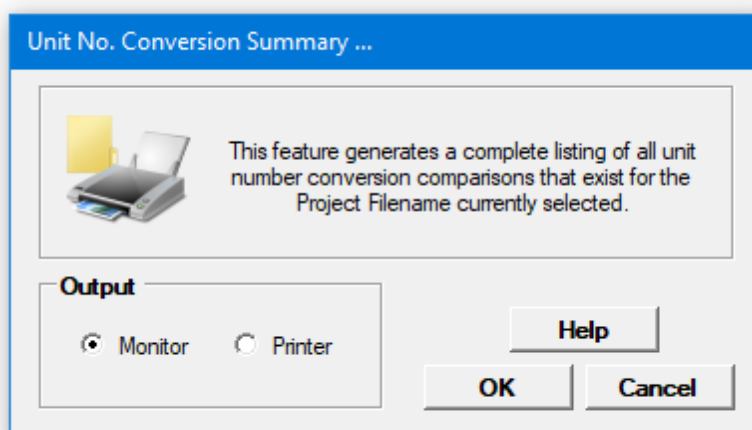
To edit *LIHTC Unit #'s* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode*. When finished editing, click-on **Save** to save changes or **Cancel** to exit editing mode without saving changes.

**Cancel**

Click-on **Cancel** to exit the *LIHTC Unit No. Conversion Utility* window.

**Print**

To print a *Unit Conversion Summary* for the project filename currently selected, click-on the **Print** button. A print setup window will appear with the following options ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *Unit Conversion Summary*.

Click-on **Cancel** to exit out of the print option.

### Help

Click-on **Help** to view *Online Help Topics* about this process.


### Prev 25

25 Unit # lines are displayed at a time. When enabled, click-on **Prev 25** to display the previous 25 Unit # lines.

### Next 25

25 Unit # lines are displayed at a time. When enabled, click-on **Next 25** to display the next 25 Unit # lines.

LIHTC Unit No. Conversion Utility ...

 When unit numbers in FHA Software don't match numbers maintained in the State HFA, this feature allows the user to note the difference, so that unit numbers are automatically converted when submitting to the State HFA.

Project Filename :

FHA Unit #	LIHTC Unit #
101	<input type="text" value="101"/>
102	<input type="text" value="102"/>
103	<input type="text" value="103"/>
104	<input type="text" value="104"/>
105	<input type="text" value="105"/>
106	<input type="text" value="106"/>
107	<input type="text" value="107"/>
108	<input type="text" value="108"/>
109	<input type="text" value="109"/>
110	<input type="text" value="110"/>
111	<input type="text" value="111"/>
112	<input type="text" value="112"/>
113	<input type="text" value="113"/>
114	<input type="text" value="114"/>
115	<input type="text" value="115"/>
116	<input type="text" value="116"/>
	<input type="text"/>

Reset

Cancel

Delete

Save

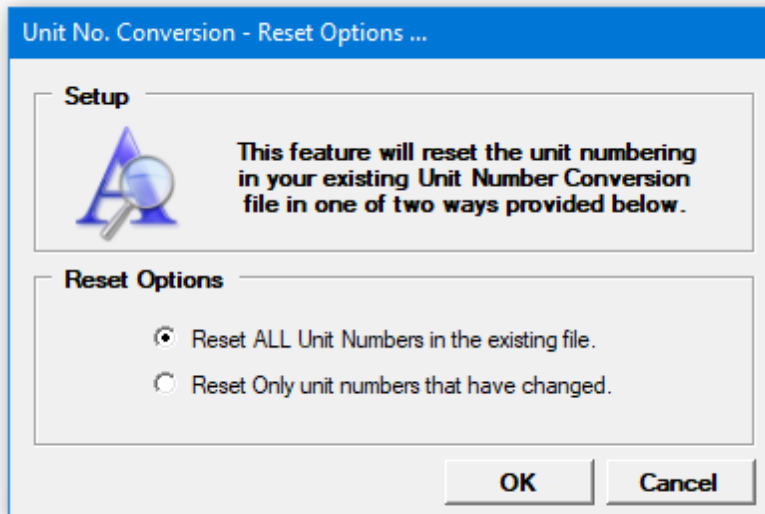
Help

Prev 25

Next 25

**Reset**

Click-on the **Reset** button to have the program reset the *LIHTC Unit No. Conversion Utility* database for the selected project filename, based on existing *Unit Data* numbering ...



Reset Options ...

**Reset ALL Unit Numbers in the existing file** - Click-on this bullet to reset the LIHTC Unit # column to match the FHA Unit # column.

**Reset Only unit numbers that have changed** - Click-on this bullet to Add new Unit # lines that have been recently entered and remove old Unit # lines that have been recently deleted.

Click-on **OK** to complete the Reset process selected.

Click-on **Cancel** to exit out of the Reset options window.

### Cancel

Click-on **Cancel** to exit out of editing the *LIHTC Unit No. Conversion Utility* window.

### Delete

Click-on **Delete** to remove the Unit # Conversion file for the project filename selected.

### Save

Click-on **Save** to Save changes made to the LIHTC Unit # list displayed.



**Reports Menu**

## 11 Reports Menu

### 11.1 Recertification Notices

#### 11.1.1 Review Recertification Notice Status

##### 11.1.1.1 Overview

### Overview

When *Annual Recertification Notices* are printed, using the Generate Recertification Notices process in FHA Software, tenant information included with this process are recorded in a *Recertification Notice Status* database. This feature helps track the progress of each month's recertification process by noting when tenant forms have been received. This database also determines which tenants need to be sent follow-up *90/60/30 Day Letters* for not returning applicable tenant forms.

To access the *Review Recertification Notice Status* window, click-on **Reports > Recertification Notices > Review Recertification Notice Status**.

Find - Review Recertification Notice Status ...

File
Sort
Purge
Print
Help

**VILLAGE GREEN APARTMENTS**  
This feature helps track the status of each month's recertification progress by noting when tenant forms have been received .

Project :
RHSDEMO

Recertification Date :
November
2018

Unit No.	Tenant Name	Recert Date	Sub Type	90 Day Sent	60 Day Sent	30 Day Sent
01 S111	PERRY HENZIG	02/2019	HUD			
01 S118	KATHY STAVE	02/2019	HUD			
01 S122	LEONOR FLORES-MENDEZ	02/2019	HUD			
01 S123	SPIRO MOCKA	02/2019	HUD			
01 S124	DEMIR DURAJ	02/2019	HUD			
02 H104	MIROLJUB JEVTIC	02/2019	HUD			
02 H107	KAREN MEYER	02/2019	HUD			
02 H204	DAWN FREDENBERG	02/2019	HUD			
01 S126	DEBRA MOLL	01/2019	HUD	09/2018		
01 S215	JOANNE BRUNCLIK	01/2019	HUD	09/2018		
02 H103	MARCY GROTJAN	01/2019	HUD	09/2018		
02 H112	KATHLEEN WEIBEL	01/2019	HUD	09/2018		
02 H213	CAROL MAJEWSKI	01/2019	HUD	09/2018		
02 H227	ROBERT LYONS	01/2019	HUD	09/2018		
01 S105	LOREAN BENN	12/2018	HUD	08/2018	09/2018	
01 S128	THEODORE MANI	12/2018	HUD	08/2018	09/2018	
01 S227	GLORIA LEWIS	12/2018	HUD	08/2018	09/2018	
02 H105	FRED MCGEE	12/2018	HUD	08/2018	09/2018	
02 H111	MICHAEL LUBOW	12/2018	HUD	08/2018	09/2018	
02 H113	MARIA RAMOS	12/2018	HUD	08/2018	09/2018	
02 H207	ANDREA LIND	12/2018	HUD	08/2018	09/2018	
02 H226	KATHLEEN SINGSHEIM	12/2018	HUD	08/2018	09/2018	
02 H229	JASMIN RUMI	12/2018	HUD	08/2018	09/2018	
01 S114	DEBRA CARTER	11/2018	HUD	07/2018	08/2018	09/2018
01 S117	MARY VAN BECK	11/2018	HUD	07/2018	08/2018	09/2018
01 S130	JOANNE MUELLER	11/2018	HUD	07/2018	08/2018	09/2018
01 S204	TERESA PAGEL	11/2018	HUD	07/2018	08/2018	09/2018

Total Recerts : 1022
☒ Show All Recertification Entries
View Selected Entry

The first window that appears is called the **Find** window which defaults to displaying a list of *Recertification Notice Entries* in *Recert Date* order. From this window the user can select the desired *Recertification Notice Entry*, view &/or modify existing *Recertification Notice Information*, print a *Recertification Notice Summary*, and view *Online Help Topics*.

The following options are available at the *Review Recertification Notice Status - Find Window*...

File Menu    Sort Menu    Purge Menu    Print Menu    Help Topics

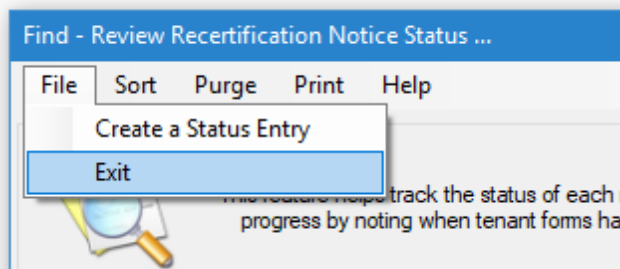
## Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of *Recertification Notice Entries* for the selected project filename.

## View Recert Notice Status

To view &/or modify existing *Recertification Notice Information*, click-on (highlight) the desired *Recertification Notice Entry* line displayed in the *Find* window and click-on the **View Recert Notice Status** button located in the lower right corner. A *Recertification Notice Status - Preview* Window will be displayed.

## 11.1.1.2 File Menu



Below are options available from the *File Menu* ...

### Create a Status Entry

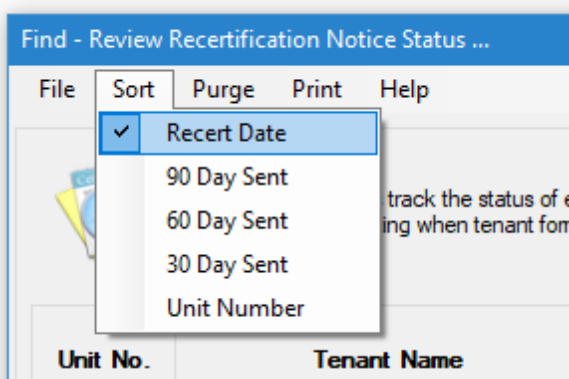
Click-on **File > Create a Status Entry** to manually create a new *Recertification Notice Status* entry. A blank *Recertification Notice Status* edit window will appear.

Note: *Recertification Notice Status Entries* are automatically created when the *Annual Recertification Letter* is generated by the *Generate Recertification Notices* feature.

### Exit

Click-on **File > Exit** to exit out of the *Review Recertification Notice Status - Find Window*.

## 11.1.1.3 Sort Menu



Sort options determine the order *Recertification Notice Information* is listed in the *Find Window*. Below are options available from the *Sort Menu* ...

## Tenant Name

Click-on **Sort > Tenant Name** to display *Recertification Notice Information* listed in *Tenant Name* order (alphabetical) in the *Find Window*.

## Recert Date

Click-on **Sort > Recert Date** to display *Recertification Notice Information* listed in *Recertification Date* order (newest to oldest) in the *Find Window*.

Note: *Recert Date* is the default sort order.

## 90 Day Sent

Click-on **Sort > 90 Day Sent** to display *Recertification Notice Information* listed in *90 Day Sent Date* order (newest to oldest) in the *Find Window*.

Note: All *Recertification Notice Information* with *90 Day Sent Dates* will be grouped together at the top of the list. *Recertification Notice Information* without *90 Day Sent Dates* will be grouped at the end of the list.

## 60 Day Sent

Click-on **Sort > 60 Day Sent** to display *Recertification Notice Information* listed in *60 Day Sent Date* order (newest to oldest) in the *Find Window*.

Note: All *Recertification Notice Information* with *60 Day Sent Dates* will be grouped together at the top of the list. *Recertification Notice Information* without *60 Day Sent Dates* will be grouped at the end of the list.

## 30 Day Sent

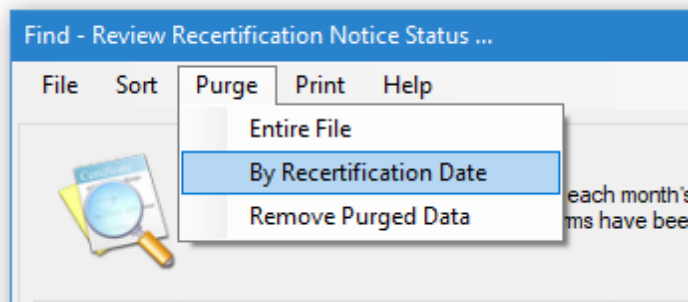
Click-on **Sort > 30 Day Sent** to display *Recertification Notice Information* listed in *30 Day Sent Date* order (newest to oldest) in the *Find Window*.

Note: All *Recertification Notice Information* with *30 Day Sent Dates* will be grouped together at the top of the list. *Recertification Notice Information* without *30 Day Sent Dates* will be grouped at the end of the list.

## Unit Number

Click-on **Sort > Unit Number** to display *Recertification Notice Information* listed in *Unit Number* order in the *Find Window*.

## 11.1.1.4 Purge Menu



The *Purge* feature in FHA Software allows the user to remove unwanted *Recertification Notice Information* from the database. The *Purge* process is actually completed in two steps ...

- 1.) Select specific *Recertification Notice Information* to be *Purged*
- 2.) Remove purged *Recertification Notice Information* from the database

Note: *Recertification Notice Information* that has been selected to be *Purged* will have the *Purge Checkbox* checked (at the *Preview Window*) and will have an asterick (\*) to the left of *Unit Number* (at the *Find Window*). When the *Remove Purged Data* option is selected, all *Recertification Notice Status Information* that has the *Purge Checkbox* checked will be removed from the database.

Below are options available from the *Purge Menu* ...

### Entire File

To *Purge* the entire *Recertification Notice Status* database, click-on **Entire File**. Then select **Purge > Remove Purged Data** to complete the *Purge* process.

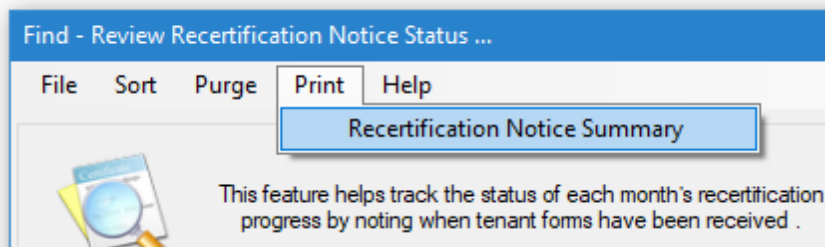
### By Recertification Date

To *Purge* all *Recertification Notice Information* within a specific *Month/Year*, click-on **Purge > By Recertification Date**. A *Purge By Recertification Date* selection window will appear. Select the desired *Month & Year* from the pull down lists. Click-on **OK** to continue. Click-on **Cancel** to exit out of this process. Then select **Purge > Remove Purged Data** to complete the *Purge* process.

### Remove Purged Data

To physically remove all *Recertification Notice Information* that has been previously selected to be *Purged* from the *Recertification Notice Status* database, click-on **Purge > Remove Purged Data**.

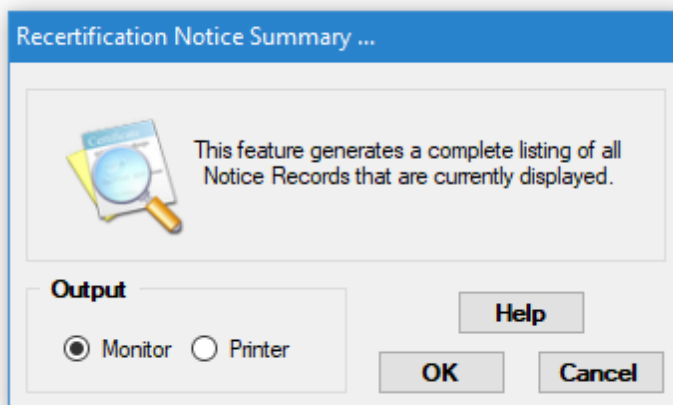
## 11.1.1.5 Print Menu



Below are options available from the *Print Menu* ...

### Recertification Notice Summary

Click-on **Print > Recertification Notice Summary** to generate a printed summary of the *Recertification Notice Status* database.



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**OK** - Click-on **OK** to generate a *Recertification Notice Summary*.

**Cancel** - Click-on **Cancel** to exit out of the *Recertification Notice Summary* - Print window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

## 11.1.1.6 Help Topics

*Help Topics* access is available throughout the FHA Software program by clicking on **Help**.

To view the main *Help Topics* contents Window, click-on **Help > Help Topics**, while at the main program menu. The *FHA Software for Windows - Help Topics* window will appear ...



## Browser-Based Help Topics

FHA Software's *Help Topic* content is *Browser-based* which means *Help* documentation will be displayed & printed using your computer's default Web-Browser (Internet Explorer, Netscape, etc.). We recommend using *Windows Internet Explorer* to view *FHA Software Help Topics*.

To make *Windows Internet Explorer* your default web-browser, start *Windows Internet Explorer* and click-on *Tools .. Internet Options .. Programs* and in the *Default Web Browser* section, click-on *Make Default*.

The *Help Topics* window is split into two frames. The left frame displays *Contents*, *Index* and *Search* options. The right frame displays *Help Topic Documentation*. Double click-on any item listed in the left frame to view it's related *Help Topic Documentation* in the right frame. To print *Help Topic Documentation* currently displayed, click-on the right frame, then click-on the *Print Option* icon.

## Overviews

*Help Topics* - Overview sections provide information about FHA Software usage, requirements and compliance. **Creating a New Project** and **Step-by-Step Examples** are good sections to review for those users that are brand new to FHA Software.

## Menu Sections

*Help Topics* - *Menu Sections* provide detail background and instructional information on various form processing features included with your FHA Software package. Simply click the desired feature to view it's contents.



## 11.1.1.7 Preview Window

To view &/or modify existing *Recertification Notice Information*, click-on (highlight) the desired *Recertification Notice Entry* line displayed in the *Find* window and click-on the **View Recert Notice Status** button located in the lower right corner.

A *Recertification Notice Status - Preview Window* will be displayed with selected information ...

The screenshot shows a software window titled "Recertification Notice Status ...". It contains the following fields and sections:

- Project :** VILLAGE GREEN APARTMENTS
- Recertification Date :** December 2018
- Unit No. :** 01 S105
- Address :** (empty field)
- Tenant Name :** LOREAN BENN
- Subsidy Type :** HUD (dropdown), HUD-Rent Supp (dropdown)
- Comments :** (empty text area)
- Purge :** (checkbox)
- Annual Letter - Sent :** 07/24/2018
- 90-Day Letter - Sent :** 08/27/2018
- 60-Day Letter - Sent :** 09/24/2018
- 30-Day Letter - Sent :** (empty)
- Recertification Completed :** (empty)

Below these fields are two columns of income and expense items, each with a numeric input field and a "Rec'd All" checkbox:

Form Description & No. ...		Form Description & No. ...	
Business Income :	0	Indian Trust Income :	0
Federal Wage Income :	0	Other Non-Wage Income :	0
Military Wage Income :	0	Unemployment Income :	0
Non-Federal Wage Income :	0	Asset Income :	2
Pension Income :	0		
Supplemental SSI Income :	2	Child Care Expense :	0
Social Security Income :	0	Handicap Assistance Expense :	0
AFDC Income :	0	Medical Expense :	1
General Assistance Income :	0	Full-Time Student Status :	0
Child Support Income :	0	Disability/Handicap Status :	1

At the bottom of the window are buttons for **Prev**, **Next**, **Help**, **Print Summary**, **Edit**, and **OK**.

The following options are available at the *Review Recertification Notice Status - Preview Window*...

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of *Recertification Notice Information*.

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Print

To generate a hard copy of *Recertification Notice Information* currently displayed, click-on the **Print** button. The *Recertification Notice Information* will be sent directly to the currently defaulted Windows printer.

## Edit

To edit *Recertification Notice Information* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode* for **Editing Recertification Notice Status**.

## OK

Click-on **OK** to exit the *Review Recertification Notice Status - Preview Window*.

### 11.1.1.8 Editing Mode

When in *Editing Mode*, the user has full access and control to modify any data entry field of *Recertification Notice Status*. To edit *Recertification Notice Information* currently displayed, click-on the **Edit** button.

Below is a *Recertification Notice Status* window that is in *Editing Mode* ...

Recertification Notice Status ...

Project : **VILLAGE GREEN APARTMENTS**

Unit No. : 01 S105

Address

Tenant Name : LOREAN BENN

Subsidy Type : HUD

HUD-Rent Supp

Comments :

☐ Purge :

Recertification Date : December 2018

Annual Letter - Sent : 07/24/2018

90-Day Letter - Sent : 08/27/2018

60-Day Letter - Sent : 09/24/2018

30-Day Letter - Sent :

Recertification Completed :

Form Description & No. ...

Business Income :	0	<input type="checkbox"/> Rec'd All
Federal Wage Income :	0	<input type="checkbox"/> Rec'd All
Military Wage Income :	0	<input type="checkbox"/> Rec'd All
Non-Federal Wage Income :	0	<input type="checkbox"/> Rec'd All
Pension Income :	0	<input type="checkbox"/> Rec'd All
Supplemental SSI Income :	2	<input checked="" type="checkbox"/> Rec'd All
Social Security Income :	0	<input type="checkbox"/> Rec'd All
AFDC Income :	0	<input type="checkbox"/> Rec'd All
General Assistance Income :	0	<input type="checkbox"/> Rec'd All
Child Support Income :	0	<input type="checkbox"/> Rec'd All

Form Description & No. ...

Indian Trust Income :	0	<input type="checkbox"/> Rec'd All
Other Non-Wage Income :	0	<input type="checkbox"/> Rec'd All
Unemployment Income :	0	<input type="checkbox"/> Rec'd All
Asset Income :	2	<input checked="" type="checkbox"/> Rec'd All
Child Care Expense :	0	<input type="checkbox"/> Rec'd All
Handicap Assistance Expense :	0	<input type="checkbox"/> Rec'd All
Medical Expense :	1	<input type="checkbox"/> Rec'd All
Full-Time Student Status :	0	<input type="checkbox"/> Rec'd All
Disability/Handicap Status :	1	<input checked="" type="checkbox"/> Rec'd All

Help

OK

Cancel

The following options are available when *Editing Recertification Notice Information ...*

## Help

To view *Online Help Topics* related to this window, click-on **Help**.

## OK

When done editing *Recertification Notice Information*, click-on the **OK** button to save your changes.

## Cancel

To exit editing *Recertification Notice Information* without saving changes, click-on the **Cancel** button.

## Recertification Notice Status - Data Entry Items ...

The following data items are available while *Editing Recertification Notice Information ...*

### Unit No.

Current *Unit Number* of the Tenant being Recertified.

Note: This field is not editable.

### Tenant Name

Head Tenant's full name in a LAST, FIRST MI format. This allows the list to be sorted alphabetically by tenant name.

### Subsidy Type

The existing type of subsidy the tenant is receiving ( RD/HUD/S42/MKT ) at the time of Recertification, along with the specific subsidy program ( RD R/A, HUD Section 8, etc. ).

### Address

Click-on the **Address** button to view &/or modify the *Mailing Address Entry Window* used for tenant mailings. Click-on the **OK** button to Save & Exit the *Mailing Address Entry Window*.

### Comments

This is a text field for making miscellaneous notes about the tenant's recertification status.

### Purge

In order to physically delete a *Tenant's Record* from *Recertification Notice Status Data*, it must first be marked *Purged* by clicking on the Purge check box. All *Tenant Records* marked to be purged will be physically deleted from *Recertification Notice Status Data* when the **Purge > Remove Purged Data** option is processed from the *Find* window.

### Recertification Date

This is the scheduled Recertification effective Month & Year.

Note: All Annual Recertifications are effective the first day of the month.

Note: Enter date in (MMDDYYYY) format.

## **Annual Letter Sent**

This is the date the *Annual Recertification Letter & Verification Forms* were sent to this tenant.

Note: This date is automatically recorded when processing the actual *Annual Letter w/Forms* in the **Generate Recertification Notices - Setup Window**.

Note: The *Annual Recertification Letter* is normally sent to tenants 90 to 120 days prior to their *Next Scheduled Recertification Effective Date*.

Note: Enter date in (MMDDYYYY) format.

## **90 Day Letter Sent**

This is the date a *90-Day Reminder Letter* was sent to this tenant.

Note: This date is automatically recorded when processing the actual *90-Day Reminder Letter* in the **Generate Recertification Notices - Setup Window**.

Note: A *90-Day Reminder Letter* is sent to the tenant when it is within approximately 90 days from the *Recertification Effective Date* and the tenant has not yet fully responded to the *Annual Recertification Letter* sent previously.

Note: Enter date in (MMDDYYYY) format.

## **60 Day Letter Sent**

This is the date a *60-Day Reminder Letter* was sent to this tenant.

Note: This date is automatically recorded when processing the actual *60-Day Reminder Letter* in the **Generate Recertification Notices - Setup Window**.

Note: A *60-Day Reminder Letter* is sent to the tenant when it is within approximately 60 days from the *Recertification Effective Date* and the tenant has not yet fully responded to the *Annual Recertification Letter* sent previously.

Note: Enter date in (MMDDYYYY) format.

## **30 Day letter Sent**

This is the date a *30-Day Reminder Letter* was sent to this tenant.

Note: This date is automatically recorded when processing the actual *30-Day Reminder Letter* in the **Generate Recertification Notices - Setup Window**.

Note: A *30-Day Reminder Letter* is sent to the tenant when it is within approximately 30 days from the *Recertification Effective Date* and the tenant has not yet fully responded to the *Annual Recertification Letter* sent previously.

Note: Enter date in (MMDDYYYY) format.

## Recertification Completed

This is the date the *Annual Tenant Recertification* form was *Activated*.

Note: A date in this field means that the *Recertification Notice Process* was successfully completed. An asterisk [\*] will appear at the right of the *Tenant Name* field in the *Find Window* to visually signify a *Completed Recertification*.

Note: This date is automatically recorded when *Activating* the *Tenant Certification*.

Note: Enter date in (MMDDYYYY) format.

## Description - # of Forms ... Check Boxes

This section provides a list of all possible *Income/Expense/Status Verification forms*, along with the total number of forms generated for the tenant household being recertified. To the right of each form *Description* is a *Check Box* with the words *Rec'd All*. A box that is checked means that all corresponding verification forms have been received.

Determining which tenants should be sent *90/60/30 Day Reminder Letters* is based on whether applicable verification form boxes are checked or not. Any tenant that has outstanding verification form boxes left unchecked will be included in *90/60/30 Day Reminder Letter* processing.

## 11.1.2 Generate Recertification Notices

### 11.1.2.1 Overview

## Overview

This feature automatically and completely generates all your recertification related notices, letters, worksheets, and verification forms. Recertification form information is also recorded, allowing the user to keep track of forms that have and have not been returned.

To access the *Generate Recertification Notices - Setup Window*, click-on **Reports > Recertification Notices > Generate Recertification Notices**.

**Recertification Notice Processing ...**

**Setup**

This feature automatically generates all your recertification related notices, letters, worksheets, and verification forms, based on selection criteria defined below.

☒ By Project Filename RHSDEMO

☐ Multi-Property Reports ALLDEMO

Recertification Date : April 2019

Base this process on the ... ☐ Anniversary Date of Move-In ☐ LIHTC Placed in Service ( PIS ) Date

( Unless checked above, Next Recertification Date will be used )

☐ Exclude Market Renter ( MKT ) Tenants / Units

**Form Type to Generate**

☒ Custom Designer Reports ( .RPT ) ☐ Custom MSWord Documents ( .DOC )

**Notice Selection**

☒ Annual Letter with Verification Forms

☐ Annual Letter without Verification Forms

☐ 90-Day Reminder Letter

☐ 60-Day Reminder Letter

☐ 30-Day Reminder Letter

☐ Select Specific Tenants

☐ Reprint Selected Letters

☒ Include a Tenant Summary

☐ Print Tenant Summary Only

☐ Labels Only Avery 5160

☐ Generate verification forms for one Tenant Certification only ...

Unit No. : 101

Effective Date : 01/01/2019

**Output**

☒ Monitor ☐ Printer

**Help**

**OK** **Cancel**

## Setup

*Recertification Notices* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate *Recertification Notices* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate *Recertification Notices* in *Multi-Property* Mode. The program will automatically generate forms for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Include Letters Already Printed ( checkbox )** - When generating Annual Recertification Letters and the Multi-Property Reports bullet is selected, this checkbox option will be displayed which is left unchecked by default. When unchecked, only Annual Recertification Letters that have not yet been recorded as being previously generated will be printed. When checked, Annual Recertification Letters will

be printed for all tenants that are due for recertification on the Report Date defined, whether the Annual Recertification Letters have already been printed or not.

**Recertification Date** - Select the desired *Month & Year* recertification effective date to process, using the pull down lists. Only recertification information in effect during the month & year selected will be included in this process.

Note: By default, the program uses *Next Recertification Date* ( recorded in Unit Data ) to determine recertification status for this report, which will be accurate for 100% RD projects, 100% LIHTC projects and 100% HUD Subsidized projects.

**Anniversary Date of Move-In** - When checked, the program will use each tenant's *Move-In Date* ( Month ) to establish Recertification status for this report. Therefore, tenant's will be due for recertification on the anniversary of their original *Move-In Date* ( Month ), regardless of what their *Next Recertification Date* says.

Note: Use this option when you have an RD project that also has Tax Credits ( LIHTC ) which requires recertifications processed on the anniversary date of each tenant's original move-in. Recertification compliance for both RD and LIHTC will be accommodated.

**LIHTC Placed in Service ( PIS ) Date** - When checked, the program will use the LIHTC *Placed in Service Date* ( Month ) assigned to each Unit ( Building ID ) to establish Recertification status of each tenant for this report. Therefore, tenant's will be due for recertification on the anniversary of their Unit's *Placed in Service Date* ( Month ), regardless of what their *Next Recertification Date* says.

Note: Use this option when you have an RD or HUD project that also has Tax Credits ( LIHTC ) which requires recertifications processed on the anniversary date of each unit's *Placed in Service Date*. Recertification compliance for both RD and LIHTC will be accommodated. Getting your HUD Contract Administrator's approval to change each tenant's Annual Recertification Date to match the *Placed in Service Date* will then put HUD project recertification processing on the same track with LIHTC compliance, eliminating the need for a dual ( HUD & LIHTC ) annual recertification process.

Note: *Recertification Type* criteria will automatically be selected for each individual LIHTC project selected, based on *Recertification Type* established in the *Tax Credit* window of *Project Data*.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included in the Recertification Notice Process.

## Form Type to Generate

**Custom Designer Reports [ .RPT ]** - Select this item to generate *Report* formatted [ .RPT ] recertification letters & verification forms, edited with the built-in *Custom Report Designer* feature.

Note: This is the default selection.

**Custom MSWord Documents [ .DOC ]** - Select this item to generate MSWord formatted [ .DOC ] recertification letters & verification forms, edited with the built-in *Custom MSWord Designer* feature.

## Notice Selection

The following notice processing selections are available ...

**Annual Letter with Forms** - Bullet this item to generate *Annual Recertification Letters* and *Income/Expense/Status Verification Forms* for tenants that are applicable to the *Recertification Date* defined above.

**Annual Letter without Forms** - Bullet this item to generate *Annual Recertification Letters* only for tenants that are applicable to the *Recertification Date* defined above.

**90-Day Reminder Letter** - Bullet this item to generate a *90-Day Reminder Letter* for tenants that are applicable to the *Recertification Date* defined above and have not yet fully responded to the *Annual Recertification Letter* sent previously.

**60-Day Reminder Letter** - Bullet this item to generate a *60-Day Reminder Letter* for tenants that are applicable to the *Recertification Date* defined above and have not yet fully responded to the *Annual Recertification Letter* sent previously.

**30-Day Reminder Letter** - Bullet this item to generate a *30-Day Reminder Letter* for tenants that are applicable to the *Recertification Date* defined above and have not yet fully responded to the *Annual Recertification Letter* sent previously.

Note: 90/60/30 Day Reminder Letters can only be generated after the ANNUAL Recertification Letters have been generated.

**Select Specific Tenants (Checkbox)** - To generate *Recertification Notices* for one or more specific tenants only, click-on this checkbox. During the print process a **Select Specific Tenants Window** will appear.

**Reprint Selected Letters (Checkbox)** - To reprint *90/60/30 Day Reminder Letters* for tenants that have already completed the Recertification process, click-on this checkbox.

**Generate forms for one specific Tenant Certification** - Bullet this item to generate *Annual Recertification Letters* and *Income/Expense/Status Verification Forms* off information directly from an existing tenant certification. A *Recertification Notice Status* entry is not created in this instance.

Note: This option would allow the user to generate verification forms for an applicant that is not yet and established tenant. *Add* and *Save* the *Tenant Certification information* for the applicant, but don't *Activate* the TC. Then choose this option to automatically generate the necessary verification forms.

**Include a Tenant Summary** - When this box is checked, the program will include a printed summary of tenants that are applicable to the Recertification Notice Process being performed, in addition to these forms.

**Tenant Summary Only** - When this box is checked, the program will only generate a *Tenant Summary*.

**Labels Only** - When this box is checked, the program will only generate *Mailing Labels*. Use the pull down option to select available *label types*.

## Output

This menu section allows the user to select Monitor vs Printer, determine the number of printed copies to generate and change default printer selection.



**Monitor** - Bullet this item to view a summary of tenants that are due for recertification on the date defined above.

**Printer** - Bullet this item to *Generate Recertification Notices* defined above at the defaulted Windows printer.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to *Generate Recertification Notices*, as defined in this setup window.

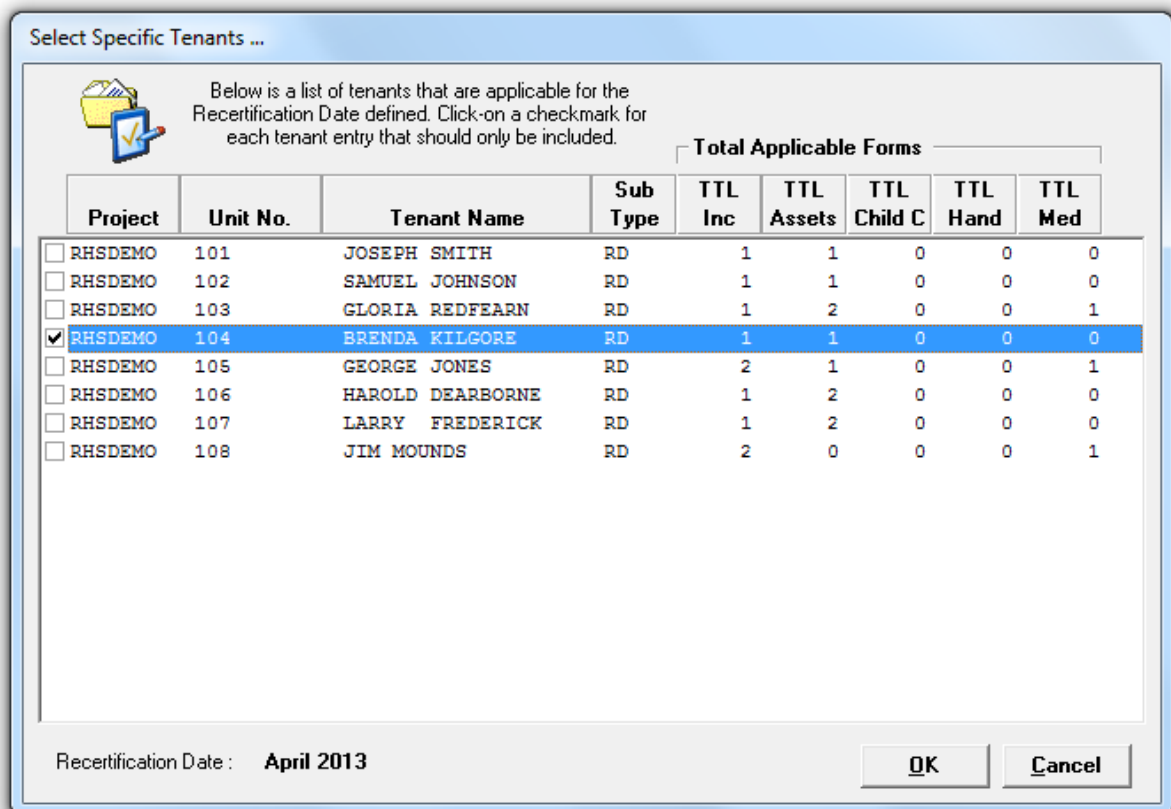
## Cancel

Click-on **Cancel** to exit out of the *Generate Recertification Notices* window.

### 11.1.2.2 Select Specific Tenants

During the printing process, the user is giving an opportunity to preview a list of applicable tenants and hand pick only the tenants to include in the forms printing process.

To access the *Select Specific Tenants - Window*, click-on the Select Specific Tenants checkbox. The follow window will appear during the printing process ...



**Select Specific Tenants ...**

Below is a list of tenants that are applicable for the Recertification Date defined. Click-on a checkmark for each tenant entry that should only be included.

Project	Unit No.	Tenant Name	Sub Type	TTL Inc	TTL Assets	TTL Child C	TTL Hand	TTL Med
<input type="checkbox"/>	RHSDEMO 101	JOSEPH SMITH	RD	1	1	0	0	0
<input type="checkbox"/>	RHSDEMO 102	SAMUEL JOHNSON	RD	1	1	0	0	0
<input type="checkbox"/>	RHSDEMO 103	GLORIA REDFEARN	RD	1	2	0	0	1
<input checked="" type="checkbox"/>	RHSDEMO 104	BRENDA KILGORE	RD	1	1	0	0	0
<input type="checkbox"/>	RHSDEMO 105	GEORGE JONES	RD	2	1	0	0	1
<input type="checkbox"/>	RHSDEMO 106	HAROLD DEARBORNE	RD	1	2	0	0	0
<input type="checkbox"/>	RHSDEMO 107	LARRY FREDERICK	RD	1	2	0	0	0
<input type="checkbox"/>	RHSDEMO 108	JIM MOUNDS	RD	2	0	0	0	1

Recertification Date : **April 2013**

**OK** **Cancel**

The following options are available at the *Select Specific Tenants Window*...

## Checkbox

Click-on the checkbox for each tenant that are to be included in the *Recertification Notice* forms printing process.

## OK

Click-on OK to complete the printing process.

## Cancel

To Exit the *Select Specific Tenants Window*, click-on the **Cancel** .

## 11.2 Certification Expiration Report


### Overview

This feature generates a complete list of tenants in *Certification Expiration Date* order that have certifications in effect during the *Report Date* defined.

To access the *Certification Expiration Report* window, click-on **Reports > Certification Expiration Report**.

**Certification Expiration Report ...**

**Setup**

 This feature provides a list of tenants in Certification Expiration Date order.

☒ By Project Filename RHSDEMO ▼  
☐ Multi-Property Reports ALLDEMO ▼ ☐ Continuous

( As of ) Report Date : July ▼ 2021 ▼

Base this report on the ... ☐ Anniversary Date of Move-In  
☐ LIHTC Placed in Service ( PIS ) Date  
 ( Unless checked above, Next Recertification Date will be used )

☐ Only list Expired Certifications as of the Report Date above.  
☐ Exclude Market Renter ( MKT ) Tenants / Units  
☐ Exclude HUD Market Renter Tenants  
☐ Exclude Projects with no Expired TC Activity

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help  
OK Cancel

## Setup

*Certification Expiration Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Certification Expiration Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Certification Expiration Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When checked, will list expired certification entries for all projects included in the *Multi-Property Reports* filename selected in one continuous report.

**( As of ) Report Date** - Select the desired *Month & Year* of tenant certification information to report, using the pull down lists. Only tenant certification information in effect during the month & year selected will be reported on this summary.

Note: By default, the program uses *Next Recertification Date* ( recorded in Unit Data ) to determine certification expiration status for this report, which will be accurate for 100% RD projects, 100% LIHTC projects and 100% HUD Subsidized projects.

**Anniversary Date of Move-In** - When checked, the program will use each tenant's *Move-In Date* ( Month ) to establish certification expiration status for this report. Therefore, tenant's will be due for recertification on the anniversary of their original *Move-In Date* ( Month ), regardless of what their *Next Recertification Date* says.

Note: Use this option when you have an RD project that also has Tax Credits ( LIHTC ) which requires recertifications processed on the anniversary date of each tenant's original move-in. Recertification compliance for both RD and LIHTC will be accommodated.

**LIHTC Placed in Service ( PIS ) Date** - When checked, the program will use the LIHTC *Placed in Service Date* ( Month ) assigned to each Unit ( Building ID ) to establish certification expiration status of each tenant for this report. Therefore, tenant's will be due for recertification on the anniversary of their Unit's *Placed in Service Date* ( Month ), regardless of what their *Next Recertification Date* says.

Note: Use this option when you have an RD or HUD project that also has Tax Credits ( LIHTC ) which requires recertifications processed on the anniversary date of each unit's *Placed in Service Date*. Recertification compliance for both RD and LIHTC will be accommodated. Getting your HUD Contract Administrator's approval to change each tenant's Annual Recertification Date to match the *Placed in Service Date* will then put HUD project recertification processing on the same track with LIHTC compliance, eliminating the need for a dual ( HUD & LIHTC ) annual recertification process.

Note: *Recertification Type* criteria will automatically be selected for each individual LIHTC project selected, based on *Recertification Type* established in the *Tax Credit* window of *Project Data*.

**Only list Expired Certifications as of the Report Date above** - When checked, the program will only list tenant's that have an expired certification as of the *Report Date* defined. Use this option to get a list of expired certifications only.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the report.

**Exclude HUD Market Renter Tenants** - When checked, Market Rent Tenants that are still covered by HUD Subsidy will not be included in the report.

Note: HUD Market Renter Tenants do not need to be recertified annually and will appear on this report as being [Expired] based on the date they were previously due for their Annual Recertification. This checkbox option will exclude them from being listed on the report.

**Exclude Projects with no Expired TC Activity** - When checked, projects that do not have any expired TC activity as of the Report Date defined, will not be included on the report. This checkbox option is only available when Multi-Property Reports is bulleted.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Certification Expiration Report*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Certification Expiration Report* window.

## 11.3 Rent Register Report


### Overview

This feature automatically generates a tenant rent rate listing that can be used for on-site recording of tenant rent collections.

To access the *Rent Register Report* window, click-on **Reports > Rent Register Report**.

**Rent Register Report ...**

**Setup**

 This feature automatically generates a tenant rent rate listing for on-site recording of tenant rent collections.

☒ By Project Filename RHSDEMO ▼

☐ Multi-Property Reports ALLDEMO ▼

Report Month/Year : April ▼ 2019 ▼

☐ Exclude Market Renter ( MKT ) Tenants / Units

**Report Selection**

☒ Portrait ( includes standard rent collection entry items )

☐ Landscape ( includes more detailed rent collection entry items )

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

## Setup

*Rent Register Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Rent Register Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Rent Register Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Month/Year** - Select the desired *Month* & *Year* of tenant rent rate information to report, using the pull down lists. Only tenant rent rate information in effect during the month & year selected will be reported on this summary.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the report.

## Report Selections

**Portrait** - Bullet this item to generate a standard *Rent Register Report* which includes the following report columns ...

Apt Number	Leased To	Subsidy Type	Tenant Rent	Amount Paid
Date paid	Check Number	Prev Bal Due	Balance Due	

**Landscape** - Bullet this item to generate a landscaped *Rent Register Report* which includes the following report columns ...

Apt Number	Leased To	Security Deposit	Vacancy Loss
Subsidy Type	Prev Bal Due	Tenant Rent	Amount Paid
Date paid	Late Fees Charged/Paid	NSF Check Charged/Paid	
Misc Charged/Paid	Ending Balance		

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Rent Register Report*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Rent Register Report* window.

## 11.4 Utility Refund Report


### Overview

This feature automatically generates a list of tenant's who are setup to receive a receive a *Utility Refund* for the Month & Year defined.

To access the *Utility Refund Report* window, click-on **Reports > Utility Refund Report**.

**Utility Refund Report ...**

**Setup**

 This feature automatically generates a list of tenant's who are setup to receive a utility refund.

☒ By Project Filename RHSDEMO

☐ Multi-Property Reports ALLDEMO ☐ Continuous

Report Month/Year : December 2024

**Report Selection**

☒ Utility Refund Report - Monthly Report

☐ Utility Refund Report - Calendar Year Report

☐ Mailing Labels

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

## Setup

*Utility Refund Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Utility Refund Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Utility Refund Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When checked, will list utility refund entries for all projects included in the *Multi-Property Reports* filename selected in one continuous report.

**Report Month/Year** - Select the desired *Month & Year* of U/R tenant information to report, using the pull down lists. Only U/R tenant information in effect during the month & year selected will be reported on this summary.

## Report Selections



**Utility Refund Report - Monthly Report** - Bullet this item to generate a *Utility Refund Report* for the Report Month/Year selected.

**Utility Refund Report - Calendar Year Report** - Bullet this item to generate a 12 month *Utility Refund Report*. for the calendar Report Year selected.

**Mailing Labels** - Bullet this item to generate standard 1" laser/inkjet labels (Avery #8160 compatible) for each U/R tenant included with this report.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Utility Refund Report*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Utility Refund Report* window.


## 11.5 Occupancy Reports

### Overview

This feature generates two types of *Occupancy Reports* (a *Vacancy Listing* and a *Move-In Listing*) with unit information applicable to the *Reporting Period* defined.

To access the *Occupancy Reports* window, click-on **Reports > Occupancy Reports**.

Occupancy Reports ...



This feature provides a detailed listing of Vacancies or Move-Ins for the reporting period defined below.

☒ By Project Filename

HUDDemo
▼

☐ Multi-Property Reports

ALLDEMO
▼

☐ Consolidate

Reporting Period ...

Beginning Date :

January
▼

2019
▼

Ending Date :

December
▼

2019
▼

☐ Exclude Market Renter ( MKT ) Tenants / Units

Report Type

☒ Vacancy Listing
☐ Move-In Listing

☐ Include Forwarding Address Information

Sort By

☒ By Unit Number
☐ By Move In/Out Dates

Output

☒ Monitor
☐ Printer
☐ .PDF

Help

OK

Cancel

## Setup

*Occupancy Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Occupancy Reports* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Occupancy Reports* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Consolidate ( Checkbox )** - When checked, will consolidate all projects included in the *Multi-Property Reports* filename selected into one report.

**Reporting Period (Beginning Date)** - This *Month & Year* date establishes the first day of the reporting period. Use the pull down lists to select the desired *Month & Year*.

**Reporting Period (Ending Date)** - This *Month & Year* date establishes the last day of the reporting period which will be the last day of the *Month & Year* selected. Use the pull down lists to select the desired *Month & Year*.

Note: The *Reporting Period* can cover any month or multiple month time span.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the report.

**Include Forwarding Address Information ( checkbox )** - Click-on this checkbox to include forwarding address information on the *Vacancy Listing* being generated.

Note: This option is only available for the *Vacancy Listing*.

## Report Type

**Vacancy Listing** - This report provides a detailed listing of each unit that was vacant for any time within the *Reporting Period* defined. The report includes *Unit Number*, *Size*, *Previous Tenant's Name*, *Subsidy Type* and *Move-Out Date*, *Move-In Date*, and the total number of *Days Vacant within Reporting Period*. A *Vacancy Summary* is also included at the end of the report which provides *Vacancy Rate* percentages by unit size along with a project total.

Note: *Vacancy Rate* calculations are based on the *Number of Days Vacant* compared to *Total Days in the Reporting Period*.

**Move-In Listing** - This report provides a detailed listing of units with move-In's that occurred within the *Reporting Period* defined. The report includes *Unit Number*, *Size*, *Tenant's Name*, *Subsidy Type*, *Move-In Date*, *Tenant Rent*, *RA/Subsidy*, and *Gross Annual Income*

Note: Both *Vacancy & Move-In Listing* report information comes from *Unit Data - Unit History*.

## Sort By

**By Unit Number** - Bullet this item to sort the selected *Occupancy Report* in *Unit Number* order.

**By Move In/Out Dates** - Bullet this item to sort the selected *Occupancy Report* in *Move-In* or *Move-Out Date* order. When selected, *Vacancy Lists* will be sorted by *Move-Out Date* and *Move-In Listings* will be sorted by *Move-In Date*.

Note: The default sort order is by *Unit Number*.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate an *Occupancy Report*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Occupancy Reports* window.

## 11.6 Gross Rent Potential Report

### Overview

This feature will generate a 12 month *Gross Rent Potential Report* through the ending report date ( month ) defined, based on unit occupancy and subsidy type.

To access the *Gross Rent Potential Report* window, click-on **Reports > Gross Rent Potential Report**. The following *Gross Rent Potential Report - Setup* window will appear ...

**Gross Rent Potential Report ...**

**Report Setup**

This feature will generate a 12 month Gross Rent Potential Report through the ending report date month defined below, based on unit occupancy and subsidy type.

☒ By Project Filename : RHSDEMO

☐ Multi-Property Reports : ALLDEMO

Report Date ( Ending Month ) : December 2015

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

## Setup

*Gross Rent Potential Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Gross Rent Potential Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Gross Rent Potential Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Date ( Ending Month )** - This *Month & Year* date establishes the last month of the 12 month reporting period. Use the pull down lists to select the desired *Month & Year*.

Note: The *Reporting Period* can cover any 12 month period. The default *Report Date* will always be set to the month of December for the current System Date year. For example: if today's date is 06/15/2015, the default *Report Date* will be set to December 2015 which will cover a January through December 2015 reporting period.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate an *Gross Rent Potential Report*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Gross Rent Potential Report* window.

## Gross Rent Potential Notations

Each individual Month's column includes the following information ...

### GRP Amount

\* When Unit is Occupied and Subsidy Type is RD/HUD/MKT, the GRP amount is the sum of Tenant Rent + Project-Based RA/Subsidy.

\* When Unit is Occupied and Subsidy Type is S42 ( Tax Credit ), the GRP amount is the sum of Tenant Paid Rent + Tenant-Based RA/Subsidy.

\* When Unit is Vacant and Subsidy Type is RD/HUD/MKT, the GRP amount is pulled from the Rent Rate Schedule based on Subsidy Type.

\* When Unit is Vacant and Subsidy Type is S42 ( Tax Credit ), the GRP amount is LIHTC Rent Limit - Utility Allowance.

## Subsidy Type Notations

\* R = RD    H = HUD    T = Tax Credit    M = Market Renter    V = Vacant Unit  
 ? = Not Assigned ( means the unit has not been labeled with a Subsidy Type )

## LIHTC MSA% Notations

\* When LIHTC Compliance Monitoring is enabled, the unit's MSA % will be displayed.

## 11.7 Race / Ethnicity Report


### Overview

This feature generates a detailed statistical report of *Race, Ethnicity, Gender, Age, Elderly, Handicap/Disability Status* and *Gross Annual Household Income* based on information that exists for both current tenants and waiting list applicants.

To access the *Race / Ethnicity Report* window, click-on **Reports > Race / Ethnicity Report**. The *Race / Ethnicity Report Setup Window* will appear ...

**Race / Ethnicity Report ...**

**Setup**

 This feature will generate a statistical report of Race, Ethnicity and Gender, based on selection information defined below.

☒ By Project Filename RHSDEMO ▾

☐ Multi-Property Reports ALLDEMO ▾

( 1st Day of ) Report Date : April ▾ 2019 ▾

☐ Exclude Market Renter ( MKT ) Tenants / Units

**Data Source**

☒ Tenant Certifications

☐ Waiting List Applicants

**Include on Report**

☒ HEAD Member Only

☐ ALL Household Members

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help

OK Cancel

## Setup

*Race / Ethnicity Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Race / Ethnicity Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Race / Ethnicity Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**( 1st Day of ) Report Date** - This *Month & Year* date establishes the day of the reporting period. Use the pull down lists to select the desired *Month & Year*. The first day of the selected *Month & Year* will be used for this report.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the report.

## Data Source

**Tenant Certifications** - This selection will generate a list of all *Tenants* that existed on the *Report Date* defined above and pull report information (*Race, Ethnicity, Gender, etc.*) from the *Tenant Certification* in effect during that time.

Note: Only tenants that have *TC History* will be included on this report. The notation ( *No Certs* ) next to *Tenant Name* on the report will designate that a *Tenant Certification* does not exist.

**Waiting List Applicants** - This selection will generate a list of all *Active Applicants* that existed on the *Report Date* defined above and pull report information (*Race, Ethnicity, Gender, etc.*) from the *Waiting Listing* file.

Note: *Active Applicants* are applicant households that are still eligible for future housing and do not have *Leased, Removal, Rejected, or Inactive Dates* on file.

## Include on Report

**HEAD Member Only** - When selected, the report will only list information relating to the *Head Tenant/Applicant* of each household.

**ALL Household Members** - When selected, information on all *Tenant/Applicant* household members will be listed on the report.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Race / Ethnicity Report*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Race / Ethnicity Report* window.

## 11.8 User Defined Tenant Summaries

### Overview

This feature allows the user to create custom tenant summaries by selecting up to fifteen (15) *Unit Data* related items based on occupancy that exists on the first day of the month & year defined. Tenant name and unit number are always included in the summary for each unit listed.



To access the *User-Defined Tenant Summaries* window, click-on **Reports > User-Defined Tenant Summaries**.

**User-Defined Tenant Summaries ...**

**Setup**

This feature allows the user to create custom tenant summaries by selecting up to 15 column items. Tenant Name and Unit No. are always included.

☒ By Project Filename :

☐ Multi-Property Reports :

Report Month/Year :

☐ Portrait ☒ Landscape ☐ Double Space

☐ Saved Summaries :

**Summary Selections**

Column #	Field	Value
Column #1	Unit Size	6
Column #2	Building ID	27
Column #3	Basic Rent	10
Column #4	Market/Note Rate	10
Column #5	Contract Rent	10
Column #6	LIHTC Rent Limit	10
Column #7	Utility Allowance	10
Column #8	Blank	0
Column #9	Blank	0
Column #10	Blank	0
Column #11	Blank	0
Column #12	Blank	0
Column #13	Blank	0
Column #14	Blank	0
Column #15	Blank	0

Maximum Characters = 120 Total Selected : 83

**Output**

☒ Monitor ☐ Printer ☐ .PDF ☐ Export to .CSV file

**Sort Order**

☒ Unit No. ☐ Last Name

## Setup

*User-Defined Tenant Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *User-Defined Tenant Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *User-Defined Tenant Summary* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Report Month/Year** - Select the desired *Month* & *Year* of tenant information to report, using the pull down lists. Only tenant information in effect during the month & year selected will be reported on this summary.

## Summary Selections

Up to fifteen (15) columns of tenant information can be selected for each summary. The maximum number of columns will be determined by the amount of character space each selected item requires. A total of 80 characters worth of horizontal character space is available on each Portrait summary and 120 characters on each Landscape summary. Each tenant's name and unit number will always be included on the summary. Starting with Column #1, select the unit/tenant related item you want added to your summary, using the pull down lists.

Note: When *Export to .CSV File* is selected, all 15 Column Items are available for selection.

## Page Orientation

**Portrait** - When selected, will allow a maximum of 80 column characters.

**Landscape** - When selected, will allow a maximum of 120 column characters.

Note: *Portrait* is selected by default.

**Double Space** - When selected, will separate each information line on a monitored or printed summary with a space line.

Note: The *Double Space* option is not available when exporting to a .CSV file.

## Saved Summaries

This section provides the ability to save Summary Selections so they can be easily reused.

### Saved Summaries ( checkbox ) ...

\* **Reuse** - To reuse an existing *Saved Summary*, click-on the *Saved Summaries* checkbox and select the desired *Summary Name*.

\* **Create** - To *Create* a new *Saved Summary*, click-on the *Saved Summaries* checkbox .. click-on the *Create* button .. make the desired Column Item selections .. for *Saved Summary Name*, enter a 45 alpha-numeric character or less name for your summary .. Click-on *SAVE*

\* **Edit** - To *Edit* a *Saved Summary*, click-on the *Saved Summaries* checkbox and select the desired *Summary Name*.. click-on the *Edit* button .. make the desired Column Item selection changes .. Click-on *SAVE*

\* **Delete** - To *Delete* a *Saved Summary*, click-on the *Saved Summaries* checkbox and select the desired *Summary Name*.. click-on the *Delete* button .. click-on *YES*.

Note: Uncheck the *Saved Summaries* checkbox to revert back to creating a new ( unsaved ) summary on the fly.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Export to .CSV File** - Bullet this item to print ( save ) the report directly to a standard Comma Delimited .CSV file.

## Sort Order

**Unit No.** - Bullet this item to sort the list by Unit Number.

Note: This is the default Sort Order.

**Last Name** - Bullet this item to sort the list by Head Tenant's Last Name.

Note: All VACANT units will be listed together with VACANT as Last Name.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *User-Defined Tenant Summary*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *User-Defined Tenant Summary* window.

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Remove this text from the manual  
template if you want it completely blank.

## Accounting Menu

## 12 Accounting Menu

### 12.1 Overview & Setup

#### Overview

Small projects and management companies that want simple accounting capabilities, without data integration hassles, are ideally suited for FHA Software's built-in accounting features. Move a tenant in and the accounting is immediately aware of it. Move a tenant out and the accounting immediately knows when to stop charging tenant rent. Activate *Recertifications*, *Unit Transfers*, *Gross Rent Changes*, etc. and the accounting is immediately up-to-date with effected tenant charges and balance dues. There's no need to interface, integrate or import any data because the accounting feature uses the same data the form processing features do. *Recurring Tenant Rent Charges* are automatically applied, eliminating an auto-charge or rent posting process. As with other FHA Software form features, built-in accounting is not locked in time and maintains complete financial history. There's no month-end or year-end close out process. As long as a set of *Chart of Accounts* exists for the year you are entering financial activity, that's all that's required. Our users wanted simple accounting and that's exactly what we've built into FHA Software .. *Simple Accounting Features!*

#### Accounting Setup

Before you start depositing rents and writing checks, there's a few accounting related items that need to be entered &/or viewed for accuracy that determines what accounting features will automate for you. *Setting up the Accounting Feature* will involve the following steps ...

- 1.) Project(s) must first exist in FHA Software
- 2.) Create or Copy Chart of Account Information
- 3.) Enter Bank Account Information (Checking Accounts)
- 4.) Enter Accounting Default Information
- 5.) Verify, Add &/or Edit Tenant Charge Code Information
- 6.) Establish an Accounting Start Date for Rent Collection
- 7.) Verify Tenant Rent Balances for Accounting Start Date
- 8.) Enter Beginning COA Balances for Accounting Start Date
- 9.) Enter Historical Security Deposit Payments
- 10.) Enter Vendor Account Information (Optional)
- 11.) Start using Accounting Features

#### Project(s) must first exist in FHA Software ...

You can't deposit rents for tenants in a project that don't exist. Make sure that your project(s) have been fully entered into FHA Software, including current tenant information. A good way to verify if your project(s) exist and tenant information is current is to generate a *Tenant Rent Analysis* ...

- 1.) Start FHA Software for 32bit Windows
- 2.) For *RD Projects*, click-on **RD > RD Tenant / Rent Analysis**  
For *HUD Projects*, click-on **HUD > HUD Tenant / Rent Analysis**

An *RD or HUD Tenant / Rent Analysis* window will appear ...

3.) Select your **Project's Filename** using the pull down list

Note: If your project's filename is not listed, then your project does not yet exist in *FHA Software*. There are two options for creating your project in *FHA Software* .. importing information from another software program .. or .. manually entering your project information. At the main menu of *FHA Software*, click-on **Help > Online Help Topics > Getting Started > Creating a New Project** for more details. Come back to this instruction when your project has been created.

4.) Click-on **OK**

An *RD or HUD Tenant / Rent Analysis* report will be displayed on-screen ...

5.) Are your tenant's listed on this analysis?

Note: This analysis provides a listing of all units and tenant information in effect as of the first day of the Month & Year being reported. If you see a current list of tenants, then proceed with step #6 below. If your analysis shows all vacant units or does not show current tenant information, then your project information is not yet completely entered in *FHA Software*. Get your tenant information current and come back to this instruction when completed.

6.) **Close** the on-screened report and click-on **Cancel** to exit this window

Note: Your project and tenant information does exist in *FHA Software*.

## Create or Copy Chart of Account Information ...

Each project must have a set of *Chart of Accounts (COA)* that exists for the year financial activity is being recorded. There are two ways of getting a set of COA's established ...

- \* Copy COA's from the RHSDEMO or HUDDMO Projects provided
- \* Manually create your set of COA's

Note: EDGE users that are converting to *FHA Software's* Accounting Features simply need to run the *COA Retrieval Process* in the *EDGE Interface* which will duplicate the set of COA's that exist in the *EDGE Accounting* program (including COA amounts).

### \*\* Copy COA's from the RHSDEMO or HUDDMO Projects ...

There are two demo projects provided with *FHA Software* that includes a full set of *Chart of Accounts* .. RHSDEMO and HUDDMO. RHSDEMO provides a USDA/RD Section 515 project set of *Chart of Accounts* and HUDDMO provides the actual HUD set of *Chart of Accounts*.

Note: If you already have a set of *Chart of Accounts* established for your project(s), skip this process and go to the next section of this instruction relating to *Bank Accounts*.

Follow the steps below to view a demo set of *Chart of Accounts* ...

1.) At *FHA Software's* main menu, click-on **Accounting > Chart of Accounts**

A *Chart of Accounts* window will appear ...

2.) Select your **Project Filename** using the pull down list

3.) Select the **Calendar Year** you will be recording financial activity, using the pull down list

4.) Click-on **File > COA Duplication**

A *COA Duplication* window will appear ...

5.) For **Source Project Filename**, select either RHSDEMO or HUDDMO

Note: Unless your project is 100% HUD (no RHS involvement), we recommend using the RHSDEMO set of *Chart of Accounts* for your RD projects.

6.) For **Source Calendar Year**, select a year that exists in the pull down list

7.) For **Destination Project Filename**, select your *Project's Filename*

8.) For **Destination Calendar Year**, select the *Year* you will be recording financial activity

Note: Leave all other items as selected (bulleted or checked) by default.

9.) Click-on **Copy**

Note: In a few seconds, the *Chart of Account* window will reappear with *COA Entry* information displayed. Repeat the *COA Duplication* process for all other projects that need a set of *Chart of Accounts* established. When completed, proceed to the next section of this instruction relating to *Bank Accounts*.

**\*\* Manually Create your set of COA's ...**

If manually entering your set of *Chart of Accounts* is desired (versus copying COA's from a Demo Project), follow the steps provided below ...

1.) At *FHA Software's* main menu, click-on **Accounting > Chart of Accounts**

A *Chart of Accounts* window will appear ...

2.) Select your **Project Filename** using the pull down list

3.) Select the **Calendar Year** you will be recording financial activity, using the pull down list

4.) Click-on **File > Add a new COA**

A blank *Chart of Accounts Entry* window will appear ...

5.) Enter the **Account Number** and press [TAB]

6.) Enter the **Account Description** and press [TAB]

7.) Click-on **Save > Cancel**

Note: Repeat steps 4 through 7 above until all *COA Entries* have been made. Then proceed to the next section of this instruction relating to *Bank Accounts*.

## Enter Bank Account Information (Checking Accounts) ...

*Bank Account* information is used in the *Check Disbursement Entry* and *Checking Printing Process*. In order to print checks (especially MICR Encoded Checks), *Bank Account* information on all checking accounts must be entered. Follow the steps below to enter *Bank Account* information ...

1.) At *FHA Software's* main menu, click-on **Accounting > Bank Accounts**

A *Bank Accounts* window will appear ...



Note: In the upper right corner of the *Bank Accounts* window is an entry section. To add a new *Bank Account*, simply start entering the information displayed. *FHA Software* allows checks to be computer generated from up to four (4) separate checking accounts (*Cash*, *Other*, *Reserve* and *Security Deposit*). Start with the project's main *Checking Account (Cash)*, using the following steps as an example ...

Note: Click-on *Help* for details about the items provided in this window.

2.) For **Bank ID**, type: CHK and press [TAB]

Note: *Bank ID* examples used in this instruction will include .. CHK for *Cash Account*, OTHER for *Other Account*, RESERVE for *Reserve Account*, and SECDEP for *Security Deposit Account*. If you have multiple projects, each *Bank ID* must be unique to each project. Therefore, incorporate the *Project Filename* in each project *Bank ID* or make the *Bank ID*'s uniquely worded. For example: CHKOAK or CHK001 or BANK1CHK etc..

3.) For **Next Check No.**, enter the next available *Check Number* for this *Bank Account* and press [TAB].

Note: *Next Check Number* can be changed during the *Check Printing Process*.

4.) For **Bank Name**, enter the full name of the Bank the checking account is with and press [TAB]

5.) For **Account Name**, enter the full name of the account (normally the project or project owner's name) and press [TAB].

6.) For **Account Number**, enter the bank account number for this checking account and press [TAB].

Note: This is all the *Bank Account* information required to enter *Check Disbursements* and generate preprinted checks. If you are going to have this accounting feature generate *MICR Encoded Checks*, then more bank detail is required. Click-on the **MICR Check - Detail** button and enter the information displayed. When done entering, click-on **OK** to exit the *MICR Check - Detail* window.

Note: *FHA Software* integrates with third party *MICR Checking Writing* software in order to generate MICR encoded checks. Therefore, the additional purchase of specific *MICR Check Writing* software is required for this purpose and is available at discounted pricing through Simply Computer Software, Inc.

7.) Click-on **Add Entry to Bank Accounts**

Note: *Bank Account* information will be saved and added to the *Bank Account* listing displayed at the bottom of this window. The entry section, located at the upper right, is cleared out.

8.) Repeat steps 2 through 7 above to enter *Bank Account* information for *Other*, *Reserve* and *Security Deposit Accounts* for each of your projects. Then proceed to the next section of this instruction relating to *Accounting Defaults*.

## Enter Accounting Default Information ...

The *Accounting Defaults* window maintains information about each project that helps simplify various functions provided by the accounting feature and must be setup before attempting to record financial activity.

Follow the steps below to enter *Accounting Default* information ...

- 1.) At FHA Software's main menu, click-on **Accounting > Accounting Defaults**

An *Accounting Defaults* window will appear ...

- 2.) Select your **Project's Filename** using the pull down list
- 3.) Click-on **Edit**

4.) For **Net Income YTD COA No.**, click-on the **[+]** button to view a COA list. Select the COA to designate as the *Net Income YTD* account. Click-on the **Help** button for more details.

5.) For **COA No.**, click-on the **[+]** button to view a COA list. Select the COA that relates to each of the four (4) bank account types displayed (*Cash, Other, Security Deposit* and *Reserve*).

6.) For **Bank ID**, click-on the **[+]** button to view a *Bank Accounts* list. Select Bank ID's that relate to each of the four (4) bank account types displayed (*Cash, Other, Security Deposit* and *Reserve*).

- 7.) Click-on **Save**

Note: Repeat steps 2 through 7 above until Accounting Defaults have been setup for each of your projects. Then proceed to the next section of this instruction relating to *Tenant Charge Codes*.

## Verify, Add &/or Edit Tenant Charge Code Information ...

The *Tenant Charge Codes* window maintains a list of tenant related charge items that is used to record payments in the *Tenant Payment Entry* feature. You need to make sure that a Charge Code exists for all payment types tenants in this project would ever pay for and verify Debit & Credit COA numbers are valid COA Numbers.

Follow the steps below to verify *Tenant Charge Codes* information ...

- 1.) At FHA Software's main menu, click-on **Accounting > Tenant Charge Codes**

A *Tenant Charge Codes* window will appear ...

Note: The codes displayed are provided by the program and cannot be deleted. Each *Charge Code* represents a type of payment your tenant would make (such as *Monthly Tenant Rent* is TNTRNT, *Late Fee* is LATEFEE, *Security Deposit* is SECDEP, etc.). Click-on **Help** for more details.

2.) Based on the *Chart of Accounts* you have setup for your project(s), verify that the *Debit & Credit* COA's for each *Tenant Charge Code* listed matches your Chart of Accounts.

Note: *Debit* COA is normally the *Bank Account* tenant payments are deposited. Credit COA is the COA the payment is applied to (such as *Rental Income, Late Fees, Tenant Damages*, etc.).

To **Edit** an existing *Tenant Charge Code*, select the desired *Tenant Charge Code* and click-on **Edit Tenant Charge Code Entry**. Selected charge code information is displayed in the upper right section of this window. Make the necessary changes and click-on **Save**.

To **Add** a new *Tenant Charge Code*, simply enter charge code information in the upper right section of this window and click-on **Add Entry to Tenant Charge Codes**, when completed.

When through verifying *Tenant Charge Codes*, proceed to the next section of this instruction relating to *Accounting Start Dates*.

## Establish an Accounting Start Date for Rent Collection ...

An *Accounting Start Date* is used to establish when the tenant deposit entry process should start keeping track of tenant charge/payment detail. Each tenant's move-in date is the default date used. New accounting users will want to establish a project wide date to start the accounting process.

Note: This date can be changed at any time and tenant payment history can also be recorded. This date only determines when the system will start automatically calculating recurring monthly tenant rent charges.

Determine a date upon which you want to start recording detailed tenant payments and follow the steps below to implement this *Accounting Start Date* ...

- 1.) At FHA Software's main menu, click-on **Accounting > Accounting Defaults**

An *Accounting Defaults* window will appear ...

- 2.) Select your **Project's Filename** using the pull down list
- 3.) Click-on **Edit**
- 4.) Click-on the **Reset Accounting Start Date** button

A *Reset Accounting Start Date* window will appear ...

- 5.) Select the **Month & Year** as your *Accounting Start Date*
- 6.) Click-on **OK**

Note: Unless the *Move-In Date* falls after this date, all existing tenant entries in this project will have their *Accounting Start Date* reset to the above selected date. Repeat the above process for each of your project(s). Then proceed to the next section of this instruction relating to *Tenant Rent Balances*.

## Verify Tenant Rent Balances for Accounting Start Date ...

Now that a starting date has been established for detailed rent collection, all existing tenant's in your project owe one month's rent (as of the *Accounting Start Date*). Tenant's that have under or overpaid balances (as of the *Accounting Start Date*) must now be entered for the system to correctly show the balance dues for those tenants.

Note: If none of your existing tenants have under or overpayment balances as of the *Accounting Start Date* established, skip this process and proceed to the next section of this instruction relating to *Beginning COA Balances*.

- 1.) Obtain a list of tenants that have underpayment or overpayment amounts, as of the *Accounting Start Date*.

Example: With an *Accounting Start Date* of January 1, 2003, any tenant that still had an unpaid rent balance on December 31, 2002 is considered an underpayment (also referred to as a *Delinquent Rent Balance*). The amount of rent still owed on December 31, 2002 (the day before the *Accounting Start Date* of January 1, 2003) needs to be entered. Any tenant that had an overpaid rent balance on December 31, 2002 (also referred to as a *Credit Balance*) also needs to be entered.

- 2.) At FHA Software's main menu, click-on **Accounting > A/R - Tenant Payment Entry**

A *Tenant Payment Entry* window will appear ...

3.) Click-on **Tenant Selection**

A blank *Tenant Selection* window will appear ...

4.) Select your **Project's Filename** using the pull down list

5.) Select the desired **Tenant Entry Line** and click-on **OK**

Note: The *Tenant Payment Entry* window reappears with selected tenant information displayed. The *Current Rent Balance* for this tenant is displayed, based on the *Accounting Start Date* established. The *Tenant Ledger* section shows how the balance was calculated. Underpayment or overpayment amounts need to be entered to accurately reflect the tenant's actual rent balance.

6.) Click-on **Create an Adjustment**

7.) For **Adjustment Date**, enter the *Accounting Start Date* (displayed above) and press [TAB]

8.) For **Charge Code**, select **TNTRENT** using the pull down list

9.) For **Adjustment Amount**, enter the underpayment or overpayment amount and press [TAB]

Note: Enter an underpayment amount (*Delinquent Rent Balance*) as a positive number. Enter an overpayment amount (*Credit Balance*) as a negative amount.

10.) Click-on **Save**

Note: The *Adjustment Entry* saved will then appear in the *Tenant Ledger* section and *Current Balance* displayed will change to include the adjustment amount. Repeat steps 3 through 10 above until all applicable tenant balances have been adjusted.

11.) Click-on **File > Exit**

Note: To verify that all tenant balances are now accurate, as of the *Accounting Start Date*, we recommend generating a *Rent Roll Report*.

12.) Click-on **Accounting > Financial Statements > Rent Roll Reports**

13.) Select your **Project's Filename** using the pull down list

14.) Set **Beginning Date** to your *Accounting Start Date*

15.) Click-on **OK**

Note: A *Rent Roll Report* will be displayed on-screen. Each existing tenant will occupy one line on this report. The *Beginning Balance* column should be zero. The *Charge* column shows tenant rent charged during this report's coverage period. The *Payment/Adjustment* column reflects underpayment and overpayment amounts entered in the *Tenant Payment Entry* window. The *Ending Balance* column should show accurate tenant balances dues on the *Ending Date* of this report.

Tenant balances are now setup. Proceed to the next section of this instruction relating to *Beginning COA Balances*.

## Enter Beginning COA Balances for Accounting Start Date ...

The accounting feature now needs to know what your bank balances, income, expenses, etc. were as of the *Accounting Start Date*, commonly referred to as "*Entering Opening Balances*".

1.) Obtain either a *Balance Sheet* or *Trial Balance* that provides YTD balances for the day before your *Accounting Start Date*.

Example: If your *Accounting Start Date* is January 1, 2003, you'll need a *Balance Sheet* or *Trial Balance* that covers through the end of December 2002. If you have set your starting date for the first day of the year, you'll only need Balance Sheet amounts (income & expense amounts are zero on the first day of each year). Starting your accounting feature in mid-year will require YTD amounts entered for income & expense accounts.

2.) At FHA Software's main menu, click-on **Accounting > A/J - Adjustment Journal Entry**

An *Adjustment Journal Entry* window will appear ...

3.) Click-on **Add New Adjustments**

4.) Select your **Project's Filename** using the pull down list on line #01

5.) For **Date**, change this to the day before your *Accounting Start Date* and press [TAB]

Example: If your *Accounting Start Date* is 01/01/2003, then enter 12/31/2002 as your *Opening Balance Date* for all your entries.

6.) For **Description**, enter **Opening Balance** and press [TAB]

7.) For **Amount**, enter the amount of the first account (such as *Cash*) and press [TAB]

8.) Select the **Debit/Credit COA [+]** button to select the **COA Number**

Note: For *Asset* and *Expense Accounts*, click-on the **Debit COA [+]** button to select the COA  
For *Liability* and *Income Accounts*, click-on the **Credit COA [+]** button to select the COA

9.) Repeat steps 4 through 8 above (continuing with entry line #02) until all accounts with amounts on your *Balance Sheet* or *Trial Balance* have been entered for this project. *Total Debits* should equal *Total Credits*.

10.) When completed, click-on **Save > File > Exit**

Note: To verify your entries, we recommend generating a *Trial Balance*.

11.) Click-on **Accounting > Financial Statements > Balance Sheet**

A *Balance Sheet* window will appear ...

12.) Select your **Project's Filename** using the pull down list

13.) Click-on a **Bullet** for **Trial Balance**

14.) Click-on a **Bullet** for **Printer**

15.) Click-on **OK**

Note: The Trial Balance should match the information you entered opening balance amounts from. Make the necessary changes until Trial Balance amounts are correct. Then proceed to the next section of this instruction relating to *Historical Security Deposit Payments*.

## Enter Historical Security Deposit Payments ...

After *Beginning COA Balances* have been entered, the accounting feature should be updated with *Security Deposit Payments* that were deposited prior to the *Accounting Start Date*, for all existing

tenants. This information will be included in various tenant reports and *Security Deposit Refund* processing.

1.) Obtain a tenant list (as of the *Accounting Start Date*) that includes the total amount of security deposit paid by each existing tenant in the project, along with the original date each deposit was paid.

2.) At FHA Software's main menu, click-on **Accounting > Tenant Reports > Security Deposit Historical Entry**

A *Security Deposit Historical Entry* window will appear ...

3.) Click-on **Add Historical Entries**

4.) Select your **Project's Filename** using the pull down list on line #01

5.) Select the first **Tenant Entry** in this list and click-on **OK**

6.) For **Date**, enter date [mmddyyyy] this tenant's Security Deposit was originally paid and press [TAB]

7.) Enter the total **Amount** of Security Deposit this tenant has paid to date and press [TAB]

8.) Repeat steps 4 through 7 above until all existing tenants have been entered

9.) Click-on **Save**

Note: An historic *Security Deposit Charge & Payment* entry will automatically be made for each tenant entry line, without effecting current COA balances. Proceed to the next section of this instruction relating to *Vendor Account Information*.

## Enter Vendor Account Information (Optional) ...

Vendor Account information is used to simplify *Check Disbursement Entry* and allows the system to keep track of Vendor related activity. When entering *Check Disbursements*, selecting a Vendor from a Vendor List saves data entry time. All Vendors that will be included in yearend 1099 processing must be listed in the *Vendor Accounts* file. Although vendors can be added to the *Vendor Accounts* file during the *Check Disbursement Entry* process, we recommend adding a few commonly used Vendors to establish the *Vendor Accounts* file initially (such as your Management Company, Utility Companies, etc.).

1.) At FHA Software's main menu, click-on **Accounting > Vendor Accounts**

A *Vendor Accounts* window will appear ...

To *Add* a new Vendor to the *Vendor Accounts* file, simply enter vendor information in the upper right corner of the *Vendor Accounts* window. When completed, click-on the **Add Entry to Vendor Accounts** button to save Vendor information. When done with the *Vendor Accounts* window, click-on **File > Exit**.

Note: For more details on *Vendor Account* features, click-on **Help**

## Start using Accounting Features ...

At this point, your project(s) *Accounting Feature* is ready for use. Remember, FHA Software's *Accounting Feature* is not locked in time. There's no month-end or year-end closing process. *Tenant Rent Balances* are calculated based on rent rate history and today's date. The only requirement is that a set of *Chart of Accounts* must exist for the year entries are being made.

Detailed *Help Topics* are immediately available at most all *Accounting Feature* windows by simply clicking on the **Help** button provided. *Step-by-Step* instruction is also available for various accounting tasks and is accessed as follows ...

1.) At *FHA Software's* main menu, click-on **Help > Online Help Topics**

A *Help Topics* window will appear ...

2.) Double click-on **Step-by-Step > Accounting Features**

A list of *Accounting Features* will be provided ...

To view &/or print a *Step-by-Step* instruction, simply double click-on the desired *Step-by-Step* instruction listed (such as *Enter a Tenant Payment*). Then click-on **Print > OK** to print the instruction. Most all accounting entry and reporting feature is listed.

We value your use of *FHA Software* and hope you find our built-in *Accounting Features* worth while. Be sure to monitor our website for updates using the *Auto-Update* feature and please let us know if you have any questions &/or problems with the *Accounting Features*.

## 12.2 Accounting Defaults

### 12.2.1 Overview

## Overview

The *Accounting Defaults* window maintains information about each project that helps simplify various functions provided by the accounting feature.

To access the *Accounting Defaults* window, click-on **Accounting > Accounting Defaults**

**Accounting Defaults ...**

**VILLAGE APARTMENTS - RDSEC.515**

**Project :** RHSDEMO

This section maintains default settings which helps simplify the various accounting function features provided.

**Financial Reports**

Accounting Method : Cash Net Income YTD COA No. : 3810

Fiscal Year Applies ☐ FY Starting Month : JAN

COA No.s beginning with "4" should be considered as ... ☒ Income Accounts ☐ Liability Accounts

COA No.s beginning with "5" should be considered as ... ☒ Income Accounts ☐ Expense Accounts

**Security Deposit Refunds**

Transferring forfeited Security Deposit Refund amounts to Cash should be done by ... ☐ Check Disbursement ☒ Bank Transfer

Sec.Dep. Interest Liability COA No. : 2192

Is Interest paid from SD Savings Acct ? Yes

**Utility Allowance Refunds**

Utility Allowance Refund COA No. : 6530

Add Utility Vendor as 2nd Payee ☐

Checking Account Setup Year End Closeout Setup Accounting Start Date User Defaults

Help Print Summary Edit Cancel

The following items are available at this window ...

**Project Filename**

Click the pull down button to view a list of available project filenames and select the desired property.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## Print Summary

To generate a summary of *Accounting Default* information, click-on the **Print Summary** button. An *Accounting Defaults Summary - Setup Window* will appear.

## Edit

Click-on the **Edit** button to be placed in **Editing Mode** where the user can modify *Accounting Default* information displayed for the project filename currently selected.

When done editing, click-on **Save** to save your changes or **Cancel** to exit editing mode without saving changes.

Note: If you get the message .. "*Accounting Defaults is not setup*" when attempting to enter A/R, A/J, or A/P entries, understand that the following minimum *Accounting Default* items must be setup in order for the program to recognize that a valid *Accounting Defaults* setup exists ...

- \* Net Income YTD COA No.
- \* Sec.Dep. Interest Liability COA No.
- \* Utility Allowance Refund COA No.
- \* Cash COA No.
- \* Cash BANK ID
- \* Year End Account Balance Closeout Setup - Net Income YTD COA No.

## Cancel

Click-on **Cancel** to exit out of the *Accounting Defaults Window*.

### 12.2.2 Edit Window

Click-on the **Edit** button to be placed in *Editing Mode* where the user can modify *Accounting Default* information displayed for the project filename currently selected.



**Accounting Defaults ...**

This section maintains default settings which helps simplify the various accounting function features provided.

**VILLAGE APARTMENTS - RDSEC.515**  
Project : RHDSEMO

**Financial Reports**  
Accounting Method : Cash Net Income YTD COA No. : 3810  
Fiscal Year Applies ☐ FY Starting Month : JAN  
COA No.s beginning with "4" should be considered as ... ☒ Income Accounts ☐ Liability Accounts  
COA No.s beginning with "5" should be considered as ... ☒ Income Accounts ☐ Expense Accounts

**Security Deposit Refunds**  
Transferring forfeited Security Deposit Refund amounts to Cash should be done by ... ☐ Check Disbursement ☒ Bank Transfer  
Sec. Dep. Interest Liability COA No. : 2192  
Is Interest paid from SD Savings Acct ? Yes

**Utility Allowance Refunds**  
Utility Allowance Refund COA No. : 6530  
Add Utility Vendor as 2nd Payee ☐

Checking Account Setup Year End Closeout Setup Accounting Start Date User Defaults

Help Print Summary Save Cancel

The following items are available at the edit window ...

### Financial Reports

**Accounting Method** - To designate the accounting entry method for the project filename displayed, select *Cash* or *Accrual*. This will effect how A/R and A/P entries are recorded for financial reporting.

Note: The default *Accounting Method* is set to *Cash*.

**Net Income YTD (Profit & Loss) COA No.** - When generating a *Balance Sheet*, the program will automatically calculate and apply the *Net Income YTD* entry to the *COA Number* selected. Click-on the pull down button to view a list of applicable *Chart of Accounts*. Select the desired COA that will be used as the *Net Income YTD* account.

**Fiscal Year Applies ( Checkbox )** - To designate that this project maintains *Fiscal Year* reporting periods (versus *Calendar Year*), click-on this checkbox and select the **Starting Month** of the *Fiscal Year*.

Note: This will automatically determine how *Beginning Balance* and *YTD* amounts will be reported on various financial reports (*Trial Balance*, *Operating Statements*, *General Ledger Reports*, etc.).

Note: When unchecked, program defaults to *Calendar Year* reporting.

**COA No.'s beginning with "4" should be considered as** - All COA Numbers that begin with "4" will automatically be considered an *Income Account* as the default. However, COA Numbers that begin with "4" can be either *Liability* or *Income Accounts*. This helps the program format the *Balance Sheet* and *Operating Statement*. Specify "4" *Account Types* by clicking a bullet for either *Liability* or *Income*.

**COA No.'s beginning with "5" should be considered as** - All COA Numbers that begin with "5" will automatically be considered an *Income Account* as the default. However, COA Numbers that begin with "5" can be either *Income* or *Expense Accounts*. This helps the program format the *Balance Sheet* and *Operating Statement*. Specify "5" *Account Types* by clicking a bullet for either *Income* or *Expense*.

Note: Below are standard COA Number types used throughout FHA Software ...

**Asset Accounts** - COA No.s that start with "1" (100, 1010, 1850.10, etc.)

**Liability Accounts** - COA No.s that start with "2" or "3" &/or "4" (200, 2980, 3790.25, etc.)

**Income Accounts** - COA No.s that start with "4" &/or "5" (400, 4900, 5300.29, etc.)

**Expense Accounts** - COA No.s that start with "6" thru "9" ("5" is optional)

### Security Deposit Refunds

**Transferring forfeited Security Deposit Refund amounts to Cash should be done by** - When processing a *Security Deposit Refund* and forfeited amount exists, the program will automatically create a transfer of this amount to *Cash*, based on the method selected .. *Check Disbursement or Transfer*.

**Security Deposit Interest Liability COA No.** - When processing a *Security Deposit Refund* and an interest amount exists, the program will automatically apply this interest to the COA No. defined here. This is usually a *Liability Account Type*.

Note: If your COA does not have a separate account for interest liability, then use the *Tenant Security Deposit Liability Account*.

**Is Interest paid from SD Savings Acct ?** - When refunding SD interest, this selection determines if the interest amount is part of SD funds being held in the SD Bank Account or if it is paid ( refunded ) from Operating Cash as a project expense. If Yes, SD Interest is paid from the SD Bank Account. If No, SD Interest is paid ( refunded ) from the Operating Cash Account.

Note: The default selection is Yes.

### Utility Allowance Refunds

**Utility Allowance Refund COA No.** - The Check Printing Process has the ability to automatically create checks for tenant's that get a monthly *Utility Refund (Negative Rent)*. The program will automatically apply this project expense to the *Chart of Account* number defined here.

**Add Utility Vendor as 2nd Payee ( Checkbox )** - This feature allows a Utility Vendor's name to be automatically added to the *Utility Refund Check* as a secondary co-payee, when the *Include Utility Refund Checks* option is selected (*Check Printing Process*). To activate this feature, click-on this check box and select the applicable **Vendor ID** from the *Vendor Selection* list.

Note: Tenant's Name is always the primary payee.

### Checking Account Setup

To setup your checking account information, click-on the **Checking Account Setup** button. The Checking Account Setup window will appear.

### Year End Closeout Setup

To setup automatic year end account balance close out settings, click-on the **Year End Closeout Setup** button. The Year End Account Balance Closeout - Setup window will appear.

### Accounting Start Date

To set or reset the *Accounting Start Date*, click-on the **Accounting Start Date** button. The *Accounting Start Date* setup window will appear.

### Defaults

To setup default accounting report and form processing settings, click-on the **Defaults** button. The *Defaults* setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Save

Click-on **Save** to save changes made while editing *Accounting Defaults*.

### Cancel

Click-on **Cancel** to exit out of the *Accounting Defaults - Edit Window* without saving changes.

## 12.2.3 Checking Account Setup

Identifying *Checking Account* information in this section provides the *Bank Type* selections available when entering payables ( A/P entries ) and Bank Reconciliations. It also simplifies *A/R Tenant Payment Entry*, *A/P Check Disbursement Entry*, and *Security Deposit Refund* processing.

Note: *Checking Account* information for *Operating Cash* and *Security Deposit* accounts must be setup in order for A/P and Security Deposit Refund entry to be enabled.

To setup *Checking Account* information for the project currently selected, click-on the **Checking Account Setup** button. The *Checking Account Setup* window will appear ...

The accounts defined below are used to identify this project's main checking accounts and will be the Bank Type selections available in the A/P Check Disbursement Entry and Bank Reconciliation feature windows.

	COA No.	COA Description	Bank ID	Bank Name	A/P COA
Operating Cash :	1120	Operating Checking XXXXXP	CASH	United Bank of Illinois	2200
Security Deposit :	1191	Security Deposits	SECD	United Bank of Illinois	2210
Other Acct #1 :	1180	Other Accounts	OTH1	United Bank of Illinois	2220
Other Acct #2 :					
Reserve Acct #1 :	1330	TFR - Operating Deficit	RES1	United Bank of Illinois	2230
Reserve Acct #2 :	1335	TFR - ACB Part V Reserve	RES2	United Bank of Illinois	2230
Reserve Acct #3 :	1340	TFR - Bldg Equip Repair	RES3	United Bank of Illinois	2230
Reserve Acct #4 :	1345	TFR - Other Non-Operating	RES4	United Bank of Illinois	2230

Buttons: Help, OK, Cancel

The following items are available at the *Checking Account Setup* window ...

### Bank Types

There are eight (8) checking account *Bank Types* that can be pre-defined at this *Checking Account Setup* window ...

**Operating Cash** - The project's main checking account.

Note: When adding new *A/P Check Disbursement Entries*, this will be the default *Bank Type* selected.

**Security Deposit** - The Security Deposit checking or savings account.

Note: Complete this *Bank Type* even though the project's Security Deposit bank account may not be a checking account. This will allow the savings account to be included in the *Bank Reconciliation* feature.

**Other Acct #1/#2** - Use these two (2) *Bank Types* for other operating checking accounts the project may have in addition to the main checking account. .

**Reserve Acct #1/#2/#3/#4** - For all project types that are not USDA/Rural Development (which includes 100% HUD, Tax Credit, or Conventional Housing), use up to four (4) available *Bank Types* for each Reserve Checking Account the project may have. For USDA/Rural Development project's that submit RD 3560-7 Project Budgets, use these four (4) *Bank Types* to record *Transfer From Reserve (TFR)* account activity. The screen shot above shows a sample of Reserve Account numbering for RD projects using *Transfer From Reserve (TFR)* account numbers established in the RHSDEMO project's chart of accounts.

### COA No.

This is the Chart of Account (COA) number that will be used to record activity for each applicable *Bank Type* line. COA number can be manually entered in the COA No. field or click-on the **[+]** button to select from a *COA Selection* window. When selected, the chart of account description will appear in the *COA Description* column.

### Bank ID

This is the Bank Account that is associated with the *Chart of Account* number on the same *Bank Type* line.

### A/P COA

This is the *Accounts Payable (A/P)* chart of account number that should be used when recording accrued A/P entries for this *Bank Type*. For example, the A/P account number for *Operating Cash* would be the *A/P - Operating Cash* account or something similar, *Security Deposit* would be the *A/P - Security Deposit* account or something similar, etc..

Note: *A/P COA* number is only used and is required when *Accrual* is the Accounting Method selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to exit the *Checking Account Setup* window.

### Cancel

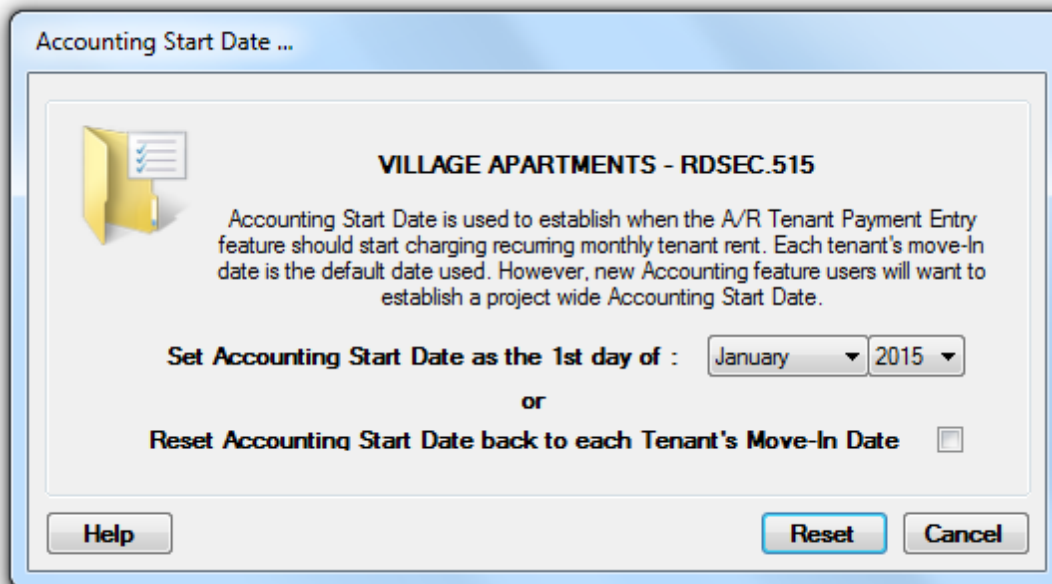
Click-on **Cancel** to exit out of the *Checking Account Setup* window without saving changes.

## 12.2.4 Accounting Start Date

An *Accounting Start Date*, in each tenant's record, is used by FHA Software's accounting feature to establish when the tenant deposit entry process should start keeping track of tenant charge/payment detail. Each tenant's move-in date is the default date used. New users will want to establish a project wide date to start the accounting process in their newly acquired FHA Software ( Accounting ) program.

Note: This date only applies to FHA Software packages that have accounting features enabled.

To set or reset the *Accounting Start Date*, click-on **Accounting Start Date Button**. An *Accounting Start Date* window will appear ...



**Set Accounting Start Date as the 1st day of** - Select the desired *Month* & *Year* to start tenant charge/payment accounting detail for all current tenants, using the pull down lists.

**Reset Accounting Start date back to each Tenant's Move-In Date** - Click-on this checkbox to reset *Accounting Start Dates* back to original *Move-In Dates* for all current tenants.

**Reset** - Click-on **Reset** to activate the *Accounting Start Date*, as defined in this setup window.

Note: Once the *Accounting Start Date* is set, it should never have to be reset again. This is not an ongoing annual process.

**Cancel** - Click-on **Cancel** to exit out of the *Accounting Start Date* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

### 12.2.5 Year End Closeout Setup

*Opening Balances* for Balance Sheet Accounts for each new calendar year can automatically be established by the program with the *COA Duplication* process or *Reset Beginning Balance* feature. Determining what accounts are included in this year end process is provided in the *Year End Account Balance Closeout - Setup* window.

Click-on **Edit > Year End Closeout Setup** to access the *Year End Account Balance Closeout - Setup* window.

Year End Account Balance Closeout - Setup ...

This section simplifies the year end closeout process by automatically establishing opening balances for each Chart of Account calendar year. Year end amounts for up to five accounts can automatically be zero'd out and applied to the opening balance for one specific account. For instance, year end Transfer To and Transfer From Reserve amounts can be applied to the Reserve Beg/Yr/Bal account. The same applies to Net Income YTD amounts.

Closeout year end amounts from the following accounts listed below and apply the amounts from each account towards the opening balance of the account listed at the right.

	COA #1	COA #2	COA #3	COA #4	COA #5	to	COA #
Closeout #1 :	1325 +	1330 +	1335 +	1340 +	1345 +	----->	1320 ▼
Closeout #2 :	1425 +	1430 +	+ +	+ +	+ +	----->	1420 ▼
Closeout #3 :	+ +	+ +	+ +	+ +	+ +	----->	▼
Closeout #4 :	+ +	+ +	+ +	+ +	+ +	----->	▼
Closeout #5 :	+ +	+ +	+ +	+ +	+ +	----->	▼
Closeout #6 :	+ +	+ +	+ +	+ +	+ +	----->	▼
Net Income YTD COA #:						3810	-----> 3800 ▼

Help OK Copy from another Project

The following items are available at the *Year End Account Balance Closeout - Setup* window ...

#### Closeout #1 - #6

Each *Closeout* entry line ( 6 total lines ) sets up a separate closeout process.

#### COA #1 - #5

Up to 5 *Chart of Account* (COA) numbers can be entered on each *Closeout* entry line. The amounts from these accounts will be zero'd out and applied to the Balance Sheet COA# selected at the right as its new year's *Opening Balance*.

#### COA#

*Opening Balance* for the *Chart of Account* (COA) number selected here will be automatically updated with the amounts zero'd out from the COA#'s listed at the left.

#### Net Income YTD - COA#

*Net Income YTD* amount that is calculated during the year will automatically be applied to the *Opening Balance* of the *Capital Account* number selected in the COA# column to the right. The *Net Income YTD Account* number is established at the main *Accounting Defaults* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to exit the *Year End Account Balance Closeout - Setup* window.

### Copy from another project

To copy an existing *Year End Account Balance Closeout - Setup* window from another project, click-on the **Copy from another project** button to view the *Copy from another project - Options* window.

## Closeout Example

Below is an example of accounts that could automatically be closed out each year, using this feature ...

### Chart of Accounts

Acct# 1320 - Reserve Beg/Yr/Bal	\$ 75,000.00
Acct# 1325 - Transfers to Reserve	\$ 2,000.00
Acct# 1330 - TFR - Operating Deficit	\$ -100.00
Acct# 1335 - TFR - Building Repair	\$ -200.00
Acct# 1340 - TFR - Equipment Repair	\$ -300.00
Acct# 1345 - TFR - Other Non-Operating	\$ -400.00
<hr/>	
Reserve - Year End Balance	\$ 76,000.00

To have the program automatically close out amounts from the Transfer to & From Accounts to the Opening Balance for Acct# 1320 - Reserve beg/Yr/Bal, the following Closeout line would be entered ...

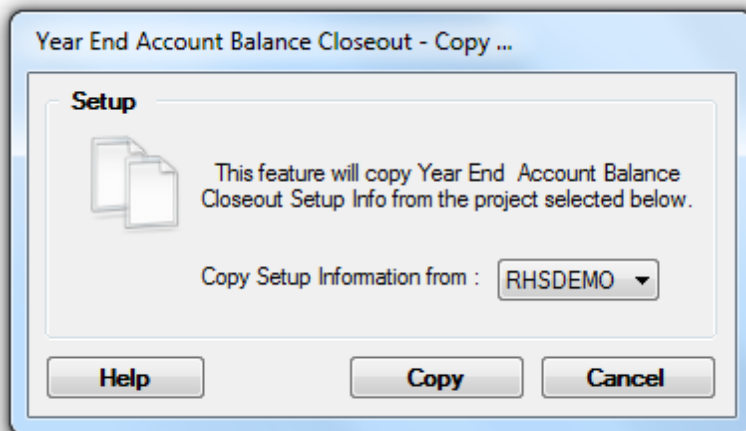
Closeout #1 - 1325 1330 1335 1340 1345 -----> 1320

( As shown in the screen sample above )

Note: COA #'s entered with a negative ( such as -6510 ) tells the program to subtract the amount from this account instead of adding it to the target COA # balance.

### 12.2.6 Copy from Another Project

To copy *Year End Account Balance Closeout - Setup* information from one project to another, click-on **Copy from Another Project**. The following window appears ...



### Copy Setup Information from

Click-on the pull down button to view a list of available project filenames to copy from. Select the desired project filename to copy *Year End Account Balance Closeout - Setup* information from.

### Copy

Click-on the **Copy** button to copy *Year End Account Balance Closeout - Setup* information.

### Cancel

Click the **Cancel** button to exit the *Copy from another Project* menu.


## 12.2.7 User Defaults

This section of *Accounting Defaults* allows the user to change preset report and data processing menu selections that appear by default.

To view &/or modify *User Defaults*, click-on the **User Defaults** button. A *User Defaults* window will appear ...



**User Defaults ...**

 This section allows the user to customize default settings that initially appear in various report and data processing setup windows available throughout the accounting feature.

**Check Printing Process**

Type of Printed Check : Pre-Printed Check - Middle ▾

Set the following as defaulted selections ...

☐ Consolidate Payables with same Vendor ID on one check

☐ Select Specific Payables &/or make Partial Payments

**A/P Check Disbursement Entry**

Allow open A/P Payable entries to be edited ? Yes ▾

Allow paid A/P Check entries to be edited ? Yes ▾

**Security Deposits**

In addition to the default Tenant Charge Code [ SECDEP ], include payment amounts for the following Tenant Charge Codes in the Security Deposit Refund process as refundable deposits ...

Charge Codes

SECDEP

**Tenant Reports**

Include Utility Refund Activity on all Tenant Reports ? No ▾

Help OK Cancel

### Check Printing Process

**Type of Printed Check** - Select the desired *Check Type* you want preselected when you access the *Check Printing Process - Setup* window for the project filename currently selected.

Note: The program default selection is *Pre-Printed Check - Top*.

**Consolidate Payables with same Vendor ID on one check ( checkbox )** - Click-on this checkbox to have this option automatically selected when accessing the *Check Printing Process* feature.

**Select Specific Payables &/or make Partial Payments ( checkbox )** - Click-on this checkbox to have this option automatically selected when accessing the *Check Printing Process* feature.

### A/P Check Disbursement Entry

**Allow open A/P Payable Entries to be edited ?** - This feature will determine if an open A/P entry with no Check No. & Check Date should be allowed to be edited. Select **Yes** to allow an open A/P entry to be edited. Select **No** to not allow an open A/P entry to be edited.

Note: The program default selection is Yes.

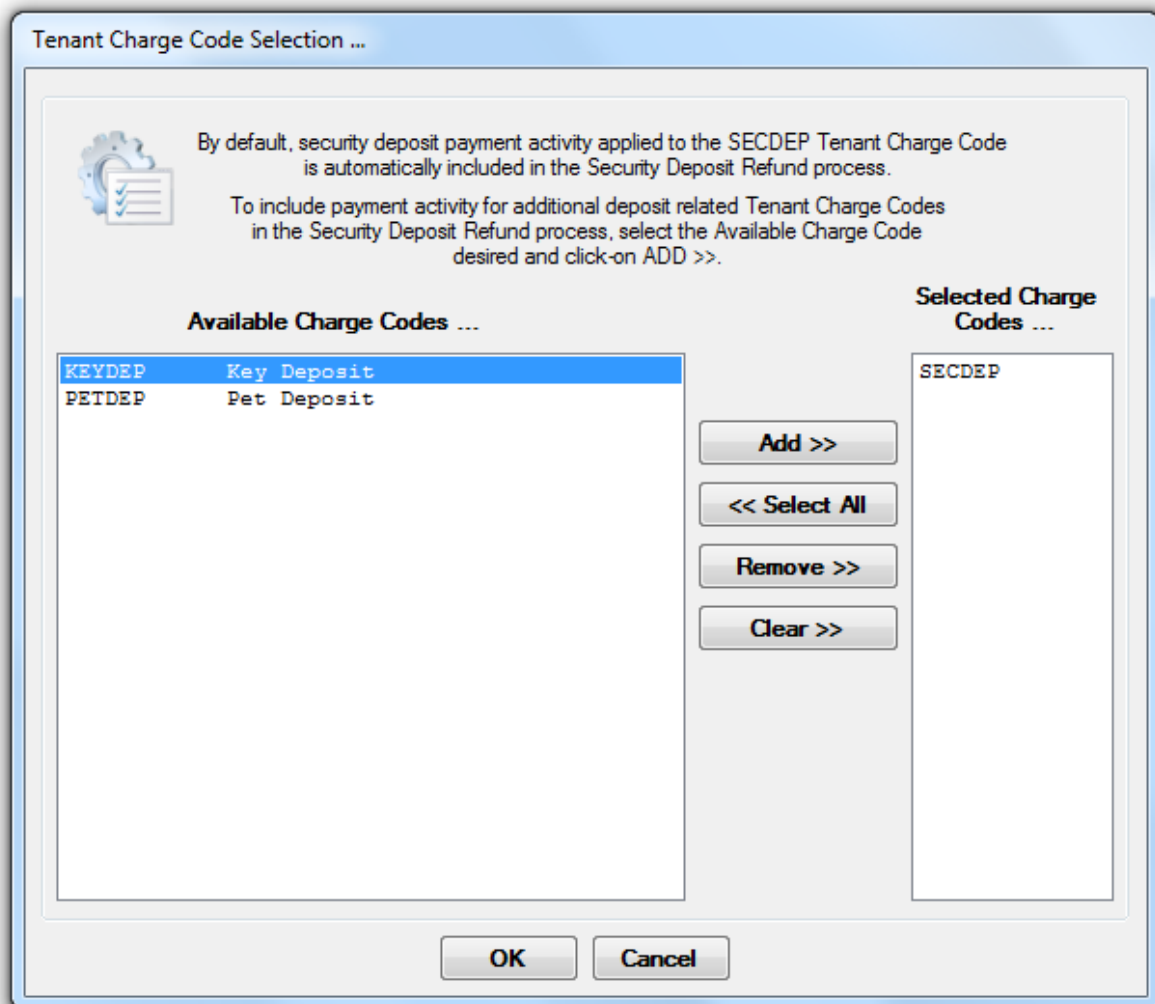
Note: When this item is set as NO, the *Allow paid A/P Check Entries to be edited* item is automatically set as NO, as well.

**Allow paid A/P Check Entries to be edited ?** - This feature will determine if an A/P check entry with a Check No. & Check Date should be allowed to be edited. Select **Yes** to allow an A/P Check entry to be edited. Select **No** to not allow an A/P Check entry to be edited.

Note: The program default selection is Yes.

### Security Deposits

By default, security deposit payment activity applied to the SECDEP Tenant Charge Code is automatically included in the Security Deposit Refund process. To automatically include payment activity for additional deposit related Tenant Charge Codes in the Security Deposit Refund process, click-on the **Charge Codes** button to view the *Tenant Charge Code Selection* window ...



**Available Charge Codes** - This is a list of all existing *Tenant Charge Codes* that hold deposit related amounts which can be included in the *Security Deposit Refund* process.

Note: Available Charge Codes are existing *Tenant Charge Codes* that have the same Debit & Credit Account Numbers as the master SECDEP charge code.

**Selected Charge Codes** - This is a list of *Tenant Charge Codes* that will have paid amounts included in the *Security Deposit Refund* process.

**Add >>** - To add a charge code to the *Selected Charge Codes* list, click-on ( highlight ) the desired charge code in the *Available Charge Codes* list and click-on the **Add >>** button.

**<< Select All** - To add all charge codes to the *Selected Charge Codes* list that exist in the *Available Charge Codes* list, click-on the **<< Select All** button.

**Remove >>** - To remove a charge code from the *Selected Charge Codes* list, click-on ( highlight ) the desired code and click-on the **Remove >>** button.

**Clear >>** - To clear all charge codes from the *Selected Charge Codes* list, click-on the **Clear >>** button.

**OK** - To save & exit the *Tenant Charge Code Selection* window, click-on **OK**.

**Cancel** - To exit the *Tenant Charge Code Selection* window without saving selection changes, click-on **Cancel**.

### Tenant Reports

**Include Utility Refund Activity on all Tenant Reports** - click-on **Yes** to have the *Include Utility Refund Activity* checkbox automatically checked by default in the *A/R Tenant Payment Entry* feature and all *Tenant Report - Setup* windows ( *Rent Roll Report*, *Aged Receivables Report*, *Rent Statements*, *Tenant Ledger Report*, and *Security Deposit Refund* ) for the currently selected project filename.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

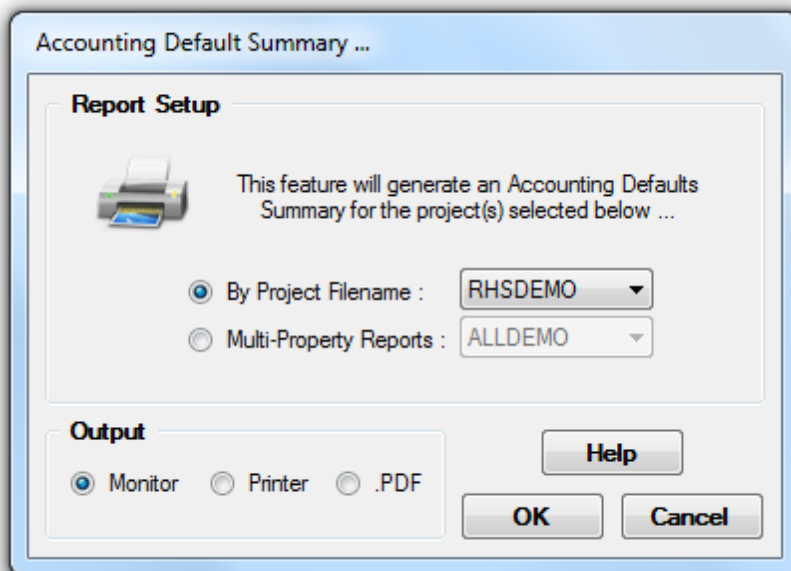
Click-on **OK** to save and exit the *User Default* window.

### Cancel

Click-on **Cancel** to exit out of the *User Default* window.

## 12.2.8 Print Summary

To generate a summary of *Accounting Default* information, click-on the **Print Summary** button. An *Accounting Defaults Summary - Setup Window* will appear.



### Setup

An *Accounting Default Summary* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *Accounting Default Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *Accounting Default Summary* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate an *Accounting Default Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Accounting Default Summary* window.

## 12.3 Tenant Charge Codes

### 12.3.1 Overview

## Overview


The *Tenant Charge Codes* window maintains a list of tenant related charge items that is used to record payments in the *Tenant Payment Entry* feature. A *Tenant Payment Entry* cannot be recorded unless a *Tenant Charge Code* exists that defines the payment type.

For example: If your tenants pay the project for Cable TV, a *Charge Code* for Cable TV must exist in the list of *Tenant Charge Codes* before a Cable TV payment can be recorded in the *Tenant Payment Entry* section.

To access the *Tenant Charge Codes* window, click-on **Accounting > Tenant Charge Codes**

Tenant Charge Codes ...

File Sort Print Help



**Tenant Charge Codes**

This feature maintains a list of tenant related charge items (such as Rent, Late Fee's, etc.) that is used to record payments in the Tenant Payment Entry feature.

Charge Code :  A/R COA :

COA No. Debit :  Credit :

Description :

**Add Entry to Tenant Charge Codes**

Code	Debit COA	Credit COA	Charge Code Description	A/R COA
DAMAGES	1120	5920	Tenant Damages	1850
DMCLAIM	1120	5920	Damages S8 Claim Payments	1850
LATEFEE	1120	5920	Late Fee	1850
NSFCHK	1120	5920	NSF Check Fee	1850
REPAYMT	1120	5120	Repayment Agreement	1850
SECDEP	1191	2191	Security Deposit	1850
SUBSIDY	1120	5121	RA/Subsidy Payments	1850
TNTRENT	1120	5120	Tenant Rent	1850
URCLAIM	1120	5120	Unpaid Rent S8 Claim Payments	1850
UREFUND	1120	5120	Utility Refund	1850

**Remove Entry from Tenant Charge Codes**

**Edit Tenant Charge Code Entry**

The following options are available at this window ...

File / Sort / Print / Help Menus

### Add Entry to Tenant Charge Codes

This section is used to add new charge code information to the *Tenant Charge Code* database, as well as edit existing charge code information. To add a new entry to the list of *Tenant Charge Codes*, simply click-on the cursor in the *Charge Code* field and start typing the information. Press [ENTER] or [TAB] to

move cursor from field to field. Click-on the *Add Tenant Charge Code Entry* button to save the entry to the *Tenant Charge Codes* database.

### Remove Entry from Tenant Charge Codes

To delete an existing charge code entry from the *Tenant Charge Codes* database, select (click-on) the desired entry line and click-on the *Remove Entry from Tenant Charge Codes* button. The selected entry line will immediately be removed from the *Tenant Charge Code* database.

### Edit Tenant Charge Code Entry

To make changes to an existing charge code entry, select (click-on) the desired entry line and click-on the *Edit Tenant Charge Code Entry* button. Selected charge code information will appear in the entry section (upper right corner of this window). Click-on the cursor to the desired field and make the necessary changes. Click-on the **Save** button to save entry changes. Click-on *Cancel* to exit out of editing charge code information. The following charge code information is provided ...

**Charge Code** - This is an eight (8) alpha-numeric character or less abbreviation that represents a charge that would be paid by your tenants (*Rent, CableTV, Damages, LateFee, NSFCheck*, etc.).

Note: There are ten (10) *Charge Codes* that automatically exist in the *Tenant Charge Code* list and cannot be deleted. Although, *Debit COA No.*, *Credit COA No.*, and *Charge Code Descriptions* can be changed for your use.

TNTRENT - Used in the *Tenant Payment Entry* section to record *Tenant Rent* charges and payment entries.

SUBSIDY - Used in the *Tenant Payment Entry* section to record *RA/Subsidy* charges and payment entries. *RA/Subsidy* could be both project-based or tenant-based.

SECDEP - Used in the *Tenant Payment Entry* and *Security Deposit Refund* sections to record *Tenant Security Deposit* charges, payments, and refund entries.

NSFCHK - Used in the *Tenant Payment Entry* section to record *NSF Check* charges and payment entries.

LATEFEE - Used in the *Tenant Payment Entry* and *Delinquent Rent Report* sections to record *Late Fee* charges and payment entries.

DAMAGES - Used in the *Tenant Payment Entry* section to record *Tenant Damage* charges and payment entries.

UREFUND - Used in the *Tenant Payment Entry* section to record *Utility Refund* charges and payment entries.

REPAYMT - Used in the *Tenant Payment Entry* section to record *Repayment Agreement* charges and payment entries.

DMCLAIM - Used in the *Tenant Payment Entry* section to record charges and payment activity towards tenant damage balances that were included in a previously approved Section 8 Special Claims request which would then be adjusted as a *Miscellaneous Accounting* entry on a future HAP Voucher Request.

URCLAIM - Used in the *Tenant Payment Entry* section to record charges and payment activity towards tenant rent balances that were included in a previously approved Section 8 Special Claims request which would then be adjusted as a *Miscellaneous Accounting* entry on a future HAP Voucher Request.

**COA No. Debit** - This is the *Chart of Account Number* that will be *Debited* when a payment entry with this *Tenant Charge Code* is saved.

Note: Normally, this would be the *COA Number* for your *CASH BANK BALANCE* account where income related payments (such as *Tenant Rent*, *RA/Subsidy*, *Damages*, etc.) are deposited. For *Security Deposit* related payments (such as *Security Deposit*, *Pet Deposit*, etc.), this would be the *COA Number* for your *SECURITY DEPOSIT BANK BALANCE* account.

**COA No. Credit** - This is the *Chart of Account Number* that will be *Credited* when a payment entry with this *Tenant Charge Code* is saved.

Note: Normally, this would be the *COA Number* which records the payment type (such as *Rental Income*, *RA/Subsidy*, *Tenant Damages*, *Tenant Security Deposits*, *Pet Deposits*, etc.).

**Description** - This is the full *Tenant Charge Code* description (for instance: *Monthly Tenant Rent*, *Late Fees*, *Tenant Damages*, etc.).

**A/R COA** - This is the *Accounts Receivable (AR)* Chart of Account number that will be used to automatically record tenant charge, adjustment, and payment entries when ACCRUAL is the Accounting Method selected in the Accounting Defaults window.

Below are examples of *Tenant Charge Code* entries ...

TNTRENT - Monthly Tenant Rent

Debit COA # 1120 Cash Account  
Credit COA # 5120 Rental Income  
A/R COA # 1850 A/R Tenant

SECDEP - Security Deposit

Debit COA # 1191 Security Deposit Account  
Credit COA # 2191 Tenant Security Deposits  
A/R COA # 1850 A/R Tenant

DAMAGES - Tenant Damages

Debit COA # 1120 Cash Account  
Credit COA # 5920 Tenant Charges  
A/R COA # 1850 A/R Tenant

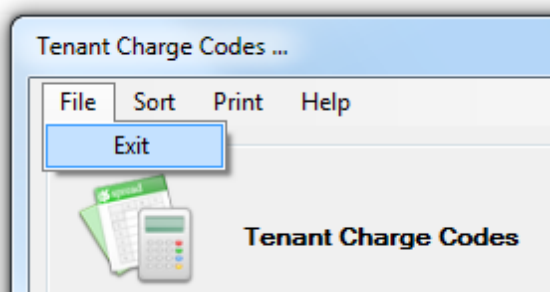
NSFCHECK - NSF Check Fee

Debit COA # 1120 Cash Account  
Credit COA # 5920 Tenant Charges  
A/R COA # 1850 A/R Tenant



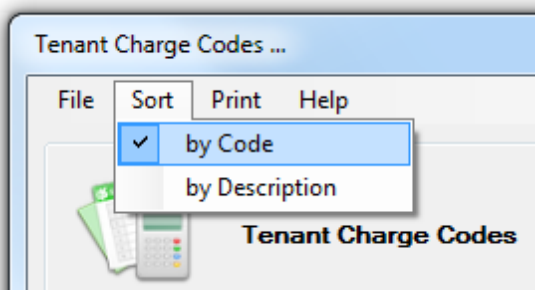
## 12.3.2 Menu Options

## File Menu



**Exit** - To exit the *Tenant Charge Codes* window, click-on **File .. Exit**

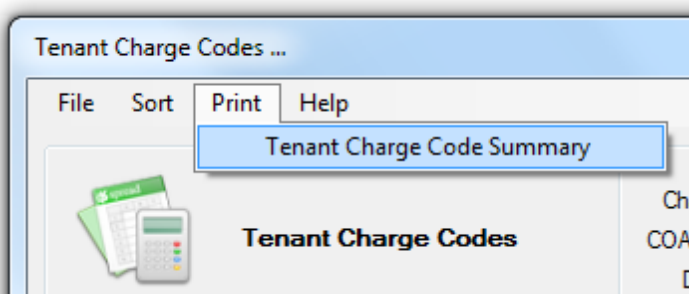
## Sort Menu



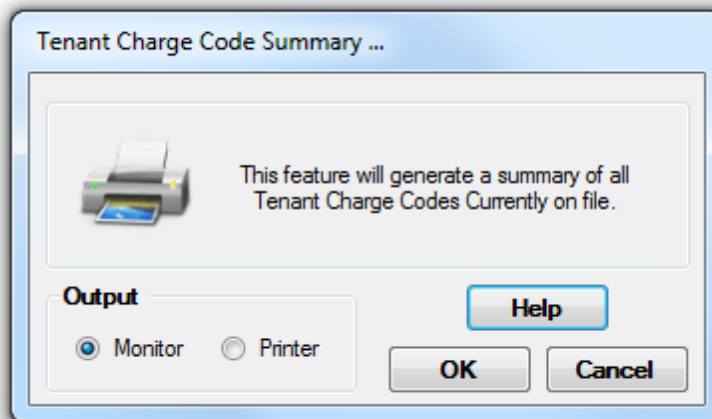
**Code** - To sort the *Tenant Charge Code* list window by *Code*, click-on **Sort .. by Code**

**Description** - To sort the *Tenant Charge Code* list window by *Description*, click-on **Sort .. by Description**

## Print Menu

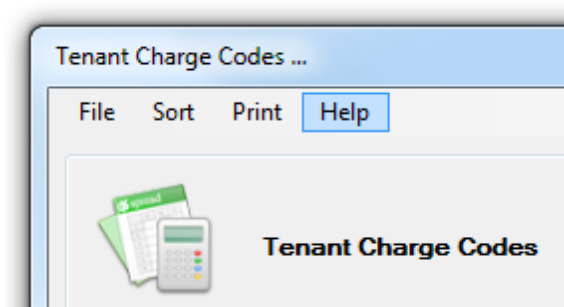


To generate a printed copy of the *Tenant Charge Code Summary*, click-on **Print > Tenant Charge Code Summary**. A report setup window will appear ...



Click-on **Monitor** to view the summary on-screen  
Click-on **Printer** to generate a hard copy  
Click-on **Help** to view *Online Help Topics* related to this window.  
Click-on **OK** to continue printing an *Tenant Charge Code Summary*.  
Click-on **Cancel** to exit out of the print option.

## Help Menu



**Help** - To view *Online Help Topics* related to this window, click-on **Help**

## 12.4 Payment Alerts

### 12.4.1 Overview

## Overview

The *Payment Alerts* feature allows the user to create and assign up to 30 individual Alert entry descriptions to that can be displayed at the *A/R Tenant Payment Entry* window, alerting the A/R entry user of tenant issues that may effect tenant payment entry.

For example: An *EIP - Eviction in Progress* alert, displayed at the A/R entry window, will warn the A/R entry user not to accept or handle differently tenant payments while the tenant eviction is in progress. An *CPO - Cash Payments Only* alert would warn the A/R entry user not to accept personal checks for rent payments, etc..

To access the *Payment Alerts - Setup* window, click-on **Accounting > Payment Alerts**. The *Payment Alerts - Setup* window will appear ...

Payment Alerts - Setup ...

This feature allows the user to create up to 30 separate tenant payment related alerts that can be assigned and displayed at the A/R Tenant Payment Entry window.

Code	Alert Description	Code	Alert Description
01	EIP - Eviction in Progress	11	
02	CPO - Cash Payments Only	12	
03	PAM - Payment Arrangements Made	13	
04	VAC - Intends to Vacate	14	
05	LGL - Legal Notice Has Been Served	15	
06	OHV - Is on Housing Voucher	16	
07	NOT - Check Notes for this Tenant	17	
08	HLG - Has Lease Guarantor	18	
09		19	
10		20	

Code - A 3 character or less abbreviation of the Payment Alert Description.  
Alert Description - A 30 character or less description of the Tenant Payment Alert.

Prev 10 Next 10

Help Print Summary Edit Cancel

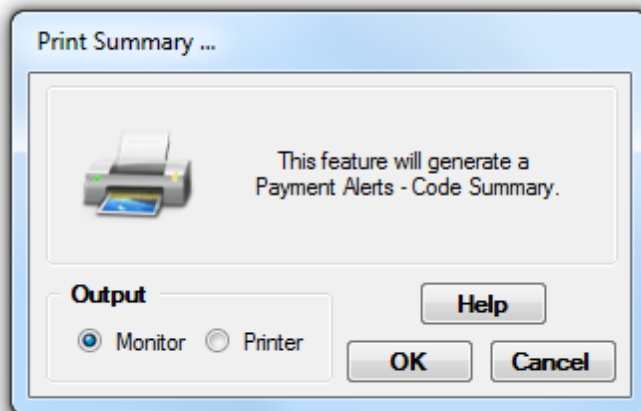
The following options are available at this window ...

### Help

To view *Online Help Topics* related to this window, click-on **Help**

### Print Summary

To generate a printed copy of the *Payment Alert Codes & Descriptions*, click-on **Print Summary**. A *Print Summary - Setup* window will appear ...



Click-on **Monitor** to view the summary on-screen

Click-on **Printer** to generate a hard copy

Click-on **Copies** to type in the desired number of printed copies to generate.

Click-on the **Printer Icon** button to change default Windows printer settings.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *Payment Alerts - Code Summary*.

Click-on **Cancel** to exit out of the print option.

### Edit

To create &/or modify the list of *Payment Alert Codes & Descriptions*, click-on **Edit**.

Note: Up to 30 Payment Alert Codes & Descriptions can be used. The first five ( 5 ) Payment Alerts are hard coded into the Alerts database and cannot be deleted or modified.

**Code** - This is a three ( 3 ) character or less abbreviation of the Alert Description that will be displayed in the A/R window for each applicable tenant.

**Alert Description** - This is a 30 character or less description of the Payment Alert.

### Prev10 / Next10 ( buttons )

The initial screen displays *Payment Alert* entries 1 through 20. To view *Payment Alert* entries 21 through 30, click-on the Next10 button. To view *Payment Alert* entries 11 through 20 again, click-on the Prev10 button.

### Save

To save changes made at the *Payment Alerts* window, click-on the **Save** button.

### Cancel

To exit the *Payment Alerts - Setup* window, click-on **Close**

## 12.5 Bank Accounts

### 12.5.1 Overview


## Overview

The *Bank Accounts* window maintains a list of bank account information used in the *Check Disbursement Entry* and *Checking Printing Process*.

To access the *Bank Accounts* window, click-on **Accounting > Bank Accounts**

**Bank Accounts ...**

File Sort Print Help



**Bank Accounts**

This feature maintains a list of bank account information used in the Check Disbursement Entry and Check Printing Process.

Bank ID :  Next Check No. :

Bank Name :

Account Name :

Account No. :

**MICR Check - Detail**

**Add Entry to Bank Accounts**

Bank	Bank Name	Account Name	Account
CASH	United Bank of Illinois	DEMO Project Cash Checking	1234567890
OTH1	United Bank of Illinois	DEMO Project Other #1	1234567890
OTH2	United Bank of Illinois	DEMO Project Other #2	1234567890
RES1	United Bank of Illinois	DEMO Project Reserve #1	7867676767
RES2	United Bank of Illinois	DEMO Project Reserve #2	7867676767
RES3	United Bank of Illinois	DEMO Project Reserve #3	7867676767
RES4	United Bank of Illinois	DEMO Project Reserve #4	7867676767
SECD	United Bank of Illinois	DEMO Project Security Deposit	1234567890

**Remove Entry from Bank Accounts**

**Edit Entry in Bank Accounts**

The following options are available at this window ...

## File / Sort / Print / Help Menus

**Add Entry to Bank Accounts**

This section is used to add new bank information to the *Bank Accounts* database, as well as edit existing bank information. To add a new entry to the list of *Bank Accounts*, simply click-on the cursor in the *Bank Account* field and start typing the information. Press [ENTER] or [TAB] to move cursor from field to field. Click-on the *Add Bank Account Entry* button to save the entry to the *Bank Account* database.

**Remove Entry from Bank Accounts**

To delete an existing bank entry from the *Bank Accounts* database, select (click-on) the desired entry line and click-on the *Remove Entry from Bank Accounts* button. The selected entry line will immediately be removed from the *Bank Accounts* database.

**Edit Entry in Bank Accounts**

To make changes to an existing bank entry, select (click-on) the desired entry line and click-on the *Edit Entry in Bank Accounts* button. Selected bank information will appear in the entry section (upper right corner of this window). Click-on the cursor to the desired field and make the necessary changes. Click-on the **Save** button to save entry changes. Click-on *Cancel* to exit out of editing bank information. The following bank information is provided ...

**Bank ID** - This is an eight (8) alpha-numeric character or less abbreviation that represents the Bank Account (Checking) such as *CHECKING*, *CHK001*, *SECDEP*, *SDACCT*, etc. Bank Accounts are checking accounts that represent *Cash*, *Other*, *Reserve* and *Security Deposits*.

Note: Characters that cannot be used in the Bank ID include . - , ' " ; : # \$ % ^ & \*

**Next Check Number** - This is the check number that would be assigned to the next disbursement check generated. This program automatically keeps track of the next available check number, once established.

**Bank Name** - This is the name of the Bank the checking account is with (*Bank of America*, *Bank One*, *United Bank of Rockford*, etc.).

**Account Name** - This is the name the checking account is under. It's usually the Project's Name, the Management Company's Name, or the Owner's Name (*Village Green Apartments*, *ABC Management*, *Alpine Bank Trust #1234*, etc.).

**Account Number** - This is the account number with the bank.

**MICR Check - Detail** (Button) - Bank Information above is all that is needed to establish Bank Accounts for pre-printed check writing. To record more Bank Account detail required for generating *MICR Encoded Checks*, click-on the **MICR Check - Detail** button. A *MICR Check - Detail* window will appear.

Note: *FHA Software* integrates with third party *MICR Checking Writing* software in order to generate MICR encoded checks. Therefore, the additional purchase of specific *MICR Check Writing* software is required for this purpose and is available at discounted pricing through Simply Computer Software, Inc.

### 12.5.2 MICR Check Detail

Note: FHA Software integrates with third party *MICR Checking Writing* software in order to generate MICR encoded checks. Therefore, the additional purchase of specific *MICR Check Writing* software is required for this purpose and is available at discounted pricing through Simply Computer Software, Inc.

To record more *Bank Account* detail required for generating *MICR Encoded Checks*, click-on the **MICR Check - Detail** button. A *MICR Check - Detail* window will appear ...

**MICR Check - Detail ...**

Detailed information below is used when generating MICR encoded checks.

Bank Name : **United Bank of Illinois**

Address : 555 South 5th Street

City, ST Zip : Rockford, IL 61111

Phone No. : 815-231-0099 Fax No. : 815-231-0088

Account No. : **1234567890**

ABA No. : 987654321

Transit No. : 1324354657

Account Name : **DEMO Project Cash Checking**

Address : 777 South 7th Street

City, ST Zip : Rockford, IL 61111

Phone No. : 815-345-9080 Fax No. : 815-897-8900

OK

The following items are provided at this window ...

#### Bank Information

**Name** - Displays *Bank Name* entered in previous window.

**Address** - Bank's street address.

**City, ST Zip** - Bank's City, State & Zip.

**Phone No.** - Bank's main phone number.

Note: Phone number printed on checks will be displayed exactly as entered.

**Fax No.** - Bank's fax number (optional)

**Account Number** - Displays *Bank Account Number* entered in previous window.

**ABA Number** - Bank's ABA Routing Number.

**Transit Number** - Bank's Transit Number.

## Account Information

**Name** - Displays *Account Name* entered in previous window.

**Address** - Account's street address.

**City, ST Zip** - Account's City, State & Zip.

**Phone No.** - Account's main contact number.

Note: Phone number printed on checks will be displayed exactly as entered.

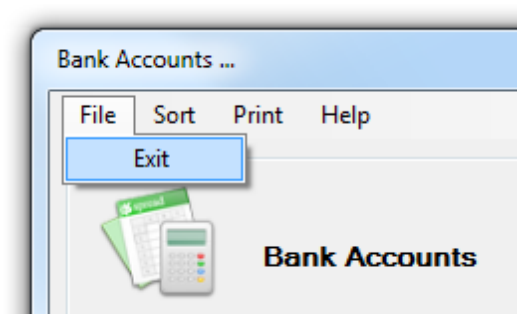
**Fax No.** - Account's fax number (optional).

**OK**

Click-on **OK** to exit the *MICR Check - Detail* window.

### 12.5.3 Menu Options

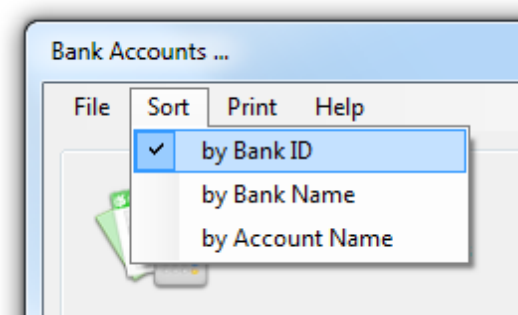
## File Menu



**Exit** - To exit the *Bank Accounts* window, click-on **File .. Exit**

## Sort Menu



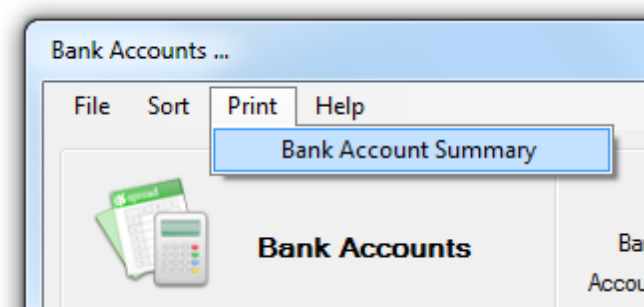


**Bank ID** - To sort the *Bank Accounts* list window by *Bank ID*, click-on **Sort .. by Bank ID**

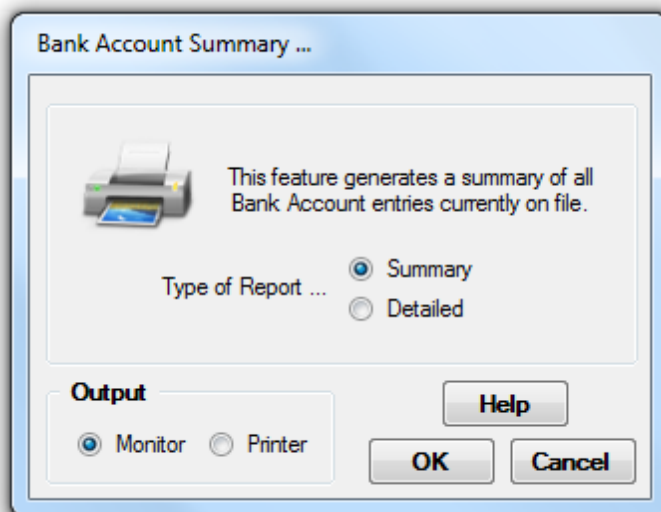
**Bank Name** - To sort the *Bank Accounts* list window by *Bank Name*, click-on **Sort .. by Bank Name**

**Account Name** - To sort the *Bank Accounts* list window by *Account Name*, click-on **Sort .. by Account Name**

## Print Menu



To generate a printed copy of the *Bank Accounts* list, click-on **Print > Bank Account Summary**. A report setup window will appear ...

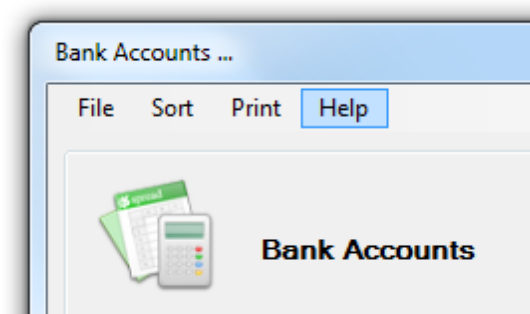


Click-on **Summary** for a simple one line listing of each *Bank Account*

Click-on **Detailed** for a detailed listing of each *Bank Account*

Click-on **Monitor** to view the summary on-screen  
Click-on **Printer** to generate a hard copy  
Click-on **Copies** to type in the desired number of printed copies to generate.  
Click-on the **Printer Icon** button to change default Windows printer settings.  
Click-on **Help** to view *Help Topics* related to this window.  
Click-on **OK** to continue printing an *Tenant Charge Code Summary*.  
Click-on **Cancel** to exit out of the print option.

## Help Menu



**Help** - To view *Help Topics* related to this window, click-on **Help**

## 12.6 Vendor Accounts

### 12.6.1 Overview

## Overview

The *Vendor Accounts* window maintains a list of vendor information used in the *Check Disbursement Entry*, *Checking Printing Process*, and *Work Orders*.

To access the *Vendor Accounts* window, click-on **Accounting > Vendor Accounts**

**Vendor Accounts ...**

File Print Help

**Vendor Accounts**  
This feature maintains a list of vendor account information used in the A/P Check Disbursement Entry and Check Printing Process.

**Search By ...**  
☐ Vendor ID ( LTR )  
☐ Vendor ID ( NBR )  
☒ Vendor Name  
☐ Address Lines 1, 2, 3, 4  
☐ Tax ID Number  
☐ Phone Number  
☐ Default COA

Vendor Name	Vnd ID	Address Lines 1, 2, 3, 4	Phone No.	COA No.	Tax ID
ThyssenKrupp Elevator Corp.	486	P. O. Box 933004, Atlanta, GA 31193-3004,	317-841-7307	6545	62-1211267
TLC Carpet & Upholstery	481	21409 N. 2050 E. Road, Bismarck, IL 61814	217-442-6752		
Town of Veedersburg	043	100 South Main, Veedersburg, Indiana 4798			
TSI	478	16092 North 1100 E. Road, Catlin, IL 6181	217-267-9899	6542	
Two Men & A Truck	532	47 E. Kenyon Road, Champaign, IL 61820,,	217-583-4036		26-1363733
U. S. Bank Equipment Financ	423	P. O. Box 790448, St. Louis, MO	63179-0	802	
United Community Bank	440	...			
United States Postal Servic	032	...			
United States Treasury	082	...			
UPS	491	Lockbox 577, Carol Stream, IL 60132-0577,			
USDA, Rural Development	101	...			
USDA, Rural Development	504	P. O. Box 979082, St. Louis, MO 63197,,			
Utility Services of IL-Oakw	497	P. O. Box 11025, Lewiston, ME 04243-9476,	800-831-2359	6451	
Vanguard Alarm Services	437	816 Maxwell Ave., Evansville, IN 47711,,	812-425-2616	5145	
Veedersburg Manor	036	1320 North Vermilion, Danville, Illinois,	217-442-8133		37-1291947
Vendome Group, LLC	109	P.O. Box 2017, Buffalo, New York 14240-97	800-519-3692		20-1319398
Verizon Wireless	095	P.O. Box 25505, Lehigh Valley, PA 18002-5		674	
Vermilion County Recorder	472	...			
Vermilion County Treasurer	051	P. O. Box 730, Danville, Illinois 61834-0			
Wagner Lock and Key	030	P.O. Box 966, Danville, Illinois 61832,,	217-431-0590		
Walker Electric	452	P. O. Box 0986, Danville, IL 61834-0986,,	217-443-1355		37-1086085
Wells Fargo Insurance Servi	141	2107 South Neil Street, P. O. Box 4016, C	217-621-6660		
WITY Radio	463	P. O. Box 142, Danville, IL 61834,,			
Woodard's Computing Service	518	1208 Sheridan Street, Danville, IL 61834,	217-446-2765		
Xenon Geosciences, Inc.	474	P. O. Box 681, Danville, IN 46122-0681,,	317-745-0002		
Yellow Page Directory Serv	429	P. O. Box 411450, Melbourne, FL 32941-145			59-3657909
Young's	462	102 So. Main Street, Georgetown, IL 61846	217-662-2225		
Zeffert & Associates, Inc.	521	P. O. Box 957737, St. Louis, MO 63195-773	314-514-7711		

Remove Entry from Vendor Accounts      Add Entry to Vendor Accounts      Edit Entry in Vendor Accounts

The following options are available at this window ...

### Search By ...

This feature allows the user to locate vendor account entries by simply typing in the first characters of the existing vendor's **ID, Name, Phone Number, Default COA, Address Lines 1/2/3/4, or Tax ID Number**. Click-on the desired item to have the vendor list sorted in that specific order and then start typing characters in the field provided to start the search process.

Note: *Vendor ID ( LTR )* will sort Vendor ID's alphabetically. *Vendor ID ( NBR )* will sort Vendor ID's numerically.

### Remove Entry from Vendor Accounts

To delete an existing vendor entry from the *Vendor Accounts* database, select (highlight) the desired entry line and click-on the *Remove Entry from Vendor Accounts* button. The selected entry line will immediately be removed from the *Vendor Accounts* database.

### Add Entry to Vendor Accounts

To add a new entry to the list of *Vendor Accounts*, click-on the **Add Entry to Vendor Accounts** button. A blank Add - Vendor Accounts Detail window will appear.

### Edit Entry in Vendor Accounts

To make changes to an existing vendor entry, select (highlight) the desired entry line and click-on the **Edit Entry in Vendor Accounts** button. An Edit - Vendor Accounts Detail window will appear.

## **File**

To exit the *Vendor Accounts* window, click-on **File .. Exit**

## **Print**

To generate a printed copy of the *Vendor Account Summary*, click-on **Print > Vendor Account Summary**. A report setup window will appear ...

## **Help**

To view *Online Help Topics* related to this window, click-on **Help**

### **12.6.2 Vendor Account Detail**

The *Vendor Account Detail* window is where Vendor Account information is viewed &/or modified.

To access the *Vendor Accounts* window, click-on the **Add or Edit Entry to Vendor Accounts** button.

View - Vendor Account Detail ...

**Vendor Information**

Vendor ID : **SCSFHA** Send .. ☐ 1099-NEC ☐ 1099-MISC

Vendor Name : Simply Computer Software, Inc. Default COA No. : 6845

Contact : Duane Tinsley Phone No. : 815-231-0063

Address 1 : 6085 Strathmoor Dr., Ste 2B Fax No. : 815-231-0065

Address 2 : Rockford, IL 61107 Tax ID : 36-41411530

Address 3 : Make Payable as DBA ☐

Address 4 : Online Bill Payments ( ACH Only ) ...

Email : Routing No. : 123456789012345

Vendor Category : Software Vendor Account No. : 543210987654321

Account Type : Checking

Insurance Coverage ... Required ☐ Payment Type : ACH

General Liability : ACME Insurance Company Expiration Date : 12/31/2026

Workman's Comp. : ACME Insurance Company Expiration Date : 12/31/2026

**Comments**

Affordable Housing Management Software Provider ( FHA Software )

Prev Next

☐ Update unpaid A/P entries with address changes

Help Save Cancel

The following options are available at this window ...

**Prev/Next**

Click-on **Prev/Next** to move backward and forward through the list of existing *Vendor Accounts*.

**Edit**

To make changes to the Vendor Account Detail displayed, click-on **Edit**.

**Vendor Information**

**Vendor ID** - This is an eight (8) alpha-numeric character or less abbreviation that represents the Vendor Account (such as *HARDWARE*, *T.SMITH*, *MOWING*, *SNOW*, *ACEHDWR*, etc.).

Note: Characters that cannot be used in the Vendor ID include . - , ' " : ; # \$ % ^ & \*

**Send .. 1099-NEC or 1099-MISC ( Checkbox )** - Click-on the 1099-NEC or the 1099-MISC checkbox if the Vendor is eligible to be sent a 1099.

**Default COA No.** - To have a *Chart of Account Number* automatically appear in the *Debit COA* field when creating a *Check Disbursement Entry* for this vendor, enter the *Default COA Number* here.

**Vendor Name** - This is the *Payable To* name of the vendor.

**Contact** - This is the name of the *Contact Person*, if this vendor is a company.

**Address 1** - This is line 1 of 4 entry lines that can be used for vendor address.

**Address 2** - This is line 2 of 4 entry lines that can be used for vendor address.

**Address 3** - This is line 3 of 4 entry lines that can be used for vendor address.

**Address 4** - This is line 4 of 4 entry lines that can be used for vendor address.

**Email** - This is the vendor's internet email address.

**Phone No.** - This is the vendor's phone number.

**Fax No.** - This is the vendor's fax number.

**Tax ID No.** - This is the vendor's *Federal ID Number* or *Social Security Number* used for generating 1099's.

Note: Enter ID/SNN with dashes (example: 36-9078678 or 123-23-1234).

Note: If Tax ID # ( FEIN ) is entered in the 12-4567890 format, but this Vendor still gets a 1099 and a DBA name is also required, add DBA to the end of the Tax ID # ( ex: 12-4567890 DBA ).

**Make Payable as DBA ( Checkbox )** - When checked, this tells the A/P Check Disbursement Entry feature ( when selecting this Vendor ID ) to set the Payee ( Vendor ) Name & Address fields for the A/P entry as follows ...

Vendor Name <-- Vendor Contact Name inserted  
 Vendor Address 1 <-- "dba" and Vendor Name inserted  
 Vendor Address 2 <-- Vendor Address 1 inserted  
 Vendor Address 3 <-- Vendor Address 2 inserted  
 Vendor Address 4 <-- Vendor Address 3 inserted

#### **Online Bill Payments ( ACH Only ) ...**

The following four ( 4 ) fields are only applicable when online bill payments are made to this Vendor Account as direct deposits, rather than issuing checks.

**Routing No.** - This is the Vendor's Bank ABA/Routing No.

**Account No.** - This is the Vendor's Bank Account No.

**Account Type** - This is the Vendor's Bank Account Type ( ex: Checking or Savings ).

**Payment Type** - This is the preferred Online Bill Payment Type ( ex: Check, ACH or Credit Card )

**Vendor Category ( Pull Down )** - This describes or categorizes the services the Vendor Account provides (such as *Plumbing, HVAC, Software Provider, Lawn Care, Snow Removal, General Labor*, etc.). Use the pull down list to select the *Category* that best describes the *Vendor Account* being edited.

Note: Selecting a *Category* is not required.

Note: Click-on the **[+]** button to access the **Vendor Accounts - Category Setup** window directly.

**Required ( Checkbox )** - Click-on this checkbox to designate this vendor as being required to have Insurance Coverage.

**General Liability / Expiration Date** - Use these fields to record the name and policy expiration date of the company that provides this vendor's general liability insurance coverage.

**Workman's Compensation / Expiration Date** - Use these fields to record the name and policy expiration date of the company that provides this vendor's workman's compensation insurance coverage.

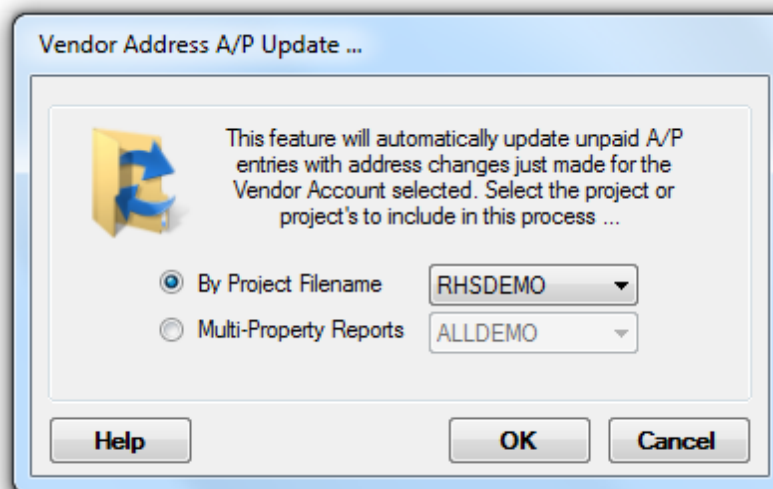
Note: General Liability & Workman's Compensation Expiration Dates are displayed in the A/P entry window when adding a new payable to a selected Vendor ID.

### Comments

Use this text entry section to record information pertaining to the vendor currently selected.

### Update unpaid A/P entries with contact/address changes ( checkbox )

When checked, this feature will automatically update vendor address information on all unpaid A/P entries that currently exist for the vendor account selected. The following window will appear when **Save** is selected ...



**By Project Filename** - Bullet this selection if you want to update vendor address information for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to update vendor address information in *Multi-Property Mode*. The program will automatically update vendor address information for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

Click-on **OK** to complete the *Vendor Address A/P Update* process.

Click-on **Cancel** to exit the *Vendor Address A/P Update* window.

### Help

To view *Online Help Topics* related to this window, click-on **Help**

### Save

To save changes made to the *Vendor Account Detail* record, click-on the **Save** button.

### Cancel

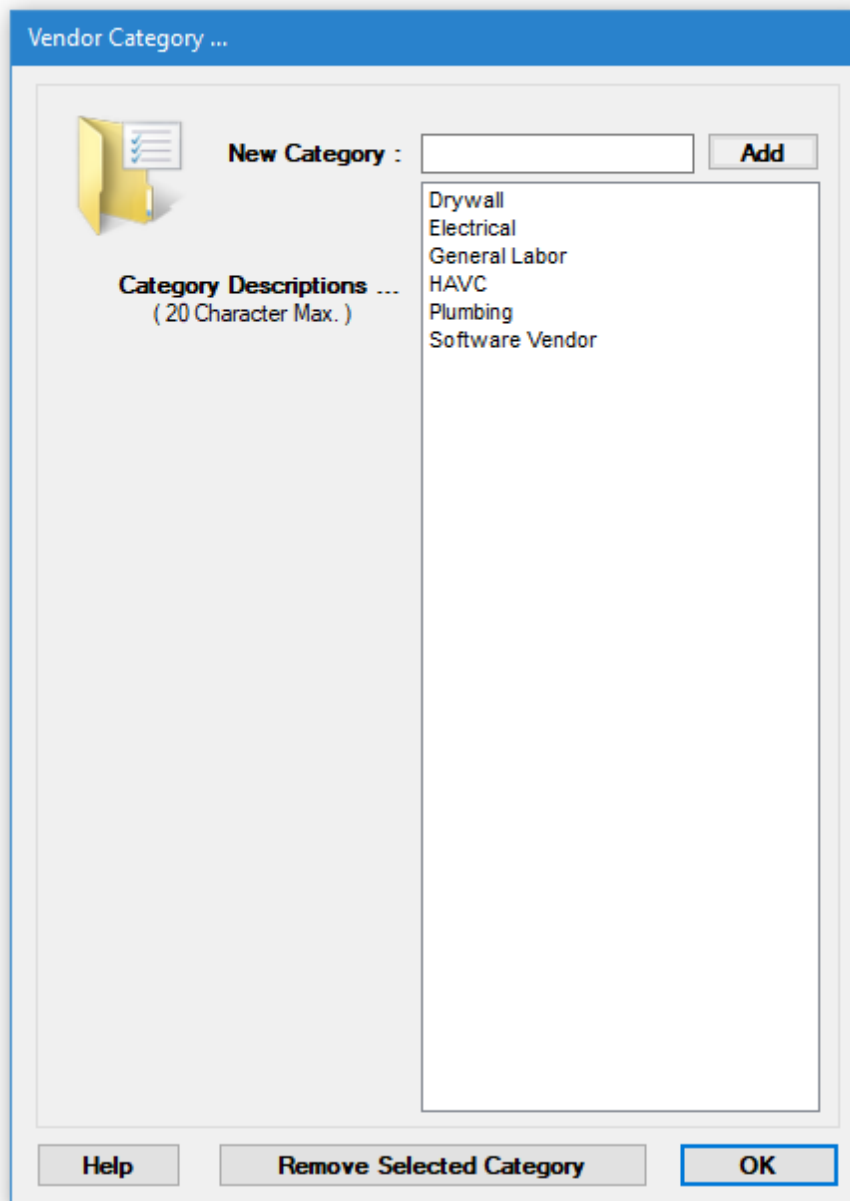
Click-on **Cancel** to exit the *Vendor Account Detail* window without saving changes.

## 12.6.3 Vendor Accounts - Category Setup

*Category* is a selection item used in Vendor Accounts entry to describe or categorize the service provided by the Vendor Account (such as *Plumbing, HVAC, Software Provider, Lawn Care, Snow Removal, General Labor*, etc.). A minimum list of standard *Category* selections is provided with your FHA Software package. The user can add new and remove existing *Categories* in the *Category Setup* window.

To view &/or edit *Work Order Locations*, click-on the **Vendor Category [+]** button. A *Vendor Accounts - Category Setup* window will appear ...





The following options are available at this window ...

#### Add (a New Category)

To add a new Location, simply enter the new *Category description* in the **New Category** entry field and click-on the **Add** button. The new *Category* entry will be added to the *Locations* list.

Note: This is an alpha-numeric field with a maximum length of 20 characters. Invalid characters include , . / ? ~ ` ! @ # \$ % ^ & \* ( ) + = [ ] { } \ ' " ; :

#### Remove Selected Category

To delete an unused Location entry from the *Category* database, select (click-on) the desired entry line, click-on the *Remove Selected Category* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Category* database.

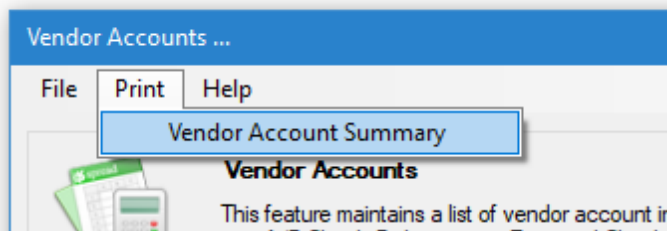
### OK

Click-on **OK** to exit the *Work Order - Category Setup* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

## 12.6.4 Vendor Accounts Summary



To generate a printed copy of the *Vendor Account Summary*, click-on **Print > Vendor Account Summary**. A report setup window will appear ...

Vendor Account Summary ...

This feature generates a summary of Vendor Account entries currently on file.

Type of Report ☒ Summary ☐ Detailed

☐ Selected Vendor ID's Only ... +  
( All Vendors Included )

Only list Vendor Accounts that have been noted with ...

☐ Send 1099  
☐ Insurance Coverage Required  
☐ Category : General Labor

Output  
☒ Monitor ☐ Printer

Help OK Cancel

### Setup

The following options are available at the *Vendor Accounts Summary Window* ...

**Type of Report** - Click-on **Summary** for a simple one line listing of each *Vendor Account*. Click-on **Detailed** for a detailed listing of each *Vendor Account*.

**Selected Vendor ID's Only (Checkbox)** - To generate a *Vendor Accounts Summary* for one or more specific vendors only, click-on this check box and click-on the *Vendor Selection* [+] button. A *Vendor Selection* window will appear.

**Send 1099 (Checkbox)** - To only list Vendor Accounts on the summary that have the Send 1099 box checked, click-on this checkbox.

**Insurance Coverage Required (Checkbox)** - To only list Vendor Accounts on the summary that are required to have Insurance Coverage, click-on this checkbox.

**Category ( Checkbox )** - To only list Vendor Accounts on the summary for a specific *Category*, click-on this checkbox and select the *Category* description.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Vendor Accounts Summary*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Vendor Accounts Summary* window.

### 12.6.5 Vendor Selection

Click-on the **Selected Vendor ID's Only [+]** button to view the *Vendor Selection* window ...

Vendor Selection ...

Sort list by ... ☐ Vendor ID (LTR) ☐ Vendor ID (NBR) ☒ Vendor Name

Click-on the checkbox to select each desired Vendor Account and click-on OK.

Vnd ID	Vendor Name	Vendor Address	Phone No.
<input checked="" type="checkbox"/> 455	A & M Fire and Safety	PO Box 331 Ashland, OH 44805	
<input checked="" type="checkbox"/> 1029	Advertising Ideas of Wooster	231 South Market Street Wooster, OH 4469	
<input checked="" type="checkbox"/> 463	Ashland Publishing Co LLC	40 E Second Street Ashland, OH 44805	
<input type="checkbox"/> 1002	CBC Innovis	PO Box 535595 Pittsburgh, PA 15253-5595	
<input type="checkbox"/> 8107	Charles Thomas	803 S. Mt.Vernon Ave Apt 101 Loudonville	
<input type="checkbox"/> 1191	Drain Wizard	531 Edgehill Ave. Ashland, OH 44805	
<input type="checkbox"/> 1005	EnviroPure	177 Lakeview Heights Drive PO Box 355	
<input type="checkbox"/> 8103	Frank Civitarese	803 S. Mt.Vernon Ave. Apt. 301 Loudonvil	
<input type="checkbox"/> 1003	Gribble's IGA	430 N. Jefferson Street Loudonville, OH	
<input type="checkbox"/> 1193	H & H Custom Homes	802 Wooster Rd. PO Box 409 Loudonville,	
<input type="checkbox"/> 1007	HD Supply Facilities	PO Box 509058 San Diego, CA 92150-9058	
<input checked="" type="checkbox"/> 33	Home Hardware	140 Center Street Ashland, OH 44805	
<input type="checkbox"/> 1092	Loudonville Farmers Equity	PO Box 147 Loudonville, OH 44842	
<input type="checkbox"/> 1143	M & M Sales & Service	1236 Co. Rd. 42-B Ashland, OH 44805	
<input type="checkbox"/> 1583	MAHMA	PO Box 12204 Columbus, OH 43212	
<input type="checkbox"/> 1804	Miller, Mast & Mason LTD	The Lincoln Building 88 S. Monroe St.	
<input type="checkbox"/> 2101	Modern Home Supply	713 Wooster Rd. Loudonville, OH 44842	
<input type="checkbox"/> 1986	Modern Office Methods	4747 Lake Forest Dr. Cincinnati, OH 4524	
<input type="checkbox"/> 1086	National Center For Housing Ma	12021 Sunset Hills Road Reston, VA 20190	
<input type="checkbox"/> 1091	OHFA	57 East Main Street Columbus, OH 43215	
<input type="checkbox"/> 3001	Petty Cash	803 S. Mt. Vernon Ave. Loudonville, OH 4	
<input type="checkbox"/> 1180	Presley Construction	7130 Johnstown Rd. Mt. Vernon, OH 43050	
<input type="checkbox"/> 2646	Rose Products & Services	545 Stimmel Rd. Columbus, OH 43223	
<input type="checkbox"/> 1132	Ross Business Development	1449 Wood Parkway Kennesaw, GA 30152	
<input type="checkbox"/> 1021	Sears Commercial One	PO Box 689131 Des Moines, IA 50368-9131	
<input type="checkbox"/> 1022	Sherwin-Williams	855 Coshocton Avenue Mt. Vernon, OH 4305	
<input checked="" type="checkbox"/> SCSFHA	Simply Computer Software	6085 Strathmoor Dr., Suite 2B Rockford, (815) 231-0063	
<input type="checkbox"/> 1028	TruGreen Chemlawn	110 Industrial Drive PO Box 3088	
<input type="checkbox"/> 1157	Universal Advertising Assoc.	PO Box 31132 Cincinnati, OH 45231	

Help Total Vendor Accounts : 33 OK Cancel

The following options are available at the *Vendor Selection* window ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Sort List By ... Vendor ID or Vendor Name** - *Vendor Selection List* order can be view in one of two sort options. Click-on **Vendor ID** to view the list of Vendors in *Vendor ID* order. Click-on **Vendor Name** to view the list in *Vendor Name* order.

Note: *Vendor ID (LTR)* will sort Vendor ID's alphabetically. *Vendor ID (NBR)* will sort Vendor ID's numerically.

Note: Default sort is by *Vendor Name*.

**OK** - To select a vendor, click-on the desired vendor entry lines and click-on **OK**. The *Vendor Ledger Report* window reappears with selected *Vendor ID's* displayed.

**Cancel** - Click-on *Cancel* to exit the *Vendor Selection* window.

## 12.7 Chart of Accounts

### 12.7.1 Overview

### Overview


The *Chart of Account* database maintains financial account information, grouped by project and year. Each project will have it's own set of *Chart of Accounts*. The *Chart of Account* feature is used to enter, edit and display general ledger account numbers, account descriptions, account types (debit/credit), opening balances, account activity and budget figures. *Chart of Account* information is used to automate various RD/HUD financial report generations.

*Chart of Account* information is either manually recorded by the user or automatically maintained through our built-in Accounting feature or through our built-in integration with *Property Manager* EDGE/PMW accounting software.

To access the *Chart of Accounts* window, click-on **RD/HUD > Financial Reports > Chart of Accounts** or click-on **Accounting > Chart of Accounts**. The following *Chart of Accounts - Find Window* will appear ...

Find - Chart of Accounts ...

File Print Help

 This feature displays a list of existing Chart of Account entries for the project and calendar year selected.

VILLAGE APARTMENTS - RDSEC.515

Project :

Calendar Year :

COA #	Description	Beg.Bal.	Total Dr / Cr	End.Bal.	Annual BGT
1120	Operating Checking	4,500.00	33,275.00	37,775.00	0.00
1130	Operating Savings	13,500.00	0.00	13,500.00	0.00
1180	Other Accounts	8,500.00	0.00	8,500.00	0.00
1191	Security Deposits	9,758.00	0.00	9,758.00	0.00
1320	Reserve - Beg/YR/Bal	45,750.00	0.00	45,750.00	0.00
1325	Transfer to Reserve	0.00	3,150.00	3,150.00	5,400.00
1330	TFR - Operating Deficit	0.00	0.00	0.00	0.00
1335	TFR - ACB Part V Reserve	0.00	-1,599.00	-1,599.00	0.00
1340	TFR - Bldg & Equip Repair	0.00	0.00	0.00	0.00
1345	TFR - Other Non-Operating	0.00	0.00	0.00	0.00
1420	Tax/Ins - Beg/YR/Bal	7,855.00	0.00	7,855.00	0.00
1425	Transfer to Tax/Ins	0.00	2,450.00	2,450.00	4,200.00
1430	Transfer From Tax/Ins	0.00	-2,000.00	-2,000.00	0.00
1550	Land	0.00	0.00	0.00	0.00
1560	Buildings	0.00	0.00	0.00	0.00
1561	Acc.Depr/Buildings	0.00	0.00	0.00	0.00
1570	Equipment	0.00	0.00	0.00	0.00
1571	Acc.Depr/Equipment	0.00	0.00	0.00	0.00
1580	Furnishings	0.00	0.00	0.00	0.00
1581	Acc.Depr/Furnishings	0.00	0.00	0.00	0.00
1590	Other Fixed Assets	0.00	0.00	0.00	0.00
1850	A/R - Tenant	0.00	0.00	0.00	0.00
1860	Doubtful Accounts	0.00	0.00	0.00	0.00
1870	Inventories	0.00	0.00	0.00	0.00
1880	Prepayments	0.00	0.00	0.00	0.00
1890	Other Assets	0.00	0.00	0.00	0.00
2191	Tenant Security Deposits	9,758.00	0.00	9,758.00	0.00
2192	Security Deposit Interest	0.00	0.00	0.00	0.00
2200	A/P - Operating Cash	0.00	0.00	0.00	0.00

Total COA Entries : 98

The first window that appears is called the **Find** window which defaults to displaying a set of *Chart of Accounts* for the current year. Accounts are listed in COA Number order and provides a Beginning/Ending Balance summary for the year displayed.

From this window the user can select the desired project, COA year, add a new COA entry, duplicate a set of COA's, view &/or modify existing COA entries, remove a COA entry, print a *Chart of Account Summary*, and view *Online Help Topics*.

The following options are available at the *Chart of Accounts - Find Window...*

File Menu    Print Menu    Help Topics

### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a set of *Chart of Accounts* for the selected project filename & Calendar Year.

### Calendar Year

Click-on the pull down button to select from a list of existing COA Years. The Find window will display a set of *Chart of Accounts* for the selected *Calendar Year*.

### Remove COA Entry

To remove (delete) an existing *Chart of Account Entry*, click-on (highlight) the desired *COA Entry* line displayed in the *Find* window, click-on the **Remove COA Entry** button and click-on the **YES** button for *Are you sure?*. The selected *COA Entry* will be deleted from the file.

### View COA Entry

To view &/or modify existing *Chart of Account Information*, click-on (highlight) the desired *COA Entry* line displayed in the *Find* window and click-on the **View COA Entry** button located in the lower right corner. A *Chart of Accounts - View Window* will be displayed.

## 12.7.2 Preview Window

To view &/or modify existing *Chart of Account Information*, click-on (highlight) the desired *COA Entry* line displayed in the *Find* window and click-on the **View COA Entry** button located in the lower right corner.

A *Chart of Accounts - Preview Window* will be displayed with selected *COA Entry* information ...

View - Chart of Accounts ...

Project : **VILLAGE APARTMENTS - RDSEC.515**

Account No. : 1325 Desc. : Transfer to Reserve

Calendar Year : 2016 Opening Balance \$ 0.00

Account Type  
Debit ☒ Credit ☐

Month	Mo. Budget	Beg. Bal.	Debits	Credits	End. Bal.
January	450.00	0.00	450.00	0.00	450.00
February	450.00	450.00	450.00	0.00	900.00
March	450.00	900.00	450.00	0.00	1,350.00
April	450.00	1,350.00	450.00	0.00	1,800.00
May	450.00	1,800.00	450.00	0.00	2,250.00
June	450.00	2,250.00	450.00	0.00	2,700.00
July	450.00	2,700.00	450.00	0.00	3,150.00
August	450.00	3,150.00	0.00	0.00	3,150.00
September	450.00	3,150.00	0.00	0.00	3,150.00
October	450.00	3,150.00	0.00	0.00	3,150.00
November	450.00	3,150.00	0.00	0.00	3,150.00
December	450.00	3,150.00	0.00	0.00	3,150.00
	<b>5,400.00</b>		<b>3,150.00</b>	<b>0.00</b>	

Prev Next 6 of 98 Help Edit Cancel



The following options are available at the *Chart of Accounts - Preview Window* ...

## **Prev/Next**

Click-on **Prev/Next** to move backward and forward through the list of *Chart of Accounts*.

## **Help**

To view *Online Help Topics* related to this window, click-on **Help**.

## **Edit**

To edit *Chart of Account Entry Information* currently displayed, click-on the **Edit** button. The user will be placed in *Editing Mode* for **Editing Chart of Account Info**.

## **Cancel**

Click-on **Cancel** to exit the *Chart of Accounts - Preview Window*.

### **12.7.3 Editing Window**

When in *Editing Mode*, the user has full access and control to modify any data entry field of the *Chart of Accounts*. To edit *Chart of Account Information* currently displayed, click-on the **Edit** button.

Below is a *Chart of Accounts* Window that is in *Editing Mode* ...

View - Chart of Accounts ...

Project : **VILLAGE APARTMENTS - RDSEC.515**

Account No. : 1325 Desc. : Transfer to Reserve

Calendar Year : 2016 Opening Balance \$ 0.00

Account Type  
Debit ☒ Credit ☐

Month	Mo. Budget	Beg. Bal.	Debits	Credits	End. Bal.
January	450.00	0.00	450.00	0.00	450.00
February	450.00	450.00	450.00	0.00	900.00
March	450.00	900.00	450.00	0.00	1,350.00
April	450.00	1,350.00	450.00	0.00	1,800.00
May	450.00	1,800.00	450.00	0.00	2,250.00
June	450.00	2,250.00	450.00	0.00	2,700.00
July	450.00	2,700.00	450.00	0.00	3,150.00
August	450.00	3,150.00	0.00	0.00	3,150.00
September	450.00	3,150.00	0.00	0.00	3,150.00
October	450.00	3,150.00	0.00	0.00	3,150.00
November	450.00	3,150.00	0.00	0.00	3,150.00
December	450.00	3,150.00	0.00	0.00	3,150.00
	<b>5,400.00</b>		<b>3,150.00</b>	<b>0.00</b>	

Prev Next 6 of 98 Help Save Cancel

The following options are available when *Editing Chart of Account Info ...*

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Save

When done editing *Chart of Account Info*, click-on the **Save** button to save your changes.

### Cancel

To exit editing *Chart of Accounts Info* without saving changes, click-on the **Cancel** button.

## Chart of Accounts - Data Entry Items ...

### Account Number

This field is the unique reference number used to identify your financial account. A maximum of 10 alpha-numeric characters (no spaces) is allowed.

We recommend that the organization of each project's account numbers be standard, four numeric digits and follow these numbering guidelines ...

Asset Accounts	- range from 1000 to 1999 (Debit Accounts)
Liability Accounts	- range from 2000 to 2999 (Debit Accounts)
Equity Accounts	- range from 3000 to 3999 (Credit Accounts)
Income Accounts	- range from 4000 to 5999 (Credit Accounts)
Expense accounts	- range from 6000 to 9999 (Debit Accounts)

Note: Account number departmentalization (splitting one main account into separate sub accounts) is allowed in FHA Software. Below is a few sample methods of sub accounts for the main account number of 6500 - Electricity Expense ...

Acct#	6500-001	Electricity Expense - Bldg #001
Acct#	6500-002	Electricity Expense - Bldg #002
Acct#	6500-003	Electricity Expense - Bldg #003
Acct#	6500-A	Electricity Expense - Bldg A
Acct#	6500-B	Electricity Expense - Bldg B
Acct#	6500-C	Electricity Expense - Bldg C
Acct#	6500-01-01	Electricity - Bldg #01 Meter #01
Acct#	6500-01-02	Electricity - Bldg #01 Meter #02
Acct#	6500-01-03	Electricity - Bldg #01 Meter #03

Note: If your project is USDA Rural Development housing, a complete RD set of *Chart of Accounts* has been provided with your FHA Software package in a demonstration project called "RHSDEMO" which can easily be copied as your project's *Chart of Accounts*, using the **COA Duplication** feature.

Note: If your project is Department of HUD housing, a complete HUD set of *Chart of Accounts* has been provided with your FHA Software package in a demonstration project called "HUDDemo" which can easily be copied as your project's *Chart of Accounts*, using the **COA Duplication** feature. We also recommend that you stay within HUD's COA Numbering requirements when ever adding new accounts to your HUD project's *Chart of Accounts*.

### Account Description

Up to 25 alpha-numeric characters can be entered for account descriptions (such as RENTAL INCOME, MANAGEMENT FEES, GROUNDS - BLDG #01, etc.).

### Calendar Year

This is the calendar year period the account is set up for and is for display only.

Note: A set of *Chart of Accounts* is created for each calendar year. Refer to the **COA Duplication** feature for more details.

### Opening Balance

Use this field to establish the opening balance amount for the account & calendar year displayed.

Note: Only *Asset*, *Liability* and *Equity* accounts require an opening balance (which is carry over of the prior year's ending balance). *Income* and *Expense* account opening balances are always zero at the beginning of each calendar based year.

**Account Type**

This indication establishes the type of account (debit or credit). A *Debit* account is normally an *Asset* on the Balance Sheet and an *Expense* on the Profit & Loss Statement (which means that a debit amount increases the account amount and a credit decreases the account amount). A *Credit* account is normally a *Liability* and *Equity* on the Balance Sheet and *Income* on the Profit & Loss Statement (which means that a debit amount decreases the account amount and a credit increases the account amount).

Note: A default *Debit/Credit* indication is provided when the *Account Number* is entered or changed, based on account guidelines detailed in the *Account Numbering* section defined above.

**Monthly Budget (Column)**

Budgeted amounts for budgeted accounts are entered on a month by month basis in this column. The total of all 12 monthly amounts will equal the account's annual budget.

Note: To simplify the budget entry process, a **[+]** button is displayed to the left of January's budget amount entry field. Enter the full annual budget amount in January's budget amount field and then click on the **[+]** button. The program automatically calculates and enters the monthly budget amounts for you.

**Beginning/Ending Balance (Columns)**

These columns display calculated *Beginning & Ending Balance* amounts for each month of the calendar year. January's *Beginning Balance* comes from the *Opening Balance* field. *Ending Balances* are calculated by adding/subtracting *Debit & Credit* amount activity from *Beginning Balances*.

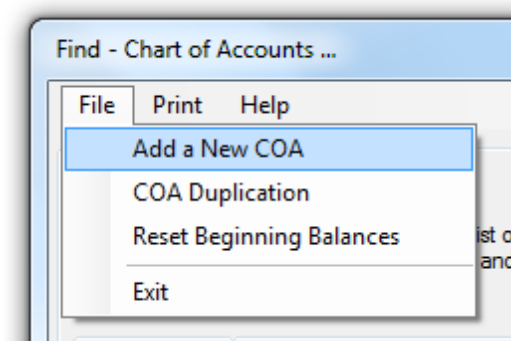
**Debits/Credits (Columns)**

These columns display monthly account amount activity, based on account type (*Debit/Credit*). The user enters account amount activity in Debit/Credit fields.

For instance, RENTAL INCOME is a *Credit* account type. To record a total \$4,575 of Rental Income collected in January, you would click the cursor on the *Credits* field for January, enter 4575 and press [TAB]. The \$4,575 is then entered and *Beginning/Ending Balance* amounts are recalculated.

Asset Account Amounts	- Debit increases / Credit decreases
Liability/Equity Accounts	- Debit decreases / Credit increases
Income Account Amounts	- Debit decreases / Credit increases
Expense Account Amounts	- Debit increases / Credit decreases

#### 12.7.4 File Menu



Below are options available from the *File Menu* ...

##### Add a New COA

To add a new *COA Entry* to the *Project Filename* and *Calendar Year* selected, click-on **File > Add a New COA**. The Add a New COA window will appear.

##### COA Duplication

To copy *Chart of Accounts* from one project to another, or create a new COA year within an existing project, click-on **File > COA Duplication**. The COA Duplication - Setup window will appear.

##### Reset Beginning Balances

To *Reset Beginning Balances* for all existing asset accounts in the *Chart of Account* year currently selected, click-on **File > Reset Beginning Balances**. The Reset Beginning Balance window will appear.

##### Exit

Click-on **File > Exit** to exit out of the *Chart of Accounts - Find Window*.

#### 12.7.5 Add a New COA

To add a new *Account* to the *Chart of Accounts* file, click-on **File .. Add a New COA**. An *Add a New COA* window will appear ...

Add a New COA ...

**COA Information**

**VILLAGE APARTMENTS - HUD**

Account No.	Description	Type
<input type="text"/>	<input type="text"/>	Debit <input type="button" value="v"/>

Adding to Calendar Year : **2020**

**Current COA Listing**

Account No.	Description	Type
1120	Cash - Operations	Debit
1121	Construction Cash Account	Debit
1125	Cash - Entity	Debit
1130	Tenant/Member A/R	Debit
1131	Allowance for Doubtful Accts	Debit
1135	A/R - HUD	Debit
1137	Medicare/Caid/Oth Ins Rec	Debit
1138	Allow for DAccts Ins Rec	Debit
1140	A&N/R - Operations	Debit
1145	A&N/R - Entity	Debit
1160	A&N/R - Interest	Debit
1165	Interest Reduction Pmt/R	Debit
1170	S/T Investments - Operations	Debit
1175	S/T Investments - Entity	Debit
1180	Other Accounts	Debit
1190	Misc Current Assets	Debit
1191	Tenant/Patient Sec. Deposits	Debit
1200	Misc Prepaid Expenses	Debit
1310	Escrow Deposits	Debit
1320	Replacement Reserve	Debit
1330	Other Reserves	Debit
1340	Residual Receipts Reserve	Debit
1355	Bond Reserves	Debit
1365	General Operating Reserve	Debit

☒ Add COA #'s to Multi-Properties : ALLDEMO

The following options are available at this window (press [TAB] to advance from field to field) ...

### Account Number

Type in the *Account Number* of the new account you are attempting to add.

Note: *Account Numbers* must be numeric with a ten digit maximum. A period ( . ) within the number is allowed ( ex: 12345.001 ).

### Description

This text field is the account *Description*. ( ex: *Rental Income, Maintenance Payroll*, etc. ).

Note: This alpha-numeric text field has a 15 character maximum length.

### Type

This is the account *Type* ( ex: *Debit* or *Credit* ).

Note: In keeping with standard account type definitions, the program will automatically set *Type*, based on the *Account Number* entered.

### Add COA #'s to Multi-Properties

To add new Chart of Account #'s to multiple property chart of accounts at the same time, click-on the **Add COA #'s to Multi-Properties** checkbox and select the Multi-Property Directory filename to use.

### Help

To view *Online Help Topics* related to this window, click-on **Help**.

### Save List

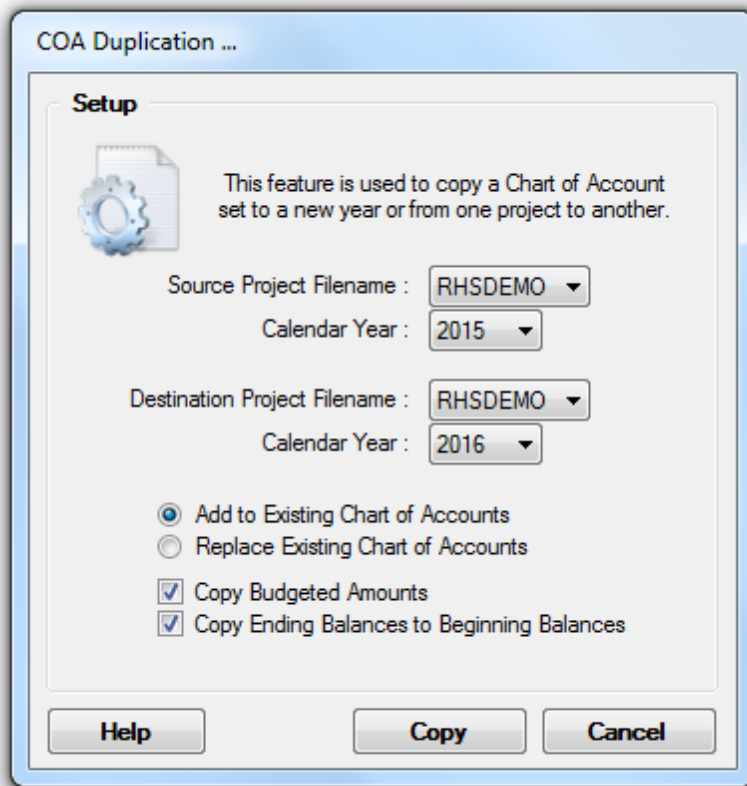
When all new *Account Numbers* have been entered and added to the list, clicking the **Save List** button will write new COA information to the COA *Database* for the Calendar year displayed.

### Cancel

Click-on the **Cancel** button to exit the *Add a New COA* window without saving changes.

## 12.7.6 COA Duplication

To copy *Chart of Accounts* from one project to another, or create a new COA year within an existing project, click-on **File > COA Duplication**. The *COA Duplication - Setup Window* will appear.



The following options are available at the *COA Duplication - Setup Window*...

#### Source Project Filename

This is the filename of the project you wish to copy a set of *Chart of Accounts* from. Use the pull down list to select the desired project filename.

Note: The RHSDEMO project filename includes a complete set of RD *Chart of Accounts* that can be copied from. The HUDDMO project filename includes a complete set of HUD *Chart of Accounts* that can be copied from.

#### Calendar Year (of Source COA)

This pull down selection will display a list of available COA years that exist for the *Source Project Filename* currently selected. Only years listed are available to be copied from. Select the *Chart of Accounts* year to copy.

Note: If the project filename selected does not have an existing set of *Chart of Accounts*, the word *None* will be displayed.

Note: *Debit/Credit* amount activity is not copied during the *COA Duplication* process.

#### Destination Project Filename

This is the filename of the project you wish to copy a set of *Chart of Accounts* to. Use the pull down list to select the desired project filename.



**Calendar Year (of Destination COA)**

This is the *Calendar Year* your *Chart of Accounts* will be created for in the destination project. Use the pull down list to select the desired *Calendar Year*.

**Add to Existing Chart of Accounts**

Bullet this option to add new accounts from the source project COA, which do not exist in the destination COA, leaving existing accounts untouched. This allows new accounts to be added to a master COA and then automatically copied to other projects using this *COA Duplication* feature.

Note: This is the defaulted option.

**Replace Existing Chart of Accounts**

Bullet this option to delete any accounts that exist for the destination year and totally replace it with a copy of the source set of *Chart of Accounts* selected.

**Copy Budgeted Amounts**

Check this option to also copy budgeted amounts during the *COA Duplication* process being defined.

Note: This is the defaulted option.

**Copy Ending Balances to Beginning Balances**

Check this option to also copy *Ending Balance* amounts into *Beginning Balance* amounts for all asset accounts, during the *COA Duplication* process being defined.

Note: This is the defaulted option.

**Help**

To view *Online Help Topics* related to this window, click-on **Help**.

**Copy**

To proceed with the COA Duplication process as defined in this setup window, click-on the **Copy** button.

**Cancel**

Click-on **Cancel** to exit the *COA Duplication - Setup Window*.

**12.7.7 Reset Beginning Balances**

To *Reset Beginning Balances* for all existing asset accounts in the *Chart of Account* year currently selected, click-on **File > Reset Beginning Balances**. The *Reset Beginning Balances* window will appear ...



The following options are available at the *Reset Beginning Balances Window ...*

#### Help

To view *Online Help Topics* related to this window, click-on **Help**.

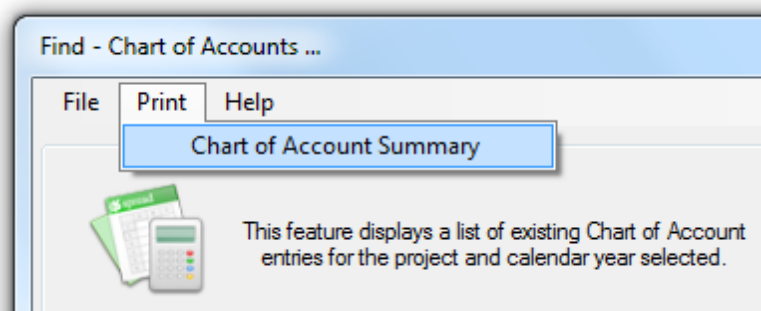
#### Reset

To proceed with the *Reset Beginning Balances* process, as defined in this window, click-on the **Reset** button.

#### Cancel

Click-on **Cancel** to exit the *Reset Beginning Balances Window*.

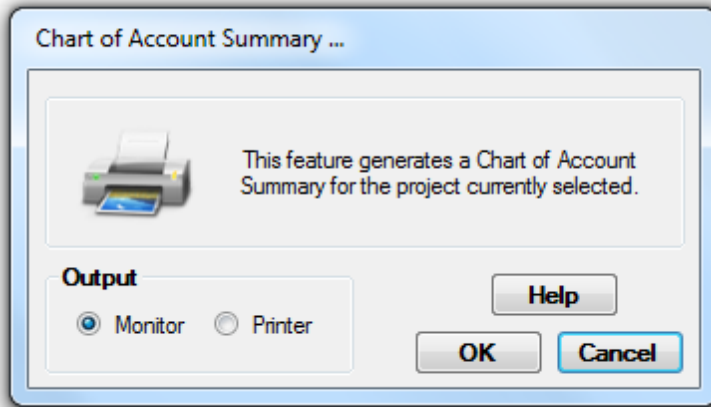
### 12.7.8 Print Menu



Below are options available from the *Print Menu ...*

#### Chart of Account Summary

To generate a printed summary of the *Chart of Accounts* currently selected, click-on **Print > Chart of Account Summary** ...



### Output

The *Chart of Account Summary* can be viewed on-screen (*Monitor*) or sent to the default Windows printer (*Printer*) by simply placing a bullet in front of the desired option. Default is *Monitor*.

### Help

Click **Help** to view *Online Help Topics* relating to this report feature.

### OK

Click the **OK** button to generate the report.

### Cancel

Click the **Cancel** button to exit the *Chart of Account Summary* setup menu.

## 12.8 A/R - Tenant Payment Entry

### 12.8.1 Overview

## Overview

The *Tenant Payment Entry* window is used to enter, view &/or edit all tenant related payments, adjustments and miscellaneous charges for each tenant. Recurring monthly tenant rent charges are automatically charged, based on tenant change entries that exist in the *Unit History* section of *Unit Data*.

To access the *Tenant Payment Entry* window, click-on **Accounting > Tenant Payment Entry**. When the *Tenant Payment Entry* window is first accessed, a blank window is displayed.

A/R - Tenant Payment Entry ...

File Print Import Multiple Search Help

**Tenant Information**

Project : **VILLAGE APARTMENTS - RDSEC.515** Alerts

Unit Number :                      Accounting Start Date :

Tenant Name :                      Unit - Move-In Date :

Phone :                              Monthly GRP \$                      **0**

Tenant Rent \$                      **0 -**                      Current Balance \$                      **0**

**Batch Information**

Batch No. : **0**

Entries : **0**

\$ **0.00**

View Batch Details

**Payment Entry**

Entry No. : **0**

Batch No. :

Payment Date :

Check No. :

Charge Code	Description	Payment
01	<input type="text"/>	\$ <input type="text"/> 0.00
02	<input type="text"/>	\$ <input type="text"/> 0.00
03	<input type="text"/>	\$ <input type="text"/> 0.00
04	<input type="text"/>	\$ <input type="text"/> 0.00
05	<input type="text"/>	\$ <input type="text"/> 0.00
06	<input type="text"/>	\$ <input type="text"/> 0.00
07	<input type="text"/>	\$ <input type="text"/> 0.00
08	<input type="text"/>	\$ <input type="text"/> 0.00

Prev Next Total Payment \$ **0.00**

**Tenant Ledger**

Batch No.	Date	Chg. Code	Type	Charge	Adjustment	Payment	Balance
<div></div>							

☐ Include Utility Refund Activity ( Negative Tenant Rent )

Tenant Selection

The following options are available when first accessing the *Tenant Payment Entry* window ...

**File** - Click-on **File > Exit** to exit out of the *Tenant Payment Entry* window

**Import** - To access the *PayLease - Payment Transactions* window, click-on **Import > PayLease - Payment Transactions**. The *PayLease - Payment Transactions* feature window will appear.

**Search** - To access the *Tenant Payment Entry Search* window, click-on **Search**. The *Tenant Payment Entry Search* feature window will appear.

**Help** - Click-on **Help** to view *Online Help Topics* about this process

**Tenant Selection** - Click-on **Tenant Selection** to select the your first tenant. A *Tenant Selection* window will appear. After selecting the desired tenant information, the *Tenant Payment Entry* window will reappear with tenant payment detail and more entry options ...

A/R - Tenant Payment Entry ...

File Print Import Multiple Search Help

**Tenant Information**

Project : **VILLAGE APARTMENTS - RDSEC.515** **EIP CPO** **Alerts**

Unit Number : **101** Accounting Start Date : **01/01/2021**

Tenant Name : **JOSEPH SMITH (ID#1)** Unit - Move-In Date : **01/01/1990**

Phone : **111-222-3333** Monthly GRP \$ **725.00**

Tenant Rent \$ **198.00 - 01/01/2021** Current Balance \$ **198.00**

**Batch Information**

Batch No. : **20211001**

Entries : **1**

\$ **198.00**

**View Batch Details**

**Payment Entry**

Entry No. : **0**

Batch No. :

Payment Date :

Check No. :

Charge Code	Description	Payment
01		\$ 0.00
02		\$ 0.00
03		\$ 0.00
04		\$ 0.00
05		\$ 0.00
06		\$ 0.00
07		\$ 0.00
08		\$ 0.00

Prev Next

Total Payment \$ 0.00

**Tenant Ledger**

Batch No.	Date	Chg. Code	Type	Charge	Adjustment	Payment	Balance
	11/01/21	TNIRENT	C	198.00	0.00	0.00	198.00
20211001	10/01/21	TNIRENT	P	0.00	0.00	-198.00	0.00
	10/01/21	TNIRENT	C	198.00	0.00	0.00	198.00
20210901	09/01/21	TNIRENT	P	0.00	0.00	-198.00	0.00
	09/01/21	TNIRENT	C	198.00	0.00	0.00	198.00
20210801	08/01/21	TNIRENT	P	0.00	0.00	-198.00	0.00
	08/01/21	TNIRENT	C	198.00	0.00	0.00	198.00
20210701	07/01/21	TNIRENT	P	0.00	0.00	-87.00	0.00
	07/01/21	TNIRENT	C	198.00	0.00	0.00	87.00
20210601	06/01/21	TNIRENT	P	0.00	0.00	-87.00	-111.00
	06/01/21	TNIRENT	C	198.00	0.00	0.00	-24.00
20210501	05/01/21	TNIRENT	P	0.00	0.00	-87.00	-222.00

☐ Include Utility Refund Activity ( Negative Tenant Rent )

F1 - F2

**Tenant Selection**

**Add a New Payment**

**Create an Adjustment**

**Create a Charge**

**Edit Tenant Ledger**

Prev Next

### Tenant Information

This section provides the following information about the tenant currently selected ...

**Project** - This is the full name of the project of which the tenant currently selected resides.

**Unit Number** - This is the unit number of the tenant currently selected.

**Tenant Name** - This is the full name of the tenant (Head of Household) currently selected (First Last) with the Tenant ID # in brackets.

**Phone** - This is the tenant's current Phone Number.

**Tenant Rent \$** - This is the monthly tenant rent rate currently in effect (as of today's date) along with the date this rent rate went into effect.

**Alert Codes ( Red Lettering )** - All applicable *Payment Alert Codes* for the tenant selected will be displayed in Red lettering to the left of the *Alerts* button.

**Accounting Start Date** - This is the designated starting point at which the accounting feature will keep track of tenant payments. Normally, this is the tenant's Move-In Date. However, the user can establish an accounting start date for any date thereafter, for any or all tenants.

**Unit - Move-In Date** - This is the date the tenant moved into this unit.

**Monthly GRP \$** - This is the current Gross Rent Potential ( GRP ) for this occupied unit, based on the following calculations ...

\* When the tenant's Subsidy Type is RD/HUD/MKT, the GRP amount is the sum of TENANT RENT plus PROJECT-BASED SUBSIDY.

\* When the tenant's Subsidy Type is S42 ( 100 % Tax Credit ), the GRP amount is the sum of TENANT RENT plus TENANT-BASED SUBSIDY.

\* When the tenant's Subsidy Type is BLANK ( not assigned ), the GRP amount will be zero.

**Current Balance \$** - This the current balance due for all tenant charges, as of today's date.

### Batch Information

The *Batch Information* section of the *Tenant Payment Entry* window displays information about the current or last batch of deposits that have been entered for the project currently selected. Tenant payments are entered together in batches, representing bank deposits. Therefore, a batch of tenant payments (consisting of checks, money orders, and cash) is a bank deposit. Batch No. 1 would be the first set of checks (tenant payments) that were deposited on the same bank deposit slip. Batch No. 2 would be the next set of checks that were deposited together, and so on. Batch numbers must be numeric and automatically start off with the default number 1. The user can continue with default batch numbering (such as 2, then 3, then 4 etc.) or, batch numbers can also be entered as the date of the deposit (in a yyyyymmdd format such as 20030315, 20030628, 20030817, etc.). Using dates as batch numbers makes it easier to look up batches later on.

The following information is displayed in the *Batch Information* section, when a tenant has been selected ...

**Batch No.** - The last or current Batch Number used.

**Entries** - The total number of tenant payments already saved with this Batch Number.

**Dollar Amount** - The total amount of tenant payments already saved with this Batch No. This would be the total amount of the bank deposit, if no additional payments are entered.

**View Batch Details** - To view a detailed listing of all tenant payment entries that are currently included with the batch number displayed, click-on the **View Batch Details** button. A **Batch Details** window will appear.

### Payment Entry

The *Payment Entry* section is used to enter, view &/or edit tenant related payments, adjustments and miscellaneous charges. This section is activated when selecting *Add a New Payment*, *Create an Adjustment*, *Create a Charge*, and *Edit Tenant Ledger* and will display data entry fields that are applicable to each selection.

### Tenant Ledger

The *Tenant Ledger* section provides a *Running Balance* detail of how *Current Balance Due* was calculated for the tenant currently selected. This list is sorted chronologically with most recent date entries at the top. The column labelled "Type" describes the entry type .. C for *Charge*, P for *Payment* and A for *Adjustment*. All *Tenant Payments*, *Miscellaneous Charges*, and *Adjustment* entries previously recorded can be edited with the *Edit Tenant Ledger* option.

**Print** - Click-on **Print > Tenant Ledger** to generate a *Tenant Ledger Report* for the tenant currently selected. A *Tenant Ledger Setup Window* will appear.

Note: This *Print - Tenant Ledger* option is only enabled when a tenant has been selected.

#### Include Utility Refund Activity (Checkbox)

If your project has *RA/Subsidy*, a *Utility Allowance*, and you generate *Utility Refund Checks* from the *Check Printing Process* window, check this box. All *Utility Refund* related charge, adjustment and payment entry activity applied to the UREFUND charge code will be included in the *A/R Tenant Ledger* entry activity displayed.


Note: This box is unchecked by default and will not include any UREFUND charge code entry activity.

#### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of existing *Tenants*.

#### F1 ( Unit Number Selection )

This feature provides a fast and easy way to manually select specific *Unit Numbers* for the current project filename without leaving the keyboard or having to click-on the *Tenant Selection* button. Click-on the **F1** key ( located on the top row of your keyboard ) to display the following *Unit Number Selection* window ...



Enter the desired *Unit Number* and press the **[TAB]** or **[ENTER]** key.

If the *Unit Number* entered exists and is an occupied unit, the *A/R Tenant Payment Entry* window will reappear with the selected Unit/Tenant Information displayed.

Note: If the selected *Unit Number* is vacant or is not a valid number, a message window will appear stating this.

Note: If the option to *Include Past & Future Tenants* was selected the last time the *Tenant Selection* window was accessed, each *Unit Number* may exist with multiple tenant selections available. In this case, the first existence of tenant information for the *Unit Number* entered will be displayed.

Press the [ESC] key to cancel out of the *Unit Number Selection* window.

### F2 ( Project Filename Selection )

This feature provides a fast and easy way to manually select specific *Project Filenames* without leaving the keyboard or having to click-on the *Find* button. Click-on the **F2** key ( located on the top row of your keyboard ) to display the following *Project Filename Selection* window ...



Enter all or part of the desired *Project Filename* until the desired *Project Filename* and *Title* appears. Then press the [ENTER] key to select the desired *Project Filename* and the *Tenant Selection* window will appear with a list of units for the selected *Project Filename*.

Press the [ESC] key to cancel out of the *Project Filename Selection* window.

## Entry Options

The following options are available at the *Tenant Payment Entry* window, once tenant information has been selected ...

**Alerts** - To view &/or modify *Payment Alert Codes* and *Notes* for the tenant currently selected, click-on the *Alerts* button.

**Add a New Payment** - To enter a *Tenant Payment*, click-on the *Add a New Payment* button. The *Payment Entry* section is then enabled to allow payment entries. All *Charges* that are currently due by the selected tenant will automatically be inserted in the payment entry section. A *Tenant Payment* is anything your tenant would pay for (such as *Rent*, *Late Fee*, *Damages*, *Security Deposit*, etc.).

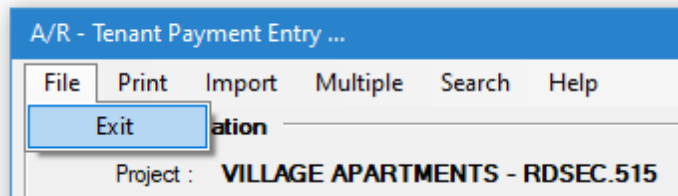
**Create an Adjustment** - To enter an *Adjustment Entry*, click-on the *Create an Adjustment* button. The *Payment Entry* section is then enabled to allow adjustment entries. An *Adjustment Entry* offsets a *Charge* (such as prorating a partial month's rent when a tenant moves out in the middle of the month).

**Create a Charge** - To add a *Tenant Charge Entry*, click-on the *Create a Charge* button. The *Payment Entry* section is then enabled to allow charge entries. A *Charge Entry* would include anything a tenant would pay for, besides normal monthly rent (such as *Security Deposit*, *Late Fee*, *NSF Check Fee*, *Damages*, *Cable TV*, etc.).



**Edit Tenant Ledger** - To view, edit or delete an existing *Tenant Payment Entry*, click-on the desired entry line in the *Tenant Ledger* section and click-on *Edit Tenant Ledger*. Selected *Tenant Payment Entry* information will be displayed in the *Payment Entry* section which is then enabled to allow editing.

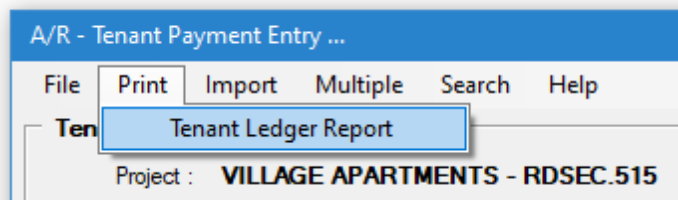
### 12.8.2 File Menu



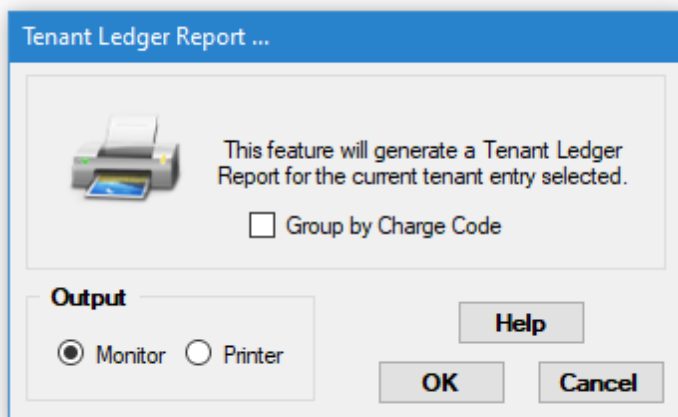
**Exit** - Click-on **File > Exit** to exit out of the *Tenant Payment Entry* window.

### 12.8.3 Print Menu

A *Tenant Ledger Report* can easily be generated for the tenant information currently selected. This *Tenant Ledger Report* provides a chronological detail of all tenant related charges, payments, and adjustments that have been entered since move-in (or designated *Accounting Start Date*).



Click-on **Print > Tenant Ledger Report** to view the *Tenant Ledger - Print Setup* window.



**Group by Charge Code ( checkbox )**

There are two *Tenant Ledger Report* layout options. Check this box to have all A/R Tenant Charge, Adjustment and Payment entry activity separated (grouped) by Charge Code. Uncheck this box to list all A/R Tenant Charge, Adjustment and Payment entry activity together in one chronological listing.

Note: This box is unchecked by default.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Tenant Ledger*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Print - Tenant Ledger* window.

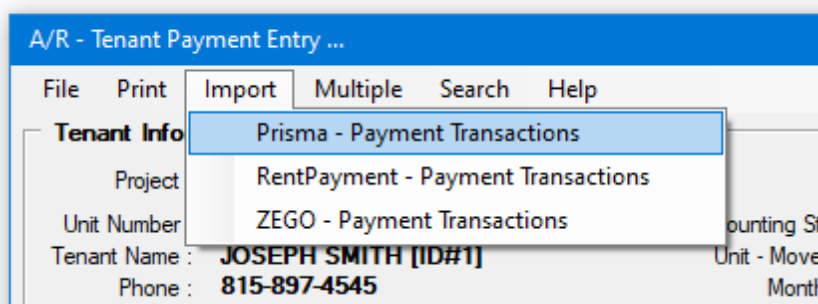
## 12.8.4 Import Menu

### 12.8.4.1 Prisma - Payment Transactions

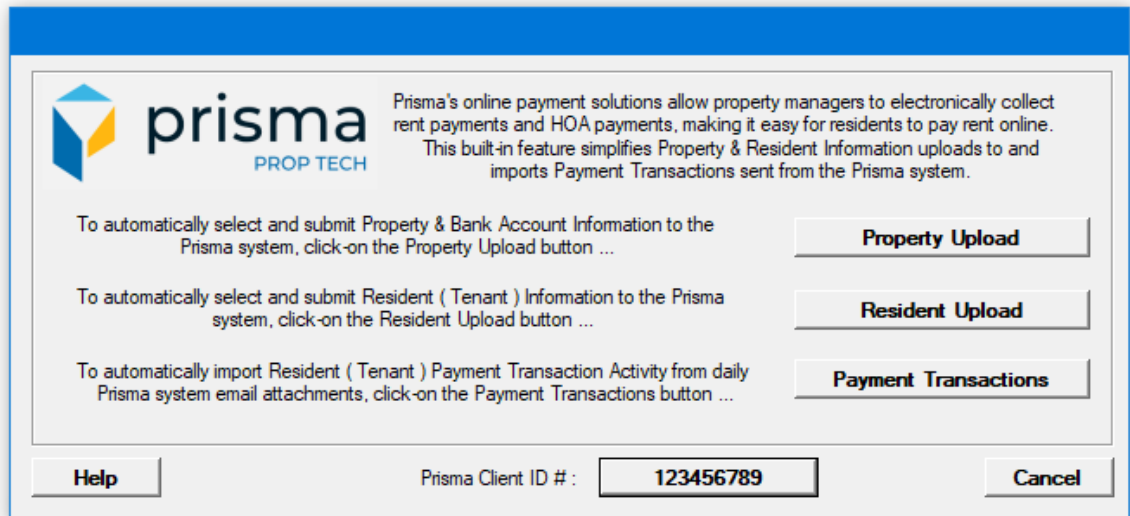
#### 12.8.4.1.1 Overview

## Overview

Prisma's online payment solutions allow property managers to electronically collect rent payments and HOA payments, making it easy for residents to pay rent online. This built-in feature simplifies Property & Resident Information uploads to and imports Tenant Payment Transaction activity sent from the Prisma Online Payment system into the *FHA Software - A/R Tenant Payment Entry* accounting feature.



To access the *Prisma - Payment Transactions* window, click-on **Accounting > A/R Tenant Payment Entry > Import > Prisma - Payment Transactions**. The following window appears ...



The following items are available at the *Prisma - Payment Transactions* window ...

### Property Upload

This option will provide the ability to electronically send Property & Bank Account information directly to your Prisma system account which eliminates having to enter this information manually. Click-on the **Property Upload** button to access this feature.

### Resident Upload

This option will provide the ability to electronically send Resident ( Tenant ) information directly to your Prisma system account which eliminates having to enter this information manually. Click-on the **Resident Upload** button to access this feature.

### Payment Transactions ( Import )

This option will automatically import Resident ( Tenant ) Payment Transaction activity into your FHA Software - A/R Tenant Payment Entry feature directly from Prisma system email file attachments sent to you daily. Click-on the **Payment Transactions** button to access this feature.

### Prisma Client ID #

This option maintains and displays the Client ID # that is assigned to your registered Prisma system account. Click-on the **Prisma Client ID #** button to enter or change your ID #.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

Click-on **Cancel** to exit out of the *Prisma - Payment Transactions Window*.

#### 12.8.4.1.2 Preparation & Setup

## Preparation & Setup

The Prisma Online Rent Payment service allows property managers to electronically collect rent payments and HOA payments, making it easy for residents to pay rent online. The built-in Prisma interface in *FHA Software* provides the following three Prisma related integration features ...

**Property Upload** - This option will provide the ability to electronically send *Property & Bank Account* information directly to your Prisma system account which eliminates having to enter this information manually.

**Resident Upload** - This option will provide the ability to electronically send *Resident ( Tenant )* information directly to your Prisma system account which eliminates having to enter this information manually.

**Payment Transactions** - This option will automatically import *Resident ( Tenant ) Payment Transaction* activity into your *FHA Software* - A/R Tenant Payment Entry feature directly from Prisma system email file attachments sent to you daily.

Follow the steps below to prepare for and setup the Prisma interface feature in your *FHA Software* installation.

### Step #1 - Create a Prisma System Account

The first step is to contact the Prisma, LLC Sales Department and create a Prisma system account. This can be done by going to the Prisma website ( [goPrisma.com](http://goPrisma.com) ), clicking on *Create Account > Property Manager*, enter the information requested and click-on *Create Account*. A Prisma Sales Representative will call you within 24 to 48 hours. You can also call and talk with a Prisma Sales Representative directly at 866-729-5327. Make sure you tell your Prisma Sales Representative that you are an *FHA Software* user. Once you have activated access to your new Prisma system account, you are ready to proceed with step #2 below.

### Step #2 - Login & Setup Your Prisma System Account

Go to the Prisma website ( [Prisma.com](http://Prisma.com) ), click-on *Login > Property Manager* and log into your Prisma system account. Then click-on *Account* to access the *Manage Account* section to make sure your *Profile*, *Sub Accounts*, and *Email Notifications* information has been entered accurately. Once this step has been completed, you are ready to start using your Prisma system account.

### Step #3 - Verify Property & Bank Account Information

Before your Residents ( Tenants ) can start using the Prisma website to make online rent payments, you need to upload your *Property*, *Bank Account* and *Resident* information to your Prisma system account. The built-in Prisma interface can complete this upload for you, but you need to make sure all required *Property*, *Bank Account* and *Resident* information exists and is accurate in your *FHA Software* program before doing so.

1.) Start *FHA Software*

Re: **Verify Property Information**

- 2.) Click-on DATA .. PROJECT DATA
- 3.) Click-on PRINT .. PROJECT FILENAME SUMMARY
- 4.) Click-on PRINTER .. OK .. CANCEL

Note: A *Project Filename Summary* will be printed that lists all projects that exist in your *FHA Software* installation. The following information on this summary needs to be verified for accuracy ...

**Filename** - This is the project's 7 character or less abbreviated filename in *FHA Software* that will be inserted as the Property's REF.ID in the Prisma system account. The REF.ID in Prisma must match the *Project Filename* in *FHA Software* in order for *Payment Transaction* activity to be imported.

**Project Title** - This is the Project's Name.

**Street Address** - This is the Project's main Street Address.

**City, ST Zip** - This is the Project's City, State ZIP.

**Total # of Units ( TTL )** - This is the total number of units in this project. If zero or an incorrect number of units is being reported, go into the RENT RATES window, click-on EDIT CURRENT RATES and enter/correct the **Total # of Units** amount displayed for each applicable *Unit Size*.

- 5.) Click-on FILE .. EXIT

Re: **Verify Bank Account Information**

- 6.) Click-on ACCOUNTING .. BANK ACCOUNTS
- 7.) Click-on PRINT .. BANK ACCOUNT SUMMARY
- 8.) For TYPE OF REPORT, select DETAILED
- 9.) Click-on OK

Note: A BANK ACCOUNT DETAIL summary will be displayed on your screen. Locate the main Operating Checking / CASH Account for each of your individual projects and make sure the following information is not blank or invalid ...

**Bank Name** - This is the name of the Bank for the project's Operating/CASH Checking Account ( where online rent payments are to be deposited ). This field cannot be blank.

**ABA No.** - This is the Bank's Routing Number and it can't be blank.

**Account ID** - This is the Operating/CASH Checking Account Number and it can't be blank.

Note: To add or edit the above *Bank Account* information, click-on ( highlight ) the applicable *Bank Account* entry line and click-on EDIT ENTRY IN BANK ACCOUNTS to display it in the upper right corner edit section. *Bank Name* and *Account No. ( ID )* fields will be accessible. Click-on the MICR CHECK - DETAIL button to access the *ABA No. ( Routing )* field.

Once the above *Property & Bank Account* information in *FHA Software* has been verified for each applicable project, you are now ready to create and submit a *Property Upload* file to your Prisma system account.

## Step #4 - Create & Send a Property Upload File

Follow the steps below to create and send a *Property Upload* file to your Prisma system account ...

- 1.) Start *FHA Software*
- 2.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. Prisma - PAYMENT TRANSACTIONS

Re: **Prisma Client ID #**

Note: When you successfully created your new Prisma system account, Prisma assigned you an eight digit Client ID #. If you don't know what your Prisma Client ID # is, contact your Prisma Sales Representative, remind them that you are an *FHA Software* user and ask for your eight digit Client ID #. The built-in Prisma interface will not work until you've entered your Prisma Client ID #.

- 3.) Click-on the Prisma CLIENT ID # button
- 4.) Enter your eight digit Client ID # in the space provided and click-on SAVE .. OK

Re: **Property Upload Preview**

- 5.) Click-on the PROPERTY UPLOAD button
- 6.) Click-on the ALL PROJECTS bullet
- 7.) Click-on PREVIEW

Note: If you get a message window that says .. "*Required Property Information is missing !*", it means one or more projects included in this *Project Upload Preview* are missing required *Property &/or Bank Account* information. Click-on OK to acknowledge this message and the *Prisma - Project Upload Preview* summary will be displayed on-screen. All missing information fields will be highlighted in grey. Print this *Project Upload Preview* summary and go into PROJECT DATA or BANK ACCOUNTS to add or edit missing or incorrect information. Then view another *Project Upload Preview* summary until the report is displayed without a message window. When it does, you're ready to create the *Project Upload* file.

Re: **Create & Send a Property Upload File**

- 8.) CLOSE the monitored *Project Upload Preview* window
- 9.) Click-on CREATE .. OK

Note: A *Property Upload* file has been successfully created.

- 10.) Click-on SEND

Note: The *Project &/or Resident File Upload to Prisma* window will appear.

- 11.) In the AVAILABLE FILES section, click-on ( highlight ) the desired FILENAME and click-on <-- ADD

Note: The desired *Project Upload* filename will be displayed in the SELECTED FILES section. You can select and send more than one file at the same time.

- 12.) Click-on SEND SELECTED FILE(S) TO Prisma .. OK

Note: Your *Property Upload* file has been successfully sent to your Prisma system account. Your *Property & Bank Account* information should exist in your Prisma system account within 24 hours. Periodically, log into your Prisma system account, select *Properties* and when you see all your Properties listed, you're ready to *Create & Send a Resident Upload File* to your Prisma system account.

## Step #5 - Create & Send a Resident Upload File

Follow the steps below to create and send a *Resident Upload* file to your Prisma system account ...

1.) Start *FHA Software*

Re: **Resident Upload Preview**

2.) Click-on the RESIDENT UPLOAD button

3.) Click-on the BY PROJECT FILENAME bullet and select any existing PROJECT FILENAME

4.) Click-on PREVIEW

Note: If you get a message window that says .. "*Resident Information is missing !*", it means one or more Residents ( Tenants ) in the Project Filename selected missing *Phone Number &/or Email Address* information which is not required. Click-on OK to acknowledge this message and the *Prisma - Resident Upload Preview* summary will be displayed on-screen. All missing *Phone Number &/or Email Address* information fields will be highlighted in grey. If you feel it is import that this information be included in your *Resident Upload* being sent to your Prisma system account, print this *Resident Upload Preview* summary. Then go into the RD/HUD/S42 Tenant Certification Data feature and double click-on one of the Unit/Tenant entries that the summary shows is missing information. Click-on INFO .. TENANT SPECIFIC INFORMATION, enter/correct the *Phone Number &/or Email Address* information and click-on OK. Repeat this process for all other applicable tenants.

Re: **Create & Send a Resident Upload File**

Follow the steps below, when you're ready to create & send the *Resident Upload* file.

5.) CLOSE the monitored *Resident Upload Preview* window

6.) Click-on CREATE .. OK

Note: A *Resident Upload* file has been successfully created.

9.) Click-on SEND

Note: The *Project &/or Resident File Upload to Prisma* window will appear.

10.) In the AVAILABLE FILES section, click-on ( highlight ) the desired FILENAME and click-on <-- ADD

Note: The desired *Resident Upload* filename will be displayed in the SELECTED FILES section. You can select and send more than one file at the same time.

11.) Click-on SEND SELECTED FILE(S) TO Prisma .. OK

Note: Your *Resident Upload* file has been successfully sent to your Prisma system account. Your *Resident* information should exist in your Prisma system account within 24 hours.

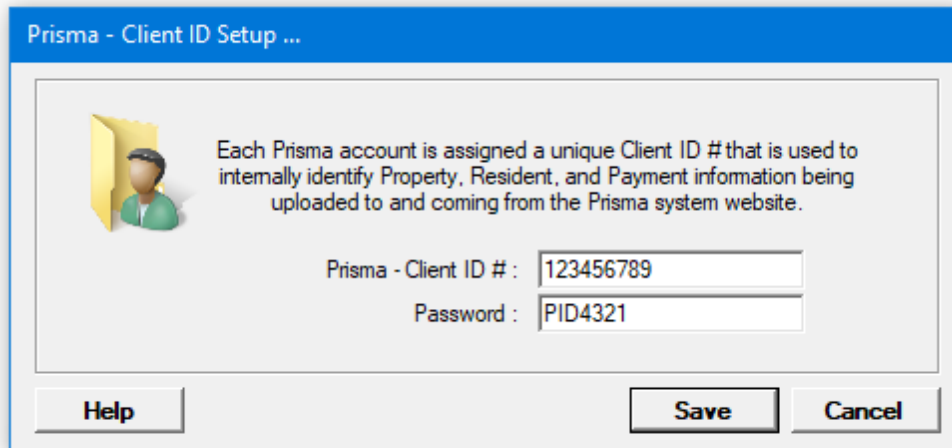
**Periodically, log into your Prisma system account, select *Residents* and when you see all your *Residents* listed for each of your *Properties*, you're Prisma system account has been successfully setup with *Property*, *Bank Account* and *Resident* information.**

Refer to the **Step-by-Steps** Help topic for detailed instructions with importing daily *Payment Transaction* activity.

## 12.8.4.1.3 Client ID #

## Prisma Client ID #

This option maintains the Client ID # and Password that is assigned to your registered Prisma system account. Click-on the **Prisma Client ID #** button to enter or change your ID #. The following *Client ID Setup* window will appear ...



### Prisma Client ID #

Enter your 8 digit Prisma Client ID #.

Note: If you don't know what your 8 digit Prisma Client ID # is, call your Prisma account representative.

### Prisma Password

Enter the Password that is associated with your Prisma Client ID #.

Note: If you don't know what your Password is, call your Prisma account representative.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Save

Click-on **Save** to save & exit out of the *Client ID Setup* window.

### Cancel

Click-on **Cancel** to exit out of the *Client ID Setup* window without saving changes.

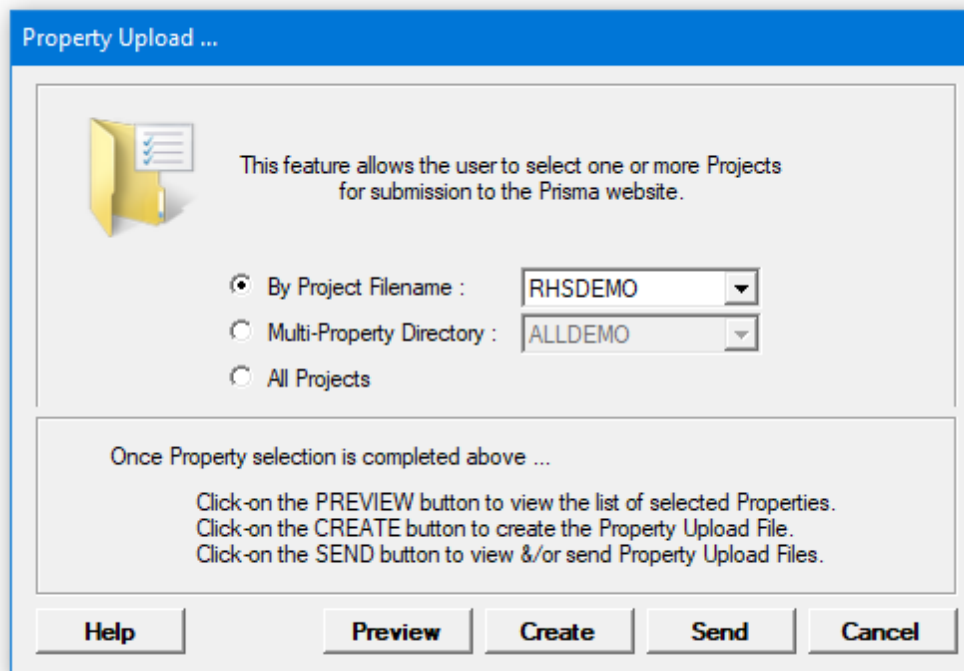


## 12.8.4.1.4 Property Upload

## Property Upload

This option will provide the ability to electronically send *Property & Bank Account* information directly to your Prisma system account which eliminates having to enter this information manually.

To access the *Property Upload* window, click-on the **Property Upload** button.



The following options are available at the *Property Upload* window ...

**By Project Filename** - Bullet this selection if you want to create and send a *Property Upload* file to your Prisma system account for one specific property only. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Directory** - Bullet this selection to create and send a *Property Upload* file for all projects listed in a specified *Multi-Property Directory* without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**All Projects** - Bullet this selection to create and send a *Property Upload* file for all projects that exist in your FHA Software installation ( automatically excluding the three DEMO projects - HUDDEMO / RHSDEMO / S42DEMO ) without the need for additional user input.

### Preview

Click-on the **Preview** button to monitor a *Property Upload Preview* summary to the screen that lists information for the selected project(s).

**Create**

Click-on the **Create** button to create the *Property Upload* file for the selected project(s).

**Send**

Click-on the **Send** button to view &/or send existing *Property Upload* files to your Prisma system account. The **Send Uploads to Prisma** window will appear.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**Cancel**

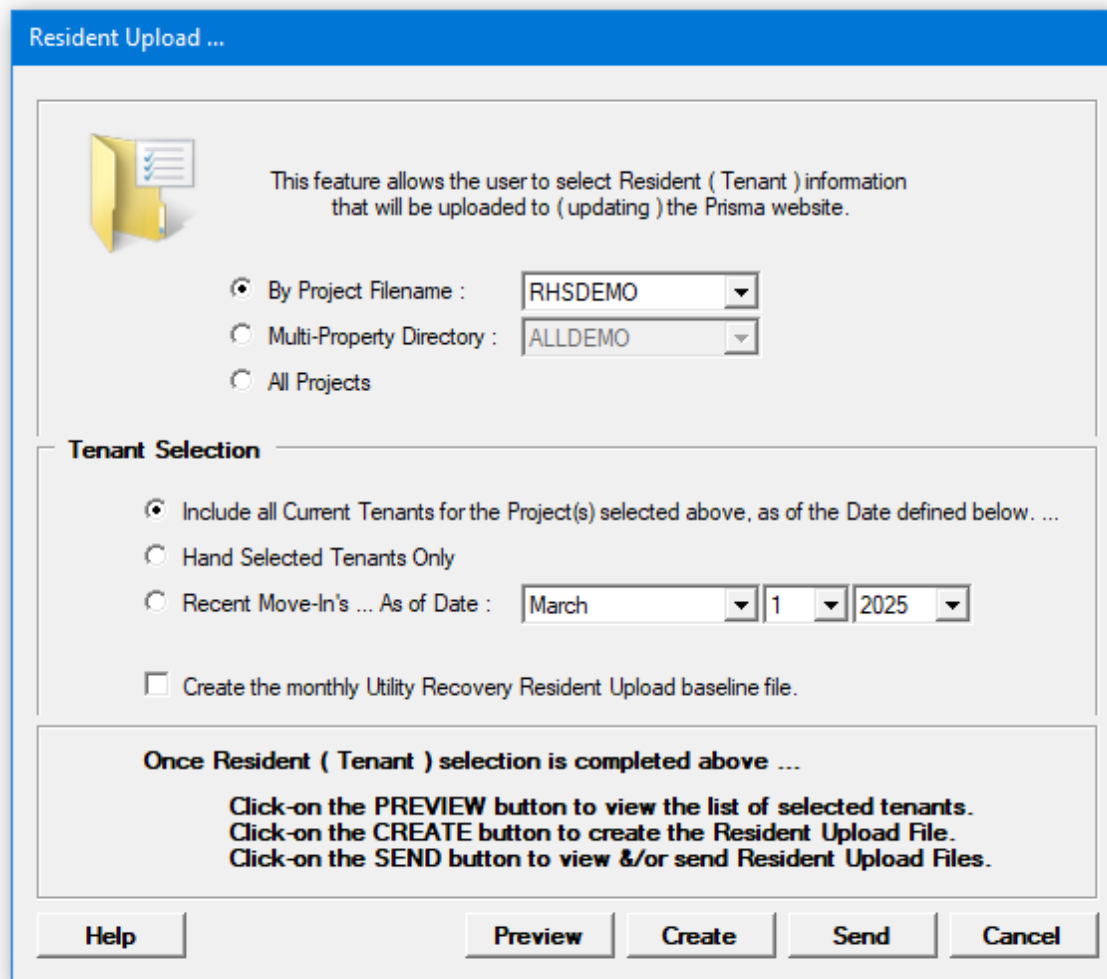
Click-on **Cancel** to exit out of the *Property Upload Window*.

**12.8.4.1.5 Resident Upload**


## Resident Upload

This option will provide the ability to electronically send *Resident ( Tenant )* information directly to your Prisma system account which eliminates having to enter this information manually.

To access the *Resident Upload* window, click-on the **Resident Upload** button.



**Resident Upload ...**

 This feature allows the user to select Resident ( Tenant ) information that will be uploaded to ( updating ) the Prisma website.

☒ By Project Filename : RHSDEMO

☐ Multi-Property Directory : ALLDEMO

☐ All Projects

---

**Tenant Selection**

☒ Include all Current Tenants for the Project(s) selected above, as of the Date defined below. ...

☐ Hand Selected Tenants Only

☐ Recent Move-In's ... As of Date : March 1 2025

☐ Create the monthly Utility Recovery Resident Upload baseline file.

---

**Once Resident ( Tenant ) selection is completed above ...**

Click-on the **PREVIEW** button to view the list of selected tenants.  
 Click-on the **CREATE** button to create the Resident Upload File.  
 Click-on the **SEND** button to view &/or send Resident Upload Files.

The following options are available at the *Resident Upload* window ...

**By Project Filename** - Bullet this selection if you want to create and send a *Resident Upload* file to your Prisma system account for one specific property only. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Directory** - Bullet this selection to create and send a *Resident Upload* file for all projects listed in a specified *Multi-Property Directory* without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**All Projects** - Bullet this selection to create and send a *Resident Upload* file for all projects that exist in your FHA *Software* installation ( automatically excluding the three DEMO projects - HUDDEMO / RHSDEMO / S42DEMO ) without the need for additional user input.

### Tenant Selection

**Include all Current Tenants for the Project(s) selected above** - Bullet this option to automatically include all current Residents ( Tenants ) for each unit in the Project(s) selected, as of today's date.

**Hand Selected Tenants Only** - Bullet this option to hand pick Residents ( Tenants ) for the Project selected.

Note: This option is only available when a single *Project Filename* is selected.

**Recent Move-In's** - Bullet this option to hand pick Residents ( Tenants ) that have a *Move-In Date* that falls on or after the *As Of Date* defined.

### Preview

Click-on the **Preview** button to monitor a *Resident Upload Preview* summary to the screen that lists Resident information for the selected project(s).

### Create

Click-on the **Create** button to create the *Resident Upload* file for the selected project(s).

### Send

Click-on the **Send** button to view &/or send existing *Resident Upload* files to your Prisma system account. The **Send Uploads to Prisma** window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

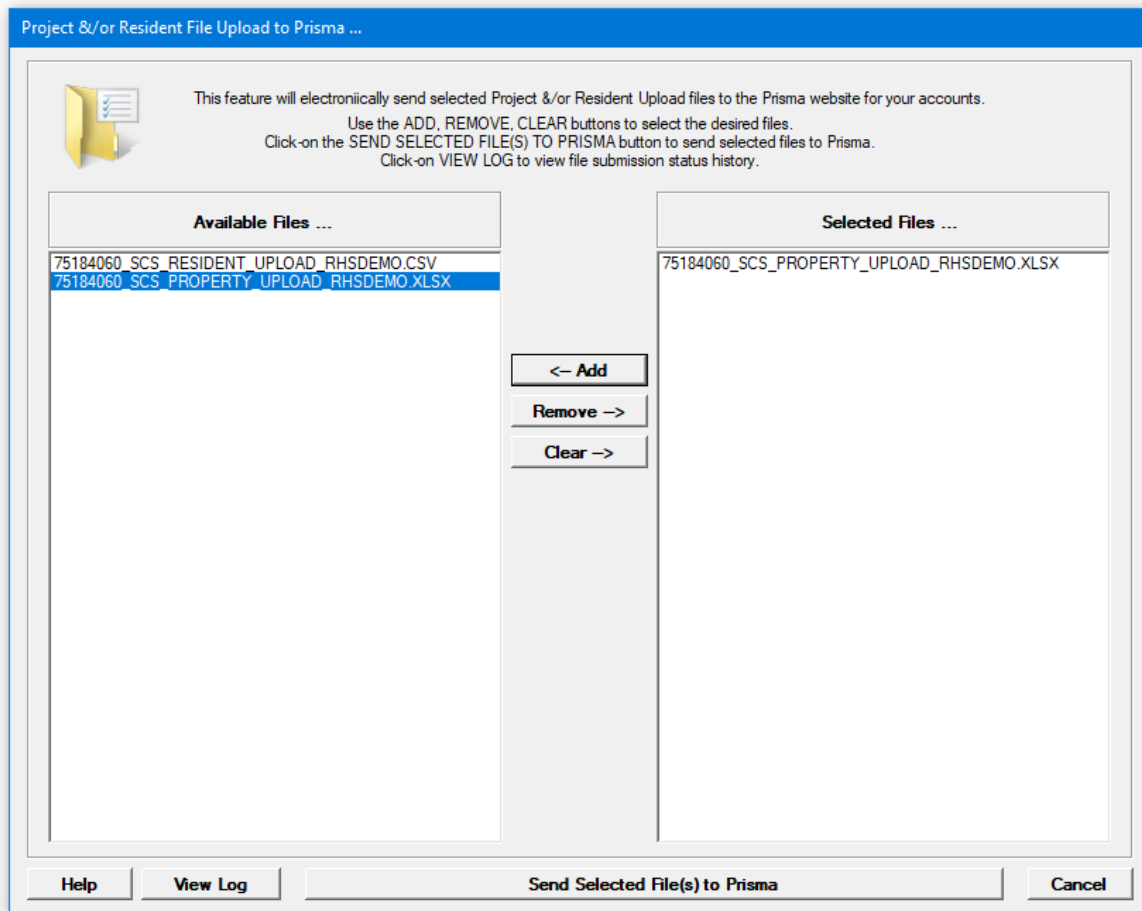
Click-on **Cancel** to exit out of the *Resident Upload Window*.

#### 12.8.4.1.6 Send Uploads to Prisma

## Send Uploads to Prisma

This feature will electronically send all selected *Property &/or Resident Upload* files directly to your Prisma system account which automatically sets up new or updates existing *Property, Bank Account, and/or Resident* information in your Prisma system account.

To access the *Send Uploads to Prisma* window, click-on the **Send** button provided at the bottom of the *Property Upload* or *Resident Upload* window. The *Send Uploads to Prisma* window will appear ...



The following options are available at the *Send Uploads to Prisma* window ...

### Available Files

This section lists all *Property* and *Resident Upload* files that exist in the default Prisma files OUTBOX folder ( normally: C:\FHAWIN\DATA\Prisma\_FILES\OUT.BOX ) which are available for electronic submission to your Prisma system account.

### Selected Files

This section lists all *Property* and *Resident Upload* files that have been selected for electronic submission to your Prisma system account.

### <-- Add

To select a *Property* or *Resident Upload* file for electronic submission to your Prisma system account, click-on ( highlight ) the desired **Filename** listed in the *Available Files* section and click-on <-- Add. The desired *Filename* will now be listed in the *Selected Files* section.

### Remove -->

To remove a *Property* or *Resident Upload* file entry from the *Selected Files* section, click-on ( highlight ) the desired **Filename** and click-on **Remove -->**.

**Clear -->**

To clear ( Remove ) all *Property* and *Resident Upload* file entries from the *Selected Files* section, click-on **Clear -->**.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**View Log**

Each time an attempt is made to *Send Property & Resident Upload* files to your Prisma system account, an entry is recorded in a Log. Click-on the **View Log** button to view a history of all *Send Uploads to Prisma* attempts.

**Send Selected File(s) to Prisma**

Click-on the **Send** button to electronically send all *Property & Resident Upload* files listed in the *Selected Files* section to your Prisma system account.

Note: You should see all *Property, Bank Account & Resident* changes you've uploaded to your Prisma system account within 24 hours.

**Cancel**

Click-on **Cancel** to exit out of the *Resident Upload Window*.


**12.8.4.1.7 Payment Transactions**

## Payment Transactions Import

This option will provide the ability to automatically import Resident ( Tenant ) Payment Transaction activity into your *FHA Software - A/R Tenant Payment Entry* feature directly from Prisma system email file attachments sent to you daily.

To access the *Payment Transaction Import* window, click-on the **Payment Transactions** button.

**Payment Transaction Import ...**

 This feature imports Resident ( Tenant ) Payment activity from .CSV file attachments that are emailed to Prisma Clients at the end of each day. Download daily file attachments to the default .CSV File Location and use this feature to view & import Tenant Payment Transaction activity.

Prisma Payment Transaction ( .CSV ) File Location : C:\FHAWIN\DATA\PRISMA\_FILES

Prisma Payment Transaction ( .CSV ) File to Import : Prisma\_Resident\_Import\_Sample\_09252025.csv Select

Filename	Tenant ID	Tenant Name	Trans ID	Payment Date	Payment Amount	Payment Type	Error
RHSDemo	1	JOSEPH SMITH	5336201	07/05/2025	198.00	TNTRENT	
RHSDemo	1	JOSEPH SMITH	5336202	07/05/2025	11.00	LATEFEE	
RHSDemo	1	JOSEPH SMITH	5336203	07/05/2025	98.00	DAMAGES	
RHSDemo	2	SAMUEL JOHNSON	5336205	09/25/2025	330.00	TNTRENT	
RHSDemo	2	SAMUEL JOHNSON	5336206	09/25/2025	12.00	LATEFEE	
RHSDemo	2	SAMUEL JOHNSON	5336207	09/25/2025	30.00	DAMAGES	
RHSDemo	3	GLORIA REDFEARN	5336209	09/25/2025	94.00	TNTRENT	
RHSDemo	3	GLORIA REDFEARN	5336210	09/25/2025	13.00	LATEFEE	
RHSDemo	3	GLORIA REDFEARN	5336211	09/25/2025	90.00	DAMAGES	
RHSDemo	4	BRENDA KILGORE	5336213	09/25/2025	401.00	TNTRENT	
RHSDemo	4	BRENDA KILGORE	5336214	09/25/2025	14.00	LATEFEE	
RHSDemo	4	BRENDA KILGORE	5336215	09/25/2025	40.00	DAMAGES	
RHSDemo	5	GEORGE JONES	5336217	09/25/2025	473.00	TNTRENT	
RHSDemo	5	GEORGE JONES	5336218	09/25/2025	15.00	LATEFEE	
RHSDemo	5	GEORGE JONES	5336219	09/25/2025	73.00	DAMAGES	
RHSDemo	11	ROGER SPOTTS	5336205	09/25/2025	925.00	TNTRENT	
RHSDemo	11	ROGER SPOTTS	5336206	09/25/2025	16.00	LATEFEE	
RHSDemo	11	ROGER SPOTTS	5336207	09/25/2025	92.00	DAMAGES	

Total : 18      Total Errors : 0

Edit Print

Help Change .CSV File Location View Import Log Import Cancel

The following options are available at the *Payment Transactions Import* window ...

### Prisma Payment Transaction ( .CSV ) File Location

This is the drive letter and folder path where your *Prisma Payment Transaction* ( .CSV ) files have been downloaded to from daily emails sent to you from your Prisma system account. The default path will be a subfolder off the *FHA Software* DATA folder called *Prisma\_FILES* ( normally: C:\FHAWIN\DATA\Prisma\_FILES ). Click-on the **Change .CSV File Location** button to browse and select a different file location.

### Prisma Payment Transaction ( .CSV ) File to Import - Select

This pull down button option will list all .CSV files that exist in the *File Location* currently selected. Click-on the **Select** button to display a list of *Payment Transaction* activity the selected .CSV file contains which includes the following ...

**Filename** - This is the REF.ID you have recorded for each individual *Property* in Prisma that should match the 7 character or less abbreviated Project FILENAME that exists in your *FHA Software* program. If the REF.ID does not match any Project Filenames in *FHA Software*, the letter "P" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

Note: When your project is automatically created in the Prisma system by sending a *Property Upload* file, each individual Property's REF.ID is automatically filled in with the *Project's Filename*. You can also manually log into your Prisma system account, select *Properties* and add each individual Property's *Filename* in the REF.ID column.

**Tenant ID** - This is the REF.ID you have recorded for each individual *Resident* ( *Tenant* ) in Prisma that should match an existing TENANT ID for the Project FILENAME in your FHA *Software* program. If the REF.ID does not match any Project's Tenant ID #'s, the letter "T" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

Note: When your Residents are automatically created in the Prisma system by sending a *Resident Upload* file, each individual Resident's REF.ID is automatically filled in with the *Tenant's ID #*. You can also manually log into your Prisma system account, select *Residents* and add each individual Resident's *Tenant ID #* in the REF.ID column.

**Tenant Name** - When the REF.ID matches a TENANT ID # in FHA *Software*, the Head *Tenant's Name* will be displayed in this column. A blank Tenant Name means a matching tenant could not be found and the *Payment Transaction* will not be imported.

**Trans ID** - This is the *Transaction ID #* assigned to the payment entry by the Prisma system and will be noted in the *Check No. Description* field, when imported into FHA *Software*.

**Payment Date** - This is the *Date* the Resident ( *Tenant* ) posted their payment on the Prisma system and will become the *Payment Date*, when imported into FHA *Software*. If this date is missing or invalid, the letter "D" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

**Payment Amount** - This is the amount the Resident ( *Tenant* ) has paid on the Prisma system and will become the *Payment Amount*, when imported into FHA *Software*. If this amount is zero, the letter "Z" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

**Payment Type** - This is the *Payment Type* description the Resident ( *Tenant* ) selected when they recorded their payment on the Prisma system and should match an existing TENANT CHARGE CODE in your FHA *Software* program ( example: TNTRENT, SECDEP, DAMAGES, LATEFEE, etc. ). If *Payment Type* does not match any existing *Tenant Charge Code*, the letter "C" will be displayed in the *Error* column. However, the *Payment Transaction* will still be imported into FHA *Software* and automatically applied towards the TNTRENT charge code.

Note: When your project is automatically created in the Prisma system by sending a *Property Upload* file, the following *Payment Types* are also automatically setup for you ... TNTRENT, SECDEP, LATEFEE, DAMAGES. You can also manually log into your Prisma system account, select *Properties* > *Payment Types* and add the TNTRENT, SECDEP, LATEFEE, DAMAGES, etc. *Tenant Charge Codes* and *Descriptions*. ( example: TNTRENT Tenant Rent, SECDEP Security Deposit, etc. ).

**Error** - This column will list a letter that corresponds to missing or invalid information that will prevent the *Payment Transaction* entry from being imported into FHA *Software*. ( Example: P = Missing or invalid Project Filename, T = Missing or invalid Tenant ID #, etc. ). *Payment Transaction* entries that have an *Error* letter displayed ( except the letter "C" for missing or invalid Payment Type / Charge Code ) will not be imported into FHA *Software*.

**Total & Total Errors** - The *Total* number represents the total number of *Payment Transaction* entries in the *Payment Transaction* file currently displayed. The *Total Errors* number represents the total number of *Payment Transaction* entries that have *Errors*.

### Edit

Use the **Edit** button option to change the Tenant Charge Code for an existing Payment Transaction amount &/or split an existing Payment Transaction amount into multiple Tenant Charge Code amounts. Click-on ( highlight ) the Payment Transaction entry line you wish to edit and click-on the **Edit** button.



The following *Edit - Payment Transactions* window will appear with the selected Payment Transaction details displayed ...

**Edit - Payment Transaction ...**

Use this EDIT option to change the Tenant Charge Code for the selected payment amount or split the selected payment entry amount into multiple Tenant Charge Code amounts.

[ RHSDemo ] VILLAGE APARTMENTS - RDSEC.515  
 Tenant Name : SAMUEL JOHNSON [ TID#2 ]  
 Payment Date : 09/25/2025  
 Payment \$ 330.00

Charge Code	Description	Payment
TNTRENT	Tenant Rent	\$ 250.00
DAMAGES	Tenant Damages	\$ 80.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00

Total of Payments Allocated \$ 330.00

**Save** **Cancel**

*Charge Codes* and *Payment* amounts can be edited at the **Edit** window.

Click-on **Save** to save changes made.

Click-on **Cancel** to exit the **Edit** window without saving changes.

### Print

Click-on **Print** to generated a *Prisma - Payment Transaction Preview* summary for the *Payment Transaction* file currently selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Change .CSV File Location

Click-on the **Change .CSV File Location** button to browse for and select a drive letter a folder path where Prisma Payment Transaction .CSV files are located in your computer or network that is different than the default path ( normally: C:\FHAWIN\DATA\Prisma\_FILES ).

### View Import Log

Each time an attempt is made to import Prisma Payment Transaction .CSV file activity, an entry is recorded in the Import Log. Click-on the **View Import Log** button to view a history of all *Payment Transaction* import attempts.

### Import

To import *Payment Transaction* entries from the *Payment Transaction* .CSV file currently selected, click-on the **Import** button.

Note: It is recommended to *Print* and review a *Prisma - Payment Transaction Preview* summary for the *Payment Transaction* file to verify for the existence of and correct any *Errors* before the file is *Imported* into *FHA Software*.

Note: The same *Payment Transaction* .CSV file can be imported multiple times without the fear of duplicating *Payment Transaction* entries in *FHA Software*. If a *Payment Transaction* entry already exists, it will be removed and replaced with a new entry.

### Cancel

Click-on **Cancel** to exit out of the *Payment Transaction Import Window*.

#### 12.8.4.1.8 Step-by-Steps

## Step-by-Steps

### Importing Daily Payment Transaction Activity

Once your Prisma system account has been setup with all your *Property*, *Bank Account* and *Resident* information, you'll start to receive emails from Prisma for days when there was online rent payment activity. These emails will provide a *Batch Deposit Report* which summarizes rent payment deposits by Property ( Bank Account # ) for that day. A *Payment Transaction* .CSV file will also be attached to each email that is downloaded to your default Prisma\_FILES folder ( normally: C:\FHAWIN\DATA\Prisma\_FILES ) and then imported into your *FHA Software - A/R Tenant Payment Entry* feature, using the built-in *Prisma - Payment Transaction Import* feature.

Below are the steps that will become your daily routine for downloading and importing online rent payment activity from emails sent to you from your Prisma system account ...

1.) When you get an email from Prisma that has a file attachment, print a hard copy of the email ( which provides a *Batch Deposit Report* ) for your records.

2.) Download ( Save As ) the attached file from the email directly to the default *Prisma\_Files* folder ( normally: C:\FHAWIN\DATA\Prisma\_FILES ).

3.) Start *FHA Software*

4.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. Prisma - PAYMENT TRANSACTIONS

5.) Click-on the PAYMENT TRANSACTIONS button

6.) Use the FILE TO IMPORT pull down list to locate and click-on the .CSV file recently downloaded

7.) Click-on the SELECT button to display the .CSV file contents

Note: All *Payment Transaction* entry detail will be displayed on-screen as they are listed in the .CSV file selected. The *Total* number of entries will be displayed in the lower left corner, along with the *Total Number of Errors*.

8.) Click-on PRINT .. PRINT

Note: A Prisma - PAYMENT TRANSACTION PREVIEW report will be printed for the *Payment Transaction .CSV Import* file currently selected. Individual Payment Transaction entries will be grouped by *Property* ( with *Payment Amount* subtotals ) and sorted by *Unit Number*. Compare this report with the email *Batch Deposit Report* for Payment Transaction entry accuracy.

Note: Entries that cannot be imported due to missing or invalid information will have a letter in the *Error* column and applicable fields highlighted in grey. The *Error Code* legend provided at the end of the report, describes what each Error Code ( letter ) issue means. Ideally, you want the *Total Errors* count to be zero. Entries that have *Errors* will not be automatically imported and will have to be manually recorded in the *A/R Tenant Payment Entry* feature.

9.) Click-on IMPORT .. OK

Note: The selected Payment Transaction .CSV Import file was successfully imported.

10.) Click-on CANCEL .. CANCEL to exit the *Prisma - Payment Transaction* feature.

11.) Click-on FILE .. EXIT to exit the *A/R Tenant Payment Entry* feature

### **A/R Tenant Payment Entry Characteristics ( Imported from Prisma )**

All A/R Tenant Payment entries that are automatically imported from a Prisma - Payment Transaction .CSV file will have the following characteristics ...

**Batch #** - All Batch #'s assigned to Prisma imported *Payment* entries will start with a "-7" followed by the *Payment Date* in a YYMMDD format, resulting in a -7YYMMDD Batch # layout.

Example: A Prisma payment made on 10/05/2015 ( *Payment Date* ) will be assigned Batch #-7151005.

Therefore, all Batch #'s that start with "-7" are Prisma related Batch #'s and will automatically be closed.

**Payment Date** - This will be the same *Payment Date* recorded and reported by Prisma.

**Check No. ( Description )** - The text " Prisma" followed by the Prisma assigned *Transaction ID #* will be inserted.

Example: Prisma 87654321

**Charge Code** - The *Property Upload* feature will automatically add the following default *Tenant Charge Code* descriptions as *Payment Type* selections ...

DAMAGES Tenant Damages  
LATEFEE Late Fee  
SECDEP Security Deposit  
TNTRENT Tenant Rent

You can manually add the above *Payment Types* for each of your Prisma Properties, as well. When one of the above *Payment Types* is selected when a *Resident* records an online rent payment, it will match and be applied towards the actual Tenant Charge Code in *FHA Software*. If the *Payment Type* does not match an existing *Tenant Charge Code*, the payment entry is then automatically applied towards the TNTRENT charge code.

**Payment Amount** - This will be the same *Payment Amount* recorded and reported by Prisma which can include negative *Payment Amounts*. ( ex: NSF Checks, etc. ). However, *Payment* entries with a zero *Payment Amount* will not be imported.

## Adding New Property, Bank Account and Resident Information

Follow the steps below to create & send a *Property Upload* file to your Prisma system account for a new *FHA Software* project ...

- 1.) Start *FHA Software*
- 2.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. Prisma - PAYMENT TRANSACTIONS
- 3.) Click-on the PROPERTY UPLOAD button

Re: **Property Upload Preview**

- 4.) Click-on the BY PROJECT FILENAME bullet and select the new Project's FILENAME
- 5.) Click-on PREVIEW

Note: If you get a message window that says .. "*Required Property Information is missing !*", it means one or more projects included in this *Project Upload Preview* are missing required *Property &/or Bank Account* information. Click-on OK to acknowledge this message and the *Prisma - Project Upload Preview* summary will be displayed on-screen. All missing information fields will be highlighted in grey. Print this *Project Upload Preview* summary and go into PROJECT DATA or BANK ACCOUNTS to add or edit missing or incorrect information. Then view another *Project Upload Preview* summary until the report is displayed without a message window. When it does, you're ready to create the *Project Upload* file.

Re: **Create & Send a Property Upload File**

- 6.) CLOSE the monitored *Project Upload Preview* window
- 7.) Click-on CREATE .. OK

Note: A *Property Upload* file has been successfully created.

8.) Click-on SEND

Note: The *Project &/or Resident File Upload to Prisma* window will appear.

9.) In the AVAILABLE FILES section, click-on ( highlight ) the desired FILENAME and click-on <-- ADD

Note: The desired *Project Upload* filename will be displayed in the SELECTED FILES section.

10.) Click-on SEND SELECTED FILE(S) TO Prisma .. OK

Note: Your *Property Upload* file has been successfully sent to your Prisma system account. Your new *Property & Bank Account* information should exist in your Prisma system account within 24 hours. Periodically, log into your Prisma system account, select *Properties* and when you see the new Property listed, you're ready to *Create & Send a Resident Upload File* to your Prisma system account for this new Property.

**Re: Resident Upload Preview**

11.) Start FHA Software

12.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. Prisma - PAYMENT TRANSACTIONS

13.) Click-on the RESIDENT UPLOAD button

14.) Click-on the BY PROJECT FILENAME bullet and select any existing PROJECT FILENAME

15.) Click-on PREVIEW

Note: If you get a message window that says .. "*Resident Information is missing !*", it means one or more Residents ( Tenants ) in the Project Filename selected missing *Phone Number &/or Email Address* information which is not required. Click-on OK to acknowledge this message and the *Prisma - Resident Upload Preview* summary will be displayed on-screen. All missing *Phone Number &/or Email Address* information fields will be highlighted in grey. If you feel it is import that this information be included in your *Resident Upload* being sent to your Prisma system account, print this *Resident Upload Preview* summary. Then go into the RD/HUD/S42 Tenant Certification Data feature and double click-on one of the Unit/Tenant entries that the summary shows is missing information. Click-on INFO .. TENANT SPECIFIC INFORMATION, enter/correct the *Phone Number &/or Email Address* information and click-on OK. Repeat this process for all other applicable tenants.

**Re: Create & Send a Resident Upload File**

Follow the steps below, when you're ready to create & send the *Resident Upload* file.

16.) CLOSE the monitored *Resident Upload Preview* window

17.) Click-on CREATE .. OK

Note: A *Resident Upload* file has been successfully created.

18.) Click-on SEND

Note: The *Project &/or Resident File Upload to Prisma* window will appear.

19.) In the AVAILABLE FILES section, click-on ( highlight ) the desired FILENAME and click-on <-- ADD

Note: The desired *Resident Upload* filename will be displayed in the SELECTED FILES section. You can select and send more than one file at the same time.

20.) Click-on SEND SELECTED FILE(S) TO Prisma .. OK

Note: Your *Resident Upload* file has been successfully sent to your Prisma system account. Your *Resident* information should exist in your Prisma system account within 24 hours.

**Periodically, log into your Prisma system account, select *Residents* and when you see all your *Residents* listed for each of your *Properties*, you're Prisma system account has been successfully setup with *Property*, *Bank Account* and *Resident* information.**

## Adding New Resident Information

Follow the steps below to create & send a *Resident Upload* file to update your Prisma system account with recent Move-In's ...

- 1.) Start *FHA Software*
- 2.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. Prisma - PAYMENT TRANSACTIONS
- 3.) Click-on the RESIDENT UPLOAD button
- 4.) Click-on the ALL PROJECTS bullet
- 5.) For TENANT SELECTION, click-on the RECENT MOVE-IN'S bullet
- 6.) For AS OF DATE, select the desired date

Note: Only Residents ( Tenants ) that have a *Move-In Date* that falls on or after the *As Of Date* defined will be included.

7.) Click-on PREVIEW

Note: If you get a message window that says .. "*Resident Information is missing !*", it means one or more Residents ( Tenants ) in the Project Filename selected missing *Phone Number &/or Email Address* information which is not required. Click-on OK to acknowledge this message and the *Prisma - Resident Upload Preview* summary will be displayed on-screen. All missing *Phone Number &/or Email Address* information fields will be highlighted in grey. If you feel it is import that this information be included in your *Resident Upload* being sent to your Prisma system account, print this *Resident Upload Preview* summary. Then go into the RD/HUD/S42 Tenant Certification Data feature and double click-on one of the Unit/Tenant entries that the summary shows is missing information. Click-on INFO .. TENANT SPECIFIC INFORMATION, enter/correct the *Phone Number &/or Email Address* information and click-on OK. Repeat this process for all other applicable tenants.

### Re: Create & Send a Resident Upload File

Follow the steps below, when you're ready to create & send the *Resident Upload* file.

- 8.) CLOSE the monitored *Resident Upload Preview* window
- 9.) Click-on CREATE .. OK

Note: A *Resident Upload* file has been successfully created.

10.) Click-on SEND

Note: The *Project &/or Resident File Upload to Prisma* window will appear.

11.) In the AVAILABLE FILES section, click-on ( highlight ) the desired FILENAME and click-on <-- ADD

Note: The desired *Resident Upload* filename will be displayed in the SELECTED FILES section. You can select and send more than one file at the same time.

12.) Click-on SEND SELECTED FILE(S) TO Prisma .. OK

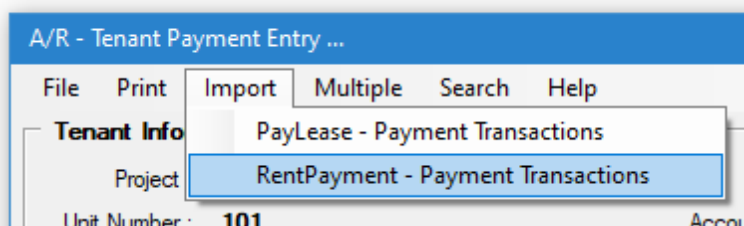
Note: Your *Resident Upload* file has been successfully sent to your Prisma system account. Your *Resident* information should exist in your Prisma system account within 24 hours.

## 12.8.4.2 RentPayment - Payment Transactions

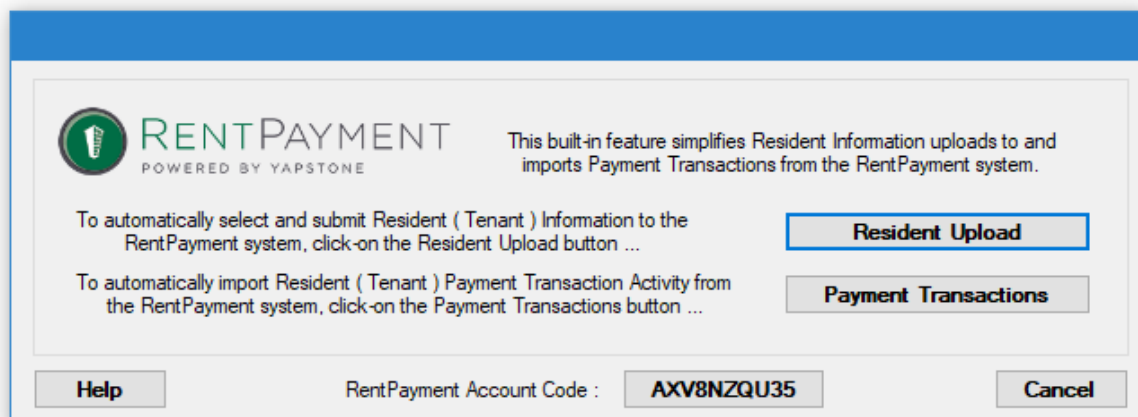
### 12.8.4.2.1 Overview

## Overview

RentPayment's online payment solutions allow property managers to electronically collect rent payments, making it easy for residents to pay rent online. This built-in feature simplifies Resident Information uploads to and imports Tenant Payment Transaction activity exported from the RentPayment Online Payment system into the FHA Software - A/R Tenant Payment Entry accounting feature.



To access the *RentPayment* - *Payment Transactions* window, click-on **Accounting > A/R Tenant Payment Entry > Import > RentPayment - Payment Transactions**. The following window appears ...



The following items are available at the *RentPayment - Payment Transactions* window ...

### Resident Upload

This option will provide the ability to create a .CSV file containing tenant ( Resident ) information that can be uploaded directly to your PayLease system account which eliminates having to enter this information manually. Click-on the **Resident Upload** button to access this feature.

#### Payment Transactions ( Import )

This option will automatically import Resident ( Tenant ) Payment Transaction activity into your FHA Software - A/R Tenant Payment Entry feature directly from RentPayment files that can be exported from the RentPayment system. Click-on the **Payment Transactions** button to access this feature.

#### RentPayment Account Code

This option maintains and displays the Account Code that is assigned to your registered RentPayment system account. Click-on the **RentPayment Account Code** button to enter or change your code.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

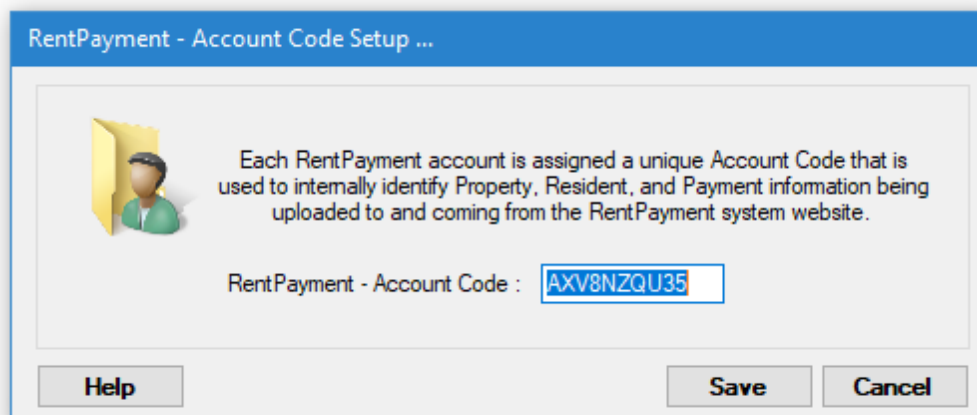
#### Cancel

Click-on **Cancel** to exit out of the *RentPayment - Payment Transactions Window*.

### 12.8.4.2.2 Account Code

## RentPayment Account Code

This option maintains the Account Code and Password that is assigned to your registered RentPayment system account. Click-on the **RentPayment Account Code** button to enter or change your code. The following *Account Code Setup* window will appear ...



#### PayLease Account Code

Enter your RentPayment Account Code.



Note: If you don't know what your RentPayment Account Code is, temporarily enter 1234567890 .

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## Save

Click-on **Save** to save & exit out of the *Account Code Setup* window.

## Cancel

Click-on **Cancel** to exit out of the *Account Code Setup* window without saving changes.

### 12.8.4.2.3 Resident Upload

## Resident Upload

This option will provide the ability to electronically upload a .CSV file containing *Resident ( Tenant )* information directly to your RentPayment system account which eliminates having to enter this information manually.

To access the *Resident Upload* window, click-on the **Resident Upload** button.

**Resident Upload ...**

This feature allows the user to select Resident ( Tenant ) information that will be uploaded to ( updating ) the RentPayment website.

☒ By Project Filename : RHSDEMO
 ☐ Multi-Property Directory : ALLDEMO
 ☐ All Projects

**Tenant Selection**

☒ Include all Current Tenants for the Project(s) selected above.
 ☐ Hand Selected Tenants Only
 ☐ Recent Move-In's ... As of Date : August 1 2017

Once Resident ( Tenant ) selection is completed above ...

Click-on the PREVIEW button to view the list of selected tenants.  
 Click-on the CREATE button to create the Resident Upload File.  
 Click-on the VIEW button to view a list of existing Resident Upload Files.

Help Preview Create View Cancel

The following options are available at the *Resident Upload* window ...

**By Project Filename** - Bullet this selection if you want to create and send a *Resident Upload* file to your PayLease system account for one specific property only. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Directory** - Bullet this selection to create and send a *Resident Upload* file for all projects listed in a specified *Multi-Property Directory* without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**All Projects** - Bullet this selection to create and send a *Resident Upload* file for all projects that exist in your FHA Software installation ( automatically excluding the three DEMO projects - HUDDEMO / RHSDEMO / S42DEMO ) without the need for additional user input.

### Tenant Selection

**Include all Current Tenants for the Project(s) selected above** - Bullet this option to automatically include all current Residents ( Tenants ) for each unit in the Project(s) selected, as of today's date.

**Hand Selected Tenants Only** - Bullet this option to hand pick Residents ( Tenants ) for the Project selected.

Note: This option is only available when a single *Project Filename* is selected.

**Recent Move-In's** - Bullet this option to hand pick Residents ( Tenants ) that have a *Move-In Date* that falls on or after the *As Of Date* defined.

### Preview

Click-on the **Preview** button to monitor a *Resident Upload Preview* summary to the screen that lists Resident information for the selected project(s).

### Create

Click-on the **Create** button to create the *Resident Upload* file for the selected project(s).

Note: View the **Step-by-Steps** Help topic for .CSV file upload instructions to the RentPayment system.

### View

Click-on the **View** button to view a list of existing *Resident Upload* files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

Click-on **Cancel** to exit out of the *Resident Upload Window*.


## 12.8.4.2.4 Payment Transactions

# Payment Transactions Import

This option will provide the ability to automatically import Resident ( Tenant ) Payment Transaction activity into your *FHA Software - A/R Tenant Payment Entry* feature directly from RentPayment system .CSV export files you can retrieve daily or as often as you want.

To access the *Payment Transaction Import* window, click-on the **Payment Transactions** button.

**Payment Transaction Import ...**

 This feature imports Resident ( Tenant ) Payment activity from .CSV file attachments that are emailed to RentPayment Clients at the end of each day. Download daily file attachments to the default .CSV File Location and use this feature to view & import Tenant Payment Transaction activity.

RentPayment - Payment Transaction ( .CSV ) File Location : C:\FHAWIN\DATA\RENTPAYMENT\_FILES

RentPayment - Payment Transaction ( .CSV ) File to Import : PMT-170713\_A.csv Select

Filename	Tenant ID	Tenant Name	Trans ID	Payment Date	Payment Amount	Payment Type	Error
HUDDMO	7	LARRY FREDERICK	7554201	07/13/2017	300.00	INTRENT	
HUDDMO	8	CAROL MOUNDS	7554205	07/13/2017	326.00	INTRENT	
RHSDMO	1	JOSEPH SMITH	7554210	07/14/2017	375.00	INTRENT	
RHSDMO	2	SAMUEL JOHNSON	7554215	07/14/2017	289.00	INTRENT	
RHSDMO	33		7554220	07/14/2017	197.00	INTRENT	T
S42DEMO	10	ALICE BRAND	7554225	07/15/2017	750.00	INTRENT	
S42DEMO	11	ROGER SPOTTS	7554230	07/15/2017	650.00	INTRENT	

Total : 7      Total Errors : 1 Print

Help Change .CSV File Location View Import Log Import Cancel

The following options are available at the *Payment Transactions Import* window ...

### RentPayment - Payment Transaction ( .CSV ) File Location

This is the drive letter and folder path where your *RentPayment - Payment Transaction ( .CSV )* export files have been downloaded to from your RentPayment system account. The default path will be a subfolder off the *FHA Software DATA* folder called *RENTPAYMENT\_FILES* ( normally: C:\FHAWIN\DATA\RENTPAYMENT\_FILES ). Click-on the **Change .CSV File Location** button to browse and select a different file location.

### RentPayment - Payment Transaction ( .CSV ) File to Import - Select

This pull down button option will list all .CSV files that exist in the *File Location* currently selected. Click-on the **Select** button to display a list of *Payment Transaction* activity the selected .CSV file contains which includes the following ...

**Filename** - This is the REF.ID you have recorded for each individual *Property* in RentPayment that should match the 7 character or less abbreviated Project FILENAME that exists in your *FHA Software* program. If the REF.ID does not match any Project Filenames in *FHA Software*, the letter "P" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

Note: You can manually log into your RentPayment system account, select *Properties* and add each individual *Property's Filename* in the REF.ID column.

**Tenant ID** - This is the REF.ID you have recorded for each individual *Resident* ( *Tenant* ) in RentPayment that should match an existing TENANT ID for the Project FILENAME in your FHA Software program. If the REF.ID does not match any Project's Tenant ID #'s, the letter "T" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

Note: When your Residents are automatically created in the RentPayment system by sending a *Resident Upload* file, each individual Resident's REF.ID is automatically filled in with the *Tenant's ID #*. You can also manually log into your RentPayment system account, select *Residents* and add each individual Resident's *Tenant ID #* in the REF.ID column.

**Tenant Name** - When the REF.ID matches a TENANT ID # in FHA Software, the Head *Tenant's Name* will be displayed in this column. A blank Tenant Name means a matching tenant could not be found and the *Payment Transaction* will not be imported.

**Trans ID** - This is the *Transaction ID #* assigned to the payment entry by the RentPayment system and will be noted in the *Check No. Description* field, when imported into FHA Software.

**Payment Date** - This is the *Date* the Resident ( *Tenant* ) posted their payment on the RentPayment system and will become the *Payment Date*, when imported into FHA Software. If this date is missing or invalid, the letter "D" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

**Payment Amount** - This is the amount the Resident ( *Tenant* ) has paid on the RentPayment system and will become the *Payment Amount*, when imported into FHA Software. If this amount is zero, the letter "Z" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

**Payment Type** - This is the *Payment Type* description the Resident ( *Tenant* ) selected when they recorded their payment on the RentPayment system and should match an existing TENANT CHARGE CODE in your FHA Software program ( example: TNTRENT, SECDEP, DAMAGES, LATEFEE, etc. ). If *Payment Type* does not match any existing *Tenant Charge Code*, the letter "C" will be displayed in the *Error* column. However, the *Payment Transaction* will still be imported into FHA Software and automatically applied towards the TNTRENT charge code.

**Error** - This column will list a letter that corresponds to missing or invalid information that will prevent the *Payment Transaction* entry from being imported into FHA Software. ( Example: P = Missing or invalid Project Filename, T = Missing or invalid Tenant ID #, etc. ). *Payment Transaction* entries that have an *Error* letter displayed ( except the letter "C" for missing or invalid Payment Type / Charge Code ) will not be imported into FHA Software.

**Total & Total Errors** - The *Total* number represents the total number of *Payment Transaction* entries in the *Payment Transaction* file currently displayed. The *Total Errors* number represents the total number of *Payment Transaction* entries that have *Errors*.

### Print

Click-on **Print** to generated a *RentPayment - Payment Transaction Preview* summary for the *Payment Transaction* file currently selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Change .CSV File Location

Click-on the **Change .CSV File Location** button to browse for and select a drive letter a folder path where RentPayment - Payment Transaction .CSV files are located in your computer or network that is different than the default path ( normally: C:\FHAWIN\DATA\RENTPAYMENT\_FILES ).

### View Import Log

Each time an attempt is made to import RentPayment - Payment Transaction .CSV file activity, an entry is recorded in the Import Log. Click-on the **View Import Log** button to view a history of all *Payment Transaction* import attempts.

### Import

To import *Payment Transaction* entries from the *Payment Transaction* .CSV file currently selected, click-on the **Import** button.

Note: It is recommended to *Print* and review a *RentPayment - Payment Transaction Preview* summary for the *Payment Transaction* file to verify for the existence of and correct any *Errors* before the file is *Imported* into *FHA Software*.

Note: The same *Payment Transaction* .CSV file can be imported multiple times without the fear of duplicating *Payment Transaction* entries in *FHA Software*. If a *Payment Transaction* entry already exists, it will be removed and replaced with a new entry.

### Cancel

Click-on **Cancel** to exit out of the *Payment Transaction Import Window*.

#### 12.8.4.2.5 Step-by-Steps

## Step-by-Steps

## Preparation & Setup

The RentPayment Online Rent Payment service allows property managers to electronically collect rent payments, making it easy for residents to pay rent online. The built-in RentPayment interface in *FHA Software* provides the following two RentPayment related integration features ...

**Resident Upload** - This option will provide the ability to electronically send *Resident* ( *Tenant* ) information directly to your RentPayment system account which eliminates having to enter this information manually.

**Payment Transactions** - This option will automatically import *Resident* ( *Tenant* ) *Payment Transaction* activity into your *FHA Software* - A/R *Tenant Payment Entry* feature directly from RentPayment system .CSV files you can export ( download ) from the RentPayment website daily.

Follow the steps below to prepare for and setup the RentPayment interface feature in your *FHA Software* installation.

## Step #1 - Create a RentPayment System Account

The first step is to contact the RentPayment Sales Department and create a RentPayment system account. This can be done by going to the RentPayment website ( RentPayment.com ), clicking on *Contact > New Property Manager ? .. Submit then click "Sign Up Now"*. A RentPayment Sales Representative will call you within 24 to 48 hours. You can also call and talk with a RentPayment Sales Account Executive ( Blake Downey ) directly at 310-359-6296. Make sure you tell your RentPayment Sales Account Executive that you are a Simply Computer Software - FHA *Software* user. Once you have activated access to your new RentPayment system account, you are ready to proceed with step #2 below.

## Step #2 - Login & Setup Your RentPayment System Account

Go to the RentPayment website ( RentPayment.com ), click-on *Property Manager Sign-In* and log into your RentPayment system account. Your RentPayment - Dashboard window will appear. Once you have established RentPayment system access and created your properties ( as instructed by your RentPayment Sales Representative ), you are ready to start using your RentPayment system account.

Note: When manually setting up your properties in the RentPayment system ( in the Update Property window ), make sure you add your FHA *Software* - **Project Filename** as the **External Company ID** for each of your properties.

## Preview & Create your Resident Upload .CSV File

Follow the steps below to create and upload a *Resident Upload* file to your RentPayment system account ...

- 1.) Start FHA *Software*
- 2.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. RENTPAYMENT - PAYMENT TRANSACTIONS

Re: **Resident Upload Preview**

- 2.) Click-on the RESIDENT UPLOAD button
- 3.) Click-on the BY PROJECT FILENAME bullet and select any existing PROJECT FILENAME
- 4.) Click-on PREVIEW

Note: If you get a message window that says .. "*Resident Information is missing !*", it means one or more Residents ( Tenants ) in the Project Filename selected is missing *Unit Address* information. Click-on OK to acknowledge this message and the *RentPayment - Resident Upload Preview* summary will be displayed on-screen. All missing *Unit Address* information fields will be highlighted in grey. Residents with missing *Unit Address* information ( Street Address, City, State, Zip ) will not be added to the Resident Upload .CSV file, when created.

Re: **Create a Resident Upload .CSV File**

Follow the steps below, when you're ready to create the *Resident Upload .CSV file*.

- 5.) CLOSE the monitored *Resident Upload Preview* window
- 6.) Click-on CREATE .. OK .. OK

Note: A *Resident Upload* file has been successfully created.

## Submit your Resident Upload .CSV File to RentPayment

Follow the steps below to upload a *Resident Upload .CSV file* to your RentPayment system account ...

- 1.) Start your Web-Browser and go to [ RentPayment.com ]
- 2.) Click-on PROPERTY MANAGER SIGN-IN
- 3.) Enter your RentPayment USERNAME & PASSWORD
- 4.) Click-on LOGIN

Note: Your RentPayment Dashboard ( Main Menu ) will appear.

- 5.) Click-on IMPORT RESIDENT DATA
- 6.) In the UPLOAD RENT ROLL section, click-on the BROWSE button

Note: A CHOOSE FILE TO UPLOAD window will appear.

7.) On the left side, OPEN the Drive letter and Folder where your Resident Upload .CSV files are located in your FHA *Software* installation ( normally C:\FHAWIN\DATA\RENTPAYMENT\_FILES\OUTBOX ) and click-on OPEN

- 8.) Click-on the UPLOAD FILE button

Note: Your Resident Upload .CSV file has been successfully uploaded to your RentPayment system account.

## Export Payment Transaction Files from RentPayment

Follow the steps below to export Payment Transactions files from the RentPayment website ...

- 1.) Start your Web-Browser and go to [ RentPayment.com ]
- 2.) Click-on PROPERTY MANAGER SIGN-IN
- 3.) Enter your RentPayment USERNAME & PASSWORD
- 4.) Click-on LOGIN

Note: Your RentPayment Dashboard ( Main Menu ) will appear.

- 5.) Click-on EXPORT FILES

In the SEARCH FOR EXPORTS & REVERSALS section ...

- 6.) Set the desired FROM & TO Date Range
- 7.) Select the desired PROPERTY(S)
- 8.) Click-on the ONLY SHOW EXPORTS THAT HAVE NOT BEEN DOWNLOADED checkbox
- 9.) Click-on the SEARCH EXPORTS button



Note: Exports are Resident payment transactions. Export files are automatically created nightly in the RentPayment system and contain all Resident payments made that day. In a few seconds, a list of available Export files will be listed in the EXPORTS section.

10.) Click-on the DOWNLOAD >> Action to download ( SAVE AS ) the selected Export file directly to the RENTPAYMENT\_FILES folder of your FHA *Software* installation ( normally C:\FHAWIN\DATA\RENTPAYMENT\_FILES )

## Import Payment Transactions from RentPayment Export files

Follow the steps below to import Payment Transactions into your FHA *Software* installation ...

- 1.) Start FHA *Software*
- 2.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. RENTPAYMENT - PAYMENT TRANSACTIONS
- 3.) Click-on PAYMENT TRANSACTIONS

Note: The RENTPAYMENT - PAYMENT TRANSACTIONS window appears with the default location ( Drive Letter & Folder ) where your RentPayment Export ( .CSV ) files have been downloaded to ( normally C:\FHAWIN\DATA\RENTPAYMENT\_FILES ).

4.) For PAYMENT TRANSACTION ( .CSV ) FILE TO IMPORT, select the desired .CSV filename to import and click-on SELECT

Note: A list of individual Resident Payment Transactions included in the .CSV file selected will be displayed. If there are any letters displayed in the ERROR column, it means the Payment Transaction entry is missing information that is preventing the import process from matching the payment to an existing Project &/or Tenant in your FHA *Software* project(s). Payment Transaction entries with an ERROR will not be imported.

5.) Click-on PRINT .. PRINT

Note: A PAYMENT TRANSACTION PREVIEW summary will be printed that lists all Payment Transaction entries included in the .CSV file selected. All missing information will be highlighted in grey. A legend at the bottom of the summary lists and defines all possible ERROR codes. This is a printed record of Payment Transaction detail that will be imported from this .CSV file into your FHA *Software* installation. We recommend printing this summary each time a .CSV file is imported, for record.

6.) Click-on IMPORT .. OK

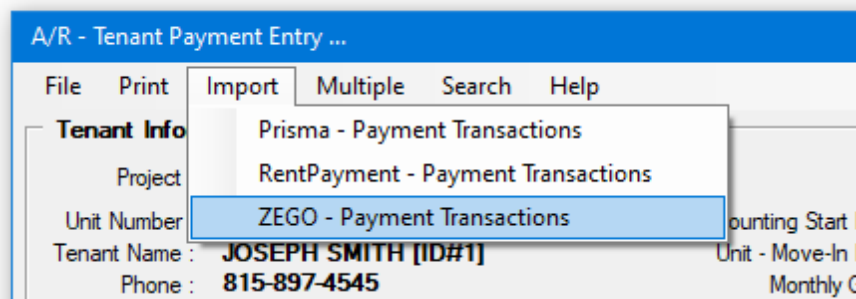
Note: All Resident Payment Transaction entries included in the selected .CSV file ( that had no errors ), were successfully imported as A/R Tenant Payment Entries in your FHA *Software* installation. A notation will be recorded in the CHECK NO. field of the A/R Payment entry that includes "RentPayment" and the Transaction ID ( ex: RentPayment 7554210 ) which describes the payment source. It also prevents duplicating this payment entry incase the same Payment Transaction .CSV file is imported multiple times. The BATCH NO. assigned to A/R Payment entries imported fro RentPayment starts with -1 along with the Payment Date ( Batch No. layout: -1YYMMDDD ex: -1170915 ). All A/R Payment entries are automatically applied towards the TNTRENT charge code, unless available Tenant Charge Code abbreviations ( ex: DAMAGES, SECDEP, etc. ) have been established as available Payment Types in each Resident account in the RentPayment system.

### 12.8.4.3 ZEGO - Payment Transactions

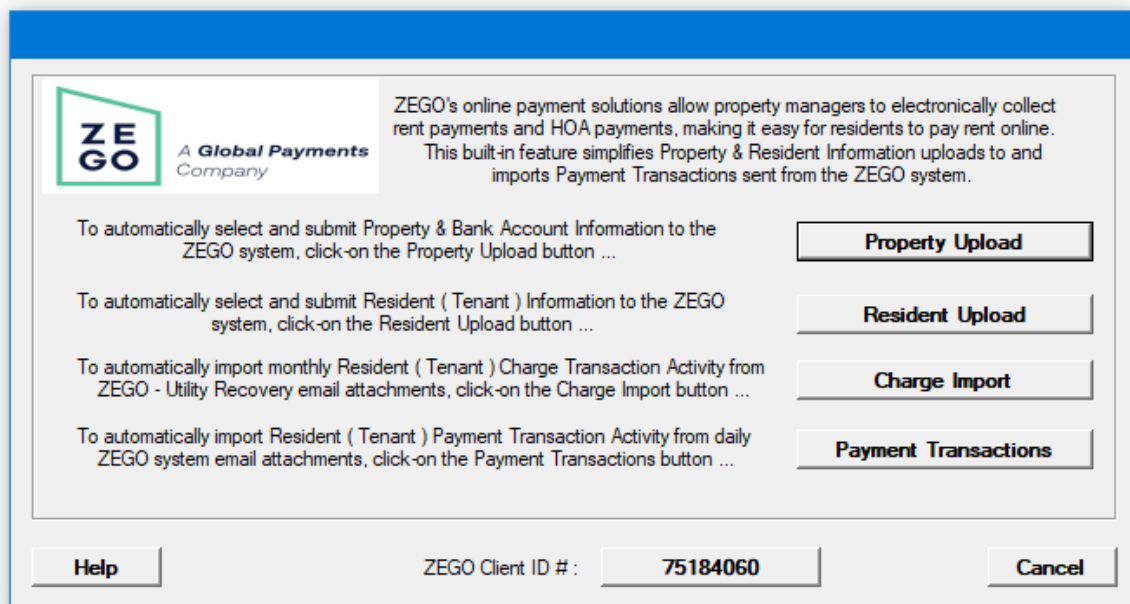
#### 12.8.4.3.1 Overview

## Overview

ZEGO's online payment solutions allow property managers to electronically collect rent payments and HOA payments, making it easy for residents to pay rent online. This built-in feature simplifies Property & Resident Information uploads to and imports Tenant Payment Transaction activity sent from the ZEGO Online Payment system into the FHA Software - A/R Tenant Payment Entry accounting feature.



To access the *ZEGO - Payment Transactions* window, click-on **Accounting > A/R Tenant Payment Entry > Import > ZEGO - Payment Transactions**. The following window appears ...



The following items are available at the *ZEGO - Payment Transactions* window ...

#### Property Upload

This option will provide the ability to electronically send Property & Bank Account information directly to your ZEGO system account which eliminates having to enter this information manually. Click-on the **Property Upload** button to access this feature.

#### **Resident Upload**

This option will provide the ability to electronically send Resident ( Tenant ) information directly to your ZEGO system account which eliminates having to enter this information manually. Click-on the **Resident Upload** button to access this feature.

#### **Charge Import**

This option will automatically import Resident ( Tenant ) Charge Transaction activity into your FHA Software - A/R Tenant Payment Entry feature directly from monthly ZEGO - Utility Recovery email file attachments. Click-on the **Charge Import** button to access this feature.

#### **Payment Transactions ( Import )**

This option will automatically import Resident ( Tenant ) Payment Transaction activity into your FHA Software - A/R Tenant Payment Entry feature directly from ZEGO system email file attachments sent to you daily. Click-on the **Payment Transactions** button to access this feature.

#### **ZEGO Client ID #**

This option maintains and displays the Client ID # that is assigned to your registered ZEGO system account. Click-on the **ZEGO Client ID #** button to enter or change your ID #.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

#### **Cancel**

Click-on **Cancel** to exit out of the *ZEGO - Payment Transactions Window*.

### **12.8.4.3.2 Preparation & Setup**

## **Preparation & Setup**

The ZEGO Online Rent Payment service allows property managers to electronically collect rent payments and HOA payments, making it easy for residents to pay rent online. The built-in ZEGO interface in FHA Software provides the following three ZEGO related integration features ...

**Property Upload** - This option will provide the ability to electronically send *Property & Bank Account* information directly to your ZEGO system account which eliminates having to enter this information manually.

**Resident Upload** - This option will provide the ability to electronically send *Resident ( Tenant )* information directly to your ZEGO system account which eliminates having to enter this information manually.

**Payment Transactions** - This option will automatically import *Resident ( Tenant ) Payment Transaction* activity into your *FHA Software - A/R Tenant Payment Entry* feature directly from ZEGO system email file attachments sent to you daily.

Follow the steps below to prepare for and setup the ZEGO interface feature in your *FHA Software* installation.

## Step #1 - Create a ZEGO System Account

The first step is to contact the ZEGO, LLC Sales Department and create a ZEGO system account. This can be done by going to the ZEGO website ( [gozego.com](http://gozego.com) ), clicking on *Create Account > Property Manager*, enter the information requested and click-on *Create Account*. A ZEGO Sales Representative will call you within 24 to 48 hours. You can also call and talk with a ZEGO Sales Representative directly at 866-729-5327. Make sure you tell your ZEGO Sales Representative that you are an *FHA Software* user. Once you have activated access to your new ZEGO system account, you are ready to proceed with step #2 below.

## Step #2 - Login & Setup Your ZEGO System Account

Go to the ZEGO website ( [ZEGO.com](http://ZEGO.com) ), click-on *Login > Property Manager* and log into your ZEGO system account. Then click-on *Account* to access the *Manage Account* section to make sure your *Profile*, *Sub Accounts*, and *Email Notifications* information has been entered accurately. Once this step has been completed, you are ready to start using your ZEGO system account.

## Step #3 - Verify Property & Bank Account Information

Before your Residents ( Tenants ) can start using the ZEGO website to make online rent payments, you need to upload your *Property*, *Bank Account* and *Resident* information to your ZEGO system account. The built-in ZEGO interface can complete this upload for you, but you need to make sure all required *Property*, *Bank Account* and *Resident* information exists and is accurate in your *FHA Software* program before doing so.

1.) Start *FHA Software*

Re: **Verify Property Information**

2.) Click-on DATA .. PROJECT DATA

3.) Click-on PRINT .. PROJECT FILENAME SUMMARY

4.) Click-on PRINTER .. OK .. CANCEL

Note: A *Project Filename Summary* will be printed that lists all projects that exist in your *FHA Software* installation. The following information on this summary needs to be verified for accuracy ...

**Filename** - This is the project's 7 character or less abbreviated filename in *FHA Software* that will be inserted as the Property's REF.ID in the ZEGO system account. The REF.ID in ZEGO must match the *Project Filename* in *FHA Software* in order for *Payment Transaction* activity to be imported.

**Project Title** - This is the Project's Name.

**Street Address** - This is the Project's main Street Address.

**City, ST Zip** - This is the Project's City, State ZIP.

**Total # of Units ( TTL )** - This is the total number of units in this project. If zero or an incorrect number of units is being reported, go into the RENT RATES window, click-on EDIT CURRENT RATES and enter/correct the **Total # of Units** amount displayed for each applicable *Unit Size*.

5.) Click-on FILE .. EXIT

Re: **Verify Bank Account Information**

- 6.) Click-on ACCOUNTING .. BANK ACCOUNTS
- 7.) Click-on PRINT .. BANK ACCOUNT SUMMARY
- 8.) For TYPE OF REPORT, select DETAILED
- 9.) Click-on OK

Note: A BANK ACCOUNT DETAIL summary will be displayed on your screen. Locate the main Operating Checking / CASH Account for each of your individual projects and make sure the following information is not blank or invalid ...

**Bank Name** - This is the name of the Bank for the project's Operating/CASH Checking Account ( where online rent payments are to be deposited ). This field cannot be blank.

**ABA No.** - This is the Bank's Routing Number and it can't be blank.

**Account ID** - This is the Operating/CASH Checking Account Number and it can't be blank.

Note: To add or edit the above *Bank Account* information, click-on ( highlight ) the applicable *Bank Account* entry line and click-on EDIT ENTRY IN BANK ACCOUNTS to display it in the upper right corner edit section. *Bank Name* and *Account No. ( ID )* fields will be accessible. Click-on the MICR CHECK - DETAIL button to access the *ABA No. ( Routing )* field.

Once the above *Property & Bank Account* information in *FHA Software* has been verified for each applicable project, you are now ready to create and submit a *Property Upload* file to your ZEGO system account.

## Step #4 - Create & Send a Property Upload File

Follow the steps below to create and send a *Property Upload* file to your ZEGO system account ...

- 1.) Start *FHA Software*
- 2.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. ZEGO - PAYMENT TRANSACTIONS

Re: **ZEGO Client ID #**

Note: When you successfully created your new ZEGO system account, ZEGO assigned you an eight digit Client ID #. If you don't know what your ZEGO Client ID # is, contact your ZEGO Sales Representative, remind them that you are an *FHA Software* user and ask for your eight digit Client ID #. The built-in ZEGO interface will not work until you've entered your ZEGO Client ID #.

- 3.) Click-on the ZEGO CLIENT ID # button
- 4.) Enter your eight digit Client ID # in the space provided and click-on SAVE .. OK

Re: **Property Upload Preview**

- 5.) Click-on the PROPERTY UPLOAD button
- 6.) Click-on the ALL PROJECTS bullet
- 7.) Click-on PREVIEW

Note: If you get a message window that says .. "*Required Property Information is missing !*", it means one or more projects included in this *Project Upload Preview* are missing required *Property &/or Bank Account* information. Click-on OK to acknowledge this message and the *ZEGO - Project Upload Preview* summary will be displayed on-screen. All missing information fields will be highlighted in grey. Print this *Project Upload Preview* summary and go into PROJECT DATA or BANK ACCOUNTS to add or edit missing or incorrect information. Then view another *Project Upload Preview* summary until the report is displayed without a message window. When it does, you're ready to create the *Project Upload* file.

Re: **Create a Property Upload File**

- 8.) CLOSE the monitored *Project Upload Preview* window
- 9.) Click-on CREATE .. OK

Note: A *Property Upload* file has been successfully created.

Re: **Send a Property Upload File to ZEGO**

Note: Two options are available to send your Property Upload file(s) to ZEGO ...

- \* Attach the file(s) to an email addressed to your dedicated ZEGO Project Manager
- \* Or login to your current ZEGO account and upload your file(s) at the 'Secure Drop Box' section

## Step #5 - Create & Send a Resident Upload File

Follow the steps below to create and send a *Resident Upload* file to your ZEGO system account ...

- 1.) Start FHA Software

Re: **Resident Upload Preview**

- 2.) Click-on the RESIDENT UPLOAD button
- 3.) Click-on the BY PROJECT FILENAME bullet and select any existing PROJECT FILENAME
- 4.) Click-on PREVIEW

Note: If you get a message window that says .. "*Resident Information is missing !*", it means one or more Residents ( Tenants ) in the Project Filename selected missing *Phone Number &/or Email Address* information which is not required. Click-on OK to acknowledge this message and the *ZEGO - Resident Upload Preview* summary will be displayed on-screen. All missing *Phone Number &/or Email Address* information fields will be highlighted in grey. If you feel it is import that this information be included in your *Resident Upload* being sent to your ZEGO system account, print this *Resident Upload Preview* summary. Then go into the RD/HUD/S42 Tenant Certification Data feature and double click-on one of the Unit/Tenant entries that the summary shows is missing information. Click-on INFO .. TENANT SPECIFIC INFORMATION, enter/correct the *Phone Number &/or Email Address* information and click-on OK. Repeat this process for all other applicable tenants.

Re: **Create & Send a Resident Upload File**

Follow the steps below, when you're ready to create & send the *Resident Upload* file.

5.) CLOSE the monitored *Resident Upload Preview* window

6.) Click-on CREATE .. OK

Note: A *Resident Upload* file has been successfully created.

9.) Click-on SEND

Note: The *Project &/or Resident File Upload to ZEGO* window will appear.

10.) In the AVAILABLE FILES section, click-on ( highlight ) the desired FILENAME and click-on <-- ADD

Note: The desired *Resident Upload* filename will be displayed in the SELECTED FILES section. You can select and send more than one file at the same time.

11.) Click-on SEND SELECTED FILE(S) TO ZEGO .. OK

Note: Your *Resident Upload* file has been successfully sent to your ZEGO system account. Your *Resident* information should exist in your ZEGO system account within 24 hours.

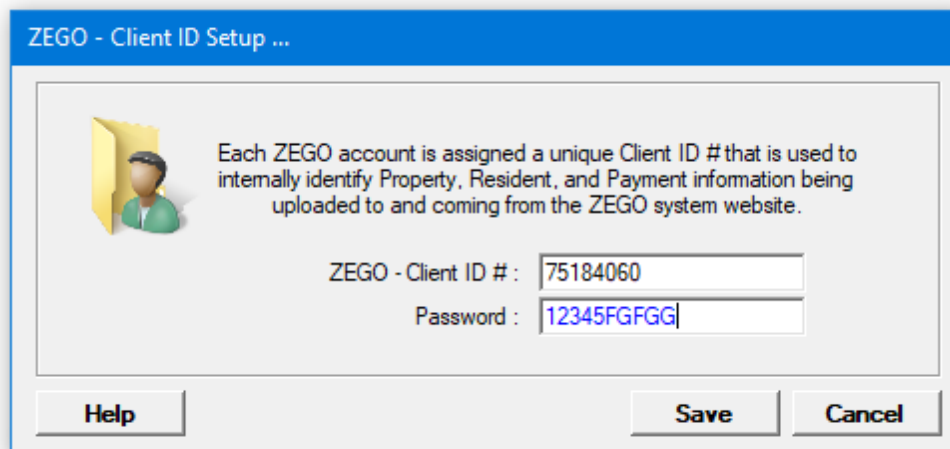
**Periodically, log into your ZEGO system account, select *Residents* and when you see all your *Residents* listed for each of your *Properties*, you're ZEGO system account has been successfully setup with *Property*, *Bank Account* and *Resident* information.**

Refer to the **Step-by-Steps** Help topic for detailed instructions with importing daily *Payment Transaction* activity.

#### 12.8.4.3.3 Client ID #

### ZEGO Client ID #

This option maintains the Client ID # and Password that is assigned to your registered ZEGO system account. Click-on the **ZEGO Client ID #** button to enter or change your ID #. The following *Client ID Setup* window will appear ...



### ZEGO Client ID #

Enter your 8 digit ZEGO Client ID #.

Note: If you don't know what your 8 digit ZEGO Client ID # is, call your ZEGO account representative.

### ZEGO Password

Enter the Password that is associated with your ZEGO Client ID #.

Note: If you don't know what your Password is, call your ZEGO account representative.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Save

Click-on **Save** to save & exit out of the *Client ID Setup* window.

### Cancel

Click-on **Cancel** to exit out of the *Client ID Setup* window without saving changes.

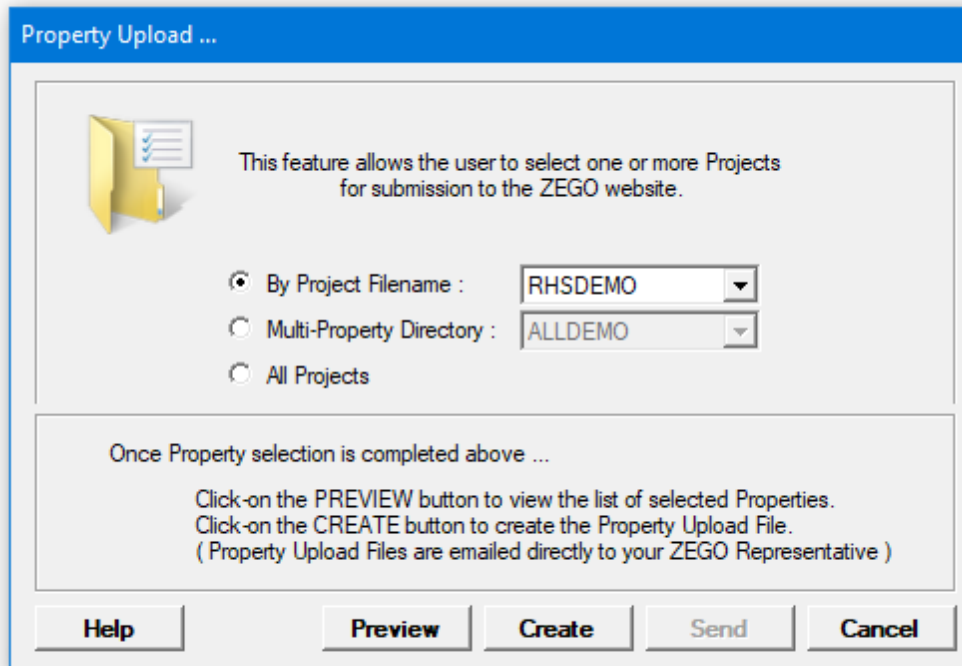
#### 12.8.4.3.4 Property Upload

## Property Upload

This option will provide the ability to electronically send *Property & Bank Account* information directly to your ZEGO system account which eliminates having to enter this information manually.

To access the *Property Upload* window, click-on the **Property Upload** button.





The following options are available at the *Property Upload* window ...

**By Project Filename** - Bullet this selection if you want to create and send a *Property Upload* file to your ZEGO system account for one specific property only. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Directory** - Bullet this selection to create and send a *Property Upload* file for all projects listed in a specified *Multi-Property Directory* without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**All Projects** - Bullet this selection to create and send a *Property Upload* file for all projects that exist in your FHA *Software* installation ( automatically excluding the three DEMO projects - HUDDEMO / RHSDEMO / S42DEMO ) without the need for additional user input.

### Preview

Click-on the **Preview** button to monitor a *Property Upload Preview* summary to the screen that lists information for the selected project(s).

### Create

Click-on the **Create** button to create the *Property Upload* file for the selected project(s).

### Send

Click-on the **Send** button to view &/or send existing *Property Upload* files to your ZEGO system account. The **Send Uploads to ZEGO** window will appear.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**Cancel**

Click-on **Cancel** to exit out of the *Property Upload Window*.


**12.8.4.3.5 Resident Upload**

## Resident Upload

This option will provide the ability to electronically send *Resident ( Tenant )* information directly to your ZEGO system account which eliminates having to enter this information manually.

To access the *Resident Upload* window, click-on the **Resident Upload** button.

**Resident Upload ...**

 This feature allows the user to select Resident ( Tenant ) information that will be uploaded to ( updating ) the ZEGO website.

☒ By Project Filename :

☐ Multi-Property Directory :

☐ All Projects

**Tenant Selection**

☒ Include all Current Tenants for the Project(s) selected above, as of the Date defined below. ...

☐ Hand Selected Tenants Only

☐ Recent Move-In's ... As of Date :

☐ Create the monthly Utility Recovery Resident Upload baseline file.

**Once Resident ( Tenant ) selection is completed above ...**

Click-on the **PREVIEW** button to view the list of selected tenants.  
Click-on the **CREATE** button to create the Resident Upload File.  
Click-on the **SEND** button to view &/or send Resident Upload Files.

**Help** **Preview** **Create** **Send** **Cancel**

The following options are available at the *Resident Upload* window ...

**By Project Filename** - Bullet this selection if you want to create and send a *Resident Upload* file to your ZEGO system account for one specific property only. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Directory** - Bullet this selection to create and send a *Resident Upload* file for all projects listed in a specified *Multi-Property Directory* without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**All Projects** - Bullet this selection to create and send a *Resident Upload* file for all projects that exist in your FHA *Software* installation ( automatically excluding the three DEMO projects - HUDDMO / RHSDEMO / S42DEMO ) without the need for additional user input.

### Tenant Selection

**Include all Current Tenants for the Project(s) selected above** - Bullet this option to automatically include all current Residents ( Tenants ) for each unit in the Project(s) selected, as of today's date.

**Hand Selected Tenants Only** - Bullet this option to hand pick Residents ( Tenants ) for the Project selected.

Note: This option is only available when a single *Project Filename* is selected.

**Recent Move-In's** - Bullet this option to hand pick Residents ( Tenants ) that have a *Move-In Date* that falls on or after the *As Of Date* defined.

### Preview

Click-on the **Preview** button to monitor a *Resident Upload Preview* summary to the screen that lists Resident information for the selected project(s).

### Create

Click-on the **Create** button to create the *Resident Upload* file for the selected project(s).

### Send

Click-on the **Send** button to view &/or send existing *Resident Upload* files to your ZEGO system account. The **Send Uploads to ZEGO** window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

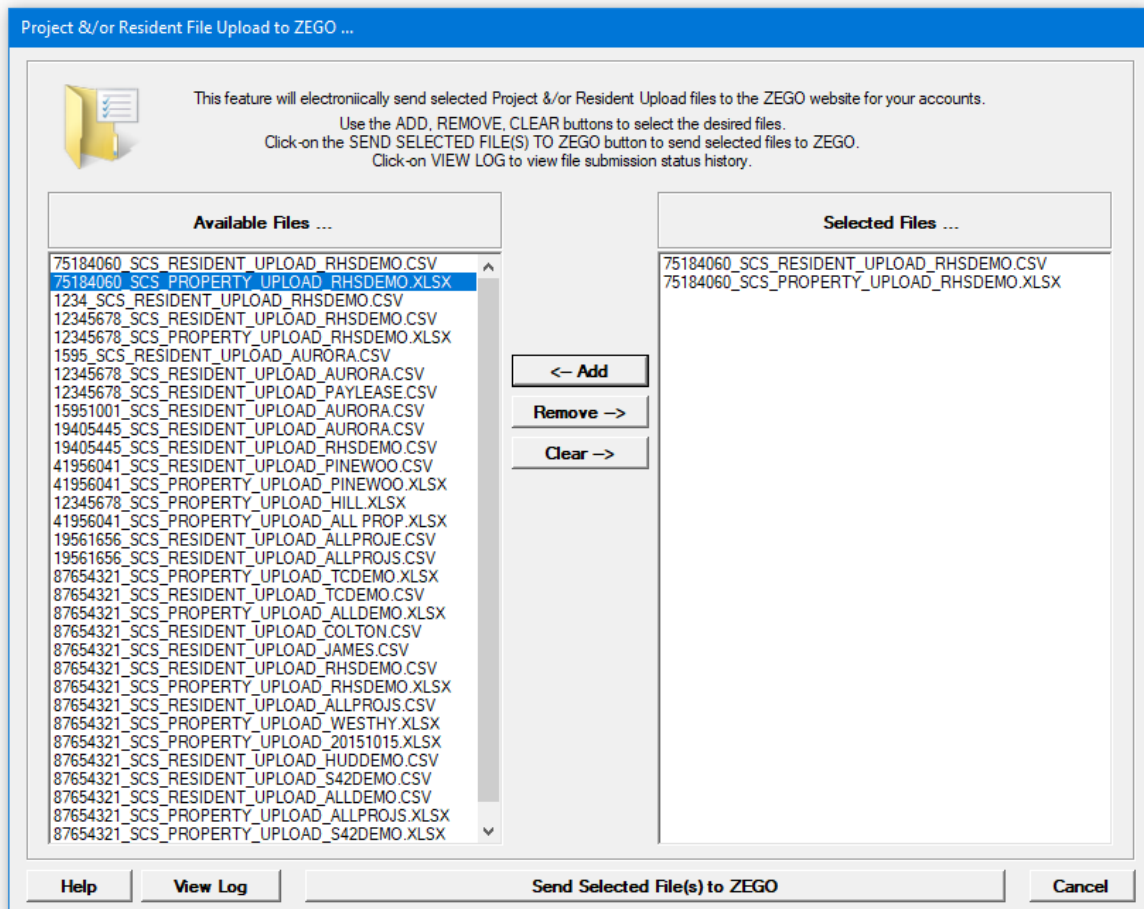
Click-on **Cancel** to exit out of the *Resident Upload Window*.

#### 12.8.4.3.6 Send Uploads to ZEGO

## Send Uploads to ZEGO

This feature will electronically send all selected *Property* &/or *Resident Upload* files directly to your ZEGO system account which automatically sets up new or updates existing *Property*, *Bank Account*, and/or *Resident* information in your ZEGO system account.

To access the *Send Uploads to ZEGO* window, click-on the **Send** button provided at the bottom of the *Property Upload* or *Resident Upload* window. The *Send Uploads to ZEGO* window will appear ...



The following options are available at the *Send Uploads to ZEGO* window ...

### Available Files

This section lists all *Property* and *Resident Upload* files that exist in the default ZEGO files OUTBOX folder ( normally: C:\FHAWIN\DATA\ZEGO\_FILES\OUT.BOX ) which are available for electronic submission to your ZEGO system account.

### Selected Files

This section lists all *Property* and *Resident Upload* files that have been selected for electronic submission to your ZEGO system account.

<-- Add

To select a *Property* or *Resident Upload* file for electronic submission to your ZEGO system account, click-on ( highlight ) the desired **Filename** listed in the *Available Files* section and click-on **<-- Add**. The desired *Filename* will now be listed in the *Selected Files* section.

#### **Remove -->**

To remove a *Property* or *Resident Upload* file entry from the *Selected Files* section, click-on ( highlight ) the desired **Filename** and click-on **Remove -->**.

#### **Clear -->**

To clear ( Remove ) all *Property* and *Resident Upload* file entries from the *Selected Files* section, click-on **Clear -->**.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

#### **View Log**

Each time an attempt is made to *Send Property & Resident Upload* files to your ZEGO system account, an entry is recorded in a Log. Click-on the **View Log** button to view a history of all *Send Uploads to ZEGO* attempts.

#### **Send Selected File(s) to ZEGO**

Click-on the **Send** button to electronically send all *Property & Resident Upload* files listed in the *Selected Files* section to your ZEGO system account.

Note: You should see all *Property, Bank Account & Resident* changes you've uploaded to your ZEGO system account within 24 hours.

#### **Cancel**

Click-on **Cancel** to exit out of the *Resident Upload Window*.


### **12.8.4.3.7 Charge Import**

## **Charge Transactions Import**

This option will provide the ability to automatically import Resident ( Tenant ) Charge Transaction activity into your FHA *Software* - A/R Tenant Payment Entry feature directly from monthly ZEGO - Utility Recovery email file attachments.

To access the *Charge Import* window, click-on the **Charge Import** button.

**Charge Import ...**

 This feature imports Resident ( Tenant ) Utility Recovery Charge activity from .CSV file attachments that are emailed to ZEGO Clients each month. Download Charge file attachments to the default .CSV File Location and use this feature to view & import Charge Transaction activity.

ZEGO Charge Import ( .CSV ) File Location : C:\FHAWIN\DATA\PAYLEASE\_FILES\CHARGES

ZEGO Charge Import ( .CSV ) File to Import : 500 Station 3.1.19 Charge File updated 3.5.csv Select

Filename	Tenant ID	Tenant Name	Trans ID	Charge Date	Charge Amount	Charge Type	Error
AURORA	339	ROBERTA SHELTON	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	2	Bertrand Boutin	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	3	Austin Mitchell	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	4	Sandeep Chittulla	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	5	John Kong	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	6	Kiran Appari	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	7	Keegan Rupenthal	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	8	Laura Nebor	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	9	Dilip Baluguri	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	11	Alexander Heil	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	12	Katelyn Kwasny	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	13	Caroline Knauss	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	339	Saravanan Narashingampillai	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	14	Pedro Guerrero Calderon	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	15	Christopher Holloway	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	16	Frank Napoli	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	17	Kristi Doyle	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	18	Kimberly Cotter	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	19	WHITNEY PERKINS	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	20	Tangie Roberts	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	21	Mounika Pothula	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	22	Vikas Garg	20190301	03/01/2019	3.75	ZMOVREC	M
AURORA	23	Hari Kumar	20190301	03/01/2019	3.75	ZMOVREC	M

Total : 1,645    Total Errors : 1,655 Print

Help Change .CSV File Location View Import Log Import Cancel

The following options are available at the *Charge Import* window ...

### ZEGO Charge Transaction ( .CSV ) File Location

This is the drive letter and folder path where your *ZEGO Charge Transaction* ( .CSV ) files have been downloaded to from monthly emails sent to you from your ZEGO - Utility Recovering account. The default path will be a subfolder off the *FHA Software DATA* folder called *ZEGO\_FILES\_CHARGES* ( normally: C:\FHAWIN\DATA\ZEGO\_FILES\_CHARGES ). Click-on the **Change .CSV File Location** button to browse and select a different file location.

### ZEGO Charge Transaction ( .CSV ) File to Import - Select

This pull down button option will list all .CSV files that exist in the *File Location* currently selected. Click-on the **Select** button to display a list of *Charge Transaction* activity the selected .CSV file contains which includes the following ...

**Filename** - This is the REF.ID you have recorded for each individual *Property* in ZEGO that should match the 7 character or less abbreviated Project FILENAME that exists in your *FHA Software* program. If the REF.ID does not match any Project Filenames in *FHA Software*, the letter "P" will be displayed in the *Error* column and the *Charge Transaction* will not be imported.

Note: When your project is automatically created in the ZEGO system by sending a *Property Upload* file, each individual Property's REF.ID is automatically filled in with the *Project's Filename*. You can also

manually log into your ZEGO system account, select *Properties* and add each individual Property's *Filename* in the REF.ID column.

**Tenant ID** - This is the REF.ID you have recorded for each individual *Resident* ( *Tenant* ) in ZEGO that should match an existing TENANT ID for the Project FILENAME in your FHA *Software* program. If the REF.ID does not match any Project's Tenant ID #'s, the letter "T" will be displayed in the *Error* column and the *Charge Transaction* will not be imported.

Note: When your Residents are automatically created in the ZEGO system by sending a *Resident Upload* file, each individual Resident's REF.ID is automatically filled in with the *Tenant's ID #*. You can also manually log into your ZEGO system account, select *Residents* and add each individual Resident's *Tenant ID #* in the REF.ID column.

**Tenant Name** - When the REF.ID matches a TENANT ID # in FHA *Software*, the Head *Tenant's Name* will be displayed in this column. A blank Tenant Name means a matching tenant could not be found and the *Charge Transaction* will not be imported.

**Trans ID** - This is the *Transaction ID #* assigned to the payment entry by the import process and will basically match the Charge Effective.

**Charge Date** - This is the *Date* the Resident ( *Tenant* ) was charged by ZEGO for their Utility Recovery and will become the *Charge Date*, when imported into FHA *Software*. If this date is missing or invalid, the letter "D" will be displayed in the *Error* column and the *Charge Transaction* will not be imported.

**Charge Amount** - This is the amount the Resident ( *Tenant* ) has charged for their Utility Recovery and will become the *Charge Amount*, when imported into FHA *Software*. If this amount is zero, the letter "Z" will be displayed in the *Error* column and the *Charge Transaction* will not be imported.

**Charge Type** - This is the *Charge Type* ( *Code* ) the Resident ( *Tenant* ) is being Charged by ZEGO for their Utility Recovery amount and should match an existing TENANT CHARGE CODE in your FHA *Software* program ( example: ELECTRIC, WATER, SEWER, GAS, etc. ). If *Charge Type* ( *Code* ) does not match any existing *Tenant Charge Code*, the letter "C" will be displayed in the *Error* column and the *Charge Transaction* will not be imported..

**Error** - This column will list a letter that corresponds to missing or invalid information that will prevent the *Charge Transaction* entry from being imported into FHA *Software*. ( Example: P = Missing or invalid Project Filename, T = Missing or invalid Tenant ID #, etc. ). *Charge Transaction* entries that have an *Error* letter displayed ( except the letter "C" for missing or invalid Payment Type / Charge Code ) will not be imported into FHA *Software*.

**Total & Total Errors** - The *Total* number represents the total number of *Charge Transaction* entries in the *Charge Transaction* file currently displayed. The *Total Errors* number represents the total number of *Charge Transaction* entries that have *Errors*.

### Print

Click-on **Print** to generated a ZEGO - *Charge Transaction Preview* summary for the *Charge Transaction* file currently selected that will be sorted differently than the window listing ( sorted by *Project Filename*, then by *Unit #*, then *Charge Code* ).

### Help

Click-on **Help** to view *Online Help Topics* about this process.

**Change .CSV File Location**

Click-on the **Change .CSV File Location** button to browse for and select a drive letter a folder path where ZEGO Charge Transaction .CSV files are located in your computer or network that is different than the default path ( normally: C:\FHAWIN\DATA\ZEGO\_FILES\_CHARGES ).

**View Import Log**

Each time an attempt is made to import ZEGO Charge Transaction .CSV file activity, an entry is recorded in the Import Log. Click-on the **View Import Log** button to view a history of all *Charge Transaction* import attempts.

**Import**

To import *Charge Transaction* entries from the *Charge Transaction* .CSV file currently selected, click-on the **Import** button.

Note: It is recommended to *Print* and review a *ZEGO - Charge Transaction Preview* summary for the *Charge Transaction* file to verify for the existence of and correct any *Errors* before the file is *Imported* into *FHA Software*.

Note: The same *Charge Transaction* .CSV file can be imported multiple types without the fear of duplicating *Charge Transaction* entries in *FHA Software*. If a *Charge Transaction* entry already exists, it will be removed and replaced with a new entry.

**Cancel**

Click-on **Cancel** to exit out of the *Charge Transaction Import Window*.

**12.8.4.3.8 Payment Transactions****Payment Transactions Import**

This option will provide the ability to automatically import Resident ( Tenant ) Payment Transaction activity into your *FHA Software - A/R Tenant Payment Entry* feature directly from ZEGO system email file attachments sent to you daily.

To access the *Payment Transaction Import* window, click-on the **Payment Transactions** button.



**Payment Transaction Import ...**

This feature imports Resident ( Tenant ) Payment activity from .CSV file attachments that are emailed to ZEGO Clients at the end of each day. Download daily file attachments to the default .CSV File Location and use this feature to view & import Tenant Payment Transaction activity.

ZEGO Payment Transaction ( .CSV ) File Location : C:\FHAWIN\DATA\PAYLEASE\_FILES

ZEGO Payment Transaction ( .CSV ) File to Import : sample\_tenant\_payment\_import\_file.csv Select

Filename	Tenant ID	Tenant Name	Trans ID	Payment Date	Payment Amount	Payment Type	Error
RHSDemo	1	JOSEPH SMITH	88013893	06/06/2017	1,119.00	TNTRENT	Y
RHSDemo	1	JOSEPH SMITH	88013893	06/06/2017	10.00	DAMAGES	Y
RHSDemo	3	GLORIA REDFEARN	88064161	06/06/2017	910.00	TNTRENT	Y
RHSDemo	5	GEORGE JONES	88094087	06/06/2017	857.00	TNTRENT	Y

Total : 4      Total Errors : 5

Help Change .CSV File Location View Import Log Import Cancel Edit Print

The following options are available at the *Payment Transactions Import* window ...

### **ZEGO Payment Transaction ( .CSV ) File Location**

This is the drive letter and folder path where your *ZEGO Payment Transaction* ( .CSV ) files have been downloaded to from daily emails sent to you from your ZEGO system account. The default path will be a subfolder off the *FHA Software* DATA folder called ZEGO\_FILES ( normally: C:\FHAWIN\DATA\ZEGO\_FILES ). Click-on the **Change .CSV File Location** button to browse and select a different file location.

### **ZEGO Payment Transaction ( .CSV ) File to Import - Select**

This pull down button option will list all .CSV files that exist in the *File Location* currently selected. Click-on the **Select** button to display a list of *Payment Transaction* activity the selected .CSV file contains which includes the following ...

**Filename** - This is the REF.ID you have recorded for each individual *Property* in ZEGO that should match the 7 character or less abbreviated Project FILENAME that exists in your *FHA Software* program. If the REF.ID does not match any Project Filenames in *FHA Software*, the letter "P" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

Note: When your project is automatically created in the ZEGO system by sending a *Property Upload* file, each individual *Property's* REF.ID is automatically filled in with the *Project's Filename*. You can also manually log into your ZEGO system account, select *Properties* and add each individual *Property's Filename* in the REF.ID column.

**Tenant ID** - This is the REF.ID you have recorded for each individual *Resident* ( *Tenant* ) in ZEGO that should match an existing TENANT ID for the Project FILENAME in your FHA *Software* program. If the REF.ID does not match any Project's Tenant ID #'s, the letter "T" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

Note: When your Residents are automatically created in the ZEGO system by sending a *Resident Upload* file, each individual Resident's REF.ID is automatically filled in with the *Tenant's ID #*. You can also manually log into your ZEGO system account, select *Residents* and add each individual Resident's *Tenant ID #* in the REF.ID column.

**Tenant Name** - When the REF.ID matches a TENANT ID # in FHA *Software*, the Head *Tenant's Name* will be displayed in this column. A blank Tenant Name means a matching tenant could not be found and the *Payment Transaction* will not be imported.

**Trans ID** - This is the *Transaction ID #* assigned to the payment entry by the ZEGO system and will be noted in the *Check No. Description* field, when imported into FHA *Software*.

**Payment Date** - This is the *Date* the Resident ( *Tenant* ) posted their payment on the ZEGO system and will become the *Payment Date*, when imported into FHA *Software*. If this date is missing or invalid, the letter "D" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

**Payment Amount** - This is the amount the Resident ( *Tenant* ) has paid on the ZEGO system and will become the *Payment Amount*, when imported into FHA *Software*. If this amount is zero, the letter "Z" will be displayed in the *Error* column and the *Payment Transaction* will not be imported.

**Payment Type** - This is the *Payment Type* description the Resident ( *Tenant* ) selected when they recorded their payment on the ZEGO system and should match an existing TENANT CHARGE CODE in your FHA *Software* program ( example: TNTRENT, SECDEP, DAMAGES, LATEFEE, etc. ). If *Payment Type* does not match any existing *Tenant Charge Code*, the letter "C" will be displayed in the *Error* column. However, the *Payment Transaction* will still be imported into FHA *Software* and automatically applied towards the TNTRENT charge code.

Note: When your project is automatically created in the ZEGO system by sending a *Property Upload* file, the following *Payment Types* are also automatically setup for you ... TNTRENT, SECDEP, LATEFEE, DAMAGES. You can also manually log into your ZEGO system account, select *Properties* > *Payment Types* and add the TNTRENT, SECDEP, LATEFEE, DAMAGES, etc. *Tenant Charge Codes* and *Descriptions*. ( example: TNTRENT Tenant Rent, SECDEP Security Deposit, etc. ).

**Error** - This column will list a letter that corresponds to missing or invalid information that will prevent the *Payment Transaction* entry from being imported into FHA *Software*. ( Example: P = Missing or invalid Project Filename, T = Missing or invalid Tenant ID #, etc. ). *Payment Transaction* entries that have an *Error* letter displayed ( except the letter "C" for missing or invalid Payment Type / Charge Code ) will not be imported into FHA *Software*.


**Total & Total Errors** - The *Total* number represents the total number of *Payment Transaction* entries in the *Payment Transaction* file currently displayed. The *Total Errors* number represents the total number of *Payment Transaction* entries that have *Errors*.

### Edit

Use the **Edit** button option to change the Tenant Charge Code for an existing Payment Transaction amount &/or split an existing Payment Transaction amount into multiple Tenant Charge Code amounts. Click-on ( highlight ) the Payment Transaction entry line you wish to edit and click-on the **Edit** button.

The following *Edit - Payment Transactions* window will appear with the selected Payment Transaction details displayed ...

**Edit - Payment Transaction ...**

 Use this EDIT option to change the Tenant Charge Code for the selected payment amount or split the selected payment entry amount into multiple Tenant Charge Code amounts.

[ RHSDEMO ] VILLAGE APARTMENTS - RDSEC.515  
 Tenant Name : SAMUEL JOHNSON [ TID#2 ]  
 Payment Date : 09/25/2025  
 Payment \$ 330.00

Charge Code	Description	Payment
TNTRENT	Tenant Rent	\$ 250.00
DAMAGES	Tenant Damages	\$ 80.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00

Total of Payments Allocated \$ 330.00

**Save** **Cancel**

Charge Codes and Payment amounts can be edited at the **Edit** window.

Click-on **Save** to save changes made.

Click-on **Cancel** to exit the **Edit** window without saving changes.

### Print

Click-on **Print** to generated a ZEGO - Payment Transaction Preview summary for the Payment Transaction file currently selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Change .CSV File Location

Click-on the **Change .CSV File Location** button to browse for and select a drive letter a folder path where ZEGO Payment Transaction .CSV files are located in your computer or network that is different than the default path ( normally: C:\FHAWIN\DATA\ZEGO\_FILES ).

### View Import Log

Each time an attempt is made to import ZEGO Payment Transaction .CSV file activity, an entry is recorded in the Import Log. Click-on the **View Import Log** button to view a history of all *Payment Transaction* import attempts.

### Import

To import *Payment Transaction* entries from the *Payment Transaction* .CSV file currently selected, click-on the **Import** button.

Note: It is recommended to *Print* and review a *ZEGO - Payment Transaction Preview* summary for the *Payment Transaction* file to verify for the existence of and correct any *Errors* before the file is *Imported* into *FHA Software*.

Note: The same *Payment Transaction* .CSV file can be imported multiple times without the fear of duplicating *Payment Transaction* entries in *FHA Software*. If a *Payment Transaction* entry already exists, it will be removed and replaced with a new entry.

### Cancel

Click-on **Cancel** to exit out of the *Payment Transaction Import Window*.

#### 12.8.4.3.9 Step-by-Steps

## Step-by-Steps

### Importing Daily Payment Transaction Activity

Once your ZEGO system account has been setup with all your *Property*, *Bank Account* and *Resident* information, you'll start to receive emails from ZEGO for days when there was online rent payment activity. These emails will provide a *Batch Deposit Report* which summarizes rent payment deposits by Property ( Bank Account # ) for that day. A *Payment Transaction* .CSV file will also be attached to each email that is downloaded to your default ZEGO\_FILES folder ( normally: C:\FHAWIN\DATA\ZEGO\_FILES ) and then imported into your *FHA Software - A/R Tenant Payment Entry* feature, using the built-in *ZEGO - Payment Transaction Import* feature.

Below are the steps that will become your daily routine for downloading and importing online rent payment activity from emails sent to you from your ZEGO system account ...

1.) When you get an email from ZEGO that has a file attachment, print a hard copy of the email ( which provides a *Batch Deposit Report* ) for your records.

2.) Download ( Save As ) the attached file from the email directly to the default *ZEGO\_Files* folder ( normally: C:\FHAWIN\DATA\ZEGO\_FILES ).

3.) Start *FHA Software*

4.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. ZEGO - PAYMENT TRANSACTIONS

5.) Click-on the PAYMENT TRANSACTIONS button

6.) Use the FILE TO IMPORT pull down list to locate and click-on the .CSV file recently downloaded

7.) Click-on the SELECT button to display the .CSV file contents

Note: All *Payment Transaction* entry detail will be displayed on-screen as they are listed in the .CSV file selected. The *Total* number of entries will be displayed in the lower left corner, along with the *Total Number of Errors*.

8.) Click-on PRINT .. PRINT

Note: A ZEGO - PAYMENT TRANSACTION PREVIEW report will be printed for the *Payment Transaction* .CSV Import file currently selected. Individual Payment Transaction entries will be grouped by *Property* ( with *Payment Amount* subtotals ) and sorted by *Unit Number*. Compare this report with the email *Batch Deposit Report* for Payment Transaction entry accuracy.

Note: Entries that cannot be imported due to missing or invalid information will have a letter in the *Error* column and applicable fields highlighted in grey. The *Error Code* legend provided at the end of the report, describes what each Error Code ( letter ) issue means. Ideally, you want the *Total Errors* count to be zero. Entries that have *Errors* will not be automatically imported and will have to be manually recorded in the *A/R Tenant Payment Entry* feature.

9.) Click-on IMPORT .. OK

Note: The selected Payment Transaction .CSV Import file was successfully imported.

10.) Click-on CANCEL .. CANCEL to exit the *ZEGO - Payment Transaction* feature.

11.) Click-on FILE .. EXIT to exit the *A/R Tenant Payment Entry* feature

### **A/R Tenant Payment Entry Characteristics ( Imported from ZEGO )**

All A/R Tenant Payment entries that are automatically imported from a ZEGO - Payment Transaction .CSV file will have the following characteristics ...

**Batch #** - All Batch #'s assigned to ZEGO imported *Payment* entries will start with a "-7" followed by the *Payment Date* in a YYMMDD format, resulting in a -7YYMMDD Batch # layout.

Example: A ZEGO payment made on 10/05/2015 ( *Payment Date* ) will be assigned Batch #-7151005.

Therefore, all Batch #'s that start with "-7" are ZEGO related Batch #'s and will automatically be closed.

**Payment Date** - This will be the same *Payment Date* recorded and reported by ZEGO.

**Check No. ( Description )** - The text " ZEGO" followed by the ZEGO assigned *Transaction ID #* will be inserted.

Example: ZEGO 87654321

**Charge Code** - The *Property Upload* feature will automatically add the following default *Tenant Charge Code* descriptions as *Payment Type* selections ...

DAMAGES Tenant Damages  
LATEFEE Late Fee  
SECDEP Security Deposit  
TNTRENT Tenant Rent

You can manually add the above *Payment Types* for each of your ZEGO Properties, as well. When one of the above *Payment Types* is selected when a *Resident* records an online rent payment, it will match and be applied towards the actual Tenant Charge Code in *FHA Software*. If the *Payment Type* does not match an existing *Tenant Charge Code*, the payment entry is then automatically applied towards the TNTRENT charge code.

**Payment Amount** - This will be the same *Payment Amount* recorded and reported by ZEGO which can include negative *Payment Amounts*. ( ex: NSF Checks, etc. ). However, *Payment* entries with a zero *Payment Amount* will not be imported.

## Adding New Property, Bank Account and Resident Information

Follow the steps below to create & send a *Property Upload* file to your ZEGO system account for a new *FHA Software* project ...

- 1.) Start *FHA Software*
- 2.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. ZEGO - PAYMENT TRANSACTIONS
- 3.) Click-on the PROPERTY UPLOAD button

Re: **Property Upload Preview**

- 4.) Click-on the BY PROJECT FILENAME bullet and select the new Project's FILENAME
- 5.) Click-on PREVIEW

Note: If you get a message window that says .. "*Required Property Information is missing !*", it means one or more projects included in this *Project Upload Preview* are missing required *Property &/or Bank Account* information. Click-on OK to acknowledge this message and the *ZEGO - Project Upload Preview* summary will be displayed on-screen. All missing information fields will be highlighted in grey. Print this *Project Upload Preview* summary and go into PROJECT DATA or BANK ACCOUNTS to add or edit missing or incorrect information. Then view another *Project Upload Preview* summary until the report is displayed without a message window. When it does, you're ready to create the *Project Upload* file.

Re: **Create a Property Upload File**

- 6.) CLOSE the monitored *Project Upload Preview* window
- 7.) Click-on CREATE .. OK

Note: A *Property Upload* file has been successfully created.

**Re: Send a Property Upload File to ZEGO**

Note: Two options are available to send your Property Upload file(s) to ZEGO ...

\* Attach the file(s) to an email addressed to your dedicated ZEGO Project Manager

\* Or login to your current ZEGO account and upload your file(s) at the 'Secure Drop Box' section

**Re: Resident Upload Preview**

11.) Start FHA Software

12.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. ZEGO - PAYMENT TRANSACTIONS

13.) Click-on the RESIDENT UPLOAD button

14.) Click-on the BY PROJECT FILENAME bullet and select any existing PROJECT FILENAME

15.) Click-on PREVIEW

Note: If you get a message window that says .. "*Resident Information is missing !*", it means one or more Residents ( Tenants ) in the Project Filename selected missing *Phone Number &/or Email Address* information which is not required. Click-on OK to acknowledge this message and the *ZEGO - Resident Upload Preview* summary will be displayed on-screen. All missing *Phone Number &/or Email Address* information fields will be highlighted in grey. If you feel it is import that this information be included in your *Resident Upload* being sent to your ZEGO system account, print this *Resident Upload Preview* summary. Then go into the RD/HUD/S42 Tenant Certification Data feature and double click-on one of the Unit/Tenant entries that the summary shows is missing information. Click-on INFO .. TENANT SPECIFIC INFORMATION, enter/correct the *Phone Number &/or Email Address* information and click-on OK. Repeat this process for all other applicable tenants.

**Re: Create & Send a Resident Upload File**

Follow the steps below, when you're ready to create & send the *Resident Upload* file.

16.) CLOSE the monitored *Resident Upload Preview* window

17.) Click-on CREATE .. OK

Note: A *Resident Upload* file has been successfully created.

18.) Click-on SEND

Note: The *Project &/or Resident File Upload to ZEGO* window will appear.

19.) In the AVAILABLE FILES section, click-on ( highlight ) the desired FILENAME and click-on <-- ADD

Note: The desired *Resident Upload* filename will be displayed in the SELECTED FILES section. You can select and send more than one file at the same time.

20.) Click-on SEND SELECTED FILE(S) TO ZEGO .. OK

Note: Your *Resident Upload* file has been successfully sent to your ZEGO system account. Your *Resident* information should exist in your ZEGO system account within 24 hours.

**Periodically, log into your ZEGO system account, select *Residents* and when you see all your *Residents* listed for each of your *Properties*, you're ZEGO system account has been successfully setup with *Property, Bank Account* and *Resident* information.**

## Adding New Resident Information

Follow the steps below to create & send a *Resident Upload* file to update your ZEGO system account with recent Move-In's ...

- 1.) Start *FHA Software*
- 2.) Click-on ACCOUNTING .. A/R TENANT PAYMENT ENTRY .. IMPORT .. ZEGO - PAYMENT TRANSACTIONS
- 3.) Click-on the RESIDENT UPLOAD button
- 4.) Click-on the ALL PROJECTS bullet
- 5.) For TENANT SELECTION, click-on the RECENT MOVE-IN'S bullet
- 6.) For AS OF DATE, select the desired date

Note: Only Residents ( Tenants ) that have a *Move-In Date* that falls on or after the *As Of Date* defined will be included.

- 7.) Click-on PREVIEW

Note: If you get a message window that says .. "*Resident Information is missing !*", it means one or more Residents ( Tenants ) in the Project Filename selected missing *Phone Number &/or Email Address* information which is not required. Click-on OK to acknowledge this message and the *ZEGO - Resident Upload Preview* summary will be displayed on-screen. All missing *Phone Number &/or Email Address* information fields will be highlighted in grey. If you feel it is import that this information be included in your *Resident Upload* being sent to your ZEGO system account, print this *Resident Upload Preview* summary. Then go into the RD/HUD/S42 Tenant Certification Data feature and double click-on one of the Unit/Tenant entries that the summary shows is missing information. Click-on INFO .. TENANT SPECIFIC INFORMATION, enter/correct the *Phone Number &/or Email Address* information and click-on OK. Repeat this process for all other applicable tenants.

### Re: **Create & Send a Resident Upload File**

Follow the steps below, when you're ready to create & send the *Resident Upload* file.

- 8.) CLOSE the monitored *Resident Upload Preview* window
- 9.) Click-on CREATE .. OK

Note: A *Resident Upload* file has been successfully created.

- 10.) Click-on SEND

Note: The *Project &/or Resident File Upload to ZEGO* window will appear.

- 11.) In the AVAILABLE FILES section, click-on ( highlight ) the desired FILENAME and click-on <-- ADD

Note: The desired *Resident Upload* filename will be displayed in the SELECTED FILES section. You can select and send more than one file at the same time.

- 12.) Click-on SEND SELECTED FILE(S) TO ZEGO .. OK

Note: Your *Resident Upload* file has been successfully sent to your ZEGO system account. Your *Resident* information should exist in your ZEGO system account within 24 hours.

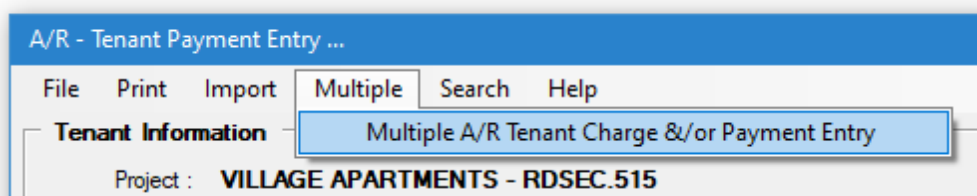


## 12.8.5 Multiple Menu

### 12.8.5.1 Multiple A/R Tenant Charge &/or Payment Entry


#### Overview

The *Multiple A/R Tenant Charge &or Payment Entry* feature ( previously PHA ) simplifies the process of recording A/R Tenant Charge &/or Payment amounts for multiple Tenants for the same Tenant Charge Code at the same time. One example would be recording Tenant-Based Subsidy Payments which is RA/Subsidy paid on the tenant's behalf from outside the project ( ex: Tenant Vouchers, Non-Project Section 8 Vouchers, PHA Subsidy, etc. ). Another example would be charging multiple tenants for their prorate share of a monthly electric fee which is not the same amount each month.



To access the *Multiple A/R Tenant Charge &or Payment Entry* feature window, click-on **Accounting > A/R Tenant Payment Entry > Multiple > Multiple A/R Tenant Charge &/or Payment Entry**. The following *Multiple A/R Tenant Charge &/or Payment Entry* feature window is displayed ...

**Multiple A/R Tenant Charge &/or Payment Entry ....**

 This feature simplifies the process of recording A/R Tenant Charge &/or Payment amounts for multiple Tenants to the same Tenant Charge Code, at the same time. Click-on the **ADD CHARGE/PAYMENT DETAIL** button to start recording A/R Entry details.

Project Filename :  Charge / Payment Date :   
 Tenant Charge Code :  Payment Batch #

Record A/R Amounts as ... Entry Description :   
☒ Payments Only  
☐ Charges Only  
☐ Both Payments & Charges Pre-Fill Current Unit No's & Tenant Names ☐  
 Anticipated Total \$

	Unit No.	Tenant Name	*	Amount
01			+	\$ 0.00
02			+	\$ 0.00
03			+	\$ 0.00
04			+	\$ 0.00
05			+	\$ 0.00
06			+	\$ 0.00
07			+	\$ 0.00
08			+	\$ 0.00
09			+	\$ 0.00
10			+	\$ 0.00
11			+	\$ 0.00
12			+	\$ 0.00
13			+	\$ 0.00
14			+	\$ 0.00
15			+	\$ 0.00

Total of Amounts Allocated \$ **0.00**

The following items are available at this window ...

### Setup

Before RA/Subsidy payment details can be entered, the top setup information section must first be established ...

**Project Filename** - Click the pull down button to view a list of available project filenames and click-on the desired property.

**Tenant Charge Code** - Click the pull down button to select the *Tenant Charge Code* that will be used to record *A/R Tenant Charge &/or Payment amounts*.

Note: The SUBSIDY charge code is selected by default.

**Charge/Payment Date** - This is the date the Charges/Payment(s) will be posted.

Note: Date entered in mmddyyyy format.

Note: Today's system date is displayed by default.

**Entry Description** - Use this field to enter a Check #, Transaction # and/or charge/payment description.

Note: This field cannot be blank.

**Anticipated Total** - Enter the total amount of charges/payments that will be individually recorded.

Note: This amount cannot be zero.

**Record A/R Amounts as ...**

**\*\* Payments Only** - When selected, amounts will be recorded as A/R Payment entries only.

**\*\* Charges Only** - When selected, amounts will be recorded as A/R Charge entries only.

**\*\* Both Payments & Charges** - When selected, amounts will be recorded as both A/R Payment & Charge entries.

Note: *Payment Only* is selected by default.

**Pre-Fill Current Unit No's / Tenant Names ( checkbox )**

When checked, will automatically insert *Unit No. / Tenant Name* entry lines with all current Tenants based on occupancy in effect as of the *Charge / Payment Date* defined. This happens when the *Add Charge/Payment Detail* button is selected.


**Help** - Click-on **Help** to view *Online Help Topics* about this feature.

**Cancel** - Click-on **Cancel** to exit out of the *Multiple A/R Tenant Charge &/or Payment Entry* feature window.

**Add Charge/Payment Detail ( button )**

After establishing the above **Setup** information, click-on the **Add Charge/Payment Detail** button to start entering Tenant-by-Tenant A/R Charge &/or Payment amounts. The charge/payment detail entry window will look similar to the following ...

**Multiple A/R Tenant Charge &/or Payment Entry ....**

 This feature simplifies the process of recording A/R Tenant Charge &/or Payment amounts for multiple Tenants to the same Tenant Charge Code, at the same time. Click-on the ADD CHARGE/PAYMENT DETAIL button to start recording A/R Entry details.

Project Filename :  Charge / Payment Date :   
 Tenant Charge Code :  Payment Batch #

Record A/R Amounts as ... Entry Description :   
☒ Payments Only Pre-Fill Current Unit No's & Tenant Names ☒  
☐ Charges Only  
☐ Both Payments & Charges Anticipated Total \$

	Unit No.	Tenant Name	*	Amount
01	101	SMITH, JOSEPH E	+	\$ 179.00
02	102	JOHNSON, SAMUEL D	+	\$ 115.00
03	103	REDFEARN, GLORIA K	+	\$ 100.00
04	104	KILGORE, BRENDA J	+	\$ 258.00
05	105	JONES, GEORGE D	+	\$ 284.00
06	106	DEARBORNE, HAROLD F	+	\$ 197.00
07	107	FREDERICK, LARRY A	+	\$ 212.00
08	108	MOUNDS, JIM S	+	\$ 145.00
09	109	CLARK, MELVIN J	+	\$ 68.00
10	111	BRAND, NIGEL D	+	\$ 0.00
11	112	SPOTTS, ROGER S	+	\$ 120.00
12			+	\$ 0.00
13			+	\$ 0.00
14			+	\$ 0.00
15			+	\$ 0.00

Total of Amounts Allocated \$ **1,678.00**

\* Click-on the [+] button to select each tenant

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Save** - When all tenant amounts have been entered, click-on **Save** to post the charges/payments.

Note: If the *Total of Amounts Allocated \$* does not match the *Anticipated Charge/Payment Total \$* amount, you can't save it until they do. Therefore, when this happens, either review each tenant's amount and make the necessary amount corrections .. or .. change the *Anticipated Charge/Payment Total* amount to match the *Total of Amounts Allocated \$* amount.

Note: All *A/R Tenant Payment* entries will automatically assigned to the same Batch # that starts with a negative -3 along with the Date ( YYMMDD ) of the *ChargePayment Date* defined. For example: *Payments* posted with 08/03/2018 as the *Payment Date* will have a Batch # -3180803 automatically assigned.

**Cancel** - Click-on **Cancel** to exit out of the *A/R Tenant Charge &/or Payment Entry* process.

**Tenant Selection** - To select a tenant for charge/payment entry, click-on the [+] button located to the right of each entry line. The following *Tenant Selection* window will appear ...

Tenant Selection ...

VILLAGE APARTMENTS - RDSEC.515 Sort By : Unit Number ▾

Unit No.	Tnt ID	Tenant Name	Move-In	Move-Out
101	1	SMITH, JOSEPH E	01/01/1990	
102	2	JOHNSON, SAMUEL D	02/01/1990	
103	3	REDFEARN, GLORIA K	03/01/1990	
104	4	KILGORE, BRENDA J	04/01/1990	
105	5	JONES, GEORGE D	05/01/1990	
106	6	DEARBORNE, HAROLD F	06/01/1990	
107	7	FREDERICK, LARRY A	07/01/1990	
108	8	MOUNDS, JIM S	08/01/1990	
109	13	CLARK, MELVIN J	05/01/1999	
111	10	BRAND, NIGEL D	11/01/1990	
112	11	SPOTTS, ROGER S	12/01/1990	

Total Entries : 11
 ☐ Include Past & Future Tenants

**Sort By ... Unit Number / Tenant ID / Last Name** - The Tenant List displayed can be sorted in one of 3 ways .. *Unit Number*, *Tenant ID*, or *Last Name*. Select the desired sort. The default sort order is by *Unit Number*.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Include Past / Future (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

Note: Unit #'s displayed that start with "\_FT" means Future Tenant.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

## 12.8.6 Search Menu

### 12.8.6.1 Tenant Payment Entry Search

This feature provides the ability to search for existing *A/R Tenant Payment Entries* based on matching all or part of *Check No. ( Description )* field criteria and/or matching a specific *Payment* amount. A complete listing of all *A/R Tenant Payment Entries* with matching text and/or amount will be displayed in the *Search Results* section.

To access the *Tenant Payment Entry Search* window, click-on **Accounting > A/R Tenant Payment Entry > Search**. A *Tenant Payment Entry Search* window will appear ...

**Tenant Payment Entry Search ...**

This feature will search through one or more existing project databases to locate A/R Tenant Payment Entries that match all or part of the payment description ( Check No. ) defined ...

☐ By Project Filename :

☒ Multi-Property Search :

Search for matching text :  in the A/R Tenant Payment Entry ( Check No. ) Description field.

And/or a matching amount :  in the A/R Tenant Payment Entry ( Payment ) Amount field.

Beginning Date :

Ending Date :

**Search Results**

Filename	Unit No.	Tenant Name	T-ID#	Date	Check No.
ALO	4018	DEMARCUS GREENE	92	01/16/18	24960050370mo
ALO	4023	HELEN HARRIEL	99	01/16/18	1031006473mo
ALO	4023	HELEN HARRIEL	99	01/16/18	1031006474mo
ALO	4038	CARLETTE SCROGGINS	109	01/22/18	3833880885MO
ALO	3957	GAIL PERKINS	108	01/25/18	24435126055mo
ALO	3925	SHAREE EVANS	113	01/29/18	3833882082MO
ARAPTS	03	Leslie Bradley	6	01/02/18	MO
ARAPTS	10	Cynthia Henry	23	01/03/18	MO
ARAPTS	06	Judith Taylor	27	01/03/18	MO
ARAPTS	05	Bryan Merrill	20	01/05/18	MO
ARAPTS	14	Joseph Guient	14	01/08/18	MO
ASL	39	SARAH BAGBY	80	01/08/18	MO 23797383480
ASL	38	JOEL DANIELS	93	01/08/18	MO R107945684099
ASL	37	Melinda Robinson	154	01/08/18	MO R207699692431
ASL	34	Minnie Stephens	151	01/08/18	MO R107945684143
ASL	27	Kimberly McCallie	152	01/08/18	MO R207699670024
ASL	24	TOMMIE MALONE	91	01/08/18	MO 17650581941
ASL	23	Clovis Aydelott	157	01/08/18	MO 23797383682
ASL	22	ROBERT GRESHAM	18	01/08/18	MO 23797383568
ASL	19	Shelia Taylor	150	01/08/18	MO 17650581943

Search Completed - 96 Matching Entries Found.

The following items are available at the *Tenant Payment Entry Search* window ...

**By Project Filename** - Bullet this selection if you want to search *A/R Tenant Payment Entries* for one specific property only. Click-on the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Search** - Bullet this selection to search through multiple projects at once. Click-on the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Search for Matching Text** - Enter the *Check No. ( Description )* text you are searching for. For example, if you are searching for a payment that was made with a Check or Money Order, enter as much of the Check No. or Money Order number you can ( ex: MO 1234567, 1234, etc. ), as it may have been recorded in the *Check No. ( Description )* field. Entering *Search For* text in upper or lower case doesn't matter. All existing A/R Tenant Payment Entries that have matching *Check No. ( Description )* text will be listed. If you don't want *Text* included in your search, leave this field blank.

**And/or a Matching Amount** - Enter the *Payment* amount you are searching for. For example: if you are looking for a \$100.00 payment, enter 100.00. If don't want *Payment* amount included in your search, leave *Payment* amount as zero.

**Search** - After entering desired *Search For* text, click-on the **Search** button to start the *Search* process. When completed, all existing *A/R Tenant Payment Entries* that have matching *Check No.* ( *Description* ) text and/or matching *Payment* amount will be listed in the *Search Results* section.

**Detail** - To view more *A/R Tenant Payment Entry* detail for any matching payment listed, click-on ( highlight ) the desired *A/R Tenant Payment Entry* line and click-on **Detail**. The following *Tenant Payment Entry Detail* window will appear ...

Batch No.	Date	Chg. Code	Amount
1203090	03/09/12	DAMAGES	56.00
1203090	03/09/12	OTH	143.75

All *A/R Tenant Payment Entries* associated with the *Check No.* ( *Description* ) selected will be listed in this detail window. Click-on **OK** to close the detail window.

**Cancel** - Click-on **Cancel** to exit out of the *Tenant Payment Entry Search* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

### 12.8.7 Help Menu



Click-on **Help** to view *Online Help Topics* about this process.

### 12.8.8 Tenant Selection

Click-on the **Tenant Selection** button to view the *Tenant Selection* window ...

Tenant Selection ...

Project : RHSDEMO VILLAGE APARTMENTS - RDSEC.515 Sort By : Unit Number

Unit No.	Tnt ID	Tenant Name	Effective	Move-Out
101	1	SMITH, JOSEPH E	01/01/2020	
102	2	JOHNSON, SAMUEL D	02/01/2020	
103	3	REDFEARN, GLORIA K	03/01/2020	
104	4	KILGORE, BRENDA J	04/01/2020	
105	5	JONES, GEORGE D	09/01/2019	
106	6	DEARBORNE, HAROLD F	06/01/2020	
107	7	FREDERICK, LARRY A	07/01/2020	
108	8	MOUNDS, JIM S	08/01/2019	
109	13	CLARK, MELVIN J	05/01/2020	
111	10	BRAND, NIGEL D	11/01/2019	
112	11	SPOTTS, ROGER S	12/01/2019	
_FT-14	14	FULLER, SALLY	10/15/2020	( Future )
_FT-15	15	WRIGHT, SHARON	10/25/2020	( Future )

Include ☐ Past ☒ Future Tenants /----- Future Tenant Accounts -----\ Total Entries : 13

The following options are available at the *Tenant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current tenants is displayed for the project selected.

**Sort By ... Unit Number / Tenant ID / Last Name** - The Tenant List displayed can be sorted in one of 3 ways .. *Unit Number*, *Tenant ID*, or *Last Name*. Select the desired sort. The default sort order is by *Unit Number*.

**Include Past Tenants ( Checkbox )** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past tenants to this list, click-on the **Past** check box. All current and past tenants will then be listed.

**Include Future Tenants ( Checkbox )** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of future tenants to this list, click-on the **Future** check box. All current and future tenants will then be listed. Future Tenants will be listed at the bottom with Unit Numbers consisting of "\_FT" ( for Future Tenant ) and Tenant ID # assigned. The text "( Future Tenant )" will also be displayed in the MOVE-OUT DATE column for more visual reference.

**Future Tenant Accounts ... Add / Edit / Remove** - The ability to record A/R Charge, Adjustment and Payment entries to a tenant that has not yet been officially moved into a unit ( by activating the Move-In/Initial Certification ) can be accomplished by adding a temporary *Future Tenant Account* which automatically assigns a valid Tenant ID #. When the tenant officially moves into a Unit, all A/R entries previously entered while a Future Tenant will automatically become part of the now current Tenant's ledger. The Future Tenant Account is automatically replaced by the Unit Data History entry.

**Add** - To add a new *Future Tenant Account*, click-on the **Add** button. The following *Add a Future Tenant Account* window will appear ...

**Add a Future Tenant Account ...**

Information below is used to create a future tenant account with a valid Tenant ID # that can be selected to record A/R Tenant Charge, Adjustment and Payment entry activity, prior to officially activating their Move-In Tenant Certification.

First Name : DUANE

Middle Initial : D

Last Name : JOHNSON

Social Security No. : 333558888

Birth Date : 12/18/1956 ( mmddyyyy )

Phone No. : 8150675-7878

Anticipated Move-in Date : 05/15/2016 ( mmddyyyy )

Mailing Street Address : 5656 GREEN AVENUE

City, ST Zip : LOVES PARK, IL 65432

( All fields above require an entry, except MI, PHONE NO. & MAILING ADDRESS )

**Applicant Selection** **Save** **Cancel**

*Future Tenant Account* fields displayed can be manually entered or pulled from an active Applicant entry in Waiting List Data by clicking on the **Applicant Selection** button. Click-on **Save** to save the new Future Tenant Account. Click-on **Cancel** to exit the *Add a Future Tenant Account* window without saving it.

**Edit** - To edit an existing *Future Tenant Account* entry, click-on ( highlight ) the desired *Future Tenant* entry line and click-on the **Edit** button. The following *Edit a Future Tenant Account* window will appear ...

**Edit a Future Tenant Account ...**

Information below is used to create a future tenant account with a valid Tenant ID # that can be selected to record A/R Tenant Charge, Adjustment and Payment entry activity, prior to officially activating their Move-In Tenant Certification.

Tenant ID No. : 16

First Name : DUANE

Middle Initial : D

Last Name : JOHNSON

Social Security No. : 333558888

Birth Date : 12/18/1956 ( mmddyyyy )

Phone No. : 8150675-7878

Anticipated Move-in Date : 05/15/2016 ( mmddyyyy )

Mailing Street Address : 5656 GREEN AVENUE

City, ST Zip : LOVES PARK, IL 65432

( All fields above require an entry, except MI, PHONE NO. & MAILING ADDRESS )

**Save** **Cancel**

*Future Tenant Account* fields displayed can be manually changed. Click-on **Save** to save changes made to the Future Tenant Account. Click-on **Cancel** to exit the *Edit a Future Tenant Account* window without saving changes.

Note: Manually changing the **Tenant ID #** that was automatically assigned by the program is not recommended.

**Remove** - To remove an existing *Future Tenant Account* entry, click-on ( highlight ) the desired *Future Tenant* entry line and click-on the **Remove** button.

Note: Manually removing a *Future Tenant Account* entry that has A/R Tenant Charge, Adjustment, and Payment activity is not recommended, unless no A/R entry activity was ever recorded. The program automatically clears *Future Tenant Accounts* when Move-In/Initial Certifications are activated.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Search** - To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Tenant Payment Entry* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

### 12.8.9 Payment Alerts

To view &/or modify *Payment Alert Codes* and *Notes* for the tenant currently selected, click-on the *Alerts* button. The *Payment Alerts* window will appear ...

**Payment Alerts ...**

This feature allows the user to assign up to 30 payment related alerts and make notations that will be displayed in the A/R Tenant Payment Entry window for the tenant currently selected.

**RHSDEMO - Unit #112 - ROGER SPOTTS**

<input type="checkbox"/> EIP	Eviction in Progress	<input type="checkbox"/>
<input checked="" type="checkbox"/> CPO	Cash Payments Only	<input type="checkbox"/>
<input type="checkbox"/> PAM	Payment Arrangements Made	<input type="checkbox"/>
<input checked="" type="checkbox"/> VAC	Intends to Vacate	<input type="checkbox"/>
<input type="checkbox"/> LGL	Legal Notice Has Been Served	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

**Notes ...** Prev10 Next10

NSF Check 01/01/2010  
 NSF Check 03/15/2010  
 NSF Check 06/15/2010  
 As of 06/15/2010 no longer accept personal checks

Tenant has given notice to vacate on 03/15/2021

**Help** **Print Summary** **Edit** **Cancel**

The following options are available at this window ...

**Prev10 / Next10 ( buttons )**

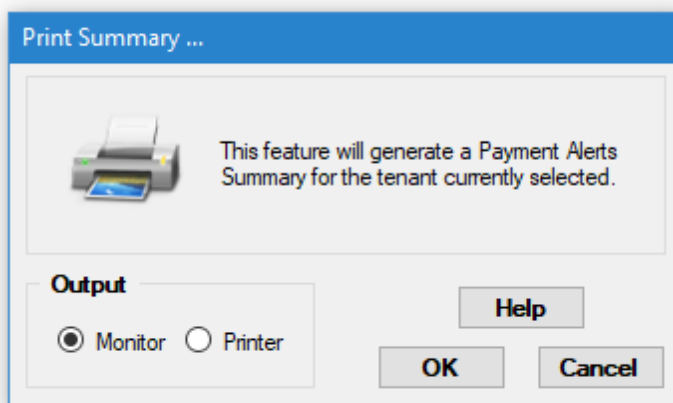
The initial screen displays *Payment Alert* entries 1 through 20. To view *Payment Alert* entries 21 through 30, click-on the Next10 button. To view *Payment Alert* entries 11 through 20 again, click-on the Prev10 button.

### Help

To view *Online Help Topics* related to this window, click-on **Help**

### Print Summary

To generate a printed copy of the *Payment Alert Codes & Notes* for the tenant currently selected, click-on **Print Summary**. A *Print Summary - Setup* window will appear ...



Click-on **Monitor** to view the summary on-screen

Click-on **Printer** to generate a hard copy

Click-on **Copies** to type in the desired number of printed copies to generate.

Click-on the **Printer Icon** button to change default Windows printer settings.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *Payment Alerts Summary*.

Click-on **Cancel** to exit out of the print option.

### Edit

To view &/or edit *Payment Alert Codes & Notes* for the tenant currently selected, click-on **Edit**.

A list of preset *Payment Alert Codes* will be displayed, along with a *Notes* section pertaining to the tenant currently selected. All *Payment Alert Codes* checked will be displayed in red lettering at the top of the A/R window each time the tenant is selected, when applicable.

### Save

To save changes made at the *Payment Alerts* window, click-on the **Save** button.

### Cancel

To exit the *Payment Alerts* window, click-on **Cancel**

## 12.8.10 Batch Details

To view a detailed listing of all tenant payment entries that are currently included with the batch number displayed, click-on the **View Batch Details** button. A *Batch Details* window will appear ...

The screenshot shows a window titled "Batch Details ...". At the top, there is a "Batch No. :" field with a dropdown menu showing "20210701" and a label "VILLAGE APARTMENTS - RDSEC.515". Below this is a table with the following columns: "Paid", "Tnt", "Tenant Name", "Description", "Chg.", and "Amount". The table contains seven rows of data, with the row for "13 CLARK" highlighted in blue. At the bottom right of the table area, it says "Total Batch \$ 1,563.00". At the bottom of the window are three buttons: "Help", "Print", and "OK".

Paid	Tnt	Tenant Name	Description	Chg.	Amount
07/01/21	1	SMITH	Tenant Rent	TNTRENT	87.00
07/01/21	2	JOHNSON	Tenant Rent	TNTRENT	213.00
07/01/21	4	KILGORE	Tenant Rent	TNTRENT	277.00
07/01/21	5	JONES	Tenant Rent	TNTRENT	134.00
07/01/21	8	MOUNDS	Tenant Rent	TNTRENT	137.00
07/01/21	13	CLARK	Tenant Rent	TNTRENT	679.00
07/01/21	10	BRAND	Tenant Rent	TNTRENT	36.00

Total Batch \$ 1,563.00

Buttons: Help, Print, OK

This *Batch Details* window provides a listing of tenant payment entries included in the *Batch Number* currently selected for this project. There are two options available at the *Batch Details* window ...

**Batch No.** - The last or current Batch No. selected is displayed as default. To view details on other existing Batches, select the desired *Batch Number* from the selection pull-down list.

**Help** - To view *Online Help Topics* related to this window, click-on **Help**

**Print** - To print a hard copy of the *Batch No.* currently selected, click-on **Print**. The Batch/Deposit Report window will appear.

**OK** - Click-on **OK** to exit out of the *Batch Details* window.

## 12.8.11 Add a New Payment

To record a *Tenant Payment* for the tenant currently selected, click-on the **Add New Payment** button. The *Payment Entry* section is then enabled to allow payment entries. All *Charges* that are currently due by the selected tenant will automatically be inserted in the payment entry section.

A/R - Tenant Payment Entry ...

File Print Import PHA Search Help

**Tenant Information**

Project : **VILLAGE APARTMENTS - RDSEC.515** **CPO VAC** **Alerts**

Unit Number : **112** Accounting Start Date : **01/01/2021**

Tenant Name : **ROGER SPOTTS [ID#11]** Unit - Move-In Date : **12/01/1990**

Phone : **000-999-8888** Monthly GRP \$ **636.00**

Tenant Rent \$ **308.00** - 12/01/2020 Current Balance \$ **361.00**

**Batch Information**

Batch No. : **20210701**

Entries : **7**

\$ **1,563.00**

**View Batch Details**

**Payment Entry**

Entry No. :   
 Batch No. : **20210701**   
 Payment Date : **04/08/2021**   
 Check No. : **1456**

Charge Code	Description	Payment
01 <b>TNTRENT</b> #112 Tenant Rent		\$ <b>361.00</b>
02		\$ 0.00
03		\$ 0.00
04		\$ 0.00
05		\$ 0.00
06		\$ 0.00
07		\$ 0.00
08		\$ 0.00

**Prev Next** Total Payment \$ 361.00

**Tenant Ledger**

Batch No.	Date	Chg. Code	Type	Charge	Adjustment	Payment	Balance
	04/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210301	03/01/21	TNTRENT	P	0.00	0.00	-308.00	53.00
	03/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210201	02/01/21	TNTRENT	P	0.00	0.00	-308.00	53.00
	02/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210101	01/01/21	TNTRENT	P	0.00	0.00	-255.00	53.00
	01/01/21	TNTRENT	C	308.00	0.00	0.00	308.00
	12/01/90	SECDEP	P	0.00	0.00	-135.00	0.00
	12/01/90	SECDEP	C	135.00	0.00	0.00	135.00

☐ Include Utility Refund Activity ( Negative Tenant Rent )

☐ Historical Payment

**Payment Receipt**

**Save Cancel**

A *Tenant Payment* is anything a tenant is paying for (such as *Rent, Late Fees, Damages, Security Deposit, NSF Check Fees, Cable TV*, etc.). The following items are available when *Adding a New Payment ...*

**Entry No.** - This is a transaction number that is automatically assigned to each *Tenant Payment Entry* which is used internally by the accounting feature.

**Batch No.** - This is the last or current batch number used for payment entry in this project. To continue recording tenant payments to the batch number displayed, simply [TAB] past this field. To change or start a new batch (Bank Deposit), enter the desired number of the new batch.

Note: If you are using the default numbering sequence, simply enter the next number in sequence (for instance: If the last batch was 30, then start a new batch by changing it to 31). If you are using dates as



your batch number, then to start a new batch, change the batch number to the date of your next anticipated deposit date (examples using a yyyyymmdd format: 20030412, 20031106, 20030228, etc.).

Note: Once a *Batch Number* has been reconciled in the *Bank Reconciliation* feature, the number is considered closed and cannot be used with future *Payment Entries*.

**Payment Date** - This is the date the payment was received. Today's date will automatically first appear.

Note: Date entered in mmddyyyy format.

**Check No.** - This field is used to describe the payment by entering a check number, money order number or the word CASH, if payment was made in cash.

**Charge Code (Column)** - Each payment entry consists of a *Charge Code*, *Description* and *Payment* amount. A *Charge Code* is an item that identifies a tenant related charge. Click-on the pull down button to view a selection of *Charge Codes* and click-on the code which applies to the payment being recorded.

**Description (Column)** - A payment description is automatically displayed when a *Charge Code* is selected. If more detail is required, edit the description field with the desired text.

**Payment (Column)** - Enter the payment amount being recorded towards the *Charge Code* selected.

**Payment Total \$** - The total amount of all payment entries will automatically be displayed here.

**Prev/Next** - Eight payment entry lines are displayed at any one time. To move forward and backward through the list of payments (eight entry lines at a time), click-on the *Prev/Next* buttons.

Note: Up to 10 screens ( 80 A/R Entry Lines ) is the maximum number of A/R entry lines that can be entered in one A/R entry set.

**Note: Eviction in Progress !!!** - This wording will be displayed (in Red Lettering) to the right of the *Prev8/Next8* buttons when the selected tenant is in the process of being evicted (as noted in the *Miscellaneous* window of *Unit Data*). This is intended to alert the user of this fact when entering payments. No restrictions are placed on payment entry.

**Historical Payment (Checkbox)** - To record historical payment entries without effecting your current *Cash & Income Account* balances, click-on this checkbox. When this payment entry is saved, payment entry information will be recorded as *Accounts Receivable* detail, but amounts will not be applied towards the COA. This checkbox will only be available when *Adding new Payments* and *Payment Date* is effective prior to the project's *Accounting Start Date*.

Note: This feature is useful when entering tenant payment activity that existed prior to the actual accounting start date. An example would be entering Tenant Security Deposits that were already paid prior to the date of using the accounting feature.

**NSF Check** - Click-on this button to make an *NSF Check* entry. An *NSF Check Window* will appear.

Note: The *NSF Check* button only appears when *Edit Tenant Ledger* has been selected.

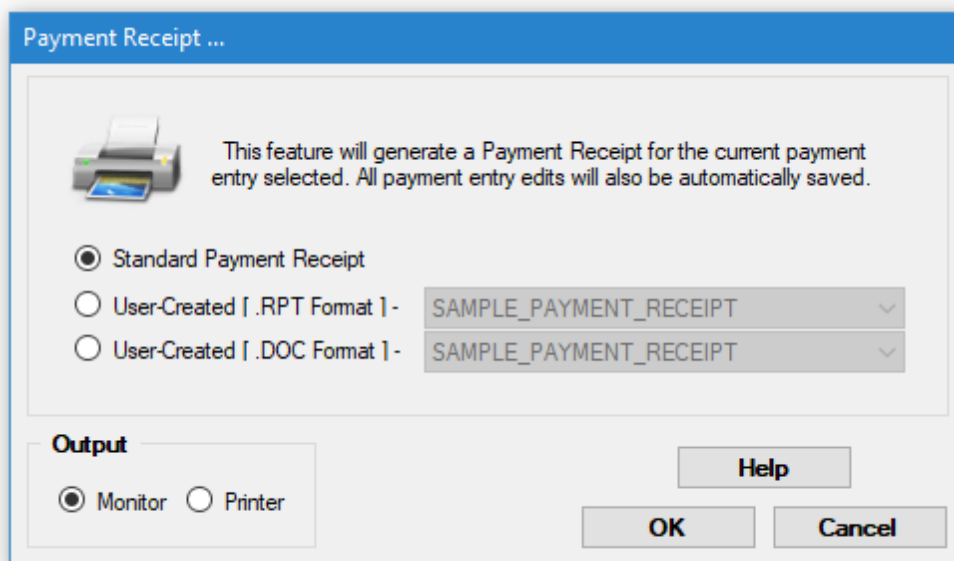
**Payment Receipt** - Click-on this button to generate a *Payment Receipt* for *Tenant Payment Entry* information currently being added or edited. A **Payment Receipt Setup Window** will appear. This button will be available only when *Adding a New Payment* and *Editing a Tenant Payment*.

**Save** - To record your tenant payment entries, click-on the **Save** button. After *Tenant Payment Entry* information has been successfully recorded, *Tenant Information* and *Tenant Ledger* sections are updated with this new entry. The *Payment Entry* section is also cleared.

**Cancel** - Click-on *Cancel* to exit entry mode without saving changes.

### 12.8.12 Payment Receipt

Click-on the **Payment Receipt** button to generate a *Payment Receipt* for *Tenant Payment Entry* information currently being added or edited. A *Payment Receipt Setup Window* will appear ...



This button will be available only when *Adding a New Payment* and *Editing a Tenant Payment*. The following items are available at this window ...

#### Setup

**Standard Payment Receipt** - Bullet this option to generate the standard layout *Payment Receipt* that is provided with your program.

**User-Created ( .TXT Format )** - Bullet this option to generate a *Payment Receipt* text file that can be user customized (using the built-in *Text Editor*) with data input codes relating to *Tenant Payment Entry*. Select the desired *Payment Receipt* form filename, using the pull down list.

**User-Created ( . RPT Format )** - Bullet this option to generate a *Payment Receipt* report file that can be user customized (using the built-in *Custom Report Designer*) with data input codes relating to *Tenant Payment Entry*. Select the desired *Payment Receipt* form filename, using the pull down list.

**User-Created ( . DOC Format )** - Bullet this option to generate a *Payment Receipt* report file that can be user customized (using the built-in *Custom MSWord Designer*) with data input codes relating to *Tenant Payment Entry*. Select the desired *Payment Receipt* form filename, using the pull down list.

Note: A sample *Payment Receipt* text file was provided with your program called PMTRECEIPT.TXT which can be user modified using the *Text Editor* feature. *User-Created (.RPT Format) Notice* names displayed will only include *Payment Receipt (Accounting)* specific forms created in the *Custom Report Designer* feature. *User-Created (.DOC Format) Notice* names displayed will only include *Payment Receipt (Accounting)* specific forms created in the *Custom MSWord Designer* feature.

Note: Refer to the **Custom MSWord Designer** section of *Help Topics* for details on creating *Custom MSWord Documents*.

### Output

**Monitor** - Bullet this item to display selected form on the screen.

**Printer** - Bullet this item to send selected form to the printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate an *Payment Receipt*, as defined in this setup window.

Note: The *Payment Entry* being added or edited will automatically be saved, as well.

### Cancel

Click-on **Cancel** to exit out of the *Payment Receipt Setup* window.

## 12.8.13 Create an Adjustment

To record a *Tenant Adjustment* for the tenant currently selected, click-on the **Create an Adjustment** button. The *Payment Entry* section is then re labelled as an *Adjustment Entry* section and is enabled to allow adjustment entries.

A/R - Tenant Payment Entry ...

File Print Import PHA Search Help

**Tenant Information**

Project : **VILLAGE APARTMENTS - RDSEC.515** **CPO VAC** **Alerts**

Unit Number : **112** Accounting Start Date : **01/01/2021**

Tenant Name : **ROGER SPOTTS [ID#11]** Unit - Move-In Date : **12/01/1990**

Phone : **000-999-8888** Monthly GRP \$ **636.00**

Tenant Rent \$ **308.00 - 12/01/2020** Current Balance \$ **361.00**

**Batch Information**

Batch No. : **20210701**

Entries : **7**

\$ **1,563.00**

**View Batch Details**

**Adjustment Entry**

Entry No. :   
 Adjust. Date :

	Charge Code	Description	Adjustment
01	TNTRENT	Tenant Rent Adjustment	\$ -75.00
02			\$ 0.00
03			\$ 0.00
04			\$ 0.00
05			\$ 0.00
06			\$ 0.00
07			\$ 0.00
08			\$ 0.00

**Prev Next** **Total Adjustment \$ -75.00**

**Tenant Ledger**

Batch No.	Date	Chg. Code	Type	Charge	Adjustment	Payment	Balance
	04/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210301	03/01/21	TNTRENT	P	0.00	0.00	-308.00	53.00
	03/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210201	02/01/21	TNTRENT	P	0.00	0.00	-308.00	53.00
	02/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210101	01/01/21	TNTRENT	P	0.00	0.00	-255.00	53.00
	01/01/21	TNTRENT	C	308.00	0.00	0.00	308.00
	12/01/90	SECDEP	P	0.00	0.00	-135.00	0.00
	12/01/90	SECDEP	C	135.00	0.00	0.00	135.00

☐ Include Utility Refund Activity ( Negative Tenant Rent )

**Save Cancel**

An *Adjustment Entry* offsets a Charge (such as prorating a partial month's rent when a tenant moves out in the middle of the month). The following items are available when *Adding a New Payment ...*

**Entry No.** - This is a transaction number that is automatically assigned to each *Tenant Payment Entry* which is used internally by the accounting feature.

**Adjustment Date** - This is the date the adjustment was accessed. Today's date will automatically first appear.

Note: Date entered in mmddyyyy format.

**Charge Code (Column)** - Each adjustment entry consists of a *Charge Code*, *Description* and *Adjustment* amount. A *Charge Code* is an item that identifies a tenant related charge. Click-on the pull down button to view a selection of *Charge Codes* and click-on the code which applies to the adjustment being recorded.

**Description (Column)** - An adjustment description is automatically displayed when a *Charge Code* is selected. If more detail is required, edit the description field with the desired text.

**Adjustment (Column)** - Enter the adjustment amount being recorded towards the *Charge Code* selected. A positive adjustment amount increases a charge. A negative adjustment amount will decrease a charge.

**Total Adjustment \$** - The total amount of all adjustment entries will automatically be displayed here.

**Prev/Next** - Eight adjustment entry lines are displayed at any one time. To move forward and backward through the list of adjustments (eight entry lines at a time), click-on the *Prev/Next* buttons.

Note: Up to 10 screens ( 80 A/R Entry Lines ) is the maximum number of A/R entry lines that can be entered in one A/R entry set.

**Save** - To record your adjustment entries, click-on the *Save* button. After *Tenant Payment Entry* information has been successfully recorded, *Tenant Information* and *Tenant Ledger* sections are updated with this new entry. The *Payment Entry* section is also cleared.

**Cancel** - Click-on *Cancel* to exit entry mode without saving changes.

#### 12.8.14 Create a Charge

To create a *Charge Entry* for the tenant currently selected, click-on the **Create a Charge** button. The *Payment Entry* section is then re labelled a *Charge Entry* section and is enabled to allow charge related entries.

A/R - Tenant Payment Entry ...

File Print Import PHA Search Help

**Tenant Information**  
Project : **VILLAGE APARTMENTS - RDSEC.515** **CPO VAC** Alerts  
Unit Number : **112** Accounting Start Date : **01/01/2021**  
Tenant Name : **ROGER SPOTTS [ID#11]** Unit - Move-In Date : **12/01/1990**  
Phone : **000-999-8888** Monthly GRP \$ **636.00**  
Tenant Rent \$ **308.00 - 12/01/2020** Current Balance \$ **361.00**

**Batch Information**  
Batch No. : **20210701**  
Entries : **7**  
\$ **1,563.00**  
View Batch Details

**Charge Entry**  
Entry No. :  
Charge Date : 

Charge Code	Description	Charge
01 DAMAGES	Tenant Damages ( Replace Broken Window )	\$ 45.00
02		\$ 0.00
03		\$ 0.00
04		\$ 0.00
05		\$ 0.00
06		\$ 0.00
07		\$ 0.00
08		\$ 0.00

Prev Next

Total Charge \$ 45.00

**Tenant Ledger**

Batch No.	Date	Chg. Code	Type	Charge	Adjustment	Payment	Balance
	04/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210301	03/01/21	TNTRENT	P	0.00	0.00	-308.00	53.00
	03/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210201	02/01/21	TNTRENT	P	0.00	0.00	-308.00	53.00
	02/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210101	01/01/21	TNTRENT	P	0.00	0.00	-255.00	53.00
	01/01/21	TNTRENT	C	308.00	0.00	0.00	308.00
	12/01/90	SECDEP	P	0.00	0.00	-135.00	0.00
	12/01/90	SECDEP	C	135.00	0.00	0.00	135.00

☐ Include Utility Refund Activity ( Negative Tenant Rent )

Save Cancel

A *Charge Entry* is anything a tenant pays for (such as *Late Fees*, *Damages*, *Security Deposit*, *NSF Check Fees*, *Cable TV*, etc.) beyond normal monthly rent. The following items are available when *Creating a Charge* ...

**Entry No.** - This is a transaction number that is automatically assigned to each *Tenant Payment Entry* which is used internally by the accounting feature.

**Charge Date** - This is the date the charge was assessed. Today's date will automatically first appear.

Note: Date entered in mmddyyyy format.

**Charge Code (Column)** - Each charge entry consists of a *Charge Code*, *Description* and *Charge* amount. A *Charge Code* is an item that identifies a tenant related charge. Click-on the pull down button to view a selection of *Charge Codes* and click-on the code which applies to the charge being recorded.

**Description (Column)** - A charge description is automatically displayed when a *Charge Code* is selected. If more detail is required, edit the description field with the desired text.

**Charge (Column)** - Enter the charge amount being recorded towards the *Charge Code* selected.

**Total Charge \$** - The total amount of all charge entries will automatically be displayed here.

**Prev/Next** - Eight charge entry lines are displayed at any one time. To move forward and backward through the list of charges (eight entry lines at a time), click-on the *Prev/Next* buttons.

Note: Up to 10 screens ( 80 A/R Entry Lines ) is the maximum number of A/R entry lines that can be entered in one A/R entry set.

**Save** - To record your tenant charge entries, click-on the *Save* button. After *Tenant Charge Entry* information has been successfully recorded, *Tenant Information* and *Tenant Ledger* sections are updated with this new entry. The *Payment Entry* section is also cleared.

**Cancel** - Click-on *Cancel* to exit entry mode without saving changes.

### 12.8.15 Edit Tenant Ledger

The *Tenant Ledger* section provides a *Running Balance* detail of how *Current Balance Due* was calculated for the tenant currently selected. This list is sorted chronologically with most recent date entries at the top. The column labelled "Type" describes the entry type .. C for *Charge*, P for *Payment* and A for *Adjustment*. All *Tenant Payments*, *Miscellaneous Charges*, and *Adjustment* entries previously recorded can be edited with the *Edit Tenant Ledger* option.

To view, edit or delete an existing *Tenant Payment Entry*, click-on the desired entry line in the *Tenant Ledger* section and click-on **Edit Tenant Ledger**. Selected *Tenant Payment Entry* information will be displayed in the *Payment Entry* section which is then enabled to allow editing.

A/R - Tenant Payment Entry ...

File Print Import PHA Search Help

**Tenant Information**

Project : **VILLAGE APARTMENTS - RDSEC.515** **CPO VAC** **Alerts**

Unit Number : **112** Accounting Start Date : **01/01/2021**

Tenant Name : **ROGER SPOTTS (ID#11)** Unit - Move-In Date : **12/01/1990**

Phone : **000-999-8888** Monthly GRP \$ **636.00**

Tenant Rent \$ **308.00 - 12/01/2020** Current Balance \$ **361.00**

**Batch Information**

Batch No. : **20210701**

Entries : **7**

\$ **1,563.00**

[View Batch Details](#)

**Edit Entry**

Entry No. : **51**

Batch No. : **20210301**

Payment Date : **03/01/2021**

Check No. : **453**

Charge Code	Description	Payment
01 <b>TNTRENT</b> ▼	Tenant Rent	\$ 308.00
02 ▼		\$ 0.00
03 ▼		\$ 0.00
04 ▼		\$ 0.00
05 ▼		\$ 0.00
06 ▼		\$ 0.00
07 ▼		\$ 0.00
08 ▼		\$ 0.00

[Prev](#) [Next](#) **Total Payment \$ 308.00**

**Tenant Ledger**

Batch No.	Date	Chg. Code	Type	Charge	Adjustment	Payment	Balance
	04/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210201	03/01/21	TNTRENT	P	0.00	0.00	-308.00	53.00
	03/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210201	02/01/21	TNTRENT	P	0.00	0.00	-308.00	53.00
	02/01/21	TNTRENT	C	308.00	0.00	0.00	361.00
20210101	01/01/21	TNTRENT	P	0.00	0.00	-255.00	53.00
	01/01/21	TNTRENT	C	308.00	0.00	0.00	308.00
	12/01/90	SECDEP	P	0.00	0.00	-135.00	0.00
	12/01/90	SECDEP	C	135.00	0.00	0.00	135.00

☐ Historical Payment

**NSF Check**

**Payment Receipt**

☐ Include Utility Refund Activity ( Negative Tenant Rent )

**Save** **Cancel**

The items available in the *Edit Entry* section depends on the type of entry that was selected for edit .. Payment Entry .. Adjustment Entry .. Miscellaneous Charge Entry.

**SD Refunded ( Checkbox & Date Entry )** - When processing a *Security Deposit Refund*, all existing *Security Deposit Payment* entries that make up the *Total Deposit* is internally flagged as being *REFUNDED* along with the *Refund Date*. This notation appears on all *Security Deposit Reports* that include *Past Tenants*. This *SD Refunded - Checkbox & Date* entry field will only appear in the *A/R Tenant Payment Entry* window when editing a previously recorded SECDEP payment entry. It allows the user to add, delete &/or modify all SD Refund Dates for all SECDEP Payments made by the tenant. The *Checkbox* signifies that SECDEP payments being edited has since been refunded. The *Date* is the date SECDEP payments being edited were refunded.

Note: This feature should not be used to note partial SECDEP refunds. Instead, an adjustment entry for the partial refund amount from SECDEP should be recorded.

**Reconciled Payment** - When attempting to edit a *Payment Entry* that is assigned to a *Batch Number* that has been reconciled in the *Bank Reconciliation* feature, the *Payment Entry* cannot be edited. *Reconciled Payment* will be displayed in the lower right section of the *A/R* window. Only *NSF Check* and *Payment Receipt* options will be available when editing *Reconciled Payment* entries.



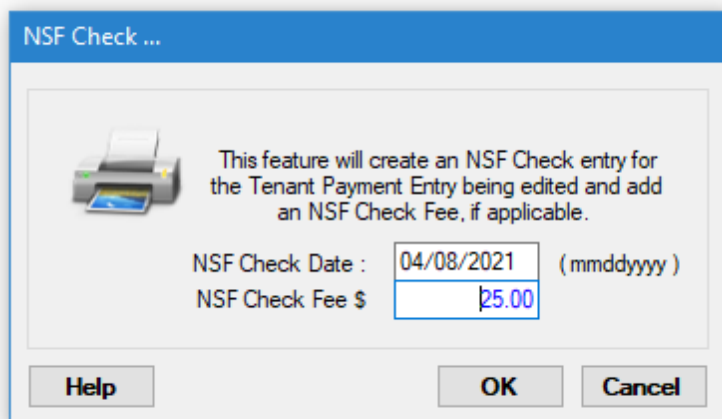
**Save** - To resave your edited entries, click-on the *Save* button. After *Tenant Payment Entry* information has been successfully recorded, *Tenant Information* and *Tenant Ledger* sections are updated with this new entry. The *Payment Entry* section is also cleared.

Note: To **Delete** any entry from the system, simply zero out the entry amount. Any entry line that has a zero amount will automatically be deleted when clicking on the *Save* button.

**Cancel** - Click-on *Cancel* to exit edit entry mode without saving changes.

### 12.8.16 NSF Check Entry

To make an *NSF Check* entry, select the desired *Tenant Payment Entry* line in the *Tenant Ledger* section and click-on **Edit Tenant Ledger**. An *NSF Check* button will be displayed in the *Edit Entry* window. Click-on the **NSF Check** button. An *NSF Check Window* will appear ...



The following options are available at the *NSF Check* window ...

**NSF Check Date** - Enter the date the Tenant's *NSF Check* was received back from the bank.

Note: Date is entered in a mmddyyyy format.

**NSF Check Fee** - To Add an *NSF Check Charge* to this tenant's account, enter the *NSF Check Fee* amount to charge.

Note: This fee will automatically be charged to the COA's defined in *Tenant Charge Code* - *NSFCHK*.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### OK

Click-on **OK** to save the *NSF Check Entry*, as defined in this window.

Note: A negative payment is recorded for each *Tenant Payment Entry* that was originally paid by the *NSF Check*. The letters *NSF* will be noted in both *Payment Description* and *Check Number* fields. If applicable, an *NSF Charge* will also be added to the tenant's account.

Note: All *NSF Check* (negative payment) entries will be automatically assigned a unique *Batch Number* that is formatted to include the *NSF Entry Date*. For example, an *NSF Check Entry* with 05/15/2004 as the posting date will be assigned -9040515 as the *Batch Number* (-9yymmdd format). This will keep *NSF Check Entries* separate from original *Batch Numbers* for more accurate *Bank Reconciliation* processing.

### Cancel

Click-on **Cancel** to exit out of the *NSF Check Entry* window.

## 12.9 Recurring Tenant Charges

### 12.9.1 Overview


### Overview

The *Recurring Tenant Charges* window is used to enter, view &/or edit all tenant related charges (other than *Tenant Rent - TNTRENT*) which also recur each month (such as *Parking, Storage, Cable TV, Tenant-Based Voucher Subsidy, etc.*). Recurring monthly tenant related charges are automatically charged, based on tenant change entries that exist in the *Unit History* section of *Unit Data* and charges entered in this *Recurring Tenant Charges* window.

To access the *Recurring Tenant Charges* window, click-on **Accounting > Recurring Tenant Charges**. When the *Recurring Tenant Charges* window is first accessed, a blank window is displayed.

Recurring Tenant Charges ...

File Print Help

 **VILLAGE APARTMENTS - RDSEC.515**

This feature records monthly recurring tenant charges beyond the basic monthly rent charge automatically maintained in Unit Data History (such as Cable TV, Parking, Storage, etc.)

Project :

Tenant ID :

Sort By :

Tenant :

	Charge Code	Description	Amount	Beg. Date	End. Date
01	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
02	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
03	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
04	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
05	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
06	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
07	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
08	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
09	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
10	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
11	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
12	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
13	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
14	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
15	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
16	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
17	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>
18	<input type="text" value=""/>	<input type="text" value=""/>	\$ 0.00	<input type="text" value=""/>	<input type="text" value=""/>

Prev 18 Next 18

Prev Next Edit Recurring Charges

Four options are available when first accessing the *Recurring Tenant Charges* window ...

**File** - Click-on **File > Exit** to exit out of the *Recurring Tenant Charges* window


**Help** - Click-on **Help** to view *Online Help Topics* about this process

**Project** - Click the pull down button to view a list of available project filenames and select the desired property.

**Tenant ID** - Click-on **Tenant ID [+]** button to select the your tenant. A **Tenant Selection** window will appear. After selecting the desired tenant information, the *Recurring Tenant Charges* window will reappear with recurring tenant charge detail and more entry options ...

Recurring Tenant Charges ...

File Print Help

 This feature records monthly recurring tenant charges beyond the basic monthly rent charge automatically maintained in Unit Data History (such as Cable TV, Parking, Storage, etc.)

**VILLAGE APARTMENTS - RDSEC.515**

Tenant : **#101 - SMITH, JOSEPH E**

Project : **RHSDEMO** ▾

Tenant ID : **1** +

Sort By : **Charge Code** ▾

	Charge Code	Description	Amount	Beg. Date	End. Date
1	CABLETV ▾	Cable TV Charges	\$ 75.00	03/01/2018	05/30/2018
2	CABLETV ▾	Cable TV Charges	\$ 85.00	06/01/2018	09/30/2018
3	CABLETV ▾	Cable TV Charges	\$ 95.00	10/01/2018	12/31/2018
4	PARKING ▾	Parking Space Fee	\$ 35.00	01/01/2018	
5	PARKING ▾	Parking Space Fee	\$ 45.00	01/01/2019	
6	PARKING ▾	Parking Space Fee	\$ 55.00	07/01/2019	
7	SUBSIDY ▾	RA/Subsidy Payments	\$ 100.00	01/01/2018	10/01/2018
8	TNTRENT ▾	Tenant Rent - PHA Offset	\$ -100.00	01/01/2018	
9	▾		\$ 0.00		
10	▾		\$ 0.00		
11	▾		\$ 0.00		
12	▾		\$ 0.00		
13	▾		\$ 0.00		
14	▾		\$ 0.00		
15	▾		\$ 0.00		
16	▾		\$ 0.00		
17	▾		\$ 0.00		
18	▾		\$ 0.00		

Prev 18 Next 18

Prev Next

**Edit Recurring Charges**

**Sort By** - Click-on the **Sort By** pull down to select how the list of *Recurring Tenant Charges* are displayed .. *Charge Code*, *Beg. Date*, or *End.Date*.

Note: *Beg. Date* is the default sort option selected.

The following options become available at the *Recurring Tenant Charges* window, once tenant information has been selected ...

### Print

Click-on **Print > Recurring Charge Summary** to generate a *Recurring Charge Summary* for the tenant currently selected or for all existing tenants. A *Recurring Charge Summary - Setup Window* will appear.

Note: This *Print - Recurring Charge Summary* option is only enabled when a tenant has been selected.

#### **Prev/Next**

Click-on **Prev/Next** to move backward and forward through the list of existing *Tenants*.

#### **Edit Recurring Charges**

Click-on the **Edit Recurring Charges** button to add new or modify existing charges for the tenant currently selected. The *Recurring Tenant Charges - Edit Window* is then enabled.

Note: *Tenant Charges* entered here would include anything other than normal *Tenant Rent* that your tenant pays for on a monthly basis (such as *Parking, Storage, Cable TV, Tenant-Based Voucher Subsidy Payments, etc.*).


Note: This *Edit Recurring Charges* option is only enabled when a tenant has been selected.

### **12.9.2 Edit Recurring Charges**

Click-on the **Edit Recurring Charges** button to add new or modify existing charges for the tenant currently selected. The *Recurring Tenant Charges - Edit Window* is then enabled.

Recurring Tenant Charges ...

File Print Help

 This feature records monthly recurring tenant charges beyond the basic monthly rent charge automatically maintained in Unit Data History (such as Cable TV, Parking, Storage, etc.)

VILLAGE APARTMENTS - RDSEC.515

Project : RHSDemo

Tenant ID : 1

Sort By : Charge Code

Tenant : #101 - SMITH, JOSEPH E

	Charge Code	Description	Amount	Beg. Date	End. Date
1	CABLETV	Cable TV Charges	\$ 75.00	03/01/2018	05/30/2018
2	CABLETV	Cable TV Charges	\$ 85.00	06/01/2018	09/30/2018
3	CABLETV	Cable TV Charges	\$ 95.00	10/01/2018	12/31/2018
4	PARKING	Parking Space Fee	\$ 35.00	01/01/2018	
5	PARKING	Parking Space Fee	\$ 45.00	01/01/2019	
6	PARKING	Parking Space Fee	\$ 55.00	07/01/2019	
7	SUBSIDY	RA/Subsidy Payments	\$ 100.00	01/01/2018	10/01/2018
8	TNTRENT	Tenant Rent - PHA Offset	\$ -100.00	01/01/2018	
9			\$ 0.00		
10			\$ 0.00		
11			\$ 0.00		
12			\$ 0.00		
13			\$ 0.00		
14			\$ 0.00		
15			\$ 0.00		
16			\$ 0.00		
17			\$ 0.00		
18			\$ 0.00		

Prev 18 Next 18

Prev Next Save Cancel

The following items are available at the *Recurring Tenant Charges - Editing* window ...

### Recurring Tenant Charge Information

**Charge Code** - A *Charge Code* is an item that identifies a tenant related charge. Click-on the pull down button to view a selection of *Charge Codes* and click-on the code which applies to the recurring monthly amount being recorded.

Note: *Tenant Charges* entered here would include anything other than normal *Tenant Rent* that your tenant pays for on a monthly basis (such as *Parking*, *Storage*, *Cable TV*, *Tenant-Based Voucher Subsidy Payments*, etc.).

**Description** - A charge description is automatically displayed when a *Charge Code* is selected. If more detail is required, edit the description field with the desired text.

**Amount** - Enter the monthly amount that applies to the *Charge Code* selected.

**Beg. Date** - Enter the *Beginning Date* (in a mmddyyyy format) for this monthly charge.

Note: All *Recurring Tenant Charges* will automatically recur on the first day of each month. If your *Beginning Date* is not on the first, the first month automatically charged by the system will be the first day of the following month. The pro-rated charge amount for the first partial month will either need to be made as a separate *Recurring Tenant Charge* entry covering only the first month or manually added as a *Tenant Charge* in the *A/R - Tenant Payment Entry* window.

**End. Date** - Enter the Ending Date (in a mmddyyyy format) for this monthly charge.

Note: All *Recurring Tenant Charges* will automatically recur on the first day of each month. If your *Ending Date* is not on the last day of the month, an entire month's charge will automatically recur anyway. The pro-rated charge amount for the last partial month will need to be manually added as a *Tenant Charge Adjustment* in the *A/R - Tenant Payment Entry* window.

**Prev18/Next18** - Eighteen charge entry lines are displayed at any one time (grouped by *Charge Code* in *Beg.Date* order). To move forward and backward through the list of charges (eighteen entry lines at a time), click-on the *Prev8/Next8* buttons.

### Help

Click-on **Help** to view *Online Help Topics* about this process

### Save

To record your charge entries, click-on the **Save** button. After *Recurring Tenant Charge Entry* information has been successfully recorded, the *Recurring Tenant Charge Entry* section is redisplayed in *Charge Code/Beg.Date* order.

### Cancel

Click-on **Cancel** to exit charge editing mode without saving changes.

## 12.9.3 Tenant Selection

Click-on the **Tenant Selection [+]** button to view the *Tenant Selection* window ...

Tenant Selection ...

Project : **VILLAGE APARTMENTS - RDSEC.515**

Unit No.	Tenant ID	Tenant Name	Status
101	1	SMITH, JOSEPH E	Current
102	2	JOHNSON, SAMUEL D	Current
103	3	REDFEARN, GLORIA K	Current
104	4	KILGORE, BRENDA J	Current
105	5	JONES, GEORGE D	Current
106	6	DEARBORNE, HAROLD F	Current
107	7	FREDERICK, LARRY A	Current
108	8	MOUNDS, JIM S	Current
109	13	CLARK, MELVIN J	Current
111	10	BRAND, NIGEL D	Current
112	11	SPOTTS, ROGER S	Current

☐ Include Past Tenants

The following options are available at the *Tenant Selection* window ...

**Help** - Click-on *Help* to view *Online Help Topics* about this process.

**Search** - To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

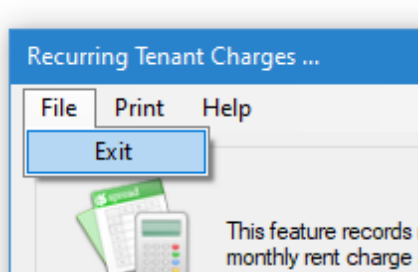
**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.



**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Recurring Tenant Charges* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

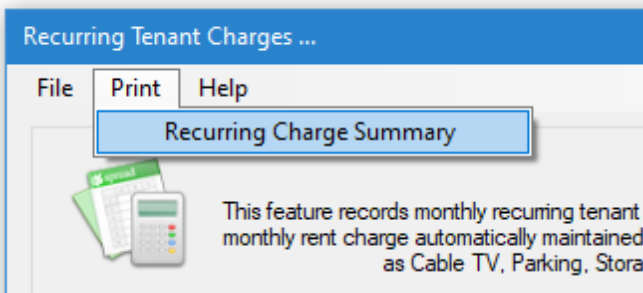
#### 12.9.4 File Menu



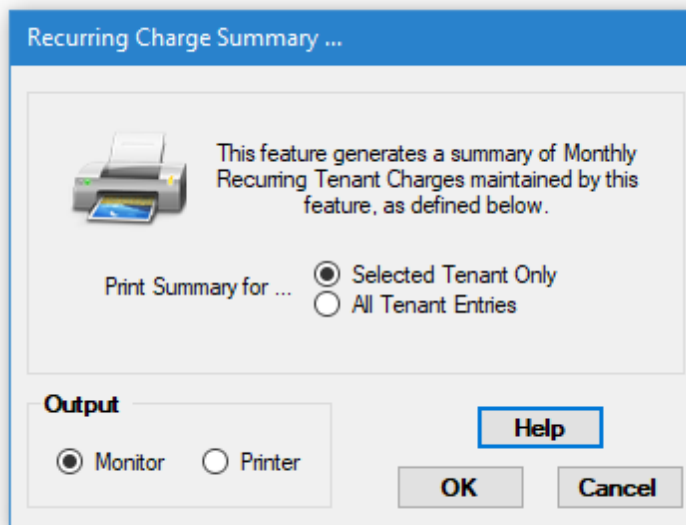
**Exit** - Click-on **File > Exit** to exit out of the *Recurring Tenant Charges* window.

#### 12.9.5 Print Menu

A *Recurring Charge Summary* can easily be generated for the tenant information currently selected or for all existing tenants. This *Recurring Charge Report* provides a chronological detail (grouped by *Charge Code*) of all recurring charges that have been entered.



Click-on **Print > Recurring Charge Summary** to view the *Recurring Charge Summary - Print Setup* window.



### Print Summary for ...

This feature will generate a summary of all existing recurring charge entries for the tenant currently selected or for all currently active tenants in the project. Click-on a bullet for **Select Tenant Only** to print a *Recurring Charge Summary* for only the tenant currently selected. To print a *Recurring Charge Summary* for all tenants in the project, click-on a bullet for **All Tenant Entries**.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

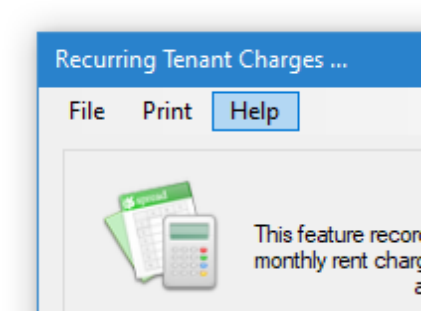
### OK

Click-on **OK** to generate a *Recurring Charge Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Print - Recurring Charge Summary* window.

### 12.9.6 Help Menu



Click-on **Help** to view *Online Help Topics* about this process.

## 12.10 A/J - Adjustment Journal Entry

### 12.10.1 Overview

### Overview

The *Adjustment Journal Entry* window is used to enter, view &/or edit all non-tenant related adjustments and disbursement entries (such as recording *Bank Interest*, *Bank Charges*, *Laundry & Vending Income*, etc.).

To access the *Adjustment Journal Entry* window, click-on **Accounting > Adjustment Journal Entry**. When the *Adjustment Journal Entry* window is first accessed, a blank window is displayed.

A/J - Adjustment Journal Entry ...

File Print Recurring Import Help

**Adjustment Entry**

	Project	Date	Description	Amount	Debit COA	Credit COA	AE
01	▼			\$ 0.00			
02	▼			\$ 0.00			
03	▼			\$ 0.00			
04	▼			\$ 0.00			
05	▼			\$ 0.00			
06	▼			\$ 0.00			
07	▼			\$ 0.00			
08	▼			\$ 0.00			
09	▼			\$ 0.00			
10	▼			\$ 0.00			
11	▼			\$ 0.00			
12	▼			\$ 0.00			
13	▼			\$ 0.00			
14	▼			\$ 0.00			
15	▼			\$ 0.00			
16	▼			\$ 0.00			
17	▼			\$ 0.00			
18	▼			\$ 0.00			
19	▼			\$ 0.00			
20	▼			\$ 0.00			

Prev Next

Total Debits \$ 0.00  
Total Credits \$ 0.00

Add New Adjustments Edit Adjustment Ledger Recurring Adjustment Ledger

Five options are available when first accessing the *Adjustment Journal Entry* window ...

**File** - Click-on **File > Exit** to exit out of the *Adjustment Journal Entry* window

**Print** - Click-on **Print > Adjustment Journal Summary** to generate an *Adjustment Journal Summary*. An *Adjustment Journal Summary - Print Setup Window* will appear.

**Recurring** - Click-on **Recurring > Recurring A/J Entry - Posting Process** to automatically post selected Recurring A/J Entries. A *Recurring A/J Entry - Posting Process* window will appear.

**Import** - Click-on **Import** to import A/J Entry transactions from a .CSV file created manually or exported from other software. An *A/J Entry Import Process* window will appear.

**Help** - Click-on **Help** to view *Online Help Topics* about this process

**Add New Adjustments** - To enter *Adjustment Entries*, click-on the *Add New Adjustments* button. The *Adjustment Entry* section is then enabled to allow adjustment entries. An *Adjustment Entry* is anything that's not a tenant related payment adjustment or check disbursement entry (would include recording *Bank Interest*, *Bank Charges*, *Laundry & Vending Income*, etc.).

**Edit Adjustment Ledger** - To view, edit or delete an existing *Adjustment Journal Entry*, click-on the *Adjustment Ledger* button. An *Adjustment Journal Entry Selection* window will appear.

**Recurring Adjustment Ledger** - To select a recurring set of *Adjustment Journal Entries* to resave as a new set of entries, click-on the *Recurring Adjustment Ledger* button. A *Recurring Adjustment Entry Selection* window will appear.

### 12.10.2 Add New Adjustments

To enter *Adjustment Entries*, click-on the **Add New Adjustments** button. The *Adjustment Entry* section is then enabled to allow adjustment entries ...

A/J - Adjustment Journal Entry ...

File Print Recurring Import Help

**Adjustment Entry**

	Project	Date	Description	Amount	Debit COA	Credit COA	AE
01	S42DEMO	05/10/2021	Bank Interest for April 2021	\$ 2.50	1120	5155	<input type="checkbox"/>
02	S42DEMO	05/10/2021	Bank Charges for April 2021	\$ 15.00	6155	1120	<input type="checkbox"/>
03	HUDDEMO	05/10/2021	Bank Interest for April 2021	\$ 3.75	1120	5290	<input type="checkbox"/>
04	HUDDEMO	05/10/2021	Bank Charges for April 2021	\$ 7.50	6390	1120	<input type="checkbox"/>
05	RHSDEMO	05/10/2021	Bank Interest for April 2021	\$ 1.25	1120	5155	<input type="checkbox"/>
06	RHSDEMO	05/10/2021	Bank Charges for April 2021	\$ 4.00	6155	1120	<input type="checkbox"/>
07				\$ 0.00			<input type="checkbox"/>
08				\$ 0.00			<input type="checkbox"/>
09				\$ 0.00			<input type="checkbox"/>
10				\$ 0.00			<input type="checkbox"/>
11				\$ 0.00			<input type="checkbox"/>
12				\$ 0.00			<input type="checkbox"/>
13				\$ 0.00			<input type="checkbox"/>
14				\$ 0.00			<input type="checkbox"/>
15				\$ 0.00			<input type="checkbox"/>
16				\$ 0.00			<input type="checkbox"/>
17				\$ 0.00			<input type="checkbox"/>
18				\$ 0.00			<input type="checkbox"/>
19				\$ 0.00			<input type="checkbox"/>
20				\$ 0.00			<input type="checkbox"/>

Prev Next ☐ Recurring Adj Entry .. R-ID 0 Total Debits \$ 34.00 ☐ Reverse Next Month  
Total Credits \$ 34.00

F1 Include above entries in selected Batch/Deposit ☐ 20210701 Save Cancel

An *Adjustment Entry* is anything that's not a tenant related payment adjustment or check disbursement entry (would include recording *Bank Interest*, *Bank Charges*, *Laundry & Vending Income*, etc.). The following items are available when *Adding New Adjustments* ...

**Project** - Click-on the pull down button to view a list of available project filenames and select the desired project this adjustment entry will be applied.

Note: Each adjustment entry line can be a different project filename (if applicable).

**Date** - This is the date the system will use to post the adjustment entry. Today's date will automatically first appear.

Note: Date entered in mmddyyyy format.

**Description** - This field is used to describe the adjustment entry being recorded. Edit the description field with the desired text.

**Amount** - Enter the desired adjustment amount.

**Debit COA** - Enter the *Chart of Account* number this adjustment entry should *Debit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right. A COA Selection Window will appear. Select the desired COA Number and click-on OK.

Note: A *Debit* COA number does not have to be selected (can be left blank).

**Credit COA** - Enter the *Chart of Account* number this adjustment entry should *Credit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right. A COA Selection Window will appear. Select the desired COA Number and click-on OK.

Note: A *Credit* COA number does not have to be selected (can be left blank).

**AE** - The AE ( Accrual Entry ) checkbox column identifies A/J entry lines as being Accrual related entries that will be ignored when running Cash based financial reports ( ex: *Management Fee Calculation, Balance Sheets, Operating Statements and General Ledger Reports* ). The AE checkbox option is only available for projects set with Accrual Accounting.

**Total Debits/Credits \$** - The total debit & credit amount of all adjustment entries will automatically be displayed here.

Note: A set of *Adjustment Journal Entries* cannot be saved unless total debits equal total credits.

**Include above entries in selected Batch/Deposit Slip (Checkbox)** - This option allows payment entries (other than tenant payments such as *Laundry, Vending, etc.*), that are entered in the *Adjustment Journal Entry* window, to be included in with a desired *Batch &/or Deposit Slip*. Click-on the *Checkbox* and enter or select the desired *Batch Number*.

Note: This option is only visible when one or the same *Project Filename* has been selected. All entry lines in this window will be included in the selected *Batch/Deposit Slip*.

**Prev/Next** - Twenty payment entry lines are displayed at any one time. To move forward and backward through the list of adjustments (twenty entry lines at a time), click-on the *Prev/Next* buttons.

Note: Up to 10 screens ( 200 A/J Entry Lines ) is the maximum number of A/J entry lines that can be entered in one A/J entry set.

**Recurring Adjustment ( Checkbox )** - Check this box if this set of adjustment entries should recur periodically (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, etc.).

**Reverse Next Month ( Checkbox )** - When checked, will automatically add reversing A/J entries for each existing A/J entry line with a posting date set as the first day of the next month. This checkbox option is only available when adding new A/J entries and cannot be set as recurring. Reversing A/J

entries will have "AJR - " added to the start of the DESCRIPTION field to identify that they are A Adjustment J Journal R Reversing entries.

**F1** - When the cursor ( focus ) is on the **Date** field of any A/J entry line, pressing the **F1** function key will immediately move the cursor ( focus ) to the **Project Filename** field of the same line, allowing the user to change Project Filename without having to initially move the cursor with the mouse.

**Save** - To record your adjustment entries, click-on the *Save* button. After *Adjustment Journal Entry* information has been successfully recorded ( saved ), the *Adjustment Entry* section remains displayed with the new *A/J Entry* number assigned displayed in the lower right corner.

Note: The **Print** option at the top of this window will be available to print an *Adjustment Journal Summary* for the A/J entry set currently added and now displayed.

**Cancel** - Click-on *Cancel* to exit adjustment entry mode without saving changes.

### 12.10.3 Edit Adjustment Ledger

To view, edit or delete an existing *Adjustment Journal Entry*, click-on the **Edit Adjustment Ledger** button. An *Adjustment Journal Entry Selection Window* will appear ...

Adjustment Journal Entry Selection ...

Project : RHSDEMO VILLAGE APARTMENTS - RDSEC.515

Entry #	Date	Description	Amount	Debit COA	Credit COA	AE
17	08/01/2021	WKS0721 - Loan 84-01	563.00	6510		
17	08/01/2021	WKS0721 - Loan 84-02	41.00	6510		
17	08/01/2021	WKS0721 - Overage	222.00	6515		
17	08/01/2021	WKS0721 - RA Requested	5,043.00		5121	
17	08/01/2021	WKS0721 - Net RA Deposit	4,217.00	1120		
16	07/01/2021	WKS0621 - Loan 84-01	563.00	6510		
16	07/01/2021	WKS0621 - Loan 84-02	41.00	6510		
16	07/01/2021	WKS0621 - Overage	222.00	6515		
16	07/01/2021	WKS0621 - RA Requested	5,043.00		5121	
16	07/01/2021	WKS0621 - Net RA Deposit	4,217.00	1120		
15	06/01/2021	WKS0521 - Overage	222.00	6515		
15	06/01/2021	WKS0521 - Loan 84-02	41.00	6510		
15	06/01/2021	WKS0521 - RA Requested	5,043.00		5121	
15	06/01/2021	WKS0521 - Net RA Deposit	4,217.00	1120		
15	06/01/2021	WKS0521 - Loan 84-01	563.00	6510		
14	05/01/2021	WKS0421 - Overage	222.00	6515		
14	05/01/2021	WKS0421 - RA Requested	5,043.00		5121	
14	05/01/2021	WKS0421 - Net RA Deposit	4,217.00	1120		
14	05/01/2021	WKS0421 - Loan 84-01	563.00	6510		
14	05/01/2021	WKS0421 - Loan 84-02	41.00	6510		
13	04/01/2021	WKS0321 - Net RA Deposit	4,217.00	1120		
13	04/01/2021	WKS0321 - Overage	222.00	6515		
13	04/01/2021	WKS0321 - Loan 84-02	41.00	6510		
13	04/01/2021	WKS0321 - Loan 84-01	563.00	6510		
13	04/01/2021	WKS0321 - RA Requested	5,043.00		5121	
12	03/01/2021	WKS0221 - Net RA Deposit	4,217.00	1120		
12	03/01/2021	WKS0221 - RA Requested	5,043.00		5121	
12	03/01/2021	WKS0221 - Overage	222.00	6515		
12	03/01/2021	WKS0221 - Loan 84-02	41.00	6510		
12	03/01/2021	WKS0221 - Loan 84-01	563.00	6510		
11	02/01/2021	WKS0121 - Net RA Deposit	4,217.00	1120		
11	02/01/2021	WKS0121 - Overage	222.00	6515		
11	02/01/2021	WKS0121 - Loan 84-02	41.00	6510		

\* Reconciled Adjustment

To view, edit or delete an existing *Adjustment Journal Entry*, click-on the desired entry line and click-on **OK**. Selected *Adjustment Journal Entry* information will be displayed in the *Adjustment Journal Entry* section.



A/J - Adjustment Journal Entry ...

File Print Recurring Import Help

**Adjustment Entry**

	Project	Date	Description	Amount	Debit COA	Credit COA	AE
01	RHSDEMO	08/01/2021	WKS0721 - Loan 84-01	\$ 563.00	6510		
02	RHSDEMO	08/01/2021	WKS0721 - Loan 84-02	\$ 41.00	6510		
03	RHSDEMO	08/01/2021	WKS0721 - Overage	\$ 222.00	6515		
04	RHSDEMO	08/01/2021	WKS0721 - RA Requested	\$ 5,043.00		5121	
05	RHSDEMO	08/01/2021	WKS0721 - Net RA Deposited	\$ 4,217.00	1120		
06				\$ 0.00			
07				\$ 0.00			
08				\$ 0.00			
09				\$ 0.00			
10				\$ 0.00			
11				\$ 0.00			
12				\$ 0.00			
13				\$ 0.00			
14				\$ 0.00			
15				\$ 0.00			
16				\$ 0.00			
17				\$ 0.00			
18				\$ 0.00			
19				\$ 0.00			
20				\$ 0.00			

Prev Next ☐ Recurring Adj Entry .. R-ID 0 Total Debits \$ 5,043.00 Total Credits \$ 5,043.00 Entry No. : 17

Prev Next Include above entries in selected Batch/Deposit ☒ -5210801 Edit Cancel

The following items are available when viewing *Adjustment Ledger Entry* detail ...

**Prev13/Next13** - Thirteen payment entry lines are displayed at any one time. To move forward and backward through the list of adjustments (thirteen entry lines at a time), click-on the *Prev13/Next13* buttons.

**Prev/Next** - To move forward and backward through the list of existing *A/J Entries*, click-on the *Prev/Next* buttons.

\* **Reconciled Adjustment** - *Adjustment Journal Entries*, that have been reconciled in the *Bank Reconciliation* feature, cannot be edited. Therefore, all reconciled A/J entry lines will be noted with an asterisk (\*) on the right side of this window.

**Cancel** - Click-on *Cancel* to exit viewing existing *A/J Entries*.

**Edit** - To modify *A/J Entry* information currently displayed, click-on the **Edit** button.

A/J - Adjustment Journal Entry ...

File Print Recurring Import Help

**Adjustment Entry**

	Project	Date	Description	Amount	Debit COA	Credit COA	AE
01	RHSDEMO	08/01/2021	WKS0721 - Loan 84-01	\$ 563.00	6510	+	
02	RHSDEMO	08/01/2021	WKS0721 - Loan 84-02	\$ 41.00	6510	+	
03	RHSDEMO	08/01/2021	WKS0721 - Overage	\$ 222.00	6515	+	
04	RHSDEMO	08/01/2021	WKS0721 - RA Requested	\$ 5,043.00		+	5121
05	RHSDEMO	08/01/2021	WKS0721 - Net RA Deposited	\$ 4217.00	1120	+	
06				\$ 0.00		+	
07				\$ 0.00		+	
08				\$ 0.00		+	
09				\$ 0.00		+	
10				\$ 0.00		+	
11				\$ 0.00		+	
12				\$ 0.00		+	
13				\$ 0.00		+	
14				\$ 0.00		+	
15				\$ 0.00		+	
16				\$ 0.00		+	
17				\$ 0.00		+	
18				\$ 0.00		+	
19				\$ 0.00		+	
20				\$ 0.00		+	

Prev Next ☐ Recurring Adj Entry .. R-ID 0

Total Debits \$ 5,043.00  
Total Credits \$ 5,043.00

Entry No. : 17

F1 Include above entries in selected Batch/Deposit ☒ -5210801

Save Cancel

The following items are available when *Editing Adjustment Ledger ...*

**Project** - The project filename cannot be changed and is therefore not accessible.

**Date** - This is the date the system will use to post the adjustment entry. Today's date will automatically first appear.

Note: Date entered in mmddyyyy format.

**Description** - This field is used to describe the adjustment entry being recorded. Edit the description field with the desired text.

**Amount** - Enter the desired adjustment amount.

**Debit COA** - Enter the *Chart of Account* number this adjustment entry should *Debit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right and selected the desired COA number.

Note: A *Debit* COA number does not have to be selected (can be left blank).

**Credit COA** - Enter the *Chart of Account* number this adjustment entry should *Credit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right and selected the desired COA number.

Note: A *Credit* COA number does not have to be selected (can be left blank).

**AE** - The AE ( Accrual Entry ) checkbox column identifies A/J entry lines as being Accrual related entries that will be ignored when running Cash based financial reports ( ex: *Management Fee Calculation, Balance Sheets, Operating Statements and General Ledger Reports* ). The AE checkbox option is only available for projects set with Accrual Accounting.

**Total Debits/Credits \$** - The total debit & credit amount of all adjustment entries will automatically be displayed here.

Note: A set of *Adjustment Journal Entries* cannot be saved unless total debits equal total credits.

**Include above entries in selected Batch/Deposit Slip (Checkbox)** - This option allows payment entries (other than tenant payments such as *Laundry, Vending, etc.*), that are entered in the *Adjustment Journal Entry* window, to be included in with a desired *Batch &/or Deposit Slip*. Click-on the *Checkbox* and enter or select the desired *Batch Number*.

Note: This option is only visible when one or the same *Project Filename* has been selected. All entry lines in this window will be included in the selected *Batch/Deposit Slip*.

Note: If one or more A/J entries displayed have been reconciled, this option cannot be edited.

**Entry No.** - As each new A/J entry is added, the program automatically assigns the entry a number that is used to reference the entry on various financial reports. This number cannot be user modified.

**Prev20/Next20** - Twenty payment entry lines are displayed at any one time. To move forward and backward through the list of adjustments (twenty entry lines at a time), click-on the *Prev20/Next20* buttons.

**Recurring Adjustment (Checkbox)** - Check this box if this set of adjustment entries should recur periodically (daily, weekly, biweekly, monthly, bimonthly, quarterly, etc.).

**F1** - When the cursor ( focus ) is on the **Date** field of any A/J entry line, pressing the **F1** function key will immediately move the cursor ( focus ) to the **Project Filename** field of the same line, allowing the user to change Project Filename without having to initially move the cursor with the mouse.

**Save** - To record your adjustment edits, click-on the *Save* button. After *Adjustment Journal Entry* information has been successfully recorded, the *Adjustment Entry* section is cleared.

Note: To **Delete** any entry from the system, simply zero out the entry amount. Any entry line that has a zero amount will automatically be deleted when clicking on the *Save* button.

**Cancel** - Click-on *Cancel* to exit adjustment edit mode without saving changes.

#### 12.10.4 COA Selection

To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right. A *COA Selection Window* will appear ...



**OK** - Select the desired *COA Number* and click-on **OK**.

**Cancel** - Click-on **Cancel** to exit out of the *COA Selection* window.

### 12.10.5 Recurring Adjustment Ledger

To select a recurring set of *Adjustment Journal Entries* to resave as a new set of entries, click-on the *Recurring Adjustment Ledger* button. A *Recurring Adjustment Entry Selection* window will appear ...

Recurring Adjustment Entry Selection ...

Project : RHSDEMO VILLAGE APARTMENTS - RDSEC.515

Entry #	Date	Description	Amount	Debit COA	Credit COA	R-ID	AE
18	01/15/2021	Transfer To Reserve	750.00	1325	1120	15	
9	07/30/2021	Transfer RE Tax Funds	2,000.00	1120	1430	10	

Help Remove Recurring Status from Selected Entry OK Cancel

Note: Only *Adjustment Journal Entries* that have been checked as *Recurring Adjustments* will be displayed in this selection window.

**Help** - Click-on **Help** to view *Online Help Topics* about this window.

**Remove Recurring Status from Selected Entry** - To remove recurring adjustment status from an existing entry listed in the *Recurring Adjustment Ledger* window, select the desired recurring entry line and click-on the **Remove Recurring Status from Selected Entry** button. An "Are you sure" message will be displayed. Click-on **OK** to remove Recurring Status. Click-on **Cancel** to abort this process.

**Cancel** - Click-on **Cancel** to exit the *Recurring Adjustment Ledger* window.

**OK** - To select a recurring entry, click-on the desired entry line and click-on **OK**. Selected *Recurring Adjustment Journal Entry* information will be displayed in the *Adjustment Journal Entry* section as new entries with today's date which is then enabled to allow editing.

A/J - Adjustment Journal Entry ...

File Print Recurring Import Help

**Adjustment Entry**

	Project	Date	Description	Amount	Debit COA	Credit COA	AE
01	RHSDEMO	05/11/2021	Transfer RE Tax Funds	\$ 2,000.00	1120	+ 1430	+ <input type="checkbox"/>
02				\$ 0.00		+	+ <input type="checkbox"/>
03				\$ 0.00		+	+ <input type="checkbox"/>
04				\$ 0.00		+	+ <input type="checkbox"/>
05				\$ 0.00		+	+ <input type="checkbox"/>
06				\$ 0.00		+	+ <input type="checkbox"/>
07				\$ 0.00		+	+ <input type="checkbox"/>
08				\$ 0.00		+	+ <input type="checkbox"/>
09				\$ 0.00		+	+ <input type="checkbox"/>
10				\$ 0.00		+	+ <input type="checkbox"/>
11				\$ 0.00		+	+ <input type="checkbox"/>
12				\$ 0.00		+	+ <input type="checkbox"/>
13				\$ 0.00		+	+ <input type="checkbox"/>
14				\$ 0.00		+	+ <input type="checkbox"/>
15				\$ 0.00		+	+ <input type="checkbox"/>
16				\$ 0.00		+	+ <input type="checkbox"/>
17				\$ 0.00		+	+ <input type="checkbox"/>
18				\$ 0.00		+	+ <input type="checkbox"/>
19				\$ 0.00		+	+ <input type="checkbox"/>
20				\$ 0.00		+	+ <input type="checkbox"/>

Prev Next ☐ Recurring Adj Entry .. R-ID 0

Total Debits \$ 2,000.00  
Total Credits \$ 2,000.00

F1 Include above entries in selected Batch/Deposit ☐ 20210701

Save Cancel

The following items are available when *Editing Adjustment Ledger ...*

**Project** - The project filename cannot be changed and is therefore not accessible.

**Date** - This is the date the system will use to post the adjustment entry. Today's date will automatically first appear.

Note: Date entered in mmddyyyy format.

**Description** - This field is used to describe the adjustment entry being recorded. Edit the description field with the desired text.

**Amount** - Enter the desired adjustment amount.

**Debit COA** - Enter the *Chart of Account* number this adjustment entry should *Debit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right and selected the desired COA number.

Note: A *Debit COA* number does not have to be selected (can be left blank).

**Credit COA** - Enter the *Chart of Account* number this adjustment entry should *Credit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right and selected the desired COA number.

Note: A *Credit* COA number does not have to be selected (can be left blank).

**Total Debits/Credits \$** - The total debit & credit amount of all adjustment entries will automatically be displayed here.

Note: A set of *Adjustment Journal Entries* cannot be saved unless total debits equal total credits.

**AE** - The AE ( Accrual Entry ) checkbox column identifies A/J entry lines as being Accrual related entries that will be ignored when running Cash based financial reports ( ex: *Management Fee Calculation, Balance Sheets, Operating Statements and General Ledger Reports* ). The AE checkbox option is only available for projects set with Accrual Accounting.

**Prev20/Next20** - Twenty payment entry lines are displayed at any one time. To move forward and backward through the list of adjustments (twenty entry lines at a time), click-on the *Prev20/Next20* buttons.

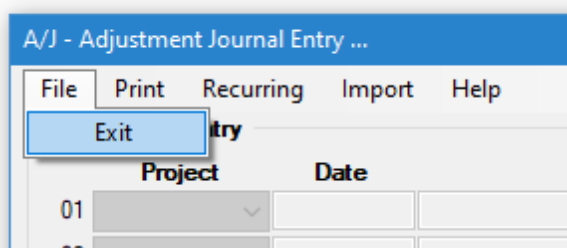
**Recurring Adjustment (Checkbox)** - Check this box if this set of adjustment entries should recur periodically (daily, weekly, biweekly, monthly, bimonthly, quarterly, etc.).

**Save** - To record your adjustment entries, click-on the *Save* button. After *Adjustment Journal Entry* information has been successfully recorded, the *Adjustment Entry* section is cleared.

Note: To **Delete** any entry from the system, simply zero out the entry amount. Any entry line that has a zero amount will automatically be deleted when clicking on the *Save* button.

**Cancel** - Click-on *Cancel* to exit adjustment edit mode without saving changes.

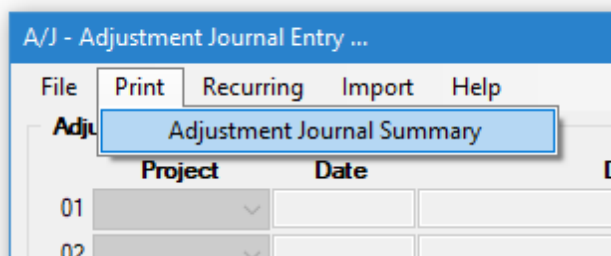
### 12.10.6 File Menu



**Exit** - Click-on **File > Exit** to exit out of the *Adjustment Journal Entry* window.

### 12.10.7 Print Menu

An *Adjustment Journal Summary* can easily be generated which provides a detailed listing of all *Adjustment Journal Entries* for any time period, for any or all existing projects or just for a selected A/J entry set for one project.




### While looking at a blank A/J Entry window ( no A/J entries displayed ) ...

Click-on **Print > Adjustment Journal Summary** to view the *Adjustment Journal Summary - Print Setup* window.

**Adjustment Journal Summary ...**

**Report Setup**

 This feature will generate an Adjustment Journal Summary, as defined below.

☒ By Project Filename : RHSDEMO ▾

☐ Multi-Property Reports : ALLDEMO ▾

Beginning Date : April ▾ 1 ▾ 2021 ▾

Ending Date : April ▾ 30 ▾ 2021 ▾

☐ Include User Entry Activity

**Sort By**

☒ A/J Entry # ☐ Posting Date

**Output**

☒ Monitor ☐ Printer ☐ .PDF

**Help** **OK** **Cancel**

### Setup

*Adjustment Journal Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Adjustment Journal Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.



**Multi-Property Reports** - Bullet this selection to generate *Adjustment Journal Summaries* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Reporting Period (Beginning Date)** - This *Month, Day & Year* date establishes the first day of the reporting period. Use the pull down lists to select the desired *Month, Day & Year*.

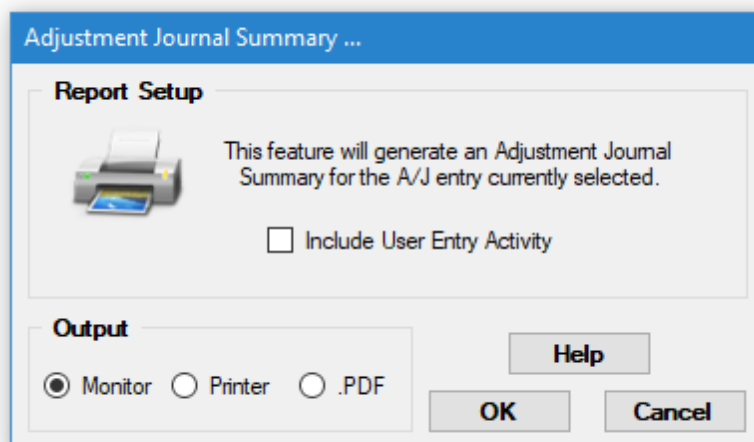
**Reporting Period (Ending Date)** - This *Month, Day & Year* date establishes the last day of the reporting period. Use the pull down lists to select the desired *Month, Day & Year*.

Note: The *Reporting Period* can cover any month or multiple month time span.

**Include User Activity Activity** - Click-on this box to display the User Login ID and Date & Time that all individual A/J entries ( included on the summary ) were entered by ( saved ).

### While looking at an existing A/J Entry set ...

Click-on **Print > Adjustment Journal Summary** to view the *Adjustment Journal Summary - Print Setup* window.



**Include User Activity Activity** - Click-on this box to display the User Login ID and Date & Time that all individual A/J entries ( included on the summary ) were entered by ( saved ).

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

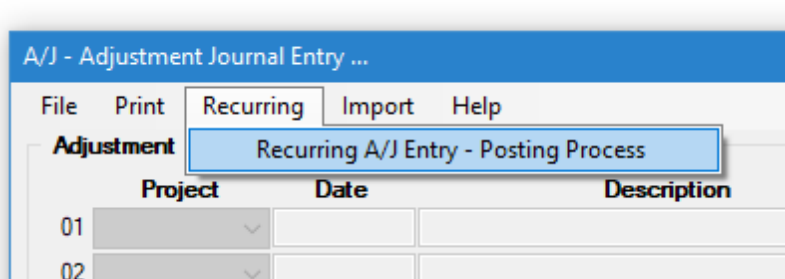
Click-on **OK** to generate an *Adjustment Journal Summary*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Print - Adjustment Journal Summary* window.

**12.10.8 Recurring Menu**

*Recurring A/J Entries* can be manually selected and posted or they can be automatically selected and posted. The manual method involves going into the *Recurring Adjustment Ledger* for a specific project filename, selecting the desired A/J entry, making any necessary edits and saving it ( which posts the new A/J entry ). This feature allows the user to simply select the desired *Recurring ID* ( R-ID ) that has been pre-assigned to each *Recurring A/J Entry* and the program automatically creates new & posts all applicable Recurring A/J entries, as of the *Posting Date* defined.



Click-on **Recurring > Recurring A/J Entry- Posting Process** to access the *Recurring A/J Entry - Posting Process - Setup* window.

**Recurring A/J Entry - Posting Process ...**

This feature allows the user to Preview &/or Post selected Recurring A/J entries, as of the Posting Date defined below ...

☒ By Project Filename RHSDEMO
☐ Multi-Property Reports ALLDEMO ☐ Continuous

Posting Date : April 8 2021

Recurring R-ID to Include : ALL

**Output**

☒ Monitor ☐ Printer

Preview Post  
 Help Cancel

### Setup

The *Recurring A/J Entry - Preview or Posting Process* can be completed individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to *Preview or Post Recurring A/J Entries* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to *Preview or Post Recurring A/J Entries* in *Multi-Property* Mode. The program will automatically Preview or Post Recurring A/J Entries for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When running reports in *Multi-Property Reports* mode, this feature will include each project on one continuous report instead of page breaking separate reports for each project.

**Posting Date** - This will be the *Month, Day & Year* date each applicable Recurring A/J Entry will be posted. Use the pull down lists to select the desired *Month, Day & Year*.

**Recurring R-ID to Include** - Use the pull down list to select the desired *Recurring ID*. Select *ALL* to include all Recurring A/J Entries, regardless of what R-ID has been assigned. Select number 1 through 31 to only include Recurring A/J Entries with R-ID's that match your selection number.

Note: The default selection is to include *All* Recurring A/J Entries.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Preview

Click-on **Preview** to generate a *Recurring A/J Entry Summary*, as defined in this setup window. No entries are being posting during the *Preview* process.

### Post

Click-on **Post** to start the *Recurring A/J Entry - Posting Process*, as defined in this setup window.

Note: A message window will immediately appear warning the user that this feature, if continued, will post A/J entries. The program will then proceed to copy and post Recurring A/J Entries that match the R-ID defined as of the Posting Date defined and display a *Recurring A/J Entry - Posting Summary* at the end of the process that provides a summary of the A/J entries posted.

### Help

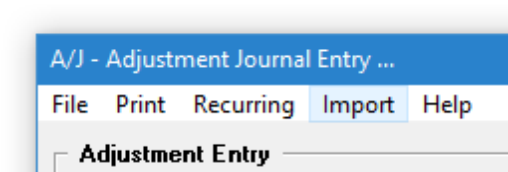
Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

Click-on **Cancel** to exit out of the *Recurring A/J Entry - Posting Process* window.

## 12.10.9 Import Menu

This feature provides the ability to import A/J Entry activity from .CSV files created manually or exported from other software.



To access the *A/J Entry Import Process* window, click-on the **Import** menu option.

**A/J Entry Import Process ...**

This feature provides the ability to import A/J Entry activity directly from .CSV files created manually or exported from other software. Download ( Save As ) your .CSV files to the default .CSV File Location below and use this feature to view & import A/J Entry activity.

A/J Entry Import ( .CSV ) File Location : C:\FHAWIN\DATA\AJ\_IMPORT\_FILES

A/J Entry Import ( .CSV ) File to Import : Sample\_AJ\_Import\_File.csv Select

Filename	Date	Description	Amount	Debit COA	Credit COA	Error
HUDDMO	08/15/2019	Transfer to Reserve	1,295.00	1320	1120	
HUDDMO	08/31/2019	Transfer to TI Escrow	795.00	1310	1120	
RHSDMO	08/15/2019	Transfer to Reserve	950.00	1325	1120	
RHSDMO	08/31/2019	Transfer to TI Escrow	595.00	1425	1120	
S42DEMO	08/15/2019	Transfer to Reserve	1,095.00	1325	1120	
S42DEMO	08/31/2019	Transfer to TI Escrow	895.00	1425	1120	
XXXDEMO	08/15/2019	Transfer to TI Escrow	400.00	1180	1190	P

Total Entries : 7      Total Errors : 1 Print

Help Change .CSV File Location View Import Log Import Cancel

The following options are available at the *A/J Entry Import Process* window ...

### **A/J Entry Import ( .CSV ) File Location**

This is the default drive letter and folder path where the program initially looks for your *A/J Entry Import* ( .CSV ) files ( normally: C:\FHAWIN\DATA\AJ\_IMPORT\_FILES ). Click-on the **Change .CSV File Location** button to browse and select a different file location.

### **A/J Entry Import ( .CSV ) File to Import - Select**

This pull down button option will list all .CSV files that exist in the *File Location* currently selected. Click-on the **Select** button to display a list of A/J Entry activity the selected .CSV file contains which includes the following ...

**Filename** - This is the PROJECT\_FILENAME that exists in the .CSV file for each individual *A/J Entry* which should match the 7 character or less abbreviated Project FILENAME that exists in your *FHA Software* program. If the PROJECT\_FILENAME does not match any Project Filenames in *FHA Software*, the letter "P" will be displayed in the *Error* column and the A/J Entry Import .CSV file will not be imported.

**Date** - This is the *Date* each individual A/J Entry will be posted. If this date is missing or invalid, the letter "D" will be displayed in the *Error* column and the A/J Entry Import .CSV file will not be imported.

**Description** - This is a 40 characters or less description associated with the A/J Entry being imported. If *Description* is blank or contains invalid characters, the letter "C" will be displayed in the *Error* column and the A/J Entry Import .CSV file will not be imported.

Note: The only characters allowed for *Description* are letters, numbers, pound sign ( # ), dash ( - ), underscore ( \_ ) and comma ( , ).

Note: The A/J Entry Import Process adds a notation to the first 9 characters to the Description field ( ex: IP-081919 which includes posting date as mmddyy ) that identifies that the A/J entry was created by the A/J Entry Import Process feature and prevents duplicate A/J entries from being created if the same .CSV file is imported multiple times.

**Amount** - This is the A/J Entry amount that will be posted. If this amount is zero, the letter "Z" will be displayed in the *Error* column and the A/J Entry Import .CSV file will not be imported.

**Debit COA** - This is the Chart of Account number that will be debited when the A/J entry is imported. If a Debit COA # is blank or does not exist in the project's chart of accounts, the letter "Y" will be displayed in the *Error* column and the A/J Entry Import .CSV file will not be imported.

**Credit COA** - This is the Chart of Account number that will be credited when the A/J entry is imported. If a Credit COA # is blank or does not exist in the project's chart of accounts, the letter "Y" will be displayed in the *Error* column and the A/J Entry Import .CSV file will not be imported.

Note: Each A/J Entry line must include both a Debit & Credit COA # ( can't be blank ).

**Error** - This column will list a letter that corresponds to missing or invalid information that will prevent the *PA/J Entry* .CSV file from being imported into *FHA Software*. Below are all the possible Error Codes ...

- D - Posting Date is missing or invalid
- P - Project Filename is missing or does not match any existing projects
- T - Total Debit / Credit amounts do not match
- Y - Chart of Account Year being posted to does not exist
- A - Debit or Credit Acct #'s don't exist in the Chart of Accounts
- Z - A/J Amount is missing or zero
- C - A/J Description contains invalid characters ( ex: ! @ / \$ % ^ & \* etc. )
- M - Period being posted has been closed ( Closed Month )
- X - A/J Entry already exists

**Total Entries & Total Errors** - The *Total Entries* number represents the total number of *A/J Entry* lines that exist in the .CSV file currently displayed. The *Total Errors* number represents the total number of *A/J Entry* lines that have *Errors*.

Note: The A/J Entry .CSV file will not be imported if one or more errors exist.

### Print

Click-on **Print** to generated an *A/J Entry Import - Transaction Preview* summary for the .CSV file currently selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Change .CSV File Location

Click-on the **Change .CSV File Location** button to browse for and select a drive letter a folder path where A/J Entry .CSV files are located in your computer or network that is different than the default path ( normally: C:\FHAWIN\DATA\AJ\_IMPORT\_FILES ).

### View Import Log

Each time an attempt is made to import A/J Entry .CSV file activity, an entry is recorded in the Import Log. Click-on the **View Import Log** button to view a history of all *A/J Entry Import Process* attempts.

### Import

To import *A/J Entry* lines from the .CSV file currently selected, click-on the **Import** button.

Note: It is recommended to *Print* and review an *A/J Entry Import - Transaction Preview* summary for the selected .CSV file to verify for the existence of and correct any *Errors* before the file is *Imported* into *FHA Software*.

### Cancel

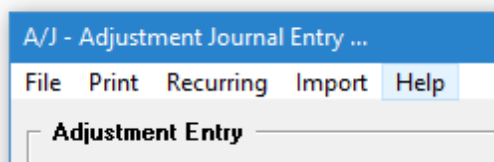
Click-on **Cancel** to exit out of the *A/J Entry Import Process Window*.

## Sample A/J Entry Import File Layout

Below are the contents of a sample A/J Entry .CSV Import File layout ...

```
Project_Filename,Posting_Date,Description,Amount,Debit_COA,Credit_COA
RHSDEMO,08/15/2019,Transfer to Reserve,950.00,1325,1120
RHSDEMO,08/31/2019,Transfer to TI Escrow,595.00,1425,1120
HUDDemo,08/15/2019,Transfer to Reserve,1295.00,1320,1120
HUDDemo,08/31/2019,"Transfer to TI Escrow",-795.00,1310,1120
S42DEMO,08/15/2019,Transfer to Reserve,1095.00,1325,1120
S42DEMO,08/31/2019,Transfer to TI Escrow,895.00,1425,1120
```

### 12.10.10 Help menu



Click-on **Help** to view *Online Help Topics* about this process.

## 12.11 A/P - Check Disbursement Entry

### 12.11.1 Overview

### Overview

The *Check Disbursement Entry* window is used to enter, view &/or edit all check disbursement entries (accounts payable). A *Check Disbursement* is anything you've written a check for (computerized and manually written checks).

To access the *Check Disbursement Entry* window, click-on **Accounting > Check Disbursement Entry**. When the *Check Disbursement Entry* window is first accessed, a blank window is displayed.

**A/P - Check Disbursement Entry ...**

File Print Export Import Recurring Search Help

**Vendor Information**

Vendor ID :  **Vendor Selection** T-ID

Vendor Name :

Address 1 :

Address 2 :

Address 3 :

Address 4 :

**Bank Type**

☒ Operating Cash ☐ Reserve Acct #1

☐ Security Deposit ☐ Reserve Acct #2

☐ Other Acct #1 ☐ Reserve Acct #3

☐ Other Acct #2 ☐ Reserve Acct #4

**Status**

Entry No. :

☐ On Hold ☐ Recurring R-ID :

☐ Vendor Credit

Invoice No. :

Memo :  ☐ Display

**Disbursement Entry**

Project	Invoice Date	Due Date	Description	TCC	Amount	Debit COA	A/P	Check No.	Check Date
01				+	\$ 0.00		+		
02				+	\$ 0.00		+		
03				+	\$ 0.00		+		
04				+	\$ 0.00		+		
05				+	\$ 0.00		+		
06				+	\$ 0.00		+		
07				+	\$ 0.00		+		
08				+	\$ 0.00		+		
09				+	\$ 0.00		+		
10				+	\$ 0.00		+		
11				+	\$ 0.00		+		
12				+	\$ 0.00		+		
13				+	\$ 0.00		+		
14				+	\$ 0.00		+		
<b>Total \$</b>					0.00				

Prev Next

**Add New Disbursement** **Edit Disbursement Ledger** **Recurring Check Ledger**

Five options are available when first accessing the *Check Disbursement Entry* window ...

**File** - Click-on **File > Exit** to exit out of the *Check Disbursement Entry* window

**Print** - Click-on **Print > Check Disbursement Summary** to generate a *Check Disbursement Summary*. A *Check Disbursement Summary - Setup Window* will appear.

**Help** - Click-on **Help** to view *Online Help Topics* about this process



**Add New Disbursement** - To enter *Disbursement Entries*, click-on the *Add New Disbursement* button. The *Disbursement Entry* section is then enabled to allow disbursement entries.

**Edit Disbursement Ledger** - To view, edit or delete an existing *Check Disbursement Entry*, click-on the *Edit Disbursement Ledger* button. An *Check Disbursement Entry Selection* window will appear.

**Recurring Check Ledger** - To select a recurring set of *Check Disbursement Entries* to resave as a new set of payable entries, click-on the *Recurring Check Ledger* button. A *Recurring Check Entry Selection* window will appear.

### 12.11.2 Add New Disbursement

To enter *Disbursement Entries*, click-on the **Add New Disbursement** button. The *Disbursement Entry* section is then enabled to allow disbursement entries ...

A/P - Check Disbursement Entry ...

File Print Export Import Recurring Search Help

**Vendor Information**

Vendor ID : BOBHDWR **Vendor Selection** T-ID

Vendor Name : Bob's Ace Hardware

Address 1 : 6789 Jackson Place

Address 2 : Rockford, IL 61111

Address 3 :

Address 4 :

**Bank Type**

☒ Operating Cash ☐ Reserve Acct #1

☐ Security Deposit ☐ Reserve Acct #2

☐ Other Acct #1 ☐ Reserve Acct #3

☐ Other Acct #2 ☐ Reserve Acct #4

**Status**

Entry No. :

☐ On Hold

☐ Recurring R-ID : 0

☐ Vendor Credit

Invoice No. : FGR-9999-187445673

Memo : Office Supplies ☒ Display

**Disbursement Entry**

	Project	Invoice Date	Due Date	Description	TCC	Amount	Debit COA	A/P	Check No.	Check Date
01	RHSDEMO	07/16/2021	07/16/2021	Wall Paint - 4 Gallons	+	\$ 168.00	6120	+		
02	RHSDEMO	07/16/2021	07/16/2021	Paint Brush	+	\$ 7.80	6120	+		
03	RHSDEMO	07/16/2021	07/16/2021	Drop Cloth	+	\$ 18.95	6120	+		
04	RHSDEMO	07/16/2021	07/16/2021	Step Ladder	+	\$ 65.00	6120	+		
05	RHSDEMO	07/16/2021	07/16/2021	Edging Tape	+	\$ 3.50	6120	+		
06	HUDDemo	07/16/2021	07/16/2021	Garden Hose	+	\$ 17.50	6515	+		
07	HUDDemo	07/16/2021	07/16/2021	Shovel	+	\$ 35.00	6515	+		
08	HUDDemo	07/16/2021	07/16/2021	Top Soil	+	\$ 12.00	6515	+		
09	S42DEMO	07/16/2021	07/16/2021	Wasp Spray	+	\$ 4.95	6120	+		
10	S42DEMO	07/16/2021	07/16/2021	Mouse Traps	+	\$ 2.79	6120	+		
11	S42DEMO	07/16/2021	07/16/2021	Work Gloves	+	\$ 5.35	6120	+		
12					+	\$ 0.00		+		
13					+	\$ 0.00		+		
14					+	\$ 0.00		+		
						<b>Total \$</b>	340.84			

Prev Next

Ins. Expiration ... General Liability : 12/31/2013 ... Workman's Comp : (N/A)

View Save Cancel

A *Check Disbursement* is anything you pay for by check (includes both computerized and manually written checks). The *Check Disbursement Entry* window is where you enter your accounts payable (invoices that you owe and need a check created for or to record manually written checks). If you are recording a manually written check, you would also enter the check number. If the computer will be generating your checks, leave *Check Number* blank. Check numbers are automatically assigned when they are printed through the *Check Printing Process* window.

The following items are available when *Adding New Disbursements ...*

### Vendor Information

This is the *Payee Name & Address* that will appear on computer generated checks. *Vendor Information* can be automatically be filled in, by selecting the *Payee* from your *Vendor Accounts* list, or manually written in at this screen.

**Vendor ID** - If the payee of this disbursement entry is an existing vendor (included in the Vendor Accounts database) and you already know the Vendor's ID, you can select this vendor by simply entering the entire *Vendor ID* in the entry field and then press [TAB] or [ENTER].

**Vendor Selection ( Button )** - If the payee of this disbursement entry is an existing vendor (included in the Vendor Accounts database), you can select this vendor from a Vendor list by clicking on the **Vendor Selection** button located to the right of *Vendor ID*. A **Vendor Selection Window** will appear.

Note: To add a new Vendor to the *Vendor Selection* list (without having to exit the *Check Disbursement Entry* window), simply click-on **Accounting .. Vendor Accounts** located at the top of the main menu. The *Check Disbursement Entry* window will automatically minimize itself to the bottom taskbar. Add and save your vendor to the *Vendor Accounts* database. Then click-on the *Check Disbursement Entry* button still located in the bottom task bar to bring the *Check Disbursement Entry* window back to the screen. Click-on the [+] button located to the right of *Vendor Name* to select your new vendor.

**Tenant ID Selection [ T-ID ] ( Button )** - If the payee of this disbursement entry is a past, current or future tenant, you can select this tenant from a Tenant list by clicking on the **Tenant ID [ T-ID ] Selection** button located to the right of *Vendor Selection* button. A **Tenant Selection Window** will appear.

Note: Selecting a Tenant as the Payee is designed for use when manually creating Utility Refund payables/checks. All A/P entries with Tenant ID selected will automatically be included as *Utility Refund Payment ( Negative Tenant Rent )* activity in Tenant Reports when the *Include Utility Refund Activity* checkbox is checked.

Note: When a Tenant ID is selected as the Payee, only the Project Filename for the project the tenant resides in can be selected for each payable entry line.

**Vendor Name** - This is the *Payee Name (Vendor)* that will appear on the computer generated check.

Note: *Vendor Name* is a required field and must be filled in.

**Address ( lines 1 - 4 )** - Use up to four lines to enter the Payee's address, as it will appear on computer generated checks.

**Insurance Expiration** - When a new payable is being added for a selected *Vendor ID*, the *Expiration Dates of General Liability* and *Workman's Compensation* coverage will be displayed at the bottom of this window. This information comes from the *Vendor Accounts* database and is used to verify insurance coverage, if required for payment authorization. If expiration dates have not been entered in the Vendor's Account, (N/A) meaning *Not Available* will be displayed.

### Bank Type

This section specifies the checking account upon which all disbursements, entered at this window, applies to. Eight *Checking Account* options are available .. *Operating Cash*, *Security Deposit*, *Reserve Accounts 1-4*, and *Other Accounts 1-2*. Simply click-on the desired *Checking Account (Bank Type)* the *Check Disbursement Entries* will be written from.

Note: *Operating Cash* is the default selection.

Note: *Checking Account* setup is done in the *Accounting Defaults* window.

### Status

**On Hold** - To temporarily exclude *Check Disbursement Entries* from being included in the *Check Printing Process*, click-on a checkbox for **On Hold**. All *On Hold* entries will be ignored in the *Check Printing Process*. To remove *On Hold Status*, simply uncheck this box, using the *Edit Disbursement Ledger* option.

**Recurring / R-ID** - To have frequently written checks automatically recur upon request, click-on the checkbox for **Recurring** and select a *Recurring ID Number ( R-ID )*. All *Check Disbursement Entries* listed in this group of entries will automatically recur each time the *Include Recurring Checks* option is selected in the *Check Printing Process - Setup Menu*.

Note: *Recurring ID Number ( R-ID )* allows the user to group recurring payables together based on when they are usually paid ( on the 1st, 2nd, 3rd, etc. day of the month ) or based on what type of payables they are ( such as R-ID #1 for all monthly mortgage payments, or #2 for monthly Reserve transfers, or #3 for all Tax/Ins Transfers, or #4 for Real Estate Tax Payments, etc. ).

**Vendor Credit** - To record *Vendor Credits* and have them automatically applied towards existing payables in the *Check Printing Process* feature, click-on the *Vendor Credit* checkbox. *Vendor Credits* are entered just like normal payables, except all amounts are entered as negative amounts ( with a leading dash ) and a *Vendor ID* must be selected.

Note: When new *Vendor Credit* entries are saved, the text "*Credit -*" is automatically added to the beginning of each *Disbursement Entry Description* field to designate that it is a *Vendor Credit* entry.

**Invoice No.** - Use this field to record the unique *Invoice Number* all disbursements entered on this window will pertain to. This *Invoice No.* will be printed in the *Payable Description* section of each check stub.

Note: The program will display a warning message, when saving the *A/P entry*, if the *Invoice No.* already exists in a previous *A/P Entry*. The user has the option to save the *A/P Entry* anyway or make the necessary edits to change the *Invoice No.* entered.

**Memo ( Display checkbox )** - Use this field to record a Memo or notation that all disbursements entered on this window will pertain to. When the *Display* checkbox is checked, *Memo* text will be printed on the computer generated check.

Note: This checkbox is checked as the default.

### Disbursement Entry

**Project** - Click-on the pull down button to view a list of available project filenames and select the desired project this disbursement entry will be applied.

Note: Each disbursement entry line can be a different project filename (if applicable).

**Invoice Date** - This is the date the original invoice or the date the invoice was entered into the system. Today's date will automatically first appear.

Note: A separate *Check Date* will also be recorded when the computer check is generated. If a manually written check is being entered, *Invoice Date* will also be used as *Check Date*.

Note: Date entered in mmddyyyy format.

**Due Date** - This is the date the invoice payment is due. *Invoice Date* will automatically be used when each entry line is initially created.

Note: Date entered in mmddyyyy format.

**Description** - This field is used to describe the disbursement entry being recorded. Edit the description field with the desired text.

**TCC ( Tenant Charge Code )** - When entering a payable made out to a Tenant ( selected from the *Tenant ID Selection* ( T-ID ) window ), this feature will allow a *Tenant Charge Code* to be assigned to each applicable A/P entry line so that the A/P entry also automatically appears as A/R Tenant Ledger activity for the Tenant. To assign a *Tenant Charge Code* to an A/P entry line, click-on the **[+]** button in the **TCC** column. A *Tenant Charge Code Selection* window will appear.

Usage example: A Tenant has overpaid their Tenant Rent ( TNTRENT ) balance by \$45.00. Create a payable to the tenant for \$45.00 with TNTRENT as the Tenant Charge Code selected. When the check is written, the Tenant's Ledger will automatically include this A/P entry as a negative payment ( with a Batch # starting with -6 ).

Note: The TCC buttons are only available when the *Vendor* is a tenant that has been selected from the *Tenant ID Selection* [ T-ID ] window.

Note: The default *Tenant Charge Code* is always ( Leave blank ).

**Amount** - Enter the desired disbursement amount.

**Debit COA** - Enter the *Chart of Account* number this disbursement entry should *Debit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right. A **COA Selection Window** will appear. Select the desired *COA Number* and click-on **OK**.

Note: The *Bank Type* automatically determines the *Bank COA* that will be credited the full amount of the check.

**A/P** - When *Accounting Method* is set to *Accrual*, the default *Accounts Payable* (A/P) charts of account number for the *Bank Type* selected will automatically be used. Clicking on the A/P **[+]** button will allow the user to view &/or change the A/P Account number.

**Check No.** - When entering a manually written check, enter the number of the manually written check. If the computer will be generating this check, leave *Check Number* blank.

**Check Date** - When entering a manually written check, enter the date of the manually written check. If the computer will be generating this check, leave *Check Date* blank.

**Total \$** - The total amount of all disbursement entries will automatically be displayed here.

Note: A set of *Check Disbursement Entries* cannot be saved unless the *Total* amount is greater than zero.

**Prev/Next** - Fourteen disbursement entry lines are displayed at any one time. To move forward and backward through the list of disbursements (fourteen entry lines at a time), click-on the *Prev/Next* buttons.

Note: Up to 10 screens ( 140 A/P Entry Lines ) is the maximum number of A/P entry lines that can be entered in one A/P entry set.

Note: Computer generated checks have room to list up to 16 disbursement entry lines on each check stub.

**View** - To view &/or print an A/P Check Disbursement Entry Detail of the A/P Entry currently displayed, click-on the *View* button.

**Save** - To record your disbursement entries, click-on the *Save* button. After *Check Disbursement Entry* information has been successfully recorded, the *Disbursement Entry* section is cleared.

Note: All disbursement entry lines that have *Check Numbers* entered, will be recorded as a completed disbursements (effecting applicable COA items), when saved. Disbursement entry lines without *Check Numbers* are saved as *Accounts Payable* items only. Applicable COA items will be effected when computer checks are generated through the *Check Printing Process*.

**Cancel** - Click-on *Cancel* to exit disbursement entry mode without saving changes.

### 12.11.3 Edit Disbursement Ledger

To view, edit or delete an existing *Disbursement Entry*, click-on the **Edit Disbursement Ledger** button. A *Check Disbursement Entry Selection* window will appear ...

Check Disbursement Entry Selection ...

Project : **RHSDEMO** **VILLAGE APARTMENTS - RDSEC.515**

Display ... **Last 3 Years**

Sort By ... **Entry #**

Entry #	Inv Date	Vendor	Description	Amount	Debit COA	Chk Date	Chk No.
13	07/19/21	Commonwealth Edison	Electric - Jul	129.00	6210	C 07/19/21	1171
13	06/19/21	Commonwealth Edison	Electric - Jun	135.00	6210	C 06/19/21	1161
13	05/19/21	Commonwealth Edison	Electric - May	145.00	6210	C 05/19/21	1151
13	04/19/21	Commonwealth Edison	Electric - April	165.00	6210	C 04/19/21	1141
13	03/19/21	Commonwealth Edison	Electric - March	175.00	6210	C 03/19/21	1131
13	02/19/21	Commonwealth Edison	Electric - February	195.00	6210	C 02/19/21	1121
13	01/19/21	Commonwealth Edison	Electric - January	156.00	6210	C 01/19/21	1111
12	07/30/21	Simply Management Co	Management Fee - Jul	703.00	6315	C 07/30/21	1107
12	06/30/21	Simply Management Co	Management Fee - Jun	706.00	6315	C 06/30/21	1106
12	05/30/21	Simply Management Co	Management Fee - May	705.00	6315	C 05/30/21	1105
12	04/30/21	Simply Management Co	Management Fee - Apr	700.00	6315	C 04/30/21	1104
12	03/31/21	Simply Management Co	Management Fee - Mar	715.00	6315	C 03/31/21	1103
12	02/28/21	Simply Management Co	Management Fee - Feb	710.00	6315	C 02/28/21	1102
12	01/31/21	Simply Management Co	Management Fee - Jan	700.00	6315	C 01/31/21	1101
11	03/11/21	All State Insurance	Prop/Liab Insurance	1,250.00	6425	C 03/11/21	1039
10	07/29/21	Winnebago County Tax	RE Tax Payment - 2nd	3,575.00	6410	C 07/29/21	1079
10	06/15/21	Winnebago County Tax	RE Tax Payment - 1st	3,575.00	6410	C 06/15/21	1069
9	07/01/21	Al's Lawn Mowing Ser	3 Maple Trees	450.00	6140	C 07/01/21	1172
9	07/01/21	Al's Lawn Mowing Ser	4 Decorative Bushes	350.00	6140	C 07/01/21	1172
9	07/01/21	Al's Lawn Mowing Ser	Mulch	175.00	6140	C 07/01/21	1172
8	07/01/21	USDA Rural Developme	Loan 84-01 - August	563.00	6510	C	
8	07/01/21	USDA Rural Developme	Loan 84-02 - August	195.00	6510	C	
8	07/01/21	USDA Rural Developme	Overage - August	750.00	6515	C	
8	07/01/21	USDA Rural Developme	R/A - August	-850.00	5121	C	
7	06/25/21	Office Depot	Answering machine	75.00	6150	C 06/25/21	1066
7	04/25/21	Office Depot	Office Furniture	650.00	6150	C 04/25/21	1046
6	03/20/21	Snow Removal Service	Snow Removal - Mar	175.00	6130	C 03/20/21	1035
6	02/20/21	Snow Removal Service	Snow Removal - Feb	250.00	6130	C 02/20/21	1025
6	01/20/21	Snow Removal Service	Snow Removal - Jan	165.00	6130	C 01/20/21	1015
5	06/10/21	Home Depot	Paint - Jun	150.00	6125	C 06/10/21	1064
5	04/10/21	Home Depot	Paint - Apr	175.00	6125	C 04/10/21	1044
5	02/10/21	Home Depot	Paint - Feb	120.00	6125	C 02/10/21	1024
4	07/12/21	Bob's Ace Hardware	Supplies - Jul	98.00	6115	C 07/12/21	1073

Help \* Reconciled Check OK Cancel

**Display** - By default, only A/P entry history going back three years ( current year plus 2 full prior years ) will be listed ( *Last 3 Years* ). To view a list of all A/P entry history, select *All A/P Entries*.

**Sort By** - The A/P entry list can be sorted by *A/P Entry #*, *Vendor Name*, *Invoice Date*, *Check Date*, or *Check Number*.

To view, edit or delete an existing *Check Disbursement Entry*, click-on the desired entry line and click-on **OK**. Selected *Check Disbursement Entry* information will be displayed in the *Disbursement Entry* section.

A/P - Check Disbursement Entry ...

File Print Export Import Recurring Search Help

**Vendor Information**  
Vendor ID : USDARD Vendor Selection T-ID  
Vendor Name : USDA Rural Development  
Address 1 : 6567 South First Street  
Address 2 : Rockford, IL 61178  
Address 3 :  
Address 4 :

**Bank Type**  
☒ Operating Cash ☐ Reserve Acct #1  
☐ Security Deposit ☐ Reserve Acct #2  
☐ Other Acct #1 ☐ Reserve Acct #3  
☐ Other Acct #2 ☐ Reserve Acct #4

**Status**  
Entry No. : 8  
☐ On Hold  
☐ Recurring R-ID : 0  
☐ Vendor Credit

Invoice No. :  
Memo : ☐ Display

**Disbursement Entry**

	Project	Invoice Date	Due Date	Description	TCC	Amount	Debit COA	A/P	Check No.	Check Date
01	RHSDEMO	07/01/2021	07/01/2021	Loan 84-01 - August	+	\$ 563.00	6510	+		
02	RHSDEMO	07/01/2021	07/01/2021	Loan 84-02 - August	+	\$ 195.00	6510	+		
03	RHSDEMO	07/01/2021	07/01/2021	Overage - August	+	\$ 750.00	6515	+		
04	RHSDEMO	07/01/2021	07/01/2021	R/A - August	+	\$ -850.00	5121	+		
05					+	\$ 0.00		+		
06					+	\$ 0.00		+		
07					+	\$ 0.00		+		
08					+	\$ 0.00		+		
09					+	\$ 0.00		+		
10					+	\$ 0.00		+		
11					+	\$ 0.00		+		
12					+	\$ 0.00		+		
13					+	\$ 0.00		+		
14					+	\$ 0.00		+		
<b>Total \$</b>						658.00				

Prev Next

Prev Next View Edit Cancel

The following items are available when viewing *Disbursement Ledger Entry* detail ...

**Prev/Next** - Thirteen payment entry lines are displayed at any one time. To move forward and backward through the list of disbursements (fourteen entry lines at a time), click-on the *Prev/Next* buttons.

**Prev/Next** - To move forward and backward through the list of existing *A/P Entries*, click-on the *Prev/Next* buttons.

\* **Reconciled Adjustment** - *Check Disbursement Entries*, that have been reconciled in the *Bank Reconciliation* feature, cannot be edited. Therefore, all reconciled A/P entry lines will be noted with an asterisk (\*) on the right side of this window.

**Cancel** - Click-on *Cancel* to exit viewing existing *A/P Entries*.

**Edit** - To modify *A/P Entry* information currently displayed, click-on the **Edit** button.

A/P - Check Disbursement Entry ...

File Print Export Import Recurring Search Help

**Vendor Information**

Vendor ID :   T-ID

Vendor Name :

Address 1 :

Address 2 :

Address 3 :

Address 4 :

**Bank Type**

☒ Operating Cash    ☐ Reserve Acct #1  
☐ Security Deposit    ☐ Reserve Acct #2  
☐ Other Acct #1    ☐ Reserve Acct #3  
☐ Other Acct #2    ☐ Reserve Acct #4

**Status**

Entry No. :

☐ On Hold  
☐ Recurring R-ID :   
☐ Vendor Credit

Invoice No. :

Memo :  ☐ Display

**Disbursement Entry**

	Project	Invoice Date	Due Date	Description	TCC	Amount	Debit COA	A/P	Check No.	Check Date
01	RHSDEMO	07/01/2021	07/01/2021	Loan 84-01 - August	+	\$ 563.00	6510	+		
02	RHSDEMO	07/01/2021	07/01/2021	Loan 84-02 - August	+	\$ 195.00	6510	+		
03	RHSDEMO	07/01/2021	07/01/2021	Overage - August	+	\$ 750.00	6515	+		
04	RHSDEMO	07/01/2021	07/01/2021	R/A - August	+	\$ -850.00	5121	+		
05					+	\$ 0.00		+		
06					+	\$ 0.00		+		
07					+	\$ 0.00		+		
08					+	\$ 0.00		+		
09					+	\$ 0.00		+		
10					+	\$ 0.00		+		
11					+	\$ 0.00		+		
12					+	\$ 0.00		+		
13					+	\$ 0.00		+		
14					+	\$ 0.00		+		

Prev Next

**Total \$** 658.00

☐ Delete Disbursement Entry

Save Cancel

The following items are available when *Editing Disbursement Ledger ...*

### Vendor Information

This is the *Payee Name & Address* that will appear on computer generated checks. *Vendor Information* can be automatically be filled in, by selecting the *Payee* from your *Vendor Accounts* list, or manually written in at this screen.

**Vendor Selection ( Button )** - If the payee of this disbursement entry is an existing vendor (included in the Vendor Accounts database), you can select this vendor from a Vendor list by clicking on the **Vendor Selection** button located to the right of *Vendor ID*. A **Vendor Selection** Window will appear.

Note: To add a new Vendor to the *Vendor Selection* list (without having to exit the *Check Disbursement Entry* window), simply click-on **Accounting .. Vendor Accounts** located at the top of the main menu. The *Check Disbursement Entry* window will automatically minimize itself to the bottom taskbar. Add and save your vendor to the *Vendor Accounts* database. Then click-on the *Check Disbursement Entry* button still located in the bottom task bar to bring the *Check Disbursement Entry* window back to the screen. Click-on the **[+]** button located to the right of *Vendor Name* to select your new vendor.

**Tenant ID Selection [ T-ID ] ( Button )** - If the payee of this disbursement entry is a past, current or future tenant, you can select this tenant from a Tenant list by clicking on the **Tenant ID [ T-ID ]**



**Selection** button located to the right of *Vendor Selection* button. A *Tenant Selection Window* will appear.

Note: Selecting a Tenant as the Payee is designed for use when manually creating Utility Refund payables/checks. All A/P entries with Tenant ID selected will automatically be included as *Utility Refund Payment* ( Negative Rent ) in Tenant Reports when the *Include Utility Refund Activity* checkbox is checked.

Note: When a Tenant ID is selected as the Payee, all payable entry lines can only select the Project Filename in which the tenant is an occupant.

**Vendor Name** - This is the *Payee Name (Vendor)* that will appear on the computer generated check.

Note: *Vendor Name* is a required field and must be filled in.

**Address ( lines 1 - 4 )** - Use up to four lines to enter the Payee's address, as it will appear on computer generated checks.

### Bank Type

This section specifies the checking account upon which all disbursements, entered at this window, applies to. Four *Checking Account* options are available .. *Operating Cash*, *Security Deposit*, *Reserve Account*, and *Other Account*. Simply click-on the desired *Checking Account (Bank Type)* the *Check Disbursement Entries* will be written from.

Note: *Operating Cash* is the default selection.

### Status

**On Hold** - To temporarily exclude *Check Disbursement Entries* from being included in the *Check Printing Process*, click-on a checkbox for **On Hold**. All *On Hold* entries will be ignored in the *Check Printing Process*. To remove *On Hold Status*, simply uncheck this box, using the *Edit Disbursement Ledger* option.

**Recurring / R-ID** - To have frequently written checks automatically recur upon request, click-on the checkbox for **Recurring** and select a *Recurring ID Number ( R-ID )*. All *Check Disbursement Entries* listed in this group of entries will automatically recur each time the *Include Recurring Checks* option is selected in the *Check Printing Process - Setup Menu*.

Note: *Recurring ID Number ( R-ID )* allows the user to group recurring payables together based on when they are usually paid ( on the 1st, 2nd, 3rd, etc. day of the month ) or based on what type of payables they are ( such as R-ID #1 for all monthly mortgage payments, or #2 for monthly Reserve transfers, or #3 for all Tax/Ins Transfers, or #4 for Real Estate Tax Payments, etc. ).

**Vendor Credit** - To record *Vendor Credits* and have them automatically applied towards existing payables in the *Check Printing Process* feature, click-on the *Vendor Credit* checkbox. *Vendor Credits* are entered just like normal payables, except all amounts are entered as negative amounts ( with a leading dash ) and a *Vendor ID* must be selected.

**Invoice No. ( Display checkbox )** - Use this field to record the unique *Invoice Number* all disbursements entered on this window will pertain to. When the *Display* checkbox is checked, this *Invoice No.* will be printed on the computer generated check.

Note: The program will display a warning message if the *Invoice No.* being entered already exists in a previous *A/P Entry*.

Note: This checkbox is checked as the default.

**Memo ( Display checkbox )** - Use this field to record a Memo or notation that all disbursements entered on this window will pertain to. When the *Display* checkbox is checked, *Memo* text will be printed on the computer generated check.

Note: This checkbox is checked as the default.

### Disbursement Entry

**Project** - The project filename cannot be changed and is therefore not accessible.

**Invoice Date** - This is the date the original invoice or the date the invoice was entered into the system. Today's date will automatically first appear.

Note: A separate *Check Date* will also be recorded when the computer check is generated. If a manually written check is being entered, *Invoice Date* will also be used as *Check Date*.

Note: Date entered in mmddyyyy format.

**Description** - This field is used to describe the disbursement entry being recorded. Edit the description field with the desired text.

**Amount** - Enter the desired disbursement amount.

**Debit COA** - Enter the *Chart of Account* number this disbursement entry should *Debit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right. A **COA Selection Window** will appear. Select the desired *COA Number* and click-on *OK*.

Note: The *Bank Type* automatically determines the *Bank COA* that will be credited the full amount of the check.

**Check No.** - When entering a manually written check, enter the number of the manually written check. If the computer will be generating this check, leave *Check Number* blank.

**Check Date** - When entering a manually written check, enter the date of the manually written check. If the computer will be generating this check, leave *Check Date* blank.

**Total \$** - The total amount of all disbursement entries will automatically be displayed here.

Note: A set of *Check Disbursement Entries* cannot be saved unless the *Total* amount is greater than zero.

**Delete Disbursement Entry (Check Box)** - To clear the *Check Disbursement Entry* (currently being edited) from the accounting files, click-on this checkbox and click-on *Save*. All traces of this disbursement entry will be removed (as if never entered).

Note: This option is only displayed when *Edit Disbursement Ledger* has been selected.

Note: This is not the *Void Checks Process*.

**Prev/Nex** - Fourteen disbursement entry lines are displayed at any one time. To move forward and backward through the list of disbursements (fourteen entry lines at a time), click-on the *Prev/Next* buttons.

**View** - To view &/or print an A/P Check Disbursement Entry Detail of the A/P Entry currently displayed, click-on the *View* button.

**Save** - To record your disbursement entries, click-on the *Save* button. After *Check Disbursement Entry* information has been successfully recorded, the *Disbursement Entry* section is cleared.

Note: All disbursement entry lines that have *Check Numbers* entered, will be recorded as a completed disbursements (effecting applicable COA items), when saved. Disbursement entry lines without *Check Numbers* are saved as *Accounts Payable* items only. Applicable COA items will be effected when computer checks are generated through the *Check Printing Process*.

**Cancel** - Click-on *Cancel* to exit disbursement editing mode without saving changes.

### 12.11.4 Vendor Selection

To view a list of available *Vendor Accounts* to choose from, click-on the **Vendor Selection** button located to the right of *Vendor ID*. A *Vendor Selection Window* will appear ...

Vendor Selection ...

Search by  ☐ Vendor ID (LTR) ☐ Vendor ID (NBR) ☒ Vendor Name

This feature will locate the desired vendor account by typing the first characters of the Vendor ID or Vendor Name. Press ENTER or click-on OK to select the vendor account highlighted.

Vendor Name	Vnd ID	Vendor Address	Phone #
Ace Laundry Services	LAUNDRY	8934 Howard Blvd Rockford, IL 61108	815-786-8923
All State Insurance Group	INSURANC	7878 Hoffman Circle Belvidere, IL 61544	815-453-8989
Bob's Ace Hardware	BOBHDWR	6789 Jackson Place Rockford, IL 61111	815-888-9999
Commonwealth Edison	ELECTRIC	123 Energy Avenue Rockford, IL 61108	815-123-4567
Home Depot	HOME	1233 Perryville Road Rockford, IL 61108	815-786-3434
Office Depot	OFFICE	1267 Riverside Blvd Machesney Park, IL 61104	815-349-9853
Simply Computer Software, Inc.	SCSFHA	6085 Strathmoor Dr., Ste 2B Rockford, IL 611	815-231-0063
Simply Management Company	SIMPLYCO	7101 N. Riverside Street Rockford, IL 61108	815-234-6756
Snow Removal Services	SNOWOFF	6745 Pike Road Loves Park, IL 61111	815-391-8967
USDA Rural Development	USDARD	1345 Rural Highway 51 Morris, IL 61087	815-565-9865
Winnebago County Tax Collector	RETAXES	8989 South Main Street Rockford, IL 61111	815-456-8934

Help Total Vendor Accounts : 11 OK Cancel

The following options are available ...

**Vendor ID/Name Entry Field** - The program will match ( highlight ) *Vendor ID/Names* in the *Vendor List* with what is typed in this field, making vendor selection easy.

**Search By ... Vendor ID or Vendor Name** - *Vendor Selection* can be accomplished in one of two ways ...

Click-on **Vendor ID** to view and match user entry by *Vendor ID*.

Click-on **Vendor Name** to view and match user entry by *Vendor Name* order.

Note: *Vendor ID ( LTR )* will sort Vendor ID's alphabetically. *Vendor ID ( NBR )* will sort Vendor ID's numerically.

Note: Default selection is by *Vendor ID ( LTR )*.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - Select the desired *Vendor Account* and click-on **OK**.

**Cancel** - Click-on **Cancel** to exit out of the *Vendor Selection* window.

#### 12.11.5 Tenant ID Selection

Selecting a Tenant as the Payee is designed for use when manually creating Utility Refund payables/checks. All A/P entries with Tenant ID selected will automatically be included as *Utility Refund Payment ( Negative Tenant Rent )* activity in Tenant Reports when the *Include Utility Refund Activity* checkbox is checked.

When a Tenant ID is selected as the Payee, only the Project Filename for the project the tenant resides in can be selected for each payable entry line.

Click-on the **Tenant ID Selection [ T-ID ]** button to view the *Tenant Selection* window ...

Tenant Selection ...

Project : RHSDEMO VILLAGE APARTMENTS - RDSEC.515

Unit No.	Tnt ID	Tenant Name	Effective	Move-Out
101	1	SMITH, JOSEPH E	01/01/2021	
102	2	JOHNSON, SAMUEL D	02/01/2021	
103	3	REDFEARN, GLORIA K	03/01/2021	
104	4	KILGORE, BRENDA J	04/01/2021	
105	5	JONES, GEORGE D	09/01/2020	
106	6	DEARBORNE, HAROLD F	06/01/2021	
107	7	FREDERICK, LARRY A	07/01/2021	
108	8	MOUNDS, JIM S	08/01/2020	
109	13	CLARK, MELVIN J	05/01/2021	
111	10	BRAND, NIGEL D	11/01/2020	
112	11	SPOTTS, ROGER S	12/01/2020	

☐ Include Past & Future Tenants
 Sort List by ...

☒ Unit Number  
☐ Tenant ID  
☐ Last Name
 
Total **11**

Help Search OK Cancel

The following options are available at the *Tenant Selection* window ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Search** - To have the program automatically locate a *Tenant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current tenants is displayed for the project selected.

**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

Note: Unit #'s displayed that start with "\_FT" means Future Tenant.

**Sort List by ... Unit Number / Tenant ID / Last Name** - The Tenant List displayed can be sorted in one of 3 ways .. *Unit Number, Tenant ID, or Last Name*. Select the desired sort. The default sort order is by Unit Number.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Tenant Payment Entry* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant ID Selection* window.

#### 12.11.6 Tenant Charge Code Selection

When entering a payable made out to a Tenant ( selected from the *Tenant ID Selection* ( T-ID ) window ), this feature will allow a *Tenant Charge Code* to be assigned to each applicable A/P entry line so that the A/P entry also automatically appears as A/R Tenant Ledger activity for the Tenant.

To assign a *Tenant Charge Code* to an A/P entry line, click-on the **[+]** button in the **TCC** column. The following *Tenant Charge Code Selection* window will appear ...

Tenant Charge Code Selection ...

Tenant Charge Code Currently Selected :

Code	Description
	( Leave Blank )
DAMAGES	Tenant Damages
DMCLAIM	Damages S8 Claim Payments
LATEFEE	Late Fee
NSFCHK	NSF Check Fee
REPAYMT	Repayment Agreement
SECDEP	Security Deposit
SUBSIDY	RA/Subsidy Payments
<b>TNTRENT</b>	<b>Tenant Rent</b>
URCLAIM	Unpaid Rent S8 Claim Payments
UREFUND	Utility Refund

OK Cancel

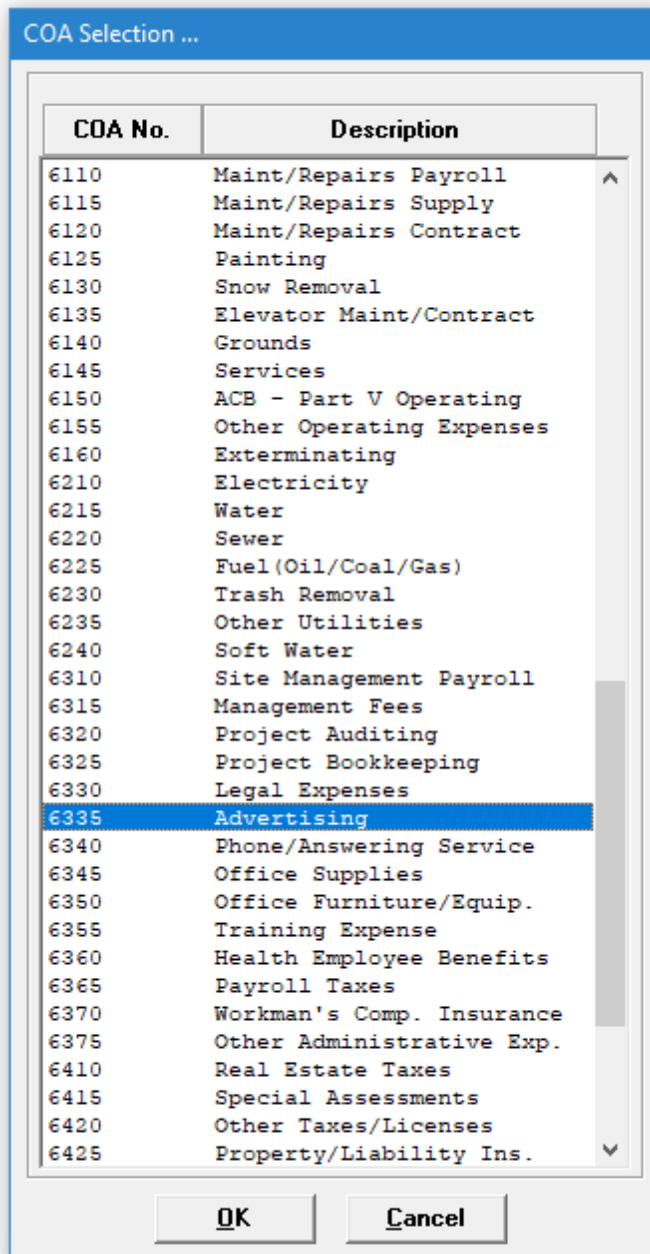
**OK** - Select the desired *Tenant Charge Code* and click-on **OK**.

Note: To leave the *Tenant Charge Code* blank, click-on the **( Leave Blank )** entry displayed at the top of the list.

**Cancel** - Click-on **Cancel** to exit out of the *Tenant Charge Code Selection* window.

## 12.11.7 COA Selection

To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right. A *COA Selection Window* will appear ...



**OK** - Select the desired *COA Number* and click-on **OK**.

**Cancel** - Click-on **Cancel** to exit out of the *COA Selection* window.



## 12.11.8 Recurring Check Ledger

To select a recurring set of *Check Disbursement Entries* to resave as a new set of payable entries, click-on the *Recurring Check Ledger* button. A *Recurring Check Entry Selection* window will appear ...

Project : RHSDEMO VILLAGE APARTMENTS - RDSEC.515

Entry #	Inv Date	Vendor	Description	Amount	Debit COA	R-ID
11	03/11/21	All State Insurance Group	Prop/Liab Insurance	1,250.00	6425 C	3
10	06/15/21	Winnebago County Tax Collect	RE Tax Payment - 1st Inst	3,575.00	6410 C	2
10	07/29/21	Winnebago County Tax Collect	RE Tax Payment - 2nd Inst	3,575.00	6410 C	2
8	07/01/21	USDA Rural Development	R/A - August	-850.00	5121 C	1
8	07/01/21	USDA Rural Development	Loan 84-01 - August	563.00	6510 C	1
8	07/01/21	USDA Rural Development	Loan 84-02 - August	195.00	6510 C	1
8	07/01/21	USDA Rural Development	Overage - August	750.00	6515 C	1

Sort List by ...
☒ Entry #
☐ Vendor
☐ R-ID

Note: Only *Check Disbursement Entries* that have been checked as *Recurring Checks* will be displayed in this selection window.

**Help** - Click-on **Help** to view *Online Help Topics* about this window.

**Remove Recurring Status from Selected Entry** - To remove recurring check status from an existing entry listed in the *Recurring Check Ledger* window, select the desired recurring check entry line and click-on the **Remove Recurring Status from Selected Entry** button. An "Are you sure" message will be displayed. Click-on **OK** to remove Recurring Status. Click-on **Cancel** to abort this process.

**Sort List by ... Entry # / Vendor / R-ID** - The *Recurring Check Entry* list displayed can be sorted in one of 3 ways .. *Entry #*, *Vendor Name*, or *R-ID*. Select the desired sort. The default sort order is by *Entry #*.

**Cancel** - Click-on **Cancel** to exit the *Recurring Check Ledger* window.

**OK** - To select a recurring entry, click-on the desired entry line and click-on **OK**. Selected *Recurring Check Entry* information will be displayed in the *Check Disbursement Entry* section as new entries with today's date which is then enabled to allow editing.

Project	Invoice Date	Due Date	Description	TCC	Amount	Debit COA	A/P	Check No.	Check Date
01 RHSDemo	07/28/2021	07/28/2021	RE Tax Payment - 1st Inst	+	\$ 3,575.00	6410	+		
02 RHSDemo	07/28/2021	07/28/2021	RE Tax Payment - 2nd Inst	+	\$ 3,575.00	6410	+		
03				+	\$ 0.00		+		
04				+	\$ 0.00		+		
05				+	\$ 0.00		+		
06				+	\$ 0.00		+		
07				+	\$ 0.00		+		
08				+	\$ 0.00		+		
09				+	\$ 0.00		+		
10				+	\$ 0.00		+		
11				+	\$ 0.00		+		
12				+	\$ 0.00		+		
13				+	\$ 0.00		+		
14				+	\$ 0.00		+		
<b>Total \$</b>					7,150.00				

The following items are available when *Editing Disbursement Ledger* ...

### Vendor Information

This is the *Payee Name & Address* that will appear on computer generated checks. *Vendor Information* can be automatically be filled in, by selecting the *Payee* from your *Vendor Accounts* list, or manually written in at this screen.

**Vendor Selection ( Button )** - If the payee of this disbursement entry is an existing vendor (included in the Vendor Accounts database), you can select this vendor from a Vendor list by clicking on the **Vendor Selection** button located to the right of *Vendor ID*. A *Vendor Selection Window* will appear.

Note: To add a new Vendor to the *Vendor Selection* list (without having to exit the *Check Disbursement Entry* window), simply click-on **Accounting .. Vendor Accounts** located at the top of the main menu. The *Check Disbursement Entry* window will automatically minimize itself to the bottom taskbar. Add and save your vendor to the *Vendor Accounts* database. Then click-on the *Check Disbursement Entry* button

still located in the bottom task bar to bring the *Check Disbursement Entry* window back to the screen. Click-on the **[+]** button located to the right of *Vendor Name* to select your new vendor.

**Vendor Name** - This is the *Payee Name (Vendor)* that will appear on the computer generated check.

Note: *Vendor Name* is a required field and must be filled in.

**Address ( lines 1 - 4 )** - Use up to four lines to enter the Payee's address, as it will appear on computer generated checks.

### Bank Type

This section specifies the checking account upon which all disbursements, entered at this window, applies to. Four *Checking Account* options are available .. *Operating Cash*, *Security Deposit*, *Reserve Account*, and *Other Account*. Simply click-on the desired *Checking Account (Bank Type)* the *Check Disbursement Entries* will be written from.

Note: *Operating Cash* is the default selection.

### Status

**On Hold** - To temporarily exclude *Check Disbursement Entries* from being included in the *Check Printing Process*, click-on a checkbox for **On Hold**. All *On Hold* entries will be ignored in the *Check Printing Process*. To remove *On Hold Status*, simply uncheck this box, using the *Edit Disbursement Ledger* option.

**Recurring / R-ID** - To have frequently written checks automatically recur upon request, click-on the checkbox for **Recurring** and select a *Recurring ID Number ( R-ID )*. All *Check Disbursement Entries* listed in this group of entries will automatically recur each time the *Include Recurring Checks* option is selected in the *Check Printing Process - Setup Menu*.

Note: *Recurring ID Number ( R-ID )* allows the user to group recurring payables together based on when they are usually paid ( on the 1st, 2nd, 3rd, etc. day of the month ) or based on what type of payables they are ( such as R-ID #1 for all monthly mortgage payments, or #2 for monthly Reserve transfers, or #3 for all Tax/Ins Transfers, or #4 for Real Estate Tax Payments, etc. ).

**Vendor Credit** - A *Vendor Credit* cannot be setup as a recurring payable.

**Invoice No. ( Display checkbox )** - Use this field to record the unique *Invoice Number* all disbursements entered on this window will pertain to. When the *Display* checkbox is checked, this *Invoice No.* will be printed on the computer generated check.

Note: This checkbox is checked as the default.

**Memo ( Display checkbox )** - Use this field to record a Memo or notation that all disbursements entered on this window will pertain to. When the *Display* checkbox is checked, *Memo* text will be printed on the computer generated check.

Note: This checkbox is checked as the default.

### Disbursement Entry

**Project** - The project filename cannot be changed and is therefore not accessible.

**Invoice Date** - This is the date the original invoice or the date the invoice was entered into the system. Today's date will automatically first appear.

Note: A separate *Check Date* will also be recorded when the computer check is generated. If a manually written check is being entered, *Invoice Date* will also be used as *Check Date*.

Note: Date entered in mmddyyyy format.

**Description** - This field is used to describe the disbursement entry being recorded. Edit the description field with the desired text.

**TCC ( Tenant Charge Code )** - When entering a payable made out to a Tenant ( selected from the *Tenant ID Selection* ( T-ID ) window ), this feature will allow a *Tenant Charge Code* to be assigned to each applicable A/P entry line so that the A/P entry also automatically appears as A/R Tenant Ledger activity for the Tenant. To assign a *Tenant Charge Code* to an A/P entry line, click-on the **[+]** button in the **TCC** column. A *Tenant Charge Code Selection* window will appear.

Usage example: A Tenant has overpaid their Tenant Rent ( TNTRENT ) balance by \$45.00. Create a payable to the tenant for \$45.00 with TNTRENT as the Tenant Charge Code selected. When the check is written, the Tenant's Ledger will automatically include this A/P entry as a negative payment ( with a Batch # starting with -6 ).

Note: The TCC buttons are only available when the *Vendor* is a tenant that has been selected from the *Tenant ID Selection* [ T-ID ] window.

Note: The default *Tenant Charge Code* is always ( Leave blank ).

**Amount** - Enter the desired disbursement amount.

**Debit COA** - Enter the *Chart of Account* number this disbursement entry should *Debit*. To view a list of available *Chart of Account* numbers to choose from, click-on the **[+]** button located to the right. A **COA Selection Window** will appear. Select the desired *COA Number* and click-on **OK**.

Note: The *Bank Type* automatically determines the *Bank COA* that will be credited the full amount of the check.

**A/P** - When *Accounting Method* is set to *Accrual*, the default *Accounts Payable* (A/P) charts of account number for the *Bank Type* selected will automatically be used. Clicking on the A/P **[+]** button will allow the user to view &/or change the A/P Account number.

**Check No.** - When entering a manually written check, enter the number of the manually written check. If the computer will be generating this check, leave *Check Number* blank.

**Check Date** - When entering a manually written check, enter the date of the manually written check. If the computer will be generating this check, leave *Check Date* blank.

**Total \$** - The total amount of all disbursement entries will automatically be displayed here.

Note: A set of *Check Disbursement Entries* cannot be saved unless the *Total* amount is greater than zero.

**Delete Disbursement Entry (Check Box)** - To clear the *Check Disbursement Entry* (currently being edited) from the accounting files, click-on this checkbox and click-on *Save*. All traces of this disbursement entry will be removed (as if never entered).

Note: This option is only displayed when *Edit Disbursement Ledger* has been selected.

Note: This is not the *Void Checks Process*.

**Prev14/Next14** - Fourteen disbursement entry lines are displayed at any one time. To move forward and backward through the list of disbursements (nine entry lines at a time), click-on the *Prev14/Next14* buttons.

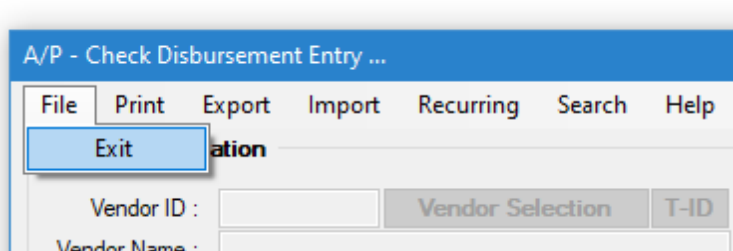
**View** - To view &/or print an A/P Check Disbursement Entry Detail of the A/P Entry currently displayed, click-on the *View* button.

**Save** - To record your disbursement entries, click-on the *Save* button. After *Check Disbursement Entry* information has been successfully recorded, the *Disbursement Entry* section is cleared.

Note: All disbursement entry lines that have *Check Numbers* entered, will be recorded as a completed disbursements (effecting applicable COA items), when saved. Disbursement entry lines without *Check Numbers* are saved as *Accounts Payable* items only. Applicable COA items will be effected when computer checks are generated through the *Check Printing Process*.

**Cancel** - Click-on *Cancel* to exit disbursement editing mode without saving changes.

#### 12.11.9 File Menu

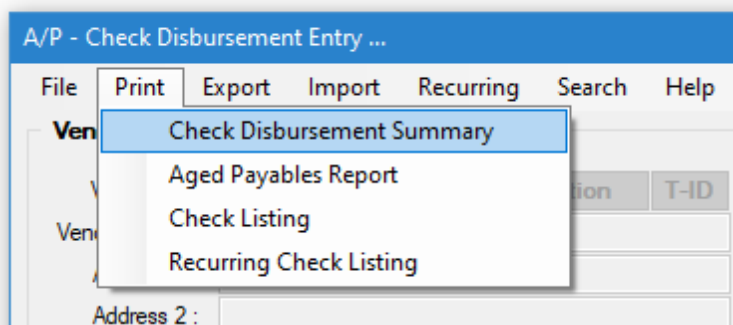


**Exit** - Click-on **File > Exit** to exit out of the *Check Disbursement Entry* window.

#### 12.11.10 Print Menu

##### 12.11.10.1 Check Disbursement Summary

A *Check Disbursement Summary* can easily be generated which provides a detailed listing of all *Check Disbursement Entries* for any time period, for any or all existing projects.



To access the *Check Disbursement Summary* window, click-on **Accounting > A/P - Check Disbursement Entry > Print > Check Disbursement Summary**. The *Check Disbursement Summary - Setup* window appears ...

A screenshot of the 'Check Disbursement Summary ...' setup window. The window has a blue title bar and a light gray background. It contains several sections: 'Report Setup' with a calculator icon and a description, 'Date Used for Date Range' with radio buttons for 'Invoice Date', 'Due Date', and 'Check Date', 'Sort Order' with radio buttons for 'Invoice Date', 'Check Date', 'Bank Type', 'Check Number', 'Vendor Name', and 'Payable Amount(s)', 'Report Type' with radio buttons for 'Portrait' and 'Landscape', and 'Output' with radio buttons for 'Monitor', 'Printer', and '.PDF'. There are also checkboxes for 'Include User Entry Activity' and 'Help', and buttons for 'OK' and 'Cancel'. The 'By Project Filename' option is selected with 'RHSDEMO' in the dropdown. 'Multi-Property Reports' is set to 'ALLDEMO'. The 'Beginning Date' is 'July 1, 2021' and the 'Ending Date' is 'July 31, 2021'. The 'Bank Type' is 'Operating Cash'.

**Setup**

*Check Disbursement Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Check Disbursement Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate *Check Disbursement Summaries* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Reporting Period (Beginning Date)** - This *Month, Day & Year* date establishes the first day of the reporting period. Use the pull down lists to select the desired *Month & Year*.

**Reporting Period (Ending Date)** - This *Month, Day & Year* date establishes the last day of the reporting period. Use the pull down lists to select the desired *Month, Day & Year*.

Note: The *Reporting Period* can cover any month or multiple month time span.

**Bank Type** - Select the account you want reported ( *Operating Cash, Security Deposit, Other Account #1/2, Reserve Account #1/2/3/4* ).

Note: *Operating Cash* is the default selection.

**Include User Activity Activity** - Click-on this box to display the User Login ID and Date & Time that all individual A/P entries ( included on the summary ) were entered by ( saved ) and A/P check printed by.

### Date Used for Date Range

**Invoice Date** - When selected, only A/P entries with *Invoice Dates* that fall within the date range defined will be included on the summary.

**Due Date** - When selected, only A/P entries with *Due Dates* that fall within the date range defined will be included on the summary.

**Check Date** - When selected, only A/P entries with *Check Dates* that fall within the date range defined will be included on the summary.

### Report Type

**Portrait** - Bullet this item to generate a summarized *Check Disbursement Summary*.

Note: This item is checked by default.

**Landscape** - Bullet this item to generate a detailed *Check Disbursement Summary* which includes *Invoice No. / Description* for each individual A/P entry line reported.

### Sort Order

Entries listed on the *Check Disbursement Summary* can be sorted in one of six ways ...

**Invoice Date** - When selected, A/P entries will be sorted in *Invoice Date* (ascending) order.

Note: The default *Sort Order* selected is *Invoice Date*.

**Check Date** - When selected, A/P entries will be sorted in *Check Date* (ascending) order.

**Bank Type** - When selected, A/P entries will be grouped together by *Bank Type* (*Operating Cash*, *Security Deposit*, *Reserve Account*, and *Other Account*) then sorted by *Invoice Date* within each *Bank Type* group.

**Check Number** - When selected, A/P entries will be sorted numerically by *Check Number* in ascending order. A/P entries with no *Check Numbers* will be listed at the top of this order.

**Vendor Name** - When selected, A/P entries will be alphabetically sorted by *Vendor (Payee) Name*.

**Payable Amount(s)** - When selected, A/P entries will be sorted by individual *Payable Amounts*.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate an *Check Disbursement Summary*, as defined in this setup window.

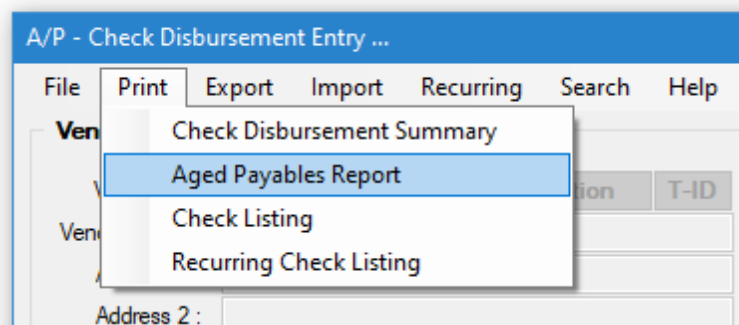
### Cancel

Click-on **Cancel** to exit out of the *Print - Check Disbursement Summary* window.

## 12.11.10. Aged Payables Report

This feature will generate a list of unpaid *Check Disbursement Entries*, grouped by date (00 to 30 Days Old, 31 to 60 Days Old, 61 to 90 Days Old, and Over 90 days Old).







To access the *Aged Payables Report* window, click-on **Accounting > A/P - Check Disbursement Entry > Print > Aged Payables Report**. The *Aged Payables Report - Setup* window appears ...


A screenshot of the 'Aged Payables Report - Setup' window. The window has a blue title bar and a light gray background. It contains several sections: 'Setup' with a calculator icon and explanatory text, 'Report Options' with various checkboxes and dropdowns, and 'Output' with radio buttons. At the bottom are 'Help', 'OK', and 'Cancel' buttons.




**Aged Payables Report ...**

**Setup**


 This feature will generate a list of unpaid Check Disbursement Entries in 30/60/90 Day sections, as of the Report Date selected below.

☒ By Project Filename : RHSDEMO 

☐ Multi-Property Reports : ALLDEMO  ☐ Consolidate


( As of ) Report Date : July  16  2021 


**Report Options**

Bank Type : All 

Include Payables ... ☒ 00 to 30 Days Old  
☒ 31 to 60 Days Old  
☒ 61 to 90 Days old  
☒ Over 90 Days Old

Based on ... ☒ Invoice Date ☐ Due Date

☐ Specific Vendor Only ...  

☐ Selected COA #'s Only ...   ( Not yet selected )

Sorted By ... ☒ Inv/Due Date ☐ Vendor Name ☐ Project Filename

**Output**

☒ Monitor ☐ Printer ☐ .PDF

**Help**

**OK** **Cancel**

### Setup

*Aged Payable Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *Aged Payables Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *Aged Payables Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Consolidated ( checkbox )** - When checked will consolidate *Aged Payable Report* activity together on one report for all projects listed in the *Multi-Property Directory* selected.

**( As of ) Report Date** - Select the desired *Report Date* using pull down lists for *Month*, *Day* and *Year*. All unpaid *Check Disbursement Entries* (that do not have *Check Numbers* recorded), with *Invoice Dates* that fall on or before this *Report Date*, will be included on this report.

**Bank Type** - Select the account you want reported ( *All Accounts*, *Operating Cash*, *Security Deposit*, *Other Account #1/2*, *Reserve Account #1/2/3/4* ).

Note: *Operating Cash* is the default selection.

**Include Payables** - This feature automatically includes all applicable payable periods on the Aged Payables Report. To omit any payable period from being reported, uncheck the desired options.

Note: By default, all report options are checked. At least option must be checked.

**Based on ...**

**Invoice Date** - Select *Invoice Date* to base aged payables on the Invoice Date.

**Due Date** - Select *Due Date* to base aged payables on the Due Date.

Note: *Invoice Date* is the default selection and *Invoice Date* is also used to automatically accrue A/P entries when Accrual is the project's accounting method.

**Specific Vendor Only** - To view an *Aged Payables Report* for one specific Vendor Account only, click-on this checkbox and click-on the *Vendor Selection* [+] button. A *Vendor Selection* window will appear that will allow you to select the desired Vendor Account.

**Selected COA #'s Only (Checkbox)** - To only generate an *Aged Payables Report* for one or more specific *Chart of Account #'s*, click-on the *Selected COA #'s Only checkbox* and [+] button to view the *COA Selection* window ....

COA Selection ...

COA No.	Description
<input type="checkbox"/> 6204	Management Consultants
<input type="checkbox"/> 6210	Advertising and Marketing
<input type="checkbox"/> 6235	Apt Resale Expense (Coop)
<input type="checkbox"/> 6250	Other Renting Expenses
<input type="checkbox"/> 6310	Office Salaries
<input type="checkbox"/> 6311	Office Expenses
<input type="checkbox"/> 6312	Office or Model Apt Rent
<input type="checkbox"/> 6320	Management Fee
<input type="checkbox"/> 6330	Manager or Supt. Salaries
<input type="checkbox"/> 6331	Admin. Rent Free Unit
<input type="checkbox"/> 6335	Apt Resale Expense (Coop)
<input type="checkbox"/> 6340	Legal Expense - Project
<input type="checkbox"/> 6350	Audit Expense
<input type="checkbox"/> 6351	Bookkeeping/Accounting
<input type="checkbox"/> 6370	Bad Debts
<input type="checkbox"/> 6390	Misc Admin Expenses
<input checked="" type="checkbox"/> 6420	Fuel/Oil/Coal
<input checked="" type="checkbox"/> 6450	Electricity
<input checked="" type="checkbox"/> 6451	Water
<input checked="" type="checkbox"/> 6452	Gas
<input checked="" type="checkbox"/> 6453	Sewer
<input type="checkbox"/> 6510	Payroll
<input type="checkbox"/> 6515	Supplies
<input type="checkbox"/> 6520	Contracts
<input type="checkbox"/> 6521	O&M Rent Free Unit
<input type="checkbox"/> 6525	Garbage & Trash Removal
<input type="checkbox"/> 6530	Security Payroll/Contract
<input type="checkbox"/> 6531	Security Rent Free Unit
<input type="checkbox"/> 6546	Heating/Cooling Repairs
<input type="checkbox"/> 6548	Snow Removal
<input type="checkbox"/> 6570	V&M Equipment Repairs
<input type="checkbox"/> 6580	Lease Expense
<input type="checkbox"/> 6590	Misc O&M Expenses
<input type="checkbox"/> 6600	Depreciation Expense

OK Cancel

A list of all available *Chart of Accounts* will be displayed for the project filename currently selected. If *Multi-Property Reports* is selected, the *Chart of Accounts* listed will be from the first project filename listed in the *Multi-Property Directory* file currently selected. Select one or more *Chart of Accounts* by clicking on each desired accounts checkbox.

Click-on **OK** when selection is completed.

Click-on **Cancel** to exit the *COA Selection* window without saving selections.

#### Sorted by ...

**Inv/Due Date** - Select *Inv/Due Date* to sort report by Invoice Date or Due Date.

**Vendor Name** - Select *Vendor Name* to sort report by Vendor Name.

**Project Filename** - Select *Project Filename* to sort report by Project Filename.

Note: *Project Filename* is only available when *Multi-Property Reports* is selected with the *Consolidated* box checked.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

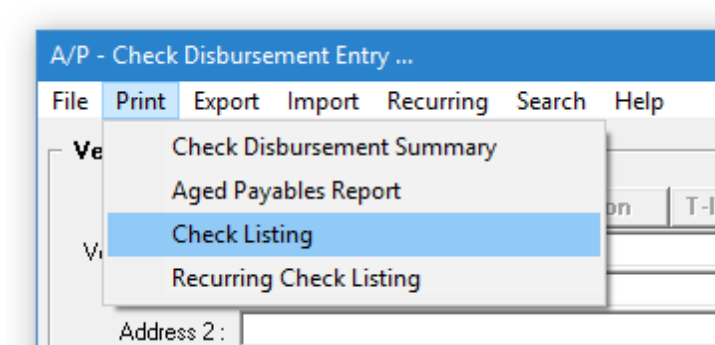
Click-on **OK** to generate an *Aged Payables Report*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Aged Payables Report* window.

## 12.11.10.:Check Listing

This feature will generate a detailed *Check Listing* (*Check Disbursement Entries* with recorded check numbers) for the time period selected.



To access the *Check Listing Report* window, click-on **Accounting > A/P - Check Disbursement Entry > Print > Check Listing**. The *Check Listing - Setup* window appears ...

**Check Listing ...**

**Report Setup**

This feature will generate a detailed listing of paid Check Disbursements, as defined below.

☒ By Project Filename : RHSDemo ▾

☐ Multi-Property Reports : \_ALLPROJ ▾ ☐ Consolidate

Beginning Date : January ▾ 1 ▾ 2017 ▾

Ending Date : May ▾ 31 ▾ 2017 ▾

**Report Options**

Bank Type : Operating Cash ▾

Report Type : ☒ Summary ☐ Detailed

**Output**

☒ Monitor ☐ Printer ☐ .PDF

**Help** **OK** **Cancel**

## Setup

*Check Listings* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Check Listing* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Check Listing* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Consolidated ( checkbox )** - When checked will consolidate *Check Listing* activity together on one report for all projects listed in the *Multi-Property Directory* selected.

**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

## Report Options

**Bank Type** - Select the account you want reported ( *Operating Cash, Security Deposit, Other Account #1/2, Reserve Account #1/2/3/4* ).

Note: *Operating Cash* is the default selection.

**Report Type** - Click-on the **Summary** bullet for a report that will list one entry line for each Check Number. Click-on the **Detailed** bullet for a report that will list all A/P entry lines that make up each Check Number.

Note: *Summary* is the default selection.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

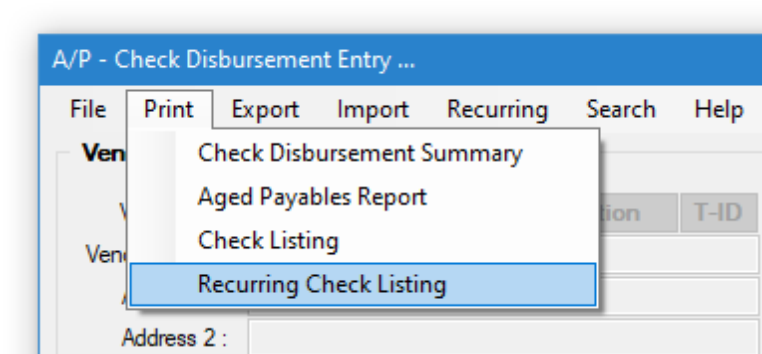
Click-on **OK** to generate a *Check Listing*, as defined in this setup window.

### Cancel

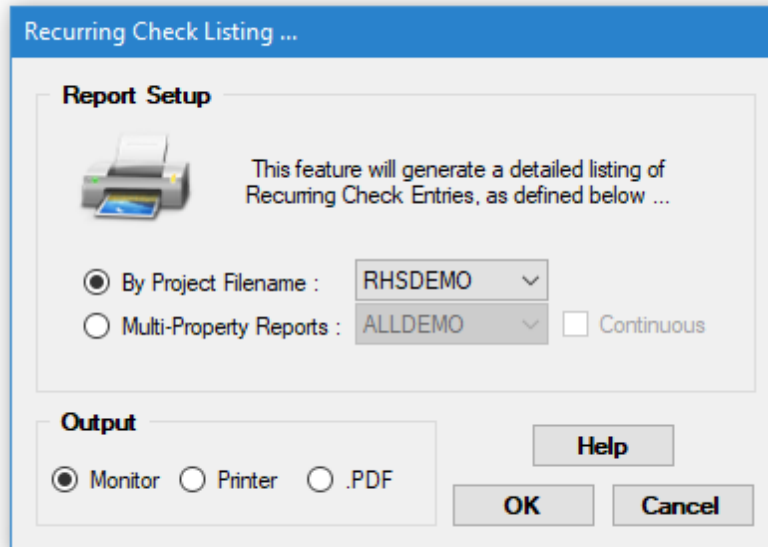
Click-on **Cancel** to exit out of the *Check Listing* window.

## 12.11.10. Recurring Check Listing

This feature will generate a detailed *Recurring Check Listing* ( *Check Disbursement Entries* with Recurring ID Numbers assigned ) for the time period selected.



To access the *Recurring Check Listing Report* window, click-on **Accounting > A/P - Check Disbursement Entry > Print > Recurring Check Listing**. The *Recurring Check Listing - Setup* window appears ...



### Setup

*Recurring Check Listings* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Recurring Check Listing* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Recurring Check Listing* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( checkbox )** - Click-on this checkbox to have multi-property report information listed in one continuous report, instead of separate individual reports for each property.

Note: This checkbox option is only available when *Multi-Property Reports* is selected.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Recurring Check Listing*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Check Listing* window.

## 12.11.11 Export Menu

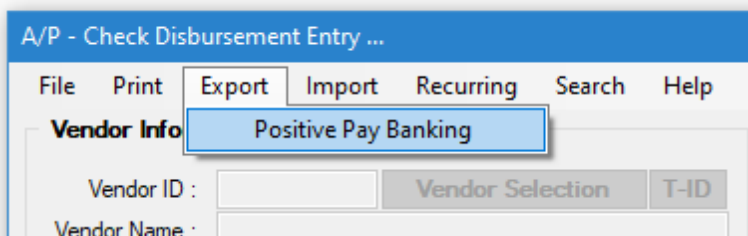
### 12.11.11.1 Postive Pay Banking

## Overview

Positive Pay is an automated fraud detection tool offered by the Cash Management Department of most banks. In its simplest form, it is a service that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the company. All three components of the check must match exactly or it will not pay.

Positive Pay requires the company to send (transmit) a file of issued checks to the bank each day checks are written. When those issued checks are presented for payment at the bank, they are compared electronically against the list of transmitted checks.

This built-in *FHA Software* accounting feature provides the ability to export check run details to a .CSV file that is uploaded to various Banking Institutions that offer Positive Pay services.




From the *A/P Check Disbursement Entry* feature, click-on **Export > Positive Pay Banking** to access the *RPositive Pay Banking - Setup* window.



**Positive Pay Banking ...**

**Setup**

 This feature will create a Positive Pay Banking export file containing printed check activity for the Check Date period defined below ...

☒ By Project Filename : RHSDEMO ▾  
☐ Multi-Property Reports : ALLDEMO ▾  
☐ All Projects

Beginning Check Date : January ▾ 1 ▾ 2021 ▾  
 Ending Check Date : January ▾ 31 ▾ 2021 ▾

Bank File Format : First Bank of Highland Park ▾  
 Bank Type : Operating Cash ▾

**Existing Files**

Path : C:\FHAWIN\DATA\POSITIVEPAY\_FILES

FBHIGHLANDPK\_RHSDEMO\_CHK\_20170830.CSV ▾

**View Existing Positive Pay File Contents**

### Setup

*Positive Pay* export files can be created individually, one project at a time, in *Multi-Property Report* mode for a select group of projects or for all projects that currently exist.

**By Project Filename** - Bullet this selection if you want to create an export file for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to create an export file in *Multi-Property Mode*. The program will automatically create one export file that includes check activity for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

Note: If you have multiple projects, but not all projects have checking accounts at the same bank, you can use the *Multi-Property Directory* feature to group projects with similar Banks. This eliminates having to manually select and create export files one project at a time.

**All Projects** - Bullet this selection to create one export file that includes check activity for all projects ( except RHSDEMO, HUDDMO, S42DEMO ) that exist in your *FHA Software* installation.

**Beginning Check Date** - This *Month, Day & Year* date establishes the first day of the reporting period. Use the pull down lists to select the desired *Month & Year*.

**Ending Check Date** - This *Month, Day & Year* date establishes the last day of the reporting period. Use the pull down lists to select the desired *Month, Day & Year*.

Note: The *Reporting Period* can cover any specific or multiple day time span. By default, both *Beginning & Ending Check Date* will be set as today's system date.

**Bank File Format** - Use this pull down list to select the name of the Bank the checks in the export file being created, applies to.

Note: Below is the current list of Bank export file layouts this *Positive Pay Banking* feature currently provides ...

WELLSFARGO - Wells Fargo FRP  
FBHIGHLANDPK - First Bank of Highland Park

The list of Bank names provided will grow with time. If you want to use this *Positive Pay Banking* feature and don't see your Bank name listed, send an email to support@simplycomputer.net and provide your Bank name.

**Bank Type** - Use this pull down list to select the specific *Bank Account Type* ( *Operating Cash, Security Deposit, Other Account #1/2, Reserve Account #1/2/3/4, or All Accounts* ) to include in the export file being created.

Note: All checks from different Bank Accounts ( *Operating Cash, Security Deposit, etc.* ) can be placed in the same export file as long as they are with the same Bank Name.

### Existing Files

This section allows you to view contents of previously created Positive Pay Banking export files for the *Bank File Format* currently selected ( ex: WELLSFARGO, FBHIGHLANDPK, etc. ).

**Path** - This line will display the default drive letter and folder path where all your *Positive Pay Banking* export files are located.

Note: The default path is C:\FHAWIN\DATA\POSITIVEPAY\_FILES

**View Existing Positive Pay File Contents** - Use the pull down list to view and select from a list of existing Positive Pay Banking export files for the *Bank File Format* currently selected ( ex: WELLSFARGO, FBHIGHLANDPK, etc. ). Then click-on the **View Existing Positive Pay File Contents** button to monitor a *Positive Pay Banking - View Existing Export File Contents* to the screen for the export file selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Preview

Click-on the **Preview** button to monitor a *Positive Pay Banking - Preview Check Activity* report to the screen that will list all applicable checks, based on *Setup* section criteria defined. No changes are made or files are created during the *Preview* process.

### Create

Click-on the **Create** button to create a *Positive Pay Banking - Export File* that will include all applicable checks, based on *Setup* section criteria defined.

Note: After successfully creating your export file(s), simply login to your Bank's *Positive Pay* web service portal and follow on-screen instructions for uploading your export file(s).

### Cancel

Click-on **Cancel** to exit out of the *Print - Check Disbursement Summary* window.

## 12.11.12 Import Menu

### 12.11.12.1 Quickbooks - Payroll

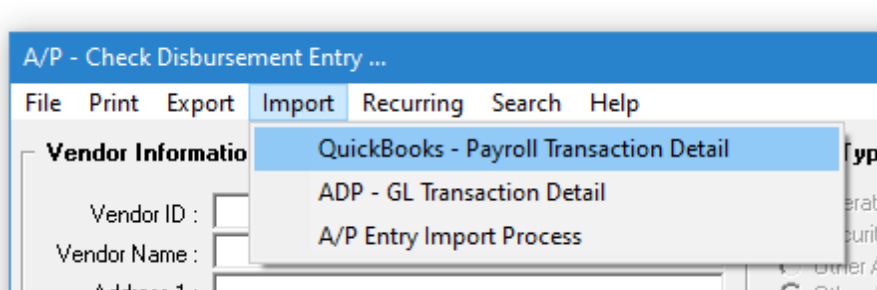
#### 12.11.12.1.1 Overview

## Overview

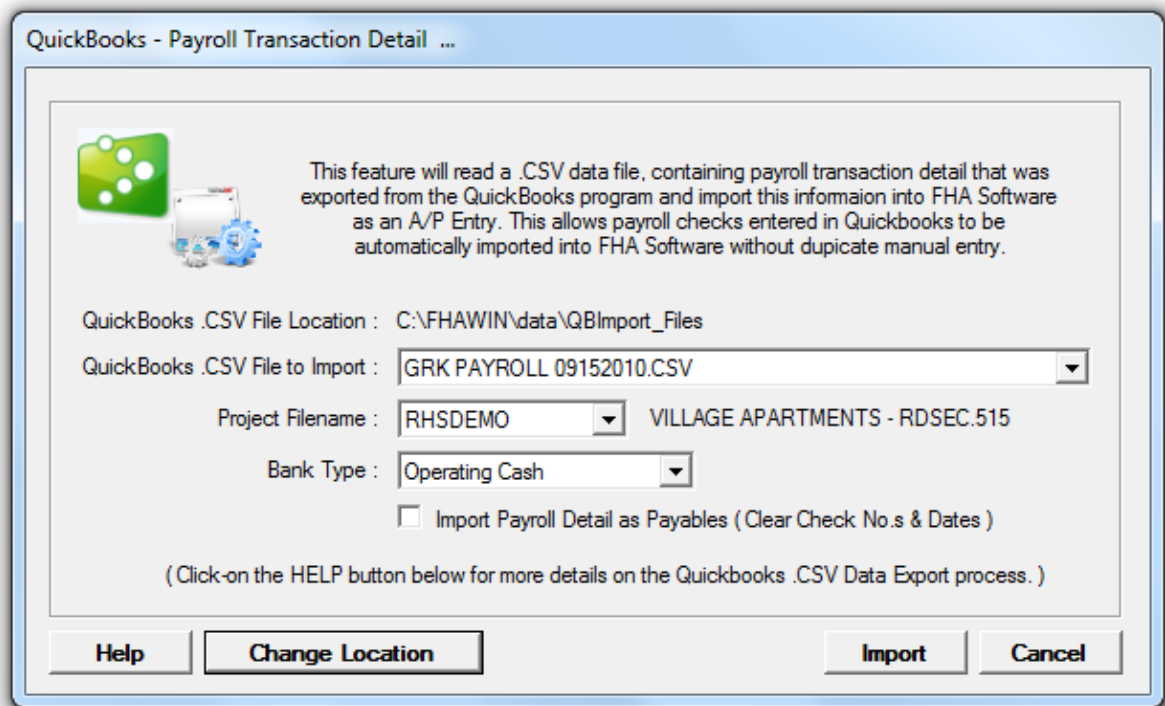
Although payroll checks can be manually recorded in the A/P Check Disbursement Entry window, the accounting feature does not provide the ability to automatically calculate payroll deductions and produce Federal or State employment specific forms. For this, we recommend using QuickBooks for your Payroll processing needs. This FHA Software accounting feature provides the ability to import payroll transaction detail from QuickBooks, eliminating duplicate manual entry.

Processing your payroll with QuickBooks and FHA Software basically consists of the following steps ...

- \* Record your Payroll Checks in QuickBooks
- \* Print & Export a Payroll Transaction Detail report .CSV file from QuickBooks
- \* Import Payroll Checks ( payables ) from the .CSV into FHA Software



To access the *QuickBooks - Payroll Transaction Detail Import* window, click-on **Accounting > A/P Check Disbursement Entry > Import > QuickBooks - Payroll Transaction Detail**. The following window appears ...



The following items are available at the *QuickBooks - Payroll Transaction Detail* window ...

#### **QuickBooks .CSV File Location**

This displays the drive letter and folder where this feature is looking for exported QuickBooks .CSV files to import. Click-on the **Change Location** button provided at the bottom of this window to change this search path.

#### **QuickBooks .CSV File to Import**

This pull down list will include all .CSV filenames that exist in the currently selected location. Select the .CSV file to be imported.

#### **Project Filename**

Click the pull down button to view a list of available project filenames and select the desired property the .CSV file will be imported to.

#### **Bank Type**

Select the Checking Account the Payroll Checks being imported will be drawn from.

Note: The list of available *Bank Types* ( Checking Accounts ) is setup in the *Accounting Defaults* feature.

#### **Import Payroll Detail as Payables ( checkbox )**

Payroll Transaction Detail can be imported as a completed A/P Check Entry ( with QuickBooks Check No. & Date ) .. or .. it can be imported as an A/P Payable Entry ( Check No. & Date left blank ) so that the payroll checks can be physically generated by FHA Software ( Check Printing Process ).

**Unchecked** - Payroll Transaction Detail will be imported as a completed check.

**Checked** - Payroll Transaction Detail will be imported as a payable.

Note: Unchecked is the default.

### Help

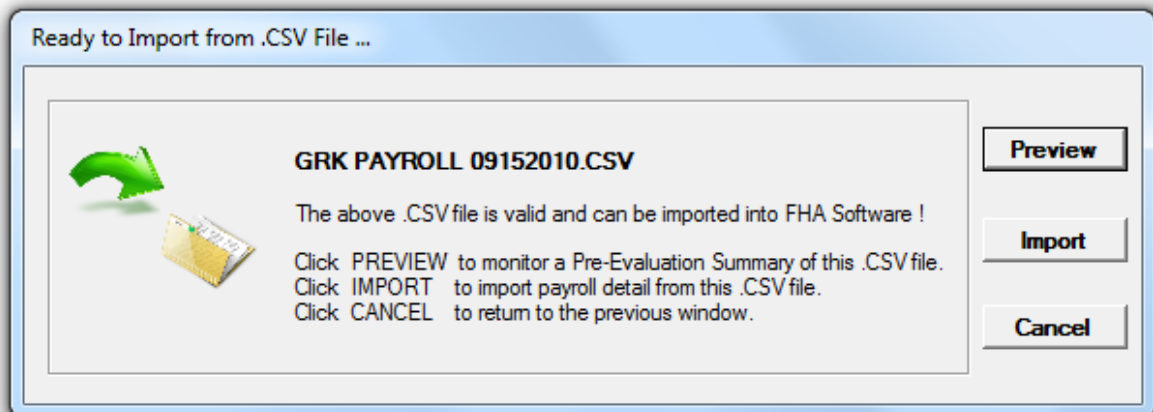
Click-on **Help** to view *Online Help Topics* about this process.

### Change Location

To change where the feature is looking for exported QuickBooks.CSV files, click-on the **Change Location** button. A standard *Browse for Folder* window will appear. Open the drive letter and folder path where you have exported your QuickBooks .CSV files and click-on OK to select it. The new location will be displayed towards the top of this window.

### Import

To start the import process for the exported QuickBooks .CSV file selected, click-on the **Import** button. The program reads the .CSV file contents and verifies that it's a valid exported QuickBooks .CSV file. Messages will appear at this point if there are issues with .CSV file layout or content ( ex: missing fields or account numbers, check numbers already exist, etc. ). If the .CSV file is valid for importing, the follow window will appear ...



**Preview** - Click-on this button to monitor a *Pre-Evaluation Summary* of the payroll checks that will be imported from the exported QuickBooks .CSV file selected. No changes are made to the accounting feature with the *Preview* process.

**Import** - Click-on this button to import *Payroll Transaction Detail* from the exported QuickBooks .CSV file currently selected. When the import process is finished, a *Import Completed Successfully* message will appear. Click-on OK to acknowledge this message. Your *QuickBooks - Payroll Transaction Detail* now exists in the accounting feature.

**Cancel** - Click-on this button to cancel the import process and return to the main *QuickBooks - Payroll Transaction Detail* setup window.

### Cancel

Click-on **Cancel** to exit out of the *QuickBooks - Payroll Transaction Detail Window*.

#### 12.11.12.1.2 Preparation

## Preparation

The *QuickBooks - Payroll Transaction Detail* import feature basically imports payroll check detail from an exported QuickBooks .CSV file as an A/P entry in FHA Software's accounting feature. There are a couple items that need to be setup in QuickBooks in order for accurate payroll information to be imported successfully and include the following ...

### Employee Name Account #

If you want to be able to generate a ledger detail of imported payroll entry activity in FHA Software's accounting feature, a **Vendor ID** needs to be setup for each *Employee* in QuickBooks. The **Name Account #** field can be used for this purpose.

- 1.) Start your QuickBooks program
- 2.) At the top, click-on EMPLOYEES .. EMPLOYEE CENTER

Note: An *Employee Center* window appears.

- 3.) Click-on the EMPLOYEES tab
- 4.) Click-on one of the existing EMPLOYEE NAME's
- 5.) Click-on the EDIT EMPLOYEE button

Note: An *Edit Employee* window appears.

- 6.) Click-on the ADDITIONAL INFO tab
- 7.) For ACCOUNT NO., type: TRC4836

Note: In my example above, I've made the Account No. a combination of the employee's initials ( TRC ) and the last four digits of their SSN ( 4836 ). Resulting in an Account No. ( Vendor ID ) as TRC4836. You can give each Employee any abbreviation you want, as long as it only consists of letters & numbers and it's 8 characters or less.

- 8.) Click-on OK to save your changes

### Payroll Item Description

In order for the correct account number ( Debit COA # ) of each payroll item to be imported over to FHA Software, the *Account Number* must be part of each *Payroll Item Description*.

- 1.) Start your QuickBooks program
- 2.) At the top, click-on LISTS .. PAYROLL ITEM LIST

Note: A *Payroll Item List* window appears.

3.) Right click-on an ITEM NAME entry and click-on EDIT PAYROLL ITEM

Note: An *Edit Payroll Item* window appears.

4.) Add the *Chart of Account* ( COA ) number to the front of this *Payroll Item Description* that is to be Debited when this *Payroll Item* is imported to FHA Software. Below are examples of valid *Payroll Item Description* layouts ...

5455 GROSS WAGES  
5456.01 FEDERAL WITHHOLDING  
5456.02 STATE WITHHOLDING  
5456.03 MEDICARE  
5456.04 IRA CONTRIBUTIONS

Note: *Payroll Item Description* should consist of the *Chart of Account Number*, followed by a *space*, followed by the *Account Description* ( COA# DESCRIPTION ). When imported, the COA # to be Debited for each expense entry in the payroll detail is pulled from the *Payroll Item Description*.

5.) Click-on NEXT .. FINISH to save your changes

### 12.11.12.1.3 Step-by-Step

## Step-by-Steps

Processing your payroll with QuickBooks and FHA Software basically consists of the following steps ...

- \* Record your payroll checks in QuickBooks
- \* Print & Export a Payroll Transaction Detail report .CSV file from QuickBooks
- \* Import payroll checks ( payables ) from the .CSV into FHA Software
- \* Print your payroll checks from FHA Software, if applicable.

Below are the step-by-steps for exporting and importing your *QuickBooks Payroll Transaction Detail*.

### Quickbooks - Printing & Exporting your Payroll Transaction Detail report ...

- 1.) Start your QuickBooks program
- 2.) At the top, click-on REPORTS .. REPORT CENTER

Note: A *Report Center* window will appear.

- 3.) Click-on the STANDARD tab and click-on the EMPLOYEES & PAYROLL selection
- 4.) Locate the PAYROLL TRANSACTION DETAIL report window
- 5.) Click-on the RUN ( Display Report ) icon

Note: A *Payroll Transaction Detail* report window will appear.

6.) Select the DATE RANGE ( From - To ) for your payroll and click-on REFRESH

Note: You should see your payroll checks listed.

7.) Click-on the CUSTOMIZE REPORT button

Note: A *Modify Report* window will appear.

8.) Click-on the DISPLAY tab

9.) In the COLUMNS section, only select the items below ...

- Date
- Num
- Type
- Source Name
- Name Street 1
- Name Street 2
- Name City
- Name State
- Name Zip
- Name Account #
- Payroll Item
- Amount

Note: Clear all checked items that are not listed above. Only the above items should be checked.

10.) Click-on OK

Note: The *Modify Report* window will disappear.

11.) Click-on the PRINT button

Note: A *Print Reports* window will appear.

12.) Click-on the SETTINGS tab

13.) For PRINT TO, select PRINTER

14.) For ORIENTATION, select LANDSCAPE

15.) Click-on the FIT REPORT TO checkbox and select [ 1 ] Pages Wide

16.) Click-on PRINT

Note: The PAYROLL TRANSACTION DETAIL report will be sent to your printer. Make sure the payroll checks on this report are the checks you want to export to FHA Software. You will use this report to compare with a Pre-Evaluation Summary that FHA Software says it will be importing.

17.) For PRINT TO, select FILE and select COMMA DELIMITED FILE

18.) Click-on PRINT

Note: A *Create Disk File* window will appear.

19.) For SAVE IN, select the drive letter and folder where you want to save this .CSV file



Note: Remember this drive letter and folder, as you will be selecting it in the QuickBooks Import feature of FHA Software. You may want to place all your .CSV files in the same folder to simplify the import process.

20.) For FILE NAME, enter the name you want to give this .CSV file

Examples:    RHSDEMO PAYROLL 09152010    PAYROLL AUGUST 2010    AUG2010 PR  
1ST

21.) Click-on SAVE

Note: A .CSV file will be saved to the defined folder, containing payroll transaction detail. The CREATE DISK FILE window will disappear.

22.) CLOSE the QuickBooks program

Note: You now have a .CSV file ready to be imported into FHA Software's Accounting feature.

### **FHA Software - Importing QuickBooks Payroll Transaction Detail .CSV file ...**

1.) Start FHA Software

2.) Click-on ACCOUNTING .. A/P CHECK DISBURSEMENT ENTRY

3.) Click-on IMPORT .. QUICKBOOKS - PAYROLL TRANSACTION DETAIL

Note: A *QuickBooks - Payroll Transaction Detail* window will appear.

4.) Click-on the CHANGE LOCATION button

Note: A *Browse for Folder* window will appear.

5.) Select the folder where you saved ( exported ) your .CSV files in QuickBooks and click-on OK

6.) For QUICKBOOKS .CSV FILE TO IMPORT, select the .CSV file you wish to import

7.) For PROJECT FILENAME, select the applicable project for this import

8.) For BANK TYPE, select the account these payroll checks will be drawn from

9.) Click-on the IMPORT PAYROLL DETAIL AS PAYABLES checkbox

UNCHECKED - Payroll detail will be imported as completed checks with Check Numbers & Dates Recorded.

CHECKED - Payroll detail will be imported as payables ( no Check Numbers & Dates ) which can be printed in FHA Software ( Check Printing Process ).

10.) Click-on IMPORT

Note: The program will analyze the .CSV file to verify that it's a valid .CSV file and check to see if any of the payroll detail already exists in FHA Software. If there are any issues with the .CSV file contents, a message window will appear with discrepancy details. If .CSV file contents are valid, a READY TO IMPORT FROM .CSV FILE window will appear.

11.) Click-on the PREVIEW button

Note: A *QB Import - Pre-evaluation Summary* will appear on-screen which lists each payroll check ( payable ) that will be imported. Compare this information with the *Payroll Transaction Detail* report you printed from Quickbooks ( Check Totals, etc. ).

12.) CLOSE the monitored report

13.) Click-on IMPORT

Note: The program then imports the payroll detail from the .CSV file into the *A/P Check Disbursement Entry* database of FHA Software for the project selected and displays an "*Import Completed Successfully!*" message when completed.

14.) Click-on OK .. CANCEL

15.) Click-on EDIT DISBURSEMENT LEDGER

16.) Select the PROJECT FILENAME of the project we just imported payroll detail to

Note: You should see your recently imported payroll checks listed.

## 12.11.12. ADP - Payroll

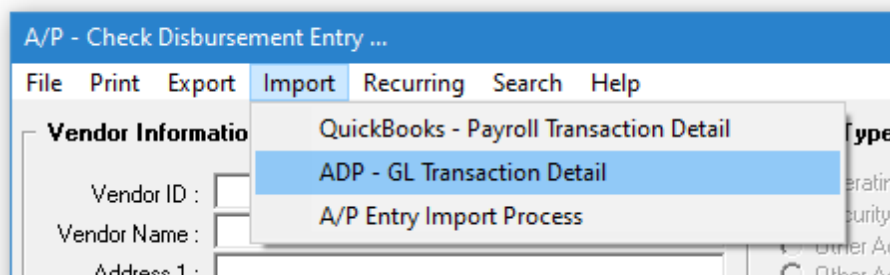
### 12.11.12.2.1 Overview

## Overview

Although payroll checks can be manually recorded in the *A/P Check Disbursement Entry* window, the accounting feature does not provide the ability to automatically calculate payroll deductions and produce Federal or State employment specific forms. For this, we recommend using ADP for your Payroll processing needs. This FHA Software accounting feature provides the ability to import G/L payroll transaction detail from ADP, eliminating duplicate manual entry.


Processing your payroll with ADP and FHA Software basically consists of the following steps ...

- \* Let ADP process your payroll
- \* Download ( Save As ) the GL Transaction Detail as an Excel 97-2003 file from their Report feature
- \* Import Payroll Transaction Detail from the XLS file into FHA Software



To access the *ADP - GL Transaction Detail Import* window, click-on **Accounting > A/P Check Disbursement Entry > Import > ADP - GL Transaction Detail**. The following window appears ...

**ADP - GL Transaction Detail ...**

 This feature will take GL transaction detail from an XLS file provided by ADP and import this information into FHA Software as A/J or A/P Entry Detail. This allows payroll checks processed by ADP to be automatically imported directly into FHA Software.

ADP - XLS File Location : C:\FHAWIN\DATA\ADP\_Payroll\_Files

ADP - XLS File to Import : SPE1002 -25099711 08-19-2021.xls

Project Filename : RHSDemo VILLAGE APARTMENTS - RDSEC.515

Bank Type : Operating Cash

☐ Import Payroll Detail as Payables ( Clear Check No.s & Dates )

( Click-on the HELP button below for more details on the ADP - XLS Data Import process. )

Help Change Location ☐ .CSV File A/J Import A/P Import Cancel

The following items are available at the *ADP - GL Transaction Detail* window ...

#### ADP - XLS File Location

This displays the drive letter and folder where this feature is looking for *ADP* XLS files to import. Click-on the **Change Location** button provided at the bottom of this window to change this search path.

#### ADP - XLS File to Import

This pull down list will include all XLS filenames that exist in the currently selected location. Select the XLS file to be imported.

#### Project Filename

Click the pull down button to view a list of available project filenames and select the desired property the XLS file will be imported to.

#### Bank Type

Select the Checking Account the Payroll Checks being imported will be drawn from.

Note: The list of available *Bank Types* ( Checking Accounts ) is setup in the *Accounting Defaults* feature.

#### Import Payroll Detail as Payables ( checkbox )

Payroll Transaction Detail can be imported as a completed A/P Check Entry ( with Check No. & Date ) .. or .. it can be imported as an A/P Payable Entry ( Check No. & Date left blank ) so that the payroll checks can be physically generated by *FHA Software* ( Check Printing Process ).

**Unchecked** - Payroll Transaction Detail will be imported as a completed check.

**Checked** - Payroll Transaction Detail will be imported as a payable.

Note: Unchecked is the default.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Change Location

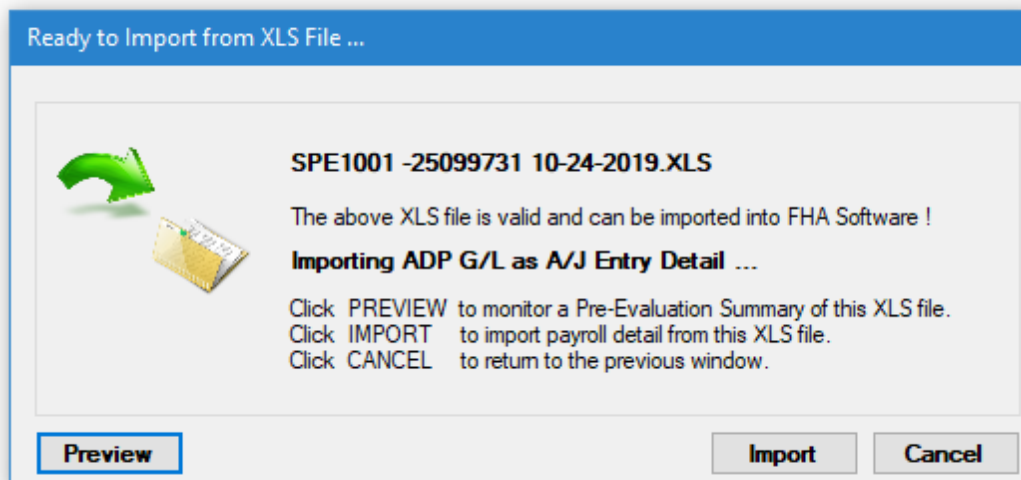
To change where the feature is looking for exported *ADP XLS* files, click-on the **Change Location** button. A standard *Browse for Folder* window will appear. Open the drive letter and folder path where you have exported your *ADP XLS* files and click-on OK to select it. The new location will be displayed towards the top of this window.

### .CSV File ( checkbox )

Click-on this box if you are importing from an *ADP - G/L Summary .CSV* file that will be creating a set of *A/J* entries.

### A/J Import

To start the *A/J* entry import process for the exported *ADP XLS* file selected, click-on the **A/J Import** button. The program reads the *XLS* file contents and verifies that it's a valid exported *ADP XLS* file. Messages will appear at this point if there are issues with *XLS* file layout or content ( ex: missing fields or account numbers, *A/J* entries already exist, etc. ). If the *XLS* file is valid for importing as *A/J* entry detail, the follow window will appear ...



**Preview** - Click-on this button to monitor an *A/J Import - Pre-Evaluation Summary* of the payroll checks that will be imported from the exported *ADP XLS* file selected. No changes are made to the accounting feature with the *Preview* process.

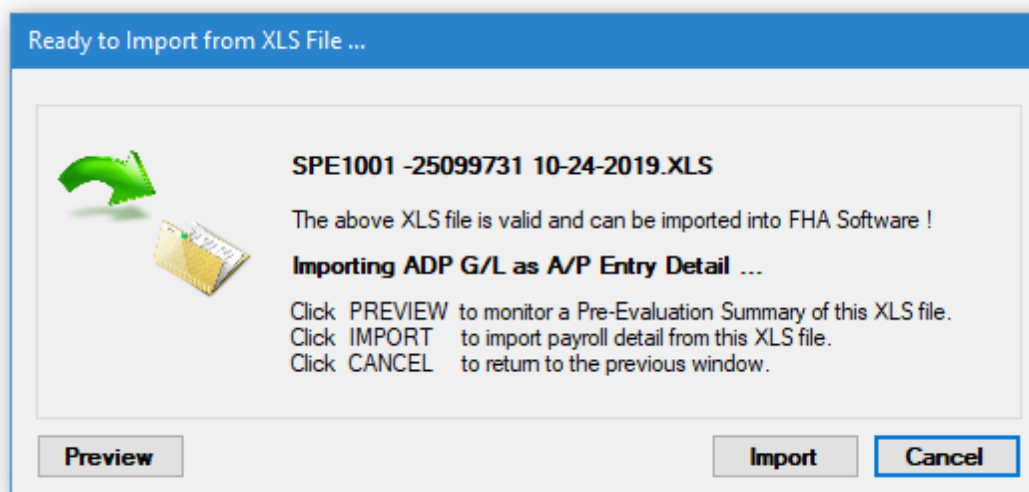
**Import** - Click-on this button to import *GL Transaction Detail* from the *ADP XLS* file currently selected. When the import process is finished, an *Import Completed Successfully* message will appear. Click-on

OK to acknowledge this message. Your *ADP - GL Transaction Detail* now exists in the accounting feature as A/J Adjustment Journal Entries.

**Cancel** - Click-on this button to cancel the import process and return to the main *ADP - GL Transaction Detail* setup window.

### A/P Import

To start the A/P entry import process for the exported *ADP XLS* file selected, click-on the **A/P Import** button. The program reads the XLS file contents and verifies that it's a valid exported *ADP XLS* file. Messages will appear at this point if there are issues with XLS file layout or content ( ex: missing fields or account numbers, check numbers already exist, etc. ). If the XLS file is valid for importing as A/P entry detail, the follow window will appear ...



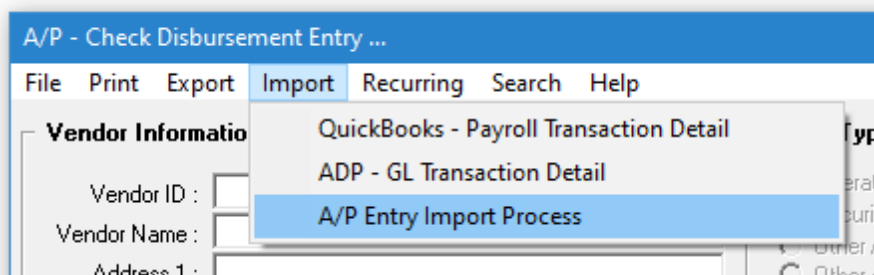
**Preview** - Click-on this button to monitor an *A/P Import - Pre-Evaluation Summary* of the payroll checks that will be imported from the exported *ADP XLS* file selected. No changes are made to the accounting feature with the *Preview* process.

**Import** - Click-on this button to import *GL Transaction Detail* from the *ADP XLS* file currently selected. When the import process is finished, an *Import Completed Successfully* message will appear. Click-on OK to acknowledge this message. Your *ADP - GL Transaction Detail* now exists in the accounting feature as A/P Check Disbursement Entries.

**Cancel** - Click-on this button to cancel the import process and return to the main *ADP - GL Transaction Detail* setup window.

### 12.11.12. A/P Entry Import Process

This feature provides the ability to import A/P Entry activity from .CSV files created manually or exported from other software.



To access the *A/P Entry Import Process* window, click-on the **Import** menu option.

**A/P Entry Import Process ...**

This feature provides the ability to import A/P Entry activity directly from .CSV files created manually or exported from other software. Download (Save As) your .CSV files to the default .CSV File Location below and use this feature to view & import A/P Entry activity.

A/P Entry Import (.CSV) File Location : C:\FHAWIN\DATA\AP\_IMPORT\_FILES

A/P Entry Import (.CSV) File to Import : Sample\_AP\_Import\_File.csv **Select**

Check No.	Description	Check Date	Debit COA	Amount
[HUDEMO] Vendor ID : PAYROLL - Invoice Date / No.: 06/28/2019 / PR20190628	MANAGER SALARY		€330	1,326.64
	OFFICE SALARY		€310	217.80
	HOUSEKEEPING SALARY		€950	1,400.80
	LAUNDRY SALARY		€971	221.75
	Check Total			3,166.99
[RHSDEMO] Vendor ID : PAYROLL - Invoice Date / No.: 06/28/2019 / PR20190628	MAINTENANCE PAYROLL		€110	1,669.50
	Check Total			1,669.50
[RHSDEMO] Vendor ID : MAINTPR - Invoice Date / No.: 06/28/2019 / PR20190628	MANAGER SALARY		€310	1,420.74
	Check Total			1,420.74
[S42DEMO] Vendor ID : PAYROLL - Invoice Date / No.: 06/28/2019 / PR20190628	PR1234 MAINTENANCE PAYROL	06/28/2019	€110	1,029.75
	Check Total			1,029.75

Total Entries : 8      Total Errors : 0      **Print**

**Help**      **Change .CSV File Location**      **View Import Log**      **Import**      **Cancel**

The following options are available at the *A/P Entry Import Process* window ...

### **A/P Entry Import ( .CSV ) File Location**

This is the default drive letter and folder path where the program initially looks for your *A/P Entry Import ( .CSV )* files ( normally: C:\FHAWIN\DATA\AP\_IMPORT\_FILES ). Click-on the **Change .CSV File Location** button to browse and select a different file location.

### **A/P Entry Import ( .CSV ) File to Import - Select**

This pull down button option will list all .CSV files that exist in the *File Location* currently selected. Click-on the **Select** button to display a list of A/P Entry activity the selected .CSV file contains which includes the following ...

**Project\_Filename** - This is the Project Filename that exists in the .CSV file for each individual *A/P Entry* which should match the 7 character or less abbreviated Project FILENAME that exists in your FHA *Software* program. If the Project Filename does not match any Project Filenames in FHA *Software*, the letter "P" will be displayed as an *Error Code* and the A/P Entry Import .CSV file will not be imported.

**Vendor\_ID** - This is the Vendor ID that exists in the .CSV file for each individual *A/P Entry* which should match the 8 character or less abbreviated Vendor ID that exists in your FHA *Software* program. If the Vendor ID does not match any Vendor ID's in FHA *Software*, the letter "V" will be displayed as an *Error Code* and the A/P Entry Import .CSV file will not be imported.

**Invoice\_Date** - This the A/P entry Invoice Date ( CSV file format: mm/dd/yyyy )

**Invoice\_No** - This is the A/P Invoice No.

**Due\_Date** - This the A/P entry Due Date ( CSV file format: mm/dd/yyyy )

**Check\_No** - This is the A/P entry Check Number. A/P entries can be imported as open A/P entries which means Check Number & Check Date are not required.

**Check\_Date** - This is the A/P entry Check Date. A/P entries can be imported as open A/P entries which means Check Number & Check Date are not required.

**Payee\_Name** - This is the Payee Name. If a valid ( matching ) Vendor ID exists, Payee Name can be blank and the Payee Name from the Vendor ID Account will be used.

**Payee\_Address1** - This is Payee Address line #1 and is not required ( can be blank ).

**Payee\_Address2** - This is Payee Address line #2 and is not required ( can be blank ).

**Payee\_Address3** - This is Payee Address line #3 and is not required ( can be blank ).

**Payee\_Address4** - This is Payee Address line #4 and is not required ( can be blank ).

**Description** - This is a 40 characters or less description associated with the A/P Entry being imported. If *Description* is blank or contains invalid characters, the letter "C" will be displayed in the *Error* column and the A/P Entry Import .CSV file will not be imported.

Note: The only characters allowed for *Description* are letters, numbers, pound sign ( # ), dash ( - ), underscore ( \_ ) and comma ( , ).

Note: The A/P Entry Import Process adds a notation to the first 9 characters to the Description field ( ex: IP-081919 which includes posting date as mmddyy ) that identifies that the A/P entry was created by the A/P Entry Import Process feature and prevents duplicate A/P entries from being created if the same .CSV file is imported multiple times.

**Debit\_COA** - This is the Chart of Account number that will be debited when the A/P entry is imported. If a Debit COA # is blank or does not exist in the project's chart of accounts, the letter "A" will be displayed as the *Error Code* and the A/P Entry Import .CSV file will not be imported.

**Amount** - This is the A/P Entry amount that will be posted. If this amount is zero, the letter "Z" will be displayed in the *Error* column and the A/P Entry Import .CSV file will not be imported.

**Error Code** - This code is a letter that corresponds to missing or invalid information that will prevent the *A/P Entry .CSV* file from being imported into *FHA Software*. Below are all the possible Error Codes ...

- A - Missing Chart of Account Numbers
- B - Missing Invoice &/or Due Dates
- C - Invalid Characters in Descriptions
- D - Invalid Dates
- E - Due Date &/or Check Date before Invoice Date
- F - Check No. &/or Check Number Missing
- G - Check No. already exists
- H - A/P Entry Already exists
- J - Missing Chart of Account Year
- K - One or more Database Files not in current Update Release
- L - Check total cannot be zero or negative
- M - Closed Month
- N - Missing Payee Name
- P - Project Filename Does not exist
- U - Invalid Characters in Vendor ID
- V - Missing Vendor ID in CSV File
- Y - Invoice Date Year missing in COA
- W - Vendor ID does not exist in Vendor Accounts
- Z - Line item contains a Zero Amount

**Total Entries & Total Errors** - The *Total Entries* number represents the total number of *A/P Entry* lines that exist in the .CSV file currently displayed. The *Total Errors* number represents the total number of *A/P Entry* lines that have *Errors*.

Note: The *A/P Entry .CSV* file will not be imported if one or more errors exist.

### Print

Click-on **Print** to generated an *A/P Entry Import - Transaction Preview* summary for the .CSV file currently selected.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Change .CSV File Location

Click-on the **Change .CSV File Location** button to browse for and select a drive letter a folder path where *A/P Entry .CSV* files are located in your computer or network that is different than the default path ( normally: C:\FHAWIN\DATA\AP\_IMPORT\_FILES ).

### View Import Log

Each time an attempt is made to import *A/P Entry .CSV* file activity, an entry is recorded in the Import Log. Click-on the **View Import Log** button to view a history of all *A/P Entry Import Process* attempts.

### Import

To import *A/P Entry* lines from the .CSV file currently selected, click-on the **Import** button.



Note: It is recommended to *Print* and review an *A/P Entry Import - Transaction Preview* summary for the selected .CSV file to verify for the existence of and correct any *Errors* before the file is *Imported* into *FHA Software*.

### Cancel

Click-on **Cancel** to exit out of the *A/P Entry Import Process Window*.

## Sample A/P Entry Import File Layout

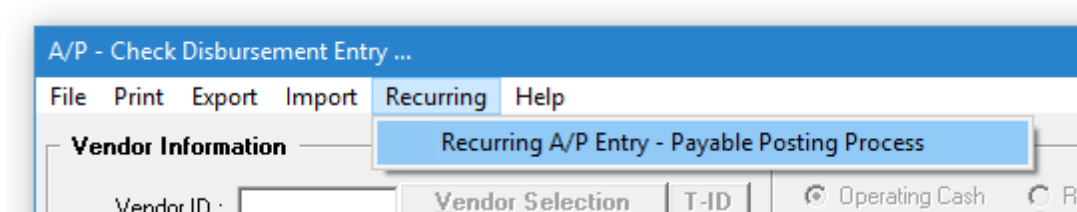
Below are the contents of a sample A/P Entry .CSV Import File layout ...

```
Project_Filename, Vendor_ID, Invoice_Date, Invoice_No, Due_Date, Check_No, Check_Date, Payee_Name, Payee_Address1, Payee_Address2, Payee_Address3, Payee_Address4, Description, Debit_COA, Amount,
HUDDemo,PAYROLL,6/28/2019,PR20190628,6/28/2019,,,,,,MANAGER SALARY,6330,1326.64,
,,,,,,,,,OFFICE SALARY,6310,217.80,
,,,,,,,,,HOUSEKEEPING SALARY,6950,1400.80,
,,,,,,,,,LAUNDRY SALARY,6971,221.75,
RHSDEMO,PAYROLL,6/28/2019,PR20190628,6/28/2019,,,,,,MANAGER SALARY,6310,1420.74,
RHSDEMO,MAINTPR,6/28/2019,PR20190628,6/28/2019,,,,,,MAINTENANCE
PAYROLL,6110,1669.50,
S42DEMO,PAYROLL,6/28/2019,PR20190628,6/28/2019,PR1234,06/28/2019,JIM MOORE,115 5TH
AVE,"LOVES PARK, IL 61011",,,MANAGER SALARY,6310,2029.75,
S42DEMO,MAINTPR,6/28/2019,PR20190628,6/28/2019,PR1235,06/28/2019,LEE SMITH,565 6TH
STREET,"LOVES PARK, IL 61011",,,MAINTENANCE PAYROL,6110,1029.75,
```

## 12.11.13 Recurring Menu

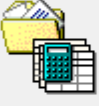
### 12.11.13.Overview

Similar to the *Check Printing Process* feature which also generates a check, *Recurring A/P Entries &/or Utility Refund Entries* can be selected and automatically posted as payable entries only. This allows future *Recurring A/P Entries &/or Utility Refund Entries* to exist as payables for accurate accrual accounting method reporting and allows A/P entries to be manually edited before checks are actually generated.



Click-on **Recurring > Recurring A/P Entry- Payable Posting Process** to access the *Recurring A/P Entry - Payable Posting Process - Setup* window.

**Recurring A/P Entry - Payable Posting Process ...**

 This feature allows the user to Preview &/or Post ( as active payables only ) selected Recurring A/P entries &/or Utility Refunds, with Invoice/Due Dates defined below ...

☒ By Project Filename RHSDEMO
☐ Multi-Property Reports ALLDEMO ☐ Continuous

**Recurring Payables**

☐ Include Recurring Payables ... with R-ID : ALL  
 Invoice Date : April 3 2017  
 Due Date : April 3 2017

**Utility Refunds**

☐ Include Utility Refund Payables : April 2017  
 Due Date : April 3 2017  
☐ Selected Tenants Only

**Output**

☒ Monitor ☐ Printer

### Setup

The *Recurring A/P Entry - Payable Preview or Posting Process* can be completed individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to *Preview or Post Recurring A/P Entries* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to *Preview or Post Recurring A/P Entries* in *Multi-Property Mode*. The program will automatically *Preview or Post Recurring A/P Entries* for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When running reports in *Multi-Property Reports* mode, this feature will include each project on one continuous report instead of page breaking separate reports for each project.

### RECURRING PAYABLES

This section determines which *Recurring A/P Entries* will be included in the *Payable Posting Process*.

**Include Recurring Payables ( checkbox )** - Click-on this checkbox to include *Recurring A/P Entries* in the *Payable Posting Process*.

**... with R-ID** - Use the pull down list to select the desired *Recurring ID*. Select *ALL* to include all Recurring A/P Entries, regardless of what R-ID has been assigned. Select number 1 through 31 to only include Recurring A/P Entries with R-ID's that match your selection number.

Note: The default selection will include *All Recurring A/P Entries*.

**Invoice Date** - This will be the *Invoice Date* each applicable *Recurring A/P Entry* will be posted with. Use the pull down lists to select the desired *Month, Day & Year*.

**Due Date** - This will be the *Due Date* each applicable *Recurring A/P Entry* will be posted with. Use the pull down lists to select the desired *Month, Day & Year*.

Note: *Due Date* must be on or after *Invoice Date*.

### UTILITY REFUNDS

This section determines which *Utility Refund Payables* will be included in the *Payable Posting Process*.

**Include Utility Refund Payables ( checkbox )** - Click-on this checkbox to include *Utility Refund Payable Entries* in the *Payable Posting Process* and select the *Utility Refund - Month & Year* to include.

Note: *Utility Refund Payable - Invoice Date* will always default to the first day of the *Month & Year* selected here.

**Due Date** - This will be the *Due Date* each *Utility Refund Payable Entry* will be posted with. Use the pull down lists to select the desired *Month, Day & Year*.

Note: *Due Date* must be on or after *Utility Refund - Month & Year* selected.

**Selected Tenants Only ( checkbox )** - Click-on this checkbox to hand select the U/R Tenants you only want to create an A/P entry for. When the **Post** button is clicked, a **Select Specific Utility Refund Payables** window will appear.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Preview

Click-on **Preview** to generate a *Recurring A/P Entry Summary*, as defined in this setup window. No entries are being posting during the *Preview* process.

### Post

Click-on **Post** to start the *Recurring A/P Entry - Payable Posting Process*, as defined in this setup window.

Note: A message window will immediately appear warning the user that this feature, if continued, will post A/P entries. The program will then proceed to post Recurring A/P Entries selected as of the Invoice/Due Dates defined and display a *Recurring A/P Entry - Payable Posting Summary* at the end of the process that provides a summary of the A/P entries posted.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.


#### **Cancel**

Click-on **Cancel** to exit out of the *Recurring A/P Entry - Payable Posting Process* window.

### **12.11.13.Select Specific U/R Payables**

This feature provides the ability to hand select only the tenants that will be included in the Utility Refund payable entry creation process. When the **Post** button is clicked at the *Setup* window, the following *Select Specific Utility Refund Payables* window will appear ...

**Post - Selected Utility Refund Payables ...**

 This feature provides the ability to hand select only the tenants that will be included in this Utility Refund payable entry creation process. Click-on the checkbox for each tenant to be included in this Utility Refund Payable entry creation process and click-on POST to complete the posting process.

Unit No.	Tenant ID	Tenant Name	U/R Amount
<input checked="" type="checkbox"/> 128-1B	TID00566	JOHNSON, CHIRSTINA	20.00
<input checked="" type="checkbox"/> 128-1C	TID00228	HART, MERCEDZ	20.00
<input checked="" type="checkbox"/> 128-3B	TID00389	BUTLER, STEPHANIE	7.00
<input checked="" type="checkbox"/> 130-1A	TID00054	White, Tamika L	27.00
<input checked="" type="checkbox"/> 130-1C	TID00668	DANIELS, ANNIE D	20.00
<input checked="" type="checkbox"/> 130-3C	TID00342	DAVENPORT, TERRYANDRIA	30.00
<input type="checkbox"/> 206-1A	TID00687	MITCHELL, BRENDA F	27.00
<input type="checkbox"/> 206-1C	TID00574	BINGHAM, NAMIYA J	20.00
<input type="checkbox"/> 206-3B	TID00739	GREEN, DEJA S	4.00
<input checked="" type="checkbox"/> 208-2B	TID00700	STRONG, TATIERRA L	20.00
<input checked="" type="checkbox"/> 208-3A	TID00036	Mundell, Rosemary C	45.00
<input checked="" type="checkbox"/> 208-3B	TID00007	Williams, Yvonne D	45.00
<input checked="" type="checkbox"/> 208-3C	TID00744	LUKE, JUSTIN	20.00
<input type="checkbox"/> 212-1A	TID00255	THURMOND, SABRINA	11.00
<input type="checkbox"/> 212-1C	TID00722	BILLUPS, MARY A	20.00
<input checked="" type="checkbox"/> 214-1B	TID00715	MEMBERS, LYSHAYA M	19.00
<input checked="" type="checkbox"/> 214-2A	TID00455	BAKER, TELISHA	27.00
<input checked="" type="checkbox"/> 214-2B	TID00520	RICHARDSON, DEANDRA M	20.00

**Help** **Post** **Cancel**

Click-on the checkbox for each tenant to be included in this *Utility Refund Payable* entry creation process.

### Post

Click-on **Post** to complete the *Selected Utility Refund A/P Posting Process*, as defined in this setup window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

Click-on **Cancel** to exit out of the *Select Specific Utility Refund Payables* window.

## 12.11.14 Search Menu

## 12.11.14. Invoice Number Search

This feature provides the ability to search for existing *A/P Check Disbursement Entries* based on matching all or part of *Invoice Number* field criteria. A complete listing of all *A/P Check Disbursement Entries* with matching text will be displayed in the *Search Results* section.

To access the *Invoice Number Entry Search* window, click-on **Accounting > A/P Check Disbursement Entry > Search**. An *Invoice Number Entry Search* window will appear ...

Invoice Number Search ...

This feature will search through one or more existing project databases to locate A/P Check Disbursement Entries that match all or part of the Invoice Number defined below ...

☐ By Project Filename : RHSDEMO
 ☒ Multi-Property Search : ALLDEMO

Search for : DEC 2016 in the A/P Check Disbursement Entry - Invoice Number field.

**Search Results**

Filename	A/P Entry #	Vendor ID - Name	Amount	Invoice No.
HUDDMO	1	SNOWOFF - Snow Removal Services	45.00	Dec 2016 675444-8976
RHSDEMO	14	SNOWOFF - Snow Removal Services	35.00	Dec 2016 675444-8976
RHSDEMO	15	SNOWOFF - Snow Removal Services	35.00	Dec 2016 675444-8976
S42DEMO	1	SNOWOFF - Snow Removal Services	55.00	Dec 2016 675444-8976

Help Search Completed - 4 Matching Entries Found. Print Detail Search Cancel

The following items are available at the *Invoice Number Search* window ...

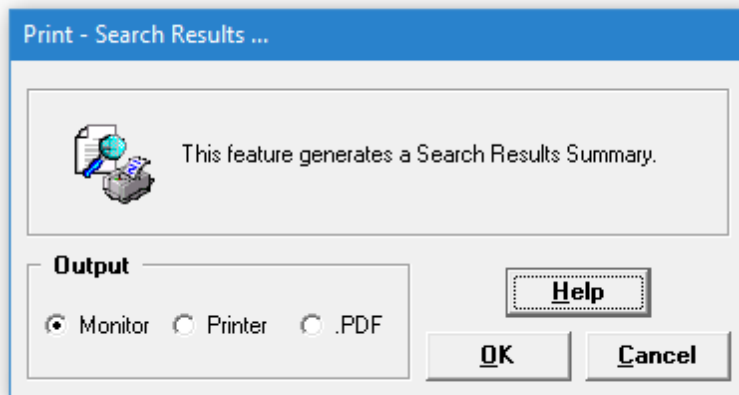
**By Project Filename** - Bullet this selection if you want to search *A/P Check Disbursement Entries* for one specific property only. Click-on the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Search** - Bullet this selection to search through multiple projects at once. Click-on the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Search for** - Enter the *Invoice Number* text you are searching for. For example, if you are searching for an Invoice Number that contains the numbers 1234, enter as much of the Invoice Number you can ( ex: 1234567, 1234, etc. ), as it may have been recorded in the *Invoice Number* field. Entering *Search For* text in upper or lower case doesn't matter. All existing A/P Check Disbursement Entries that have matching *Invoice Number* text will be listed.

**Search** - After entering desired *Search For* text, click-on the **Search** button to start the *Search* process. When completed, all existing *A/P Check Disbursement Entries* that have matching *Invoice Number* text will be listed in the *Search Results* section.

**Print** - To print the *Search Results* list displayed, click-on the **Print** button. The following *Print - Search Results* window will appear ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - Click-on **OK** to generate a *Search Results Summary*.

**Cancel** - Click-on **Cancel** to exit out of the *Print - Search Results* window.

**Detail** - To view more A/P Check Disbursement Entry detail for any matching A/P entry listed, click-on ( highlight ) the desired *A/P Check Disbursement Entry* line and click-on **Detail**. The following *A/P Check Disbursement Entry Detail* window will appear ...

A/P Check Disbursement Entry Detail ...

Filename : RHSDEMO - Vendor : RETAXES - Winnebago County Tax C  
Entry #10 - Invoice No.: RE-7878-1234-LLL

Invoice Date	Due Date	Description	Amount	Check No.	Check Date
06/15/16	06/15/16	RE Tax Payment - 1st Inst	3,575.00	1069	06/15/16
07/29/16	07/29/16	RE Tax Payment - 2nd Inst	3,575.00	1079	07/29/16

OK

All *A/P Check Disbursement Entries* associated with the *Invoice Number* selected will be listed in this detail window. Click-on **OK** to close the detail window.

**Cancel** - Click-on **Cancel** to exit out of the *Invoice Number Search* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

### 12.11.15 Help menu

A/P - Check Disbursement Entry ...

File Print Help

Vendor Information

Click-on **Help** to view *Online Help Topics* about this process.

## 12.12 Check Printing Process

### 12.12.1 Overview

## Overview

Disbursements are first entered as payables in the *Check Disbursement Entry* window and then computer checks generated from this *Check Printing Process* window. The *Check Printing Process*



allows the user *Preview* selected checks before they are printed to verify accuracy. Paper checks are computer generated with check numbers assigned automatically.

To access the *Check Printing Process* window, click-on **Accounting > Check Printing Process**. A *Check Printing Process - Setup Window* appears ...

**Check Printing Process ...**

**Setup**

This feature generates a paper check, assigns check numbers, and records check transactions for the selected project(s), as defined below.

☒ By Project Filename RHSDEMO

☐ Multi-Property Checks ALLDEMO

Check Date : May 3 2022

Type of Printed Check : Pre-Printed Check - Top

**Bank Type**

This check printing process will only include payables that have been entered for the following bank account type ...

Operating Cash Only

**Options**

☒ Consolidate Payables with same Vendor ID on one check

☐ Select Specific Payables &/or make Partial Payments

☐ By Due Date ..... May 3 2022

☐ Specific Vendor Only  +

☐ Include Recurring Checks ... with R-ID : ALL

☐ Include Utility Refund Checks May 2022

**Help** **Preview** **Print** **Cancel**

### Setup

*Disbursement Checks* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Disbursement Checks* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Disbursement Checks* in *Multi-Property Mode*. The program will automatically generate checks for each property listed in a specified Multi-

Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Check Date** - Select the desired *Month, Day & Year* for dating all checks generated, using the pull down lists. Today's date will automatically appear as the default date displayed.

**Type of Printed Check** - There are several check type formats currently generated by this program. Using the pull down list, select the check type that matches your check stock. All checks generated by this program are laser check types (one 8 1/2 x 11 inch page). Dot-Matrix Printers are not capable of printing these formats. Check formats available currently include the following ...

**\* Pre-Printed Check - Top** - This is a standard pre-printed check with the check located at the very top of the page.

Note: ( deluxe.com ) Deluxe Check No. SSLT104 - 1 Part  
( fhasoftware.formsfulfillment.com ) Check No. 031L

Note: Pre-Printed *Check - Top* is the default Check Type displayed.

**\* Pre-Printed Check - Middle** - This is a standard pre-printed check with the check part located in the middle of the page.

Note: ( deluxe.com ) Deluxe Check No. SSLM102 - 1 Part  
( fhasoftware.formsfulfillment.com ) Check No. 019L

**\* Pre-Printed Check - Custom** - This selection will generate the custom pre-printed check [custom\_chk.rpt] that was created specifically for this FHA Software package installation.

**\* MICR - Check Factory - SCS** - This check type will generate the entire check (including MICR encoding) on blank check stock by integrating with a MICR check writing software program called *Check Factory*. (*Check Factory* is not included with FHA Software and is purchased separately).

Note: *Project Name & Address* and *Bank Name & Address* printed on this SCS check version is printed by FHA Software. The only items printed by Check Factory software is the MICR encoded line.

**\* MICR - Check Factory - CF** - This check type will generate the entire check (including MICR encoding) on blank check stock by integrating with a MICR check writing software program called *Check Factory*. (*Check Factory* is not included with FHA Software and is purchased separately).

Note: *Project Name & Address* and *Bank Name & Address* printed on this CF check version is printed by Check Factory software, in addition to the MICR encoded line.

**\* MICR - Check Factory - Custom** - This selection will generate the custom MICR check [custom\_micr.rpt] that was created specifically for this FHA Software package installation.

Note: FHA Software integrates with third party *MICR Check Printing* software in order to generate MICR encoded checks. Therefore, the additional purchase of specific *MICR Check Printing* software is required for this purpose and is available at discounted pricing through Simply Computer Software, Inc.

Note: The default *Type of Printed Check* selection can be preset in the User Defaults section of *Accounting Defaults*.

Note: ( deluxe.com ) Deluxe Check No. DLT831 - 1 Part  
( fhasoftware.formsfulfillment.com ) Check No. 329L

\* **MICR - Check - SCS** - This check type will generate the entire check (including MICR encoding) on blank check stock.

Note: This MICR Check layout can be printed without *MICR Check Printing* software.

Note: Requires installation of the MICR E-13B Font

Do the following to install the required MICR E-13B Font in your computer ...

- 1.) Right click-on the Windows Start Icon and select FILE EXPLORER
- 2.) OPEN the FHA Software PROGRAM folder ( normally C:\FHAWIN )
- 3.) Right click-on the MICRENC.TTF filename and select INSTALL

\* **Online Bill Payments** - This selection is used to complete a check run that will be uploaded to an online bill payment service ( ex: Prisma ) and paid online.

Note: A/P Check Payments will be recorded like a normal check run with an A/P Online Bill Payment Detail page printed instead of an actual check.

### Bank Type

This section allows the user to select the desired *Bank Account* to print checks from and they include the following items ...

**Operating Cash Only** - Select this to print checks for payables that have been entered with the *Cash Bank Type* specified.

Note: This is the default *Bank Type* selection.

**Security Deposit Only** - Select this to print checks for payables that have been entered with the *Security Deposit Bank Type* specified.

**Other Account #1/2 Only** - Select this to print checks for payables that have been entered with any 1 of 2 *Other Account Bank Types* specified.

**Reserve Account #1/2/3/4 Only** - Select this to print checks for payables that have been entered with any 1 of 4 *Reserve Account Bank Types* specified.

**All Accounts (MICR Only)** - If a *MICR Check* type has been selected, this option will be allowed. Since MICR encoded checks generates the entire check, including magnetic bank numbering, this option will allow all bank types to be printed at the same time.

### Options

**Consolidate Payables with same Vendor ID on one check** - Check this item to consolidate all individually entered disbursement entries for this same payee onto one check generation, if applicable. Thus eliminating multiple check generations for the same payee from the same project checking account.

Note: When this option is checked, all open *Vendor Credit* entries will automatically be applied towards existing payables included in the *Check Printing Process* defined. If the total *Vendor Credit* amount exceeds the net payable for the Vendor ( resulting in what would be a negative check ), the payable for that vendor will not be included in the check run.

Note: When this option is not checked, *Vendor Credit* entries are not included or applied.

**Select Specific Payables &/or make Partial Payments** - When checked and **By Project Filename** is selected, the user will be able to hand pick specific payables for the selected project's check run. The ability to partial pay any existing A/P entry will also be made available. A **Select Specific Payables Window** will appear when clicking on the **Print** button. When checked and **Multi-Property Reports** is selected, the user will be able to select which projects will not be included in the multi-property check run. A **Select Specific Payables ( Multi-Property Reports ) Window** will appear when clicking on the **Print** button.

**By Due Date** - By default, the program uses *Invoice Date* to determine when an A/P entry is considered a payable that is available for a check run. To limit payable determination based on *Due Date*, click-on the **By Due Date** box and select the applicable Date. Only A/P entries with *Due Dates* that fall on or before the Date defined will be included for this check run.

**Specific Vendor Only** - To limit a check run to only include A/P entries for a specific *Vendor Account*, click-on the **Specific Vendor Only** box and click-on the [+] button to select the desired *Vendor Account*. Only A/P entries for the *Vendor Account* defined will be included in this check run.

**Include Recurring Checks** - When this box is checked, all existing *Check Disbursement Entries* that have been labeled as *Recurring Checks* that match the *Recurring ID* number ( R-ID ) selected, will be included with this *Preview* or *Print* process.

**Include Utility Refund Checks** - When this box is checked, for all existing tenants that have a *Utility Refund (Negative Rent)* amount in effect on the first day of the *Month & Year* selected, a disbursement check will be included with this *Preview* or *Print* process.

Note: Checks will automatically be made payable to the *Tenant's Name* and current *Unit Address*. *Operating Cash* is the default *Credit Account* used. The *Debit Account* used is the COA No. that has been setup in *Accounting Defaults*. A unique *Tenant ID* ( in place of Vendor ID ) and *Invoice #* will automatically be created.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## Preview

Click-on **Preview** to monitor a *Preview Summary* of applicable disbursement entries that are eligible for check printing, as defined in this setup window.

## Print

Click-on **Print** to generate computer checks, as defined in this setup window. A *Printing Checks* window will appear.

## Cancel

Click-on **Cancel** to exit out of the *Check Printing Process* window.

### 12.12.2 Select Specific Payables ( By Project )

#### By Project Filename

This feature allows the user to hand pick specific payables for checking printing from a list of all existing *Check Disbursement Entries*. Clicking on the *Print* button when the *Select Specific Payables* checkbox is checked will prompt the following window to appear ...

**Select Specific Payables ...**

This window displays a list of all eligible A/P entries. Click-on the box for each entry line that should be included in this check run. Unchecked entry lines will not be included. A running total of all selected entries will be displayed at the bottom of the AMOUNT column. To split out or make a partial payment, click-on the desired A/P entry line box and click-on the PARTIAL PAY button that will be displayed.

<input type="checkbox"/>	Vendor ID	Vendor Name	Entry #	Amount	Invoice Number
<input type="checkbox"/>	LAUNDRY	Ace Laundry Services	2	265.00	
<input type="checkbox"/>	INSURANC	All State Insurance Group	11	1,250.00	
<input type="checkbox"/>	AL LAWN	Al's Lawn Mowing Service	3	355.00	
<input type="checkbox"/>	AL LAWN	Al's Lawn Mowing Service	9	975.00	
<input type="checkbox"/>	BOBHDWR	Bob's Ace Hardware	4	788.00	ACE-HJGFD-9845188
<input checked="" type="checkbox"/>	ELECTRIC	Commonwealth Edison	13	1,100.00	IL-888-9845FH0001
<input type="checkbox"/>	HOME	Home Depot	5	445.00	HOME-IL-8989-93522
<input type="checkbox"/>	OFFICE	Office Depot	7	725.00	
<input type="checkbox"/>	SCSFHA	Simply Computer Software	1	889.00	
<input type="checkbox"/>	SIMPLYCO	Simply Management Company, Inc	12	4,939.00	
<input type="checkbox"/>	SNOWOFF	Snow Removal Services	6	590.00	
<input type="checkbox"/>	USDARD	USDA Rural Development	8	658.00	
<input type="checkbox"/>	RETAXES	Winnebago County Tax Collector	10	7,150.00	IL78-4510987-B

Total amount of A/P entries selected \$ **1,100.00**

The following items are provided at this window ...

### Select Specific Payables


A list of existing *Check Disbursement Entries (Payables)* is displayed in this window in *Vendor Name* order. Each line represents a total check. Simply click-on the checkbox for each *Check Disbursement Entry (Payable)* line to be included with this *Check Printing Process*. A running total of all A/P entry lines selected will be displayed at the bottom.

Note: A/P entries are listed in *Vendor Name* order.

### Partial Pay

To partially pay an existing A/P entry line displayed, click-on the A/P entry line box and click-on the **Partial Pay** button. A/P entry details will be displayed in a *Partial Pay* window ...

Partial Pay ...

 This window displays entry line details for the specific payable entry selected. Click-on the box for each entry line that should be split out from the payable total and made separately selectable for this check run. A running total of all selected entry lines will be displayed at the bottom of the SELECTED column.

To partially pay the amount of any entry line displayed, click-on the desired entry line box and click-on the CHANGE AMOUNT TO BE PAID button. Enter the partial amount to be paid in the space provided at the bottom of this window and click-on SAVE. The partial payment amount will be displayed in the SELECTED column.

**A/P Entry #13 - [ ELECTRIC ] Commonwealth Edison - INV#IL-456-898989555**


LN#	Payable Entry Description	Amt Due	Selected
1	BLDG 01	156.00	0.00
2	BLDG 02	196.00	0.00
3	BLDG 03	175.00	0.00
4	BLDG 04	165.00	0.00
5	BLDG 05	145.00	0.00
6	BLDG 06	135.00	0.00
7	BLDG 07	129.00	0.00

1,100.00 0.00

Help Change Amount to be Paid OK Cancel

Click-on the box for each A/P entry line to include it in the check run. A running total of all A/P entry lines selected will be displayed at the bottom. To partially pay the amount of any A/P entry line displayed, click-on the desired A/P entry line box and click-on the **Change Amount to be Paid** button. The option to enter the partial payment amount will be made available at the bottom of the window ...

**Partial Pay ...**

 This window displays entry line details for the specific payable entry selected. Click-on the box for each entry line that should be split out from the payable total and made separately selectable for this check run. A running total of all selected entry lines will be displayed at the bottom of the SELECTED column.

To partially pay the amount of any entry line displayed, click-on the desired entry line box and click-on the CHANGE AMOUNT TO BE PAID button. Enter the partial amount to be paid in the space provided at the bottom of this window and click-on SAVE. The partial payment amount will be displayed in the SELECTED column.

**A/P Entry #13 - [ ELECTRIC ] Commonwealth Edison - INV#IL-456-898989555**

LN#	Payable Entry Description	Amt Due	Selected
1	BLDG 01	156.00	0.00
2	BLDG 02	195.00	0.00
3	BLDG 03	175.00	0.00
4	BLDG 04	145.00	0.00
5	BLDG 05	145.00	0.00
6	BLDG 06	135.00	0.00
7	BLDG 07	129.00	0.00

**1,100.00      0.00**

Partial Payment Entry ... Enter the partial amount to be paid towards the A/P entry line selected \$

Enter the partial amount to be paid towards the A/P entry line selected and click-on **Save**. The *Partial Pay* window will be updated with the new *Partial Payment Entry* amount.

Note: The *Partial Payment Entry* amount cannot be less than 1.00 nor equal to or greater than the A/P entry amount being changed.

Note: An A/P entry set that includes negative deduction amounts cannot be partially paid. An example would be a payroll check that has Federal, State, etc. deductions that lowers the net amount of the entire check. Payroll checks or checks similar to Payroll checks cannot be partially paid.

Note: When included in the check run, *Recurring Checks* and *Utility Refund Checks* cannot be partially paid. In the *Select Specific Payables* listing, *Recurring Checks* will show the letter "R" in the Entry # column and *Utility Refund Checks* will show the letter "U" in the Entry # column.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate computer checks for payables selected from this window.

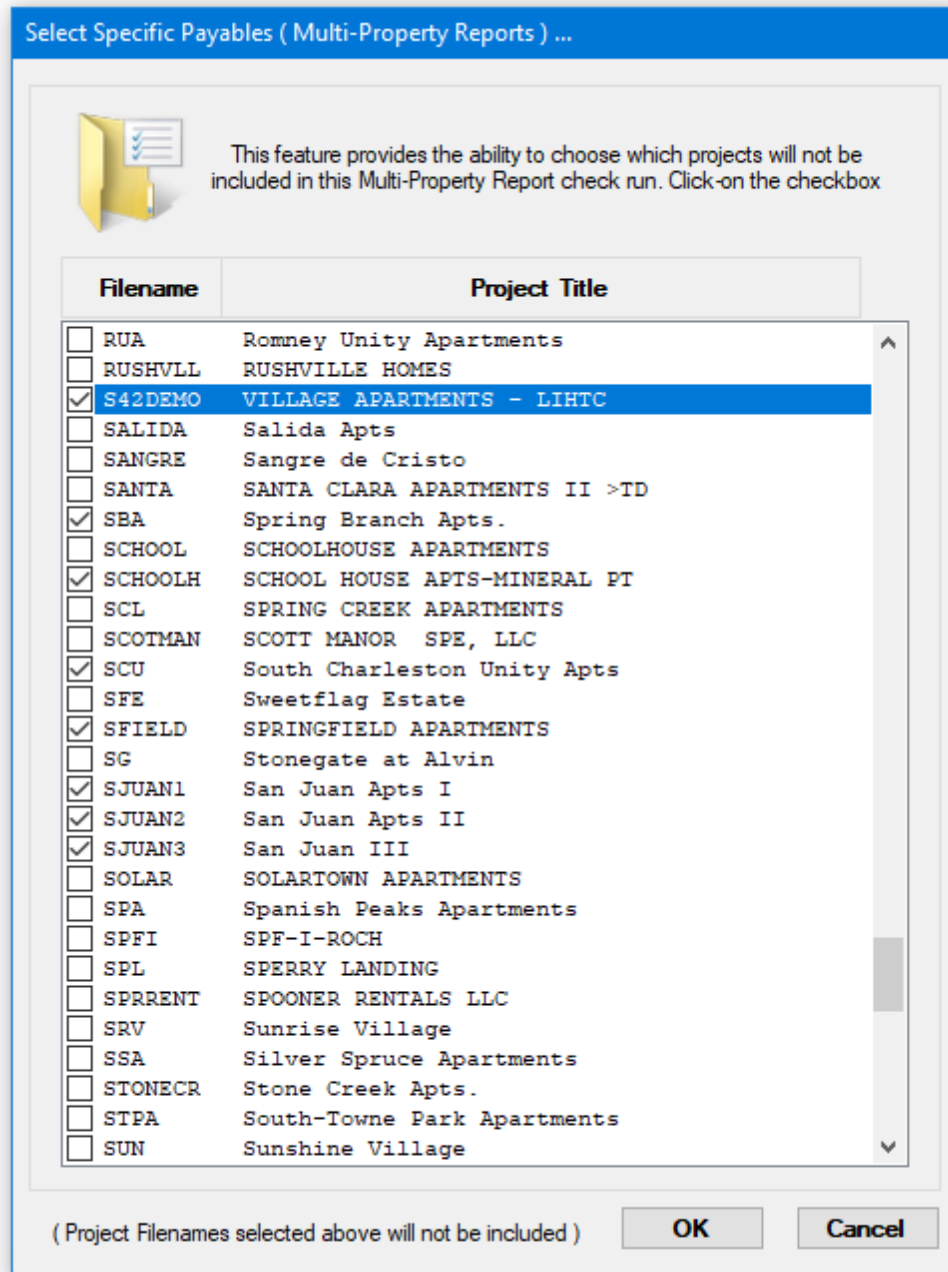
**Cancel**

Click-on **Cancel** to exit out of the *Select Specific Payables* window.

**12.12.3 Select Specific Payables ( Multi-Property )****Multi-Property Reports**

This feature allows the user to choose which projects will not be included in the *Multi-Property Report* check run. Clicking on the *Print* button when the *Select Specific Payables* checkbox is checked will prompt the following window to appear ...





The following items are provided at this window ...

### Select Specific Payables ( Project Filenames )

A list of all *Project Filenames* included in the *Multi-Property Report* group selected are displayed in filename order. Click-on the checkbox for each *Project Filename* you want to OMIT from this check run. All *Project Filenames* checked will NOT be included in this check run.

OK

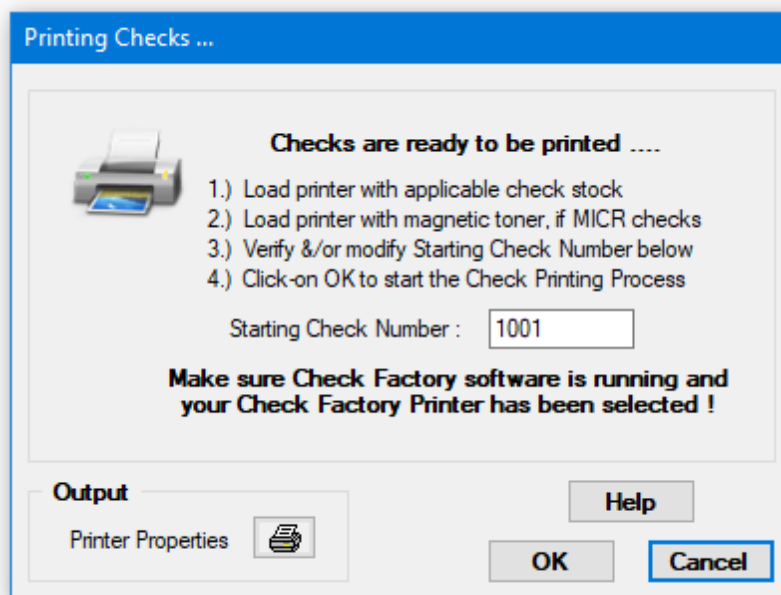
Click-on **OK** to generate computer checks for all *Project Filenames* included in the *Multi-Property Report* directory selected, except those that were checked off at this window.

### Cancel

Click-on **Cancel** to exit out of the *Select Specific Payables ( Multi-Property Reports )* window.

## 12.12.4 Print Menu

Click-on **Print** to generate computer checks, as defined in the setup window. A *Printing Checks* window will appear ...



The *Printing Checks* window will appear when there are available checks to print. The following items are provided at this window ...

### Starting Check Number

At the end of each successful *Check Printing Process*, the next available check number is recorded in the *Bank Account* file used. The next available check number is then automatically retrieved and used with each new *Printing Checks* process. The user can accept the check number displayed or manually change it to match the number on the check stock loaded in the printer.

### Output

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate computer checks, as defined in the previous setup window.

Note: *Check Factory* users (MICR Check Printing) should make sure that their *Check Factory* program is running in background before clicking **OK**.

**Cancel**

Click-on **Cancel** to exit out of the *Printing Checks* window.

## 12.13 Void Checks Process


### 12.13.1 Overview

### Overview

This feature automates the ability to void and/or reprint check disbursements. A complete listing of all *Check Disbursement Entries* (with check numbers) is displayed in chronological ( Check Date ) order (most recent towards the top). Click-on the check box for each desired *Check Disbursement Entry*. Select one of three *Void/Reprint* options and click-on *OK*.

To access the *Void Checks Process* window, click-on **Accounting > Void Checks Process**. A *Void Checks Process* window will appear ...

**Void Checks Process ...**

 This feature displays a Check Disbursement list for the project selected, allowing the user to choose which checks to void &/or reprint.

**VILLAGE APARTMENTS - RDSEC.515**

**Project:**

**Void Effective Date:**     ☒ **Void Only**    ☐ **Void & Reprint**    ☐ **Reprint Only**

<input checked="" type="checkbox"/>	Check #	Date	Vendor	Description	Amount
<input checked="" type="checkbox"/>	1073	C 07/12/18	Bob's Ace Hardware	Supplies - Jul	98.00
<input checked="" type="checkbox"/>	1172	C 07/01/18	Al's Lawn Mowing Servic	4 Decorative Bushes	975.00
<input checked="" type="checkbox"/>	1106	C 06/30/18	Simply Management Compa	Management Fee - Jun	706.00
<input type="checkbox"/>	1066	C 06/25/18	Office Depot	Answering machine	75.00
<input type="checkbox"/>	1062	C 06/25/18	Al's Lawn Mowing Servic	Mowing - Jun	105.00
<input type="checkbox"/>	1161	C 06/19/18	Commonwealth Edison	Electric - Jun	135.00
<input type="checkbox"/>	1069	C 06/15/18	Winnebago County Tax Co	RE Tax Payment - 1st Inst	3,575.00
<input type="checkbox"/>	1061	C 06/14/18	Ace Laundry Services	Laundry Fee - Jun	45.00
<input type="checkbox"/>	1063	C 06/12/18	Bob's Ace Hardware	Supplies - Jun	145.00
<input type="checkbox"/>	1064	C 06/10/18	Home Depot	Paint - Jun	150.00
<input type="checkbox"/>	1001	C 06/10/18	Simply Computer Softwar	Training Seminar in Rkfd	490.00
<input type="checkbox"/>	1105	C 05/30/18	Simply Management Compa	Management Fee - May	705.00
<input type="checkbox"/>	1052	C 05/25/18	Al's Lawn Mowing Servic	Mowing - May	75.00
<input type="checkbox"/>	1151	C 05/19/18	Commonwealth Edison	Electric - May	145.00
<input type="checkbox"/>	1051	C 05/14/18	Ace Laundry Services	Laundry Fee - May	45.00
<input type="checkbox"/>	1053	C 05/12/18	Bob's Ace Hardware	Supplies - May	115.00
<input type="checkbox"/>	1104	C 04/30/18	Simply Management Compa	Management Fee - Apr	700.00
<input type="checkbox"/>	1046	C 04/25/18	Office Depot	Office Furniture	650.00
<input type="checkbox"/>	1141	C 04/19/18	Commonwealth Edison	Electric - April	165.00
<input type="checkbox"/>	1041	C 04/14/18	Ace Laundry Services	Laundry Fee - Apr	35.00
<input type="checkbox"/>	1043	C 04/12/18	Bob's Ace Hardware	Supplies - Apr	75.00
<input type="checkbox"/>	1044	C 04/10/18	Home Depot	Paint - Apr	175.00
<input type="checkbox"/>	1103	C 03/31/18	Simply Management Compa	Management Fee - Mar	715.00
<input type="checkbox"/>	1035	C 03/20/18	Snow Removal Services	Snow Removal - Mar	175.00
<input type="checkbox"/>	1131	C 03/19/18	Commonwealth Edison	Electric - March	175.00
<input type="checkbox"/>	1031	C 03/14/18	Ace Laundry Services	Laundry Fee - Mar	45.00
<input type="checkbox"/>	1033	C 03/12/18	Bob's Ace Hardware	Supplies - Mar	135.00

**Help**    ( Check list is sorted by Check DATE, most recent towards the top )    **OK**    **Cancel**

The following items are available at the *Void Checks Process* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. All *Check Disbursement Entries* for the *Project* selected will immediately be displayed.

**Void Effective Date** - This is the posting date upon which the checks will be voided. Today's date will automatically first appear.

Note: Date entered in mmddyyyy format.

**Void Only** - Bullet this option to simply void selected checks.

Note: The original *Check Disbursement Entry* will not be effected, but will be tagged as being voided. A new *Voided Check Entry* will automatically be created in the *A/P Check Disbursement Entry* section that posts the voided entries on the *Void Effective Date* entered.

**Void & Reprint** - Bullet this option to void and reprint selected checks.

Note: The original *Check Disbursement Entry* will not be effected, but will be tagged as being voided. A new *Voided Check Entry* will automatically be created in the *A/P Check Disbursement Entry* section that posts the voided entries on the *Void Effective Date* entered. Another *Check Disbursement Entry* will automatically be created in the *A/P Check Disbursement Entry* section (matching the original check that was voided) that will be immediately available to print in the *Check Printing Process*.

**Reprint Only** - Bullet this option to simply reprint selected checks.

Note: The original *Check Disbursement Entry* will automatically be unposted (with check numbers cleared out) and set back to being immediately available for reprint in the *Check Printing Process*.

**OK** - Click-on **OK** to complete the *Void &/or Reprint* process selected.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on **Cancel** to exit out of the *Void Checks Process* window.

## 12.14 Bank Reconciliation

### 12.14.1 Overview


## Overview

The *Bank Reconciliation* window is used to reconcile checking account activity, entered in accounting features, with monthly bank statements.

To access the *Bank Reconciliation* window, click-on **Accounting > Bank Reconciliation**. When the *Bank Reconciliation* window is first accessed, a blank window is displayed.

**Bank Reconciliation ...**

File Print Help

 This feature will simplify reconciliation of each Checking Account ( Bank Type ) used by the project currently selected.

**VILLAGE APARTMENTS - RDSEC.515**

Project :

Bank Type :

Ending Bank Date :	<input type="text"/>	<-- as shown on Bank Statement
Ending Bank Balance \$	<input type="text" value="0.00"/>	<-- as shown on Bank Statement
Outstanding Checks Total \$ (	<input type="text" value="0.00"/>	) <input type="button" value="+"/>
Outstanding Deposits Total \$	<input type="text" value="0.00"/>	) <input type="button" value="+"/>
Outstanding Adjustments Total \$	<input type="text" value="0.00"/>	) <input type="button" value="+"/>
Bank Charges not yet entered \$	<input type="text" value="0.00"/>	
Bank Interest not yet entered \$ (	<input type="text" value="0.00"/>	)
Adjusted Bank Balance \$	<input type="text" value="0.00"/>	
Accounting Balance \$	<input type="text" value="0.00"/>	
Difference \$	<input type="text" value="0.00"/>	<-- Checking Account is in balance when Difference is zero

Bank ID : CASH  
 Bank Name : United Bank of Illinois  
 Acct Name : DEMO Project Cash Checking  
 Acct No. : 1234567890  
 COA No. : 1120  
 COA Desc. : Operating Checking

Five options are available when first accessing the *Bank Reconciliation* window ...

### Bank Reconciliation Window

**File** - Click-on **File > Exit** to exit out of the *Tenant Payment Entry* window

**Help** - Click-on **Help** to view *Online Help Topics* about this process

**Project** - Select the desired *Project Filename* from the pull down list

**Bank Type** - Select the desired *Bank Type* to reconcile from the pull down list

Note: *Bank Types* include *Operating Cash*, *Security Deposit*, *Reserve Account*, and *Other Account*.


**Edit Bank Reconciliation** - Click-on **Edit Bank Reconciliation** to start reconciling the *Bank Type* currently selected. The *Bank Reconciliation - Editing* window will appear.

## 12.14.2 Editing

Click-on the **Edit Bank Reconciliation** button to view &/or modify reconciliation information for the *Bank Type* currently selected. The *Bank Reconciliation - Edit Window* is then enabled.

**Bank Reconciliation ...**

File Print Help

 This feature will simplify reconciliation of each Checking Account ( Bank Type ) used by the project currently selected.

**VILLAGE APARTMENTS - RDSEC.515**

Project : RHSDEMO  
Bank Type : Operating Cash

Ending Bank Date : 05/30/2020 <-- as shown on Bank Statement  
Ending Bank Balance \$ 23,089.00 <-- as shown on Bank Statement

Outstanding Checks Total \$ ( 1,085.00 ) +  
Outstanding Deposits Total \$ 6,883.00 +  
Outstanding Adjustments Total \$ 305.00 +

Bank Charges not yet entered \$ 0.00  
Bank Interest not yet entered \$ ( 0.00 )

Adjusted Bank Balance \$ 29,192.00  
Accounting Balance \$ 29,192.00

Difference \$ 0.00 <-- Checking Account is in balance when Difference is zero

Done Edit Bank Reconciliation

The following items are available at the *Bank Reconciliation - Edit* window ...

### Bank Reconciliation Information

*Bank Account Detail* for the *Bank Type* currently selected is displayed at the lower right side of the *Bank Reconciliation* window and includes *Bank ID*, *Bank Name*, *Acct Name*, *Acct No.*, *COA No.*, and *COA Desc.* This information comes from *Bank Accounts* data.

**Ending Bank Date** - After clicking on the *Edit Bank Reconciliation* button, the user is asked to enter the *Ending Bank Date* of the *Bank Statement* that is being reconciled. This date is the last date being reported on the *Bank Statement*. Enter the *Ending Bank Date* (in a MMDDYYYY format) and press [TAB].

Note: Each time this date is entered (by pressing [TAB]), the program reloads *Outstanding Checks*, *Deposit & Adjustment Entry* information and *Accounting Balance* that are applicable for this date.

**Ending Bank Balance** - Enter the *Ending Bank Balance* amount reported on the *Bank Statement*.

**Outstanding Checks Total \$ ( + Button )** - The amount displayed is a total of all Outstanding Checks (A/P - Check Disbursement Entries) with *Check Dates* on or before the *Ending Bank Date*. To view &/or edit the list of *Outstanding Checks*, click-on the [+ ] button located to the right. The *Bank Reconciliation - Outstanding Checks* window will appear.

**Outstanding Deposits Total \$ ( + Button )** - The amount displayed is a total of all Outstanding Deposits (*A/R - Tenant Payment Entries*) with *Deposit Dates* on or before the *Ending Bank Date*. To view &/or edit the list of *Outstanding Deposits*, click-on the **[+]** button located to the right. The **Bank Reconciliation - Outstanding Deposits** window will appear.

**Outstanding Adjustments Total \$ ( + Button )** - The amount displayed is a total of all Outstanding Adjustments (*A/J - Adjustment Journal Entries*) with *Entry Dates* on or before the *Ending Bank Date*. To view &/or edit the list of *Outstanding Adjustments*, click-on the **[+]** button located to the right. The **Bank Reconciliation - Outstanding Adjustments** window will appear.

**Bank Charges not yet entered \$** - If a *Bank Charge* exists on the *Bank Statement* that has not yet been recorded in the *Accounting Feature*, enter the amount here in order to reconcile with your *Bank Statement*. You'll still need to enter the *Bank Charge* as an *A/J - Adjustment Journal Entry* for future *Bank Reconciliations*.

**Bank Interest not yet entered \$** - If *Bank Interest* exists on the *Bank Statement* that has not yet been recorded in the *Accounting Feature*, enter the amount here in order to reconcile with your *Bank Statement*. You'll still need to enter *Bank Interest* as an *A/J - Adjustment Journal Entry* for future *Bank Reconciliations*.

**Adjusted Bank Balance \$** - *Outstanding A/P, A/R, A/J, Bank Charge & Interest* activity is automatically applied to the *Ending Bank Statement Balance* to arrive at an *Adjusted Bank Balance* so that an apples-to-apples comparison to the *Accounting's Bank Balance* can be made. Below is the automated calculation ...

	Ending Bank Balance
Minus	Outstanding Checks Total
Plus	Outstanding Deposits Total
Plus	Outstanding Adjustments Total
Minus	Bank Charges not yet entered
Plus	Bank Interest not yet entered
Equals	Adjusted Bank Balance

**Accounting Balance \$** - This is the *Accounting's Bank Balance* for the *Bank Type* selected, as of the *Ending Bank Date*.

**Difference \$** - Any difference between *Adjusted Bank Balance* and *Accounting Balance* is displayed here. When this amount is zero (0.00), the *Bank Reconciliation* is in balance. If an amount other than zero is displayed, the *Bank Reconciliation* for the selected *Bank Type* is off by that amount.

### Reconciling Recommendations

The following are things to try that will help make the *Balance Reconciliation* process more efficient and successful ...

**Verify Account Entry Accuracy** - If your accounting entries don't balance within themselves, then this will cause *Bank Reconciliation* to be inaccurate, as well. Print and compare the following reports for the month you will be reconciling to insure that your accounting entries are in balance within themselves.

1.) Print a **Trial Balance** for the month you'll be reconciling. Then look at this report. Does *Total Debits* equal *Total Credits*? It should always equal. If they don't, you're beginning balances for applicable *Bank*



*Types (Checking, Security Deposit, etc.)* may not have been entered correctly which will cause the *Bank Reconciliation* not to balance, as well.

2.) Print a **Balance Sheet** and a **Standard Operating Statement** for the month you'll be reconciling. The "*Amount Credited to Net Income YTD*" on the *Balance Sheet* should match the "*Net Income YTD*" (*YTD Actual Column*) amount on the *Standard Operating Statement*. If they don't, you're beginning balances (particularly Owner Equity or Retained Earnings) was not accurately established.

3.) Print a **General Ledger Detail** and **General Ledger Summary** for the month you'll be reconciling. *Total Debits* and *Total Credits* displayed should equal each other within the same report and should be the same amounts displayed on both reports. If they don't, entry detail does not match entry totals and the *Bank Reconciliation* will be effected. In this situation, run the *G/L Reposting Utility* for the month(s) that are out of balance. Call Technical Support if more assistance is needed.

**Bank Charges & Interest** - Before attempting to reconcile your applicable *Bank Types* (Checking Accounts), we recommend entering any *Bank Charges* and *Bank Interest* amounts provided on the *Bank Statement* in the *A/J - Adjustment Journal Entry* Window. You'll have to do it anyway, but this will eliminate having to manually add these amounts on the *Bank Reconciliation* window in order to generate a balanced *Bank Reconciliation Report*. Entering *Bank Charge & Interest* amounts when editing the *Bank Reconciliation* window is for balancing the report only and does not automatically post these amounts in the *Accounting*.

### Print

Click-on **Print > Bank Reconciliation Report** to generate a *Bank Reconciliation Report* for the *Bank Type* being reconciled. A *Bank Reconciliation Report - Setup Window* will appear.

Note: This *Print - Bank Reconciliation Report* option is only enabled when in *Edit Mode*.

### Help

Click-on **Help** to view *Online Help Topics* about this process


### Done

Click-on **Done** to exit the *Bank Reconciliation - Edit* process.

## 12.14.3 Outstanding Checks

The amount displayed on the *Bank Reconciliation* window is a total of all *Outstanding Checks* (*A/P - Check Disbursement Entries*) with *Check Dates* on or before the *Ending Bank Date*. To view &/or edit the list of *Outstanding Checks*, click-on the **[+]** button located to the right. The *Bank Reconciliation - Outstanding Checks* window will appear ...

**Bank Reconciliation - Outstanding Checks ...**

 This window displays a list of all A/P - Check Disbursements applicable to the Checking Account being reconciled. Click-on a checkmark for each check entry that appears on the Bank Statement. Unchecked entries will be considered as Outstanding Checks.

<input type="checkbox"/>	Check #	Date	Vendor	Amount
<input checked="" type="checkbox"/>	1051	05/14/20	Ace Laundry Services	45.00
<input type="checkbox"/>	1052	05/25/20	Al's Lawn Mowing Service	75.00
<input checked="" type="checkbox"/>	1053	05/12/20	Bob's Ace Hardware	115.00
<input type="checkbox"/>	1105	05/30/20	Simply Management Company, Inc	705.00
<input checked="" type="checkbox"/>	1151	05/19/20	Commonwealth Edison	145.00

☒ Display Unreconciled Entries Only ( Outstanding Checks )

This window displays a list of all *A/P - Check Disbursements* applicable to the *Checking Account* being reconciled. Click-on a checkmark for each check entry that appears on the *Bank Statement*. Unchecked entries will be considered as *Outstanding Checks*.

The following items are available at the *Bank Reconciliation - Outstanding Checks* window ...

**Display Unchecked Entries Only ( Outstanding Checks ) (Checkbox )**

As the default, only *Outstanding Check Entries* are displayed in this window. To view all *Check Disbursement Check Entries*, uncheck this box.

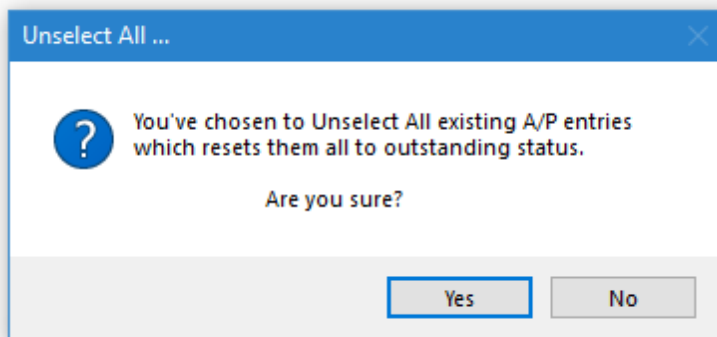
Note: Previously reconciled *Check Disbursement Entry* lines will appear with an asterisk displayed to the right of the checkbox. To *Unselect* any previously reconciled *Check Disbursement Entry* line (with an asterisk displayed), simply click-on the checkbox.

### Select All

Click-on **Select All** to automatically select all *Check Disbursement Entry* lines displayed. An asterisk will appear to the right of the checkbox for all *Check Disbursement Entry* lines. This option is only enabled when the *Display Unchecked Entries Only* checkbox is checked.

### Unselect All

Click-on **Unselect All** to automatically unselect all *Check Disbursement Entry* lines displayed. The following message box will appear ...



Click-on **Yes** to *Unselect All Check Disbursement Entries* or click-on **No** to exit out of this option.

Note: This option is only enabled when the *Display Unchecked Entries Only* checkbox is checked.

### Help

Click-on **Help** to view *Online Help Topics* about this process

### Cancel

Click-on **Cancel** to exit out of the *Bank Reconciliation - Outstanding Checks* window without saving changes.


### Save & Exit

Click-on **Save & Exit** to save changes and exit out of the *Bank Reconciliation - Outstanding Checks*.

## 12.14.4 Outstanding Deposits

The amount displayed on the *Bank Reconciliation* window is a total of all *Outstanding Deposits* (A/R - *Tenant Payment Entries*) with *Deposit Dates* on or before the *Ending Bank Date*. To view &/or edit the list of *Outstanding Deposits*, click-on the [+] button located to the right. The *Bank Reconciliation - Outstanding Deposits* window will appear ...

**Bank Reconciliation - Outstanding Deposits ...**

 This window displays a list of all Batch/Deposit Entries applicable to the Checking Account being reconciled. Click-on a checkmark for each matching deposit entry that appears on the Bank Statement. Unchecked entries will be considered as Outstanding Deposits.

<input type="checkbox"/>	Batch #	Amount
<input type="checkbox"/>	-5200501	4,187.00
<input checked="" type="checkbox"/>	20200501	2,696.00

☒ Display Unreconciled Entries Only ( Outstanding Deposits )

This window displays a list of all *A/R - Batch/Deposit Entries* applicable to the *Checking Account* being reconciled. Click-on a checkmark for each matching deposit entry that appears on the *Bank Statement*. Unchecked entries will be considered as *Outstanding Deposits*.

The following items are available at the *Bank Reconciliation - Outstanding Deposits* window ...

**Display Unchecked Entries Only ( Outstanding Deposits ) (Checkbox )**

As the default, only *Outstanding Batch/Deposit Entries* are displayed in this window. To view all *Batch/Deposit Entries*, uncheck this box.

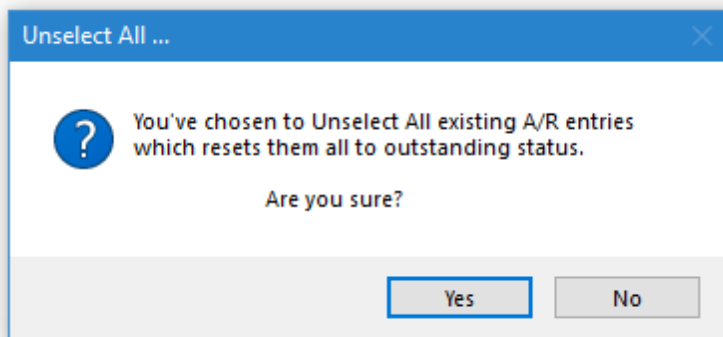
Note: Previously reconciled *Batch/Deposit Entry* lines will appear with an asterisk displayed to the right of the checkbox. To *Unselect* any previously reconciled *Batch/Deposit Entry* line (with an asterisk displayed), simply click-on the checkbox.

### Select All

Click-on **Select All** to automatically select all *Batch/Deposit Entry* lines displayed. An asterisk will appear to the right of the checkbox for all *Batch/Deposit Entry* lines. This option is only enabled when the *Display Unchecked Entries Only* checkbox is checked.

### Unselect All

Click-on **Unselect All** to automatically unselect all *Batch/Deposit Entry* lines displayed. The following message box will appear ...



Click-on **Yes** to *Unselect All Batch/Deposit Entries* or click-on **No** to exit out of this option.

Note: This option is only enabled when the *Display Unchecked Entries Only* checkbox is checked.

### Help

Click-on **Help** to view *Online Help Topics* about this process

### Cancel

Click-on **Cancel** to exit out of the *Bank Reconciliation - Outstanding Deposits* window without saving changes.


### Save & Exit

Click-on **Save & Exit** to save changes and exit out of the *Bank Reconciliation - Outstanding Deposits*.

## 12.14.5 Outstanding Adjustments

The amount displayed on the *Bank Reconciliation* window is a total of all *Outstanding Adjustments (A/J - Adjustment Journal Entries)* with *Entry Dates* on or before the *Ending Bank Date*. To view &/or edit the list of *Outstanding Adjustments*, click-on the **[+]** button located to the right. The *Bank Reconciliation - Outstanding Adjustments* window will appear ...

Bank Reconciliation - Outstanding Adjustments ...

 This window displays a list of all A/J - Adjustment Journal entries applicable to the Checking Account being reconciled. Click-on a checkmark for each adjustment entry that appears on the Bank Statement. Unchecked entries will be considered as Outstanding Adjustments.

<input type="checkbox"/>	Entry #	Date	Description	Amount
<input type="checkbox"/>	3	05/15/20	Bank Interest - May 2020	18.00
<input checked="" type="checkbox"/>	3	05/15/20	Laundry - May 2020	188.00
<input type="checkbox"/>	3	05/15/20	Vending - May 2020	99.00

☒ Display Unreconciled Entries Only ( Outstanding Adjustments )

This window displays a list of all *A/J - Adjustment Journal Entries* applicable to the *Checking Account* being reconciled. Click-on a checkmark for each matching adjustment entry that appears on the *Bank Statement*. Unchecked entries will be considered as *Outstanding Adjustments*.

The following items are available at the *Bank Reconciliation - Outstanding Adjustments* window ...

#### Display Unchecked Entries Only ( Outstanding Adjustments ) (Checkbox )

As the default, only *Outstanding Adjustment Entries* are displayed in this window. To view all *Adjustment Entries*, uncheck this box.

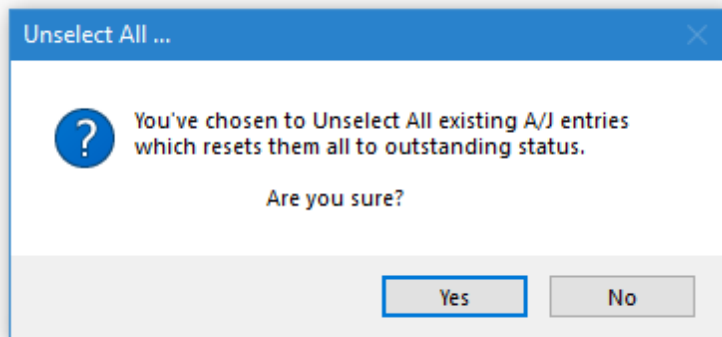
Note: Previously reconciled *Adjustment Entry* lines will appear with an asterisk displayed to the right of the checkbox. To *Unselect* any previously reconciled *Adjustment Entry* line (with an asterisk displayed), simply click-on the checkbox.

**Select All**

Click-on **Select All** to automatically select all *Adjustment Entry* lines displayed. An asterisk will appear to the right of the checkbox for all *Adjustment Entry* lines. This option is only enabled when the *Display Unchecked Entries Only* checkbox is checked.

**Unselect All**

Click-on **Unselect All** to automatically unselect all *Adjustment Entry* lines displayed. The following message box will appear ...



Click-on **Yes** to *Unselect All Adjustment Entries* or click-on **No** to exit out of this option.

Note: This option is only enabled when the *Display Unchecked Entries Only* checkbox is checked.

**Help**

Click-on **Help** to view *Online Help Topics* about this process

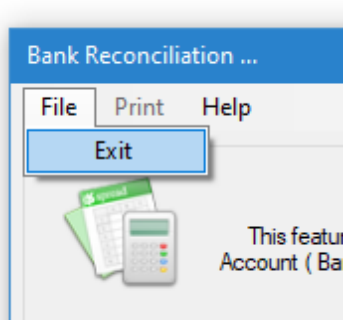
**Cancel**

Click-on **Cancel** to exit out of the *Bank Reconciliation - Outstanding Adjustments* window without saving changes.

**Save & Exit**

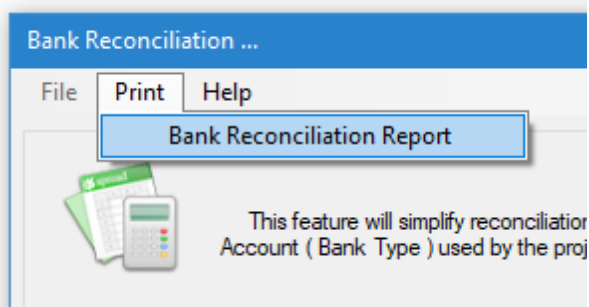
Click-on **Save & Exit** to save changes and exit out of the *Bank Reconciliation - Outstanding Adjustments*.

### 12.14.6 File Menu

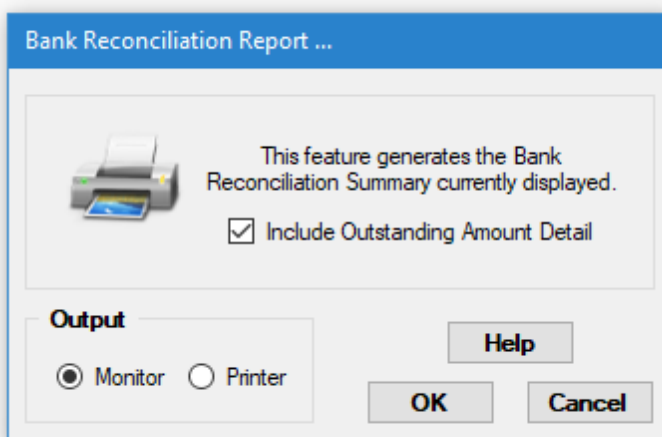


Click-on **File > Exit** to exit out of the *Bank Reconciliation* window.

### 12.14.7 Print Menu



A *Bank Reconciliation Report* can easily be generated which provides the reconciliation calculation summary and outstanding check, deposit & adjustment details. Click-on **Print > Bank Reconciliation Report** to view the *Bank Reconciliation Report - Setup* window.



**Include Outstanding Amount Detail ( Checkbox )**



The *Bank Reconciliation Report* is split into two reports. The first page provides a reconciliation calculation summary, similar to the information displayed on the *Bank Reconciliation Window*. The summary is always generated. By clicking on this checkbox, a detailed list of *Outstanding Checks*, *Deposits* and *Adjustment Entries* will also be generated with the *Bank Reconciliation Report*.

Note: This box is checked as the default.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

Note: If the *Include Outstanding Amount Detail* is checked, only the detailed report will be displayed on-screen. If unchecked, the summary report will be displayed on-screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

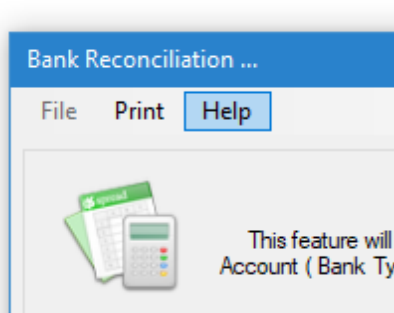
### OK

Click-on **OK** to generate a *Bank Reconciliation Report*.

### Cancel

Click-on **Cancel** to exit out of the *Print - Bank Reconciliation Report* window.

## 12.14.8 Help Menu



Click-on **Help** to view *Online Help Topics* about this process.

## 12.15 Financial Statements

### 12.15.1 Bank Balance Summary

## Overview

This feature provides the ability to obtain a quick summary of *Bank Balances* for any month that exists in the Project's *Chart of Accounts*. The user has the option to view *Bank Balances* for one project only or for multi-properties at the same time. Account Numbers defined in the *Checking Account Setup* window of each project's *Accounting Defaults* determines where bank balance amounts ( COA # ) are coming from for this summary.


As listed in the *Checking Account Setup* window of *Accounting Defaults*, bank accounts summarized are as follows ...

**Operating Cash**  
**Security Deposit**  
**Other Account #1**  
**Other Account #2**  
**Reserve Account ( #'s 1 thru 4 )**

Note: The *Reserve Account* balance will be the combined total of all four (4) Reserve Accounts. If Chart of Account numbers entered for Reserve Account #1 thru #4 are for *Transfer-from-Reserve* (TFR) activity only, then the Reserve Account balance displayed will be for TFR activity only, as well.

To access the *Bank Balance Summary* window, click-on **Accounting > Financial Statements > Bank Balance Summary**. The main *Bank Balance Summary* window will appear ...

**Bank Balance Summary ...**

 This feature provides a quick way of getting balances for all accounts that have been setup in the Accounting Defaults - Checking Accounts Setup window.

Report Date : July 2018

☐ By Project Filename : RHSDEMO  
☒ Multi-Property Reports : ALLDEMO

**Retrieve Bank Balance Info**

Project	Operating Cash	Security Deposit	Other Acct #1	Other Acct #2	Reserve Account
HUDEMO	0.00	0.00	0.00	0.00	0.00
RHSDEMO	33,618.00	9,758.00	8,500.00	0.00	-1,599.00
S42DEMO	0.00	0.00	0.00	0.00	0.00

**Help** **Print Summary** **Exit**

Note: The *Bank Balance Summary* window first appears with no bank amount information displayed. The user must verify &/or select the desired *Report Date*, *Project Filename* or *Multi-Property Reports Filename* and then click-on the *Retrieve Bank Balance Info* button to trigger a *Bank Balance Summary* to be displayed.

The following options are available at the *Bank Balance Summary Window*...

#### Report Date

Select the desired *Month & Year* of Bank Balance Summary information to report, using the pull down lists. *Bank Balance* amounts as of the last day of the *Month & Year* selected will be reported on this summary.

Note: The *Retrieve Bank Balance Info* button must be clicked in order to retrieve and display a *Bank Balance Summary* reflecting this change.

#### Project Filename/Multi-Property Reports

**By Project Filename** - Bullet this selection if you want to view a *Bank Balance Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to view *Bank Balance Summaries* in *Multi-Property Mode*. The program will automatically display a summary line for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

Note: The *Retrieve Bank Balance Info* button must be clicked in order to retrieve and display a *Bank Balance Summary* reflecting this change.

#### Retrieve Bank Balance Info

Click-on the **Retrieve Bank Balance Info** button to retrieve and display *Bank Balance Summary* information, based on *Report Date & Project/Multi-Property Filename* selection criteria currently defined.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### Print Summary

To generate a hard copy of the *Bank Balance Summary* currently displayed, click-on the **Print Summary** button.

#### OK

Click-on **OK** to exit out of the *Bank Balance Summary* window.

## 12.15.2 Balance Sheet

### Overview

This feature will generate a standard *Balance Sheet* or *Trial Balance*, using *Chart of Account* information, for any month-end *Report Date* selected (past, current or future). The option to exclude accounts with zero activity is provided.

To access the *Balance Sheet* window, click-on **Accounting > Financial Statements > Balance Sheet**. The *Balance Sheet - Setup Window* will appear ...

**Balance Sheet ...**

**Report Setup**

This feature will generate a Balance Sheet or Trial Balance from Chart of Account information, as defined below.

☒ By Project Filename : RHSDEMO ( Accrual Accounting )

☐ Multi-Property Reports : ALLDEMO ☐ Consolidate

Report Date : July 2024

☒ Zero Suppress - ( Exclude accounts with zero activity )

☐ Fiscal Year - ( Use FY Starting Month for YTD amounts, when applicable )

☐ Cash Only - Run Balance Sheet Reports based on Cash Accounting

**Report Type**

☒ Balance Sheet ( Standard Report ) ☐ 12 Month Report ( Calendar/Fiscal )

☐ Balance Sheet ( Current vs Prior Month ) ☐ 12 Month Report ( Trailing Trend )

☐ Balance Sheet ( Current vs Prior Year ) ☐ Trial Balance ☐ Cash Flow

☐ User-Created [ .MDB Format ] SAMPLE\_RHSDEMO\_BS.MDB

**Output**

☒ Monitor ☐ Printer ☐ .PDF

**Help** **OK** **Cancel**

### Setup

*Balance Sheets* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Balance Sheet* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Balance Sheet* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Consolidate ( Checkbox )** - When checked, will consolidate all projects included in the *Multi-Property Reports* filename selected into one report.

Note: *Fiscal Year* reporting option is not available when consolidating multiple projects.

**Report Date** - Select the desired *Month & Year* to report, using the pull down lists. *Balance Sheet* information reported will be as of the last day of the *Month & Year* selected.

**Zero Suppress ( Checkbox )** - This indicates whether accounts with a zero balance (no financial activity) should be included on the report or not. All COA's are included on the report, unless this box is checked.

Note: This box is checked as the default.

**Fiscal Year ( Checkbox )** - This indicates what reporting period (*Fiscal* versus *Calendar*) will be used to report *YTD amounts* on the *Trial Balance Report*. When checked, *YTD Income & Expense* amounts will be based on *Fiscal Year Starting Month* (established in the **Accounting Defaults** window). When unchecked, *YTD Income & Expense* amounts will be based on *January* being the first month (*Calendar Year*).

Note: This option is only displayed when the *Fiscal Year Applies* (*Accounting Defaults* window) checkbox has been selected or when *Multi-Property Reports* has been selected. Non-Fiscal Year projects included in *Multi-Property Reports* will automatically revert to *Calendar Year* reporting periods.

Note: This box is checked as the default, when displayed.

**Cash Only - Run Balance Sheet Reports based on Cash Accounting ( Checkbox )** - When *Accounting Method* for the *Project Filename* selected is set as *Accrual*, this checkbox option will be displayed. When checked, selected *Balance Sheet Reports* will be based on Cash accounting ( ex: Actual Income & Expense instead of accrued Income & Expense ).

Note: This box is unchecked as the default, when displayed.

Note: This checkbox option is not available when running *Multi-Property Reports*.

### Report Type

**Balance Sheet ( Standard Report )** - Bullet this item to generate a standard *Balance Sheet* which includes *Asset & Liability Account* detail for the *Report Date ( Month )* selected.

Note: The *Net Income YTD* amount which puts this report in balance will automatically be applied to the *Net Income YTD COA*, as defined in the **Accounting Defaults** window.

**Balance Sheet ( Current vs Prior Month )** - Bullet this item to generate a *Balance Sheet* that will compare the current *Report Date ( Month )* with the previous Month.

**Balance Sheet ( Current vs Prior Year )** - Bullet this item to generate a *Balance Sheet* that will compare the current *Report Date ( Month )* with the previous Year.

**12 Month Report ( Calendar / Fiscal )** - Bullet this item to generate a *12 Month Balance Sheet* which includes *Asset & Liability Account* detail for the *Report Date ( Year )* selected. If the *Fiscal Year*

checkbox is displayed and checked, the report will cover the actual *Fiscal Year* period for the selected project. Otherwise, the report defaults to a *Calendar Year* period ( Jan-Dec ).

**12 Month Report ( Trailing Trend )** - Bullet this item to generate a *12 Month Balance Sheet* which includes *Asset & Liability Account* detail based on the the *Report Date ( Ending Month )* selected.

**Trial Balance** - Bullet this item to generate a standard *Trial Balance* which includes *Asset, Liability, Income & Expense Account* detail for the *Report Date ( Month )* selected.

**Cash Flow** - Bullet this item to generate a standard *Cash Flow* report for the *Report Date ( Month )* selected.

Note: A User-Created Layout must be selected. A default layout ( *SAMPLE\_RHSDEMO\_CF* ) is provided and can be used, but a custom layout must be created in the **Custom Layout Designer** feature window in order to generate an accurate Cash Flow report for your project(s).

**User-Created [MDB Format ]** - Bullet this item to select a customized *Balance Sheet* or *Trial Balance* report layout.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Balance Sheet*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Balance Sheet* window.

## 12.15.3 Operating Statement

### Overview

This feature will generate a standard *Operating Statement* (also referred to as a *Profit & Loss Statement*), using *Chart of Account* information, for any month-end *Report Date* selected (past, current or future). There are multiple report variations to choose from and the option to exclude accounts with zero activity is provided.

To access the *Operating Statement* window, click-on **Accounting > Financial Statements > Operating Statement**. The *Operating Statement - Setup Window* will appear ...

**Operating Statement ...**

**Report Setup**

This feature will generate an Operating Statement from Chart of Account information, as defined below.

☒ By Project Filename : **RHSDEMO** (Accrual Accounting)

☐ Multi-Property Reports : **ALLPROJS** ☐ Consolidate

Report Date : **September** **2024**

☒ Zero Suppress - ( Exclude accounts with zero activity )

☒ Fiscal Year - ( Use FY Starting Month for YTD amounts, when applicable )

☐ Cash Only - Run Operating Statement Reports based on Cash Accounting

**Report Type**

☒ Standard Report ( MTD & YTD Actuals Only )

☐ Cost Per Unit ( MTD & YTD Actuals )

☐ Budgeted Report ( MTD & YTD Actuals with Budgets )

☐ 12 Month Actuals ( Calendar/Fiscal )

☐ 12 Month Actuals ( Trailing Trend )

☐ MTD Actuals w/Prior Yr Comparisons

☐ MTD Budget Comparison

☐ YTD Budget Comparison

☐ MTD & YTD Comparisons

☐ 12 Month Budget ( Calendar/Fiscal )

☐ 12 Month Budget ( Trailing Trend )

☐ YTD Actuals w/Prior Yr Comparisons

☐ Quarterly Report

☐ User-Created [ .MDB Format ] **SAMPLE\_RHSDEMO\_OS.MDB**

**Output**

☒ Monitor ☐ Printer ☐ .PDF

**Help** **OK** **Cancel**

## Setup

*Operating Statements* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *Operating Statement* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *Operating Statement* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Consolidate ( Checkbox )** - When checked, will consolidate all projects included in the *Multi-Property Reports* filename selected into one report.

Note: *Fiscal Year* reporting option is not available when consolidating multiple projects.

**Report Date** - Select the desired *Month & Year* to report, using the pull down lists. *Operating Statement* information reported will be as of the last day of the *Month & Year* selected.

**Zero Suppress ( Checkbox )** - This indicates whether accounts with a zero balance (no financial activity) should be included on the report or not. All COA's are included on the report, unless this box is checked.

Note: This box is checked as the default.

**Fiscal Year ( Checkbox )** - This indicates what reporting period (*Fiscal* versus *Calendar*) will be used to report *YTD amounts*. When checked, *YTD Amounts* will be based on *Fiscal Year Starting Month* (established in the **Accounting Defaults** window). When unchecked, *YTD Amounts* will be based on *January* being the first month (*Calendar Year*).

Note: This option is only displayed when the *Fiscal Year Applies* (**Accounting Defaults** window) checkbox has been selected or when *Multi-Property Reports* has been selected. Non-Fiscal Year projects included in *Multi-Property Reports* will automatically revert to *Calendar Year* reporting periods.

Note: This box is checked as the default, when displayed.

**Cash Only - Run Operating Statement Reports based on Cash Accounting ( Checkbox )** - When *Accounting Method* for the *Project Filename* selected is set as *Accrual*, this checkbox option will be displayed. When checked, selected Operating Statement Reports will be based on Cash accounting ( ex: Actual Income & Expense instead of accrued Income & Expense ).

Note: This box is unchecked as the default, when displayed.

Note: This checkbox option is not available when running Multi-Property Reports.

### Report Type

**Standard Report** - Bullet this item to generate a standard *Operating Statement* that includes *MTD & YTD Actual Columns* only.

**Cost Per Unit** - Bullet this item to generate an *Operating Statement* that breaks down *MTD & YTD Actual* amounts as *Cost Per Unit*, based on the total number of units in the project.

**Budgeted Report** - Bullet this item to generate an *Operating Statement* that includes *MTD & YTD Actual Columns with Budgeted Amounts*.

**12 Month Actuals ( Calendar/Fiscal )** - Bullet this item to generate an *Operating Statement* that includes *MTD Actual Columns for a 12 Month Period*, based on the *Report Date ( Year )* selected. If the *Fiscal Year* checkbox is displayed and checked, the report will cover the actual *Fiscal Year* period for the selected project. Otherwise, the report defaults to a *Calendar Year* period ( Jan-Dec ).

**12 Month Actuals ( Trailing Trend )** - Bullet this item to generate an *Operating Statement* that includes *MTD Actual Columns for the last 12 Month Period*, based on the *Report Date ( Ending Month )* selected.



**MTD Actuals w/Prior Yr Comparisons** - Bullet this item to generate an *Operating Statement* that includes a *MTD Actuals* column for the current *Report Month* defined, a *MTD Actuals* column for the *Prior Year MTD*, with a *\$ Difference*, *% Difference* column comparison.

**MTD Budget Comparison** - Bullet this item to generate an *Operating Statement* that includes *MTD Budget*, *MTD Actuals*, *\$ Difference*, *% Difference*, and *Annual Budget* columns.

Note: *\$ Difference* column amounts are calculated as (*MTD Actuals* - *MTD Budget*). A *positive* amount is an over budget amount. A *negative* amount is an under budget amount. *% Difference* column percentages are calculated as ((*\$ Difference* divided by *MTD Budget*) x 100). A *positive* percentage is over budget. A *negative* percentage is an under budget.

**YTD Budget Comparison** - Bullet this item to generate an *Operating Statement* that includes *YTD Budget*, *YTD Actuals*, *\$ Difference*, *% Difference*, and *Annual Budget* columns.

Note: *\$ Difference* column amounts are calculated as (*YTD Actuals* - *YTD Budget*). A *positive* amount is an over budget amount. A *negative* amount is an under budget amount. *% Difference* column percentages are calculated as ((*\$ Difference* divided by *YTD Budget*) x 100). A *positive* percentage is over budget. A *negative* percentage is an under budget.

**MTD & YTD Comparisons** - Bullet this item to generate an *Operating Statement* that includes both *MTD & YTD Actual & Budget* amount comparisons.

**12 Month Budget ( Calendar/Fiscal )** - Bullet this item to generate an *Operating Statement* that includes *MTD Budget Columns* for a *12 Month Period*, for the *Report Date ( Year )* selected. If the *Fiscal Year* checkbox is displayed and checked, the report will cover the actual *Fiscal Year* period for the selected project. Otherwise, the report defaults to a *Calendar Year* period ( Jan-Dec ).

**12 Month Budget ( Trailing Trend )** - Bullet this item to generate an *Operating Statement* that includes *MTD Budget Columns* for the last *12 Month Period*, based on the *Report Date ( Ending Month )* selected.

**YTD Actuals w/Prior Yr Comparisons** - Bullet this item to generate an *Operating Statement* that includes a *YTD Actuals* column for the current *Report Month* defined, a *YTD Actuals* column for the *Prior Year YTD*, with a *\$ Difference*, *% Difference* column comparison.

**Quarterly Report** - Bullet this item to generate an *Quarterly Report* that includes *MTD Actual Columns* for a *3 Month Period*, based on the *Report Quarter ( 1st/2nd/3rd/4th )* selected. If the *Fiscal Year* checkbox is displayed and checked, the report will cover the actual *Fiscal Year* period for the selected project. Otherwise, the report defaults to a *Calendar Year* period.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## **OK**

Click-on **OK** to generate a *Operating Statement*, as defined in this setup window.

## **Cancel**

Click-on **Cancel** to exit out of the *Operating Statement* window.

### 12.15.4 General Ledger Report


## Overview

This feature will generate a standard *General Ledger Report* covering one or multiple month periods, using information from the *Chart of Accounts* and A/P, A/J & A/R detail. A *Summary* or *Detailed Report* version is available and the option to exclude accounts with zero activity is provided.

To access the *General Ledger Report* window, click-on **Accounting > Financial Statements > General Ledger Report**. The *General Ledger Report - Setup Window* will appear ...

**General Ledger Report ...**

**Report Setup**

 This feature will generate a General Ledger Report, as defined below ...

☒ By Project Filename : RHSDEMO ( Accrual Accounting )  
☐ Multi-Property Reports : ALLPROJS ☐ Consolidate

( First day of ) Beginning Date : June 2021  
 ( Last day of ) Ending Date : June 2021

☒ Zero Suppress - ( Exclude accounts with zero activity )  
☐ Separate Reports for each individual COA # selected  
☐ Fiscal Year - ( Use FY Starting Month for Opening Balances, when applicable )  
☐ Cash Only - Run G/L Reports based on Cash Accounting

**Report Type**

☒ G/L Summary ☐ Selected COA #'s Only ... ( Not yet selected )  
☐ G/L Detail ( Portrait ) ☐ Saved COA #'s Only ... NONE  
☐ G/L Detail ( Landscape )  
☐ Custom G/L Exports ... GL\_EXPORT\_GL.RPT

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help  
 OK Cancel

### Setup

*General Ledger Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *General Ledger Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: When *Accounting Method* for the *Project Filename* selected is set as *Accrual*, a "( Accrual Accounting )" notation will be displayed to the right of the *Project Filename*.

**Multi-Property Reports** - Bullet this selection to generate a *General Ledger Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Consolidate ( Checkbox )** - When checked, will consolidate all projects included in the *Multi-Property Reports* filename selected into one report.

Note: The *Consolidation* option is only available for *G/L Summary* and *Export G/L Summary Information* Report Types.

Note: *Fiscal Year* reporting option is not available when consolidating multiple projects.

**(First day of ) Beginning Date** - Select the desired *Month & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period (which will be the first day of the *Month & Year* selected)

**(Last day of ) Ending Date** - Select the desired *Month & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period (which will be the last day of the *Month & Year* selected).

**Zero Suppress ( Checkbox )** - This indicates whether accounts with a zero balance (no financial activity) should be included on the report or not. As a default, all COA's are included on the report, unless this box is checked.

Note: This box is checked as the default.

**Separate Reports for each individual COA # Selected ( Checkbox )** - Click this box to add a page break between each Chart of Account ( COA ) Number selected so that activity for each individual COA # is printed on a separate report, not one continuous report as it is defaulted.

Note: This option is only available when individual COA #'s are selected.

**Fiscal Year ( Checkbox )** - This indicates what reporting period (*Fiscal* versus *Calendar*) will be used to report *Opening Balances for Income & Expense Accounts*. When checked, *Opening Balances* will be based on *Fiscal Year Starting Month* (established in the **Accounting Defaults** window). When unchecked, *Opening Balances* will be based on *January* being the first month (*Calendar Year*).

Note: This option is only displayed when the *Fiscal Year Applies* (*Accounting Defaults* window) checkbox has been selected or when *Multi-Property Reports* has been selected. Non-Fiscal Year projects included in *Multi-Property Reports* will automatically revert to *Calendar Year* reporting periods.

Note: This box is checked as the default, when displayed.

**Cash Only - Run G/L Reports based on Cash Accounting ( Checkbox )** - When *Accounting Method* for the *Project Filename* selected is set as *Accrual*, this checkbox option will be displayed. When checked, selected G/L Reports will be based on Cash accounting ( ex: Actual Income & Expense instead of accrued Income & Expense ).

Note: The Cash based G/L Detail will provide A/R, A/J, A/P entry detail that makes up Cash based amounts provided in the *Management Fee Calculation - Based on Rent Collected* feature.

Note: This box is unchecked as the default, when displayed.

Note: This checkbox option is not available when running Multi-Property Reports.

### Report Type

**G/L Summary** - Bullet this item to generate a summarized *General Ledger Report*. Each COA occupies one line of the report that includes *Opening Balance*, *Total Debits*, *Total Credits* and *Ending Balance* amounts. All COA entries are reported.

**G/L Detail** - Bullet this item to generate a detailed *General Ledger Report*. Each COA entry is reported with an *Opening Balance*, a *Detailed Listing of Debit & Credit entries*, and a *Running Balance*. All COA entries are reported.

**Custom G/L Exports** - Bullet this item to monitor detailed data only of a summarized *General Ledger Report* which can then be saved in any user-selected external file format (such as comma delimited CSV, TXT, XLS, etc.). A list of custom G/L Export file options will be available to choose from. G/L Export files can be used to export G/L information from *FHA Software* to other Accounting software programs ( QuickBooks, Timberline, etc. ) that have data import ability. When monitored, click-on the *Export Report* icon to view file export options and instructions.

Note: This *Report Type* can only monitored (*Printer* option disabled).

Note: *Custom G/L Export* file creation is not currently available in the *Custom Report Designer* feature and must be created for you by a Simply Computer Software, Inc. developer. *Custom G/L Export* file creation is provided at no charge.

**Selected COA #'s Only (Checkbox)** - To only generate a *Summary* or *Detailed General Ledger Report* for one or more specific *Chart of Account #'s*, click-on the *Selected COA #'s Only checkbox* and [+] button to view the *COA Selection* window ....

COA Selection ...

COA No.	Description
<input type="checkbox"/> 1120	Operating Checking
<input type="checkbox"/> 1130	Operating Savings
<input type="checkbox"/> 1180	Other Accounts
<input type="checkbox"/> 1191	Security Deposits
<input checked="" type="checkbox"/> 1320	Reserve - Beg/YR/Bal
<input checked="" type="checkbox"/> 1325	Transfer to Reserve
<input checked="" type="checkbox"/> 1330	TFR - Operating Deficit
<input checked="" type="checkbox"/> 1335	TFR - ACB Part V Reserve
<input checked="" type="checkbox"/> 1340	TFR - Bldg & Equip Repair
<input checked="" type="checkbox"/> 1345	TFR - Other Non-Operating
<input type="checkbox"/> 1420	Tax/Ins - Beg/YR/Bal
<input type="checkbox"/> 1425	Transfer to Tax/Ins
<input type="checkbox"/> 1430	Transfer From Tax/Ins
<input type="checkbox"/> 1550	Land
<input type="checkbox"/> 1560	Buildings
<input type="checkbox"/> 1561	Acc.Depr/Buildings
<input type="checkbox"/> 1570	Equipment
<input type="checkbox"/> 1571	Acc.Depr/Equipment
<input type="checkbox"/> 1580	Furnishings
<input type="checkbox"/> 1581	Acc.Depr/Furnishings
<input type="checkbox"/> 1590	Other Fixed Assets
<input type="checkbox"/> 1850	A/R - Tenant
<input type="checkbox"/> 1860	Doubtful Accounts
<input type="checkbox"/> 1870	Inventories
<input type="checkbox"/> 1880	Prepayments
<input type="checkbox"/> 1890	Other Assets
<input type="checkbox"/> 2191	Tenant Security Deposits
<input type="checkbox"/> 2192	Security Deposit Interest
<input type="checkbox"/> 2200	A/P - Operating Cash
<input type="checkbox"/> 2210	A/P - Security Deposit
<input type="checkbox"/> 2220	A/P - Other Account
<input type="checkbox"/> 2230	A/P - Reserve Account
<input type="checkbox"/> 2630	Notes Payable
<input type="checkbox"/> 2640	Notes Payable RHS

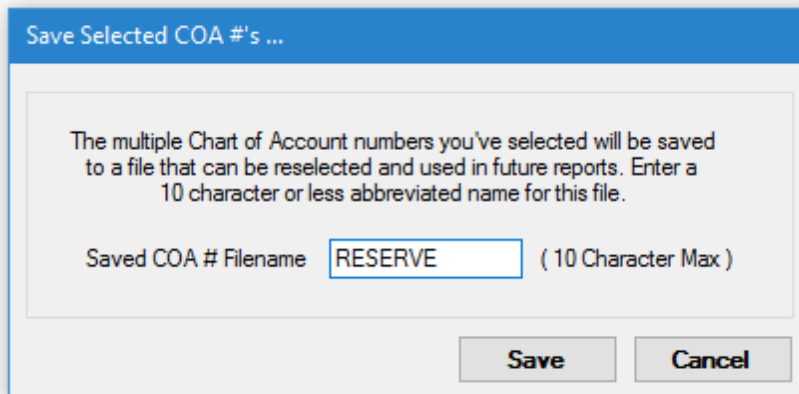
Save OK Cancel

A list of all available *Chart of Accounts* will be displayed for the project filename currently selected. If *Multi-Property Reports* is selected, the *Chart of Accounts* listed will be from the first project filename listed in the *Multi-Property Directory* file currently selected. Select one or more *Chart of Accounts* by clicking on each desired accounts checkbox.

Click-on **OK** when selection is completed.

Click-on **Cancel** to exit the *COA Selection* window without saving selections.

Click-on **Save** to save selected COA #'s to a retrievable filename for future reports. The following window appears ...



Enter a 10 character or less abbreviated filename that uniquely identifies the set of COA #'s selected and click-on **Save** to save the filename or **Cancel** to return to the *COA Selection* window.

Note: The *Selected COA's Only* option is available for both *G/L Summary & Detail* report types.

**Saved COA #'s Only (Checkbox)** - To only generate a *Summary* or *Detailed General Ledger Report* for one or more specific *Chart of Account #'s* that have been previously saved to a unique filename ( in the *Selected COA #'s Only* option ), click-on the *Saved COA #'s Only checkbox* and use the pull down list to select the desired filename. To delete the *Saved COA # Filename* currently selected, click-on the [+] button and click-on OK.

Note: This checkbox option is only available when previously *Saved COA # Filenames* exist.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *General Ledger Report*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *General Ledger Report* window.

### 12.15.5 Batch/Deposit Report

#### 12.15.5.1 Overview

## Overview

This feature will generate a *Batch Summary* or *Bank Deposit Slip* for any existing *Batch Number* selected.

To access the *Batch/Deposit Report* window, click-on **Accounting > Financial Statements > Batch/Deposit Report**. The *Batch/Deposit Report - Setup Window* will appear ...

**Batch/Deposit Report ...**

**Report Setup**

This feature will generate a Batch Summary or Bank Deposit Slip, as defined below.

Project Filename : RHSDEMO

Batch Number : 20170701

Type of Report ... ☒ Batch Summary ☐ Bank Deposit Slip

☐ Consolidate Multiple Batch Summaries

**Report Type**

☒ Portrait ☐ Landscape

**Sort Options**

Sort Report by ... ☒ Unit Number ☐ Payment Date ☐ Entry Number ☐ Tenant Name

**Output**

☒ Monitor ☐ Printer

Help

OK Cancel

### Setup

**Project Filename** - Click the pull down button to view a list of available project filenames and click-on the desired property.

**Batch Number** - Use the pull down list to select the desired *Batch Number*.

**Batch Summary ( Bullet )** - Bullet this item to generate a detailed *Batch Summary* of the *Batch Number* selected.



**Bank Deposit Slip ( Bullet )** - Bullet this item to generate a standard *Bank Deposit Slip* for the *Batch Number* selected.

**Consolidate Multiple Batch Summaries ( Checkbox )** - Click-on this checkbox to consolidate 2 or more existing *Batch Numbers* onto one summary. When the **OK** button is clicked, a **Batch Number Selection Window** will appear.

Note: Consolidation does not apply to Deposit Slips.

### Report Type

**Portrait** - Click-on this item to view a portrait version of the *Batch Summary*.

**Landscape** - Click-on this item to view a landscaped version of the *Batch Summary*.

Note: *Portrait* is the default selection. *Landscaped* is only available for the *Batch Summary*. *Deposit Slip* is only available in a portrait version. .

### Sort Options

Payment entries listed on both reports can be sorted in one of four ways .. by **Unit Number**, **Entry Number**, **Payment Date**, and **Tenant Name**. Bullet the sort option desired for the report.

Note: *Unit Number* is the default sort.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Batch/Deposit Report*, as defined in this setup window.


### Cancel

Click-on **Cancel** to exit out of the *Batch/Deposit Report* window.

## 12.15.5.2 Batch No. Selection

When the **OK** button is clicked, a *Batch Number Selection* window will appear ...

Consolidate Multiple Batch Summaries ...

 Click the box for each Batch No. to consolidate into one summary.

<input type="checkbox"/>	Batch #	Amount	Status
<input checked="" type="checkbox"/>	20180701	1,871.00	
<input checked="" type="checkbox"/>	20180601	2,696.00	
<input checked="" type="checkbox"/>	20180501	2,696.00	
<input checked="" type="checkbox"/>	20180401	2,868.00	
<input checked="" type="checkbox"/>	20180301	2,816.00	
<input checked="" type="checkbox"/>	20180201	3,215.00	
<input checked="" type="checkbox"/>	20180101	3,144.00	
<input type="checkbox"/>	-5180101	10,046.00	Closed
<input type="checkbox"/>	-5180201	10,046.00	Closed
<input type="checkbox"/>	-5180301	10,046.00	Closed
<input type="checkbox"/>	-5180401	10,046.00	Closed
<input type="checkbox"/>	-5180501	10,046.00	Closed
<input type="checkbox"/>	-5180601	10,046.00	Closed
<input type="checkbox"/>	-5180701	10,066.00	Closed
<input type="checkbox"/>	-5180801	10,066.00	Closed

☐ Include Batch Subtotals

OK Cancel

Select *Batch Numbers* to be consolidated by clicking on the checkbox to the left of each *Batch Entry Number* desired.

Note: The **Status** column indicates if the Batch # displayed has been **Closed** or **Reconciled** in the *Bank Reconciliation* feature.

**Include Batch Subtotals ( checkbox )** - Click-on this checkbox to include a Subtotal for each individual Batch # selected for this summary.

**OK** - When all desired *Batch Numbers* have been checked, click-on **OK** to *monitor* or *print* the summary.

**Cancel** - Click-on **Cancel** to exit out of the *Batch Number Selection* window.

### 12.15.6 Check Register Report

## Overview

This feature will generate a *Check Register Report* which includes a chronological list of transactions that includes all *A/R Tenant Payment Entries* ( lumped by Batch # ), *A/J Adjustment Journal Entries*, and *A/P Check Disbursement Entries* ( check totals ) for one or more *Asset Accounts*, within the time period selected.

To access the *Check Register Report* window, click-on **Accounting > Financial Statements > Check Register Report**. The *Check Register Report - Setup Window* will appear ...

## Setup

*Check Register Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Check Register Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Check Register Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

**Asset COA Selection(s) ( button )** - Click-on the *Asset COA Selection* [+] button to view the COA Selection window ...

COA Selection ...

COA No.	Description
<input type="checkbox"/> 1120	Operating Checking
<input type="checkbox"/> 1130	Operating Savings
<input type="checkbox"/> 1180	Other Accounts
<input type="checkbox"/> 1191	Security Deposits
<input checked="" type="checkbox"/> 1320	Reserve - Beg/YR/Bal
<input checked="" type="checkbox"/> 1325	Transfer to Reserve
<input checked="" type="checkbox"/> 1330	TFR - Operating Deficit
<input checked="" type="checkbox"/> 1335	TFR - ACB Part V Reserve
<input checked="" type="checkbox"/> 1340	TFR - Bldg & Equip Repair
<input checked="" type="checkbox"/> 1345	TFR - Other Non-Operating
<input type="checkbox"/> 1420	Tax/Ins - Beg/YR/Bal
<input type="checkbox"/> 1425	Transfer to Tax/Ins
<input type="checkbox"/> 1430	Transfer From Tax/Ins
<input type="checkbox"/> 1550	Land
<input type="checkbox"/> 1560	Buildings
<input type="checkbox"/> 1561	Acc.Depr/Buildings
<input type="checkbox"/> 1570	Equipment
<input type="checkbox"/> 1571	Acc.Depr/Equipment
<input type="checkbox"/> 1580	Furnishings
<input type="checkbox"/> 1581	Acc.Depr/Furnishings
<input type="checkbox"/> 1590	Other Fixed Assets
<input type="checkbox"/> 1850	A/R - Tenant
<input type="checkbox"/> 1860	Doubtful Accounts
<input type="checkbox"/> 1870	Inventories
<input type="checkbox"/> 1880	Prepayments
<input type="checkbox"/> 1890	Other Assets

Save OK Cancel

A list of all available Asset Accounts will be displayed for the project filename currently selected. If *Multi-Property Reports* is selected, the *Asset Accounts* listed will be from the first project filename listed in the *Multi-Property Directory* file currently selected. Select one or more *Asset Accounts* by clicking on each desired accounts checkbox.

Click-on **OK** when selection is completed.

Click-on **Cancel** to exit the *COA Selection* window without saving selections.

Click-on **Save** to save selected COA #'s to a retrievable filename for future reports. The following window appears ...



Enter a 10 character or less abbreviated filename that uniquely identifies the set of COA #'s selected and click-on **Save** to save the filename or **Cancel** to return to the COA Selection window.

**Saved COA #'s Only (Checkbox)** - To generate a *Check Register Report* for one or more specific *Chart of Account* #'s that have been previously saved to a unique filename ( in the *Asset COA # Selections* [+] window ), click-on the *Saved COA #'s Only checkbox* and use the pull down list to select the desired filename. To delete the *Saved COA # Filename* currently selected, click-on the [+] button and click-on OK.

Note: This checkbox option is only available when previously *Saved COA # Filenames* exist.

**Combine Multiple Account Selections ( checkbox )** - Click-on this checkbox to combine multiple asset account selections together onto one *Check Register Report*. When left unchecked, each asset account selected will be listed separately on the *check Register Report*.

Note: Unchecked is the default.

**Separate Reports for each COA # Selected ( Checkbox )** - Click this box to add a page break between each Chart of Account ( COA ) Number selected so that activity for each individual COA # is printed on a separate report, not one continuous report as it is defaulted.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Check Register Report*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Check Register Report* window.

## 12.15.7 Vendor Ledger Report

### 12.15.7.1 Overview


## Overview

This feature will generate a *Vendor Ledger Report* which includes a detailed listing of all vendor related *Check Disbursement Entries* for any time period selected.

To access the *Vendor Ledger Report* window, click-on **Accounting > Financial Statements > Vendor Ledger Report**. The *Vendor Ledger Report - Setup Window* will appear ...

**Vendor Ledger Report ...**

**Report Setup**

 This feature will generate a Vendor Ledger Report as defined below.

☒ By Project Filename : RHSDemo ▾  
☐ Multi-Property Reports : ALLDEMO ▾ ☐ Continuous  
 Beginning Date : January ▾ 1 ▾ 2019 ▾  
 Ending Date : December ▾ 31 ▾ 2019 ▾

**Report Type**

☒ V/L Summary ☐ Selected Vendor ID's Only ... +  
☐ V/L Detail ( Not yet selected )  
☐ Include Payee's with No Vendor ID's  
☐ Exclude Tenant Related Payable Entries  
☐ Other Summaries : VENDOR\_12MO\_EXPORT ▾  
☐ Other Details : VENDOR\_12MO\_EXPORT ▾

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help  
 OK Cancel

### Setup

*Vendor Ledger Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Vendor Ledger Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Vendor Ledger Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( checkbox )** - Click-on this checkbox to have multi-property report information listed in one continuous report, instead of separate individual reports for each property.

Note: This checkbox option is only available when Multi-Property Reports is selected.



**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

**V/L Summary** - This *Vendor Ledger Summary* will only report one line per Vendor ID with an *Amount Paid, Remaining Payable* and *Total* amounts in lump sum. Only A/P entries with Vendor ID selected will be included in this summary.

**V/L Detail** - This *Vendor Ledger Detail* will report includes a chronological A/P entry detail of each Vendor ID for the Reporting Period defined.

**Selected Vendor ID's Only (Checkbox)** - To generate a *Vendor Ledger Report* for one or more specific vendors only, click-on this check box and click-on the *Vendor Selection* [+] button. A *Vendor Selection Window* will appear.

**Include Payee's with No Vendor ID's** - By default, only A/P entries with Vendor ID's selected are included in Vendor Ledger Reports. Click-on this check box to include all A/P entries ( A/P entries where Vendor ID was not selected ) on the Vendor Ledger Report. All A/P entries with blank Vendor ID's will be grouped together at the beginning of the Vendor Ledger Detail.

Note: This option is only available for V/L Detail Reports.

**Exclude Tenant Related Payable Entries ( Checkbox )** - When checked, will exclude A/P entries that are made payable to Tenants ( using their Tenant ID # as Vendor ID ) for overpaid rent reimbursement, utility refunds and security deposit refunds.

**Other Summaries ( Bullet )** - Select this item to view other other Vendor Ledger related summary options.

**Other Details ( Bullet )** - Select this item to view other other Vendor Ledger related detail options.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Vendor Ledger Report*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Vendor Ledger Report* window.

**12.15.7.2 Vendor Selection**

Click-on the **Vendor Selection [ + ]** button to view the *Vendor Selection* window ...

**Vendor Selection ...**

Search for ...

Sort list by ... ☐ Vendor ID ( LTR ) ☐ Vendor ID ( NBR ) ☒ Vendor Name

Click-on the checkbox to select each desired Vendor Account and click-on OK.

Vendor Name	Vnd ID	Vendor Address	Phone No.
<input type="checkbox"/> HOLM BROTHERS OF WILLMAR, INC	HOLM	1700 SOUTH FIRST STREET WILLMAR MN 56201	320-235-9000
<input type="checkbox"/> HOLOMEK INTERIORS, INC.	HI	P.O. BOX 48 320 1ST STREET SOUTH	507-364-7944
<input type="checkbox"/> HOLT'S CLEANING SERVICE, INC.	HOLT		
<input type="checkbox"/> HOME APPLIANCE SERVICE	HAS	BOX 638 MAPLE LAKE, MN 55358	763-682-0621
<input type="checkbox"/> HOME DEPOT CREDIT SERVICES	HDCS		
<input type="checkbox"/> HOME FIXINS	HF		
<input type="checkbox"/> HOME SOLUTIONS OF GLENCOE	HOME	1124 HENNEPIN AVE GLENCOE, MN 55336	
<input type="checkbox"/> HOMESOURCE II	HOMES	2226 E. FRONTAGE RD LITCHFIELD, MN 55355	320-593-6700
<input type="checkbox"/> HOMETOWN BROADCASTING	HOMET	109 EAST CLARK ST PO BOX 1106	
<input checked="" type="checkbox"/> HOMETOWN FIRE & SAFETY CO. INC	HTFS	11730 INDIAN BEACH ROAD SPICER, MN 56288	
<input type="checkbox"/> HOMETOWN FIRE & SECURITY CO.	HFSC		
<input type="checkbox"/> HOMETOWN HAULERS LLC	HOMETOWN	PO BOX 45 DODGE CENTER, MN 55927	633-6000
<input type="checkbox"/> HOMETOWN HAULERS, LLC	HTH		
<input type="checkbox"/> HOMETOWN SANITATION SERVICE	HOMETO		
<input type="checkbox"/> HORIZON EQUIPMENT, INC.	HORIZ	PO BOX 154 West Salem WI 54669	
<input type="checkbox"/> HOSFIELD & ASSOCIATES	HA	415 WEST NORTH ST Owatonna MN 55060	507-451-4598
<input type="checkbox"/> HOUSE DOCTORS HANDYMAN SERVICE	HDHS	120 DANE ST Mankato MN 56001	
<input type="checkbox"/> HOUSE OF WOOD, INC.	HOW		
<input type="checkbox"/> HOUSING AUTHORITY ACCT SPEC	HAAS		
<input type="checkbox"/> HOUSTON COUNTY NEWS	HCN	PO BOX 205 LA CRESCENT MN 55947	507-895-2940
<input type="checkbox"/> HOVLAND REPAIR SERVICE	HRS	33045 RUSH CREEK ROE ROAD RUSHFORD MN 55971	
<input type="checkbox"/> HSR ASSOCIATES, INC.	HSR		
<input type="checkbox"/> HUB CITY ENTERPRISES, LLC	HUB		

Help Total Vendor Accounts : 2.925 OK Cancel

The following options are available at the *Vendor Selection* window ...

**Search For** - Click-on and use this field to search for specific Vendor Account entries that match the characters entered. When the desired Vendor Account is highlighted, press [ENTER] to check the Vendor's box. The search will include the field being sorted ( Vendor ID or Vendor Name ).

**Sort List By ... Vendor ID or Vendor Name** - *Vendor Selection List* order can be view in one of two sort options. Click-on **Vendor ID** to view the list of Vendors in *Vendor ID* order. Click-on **Vendor Name** to view the list in *Vendor Name* order.

Note: *Vendor ID ( LTR )* will sort Vendor ID's alphabetically. *Vendor ID ( NBR )* will sort Vendor ID's numerically.

Note: Default sort is by *Vendor Name*.

**Vendor Selection** - By default, the first Vendor Account line in the list is highlighted. Use your Page Up/Dn and Arrow Up/Dn keys to move through the Vendor list. You can also tap the first letter of the Vendor Account you are looking for to jump right to the vendor section that starts with that letter and then use Page Up/Dn and Arrow Up/Dn to locate and highlight the desired Vendor Account Line. Pressing the [SPACE BAR] will check the highlighted Vendor's box.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - When all desired Vendor Accounts have been selected, click-on **OK**. The *Vendor Ledger Report* window reappears with selected *Vendor ID's* displayed.

**Cancel** - Click-on *Cancel* to exit the *Vendor Selection* window.

## 12.15.8 IRS 1099 Form Processing

### 12.15.8.1 Overview

## Overview

This accounting feature automates the yearend process of preparing *IRS 1099 MISC and NEC Income* and *1096 Annual Summary* forms, based on user-definable selection criteria and requires the purchase of preprinted 1099MISC, 1099-NEC and 1096 form stock.

To access the *IRS 1099 Form Processing* window, click-on **Accounting > Financial Statements > IRS 1099 Form Processing**. The *IRS 1099 Form Processing* window will appear ...

**IRS 1099 Form Processing ...**

**Report Setup**

This feature will generate IRS 1099 related forms, as defined below.

☒ By Project Filename :

☐ Multi-Property Reports :  ☐ Consolidate

Tax Year to Report :

**Form Selection**

1099 Form to use : ☒ 1099-NEC ☐ 1099-MISC

☐ Custom 1099 Form Layouts :

**Report Selection**

Minimum Amount \$

☒ Include All Vendors

☐ Only include Vendors with "Send 1099-NEC" item selected

☐ Only include Vendors with "Send 1099-MISC" item selected

☐ Selected Vendor Only :  +

**Print 1099 Forms** **Preview**

**Print 1096 Form**

**Help** **Create 1099 .CSV File** **Cancel**

### Setup

*IRS 1099 MISC Forms* can be generated individually (one vendor at a time), all vendors (one project at a time), or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *IRS 1099 Forms* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate *IRS 1099 Forms* in *Multi-Property Mode*. The program will automatically generate 1099's for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Consolidated ( checkbox )** - This box is only available when *Multi-Property Reports* is selected and is used to consolidate *Vendor Account* activity from all projects included in the *Multi-Property Directory*

filename selected onto one 1099-MISC or 1099-NEC form. This option would be used by Owner's or Management Agent's of multiple projects to generate one 1099 form per applicable Vendor Account that consolidates Vendor Account activity from their multiple projects ( instead of printing a 1099 form from each individual project ). The *Payer* information on the consolidated 1099 form would be the common Owner or Management Agent instead of the Project.

**Tax Year to Report** - Select the desired *Year* of financial activity for 1099 processing, using the pull down list. The current year will automatically appear as the default year displayed.

### Form Selection

**1099 Form to use** - Select the applicable 1099-NEC or 1099-MISC form name that will be printed.

Note: 1099-NEC and 1099-MISC are standard 1099 form layouts with *Project* information inserted as *Payer*.

**Custom 1099 Form Layouts** - Below are additional 1099 Form layout sample selections ...

**Sample\_1099-NEC\_MNGT** is a standard 1099-NEC form layout with *Management Agent* information inserted as *Payer*.

**Sample\_1099-NEC\_OWNR** is a standard 1099-NEC form layout with *Owner* information inserted as *Payer*.

**Sample\_1099-NEC\_PROJ** is a standard 1099-NEC form layout with *Project* information inserted as *Payer*.

**Sample\_1099-NEC\_WISC** is a standard 1099-NEC form layout ( used in the State of WI ) with *Payee Name & Project* information inserted as *Payer*.

**Sample\_1099-MISC\_MNGT** is a standard 1099-MISC form layout with *Management Agent* information inserted as *Payer*.

**Sample\_1099-MISC\_OWNR** is a standard 1099-MISC form layout with *Owner* information inserted as *Payer*.

**Sample\_1099-MISC\_PROJ** is a standard 1099-MISC form layout with *Project* information inserted as *Payer*.

**Sample\_1099-MISC\_WISC** is a standard 1099-MISC form layout ( used in the State of WI ) with *Payee & Project* information inserted as *Payer*.

Note: Other custom 1099 form layout selections can be provided, upon request.

### Report Selection

**Minimum Amount \$** - This item determines if a vendor is applicable for 1099 generation by comparing the total amount paid to the vendor for the year selected with the amount entered here. If the total amount paid is less than this minimum amount, the vendor will not be included.

Note: The default amount displayed is always \$600.00. To remove this item from your selection criteria, simply zero out this amount.

**Include All Vendors** - Bullet this item to include all vendors in the determination of 1099 generation.

Note: Only *Check Disbursement Entry Payee's* that exist in *Vendor Data* will be applicable for 1099 Form Processing. *Payee* information manually entered into *Check Disbursements* will not be included.

**Only Include Vendors with "Send 1099-NEC" item Selected** - Bullet this item to only include vendors that have the item "Send 1099-NEC" checked in their *Vendor Accounts* file.

**Only Include Vendors with "Send 1099-MISC" item Selected** - Bullet this item to only include vendors that have the item "Send 1099-MISC" checked in their *Vendor Accounts* file.

**Selected Vendor Only** - To generate a 1099 Form for one specific vendor only, click-on this check box and click-on the Vendor Selection [+] button. A **Vendor Selection** window will appear.

Note: *Vendor Name* will always be printed in the *Recipient's Name* section of the 1099 form. *Contact Name* is only be printed in the *Recipient's Name* Section if the vendor's *Tax ID* is entered in a SSN layout ( ###-##-#### ).

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Preview

Click-on **Preview** to monitor a *Preview Summary* of applicable vendor entries that are eligible for 1099 printing, as defined in this setup window.

Note: The *Preview Summary option* is not available when the *Multiple Property Reports* option is selected, unless the *Consolidated* box is checked.

### Print 1099 Forms

Click-on **Print 1099 Forms** to generate IRS 1099 forms, as defined in this setup window. A **Printing IRS 1099 Forms** window will appear.

### Print 1096 Form

Click-on **Print 1096 Form** to generate an IRS 1096 Annual Summary form. A **IRS 1096 Form Details** window will appear.

Note: *IRS 1096 Annual Summary* forms are printed one project at a time. Therefore, this button is not available when the *Multiple Property Reports* option is selected.

### Create 1099 .CSV File

Click-on **Create 1099 .CSV File** to create ( export ) IRS 1099 NEC / MISC information detail . A **Printing IRS 1099 Forms** window will appear.

### Cancel

Click-on **Cancel** to exit out of the *IRS 1099 Forms Processing* window.

## 12.15.8.2 Vendor Selection

To view a list of available *Vendor Accounts* to choose from, click-on the **[+]** button located to the right of *Selected Vendor Only*. A *Vendor Selection Window* will appear ...

Vendor Selection ...

Search by ☐ Vendor ID ( LTR ) ☐ Vendor ID ( NBR ) ☒ Vendor Name

This feature will locate the desired vendor account by typing the first characters of the Vendor ID or Vendor Name. Press ENTER or click-on OK to select the vendor account highlighted.

Vendor Name	Vnd ID	Vendor Address	Vendor City, State Zip
Ace Laundry Services	LAUNDRY	8934 Howard Blvd	Rockford, IL 61108
All State Insurance Group	INSURANC	7878 Hoffman Circle	Belvidere, IL 61544
Bob's Ace Hardware	BOBHDWR	6789 Jackson Place	Rockford, IL 61111
Commonwealth Edison	ELECTRIC	123 Energy Avenue	Rockford, IL 61108
Home Depot	HOME	1233 Perryville Road	Rockford, IL 61108
Office Depot	OFFICE	1267 Riverside Blvd	Machesney Park, IL 61104
Simply Computer Software, Inc.	SCSFHA	6085 Strathmoor Dr., Ste 2B	Rockford, IL 61107
Simply Management Company	SIMPLYCO	7101 N. Riverside Street	Rockford, IL 61108
Snow Removal Services	SNOWOFF	6745 Pike Road	Loves Park, IL 61111
USDA Rural Development	USDARD	1345 Rural Highway 51	Morris, IL 61087
Winnebago County Tax Collector	RETAXES	8989 South Main Street	Rockford, IL 61111

Help Total Vendor Accounts : 11 OK Cancel

The following options are available ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Sort List By ... Vendor ID or Vendor Name** - *Vendor Selection List* order can be view in one of two sort options. Click-on **Vendor ID** to view the list of Vendors in *Vendor ID* order. Click-on **Vendor Name** to view the list in *Vendor Name* order.

Note: *Vendor ID ( LTR )* will sort Vendor ID's alphabetically. *Vendor ID ( NBR )* will sort Vendor ID's numerically.

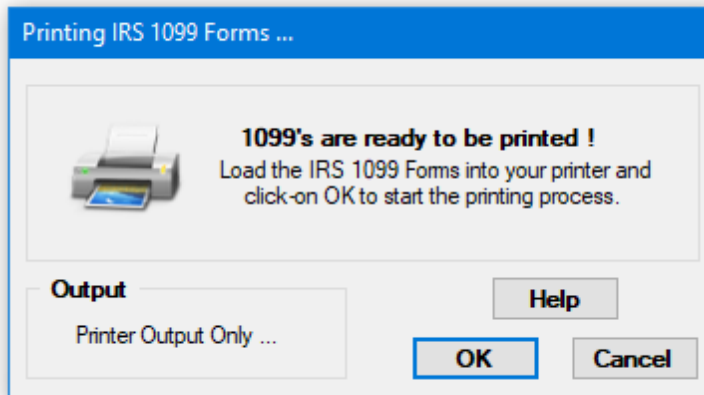
Note: Default sort is by *Vendor Name*.

**OK** - Select the desired *Vendor Account* and click-on **OK**.

**Cancel** - Click-on **Cancel** to exit out of the *Vendor Selection* window.

### 12.15.8.3 Printing IRS 1099 Forms

Click-on **Print** to generate 1099 forms, as defined in the setup window. A *Printing IRS 1099 Forms* window will appear ...



Note: This feature requires the purchase of preprinted 1099MISC & 1099-NEC form stock.

The *Printing IRS 1099 Forms* window will appear when there are available 1099's to print. The following items are provided at this window ...

#### Output

**Printer Properties Button** - Click-on this button to change default printer selection &/or properties.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### OK

Click-on **OK** to generate 1099 Forms, as defined in the previous setup window.

#### Cancel

Click-on **Cancel** to exit out of the *Printing IRS 1099 Forms* window.

### 12.15.8.4 IRS 1096 Form Details

This accounting feature automates the yearend process of preparing *IRS 1099 MISC & NEC Income* and *1096 Annual Summary* forms, based on user-definable selection criteria.

To access the *IRS 1096 Form Details* window, click-on the **Print 1096 Form** button. The *IRS 1096 Form Details - Setup* window will appear ...



IRS 1096 Form Details ...

**Form Selection**

1096 Form to use : ☒ 1096-NEC ☐ 1096-MISC

☐ Custom 1096 Form Layouts : SAMPLE\_1096-MISC

**VILLAGE APARTMENTS - RDSEC.515**

Property Name : VILLAGE APARTMENTS - RDSEC.515

FILER'S Name : VILLAGE APARTMENTS - RDSEC.515 \*

Street Address : 1111 RIVER BIRCH BLVD \*

City, State, and ZIP Code : POPLAR CREEK, IL 61111 \*

Name of Person to Contact : CRAIG STEPHENS

Telephone Number : 888-999-5555

Fax Number : 888-777-5555

Email Address : VillageGreen@aol.com

Employer Identification Number : 98-7654321

Social Security Number : \*

Total Number of Forms : 7

Federal Income Tax Withheld \$ 0.00

Total Amount Reported with this Form 1096 \$ 16,841.00

\* FILER Info coming from

☒ Project ☐ Payee

☐ Owner ☐ Management

1.) Select 1096 form file to use

2.) Verify 1096 Summary Info above

3.) Click-on OK to start the printing process

Help

OK Cancel

### Setup

IRS 1096 Annual Summary Forms are generated individually (one project at a time).

**1096 Form to use** - Select the applicable 1096-MISC or 1096-NEC form name that will be printed.

Note: 1096-MISC and 1096-NEC are standard 1096 form layouts.

**Custom 1096 Form Layouts** - Below are additional 1096 Form layout sample selections ...

**Sample\_1096-MISC** is a standard 1096-MISC form layout.

**Sample\_1096-NEC** is a standard 1096-NEC form layout.

Note: Other custom 1096 form layout selections can be provided, upon request.

**Property Name** - The full name of the property.

**FILER's Name \*** - The name of the entity ( *Project, Payee, Owner* or *Management Agent* ) 1099 MISC forms were issued by.

Note: *Project Title* is automatically defaulted.

**Street Address \*** - The Filer's current Street Address.

Note: *Project Address* is automatically defaulted.

**City, State and ZIP Code \*** - The Filer's current City, State, ZIP.

Note: *Project City, State, ZIP* is automatically defaulted.

**Name of Person to Contact** - The project's contact person.

Note: *Management Agent - Contact* is automatically inserted.

**Telephone Number** - The Contact Person's telephone number.

Note: *Management Agent - Phone Number* is automatically inserted.

**Fax Number** - The Contact Person's fax number.

Note: *Management Agent - Fax Number* is automatically inserted.

**Email Address** - The Contact Person's email address.

Note: *Management Agent - Email* is automatically inserted.

**Employer Identification Number \*** - The Filer's EIN.

Note: *Owner EIN* is automatically inserted, unless *Management* is bulleted resulting in *Management Agent - EIN* being inserted.

**Social Security Number** - Intentionally left blank.

**Total Number of Forms** - The number of 1099 MISC or NEC Forms will automatically be determined, based on *Report Selection* criteria defined on the previous window.

**Federal Income Tax Withheld** - Intentionally left as zero.

**Total Amount Reported with this form 1096** - The total 1099 MISC or NEC amount will automatically be determined, based on *Report Selection* criteria defined on the previous window.

**\* FILER Info Coming from ...** - *Filer's Name, Street Address, City, State, and ZIP* information will automatically be inserted for the item bulleted .. *Project, Payee, Owner, or Management Agent* ( located in DATA .. PROJECT DATA .. OWNER INFO section ).

Note: *Project Information* is defaulted.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

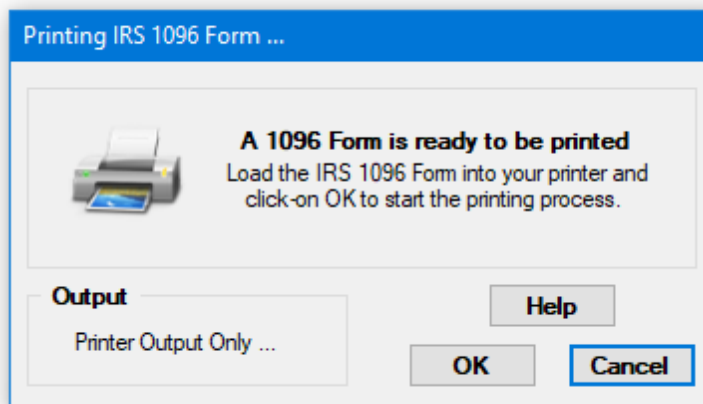
Click-on **OK** to start the printing process. A *Printing IRS 1096 Form* window will appear.

**Cancel**

Click-on **Cancel** to exit out of the *IRS 1096 Form Details* window.

#### 12.15.8.5 Printing an IRS 1096 Form

Click-on **Print** to generate a *1096 Annual Summary* form, as defined in the setup window. A *Printing IRS 1096 Form* window will appear ...



Note: This feature requires the purchase of preprinted 1096 Annual Summary form stock.

**Output**

**Printer Properties Button** - Click-on this button to change default printer selection &/or properties.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate a *1096 Annual Summary* Form, as defined in the previous setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Printing IRS 1096 Form* window.

### 12.15.8.6 Create IRS 1099 .CSV File

This accounting feature automates the yearend process of creating ( exporting ) *IRS 1099 MISC & NEC* information detail to a .CSV file that is required to be uploaded to the IRS Taxpayer Portal for projects with 10 or more 1099's, based on selection criteria defined.

To access the *Create 1099 .CSV File* window, click-on the **Create 1099 .CSV File** button. The *Create 1099 .CSV File - Setup* window will appear ...

**Create 1099 .CSV File ...**

**Form Selection**

This feature will create ( export ) IRS 1099 NEC or MISC information detail to a .CSV file that is required to be uploaded to the IRS Taxpayer Portal for project's with 10 or more 1099's.

1099 Form to use : ☒ 1099-NEC ☐ 1099-MISC

**VILLAGE APARTMENTS - RDSEC.515**

Payer Type ... ☒ Business ☐ Individual

PAYER'S Name : VILLAGE APARTMENTS - RDSEC.515

First Name : CRAIG Suffix : MR

Middle Name : SCOTT

Last Name : STEPHENS

Street Address 1 : 1111 RIVER BIRCH BLVD

Street Address 2 :

City : POPLAR CREEK St : IL Zip : 61111

Phone No. : 888-999-5555

Email Address : VILLAGE@AOL.COM

Taxpayer ID No. : 98-7654321 ( Business EIN or Individual SSN )

Payer Info coming from ... ☒ Project ☐ Owner ☐ Payee ☐ Management

CSV Filename : RHSDemo\_1099\_NEC\_YR2024\_20241227.CSV

Save in Folder : C:\FHAWIN\DATA\1099\_CSV\_FILES

Browse

Help OK Cancel

### Setup

IRS 1099 NEC / MISC .CSV files are created individually ( one project at a time ).

**1096 Form to use** - Select the applicable 1096-MISC or 1096-NEC form name that will be reported.

**Payer Type** - If Payer is an individual and Taxpayer ID No. is entered as a Social Security No. ( ###-##-#### ), click-on the INDIVIDUAL checkbox. Otherwise, click-on the BUSINESS checkbox.

**PAYER'S Name \*** - The name of the entity ( *Project, Payee, Owner or Management Agent* ) 1099 MISC/NEC forms were issued by.

Note: *Project Title* is automatically defaulted.

**First Name** - Contact person's First Name.

Note: Required if Payer is an individual.

**Suffix** - Contact person's Suffix, if applicable.

Note: May only contain alphabet letters, blanks and hyphens ( - ).

**Middle Name** - Contact person's Middle Name.

**Last Name** - Contact person's Last Name.

Note: Required if Payer is an individual.

**Street Address 1 & 2** - The Payer's current Street Address.

Note: *Project Address* is automatically defaulted.

**City, State and ZIP Code \*** - The Payer's current City, State, ZIP.

Note: *Project City, State, ZIP* is automatically defaulted.

**Phone Number** - The Contact Person's telephone number.

Note: *Management Agent - Phone Number* is automatically inserted.

**Email Address** - The Contact Person's email address.

Note: *Management Agent - Email* is automatically inserted.

**Taxpayer ID Number \*** - The Payer's SSN or FEIN.

Note: *Owner FEIN* is automatically inserted, unless *Management* is bulleted resulting in *Management Agent - FEIN* being inserted.

**PAYER Info Coming from ...** - *Payer's Name, Street Address, City, State, and ZIP* information will automatically be inserted for the item bulleted .. *Project, Payee, Owner, or Management Agent* ( located in DATA .. PROJECT DATA .. OWNER INFO section ).

Note: *Project Information* is defaulted.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to create the IRS 1099 .CSV export file. start the printing process.

**Cancel**

Click-on **Cancel** to exit out of the *Create 1099 .CSV file* window.

## 12.16 Tenant Reports

### 12.16.1 Rent Roll Report

#### 12.16.1.1 Overview

### Overview

This feature will generate a *Rent Roll Report* which includes either a *Summarized* or *Detailed* listing of *Tenant Charge*, *Adjustment*, and *Payment* entries for any time period selected.

To access the *Rent Roll Report* window, click-on **Accounting > Tenant Reports > Rent Roll Report**. The *Rent Roll Report - Setup Window* will appear ...

**Rent Roll Report ...**

**Report Setup**

This feature will generate a Rent Roll Report, as defined below.

☒ By Project Filename : RHSDEMO

☐ Multi-Property Reports : ALLDEMO

Beginning Date : June 1 2019

Ending Date : June 30 2019

**Type of Report**

☒ Summary
 ☐ Select Specific Tenants

☐ Detailed
 ☐ Include Past & Future Tenants

☐ Include Utility Refund Activity

☐ Summary ( with Tenant Charge Code Detail & Vacancy Loss )

**Tenant Charge Code Selection**

By default, rent roll activity for all existing Tenant Charge Codes will be included in the Rent Roll Report.

To limit the report with specific Tenant Charge Codes only, uncheck the "Include all existing ..." checkbox at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

<input type="checkbox"/>	DAMAGES	Tenant Damages
<input type="checkbox"/>	DMCLAIM	Damages S8 Claim Payments
<input type="checkbox"/>	LATEFEE	Late Fee
<input type="checkbox"/>	NSFCHK	NSF Check Fee
<input type="checkbox"/>	REPAYMT	Repayment Agreement
<input type="checkbox"/>	SECDEP	Security Deposit
<input type="checkbox"/>	SUBSIDY	RA/Subsidy Payments
<input type="checkbox"/>	TNTRENT	Tenant Rent
<input type="checkbox"/>	URCLAIM	Unpaid Rent S8 Claim Payments
<input type="checkbox"/>	UREFUND	Utility Refund

☒ Include all existing Tenant Charge Codes for this report

**Output**

☒ Monitor
 ☐ Printer
 ☐ .PDF

Help

OK
 Cancel

### Setup

*Rent Roll Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Rent Roll Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Rent Roll Report* in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

### Type of Report

**Summary** - Bullet this item to generate a summarized *Rent Roll Report*. Each tenant occupies one line of the report that includes *Opening Balance*, *Total Charges*, *Total Payments/Adjustments* and *Ending Balance* amounts. All current tenants are reported.

**Detailed** - Bullet this item to generate a detailed *Rent Roll Report*. Each tenant is reported with an *Opening Balance*, a *Detailed Listing of Charge*, *Payments & Adjustment entries (by Charge Code)*, and a *Running Balance*. All current tenants are reported.

**Summary ( with Tenant Charge Code Detail & Vacancy Loss )** - Bullet this item to generate a summarized tenant-by-tenant *Rent Roll Report* that includes the *Tenant Charge Code Detail* that's normally part of the detailed version, along with a *Vacancy Loss Calculation* at the end of the summary. Each tenant occupies one line of the report that includes *RA/Subsidy*, *Opening Balance*, *Total Charges*, *Total Payments/Adjustments* and *Ending Balance* amounts. All current tenants are reported.

Note: Each unit's *Gross Rent Potential* amount is based on *Subsidy Type* ...

RD = Basic Rent

HUD = Basic or Contract Rent

S42 = LIHTC Rent

Market Renter = Market Rent

**Select Specific Tenants ( Checkbox )** - When this box is checked, the user will be able to hand pick specific tenants from a list of all applicable *Rent Roll Report* tenants. A **Selection Specific Tenants Window** will appear when clicking on the **OK** button.

**Include Past & Future Tenants (Checkbox)** - As the default, only current tenants and past/future tenants with tenant charge, adjustment, and payment activity within the reporting period defined are included on this report. To include all *Past & Future Tenants*, click-on this checkbox.

**Include Utility Refund Activity (Checkbox)** - If your project has *RA/Subsidy*, a *Utility Allowance*, and you generate *Utility Refund Checks* from the *Check Printing Process* window, check this box. All *Utility Refund* related charge, adjustment and payment entry activity applied to the UREFUND charge code will be included on the *Rent Roll Report*.

Note: This box is unchecked by default and will not include any UREFUND charge code entry activity.

### Tenant Charge Code Selection

By default, tenant payment activity for all existing *Tenant Charge Codes* will be included in the *Rent Roll Report*. To limit the report with specific Tenant Charge Codes only, uncheck the "*Include all existing Tenant Charge Codes for this report*" checkbox located at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

This feature allows the user to narrow down the report to include only Tenant Charges that are applicable for the *Rent Roll Report* being processed.

Note: At least one Tenant Charge Code must be selected.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## OK

Click-on **OK** to generate a *Rent Roll Report*, as defined in this setup window.

## Cancel

Click-on **Cancel** to exit out of the *Rent Roll Report* window.

.

### 12.16.1.2 Select Specific Tenants

This feature allows the user to hand pick specific tenants from a list of all applicable *Rent Roll Report* tenants. Clicking on the *OK* button when the *Select Specific Tenants* checkbox is checked will prompt the following window to appear ...

Select Specific Tenants ...

Project : **VILLAGE APARTMENTS - RDSEC.515** Sort By : Unit Number ▾

Unit No.	Tenant ID	Tenant Name	Status
<input type="checkbox"/> 101	1	SMITH, JOSEPH E	Current
<input type="checkbox"/> 102	2	JOHNSON, SAMUEL D	Current
<input checked="" type="checkbox"/> 103	3	REDFEARN, GLORIA K	Current
<input type="checkbox"/> 104	4	KILGORE, BRENDA J	Current
<input type="checkbox"/> 105	5	JONES, GEORGE D	Current
<input type="checkbox"/> 106	6	DEARBORNE, HAROLD F	Current
<input type="checkbox"/> 107	7	FREDERICK, LARRY A	Current
<input type="checkbox"/> 108	8	MOUNDS, JIM S	Current
<input type="checkbox"/> 109	13	CLARK, MELVIN J	Current
<input type="checkbox"/> 111	10	BRAND, NIGEL D	Current
<input type="checkbox"/> 112	11	SPOTTS, ROGER S	Current

☐ Include Past / Future

The following options are available at this window ...

### Select Specific Tenants

A list of all applicable tenants are displayed in this window. Each line represents a tenant that complies with selection criteria entered on the setup window. Simply click-on the checkbox for each *Tenant Entry* line to be included with this *Aged Receivable Report Generation Process*.

**Sort By ... Unit Number / Tenant ID / Last Name** - The Tenant List displayed can be sorted in one of 3 ways .. *Unit Number*, *Tenant ID*, or *Last Name*. Select the desired sort. The default sort order is by *Unit Number*.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Search** - To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

**Include Past / Future (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

Note: Unit #'s displayed that start with "\_FT" means Future Tenant.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Rent Roll Report - Setup* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

## 12.16.2 Aged Receivables Report

### 12.16.2.1 Overview


## Overview

This feature will generate an *Aged Receivables Report* which includes either a *Summarized* or *Detailed* listing of Tenant Balances in a 30/60/90 Day time period.

To access the *Aged Receivables Report* window, click-on **Accounting > Tenant Reports > Aged Receivables Report**. The *Aged Receivables Report - Setup Window* will appear ...

**Aged Receivables Report ...**

**Report Setup**



This feature will generate an Aged Receivables Report in a 30/60/90 day format, as defined below ...

☒ By Project Filename : RHSDEMO

☐ Multi-Property Reports : ALLDEMO ☐ Continuous

( Last day of ) Report Date : June 2019

**Type of Report**

☒ Summary ☐ Select Specific Tenants

☐ Detailed ☐ Include Past & Future Tenants

☐ Include Utility Refund Activity

Include ... All Units

**Tenant Charge Code Selection**

By default, aged receivables activity for all existing Tenant Charge Codes will be included in the Aged Receivables Report.

To limit the report with specific Tenant Charge Codes only, uncheck the "Include all existing ..." checkbox at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

<input type="checkbox"/>	DAMAGES	Tenant Damages
<input type="checkbox"/>	DMCLAIM	Damages S8 Claim Payments
<input type="checkbox"/>	LATEFEE	Late Fee
<input type="checkbox"/>	NSFCHK	NSF Check Fee
<input type="checkbox"/>	REPAYMT	Repayment Agreement
<input type="checkbox"/>	SECDEP	Security Deposit
<input type="checkbox"/>	SUBSIDY	RA/Subsidy Payments
<input type="checkbox"/>	INTRENT	Tenant Rent
<input type="checkbox"/>	URCLAIM	Unpaid Rent S8 Claim Payments
<input type="checkbox"/>	UREFUND	Utility Refund

☒ Include all existing Tenant Charge Codes for this report

**Output**

☒ Monitor ☐ Printer ☐ .PDF

## Setup

*Aged Receivable Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate an *Aged Receivable Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate an *Aged Receivable Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When running reports in *Multi-Property Reports* mode, this feature will include each project on one continuous report instead of page breaking separate reports for each project.

**( Last day of ) Report Date** - Select the desired *Month & Year* for report coverage, using the pull down list. This will establish the last month of the reporting period.

For example: If MARCH 2010 is selected as the *Report Date*, the *Total Balance Due* amount on this report will be as it was or will be on the last day of March 2010. Amounts reported as being 30/60/90 Days and over will be based from the last day of the ending month of March 2010.

### Type of Report

**Summary** - Bullet this item to generate a summarized *Aged Receivable Report*. Each tenant occupies one line of the report that includes *Total Balance Due*, *30/60/90 Days and over* amounts. All current tenants are reported by default.

**Detailed** - Bullet this item to generate a detailed *Aged Receivable Report*. Each tenant is reported with an *Opening Balance*, a *Total Balance Due*, *30/60/90 Days and over (by Charge Code)*, and a *Running Balance*. A *Tenant Charge Code Summary* is also provided at the end of the report. All current tenants are reported by default.

**Select Specific Tenants ( Checkbox )** - When this box is checked, the user will be able to hand pick specific tenants from a list of all applicable *Rent Statement* tenants. A **Select Specific Tenants Window** will appear when clicking on the **OK** button.

**Include Past & Future Tenants (Checkbox)** - As the default, only current tenants and past tenants with tenant charge, adjustment, and payment activity within the reporting period defined are included on this report. To include all *Past & Future Tenants*, click-on this checkbox.

**Include Utility Refund Activity (Checkbox)** - If your project has *RA/Subsidy*, a *Utility Allowance*, and you generate *Utility Refund Checks* from the *Check Printing Process* window, check this box. All *Utility Refund* related charge, adjustment and payment entry activity applied to the UREFUND charge code will be included on the *Aged Receivables Report*.

Note: This box is unchecked by default and will not include any UREFUND charge code entry activity.

**Include ...** - The option determines what Units/Tenants will be included in the *Aged Receivables Report* being defined. **All Units** .. When selected, will list all units on the report. **Only Past Due Amounts over 30 Days** .. When selected, will only list tenants that have a balance that is over 30 days old. **Only Past Due Amounts over 60 Days** .. When selected, will only list tenants that have a balance that is over 60 days old. **Only Past Due Amounts over 90 Days** .. When selected, will only list tenants that have a balance that is over 90 days old.

Note: **All Units** is the default selection.

### Tenant Charge Code Selection

By default, tenant payment activity for all existing *Tenant Charge Codes* will be included in the *Aged Receivables Report*. To limit the report with specific Tenant Charge Codes only, uncheck the "*Include all existing Tenant Charge Codes for this report*" checkbox located at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

This feature allows the user to narrow down the report to include only Tenant Charges that are applicable for the *Aged Receivables Report* being processed.

Note: At least one Tenant Charge Code must be selected.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer) and determine the number of printed copies to generate, as well as destination printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate an *Aged Receivable Report*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Aged Receivable Report* window.

.

## 12.16.2.2 Select Specific Tenants

This feature allows the user to hand pick specific tenants from a list of all applicable *Aged Receivable Report* tenants. Clicking on the *OK* button when the *Select Specific Tenants* checkbox is checked will prompt the following window to appear ...

Select Specific Tenants ...

Project : **VILLAGE APARTMENTS - RDSEC.515** Sort By : Unit Number ▾

Unit No.	Tenant ID	Tenant Name	Status
<input type="checkbox"/> 101	1	SMITH, JOSEPH E	Current
<input type="checkbox"/> 102	2	JOHNSON, SAMUEL D	Current
<input checked="" type="checkbox"/> 103	3	REDFEARN, GLORIA K	Current
<input type="checkbox"/> 104	4	KILGORE, BRENDA J	Current
<input type="checkbox"/> 105	5	JONES, GEORGE D	Current
<input type="checkbox"/> 106	6	DEARBORNE, HAROLD F	Current
<input type="checkbox"/> 107	7	FREDERICK, LARRY A	Current
<input type="checkbox"/> 108	8	MOUNDS, JIM S	Current
<input type="checkbox"/> 109	13	CLARK, MELVIN J	Current
<input type="checkbox"/> 111	10	BRAND, NIGEL D	Current
<input type="checkbox"/> 112	11	SPOTTS, ROGER S	Current

☐ Include Past / Future

The following options are available at this window ...

### Select Specific Tenants

A list of all applicable tenants are displayed in this window. Each line represents a tenant that complies with selection criteria entered on the setup window. Simply click-on the checkbox for each *Tenant Entry* line to be included with this *Aged Receivable Report Generation Process*.

**Sort By ... Unit Number / Tenant ID / Last Name** - The Tenant List displayed can be sorted in one of 3 ways .. *Unit Number*, *Tenant ID*, or *Last Name*. Select the desired sort. The default sort order is by *Unit Number*.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Search** - To have the program automatically locate a *Tenant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

**Include Past / Future (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

Note: Unit #'s displayed that start with "\_FT" means Future Tenant.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Aged Receivables Report - Setup* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

### 12.16.3 Rent Statements

#### 12.16.3.1 Overview

## Overview

This feature will generate *Rent Statements* for any or all tenants (past, current &/or future) for any reporting month selected.

To access the *Rent Statements* window, click-on **Accounting > Tenant Reports > Rent Statements**. The *Rent Statements - Setup Window* will appear ...



**Rent Statements ...**

**Statement Setup**

This feature will generate Rent Statements, as defined below.

☒ By Project Filename : RHSDEMO

☐ Multi-Property Reports : ALLDEMO

Month & Year to Report : June 2019

☒ Zero Suppress - ( Exclude tenants with zero activity )

☐ Include Past & Future Tenants    ☐ Select Specific Tenants

☐ Include Utility Refund Activity

**Statement Options**

☒ Standard Rent Statement

☐ User-Created [ .RPT Format ] - AAA\_OVERPAID\_BALANCES

☐ User-Created [ .DOC Format ] - CMHP\_RENT\_INVOICE

**Tenant Charge Code Selection**

By default, rent statement activity for all existing Tenant Charge Codes will be included in the Rent Statement.

To limit the report with specific Tenant Charge Codes only, uncheck the "Include all existing ..." checkbox at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

<input type="checkbox"/>	DAMAGES	Tenant Damages
<input type="checkbox"/>	DMCLAIM	Damages S8 Claim Payments
<input type="checkbox"/>	LATEFEE	Late Fee
<input type="checkbox"/>	NSFCHK	NSF Check Fee
<input type="checkbox"/>	REPAYMT	Repayment Agreement
<input type="checkbox"/>	SECDEP	Security Deposit
<input type="checkbox"/>	SUBSIDY	RA/Subsidy Payments
<input type="checkbox"/>	TNTRENT	Tenant Rent
<input type="checkbox"/>	URCLAIM	Unpaid Rent S8 Claim Payments
<input type="checkbox"/>	UREFUND	Utility Refund

☒ Include all existing Tenant Charge Codes for this report

**Output**

☒ Monitor    ☐ Printer

### Statement Setup

*Rent Statements* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Rent Statements* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate *Rent Statements* in *Multi-Property Mode*. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

Note: The option to *Select Specific Tenants* is not available when generating reports in *Multi-Property Report* mode.

**Month & Year to Report** - Select the desired *Month & Year* to report, using the pull down lists. *Rent Statement* information reported will be for the entire *Month & Year* selected.

**Zero Suppress ( Checkbox )** - This indicates whether tenants with a zero monthly rent rate and zero payment history (no tenant payment activity) should have a *Rent Statement* printed or not. All tenants are included, unless this box is checked.

Note: This box is checked as the default.

**Include Past & Future Tenants ( Checkbox )** - As the default, only current tenants in the *Month & Year* selected are included. To include *Past Tenants* with tenant payment history and remaining balance due, click-on this checkbox.

**Select Specific Tenants ( Checkbox )** - When this box is checked, the user will be able to hand pick specific tenants from a list of all applicable *Rent Statement* tenants. A **Select Specific Tenants Window** will appear when clicking on the **OK** button.

**Include Utility Refund Activity (Checkbox)** - If your project has *RA/Subsidy*, a *Utility Allowance*, and you generate *Utility Refund Checks* from the *Check Printing Process* window, check this box. All *Utility Refund* related charge, adjustment and payment entry activity applied to the UREFUND charge code will be included on the *Rent Statements*.

Note: This box is unchecked by default and will not include any UREFUND charge code entry activity.

### Statement Options

**Standard Rent Statement** - Bullet this option to generate the standard layout *Rent Statement* that is provided with your program.

**User-Created ( .RPT Format )** - Bullet this option to generate a *Rent Statement* report file that can be user customized (using the built-in *Custom Report Designer*) with data input codes relating to *Rent Statement* information. Select the desired *Rent Statement* report filename, using the pull down list.

**User-Created ( .DOC Format )** - Bullet this option to generate a *Rent Statement* report file that can be user customized (using the built-in *Custom MSWord Designer*) with data input codes relating to *Rent Statement* information. Select the desired *Rent Statement* report filename, using the pull down list.

Note: *User-Created ( .RPT Format ) Statement* names displayed will only include *Rent Statement (Accounting)* specific forms created in the *Custom Report Designer* feature. *User-Created ( .DOC Format ) Statement* names displayed will only include *Rent Statement (Accounting)* specific forms created in the *Custom MSWord Designer* feature.

Note: Refer to the **Custom MSWord Designer** section of *Help Topics* for details on creating *Custom MSWord Documents*.

### Tenant Charge Code Selection

By default, tenant payment activity for all existing *Tenant Charge Codes* will be included in the *Rent Statement*. To limit the report with specific *Tenant Charge Codes* only, uncheck the "*Include all existing Tenant Charge Codes for this report*" checkbox located at the bottom of this section and then click-on the checkbox of each desired *Tenant Charge Code* to include in this report.

This feature allows the user to narrow down the report to include only *Tenant Charges* that are applicable for the *Rent Statement* being processed.

Note: At least one *Tenant Charge Code* must be selected.

### Output

**Monitor** - Bullet this item to display statements on the screen.

**Printer** - Bullet this item to generate statements at the defaulted Windows printer.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate *Rent Statements*, as defined in this setup window.

**Cancel**


Click-on **Cancel** to exit out of the *Rent Statements* window.

.

## 12.16.3.2 Select Specific Tenants

This feature allows the user to hand pick specific tenants from a list of all applicable *Rent Statement* tenants. Clicking on the *OK* button when the *Select Specific Tenants* checkbox is checked will prompt the following window to appear ...

Select Specific Tenants ...

 This window displays a list of all existing tenants that are applicable for Rent Statement criteria being processed. Click-on a checkmark for each tenant entry that should be included with this Rent Statement generation process. Unchecked tenant entries will not be included.

Unit #	Tenant ID	Tenant Name	Status
<input type="checkbox"/> 101	1	SMITH, JOSEPH E	Current
<input type="checkbox"/> 102	2	JOHNSON, SAMUEL D	Current
<input type="checkbox"/> 103	3	REDFEARN, GLORIA K	Current
<input type="checkbox"/> 104	4	KILGORE, BRENDA J	Current
<input checked="" type="checkbox"/> 105	5	JONES, GEORGE D	Current
<input type="checkbox"/> 106	6	DEARBORNE, HAROLD F	Current
<input type="checkbox"/> 107	7	FREDERICK, LARRY A	Current
<input type="checkbox"/> 108	8	MOUNDS, JIM S	Current
<input type="checkbox"/> 109	13	CLARK, MELVIN J	Current
<input type="checkbox"/> 111	10	BRAND, NIGEL D	Current
<input type="checkbox"/> 112	11	SPOTTS, ROGER S	Current

Help OK Cancel

The following items are provided at this window ...

### Select Specific Tenants

A list of all applicable *Rent Statement* tenants are displayed in this window. Each line represents a tenant that complies with selection criteria entered on the setup window. Simply click-on the checkbox for each *Tenant Entry* line to be included with this *Rent Statement Generation Process*.

Note: Unit #'s displayed that start with "FT" means Future Tenant.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate *Rent Statements* for tenants selected from this window.

**Cancel**

Click-on **Cancel** to exit out of the *Select Specific Tenants* window.

## 12.16.4 Tenant Ledger Report

### 12.16.4.1 Overview

## Overview

This feature will generate a *Tenant Ledger Report* which includes a detailed listing of all tenant related *Charge, Payment and Adjustment Entries* for any time period selected.

To access the *Tenant Ledger Report* window, click-on **Accounting > Tenant Reports > Tenant Ledger Report**. The *Tenant Ledger Report - Setup Window* will appear ...

**Tenant Ledger Report ...**

**Report Setup**

This feature will generate a Tenant Ledger Report, as defined below.

☒ By Project Filename : RHSDEMO ▼  
☐ Multi-Property Reports : ALLDEMO ▼

Beginning Date : June ▼ 1 ▼ 2019 ▼  
 Ending Date : June ▼ 30 ▼ 2019 ▼

☐ Select Specific Tenants  
☐ Include Past & Future Tenants  
☐ Group by Charge Code  
☐ Include Utility Refund Activity  
☐ Generate Individual Tenant Reports  
☐ Include User Entry Activity

**Report Type**

☒ Portrait    ☐ Landscape

**Output**

☒ Monitor    ☐ Printer    ☐ .PDF

**Tenant Charge Code Selection**

By default, tenant ledger activity for all existing Tenant Charge Codes will be included in this Tenant Ledger Report.

To limit the report with specific Tenant Charge Codes only, uncheck the "Include all existing ..." checkbox at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

<input type="checkbox"/>	DAMAGES	Tenant Damages
<input type="checkbox"/>	DMCLAIM	Damages S0 Claim Payments
<input type="checkbox"/>	LATEFEE	Late Fee
<input type="checkbox"/>	NSFCHK	NSF Check Fee
<input type="checkbox"/>	REPAYMT	Repayment Agreement
<input type="checkbox"/>	SECDEP	Security Deposit
<input type="checkbox"/>	SUBSIDY	RA/Subsidy Payments
<input type="checkbox"/>	INTRENT	Tenant Rent
<input type="checkbox"/>	URCLAIM	Unpaid Rent S0 Claim Payments
<input type="checkbox"/>	UREFUND	Utility Refund

☒ Include all existing Tenant Charge Codes for this report

Help  
 OK    Cancel

### Setup

*Tenant Ledger Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Tenant Ledger Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Tenant Ledger Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

**Select Specific Tenants ( Checkbox )** - When this box is checked, the user will be able to hand pick specific tenants from a list of all applicable *Tenant Ledger Report* tenants A **Select Specific Tenants Window** will appear when clicking on the **OK** button.

**Include Past & Future Tenants (Checkbox)** - As the default, only current tenants and past tenants with tenant charge, adjustment, and payment activity within the reporting period defined are included on this report. To include all *Past Tenants*, click-on this checkbox.

**Group by Charge Code (Checkbox)** - When checked, the tenant's ledger detail will separate each applicable *Charge Code* having activity with it's own running balance amount.

Note: Unchecked by default.

**Include Utility Refund Activity (Checkbox)** - If your project has *RA/Subsidy*, a *Utility Allowance*, and you generate *Utility Refund Checks* from the *Check Printing Process* window, check this box. All *Utility Refund* related charge, adjustment and payment entry activity applied to the UREFUND charge code will be included on the *Tenant Ledger Report*.

Note: This box is unchecked by default and will not include any UREFUND charge code entry activity.

**Generate Individual Tenant Reports** - By default, the *Tenant Ledger Report* lists all applicable tenants in one continuous report. Check this box to individualize each applicable tenant's ledger as it's own isolated report.

**Include User Activity Activity** - Click-on this box to display the User Login ID and Date & Time that all individual A/R entries ( included on the summary ) were entered by ( saved ).

### Report Type

**Portrait** - Click-on this item to view a portrait version of the *Tenant Ledger Report*.

**Landscape** - Click-on this item to view a landscaped version of the *Tenant Ledger Report*.

Note: *Portrait* is the default selection.

### Tenant Charge Code Selection

By default, tenant payment activity for all existing *Tenant Charge Codes* will be included in the Tenant Ledger Report. To limit the report with specific Tenant Charge Codes only, uncheck the "*Include all existing Tenant Charge Codes for this report*" checkbox located at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

This feature allows the user to narrow down the report to include only Tenant Charges that are applicable for the Tenant Ledger Report being processed.

Note: At least one Tenant Charge Code must be selected.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## **Help**

Click-on **Help** to view *Online Help Topics* about this process.

## **OK**

Click-on **OK** to generate a *Tenant Ledger Report*, as defined in this setup window.

## **Cancel**

Click-on **Cancel** to exit out of the *Tenant Ledger Report* window.

### **12.16.4.2 Select Specific Tenants**

This feature allows the user to hand pick specific tenants from a list of all applicable *Tenant Ledger Report* tenants. Clicking on the *OK* button when the *Select Specific Tenants* checkbox is checked will prompt the following window to appear ...



Select Specific Tenants ...

Project : **VILLAGE APARTMENTS - RDSEC.515** Sort By : Unit Number ▾

Unit No.	Tenant ID	Tenant Name	Status
<input type="checkbox"/> 101	1	SMITH, JOSEPH E	Current
<input type="checkbox"/> 102	2	JOHNSON, SAMUEL D	Current
<input checked="" type="checkbox"/> 103	3	REDFEARN, GLORIA K	Current
<input type="checkbox"/> 104	4	KILGORE, BRENDA J	Current
<input type="checkbox"/> 105	5	JONES, GEORGE D	Current
<input type="checkbox"/> 106	6	DEARBORNE, HAROLD F	Current
<input type="checkbox"/> 107	7	FREDERICK, LARRY A	Current
<input type="checkbox"/> 108	8	MOUNDS, JIM S	Current
<input type="checkbox"/> 109	13	CLARK, MELVIN J	Current
<input type="checkbox"/> 111	10	BRAND, NIGEL D	Current
<input type="checkbox"/> 112	11	SPOTTS, ROGER S	Current

☐ Include Past / Future

The following options are available at this window ...

### Select Specific Tenants

A list of all applicable tenants are displayed in this window. Each line represents a tenant that complies with selection criteria entered on the setup window. Simply click-on the checkbox for each *Tenant Entry* line to be included with this *Tenant Ledger Report Generation Process*.

**Sort By ... Unit Number / Tenant ID / Last Name** - The Tenant List displayed can be sorted in one of 3 ways .. *Unit Number*, *Tenant ID*, or *Last Name*. Select the desired sort. The default sort order is by *Unit Number*.

**Help** - Click-on *Help* to view *Online Help Topics* about this process.

**Search** - To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

**Include Past / Future (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

Note: Unit #'s displayed that start with "\_FT" means Future Tenant.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Tenant Ledger - Setup* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

## 12.16.5 Delinquent Rent Report

### 12.16.5.1 Overview

## Overview

This feature will generate a *Delinquent Rent Report*, print *Late Notices* &/or automatically apply *Late Fee Charges* for all existing tenants that have a balance due as of the *Delinquency Date* selected.

To access the *Delinquent Rent Report* window, click-on **Accounting > Tenant Reports > Delinquent Rent Report**. The *Delinquent Rent Report - Setup Window* will appear ...

**Delinquent Rent Report ...**

**Report Setup**

This feature will generate a Delinquent Rent Report, print Late Notices and/or apply Late Fee Charges, as defined below.

☒ By Project Filename :

☐ Multi-Property Reports :

( As of ) Delinquency Date :

☐ Include Past & Future Tenants    ☐ Select Specific Tenants

**Report Options**

☐ Apply Late Fees ...
 

Charge a Flat Late Fee Amount \$	<input type="text" value="0.00"/>	
Charge a Percentage of Balance Due :	<input type="text" value="0.000"/>	%
Charge a Percentage of GTC/TTP :	<input type="text" value="0.000"/>	%
Charge a Percentage of NTC :	<input type="text" value="0.000"/>	%
But not less than \$	<input type="text" value="0.00"/>	
But not more than \$	<input type="text" value="0.00"/>	
Round DOWN to nearest dollar	<input type="checkbox"/>	
Round UP to nearest dollar	<input type="checkbox"/>	

☒ Print Late Notices ...
 

<input type="radio"/> Standard Late Notice	<input checked="" type="checkbox"/> Include a Delinquent Rent Report
<input type="radio"/> User-Created [ .RPT Format ] -	<input type="text" value="SAMPLE_INVOICE"/>
<input checked="" type="radio"/> User-Created [ .DOC Format ] -	<input type="text" value="SAMPLE_LATE_NOTICE"/>

**Output**

☐ Monitor    ☒ Printer    ☐ .PDF

**Tenant Charge Code Selection**

By default, delinquent payment activity for all existing Tenant Charge Codes will be included in this Delinquent Rent Report.

To limit the report with specific Tenant Charge Codes only, uncheck the "Include all existing ..." checkbox at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

<input type="checkbox"/> DAMAGES	Tenant Damages
<input type="checkbox"/> DMCLAIM	Damages S8 Claim Payments
<input type="checkbox"/> LATEFEE	Late Fee
<input type="checkbox"/> NSFCHK	NSF Check Fee
<input type="checkbox"/> REPAYMT	Repayment Agreement
<input type="checkbox"/> SECDEP	Security Deposit
<input type="checkbox"/> SUBSIDY	RA/Subsidy Payments
<input type="checkbox"/> INTRENT	Tenant Rent
<input type="checkbox"/> URCLAIM	Unpaid Rent S8 Claim Payments
<input type="checkbox"/> UREFUND	Utility Refund

☒ Include all existing Tenant Charge Codes for this report

( Click-on the PRINTER bullet to enable REPORT OPTIONS )

## Report Setup

*Delinquent Rent Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Delinquent Rent Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Delinquent Rent Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**( As of ) Delinquency Date** - Select the desired *Month, Day & Year* to report, using the pull down lists. This will establish the day upon which the system will determine delinquency status. All tenants that have a balance due, on the day selected, will be included on this report.

**Include Past & Future Tenants (Checkbox)** - As the default, only current tenants that have delinquent balances are included on this report. To include *Past Tenants*, click-on this checkbox.

**Select Specific Tenants ( Checkbox )** - When this box is checked, the user will be able to hand pick specific tenants from a list of all applicable *Delinquent Rent Report* tenants. A **Select Specific Tenants Window** will appear when clicking on the **OK** button.

### Report Options

**Apply Late Fees (Checkbox)** - To automatically have the system record a *Late Fee* for all *Delinquent Rent Tenants* included on this report, click-on this check box and enter the desired *Late Fee Amount* or *Percentage* to charge.

\* **Charge a Flat Late Fee Amount \$** - To charge applicable tenants with a specific Late Fee amount, enter the amount in the field provided.

\* **Charge a Percentage of Balance Due** - To charge applicable tenants with a Late Fee that is based on a percentage of their total balance due, enter the percentage rate in the field provided. For example: 5 percent ( 5% ) would be entered as 5.000.

\* **Charge a Percentage of GTC/TTP** - To charge applicable tenants that have a balance due with a late fee that is based on a percentage of their current GTC ( RD Gross Tenant Contribution ) or TTP ( HUD Total Tenant Payment ) amount, enter the percentage rate in the field provided. For example: 5 percent ( 5% ) would be entered as 5.000.

\* **Charge a Percentage of NTC** - To charge applicable tenants that have a balance due with a late fee that is based on a percentage of their current NTC ( RD Net Tenant Contribution ) or the Tenant Rent amount, enter the percentage rate in the field provided. For example: 5 percent ( 5% ) would be entered as 5.000.

\* **But not less than \$** - When charging a percentage of Balance Due or GTC/TTP or NTC/Tenant Rent as the late fee, use this field to set the minimum amount of late fee to be charged, if applicable. For example: If late fee is 5% of Balance Due or GTC/TTP or NTC/Tenant Rent, but not less than \$10, then type 10.00 in this field.

Note: This field is only applicable when charging a percentage of Balance Due or GTC/TTP or NTC/Tenant Rent is used.

\* **But not more than \$** - When charging a percentage of Balance Due or GTC/TTP or NTC/Tenant Rent as the late fee, use this field to set the maximum amount of late fee to be charged, if applicable. For example: If late fee is 5% of Balance Due or GTC/TTP or NTC/Tenant Rent, but not more than \$10, then type 10.00 in this field.

Note: This field is only applicable when charging a percentage of Balance Due or GTC/TTP or NTC/Tenant Rent is used.

\* **Round DOWN to nearest dollar ( checkbox )** - When charging a late fee based on a percentage of Balance Due or GTC/TTP or NTC/Tenant Rent, click-on this checkbox to round the calculated late fee amount down to the nearest whole dollar.

Note: This box is unchecked by default which will round calculated late fee amounts to the nearest penny.

\* **Round UP to nearest dollar ( checkbox )** - When charging a late fee based on a percentage of Balance Due or GTC/TTP or NTC/Tenant Rent, click-on this checkbox to round the calculated late fee amount up to the nearest whole dollar.

Note: This box is unchecked by default which will round calculated late fee amounts to the nearest penny.

Note: *Late Fee Amounts* will automatically be charged the tenant, using the *LATEFEE Charge Code* established in the **Tenant Charge Code** window.

Note: The above options are only available when the *Printer* output has been selected.

**Print Late Notices (Checkbox)** - To automatically have the system generate a *Late Notice* for all *Delinquent Rent Tenants* included on this report, click-on this check box and select either the *Standard Late Notice*, the desired *User-Created (TXT Format) Notice* or the desired *User Created (RPT Format) Notice*, from the pull down list.

Note: This option is only available when the *Printer* output has been selected.

\* **Standard Late Notice** - This is a standard one page Late Notice provided by FHA Software and is always selected by default.

\* **Include a Delinquent Rent Report (Checkbox)** - A Delinquent Rent Report is always generated along with the individual Late Notices selected and is checked by default. Uncheck this checkbox to exclude this report when generating Late Notices.

\* **User-Created [ .TXT Format ]** - Select this item to generate *Text* formatted [ .TXT ] late notice forms, edited with the built-in *Text Editor (Notepad)* feature.

\* **User-Created [ .RPT Format ]** - Select this item to generate *Report* formatted [ .RPT ] late notice forms, edited with the built-in *Custom Report Designer* feature.

\* **User-Created [ .DOC Format ]** - Select this item to generate *MSWord* formatted [ .DOC ] late notice forms, edited with the built-in *Custom MSWord Designer* feature.

Note: A sample *Late Notice* text file was provided with your program called LATENOTICE.TXT which can be user modified using the *Text Editor* feature. *User-Created (.RPT Format) Notice* names displayed will only include *Late Notice (Accounting)* specific forms created in the *Custom Report Designer* feature. *User-Created (.DOC Format) Notice* names displayed will only include *Late Notice (Accounting)* specific forms created in the *Custom MSWord Designer* feature.

Note: Refer to the **Custom MSWord Designer** section of *Help Topics* for details on creating *Custom MSWord Documents*.

### Tenant Charge Code Selection

By default, delinquent payment activity for all existing *Tenant Charge Codes* will be included in the Delinquent Rent Report. To limit the report with specific Tenant Charge Codes only, uncheck the "*Include all existing Tenant Charge Codes for this report*" checkbox located at the bottom of this section and then click-on the checkbox of each desired Tenant Charge Code to include in this report.

This feature allows the user to narrow down the report to include only Tenant Charges that are applicable for late fee application. For example, if you do not charge a late fee for a tenant that only has a late fee ( *LATEFEE* ) balance, then don't include the *LATEFEE* charge code. The same logic applies to any other tenant charge like Security Deposits ( *SECDEP* ) or Tenant Damages ( *DAMAGES* ).

Note: At least one Tenant Charge Code must be selected.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Delinquent Rent Report*, as defined in this setup window.

Note: A *Delinquent Rent Report* will always be viewed to the *Monitor* and sent to the *Printer*. If selected, *Late Notices* cannot be viewed on the *Monitor* and will only be sent to the *Printer*. If selected, *Late Fees Applied* will be noted on the *Delinquent Rent Report*.


### Cancel

Click-on **Cancel** to exit out of the *Delinquent Rent Report* window.

## 12.16.5.2 Select Specific Tenants

This feature allows the user to hand pick specific tenants from a list of all applicable *Delinquent Rent Report* tenants. Clicking on the *Print* button when the *Select Specific Tenants* checkbox is checked will prompt the following window to appear ...

Select Specific Tenants ...

 This window displays a list of all existing tenants that are applicable for Delinquent Rent Report criteria being processed. Click-on a checkmark for each tenant entry that should be included with this Delinquent Rent Report process. Unchecked tenant entries will not be included.

Unit #	Tenant ID	Tenant Name	Alerts	Amount
<input type="checkbox"/> 101	1	JOSEPH SMITH		1,545
<input type="checkbox"/> 102	2	SAMUEL JOHNSON		2,240
<input checked="" type="checkbox"/> 103	3	GLORIA REDFEARN		1,128
<input type="checkbox"/> 104	4	BRENDA KILGORE		2,707
<input type="checkbox"/> 105	5	GEORGE JONES		4,745
<input type="checkbox"/> 107	7	LARRY FREDERICK		6,150
<input type="checkbox"/> 109	13	MELVIN CLARK		9,523
<input type="checkbox"/> 111	10	NIGEL BRAND		7,231
<input type="checkbox"/> 112	11	ROGER SPOTTS		7,461

Help OK Cancel

The following items are provided at this window ...

### Select Specific Tenants

A list of all applicable *Delinquent Rent Report* tenants are displayed in this window. Each line represents a tenant with a delinquent rent balance. Simply click-on the checkbox for each *Tenant Entry* line to be included with this *Delinquent Rent Report Process*.

Note: Unit #'s displayed that start with "\_FT" means Future Tenant.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to process *Delinquent Rent Reports* for tenants selected from this window.

**Cancel**

Click-on **Cancel** to exit out of the *Select Specific Tenants* window.

**12.16.6 Security Deposit Report****12.16.6.1 Overview**

## Overview

This feature will generate a *Security Deposit Report* which provides either a detailed ledger style or simple listing of only *Security Deposit* related entries, as of the *Report Date* selected.

To access the *Security Deposit Report* window, click-on **Accounting > Tenant Reports > Security Deposit Report**. The *Security Deposit Report - Setup Window* will appear ...

**Security Deposit Report ...**

**Report Setup**

This feature will generate a detailed list of Security Deposit activity as defined below ...

☒ By Project Filename : RHSDEMO

☐ Multi-Property Reports : ALLDEMO

( As of ) Report Date : June 6 2019

☐ Select Specific Tenants

☐ Include Past & Future Tenants

☐ Generate Individual Tenant Ledgers

**Report Type**

☒ Summary - ( A simple list of Security Deposit Amounts )

☐ Summary with Accrued Interest Payable

Interest Rate Schedule - Filename : None

☐ Ledger - ( A detailed report of Security Deposit Activity )

**Output**

☒ Monitor ☐ Printer ☐ .PDF

**Tenant Charge Code Selection**

By default, security deposit charge, adjustment & payment activity applied to the SECDEP Tenant Charge Code is automatically included in this Security Deposit Report.

To include activity for additional deposit related Tenant Charge Codes on this Security Deposit Report, click-on the checkbox of each desired Tenant Charge Code listed below.

<input type="checkbox"/> DAMAGES	Tenant Damages
<input type="checkbox"/> DMCLAIM	Damages S8 Claim Payments
<input type="checkbox"/> LATEFEE	Late Fee
<input type="checkbox"/> NSFCHK	NSF Check Fee
<input type="checkbox"/> REPAYMT	Repayment Agreement
<input type="checkbox"/> SECDEP	Security Deposit
<input type="checkbox"/> SUBSIDY	RA/Subsidy Payments
<input type="checkbox"/> INTRENT	Tenant Rent
<input type="checkbox"/> URCLAIM	Unpaid Rent S8 Claim Payments
<input type="checkbox"/> UREFUND	Utility Refund

**Help**

**OK** **Cancel**

**Setup**



*Security Deposit Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Security Deposit Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Security Deposit Report* in *Multi-Property* Mode. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**( As of ) Report Date** - Select the desired *Month, Day & Year* to report, using the pull down lists. This will establish the day upon which the system will determine *Security Deposit Charge/Payment Amount* status.

**Select Specific Tenants ( Checkbox )** - When this box is checked, the user will be able to hand pick specific tenants from a list of all applicable *Security Deposit Report* tenants.. A **Select Specific Tenants Window** will appear when clicking on the **OK** button.

**Include Past & Future Tenants (Checkbox)** - As the default, only tenants that have an active, non-refunded *Security Deposit Payment* are included on this report. To include *Past & Future Tenants*, click-on this checkbox.

**Generate Individual Tenant Ledgers** - By default, the *Security Deposit Ledger* lists all applicable tenants in one continuous report. Check this box to individualize each applicable tenant's ledger as it's own isolated report.

Note: This option is only available when the *Ledger ( Report Type )* is selected.

Note: The *Security Deposit Report* feature will be using the SECDEP *Charge Code*, established in the *Tenant Charge Code* window, to determine *Security Deposit Charge/Payment Amount* status.

### Report Type

**Summary** - This will produce a very simple list of paid *Security Deposit* amounts for each tenant, as of the Report Date defined, with a project total amount.

**Summary with Accrued Interest Payable** - This version of the summary will include calculated amounts for accrued Interest payable, as of the *Report Date* defined, with a project total amount.

**Interest Rate Schedule - Filename** - When *Summary with Accrued Interest Payable* is selected, use this pull down to select an existing SD Interest Rate Schedule to use for the report. To view, edit, remove or add a SD Interest Rate Schedule, click-on the [+] button. A **Security Deposit Interest Rate Schedule** window will appear.

**Ledger** - This will produce a detailed report of all *Security Deposit Charge, Payment* and *Adjustment* entry activity in a ledger type format.

### Tenant Charge Code Selection

By default, security deposit charge, adjustment & payment activity applied to the SECDEP Tenant Charge Code is automatically included in the Security Deposit Report. To include activity for additional

deposit related Tenant Charge Codes ( example: Pet Deposit, Air-Conditioner Deposit, Storage Space Deposit, etc. ) on the Security Deposit Report being defined ( along with SECDEP ), click-on the checkbox of each desired Tenant Charge Code listed.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Security Deposit Report*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Security Deposit Report* window.

## 12.16.6.2 Select Specific Tenants

This feature allows the user to hand pick specific tenants from a list of all applicable *Security Deposit Report* tenants. Clicking on the *Print* button when the *Select Specific Tenants* checkbox is checked will prompt the following window to appear ...

Select Specific Tenants ...

Project : **VILLAGE APARTMENTS - RDSEC.515** Sort By : Unit Number ▾

	Unit No.	Tenant ID	Tenant Name	Status
<input type="checkbox"/>	101	1	SMITH, JOSEPH E	Current
<input type="checkbox"/>	102	2	JOHNSON, SAMUEL D	Current
<input checked="" type="checkbox"/>	103	3	REDFEARN, GLORIA K	Current
<input type="checkbox"/>	104	4	KILGORE, BRENDA J	Current
<input type="checkbox"/>	105	5	JONES, GEORGE D	Current
<input type="checkbox"/>	106	6	DEARBORNE, HAROLD F	Current
<input type="checkbox"/>	107	7	FREDERICK, LARRY A	Current
<input type="checkbox"/>	108	8	MOUNDS, JIM S	Current
<input type="checkbox"/>	109	13	CLARK, MELVIN J	Current
<input type="checkbox"/>	111	10	BRAND, NIGEL D	Current
<input type="checkbox"/>	112	11	SPOTTS, ROGER S	Current

Search ☐ Include Past & Future Tenants OK Cancel

The following items are provided at this window ...

### Select Specific Tenants

A list of all applicable *Delinquent Rent Report* tenants are displayed in this window. Each line represents a tenant with a delinquent rent balance. Simply click-on the checkbox for each *Tenant Entry* line to be included with this *Delinquent Rent Report Process*.

**Sort By ... Unit Number / Tenant ID / Last Name** - The Tenant List displayed can be sorted in one of 3 ways .. *Unit Number*, *Tenant ID*, or *Last Name*. Select the desired sort. The default sort order is by *Unit Number*.

**Search** - To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

Note: Unit #'s displayed that start with "\_FT" means Future Tenant.


**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Security Deposit Report - Setup* window reappears with selected Tenant ID # displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

### 12.16.6.3 Interest Rate Schedule

This feature allows the user to maintain multiple *Interest Rate Schedules* that is used by the *SD Summary with Accrued Interest Payable* report. Clicking on the [+] button at the *Security Deposit Report - Setup* window will promptly display the following window ...

Security Deposit Interest Rate Schedule ...

 This window chronologically lists the various Interest Rates that will be used for the Security Deposit Summary with Accrued Interest ...

Interest Rate Schedule - Filename : MINNESOTA

Security Deposit Interest				
	Effective Date		Rate	
1	08/01/1973	->	5.000	%
2	07/01/1984	->	5.500	%
3	05/01/1992	->	4.000	%
4	03/22/1996	->	3.000	%
5	08/01/2003	->	1.000	%
6		->	0.000	%
7		->	0.000	%
8		->	0.000	%
9		->	0.000	%
10		->	0.000	%
11		->	0.000	%
12		->	0.000	%

Date Format (mmddyyyy)

Rate Format (ex: 5% is 5.000)

Next 12

Help Add Remove Edit Cancel

The following items are provided at this window ...

#### Interest Rate Schedule - Filename

Click-on this pull down to view &/or select from a list of existing Interest Rate Schedules.

#### Effective Date & Rate

When editing, the *Effective Date* field is the date an interest rate is effective ( entered as mmddyyyy ). The *Rate* field is the rate of interest ( example: 5% would be entered as 5.000 ).

Note: Interest Rate can be zero ( 0.000 ) to signify that the Interest Rate became zero in a previous schedule of rates.

Note: Regardless of how Effective Dates are entered, the program will automatically resort the list in Effective Date order each time the list is saved.

#### Next12/Prev12

A total of 24 individual Interest Effective Dates/Rates can be listed with 12 being displayed at a time. Click-on the **Next12/Prev12** button to move back and forth between the top 12 and bottom 12 list of rates.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### Add

Click-on **Add** to create a new Interest Rate Schedule. A blank list will be displayed in edit mode. Enter a new *Filename* for this schedule and enter the applicable *Effective Dates/Rates*.

#### Remove

Click-on **Remove** to delete the Interest Rate Schedule - *Filename* currently selected.

#### Edit

Click-on **Edit** to make changes to the Interest Rate Schedule currently selected.

#### Save

Click-on **Save** to save changes made to the Interest Rate Schedule displayed.

#### Cancel

Click-on **Cancel** to exit without saving changes or to close the Interest Rate Schedule window.

### 12.16.7 Security Deposit Interest Refunds

## Overview

This feature will generate a *Security Deposit Interest Refund* report that includes all tenant's with Security Deposit amounts still being held by the project as of the *Refund Date* selected that also have a

*Move-In Month* that is the same as the *Refund Date - Month*. This report basically calculates 1 full year's worth of interest on actual Security Deposit amounts paid by each tenant that has a *Move-In* anniversary month that is the same as the *Refund Date - Month* selected. The option to automatically create SDIR A/P entries is also available from this window.

To access the *Security Deposit Interest Refunds* window, click-on **Accounting > Tenant Reports > Security Deposit Interest Refunds**. The *Security Deposit Interest Refunds - Setup Window* will appear ...

**Security Deposit Interest Refunds ...**

**Report Setup**

This feature will generate a list of Security Deposit Interest Refund calculations for tenants with move-in anniversary dates that match the Refund month selected below ...

☒ By Project Filename : HUDDMO ( SD Savings )

☐ Multi-Property Reports : ALLDEMO ☐ Continuous

( As of ) Refund Date : October 2016

Interest Rate : 0.350 %

**Report Type**

☒ Security Deposit Interest Refund ( SDIR ) - Report Only

☐ Create SDIR A/P Entries for selected Refund Date

☒ Include Interest Funds Transfer A/J Entry  
( Applies to projects with SD Savings Accounts )

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

### Report Setup

*Security Deposit Interest Refund Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Security Deposit Interest Refunds* report for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: The type of SD Bank Account will be noted in parenthesis at the right of the Project Filename selected ( ex: SD Savings, SD Checking, or N/A when Accounting Defaults has not been setup ).

**Multi-Property Reports** - Bullet this selection to generate a *Security Deposit Interest Refunds* report in *Multi-Property Mode*. The program will automatically generate a summary for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down

button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When running reports in *Multi-Property Reports* mode, this feature will include each project on one continuous report instead of page breaking separate reports for each project.

**( As of ) Refund Date** - Select the desired *Month & Year* to report, using the pull down lists. This will establish the month upon which the system will determine tenant eligibility for this report.

For example, a *Refund Date* of APRIL 2009 will include all tenants ( past & current ) that still had a Security Deposit amount being held by the project as of April 1, 2009 with *Project - Move-In* anniversary dates of April 2008 or earlier. ( Moved in April 2008, April 2007, April 2006, etc. ).

**Interest Rate** - Enter the desired interest rate percentage to use ( 000.000 % allowable entry format ).

### Report Type

**Security Deposit Interest Refund ( SDIR ) - Report Only** - Select this option to generate an SDIR Report only. No financial data is created or modified when running this report.

Note: This is the default selection.

**Create SDIR A/P Entries for selected Refund Date** - Select this option to automatically create an SDIR A/P entry for all applicable tenants with Move-In Dates that match the *Refund Date* selected.

Note: The program will create an A/P entry for the amount of interest that is based on the total Security Deposit amount paid and the interest rate entered. A unique *Invoice Number* is automatically created that tells this feature if SDIR A/P entries already exist so that duplicate SDIR A/P entries are not created for any given month when this process is repeated. The same logic and COA #'s are used to create SDIR A/P entries that are used in the *Security Deposit Refund* feature. The *Security Deposit Refunds* section in the *Accounting Defaults* window determines if the SDIR A/P entry *Bank Types* will be set to ( drawn from ) *Operating Cash* or *Security Deposit Accounts*. and will create an A/J entry to record the funds transfer from *SD Savings* to *Operating Cash Checking*, if necessary to cover the SDIR A/P checks.

**Include Interest Funds Transfer A/J Entry ( Checkbox )** - This checkbox option only applies when the project's Security Deposit Bank Account is a Savings Account. When checked, an A/J entry will automatically be made that records the interest funds transfer from SD Savings to Operating Checking which covers the SDIR check being written from the Operating Checking Account. When unchecked, a funds transfer A/J entry will not be made.

Note: This box is checked by default.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Security Deposit Interest Refunds Report*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Security Deposit Interest Refunds* window.

## 12.16.8 Security Deposit Refund

### 12.16.8.1 Overview

## Overview

The *Security Deposit Refund* feature fully automates the *Security Deposit Refund* process. A *Net Refund* is calculated based on the total *Deposit Paid*, applicable *Security Deposit Interest*, and *Outstanding Tenant Charges*. *Check Disbursement Entries* will be created for applicable tenant refund and forfeited deposit amounts. *Tenant Payment* and *Adjustment Entries* that are necessary to apply forfeited deposit amounts and/or bank fund transfers will also be recorded.

Note: In order for a tenant to be eligible for *Security Deposit Refund* processing, a *Security Deposit Charge & Payment Entry* must exist and the *Vacate* process completed.

To access the *Security Deposit Refund* window, click-on **Accounting > Tenant Reports > Security Deposit Refund**. When the *Security Deposit Refund* window is first accessed, a blank window is displayed.



**Security Deposit Refund ...**

**Setup Menu**

This feature will completely process a Security Deposit Refund, as defined below.

Unit No. : \_\_\_\_\_

Tenant : \_\_\_\_\_

Move-In Date : \_\_\_\_\_

Move-Out Date : \_\_\_\_\_

**VILLAGE APARTMENTS - RDSEC.515**

Project Filename :  ▾

Tenant ID :  +

**Outstanding Tenant Charges**

Charge Code	Description	Amount Due	Amount Applied

Re Apply Charges **Total Charges \$** 0.00 0.00

SDR Entry Date :

Deposit Paid \$ **0.00** +

Beginning Date :

Ending Date :

No. of Days : **0.00**

Interest Rate %

Total Interest \$

Total Deposit \$ **0.00**

Total Charges \$ ( **0.00** )

Net Refund \$ **0.00**

☐ Include Utility Refund Activity

**Help** **Print Report** **View SDR History** **Save** **Cancel**

Four options are available when first accessing the *Security Deposit Refund* window ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process

**View SDR History** - All *Security Deposit Refunds* that have been successfully processed are recorded in the SDR History database. This allows the user to reprint the *Security Deposit Report* and generate a list of *Security Deposit Refunds* at anytime. Click-on **View SDR History** to access the View SDR History window.

**Cancel** - Click-on **Cancel** to exit out of the *Security Deposit Refund* window

**Project Filename** - Click the pull down button to view a list of available project filenames and select the desired property.

**Tenant ID Number [+]** - Click-on the **[+]** button to select the desired tenant. A *Tenant ID Selection* window will appear. After selecting the desired tenant information, the *Security Deposit Refund* window will reappear with tenant detail and more entry options ...

Security Deposit Refund ...

**Setup Menu**

This feature will completely process a Security Deposit Refund, as defined below.

Unit No. : **110**  
 Tenant : **ROBERT HENDRICKSON**  
 Move-In Date : **02/15/1990**  
 Move-Out Date : **04/15/1999**

**VILLAGE APARTMENTS - RDSEC.515**  
 Project Filename : **RHSDemo**  
 Tenant ID : **12**

**Outstanding Tenant Charges**

Charge Code	Description	Amount Due	Amount Applied
REPAYMT	Repayment Agreement	300.15	300.15
NSFCHK	NSF Check Fee - Jan	35.75	35.75
LATEFEE	Late Fee - Jan2021	15.25	15.25
DAMAGES	Tenant Damages - Bro	25.00	25.00

SDR Entry Date : **12/16/2021**  
 Deposit Paid \$ **1,000.00**  
 Beginning Date : **02/15/1990**  
 Ending Date : **04/15/1999**  
 No. of Days : **3,346**  
 Interest Rate % **2.000**  
 Total Interest \$ **183.34**  
 Total Deposit \$ **1,183.34**  
 Total Charges \$ ( **376.15** )  
 Net Refund \$ **807.19**

☐ Include Utility Refund Activity

**Re Apply Charges** Total Charges \$ 376.15 376.15

Help Print Report View SDR History Save Cancel

Various information is displayed pertaining to this tenant's *Security Deposit Refund*, including the option to calculate or manually input *Security Deposit Interest* and apply *Outstanding Tenant Charges*.

The following items are available at this window ...

### Setup Menu

**Unit No.** - The selected Tenant's Unit Number.

**Tenant** - The full name of the selected Tenant.

**Move-In Date** - The date the Tenant moved into this project.

**Move-Out Date** - The date the Tenant moved out of this unit.

**Entry Date** - This is the date all *Security Deposit Refund* entries will be posted, when saved. This date can be changed (mmddyyyy format).

**Deposit Paid** - This is the total amount of Security Deposit paid by this Tenant.

Note: This amount comes from Security Deposit payments ( *Charge Code SECDEP*) entered in the *A/R - Tenant Payment Entry* window or entered in the *Security Deposit Historical Entry* window.

**Deposit Paid [+] Button** - To include payment activity for additional deposit related Tenant Charge Codes ( in addition to SECDEP ), click-on the **[+]** button to view a Tenant Charge Code Selection window.

**Beginning Date** - This date is used to calculate *Security Deposit Interest* and defaults to *Move-In Date*. This date can be changed (mmddyyyy format).

**Ending Date** - This date is used to calculate *Security Deposit Interest* and defaults to *Move-Out Date*. This date can be changed (mmddyyyy format).

**No. of Days** - This will automatically display the actual number of days between *Beginning* and *Ending Dates* entered above.

**Interest Rate %** - If Security Deposit Interest applies, this would be the percentage rate of interest to use.

Note: This rate default is zero (no interest calculated). To enter an interest rate, click the cursor on this field, enter a percentage rate (example: 3% would be entered as 3.000), and then press [TAB]. The program will automatically recalculate *Total Interest*. Interest rate calculation is as follows ...

$$\begin{aligned} \text{Deposit Paid} \times \text{Interest Rate \%} \text{ divided by } 365 &= \text{Daily Amount} \\ \text{Daily Amount} \times \text{No. of Days} &= \text{Total Interest} \end{aligned}$$

**Total Interest** - If Security Deposit Interest applies, there's two ways of establishing the total amount of interest ...

**\*\* Based on Interest Rate %** - Entering an Interest Rate % causes the program to automatically calculate Total Interest (as defined above).

**\*\* Manually Enter Desired Amount** - The user can also simply enter the desired amount of interest in the *Total Interest* field.

Note: If the SD interest liability is based on multiple interest rates over a time period, generate a *Security Deposit Report with Accrued Interest Payable* from the *Security Deposit Report* feature and manually enter the total interest amount here.

**Total Deposit** - This is *Deposit Paid + Total Interest* and is automatically calculated.

**Total Charges** - This is the total amount of outstanding charges owed by the tenant. Details of this amount is displayed in the *Outstanding Tenant Charges* section.

Note: This amount is determined by comparing all recorded *Charges*, *Adjustments*, and *Payments* entered in the *A/R - Tenant Payment Entry* window. If this amount is incorrect, *Cancel* out of the *Security Deposit Refund* window and make the necessary corrections to this tenant's ledger in the *A/R - Tenant Payment Entry* window. Then come back to the *Security Deposit Refund* window to complete the refund process.

**Net Refund** - This is the total amount of refund this tenant will receive that includes compensation for *Security Deposit Interest* and *Outstanding Tenant Charges* ...

( Deposit Paid + Total Interest ) - Total Charges = Net Refund

Note: This amount is automatically calculated.

**Include Utility Refund Activity ( Checkbox )** - If your project has *RA/Subsidy*, a *Utility Allowance*, and you generate *Utility Refund Checks* from the *Check Printing Process* window, check this box so that any overpaid UREFUND amount is included in the *Security Deposit Refund* calculation process.

### Outstanding Tenant Charges

This section displays a summary of all outstanding charges the tenant may currently have (by *Tenant Charge Code*) with a *Total Charge* amount provided. Based on the *Total Deposit* amount displayed on the lower right side of *Setup Menu* section, a summary of amounts that will be applied towards each outstanding charge is also displayed. The user is given the option to reapply these forfeited amounts.

**Re Apply Charges** - When applicable, click-on this button to view the *Re Apply Charges* window.

Note: This option is only available when more than one entry is displayed in the *Outstanding Tenant Charge* section.

### Help

Click-on **Help** to view *Online Help Topics* about this process

### Print Report

To generate a *Security Deposit Refund Report*, click-on the **Print Report** button. A *Security Deposit Refund Report - Setup Window* will appear.

### Save

Click-on **Save** to record the *Security Deposit Refund*, as defined in this window.

Note: The option to print a completed *Security Deposit Refund Report* will be made available after saving a *Security Deposit Refund* that will reference all A/R, A/J and A/P entry #'s that were just created by the SDR process. A completed *Security Deposit Refund Report* can also be printed at anytime from the SDR History window.

Note: *Check Disbursement Entries* will be created for applicable tenant refund & forfeited deposit amounts and will be included with the next *Check Printing Process* completed. *Tenant Payment & Adjustment Journal Entries* that are necessary to apply forfeited deposit amounts and/or bank funds transfer will also be recorded. For more detail on entries automatically created when saving a *Security Deposit Refund*, click-on the item which applies below ...

Security Deposit Refund Detail for SD Checking Accounts

Security Deposit Refund Detail for SD Savings Accounts

### Cancel

Click-on **Cancel** to exit out of editing the *Security Deposit Refund* for the tenant currently selected.

## 12.16.8.2 Tenant Selection

Click-on the **Tenant Selection [+]** button to view the *Tenant Selection* window ...

Tenant ID Selection ...

Project : **VILLAGE APARTMENTS - RDSEC.515**

Unit No.	Tenant ID	Tenant Name	Move-Out
103	3	GLORIA REDFEARN	01/28/2019
106	6	HAROLD DEARBORNE	01/25/2019
108	8	JIM MOUNDS	02/05/2019
110	12	ROBERT HENDRICKSON	04/15/1999
112	11	ROGER SPOTTS	10/15/2018

Help    Search    OK    Cancel

Note: Only tenants that have paid a Security Deposit ( SECDEP ), have vacated their unit and have not had their Security Deposit refunded, will appear in this list.

The following options are available at the *Tenant Selection* window ...

**Help** - Click-on *Help* to view *Online Help Topics* about this process.

**Search** - To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.


**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Security Deposit Refund - Setup* window reappears with selected tenant entry information displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

### 12.16.8.3 Tenant Charge Code Selection

By default, security deposit payment activity applied to the SECDEP Tenant Charge Code is automatically included in the Security Deposit Refund process. To include payment activity for additional deposit related Tenant Charge Codes in the Security Deposit Refund process, click-on the **Deposit Paid [+]** button to view the *Tenant Charge Code Selection* window ...

**Tenant Charge Code Selection ...**

 By default, security deposit payment activity applied to the SECDEP Tenant Charge Code is automatically included in the Security Deposit Refund process.  
To include payment activity for additional deposit related Tenant Charge Codes in the Security Deposit Refund process, select the Available Charge Code desired and click-on ADD >>.

Available Charge Codes ...			Selected Charge Codes ...
KEYDEP	Key Deposit	<b>&lt;&lt; Add</b> <b>&lt;&lt; Select All</b> <b>Remove &gt;&gt;</b> <b>Clear &gt;&gt;</b>	PETDEP
OTHDEP	Other Refundable D		SECDEP
PETDEP	Pet Deposit		

**Help** **OK** **Cancel**

**Available Charge Codes** - This is a list of all existing *Tenant Charge Codes* that hold deposit related amounts which can be included in the *Security Deposit Refund* process.

Note: Available Charge Codes are existing *Tenant Charge Codes* that have the same Debit & Credit Account Numbers as the master SECDEP charge code.

**Selected Charge Codes** - This is a list of *Tenant Charge Codes* that will have paid amounts included in the *Security Deposit Refund* process.

**Add >>** - To add a charge code to the *Selected Charge Codes* list, click-on ( highlight ) the desired charge code in the *Available Charge Codes* list and click-on the **Add >>** button.

**<< Select All** - To add all charge codes to the *Selected Charge Codes* list that exist in the *Available Charge Codes* list, click-on the **<< Select All** button.

**Remove >>** - To remove a charge code from the *Selected Charge Codes* list, click-on ( highlight ) the desired code and click-on the **Remove >>** button.

**Clear >>** - To clear all charge codes from the *Selected Charge Codes* list, click-on the **Clear >>** button.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

To save & exit the *Tenant Charge Code Selection* window, click-on **OK**.

### Cancel

To exit the *Tenant Charge Code Selection* window without saving selection changes, click-on **Cancel**.

## 12.16.8.4 Reapply Charges

Click-on the **Re Apply Charges** button to view the *Re Apply Charges* window ...



Re Apply Charges ...

Charge Code	Description	Amount Due	Amount Applied
REPAYMT	Repayment Agreement - HAP	\$ 300.15	300.15
NSFCHK	NSF Check Fee - Jan 2021	\$ 35.75	35.75
LATEFEE	Late Fee - Jan2021	\$ 15.25	15.25
DAMAGES	Tenant Damages - Broken Window	\$ 25.00	25.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 0.00	0.00
		\$ 376.15	376.15

Help OK Cancel

When more than one *Outstanding Tenant Charge* exists, the program automatically applies forfeited Security Deposit amounts towards each charge. Using this window, the user can re apply forfeited amounts to desired charges. The following items are available at the *Re Apply Charges* window ...

**Amount Applied** - If necessary, reenter the amounts in this column to the desired charges listed.

Note: The total amount being re applied must remain the same (cannot be more or less).

**OK** - Click-on *OK* to save changes. The *Security Deposit Refund* window reappears.

**Cancel** - Click-on *Cancel* to exit the *Re Apply Charges* window without saving changes.

#### 12.16.8.5 View SDR History

All *Security Deposit Refunds* that have been successfully processed are recorded in the SDR History database. This allows the user to reprint the *Security Deposit Report* and generate a list of *Security Deposit Refunds* at anytime.

Click-on **View SDR History** to view the *SDR History* window.

View SDR History ...

Project : **VILLAGE APARTMENTS - RDSEC.515**

Unit No.	Tenant ID	Tenant Name	Move-Out Date	Entry Date	Total Deposit	Total Charges	Net Refund
103	3	REDFEARN, GLORIA	05/15/08	04/05/09	125.00	369.00	-244.00
104	4	KILGORE, BRENDA	08/15/08	04/05/09	145.00	896.00	-751.00
105	5	JONES, GEORGE	03/15/08	04/05/09	250.00	189.00	61.00
106	6	DEARBORNE, HAROLD	02/20/08	04/05/09	95.00	0.00	95.00
107	7	FREDERICK, LARRY	04/10/08	04/05/09	225.00	0.00	225.00
108	8	MOUNDS, JIM	01/31/08	04/05/09	175.00	0.00	175.00
109	13	CLARK, MELVIN	09/10/07	04/05/09	650.00	0.00	650.00
110	12	HENDRICKSON, ROBERT	04/15/99	12/16/21	1,000.00	376.15	623.85
111	10	BRAND, NIGEL	02/27/08	04/05/09	200.00	851.00	-651.00

Sort By ... ☒ Unit Number ☐ Move-Out Date ☐ Entry Date ☐ Last Name

### Sort By

The displayed list of SDR's can be sorted in one of 4 ways ... **Unit Number**, **Move-Out Date**, **Entry Date**, or **Last Name**. Simply click-on the desired sort option bullet to change the displayed sort.

Note: The default sort is by *Unit Number*.

### Print SDR Report

Click-on ( highlight ) the desired *Tenant Entry* line and click-on the **Print SDR Report** button to generate a *Security Deposit Report* or custom letter/form.

### Print SDR List

Click-on the **Print SDR List** to generate a *Security Deposit Refund Summary*.

### Delete

To remove a *Tenant Entry* from the *SDR History* database, click-on ( highlight ) the desired *Tenant Entry* and click-on the **Delete** button.

### Help

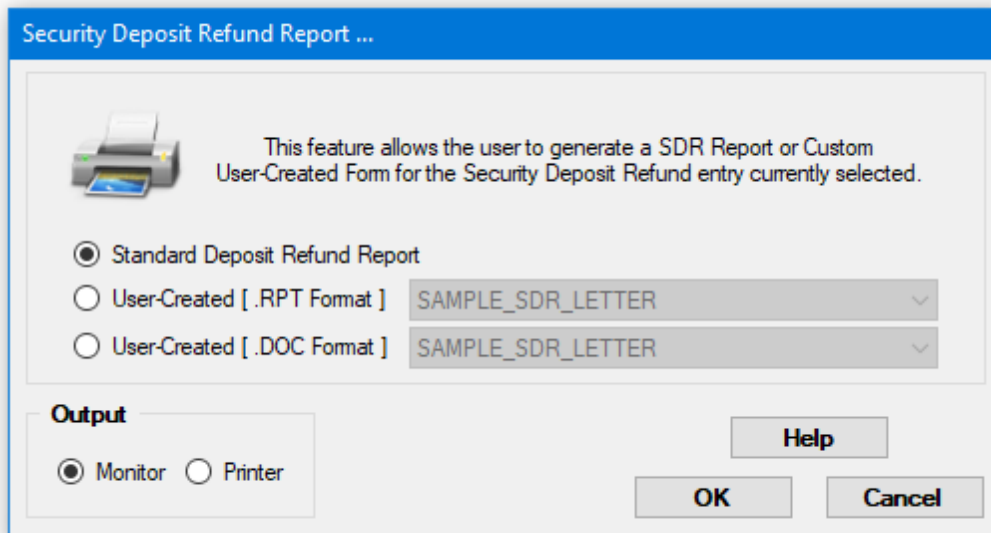
Click-on **Help** to view *Online Help Topics* about this process.

### Close

Click-on **Close** to exit out of the *View SDR History* window.

## 12.16.8.6 Print SDR Report

A *Security Deposit Refund Report* can easily be generated which provides a details about the refund being processed. Click-on **Print Report** to view the *Security Deposit Refund Report - Setup* window.



### Standard Deposit Refund Report

Bullet this item to generate a Security Deposit Refund Report that details all aspects of the Security Deposit Refund that is or was processed for past tenant entry currently selected.

### User-Created [ .RPT Format ]

Bullet this item to generated a customized Security Deposit Refund Report or letter ( created in the *Custom Report Designer* feature ) for the past tenant entry currently selected.

### User-Created [ .DOC Format ]

Bullet this item to generated a customized Security Deposit Refund Report or letter ( created in the *Custom MSWord Designer* feature ) for the past tenant entry currently selected.

Note: Refer to the **Custom MSWord Designer** section of *Help Topics* for details on creating *Custom MSWord Documents*.

**Output**

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**OK**

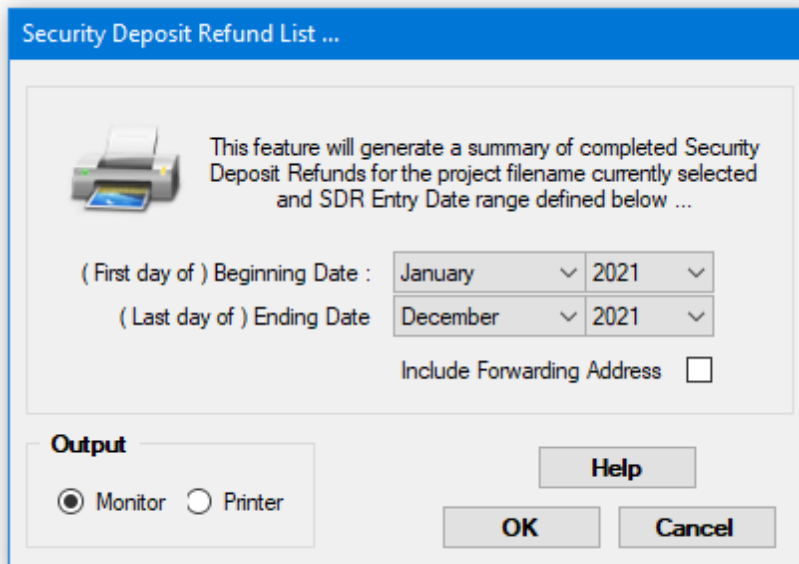
Click-on **OK** to generate a *Security Deposit Refund Report*.

**Cancel**

Click-on **Cancel** to exit out of the *Print - Security Deposit Refund Report* window.

**12.16.8.7 Print SDR List**

A *Security Deposit Refund List* can easily be generated which provides details about all refunds processed for the current project filename selected. Click-on **Print SDR List** to view the *Security Deposit Refund List - Setup* window.



The following options are available ...

**Setup**

**( First day of ) Beginning Date** - Select the desired *Month & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period, using the SDR Entry Date.

**( Last day of ) Ending Date** - Select the desired *Month & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period, using the SDR Entry Date.

**Include Forwarding Address Information ( checkbox )** - Click-on this checkbox to include forwarding address information on the *Security Deposit Refund List* being generated.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Security Deposit Refund List*.

### Cancel

Click-on **Cancel** to exit out of the *Print - Security Deposit Refund List* window.

## 12.16.8.8 SDR Detail - Checking

This help topic is a detail of all entries automatically created when a *Security Deposit Refund* is saved and the *Security Deposit* bank account is a *Checking Account*.

## Example #1: Full Security Deposit Refund

This is a detail of all A/R, A/J, A/P entries automatically created when a tenant gets a Full *Security Deposit Refund*, using sample Tenant Information displayed below ...

Unit No. ....:	101
Tenant .....	JOSEPH SMITH
Move-In Date ..:	01/01/1990
Move-Out Date ..:	12/31/2004
Deposit Paid ..\$	500.00
Total Interest \$	25.00
	-----
Total Deposit .\$	525.00
Total Charges .\$	-0-
	-----
Net Refund ....\$	525.00
Entry Date ....:	12/31/2004

**A/R TENANT PAYMENT ENTRY** - The following entries will be made to this tenant's A/R *Tenant Ledger* account when the *Security Deposit Refund* window is *SAVED* ...

\* No A/R entries are necessary.

Note: All existing *Security Deposit Payment* entries that make up the *Total Deposit* (\$500.00) will be internally flagged as being *REFUNDED*. This notation will appear on all *Security Deposit Reports* that include *Past Tenants*.

**A/J ADJUSTMENT JOURNAL ENTRY** - The following A/J entries will be made when the *Security Deposit Refund* window is *SAVED* ...

\* No A/J entries are necessary.

**A/P CHECK DISBURSEMENT ENTRY** - The following A/P entries will be made when the *Security Deposit Refund* window is *SAVED* ...

An *A/P Check Disbursement Entry (Payable)* will be created with the following information ...

Payable to: JOSEPH SMITH ( Head Tenant )  
Bank Type : SECURITY DEPOSIT

	Inv.Date	Due Date	Description	Amount	Debit COA
	-----	-----	-----	-----	-----
#01	12/31/04	12/31/04	#101 SDR - SMITH	500.00	SD Liability
#02	12/31/04	12/31/04	#101 SDR Int - SMITH	25.00	SD Int Liability
				-----	
			Total Payable (Check) Amount \$	525.00	

Note: Printing or posting the *Security Deposit Refund Check* (by editing this A/P entry with a manual *Check No. & Check Date* and *SAVING* or by generating the check from the *Check Printing Process* window) completes the refund process. No other entries are required.

Note: *SDR* is an abbreviation for *Security Deposit Refund*.

Note: *FSD* is an abbreviation for *Forfeited Security Deposit*.

Note: *INT* is an abbreviation for *Interest*.

## Example #2: Partial Security Deposit Refund

This is a detail of all A/R, A/J, A/P entries automatically created when a tenant gets a Partial *Security Deposit Refund*, using sample Tenant Information displayed below ...

Unit No. ....: 101  
Tenant .....: JOSEPH SMITH  
Move-In Date ..: 01/01/1990  
Move-Out Date ..: 12/31/2004

Deposit Paid ..\$	500.00
Total Interest \$	25.00
	-----
Total Deposit .\$	525.00

Charge .....	\$ 100.00	TNTRENT - Tenant Rent
Charge .....	\$ 15.00	LATEFEE - Late Fee
Charge .....	\$ 200.00	DAMAGES - Tenant Damages

-----  
Total Charges . \$ 315.00

Net Refund .... \$ 210.00

Entry Date ....: 12/31/2004

**A/R TENANT PAYMENT ENTRY** - The following entries will be made to this tenant's A/R *Tenant Ledger* account to show the forfeited payment of \$315 being applied towards TNTRENT, LATEFEE, and DAMAGES when the *Security Deposit Refund* window is **SAVED** ...

-8041231	12/31/2004	TNTRENT	P	Charge	0.00	Pmt/Adj	-100.00	Balance
					0.00			
-8041231	12/31/2004	LATEFEE	P	Charge	0.00	Pmt/Adj	-15.00	Balance
					100.00			
-8041231	12/31/2004	DAMAGES	P	Charge	0.00	Pmt/Adj	-200.00	Balance
					115.00			

Note: All *Forfeited Security Deposit (FSD)* A/R entries will be automatically assigned a unique *Batch Number* that is formatted to include the *FSD Entry Date*. For example, an *FSD Entry* with 12/31/2004 as the posting date will be assigned -8041231 as the *Batch Number* (-8yymmdd format). This will keep *FSD Entries* separate from original *Batch Numbers* for more accurate *Bank Reconciliation* processing.

Note: All existing *Security Deposit Payment* entries that make up the *Total Deposit* (\$500) will be internally flagged as being *REFUNDED*. This notation will appear on all *Security Deposit Reports* that include *Past Tenants*.

**A/J ADJUSTMENT JOURNAL ENTRY** - The following A/J entries will be made when the *Security Deposit Refund* window is **SAVED** ...

\* No A/J entries are necessary.

**A/P CHECK DISBURSEMENT ENTRY** - The following A/P entries will be made when the *Security Deposit Refund* window is **SAVED** ...

The first of two *A/P Check Disbursement Entries (Payable)* will be created with the following information that will be deposited into the project's *Operating Account (Cash)* which transfers the total forfeited amount ...

Payable to: ( Name of Project )

Bank Type : SECURITY DEPOSIT

	Inv.Date	Due Date	Description	Amount	Debit COA
	-----	-----	-----	-----	-----
#01	12/31/04	12/31/04	#101 FSD - SMITH	315.00	SD Liability
				-----	
			Total Payable (Check) Amount \$	315.00	

The second of two *A/P Check Disbursement Entries (Payable)* will be created with the following information which refunds the net amount of the Security Deposit ( Security Deposit + Interest - Forfeited Amount = Net Refund ) ...

Payable to: JOSEPH SMITH ( Head Tenant )  
 Bank Type : SECURITY DEPOSIT

	Inv.Date	Due Date	Description	Amount	Debit COA
	-----	-----	-----	-----	-----
#01	12/31/04	12/31/04	#101 SDR - SMITH	185.00	SD Liability
#02	12/31/04	12/31/04	#101 SDR Int - SMITH	25.00	SD Int Liability
				-----	
			Total Payable (Check) Amount \$	210.00	

Note: Printing or posting the *Security Deposit Refund Checks* (by editing these A/P entries with a manual *Check No. & Check Date* and *SAVING* or by generating the checks from the *Check Printing Process* window) completes the refund process. No other entries are required.

Note: SDR is an abbreviation for *Security Deposit Refund*.  
 Note: FSD is an abbreviation for *Forfeited Security Deposit*.  
 Note: INT is an abbreviation for *Interest*.

## Example #3: Forfeited Security Deposit

This is a detail of all A/R, A/J, A/P entries automatically created when a tenant's Security Deposit that is completely forfeited, using sample Tenant Information displayed below ....

Unit No. ....: 101  
 Tenant .....: JOSEPH SMITH  
 Move-In Date ..: 01/01/1990  
 Move-Out Date ..: 12/31/2004

Deposit Paid ..\$ 500.00  
 Total Interest \$ 25.00  
 -----  
 Total Deposit .\$ 525.00

Charge .....\$ 400.00 TNTRENT - Tenant Rent  
 Charge .....\$ 15.00 LATEFEE - Late Fee  
 Charge .....\$ 200.00 DAMAGES - Tenant Damages  
 -----  
 Total Charges .\$ 615.00

Net Refund ....\$ -90.00 ( Zero Refund - \$90 Remaining Balance )

Entry Date ....: 12/31/2004

**A/R TENANT PAYMENT ENTRY** - The following entries will be made to this tenant's A/R *Tenant Ledger* account to show the forfeited payment of \$525 being applied towards TNTRENT, LATEFEE, and DAMAGES when the *Security Deposit Refund* window is *SAVED* ...

-8041231	12/31/2004	TNTRENT	P	Charge	0.00	Pmt/Adj	-400.00	Balance
							90.00	
-8041231	12/31/2004	LATEFEE	P	Charge	0.00	Pmt/Adj	-15.00	Balance
							490.00	



-8041231 12/31/2004 DAMAGES P Charge 0.00 Pmt/Adj -110.00 Balance  
505.00

Note: All *Forfeited Security Deposit (FSD) A/R* entries will be automatically assigned a unique *Batch Number* that is formatted to include the *FSD Entry Date*. For example, an *FSD Entry* with 12/31/2004 as the posting date will be assigned -8041231 as the *Batch Number* (-8yymmdd format). This will keep *FSD Entries* separate from original *Batch Numbers* for more accurate *Bank Reconciliation* processing.

Note: All existing *Security Deposit Payment* entries that make up the *Total Deposit* (\$500) will be internally flagged as being *REFUNDED*. This notation will appear on all *Security Deposit Reports* that include *Past Tenants*.

**A/J ADJUSTMENT JOURNAL ENTRY** - The following A/J entries will be made when the *Security Deposit Refund* window is *SAVED* ...

\* No A/J entries are necessary.

**A/P CHECK DISBURSEMENT ENTRY** - The following A/P entries will be made when the *Security Deposit Refund* window is *SAVED* ...

An *A/P Check Disbursement Entry (Payable)* will be created with the following information that will be deposited into the project's *Operating Account* (Cash) which transfers the total forfeited amount ...

Payable to: ( Name of Project )  
Bank Type : SECURITY DEPOSIT

	Inv.Date	Due Date	Description	Amount	Debit COA
	-----	-----	-----	-----	-----
#01	12/31/04	12/31/04	#101 FSD - SMITH	500.00	SD Liability
#02	12/31/04	12/31/04	#101 FSD Int - SMITH	25.00	SD Int Liability
				-----	
			Total Payable (Check) Amount \$	525.00	

Note: Printing or posting the *Security Deposit Refund Check* (by editing this A/P entry with a manual *Check No. & Check Date* and *SAVING* or by generating the check from the *Check Printing Process* window) completes the refund process. No other entries are required.

Note: *SDR* is an abbreviation for *Security Deposit Refund*.

Note: *FSD* is an abbreviation for *Forfeited Security Deposit*.

Note: *INT* is an abbreviation for *Interest*.

### 12.16.8.9 SDR Detail - Savings

This help topic is a detail of entries automatically created when a *Security Deposit Refund* is saved and the *Security Deposit* bank account is a *Savings Account*.

## Example #1: Full Security Deposit Refund

This is a detail of all A/R, A/J, A/P entries automatically created when a tenant gets a Full Security Deposit Refund, using sample Tenant Information displayed below ...

Unit No. ....: 101

Tenant .....: JOSEPH SMITH  
 Move-In Date ..: 01/01/1990  
 Move-Out Date ..: 12/31/2004

Deposit Paid ..\$	500.00
Total Interest \$	25.00
-----	
Total Deposit .\$	525.00
Total Charges .\$	-0-
-----	
Net Refund ....\$	525.00

Entry Date ....: 12/31/2004

**A/R TENANT PAYMENT ENTRY** - The following entries will be made to this tenant's A/R *Tenant Ledger* account when the *Security Deposit Refund* window is *SAVED* ...

\* No A/R entries are necessary.

Note: All existing *Security Deposit Payment* entries that make up the *Total Deposit* (\$500.00) will be internally flagged as being *REFUNDED*. This notation will appear on all *Security Deposit Reports* that include *Past Tenants*.

**A/J ADJUSTMENT JOURNAL ENTRY** - The following A/J entries will be made when the *Security Deposit Refund* window is *SAVED* which records the transfer of funds from *Security Deposit Savings* to *Operating Checking*, upon which the tenant's refund check will be drawn ...

12/31/04 #110 SDR - Bank Transfer \$ 525.00 Debit (Cash) Credit (SD Acct)

Note: If the "Is Interest Paid from SD Savings Acct ? Y/N" setting in the *Accounting Defaults* feature is set to "No" for this project, only \$500.00 will be transferred from SD Acct to Cash.

**A/P CHECK DISBURSEMENT ENTRY** - The following A/P entries will be made when the *Security Deposit Refund* window is *SAVED* ...

An *A/P Check Disbursement Entry (Payable)* will be created with the following information ...

Payable to: JOSEPH SMITH ( Head Tenant )  
 Bank Type : OPERATING CASH

	Inv.Date	Due Date	Description	Amount	Debit COA
	-----	-----	-----	-----	-----
#01	12/31/04	12/31/04	#101 SDR - SMITH	500.00	SD Liability
#02	12/31/04	12/31/04	#101 SDR Int - SMITH	25.00	SD Int Liability
				-----	
Total Payable (Check) Amount \$				525.00	

Note: Printing or posting the *Security Deposit Refund Check* (by editing this A/P entry with a manual *Check No. & Check Date* and *SAVING* or by generating the check from the *Check Printing Process* window) completes the refund process. No other entries are required.

Note: *SDR* is an abbreviation for *Security Deposit Refund*.  
 Note: *FSD* is an abbreviation for *Forfeited Security Deposit*.  
 Note: *INT* is an abbreviation for *Interest*.

## Example #2: Partial Security Deposit Refund

This is a detail of all A/R, A/J, A/P entries automatically created when a tenant gets a Partial Security Deposit Refund, using sample Tenant Information displayed below ...

```

Unit No. ....: 101
Tenant .....: JOSEPH SMITH
Move-In Date ..: 01/01/1990
Move-Out Date ..: 12/31/2004

Deposit Paid ..$      500.00
Total Interest $       25.00
-----
Total Deposit .$      525.00

Charge .....$      100.00  TNTRENT - Tenant Rent
Charge .....$       15.00  LATEFEE - Late Fee
Charge .....$      200.00  DAMAGES - Tenant Damages
-----
Total Charges .$      315.00

Net Refund ....$      210.00

Entry Date ....: 12/31/2004
  
```

**A/R TENANT PAYMENT ENTRY** - The following entries will be made to this tenant's A/R *Tenant Ledger* account to show the forfeited payment of \$315 being applied towards TNTRENT, LATEFEE, and DAMAGES when the *Security Deposit Refund* window is *SAVED* ...

```

-8041231  12/31/2004  TNTRENT  P  Charge  0.00  Pmt/Adj  -100.00  Balance
0.00
-8041231  12/31/2004  LATEFEE  P  Charge  0.00  Pmt/Adj   -15.00  Balance
100.00
-8041231  12/31/2004  DAMAGES  P  Charge  0.00  Pmt/Adj  -200.00  Balance
115.00
  
```

Note: All *Forfeited Security Deposit (FSD)* A/R entries will be automatically assigned a unique *Batch Number* that is formatted to include the *FSD Entry Date*. For example, an *FSD Entry* with 12/31/2004 as the posting date will be assigned -8041231 as the *Batch Number* (-8yyymmdd format). This will keep *FSD Entries* separate from original *Batch Numbers* for more accurate *Bank Reconciliation* processing.

Note: All existing *Security Deposit Payment* entries that make up the *Total Deposit* (\$500) will be internally flagged as being *REFUNDED*. This notation will appear on all *Security Deposit Reports* that include *Past Tenants*.

**A/J ADJUSTMENT JOURNAL ENTRY** - The following A/J entries will be made when the *Security Deposit Refund* window is *SAVED* which records the transfer of funds from *Security Deposit Savings* to *Operating Checking*, upon which the tenant's refund check will be drawn and posts all forfeited amounts ...

```

12/31/04  #110 SDR - Bank Transfer  $ 210.00  Debit (Cash)      Credit
(Blank)
12/31/04  #110 FSD - Bank Transfer  $ 315.00  Debit (SD Liab) Credit
(Blank)
12/31/04  #110 SDR - Bank Transfer  $ 525.00  Debit (Blank)      Credit (SD
Acct)

```

**A/P CHECK DISBURSEMENT ENTRY** - The following A/P entries will be made when the *Security Deposit Refund* window is *SAVED* ...

Note: If the "Is Interest Paid from SD Savings Acct ? Y/N" setting in the *Accounting Defaults* feature is set to "No" for this project, the following A/J entry will be added which accounts for the \$25.00 of interest that will not be transferred from SD Acct to Cash ...

```

12/31/04  #110 SDR - SD Int Offset  $ 25.00  Debit (SD Acct)      Credit
(Cash)

```

An *A/P Check Disbursement Entry (Payable)* will be created with the following information which refunds the net amount of the Security Deposit (detailed similar to a payroll check with deductions) ...

Payable to: JOSEPH SMITH ( Head Tenant )  
 Bank Type : OPERATING CASH

	Inv.Date	Due Date	Description	Amount	Debit COA
	-----	-----	-----	-----	-----
#01	12/31/04	12/31/04	#101 SDR - SMITH	185.00	SD Liability
#02	12/31/04	12/31/04	#101 SDR Int - SMITH	25.00	SD Int Liability
				-----	
			Total Payable (Check) Amount \$	210.00	

Note: Printing or posting the *Security Deposit Refund Checks* (by editing these A/P entries with a manual *Check No. & Check Date* and *SAVING* or by generating the checks from the *Check Printing Process* window) completes the refund process. No other entries are required.

Note: SDR is an abbreviation for *Security Deposit Refund*.  
 Note: FSD is an abbreviation for *Forfeited Security Deposit*.  
 Note: INT is an abbreviation for *Interest*.

## Example #3: Forfeited Security Deposit

This is a detail of all A/R, A/J, A/P entries automatically created when a tenant's Security Deposit that is completely forfeited, using sample Tenant Information displayed below ....

```

Unit No. ....: 101
Tenant ....: JOSEPH SMITH
Move-In Date ..: 01/01/1990
Move-Out Date ..: 12/31/2004

Deposit Paid ..$      500.00
Total Interest $      25.00
-----
Total Deposit .$.      525.00

```

```

Charge .....$      400.00   TNTRENT - Tenant Rent
Charge .....$       15.00   LATEFEE - Late Fee
Charge .....$      200.00   DAMAGES - Tenant Damages
-----
Total Charges .$.      615.00

Net Refund ....$      -90.00   ( Zero Refund - $90 Remaining Balance )

Entry Date ....:   12/31/2004

```

**A/R TENANT PAYMENT ENTRY** - The following entries will be made to this tenant's A/R *Tenant Ledger* account to show the forfeited payment of \$525 being applied towards TNTRENT, LATEFEE, and DAMAGES when the *Security Deposit Refund* window is **SAVED** ...

```

-8041231  12/31/2004  TNTRENT  P  Charge  0.00  Pmt/Adj  -400.00  Balance
90.00
-8041231  12/31/2004  LATEFEE  P  Charge  0.00  Pmt/Adj   -15.00  Balance
490.00
-8041231  12/31/2004  DAMAGES  P  Charge  0.00  Pmt/Adj  -110.00  Balance
505.00

```

Note: All *Forfeited Security Deposit (FSD)* A/R entries will be automatically assigned a unique *Batch Number* that is formatted to include the *FSD Entry Date*. For example, an *FSD Entry* with 12/31/2004 as the posting date will be assigned -8041231 as the *Batch Number* (-8yymmdd format). This will keep *FSD Entries* separate from original *Batch Numbers* for more accurate *Bank Reconciliation* processing.

Note: All existing *Security Deposit Payment* entries that make up the *Total Deposit* (\$500) will be internally flagged as being *REFUNDED*. This notation will appear on all *Security Deposit Reports* that include *Past Tenants*.

**A/J ADJUSTMENT JOURNAL ENTRY** - The following A/J entries will be made when the *Security Deposit Refund* window is **SAVED** ...

```

12/31/04  #110 FSD Int - SMITH  $  25.00  Debit (SD Int Liab) Credit (SD
Acct)
12/31/04  #110 FSD - SMITH      $ 500.00  Debit (SD Liab)      Credit (SD
Acct)

```

Note: If the "Is Interest Paid from SD Savings Acct ? Y/N" setting in the *Accounting Defaults* feature is set to "No" for this project, the Credit Acct # for the \$25.00 A/J entry line above will be set to (Cash) instead of (SD Acct) which accounts for the \$25.00 of interest that will not be transferred from SD Acct to Cash ...

**A/P CHECK DISBURSEMENT ENTRY** - The following A/P entries will be made when the *Security Deposit Refund* window is **SAVED** ...

\* No A/P entries are necessary.

Note: *SDR* is an abbreviation for *Security Deposit Refund*.  
 Note: *FSD* is an abbreviation for *Forfeited Security Deposit*.  
 Note: *INT* is an abbreviation for *Interest*.

## 12.16.9 Security Deposit Historical Entry


### 12.16.9.1 Overview

## Overview

The *Security Deposit Historical Entry* window allows the user to enter *Charge/Payment Entry* detail for all tenant security deposit activity that occurred prior to the *Accounting Start Date*, without effecting *Chart of Account* balances. Only security deposit amounts that existed before the *Accounting Start Date* should be entered at this window. New *Security Deposit Charges/Payments* (after the *Accounting Start Date*) should be entered in the *Tenant Payment Entry* window.

To access the *Security Deposit Historical Entry* window, click-on **Accounting > Tenant Reports > Security Deposit Historical Entry**. A blank *Security Deposit Historical Entry* window will appear ...

Security Deposit Historical Entry ...

 This feature is only used to enter paid Security Deposits that existed before the established Accounting Start Date. New Security Deposit Charges and Payments should be entered in the A/R Tenant Payment Entry window.

	Project	Tenant Name		MI Date		Amount
01	▼		÷		\$	0.00
02	▼		÷		\$	0.00
03	▼		÷		\$	0.00
04	▼		÷		\$	0.00
05	▼		÷		\$	0.00
06	▼		÷		\$	0.00
07	▼		÷		\$	0.00
08	▼		÷		\$	0.00
09	▼		÷		\$	0.00
10	▼		÷		\$	0.00
11	▼		÷		\$	0.00
12	▼		÷		\$	0.00
13	▼		÷		\$	0.00
14	▼		÷		\$	0.00
15	▼		÷		\$	0.00
16	▼		÷		\$	0.00
17	▼		÷		\$	0.00
18	▼		÷		\$	0.00
19	▼		÷		\$	0.00
20	▼		÷		\$	0.00

Prev 10   Next 10

Help   Add Historical Entries   Cancel


Three options are available when first accessing the *Security Deposit Historical Entry* window ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process

**Cancel** - Click-on **Cancel** to exit out of the *Security Deposit Historical Entry* window

**Add Historical Entries** - Click-on **Add Historical Entries** to enable data entry.

Security Deposit Historical Entry ...

 This feature is only used to enter paid Security Deposits that existed before the established Accounting Start Date. New Security Deposit Charges and Payments should be entered in the A/R Tenant Payment Entry window.

	Project	Tenant Name		MI Date	Amount
01	RHSDEMO ▾	SMITH, JOSEPH E	+	01/01/1990	\$ 250.00
02	RHSDEMO ▾	JOHNSON, SAMUEL D	+	02/01/1990	\$ 175.00
03	RHSDEMO ▾	REDFEARN, GLORIA K	+	03/01/1990	\$ 298.00
04	RHSDEMO ▾	KILGORE, BRENDA J	+	04/01/1990	\$ 450.00
05	RHSDEMO ▾	JONES, GEORGE D	+	05/01/1990	\$ 150.00
06	RHSDEMO ▾	DEARBORNE, HAROLD F	+	06/01/1990	\$ 179.00
07	RHSDEMO ▾	FREDERICK, LARRY A	+	07/01/1990	\$ 325.00
08	RHSDEMO ▾	MOUNDS, JIM S	+	08/01/1990	\$ 534.00
09	RHSDEMO ▾	BRAND, NIGEL D	+	11/01/1990	\$ 267.00
10	RHSDEMO ▾	SPOTTS, ROGER S	+	12/01/1990	\$ 292.00
11	▾		+		\$ 0.00
12	▾		+		\$ 0.00
13	▾		+		\$ 0.00
14	▾		+		\$ 0.00
15	▾		+		\$ 0.00
16	▾		+		\$ 0.00
17	▾		+		\$ 0.00
18	▾		+		\$ 0.00
19	▾		+		\$ 0.00
20	▾		+		\$ 0.00

Prev 10 Next 10

Help Save Cancel

Each line represents a *Security Deposit Charge/Payment Entry* for one tenant. Up to 20 entry lines can be viewed at a time. Up to 100 entries can be entered before being required to save and continue. The following items are available at the *Data Entry* window ...

### Data Entry

**Project** - Use the pull down list to select the desired *Project Filename*. When selected, the *Tenant Selection Window* will automatically appear.

**Tenant Name** - Click-on the [+] button to view a *Tenant Selection Window* which displays a list of tenants for the *Project Filename* currently selected.



**Date** - This is the date [mmddyyyy format] the *Security Deposit Amount* being entered was originally paid.

**Amount** - This is the total *Security Deposit* amount that was paid previous to the *Accounting Start Date*.

**Prev10/Next10** - Click-on **Prev10** to view the previous set of 10 entries. Click-on **Next10** to view the next set of 10 entries.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Save

Click-on **Save** to post the *Security Deposit Historical Entries*.

Note: A *Security Deposit Charge Entry* and *Security Deposit Payment Entry* will automatically be posted to the A/R Database for each existing entry line. These entries are for historical *Tenant Ledger* use only and will not effect COA balances.

### Cancel

Click-on **Cancel** to exit out of the *Data Entry* process.

## 12.16.9.2 Tenant Selection

Click-on the **Tenant Selection [+]** button to view the *Tenant Selection* window ...

Tenant Selection ...

**VILLAGE APARTMENTS - RDSEC.515** Sort By : Unit Number ▾

Unit No.	Tnt ID	Tenant Name	Move-In	Move-Out
101	1	SMITH, JOSEPH E	01/01/1990	
102	2	JOHNSON, SAMUEL D	02/01/1990	
103	3	REDFEARN, GLORIA K	03/01/1990	
104	4	KILGORE, BRENDA J	04/01/1990	
105	5	JONES, GEORGE D	05/01/1990	
106	6	DEARBORNE, HAROLD F	06/01/1990	
107	7	FREDERICK, LARRY A	07/01/1990	
108	8	MOUNDS, JIM S	08/01/1990	
109	13	CLARK, MELVIN J	05/01/1999	
111	10	BRAND, NIGEL D	11/01/1990	
112	11	SPOTTS, ROGER S	12/01/1990	

Help Total Entries : 11 ☐ Include Past Tenants OK Cancel

The following options are available at the *Tenant Selection* window ...

**Help** - Click-on *Help* to view *Online Help Topics* about this process.

**Include Past Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past tenants to this list, click-on this check box. All current and past tenants will then be listed.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Security Deposit Historical Entry* window reappears with selected tenant name displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

**12.16.10 Certificate of Rent Paid (CRP)****12.16.10 Overview**


## Overview

This accounting feature automates the yearend process of preparing *Certificate of Rent Paid (CRP)* forms for applicable States, based on user-definable selection criteria.

To access the *Certificate of Rent Paid (CRP)* window, click-on **Accounting > Tenant Reports > Certificate of Rent Paid**. The *Certificate of Rent Paid - Setup* window will appear ...

**Certificate of Rent Paid (CRP) ...**

**Report Setup**

 This feature will generate Certificate of Rent Paid (CRP) related forms and letters, as defined below.

☒ By Project Filename :    
☐ Multi-Property Reports :

Tax Year to Report :    
☐ Selected Tenant Only :

**Ownership Selection**

Entity information selected below will be reported on the CRP form as the "Owner or Managing Agent" ...

☐ Project    ☐ Owner  
☐ Payee      ☒ Management

**Tenant Charge Code(s) Selection**

Select all Tenant Charge Codes listed below that are considered as being RENT paid by the Tenant for this CRP form ...

<input type="checkbox"/>	DAMAGES	Tenant Damages
<input type="checkbox"/>	DMCLAIM	Damages S8 Claim Payments
<input type="checkbox"/>	LATEFEE	Late Fee
<input type="checkbox"/>	NSFCHK	NSF Check Fee
<input type="checkbox"/>	REPAYMT	Repayment Agreement
<input type="checkbox"/>	SECDEP	Security Deposit
<input type="checkbox"/>	SUBSIDY	RA/Subsidy Payments
<input checked="" type="checkbox"/>	TNTRENT	Tenant Rent
<input type="checkbox"/>	URCLAIM	Unpaid Rent S8 Claim Payments
<input type="checkbox"/>	UREFUND	Utility Refund

### Setup

*Certificate of Rent Paid Forms* can be generated individually (one vendor at a time), all vendors (one project at a time), or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate *Certificate of Rent Paid Forms* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate *Certificate of Rent Paid Forms* in *Multi-Property Mode*. The program will automatically generate CRP forms for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Tax Year to Report** - Select the desired *Year* of financial activity for CRP processing, using the pull down list. The current year will automatically appear as the default year displayed.

**Selected Tenant Only (Checkbox)** - To generate a *Certificate of Rent Paid Form* for one specific tenant only, click-on this check box and and click-on the *Tenant Selection* [+] button. A **Tenant Selection Window** will appear.

### Ownership Selection

Below are the four sources for reporting "Owner or Managing Agent" on the *Certificate of Rent Paid Form* ...

**Project** - Select this to print the *Project's Name, Address, Phone & Owner FEIN*.

**Payee** - Select this to print the *Payee's Name, Address, Phone & Owner FEIN*.

**Owner** - Select this to print the *Owner's Name, Address, Phone & FEIN*.

**Management** - Select this to print the *Management Company's Name, Address, Phone & FEIN*.

Note: *Management* is the default selection.

### Tenant Charge Code(s) Selection

The amount reported on the *Certificate of Rent Paid Form* is primarily the amount of rent paid by the tenant for use of the rental unit and the garage or parking space. This section provides a list of all existing Tenant related Charge Codes. Select only the codes that pertain to charges applicable to the *Certificate of Rent Paid Form*.

For example: TNTRENT (would be monthly recurring Tenant Rent)

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Manual Edit

When clicked, a **Manual Edit** window will appear that allows the user to change tenant information for the printed CRP form.

Note: This button will only be displayed when the *Selected Tenant Only* checkbox is checked.

### Preview

Click-on **Preview** to monitor a *Preview Summary* of applicable tenant entries that are eligible for CRP printing, as defined in this setup window.

### Print

Click-on **Print** to generate *Certificate of Rent Paid Forms*, as defined in this setup window. A **Print - Certificate of Rent Paid (CRP)** window will appear.

**Cancel**

Click-on **Cancel** to exit out of the *Certificate of Rent Paid (CRP)* window.

## 12.16.10.Tenant Selection

Click-on the **Tenant Selection [+]** button to view the *Tenant Selection* window ...

Tenant Selection ...

Project : **VILLAGE APARTMENTS - RDSEC.515** Sort By : Unit Number ▾

Unit No.	Tenant ID	Tenant Name	Status
101	1	SMITH, JOSEPH E	Current
102	2	JOHNSON, SAMUEL D	Current
103	3	REDFEARN, GLORIA K	Current
104	4	KILGORE, BRENDA J	Current
105	5	JONES, GEORGE D	Current
106	6	DEARBORNE, HAROLD F	Current
107	7	FREDERICK, LARRY A	Current
108	8	MOUNDS, JIM S	Current
109	13	CLARK, MELVIN J	Current
111	10	BRAND, NIGEL D	Current
112	11	SPOTTS, ROGER S	Current

☐ Include Past Tenants

The following options are available at the *Tenant Selection* window ...

**Sort By** - Click-on the pull down list to select sorting the list of tenants by *Unit Number*, *Tenant ID* or *Last Name*.

**Help** - Click-on *Help* to view *Online Help Topics* about this process.

**Include Past Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past tenants to this list, click-on this check box. All current and past tenants will then be listed.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. The *Certificate of Rent Paid Form* window reappears with selected tenant entry ID displayed.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

### 12.16.10. Manual Edit

Click-on the **Manual Edit** button to view the *CRP Manual Edit* window ...

The screenshot shows the 'CRP Manual Edit ...' window. It contains the following fields and data:

- Renter's Name : ROGER SPOTTS
- Address : 1111 RIVER BIRCH BLVD, #112
- City, ST Zip : POPLAR CREEK, IL 61111
- Renter's SSN : 333114444
- Rented from Date : 01/01/2022
- Spouse SSN :
- Rented to Date : 12/31/2022
- Number of adults living in unit ( count married couple as 1 ) : 4
- Gross Rent Paid for the Year \$ : 2103.00
- Monthly Rent Paid for the Year ...

JAN \$	255	FEB \$	308	MAR \$	308	APR \$	308
MAY \$	308	JUN \$	308	JUL \$	308	AUG \$	0
SEP \$	0	OCT \$	0	NOV \$	0	DEC \$	0

At the bottom of the window are two buttons: 'Print CRP Form' and 'Cancel'.

The following options are available at the *CRP Manual Edit* window ...

#### Tenant Information

**Gross Rent Paid** - Total Gross Rent Paid by the renter while an occupant in the reporting year.

**Monthly Rent Paid For The Year** - Rent Paid in each individual month while an occupant in the reporting year.

#### Print CRP Form

To print a *Certificate of Rent Paid Form* with tenant information displayed, click-on the *Print CRP Form* button.

#### Cancel


Click-on *Cancel* to exit the *CRP Manual Edit* window.



## 12.16.10.4 Printing

Click-on **Print** to generate CRP forms, as defined in the setup window. A *Print - Certificate of Rent Paid (CRP)* window will appear ...

**Print - Certificate of Rent Paid (CRP) Form ...**

 This feature generates the CRP related form selected below ...

CRP Form Name : WI\_RENTCERTIFICATE\_2023\_CRP.RPT

**Export**

☐ Create a Minnesota e-Services CRP .CSV Export File

This feature will export all applicable Tenant CRP information to a .CSV file which can be viewed/edited in Excel and uploaded to MN's e-Services website.

**Output**

☒ Monitor ☐ Printer

**Help** **OK** **Cancel**

The *Print - Certificate of Rent Paid (CRP) Form* window will appear when there are available CRP's to print. The following items are provided at this window ...

**Custom User-Created ( . RPT Format )** - Existing *Certificate of Rent Paid (CRP)* forms are provided in the pull down list. These forms can be user customized (using the built-in *Custom Report Designer*) with data input codes relating to *Certificate of Rent Paid (CRP)* entry. Select the desired *Certificate of Rent Paid (CRP)* form filename, using the pull down list.

Note: *Custom User-Created (RPT Format)* form names listed will only include *Certificate of Rent Paid (CRP)* specific forms created in the *Custom Report Designer* feature.

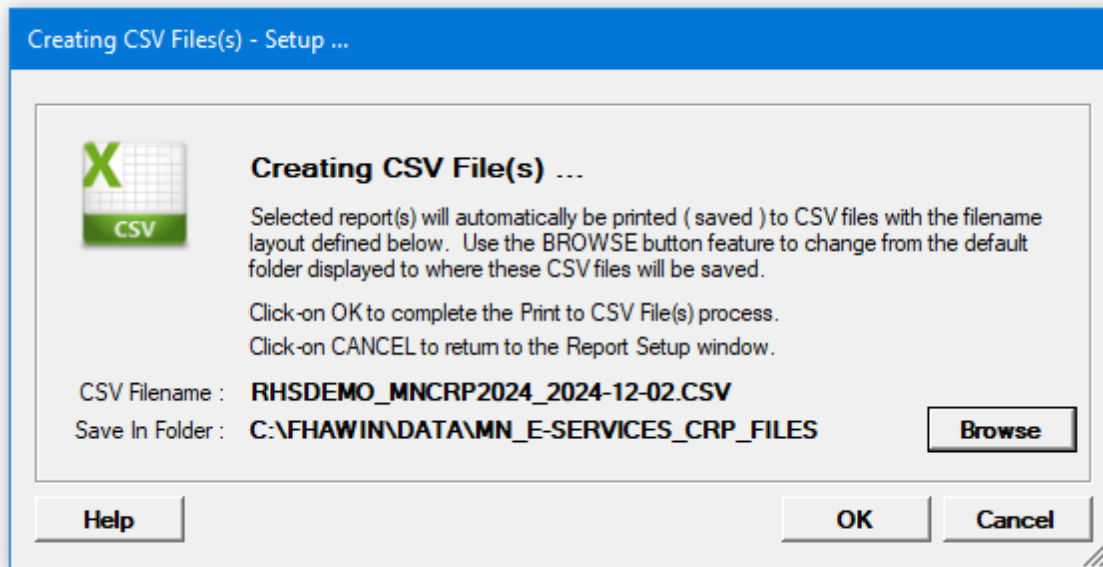
**Export**

**Create a Minnesota e-Service CRP .CSV Export File ( checkbox )** - Check this box to export all applicable Tenant CRP information to a .CSV file.

Beginning with 2024 Certificates of Rent Paid ( CRP ), you must create and submit all Minnesota CRP form details in a specific .CSV file layout to Minnesota's Department of Revenue ( DOR ) e-Services website. Starting with 2024 CRP's, Minnesota property owners and managing agents will no longer be able to print CRP forms using third-party software. All 2024 and future CRP forms will be printed from Minnesota's DOR e-Services system website after uploading detailed CRP information from a .CSV file. This feature in *FHA Software* creates the required .CSV export file. Go to the URL link below for more information about this requirement and how to setup an e-Services Account ...

[ <https://www.revenue.state.mn.us/create-certificate-of-rent-paid> ]

The following window will appear after clicking OK ...



**Save In Folder ( Browse button )** - This will always display and use the default MN\_E-SERVICES\_CRP\_FILES folder to store MN CRP related CSV files. You can temporarily change the folder using the BROWSE button feature, for this report run only. It does not change the default.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - Click-on **OK** to create ( save ) the MN CRP related CSV file, as pre-defined.

**Cancel** - Click-on **Cancel** to exit out of the *Creating CSV File(s) - Setup* window.

Note: Saved .CSV files can be viewed &/or edited using Microsoft Excel.

## MN CRP CSV File Layout Guide

Below are field contents in the MN CRP CSV file layout ...

Field Name	Column #	Data Type	Required	Format	Notes
Owner (True/False)	1	Boolean	Yes	TRUE/FALSE	Enter "TRUE" if you are the property owner, otherwise "FALSE"
Owner First and Last Name	2	string	Yes		
Owner Address	3	string	Yes		
Owner City	4	string	Yes		
Owner State	5	string	Yes	two letter abbreviation	Capitalized two letter state abbreviation
Owner Zip	6	number	Yes		5 digits
Owner Phone	7	string	Yes		10 digit phone number including area code
Adult Foster Care (True/False)	8	Boolean	Yes	TRUE/FALSE	Enter "TRUE" if the property is part of an Adult Foster Care facility, otherwise "FALSE"
Assisted Living (True/False)	9	Boolean	Yes	TRUE/FALSE	Enter "TRUE" if the property is part of an Assisted Living facility, otherwise "FALSE"
Intermediate Care (True/False)	10	Boolean	Yes	TRUE/FALSE	Enter "TRUE" if the property is part of an Intermediate Care facility, otherwise "FALSE"
Nursing Home (True/False)	11	Boolean	Yes	TRUE/FALSE	Enter "TRUE" if the property is part of a Nursing Home facility, otherwise "FALSE"
Mobile Home (True/False)	12	Boolean	Yes	TRUE/FALSE	Enter "TRUE" if the property is a Mobile Home, otherwise "FALSE"
Mobile Home Lot (True/False)	13	Boolean	Yes	TRUE/FALSE	Enter "TRUE" if the property is a Mobile Home Lot, otherwise "FALSE"
Property ID	14	string	Yes		
Number of Units on this Property	15	number	Yes		
Renter Last Name	16	string	Yes		
Renter First Name	17	string	Yes		
Renter Middle Initial	18	string	No		One letter
Rental Address	19	string	Yes		
Rental Unit	20	string	No		
Rental City	21	string	Yes		
Rental State	22	string	Yes	two letter abbreviation	Capitalized two letter state abbreviation
Rental Zip	23	number	Yes		5 digits
Rental County	24	string	Yes		must be a valid Minnesota county
Rented From	25	date	Yes		
Rented To	26	date	Yes		
Total Months Rented	27	decimal	Yes	##.##	Can be decimal (11.25) or integer (6).
Number of Adults	28	number	Yes		
Medical Assistance (True/False)	29	Boolean	Yes	TRUE/FALSE	If the renter received Medical Assistance, enter "TRUE", otherwise "FALSE"
Medical Assistance Amount	30	currency	No		Amount of Medical Assistance received.
Housing Support (True/False)	31	Boolean	Yes	TRUE/FALSE	If the renter received Housing Support, enter "TRUE", otherwise "FALSE"
Housing Support Amount (Leave blank for	32	currency	No		Leave blank for 2024 CRPs. For 2023 and earlier, enter amount of Housing Support received.
Renter's Share of Rent Paid	33	currency	No		
Caretaker Reduction	34	currency	No		
Total Rent Paid	35	currency	No		Should equal "Renters share of rent paid" + "Caretaker Reduction"
Managing Agent First and Last Name	36	string	No		If you are a managing agent, enter your name. Otherwise, this can be left blank.
Managing Agent Phone Number	37	string	No		If you are a managing agent, enter your 10 digit phone number including area code. Otherwise, this can be left blank.

Notes: The following Field Names will default with FALSE Format values ...

Owner  
 Adult Foster Care  
 Assisted Living  
 Intermediate Care  
 Nursing Home  
 Mobile Home  
 Mobile Home Lot

Placing the following text in each project's DATA .. PROJECT DATA .. COMMENTS feature window will automatically insert corresponding TRUE Format values in the CSV export file ...

Owner [ MNCRP-OWNER ]

Adult Foster Care	[ MNCRP-AFC ]
Assisted Living	[ MNCRP-AL ]
Intermediate Care	[ MNCRP-IC ]
Nursing Home	[ MNCRP-NH ]
Mobile Home	[ MNCRP-MH ]
Mobile Home Lot	[ MNCRP-MHL ]

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate CRP Forms, as defined in the previous setup window.

### Cancel

Click-on **Cancel** to exit out of the *Print - Certificate of Rent Paid (CRP) Forms* window.

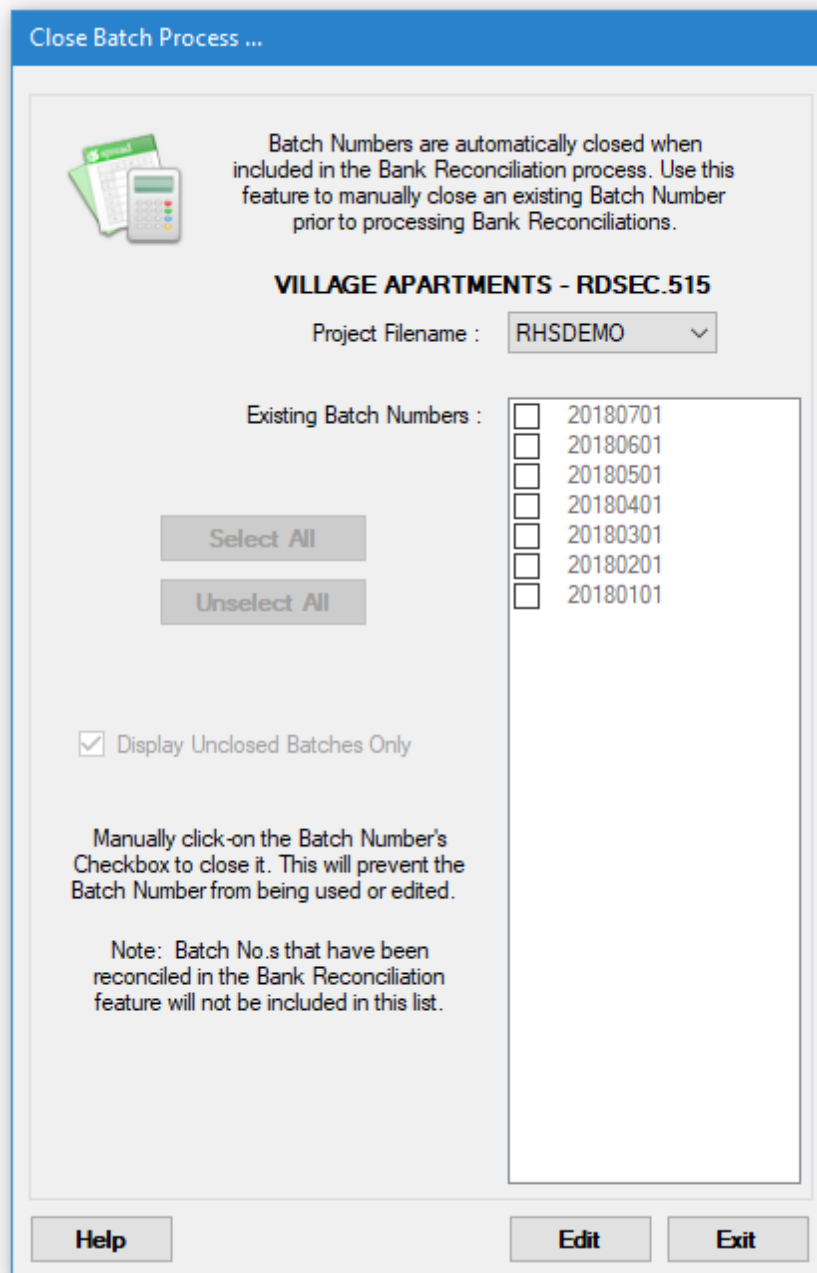
## 12.17 Utilities

### 12.17.1 Close Batch Process

### Overview

Batch Numbers, used in the deposit entry process, are automatically closed when included (checked off the Outstanding Deposits Total list) in the Bank Reconciliation process. Once closed, Batch Numbers cannot be used to record additional payments and cannot be edited. This *Close Batch Process* feature allows the user to manually close Batch Numbers prior to processing Bank Reconciliations.

To access the *Close Batch Process* window, click-on **Accounting > Utilities > Close Batch Process**. The *Close Batch Process* window appears ...



The following options are available at the *Close Batch Process* window ...

### Project

Click the pull down button to view a list of available project filenames and select the desired property.

### Existing Batch Numbers

By default, only *Batch Numbers* that have not yet been previously closed by the *Close Batch Process* or closed by the *Bank Reconciliation* process will be listed. To view all *Batch Numbers* that have not yet

been closed by the *Bank Reconciliation* process, uncheck the *Display Unchecked Batches Only* checkbox.

#### Select All

Click-on **Select All** to automatically select all *Batch Numbers* displayed. An arrow (>) will appear to the right of all *Batch Numbers* listed. This option is only enabled when the *Display Unchecked Batches Only* checkbox is checked.

#### Unselect All

Click-on **Select All** to automatically select all *Batch Numbers* displayed. The word *Closed* will appear to the right of the Batch Number to note it as being closed. This option is only enabled when the *Display Unchecked Batches Only* checkbox is checked.

#### Display Unclosed Batches Only

By default, only *Batch Numbers* that have not yet been previously closed by the *Close Batch Process* or closed by the *Bank Reconciliation* process will be listed. To view all *Batch Numbers* that have not yet been closed by the *Bank Reconciliation* process, uncheck the *Display Unchecked Batches Only* checkbox.

#### Edit

Click-on **Edit** to enable the *Close Batch Process* feature for the project currently selected.

#### Exit

Click-on **Exit** to close out of the *Close Batch Process* window.

#### Save

Click-on **Save** to save changes made while editing the *Close Batch Process*.

#### Cancel

Click-on **Cancel** to exit out of editing the *Close Batch Process* without saving changes.

#### Help

Click-on **Help** to view *Online Help Topics* about this process

## 12.17.2 Close Month Process

### Overview

This feature establishes the date which closes accounting entry ability for any or all projects. No A/R, A/J, or A/P entries can be added or edited that are dated on or before the *Close Month Date* specified. This prevents users from back dating new or editing existing financial activity for a previous reporting period.

To access the *Close Month Process* window, click-on **Accounting > Utilities > Close Month Process**. The *Close Month Process* window appears ...

**Close Month Process ...**

This feature establishes the date which closes accounting entry ability, much like a month end closeout process. No A/R, A/J, or A/P entries can be added, edited or deleted that are dated on or before the Close Month Date specified below.

☒ By Project Filename : RHSDEMO  
☐ Multi-Property Reports : ALL PROP  
☐ All Projects

Close Month Date : July 31 2015

**Apply**

**Output**

To view a summary of existing Close Month Dates for all projects selected above, click-on **REPORT**

☒ Monitor ☐ Printer

**Report** **Help** **Cancel**

The following options are available at the *Close Month Process* window ...

**By Project Filename** - Bullet this selection if you want to apply the *Close Month Date* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to apply the *Close Month Date* in *Multi-Property Mode*. The program will automatically apply the Close Month Date for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**All Projects** - Bullet this selection to apply the *Close Month Date* for all existing projects.

**Close Month Date** - Select the desired date to restrict A/R, A/J, and A/P entry.

Note: The default date displayed will always be the last day of the prior month.

**Apply** - Click-on the **Apply** button to implement the *Close Month Date* for all projects selected.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

**Report** - Click-on the **Report** button to view a summary of existing *Close Month Dates* for all projects selected.

### Cancel

Click-on **Cancel** to exit out of editing the *Close Month Process* without saving changes.

### Help

Click-on **Help** to view *Online Help Topics* about this process

Note: *Close Month Date* is used to restrict the following data entry ...

- A/R Tenant Payment Entry
- Recurring Tenant Charges
- A/J Adjustment Journal Entry
- A/P Check Disbursement Entry
- Check Printing Process
- Delinquent Rent Report ( Apply Late Fee )
- Security Deposit Interest Refunds
- Security Deposit Refunds
- Security Deposit Historical Entry

## 12.17.3 G/L Posting Utility

### Overview

This feature will post ( or repost ) an entire month's worth of A/R - *Tenant Payment Entry*, A/P - *Check Disbursement Entry*, and A/J - *Adjustment Journal Entry* detail to the *Chart of Account* file for the Month & Year selected. This utility is basically used for three purposes ...

1.) To correct posting accuracy problems caused by previous software release glitches or invalid manual COA editing. This situation is evident when *General Ledger Summary* and *General Ledger Detail* debit & credit amounts do not match.


2.) To post accrued A/R Tenant Charge & Adjustment Entries for each month to the Chart of Accounts, when *Accrual* is selected as the project's default accounting method. In this situation, the G/L Posting Utility performs the monthly *Tenant Charge Process* which automatically posts the A/R accrual entries. This G/L Posting Utility should be the last feature completed at the end of each reporting month, just prior to generating financial reports for the month.



3.) To implement site office A/R entry detail into main office accounting records. Site offices, that only enter tenant payment detail, can send their database to the main office and have tenant payment entry detail updated in with main office accounting entries (automatically combines site office A/R entries with main office A/P and A/J entries).

To access the *G/L Posting Utility* window, click-on **Accounting > Utilities > G/L Posting Utility**. The *G/L Posting Utility - Setup Window* will appear ...

**G/L Posting Utility ...**

 \* For ACCRUAL Accounting projects, this feature is used to accrue (post) all monthly recurring A/R tenant charge activity for the Month & Year selected below.

\* For CASH Accounting projects, this feature is only used to repost all existing A/R, A/J, A/P entry detail activity to the Chart of Accounts for the Month & Year selected below.

☒ By Project Filename : FAUSTLM ( Accrual Accounting )

☐ Multi-Property Reports : ALLDEMO

Month & Year to Post : February 2017 ( Posted: 03/07/2017 )

☒ Allow A/R Balance Adjustment A/J entries to be automatically created.

☒ Repost existing A/R Tenant Charge entry activity ( Applies to ACCRUAL Projects Only ).  
( Accrual Projects with Closed Months will not be posted or reposted )

**Help** **Accrual COA # Validation** **View EOM AR** **OK** **Cancel**

### Setup

**By Project Filename** - Bullet this selection if you want to post G/L entries for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

Note: The Accounting Method ( Cash vs Accrual ) currently established for the project filename selected, will be displayed.

**Multi-Property Reports** - Bullet this selection to post G/L entries in *Multi-Property* Mode. The program will automatically post G/L entries for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Month & Year to Post** - Select the desired *Month & Year* to post, using the pull down list.

Note: If the Accounting Method established for the individual project filename selected is Accrual, the date the G/L Posting Utility was last run ( posted ) for the Month & Year defined, will be displayed.

**Allow A/R Balance Adjustment A/J entries to be automatically created ( Applies to ACCRUAL Projects Only )** - The G/L Posting Utility feature will automatically create an AR BAL ADJ A/J entry when retroactive tenant changes have been implemented which affect the A/R balance being carried over

from the previous reporting month. To override this automatic feature and not have AR BAL ADJ A/J entries created automatically by the G/L Posting Utility, uncheck this box.

Note: This checkbox is checked by default and is only displayed when an Accrual Accounting project filename has been selected.

**Repost existing A/R Tenant Charge entry activity ( Applies to ACCRUAL Projects Only )** - This checkbox is only displayed when an Accrual Accounting project filename has been selected and the Month & Year defined has already been previously posted. When checked, the G/L Posting Utility will repost existing A/R Tenant Charge entry activity that was established by a previous G/L Posting Utility process. No changes to existing A/R Tenant Charge amounts for the month will be made. All existing A/R, A/J, and A/P entries are simply reposted to the Chart of Accounts. When unchecked, the entire month's A/R Tenant Charge amounts are redetermined and reposted fresh for the Month & Year selected.

Note: This box is checked by default, when applicable.

**( Accrual projects with Closed Months will not be posted or reposted )** - This notation will be displayed when Multi-Property Reports is selected. Accrual projects with months that have been closed will be skipped and not have the *G/L Posting Utility* process performed.

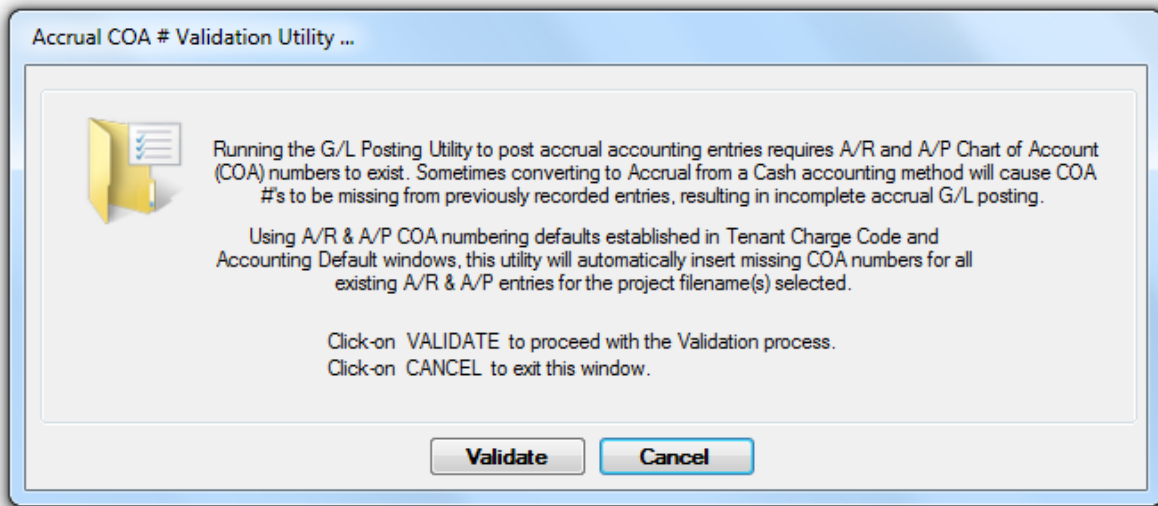
Note: The *G/L Posting Utility* feature will allow *Closed Months* to be reposted for CASH Accounting projects. However, the *G/L Posting Utility* feature will never allow *Closed Months* to be posted or reposted for ACCRUAL Accounting projects. In order to do so, the *Close Month* date applied must be temporarily lifted ( set back ) prior to the desired month and changed back after the *G/L Posting Utility* process is completed.

### Accrual COA # Validation

Sometimes converting to Accrual from an existing Cash accounting method will cause Chart of Account ( COA ) numbers to be missing from previously recorded entries, resulting in incomplete accrual G/L posting. Using A/R & A/P COA numbering established in *Tenant Charge Code* and *Accounting Default ( Checking Account Setup )* windows, this utility will automatically insert missing COA numbers for all existing A/R & A/P entries for the project filename(s) selected.

Note: This feature is only applicable for projects that have *Accrual* set as the accounting method.

To access the *Accrual COA # Validation Utility* window, click-on the **Accrual COA # Validation** button. The *Accrual COA # Validation Utility* window will appear ...



Click-on **Validate** to run the validation process.  
Click-on **Cancel** to exit out of the validation window.

### View EOM AR

Click-on the View EOM AR button to monitor a list of End of Month A/R balance amounts that existed when the *G/L Posting Utility* feature was run for the month selected.

Note: This feature is only applicable for projects that have *Accrual* set as the accounting method and the month selected has already been posted.

### Help

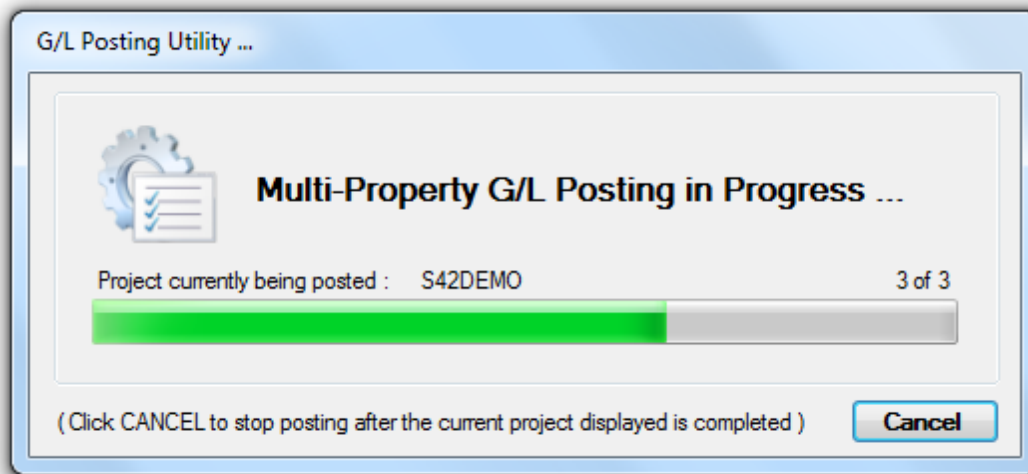
Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to process the *G/L Posting Utility*, as defined in this setup window.

Note: Total debit & credit amounts for all A/R, A/P, and A/J detail entries that were entered for the Month & Year selected, will be entirely reposted to the project's *Chart of Account* file. A "*G/L Posting - Successfully Completed!*" message will appear when this process is done. Running the *G/L Posting Utility* multiple times does not adversely effect the accounting since all entries are reposted each time.

Note: When running the *G/L Posting Utility* in *Multi-Property Reports* mode, a *Progress Bar* window will appear that shows the progress of the G/L Posting process by displaying the project filename currently being worked on ...



To abort the *G/L Posting Utility* process at any time, click-on the **Cancel** button. The G/L Posting process will stop after the G/L Posting process for the project currently being worked on has been completed.

### Cancel

Click-on **Cancel** to exit out of the *G/L Posting Utility* window.

## How the G/L Posting Utility works for ACCRUAL Accounting projects

The *G/L Posting Utility* feature is what posts ( accrues ) monthly recurring tenant charge activity to the Chart of Accounts that is used for generating financial reports ( ex: *Balance Sheet*, *Trial Balance*, *Operating Statement*, *General Ledger Report*, etc. ). Since the program automatically applies monthly recurring tenant charges to each tenant's ledger, completing the *G/L Posting Utility* feature is not necessary for viewing or generating *A/R Tenant Payment Entry* activity related reports ( ex: *Rent Roll Report*, *Aged Receivables Report*, *Rent Statements*, *Delinquent Rent Report*, etc. ). So, for CASH Accounting projects, the *G/L Posting Utility* feature is rarely ever run.

**ACCRUAL ACCOUNTING** - For ACCRUAL Accounting type projects, the G/L POSTING UTILITY feature must be run at the end of each month in order to accrue monthly recurring tenant charges for all financial related statements and reports ( *Balance Sheet*, *Trial Balance*, *General Ledger Detail*, etc. ). So, after you are done recording A/R Tenant Payment Entries for the month and before you start generating financial related reports for the month, run the G/L POSTING UTILITY feature ( which basically should be routinely run on or after the last day of each month ).

Examples of each month's routine includes the following ...

\* **THROUGHOUT THE MONTH** - Process all tenant changes and record all A/R Tenant Charge, Adjustment, and Payment Entries like normal.

\* **ON OR AFTER THE LAST DAY OF THE MONTH** - When all A/R Tenant Payment Entries have been recorded for the month, run the G/L POSTING UTILITY for the month to accrue the month's recurring tenant charges.

Examples: September 2016 should be posted on or after 09/30/2016  
October 2016 should be posted on or after 10/31/2016

\* **CLOSE THE MONTH** - Use the CLOSE MONTH PROCESS feature to close the month which prevents anyone from being able to add, edit or delete any A/R, A/J, A/P entries for the closed month.

\* **RETROACTIVE TENANT CHANGES** - Once the G/L POSTING UTILITY has been run and the month is closed, all prior month A/R, A/J, A/P amounts are locked in time. Processing retroactive Tenant Changes will not affect previous month financial report A/R balances.

\* **AUTOMATED A/R BALANCE ADJUSTMENT ENTRIES** - A/R balance activity affected by retroactive Tenant Change processing will automatically be adjusted for ( by the G/L POSTING UTILITY feature ) in the month posted with an A/J entry set dated the first day of the posted month.

For example: At the end of June 2016, the Accounts Receivable ( A/R ) balance was \$2,000 for TNTRENT. In July 2016, retroactive tenant changes ( effective prior to July 1st ) were processed which changed the A/R balance from \$2,000 to \$3,000 for TNTRENT prior to July 1st 2016. The ending A/R balance for June 2016 is now locked in stone, will not change ( remains \$2,000 ) and is carried forward as the Beginning Balance for July 2016. However, a set of A/J entries dated July 1st 2016 is automatically created by the G/L POSTING UTILITY which adjusts the A/R balance on July 1st 2016 to the new \$3,000 A/R balance that was affected by retroactive tenant changes processed in July 2016.

Below is an example of the A/J entry set that would be created for the above scenario ...

```
07/01/2016 - JUL2016 AR Bal Adj for TNTRENT Clear  $2,000.00 Debit #5120 Credit #1850
07/01/2016 - JUL2016 AR Bal Adj for TNTRENT Reset  $3,000.00 Debit #1850 Credit #5120
```

Note: The CLEAR line clears ( zeros out ) the \$2,000 A/R TNTRENT balance that existed at the end of June 2016 when it was closed. The RESET line resets the new ( actual ) \$3,000 A/R TNTRENT balance that now exists at the beginning of July 2016 due to processing retroactive tenant changes ( in July 2016 ) after the month of June 2016 was closed. Acct #5120 in the example above is the Rental Income Account and Acct #1850 is the Accounts Receivable ( A/R ) Account.

If no retroactive tenant changes were made in any given month, no A/R Balance Adjustment A/J entries will need to be created. This means all prior End of Month ( EOM ) tenant charge code balances match Beginning of Month ( BOM ) balances.

\* **RENT ROLL DETAIL** - After posting and closing each month, we recommend immediately generating a RENT ROLL DETAIL ( including Past Tenants ) for the recently closed month which provides the A/R Beginning & Ending Balances used by the G/L POSTING UTILITY feature when it automatically creates the A/R Adjustment ( Clear/Reset ) entries dated the first day of the month.

## 12.17.4 Purge A/R Entry Detail

### 12.17.4.1 Overview

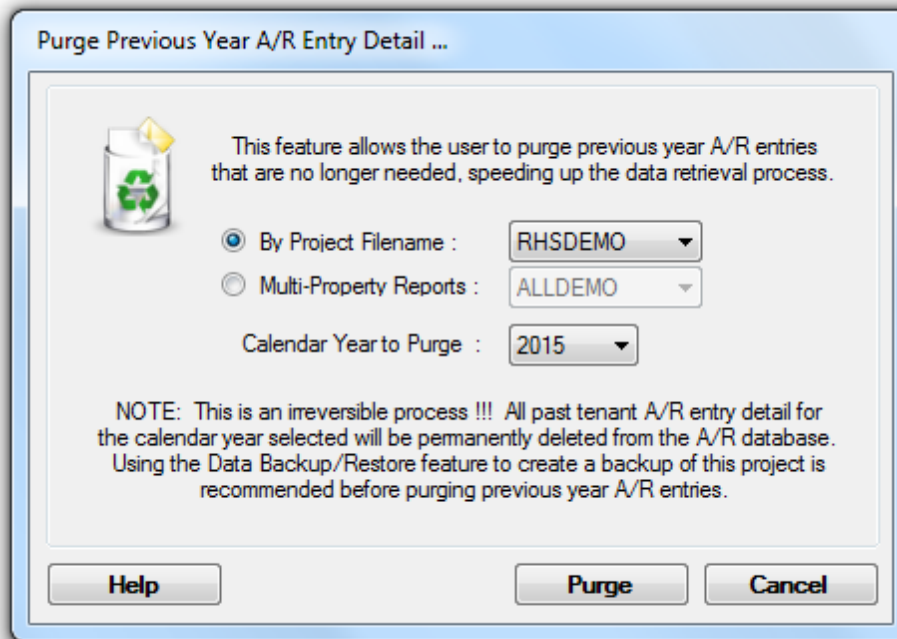
## Overview

FHA Software maintains A/R, A/J, and A/P entry detail history indefinitely and does not require any data to be purged. However, the accumulation of years and years worth of data entries will eventually start to hamper database access and slow program performance. This feature allows the user to clear old detail

entries from the A/R Tenant Payment Entry database for any calendar year selected, decreasing the amount of data the program needs to look through for report generation.

**Note: This is an irreversible process !!!** All A/R entry detail up through and including the calendar year selected will be permanently deleted from the A/R database. Using the Data Backup/Restore feature to create a backup of applicable project(s) is highly recommended before purging A/R entry details.

To access the *Purge A/R Entry Detail* window, click-on **Accounting > Utilities > Purge A/R Entry Detail**. The *Purge Previous Year A/R Entry Detail - Setup Window* will appear ...



### Setup

**By Project Filename** - Bullet this selection if you want to purge A/R entries for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to purge A/R entries in *Multi-Property Mode*. The program will automatically purge A/R entries for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Calendar Year to Purge** - Select the desired *Calendar Year* to purge, using the pull down list.

Note: The program will purge A/R entries for all past tenants that have moved out prior to and within the calendar year selected.

Note: The program will always default to a *Calendar Year* that is four years old. The user can select any past, current or future year desired. We recommend keeping entry detail for the last three years as a minimum ( current year and two previous years ). Consult your CPA &/or affordable housing handbooks for computerized record retention requirements.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**Purge**

Click-on **Purge** to start the *Purge A/P Entry Detail* process, as defined in this setup window. An A/R Purge Processing window will appear, listing all past tenants that will be included in this purge process.

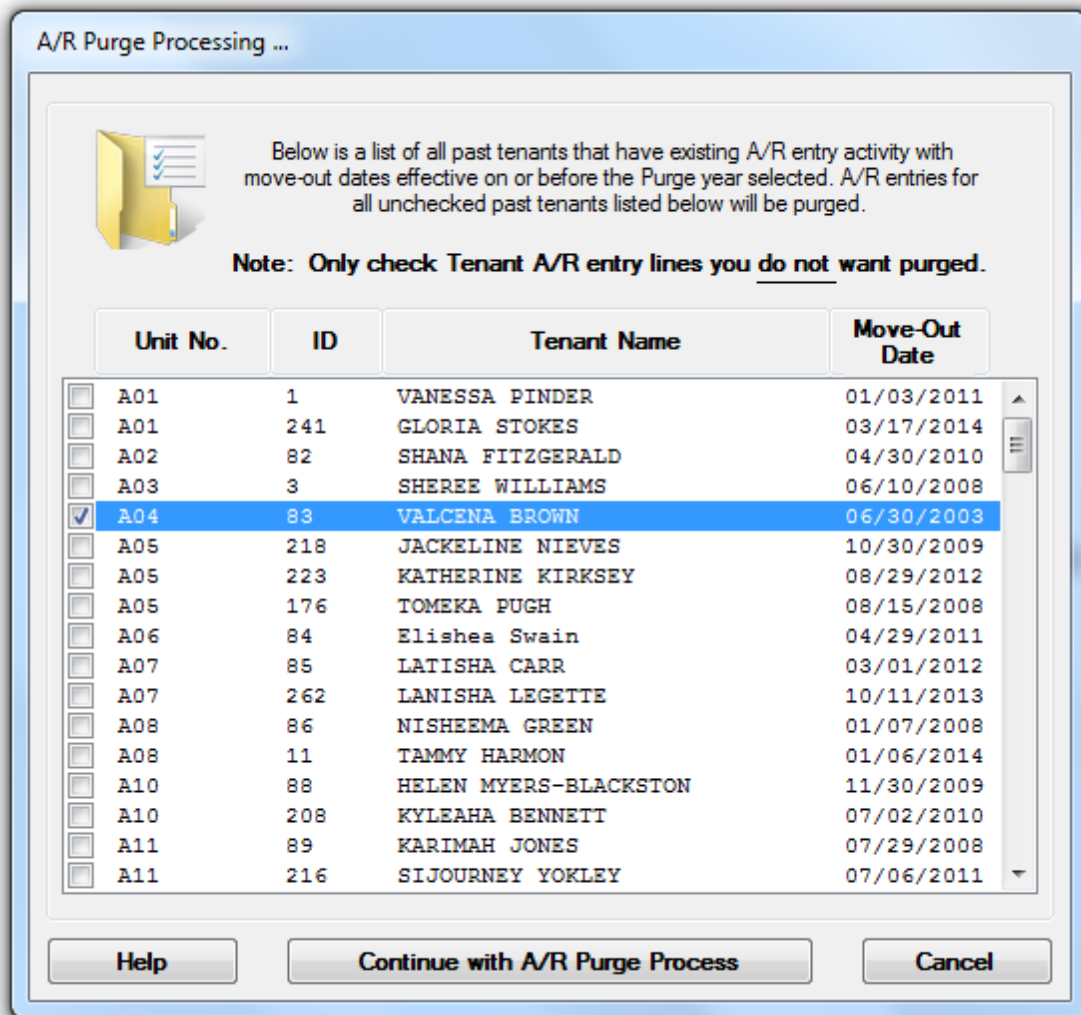
Note: The *A/R Purge Process* window will not be displayed when *Multi-Property Reports* is selected.

**Cancel**

Click-on **Cancel** to exit out of the *Purge A/R Entry Detail* window.

**12.17.4.2 A/R Purge Processing**

Click-on **Purge** to start the *Purge A/P Entry Detail* process, as defined in the setup window. An A/R Purge Processing window will appear ...



The following options are available at the *A/R Purge Processing* window ...

### Past Tenant Listing

Tenant Names listed in this window are all past tenants that moved out of the project, prior to and within the *Calendar Year* selected to be purged, with existing A/R entry activity. A/R entries for all unchecked tenant names will be purged. This window allows the user to manually select ( check ) the tenant name(s) you do not want purged.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Continue with A/R Purge Process

Click-on **Continue with A/R Purge Process** to complete the *Purge A/P Entry Detail* process.



Note: After clicking past an "Are you sure?" message box, all *A/R Entry Detail* will be purged ( deleted ) from the A/R Database for all unchecked tenant names listed. A "*Purge Process - Successfully Completed!*" message will appear when this process is done.

Note: Only A/R accounting entries are deleted. *Tenant Change History* (including *TC History*, *Unit History*, and *Changes to Tenant Status/Assistance*) are not effected.

Purging A/R entry detail will effect the ability to accurately generate the following reports for the calendar year purged ...

*General Ledger Report ( Detailed )*  
*Batch/Deposit Report*  
*Rent Roll Reports*  
*Rent Statements*  
*Tenant Ledger Reports*  
*Delinquent Rent Report*  
*Security Deposit Report*  
*Certificate of Rent Paid (CRP)*

However, the *Chart of Accounts* database will not be effected by purging A/R entry detail. The following financial reports can still be accurately generated without A/R entry detail ...

*Balance Sheet*  
*Trial Balance*  
*Operating Statement(s)*  
*General Ledger Report ( Summary )*

### Cancel

Click-on **Cancel** to exit out of the *Purge A/R Entry Detail* window.

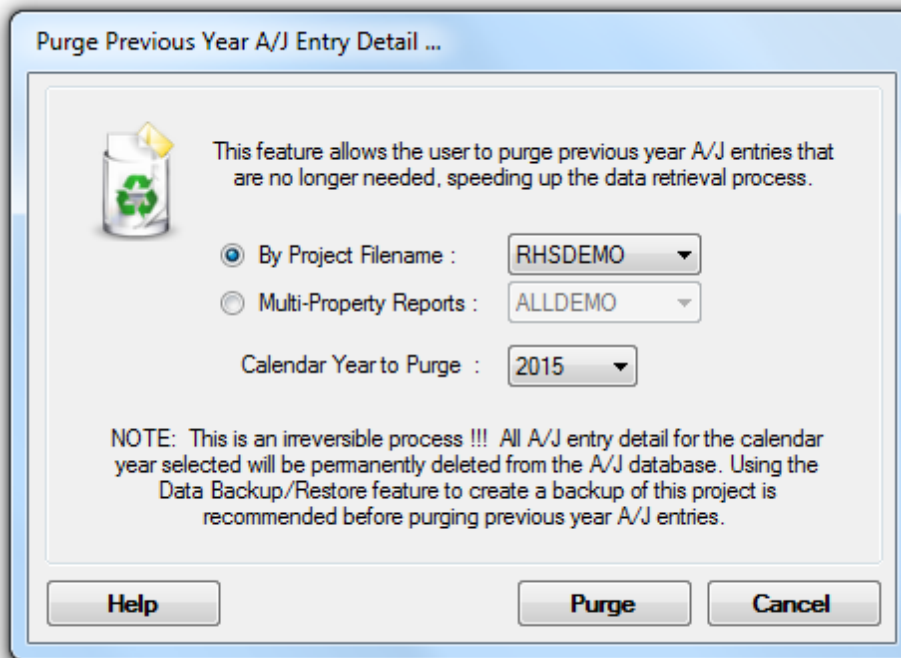
## 12.17.5 Purge A/J Entry Detail

### Overview

FHA Software maintains A/R, A/J, and A/P entry detail history indefinitely and does not require any data to be purged. However, the accumulation of years and years worth of data entries will eventually start to hamper database access and slow program performance. This feature allows the user to clear old detail entries from the A/J Adjustments Journal Entry database for any calendar year selected, decreasing the amount of data the program needs to look through for report generation.

**Note: This is an irreversible process !!!** All A/J entry detail for the calendar year selected will be permanently deleted from the A/J database. Using the Data Backup/Restore feature to create a backup of applicable project(s) is highly recommended before purging A/J entry details.

To access the *Purge A/J Entry Detail* window, click-on **Accounting > Utilities > Purge A/J Entry Detail**. The *Purge Previous Year A/J Entry Detail - Setup Window* will appear ...



### Setup

**By Project Filename** - Bullet this selection if you want to purge A/J entries for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to purge A/J entries in *Multi-Property Mode*. The program will automatically purge A/J entries for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Calendar Year to Purge** - Select the desired *Calendar Year* to purge, using the pull down list.

Note: The program will always default to a *Calendar Year* that is four years old. The user can select any past, current or future year desired. We recommend keeping entry detail for the last three years as a minimum ( current year and two previous years ). Consult your CPA &/or affordable housing handbooks for computerized record retention requirements.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Purge

Click-on **Purge** to complete the *Purge A/J Entry Detail* process, as defined in this setup window.

Note: After clicking past an "Are you sure?" message box, all *A/J Entry Detail* dated within the calendar year selected will be purged ( deleted ) from the A/J Database for project filename(s) selected. A "*Purge Process - Successfully Completed!*" message will appear when this process is done.

Purging A/J entry detail will effect the ability to accurately generate the following reports for the calendar year purged ...

*General Ledger Report ( Detailed )*

*Batch/Deposit Report ( if A/J entries were assigned a Batch No. )*

However, the *Chart of Accounts* database will not be effected by purging A/J entry detail. The following financial reports can still be accurately generated without A/J entry detail ...

*Balance Sheet*

*Trial Balance*

*Operating Statement(s)*

*General Ledger Report ( Summary )*

**Cancel**

Click-on **Cancel** to exit out of the *Purge A/J Entry Detail* window.

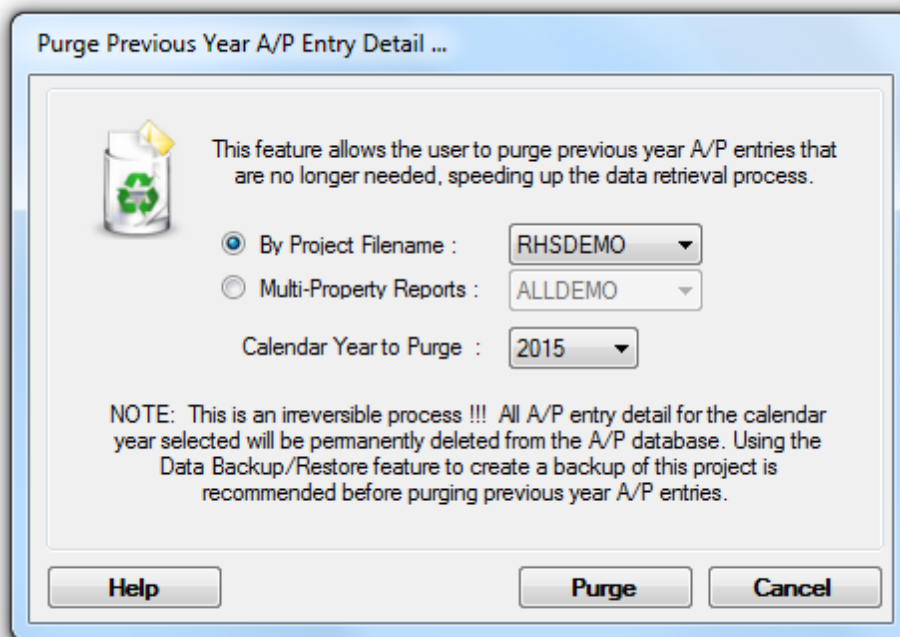
### 12.17.6 Purge A/P Entry Detail

## Overview

FHA Software maintains A/R, A/J, and A/P entry detail history indefinitely and does not require any data to be purged. However, the accumulation of years and years worth of data entries will eventually start to hamper database access and slow program performance. This feature allows the user to clear old detail entries from the A/P Check Disbursement Entry database for any calendar year selected, decreasing the amount of data the program needs to look through for report generation.

**Note: This is an irreversible process !!!** All A/P entry detail for the calendar year selected will be permanently deleted from the A/P database. Using the Data Backup/Restore feature to create a backup of applicable project(s) is highly recommended before purging A/P entry details.

To access the *Purge A/P Entry Detail* window, click-on **Accounting > Utilities > Purge A/P Entry Detail**. The *Purge Previous Year A/P Entry Detail - Setup Window* will appear ...



### Setup

**By Project Filename** - Bullet this selection if you want to purge A/P entries for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to purge A/P entries in *Multi-Property Mode*. The program will automatically purge A/P entries for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Calendar Year to Purge** - Select the desired *Calendar Year* to purge, using the pull down list.

Note: The program will always default to a *Calendar Year* that is four years old. The user can select any past, current or future year desired. We recommend keeping entry detail for the last three years as a minimum ( current year and two previous years ). Consult your CPA &/or affordable housing handbooks for computerized record retention requirements.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Purge

Click-on **Purge** to complete the *Purge A/P Entry Detail* process, as defined in this setup window.

Note: After clicking past an "Are you sure?" message box, all *A/P Entry Detail* dated within the calendar year selected will be purged ( deleted ) from the A/P Database for project filename(s) selected. A "Purge Process - Successfully Completed!" message will appear when this process is done.

Purging A/P entry detail will effect the ability to accurately generate the following reports for the calendar year purged ...

*General Ledger Report ( Detailed )*  
*Check Register*  
*Vendor Ledger Report*  
*IRS 1099 Form Processing*

However, the *Chart of Accounts* database will not be effected by purging A/P entry detail. The following financial reports can still be accurately generated without A/P entry detail ...

*Balance Sheet*  
*Trial Balance*  
*Operating Statement(s)*  
*General Ledger Report ( Summary )*

### Cancel

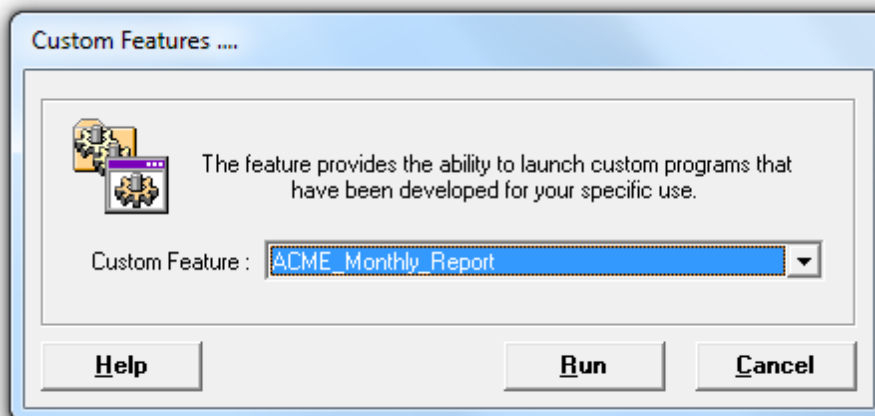
Click-on **Cancel** to exit out of the *Purge A/P Entry Detail* window.

## 12.17.7 Custom Features

### Overview

This feature is where custom programs are launched that have been developed specifically for a fee.

To access the *Custom Features* window, click-on **Accounting > Utilities > Custom Features**. The *Custom Features* window appears ...



The following options are available at the *Custom Features* window ...

### Custom Feature

Click the pull down button to view a list of available custom programming features. Select the desired *Custom Feature*.

Note: If no *Custom Features* are available, the pull down list will display the word "None".

### Run

Click-on **Run** to launch the *Custom Feature* selected.

## **Cancel**

Click-on **Cancel** to exit out of the *Custom Feature* window.

## **Help**

Click-on **Help** to view *Online Help Topics* about this process

**Data Menu**

## 13 Data Menu

### 13.1 Unit Data

#### 13.1.1 Overview

## Overview

In addition to *Project Data*, *Unit Data* is a very important FHA Software database. *Unit Data* maintains a recorded, Unit by Unit, chronological history of all tenant changes that have been fully processed and activated in FHA Software. This data history provides FHA Software with no form processing time restrictions. Future *Tenant Certifications* can be entered AND activated at any time, without the fear of overwriting previously needed information.

*Unit Data* is therefore the key source of information for Unit & Tenant related reporting. This includes RD 3560-29 Project Worksheets, HUD-52670 HAP Vouchers, and LIHTC Compliance Reports, to name a few. Unit & Tenant information included on various reports will be the information in effect for the reporting period defined by the report.

*Unit Data* is automatically maintained as tenant changes are fully processed. However, the user does have the ability to make manual modifications to any *Unit Data* information. Tenant changes that do not involve *Tenant Certification* preparation are processed in the *Unit Data Information* window and include the following ...

#### **Unit Transfers**

**Termination of RA/Subsidy**

**Assign RA ( RD Sec.515 Subsidy Only )**

**Move-Out Notification / Vacate**

*Unit Data* also maintains information that is Unit by Unit specific such as ...

#### **Multiple Rent Rates**

**Multiple HUD HAP Contract Assignment**


**Multiple RD Rental Assistance Agreement**

**Multiple LIHTC Income Limit Assignment**

To access the *Unit Data* window, click-on **Data > Unit Data**



Find - Unit Data ...

 Unit Data maintains a history of Tenant Occupancy for each unit of the project and is the source of information for most all Tenant related summaries and reports.

VILLAGE APARTMENTS - RDSEC.515

Project :

Effective as of :

Unit	Tenant	ID	Size	Mbrs	Effective	Rent	Type	RA	SD
101	SMITH, JOSEPH E	1	EFF	1	01/01/18	198	RD	527	167
102	JOHNSON, SAMUEL D	2	EFF	1	02/01/18	330	RD	395	250
103	REDFEARN, GLORIA K	3	1BR	1	03/01/18	94	RD	731	125
104	KILGORE, BRENDA J	4	1BR	1	04/01/18	401	RD	424	145
105	JONES, GEORGE D	5	1BR	1	09/01/17	473	RD	352	250
106	DEARBORNE, HAROLD F	6	1BR	1	06/01/18	-29	RD	854	95
107	FREDERICK, LARRY A	7	2BR	2	07/01/18	925	RD	0	225
108	MOUNDS, JIM S	8	2BR	2	08/01/17	-6	RD	931	175
109	CLARK, MELVIN J	13	3BR	4	05/01/18	1,247	RD	0	650
110	VACANT	0	3BR	0	02/28/02	0	RD	0	0
111	BRAND, NIGEL D	10	4BR	4	11/01/17	634	RD	491	200
112	SPOTTS, ROGER S	11	4BR	4	12/01/17	797	RD	328	135
113	VACANT	0	5BR	0	01/01/00	0		0	0
114	VACANT	0	5BR	0	01/01/00	0		0	0
115	VACANT	0	6BR	0	01/01/00	0		0	0
116	VACANT	0	6BR	0	01/01/00	0		0	0

The first window that appears is called the **Find** window which defaults to displaying a list of Units with Tenant Information in effect on the current system date (today). From this window the user can select the desired project, change the display date, add a new unit to the list, view &/or modify existing *Unit Data Information*, print a *Unit Data Summary*, and view *Online Help Topics*.

### Search

To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A *Search for Tenant or Applicant - Setup* window will appear.

### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of units for the selected project filename.

### Unit Data Summary

To generate a hard copy listing of Unit Data, click-on the **Unit Data Summary** button. A *Unit Data Summary - Setup* window will appear.

### Add New Unit

To add a new *Unit* to the *Unit Data* file, click-on the **Add New Unit** button. An Add New Unit window will appear.

#### Help

To view *Online Help Topics* related to this window, click-on the **Help** button.

#### OK

To view &/or modify existing *Unit Data Information*, click-on (highlight) the desired unit line displayed in the *Find* window and click-on the **OK** button located in the lower right corner. A *Unit Data Preview* Window will be displayed.

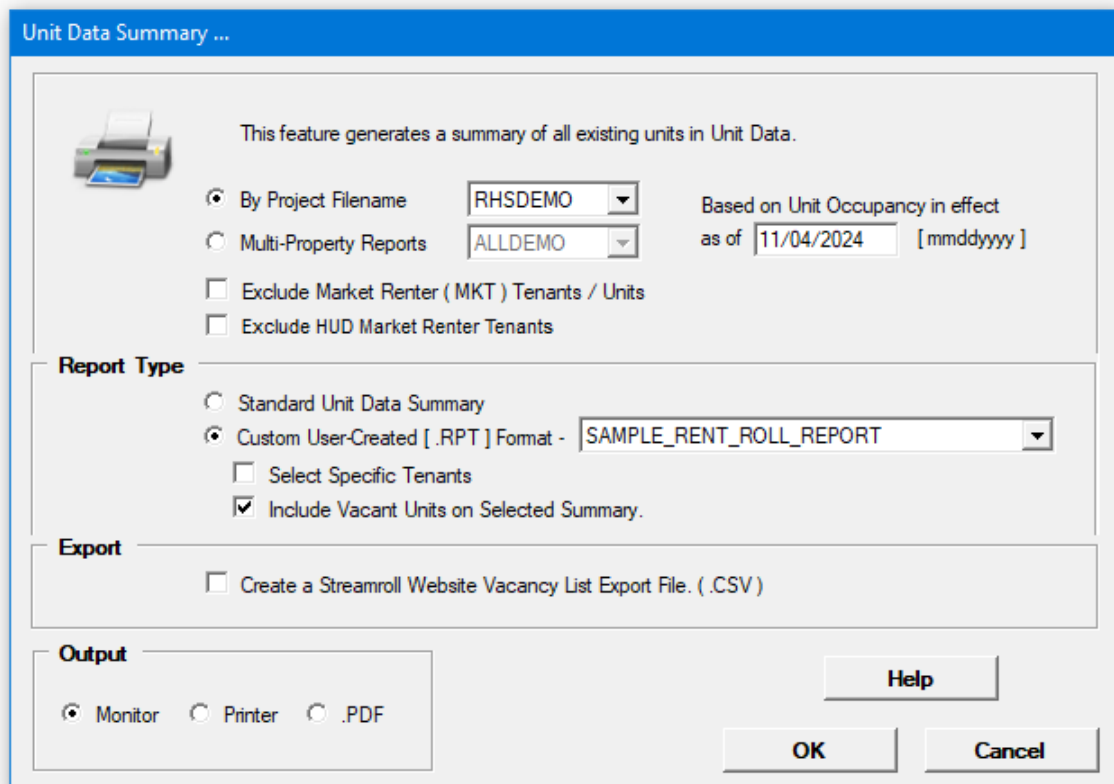
#### Cancel

Click-on **Cancel** to return to the main FHA Software menu.

### 13.1.2 Unit Data Summary

#### Unit Data Summary

To generate a hard copy listing of *Unit Data* currently displayed in the Find window, click-on the **Unit Data Summary** button. A *Unit Data Summary - Setup* window will appear ...



The image shows a software window titled "Unit Data Summary ...". It contains several sections for configuring a report. At the top left is a printer icon. The main text says "This feature generates a summary of all existing units in Unit Data." Below this are two radio buttons: "By Project Filename" (selected) and "Multi-Property Reports". Each has a dropdown menu; the first shows "RHSDEMO" and the second shows "ALLDEMO". To the right, it says "Based on Unit Occupancy in effect as of" followed by a date field showing "11/04/2024" and a format indicator "[ mmdyyy ]". Below these are two checkboxes: "Exclude Market Renter ( MKT ) Tenants / Units" and "Exclude HUD Market Renter Tenants". The "Report Type" section has two radio buttons: "Standard Unit Data Summary" and "Custom User-Created [ .RPT ] Format -" (selected). The second has a dropdown menu showing "SAMPLE\_RENT\_ROLL\_REPORT". Below this are two checkboxes: "Select Specific Tenants" and "Include Vacant Units on Selected Summary." (checked). The "Export" section has a checkbox "Create a Streamroll Website Vacancy List Export File. ( .CSV )". The "Output" section has three radio buttons: "Monitor" (selected), "Printer", and ".PDF". At the bottom right are buttons for "Help", "OK", and "Cancel".

The following options are available at this window ...

### Project Selection

**By Project Filename** - Bullet this selection if you want to generate a *Unit Data Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Unit Data Summary* in *Multi-Property Mode*. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Exclude Market Renter ( MKT ) Tenants / Units** - When checked, Tenants/Units with *Subsidy Type* assigned as MKT or not assigned ( left Blank ) will not be included on the summary.

**Exclude HUD Market Renter Tenants** - When checked, Market Rent Tenants that are still covered by HUD Subsidy will not be included in the report.

**Based on Unit Occupancy in affect as of ( DATE )** - Unit/Tenant information will be reported with occupancy in effect on the AS OF Date defined. Since Move-Out and Transfer Out Effective Dates are considered the last day of unit occupancy, units that have a Move-Out or Transfer Out Date effective the same day as the AS OF Date defined will list the unit as being occupied, not vacant.

### Report Types


**Standard Rent Statement** - Bullet this option to generate the standard layout *Unit Data Summary* that is provided with your program.

**Custom User-Created ( .RPT Format )** - Bullet this option to generate a *Unit Data Summary* report file that can be user customized (using the built-in *Custom Report Designer*) with data input codes relating to *Unit Data* information. Select the desired *Unit Data Summary* report filename, using the pull down list.

Note: *Custom User-Created (RPT Format) Report* names displayed will only include *Unit Data Summary* specific forms created in the *Custom Report Designer* feature.

**Select Specific Tenants** - Check this box to be allowed to hand pick specific tenants to be included on the selected summary. When **OK** is selected, the following *Tenant Selection* window will appear ...

Select Specific Tenants ...

 This window displays a list of all units and tenant occupancy based on the Effective As Of Date currently defined. Click-on a checkmark for each tenant entry that should be included with this Unit Data Summary selection. Unchecked tenant entries will not be included.

Unit #	Tenant ID	Tenant Name	Eff. Date
<input type="checkbox"/> 101	1	JOSEPH SMITH	01/01/2019
<input checked="" type="checkbox"/> 102	2	SAMUEL JOHNSON	02/01/2019
<input type="checkbox"/> 103	3	GLORIA REDFEARN	03/01/2019
<input checked="" type="checkbox"/> 104	4	BRENDA KILGORE	04/01/2019
<input type="checkbox"/> 105	5	GEORGE JONES	05/01/2018
<input checked="" type="checkbox"/> 106	6	HAROLD DEARBORNE	06/01/2018
<input type="checkbox"/> 107	7	LARRY FREDERICK	07/01/2018
<input type="checkbox"/> 108	8	CAROL MOUNDS	12/01/2018
<input type="checkbox"/> 109	9	KENNETH HOPPS	12/01/2018
<input type="checkbox"/> 110	0	VACANT	07/15/1998
<input type="checkbox"/> 111	10	ALICE BRAND	12/01/2018
<input type="checkbox"/> 112	11	ROGER SPOTTS	12/01/2018
<input type="checkbox"/> 113	0	VACANT	01/01/2000
<input type="checkbox"/> 114	0	VACANT	01/01/2000
<input type="checkbox"/> 115	0	VACANT	01/01/2000
<input type="checkbox"/> 116	0	VACANT	01/01/2000

**Help** **OK** **Cancel**

Click-on the checkbox for all tenant entries that should be included on the selected summary. Click-on **OK** to continue generating the summary or **Cancel** to exit the *Tenant Selection* window. Click-on **Help** to view Help Topics related to the *Tenant Selection* window.

**Include Vacant Units on Selected Summary** - Click-on this checkbox to include *Vacant* unit information on the summary selected.

Note: This box is checked by default.

**Export**

**Create a Streamroll Website Vacancy List Export File ( .CSV )** - This built-in feature option will create a specific .CSV export file layout that contains a list of Vacant Units, based on the Unit Occupancy Date defined. For FHA Software users that have websites hosted by a company called Streamroll, you can upload this .CSV export file to Streamroll periodically to automatically keep your website's "Available Units" count up-to-date. This .CSV export file can be created for each individual project or for multiple projects, using the Multi-Property Reports option.

### Output

This menu section allows the user to select where the reports will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display reports on the screen.

**Printer** - Bullet this item to generate reports at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Unit Data Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Unit Data Summary* window.

.

## 13.1.3 Add a New Unit

To add a new *Unit* to the *Unit Data* file, click-on the **Add New Unit** button. An *Add New Unit* window will appear ...

Add New Unit ...

**Unit Information**

Unit Number:  Size:  Type / Custom:   Group #:  Sq. Ft.:  LIHTC Building ID:

**Current Unit Listing**

Unit	Size	Type / Custom	Group #	Sq. Ft.	Building ID
101A	1BR	N/A 2FL	1	650	1234-5678-90111
101B	1BR	N/A 2FL	1	650	1234-5678-90111
101C	1BR	N/A 2FL	1	750	1234-5678-90111
101D	1BR	N/A 2FL	1	750	1234-5678-90111
105	1BR	N/A		750	1234-5678-90111
106	1BR	N/A		750	1234-5678-90111
107	2BR	N/A		850	1234-5678-90111
108	2BR	N/A		850	1234-5678-90111
109	3BR	N/A		950	1234-5678-90111
110	3BR	N/A		950	1234-5678-90111
111	4BR	N/A		1,050	1234-5678-90111
112	4BR	N/A		1,050	1234-5678-90111
113	5BR	N/A		1,150	1234-5678-90111
114	5BR	N/A		1,150	1234-5678-90111
115	6BR	N/A		1,250	1234-5678-90111
116	6BR	N/A		1,250	1234-5678-90111

The following options are available at this window (press [TAB] to advance from field to field) ...

### Unit Number

Type in the *Unit Number* of the new unit you are attempting to add.

Note: Unit Numbers can be alpha numeric and can contain up to 10 characters.

### Unit Size

Select the size of the unit from the pull down list.

Note: Unit size selection includes EFF/1BR/2BR/3BR/4BR.

### Unit Type

Select the type of the unit from the pull down list.

Note: Unit Type selection includes N/A (Type does not apply), SML, MED, or LRG.

### Custom Unit Type

Use this field to enter the custom Alpha-Numeric ( 3 character max ) *Unit Type* designation that matches what was setup in the *Rent Rate Schedule*, if applicable.

### Group #

In Group Homes, individual bedrooms within a physical unit, are rented independently. When this is the case, each bedroom is given a unique TRACS Unit No.. To help understand the relationship between the TRACS Unit No. assigned to a household/certification and the actual physical Unit No., a common Group # is assigned.

### Square Feet

Type in the total number of square feet for this specific unit.

Note: This field is optional and is used mostly as unit information and LIHTC Compliance Reports.

### LIHTC Building ID

When LIHTC is being monitored for this project, at least one *Building ID* will be established in the **Tax Credit Information** section of *Project Data*. Select a *Building ID* for this unit from the pull down list provided.

### Add Unit to List

Click-on the **Add Unit to List** button to add the new *Unit Information* to the *Current Unit Listing* displayed at the bottom half of this window. *Unit Number* in *Unit Information* is cleared out for adding another unit.

### Current Unit Listing

This section displays a list of both current and new unit numbers being added to the list.

### Save List

When all new *Unit Numbers* have been entered and added to the list, clicking the **Save List** button will write new unit information to the *Unit Database*.

### Cancel

Click-on the **Cancel** button to exit the *Add New Unit* window without saving changes.

### 13.1.4 Preview Window

To view &/or modify existing *Unit Data*, click-on (highlight) the desired unit line displayed in the *Find* window and click-on the **OK** button located in the lower right corner.

A *Unit Data* window will be displayed with unit information in effect as of the *System Date* provided at the top of the window (usually today's date) ...

The screenshot shows the 'Unit Data ...' window with a menu bar (File, Print, Help) and a title bar. The window displays information for Unit No. 101A as of 04/11/2024 at VILLAGE APARTMENTS - LIHTC.

**Unit Information:**

- Unit Size: 1BR, Type: N/A, Sq.Ft.: 650
- Custom Type: 2FL, Unit Group No.: 1
- Building ID: 1234-5678-90111
- Notes: Imported from DOS 09/04/2000
- Buttons: Accessibility, Unit Address

**Tenant Information:**

- Tenant ID: 1
- First MI Last: JOSEPH E SMITH
- Phone:
- Soc.Sec.No.: 321564565, Birth Date: 10/15/1956
- No. of Mbrs: 1, Security Deposit \$: 150
- Elderly Household: ☒
- Misc.:

**Rent & Income Amounts:**

- Tenant Rent \$: 300
- RA/Subsidy \$: 0
- Utility Refund \$: 0
- 30% of Adj. Mo. Income \$: 387
- Gross Annual Income \$: 15,469
- Income @ Move-In \$: 7,500

**Certification Information:**

- Action Effective Date: 01/01/2024
- Next Recertification Date: 01/01/2025
- Project - Move-In Date: 01/01/1988
- Unit - Move-In Date: 01/01/1988
- Move-Out Date:
- Compliance Date: 01/01/2024
- Entry Activation Date: 01/21/2024
- Action Processed: ReCert
- Subsidy Type: Section 42

**Right Panel Buttons:**

- Find
- Edit Unit
- Edit Tenant
- Transfer
- Terminate
- Assign RA
- Move-Out Notification
- Vacate
- Correct MO
- Unit History
- Payment Summary
- Multiple Info

**Bottom Bar:**

- Prev, Next buttons
- 1 of 16
- F1 - F2

**Note:** At this screen, the user is not yet able to edit the *Unit Data* displayed until the user selects one of the option buttons provided at the right.

The following options are available at the *Unit Data Window*...

File Menu      Print Menu

**Help**

To view *Online Help Topics* related to this window, click-on **Help**.

**Prev/Next**

Click-on **Prev/Next** to move backward and forward through the list of *Unit Data*.

**F1 ( Unit Number Selection )**



This feature provides a fast and easy way to manually select specific *Unit Numbers* for the current project filename without leaving the keyboard or having to click-on the *Find* button. Click-on the **F1** key ( located on the top row of your keyboard ) to display the following *Unit Number Selection* window ...



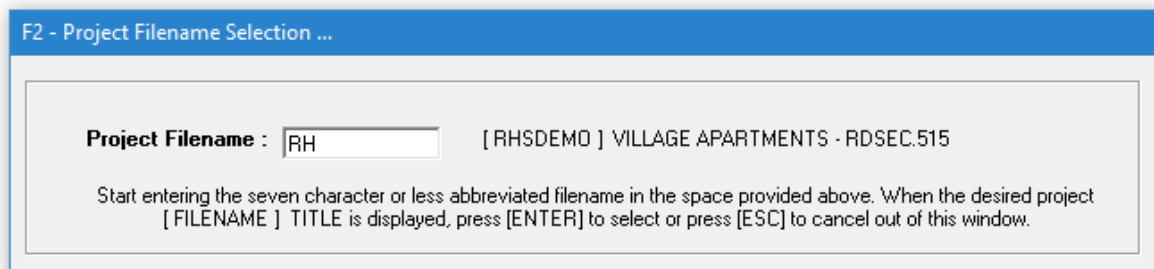
Enter the desired *Unit Number* and press the **[TAB]** or **[ENTER]** key.

If the *Unit Number* entered exists, the *Unit Data* window will reappear with the selected Unit/Tenant Information displayed.

Press the **[ESC]** key to cancel out of the *Unit Number Selection* window.

### **F2 ( Project Filename Selection )**

This feature provides a fast and easy way to manually select specific *Project Filenames* without leaving the keyboard or having to click-on the *Find* button. Click-on the **F2** key ( located on the top row of your keyboard ) to display the following *Project Filename Selection* window ...



Enter all or part of the desired *Project Filename* until the desired *Project Filename* and *Title* appears. Then press the **[ENTER]** key to select the desired *Project Filename* and the *Find - Unit Data* window will appear with a list of units for the selected *Project Filename*.

Press the **[ESC]** key to cancel out of the *Project Filename Selection* window.

### **Find**

To return to the *Find Window* to change projects or to locate another *Unit Data*, click-on the **Find** button.

### **Edit Unit**

To edit the *Unit Information* section of Unit Data, click-on the **Edit Unit** button. The user will be placed in Editing Unit Information mode.

#### **Edit Tenant**

To edit the current displayed *Tenant Information* section of Unit Data, click-on the **Edit Tenant** button. The user will be placed in Editing Tenant Information mode.

#### **Transfer**

Click-on the **Transfer** button to view the Unit Transfer Setup Window.

#### **Terminate**

Click-on the **Terminate** button to view the Terminate Process Window.

#### **Assign RA ( Applies to RD Sec.515 Subsidy Only )**

Click-on the **Assign RA** button to view the Assign RA Process Window.

#### **Move-Out Notification**

Click-on the **Move-Out Notification** button to view the Move-Out Notification Window.

#### **Vacate**

Click-on the **Vacate** button to view the Vacate a Unit Window.

#### **Correct MO**

Click-on the **Correct MO** button to view the Move-Out Date Correction Window.

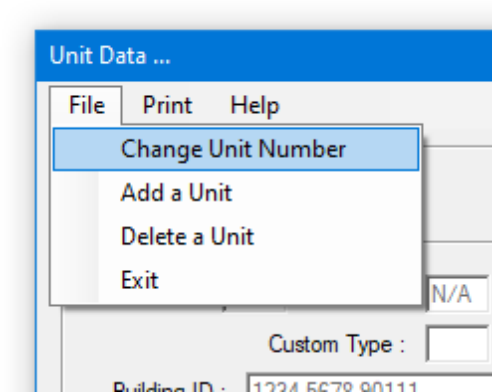
#### **Unit History**

Click-on the **Unit History** button to view the Unit History - Find Window.

#### **Multiple Info**

Click-on the **Multiple Info** button to view the Multiple Information Window.

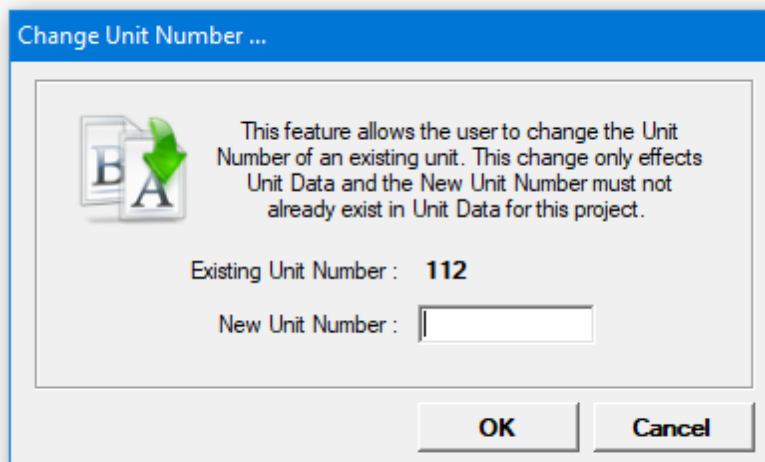
### 13.1.5 File Menu



Below are options available from the *File Menu* ...

#### Change Unit Number

To change the *Unit Number* of existing *Unit Data*, click-on **File > Change Unit Number**. A window will appear asking for the new Unit Number ...



Enter the desired **Unit Number** (10 Alpha-Numeric Character maximum).

Click-on **OK** to Continue.

Click-on **Cancel** to exit out of this option.

Note: This is NOT the *Unit Transfer* process. This change in Unit Numbering only effects the *Unit Database*. Existing *Certification Data* and *Changes to Tenant Status* information will also have to be manually changed, if applicable.

#### Add New Unit

To Add a New Unit to the *Unit Data* file, click-on **Add a Unit**. An Add a New Unit window will appear.

### Delete a Unit

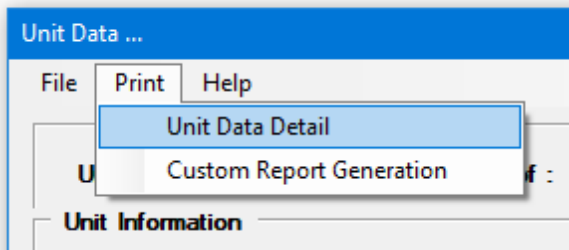
To delete a *Unit* from *Unit Data*, click-on **File > Delete a Unit**. and click-on **Yes** from the next *Are You Sure?* window.

Note: This process deletes all unit related data from *Unit Data*, *Certification Data* and *Changes to Tenant Status* files and cannot be later recovered.

### Exit

Click-on **File > Exit** to exit out of the *Unit Data Preview Window*.

## 13.1.6 Print Menu



### Unit Data Detail

This printed detail includes information for the unit currently selected. To print a *Unit Data Detail*, click-on **Print > Unit Data Detail**. A print setup window will appear ...



**Monitor** - Bullet this item to display reports on the screen.

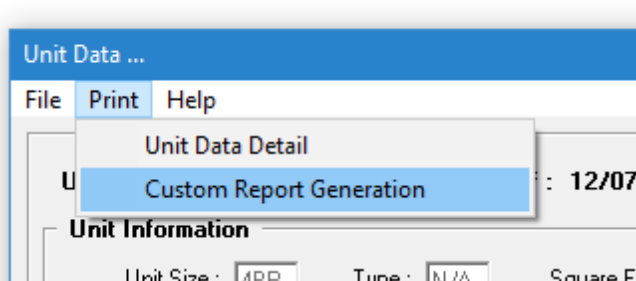
**Printer** - Bullet this item to generate reports at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *Unit Data Detail*.

Click-on **Cancel** to exit out of the print option.

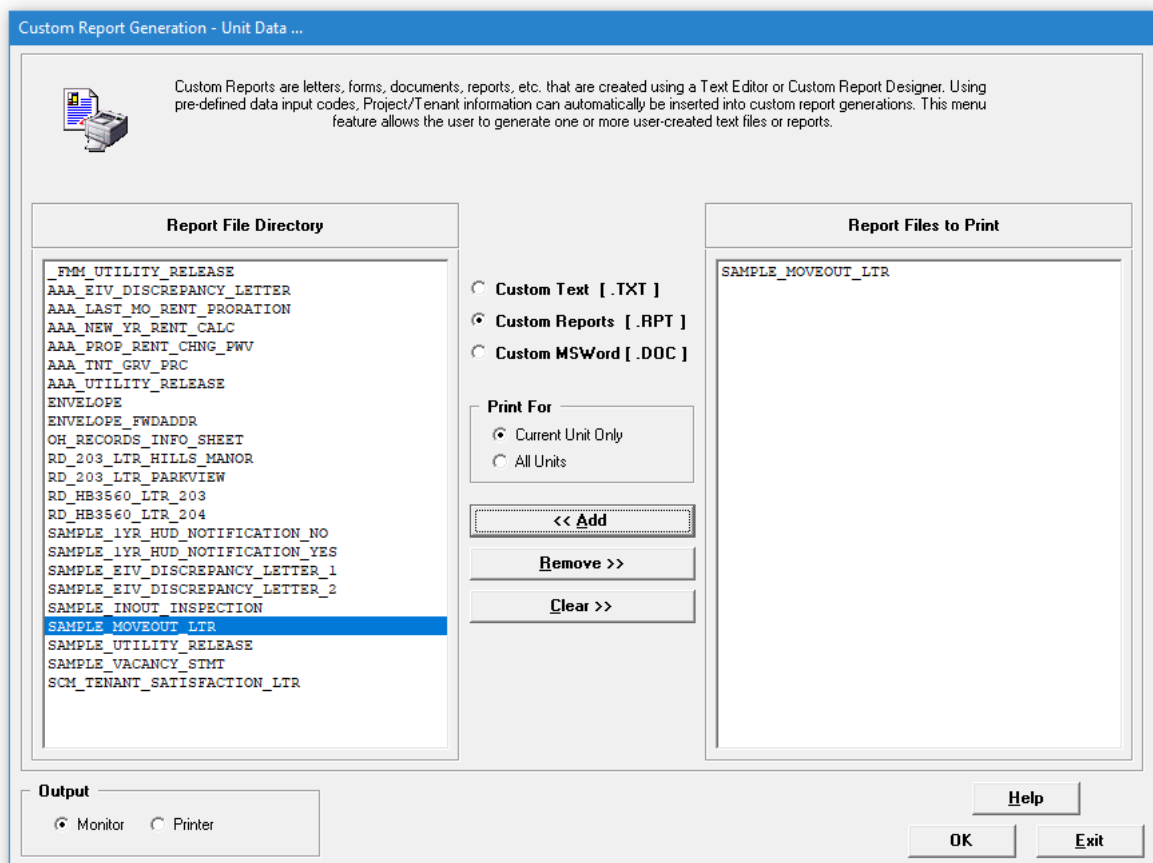
### 13.1.7 Custom Report Generation



#### Custom Report Generation - Unit Data

This feature merges user created documents & letters with information entered as *Unit Data* to produce tenant letters & notices, custom leases, house rules, legal forms, application forms, verification forms, recertification letters, etc.. Virtually any form you desire can be generated by FHA Software with selected data automatically filled in for you.

To access the *Custom Report Generation* window while previewing a *Unit Data* entry, click-on **Print > Custom Report Generation**. The following window appears ...



There are three types of *Custom Report Generation* forms that can be generated, with data automatically inserted, throughout *FHA Software .. Text, Reports and MSWord Documents*. *Text* files are very simple forms that are created & edited using the built-in *Text Editor (Notepad)* feature and cannot include graphic images or extensive font selection. *Reports* are more comprehensive forms that are created & edited using the built-in *Custom Report Designer* which can include graphic images and most any page formatting setting (font selection, font colors, paragraph alignments, user calculations, etc.) the user desires. *MSWord* documents can also be created & edited using your licensed MS Word program through our built-in *Custom MSWord Designer* feature with documents generated by the *FHA Software* program.

Note: Refer to the *Custom MSWord Designer* section of *Help Topics* for details on creating *Custom MSWord Documents*.

The following features are available at the *Custom Report Generation* window ...

#### Custom Text [ .TXT ]

When selected, the user will choose from a list of available *Text* form filenames.

#### Custom Reports [ .RPT ]

When selected, the user will choose from a list of available *Report* forms filenames.

Note: This is the default selection.

#### Custom MSWord [ .DOC ]

When selected, the user will choose from a list of available MS Word forms filenames.

#### Text File Directory ( When Custom Text [ .TXT ] is selected )

This is a list of existing *Text Files* the user may choose from. All *Text Files* will have a [.TXT] file extension which identifies it as a *Custom Text File*. Click-on the *Text* Filename to select it.

#### Report File Directory ( When Custom Report [ .RPT ] is selected )

This is a list of existing *Report Files* the user may choose to generate specifically from *Project Data*. All *Report Files* will have a [.RPT] file extension which identifies it as a *Custom Report File*. Click-on the *Report* Filename to select it.

#### MSWord File Directory ( When Custom MSWord [ .DOC ] is selected )

This is a list of existing *MSWord Files* the user may choose to generate specifically from *Project Data*. All *MSWord Files* will have a [.DOC] file extension which identifies it as a *Custom MSWord File*. Click-on the *MSWord* Filename to select it.

#### Add

Clicking on the **Add** button will place the currently selected filename from the *Text/Report/MSWord File Directory* into the *Text/Report/MSWord Files to Print* list.

#### Remove

When filenames exist in the *Text/Report/MSWord Files to Print* list, this button will be enabled. To *Remove* a File from the *Text/Report Files to Print* list, select the desired filename and click-on the **Remove** button. The filename will promptly be removed.

#### Clear

When filenames exist in the *Text/Report/MSWord Files to Print* list, this button will be enabled. To clear out all filenames from the *Text/Report Files to Print* list, click-on the **Clear** button. The list will promptly be cleared of filenames.

#### Text Files to Print ( When Custom Text [ .TXT ] is selected )

This is a list of selected *Custom Text Filenames* to be generated.

#### Report Files to Print ( When Custom Report [ .RPT ] is selected )

This is a list of selected *Custom Report Filenames* to be generated.

#### MSWord Files to Print ( When Custom MSWord [ .DOC ] is selected )

This is a list of selected *Custom MSWord Filenames* to be generated.

#### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

#### Exit

Click-on **Exit** to exit out of the *Custom Report Generation* window.

### 13.1.8 Editing Unit Information

To edit the *Unit Information* section of Unit Data, click-on the **Edit Unit** button at the *Unit Data Preview* window.. The user will be placed in *Editing Unit Information* mode which enables *Unit Information* data access ...

**Unit Data ...**  
File Print Help

**Unit No. 101A** **As of : 04/12/2024** **VILLAGE APARTMENTS - LIHTC**

**Unit Information**

Unit Size : 1BR Type : N/A Sq.Ft. : 650  
Custom Type : 2FL Unit Group No : 1  
Building ID : 1234-5678-90111  
Notes ... Accessibility Unit Address  
Imported from DOS 09/04/2000

**Rent & Income Amounts**

Tenant Rent \$ 300  
RA/Subsidy \$ 0  
Utility Refund \$ 0  
30% of Adj. Mo. Income \$ 387  
Gross Annual Income \$ 15,469  
Income @ Move-In \$ 7,500

**Tenant Information**

Tenant ID : 1  
First MI Last : JOSEPH E SMITH  
Phone :  
Soc.Sec.No. : 321564565 Birth Date : 10/15/1956  
No. of Mbrs : 1 Security Deposit \$ 150  
Elderly Household ☒  
Misc. :

**Certification Information**

Action Effective Date : 01/01/2024  
Next Recertification Date : 01/01/2025  
Project - Move-In Date : 01/01/1988  
Unit - Move-In Date : 01/01/1988  
Move-Out Date :  
Compliance Date : 01/01/2024  
Entry Activation Date : 01/21/2024  
Action Processed : ReCert  
Subsidy Type : Section 42  
Save Cancel

The following Information is available when *Editing Unit Information ...*

### Unit Size

Use the pull down list to select the appropriate size of the unit being edited. Selections include EFF - Efficiency, 1BR - 1 Bedroom, 2BR - 2 Bedroom, 3BR - 3 Bedroom, 4BR - 4 Bedroom, 5BR - 5 Bedroom, and 6BR - 6 Bedroom.

### Type

Use the pull down list to select the appropriate type of the unit being edited. Selections include N/A - Not Applicable (type does not apply), SML - Small, MED - Medium, LRG - Large.

### Square Feet (SF)

The total square feet of the unit.

Note: This information is used in LIHTC Compliance reporting and is otherwise optional.

### Custom Unit Type

Use this field to enter the custom Alpha-Numeric ( 3 character max ) *Unit Type* designation that matches what was setup in the *Rent Rate Schedule*, if applicable.

### Unit Group No.



In Group Homes, individual bedrooms within a physical unit, are rented independently. When this is the case, each bedroom is given a unique TRACS Unit No.. To help understand the relationship between the TRACS Unit No. assigned to a household/certification in a Group Home and the actual physical Unit No., a common Group # is assigned.

### Building ID

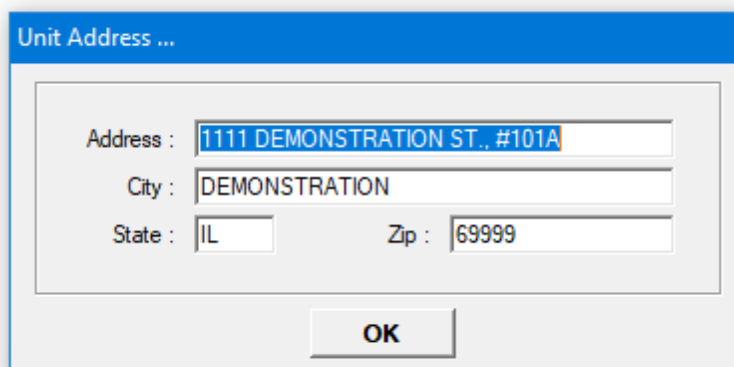
For LIHTC projects, *Building ID's* are established in the *Tax Credit Info* section of *Project Data* and a pull down list will be provided to select from. For non-LIHTC projects, *Building ID* can be manually entered, when applicable.

### Accessibility

To designate a unit as having been physically modified to accommodate a specific Handicap, click-on the **Accessibility** button. A **Unit Accessibility Status** window appears.

### Unit Address

To view &/or modify a unit specific address, click-on the **Unit Address** button. A Unit Address entry window will appear ...

A screenshot of a Windows-style dialog box titled "Unit Address ...". The dialog has a blue title bar. Inside, there are four text input fields: "Address:" containing "1111 DEMONSTRATION ST., #101A", "City:" containing "DEMONSTRATION", "State:" containing "IL", and "Zip:" containing "69999". Below these fields is an "OK" button.

Enter mailing address information of the physical unit. This information remains constant for the unit independent of tenant change information. If a tenant of the unit has a different mailing address, the tenant specific address is maintained in **Tenant Address Information** within **Tenant Certification Data**.

Click-on **OK** to save and exit *Unit Address* Information.

### Notes

This is a simple text driven notation section where the user can enter comments specific to the unit &/or tenant. This information is not effected by tenant change activation. To enter something in the notation section click-on the notes area so that a blinking cursor appears. Then simply type in your comment text.

### Save

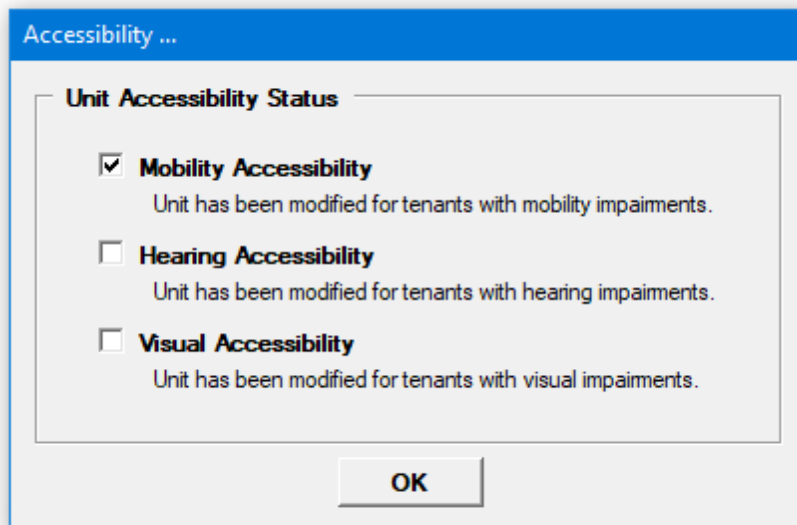
Click-on the **Save** button to save and exit *Editing Unit Information*.

**Cancel**

Click-on the **Cancel** button to exit *Editing Unit Information* without saving changes.

**13.1.9 Unit Accessibility**

To designate a unit as having been physically modified to accommodate a specific Handicap, click-on the **Accessibility** button. A *Unit Accessibility Status* window appears.

**Mobility Accessibility (Checkbox)**

Check this box if this unit was modified for tenants with mobility impairments.

**Hearing Accessibility (Checkbox)**

Check this box if this unit was modified for tenants with hearing impairments.

**Visual Accessibility (Checkbox)**

Check this box if this unit was modified for tenants with visual impairments.

**OK**

Click-on **OK** to save and exit the *Accessibility* window.

**13.1.10 Editing Tenant Information**

To edit the currently displayed *Tenant Information* section of Unit Data, click-on the **Edit Tenant** button at the *Unit Data Preview* window.. The user will be placed in *Editing Tenant Information* mode which enables *Tenant Information* data access ...

Unit Data ...

File Print Help

**Unit No. 101A** **As of : 04/15/2024** **VILLAGE APARTMENTS - LIHTC**

Unit Information		Rent & Income Amounts	
Unit Size : 1BR	Type : N/A	Sq.Ft. : 650	
Custom Type : 2FL	Unit Group No : 1		
Building ID : 1234-5678-90111			
Notes ...	Accessibility	Unit Address	
Imported from DOS 09/04/2000		Tenant Rent \$	300
		RA/Subsidy \$	0
		Utility Refund \$	0
		30% of Adj. Mo. Income \$	387
		Gross Annual Income \$	15,469
		Income @ Move-In \$	7,500
Tenant Information		Certification Information	
Tenant ID : 1		Action Effective Date :	01/01/2024
First MI Last : JOSEPH E SMITH		Next Recertification Date :	01/01/2025
Phone :		Project - Move-In Date :	01/01/1988
Soc.Sec.No. : 321564565	Birth Date : 10/15/1956	Unit - Move-In Date :	01/01/1988
No. of Mbrs : 1	Security Deposit \$ : 150	Move-Out Date :	
	Elderly Household <input checked="" type="checkbox"/>	Compliance Date :	01/01/2024
Misc. :		Entry Activation Date :	01/21/2024
		Action Processed :	ReCert
		Subsidy Type :	Section 42

Find

Edit Unit

Edit Tenant

Transfer

Terminate

Assign RA

Move-Out Notification

Vacate

Correct MO

Unit History

Payment Summary

Multiple Info

Prev Next 1 of 16 F1 - F2

Note: *Tenant Information* in *Unit Data* is automatically maintained by the program as Tenant Changes are routinely processed and activated. However, the user can manually create &/or overwrite any *Unit Data Information*.

The following Information is available when *Editing Tenant Information* ...

## Tenant Information

### Tenant ID

This is a unique number automatically assigned to each tenant by the program and will be used by *Rent Collection* features being added to the program in future software updates.

### Name

This is the full name of the Head of the Household. Three data fields are provided for separate entry of First, Middle Initial and Last Name.

Note: When a unit is vacant, the word VACANT will be located in the Last Name field.

### Phone

The Tenant's phone number.

Note: The program will not reformat this number. The user should enter phone number as they want them to appear such as 616-999-0000, 876-9876, (515)987-9999 ext.#3, etc..

#### No. of Mbrs

The total number of household occupants.

#### Security Deposit

The full amount of Security Deposit charged the tenant.

#### Misc

Information to the right of the Misc button are abbreviations that designate special situations that exist for the Tenant, such as establishing a *Manager's Unit*, Tenant receives Public Assistance, etc.

Click-on the **Misc** button to view &/or modify *Miscellaneous Tenant Information*. A Miscellaneous Information window will appear.

## Rent / Income Amounts

#### Tenant Rent

The monthly amount of *Tenant Rent* calculated by the appropriate *Tenant Certification*.

Note: When tenant receives a *Utility Reimbursement*, *Tenant Rent* should be zero (0).

#### RA/Subsidy

The monthly amount of either *RD's Rental Assistance* or *HUD's Subsidy* payment, as calculated by the appropriate *Tenant Certification*.

Note: Only applies to RD/HUD tenants that receive RA/Subsidy.

#### Utility Refund

The monthly amount of negative rent (also known as *Utility Reimbursement*) as calculated by the appropriate *Tenant Certification*.

Note: Amount is entered as a positive number.

#### 30% of Income

This is 30% of the tenant's monthly adjusted income.

Note: On the *RD 3560-8 TC* it's the amount from line 24b.

Note: On the *HUD-50059 TC* it's the amount from line 50 also referred to as *Total Tenant Payment* (TTP).

#### 100% of Income

This is the tenant's gross annual income.

**Income @ Move-In**

This is the tenant's gross annual income that existed on the *Move-In Tenant Certification*.

Note: This amount is primarily used for LIHTC Compliance Monitoring and is otherwise optional.

**Certification Information****Action Effective Date**

The effective date of the *Tenant Certification* which calculated the above *Rent / Income Amounts*.

Note: Enter date in (MMDDYYYY) format.

**Next Recertification Date**

The Next Schedule Recertification Effective Date.

Note: Enter date in (MMDDYYYY) format.

**Project - Move-In Date**

The date the tenant moved into the project.

Note: Enter date in (MMDDYYYY) format.

**Unit - Move-In Date**

The date the tenant moved into the Unit. If tenant transferred units sometime during their occupancy, this will be the date the tenant moved into this particular unit.

Note: Dates are entered in a MMDDYYYY format.

**Move-Out Date**

The date the tenant moved out of the project.

Note: Enter date in (MMDDYYYY) format.

**Worksheet/Anticipated Voucher/Compliance Dates**

**Worksheet Date** displayed - The date of the RD Worksheet that will be effected by this Tenant Change.

**Anticipated Voucher Date** displayed - The date of the HUD Voucher that will be effected by this Tenant Change.

**Compliance Date** displayed - The Compliance Date this Tenant Change will effect.

Note: Only one of the above dates will be displayed based on the Tenant Change Subsidy Type.

Note: Dates are entered in a MMDDYYYY format.

**Entry Activate Date**

The date the user activated the *Tenant Certification* with the *Action Effective Date* displayed above.

Note: Enter date in (MMDDYYYY) format.

### Action Processed

The *Action Process Code* of the *Tenant Certification* with the *Action Effective Date* displayed above. A pull down list of *Action Process Code* selections are provided, based on the current *Subsidy Type*.

### Action Processed - Sequence # ( button )

FHA *Software* maintains complete history on all tenant change actions including multiple *Modify Tenant Information* ( RD ), *Correction HUD-50059's* ( HUD ), and *Gross Rent Changes* ( HUD ) that are effective on the same day. A *Sequence #* is used to differentiate multiple tenant changes effective the same day and is automatically assigned during normal tenant certification processing.

### Subsidy Type

The *Subsidy Type* of the *Tenant Certification* with the *Action Effective Date* displayed above. A pull down list of *Subsidy Type* selections are provided.

### Save

Click-on the **Save** button to save and exit *Editing Unit Information*.

### Cancel

Click-on the **Cancel** button to exit *Editing Unit Information* without saving changes.

## 13.1.11 Miscellaneous Info

The *Miscellaneous Information* window of *Unit Data* helps define special *Tenant Occupancy* situations that is used when reporting tenant information on various RD/HUD/LIHTC compliance forms. An example would be to identify a *Manager's Unit* or if a Tenant is getting rent assistance help from outside the project.

Click-on the **Misc** button to view &/or modify *Miscellaneous Tenant Information*. A *Miscellaneous Information* window will appear.

**Miscellaneous Info ...**

**HUD Subsidy Related**

☐ MAR .... HUD Market Rent Tenant

☐ LIT ..... Section 8 Low Income Tenant when RA Received

☐ PST .....Police or Security Tenant

☐ ABT .....( Abated ) Assistance cannot be paid due to Natural Disaster or Health and Safety reasons.

☐ CUUR .. Contracted Units Undergoing Rehab

Exceptions to Limitations on Admissions of Lower Income Families

**LIHTC Related**

☐ FTS ..... Unit Not LIHTC Eligible due to Full-Time Student Status ... EDI Code :

**RD Subsidy Related**

☐ PHA .... Tenant Receives Outside R/A ( Not Project-Based ) ... PHA R/A \$

☐ SUB .... Tenant Rent is Owner Subsidized Lower than the TC Calculated it .....

☐ PWN ... Project Worksheet Notation ( for display next to tenant's name ) .....

☐ SRC .... Tenant Rent includes a Plan I Surcharge ... Amount \$

**In General**

☐ MGR .... Non-Revenue Producing Unit Occupied by Manager/Maintenance/Staff

☐ EIP ..... Eviction In Progress ... Date Eviction Process Started :  \*

Eviction Comments :

In Care Of ( C/O ) :

Forwarding Address :

City, ST Zip :

\* (mmddyyyy) Date Entry

**Alerts** **OK** **Cancel**

The following information is available in the *Miscellaneous Information* window ...

### HUD Subsidy Related

**MAR - HUD Market Rent Tenant** - This item is checked when the tenant's income is so high that they are paying the maximum rent allowable for the unit they occupy.

**LIT - Sec.8 Low Income Tenant when RA Received** - This item is checked when the tenant's income was Lower instead of Very Low when they received RA/Subsidy.

**Exceptions to Limitations on Admissions of Lower Income Families** - When a tenant is allowed to move into a unit having a Lower Income level versus Very Low, an exception code must be selected to establish why this was allowed. Codes include **VL**, **CV1**, **CV2**, **AA**, **EAT**, **EDT**, **EIT**, **EP**, **ET**, and **N/A**.

**PST - Police or Security Tenant** - This item is checked when HUD has authorized the project to lease this unit to this over-income police officer or security personnel tenant.

**ABT - Abated** - This item is checked when assistance cannot be paid due to natural disaster or health and safety reasons. This item only applies when unit is Vacant.

**CUUR - Contracted Units Undergoing Rehab** - This item is checked when the unit is currently being renovated.

### LIHTC Related

**FTS - Unit Not LIHTC Eligible due to Full-Time Student Status** - When all household occupants in a LIHTC project are verified Full-Time Students, the household becomes LIHTC Ineligible and this item will be checked. The **EDI Code**, applicable to states with LIHTC electronic submission capability (such as WHEDA), will be filled in automatically (otherwise leave blank).

### RD Subsidy Related

**PHA - Tenant Receives Outside R/A ( Not Project-Based)** - This item is checked when the tenant is getting public rent assistance from outside the project. The amount of public Assistance can be entered in the **PHA R/A** amount field.

**SUB - Tenant Rent is Owner Subsidized Lower than the TC Calculated it** - This item is checked when the owner/agent is allowing the tenant to pay rent that is less than the RD/HUD Tenant Certification calculated it to be. The actual monthly rent charge can be entered in the dollar amount field provided at the right.

**PWN - Project Worksheet Notation (for display next to tenant's name)** - Check this item to allow a custom notation to be automatically displayed to the right of the tenant's name on the printed *Part II - Project Worksheet*. Enter the desired notation in the 15 character or less entry field provided to the right.

For example: To note on the worksheet that a tenant is a *Katrina Hurricane Evacuee*, enter **Kat**. A *Rita Hurricane Evacuee*, enter **Rita**. To note that the tenant is also your *Resident Manager*, enter **Mgr**. etc.. The program will automatically insert your notation within a set of parenthesis (Kat).

**SRC - Tenant Rent includes a Plan I Surcharge** - Check this item when the tenant's rent includes a Plan I Surcharge. The surcharge amount can be entered in the dollar amount field provided at the right. The surcharge amount will automatically be reported in Column #15 - *Overage and/or Surcharge* of the *Part II Project Worksheet*.

### In General

**MGR - Non-Revenue Producing Unit Occupied by Manager, Maintenance/Staff** - This item will be checked to designate that the unit is occupied by the project manager, maintenance or staff member.

**EIP - Eviction in Progress** - This item is checked to note that the tenant is in the process of being evicted. The *Date Eviction Process Started* must be filled in to establish when this process started. *Eviction Comments* (50 character text field) can be used to briefly describe anything worth noting about this eviction (such as .. Refuses to Recertify).

Note: When checked, this EIP notation will cause "*Eviction in Progress !!!*" to be displayed in the *A/R Tenant Payment Entry* window to alert the user when posting tenant payments. This EIP notation will automatically suspend the penalties (overage) normally charged for expired certifications on the *RD 3560-29 Notice of Payment Due* (Project Worksheet). This EIP notation is also the source of information that allows an *Eviction Record* to be added to an EDI file for MINC submission.



**In Care Of ( C/O )** - Use this field to record a contact or alternative name the forwarding address pertains to.

**Forwarding Address** - Use this item to record the forwarding street address for a past tenant.

**City, ST ZIP** - Use this item to record the forwarding city, state zip for a past tenant.

Note: *Forwarding Address* information is available as data insert items in the *Custom Report Designer* feature.

### Alerts

To view &/or modify *Payment Alert Codes* and *Notes* for the tenant currently selected, click-on the *Alerts* button. The **Payment Alerts** window will appear.

Note: The *Alerts* button will only be displayed when the built-in *Accounting* feature is enabled in your FHA Software package.

### Notes

To view &/or edit *Notes* for the tenant currently selected, click-on the *Notes* button. The **Tenant Notes** window will appear.

Note: The *Notes* button will only be displayed when the built-in *Accounting* feature is not enabled in your FHA Software package.

### OK

Click-on **OK** to save & exit the *Miscellaneous Information* window.

### Cancel


Click-on **Cancel** to exit the *Miscellaneous Information* window without saving changes.

## 13.1.12 Payment Alerts

To view &/or modify *Payment Alert Codes* and *Notes* for the tenant currently selected, click-on the *Alerts* button. The *Payment Alerts* window will appear ...

Note: The **Alerts** button is only displayed at the bottom of the **Misc** window when the built-in *Accounting* feature is enabled in your FHA Software package.

Payment Alerts ...

 This feature allows the user to assign up to 30 payment related alerts and make notations that will be displayed in the A/R Tenant Payment Entry window for the tenant currently selected.

**RHSDEMO - Unit #112 - ROGER SPOTTS**

<input type="checkbox"/>	EIP	Eviction in Progress	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CPO	Cash Payments Only	<input type="checkbox"/>
<input type="checkbox"/>	PAM	Payment Arrangements Made	<input type="checkbox"/>
<input checked="" type="checkbox"/>	VAC	Intends to Vacate	<input type="checkbox"/>
<input type="checkbox"/>	LGL	Legal Notice Has Been Served	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

**Notes ...** Prev10 Next10

NSF Check 01/01/2010  
NSF Check 03/15/2010  
NSF Check 06/15/2010  
As of 06/15/2010 no longer accept personal checks

Tenant has given notice to vacate on 03/15/2021

Help Print Summary Edit Cancel

The following options are available at this window ...

**Prev10 / Next10 ( buttons )**

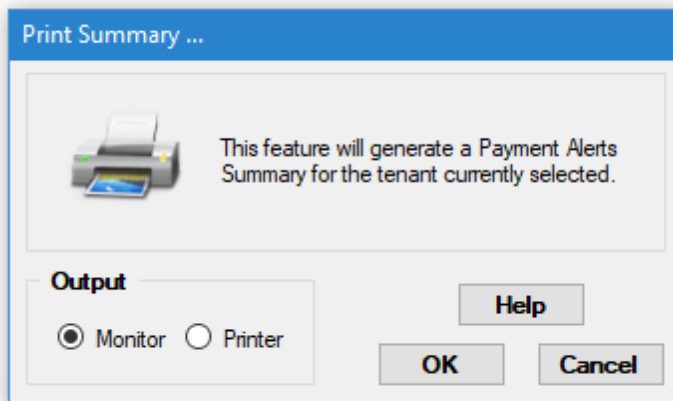
The initial screen displays *Payment Alert* entries 1 through 20. To view *Payment Alert* entries 21 through 30, click-on the Next10 button. To view *Payment Alert* entries 11 through 20 again, click-on the Prev10 button.

**Help**

To view *Online Help Topics* related to this window, click-on **Help**

**Print Summary**

To generate a printed copy of the *Payment Alert Codes & Notes* for the tenant currently selected, click-on **Print Summary**. A *Print Summary - Setup* window will appear ...



Click-on **Monitor** to view the summary on-screen

Click-on **Printer** to generate a hard copy

Click-on **Copies** to type in the desired number of printed copies to generate.

Click-on the **Printer Icon** button to change default Windows printer settings.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *Payment Alerts Summary*.

Click-on **Cancel** to exit out of the print option.

### Edit

To view &/or edit *Payment Alert Codes & Notes* for the tenant currently selected, click-on **Edit**.

A list of preset *Payment Alert Codes* will be displayed, along with a *Notes* section pertaining to the tenant currently selected. All *Payment Alert Codes* checked will be displayed in red lettering at the top of the A/R window each time the tenant is selected, when applicable.

### Save

To save changes made at the *Payment Alerts* window, click-on the **Save** button.

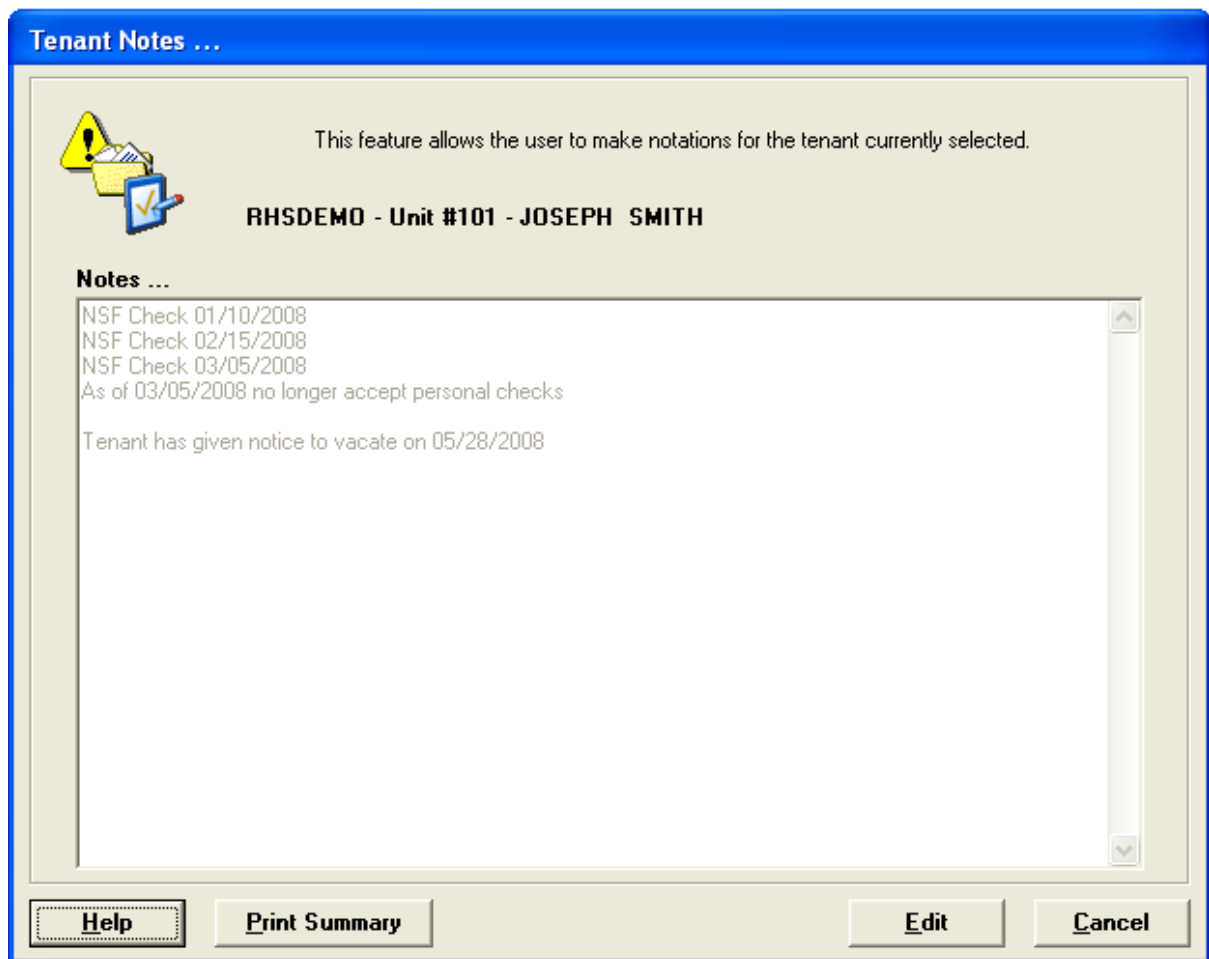
### Cancel

To exit the *Payment Alerts* window, click-on **Cancel**

## 13.1.13 Tenant Notes

To view &/or modify *Notes* for the tenant currently selected, click-on the *Notes* button. The *Tenant Notes* window will appear ...

Note: The **Notes** button is only displayed at the bottom of the **Misc** window when the built-in *Accounting* feature is not enabled in your FHA Software package.



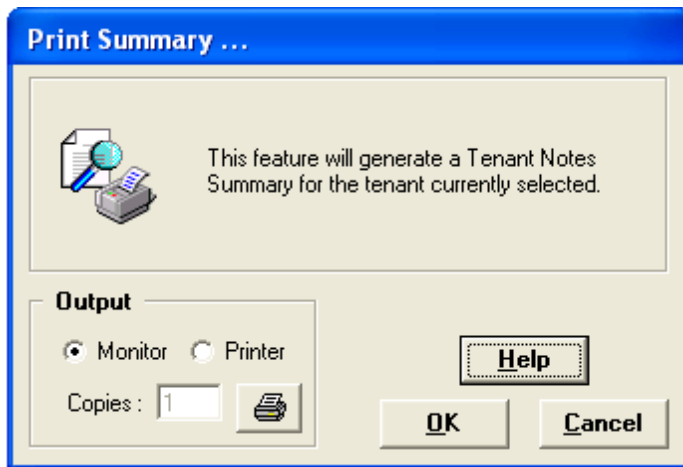
The following options are available at this window ...

### Help

To view *Online Help Topics* related to this window, click-on **Help**

### Print Summary

To generate a printed copy of the *Notes* for the tenant currently selected, click-on **Print Summary**. A *Print Summary - Setup* window will appear ...



Click-on **Monitor** to view the summary on-screen  
 Click-on **Printer** to generate a hard copy  
 Click-on **Copies** to type in the desired number of printed copies to generate.  
 Click-on the **Printer Icon** button to change default Windows printer settings.  
 Click-on **Help** to view *Online Help Topics* related to this window.  
 Click-on **OK** to continue printing a *Tenant Notes Summary*.  
 Click-on **Cancel** to exit out of the print option.

### Edit

To edit *Notes* for the tenant currently selected, click-on **Edit**.

### Save

To save changes made at the *Tenant Notes* window, click-on the **Save** button.

### Cancel

To exit the *Tenant Notes* window, click-on **Cancel**

## 13.1.14 Unit Transfer

Completing a *Unit Transfer* does not require processing a new *Tenant Certification*, but rather involves moving existing tenant information (*Tenant's Certification & Unit Data*) from one unit number to another, within the same project. If the reason for the transfer is caused by a change in household information (No. of members, household income, etc.) a recertification should be processed and submitted to RD/MINC or HUD/TRACS before the unit transfer is processed. A *Unit Transfer* is not a recertification and cannot include changes in household makeup.

Note: The *Unit Transfer* process is the same even though unit sizes may differ.

Click-on the **Transfer** button to view the *Unit Transfer Setup Window* which will vary slightly depending on the current *Subsidy Type* of the unit being transferred ...

## RD 3560-8 TC - Unit Transfer Setup Window ...

**Transfer Process**

**Setup Menu**

Current Unit No. : 102

Select Unit No. Transferring To : 101

Effective Date of Transfer : 06/01/2000

Worksheet Date this Transfer will Effect : 06/01/2000  
(mmdyyy) Format

☐ This will be a Unit Swap.

☐ Should the Vacant Unit remain covered by Sec. 8 Subsidy ?

OK Cancel

The following items are available at the *RD 3560-8* related *Unit Transfer Setup* window ...

#### **Current Unit No.**

This is the Unit Number the tenant is transferring from.

Note: This item cannot be user modified at this window.

#### **Select Unit No. Transferring To**

Use the pull down list to select an existing Unit Number to transfer the tenant to.

Note: The unit must be an existing unit in *Unit Data* and must also already be vacant for the period of the transfer effective date.

#### **Effective Date of Transfer**

This is the date the tenant transferred to the new unit.

Note: Enter date in (MMDDYYYY) format.

#### **Worksheet Date the Transfer will Effect**

This is the date of the *RD 3560-29 Project Worksheet* that will be effected by this transfer.

Note: This date is usually the same as the *Effective Date* above.

Note: Enter date in (MMDDYYYY) format.

#### **This will be a Unit Swap ( Checkbox )**

Check this box when two tenants in the same project are exchanging (swapping) units with each other. Rural Development has termed this approved process as a *Unit Swap*. The program will automatically process a unit transfer for both units at the same time.

**OK**

Click-on **OK** to initiate the *Transfer* process using setup information.

**Cancel**

Click-on **Cancel** to exit out of the *Transfer* window.

**Note:** The Transfer process will result in the following ...

- \* Existing *Tenant Information* will be transferred to the new unit in *Unit Data*.
- \* Existing *RD 3560 Tenant Certification* data will be transferred to the new unit number.
- \* A *Transfer* record will be made in *Changes to Tenant Status*.

## HUD-50059 TC - Unit Transfer Setup Window ...

The screenshot shows a window titled "Unit Transfer Process ...". Inside, there is a "Setup Menu" section. It contains the following fields and options:

- Current Unit No. : 112
- Select Unit No. Transferring To : 114 (dropdown menu)
- Effective Date of Transfer : 11/01/2008
- Voucher Date this Transfer will Effect : 12/01/2008 (mmddyyyy) Format
- ☐ This will be a Unit Swap.
- ☒ Should the Vacant Unit remain covered by Sec. 8 Subsidy ?
- ☒ Update Accounting with Transfer Change Adjustments

At the bottom right, there are "OK" and "Cancel" buttons.

The following items are available at the HUD-50059 related *Unit Transfer Setup* window ...

**Current Unit No.**

This is the Unit Number the tenant is transferring from.

Note: This item cannot be user modified at this window.

**Select Unit No. Transferring To**

Use the pull down list to select an existing Unit Number to transfer the tenant to.

Note: The unit must be an existing unit in *Unit Data* and must also already be vacant for the period of the transfer effective date.

**Effective Date of Transfer**

This is the date the tenant transferred to the new unit.

Note: Enter date in (MMDDYYYY) format.

**Voucher Date the Transfer will Effect**

This is the date of the *HUD-52670 HAP Voucher* that will be effected by this transfer.

Note: This date is usually the next month after the *Effective Date* above.

Note: Enter date in (MMDDYYYY) format.

**This will be a Unit Swap ( Checkbox )**

Check this box when two tenants in the same project are exchanging (swapping) units with each other (termed as a *Unit Swap*). The program will automatically process a unit transfer for both units at the same time.

**Should the Vacant Unit remain covered by Sec.8 Subsidy?**

When the unit the tenant is transferring from should be counted as a *Vacant Unit* on future *HUD-52670 HAP Vouchers*, this item should be checked. If the project is limited with the number of available Sec.8 subsidized units and the existing Sec.8 subsidy will follow the tenant to the new unit, leave this item unchecked.

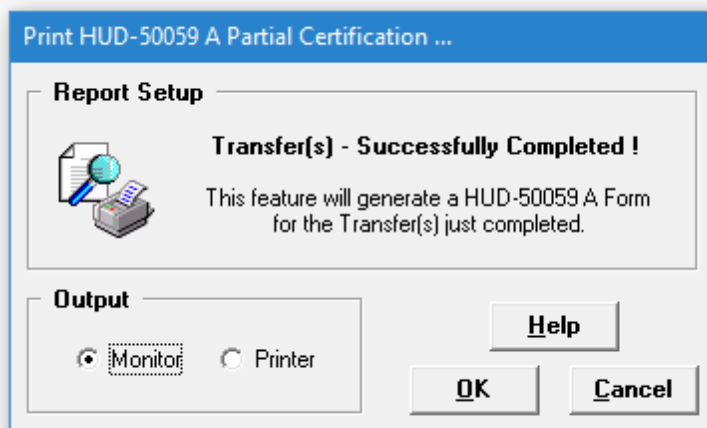
Note: This item is only enabled when the Tenant's *Subsidy Type* is HUD Section 8.

Note: This item is defaulted to being checked, when applicable.

**OK**

Click-on **OK** to initiate the *Transfer* process using setup information.

The opportunity to generate a *HUD-50059 A Form* for the Unit Transfer just processed will be displayed ...



**Monitor** - Bullet this item to display report on the screen.



**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - Click-on **OK** to generate a *HUD-50059 A Form*, as defined in this setup window.

**Cancel** - Click-on **Cancel** to exit out of the *HUD-50059 A Form* window.

Note: The *HUD-50059 A Form* can also be generated at anytime from the *Changes to Tenant Assistance* window.

### Cancel

Click-on **Cancel** to exit out of the *Transfer* window.

**Note:** The Transfer process will result in the following ...

\* Existing *Tenant Information* will be transferred to the new unit in *Unit Data*.

\* Existing *HUD-50059 Tenant Certification* data will be transferred to the new unit number.

\* A *Transfer* record will be made in *Changes to Tenant Status*.

## Section 42 TIC - Unit Transfer Setup Windows ...

**Unit Transfer Process ...**

**Setup Menu**

Current Unit No. : 102

Select Unit No. Transferring To : 103

Effective Date of Transfer : 01/01/2016

Compliance Date this Transfer will Effect : 01/01/2016  
(mmddyyyy) Format

☐ This will be a Unit Swap.

☐ Should the Vacant Unit remain covered by Sec. 8 Subsidy ?

☒ Update Accounting with Transfer Change Adjustments

**OK** **Cancel**

**Note:** Caution should be taken when attempting to transfer tenants in a LIHTC project when a Move-Out and Move-In process is required to provide compliance with LIHTC occupancy issues. If a LIHTC tenant is transferring units from within the same building, a transfer would be appropriate. If a LIHTC tenant is transferring units between different buildings, you should do a Move-Out of the old unit and a Move-In into the new unit.

The following items are available at the *Sec.42* related *Unit Transfer Setup* window ...

### Current Unit No.

This is the Unit Number the tenant is transferring from.

Note: This item cannot be user modified at this window.

### Select Unit No. Transferring To

Use the pull down list to select an existing Unit Number to transfer the tenant to.

Note: The unit must be an existing unit in *Unit Data* and must also already be vacant for the period of the transfer effective date.

### Effective Date of Transfer

This is the date the tenant transferred to the new unit.

Note: Enter date in (MMDDYYYY) format.

### Compliance Date the Transfer will Effect

This is the date of the *Tax Credit Analysis Report* that will be effected by this transfer.

Note: This date is usually the same as the *Effective Date* above.

Note: Enter date in (MMDDYYYY) format.

### This will be a Unit Swap ( Checkbox )

Check this box when two tenants in the same project are exchanging (swapping) units with each other (termed as a *Unit Swap*). The program will automatically process a unit transfer for both units at the same time.

### Cancel

Click-on **Cancel** to exit out of the *Transfer* window.

### OK

Click-on **OK** to initiate the *Transfer* process. The following *Section 42 Transfer* window will appear ...

Section 42 Transfer ...

Below are the default LIHTC Rent Rates established for the new unit. Use this window to set applicable Tenant Paid Rent, R/A and Other Charges to their desired amount.

TENANT PAID RENT \$ 485 +

Utility Allowance \$ 132 +

Other Non-Optional Charges \$ 0 +

Gross Rent for Unit \$ 617 =

Maximum Rent Limit \$ 862

LIHTC Rent Limit \$ 717 <--

Rent Assistance \$ 100 S8V

OK

**Note:** The *Section 42 Transfer* window allows the users to re establish the following amounts that apply to the new unit being transferred to ...

### TENANT PAID RENT

This is the actual amount of monthly rent the tenant will be paying.

Note: By default, the program will set this amount by taking *Maximum Rent Limit* or *LIHTC Rent Limit* ( which ever is applicable as noted by the arrow ) minus the Utility Allowance.

### Utility Allowance

This is the Utility Allowance currently set for the new unit size.

### Other Non-Operational Charges

This the amount of of Other Non-Operational Charges the tenant will be paying.

### Gross Rent for Unit

This is the sum of ( Tenant Paid Rent - Utility Allowance ) + Other Non-Operational Charges.

### Maximum Rent Limit

This is the Maximum Rent Limit based on the current LIHTC Income Limit Schedule in effect.

Note: An arrow will indicate that this is the amount used to automatically calculate Tenant Paid Rent, by default.

#### LIHTC Rent Limit

This is the LIHTC Rent Limit amount that is recorded in the Rent Rate Schedule.

Note: An arrow will indicate that this is the amount used to automatically calculate Tenant Paid Rent, by default.

#### Rental Assistance ( Amount & Subsidy Type )

If applicable, this is the Amount & Subsidy Type of non-project based assistance this tenant will receive for the new unit being transferred to. If an amount is entered, use the pull down list to select one of the following Subsidy Types ...

N/A - Not Applicable ( Tenant does not get R/A )

S8V - Section 8 Voucher ( non-project based R/A )

S8P - Tenant gets Project Based HUD Section 8 Subsidy

RHS - Tenant gets Project Based USDA/RD Section 515 R/A

OTH - Tenant gets Other non-project based R/A

#### OK

Click-on **OK** to complete the *Transfer* process.

**Note:** The Transfer process will result in the following ...

\* Existing *Tenant Information* will be transferred to the new unit in *Unit Data*.

\* Existing *Sec.42 Tenant Certification* data will be transferred to the new unit number.

\* A *Transfer* TIC and entry will be made in *Changes to Tenant Status*.

### 13.1.15 Terminate RA/Subsidy

This feature is used to *Terminate* the Rental Assistance/Subsidy payments a tenant is currently receiving due mostly to the tenant's failure to comply with occupancy requirements.

Note: The *Terminate* process only applies to RD & HUD subsidized tenants.

Click-on the **Terminate** button to view the *Termination Process Window* which will vary slightly depending on the current *Subsidy Type* of the unit being terminated ...

#### RD 3560-8 TC - Termination Process Window ...

The screenshot shows a Windows-style dialog box titled "Termination Process ...". It is divided into three main sections. The first section, "Effective Dates", contains two text boxes: "Effective Date of Termination :" with the value "11/01/2014" and "Worksheet Date this Termination will Effect :" with the value "11/01/2014". The second section, "HUD Reasons for Termination", has a label "Select the applicable Termination Code ..." above a dropdown menu showing "TR - Did not recertify on time. Required to pay market rent.". Below this are two unchecked checkboxes: "This Termination is subject to Repayment" and "This Termination was caused by an EIV Investigation". The third section, "RD Reasons for Termination", contains three radio buttons. The first is selected and labeled "Termination of RD Assistance ( Tenant required to pay Note Rate Rent )". The second is labeled "To Designate the Start of 60-Day Absence" and has a note below it: "Note: Tenant will be required to pay Note Rate Rent effective on the date entered above which is not when the absence actually started, but usually 60 days after. Date entered must be the first day of the month." The third is labeled "To Designate the End of a 60-Day Absence" and has a note below it: "Note: The Effective Date entered above should be the actual date the tenant came back to the unit after their 60-Day Absence. The date stored in Unit History will be the last day of the month. Unless recertified afterwards, tenant's rent will be set to RD N/A Basic Rent effective the first day of the next month." At the bottom right are "OK" and "Cancel" buttons.

The following items are available at the *RD 3560-8* related *Termination Process* window ...

#### Effective Dates ( for Terminations )

**Effective Date of Termination** - This is the effective date of RA/Subsidy Termination and is always the first day of the month.

Note: Enter date in (MMDDYYYY) format.

**Worksheet Date the Termination will Effect** - This is the date of the *RD 3560-29 Project Worksheet* that will be effected by this *Termination*.

Note: This date is usually the same as the *Effective Date* above.

Note: Enter date in (MMDDYYYY) format.

#### Effective Dates ( for 60-Day Absence )

**Effective Date of Absence** - When *Start of 60-Day Absence* is being processed, this is the effective date the tenant will be required to pay Note Rate Rent and is always the first day of the month. When *End of 60-Day Absence* is being processed, enter the actual date the tenant came back to the unit after their 60-Day Absence. The program will then automatically change this date to the last day of the month for RD compliance purposes. Tenant's rent will automatically be set to RD Non-Assisted Basic Rent, effective the first day of the next month. Recertify the tenant, if rental assistance is being reinstated or if household information has changed that will effect the tenant's rent.

Note: Enter date in (MMDDYYYY) format.

**Worksheet Date the Absence will Effect** - This is the date of the *RD 3560-29 Project Worksheet* that will be effected by the *60-Day Absence* being processed.

Note: This date is usually the same as the *Effective Date* above, but always the first day of the month.

Note: Enter date in (MMDDYYYY) format.

### Reason for Termination

Bullet the appropriate reason why the tenant's subsidy is being terminated.

**Termination of RD Assistance** - Select this item to *Terminate* RD Assistance. A *Termination* entry will be made in *Unit History*, effective the first day of the month with tenant's rent set at *Note Rate Rent*.

**To Designate the START of 60-Day Absence** - Select this item to designate the *Start of a 60-Day Absence*. Tenant will be required to pay *Note Rate Rent* on the first day of the month.

**To Designate the END of 60-Day Absence** - Select this item to designate the *End of a 60-Day Absence*. The date recorded in *Unit History* for this action will be the last day of the month. Tenant's rent will be set to RD Non-Assisted, Basic Rent effective the first day of the next month. If RD R/A is being reinstated or household information has changed, process and activate a new RD 3560-8 Tenant Certification for this purpose.

### OK

Click-on **OK** to initiate the *Termination* process using setup information.

### Cancel

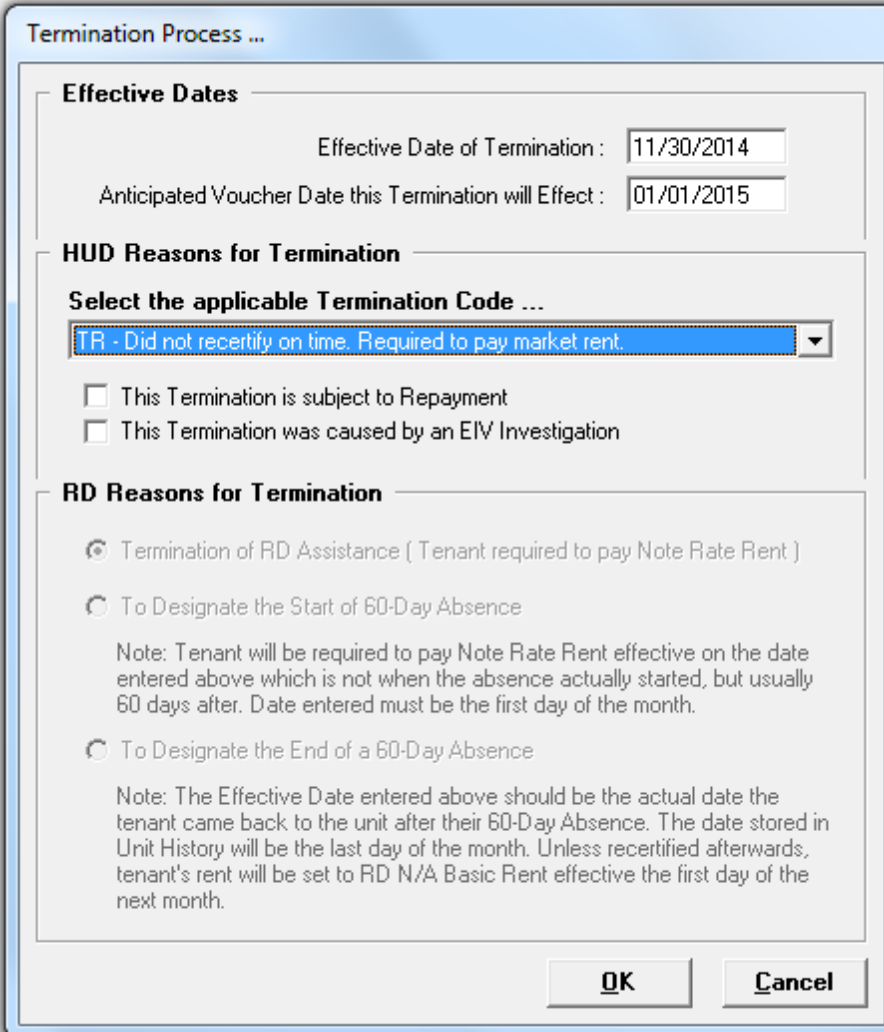
Click-on **Cancel** to exit out of the *Termination Process* window.

**Note:** The *RD Termination* process will result in the following ...

\* A *Termination* entry will be created in *Unit Data* which sets *Tenant Rent* as the Note Rent Rate.

\* A *Termination* or *60-Day Absence* record will be made in *Changes to Tenant Status*.

## HUD-50059 TC - Terminate Process Window ...

The image shows a Windows-style dialog box titled "Termination Process ...". It is divided into three main sections. The first section, "Effective Dates", contains two date input fields: "Effective Date of Termination :" with the value "11/30/2014" and "Anticipated Voucher Date this Termination will Effect :" with the value "01/01/2015". The second section, "HUD Reasons for Termination", has a sub-header "Select the applicable Termination Code ..." followed by a dropdown menu showing "TR - Did not recertify on time. Required to pay market rent.". Below this are two unchecked checkboxes: "This Termination is subject to Repayment" and "This Termination was caused by an EIV Investigation". The third section, "RD Reasons for Termination", features three radio button options. The first is selected: "Termination of RD Assistance ( Tenant required to pay Note Rate Rent )". The second is "To Designate the Start of 60-Day Absence", followed by a note: "Note: Tenant will be required to pay Note Rate Rent effective on the date entered above which is not when the absence actually started, but usually 60 days after. Date entered must be the first day of the month." The third is "To Designate the End of a 60-Day Absence", followed by a note: "Note: The Effective Date entered above should be the actual date the tenant came back to the unit after their 60-Day Absence. The date stored in Unit History will be the last day of the month. Unless recertified afterwards, tenant's rent will be set to RD N/A Basic Rent effective the first day of the next month." At the bottom right are "OK" and "Cancel" buttons.

The following items are available at the *HUD-50059* related *Termination Process* window ...

### Effective Date of Termination

This is the effective date of RA/Subsidy ( HAP ) Termination.

Note: The effective date of Termination is the last day of subsidy and is normally dated the last day of the month.

Note: Enter date in (MMDDYYYY) format.

### Anticipated Voucher Date the Termination will Effect

This is the date of the *HUD-52670 HAP Voucher* that this *Termination* will be reported.

Note: Enter date in (MM01YYYY) format.

### Reason for Termination ( Termination Code )

Use the pull down list to select the appropriate reason why the tenant's subsidy is being terminated.

**This Termination is subject to Repayment ( checkbox )**

Click-on this box, if the HAP Adjustment caused by this Termination will be part of a *Repayment Agreement* with the tenant. An entry in the *Review Repayment Agreements* feature will automatically be created for this tenant, if one does not already exist.

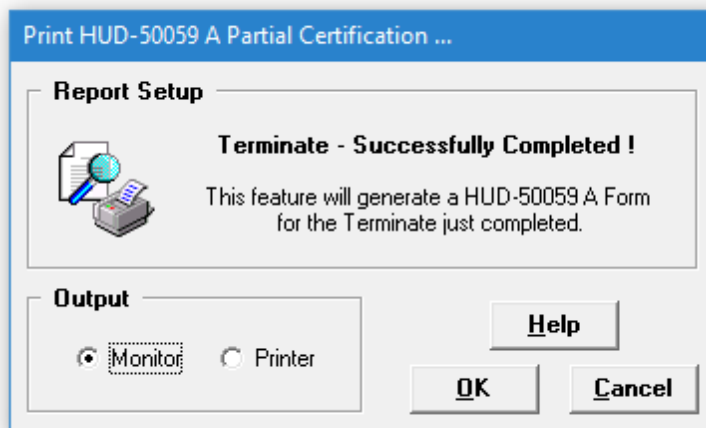
**This Termination was caused by an EIV Investigation ( checkbox )**

Click-on this box, if this Termination was caused by an EIV investigation.

**OK**

Click-on **OK** to initiate the *Termination* process using setup information.

The opportunity to generate a *HUD-50059 A Form* for the Termination just processed will be displayed ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - Click-on **OK** to generate a *HUD-50059 A Form*, as defined in this setup window.

**Cancel** - Click-on **Cancel** to exit out of the *HUD-50059 A Form* window.

Note: The *HUD-50059 A Form* can also be generated at anytime from the *Changes to Tenant Assistance* window.

**Cancel**

Click-on **Cancel** to exit out of the *Termination Process* window.

**Note:** The *HUD Termination* process will result in the following ...

\* A *Termination* entry will be created in *Unit Data* which sets *Tenant Rent* as the Market Rent Rate.



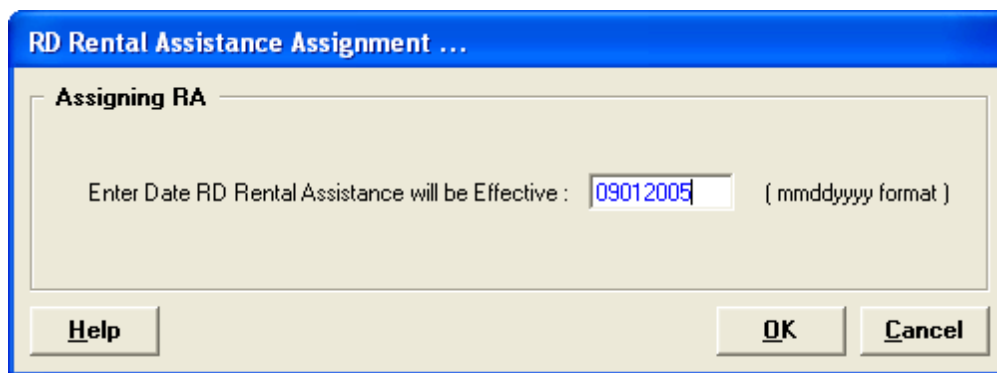
\* A *Termination* record will be made in *Changes to Tenant Assistance*. that will be used for HAP Adjustment calculations.

### 13.1.16 Assign RA

This feature is used to *Assign RA* ( RD Sec.515 RA/Subsidy ) to an existing tenant that is not currently getting RD Rental Assistance.

Note: The *Assign RA* process option only applies to RD N/A tenants.

Click-on the **Assign RA** button to view the *Assign RA Process Window* ...

A screenshot of a Windows-style dialog box titled "RD Rental Assistance Assignment ...". The dialog has a blue title bar. Inside, there's a section titled "Assigning RA" with a light beige background. Below this title, there's a text prompt "Enter Date RD Rental Assistance will be Effective :" followed by a text input field containing "09012009" and a label "( mmddyyyy format )". At the bottom of the dialog, there are three buttons: "Help", "OK", and "Cancel".

#### Enter Date RD Rental Assistance will be Effective

Enter the Date the Tenant will be given RD Rental Assistance.

Note: Enter date in (MMDDYYYY) format. Must be dated the first day of the month.

#### Help

To view *Online Help Topics* related to this window, click-on **Help**.

#### OK

Click-on **OK** to enter the process the *Assign RA* displayed.

Note: A *Unit Data*, *Change Data*, and *Tenant Certification Data* entry will automatically be created for the *Assign RA* action.

#### Cancel

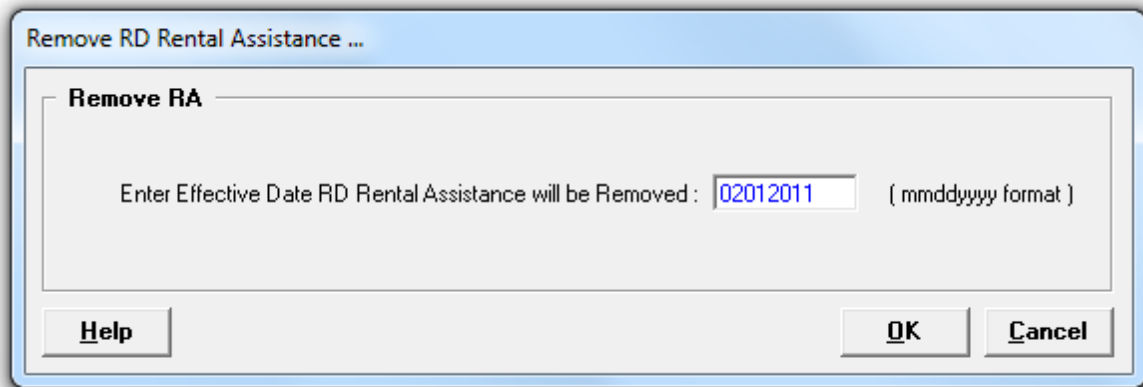
Click-on **Cancel** to exit out of the *Assign RA* window.

### 13.1.17 Remove RA

This feature is used to *Remove RA* ( RD Sec.515 RA/Subsidy ) to an existing tenant that is currently getting RD Rental Assistance.

Note: The *Remove RA* process option only applies to RD R/A tenants.

Click-on the **Remove RA** button to view the *Remove RA Process Window* ...



#### Enter Effective Date RD Rental Assistance will be Removed

Enter the Date the Tenant will be become RD Non-Rental Assisted.

Note: Enter date in (MMDDYYYY) format. Must be dated the first day of the month.

#### Help

To view *Online Help Topics* related to this window, click-on **Help**.

#### OK

Click-on **OK** to enter the process the *Remove RA* displayed.

Note: A *Unit Data*, *Change Data*, and *Tenant Certification Data* entry will automatically be created for the *Remove RA* action.

#### Cancel

Click-on **Cancel** to exit out of the *Remove RA* window.

### 13.1.18 Move-Out Notification

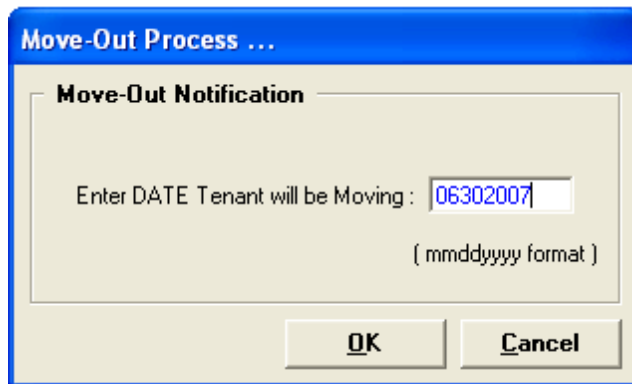
Processing a Tenant Move-Out in FHA Software involves two (2) independent recording steps ...

- 1.) **Move-Out Notification**
- 2.) **Vacate the Unit**

The moment you are notified that a tenant is moving, you must process a *Move-Out Notification*. This step does not vacate the tenant from the unit, but instead sets up the necessary information for future electronic use and is required before processing the Step #2 *Vacate the Unit* which completes the *Move-Out* process.

Note: The *Move-Out Notification* Process is the same regardless of *Subsidy Type*.

Click-on the **Move-Out Notification** button to view the *Move-Out Notification Window*...



#### Enter DATE Tenant will be Moving

Enter the Date the Tenant has given as the tentative day they intend to vacate the unit. This would be considered the last day of occupancy.

Note: This date is not locked in stone and can be modified at any time. The actual *Move-Out Date* is established with processing the Step #2 *Vacate* feature.

Note: Enter date in (MMDDYYYY) format.

Note: If the tenant ends up not moving out of the unit, use the **Edit Tenant** option to clear ( leave blank ) the MOVE-OUT DATE field.

#### OK

Click-on **OK** to enter the *Move-Out Notification* Date displayed.

#### Cancel

Click-on **Cancel** to exit out of the *Move-Out Notification* window.

### 13.1.19 Vacate a Unit

Processing a Tenant Move-Out in FHA Software involves two (2) independent recording steps ...

- 1.) **Move-Out Notification**
- 2.) **Vacate the Unit**

The day the tenant moves and gives possession of the unit back to management, you then process the *Vacate* feature. This process creates a *Move-Out* record in *Unit Data* and activates the existing *Changes to Tenant Status/Assistance* entry used for electronic submission compliance.

Note: The *Move-Out Notification* Process will vary slightly depending on the current *Subsidy Type* of the unit being vacated ...

Click-on the **Vacate** button to view the *Vacate a Unit Window ...*

## RD 3560-8 TC - Vacate a Unit Window ...

**Vacate Process ...**

**Date Entry**

Enter Date Unit Became Vacant : 10152017

Worksheet Date this Move-Out will affect : 11/01/2017

**HUD Subsidy Items**

☐ Vacant unit remains covered by Sec. 8 Subsidy.

Select the applicable Move-Out Code ...

3 - Tenant initiated

Enter Date of Sole Member's Death : ( mmddyyyy )

**Forwarding Address**

C/O :

Street Address : 656 Pine Road

City, ST Zip : Loves Park, IL 61111

OK Cancel

The following items are available at the *RD 3560-8 TC - Vacate a Unit Window ...*

### Enter Date Unit Became Vacant

This is the date the tenant moved from the new unit. The last day of occupancy.

Note: Enter date in (MMDDYYYY) format.

### Enter Worksheet Date this Move-Out will Effect

This is the date of the *RD 3560-29 Project Worksheet* that will be affected by this Move-Out.

Note: This date is usually the next month following the *Move-Out* Date month above.

Note: Enter date in (MMDDYYYY) format.

### HUD Subsidy Items

This section is not applicable to USDA/RD Subsidy and is purposely disabled.

### Forwarding Address

Use the *In Care Of ( C/O )*, *Street Address* and *City, ST ZIP* fields to record the *Forwarding Address* of the tenant that is vacating.

**OK**

Click-on **OK** to initiate the *Vacate a Unit* process.

**Cancel**

Click-on **Cancel** to exit out of the *Vacate* window.

**Note:** The *Vacate* process will result in the following ...

\* A Move-Out entry will be made in *Unit Data*.

\* The existing *Move-Out Record* will be activated in *Changes to Tenant Status/Assistance*.

## HUD-50059 TC - Vacate a Unit Window ...

**Vacate Process ...**

**Date Entry**

Enter Date Unit Became Vacant : 10152017

Anticipated Voucher Date this Move-Out will affect : 12/01/2017

**HUD Subsidy Items**

☒ Vacant unit remains covered by Sec. 8 Subsidy.

Select the applicable Move-Out Code ...

3 - Tenant initiated

Enter Date of Sole Member's Death : ( mmddyyyy )

**Forwarding Address**

C/O :

Street Address : 656 Pine Road

City, ST Zip : Loves Park, IL 61111

**OK** **Cancel**

The following items are available at the *HUD-50059 TC - Vacate a Unit Window ...*

**Enter Date Unit Became Vacant**

This is the date the tenant moved from the new unit. The last day of occupancy.

Note: Enter date in (MMDDYYYY) format.

#### Enter Voucher Date this Move-Out will Effect

This is the date of the *HUD-52670 HAP Voucher* that will be affected by this *Move-Out*.

Note: This date is usually the next month following the *Move-Out* Date month above.

Note: Enter date in (MMDDYYYY) format.

#### Vacant Unit remain covered by Sec.8 Subsidy?

When the unit the tenant is vacating should be counted as a *Vacant Unit* on future *HUD-52670 HAP Vouchers*, this item should be checked. If the project is limited with the number of available Sec.8 subsidized units and the existing Sec.8 subsidy will be given to another tenant in the project, leave this item unchecked.

Note: This item is only enabled when the Tenant's *Subsidy Type* is HUD Section 8.

Note: This item is defaulted to being checked, when applicable.

#### Select the Appropriate Move-Out Code

Use the pull down to select the appropriate reason why the tenant vacated the unit.

Note: Entering the *Date of Death* will be required only when reason #4 - *Sole Member Death* is selected.

Note: Reason #3 - *Tenant Initiated Move-Out* is defaulted.

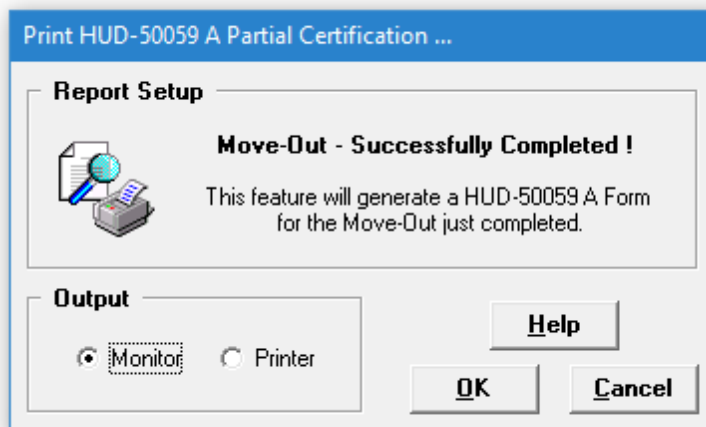
#### Forwarding Address

Use the *In Care Of ( C/O )*, *Street Address* and *City, ST ZIP* fields to record the *Forwarding Address* of the tenant that is vacating.

#### OK

Click-on **OK** to initiate the *Vacate a Unit* process.

The opportunity to generate a *HUD-50059 A Form* for the *Vacate ( Move-Out )* just processed will be displayed ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - Click-on **OK** to generate a *HUD-50059 A Form*, as defined in this setup window.

**Cancel** - Click-on **Cancel** to exit out of the *HUD-50059 A Form* window.

Note: The *HUD-50059 A Form* can also be generated at anytime from the *Changes to Tenant Assistance* window.

### Cancel

Click-on **Cancel** to exit out of the *Vacate* window.

**Note:** The *Vacate* process will result in the following ...

\* A Move-Out entry will be made in *Unit Data*.

\* The existing *Move-Out Record* will be activated in *Changes to Tenant Status/Assistance*.

## Sec.42 TC - Vacate a Unit Window ...

**Vacate Process ...**

**Date Entry**

Enter Date Unit Became Vacant : 10152017

Compliance Date this Move-Out will affect : 11/01/2017

**HUD Subsidy Items**

☐ Vacant unit remains covered by Sec. 8 Subsidy.

**Select the applicable Move-Out Code ...**

3 - Tenant initiated

Enter Date of Sole Member's Death : ( mmddyyyy )

**Forwarding Address**

C/O :

Street Address : 656 Pine Road

City, ST Zip : Loves Park, IL 61111

OK Cancel

The following items are available at the *Sec.42 TC - Vacate a Unit* Window ...

#### Enter Date Unit Became Vacant

This is the date the tenant moved from the new unit. The last day of occupancy.

Note: Enter date in (MMDDYYYY) format.

#### Enter Compliance Date this Move-Out will Effect

This is the date of the *Tax Credit Analysis Report* that will be affected by this *Move-Out*.

Note: This date is usually the same as the *Effective Date* above.

Note: Enter date in (MMDDYYYY) format.

#### HUD Subsidy Items

This section is not applicable to S42 TC Subsidy and is purposely disabled.

#### Forwarding Address

Use the *In Care Of ( C/O )*, *Street Address* and *City, ST ZIP* fields to record the *Forwarding Address* of the tenant that is vacating.

OK



Click-on **OK** to initiate the *Vacate a Unit* process.

### Cancel

Click-on **Cancel** to exit out of the *Vacate* window.

**Note:** The *Vacate* process will result in the following ...

\* A Move-Out entry will be made in *Unit Data*.

\* The existing *Move-Out Record* will be activated in *Changes to Tenant Status/Assistance*.

### 13.1.20 Move-Out Date Correction

This feature will automatically change the *Move-Out Date* of an existing *Vacant Unit* entry and create the necessary adjustments for the *Anticipated Voucher Date* defined.

Note: The *Correct MO* feature is only available ( enabled ) when a HUD Subsidized Vacant Unit entry is displayed. Previous Tenant information must exist in this Unit's *Unit History* and the previous *Vacant Unit* entry must exist in the *Changes to Tenant Assistance* file, as well.

The screenshot shows the 'Unit Data ...' window for Unit No. 109, as of 01/10/2011, for VILLAGE APARTMENTS - HUD. The window is divided into several sections:

- Unit Information:** Unit Size: 3BR, Type: N/A, Square Ft: 950. Building ID: (empty). Notes: Imported from DOS 08/28/2000. Accessibility and Unit Address buttons are present.
- Tenant Information:** Tenant ID: 0. First MI Last: (empty), Phone: (empty), Soc.Sec.No.: (empty), Birth Date: (empty), No. of Mbrs: 0, Security Deposit \$: 0, Elderly Household: (unchecked). Misc. button is present.
- Rent & Income Amounts:** Tenant Rent \$: 0, RA/Subsidy \$: 0, Utility Refund \$: 0, 30% of Adj. Mo. Income \$: 0, Gross Annual Income \$: 0, Income @ Move-In \$: 0.
- Certification Information:** Action Effective Date: 11/05/2010, Next Recertification Date: (empty), Project - Move-In Date: (empty), Unit - Move-In Date: (empty), Move-Out Date: 11/05/2010, Anticipated Voucher Date: 01/01/2011, Entry Activation Date: 01/10/2011, Action Processed: Move-Out, Subsidy Type: Sec. 8.
- Buttons:** Find, Edit Unit, Edit Tenant, Transfer, Terminate, Assign RA, Move-Out Notification, Vacate, Correct MO, Unit History, Payment Summary, Multiple Info.

At the bottom, there are 'Prev' and 'Next' buttons, and a page indicator '9 of 16'.

To change ( Correct ) the *Move-Out Date* of an existing *Vacant Unit* entry, click-on the **Correct MO** button. The following *Move-Out Date Correction* window will appear ...

**Move-Out Date Correction ...**

Previous Tenant : **107 - LARRY FREDERICK**

This feature will correct ( change ) the Move-Out Date for the vacant unit entry currently selected and create the appropriate adjustment for the Anticipated Voucher Date defined below ...

Current Move-Out Effective Date : **09/15/2014**

Change Move-Out Effective Date to :  ( mmddyyyy format )

Anticipated Voucher Date this Move-Out Date Correction should affect :

This Move-Out Date Correction was caused by an EIV investigation ☐

**OK** **Cancel**

The following items are available at this window ...

**Previous Tenant**

This is the Unit # and Head Tenant Name of the previous tenant upon which the Move-Out date is being corrected.

**Current Move-Out Effective Date**

This is the current Move-Out Effective Date.

**Change Move-Out Effective Date to**

Enter the Move-Out Effective Date ( mmddyyyy ) the existing move-out should be changed to.

**Anticipated Voucher Date this Move-Out Date Correction should affect**

Select the Month & Year of the voucher request this Move-Out Date Correction will be reported.

**This Move-Out Date Correction was caused by an EIV Investigation ( checkbox )**

Click-on this box, if this Move-Out Date Correction was caused by an EIV investigation.

**OK**

Click-on **OK** to initiate the *Move-Out Date Correction* process.

**Cancel**


Click-on **Cancel** to exit out of the *Move-Out Date Correction* window.

### 13.1.21 Unit History Information

*Unit Data* maintains a recorded, Unit by Unit, chronological history of all tenant changes that have been fully processed and activated in FHA Software. This data history provides FHA Software with no form processing time restrictions. Future *Tenant Certifications* can be entered AND activated at any time, without the fear of overwriting previously needed information.

To access *Unit History Information* for the unit currently displayed, click-on the **Unit History** button. The following window will appear ...

Unit Data History ...



Each line of this summary represents a tenant change that has been processed for the selected unit number, including past, current and future tenant change information. Unit History is automatically maintained by the program as tenant changes are fully processed and is the source of information for most tenant related reports.

Unit No. : 21-101

Effective Date	Tenant ID	Tenant Name	Action Processed	Tenant Rent	RA / Subsidy	Report Month
04/01/2018	360	KAPPAHN, HOLLI J	Annual	30	741	04/18
12/01/2017	360	KAPPAHN, HOLLI J	Interim	46	725	03/18
10/01/2017	360	KAPPAHN, HOLLI J	Interim	87	684	11/17
08/01/2017	360	KAPPAHN, HOLLI J	Correct. IR (1)	-26	769	10/17
04/28/2017	360	KAPPAHN, HOLLI J	Move-In	-26	769	06/17
03/31/2017	0	VACANT	Move-Out (1)	0	0	05/17
01/01/2017	325	CHILDS, CARLICIA S	Interim	283	460	03/17
11/01/2016	325	CHILDS, CARLICIA S	Interim	611	132	12/16
10/01/2016	325	CHILDS, CARLICIA S	Gross Rent (1)	265	478	12/16
07/01/2016	325	CHILDS, CARLICIA S	Annual	266	477	07/16
06/01/2016	325	CHILDS, CARLICIA S	Interim	327	416	07/16
03/01/2016	325	CHILDS, CARLICIA S	Interim	406	337	04/16
11/01/2015	325	CHILDS, CARLICIA S	Interim	327	416	12/15
10/01/2015	325	CHILDS, CARLICIA S	Gross Rent (1)	134	609	10/15
07/25/2015	325	CHILDS, CARLICIA S	Move-In	142	601	09/15
06/15/2015	0	VACANT	Move-Out (1)	0	0	08/15
04/01/2015	308	WASHINGTON, KELLIE S	Interim	311	432	05/15
11/21/2014	308	WASHINGTON, KELLIE S	Move-In	315	428	01/15
11/05/2014	0	VACANT	Move-Out (1)	0	0	01/15
10/01/2014	251	RATZLAFF, SONIA L	Gross Rent (1)	130	613	11/14
04/01/2014	251	RATZLAFF, SONIA L	Annual	125	616	04/14
10/01/2013	251	RATZLAFF, SONIA L	Gross Rent (1)	123	618	12/13
08/01/2013	251	RATZLAFF, SONIA L	Interim	123	612	10/13
07/01/2013	251	RATZLAFF, SONIA L	Interim	123	612	08/13
04/01/2013	251	RATZLAFF, SONIA L	Correct. AR (1)	-22	757	06/13
11/01/2012	251	RATZLAFF, SONIA L	Interim	160	575	12/12
08/01/2012	251	RATZLAFF, SONIA L	Interim	160	575	10/12
04/01/2012	251	RATZLAFF, SONIA L	Move-In	265	470	06/12

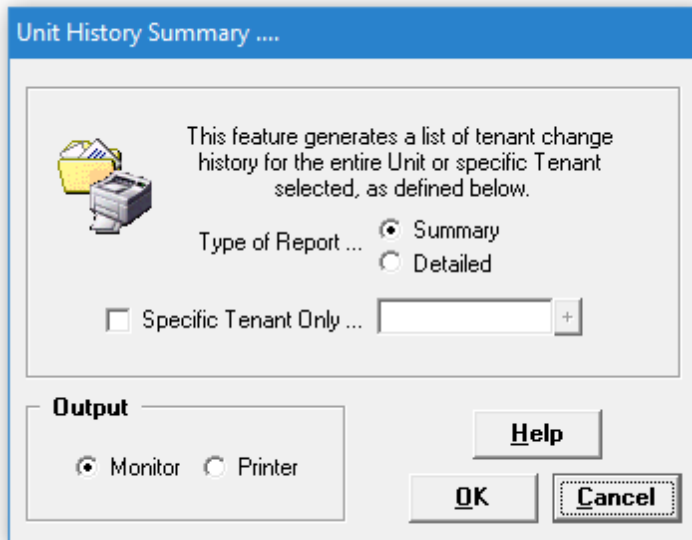
Print Summary
View
Modify
Delete
Add
OK

Each line of this summary represents a tenant change. All tenant changes that have been fully processed in FHA Software will be listed, including past, current and future tenant information. *Unit History* is automatically maintained by the program as tenant changes are fully processed. The user does have the ability to create &/or modify this information manually.

The following options are available at the *Unit History* window ...

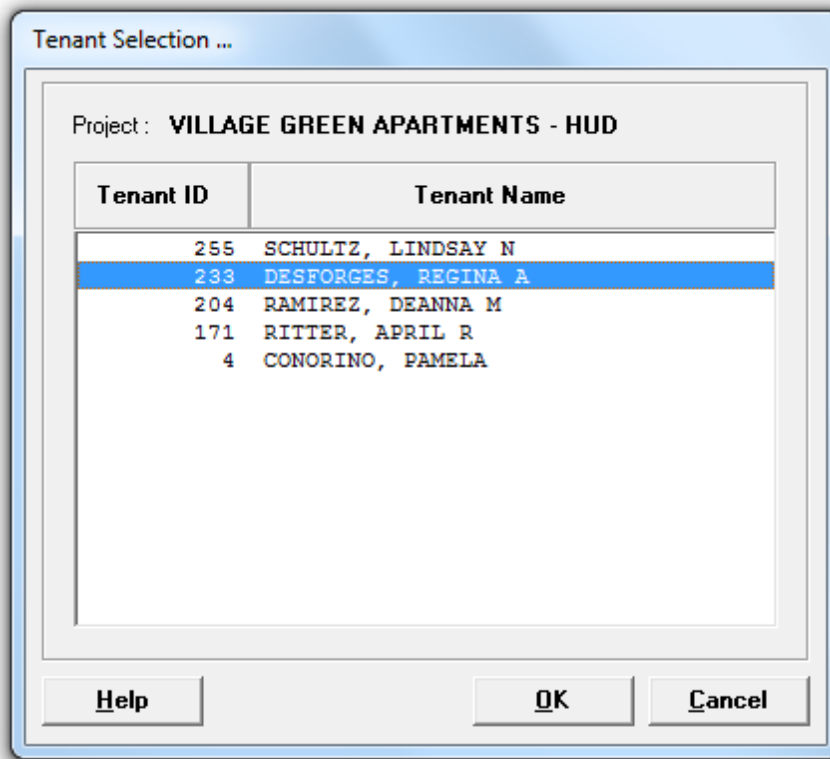
**Print Summary**

This printed summary includes *Unit History Information* for the unit or the specific tenant selected. To print a *Unit History Summary*, click-on the **Print Summary** button. A print setup window will appear ...



**Type of Report** - There are two report type options available. **Summary** provides a listing of all *Tenant Change History*, one *Tenant Change* per line. The **Detailed** report displays all *Tenant Change* information that exists in *Unit Data* for each *Tenant Change* listed.

**Specific Tenant Only** - To include tenant change history for one tenant only, click-on the **Specific Tenant Only** checkbox and click-on the **[+]** button displayed. A *Tenant Selection* window will appear ...



**Tenant Selection** - To select a tenant, click-on ( highlight ) the desired tenant entry line and click-on **OK**. To exit the *Tenant Selection* window without making a selection, click-on **Cancel**. To view *Help Topics* related to this window, click-on **Help**.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing a *Unit History Summary*.

Click-on **Cancel** to exit out of the print option.

### View

The *View* option allows the user to preview tenant information selected from the list. No changes can be made to tenant information with the *View* option.

To *View* tenant information, select the desired line by clicking on it (a highlight will appear) and then click-on the **View** button. A limited option **Unit Data - Preview Window** will appear with the selected *Unit Data Information*. When done viewing, click-on the **Cancel** button to return to the *Unit History* window.

### Modify

The *Modify* option allows the user to modify tenant information selected from the list.

To *Modify* tenant information, select the desired line by clicking on it (a highlight will appear) and then click-on the **Modify** button. An **Editing Tenant Information Window** will appear with the selected

*Unit Data Information.* When done making changes, click-on the **Save** button to save & exit or click-on the **Cancel** button to return to the *Unit History* window without saving changes.

### Delete

The *Delete* option allows the user to remove a tenant information entry from the *Unit History* list.

To *Delete* tenant information, select the desired line by clicking on it (a highlight will appear), click-on the **Delete** button and click-on the **Yes** button for the "Are You Sure" message that will appear. The selected tenant information entry will promptly disappear.

### Add

The *Add* option allows the user to create a new tenant information entry to the *Unit History* list.

To *Add* tenant information, click-on the **Add** button. An **Editing Tenant Information** window will appear with blank information. Manually enter the desired tenant information. When done making changes, click-on the **Save** button to save & exit or click-on the **Cancel** button to return to the *Unit History* window without saving changes.

### OK

Click-on the **OK** button to exit the *Unit History* window.

## 13.1.22 Tenant Payment Summary

### 13.1.22.1 Overview


## Overview

This feature provides a lump-sum summary of monthly payments for the tenant currently selected. Monthly payment amounts are entered manually through this *Unit Data* section.

To access the *Tenant Payment Summary* window, click-on the **Pmt Summary** button.

**Tenant Payment Summary ...**

File   Print   Help

 This feature provides a summary of monthly payments for the tenant currently selected. Payment amounts can be viewed &/or entered by selecting the desired year and clicking the Edit button. Amounts displayed below are rounded to the nearest whole dollar.

Project : **VILLAGE APARTMENTS - RDSEC.515**

Unit No. : **112**      Accounting Start Date : **01/01/2017**

Tenant ID - Name : **11 - ROGER S SPOTTS**

YR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2017	0	0	0	0	0	0	0	0	0	0	0	0
2016	0	0	0	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0	0	0	0	0	0
2011	0	0	0	0	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0	0	0	0	0
2008	0	0	0	0	0	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0	0	0	0	0	0
2006	0	0	0	0	0	0	0	0	0	0	0	0
2005	0	0	0	0	0	0	0	0	0	0	0	0
<b>2003</b>	<b>255</b>	<b>308</b>	<b>308</b>	<b>308</b>	<b>308</b>	<b>308</b>	<b>308</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
1990	0	0	0	0	0	0	0	0	0	0	0	0

**Edit Payment Summary**

Amounts displayed are rounded to the nearest whole dollar for display purposes. Each line represents monthly payments for one year (January thru December). The following options are available at this window ...

File Menu      Print Menu      Help Menu

#### Edit Payment Summary (Button)

Payment amounts for any displayed year can be viewed &/or modified by selecting the desired year and clicking the **Edit Payment Summary** button. The *Edit - Tenant Payment Summary* window will appear ...

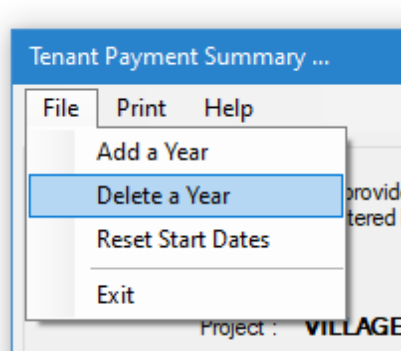
Month	Payment
January	255.00
February	308.00
March	308.00
April	308.00
May	308.00
June	308.00
July	308.00
August	0.00
September	0.00
October	0.00
November	0.00
December	0.00
<b>Total \$</b>	<b>2,103.00</b>

OK

Enter the lump-sum amount paid by the tenant for each applicable month. To move the cursor from month to month, press **TAB**, **ENTER**, **UP** or **DOWN ARROW** keys. A yearly total amount is automatically calculated as each amount is entered. To exit the *Edit* window, click-on the **OK** button. The *Tenant Payment Summary* window reappears. All changes are automatically saved.

To exit the *Tenant Payment Summary* window, click-on **File > Exit**

### 13.1.22.2 File Menu

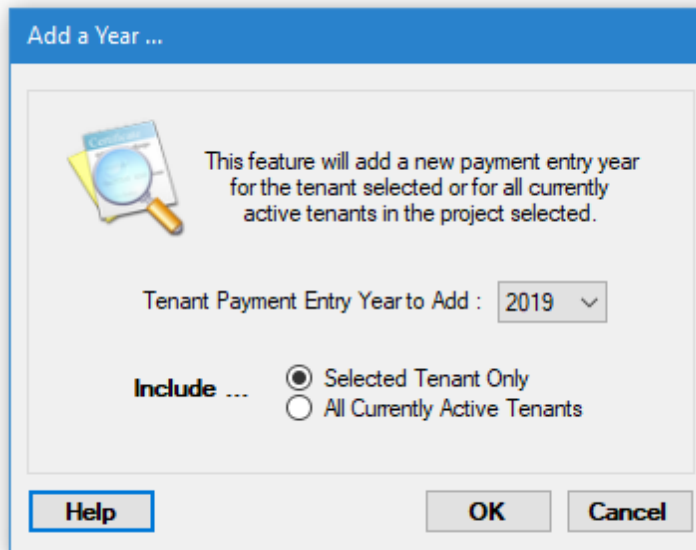


Below are options available from the *File Menu* ...



### Add a Year

To add a new *Entry Year* to the *Tenant Payment Summary*, click-on **File > Add a Year**. An *Add a Year* window will appear ...



**Tenant Payment Entry Year to Add** - Select the year you wish to add from the pull down list.

**Include ...** - Click-on a bullet for **Select Tenant Only** to add a new *Tenant Payment Entry Year* for only the tenant currently selected. To add a new *Tenant Payment Entry Year* for all *Currently Active Tenants* in the project, click-on a bullet for **All Currently Active Tenants**.

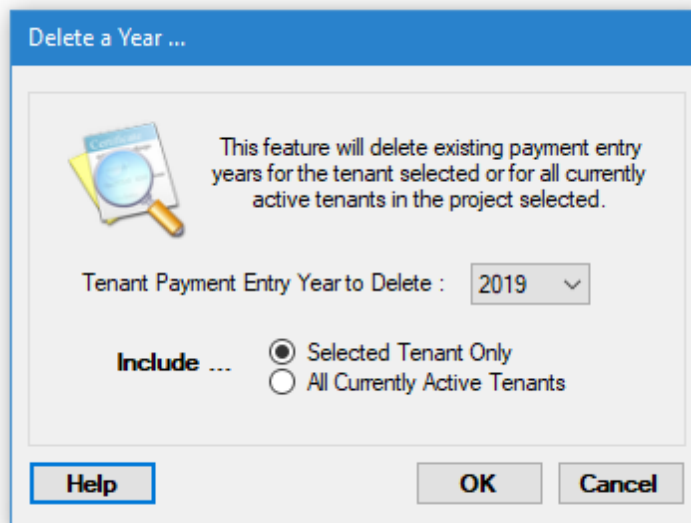
**OK** - Click-on **OK** to add a *Tenant Payment Summary Year*, as defined in this setup window.

**Cancel** - Click-on **Cancel** to exit out of the *Add a Year* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

### Delete a Year

To delete an existing *Entry Year* from the *Tenant Payment Summary*, click-on **File > Delete a Year**. A *Delete a Year* window will appear ...



**Tenant Payment Entry Year to Delete** - Select the year you wish to delete from the pull down list.

**Include ...** - Click-on a bullet for **Select Tenant Only** to delete an existing *Tenant Payment Entry Year* for only the tenant currently selected. To delete an existing *Tenant Payment Entry Year* for all *Currently Active Tenants* in the project, click-on a bullet for **All Currently Active Tenants**.

**OK** - Click-on **OK** to delete a *Tenant Payment Summary Year*, as defined in this setup window.

**Cancel** - Click-on **Cancel** to exit out of the *Delete a Year* window.

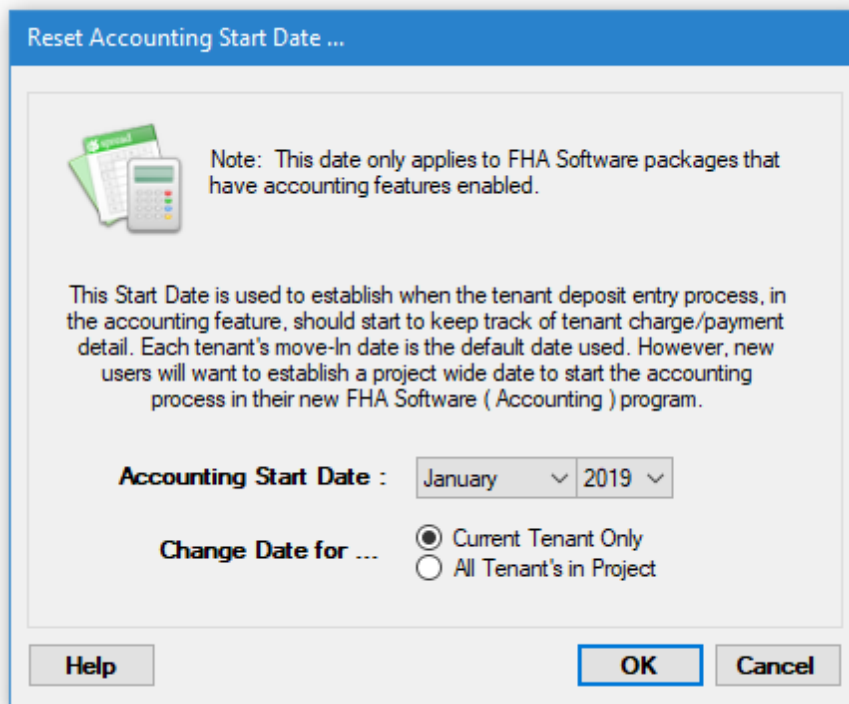
**Help** - Click-on **Help** to view *Online Help Topics* about this process.

### Reset Start Dates

An *Accounting Start Date*, in each tenant's record, is used by FHA Software's accounting feature to establish when the tenant deposit entry process should start keeping track of tenant charge/payment detail. Each tenant's move-in date is the default date used. New users will want to establish a project wide date to start the accounting process in their newly acquired FHA Software ( Accounting ) program.

Note: This date only applies to FHA Software packages that have accounting features enabled.

To reset the *Accounting Start Date*, click-on **File > Reset Start Dates**. A *Reset Accounting Start Date* window will appear ...



**Accounting Start Date** - Select the desired *Month* & *Year* to start tenant charge/payment accounting detail, using the pull down lists.

**Change Date for ...** - Click-on a bullet for **Select Tenant Only** to use this date for only the tenant currently selected. To use this date for all *Currently Active Tenants* in the project, click-on a bullet for **All Currently Active Tenants**.

**OK** - Click-on **OK** to activate the *Accounting Start Date*, as defined in this setup window.

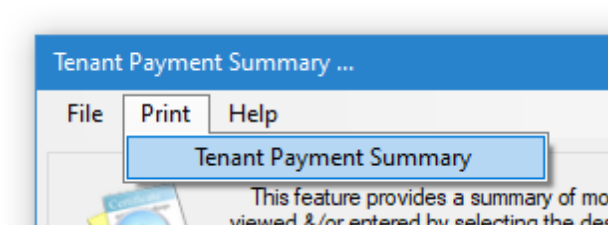
**Cancel** - Click-on **Cancel** to exit out of the *Reset Accounting Start Date* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

### Exit

To exit the *Tenant Payment Summary* window, click-on **File > Exit**

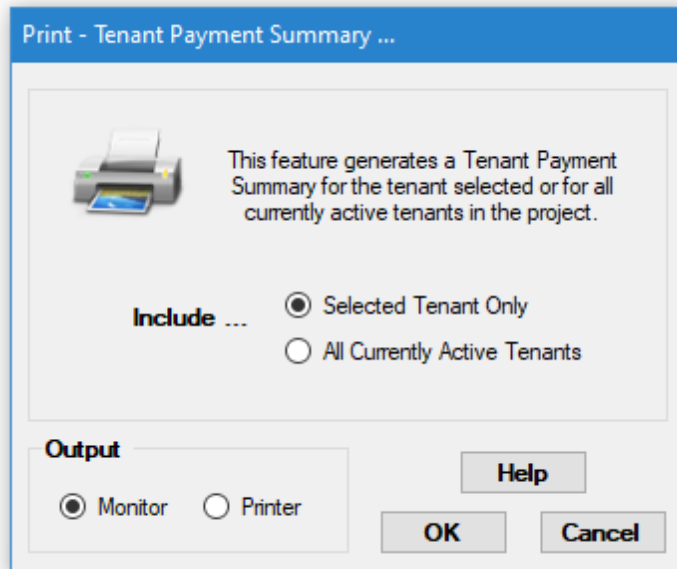
## 13.1.22.3 Print Menu



Below are options available from the *Print Menu* ...

### Tenant Payment Summary

Click-on **Print > Tenant Payment Summary** to generate a printed summary of Tenant Payments. The following *Tenant Payment Summary - Setup Window* will appear ...



### Include ...

This feature will generate a summary of all existing tenant payment years for the tenant currently selected or for all currently active tenants in the project. Click-on a bullet for **Select Tenant Only** to print a *Tenant Payment Summary* for only the tenant currently selected. To print a *Tenant Payment Summary* for all *Currently Active Tenants* in the project, click-on a bullet for **All Currently Active Tenants**.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Tenant Payment Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Print - Tenant Payment Summary* window.

### 13.1.23 Multiple Information

This feature allows the system to establish *Multiple Rent Rate*, *RA/Subsidy*, & *LIHTC Income Limit* information on a unit by unit basis. Controlling whether these items are applicable or not is done through the *Project Data* window.

Anytime you have a change in *Multiple Rent Rates*, *Subsidy* or *LIHTC Income Limits*, a new *Multiple Info* schedule needs to be added with the change. Having a history of *Multiple Info* prevents this program from being locked in time.

To view &/or modify *Multiple Information* for *Unit Data* currently displayed, click-on the **Multiple Info** button. A *Multiple Information* window appears ...

The screenshot shows a window titled "Multiple Information ...". It contains three main sections:

- Multiple Rent Rates**: Includes an "Apply ?" checkbox (checked), a description "When applicable, rent rate amounts displayed will be used for this unit on the effective date below.", an "Effective Date" dropdown set to "01/01/2005", and a list of rates: Basic Rent \$ 695, Market/Note Rate \$ 995, Contract Rent \$ 1,005, LIHTC Rent Limit \$ 0, and Utility Allowance \$ 155. There is an "Edit" button below the list.
- Multiple Subsidy**: Includes an "Apply ?" checkbox (unchecked), a description "When applicable, this unit's subsidy can be assigned to a specific Contract or Agreement Number on the date displayed below.", an "Effective Date" dropdown set to "01/01/1980", and two fields: "Multi - HUD HAP Contract Number : 1" and "Multi - RD R/A Agreement Number : 1".
- Multiple LIHTC Income Limits**: Includes an "Apply ?" checkbox (unchecked), a description "When applicable, this unit can be locked into the selected LIHTC Income Limit Schedule on the effective date displayed below.", an "Effective Date" dropdown set to "01/01/1980", and a field "LIHTC Income Limit Schedule : 1".

At the bottom left, there are "Help" and "Exit" buttons.

The following items are available at the *Multiple Information* Window ...

#### Multiple Rent Rates

**Apply?** - A check mark will appear if this option applies.

**Effective Date** - This pull down menu displays effective dates of past, current and future *Rent Rate* changes. The effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *change dates*, click the pull down menu button and click-on the desired effective date provided in the list. As the selected effective dates is displayed, so are the *Rent Rate* changes for that effective date.

**Basic Rent** - This is the amount of *Basic Rent* that is specific to the unit being edited.

Note: This rent type does not apply to all *Subsidy Types*.

**Market/Note Rate Rent** - This is the amount of *Market or Note Rate Rent* that is specific to the unit being edited.

Note: This rent type does not apply to all *Subsidy Types*.

**Contract Rent** - This is the amount of *Contract Rent* that is specific to the unit being edited.

Note: This rent type does not apply to all *Subsidy Types*.

**LIHTC Rent Limit** - This is the amount of *Tenant Paid Rent* that is specific to the unit being edited.

Note: This rent type only applies to 100% Section 42 Tax Credit *Subsidy Types*.

**Utility Allowance** - This is the amount of *Utility Allowance* that is specific to the unit being edited.

Note: This amount may not apply to all projects.

**Edit** - To modify amounts in the *Rent Rate Schedule* currently selected, click-on the **Edit** button. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

### Multiple Subsidy

**Apply?** - A check mark will appear if this option applies.

**Effective Date** - This pull down menu displays effective dates of past, current and future *Multiple Subsidy* changes. The effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *change dates*, click the pull down menu button and click-on the desired effective date provided in the list. As the selected effective dates is displayed, so are the *Multiple Subsidy* changes for that effective date.

**Multi - HUD HAP Contract Number** - When a project has *Multiple HAP Contracts*, this number assigns the unit to a specific *HAP Contract* that has been recorded in the **HAP Contract Information** section of *Project Data*. If information for three (3) *HAP Contracts* exist in *Project Data*, then the unit can be assigned to *HAP Contract No. 1, 2, or 3*. A pull down list will be provided to select from.

Note: When applicable, *Unit Information* will only appear on the *HUD-52670 HAP Voucher* it has been assigned to in the *Multiple Information* window for the unit.

**Multi - RD R/A Agreement Number** - When a project has *Multiple RD Rental Assistance (R/A) Agreements*, this number assigns the unit to a specific *RD R/A Agreement* that has been recorded in the **RD 3560-29 Information** section of *Project Data*. If information for three (3) *R/A Agreements* exist in *Project Data*, then the unit can be assigned to *R/A Agreement No. 1, 2, or 3*. A pull down list will be provided to select from.

Note: When applicable, *Unit Information* will only appear on the *RD 3560-29 Project Worksheet* it has been assigned to in the *Multiple Information* window for the unit.

**Add (button)** - To record a change in any of the three items within the *Multiple Info* section, click-on the **Add** button. Enter the *Effective Date* (mmddyyyy format) of the change and edit the item(s) that have changed. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

**Revise (button)** - To edit any of the three items displayed within the *Multiple Info* section, click-on the **Revise** button. Edit the item(s) desired. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

**Remove (button)** - To delete the items displayed within the *Multiple Info* section currently selected, click-on the **Remove** button. Click-on **Yes** to delete. Click-on **No** to abort out of this process.

Note: At least one *Multiple Info* entry must exist. Therefore, the sole remaining entry cannot be deleted.

### Multiple LIHTC Income Limits

**Apply?** - A check mark will appear if this option applies.

**Effective Date** - This pull down menu displays effective dates of past, current and future *LIHTC Income Limit* changes. The effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *change dates*, click the pull down menu button and click-on the desired effective date provided in the list. As the selected effective dates is displayed, so are the *LIHTC Income Limit* changes for that effective date.

**Tax Credit Income Limit to Use** - When a project has *Multiple LIHTC Income Limits*, this number assigns the unit to a specific set of *LIHTC Income Limits* that has been recorded in the **Tax Credit Information** section of *Project Data*. The unit can be assigned to one of five *LIHTC Income Limit* Columns. A pull down list will be provided to select from.

Note: When applicable, *Unit Information* will only appear on the *LIHTC Compliance Analysis* it has been assigned to in the *Multiple Information* window for the unit.

**Add (button)** - To record a change in any of the three items within the *Multiple Info* section, click-on the **Add** button. Enter the *Effective Date* (mmddyyyy format) of the change and edit the item(s) that have changed. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

**Revise (button)** - To edit any of the three items displayed within the *Multiple Info* section, click-on the **Revise** button. Edit the item(s) desired. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

**Remove (button)** - To delete the items displayed within the *Multiple Info* section currently selected, click-on the **Remove** button. Click-on **Yes** to delete. Click-on **No** to abort out of this process.

Note: At least one *Multiple Info* entry must exist. Therefore, the sole remaining entry cannot be deleted.

### Exit

Click-on **Exit** to exit the *Multiple Information* window.

**Help**

Click-on **Help** to view *Online Help Topics* related to this window.

**13.2 Project Data****13.2.1 Overview****Overview**

*Project Data* is an important data file that stores information about your project, including rent rates, income limits, ownership, management, tax credits, project numbers, text defaults, etc.. It is also where you add &/or delete properties from the FHA Software database. Information maintained as *Project Data* allows FHA Software to fully automate RD/HUD/LIHTC forms.

A unique feature of FHA Software for Windows is the ability to maintain data history. Past current and future changes in rent rates, utility allowances, income limit changes, etc. are maintained by effective date. Forms processing is not restricted by time and there's no monthly close-out process. Proper rent rates, utility allowances, income limits, etc. will automatically be implemented for the period being covered.

Note: In order for FHA Software to accurately process the various forms provided with your package, it is important that all information relating to your project be entered completely and correctly in *Project data*.

**Project Data ...**

File Print Help

**Project Info**

This is the main database of project information which is used by all forms processing features provided by FHA Software.

**Project Selection**

903MONT  
905PTSQ  
906WTRT  
907WTRL  
ALABAR  
BLVDWBC  
COA  
DESERT  
EH  
FIRCRES  
FVILLAS  
**HUDDMO**  
KFADD  
KFOREST  
KOSSUTH  
LAKVIEW  
LLCFELD  
MIRACLE  
MYERS  
NUCLA  
PORTLAN

**Project :** IMAGE72.BMP  
IMAGE72.BMP

**Logo :** GOVT079.WMF  
GOVT079.WMF

Name : VILLAGE APARTMENTS - HUD  
Address : 1111 DEMONSTRATION ST.  
City : DEMONSTRATION  
State : IL Zip : 69999  
County : WINNEBAGO  
Phone : 815-231-0001  
Fax : 815-231-0002  
TTY : 815-231-0003  
Email : Manager@VillageGreen.com  
Website : VillageGreen.com  
Date project became operational : 01/01/1990  
This project is 100% Conventional ( Market Renters ) ☐

**Owner Info** **Rent Rates** **RD Info** **HUD Info** **Tax Credits** **Default Forms** **Comments**

**Project Data Related Help Links ...**



File Menu    Print Menu    Help Topics

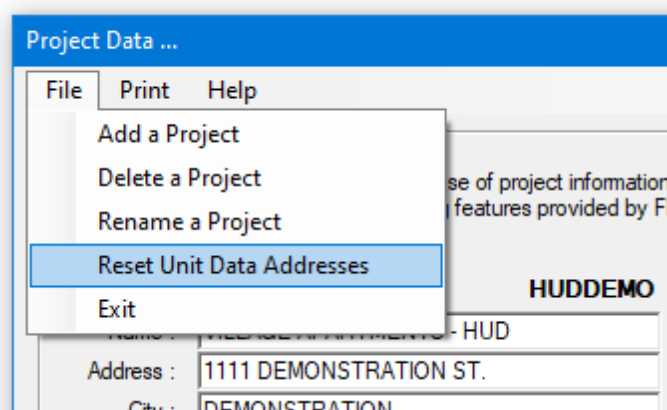
Project Info    Bitmaps / Logos

Owner Info    RD Info    HUD Info

Rent Rates    Tax Credits    Default Forms

Comments

### 13.2.2 File Menu



#### Add Project

Use this option to add a new project to the FHA Software database.

- 1.) Click **File > Add Project**.
- 2.) Enter a filename abbreviation (7 characters or less, alpha-numeric) you will use to identify your new project within FHA Software.
- 3.) Enter the remaining *Project Information* on the main screen (Name, Address, City, State, Zip, etc.)
- 4.) Select each of the *Project Data Areas* that are applicable to your type of project and enter your project information.

Note: For step-by-step instruction on adding a new project to the FHA Software database, refer to the **Getting Started** section of *Online Help Topics*.

Note: Only *User ID's* that have Full Project Filename Access are allowed to Add New Projects.

#### Delete a Project

This option deletes the currently selected project from the FHA Software database.

- 1.) Select the project filename you wish to delete.

2.) Click **File > Delete a Project**

A message will appear asking ... "*Are you sure you want to Delete ... Yes/No*"

Click **YES** to continue deleting the project.

Click **NO** to cancel the deletion process.

Note: Once a project has been deleted, you cannot undelete nor get this data back.

Note: Only *User ID*'s that have Full Project Filename Access are allowed to Delete Projects.

### Rename a Project

This option allows the user to change an existing project's 7 character or less abbreviated filename.

1.) Select the project filename you wish to rename.

2.) Click **File > Rename a Project**

A window will appear asking for the ... "*New Project Filename*"

3.) Enter the new project filename desired and click-on **OK**

A message will appear asking ... "*Are you sure? ... Yes/No*"

Click **YES** to continue renaming the project.

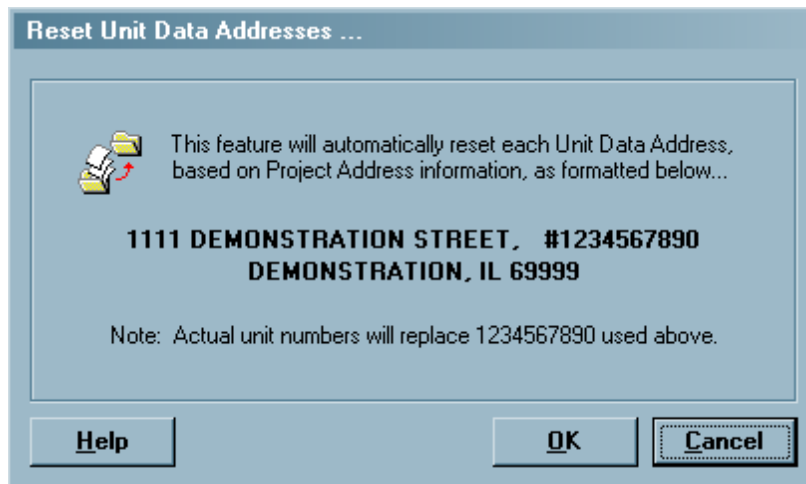
Click **NO** to cancel the renaming process.

Note: Only *User ID*'s that have Full Project Filename Access are allowed to Rename Project Filenames.

### Reset Unit Data Addresses

When adding new units to *Unit Data*, the program automatically pulls the project address from Project Data to establish the unit's address. Thereafter, the user can edit each unit's address individually. If project address information was not fully or accurately entered in *Project Data* at the time units were initially setup, blank or incorrect unit addresses resulted. This feature allows the program to automatically reset all existing unit address information in *Unit Data*, using the project address in *Project Data*.

Click-on **File > Reset Unit Data Addresses**. The following setup window appears ...



Click **Help** to view *Online Help Topics* relating to this feature.

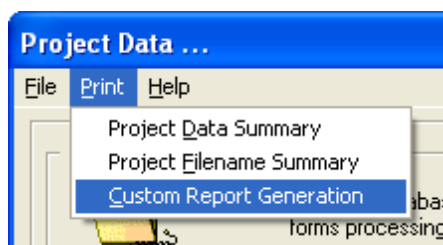
Click the **OK** button to proceed. When process is completed, click-on **OK**.

Click the **Cancel** button to exit the *Reset Unit Data Addresses* process. The Main *Project Data* screen reappears.

### Exit

To exit the Project Data section, click **File > Exit**. All changes made in Project data will be saved and the Main Menu will reappear.

## 13.2.3 Print Menu




Below are three print options that are available from the *Project Data - Print Menu ...*

## Project Data Summary

*Project Data Summary* is a one page, 8.5 x 11 inch report that provides *Project Data* information in effect during a specified period. This report is useful to verify accuracy of project data entry.

To print a *Project Data Summary*, click **Print > Project Data Summary**.

Project Data Summary ...

 This feature generates a one page report that provides Project Data information in effect during a specified period.

Effective as of : April 1 2017

**Include**

- ☒ Current Project
- ☐ ALL Projects
- ☐ Project Group

ALDEMO

**Output**

- ☒ Monitor
- ☐ Printer

Help

OK Cancel

**Effective as of :**

The date selected here will determine what *Time Sensitive - Project Data* information will be included on the summary. Rent rates, utility allowances, income limits, etc.. in effective on the date selected will be reported on the summary.

**Project**

A *Project Data Summary* can be generated for the *CURRENT* project only, *ALL* projects currently in the FHA Software database, or for projects listed in a preset *PROJECT GROUP* (using *Multi-Project Directories*). Default is *Current*.

**Output**

The *Project Data Summary* defined in this setup menu can be viewed on-screen (*Monitor*) or sent to the default Windows printer by simply placing a bullet in front of the desired option. Default is *Monitor*.

**Monitor** - Bullet this item to display reports on the screen.

**Printer** - Bullet this item to generate reports at the defaulted Windows printer.

**Help**

Click **Help** to view *Online Help Topics* relating to this report feature.

**OK**

Click the **OK** button to generate the report.

**Cancel**

Click the **Cancel** button to exit the *Project Data Summary* setup menu. The Main *Project Data* screen reappears.

## Project Filename Summary

*Project Filename Summary* provides a complete filename listing of all projects that currently exist in the FHA Software database. This report can be used as a *Project Filename* referral.

To print a *Project Filename Summary*, click **Print > Project Filename Summary**.

**Project Filename Summary ...**

This feature generates a Project Filename Summary ( or Other Summaries selected below ) that will include all existing projects or only projects listed in the Multi-Property Directory selected.

☒ All Projects  
☐ Multi-Property Reports ALLDEMO

**Summary Options**

☐ Project Filename Summary  
☒ Other Summaries : MGMT\_INFORMATION\_SUMMARY\_PS.RPT

**Output**

☒ Monitor ☐ Printer

Help  
 OK Cancel

**All Projects** - Bullet this selection to generate a *Project Filename Summary* for all existing projects.

**Multi-Property Reports** - Bullet this selection to generate a *Project Filename Summary* for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

Note: *All Projects* is the default selection.

### Summary Options

**Project Filename Summary** - Click-on this bullet to generate a *Project Filename Summary* for all existing projects or only projects listed in the *Multi-Property Directory* selected.

Note: *Project Filename Summary* is the default selection.

**Other Summaries** - Click-on this bullet to select and generate other *Project Information Summaries* available.

### Output

The *Project Filename Summary* defined in this setup menu can be viewed on-screen (*Monitor*) or sent to the default Windows printer by simply placing a bullet in front of the desired option. Default is *Monitor*.

**Monitor** - Bullet this item to display reports on the screen.

**Printer** - Bullet this item to generate reports at the defaulted Windows printer.

### Help

Click **Help** to view *Online Help Topics* relating to this report feature.

### OK

Click the **OK** button to generate the report.

### Cancel

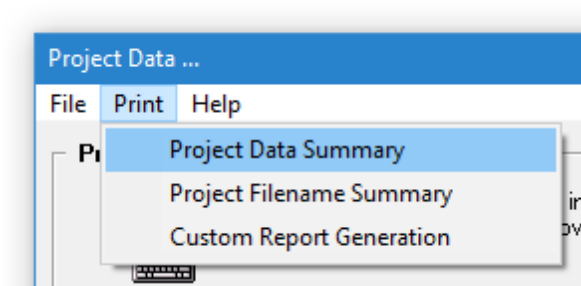
Click the **Cancel** button to exit the *Project Filename Summary* setup menu. The Main *Project Data* screen reappears.

## Custom Report Generation

To generate a *Custom Report* for *Project Data Information* currently selected, click-on the **Custom Report Generation** button. A Custom Report Generation window will appear.


### 13.2.3.1 Project Data Summary

This feature generates a one page report that provides *Project Data* information in effect on the date defined.



To access the *Project Data Summary* window, click-on **Print > Project Data Summary**. The following window appears ...

Project Data Summary ...

 This feature generates a one page report that provides Project Data information in effect during a specified period.

**Effective as of** November 1 2019

**Include**

☒ Current Project  
☐ ALL Projects  
☐ Project Group

ALLDEMO

**Output**

☒ Monitor ☐ Printer

Help

OK Cancel

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

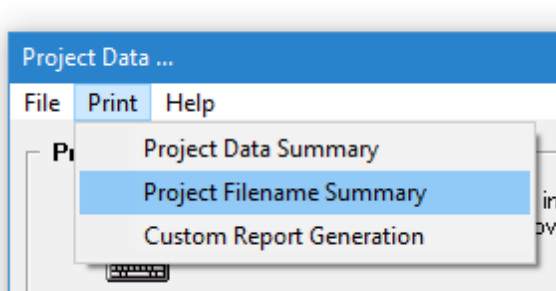
Click-on **OK** to generate a *Project Data Summary*, as defined in this setup window.

### Cancel

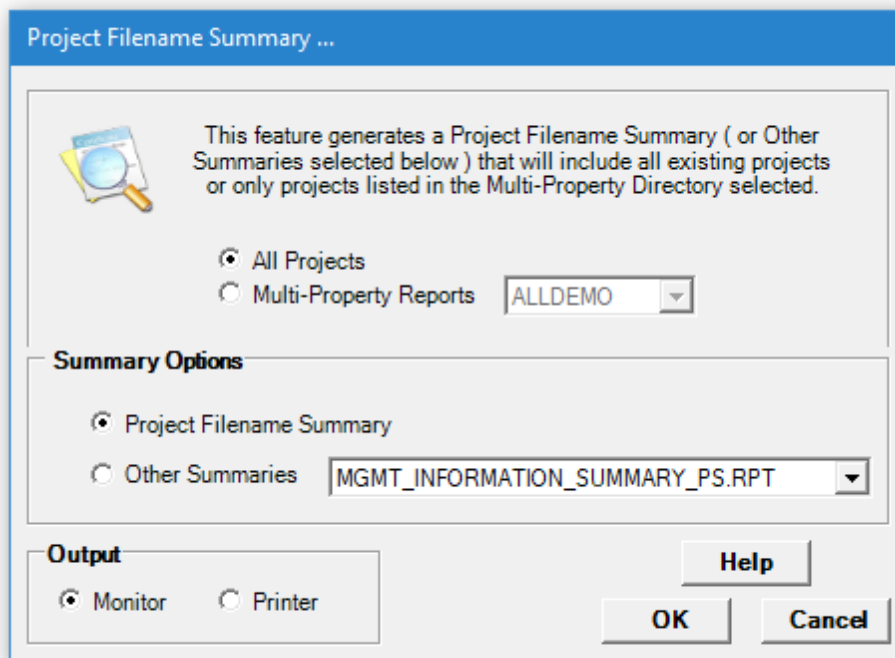
Click-on **Cancel** to exit out of the *Project Data Summary* window.

### 13.2.3.2 Project Filename Summary

This feature generates a *Project Filename Summary*, along with other selectable summaries that will include existing projects or only projects listed in the Multi-Property Directory filename selected.



To access the *Project Filename Summary* window, click-on **Print > Project Filename Summary**. The following window appears ...



#### Summary Options

**Project Filename Summary** - Bullet this item to view a *Project Filename Summary*.

**Other Summaries** - Bullet this item to select and view other available summaries provided.

#### Output



This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

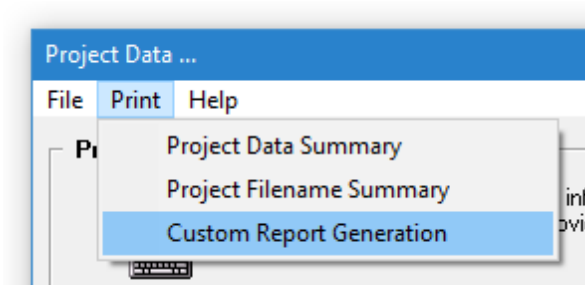
Click-on **OK** to generate a *Project Data Summary*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Project Data Summary* window.

### 13.2.3.3 Custom Report Generation

This feature merges user created documents & letters with information entered as *Project Data* to produce tenant letters & notices, custom leases, house rules, legal forms, application forms, verification forms, recertification letters, etc.. Virtually any form you desire can be generated by FHA Software with selected data automatically filled in for you.



To access the *Custom Report Generation* window, click-on **Print > Custom Report Generation**. The following window appears ...

Custom Report Generation - Project Data ...

Custom Reports are letters, forms, documents, reports, etc. that are created using a Text Editor or Custom Report Designer. Using pre-defined data input codes, Project/Tenant information can automatically be inserted into custom report generations. This menu feature allows the user to generate one or more user-created text files or reports.

Include Project Data Information in Effect as of : 12/07/2018 (mmddyyyy)

**Report File Directory**

- AAA\_BLANK\_APPLICATION
- AAA\_FM\_BLANK\_APPLICATION
- HUD90104
- HUD9250\_FUNDS\_AUTHORIZATIONS
- HUD-9087
- RD\_3560-25\_RA\_REQUEST
- RD\_HB3560\_ATTACHMENT4C
- RD\_IO\_WAIVER
- SAMPLE\_RENTRATESUMMARY**
- SAMPLE\_REPORT

**Report Files to Print**

- SAMPLE\_RENTRATESUMMARY

☐ Custom Text [ .TXT ]  
☒ Custom Reports [ .RPT ]  
☐ Custom MSWord [ .DOC ]

Print For

☒ Current Project Only  
☐ All Projects

<< Add

Remove >>

Clear >>

**Output**

☒ Monitor  
☐ Printer  
☐ .PDF

Help

OK Exit

There are three types of *Custom Report Generation* forms that can be generated, with data automatically inserted, throughout *FHA Software .. Text, Reports and MSWord Documents*. *Text* files are very simple forms that are created & edited using the built-in *Text Editor (Notepad)* feature and cannot include graphic images or extensive font selection. *Reports* are more comprehensive forms that are created & edited using the built-in *Custom Report Designer* which can include graphic images and most any page formatting setting (font selection, font colors, paragraph alignments, user calculations, etc.) the user desires. *MSWord* documents can also be created & edited using your licensed MS Word program through our built-in *Custom MSWord Designer* feature with documents generated by the *FHA Software* program.

Note: Refer to the *Custom MSWord Designer* section of *Help Topics* for details on creating *Custom MSWord Documents*.

The following features are available at the *Custom Report Generation* window ...

### Include Project Data Information in Effect as of

If the report you are generating contains *Rent Rate Schedules, Income Limit Schedules, Tax Credit Income Limit Schedules*, etc. ( that are date sensitive ), the schedules that will be included in the report will be the schedules in effect as of the date defined here. The default date will always be the computer's system date ( today's date ).

### Custom Text [ .TXT ]

When selected, the user will choose from a list of available *Text* form filenames.

#### Custom Reports [ .RPT ]

When selected, the user will choose from a list of available *Report* forms filenames.

Note: This is the default selection.

#### Custom MSWord [ .DOC ]

When selected, the user will choose from a list of available MS Word forms filenames.

#### Text File Directory ( When Custom Text [ .TXT ] is selected )

This is a list of existing *Text Files* the user may choose from. All *Text Files* will have a [.TXT] file extension which identifies it as a *Custom Text File*. Click-on the *Text* Filename to select it.

#### Report File Directory ( When Custom Report [ .RPT ] is selected )

This is a list of existing *Report Files* the user may choose to generate specifically from *Project Data*. All *Report Files* will have a [.RPT] file extension which identifies it as a *Custom Report File*. Click-on the *Report* Filename to select it.

#### MSWord File Directory ( When Custom MSWord [ .DOC ] is selected )

This is a list of existing *MSWord Files* the user may choose to generate specifically from *Project Data*. All *MSWord Files* will have a [.DOC] file extension which identifies it as a *Custom MSWord File*. Click-on the *MSWord* Filename to select it.

#### Add

Clicking on the **Add** button will place the currently selected filename from the *Text/Report/MSWord File Directory* into the *Text/Report/MSWord Files to Print* list.

#### Remove

When filenames exist in the *Text/Report/MSWord Files to Print* list, this button will be enabled. To *Remove* a File from the *Text/Report Files to Print* list, select the desired filename and click-on the **Remove** button. The filename will promptly be removed.

#### Clear

When filenames exist in the *Text/Report/MSWord Files to Print* list, this button will be enabled. To clear out all filenames from the *Text/Report Files to Print* list, click-on the **Clear** button. The list will promptly be cleared of filenames.

#### Text Files to Print ( When Custom Text [ .TXT ] is selected )

This is a list of selected *Custom Text Filenames* to be generated.

#### Report Files to Print ( When Custom Report [ .RPT ] is selected )

This is a list of selected *Custom Report Filenames* to be generated.

**MSWord Files to Print ( When Custom MSWord [ .DOC ] is selected )**

This is a list of selected *Custom MSWord Filenames* to be generated.

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Exit**

Click-on **Exit** to exit out of the *Custom Report Generation* window.

**13.2.4 Help Topics**

*Help Topics* access is available throughout the FHA Software program by clicking on **Help**.

To view the main *Help Topics* contents Window, click-on **Help > Help Topics**, while at the main program menu. The *FHA Software for Windows - Help Topics* window will appear ...



### Browser-Based Help Topics

FHA Software's *Help Topic* content is *Browser-based* which means *Help* documentation will be displayed & printed using your computer's default Web-Browser (Internet Explorer, Netscape, etc.). We recommend using *Windows Internet Explorer* to view FHA Software *Help Topics*.

To make *Windows Internet Explorer* your default web-browser, start *Windows Internet Explorer* and click-on *Tools .. Internet Options .. Programs* and in the *Default Web Browser* section, click-on *Make Default*.

The *Help Topics* window is split into two frames. The left frame displays *Contents*, *Index* and *Search* options. The right frame displays *Help Topic Documentation*. Double click-on any item listed in the left frame to view it's related *Help Topic Documentation* in the right frame. To print *Help Topic Documentation* currently displayed, click-on the right frame, then click-on the *Print Option* icon.

### Overviews

*Help Topics* - Overview sections provide information about FHA Software usage, requirements and compliance. **Creating a New Project** and **Step-by-Step Examples** are good sections to review for those users that are brand new to FHA Software.

### Menu Sections

*Help Topics* - *Menu Sections* provide detail background and instructional information on various form processing features included with your FHA Software package. Simply click the desired feature to view it's contents.

### 13.2.5 Project Information

This data entry section helps establish Project identity for all forms processing requirements provided with your FHA Software package.

**Project Data ...**

File Print Help

**Project Info**

This is the main database of project information which is used by all forms processing features provided by FHA Software.

**HUDDMO**

Name : VILLAGE APARTMENTS - HUD

Address : 1111 DEMONSTRATION ST.

City : DEMONSTRATION

State : IL Zip : 69999

County : WINNEBAGO

Phone : 815-231-0001

Fax : 815-231-0002

TTY : 815-231-0003

Email : Manager@VillageGreen.com

Website : VillageGreen.com

Date project became operational : 01/01/1990

This project is 100% Conventional ( Market Renters ) ☐

**Project Selection**

- 903MONT
- 905PTSQ
- 906WTRT
- 907WTRL
- ALABAR
- BLVDWBC
- COA
- DESERT
- EH
- FIRCRES
- FVILLAS
- HUDDMO**
- KFADD
- KFOREST
- KOSSUTH
- LAKVIEW
- LLCFELD
- MIRACLE
- MYERS
- NUCLA
- PORTLAN

#### Filename

This is the seven, alpha-numeric character abbreviation that is given to identify the project throughout FHA Software.

#### Name

The full name or title of the project.

#### Address

The mailing address or street location for the project or project office.

Note: This address information is also used to create individual Unit Addresses in Unit Data when units are added or when the Reset Unit Data Addresses feature is performed.

#### City

The city, town, or village upon which the project resides.

#### State

The State the project is located.

#### Zip

The postal zip code for the project.

#### County

The County the project is in.

#### Phone

The phone number associated with the project. This could be the office phone, site manager's phone, management agent's phone. The phone number should be entered as it is desired to appear. The system will not reformat the phone number entry. Space is available for extension numbers or miscellaneous notes.

Sample phone entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

#### Fax

The fax number associated with the project.

Sample fax entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890 (Call First)

#### TTY

The teletypewriter phone number associated with the project.

Sample TTY entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

#### Email

The internet email address associated with the project.

Sample email entries: Manager@aol.com or Thomas\_Allen@hotmail.com

#### Website

The internet website address associated with the project.

Sample website entries: <http://www.villagegreen.com> or [www.villagegreen.com](http://www.villagegreen.com) or [villagegreen.com](http://villagegreen.com)

#### Date Project Operational

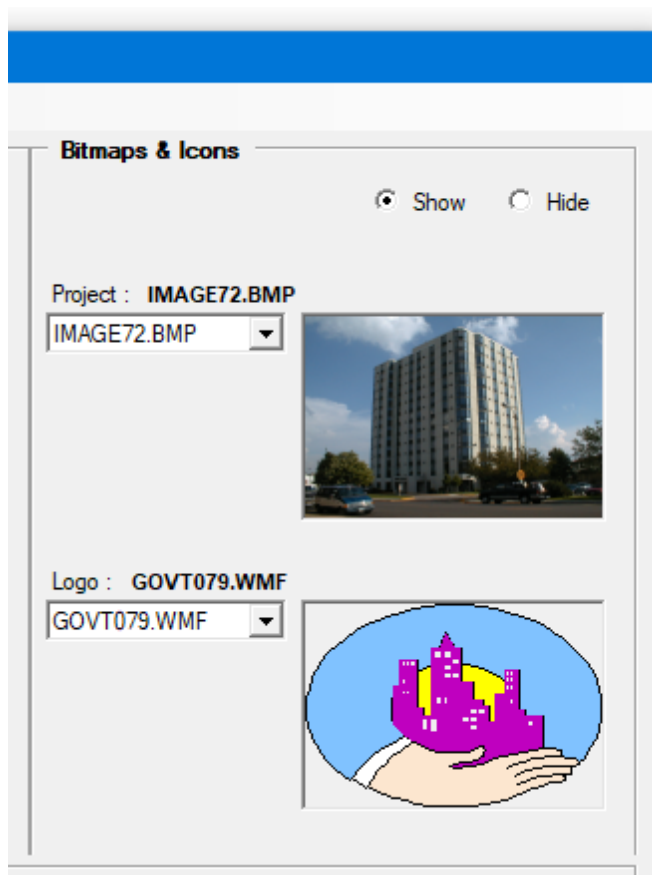
This is the date the project became an affordable housing project &/or started renting units under RD, HUD & or LIHTC occupancy requirements currently in operation. Date entry must be in a **MMDDYYYY** format, without slashes. The system will reformat the date with familiar slashes after the date has been entered.

### Project Selection

This is a list of all project filenames that currently exist in FHA Software. Click-on (select) the desired project filename to view it in the Project Data window.

### 13.2.6 Bitmaps / Logos

FHA Software has the ability to include graphic images on various reports provided with your package. There are two types of graphics used in FHA Software, **Bitmaps** and **Logos**. Graphics files must exist in the *Bitmap Directory* specified in the **Data Path** setup section, in order for FHA Software to find them.



### Show/Hide

When *Project Data* is first accessed, *Bitmaps/Icons* images are not displayed in order to speed up database menu access. To view *Bitmaps/Icons* images, simply bullet the **Show** option and preselected images are then displayed.

To select a *Bitmap/Icon*, click the **Pull Down selection button** and click-on the graphics filename you desire. The image of the selected graphics will be displayed in the graphics window. FHA Software will automatically save your *Bitmaps/Icons* file selections.

### Project



A *Bitmap* graphics file (with a .BMP file extension) would be an actual picture of your project or project signage. Scanning a photo or using a digital camera are ways of getting images into a computer graphics file (.BMP).

### Logos

A *Logo* graphics file (with a .WMF extension) would be a clipart image that represents your project or management agency. It could be the logo used on your business cards or letterhead. Scan your logo off a business card or letterhead into a computer graphics file (.WMF).

## 13.2.7 Owner Information

### 13.2.7.1 Owner Info Overview

This data entry section helps establish *Payee*, *Owner*, *Bank* and *Management* identity for all forms processing requirements provided with your FHA Software package.

The screenshot shows a software window titled "Owner Information ...". Inside, there's a section titled "VILLAGE APARTMENTS - HUD". Below this, there are three main sections: "Owner", "Payee", and "Bank". Each section contains several text input fields for various identifiers and contact information. At the bottom right, there are two buttons: "Management Data" and "OK".

Field	Owner	Payee	Bank
Name	WINNEBAGO NATIONAL BANK	VILLAGE GREEN APTS ASSOC	1ST STATE BANK & TRUST
Address	9187 FOREST HILLS	888 HAVEN STREET	2222 NORTH SECOND STREET
City	WINNEBAGO	PARKVILLE	ROCKFORD
State	IL	IL	IL
Zip	61199	69999	65555
Phone	815-756-1818	815-564-0987	815-564-3434
Property ID	66-77777		
Account Number		123456789	123456789
Tax ID Number (EIN)	129566666		
Parent Co. Tax ID No. (EIN)			
Parent Co. DUNS Number			
DUNS Number	876543210		
Unique Entity Identifier (UEI) ...			
Awardee UEI	3745ABC83745		
Immediate Parent UEI			
Domestic Parent UEI			
Global Parent UEI			

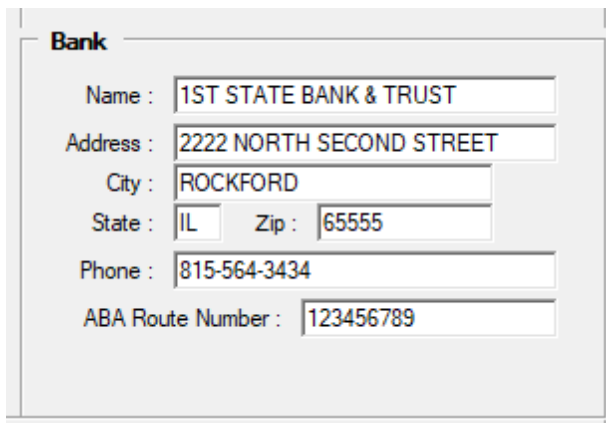
## Owner Info Related Help Links ...

Payee Info    Bank Info

Owner Info    Management Data

### 13.2.7.2 Bank Information

The *Bank* is the name of the financial institution upon which the project's main checking account is with. It should be the same *Bank* name upon which RD &/or HUD electronically wires subsidy payments to around the first day of each month.



The screenshot shows a form titled "Bank" with the following fields and values:

Field	Value
Name :	1ST STATE BANK & TRUST
Address :	2222 NORTH SECOND STREET
City :	ROCKFORD
State :	IL
Zip :	65555
Phone :	815-564-3434
ABA Route Number :	123456789

#### Name

The full name of the *Bank*.

#### Address

The mailing address or street location for the *Bank*.

#### City

The city, town, or village upon which the *Bank* resides.

#### State

The State the *Bank* is located.

#### Zip

The postal zip code for the *Bank*.

#### Phone

The phone number associated with the *Bank*. The phone number should be entered as it is desired to appear. The system will not reformat the phone number entry. Space is available for extension numbers or miscellaneous notes.

Sample phone entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

**ABA Route Number**

This is the *Bank's* electronic Routing ID number located at the bottom of each check, next to your checking account number.

**13.2.7.3 Owner Information**

The *Owner* is the name of the owning entity of the project This could be the name of a person, company, bank trust number, general partner, etc..

**Owner**

Name : WINNEBAGO NATIONAL BANK

Address : 9187 FOREST HILLS

City : WINNEBAGO

State : IL Zip : 61199

Phone : 815-756-1818

Property ID : 66-77777

Tax ID Number ( EIN ) : 129566666

Parent Co. Tax ID No. ( EIN ) :

Parent Co. DUNS Number :

DUNS Number : 876543210

Unique Entity Identifier ( UEI ) ...

Awardee UEI : 3745ABC83745

Immediate Parent UEI :

Domestic Parent UEI :

Global Parent UEI :

**Name**

The full name of the *Owner*.

**Address**

The mailing address or street location for the *Owner*.

**City**

The city, town, or village upon which the *Owner* resides.

**State**

The State the *Owner* is located.

**Zip**

The postal zip code for the *Owner*.

### Phone

The phone number associated with the *Owner*. The phone number should be entered as it is desired to appear. The system will not reformat the phone number entry. Space is available for extension numbers or miscellaneous notes.

Sample phone entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

### Property ID

This 30 max character text field is not RD, HUD or LIHTC specific and is used to record any property related identification number that needs to be maintained. *Property ID* can automatically be inserted in a form printed from a Custom Report Generation window.

### Tax ID Number ( EIN )

This is the *Employer ID Number* or *Tax ID* associated with the *Owner*. Dashes are allowed.

### Parent Company Tax ID Number ( EIN )

This is the *Employer ID Number* or *Tax ID* associated with the Parent Company ( if applicable ). Dashes are allowed.

### Parent Company DUNS Number

This is the Parent Company's 9 digit *DUNS Number* ( if applicable ) that is assigned by the Dun & Bradstreet credit reporting system.

### DUNS Number

This is the Owner's 9 digit *DUNS Number* that is assigned by the Dun & Bradstreet credit reporting system.

### Unique Entity Identifier ( UEI )

Unique Entity Identifier ( EU ) is a unique ID number ( automatically assigned to entities in SAM.GOV ) for all entities ( public and private companies, individuals, institutions, or organizations ) who register to do business with the federal government. UEI will eventually be used in place of DUNS numbers for RD/HUD/LIHTC Compliance Reporting. **Awardee** is generally the main UEI number assigned.

**Immediate, Domestic** and **Global** may be additional UEI numbers assigned by SAM.GOV and should also be entered, if applicable.

### 13.2.7.4 Payee Information

The *Payee* is the name of the entity upon which payments to the project are made out and sent to (such as rent payments, RA/Subsidy payments, etc.). This could be the project itself, the management agency or project owner.

The screenshot shows a form titled "Payee" with the following fields and values:

Payee	
Name :	VILLAGE GREEN APTS ASSOC
Address :	888 HAVEN STREET
City :	PARKVILLE
State :	IL
Zip :	69999
Phone :	815-564-0987
Account Number :	123456789

Below the Payee section is a section labeled "Bank" which is currently empty.

#### **Name**

The full name of the *Payee*.

#### **Address**

The mailing address or street location for the *Payee*.

#### **City**

The city, town, or village upon which the *Payee* resides.

#### **State**

The State the *Payee* is located.

#### **Zip**

The postal zip code for the *Payee*.

#### **Phone**

The phone number associated with the *Payee*. The phone number should be entered as it is desired to appear. The system will not reformat the phone number entry. Space is available for extension numbers or miscellaneous notes.

Sample phone entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

#### **Account Number**

This is the main checking *Account Number* the Payee uses for deposits relating to this project. It should be the same *Account Number* RD &/or HUD electronically wires subsidy payments to around the first day of each month. Dashes are allowed.

### 13.2.7.5 Management Data

Click the **Management Data** button to view/modify *Management Data*.

*Management Agent / Landlord* is the entity that has been contracted to represent the project as the *Management Agent*. *Site / Resident Manager* would be the person responsible for hands-on management of the project. *Management Agent* and *Site Manager* can be the same entity. Each project can have different *Management Data* information in FHA Software. Projects with the same *Management Agent* or *Site Manager* can copy this information from project-to-project.

Management Data ...

Management Agent / Landlord Information ...	Site / Resident Manager Information ...
Management Name : SIMPLY MANAGEMENT COMPANY	Manager Name : CRAIG STEPHENS
Street Address : 7310 N. ALPINE ROAD	Address : 7310 N. ALPINE ROAD
City : LOVES PARK	City, State Zip : LOVES PARK, IL 61111
State : IL Zip : 61111	Title : MANAGER
Contact Person : CRAIG STEPHENS	Phone Number : 888-999-5555
Title : MANAGER	Fax Number : 888-777-5555
Phone Number : 888-999-5555	Email : CSTEPHENS@SCM.ORG
Fax Number : 888-777-5555	
Email : CSTEPHENS@SCM.ORG	
Tax ID No. ( EIN ) : 12-1234567	
DUNS Number : 786564234	

Copy from another Project OK

### Management Agent / Landlord Information ...

#### Management Name

The full name of the *Management Agency*.

#### Address

The mailing address or street location for the *Management Agency*.

#### City

The city, town, or village upon which the *Management Agency* resides.

#### State

The State the *Management Agency* is located.

#### Zip

The postal zip code for the *Management Agency*.

### Contact Person

The *Management Agent's* person who is the main contact and also signator on various project forms (such as RD Project Worksheet, HUD-52670 HAP Request Voucher, etc.).

### Title

The *Contact Person's* job title.

### Phone Number

The phone number associated with the *Management Agency*. The phone number should be entered as it is desired to appear. The system will not reformat the phone number entry. Space is available for extension numbers or miscellaneous notes.

Sample phone entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

### Fax Number

The *Management Agency* Fax Number.

Sample Fax Number entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

### Email

The *Management Agency's* Email Address.

### Tax ID Number ( EIN )

This is the *Employer ID Number* or *Tax ID* associated with the *Management Agent / Landlord*. Dashes are allowed.

### DUNS Number

This is the *Management Agent's* 9 digit *DUNS Number* that is assigned by the Dun & Bradstreet credit reporting system.

## Site / Resident Manager Information ...

### Manager Name

The full name of the *Site Manager*.

### Address

The mailing address or street location for the *Site Manager*.

### City, State Zip

The city, State and Zip upon which the *Site Manager* resides.

#### Title

The *Site Manager's* actual job title.

#### Phone Number

The phone number associated with the *Site Manager*. The phone number should be entered as it is desired to appear. The system will not reformat the phone number entry. Space is available for extension numbers or miscellaneous notes.

Sample phone entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

#### Fax Number

The *Site Manager's* Fax Number.

Sample Fax Number entries: 123-456-7890 or 123/456-7890 or (123)456-7890 or 456-7890

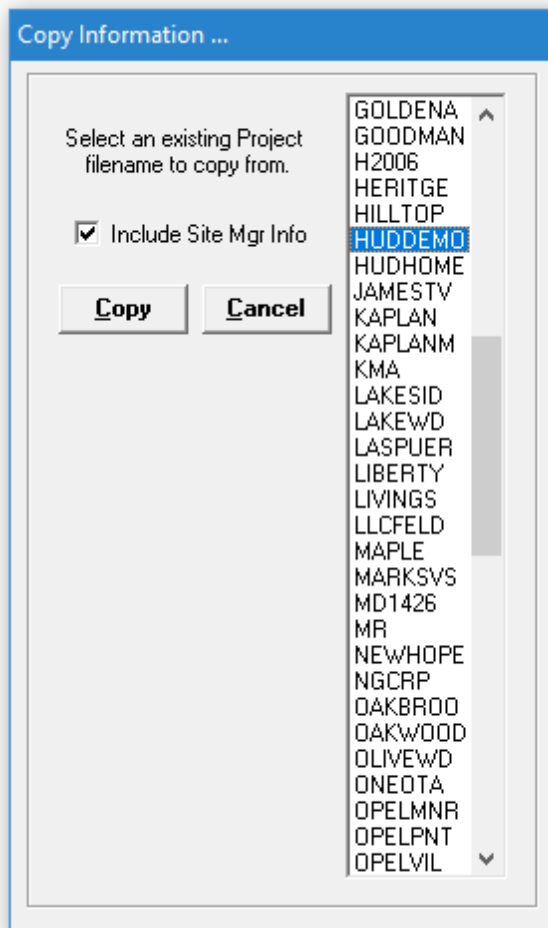
#### Email

The *Site Manager's* Email Address.

#### Copy from another Project

This allows you to copy *Management Data* from another project which has already been setup. Click **Copy from another Project** and a *Copy Information* screen appears.





Click-on the project filename you wish to copy *Management Data* from. Uncheck the **Include Site Mgr Info** checkbox if you only want to copy *Management Agent Data*. Click **Copy** . *Management Agent &/or Site Manager Data* from the selected project will automatically be duplicated into the project database currently open.

Click **Cancel** to exit out of the copy process.

**OK**

Click **OK** to exit out of the *Management Data* window.

### 13.2.8 RD Information

#### 13.2.8.1 RD Project Information

This *Project Data* section relates to *Rural Development Sec.515 projects only* and maintains information that assists the program in processing the various RD forms provided with your FHA Software package.

Note: If your FHA Software package is not an FHA1, FHA2, FHA5, or FHA6, the *RD Info* button will be disabled, preventing access to this menu section. Refer to the **About FHA Software** screen to verify your package type.

RD Information ...

VILLAGE APARTMENTS - RDSEC.515

Misc

Borrower ID : 123456789    Project No. : 123    Loan/Transfer Amount \$ 0.00  
 State/District Code : 66666    Project Code : FHADEMO    Note Rate Payment \$ 0.00  
 Interest Credit Payment \$ 0.00

Borrower Type : General Partner  
 Rental Type : Family  
 Project Type : Non Profit  
 Accounting Method : Cash  
 Kind of Loan : RRH  
 Plan of Operation : Plan II RA

Plan Code : 5

☐ Trash  
☐ Gas  
☐ Water  
☐ Electricity

The following utilities are master metered ...

☐ Other :  ☐ Sewer

Multiple Info

Effective Date : 01/01/2024

RD Dependent Allowance \$ 480  
 RD Elderly Household Allowance \$ 400  
 RD Bank Passbook Savings Rate % .400  
 Imputed Asset Value Threshold \$ 5,000  
 Percent of Actual Income Value % .030

Add

Edit

Remove

RD 3560-29 Info

Text Information

RD Income Limits

OK

## Project Identification

## Borrower ID

This is the nine (9) or ten (10) digit identification number of the project's owning entity. It's normally the owner's Social Security Number or Tax ID Number. This number can be located on several RD forms, below are common forms to try ...

- RD 3560-8 Tenant Certification - Part I, Item #3  
RD 3560-29 Project Worksheet - Part I - Item #3 (9 digit portion of Case No.)  
RD 3560-7 Project Budget - Upper right section  
Trading Partner Agreement - Lower left section  
RD Quick Check Report - Upper left section (9 digit portion of Case No.)

Note: 99% of the time, the Borrower ID is a nine (9) digit number.

**Project No.**

This is the three (3) digit number assigned to your project by Rural Development. This number can be located on several RD forms, below are common forms to try ...

- RD 3560-8 Tenant Certification - Part I, Item #3
- RD 3560-29 Project Worksheet - Part I - Item #3 (last 3 digit portion of Case No.)
- RD 3560-7 Project Budget - Upper right section
- Trading Partner Agreement - Lower left section
- RD Quick Check Report - Upper left section (last 3 digit portion of Case No.)

Note: Your *Project Number* may have originally been issued with two (2) or three (3) digits separated by a dash (such as 1-1, 2-10, 02-3). To properly convert this number into the new three (3) digit required format, drop the dash and add a leading zero. (1-1 becomes 011, 2-10 becomes 210, 02-3 becomes 023).

**State/District Code**

This is a five (5) digit number that identifies the RD District Office your project is serviced by. 99% of State District Codes contain the number six (6) as the third digit. This code can be located on several RD forms, below are common forms to try ...

- Trading Partner Agreement - Lower left section
- RD Quick Check Report - Upper left section (first 5 digits of the Case No.)

**Project Code**

*Project code* is the abbreviated filename your RD Servicing Office uses to refer to your project in the MINC computer database, much like the *Project Filename* used in FHA Software. This code can be located on several RD forms, below are common forms to try ...

- Trading Partner Agreement - Lower right section
- RD Quick Check Report - Upper left section

Note: *Project Code* is no longer used or reported to MINC and is not required.

**Borrower Type**

Click the pull down button to see a list of *Borrower Types* and select the one that applies to your project. Your project's *Borrower Type* is located in the upper portion of page #1 of the RD 3560-7 Project Budget.

**Rental Type**

Click the pull down button to see a list of *Rental Types* and select the one that applies to your project. Your project's *Rental Type* is located in the upper portion of page #1 of the RD 3560-7 Project Budget.

**Project Type**

Click the pull down button to see a list of *Project Types* and select the one that applies to your project. Your project's *Project Type* is located in the upper portion of page #1 of the RD 3560-7 Project Budget.

**Accounting Method**

There are two methods of accounting, *Cash* or *Accrual*. Click the pull down button and select the one that applies to your project. Your project's *Accounting Method* is located in the upper right side of page #1 of the RD 3560-7 Project Budget.

### Kind of Loan

Click the pull down button to see a list of *Kind of Loans* and select the one that applies to your project. Your project's *Kind of Loan* is located in the upper portion of page #1 of the RD 3560-29 Project Worksheet.

### Plan of Operation

Click the pull down button to see a list of *Plan of Operation* and select the one that applies to your project. Your project's *Plan of Operation* is located in the upper portion of page #1 of the RD 3560-29 Project Worksheet.

### Code

This is the number that corresponds to the project's specific *Plan of Operation*. Click on the **Code button** and a selection menu appears. Put a bullet in front of the Plan which applies to your project and click **OK** when done.

Your project's *Plan Code* is located in the upper right side of page #1 of the RD 3560-7 Project Budget.

### The following utilities are master metered ...

Check the appropriate utilities (*Water, Sewer, Electricity* or *Other*) that are master metered and not included in a utility allowance. This information appears on top of the RD 3560-7 Project Budget cover page.

### Loan/Transfer Amount

Enter the *Loan/Transfer Amount* you wish to have appear on top of the RD 3560-7 Project Budget cover page.

### Note Rate Payment

Enter the *Note Rate Payment Amount* you wish to have appear on top of the RD 3560-7 Project Budget cover page.

### Interest Credit Payment

Enter the *Interest Credit Payment Amount* you wish to have appear on top of the RD 3560-7 Project Budget cover page.

## Multiple Info

Anytime you have a change in the project's *RD Dependent Allowance, RD Elderly Allowance* and *RD Passbook Savings Rate*, a new *Multiple Info* schedule needs to be added with the change. Having a history of *Multiple Info* prevents this program from being locked in time.

### Effective Date

This pull down menu displays effective dates of past, current and future *RD Dependent Allowance*, *Elderly Allowance* and *Passbook Savings Rate* changes. The effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *change dates*, click the pull down menu button and click-on the desired effective date provided in the list. As the selected effective dates is displayed, so are the *RD Dependent Allowance*, *Elderly Allowance*, *Passbook Savings Rate*, etc. changes for that effective date.

#### **RD Dependent Allowance**

This is the amount that can be deducted from annual income for each minor of the household. Your project's *Dependent Allowance* is located on line 18a of the RD 3560-8 Tenant Certification.

#### **RD Elderly Household Allowance**

This is the amount that can be deducted from annual income for an elderly household. Your project's *Elderly Household Allowance* is located on line 18b of the RD 3560-8 Tenant Certification.

#### **RD Imputed Income (Bank Passbook Savings Rate)**

This is the passbook savings rate % used in calculating imputed income from assets. Your project's *Passbook Savings Rate* is located on line 15 of the RD 3560-8 Tenant Certification.

#### **Imputed Asset Value Threshold**

This is the Asset Value amount that determines if calculating imputed income from assets is applicable.

#### **Percent of Actual Income Value %**

This determines the amount total household Medical/Disability Expenses must exceed before it can be deducted from Gross Annual Income.

#### **Add (button)**

To record a change in any of the three items within the *Multiple Info* section, click-on the **Add** button. Enter the *Effective Date* (mmddyyyy format) of the change and edit the item(s) that have changed. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

#### **Revise (button)**

To edit any of the three items displayed within the *Multiple Info* section, click-on the **Revise** button. Edit the item(s) desired. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

#### **Remove (button)**

To delete the items displayed within the *Multiple Info* section currently selected, click-on the **Remove** button. Click-on **Yes** to delete. Click-on **No** to abort out of this process.

Note: At least one *Multiple Info* entry must exist. Therefore, the sole remaining entry cannot be deleted.

### **Bottom Section**

**OK**

Click **OK** to exit the *RD Info* menu section.

**RD 3560-29 Info** - Click-on this button to view setup information pertaining to the *RD 3560-29 Project Worksheet* (RD Rental Assistance and Loan Payment items).

**Text Information** - Click-on this button to view setup information used to customize *Text Generation* forms.

**RD Income Limits** - Click-on this button to view setup information on *RD Income Limit* Schedules.

### 13.2.8.2 RD 3560-29 Project Worksheet Info

Information in this menu section is used when generating the monthly *Project Worksheet*. FHA Software accommodates multiple rental assistance agreements and separate worksheet generations per agreement.

RD 3560-29 Project Worksheet Information ...			
<b>Rental Assistance Agreement(s)</b>			
Current R/A Number :	1	of	1
RD R/A Agreement No. :	99-9-9		
R/A Agreement Effective Date :	01/01/1990		
R/A Agreement Expiration Date :	01/01/1990		
Total Units with RD R/A :	10		
Original R/A Obligation Amount \$	5,000,000.00		
Current R/A Obligation Balance \$	1,225,764.00		
<input type="checkbox"/> Multiple R/A Agreements Apply			
<input type="checkbox"/> Generate Separate Part II Worksheets for each RA Agreement			
<b>Loan Payment Information</b>			
RD Loan #1 - Loan Number :	84-01	Monthly Payment \$	563.00
RD Loan #2 - Loan Number :	84-02	Monthly Payment \$	41.00
RD Loan #3 - Loan Number :		Monthly Payment \$	0.00
RD Loan #4 - Loan Number :		Monthly Payment \$	0.00
RD Loan #5 - Loan Number :		Monthly Payment \$	0.00
<b>OK</b>			

## Rental Assistance Agreement(s)

### Current R/A Number

This indicates the RA Agreement No. information currently displayed.

**RA Agreement Number**

This is a number assigned and used by Rural Development for each Rental Assistance Agreement. Your project *RA Agreement Number(s)* are located in line 18 of Part I of the RD 3560-29 Project Worksheet.

**Total Units w/RD RA**

This is the total number of project based RD rental assisted units covered by the current RA Agreement for this project. It is the maximum number of units that can have RD rental assistance at any one time. This number would be on the original RA Agreement contract.

**RA Obligation Balance**

A RA Agreement contract provides a project with rent assistance for a set number of years or specific amount of rental assistance, which ever runs out first. As RD rental assistance is requested each month, the amount of assistance requested is deducted from the original RA Agreement amount. The result is an ongoing *RA Obligation Balance*.

This data field maintains the current *RA Obligation Balance* for the RA Agreement and is automatically updated as each monthly RD 3560-29 Project Worksheet (Part I) is processed.

Your project *RA Obligation Balance* is located in line 22 of Part I of the most current RD 3560-29 Project Worksheet.

**RA Agreement Effective Date**

This would be the date the current *RA Agreement* contract went into effect. This date would be on the original RA Agreement contract.

**RA Agreement Expiration Date**

This would be the date the current *RA Agreement* contract will expire. This date would be based on the original RA Agreement Effective Date and the term of the contract.

**Original RA Obligation Amount**

This is the total amount of rental assistance that can be paid out during the life of the RA Agreement contract. This amount would be on the original RA Agreement contract.

**Multiple RA Agreements Apply?**

This option allows information on multiple RA Agreements to be entered. If you have Multiple RA Agreements for this project and you want to keep track of RA Obligation Balances separately, click-on a check mark in the box. Options to *Add* or *Remove* RA Agreements from the database appear.

Click **Add** to add a new RA Agreement to the database.

Click **Remove** to delete currently displayed RA Agreement info from the database.

Click **Prev** to view previous RA Agreement information in the database

Click **Next** to view next RA Agreement information in the database

**Generate Separate Part II Worksheets Per RA Agreement**

When Multiple RA Agreements apply, the user has the option of generating separate Part II Worksheets for each RA Agreement. This would allow the program to keep track of *Remaining RA Obligation Balances* for each RA Agreement instead of lumping them together as one amount.

Note: If you elect to keep RA Agreements separate, you need to indicate which units belong to which RA Agreements. This is done in the *Multiple Info* menu section of **Unit Data**.

The default is to combine all RA Agreements on to one Part II Worksheet and lumping RA into one amount.

## Loan Payment Information

### Loan Numbers

This is the *Loan Code* assigned by RD for each RD Loan Payment. Up to five (5) Loan Numbers can be entered. Your project *Loan Numbers* are located on line 9 of Part I of the RD 3560-29 Project Worksheet.

### Monthly Payment

These amounts correspond to each *Loan Code* entered for your project. Your project's *Monthly Payments* are located on line 10 of Part I of the RD 3560-29 Project Worksheet.

### OK

Click **OK** to exit the *RD 3560-29 Project Worksheet* menu section.

### 13.2.8.3 RD Income Limits

This RD menu section maintains Rural Development Income Limits used in both Waiting List and RD 3560-8 Tenant Certification processing features of your FHA Software package. A history of all RD Income Limit changes, by effective date, are maintained.



RD Income Limits ...

Income Limit Effective Date : 07/13/2023 ▼

# of Occupants	Moderate	Low ( 80 % )	Very Low ( 50% )
1 Member :	33,500	28,000	17,500
2 Members :	37,500	32,000	20,000
3 Members :	41,500	36,000	22,500
4 Members :	45,500	40,000	25,000
5 Members :	48,700	43,200	27,000
6 Members :	51,900	46,400	29,000
7 Members :	55,100	49,600	31,000
8+ Members :	58,300	52,800	33,000

### Income Limit Effective Date

This pull down menu displays effective dates of past, current and future *RD Income Limit* changes. The *RD Income Limit* effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *RD Income Limits*, click the pull down menu button and click-on the desired effective date provided in the list. As the selected effective date is displayed, so are the *RD Income Limits* for each of the three columns.

## Income Limit Amounts

### Column Titles / # of Occupants

Rural Development Income Limits consist of three separate categories, *Moderate*, *Lower*, and *Very Low*. Income Limit amounts are based on the number of household occupants and are used to initially qualify tenants to occupy an RD unit, as well as, identify income levels throughout the remainder of their occupancy in an RD project.

### Add New Limits

Anytime you have an income limit change, you must enter this new information, by adding a new income limit schedule to the *RD Income Limit* database.

To enter a new income limit schedule, click **Add New Limits**.

A new RD Income Limit Schedule is created ( with amounts copied from the RD Income Limit Schedule previously selected ) and prompts you to enter an **Income Limit Effective Date**. Enter the date

(MMDDYYYY) the new income limit changes will become effective and enter your new income limit amounts.

**Median Family Income [+] button** - To have the program automatically calculate all RD Income Limit amounts, based on the *Median Family Income* amount entered, click-on the *Median Family Income* [+] button and click-on OK.

Note: This option is only available when adding a new RD Income Limit schedule.

**4 Members - Very Low Income [+] button** - To have the program automatically calculate all RD Income Limit amounts, based on the *4 Members - Very Low Income* amount entered, click-on the *4 Members - Very Low Income* [+] button and click-on OK.

Note: This option is only available when adding or editing an RD Income Limit schedule.

Note: Both [+] button options above use standard RD formulas for calculating RD Income Limit amounts which should match individual member Income Limit schedule amounts provided on RD's website 90% of the time. However, other factors ( FMR comparisons, local rate adjustments, prior year Cap & Floor limitations, etc. ) may cause calculated amounts not to match RD's Income Limit schedule amounts in some cases. When this happens, manually change those amounts to match.

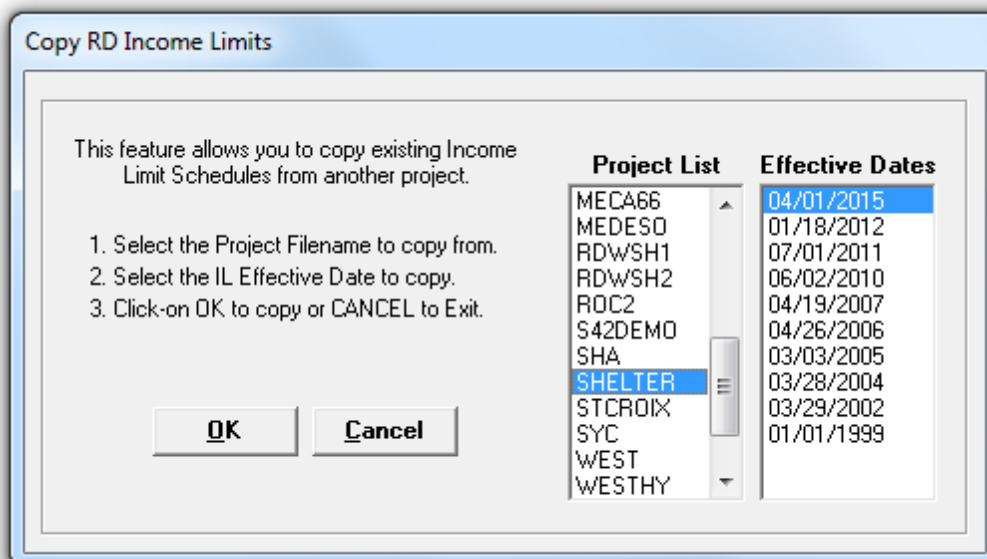
Click-on **Zero Out All Amounts** to clear amounts that were copied from the previous schedule.

Click **OK** to save the new income limit schedule.

Click **Cancel** to abort out of this process.

### Copy Limits

When adding new limits to the *Income Limit* schedule, the opportunity to copy income limits from another existing project is available by clicking-on the **Copy Limits** button.



To copy a RD Income Limit schedule from another existing project into the project currently displayed, click-on the desired filename in the Project List and click-on the desired date in the Effective Date List.

Click **OK** to copy the selected income limit schedule.  
Click **Cancel** to abort out of this process.

### **Remove Displayed Limits**

This option removes an existing income limit schedule from the *RD Income Limit* database.

Click **Income Limit Effective Date** and select the effective date you wish to remove.  
Click **Remove Displayed Limits**. An "Are you sure ..." message appears.

Click **YES** to Remove the displayed income limit schedule from the *RD Income Limit* database.  
Click **NO** to cancel out of this process.

### **Edit Displayed Limits**

This option allows you to edit the *RD Income Limit* schedule currently displayed.

Click **Edit Current Limits**. The system enables data entry ability. When done making changes ...

Click **OK** to save your changes.  
Click **Cancel** to abort out of this process.

### **OK**

Click **OK** to exit the *RD Income Limit* menu section.

#### **13.2.8.4 RD Text Information**

Information provided in this section allows the user to customize data entry in text file generations. Define each data item specific for your project. This data is only used in custom RD related text generation.

RD Text Information ...

**Payment Information**

Grace Period: Number of days allowed before charging late fees : 10

Late Fee: Amount of late fee charged after the grace period : \$ 10

Move-Out Notice: Number of days required to terminate lease : 30

**User Definable Text and Amounts**

Line #1 : Ranges, Refrigerators, Window Shades, Curtain Rods

Line #2 :

Line #3 :

Misc Lease Amounts: #1 : \$ 0 #2 : \$ 0 #3 : \$ 0

OK

## Payment Information

### Grace Period

Enter the number of days you allow your tenants to be late with their rent payment before charging a late fee. The default is 10 days.

### Late Fee

Enter the amount of late fee charged after the grace period defined above. The default is \$10.

### Move-Out Notice

Enter the number of days you require your tenants to give notice of their intent to vacate the unit. The default is 30 days.

## User Definable Text and Amounts

### Line 1/2/3 Text

These text fields allow the user to record text that is to be filled in on custom text generations. It could be a list of leasehold furnishings provided by the project, the name & number of the closest Fire Department or Hospital, etc..

### Miscellaneous 1/2/3 Amounts

Three miscellaneous amount fields are provided for storing amounts not normally maintained by FHA Software that can be used in custom text generations. Example uses would include lockout fee, pet deposit requirement, etc.. Amounts are defaulted to zero.

### 13.2.9 HUD Information

#### 13.2.9.1 HUD-50059 Certification Information

This *Project Data* section relates to *HUD Subsidized projects only* and maintains information that assists the program in processing the various HUD forms provided with your FHA Software package.

Note: If your FHA Software package is not an FHA3, FHA4, FHA5, or FHA6, the *HUD Info* button will be disabled, preventing access to this menu section. Refer to the **About FHA Software** screen to verify your package type.

**HUD Information ...**

**VILLAGE APARTMENTS - HUD**

**Multiple Info**

Effective Date : 01/01/2024

HUD Dependent Allowance \$	480
HUD Elderly Household Allowance \$	525
HUD Bank Passbook Savings Rate %	.400
HUD Minimum Rent Amount \$	25
Imputed Asset Value Threshold \$	50,000
Net Cash Asset Value Cap \$	100,000
Percent of Actual Income Value %	.100
Percent of Income Hardship Value %	.050
Percent of Income Phase-in Value %	.050

Add Edit Remove

**Misc**

Plan of Action Indicator : None

Sender TRACSMail ID : TRACM12345

Destination TRACSMail ID : TRACMPROD

REMS Property ID Number :

**Contract Administrator ( CA )**

Contract Administrator ID# :

CA Name :

Include CA ID# in all MAT File Submissions ☐

**HAP Contract Info.**

**Text Information**

**HUD Income Limits**

☒ TRACS 203A Enabled

Date : 01/01/2024

OK

## Multiple Info

Anytime you have a change in the *HUD Dependent Allowance*, *HUD Elderly Allowance*, *HUD Passbook Savings Rate* and *HUD Minimum Rent Rate*, a new *Multiple Info* schedule needs to be added with the change. Having a history of *Multiple Info* prevents this program from being locked in time.

### Effective Date

This pull down menu displays effective dates of past, current and future *HUD Dependent Allowance*, *Elderly Allowance*, *Passbook Savings Rate* and *Minimum Rent Rate* changes. The effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *change dates*, click the pull down menu button and click-on the desired effective date provided in the list. As the

selected effective dates is displayed, so are the *HUD Dependent Allowance*, *Elderly Allowance*, *Passbook Savings Rate* and *Minimum Rent Rate* changes for that effective date.

#### **HUD Dependent Allowance**

This is the amount that can be deducted from annual income for each minor of the household.

#### **HUD Elderly Household Allowance**

This is the amount that can be deducted from annual income for an elderly household.

#### **HUD Imputed Income (Bank Passbook Savings Rate) %**

This is the local interest rate on passbook savings which is used in calculating income from assets.

#### **HUD Minimum Rent**

All HUD-50059 Certifications, that became effective on or after April 10, 1996, were calculated with in HUD's Minimum Rent Limitations. Meaning, that a tenant's Total Tenant Payment (30% of Income) will not be lower than \$25. This only applies to Sec.8 and PAC programs. Since April 10, 1996, exceptions to Minimum Rent Limitations were added, but the calculation remains in effect.

Note: The default amount is \$25 for most all Sec.8 & PAC Projects. Housing Authorities have the ability to increase this amount up to \$50. If you need to change this amount or if HUD ever drops the Minimum Rent Limitation, just zero out this amount.

#### **Imputed Asset Value Threshold**

This is the Asset Value amount that determines if calculating imputed income from assets is applicable.

#### **Net Cash Asset Value Cap**

This is the maximum amount of Net Cash Asset Value allowed to determine occupancy eligibility.

#### **Percent of Actual Income Value %**

This determines the amount total household Medical/Disability Expenses must exceed before it can be deducted from Gross Annual Income.

#### **Percent of Income Hardship Value %**

This percentage is used to determine if an Income Hardship Exemption is applicable.

#### **Percent of Income Phase-in Value %**

This percentage is used to determine if a Medical/Disability Deduction Exemption is applicable.

#### **Add (button)**

To record a change in any of the three items within the *Multiple Info* section, click-on the **Add** button. Enter the *Effective Date* (mmddyyyy format) of the change and edit the item(s) that have changed. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

**Revise (button)**

To edit any of the three items displayed within the *Multiple Info* section, click-on the **Revise** button. Edit the item(s) desired. Click-on **Save** to save your changes or **Cancel** to abort out of this process.

**Remove (button)**

To delete the items displayed within the *Multiple Info* section currently selected, click-on the **Remove** button. Click-on **Yes** to delete. Click-on **No** to abort out of this process.

Note: At least one *Multiple Info* entry must exist. Therefore, the sole remaining entry cannot be deleted.

**Misc****Plan of Action Indicator**

For *Plan of Action* projects, use the pull down to select the appropriate value (*Title II* or *Title VI*).

Note: *None* is the default selection.

**Sender TRACSMAIL ID**

This is an electronic mail box number issued to you by HUD/TRACS for submitting your tenant change and monthly voucher payment request MAT files to TRACS. Normal *TRACSMAIL System ID's* consist of the letters TRACM ( all caps ) followed by a five (5) digit number (ex. **TRACM12345**).

Note: One *TRACS Mailbox ID* can be used to submit electronically for multiple projects. If so, enter the same *TRACSMAIL System ID* in each project's HUD Info section. FHA Software allows each project to have a different *TRACSMAIL System ID* so that Service Providers can keep messages and Social Security Benefit History Reports separate, using FHA Software.

**Destination TRACSMAIL ID**

This is the *TRACS Mailbox ID* that you submit MAT files to for this specific HUD project. If you submit to National TRACS, the *TRACS Mailbox ID* number would be TRACMPROD ( all caps ). If you submit to a *State Contract Administrator*, enter your CA's *TRACS Mailbox ID* (ex. **TRACM12345**).

Note: Currently, the *Destination TRACS Mailbox ID* entered here will only be used and displayed in the upper right corner of the printed *HUD-52670 HAP Request Voucher* cover page for visual reference.

**REMS Property ID Number**

This is the 10 digit number assigned to the project by the REMS section of HUD's Secure Internet Connection.

Note: This is a future field within the TRACS MAT file format and is not currently being used.

**Contract Administrator (CA)****Contract Administrator ID#**

This the five-character Contract Administrator (CA) ID assigned by the HUD accounting system.

Note: The CA ID# is only used if MAT files created by FHA Software for this project are required to have CA information included in the MAT file. This basically would only apply to CA's using FHA Software to create their MAT files or CA's requesting project managers to include CA ID#'s in the MAT files sent to the CA.

Ca Name

This is the name of the Contract Administrator (CA) that the CA ID is assigned to. It will be inserted as *Sender Name* when MAT files are created with CA ID's.

**Include CA ID# in all MAT File Submissions ( checkbox )**

When checked, all Tenant Change and Voucher MAT files created by FHA Software will automatically include the five-character CA ID# entered above.

## Bottom Section

**TRACS 203A Enabled ( Checkbox & Date )**

This checkbox and date will determine if and when 203A & HOTMA related compliance will be implemented.

Note: This checkbox option is only enabled when 203A & HOTMA compliance has been officially implemented.

**OK**

Click **OK** to exit the *HUD Info* menu section.

**HAP Contract Information** - Click-on this button to view setup information pertaining to *HUD HAP Contract Information*.

**HUD Text Information** - Click-on this button to view setup information used to customize *Text Generation* forms.

**HUD Income Limits** - Click-on this button to view setup information on *HUD Income Limit Schedules*.

### 13.2.9.2 HAP Contract Information

Information in this menu section is used to identify the project's HAP Contract information which helps FHA Software process the various HUD forms provided with your package.



HAP Contract Information ...

HAP Number : 1 of 1 **VILLAGE APARTMENTS - HUD**

Section 8 Contract Number :	IL069900009	Total Units in Sec.8 Contract :	16
HUD Project Number :	12345678	Effective Date of Contract :	01/01/1990
FHA/EH/Non-Insured Project No. :	87654321	Expiration Date of Contract :	01/01/1990
Type of HUD Subsidy :	Section 8	Original HAP Contract Amt \$	5,000,000
Type of Section 8 :	New Construction		
Contract Designation :	N/A		
RAD Conversion Type :	Not RAD Conversion		
Year of RAD Conversion :			
Was this HUD HAP Agreement signed on or after 10/01/1981 ?	YES		
Was this HUD HAP Contract effective on or after 10/01/1981 ?	YES		
If this is an LM/PD Set Aside, was this HUD HAP Contract signed on or after 10/03/1984 ?	Blank		
Total number of Project Based Exceptions currently Allocated :	0	Date of Letter :	
Contract Project Title :	VILLAGE APARTMENTS - HUD		
( If Project Title for this HAP Contract is different than main Project Title )			

Multiple HAP Contracts Apply ☐

OK

### Current HAP Number

This indicates the HAP Contract No. information currently displayed.

### Section 8 Contract Number

This is the eleven (11) character Alphanumeric ID (no dashes) assigned to projects with Section 8, 202/162 PAC, 202 PRAC and 811 PRAC subsidy. The first two digits of this ID is your State abbreviation (example: **IL06R000099**). This number can be located on several HUD forms, below are common forms to try ...

HUD-50059 Tenant Certification - Item #5

HUD-52670 HAP Voucher - Item #3

### HUD Project Number

This is an eight (8) character Alphanumeric ID (no dashes) assigned to RAP, Rent/Supplement, PAC and PRAC subsidy type projects. All other HUD subsidy type projects can leave this field blank. This number can be located on several HUD forms, below are common forms to try ...

HUD-50059 Tenant Certification - Item #4  
HUD-52670 HAP Voucher - Item #2

Note: RD Sec.515 Projects with HUD Sec.8 Subsidy should enter **0000FMHA** in this field.

### **FHA/EH/Non-Insured Project Number**

Enter the same ID entered for *HUD Project Number*.

### **Type of HUD Subsidy**

Click the pull down button to see a list of *HUD Subsidy Types* and select the one that applies to your project. Your project's *Type of HUD Subsidy* is located in item 4 of the HUD-52670 HAP Voucher cover sheet.

### **Type of Section 8**

Click the pull down button to see a list of *Section 8 Types* and select the one that applies to your project. Your project's *Section 8 Type* is located in item 6 of the HUD-52670A Part I HAP Voucher.

### **Contract Designation**

Used for setting up a RAD Project only.

### **RAD Conversion Type**

Used for setting up a RAD Project only.

### **Year of RAD Conversion**

Used for setting up a RAD Project only.

### **Total No. of Section 8 Units**

This is the total number of project based HUD Section 8 assisted units covered by the current HAP Contract for this project. It is the maximum number of units that can have HUD Subsidy at any one time. Your project's *Total No. of Section 8 Units* is located in item 7a of the HUD-52670 HAP Voucher cover sheet.

### **HAP Agreement Signed on or after 10/01/81?**

This question is for Section 8 projects only and requires a *YES*, *NO* or *BLANK* answer. Refer to item 7a of the HUD-52670A Part I HAP Voucher.

### **HAP Contract effective on or after 10/01/81?**

This question is for Section 8 projects only and requires a *YES*, *NO* or *BLANK* answer. Refer to item 7b of the HUD-52670A Part I HAP Voucher.

### **LM/PD HAP Contract signed on or after 10/03/84?**

This question is for Section 8 projects with *Loan management* (LM) or *Property Disposition* (PD) Set Asides and requires a *YES*, *NO* or *BLANK* answer. Refer to item 7c of the HUD-52670A Part I HAP Voucher.

#### **Project Based Exceptions Allocated**

This only applies to Section 8 Contracts effective on or after 10/01/1981 and regular tenant assistance payments are being requested. Enter the number of exceptions the HUD Field Office has currently approved. Refer to item 8a of the HUD-52670 HAP Voucher cover sheet.

**Date** - Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this project. Refer to item 8e of the HUD-52670 HAP Voucher cover sheet.

#### **HAP Contract Effective Date**

This would be the date the current *HAP Contract* went into effect. This date would be on the original *HAP contract*.

#### **HAP Contract Expiration Date**

This would be the date the current *HAP Contract* will expire. This date would be based on the original *HAP Contract* Effective Date and the term of the contract.

#### **Original HAP Contract Amount**

This is the total amount of rental assistance that can be paid out during the life of the *HAP Contract*. This amount would be on the original *HAP Contract*.

#### **Multiple HAP Contracts Apply?**

This option allows information on *Multiple HAP Contracts* to be entered. If you have *Multiple HAP Contracts* for this project, click-on a check mark in the box. Options to *Add* or *Remove* HAP Contracts from the database appear.

Click **Add** to add a new HAP Contract to the database.

Click **Remove** to delete currently displayed HAP Contract info from the database.

Click **Prev** to view previous HAP Contract information in the database

Click **Next** to view next HAP Contract information in the database

#### **Contract Project Title**

This is the name of the project as it will appear on HUD-50059 Tenant Certifications, HUD-52670 HAP Request Vouchers and in all MAT file submissions for this specific HAP Contract Number. The main Project Title will automatically be the default name used unless it is changed here.

### **13.2.9.3 HUD Income Limits**

This HUD menu section maintains HUD *Income Limits* used in both *Waiting List* and HUD-50059 *Tenant Certification* processing features of your FHA Software package. A history of all HUD Income Limit changes, by effective date, are maintained.

HUD Income Limits ...

Income Limit Effective Date : 05/15/2023 ▾

Median Family Income : 89,000 +

# of Occupants	Low ( 80% )	Very Low ( 50% )	Extremely Low ( 30% )
1 Member :	49,850	31,150	18,700
2 Members :	57,000	35,600	21,400
3 Members :	64,100	40,050	25,820
4 Members :	71,200	44,500 +	31,200
5 Members :	76,900	48,100	36,580
6 Members :	82,600	51,650	41,960
7 Members :	88,300	55,200	47,340
8+ Members :	94,000	58,750	52,720

### Income Limit Effective Date

This pull down menu displays effective dates of past, current and future *HUD Income Limit* changes. The *HUD Income Limit* effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *HUD Income Limits*, click the pull down menu button and click-on the desired effective date provided in the list. As the selected effective date is displayed, so are the *HUD Income Limits* for both columns.

## Income Limit Amounts

### Column Titles / # of Occupants / Median Family Income

*HUD Income Limits* consist of three separate categories, *Lower ( 80% )*, *Very Low ( 50% )* and *Extremely Low ( 30% )*. Income Limit amounts are based on the number of household occupants and are used to initially qualify tenants to occupy a HUD unit, as well as, identify income levels throughout the remainder of their occupancy in a HUD subsidized project.

### Add New Limits

Anytime you have an income limit change, you must enter this new information, by adding a new income limit schedule to the *HUD Income Limit* database.

To enter a new income limit schedule, click **Add New Limits**.

A new HUD Income Limit Schedule is created ( with amounts copied from the HUD Income Limit Schedule previously selected ) and prompts you to enter an **Income Limit Effective Date**. Enter the

date (MMDDYYYY) the new income limit changes will become effective and enter your new income limit amounts.

**Median Family Income [+] button** - To have the program automatically calculate all HUD Income Limit amounts, based on the *Median Family Income* amount entered, click-on the *Median Family Income* [+] button and click-on OK.

**4 Members - Very Low Income [+] button** - To have the program automatically calculate all HUD Income Limit amounts, based on the *4 Members - Very Low Income* amount entered, click-on the *4 Members - Very Low Income* [+] button and click-on OK.

Note: Both [+] button options above use standard HUD formulas for calculating HUD Income Limit amounts which should match individual member Income Limit schedule amounts provided on HUD's website 90% of the time. However, other factors ( FMR comparisons, local rate adjustments, prior year Cap & Floor limitations, etc. ) may cause calculated amounts not to match HUD's Income Limit schedule amounts in some cases. When this happens, manually change those amounts to match.

Click **OK** to save the new income limit schedule.

Click **Cancel** to abort out of this process.

#### **Zero Out All Amounts ( button )**

Click-on the **Zero Out All Amounts** button to clear amounts that were automatically copied from the previous schedule.

#### **HUD IL DataSet ( button )**

To add ( copy ) Income Limit schedule amounts directly from HUD's official Income Limit DataSet, click-on the **HUD IL DataSet** button.

Copy from HUD Income Limit DataSet ...

This feature allows the user to select a HUD Income Limit Schedule directly from the official HUD Income Limit DataSet, based on County Name or HUD Metro FMR Area.

Fiscal Year to Retrieve : FY2024 Effective : 04/01/2024

State : IL Illinois

County Name : Boone County

HUD Metro FMR Area : Not Selected

Help OK Cancel

All HUD Fiscal Year Income Limit Schedules going back to FY2005 are available to select from. To add ( copy ) your specific HUD Income Limit Schedule, do the following ...

- \* Select the FISCAL YEAR TO RETRIEVE
- \* Select the STATE your project is located

- \* Select the COUNTY NAME or HUD METRO FMR AREA that is applicable for your project
- \* Click-on OK

Note: A new HUD Income Limit Schedule will be added to the HUD Income Limit section for the project currently selected.

### Copy Limits ( button )

When adding new limits to the *Income Limit* schedule, the opportunity to copy income limits from another existing project is available by clicking-on the **Copy Limits** button.

**Copy From Another Project ...**

This feature allows you to copy existing Income Limit Schedules from another project.

1. Select the Project Filename to copy from.
2. Select the IL Effective Date to copy.
3. Click-on OK to copy or CANCEL to Exit.

**OK** **Cancel**

Project List	Effective Dates
57	04/01/2024
903MONT	05/15/2023
905PTSQ	04/18/2022
906WTRT	04/01/2021
907WTRL	04/01/2020
ALABAR	04/24/2019
BAYBRID	04/01/2018
BLVDWBC	04/14/2017
CH02BEE	03/28/2016
COA	12/18/2013
CROSBY	12/01/2011
DESERT	05/14/2010
EH	03/01/2009
FIRCRES	03/01/2008
FVILLAS	03/20/2007
HARRISO	03/08/2006
HERMIST	02/11/2005
KFADD	01/01/2004
KFOREST	01/01/2003
KOSSUTH	01/01/2001
LAKVIEW	
LLCFELD	
MIRACLE	
MYERS	
NUCLA	
PORTLAN	
RC	
RHSDEMO	
S42DEMO	
SG	
TOMLINS	
VNCI	

To add ( copy ) a HUD Income Limit schedule from another existing project into the project currently displayed, click-on the desired filename in the Project List and click-on the desired date in the Effective Date List.

Click **OK** to copy the selected income limit schedule.  
Click **Cancel** to abort out of this process.

### **Remove Displayed Limits**

This option removes an existing income limit schedule from the *HUD Income Limit* database.

Click **Income Limit Effective Date** and select the effective date you wish to remove.  
Click **Remove Displayed Limits**. An "Are you sure ..." message appears.

Click **YES** to Remove the displayed income limit schedule from the *HUD Income Limit* database.  
Click **NO** to cancel out of this process.

### **Edit Displayed Limits**

This option allows you to edit the *HUD Income Limit* schedule currently displayed.

Click **Edit Displayed Limits**. The system enables data entry ability. When done making changes ...

Click **OK** to save your changes.  
Click **Cancel** to abort out of this process.

### **OK**

Click **OK** to exit the *HUD Income Limit* menu section.

## **13.2.9.4 HUD Text Information**

Information provided in this section allows the user to customize data entry in text file generations. Define each data item specific for your project. This data is only used in custom HUD related text generation.

HUD Text Information ...

**Payment Information**

Grace Period: Number of days allowed before charging late fees : 10

Late Fee: Amount of late fee charged after the grace period: \$ 10

Move-Out Notice: Number of days required to terminate lease : 30

**User Definable Text and Amounts**

Line #1: Ranges, Refrigerators, Window Shades, Curtain Rods

Line #2:

Line #3:

Misc Lease Amounts: #1: \$ 0 #2: \$ 0 #3: \$ 0

OK

## Payment Information

### Grace Period

Enter the number of days you allow your tenants to be late with their rent payment before charging a late fee. The default is 10 days.

### Late Fee

Enter the amount of late fee charged after the grace period defined above. The default is \$10.

### Move-Out Notice

Enter the number of days you require your tenants to give notice of their intent to vacate the unit. The default is 30 days.

## User Definable Text and Amounts

### Line 1/2/3 Text

These text fields allow the user to record text that is to be filled in on custom text generations. It could be a list of leasehold furnishings provided by the project, the name & number of the closest Fire Department or Hospital, etc..

### Miscellaneous 1/2/3 Amounts

Three miscellaneous amount fields are provided for storing amounts not normally maintained by FHA Software that can be used in custom text generations. Example uses would include lockout fee, pet deposit requirement, etc.. Amounts are defaulted to zero.



### 13.2.10 Rent Rate Information

This data entry section maintains a history of all rent rate and utility allowance changes by effective date. Rent rate information can be made standard within each unit size or individualized unit-by-unit, also referred to as *Multiple Rent Rates*.

Note: LIHTC Maximum Monthly Rent amounts are calculated using Tax Credit Income Limits.

Rent Rate & Utility Allowance Schedule ...

Effective Date of Rent Change : 01/01/2005 GRC Activation Date : 07/10/2012 VILLAGE APARTMENTS - RDSEC.515

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom
Basic Rent :	\$ 725	\$ 825	\$ 925	\$ 1,025	\$ 1,125	\$ 1,225	\$ 1,325
Market/Note Rate :	\$ 1,025	\$ 1,125	\$ 1,225	\$ 1,325	\$ 1,425	\$ 1,525	\$ 1,625
Contract Rent :	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
LIHTC Rent Limit :	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Utility Allowance :	\$ 155	\$ 175	\$ 205	\$ 215	\$ 245	\$ 255	\$ 265
Square Feet :	650	750	850	950	1,050	1,150	1,250
SML = Small MED = Medium LRG = Large	N/A SML MED LRG	N/A SML MED LRG	N/A SML MED LRG	N/A SML MED LRG	N/A SML MED LRG	N/A SML MED LRG	N/A SML MED LRG
	Custom	Custom	Custom	Custom	Custom	Custom	Custom
Total # of Units :	# 2 [ 16 ]	# 4	# 2	# 2	# 2	# 2	# 2
Display All ... <input type="radio"/> N/A Rates <input type="radio"/> SML Rates <input type="radio"/> MED Rates <input type="radio"/> LRG Rates							
<b>Multiple Rent Rates</b> <input type="checkbox"/> Multiple Rent Rates Apply. ( This option provides the ability to individualize unit-by-unit, rent rates and utility allowances. )							
Add New Rates		Remove Displayed Rates		Edit Displayed Rates		OK	

#### Effective Date of Rent Change

This pull down menu displays effective dates of past, current and future *Rent Rate* changes. The *Rent Rate* effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *Rent Rates*, click the pull down menu button and click-on the desired effective date provided in the list. As the selected effective dates is displayed, so are the rent rates for each applicable unit size.

#### GRC Activation Date

This is the date when a *Gross Rent / UA Change* process was run which implemented the *Rent Rate Schedule* currently selected. If N/A is displayed instead of a date, it means the Rent Rate Schedule has not yet been implemented.

#### Standard Unit Sizes

Within FHA Software, units are standardized into seven distinct sizes (column headings) ...

**Efficiency 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom 5 Bedroom 6 Bedroom**

This master rent rate schedule is used when rent rates and utility allowances are the same for all units of the same size. Four rent rate categories are defined for each applicable unit size ...

**Basic Rent Market/NoteRate Contract Rent LIHTC Rent Limit**

Note: When rent rates differ for various units within the same unit size, it is called *Multiple Rent Rates*.

### **Basic Rent**

This amount field is the *Basic Rent* rate set for RD Sec.515 or HUD Sec.236 units.

**RD Sec.515 units** - Enter the *Basic Rent* amount located in Part II, column 7 of the RD 3560-29 Project Worksheet, for each applicable unit size.

**HUD Sec.236 units** - Enter the *Contract Rent* amount located in Section B item 32 on page #2 of the HUD-50059 Certification for each applicable unit size.

**LIHTC Sec.42 units** - Not Applicable

### **Market/Note Rate**

This amount field is the *Market Rent Rate* for HUD Sec.236 units or the *Note Rate Rent* for RD Sec.515 units.

**RD Sec.515 units** - Enter the *Note Rate Rent* amount located in Part II, column 8 of the RD 3560-29 Project Worksheet, for each applicable unit size.

**HUD Sec.236 units** - Enter the *Market Rent* amount located in Section B item 31 on page #2 of the HUD-50059 Certification for each applicable unit size.

**LIHTC Sec.42 units** - Not Applicable

### **Contract Rent**

This amount field is the *Contract Rent Rate* for HUD Subsidized units

**RD Sec.515 units** - Not Applicable

**HUD Subsidized units** - Enter the *Contract Rent* amount located in Section B item 32 on page #2 of the HUD-50059 Certification for each applicable unit size.

**LIHTC Sec.42 units** - Not Applicable

### **LIHTC Rent Limit**

**RD Sec.515 units** - Not Applicable

**HUD Subsidized units** - Not Applicable

**LIHTC Sec.42 units** - Enter the desired Most Restrictive ( Fair Market ) Monthly Rent Limit amount for each applicable unit size.

Note: This amount is only necessary if the amount of rent being charged the tenant with a Sec.42 Tenant Income Certification is different than the calculated Maximum Monthly Rent that is based on the LIHTC Income Limit Schedule ( example: Fair Market Rent Limit, Most Restrictive LIHTC Rent Limit, etc. ).

### Utility Allowance

This amount item displays the total *Utility Allowance* for RD/HUD/LIHTC units, if UA is applicable.

To view &/or modify *Utility Allowance* amounts, click **Edit Current Rates** and then click-on the desired *Utility Allowance* button. A detailed *Utility Allowance* data entry screen will appear. When done making changes, click **OK** to exit.

**RD Sec.515 units** - Enter the *Utility Allowance* amount located in Part II, column 11 of the RD 3560-29 Project Worksheet, for each applicable unit size. Detailed *Utility Allowance* amounts are available on the most recently approved *Utility Allowance* increase.

**HUD Subsidized units** - Enter the *Utility Allowance* amount located in Section B item 33 on page #2 of the HUD-50059 Certification for each applicable unit size. Detailed *Utility Allowance* amounts are available on the most recently approved *Utility Allowance* increase.

**LIHTC Sec.42 units** - Enter the current *Utility Allowance* approved for each applicable unit size.

### Square Feet

Enter the square feet for each applicable unit size.

### Total # of Units

Enter the *Total Number of Units* in the project for each unit size column, regardless of subsidy type or multiple rent schedule. The grand total number of units displayed in the brackets [ ] will automatically be calculated based on each unit total entered.

### Display All

When editing the rent rate schedule, the N/A ( Non-Designated ) rent schedule amounts for all unit sizes are displayed by default. If multiple rent rates apply, the user can use this option to automatically display N/A Rates, SML Rates, MED Rates or LRG Rates at once for all unit sizes by clicking on the desired rate bullet.

### Multiple Rent Rates

When a project has *Rent Rates* &/or *Utility Allowances* that are different for units of the same size, it's called *Multiple Rent Rates*. In this situation, *Rent Rates* & *Utility Allowances* are individually defined on a unit-by-unit basis, based on *Unit Type* ( *N/A*, *Small*, *Medium*, *Large*, or *Custom* ) which are established for each unit in the Unit Data window.

To activate *Multiple Rent Rates*, click **Edit Current Rates**.and click-on the *Multiple Rent Rates Apply* checkbox. This allows rent rate entry for each of the four unit types ( *N/A*, *SML*, *MED*, *LRG*, *Custom* ) within each unit size.

**Custom Unit Types** - The Custom Unit Types feature provides the ability to setup multiple rent rates for Unit Types beyond the standard four *N/A, Small, Medium, Large* Unit Types. A common use for Custom Unit Types would be if you have a USDA/RD project with multiple Basic/Note/UA Rates and need to match *Unit Type* designation letters that exist on the MINC Project Worksheet that are not letters S/M/L. If so, click-on the **Custom** button provided in the applicable *Unit Size* column and the *Custom Unit Type - Rent Rate Schedule(s)* window below will appear ...

Custom Unit Type - Rent Rate Schedule(s) ...

Effective Date : 01/01/2005    Unit Size : Efficiency

* Unit Type	Basic Rent	Note/Market	Contract Rent	LIHTC Limit	UA	SqFt
M	\$ 725	\$ 1,025	\$ 0	\$ 0	100	695
O	\$ 735	\$ 1,035	\$ 0	\$ 0	113	703
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0
	\$ 0	\$ 0	\$ 0	\$ 0	0	0

\* Unit Type - Is a 3 character or less Alpha-Numeric description of your custom Unit Type designation ( examples: A or AA or AAA or A1 or AA1 or 1 or 11 or 111, etc. ).

OK Cancel

Note: Each line sets up an individual Unit Type for the Unit Size currently selected. **Unit Type** is an Alpha-Numeric ( 3 character max ) field that describes the custom *Unit Type*. For USDA/RD projects, match the single letter that exists on MINC's Project Worksheet ( normally letters A thru Z ). When done, click-on **OK** to save your changes or **Cancel** to exit this window without saving your changes. After setting up your Custom Unit Types, go into DATA .. UNIT DATA and assign this custom Unit Type designation to each applicable Unit Number.

#### Update Square Feet in Unit Data ( checkbox )

This checkbox is only displayed while editing a Rent Rate Schedule that has the Multiple Rent Rates Apply box checked. By default, Square Feet in Unit Data is automatically updated when a Multiple Rent

Rate Schedule is saved. Unchecking this box will leave existing Square Feet in Unit Data alone when the Multiple Rent Rate Schedule is saved.

### Add New Rates

Anytime you have a rent rate increase/decrease &/or utility allowance change, you must enter this new information, by adding a new rent schedule to the *Rent Rate* database.

To enter a new rent schedule, click **Add New Rates**.

The system then prompts you to enter an **Effective Date of Rent Change**. Enter the date (MMDDYYYY) the new rent rates &/or utility allowance changes will become effective. As a default, rent rate amounts from the previous rent rate schedule are copied into the new schedule being added. Simply enter the new amounts or change the amounts that are different.

Click **OK** to save the new rent rate schedule.

Click **Cancel** to abort out of this process.

### Remove Displayed Rates

This option removes an existing rent rate schedule from the *Rent Rate* database.

Click **Effective Date of Rent Change** and select the effective date you wish to remove.

Click **Remove Displayed Rates**. An "Are you sure ..." message appears.

Click **YES** to Remove the displayed rent rate schedule from the *Rent Rates* database.

Click **NO** to cancel out of this process.

### Edit Displayed Rates

This option allows you to edit the *Rent Rate* schedule currently displayed.

Click **Edit Current Rates**. The system enables data entry ability. When done making changes ...

Click **OK** to save your changes.

Click **Cancel** to abort out of this process.

### OK

Click **OK** to exit the *Rent Rates* menu section.

## 13.2.11 Tax Credit Information

*Low Income Housing Tax Credit* (LIHTC) compliance monitoring are built-in features with various FHA Software packages. This data entry section sets up and activates *Tax Credit* monitoring of your project.

Up to fourteen (14) separate sets of *Tax Credit* income limits can be established. A history of all Tax Credit income limit changes, by effective date, are also maintained. *Tax Credit* income limit assignment can be made standard throughout the project or individualized unit-by-unit.

When activated, *Tax Credit* compliance requirements are monitored in processing Waiting List and Tenant Certification information. Compliance reports are generated in the **Tax Credit Analysis** section of FHA Software.

**Tax Credit Monitoring Information ...**

Income Limit Effective Date : 04/01/2018

**VILLAGE APARTMENTS - LIHTC**

# of Occupants	60% MSA	80% MSA	50% MSA	40% MSA	30% MSA	Column 6	Column 7
MSA % :	60%	Other	50%	40%	30%	Not Used	Not Used
1 Member :	19,800	26,450	16,500	13,200	9,900	0	0
2 Members :	22,680	30,200	18,900	15,120	11,350	0	0
3 Members :	25,500	34,000	21,250	17,000	12,750	0	0
4 Members :	28,320	37,750	23,600	18,880	14,150	0	0
5 Members :	30,600	40,800	25,500	20,400	15,300	0	0
6 Members :	32,880	43,800	27,400	21,920	16,450	0	0
7 Members :	35,100	46,800	29,250	23,400	17,550	0	0
8 Members :	37,380	49,850	31,150	24,920	18,700	0	0
9+ Members :	0	0	0	0	0	0	0

**Tax Credits**

Tax Credit Project No.: W515-987-00999

☒ Monitor LIHTC Compliance **Recertification Info**

☒ Multiple Income Limits Apply

☐ Use LIHTC Rent Limits - Calc. Method : /12 x .30

**Building ID Information**

Building ID : 1234-5678-90111 Application Date : 06/01/1989

LIHTC Allocation Date : 11/01/1998

Placed In Service Date : 01/01/1990

Minimum Set Aside % : 40-60

☐ Deep Rent Skewed ☐ 1993 Omnibus Act ... Election Date :

Prev 7 Next 7 Add Limits Remove Limits Edit Limits Edit Building ID Edit Column Titles OK

### Income Limit Effective Date

This pull down menu displays effective dates of past, current and future *Tax Credit* income limit changes. The *Tax Credit* Income Limit effective date which is currently in effect (as of the system date) is defaulted to display initially. To view other *Tax Credit* Income Limits, click the pull down menu button and click-on the desired effective date provided in the list. As the selected effective date is displayed, so are the *Tax Credit* Income Limits for each applicable column.

## Income Limit Amounts

### Column Titles

Up to fourteen (14) separate sets of *Tax Credit* income limits can be established. The first two column titles default to *Primary* and *Secondary*. However, the user can reword each and every column title to a more visually recognizable term.

### # of Occupants ( Column )

Use column #1 (Primary) to enter your Tax Credit Income limits, based on the number of occupants. For projects that have multiple tax credits, use column 2 thru 14 to enter the additional set of limits. An example of multiple tax credits would be if you have a HOME Program in addition to project based Tax Credits. Use Column #1 (primary) to record your project based Tax Credit Income Limits and column #2 (Secondary) for the HOME Program Income Limits.

### Prev 7

Click-on the **Prev 7** button to display the first 7 of 14 LIHTC Income Limit Schedule Columns.

### Next 7

Click-on the **Next 7** button to display the last 7 of 14 LIHTC Income Limit Schedule Columns.

### Add Limits

Anytime you have an income limit change, you must enter this new information, by adding a new income limit schedule to the *Tax Credit Income Limit* database.

To enter a new income limit schedule, click **Add New Limits**.

A new Tax Credit Income Limit Schedule is created ( with amounts copied from the Tax Credit Income Limit Schedule previously selected ) and prompts you to enter an **Income Limit Effective Date**. Enter the date (MMDDYYYY) the new income limit changes will become effective and enter your new income limit amounts.

Click-on **Zero Out All Amounts** to clear amounts that were copied from the previous schedule.

Click **OK** to save the new income limit schedule.

Click **Cancel** to abort out of this process.

### HUD IL DataSet

When adding new or editing an existing *Income Limit* schedule, the opportunity to copy MTSP or HOME income limits directly from the official HUD Income Limit DataSet is available by clicking-on the **HUD IL DataSet** button.

Copy from HUD Income Limit DataSet ...

This feature allows the user to select an MTSP or HOME Income Limit Schedule directly from the official HUD Income Limit DataSet, based on County Name or HUD Metro FMR Area.

IL Column being updated : 60% MSA

HUD IL DataSet to use ... ☒ Multi-Family Tax Subsidy Project ( MTSP ) Income Limits  
☐ HOME Program Income Limits

Fiscal Year to Retrieve : FY2024 Effective : 04/01/2024

State : IL ILLINOIS

IL Percentage : 60% Regular Income Limits

County Name : Boone County

HUD Metro FMR Area : Not Selected

Help OK Cancel

**IL Column being updated** - Select the Income Limit column ( heading ) to be copied to.

**HUD IL DataSet to use** - Select the HUD Income Limit DataSet to copy from which includes ...

- \* Multi-Family Tax Subsidy Project ( MTSP ) Income Limits
- \* HOME Program Income Limits

**Fiscal Year to Retrieve** - Select the Fiscal Year Income Limit Schedule to copy from. The actual Income Limit Schedule Effective Date will be displayed at the right.

**State** - Select the State

**IL Percentage** - Select the applicable Income Limit Percentage to copy from which includes the following schedules ...

- \* MTSP - 50% HERA Special Income Limits
- \* MTSP - 60% HERA Special Income Limits
- \* MTSP - 50% Regular Income Limits
- \* MTSP - 60% Regular Income Limits
- \* HOME - 30% Income Limits
- \* HOME - 50% Income Limits
- \* HOME - 60% Income Limits
- \* HOME - 80% Income Limits

**County Name** - Select the *County Name* for the Income Limit Schedule, if applicable for this project.

**HUD Metro FMR Area** - Select the *HUD Metropolitan Fair Market Rent Area* for the Income Limit Schedule, if applicable for this project.

Click-on **Help** to view *Online Help Topics* about this process.

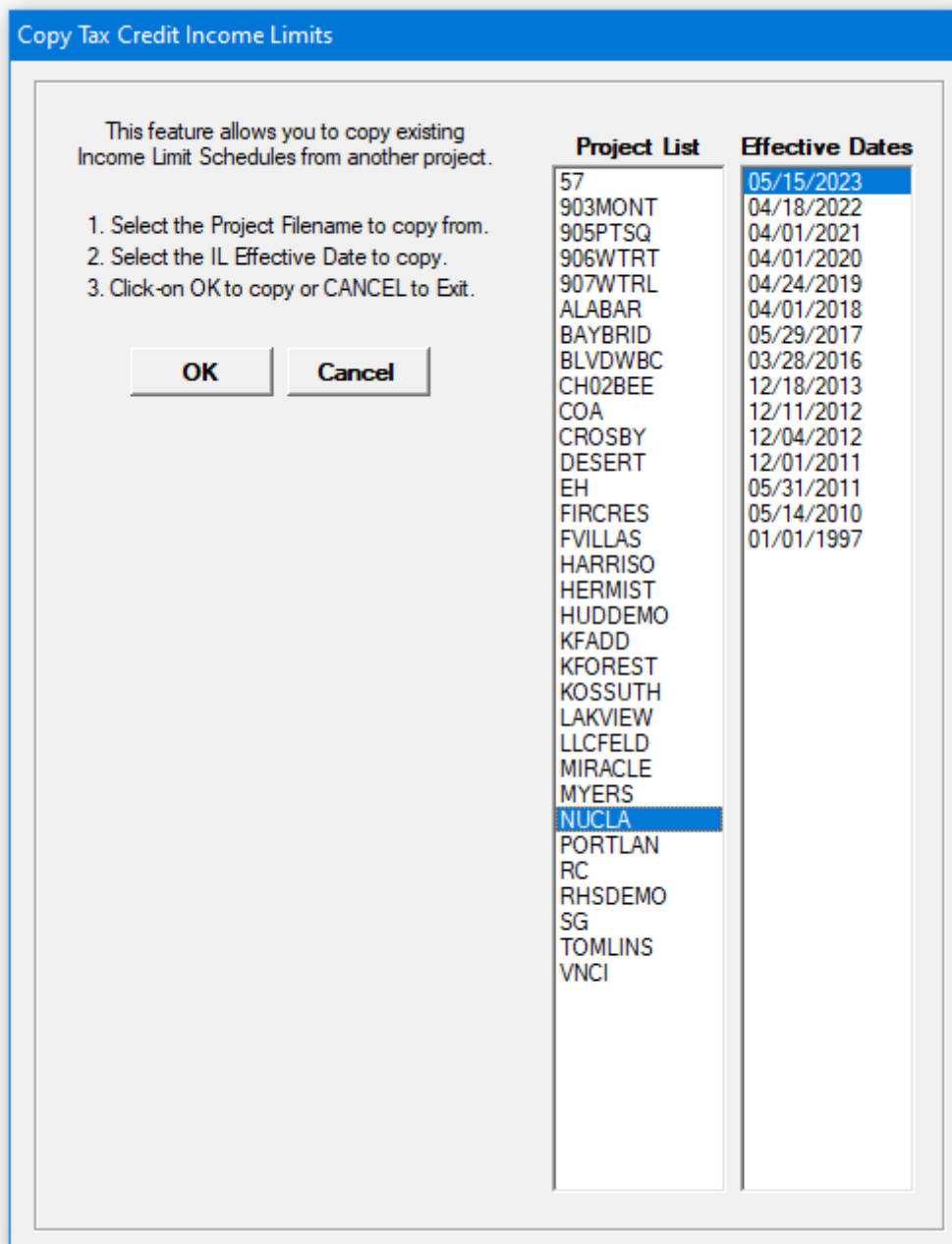
Click **OK** to copy the selected Income Limit Schedule to the Income Column ( Heading ) defined.

Click **Cancel** to abort out of this process and return to the previous window.

### Copy Limits

When adding new limits to the *Income Limit* schedule, the opportunity to copy income limits from another existing project is available by clicking-on the **Copy Limits** button.





To copy a Tax Credit Income Limit schedule from another existing project into the project currently displayed, click-on the desired filename in the Project List and click-on the desired date in the Effective Date List.

Click **OK** to copy the selected income limit schedule.

Click **Cancel** to abort out of this process.

### Remove Limits

This option removes an existing income limit schedule from the *Tax Credit* database.

Click **Income Limit Effective Date** and select the effective date you wish to remove.  
Click **Remove Limits**. An "Are you sure ..." message appears.

Click **YES** to Remove the displayed income limit schedule from the *Tax Credit* database.  
Click **NO** to cancel out of this process.

### Edit Limits

This option allows you to edit the *Tax Credit Income Limit* schedule currently displayed.

Click **Edit Limits**. The system enables data entry ability. When done making changes ...

Click **OK** to save your changes.  
Click **Cancel** to abort out of this process without saving changes.

### Edit Column Titles

Each of the fourteen (14) column titles can be reworded to best define your use of each column. To change the wording on any of the fourteen (14) column titles, click-on **Edit Column Titles**.

Column Titles and MSA % fields can now be modified.

Simply change applicable column titles (Descriptions) and Multiple Set Aside (MSA) Percentages to match Tax Credit Income Limits schedules entered for each column.

Example: If your Minimum Set Aside is 40-60, you may want to change the title of column #1 to **60% Limits** and select **60% MSA** as the MSA %. If you also have a HOME Program, you could change the title of column #2 to **HOME** and enter your HOME income limit schedule in column #2 and select the MSA % applicable.

When done making changes ...

Click **OK** to save your changes.  
Click **Cancel** to abort out of this process without saving changes.

### OK

Click **OK** to exit the *Rent Rates* menu section.

## Tax Credits

This menu section indicates whether Tax Credits are being monitored, if Multiple income limits are being used and maintains the project's Tax Credit Number. To make changes in this section, click **Edit Building ID** and data entry is enabled.

### Tax Credit Project Number

This would be the project's Tax Credit Identification Number assigned by the LIHTC Compliance Reviewing entity for your State, such as WHEDA, IHDA, MNHFA, etc.. If your project only has one Building Identification Number (BIN), enter the BIN as the *Tax Credit Project Number*, as well.

Your *Building Identification Number* is located in Part I - E on form 8609 Allocation Certification.

**Monitor LIHTC Compliance ( Checkbox )**

This acts as a toggle switch in FHA Software as to whether the system should or should not monitor for Tax Credit Compliance. Once information for one Building ID has been completely setup, Tax Credit monitoring is eligible for activation.

Click-on a check mark, if you want the system to monitor for Tax Credit Compliance. Leave this box unchecked, if you do not want the system to monitor for Tax Credit Compliance, even though you may have entered Tax Credit information.

**Multiple Income Limits Apply ( Checkbox )**

This option allows you to assign units &/or tenants to a specific set of Tax Credit Limits. For instance, you can assign your HOME Program units/tenants to HOME based income limits and your project based Tax Credit units/tenants to project based Tax Credit income limits. This would allow you to generate separate Tax Credit Analysis reports for both HOME and project based Tax Credits.

To assign units/tenants to specific Tax Credit Limits, click-on a check mark for **Multiple Inc. Limits Apply**. Unit-by-unit assignment is done in the *Unit Data* menu of FHA Software. Refer to the *Multiple Info* section of *Unit Data* for details on the unit assignment process.

**Use LIHTC Rent Limits ( Checkbox )**

By default, *Maximum Monthly Rent Rates* are calculated based on LIHTC Income Limit Schedules entered in each column in the *Tax Credits* window of *Project Data*, when processing a Section 42 Tenant Certification or Tax Credit Analysis. However, if this *Use LIHTC Rent Limits* checkbox is checked, *Most Restrictive ( Fair Market ) Monthly Rent Rate* amounts will come directly from *LIHTC Rent Limit* amounts entered in the *Rent Rate Schedule* window of *Project Data*.

**Recertification Info ( Button )**

Click-on the **Recertification Info** button to view the *LIHTC Recertification Information* window below ...

**LIHTC Recertification Information ...**

**Default Recertification Date ...**  
The Recertification Date in the Generate Recertification Notices feature will be defaulted to : Next Scheduled

**Annual Recertification Effective Date ...**  
For RD/HUD projects layered with Tax Credits that have mid-month move-in dates, the Annual Recertification Effective Date ( Day ) on State Specific LIHTC Tenant Income Certification ( TIC ) forms will be reported as follows ...

INITIAL Certifications ( Move-In ) - Actual Unit Move-In Date

Annual Recertification ( 1st Year ) - Move-In Anniversary Date ( Day )

Annual Recertification ( 2nd Year and after ) - Actual Certification Effective Date ( Day )

OK Cancel

The following information is available on the *LIHTC Recertification Information* window ...

### Default Recertification Date

For existing USDA/Rural Development ( Section 515 ) &/or HUD Section 8 projects that are layered with Tax Credits, the *Recertification Anniversary Date* used for the recertification process can be set to automatically be based on *Move-In Anniversary Date*, or *Placed In Service Date* ( instead of *Next Scheduled Recertification Date* ) to comply with LIHTC Recertification compliance. An RD/HUD/LIHTC combination project does not need to have two separate recertification date schedules.

**Next Scheduled** - Select this to set the recertification process for this RD/HUD/LIHTC combination project to be based on the *Next Scheduled Recertification Date* maintained in UNIT DATA.

**Move-In Anniversary** - Select this to set the recertification process for this RD/HUD/LIHTC combination project to be based on the tenant's original *Move-In Date* ( MONTH ).

**Placed In Service** - Select this to set the recertification process for this RD/HUD/LIHTC combination project to be based on the building's *Placed In Service Date* ( MONTH ).

Note: *Next Scheduled* is the default *Recertification Type*.

Note: *Recertification Type* criteria will automatically be selected for each individual LIHTC project when accessing the *Certification Expiration Report* and *Generate Recertification Notices* feature. The *Expiration Date of Tenant Certification* column on our *Standard Tax Credit Analysis* report will also be based on the *Recertification Type* selected.

### Annual Recertification Effective Date

The *Certification Effective Date* ( Day ) for all RD & HUD Annual Recertifications is effective on the first day of the month. No exception. For LIHTC Tenant Income Certifications, most State HFA's require Annual Recertification effective dates to be dated 365 days from the effective date of the Initial Certification ( Move-In ) which could be a mid-month day ( not the 1st day of the month ). Some State HFA's only require the first Annual Recertification to be dated 365 days from the effective date of the Initial Certification ( Move-In ), but will allow second year and after Annual Recertification effective dates to revert to the 1st day of the month. Therefore, in order to automatically generate an LIHTC Tenant Income Certification form ( Annual Recertification ) from an RD or HUD Tenant Certification Data entry with the correct *Certification Effective Date* ( Day ), the following *Annual Recertification Effective Date* defaults can be established ...

**INITIAL Certifications ( Move-In )** - Will always insert the actual Unit Move-In Date

**Annual Recertification ( 1st Year )** - Actual Certification Effective Date ( Day ) or  
- Move-In Anniversary Date ( Day )

**Annual Recertification ( 2nd Year and after )** - Actual Certification Effective Date ( Day ) or  
- Move-In Anniversary Date ( Day )

Note: The above *Annual Recertification Effective Date* default settings only apply to RD/HUD projects layered with Tax Credits. 100% Tax Credit projects will always report the actual Recertification Effective Date ( Day ) that is entered.

When done making changes ...

Click **OK** to save your changes.

Click **Cancel** to exit this window without saving changes.

### Calculation Method

There seems to be two different methods used by State Agencies that monitor Tax Credits and compliance issues for calculating Maximum Monthly Rent. This results in a \$1.00 difference between calculation methods. In order for FHA Software to provide compliance with varying tax credit monitors, we have allowed the user to select the calculation method that should be used for their project(s). Use the pull down to select the desired calculation method. Calculation examples are provided below ...

#### Calculation Method /12 x .30 will calculate Maximum Monthly Rent as ...

Annual Income Limit of	\$ 27,200
Divided by 12 =	\$ 2,266.66
Times .30 =	\$ 679.99
Rounded down to	\$ 679

#### Calculation Method x .30 /12 will calculate Maximum Monthly Rent as ...

Annual Income Limit of	\$ 27,200
Times .30 =	\$ 8,160
Divided by 12 =	\$ 680.00
Rounded down to	\$ 680

Note: The default *Calculation Method* used is [ /12 x .30 ].

Note: The *Calculation Method* is used when calculating *Maximum Monthly Rent* in the *Tenant Certification Calculation* process and *Tax Credit Analysis* report.

## Building ID Information

For those projects where Tax Credits are building-by-building based, information on each Building ID must be entered in the *Building ID Information* section. To make changes in this section, click **Edit Building ID** and data entry is enabled.

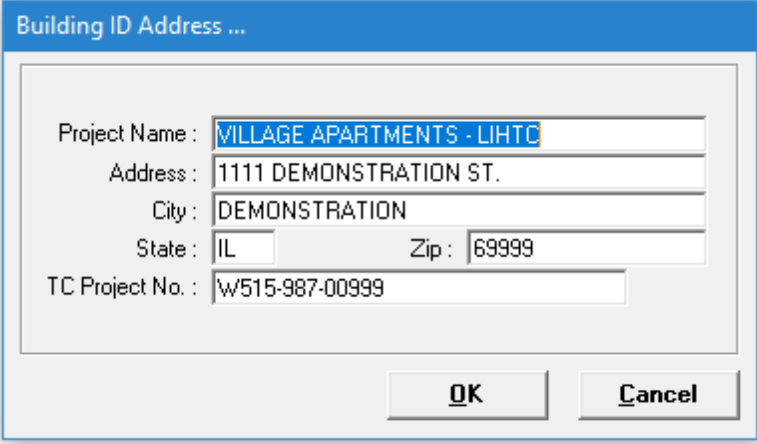
### Building ID

Every Tax Credit Project has at least one *Building ID Number*. In order for FHA Software to recognize your project as having Tax Credits, you must enter information about your Building ID.

Your *Building Identification Number* is located in Part I - E on form 8609 Allocation Certification.

### Building ID [+] button

Each *Building ID* has a specific address that is included in all LIHTC Data Transfer Standard XML file layouts sent to applicable State HFA's. Click-on the [+] button to view the *Building ID Address* window ...



Building ID Address ...

Project Name : VILLAGE APARTMENTS - LIHTC

Address : 1111 DEMONSTRATION ST.

City : DEMONSTRATION

State : IL Zip : 69999

TC Project No. : W515-987-00999

OK Cancel

**Project Name** - This is the Project Name associated with the Building ID Number in all XML file submissions and defaults to being the same as the main Project Name.

**Address, City ST Zip** - This is the address associated with the Building ID Number and defaults to being the same as the main Project address.

**TC Project No.** - This is the Tax Credit Project Number associated with the Building ID Number and defaults to being the same as the main Project Tax Credit Number.

Click **OK** to save your changes.

Click **Cancel** to abort out of this window without saving changes.

### Application Date

This is the date the owner officially submitted an application for Tax Credits.

Note: If you don't know what your *Application Date* is, enter a date that is prior to the *LIHTC Allocation Date*, defined below.

### LIHTC Allocation Date

This is the date the form 8609 is completed, signed and dated by an authorized official of the housing credit agency. *Allocation Date* is located in Part I - 1a on form 8609 Allocation Certification.

Note: *LIHTC Allocation Date* should be prior to *Placed in Service Date*.

Note: *LIHTC Allocation Date* determines the *Tax Credit Type* this project/building applies when calculating *Maximum Monthly Rent* (1989 or Before versus 1990 or After).

### Placed in Service Date

For a residential rental building, this is the date the first unit in the building is ready and available for occupancy under state or local law. *Placed in Service Date* is located in Part II - 7a on form 8609 Allocation Certification.

### Minimum Set Aside

No Tax Credits are allowed until the *Minimum Set Aside*, elected by your project/building, has been met. There are two basic set asides ...

**20-50 Test** - 20% or more of the residential units in the project must be both rent restricted and occupied by individuals whose income is 50% or less of the area median gross income.

**40-60 Test** - 40% or more of the residential units in the project must be both rent restricted and occupied by individuals whose income is 60% or less of the area median gross income.

Note: New York City sets the MSA at 25-60.

*Minimum Set Aside* is located in Part II - 10c on form 8609 Allocation Certification.

### 1993 Omnibus Reconciliation Act

This act authorized owners of 1987-89 properties to switch to the 1.5 Maximum Monthly Rent formula used for 1990 and later allocated deals. This option is only available when *LIHTC Allocation Date* entered is a 1989 or before date.

To activate the *1993 Omnibus Act* option, click-on a check mark in the check mark box and enter a date in the *Election Date* field.

**Election Date** - This is the date the owner submitted a written request to IRS, with a copy of the request to the State Agency of his/her decision to switch to the 1.5 formula. This request had to be done no later than 02/06/1994.

### Deep Rent Skewed

When this option is checked, the income of a continuing resident may increase up to 170% of the applicable income limit when complying with the *next available limit rule*, normally called the *140% Rule*.

The *Deep Rent Skewed* election is located in Part II - 10d on form 8609 Allocation Certification.

### Add Building ID

This option allows the user to add an all new Building ID to the *Building ID Information* section. To add a new Building ID, click **Edit Building ID > Add Building ID**. Enter the new Building ID Number and remaining date information.

Click **OK** to save your changes.

Click **Cancel** to abort out of this process without saving changes.

**OK**

Click **OK** to exit the *Tax Credit* menu section.

## 13.2.12 Default Recertification Forms

This data entry section helps identify default letters and verification forms, used in the *Recertification Notice* process, provided with your FHA Software package. Three screen sections exist to differentiate documents used for each affordable housing type, RD, HUD and LIHTC. All recertification notices and verification forms generated by FHA Software are either *Report* or *MS Word* file types which are easily

user-modifiable. *MS Word* files are very simple forms that are created & edited using the built-in *Custom MSWord Designer* feature ( along with your licensed MS Word program ) which can include graphic images and most any page formatting setting (font selection, font colors, paragraph alignments, etc.) the user desires.

Note: Refer to the **Custom MSWord Designer** section of *Help Topics* for details on creating *Custom MS Word Documents*.

Refer to the **Recertification Notices** section of *Online Help Topics* for more details about this form processing feature.

**Default Recertification Letters & Forms ...**

**RD Recertification Letters**

Annual Recertification Letter - A :	RECERT_R	+	Miscellaneous Letter/Form - E :	V_CONSENT_R	+
90-Day Reminder Letter - B :	90_DAY_R	+	Miscellaneous Letter/Form - F :	V_ASST_SUMMARY_R	+
60-Day Reminder Letter - C :	60_DAY_R	+	Miscellaneous Letter/Form - G :		+
30-Day Reminder Letter - D :	30_DAY_R	+	Miscellaneous Letter/Form - H :		+

Default letters & forms that are normally generated with Tenant Certifications ...

Default all Custom Report Generation form type selections to ... ☒ .RPT ☐ .DOC/DOCX

**RD Verification Forms**

Business Income - 1 :	V_BUSN_R	+	Indian Trust Income - 11 :	V_INDNT_R	+
Federal Wage Income - 2 :	V_FEDW_R	+	Other Non-Wage Income - 12 :	V_OTHR_R	+
Military Wage Income - 3 :	V_MILW_R	+	Unemployment Income - 13 :	V_UNMP_R	+
Non-Federal Wage Income - 4 :	V_EMPL_R	+	Asset Income - 14 :		+
Pension Income - 5 :	V_PENS_R	+	Child Care Expense - 15 :	V_CHLC_R	+
Supplemental SSI Income - 6 :	V_SSA-3288	+	Handicap Assistance Expense - 16 :	V_HNDI_R	+
Social Security Income - 7 :	V_SSA-3288	+	Medical Expense - 17 :	V_MEDI_R	+
AFDC Income - 8 :	V_AFDC_R	+	Full-Time Student Status - 18 :	V_FTSS_R	+
General Assistance Income - 9 :	V_GENL_R	+	Disability/Handicap Status - 19 :	V_DISA_R	+
Child Support Income - 10 :	V_CHLS_R	+			

View RD Defaults View HUD Defaults View LIHTC Defaults Copy OK

Below are definitions of each letter/verification form type that are automatically generated by FHA Software in the *Recertification Notice program* feature. Type the name of the form in the column for the subsidy type it relates (RD/HUD/LIHTC). Default letters/verification forms are provided with your FHA Software package which can also be modified &/or replaced altogether, using the **Custom MSWord Designer** feature.

Note: Form names can be manually entered in the fields provided or they can be selected from a list of available form names by clicking on the [+] button located to the right of each individual field. If form name fields are left blank or if the form does not exist in the data directory, nothing will be generated for that form description, even if the form is applicable.

## RD/HUD/LIHTC Recertification Letters

### Annual Recertification Letter

This would be the filename of your cover letter which first notifies the tenant that their annual recertification process is coming due, usually sent 90 ( RD & LIHTC ) to 120 ( HUD ) days prior to their next scheduled effective date.



Default filenames include ... RECERT\_R for RD tenants, RECERT\_H for HUD tenants, and RECERT\_T for Tax Credit Only Tenants.

#### **90-Day Reminder Letter**

This would be the filename of the recert letter used to remind tenants that have not yet responded to the initial *Annual Recertification letter* and are 90-days away from their next scheduled effective date.

Default filenames include ... 90\_DAY\_R for RD tenants, 90\_DAY\_H for HUD tenants, and 90\_DAY\_T for Tax Credit Only Tenants.

#### **60-Day Reminder Letter**

This would be the filename of the recert letter used to remind tenants that have not yet responded to the initial *Annual Recertification letter* and are 60-days away from their next scheduled effective date.

Default filenames include ... 60\_DAY\_R for RD tenants, 60\_DAY\_H for HUD tenants, and 60\_DAY\_T for Tax Credit Only Tenants.

#### **30-Day Reminder Letter**

This would be the filename of the recert letter used to remind tenants that have not yet responded to the initial *Annual Recertification letter* and are 30-days away from their next scheduled effective date.

Default filenames include ... 30\_DAY\_R for RD tenants, 30\_DAY\_H for HUD tenants, and 30\_DAY\_T for Tax Credit Only Tenants.

#### **Miscellaneous Letter/Form E/F/G/H**

These are filenames of letters which will be generated for all applicable tenants when processing the initial *Annual Recertification Letter*. These forms could include any documents you want generated along with the *Annual Recertification Letter*, such as House Rules, Occupancy Verification, etc..

The default is to leave these fields blank.

#### **Additional Forms ( button )**

Click-on the Additional Forms button to view the window below ...

**Additional Forms ....**

**HUD Defaults**

This feature allows you to predefine all letters & forms that are normally included when generating Tenant Certifications ( example: Notice of Rent Increase Letter, Lease Renewal Form, Initial Recertification Notice, etc. ).

A checkbox labeled "Default Letters & Forms" is displayed on the Tenant Certification - Print Options window that will automatically include all letters & forms listed below, when checked. A maximum of 10 letters & forms can be predefined.

1 :	INCRSE_H	+	6 :		+
2 :	INITIAL_H	+	7 :		+
3 :		+	8 :		+
4 :		+	9 :		+
5 :		+	10 :		+

Note: Exclude "\_CD.RPT" and "\_CD.DOC" file extensions from the above text.

**OK** **Cancel**

This feature will maintain a list of letter & form filenames that are normally included when you generate your *Tenant Certifications*. A checkbox option will be available at the *Tenant Certification - Print* window to automatically include these forms, eliminating the manual forms selection process.

Certification Data ( Forms ) form filenames will have a \_CD.RPT or \_CD.DOC file extension which is not needed when entering form names in this window. Example: a form with the filename MY\_INCREASE\_LETTER\_CD.RPT would be entered as just MY\_INCREASE\_LETTER

Note: Form names can be manually entered in the fields provided or they can be selected from a list of available form names by clicking on the [+] button located to the right of each individual field. If form name fields are left blank or if the form does not exist in the data directory, nothing will be generated for that form description, even if the form is applicable.

Click-on **OK** to save & exit the *Additional Forms* window.

Click-on **Cancel** to exit the *Additional Forms* window without saving any changes.

### Default all Custom Report Generation form type selections to ... .RPT or .DOC/DOCX

Use this option to have the Form Type selection automatically defaulted to when accessing the *Custom Report Generation* feature windows throughout the FHA Software program. Click-on the **.RPT** bullet to default Form Type selections to Custom Report Designer forms. Click-on the **.DOC/DOCX** bullet to default Form Type selections to Custom MSWord Designer forms.

## RD/HUD/LIHTC Income Verification Forms

### Business Income

This would be the text form filename you use to verify Self Employed Business income.

Default filenames include ... V\_BUSN\_R for RD tenants, V\_BUSN\_H for HUD tenants, and V\_BUSN\_T for Tax Credit Only Tenants.

### **Federal Wage Income**

This would be the text form filename you use to verify Federal Wage income.

Default filenames include ... V\_FEDW\_R for RD tenants, V\_FEDW\_H for HUD tenants, and V\_FEDW\_T for Tax Credit Only Tenants.

### **Military Wage Income**

This would be the text form filename you use to verify Military Wage income.

Default filenames include ... V\_MILW\_R for RD tenants, V\_MILW\_H for HUD tenants, and V\_MILW\_T for Tax Credit Only Tenants.

### **Non-Federal Wage Income**

This would be the text form filename you use to verify Employed, Non-Federal Wage income.

Default filenames include ... V\_EMPL\_R for RD tenants, V\_EMPL\_H for HUD tenants, and V\_EMPL\_T for Tax Credit Only Tenants.

### **Pension Income**

This would be the text form filename you use to verify Pension income.

Default filenames include ... V\_PENS\_R for RD tenants, V\_PENS\_H for HUD tenants, and V\_PENS\_T for Tax Credit Only Tenants.

### **Supplemental SSI Income**

This would be the text form filename you use to verify Supplemental SSI income.

Default filenames include ... V\_SSI\_R for RD tenants, V\_SSI\_H for HUD tenants, and V\_SSI\_T for Tax Credit Only Tenants.

### **Social Security Income**

This would be the text form filename you use to verify Social Security income.

Default filenames include ... V\_SSEC\_R for RD tenants, V\_SSEC\_H for HUD tenants, and V\_SSEC\_T for Tax Credit Only Tenants.

### **Aid For Dependent Children (AFDC) Income**

This would be the text form filename you use to verify AFDC income.

Default filenames include ... V\_AFDC\_R for RD tenants, V\_AFDC\_H for HUD tenants, and V\_AFDC\_T for Tax Credit Only Tenants.

### **General Assistance Income**

This would be the text form filename you use to verify General Assistance income.

Default filenames include ... V\_GENL\_R for RD tenants, V\_GENL\_H for HUD tenants, and V\_GENL\_T for Tax Credit Only Tenants.

### **Child Support Income**

This would be the text form filename you use to verify Child Support income.

Default filenames include ... V\_CHLS\_R for RD tenants, V\_CHLS\_H for HUD tenants, and V\_CHLS\_T for Tax Credit Only Tenants.

### **Indian Trust Income**

This would be the text form filename you use to verify Indian Trust income.

Default filenames include ... V\_INDT\_R for RD tenants, V\_INDT\_H for HUD tenants, and V\_INDT\_T for Tax Credit Only Tenants.

### **Other Non-Wage Income**

This would be the text form filename you use to verify Other Non-Wage income.

Default filenames include ... V\_OTHR\_R for RD tenants, V\_OTHR\_H for HUD tenants, and V\_OTHR\_T for Tax Credit Only Tenants.

### **Unemployment Income**

This would be the text form filename you use to verify Unemployment income.

Default filenames include ... V\_UNMP\_R for RD tenants, V\_UNMP\_H for HUD tenants, and V\_UNMP\_T for Tax Credit Only Tenants.

### **Asset Income**

This would be the text form filename you use to verify Asset income.

Default filenames include ... V\_ASST\_R for RD tenants, V\_ASST\_H for HUD tenants, and V\_ASST\_T for Tax Credit Only Tenants.

## **RD/HUD/LIHTC Expense Verification Forms**

### **Childcare Expense**

The text form filename you use to verify Childcare expenses.

Default filenames include ... V\_CHLC\_R for RD tenants, V\_CHLC\_H for HUD tenants, and V\_CHLC\_T for Tax Credit Only Tenants.

### **Handicap Assistance Expense**

The text form filename you use to verify handicap assistance expenses.

Default filenames include ... V\_HNDI\_R for RD tenants, V\_HNDI\_H for HUD tenants, and V\_HNDI\_T for Tax Credit Only Tenants.

### Medical Expenses

The text form filename you use to verify Medical Expenses.

Default filenames include ... V\_MEDI\_R for RD tenants, V\_MEDI\_H for HUD tenants, and V\_MEDI\_T for Tax Credit Only Tenants.

### Full-Time Student Status

The text form filename you use to verify Full-Time Student Status.

Default filenames include ... V\_FTSS\_R for RD tenants, V\_FTSS\_H for HUD tenants, and V\_FTSS\_T for Tax Credit Only Tenants.

### Disability Handicap

The text form filename you use to verify Disability Handicap.

Default filenames include ... V\_DISA\_R for RD tenants, V\_DISA\_H for HUD tenants, and V\_DISA\_T for Tax Credit Only Tenants.

### View RD Defaults

Click **VIEW RD Defaults** to display the Rural Development Default Recertification Forms.

### View HUD Defaults

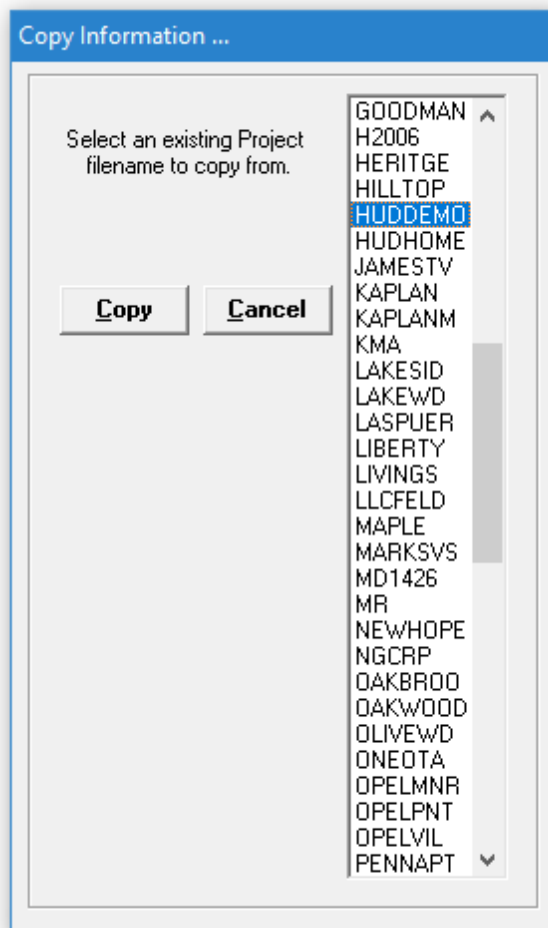
Click **VIEW HUD Defaults** to display the Department of HUD Default Recertification Forms.

### View LIHTC Defaults

Click **VIEW LIHTC Defaults** to display the Tax Credit Default Recertification Forms.

### Copy

This allows you to copy *Default Recertification Notices* from another project which has already been setup. Click **Copy from another Project** and a *Copy Information* screen appears.



Click-on the project filename you wish to copy *Default Recertification Notices* from and click **Copy** . *Default Recertification Notices* from the selected project will automatically be duplicated into the project database currently open.

Click **Cancel** to exit out of the copy process.

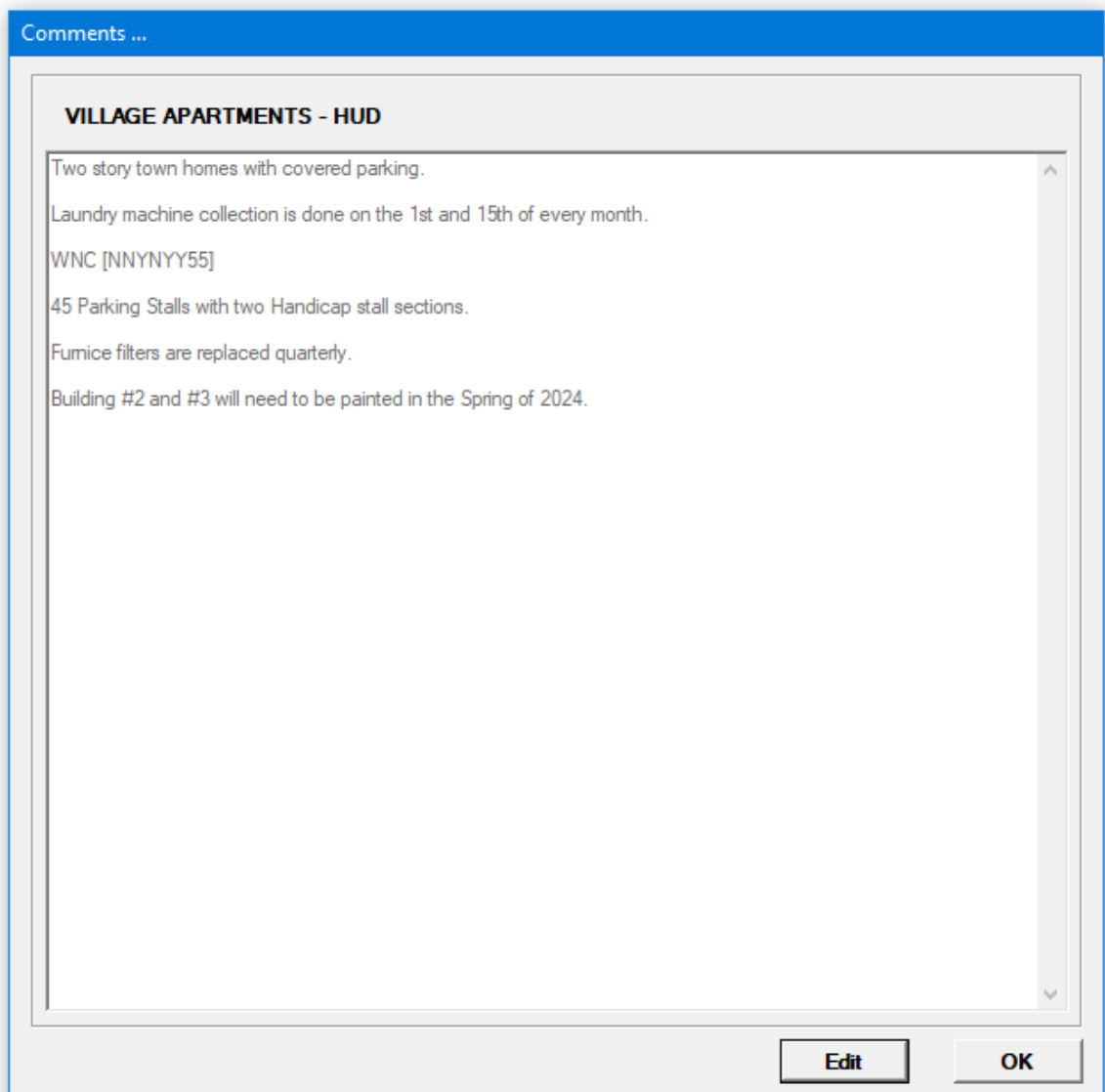
**OK**

Click **OK** to return to the main *Project Data* menu. All changes made to the *Default Recertification Notices* section will automatically be saved.

### 13.2.13 Comments Window

The *Comments* window in *Project Data* can be used to record comments or notes pertaining to the project.

To access the *Comments* window, click-on the **Comments** button. The *Comments* window will appear ...



Below are options available from the *Comments Window*...

**Edit**

To make changes to *Comments* text displayed, click-on the **Edit** button.

**Save**

To save *Comment* changes, click-on the **Save** button.

**Cancel**

Click-on **Cancel** to exit out of editing the *Comments window* without saving changes &/or return to the main *Project Data* window.

## 13.3 Waiting List Data


### 13.3.1 Overview

This feature provides the ability to maintain a list of applicants and generate various types of waiting list data summaries, applicable to RD, HUD, and Tax Credit housing types. Determining preoccupancy eligibility is also automatically provided.

To access the *Waiting List Data* window, click-on **Data > Waiting List Data**.

Find - Waiting List Data ...

File Sort Purge Import Print Screening Help

 This feature maintains a list of applicants and provides the ability to generate various types of waiting lists.

VILLAGE APARTMENTS - RDSEC.515

Project : RHSDEMO

Applicant	Appl. Date	Received Date	Gross Income	Subsidy Type	Income Level	Code	Unit Size
GEORGE THOMPSON	01/25/1994	01/25/1994	30,000	RD	Ineligible	R	E1
ANTHONY LARSON	03/25/1994	03/25/1994	9,500	RD	Very Low		E1
DWIGHT KENARD	04/05/1994	04/05/1994	33,700	RD	Ineligible		E1
TROY ATWATER	05/24/1994	05/24/1994	7,896	RD	Very Low		E1
SALLY FULLER	06/15/1994	06/15/1994	12,900	RD	Lower		E1
ROY YOUNG	06/22/1994	06/22/1994	8,690	RD	Very Low		E1
SHARON WRIGHT	08/09/1994	08/09/1994	9,385	RD	Very Low		1
KENNETH SIMPSON	08/15/1994	08/15/1994	23,000	RD	Moderate		E1
LARRY ANDERSON	08/25/1994	08/25/1994	16,000	RD	Lower		E1
LILLIE JORDAN	09/15/1994	09/15/1994	2,500	RD	Very Low		1
HAROLD STONE	10/25/1994	10/25/1994	26,000	RD	Ineligible		1
TERRY ALDRICH	05/25/1995	05/25/1995	12,000	RD	Lower		E1

Search Total Applicants : 12 ☒ List includes applicants with Leased, Removal, Rejected, or Inactive Dates View Applicant Info

The first window displayed is called the **Find** window. From this window the user can select the desired project, add a new applicant to the list, view existing *Applicant Information*, sort the list in various ways, purge various applicants from the list, print a *Waiting List Data Summary*, and view *Online Help Topics*.

File Menu Sort Menu Purge Menu Import Menu Print Menu Screening Help Menu

#### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of applicants for the selected project filename.



### Search

To have the program automatically locate a *Tenant* or *Applicant* in one or all your existing projects, click-on the **Search** button. A **Search for Tenant or Applicant - Setup** window will appear.

### List includes applicants with Leased, Removal, Rejected, or Inactive Dates (Check Box)

When checked, the list displayed includes all applicants on file. When not checked, applicant files that have Leased, Removal, Rejected, or Inactive Dates will not be included in the list of applicants displayed. If you want to view a list of only active waiting list applicants, uncheck this box.

### View Applicant Information

To view &/or modify existing *Applicant Information*, click-on (highlight) the desired applicant line displayed in the *Find* window and click-on the **View Applicant Information** button located in the lower right corner. An *Application Information* data entry window will be displayed.

### Applicant Entry Line Notations

The following notations are displayed in each applicant entry line, when applicable ...

**Asterisk \*** - An asterisk \* will be displayed next to the *Applicant Name* when the Applicant entry has been flagged to be purged.

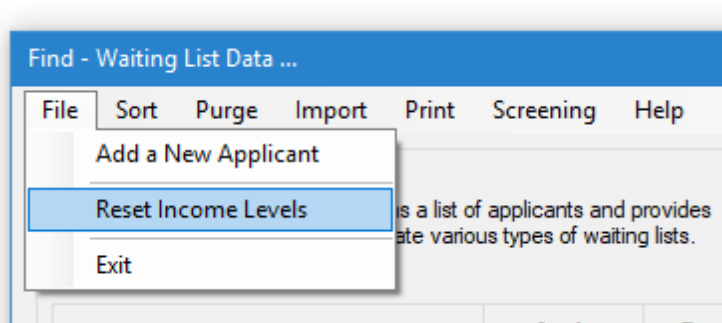
**Code Column** - This column will display letters pertaining to the following application status ...

- C - Contact Date exists in applicant's file
- L - Leased Date exists in applicant's file
- R - Removal Date exists in applicant's file
- A - Accepted Date exists in applicant's file
- J - Rejected Date exists in applicant's file
- I - Inactive Date exists in applicant's file
- T - Existing Tenant - Unit Transfer box has been checked
- U - Needs Unit Accessibility Features box has been checked

**Unit Size** - This column notes each *Unit Size* the applicant has applied for ( ex: E - Efficiency, 1 - 1 Bedroom, 2 - 2 Bedroom, etc. ).

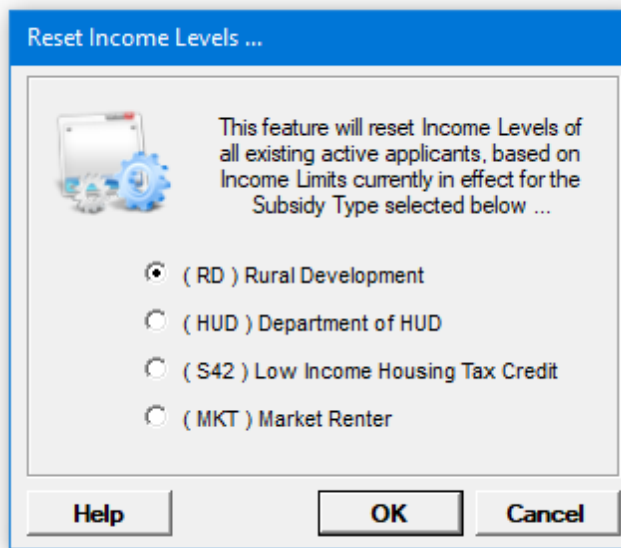
## 13.3.2 File Menu

### File Menu



**Add New Applicant** - Choose this option to add a new applicant to *Waiting List Data* of the project currently selected. A blank **Applicant Information** data entry window is displayed.

**Reset Income Levels** - This option will reset income levels of all existing active applicant entries, based on *Income Limits* currently in effect for the Subsidy Type selected. When selected, a *Reset Income Levels* window will appear ...

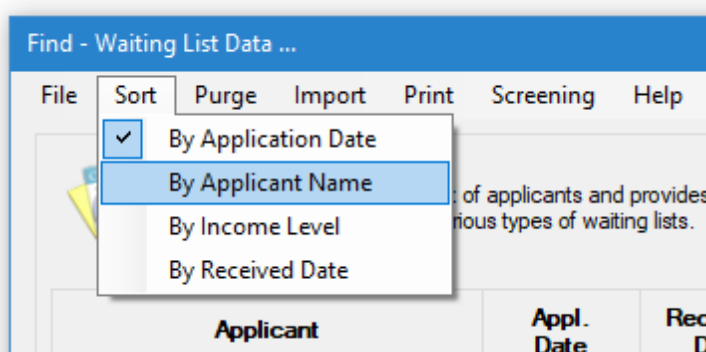


Click-on the applicable Subsidy Type ( RD, HUD, S42, MKT ) bullet  
Click **Help** to view *Online Help Topics* relating to this feature.  
Click the **OK** button to *Reset Income Limits*.  
Click the **Cancel** button to exit the *Reset Income Limits Window*.

**Exit** - Click-on **File > Exit** to exit out of the *Waiting List Data* window.

### 13.3.3 Sort Menu

#### Sort Menu



The list of applicants displayed at the *Find* window is not a true indication of actual waiting list order. It is merely a visual tool for locating applicants within the list. The *Find* window will only display each applicant once, noting only the eligible unit size, even though each applicant can apply for more than one unit size.

**Note:** To determine next available unit eligibility, you must review a *Waiting List Data Summary*.

The listing order in the *Find* window can be sorted in one of three ways ...

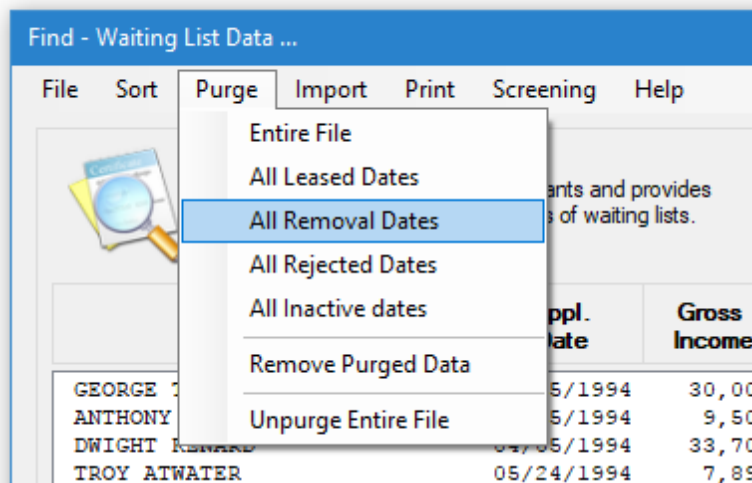
**By Application Date** - When selected, this option will list applicants in ascending Application Date and Time order. This is also the default sort order for the *Find* window.

**By Applicant Name** - When selected, this option will list applicants in alphabetical order. To properly sort in this manner applicant names must be entered in a LAST, FIRST MI name format in the *Applicant Information* window.

**By Income Level** - When selected, this option will sort the list by *Application Date*, grouped by *Income Level*.

**By Received Date** - When selected, this option will list applicants in ascending Received Date and Time order.

### 13.3.4 Purge Menu

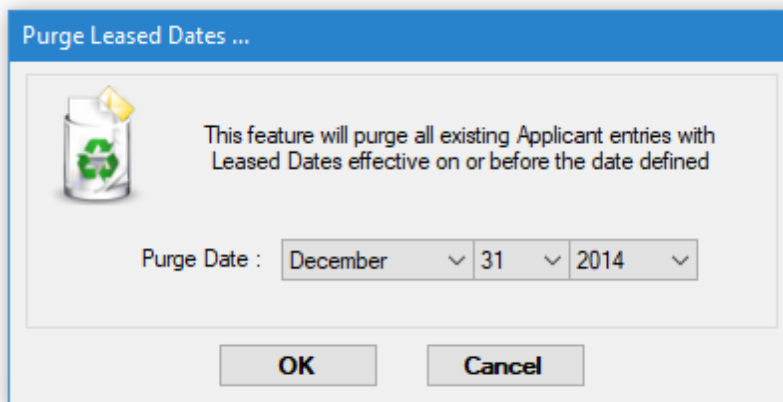


Applicant information can be purged from *Waiting List Data* in one of five automated ways ...

**Entire File** - When selected, this will mark all existing applicant files as being purged from *Waiting List Data* of the project filename currently selected. An "Are you sure" message window will appear, prompting the user to click-on Yes or No to continue.

Note: This option will result in a totally blank file when the *Remove Purged Data* option is completed.

**All Leased Dates** - When selected, the following window will appear ...



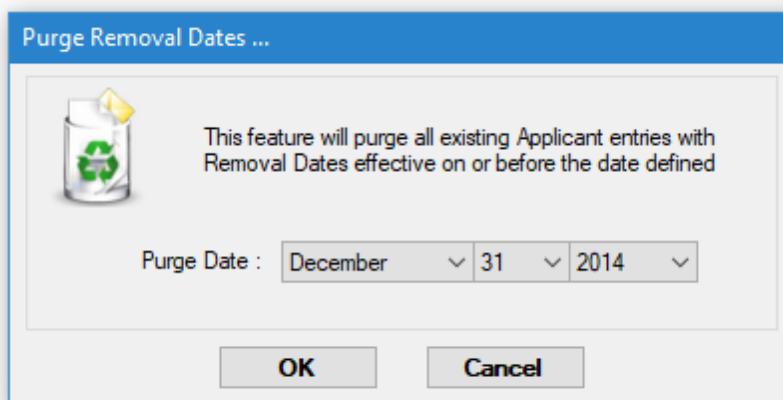
**Purge Date** - Select the date upon which all applicants with *Leased Dates* on or before this date will be marked purged.

Click-on **OK** to continue the purge process.

Click-on **Cancel** to exit out of this process.

Note: These marked files will be physically deleted from *Waiting List Data* when the *Remove Purged Data* option is completed.

**All Removal Dates** - When selected, the following window will appear ...



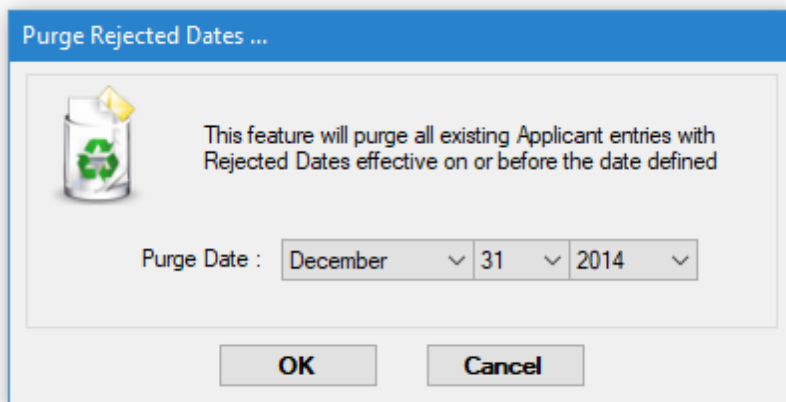
**Purge Date** - Select the date upon which all applicants with *Removal Dates* on or before this date will be marked purged.

Click-on **OK** to continue the purge process.

Click-on **Cancel** to exit out of this process.

Note: These marked files will be physically deleted from *Waiting List Data* when the *Remove Purged Data* option is completed.

**All Rejected Dates** - When selected, the following window will appear ...



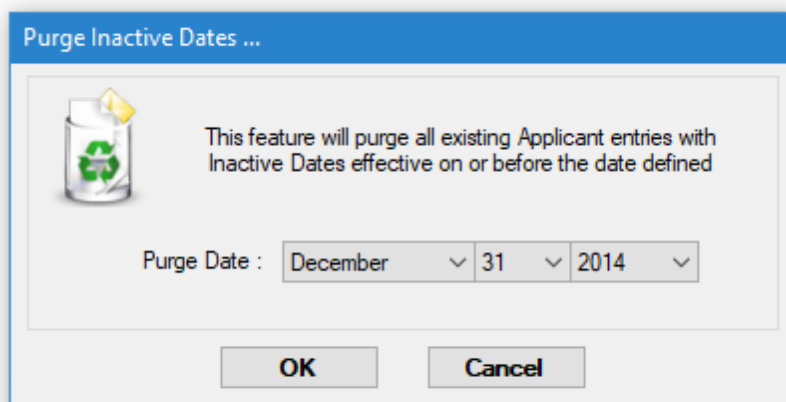
**Purge Date** - Select the date upon which all applicants with *Rejected Dates* on or before this date will be marked purged.

Click-on **OK** to continue the purge process.

Click-on **Cancel** to exit out of this process.

Note: These marked files will be physically deleted from *Waiting List Data* when the *Remove Purged Data* option is completed.

**All Inactive Dates** - When selected, the following window will appear ...



**Purge Date** - Select the date upon which all applicants with *Inactive Dates* on or before this date will be marked purged.

Click-on **OK** to continue the purge process.

Click-on **Cancel** to exit out of this process.

Note: These marked files will be physically deleted from *Waiting List Data* when the *Remove Purged Data* option is completed.

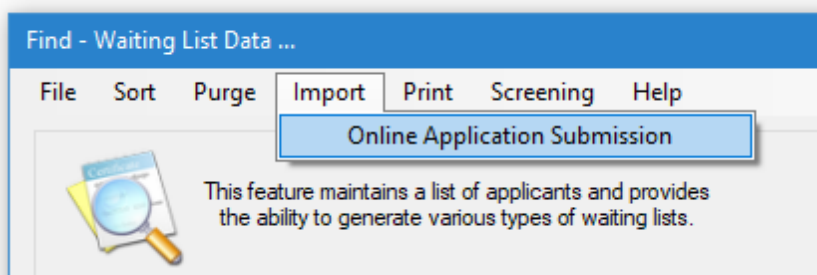
**Remove Purged Data** - This option deletes all applicant files that have been marked *Purged* from the *Waiting List Data* file.

**Unpurge Entire File** - When selected, this will remove the purge designation from all existing applicant files.

### 13.3.5 Import Menu

#### Import - Online Application Submission

All registered FHA *Software* package clients have the ability to provide a link on their website that can be used by prospective tenants to fill-out and submit a pre-application for housing. Application information detail is immediately sent to the client by email with a .CSV file attachment that can be imported directly into the *Waiting List Data* feature. An overview of the entire process is provided at the bottom of this Help topic.



To import an *Online Application Submission* you received by email, click-on **Data > Waiting List Data > Import > Online Application Submission**. The following window appears ...

**Import - Online Application Submission ...**

This feature imports Applicant information detail from the .CSV file that is attached to an online Application Submission email. Download ( Save As ) emailed Application file attachments to the default .CSV file location and use this feature to view & import a new Applicant entry into the Waiting List feature.

Online Application Submission ( .CSV ) File location : C:\FHAWIN\DATA\APPLICATION\_FILES

Online Application Submission ( .CSV ) File to import : application-622017-32348-pm.csv Select

**Application Details**

Application Date : 06/02/2017

Project Name Applied for : Village Green Apartments

Bedroom Size Applied For : EFF

Head Applicant Name : Dewayne K Goodmanson ( SSN: 000006778 )

Current Address : 6767 7th Street, Freeport, IL 61100

Phone Number : (815) 453-3434

VILLAGE APARTMENTS - RDSEC.515

Project Filename : RHSDemo ▼

( Select the applicable Project Filename then click-on IMPORT to add this Applicant entry )

Help Change .CSV File Location Import Cancel

The following items are provided on the *Import - Online Application Submission* window ...

### Online Application Submission ( .CSV ) File Location

This is the default location where emailed .CSV file attachments are saved to. This location can be changed by clicking on the **Change .CSV File Location** button provided at the bottom of the window.

### Online Application Submission ( .CSV ) File to Import

Use this pull down option to select the .CSV file to Import into your Waiting List Data feature as a new Applicant entry. When the desired .CSV file has been selected, click-on the **Select** button to display *Application Details* the selected .CSV file contains.

### Application Details

When a .CSV file has been selected, information about the applicant is displayed in the *Application Details* section.

### Project Filename

Select the **Project Filename** that matches or relates to the **Project Name Applied For** this applicant provided. When a **Project Filename** is selected, the **Import** button option is then made available.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Change .CSV File Location

To change the location ( drive letter and folder ) of your .CSV files, click-on the **Change .CSV File Location** button and follow on-screen instructions to complete the process. When completed, the new .CSV file location will be displayed above.

### Import

This button option is only available ( enabled ) when a .CSV file has been selected and a *Project Filename* has been selected. To import displayed Application information as a new *Applicant entry* for the *Project Filename* selected, click-on the **Import** button. A new Applicant entry is created with all Application information detail provided in the .CSV file is automatically inserted ( Head Member Information, Address, Phone, Email, Income, Expense, etc. ). The *Member Information* screen is the first window displayed. After verifying &/or editing Head Member Information, click-on **OK** to view the main Applicant entry window. Save the new Applicant entry as you would if you manually created it.

Note: Only HEAD Member information ( including only the last four digits of the Head's Social Security Number ) is provided with an Online Application Submission. If applicable, additional Member information detail can be added at any time. The Head's full SSN can also be edited in when provided.

### Cancel

Click-on **Cancel** to exit out of the *Import - Online Application Submission* window.

## Overview

Here's how the **Import - Online Application Submission** process is intended to work ...

1.) You add a "**Submit an Application for Housing**" option on your website, using the following link ...

<http://simplycomputer.net/00000/application>

Note: The "00000" number included in the above link must be replaced with your actual FHA *Software* client ID# in order for your link to be usable. If you do not know what your FHA *Software* Client ID # is, call ( 800-626-2431 ext.#3 Sales ) or email ( [Support@SimplyComputer.net](mailto:Support@SimplyComputer.net) ) and request your specific Client ID #.

2.) While visiting your website, a prospective tenant clicks on the *Submit an Application for Housing* link you provided which takes them to an Application Form page that is powered by Simply Computer Software, Inc.. They fill-out the application form and click-on SUBMIT REQUEST. An email is immediately sent to you that provides Application information detail, along with a .CSV file attachment.

Note: To view a sample of the actual **Submit an Application for Affordable Housing** webpage, click [HERE](#).

3.) Print a hard copy of the email when you receive it and download ( Save As ) the .CSV file attachment directly to the APPLICATION\_FILES folder ( normally C:\FHAWIN\DATA\APPLICATION\_FILES ) where your FHA *Software* program is installed.

Note: At this point, you have a pre-application submission request for housing. We recommend reviewing the application information details provided in the email and contact the applicant to setup an interview to obtain any additional information required that would comply as an acceptable, complete application request.

4.) When you are ready to add ( import ) this Online Application Submission as a new Applicant entry in FHA *Software* ...

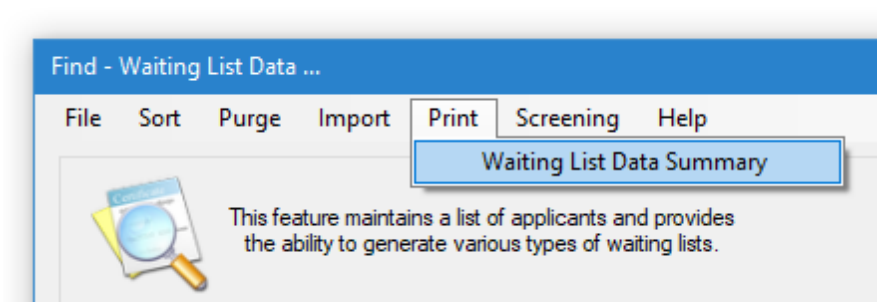
- Click-on **Data > Waiting List Data > Import > Online Application Submission**.
- Select the applicable .CSV filename that pertains to the applicant
- Click-on **Select**
- Select the appropriate **Project Filename**
- Click-on **Import**
- Verify &/or Edit **Member Information** and click-on OK
- Verify &/or Edit **Applicant Information** and click-on OK

Note: You now have a new Applicant entry that was imported from an Online Application Submission.

### 13.3.6 Print Menu

#### Print Menu





This summary is used to generate sorted lists of *Applicant Information* to determine available unit eligibility. Various Waiting List Data Summaries can be generated based on *Type of Sort* and *Type of Report* combinations.

To access the *Waiting List Data Summary* window, click-on **Print > Waiting List Data Summary**.

## Setup

*Waiting List Data Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Waiting List Data Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Waiting List Data Summary* in *Multi-Property Mode*. The program will automatically generate a *Waiting List Data Summary* for each property listed in a specified **Multi-Property Directory** file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

### **Include Only Applicants with ...**

This option allows the user to isolate *Waiting List Data Summaries* by household types (such as *Elderly*, *Family*, or *Handicapped*). This is useful for mixed projects (*Elderly & Family*) when household eligibility is a compliance issue ...

**All Households** - When selected, all waiting list applicants will be included on the *Waiting List Data Summary*. *Household Type* will not be a limiting factor.

**Elderly Households** - When selected, only applicant households that have *Elderly* Status will be included on the *Waiting List Data Summary*. An applicant household has *Elderly* Status when the *No. of Elderly Members* field is greater than zero.

**Family Households** - When selected, only applicant households that have *Family* Status will be included on the *Waiting List Data Summary*. An applicant household has *Family* Status when the *No. of Elderly Members* field is zero.

**Handi Households** - When selected, only applicant households that require a unit modified to accommodate their Handicap or Disability will be included on the *Waiting List Data Summary*. An applicant household has *Handicap* Status when the *Needs Handicapped Feature* checkbox is checked.

**Unit Transfer** - When selected, only applicant households ( existing tenants ) that are required to transfer to an eligible unit size will be included on the *Waiting List Data Summary*. An applicant household has *Unit Transfer* Status when the *Existing Tenant - Unit Transfer* checkbox is checked.

**Accepted Dates** - When selected, only applicant households that have an *Accepted Date* will be included on the *Waiting List Data Summary*.

Note: The default *Include* option selected is *All Households*.

### **Type of Sort**

There are three basic sort order options ...

**Standard RD/HUD Housing Compliant Sort** - Bullet this selection to sort *Waiting List Data* in compliance with RD & HUD housing requirements for tenant selection use. Based on existing *Application Information*, the data is first split into applicable unit size lists. Within each unit size list, the order is grouped by preferences and income levels, followed by applicant's with *Contacted/Leased/Removal Dates*. Each group is then sorted chronologically by *Application Date & Time*.

Note: The *Standard RD/HUD Housing Compliant Sort* option is only applicable when generating actual waiting lists for each individual unit size and will only be available when the *Separate Lists by Unit Size* or *Specific Unit Size Only* bullets are selected in the *Type of Report* section.

**Chronological Only by Application Date & Time** - Bullet this selection to sort *Waiting List Data* in ascending *Application Date & Time* order only. No other factors will be included in determining this sort order (such as *Income Level*, *Accepted Preferences*, etc.)

**Alphabetical Only by Applicant's Name** - Bullet this selection to sort *Waiting List Data* in ascending *Alphabetical* order only, by Applicant's Name. No other factors will be included in determining this sort order (such as *Income Level*, *Accepted Preferences*, etc.)

### Type of Printed Summary

The *Waiting List Data Summary* can be generated in one of two standard report formats .. *Summary Listing* or *Detail Listing* in addition to printing custom report generations ...

**Summary Listing** - The *Summary* version complies with HUD's Waiting List guidelines provided in the 4350.3 Handbook and consists of one line per applicant entry. This format does not include sensitive member information (*SSN's*, *Race*, *Ethnicity*, etc.) that is not part of the selection process.

**Detailed Listing** - The *Detailed* version complies with RD's Waiting List guidelines provided in the 3560 Handbook which provides more applicant information detail for each applicant entry. This format includes sensitive member information that is not intended for applicant distribution or viewing.

**Custom User-Created ( .RPT Format )** - Bullet this option to generate a *Waiting List Data Summary* report file that can be user customized (using the built-in *Custom Report Designer*) with data input codes relating to *Waiting List Data* information. Select the desired *Waiting List Data Summary* report filename, using the pull down list.

Note: *Custom User-Created (RPT Format) Report* names displayed will only include *Waiting List Data Summary* specific forms created in the *Custom Report Designer* feature.

Note: The default *Format* selection is *Summary*

### Type of Report

Various types of reports can be generated from *Waiting List Data* ...

**One Entire List** - Bullet this item to generate a complete *Waiting List Data Summary* of all *Applicant Information* currently in the database, in the sort order defined in the *Type of Sort* section.

**Separate Lists by Unit Size** - Bullet this item to generate separate *Waiting List Data Summaries* by *Unit Size*. All *Applicant Information* will be included, but a separate list will be generated for each applicable unit size, in the sort order defined in the *Type of Sort* section.

**Specific Unit Size Only** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* applicable to one specific unit size, in the sort order defined in the *Type of Sort* section. Click the pull down button to view a list of available unit sizes and click-on the desired size.

**Include Active Applicants Only ( Checkbox )** - When checked, only *Active Applicants* will be included on the *Separate Lists by Unit Size* and *Specific Unit Size Only* reports. When unchecked, ALL Applicants ( *Active* and *Inactive* ) will be included on these 2 reports. This box is checked by default.

**Include on summary only Applicants with ...**

**Accepted Preferences** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* that are noted as having an *Accepted Preference*, in the sort order defined in the *Type of Sort* section.

**Contacted Dates** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* that have a *Contacted Date*, in the sort order defined in the *Type of Sort* section.

**Leased Dates** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* that have a *Leased Date*, in the sort order defined in the *Type of Sort* section.

**Removal Dates** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* that have a *Removal Date*, in the sort order defined in the *Type of Sort* section.

**Accepted Dates** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* that have an *Accepted Date*, in the sort order defined in the *Type of Sort* section.

**Rejected Dates** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* that have a *Rejected Date*, in the sort order defined in the *Type of Sort* section.

**Inactive Dates** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* that have an *Inactive Date*, in the sort order defined in the *Type of Sort* section.

**Beginning Date** - Select the desired *Month & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period (which will be the first day of the *Month & Year* selected).

**Ending Date** - Select the desired *Month & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period (which will be the last day of the *Month & Year* selected).

**Application Dates** - Bullet this item to generate a *Waiting List Data Summary* to include only *Applicant Information* that have an *Application Date*, in the sort order defined in the *Type of Sort* section.

Note: *Beginning* and *Ending Date* entry is only available when *Contacted*, *Leased*, *Removal*, *Accepted*, *Rejected*, and *Inactive Date* items are bulleted, except when *Application Date* is selected. Applicants reported on the summary will only include date activity within the reporting period.

**Output**

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

#### OK

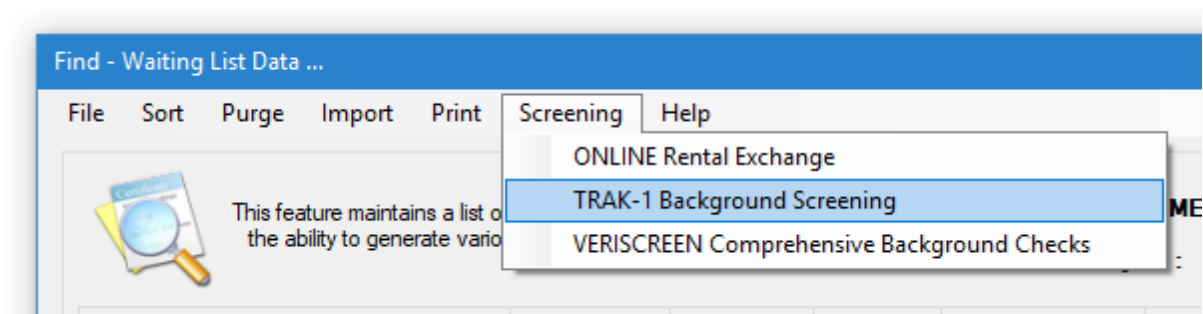
Click-on **OK** to generate a *Waiting List Data Summary*, as defined in this setup window.

#### Cancel

Click-on **Cancel** to exit out of the *Waiting List Data Summary* window.

### 13.3.7 Screening Menu

#### Screening Menu



Since June 2010, *FHA Software* has partnered with the following Tenant / Applicant Background Screening services thus far ...

- \* ONLINE Rental Exchange
- \* TRAK-1 Background Screening
- \* VERISCREEN Affordable Housing Screening Specialists

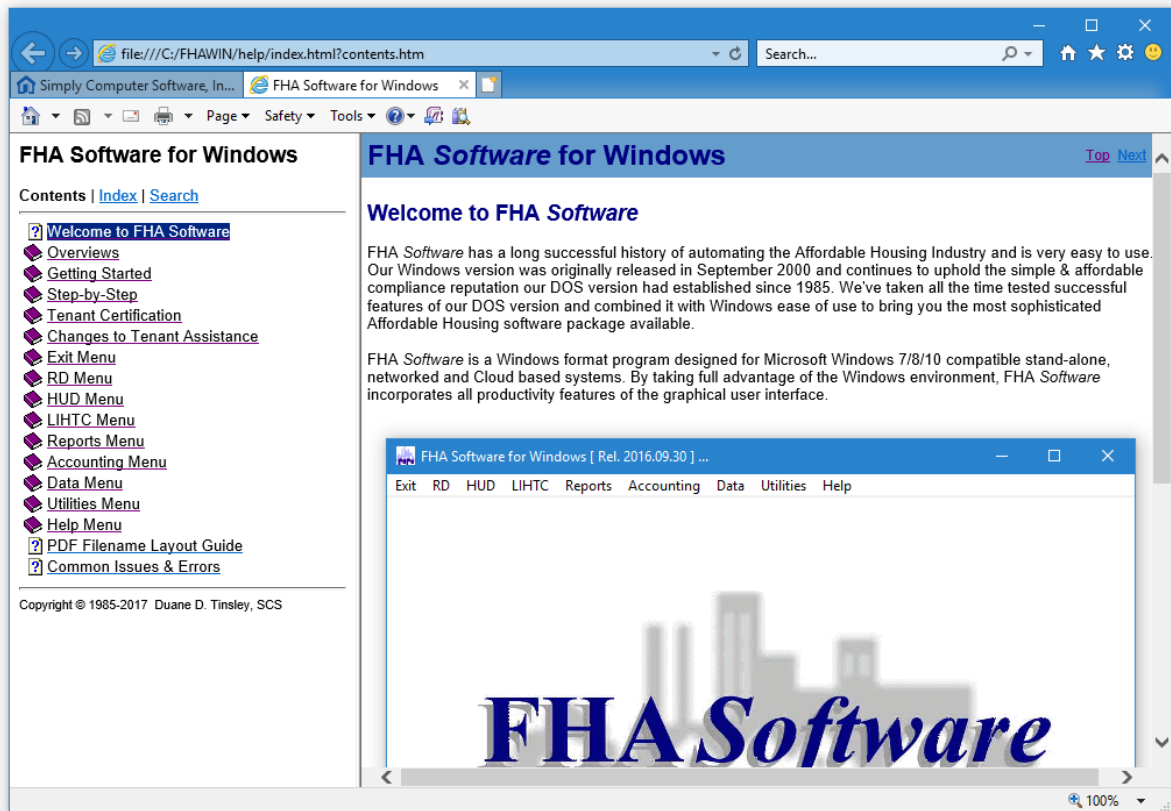
You can submit & receive report requests directly to & from any of these three services from within your *FHA Software* program. All that is required is an existing User Account with the desired service. Built-in integration with these services are provided free to all *FHA Software* program users.

You can go to our website [ <http://simplycomputer.net> ] and click-on the Tenant /Applicant Screening link to view details with direct links to all three services.

### 13.3.8 Help Topics

*Help Topics* access is available throughout the *FHA Software* program by clicking on **Help**.

To view the main *Help Topics* contents Window, click-on **Help > Help Topics**, while at the main program menu. The *FHA Software for Windows - Help Topics* window will appear ...



### Browser-Based Help Topics

FHA Software's *Help Topic* content is *Browser-based* which means *Help* documentation will be displayed & printed using your computer's default Web-Browser (Internet Explorer, Netscape, etc.). We recommend using *Windows Internet Explorer* to view FHA Software *Help Topics*.

To make *Windows Internet Explorer* your default web-browser, start *Windows Internet Explorer* and click-on *Tools .. Internet Options .. Programs* and in the *Default Web Browser* section, click-on *Make Default*.

The *Help Topics* window is split into two frames. The left frame displays *Contents*, *Index* and *Search* options. The right frame displays *Help Topic Documentation*. Double click-on any item listed in the left frame to view it's related *Help Topic Documentation* in the right frame. To print *Help Topic Documentation* currently displayed, click-on the right frame, then click-on the *Print Option* icon.

### Overviews

*Help Topics* - Overview sections provide information about FHA Software usage, requirements and compliance. **Creating a New Project** and **Step-by-Step Examples** are good sections to review for those users that are brand new to FHA Software.

### Menu Sections

*Help Topics* - *Menu Sections* provide detail background and instructional information on various form processing features included with your FHA Software package. Simply click the desired feature to view it's contents.

### 13.3.9 Applicant Information

To view &/or modify existing *Applicant Information*, click-on (highlight) the desired applicant line displayed in the *Find* window and click-on the **View Applicant Information** button located in the lower right corner.

An *Application Information* data entry window will be displayed. This is the data entry window for recording Applicant Information.

**Applicant Information ...**

HEAD Applicant : KENNETH SIMPSON Mbrs

Street Address : 456 - 18TH AVENUE

City, ST Zip : FOREST CITY, IL 68888

Phone Number : 815/945-7878

Email Address :

Application Date : August 15 1994

# 2 Time : 11 25 00 AM

Received Date/Time : 08/15/1994 11:25:00 AM

File Last Updated : 08/29/2017 04:29 PM

Contacted Date/Time :

Leased Date/Time :

Removal Date/Time :

Accepted Date/Time : 08/15/1994 11:25 AM

Rejected Date/Time :

Inactive Date/Time :

RD Priority Placement : None

Accepted Preference : None

Subsidy Type : RD

Employment/Business \$ 23,000

Soc.Sec./Pension \$ 0

Public Assistance \$ 0

Other Income \$ 0

Asset Value \$ 200

Asset Income \$ 0

Medical Expenses \$ 0

Handicap Expenses \$ 0

Child Care Expenses \$ 0

No. of Occupants : 1

No. of Dependents : 0

No. of Elderly Members : 0

No. of Handi/Disabled : 0

Unit Sizes Applying For ...

☒ EFF ☒ 1BR ☐ 2BR

☐ 3BR ☐ 4BR ☐ 5BR

☐ 6BR

Unit Size Eligibility : EFF

Income Level : Moderate

Gross Income \$ 23,000

Adjusted Income \$ 23,000

30% of Mo. Income \$ 575

Multiple Projects

Comments

Needs Unit Accessibility Features ☐

Existing Tenant - Unit Transfer ☐

Purge ☐

Prev Next Help Custom Report Generation Print Summary Edit OK

## Preview Buttons

The following buttons, located at the bottom of this window, are provided when previewing *Applicant Information*.

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of applicants.

### Help

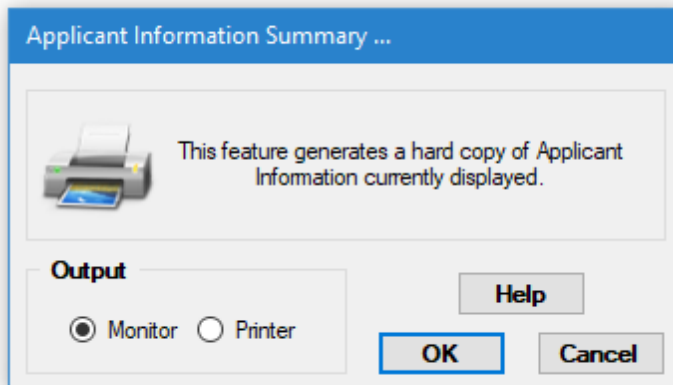
Click on **Help** to view *Online Help Topics* about this process.

### Custom Report Generation

To generate a *Custom Report* for *Waiting List Data Information* currently selected, click-on the **Custom Report Generation** button. A Custom Report Generation window will appear.

### Print Summary

To print a summary of the Applicant Entry currently selected, click-on the **Print Summary** button. The following *Applicant Information Summary* window appears ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

Click-on **Help** to view *Online Help Topics* about this process.

Click-on **OK** to generate an *Applicant Information Summary*, as defined in this setup window.

Click-on **Cancel** to exit out of the *Applicant Information Summary* window.

### Edit

Click-on **Edit** to access data entry ability of the *Applicant Information* file currently displayed.

### OK

Click-on **OK** to exit the *Applicant Information* window.

## Editing Mode Buttons

The following buttons, located at the bottom of this window, are provided when editing *Applicant Information*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to save your *Applicant Information* changes and exit data entry ability (*Edit Mode*).

### Cancel



Click-on **Cancel** to exit data entry ability (*Edit Mode*) without saving *Applicant Information* changes.

## Data Entry

Below are details of *Applicant Information* data entry fields that can be modified when in *Editing Mode*.

### Application Date & Time

The date & time an applicant is added to *Waiting List Data* is automatically established the moment the **Add New Applicant** option is selected. However, the user can make adjustments to reflect the actual date & time of a completed application. *Application Date & Time* is the date used to determine chronological waiting list order.

To modify Application Date & Time, simply click-on the pull down button on the left side of the data item you wish to change and select the desired change from the list.

**Note:** This is a required data entry field.

Note: Click-on the [+] button provided to the right of this section to automatically insert the current system date & time.

**Application No.** - The [ **No. 8** ] displayed along with the *Application Date & Time* in the upper right corner of this window is the *Application Number* (also referred to by Rural Development as *Sequential Number*). This number is automatically assigned when the applicant's file was created and represents the actual order upon which applicant's were physically added to the *Waiting List*. This number never changes and cannot be edited by the user. *Applicant No.* is reported on the printed *Waiting List*.

### HEAD Applicant [ Members ]

This is the full name of the HEAD Applicant. To enter member information, click-on the **Members** button. A **Member Information** window will appear.

### Street Address

This would be the mailing street address of the Applicant household.

### City, ST Zip

This would be the mailing City, State and Zip code of the Applicant household.

### Phone Number

This is the phone number for contacting the Applicant. Enter the number as you want it displayed on various reports, including extension numbers or notations.

Example: 815/456-9999 ext. 4 Work

### Email Address

This would be the main email address of the Applicant household.

### Employment/Business

Enter the total amount of household income coming from *Employment* and *Self-Employed Business*.

**Soc.Sec./Pension**

Enter the total amount of household income coming from *Social Security, SSI* and *Pensions*.

**Public Assistance**

Enter the total amount of household income coming from *Public Assistance*.

**Other Income**

Enter the total amount of household income coming from *Other Income Sources*.

**Asset Value**

Enter the total value of household *Assets*.

**Asset Income**

Enter the total amount of household income coming from *Assets*.

**Medical Expenses**

Enter the total amount of household *Medical Expenses*, if applicable.

**Child Care Expenses**

Enter the total amount of household *Child Care Expenses* which enable the Head, Spouse & Co-Head to work, find work or go to school.

**No. of Occupants**

Enter the total number of household members that will be occupying the unit.

**Note:** This is automatically calculated based on **Member Information** entered.

**No. of Dependents**

Enter the total number of household members that are under the age of 18 and full-time students that are not the Head, Spouse or Co-Tenant.

**Note:** This is automatically calculated based on **Member Information** entered.

**No. of Elderly Members**

Enter the total number of household members that are 62 years of age and members that are handicapped/Disabled.

**Note:** This is automatically calculated based on **Member Information** entered.

**No. of Handi/Disabled**

Enter the total number of household members that are Handicapped/Disabled.

**Note:** This is automatically calculated based on **Member Information** entered.

### Unit Sizes Applying for

Click a check mark next to each unit size this applicant is applying for. More than one unit size can be selected. This determines which waiting lists to include this tenant on.

**Note:** This is a required data entry field.

### Received Date/Time

This would be the date & time the application form ( complete or incomplete ) was provided by the applicant. When a new applicant entry is added, this date is automatically set the same as *Application Date & Time* by default. The user can manually change this date.

Date entry must be in a **MMDDYYYY** format.

Time entry must be in a **HH:MM:SS AM** format.

### File Last Updated

Each time a user *Edits* and *Saves* an *Application Information* file, the date & time the file was updated is automatically maintained in this field. It has no effect on Waiting List sort order. The user can manually change this date.

Date entry must be in a **MMDDYYYY** format.

Time entry must be in a **HH:MM AM** format.

### Contacted Date/Time

This would be the date & time the applicant was contacted about an available unit.

Date entry must be in a **MMDDYYYY** format.

Time entry must be in a **HH:MM AM** format.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date & time.

### Leased Date/Time

This would be the date & time the applicant was Leased a unit in the project. When the Move-In Certification is activated, the program will automatically enter the Move-In Date here for you.

Date entry must be in a **MMDDYYYY** format.

Time entry must be in a **HH:MM AM** format.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date & time.

### Removal Date/Time

This would be the date & time the applicant requested to be removed from the waiting list. Rather than deleting the Applicant Information file, this date notation will exclude the applicant from Waiting List Data sort orders. A summary of applicants that have been removed from the list will also be available, based on this date notation.

Date entry must be in a **MMDDYYYY** format.  
Time entry must be in a **HH:MM AM** format.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date & time.

#### **Accepted Date/Time**

If applicable, this would be the date & time the applicant was accepted onto the waiting list. This date could be based on additional requirements ( Background Check, Application Fee Payment, etc. ) that must be completed before the applicant is considered eligible for a unit ( based on their *Application Date & Time* ). So, this date could be different than the actual *Application Date & Time*.

Date entry must be in a **MMDDYYYY** format.  
Time entry must be in a **HH:MM AM** format.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date & time.

#### **Rejected Date/Time**

This would be the date & time the applicant was rejected from the waiting list after previously being accepted.

Date entry must be in a **MMDDYYYY** format.  
Time entry must be in a **HH:MM AM** format.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date & time.

#### **Inactive Date/Time**

This would be the date & time the applicant's file was placed in inactive status, meaning kept on the list but not actively included on future waiting lists for available units.

Date entry must be in a **MMDDYYYY** format.  
Time entry must be in a **HH:MM AM** format.

Note: Click-on the [+] button provided to the right of this field to automatically insert the current date & time.

#### **RD Priority Placement Type ( Applies to RD Projects Only )**

Click the pull down button to view RD accepted preferences for waiting list placement which includes **LOPE, Local Public Housing Authority, & Natural Disaster**.

#### **Accepted Preference**

Click the pull down button to view preferences that you may or may not accept as reasons why you would give an occupancy preference in your housing project. If you do not allow preferences to waiting list applicants, always leave it as **None**.

There are several preferences that will be included in determining waiting list sort order in FHA Software ...

**Substandard** - Select this if you allow a preference to applicants that are currently living in substandard housing.

**Displaced** - Select this if you allow a preference to applicants that are currently displaced off adequate housing..

**Rent of 50%** - Select this if you allow a preference to applicants that are currently paying more than 50% of their income towards rent.

**Handicapped** - Select this if you have handicap accessible units and allow a preference to applicants that are handicapped.

**Project Based 1/2/3** - Use these preference items to represent any other preferences your project allows in the determination of waiting list sort order.

**Note:** The *Standard RD/HUD Compliant Sort* option will prioritize *Accepted Preferences* chronologically by *Application Date & Time* rather than giving one preference type over another.

### Subsidy Type

This identifies the main type of project-based assistance for project, **RD**, **HUD** or **LIHTC**. This information helps FHA Software make *Unit Size Eligibility* and *Income Level* determinations for this applicant.

**Note:** This is a required data entry field.

**Note:** When LIHTC is selected as the *Subsidy Type*, an additional pull down selection item will be displayed that specifies which *LIHTC Income Limit Schedule* to use for determining LIHTC Occupancy Eligibility. This list displays all five (5) Tax Credit Income Limit Schedule - Column titles (established in the **Tax Credit** section of Project Data).

### Needs Unit Accessibility Features ( Checkbox )

Check this box if the applicant requires a unit that has been modified to accommodate their handicap or impairment (such as Mobility, Hearing, or Visual Impairments).

### Existing Tenant - Unit Transfer

Check this selection when you have an existing tenant that needs to transfer to another unit.

### Gross Income

This field automatically provides the total amount of income entered in the four income related fields.

*Employment/Business + Soc.Sec./Pension + Public Assistance + Other Income + Asset Income*

**Note:** The user cannot edit this amount.

### Adjusted Income

This field automatically takes the calculated Gross Income and deducts applicable household expenses, resulting in an adjusted income amount. Applicable household expense determination is automatic and includes the following considerations ...

**Medical Expenses** - This amount will only be accepted if the number of Elderly and Handi/Disabled members are not both zero. 3% of Gross Income will automatically be deducted within the *Adjusted Income* calculation.

**Handicap Expenses** - This amount will only be accepted if the number of Handi/Disabled members is not zero. 3% of Gross Income will automatically be deducted within the *Adjusted Income* calculation.

**Child Care Expenses** - This amount will only be accepted if the number of Dependents is not zero.

**No. of Elderly Members** - If the number of Elderly members is 1 or more, the current Elderly Allowance amount (\$400) will automatically be part of the *Adjusted Income* Calculation.

**No. of Dependents** - The current Dependence Allowance amount (\$480) times the number of Dependence entered will automatically be part of the *Adjusted Income* Calculation.

**Note:** The user cannot edit this amount.

### 30% of Mo. Income

This field provides 30% of Adjusted Income divided by twelve. It represents 30% of this Applicant's Adjusted Monthly Income, based on amounts entered.

**Note:** The user cannot edit this amount.

### Unit Size Eligibility

Based on the total number of occupants, this field provides the unit size this household is eligible to occupy according to RD, HUD &/or LIHTC occupancy guidelines. It is for visual reference only and has no effect on actual Waiting List sort order.

**Note:** The user cannot edit this information.

### Income Level

This field provides the Income Level, based on applicant information and applicable RD, HUD &/or LIHTC Income Limit specifications. *Income Level* is a key factor in determining waiting list order.

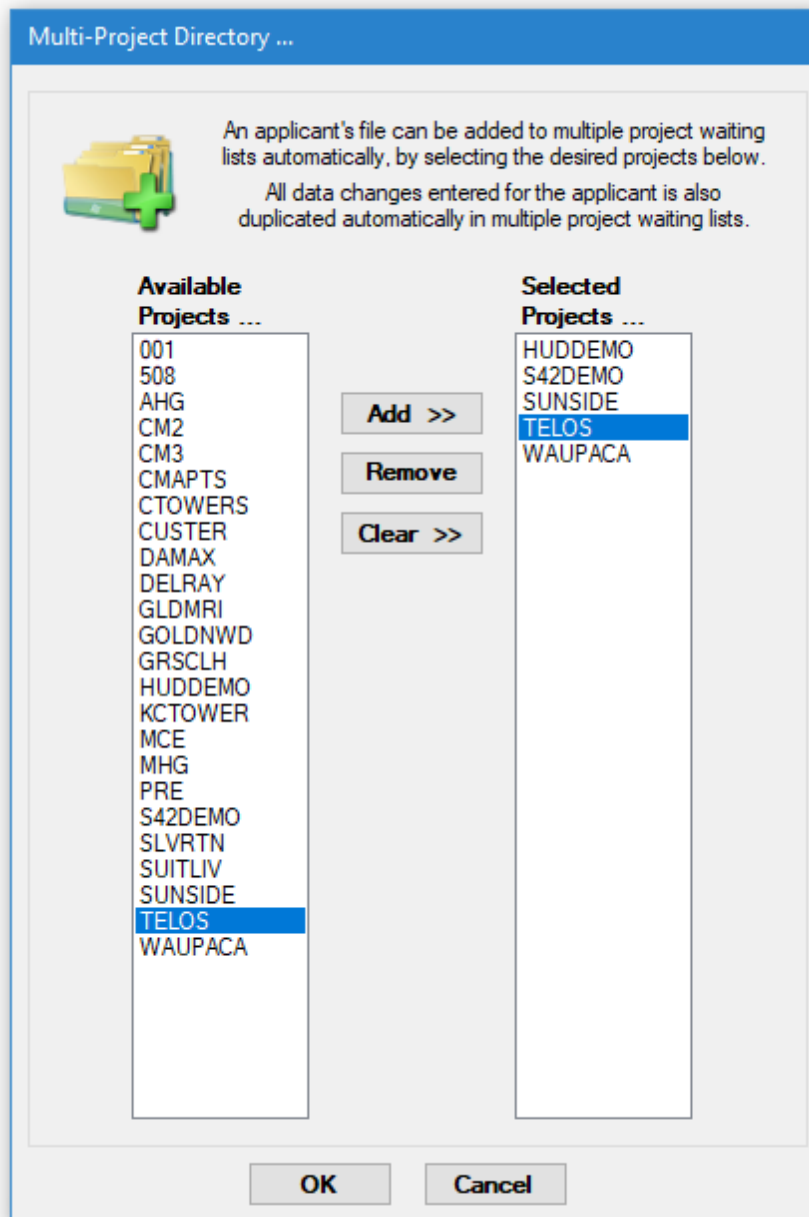
### Purge

In order to physically delete an *Applicant Information* file from *Waiting List Data*, it must first be marked *Purged* by clicking on the Purge check box, located at the lower right corner of the *Applicant Information* window. All Applicant Information files marked to be purged will be physically deleted from Waiting List Data when the **Purge > Remove Purged Data** option is processed from the *Find* window.

### Multiple Projects

An applicant's information file can be added to other project waiting lists without having to manually reenter the applicant information in each project's waiting list.

Click **Multiple Projects** to view or modify the list of projects this applicant has applied. .



**Available Projects** - This is a list of existing project filenames that are available to choose from.

**Selected Projects** - This is a list of existing project filenames that this applicant Information also has been added to.

To **Add** this applicant to another project's waiting list, click-on the desired project filename in the *Available Projects* list and click-on **Add >>**. The filename of the selected project will appear in the *Selected Projects* list.

To **Remove** this applicant from being linked to another other project's waiting list, click-on the desired project filename in the *Selected Projects* list and click-on **Remove >>**. The filename of the selected project will disappear from the *Selected Projects* list. This does not delete the applicant's entry from the other project's waiting list.

Click **Clear >>** to remove the applicant from all other project *Waiting List Data*.

Click **OK** to save changes and exit the *Multiple Project* window.

Click **Cancel** to exit the *Multiple Project* window without saving changes.

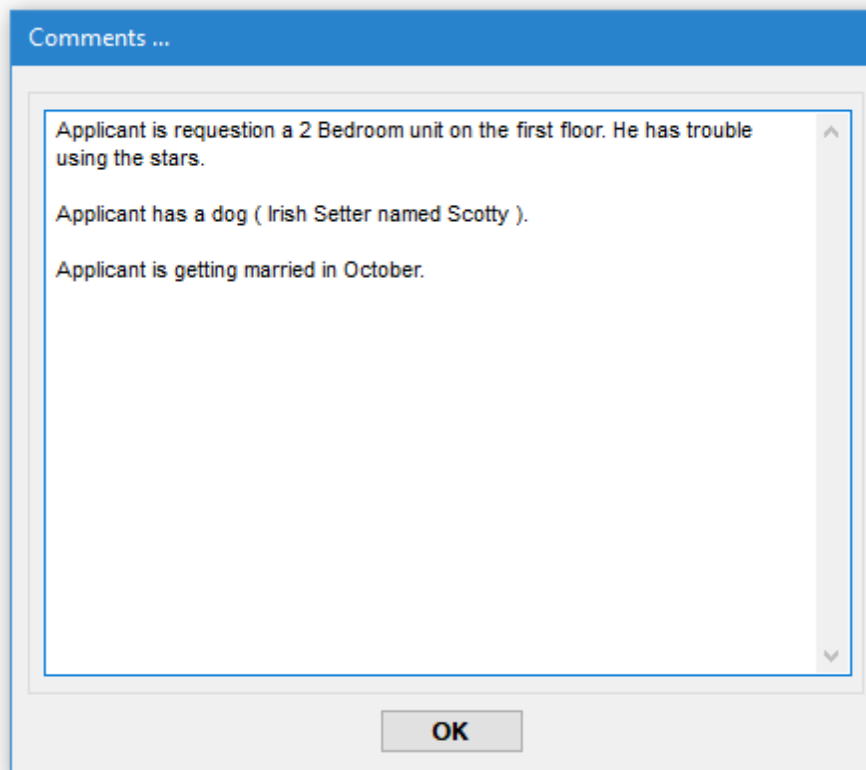
**Note: Adding a New Applicant Entry** - When an new applicant entry is being added to a project's waiting list and multiple projects have been selected, the same applicant entry will automatically be added to the other multiple project waiting lists when the applicant entry is saved. The same *Application Date & Time* will be used for all project waiting lists the applicant is linked to.

**Note: Editing an Existing Applicant Entry** - Each time an *Applicant Entry* is edited and saved, the same applicant entry changes made to household information ( Member Information, Income Amounts, etc. ) will automatically be duplicated in each of the other project waiting lists this applicant is linked to in the *Multiple Projects* list. Changes made to dates ( Contacted, Leased, Removal, Accepted, Rejected, Inactive ) are only recorded in the applicant entry being edited. When an applicant becomes inactive ( having a Leased, Removal, Rejected, or Inactive Date ), all links to other project waiting lists are removed. If new project filenames are added to the Multiple Projects list while editing an existing applicant entry, the program will display a message window ( when saving changes ) asking the user if the applicant should be added to the new project waiting list and verify the Application Date & Time and Unit Size being applied for before the new applicant entry is added.

### Comments

Space has been provided for recording written notations. Click-on **Comments** to view &/or edit comments concerning this applicant.





Much like a simple text editor, type in the wording you desire to record with this Applicant Information file. When done, click **OK** to save your changes and exit the *Comment* window.

### 13.3.10 Member Information

This section provides detailed information concerning each member of the applicant's household.

To access the *Member Information* window, click-on the **Members** button. The following window appears ...

Waiting List - Member Information ...

---

**HEAD Applicant Information**

First Name	MI	Last Name	Soc.Sec.No	Birth Date	Sex	Relationship	Personal Status
KENNETH		SIMPSON	000000001	09/18/1956	Male	Head	Elderly

Race/Ethnicity : White ☐ Hispanic/Latin    How Race/Ethnicity was verified : Supplied

---

**Member #2 Information**

First Name	MI	Last Name	Soc.Sec.No	Birth Date	Sex	Relationship	Personal Status
DOROTHY	J	SIMPSON	000000012	12/16/1956	Female	Spouse	Elderly

Race/Ethnicity : Asian ☐ Hispanic/Latino    How Race/Ethnicity was verified : Supplied

---

**Member #3 Information**

First Name	MI	Last Name	Soc.Sec.No	Birth Date	Sex	Relationship	Personal Status
					Blank	Blank	None

Race/Ethnicity : Blank ☐ Hispanic/Latino    How Race/Ethnicity was verified : Supplied

---

**Member #4 Information**

First Name	MI	Last Name	Soc.Sec.No	Birth Date	Sex	Relationship	Personal Status
					Blank	Blank	None

Race/Ethnicity : Blank ☐ Hispanic/Latino    How Race/Ethnicity was verified : Supplied

Prev4   **Next4**   Help   **OK**   Cancel

The following items are available at the *Member Information* window ...

## Buttons ...

### Prev4/Next4

Click-on **Prev4/Next4** to move backward and forward through the list of members.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to exit the *Member Information* window.

### Cancel

Click-on **Cancel** to exit the *Member Information* window without saving changes.

## Data Entry Items ...

Each member of the applicant's household is entered in the *Member Information* window. Member information entered in the first section is considered the HEAD Applicant. Proper entry of all household

members will automatically determine the total numbers of *Occupants, Dependents, Elderly and Handicapped/Disabled* members noted on the *Applicant Information* window.

**First Name MI Last name**

The member's full name.

**Soc. Sec. No.**

The member's Social Security Number (no dashes).

**Birth Date**

The member's Birth Date.

Date entry must be in a **MMDDYYYY** format.

**Sex**

The member's Sex (Male or Female or Blank).

**Relationship**

The member's Relationship to HEAD Applicant, including *Head, Co-Head, Spouse, Dependent, Live-in, Other* or *Foster*.

Note: *Dependent* is automatically selected when *Birth Date* entered calculates age under 18.

**Personal Status**

The member's Special Status (if applicable), including *Elderly, Handicapped, Disabled, Minor*, or *Full-Time Student*. *None* - if none apply.

Note: *Elderly* or *Minor* are automatically selected based on *Birth Date* entered.

**Member's Race/Ethnicity**

The pull down selection for member's Race includes *Indian/Alaskan Native, Asian, Black, Hawaiian/Pacific Islander*, or *White*. A *Hispanic/Latino* check box is available for selecting member's Ethnicity.

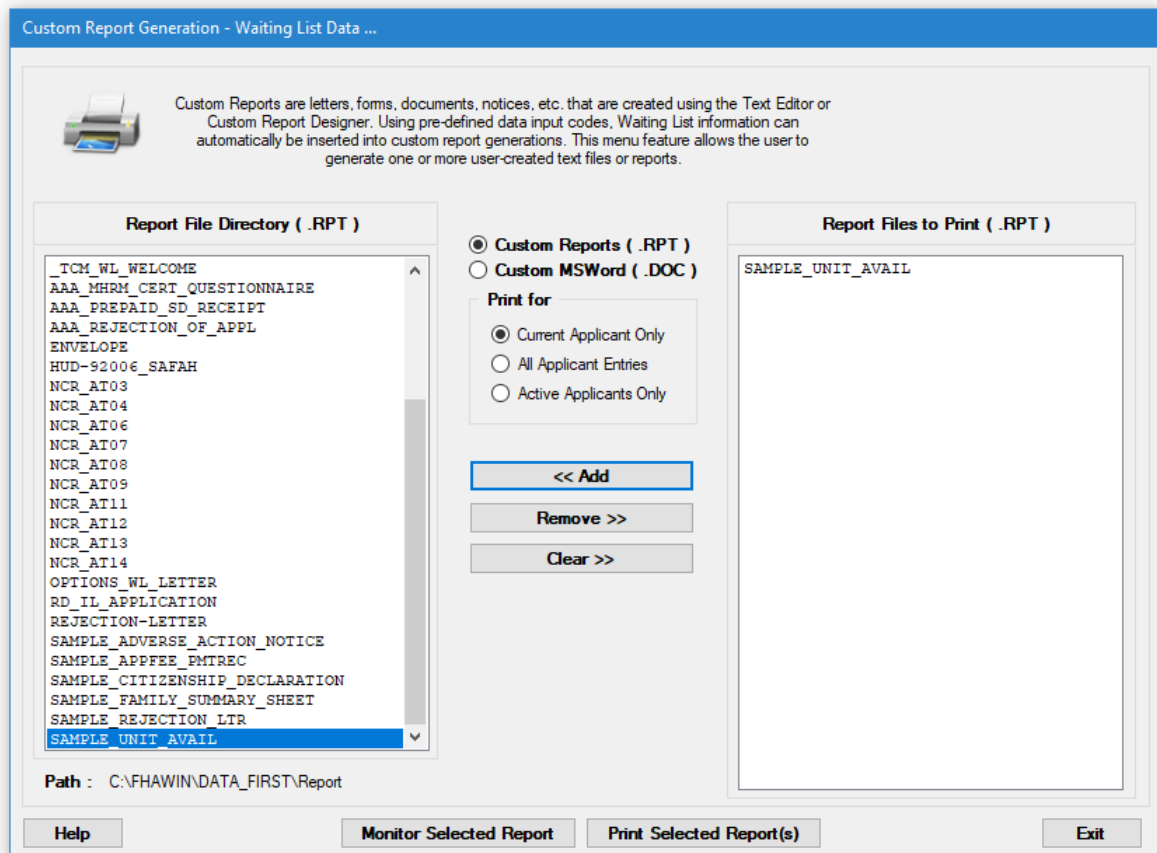
**How Race/Ethnicity was verified**

*Supplied*, if the member provided their Race/Ethnicity to you. *Observed*, if the member did not provide their Race/Ethnicity to you and Race/Ethnicity was selected based on your best guess.

### 13.3.11 Custom Report Generation

This feature merges user created documents & letters with information entered as *Waiting List Data* to produce tenant letters & notices, custom leases, house rules, legal forms, application forms, verification forms, recertification letters, etc.. Virtually any form you desire can be generated by FHA Software with selected data automatically filled in for you.

To access the *Custom Report Generation* window while previewing an *Applicant* entry, click-on **Custom Report Generation**. The following window appears ...



There are two types of *Custom Report Generation* forms that can be generated, with data automatically inserted, throughout *FHA Software* .. *Text, Reports and MSWord Documents*. *Reports* are more comprehensive forms that are created & edited using the built-in *Custom Report Designer* which can include graphic images and most any page formatting setting (font selection, font colors, paragraph alignments, user calculations, etc.) the user desires. *MSWord* documents can also be created & edited using your licensed MS Word program through our built-in *Custom MSWord Designer* feature with documents generated by the *FHA Software* program.

Note: Refer to the *Custom MSWord Designer* section of *Help Topics* for details on creating *Custom MSWord Documents*.

The following features are available at the *Custom Report Generation* window ...

### Custom Reports [ .RPT ]

When selected, the user will choose from a list of available *Report* forms filenames.

Note: This is the default selection.

### Custom MSWord [ .DOC ]

When selected, the user will choose from a list of available MS Word forms filenames.

#### Report File Directory ( When Custom Report [ .RPT ] is selected )

This is a list of existing *Report Files* the user may choose to generate specifically from *Project Data*. All *Report Files* will have a [.RPT] file extension which identifies it as a *Custom Report File*. Click-on the *Report Filename* to select it.

#### MSWord File Directory ( When Custom MSWord [ .DOC ] is selected )

This is a list of existing *MSWord Files* the user may choose to generate specifically from *Project Data*. All *MSWord Files* will have a [.DOC] file extension which identifies it as a *Custom MSWord File*. Click-on the *MSWord Filename* to select it.

#### Add

Clicking on the **Add** button will place the currently selected filename from the *Report/MSWord File Directory* into the *Text/Report/MSWord Files to Print* list.

#### Remove

When filenames exist in the *Report/MSWord Files to Print* list, this button will be enabled. To *Remove* a File from the *Text/Report Files to Print* list, select the desired filename and click-on the **Remove** button. The filename will promptly be removed.

#### Clear

When filenames exist in the *Report/MSWord Files to Print* list, this button will be enabled. To clear out all filenames from the *Text/Report Files to Print* list, click-on the **Clear** button. The list will promptly be cleared of filenames.

#### Report Files to Print ( When Custom Report [ .RPT ] is selected )

This is a list of selected *Custom Report Filenames* to be generated.

#### MSWord Files to Print ( When Custom MSWord [ .DOC ] is selected )

This is a list of selected *Custom MSWord Filenames* to be generated.

#### Print For ...

**Current Applicant Only** - Click-on this bullet to print all selected forms for the selected Applicant only. This is the default selection.

**All Applicant Entries** - Click-on this bullet to print all selected forms for all active & inactive Applicant entries that exist.

**Active Applicants Only** - Click-on this bullet to print all selected forms for all active Applicant entries only.

#### Monitor Selected Report

When the desired *Report/MSWord File* have been selected and you are ready to view in on-screen, click-on the **Monitor Selected Report** button.

Note: This button will only be displayed when at least one *Custom Report/MSWord* file has been selected.

### **Print Selected Report(s)**

When the desired *Report/MSWord Files* have been selected and you are ready to generate them, click-on the **Print Selected Reports** button.

### **Exit**

Click-on **Exit** to exit out of the *Custom Report Generation* window.

## **13.4 Address Book**

### **13.4.1 Overview**


### **Overview**

This feature stores frequently used address information which can be used to lessen the burden of data entry. When entering income, asset and expense information in the (re)certification calculation process, the ability to insert address information from the *Address Book* will become available.

To access the *Address Book Entry* window, click-on **Data > Address Book**.

Address Book ...

File Sort Print Help

 **Address Book ...**

This feature maintains a list of address information that is used in the Tenant Certification income, asset and expense entry process and verification form generation, lessening the burden of data entry.

Name :   
 Street Address 1 :   
 Street Address 2 :   
 City, ST Zip :   
 Phone :  Fax :   
 Email Address :   
 Tax ID No. :

**Add Entry to Address Book**

Name	Street Address	City, St Zip	Phone No.
AID FOR DEPENDENT CHILDREN	8188 FOREST HILLS	ROCKFORD, IL 61111	815-987-0988
BEST BUY	836 STATE STREET	ROCKFORD, IL 61109	815-231-0088
Chrysler Corporation	9100 - 10th Street	Belvidere, IL 61104	815-675-9999
FOREST HILLS COUNTRY CLUB	7171 PAR LANE	FOREST HILLS, IL 61144	815-987-4545
Hidalgo County Bank	1st Street West	McAllen, TX 78501	756-999-0000
K-MART	888 E. STATE STREET	DECATUR, IL 61777	815-987-0987
<b>LARKIN LANDSCAPING</b>	<b>7662 MULFORD ROAD</b>	<b>ROCKFORD, IL 61777</b>	<b>815-455-5656</b>
LEE POTTER GARDEN SUPPLY	727 DEXTER ROAD	PECATONICA, IL 61808	815-987-1416
McDonalds Corporation	8267 South Mulford	Rockford, IL 61108	815-675-6161
MCDONALDS FARMS	HIGHWAY 5 - DRAWER 3	PECATONICA, IL 61167	815-675-9854
OSCO Drugs	114 - 45th Street SW	Genoa, IL 61534	815-879-5656
SOCIAL SECURITY ADMINISTRATION -			
THOMAS LANDSCAPING	675 4TH AVE	ROSCOE, IL 61108	815-987-1313
WALL-MART	7171 PERRYVILLE ROAD	BELVIDERE, IL 61098	815-987-4545
YMCA	882 HEALTH ROAD	ROCKFORD, IL 61199	815-989-0000

**Remove Entry from Address Book** **Edit Entry in Address Book**

The following options are available at this window ...

File Menu    Sort Menu    Print Menu    Help

### Add Entry to Address Book

This section is used to add new address information to the *Address Book* database, as well as edit existing address information. To add a new address entry to the *Address Book*, simply click-on the cursor in the *Name* field and start typing the address information. Press [ENTER] or [TAB] to move cursor from field to field. Click-on the *Add Entry to Address Book* to save address information to the *Address Book* database.

### Remove Entry from Address Book

To delete an address entry from the *Address Book* database, select (click-on) the desired address line and click-on the *Remove Entry from Address Book* button. The selected address line will immediately be removed from the *Address Book* database.

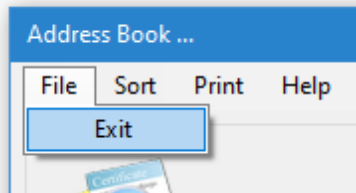
### Edit Entry in Address Book

To make changes to an existing address entry, select (click-on) the desired address line and click-on the *Edit Entry in Address Book* button. Selected address information will appear in the address entry

section (upper right corner of this window). Click-on the cursor to the desired field and make the necessary changes. Click-on the **Save** button to save address information changes. Click-on *Cancel* to exit out of editing address information.

#### 13.4.2 File Menu

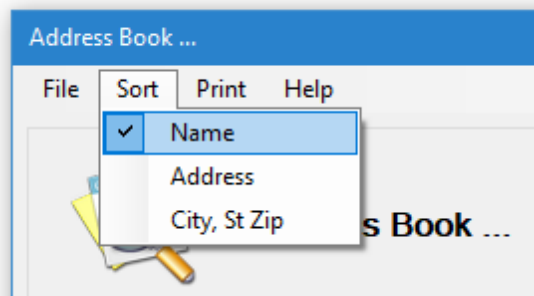
### File Menu



**Exit** - To exit the *Address Book* window, click-on **File .. Exit**

#### 13.4.3 Sort Menu

### Sort Menu



**Name** - To sort the *Address Book* list window by *Name*, click-on **Sort .. Name**

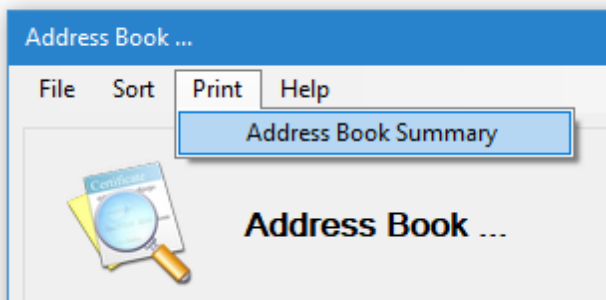
**Address** - To sort the *Address Book* list window by *Address*, click-on **Sort .. Address**

**City, ST Zip** - To sort the *Address Book* list window by *City, ST Zip*, click-on **Sort .. City, ST Zip**

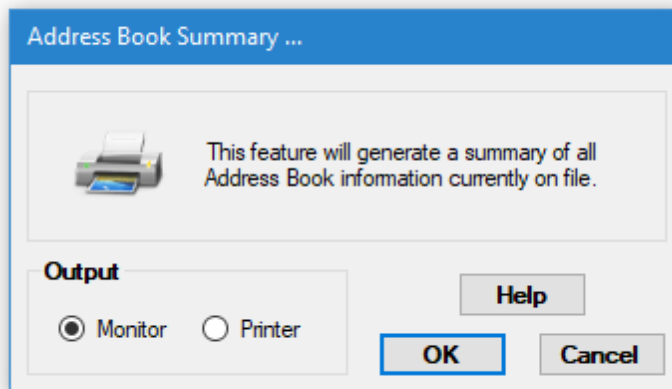
#### 13.4.4 Print Menu

### Print Menu





**Address Book Summary** - To generate a printed copy of the *Address Book*, click-on **Print .. Address Book Summary**. A print setup window will appear ...



**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

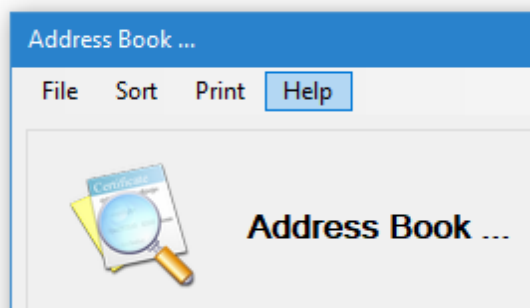
Click-on **Help** to view *Online Help Topics* related to this window.

Click-on **OK** to continue printing an *Address Book Summary*.

Click-on **Cancel** to exit out of the print option.

#### 13.4.5 Help Menu

### Help Menu



**Help** - To view *Online Help Topics* related to this window, click-on **Help**

## 13.5 Work Orders


### 13.5.1 Overview

This feature provides the ability to keep track of maintenance history, by unit or for the project, assign work orders to selected vendors and record work completed detail. Various Work Order reports can be generated (including a *Work Order Summary*, *Detail*, *Open* and *Closed* report) with user specific report selection criteria. Text generation is also available.

To access the *Work Orders* window, click-on **Data > Work Orders**.

Find - Work Orders ...

File Sort Setup Import Purge Recurring Print Help

 This feature displays a list of existing Work Order entries for the project selected.

Project :

WO ID	Location	Unit No.	Work Order Type	Received	Priority	Assigned	Vnd ID	Completed
18	Unit	101	General Maintenance	03/30/05	Normal		AAA	
17	Office		General Maintenance	04/10/05	Normal			
16	Unit	112	Carpet Cleaning	03/30/05	Normal			
15	Grounds		Landscaping	03/30/05	Normal			
14	Unit	111	General Maintenance	03/26/05	Normal			
13	Unit	110	Make Unit Ready	03/25/05	Normal	03/27/05	AAA	
12	Unit	109	General Maintenance	03/20/05	Normal	03/22/05	BBB	
11	Unit	108	Equipment Repairs	03/17/05	High	03/17/05	AAA	
10	Unit	108	HVAC Repairs	03/10/05	Normal	03/11/05	BBB	
9	Unit	107	Deadbolts	02/28/05	Normal	03/03/05	AAA	03/05/05
8	Trash Dumpster		General Maintenance	02/14/05	Normal	02/15/05	BBB	02/16/05
7	Laundry Room		Equipment Repairs	02/02/05	Normal	02/02/05	AAA	02/02/05
6	Unit	106	Plumbing Repairs	02/01/05	Normal	02/03/05	BBB	02/04/05
5	Unit	105	General Maintenance	01/28/05	Normal	01/30/05	AAA	02/03/05
4	Unit	104	Electrical Repairs	01/20/05	Normal	01/22/05	BBB	01/24/05
3	Unit	103	Plumbing Repairs	01/15/05	Normal	01/16/05	BBB	01/18/05
2	Unit	102	Plumbing Repairs	01/02/05	Normal	01/03/05	AAA	01/04/05
1	Unit	101	General Maintenance	01/01/05	Normal	01/02/05	AAA	01/02/05

Total WO Entries : 18

Remove WO Entry Add a new WO Entry View WO Entry

The first window displayed is called the **Find** window. From this window the user can *Remove*, *Add*, and *Edit* desired Work Order entries, *Sort* the Work Order list in various ways, *Setup* Work Order Locations, Types, Labor Info, and Parts Used Info, *Print* Work Order Summaries, and view *Online Help Topics*.

The following options are available at this window ...

File Menu  
Sort Menu  
Setup Menu  
Import Menu  
Purge Menu  
Print Menu  
Help

### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of Work Order entries for the selected project filename.

### Remove WO Entry

To delete a Work Order entry from the *Work Orders* database, select (click-on) the desired entry line, click-on the *Remove WO Entry* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Work Orders* database.

#### Add a New WO Entry

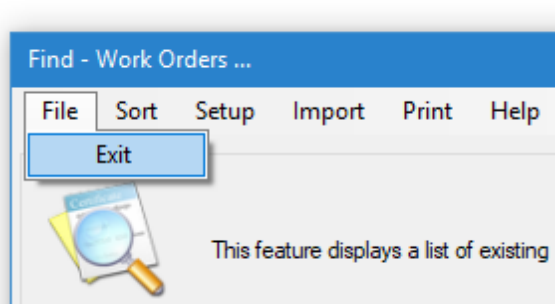
To add a new Work Order entry to the *Work Order* database, simply click-on the **Add a new WO Entry** button. A *Work Order - Detail Window* will appear with a new Work Order entry displayed in Edit mode.

#### View WO Entry

To view &/or modify an existing *Work Order Entry*, click-on (highlight) the desired Work Order entry line displayed in the *Find* window and click-on the **View WO Entry** button located in the lower right corner. A *Work Order - Detail Window* will be displayed.

### 13.5.2 File Menu

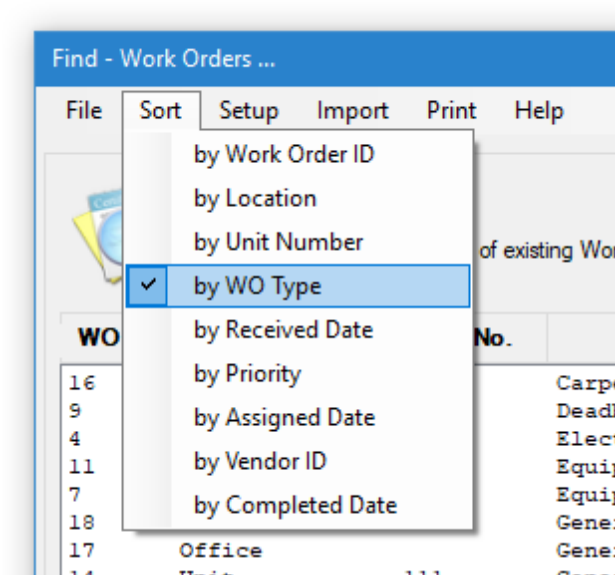
#### File Menu



**Exit** - Click-on **File > Exit** to exit out of the *Work Orders* window.

### 13.5.3 Sort Menu

#### Sort Menu



The listing order in the *Find - Work Orders* window can be sorted in one of nine ways ...

**By Work Order ID** - When selected, this option will list Work Order entries in descending Work Order ID Number order (recent entries displayed at the top).

Note: This is also the default sort order.

**By Location** - When selected, this option will list Work Order entries alphabetically grouped by Work Order Location.

**By Unit Number** - When selected, this option will list Work Order entries alpha-numerically grouped by *Unit Number* (when applicable). All Work Order entries that are not Unit Number specific will be displayed at the top of the list.

**By WO Type** - When selected, this option will list Work Order entries alphabetically grouped by *Work Order Type*.

**By Received Date** - When selected, this option will list Work Order entries chronologically by *Date Received* with most recent dates at the top of the list.

**By Priority** - When selected, this option will list Work Order entries by *Priority* (*High*, *Normal*, and *Low* order).

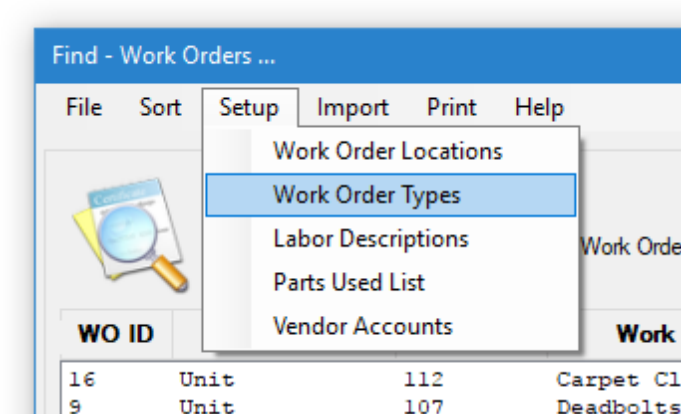
**By Assigned Date** - When selected, this option will list Work Order entries chronologically by *Date Assigned* with most recent dates towards the top of the list. All unassigned entries, having no *Assigned Dates* entered, will be displayed at the bottom of the list.

**By Vendor ID** - When selected, this option will list Work Order entries alphabetically grouped by assigned *Vendor ID*. All unassigned entries, having no *Assigned Vendor ID* entered, will be displayed at the bottom of the list.

**By Completed Date** - When selected, this option will list Work Order entries chronologically by *Date Completed* with most recent dates at the top of the list.

### 13.5.4 Setup Menu

#### Setup Menu



There are four Work Order items that help define and simplify the Work Order entry process (*Work Order Locations*, *Work Order Types*, *Labor Descriptions*, and *Parts Used List*). A minimum list of standard selections for each item is provided with your FHA Software package. The user can also add customize selections to their Work Order items through each item's *Setup* window.

#### Work Order Locations

To view &/or edit *Work Order Locations*, click-on **Setup > Work Order Locations**. A Work Order Locations - Setup window will appear.

#### Work Order Types

To view &/or edit *Work Order Types*, click-on **Setup > Work Order Types**. A Work Order Types - Setup window will appear.

#### Labor Descriptions

To view &/or edit *Labor Descriptions*, click-on **Setup > Labor Descriptions**. A Labor Descriptions - Setup window will appear.

#### Parts Used List

To view &/or edit *Parts Used List*, click-on **Setup > Parts Used List**. A Parts Used List - Setup window will appear.

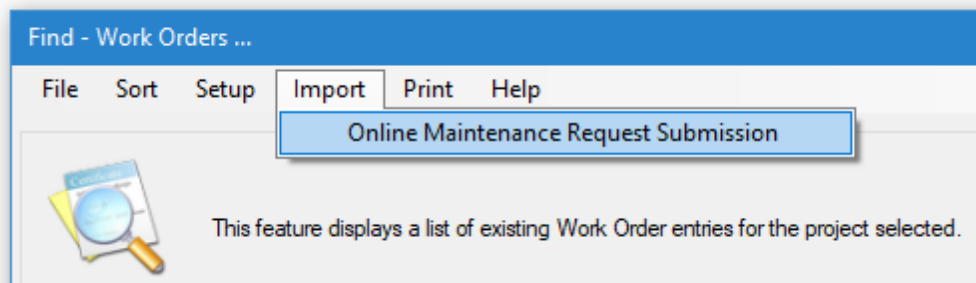
#### Vendor Accounts

To view &/or edit *Vendor Accounts*, click-on **Setup > Vendor Accounts**. The *Vendor Accounts* feature window will appear.

### 13.5.5 Import Menu

#### Import - Online Maintenance Request Submission

All registered FHA *Software* package clients have the ability to provide a link on their website that can be used by existing tenants to fill-out and submit a Maintenance Request. Maintenance information detail is immediately sent to the client by email with a .CSV file attachment that can be imported directly into the *Work Orders* feature. An overview of the entire process is provided at the bottom of this Help topic.



To import an *Online Maintenance Request Submission* you received by email, click-on **Data > Work Orders > Import > Online Maintenance Request Submission**. The following window appears ...

**Import - Online Maintenance Request Submission ...**

This feature imports Work Order Information detail from the .CSV file that is attached to an Online Maintenance Request email. Download ( Save As ) emailed Maintenance file attachments to the default .CSV file location and use this feature to view & import a new Workorder entry into the Work Order Feature.

Online Maintenance Request ( .CSV ) File location : C:\FHAWIN\DATA\MAINTENANCE\_FILES

Online Maintenance Request ( .CSV ) File to import : repairs-622017-32504-pm.csv Select

**Maintenance Details**

**VILLAGE APARTMENTS - RDSEC.515**

Maintenance Date : 06/02/2017 Project Filename : RHSDemo

Project Name referred to : Village Apartments of America Unit\_No. : 107

Unit No. referred to : 107

Head Tenant Name : Duane Goodmanson

Maintenance Description ... Toilet leaking in upstairs bathroom

( Select the applicable Project Filename and Unit No. then click-on IMPORT to add this Work Order entry )

Help Change .CSV File Location Import Cancel

The following items are provided on the *Import - Online Maintenance Request Submission* window ...

#### Online Maintenance Request ( .CSV ) File location

This is the default location where emailed .CSV file attachments are saved to. This location can be changed by clicking on the **Change .CSV File Location** button provided at the bottom of the window.

#### Online Maintenance Request ( .CSV ) File to Import

Use this pull down option to select the .CSV file to Import into your Work Orders feature as a new Work Order entry. When the desired .CSV file has been selected, click-on the **Select** button to display *Maintenance Details* the selected .CSV file contains.

### Maintenance Details

When a .CSV file has been selected, information about the request is displayed in the *Maintenance Details* section.

### Project Filename

Select the **Project Filename** that matches or relates to the **Project Name Applied For** this tenant provided.

### Unit No.

After selecting the **Project Filename**, select the **Unit No.** that matches or relates to the **Unit No. Referred To** this tenant provided.

When a **Unit No.** is selected, the **Import** button option is then made available.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Change .CSV File Location

To change the location ( drive letter and folder ) of your .CSV files, click-on the **Change .CSV File Location** button and follow on-screen instructions to complete the process. When completed, the new .CSV file location will be displayed above.

### Import

This button option is only available ( enabled ) when a .CSV file has been selected, a *Project Filename* has been selected and a *Unit No.* has been selected. To import displayed Maintenance Request information as a new *Work Order entry* for the *Project Filename/Unit No.* selected, click-on the **Import** button. A new *Work Order entry* is created and displayed with all *Maintenance Request* information detail provided in the .CSV file. After verifying &/or editing Work Order entry information, save the new Work Order entry as you would if you manually created it.

### Cancel

Click-on **Cancel** to exit out of the *Import - Online Maintenance Request Submission* window.

## Overview

Here's how the **Import - Online Maintenance Request Submission** process is intended to work ...

1.) You add a "**Submit a Maintenance Request**" option on your website, using the following link ...

<http://simplycomputer.net/00000/repairs>



Note: The "00000" number included in the above link must be replaced with your actual FHA *Software* client ID# in order for your link to be usable. If you do not know what your FHA *Software* Client ID # is, call ( 800-626-2431 ext.#3 Sales ) or email ( Support@SimplyComputer.net ) and request your specific Client ID #.

2.) While visiting your website, an existing tenant clicks on the *Submit a Maintenance Request* link you provided which takes them to a Maintenance Request Form page that is powered by Simply Computer Software, Inc.. They fill-out the request form and click-on SUBMIT REQUEST. An email is immediately sent to you that provides Maintenance Request information detail, along with a .CSV file attachment.

Note: To view a sample of the actual **Submit a Maintenance Request** webpage, click [HERE](#).

3.) Print a hard copy of the email when you receive it and download ( Save As ) the .CSV file attachment directly to the MAINTENANCE\_FILES folder ( normally C:\FHAWIN\DATA\MAINTENANCE\_FILES ) where your FHA *Software* program is installed.

4.) When you are ready to add ( import ) this Online Maintenance Request Submission as a new Work Order entry in FHA *Software* ...

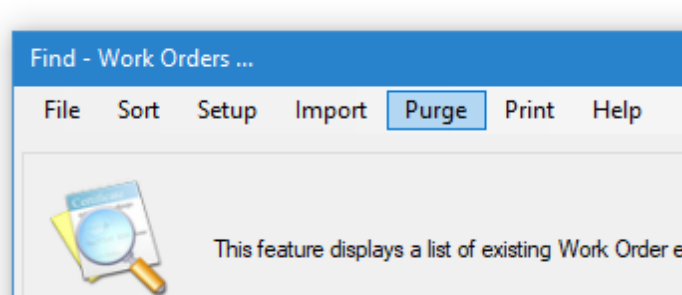
- Click-on **Data > Work Orders > Import > Online Maintenance Request Submission**.
- Select the applicable .CSV filename that pertains to the tenant
- Click-on **Select**
- Select the appropriate **Project Filename**
- Select the appropriate **Unit No.**
- Click-on **Import**
- Verify &/or Edit **Work Order entry information** and click-on SAVE

Note: You now have a new Work Order entry that was imported from an Online Maintenance Request Submission.

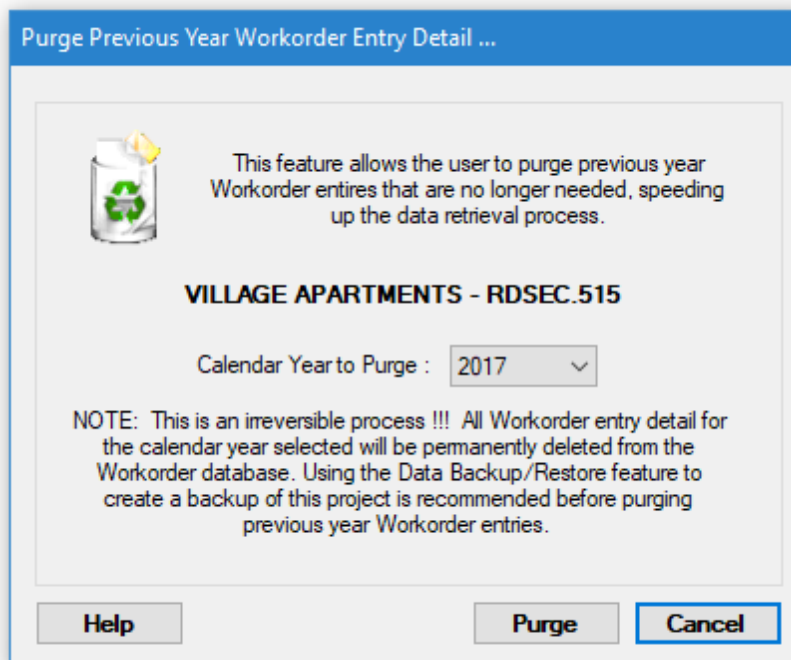
### 13.5.6 Purge Menu

#### Purge Menu

**Note: This is an irreversible process !!!** All Work Order entry detail for the calendar year selected will be permanently deleted from the Work Order database. Using the Data Backup/Restore feature to create a backup of applicable project(s) is highly recommended before purging Work Order entries.



To access the *Purge Work Order Entry Detail* window, click-on **Purge**. The *Purge Previous Year Work Order Entry Detail - Setup Window* will appear ...



### Setup

**Calendar Year to Purge** - Select the desired *Calendar Year* to purge ( based on *Received Date* ), using the pull down list.

Note: The program will always default to a *Calendar Year* that is four years old. The user can select any past, current or future year desired. We recommend keeping entry detail for the last three years as a minimum ( current year and two previous years ). Consult your CPA &/or affordable housing handbooks for computerized record retention requirements.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Purge

Click-on **Purge** to complete the *Purge Work Order Entry Detail* process, as defined in this setup window.

Note: After clicking past an "Are you sure?" message box, all *Work Order Entry Detail* dated within the calendar year selected will be purged ( deleted ) from the Work Order Database for the project name currently displayed. A "*Purge Process - Successfully Completed!*" message will appear when this process is done.

### Cancel

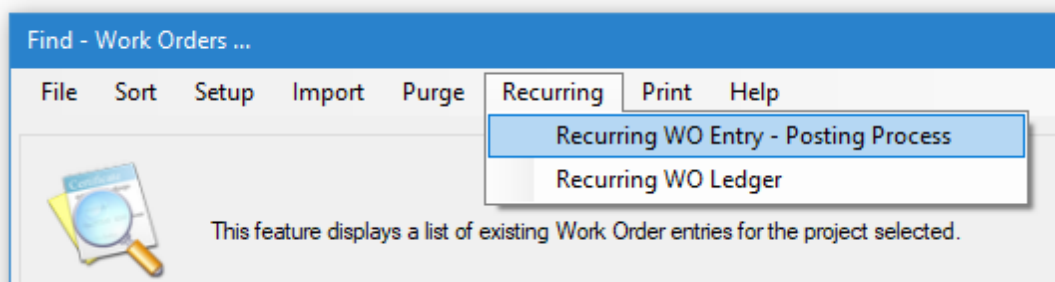
Click-on **Cancel** to exit out of the *Purge Work Order Entry Detail* window.

### 13.5.7 Recurring Menu

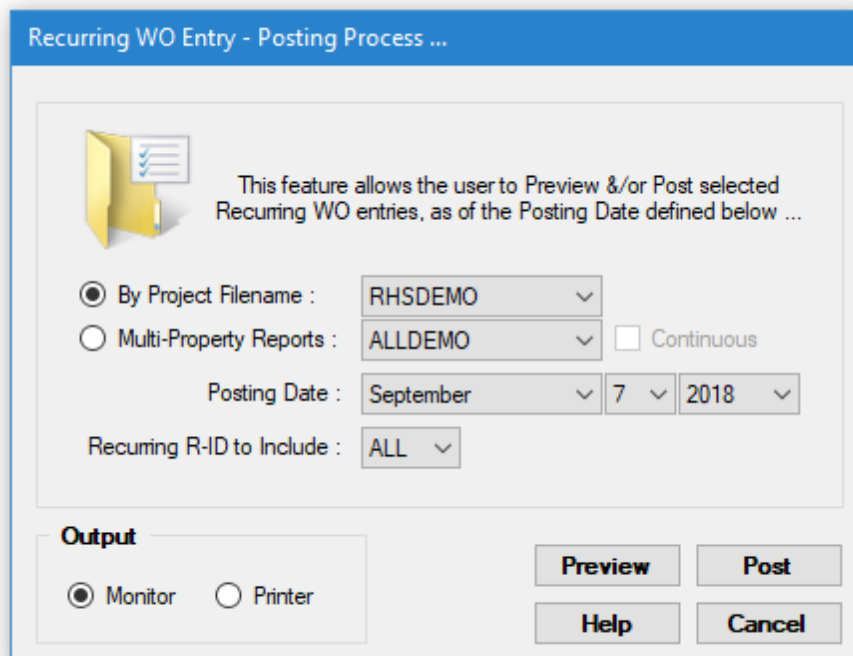
#### 13.5.7.1 Recurring WO Entry - Posting Process

##### Recurring WO Entry - Posting Process

*Recurring WO Entries* can be manually selected and posted or they can be automatically selected and posted. The manual method involves going into the *Recurring WO Ledger* for a specific project filename, selecting the desired WO entry, making any necessary edits and saving it as a new WO entry. This feature allows the user to simply select the desired *Recurring ID* ( R-ID ) that has been pre-assigned to each *Recurring WO Entry* and the program automatically creates new & posts all applicable Recurring WO entries, as of the *Posting Date* defined.



To access the *Recurring WO Entry - Posting Process* feature, click-on **Recurring .. Recurring WO Entry - Posting Process**. A *Recurring WO Entry - Posting Process* window will appear ...



##### Setup

The *Recurring WO Entry - Preview or Posting Process* can be completed individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to *Preview or Post Recurring WO Entries* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to *Preview or Post Recurring WO Entries* in *Multi-Property Mode*. The program will automatically *Preview or Post Recurring WO Entries* for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( Checkbox )** - When running reports in *Multi-Property Reports* mode, this feature will include each project on one continuous report instead of page breaking separate reports for each project.

**Posting Date** - This will be the *Date & Time Received* each applicable *Recurring WO Entry* will be posted with. Use the pull down lists to select the desired *Month, Day & Year*.

**Recurring ID to Include** - Use the pull down list to select the desired *Recurring ID*. Select *ALL* to include all *Recurring WO Entries*, regardless of what R-ID has been assigned. Select number 1 through 31 to only include *Recurring WO Entries* with R-ID's that match your selection number.

Note: The default selection will include *All Recurring WO Entries*.

### Preview

Click-on **Preview** to generate a *Recurring WO Entry Summary*, as defined in this setup window. No *WO Entries* are being posting during the *Preview* process.

### Post

Click-on **Post** to start the *Recurring WO Entry - Posting Process*, as defined in this setup window.

Note: A message window will immediately appear warning the user that this feature, if continued, will post *WO entries*. The program will then proceed to post *Recurring WO Entries* selected as of the *Posting Date* defined and display a *Recurring WO Entry - Posting Summary* at the end of the process that provides a summary of the *WO entries* posted.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

Click-on **Cancel** to exit out of the *Recurring WO Entry - Posting Process* window.

### Output

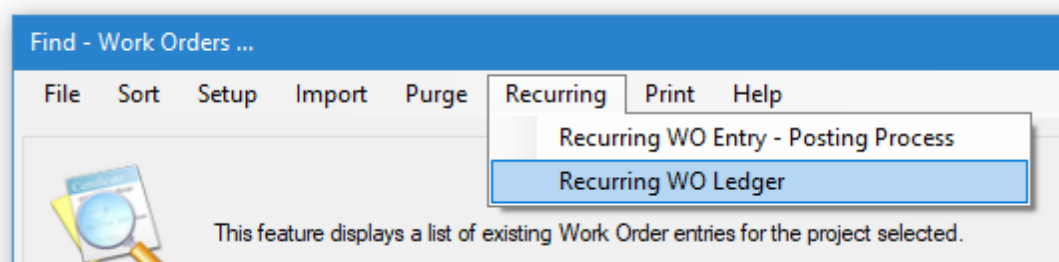
**Monitor** - Bullet this item to display the *Preview* report on the screen.

**Printer** - Bullet this item to generate the *Preview* report at the defaulted Windows printer.

### 13.5.7.2 Recurring WO Ledger

#### Recurring WO Ledger

*Recurring WO Entries* can be manually selected and posted or they can be automatically selected and posted. The manual method involves going into the *Recurring WO Ledger* for a specific project filename, selecting the desired WO entry, making any necessary edits and saving it as a new WO entry.



To select a specific *Recurring WO Entry* to recreate as a new WO entry, click-on **Recurring .. Recurring WO Ledger**. A *Recurring WO Ledger* window will appear ...

Recurring WO Entry Selection ...

VILLAGE APARTMENTS - RDSEC.515

WO ID	Location	Unit No.	Work Order Type	Received	Priority	Assigned	Vnd ID	Completed	R_ID
22	Unit	104	Unit Inspection	09/06/18	Normal	09/06/18	JOECHAPA		4
21	Unit	103	Unit Inspection	09/06/18	Normal	09/06/18	JOECHAPA		3
20	Unit	102	Unit Inspection	09/06/18	Normal	09/06/18	JOECHAPA		2
19	Unit	101	Unit Inspection	09/06/18	Normal	09/06/18	JOECHAPA		1

Help Remove Recurring Status from Selected Entry OK Cancel

Note: Only *WO Entries* that have been assigned a *Recurring ID* will be displayed in this selection window. This list of Recurring WO Entries will also be sorted in the same order the list of WO Entries are sorted on the main *Find - Work Orders* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this window.

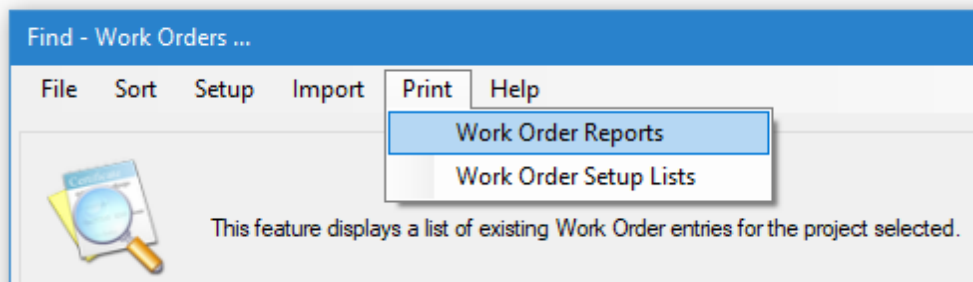
**Remove Recurring Status from Selected Entry** - To remove recurring status from an existing entry listed in the *Recurring WO Ledger* window, select ( highlight ) the desired recurring WO entry line and click-on the **Remove Recurring Status from Selected Entry** button. An "Are you sure" message will be displayed. Click-on **OK** to remove Recurring Status. Click-on **Cancel** to abort this process.

**Cancel** - Click-on **Cancel** to exit the *Recurring WO Ledger* window.

**OK** - To select a recurring WO entry, click-on the desired WO entry line and click-on **OK**. Selected *Recurring WO Entry* information will be displayed in the *Work Order - Detail Window* as new WO Entry with today's date as *Date & Time Received*.

### 13.5.8 Print Menu

#### Print Menu

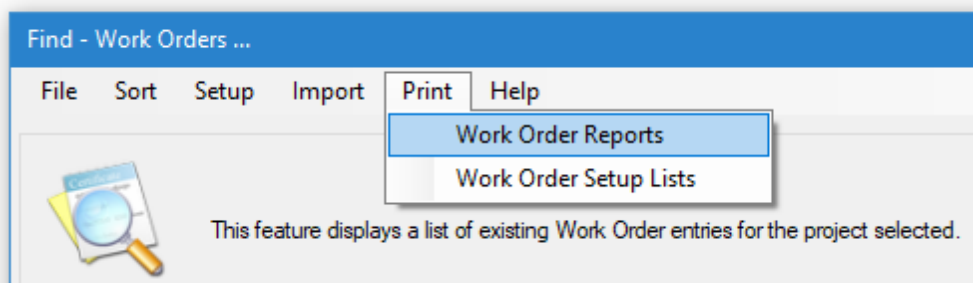


Click-on **Print > Work Order Reports**, to access the Work Order Reports window.

Click-on **Print > Work Order Setup Lists**, to access the Work Order Setup Lists window.

### 13.5.9 Work Order Reports

#### Print Menu



This report feature is used to generate sorted lists of *Work Order Information*. Various Work Order reports can be generated based on *Type of Sort* and *Type of Report* combinations.

To access the *Work Order Reports* window, click-on **Print > Work Order Reports**.

Work Order Reports ...

This feature will generate a Work Order Report based on the selections defined below ...

☒ By Project Filename : RHSDEMO  
☐ Multi-Property Reports : ALLDEMO ☐ Continuous  
 Beginning Date : January 1 2017  
 Ending Date : July 31 2017

**Type of Report**

☐ Work Order ( Open )  
☐ Work Order ( Closed )  
☒ Work Order Summary  
☐ Work Order Detail

**Sort By**

☒ Work Order ID  
☐ Unit Number  
☐ Vendor ID  
☐ Received Date  
☐ Scheduled Date  
☐ Work Order Type  
☐ Priority Ranking  
☐ Location Description  
☐ Assigned Date  
☐ Completed Date

**Date Used for Date Range**

☒ Received Date  
☐ Scheduled Date  
☐ Assigned Date  
☐ Completed Date  
☐ Targeted Date

**Include**

☒ All Work Orders  
☐ All Open WO's  
☐ All Closed WO's  
☐ All Unassigned WO's  
☐ All On-Hold WO's  
☐ All Recurring

**Miscellaneous**

☐ Include Specific Vendor ID Only Vendor ID :  
☐ Include Specific Unit Only ... Unit # : Blank

**Custom User-Created [ .RPT ] Format** : LABELS\_AVERY5264\_WOS.RPT

**Output**

☒ Monitor ☐ Printer ☐ .PDF

Help OK Cancel

### Setup

*Work Order Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Work Order Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Work Order Report* in *Multi-Property Mode*. The program will automatically generate a *Work Order Report* for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( checkbox )** - This option is only available when the *Multi-Property Reports* box is checked and only applies to the *Work Order Summary* report type. Based on selection criteria defined, applicable Work Order entry activity will be listed in a continuous summary, grouped by project.

**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

### Date Used for Date Range

This section determines what date field is used as the *Beginning & Ending Date* which establishes the reporting period. There are four date selections to choose from .. **Received Date, Scheduled Date, Assigned Date, Completed Date** and **Targeted Date**.



Note: The default selection is *Received Date*.

### Type of Report

This sections determines what report type will be generated and includes **Work Order (Open)**, **Work Order (Closed)**, **Work Order Summary**, and **Work Order Detail**.

Note: The default selection is *Work Order Summary*.

### Include

This section determines what Work Order entries are to be included in this report and includes **All Work Orders**, **All Open WO's**, **All Closed WO's**, **All Unassigned WO's**, **All On-Hold WO's**, and **All Recurring WO's**.

Note: The default selection is *All Work Orders*.

### Sort By

This section determines how the Work Order entries on the report will be sorted and includes **Work Order ID**, **Unit Number**, **Vendor ID**, **Work Order Type**, **Priority Ranking**, **Location Description**, **Received Date**, **Scheduled Date**, **Assigned Date**, and **Completed Date**.

Note: The default selection is *Work Order ID*.

### Miscellaneous

This section provides the ability to only include Work Order entries that have been assigned to a specific *Vendor ID* or *Unit Number*.

**Include Specific Vendor ID Only** - To list only *Work Order* entries that have been assigned to a specific Vendor, click-on the **Include Specific Vendor ID Only** checkbox and select the desired **Vendor ID** using the pull down selection list.

**Include Specific Unit Only** - To list only *Work Order* entries that pertain to a specific Unit No., click-on the **Include Specific Unit Only** checkbox and select the desired **Unit No.** using the pull down selection list.

Note: When BLANK is the *Unit No.* selected, only *Work Order* entries that are not unit specific will be listed.

Note: Both checkboxes are unchecked as the reporting default.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

**Help**

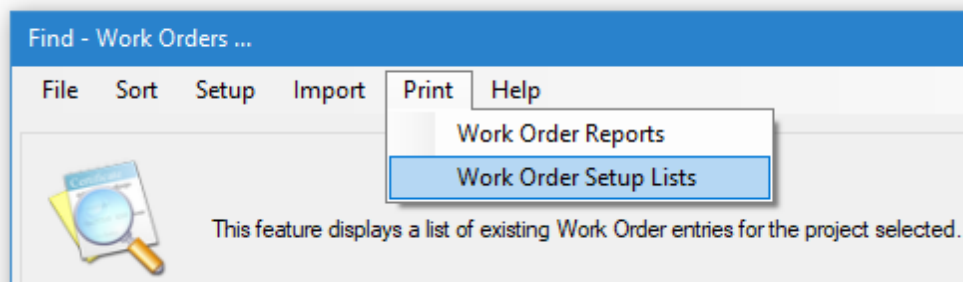
Click-on **Help** to view *Online Help Topics* about this process.

**OK**

Click-on **OK** to generate a *Work Order Report*, as defined in this setup window.

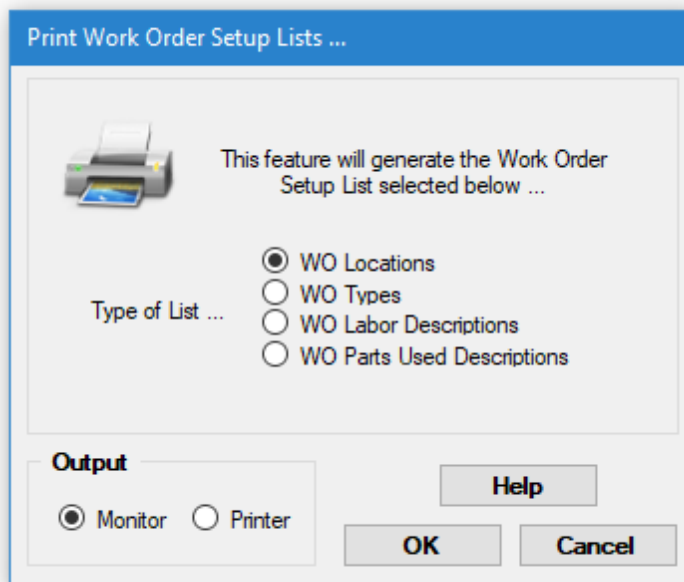
**Cancel**

Click-on **Cancel** to exit out of the *Work Order Report* window.

**13.5.10 Work Order Setup Lists****Print Menu**

This report feature is used to generate *Work Order - Setup Lists* ( which includes *Work Order Locations*, *Types*, *Labor Descriptions*, and *Parts Used Descriptions* ).

To access the *Print Work Order Setup Lists* window, click-on **Print > Work Order Setup Lists**.



### Setup

**Type of List** - Select the type of *Setup List* to generate.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**Copies** - Use this data entry field to type in the desired number of printed copies.

**Printer Setup Button** - Click-on this button to change default printer selection &/or properties.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate the *Work Order Setup List* selected.

### Cancel

Click-on **Cancel** to exit out of the *Work Order Setup List* window.

### 13.5.11 Detail Window

To view &/or modify an existing *Work Order Entry*, click-on (highlight) the desired Work Order entry line displayed in the *Find* window and click-on the **View WO Entry** button located in the lower right corner.

A *Work Order - Detail Window* (in Preview Mode) will be displayed ...

**Work Order - Detail Window ...**

Project : **VILLAGE APARTMENTS - RDSEC.515**

Location : Unit **107** Name or Location : **LARRY FREDERICK** Work Order ID : **9**  
 Unit No. : **107** Address 1 : **1111 RIVER BIRCH BLVD** Status : **Closed**  
 Date & Time Received : **02/28/2005 11:37 AM** Address 2 : **POPLAR CREEK, IL 61111** Turn Around Days : **5**  
 Reported by : Phone No. : **777-888-9999** Call Back WO ID. :  
☐ On Hold  
☐ Recurring WO

**Open Work Order**

Work Order Type : **Deadbolts**

Work Order Description ...  
 Front door locks need to be replaced

**Close Work Order**

Targeted Date : **03/03/2005**

Date & Time Completed : **03/05/2005 09:00 AM** Today

Corrective Action Description ...  
 Replaced front door locks and gave resident keys.

Scheduled Date : **03/03/2005** Priority : **Normal**

Permission to Enter : **Call First** Has Pets : ☐

Vendor ID : **AAA** Vendor Selection

Work Assigned To : **Alex Anderson**

Date & Time Assigned : **03/03/2005 10:30 AM** Today

Labor Cost \$ **6.00**  
 Parts Cost \$ **12.50**  
 Total Cost \$ **18.50** Edit Cost

Prev Next Help Custom Reports Print Work Order Create a Call Back Edit OK

## Preview Buttons

The following buttons, located at the bottom of this window, are provided when previewing *Work Order Information*.

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of Work Order entries.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Text Generation

To generate a *Text File* for *Work Order Information* currently selected, click-on the **Text Generation** button. A Text File Generation window will appear.

**Print Work Order**

Click-on **Print Work Order** to generate an *Open &/or Closed Work Order Report* for the *Work Order* entry currently displayed. A *Print Work Order - Setup* window appears.

**Create a Call Back**

A *Call Back* is when a Vendor has to come back and fix something they previously worked on because it didn't get properly fixed the first time. To create a new *Work Order* from a previously completed *Work Order*, pull up the previous *Work Order* entry by double clicking on the existing *Work Order* entry in the *Find - Work Orders* window. Then click-on the **Create a Call Back** button. This will create a new *Work Order ID* (Open) using previous *Work Order* entry information and display it in the *Work Order - Detail Window* (in Edit Mode).

**Edit**

Click-on **Edit** to access data entry ability for the *Work Order Entry* currently displayed. The *Work Order - Detail Window* (in Edit Mode) will be displayed.

**OK**

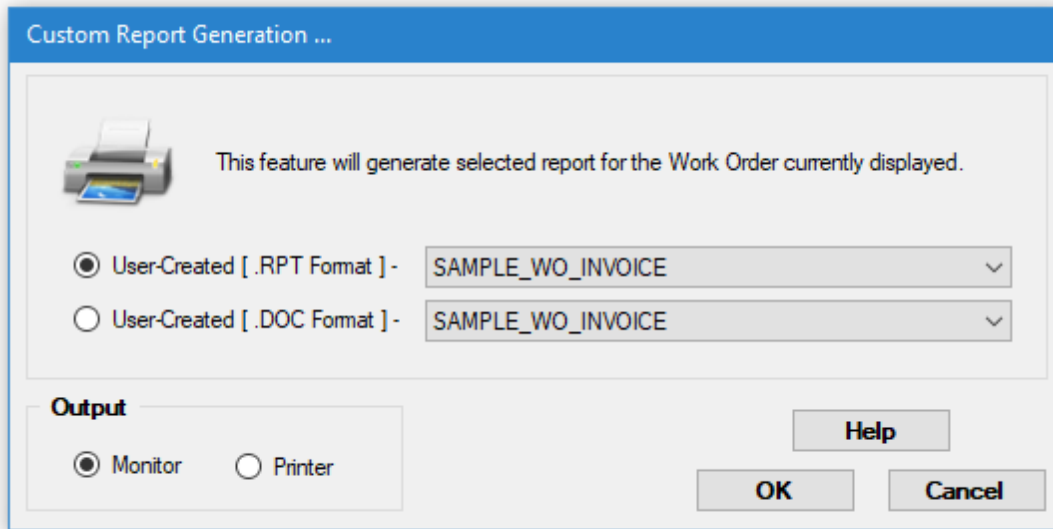
Click-on **OK** to exit the *Work Order - Detail Window*.

**13.5.12 Custom Report Generation**

This feature merges user created documents & letters with information entered as *Work Order Data* to produce tenant letters & notices, custom leases, house rules, legal forms, application forms, verification forms, recertification letters, etc.. Virtually any form you desire can be generated by FHA Software with selected data automatically filled in for you.

Note: Refer to the **Custom MSWord Designer** section of *Help Topics* for details on creating *Custom MSWord Documents*.

When *Custom Report Generation* is selected, the following window appears ...



The following features are available at the *Custom Report Generation* window ...

#### **User-Created [ .RPT Format ]**

When bulleted, select the desired *Work Orders* report filename ( *Custom Report Designer* form ) to generate, using the pull down list.

#### **User-Created [ .DOC Format ]**

When bulleted, select the desired *Work Orders* MSWord document ( *Custom MSWord Designer* document ) filename to generate, using the pull down list.

#### **Output**

**Monitor** - Bullet this item to display selected form to the screen.

**Printer** - Bullet this item to send the selected form to the printer.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

#### **OK**

Click-on **OK** to generate the selected *Custom Report Generation*, as defined in this setup window.

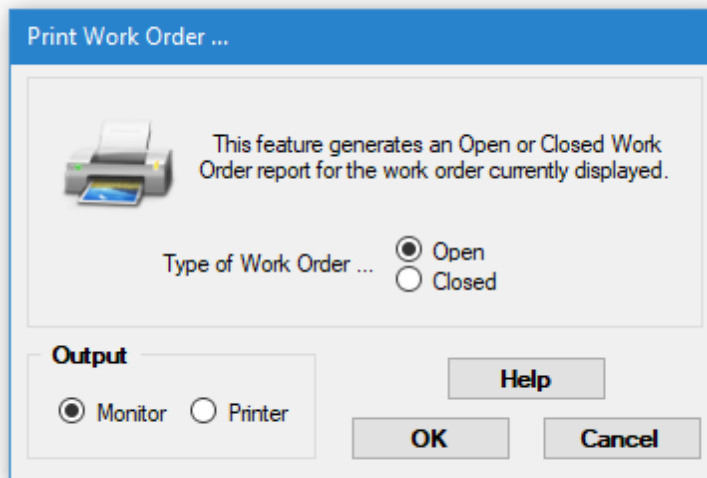
#### **Cancel**

Click-on **Cancel** to exit out of the *Custom Report Generation* window.

### **13.5.13 Print Work Order**

Click-on **Print Work Order** to generate an *Open &/or Closed Work Order Report* for the *Work Order* entry currently displayed.

A *Print Work Order - Setup* window appears ...



The following options are available at the *Print Work Order* window ...

### Type of Work Order

**Open** - This generates a full page Work Order with *Open* Work Order information filled in on the top half of the page and a *Closed* Work Order section on the bottom half that is available for manual notation.

The *Open* Work Order is given to the Vendor as the work is assigned. When work is completed, the Vendor fills out the bottom *Closed* Work Order section of the page and gives it back to the project manager.

**Closed** - This generates a full page Work Order with both Open and Closed sections filled in.

The *Closed* Work Order is used to generate a hard copy of a *Closed Work Order*.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Work Order*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Print Work Order* window.

**13.5.14 Edit Window**

To modify the *Work Order Entry* currently displayed, click-on the **Edit** button.

A *Work Order - Detail Window* (in Edit Mode) will be displayed. This is the data entry window for recording *Work Order* Information ...

**Work Order - Detail Window ...**

Project : **VILLAGE APARTMENTS - RDSEC.515**

Location : Unit **107** + Name or Location : **LARRY FREDERICK**

Unit No. : **107** Address 1 : **1111 RIVER BIRCH BLVD**

Date & Time Received : **02/28/2005 11:37 AM** Address 2 : **POPLAR CREEK, IL 61111**

Reported by : **LARRY FREDERICK** Phone No. : **777-888-9999**

Work Order ID : **9**  
Status : **Closed**  
Turn Around Days : **5**  
Call Back WO ID. :  
☐ On Hold  
☐ Recurring WO

**Open Work Order**

Work Order Type : **Deadbolts** +

Work Order Description ...  
Front door locks need to be replaced

Scheduled Date : **03/03/2005** Priority : **Normal**

Permission to Enter : **Call First** Has Pets : ☐

Vendor ID : **AAA** **Vendor Selection**

Work Assigned To : **Alex Anderson**

Date & Time Assigned : **03/03/2005 10:30 AM** **Today**

**Close Work Order**

Targeted Date : **03/03/2005**

Date & Time Completed : **03/05/2005 09:00 AM** **Today**

Corrective Action Description ...  
**Replaced front door locks and gave resident keys.**

Labor Cost \$ **6.00**  
Parts Cost \$ **12.50**  
Total Cost \$ **18.50** **Edit Cost**

**Search Help Save Cancel**

**Editing Mode Buttons**

The following buttons, located at the bottom of this window, are provided when editing *Work Order Entry* Information.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**Save**

Click-on **Save** to save your *Work Order Entry* changes and exit data entry ability (*Edit Mode*).



**Cancel**

Click-on **Cancel** to exit data entry ability (*Edit Mode*) without saving *Work Order Entry Information* changes.

**Data Entry**

Below are details of *Work Order* data entry fields that can be modified when in *Editing Mode*.

**Location [+]**

This describes where maintenance work is to be performed (such as *Unit*, *Laundry Room*, *Office*, *Grounds*, etc.). Use the pull down list to select the *Location* that best describes the *Work Order* being entered.

Note: *Unit* is the default selection.

Note: Click-on the **[+]** button to access the *Work Order - Location Setup* window directly.

**Unit No.**

When *Unit* is the selected *Location*, use the pull down list to select the specific *Unit Number* this *Work Order* pertains to.

Note: When a *Unit Number* is selected, the *Reported By*, *Name or Location*, *Address 1 & 2*, and *Phone No.* fields are automatically filled in using existing *Unit Data* information currently in effect as of the *Date & Time Received*. This information can be manually edited, as well.

**Date & Time Received**

This is the *Date & Time* the maintenance item was called in or received by the Manager or Management Office. This *Date & Time* is automatically entered the moment the *Work Order* is created (clicking on *Add a New WO Entry*). This *Date & Time* can be manually edited, as well.

Note: *Date* cannot be left blank and must be entered in a MMDDYYYY format.

Note: *Time* cannot be left blank and must be entered in an HH:MM format with corresponding AM or PM selection.

**Reported By**

This records who reported the maintenance work request.

**Name or Location**

If *Location* is *Unit*, this would be the *Tenant's Name*. If *Location* is not *Unit*, this would further describe the location where maintenance is to be completed (such as *Building #1 Hallway*, *First Floor Laundry Room*, etc.). If unit is vacant on the *Date & Time Received*, the word VACANT will be inserted.

**Address 1**

Use *Address line #1* for the *Unit's Street Address* or to further describe the non-Unit location.

**Address 2**

Use *Address line #2* for the *Unit's City, St Zip* or to further describe the non-Unit location.

**Phone No.**

Use this field to record the Tenant's *Phone No.* or contact information.

**On Hold ( Checkbox )**

Check this box to designate this *Work Order* as not being an active *Open Work Order* that is available to be assigned at this time.

**Recurring WO ( Checkbox )**

Check this box to designate this *Work Order* as a recurring maintenance item.

**Open Work Order**

This section records information about the work that needs to be done who will be assigned to complete the work.

**Work Order Type [ + ]**

Use the pull down list to select the item that best describes the type of work that needs to be completed (such as *Plumbing Repairs, HVAC, Carpet Cleaning, Electrical Repairs, etc.*).

Note: *General Maintenance* is the default selection.

Note: Click-on the **[ + ]** button to access the *Work Order - Type Setup* window directly.

**Work Order Description**

Use this text field to describe in detail the problem that exists &/or the work that needs to be completed.

Note: This is a simple text field with a 1,000 character limit.

**Schedule Date**

Use this Date field to forecast or schedule future work assignments.

Note: Date must be entered in a MMDDYYYY format.

**Priority**

Use this item to designate maintenance priority (*High, Normal* or *Low*).

Note: The default selection is *Normal*.

**Permission to Enter**

Use this item to establish if permission to enter the unit has been granted by the tenant (*Call First* or *Yes*).

Note: The default selection is *Call First*.

### Has Pets ( Checkbox )

Check this checkbox if special care is needed when entering a unit that has Pets.

Note: This box will be checked automatically if a "PETS [ *Enter pet description here* ]" text notation exists in the *Tenant Specific Information - Comments* section of the *Tenant Certification Data* feature.

### Vendor ID

This is the *Vendor ID* of an existing Vendor that is being assigned to complete this Work Order.

### Vendor Selection ( Button )

Use the pull down list to select an existing vendor from the *Vendor Accounts* database.

Note: The Vendor's name will automatically fill in *Vendor ID* and *Work Assigned To* fields, when selected.

### Work Assigned To

Use this field to record the name of the Vendor being assigned to complete the work.

Note: This is an alphanumeric field with a 30 character limit.

### Date & Time Assigned

This is the *Date & Time* the maintenance item was or will be assigned to the Vendor. Clicking on the **Today** button will automatically insert the current system *Date & Time*. This *Date & Time* can be manually edited, as well.

Note: *Date* cannot be left blank and must be entered in a MMDDYYYY format.

Note: *Time* cannot be left blank and must be entered in an HH:MM format with corresponding AM or PM selection.

## Close Work Order

After the work has been completed, this section records information about when & how the work was completed, along with applicable detail on Labor & Parts Cost involved.

### Targeted Date

This is the *Date* the maintenance item is targeted ( anticipated ) to be completed.

Note: *Targeted Date* is automatically set the same as *Scheduled Date*, but can be left blank. *Targeted Date* cannot be set prior to *Received Date* or *Scheduled Date* and will automatically be updated when *Received Date* or *Scheduled Date* is set.

**Date & Time Completed**

This is the *Date & Time* the maintenance item was completed. Clicking on the **Today** button will automatically insert the current system *Date & Time*. This *Date & Time* can be manually edited, as well.

Note: *Date* cannot be left blank and must be entered in a MMDDYYYY format.

Note: *Time* cannot be left blank and must be entered in an HH:MM format with corresponding AM or PM selection.

**Corrective Action Description**

Use this text field to describe in detail how the maintenance was completed.

Note: This is a simple text field with a 1,000 character limit.

**Edit Cost ( Button )**

To record *Labor & Parts Cost* detail, click-on the **Edit Cost** button. A *Work Order - Edit Cost* window will appear.

**13.5.15 Edit Cost**

To record *Labor & Parts Cost* detail, click-on the **Edit Cost** button.

A *Work Order - Edit Cost* window will appear ...

Work Order - Edit Cost ...

Labor Descriptions ...		Labor Time		Labor		Labor Total	Debit COA		Date Created
General Labor	+	0.50	x	12.00 = \$		6.00			A/P
		0.00	x	0.00 = \$		0.00			A/P
		0.00	x	0.00 = \$		0.00			A/P
		0.00	x	0.00 = \$		0.00			A/P
		0.00	x	0.00 = \$		0.00			A/P
<b>Total Labor Cost</b>						<b>\$ 6.00</b>			

Parts Used ...		No. Used		Part Cost		Total	Charge Code		Date Charged
Deadbolt	+	1.00	x	12.50 = \$		12.50			A/R
		0.00	x	0.00 = \$		0.00			A/R
		0.00	x	0.00 = \$		0.00			A/R
		0.00	x	0.00 = \$		0.00			A/R
		0.00	x	0.00 = \$		0.00			A/R
<b>Total Parts Cost</b>						<b>\$ 12.50</b>			

Prev 5   Next 5   Invoice No:

Help   OK

The following options are available at this window ...

### Labor Cost

**Labor Description** - Use the pull down list to select the *Labor Description* that best describes the Labor used to complete the *Work Order* being edited.

Note: Click-on the **[+]** button to access the **Labor Description - Setup** window directly.

**Labor Time** - Enter the amount of time (in hours) it took to complete the *Work Order* being edited.

Example: 1 hour would be entered as 1.00. 1 1/2 hours would be entered as 1.50. 1 hour 15 minutes would be entered as 1.25. And so on.

**Labor Wage** - Enter the hourly wage rate applicable for the *Labor Description* selected.

**Labor Total** - This amount is automatically calculated (*Labor Time* x *Labor Wage*).

**Debit COA** - This is the *Chart of Account* number that will be expensed, if an *A/P Check Disbursement Entry* will be created from the *Edit Cost* window (by clicking on the *Create A/P* button). Click-on the **[+]** button to view a COA list.

Note: This A/P feature is only available when *FHA Software's* built-in *Accounting* features is enabled, a Chart of Accounts file exists for the year the A/P will be posted, and a valid Vendor ID has been selected.

**Date Created (Checkbox and Date Field)** - When checked & dated, signifies that an A/P entry was previously created and when. This information is automatically completed when the A/P button is used to create an A/P entry. This information can also be manually entered without auto creating an A/P entry.

Note: This A/P feature is only available when *FHA Software's* built-in *Accounting* features is enabled, a Chart of Accounts file exists for the year the A/P will be posted, and a valid Vendor ID has been selected.

**A/P ( Button )** - To automatically create an *A/P Check Disbursement Entry* for *Labor Cost*, with an *Invoice Date* based on *Work Completed Date*, click-on the **A/P** button. A **Vendor Selection** window will appear. Select ( highlight ) the applicable *Vendor Account* and click-on OK to complete the A/P entry process.

Note: This A/P feature is only available when *FHA Software's* built-in *Accounting* features is enabled, a Chart of Accounts file exists for the year the A/P will be posted, and a valid Vendor ID has been selected.

### Parts Cost

**Parts Used** - Use the pull down list to select the *Parts Used Description* that best describes the part(s) used to complete the *Work Order* being edited.

Note: Click-on the **[+]** button to access the **Parts Used List - Setup** window directly.

**No. Used** - Enter the number of the selected parts it took to complete the *Work Order* being edited.

**Parts Cost** - Enter the per part cost applicable for the *Parts Used Description* selected.

**Total** - This amount is automatically calculated (*No. Used* x *Part Cost*).

**Charge Codes** - This is the *Tenant Charge Code* that will be used, if an *A/R Tenant Charge Entry* will be created from the *Edit Cost* window (by clicking on the *Charge Tenant* button). Click-on the **[+]** button to view a list of available *Tenant Charge Codes*.

Note: This item is only available when FHA Software's built-in *Accounting* features is enabled.

**Date Charged (Checkbox and Date Field)** - When checked & dated, signifies that an A/R entry was created and when. This information is automatically completed when the A/R button is used to create an A/R entry. This information can also be manually entered without auto creating an A/R entry.

Note: This item is only available when FHA Software's built-in *Accounting* features is enabled.

**A/R ( Button )** - To automatically create an *A/R Tenant Charge Entry*, to the tenant for one or more of the *Parts Used*, click-on the **A/R** button. Only the selected *Parts Used* line will be charged to the tenant.

Note: This item is only available when FHA Software's built-in *Accounting* features is enabled.

**Invoice No.** - When charging a tenant for *Parts Used*, this field can be used to record an Invoice reference number that can be inserted into custom text. *Invoice Number* is also displayed at the bottom of the *Work Order (Closed)* form.

Note: This item is alpha-numeric with a field length of 15 characters.

**Prev5/Next5** - A total of 10 *Parts Used* entry lines are available with 5 lines displayed at a time. Click-on **Next 5** to view the last 5 lines. Click-on **Prev 5** to view the first 5 lines.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

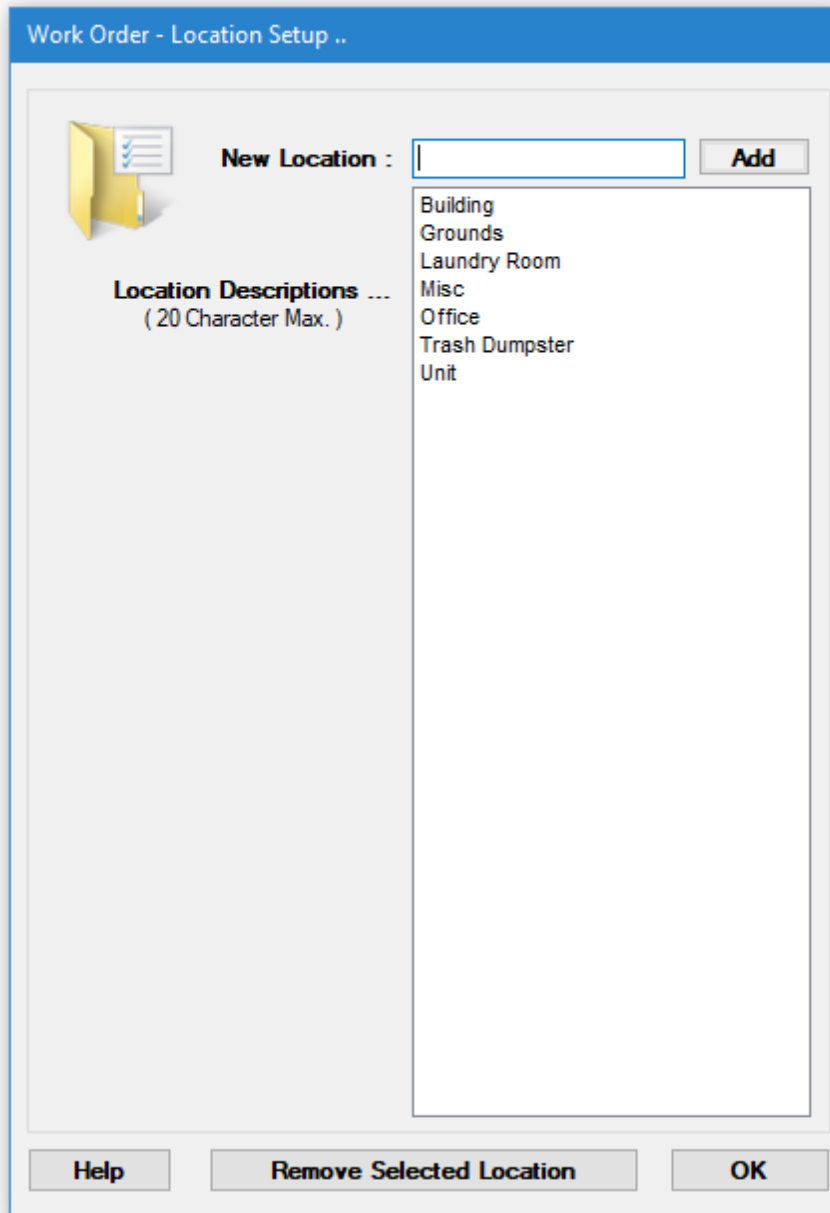
### OK

Click-on **OK** to exit the *Edit Cost* window.

## 13.5.16 Work Order Locations

*Locations* are selection items used in *Work Order* entry to describe where maintenance is to be performed (such as in a *Unit*, *Laundry Room*, *Front Lawn*, *Office*, *Storage Area*, etc.). A minimum list of standard *Location* selections is provided with your FHA Software package. The user can add new and remove existing *Locations* in the *Location Setup* window.

To view &/or edit *Work Order Locations*, click-on **Setup > Work Order Locations**. A *Work Order Locations - Setup* window will appear ...



The following options are available at this window ...

#### Add (a New Location)

To add a new Location, simply enter the new *Location's description* in the **New Location** entry field and click-on the **Add** button. The new *Location* entry will be added to the *Locations* list.

Note: This is an alpha-numeric field with a maximum length of 20 characters. Invalid characters include , . / ? ~ ` ! @ # \$ % ^ & \* ( ) + = [ ] { } \ ' " ; :

#### Remove Selected Location

To delete an unused Location entry from the *Locations* database, select (click-on) the desired entry line, click-on the *Remove Selected Location* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Locations* database.

#### OK

Click-on **OK** to exit the *Work Order - Location Setup* window.

#### Help

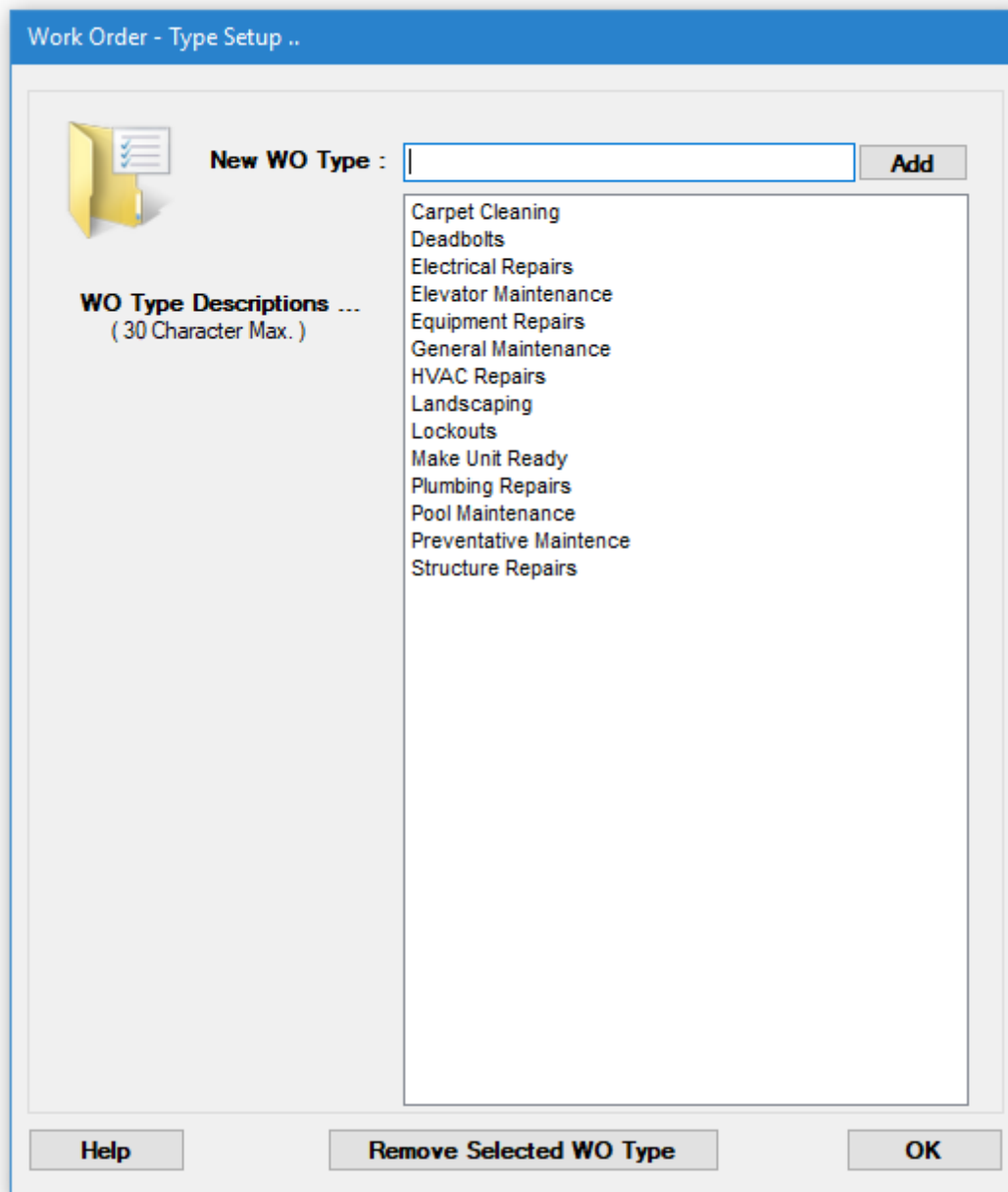
Click-on **Help** to view *Online Help Topics* about this process.

### 13.5.17 Work Order Types

*Types* are selection items used in Work Order entry to describe the kind of maintenance to be performed (such as *Carpet Cleaning*, *General Maintenance*, *Landscaping*, *Plumbing Repairs*, *Make Unit Ready*, etc.). A minimum list of standard *Type* selections is provided with your FHA *Software* package. The user can add new and remove existing *Work Order Types* in the *Types Setup* window.

To view &/or edit *Work Order Types*, click-on **Setup > Work Order Types**. A *Work Order Types - Setup* window will appear ...





The following options are available at this window ...

#### Add (a New WO Type)

To add a new *Type*, simply enter the new *Type's description* in the **New WO Type** entry field and click on the **Add** button. The new *Type* entry will be added to the *Types* list.

Note: This is an alpha-numeric field with a maximum length of 30 characters. Invalid characters include , . / ? ~ ` ! @ # \$ % ^ & \* ( ) + = [ ] { } \ ' " ; :

#### Remove Selected WO Type

To delete an unused *Type* entry from the *Types* database, select (click-on) the desired entry line, click-on the *Remove Selected Location* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Types* database.

#### OK

Click-on **OK** to exit the *Work Order - Type Setup* window.

#### Help


Click-on **Help** to view *Online Help Topics* about this process.

### 13.5.18 Labor Descriptions

*Labor Descriptions* are selection items used in *Work Order* entry to describe the type of labor that was involved to complete the maintenance performed (such as *General Labor*, *Plumbing*, *HVAC*, *Drywall*, etc.). It also helps define labor cost. A minimum list of standard *Labor Description* selections is provided with your *FHA Software* package. The user can add new and remove existing *Labor Descriptions* in the *Labor Descriptions Setup* window.

To view &/or edit *Work Order Types*, click-on **Setup > Labor Descriptions**. A *Labor Descriptions - Setup* window will appear ...

Work Order - Labor Descriptions ...

 **New Labor Desc :**  **Wage \$**  **Add**

**WO Labor Descriptions ...**  
( 30 Character Max. )

**Edit Wage Amount**

Description	Wage
Drywall	18.00
Electrical	25.00
General Labor	12.00
HVAC	32.00
Plumbing	25.00

**Help** **Remove Selected Labor Description** **OK**

The following options are available at this window ...

### Add (a New Labor Description)

To add a new *Labor Description*, simply enter the new *Labor Description* in the **New Labor Desc** entry field, along with the hourly labor cost in the **Wage** field and click-on the **Add** button. The new *Labor Description* entry will be added to the *Labor Descriptions* list.

Note: This is an alpha-numeric field with a maximum length of 30 characters. Invalid characters include , . / ? ~ ` ! @ # \$ % ^ & \* ( ) + = [ ] { } \ ' " ; :

### Edit Wage Amount

To edit the *Wage Amount* of an existing *Labor Description*, click-on the desired *Labor Description* and click-on **Edit Wage Amount**. Selected *Labor Description* - *Wage Amount* is displayed at the left in a *New Wage* entry field. Change the *Wage Amount* and click-on **Save** to save your changes.

### Remove Selected Labor Description

To delete an unused *Labor Description* entry from the *Labor Descriptions* database, select (click-on) the desired entry line, click-on the *Remove Selected Location* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Labor Descriptions* database.

### OK

Click-on **OK** to exit the *Work Order - Labor Description Setup* window.

### Help


Click-on **Help** to view *Online Help Topics* about this process.

## 13.5.19 Parts Used List

*Parts Used List* are selection items used in *Work Order* entry to describe the parts that were used to complete the maintenance performed (such as *Carpeting*, *Light Bulbs*, *Locksets*, *Window Glass*, *Shower Head*, etc.). It also helps define parts used cost. A minimum list of standard *Parts Used List* selections is provided with your *FHA Software* package. The user can add new and remove existing *Parts Used List* in the *Parts Used List Setup* window.

To view &/or edit *Work Order Parts Used List*, click-on **Setup > Parts Used List**. A *Parts Descriptions - Setup* window will appear ...

Work Order - Parts Descriptions ...

 **New Parts Desc :**  **Cost \$**  **Add**

**WO Parts Descriptions ...**  
( 30 Character Max. )

**Edit Cost Amount**

Description	Cost
100 Watt Bulb	0.75
15 Amp Breaker	12.00
Carpeting	6.50
Deadbolt	12.50
Door Knob	10.00
Faucet - Bathroom	15.00
Faucet - Kitchen	20.00
Flooring	6.50
Furnace Filter	9.50
Heating Element	18.00
Key Replacement	5.00
Recharge A/C	35.00
Recharge Refrigerator	35.00
Shower Head	15.00
Toilet Handle	8.00
Toilet Seat	14.50
Vanity Mirror	28.00
Window - Glass	15.00
Window - Screen	18.00
Window Blinds	24.00

**Help** **Remove Selected Parts Description** **OK**

The following options are available at this window ...

### Add (a New Parts Description)

To add a new *Parts Description*, simply enter the new *Parts Description* in the **New Parts Desc** entry field, along with the part cost in the **Cost** field and click-on the **Add** button. The new *Parts Description* entry will be added to the *Parts Description* list.

Note: This is an alpha-numeric field with a maximum length of 30 characters. Invalid characters include , . / ? ~ ` ! @ # \$ % ^ & \* ( ) + = [ ] { } \ ' " ; :

### Edit Cost Amount

To edit the *Cost Amount* of an existing *Parts Description*, click-on the desired *Parts Description* and click-on **Edit Cost Amount**. Selected *Parts Description* - *Cost Amount* is displayed at the left in a *New Cost* entry field. Change the *Cost Amount* and click-on **Save** to save your changes.

### Remove Selected Parts Description

To delete an unused *Parts Description* entry from the *Parts Description* database, select (click-on) the desired entry line, click-on the *Remove Selected Parts Description* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Parts Description* database.

#### OK

Click-on **OK** to exit the *Parts Descriptions - Setup* window.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

### 13.5.20 Vendor Selection

To view a list of available *Vendor Accounts* to choose from, click-on the **Vendor Selection** button.

A *Vendor Selection Window* will appear ...

Vendor Selection ...

Search by ☐ Vendor ID ☒ Vendor Name

This feature will locate the desired vendor account by typing the first characters of the Vendor ID or Vendor Name. Press ENTER or click-on OK to select the vendor account highlighted.

COX

Vendor Name	Vnd ID	Vendor Address	Phone #
ALDI	057	3109 N. Broadway Pittsburg, KS 66762	
All Seasons Carpet	076	4034 Parkview Dr. Frontenac, KS 6763	620-232-6444
Amazon.com	065		
Best Buy	062		
Brenda Hernandez	044	2221 N. Broadway Pittsburg, KS 66762	620-719-7765
Broadway Lumber	001	1304 S. Broadway Pittsburg, KS 66762	620-231-5030
Brooks Plumbing, LLC	002	210 N. Joplin Pittsburg, KS 66762	620-231-5696
Bug-A-Way	003	1004 E. 9th PO Box 1476	620-231-0200
CDL	004	1308 N. Walnut Street Pittsburg, KS 66762	620-231-6420
Chapman's Locksmithing	045	P.O. Box 183 Pittsburg, KS 66762	620-231-1885
City of Pittsburg - Water	033	PO Box 193 Pittsburg, KS 66762	
Computer Repair Service	005	618 N. Broadway Suite D	620-308-6381
Coomes Construction, LLC	006	527 W. Forest St. Pittsburg, KS 66762	620-238-3367
Copy Products, Inc.	060	2103 W. Vista Springfields, MO 65807-5919	417-889-5665
COX Business	007	PO Box 1259 Dept. # 102432	800-620-6196
Diehl, Banwart, Bolton, CPA's	056	112 W. 4th Street PO Box 1836	620-231-3050
Doug Thomas Painting	028	986 S. 240th Pittsburg, KS 66762	
Ettingers Office Supply Co.	008	723 N. Broadway Pittsburg, KS 66762	620-231-1131
Fire X Inc.	009	PO Box 1473 Coffeyville, KS 67337	877-703-4739
FirstComp Insurance Co.	038	POB Box 3009 Omaha, NE 68103-0009	888-500-3344
Glass Depot, LLC	010	104 E. 1st Pittsburg, KS 66762	620-231-6500
Gold Mechanical, Inc.	040	4735 W. Division Street Springfield, MO 65802	417-869-0028
Grainger	058		
Guide One Insurance	037	1111 Ashworth Road West Des Moines, IA 50265-35620-225-2888	
H O Supplies	049		
HD Supply	011	PO Box 509058 San Diego, CA 92150-9058	800-431-3000
Home Depot	012	3001 N. Broadway Pittsburg, KS 66762	620-231-0831
HP	077		
Hugo's Industrial Supply, Inc.	013	2700 W. Main Independence, KS 67301	620-331-4846

Help Total Vendor Accounts : 80 OK Cancel

The following options are available ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Sort List By ... Vendor ID or Vendor Name** - *Vendor Selection List* order can be view in one of two sort options. Click-on **Vendor ID** to view the list of Vendors in *Vendor ID* order. Click-on **Vendor Name** to view the list in *Vendor Name* order.

Note: Default sort is by *Vendor Name*.

**OK** - Select the desired *Vendor Account* and click-on **OK**.

**Cancel** - Click-on **Cancel** to exit out of the *Vendor Selection* window.

## 13.6 Unit Inventory

### 13.6.1 Overview

## Overview

This feature maintains a detailed list of appliances, equipment, furnishings, and other stocked items for each unit &/or for the project in general (such as lawn tractor, snow blower, laundry washer & dryer, power tools, etc.).

To access the *Unit Inventory* window, click-on **Data > Unit Inventory**.

The *Unit Inventory* window appears ...

**Unit Inventory**

This feature maintains a list of appliances, equipment and other furnishings provided in each unit of the project.

Project : **RHSDEMO**

Unit No. :

List Inventory for all Units ☒

**VILLAGE APARTMENTS - RHSDEMO**

Inventory Item :

Description :

Purchased From :

Serial No. :

Model No. :

Comments :

WO ID # :

Date Purchased :

Dollar Value \$ : 0.00

Date Installed :

Date Removed :

**Add Entry to Unit Inventory**

Unit No.	Inventory Item	Description	Purchase	Value	Remove
	Lawn Tractor	John Deere VT1000	06/18/04	1,495.00	
	Anything	For nothing	01/01/06	100.00	
101	Refrigerator	Side-by-Side White	03/15/98	795.00	
101	Microwave	17 Cubit Ft Stainless Steel	04/17/00	250.00	
101	Range	Electric White	03/15/98	995.00	
101	Washer	High capacity Top Load White	03/15/98	495.00	
101	Dryer	High Capacity Gas White Front	03/15/98	485.00	
102	Refrigerator	Side-by-Side White	03/15/98	795.00	
103	Refrigerator	Side-by-Side White	03/15/98	795.00	
104	Refrigerator	Side-by-Side Yellow	03/15/98	825.00	
105	Refrigerator	Side-by-Side White	03/15/98	795.00	
106	Refrigerator	Side-by-Side White	03/15/98	795.00	
107	Refrigerator	Side-by-Side White	03/15/98	795.00	
108	Refrigerator	Side-by-Side Yellow	03/15/98	825.00	
109	Refrigerator	Side-by-Side White	03/15/98	795.00	
110	Refrigerator	Side-by-Side White	03/15/98	795.00	
111	Refrigerator	Side-by-Side White	03/15/98	795.00	
112	Refrigerator	Side-by-Side Yellow	03/15/98	825.00	

**Remove Entry from Unit Inventory** **Transfer Entry To Another Unit** **Edit Entry in Unit Inventory**

The following options are available at this window ...

**File Menu**    **Sort Menu**    **Print Menu**    **Help**

### Project

Click-on the pull down button to view a list of available project filenames and select the desired project. This window will display a list of *Unit Inventory* entries for the selected project filename.

### Unit No.

Click-on the pull down button to view a list of *Unit Numbers* applicable for the *Project Filename* currently selected and select the desired *Unit Number*.

Note: *Unit No.* selection is blank as the default.

### List Inventory for all Units ( Checkbox )



When this box is checked, all *Unit Inventory* entries in the database is displayed. When this box is not checked, only *Unit Inventory* entries pertaining to the *Unit No.* selected are displayed. When this box is not checked and *Unit No.* selected is blank, only non-Unit No. specific Inventory entries are displayed (such as Lawn Tractor, Snow Blower, etc.).

Note: This box is checked as the default.

### Add Entry to Unit Inventory

This section is used to add new inventory item information to the *Unit Inventory* database, as well as edit existing inventory information. To add a new inventory entry to *Unit Inventory*, select the desired **Project** and **Unit No.** this new item pertains to and then click-on the **Add Entry to Unit Inventory** button. The data entry section in the upper right corner is enabled with a *Save* and *Cancel* button displayed. Starting with *Inventory Item*, simply enter all applicable information provided. When data entry is complete, click-on **Save** to save your new item to the *Unit Inventory* database. Click-on **Cancel** to exit the data entry process without saving changes.

Note: To add an item that is not *Unit No.* specific (such as a lawn tractor), leave the *Unit No.* selection *blank* before clicking on the *Add Entry to Unit Inventory* button.

### Remove Entry from Unit Inventory

To delete an inventory entry from the *Unit Inventory* database, select (click-on) the desired inventory line and click-on the **Remove Entry from Unit Inventory** button and click-on **Yes**. The selected inventory line will immediately be removed from the *Unit Inventory* database.

### Transfer Entry to Another Unit

To move (transfer) an existing Unit Inventory item from one unit # to another, select (click-on) the desired inventory line and click-on the **Transfer Entry To Another Unit** button. The following window appears ...

Transfer Entry to another Unit ...

Effective Date of Transfer : 01/01/2019 (mmddyyyy)

Select the desired Unit Number ...

Unit No.

101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116

OK

Cancel

**Effective Date of Transfer** - Enter the date (mmddyyyy) the selected Inventory Item will be moved (transferred) into the new unit. This will become the *Date Installed* in the new unit entry and the *Date Removed* in the old unit entry. This date cannot be blank.

**Select the Desired Unit Number** - From the *Unit No.* list displayed, select the *Unit Number* the selected Inventory Item will be moved (transferred) to. If the inventory item is being transferred out of a unit and into a non-unit location (storage, warehouse, etc.), then select the blank Unit Number entry provided at the top of the *Unit No.* list.

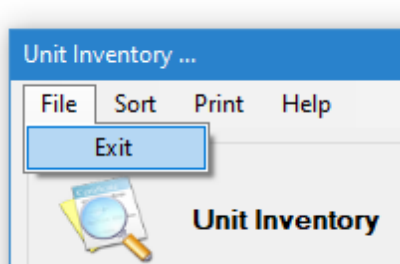
**OK** - To complete the transfer, click-on **OK**.

**Cancel** - Click-on **Cancel** to exit out of the *Transfer Entry to Another Unit* window.

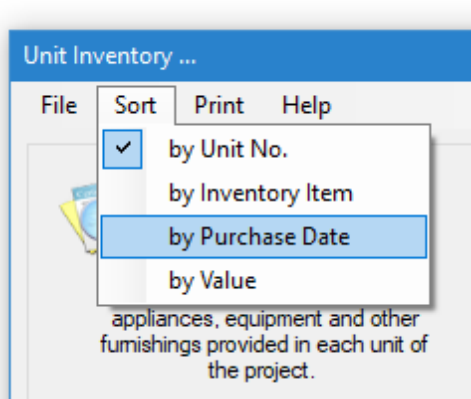
**Edit Entry in Unit Inventory**

To make changes to an existing inventory entry, select (click-on) the desired inventory line and click-on the **Edit Entry in Unit Inventory** button. Selected inventory information will appear in the data entry section (upper right corner of this window). Click-on or tab the cursor to each desired field and make the necessary changes. Click-on the **Save** button to save inventory information changes. Click-on **Cancel** to exit the data edit process without saving changes.

Note: If using the built-in Work Order feature, WO ID # is the Work Order ID # that was assigned to the Work Order which scheduled or completed replacement of the Unit Inventory item.

**13.6.2 File Menu****File Menu**

**Exit** - Click-on **File > Exit** to exit out of the *Unit Inventory* window.

**13.6.3 Sort Menu****Sort Menu**

The listing order in the *Unit Inventory* window can be sorted in one of four ways ...

**By Unit No.** - When selected, this option will list *Unit Inventory* entries alpha-numerically grouped by *Unit Number* (when applicable). All *Unit Inventory* entries that are not Unit Number specific will be displayed at the top of the list.

Note: This is also the default sort order.

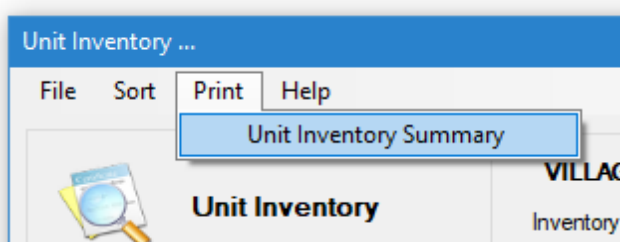
**By Inventory Item** - When selected, this option will list *Unit Inventory* entries alphabetically by *Inventory Item*.

**By Purchase Date** - When selected, this option will list *Unit Inventory* entries chronologically by *Date Purchased* with most recent dates at the top of the list.

**By Value** - When selected, this option will list *Unit Inventory* entries in ascending *Value Amount* order.

#### 13.6.4 Print Menu

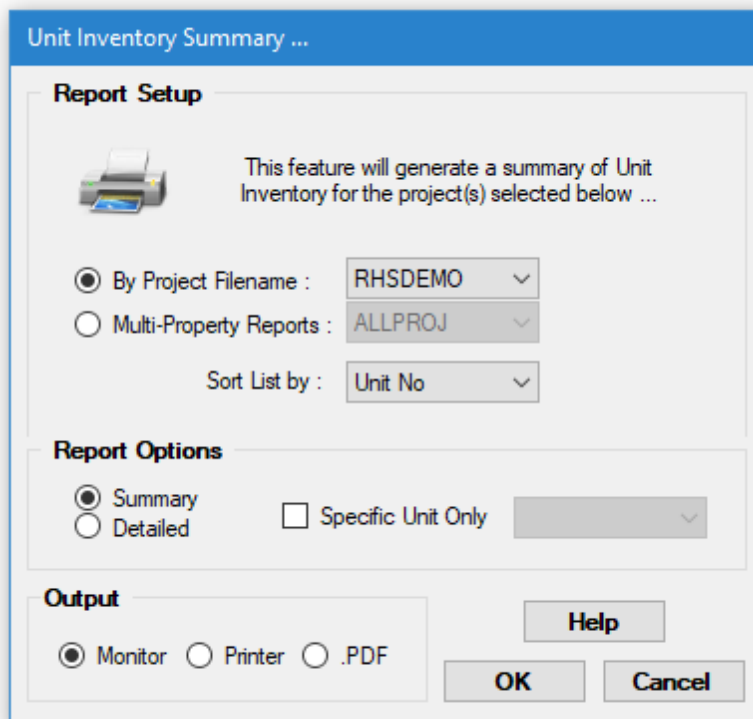
##### Print Menu



This report feature is used to generate a *Summary* or *Detailed Unit Inventory Report*.

To access the *Unit Inventory Summary* window, click-on **Print > Unit Inventory Summary**.

A *Unit Inventory Summary - Setup* window appears ...



### Report Setup

*Unit Inventory Summaries* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Unit Inventory Summary* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Unit Inventory Summary* in *Multi-Property Mode*. The program will automatically generate a *Unit Inventory Summary* for each property listed in a specified **Multi-Property Directory** file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Sort List By** - Click-on the pull down button to view a list of available sort options which includes *Unit No.*, *Inventory Item*, *Purchase Date*, and *Value*.

Note: *Unit No.* is the default sort order.

### Report Options

**Summary** - Bullet this item to generate a summarized *Unit Inventory Report*. Each inventory item occupies one line of the report that includes *Unit No.*, *Inventory Item*, *Description*, *Purchased Date*, *Value*, and *Date Removed*.

**Detailed** - Bullet this item to generate a detailed *Unit Inventory Report*. Each inventory item entry is reported with all Unit Inventory data displayed.

**Selected Unit Only (Checkbox)** - To generate a *Summary* or *Detailed Unit Inventory Report* for one specific *Unit No.* only, click-on this check box and select the desired *Unit Number* from the pull down list.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Unit Inventory Summary*, as defined in this setup window.

**Cancel**

Click-on **Cancel** to exit out of the *Unit Inventory Summary* window.

## 13.7 Purchase Orders

### 13.7.1 Overview

This feature provides the ability to create and keep track of Purchase Order entry history. Various Purchase Order reports can be generated (including a *Purchase Order Summary & Detail* ) with user specific report selection criteria. Custom MSWord Designer form generation is also available.

To access the *Purchase Orders* window, click-on **Data > Purchase Orders**.

Find - Purchase Order ...

File Sort Setup Purge Print Help

VILLAGE APARTMENTS - RDSEC.515

This feature displays a list of existing Purchase Order entries for the project selected.

Project : RHSDemo

PO ID	Location	Unit No.	PO Description	PO Date	Delivery Date	Date Completed	Vnd ID	Total Item #	Total PO Cost
7	Grounds		Grounds Equipment	07/20/19	07/25/19	07/20/19	AAA	2	1,148.00
6	Office		General Supplies	07/10/19	07/20/19	07/15/19	AAA	1	200.00
5	Laundry		Laundry Equipment	06/05/19	06/12/19	06/10/19	ACME	2	748.00
4	Trash		Grounds Equipment	04/25/19	05/17/19	05/17/19	AAA	1	450.00
3	Unit	101	Carpet Replacement	03/15/19	03/25/19	03/25/19	ACME	1	159.00
2	Building	101	General Supplies	02/19/19	02/28/19	03/01/19	ACME	3	2,517.20
1	Building		General Supplies	01/01/19	01/09/19	01/09/19	ACME	3	5,355.55

Total PO Entries : 7

Remove PO Entry Add a new PO Entry View PO Entry

The first window displayed is called the **Find** window. From this window the user can *Remove*, *Add*, and *Edit* desired Purchase Order entries, *Sort* the Purchase Order list in various ways, *Setup* Purchase Order Locations & Descriptions, *Print* Purchase Order Summaries, and view *Online Help Topics*.

The following options are available at this window ...

File Menu  
Sort Menu  
Setup Menu

Purge Menu  
Print Menu  
Help

### Project Filename

Click-on the pull down button to view a list of available project filenames and select the desired project. The Find window will display a list of Purchase Order entries for the selected project filename.

### Remove PO Entry

To delete a PO Order entry from the *Purchase Orders* database, select (click-on) the desired entry line, click-on the *Remove PO Entry* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Purchase Orders* database.

### Add a New PO Entry

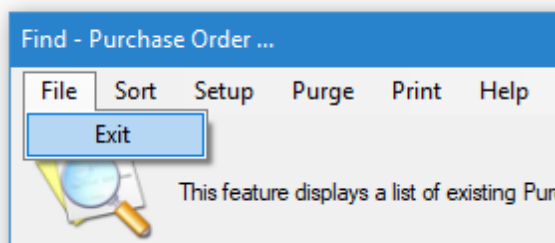
To add a new Purchase Order entry to the *Purchase Order* database, simply click-on the **Add a new PO Entry** button. A *Purchase Order - Detail Window* will appear with a new Purchase Order entry displayed in Edit mode.

### View WO Entry

To view &/or modify an existing *Purchase Order Entry*, click-on (highlight) the desired Purchase Order entry line displayed in the *Find* window and click-on the **View PO Entry** button located in the lower right corner. A *Purchase Order - Detail Window* will be displayed.

## 13.7.2 File Menu

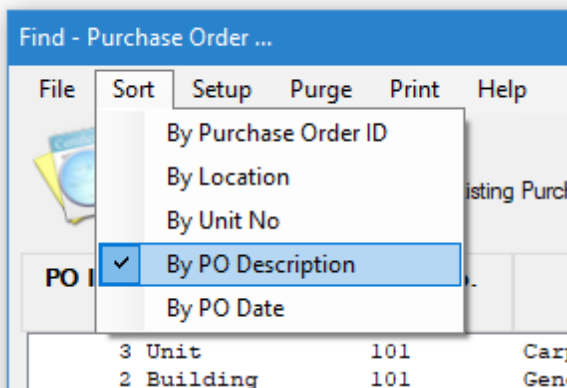
### File Menu



**Exit** - Click-on **File > Exit** to exit out of the *Purchase Orders* window.

## 13.7.3 Sort Menu

### Sort Menu



The listing order in the *Find - Purchase Orders* window can be sorted in one of five ways ...

**By Purchase Order ID** - When selected, this option will list Purchase Order entries in descending Purchase Order ID Number order (recent entries displayed at the top).

Note: This is also the default sort order.

**By Location** - When selected, this option will list Purchase Order entries alphabetically grouped by Purchase Order Location.

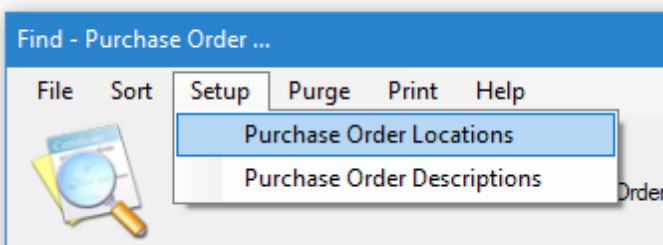
**By Unit No** - When selected, this option will list Purchase Order entries alpha-numerically grouped by *Unit Number* (when applicable). All PurchaseOrder entries that are not Unit Number specific will be displayed at the top of the list.

**By PO Description** - When selected, this option will list Purchase Order entries alphabetically grouped by *Purchase Order Description*.

**By PO Date** - When selected, this option will list Purchase Order entries chronologically by *Purchase Order Date* with most recent dates at the top of the list.

#### 13.7.4 Setup Menu

##### Setup Menu





There are two Purchase Order items that help define and simplify the Purchase Order entry process (*Purchase Order Locations and Work Order Descriptions*). A minimum list of standard selections for each item is provided with your FHA *Software* package. The user can also add customize selections to their Purchase Order items through each item's *Setup* window.

#### Purchase Order Locations

To view &/or edit *Purchase Order Locations*, click-on **Setup > Purchase Order Locations**. A *Purchase Order Locations - Setup* window will appear.

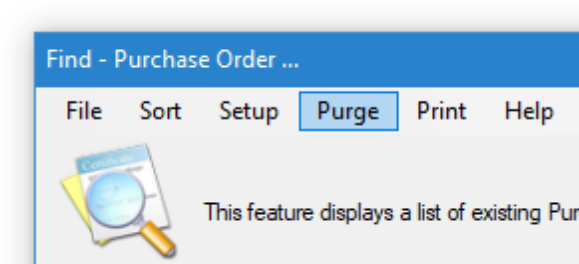
#### Purchase Order Descriptions

To view &/or edit *Purchase Order Descriptions*, click-on **Setup > Purchase Order Descriptions**. A *Purchase Order Descriptions - Setup* window will appear.

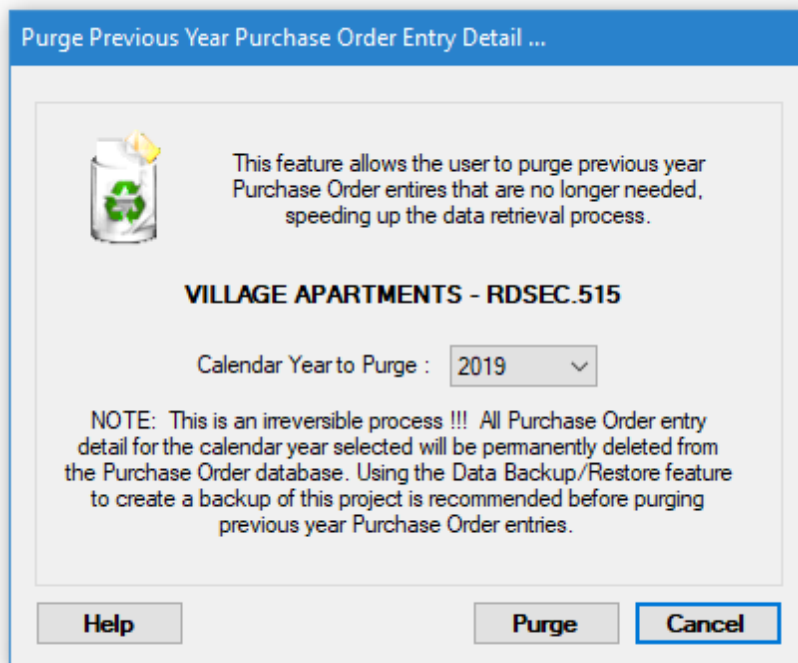
### 13.7.5 Purge Menu

#### Purge Menu

**Note: This is an irreversible process !!!** All Purchase Order entry detail for the calendar year selected will be permanently deleted from the Purchase Order database. Using the Data Backup/Restore feature to create a backup of applicable project(s) is highly recommended before purging Purchase Order entries.



To access the *Purge Purchase Order Entry Detail* window, click-on **Purge**. The *Purge Previous Year Purchase Order Entry Detail - Setup Window* will appear ...



### Setup

**Calendar Year to Purge** - Select the desired *Calendar Year* to purge ( based on *Purchase Order Date* ), using the pull down list.

Note: The program will always default to a *Calendar Year* that is four years old. The user can select any past, current or future year desired. We recommend keeping entry detail for the last three years as a minimum ( current year and two previous years ). Consult your CPA &/or affordable housing handbooks for computerized record retention requirements.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Purge

Click-on **Purge** to complete the *Purge Purchase Order Entry Detail* process, as defined in this setup window.

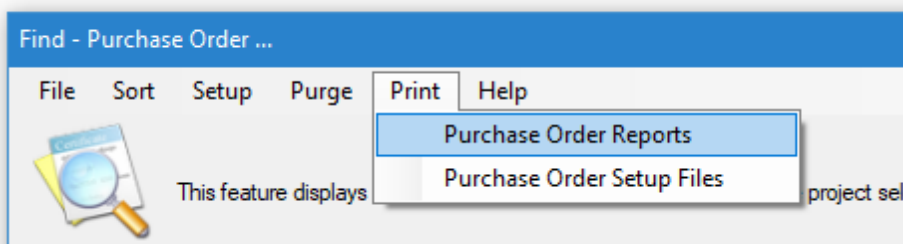
Note: After clicking past an "Are you sure?" message box, all *Purchase Order Entry Detail* dated within the calendar year selected will be purged ( deleted ) from the Purchase Order Database for the project name currently displayed. A "*Purge Process - Successfully Completed!*" message will appear when this process is done.

### Cancel

Click-on **Cancel** to exit out of the *Purge Purchase Order Entry Detail* window.

### 13.7.6 Print Menu

#### Print Menu



Click-on **Print > Purchase Order Reports**, to access the Purchase Order Reports window.


Click-on **Print > Purchase Order Setup Lists**, to access the Purchase Order Setup Lists window.

### 13.7.7 Detail Window

To view &/or modify an existing *Purchase Order Entry*, click-on (highlight) the desired Purchase Order entry line displayed in the *Find* window and click-on the **View PO Entry** button located in the lower right corner. You can also just double click-on the desired PO Entry line.

A *Purchase Order - Detail Window* (in Preview Mode) will be displayed ...

Purchase Order - Detail Window ...



Project : **VILLAGE APARTMENTS - RDSEC.515**  
 Date : 02/19/2019 (mmddyyyy)  
 PO Location : Building  
 Unit No. : 101  
 PO Description : General Supplies  
 Date Completed : 03/01/2019 (mmddyyyy)  
 Bill To : VILLAGE APARTMENTS - RDSEC.515  
 Address 1 : 1111 RIVER BIRCH BLVD  
 Address 2 : POPLAR CREEK, IL 61111  
 Address 3 :

Vendor ID : ACME  
 Vendor Name : **ACME Furnishing Distributors**  
 Date of Delivery : 02/28/2019 (mmddyyyy)  
 Deliver To : VILLAGE APARTMENTS - RDSEC.515  
 Address 1 : 1111 RIVER BIRCH BLVD  
 Address 2 : POPLAR CREEK, IL 61111  
 Address 3 :

Purchase Order ID : **2**  
 Requisition # : 02  
 Job # : 002  
 Change Order # : 0002  
 AVA # : 00002  
 Specification # : 000002  
 Void ☐

LN#	Our Stock #	Qty on Hand	Qty Required	Description of Items	Vendor Part #	Unit Price	Total Cost
01	987	0	3	Dishwashers	789	356.85	1,070.55
02	654	0	1	Dryers	456	345.75	345.75
03	321	0	2	Water Heaters	123	550.45	1,100.90
04		0	0			0.00	0.00
05		0	0			0.00	0.00
06		0	0			0.00	0.00
07		0	0			0.00	0.00
08		0	0			0.00	0.00
09		0	0			0.00	0.00
10		0	0			0.00	0.00
<b>Total PO Cost \$</b>							<b>2,517.20</b>

Prev 10   Next 10   **Print Purchase Order**   Edit   Cancel

## Preview Buttons

The following buttons, located at the bottom of this window, are provided when previewing *Purchase Order Information*.

### Prev/Next

Click-on **Prev/Next** to move backward and forward through the list of Purchase Order entries.

### Help

Click on **Help** to view *Online Help Topics* about this process.

### Print Purchase Order

Click-on **Print Purchase Order** to generate a *Purchase Order Detail* or *PO Form* for the Purchase Order entry currently displayed. A **Print Purchase Order - Setup** window appears.

### Edit

Click-on **Edit** to access data entry ability for the *Purchase Order Entry* currently displayed. The *Purchase Order - Detail Window (in Edit Mode)* will be displayed.

### Cancel


Click-on **Cancel** to exit the *Purchase Order - Detail Window*.

## 13.7.8 Edit Window

To modify the *Purchase Order Entry* currently displayed, click-on the **Edit** button.

A *Purchase Order - Detail Window (in Edit Mode)* will be displayed. This is the data entry window for recording *Purchase Order Information* ...

Purchase Order - Detail Window ...



Project : **VILLAGE APARTMENTS - RDSEC.515**  
 Date :  (mmddyyyy)  
 PO Location :  +  
 Unit No. :   
 PO Description :  +  
 Date Completed :  (mmddyyyy)  
 + Bill To :   
 Address 1 :   
 Address 2 :   
 Address 3 :

Vendor ID :  **Vendor Selection**  
 Vendor Name : **ACME Furnishing Distributors**  
 Date of Delivery :  (mmddyyyy)  
 + Deliver To :   
 Address 1 :   
 Address 2 :   
 Address 3 :

Purchase Order ID : **2**  
 Requisition # :   
 Job # :   
 Change Order # :   
 AVA # :   
 Specification # :   
 Void ☐

Comments

LN#	Our Stock #	Qty on Hand	Qty Required	Description of Items	Vendor Part #	Unit Price	Total Cost
01	987	0	3	Dishwashers	789	356.85	1,070.55
02	654	0	1	Dryers	456	345.75	345.75
03	321	0	2	Water Heaters	123	550.45	1,100.90
04		0	0			0.00	0.00
05		0	0			0.00	0.00
06		0	0			0.00	0.00
07		0	0			0.00	0.00
08		0	0			0.00	0.00
09		0	0			0.00	0.00
10		0	0			0.00	0.00
<b>Total PO Cost \$</b>							<b>2,517.20</b>

Prev 10   Next 10

Prev   Next   Help   Print Purchase Order   Save   Cancel

## Editing Mode Buttons

The following buttons, located at the bottom of this window, are provided when editing *Purchase Order Entry Information*.

### Prev10 / Next 10

When more than 10 line items exist, use the **Prev10 / Next10** buttons to view line items 10 at a time ( ex: Line #'s 1-10, 11-20, etc. ).

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Save

Click-on **Save** to save your *Purchase Order Entry* changes and exit data entry ability (*Edit Mode*).

### Cancel

Click-on **Cancel** to exit data entry ability (*Edit Mode*) without saving *Purchase Order Entry Information* changes.

## Data Entry

Below are details of *Purchase Order* data entry fields that can be modified when in *Editing Mode*.

### Date

This is the *Date* the purchase order entry was originally created. This Date is automatically entered the moment the *Purchase Order* is created. This Date can be manually edited, as well.

Note: *Date* cannot be left blank and must be entered in a MMDDYYYY format.

### PO Location [+]

This describes where purchase order items will be used or placed. Use the pull down list to select the *Location* that best describes the *Purchase Order* being entered.

Note: Click-on the **[+]** button to access the *Purchase Order - Location Setup* window directly.

### Unit No.

When *Unit* is the selected *Location*, use the pull down list to select the specific *Unit Number* this *Purchase Order* pertains to.

### PO Description [+]

This describes or categorizes the purchase order in general. Use the pull down list to select the *Description* that best describes the *Purchase Order* being entered.

Note: Click-on the **[+]** button to access the *Purchase Order - Description Setup* window directly.

### Date Completed

This is the *Date* the Purchase Order was completed.

Note: *Date* must be entered in a MMDDYYYY format.

**Vendor ID**

This is the *Vendor ID* of an existing Vendor Account that is Purchase Order applies to.

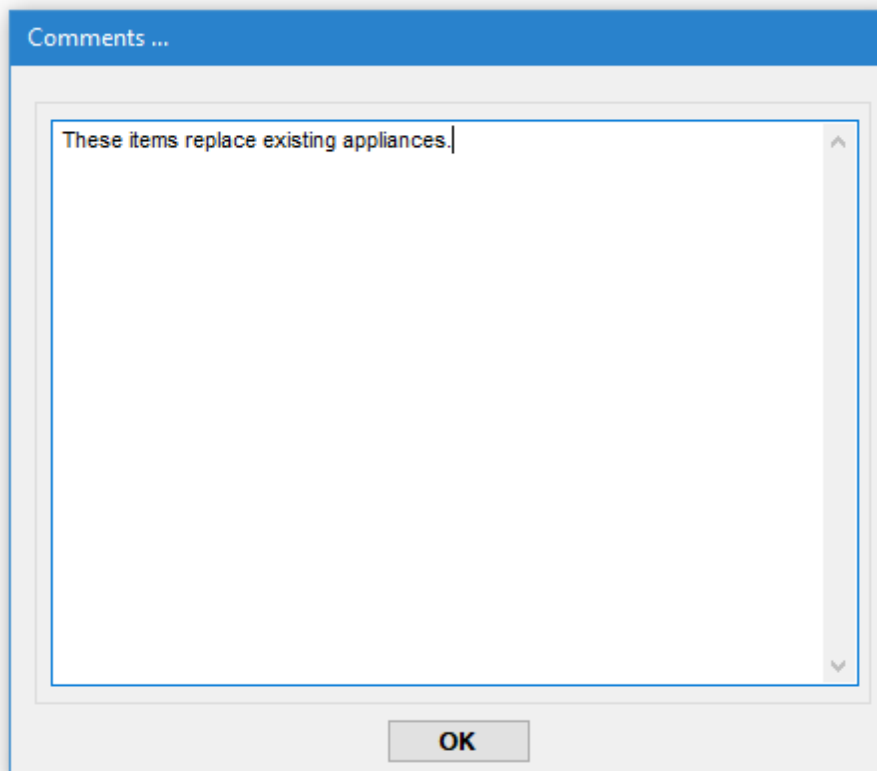
**Vendor Selection ( Button )**

Use the pull down list to select an existing vendor from the *Vendor Accounts* database.

Note: The Vendor's name will automatically fill in *Vendor ID* and *Vendor Name*, when selected.

**Comments**

Space has been provided for recording written notations. Click-on **Comments** to view &/or edit comments concerning this Purchase Order.



Much like a simple text editor, type in the wording you desire to record with this Purchase Order entry. When done, click **OK** to save your changes and exit the *Comment* window.

**Purchase Order ID**

This is the main ID number each Purchase Order entry is automatically assigned when the Purchase Order entry is first saved. Purchase Order ID #'s cannot be changed.

**Requisition #**

This is an additional ID # that can be manually entered and reported on printed Purchase Order forms ( not required ).

#### Job #

This is an additional ID # that can be manually entered and reported on printed Purchase Order forms ( not required ).

#### Change Order #

This is an additional ID # that can be manually entered and reported on printed Purchase Order forms ( not required ).

#### AVA #

This is an additional ID # that can be manually entered and reported on printed Purchase Order forms ( not required ).

#### Specification #

This is an additional ID # that can be manually entered and reported on printed Purchase Order forms ( not required ).

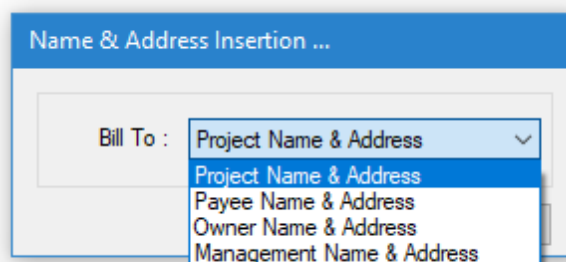
#### Void ( checkbox )

Click this box to designate that the existing Purchase Order entry is no longer activate or will not be used ( voided ).

#### Bill To ( Name )

##### Address 1 / 2 / 3 / 4

This is the name and address the Vendor's bill ( invoice ) should be addressed to which automatically defaults to Project Name & Address. Click-on the [+] button located to the left of "Bill To" and the following window will appear ...



... which provides the ability to select and automatically insert name & address of the *Project*, *Payee*, *Owner* or *Management Agent*. Click-on **OK** to save this change or click-on **CANCEL** to exit this window without saving changes.

Note: You can also manually edit this information.

#### Date of Delivery

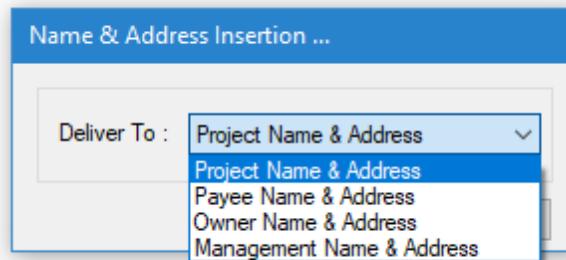


This is the *Date* the Purchase Order items are schedule to be delivered or have been delivered.

Note: *Date* must be entered in a MMDDYYYY format.

**Deliver To ( Name )**  
**Address 1 / 2 / 3 / 4**

This is the name and address the Purchase Order items will be delivered which automatically defaults to Project Name & Address. Click-on the [+] button located to the left of "Deliver To" and the following window will appear ...



... which provides the ability to select and automatically insert name & address of the *Project*, *Payee*, *Owner* or *Management Agent*. Click-on **OK** to save this change or click-on **CANCEL** to exit this window without saving changes.

Note: You can also manually edit this information.

**Purchase Order Line Items**

This window section records Purchase Order line item details ...

**Our Stock #** - This is your internal line item's stock number, if applicable ( not required ).

**Quantity on Hand** - This is how many items you currently have, if applicable ( not required ).

**Quantity Required** - This is the number of items you want to order ( required ).

**Description of Items** - This is a brief description of the line item ( required ).

**Vendor Part #** - This is the Vendor's Part # for this line item ( not required ).

**Unit Price** - This is the price for one line item ( required ).

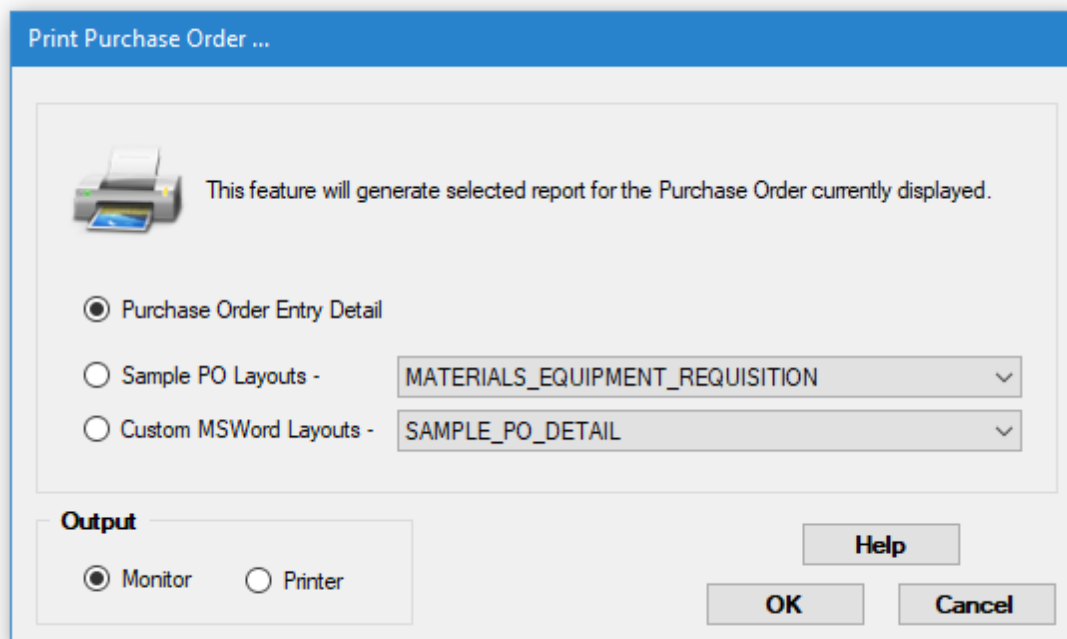
**Total Cost** - This is the total line item cost which is automatically calculated ( Quantity Required x Unit Price ).

**Total PO Cost** - This is the total of all line item costs which is automatically calculated.

### 13.7.9 Print Purchase Orders

Click-on **Print Purchase Order** to generate a Purchase Order Detail or Purchase Order related form for the *Purchase Order* entry currently displayed.

A *Print Purchase Order - Setup* window appears ...



The following options are available at the *Print Purchase Order* window ...

**Purchase Order Entry Detail** - Select this item to print a *Purchase Order Entry Detail* form for the Purchase Order entry currently displayed.

**Sample PO Layouts** - Select this item to view and select from a list of available Purchase Order form layouts for the Purchase Order entry currently displayed.

**Custom MSWord Layouts** - Select this item to view and select from a list of available Custom MS Word - Purchase Order form layouts for the Purchase Order entry currently displayed.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

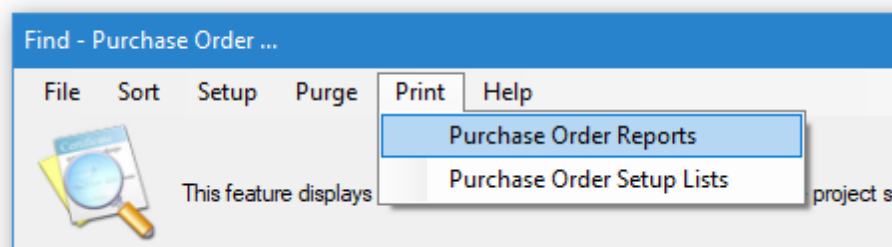
Click-on **OK** to generate the selected *Purchase Order*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Print Work Order* window.

### 13.7.10 Purchase Order Reports

#### Print Menu



This report feature is used to generate sorted lists of *Purchase Order* entry Information. Various Purchase Order reports can be generated based on *Type of Report* and *Sort by* combinations.

To access the *Purchase Order Reports* window, click-on **Print > Purchase Order Reports**.

 A screenshot of a dialog box titled "Purchase Order Reports ...". It contains several sections for configuring a report:
 

- Date Used for Date Range:** Three radio buttons: "Purchase Order Date" (selected), "Delivery Date", and "Completed Date".
- Miscellaneous:** Two checkboxes: "Include Specific Vendor ID Only" (unchecked) and "Include Specific Unit Only ..." (unchecked). Below the first checkbox is a "Vendor ID" field with a "+" button. Below the second checkbox is a "Unit No." field with a dropdown menu showing "Blank".
- By Project Filename:** A dropdown menu showing "RHSDemo".
- Multi-Property Reports:** A dropdown menu showing "ALLDEMO" and an unchecked "Continuous" checkbox.
- Dates:** "Beginning Date" (January 1, 2019) and "Ending Date" (August 31, 2019) with dropdown menus for month, day, and year.
- Type of Report:** Three radio buttons: "Purchase Order Summary" (selected), "Purchase Order Detail", and "Sample PO Layouts -" (with a dropdown menu showing "SAMPLE\_PO\_DETAIL\_POS.RPT").
- Sort By:** Two columns of radio buttons:
  - Column 1: "Purchase Order ID" (selected), "Unit Number", "Vendor ID", "PO Date".
  - Column 2: "Completed Date", "Description", "Location", "Delivery Date".
- Output:** Three radio buttons: "Monitor", "Printer" (selected), and ".PDF".
- Buttons:** "Help", "OK", and "Cancel" at the bottom right.

#### Setup

*Purchase Order Reports* can be generated individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to generate a *Purchase Order Report* for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to generate a *Purchase Order Report* in *Multi-Property* Mode. The program will automatically generate a *Purchase Order Report* for each property listed in a specified **Multi-Property Directory** file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Continuous ( checkbox )** - This option is only available when the *Multi-Property Reports* box is checked and only applies to the *Purchase Order Summary* report type. Based on selection criteria defined, applicable Purchase Order entry activity will be listed in a continuous summary, grouped by project.

**Beginning Date** - Select the desired *Month, Day & Year* to begin report coverage, using the pull down lists. This will establish the first day of the reporting period.

**Ending Date** - Select the desired *Month, Day & Year* to end report coverage, using the pull down lists. This will establish the last day of the reporting period.

#### **Date Used for Date Range**

This section determines what date field is used as the *Beginning & Ending Date* which establishes the reporting period. There are three date selections to choose from .. **Purchase Order Date, Delivery Date** and **Completed Date**.

Note: The default selection is *Purchase Order Date*.

#### **Type of Report**

This sections determines what report type will be generated and includes **Purchase Order Summary, Purchase Order Detail** and **Sample PO Layouts**.

Note: The default selection is *Purchase Order Summary*.

#### **Sort By**

This section determines how the Purchase Order entries on the report will be sorted and includes **Purchase Order ID, Unit Number, Vendor ID, PO Date, Completed Date, Description, Location** and **Delivery Date**.

Note: The default selection is *Purchase Order ID*.

#### **Miscellaneous**

This section provides the ability to only include Purchase Order entries that have been assigned to a specific *Vendor ID* or *Unit Number*.

**Include Specific Vendor ID Only** - To list only *Purchase Order* entries that have been assigned to a specific Vendor, click-on the **Include Specific Vendor ID Only** checkbox and select the desired **Vendor ID** using the pull down selection list.

**Include Specific Unit Only** - To list only *Purchase Order* entries that pertain to a specific Unit No., click-on the **Include Specific Unit Only** checkbox and select the desired **Unit No.** using the pull down selection list.

Note: When BLANK is the *Unit No.* selected, only *Purchase Order* entries that are not unit specific will be listed.

Note: Both checkboxes are unchecked as the reporting default.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate a *Purchase Order Report*, as defined in this setup window.

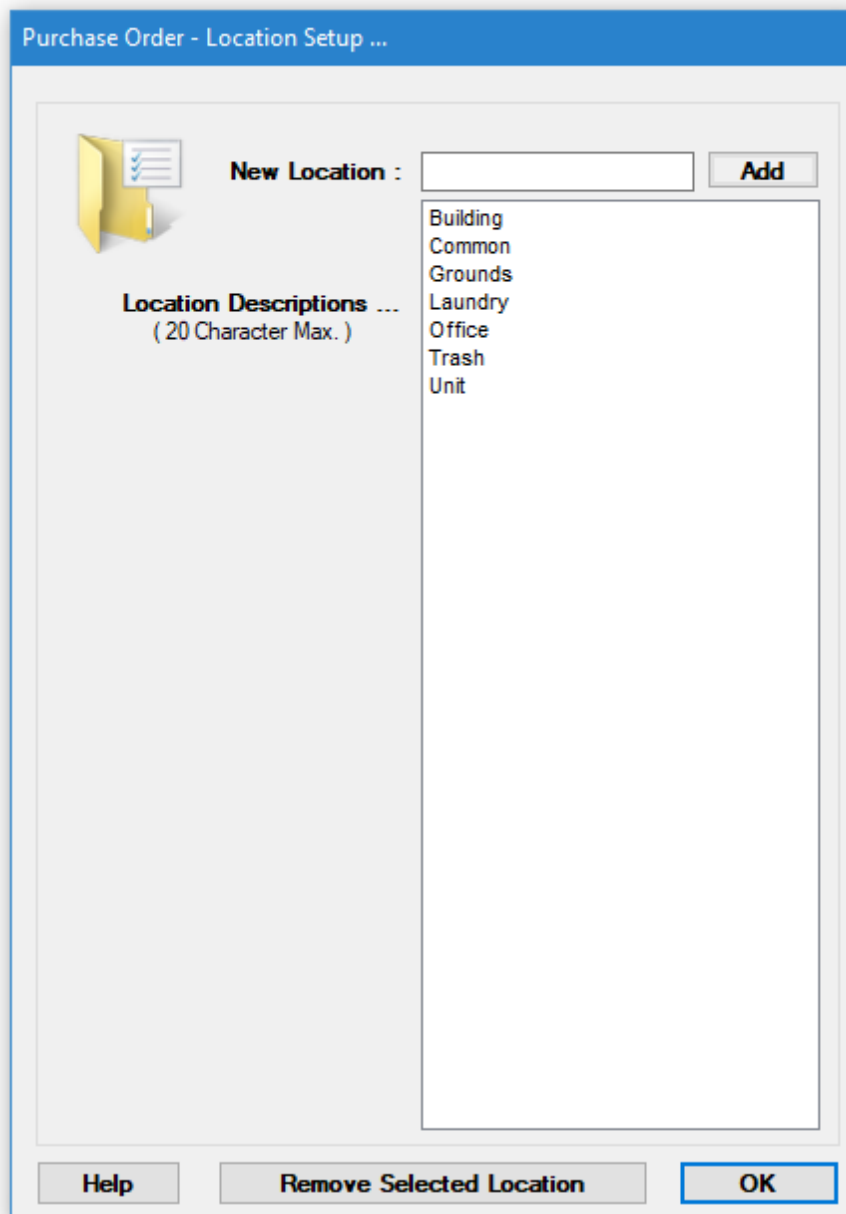
### Cancel

Click-on **Cancel** to exit out of the *Purchase Order Report* window.

## 13.7.11 Purchase Order Locations

*Locations* are selection items used in *Purchase Order* entry to describe where these items pertain to (such as in a *Building, Common, Grounds, Laundry, Office, Trash, Unit*, etc.). A minimum list of standard *Location* selections is provided with your *FHA Software* package. The user can add new and remove existing *Locations* in the *Location Setup* window.

To view &/or edit *Purchase Order Locations*, click-on **Setup > Purchase Order Locations**. A *Purchase Order Locations - Setup* window will appear ...



The following options are available at this window ...

#### Add (a New Location)

To add a new Location, simply enter the new *Location's description* in the **New Location** entry field and click-on the **Add** button. The new *Location* entry will be added to the *Locations* list.

Note: This is an alpha-numeric field with a maximum length of 20 characters. Invalid characters include  
, . / ? ~ ` ! @ # \$ % ^ & \* ( ) + = [ ] { } \ ' " ; :

#### Remove Selected Location

To delete an unused Location entry from the *Locations* database, select (click-on) the desired entry line, click-on the *Remove Selected Location* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Locations* database.

#### OK

Click-on **OK** to exit the *Purchase Order - Location Setup* window.

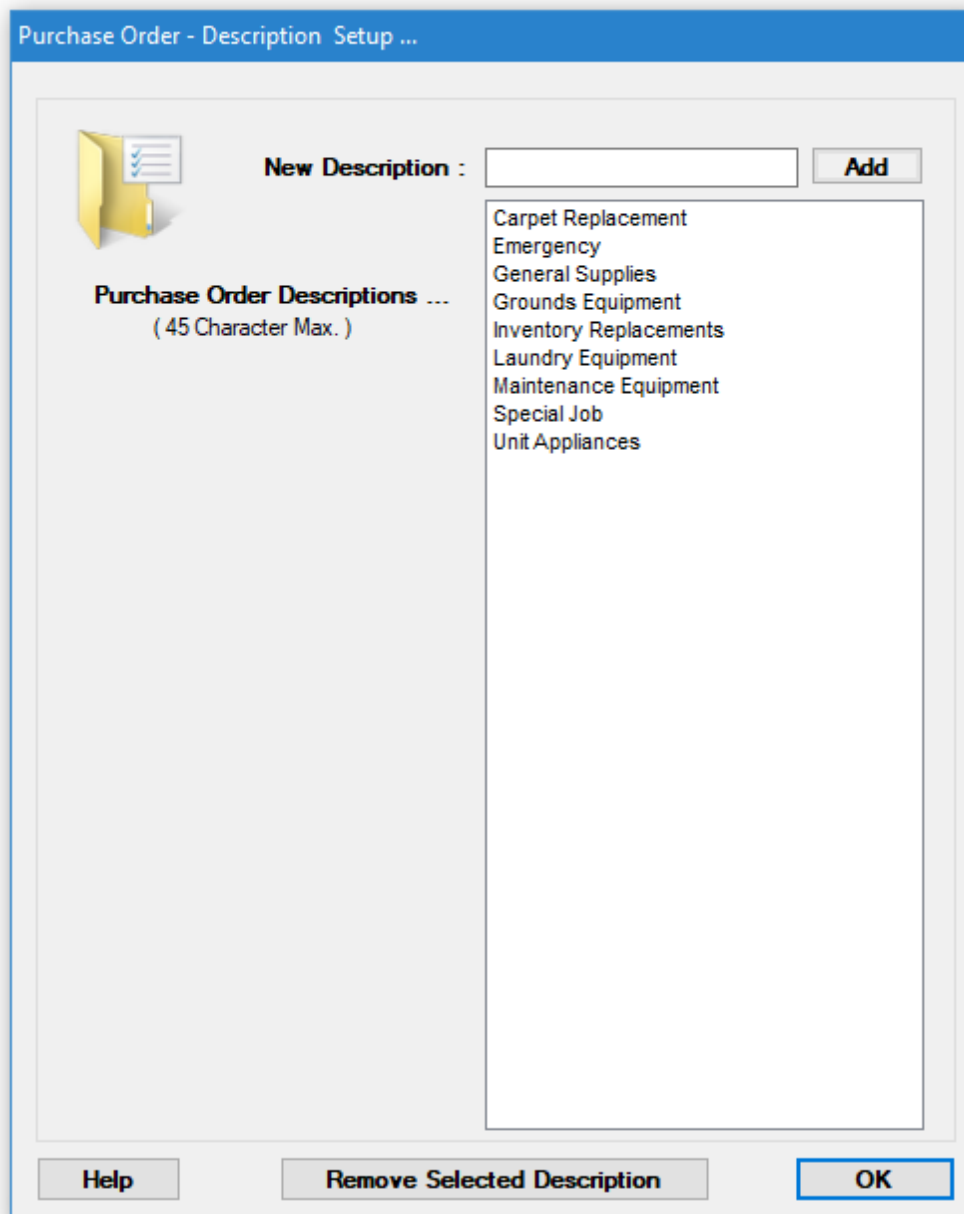
#### Help

Click-on **Help** to view *Online Help Topics* about this process.

### 13.7.12 Purchase Order Descriptions

*Descriptions* are selection items used in Purchase Order entry to describe the order being processed (such as *Carpet Replacement*, *Emergency*, *General Supplies*, *Grounds Equipment*, *Inventory Replacements*, *Laundry Equipment*, *Maintenance Equipment*, *Special Job*, *Unit Appliances*, etc.). A minimum list of standard *Description* selections is provided with your FHA *Software* package. The user can add new and remove existing *Purchase Order Descriptions* in the *Descriptions Setup* window.

To view &/or edit *Purchase Order Descriptions*, click-on **Setup > Purchase Order Descriptions**. A *Purchase Order Descriptions - Setup* window will appear ...



The following options are available at this window ...

#### Add ( New Description )

To add a new *Description*, simply enter the new *Description's* text in the **New Description** entry field and click-on the **Add** button. The new *Type* entry will be added to the *Types* list.

Note: This is an alpha-numeric field with a maximum length of 30 characters. Invalid characters include , . / ? ~ ` ! @ # \$ % ^ & \* ( ) + = [ ] { } \ ' " ; :

#### Remove Selected Description



To delete an unused *Description* entry from the *Descriptions* database, click-on ( highlight ) the desired entry line, click-on the *Remove Selected Description* button and click-on *YES* to the *Are You Sure?* message. The selected entry line will immediately be removed from the *Types* database.

### OK

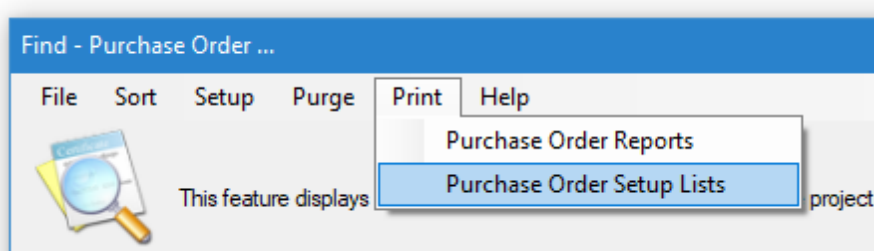
Click-on **OK** to exit the *Purchase Order - Description Setup* window.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

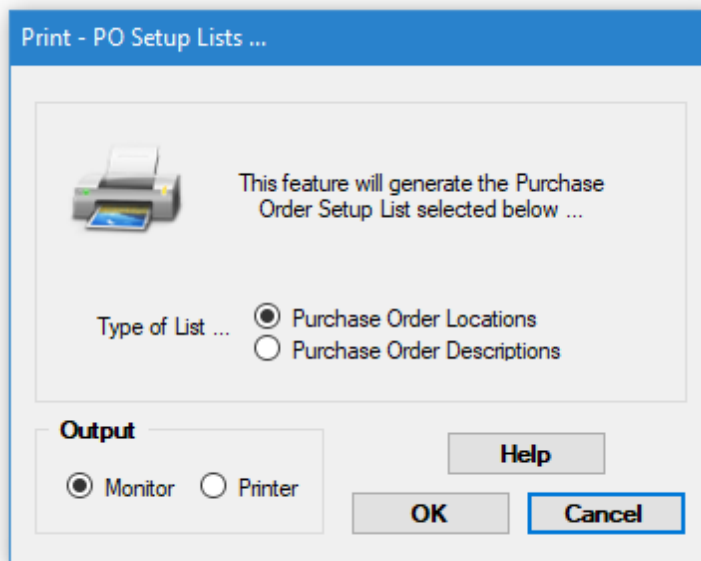
## 13.7.13 Purchase Order Setup Lists

### Print Menu



This report feature is used to generate *Purchase Order - Setup Lists* ( which includes *Purchase Order Locations* and *Descriptions* ).

To access the *Print Purchase Order Setup Lists* window, click-on **Print > Purchase Order Setup Lists**.



### Setup

**Type of List** - Select the type of *Setup List* to generate.

### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate the *Purchase Order Setup List* selected.

### Cancel

Click-on **Cancel** to exit out of the *Purchase Order Setup List* window.

## 13.7.14 Vendor Selection

To view a list of available *Vendor Accounts* to choose from, click-on the **Vendor Selection** button.

A *Vendor Selection Window* will appear ...

Vendor Selection ...

Search by ☐ Vendor ID ☒ Vendor Name

This feature will locate the desired vendor account by typing the first characters of the Vendor ID or Vendor Name. Press ENTER or click-on OK to select the vendor account highlighted.

COX

Vendor Name	Vnd ID	Vendor Address	Phone #
ALDI	057	3109 N. Broadway Pittsburg, KS 66762	
All Seasons Carpet	076	4034 Parkview Dr. Frontenac, KS 6763	620-232-6444
Amazon.com	065		
Best Buy	062		
Brenda Hernandez	044	2221 N. Broadway Pittsburg, KS 66762	620-719-7765
Broadway Lumber	001	1304 S. Broadway Pittsburg, KS 66762	620-231-5030
Brooks Plumbing, LLC	002	210 N. Joplin Pittsburg, KS 66762	620-231-5696
Bug-A-Way	003	1004 E. 9th PO Box 1476	620-231-0200
CDL	004	1308 N. Walnut Street Pittsburg, KS 66762	620-231-6420
Chapman's Locksmithing	045	P.O. Box 183 Pittsburg, KS 66762	620-231-1885
City of Pittsburg - Water	033	PO Box 193 Pittsburg, KS 66762	
Computer Repair Service	005	618 N. Broadway Suite D	620-308-6381
Coomes Construction, LLC	006	527 W. Forest St. Pittsburg, KS 66762	620-238-3367
Copy Products, Inc.	060	2103 W. Vista Springfields, MO 65807-5919	417-889-5665
COX Business	007	PO Box 1259 Dept. # 102432	800-620-6196
Diehl, Banwart, Bolton, CPA's	056	112 W. 4th Street PO Box 1836	620-231-3050
Doug Thomas Painting	028	986 S. 240th Pittsburg, KS 66762	
Ettingers Office Supply Co.	008	723 N. Broadway Pittsburg, KS 66762	620-231-1131
Fire X Inc.	009	PO Box 1473 Coffeyville, KS 67337	877-703-4739
FirstComp Insurance Co.	038	POB Box 3009 Omaha, NE 68103-0009	888-500-3344
Glass Depot, LLC	010	104 E. 1st Pittsburg, KS 66762	620-231-6500
Gold Mechanical, Inc.	040	4735 W. Division Street Springfield, MO 65802	417-869-0028
Grainger	058		
Guide One Insurance	037	1111 Ashworth Road West Des Moines, IA 50265-35620-225-2888	
H O Supplies	049		
HD Supply	011	PO Box 509058 San Diego, CA 92150-9058	800-431-3000
Home Depot	012	3001 N. Broadway Pittsburg, KS 66762	620-231-0831
HP	077		
Hugo's Industrial Supply, Inc.	013	2700 W. Main Independence, KS 67301	620-331-4846

Help Total Vendor Accounts : 80 OK Cancel

The following options are available ...

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Sort List By ... Vendor ID or Vendor Name** - *Vendor Selection List* order can be view in one of two sort options. Click-on **Vendor ID** to view the list of Vendors in *Vendor ID* order. Click-on **Vendor Name** to view the list in *Vendor Name* order.

Note: Default sort is by *Vendor Name*.

**OK** - Select the desired *Vendor Account* and click-on **OK**.

**Cancel** - Click-on **Cancel** to exit out of the *Vendor Selection* window.

## 13.8 Tenant/Applicant Screening

### 13.8.1 ONLINE Rental Exchange

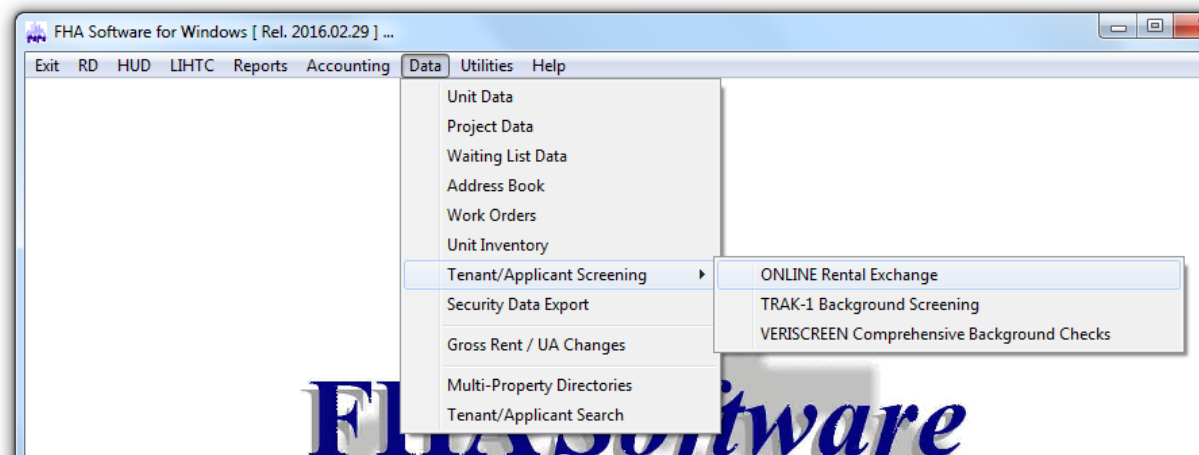
#### 13.8.1.1 Overview

## Overview

ONLINE Rental Exchange is the next generation in tenant screening, credit risk, and bad-debt management solutions for the property management industry, providing identity verification, rental

deposit decision, and fully detailed credit files. Using your ONLINE Rental Exchange - User Account registration, you can submit report requests from within your FHA Software program. All that is required is an existing ONLINE Rental Exchange - Company/User Account. Built-in integration with the ONLINE Rental Exchange System is provided free to all FHA Software program users.

To access the *ONLINE Rental Exchange - Comprehensive Tenant Screening* window, click-on **Data > Tenant/Applicant Screening > ONLINERental Exchange**.



The *ONLINE Rental Exchange - Comprehensive Tenant Screening* window appears ..

ONLINE Rental Exchange - Comprehensive Tenant Screening ...

File Setup Report

**ONLINE RENTAL EXCHANGE**

This feature allows FHA Software users to retrieve tenant screening reports directly from the ONLINE Rental Exchange system.

Company ID: **WESTRIDGE** User Account: **MY ORE ACCOUNT**

**Retrieve Report List** **Submit Report Request**

**1st Tenant/Applicant** **2nd Tenant/Applicant** **3rd Tenant/Applicant** **4th Tenant/Applicant**

**Criminal Report Options**

☐ Apply [ ] [ ] [ ]

**Eviction Search Options**

☐ Apply Please Choose Please Choose Please Choose

**Tenant / Applicant Information**

First Name : [ ] Driver's License : [ ]  
 Middle Name : [ ] State : [ ]  
 Last Name : [ ]  
 SSN : [ ] (###-##-####) Monthly Income \$ 0.00  
 Date of Birth : [ ] (mmddyyyy) Monthly Debt \$ 0.00  
 Monthly Portion of Rent \$ 0.00

**Debt & Income Information**

**Contact Information**

Address : [ ] Apartment : [ ]  
 City : [ ] State : [ ] Zip : [ ]  
 Phone No. : [ ]

**Clear Entry**

**Help** **Tenant Selection** **Applicant Selection** **View Demonstration**

The following options are available at this window ...

File Menu   Setup Menu   Report Menu

### User Account

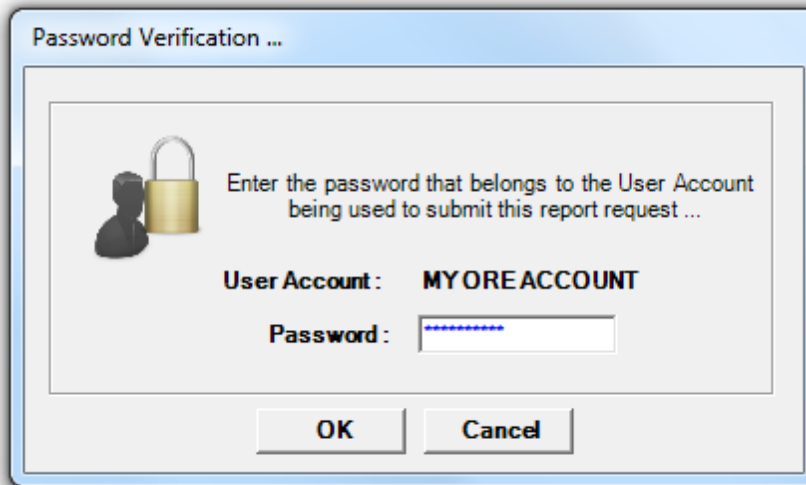
Click-on the pull down list to display a list of available *User Accounts* that have been setup for use with submitting report requests. A valid *User Account* must be selected before the ability to select and submit report requests.

### Retrieve Report List

Click-on this button to retrieve a list of reports that are available for the *User Account* selected. When completed, a list of available reports will be displayed in the pull down list below the button. A valid *User Account* must be selected and an internet connection established in order to retrieve a report list.

### Submit Report Request

When all required *Tenant/Application Information* has been entered and desired report options have been selected, click-on this button to submit your report request to the ONLINE Rental Exchange website. The following *Password Verification* window will appear ...



Enter the password that belongs to the *User Account* displayed which is being used to submit this report request and click-on OK. In a few seconds, your tenant screening report will be displayed in your default web browser window. Follow on-screen instructions to view and print your reports.

Note: ONLINE Rental Exchange requires *User Passwords* to be changed every 90 days. If the message text "**Your password has expired. Please reset your password.**" is returned when you submit, it means your User Account Password must be changed before you can submit a report request. To do so ...

Goto <http://www.onlinerentalexchange.com> and click-on **Member Log-In**.

Log in with your existing *Company* and *User ID's* and follow on-screen instructions for changing your *User Password*. When completed, return to the ONLINE Rental Exchange window in FHA Software, click-on SETUP .. USER ACCOUNT and change your *User Password* here, as well. Then resubmit your report request again.

### 1st/2nd/3rd/4th Tenant/Applicant

Tenant screening reports can be submitted for up to four (4) *Tenant/Applicants* at a time. Information detail for the first *Tenant/Applicant* is always displayed by defaulted. To view &/or edit 2nd/3rd/4th *Tenant/Applicant Information*, click-on the tabs provided.

### Criminal Report Options

To include *Criminal Reports* in your report submission, click-on the **Apply** checkbox to enable the three (3) pull down selection lists provided. Up to three (3) *Criminal Report Requests* can be submitted at a time. Go to the Criminal Report Options Help Topic for more details.

Note: A valid *User Account* must be selected and *Report List Retrieved* before this report option section is enabled.

### Eviction Search Options

To include *Eviction Search Reports* in your report submission, click-on the **Apply** checkbox to enable the three (3) pull down selection lists provided. Up to three (3) *Eviction Search Requests* can be submitted at a time. Go to the Eviction Search Options Help Topic for more details.

Note: A valid *User Account* must be selected and *Report List Retrieved* before this report option section is enabled.

### Tenant/Applicant Information

This section includes detailed information on each *Tenant/Applicant* you will be submitting a report request for. Tenant screening reports can be submitted for up to four (4) *Tenant/Applicants* at a time. Go to the Tenant/Applicant Information Help Topic for more details

### Help

Click-on **Help** to view *Help Topics* about this process.

### Tenant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Tenant Certification*, click-on the **Tenant Selection** button. A Tenant Selection window will appear.

### Applicant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Waiting List - Applicant Entry*, click-on the **Applicant Selection** button. An Applicant Selection window will appear.

### View Demonstration

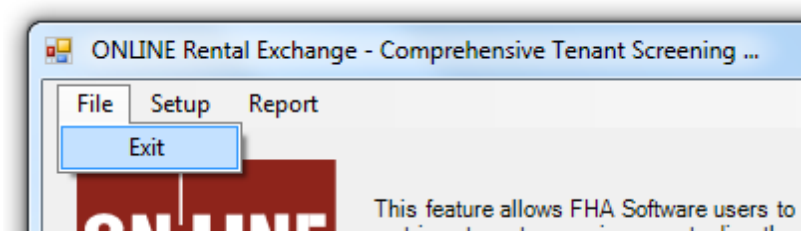
This *Tenant/Applicant Screening* feature can only be used if you have an existing account setup with ONLINE Rental Exchange. However, you can view a live demonstration of how the tenant screening report submission process works without an ONLINE Rental Exchange account with sample *Tenant/Applicant Information*. Click-on the **View Demonstration** button. A View Demonstration window will appear.

### Exit Demonstration

To switch the main ONLINE Rental Exchange window out of *Demonstration Mode*, click-on the **Exit Demonstration** button.

## 13.8.1.2 File Menu

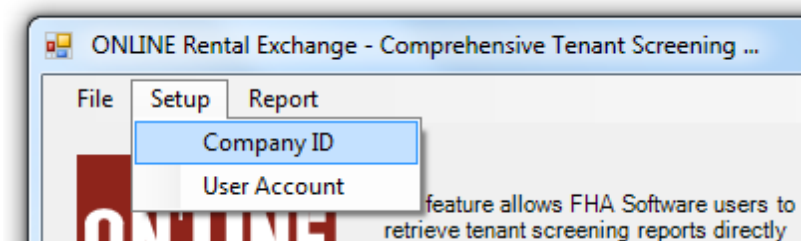
### File Menu



**Exit** - Click-on **File > Exit** to exit out of the *ONLINE Rental Exchange* window.

### 13.8.1.3 Setup Menu

## Setup Menu

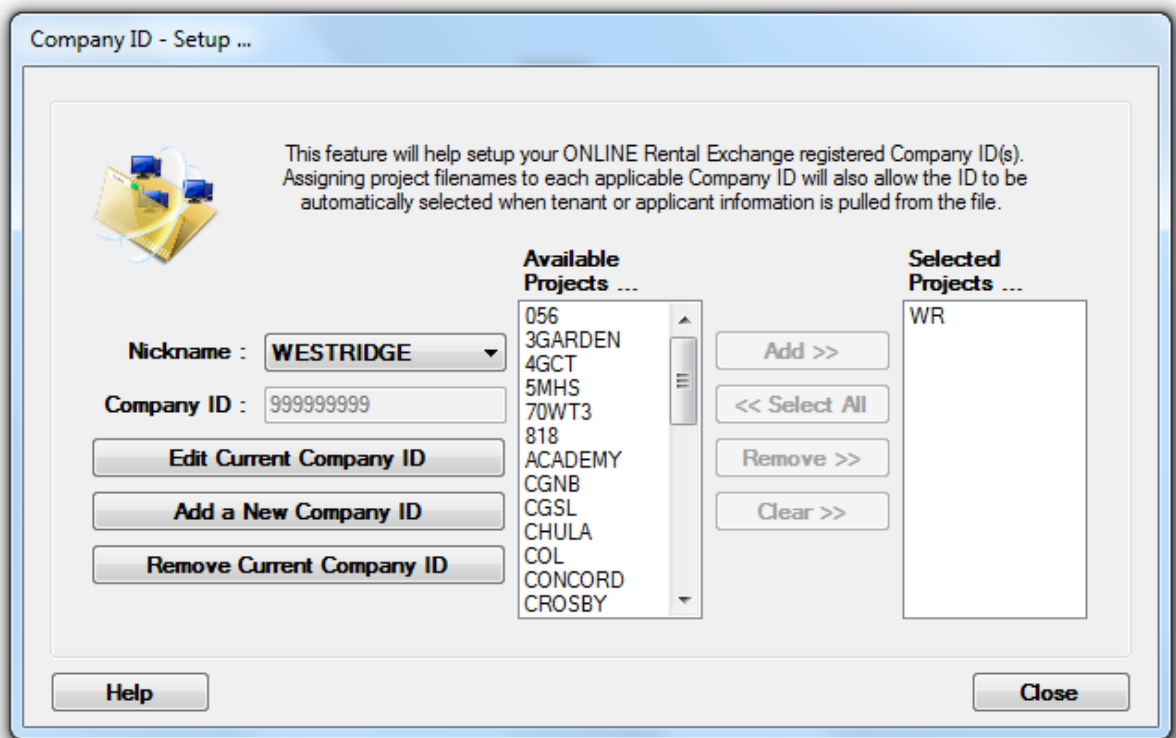


Before this Tenant/Applicant Screening feature can be used, your *ONLINE Rental Exchange Company ID* must be entered and at least one *User Account* must be created that matches the *User Account* already established at the *ONLINE Rental Exchange* website.

### Company ID

To enter your *ONLINE Rental Exchange Company ID(s)*, click-on **Setup > Company ID**. The following *Company ID* entry window will appear ...





**Nickname** - This is a visual reference that identifies this specific Company ID account. This could be the name of the person, company or project which uses this Company ID for submitting report requests and is limited to 15 characters.

( Example: SIMPLY MANAGEMENT or DUANE or PARK VIEW )

**Company ID** - This is the main ONLINE Rental Exchange ID Number assigned to your company ( 9 digit max ).

**Available Projects** - This menu section provides a list of all project filenames that currently exist in FHA Software. This list is used to pick from when assigning project filenames to a *Company ID*.

**Selected Projects** - This menu section displays project filenames that are included in the *Company ID* currently selected.

**Edit Current Company ID** - Click **Edit Current Company ID** to modify the list of *Selected Projects* for the *Company ID* currently displayed.

To **Add** a project filename to the list of *Selected Projects*, click-on the desired project filename in the *Available Projects* listing and click-on the **Add >>** button. The project filename should now appear in the *Selected Projects* listing.

To **Select** all existing project filenames for your *Selected Projects* listing, click-on the **Select All** button. All existing projects in the *Available Projects* listing will be copied to the *Selected Projects* listing.

To **Remove** a project filename from the *Selected Projects* listing, click-on the desired project filename in the *Selected Projects* listing and click-on the **Remove >>** button. The project filename should no longer appear in the *Selected Projects* listing.

To **Clear** the *Selected Projects* listing, click-on the **Clear >> button**. The *Selected Projects* listing should now be void of any project filenames.

Click **Save** to Save your changes.

Click **Cancel** to exit this edit process without saving changes.

**Add a New Company ID** - Click **Add a New Company ID** to create a new Company ID. In the **Nickname** field, type a name ( 15 characters or less ) that best describes this Company ID account. In the **Company ID** field, type in the ONLINE Rental Exchange ID Number assigned to your company ( 9 digit max ).

To **Add** a project filename to the list of *Selected Projects*, click-on the desired project filename in the *Available Projects* listing and click-on the **Add >> button**. The project filename should now appear in the *Selected Projects* listing.

To **Select** all existing project filenames for your *Selected Projects* listing, click-on the **Select All** button. All existing projects in the *Available Projects* listing will be copied to the *Selected Projects* listing.

To **Remove** a project filename from the *Selected Projects* listing, click-on the desired project filename in the *Selected Projects* listing and click-on the **Remove >> button**. The project filename should no longer appear in the *Selected Projects* listing.

To **Clear** the *Selected Projects* listing, click-on the **Clear >> button**. The *Selected Projects* listing should now be void of any project filenames.

Click **Save** to Save your changes.

Click **Cancel** to exit this edit process without saving changes.

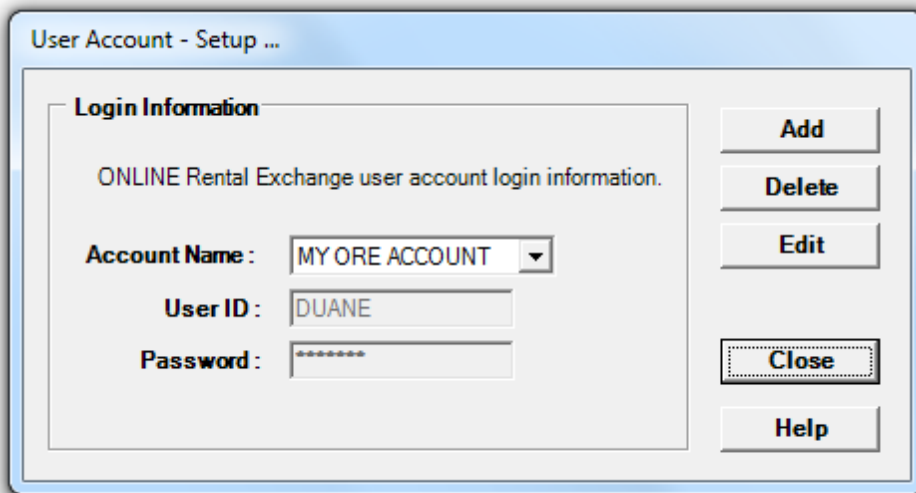
**Remove Current Directory List** - To remove a **Company ID** from the list of Company ID's, select the desired ID from the pull-down *Company ID* display and click-on **Remove Current Company ID**. An *Are You Sure?* message will appear requiring an *OK* or *Cancel* response. Click **OK** to Remove the selected *Company ID*.

**Close** - Click-on **Close** to exit the *Company ID* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

### User Account

To add or edit ONLINE Rental Exchange *User Account(s)*, click-on **Setup > User Account**. The following *User Account* entry window will appear ...



Each person that will be submitting a report request should have their own ONLINE Rental Exchange - *User Account* which are established at the ONLINE Rental Exchange website. Unlimited *User Accounts* can be added at this window and must match existing ONLINE Rental Exchange *User Accounts*.

**Account Name** - This field describes who the User Account belongs to ( example: Jamie, Michelle, ONLINE User, My ORE Account, etc. ).

**User ID** - This is the *User ID* that has been established at the ONLINE Rental Exchange website for submitting report requests ( 20 character max ).

**Password** - This is the unique password that belongs with the *User ID* ( 15 character max ).

**Add** - Click-on **Add** to create a new *User Account* entry.

**Delete** - Click-on **Delete** to remove an existing *User Account* entry.

**Edit** - Click-on **Edit** to edit an existing *User Account* entry.

**Save** - Click-on **Save** to save changes made to the *User Account*.

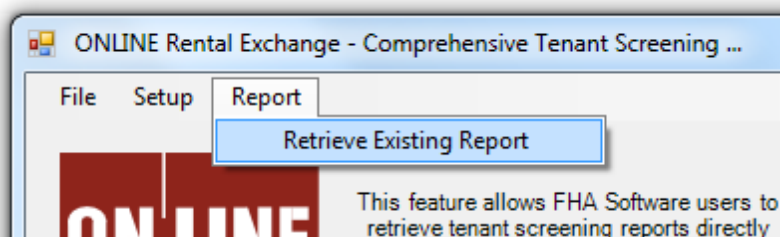
**Cancel** - Click-on **Cancel** to exit without saving changes.

**Close** - Click-on **Close** to exit the *User Account* window.

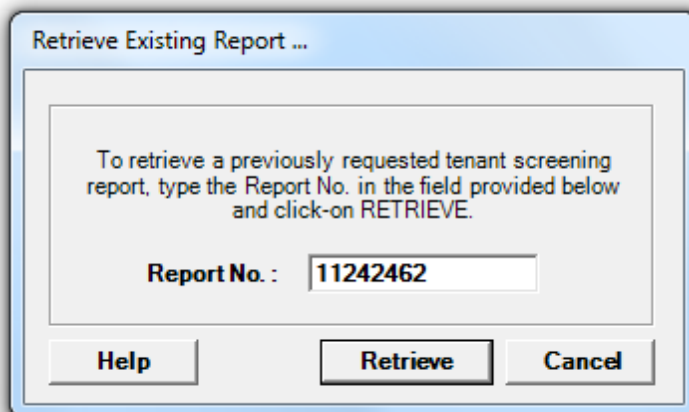
**Help** - Click-on **Help** to view *Online Help Topics* about this process.

#### 13.8.1.4 Report Menu

## Report Menu



To retrieve a previously submitted tenant screening report, click-on **Report > Retrieve Existing Report**. A *Retrieve Existing Report* window will appear ...

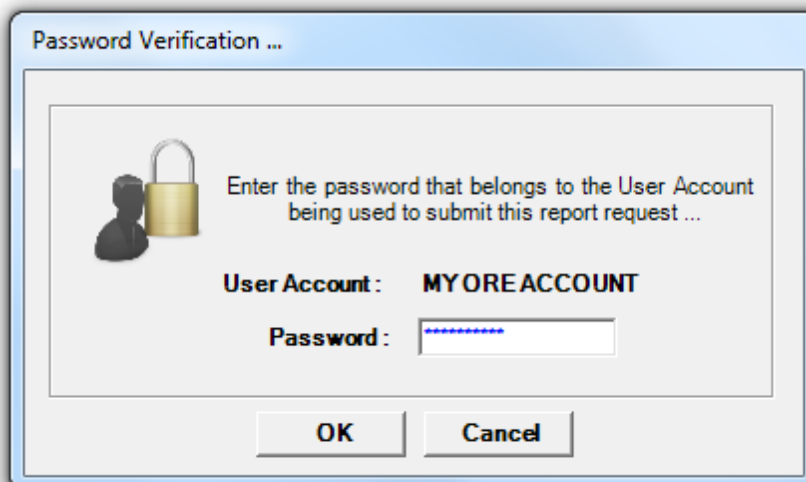


**Report No.** - Enter the number of the tenant screening report ( upper right corner ) that has previously been submitted and retrieved.

**Cancel** - Click-on **Cancel** to exit the *Retrieve Existing Report* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Retrieve** - Click-on **Retrieve** to continue the retrieval process which requires *Password Verification*.



**Password** - Enter the password that belongs to the *User Account* displayed which is being used to submit this report request.

**OK** - Click-on **OK** to proceed with the report retrieval process.

**Cancel** - Click-on **Cancel** to exit the Password Verification window.

### 13.8.1.5 Criminal Report Options

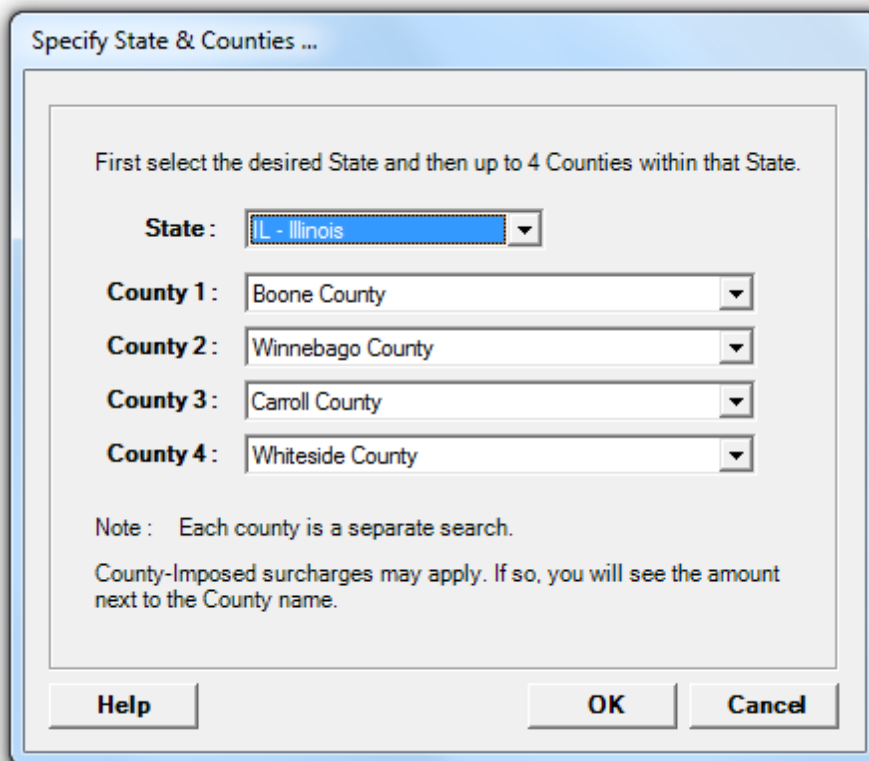
Note: A valid *User Account* must be selected and *Report List Retrieved* before this report option section is enabled.



The screenshot shows a dialog box titled "Criminal Report Options". It contains a checked checkbox labeled "Apply". To the right of the checkbox are three dropdown menus. The first dropdown menu is set to "IL - Illinois", the second is set to "WI - Wisconsin", and the third is set to "Please Choose".

To include *Criminal Reports* in your report submission, click-on the **Apply** checkbox to enable the three (3) pull down selection lists provided. Up to three (3) *Criminal Report Requests* can be submitted at a time. Then, starting left to right, click-on the first available pull down button to display a list of available report options ( based on your User Account registration with ONLINE Rental Exchange ) which could include *National*, *County*, or *State-by-State* search options. Click-on the desired option from the list provided.

**County Search** - When *County Search* is selected, the following additional window appears ...



The screenshot shows a dialog box titled "Specify State & Counties ...". It contains the instruction "First select the desired State and then up to 4 Counties within that State." Below this instruction are four dropdown menus. The first dropdown menu is labeled "State:" and is set to "IL - Illinois". The second dropdown menu is labeled "County 1:" and is set to "Boone County". The third dropdown menu is labeled "County 2:" and is set to "Winnebago County". The fourth dropdown menu is labeled "County 3:" and is set to "Carroll County". The fifth dropdown menu is labeled "County 4:" and is set to "Whiteside County". Below the dropdown menus is a note: "Note : Each county is a separate search. County-Imposed surcharges may apply. If so, you will see the amount next to the County name." At the bottom of the dialog box are three buttons: "Help", "OK", and "Cancel".

**State** - Click-on the pull down button to view a list of available *States* and select one.

**County 1/2/3/4** - When a *State* has been selected, up to 4 *Counties* within that *State* can be selected at a time. At least one *County* must be selected. Click-on the pull down list to view available *Counties* and select the desired *County*.

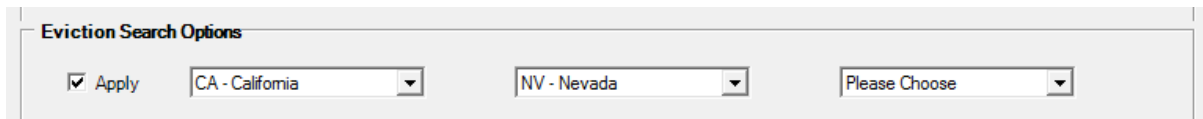
**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - When selections have been completed, click-on **OK** to save & exit the *State/County Selection* window.

**Cancel** - To exit the *State/County Selection* window without saving your selections, click-on **Cancel**.

### 13.8.1.6 Eviction Search Options

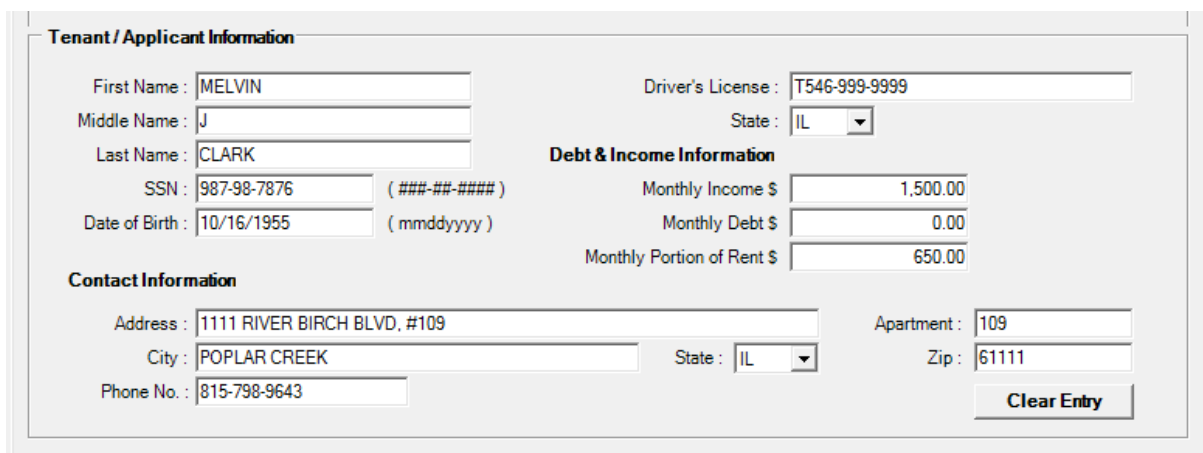
Note: A valid *User Account* must be selected and *Report List Retrieved* before this report option section is enabled.



To include *Eviction Search Reports* in your report submission, click-on the **Apply** checkbox to enable the three (3) pull down selection lists provided. Up to three (3) *Eviction Search Requests* can be submitted at a time. Then, starting left to right, click-on the first available pull down button to display a list of available report options ( based on your *User Account* registration with *ONLINE Rental Exchange* ) which could include *National* or *State-by-State* search options. Click-on the desired option from the list provided.

### 13.8.1.7 Tenant/Applicant Information

This section includes detailed information on each *Tenant/Applicant* you will be submitting a report request for. Tenant screening reports can be submitted for up to four (4) *Tenant/Applicants* at a time.



The following entry fields are provided in the *Tenant/Applicant Information* section ...

#### **Tenant/Applicant Information**

**First Name** - Member's First Name.

**Middle Name** - Member's Middle Name or Middle Initial, if applicable.

**Last Name** - Member's Last Name.

**SSN** - Member's Social Security Number. Must be 9 digits and can be entered with or without dashes.

**Date of Birth** - Member's Date of Birth. Entered without slashes ( MMDDYYYY )

**Driver's License** - Entered as it appears on the license ( with dashes, etc. ).

**State** - The State abbreviation of where the Driver's License is issued.

#### **Debt & Income Information**

**Monthly Income \$** - Member's current monthly income amount.

**Monthly Debt \$** - Member's current total monthly debt amount.

**Monthly Portion of Rent \$** - Member's monthly rent amount.

#### **Contact Information**

**Address** - Member's current resident Street Address

**City** - Member's current resident City.

**State** - Member's current resident State.

**Zip** - Member's current resident Zip.

**Phone No.** - Member's Phone Number.

**Apartment** - Member's Apartment/Unit Number.

#### **Clear Entry**

Click-on the **Clear Entry** button to clear the *Tenant/Applicant Information* fields currently displayed.

### **13.8.1.8 Tenant Selection**

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Tenant Certification*, click-on the **Tenant Selection** button. A *Tenant Selection* window will appear..

Tenant Selection ...

Project : RHSDEMO VILLAGE APARTMENTS - RDSEC.515

Unit No.	Tenant Name	Effective	Move Out
101	SMITH, JOSEPH	01/01/2010	
102	JOHNSON, SAMUEL	02/01/2010	
103	REDFEARN, GLORIA	03/01/2010	
104	KILGORE, BRENDA	04/01/2010	
105	JONES, GEORGE	09/01/2009	
106	DEARBORNE, HAROLD	06/01/2010	
107	FREDERICK, LARRY	07/01/2010	
108	MOUNDS, JIM	08/01/2009	
109	CLARK, MELVIN	05/01/2010	
111	BRAND, NIGEL	11/01/2009	
112	SPOTTS, ROGER	12/01/2009	

☐ Include Past & Future Tenants

Sort List By ... ☒ Unit Number ☐ Last Name

Total Entries : 11

Help OK Cancel

The following options are available at the *Tenant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current tenants is displayed for the project filename selected.

**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

**Sort List By ... Unit Number or Last Name** - This tenant list can be sorted by *Unit Number* or by Head tenant's *Last Name*. Click-on the desired sort. *Unit Number* is the default sort.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. A *Family Member List* window will appear ...



Tenant Selection - Family Member List ...

Unit No : 109                      VILLAGE APARTMENTS - RDSEC.515

Mr. No.	Tenant Name	Relationship	Age
1	CLARK, MELVIN	Head	60
2	CLARK, JESSIE	Spouse	58
3	CLARK, NELSON	Other	20
4	CLARK, PAMELA	Other	19

Click-on ( highlight ) each applicable member entry line above that will be included in this Report Request. Up to four members can be selected at a time.

OK Cancel

All existing members of the selected tenant household will be displayed. Click-on ( highlight ) each member you wish to include in your report request submission and click-on **OK**. The main window will reappear with selected *Tenant Information* inserted. Click-on **Cancel** to exit the *Family Member List* window without making a member selection.

Note: Click-on the member entry once to highlight ( select ) it. Click-on it a second time to remove the highlight ( select ).

### 13.8.1.9 Applicant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Waiting List - Applicant Entry*, click-on the **Applicant Selection** button. An *Applicant Selection* will appear.

Applicant Selection ...

Project : RHSDEMO VILLAGE APARTMENTS - RDSEC.515

App No.	Tenant Name	Application
7	ALDRICH, TERRY	05/25/1995
5	ANDERSON, LARRY	08/25/1994
8	ATWATER, TROY	05/24/1994
4	FULLER, SALLY	06/15/1994
6	JORDAN, LILLIE	09/15/1994
3	KENARD, DWIGHT	04/05/1994
0	LARSON, ANTHONY	03/25/1994
2	SIMPSON, KENNETH	08/15/1994
1	STONE, HAROLD	10/25/1994
11	WRIGHT, SHARON	08/09/1994
9	YOUNG, ROY	06/22/1994

☐ Include applicants with Leased, Removed, Rejected or Inactive Dates    Total Entries : 11

Sort By .. ☐ Application Date ☒ Last Name

Help OK Cancel

The following options are available at the *Applicant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current applicants is displayed for the project filename selected.

**Include applicants with Leased, Removed, Rejected or Inactive Dates ( checkbox )** - By default, this list only includes active waiting list applicants. To include the names of all waiting list applicants ( including inactive ), click-on this checkbox.

**Sort List By ... Application Date or Last Name** - This applicant list can be sorted by *Application Date & Time* or by Head applicant's *Last Name*. Click-on the desired sort. *Last Name* is the default sort.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on *Cancel* to exit the *Applicant Selection* window.

**OK** - To select a applicant, click-on the desired applicant entry line and click-on **OK**. A *Family Member List* window will appear ...

Mbr. No.	Tenant Name	Relationship	Age
1	SIMPSON, KENNETH	Head	59

Click-on ( highlight ) each applicable member entry line above that will be included in this Report Request. Up to four members can be selected at a time.

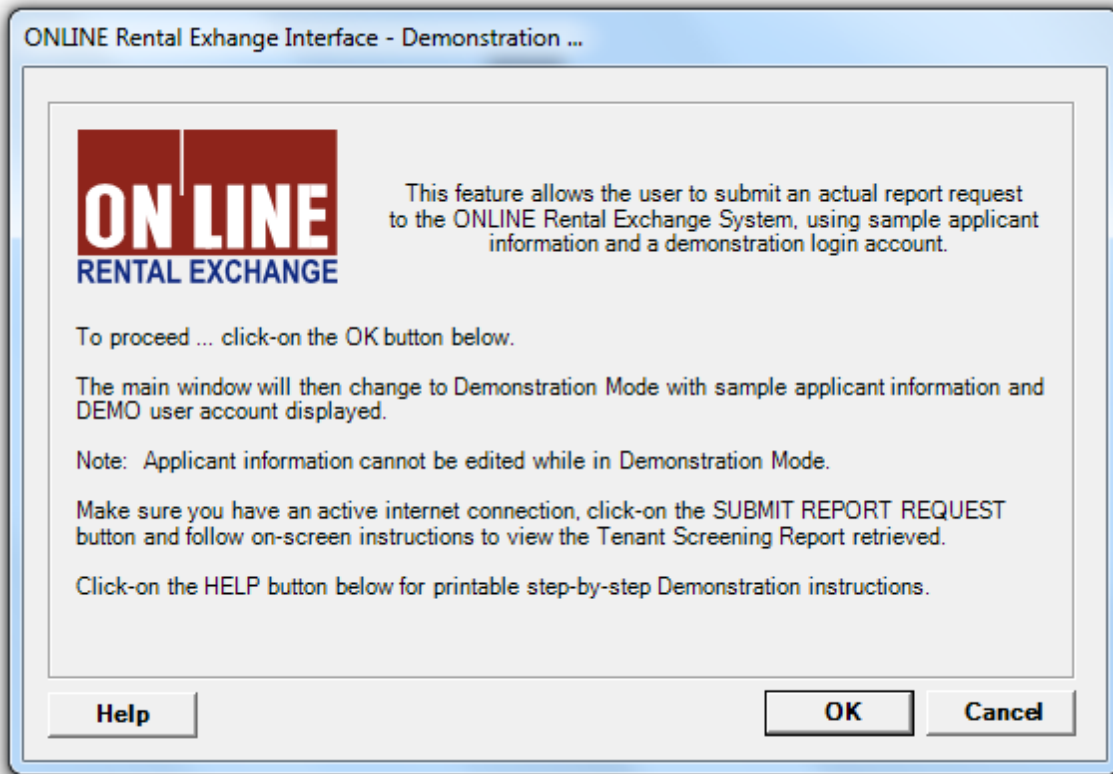
OK Cancel

All existing members of the selected applicant household will be displayed. Click-on ( highlight ) each member you wish to include in your report request submission and click-on **OK**. The main window will reappear with selected *Applicant Information* inserted. Click-on **Cancel** to exit the *Family Member List* window without making a member selection.

Note: Click-on the member entry once to highlight ( select ) it. Click-on it a second time to remove the highlight ( select ).

#### 13.8.1.10 View Demonstration

This *Tenant/Applicant Screening* feature can only be used if you have an existing account setup with ONLINE Rental Exchange. However, you can view a live demonstration of how the tenant screening report submission process works, without an ONLINE Rental Exchange account, using sample *Tenant/Applicant Information*. Click-on the **View Demonstration** button. A *View Demonstration* window will appear.



**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**OK** - Click-on **OK** to proceed with the *View Demonstration* feature. The main window reappears in *Demonstration Mode*.

**Cancel** - Click-on **Cancel** to exit the *View Demonstration* window.

### **View Demonstration - Step-by-Step Instructions**

Follow the steps below to view a demonstration on how a standard tenant screening report request is submitted to ONLINE Rental Exchange, how it is displayed and what some of the various reports looks like ...

- 1.) Make sure your computer is connected to the internet
- 2.) Start FHA Software
- 3.) Click-on DATA .. TENANT/APPLICANT SCREENING
- 4.) Click-on VIEW DEMONSTRATION .. OK

Note: The main window reappears with the following information preselected ...

- \* User Account ( DEMO )
- \* Retrieved Report List
- \* Criminal Report Option Selected
- \* Eviction Search Option Selected
- \* Sample Tenant/Applicant Information Entered

Note: None of this information is editable in *Demonstration Mode*.

5.) Click-on SUBMIT REPORT REQUEST

Note: In a few seconds ( depending on your internet connection speed and ONLINE Rental Exchange website traffic ), an ONLINE Rental Exchange Report will be displayed in your default web browser ( such as Internet Explorer ).

6.) Click-on EXPAND ALL to display the entire report summary

7.) Click-on PRINT REPORT ( upper right corner ) to print the report information displayed

8.) Click-on PRINT ADVERSE LETTER ( upper right corner ) to view & print a sample Adverse Letter

9.) Click-on VIEW CREDIT FILE to view & print a sample Credit Report Detail

10.) Click-on SSN SEARCH to view & print a sample SSN Search Report

Note: These are just some of the reports available by ONLINE Rental Exchange. For more report option information and how you can register to become an ONLINE Rental Exchange member, go to [ <http://www.onlinerentalexchange.com> ] or call the ONLINE Rental Exchange Sales Department at 1-866-630-6400.

ONLINE Information Services  
685 W. Firetower Road  
P.O. Box 1489  
Winterville, NC 28590

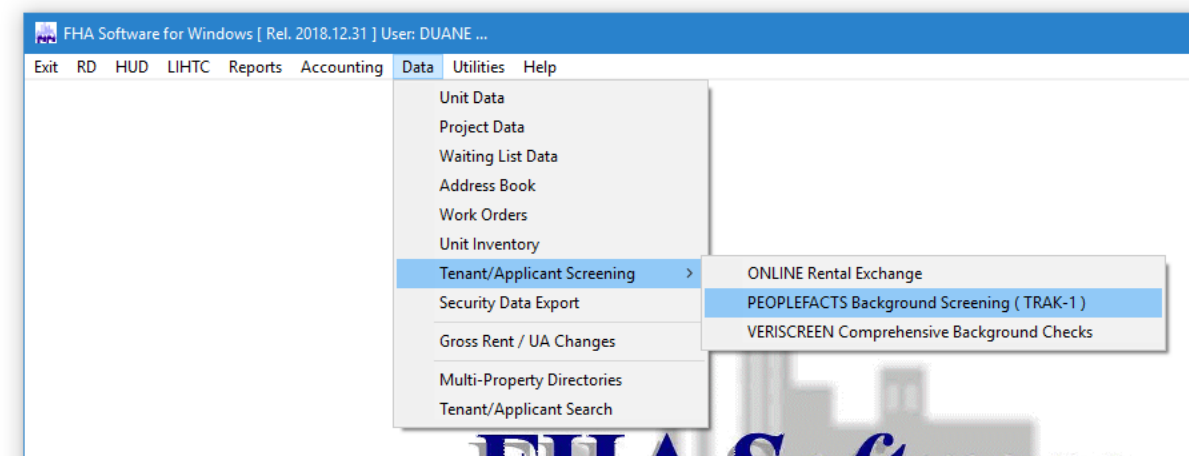
## 13.8.2 PEOPLEFACTS Background Screening

### 13.8.2.1 Overview

## Overview

PEOPLEFACTS delivers accurate risk assessment through screening that includes risk analysis, management reports, criminal background checks, social security number traces, credit reports that include check writing history, and prior evictions reports. Using your PEOPLEFACTS Background Screening - User Account registration, you can submit report requests from within your FHA Software program. All that is required is an existing PEOPLEFACTS Background Screening - Company/Branch Account. Built-in integration with the PEOPLEFACTS Background Screening System is provided free to all FHA Software program users.

To access the *PEOPLEFACTS Background Screening* window, click-on **Data > Tenant/Applicant Screening > PEOPLEFACTS Background Screening**.



The *PEOPLEFACTS Background Screening* window appears ..

The 'PEOPLEFACTS Background Screening ( TRAK-1 )' window features a top menu bar with 'File', 'Setup', and 'Help'. Below the menu is the 'PeopleFacts' logo. To the right of the logo are dropdown menus for 'Company ID' (SSCS-32753), 'Projects' (RHSDEMO), and 'Available Packages' (Broadscreen Fastrak). A 'Retrieve Package List' button is located to the right of these dropdowns. The main section is titled 'Tenant / Applicant Information' and contains several input fields: 'First Name' (JOSEPH), 'Middle Name' (E), 'Last Name' (SMITH), 'SSN' (333558888), 'Date of Birth' (10/12/1945), 'Business Code' (ABCD1234), 'Address' (1111 RIVER BIRCH BLVD, #101), 'Apartment No.' (101), 'City' (POPLAR CREEK), 'State' (IL), 'Zip' (61111), 'Email Address' (JOE\_SMITH@AOL.COM), 'Criminal Search - County' (WINNEBAGO), 'Criminal Search - State' (IL), 'Drivers License - Number' (T555-7777-9999), 'Driver License - State' (IL), and 'Manual State Wide Criminal Search - State' (IL). There are three buttons at the bottom: 'Tenant Selection', 'Applicant Selection', and 'Clear Entry'. On the right side, there are two buttons: 'Submit Report Request' and 'Pre-View the Report Request File'. At the bottom right, there are two buttons: 'View Existing Report Status' and 'View Sample Report'.

The following options are available at this window ...

File Menu   Setup Menu

Company ID

Click-on the pull down list to display a list of available *Company ID*'s that have been setup for use with submitting report requests. A valid *Company ID* must be selected before the ability to submit and retrieve report requests is made available.

### Projects ( Branch Names )

Click-on the pull down list to display a list of available *Projects ( Branch Names )* that have been setup for the *Company ID* currently selected.

### Available Packages

When retrieved ( *Retrieve Report List* ), this pull down will list all *Available Report Packages* for the *Company ID* currently selected.

### Retrieve Package List

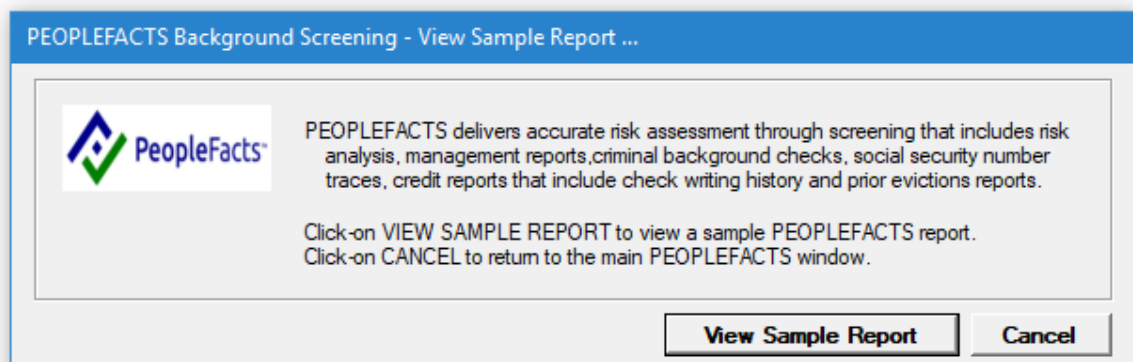
Click-on this button to retrieve a list of *Available Report Packages* for the *Company ID* selected. When completed, a list of *Available Packages* will be displayed in the pull down list. A valid *Company ID* & *Project* must be selected along with an internet connection established in order to retrieve an *Available Package* list.

### View Existing Report Status

Click-on this button to access the *View Existing Report Status* window that acquires and lists the status of all existing background screening report requests.

### View Sample Report

This *Tenant/Applicant Screening* feature can only be used if you have an existing account setup with PEOPLEFACTS. However, you can view a sample background screening report. Click-on the **View Sample Report** button. The following *View Sample Report* window appears ...



Click-on **View Sample Report** to view a pdf file sample PEOPLEFACTS Background Screening Report. Click-on **Cancel** to return to the main PEOPLEFACTS Background Screening window.

## Tenant/Applicant Information

This section includes detailed information on each *Tenant/Applicant* you will be submitting a background screening report request for.

**First Name** - Member's First Name.

**Middle Name** - Member's Middle Name or Middle Initial, if applicable.

**Last Name** - Member's Last Name.

**SSN** - Member's Social Security Number. Must be 9 digits and entered without dashes.

**Date of Birth** - Member's Date of Birth. Entered without slashes ( MMDDYYYY )

**Address** - Member's Street Address.

**Apartment No.** - Member's Apartment Number, if applicable.

**City** - Member's City.

**State** - Member's State.

**Zip** - Member's Zip Code.

**Business Code** - This a 20 Character or less Alpha-Numeric field that is used to include a specific code with the report request that will end up being displayed on the printed invoice from PeopleFacts.

**Email Address** - Member's email address, if applicable.

**Criminal Search - County** - Enter *County* for Criminal Search request, if applicable.

**Criminal Search - State** - Select the *State* for Criminal Search request, if applicable.

**Driver License - Number** - Enter the Member's *Drivers License Number*, if applicable.

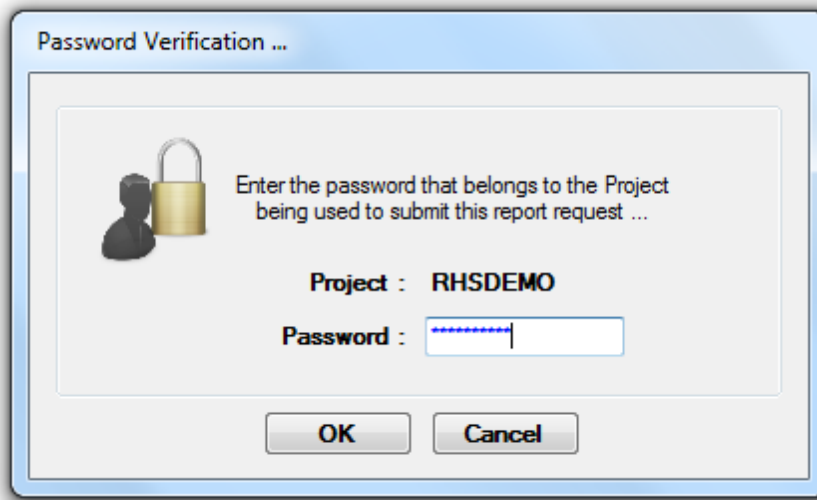
**Driver License - State** - Select the State for the Member's *Drivers License Number*, if applicable.

**Manual State Wide Criminal Search - State** - Select the *State* for Manual State Wide Criminal Search request, if applicable.

### **Submit Report Request**

When all required *Tenant/Application Information* has been entered and desired report package options selected, click-on this button to submit your report request to the PEOPLEFACTS Background screening website. The following *Password Verification* window will appear ...





Enter the password that belongs to the *Project ( Branch Account )* displayed which is being used to submit this report request and click-on OK. A *Report Request Submitted Successfully* message will appear that confirms the report request was successfully sent to and received by the PEOPLEFACTS system. Once completed, use the *View Existing Report Status* option to monitor submission status and retrieve the reports.

#### Pre-View the Report Request File

This button feature allows you or a PEOPLEFACTS support staff member to view *Report Request* file contents before it is submitted electronically and is only used to help problem solve future *Report Request* errors or issues.

#### Tenant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Tenant Certification*, click-on the **Tenant Selection** button. A Tenant Selection window will appear.

#### Applicant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Waiting List - Applicant Entry*, click-on the **Applicant Selection** button. An Applicant Selection window will appear.

#### Clear Entry

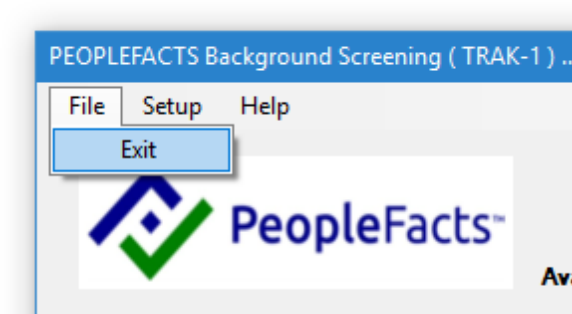
Click-on the Clear Entry button to clear all *Tenant/Applicant Information* fields.

#### Help

Click-on **Help** to view *Help Topics* about this process.

### 13.8.2.2 File Menu

## File Menu



**Exit** - Click-on **File** > **Exit** to exit out of the *PEOPLEFACTS Background Screening* window.


### 13.8.2.3 Setup Menu

## Setup Menu

Before this Tenant/Applicant Screening feature can be used, your *Company ID* must be entered and at least one *Project ( Branch Name )* must be created that matches what already exists on the PEOPLEFACTS Background Screening website.

To enter your PEOPLEFACTS Background Screening - *Company ID(s)* and *Branch Names ( Projects )*, click-on **Setup**. The following *Setup* window will appear ...

PEOPLEFACTS Background Screening - Setup ...

 This feature is used to setup your Company and Branch ID information that is already registered with the PEOPLEFACTS Screening system. Assigning project filenames ( Branch Names ) to each applicable Company ID will also allow the ID to be automatically selected when tenant or applicant information is pulled from the FHA Software database.

**Company Code**

Company Nickname :

Company Code :

**Branch Name**

Available Projects :  Selected Projects :

Branch Name :  Branch Name :

User Name :  User Name :

Password :  Password :

The following options are available at this window ...

### Company Code

**Company Nickname** - Enter an abbreviated name or nickname that best identifies who the *Company Code* belongs to.

Examples: MAIN, MAIN-OFFICE, ADMIN, MANAGEMENT, etc..

**Company Code** - Enter the *Company Code* that has been provided by PEOPLEFACTS.

**Add a new Company ( Button )** - Click-on this button to add a new *Company Code*.

**Edit Current Company ( Button )** - Click-on this button to edit the *Company Code* currently selected.

**Remove Current Company ( Button )** - Click-on this button to remove ( delete ) the *Company Code* currently selected. All *Branch Name* ( Project ) entries associated with this *Company Code* will also be removed ( deleted ).

### Branch Name ( Projects )

**Available Projects** - The left side of the *Branch Name* section lists all existing *Project Filenames* that have not yet been setup with a *Branch Name*, *User Name* and *Password*.

**Selected Projects** - The right side of the *Branch Name* section lists all existing *Project Filenames* that have been setup with a *Branch Name*, *User Name* and *Password*.

**Add a new Project ( Button )** - Click-on this button to add a new *Branch ( Project )* entry, using the fields on the left side of the *Branch Name* section.


**Edit Current Project ( Button )** - Click-on this button to edit the *Branch ( Project )* currently selected on the right side of the *Branch Name* section.

**Remove Current Project ( Button )** - Click-on this button to remove ( delete ) the *Branch ( Project )* currently selected from the right side of the *Branch Name* section.

#### 13.8.2.4 Report Status

The *Existing Report Status* window lists the names of all *Tenant/Applicant Members* that have had a *Report Request* submitted to the PEOPLEFACTS System along with the current status of each *Report Request*. To access the *Existing Report Status* window, click-on the **Existing Report Status** button. The following *Existing Report Status* window appears ...

PEOPLEFACTS Background Screening ( TRAK-1 ) - Existing Report Status ...



Sort By :  Company ID :

Only Display :  Projects :

ID #	Project	Status	Printed	Tenant/Applicant Name	Report Requested	Report Completed
12	RHSDEMO	Verifying	No	Anderson, Katie	05/28/2015	//.
11	RHSDEMO	Sent	No	Roberts, Laura	05/28/2015	//.
10	RHSDEMO	Sent	No	Howard, Patricia	05/28/2015	//.
9	RHSDEMO	Complete	Yes	Walker, Bethany	03/31/2015	03/31/2015
8	RHSDEMO	Complete	Yes	Travers, Curtis	03/31/2015	03/31/2015
7	RHSDEMO	Complete	Yes	Olsen, Larry	03/31/2015	03/31/2015
6	RHSDEMO	Complete	Yes	Johnson, Samuel	03/31/2015	03/31/2015
5	RHSDEMO	Complete	Yes	Young, Robert	03/31/2015	03/31/2015
4	RHSDEMO	Pending	No	Lynnette, Janie	02/09/2015	//.
3	RHSDEMO	Pending	No	Castle, Mike	02/09/2015	//.
2	RHSDEMO	Pending	No	Larson, Craig	02/09/2015	//.
1	RHSDEMO	Pending	No	Smith, John	02/09/2015	//.

Help    Get Status - All    Get Status - Selected    Get Report    Remove    Cancel

The following information is available at the *Existing Report Status* window ...

### Company ID

Select the *Company ID* to use.

### Projects

Select the *Project* ( Branch Name ) to view *Report Status* activity for.

### Sort By

Select *Sort By* to change *Report Status* activity listing order.

### Only Display

Select *Only Display* to include only *Complete*, *Sent*, *Pending*, or *Verifying* Report Status activity in the list.

### Display Columns

Below are the *Report Status* activity columns ...

**ID #** - This PEOPLEFACTS entry number is automatically assigned to the *Tenant/Applicant Member* when the *Report Request* is initially sent.

**Project** - This is the Project Filename.

**Status** - This is the status of this Tenant/Applicant Member's *Report Request* ( which includes *Sent*, *Pending*, *Verifying* and *Complete* ).

**Printed** - This is a Yes or No indication if the completed *Report Request* has been printed.

**Tenant/Applicant Name** - This is the name of the Tenant or Applicant Member.

**Report Requested** - This is the date the *Report Request* was electronically sent ( requested ) to the PEOPLEFACTS system.

**Report Completed** - This is the date the *Report Request* was completed.

### Help

Click-on **Help** to view *Help Topics* about this process.

### Get Status - All

Click-on this button to acquire an update on the status of all existing *Sent*, *Pending* and *Verifying* entries listed.

Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *Project ( Branch Account )* displayed which is being used to submit this status request and click-on OK.

### Get Status - Selected

Click-on this button to acquire an update on the status of the *Sent*, *Pending* and *Verifying* entry line selected ( highlighted ).

Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *Project ( Branch Account )* displayed which is being used to submit this status request and click-on OK.

### Get Report

Click-on this button to view &/or print the *Background Screening Report* for the *Complete* entry status line selected ( highlighted ).

Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *Project ( Branch Account )* displayed which is being used to submit this Report request and click-on OK.

### Remove

Click-on this button to Remove ( delete ) the Tenant/Applicant Member entry line selected ( highlighted ).

### Cancel

Click-on this button to return to the main PEOPLEFACTS Background Screening feature window.

### 13.8.2.5 Tenant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Tenant Certification*, click-on the **Tenant Selection** button. A *Tenant Selection* window will appear..

**Tenant Selection ...**

**VILLAGE APARTMENTS - RDSEC.515**

Unit No.	Tenant Name	Effective	Move Out
101	SMITH, JOSEPH	01/01/2018	
102	JOHNSON, SAMUEL	02/01/2018	
103	REDFEARN, GLORIA	03/01/2018	
104	KILGORE, BRENDA	04/01/2018	
105	JONES, GEORGE	09/01/2017	
106	DEARBORNE, HAROLD	06/01/2018	
107	FREDERICK, LARRY	07/01/2018	
108	MOUNDS, JIM	08/01/2017	
109	CLARK, MELVIN	05/01/2018	
111	BRAND, NIGEL	11/01/2017	
112	SPOTTS, ROGER	12/01/2017	

☐ Include Past & Future Tenants
 Sort List By ...
 ☒ Unit Number
 ☐ Last Name
 Total Entries : 11

Help
 OK
 Cancel

The following options are available at the *Tenant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current tenants is displayed for the project filename selected.

**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

**Sort List By ... Unit Number or Last Name** - This tenant list can be sorted by *Unit Number* or by Head tenant's *Last Name*. Click-on the desired sort. *Unit Number* is the default sort.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. A *Family Member List* window will appear ...

Mbr. No.	Tenant Name	Relationship	Age
1	SPOTTS, ROGER	Head	63
2	SPOTTS, LORI	(Co) Head	60
3	SPOTTS, LARRY	Other	30
4	SPOTTS, GLORIA	Other	28

All existing members of the selected tenant household will be displayed. Click-on ( highlight ) each member you wish to include in your report request submission and click-on **OK**. The main window will reappear with selected *Tenant Information* inserted. Click-on **Cancel** to exit the *Family Member List* window without making a member selection.

Note: Click-on the member entry once to highlight ( select ) it. Click-on it a second time to remove the highlight ( select ).

### 13.8.2.6 Applicant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Waiting List - Applicant Entry*, click-on the **Applicant Selection** button. An *Applicant Selection* will appear.



Applicant Selection ...

**VILLAGE APARTMENTS - RDSEC.515**

App No.	Tenant Name	Application
7	ALDRICH, TERRY	05/25/1995
5	ANDERSON, LARRY	08/25/1994
8	ATWATER, TROY	05/24/1994
4	FULLER, SALLY	06/15/1994
6	JORDAN, LILLIE	09/15/1994
3	KENARD, DWIGHT	04/05/1994
0	LARSON, ANTHONY	03/25/1994
2	SIMPSON, KENNETH	08/15/1994
1	STONE, HAROLD	10/25/1994
11	WRIGHT, SHARON	08/09/1994
9	YOUNG, ROY	06/22/1994

☐ Include applicants with Leased, Removed, Rejected or Inactive Dates      Total Entries : 11

Sort By ..      ☐ Application Date  
☒ Last Name

**Help**      **OK**      **Cancel**

The following options are available at the *Applicant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current applicants is displayed for the project filename selected.

**Include applicants with Leased, Removed, Rejected or Inactive Dates ( checkbox )** - By default, this list only includes active waiting list applicants. To include the names of all waiting list applicants ( including inactive ), click-on this checkbox.

**Sort List By ... Application Date or Last Name** - This applicant list can be sorted by *Application Date & Time* or by Head applicant's *Last Name*. Click-on the desired sort. *Last Name* is the default sort.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on *Cancel* to exit the *Applicant Selection* window.

**OK** - To select a applicant, click-on the desired applicant entry line and click-on **OK**. A *Family Member List* window will appear ...

Mbr. No.	Tenant Name	Relationship	Age
1	KENARD, DWIGHT	Head	62

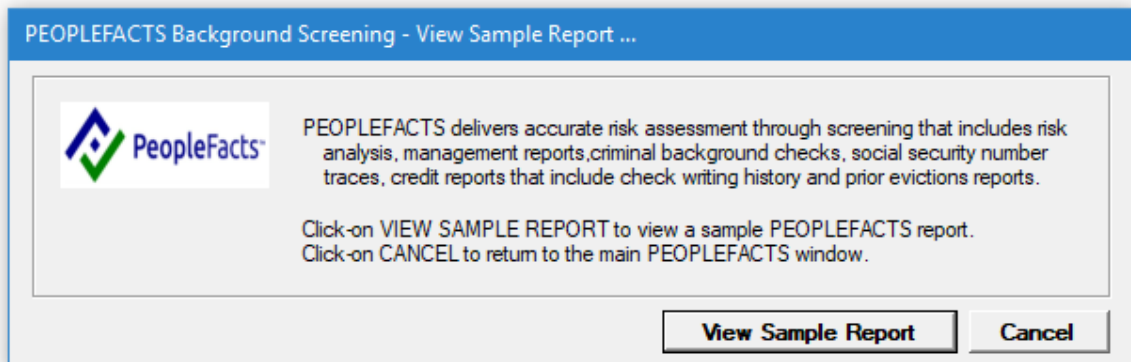
All existing members of the selected applicant household will be displayed. Click-on ( highlight ) each member you wish to include in your report request submission and click-on **OK**. The main window will reappear with selected *Applicant Information* inserted. Click-on **Cancel** to exit the *Family Member List* window without making a member selection.

Note: Click-on the member entry once to highlight ( select ) it. Click-on it a second time to remove the highlight ( select ).

### 13.8.2.7 View Sample Report

To view a sample PEOPLEFACTS Background Screening Report, click-on the **View Sample Report** button.

The following window will appear ...



Click-on **View Sample Report** to view a pdf file copy of a sample *Background Screening Report*.

Click-on **Cancel** to return to the main PEOPLEFACTS *Background Screening* window.

### 13.8.2.8 Step-By-Steps

Adding, submitting, acquiring and printing a PEOPLEFACTS *Background Screening Report* consists of the following basic process ...

1.) Start *FHA Software*

ADD AND SUBMIT A PEOPLEFACTS BACKGROUND SCREENING - REPORT REQUEST

2.) Click-on DATA .. TENANT/APPLICANT SCREENING .. PEOPLEFACTS BACKGROUND SCREENING

3.) Select the applicable COMPANY ID

4.) Select the applicable PROJECT Filename

5.) Click-on the RETRIEVE PACKAGE LIST button to acquire a package list from PEOPLEFACTS

6.) Select the desired AVAILABLE PACKAGE

7.) Click-on TENANT SELECTION or APPLICANT SELECTION or manually enter TENANT/APPLICANT INFORMATION

8.) Click-on SUBMIT REPORT REQUEST

9.) After acknowledging the SUCCESSFULLY SENT message, click-on the EXISTING REPORT STATUS button

Note: Your new *Tenant/Applicant Member* entry will now be listed with a SENT Report Status.

MONITOR & ACQUIRE EXISTING REPORT STATUS

10.) Click-on the EXISTING REPORT STATUS button

11.) Click-on GET STATUS - ALL .. OK

Note: The STATUS for all existing SENT, PENDING, and VERIFYING Tenant/Applicant Member entry lines will be automatically updated.

ACQUIRE AND PRINT A BACKGROUND SCREENING REPORT

12.) When STATUS of a Tenant/Applicant Member entry line finally says COMPLETE, click-on ( highlight ) the COMPLETE entry line and click-on GET REPORT.

Note: A PEOPLEFACTS Background Screening report for the selected Tenant/Applicant Member will be displayed on-screen with the option to PRINT a hard copy of the report for your records.

### 13.8.3 VERISCREEN Comprehensive Background Checks

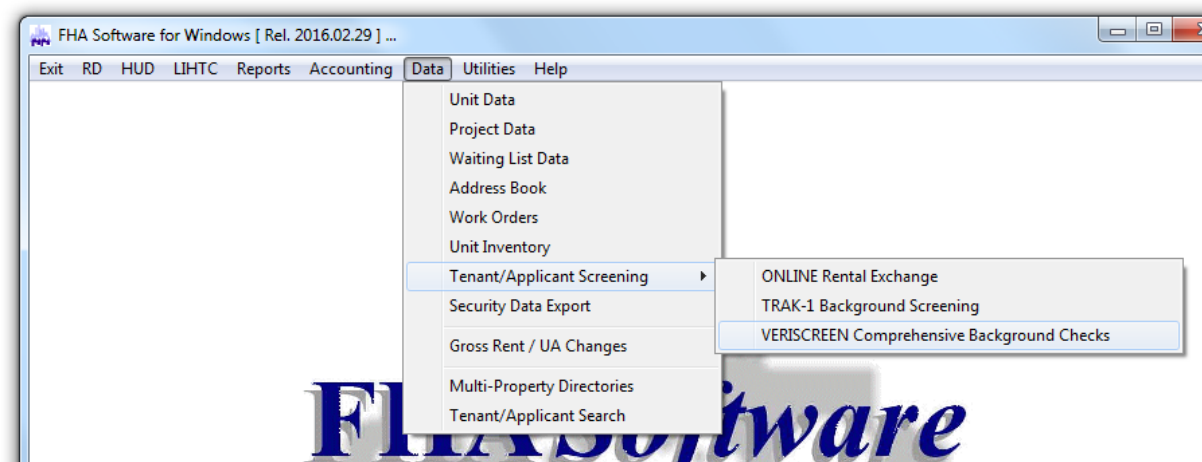
#### 13.8.3.1 Overview

## Overview

VeriScreen is an industry leader in delivering FCRA-compliant information and has successfully helped develop and implement a screening solution that is simple yet very powerful. The key to VeriScreen's success over the years has been their proprietary *Person Search Plus™* product which guarantees more records and data than any other service, while also ensuring no false-positives.

Using your VeriScreen - User Account registration, you can submit report requests from within your FHA *Software* program. All that is required is an existing VeriScreen - User Account. Built-in integration with the VeriScreen service is provided free to all FHA *Software* program users.

To access the *VeriScreen Comprehensive Background Checks* window, click-on **Data > Tenant/Applicant Screening > VERISCREEN Comprehensive Background Checks**



The *VERISCREEN Background Checks* window appears ...

VERISCREEN - Comprehensive Background Checks ...

File Setup Help

**VeriScreen**  
COMPREHENSIVE BACKGROUND CHECKS

User Login Account : ADMINISTRATOR

Available Search Products : Credit, National Alias Criminal, and National Eviction

**ORDER** **REPORTS**

**Tenant / Applicant Information**

Last Name : SMITH First Name : JOSEPH Middle Name : E

SSN : 333558888 (no dashes) Date of Birth : 10/12/1945 (mmddyyyy)

Name Variation #1 JOE E SMITH

Name Variation #2 JOE E SMITTY

Name Variation #3 N/A

Name Variation #4 N/A

Project Filename : RHSDemo

Billing Code : ILLINOIS

Current Address : 1111 RIVER BIRCH BLVD, #101

City : POPLAR CREEK State : IL Zip : 61111

Email Address : JOE.SMITH@AOL.COM

Previous Address #1 555 SOUTH 5TH STREET, BELVIDERE, IL 61109

Previous Address #2 101 EAST DEVON STREET, CHICAGO, IL 67754

Previous Address #3 N/A

Previous Address #4 N/A

Submit Report Request

Pre-View the Report Request File

Tenant Selection Applicant Selection Clear Entry View Sample Report

The following options are available at this window ...

File Menu    Setup Menu

### User Account

Click-on the pull down list to display a list of available *User Accounts* that have been setup for use with submitting report requests. A valid *User Account* must be selected before the ability to submit and retrieve report requests is made available.

### Available Search Products

Use this pull down to select from a list of *Available Search Products* that *VeriScreen* provides, as defined below ...

**CREDIT WITH SCORE** - Includes the following search product features ...

**Automated Score Card** ( Included with all packages ) - VeriScreen's state of the art automated scorecard based on just a FICA score and/or a multitude of formulas and factors that can be set based on your criteria on a property by property basis.

**Manual Scorecard** ( Included with all packages ) - VeriScreen's Research Analyst will underwrite the criminal and eviction criteria based on your criteria. Examples would be no felonies in the last 7 years and no evictions in the last 10.

**Instant** - Instant Results from Equifax with FICO Score. Social Security number verification allowing you to verify the state and year that the social security number was issued and that it is a valid SSN. Displays a credit and a financial summary that includes debt-to-income ratio. Displays each month and year of each late payment. View collections, judgments, and public records. Displays previous inquiries. Provides source and creditor information for customer disputes.

**CREDIT AND NATIONAL ALIAS CRIMINAL** - Includes the following search product features ...

**Credit with Score** - Includes everything listed above.

**National Alias Criminal** - VeriScreen is pleased to announce the availability of a product which allows nationwide criminal searches for names found in the Person Search Plus™ product going back up to 30 years. The Nationwide Alias search uses sophisticated address and name-matching algorithms (over 1,000) to report hits from across the nation based on any number of aliases or name variations found in the Person Search Plus product. Instead of paying a separate price for each alias through a nationwide criminal database, use Nationwide Alias to search all names, name variations, DOBs and DOB Variations at once for the same low price. This nationwide criminal product also includes nationwide sex offender and Global Homeland Database Scan. Criminals have figured out how to beat most systems by transposing letters in their name or DOBs.

**CREDIT AND NATIONAL ALIAS, CRIMINAL AND NATIONAL EVICTION** - Includes the following search product features ...

**Credit with Score and National Alias Criminal** - Includes everything listed above.

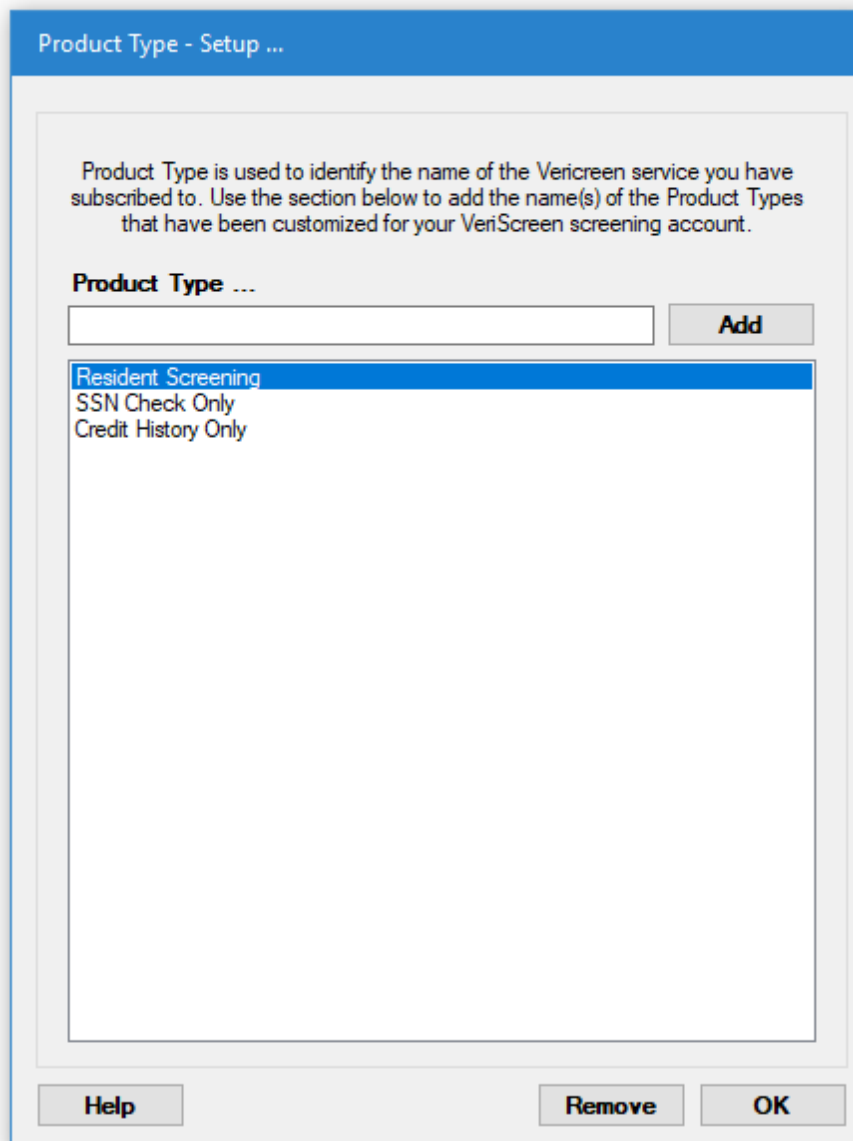
**National Eviction** - This search combines the power of our Person Search Plus™ product to discover undisclosed history and the breadth of an instant National search into a single, powerful searching tool. When ordered, the Instant National Lookup search performs a Person Search to develop the name and address history associated with the applicant's SSN. The full history is then used to search the national eviction database with sophisticated matching algorithms to remove false positives, ensuring you get the most complete and accurate results possible.

**ALL INCLUSIVE** - Includes the following search product features ...

**Premium Package** - Includes all of the above verification services such as work history and prior landlord references.

### **Adding Custom Product Type(s)**

Click-on the **Available Search Products [+]** button to add your custom Product Type(s). The following *Product Types - Setup* window will appear ...



**Add** - To Add a new Product Type entry, type the *Product Type* name ( provided to you by VeriScreen ) in the space provided and click-on **Add**.

**Help** - Click-on **Help** to view *Help Topics* about this process.

**Remove** - To Remove an existing Product Type entry, click-on ( highlight ) the desired Product Type entry line and click-on **Remove .. Yes**.

**OK** - Click-on **OK** to return to the main VeriScreen window.

### Order ( tab )

Click-on the **Order** tab to view *Tenant / Applicant Information* entry and *Submit Report Request* option.

### Report ( tab )

Click-on the **Report** tab to view & get Report Request Status and print *Completed Background Check Reports*.

## Tenant/Applicant Information Entry

This section includes detailed information on each *Tenant/Applicant* you will be submitting a background screening report request for.

**Last Name** - Member's Last Name.

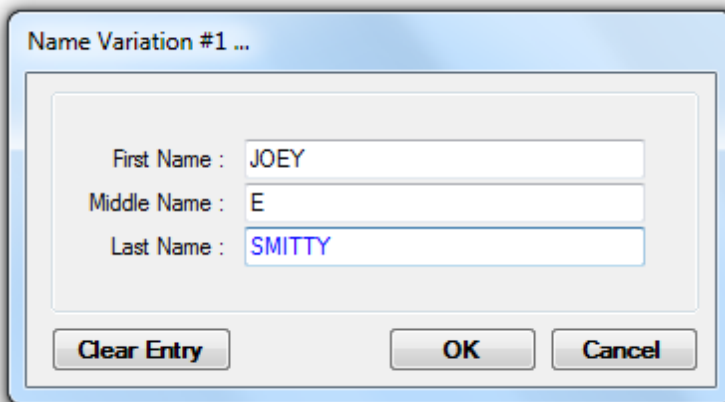
**First Name** - Member's First Name.

**Middle Name** - Member's Middle Name or Middle Initial, if applicable.

**SSN** - Member's Social Security Number. Must be 9 digits and entered without dashes.

**Date of Birth** - Member's Date of Birth. Entered without slashes ( MMDDYYYY )

**Name Variation #1/2/3/4 ( buttons )** - Click-on these buttons to add known Member Name variations. The following entry window will appear ...

A screenshot of a Windows-style dialog box titled "Name Variation #1 ...". Inside the dialog, there are three text input fields: "First Name" containing "JOEY", "Middle Name" containing "E", and "Last Name" containing "SMITTY". The "Last Name" field is highlighted with a blue border. At the bottom of the dialog, there are three buttons: "Clear Entry", "OK", and "Cancel".

Click-on **Clear Entry** to clear existing field text.

Click-on **OK** to save Name Variation changes.

Click-on **CANCEL** to exit the Name Variation window without saving changes.

**Current Address** - Member's current Street Address.

**City** - Member's City.

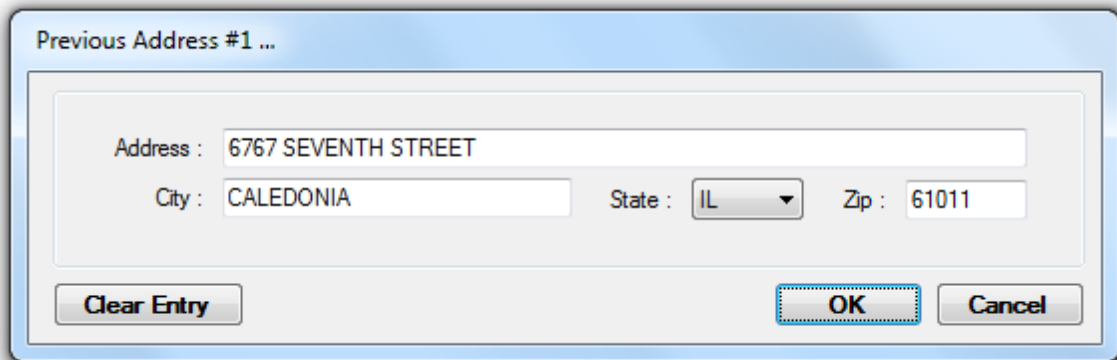
**State** - Member's State.

**Zip** - Member's Zip Code.

**Email Address** - Member's email address, if available.

**Previous Address #1/2/3/4 ( buttons )** - Click-on these buttons to add known previous address history. The following entry window will appear ...





Click-on **Clear Entry** to clear existing field text.

Click-on **OK** to save Previous Address changes.

Click-on **CANCEL** to exit the Previous Address window without saving changes.

### Project Filename

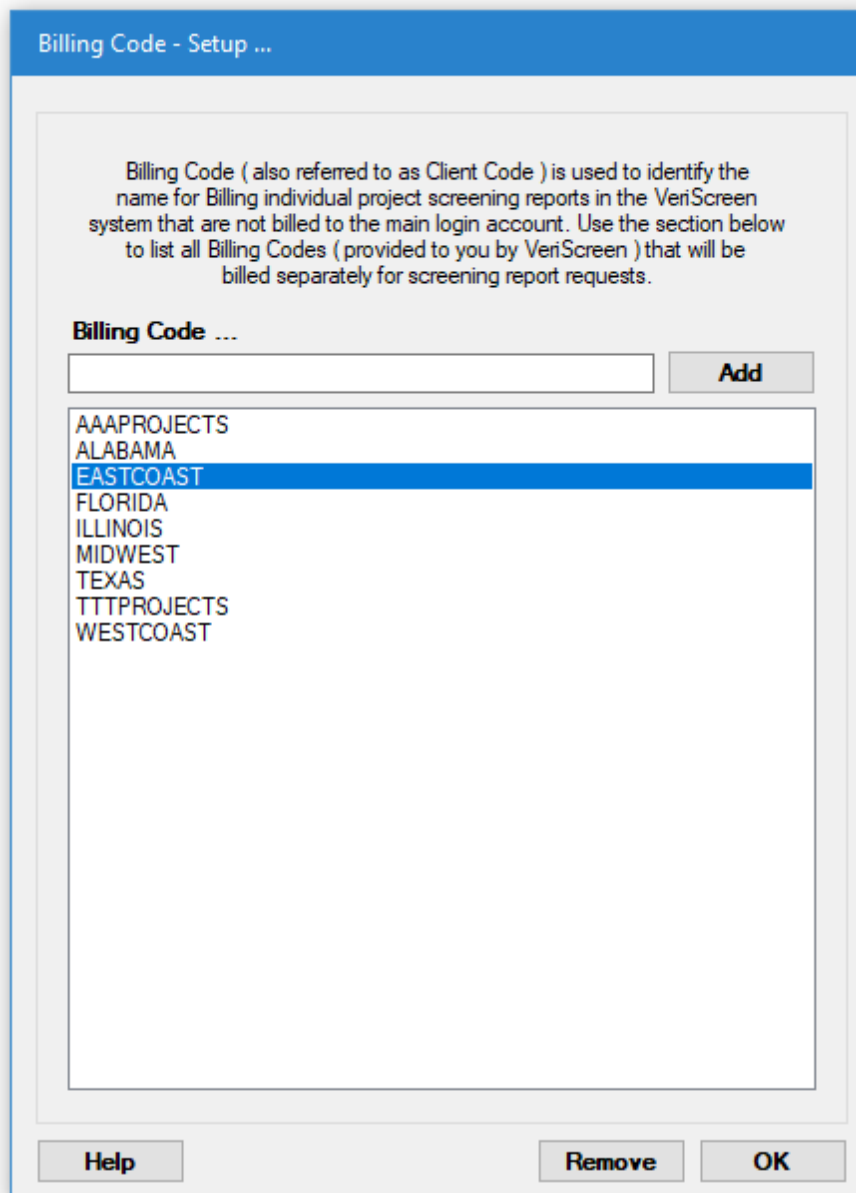
Click the pull down button to view a list of available project filenames and select the desired property this Tenant or Applicant ( being manually entered ) will be assigned or referenced to. If you use the Tenant Selection or Applicant Selection options to populate these fields, Project Filename will automatically be selected, as well.

### Billing Code

Click the pull down button to view a list of available Billing Codes ( also referred to as Client Code ) and select the applicable code that the project filename selected should be billed to for tenant screening report requests.

Note: If all your projects are billed under one main VeriScreen account, leave the Billing Code set as "Blank".

Click-on the **Billing Code [+]** button to add your individual Billing Codes. The following *Billing Codes - Setup* window will appear ...



**Add** - To Add a new Billing Code entry, type the *Billing Code* name ( provided to you by VeriScreen ) in the space provided and click-on **Add**.

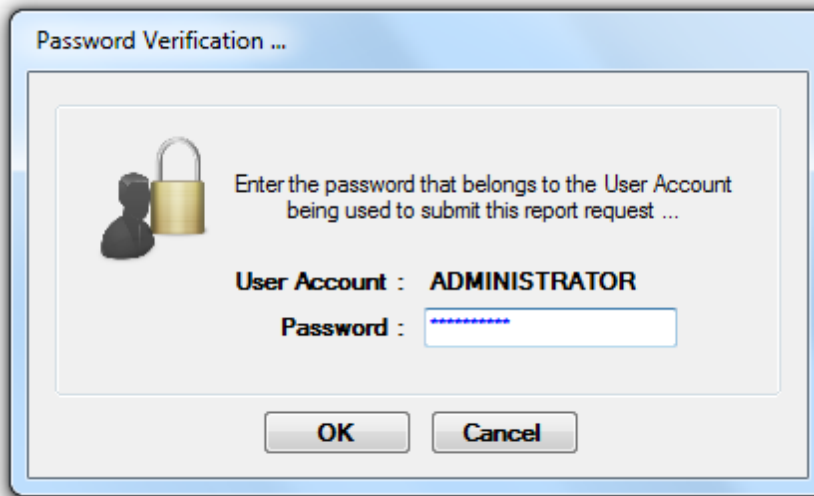
**Help** - Click-on **Help** to view *Help Topics* about this process.

**Remove** - To Remove an existing Billing Code entry, click-on ( highlight ) the desired Billing Code entry line and click-on **Remove** .. **Yes**.

**OK** - Click-on **OK** to return to the main VeriScreen window.

### Submit Report Request

When all required *Tenant/Application Information* has been entered and desired report package options selected, click-on this button to submit your report request to the VERISCREEN Background screening website. The following *Password Verification* window will appear ...



Enter the password that belongs to the *User Account* displayed which is being used to submit this report request and click-on OK. A *Report Request Submitted Successfully* message will appear that confirms the report request was successfully sent to and received by the VERISCREEN system. Once completed, click-on the **Report** tab to view & get **Report Request Status** and print *Completed Background Check Reports*.

#### Pre-View the Report Request File

This button feature allows you or a VERISCREEN support staff member to view *Report Request* file contents before it is submitted electronically and is only used to help problem solve future *Report Request* errors or issues.

#### Tenant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Tenant Certification*, click-on the **Tenant Selection** button. A *Tenant Selection* window will appear.

#### Applicant Selection

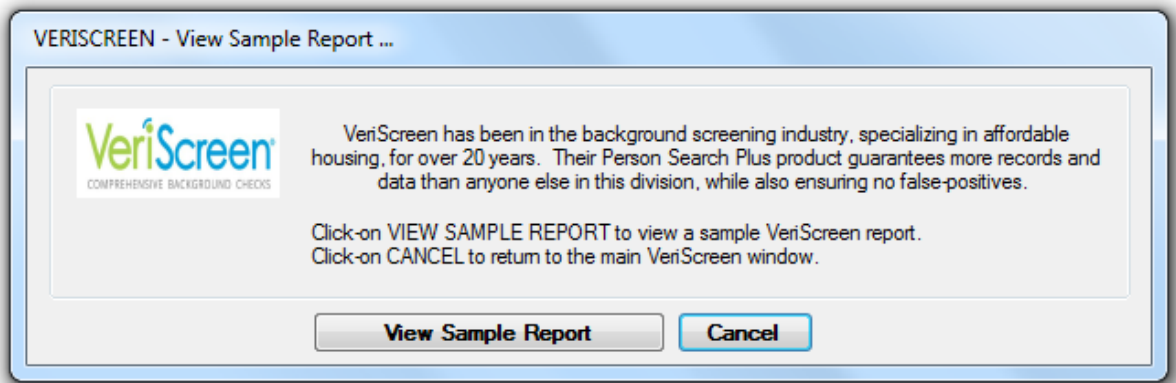
*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Waiting List - Applicant Entry*, click-on the **Applicant Selection** button. An *Applicant Selection* window will appear.

#### Clear Entry

Click-on the **Clear Entry** button to clear all *Tenant/Applicant Information* fields.

#### View Sample Report

This *Tenant/Applicant Screening* feature can only be used if you have an existing account setup with VERISCREEN. However, you can view a sample background screening report. Click-on the **View Sample Report** button. The following *View Sample Report* window appears ...



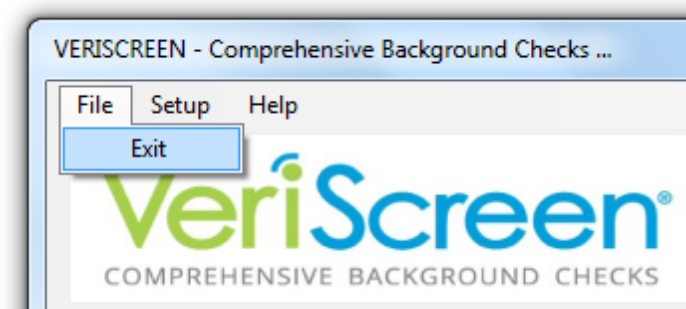
Click-on **View Sample Report** to view a pdf file sample VERISCREEN Background Screening Report. Click-on **Cancel** to return to the main VERISCREEN Background Screening window.

### Help

Click-on **Help** to view *Help Topics* about this process.

#### 13.8.3.2 File Menu

## File Menu



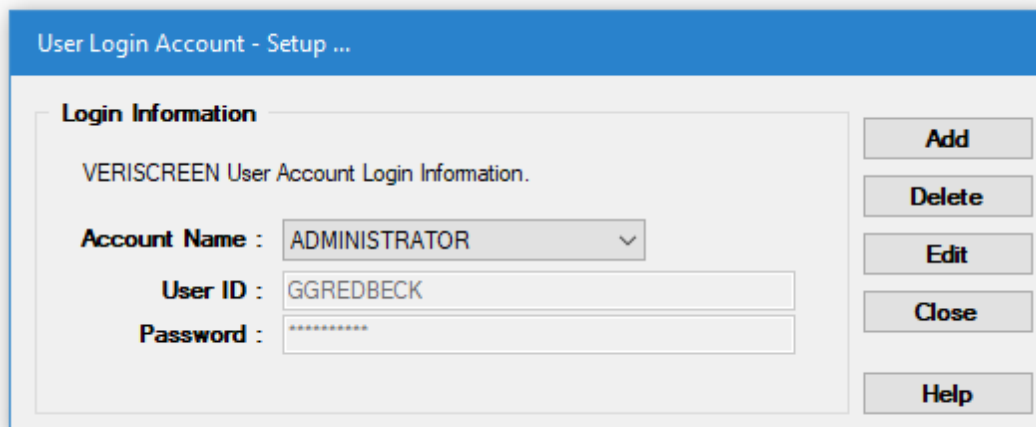
**Exit** - Click-on **File > Exit** to exit out of the *VERISCREEN Background Checks* feature.

#### 13.8.3.3 Setup Menu

## Setup Menu

Before this Tenant/Applicant Screening feature can be used, each of your *User Account(s)* must be entered that matches User Account & Passwords you use to manually login to the VERISCREEN website.

To add or edit VERISCREEN *User Account(s)*, click-on **Setup > User Account**. The following *User Account* entry window will appear ...



The following options are available at this window ...

Each person that will be submitting a report request should have their own VERISCREEN - *User Account* which are established at the VERISCREEN website. Unlimited *User Accounts* can be added at this window and must match existing VERISCREEN - *User Accounts*.

**Account Name** - This field describes who the User Login Account belongs to ( example: Jamie, Michelle, ONLINE User, My ORE Account, etc. ).

**User ID** - This is the *User ID* that has been established at the VERISCREEN website for submitting report requests.

**Password** - This is the unique password that belongs with the *User ID*.

**Add** - Click-on **Add** to create a new *User Account* entry.

**Delete** - Click-on **Delete** to remove an existing *User Account* entry.

**Edit** - Click-on **Edit** to edit an existing *User Account* entry.

**Save** - Click-on **Save** to save changes made to the *User Account*.

**Cancel** - Click-on **Cancel** to exit without saving changes.

**Close** - Click-on **Close** to exit the *User Account* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

#### 13.8.3.4 Report Status

The *Existing Report Status* window lists the names of all *Tenant/Applicant Members* that have had a *Report Request* submitted to the VERISCREEN System along with the current status of each *Report Request*. To access the *Existing Report Status* window, click-on the **Report** ( tab ). The following *Existing Report Status* window appears ...

VERISCREEN - Comprehensive Background Checks ...

File Setup Help

**VeriScreen**  
COMPREHENSIVE BACKGROUND CHECKS

User Account : ADMINISTRATOR

Available Search Products : Credit, National Alias Criminal, and National Eviction

**ORDER** **REPORTS**

Existing Report Status

Project : All Only Display : All Sort By : Entry No

ID #	Project	Order #	Status	Printed	Tenant/Applicant Name	Report Requested	Report Completed
9	RHSDEMO	245358	Completed	Yes	GREENWALD, DAVID	03/02/2016	03/03/2016
8	HUDDMO	245356	Completed	No	LARSON, PAULETTE	03/01/2016	03/02/2016
7	RHSDEMO	245307	Completed	Yes	SWENSON, ROBERT	02/28/2016	02/29/2016
6	HUDDMO	245304	Completed	Yes	ALBERTSON, LAWRENCE	02/23/2016	02/16/2016
5	RHSDEMO	245270	Completed	Yes	COOPER, DOROTHY	02/15/2016	02/16/2016
4	HUDDMO	245250	Pending	No	RODRIGUEZ, ALEX	02/15/2016	
3	HUDDMO	245248	Completed	Yes	SMITH, JOSEPH	02/10/2016	02/11/2016
2	RHSDEMO	245244	Pending	No	CLEAN, JOE	01/28/2016	
1	HUDDMO	245238	Completed	Yes	MESS, HANK	01/15/2016	01/16/2016

Help Remove Selected Entry Get Status - All Get Status - Selected Get Report

The following information is available at the *Existing Report Status* window ...

### User Account

Select the *User Account* to use.

### Available Search Products

This option is not applicable while viewing the **Reports** ( tab ) window.

### Project

This pull down will list all Project Filenames that have *Pending* or *Completed* report status for the User Account currently selected. By default, all projects are listed. To view *Existing Report Status* entries for one specific project only, select the desired Project Filename.

### Only Display

Select *Only Display* to include only *Completed*, *Pending*, or *All* Report Status entry activity in the list.

### Sort By

Select *Sort By* to change *Report Status* entry activity listing order.

### Display Columns

Below are the *Report Status* entry activity columns ...

**ID #** - This VERISCREEN entry number is automatically assigned to the *Tenant/Applicant Member* when the *Report Request* is initially sent.

**Project** - This is the Project Filename the Tenant or Applicant is affiliated with or referenced to.

**Order #** - This is the Order # assigned by VERISCREEN when the Report Request was submitted.

**Status** - This is the status of this Tenant/Applicant Member's *Report Request* ( which includes *Pending* or *Completed* ).

**Printed** - This is a Yes or No indication if the completed *Report Request* has been printed.

**Tenant/Applicant Name** - This is the name of the Tenant or Applicant Member.

**Report Requested** - This is the date the *Report Request* was electronically sent ( requested ) to the VERISCREEN system.

**Report Completed** - This is the date the *Report Request* was completed.

### Help

Click-on **Help** to view *Help Topics* about this process.

### Remove Selected Entry

Click-on this button to Remove ( delete ) the Tenant/Applicant Member entry line selected ( highlighted ).

### Get Status - All

Click-on this button to acquire an update on the status of all existing *Sent*, *Pending* and *Verifying* entries listed.

Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *Project* ( *Branch Account* ) displayed which is being used to submit this status request and click-on OK.

### Get Status - Selected

Click-on this button to acquire an update on the status of the *Pending* entry line selected ( highlighted ).

Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *User Account* displayed which is being used to submit this status request and click-on OK.

### Get Report

Click-on this button to view &/or print the *Background Screening Report* for the *Complete* entry status line selected ( highlighted ).

Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *User Account* displayed which is being used to submit this Report request and click-on OK.

### 13.8.3.5 Tenant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Tenant Certification*, click-on the **Tenant Selection** button. A *Tenant Selection* window will appear..

**Tenant Selection ...**

**VILLAGE APARTMENTS - RDSEC.515** Project Filename : **RHSDEMO**

Unit No.	Tenant Name	Effective	Move Out
101	SMITH, JOSEPH	01/01/2016	
102	JOHNSON, SAMUEL	02/01/2016	
103	REDFEARN, GLORIA	03/01/2016	
104	KILGORE, BRENDA	04/01/2015	
105	JONES, GEORGE	09/01/2015	
106	DEARBORNE, HAROLD	06/01/2015	
107	FREDERICK, LARRY	07/01/2015	
108	MOUNDS, JIM	08/01/2015	
109	CLARK, MELVIN	05/01/2015	
111	BRAND, NIGEL	11/01/2015	
112	SPOTTS, ROGER	12/01/2015	

☐ Include Past & Future Tenants

Sort List By ... ☒ Unit Number ☐ Last Name

Total Entries : 11

**Help** **OK** **Cancel**

The following options are available at the *Tenant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current tenants is displayed for the project filename selected.



**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

**Sort List By ... Unit Number or Last Name** - This tenant list can be sorted by *Unit Number* or by Head tenant's *Last Name*. Click-on the desired sort. *Unit Number* is the default sort.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. A *Family Member List* window will appear ...

Mbr. No.	Tenant Name	Relationship	Age
1	BRAND, NIGEL	Head	59
2	BRAND, ALICE	(Co) Head	58
3	BRAND, FRED	Other	31
4	BRAND, PAUL	Other	26

All existing members of the selected tenant household will be displayed. Click-on ( highlight ) each member you wish to include in your report request submission and click-on **OK**. The main window will reappear with selected *Tenant Information* inserted. Click-on **Cancel** to exit the *Family Member List* window without making a member selection.

Note: Click-on the member entry once to highlight ( select ) it. Click-on it a second time to remove the highlight ( select ).

### 13.8.3.6 Applicant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Waiting List - Applicant Entry*, click-on the **Applicant Selection** button. An *Applicant Selection* will appear.

**VILLAGE APARTMENTS - RDSEC.515** Project Filename : RHSDEMO

App No.	Tenant Name	Application
7	ALDRICH, TERRY	05/25/1995
5	ANDERSON, LARRY	08/25/1994
8	ATWATER, TROY	05/24/1994
4	FULLER, SALLY	06/15/1994
6	JORDAN, LILLIE	09/15/1994
3	KENARD, DWIGHT	04/05/1994
0	LARSON, ANTHONY	03/25/1994
2	SIMPSON, KENNETH	08/15/1994
1	STONE, HAROLD	10/25/1994
11	WRIGHT, SHARON	08/09/1994
9	YOUNG, ROY	06/22/1994

☐ Include applicants with Leased, Removed, Rejected or Inactive Dates Total Entries : 11

Sort By ... ☐ Application Date ☒ Last Name

Help OK Cancel

The following options are available at the *Applicant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current applicants is displayed for the project filename selected.

**Include applicants with Leased, Removed, Rejected or Inactive Dates ( checkbox )** - By default, this list only includes active waiting list applicants. To include the names of all waiting list applicants ( including inactive ), click-on this checkbox.

**Sort List By ... Application Date or Last Name** - This applicant list can be sorted by *Application Date & Time* or by Head applicant's *Last Name*. Click-on the desired sort. *Last Name* is the default sort.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on *Cancel* to exit the *Applicant Selection* window.

**OK** - To select a applicant, click-on the desired applicant entry line and click-on **OK**. A *Family Member List* window will appear ...

Mbr. No.	Applicant Name	Relationship	Age
1	ATWATER, TROY	Head	59
2	ATWATER, ALEX	(Co) Head	59

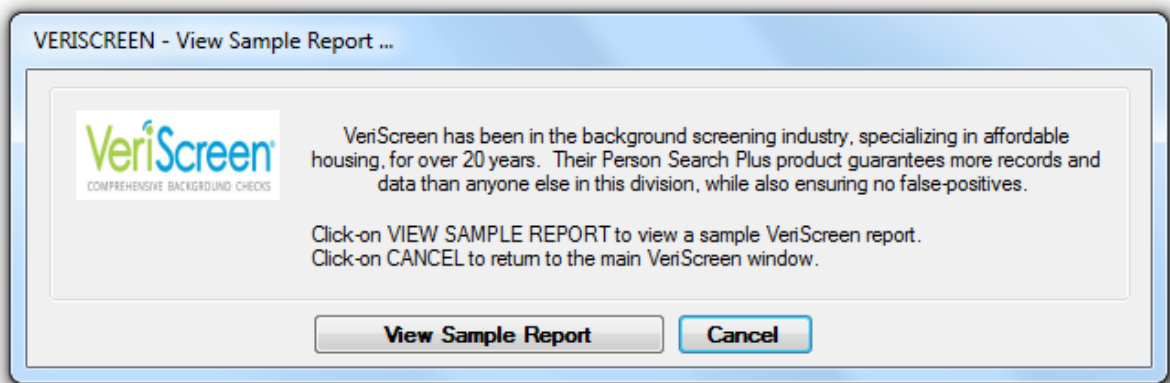
All existing members of the selected applicant household will be displayed. Click-on ( highlight ) each member you wish to include in your report request submission and click-on **OK**. The main window will reappear with selected *Applicant Information* inserted. Click-on **Cancel** to exit the *Family Member List* window without making a member selection.

Note: Click-on the member entry once to highlight ( select ) it. Click-on it a second time to remove the highlight ( select ).

### 13.8.3.7 View Sample Report

To view a sample VERISCREEN Background Screening Report, click-on the **View Sample Report** button.

The following window will appear ...



Click-on **View Sample Report** to view a pdf file copy of a sample *Background Screening Report*.

Click-on **Cancel** to return to the main VERISCREEN *Background Screening* window.

### 13.8.3.8 Step-By-Steps

Adding, submitting, acquiring and printing a VERISCREEN *Background Screening Report* consists of the following basic process ...

1.) Start *FHA Software*

ADD AND SUBMIT A VERISCREEN BACKGROUND SCREENING - REPORT REQUEST

2.) Click-on DATA .. TENANT/APPLICANT SCREENING .. VERISCREEN COMPREHENSIVE BACKGROUND CHECKS

3.) Select the applicable USER ACCOUNT

4.) Select the applicable AVAILABLE SEARCH PRODUCT

5.) Select the applicable PROJECT FILENAME

6.) Select the applicable BILLING CODE

7.) Click-on TENANT SELECTION or APPLICANT SELECTION or manually enter TENANT/APPLICANT INFORMATION

8.) Click-on SUBMIT REPORT REQUEST

9.) After acknowledging the SUCCESSFULLY SENT message, click-on the REPORT ( tab )

Note: Your new *Tenant/Applicant Member* entry will now be listed with a PENDING Report Status.

MONITOR & ACQUIRE EXISTING REPORT STATUS

10.) Click-on the REPORT ( tab ) to view EXISTING REPORT STATUS

11.) Click-on GET STATUS - ALL .. OK

Note: The STATUS for all existing PENDING Tenant/Applicant Member entry lines will be automatically updated.

#### PRINT A BACKGROUND SCREENING REPORT

12.) When STATUS of a Tenant/Applicant Member entry line finally says COMPLETED, click-on ( highlight ) the COMPLETED entry line and click-on GET REPORT.

Note: A VERISCREEN Background Screening report for the selected Tenant/Applicant Member will be displayed on-screen with the option to PRINT a hard copy of the report for your records.

### 13.8.4 ACUTRAQ Background Screening

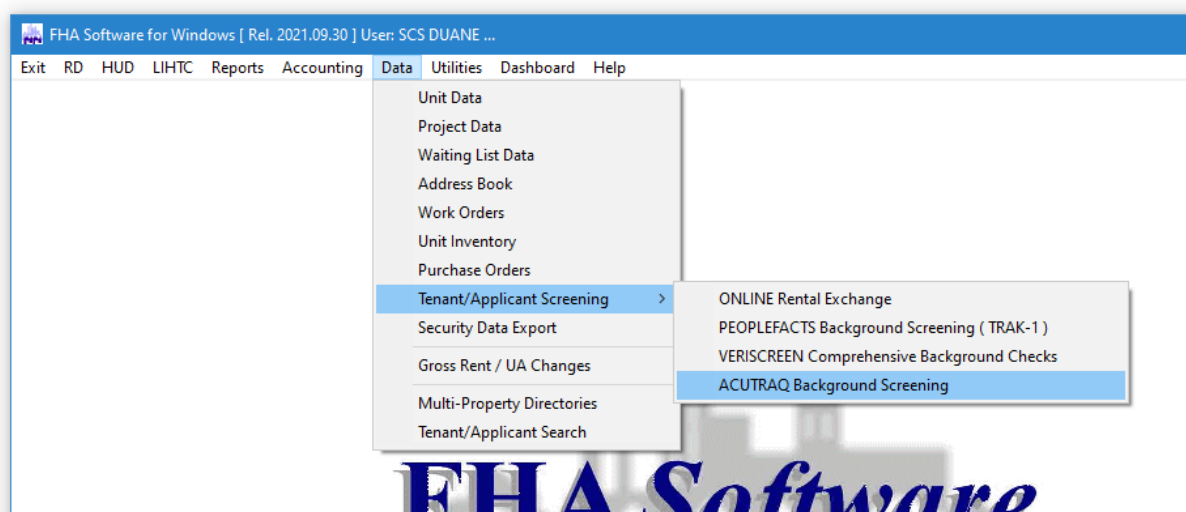
#### 13.8.4.1 Overview

## Overview

For over 20 years, ACUTRAQ has improved thousands of businesses and property management companies by providing clear, concise and accurate background screening reports with less than a 0.01% error rate. Their proven system is here to help you make the right decision.

Using your ACUTRAQ - User Account registration, you can submit report requests from within your FHA *Software* program. All that is required is an existing ACUTRAQ - User Account. Built-in integration with the ACUTRAQ service is provided free to all FHA *Software* program users.

To access the *ACUTRAQ Background Screening* window, click-on **Data > Tenant/Applicant Screening > ACUTRAQ Background Screening**



The *ACUTRAQ Background Screening* window appears ...

The following options are available at this window ...

File Menu    Setup Menu

### User Account

Click-on the pull down list to display a list of available *User Accounts* that have been setup for use with submitting report requests. A valid *User Account* must be selected before the ability to submit and retrieve report requests is made available.

### Available Search Products

Use this pull down to select from a list of *Available Search Products* that *ACUTRAQ* provides, as defined below ...

**CREDIT WITH SCORE** - Includes the following search product features ...

**Automated Score Card** ( Included with all packages ) - ACUTRAQ's state of the art automated scorecard based on just a FICA score and/or a multitude of formulas and factors that can be set based on your criteria on a property by property basis.

**Manual Scorecard** ( Included with all packages ) - ACUTRAQ's Research Analyst will underwrite the criminal and eviction criteria based on your criteria. Examples would be no felonies in the last 7 years and no evictions in the last 10.

**Instant** - Instant Results from Equifax with FICO Score. Social Security number verification allowing you to verify the state and year that the social security number was issued and that it is a valid SSN. Displays a credit and a financial summary that includes debt-to-income ratio. Displays each month and year of each late payment. View collections, judgments, and public records. Displays previous inquiries. Provides source and creditor information for customer disputes.

**CREDIT AND NATIONAL ALIAS CRIMINAL** - Includes the following search product features ...

**Credit with Score** - Includes everything listed above.

**National Alias Criminal** - ACUTRAQ is pleased to announce the availability of a product which allows nationwide criminal searches for names found in the Person Search Plus™ product going back up to 30 years. The Nationwide Alias search uses sophisticated address and name-matching algorithms (over 1,000) to report hits from across the nation based on any number of aliases or name variations found in the Person Search Plus product. Instead of paying a separate price for each alias through a nationwide criminal database, use Nationwide Alias to search all names, name variations, DOBs and DOB Variations at once for the same low price. This nationwide criminal product also includes nationwide sex offender and Global Homeland Database Scan. Criminals have figured out how to beat most systems by transposing letters in their name or DOBs.

**CREDIT AND NATIONAL ALIAS, CRIMINAL AND NATIONAL EVICTION** - Includes the following search product features ...

**Credit with Score and National Alias Criminal** - Includes everything listed above.

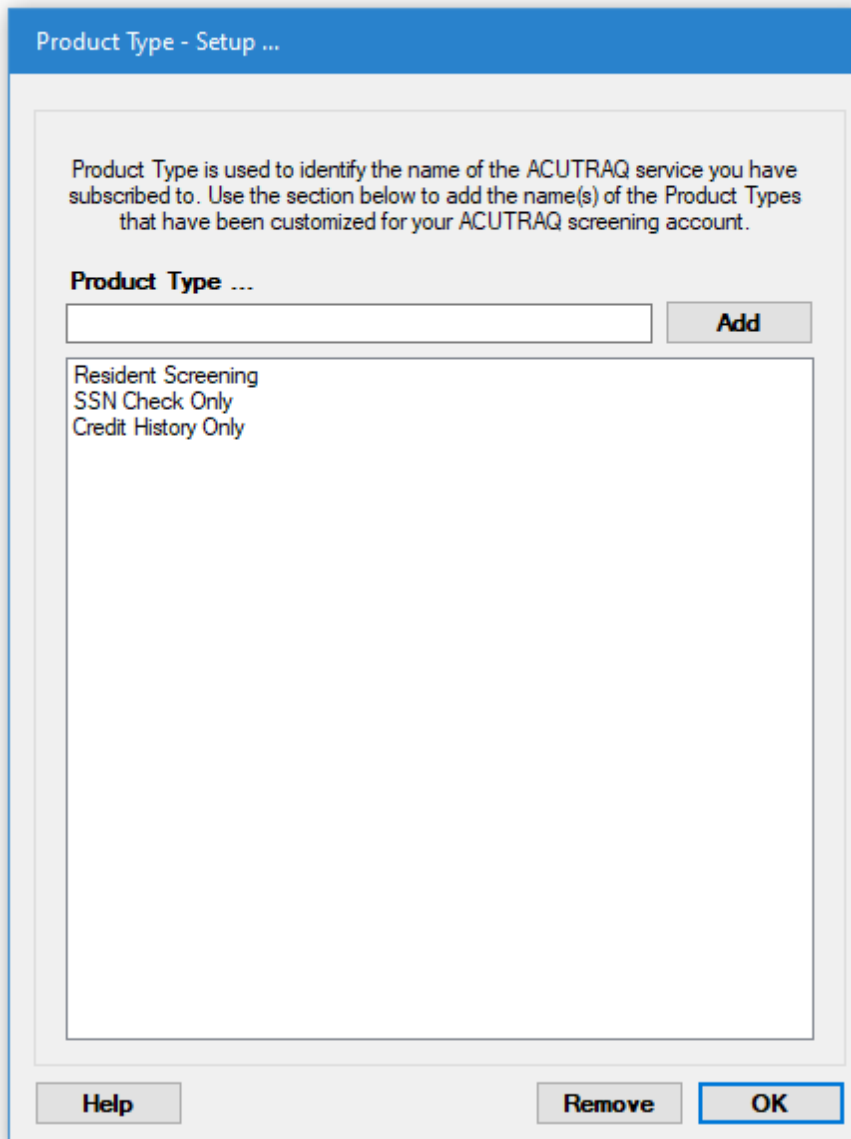
**National Eviction** - This search combines the power of our Person Search Plus™ product to discover undisclosed history and the breadth of an instant National search into a single, powerful searching tool. When ordered, the Instant National Lookup search performs a Person Search to develop the name and address history associated with the applicant's SSN. The full history is then used to search the national eviction database with sophisticated matching algorithms to remove false positives, ensuring you get the most complete and accurate results possible.

**ALL INCLUSIVE** - Includes the following search product features ...

**Premium Package** - Includes all of the above verification services such as work history and prior landlord references.

### **Adding Custom Product Type(s)**

Click-on the **Available Search Products [+]** button to add your custom Product Type(s). The following *Product Types - Setup* window will appear ...



The dialog box is titled "Product Type - Setup ...". It contains a text area with the following text: "Product Type is used to identify the name of the ACUTRAQ service you have subscribed to. Use the section below to add the name(s) of the Product Types that have been customized for your ACUTRAQ screening account." Below this text is a section labeled "Product Type ...". It features a text input field and an "Add" button. Below the input field is a list box containing three items: "Resident Screening", "SSN Check Only", and "Credit History Only". At the bottom of the dialog are three buttons: "Help", "Remove", and "OK".

**Add** - To Add a new Product Type entry, type the *Product Type* name ( provided to you by ACUTRAQ ) in the space provided and click-on **Add**.

**Help** - Click-on **Help** to view *Help Topics* about this process.

**Remove** - To Remove an existing Product Type entry, click-on ( highlight ) the desired Product Type entry line and click-on **Remove .. Yes**.

**OK** - Click-on **OK** to return to the main ACUTRAQ window.

### Order ( tab )

Click-on the **Order** tab to view *Tenant / Applicant Information* entry and *Submit Report Request* option.

### Report ( tab )



Click-on the **Report** tab to view & get Report Request Status and print *Completed Background Check Reports*.

## Tenant/Applicant Information Entry

This section includes detailed information on each *Tenant/Applicant* you will be submitting a background screening report request for.

**Last Name** - Member's Last Name.

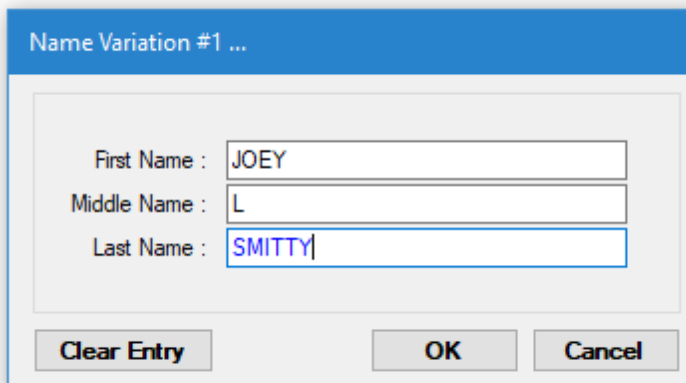
**First Name** - Member's First Name.

**Middle Name** - Member's Middle Name or Middle Initial, if applicable.

**SSN** - Member's Social Security Number. Must be 9 digits and entered without dashes.

**Date of Birth** - Member's Date of Birth. Entered without slashes ( MMDDYYYY )

**Name Variation #1/2/3/4 ( buttons )** - Click-on these buttons to add known Member Name variations. The following entry window will appear ...

A screenshot of a software window titled "Name Variation #1 ...". The window has a blue header bar. Inside, there are three text input fields: "First Name" containing "JOEY", "Middle Name" containing "L", and "Last Name" containing "SMITTY". Below the fields are three buttons: "Clear Entry", "OK", and "Cancel".

Name Variation #1 ...	
First Name :	JOEY
Middle Name :	L
Last Name :	SMITTY
Clear Entry      OK      Cancel	

Click-on **Clear Entry** to clear existing field text.

Click-on **OK** to save Name Variation changes.

Click-on **CANCEL** to exit the Name Variation window without saving changes.

**Current Address** - Member's current Street Address.

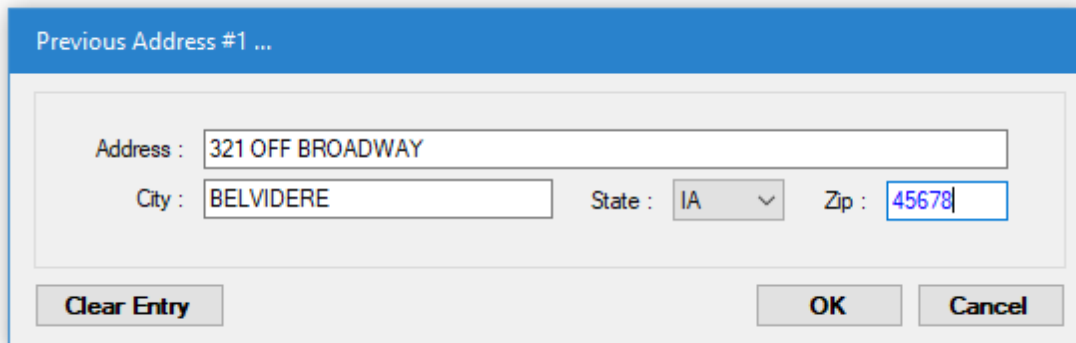
**City** - Member's City.

**State** - Member's State.

**Zip** - Member's Zip Code.

**Email Address** - Member's email address, if available.

**Previous Address #1/2/3/4 ( buttons )** - Click-on these buttons to add known previous address history. The following entry window will appear ...



Previous Address #1 ...

Address : 321 OFF BROADWAY

City : BELVIDERE State : IA Zip : 45678

Clear Entry OK Cancel

Click-on **Clear Entry** to clear existing field text.

Click-on **OK** to save Previous Address changes.

Click-on **CANCEL** to exit the Previous Address window without saving changes.

### Project Filename

Click the pull down button to view a list of available project filenames and select the desired property this Tenant or Applicant ( being manually entered ) will be assigned or referenced to. If you use the Tenant Selection or Applicant Selection options to populate these fields, Project Filename will automatically be selected, as well.

### Billing Code

Click the pull down button to view a list of available Billing Codes ( also referred to as Client Code ) and select the applicable code that the project filename selected should be billed to for tenant screening report requests.

Note: If all your projects are billed under one main ACUTRAQ account, leave the Billing Code set as "Blank".

Click-on the **Billing Code [+]** button to add your individual Billing Codes. The following *Billing Codes - Setup* window will appear ...

Billing Code - Setup ...

Billing Code ( also referred to as Client Code ) is used to identify the name for Billing individual project screening reports in the ACUTRAQ system that are not billed to the main login account. Use the section below to list all Billing Codes ( provided to you by ACUTRAQ ) that will be billed separately for screening report requests.

**Billing Code ...**

**Add**

ALABAMA  
EASTCOAST  
FLORIDA  
ILLINOIS  
MIDWEST  
OAKSTAPTS  
WESTCOAST

**Help** **Remove** **OK**

**Add** - To Add a new Billing Code entry, type the *Billing Code* name ( provided to you by ACUTRAQ ) in the space provided and click-on **Add**.

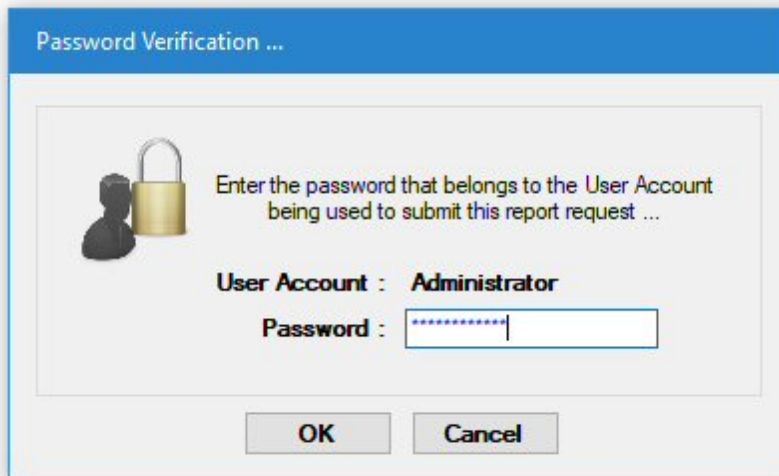
**Help** - Click-on **Help** to view *Help Topics* about this process.

**Remove** - To Remove an existing Billing Code entry, click-on ( highlight ) the desired Billing Code entry line and click-on **Remove** .. **Yes**.

**OK** - Click-on **OK** to return to the main ACUTRAQ window.

### Submit Report Request

When all required *Tenant/Application Information* has been entered and desired report package options selected, click-on this button to submit your report request to the ACUTRAQ Background Screening website. The following *Password Verification* window will appear ...



Enter the password that belongs to the *User Account* displayed which is being used to submit this report request and click-on OK. A *Report Request Submitted Successfully* message will appear that confirms the report request was successfully sent to and received by the ACUTRAQ system. Once completed, click-on the **Report** tab to view & get **Report Request Status** and print *Completed Background Check Reports*.

#### Pre-View the Report Request File

This button feature allows you or a ACUTRAQ support staff member to view *Report Request* file contents before it is submitted electronically and is only used to help problem solve future *Report Request* errors or issues.

#### Tenant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Tenant Certification*, click-on the **Tenant Selection** button. A *Tenant Selection* window will appear.

#### Applicant Selection

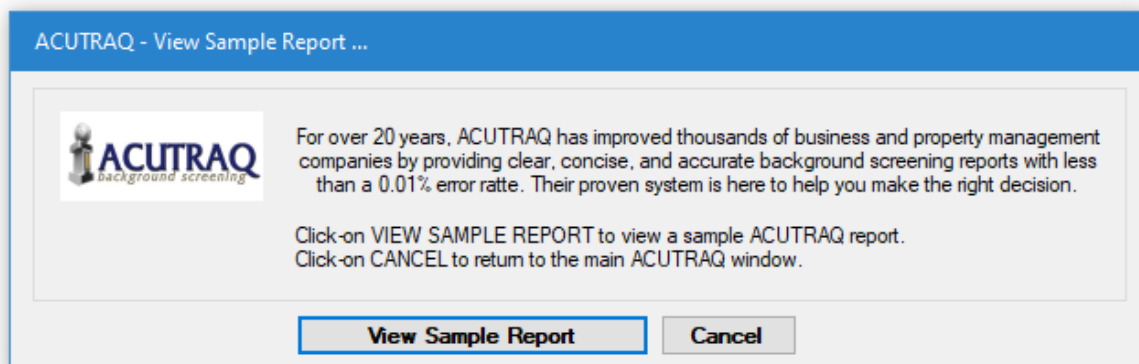
*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Waiting List - Applicant Entry*, click-on the **Applicant Selection** button. An *Applicant Selection* window will appear.

#### Clear Entry

Click-on the **Clear Entry** button to clear all *Tenant/Applicant Information* fields.

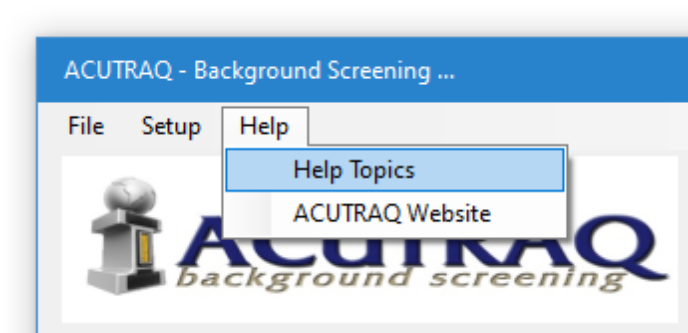
#### View Sample Report

This *Tenant/Applicant Screening* feature can only be used if you have an existing account setup with ACUTRAQ. However, you can view a sample background screening report. Click-on the **View Sample Report** button. The following *View Sample Report* window appears ...



Click-on **View Sample Report** to view a pdf file sample ACUTRAQ Background Screening Report. Click-on **Cancel** to return to the main ACUTRAQ Background Screening window.

### Help

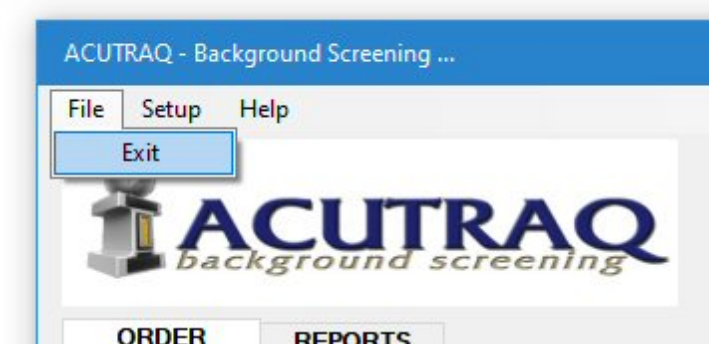


Click-on **Help .. Help Topics** to view *Help Topics* about this process.

Click-on **Help .. ACUTRAQ Website** to go directly to ACUTRAQ's website.

### 13.8.4.2 File Menu

## File Menu



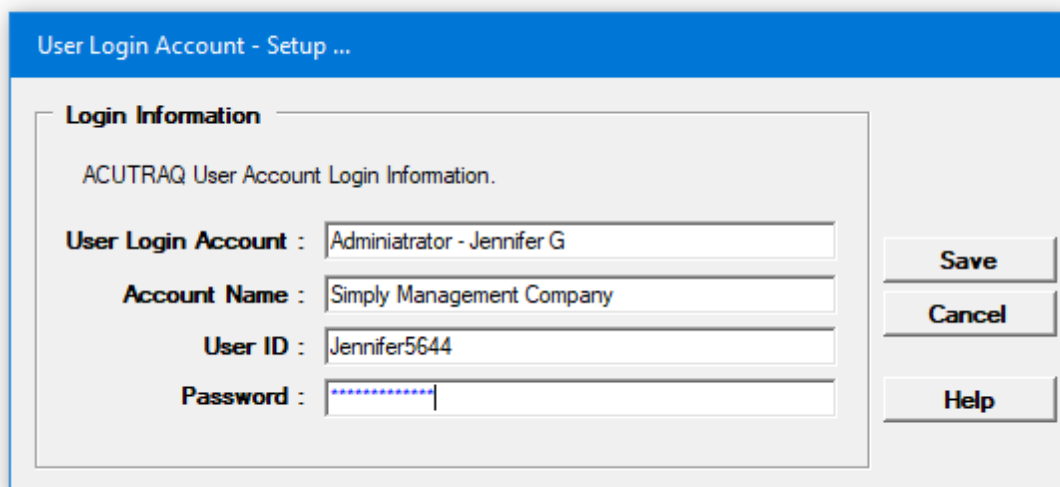
**Exit** - Click-on **File > Exit** to exit out of the *ACUTRAQ Background Screening* feature.

## 13.8.4.3 Setup Menu

## Setup Menu

Before this Tenant/Applicant Screening feature can be used, each of your *User Account(s)* must be entered that matches User Account & Passwords you use to manually login to the ACUTRAQ website.

To add or edit ACUTRAQ *User Account(s)*, click-on **Setup > User Account**. The following *User Account* entry window will appear ...



The following options are available at this window ...

Each person that will be submitting a report request should have their own ACUTRAQ - *User Account* which are established at the ACUTRAQ website. Unlimited *User Accounts* can be added at this window and must match existing ACUTRAQ - *User Accounts*.

**User Login Account** - This field describes who the User Login Account belongs to ( example: Jamie, Michelle H, Administrator, Supervisor, ACUTRAQ Reports, etc. ).

**Account Name** - This is the *Account Name* that has been established at the ACUTRAQ website for submitting report requests.

**User ID** - This is the *User ID* that has been established at the ACUTRAQ website for submitting report requests.

**Password** - This is the unique password that belongs with the *User ID*.

**Add** - Click-on **Add** to create a new *User Account* entry.

**Delete** - Click-on **Delete** to remove an existing *User Account* entry.

**Edit** - Click-on **Edit** to edit an existing *User Account* entry.

**Save** - Click-on **Save** to save changes made to the *User Account*.

**Cancel** - Click-on **Cancel** to exit without saving changes.

**Close** - Click-on **Close** to exit the *User Account* window.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

#### 13.8.4.4 Report Status

The *Existing Report Status* window lists the names of all *Tenant/Applicant Members* that have had a *Report Request* submitted to the ACUTRAQ System along with the current status of each *Report Request*. To access the *Existing Report Status* window, click-on the **Report** ( tab ). The following *Existing Report Status* window appears ...

ACUTRAQ - Background Screening ...

File Setup Help

**ACUTRAQ**  
background screening

User Login Account : Administrator

Available Search Products : FHA Test Product

ORDER REPORTS

Existing Report Status

Project : All Only Display : All Sort By : Entry No

ID #	Project	Order #	Status	Printed	Tenant/Applicant Name	Report Requested	Report Completed
9	RHSDEMO	245358	Completed	Yes	GREENWALD, DAVID	03/02/2021	03/03/2021
8	HUDDemo	245356	Completed	No	LARSON, PAULETTE	03/01/2021	03/02/2021
7	RHSDEMO	245307	Completed	Yes	SWENSON, ROBERT	02/28/2021	02/29/2021
6	HUDDemo	245304	Completed	Yes	ALBERTSON, LAWRENCE	02/23/2021	02/16/2021
5	RHSDEMO	245270	Completed	Yes	COOPER, DOROTHY	02/15/2021	02/16/2021
4	HUDDemo	245250	Pending	No	RODRIGUEZ, ALEX	02/15/2021	
3	HUDDemo	245248	Completed	Yes	SMITH, JOSEPH	02/10/2021	02/11/2021
2	RHSDEMO	245244	Pending	No	CLEAN, JOE	01/28/2021	
1	HUDDemo	245238	Completed	Yes	MESS, HANK	01/15/2021	01/16/2021

Help Remove Selected Entry Get Status - All Get Status - Selected Get Report

The following information is available at the *Existing Report Status* window ...

#### User Account

Select the *User Account* to use.

#### Available Search Products

This option is not applicable while viewing the **Reports** ( tab ) window.

### Project

This pull down will list all Project Filenames that have *Pending* or *Completed* report status for the User Account currently selected. By default, all projects are listed. To view *Existing Report Status* entries for one specific project only, select the desired Project Filename.

### Only Display

Select *Only Display* to include only *Completed*, *Pending*, or *All* Report Status entry activity in the list.

### Sort By

Select *Sort By* to change *Report Status* entry activity listing order.

### Display Columns

Below are the *Report Status* entry activity columns ...

**ID #** - This ACUTRAQ entry number is automatically assigned to the *Tenant/Applicant Member* when the *Report Request* is initially sent.

**Project** - This is the Project Filename the Tenant or Applicant is affiliated with or referenced to.

**Order #** - This is the Order # assigned by ACUTRAQ when the Report Request was submitted.

**Status** - This is the status of this Tenant/Applicant Member's *Report Request* ( which includes *Pending* or *Completed* ).

**Printed** - This is a Yes or No indication if the completed *Report Request* has been printed.

**Tenant/Applicant Name** - This is the name of the Tenant or Applicant Member.

**Report Requested** - This is the date the *Report Request* was electronically sent ( requested ) to the ACUTRAQ system.

**Report Completed** - This is the date the *Report Request* was completed.

### Help

Click-on **Help** to view *Help Topics* about this process.

### Remove Selected Entry

Click-on this button to Remove ( delete ) the Tenant/Applicant Member entry line selected ( highlighted ).

### Get Status - All

Click-on this button to acquire an update on the status of all existing *Sent*, *Pending* and *Verifying* entries listed.



Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *Project ( Branch Account )* displayed which is being used to submit this status request and click-on OK.

#### Get Status - Selected

Click-on this button to acquire an update on the status of the *Pending* entry line selected ( highlighted ).

Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *User Account* displayed which is being used to submit this status request and click-on OK.

#### Get Report

Click-on this button to view &/or print the *Background Screening Report* for the *Complete* entry status line selected ( highlighted ).

Note: A *Password Verification* window will appear during this process. Enter the password that belongs to the *User Account* displayed which is being used to submit this Report request and click-on OK.

### 13.8.4.5 Tenant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Tenant Certification*, click-on the **Tenant Selection** button. A *Tenant Selection* window will appear..

Tenant Selection ...

**VILLAGE APARTMENTS - RDSEC.515** Project Filename : RHSDemo

Unit No.	Tenant Name	Effective	Move Out
101	SMITH, JOSEPH	01/01/2021	
102	JOHNSON, SAMUEL	02/01/2021	
103	REDFEARN, GLORIA	03/01/2021	
104	KILGORE, BRENDA	04/01/2021	
105	JONES, GEORGE	09/01/2020	
106	DEARBORNE, HAROLD	06/01/2021	
107	FREDERICK, LARRY	07/01/2021	
108	MOUNDS, JIM	08/01/2021	
109	CLARK, MELVIN	05/01/2021	
111	BRAND, NIGEL	11/01/2020	
112	SPOTTS, ROGER	12/01/2020	

☐ Include Past & Future Tenants
 Sort List By ... 
 ☒ Unit Number 
 ☐ Last Name 
 Total Entries : 11

[Help](#)
[OK](#)
[Cancel](#)

The following options are available at the *Tenant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current tenants is displayed for the project filename selected.

**Include Past & Future Tenants (Checkbox)** - This tenant listing defaults to showing only currently active tenants (as of today's date). To include the names of past and future tenants to this list, click-on this check box. All current, past and future tenants will then be listed.

**Sort List By ... Unit Number or Last Name** - This tenant list can be sorted by *Unit Number* or by Head tenant's *Last Name*. Click-on the desired sort. *Unit Number* is the default sort.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on *Cancel* to exit the *Tenant Selection* window.

**OK** - To select a tenant, click-on the desired tenant entry line and click-on **OK**. A *Family Member List* window will appear ...

Mbr. No.	Tenant Name	Relationship	Age
1	BRAND, NIGEL	Head	64
2	BRAND, ALICE	(Co) Head	63
3	BRAND, FRED	Other	36
4	BRAND, PAUL	Other	31

All existing members of the selected tenant household will be displayed. Click-on ( highlight ) each member you wish to include in your report request submission and click-on **OK**. The main window will reappear with selected *Tenant Information* inserted. Click-on **Cancel** to exit the *Family Member List* window without making a member selection.

Note: Click-on the member entry once to highlight ( select ) it. Click-on it a second time to remove the highlight ( select ).

#### 13.8.4.6 Applicant Selection

*Tenant/Applicant Information* can be manually entered or automatically inserted from an existing *Tenant Certification* or *Waiting List - Applicant Entry*. To automatically pull information from an existing *Waiting List - Applicant Entry*, click-on the **Applicant Selection** button. An *Applicant Selection* will appear.

Applicant Selection ...

VILLAGE APARTMENTS - RDSEC.515 Project Filename : RHSDemo ▾

App No.	Tenant Name	Application
7	ALDRICH, TERRY	05/25/1995
5	ANDERSON, LARRY	08/25/1994
8	ATWATER, TROY	05/24/1994
4	FULLER, SALLY	06/15/1994
6	JORDAN, LILLIE	09/15/1994
3	KENARD, DWIGHT	04/05/1994
0	LARSON, ANTHONY	03/25/1994
12	MESS, HANK	10/14/2021
2	SIMPSON, KENNETH	08/15/1994
1	STONE, HAROLD	10/25/1994
11	WRIGHT, SHARON	08/09/1994
9	YOUNG, ROY	06/22/1994

☐ Include applicants with Leased, Removed, Rejected or Inactive Dates Total Entries : 12

Sort By ... ☐ Application Date ☒ Last Name

Help OK Cancel

The following options are available at the *Applicant Selection* window ...

**Project** - Click the pull down button to view a list of available project filenames and select the desired property. A list of current applicants is displayed for the project filename selected.

**Include applicants with Leased, Removed, Rejected or Inactive Dates ( checkbox )** - By default, this list only includes active waiting list applicants. To include the names of all waiting list applicants ( including inactive ), click-on this checkbox.

**Sort List By ... Application Date or Last Name** - This applicant list can be sorted by *Application Date & Time* or by Head applicant's *Last Name*. Click-on the desired sort. *Last Name* is the default sort.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Cancel** - Click-on *Cancel* to exit the *Applicant Selection* window.

**OK** - To select a applicant, click-on the desired applicant entry line and click-on **OK**. A *Family Member List* window will appear ...

Mbr. No.	Applicant Name	Relationship	Age
1	ATWATER, TROY	Head	64

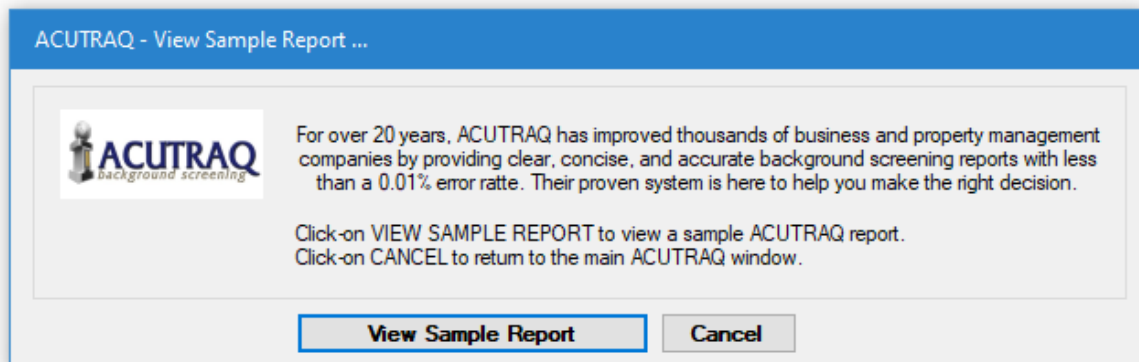
All existing members of the selected applicant household will be displayed. Click-on ( highlight ) each member you wish to include in your report request submission and click-on **OK**. The main window will reappear with selected *Applicant Information* inserted. Click-on **Cancel** to exit the *Family Member List* window without making a member selection.

Note: Click-on the member entry once to highlight ( select ) it. Click-on it a second time to remove the highlight ( select ).

#### 13.8.4.7 View Sample Report

To view a sample ACUTRAQ Background Screening Report, click-on the **View Sample Report** button.

The following window will appear ...



Click-on **View Sample Report** to view a pdf file copy of a sample *Background Screening Report*.

Click-on **Cancel** to return to the main ACUTRAQ *Background Screening* window.

#### 13.8.4.8 Step-By-Steps

Adding, submitting, acquiring and printing a ACUTRAQ *Background Screening Report* consists of the following basic process ...

1.) Start *FHA Software*

##### ADD AND SUBMIT A ACUTRAQ BACKGROUND SCREENING - REPORT REQUEST

- 2.) Click-on DATA .. TENANT/APPLICANT SCREENING .. ACUTRAQ BACKGROUND SCREENING
- 3.) Select the applicable USER ACCOUNT
- 4.) Select the applicable AVAILABLE SEARCH PRODUCT
- 5.) Select the applicable PROJECT FILENAME
- 6.) Select the applicable BILLING CODE
- 7.) Click-on TENANT SELECTION or APPLICANT SELECTION or manually enter TENANT/APPLICANT INFORMATION
- 8.) Click-on SUBMIT REPORT REQUEST
- 9.) After acknowledging the SUCCESSFULLY SENT message, click-on the REPORT ( tab )

Note: Your new *Tenant/Applicant Member* entry will now be listed with a PENDING Report Status.

##### MONITOR & ACQUIRE EXISTING REPORT STATUS

- 10.) Click-on the REPORT ( tab ) to view EXISTING REPORT STATUS
- 11.) Click-on GET STATUS - ALL .. OK

Note: The STATUS for all existing PENDING Tenant/Applicant Member entry lines will be automatically updated.

##### PRINT A BACKGROUND SCREENING REPORT

- 12.) When STATUS of a Tenant/Applicant Member entry line finally says COMPLETED, click-on ( highlight ) the COMPLETED entry line and click-on GET REPORT.

Note: A ACUTRAQ Background Screening report for the selected Tenant/Applicant Member will be displayed on-screen with the option to PRINT a hard copy of the report for your records.

## 13.9 Gross Rent & UA Changes

### 13.9.1 Overview

#### Overview

This option automatically updates each tenant's rent rate and applicable assistance/subsidy payment based on changes in gross rent and utility allowance. Before attempting to process a *Gross Rent Change*, first add a new *Rent Schedule* in the *Rent Rate* section of *Project Data*. *Gross Rent & UA Change* is processed individually, one project at a time.

Note: The Gross Rent / UA Changes ( GRC ) feature only applies to RD and HUD Subsidized Units. 100% LIHTC ( S42 ) Units will not be affected. Implementing a Tenant Paid Rent amount change for 100% LIHTC ( S42 ) Units must be done by creating and activating a Recertification ( Interim ).

To access the *Gross Rent & UA Change* window, click-on **Data > Gross Rent / UA Changes**.

**Gross Rent / Utility Allowance Change ...**

**Setup**

This feature automatically updates each tenant's rent rate and assistance payment based on changes in Gross Rent and UA amounts, when applicable.

Project Filename : HUDDMO

GRC Effective Date : 06/15/2022 04/25/2022 \*

Anticipated Voucher Date : July 2022  
( Applies to HUD units only )

☐ Select Specific Units

**Note: Multiple Rent Rate amounts will be used.**

☒ Prorate Tenant Rent for GRC Effective Date ( Month )

\* This GRC has already been run on the date displayed above.

Help

OK Cancel

Note: The *Gross Rent Change* ( GRC ) process will be creating new *Tenant Certification Data*, *Unit Data* and *Changes to Tenant Assistance* entries for all applicable tenants that can't be automatically undone if processed incorrectly. We strongly recommend using the built-in *Data Backup/Restore* feature to run a backup of the project database before you run the GRC so that you have an opportunity to restore this project back as it was just before the GRC so that you can redo it again correctly, if necessary.

### Setup

**Project Filename** - Click the pull down button to view a list of available project filenames and click-on the desired property.

**GRC Effective Date** - Click the pull down button to view a list of available rent rate effective dates and click-on the desired date. Only *Rent Rate Schedule Effective Dates* that exist in *Project Data* will be listed in this pull down.

\* **GRC Activation Date** - When displayed, signifies that the GRC process has already been run ( implemented ) for the *GRC Effective Date* selected. This is the date the GRC process was previously completed.

**Anticipated Voucher Date** - For HUD subsidized units, select the *Anticipated Voucher Date* ( *Month & Year* ) this GRC will be reported, using the pull down lists.

Note: This date only applies to projects with HUD subsidy. For RD subsidized units, the *Project Worksheet Date* will automatically be set the same as the GRC Effective Date.

**Select Specific Units** - Click-on this checkbox to only process a GRC for specific units. A **Select Specific Units** window will appear when the OK button is clicked, allowing the user to select one or more units for GRC Processing only.

**Prorate Tenant Rent for GRC Effective Date ( Month )** - This checkbox item will only be displayed for mid-month GRC Effective Dates when built-in Accounting features are being used. When checked, an A/R Adjustment Entry for TNTRENT will automatically be made that prorates the the affects of the mid-month change.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to proceed with the *Gross Rent & UA Change*, as defined in this setup window.


Note: If a *GRC Activation Date* exists, a **Gross Rent Change Already Processed** window will appear.

### Cancel

Click-on **Cancel** to exit out of the *Gross Rent & UA Change* window.



GRC - Pre-Evaluation Summary ...



Below is a summary of how each tenant will be effected by the GRC, if continued. No database changes have been made up to this point.

**Project Filename :** RHSDEMO  
**GRC Effective Date :** 06/15/2022

Unit No.	Tenant Name	Size Type	Old Rent	New Rent	+ / -	Discrepancies
101	SMITH	EFF RD	198	198	0	
102	JOHNSON	EFF RD	330	330	0	
103	REDFEARN	1BR RD	94	94	0	
104	KILGORE	1BR RD	401	401	0	
105	JONES	1BR RD	473	473	0	
106	DEARBORNE	1BR RD	-29	-29	0	
107	FREDERICK	2BR RD	925	925	0	
108	MOUNDS	2BR RD	-6	-6	0	
109	CLARK	3BR RD	1,247	1,247	0	
110	VACANT	3BR RD	0	0	0	Vacant Unit!
111	BRAND	4BR RD	624	624	0	
112	SPOTTS	4BR RD	797	797	0	
113	VACANT	5BR	0	0	0	Vacant Unit!
114	VACANT	5BR	0	0	0	Vacant Unit!
115	VACANT	6BR	0	0	0	Vacant Unit!
116	VACANT	6BR	0	0	0	Vacant Unit!

Print GRC Detail Report
Continue with GRC
Cancel

This *GRC Pre-Evaluation Summary* details how each tenant will be effected by the *Gross Rent & UA Change*, if allowed to continue. No database changes have been made up to this point. The *+/-* column provides the dollar amount variance between old and new tenant rents, effected by the GRC being processed. The *Discrepancy* column provides information about data that may effect the GRC processed for a particular tenant.

### Print GRC Summary

Click-on **Print GRC Summary** to generate a hard copy of this report. A *GRC Pre-Evaluation Summary - Setup* window will appear.

### Continue with GRC

Click-on **Continue with GRC** to implement the *Gross Rent & UA Change*.

### Cancel

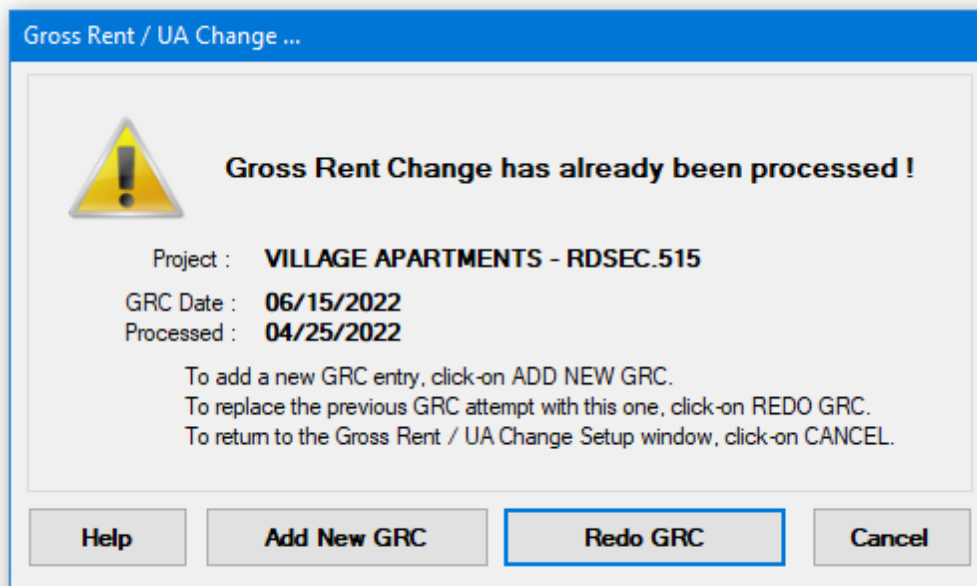
Click-on **Cancel** to exit out of the *Gross Rent & UA Change* window.

Note: For HUD Units, all GRC *HUD-50059 A Partial Certification* and Correction AR/IR *HUD-50059 Tenant Certification* forms, that were created by the GRC process, can automatically be generated from the HUD-50059 Tenant Certification - PRINT options window, using the BY REPORT MONTH/YEAR feature.

Note: For RD units, all MODIFY TI RD 3560-8 Tenant Certifications that were created by the GRC process are not sent to MINC, as RD updated the MINC system when they approved the Rent Change. A MINC DATE of 11/11/1111 will also be automatically assigned to all GRC created MODIFY TI entries to prevent them from being accidentally included in a MINC XML file submission by the *Automated Selection Process* feature.

### 13.9.2 GRC Already Processed

If the selected *GRC Effective Date* has already been previously implemented, the following *Gross Rent Change has already been processed* window will appear at the beginning of the GRC process ...



The following information is available at this window ...

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### Add New GRC

To add a new, separate GRC entry to the existing GRC entry already processed, click-on **Add New GRC**.

Note: **For RD projects** - This process will automatically add a second MODIFY TI (2) entry to the existing MODIFY TI (1) entry that was originally created the first time the GRC process was implemented.

Note: **For HUD projects** - This process will automatically add a second GRC (2) entry to the existing GRC (1) entry that was originally created the first time the GRC process was implemented ( whereas the GRC(2) entry is correcting the GRC(1) entry ). Likewise, a second CORRECTION entry will be created to correct the original CORRECTION entry that was originally created by the first GRC process when the effective date of the HUD-50059 is the same as the GRC.

### Redo GRC

To revise existing GRC entries that were created the first time the GRC process was implemented, click-on **Redo GRC**.

Note: **For RD projects** - The GRC process for the same *GRC Effective Date* can be run multiple times with no adverse affect.

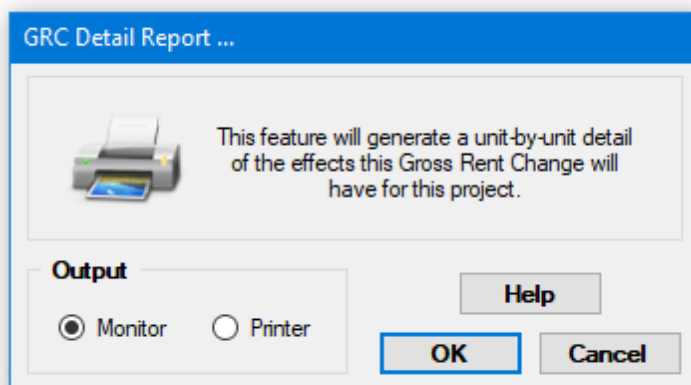
Note: **For HUD projects** - Running the same GRC process multiple times could adversely affect HAP adjustments that were originally created on the first run. If a GRC process needs to be rerun for a HUD subsidized project, delete the GRC entries created by the first GRC attempt from UNIT DATA .. UNIT HISTORY for all units and then run the GRC process again ( once ) to recreate the GRC entries in UNIT HISTORY and HAP voucher adjustments.

### Cancel

Click-on **Cancel** to return to the GRC Setup window.

## 13.9.3 Pre-Evaluation Summary

This feature generates a detailed version of the *GRC Pre-Evaluation Summary* displayed on-screen.



### Output

The *Gross Rent Change Detail Report* can be viewed on-screen (*Monitor*) or sent to the default Windows printer by simply placing a bullet in front of the desired option. Default is *Monitor*.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to generate the *Gross Rent Change Detail Report*, as defined in this setup window.

### Cancel

Click-on **Cancel** to exit out of the *GRC Detail Report* window.

### Gross Rent Change Detail Report

This *GRC Detail Report* details how each tenant will be effected by the *Gross Rent & UA Change*, if allowed to continue. No database changes have been made up to this point.

The **+/-** column provides the dollar amount variance between old & new tenant rents and old & new RA/Subsidy, effected by the GRC being processed. The *Discrepancies* column provides information about data that may effect the GRC processed for a particular tenant. We recommend that you thoroughly review and agree with the *GRC Detail Report* before selecting to continue with the GRC process. Below are discrepancy meanings that would be displayed in this column of the printed report ...

**Vacant Eff. Same GRC!** - Unit has a move-out date that is the same date as the GRC. Unit will not be effected by this GRC.

**Change Eff. Same GRC!** - Unit has an existing tenant change with the same effective date as the GRC (such as a Move-In or Recertification). Instead of creating a new GRC entry ( RD - Modify TI or HUD - Gross Rent Change ), the existing tenant change will be corrected by adding a new RD - Modify TI or HUD - Correction entry that implements the new rent and RA/Subsidy amounts.

**S42 Unit !** - This is a Tax Credit unit which will not be effected by the GRC. LIHTC units must be recertified individually in order to put new rents into effect.

**Tenant Change Expired!** - Tenant change information in effect on the effective date of GRC is expired information. Unit will not be effected by this GRC. If GRC effective date is a future date, wait to process the GRC when the future date is closer (within 30 days).

**Vacant Unit!** - Unit was vacant on the effective date of GRC. If future tenant changes exist (such as future Move-In), they will be corrected by adding a new RD - Modify TI or HUD - Correction entry that implements the new rent and RA/Subsidy amounts.

**No Tenant Before GRC!** - Unit does not have any information on file on or before the effective date of GRC. If future tenant changes exist (such as future Move-In), they will be corrected by adding a new RD - Modify TI or HUD - Correction entry that implements the new rent and RA/Subsidy amounts.

**Cert. Does not match!** - The tenant change entry in Unit Data History that is in effect on the date of GRC does not have a matching tenant certification in TC History. The GRC process will not include this unit.

**No Cert Eff. for GRC!** - TC History does not have a tenant certification in effect for the effective date of GRC that matches the tenantb change in Unit Data History. The GRC process will not include this unit.


**MM/DD/YYYY No Certification Exists for this Unit Data Tenant Change. Tenant Rent will be calculated based on zero (\$-0-) income** - 30% of Adjusted Monthly Income for this tenant is zero. Since a tenant certification does not exist in TC History for this unit, the program could not verify if zero income was an accurate amount. The GRC change will therefore recalculate rent & RA/Subsidy based on the tenant having zero income. A GRC Tenant Certification in TC History cannot be automatically created, as well.

**Future** - This unit has future tenant changes that exist beyond the GRC effective date. All future tenant changes will be corrected by adding a new RD - Modify TI or HUD - Correction entry that implements the new rent and RA/Subsidy amounts.

#### 13.9.4 Select Specific Units

Click-on the *Select Specific Units* checkbox to only process a GRC for specific units. The follow *Select Specific Units* window will appear ...

**Select Specific Units ...**

 This window displays a list of all existing units that are eligible for Gross Rent Change processing. Click-on the checkbox for only the unit(s) that should be included with this GRC process.

	Unit #	Size	Basic	Market	Contract	Util.
<input checked="" type="checkbox"/>	101	Eff	725	1,025	0	155
<input type="checkbox"/>	102	Eff	725	1,025	0	155
<input checked="" type="checkbox"/>	103	1BR	825	1,125	0	175
<input type="checkbox"/>	104	1BR	825	1,125	0	175
<input checked="" type="checkbox"/>	105	1BR	825	1,125	0	175
<input type="checkbox"/>	106	1BR	825	1,125	0	175
<input type="checkbox"/>	107	2BR	925	1,225	0	205
<input type="checkbox"/>	108	2BR	925	1,225	0	205
<input type="checkbox"/>	109	3BR	1,025	1,325	0	215
<input type="checkbox"/>	110	3BR	1,025	1,325	0	215
<input type="checkbox"/>	111	4BR	1,125	1,425	0	245
<input type="checkbox"/>	112	4BR	1,125	1,425	0	245
<input type="checkbox"/>	113	5BR	1,225	1,525	0	255
<input type="checkbox"/>	114	5BR	1,225	1,525	0	255
<input type="checkbox"/>	115	6BR	1,325	1,625	0	265
<input type="checkbox"/>	116	6BR	1,325	1,625	0	265

**Help** **OK** **Cancel**

The following information is available at this window ...

#### Unit # Selection

Click-on the checkbox for each unit number to be included in this GRC Process.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### OK

Click-on **OK** to continue the GRC Process for the unit(s) selected.

**Cancel**

Click-on **Cancel** to return to the GRC Setup window.

## 13.10 Security Data Export

### 13.10.1 Overview

#### Overview

*National Integrated Data Analysis ( NIDA )* has a nationally available, Web-based smart phone and desktop application product called "*NIDA Sheperd Mobile/HQ*" that is used by multi-family housing complex security companies which allows officers on patrol to instantly access information about people they come in contact with. Using a combination of boots-on-the-ground, retraining, and technology, the NIDA Sheperd program has reduced crime by over 80% where it has been applied. Using this *Security Data Export* feature, you can submit non-secure Household Member and Vacant unit information for each of your projects from within your FHA Software program. All that is required is an existing NIDA Sheperd account. This built-in NIDA Sheperd interface is provided free to all FHA Software program users.

To access the *Security Data Export* window, click-on **Data > Security Data Export ...**



The *Security Data Export* setup window appears ..



The following options are available at this window ...

### Setup

**By Project Filename** - Bullet this selection if you want to create export files for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Reports** - Bullet this selection to create export files in *Multi-Property* Mode. The program will automatically create a Tenant Roster & Vacant Unit file for each property listed in a specified Multi-Property Directory file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**( As of ) Effective Date** - Select the desired *Month, Day & Year* to report, using the pull down lists. This will establish the day upon which the system will determine unit occupancy status. All households that occupied a unit on the day selected, will be included in the Tenant Roster file and units that were vacant in the Vacant file.

**Save file(s) in the following folder ( Browse )** - Tenant Roster and Vacant Unit .CSV files created by the Security Data Export feature will be saved in the drive letter & folder path displayed. The default will be a subfolder of the DATA folder called NIDA\_Export ( normally C:\FHAWIN\DATA\NIDA\_Export ). Click-on the **Browse** button to chose a different folder to place the NIDA Export files.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Export



Click-on **Export** to create *Tenant Roster* and *Vacant Unit* database files for the project(s) currently selected, in the folder displayed.

Note: *Tenant Roster* and *Vacant Unit* database files created are simple, comma delimited .CSV files that include the project's full name in the .CSV export filename. For example: Export files created for a project called VILLAGE GREEN APARTMENTS will include ...

VILLAGE\_GREEN\_APARTMENTS\_TenantRoster.CSV  
VILLAGE\_GREEN\_APARTMENTS\_Vacant.CSV.

Note: After exporting your *Tenant Roster* and *Vacant Unit* .CSV files, use the **Send** option to electronically submit selected export files directly to the NIDA Sheperd web-based database.

### Send

To send export files electronically to NIDA Sheperd's website database, click-on the **Send** button. A **Send Files** window will appear.

### Preview

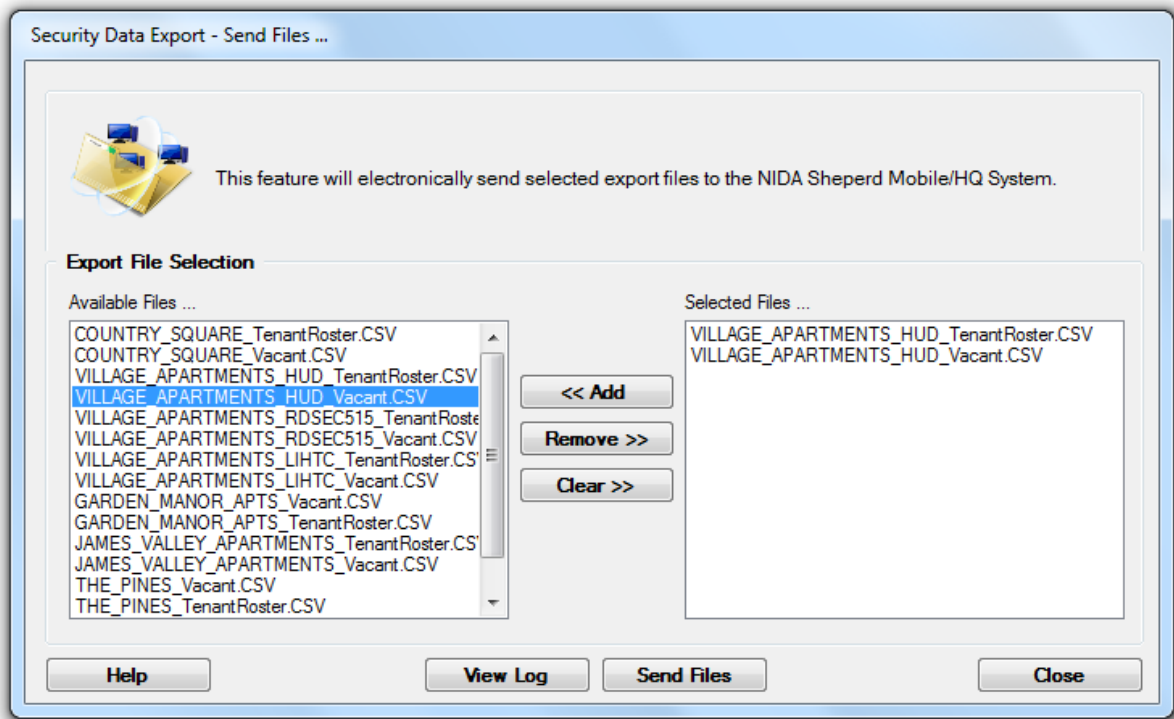
Click-on **Search** to view *Tenant Roster* and *Vacant Unit* information that will be available for export, as of the *Effective Date* defined.

### Cancel

Click-on **Cancel** to exit out of the *Security Data Export* window.

## 13.10.2 Send Files

To access the *Send Files* window, click-on **Send** . The following *Send Files* window will appear ...



The following options are available at the *Send Files* window ...

## Export File Selection

### Available Files

This section lists all available export files that are available to be electronically submitted.

#### << Add

To *add* an export file to the *Selected Files* list, select the desired filename listed in the *Available Files* Directory and click-on the **Add** button. The name of the selected file will be included in the *Selected Files* list.

#### Remove >>

To remove any one export file from the *Selected Files* list, select the desired filename and click-on the **Remove** button. The export file is immediately removed.

#### Clear >>

To remove all existing export files from the *Selected Files* list, click-on the **Clear** button. The *Selected Files* list will be immediately cleared of all files.

### Selected Files

This list will display tenant filenames that have been selected to send.

## Buttons

### Help

To view *Help Topics* related to this window, click-on the **Help** button.

### View Log

The success of every *Send Files* attempt is chronologically recorded in a *Status Log* file. This log keeps track of every file that was successfully or unsuccessfully sent. The Status Log is a simple text file called "NIDA.LOG" that is opened using *Windows Notepad*.

To view the *Status Log*, click-on **View Log**. The existing *Status Log* file is automatically opened using *Windows Notepad*.

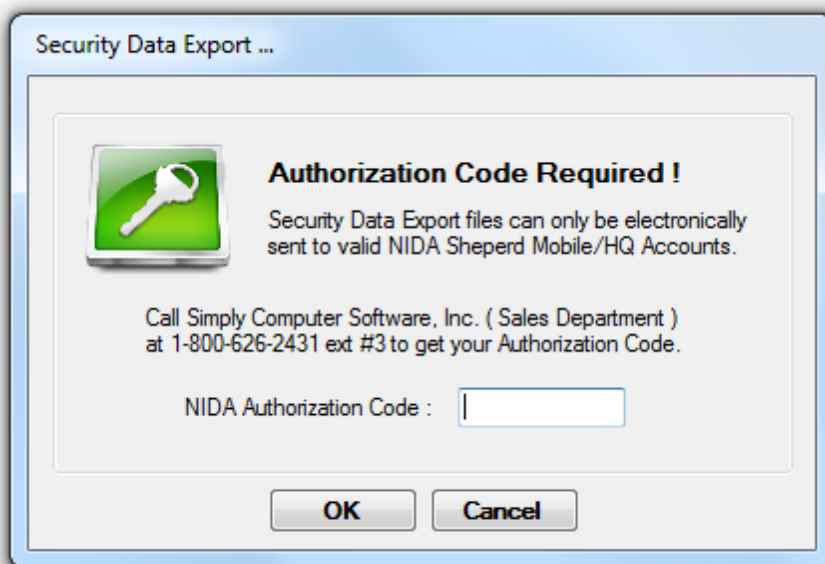
Each *Send Files* attempt entry is separated by a row of asteriks (\*\*\*\*\*). New entries are added to the bottom of the log. Scroll to the bottom of the *Status Log* to view the most recent entries. To exit viewing the *Status Log*, click-on **File > Exit**.

Note: Entries in the *Status Log* can be manually cleaned up while viewing it in *Windows Notepad*. Remember to save your changes when exiting *Windows Notepad*.

### Send Files

To send all export files that exist in the *Selected Files* list to NIDA Sheperd's website database, click-on the **Send Files** button. When completed, a *Export Files Successfully Sent* message will appear. When it does, click-on the **OK** button.

Note: The following window will appear during the first attempt at sending files ...



Note: Export files can only be sent to an active NIDA Sheperd Mobile/HQ account. If you have onsite security/patrolling services that uses the NIDA Sheperd Mobile/HQ System, call Travis Voss at NIDA to confirm with him that you will be electronically submitting your *Tenant Roster & Vacant Unit - Export*

*Files* to them, using your built-in *FHA Software - Security Data Export* feature. Travis will forward their authorization to the Sales Department at *Simply Computer Software, Inc.* which will then allow us to issue you your *Authorization Code*. Entering an *Authorization Code* is a one-time process.

For more information about the NIDA Sheperd Mobile/HQ Web-based program, contact the following ...

**National Integrated Data Analysis ( NIDA )**

Larry Hodges, President

Travis Voss, Director of Data Services

618 E. State Street

Rockford, IL 61104

855-367-6432

travis.voss@irisinc.net

http://nida-llc.com

**Close**

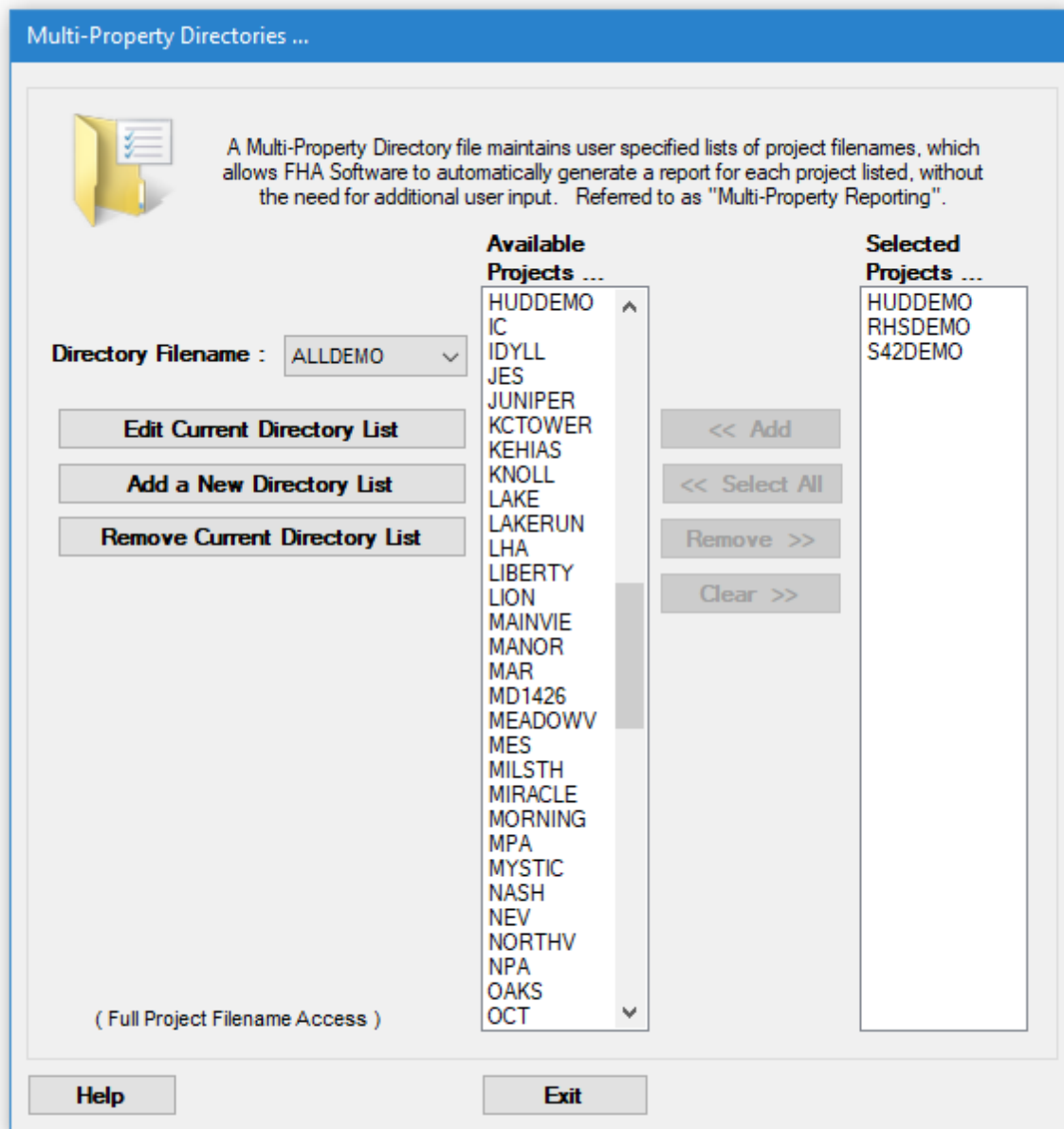
Click-on the **Close** button to exit the *Send Files* window.

## 13.11 Multi-Property Directories

### Overview

Throughout *FHA Software*, various forms & reports can be generated individually, one project at a time, or in *Multi-Property Report* mode. The program will automatically print a report for each property listed in a specified *Multi-Property Directory* file, without the need for additional user input. A *Multi-Property Directory* file maintains user specified lists of project filenames.

To access the *Multi-Property Directory* window, click-on **Data > Multi-Property Directories**.



### Directory Filename

This pull down displays the names of existing *Multi-Property Directory* Files, each containing a list of project filenames used for *Multi-Property Reporting*. A Directory Filename can be up to 8 alpha-numeric characters and should best describe the list of projects it maintains.

Click-on the **Pull-Down** button to view a list of Directory Filenames. The *Selected Projects* menu section will display the list of project filenames included in the selected file.

### Available Projects

This menu section provides a list of all project filenames that either currently exist or are available to the User login ID in use. This list is used to pick from when adding project filenames to a *Multi-Property Directory File*.

### Selected Projects

This menu section displays project filenames that are included in the *Directory Filename* currently selected.

### Edit Current Directory List

Click **Edit Current Directory List** to modify the list of *Selected Projects* for the *Directory Filename* currently displayed.

To **Add** a project filename to the list of *Selected Projects*, click-on the desired project filename in the *Available Projects* listing and click-on the **<< Add** button. The project filename should now appear in the *Selected Projects* listing.

To **Select** all existing project filenames for your *Selected Projects* listing, click-on the **<< Select All** button. All existing projects in the *Available Projects* listing will be copied to the *Selected Projects* listing.

To **Remove** a project filename from the *Selected Projects* listing, click-on the desired project filename in the *Selected Projects* listing and click-on the **Remove >>** button. The project filename should no longer appear in the *Selected Projects* listing.

To **Clear** the *Selected Projects* listing, click-on the **Clear >>** button. The *Selected Projects* listing should now be void ( cleared ) of any project filenames.

Click **Save** to Save your changes.

Click **Cancel** to exit this edit process without saving changes.

### Add a New Directory List

Click **Add a New Directory List** to create a new *Multi-Property Directory File*. In the *Directory Filename* data field, type a name for this list of projects ( 8 alpha-numeric characters or less). .

To **Add** a project filename to the list of *Selected Projects*, click-on the desired project filename in the *Available Projects* listing and click-on the **<< Add** button. The project filename should now appear in the *Selected Projects* listing.

To **Select** all existing project filenames for your *Selected Projects* listing, click-on the **<< Select All** button. All existing projects in the *Available Projects* listing will be copied to the *Selected Projects* listing.

To **Remove** a project filename from the *Selected Projects* listing, click-on the desired project filename in the *Selected Projects* listing and click-on the **Remove >>** button. The project filename should no longer appear in the *Selected Projects* listing.

To **Clear** the *Selected Projects* listing, click-on the **Clear >>** button. The *Selected Projects* listing should now be void ( cleared ) of any project filenames.

Click **Save** to Save your changes.

Click **Cancel** to exit this edit process without saving changes.

#### Remove Current Directory List

To remove a *Multi-Property Directory File* from the system, select the desired file from the pull-down *Directory Filename* display and click-on **Remove Current Directory List**. An *Are You Sure?* message will appear requiring an *OK* or *Cancel* response. Click **OK** to Remove the *Directory Filename*.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### Exit

Click-on **Exit** to exit out of the *Multi-Property Directories* window.

## 13.12 Tenant/Applicant Search

This feature will search through one or all existing project databases to locate tenant or applicant information that contains the search criteria defined.

To access the *Tenant/Applicant Search* window, click-on **Data > Tenant/Applicant Search**.

Note: This *Search* feature is also available by clicking on the **Search** button provided on the following windows ...

- \* *Tenant Certification - Find Window*
- \* *Unit Data - Find Window*
- \* *Waiting List - Find Window*
- \* *A/R Tenant Payment Entry - Tenant Selection Window*
- \* *Rent Roll Report - Tenant Selection Window*
- \* *Tenant Ledger Report - Tenant Selection Window*
- \* *Security Deposit Report - Tenant Selection Window*
- \* *Security Deposit Refund - Tenant Selection Window*
- \* *Certificate of Rent Paid (CRP) - Tenant Selection Window*

A *Search for Tenant or Applicant - Setup* window appears ...

Search for Tenant or Applicant ...

This feature will search through one or all existing project databases to locate the tenant or applicant information defined ...

☐ By Project Filename :

☒ Multi-Property Search :

Searching for :

Search for all or part of

Member's Name :

Street Address :

City :

Phone No. :

SSN :

Unit No. :

Zip Code :  ☐ Search All Members

**Search Results**

Filename	Head Tenant Name	Matching Member	Unit No.	Status
190CIV	SHIRLEY FUNDERBURKE	SHIRLEY FUNDERBURKE	24 1700 2E	Past
190CIV	SHIRLEY FUNDERBURKE	SHIRLEY FUNDERBURKE	117 1700 2E	Current
190CIV	SHIRLEY BYNUM	SHIRLEY BYNUM	154 1700 3D	Past
310CVI	SHIRLEY FELIX	SHIRLEY FELIX	96 1695 2B	Current
310CVI	SHIRLEY FELIX	SHIRLEY FELIX	65 1705 1C	Current
420MGEI	SHIRLEY DINGLE	SHIRLEY DINGLE	227 327 5D	Current
ALO	SHIRLEY HARRIS	SHIRLEY HARRIS	37 3936	Past
BEN	SHIRLEY PALMER	SHIRLEY PALMER	31 111 2B	Current
BPA	SHIRLEY WALTON	SHIRLEY WALTON	415 J-02	Past
BPA	SHIRLEY RICKS	SHIRLEY RICKS	161 S-03	Past
BTA	Shirley Johnson	Shirley Johnson	346 632	Past
BTA	Shirley Allen	Shirley Allen	614 723	Current
CASIMIR	SHIRLEY DUCKETT	SHIRLEY DUCKETT	352 289 23J	Current
CEA	SHIRLEY TAYLOR	SHIRLEY TAYLOR	103 D03	Past
CGA	Shirley Williams	Shirley Williams	181 313	Current
CHL	SHIRLEY...H/8 PRIDE	SHIRLEY...H/8 PRIDE	208 18	Past
CHL	GARRY SHIRLEY	GARRY SHIRLEY	78 22	Current
COLOAKS	Shirley Miskimen	Shirley Miskimen	660 A-11	Current
COLOAKS	SHIRLEY POUILLIOTT	SHIRLEY POUILLIOTT	71 A-19	Past
COLOAKS	SHIRLEY CUMMINGS	SHIRLEY CUMMINGS	91 B-38	Past
CROSS	Shirley Brown	Shirley Brown	126 B207	Current
CROSS	Shirley Hayes	Shirley Hayes	140 B304	Current

Help Search Completed - 102 Matching Entries Found. Search Cancel

## Setup

*Tenant/Applicant Search* can be processed individually, one project at a time, or in *Multi-Property Report* mode.

**By Project Filename** - Bullet this selection if you want to search the database for one specific property. Click the pull down button to view a list of available project filenames and click-on the desired property.

**Multi-Property Search** - Bullet this selection to search through multiple project databases at the same time. The program will automatically search the database for each property listed in a specified **Multi-Property Directory** file, without the need for additional user input. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name.

**Searching for** - Click-on the pull down button to select *Tenants* or *Applicants*. When *Tenants* is selected, the program will search through *Unit Data* for *Current*, *Past* and *Future* tenant entries that match the selection criteria defined. When *Applicants* is selected, the program will search through *Waiting List Data* for *Active* and *Non-Active* applicant entries that match the selection criteria defined.

Note: *Tenants* is the default selection.



**Search for all or part of**

One, all, or a combination of the following data fields can be searched in order to find the desired *Tenant* or *Applicant* in your project(s). *Tenant* or *Applicant* information that contains all selection information entered in this section will be listed in the *Search Results* section.

For example: If you enter SMITH in the Member's *Name* field, all *First & Last Name* fields in *Unit Data* that contain SMITH will be considered a match and listed in the *Search Results* section.

**Member's Name** - When searching for *Tenant's*, the program searches the *First & Last Name* fields in *Unit & Certification Data*. When searching for *Applicant's*, the program searches the *First & Last Name* fields of *Member* fields in *Waiting List Data*.

**Street Address** - When searching for *Tenant's*, the program searches the *Unit's Address* field in *Unit Data*. When searching for *Applicant's*, the program searches the *Street Address* field in *Waiting List Data*.

**City** - When searching for *Tenant's*, the program searches the *Unit's City* field in *Unit Data*. When searching for *Applicant's*, the program searches the *City* field in *Waiting List Data*.

**Phone No.** - When searching for *Tenant's*, the program searches the *Phone Number* field in *Unit Data*. When searching for *Applicant's*, the program searches the *Phone Number* field in *Waiting List Data*.

**SSN** - When searching for *Tenant's*, the program searches the *Social Security No.* field in *Unit Data*. When searching for *Applicant's*, the program searches the *Social Security No.* field for *Member #1* in *Waiting List Data*.

**Unit No.** - When searching for *Tenant's*, the program searches the *Unit Number* field in *Unit Data*. When searching for *Applicant's*, this item is not searched.

**Zip Code** - When searching for *Tenant's*, the program searches the *Unit's Zip Code* field in *Unit Data*. When searching for *Applicant's*, the program searches the *City State Zip* field in *Waiting List Data*.

**Search All Members ( checkbox )** - By default, this box is unchecked and only Head Member Information is searched. Click-on the Search All Members checkbox to include and list all household members ( not just Head ) that match the Search Criteria defined.

**Help**

Click-on **Help** to view *Online Help Topics* about this process.

**Search**

Click-on **Search** to start the *Search* process.

**Cancel**

Click-on **Cancel** to exit out of the *Search for Tenant or Applicant* window.

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Remove this text from the manual  
template if you want it completely blank.

## Utilities Menu

## 14 Utilities Menu

### 14.1 Database

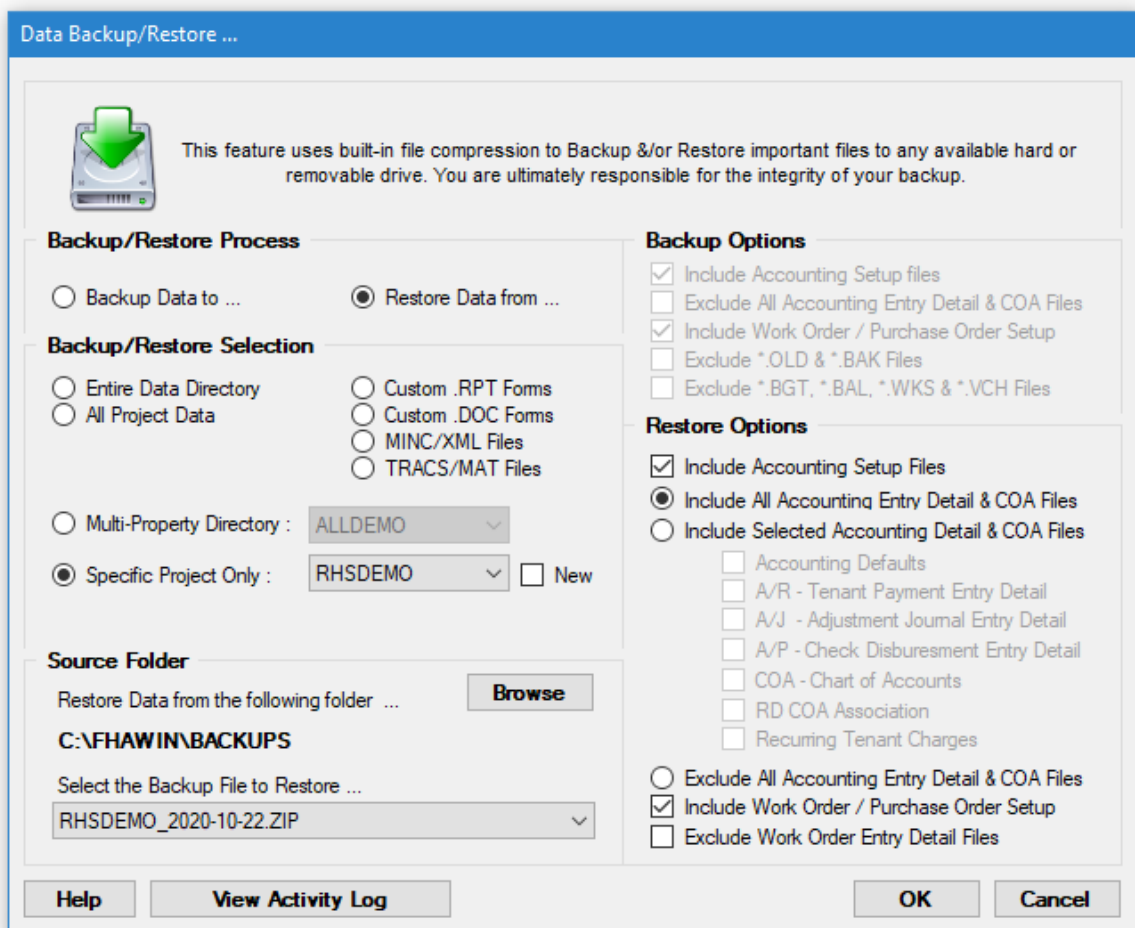
#### 14.1.1 Data Backup/Restore

## Overview

Use this feature to backup copies of FHA Software data files and restore those files when necessary. The user can selectively backup files for a desired project, choose the entire database directory or select specific files. Your backup can be made to any hard or removable drive location. FHA Software uses built-in data compression technology to compress selected files to fit more efficiently onto backup media or for emailed data transfer.

We recommend making a backup of your entire database directory at least once each week, or no less frequently than once each month. Files can easily become corrupted. If you do not routinely backup your database for possible replacement, this data cannot be restored in the event of a future database failure.

To access the *Data Backup/Restore* window, click-on **Utilities > Database > Data Backup/Restore**.



The dialog box is titled "Data Backup/Restore ...". It features a green download icon and a descriptive text: "This feature uses built-in file compression to Backup &/or Restore important files to any available hard or removable drive. You are ultimately responsible for the integrity of your backup."

**Backup/Restore Process**

☐ Backup Data to ... ☒ Restore Data from ...

**Backup/Restore Selection**

☐ Entire Data Directory ☐ Custom .RPT Forms  
☐ All Project Data ☐ Custom .DOC Forms  
☐ MINC/XML Files  
☐ TRACS/MAT Files

☐ Multi-Property Directory : ALLDEMO  
☒ Specific Project Only : RHDSEMO ☐ New

**Source Folder**

Restore Data from the following folder ... **Browse**

**C:\FHAWIN\BACKUPS**

Select the Backup File to Restore ...  
RHDSEMO\_2020-10-22.ZIP

**Backup Options**

☒ Include Accounting Setup files  
☐ Exclude All Accounting Entry Detail & COA Files  
☒ Include Work Order / Purchase Order Setup  
☐ Exclude \*.OLD & \*.BAK Files  
☐ Exclude \*.BGT, \*.BAL, \*.WKS & \*.VCH Files

**Restore Options**

☒ Include Accounting Setup Files  
☒ Include All Accounting Entry Detail & COA Files  
☐ Include Selected Accounting Detail & COA Files

☐ Accounting Defaults  
☐ A/R - Tenant Payment Entry Detail  
☐ A/J - Adjustment Journal Entry Detail  
☐ A/P - Check Disbursement Entry Detail  
☐ COA - Chart of Accounts  
☐ RD COA Association  
☐ Recurring Tenant Charges

☐ Exclude All Accounting Entry Detail & COA Files  
☒ Include Work Order / Purchase Order Setup  
☐ Exclude Work Order Entry Detail Files

**Buttons:** Help, View Activity Log, OK, Cancel

### Backup or Restore Process

This section establishes the type of file transfer process to be performed, *Data Backup* vs *Data Restore*.

**Backup Data to ...** Bullet this item if you want to make a backup of your FHA Software database.

**Restore Data from ...** Bullet this item if you want to restore your FHA Software database from a previously created backup.

The default selection is *Backup Data to ...*

### Backup/Restore Selection

This section establishes the data to be backed up or restored, *Registration/Setup Files* vs *Entire Data Directory* vs *All Project Data* vs *Specific Project Only*.

**Entire Data Directory** - Bullet this item to backup or restore the entire FHA Software database directory which includes text files, etc..

Note: A file called FHABKUP\_YYYY-MM-DD.ZIP represents the backup of an *Entire Data Directory*.

**All Project Data** - Bullet this item to backup or restore project database files only for all existing projects. Does not include text files, old or backup files.

Note: A file called PROJBKUP\_YYYY-MM-DD.ZIP represents the backup of *All Project Data*.

**Multi-Property Directory** - Bullet this item to backup all projects listed in a Multi-Property Directory (MPD). Use the pull-down menu provided to the right of this option to select the desired *Multi-Property Directory* (MPD) name.

Note: A file called PROJBKUP\_MPDFilename\_YYYY-MM-DD.ZIP represents the backup of a *Multi-Property Directory*.

**New (checkbox)** - When **Restore Data From ...** and **Multi-Property Directory** options are bulleted, this checkbox option is displayed. It is used when restoring project data for a Multi-Property Directory filename that does not yet exist in this computer and therefore will not be included in the Multi-Property filename selection list. To restore project data from a Multi-Property Directory filename that does not already exist, check this box and in the **Source Folder** section below, use the **Select the Backup File to Restore** pull down option to select the desired Multi-Property Directory database backup filename.

**Specific Project Only** - Bullet this item to selectively backup or restore one project at a time. Use the pull-down menu provided to the right of this option to select the desired project filename.

Note: A file called filename\_YYYY-MM-DD.ZIP represents the backup of a selected project. The project's actual filename will be made part of the name of this backup file (such as GREEN\_2020-10-21.ZIP, VILLAGE\_2020-09-18.ZIP, WESTAPT\_2020-08-10.ZIP, etc..).

**New (checkbox)** - When **Restore Data From ...** and **Specific Project Only** options are bulleted, this checkbox option is displayed. It is used when restoring project data for a project filename that does not yet exist in this computer and therefore will not be included in the project filename selection list. To restore a project database that does not already exist, check this box and in the **Source Folder** section below, use the **Select the Backup File to Restore** pull down option to select the desired project database backup filename.

**Custom .RPT Files** - Bullet this item to backup all *Custom Report Designer* [.RPT] format files that exists in the *REPORT* folder.

Note: A file called RPTBKUP\_YYYY-MM-DD.ZIP represents the backup of *Custom Report Designer Files*.

**Custom .DOC Files** - Bullet this item to backup all *Custom MSWord Designer* [.DOC] format files that exists in the *MSWORD* folder.

Note: A file called DOCBKUP\_YYYY-MM-DD.ZIP represents the backup of *Custom MSWord Designer Files*.

**MINC/XML Files** - Bullet this item to backup all *MINC XML* [.XML] format files that exists in the *MINC\_XML* folder.

Note: A file called XMLBKUP\_YYYY-MM-DD.ZIP represents the backup of *MINC/XML Files*.

**TRACS/MAT Files** - Bullet this item to backup all *TRACS MAT* [.MAT] format files that exists in the *TRACS* folder.

Note: A file called MATBKUP\_YYYY-MM-DD.ZIP represents the backup of *TRACS/MAT Files*.

### Backup Options

The following options are enabled when the *Backup Data to ...* process is selected ...

**Include Accounting Setup Files ( Checkbox )** - *Accounting Setup* files consist of *Tenant Charge Codes*, *Vendor Accounts* and *Bank Accounts* which are not project specific. Click-on a checkmark for this option to include these files with your *All Project Data* or *Specific Project Only* backup process.

Note: This option is automatically checked when selecting *All Project Data* or *Specific Project Only* backups.

Note: This option only applies when *Accounting Features* are enabled in your program.

**Exclude All Accounting Entry Detail & COA Files ( Checkbox )** - *Accounting Entry Detail & COA* files consist of *Accounting Defaults Setup*, *A/R Tenant Payment Entries*, *A/J Adjustment Journal Entries*, *A/P Check Disbursement Entries*, *Chart of Accounts*, *RD COA Associations*, and *Recurring Tenant Charge* files. Click-on a checkmark for this option to exclude these files from your *All Project Data* or *Specific Project Only* backup process.

Note: This option is automatically left unchecked when selecting *All Project Data* or *Specific Project Only* backups.

Note: This option only applies when *Accounting Features* are enabled in your program.

Note: A complete backup of *All Project Data* and *Specific Project Only* would have *Include Accounting Setup Files* - Checked and *Exclude All Accounting Entry Detail & COA Files* - Unchecked (which is the default Data Backup setting).

**Include Work Order Setup Files ( Checkbox )** - *Work Order Setup* files consist of *Work Order Locations*, *Work Order Types*, *Labor Descriptions*, and *Parts Used List* which are not project specific.

Click-on a checkmark for this option to include these files with your *All Project Data* or *Specific Project Only* backup process.

Note: This option is automatically checked when selecting *All Project Data* or *Specific Project Only* backups.

**Exclude \*.OLD & \*.BAK Files ( Checkbox )** - Every time a software update is installed, the program automatically sets aside a backup of each project's database files ( renamed \*.OLD ) before they are updated to match the new update release. The program also automatically sets aside a backup of each project's database files ( renamed \*.BAK ) when the Reindex & Optimize feature is run. These backup files are automatically included in a normal project database backup and can cause the backup file to become too big to email or save to a USB Memory Stick. Click-on this checkbox option to exclude these files from your *All Project Data*, *Multi-Property Directory* or *Specific Project Only* backup process.

Note: This option is automatically left unchecked as the default setting.

**Exclude \*.BGT, \*.BAL, \*.WKS & \*.VCH Files ( Checkbox )** - *Saved RD 3560-7 Budget ( \*.BGT )*, *RD 3560-10 Balance Sheet ( \*.BAL )*, *RD Project Worksheet History ( \*.WKS )*, and *HUD HAP Voucher History ( \*.VCH )* files are automatically included in a normal project database backup and can cause the backup file to become too big to email or save to a USB Memory Stick. Click-on this checkbox option to exclude these files from your *All Project Data*, *Multi-Property Directory* or *Specific Project Only* backup process.

Note: This option is automatically left unchecked as the default setting.

### Restore Options

Regardless of how data was originally backed up, *Restore Options* allow the user to control what files are actually restored into the computer. The following options are enabled when the *Restore Data from ...* process is selected ...

**Include Accounting Setup Files ( Checkbox )** - *Accounting Setup* files consist of *Tenant Charge Codes*, *Vendor Accounts* and *Bank Accounts* which are not project specific. Click-on a checkmark for this option to include these files with your *All Project Data* or *Specific Project Only* restore process.

Note: This option is automatically checked when restoring *All Project Data* or *Specific Project Only*.

Note: This option only applies when *Accounting Features* are enabled in your program.

**Include All Accounting Entry Detail & COA Files ( Bullet )** - *Accounting Entry Detail & COA* files consist of *Accounting Defaults*, *A/R Tenant Payment Entries*, *A/J Adjustment Journal Entries*, *A/P Check Disbursement Entries*, *Chart of Accounts*, *RD COA Associations*, and *Recurring Tenant Charge* files. Click-on a bullet for this option to restore these files from your *All Project Data* or *Specific Project Only* backup.

Note: This option is automatically selected when restoring *All Project Data* or *Specific Project Only*.

Note: This option only applies when *Accounting Features* are enabled in your program.

**Include Selected Accounting Detail & COA Files ( Bullet )** - *Accounting Entry Detail & COA* files consist of *Accounting Defaults*, *A/R Tenant Payment Entries*, *A/J Adjustment Journal Entries*, *A/P Check Disbursement Entries*, *Chart of Accounts*, *RD COA Associations*, and *Recurring Tenant Charge* files. Click-on a bullet for this option to restore only selected accounting files from your *All Project Data* or *Specific Project Only* backup and click-on the checkbox for the files you want restored.

**Exclude All Accounting Entry Detail & COA Files ( Bullet )** - *Accounting Entry Detail & COA* files consist of *Accounting Defaults, A/R Tenant Payment Entries, A/J Adjustment Journal Entries, A/P Check Disbursement Entries, Chart of Accounts, RD COA Associations, and Recurring Tenant Charge* files. Click-on a bullet for this option to restore none of these accounting files from your *All Project Data* or *Specific Project Only* backup.

**Include Work Order Setup Files ( Checkbox )** - *Work Order Setup* files consist of *Work Order Locations, Work Order Types, Labor Descriptions, and Parts Used List* which are not project specific. Click-on a checkmark for this option to include these files with your *All Project Data* or *Specific Project Only* restore process.

Note: This option is automatically checked when selecting *All Project Data* or *Specific Project Only* restores.

**Exclude Work Order Entry Detail Files ( Checkbox )** - Click-on this checkbox to restore none of the *Work Order Detail Files* from your *All Project Data* or *Specific Project Only* backup.

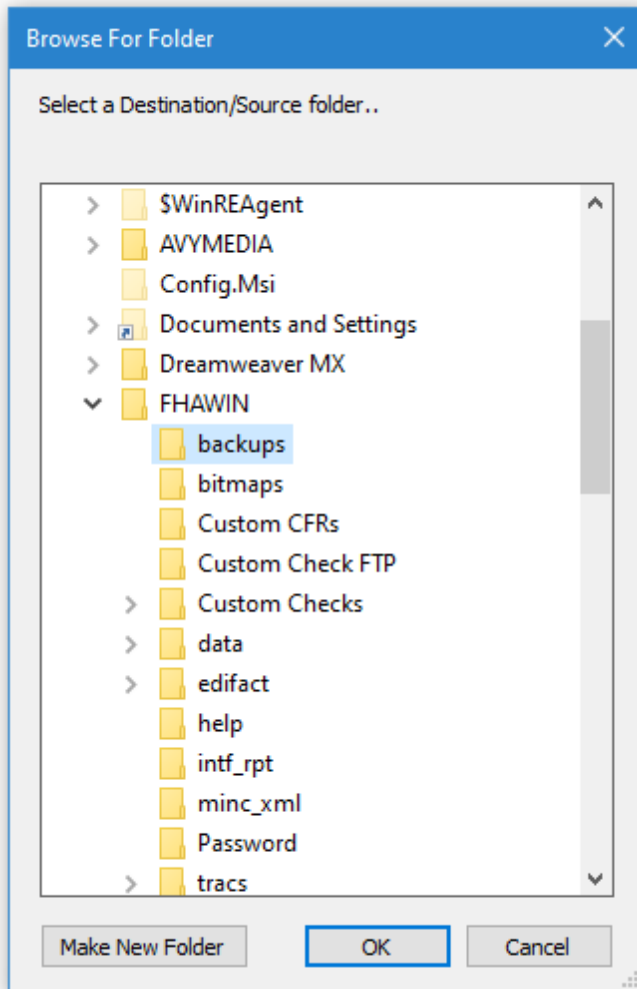
Note: A complete restore of *All Project Data* and *Specific Project Only* would have *Include Accounting Setup Files* - Checked and *Include All Accounting Entry Detail & COA Files* - Bullethead and *Include Work Order Setup Files* - Checked (which is the default Data Restore setting).

### Destination/Source

**Restore Data To/From the following folder** - This section defines where database backup files should be placed or restored from.

Click-on the **Browse** button to access a menu-driven ability for selecting the desired drive location to place your backup files or restore backups from ...





Note: In stand-alone installations, Drive C:\FHAWIN\BACKUPS is the default Destination/Source folder path. In networked installations, the BACKUPS folder will be a subfolder off the FHA Software PROGRAM folder ( normally C:\FHAWIN\BACKUPS ).

**Select the Backup File to Restore** - Use the *Select the Backup File to Restore* pull down option to select the desired database backup filename to restore.

Note: This option is only displayed when *Restore Data From ...* is bulleted.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### View Activity Log

Click-on the **View Activity Log** button to view Backup and Restore process completion history.

Note: Every time a Backup or Restore process is completed, a one line entry is recorded in a simple text file that includes the following information ...

- \* FHA *Software Update Release* that was running during the Backup/Restore process
- \* **Event Date & Time** when the Backup/Restore process was completed
- \* **User ID & Name** of the person who completed the Backup/Restore process
- \* A **Description** of the specific Backup/Restore process completed

Note: The Activity Log file is displayed in a Notepad window and can be edited.

**OK**

Click-on **OK** to proceed with the data backup or restore process defined within this window.

**Cancel**

Click-on **Cancel** to exit out of the *Data Backup/Restore* window.

Note: This *Data Backup/Restore* process does not backup program files of FHA Software. Full installations of the current FHA Software program are always available as a download from the *Simply Computer Software, Inc.* ftp site, if the need to reinstall your FHA Software program arises. Email [Support@SimplyComputer.net](mailto:Support@SimplyComputer.net) to request the program installation files link.

Note: The user is ultimately responsible for the integrity of each backup.

## 14.1.2 Reindex & Optimize Database

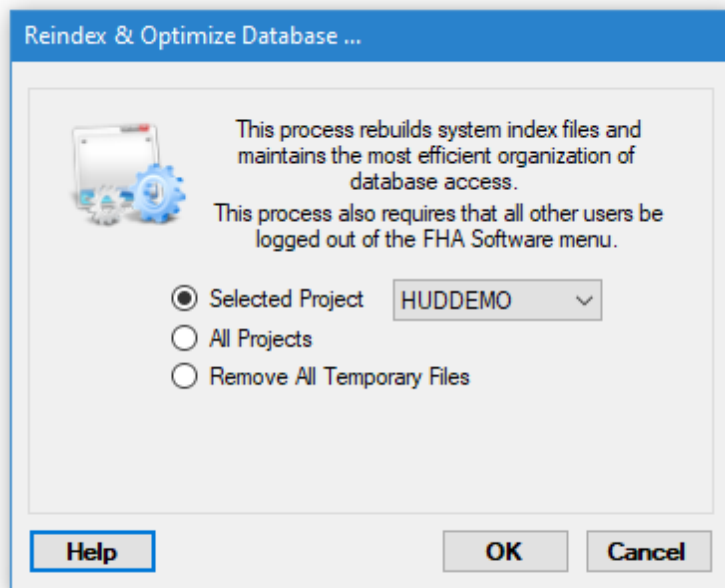
### Overview

Much like defragmenting your hard drive, your database needs to be rebuilt and indexed periodically, as well. This process maintains the most efficient organization of all FHA Software database files on your hard disk. You normally only need to run this process if you have deleted or changed a large amount of data. However, If this process is not run once in awhile, reports and processes will get progressively slower as time goes on.

We recommend that you *Reindex and Optimize* monthly. If you are running FHA Software in a networked system, this process requires that all other users be logged out of FHA Software.

Note: It is also highly recommended that you make a **Database Backup** of your FHA Software files before running this process to preserve the changes made prior to database optimization.

To access the *Reindex and Optimize* window, click-on **Utilities > Database > Reindex & Optimize Database**.



The following options are available at this window ...

### **Selected Project**

Click-on this bullet and select the desired Project Filename to complete the Reindex & Optimize process for the selected project only.

### **All Projects**

Click-on this bullet to complete the Reindex & Optimize process for existing projects.

### **Remove All Temporary Files**

Click-on this bullet to automatically remove all temporary files.

### **OK**

Click **OK** to proceed with the *Re-Indexing & Optimizing Database* process.

Note: A *Process Complete!* message will appear after a successful *Re-Index & Optimize* process. Simply click-on **OK** to accept this message.

Note: A backup file with the extension .BAK will be created for all existing FHA Software database files before the this utility attempts to Reindex & Optimize each file.

### **Cancel**

Click **Cancel** to abort out of this process.

### **Help**

Click **Help** to view *Online Help Topics* about this process.

### 14.1.3 Database Update Utility for MSA03

## Overview

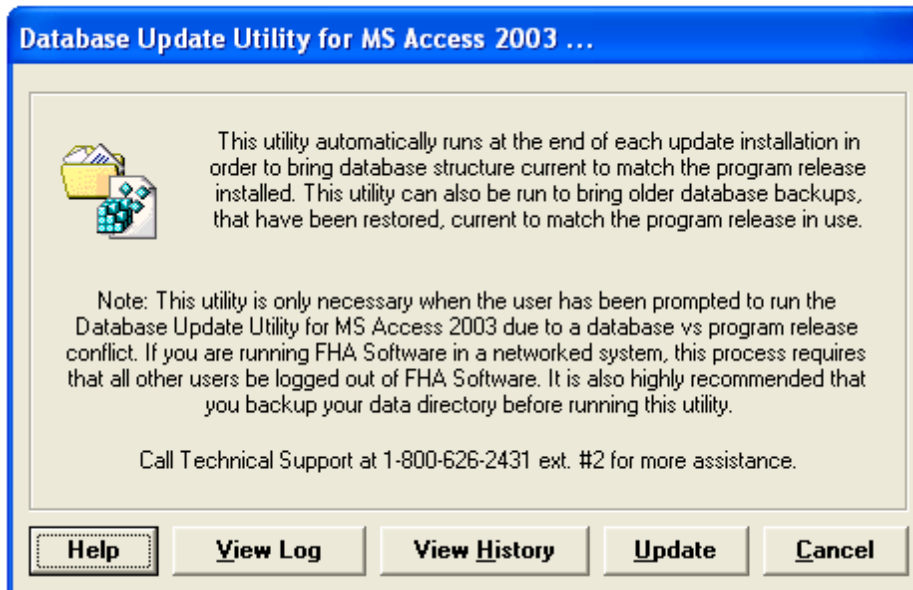
This utility automatically runs at the end of each update installation in order to bring database structure current to match the program release installed. This utility can also be run to bring older database backups, that have been restored, current to match the program release.

Note: This utility is only necessary when the user has been prompted to run the *Database Update Utility for MSA03* due to a *database vs program* release conflict.

Note: If you are running FHA Software in a networked system, this process requires that all other users be logged out of FHA Software.

Note: It is also highly recommended that you backup your data directory before running this utility.

To run the *Database Update Utility for MSA03*, click-on **Utilities > Database > Database Update Utility for MSA03**. A *Database Update Utility for MS Access 2003 - Window* will appear ...



The following options are available at this window ...

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### View Log

Each time the *Database Update Utility for MSA03* feature is run, a file (Log) is created with details on how each database file was affected by the update last run. If there was a problem updating a database file, it will be noted in the Log. Click-on **View Log** to open the Log in *Notepad*. Log file layout and contents are self-explanatory.

**View History**

Each time the *Database Update Utility for MSA03* feature is run, an entry is recorded in an Update History database which notes when the update was run and the user that ran it. Click-on the **View History** button to view the update history window. *Update History* window layout and displayed contents are self-explanatory.

**Update**

Click-on **Update** to run this update feature. A window will appear during the update process with progress bars to indicate update status. If the update was successfully completed, the *Database Update Utility for MS Access 03 - Window* will simply reappear. If a problem occurred during the update process, a message window will appear with detailed instructions to solve the problem.

Note: A backup file with the extension .OLD will be created for all existing FHA Software database files before the this utility attempts to update each file.

**Cancel**

Click-on **Cancel** to exit out of the *Database Update Utility for MSA03* window.

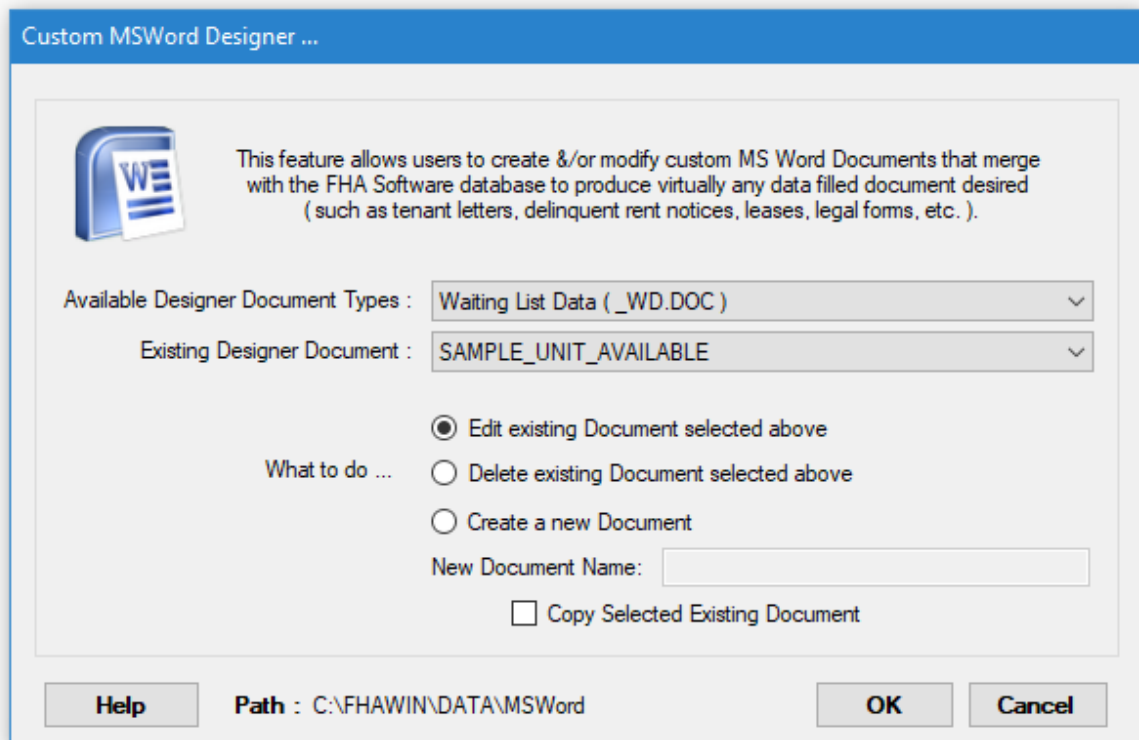
## 14.2 Custom MSWord Designer

### 14.2.1 Overview

## Overview

*Custom MSWord Designer* features allow users to create/modify custom MS Word documents ( .doc or .docx ) that merge with the FHA Software database to monitor or print virtually any data filled MSWord document desired (such as tenant letters, notices, leases, legal forms, etc.).

To access the *Custom MSWord Designer* window, click-on **Utilities > Custom MSWord Designer**. The following window appears ...



Below are the items available at this window ...

### Available MSWord Designer Document Types

This pull down menu lists the types of *Designer* documents available and currently includes the following ...

**Project Data** - These *Designer* documents merge with the *Project Data* database and can only be generated from the *Custom Report Generation* window in the *Print Options* window of *Project Data*.

**Unit Data ( Forms )** - These *Designer* documents merge with the *Unit Data* database and can only be generated from the *Custom Report Generation* window in the *Unit Information* window of *Unit Data*.

**Certification Data ( Forms )** - These *Designer* documents merge with the *Certification Data* database and can only be generated from the *Custom Report Generation* window in the *Print Options* window of *Certification Data*.

**Waiting List Data ( Forms )** - These *Designer* documents merge with the *Waiting List Data* database and can only be generated from the *Custom Report Generation* window in the *Applicant Information* section of *Waiting List Data*.

**Recertification Notices** - These *Designer* documents merge with the *Tenant Certification Data* database and can only be generated from the *Recertification Notice Processing* window and while editing a *Tenant Certification*.

**Work Orders** - These *Designer* documents merge with the *Work Orders* database and can only be generated from the *Custom Report Generation* window in the *WO Detail Information* section of *Work Orders*.

**Repayment Agreement** - These *Designer* documents merge with the *Repayment Agreement* database and can only be generated from the *Custom Report Generation* window in the *Review Repayment Agreements* feature.

**Late Notice ( Accounting )** - These *Designer* documents merge with the database created by the *Delinquent Rent Report* feature provided in the built-in *Accounting* menu. This report type only applies when *Accounting* feature access is activated in the *FHA Software* menu.

**Payment Receipt ( Accounting )** - These *Designer* documents merge with the database created by the *A/R Tenant Payment Entry* feature provided in the built-in *Accounting* menu. This report type only applies when *Accounting* feature access is activated in *FHA Software*.

**Purchase Orders ( Forms )** - These *Designer* documents merge with the *Purchase Orders* database and can only be generated from the *Custom Report Generation* window in the *PO Detail Information* section of *Purchase Orders*.

**Rent Statement ( Accounting )** - These *Designer* documents merge with the database created by the *Rent Statements* feature provided in the built-in *Accounting* menu. This report type only applies when *Accounting* feature access is activated in *FHA Software*.

**Security Deposit Refund ( Accounting )** - These *Designer* documents merge with the database created by the *Security Deposit Refund* feature provided in the built-in *Accounting* menu. This report type only applies when *Accounting* feature access is activated in *FHA Software*.

For a complete list of *Custom MSWord Designer Documents* provided with *FHA Software* refer to the *MSWord Document File Library*.

### Existing MSWord Designer Documents

This pull down menu lists the user-created *Designer* documents that exist for the *Designer Document Type* selected. Use this pull down menu to select an existing *Designer* document to edit or delete.

#### What to do ... Edit existing Designer Document selected above

Click-on this item to edit the *Existing Designer Document* currently selected.

#### What to do ... Delete existing Designer Document selected above

Click-on this item to delete the *Existing Designer* document currently selected.

#### What to do ... Create a new Designer Document

Click-on this item to create a new *Existing Designer Document* for the *Designer Document Type* currently selected. In doing so, the *New Document Name* (data entry field) and *Copy Selected Existing Designer Document* (checkbox) items become enabled.

**New Document Name** - To create an all new *Designer Document* for the *Designer Document Type* currently selected, type in a unique, descriptive, abbreviated filename to give this new document. This

will be the *Designer Document Name* displayed in pull down selection lists at *Custom Report Generation* windows throughout *FHA Software*.

Note: *New Document Name* cannot include any odd characters or spaces ( such as . , ' " : ; # \$ % ^ & \* etc. ).

**Copy Selected Existing Designer Document** - When checked, an all new *Designer* document will be created by copying the *Existing Designer* document currently selected, instead of copying the master template document provided with *FHA Software*.

Note: Master template documents for all *Designer Document Types* listed above are provided with *FHA Software* that are used when creating new *Designer* documents. The *Create a new Designer Document* option simply creates a new *Designer Document* by copying the master template document of the same *Designer Document Type* selected (*Project Data*, *Unit Data*, etc.) with all database merge settings already established. The user just needs to edit document wording &/or contents.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to open the selected document in your MS Word program.

### Cancel

Click-on **Cancel** to exit out of the *Custom MSWord Designer* window.

## 14.2.2 MSWord Document File Library

The following *Custom MSWord Form* files ( with *\_WD.DOC* or *\_WD.DOCX* extensions ) have been provided with your *FHA Software* installation and are located in the *MSWORD* folder which is a subfolder of your *DATA* folder ( normally .. *C:\FHAWIN\DATA\MSWORD* ) ...

### CERTIFICATION DATA SPECIFIC

MS Word Filename	- Description - Misc Forms
SAMPLE_RENT_INCREASE_LTR_HUD	- Sample HUD Rent Increase Letter
SAMPLE_RENT_INCREASE_LTR_RD	- Sample RD Rent Increase Letter
SAMPLE_RENT_INCREASE_LTR_S42	- Sample LIHTC Rent Increase Letter
SAMPLE_GRC_RENT_INC_LTR_HUD	- Sample HUD GRC Increase/Decrease Letter
SAMPLE_INITIAL_NOTICE_HUD Notice	- Sample Exhibit 7-1: Annual Recertification - Initial
SAMPLE_HUD-90105-A_MODEL_LEASE	- Sample HUD-90105-A Model Lease Form
SAMPLE_HUD-90105-B_MODEL_LEASE	- Sample HUD-90105-B Model Lease Form
SAMPLE_HUD-90105-C_MODEL_LEASE	- Sample HUD-90105-C Model Lease Form
SAMPLE_HUD-90105-D_MODEL_LEASE	- Sample HUD-90105-D Model Lease Form
SAMPLE_HUD-90106_INSPECTION Inspection Form	- Sample HUD-90106 Appendix 5 - Move-In/Out
SAMPLE_HUD-91067_VAWA_LSE_ADDM	- Sample HUD-91067 VAWA Lease Addendum Form
SAMPLE_HUD-92236-PRA_LEASE	- Sample HUD-92236-PRA Model Lease Form
SAMPLE_GOOD_CAUSE_NOTICE	- Sample Warning & Good Cause Notice



SAMPLE_RD_WAGE_MATCHING_NOTICE Letter	- Sample USDA/RD Wage Matching Notification
SAMPLE_TERMINATION_LTR_HUD Termination	- Sample Notification of Rent Increase Resulting in a
SAMPLE_ENVELOPE10	- Sample Envelope #10 Document
RD_CO_RENTAL_HSG_LEASE_AGREEMENT ( Rev10/30/2014 )	- Sample USDA/RD Colorado Lease Agreement
RD_CO_RENTAL_HSG_LEASE_ADDENDUM ( Rev10/30/2014 )	- Sample USDA/RD Colorado Lease Addendum
RD_OH_ADDM_PLANII )	- Sample Ohio RD Plan II Lease Addendum ( 01/2016 )
RD_OH_ADDM_PLANIIRA ( 01/2016 )	- Sample Ohio RD Plan II RA Lease Addendum
RD_OH_ADDM_RENEWAL	- Sample Ohio RD Lease Renewal ( 01/2016 )
RD_OH_LEASE ( 01/2016 )	- Sample Ohio RD Approved Lease Agreement
RD_MO_LEASE ( 11/16/2009 )	- Sample Missouri RD Approved Lease Agreement
RD_OH_OCCU_POLICY	- Sample Ohio RD Occupancy Rules ( 01/2016 )
RD_OH_PET_POLICY	- Sample Ohio RD Pet Policy ( 01/2016 )
RD_OH_PEST_CONTROL	- Sample Ohio RD Pest Control ( 01/2016 )
HUD-9887_DOCUMENT_PACKAGE Package	- Sample HUD-9887 & HUD-9887-A Document

**PROJECT DATA SPECIFIC**

MS Word Filename	- Description - <b>Misc Forms</b>
SAMPLE_PD_FORM	- Sample Project Data Form Letter ( Blank )

**REPAYMENT AGREEMENT ( HUD ) SPECIFIC**

MS Word Filename	- Description - <b>Misc Forms</b>
SAMPLE_REPAYMENT_AGREEMENT	- Sample Repayment Agreement

**RECERTIFICATION NOTICE SPECIFIC**

MS Word Filename	- Description - <b>HUD Specific Forms</b>
RECERT_H Notice	- Exhibit 7-2: Annual Recertification - 1st Reminder
90_DAY_H Notice	- Exhibit 7-3: Annual Recertification - 2nd Reminder
60_DAY_H Notice	- Exhibit 7-4: Annual Recertification - 3rd Reminder
30_DAY_H Notice	- Exhibit 7-4: Annual Recertification - 4th Reminder
SAMPLE_RECERT_WORKSHEET_HUD Record	- Exhibit 7-5: Recertification Interview & Verification

HUD-9887\_DOCUMENT\_PACKAGE  
Package

V\_CONSENT\_H  
V\_BUSN\_H  
V\_FEDW\_H  
V\_MILW\_H  
V\_EMPL\_H  
V\_PENS\_H  
V\_AFDC\_H  
V\_GENL\_H  
V\_CHLS\_H  
V\_UNMP\_H  
V\_CHLC\_H  
V\_HNDI\_H  
V\_MEDI\_H  
V\_FTSS\_H

- Sample HUD-9887 & HUD-9887-A Document
- Verification of Tenant Release and Consent Form
- Verification of Business Income
- Verification of Federal Wage Income
- Verification of Military Wage Income
- Verification of Non-Federal Wage Income
- Verification of Pension Income
- Verification of Aid For Dependent Children
- Verification of General Assistance Income
- Verification of Child Support Income
- Verification of Unemployment Income
- Verification of Child Care Expense
- Verification of Handicap Assistance Expense
- Verification of Medical Expense
- Verification of Full-Time Student Status

MASTER\_V-FORM\_1PAGE\_HUD  
MASTER\_V-FORM\_2PAGE\_HUD

- Master 1 Page HUD Verification Form Template
- Master 2 Page HUD Verification Form Template

MS Word Filename

- Description - **RD Specific Forms**

-----  
RECERT\_R  
90\_DAY\_R  
60\_DAY\_R  
30\_DAY\_R  
SAMPLE\_RECERT\_WORKSHEET\_RD  
Record  
V\_CONSENT\_R  
V\_BUSN\_R  
V\_FEDW\_R  
V\_MILW\_R  
V\_EMPL\_R  
V\_PENS\_R  
V\_AFDC\_R  
V\_GENL\_R  
V\_CHLS\_R  
V\_UNMP\_R  
V\_CHLC\_R  
V\_HNDI\_R  
V\_MEDI\_R  
V\_FTSS\_R

- Sample RD Annual Income Recertification Letter
- Sample RD 90-Day Reminder Letter
- Sample RD 60-Day Reminder Letter
- Sample RD 30-Day Reminder Letter
- Sample RD Optional Recert Interview & Verification
- Verification of Tenant Release and Consent Form
- Verification of Business Income
- Verification of Federal Wage Income
- Verification of Military Wage Income
- Verification of Non-Federal Wage Income
- Verification of Pension Income
- Verification of Aid For Dependent Children
- Verification of General Assistance Income
- Verification of Child Support Income
- Verification of Unemployment Income
- Verification of Child Care Expense
- Verification of Handicap Assistance Expense
- Verification of Medical Expense
- Verification of Full-Time Student Status

MASTER\_V-FORM\_1PAGE\_RD  
MASTER\_V-FORM\_2PAGE\_RD

- Master 1 Page RD Verification Form Template
- Master 2 Page RD Verification Form Template

MS Word Filename

- Description - **LIHTC Specific Forms**

-----  
RECERT\_T  
90\_DAY\_T  
60\_DAY\_T  
30\_DAY\_T  
SAMPLE\_RECERT\_WORKSHEET\_S42  
Verification Record

- Sample LIHTC Annual Income Recertification Letter
- Sample LIHTC 90-Day Reminder Letter
- Sample LIHTC 60-Day Reminder Letter
- Sample LIHTC 30-Day Reminder Letter
- Sample LIHTC Optional Recert Interview &

V_CONSENT_T	- Verification of Tenant Release and Consent Form
V_BUSN_T	- Verification of Business Income
V_MILW_T	- Verification of Military Wage Income
V_EMPL_T	- Verification of Non-Federal Wage Income
V_PENS_T	- Verification of Pension Income
V_CHLS_T	- Verification of Child Support Income
V_UNMP_T	- Verification of Unemployment Income
V_FTSS_T	- Verification of Full-Time Student Status
MASTER_V-FORM_1PAGE_S42	- Master 1 Page S42 Verification Form Template
MASTER_V-FORM_2PAGE_S42	- Master 2 Page S42 Verification Form Template

**UNIT DATA SPECIFIC**

MS Word Filename	- Description - <b>Misc Forms</b>
SAMPLE_MOVEOUT_LETTER	- Sample Move-Out Letter
SAMPLE_ENVELOPE10	- Sample Envelope #10 Document
MS Word Filename	- Description - <b>RD Specific Forms</b>
SAMPLE_RD_HB_3560_LTR_203	- Sample RD Notice to Tenants of Proposed Rent & UA Change
SAMPLE_RD_HB_3560_LTR_204	- Sample RD Notice of Approved Rent & UA Change
SAMPLE_TERMINATION_LTR_HUD Termination	- Sample Notification of Rent Increase Resulting in a Termination
MS Word Filename	- Description - <b>HUD Specific Forms</b>
SAMPLE_HUD-90106_INSPECTION Inspection Form	- Sample HUD-90106 Appendix 5 - Move-In/Out Inspection Form
SAMPLE_UTILITY_RELEASE	- Sample HUD Utility Information Release Form

**WAITING LIST DATA SPECIFIC**

MS Word Filename	- Description - <b>Misc Forms</b>
SAMPLE_ADVERSE_ACTION_NOTICE	- Sample Adverse Action Notice
SAMPLE_APPFEE_PMTREC	- Sample Application Fee - Payment Receipt Form
SAMPLE_NOTICE_OF_PLACEMENT	- Sample Notice of Placement Letter
SAMPLE_REJECTION_LTR	- Sample Waiting List Rejection Letter
SAMPLE_UNIT_AVAILABLE	- Sample Unit Available Notification Letter
SAMPLE_ENVELOPE10	- Sample Envelope #10 Document
HUD-9887_DOCUMENT_PACKAGE Package	- Sample HUD-9887 & HUD-9887-A Document

**WORK ORDER SPECIFIC**

MS Word Filename	- Description - <b>Misc Forms</b>
------------------	-----------------------------------

SAMPLE_WO_COMPLETED	- Sample Work Order Completed Letter
SAMPLE_WO_INVOICE	- Sample Work Order Invoice Letter

#### LATE NOTICE SPECIFIC ( Accounting )

MS Word Filename	- Description - <b>Misc Forms</b>
SAMPLE_LATE_NOTICE	- Sample Late Notice Letter

#### PAYMENT RECEIPT SPECIFIC ( Accounting )

MS Word Filename	- Description - <b>Misc Forms</b>
SAMPLE_PAYMENT_RECEIPT	- Sample Payment Receipt Letter

#### RENT STATEMENT SPECIFIC ( Accounting )

MS Word Filename	- Description - <b>Misc Forms</b>
SAMPLE_RENT_STATEMENT	- Sample Rent Statement Letter

#### SECURITY DEPOSIT REFUND SPECIFIC ( Accounting )

MS Word Filename	- Description - <b>Misc Forms</b>
SAMPLE_SDR_LETTER	- Sample Security Deposit Refund Letter

### 14.2.3 Inserting MergeField Codes

The *Custom MSWord Designer* feature window organizes document file creation for MS Word document file types ( .doc and .docx ) that will be generated from various *Custom Report Generation* windows throughout your *FHA Software* program. Editing these MS Word documents will be done using your licensed MS Word program.

Note: *FHA Software* will print MS Word documents without MS Word being installed in your system.

#### Creating and editing a Custom MS Word Document in FHA Software

Follow the steps below to create a custom MS Word document that will be printed by the *FHA Software* program ...

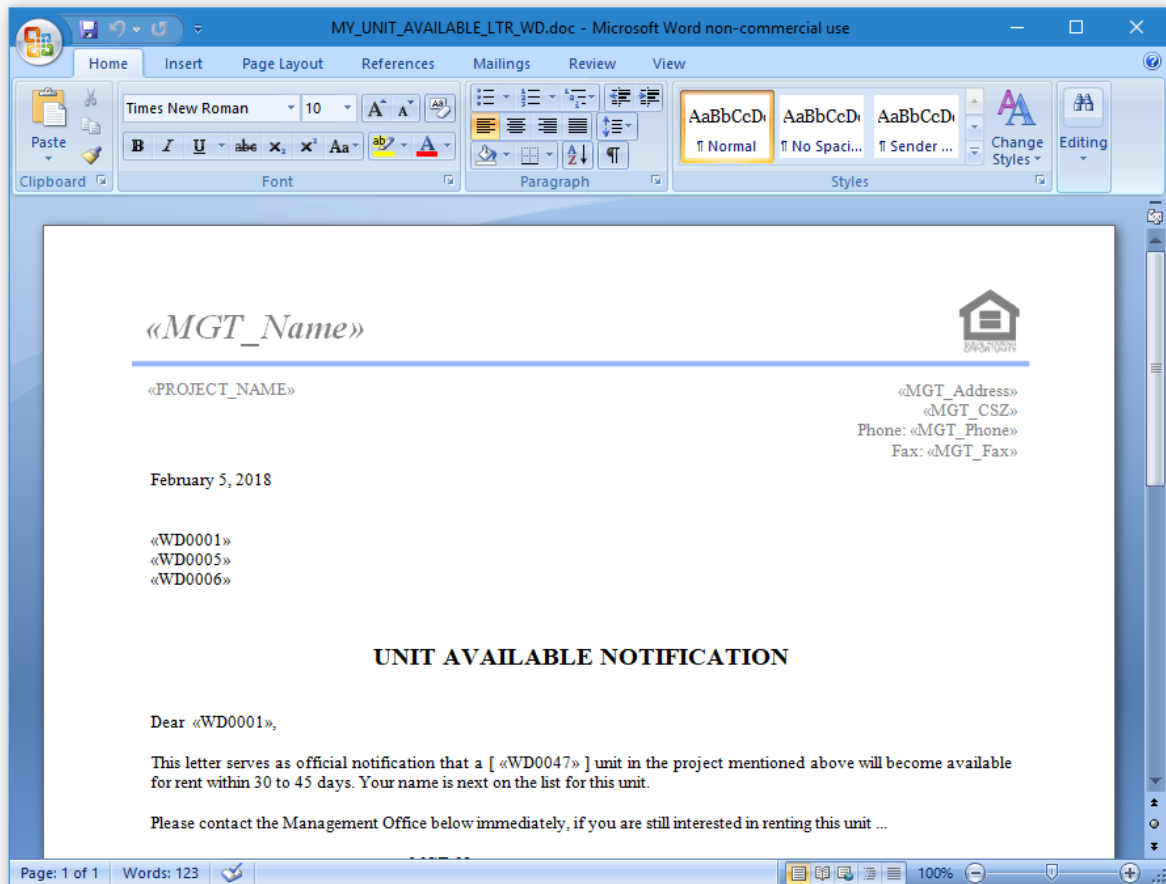
- 1.) Start *FHA Software*
- 2.) Click-on UTILITIES .. CUSTOM MSWORD DESIGNER

Note: The *Custom MSWord Designer* window will appear.

- 3.) For AVAILABLE DESIGNER DOCUMENT TYPES, select WAITING LIST DATA ( \_WD.DOC )
- 4.) For EXISTING DESIGNER DOCUMENT, select SAMPLE\_UNIT\_AVAILABLE
- 5.) For WHAT TO DO, click-on the CREATE A NEW DOCUMENT bullet

- 6.) For NEW DOCUMENT NAME, type: MY\_UNIT\_AVAILABLE\_LTR
- 7.) Click-on the COPY SELECTED EXISTING DOCUMENT checkbox
- 8.) Click-on OK

Note: A new [ MY\_UNIT\_AVAILABLE\_LTR ] MS Word document will be created which is a duplicate of the [ SAMPLE\_UNIT\_AVAILABLE ] document and will be opened in your licensed MS Word program window. You are now editing your custom [ MY\_UNIT\_AVAILABLE\_LTR ] MS Word document ...



**Text & Text Boxes** - Editing *Text* and using *Text Boxes* to isolate or position Text within your MS Word Document is no different than normal MS Word Documents.

**MergeField Codes** - How *FHA Software* is able to insert data into your custom MS Word Documents is with the use of *MergeField Codes*. Each MS Word document will have two sets of *MergeField Codes* and depends on where ( what ) *Custom Report Generation* feature window it's being printed from ( ex: *Waiting List Data*, *Work Orders*, *Unit Data*, *Tenant Certification Data*, *Recertification Notices*, etc. ).

**Header MergeField Codes** are the same for all custom MS Word documents and provide common Project identification related information that can be inserted into your MS Word documents ( ex: *Project Name*, *Address*, *Phone*, *County*, *Email*, *Payee Information*, *Owner Information*, *Bank Information*, *Management Agent Information*, *Manager Information*, etc. ). A list of *Header MergeField Codes* are available at the *Header - MergeField Codes Help Topic*.

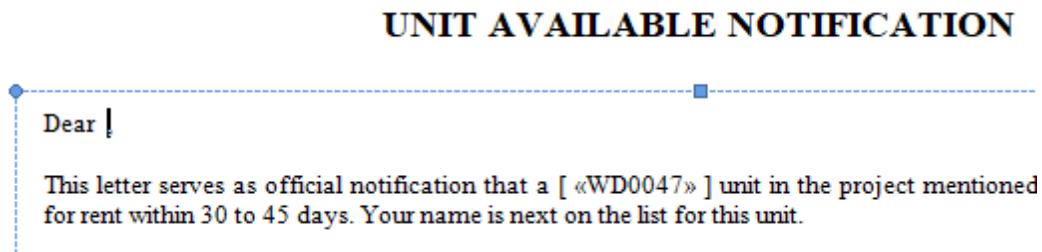
**Database MergeField Codes** are codes that insert information specific to the database being printed from ( ex: *Waiting List Data* .. *Applicant Name*, *Address*, *City*, *ST* *Zip*, *Phone*, etc. ). Below is a list of

FHA Software - Custom Report Generation feature windows that can print custom MS Word Documents  
...

Certification Data - MergeField Codes  
Project Data - MergeField Codes  
Recertification Notices - MergeField Codes  
Rent Statement - MergeField Codes  
Unit Data - MergeField Codes  
Waiting List Data - MergeField Codes  
Work Order - MergeField Codes  
Late Notices ( Acctg ) - MergeField Codes  
Payment Receipt ( Acctg ) - MergeField Codes

### Inserting a MergeField Code into your Custom MSWord Document

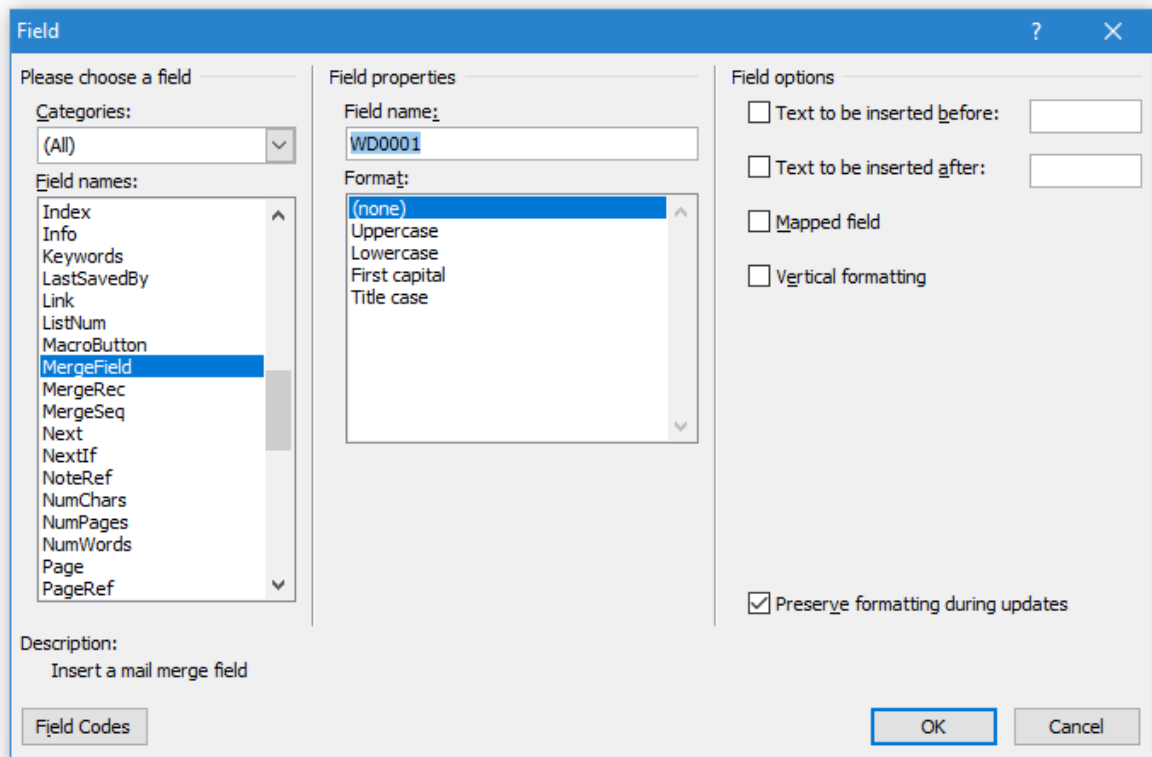
9.) Place the cursor where you want the data to be inserted



In the top section of your MS Word program ...

- 10.) Click-on INSERT .. QUICK PARTS .. FIELD
- 11.) In the FIELD NAMES list, click-on MERGEFIELD
- 12.) In the FIELD PROPERTIES - FIELD NAME space provided, type: WD0001

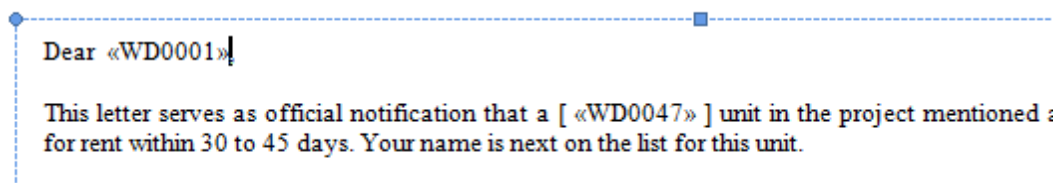
Note: Your screen should look similar to the sample screen below ...



13.) Click-on OK

Note: The <<WD0001>> MergeField Code was then placed where your cursor was in your MS Word Document ...

## UNIT AVAILABLE NOTIFICATION



Note: WD0001 happens to be the Waiting List Data - MergeField Code for *Head Applicant's Full Name*. When this Custom MSWord Document is printed by *FHA Software* from the *Custom Report Generation* window in the Waiting List Data feature, the Head Applicant's Full Name will be inserted automatically. All other available MergeField Codes can be inserted into your text or text box areas the same way. You can also format inserted MergeField Codes with FORMAT options available by the MS Word program (ex: uppercase, lowercase, etc. ). Consult your MS Word Help Topics for more details on format options.

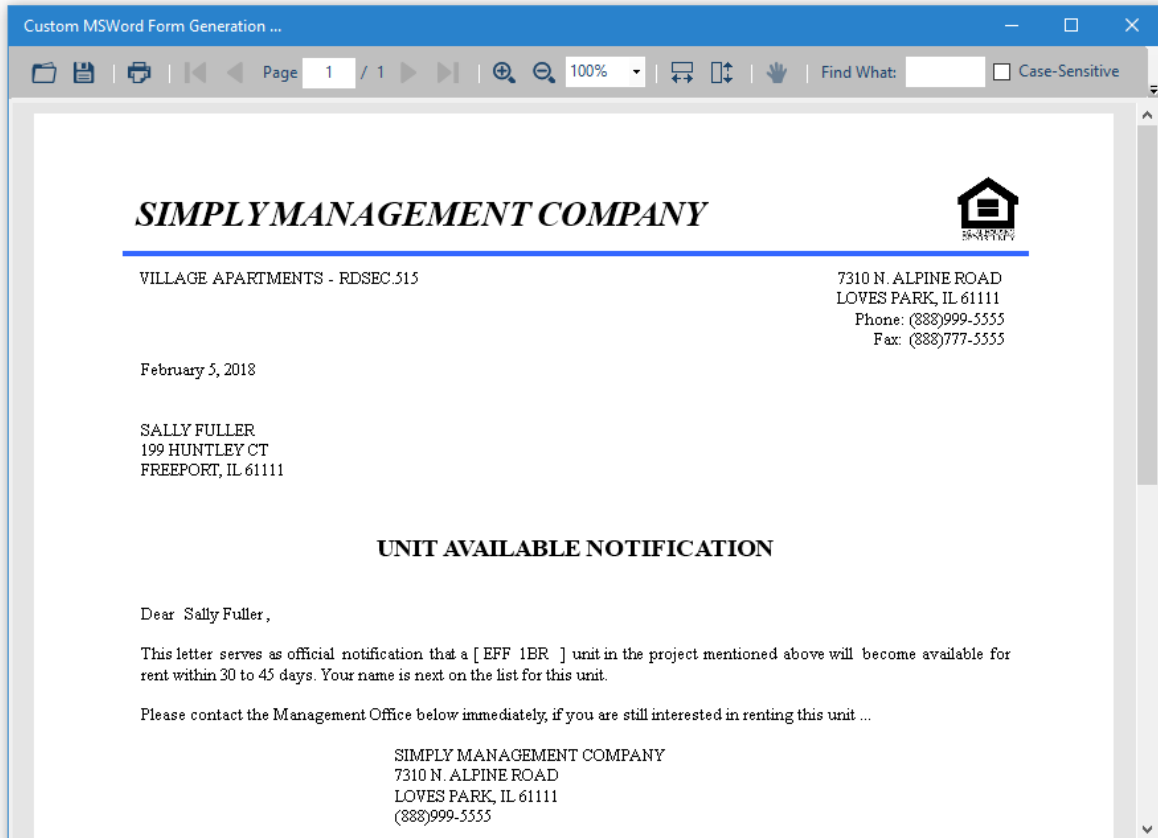
14.) Exit the MS Word program and save your document changes.

15.) Click-on CANCEL to close the Custom MSWord Designer window

16.) In *FHA Software*, click-on DATA .. WAITING LIST DATA

- 17.) Double click-on any existing Applicant entry line
- 18.) Click-on the CUSTOM REPORT DESIGNER button
- 19.) Click-on the CUSTOM MSWORD ( .DOC ) bullet
- 20.) In the REPORT FILE DIRECTORY ( .DOC ) list, click-on ( highlight ) MY\_UNIT\_AVAILABLE\_LTR and click-on <<ADD
- 21.) Click-on MONITOR SELECTED REPORT

Note: The custom MSWord Document will be displayed with all MergeField Codes replaced with related Applicant entry information ..



#### 14.2.4 Header - MergeField Codes

The following MSWord MergeField Codes refer to information available for insertion in all custom MS Word documents ...

##### Header Information

MergeField Code	Field Description
Project_Filename	= Project Filename
Doc_Filename	= MSWord Document Filename
MGT_Name	= Management Name



MGT_Address	= Management Address
MGT_CSZ	= Management City, St Zip
MGT_Phone	= Management Phone
MGT_Fax	= Management Fax
MGT_Contact	= Management Contact
MGT_Contact_Title	= Management Contact Title
MGT_Email	= Management Email Address
MGT_EIN	= Management EIN
MGT_DUNS	= Management DUNS Number

Site_Manager	= Site Manager
Site_Address	= Site Address
Site_CSZ	= Site City, St Zip
Site_Title	= Site Manager Title
Site_Phone	= Site Phone Number
Site_Fax	= Site Fax Number
Site_Email	= Site Email Address

Project_Name	= Project Name
Project_Address	= Project Address
Project_CSZ	= Project City, St Zip
Project_County	= Project County
Project_Phone	= Project Phone Number
Project_Fax	= Project Fax Number
Project_TTY	= Project TTY Number
Project_Email	= Project Email Address
Project_WebSite	= Project WebSite
Project_Comments	= Project Comments

Owner_Name	= Owner Name
Owner_Address	= Owner Address
Owner_CSZ	= Owner City, St Zip
Owner_Phone	= Owner Phone Number
Owner_EIN	= Owner EIN
Owner_DUNS	= Owner DUNS Number
Owner_PropertyID	= Owner Property ID

Payee_Name	= Payee Name
Payee_Address	= Payee Address
Payee_CSZ	= Payee City, St Zip
Payee_Phone	= Payee Phone Number
Payee_AcctNo	= Payee Account Number

Bank_Name	= Bank Name
Bank_Address	= Bank Address
Bank_CSZ	= Bank City, St Zip
Bank_Phone	= Bank Phone Number
Bank_ABANo	= Bank ABA Number

Date_Plus_5	= Current Date Plus 5 Days
Date_Plus_10	= Current Date Plus 10 Days
Date_Plus_15	= Current Date Plus 15 Days
Date_Plus_20	= Current Date Plus 20 Days
Date_Plus_25	= Current Date Plus 25 Days

Date\_Plus\_30                      = Current Date Plus 30 Days

### 14.2.5 Certification Data - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Certification Data - Print Options window...*

#### Certification Data Information

MergeField Code = Field Description

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#### Certification Information

CD0001 = Unit Number  
 CD0002 = Unit Size (Eff - 1BR - 2BR - 3BR - 4BR)  
 CD0003 = Unit Type (Small - Medium - Large)  
 CD0004 = Project - Move-In Date  
 CD0386 = Unit - Move-In Date  
 CD0005 = Action Effective Date  
 CD0006 = Previous Effective Date  
 CD0007 = Next Recertification Date  
 CD0008 = Certification Expiration Date  
 CD0009 = Lease Effective Date  
 CD0010 = Lease Expiration Date ( 365 Days )  
 CD0383 = Lease Expiration Date ( EOM )  
 CD0011 = Initial Lease Term - Beginning Date  
 CD0012 = Initial Lease Term - Expiration Date ( 365 Days )  
 CD0384 = Initial Lease Term - Expiration Date ( EOM )  
 CD0013 = Tenant Signed Date  
 CD0014 = Owner Signed Date  
 CD0015 = TRACS/MINC Submission Date  
 CD0016 = Voucher/Worksheet Date  
 CD0017 = Security Deposit  
 CD0018 = Income At Move-in  
 CD0019 = Total - Employment or Business Income  
 CD0020 = Total - Social Security/Pensions Income  
 CD0021 = Total - Public Assistance Income  
 CD0022 = Total - Other Income  
 CD0023 = Action Processed  
 CD0024 = Type Of Subsidy  
 CD0025 = Race  
 CD0026 = Imputed Income Percentage Rate  
 CD0027 = Imputed Income From Assets  
 CD0028 = Unit Address Line  
 CD0029 = Unit City, St Zip  
 CD0030 = TC Address Line 1  
 CD0031 = TC Address Line 2  
 CD0032 = TC City, St Zip  
 CD0033 = Tenant Phone Number

CD0034 = Tenant Email Address  
CD0035 = Emergency Contact  
CD0036 = Emergency Address 1  
CD0037 = Emergency Address 2  
CD0038 = Emergency Phone Number  
CD0039 = Emergency Comment  
CD0040 = WICARH Date  
CD0041 = Utility Refund Account Number  
CD0042 = Tax Credit Number

CD0043 = Saved User ID  
CD0044 = Saved Date-Time  
CD0045 = Activated User ID  
CD0046 = Activated Date-Time

#### Misc Information

CD0360 = 120 Day Month  
CD0361 = 120 Day Year  
CD0362 = 120 Day Date ( MM/DD/YYYY )

CD0363 = 11th Month  
CD0364 = 11th Month Year

CD0375 = LIHTC Rent Limit Amount  
CD0376 = LIHTC Rent Limit Amount less Utility Allowance  
CD0377 = Tenant Rent plus HUD/RD Subsidy plus PHA R/A  
CD0378 = PHA R/A Amount

CD0356 = Prorate 1st Month's Tenant Rent Only  
CD0357 = Partial Month End  
CD0358 = Prorate No of Days  
CD0359 = Prorate Per Day Amount

CD0379 = 1st Month Prorate LIHTC Rent Limit Amount  
CD0380 = 1st Month Prorate LIHTC Rent Limit less Utility Allowance  
CD0381 = 1st Month Prorate Tenant Rent plus HUD/RD Subsidy plus PHA R/A

CD0346 = Adult Member 2 Full Name  
CD0347 = Adult Member 2 ( Comma Space Separator )  
CD0348 = Adult Member 3 Full Name  
CD0349 = Adult Member 3 ( Comma Space Separator )  
CD0350 = Adult Member 4 Full Name  
CD0351 = Adult Member 4 ( Comma Space Separator )  
CD0352 = Adult Member 5 Full Name  
CD0353 = Adult Member 5 ( Comma Space Separator )  
CD0354 = Adult Member 6 Full Name  
CD0355 = Adult Member 6 ( Comma Space Separator )

CD0365 = Other Non-Adult Mbr 2 Full Name  
CD0366 = Other Non-Adult Mbr 2 ( Comma Space Separator )  
CD0367 = Other Non-Adult Mbr 3 Full Name  
CD0368 = Other Non-Adult Mbr 3 ( Comma Space Separator )  
CD0369 = Other Non-Adult Mbr 4 Full Name

CD0370 = Other Non-Adult Mbr 4 ( Comma Space Separator )  
CD0371 = Other Non-Adult Mbr 5 Full Name  
CD0372 = Other Non-Adult Mbr 5 ( Comma Space Separator )  
CD0373 = Other Non-Adult Mbr 6 Full Name  
CD0374 = Other Non-Adult Mbr 6 ( Comma Space Separator )

CD0345 = HUD Model Lease Form # and Paragraph #  
Referencing Monthly Tenant Rent Rate

CD0385 = HUD Model Lease Form # and Paragraph #  
Referencing Annual Recertification Requirements

#### HUD Certification Information

CD0047 = HAP Contract Number  
CD0048 = Section 8 Contract Number  
CD0049 = FHA/EH/Non-Insured Number  
CD0050 = Ethnicity  
CD0051 = Previous Housing Code  
CD0052 = Displacement Code  
CD0053 = Preference Code  
CD0054 = Number of Family Members  
CD0055 = Number of Foster/Live-in  
CD0056 = Number of Dependants  
CD0057 = Housing Assistance Code  
CD0058 = Date Current Assistance Began  
CD0059 = Secondary Subsidy Code  
CD0060 = Income  
CD0061 = Income From Assets  
CD0062 = Annual Income  
CD0063 = Income Limit [lower]  
CD0064 = Income Limit [Very Low]  
CD0065 = Income Limit [Extreme]  
CD0066 = Eligibility Universe  
CD0067 = Tenant's Income Status  
CD0068 = Dependants Allowance  
CD0069 = Child Care  
CD0070 = 3% of Annual Income  
CD0071 = Handicap Expense  
CD0072 = Handicap Allowance  
CD0073 = Total Medical Expense  
CD0074 = Medical Expense Allowance  
CD0075 = Elderly Allowance  
CD0076 = Total Allowances  
CD0077 = Adjusted Income  
CD0078 = Basic Rent  
CD0387 = Total Annual Basic Rent ( Basic Rent x 12 )  
CD0079 = Market/Note Rent Rate  
CD0388 = Total Annual Market/Note Rent ( Market/Note Rent x 12 )  
CD0080 = Contract Rent  
CD0389 = Total Annual Contract Rent ( Contract Rent x 12 )  
CD0081 = Utility Allowance  
CD0082 = Gross Rent  
CD0083 = Welfare Rent

CD0084 = HDCA Percentage  
 CD0085 = Total Tenant Payment  
 CD0086 = Tenant Rent  
 CD0087 = Total Annual Rent (Tenant Rent x 12)  
 CD0088 = Utility Reimbursement  
 CD0089 = Assistance Payment  
 CD0090 = Percent Adjusted Income Charged  
 CD0091 = Building ID Number

## RD Certification Information

CD0092 = Borrower ID Number  
 CD0093 = Project Number  
 CD0094 = Number Dependents  
 CD0095 = Number of Foster/Live-In  
 CD0096 = Elderly Status  
 CD0097 = Net Family Assets  
 CD0098 = Income from Assets  
 CD0099 = Income - Contributed By assets  
 CD0100 = Annual Income  
 CD0101 = Adjustments - Minor Allowance  
 CD0102 = Adjustments - Elderly Allowance  
 CD0103 = Adjustments - Medical Exp. Above 3%  
 CD0104 = Adjustments - Child care Allowance  
 CD0105 = Total Adjustments  
 CD0106 = Adjusted Annual Income  
 CD0107 = Number Household Members  
 CD0108 = Income Limit [Moderate]  
 CD0109 = Income Limit [Lower]  
 CD0110 = Income Limit [Very Low]  
 CD0111 = Current Income Level  
 CD0112 = Income Level at Move-in  
 CD0113 = Adjusted Monthly Income  
 CD0114 = 30% of Adjusted Monthly Income  
 CD0115 = Monthly Income  
 CD0116 = 10% of Monthly Income  
 CD0117 = Monthly Welfare Shelter Payment  
 CD0118 = Highest of Ln24.b, Ln25.b or Ln26  
 CD0119 = Basic Rent  
 CD0120 = Note Rate Rent  
 CD0121 = Utility Allowance  
 CD0122 = Gross Basic Rent - Basic + Utility  
 CD0123 = Gross Note Rate - Note + Utility  
 CD0124 = Part VIII Decision A  
 CD0125 = Part VIII Decision B  
 CD0126 = Part VIII Decision C  
 CD0127 = Part VIII Decision C - C.1. Amount  
 CD0128 = Part VIII Decision C - C.2. Amount  
 CD0129 = Part VIII Decision C - C.3. Amount  
 CD0130 = Gross Tenant Contribution (GTC)  
 CD0131 = Final Net Tenant Contribution (NTC)  
 CD0132 = Utility Refund  
 CD0133 = Other Subsidy Type (None/Full/Partial)  
 CD0134 = Other Subsidy Amount (Partial)

CD0390 = Final Net Tenant Contribution less Other Subsidy Amount

## HUD Text Information

CD0135 = Late Fee Grace Period  
CD0136 = Late Fee Amount  
CD0137 = No Days Terminate Lease  
CD0138 = Misc Text 1  
CD0139 = Misc Amount 1  
CD0140 = Misc Text 2  
CD0141 = Misc Amount 2  
CD0142 = Misc Text 3  
CD0143 = Misc Amount 3

## RD Text Information

CD0144 = Late Fee Grace Period  
CD0145 = Late Fee Amount  
CD0146 = No Days Terminate Lease  
CD0147 = Misc Text 1  
CD0148 = Misc Amount 1  
CD0149 = Misc Text 2  
CD0150 = Misc Amount 2  
CD0151 = Misc Text 3  
CD0152 = Misc Amount 3  
CD0153 = Plan Code  
CD0154 = Rental Type

## Household Members Single

CD0155 = Heads Full Name  
CD0156 = Heads First Name  
CD0157 = Heads Middle Initial  
CD0158 = Heads Last Name  
CD0159 = Heads Relationship to Head  
CD0160 = Heads Sex  
CD0161 = Heads Birthdate  
CD0162 = Heads Age  
CD0163 = Heads Family Member Status Code  
CD0164 = Heads SSN  
CD0165 = Heads Eligibility Code  
CD0166 = Heads Occupation  
CD0167 = Heads Employment/Business Income  
CD0168 = Heads Social Security/Person Income  
CD0169 = Heads Public Assistance Income  
CD0170 = Heads Other Income  
CD0171 = Heads Race  
CD0172 = Heads Ethnicity  
CD0173 = Heads Race (Supplied/Observed)

CD0174 = Member 2 Full Name  
CD0175 = Member 2 First Name  
CD0176 = Member 2 Middle Initial  
CD0177 = Member 2 Last Name

CD0178 = Member 2 Relationship to Head  
CD0179 = Member 2 Sex  
CD0180 = Member 2 Birthdate  
CD0181 = Member 2 Age  
CD0182 = Member 2 Family Member Status Code  
CD0183 = Member 2 SSN  
CD0184 = Member 2 Eligibility Code  
CD0185 = Member 2 Occupation  
CD0186 = Member 2 Employment/Business Income  
CD0187 = Member 2 Social Security/Penson Income  
CD0188 = Member 2 Public Assistance Income  
CD0189 = Member 2 Other Income  
CD0190 = Member 2 Race  
CD0191 = Member 2 Ethnicity  
CD0192 = Member 2 Race (Supplied/Observed)

CD0193 = Member 3 Full Name  
CD0194 = Member 3 First Name  
CD0195 = Member 3 Middle Initial  
CD0196 = Member 3 Last Name  
CD0197 = Member 3 Relationship to Head  
CD0198 = Member 3 Sex  
CD0199 = Member 3 Birthdate  
CD0200 = Member 3 Age  
CD0201 = Member 3 Family Member Status Code  
CD0202 = Member 3 SSN  
CD0203 = Member 3 Eligibility Code  
CD0204 = Member 3 Occupation  
CD0205 = Member 3 Employment/Business Income  
CD0206 = Member 3 Social Security/Penson Income  
CD0207 = Member 3 Public Assistance Income  
CD0208 = Member 3 Other Income  
CD0209 = Member 3 Race  
CD0210 = Member 3 Ethnicity  
CD0211 = Member 3 Race (Supplied/Observed)

CD0212 = Member 4 Full Name  
CD0213 = Member 4 First Name  
CD0214 = Member 4 Middle Initial  
CD0215 = Member 4 Last Name  
CD0216 = Member 4 Relationship to Head  
CD0217 = Member 4 Sex  
CD0218 = Member 4 Birthdate  
CD0219 = Member 4 Age  
CD0220 = Member 4 Family Member Status Code  
CD0221 = Member 4 SSN  
CD0222 = Member 4 Eligibility Code  
CD0223 = Member 4 Occupation  
CD0224 = Member 4 Employment/Business Income  
CD0225 = Member 4 Social Security/Penson Income  
CD0226 = Member 4 Public Assistance Income  
CD0227 = Member 4 Other Income  
CD0228 = Member 4 Race  
CD0229 = Member 4 Ethnicity

CD0230 = Member 4 Race (Supplied/Observed)

CD0231 = Member 5 Full Name  
CD0232 = Member 5 First Name  
CD0233 = Member 5 Middle Initial  
CD0234 = Member 5 Last Name  
CD0235 = Member 5 Relationship to Head  
CD0236 = Member 5 Sex  
CD0237 = Member 5 Birthdate  
CD0238 = Member 5 Age  
CD0239 = Member 5 Family Member Status Code  
CD0240 = Member 5 SSN  
CD0241 = Member 5 Eligibility Code  
CD0242 = Member 5 Occupation  
CD0243 = Member 5 Employment/Business Income  
CD0244 = Member 5 Social Security/Penson Income  
CD0245 = Member 5 Public Assistance Income  
CD0246 = Member 5 Other Income  
CD0247 = Member 5 Race  
CD0248 = Member 5 Ethnicity  
CD0249 = Member 5 Race (Supplied/Observed)

CD0250 = Member 6 Full Name  
CD0251 = Member 6 First Name  
CD0252 = Member 6 Middle Initial  
CD0253 = Member 6 Last Name  
CD0254 = Member 6 Relationship to Head  
CD0255 = Member 6 Sex  
CD0256 = Member 6 Birthdate  
CD0257 = Member 6 Age  
CD0258 = Member 6 Family Member Status Code  
CD0259 = Member 6 SSN  
CD0260 = Member 6 Eligibility Code  
CD0261 = Member 6 Occupation  
CD0262 = Member 6 Employment/Business Income  
CD0263 = Member 6 Social Security/Penson Income  
CD0264 = Member 6 Public Assistance Income  
CD0265 = Member 6 Other Income  
CD0266 = Member 6 Race  
CD0267 = Member 6 Ethnicity  
CD0268 = Member 6 Race (Supplied/Observed)

CD0269 = Member 7 Full Name  
CD0270 = Member 7 First Name  
CD0271 = Member 7 Middle Initial  
CD0272 = Member 7 Last Name  
CD0273 = Member 7 Relationship to Head  
CD0274 = Member 7 Sex  
CD0275 = Member 7 Birthdate  
CD0276 = Member 7 Age  
CD0277 = Member 7 Family Member Status Code  
CD0278 = Member 7 SSN  
CD0279 = Member 7 Eligibility Code  
CD0280 = Member 7 Occupation



CD0281 = Member 7 Employment/Business Income  
CD0282 = Member 7 Social Security/Penson Income  
CD0283 = Member 7 Public Assistance Income  
CD0284 = Member 7 Other Income  
CD0285 = Member 7 Race  
CD0286 = Member 7 Ethnicity  
CD0287 = Member 7 Race (Supplied/Observed)

CD0288 = Member 8 Full Name  
CD0289 = Member 8 First Name  
CD0290 = Member 8 Middle Initial  
CD0291 = Member 8 Last Name  
CD0292 = Member 8 Relationship to Head  
CD0293 = Member 8 Sex  
CD0294 = Member 8 Birthdate  
CD0295 = Member 8 Age  
CD0296 = Member 8 Family Member Status Code  
CD0297 = Member 8 SSN  
CD0298 = Member 8 Eligibility Code  
CD0299 = Member 8 Occupation  
CD0300 = Member 8 Employment/Business Income  
CD0301 = Member 8 Social Security/Penson Income  
CD0302 = Member 8 Public Assistance Income  
CD0303 = Member 8 Other Income  
CD0304 = Member 8 Race  
CD0305 = Member 8 Ethnicity  
CD0306 = Member 8 Race (Supplied/Observed)

CD0307 = Member 9 Full Name  
CD0308 = Member 9 First Name  
CD0309 = Member 9 Middle Initial  
CD0310 = Member 9 Last Name  
CD0311 = Member 9 Relationship to Head  
CD0312 = Member 9 Sex  
CD0313 = Member 9 Birthdate  
CD0314 = Member 9 Age  
CD0315 = Member 9 Family Member Status Code  
CD0316 = Member 9 SSN  
CD0317 = Member 9 Eligibility Code  
CD0318 = Member 9 Occupation  
CD0319 = Member 9 Employment/Business Income  
CD0320 = Member 9 Social Security/Penson Income  
CD0321 = Member 9 Public Assistance Income  
CD0322 = Member 9 Other Income  
CD0323 = Member 9 Race  
CD0324 = Member 9 Ethnicity  
CD0325 = Member 9 Race (Supplied/Observed)

CD0326 = Member 10 Full Name  
CD0327 = Member 10 First Name  
CD0328 = Member 10 Middle Initial  
CD0329 = Member 10 Last Name  
CD0330 = Member 10 Relationship to Head  
CD0331 = Member 10 Sex

CD0332 = Member 10 Birthdate  
 CD0333 = Member 10 Age  
 CD0334 = Member 10 Family Member Status Code  
 CD0335 = Member 10 SSN  
 CD0336 = Member 10 Eligibility Code  
 CD0337 = Member 10 Occupation  
 CD0338 = Member 10 Employment/Business Income  
 CD0339 = Member 10 Social Security/Person Income  
 CD0340 = Member 10 Public Assistance Income  
 CD0341 = Member 10 Other Income  
 CD0342 = Member 10 Race  
 CD0343 = Member 10 Ethnicity  
 CD0344 = Member 10 Race (Supplied/Observed)

#### 14.2.6 Project Data - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Project Data - Custom Report Generation* window ...

##### Project Data Information

MergeField Code = Field Description

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##### Rent Rate Schedule

PDR701 = Effective Date  
 PDR702 = Total Number of Units  
 PDR703 = Total Number EFF Units  
 PDR704 = Total Number 1BR Units  
 PDR705 = Total Number 2BR Units  
 PDR706 = Total Number 3BR Units  
 PDR707 = Total Number 4BR Units  
 PDR708 = Total Number 5BR Units  
 PDR709 = Total Number 6BR Units  
  
 PDR001 = EFF NA Basic Rent  
 PDR002 = EFF NA Market/Notes Rate  
 PDR003 = EFF NA Contract Rent  
 PDR004 = EFF NA LIHTC Rent Rate  
 PDR005 = EFF NA Total Utility Allowance  
 PDR006 = EFF NA Square Feet  
  
 PDR011 = EFF SML Basic Rent  
 PDR012 = EFF SML Market/Notes Rate  
 PDR013 = EFF SML Contract Rent  
 PDR014 = EFF SML LIHTC Rent Rate  
 PDR015 = EFF SML Total Utility Allowance  
 PDR016 = EFF SML Square Feet  
  
 PDR021 = EFF MED Basic Rent

PDR022 = EFF MED Market/Notes Rate  
PDR023 = EFF MED Contract Rent  
PDR024 = EFF MED LIHTC Rent Rate  
PDR025 = EFF MED Total Utility Allowance  
PDR026 = EFF MED Square Feet

PDR031 = EFF LRG Basic Rent  
PDR032 = EFF LRG Market/Notes Rate  
PDR033 = EFF LRG Contract Rent  
PDR034 = EFF LRG LIHTC Rent Rate  
PDR035 = EFF LRG Total Utility Allowance  
PDR036 = EFF LRG Square Feet

PDR101 = 1BR NA Basic Rent  
PDR102 = 1BR NA Market/Notes Rate  
PDR103 = 1BR NA Contract Rent  
PDR104 = 1BR NA LIHTC Rent Rate  
PDR105 = 1BR NA Total Utility Allowance  
PDR106 = 1BR NA Square Feet

PDR111 = 1BR SML Basic Rent  
PDR112 = 1BR SML Market/Notes Rate  
PDR113 = 1BR SML Contract Rent  
PDR114 = 1BR SML LIHTC Rent Rate  
PDR115 = 1BR SML Total Utility Allowance  
PDR116 = 1BR SML Square Feet

PDR121 = 1BR MED Basic Rent  
PDR122 = 1BR MED Market/Notes Rate  
PDR123 = 1BR MED Contract Rent  
PDR124 = 1BR MED LIHTC Rent Rate  
PDR125 = 1BR MED Total Utility Allowance  
PDR126 = 1BR MED Square Feet

PDR131 = 1BR LRG Basic Rent  
PDR132 = 1BR LRG Market/Notes Rate  
PDR133 = 1BR LRG Contract Rent  
PDR134 = 1BR LRG LIHTC Rent Rate  
PDR135 = 1BR LRG Total Utility Allowance  
PDR136 = 1BR LRG Square Feet

PDR201 = 2BR NA Basic Rent  
PDR202 = 2BR NA Market/Notes Rate  
PDR203 = 2BR NA Contract Rent  
PDR204 = 2BR NA LIHTC Rent Rate  
PDR205 = 2BR NA Total Utility Allowance  
PDR206 = 2BR NA Square Feet

PDR211 = 2BR SML Basic Rent  
PDR212 = 2BR SML Market/Notes Rate  
PDR213 = 2BR SML Contract Rent  
PDR214 = 2BR SML LIHTC Rent Rate  
PDR215 = 2BR SML Total Utility Allowance  
PDR216 = 2BR SML Square Feet

PDR221 = 2BR MED Basic Rent  
PDR222 = 2BR MED Market/Notes Rate  
PDR223 = 2BR MED Contract Rent  
PDR224 = 2BR MED LIHTC Rent Rate  
PDR225 = 2BR MED Total Utility Allowance  
PDR226 = 2BR MED Square Feet

PDR231 = 2BR LRG Basic Rent  
PDR232 = 2BR LRG Market/Notes Rate  
PDR233 = 2BR LRG Contract Rent  
PDR234 = 2BR LRG LIHTC Rent Rate  
PDR235 = 2BR LRG Total Utility Allowance  
PDR236 = 2BR LRG Square Feet

PDR301 = 3BR NA Basic Rent  
PDR302 = 3BR NA Market/Notes Rate  
PDR303 = 3BR NA Contract Rent  
PDR304 = 3BR NA LIHTC Rent Rate  
PDR305 = 3BR NA Total Utility Allowance  
PDR306 = 3BR NA Square Feet

PDR311 = 3BR SML Basic Rent  
PDR312 = 3BR SML Market/Notes Rate  
PDR313 = 3BR SML Contract Rent  
PDR314 = 3BR SML LIHTC Rent Rate  
PDR315 = 3BR SML Total Utility Allowance  
PDR316 = 3BR SML Square Feet

PDR321 = 3BR MED Basic Rent  
PDR322 = 3BR MED Market/Notes Rate  
PDR323 = 3BR MED Contract Rent  
PDR324 = 3BR MED LIHTC Rent Rate  
PDR325 = 3BR MED Total Utility Allowance  
PDR326 = 3BR MED Square Feet

PDR331 = 3BR LRG Basic Rent  
PDR332 = 3BR LRG Market/Notes Rate  
PDR333 = 3BR LRG Contract Rent  
PDR334 = 3BR LRG LIHTC Rent Rate  
PDR335 = 3BR LRG Total Utility Allowance  
PDR336 = 3BR LRG Square Feet

PDR401 = 4BR NA Basic Rent  
PDR402 = 4BR NA Market/Notes Rate  
PDR403 = 4BR NA Contract Rent  
PDR404 = 4BR NA LIHTC Rent Rate  
PDR405 = 4BR NA Total Utility Allowance  
PDR406 = 4BR NA Square Feet

PDR411 = 4BR SML Basic Rent  
PDR412 = 4BR SML Market/Notes Rate  
PDR413 = 4BR SML Contract Rent  
PDR414 = 4BR SML LIHTC Rent Rate

PDR415 = 4BR SML Total Utility Allowance  
PDR416 = 4BR SML Square Feet

PDR421 = 4BR MED Basic Rent  
PDR422 = 4BR MED Market/Notes Rate  
PDR423 = 4BR MED Contract Rent  
PDR424 = 4BR MED LIHTC Rent Rate  
PDR425 = 4BR MED Total Utility Allowance  
PDR426 = 4BR MED Square Feet

PDR431 = 4BR LRG Basic Rent  
PDR432 = 4BR LRG Market/Notes Rate  
PDR433 = 4BR LRG Contract Rent  
PDR434 = 4BR LRG LIHTC Rent Rate  
PDR435 = 4BR LRG Total Utility Allowance  
PDR436 = 4BR LRG Square Feet

PDR501 = 5BR NA Basic Rent  
PDR502 = 5BR NA Market/Notes Rate  
PDR503 = 5BR NA Contract Rent  
PDR504 = 5BR NA LIHTC Rent Rate  
PDR505 = 5BR NA Total Utility Allowance  
PDR506 = 5BR NA Square Feet

PDR511 = 5BR SML Basic Rent  
PDR512 = 5BR SML Market/Notes Rate  
PDR513 = 5BR SML Contract Rent  
PDR514 = 5BR SML LIHTC Rent Rate  
PDR515 = 5BR SML Total Utility Allowance  
PDR516 = 5BR SML Square Feet

PDR521 = 5BR MED Basic Rent  
PDR522 = 5BR MED Market/Notes Rate  
PDR523 = 5BR MED Contract Rent  
PDR524 = 5BR MED LIHTC Rent Rate  
PDR525 = 5BR MED Total Utility Allowance  
PDR526 = 5BR MED Square Feet

PDR531 = 5BR LRG Basic Rent  
PDR532 = 5BR LRG Market/Notes Rate  
PDR533 = 5BR LRG Contract Rent  
PDR534 = 5BR LRG LIHTC Rent Rate  
PDR535 = 5BR LRG Total Utility Allowance  
PDR536 = 5BR LRG Square Feet

PDR601 = 6BR NA Basic Rent  
PDR602 = 6BR NA Market/Notes Rate  
PDR603 = 6BR NA Contract Rent  
PDR604 = 6BR NA LIHTC Rent Rate  
PDR605 = 6BR NA Total Utility Allowance  
PDR606 = 6BR NA Square Feet

PDR611 = 6BR SML Basic Rent  
PDR612 = 6BR SML Market/Notes Rate

PDR613 = 6BR SML Contract Rent  
PDR614 = 6BR SML LIHTC Rent Rate  
PDR615 = 6BR SML Total Utility Allowance  
PDR616 = 6BR SML Square Feet

PDR621 = 6BR MED Basic Rent  
PDR622 = 6BR MED Market/Notes Rate  
PDR623 = 6BR MED Contract Rent  
PDR624 = 6BR MED LIHTC Rent Rate  
PDR625 = 6BR MED Total Utility Allowance  
PDR626 = 6BR MED Square Feet

PDR631 = 6BR LRG Basic Rent  
PDR632 = 6BR LRG Market/Notes Rate  
PDR633 = 6BR LRG Contract Rent  
PDR634 = 6BR LRG LIHTC Rent Rate  
PDR635 = 6BR LRG Total Utility Allowance  
PDR636 = 6BR LRG Square Feet

## HUD Project Information

PD0001 = Dependent Allowance  
PD0002 = Elderly Allowance  
PD0003 = Imputed Income Percentage  
PD0004 = Minimum Rent Amount  
PD0005 = TRACS Mailbox ID Number

## HUD Text Information

PD0006 = Late Fee Grace Period  
PD0007 = Late Fee Amount  
PD0008 = Number of Days Required to Terminate Lease  
PD0009 = Misc Text Line 1  
PD0010 = Misc Amount Line 1  
PD0011 = Misc Text Line 2  
PD0012 = Misc Amount Line 2  
PD0013 = Misc Text Line 3  
PD0014 = Misc Amount Line 3

## HUD Income Limits

PD0015 = Effective Date  
PD0016 = Median Family Income  
  
PD0017 = 1 Mbr Low Income Limit  
PD0018 = 2 Mbrs Low Income Limit  
PD0019 = 3 Mbrs Low Income Limit  
PD0020 = 4 Mbrs Low Income Limit  
PD0021 = 5 Mbrs Low Income Limit  
PD0022 = 6 Mbrs Low Income Limit  
PD0023 = 7 Mbrs Low Income Limit  
PD0024 = 8+ Mbrs Low Income Limit  
  
PD0025 = 1 Mbr Very Low Income Limit

PD0026 = 2 Mbrs Very Low Income Limit  
PD0027 = 3 Mbrs Very Low Income Limit  
PD0028 = 4 Mbrs Very Low Income Limit  
PD0029 = 5 Mbrs Very Low Income Limit  
PD0030 = 6 Mbrs Very Low Income Limit  
PD0031 = 7 Mbrs Very Low Income Limit  
PD0032 = 8+ Mbrs Very Low Income Limit

PD0033 = 1 Mbr Extremely Low Income Limit  
PD0034 = 2 Mbrs Extremely Low Income Limit  
PD0035 = 3 Mbrs Extremely Low Income Limit  
PD0036 = 4 Mbrs Extremely Low Income Limit  
PD0037 = 5 Mbrs Extremely Low Income Limit  
PD0038 = 6 Mbrs Extremely Low Income Limit  
PD0039 = 7 Mbrs Extremely Low Income Limit  
PD0040 = 8+ Mbrs Extremely Low Income Limit

#### HUD HAP Contract Information

PD0041 = Total Number of HAP Contacts  
PD0042 = Multiple HAP Contracts Apply (Yes/No)

#### Hap Contact Number 1

PD0043 = Section 8 Contact Number  
PD0044 = HUD Project Number  
PD0045 = FHA/EH/Non-Insured Project Number  
PD0046 = Total Number of Section 8 Units  
PD0047 = Type of HUD Subsidy  
PD0048 = Type of Section 8  
PD0049 = HAP Signed On/After 10/81  
PD0050 = HAP Effective On/After 10/81  
PD0051 = LM/PD HAP Signed On/After 10/84  
PD0052 = Date of Project Based Exceptions  
PD0053 = Number of Project Based Exceptions  
PD0054 = Effective Date of Contract  
PD0055 = Expiration Date of Contract  
PD0056 = Contract Dollar Amount

#### Hap Contact Number 2

PD0057 = Section 8 Contact Number  
PD0058 = HUD Project Number  
PD0059 = FHA/EH/Non-Insured Project Number  
PD0060 = Total Number of Section 8 Units  
PD0061 = Type of HUD Subsidy  
PD0062 = Type of Section 8  
PD0063 = HAP Signed On/After 10/81  
PD0064 = HAP Effective On/After 10/81  
PD0065 = LM/PD HAP Signed On/After 10/84  
PD0066 = Date of Project Based Exceptions  
PD0067 = Number of Project Based Exceptions  
PD0068 = Effective Date of Contract  
PD0069 = Expiration Date of Contract

PD0070 = Contract Dollar Amount

Hap Contact Number 3

PD0071 = Section 8 Contact Number  
PD0072 = HUD Project Number  
PD0073 = FHA/EH/Non-Insured Project Number  
PD0074 = Total Number of Section 8 Units  
PD0075 = Type of HUD Subsidy  
PD0076 = Type of Section 8  
PD0077 = HAP Signed On/After 10/81  
PD0078 = HAP Effective On/After 10/81  
PD0079 = LM/PD HAP Signed On/After 10/84  
PD0080 = Date of Project Based Exceptions  
PD0081 = Number of Project Based Exceptions  
PD0082 = Effective Date of Contract  
PD0083 = Expiration Date of Contract  
PD0084 = Contract Dollar Amount

Hap Contact Number 4

PD0085 = Section 8 Contact Number  
PD0086 = HUD Project Number  
PD0087 = FHA/EH/Non-Insured Project Number  
PD0088 = Total Number of Section 8 Units  
PD0089 = Type of HUD Subsidy  
PD0090 = Type of Section 8  
PD0091 = HAP Signed On/After 10/81  
PD0092 = HAP Effective On/After 10/81  
PD0093 = LM/PD HAP Signed On/After 10/84  
PD0094 = Date of Project Based Exceptions  
PD0095 = Number of Project Based Exceptions  
PD0096 = Effective Date of Contract  
PD0097 = Expiration Date of Contract  
PD0098 = Contract Dollar Amount

Hap Contact Number 5

PD0099 = Section 8 Contact Number  
PD0100 = HUD Project Number  
PD0101 = FHA/EH/Non-Insured Project Number  
PD0102 = Total Number of Section 8 Units  
PD0103 = Type of HUD Subsidy  
PD0104 = Type of Section 8  
PD0105 = HAP Signed On/After 10/81  
PD0106 = HAP Effective On/After 10/81  
PD0107 = LM/PD HAP Signed On/After 10/84  
PD0108 = Date of Project Based Exceptions  
PD0109 = Number of Project Based Exceptions  
PD0110 = Effective Date of Contract  
PD0111 = Expiration Date of Contract  
PD0112 = Contract Dollar Amount

RD Project Information



PD0113 = Borrower ID  
PD0114 = Project Number  
PD0115 = Project Code  
PD0116 = State/District Code  
PD0117 = Plan Code  
PD0118 = Borrower Type  
PD0119 = Rental Type  
PD0120 = Project Type  
PD0121 = Accounting Method  
PD0122 = Kind of Load  
PD0123 = Plan of Operation  
PD0124 = Dependent Allowance  
PD0125 = Elderly Allowance  
PD0126 = Imputed Income from Assets Percentage

RD Multi-Renant Assistance Agreements

PD0127 = Multiple RA Agreements Apply (Yes/No)  
PD0128 = Generate Separate Part II Worksheets per RA (Yes/No)  
PD0129 = Total Number of RA Agreements

RA Agreement Number 1

PD0130 = RA Agreement Number  
PD0131 = Total Number of Units with R/A  
PD0132 = RA Obligation Balance  
PD0133 = RA Agreement Effective Date  
PD0134 = RA Agreement Expiration Date  
PD0135 = Original RA Obligation Loan Amount

RA Agreement Number 2

PD0136 = RA Agreement Number  
PD0137 = Total Number of Units with R/A  
PD0138 = RA Obligation Balance  
PD0139 = RA Agreement Effective Date  
PD0140 = RA Agreement Expiration Date  
PD0141 = Original RA Obligation Loan Amount

RA Agreement Number 3

PD0142 = RA Agreement Number  
PD0143 = Total Number of Units with R/A  
PD0144 = RA Obligation Balance  
PD0145 = RA Agreement Effective Date  
PD0146 = RA Agreement Expiration Date  
PD0147 = Original RA Obligation Loan Amount

RA Agreement Number 4

PD0148 = RA Agreement Number  
PD0149 = Total Number of Units with R/A  
PD0150 = RA Obligation Balance

PD0151 = RA Agreement Effective Date  
PD0152 = RA Agreement Expiration Date  
PD0153 = Original RA Obligation Loan Amount

## RA Agreement Number 5

PD0154 = RA Agreement Number  
PD0155 = Total Number of Units with R/A  
PD0156 = RA Obligation Balance  
PD0157 = RA Agreement Effective Date  
PD0158 = RA Agreement Expiration Date  
PD0159 = Original RA Obligation Loan Amount

## RA Mortgage Payment Information

PD0160 = Loan Number 1 Number  
PD0161 = Loan Number 1 Payment  
PD0162 = Loan Number 2 Number  
PD0163 = Loan Number 2 Payment  
PD0164 = Loan Number 3 Number  
PD0165 = Loan Number 3 Payment  
PD0166 = Loan Number 4 Number  
PD0167 = Loan Number 4 Payment  
PD0168 = Loan Number 5 Number  
PD0169 = Loan Number 5 Payment

## RD Text Information

PD0170 = Late Fee Grace Period  
PD0171 = Late Fee Amount  
PD0172 = Number of Days Required to Terminate Lease  
PD0173 = Misc Text Line 1  
PD0174 = Misc Amount Line 1  
PD0175 = Misc Text Line 2  
PD0176 = Misc Amount Line 2  
PD0177 = Misc Text Line 3  
PD0178 = Misc Amount Line 3

## RD Income Limits

PD0179 = Effective Date

PD0180 = 1 Mbr Moderate Income Limit  
PD0181 = 2 Mbrs Moderate Income Limit  
PD0182 = 3 Mbrs Moderate Income Limit  
PD0183 = 4 Mbrs Moderate Income Limit  
PD0184 = 5 Mbrs Moderate Income Limit  
PD0185 = 6 Mbrs Moderate Income Limit  
PD0186 = 7 Mbrs Moderate Income Limit  
PD0187 = 8+ Mbrs Moderate Income Limit

PD0188 = 1 Mbr Lower Income Limit  
PD0189 = 2 Mbrs Lower Income Limit  
PD0190 = 3 Mbrs Lower Income Limit

PD0191 = 4 Mbrs Lower Income Limit  
PD0192 = 5 Mbrs Lower Income Limit  
PD0193 = 6 Mbrs Lower Income Limit  
PD0194 = 7 Mbrs Lower Income Limit  
PD0195 = 8+ Mbrs Lower Income Limit

PD0196 = 1 Mbr Very Low Income Limit  
PD0197 = 2 Mbrs Very Low Income Limit  
PD0198 = 3 Mbrs Very Low Income Limit  
PD0199 = 4 Mbrs Very Low Income Limit  
PD0200 = 5 Mbrs Very Low Income Limit  
PD0201 = 6 Mbrs Very Low Income Limit  
PD0202 = 7 Mbrs Very Low Income Limit  
PD0203 = 8+ Mbrs Very Low Income Limit

#### Tax Credit Checking

PD0204 = Tax Credit Apply (Yes/No)  
PD0205 = Multiple Income Limits Apply (Yes/No)  
PD0206 = Tax Credit Project Number  
PD0207 = Tax Credit Cals Method (/12x.30 or x.30/12)  
PD0208 = Tax Credit Rent Limits Apply (Yes/No)

#### Tax Credit Income Limits

PD0209 = Effective Date

#### Column 1

PD0210 = Column Heading  
PD0211 = Income Limit Type Percentage  
PD0212 = 1 Mbr Income Limit  
PD0213 = 2 Mbrs Income Limit  
PD0214 = 3 Mbrs Income Limit  
PD0215 = 4 Mbrs Income Limit  
PD0216 = 5 Mbrs Income Limit  
PD0217 = 6 Mbr Income Limit  
PD0218 = 7 Mbrs Income Limit  
PD0219 = 8 Mbrs Income Limit  
PD0220 = 9+ Mbrs Income Limit

#### Column 2

PD0221 = Column Heading  
PD0222 = Income Limit Type Percentage  
PD0223 = 1 Mbr Income Limit  
PD0224 = 2 Mbrs Income Limit  
PD0225 = 3 Mbrs Income Limit  
PD0226 = 4 Mbrs Income Limit  
PD0227 = 5 Mbrs Income Limit  
PD0228 = 6 Mbr Income Limit  
PD0229 = 7 Mbrs Income Limit  
PD0230 = 8 Mbrs Income Limit  
PD0231 = 9+ Mbrs Income Limit

## Column 3

PD0232 = Column Heading  
PD0233 = Income Limit Type Percentage  
PD0234 = 1 Mbr Income Limit  
PD0235 = 2 Mbrs Income Limit  
PD0236 = 3 Mbrs Income Limit  
PD0237 = 4 Mbrs Income Limit  
PD0238 = 5 Mbrs Income Limit  
PD0239 = 6 Mbr Income Limit  
PD0240 = 7 Mbrs Income Limit  
PD0241 = 8 Mbrs Income Limit  
PD0242 = 9+ Mbrs Income Limit

## Column 4

PD0243 = Column Heading  
PD0244 = Income Limit Type Percentage  
PD0245 = 1 Mbr Income Limit  
PD0246 = 2 Mbrs Income Limit  
PD0247 = 3 Mbrs Income Limit  
PD0248 = 4 Mbrs Income Limit  
PD0249 = 5 Mbrs Income Limit  
PD0250 = 6 Mbr Income Limit  
PD0251 = 7 Mbrs Income Limit  
PD0252 = 8 Mbrs Income Limit  
PD0253 = 9+ Mbrs Income Limit

## Column 5

PD0254 = Column Heading  
PD0255 = Income Limit Type Percentage  
PD0256 = 1 Mbr Income Limit  
PD0257 = 2 Mbrs Income Limit  
PD0258 = 3 Mbrs Income Limit  
PD0259 = 4 Mbrs Income Limit  
PD0260 = 5 Mbrs Income Limit  
PD0261 = 6 Mbr Income Limit  
PD0262 = 7 Mbrs Income Limit  
PD0263 = 8 Mbrs Income Limit  
PD0264 = 9+ Mbrs Income Limit

## Column 6

PD0265 = Column Heading  
PD0266 = Income Limit Type Percentage  
PD0267 = 1 Mbr Income Limit  
PD0268 = 2 Mbrs Income Limit  
PD0269 = 3 Mbrs Income Limit  
PD0270 = 4 Mbrs Income Limit  
PD0271 = 5 Mbrs Income Limit  
PD0272 = 6 Mbr Income Limit  
PD0273 = 7 Mbrs Income Limit

PD0274 = 8 Mbrs Income Limit  
PD0275 = 9+ Mbrs Income Limit

Column 7

PD0276 = Column Heading  
PD0277 = Income Limit Type Percentage  
PD0278 = 1 Mbr Income Limit  
PD0279 = 2 Mbrs Income Limit  
PD0280 = 3 Mbrs Income Limit  
PD0281 = 4 Mbrs Income Limit  
PD0282 = 5 Mbrs Income Limit  
PD0283 = 6 Mbr Income Limit  
PD0284 = 7 Mbrs Income Limit  
PD0285 = 8 Mbrs Income Limit  
PD0286 = 9+ Mbrs Income Limit

Tax Credit Building ID Information  
Building 1

PD0287 = Building ID Number  
PD0288 = Application Date  
PD0289 = LIHTC Allocation Date  
PD0290 = Placed In Service Date  
PD0291 = Minimum Set Aside Percentage  
PD0292 = Tax Credit Type  
PD0293 = Deep Rent Skewed (Yes/No)  
PD0294 = 1993 Ombius Act (Yes/No)  
PD0295 = Election Date

Building 2

PD0296 = Building ID Number  
PD0297 = Application Date  
PD0298 = LIHTC Allocation Date  
PD0299 = Placed In Service Date  
PD0300 = Minimum Set Aside Percentage  
PD0301 = Tax Credit Type  
PD0302 = Deep Rent Skewed (Yes/No)  
PD0303 = 1993 Ombius Act (Yes/No)  
PD0304 = Election Date

Building 3

PD0305 = Building ID Number  
PD0306 = Application Date  
PD0307 = LIHTC Allocation Date  
PD0308 = Placed In Service Date  
PD0309 = Minimum Set Aside Percentage  
PD0310 = Tax Credit Type  
PD0311 = Deep Rent Skewed (Yes/No)  
PD0312 = 1993 Ombius Act (Yes/No)  
PD0313 = Election Date

## Building 4

PD0314 = Building ID Number  
 PD0315 = Application Date  
 PD0316 = LIHTC Allocation Date  
 PD0317 = Placed In Service Date  
 PD0318 = Minimum Set Aside Percentage  
 PD0319 = Tax Credit Type  
 PD0320 = Deep Rent Skewed (Yes/No)  
 PD0321 = 1993 Ombius Act (Yes/No)  
 PD0322 = Election Date

## Building 5

PD0323 = Building ID Number  
 PD0324 = Application Date  
 PD0325 = LIHTC Allocation Date  
 PD0326 = Placed In Service Date  
 PD0327 = Minimum Set Aside Percentage  
 PD0328 = Tax Credit Type  
 PD0329 = Deep Rent Skewed (Yes/No)  
 PD0330 = 1993 Ombius Act (Yes/No)  
 PD0331 = Election Date

### 14.2.7 Recertification Notices - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Recertification Notices* feature ...

#### Recertification Notice Information

MergeField Code = Field Description

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RN0001 = Recertification Date  
 RN0062 = Certification Expiration Date  
 RN0002 = Move-In Date  
 RN0003 = Unit Number  
 RN0048 = Building ID Number  
 RN0004 = Tenant Full Name  
 RN0005 = Tenant First Name  
 RN0006 = Tenant Last Name  
 RN0007 = Tenant SSN ( 000-00-0000 )  
 RN0045 = Tenant SSN Last 4 digits ( 0000 )  
 RN0008 = Tenant Birthdate  
 RN0009 = Tenant Address 1  
 RN0010 = Tenant Address 2  
 RN0011 = Tenant CSZ  
 RN0012 = Tenant Comments

RN0013 = Letter Name  
RN0014 = Letter Address 1  
RN0015 = Letter Address 2  
RN0016 = Letter CSZ  
RN0017 = Letter Phone Number  
RN0018 = Letter Fax Number  
RN0019 = Letter Email Address  
RN0020 = Contract Rent  
RN0021 = Market Rent  
RN0022 = Basic Rent  
RN0023 = LIHTC Rent  
RN0024 = Utility Allowance  
RN0025 = Square Feet  
RN0026 = Claim ID  
RN0027 = Asset Type  
RN0028 = Comments  
RN0029 = Subsidy Type  
RN0030 = FullTime Student Status  
RN0031 = Handicapped/Disabled  
RN0032 = Subsidy Detail  
RN0033 = Elderly Household

RN0034 = 30 Days before Recertification Date  
RN0060 = 30 Day Month  
RN0061 = 30 Day Year

RN0035 = 60 Days before Recertification Date  
RN0036 = 60 Day Month  
RN0037 = 60 Day Year

RN0038 = 90 Days before Recertification Date  
RN0039 = 90 Day Month  
RN0040 = 90 Day Year

RN0041 = 120 Days before Recertification Date  
RN0042 = 120 Day Month  
RN0043 = 120 Day Year

RN0044 = 11th Month  
RN0049 = 11th Month Year

RN0046 = HUD Model Lease Paragraph # and Form #  
Referencing Annual Recertification Requirements

RN0047 = HUD Model Lease Paragraph # and Form #  
Referencing Rights to Terminate Assistance

RN0050 = Adult Member 2 Full Name  
RN0051 = Adult Member 2 ( Comma Space Separator )  
RN0052 = Adult Member 3 Full Name  
RN0053 = Adult Member 3 ( Comma Space Separator )  
RN0054 = Adult Member 4 Full Name  
RN0055 = Adult Member 4 ( Comma Space Separator )  
RN0056 = Adult Member 5 Full Name

RN0057 = Adult Member 5 ( Comma Space Separator )  
RN0058 = Adult Member 6 Full Name  
RN0059 = Adult Member 6 ( Comma Space Separator )

#### 14.2.8 Repayment Agreement ( HUD ) - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Repayment Agreement* feature ...

##### Repayment Agreement Information

MergeField Code = Field Description

---

##### Detail Section

RA0001 = Repayment Agreement ID  
RA0002 = Unit Number  
RA0003 = Tenant ID  
RA0004 = Agreement ID  
RA0005 = Agreement Effective Date  
RA0058 = Agreement End Date  
RA0059 = Record Type  
RA0006 = Transaction Type  
RA0007 = Repayment Amount  
RA0008 = Cost Balance  
RA0009 = Initial Payment  
RA0010 = Paid On Date  
RA0011 = Monthly Payment  
RA0012 = Number of Months  
RA0013 = Staring Date  
RA0014 = Sign Date  
RA0015 = Move-in Date  
RA0016 = Unit Address  
RA0017 = Unit City, St Zip  
RA0018 = TC Address 1  
RA0019 = TC Address 2  
RA0020 = TC City, St Zip  
RA0021 = Phone Number  
RA0022 = Comments

RA0064 = HUD Project Number  
RA0065 = Section 8 Contract Number

RA0023 = Entry Detail

##### Member Section

RA0024 = Tenant Full Name  
RA0025 = Tenant First Name  
RA0026 = Tenant Last Name



RA0027 = Tenant Birthdate  
 RA0057 = Tenant SSN ( 000-00-0000 )  
 RA0028 = Co-Tenant 2 Full Name  
 RA0029 = Co-Tenant 2 First Name  
 RA0030 = Co-Tenant 2 Last Name  
 RA0031 = Co-Tenant 2 Birthdate  
 RA0032 = Co-Tenant 3 Full Name  
 RA0033 = Co-Tenant 3 First Name  
 RA0034 = Co-Tenant 3 Last Name  
 RA0035 = Co-Tenant 3 Birthdate  
 RA0036 = Co-Tenant 4 Full Name  
 RA0037 = Co-Tenant 4 First Name  
 RA0038 = Co-Tenant 4 Last Name  
 RA0039 = Co-Tenant 4 Birthdate  
 RA0040 = Co-Tenant 5 Full Name  
 RA0041 = Co-Tenant 5 First Name  
 RA0042 = Co-Tenant 5 Last Name  
 RA0043 = Co-Tenant 5 Birthdate  
 RA0044 = Co-Tenant 6 Full Name  
 RA0045 = Co-Tenant 6 First Name  
 RA0046 = Co-Tenant 6 Last Name  
 RA0047 = Co-Tenant 6 Birthdate  
 RA0048 = Co-Tenant 7 Full Name  
 RA0049 = Co-Tenant 7 First Name  
 RA0050 = Co-Tenant 7 Last Name  
 RA0051 = Co-Tenant 7 Birthdate  
 RA0052 = Co-Tenant 8 Full Name  
 RA0053 = Co-Tenant 8 First Name  
 RA0054 = Co-Tenant 8 Last Name  
 RA0055 = Co-Tenant 8 Birthdate  
  
 RA0056 = Status Entry Detail  
  
 RA0060 = Current Status Code  
 RA0061 = Current Status Date  
 RA0062 = Current Status Voucher Date  
 RA0063 = Current Status Move-Out Date

#### 14.2.9 Unit Data - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Unit Data - Custom Report Generation* window ...

##### Unit Data Information

MergeField Code = Field Description

---

##### Unit Information

UD0001 = Unit Number

UD0002 = Unit Size (Eff - 1BR - 2BR - 3BR - 4BR)  
UD0003 = Unit Type (Small - Medium - Large)  
UD0004 = Unit Address  
UD0005 = Unit CSZ  
UD0006 = Unit Square Feet  
UD0007 = Building ID Number  
UD0008 = Handicap Unit (Yes/No)  
UD0009 = Accessibility - Mobility (Yes/No)  
UD0010 = Accessibility - Hearing (Yes/No)  
UD0011 = Accessibility - Visual (Yes/No)

## Tenant Information

UD0012 = Tenant Full Name  
UD0013 = Tenant First Name  
UD0014 = Tenant Last Name  
UD0015 = SSN  
UD0016 = Birthdate  
UD0017 = Phone Number  
UD0018 = Number Occupants  
UD0019 = Security Deposit  
UD0020 = Elderly Household (Yes/No)

## Dates

UD0021 = Action Effective Date  
UD0022 = Next Recertification Date  
UD0023 = Move-In Date  
UD0024 = Move-Out Date  
UD0025 = Activation Date

## Rent / Income Amounts

UD0026 = Tenant Rent  
UD0027 = Subsidy  
UD0028 = Utility Refund  
UD0029 = 30% of Income  
UD0030 = 100% of Income  
UD0031 = Income at Move-In  
  
UD0032 = Rent Rates Effective Date  
UD0033 = Basic Rent  
UD0034 = Market/Note Rate  
UD0035 = Contract Rent  
UD0036 = Utility Allowance

## Certification Information

UD0037 = Action Processed  
UD0038 = Subsidy Type  
UD0039 = HUD Market Rent Tenant (Yes/No)  
UD0040 = Section 8 Low Income Tenant When RA Received (Yes/No)  
UD0041 = Exceptions to Limitations on Admission  
UD0042 = Unit Not LIHTC Eligible due to Full Time Student (Yes/No)

UD0043 = Tenant Receives Outside PHA R/A (Yes/No)  
 UD0044 = PHA Dollar Amount  
 UD0045 = Tenant Rent is Owner Subsidized(Yes/No)  
 UD0046 = Dollar Amount  
 UD0047 = No-Revenue Producing Unit Occupied by Manager  
 UD0048 = Police/Security Unit (Yes/No)  
 UD0049 = Unit Abated (Yes/No)  
 UD0050 = Project Worksheet Notation (Yes/No)  
 UD0051 = Project Worksheet Notation Reason  
 UD0052 = Eviction In Progress (Yes/No)  
 UD0053 = Eviction Date  
 UD0054 = Eviction Comments  
 UD0055 = Forwarding C/O  
 UD0056 = Forwarding Address  
 UD0057 = Forwarding CSZ  
 UD0058 = Comments  
  
 UD0059 = Multi Rent Rates Apply  
 UD0060 = Mutli HAP/RA Apply  
 UD0061 = HAP Effective Date  
 UD0062 = Multi HAP Number  
 UD0063 = Multi RA Number  
 UD0064 = Multi Tax Credit Apply  
 UD0065 = Tax Credit Effective Date  
 UD0066 = Multi Tax Credit Number

#### 14.2.10 Waiting List Data - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Waiting List Data* feature ...

##### Applicant Entry Information

MergeField Code = Field Description

---

WD0001 = Applicant Full Name  
 WD0002 = Applicant First Name  
 WD0003 = Applicant Middle Initial  
 WD0004 = Applicant Last Name  
 WD0005 = Applicant Address  
 WD0006 = Applicant CSZ  
 WD0007 = Applicant Phone Number  
 WD0008 = Applicant Email Address  
  
 WD0009 = Assets Value  
 WD0010 = Assets Income  
 WD0011 = Medical Expense  
 WD0012 = Handicap Expense  
 WD0013 = Child Care Expense  
 WD0014 = Gross Annual Income

WD0015 = Adjusted Income  
WD0016 = 30% of adjusted Monthly Income  
WD0017 = Application Date  
WD0018 = Application Time  
WD0019 = Received Date  
WD0020 = Received Time  
WD0021 = File Last Updated Date  
WD0022 = File Last Updated Time  
WD0023 = Contacted Date  
WD0024 = Contacted Time  
WD0025 = Leased Date  
WD0026 = Leased Time  
WD0027 = Removal Date  
WD0028 = Removal Time  
WD0029 = Accepted Date  
WD0030 = Accepted Time  
WD0031 = Rejected Date  
WD0032 = Rejected Time  
WD0033 = Inactive Date  
WD0034 = Inactive Time  
WD0035 = Total Number of Occupants  
WD0036 = Number of Dependents/Minors  
WD0037 = Number Elderly  
WD0038 = Preference  
WD0039 = Subsidy Type  
WD0040 = Unit Size Eligibility  
WD0041 = Income Level  
WD0042 = Employment/Business Income  
WD0043 = Social Security/Pension Income  
WD0044 = Public Assistance Income  
WD0045 = Other Income  
WD0046 = Number Handicap/Disabled  
WD0047 = Unit Size Applied For  
WD0048 = RD Priority Placement Needed  
WD0049 = Needs Handicap Features  
WD0050 = Comments

WD0001 = Heads Full Name  
WD0002 = Heads First Name  
WD0003 = Heads Middle Initial  
WD0004 = Heads Last Name  
WD0051 = Heads Race  
WD0052 = Heads Sex  
WD0053 = Heads SSN  
WD0054 = Heads Birth Date  
WD0055 = Heads Relationship to Head  
WD0056 = Heads Personal Status Code  
WD0057 = Heads Race Observed/Supplied  
WD0058 = Heads Ethnicity

WD0059 = Member 2 Full Name  
WD0060 = Member 2 First Name  
WD0061 = Member 2 Middle Initial  
WD0062 = Member 2 Last Name

WD0063 = Member 2 Race  
WD0064 = Member 2 Sex  
WD0065 = Member 2 SSN  
WD0066 = Member 2 Birth Date  
WD0067 = Member 2 Relationship to Head  
WD0068 = Member 2 Personal Status Code  
WD0069 = Member 2 Race Observed/Supplied  
WD0070 = Member 2 Ethnicity

WD0071 = Member 3 Full Name  
WD0072 = Member 3 First Name  
WD0073 = Member 3 Middle Initial  
WD0074 = Member 3 Last Name  
WD0075 = Member 3 Race  
WD0076 = Member 3 Sex  
WD0077 = Member 3 SSN  
WD0078 = Member 3 Birth Date  
WD0079 = Member 3 Relationship to Head  
WD0080 = Member 3 Personal Status Code  
WD0081 = Member 3 Race Observed/Supplied  
WD0082 = Member 3 Ethnicity

WD0083 = Member 4 Full Name  
WD0084 = Member 4 First Name  
WD0085 = Member 4 Middle Initial  
WD0086 = Member 4 Last Name  
WD0087 = Member 4 Race  
WD0088 = Member 4 Sex  
WD0089 = Member 4 SSN  
WD0090 = Member 4 Birth Date  
WD0091 = Member 4 Relationship to Head  
WD0092 = Member 4 Personal Status Code  
WD0093 = Member 4 Race Observed/Supplied  
WD0094 = Member 4 Ethnicity

WD0095 = Member 5 Full Name  
WD0096 = Member 5 First Name  
WD0097 = Member 5 Middle Initial  
WD0098 = Member 5 Last Name  
WD0099 = Member 5 Race  
WD0100 = Member 5 Sex  
WD0101 = Member 5 SSN  
WD0102 = Member 5 Birth Date  
WD0103 = Member 5 Relationship to Head  
WD0104 = Member 5 Personal Status Code  
WD0105 = Member 5 Race Observed/Supplied  
WD0106 = Member 5 Ethnicity

WD0107 = Member 6 Full Name  
WD0108 = Member 6 First Name  
WD0109 = Member 6 Middle Initial  
WD0110 = Member 6 Last Name  
WD0111 = Member 6 Race  
WD0112 = Member 6 Sex

WD0113 = Member 6 SSN  
WD0114 = Member 6 Birth Date  
WD0115 = Member 6 Relationship to Head  
WD0116 = Member 6 Personal Status Code  
WD0117 = Member 6 Race Observed/Supplied  
WD0118 = Member 6 Ethnicity

WD0119 = Member 7 Full Name  
WD0120 = Member 7 First Name  
WD0121 = Member 7 Middle Initial  
WD0122 = Member 7 Last Name  
WD0123 = Member 7 Race  
WD0124 = Member 7 Sex  
WD0125 = Member 7 SSN  
WD0126 = Member 7 Birth Date  
WD0127 = Member 7 Relationship to Head  
WD0128 = Member 7 Personal Status Code  
WD0129 = Member 7 Race Observed/Supplied  
WD0130 = Member 7 Ethnicity

WD0131 = Member 8 Full Name  
WD0132 = Member 8 First Name  
WD0133 = Member 8 Middle Initial  
WD0134 = Member 8 Last Name  
WD0135 = Member 8 Race  
WD0136 = Member 8 Sex  
WD0137 = Member 8 SSN  
WD0138 = Member 8 Birth Date  
WD0139 = Member 8 Relationship to Head  
WD0140 = Member 8 Personal Status Code  
WD0141 = Member 8 Race Observed/Supplied  
WD0142 = Member 8 Ethnicity

WD0143 = Member 9 Full Name  
WD0144 = Member 9 First Name  
WD0145 = Member 9 Middle Initial  
WD0146 = Member 9 Last Name  
WD0147 = Member 9 Race  
WD0148 = Member 9 Sex  
WD0149 = Member 9 SSN  
WD0150 = Member 9 Birth Date  
WD0151 = Member 9 Relationship to Head  
WD0152 = Member 9 Personal Status Code  
WD0153 = Member 9 Race Observed/Supplied  
WD0154 = Member 9 Ethnicity

WD0155 = Member 10 Full Name  
WD0156 = Member 10 First Name  
WD0157 = Member 10 Middle Initial  
WD0158 = Member 10 Last Name  
WD0159 = Member 10 Race  
WD0160 = Member 10 Sex  
WD0161 = Member 10 SSN

WD0162 = Member 10 Birth Date  
WD0163 = Member 10 Relationship to Head  
WD0164 = Member 10 Personal Status Code  
WD0165 = Member 10 Race Observed/Supplied  
WD0166 = Member 10 Ethnicity

WD0167 = Member 11 Full Name  
WD0168 = Member 11 First Name  
WD0169 = Member 11 Middle Initial  
WD0170 = Member 11 Last Name  
WD0171 = Member 11 Race  
WD0172 = Member 11 Sex  
WD0173 = Member 11 SSN  
WD0174 = Member 11 Birth Date  
WD0175 = Member 11 Relationship to Head  
WD0176 = Member 11 Personal Status Code  
WD0177 = Member 11 Race Observed/Supplied  
WD0178 = Member 11 Ethnicity

WD0179 = Member 12 Full Name  
WD0180 = Member 12 First Name  
WD0181 = Member 12 Middle Initial  
WD0182 = Member 12 Last Name  
WD0183 = Member 12 Race  
WD0184 = Member 12 Sex  
WD0185 = Member 12 SSN  
WD0186 = Member 12 Birth Date  
WD0187 = Member 12 Relationship to Head  
WD0188 = Member 12 Personal Status Code  
WD0189 = Member 12 Race Observed/Supplied  
WD0190 = Member 12 Ethnicity

#### 14.2.11 Work Order - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Work Order* feature ...

##### Work Order Information

MergeField Code = Field Description

---

##### Detail Section

WO0001 = Work Order ID  
WO0002 = Work Order Location  
WO0003 = Unit Number

WO0004 = Date Received  
WO0005 = Time Received  
WO0006 = Reported By  
WO0007 = Name/Location  
WO0008 = Address 1  
WO0009 = Address 2  
WO0010 = Phone Number  
WO0011 = Work Order Status  
WO0012 = Turn Around Days  
WO0013 = Call back Work Order ID  
WO0014 = Work Order Type  
WO0015 = Work Order Description (Text Field)  
WO0016 = Schedule Date  
WO0017 = Priority  
WO0018 = Permission to Enter  
WO0019 = Pets (YES or NO)  
WO0020 = Vendor ID  
WO0021 = Work Assigned To  
WO0022 = Assigned Date  
WO0023 = Assigned Time  
WO0024 = Target Date  
WO0025 = Completion Date  
WO0026 = Completion Time  
WO0027 = Corrective Action Description (Text Field)  
WO0028 = On Hold (Yes/No)  
WO0029 = Recurring Work Order (Yes/No)  
WO0030 = Total Labor Cost  
WO0031 = Total Parts Cost  
WO0032 = Total Cost (Labor & Parts)

#### Labor Section

WO0033 = Labor Description (Item #1)  
WO0034 = Labor Time - No of Hours (Item #1)  
WO0035 = Labor Wage - Per Hour (Item #1)  
WO0036 = Labor Total (Item #1)  
WO0037 = Debit COA (Item #1)  
WO0038 = Date A/P Created (Item #1)  
  
WO0039 = Labor Description (Item #2)  
WO0040 = Labor Time - No of Hours (Item #2)  
WO0041 = Labor Wage - Per Hour (Item #2)  
WO0042 = Labor Total (Item #1)  
WO0043 = Debit COA (Item #2)  
WO0044 = Date A/P Created (Item #2)  
  
WO0045 = Labor Description (Item #3)  
WO0046 = Labor Time - No of Hours (Item #3)  
WO0047 = Labor Wage - Per Hour (Item #3)  
WO0048 = Labor Total (Item #1)  
WO0049 = Debit COA (Item #3)  
WO0050 = Date A/P Created (Item #3)  
  
WO0051 = Labor Description (Item #4)



WO0052 = Labor Time - No of Hours (Item #4)  
WO0053 = Labor Wage - Per Hour (Item #4)  
WO0054 = Labor Total (Item #1)  
WO0055 = Debit COA (Item #4)  
WO0056 = Date A/P Created (Item #4)

WO0057 = Labor Description (Item #5)  
WO0058 = Labor Time - No of Hours (Item #5)  
WO0059 = Labor Wage - Per Hour (Item #5)  
WO0060 = Labor Total (Item #1)  
WO0061 = Debit COA (Item #5)  
WO0062 = Date A/P Created (Item #5)

#### Parts Section

WO0063 = Parts Description (Item #1)  
WO0064 = Number of Item #1 Used  
WO0065 = Cost of Each Item #1  
WO0066 = Total Cost of Item #1 Parts Used  
WO0067 = Charge Code (Item #1)  
WO0068 = Date Charged (Item #1)

WO0069 = Parts Description (Item #2)  
WO0070 = Number of Item #2 Used  
WO0071 = Cost of Each Item #2  
WO0072 = Total Cost of Item #2 Parts Used  
WO0073 = Charge Code (Item #2)  
WO0074 = Date Charged (Item #2)

WO0075 = Parts Description (Item #3)  
WO0076 = Number of Item #3 Used  
WO0077 = Cost of Each Item #3  
WO0078 = Total Cost of Item #3 Parts Used  
WO0079 = Charge Code (Item #3)  
WO0080 = Date Charged (Item #3)

WO0081 = Parts Description (Item #4)  
WO0082 = Number of Item #4 Used  
WO0083 = Cost of Each Item #4  
WO0084 = Total Cost of Item #4 Parts Used  
WO0085 = Charge Code (Item #4)  
WO0086 = Date Charged (Item #4)

WO0087 = Parts Description (Item #5)  
WO0088 = Number of Item #5 Used  
WO0089 = Cost of Each Item #5  
WO0090 = Total Cost of Item #5 Parts Used  
WO0091 = Charge Code (Item #5)  
WO0092 = Date Charged (Item #5)

WO0093 = Parts Description (Item #6)  
WO0094 = Number of Item #6 Used  
WO0095 = Cost of Each Item #6  
WO0096 = Total Cost of Item #6 Parts Used

WO0097 = Charge Code (Item #6)  
WO0098 = Date Charged (Item #6)

WO0099 = Parts Description (Item #7)  
WO0100 = Number of Item #7 Used  
WO0101 = Cost of Each Item #7  
WO0102 = Total Cost of Item #7 Parts Used  
WO0103 = Charge Code (Item #7)  
WO0104 = Date Charged (Item #7)

WO0105 = Parts Description (Item #8)  
WO0106 = Number of Item #8 Used  
WO0107 = Cost of Each Item #8  
WO0108 = Total Cost of Item #8 Parts Used  
WO0109 = Charge Code (Item #8)  
WO0110 = Date Charged (Item #8)

WO0111 = Parts Description (Item #9)  
WO0112 = Number of Item #9 Used  
WO0113 = Cost of Each Item #9  
WO0114 = Total Cost of Item #9 Parts Used  
WO0115 = Charge Code (Item #9)  
WO0116 = Date Charged (Item #9)

WO0117 = Parts Description (Item #10)  
WO0118 = Number of Item #10 Used  
WO0119 = Cost of Each Item #10  
WO0120 = Total Cost of Item #10 Parts Used  
WO0121 = Charge Code (Item #10)  
WO0122 = Date Charged (Item #10)

WO0123 = Invoice No.

#### 14.2.12 Purchase Order - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Purchase Order* feature ...

##### **Purchase Order Information**

MergeField Code = Field Description

---

PO0001 = Purchase Order ID #  
PO0002 = Purchase Order Date  
PO0003 = Unit No.  
PO0004 = PO Location  
PO0005 = PO Description

PO0007 = Requisition No.  
PO0008 = Job No.  
PO0009 = Change Order No.  
PO0010 = AVA No.  
PO0011 = Specification No.  
PO0012 = Date Completed  
PO0044 = Void ( Yes / No )

PO0006 = Vendor ID  
PO0025 = Vendor Name  
PO0026 = Vendor Address 1  
PO0027 = Vendor Address 2  
PO0028 = Vendor Address 3  
PO0029 = Vendor Address 4  
PO0030 = Contact Name  
PO0031 = Phone No.  
PO0032 = Fax No.  
PO0033 = Tax ID  
PO0034 = Email Address  
PO0035 = Default COA No.  
PO0036 = Send 1099 ?  
PO0039 = Insurance Coverage Required ?  
PO0037 = General Liability Insurance Name  
PO0038 = General Liability Insurance Expiration Date  
PO0041 = Workman's Compensation Insurance Name  
PO0041 = Workman's Compensation Insurance Expiration Date  
PO0040 = Vendor Comments

PO0014 = Bill To - Name  
PO0015 = Bill To - Address 1  
PO0016 = Bill To - Address 2  
PO0017 = Bill To - Address 3

PO0013 = Delivery Date  
PO0018 = Deliver To - Name  
PO0019 = Deliver To - Address 1  
PO0020 = Deliver To - Address 2  
PO0021 = Deliver To - Address 3

PO0022 = Total PO Cost  
PO0023 = Total No. of Line Items

PO0043 = Comments

PO0024 = Detail Section

#### 14.2.13 Rent Statement ( Acctg ) - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Rent Statements* feature ...

##### **Rent Statement Information**

MergeField Code = Field Description

---

RS0001 = Tenant ID  
RS0002 = Tenant Full Name  
RS0003 = Tenant First Name  
RS0004 = Tenant Middle Initial  
RS0005 = Tenant Last Name  
RS0006 = Tenant Phone Number  
RS0007 = Unit Number  
RS0008 = Unit Address  
RS0009 = Unit City, St Zip  
RS0010 = Tenant Specific Address Line 1  
RS0011 = Tenant Specific Address Line 2  
RS0012 = Tenant Specific City, St Zip  
RS0013 = Statement Date  
RS0014 = Beginning Balance Total  
RS0015 = Charge Amount Total  
RS0016 = Adjustment Amount Total  
RS0017 = Payment Amount Total  
RS0018 = Ending Balance Total  
RS0020 = Payment Alerts Notation(s)  
  
RS0019 = Detail Section

#### 14.2.14 Security Deposit Refund ( Acctg ) - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Security Deposit Refund* feature ...

##### Security Deposit Refund Information

MergeField Code = Field Description

---

SD0001 = Tenant ID  
SD0002 = Tenant Full Name  
SD0003 = Tenant First Name  
SD0004 = Tenant Middle Initial  
SD0005 = Tenant Last Name  
SD0006 = Tenant SSN ( 000-00-0000 )  
SD0038 = Tenant SSN Last 4 Digits ( 0000 )  
SD0007 = Tenant Birthdate  
SD0008 = Tenant Phone Number  
SD0009 = Unit Number  
SD0010 = Unit Address  
SD0011 = Unit CSZ

SD0012 = Unit Square Feet  
 SD0013 = Building ID  
 SD0014 = Unit Size  
 SD0015 = Unit Type  
 SD0016 = Forwarding CO  
 SD0017 = Forwarding Address  
 SD0018 = Forwarding CSZ  
 SD0019 = Move-In Date  
 SD0020 = Move-Out Date  
 SD0021 = Beginning Date  
 SD0022 = Ending Date  
 SD0023 = Number of Days  
 SD0024 = Interest Rate  
 SD0025 = Security Deposit  
 SD0026 = Total Interest  
 SD0027 = Total Deposit  
 SD0028 = Total Charged  
 SD0029 = Net Refund  
 SD0030 = Bank ID  
 SD0031 = Bank Description  
 SD0032 = Credit COA  
 SD0033 = Credit Description  
 SD0034 = Note  
 SD0035 = Detail of Deposits Paid  
 SD0036 = Detail of Tenant Charges  
  
 SD0039 = Adult Member 2 Full Name  
 SD0040 = Adult Member 2 ( Comma Space Separator )  
 SD0041 = Adult Member 3 Full Name  
 SD0042 = Adult Member 3 ( Comma Space Separator )  
 SD0043 = Adult Member 4 Full Name  
 SD0044 = Adult Member 4 ( Comma Space Separator )  
 SD0045 = Adult Member 5 Full Name  
 SD0046 = Adult Member 5 ( Comma Space Separator )  
 SD0047 = Adult Member 6 Full Name  
 SD0048 = Adult Member 6 ( Comma Space Separator )

#### 14.2.15 Late Notices ( Acctg ) - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *Delinquent Rent Report* feature ...

##### Late Notices Information

MergeField Code = Field Description

---

LN0001 = Tenant ID Number  
 LN0002 = Tenant Full Name  
 LN0003 = Tenant First Name  
 LN0004 = Tenant Middle Initial  
 LN0005 = Tenant Last Name

LN0006 = Tenant BirthDate  
LN0007 = Tenant Phone Number

LN0008 = Move-In Date  
LN0009 = Unit Number  
LN0010 = Unit Address  
LN0011 = Unit CSZ  
LN0012 = TC Address Line 1  
LN0013 = TC Address Line 2  
LN0014 = TC CSZ

LN0068 = ( As of ) Delinquency Date  
LN0015 = Total Amount Due  
LN0016 = Late Fee  
LN0017 = First Day of Current Month  
LN0018 = Last Day of Current Month  
LN0019 = Current Date Plus 5 Days  
LN0020 = Current Date Plus 10 Days  
LN0069 = Current Date Plus 14 Days  
LN0021 = Current Date Plus 15 Days  
LN0022 = Current Date Plus 20 Days  
LN0023 = Current Date Plus 25 Days  
LN0024 = Current Date Plus 30 Days  
LN0025 = Alerts  
LN0026 = GTC Amount  
LN0027 = NTC Amount  
LN0028 = Flat Late Fee Amount  
LN0029 = Percentage Balance Due  
LN0030 = Percentage GTC TTP  
LN0031 = Not Less Than

LN0032 = Mbr 2 Full Name  
LN0033 = Mbr 2 First name  
LN0034 = Mbr 2 Middle Initial  
LN0035 = Mbr 2 Last Name  
LN0036 = Mbr 2 Birthdate

LN0037 = Mbr 3 Full Name  
LN0038 = Mbr 3 First name  
LN0039 = Mbr 3 Middle Initial  
LN0040 = Mbr 3 Last Name  
LN0041 = Mbr 3 Birthdate

LN0042 = Mbr 4 Full Name  
LN0043 = Mbr 4 First name  
LN0044 = Mbr 4 Middle Initial  
LN0045 = Mbr 4 Last Name  
LN0046 = Mbr 4 Birthdate

LN0047 = Mbr 5 Full Name  
LN0048 = Mbr 5 First name  
LN0049 = Mbr 5 Middle Initial  
LN0050 = Mbr 5 Last Name  
LN0051 = Mbr 5 Birthdate

LN0052 = Mbr 6 Full Name  
LN0053 = Mbr 6 First name  
LN0054 = Mbr 6 Middle Initial  
LN0055 = Mbr 6 Last Name  
LN0056 = Mbr 6 Birthdate

LN0057 = Mbr 7 Full Name  
LN0058 = Mbr 7 First name  
LN0059 = Mbr 7 Middle Initial  
LN0060 = Mbr 7 Last Name  
LN0061 = Mbr 7 Birthdate

LN0062 = Mbr 8 Full Name  
LN0063 = Mbr 8 First name  
LN0064 = Mbr 8 Middle Initial  
LN0065 = Mbr 8 Last Name  
LN0066 = Mbr 8 Birthdate

LN0067 = Detailed Delinquent Rent Insert Section

#### 14.2.16 Payment Receipt ( Acctg ) - MergeField Codes

The following MSWord MergeField Codes refer to information available for automatic insertion into custom MS Word documents generated from the *A/R Tenant Payment Entry* feature ...

##### Payment Receipt Information

MergeField Code = Field Description

---

PR0001 = Tenant ID Number  
PR0002 = Tenant Full Name  
PR0003 = Tenant First Name  
PR0004 = Tenant Middle Initial  
PR0005 = Tenant Last Name  
PR0006 = Tenant Phone Number

PR0007 = Unit No  
PR0008 = Unit Address  
PR0009 = Unit CSZ  
PR0010 = TC Address Line 1  
PR0011 = TC Address Line 2  
PR0012 = TC CSZ

PR0013 = Payment Date  
PR0014 = Check Number  
PR0015 = Total Amount Paid  
PR0016 = Remaining Balance  
PR0017 = Batch Deposit Number

PR0018 = Payment Entry Number

PR0019 = Detail Payment Insert Section

### 14.2.17 Converting Custom .RPT Forms to .DOC Documents

The Custom Report Designer is an old Crystal Reports ( .RPT file ) editor feature that requires DEP settings in the Windows 10 Operating System to be turned off. Accomplishing this was previously done from the Command Prompt ( as Administrator ). However, now Windows 10 Computers require this to be done from or by disabling the Secure Boot Policy feature which is not recommended. As a result, the ability to run the old, outdated Custom Report Designer feature in Windows 10 is no longer available. *FHA Software* also has the ability to generate customize forms, letters and notices using the built-in Custom MSWord Designer feature using MS Word Documents ( .DOC or .DOCX files ). Existing custom .RPT forms can easily be converted to custom .DOC documents and then edited with MS Word from then on. This Help Topic specifically provides the step-by-step *Recertification Notice/Verification Form* related .RPT to .DOC file conversion process.

#### Master .DOC Verification Form Templates

The following Master .DOC Verification Form files are provided in the MSWORD folder ( normally C:\FHAWIN\DATA\MSWORD ) ...

- Master\_V-Form\_1Page\_HUD\_RN.doc
- Master\_V-Form\_2Page\_HUD\_RN.doc
  
- Master\_V-Form\_1Page\_RD\_RN.doc
- Master\_V-Form\_2Page\_RD\_RN.doc
  
- Master\_V-Form\_1Page\_S42\_RN.doc
- Master\_V-Form\_2Page\_S42\_RN.doc

#### Recertification Notice/Verification Related - RPT to DOC form file conversion process

##### Monitor an existing RPT form to the screen and Export it as a Rich Text Format ( RTF ) file ...

- \* Start *FHA Software*
- \* Click-on RD .. RD 3560-8 Tenant Certification
- \* Double click-on any existing Tenant entry line
- \* Click-on REVISE .. YES
- \* Click-on the HEAD Member button
- \* Click-on PRINT VERIFICATION FORM
- \* For Custom Designer ( RPT ), select the desired Verification Form Name and click-on OK
- \* Click-on the PRINT REPORT icon and click-on PRINT
- \* Click-on the EXPORT REPORT icon
- \* For FORMAT, select RICH TEXT FORMAT (RTF) and click-on OK .. OK
- \* Select a Temporary Folder to save this file and click-on SAVE
- \* CLOSE the monitored form and CANCEL out of the Tenant Certification window



Note: You now have an RTF file version of the RPT form file you want to convert to .DOC.

- \* Using File Explorer, OPEN the temp folder and double click-on the .RTF file you just saved

#### **Create your new Custom MSWORD Designer .DOC form**

- \* In *FHA Software*, click-on UTILITIES .. CUSTOM MSWORD DESIGNER
- \* For AVAILABLE DESIGNER DOCUMENT TYPES, select RECERTIFICATION NOTICES (\_RN.DOC)
- \* For EXISTING DESIGNER DOCUMENT, select the MASTER\_V-FORM filename that applies to your RPT
- \* Click-on the CREATE A NEW DOCUMENT bullet
- \* For NEW DOCUMENT NAME, type the same filename ( in caps ) of the RPT form being converted
- \* Click-on the COPY SELECTED EXISTING DOCUMENT checkbox
- \* Click-on OK

Note: Your new custom MSWord document is also now opened in your licensed MS Word program window.

#### **Copy & Paste the TEXT from the RTF form to the .DOC form**

- \* Copy & Paste the TEXT from the RTF form to the .DOC form
- \* SAVE & EXIT the .DOC form
- \* EXIT the .RTF form

#### **Test print the new .DOC Verification form**

- \* Test print the new .DOC Verification form from the *Tenant Certification - Print Verification Form* feature.

Note: Converting other existing Custom Report Designer .RPT forms to Custom MSWord Designer .DOC form files can be completed with the same basic process above.

## **14.3 Custom Layout Designer**

### **14.3.1 Overview**

## **Overview**

*Custom Layout Designer* features allow users to customize the layout of their *Balance Sheet*, *Trial Balance*, *Operating Statement* and *Cash Flow* reports which includes adding subtotaling account number groups ( ex: *Total Reserve Balance*, *Total Administrative Expense*, *Total Utility Expense*, *Total Taxes & Insurance*, etc. ).

Note: This *Custom Layout Designer* feature is only enabled in FHA Software packages that have the *Accounting Menu* option displayed.

To access the *Custom Layout Designer* window, click-on **Utilities > Custom Layout Designer**. The following window appears ...

Custom Financial Report Layout Designer ...

This feature allows the user to create custom Balance Sheet, Trial Balance, Operating Statement and Cash Flow layouts.

Display Layout

Report Type : Balance Sheet

Custom Layout : SAMPLE\_RHSDEMO\_BS.MDB

Ln#	Context	Account/Line Description
001	@Comment	ASSETS
002	@Comment	
003	#1120	Operating Checking
004	#1130	Operating Savings
005	#1180	Other Accounts
006	#1191	Security Deposits
006.10	@Comment	
007	#1320	Reserve - Beg/YR/Bal
008	#1325	Transfer to Reserve
009	#1330	TFR - Operating Deficit
010	#1335	TFR - ACB Part V Reserve
011	#1340	TFR - Bldg & Equip Repair
012	#1345	TFR - Other Non-Operating
012.10	@-	
012.20	@Sum(#1320..#1345)	Total Reserve Balance
012.30	@Comment	
013	#1420	Tax/Ins - Beg/YR/Bal
014	#1425	Transfer to Tax/Ins
015	#1430	Transfer From Tax/Ins
015.10	@-	
015.20	@Sum(#1420..#1430)	Total Tax/Ins Balance
015.30	@Comment	
016	#1550	Land
017	#1560	Buildings

Edit Ln#    Context : +    Account/Line Description :

Help    Print CFR Layout    Delete    Create    Edit    Close

Below are the items available at this window ...

### Report Types

This pull down menu lists the types of financial reports that can have their layout customized and includes all available **Balance Sheet**, **Trial Balance**, **Operating Statement** and **Cash Flow** selections.

### Custom Layout Name

This pull down menu lists all user-created *Custom Layouts* that currently exist for the *Report Type* selected. Use this pull down menu to select an existing *Custom Layout* to edit or delete.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Print CFR Layout

To generate a printed summary of the *Custom Financial Report ( CFR ) Layout* currently selected, click-on **Print CFR Layout** . A Print - Custom Financial Report Layout window will appear.

**Delete**

To delete the *Custom Financial Report Layout* filename currently selected, click-on **Delete .. Yes**.

Note: The following *Custom Financial Report Layout* filenames provided with FHA Software cannot be deleted ...

Sample\_HUDDMO\_OS.MDB  
Sample\_RHSDEMO\_BS.MDB  
Sample\_RHSDEMO\_TB.MDB  
Sample\_RHSDEMO\_OS.MDB  
Sample\_RHSDEMO\_CF.MDB

**Create**

To create a new *Custom Financial Report Layout*, click-on **Create**. A Create a New Layout window will appear.

**Edit**

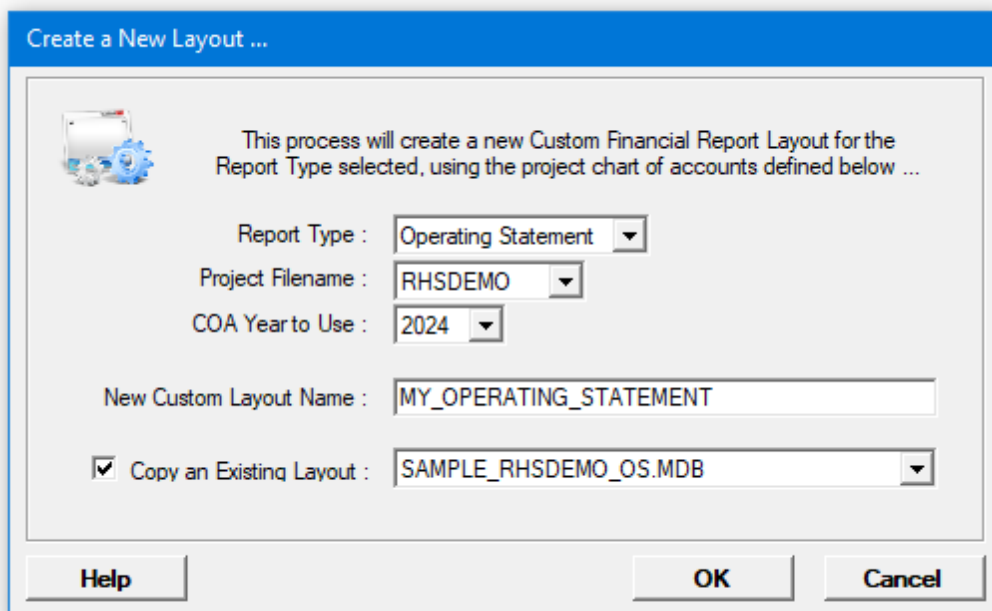
To edit the *Custom Financial Report Layout* filename currently selected, click-on **Edit**. The window changes from Display Mode to an Editing - Custom Financial Report Layout window.

**Close**

Click-on **Close** to exit out of the *Custom Layout Designer* window.

**14.3.2 Create Window**

To create a new *Custom Financial Report Layout*, click-on **Create**. A *Create a New Layout* window will appear ...



Create a New Layout ...

This process will create a new Custom Financial Report Layout for the Report Type selected, using the project chart of accounts defined below ...

Report Type : Operating Statement

Project Filename : RHSDEMO

COA Year to Use : 2024

New Custom Layout Name : MY\_OPERATING\_STATEMENT

☒ Copy an Existing Layout : SAMPLE\_RHSDEMO\_OS.MDB

Help OK Cancel

Below are the items available at this window ...

### Report Type

This pull down menu lists the types of financial reports that can have their layout customized and includes **Balance Sheet**, **Trial Balance**, **Operating Statement** and **Cash Flow** selections.

### Project Filename

Use the pull down list to select the *Project Filename* that has the *Chart of Accounts* you will be using to create the *Custom Financial Report Layout* from.

### COA Year to Use

Use the pull down list to select the Chart of Account ( COA ) year to use to create the *Custom Financial Report Layout* from for the *Project Filename* currently selected.

### New Custom Layout Name

Type in a unique, descriptive, abbreviated filename to give this new *Custom Financial Report Layout*. This will be the *Designer Layout Name* displayed in pull down selection lists at *Balance Sheet*, *Trial Balance* and *Operating Statement* setup windows. Below are a few sample filenames ...

MY\_BALSHEET   AAA\_BALSHEET   BALANCE\_SHEET   MY\_TRIAL\_BALANCE

Note: *New Custom Layout Name* cannot include any odd characters or spaces ( such as . , ' " : ; # \$ % ^ & \* etc. ). The program also automatically adds the following filename extensions that define the *Report Type* each custom layout pertains to ...

\_BS.MDB - Balance Sheet Report Type  
\_OS.MDB - Operating Statement Report Type  
\_TB.MDB - Trial Balance Report Type  
\_CF.MDB - Cash Flow Report Type

### Copy an Existing Layout

If left unchecked, a default *Custom Financial Report Layout* will be created. If you want to create a new layout by copying an existing layout, check this box and select the *Custom Financial Report Layout* you wish to copy.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to create a new *Custom Financial Report Layout*, as defined at this setup window.

### Cancel

Click-on **Cancel** to exit out of the *Create a New Layout* window.

### 14.3.3 Edit Window

To edit the *Custom Financial Report Layout* filename currently selected, click-on **Edit**. The window changes from *Display Layout* to an *Editing Layout* window ...

## Editing Balance Sheet, Trial Balance and Operating Statement Layouts

Custom Financial Report Layout Designer ...

This feature allows the user to create custom Balance Sheet, Trial Balance, Operating Statement and Cash Flow layouts.

**Editing Layout**

Report Type : Balance Sheet

Custom Layout : SAMPLE\_RHSDEMO\_BS.MDB

Ln#	Context	Account/Line Description
001	@Comment	ASSETS
002	@Comment	
003	#1120	Operating Checking
004	#1130	Operating Savings
005	#1180	Other Accounts
006	#1191	Security Deposits
006.10	@Comment	
007	#1320	Reserve - Beg/YR/Bal
008	#1325	Transfer to Reserve
009	#1330	TFR - Operating Deficit
010	#1335	TFR - ACB Part V Reserve
011	#1340	TFR - Bldg & Equip Repair
012	#1345	TFR - Other Non-Operating
012.10	@-	
012.20	@Sum(#1320..#1345)	Total Reserve Balance
012.30	@Comment	
013	#1420	Tax/Ins - Beg/YR/Bal
014	#1425	Transfer to Tax/Ins
015	#1430	Transfer From Tax/Ins
015.10	@-	
015.20	@Sum(#1420..#1430)	Total Tax/Ins Balance
015.30	@Comment	
016	#1550	Land
017	#1560	Buildings

Edit Ln#    Context : +    Account/Line Description :

Help    Save Edit Line Changes    Save Layout    Select    Reset    Cancel

Below are the items available when editing *Balance Sheet*, *Trial Balance* and *Operating Statement* layouts at the above window ...

#### Select

To edit an existing line, click-on ( highlight ) the desired line and click-on **Select**. The selected line's information will be displayed in the *Edit Line*, located at the bottom of this window, which can be edited.

#### Reset

To clear the information from the *Edit Line*, click-on **Reset**.

**Edit Line ...**

This is where the user creates new entry lines, edits existing entry lines or deletes existing entry lines. Line information includes the following 3 fields ..

**Line Number ( Ln# )** - Each line must have a line number which dictates the sort order upon which each line will be listed in the generated *Report Type* ( *Balance Sheet*, *Trial Balance*, & *Operating Statement* ). Line numbers are defaulted to 3 digits when the layout is created. An additional 2 digits ( using a decimal point ) can be used. Below are a few line number examples ...

123    123.01    123.50    123.5

**Context** - *Context* tells the program what information will be reported or displayed for that particular line. Click-on the [ + ] button provided to the right of *Context* to view Context Selections. Below are samples of currently available *Context* ...

**#1234**        This line will insert applicable amounts for Account #1234 only

**#-1234**        This line will insert applicable amounts for Account #1234 only and will reverse the sign ( a negative amount is displayed as a positive amount or a positive amount is displayed as a negative amount ).

**@-**            This line will insert a single line

**@=**            This line will insert a double line

**@ASSETS**        This line will automatically insert the Total of all Assets amount ( Available only for *Balance Sheet* & *Trial Balance* layouts )

**@Comment**        This line will insert a blank line or description ( if entered )

**@EXPENSES**        This line will automatically insert the Total of all Expenses amount ( Available only for *Trial Balance* & *Operating Statement* layouts )

**@INCOME**        This line will automatically insert the Total of all Income amount ( Available only for *Trial Balance* & *Operating Statement* layouts )

**@LIABILITIES**        This line will automatically insert the Total of all Liability amount ( Available only for *Balance Sheet* & *Trial Balance* layouts )

**@NETYTD**        This line will automatically insert the Total Net Income YTD amount ( Available only for *Operating Statement* layouts )

**@Sum(#1000..#1999)**        This line will automatically insert the Total amount for all Account Numbers that fall within the Account Number range defined in the parentheses (#..#).

**@Math(#1000 + #1001 + #1002 + #1003)**        This line will automatically insert the calculated sum of multiple account amounts ( Available only for *Operating Statement* layouts ).

@Math examples ...        @Math(#1000 + #1001 + #1002 + #1003)  
                                  @Math(@Sum(#1001..#1999) - #1075 - #1076)  
                                  @Math(@NETYTD - #2001 - #2002 - #2003)

**@TOTALDC** This line will automatically insert the Total of all Debit & Credit amounts  
( Available only for *Trial Balance* layouts )

**Account/Line Description** - This field can be used to establish the *Account Description* for individual account ( ex: #1234 ) Context lines or to establish a *Comment Line* ( @Comment ) Description ( ex: *Total Administration Expense* ).

### Save Edit Line Changes

To save the information currently displayed in the *Edit Line*, click-on **Save Edit Line Changes**.

### Save Layout

To save all line changes made to the *Custom Layout* being edited, click-on **Save Layout**. All line changes are saved and the window changes from *Editing Layout* to *Display Layout*.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

Click-on **Cancel** to exit out of the *Print - Custom Financial Report Layout* window.

## Sample Layout Line Edits

A good way to understand the layout entry line logic would be to open one of the sample layouts provided your FHA Software package ( which can't be deleted ). This includes the following layout filenames ...

Sample_HUDDemo_OS.MDB	Sample HUD Operating Statement Layout
Sample_RHSdemo_BS.MDB	Sample RD Balance Sheet Layout
Sample_RHSdemo_TB.MDB	Sample RD Trial Balance Layout
Sample_RHSdemo_OS.MDB	Sample RD Operating Statement Layout
Sample_RHSdemo_CF.MDB	Sample RD Cash Flow Layout

Below are examples of completing 3 basic layout line edits ...

### Create a new entry line

In the blank **Edit Line** area ...

- \* Enter a new Line # and press [TAB]
- \* Click-on the [+] button and select the desired *Context* entry listed
- \* Enter an Account/Line Description, if applicable ( #1234 or Comment Line )
- \* Click-on **Save Edit Line Changes**

### Edit an existing entry line

- \* Click-on ( highlight ) the desired entry line and click-on **Select**
- \* Selected line information should be displayed in the *Edit Line* area
- \* Make your changes ( *Ln#*, *Context*, or *Account/Line Description* )
- \* Click-on **Save Edit Line Changes**

### Delete an existing entry line

- \* Click-on ( highlight ) the desired entry line and click-on **Select**
- \* Selected line information should be displayed in the *Edit Line* area
- \* Clear ( leave blank ) the *Line Number* field
- \* Click-on **Save Edit Line Changes .. Yes ( to Delete )**

## Editing Cash Flow Report Layouts

[illegible]

Note: Cash Flow Reports have a very simple layout which includes three report sections .. *Operating Activity, Investing Activity* and *Financing Activity*. Customizing a Cash Flow Report is required and merely involves entering Acct #'s that are to be reported in each of the three sections.

Below are the items available when editing *Cash Flow Report Layouts* at the above window ...

### Operating Activities ( Acct #'s )

Enter all Chart of Account #'s that are to be reported in the **Operating Activities** section of this custom Cash Flow Report.



Note: Up to 54 individual Acct #'s can be entered in this section.

#### **Investing Activities ( Acct #'s )**

Enter all Chart of Account #'s that are to be reported in the **Investing Activities** section of this custom Cash Flow Report.

Note: Up to 54 individual Acct #'s can be entered in this section.

#### **Financing Activities ( Acct #'s )**

Enter all Chart of Account #'s that are to be reported in the **Financing Activities** section of this custom Cash Flow Report.

Note: Up to 54 individual Acct #'s can be entered in this section.

#### **Save Layout**

To save all Acct # entry changes made to the *Custom Layout* being edited, click-on **Save Layout**. All Acct # entry changes are saved and the window changes from *Editing Layout* to *Display Layout*.

#### **Help**

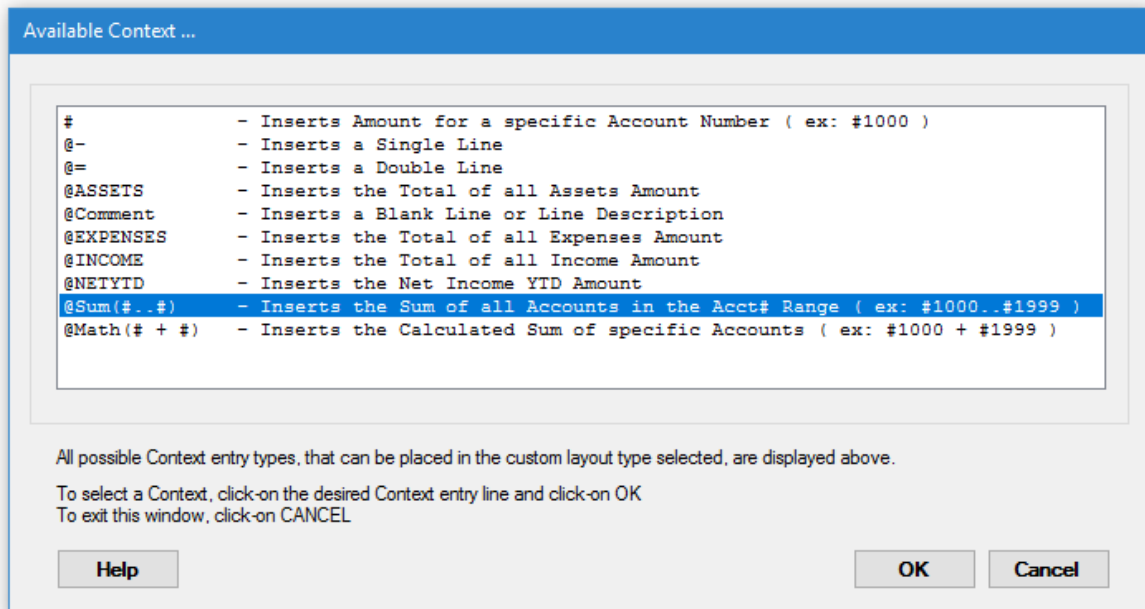
Click-on **Help** to view *Online Help Topics* about this process.

#### **Cancel**

Click-on **Cancel** to exit out of the *Print - Custom Financial Report Layout* window.

### **14.3.4 Context Selection**

*Context* tells the program what information will be reported or displayed for that particular line. Click-on the **[+]** button displayed in the *Edit Line* to view *Context* selections ...



Below are the items available at this window ...

### Context Selection

To select a *Context* from this list, click-on ( highlight ) the desired *Context* line and click-on **OK**.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

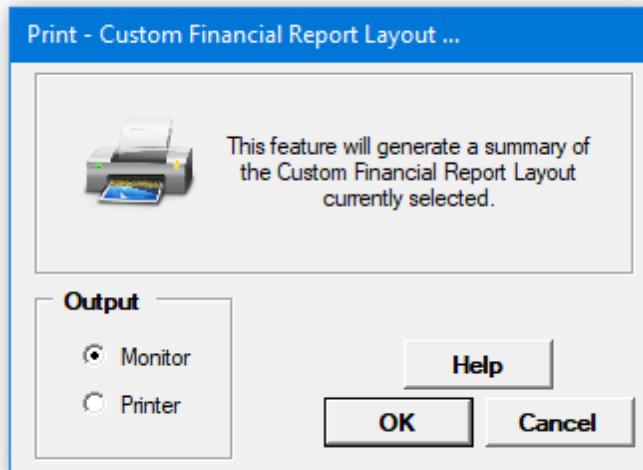
Click-on **OK** to select the highlighted *Context* line.

### Cancel

Click-on **Cancel** to exit out of the *Available Context Selection* window.

## 14.3.5 Print Window

To generate a printed summary of the *Custom Financial Report ( CFR ) Layout* currently selected, click-on **Print CFR Layout** . A *Print - Custom Financial Report Layout* window will appear ...



Below are the items available at this window ...

#### Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

#### Help

Click-on **Help** to view *Online Help Topics* about this process.

#### OK

Click-on **OK** to generate a *Custom Financial Report Layout*.

#### Cancel

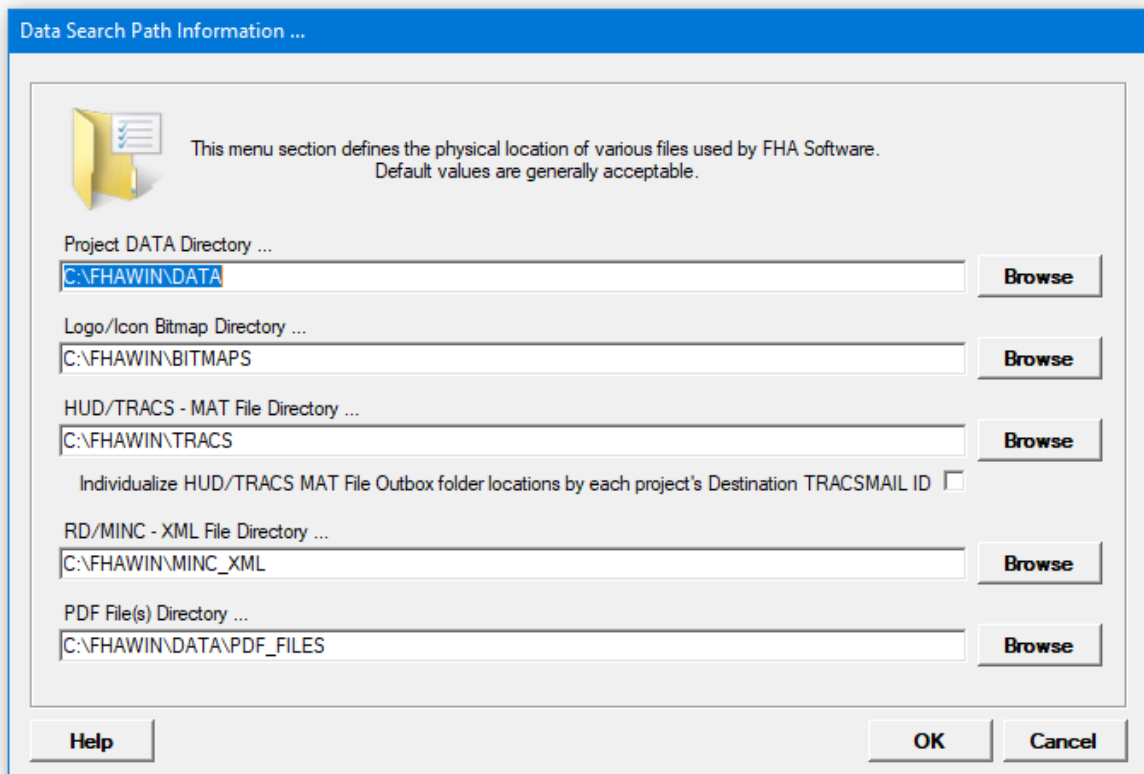
Click-on **Cancel** to exit out of the *Print - Custom Financial Report Layout* window.

## 14.4 Data Paths

### Overview

The Data Path window defines the file directory structure used by FHA Software. All paths are established during program installation and should rarely need user modification.

To access the *Data Paths* window, click-on **Utilities > Data Paths**.



### Project Database Directory ...

This is the subdirectory path for the main database of FHA Software and is normally a subdirectory off the program directory (\FHAWIN)

The default path is C:\FHAWIN\DATA

Note: Only Multi-User versions of FHA Software are allowed to modify *Project Database Directory* location.

### Logo/Icon Bitmap Directory ...

This is the subdirectory location of image files.

The default path is C:\FHAWIN\BITMAPS

### HUD/TRACS - MAT File Directory ...

This is the subdirectory folder which stores all your electronic submission MAT files for TRACS.

Default path is C:\FHAWIN\TRACS

### Individualize HUD/TRACS MAT File Outbox folder locations by each project's Destination TRACSMail ID ( Checkbox )

When checked, Tenant & Voucher MAT files will be placed in individual Destination TRACSMail ID folders that are assigned to each project in the DATA .. PROJECT DATA .. HUD INFO feature window.

## **RD/MINC - XML File Directory ...**

This is the subdirectory which stores your electronic submission files for MINC Industry Interface.

Default paths is C:\FHAWIN\MINC\_XML

## **PDF File(s) Directory ...**

This is the subdirectory where your PDF files are automatically saved to.

Default paths is C:\FHAWIN\DATA\PDF\_FILES

This page is intentionally left blank.  
Remove this text from the manual  
template if you want it completely blank.

**Dashboard Menu**

## 15 Dashboard Menu

### 15.1 Dashboard

The *Dashboard* feature window provides a summary of project related activity as it existed on the last refresh date which includes the following sections ...

- \* Unit Occupancy Related Activity
- \* Waiting List Related Activity
- \* Project Information
- \* Work Order Related Activity
- \* Accounting Related Balances

The user is provided the opportunity to view the list of entries that make up the corresponding number displayed ( ex: list of *Vacant Units*, *Move-Ins Pending*, etc. ) along with the ability to access program features ( ex: *Work Orders*, *Waiting List Data*, etc. ) that provide more detailed reporting options.

To access the *Dashboard* window, click-on **Dashboard**. The following *Dashboard* window will appear ...

**Dashboard**

RHSDEMO VILLAGE APARTMENTS - RDSEC.515  
POPLAR CREEK, IL 61111

Management: SIMPLY MANAGEMENT COMPANY  
Site Manager: CRAIG STEPHENS  
Owner: VILLAGE APARTMENTS ASSOC.

<- Refresh Selected Project Only As of: 11/05/2019 08:53 AM  
Refresh Multi-Properties Selected -> ALLPROJS Multi-Property Directories

Click-on [ + ] buttons to view the list of entries that make up the corresponding number displayed.  
Click-on [ Go ] buttons to access program features that provide more detailed reporting options.

Unit Occupancy		Waiting List		Project Information		Accounting	
Total Units ...	16 100.00 %	Active Applicants ...	11 + Go	Date Project Operational: 01/01/1990	Operating Cash	\$	102,650.00 Go
Occupied Units ...	11 68.75 %	By Unit Size ...	8 - EFF	Cash Accounting - FY Starts ( JAN )	Security Deposits	\$	19,516.00
Vacant Units ...	5 31.25 % + Go	10 - 1BR 0 - 2BR 0 - 3BR		PB RD Subsidy	Other	\$	17,000.00
Move-Ins Pending ...	0 +	0 - 4BR 0 - 5BR 0 - 6BR		Unit Sizes [ 16 Total ] ...	Tax/Ins Escrow	\$	21,060.00
Move-Outs Pending ...	0 +	Within 30 Days ...	Contacted - 0	4 - 1BR 2 - 2BR 2 - 3BR	Reserve Accounts	\$	94,602.00
Certifications Expiring (120 Days)	3 + Go	Leased - 0 Removed - 0		2 - 4BR 2 - 5BR 2 - 6BR	Total Assets	\$	250,378.00
Certifications Pending ...	0 +	Rejected - 0 Inactive - 0		Work Orders	Total Liabilities	\$	215,052.00
RD R/A ... Avail - 10 In Use - 9 Go		Accepted Preferences ...	2	Open Work Orders ...	Total Income	\$	61,455.00
HUD Subsidy ... Avail - 0 In Use - 0 Go		Needing Unit Accessibility ...	0	Closed WO's ( 30 Days )	Total Expenses	\$	26,129.00
		Existing Tenant Transfers ...	0	Pending Make Ready ...	Net Income YTD	\$	35,326.00 Go
					A/R Balance	\$	36,673.00 Go
					A/P Balance	\$	658.00

Help Print Cancel

The following items are available at this *Dashboard* window ...

#### Project Filename

Click the pull down button to view a list of available project filenames and select the desired property.

#### <- Refresh Selected Project Only

Click-on the **<- Refresh Selected Project Only** button to refresh *Dashboard* information for the *Project Filename* currently selected as it currently exists with today's system date. In a few seconds, the window will reappear with refreshed information along with the *As of ( Date )* notation redisplayed with the Date & Time this project's information was last refreshed ( based on ).

#### Refresh Multi-Property Selected ->



Click-on the **Refresh Multi-Property Selected** button to refresh *Dashboard* information for all *Project Filenames* included in the *Multi-Property Directory* ( filename ) currently selected as it currently exists with today's system date. A progress bar will appear showing the refresh process with an opportunity to *Cancel* out of the refresh process, at any time. A successfully completed window will appear when the refresh process has completed.

### Multi-Property Directories

*Dashboard* information can be refreshed one specific project at a time or for all projects at once based on projects listed in the selected Multi-Property Directory. Click the pull down button to view a list of available *Multi-Property Directory* filenames and click-on the desired directory name to use in the **Refresh Multi-Property Selected** -> process.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### Cancel

Click-on **Cancel** to exit out of the *Dashboard* window.

## Dashboard Sections

### Unit Occupancy

**Total Units** - This is the total number of units that exist in UNIT DATA.

**Occupied Units** - This is the total number of units that were occupied on the refresh date displayed.

**Vacant Units** - This is the total number of units that were vacant on the refresh date displayed. Click-on the **[+]** button to view a list of Vacant Units. Click-on the **[Go]** button to access the *Occupancy Reports* feature for more details.

**Move-Ins Pending** - This is the total number of Move-In or Initial Certifications that have yet to be activated. Click-on the **[+]** button to view a list of Move-Ins Pending.

**Move-Outs Pending** - This is the total number of current tenants that have a Move-Out Date recorded ( by completing the Move-Out Notification process ), but have not yet vacated the unit. Click-on the **[+]** button to view a list of Move-Outs Pending.

**Certifications Expiring ( 120 Days )** - This is the total number of current tenants that have Tenant Certifications expiring within the next 120 days. Click-on the **[+]** button to view a list of Certifications Expiring within 120 Days. Click-on the **[Go]** button to access the *Certification Expiration Report* feature for more details.

**Certifications Pending** - This is the total number of existing Tenant Certifications that have not yet been activated or previously activated Tenant Certifications that were Revised, re Saved, but not re Activated. Click-on the **[+]** button to view a list of Certifications Pending.

**RD R/A Available / In Use** - This is the total number of Project-Based RD Rental Assistance available, along with the total number of RD R/A currently in use. Click-on the **[Go]** button to access the *RD Tenant / Rent Analysis* feature for more details.

**HUD Subsidy Available / In Use** - This is the total number of Project-Based HUD Subsidy available, along with the total number of HUD Subsidy currently in use. Click-on the **[Go]** button to access the *HUD Tenant / Rent Analysis* feature for more details.

### Waiting List

**Active Applicants** - This is the total number of active applicant entries on the refresh date displayed. Click-on the **[+]** button to view a list of Active Applicants. Click-on the **[Go]** button to access the *Waiting List Data* feature for more details.

**By Unit Size** - This is a list of active applicant entries broken down by Unit Size.

**Within 30 Days** - This is the total number of applicants that have *Contacted, Leased, Removed, Rejected* or *Inactive Date* activity within the last 30 days.

**Accepted Preferences** - This is the total number of active applicants that have Accepted Preferences.

**Needing Unit Accessibility** - This is the total number of active applicants that require the need for Unit Accessibility.

**Existing Tenant Transfers** - This is the total number of existing tenants that require transfers to eligible unit sizes.

### Project Information

**Date Project Operational** - This is the Date this project became Operational.

**Accounting Method and Fiscal Year Starting Month** - If Accounting features are being used, this is the Accounting Method ( Cash vs Accrual ) in use along with the starting Month of the project's Fiscal Year.

**Project Based Subsidy Type** - This line lists the project-based Subsidy Types in use ( ex: RD, HUD, LIHTC, 100% Conventional ).

**Unit Sizes** - These are the total number of units by unit size that has been setup in the DATA .. PROJECT DATA .. RENT RATES window.

### Work Orders

**Open Work Orders** - This is the total number of Work Order entries that remain open ( have no Completed Dates ) on the refresh date displayed. Click-on the **[+]** button to view a list of Open Work Orders. Click-on the **[Go]** button to access the *Work Orders* feature for more details.

**Closed WO's ( 30 Days )** - This is the total number of Work Order entries that have been Closed ( have Completed Dates ) within the last 30 days. Click-on the **[+]** button to view a list of Closed WO's ( 30 Days ).

**Pending Make Ready** - This is the total number of Work Order entries with "Make Unit Ready" as the Work Order Type which are still open ( have no Completed Dates ). Click-on the **[+]** button to view a list of Pending Make Ready.

### Accounting

**Bank Account Balances** - If Accounting features are being used, this is a list of Bank Account Balances on the refresh date displayed. Bank Account names are based on the project's Subsidy Type ( ex: RD, HUD, LIHTC, 100% Conventional ). Click-on the **[Go]** button to access the *Balance Sheet* feature for more details.

**Trial Balances** - If Accounting features are being used, this is basically Trial Balance report section totals ( ex: Assets, Liabilities, Income and Expense ) along with the Net Income YTD amount. Click-on the **[Go]** button to access the *Operating Statement* feature for more details.

**A/R Balance** - If Accounting features are being used, this is the Accounts Receivable Balance on the refresh date displayed. Click-on the **[Go]** button to access the *Aged Receivables Report* feature for more details.

**A/P Balance** - If Accounting features are being used, this is the Accounts Payable Balance on the refresh date displayed.

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template if you want it completely blank.

**Help Menu**

## 16 Help Menu

### 16.1 Help Topics

*Help Topics* access is available throughout the FHA Software program by clicking on **Help**.

To view the main *Help Topics* contents Window, click-on **Help > Help Topics**, while at the main program menu. The *FHA Software for Windows - Help Topics* window will appear ...



#### Browser-Based Help Topics

FHA Software's *Help Topic* content is *Browser-based* which means *Help* documentation will be displayed & printed using your computer's default Web-Browser (Internet Explorer, Netscape, etc.). We recommend using *Windows Internet Explorer* to view FHA Software *Help Topics*.

To make *Windows Internet Explorer* your default web-browser, start *Windows Internet Explorer* and click-on *Tools .. Internet Options .. Programs* and in the *Default Web Browser* section, click-on *Make Default*.

The *Help Topics* window is split into two frames. The left frame displays *Contents*, *Index* and *Search* options. The right frame displays *Help Topic Documentation*. Double click-on any item listed in the left frame to view it's related *Help Topic Documentation* in the right frame. To print *Help Topic Documentation* currently displayed, click-on the right frame, then click-on the *Print Option* icon.

#### Overviews

*Help Topics* - Overview sections provide information about FHA Software usage, requirements and compliance. **Creating a New Project** and **Step-by-Step Examples** are good sections to review for those users that are brand new to FHA Software.

## Menu Sections

*Help Topics - Menu Sections* provide detail background and instructional information on various form processing features included with your FHA Software package. Simply click the desired feature to view it's contents.

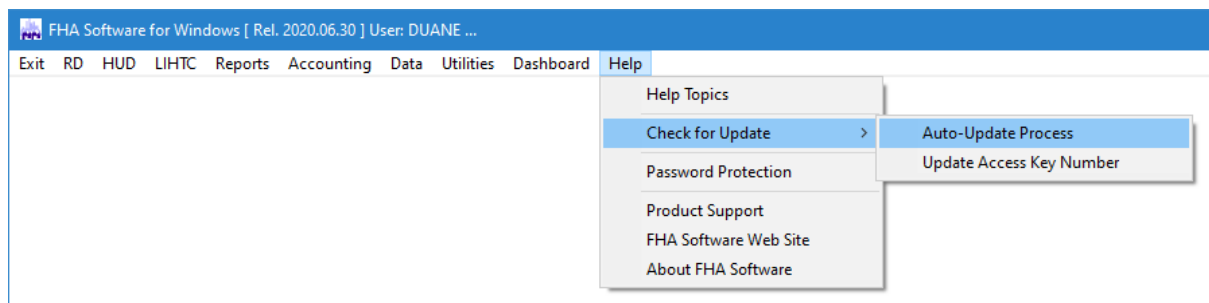
## 16.2 Check for Update

### 16.2.1 Auto-Update Process

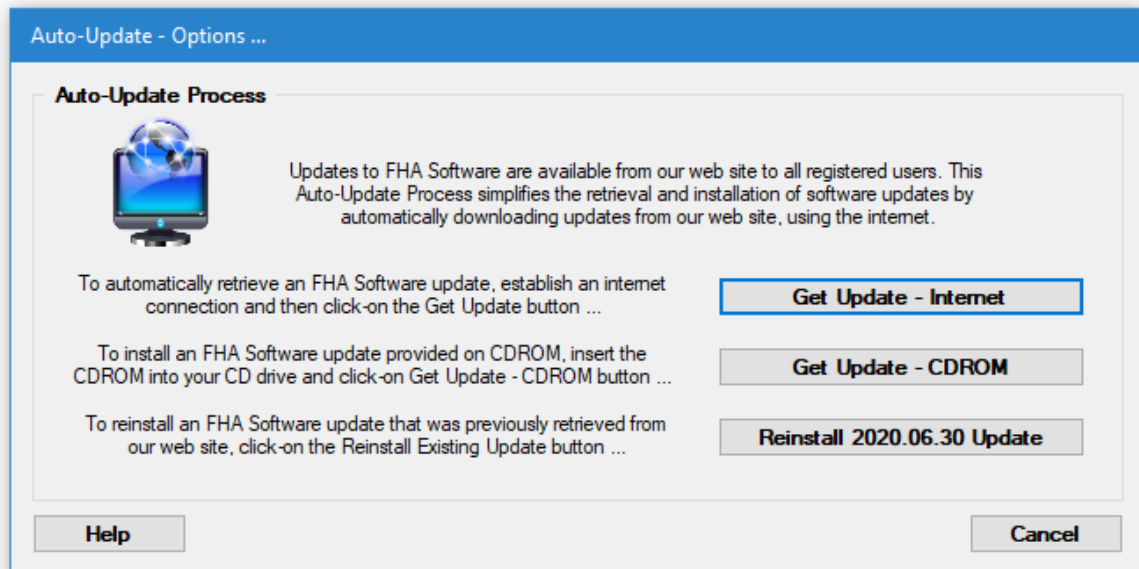
#### 16.2.1.1 Overview

## Overview

The *Auto-Update* feature provides a fully automated method of staying current with program releases by allowing the program itself to retrieve and install software updates from the Internet. Software updates are posted about once each month on average. Only currently active, registered FHA Software users are allowed access to software updates using the *Auto-Update* feature. An active registered user is one who has a paid-in-full Annual Maintenance Fee account.



To access the *Auto-Update* window, click-on **Help > Check for Update > Auto-Update Process**. The *Auto-Update* window will appear ...



The following options are available at the *Auto-Update - Options* window ...

#### **Get Update - Internet**

The *Get Update - Internet* feature will download the most current Update Installation file from the Simply Computer Software, Inc. secure FTP site and install the software update from the computer running the *Auto-Update Process* feature. The *Get Update - Internet* process completely installs the software update in a single user or networked system.

Note: Peer-to-Peer Networks - After the *Get Update* process has been successfully completed at the main computer with the shared DATA folder, all remaining computers ( workstations ) can use the *Reinstall Existing Update* button option to update their local *FHA Software* program installation with the same Update Release.

#### **Get Update - CDROM**

The *Get Update - CDROM* feature will retrieve the most current Update Installation file from a CDROM and install the software update from the computer running the *Auto-Update Process* feature. The *Get Update - CDROM* process completely installs the software update in a single user or networked system.

Note: Peer-to-Peer Networks - After the *Get Update* process has been successfully completed at the main computer with the shared DATA folder, all remaining computers ( workstations ) can use the *Reinstall Existing Update* button option to update their local *FHA Software* program installation with the same Update Release.

#### **Reinstall Existing Update**

The *Reinstall Existing Update* feature will reinstall the last software update that was successfully downloaded by the *Get Update - Internet* or *CDROM* process. This allows the user to reinstall, repair or remove the *FHA Software* program in their system.

Note: The *Release Date* of the existing Update Installation file will be displayed on the button.



Note: If the *Reinstall Existing Update* button is disabled, it means an *Update Installation* file does not exist. Re run the *Get Update* feature to download or retrieve the *Update Installation* file.

## Help

To view *Help Topics* related to this window, click-on **Help**.

## Cancel

Click-on **Cancel** to exit the *Auto-Update Process* window.

### 16.2.1.2 Get Update - Internet

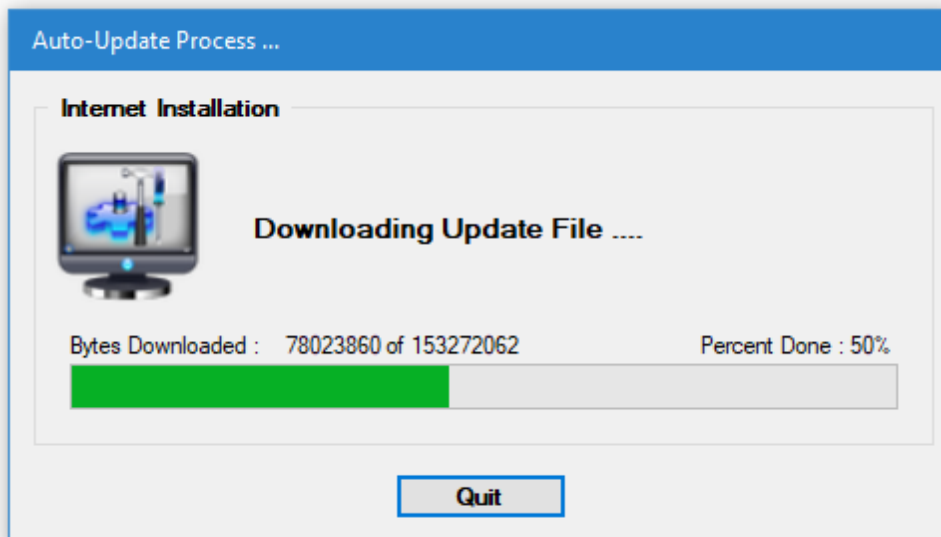
## Get Update - Internet

The *Get Update - Internet* feature will download the most current Update Installation file from the Simply Computer Software, Inc. secure FTP site and install the software update from the computer running the *Auto-Update Process* feature. The *Get Update - Internet* process completely installs the software update in a single user or networked system.

Note: Peer-to-Peer Networks - After the *Get Update* process has been successfully completed at the main computer with the shared DATA folder, all remaining computers ( workstations ) can use the *Reinstall Existing Update* button option to update their local *FHA Software* program installation with the same Update Release.

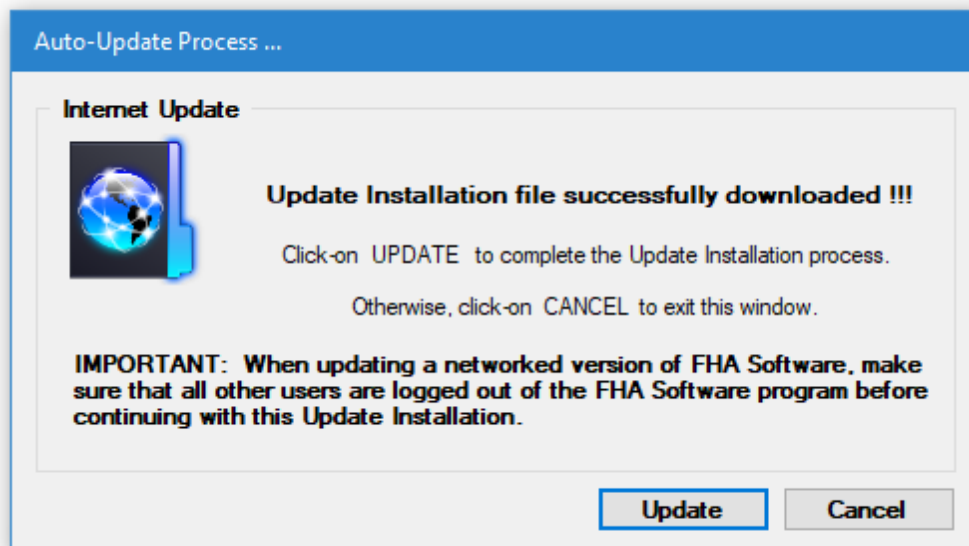
1.) To automatically retrieve an *FHA Software* update, establish an internet connection, start *FHA Software* and click-on **Help > Check for Update > Auto-Update Process > Get Update - Internet**.

The following *Auto-Update Progress Window* will appear ...



The program will link to the secure Simply Computer Software, Inc. web site and determine if you are allowed to receive FHA Software updates, based on the FHA *Serial Number* and *Access Key #* combination currently maintained in your system. The program will also compare the date of the available update with the version currently running in your system. If the date of the update is newer than the version running in your system, the program then proceeds to download the update installation file into your existing FHA Software *Update* directory. If not, you will be prompted a message advising that you are already running a current version of FHA Software and gives you the option to continue or stop the *Get Update* process.

When the *Update Installation* file has been successfully downloaded, the following window is displayed ...



Click-on **Update** to start the *Update Installer* program that was just successfully downloaded.  
Click-on **Cancel** to exit out of the Update Installation process.

Proceed to the Update Installer Help Topic section for more details on the *Update Installer* process.

### 16.2.1.3 Get Update - CDROM

## Get Update - CDROM

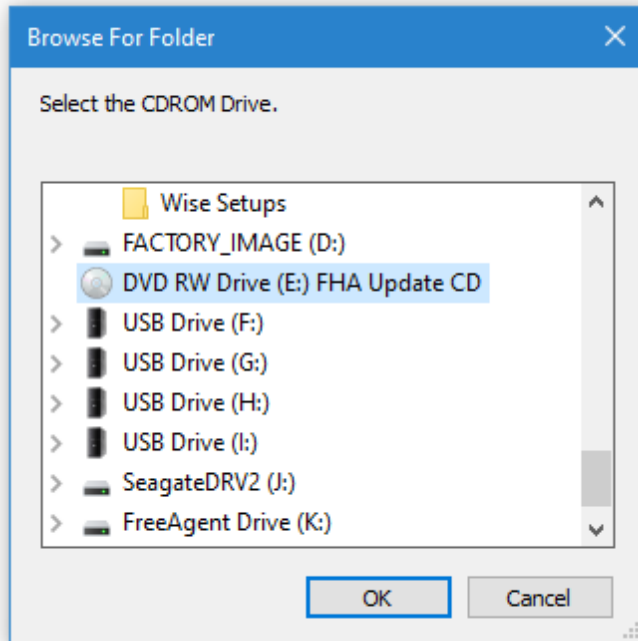
The *Get Update - CDROM* feature will retrieve the most current Update Installation file from a CDROM and install the software update from the computer running the *Auto-Update Process* feature. The *Get Update - CDROM* process completely installs the software update in a single user or networked system.

Note: Peer-to-Peer Networks - After the *Get Update* process has been successfully completed at the main computer with the shared DATA folder, all remaining computers ( workstations ) can use the *Reinstall Existing Update* button option to update their local FHA Software program installation with the same Update Release.

To retrieve an FHA Software update from a CDROM ...

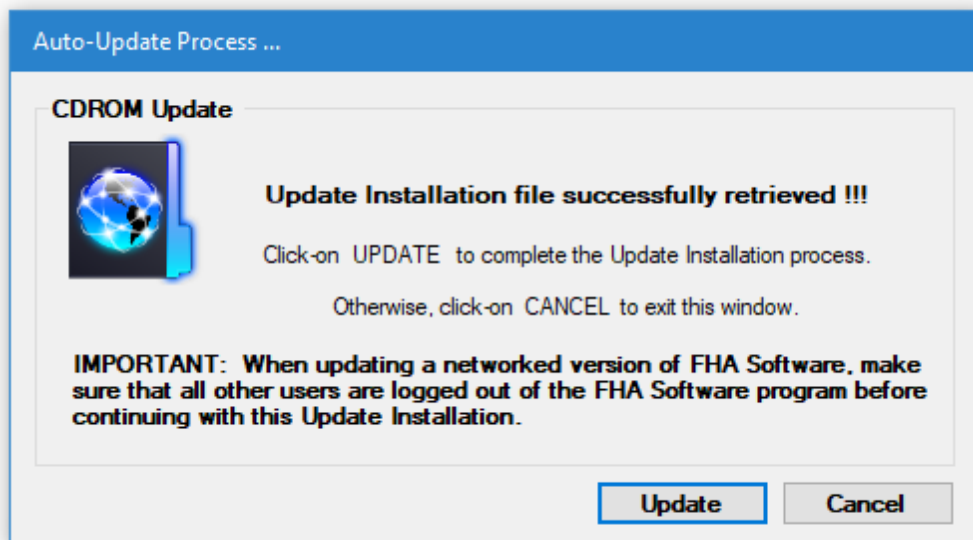
- 1.) Insert the CDROM into your CD Drive
- 2.) Start FHA Software
- 3.) Click-on **Help > Check for Update > Auto-Update Process > Get Update - CDROM.**

The following *Browse for Folder* window will appear ...



- 4.) Select the CD Drive Letter for your FHA Software Update CDROM and click-on OK.

If a valid Update Installation file is detected, the file will be retrieved to the existing FHA Software UPDATES folder ( normally C:\FHAWIN\DATA\UPDATES ) and the following *Auto-Update Process* window will be displayed ...



Click-on **Update** to start the *Update Installer* program.  
Click-on **Cancel** to exit out of the Update Installation process.

Proceed to the Update Installation section of this document for more details on the *Update Installation* process.

#### 16.2.1.4 Reinstall Existing Update

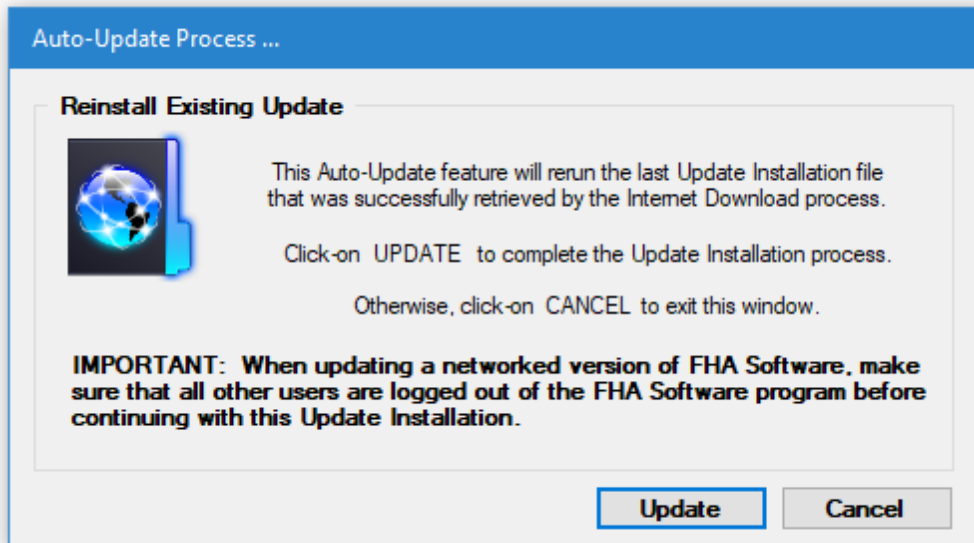
### Reinstall Existing Update

The *Reinstall Existing Update* feature will reinstall the last software update that was successfully downloaded by the *Get Update - Internet or CDROM* process. This allows the user to reinstall, repair or remove the *FHA Software* program in their system.

Note: The *Release Date* of the existing Update Installation file will be displayed on the button.

Note: If the *Reinstall Existing Update* button is disabled, it means an *Update Installation* file does not exist. Re run the *Get Update* feature to download or retrieve the *Update Installation* file.

Click-on **Reinstall Existing Update** to start the *Update Installation* process. The following window appears ...



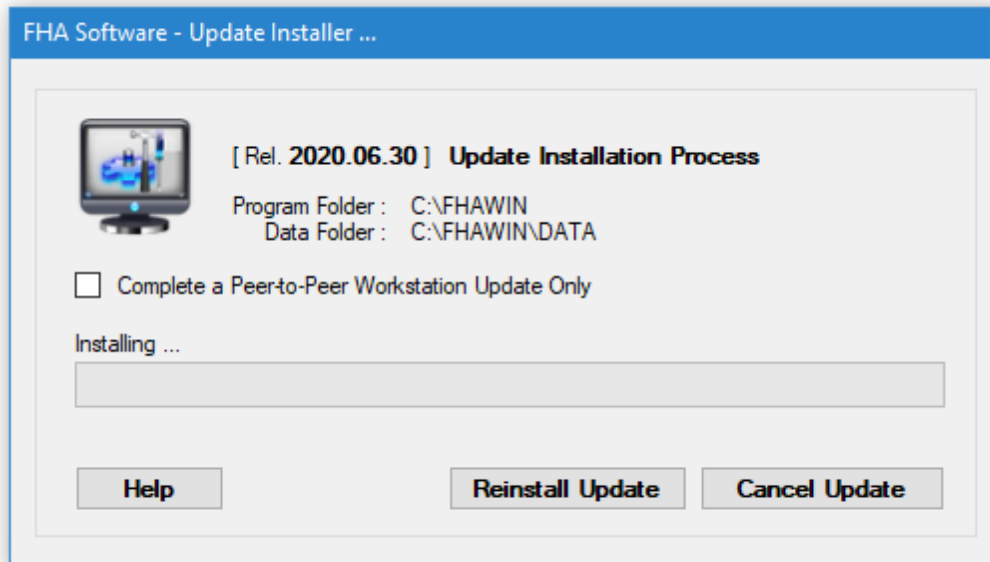
Click-on **Update** to start the *Update Installer* program.  
Click-on **Cancel** to exit out of the Update Installation process.

Proceed to the Update Installation section of this document for more details on the *Update Installation* process.

#### 16.2.1.5 Update Installation

### Update Installer

Clicking on the **Update** button from the *Auto-Update Process* window will start and display the built-in FHA Software - *Update Installer* program feature window below ...



The *Update Installer* feature window displays the Date of the *Update Release* that will be installed, along with the destination drive letter and folder path for your existing FHA Software PROGRAM folder ( normally C:\FHAWIN ) and DATA folder ( normally C:\FHAWIN\DATA ).

The following options are available at the *FHA Software - Update Installer* window ...

#### **Complete a Peer-to-Peer Workstation Update Only ( checkbox )**

After the *Get Update* process has been successfully completed at the main computer with the shared DATA folder, all remaining computers ( workstations ) can use the *Reinstall Existing Update* button option to update their local FHA Software program installation with the same Update Release. Click-on the **Complete a Peer-to-Peer Workstation Update Only** checkbox at Peer-to-Peer Workstations that only need their local FHA Software BITMAP, PROGRAM and HELP folder files updated. The shared DATA, REPORT and MSWORD folders that are on the main computer drive will not be updated.

#### **Help**

Click-on **Help** to view *Online Help Topics* about this process.

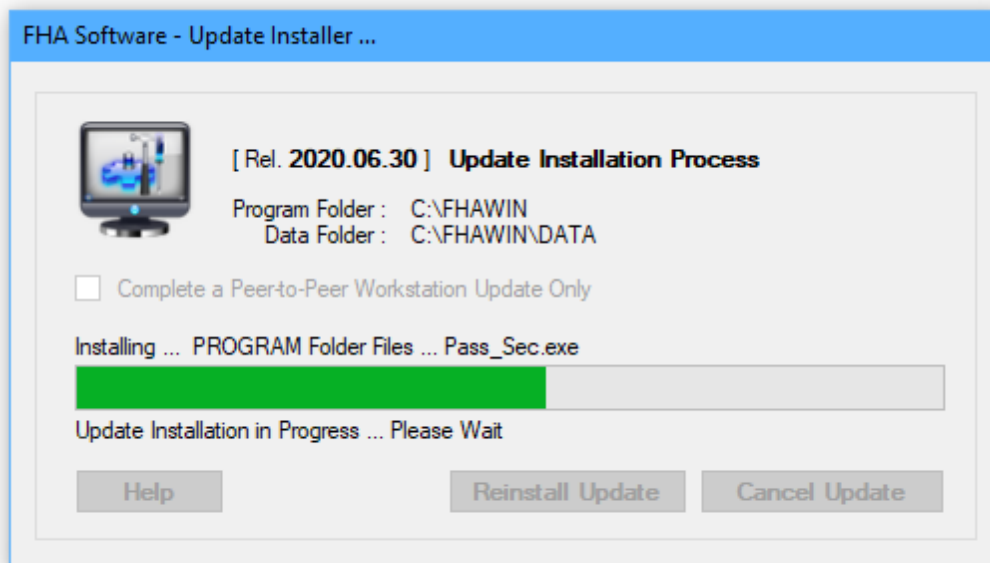
#### **Cancel Update**

Click-on **Cancel** to exit out of the *Update Installer* feature window.

#### **Install Update or Reinstall Update**

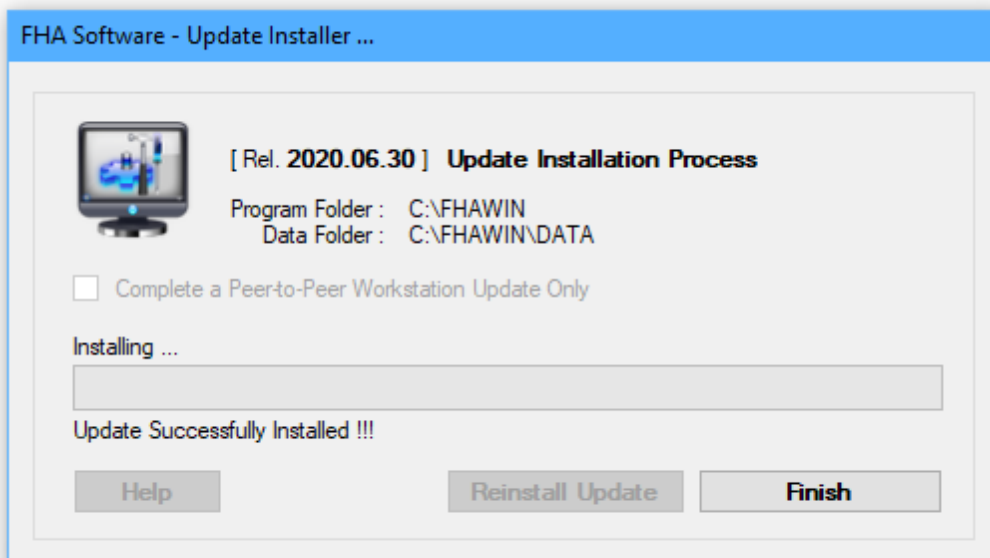
Click-on the **Install Update** or **Reinstall Update** button to start the Update Installation process.

When clicked, **Update Installation in Progress - Please Wait** text will be displayed, the FOLDER name and files being updated will be displayed, along with a progress bar ...



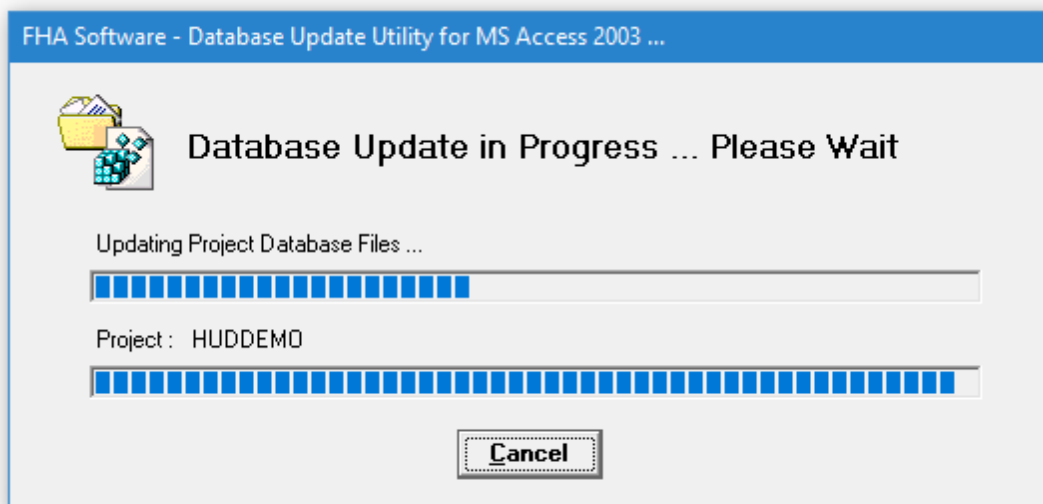
Note: **Files in use cannot be updated** - If a message window appears that states a PROGRAM or DATA file could not be updated, it means the application or database file is in use or remains open. The solution is to make sure all users have exited out of the FHA *Software* program and then retry the installation process again. If this is a network server installation, use the Windows Server's *Computer Management .. Shared Folders .. Open Files* feature to close ( disconnect ) the files or folders in use and then retry the installation process again. Simply restarting your Windows Server will also close ( clear ) all file and folder in use connections.

When the *Update Installation* process has been completed, **Update Successfully Installed !!!** text will be displayed with a **Finish** button option provided ...

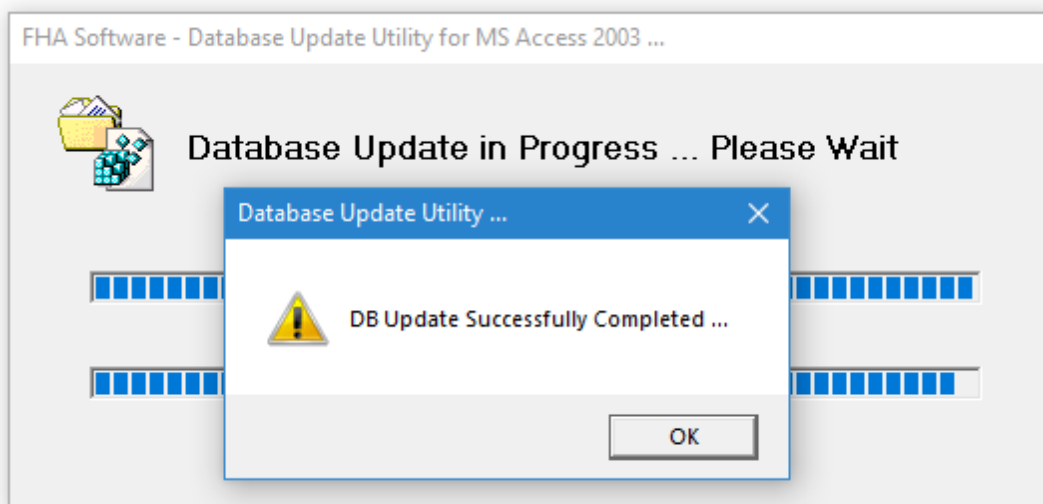


**Finish ( button )**

Click-on the **Finish** button to complete the *Update Installation* process which will close the *Update Installer* window and start the **Database Update Utility for MSA03** feature below ...



The *Database Update Utility* feature makes sure project database files get updated to and match the program release installed. When completed, the following message window will be displayed ...



Click-on the **OK** button to acknowledge confirmation of a successful update.

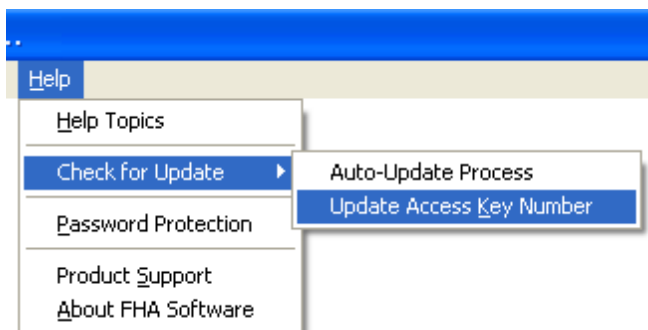
Note: The next time you start FHA Software, it will be the most current version available. Your *Release Date* is displayed in the top heading of the program window. Your *FHA Serial Number*, *Version* and *Release Date* are also displayed at the **About FHA Software** window.



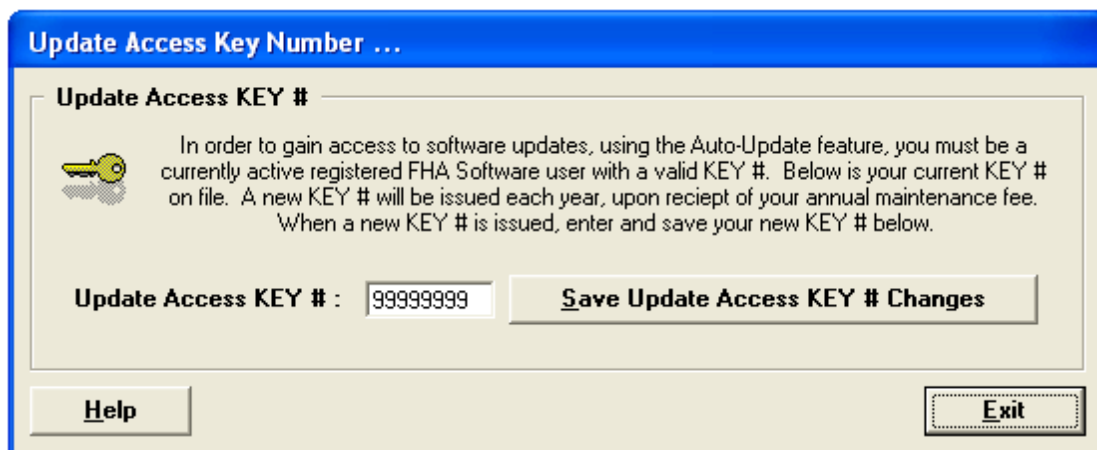
## 16.2.2 Update Access Key Number

### Overview

Since only currently active users are allowed access to program updates, a method to determine access status was incorporated in the *Auto-Update* process. An eight digit *Access KEY #* is automatically provided in the original purchase of FHA Software which allows the user to retrieve updates during their first year of program use. Each year thereafter, upon receipt of Annual Maintenance Fee payments, users are sent (emailed) a new *Access KEY #* which renews their ability to continue retrieving updates, using the *Auto-Update* feature.



To record your new *Access KEY #*, click-on **Help > Check for Update > Update Access Key Number**. The following *Update Access Key Number* window will appear ...



Update Access KEY #

In the *Update Access KEY #* field, enter your newly issued 8 digit number in the data entry field.

Note: Your *Access KEY #* is what determines whether you can retrieve updates or not. Be sure to record your new numbers immediately, each year they are issued to you. Call, fax or email Technical Support if you have any questions about your *Access KEY #*.

**Save Update Access KEY # Changes ( button )**

Click-on the **Save Update Access KEY # Changes** button to save changes made to your number.

## Help

To view *Help Topics* related to this window, click-on **Help**.

## Exit

Click-on **Exit** to exit the *Update Access Key Number* window.

## 16.3 Password Protection

### 16.3.1 Overview

## Overview

This feature provides access security to the FHA Software program by requiring valid *User ID* and *Password* entry each time the program is started. *Password Protection* ( requiring *User ID* and *Password* entry ) is not required in single user *FHA Software* installations and can be toggled on or off at the *Program Administrator's* discretion. However, the Password Protection feature is required in networked *FHA Software* installations.

When *Password Protection* is toggled on, the following window will be displayed upon starting *FHA Software* ...



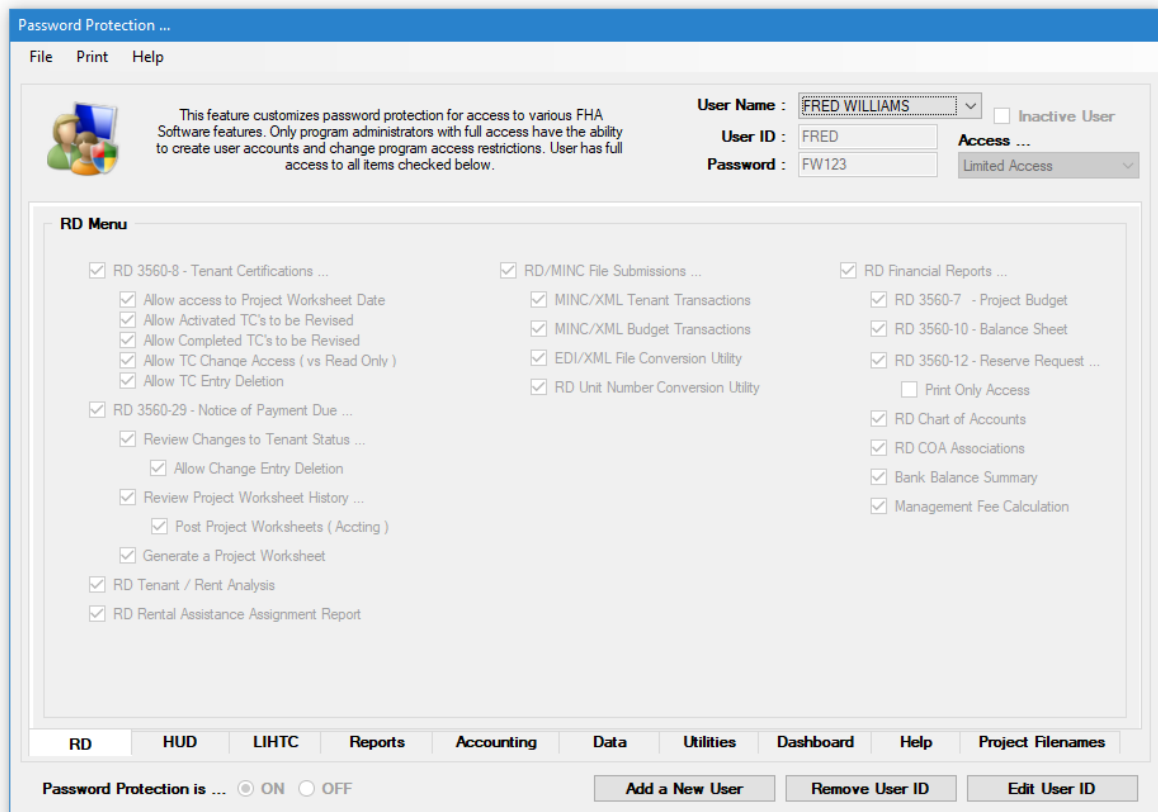
Follow the steps below to access *FHA Software* when *Password Protection* has been enabled ...

- 1.) Enter the **User ID** created by your *Program Administrator* and press [TAB]
- 2.) Enter the **Password** associated with your *User ID*
- 2.) Click-on **OK** to access *FHA Software* or click-on **Cancel** to exit out of the login process

Note: Unless removed by your *Program Administrator*, the default *User ID / Password* combination is USER / PASSWORD.

## Password Protection

From the main menu of FHA Software, click-on **Help > Password Protection** to access the *Password Protection* window ...



Note: *Password Protection* window access is only available when *Password Protection* is currently toggled off or when *User ID* in use has *Full Program Access*.

The following items are available at the *Password Protection* window ...

File Menu    Print Menu    Help

### Password Protection - ON/OFF

FHA Software users in a single user installation are not required to enter a *User ID & Password* in order to gain access their program and *Password Protection* is toggled off (disabled) as the default setting. To activate (enable) *Password Protection*, click-on the bullet for **ON**. The next time FHA Software is started, a *User ID & Password* login window will appear. To unactivate (disable) *Password Protection*, simply click-on the bullet for **OFF**. The next time FHA Software is started, a *User ID & Password* login window will not appear.

Note: The *Password Protection* feature must be used in a networked installation of FHA Software and can't be toggled off at this window.

Note: Unless removed by your *Program Administrator*, the default *User ID / Password* combination is USER / PASSWORD.

#### Add a New User

Click-on the **Add a New User** button to create a new *User Access Account*. The *User Access Account - Edit Window* will appear.

#### Remove User ID

To remove the *User Access Account* currently displayed, click-on the **Remove User ID** button and click-on **Yes** to the *Are you Sure you want to Delete this user?* message.

Note: There must always be at least one *User Account* on file with *Full Access*.

#### Edit User ID

To edit *User Account Information* currently displayed, click-on the **Edit User ID** button. The *User Access Account - Edit Window* will appear.

### 16.3.2 Editing

To edit *User Account Information* currently displayed, click-on the **Edit User ID** button.

**Password Protection ...**

File Print Help

This feature customizes password protection for access to various FHA Software features. Only program administrators with full access have the ability to create user accounts and change program access restrictions. User has full access to all items checked below.

User Name : FRED WILLIAMS ☐ Inactive User

User ID : FRED Access ...

Password : FW123 Limited Access

**RD Menu**

- ☒ RD 3560-8 - Tenant Certifications
  - ☒ Allow access to Project Worksheet Date
  - ☒ Allow Activated TC's to be Revised
  - ☒ Allow Completed TC's to be Revised
  - ☒ Allow TC Change Access ( vs Read Only )
  - ☒ Allow TC Entry Deletion
- ☒ RD 3560-29 - Notice of Payment Due ...
  - ☒ Review Changes to Tenant Status ...
    - ☒ Allow Change Entry Deletion
  - ☒ Review Project Worksheet History ...
    - ☒ Post Project Worksheets ( Accting )
  - ☒ Generate a Project Worksheet
- ☒ RD Tenant / Rent Analysis
- ☒ RD Rental Assistance Assignment Report

- ☒ RD/MINC File Submissions ...
  - ☒ MINC/XML Tenant Transactions
  - ☒ MINC/XML Budget Transactions
  - ☒ EDI/XML File Conversion Utility
  - ☒ RD Unit Number Conversion Utility

- ☒ RD Financial Reports ...
  - ☒ RD 3560-7 - Project Budget
  - ☒ RD 3560-10 - Balance Sheet
  - ☒ RD 3560-12 - Reserve Request ...
    - ☐ Print Only Access
  - ☒ RD Chart of Accounts
  - ☒ RD COA Associations
  - ☒ Bank Balance Summary
  - ☒ Management Fee Calculation

RD HUD LIHTC Reports Accounting Data Utilities Dashboard Help Project Filenames

Copy from Another User Save Cancel

The following items are available while editing *User Access Account Information ...*

### User Access Account Information

**User Name** - The full name of the person who this *User Account* will be used by. This can also be a description of the *User Account*, if used by multiple users (such as ALL ACCESS, MASTER, ADMINISTRATOR, etc.).

Note: *User Name* is limited to 20 alpha-numeric characters and cannot be left blank.

**User ID** - A unique *ID* assigned to the *User* for program access. This can be the person's first name, last name, initials, etc. (such as CRAIG, SMITH, JFK. etc.).

Note: *User ID* is limited to 15 alpha-numeric characters and cannot be left blank.

**Password** - A unique *Password* assigned with the *User ID* for program access (such as XYX123, 5676, ABCD, FISH, MYPASSWORD, etc.).

Note: *Password* is limited to 15 alpha-numeric characters and cannot be left blank.

**Access** - This identifies the type of program accessibility granted to the *User Account* being edited. There are two *Access Types ...*

**\*\* Full Access** - gives this user complete access to all program features, including *Password Protection*. When selected, checkboxes in all program sections displayed on this window are automatically checked.

**\*\* Limited Access** - gives this user access to only program features displayed on this window that are checked. *Limited Access User's* do not have access to the *Password Protection* window.

**Inactive User ( Checkbox )** - Click-on this box to prevent this User ID from being able to log into the *FHA Software* program, making it inactive.

## **RD Menu ( tab )**

This *RD Forms* section only applies to *FHA Software* users (*FHA1/2/5/6*) that have an **RD** menu section (*Rural Development*) on their *FHA Software* window.

Note: All *RD Users* have access to the *RD 3560 MFH Management Handbook Reference*.

## **HUD Menu ( tab )**

This *HUD Forms* section only applies to *FHA Software* users (*FHA3/4/5/6*) that have a **HUD** menu section (*Department of HUD*) on their *FHA Software* window.

Note: All *HUD Users* have access to the *HUD 4350.3 MFH Handbook Reference*.

## **LIHTC Menu ( tab )**

This *LIHTC Forms* section only applies to *FHA Software* users that have an **LIHTC** menu section (*Low Income Housing Tax Credit*) on their *FHA Software* window.

## **Reports Menu ( tab )**

This section applies to all *FHA Software* user packages and controls user access to all *Reports* related menu items which includes .. *Recertification Notices*, *Certification Expiration Report*, *Rent Register Report*, *Utility Refund Report*, *Occupancy Reports*, *Race/Ethnicity Report*, and *User-Defined Summaries*.

## **Accounting Menu ( tab )**

This *Accounting Features* section only applies to *FHA Software* users that have an **Accounting** menu section (*Built-in Accounting*) on their *FHA Software* window.

## **Data Menu ( tab )**

This section applies to all *FHA Software* user packages and controls user access to all *Data* related menu items which includes .. *Unit Data*, *Project Data*, *Waiting List Data*, *Address Book*, *Work Orders*, *Unit Inventory*, *Gross / UA Changes*, *Multi-Property Directories*, and *Tenant/Applicant Search*.

## **Utilities Menu ( tab )**

This section applies to all *FHA Software* user packages and controls user access to all *Utilities* related menu items which includes .. *Database*, *Text Editor*, *Custom Report Designer*, *Data Paths*, *EDGE Interface*, *PMW Interface*, and *EDGE Data Import Process*.

## **Dashboard ( tab )**

This section applies to all *FHA Software* user packages and controls user access to the *Dashboard* feature window.

## Help Menu ( tab )

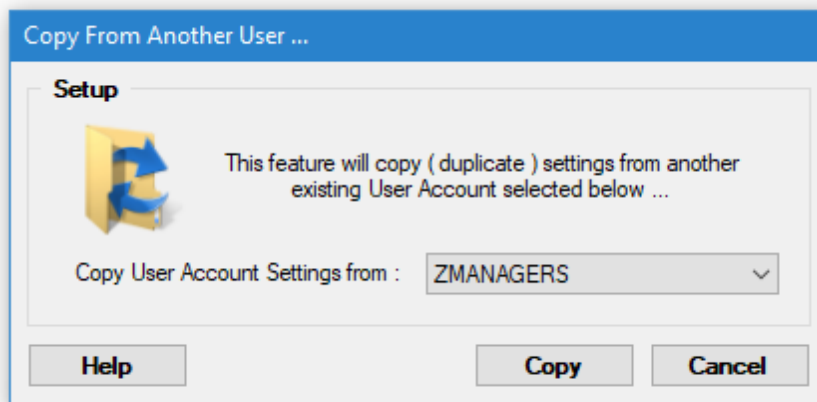
This section applies to all FHA Software user packages and controls user access to all *Help* related menu items which includes .. *Help Topics*, *Check for Update*, and *Password Protection*.

## Project Filenames ( tab )

This section applies to all FHA Software user packages and controls user access to specific *Project Filenames*. Click-on the **Project Filename** tab to view the **Project Filenames** window.

## Copy From Another User ( button )

While adding new or editing an existing User Account with Limited Access, this button option will appear at the bottom of the window. Click-on the button and the following window appears ...



**Copy User Account Settings From** - The pull down is a list of existing *User Account Names* with Limited Access that can be copied from. Select the desired *User Name* to copy User Account Settings from.

**Help** - Click-on **Help** to view *Online Help Topics* about this process.

**Copy** - Click-on **Copy** to copy ( duplicate ) settings from another existing User Account selected.

**Cancel** - Click-on **Cancel** to exit out of the *Copy From Another User* feature window.

## Help

Click-on **Help** to view *Online Help Topics* about this process.

## Save

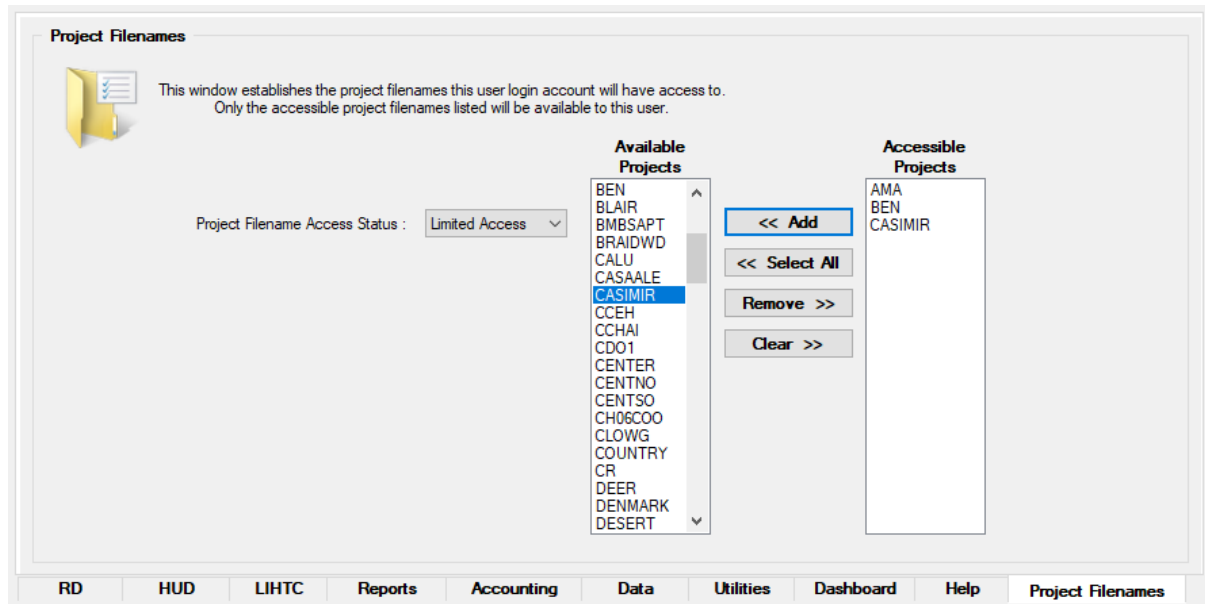
Click-on the **Save** button to save and exit *Editing User Access Account Information*.

## Cancel

Click-on **Cancel** to exit out of *Editing User Access Account Information*.

### 16.3.3 Project Filenames

To access the *Project Filenames Access Status* window, select User Access to **Limited Access** and click-on the **Project Filenames** tab. The *Project Filenames* window will appear ...



#### Project Filename Access Status

This section controls user access to project databases that exist in the data folder, as they are presented in *Project Filename* selection lists throughout the program.

**\*\* Full Access** - gives this user complete access to all existing *Project Filenames*, including the ability to *add*, *edit*, and *delete* projects in the *Project Data* window. .

**\*\* Limited Access** - gives this user access to only project filenames selected in the Project Filename - Limited Access setup window. *Limited Access User's* do not have the ability to *add* or *delete* projects in the *Project Data* window.

#### Add

Clicking on the **Add** button will place the currently selected filename from the *Available Projects list* into the *Accessible Projects* list.

#### Select All

Clicking on the **Select All** button will place all existing filenames from the *Available Projects list* into the *Accessible Projects* list.

#### Remove

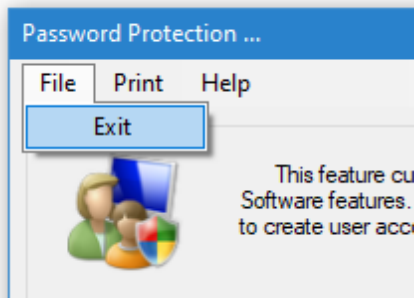
To *Remove* a Filename from the *Accessible Projects* list, select the desired filename and click-on the **Remove** button. The filename will promptly be removed.



## Clear

To clear out all filenames from the *Accessible Projects* list, click-on the **Clear** button. The list will promptly be cleared of filenames.

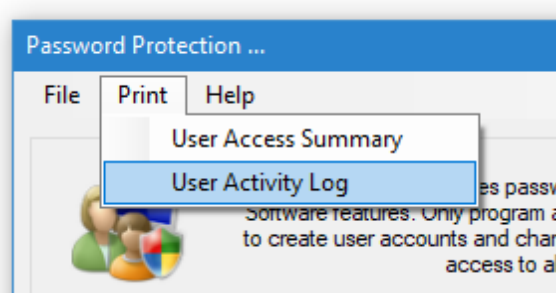
### 16.3.4 File menu



## Exit

Click-on **File > Exit** to exit out of the *Password Protection Window*.

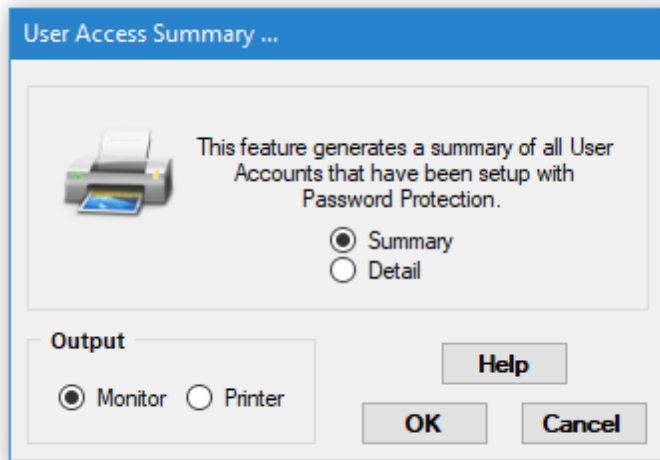
### 16.3.5 Print Menu



Below are options available from the *Print Menu* ...

## User Access Summary

To generate a printed summary of all *User Accounts*, click-on **Print > User Access Summary** ...



**Summary** - Select this option to print a Summary which only lists *User Name*, *User ID*, *Password*, *Program Access* and *Project Filename Access*.

**Detail** - Select this option to print a Detail which includes a full page per User Account of all program feature access status.

## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

## Help

Click **Help** to view *Online Help Topics* relating to this report feature.

## OK

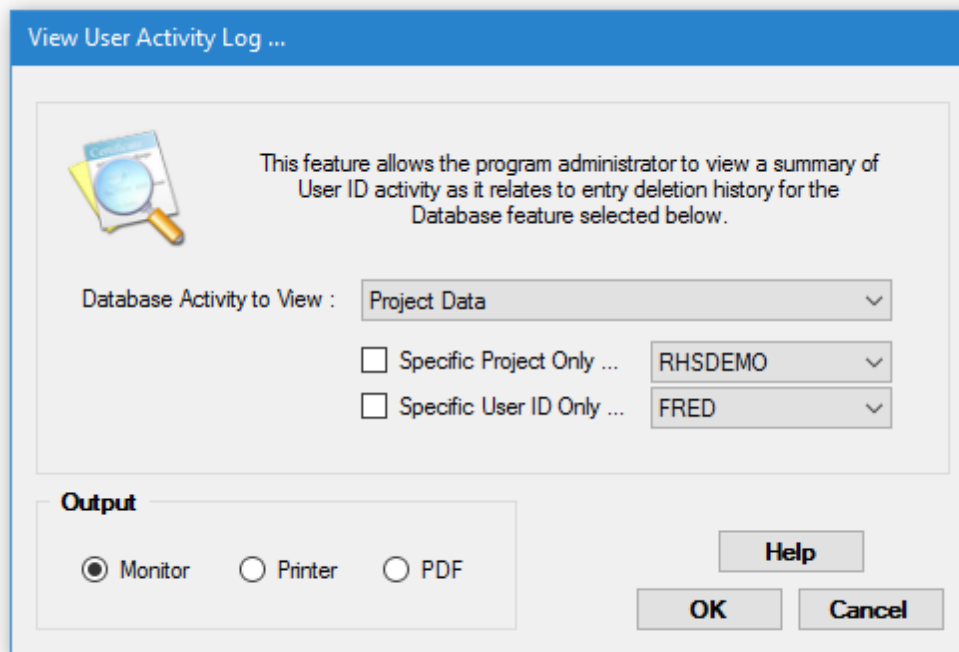
Click the **OK** button to generate the report.

## Cancel

Click the **Cancel** button to exit the *User Access Summary* print window.

## User Activity Log

To generate a printed summary of various *User Activity*, click-on **Print > User Activity Log ...**



## Output

This menu section allows the user to select where the report will be sent (Monitor vs Printer), determine the number of printed copies to generate and change default printer selection.

**Monitor** - Bullet this item to display report on the screen.

**Printer** - Bullet this item to generate report at the defaulted Windows printer.

**.PDF** - Bullet this item to print ( save ) the report directly to a standard Adobe PDF file. A Print to PDF File(s) - Setup window will appear.

## Help

Click **Help** to view *Online Help Topics* relating to this report feature.

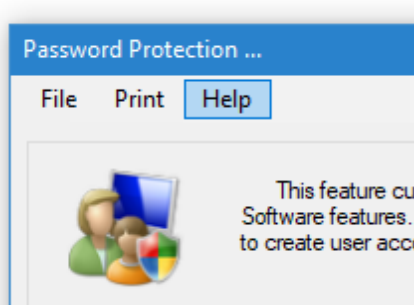
## OK

Click the **OK** button to generate the report.

## Cancel

Click the **Cancel** button to exit the *User Activity Log* print window.

## 16.3.6 Help Menu



### Help

To view *Help Topics* related to this window, click-on **Help**.

## 16.4 Product Support

The *Product Support* Window provides general information about FHA Software support access options. All registered FHA Software users have unlimited access to toll-free voice, fax and email technical support. To view the *Product Support* Window, click-on **Help > Product Support**.

The *Product Support* Window will appear ...



**OK**

Click-on the **OK** button to exit the *Product Support* Window.

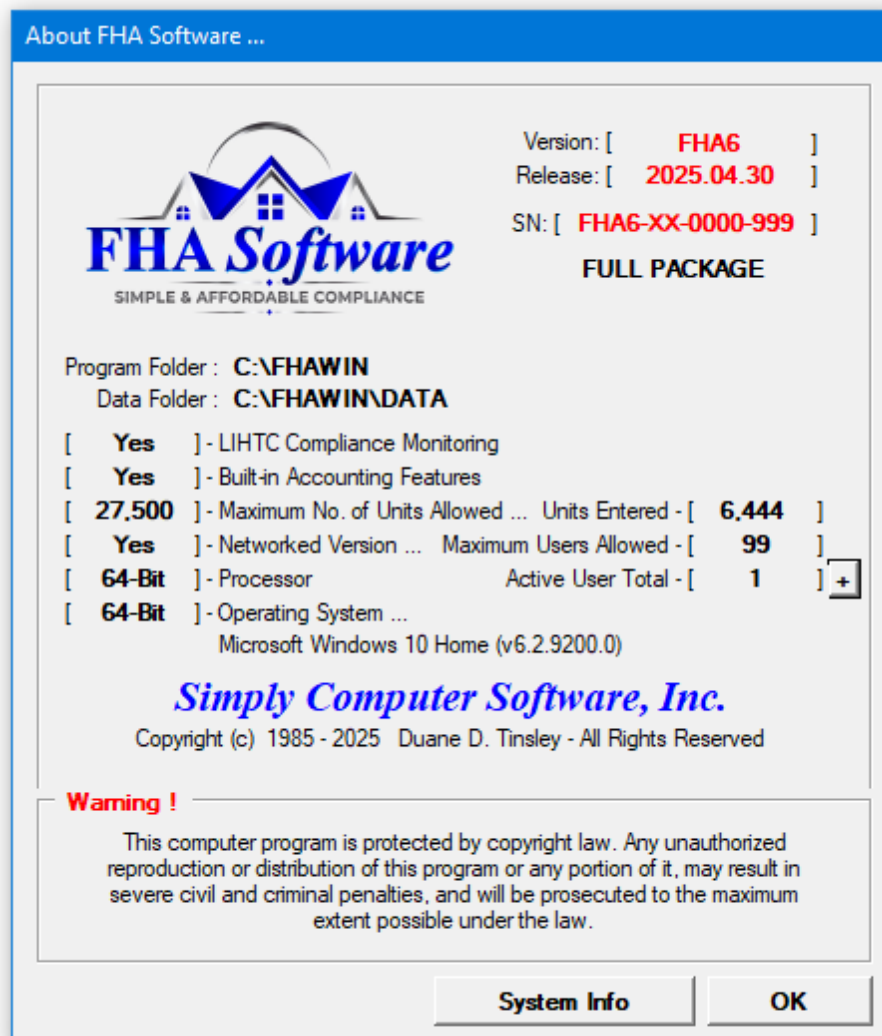
### **Quick Support Module**

To allow remote access to your computer for FHA *Software* support, click-on the **Quick Support Module** button. A TeamViewer window will appear that provides your Remote Access Login ID and Password.

## **16.5 About FHA Software**

The *About Window* displays general information about the FHA *Software* version currently running in your system. To view the *About FHA Software* Window, click-on **Help > About FHA Software**.

The *About FHA Software* Window will appear ...



### Version

This is the type of FHA Software package installed (FHA1, FHA2, etc..)

### Release

This is the release date of the current FHA Software package in use.

Example: 2001.08.15 would represent that a 08/15/2001 version of FHA Software is currently installed. Run the Auto-Update feature periodically to ensure that you are always running a current release FHA Software program.

### SN:

This is the serial number registered to the FHA Software package installed in this system.

### Program Folder

The drive letter and folder path where your FHA Software *Program* files are located.

## **Data Folder**

The drive letter and folder path where your FHA Software *Data* files are located.

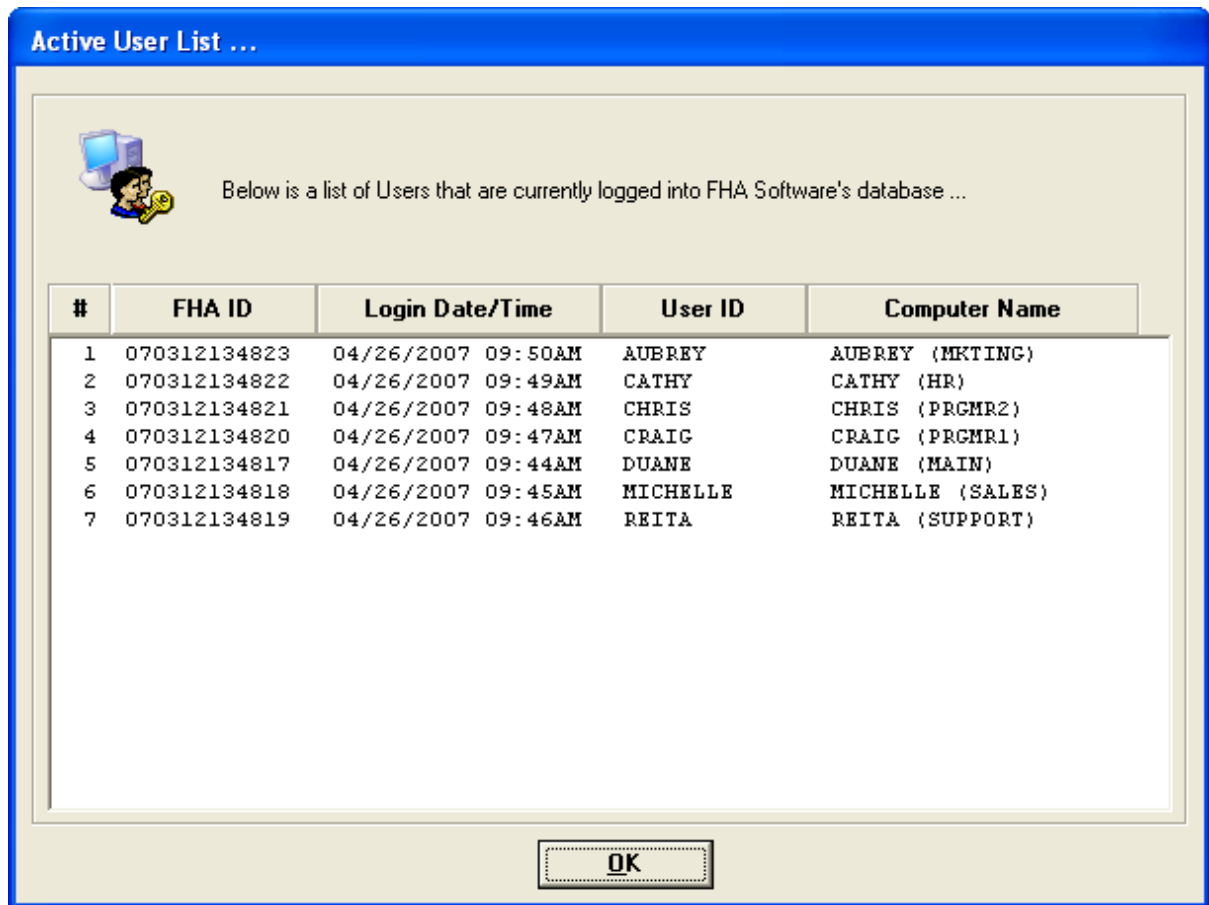
**LIHTC Compliance Monitoring** - If your current FHA Software package registration includes *LIHTC Compliance Monitoring* (Tax Credits), YES will be noted in the brackets. Otherwise, NO is noted.

**Built-in Accounting Features** - If your current FHA Software package registration includes *Built-In Accounting Features*, YES will be noted in the brackets. Otherwise, NO is noted.

**Maximum Number of Units Allowed** - The number displayed in the brackets is the current *Maximum Number of Units Allowed* by your FHA Software package registration. The number displayed in the right bracket is the total number of units currently entered in FHA Software (excluding Demo Project Database Units - RHSDEMO, HUDDMO, S42DEMO).

**Networked Version - Max Users** - If your current FHA Software package registration includes *Networking Capabilities*, YES will be noted in the brackets. Otherwise, NO is noted. The number displayed in the right bracket is the *Maximum Number of Users Allowed* to be logged into FHA Software at any one time.

**Active User Total** - The current number of users that are logged into FHA Software's database is displayed in the bracket. To view a detailed list of active users, click-on the **[+]** button. An *Active User List* window will appear ...



The following information is provided in the *Active User List* window ...

**#** - A random number displayed for user count.

**FHA ID** - A unique number automatically assigned to each user with access to FHA Software.

**Login Date/Time** - The date and time each user originally logged into FHA Software.

**User ID** - The user's unique User ID that was setup in the *Password Protection* feature.

**Computer Name** - The name of the user's physical computer that is established by the Windows Operating System.

**OK** - To exit the *Active User List* window, click-on **OK**.

### Processor

This item will display if your computer is running a 32-bit or 64-bit Processor ( CPU ).

### Operating System

This item will display if your computer is running a 32-bit or 64-bit Windows Operating System and will note the Windows OS version on the next line.



## System Info

This option is only used by authorized Technical Support Staff and access is password secured.

## OK

Click-the OK button to exit the *About FHA Software* Window.

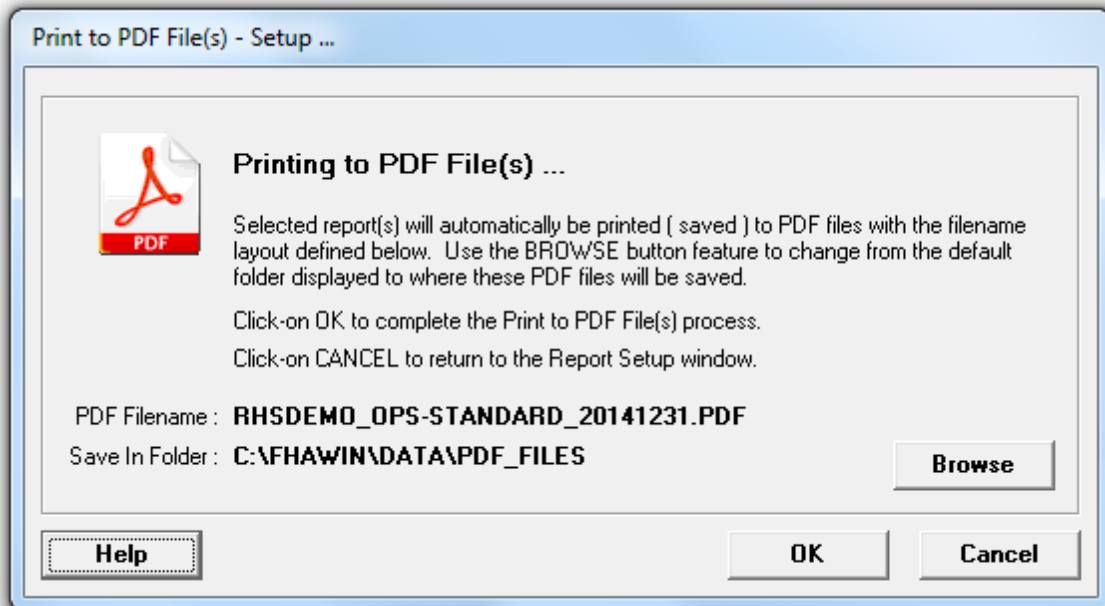
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# PDF Filename Layout Guide

## 17 PDF Filename Layout Guide

The PDF bullet option ( in the Output section ) will automatically print ( save ) the selected report directly to a standard Adobe PDF file without any required user intervention. PDF filenames are automatically labeled and depend on the type of report being printed.

The following *Print to PDF File(s) - Setup* window will appear ...



The following options are available at the *Print to PDF File(s) - Setup* window ...

**PDF Filename** - PDF Filenames are automatically created and will include the *Project Filename*, *Report Type*, and *Report Date* or *Date Range*. If you are running Multi-Property Reports, the filename will start with MULTI\_, then the *Multi-Property Directory Name*, *Report Type*, and *Report Date* or *Date Range*. When looking at a list of PDF files in the PDF file folder, using Windows Explorer ( sorted by Filename ), you'll see all reports for each individual project listed together, then sorted by *Report Type* and *Report Date*. *Report Date* is displayed YYYYMMDD ( Ex: 20140115 ) for sorting purposes. Maintaining, cleaning out your PDF file folder is be done manually, using Windows Explorer. If you run the same report multiple times, the filename will be the same, with the previous report PDF file overwritten.

**Save In Folder ( Browse button )** - This will always display and use the default PDF Files folder stored in the DATAPATHS feature. You can temporarily change the folder using the BROWSE button feature, for this report run only. It does not change the default.

### Help

Click-on **Help** to view *Online Help Topics* about this process.

### OK

Click-on **OK** to print ( save ) the report to a standard Adobe PDF file, as pre-defined.

**Cancel**

Click-on **Cancel** to exit out of the *Print to PDF File(s) - Setup* window.

**PDF File Layout Guide**

Below is a list of all *FHA Software - Report* features that have the **.PDF** bullet option in the **Output** section and what the PDF file naming layout will be for each report type ...

**ACCOUNTING MENU**

## Accounting Defaults

- Accounting Default Summary - ACD-SUMMARY

## A/J Adjustment Journal Entry

- Adjustment Journal Summary - AJE-SUMMARY

## A/P Check Disbursement Entry

- Check Disbursement Summary - APE-CDSUMMARY
- Aged Payables Report - APE-AGEDPR
- Check Listing - APE-CHKLIST
- Recurring Checks Listing - APE-RECURRING

**FINANCIAL STATEMENTS**

## Balance Sheet

- Balance Sheet - BAL-STANDARD
- 12 Month ( Calendar/Fiscal ) - BAL-12CALENDAR
- 12 Month ( Trailing Trend ) - BAL-12TRAILING
- Trial Balance - BAL-TRIALBAL

## Operating Statements

- Standard - OPS-STANDARD
- Cost Per Unit - OPS-COSTPU
- Budgeted Report - OPS-BUDGETED
- 12 Month Actuals ( Calendar/Fiscal ) - OPS-12ACALENDAR
- 12 Month Actuals ( Trailing Trend ) - OPS-12ATRILING
- MTD Budget - OPS-MTDBGT
- YTD Budget - OPS-YTDBGT
- MTD & YTD Budget - OPS-MTDYTD
- 12 Month Budget ( Calendar/Fiscal ) - OPS-12BCALENDAR
- 12 Month Budget ( Trailing Trend ) - OPS-12BTRAILING

## General Ledger Report

- Summary - GLR-SUMMARY

- Detailed ( Portrait/Landscaped )	- GLR-DETAILED
Check Register Report	
- Check Register Report	- CRR-CHKREG
Vendor Ledger Report	
- Summary	- VLR-SUMMARY
- Detailed	- VLR-DETAILED
<b>TENANT REPORTS</b>	
Rent Roll Report	
- Summary	- RRL-SUMMARY
- Detailed	- RRL-DETAILED
Aged Receivables Report	
- Summary	- ARR-SUMMARY
- Detailed	- ARR-DETAILED
Tenant Ledger Reports	
- Tenant Ledger Report	- TLR-REPORT
Delinquent Rent Report	
- Delinquent Rent Report ( no notices )	- DRR-REPORT
Security Deposit Report	
- Summary	- SDR-SUMMARY
- Ledger	- SDR-LEDGER
Security Deposit Interest Refunds	
- SDIR Only	- SDI-REPORT
<b>REPORTS MENU</b>	
Certification Expiration Report	
- Certification Expiration Report	- CER-REPORT
Rent Register Report	
- Rent Register Report	- RRG-REPORT
Utility Refund Report	
- Utility Refund Report	- URR-REPORT

## Occupancy Report

- |                   |               |
|-------------------|---------------|
| - Vacancy Listing | - OCR-VACANCY |
| - Move-In Listing | - OCR-MOVEIN  |

## Race / Ethnicity Report

- |                         |                |
|-------------------------|----------------|
| - Tenant Certifications | - RER-TNTCERTS |
| - Waiting List          | - RER-WAITLIST |

## User-Defined Summaries

- |                          |              |
|--------------------------|--------------|
| - User-Defined Summaries | - UDF-REPORT |
|--------------------------|--------------|

## DATA MENU

### Unit Data

- |                                |                           |
|--------------------------------|---------------------------|
| - Unit Data Summary - Standard | - UDS-STANDARD            |
| - Unit Data Summary - Custom   | - UDS-( <i>filename</i> ) |

### Project Data

- |                            |                           |
|----------------------------|---------------------------|
| - Custom Report Generation | - PDS-( <i>filename</i> ) |
|----------------------------|---------------------------|

### Waiting List Data

- |            |                           |
|------------|---------------------------|
| - Summary  | - WLD-SUMMARY             |
| - Detailed | - WLD-DETAILED            |
| - Custom   | - WLD-( <i>filename</i> ) |

### Work Orders

- |            |                           |
|------------|---------------------------|
| - Summary  | - WOD-SUMMARY             |
| - Detailed | - WOD-DETAILED            |
| - Custom   | - WOD-( <i>filename</i> ) |

### Unit Inventory

- |            |                |
|------------|----------------|
| - Summary  | - UIS-SUMMARY  |
| - Detailed | - UIS-DETAILED |

## TENANT CERTIFICATION DATA

### Certification Data Summary

- |            |                           |
|------------|---------------------------|
| - Standard | - CDS-STANDARD            |
| - Custom   | - CDS-( <i>filename</i> ) |

## CHANGES TO TENANT ASSISTANCE

### Change Data Summary

- |                       |              |
|-----------------------|--------------|
| - Change Data Summary | - CHS-REPORT |
|-----------------------|--------------|

- Change Data History

- CHH-REPORT

## RD MENU

Project Worksheet History

- Project Worksheet History

- PWH-REPORT

Generate a Project Worksheet

- Part I Notice of Payment Due

- GPW-PARTI

- Part II Project Worksheet

- GPW-PARTII

RD Tenant / Rent Analysis

- RD Tenant / Rent Analysis

- RTA-ANALYSIS

RD R/A Assignment Report

- RD R/A Assignment Report

- RRA-REPORT

RD 3560-7 Project Budget

- Annual

- RD3560-7-ANNUAL

- Quarterly

- RD3560-7-QUARTERLY

- Monthly

- RD3560-7-MONTHLY

- Proposed

- RD3560-7-PROPOSED

RD 3560-10 Balance Sheet

- Balance Sheet

- RD3560-10-BALSHT

RD 3560-12 Reserve History

- Reserve History

- RD3560-12-RESERVE

Management Fee Calculation

- Occupied Units

- MFC-OCCUPIED

- Rent Collected

- MFC-COLLECTED

## HUD MENU

Review Repayment Agreements

- Repayment Agreement Summary

- RPA-SUMMARY

Review Miscellaneous Accounting

- Miscellaneous Accounting Summary

- MAS-SUMMARY

Review HAP Voucher History

- Voucher History Summary

- VHS-SUMMARY



## HUD-27061 Race/Ethnicity Report

- Tenant Certifications
- Waiting List
- HUD27061-TNTCERTS
- HUD27061-WAITLIST

## HUD Tenant / Rent Analysis

- HUD Tenant / Rent Analysis
- HTA-ANALYSIS

## HUD Income Targeting Report

- HUD Income Targeting Report
- HIT-REPORT

## HUD Statement of P&L

- HUD Statement of P&L
- HPL-REPORT

## Management Fee Calculation

- Occupied Units
- Rent Collected
- MFC-OCCUPIED
- MFC-COLLECTED

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## Common Issues & Errors

## 18 Common Issues & Errors

This Help topic provides solutions to common issues and errors that may occur during normal FHA Software program operation.

### FHA Software Startup Errors ...

This section includes common error messages that appear when the FHA Software program is initially started &/or logged into.

#### Program and Data Folder Release Dates Don't Match

FHA Software programs and database files are kept in separate folders. When the update release of the files in the program folder ( normally C:\FHAWIN ) don't match the update release of the files in the data folder ( normally C:\FHAWIN\DATA ), this error message window appears when the program is started. Not selecting the correct program and data folder paths during the update installation process is what causes release dates not to match.

**Solution:** The previous update attempt needs to be REMOVED and then run again with the correct program and data folder paths selected. Start FHA Software and click-on HELP .. ABOUT FHA SOFTWARE. The correct PROGRAM FOLDER and DATA FOLDER paths are displayed on this window. Make note of what they are. Then click-on OK to exit the *About FHA Software* window.

**If you update from an Update CDROM ...** Exit out of the FHA Software program. Insert the Update CDROM into your CD drive. The Update Installation program should start automatically. Follow on-screen instructions to REMOVE the update installation. Then reject and re insert the Update CDROM again to run the Update Installation with the correct program and data folder paths selected.

**If you update on the internet with the Auto-Update Process .. Get Update feature ...** Start FHA Software and click-on HELP .. CHECK FOR UPDATE .. AUTO-UPDATE PROCESS .. REINSTALL EXISTING UPDATE. Follow on-screen instructions to REMOVE the update installation. Then restart FHA Software and click-on HELP .. CHECK FOR UPDATE .. AUTO-UPDATE PROCESS .. REINSTALL EXISTING UPDATE again to run the Update Installation process with the correct program and data folder paths selected.

The Update Installation Help section provides detailed instruction with sample screens on the update installation process.

#### User ID already Logged into FHA Software !

All users must log into ( start ) FHA Software with their own unique USER ID. If you are running FHA Software in a stand-alone ( non-networked ) computer or laptop, and don't have the *Password Protection* feature enabled, your FHA Software program automatically starts up when you click-on the Desktop Startup Icon with FHAUSER ( FHA User ) as your default USER ID. If you are running FHA Software in a networked system, the *Password Protection* feature must be enabled so that each person logs in with their own unique USER ID.

**Solution ( Stand-Alone ):** If the message appears stating that FHAUSER is already logged into FHA Software, it means you either already have FHA Software open ( look at the bottom task bar ) or you did not successfully exit the FHA Software program the last time you were in it. If an FHA Software button does exist in the bottom task bar, click-on OK to close the message window and click-on the FHA

Software button in the bottom task bar to redisplay the FHA Software program already running. Otherwise, click-on RESET USER LOGIN .. OK and then restart FHA Software again.

**Solution ( Networked #1 ):** If the message appears stating that FHAUSER is already logged into FHA Software, it means you don't have the *Password Protection* feature enabled in your networked installation of FHA Software. Click-on RESET USER LOGIN .. OK ..restart FHA Software .. click-on UTILITIES .. PASSWORD PROTECTION .. click-on the ON bullet ( lower left corner ) .. make sure you have at least one USER ID setup .. click-on FILE .. EXIT .. EXIT .. YES to close the FHA Software program. The next time you start FHA Software you will be required to login with a USER ID.

**Solution ( Networked #2 ):** If the message appears stating that your USER ID is already logged into FHA Software, it means you either already have FHA Software open ( look at the bottom task bar ) or you did not successfully exit the FHA Software program the last time you were in it. If an FHA Software button does exist in the bottom task bar, click-on OK to close the message window and click-on the FHA Software button in the bottom task bar to redisplay the FHA Software program already running. Otherwise, click-on RESET USER LOGIN .. OK .. then restart FHA Software again and login with your USER ID.

### Maximum # of Users already logged into FHA Software !

Each networked installation of FHA Software has a maximum number of users that can be logged into FHA Software at the same time. If this message window appears when you log into FHA Software, it means the maximum number of users allowed by your FHA Software license is already logged into the program. A list of all users currently logged into your FHA Software program is displayed.

**Solution:** One or more of the users currently logged into FHA Software must exit FHA Software in order for you to be allowed access. Look at the USER ID's listed and have one or more of them exit FHA Software so that you can gain access. If you see a USER ID for a person that is not currently running FHA Software, have them start FHA Software and click-on RESET USER LOGIN .. OK to clear their USER ID from the login list. Then try logging into FHA Software again.

### Total Number of Units Entered Exceeds Maximum Number of Units Allowed !

Each FHA Software installation package has a maximum number of units that can be added. If you get this message when you start FHA Software, you've reached the maximum number of units allowed by your package license.

**Solution:** Click-on OK to continue to the main FHA Software window. Nothing has changed in your program other than you can't add anymore units to your program without obtaining an upgrade to your maximum number of units allowed setting or delete existing projects or units that are no longer being used. Increasing your maximum units allowed setting can be done with a simple phone call to our Sales Department ( ext.#3 ).

### Run-Time Error "55", File Already Opened

This errors occurs when the FHA Software program was previously not closed or exited successfully and the program thinks you are still in it .. or .. someone was still running FHA Software when another user was running an update and did not exit the program successfully, when prompted to do so.

**Solution #1:** Open the FHA Software PROGRAM folder ( normally C:\FHAWIN ), using Windows Explorer, and delete the FHAWIN.DAT file. Then restart FHA Software.

**Solution #2:** Open the FHA Software PROGRAM folder ( normally C:\FHAWIN ), using Windows Explorer, and delete all files with the file extension .TMP and .DFN. Then restart FHA Software.

## Printing Related Issues & Errors ...

This section includes common error messages that appear when attempting to monitor or print a document in FHA Software ...

### Run-Time Error '429', ActiveX Can't Create Object

This error occurs when attempting to generate a form from FHA Software when required Window DLL files are either missing or corrupted.

**Solution:** Reinstall the required Window DLL files using the DLLUPDT.EXE installation program that is available from our Downloads webpage [ <http://simplycomputer.net> ] or is also included on our Update Installation CDROM.

### Default Printer Selection Changes

By default, Windows 10 will automatically set your default printer to the last used printer. So, every time you happen to select and print to a printer other than your default printer, Windows 10 then makes it your default printer. To stop Windows 10 from changing your default printer selected, do the following ...

Left click-on the START button and select SETTINGS .. DEVICES. Turn OFF the "*Let Windows manage my default printer*" setting.

### Get an "Unhandled Exception" error when attempting to print reports throughout the FHA Software

Your computer's Operating System needs to be updated with current Crystal Reports DLL files that are required for printing reports in your FHA Software installation. Download and install the following two installations from our ftp site ...

#### DOWNLOAD AND RUN THE CRRUNTIME\_13024.MSI INSTALLATION FROM OUR FTP SITE

Go to [ [http://files.simplycomputer.net/crruntime\\_13024.msi](http://files.simplycomputer.net/crruntime_13024.msi) ] and click-on SAVE to download ( SAVE AS ) the CRRUNTIME\_13024.MSI file a temporary folder on your computer drive. When download is complete, OPEN the temporary folder using Windows Explorer and double click-on the CRRUNTIME\_13024.MSI to start and complete this installation.

#### DOWNLOAD AND RUN THE CRDLLUPDT\_13024.EXE INSTALLATION FROM OUR FTP SITE

Go to [ [http://files.simplycomputer.net/crdllupdt\\_13024.exe](http://files.simplycomputer.net/crdllupdt_13024.exe) ] and click-on SAVE to download ( SAVE AS ) the CRDLLUPDT\_13024.EXE file to a temporary folder on your computer drive. When download is complete, OPEN the temporary folder using Windows Explorer and double click-on the CRDLLUPDT\_13024.EXE to start and complete this installation.

When both installation above are completed, restart FHA Software and try the report again.

## General Program Issues & Errors ...

This section includes issues & errors that are related to general program operation ...

### Window & Menu Text is Misaligned

If your FHA Software window or menu display has text or wording that does not look right or has text that seems to large for the area it's suppose to appear on ( buttons ) or is missing altogether, your font ( text ) setting is causing this issue.

**Solution:** Right click-on a blank area of your desktop and select PERSONALIZE .. ADJUST FONT SIZE or ADVANCED SETTINGS and set FONT ( TEXT ) SIZE ( DPI Scaling ) back to DEFAULT, 100% or NORMAL.

Note: Lower your SCREEN RESOLUTION to a more comfortable setting if your FHA *Software* windows are too small and need to be displayed larger.

### Run-Time Error '3050' could not lock file

This error normally occurs when a lengthy summary or report is being monitored or printed and the Real-Time Scanning feature of your anti-virus program is slowing or preventing data file access. Each time FHA Software attempts to open a database file ( .MDB ) to pull information for a summary or report, the anti-virus program attempts to prescan the file before it's allowed to be opened by the FHA Software program. This continual pre scanning interruption slows down the report generation process and eventually results in this error.

**Solution #1:** Restart your computer and try generating the report again.

**Solution #2:** Lower or disable the Real-Time Scanning feature of your anti-virus program and try generating the report again. You can also configure your anti-virus program to specifically stop pre scanning .MDB files in the \FHAWIN\DATA folder during normal file access.

### Running Windows XP and nothing happens when I click-on a menu item ( example: Auto-Update Process, Custom Report Designer, Tenant/Applicant Screening, RD 3560-7 Project Budget / UA, RD 3560-10 Borrower Balance Sheet, RD COA Associations, etc..

These features are written in MS Studio .NET programming which the newer Windows VISTA/7/8/10 Operating Systems are designed for. Windows XP can run .NET programming, but needs to be updated in order to do so.

**Solution:** Below is a direct link to the Microsoft webpage that provides the .NET Framework 4.0 update installation ...

<http://www.microsoft.com/en-us/download/details.aspx?id=17718>

Print and follow the instructions provided to run this update to get Microsoft .NET Framework 4.0 installed in your computer which will solve your FHA *Software* menu access issues.

### User Account Control Setting

If your Windows VISTA/7/8/10 Operating System is asking permission to access an FHA Software feature each time you select it, it means your *User Account Control Setting* security level is set too high.

**Solution ( Windows VISTA ):** Click-on START .. CONTROL PANEL .. USER ACCOUNTS .. TURN USER ACCOUNT CONTROL ON OR OFF and follow on-screen instructions to turn User Account Control off ( which may require a restart ).

**Solution ( Windows 7 ):** Click-on START .. CONTROL PANEL .. USER ACCOUNTS AND FAMILY SAFETY .. USER ACCOUNTS .. CHANGE USER ACCOUNT CONTROL SETTINGS. Lower the setting to *Never Notify*, click-on OK and follow on-screen instructions to complete this process ( which may require a restart ).

**Solution ( Windows 8 ):** Click-on the DESKTOP frame .. Point the mouse pointer to the upper right corner of the screen and click-on SETTINGS .. CONTROL PANEL .. USER ACCOUNTS .. CHANGE USER ACCOUNT CONTROL SETTINGS. Lower the setting to *Never Notify*, click-on OK and follow on-screen instructions to complete this process ( which may require a restart ).

**Solution ( Windows 10 ):** Right click-on the Windows 10 START icon ( lower left corner ) .. CONTROL PANEL .. USER ACCOUNTS .. USER ACCOUNTS .. CHANGE USER ACCOUNT CONTROL SETTINGS. Lower the setting to *Never Notify*, click-on OK and follow on-screen instructions to complete this process ( which may require a restart ).

### Get an "Unhandled Exception" error when attempting to access the Custom Report Designer feature

If you can access all other menu options in your FHA Software program, but get an "Unhandled Exception" error message when attempting to access the *Custom Report Designer* feature, your 64bit Windows 7 Operating System needs an internal *Data Execution Prevention* ( DEP ) setting turned off.

#### Solution:

1.) Exit out of FHA Software

2.) In Windows VISTA or 7 ...

- \* Click-on START .. ALL PROGRAMS .. ACCESSORIES
- \* Right click-on the COMMAND PROMPT and select RUN AS ADMINISTRATOR

Note: A *Command Prompt* window will appear.

2.) In Windows 8 ...

- \* Click-on the DESKTOP frame
- \* Point the mouse pointer to the upper right corner of the screen and click-on SEARCH
- \* In the SEARCH side of the screen, click-on APPS
- \* Start typing COMM in the Search field
- \* In the APPS side of the screen, right click-on COMMAND PROMPT
- \* At the bottom of the screen, click-on RUN AS ADMINISTRATOR

Note: A *Command Prompt* window will appear.

2.) In Windows 10 ...

- \* In the lower left corner of your Windows 10 Desktop, right click-on the Windows 10 icon and click-on COMMAND PROMPT ( Admin )



Note: A *Command Prompt* window will appear.

3.) At your keyboard, type the following line ...

```
bcdedit .exe /set nx alwaysoff
```

... and then press the [ENTER] key.

- 4.) CLOSE the Command Prompt window
- 5.) Restart your computer
- 6.) Start FHA Software
- 7.) Click-on UTILITIES .. CUSTOM REPORT DESIGNER
- 8.) For REPORT TYPE, select UNIT DATA ( FORMS )
- 9.) Click-on OK

The *Custom Report Designer - Edit* window should successfully appear.

### Granting Permission to Access .NET Programming in Networked Installations

Workstations that want to run Microsoft Studio .NET programs ( including FHA Software ) from a network drive must be granted permission to do so in their network login script. Therefore, if you are running FHA Software in a dedicated server network and are getting a message that essentially says you don't have permission to run the .NET program selected, your network login script is missing a command line that grants permission to run .NET programming on the server drive.

**Solution:** Go to our Downloads webpage [ <http://simplycomputer.net> ] and click-on the **DOTNET\_Workstation\_Setup.ZIP** link to download ( SAVE ) this ZIP file to a temporary folder on your computer drive. When download is complete, OPEN the temporary folder, click-on the ZIP file and extract the DOTNET\_COMMAND.BAT and DOTNET\_README.TXT files to the temporary folder. Double click-on the DOTNET\_Readme.TXT file to review the instructions provided for configuring the DOTNET\_COMMAND.BAT file for use.

### Help Topics are not being displayed properly in the Microsoft EDGE browser ( Windows 10 )

Windows 10 comes with a new web browser called Microsoft EDGE and is automatically set as your default web browser when the Windows 10 Operating System update is installed. An updated INTERNET EXPLORER feature is also provided with Windows 10 and is still required to display FHA Software HELP Topics. Internet Explorer needs to be set as your default web browser for your FHA Software HELP Topics to be displayed correctly.

Follow the steps below to set Internet Explorer as your default web browser ...

- 1.) In the lower left corner of your Windows 10 Desktop, click-on the Windows 10 icon and click-on SETTINGS .. SYSTEM .. DEFAULT APPS
- 2.) For WEB BROWSER, select INTERNET EXPLORER
- 3.) CLOSE the System Window
- 4.) Restart your FHA Software program
- 5.) Click-on HELP .. HELP TOPICS

Note: FHA Software – Help Topics should now be displayed in the Internet Explorer window, like normal.

**Program performance drastically slowed down when running FHA Software in a Dedicated Server or Peer-to-Peer Network after Windows 10 Update #1803 and #1809 installed.**

Windows 10 Update #1803 and #1809 breaks file-sharing access and viewing large number of files in a shared folder causing program performance to slow down drastically in a dedicated Server or Peer-to-Peer Network environment.

**Solution #1:** At each computer ( workstation ), go into the Registry Editor, open the following key ...

( HKEY\_LOCAL\_MACHINE\SYSTEM\CurrentControlSet\Services\LanmanWorkstation\Parameters )

and insert ( add ) three new DWORD(32bit) values listed below ...

"DirectoryCacheLifetime"=dword:00000000

"FileInfoCacheLifetime"=dword:00000000

"FileNotFoundCacheLifetime"=dword:00000000

Then save your Registry changes and restart the computer ( workstation ).

FHA Software program performance should now be restored.

**Solution #2:** Consider setting up a Terminal Server and use a Remote Desktop Services ( RDS ) connection at each workstation that would then have the program actually running on the remote desktop server instead of the local computer operating system. Consult your IT Person about this RDS option.

## Auto-Update Process Issues & Errors ...

This section includes issues & errors that occur when attempting to run the internet update process ...

**Auto-Update Process gets interrupted or does not finish the update installation process**

When attempting to retrieve an update from our website with the *Auto-Update Process .. Get Update* option you get a message that says your "*Internet Connection has been lost*" or after the file has been 100% downloaded, it does not finish the update installation, it means your *User Account Control Setting* security level is set too high.

**Solution ( Windows VISTA ):** Click-on START .. CONTROL PANEL .. USER ACCOUNTS .. TURN USER ACCOUNT CONTROL ON OR OFF and follow on-screen instructions to turn User Account Control off ( which may require a restart ).

**Solution ( Windows 7 ):** Click-on START .. CONTROL PANEL .. USER ACCOUNTS AND FAMILY SAFETY .. USER ACCOUNTS .. CHANGE USER ACCOUNT CONTROL SETTINGS. Lower the setting to *Never Notify*, click-on OK and follow on-screen instructions to complete this process ( which may require a restart ).

**Solution ( Windows 8 ):** Click-on the DESKTOP frame .. Point the mouse pointer to the upper right corner of the screen and click-on SETTINGS .. CONTROL PANEL .. USER ACCOUNTS .. CHANGE USER ACCOUNT CONTROL SETTINGS. Lower the setting to *Never Notify*, click-on OK and follow on-screen instructions to complete this process ( which may require a restart ).

**Solution ( Windows 10 ):** Right click-on the Windows 10 START icon ( lower left corner ) .. CONTROL PANEL .. USER ACCOUNTS .. USER ACCOUNTS .. CHANGE USER ACCOUNT CONTROL SETTINGS. Lower the setting to *Never Notify*, click-on OK and follow on-screen instructions to complete this process ( which may require a restart ).

**Update Installation Process states there are PROGRAM folder files ( EXE Application files ) that are in use and can't be updated**

Program files that are in use cannot be updated during the Update Installation process. This is usually caused when someone is still running the FHA Software program or the network server operating system still thinks the program file is in use. The solution is to have everyone logged out of the FHA Software program while update installation is in progress or use the Windows Computer Management feature to close ( disconnect ) the program file in use. While logged into the shared server drive where your FHA Software program files reside, right click-on the Windows START button and click-on COMPUTER MANAGEMENT .. SHARED FOLDERS .. OPEN FILES to view a list of program files currently open ( in use ). Select and close ( disconnect ) the FHA Software related program file or folder that is in use. Then run the Update Installation process again.

**Getting a message during the Database Update Process that a project database is in use and can't be updated**

Project Database files that are in use cannot be updated during the *Database Update for MSA03* process. This is usually caused when someone is either running FHA Software with a database window open ( *Project Data, Unit Data, Waiting List Data*, etc. ) .. or .. temporary files ( .LDB ) that only exist when a database file is in use was not successfully deleted when the database was closed and therefore still exists in the DATA folder, preventing the database from being updated.

**Solution #1:** Make sure everyone else has exited out of their FHA Software program and click-on RETRY.

**Solution #2:** If everyone else is out of FHA Software, then there are temporary files ( .LDB ) that need to be cleared from the DATA folder. CANCEL out of the Database Update Process feature. Restart FHA Software and click-on UTILITIES .. DATABASE .. REINDEX AND OPTIMIZE .. Click-on the REMOVE ALL TEMPORARY FILES bullet and click-on OK .. OK. If this feature completes successfully, rerun the Database Update Process again by clicking on UTILITIES .. DATABASE .. DATABASE UPDATE UTILITY FOR MSA03 .. UPDATE.

## Program Display Recommendations ...

This section includes instructions that can enhance how FHA *Software* windows appear on your screen ...

**FHA Software program windows are very small and hard to read**

Lower your SCREEN RESOLUTION to a more comfortable setting if your FHA *Software* windows are too small and need to be displayed larger.

**Solution:** Right click-on a blank area of your desktop and select SCREEN RESOLUTION or DISPLAY SETTINGS to lower the RESOLUTION setting to a desired level. Do not change the FONT Size from the NORMAL or DEFAULT setting, as it will distort text display.

**Add the ability to change border and title bar colors in Windows 10**

In earlier versions of Windows, we could easily change window title bar color with a few mouse clicks. In Windows 10, the default color of the window title bar is white. The problem is that the default color is not just boring and but it can't be changed to a different color either. In short, you can't change title bar color in Windows 10 with default settings. However, there are other ways of accomplishing this. The one I recommend is to download and install an AEROLITE Theme from our ftp site which has built-in menu driven ability to change border and title bar colors.

Follow the steps below to download and install the Windows 10 AEROLITE Theme from our ftp site ...

- 1.) Go to [ [http://files.simplycomputer.net/Aero\\_Lite\\_Theme.zip](http://files.simplycomputer.net/Aero_Lite_Theme.zip) ] and click-on SAVE AS to save this file to your desktop
- 2.) Unblock the .zip file, if necessary
- 3.) Open the .zip file and extract the **aerolite.theme** file to your desktop
- 4.) Double click-on the extracted **aerolite.theme** file to install and apply the theme to your account

Note: Your theme settings will now open to indicate you changed to the Aero Lite theme. You can now access the COLORS feature in the PERSONALIZATION - SETTINGS window to select the desired color for your window borders and title bars.

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