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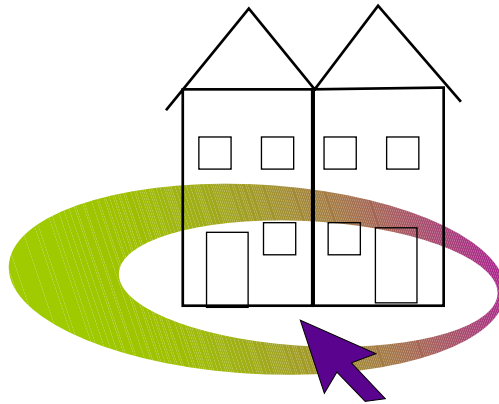Lexington, KY 40511

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WINTEN SECTION 8 TENANT AND LANDLORD

USER MANUAL VERSION 9/4/2003

FOR PROGRAM VERSION 9/4/2003 AND LATER

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CONTENTS

INTRODUCTION

The WinTen Section 8 Tenant and Landlord program is a data management program designed for use on computers running the Windows 95, 98, ME, NT, 2000, or XP operating system. The interface is designed for use in a Windows environment and includes point-and-click mouse actions, pull-down menus, and Windows-based help functions. This manual contains all of the information you need to use the WinTen Section 8 Tenant and Landlord program (hereafter referred to as Section 8 or S8).

Version Information

This manual is written for the 7/31/2003 release of Section 8. It does not apply to previous versions of the program (including MS-DOS-based ones) and some sections may be inaccurate with regards to later versions.

Whenever Tenmast issues an update to this program, we will notify your agency through email. If you have a current Update & Support Agreement for this program, you may download and install the update through the Tenmast Update Manager program. During the download and installation process, Update Manager will notify you of the changes to the program.

We periodically update this manual to reflect significant changes to the program. You may download this updated documentation from our Web site at no charge.

Getting Help

Though we have made every effort to make this manual as comprehensive as possible, no document can cover all contingencies. If you encounter problems with Section 8, call the Tenmast Training & Support Department toll-free at (877) 359-5492 or send email to support@tenmast.com.

Revisions

To better serve our clients, we constantly update our manuals, just as we constantly make improvements in our programs. If you find an error or omission in this documentation or have a suggestion for improving it, call the Tenmast Marketing/Communication Services Department toll-free at (877) 836-6278 or send email to info@tenmast.com.

Hint: Downloading Manuals

You can find the current version of this manual in the Client Service Area of our Web site at http://www.tenmast.com. All manuals are available in PDF file format. You must have version 4.0 or newer of Adobe Acrobat Reader to open and print manuals. You can also order printed copies of the manual through our Marketing/Communication Services Department.

PROGRAM OVERVIEW

The Section 8 Tenant and Landlord program is designed to manage the records of your agency's Section 8 tenants and landlords, and to process checks for the various types of Section 8 payments (housing assistance, utility reimbursement, damage/unpaid rent/vacancy, and family self-sufficiency deposit).

Program Integration

As with all WinTen software, Section 8 is designed to integrate with other programs in the WinTen product line. This data sharing enables for more efficient operation, as multiple programs can pass data back and forth without the need for operator intervention. Section 8 integrates with the following other WinTen modules:

- **Occupancy and Rent Calculation:** The Occupancy and Rent Calculation program sends appropriate change instructions to Section 8 whenever a change in a Section 8 tenant's data indicates that the tenant's rent should be altered. This change does not have to be immediate - if you set a future effective date in Occupancy and Rent, you can prepare for a change that will not take effect until one or more months later, and the change will automatically take effect when you initialize Section 8's data into the appropriate month.

- **General Ledger:** Section 8 posts all checks it writes to the Section 8 journal, which is General Ledger's database for Section 8 financial data.

- **Section 8 Inspections:** The Section 8 Inspections module links directly to Section 8 for processing and recording inspections of Section 8 units.

- **Rent Reasonableness:** Section 8 shares the Rent Reasonableness module's database of assisted Section 8 units. Section 8 controls the data on these units - you cannot edit this database in Rent Reasonableness.

- **IRS 1099/Magnetic Media:** Section 8 shares landlord financial data with the IRS 1099/ Magnetic Media module. At the end of every year, IRS 1099/Magnetic Media uses this data to prepare 1099 forms for every landlord.

CYCLICAL ACTIONS

Section 8, like most programs that deal with financial data, operates on a monthly activity cycle. At the beginning and end of each month, you need to perform certain actions to close the books on the old month and open them for the new month. Tenmast calls this process initialization, and this manual examines initialization in more detail in the Initialization chapter. During each month, you also go through a normal cycle of activity, as tenants move in, undergo changes, incur charges, make payments, receive housing subsidy checks, and move out. The following lists are Tenmast's recommendations for the actions you should perform during each part of the Section 8 operational cycle.

Beginning a New Month

The first procedure that will occur at the beginning of every new month is initialization. Initialization readies Section 8's financial records for that month and resets all previous monthly totals. For more information on performing initialization, see the Initialization chapter of this manual.

After initialization, you should run the following reports to ensure data integrity:

• List of Tenants Without Landlords (Reports screen, Tenant Reports tab)

• URP Hold Code Report (Reports screen, Tenant Reports tab)

• Prorate Report (Reports screen, Tenant Reports tab)

• HAP Hold Code Report (Reports screen, Landlord Reports tab)

Examine each of these reports carefully and correct any discrepancies in them.

During a Month

One of the core purposes of the Section 8 program is check processing for your agency's Section 8 operations. Every month, you will perform multiple check processing sequences:

• landlord HAP checks

• tenant URP checks

• tenant FSS deposit checks

• landlord DUV checks (if needed)

For detailed instructions on processing checks and voiding erroneous checks, see the Check Processing chapter of this manual.

You will also perform normal data upkeep during the month. If a new Section 8 landlord enters your agency's program, create a record for him in the landlord database. Record the move-ins and move-outs of incoming and outgoing Section 8 tenants as they occur.

At the End of a Month

Before you begin the initialization process, you must be certain that your Section 8 data for the current month is complete and correct. In the initialization wizard, run all four reports, then exit the wizard while you check the reports for accuracy. Correct any errors you find in the data, then repeat the process.

When all four of the initialization reports are correct, if you use the payment history archive function, archive the current month's data.

Initialize.

At the End of a Calendar Year

Finish all December transactions before you print your 1099 forms in the WinTen IRS 1099/Magnetic Media program. You do not have to initialize Section 8 before you print 1099s, but you must be finished with all December checks.

At the End of a Fiscal Year

Print the Landlord Year-to-Date Activity Report before you initialize into the first month of the fiscal year.

MAIN MENU

The Main Menu is the starting point for using each function of the Section 8 program. This manual details each of these functions in its respective chapter.
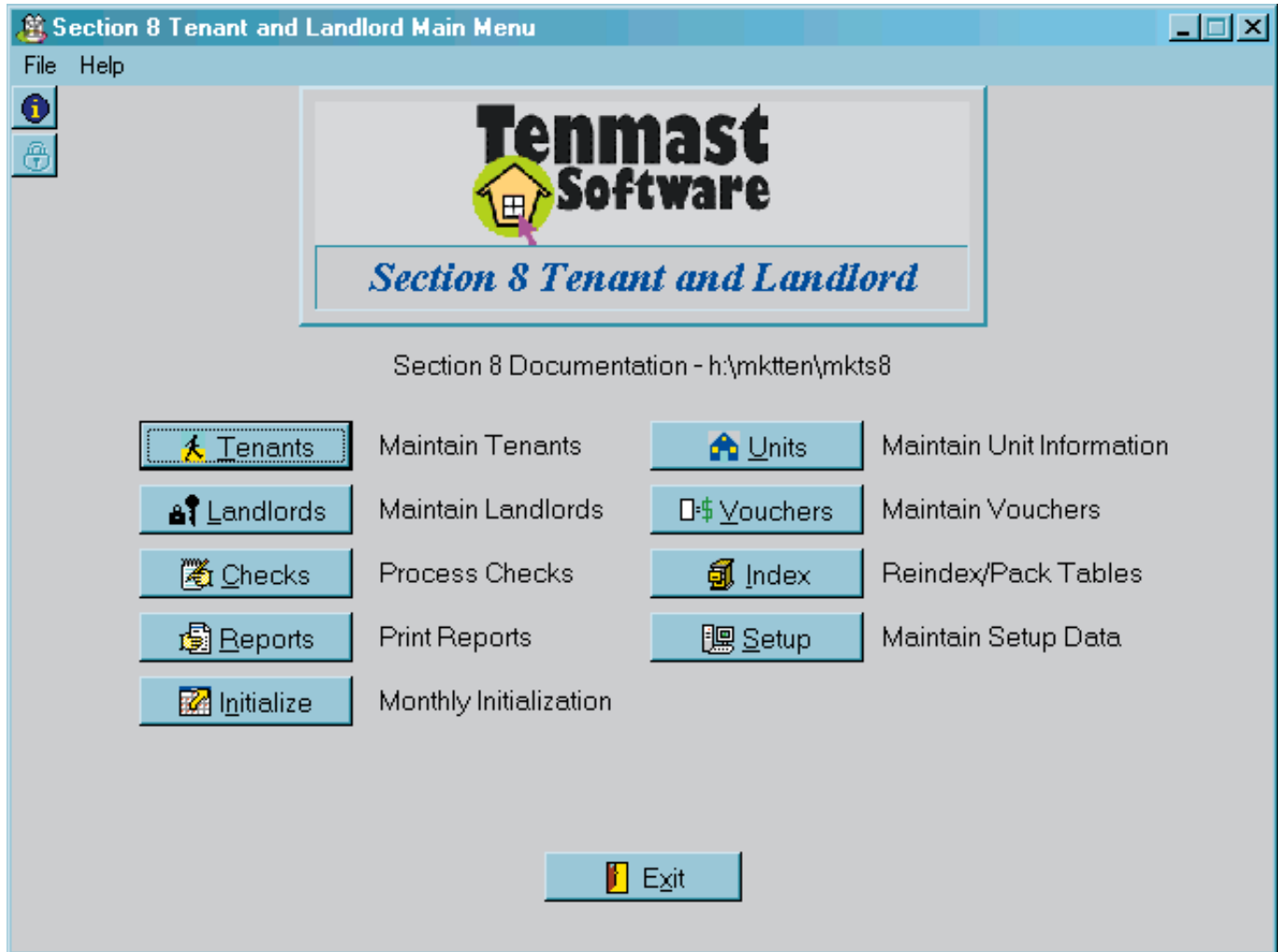
SETUP

The first time you run Section 8, the first option you should select from the Main Menu is Setup. All WinTen programs have Setup functions. The settings in the Setup screen control the program environment, and you can change many aspects of the program's operation through these settings. Be careful to enter the proper information, as inaccurate settings can cause Section 8 to function in an unexpected manner.

The individual in charge of your WinTen programs should periodically review each program's Setup to ensure that it is still correct. Access to the Setup screen should be restricted through the Tenmast Security program after the initial settings have been entered in order to prevent accidental changes to the settings.

To use the Setup functions, click the Setup button or press <S> at the Main Menu.
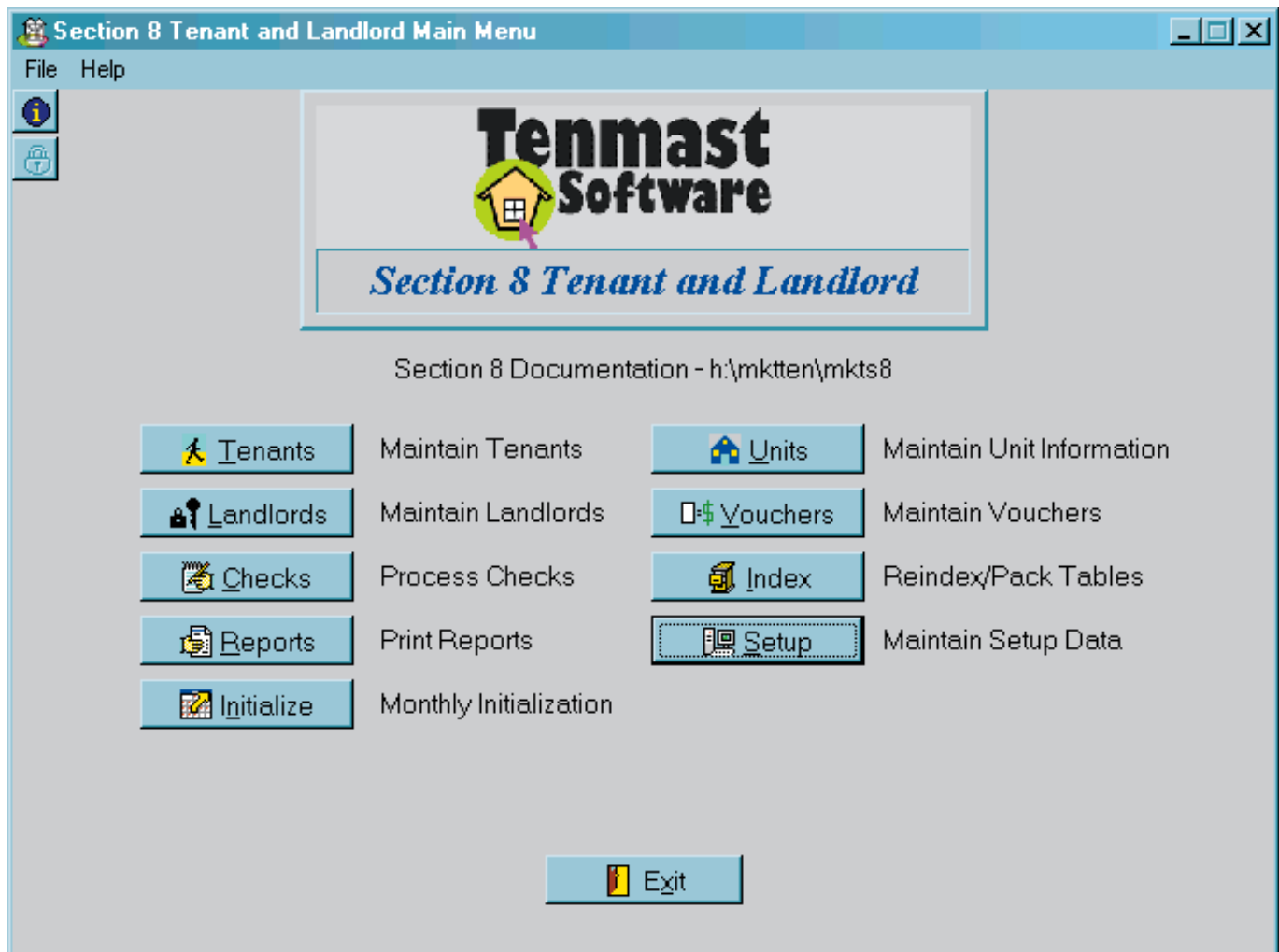
SETUP SCREEN

The Setup screen has four tabs: Default Settings, Ledger Posting Setup, Check Format, and Other Options. It always opens on the Default Settings tab, as shown below.

Default Settings Tab

The Default Settings tab contains your agency's identifying information and the general setup information that controls the manner in which Section 8 works with other WinTen programs. It has three sub-tabs: Primary Settings, Default Directory Settings, and FSS Master Setup. It always opens on the Primary Settings sub-tab, as shown below.

Setup

| Default Settings | Ledger Posting Setup | Check Format | Other Options |

| | | | |

Organization Name	TENMAST CITY HOUSING AUTHORITY		Annual HAP Budget
Address	132 VENTURE COURT, SUITE 1		48,000.00
City, State, Zip	LEXINGTON, KY 40511		
Phone Number	(859)455-8061		Primary S8 Number KY404
Fax Number	(859)367-7480		Current Year 2003
Fed. ID #	93-2929092		Current Active Month July
State ID #	12546817		FY Begin Month Jan.

Voucher Processing is ENABLED   ☐ Edit HAP/URP Amounts

☑ Enable Direct Deposit   ☐ Print one check per tenant to each landlord

Direct Deposit Transfer File Name (w/ ext) S8ACHFIL.TXT   Federal Backup Withholding 28 %

| Minimum rent (Must be from 0 to 50.00) | 0.00 | Monthly administrative fee for first 600 tenants | 38.41 |
| Base Hard to House (HTH) fee amount | 0.00 | Monthly adminstrative fee for over 600 tenants | 43.85 |

| Primary Settings | Default Directory Settings | FSS Master Setup |

Primary Settings Sub-Tab

The Primary Settings sub-tab contains your agency's identifying information and the settings for the fiscal year in which Section 8 is currently operating. Use the standard WinTen controls to edit the data on this sub-tab and save or cancel your changes.

Primary Settings Sub-Tab Controls

Color Settings Button
The Color Settings button opens the Color dialog box. Click on a color to set the background color of the Section 8 screens to that color.

Some parts of some screens may remain unchanged so they remain readable.

Primary Settings Sub-Tab Other Functions

Enable/Disable Voucher Tracking
Select this option to enable or disable voucher processing and tracking in Section 8 and Applicant List.

Utility Company Setup
This command opens the Utility Company Setup sub-screen. From this sub-screen, you can set up utility company information and the manner in which Section 8 prints utility reimbursement checks. For more information on this sub-screen, see the end of this chapter.

FMR/Payment Standard Setup
This command opens the FMR/Payment Standard Setup sub-screen. This sub-screen enables you to edit the FMR (Fair Market Rent) tables for the current data area. For more information on this sub-screen, see the end of this chapter.

Management Codes
This command opens the Maintain Management Codes sub-screen. This sub-screen enables you to edit the management codes that Occupancy and Rent Calculation uses. For more information on this sub-screen, see the end of this chapter.

Maintain Caseworkers
This command opens the Maintain Caseworkers sub-screen. This sub-screen enables you to add, edit, and delete individual caseworker records. For more information on this sub-screen, see the end of this chapter.

Hint: Color Settings

A color setting, like any other setting, is only applied to the current data area. Many agencies use this feature to color-code their data areas so they can tell at a glance what data area they're using.
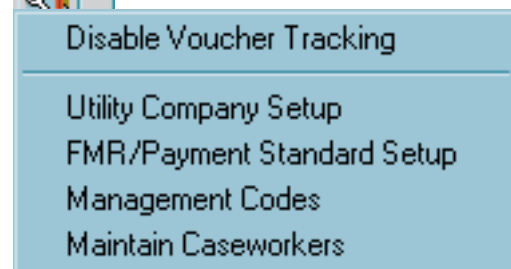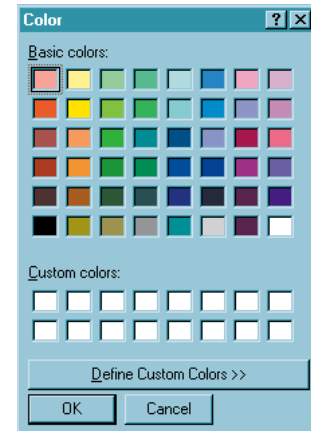
Primary Settings Sub-Tab Data Fields

Organization Name

This is your agency's name as it should appear on all printed reports.

Address

This is your agency's street address.

City, State, Zip

This is the city, state, and zip code portion of your agency's address.

Phone Number

This is your agency's phone number.

Fax Number

This is your agency's fax number.

Fed. ID #

This is your agency's federal taxpayer ID number.

State ID #

This is your agency's state taxpayer ID number.

Annual HAP Budget

This is the annual budget for all Section 8 payments and administrative fees in this data area.

Primary S8 Number

This is your agency's HUD ID number.

Current Year

This is the current calendar year. The program adjusts this setting automatically during monthly initialization.

Current Active Month

This drop-down selection box enables you to select the month in which your Section 8 data is currently active. This is the only month for which the program can print checks. The program adjusts this setting automatically during monthly initialization.

Voucher Processing Is...

This field indicates whether voucher processing and tracking is enabled or disabled. Use the Enable/Disable Voucher Processing option on the Other Functions menu to change this setting.

FY Begin Month

This drop-down selection box enables you to select the month in which your agency's fiscal year begins.

Enable Direct Deposit

If you want to create direct deposit (ACH) transaction files for landlord checks, check this box.

Direct Deposit Transfer File Name

This is the name of the direct deposit (ACH) data file that the program will create, including the file extension. You can edit this field only if the Enable Direct Deposit box is checked.

Print one check per tenant to each landlord

If you want to print a separate check to every landlord for every tenant that landlord has, check this box. If you want to print one check per landlord, leave this box unchecked.

Federal Backup Withholding

This is the federal backup withholding percentage applied to all landlord checks.

Minimum Rent

This is the minimum rent that each tenant is allowed to pay. This field is not editable if you are using the WinTen Occupancy and Rent Calculation program - you must set up minimum rent in that program.

Base Hard to House fee amount

This is your agency's base hard-to-house administrative fee. The program uses this to calculate actual hard-to-house fees.

Monthly administrative fee for first 600 tenants

This is the ongoing administrative fee for the first 600 tenant unit-months, as per HUD Handbook 7420.8.

Monthly administrative fee for over 600 tenants

This is the ongoing administrative free for over 600 tenant unit-months, as per HUD Handbook 7420.8.

Default Directory Settings Sub-Tab

This tab enables you to specify the directories in which other WinTen program data is located. These settings allow Section 8 to share data with these programs. Use the standard WinTen controls to edit the data on this sub-tab and save or cancel your changes.

Default Directory Settings Sub-Tab Data Fields

Ledger Directory
This is the directory that contains your Section 8 ledger data. The program requires this location to automatically post checks to the General Ledger. If you do not want automatic posting to occur, leave this field blank.

Tenant Occupancy Data Directory
This is the directory that contains the Occupancy and Rent Calculation program's Section 8 data. The Section 8 program uses this data to update 50058 records to reflect changes in tenant data.

Tenant Receivables Directory
This is the directory that contains the data that the program uses to record receivables from tenants to landlords.

Hand-held Inspection Directory
This is the directory that contains your inspections data if your agency uses hand-held units and Tenmast's Section 8 Inspections program to perform inspections. If your agency does not use any Tenmast inspection software, leave this field blank.

FSS Master Setup Sub-Tab

The FSS Master Setup sub-tab enables you to specify one bank account into which all FSS escrow checks are deposited. If your agency uses different FSS escrow accounts for individual tenants, do not enter any data on this tab - use each tenant's individual FSS escrow settings instead. Use the standard WinTen controls to edit the data on this sub-tab and save or cancel your changes.

Setup

Default Settings | Ledger Posting Setup | Check Format | Other Options

FSS Default Escrow Settings

☑ Print One Check for All FSS Escrow Payments

Bank Name	FIFTH THIRD BANK
Street	3100 RICHMOND RD
City	LEXINGTON
State	KY
Zip Code	40515
Account Number	814-62278

Primary Settings | Default Directory Settings | FSS Master Setup

FSS Master Setup Sub-Tab Data Fields

Print one check for all FSS escrow payments
If your agency uses one account to hold all FSS escrow funds, and only prints one check each month for all combined FSS escrow deposits, check this box. If your agency prints separate FSS escrow checks and deposits them into individual tenants' accounts, leave this box unchecked. If this box is unchecked, the other data fields on this sub-tab are not editable.

Bank Name
This is the name of the bank that holds the FSS escrow account.

Street
This is the bank's street address.

City
This is the city in which the bank is located.

State
This is the state in which the bank is located.

Zip Code
This is the bank's zip code.

Account Number
This is the number of the FSS escrow account.

Ledger Posting Setup Tab

This tab enables you to set the account numbers that the program uses to post various Section 8-related transactions to the Section 8 journal. This tab maintains a separate set of account numbers for each project. The left side of the tab contains a list of all projects that are set up on the tab. The right side of the tab contains the account numbers for the currently selected project. Use the standard WinTen controls to edit the data on this sub-tab, add or delete project records, and save or cancel your changes.

Setup

Default Settings | Ledger Posting Setup | Check Format | Other Options

Ledger Directory (Blank if None) : H:\TEN\

PROJECT NUMBER
▶ KY132VO0001
KY132VO0002
KY132VO0003

Post to General Ledger Method	1
GL Journal Description Field	Check Recipient
Landlord HAP Account	4715
Damage Payments Account	4715
Tenant URP Account	4715
Vacancy Payments Account	4715
Credit (Cash) Account	1111.1
Unpaid Rent Payments Account	4715
Void Checks Written in Prior Years Account	6010
Landlord Portable Voucher Payments Account	4715
Portable Voucher Administrative Fee Account	4715
Tenant FSS Escrow Payments Account	2119
Federal Backup Withholding Account	2117

Ledger Posting Setup Tab Controls

Change Project Number Button
This button enables you to change the project number of the currently selected project. When you click this button, the New Project Number dialog box opens. This dialog box enables you to edit the selected project's unique identifying number. When you change a project number, the program updates its databases, changing that project number to its new value in every record associated with that number.

Update Tenant Ledger Project Numbers Button
When you click this button, the program searches through each tenant record and updates each tenant's individual posting account numbers to match the account numbers of the project to which that tenant is assigned. Do not use this function unless instructed to do so by Tenmast personnel.

Ledger Posting Setup Tab Data Fields

Post to General Ledger Method
This drop-down selection box enables you to select the method that Section 8 uses to post the transaction data from a check run to the General Ledger.

Method 1

This is the most detailed posting method. Section 8 creates a debit entry to the HAP account for each tenant, and creates a credit entry to the cash account for each landlord. For example, if Landlord A has 5 tenants and Landlord B has 3 tenants, the program creates 8 debit entries and 2 credit entries.

Method 2

If you select Method 2, Section 8 creates a debit entry to the HAP account for each landlord, and creates a credit entry to the cash account for each landlord. For example, if Landlord A has 5 tenants and Landlord B has 3 tenants, the program creates 2 debit entries and 2 credit entries. Each debit entry is a total entry for all of that landlord's tenants.

Method 3

This is the least detailed posting method. Section 8 creates one debit entry to the HAP account regardless of how many tenants exist, and one credit entry to the cash account.

GL Journal Description Field

This drop-down selection box enables you to specify how checks written in Section 8 will be recorded in the General Ledger: by recipient name or by tenant name.

Account Number Fields

If the Section 8 program is set up to share data with the WinTen General Ledger program (Default Directory Settings sub-tab of the General Settings tab), all of the following data fields are drop-down selection boxes that allow you to select account numbers from the General Ledger. If Section 8 is not set up to share data with WinTen General Ledger, you can enter any number in these fields.

Landlord HAP Payments Account

This is the account to which the program will post landlord HAP payments.

Damage Payments Account

This is the account to which the program will post damage payments.

Tenant Utility Payments Account

This is the account to which the program will post tenant utility reimbursements.

Vacancy Payments Account

This is the account to which the program will post vacancy payments.

Credit (cash) Account

This is the account to which the program will post cash disbursements.

Unpaid Rent Payments Account

This is the account to which the program will post unpaid rent payments.

Void Checks Written in Prior Years Account

This is the account to which the program will post voided checks written in previous years.

Landlord Portable Voucher Payments Account

This is the account to which the program will post landlord portable voucher payments.

Portable Voucher Administrative Fee Account
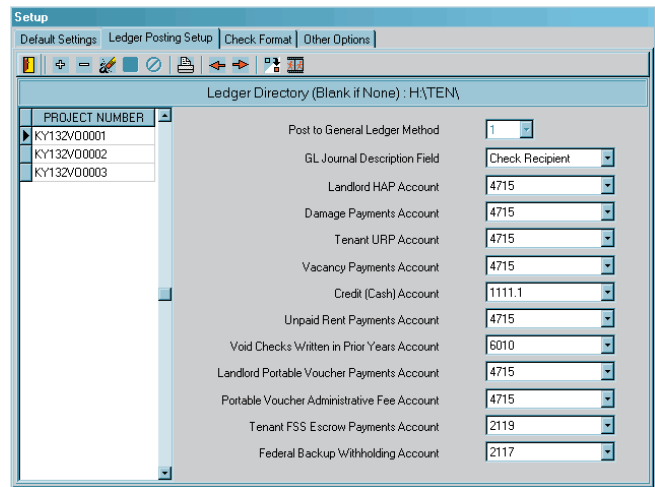
This is the account to which the program will post portable voucher administrative fees (checks for outgoing portable tenants).

Tenant FSS Escrow Payments Account

This is the account to which the program will post FSS escrow payments.

Federal Backup Withholding Account

This is the account to which the program will post backup withholdings from landlord HAP checks.

Check Format Tab

The Check Format tab enables you to configure the manner in which Section 8 prints checks and vouchers (check stubs). The Check Format tab is divided into three sub-tabs: Check Format, Tenant Voucher Format, and Landlord Voucher Format. Each of these sub-tabs contains the configuration of the corresponding check or voucher. The main area of each sub-tab shows the arrangement of the data fields that will print on the selected check or voucher, and the bottom area contains the controls used for setting the layout of the check or voucher.

Check Format Sub-Tab

The Check Format sub-tab enables you to format checks. Use the formatting controls discussed on the following pages to configure the check format.

CAUTION

Check formatting can be a difficult and time-consuming process, even for experienced WinTen users. If your agency has a training data area set up, practice formatting checks with this data before formatting checks with your agency's "live" data. If you encounter difficulties or need further instruction, please contact Tenmast Training & Support at (877) 359-5492 or support@tenmast.com. It's easier and less expensive to get clarification before proceeding than it is to fix broken check formatting.

Check Format Tab Controls

The following data fields, buttons, and radio buttons allow you to control the formatting of the check or voucher on the currently selected sub-tab.

Voucher Size

This is the physical height of the vouchers in inches. This field determines how much space you have to work with when configuring your vouchers. If you are uncertain what value to enter here, measure your vouchers with a ruler.
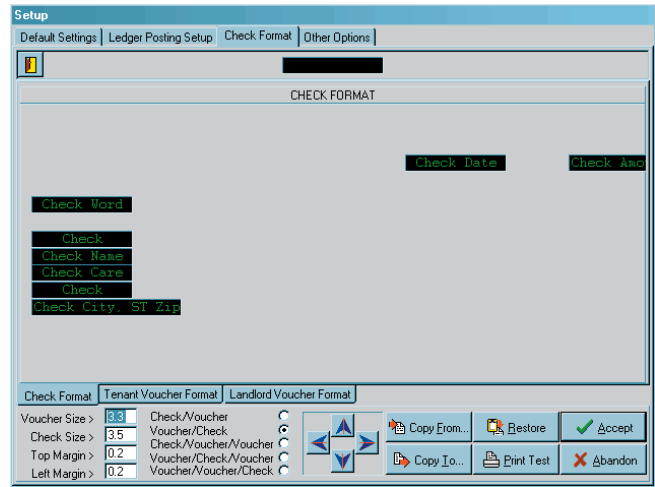
Check Size

This is the physical height of the checks in inches. This field determines how much space you have to work with when configuring your checks. If you are uncertain what value to enter here, measure your checks with a ruler.

Top Margin

This is the amount of blank space, in inches, that the program will leave between the top edge of the paper and the point at which the program begins printing. This value cannot be less than 0.2 (2/10").

Left Margin

This is the amount of blank space, in inches, that the program will leave between the left edge of the paper and the point at which the program begins printing.

### Check/Voucher Order Radio Buttons

These five radio buttons allow you to specify the order in which checks and their vouchers print. For example, if your agency uses blank checks with two vouchers after each check, select the Check/Voucher/Voucher radio button.

Hint: Margins

The diagram below shows the various areas and margins for a standard 8.5" x 11" check/voucher sheet for a laser printer. This should provide a rough guide for which areas correspond to which measurements when you're setting up check/voucher size.

This diagram is for a check/voucher pair on a single 8.5" x 11" sheet where the check prints above the voucher (Check/Voucher format). If you do not use this type of blank checks, your measurements will probably differ. This example is shown for instructional purposes only.
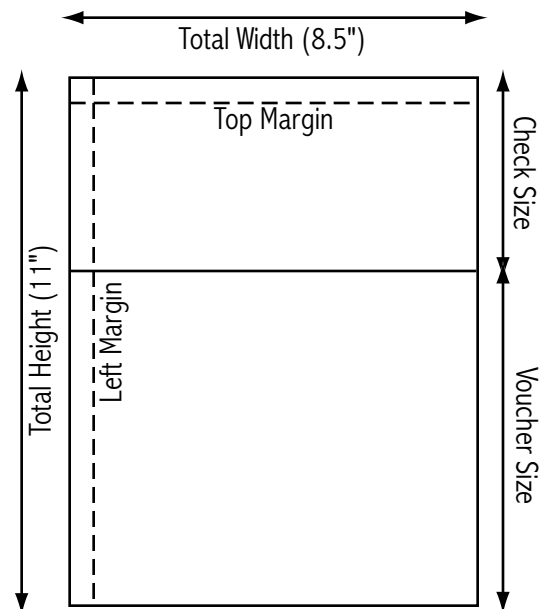
Field Positioning Buttons

These four buttons allow you to move a selected data field on the check or voucher. To select a data field, hold down <Ctrl> and click on it. The data field turns bright yellow, indicating that it is now selected and can be moved. To unselect a selected data field, hold down <Ctrl> and click on it again. Each click on a field positioning button moves the selected field a fraction of an inch in the corresponding direction.
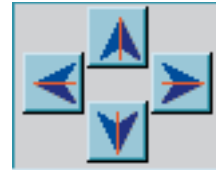
Copy From Button

This button enables you to copy the check and voucher formats from another data area to the current one. When you click this button, the Transfer Check/Voucher Format dialog box opens. Select the data area from which you want to copy check and voucher formats and click the OK button. The program copies the check and voucher formats from the selected data area to the current data area.

Copy To Button

This button enables you to copy the check and voucher formats from the current data area to another one. When you click this button, the Transfer Check/Voucher Format dialog box opens. Select the data area to which you want to copy check and voucher formats and click the OK button. The program copies the check and voucher formats from the current data area to the selected data area.
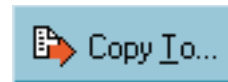
Restore Button

This button enables you to restore the default check or voucher format that was in place for the selected sub-tab when your agency first installed the Section 8 program.
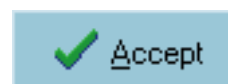
Print Test

This button prints a test check and voucher set. This enables you to ensure that the program is properly aligning all of the data fields on your checks and vouchers.

Accept Button

When you click the Accept button, the program saves all of the changes you have made to the current tab's check or voucher configuration.

Abandon Button

When you click the Abandon button, the program cancels all of the changes you have made to the current tab's check or voucher configuration and resets the tab to the condition it was in before you began editing.
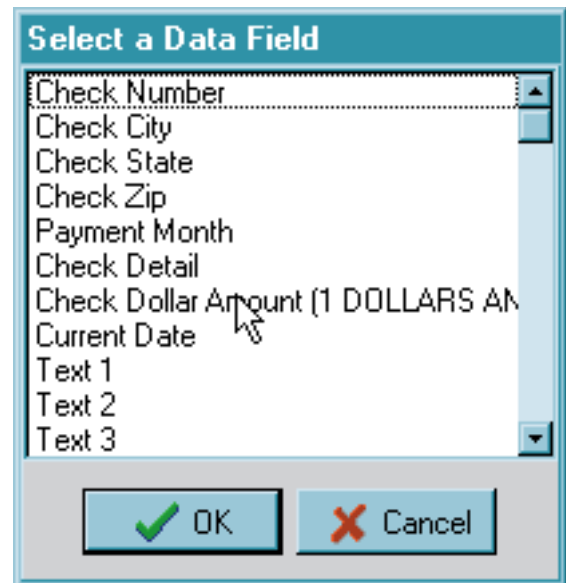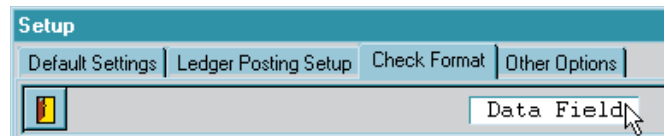
Adding a Data Field

To add a data field to the check, move your mouse pointer to the Data Field label at the top of the tab. Click and hold on this data field, and drag and drop to where you want the field to be located. A new data field appears in that position.

When you drop the new data field, the Select a Data Field dialog box opens. This dialog box enables you to select the data that the new field will contain.

If you want the data field to contain standard data from the Section 8 program, select the type of data you want to appear from the list in the dialog box and click OK.

Adding User-Defined Text

If you want to place your own text in the data field, choose one of the Text fields from the list in the dialog box and click OK. The Define User Field dialog box opens. Enter the text you want to appear in the field and click OK.
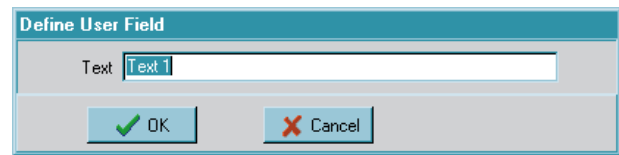
Adding an Image

If you want to place an image in the data field (for example, your agency's logo), choose one of the Image fields from the list in the drop-down box and click OK.

The Define User Field dialog box opens. Click the Browse for File button (the "page" button located to the right of the File Name data field).

The Select Image File dialog box opens. This is a standard Windows file selection dialog box. Navigate to the location on your hard drive or network that contains the image you want to place, select it, and click Open.

The Select Image File dialog box closes. In the Define User Field dialog box, set the Scale To field to make the selected image the desired size, then click OK.
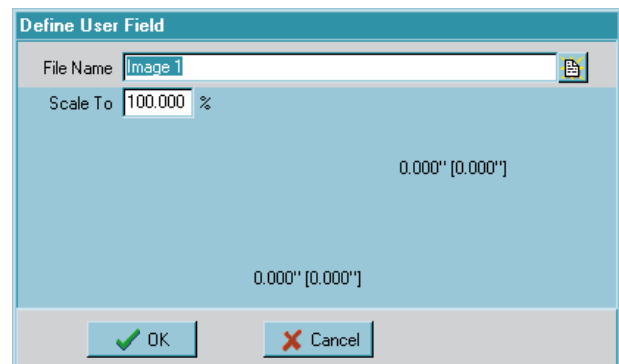
Removing a Data Field

To remove a data field from a check or voucher, drag and drop it onto the Data Field label at the top of the tab.

Editing a Data Field's Font

To change the font in a data field, right-click on it. The Field Options dialog box opens. Click the Change Font button.

The Font dialog box opens. This is a standard Windows font selection dialog box. It enables you to select the font face, style, and size to use. In some Windows programs, you can also set the font color, but for purposes of check printing, all font colors will come out black on the printed checks.

Set the font options you want and click OK to save them or Cancel to cancel your changes.
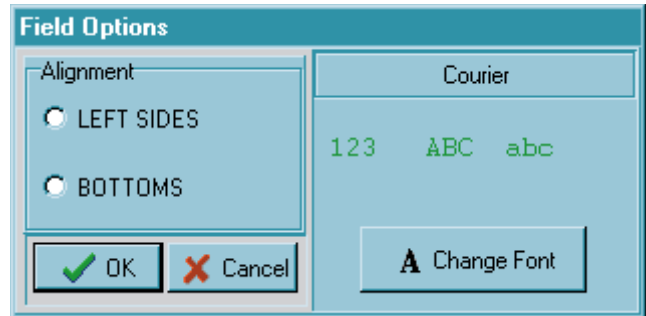
Aligning Multiple Data Fields

You can align multiple data fields along their left or bottom edges. Select one field to be the "anchor" field - the field whose alignment the other fields will take. Move the anchor field to where it needs to be. Hold down <Ctrl> and click each field you want to align. Then right-click the anchor field. The Field Options dialog box opens.

Select the radio button that corresponds to the edges along which you want to align the fields. Then click OK. The dialog box closes and all of the data fields move to line up with the anchor field's selected edge.

Tenant Voucher Format Sub-Tab

The Tenant Voucher Format sub-tab enables you to format the vouchers that will be attached to tenant checks. Use the formatting controls discussed on the previous pages to configure the voucher format.

Note that a voucher is divided into three areas by horizontal lines in the editing field: the header, the detail columns, and the footer.

In the header and footer areas, the fields you set up will print exactly as they are set up. In the header, enter text fields for column headers for the detail columns. In the footer, enter data fields for the totals line.

In the detail columns, you only have room for one row of data fields. These will print for each detail line on the voucher.

Landlord Voucher Format Sub-Tab

The Landlord Voucher Format sub-tab enables you to format the vouchers that will be attached to landlord checks. Use the formatting controls discussed on the previous pages to configure the voucher format.

Other Options Tab

The Other Options tab enables you to perform various maintenance procedures on your Section 8 data.

Setup

Default Settings	Ledger Posting Setup	Check Format	Other Options

Archive	Archive/Restore Check History
Recalc YTD	Recalculate Calendar YTD Totals
Recalc Pd This Month	Recalculate Paid This Month for All Tenants
Clear YTD	Clear Calendar YTD Totals
Clear Fiscal YTD	Clear Fiscal YTD Totals
Audit Log	Print Audit Log
1099 Required	Mark All Owners as "1099 Required"

Archive/Restore Check History

Section 8 tracks all HAP, URP, and DUV payments and records them in a history file. Over the course of several months or years, this file can get exceptionally large, to the point that writing to it slows down the program. To save hard drive space and speed up functions that deal with the history file, you can archive part of this data to disk. You can also restore archived data from disk. To work with these functions, click the Archive button. This opens the Archive/Restore Check History dialog box.

The Archive/Restore Check History dialog box has two tabs: Archive and Restore. Select the tab that corresponds to the function you want to use.

Archive Old Data

You can archive either all transaction records from a specific month or all transaction records from a specified date range. Click the appropriate radio button to select the desired option, then set the specific month or date range in the corresponding data fields.

If you want to delete your active copies of these records after the archive files are saved, check the Delete Records After They Are Archived box.

Use the drop-down selection box with the list of drives on your workstation and the folder list beneath it to select the location in which to save the file. Enter a file name for the archive file in the Filename field.

When you have selected all of the options for archiving, click the Archive button. The program runs through the archiving process.

Restore Archived Data

You can select a specific archive file from which to restore data. Select the location of the file on the left side of the dialog box, then select the file from the list of archive files on the right side of the dialog box. Click the Restore button to restore all of the records in that file to the Section 8 transaction database.
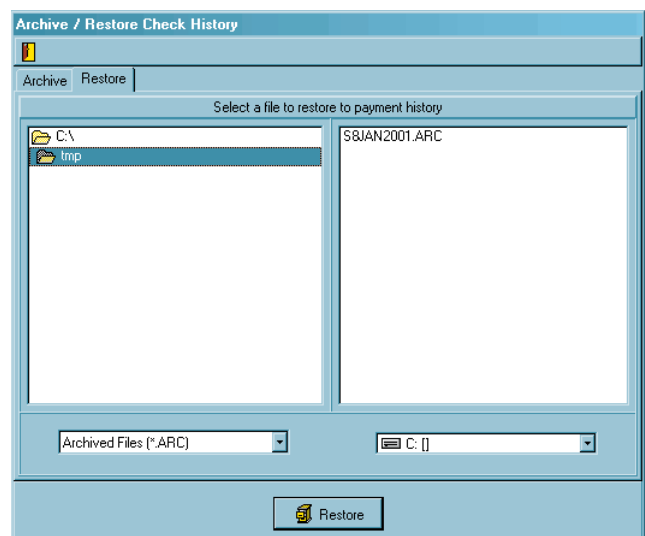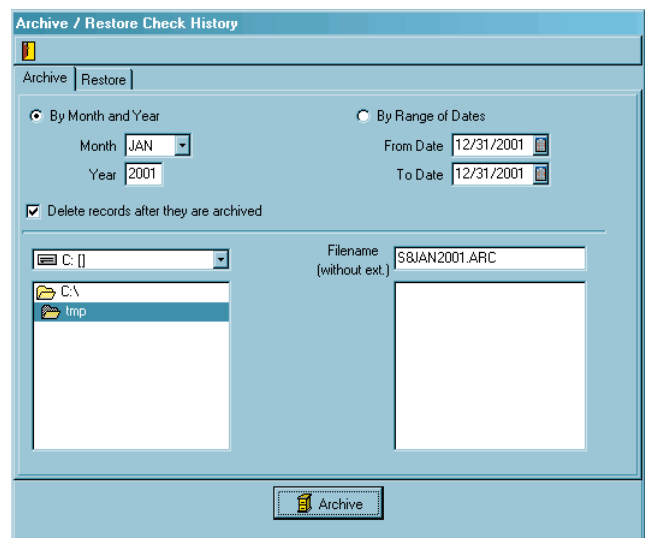
Recalculate Calendar YTD Totals

Recalc YTD

If your year-to-date financial totals become out of balance, you may need to recalculate your year-to-date totals for each landlord. Click the Recalc YTD button to recalculate. The program clears each landlord's totals and recalculates them from the check register files.

CAUTION

If you have archived any portion of the payment history for the current calendar year, do not use this function until you have restored the archived history.

Recalculate Paid This Month for All Tenants

Recalc Pd This Month

The program sets each tenant's Paid This Month amount to zero during monthly initialization. If you need to set this value to zero during the middle of a month, click the Recalc Pd This Month button. Do not use this function unless instructed to do so by Tenmast personnel.

Clear Calendar YTD Totals

Clear YTD

Clicking the Clear YTD button clears the calendar year-to-date totals for each landlord. The program automatically performs this function upon initialization into January. Do not use this function unless instructed to do so by Tenmast personnel.

Clear Fiscal YTD Totals

Clear Fiscal YTD

Clicking the Clear Fiscal YTD button clears the fiscal year-to-date totals for each landlord. The program automatically performs this function upon fiscal year-end initialization. Do not use this function unless instructed to do so by Tenmast personnel.

Print Audit Log

The Section 8 program maintains a perpetual record of all changes made to tenant and landlord records. The Audit Log is a report on these changes. To print the Audit Log or purge the change record, click the Audit button. This opens the Audit Log dialog box.

Use the Which Tenants/Landlords?, Which File?, and Which Field? controls to select the data you want the report to include.

Use the last set of radio buttons to select set of records you want to work with: all records, or those for a specific period. If you select a specific period's records, specify the starting and ending dates of the period with the From and To date fields.

To print the Audit Log report on the record changes you have specified, click the Print button. To preview the Audit Log report, click the Print Preview button. To purge the record set you have specified, click the Purge button.

Mark All Owners as "1099 Required"

If you are setting up WinTen Section 8 for the first time, you may need to mark some unit owners' records for receiving 1099 forms. To do this, click the 1099 Required button.

A confirmation dialog box opens which asks you if you are certain you want to mark all unit owners as "1099 Required." If you click Yes, the program marks all owner records as needing 1099s at the end of the year.

Utility Company Setup Sub-Screen

If you select the Utility Company Setup option from the Other Functions menu on the Default Settings tab, the Utility Company Setup sub-screen opens. This sub-screen enables you to set up the utility company information that the program uses for printing utility reimbursement checks. The Utility Company Setup sub-screen has two tabs: General and Utility Checks. It always opens on the General tab, as shown below.

General Tab

The General tab enables you to create and maintain a list of utility company addresses. The top portion of the tab contains a table of all utility companies in the list. The bottom portion of the tab contains the detailed information for the selected company.

Use the standard WinTen controls to edit the data on this tab, save or cancel your changes, and add or delete records.

General Tab Controls

Change Utility Code Button

Clicking this button opens the Change Utility Company Code dialog box. This dialog box enables you to edit the selected utility code. When you change a utility code, the program updates its databases, changing that utility code to its new value in every unit record associated with that utility code.

General Tab Data Fields

Utility Company Code

This is a short (three-character) unique code that identifies this utility company in Rent Reasonableness' databases. To edit this field, you must use the Change Utility Code button.

Name

This is the name of the utility company.

Care Of

This is the name of the person who is your agency's primary point of contact with the company.

Street Address

This is the company's street address.

City, State, Zip

This is the company's city, state, and zip code.

Utility Checks Tab

The Utility Checks tab enables you to set up the check processing options for the utility company that is currently selected on the General tab. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

Utility Checks Tab Data Fields

Utility Company
This is the utility company that is currently selected on the General tab. To change the utility company whose check processing options you are editing, switch back to the General tab and select a new company, or use the Next and Previous buttons on the toolbar.

Check Format
This set of radio buttons enables you to specify the individual or entity to which each utility reimbursement check for this company's tenants should be paid (the name that appears in the "pay to the order of" field on the check).

Seasonal Billing
This set of radio buttons enables you to specify if the selected utility company provides utilities only in the summer, only in the winter, or all year round.

Address to Appear on Checks
This set of radio buttons enables you to specify the address to which the utility reimbursement checks for this company's tenants should be mailed.

FMR/Payment Standard Setup Sub-Screen

If you select the FMR/Payment Standard Setup option from the Other Functions menu on the Default Settings tab, the FMR/Payment Standard Setup sub-screen opens. This sub-screen enables you to enter the FMR tables that apply to your agency. HUD publishes these tables annually in the Federal Register.

The top portion of this sub-screen contains a table which lists every FMR table that is currently set up in the program. The bottom portion of the sub-screen contains the detailed information on the currently selected FMR table. Use the standard WinTen controls to edit the data on this tab, save or cancel your changes, and add or delete records.

Hint: FMR versus Payment Standard

This manual uses the term "FMR table" to refer to a data record that can be either an actual FMR table or a payment standard table. Although HUD has discontinued enforcement of FMRs as such, the agency still publishes FMR listings and recommends that individual housing authorities use these as the basis for their payment standard tables.

FMR/Pmt Std Code	Description	Effective	Expiration
FFT	Frankfort/Franklin County	01/01/2001	12/31/2001
LEX	Lexington	01/01/2001	12/31/2001
LOU	Louisville	01/01/2001	12/31/2001
USR	USER OVERRIDE ON TENANT FORM	10/01/1984	09/30/2099

FMR/Pmt Std Code: FFT
Description: Frankfort/Franklin County
Effective: 01/01/2001
Expiration: 12/31/2001

Bedrooms	FMR/Pmt Std
0	251.00
1	370.00
2	453.00
3	585.00
4	739.00
5	850.00
6	978.00
> 6	15 Percent (%) per Bedroom

FMR/Payment Standard Setup Sub-Screen Controls

Change FMR Table Code Button

Clicking this button opens the Change FMR Table Code dialog box. This dialog box enables you to edit the selected FMR table code. When you change an FMR table code, the program updates its databases, changing that FMR table code to its new value in every unit record associated with it.

FMR/Payment Standard Setup Screen Data Fields

FMR Table Code

This is a short (three-character) unique code that identifies this FMR table in Rent Reasonableness' databases. To edit this field, you must use the Change FMR Table Code button.

Description

This is a brief (30-character) description of the FMR table.

Effective

This is the FMR table's effective date, as given in the Federal Register.

Expiration

This is the FMR table's expiration date, as given in the Federal Register.

Bedrooms/FMR

This table contains the fair market rents for this table for units with zero through six bedrooms. The last line of the table contains the percentage increase per extra bedroom for units with more than six bedrooms.

Hint: Multiple FMR Tables

You may enter multiple FMR tables with the same FMR table code but different effective and expiration dates. The program will automatically select the correct FMR value based on the effective dates and the bedroom size.

Maintain Management Codes Sub-Screen

Management codes are user-defined codes for sorting and filtering tenant records. You can attach a single management code to any tenant record. This enables you to sort tenant records by management code, and to filter reports so they only show tenants with a selected management code. Edit the data on this sub-screen and save or cancel your changes with the standard WinTen controls.

Maintain Management Codes Sub-Screen Controls

Change Management Code Button
This button opens the Change Management Code dialog box. This dialog box enables you to edit the selected management code's unique identifier. When you change a management code, the program updates its databases, changing that management code to its new value in every applicant record that has that code.

Management Code Tab Data Fields

Management Code
This is the unique identifier of the selected management code (up to 10 characters).

Description
This is a brief (40-character) description of the selected management code.

Maintain Caseworkers Sub-Screen

The Maintain Caseworkers sub-screen enables you to add, edit, and delete caseworker records. Caseworker records allow you to associate a specific caseworker with each tenant in Section 8's database. The top portion of this sub-screen contains a table of all caseworkers who are currently in the database, while the bottom portion of the sub-screen contains the detailed information for the currently selected caseworker.

Edit the data on this sub-screen and save or cancel your changes with the standard WinTen controls.

Maintain Caseworkers Sub-Screen Controls

Change Caseworker Code Button
This button opens the Change Caseworker Code dialog box. This dialog box enables you to edit the selected waiting list's unique identifying code. When you change a caseworker code, the program updates its databases, changing that waiting list code to its new value in every record associated with that code.

Maintain Caseworkers Sub-Screen Data Fields

Caseworker Code
This is the caseworker's unique identifying code. It can be up to 10 characters long. You cannot edit this field normally; to change it, click the Change Caseworker Code button.

First & Last Name
These fields are the caseworker's first and last name.

Work Phone
This is the caseworker's work phone number.

Mobile Phone
This is the caseworker's cellular phone number.

Pager Phone
This is the caseworker's pager number.

Home Phone
This is the caseworker's home phone number.

E-mail Address
This is the caseworker's e-mail address.

Maintain Landlords

The core purpose of the Section 8 Tenant and Landlord program is to track the financial data for the individuals participating in your agency's Section 8 program. This job has two aspects: tracking tenant records and tracking landlord records. The Maintain Landlords area of the program enables you to add new landlord records and edit existing ones. To access this area of functionality, click the Landlords button or press <L> at the Main Menu.

NOTE: You must have a record for a landlord before you can add the records of any of the tenants who live in that landlord's units.
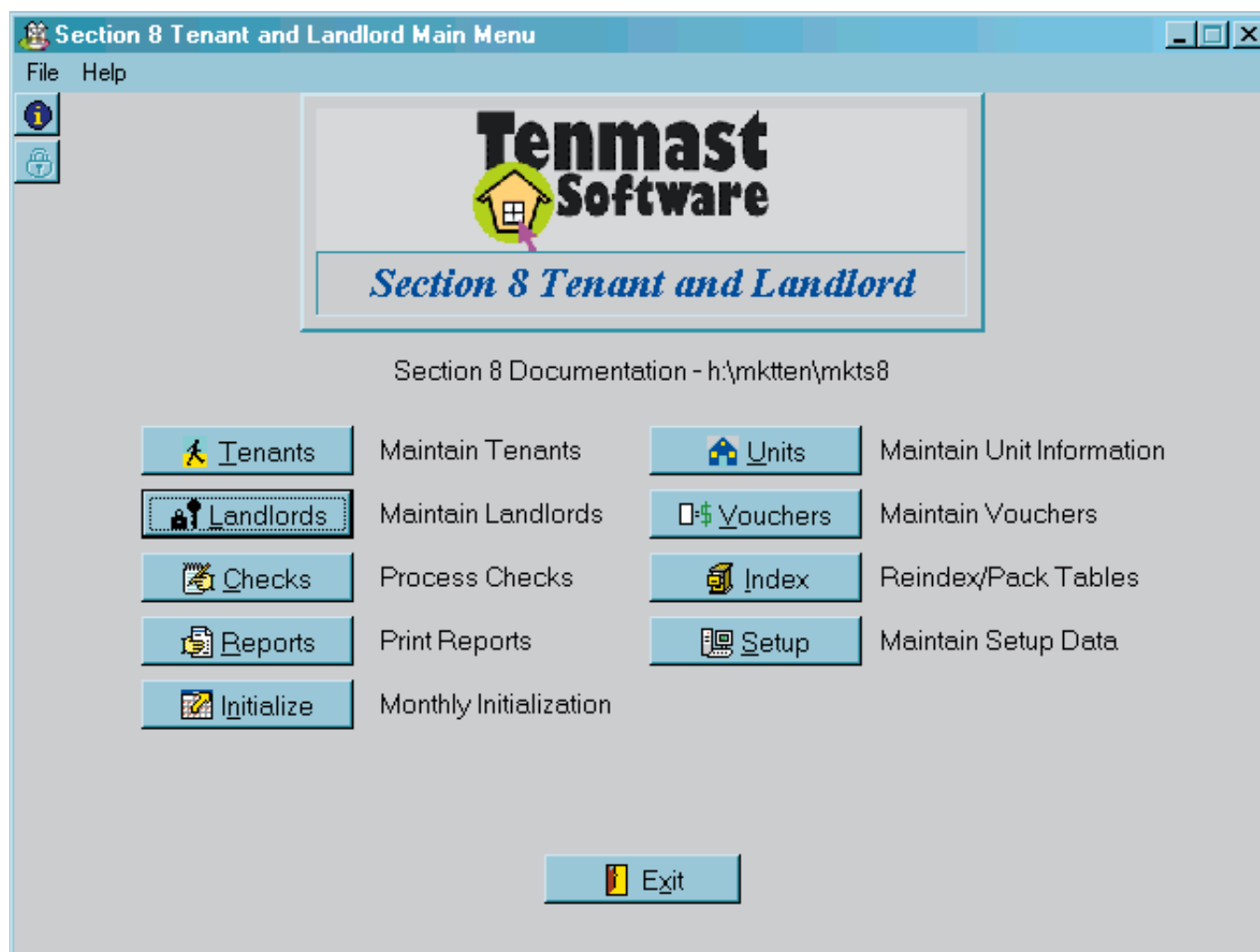
Browse Landlords Screen

The first screen that appears when you enter the Add/Edit/Review Landlords area is the Browse Landlords screen. This screen contains a table of all of the landlords in Section 8's database. From this screen, you can add a new landlord or review and edit an existing landlord's record.

The two large buttons at the top of the screen allow you to select which landlord database you are working with. Current landlords are those who presently have tenants. History landlords are those who once had Section 8 tenants in their units but do not at this time.

Once you have chosen which database you want to use, you can either add a new landlord record or review and edit an existing one.

Hint: 200x Data

If Section 8 is currently in December or January, a third button is available at the top of the Landlord Search screen. This button is labeled with the tax year for which you are about to submit 1099s. The data displayed when this button is selected is for the landlords who received money from your agency during the applicable tax year. For example, if you are in December 2003 or January 2004, the button will be labeled "2003 Data."

Browse Landlords

Current | History

Sort By
- ● Last Name
- ○ ID

Search For [   ] [Go]

Landlord Last Name	Landlord First Name	Landlord ID	Landlord Street
BROOKSTONE HOLDINGS		95-05412441	1115 BON AIR ST.
HOLZSCHLAG	RANDY	564-46-1331	1827 GATEWAY BLVD
MITCHELL	STEVEN	241-67-4028	1225 WHITECHAPEL RD.
STEIN	PETER	185-64-6616	383 EUGENE BLVD
STEWART	CHERYL	561-33-5312	910 APPLET RD
SWAIN	ANNETTE	416-61-6693	829 REGINALD PKWY #2
THOENY	MICHAEL	815-18-5361	8932 DOUGHERTY PL
WILLIAMS	ELIOT	851-45-2671	550 WHITESIDE CIRCLE

✛ Add | 📝 Edit / Review | 🚪 Close

Landlord Search Screen Controls

Current and History Buttons
This pair of buttons allows you select the landlord database with which you want to work.

Search By...
This set of radio buttons determines the order in which the landlord records are displayed in the table.

Search For
This data field enables you to search for a specific landlord record. Enter the target of your search in this data field and click the Go button. The program searches whichever set of fields you have selected with the Search By radio buttons and highlights the first record in the table that matches your search target.

Add Button
Click this button to add a new landlord. This opens the Edit/Review Landlords screen to a blank landlord record. This screen is described in more detail on the following pages.

Edit/Review Button
Click this button to review and/or edit the currently selected landlord. This opens the Edit/Review Landlords screen on that landlord's record. This screen is described in more detail on the following pages.

EDIT/REVIEW LANDLORDS SCREEN

The Edit/Review Landlords screen contains the complete data for one selected landlord record. It has six tabs: Landlord Data, Owner - 1099, Monthly Payment, Check History, Check Adjustment, and Notes. This screen always opens on the Landlord Data tab, as shown below.

Landlord Data Tab

The Landlord Data tab contains the address and payment totals information for the selected landlord. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

Landlord Data Tab Controls

Add an Adjustment Button

The Add an Adjustment button opens the Adjustments tab (described at the end of this chapter). This enables you to create a record of a landlord/owner repayment of a HAP overpayment.

Edit Landlord ID Button

The Edit Landlord ID button enables you to change the selected landlord's unique identifying number. When you click this button, the Type of ID Number dialog box opens. Click the button that corresponds to the landlord's ID number. The Landlord ID field then becomes editable. Enter the landlord's new ID number and click the Save button to save the change or the Cancel button to cancel it.

Mark for Deletion Button

The Mark for Deletion button enables you to mark the currently selected landlord for deletion. During end-of-year initialization, all landlords marked for deletion are moved from the current database to the history database.
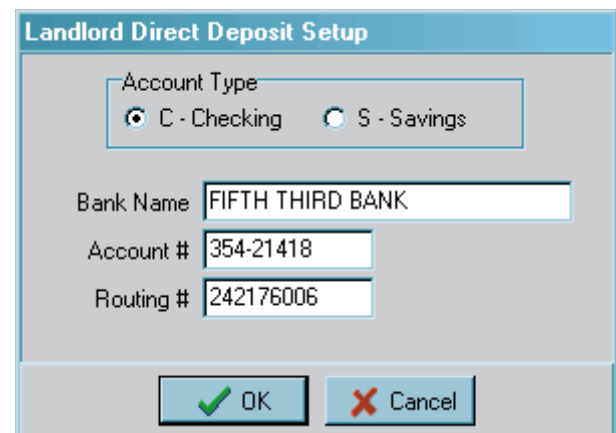
Recall Landlord Button

The Recall Landlord button enables you to remove a landlord's "marked for deletion" status.

Direct Deposit Setup Button

The Direct Deposit Setup button is available only if the Direct Deposit box is checked. This button opens the Landlord Direct Deposit Setup dialog box. This dialog box enables you to select the type of account in which the landlord receives direct deposit transactions, and to enter the bank name, account number, and routing number for these transactions.

Landlord Data Tab Data Fields

Landlord Information

First Name

This is the landlord's first name.

Last Name

This is the landlord's last name.

In Care Of

These fields are the first and last name of the individual to whose attention HAP payments and letters to this landlord should be marked.

Address

This is the landlord's street address.

City, State, Zip Code

These three fields are the landlord's city, state, and zip code.

Phone

This is the landlord's phone number.

Hold Code

This is the current hold code that is applied to this landlord. When the program performs a check processing sequence, it marks this field "P" for "paid." This keeps the landlord from receiving duplicate checks if the program goes through two or more check processing sequences in the same month.

If you want to hold this landlord's checks, mark this field "H" for "hold."

Direct Deposit

If this landlord receives HAP payments through direct deposit transactions, check this box.

PHA

If the landlord is another housing authority, check this box.

PHA ID

If the landlord is another housing authority, enter its HUD-assigned PHA ID here.

Ext. Vendor #

This is an extended vendor number field for use with third-party (e.g. non-Tenmast) check processing programs.

Contract #

This is the landlord's contract number.

Manager Information

If the landlord employs a property manager, these fields are for that manager's contact information. If the landlord is his own property manager, you may leave these fields blank.

Name

This is the property manager's name.

Address

This is the property manager's street address.

City, State, Zip

This is the property manager's city, state, and zip code.

Phone Number

This is the property manager's phone number.

Landlord Payment Totals

The Landlord Payment Totals fields contain this landlord's payment totals for the current calendar and fiscal year. You can recalculate these totals from check records on the Other Functions tab of the Setup screen. The program updates these fields whenever you enter an appropriate transaction, but you can also manually edit them.

CAUTION

Do not edit the Landlord Payment Totals data fields unless instructed to do so by Tenmast personnel.

HAP Payments
This is the amount of HAP payments the landlord has received this year.

Adjustments
This is the amount of adjustments made to the landlord using the Add an Account Adjustment function.

Portable Payments
This is the amount of portable payments the landlord has received this year.

Damage Claim Payments
This is the amount of damage claim payments the landlord has received this year.

Unpaid Rent Payments
This is the amount of unpaid rent payments the landlord has received this year.

Vacancy Payments
This is the amount of vacancy payments the landlord has received this year.

Total Payments
This is the total of all above columns.
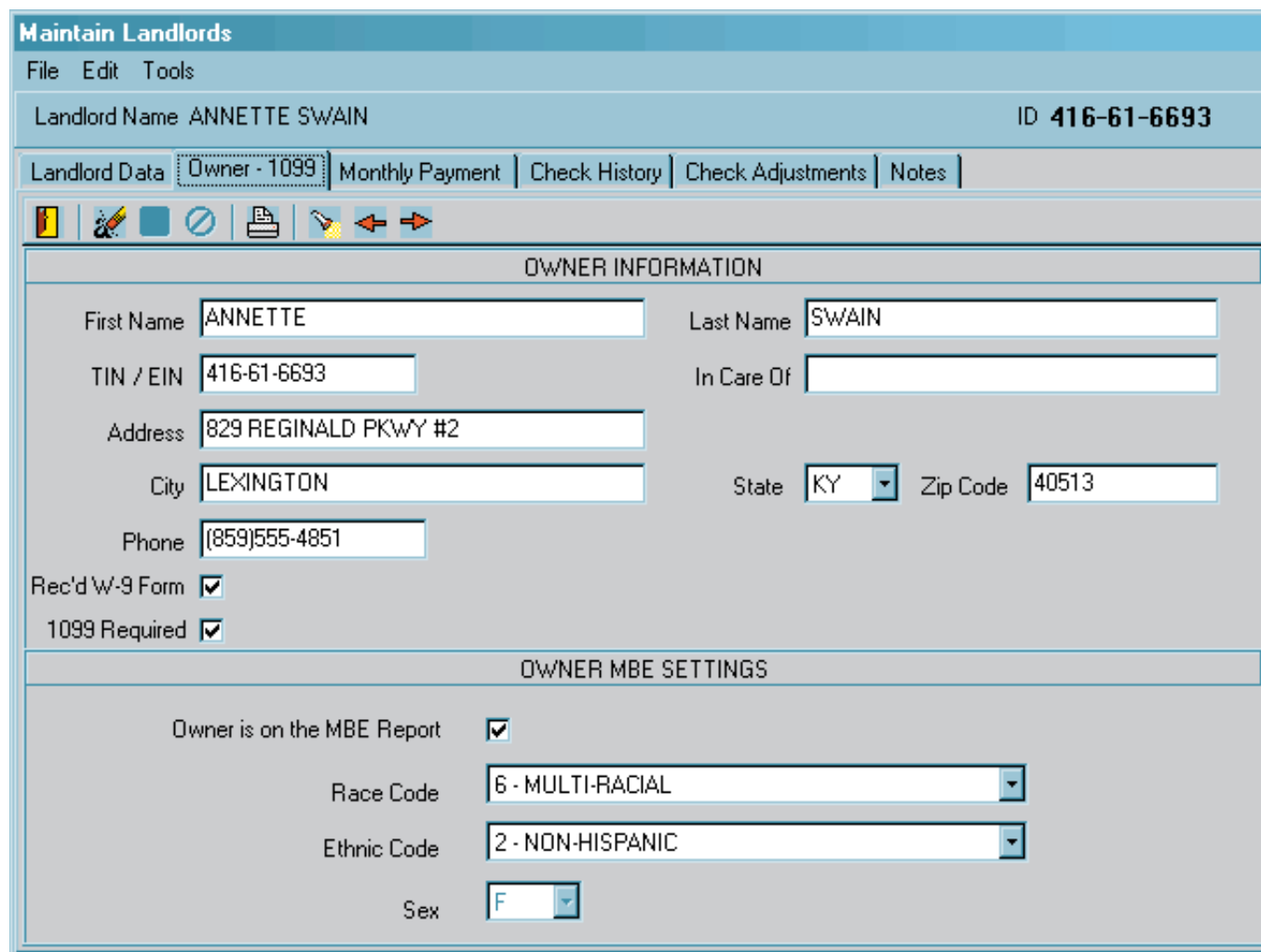
Backup Withholding Taxes
This is the amount of backup withholding tax the landlord is subject to this year.

Backup Federal Withholding Tax
Check this box if the landlord is subject to backup withholding of federal income tax. The IRS requires backup withholding for any landlord who does not provide your agency with a correct TIN (Taxpayer Identification Number).

Owner - 1099 Tab

The Owner - 1099 tab contains the taxpayer and tax reporting information for the landlord. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

Owner - 1099 Tab Data Fields

Owner Information

The program fills in the Owner Information fields with the landlord data from the Landlord Data tab. If the landlord is not the owner of his own property, change this data to that of the actual owner.

First Name
This is the owner's first name.

Last Name
This is the owner's last name.

TIN/EIN
This is the owner's taxpayer ID number or employer ID number.

In Care Of
This is the name of the individual to whose attention correspondence for this owner should be marked.

Address
This is the owner's street address.

City, State, Zip
These three fields are the owner's city, state, and zip code.

Phone
This is the owner's phone number.

Rec'd W-9 Form
Check this box if your agency has a W-9 form on file for this landlord.

1099 Required
Check this box if the landlord needs to receive a 1099 from your agency. If this box is not checked, this landlord will not be included in end-of-year 1099 processing performed through the WinTen IRS 1099 program.

Owner MBE Settings

If the owner is an individual who is not a white non-Hispanic male, he qualifies for MBE (Minority Business Enterprise) tax credits and should appear on the MBE Report. If this is the case, check the Owner is on the MBE Report check box and fill in the remaining fields.   White non-Hispanic males and corporations or other agencies never appear on the MBE Report.

Race Code
This drop-down selection box enables you to specify the owner's race code.

Ethnic Code
This drop-down selection box enables you to specify the owner's ethnic code.

Sex
This drop-down selection box enables you to specify the owner's gender.

Monthly Payment Tab

The Monthly Payment tab contains a table that breaks down the monthly payments made to the selected landlord in the current and previous fiscal year. The Total Paid row at the bottom of the tab is the fiscal year-to-date total of payments. The program automatically updates these values, but you can edit them. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

Maintain Landlords

File   Edit   Tools

Landlord Name ANNETTE SWAIN   ID **416-61-6693**

Landlord Data | Owner - 1099 | Monthly Payment | Check History | Check Adjustments | Notes

MONTH	CURRENT FISCAL YEAR	PRIOR FISCAL YEAR
JANUARY	1820.00	0.00
FEBRUARY	0.00	44.00
MARCH	0.00	857.00
APRIL	0.00	100.00
MAY	0.00	0.00
JUNE	0.00	0.00
JULY	0.00	0.00
AUGUST	0.00	0.00
SEPTEMBER	0.00	0.00
OCTOBER	0.00	0.00
NOVEMBER	0.00	0.00
DECEMBER	0.00	0.00
Total Paid	1820.00	1001.00

Check History Tab

The Check History tab contains a table of all HAP and URP checks that have been paid to this landlord and this landlord's tenants. You cannot edit the data on this tab - the program automatically updates it.

Maintain Landlords

File   Edit   Tools

Landlord Name ANNETTE SWAIN   ID **416-61-6693**

Landlord Data | Owner - 1099 | Monthly Payment | Check History | Check Adjustments | Notes

Check Number	Check Date	Type of Payment	Tenant	Recipient
000240	02/24/2003	HAP Adjustment	LANDLORD RECEIVABLE	ANNETTE SWAIN
000240	02/24/2003	HAP Adjustment	RAFAT, ALIA - HAP ADJUSTMENT	ANNETTE SWAIN
000240	02/24/2003	HAP	DANSIO, RICARDO	ANNETTE SWAIN
D00001	01/08/2003	HAP	DANSIO, RICARDO	ANNETTE SWAIN
D00001	01/08/2003	HAP	DAVIESS, KATHRYN	ANNETTE SWAIN
000230	03/21/2002	HAP	DANSIO, RICARDO	ANNETTE SWAIN
000229	03/21/2002	HAP	WILLIAMS, ALEXANDER	ANNETTE SWAIN
000228	03/21/2002	HAP	DAVIESS, KATHRYN	ANNETTE SWAIN
000227	03/21/2002	LL Receivable	LANDLORD RECEIVABLE REPMT	ANNETTE SWAIN
000227	03/21/2002	HAP	LYBARGER, ANDY	ANNETTE SWAIN
	02/13/2002	HAP	ADJUSTMENT TO LANDLORD PAYMENT HIS	ANNETTE SWAIN
000211	12/02/2001	HAP	DANSIO, RICARDO	ANNETTE SWAIN
000210	12/02/2001	HAP	WILLIAMS, ALEXANDER	ANNETTE SWAIN
000209	12/02/2001	HAP	DAVIESS, KATHRYN	ANNETTE SWAIN
000208	12/02/2001	HAP	LYBARGER, ANDY	ANNETTE SWAIN
000192	11/20/2001	HAP	DANSIO, RICARDO	ANNETTE SWAIN
000191	11/20/2001	HAP	WILLIAMS, ALEXANDER	ANNETTE SWAIN

Check Adjustments Tab

The Check Adjustments tab enables you to add, edit, or delete check adjustments for the selected landlord. Check adjustments are alterations to the subsidy checks that the landlord is scheduled to receive. Positive check adjustments are for additional payments or reimbursements to the landlord, while negative check adjustments are for fees that the landlord owes your agency ("landlord receivables").
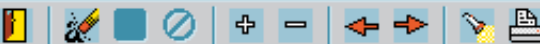
The top portion of this tab contains a table of all outstanding adjustments for the selected landlord. The bottom portion of this tab contains the data fields for the currently selected adjustment. Use the standard WinTen controls to edit the data on this tab, add or delete adjustments, and save or cancel your changes.

Maintain Landlords

File   Edit   Tools

Landlord Name ANNETTE SWAIN   ID **416-61-6693**

Landlord Data | Owner - 1099 | Monthly Payment | Check History | Check Adjustments | Notes

Tenant's Name	Description	Total to Adjust	Monthly Adjustment	Adjusted This Month	Remaining Balance
	Landlord Receivable	-2,000.00	-120.00	0.00	-1,160.00
RAFAT, ALIA	RAFAT, ALIA - HAP Adjustment	50.00	50.00	0.00	50.00

Tenant's Name RAFAT, ALIA   Total to Adjust 50.00   Monthly Adjustment 50.00

Description RAFAT, ALIA - HAP Adjustment   Remaining Balance 50.00   Adjusted This Month 0.00

Ledger Project KY132VO0001

Check Adjustments Tab Data Fields

Tenant's Name
This is the name of the tenant to whose record this adjustment applies, if applicable.

Description
This is a brief (50-character) description of the adjustment.

Ledger Project
This drop-down selection box enables you to specify the ledger project in which this adjustment should be recorded.

Total to Adjust
This is the adjustment's total amount.

Monthly Adjustment
This is the amount that should be applied to this landlord's checks each month to perform this adjustment.

Remaining Balance
This is the remaining balance that has yet to be applied to this adjustment.

Adjusted This Month
This is the amount that has been applied to the landlord's checks this month to perform this adjustment.

Hint: Total to Adjust

Remember, a positive adjustment amount indicates extra money being paid to the landlord, while a negative adjustment amount indicates money being held out of the landlord's check.

Notes Tab

The Notes tab enables you to store an unlimited amount of notes or miscellaneous information regarding the selected landlord. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

Maintain Landlords

File   Edit   Tools

Landlord Name ANNETTE SWAIN   ID **416-61-6693**

Landlord Data | Owner - 1099 | Monthly Payment | Check History | Check Adjustments | Notes

LANDLORD NOTES

4/1/1999
Placed on hold. Has not submitted signed W-9 form to us yet.
- AKL

5/3/1999
W-9 submitted, payment hold released.
- GKP

7/5/2001
On vacation out of the country, do not mail checks until she returns.
- DMJ

7/22/2001
Back home. Stopped by office and picked up held checks.
- DMJ

Account Adjustment Tab

The Account Adjustment tab only appears if you click the Add Adjustment button on the Landlord Data tab. This tab enables you to enter a manual adjustment for a check or payment that was not recorded in the program through standard data processing. When you save an adjustment from this tab, the program reduces the calendar and YTD HAP payments accordingly.

When you enter the Account Adjustment tab, it is in edit mode. Enter the data for the adjustment and click the Save button to save it or the Cancel button to cancel it. The Account Adjustment tab disappears and the program returns to the Landlord Data tab.

Hint: Why would I need to make a manual adjustment?

The most common reason for making a manual adjustment is to record a check that wasn't printed through Section 8 check processing. For example, if your office's printer broke and you hand-wrote a check to a landlord, this is where you would record it. Likewise, if a landlord wrote your agency a personal check to repay an overpayment, you would record that here.

Maintain Landlords

File   Edit   Tools

Landlord Name ANNETTE SWAIN   ID **416-61-6693**

| Landlord Data | Owner - 1099 | Monthly Payment | Check History | Check Adjustments | Notes | Account Adjustments |

LANDLORD ACCOUNT ADJUSTMENT

Manual Check Adjustment   ☐

CHECK INFORMATION - (Use a '-' If This is a Negative Adjustment)

Check Number for This Adjustment   [   ]

Date Check was Written   [02/24/2003]

Adjustment Amount	Total HAP before currrent adjustment
Adjustment Amount [0.00]	Calendar Year-To-Date [1820.00]
Backup Withholding Taxes [0.00]	Fiscal Year-To-Date [1820.00]

Ledger Debit Account	Ledger Credit Account
[▼]	[▼]
You Have Not Entered an Adjustment Amount.	You Have Not Entered an Adjustment Amount.

Adjustments Tab Data Fields

Manual Check Adjustment
Check this box if the adjustment is a manual (hand-written) check.

Check Information

If the Manual Check Adjustment check box is checked, these fields become editable.

Check Number for this Adjustment
This is the number of the check in question.

Date Check Was Written
This is the date on which the check was written.

Adjustment Amount

Adjustment Amount
This is the amount for which you are making the adjustment. To enter a negative adjustment (such as a void of a manual check), enter a minus sign (-) in front of the amount.

Tax Withheld
If applicable, this is the amount of tax withheld from the check whose data you are entering.

Total HAP Before Current Adjustment

Calendar Year-to-Date
This is the total amount of HAP the landlord has received in the calendar YTD. You cannot edit this field - the program fills in this data from the Landlord Data tab.

Fiscal Year-to-Date
This is the total amount of HAP the landlord has received in the fiscal YTD. You cannot edit this field - the program fills in this data from the Landlord Data tab.

Ledger Debit Account
This drop-down selection box enables you to specify the General Ledger account against which this adjustment should be debited.

Ledger Credit Account
This drop-down selection box enables you to specify the General Ledger account toward which this adjustment should be credited.

MAINTAIN TENANTS

The core purpose of the Section 8 Tenant and Landlord program is to track the financial data for the individuals participating in your agency's Section 8 program. This job has two aspects: tracking tenant records and tracking landlord records. The Maintain Tenants area of the program enables you to add new tenant records and edit existing ones. To access this area of functionality, click the Tenants button or press <T> at the Main Menu.
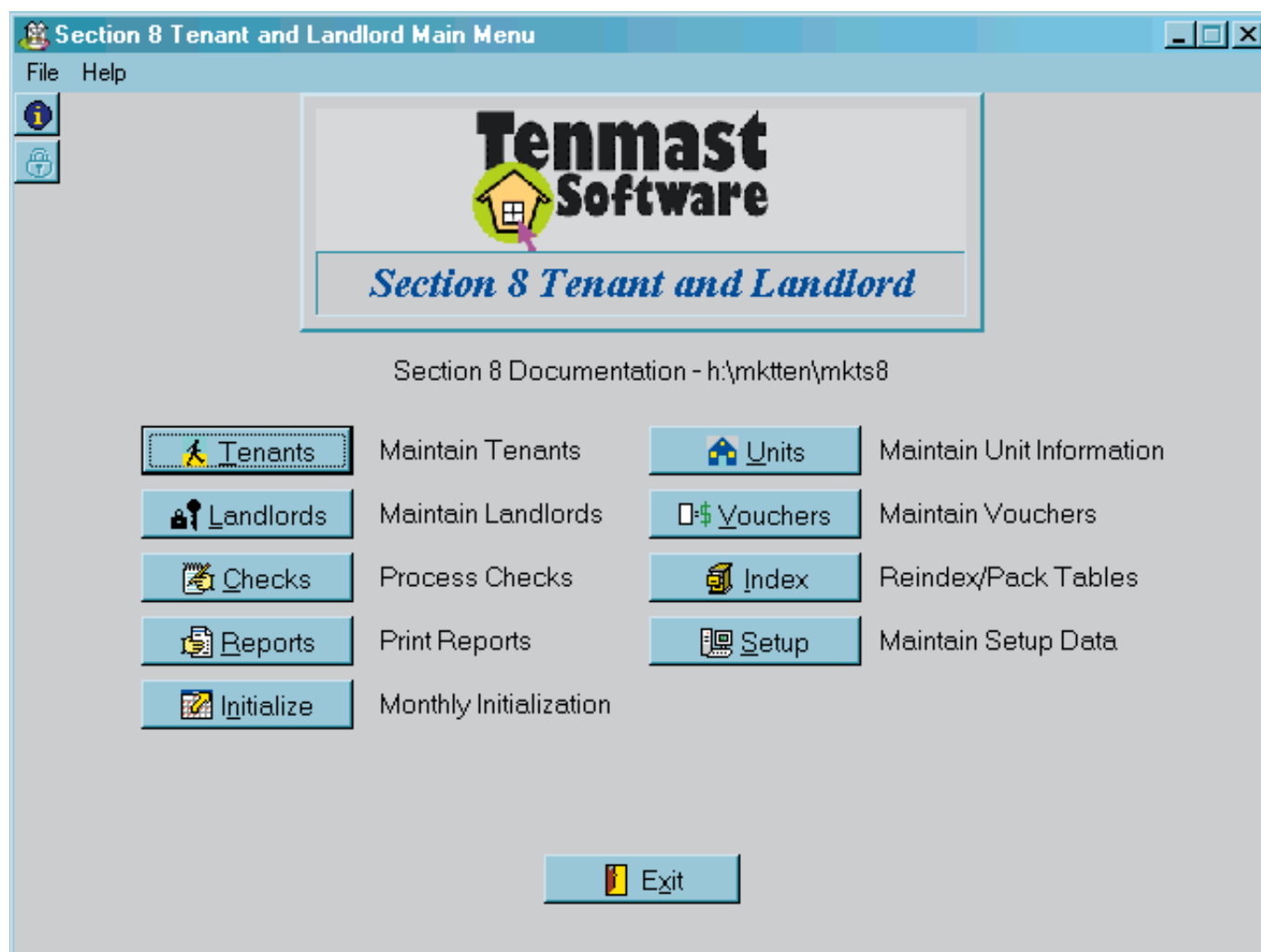
Browse Tenants Screen

The first screen that appears when you enter the Add/Edit/Review Tenants area is the Browse Tenants screen. This screen contains a table of all of the tenants in Section 8's database. From this screen, you can add a new tenant or review and edit an existing tenant's record.

The two large buttons at the top of the screen allow you to select which tenant database you are working with. Current tenants are those who are currently receiving Section 8 subsidies from your agency. History tenants are those who once received assistance from your agency but currently do not.

Once you have chosen which database you want to use, you can either add a new tenant record or review and edit an existing one.

Tenant Last Name	Tenant First Name	Tenant SSN	Street Address	Contract Number
CARTER	FRANCIS	566-41-1274	2109 PALATKA DR	
DANSIO	RICARDO	646-56-5614	3550D BLUE RIDGE RD	
DAVIESS	KATHRYN	165-51-6134	3550B BLUE RIDGE RD	
DEVRIES	CAITLIN	353-54-6511	1680 DOVER DR	
DONOHUE	MICHAEL	131-32-4654	197 WEST VINE ST	
DYSON	HUNTER	648-64-1354	2091 JERICHO DR	
GRABOWSKI	GEOFF	461-64-1631	152 PHILLIPS CT	
HANCOCK	JEFFREY	564-31-5764	1921 PHELPS LN	
KILEY	ELLEN	156-41-6571	881 GREGORY LN	2000-0078
LANGLOIS	JASON	543-13-6131	882 GREGORY LN	
LYBARGER	ANDY	556-65-6461	3550A BLUE RIDGE RD	
MORRIS	CHRISTOPHER	564-56-4614	455A PIMLICO DR	
PORTER	JAMES	456-46-1651	381 PHILLIPS CT	
RAFAT	ALIA	456-46-1133	196 WEST VINE ST	
SIMMS	VICTOR	616-61-3154	195 WEST VINE ST	

Tenant Search Screen Controls

Current and History Buttons

This pair of buttons allows you select the tenant database with which you want to work.

Search By...

This set of radio buttons determines the order in which the tenant records are displayed in the table.

Search For

This data field enables you to search for a specific tenant record. Enter the target of your search in this data field and click the Go button. The program searches whichever set of fields you have selected with the Search By radio buttons and highlights the first record in the table that matches your search target.

Add/Move In Button

Click this button to add a new tenant. This opens the Review/Edit Tenants screen on a blank tenant record. This screen is described in more detail on the following pages.

Edit/Review Button

Click this button to review and/or edit the currently selected tenant. This opens the Review/Edit Tenants screen on that tenant's record. This screen is described in more detail on the following pages.

Review/Edit Tenants Screen

The Review/Edit Tenants screen contains the complete data for one selected tenant record. It has six tabs that are always available: Tenant Data, Rent Calc., ORC Changes, Payment Info, FSS Data, and Check Hist. If you are using Tenmast's MS-DOS-based Inspections program, the Inspections tab also appears. If the tenant is marked as an incoming portable tenant on the Tenant Data tab, the Portable tab also appears. If the program is set up to process tenant receivables, the Receivable tab also appears. This screen always opens on the Tenant Data tab, as shown below.

Tenant Data Tab

The Tenant Data tab contains the basic identifying information for the selected tenant and his landlord. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

Tenant Data Tab Controls

Print Tenant Reports Button

The Print Tenant Reports button opens the Tenant Reports dialog box. This dialog box enables you to print reports on the selected tenant. It is described in detail at the end of this chapter.

Change Landlord Button

The Change Landlord button opens the Landlord Select dialog box. This dialog box enables you to select a new landlord for the tenant. Click on the appropriate landlord and click OK to save your change or Cancel to cancel it.

Unit Information Button

The Unit Information button opens the Maintain Assisted Housing Units sub-screen to the record for the tenant's unit. This sub-screen is described in detail at the end of this chapter.

Transfer Tenant Button

The Transfer Tenant button enables you to transfer the selected tenant into a new unit. When you click this button, the Transfer Date dialog box appears. Enter the effective date of the transfer and click OK, or click Cancel to cancel the process.

If you click OK, the Browse Housing Units dialog box opens. Select the unit into which to transfer the tenant and click the Select Unit button. The program changes the tenant's records to reflect the new unit.

NOTE: If the tenant is in the Occupancy and Rent Calculation program in this data area, you must transfer him to a new unit in that program. You cannot use this function.

Searching for a Unit Button

This button enables you to mark the tenant as "searching for a unit." This condition occurs when the tenant wants to transfer between units within your agency's jurisdiction, you are not currently subsidizing the tenant, and you have issued a voucher to allow this process. When you click this button, the Searching for a Unit dialog box opens. Enter the issue and expiration dates for the voucher and click OK. The program marks the tenant as searching.

While the tenant is marked as searching, you cannot perform editing actions. You must transfer the tenant to a new unit before you can edit the record.

Searching for a Unit

This feature is used to show that the tenant has moved from the current unit and is searching for a new unit with a voucher. The tenant will be moved out of the current unit and will NOT receive a HAP or URP check. The tenant can only be made active by transferring into a new unit. If the tenant does not locate a unit, they may be deleted to history.

Date voucher issued 02/14/2002

Date voucher expires 04/15/2002

✓ OK   ✗ Cancel

Change SSN Button

This button enables you to change the Social Security number of the currently selected tenant. When you click this button, the SSN field becomes editable. Enter the tenant's new SSN and click the Save button to save the change or the Cancel button to cancel it. When you change a SSN, the program updates its databases, changing that SSN to its new value in every record associated with that number.

Mark Tenant for Deletion Button

This button enables you to mark a tenant record for future deletion from the Section 8 database. When you click this button, the record becomes editable. Enter any comments you may need to make regarding the reasons for deletion and click the Save button. The program marks the tenant for deletion.

During the next monthly initialization, the tenant's record will be deleted and moved to the history database. The program will also change the tenant's records in Occupancy and Rent Calculation to have a transaction code of 6 (End of Participation), set the effective date to the termination date, and create an eTrans record for the tenant.

Unmark Tenant for Deletion Button

Click this button to revoke the "marked for deletion" status from a tenant record.

Show Inspections Button

Click this button to open the Browse Inspections sub-screen, described at the end of this chapter. The Browse Inspections sub-screen enables you to view inspections performed on this tenant's unit. This button is available only if you are running the WinTen Section 8 Inspections program.

Mailing Address Button
If the tenant's mailing address is different from his physical address, click the Mailing Address button. This opens the Review/Edit Mailing Address dialog box. Use the standard WinTen controls to edit this data and save or cancel your changes.

Additional Telephone Numbers Button
If the tenant has more than one telephone number, click the Additional Telephone Numbers button to open the Additional Telephone Numbers dialog box. Use the standard WinTen controls to edit this data and save or cancel your changes.

Tenant Data Tab Data Fields

Tenant Information

SSN
This is the tenant's Social Security number.

Searching for a Unit
If the tenant is searching for a unit (attempting to transfer between units in your agency's jurisdiction), this box is checked. Use the Searching for a Unit button to change this indicator.

First Name, Last Name
These fields are the tenant's first and last name.

Care Of
This is the individual to whose attention correspondence to this tenant should be sent.

Street
This is the tenant's street address. You cannot edit this field; the program draws this information from the Rent Reasonableness program.

City, State, Zip
This is the tenant's city, state, and zip code. You cannot edit this field; the program draws this information from the Rent Reasonableness program.

Property ID
This is a unique identifier assigned to the tenant's current unit by the WinTen programs. This data is used by Tenmast personnel for diagnostic purposes. You cannot edit this field.

County
This is the county in which the tenant lives. You cannot edit this field; the program draws this information from the Rent Reasonableness program.

Phone
This is the tenant's phone number.

Management Code

This drop-down selection box enables you to select the management code, if applicable, for this tenant.

Caseworker

This drop-down selection box enables you to select the caseworker assigned to this tenant.

Voucher Information

Searching for a Unit

If this box is checked, the tenant is searching for a unit. To edit this condition, click the Searching for a Unit button.

Project

This drop-down selection box enables you to specify the project from which the tenant receives rent subsidy.

Voucher

This is the tenant's voucher number.

Admission Date

This is the tenant's admission date.

Landlord Information

To edit these fields, click the Change Landlord button.

Landlord Name

This is the name of the tenant's landlord.

Landlord ID

This is the landlord's SSN or EIN.

Detailed Information

Portable

If the tenant is portable, check this box. The Portable tab of this screen is available if this box is checked.

I/O Portable

This drop-down selection box enables you to specify the tenant's portability type, if applicable.

Tenant Type

This is the tenant's type (for 50058 reporting purposes). You cannot edit this field; the program draws this information from the Occupancy and Rent Calculation program.

Voucher Size

This is the bedroom size for which the tenant has a voucher.

HTH

Check this box if the tenant is hard to house.

Hint: I/O Portable

If you indicate that the tenant is an incoming portable, the Portable tab becomes available on this screen.

If you indicate that the tenant is an outgoing portable, the Outgoing Portable Transfer dialog box (see below) opens when you save the tenant's record. Enter the date of the transfer and click OK. The program changes the tenant's record in Occupancy and Rent Calculation to have a transaction code of 5 (Portability Move-Out), changes the effective date of the transaction to the move-out date you entered, and creates an eTrans record.

HTH Status

This drop-down selection box enables you to specify the status of the collection of the tenant's Hard to House fee.

# of Beds

This is the number of bedrooms in the tenant's current unit. You cannot edit this field; the program draws this information from the Rent Reasonableness program.

Race

This is the tenant's race. You cannot edit this field; the program draws this information from the Occupancy and Rent Calculation program.

Ethnicity

This is the tenant's ethnicity. You cannot edit this field; the program draws this information from the Occupancy and Rent Calculation program.

Elderly

If this box is checked, the tenant is elderly. You cannot edit this field; the program draws this information from the Occupancy and Rent Calculation program.

Dependents

This is the number of dependents in the tenant's household.

Family Members

This is the number of members in the tenant's household.

Comments

Comment 1 and 2

These fields allow you to enter short (40-character) comments on the tenant.

Termination Date

This is the tenant's termination date, if the tenant is marked for deletion. You cannot edit this field; the program fills it in automatically.

Rent Calc Tab

The Rent Calc tab contains the rent calculation data for the selected tenant. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

Maintain Tenants

File   Edit   Tools

Tenant Name ELLEN KILEY   SSN 156-41-6571

| Tenant Data | Rent Calc. | ORC Changes | Payment Info. | FSS Data | Portable | Receivable | Check Hist. |

LEASE/CONTRACT INFORMATION

HAP Contract # 2000-0078   Lease Issue Date 05/01/2002

HAP Contract Date   Next Exam Date 03/28/2002

HAP Contract Sign Date

UTILITY COMPANY INFORMATION

Utility Company KENTUCKY UTILITIES

Utility Co Acct

CURRENT RENT CALCULATION

Tenant Type	Voucher	Tenant Rent	241.00	Minimum Rent Exempt ☐
Payment Standard Table	USR	Gross Rent	775.00	Security Deposit 0.00
Payment Standard	533.00	HAP Amount	469.00	Income Level
Contract Rent	710.00	URP Amount	0.00	
Utility Allowance	65.00			Annual Income 3500.00
Total Tenant Payment	64.00	Total Assistance Payment	469.00	Adjusted Income 2540.00

Rent Calc Tab Data Fields

Lease/Contract Information

HAP Contract #
This is the tenant's HAP contract number.

HAP Contract Date
This is the date on which the tenant's HAP contract was issued.

HAP Contract Sign Date
This is the date on which the tenant signed his HAP contract.

Lease Issue Date
This is the date on which the tenant's lease was issued or last underwent a rent change.

Next Exam Date
This is the date for the tenant's next annual re-examination.

Utility Company Information

If you have set up utility billing for seasonal billing, the Summer and Winter fields are available, as shown on the screen image. If you have not set up seasonal billing, the program only displays a single set of code and account fields.

Summer Utility Company Code
This drop-down selection box enables you to specify the utility company used for summer utility billing.

Summer Utility Co Account
This is the tenant's account number with the utility company specified above.

Winter Utility Company Code
This drop-down selection box enables you to specify the utility company used for winter utility billing.

Winter Utility Co Account
This is the tenant's account number with the utility company specified above.

Current Rent Calculation

You cannot edit the Current Rent Calculation fields. The program draws this data from the WinTen Occupancy and Rent Calculation program.

Tenant Type
This is the tenant's type (for 50058 reporting purposes).

Payment Standard Table
This is the identifying code of the payment standard table that applies to this tenant.

Payment Standard
This is the tenant's payment standard.

Contract Rent
This is the tenant's contract rent.

Utility Allowance
This is the tenant's utility allowance.

Total Tenant Payment
This is the tenant's total monthly payment.

Tenant Rent
This is the tenant's paid rent.

Gross Rent
This is the tenant's gross rent.

HAP Amount
This is the tenant's housing assistance payment.

URP Amount
This is the tenant's utility reimbursement payment.

Total Assistance Payment
This is the total assistance payment the tenant receives.

Minimum Rent Exempt
If the tenant is exempt from minimum rent, this box is checked.

Security Deposit
This is the tenant's security deposit.

Income Level
This is the tenant's income level: low, very low, or extremely low.

Annual Income
This is the tenant's annual income.

Adjusted Income
This is the tenant's annual income after expense adjustments.

Hint: Too many rents!

Contract Rent is what the landlord is charging for the unit (the rent that is on the lease).

Tenant Rent is the contract rent minus the tenant's HAP amount (the amount of the lease for which the tenant is responsible).

Gross Rent is the contract rent plus any utility allowance that your agency allows for the unit.

ORC Changes Tab

When you recertify a tenant or perform other editing actions on that tenant's record in the Occupancy and Rent Calculation program, these changes don't automatically appear in the tenant's record in Section 8. Changes often have effective dates in the future, which means that applying those changes immediately would cause errors in the tenant's data for the months between the present day and the effective date of the change.

The WinTen programs handle this by using the Future Changes database. When you make a change in Occupancy and Rent Calculation that shouldn't immediately take effect in Section 8, Occupancy and Rent Calculation records the change in this database. Whenever Section 8 initializes into a new month, it checks this database for changes that need to be applied during the new month.

Maintain Tenants

File   Edit   Tools

Tenant Name ELLEN KILEY   SSN 156-41-6571

| Tenant Data | Rent Calc. | ORC Changes | Payment Info. | FSS Data | Portable | Receivable | Check Hist. |

Effective Date	Transaction Code	Who Created	Date of Change	HAP Amount	URP Amount
03/28/2002	5	CAO	02/20/2003	469	0
03/01/2003	2	CAO	02/20/2003	0	1
03/28/2003	2	CAO	02/20/2003	1	1
04/01/2003	2	CAO	02/20/2003	0	1
05/01/2003	2	CAO	02/20/2003	0	1
06/01/2003	2	CAO	02/20/2003	0	1
07/01/2003	2	CAO	02/20/2003	0	1

SSN 156-41-6571   Effective Date 03/28/2002

Tenant Name KILEY, ELLEN P

Transaction Code Portability Move-out   TTP 64

Who Created Change CAO   Utility Allowance 65

Date of Change 02/20/2003   HAP Amount 469

Property ID BNKSONSJ   URP Amount 0

NEXT TENANT CHANGE TO BE PROCESSED DURING MONTHLY INITIALIZATION

The ORC Changes tab lists the future change records that exist in the ORC Changes database for the currently selected tenant. The top half of the tab is a table of all future change records. The bottom half contains the detailed information for the currently selected future change. You cannot edit the data on this tab. To change or undo a future change record, you must use the Occupancy and Rent Calculation program.

ORC Changes Tab Other Functions

Apply ORC Tenant Changes
Use this command to apply the currently selected future change immediately, rather than waiting for it to take effect during monthly initialization.

Undo Last ORC Tenant Change
Use this command to undo the last future change from Occupancy and Rent Calculation that was applied to the tenant.

Hint: Why apply a future change immediately?

This function is most often used when you have a change that needs to take effect in the middle of a month. For example, if a tenant transfers on the 15th of a month and you need to be able to pay his landlord, use the Apply ORC Tenant Changes command to immediately record the changes to the record so he'll be listed as one of his landlord's tenants when it's time to process HAP checks.

ORC Changes Tab Data Fields

SSN
This is the tenant's Social Security number.

Tenant Name
This is the tenant's name.

Effective Date
This is the future change's effective date.

Transaction Code
This is the PIC transaction code for the Form HUD-50058 record that corresponds to the future change.

Who Created Change
This is the user name or initials of the user who created the future change record.

Date of Change
This is the date on which the future change was created.

TTP
This is the TTP that will be in effect for the tenant after the change's effective date.

Utility Allowance
This is the utility allowance that will be in effect for the tenant after the change's effective date.

HAP Amount
This is the HAP that will be in effect for the tenant after the change's effective date.

URP Amount
This is the URP that will be in effect for the tenant after the change's effective date.

Payment Info Tab

The Payment Info tab contains the current payment amounts for the selected tenant. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes. The top portion of the tab displays the tenant's current outstanding payments, while the bottom portion contains a table of all outstanding adjustments to the tenant's HAP and URP payments.

When you click the Edit button, the Add and Delete buttons become usable. Use the standard WinTen controls to edit the data on this tab, add or delete adjustments to the tenant's payments, and save or cancel your changes.

Hint: Adjustments

Check adjustments are alterations to the subsidy checks that a tenant or landlord is scheduled to receive. Positive check adjustments are for additional payments or reimbursements, while negative check adjustments are for fees that the landlord or tenant owes your agency.

Maintain Tenants

File   Edit   Tools

Tenant Name ELLEN KILEY   SSN 156-41-6571

| Tenant Data | Rent Calc. | ORC Changes | Payment Info. | FSS Data | Portable | Receivable | Check Hist. |

LEASE ISSUE DATE	NEXT EXAM DATE
05/01/2002	03/28/2002

When to Pay [ ]   Ledger Account Project KY132VO0001 ▼

	Hold Code	Reason Held	To Be Paid Next Check		Adjustment Next Check		Check Amount	HAP/URP This Month
Tenant URP	[ ]		51.00	+	20.00	=	71.00	0.00
Landlord HAP	X	Next Exam Date Missed	469.00	+	50.00	=	519.00	0.00
Port. Admin Fee			0.00					0.00

Check Adjustments

Type	Description	Total to Adjust	Monthly Adjustment	Adjusted This Month	Remaining Balance	Ledger Acct Project
HAP	HAP adjustment - admin fee reimbursement	50.00	50.00	0.00	50.00	KY132VO0001
URP	URP adjustment - service outage credit	20.00	20.00	0.00	20.00	KY132VO0001

Future outgoing portable admin. fee   [0.00]

Payment Info Tab Data Fields

Lease Issue Date
This is the date the tenant's current lease was issued. You cannot edit this field; this date is only editable on the Rent Calc tab.

Next Exam Date
This is the date of the tenant's next annual re-examination. You cannot edit this field; this date is only editable on the Rent Calc tab. If the Section 8 program is initialized into a month that falls after this date, the tenant's payments are suspended (placed on hold) until the re-certification is recorded and the tenant's re-examination date is changed.

When to Pay
The When to Pay field enables you to include the selected tenant in a payment group, indicated by a single letter in this field. When you process checks, you have the option to only process checks for the tenants in a specific payment group. For example, if you enter "A" in this field, this tenant's payments will be included in every check run for payment group A.

Ledger Project Account
This drop-down selection box enables you to select a project against whose ledger accounts this tenant's payments will be applied. The options in this field are the projects set up on the Ledger Posting Setup tab of the Setup screen.

Hold Code and Reason Held (Tenant URP and Landlord HAP)
These fields show if tenant and/or landlord checks for this tenant are being held. Enter "H" in this field to hold the check. If the check has already been written for the current month, the program automatically enters "P" in this field to prevent duplicate check printing. If the current month is later than the tenant's next exam date, the program automatically enters "X" in this field to prevent payments from being sent until the tenant is re-certified. If this field is blank, the tenant's or landlord's checks are not being held.

The Reason Held field is a brief (25-character) description of the reason the check is being held. The program automatically fills in this field if the hold code is "P" or "X."

To Be Paid Next Check (Tenant URP and Landlord HAP)
This is the base amount that will be on each check during the next check processing sequence.

Hint: Total to Adjust

Remember, a positive adjustment amount indicates extra money being added to the HAP or URP payment, while a negative adjustment amount indicates money being held out of the payment.

Adjustment Next Check (Tenant URP and Landlord HAP)

This is the total amount of all adjustments, if any, that will apply to each check during the next check processing sequence.

Check Amount (Tenant URP and Landlord HAP)

This is the actual amount, including all adjustments, that will be on each check.

HAP/URP This Month

This is the amount of HAP or URP that the tenant has already received this month.

Future outgoing portable admin fee

If this tenant is an outgoing portable tenant (moved to another agency's unit) with an upcoming rent change that will affect his administrative fee, this is his future administrative fee as of the next monthly initialization.

Check Adjustment Table Data Fields

Type

This is the type of check receiving the adjustment: HAP or URP.

Description

This is a brief (50-character) description of the adjustment.

Total to Adjust

This is the adjustment's total amount.

Monthly Adjustment

This is the amount that should be applied to this landlord's checks each month to perform this adjustment.

Adjusted This Month

This is the amount that has been applied to the landlord's checks this month to perform this adjustment.

Remaining Balance

This is the remaining balance that has yet to be applied to this adjustment.

Ledger Acct Project

This is the ledger project in which this adjustment will be recorded.

Hint: Tenants with Adjustments Changing Landlords

If a tenant with an outstanding check adjustment moves into a unit with a different landlord, HAP adjustments stay with the landlord, while URP adjustments stay with the tenant.

FSS Data Tab

The FSS Data tab contains family self-sufficiency data for the selected tenant. Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

NOTE: Unless you check the Is Household Part of FSS Program box, no other data field on this tab is editable.

FSS Data Tab Data Fields

Is household part of FSS program
Check this box if the selected household is part of your agency's FSS program.

Basic FSS Information

FSS Plan Beginning Date
This is the date on which the tenant was enrolled in the FSS program.

FSS Plan Ending Date
This is the date on which the tenant's FSS enrollment is scheduled to end.

Monthly Escrow Payment Amt.
This is the amount of the normal monthly FSS payment into this tenant's escrow account.

Amount to be paid this month
This is the amount of this month's FSS payment into this tenant's escrow account.

Up to Date FSS Escrow Bal
This is the current balance of the tenant's FSS escrow account.

FSS Payment Information

Payment Hold Code
This field shows if the tenant's escrow payments are being held. Enter "H" in this field to hold payments. If the check has already been written for the current month, the program automatically enters "P" in this field to prevent duplicate deposits. If this field is blank, the tenant's checks are not being held.

Date of Last Escrow Payment
This is the date on which the tenant's last escrow payment was deposited.

Current Month Interest Earned
This is the amount of interest the account has earned since the tenant entered the FSS program.

Contract to Date Interest Earned
This is the amount of interest the account has earned as of the current month.

FSS Escrow Bank Information
If Section 8 is set up to only send one FSS check to the escrow account for all tenants, the FSS Escrow Bank Information fields cannot be edited.

Deposit Escrow Payments To
This is the name of the bank that holds the FSS escrow account.

Street Address
This is the bank's street address.

City, State, Zip Code
These three fields are the bank's city, state, and zip code.

FSS Escrow Account Number
This is the account number of the tenant's FSS escrow account.

Check Hist(ory) Tab

The Check History tab contains a table of all checks paid to this tenant or his landlord. You cannot edit the data on this tab. The table is significantly wider than the screen - use the horizontal scroll bar at the bottom of the table to view the parts of the table that are off the screen.

Maintain Tenants

File   Edit   Tools

Tenant Name ELLEN KILEY   SSN |156-41-6571

Tenant Data | Rent Calc. | ORC Changes | Payment Info. | FSS Data | Portable | Receivable | Check Hist. |

Check Number	Check Date	Type of Payment	Recipient	Amount	Project
000237	01/08/2003	HAP	RANDY HOLZSCHLAG	5497.00	KY132VO
000219	03/21/2002	HAP	RANDY HOLZSCHLAG	318.00	KY132VO
000219	03/21/2002	HAP	VOID - RANDY HOLZSCHLAG	-318.00	KY132VO
000200	12/02/2001	HAP	RANDY HOLZSCHLAG	505.00	KY132P00
000181	11/20/2001	HAP	RANDY HOLZSCHLAG	308.00	KY132P00
000158	02/16/2001	HAP	RANDY HOLZSCHLAG	1.00	

Inspections Tab

The Inspections tab contains the data for the most recent inspection for this tenant. If you have Tenmast's MS-DOS-based Section 8 Inspections program, the program automatically fills in this data and you cannot edit the data on this tab. If not, use the standard WinTen controls to edit the next inspection date and time fields and save or cancel your changes.

Edit/Review Tenants

File Edit Tools

Tenant Name ELLEN KILEY   SSN 156-41-6571

Tenant Data | Rent Calc. | Future Changes | Payment Info. | FSS Data | Check Hist. | Inspections | Notes

TENANT INSPECTIONS LISTING

Next Insp. Date 02/11/2001	Last Insp. Date		Inspector	
Next Insp. Time [:]	Last Insp. Time	To	Type	Summary

Inspector Notes

Landlord Notes

Tenant Notes

INSPECTION COMMENTS

Inspections Tab Data Fields

Next Inspection Date
This is the date of the unit's next scheduled inspection.

Next Inspection Time
This is the time of the unit's next scheduled inspection.

Last Inspection Date
This is the date of the unit's last inspection.

Last Inspection Time ... To
These two fields are the starting and ending times of the unit's last inspection.

Inspector
This is the inspector who conducted the unit's last inspection.

Type
This is the type of inspection that was last performed: I(nitial), R(einspect), or (S)pecial.

Summary
This is the outcome of the last inspection: P(ass), F(ail), or I(ncomplete).

Inspector Notes
This field contains any notes to the inspector on the inspection.

Landlord Notes
This field contains any notes to the landlord on the inspection.

Tenant Notes
This field contains any notes the tenant had on the inspection.

Inspection Comments
This field contains information on any deficiencies the inspector identified during the inspection.

Portable Tab

The Portable tab contains the tenant's portability data. This tab is only available if the tenant is designated as an incoming portable tenant on the Tenant Data tab.

Use the standard WinTen controls to edit the data on this tab and save or cancel your changes.

Maintain Tenants

File Edit Tools

Tenant Name ELLEN KILEY   SSN 156-41-6571

Tenant Data | Rent Calc. | ORC Changes | Payment Info. | FSS Data | Portable | Receivable | Check Hist.

PORTABLE TENANT HOUSING AUTHORITY INFORMATION

Initiating Housing Authority [   ]   Tenant # [   ]

Address [   ]   HA Bill # [   ]

City , State, Zip [   ] [▼] [   ]   PHA ID [   ]

CURRENT INVOICE INFORMATION		FAMILY INFORMATION

CURRENT INVOICE INFORMATION

Monthly HAP to Owner	469.00
Monthly URP to Tenant	0.00
Initiating HA FMR (Optional)	520.00
Administrative Fee Received (80% of Initiating HA Admin Fee)	0.00
Hard to House Fee	0.00
Amount of current DUV checks	0.00
Total current charge	469.00

FAMILY INFORMATION

Family   ELLEN KILEY
Street Address   881 GREGORY LN
City, State Zip   LEXINGTON, KY 40561
Voucher # 2000-0078

RECEIVABLE STATUS

Previous Balance	3352.00
Current Charges	469.00
Month to date payments	0.00

Balance Due   3821.00

Portable Tab Controls

Receive Payment Button
The Receive Payment button opens the Portability Payment dialog box. This dialog box enables you to record the receipt of a partial or full payment of portability charges.

Enter the amount of the payment and click OK. The program records the payment and adjusts the screen's balances accordingly.

Portability Payment   [X]

Please enter the payment amount.

[30.00]

[OK]   [Cancel]

Portable Tab Data Fields

Portable Tenant Housing Authority Information

The Portable Tenant Housing Authority Information data fields contain information on the agency from which the tenant is an incoming portable.

Initiating Housing Authority
This is the name of the agency from which the tenant is coming.

Address
This is the initiating agency's street address.

City
This is the initiating agency's city.

State
This drop-down selection box enables you to specify the initiating agency's state.

Zip Code
This is the initiating agency's zip code.

HA Bill #
This is the reference number for billing and other correspondence with the initiating agency regarding this portable tenant.

Current Invoice Information

Monthly HAP to Owner
This is the monthly HAP for the tenant's new unit. You cannot edit this field; the program fills it in automatically with the HAP Amount value from the Rent Calculation tab.

Monthly URP to Tenant
This is the monthly URP for the tenant's new unit. You cannot edit this field; the program fills it in automatically with the URP Amount value from the Rent Calculation tab.

Initiating HA FMR (Optional)
This is the FMR of the unit in which the tenant was housed in the initiating agency.

Administrative Fee Received (80% of Initiating HA Admin Fee)
This is the administrative fee that your agency has received from the initiating agency.

Hard to House Fee
This is the hard to house fee, if applicable, for the tenant.

Amount of Current DUV Checks
This is the amount of any outstanding DUV check(s) for the tenant.

Total Current Charge

This is the total amount that the initiating agency owes your agency. You cannot edit this field; the program calculates it automatically.

Family Information

The Family Information data fields are for informational purposes only. You cannot edit them. They contain information on the incoming portable household.

Family

This is the name of the head of the household.

Street Address

This is the household's current street address.

City, State, Zip

This is the household's current city, state, and zip code.

Voucher #

This is the household's current voucher number.

Receivable Status

Previous Balance

This is the previous month's ending balance owed to your agency by the initiating agency.

Current Charges

This is the amount of current charges owed to your agency by the initiating agency.

Month to Date Payments

This is the total of all payments made to your agency by the initiating agency during the current month.

Balance Due

This is the balance that the initiating agency owes you agency. You cannot edit this field; the program calculates it automatically.

Hint: What happens to this tab during initialization?

During monthly initialization, the program updates the HAP and URP amounts with the HAP and URP values from the Rent Calculation tab. The Previous Balance becomes the old Previous Balance plus the old Current Charges, and the program updates the Current Charges field to include this month's HAP and URP.

Receivable Tab

The Receivable tab contains data on payments that the tenant owes your agency for damages, unpaid rent, vacancy, or other charges. This tab is only available if Section 8 Tenant and Landlord is set up to process receivables (on the Default Directory Settings sub-tab of the Default Settings tab of the Setup screen).

Use the standard WinTen controls to edit the data on this screen and save or cancel your changes.

Hint: What happens to this tab during initialization?

During monthly initialization, the program adds current charges to prior charges, then zeroes out current charges.

Maintain Tenants

File   Edit   Tools

Tenant Name   ELLEN KILEY   SSN 156-41-6571

Tenant Data | Rent Calc. | ORC Changes | Payment Info. | FSS Data | Portable | Receivable | Check Hist.

RECEIVABLES INFORMATION   Invoice #   03010001

PRIOR CHARGES

Damage Charges	220.00	Other Charges	0.00
Vacancy Charges	0.00	Total Pmnts to Date	120.00
Unpaid Rent Charges	100.00		

CURRENT CHARGES

Damage Charges	0.00	Other Charges	0.00
Vacancy Charges	0.00		
Unpaid Rent Charges	0.00		

Description

RECEIVABLE BALANCE

Prior period receivable balance	200.00
Total current period charges	0.00
Month to date payments	0.00
Receivable Balance as of 02/24/2003	200.00

Receivable Tab Controls

Receive Payment Button

The Receive Payment button opens the Receive Tenant Payment dialog box. This dialog box enables you to record the receipt of the tenant's partial or full payment of charges.

Enter the amount of the payment and click OK. A dialog box opens that asks you if you want to print a receipt for the payment. Click Yes to print a receipt or No to record the payment without printing a receipt.

Receive Tenant Payment
AMOUNT RECEIVED
110.00
✓ OK   ✗ Cancel

Confirm
? Would you like to print a receipt for this payment?
Yes   No

Receivable Tab Data Fields

Receivables Information

Invoice #
This is the tenant's invoice number for the current charges.

Prior Charges

These are the totals of all charges that have been applied to the tenant's account before the beginning of the current month.

Damage Charges
This is the total of all prior damage charges.

Vacancy Charges
This is the total of all prior vacancy charges.

Unpaid Rent Charges
This is the total of all prior unpaid rent charges.

Other Charges
This is the total of all other charges.

Total Pmts to Date
This is the total of all receivables payments the tenant has made prior to the beginning of the current month.

Current Charges

These are the charges that have been applied to the tenant's account during the current month.

Damage Charges
This is the total of all current damage charges.

Vacancy Charges
This is the total of all current vacancy charges.

Unpaid Rent Charges
This is the total of all current unpaid rent charges.

Other Charges
This is the total of all current other charges.

Description
This is a brief (65 characters) description of the tenant's current charges.

Receivable Balance

The Receivable Balance data fields are for informational purposes only. You cannot edit them.

Prior Period Receivable Balance
This is the total amount of charges on the tenant's account at the end of the previous month.

Total Current Period Charges
This is the total amount of charges on the tenant's account as of the current month.

Month to Date Payments
This is the total amount of all payments that the tenant has made in the current month.

Receivable Balance as of (current date)
This is the tenant's receivable balance as of the current date.

Tenant Reports Dialog Box

When you click the Print Tenant Reports button on the Tenant Data tab, the Tenant Reports dialog box opens. This dialog box enables you to produce reports on the currently selected tenant. Select the radio button that corresponds to the report you want to produce, set any applicable formatting options, and click the Print button to print the report or the Preview button to preview it. When you are done producing reports, click the Cancel button to return to the Tenant Data tab.

Report Options

Tenant Receivable Reports
This radio button allows you access to a sub-set of four additional radio buttons. These allow you to select reports on tenant receivables - financial data on Section 8 tenants who owe your agency money.

Billings
This receivable report is a billing notice to the currently selected tenant, detailing the charges he owes your agency.

Receivable List
This report lists all tenants with balances due.

Mail Merge
This option does not produce a report. Instead, it produces a plain text file of all tenants with balances due.

When you run this "report," a standard Windows file save dialog box appears. Navigate to the location in which you want to save the mail merge file, enter the file name for the file, and click the Save button.
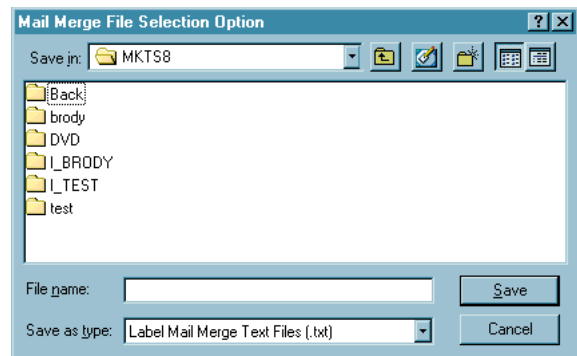
Payments Log
This report lists all tenant receivable payments made between a specified range of dates.

When you run this report, a dialog box opens. Enter the starting and ending dates of the date range that this report will cover and click OK.
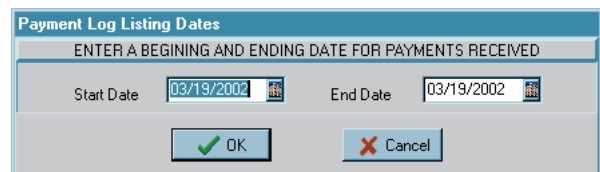
Portable Billing Invoice (HUD-52665)

This option is only available if the selected tenant is marked as portable on the Tenant Data tab. It enables you to produce the HUD-52665 form for the currently selected tenant.

When you run this "report," the HUD-52665 sub-screen opens. This sub-screen enables you to enter the data that will appear on the HUD-52665 form. Enter the required data (Part I for an outgoing portable tenant, Parts IIA and IIB for an incoming portable tenant), then click OK to produce the form or Cancel to cancel.

Portable Billing Statement

This option is only available if the selected tenant is marked as portable on the Tenant Data tab. It enables you to produce a portable billing statement for the tenant.

Tenant Voucher (HUD-52646)

This option is only available if the selected tenant is in a Section 8 voucher program. It enables you to produce the HUD-52646 form. Enter the voucher's issue date in the Issue Date field. If this is an extended voucher, check the Extended Expiration box and enter the extended expiration date in the Extended Expiration Date field.

Tenant Contract (HUD-52641)

This option prints a copy of Form HUD-52641, the standard tenant HAP contract.

Maintain Assisted Housing Units Sub-Screen

The Maintain Assisted Housing Units sub-screen opens when you click the Unit Information button on the Tenant Data tab. It contains the information on the selected tenant's housing unit. It has four tabs: General, Amenities, Utilities, and Notes. This sub-screen always opens on the General tab, as shown below.

General Tab

The General tab contains information on the selected unit's location, owner, and general demographics (size, building type, etc.). Edit the data on this tab and save or cancel your changes with the standard WinTen controls.

General Tab Data Fields

Address

Street Number
This is the unit's street number (house or building number).

Street Name
This is the name of the unit's street.

Apt. No.
This is the unit's apartment number, if applicable.

City, State Zip
These three fields are the unit's city, state, and zip code.

Location

Description
This drop-down selection box enables you to select the unit's location (neighborhood) from the list of locations set up on the Locations tab of the Setup screen of the WinTen Rent Reasonableness module.

Census Tract
This is the census tract in which the unit is located.

County
This is the county (or parish, in Louisiana) in which the unit is located.

Owner Information

Name
This is the name of the unit's owner.

Address
This is the owner's street address.

City, State, Zip
These three fields are the owner's city, state, and zip code.

Telephone
This is the owner's phone number.

Rent Summary

Contract
This is the unit's monthly contract rent.

Utilities
This is the unit's monthly utility allowance, as determined by the utility allowance profile selected. You cannot change this field; the program fills it in automatically.

Gross

This is the unit's gross rent (contract rent plus utility cost).

General Description

Bedrooms

This is the number of bedrooms in the unit.

Bathrooms

This is the number of bathrooms in the unit.

Floor Area

This is the unit's floor area in square feet.

Year of Construction

This is the year in which the unit was constructed or last underwent major renovation.

Util. Allow. Profile

This drop-down selection box enables you to specify the unit's utility allowance profile. The available options are those which are set up on the Allowance Profile tab of the Utility Setup sub-screen.

Unit Type

This drop-down selection box enables you to specify the unit's type. The available options are the unit types recognized by HUD's PIC system.

Structure Type

This drop-down selection box enables you to specify the structure type of the building in which the unit is located. The available options are the structure types recognized by HUD's PIC system.

Handicapped Accessible

If the unit is accessible to handicapped individuals, check this box.

Info. Source

This drop-down selection box enables you to specify the source from which your agency gathered the unit's information. The available options are those which are set up on the Information Sources tab of the Setup screen of the WinTen Rent Reasonableness module.

Last Updated

This is the date on which the unit's record was last updated. You cannot edit this field; the program fills it in automatically every time you save changes to the record.

Amenities Tab

The Amenities tab enables you to specify which amenities are present in the selected unit. This top area of the tab contains the unit's identifying information, which you can only edit on the General tab. The main area of the tab contains a set of 28 check boxes. Each check box corresponds to a standard or user-defined (defined on the Amenities tab of the Setup screen of the WinTen Rent Reasonableness module) amenity. Edit the data on this tab and save or cancel your changes with the standard WinTen controls, checking the box next to each amenity that is present in the selected unit.

Utilities Tab

The Utilities tab enables you to view which utilities are present in the selected unit. The top area of the tab contains the unit's identifying information, which you can only edit on the General tab. The main area of the tab contains a set of 30 check boxes. Each check box corresponds to a standard or user-defined utility (defined on the Utility Type tab of the Utility Setup sub-screen). You must edit this data in Occupancy and Rent Calculation, as changing utilities can change a unit's rent calculations.

Notes Tab

The Notes tab enables you to enter free-form text notes on the selected unit. The top area of the tab contains the unit's identifying information, which you can only edit on the General tab. The main area of the tab contains the text editing area for your notes. Edit the data on this tab and save or cancel your changes with the standard WinTen controls.

Browse Inspections Sub-Screen

When you click the Show Inspections button on the Tenant Data tab of the Maintain Tenants screen, the Browse Inspections sub-screen opens. This sub-screen contains a table of all inspections that have been performed on the selected tenant's unit. To view the detailed record of one, select it and click the View button. This opens the Inspection Detail sub-screen.

Tenant Name: KILEY, ELLEN		SSN: 156-41-6571		
Date	Address	Protocol	Status	Landlord
	881 GREGORY LN	HQS	PASS	RANDY HOLZSCHLAG

[View]   [Close]

Inspection Detail Sub-Screen

The Inspection Detail sub-screen contains the detailed records of one selected inspection. This sub-screen is divided into four tabs: General, Inspect, Approval, and Notes. It always opens on the General tab, as shown below.

You cannot edit the data on the Inspection Detail sub-screen. To edit an inspection's record, use the Section 8 Inspections program.

General Tab

The General tab contains identifying information on the tenant, his landlord, his unit, and the selected inspection record.

General Tab Data Fields

Inspector
This is the name of the inspector who performed this inspection.

Insp. Protocol
This is the inspection protocol used for the inspection.

Tenant
This is the name of the tenant.

Property
These fields are the address of the tenant's unit.

Phone Number
This is the tenant's phone number.

Last Inspection
This is the date of the last previous inspection performed on this unit.

Landlord
These fields are the name and address of the tenant's landlord.

Inspection Type
This is the type of inspection performed: initial or follow-up.

Status
This is the inspection's status: passed or failed.

Requested
This is the date on which the inspection was requested.

Scheduled Date
This is the date on which the inspection was scheduled.
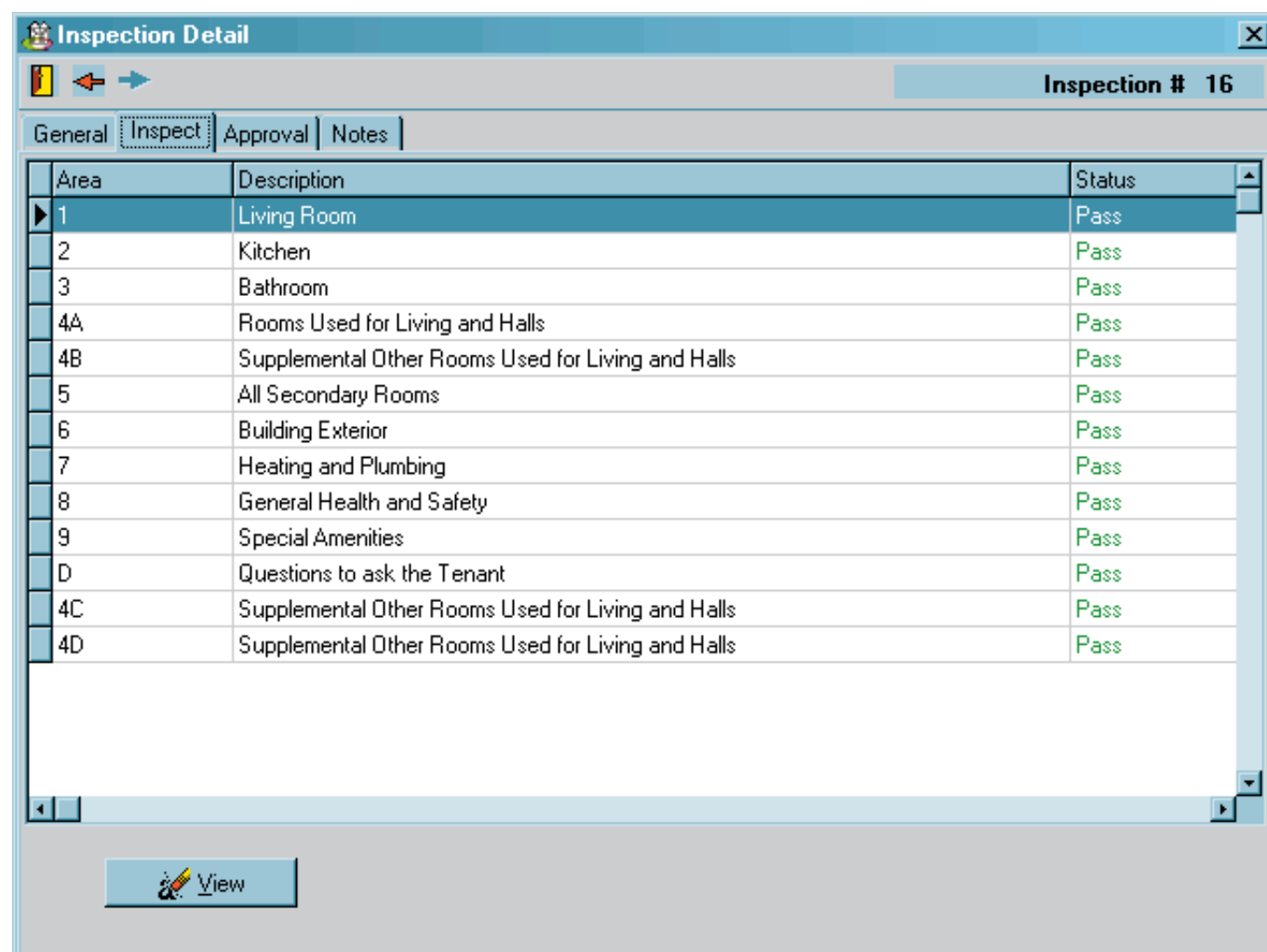
Inspection Date
This is the date on which the inspection was actually performed.

Followup Date
This is the date on which a followup visit or inspection was scheduled, if applicable.

Inspect Tab

The Inspect tab contains the detailed information on all inspectable items in the unit, based on the protocol used for the inspection. To view the detailed records for a single area or room, select that area and click the View button. This opens the Inspection Items sub-screen, described on the facing page.

Area	Description	Status
1	Living Room	Pass
2	Kitchen	Pass
3	Bathroom	Pass
4A	Rooms Used for Living and Halls	Pass
4B	Supplemental Other Rooms Used for Living and Halls	Pass
5	All Secondary Rooms	Pass
6	Building Exterior	Pass
7	Heating and Plumbing	Pass
8	General Health and Safety	Pass
9	Special Amenities	Pass
D	Questions to ask the Tenant	Pass
4C	Supplemental Other Rooms Used for Living and Halls	Pass
4D	Supplemental Other Rooms Used for Living and Halls	Pass

Inspection Detail — Inspection # 16

General | Inspect | Approval | Notes

View

Inspection Items Sub-Screen

The Inspection Items sub-screen contains the detailed inspection items for one selected area.

The inspection items are presented in a "tree" list format. To expand (open) one branch of the tree, click on the [+] symbol next to its item name. To collapse (close) an expanded branch of the tree, click on the [-] symbol. Use the Collapse and Expand buttons to expand or collapse all branches at once.

Item	Item Status	Severity	Comments
Condition of Foundation	Pass		
Stairs, Rails, Porches, Balconies and Decks	Pass		
Condition of Roof and Gutters	Pass		
Roof not observable	Pass		
Large hole/other defects with water/air entry	Pass		
Decayed gutter with water/air entry	Pass		
Decayed downspout with water/air entry	Pass		
Buckling/sagging	Pass	D	gutter loose from storm
Decayed soffit with water/air entry	Pass		
Interior water damage showing	Pass		
Decayed gutter/downspout - no water/air entry	Pass		
Misc comment	Pass		
Condition of Exterior Surfaces	Pass		
Condition of Chimney	Pass		
Lead-Based Paint	Pass		
Manufactured Homes: Tie Downs	Pass		

Condition of Foundation

Approval Tab

The Approval tab contains the detailed informa-
tion on any deficiencies that were found during
the inspection and the dates on which they were
recorded as having been corrected.

Notes Tab

The Notes tab contains a table of all note entries that the inspector made on the inspection. To view one, select it in the table and click the View button. This opens the View Inspection Notes subscreen, which contains the text of the selected note.
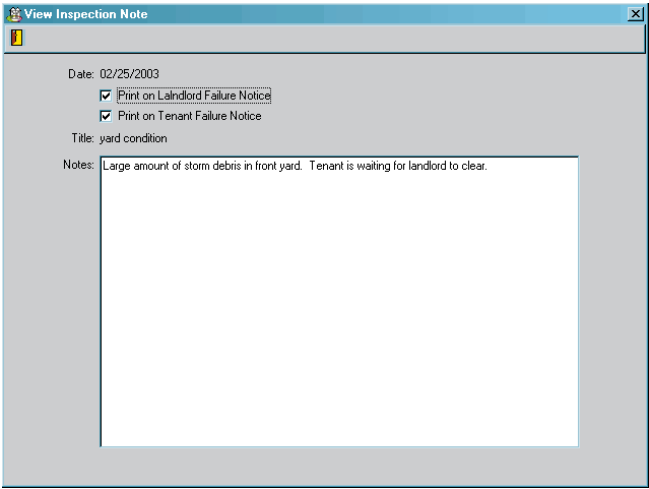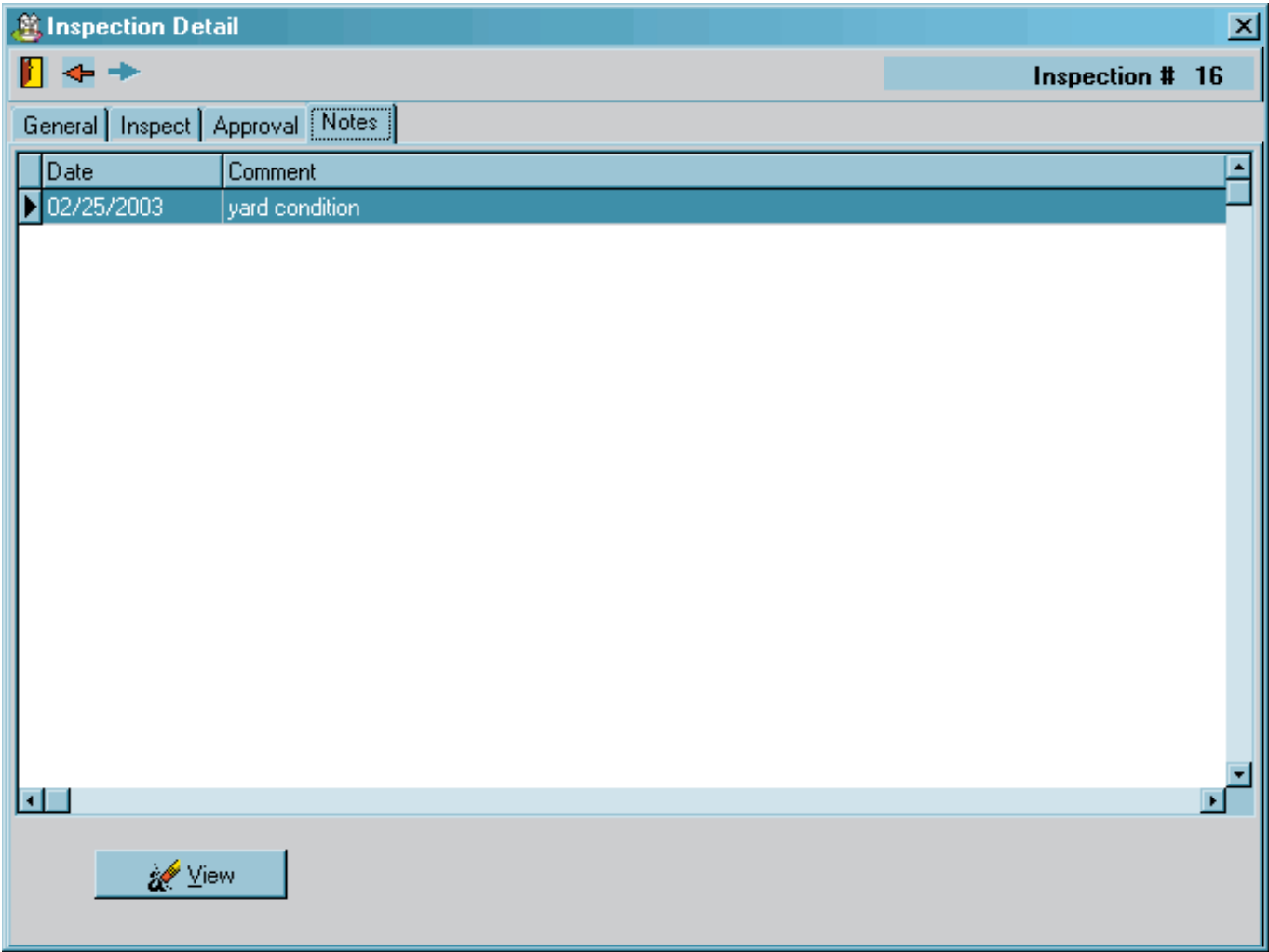
PROCESS CHECKS

Section 8 writes checks and performs all associated calculations in a nine-step sequence. This sequence is controlled by the Process Checks screen. To process checks, click the Checks button or press <C> at the Main Menu.
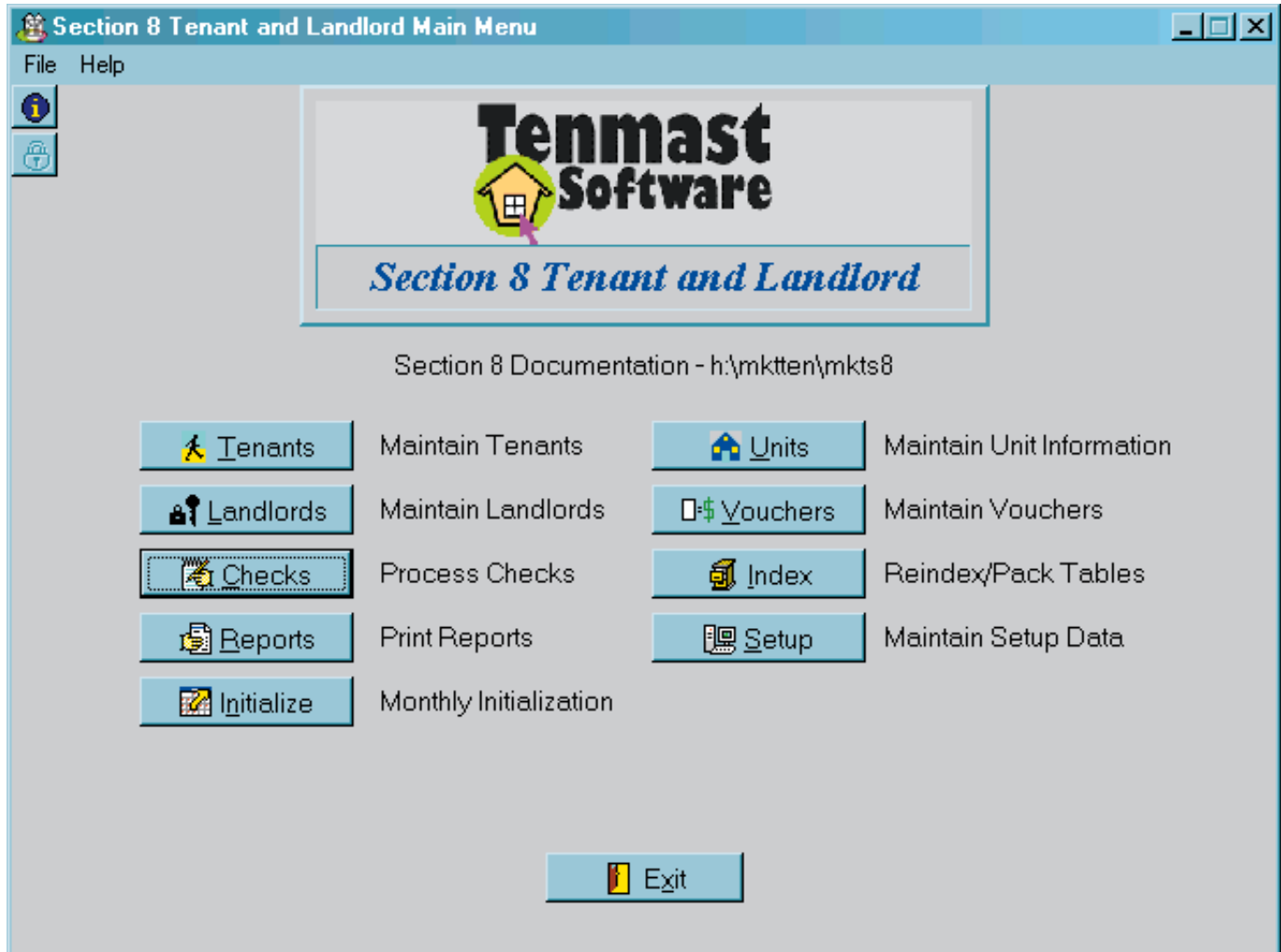
PROCESS CHECKS SCREEN

The appearance of the Process Checks screen changes depending on your current stage in the check processing sequence. This screen's toolbar has several nonstandard buttons that control check processing. The area of the screen immediately under the toolbar has additional controls. The lower area of the screen displays data related to the currently active check data, or a generic "check" image when you are not working with any check data.

Check Processing

Step 1: Set Check Date

The upper right corner of the Process Checks screen contains the Check Date data field. Its default value is the current date. If you want to change this date, click the Change Check Date button to make the data field editable, then enter a new date or use the calendar box to select the correct date. Then click the Save button to save your change or the Cancel button to cancel it.

NOTE: You cannot backdate checks (select a date before the current system date), nor can you set a check date outside the current month.

Step 2: Set Check Type

Section 8 can process two types of checks: tenant utility reimbursement payments (URP) and family self-sufficiency deposits (FSS), and landlord housing assistance payments (HAP). The upper left corner of the Process Checks screen contains the Check Type set of radio buttons. Select the radio button that corresponds to the type of check you want to process.

If you select Tenant Checks and the program is set up to print tenant address information on URP checks, the Which Address set of radio buttons appears. Select the radio button that corresponds to the address you want to print on the check: physical or mailing.

Step 2a: Enter Check Adjustments

If you need to enter any adjustments to the checks you are about to print, click the Check Adjustments button.

The Process Checks screen changes to display a table of outstanding check adjustments that will be processed in this check processing sequence. A secondary toolbar appears over this table. Use the standard WinTen controls on this secondary toolbar to add, delete, or edit check adjustments for this check processing sequence.

Hint: Adjustments?

Check adjustments are alterations to the subsidy checks that the landlord is scheduled to receive. Positive check adjustments are for additional payments or reimbursements to the landlord, while negative check adjustments are for fees that the landlord owes your agency ("landlord receivables").

Process Checks

Check Type
- ○ Tenant Checks
- ● LandLord Checks

Check Date   02/25/2003

You may choose to print checks for a certain group, if you like. This will correspond to the WHEN TO PAY field on the Tenant Screen. Leave blank to print all.

SEARCH LANDLORD (last name)

Landlord's Name	Tenant's Name	Adjustment Description	Amount
SWAIN, ANNETTE		Landlord Receivable	-120.00

Tenant's Name

Landlord's Name SWAIN, ANNETTE

Description Landlord Receivable

Adjustment Amount -120.00

Balance -1,040.00

Ledger Project KY132VO0001

Check Adjustment Data Fields

Tenant's Name
This is the name of the tenant to whose record this adjustment applies, if applicable.

Landlord's Name
This is the name of the landlord to whose record this adjustment applies, if applicable.

Description
This is a brief (50-character) description of the adjustment.

Ledger Project
This drop-down selection box enables you to specify the ledger project in which this adjustment should be recorded.

Adjustment Amount
This is the amount by which to adjust the selected landlord or tenant's check.
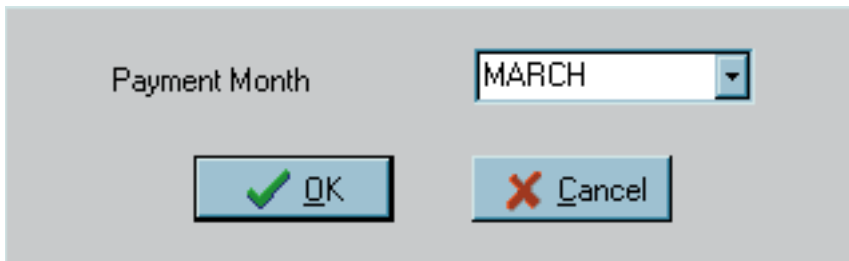
Remaining Balance
This is the remaining balance that has yet to be applied to the selected tenant or landlord's check.

Step 3: Print Pre-Check Report
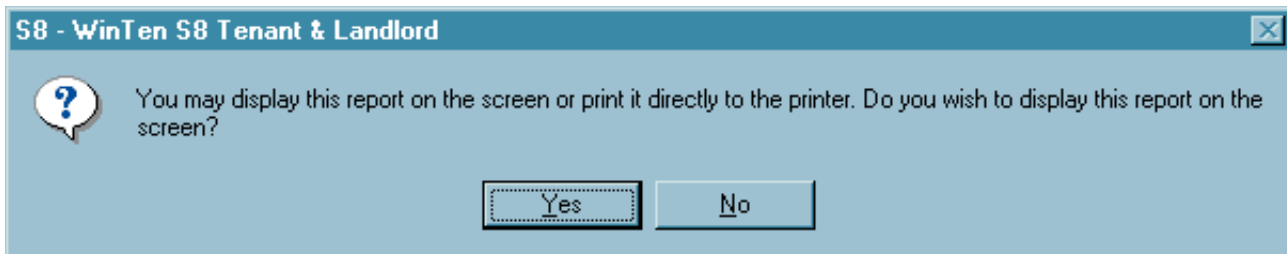
Before you print checks, you must run a pre-check report. This is a comprehensive report on all the checks you are about to produce. To run this report, click the Print Pre-Check Report button.

When you click this button, the Payment Month drop-down selection box becomes available in the middle of the screen. Select the month for which you are processing checks and click OK.

Payment Month   MARCH

✓ OK   ✗ Cancel

A dialog box opens that asks you if you want to display the report on-screen (preview it) or print it. Click Yes to preview the report or No to print it.

S8 - WinTen S8 Tenant & Landlord

You may display this report on the screen or print it directly to the printer. Do you wish to display this report on the screen?

Yes   No

CAUTION

Before you print checks, examine the pre-check report carefully. If you find any errors, do not print checks until you have corrected those errors.

If you need to go back and make corrections to check data, click the Reset Check Process button. Otherwise, proceed to Step 4.

CAUTION

You can only use the Reset Check Process function before you print checks. If you have printed checks, you must complete the check processing sequence, then void any checks that contain errors.

Step 4: Prepare Check Data

Once you have verified that all checks on the pre-check report are correct, you must prepare the check data for printing. To do this, click the Pre-pare Check Data button.

A dialog box opens that asks you to confirm your intent to prepare check data. Click Yes to continue or No to cancel.
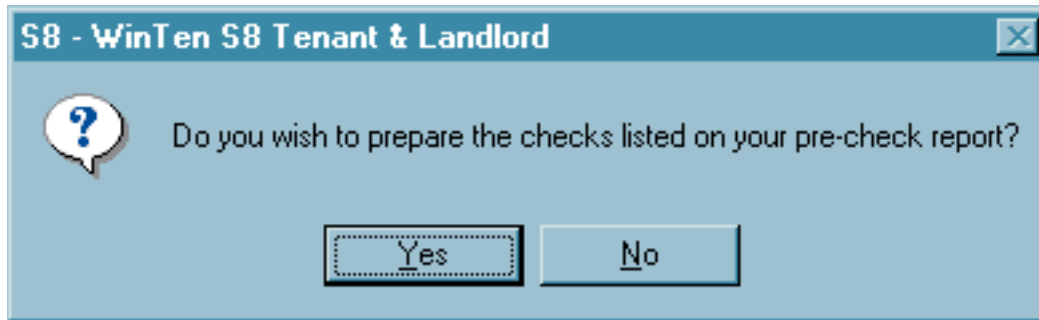
If you click Yes, the program creates a temporary check data file in which it saves all of the check data for the current check processing sequence.

CAUTION

Once you create the temporary check data file, you must complete the check processing sequence or reset it with the Reset Check Process button before you can use any other functions in Section 8 Tenant and Landlord.

Step 5: Print Checks

To print checks, click the Print Checks button. The bottom area of the screen changes to display a table of all checks that are about to be processed and a secondary toolbar. This table is sorted by landlord last name, then by tenant last name.

The table's leftmost column is labeled "Print" and contains values of "True" and "False." All checks with a "True" in this column will print the next time you click the Print button.

Process Checks

Check Type
- ○ Tenant Checks
- ⊙ LandLord Checks
- ○ Damage/Unpaid Rent/Vacancy Checks

Check Date   01/08/2003

You may choose to print checks for a certain group, if you like. This will correspond to the WHEN TO PAY field on the Tenant Screen. Leave blank to print all.

SEARCH (Check Number)

PRINT	CHECK NUMBER	CHECK AMOUNT	CHECK RECIPIENT	TENANT NAME
False		5497.00	RANDY HOLZSCHLAG	KILEY, ELLEN
False		2385.00	PETER STEIN	GRABOWSKI, GE
False		5005.00	ELIOT WILLIAMS	HANCOCK, JEFFI

To simultaneously mark all checks after a selected one as "True," select the first check to mark and click the Mark All for Printing button.

To mark a single check as "True," select it and click the Mark for Printing button.

To mark a check as "False," select it and click the Unmark button.
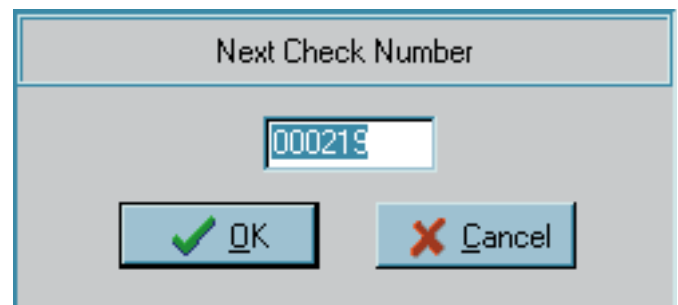
To delete a check and remove it from this check processing sequence, click the Delete button.

When you have marked every check you want to print, make certain that your blank checks are lined up in the printer. Then click the Print button.

The Next Check Number data field becomes available in the center of the screen. Enter the check number of the first blank check in the printer and click OK. The program begins printing checks.

Once check printing is finished, the program returns to the table of checks. If you need to re-print any checks, mark them "True" and repeat the printing process.

When you have printed all checks successfully, click the Exit button to return to the main area of the Process Checks screen.

Step 6: Print Excess Vouchers

If you have more tenants on any landlord check than will fit on that check's voucher, or if you are printing all FSS checks to the bank, the program will print the detail of these payments on an excess voucher. Click the Print Excess Vouchers button to print any excess vouchers you have. The program prints each excess voucher on standard 8.5"x11" paper.

If you do not have excess vouchers, the program skips Step 6.

Step 7: Print Pre-Posting Report

Before you post your just-printed checks to the Section 8 journal, you must run a pre-posting report. This is a comprehensive report on all the checks you are about to post. To run this report, click the Print Pre-Posting Report button.

When you click this button, a dialog box opens that asks you if you want to view the report on-screen (preview it) or print it . Click Yes to preview the report or No to print it.

S8 - WinTen S8 Tenant & Landlord	☒
❓ You may display this report on the screen or print it directly to the printer. Do you wish to display this report on the screen?	
[Yes] [No]	
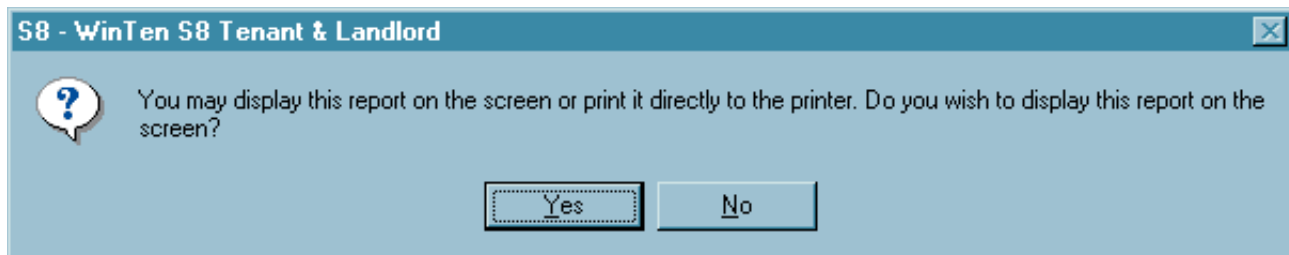
CAUTION

Before you post, print the pre-posting report and examine it carefully. If you find any incorrect check numbers, do not post your checks to the General Ledger until you have corrected those numbers. If you find other errors, you must finish the check processing sequence and then void the check(s) in question.

Step 7a: Edit Check Numbers

If you need to change the number of a check (the number recorded in the pre-posting report does not match the number on the printed check), click the Check Number Edit button. The bottom area of the screen changes to display a table of all checks that are about to be posted and a secondary toolbar.

CAUTION

If you edit check numbers, you must print another pre-posting report before you can post your checks.

Process Checks

Check Type
- ○ Tenant Checks
- ● LandLord Checks
- ○ Damage/Unpaid Rent/Vacancy Checks

Check Date: 03/21/2002

You may choose to print checks for a certain group, if you like. This will correspond to the WHEN TO PAY   field on the Tenant Screen. Leave blank to print all.

SEARCH (Check Number)

CHECK NUMBER	CHECK AMOUNT	CHECK RECIPIENT	LANDLORD NAME
000219	318.00	RANDY HOLZSCHLAG	HOLZSCHLAG, RANDY
000220	282.00	RANDY HOLZSCHLAG	HOLZSCHLAG, RANDY
000221	265.00	PETER STEIN	STEIN, PETER
000222	200.00	PETER STEIN	STEIN, PETER
000223	265.00	CHERYL STEWART	STEWART, CHERYL
000224	286.00	CHERYL STEWART	STEWART, CHERYL
000225	322.00	CHERYL STEWART	STEWART, CHERYL
000226	272.50	CHERYL STEWART	STEWART, CHERYL
000227	60.00	ANNETTE SWAIN	SWAIN, ANNETTE
000228	257.00	ANNETTE SWAIN	SWAIN, ANNETTE
000229	210.00	ANNETTE SWAIN	SWAIN, ANNETTE
000230	330.00	ANNETTE SWAIN	SWAIN, ANNETTE

To renumber a single check, select it and click the Check Number Edit button. The Next Check Number data field becomes available in the center of the screen.

Next Check Number

000219

✓ OK   ✗ Cancel

Enter the correct number for this check and click OK. A dialog box opens that asks you if you want to renumber the rest of your checks. Click No.

S8 - WinTen S8 Tenant & Landlord

? Would you Like to reset the numbers for the rest of your checks

Yes   No

To renumber a series of checks, select the first check in the table whose number you want to change. Click the Check Number Edit button. The Next Check Number data field becomes available in the center of the screen.

Next Check Number

000219

✓ OK   ✗ Cancel

Enter the correct number for the first check in the series and click OK. A dialog box opens that asks you if you want to renumber the rest of your checks. Click Yes. The program renumbers the check you selected and every check below it in the table.

When you are finished renumbering checks, click the Exit button to return to the main area of the Process Checks screen.

S8 - WinTen S8 Tenant & Landlord

? Would you Like to reset the numbers for the rest of your checks

Yes   No

Step 7b: Process Direct Deposit

If you have enabled direct deposit for Section 8 and one or more landlords are receiving direct deposit payments in this check processing sequence, you must process your direct deposit data.

Click the Process Direct Deposit button. The program opens a print preview screen with the Direct Deposit Bank Report for this check processing sequence.

Step 8: Post Printed Checks

Once you have finished reviewing the pre-posting report, you must post your checks to the General Ledger. Click the Post Printed Checks button. The program goes through the posting process, which may take several minutes or longer if you have a lot of financial data to process. You may see several progress dialog boxes during the process. When posting is complete, the program returns to the Process Checks screen.

Voiding Checks

To void a check, enter the Process Checks screen while it is not in the middle of a check processing sequence. Click the Void Printed Checks button. The bottom area of the screen changes to display a table of all previously printed checks and a secondary toolbar.

Process Checks

Check Type
- Tenant Checks
- LandLord Checks
- Damage/Unpaid Rent/Vacancy Checks

Check Date 03/21/2002
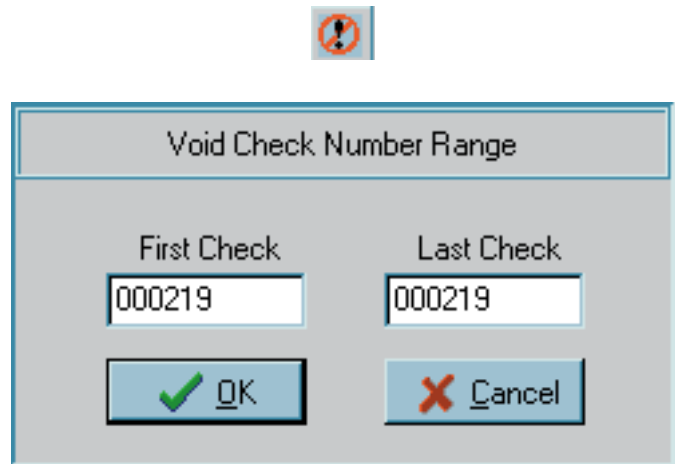
You may choose to print checks for a certain group, if you like. This will correspond to the WHEN TO PAY field on the Tenant Screen. Leave blank to print all.

SEARCH (Check Number)
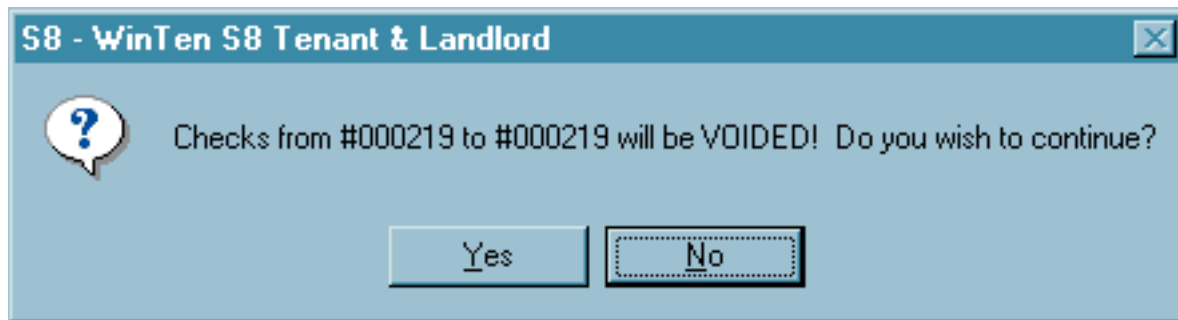
CHECK NUMBER	CHECK AMOUNT	RECIPIENT	LANDLORD NAME
000217	145.00	ELIOT WILLIAMS	WILLIAMS, ELIOT
000218	355.00	ELIOT WILLIAMS	WILLIAMS, ELIOT
000219	318.00	RANDY HOLZSCHLAG	HOLZSCHLAG, RAND'
000220	282.00	RANDY HOLZSCHLAG	HOLZSCHLAG, RAND'
000221	265.00	PETER STEIN	STEIN, PETER
000222	200.00	PETER STEIN	STEIN, PETER
000223	265.00	CHERYL STEWART	STEWART, CHERYL
000224	286.00	CHERYL STEWART	STEWART, CHERYL
000225	322.00	CHERYL STEWART	STEWART, CHERYL
000226	272.50	CHERYL STEWART	STEWART, CHERYL
000227	180.00	ANNETTE SWAIN	SWAIN, ANNETTE
000227	-120.00	ANNETTE SWAIN	SWAIN, ANNETTE

Select the check you want to void (or the first check in the series of checks you want to void) and click the Void Printed Checks button. The Void Check Number Range data fields become available in the center of the screen. Enter the numbers of the first and last checks in the range you want to void (the same number if you are only voiding one check) and click OK.
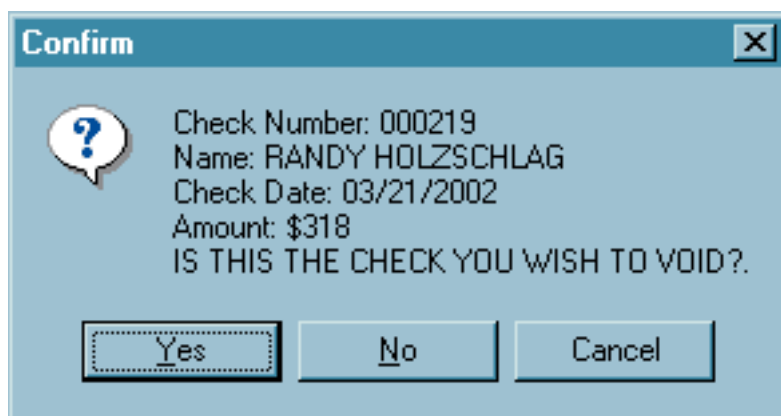
Void Check Number Range

First Check	Last Check
000219	000219

✔ OK   ✗ Cancel

A dialog box appears that asks you to confirm your intent to void the selected check(s). Click Yes to continue or No to cancel the voiding process.

S8 - WinTen S8 Tenant & Landlord

? Checks from #000219 to #000219 will be VOIDED! Do you wish to continue?

Yes   No

If you click Yes and you are only voiding a single check, a dialog box opens that asks you to confirm that the check whose details are shown is the one you intend to void. Click Yes to continue or No to cancel the voiding process.

Confirm

? Check Number: 000219
Name: RANDY HOLZSCHLAG
Check Date: 03/21/2002
Amount: $318
IS THIS THE CHECK YOU WISH TO VOID?.

Yes   No   Cancel

If you click Yes, the program completes the voiding process. Repeat this process for each check you want to void, then click the Exit button to return to the main area of the Process Checks screen.

Editing Hold Codes

To view and edit all outstanding check holds, enter the Process Checks screen while it is not in the middle of a check processing sequence. Click the View Hold Codes button. The bottom area of the screen changes to display a table of all checks of the selected type that are being held, as well as a secondary toolbar.

Process Checks

Check Type
- ● Tenant Checks
- ○ LandLord Checks

Which Address?
- ● Physical
- ○ Mailing

Check Date   07/08/2003

You may choose to print checks for a certain group, if you like. This will correspond to the WHEN TO PAY   field on the Tenant Screen. Leave blank to print all.

SEARCH TENANT (last name)

Landlord's Name	Tenant's Name	URP Amt	Hold	Tenant Hold Reason
SWAIN, ANNETTE 416-61-66	DANSIO, RICARDO	54.00	X	
SWAIN, ANNETTE 416-61-66	DAVIESS, KATHRYN	38.00	X	
WILLIAMS, ELIOT 851-45-26	DEVRIES, CAITLIN	61.50	X	
STEWART, CHERYL 561-33	DONOHUE, MICHAEL	13.85	X	
WILLIAMS, ELIOT 851-45-26	DYSON, HUNTER	18.00	X	
STEWART, CHERYL 561-33	GRABOWSKI, GEOFF	117.00	X	
WILLIAMS, ELIOT 851-45-26	HANCOCK, JEFFREY	28.00	X	
HOLZSCHLAG, RANDY 564-	LANGLOIS, JASON	30.00	X	
SWAIN, ANNETTE 416-61-66	LYBARGER, ANDY	22.60	X	
THOENY, MICHAEL 815-18-5	MORRIS, CHRISTOPHER	55.00	X	
STEWART, CHERYL 561-33	RAFAT, ALIA	39.00	X	
STEWART, CHERYL 561-33	SIMMS, VICTOR	34.00	X	

Hold Code X   Description

blah blah blah

REPORTS

Information needs to be summarized and present-
ed in an easy-to-understand form so the reader can
make informed decisions. The Reports screen is
where Section 8 Tenant and Landlord turns all of its
data into meaningful reports. To enter this screen,
click the Reports button or press <R> at the Main
Menu.
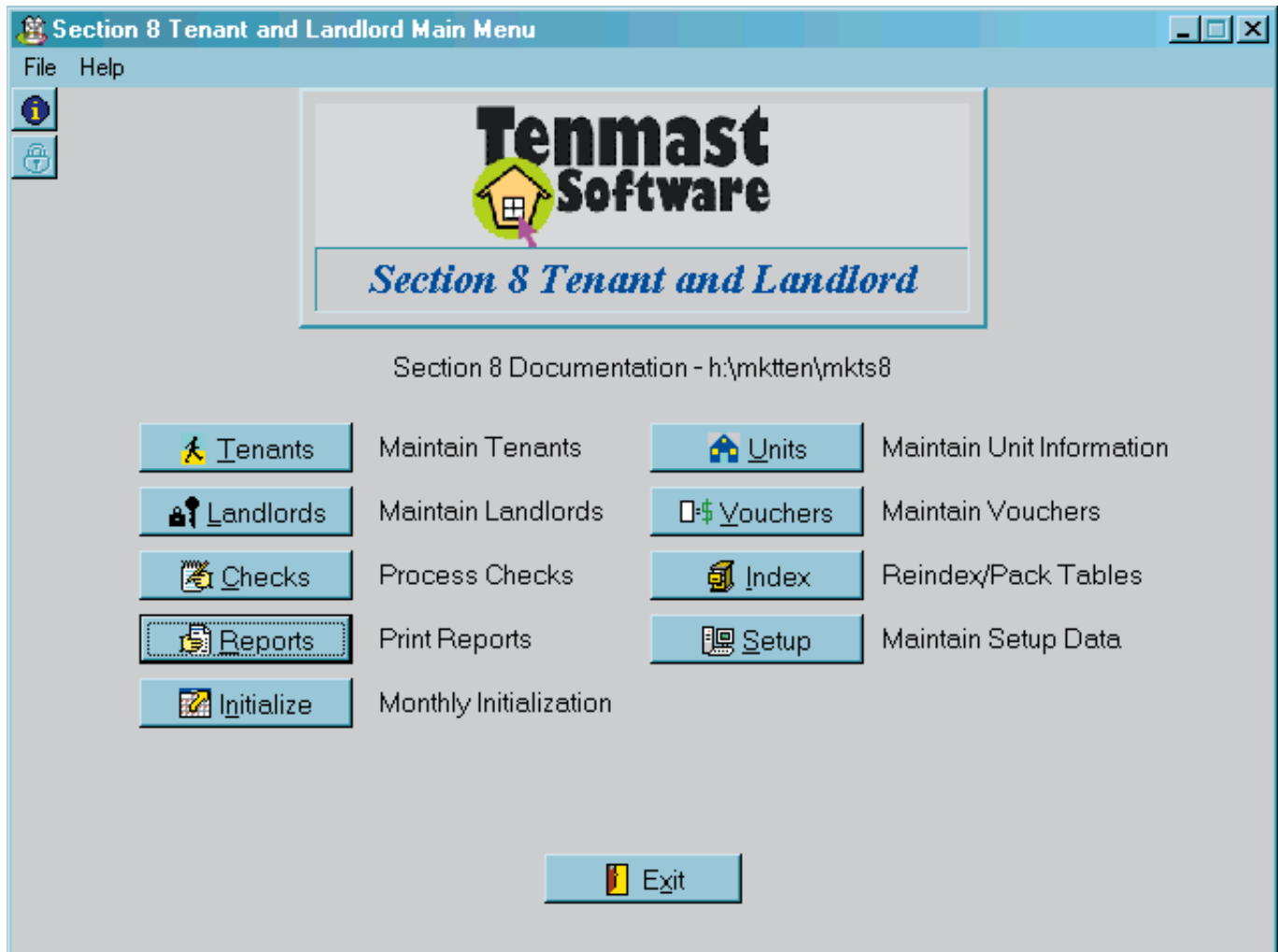
REPORTS SCREEN

The Reports screen is divided into five tabs: Tenant Reports, Landlord Reports, Management Reports, Portability Reports, and Labels. Each tab contains printing and formatting options for one type of reports. The Reports screen always opens on the Tenant Reports tab, as shown below.

Report Menu

| Tenant Reports | Landlord Reports | Management Reports | Portability Reports | Labels |

Sort Order
- ● Tenant Name
- ○ Tenant SSN
- ○ Contract Number

☐ Print using Green-Bar format (dot-matrix printers only)

- ● Monthly Tenant Activity Report
- ○ Admission Date Listing
  - ○ Complete List Ordered by Admission Date
  - ○ Specific Admission Month
  - ○ Complete List Ordered by Next Exam Date
  - ○ Specific Exam Month
  - ○ List all Tenants Searching for a Unit
  - ○ List all Tenants with Expiring Contracts
- ○ Complete Totals Report
- ○ Hard to House Fees Earned
- ○ Hard to House Tenant Listing
- ○ URP Hold Code Report
- ○ List of Tenants with Invalid Landlords
- ○ Gross rent report as of move in date
- ○ Gross rent report as of today
- ○ Zero Income Report

- ○ Tenant Listing
- ○ Tenant Listing by Bedroom
- ○ Tenant Listing by Project
- ○ Voucher Listing
- ○ Contract Number and Name
- ○ Monthly Intialization Reports
  - ○ Tenants Marked for Deletion
  - ○ Pre-initialization Report
  - ○ ORC Tenant Changes for Next Month
  - ○ Monthly Payments Intialization Report
- ○ Tenant Count Report
  - ☐ Group By Project
  - ☐ Summary Only
- ○ FSS Tenants with Escrow Balance
- ○ Allocation of FSS Interest Received

Producing a Report

To produce a report, select its radio button. Set all of the formatting options for the report, then click the Print or Print Preview button.

If you click the Print button, a standard WinTen print control dialog box opens. Select the printing options for the report and click OK.

If you click the Print Preview button, a print preview screen opens with the selected report. Review the report from this screen and close it when you are finished.

Tenant Reports Tab

The Tenant Reports tab enables you to produce reports on your Section 8 tenants. The top area of this tab contains sorting and formatting options, which change depending on the selected report. The bottom area of the tab contains a set of radio buttons that enables you to select a report to preview or print.

Select a Tenant File Dialog Box

Many of the reports on the Tenant Reports tab can draw their data from the current tenant database or the tenant database from a previous month of activity. When you click the Print or Print Preview button for such a report, the Select a Tenant File dialog box opens. This dialog box enables you to select the current month's data or the data of a specific previous month. Click OK to continue processing the report or Cancel to cancel the report's creation and return to the Tenant Reports tab.
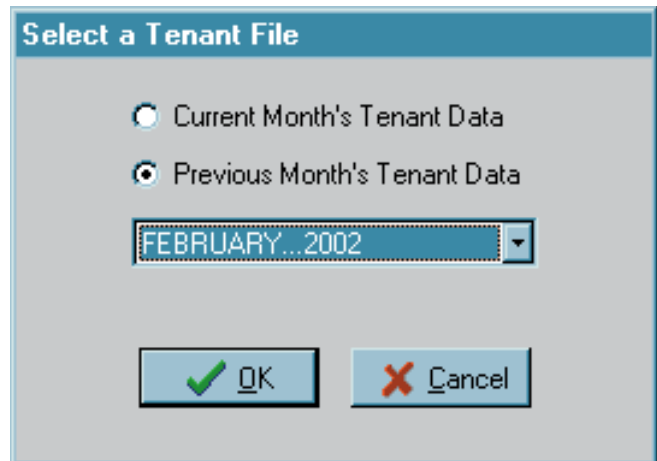
Available Reports

Monthly Tenant Activity Report

This report is an overview of tenant financial data for a selected month. It uses the Tenant Data Select dialog box to select a specific month's data. You can sort this report by tenant name, tenant SSN, or contract number.

Admission Date Listing

This report lists all tenants or a selected group of tenants and their admission dates.

When you select this report option, a set of six radio buttons directly below the Admission Date Listing option becomes available. These radio buttons allow you to specify a group of tenants to use: all tenants, sorted by admission date; only tenants admitted in a specific month; all tenants, sorted by next exam date; only tenants whose next exam date falls in a specific month; all tenants searching for a unit; or all tenants whose vouchers will expire in a specific month.

If you select an option that only includes a specific month's data, the Select Month drop-down selection box becomes available at the top of the screen. Use this to specify the month that the report will cover.

Complete Totals Report

This report lists gross rents and totals paid out for a selected month, grouped by bedroom size.

When you select this report option, the Allocation Number drop-down selection box becomes available in the upper left corner of the tab. You can select a specific allocation number's data to include on the report or leave the Allocation Number field blank to include all allocation numbers' data.

This report uses the Tenant Data Select dialog box to select a specific month's data. You can sort it by tenant name, tenant SSN, or contract number.

Hard to House Fees Earned
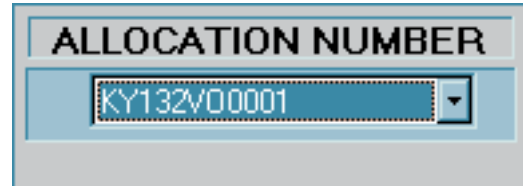
This report lists all tenants with a New HTH Status, as well as a total count and total of fees earned. It uses the Tenant Data Select dialog box to select a specific month's data.

Hard to House Tenant Listing

This report lists all tenants who are Hard to House.

URP Hold Code Report

This report lists all tenants who have hold codes set. You can sort this report by tenant name, tenant SSN, or contract number.

Hint: Hold Code?

A hold code is a one-letter code that indicates that the program should not write checks for a specific tenant. You can set a tenant's hold code on the Payment Info tab of the Edit/Review Tenants screen.

List of Tenants without Landlords

This report lists all tenants who do not have land-lords who have records in the landlord database. No checks will be written for these tenants. There are no formatting options for this report.

Gross Rent Report as of Move-In Date

This report lists all tenants whose gross rent exceeded their units' fair market rent as of their move-in dates. You can sort this report by tenant name, tenant SSN, or contract number.

Gross Rent Report as of Today

This report lists all tenants whose gross rent exceeds their units' fair market rent as of the current date. You can sort this report by tenant name, tenant SSN, or contract number.

Zero Income Report

This report lists all tenants who have zero income for a selected month. It uses the Tenant Data Select dialog box to select a specific month's data. You can sort this report by tenant name, tenant SSN, or contract number.

Tenant Listing

The Tenant Listing produces a list of tenants, their addresses, and their basic lease information. It uses the Tenant Data Select dialog box to select a specific month's data. You can sort this report by tenant name, tenant SSN, or contract number, and you can filter it by landlord and/or bedroom size.

Tenant Listing by Bedroom

This report lists all tenants and their landlords, sorted by bedroom size. It uses the Tenant Data Select dialog box to select a specific month's data.

Tenant Listing by Project

This report lists all tenants, sorted by allocation number. It uses the Tenant Data Select dialog box to select a specific month's data. You can filter it by allocation number or set it to include all tenants regardless of allocation number.

Voucher Listing

This report lists all vouchers that are active in the data area. You can sort it by tenant name, voucher number, or contract number, and filter it by project number.

Contract Number and Name

This report lists all tenants and their contract numbers. It uses the Tenant Data Select dialog box to select a specific month's data. You can sort this report by tenant name, tenant SSN, or contract number.

Monthly Initialization Reports

These are the reports that the Section 8 monthly initialization wizard automatically produces. You can manually run them from the Reports screen if you need them.

When you select this report option, a set of four radio buttons directly below the Monthly Initialization Reports option becomes available. These radio buttons allow you to specify which initialization report to produce: Tenants Marked for Deletion, Pre-Initialization Report, ORC Tenant Changes for Next Month, or Monthly Payments Initialization Report.

Tenant Count Report

The Tenant Count report lists total numbers of tenants who meet one or more of the following criteria:

• new admission

• portability move-in

• continuing lease

• continuing portability

• termination

• portability move-out

FSS Tenants with Escrow Balance

This report lists all tenants with FSS escrow balances. You can sort this report by tenant name, tenant SSN, or contract number.
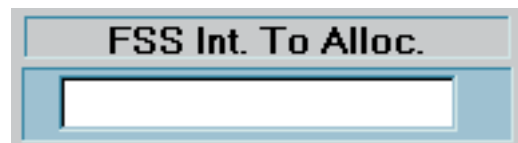
Allocation of FSS Interest Received

This option is not just a report. It enables you to allocate interest earned in your agency's FSS escrow account to all tenants who are enrolled in FSS.

When you select this option, the FSS Interest to Allocate data field becomes available. Enter the amount of interest that the FSS escrow account has earned, then run the report. The program allocates this interest to each tenant proportionately to that tenant's current FSS escrow balance. The program then generates the Allocation of FSS Interest Received report, which shows the interest allocated to each FSS participant tenant.

Landlord Reports Tab

The Landlord Reports tab enables you to produce reports on your Section 8 landlords. The tab contains a set of radio buttons that enables you to select a report to preview or print.

Report Menu

Tenant Reports | Landlord Reports | Management Reports | Portability Reports | Labels

- ⦿ Landlord MBE/NonMBE Report ☐ Print using Green-Bar format (dot-matrix printers only)
  - Month/Year to start reporting for [　　　▾] [　　　▾]

- ○ HAP Summary by Landlord [　　　　　　　▾]
  - (Leave Blank for All)

- ○ Tenant Listing by Landlord [　　　　　　　▾]
  - (Leave Blank for All)
  - Next Exam
  - [/ / ▦]
  - [/ / ▦]
  - (Leave Blank for All)

- ○ HAP Hold Code Report
- ○ Monthly landlord activity report
- ○ Landlord year-to-date totals
- ○ Quick List of Landlords/Owners
- ○ Direct Deposit Listing
- ○ Tenants with zero HAP
- ○ Landlord Receivables Listing
  - ☐ Exclude fully paid Receivables

- ○ HAP Check Adjustments
- ○ Print IRS form W-9 for landlords
- ○ W-9 Report
- ○ Check for duplicate landlords
- ○ Owner/1099 Totals
  - ☐ Summary Only
  - ☐ Only Owners with 1099 Required
  - [01/01/2003 ▦] [12/31/2003 ▦]

Sort by
- ⦿ Owner Name
- ○ Owner ID

Available Reports

Landlord MBE/Non-MBE Report
This report summarizes the financial data of all landlords who are marked as MBE (Minority Business Enterprise) landlords from a starting month through the end of that month's fiscal year.

HAP Summary by Landlord
This report summarizes HAP totals for one selected landlord, or each landlord in your database, for last month's and the current month's HAP payments.

Tenant Listing by Landlord
This report lists all tenants of a specific landlord or all landlords. You can filter this report to include tenants with next exam dates within a specified range of dates.

HAP Hold Code Report

This report lists all landlords who have hold codes set (whose payments are being held).

Monthly Landlord Activity Report

This report lists year-to-date totals for each landlord's financial data for the current or previous fiscal year. When you print or preview this report, a dialog box opens that asks you if you want to use the current database or the database from the last fiscal year.

Landlord Year-to-Date Totals

This report lists all landlords and their HAP payment totals for the current calendar and fiscal years to date.

Quick List of Landlords/Owners

This report lists all landlords and unit owners.

Direct Deposit Listing

This report lists each landlord's direct deposit information.

Tenants with Zero HAP

This report lists all tenants with zero HAP amounts.

Landlord Receivables Listing

This report lists all landlords with check adjustments (receivables) that are not associated with a tenant.

If you check the Exclude Fully Paid Receivables box, the report excludes all check adjustments that have been paid in full.

HAP Check Adjustments

This report lists all tenants whose HAP checks for the current month have received or will receive adjustments.

Print IRS Form W-9 for Landlords

This option produces W-9 forms for each of your agency's landlords. When you click the Print or Print Preview buttons for this option, a dialog box opens that asks you if you want to merge your landlord database with the W-9s. If you click Yes, each W-9 is pre-filled with the data for one landlord. If you click No, the program produces a single blank W-9.

W-9 Report

This report lists all landlords who did not receive W-9 forms for the last calendar year.

Check for Duplicate Landlords

This option is not a report, but rather a data management function. It enables you to check for duplicate landlord records (multiple landlords with the same SSN/EIN) and remove the duplicates from your landlord database.

When you run this report, a dialog box opens that asks you to confirm your intention to use this function and potentially alter your database. Click Yes to continue or No to cancel. If you click Yes, the program checks your database for duplicate landlord records and removes any it finds.
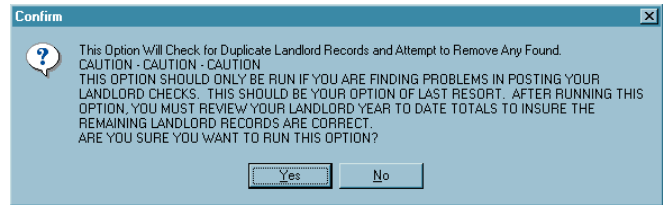
Owner/1099 Totals

This report displays all landlord checks written during the specified range of dates.

You have the option to print only a summary report (summarized by check number, rather than displaying each detail item separately) and/or only a list of landlords who receive 1099s. You can sort the report by owner name or owner ID number (SSN or EIN).

Management Reports Tab

The Management Reports tab enables you to produce HUD-standard reports and reports on your agency's Section 8 financial data. This tab has four sub-tabs: General Reports, Check Register, HUD-52683, and HUD-52672. It always opens on the General Reports sub-tab, as shown below.

General Reports Sub-Tab

The General Reports sub-tab contains reports on your agency's financial situation and general administrative reports.

Available Reports

Budget Comparison Report
This report provides an overview of your agency's HAP budget for the year versus HAP payments to date and a projection of HAP payments through the end of the year based on that trend.

SEMAP Certification Form
This option produces the standard SEMAP certification form. When you print or preview this option, the SEMAP sub-screen opens. This sub-screen has four sub-tabs which duplicate the four pages of the SEMAP form. Edit the data on this screen to reflect your agency's SEMAP-related data, then click OK to produce the form or Cancel to cancel it.

Inspection Query Report

This is a variable-purpose report that lets you create a report that shows every tenant who matches a specific criterion. The three formatting controls for this report allow you to specify the criterion against which you are matching.

The primary control for determining the criterion by which to filter tenants is the leftmost drop-down selection box. This enables you to choose from virtually every data field in the tenant database. For example, if you want the report to only include tenants whose contract rent matches a certain criterion, select "contract rent amount."

The center control is a drop-down selection box which enables you to choose the "operator" to use. A database operator is a mathematical expression, like "equal to " (=) or "greater than" (>), that performs a comparison between two things. This enables you to specify how you are checking individual tenants against the filtering criterion. To continue the above example, set this to ">," which is the symbol for "greater than," if you only want tenants with a contract rent payment greater than a certain amount.

The rightmost control is a data field that lets you enter the value against which you are checking every tenant record. Again, to continue the above example, enter "400" if you only want tenants with a contract rent payment greater than $400.

Cost/Projection Report

This report shows a summary of your agency's financial data for a specified range of dates, broken up by each monthly initialization that occurred within the specified date range.

Administrative Fee Calculation

This report provides an overview of the administrative fees associated with each tenant in your Section 8 database, and totals. You can sort this report by tenant name, tenant SSN, contract number, or allocation number.

Section 8 Ledger Journal Listing

This report lists all Section 8 checks posted to the General Ledger between a specified range of dates. You can filter this report to include checks debited to all accounts or to one specific account. You can produce this report in debit/credit (two-column) format or one-column format.

Hint: Admin Fee Report Tenants

A tenant is included on the Admininstrative Fee Calculation report if he is was living in one of your agency's Section 8 units on the first day of the current month. This report never includes portability tenants.

Check Register Sub-Tab

The Check Register sub-tab enables you to print reports on your Section 8 check register (your perpetual record of all checks produced by the Section 8 program). All of the options on this sub-tab are related to filtering and sorting the data from the check register.

The top area of the tab contains five check boxes, each with an associated control or set of controls. If you want to filter the report on one of these criteria, check the corresponding check box and enter the appropriate information in the associated controls.

The lower left area of the sub-tab contains a set of radio buttons, each of which corresponds to a specific type of check. Select the radio button that corresponds to the check type that you want the report to include.

The lower right area of the sub-tab contains a set of sort options. Select the option that you want to apply to the report. Check the Subtotal by Sort Order check box if you want the report to be subtotaled by the first sort field.

Hint: Check Numbers

If you are searching for a specific range of check numbers, you must enter both check numbers with six digits. For example, if you begin your range with check number 44, enter this as "000044."

Report Menu

Tenant Reports | Landlord Reports | Management Reports | Portability Reports | Labels

Check register report options (Preset to print all)

☐ DATE RANGE
Start Date   End Date
/ /   / /

☐ CHECK RANGE
Beginning Check   Ending Check

☐ ONE TENANT   ☐ ONE LANDLORD   ☐ ONE PROJECT

○ HAP Checks   ○ Utility Checks
○ Damage Payments   ○ All Checks
○ Unpaid Rent Payments   ○ Voided Checks
○ Vacancy Payments   ○ FSS Escrow Payments
○ Combined DUV   ○ Check Adjustment
○ Outgoing Portable Admin Fee Pmts ○ HAP Register
○ Outgoing Portable Pmts

SORT ORDER
☑ Subtotal by Sort Order

Check Number
LandLord; Tenant
Landlord; Ten. Contract #; Tenant
Landlord; Project; Tenant
Landlord; Project; Ten. Contract #
LandLord; Check Number
Tenant
Tenant Contract #; Tenant
Project; Tenant
Project;Tenant Contract #

☐ Hide Detail

General Reports | Check Register | HUD-52683 | HUD-52672

HUD-52683 Sub-Tab

The HUD-52683 sub-tab enables you to format and produce Form HUD-52683 (Report on Program Utilization).

When you first enter this sub-tab, the data fields display the information in your database. However, you can change the data prior to previewing or printing HUD-52683.

Enter the initial lease date and reporting date in the corresponding data fields at the top of the sub-tab. If you are printing HUD-52683 for an initial reporting period, check the corresponding check box.

Report Menu

Tenant Reports | Landlord Reports | Management Reports | Portability Reports | Labels

Report on program utilization

☐ Initial Reporting Period

Initial Lease Date 03/21/2002   Report Date 03/21/2002

Authorized number of rental certificates	0
Number of rental certificates held by families searching	0
Authorized number of rental vouchers	0
Number of rental vouchers held by families searching	0
Number of units HUD has approved for PBC agreements	0
Number of units under PBC agreements	0
Number of rehabilitated units under PBC HAP contract	0
Number of newly constructed units under PBC HAP contract	0
Number of PBC units under lease	0
Number of PBC units covering 20 or less subsidized units	0
Number of PBC units covering 21 to 50 subsidized units	0
Number of PBC units covering 50 or more subsidized units	0

General Reports | Check Register | HUD-52683 | HUD-52672

HUD-52672 Sub-Tab

The HUD-52672 sub-tab enables you to format and produce Form HUD-52672 (Report on Program Utilization). When you first enter this sub-tab, a confirmation dialog box opens that asks you if you want to recalculate the form. Click Yes to recalculate based on current data or No to use the same values that were on this sub-tab the last time you generated the form. When the dialog box closes, the data fields on this sub-tab display the information as calculated from your database. However, you can change the data prior to previewing or printing HUD-52683.

Enter the project number for which you are preparing the form in the Project Number field. Use the Original Report and Revised Report radio buttons to specify whether you are generating an original report or a revised report. Check the Report Prepared for New Funding Increment check box if this report is for a new funding increment; if you do so, the Estimate of Preliminary Expenses fields at the bottom of the sub-tab become editable.

Report Menu

Tenant Reports | Landlord Reports | Management Reports | Portability Reports | Labels

Supporting data for annual contributions estimates

Project Number: XX000XX00000000

◉ Original Report
○ Revised Report

Revision Number

☐ Report prepared for new funding increment

Fair Market Rent Table: LEX

Admin Fee
First 600 Tenants (Col A): 38.41
Remaining Tenants (Col B): 43.85

Estimated future HTH tenants: 0

BEDROOM SIZE	# DWELLING UNITS	MONTHLY GROSS RENT STANDARD	FAMILY RENT PAYMENTS	HAP PAYMENTS
0 BEDROOM	18	350.00	4.17	345.83
1 BEDROOM	0	0.00	0.00	0.00
2 BEDROOMS	0	0.00	0.00	0.00
3 BEDROOMS	1	727.00	0.00	727.00
4 BEDROOMS	0	0.00	0.00	0.00
5 BEDROOMS	0	0.00	0.00	0.00
6 BEDROOMS	0	0.00	0.00	0.00

ESTIMATE OF PRELIMINARY EXPENSE (New Funding Increment Only)

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	

General Reports | Check Register | HUD-52683 | HUD-52672

Portability Reports Tab

The Portability Reports tab enables you to produce reports on portable tenants and related financial information. Use the Which Report set of radio buttons to select a report to preview or print. The available formatting options on this tab change depending on which report is selected.

Report Menu

Tenant Reports | LandLord Reports | Management Reports | Portability Reports | Labels

Which Report?

- ⦿ Incoming Portable Tenants
- ○ Outgoing Portable Tenants
- ○ All Portable Tenants
- ○ Portability Ledger - All Incoming Portable Tenants
- ○ Family Portability Information HUD 52665 - All Incoming Portable Tenants
- ○ Portable Billing Statement - All Incoming Portable Tenants
- ○ Portability Payments Log - All Incoming Portable Tenants

Sort Order

- ⦿ Tenant Name
- ○ Tenant SSN

Available Reports

Incoming Portable Tenants
This report lists all incoming portable tenants. You can sort it by tenant name or tenant SSN.

Outgoing Portable Tenants
This report lists all outgoing portable tenants. You can sort it by tenant name or tenant SSN.

All Portable Tenants
This report lists all portable tenants. You can sort it by tenant name or tenant SSN.

Portability Ledger - All Incoming Portable Tenants
This report lists all incoming portable tenants, along with their initiating housing authorities, current charges, month-to-date payments, and balances due for all incoming portable tenants, subtotaled by initiating housing authority.

Family Portability Information HUD 52665 - All Incoming Portable Tenants
This option prints a Form HUD-52665 for each incoming portable tenant.

Portable Billing Statement - All Incoming Portable Tenants
This option prints a billing statement for each incoming portable tenant.

Portable Payments Log - All Incoming Portable Tenants
This report is a log of all payments made for incoming portable tenants within a specified range of dates. You can sort it by tenant name or tenant SSN.

Labels Tab

The Labels tab enables you to create mailing labels or mail merge files for all tenants or landlords or a selected group of tenants or landlords. The tab is divided into two areas. The top area, Tenant/Landlord Labels, enables you to select the set of information from which to generate the labels or file. The bottom area, Select a Label Type, enables you to specify whether you are generating a specific size of mailing label, a mail merge file, or a custom size of mailing label.

Report Menu

Tenant Reports | LandLord Reports | Management Reports | Portability Reports | Labels

TENANT/LANDLORD LABELS

Tenant Labels	LandLord Labels
⦿ Physical Address ○ Mailing Address	○ Landlord Address ○ Owner Address

○ All Tenants

⦿ Only Those for a Criteria

Select criteria to print labels for

Amount of HAP Paid This Month

>   200

Select a label type

Note: If you do not wish to print on any of the labels listed, select the mail merge button. This will create a comma delimitted text file (.txt) for you to merge into a word processor document.

⦿ Dot matrix printer labels (select size)

○ Avery 5160 (Laser Printer Preset Size)

○ Avery 5197 (Laser Printer Preset Size)

○ Create mail merge file

The values below represent 1/100th of an inch. Therefore 450 would represent 4.50 inches. You should measure your labels to set these values correctly.

Width	Height	Left Margin	Top Margin
200	95	1	1

Tenant and Landlord Labels

Select the type of labels you want to generate: Tenant Labels or Landlord Labels. Then select the radio button that corresponds to the address you want to use: Physical Address (unit address), Mailing Address, Landlord Address, or Owner Address.

If you are generating labels or a mail merge file for all tenants or landlords, select the All Tenants or All Landlords radio button.

If you are generating labels or a mail merge file for a specific group of tenants, select the Only Those for a Criterion radio button. The controls to the right of this radio button become active. These allow you to choose the criterion by which you want to filter your tenants or landlords (admission date, base rent, contract number, and so forth) and the value against which you want to check them. For example, you can filter your tenants so that you only print mailing labels for those who have a rent charge that's over 30 days past due and greater than $25.

The primary control for determining the criterion by which to filter tenants or landlords is the topmost drop-down selection box. This enables you to choose from virtually every data field in the tenant or landlord database. The controls beneath the primary criterion selection field change depending on what filtering criterion you have selected. For example, if you want to filter tenants based on their HAP payments for the current month, set this to "Amount of HAP Paid This Month."

The leftmost control is a drop-down selection box which enables you to choose the "operator" to use. A database operator is a mathematical expression, like "equal to " (=) or "greater than" (>), that performs a comparison between two things. This enables you to specify how you are checking individual tenants against the filtering criterion. To continue the above example, set this to ">," which is the symbol for "greater than," if you only want tenants with a HAP payment greater than a certain amount.

The rightmost control is a data field that lets you enter the value against which you are checking every tenant record. Again, to continue the above example, set this to "200" if you only want labels for tenants with a HAP payment greater than $200.

Select a Label Type

The set of radio buttons in this area of the tab enables you to specify the type of labels or mail merge file that you are creating.

If you want to print to a laser printer, using sheets of labels, select the Avery 5160 or Avery 5197 radio button, depending on which size of labels you are using. You must use label sheets that conform to one of these sizes or the program will not line up the addresses with the labels correctly.
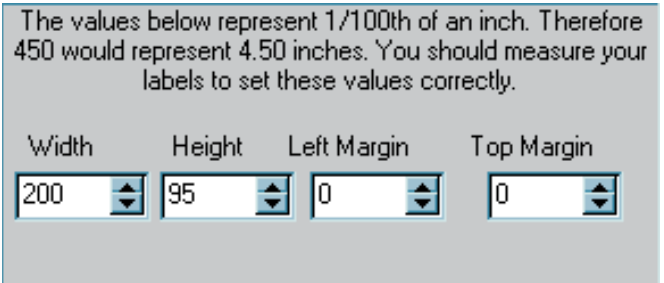
If you want to print to a dot-matrix printer, select the Dot Matrix Printer Labels radio button. The four data fields in the bottom right corner of the tab become usable. Enter the width and height of the labels and the left and top margins that the program should use to print them. Note that these values are in hundredths of an inch. For example, if the labels are four inches wide, enter "400" in the Width field.

If you want to create a mail merge file that word processing programs like Microsoft Word can use, select the Create Mail Merge File radio button. When you "print" this selection, you do not actually send anything to your printer. Instead, the program opens a standard Windows file save dialog box and asks you where you want to save your mail merge file. Select a location and file name and save the file.

MAINTAIN UNIT INFORMATION

The Section 8 Tenant and Landlord program main-
tains a database of both assisted and unassisted
units for tracking rent reasonableness data. The
Maintain Unit Information area of the program en-
ables you to add units to this database, review and
edit existing ones, and delete unit data that is no
longer valid. To enter this area, click the Units but-
ton or press <U> at the Main Menu.
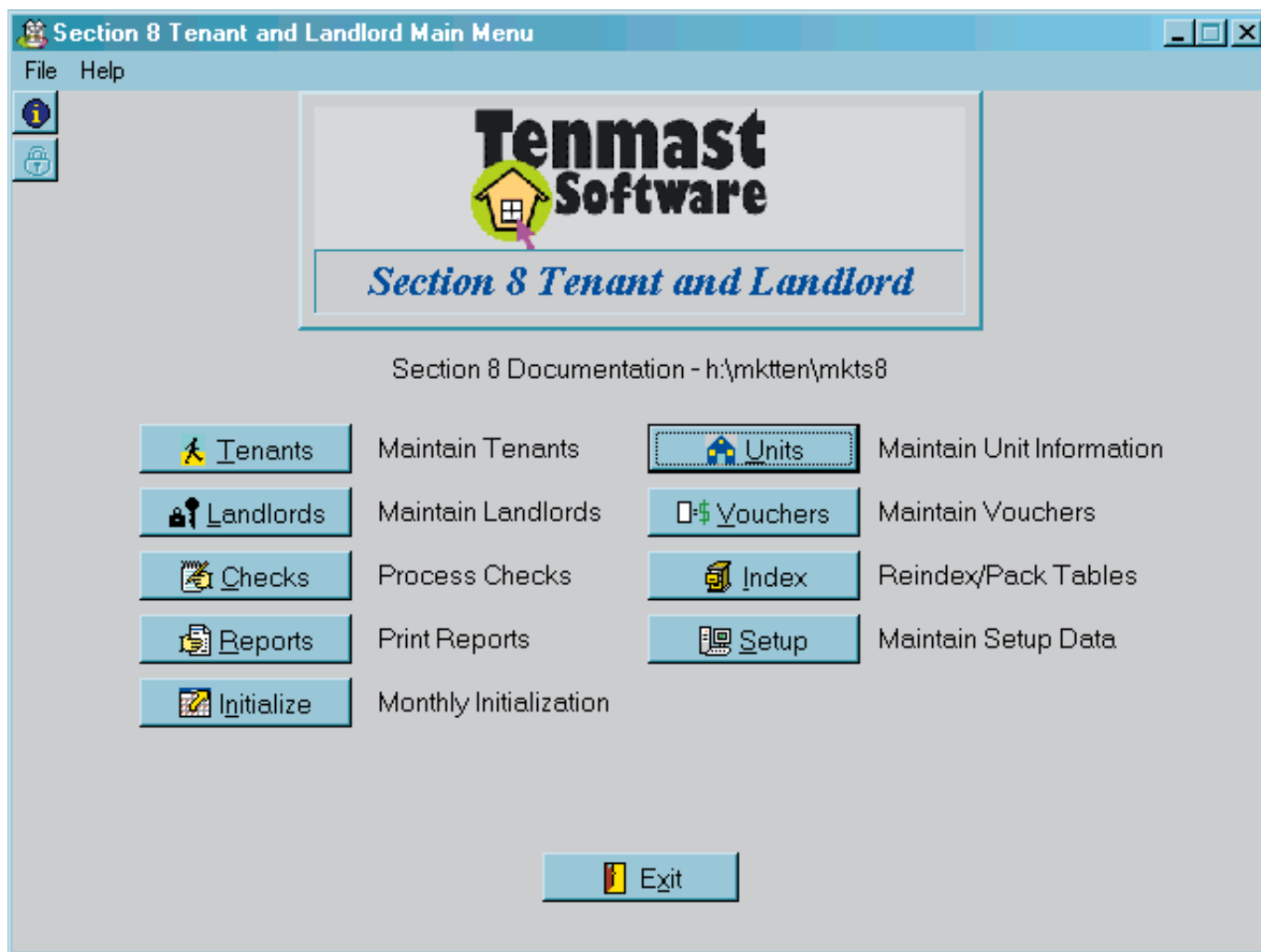
Browse Housing Units Screen

The Browse Housing Units screen is the first screen that opens when you enter the Maintain Unit Information area of the program. This screen contains a table of all units in the Rent Reasonableness database. From this screen, you can add a new unit to the database, review or edit an existing unit record, or make a copy of an existing unit record to use as the starting point for adding a new unit.

The Selected Units set of radio buttons in the top left area of the sub-screen enables you to select which units are displayed in the table: only assisted units, only unassisted units, or both types. The Sort By set of radio buttons in the top right area of the sub-screen enables you to select the order in which units are sorted in the table.

Adding a New Unit Record

To add a new unit, click the Add Unit button. The Maintain Unassisted Housing Units sub-screen opens to a new unit record.
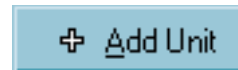
Editing an Existing Unit Record

To edit an existing unit record, select that record and click the Edit Unit button, or double-click on the record's entry in the table. The Maintain Unassisted Housing Units sub-screen opens to that unit record.

Copying an Existing Unit Record

If you need to add records for multiple similar units, you may want to just add one record, then make a copy of it and edit the copy for every other similar unit. To make a copy of an existing unit record, select that unit in the table and click the Copy Unit button. The Maintain Unassisted Housing Units sub-screen opens to that unit record. Make your changes to the record so it accurately depicts the similar unit rather than the original unit.

MAINTAIN HOUSING UNIT SCREEN

The Maintain Housing Unit screen enables you to view and edit the record of a selected unit. It has four tabs: General, Amenities, Utilities, and Notes. This screen always opens on the General tab, as shown below.

General Tab

The General tab contains information on the selected unit's location, owner, and general demographics (size, building type, etc.). Edit the data on this tab and save or cancel your changes with the standard WinTen controls.

General Tab Data Fields

Address

Street Number
This is the unit's street number (house or building number).

Street Name
This is the name of the unit's street.

Apt. No.
This is the unit's apartment number, if applicable.

City, State Zip
These three fields are the unit's city, state, and zip code.

Location

Description
This drop-down selection box enables you to select the unit's location (neighborhood) from the list of locations set up on the Locations tab of the Setup screen of the WinTen Rent Reasonableness module.

Census Tract
This is the census tract in which the unit is located.

County
This is the county (or parish, in Louisiana) in which the unit is located.

Owner Information

Name
This is the name of the unit's owner.

Address
This is the owner's street address.

City, State, Zip
These three fields are the owner's city, state, and zip code.

Telephone
This is the owner's phone number.

Rent Summary

Contract
This is the unit's monthly contract rent.

Utilities
This is the unit's monthly utility allowance, as determined by the utility allowance profile selected. You cannot change this field; the program fills it in automatically.

Hint: Unit Locations

For more information on setting up unit locations, refer to the WinTen Rent Reasonableness manual.

Gross

This is the unit's gross rent (contract rent plus utility cost).

General Description

Bedrooms

This is the number of bedrooms in the unit.

Bathrooms

This is the number of bathrooms in the unit.

Floor Area

This is the unit's floor area in square feet.

Year of Construction

This is the year in which the unit was constructed.

Util. Allow. Profile

This drop-down selection box enables you to specify the unit's utility allowance profile. The available options are those which are set up on the Allowance Profile tab of the Utility Setup sub-screen.

Unit Type

This drop-down selection box enables you to specify the unit's type. The available options are the unit types recognized by HUD's PIC system.

Structure Type

This drop-down selection box enables you to specify the structure type of the building in which the unit is located. The available options are the structure types recognized by HUD's PIC system.

Handicapped Accessible

If the unit is accessible to handicapped individuals, check this box.

Info. Source

This drop-down selection box enables you to specify the source from which your agency gathered the unit's information. The available options are those which are set up on the Information Sources tab of the Setup screen of the WinTen Rent Reasonableness module.

Last Updated

This is the date on which the unit's record was last updated. You cannot edit this field; the program fills it in automatically every time you save changes to the record.

Amenities Tab

The Amenities tab enables you to specify which amenities are present in the selected unit. This top area of the tab contains the unit's identifying information, which you can only edit on the General tab. The main area of the tab contains a set of 28 check boxes. Each check box corresponds to a standard or user-defined (defined on the Amenities tab of the Setup screen of the WinTen Rent Reasonableness module) amenity. Edit the data on this tab and save or cancel your changes with the standard WinTen controls, checking the box next to each amenity that is present in the selected unit.

Utilities Tab

The Utilities tab enables you to specify which utilities are present in the selected unit. The top area of the tab contains the unit's identifying information, which you can only edit on the General tab. The main area of the tab contains a set of 30 check boxes. Each check box corresponds to a standard or user-defined utility (defined on the Utility Type tab of the Utility Setup sub-screen). Edit the data on this tab and save or cancel your changes with the standard WinTen controls, checking the box next to each utility that is present in the selected unit.

Notes Tab

The Notes tab enables you to enter free-form text notes on the selected unit. The top area of the tab contains the unit's identifying information, which you can only edit on the General tab. The main area of the tab contains the text editing area for your notes. Edit the data on this tab and save or cancel your changes with the standard WinTen controls.

MAINTAIN VOUCHERS

If you have enabled voucher processing in Setup, you can use Section 8's voucher tracking functions to maintain a list of all Section 8 vouchers that your agency has issued or has available to issue. To work with this data, click the Vouchers button or press <V> at the Main Menu.
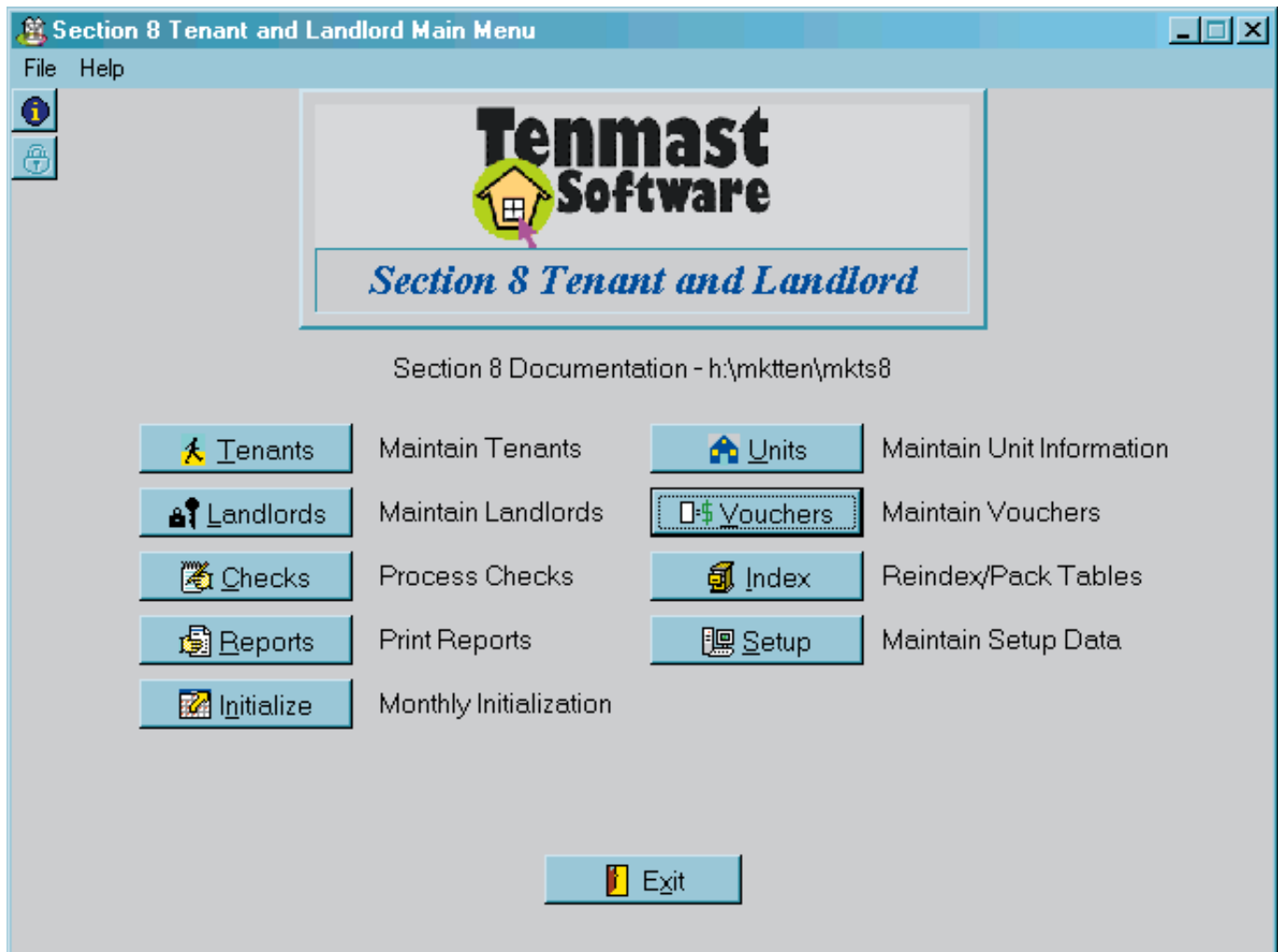
Hint: Adding Tenants

If you are using voucher tracking, you cannot add tenants directly from the Section 8 Tenant and Landlord or Occupancy and Rent Calculation programs. You must add them from the Applicant List program.

MAINTAIN VOUCHERS SCREEN

The Maintain Vouchers sub-screen enables you to track every voucher that your agency has in the current data area. In addition to providing a comprehensive list of all issued vouchers, this sub-screen also enables you to create, edit, or delete records for open vouchers. If you are using the WinTen voucher processing functions, the Applicant List program uses this list of open vouchers when you issue a voucher to a new Section 8 tenant.

The top portion of the Maintain Vouchers sub-screen contains a table of every voucher that is currently in the program. The bottom portion changes depending on which of the two sub-tabs is selected. If the Voucher Details sub-tab is selected, the bottom portion of the screen contains the selected voucher's unique information.

If the Voucher Actions sub-tab is selected, the bottom portion of the screen contains a second table which lists all changes in status that the selected voucher has undergone:

Voucher Action	Description	Action Date	Action By
▶ Issued	ENRICO M CHIVADORI,517-44-8156,03/25/2003	03/25/2003	CAO

Voucher Details | Voucher Actions

Use the standard WinTen controls to add, edit, or delete open voucher records. You cannot edit or delete the record of an active voucher on this screen.

Maintain Vouchers Screen Controls

Print and Print Preview Buttons
If you click the Print or Print Preview button on this sub-screen, the program produces the S8 Voucher Report. This report is a hardcopy version of the table of vouchers with the current View and Order By selections (see following) in effect.

View
The View drop-down selection box enables you to filter the table of vouchers to display all vouchers, only open vouchers, only vouchers with leases, only vouchers that have been issued but not yet associated with a lease, only vouchers that belong to existing tenants who are searching for new units, only held vouchers, or only retired vouchers.

Order By
The Order By drop-down selection box enables you to sort the table of vouchers by voucher number, project number, or bedroom size.

Search For … Go
To search for a specific voucher record, enter your target in the Search For field and click the Go button. The program searches the table and selects the first voucher whose value in the currently selected Order By field matches your search target.

Maintain Vouchers Screen Other Functions

Hold Vouchers
This command opens the Maintain Held Vouchers sub-screen, which enables you to place one or more open vouchers on a temporary hold or to return them to the pool of open vouchers.

Retire Vouchers
This command opens the Maintain Retired Vouchers sub-screen, which enables you to place one or more open vouchers on a permanent hold or to return them to the pool of open vouchers.

Build Voucher Table
This function rebuilds the list of vouchers by clearing all assigned vouchers, then going through the Section 8 database and adding each tenant's voucher to the table. For assistance in using this function, contact Tenmast.

Maintain Voucher Tables Screen Data Fields

Voucher Number
This is the voucher's unique identifying number within your agency.

Project Number
This drop-down selection box enables you to select the project to which the voucher is assigned.

Bedrooms
This is the bedroom size for which the voucher holder is authorized

Name
This is the name of the voucher holder, if the voucher is assigned. You cannot edit this field.
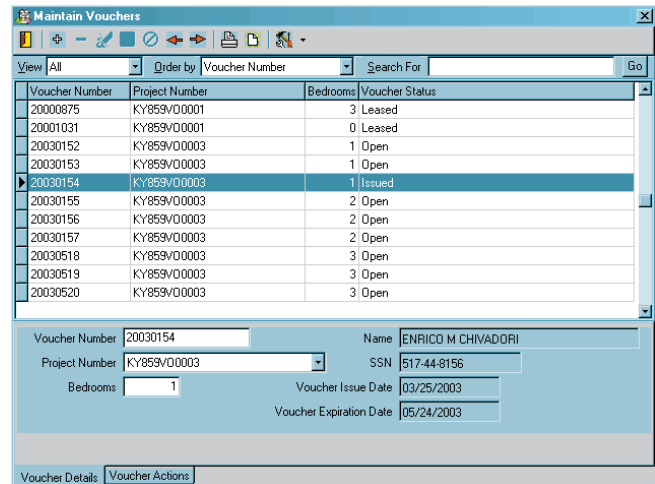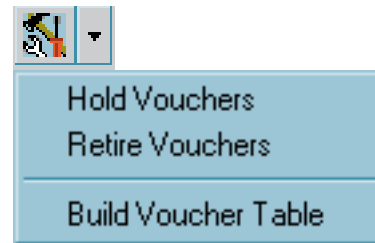
SSN
This is the voucher holder's Social Security number, if the voucher is assigned. You cannot edit this field.

Voucher Issue Date
This is the date on which the voucher was issued, if applicable. You cannot edit this field.

Voucher Expiration Date
This is the date on which the voucher will expire, if applicable. You cannot edit this field.

Maintain Held Vouchers Sub-Screen

The Maintain Held Vouchers sub-screen enables you to place open vouchers on a temporary hold. This is most commonly used when you are running out of funding and need to keep vouchers in your records but ensure that they are not issued.

The left half of the screen contains a list of all open vouchers, while the right half contains a list of all currently held vouchers. To hold a voucher, select it in the list of open vouchers and click the [>>] button to move it to the list of held vouchers. To return a held voucher to open status, select it in the list of held vouchers and click the [<<] button.

Maintain Retired Vouchers Sub-Screen

The Maintain Retired Vouchers sub-screen enables you to retire open vouchers - that is, to place them on a permanent hold. This is most commonly used when HUD has cut your funding and you will never be able to issue a voucher, but you need to keep it in your system for reporting purposes.

The left half of the screen contains a list of all open vouchers, while the right half contains a list of all currently retired vouchers. To retire a voucher, select it in the list of open vouchers and click the [>>] button to move it to the list of held vouchers. To return a retired voucher to open status, select it in the list of retired vouchers and click the [<<] button.

INDEX DATABASES

This function rebuilds the indexes that Section 8 uses to search for specific records within its databases. Index file are similar to a library's card catalog - they tell the computer the location of the data for which you are searching. Indexing databases is safe to do at any time - it does not need to be done at a specific time of the month or the year. To initiate the reindexing process, click the Index button or press <I> at the Main Menu.
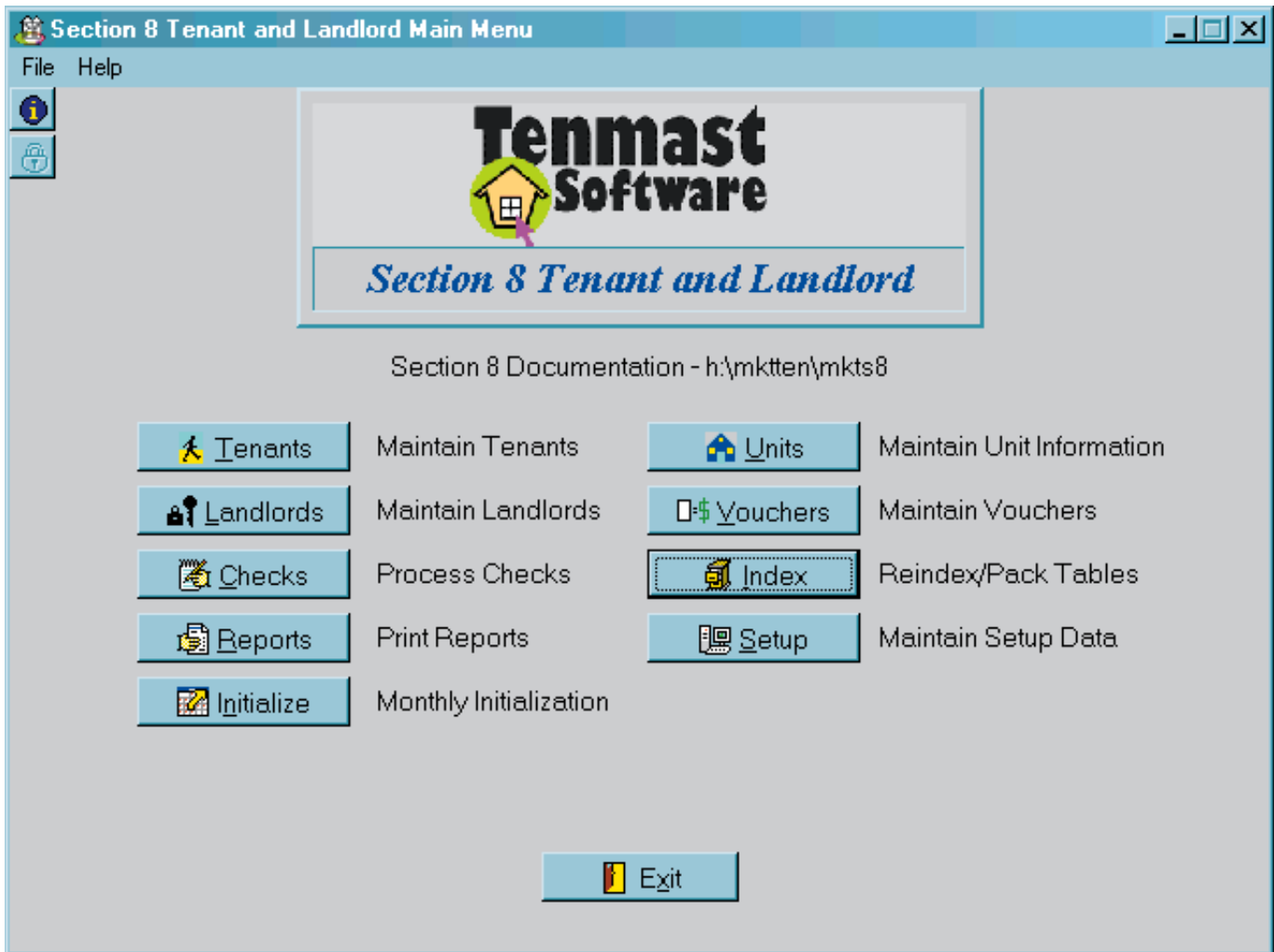
When to Reindex

Occasionally, index files can become corrupted. This means that such a file's data is no longer complete, and it may not be in a form that Section 8 can read. The most common indicator of a corrupted index file comes when you search for a record that you know is present and the program does not find it. Reindexing solves this problem by going through each database and rebuilding the index file for it.

Caution

You must make sure that no one else is using Section 8 before using this feature. Reindexing rewrites files, which can cause damage to the data within those files if they are already open when Rent Reasonableness attempts to index them.
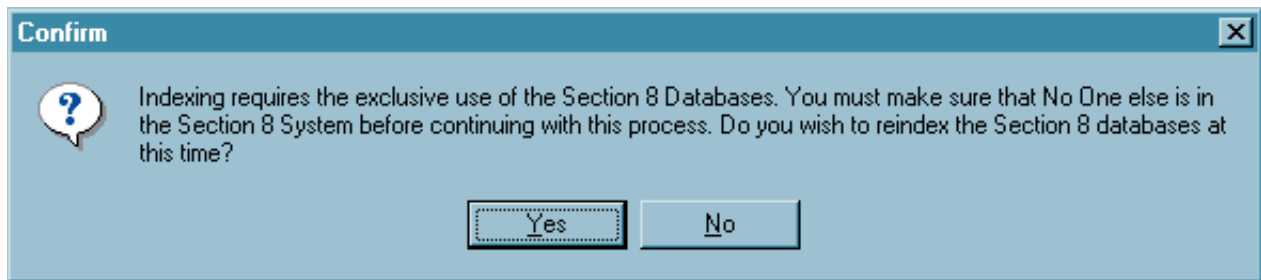
When to Pack

While you are reindexing, you also have the option to pack Section 8's databases. Packing is a process by which the program removes all blank or deleted entries from its databases, thereby reducing the size of the files.

Caution

Tenmast recommends that you do not perform packing unless specifically instructed to do so by Tenmast Training & Support personnel. Packing permanently removes deleted records. Once you have packed, data that the packing process erases will be irrevocably gone.

Reindexing and Packing

When you begin the reindexing process, a dialog box opens that asks you if you want to initiate this process. Click Yes to continue or No to cancel.

Confirm

Indexing requires the exclusive use of the Section 8 Databases. You must make sure that No One else is in the Section 8 System before continuing with this process. Do you wish to reindex the Section 8 databases at this time?

Yes   No

If you click Yes, the Index and Pack Database dialog box opens. This dialog box has four check boxes that allow you to select which activities you wish to perform with the database. You can reindex both current records and historical (inactive tenants and landlords) records. If you choose to reindex either current or historical records, you have the option to pack those records as well.

Index & Pack Database

☑ Current   ☑ Pack Current

☐ History   ☐ Pack History

✓ OK   ✗ Cancel
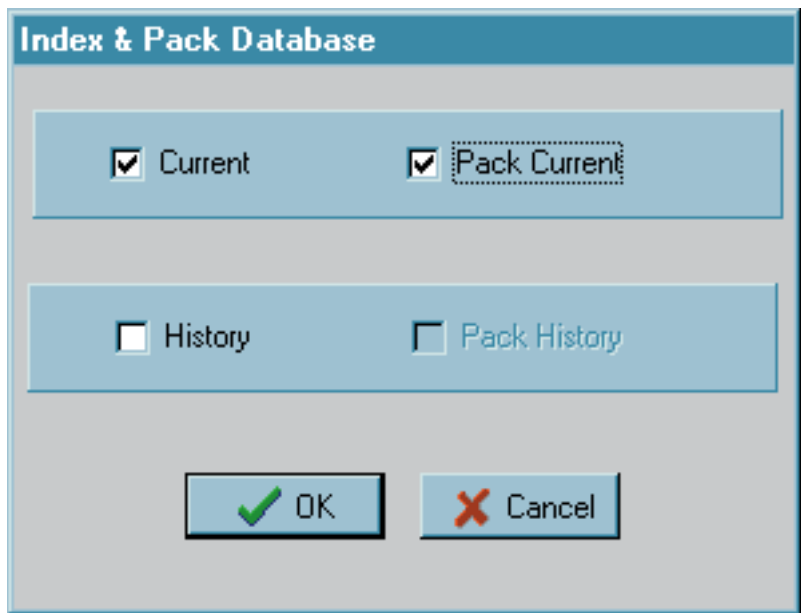
Check the boxes that correspond to the functions you want to perform. Then click the OK button. The program begins the reindexing process, which should take no longer than two or three minutes. When the process is complete, the dialog box closes and the program returns to the Main Menu.
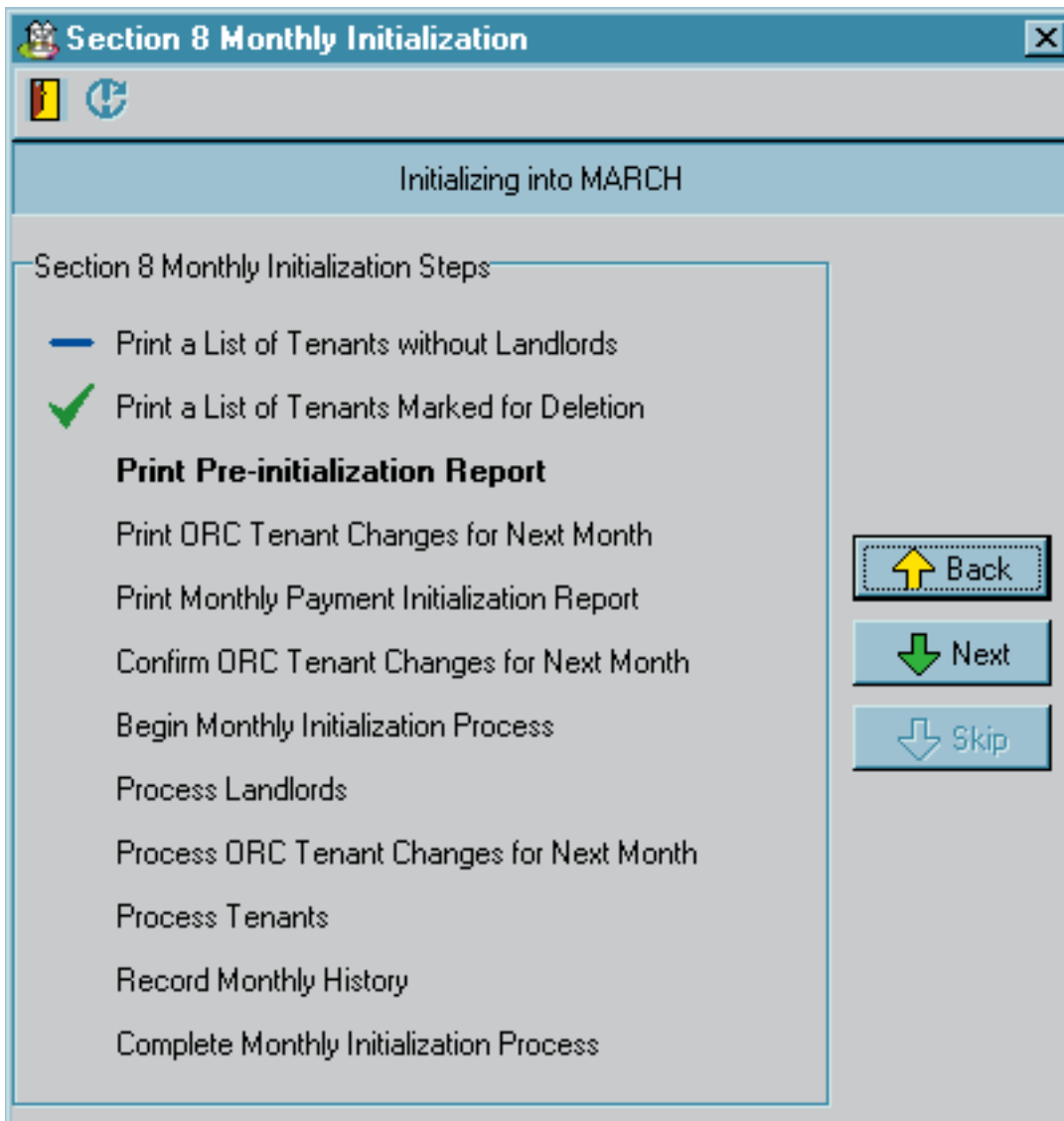
INITIALIZATION

Because of the way accounting works, Section 8 only works with the records for one month at a time. When Section 8 is in a given month, it only handles transactions that occur within that month. Because many agencies don't always finish recording a month's transactions until after that month has ended on the calendar, Section 8 doesn't automatically move itself to the next month when the calendar turns. It waits until an operator tells it, "okay, you're done with this month, now close the books on it and open them for the next month." The process of closing one month and opening the next one is known as initialization. To initialize, click the Initialization button on the Main Menu. This starts the Section 8 Initialization wizard.
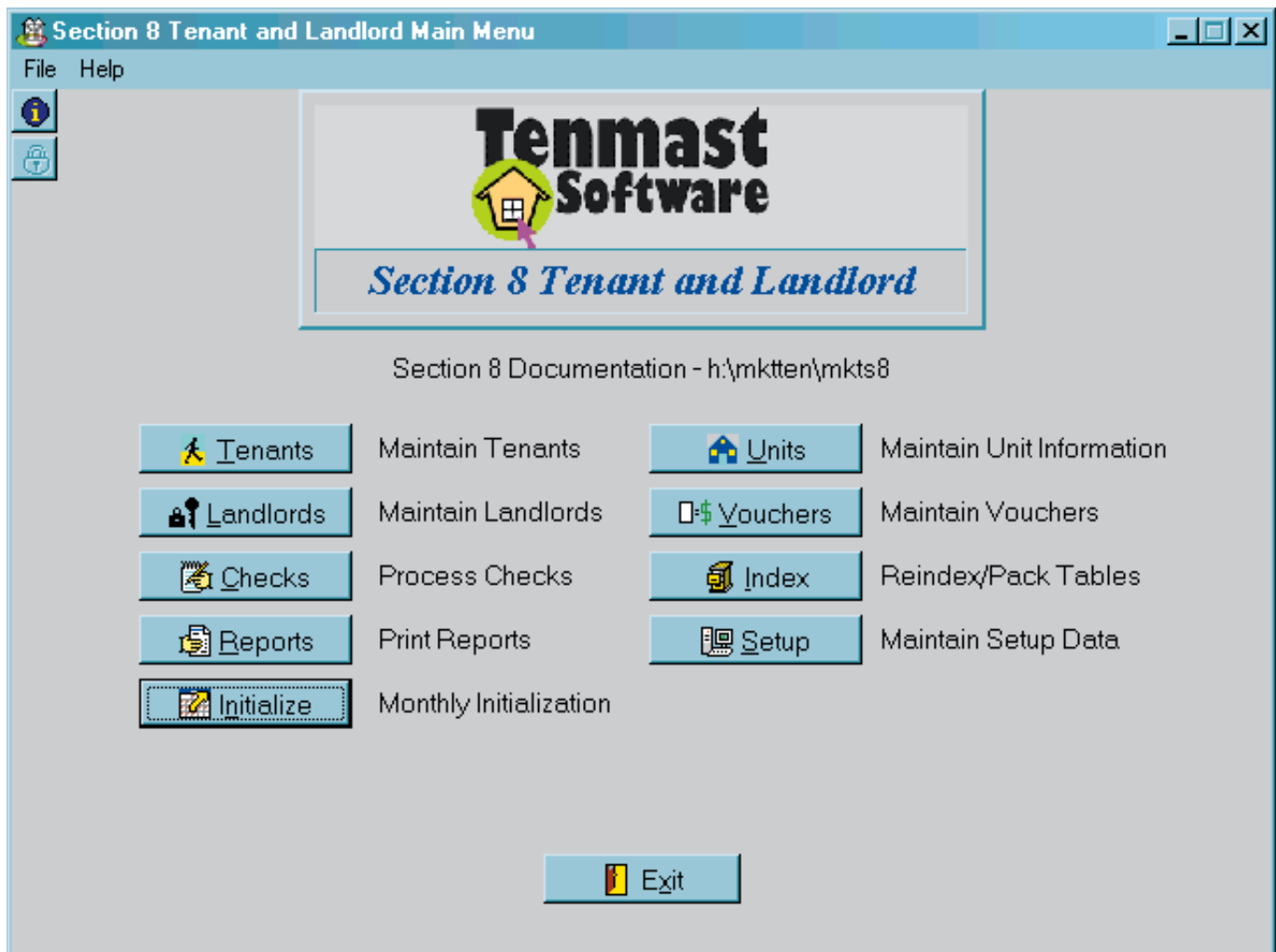
SECTION 8 MONTHLY INITIALIZATION WIZARD

The Section 8 Monthly Initialization dialog box uses a simple graphic representation to show your progress through the initialization sequence. Steps that you have completed without error have green check marks next to them, steps that you have skipped or that the program cannot perform have blue dashes next to them, and steps that you have completed but that have generated errors in the program have red Xs next to them. The next step in the sequence is highlighted in bold type.

Initialization Controls

Exit Button
This button exits the Section 8 Monthly Initialization wizard and returns you to the Main Menu. The Section 8 program records the point at which you exited the sequence. The next time you enter the wizard, the program returns you to the step at which you exited.

Start Button (becomes Next button)
This button is only available at the beginning of the initialization sequence. It begins the initialization sequence. Once you move past Step 2, it becomes the Next button.
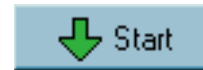
Back Button
This button moves you back one step in initialization sequence.

Next Button
This button moves you to the next step in the initialization sequence.

Skip Button
This button skips the next step in the initialization sequence.
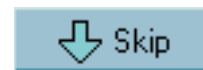
Step 1: Print Invalid Landlord Listing Report

When you click the Start button to begin the initialization process, a dialog box opens that asks you to confirm your intent to begin initialization. Click Yes to continue or No to cancel the process.
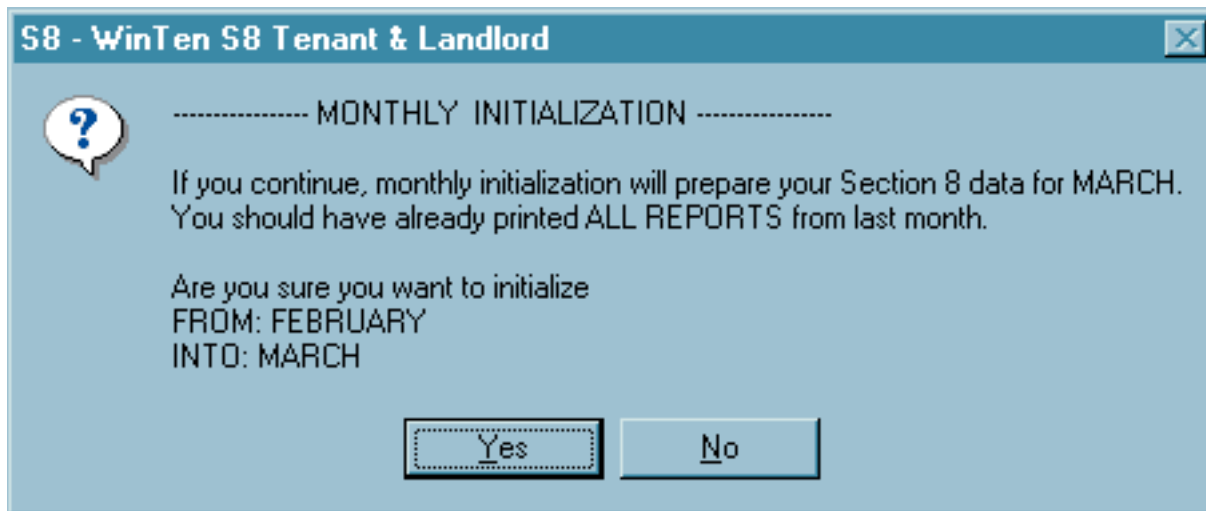
If you click Yes, the Report Order dialog box opens. Select the order in which you want to sort the report and click OK.

A standard print preview screen opens with the Invalid Landlord Listing report. Review the report and print it if necessary, then close the print preview screen to proceed to Step 2.
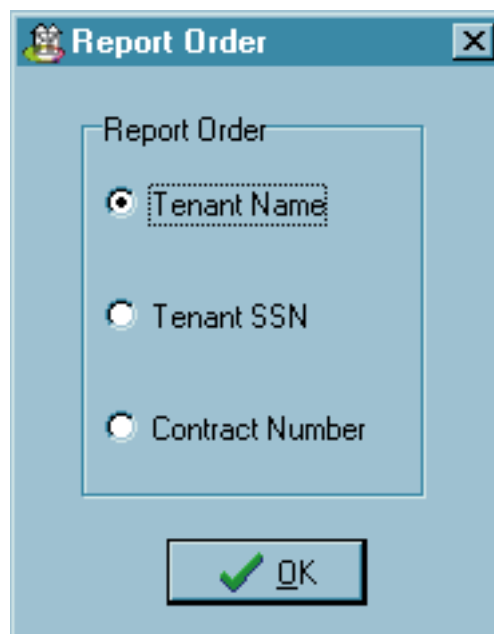
Step 2: Print Tenants Marked for Deletion Report

Click the Next button. A standard print preview screen opens with the Tenants Marked for Deletion report. Review the report and print it if necessary, then close the print preview screen to proceed to Step 3.

Step 3: Print Pre-Initialization Report

Click the Next button. The Select Tenants for Pre-Init Report dialog box opens. Select the formatting options for the report and click OK.

A standard print preview screen opens with the Pre-Initialization Report. Review the report and print it if necessary, then close the print preview screen to proceed to Step 4.
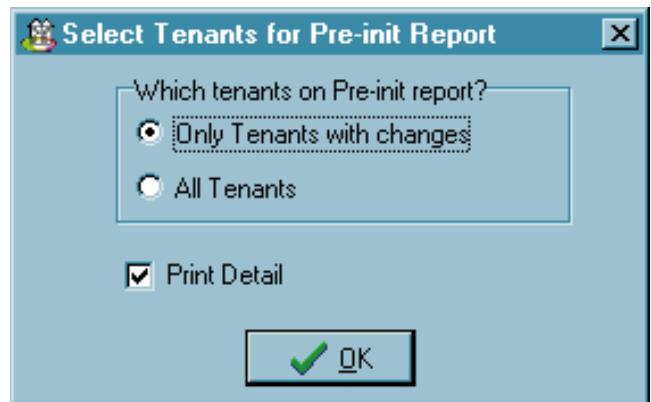
Step 4: Print ORC Tenant Changes for Next Month

Click the Next button. A standard print preview screen opens with the ORC Tenant Changes for Next Month report. Review the report and print it if necessary, then close the print preview screen to proceed to Step 5.

Step 5: Print Monthly Payment Initialization Report

Click the Next button. The Report Order dialog box opens. Select the order in which you want to sort the report and click OK.

A standard print preview screen opens with the Monthly Payment Initialization Report. Review the report and print it if necessary, then close the print preview screen to proceed to Step 6.
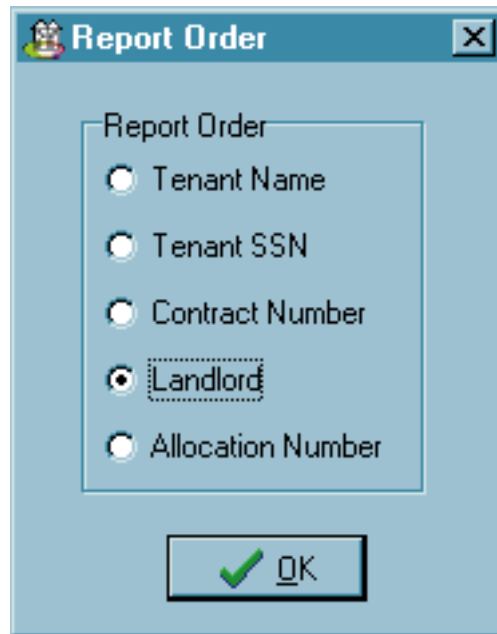
Step 6: Confirm ORC Tenant Changes for Next Month

Click the Next button. A confirmation dialog box appears that asks you if the Tenant Changes for Next Month report (Step 4) is complete. Click Yes if it is or No if it is not.
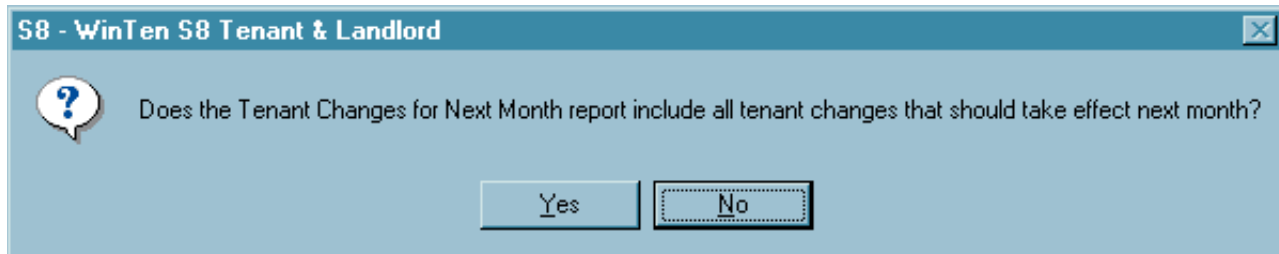
If you click No, the program remains at Step 6. This enables you to exit the initialization process and make corrections in the program as needed.

If you click Yes, a dialog box opens that asks you to confirm your intent to begin initialization. Click Yes to continue or No to cancel the process.
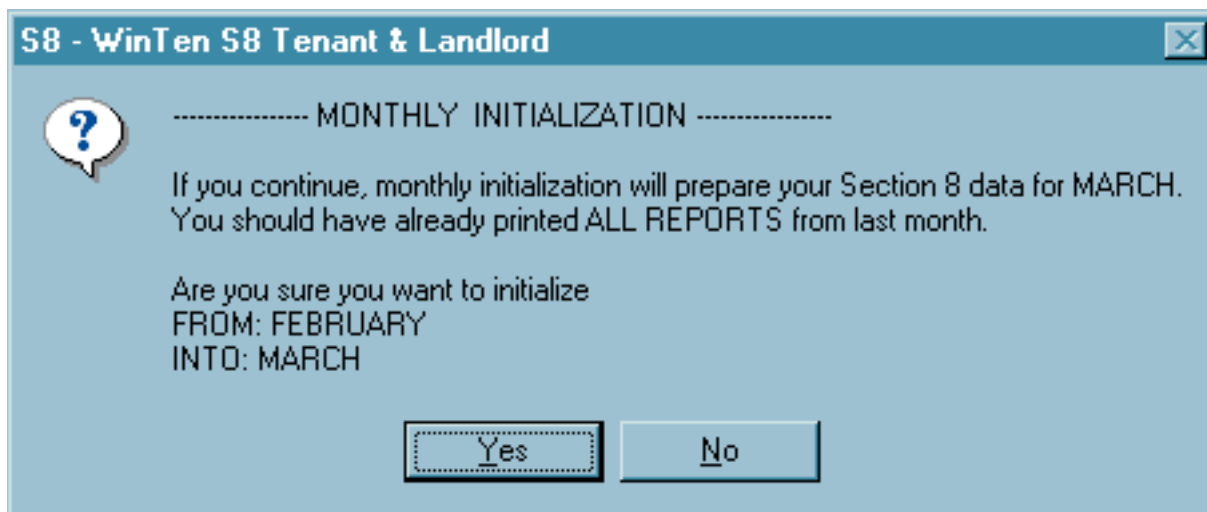
If you click Yes, the program begins the initialization process. In order, the program performs the following steps:

• process landlord data

• process ORC tenant changes for the new month

• process tenant data

• record monthly history

• complete initialization process

When the process is complete, a dialog box opens that informs you that the program has successfully initialized into the next month. Click OK to close all associated dialog boxes and return to the Main Menu.

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