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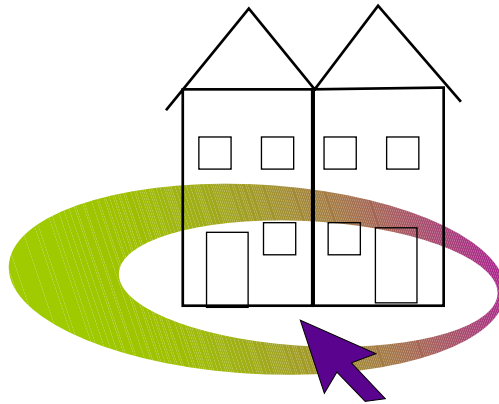
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# WinTen SECTION 8 TENANT AND LANDLORD



USER MANUAL VERSION 9/4/2003

FOR PROGRAM VERSION 9/4/2003 AND LATER

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## WinTen Section 8 Tenant and Landlord User Manual

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# 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](mailto: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](mailto: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

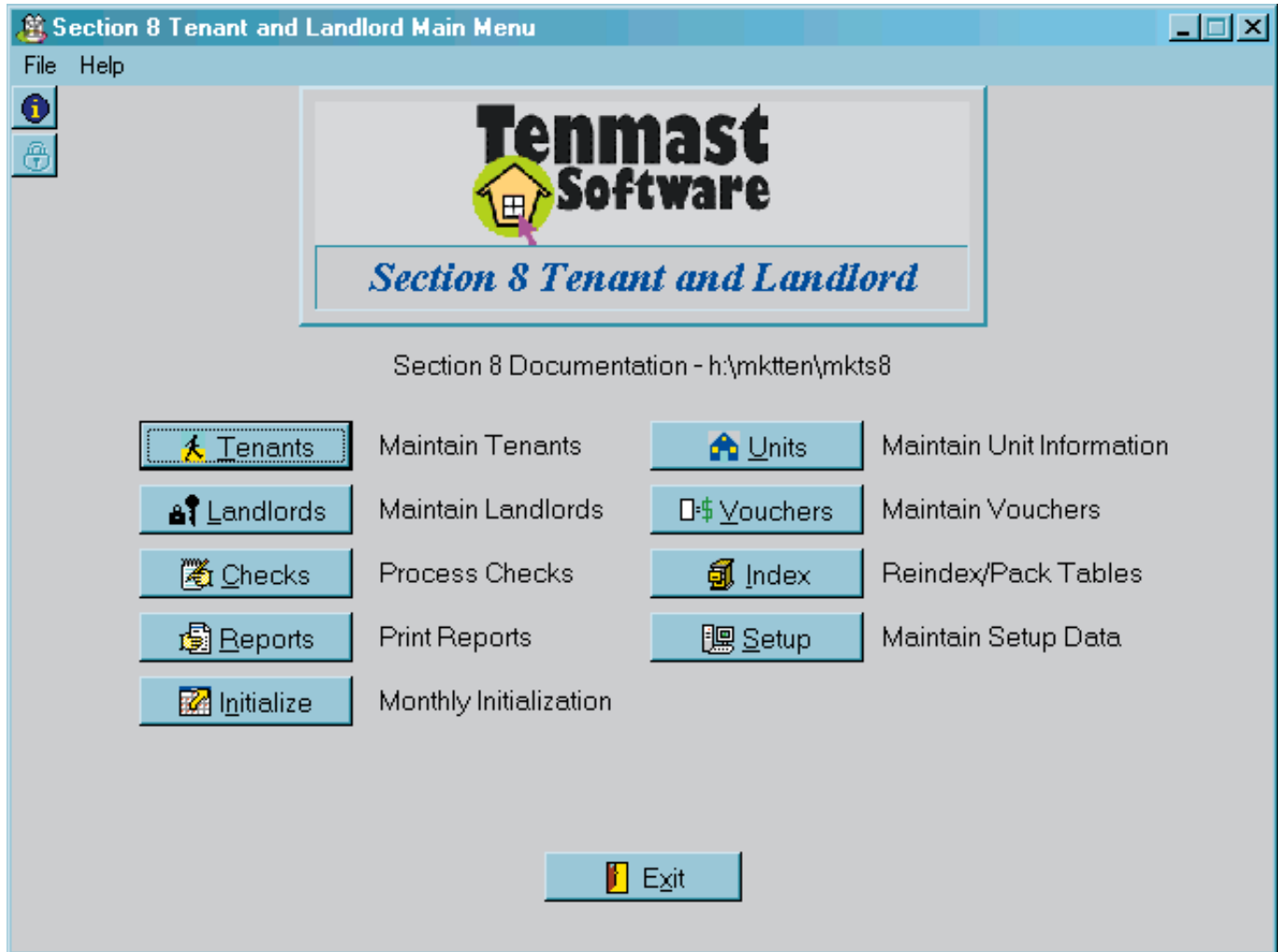
Finish all December transactions before you print your 1099 forms in the WinTen IRS 1099/Magnetic Media program. You do not have to initialize Section 8 before you print 1099s, but you must be finished with all December checks.

### 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.

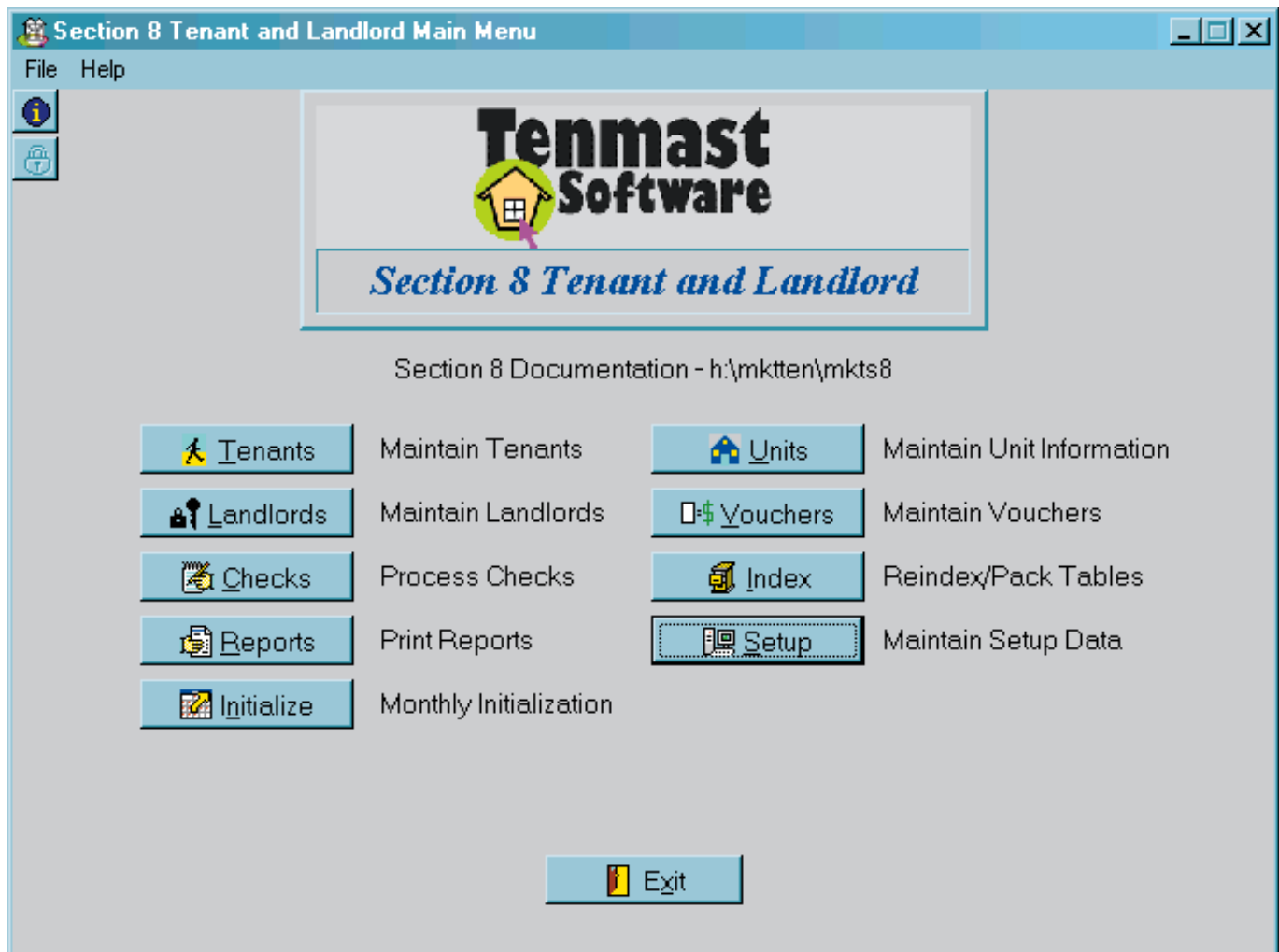


# SETUP

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.

The screenshot shows the WinTen Setup application window. The title bar is 'Setup'. Below it are four tabs: 'Default Settings' (selected), 'Ledger Posting Setup', 'Check Format', and 'Other Options'. A toolbar with various icons is below the tabs. The main area is divided into several sections. On the left, there are text boxes for 'Organization Name' (TENMAST CITY HOUSING AUTHORITY), 'Address' (132 VENTURE COURT, SUITE 1), 'City, State, Zip' (LEXINGTON, KY 40511), 'Phone Number' ((859)455-8061), 'Fax Number' ((859)367-7480), 'Fed. ID #' (93-2929092), and 'State ID #' (12546817). On the right, there is a section for 'Annual HAP Budget' with a value of 48,000.00. Below that, there are dropdown menus for 'Primary S8 Number' (KY404), 'Current Year' (2003), 'Current Active Month' (July), and 'FY Begin Month' (Jan.). At the bottom, there are checkboxes for 'Voucher Processing is ENABLED', 'Enable Direct Deposit' (checked), 'Edit HAP/URP Amounts', and 'Print one check per tenant to each landlord'. There are also text boxes for 'Direct Deposit Transfer File Name (w/ ext)' (S8ACHFIL.TXT) and 'Federal Backup Withholding' (28 %). At the very bottom, there are three sub-tabs: 'Primary Settings' (selected), 'Default Directory Settings', and 'FSS Master Setup'. The bottom-most section contains text boxes for 'Minimum rent (Must be from 0 to 50.00)' (0.00), 'Base Hard to House (HTH) fee amount' (0.00), 'Monthly administrative fee for first 600 tenants' (38.41), and 'Monthly administrative fee for over 600 tenants' (43.85).

Organization Name	TENMAST CITY HOUSING AUTHORITY
Address	132 VENTURE COURT, SUITE 1
City, State, Zip	LEXINGTON, KY 40511
Phone Number	(859)455-8061
Fax Number	(859)367-7480
Fed. ID #	93-2929092
State ID #	12546817
Annual HAP Budget	48,000.00
Primary S8 Number	KY404
Current Year	2003
Current Active Month	July
FY Begin Month	Jan.
Voucher Processing is	ENABLED
Enable Direct Deposit	<input checked="" type="checkbox"/>
Direct Deposit Transfer File Name (w/ ext)	S8ACHFIL.TXT
Edit HAP/URP Amounts	<input type="checkbox"/>
Print one check per tenant to each landlord	<input type="checkbox"/>
Federal Backup Withholding	28 %
Minimum rent (Must be from 0 to 50.00)	0.00
Base Hard to House (HTH) fee amount	0.00
Monthly administrative fee for first 600 tenants	38.41
Monthly administrative fee for over 600 tenants	43.85

## 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

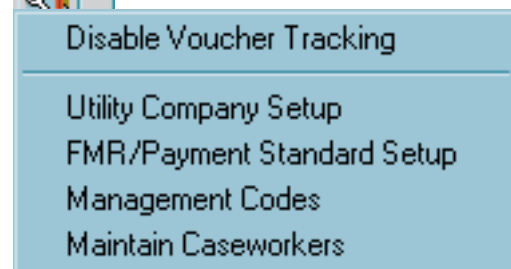
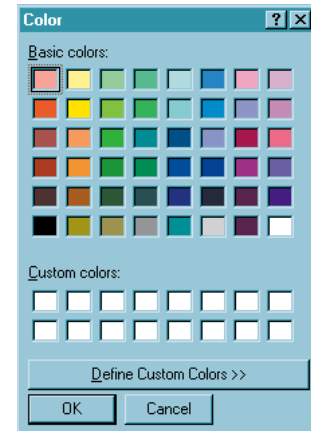
This command opens the Maintain Management Codes sub-screen. This sub-screen enables you to edit the management codes that Occupancy and Rent Calculation uses. For more information on this sub-screen, see the end of this chapter.

#### 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.

The screenshot shows the 'Setup' window with the 'Primary Settings' tab selected. The window contains various input fields and checkboxes for configuring the system. The fields are organized into sections: Organization Information (Name, Address, City/State/Zip, Phone/Fax Numbers, Fed. ID #, State ID #), Budget and Fiscal Information (Annual HAP Budget, Primary S8 Number, Current Year, Current Active Month, FY Begin Month), and Processing Options (Voucher Processing, Direct Deposit, Backup Withholding, and various fee amounts). The 'Voucher Processing' section is currently enabled. The 'Direct Deposit' section has a checkbox checked and a file name specified. The 'Backup Withholding' section has a checkbox unchecked and a percentage set to 28%. The fee amounts section shows values for minimum rent, base hard to house fee, and monthly administrative fees for different tenant counts.

Field	Value
Organization Name	TENMAST CITY HOUSING AUTHORITY
Address	132 VENTURE COURT, SUITE 1
City, State, Zip	LEXINGTON, KY 40511
Phone Number	(859)455-8061
Fax Number	(859)367-7480
Fed. ID #	93-2929092
State ID #	12546817
Annual HAP Budget	48,000.00
Primary S8 Number	KY404
Current Year	2003
Current Active Month	July
FY Begin Month	Jan.
Voucher Processing Is...	ENABLED
Enable Direct Deposit	Checked
Direct Deposit Transfer File Name (w/ ext)	S8ACHFIL.TXT
Edit HAP/URP Amounts	Unchecked
Print one check per tenant to each landlord	Unchecked
Federal Backup Withholding	28 %
Minimum rent (Must be from 0 to 50.00)	0.00
Base Hard to House (HTH) fee amount	0.00
Monthly administrative fee for first 600 tenants	38.41
Monthly administrative fee for over 600 tenants	43.85

**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 fee 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.

Setup

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

Default Directory Settings

Ledger Directory

H:\MKTTEN\MKTPH\

Tenant Occupany Data Directory

H:\MKTTEN\MKTS8\

Tenant Receivables Directory

Hand held inspection directory

Primary Settings | Default Directory Settings | FSS Master Setup



## **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.

The screenshot shows a software window titled "Setup" with a tabbed interface. The tabs are "Default Settings", "Ledger Posting Setup", "Check Format", and "Other Options". The "Default Settings" tab is active. Below the tabs is a toolbar with icons for file operations and editing. The main area is titled "FSS Default Escrow Settings" and contains the following fields:

- ☒ Print One Check for All FSS Escrow Payments
- Bank Name: FIFTH THIRD BANK
- Street: 3100 RICHMOND RD
- City: LEXINGTON
- State: KY (dropdown menu)
- Zip Code: 40515
- Account Number: 814-62278

At the bottom of the window, there are three tabs: "Primary Settings", "Default Directory Settings", and "FSS Master Setup". The "FSS Master Setup" tab is currently selected.

## **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		
KY132V00001	Post to General Ledger Method	1
KY132V00002	GL Journal Description Field	Check Recipient
KY132V00003	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**

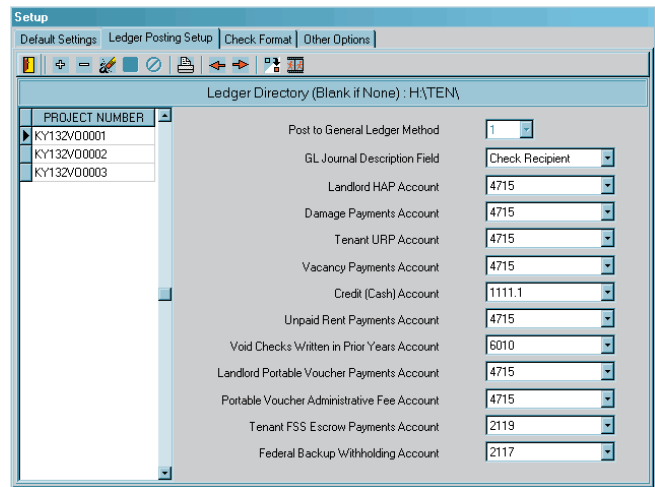
This is the account to which the program will post portable voucher administrative fees (checks for outgoing portable tenants).

#### **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.



PROJECT NUMBER	Post to General Ledger Method	GL Journal Description Field	Landlord HAP Account	Damage Payments Account	Tenant URP Account	Vacancy Payments Account	Credit (Cash) Account	Unpaid Rent Payments Account	Void Checks Written in Prior Years Account	Landlord Portable Voucher Payments Account	Portable Voucher Administrative Fee Account	Tenant FSS Escrow Payments Account	Federal Backup Withholding Account
KY132V00001	1	Check Recipient	4715	4715	4715	4715	1111.1	4715	6010	4715	4715	2119	2117
KY132V00002													
KY132V00003													

# 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.*

**Setup**

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

**CHECK FORMAT**

Check Date      Check Amo

Check Word

Check

Check Name

Check Care

Check

Check City, ST Zip

Check Format | Tenant Voucher Format | Landlord Voucher Format

Voucher Size > 3.3      Check/Voucher      ☐

Check Size > 3.5      Voucher/Check      ☒

Top Margin > 0.2      Check/Voucher/Voucher      ☐

Left Margin > 0.2      Voucher/Check/Voucher      ☐

Voucher/Voucher/Check      ☐

Copy From...      Restore      Accept

Copy To...      Print Test      Abandon

## 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

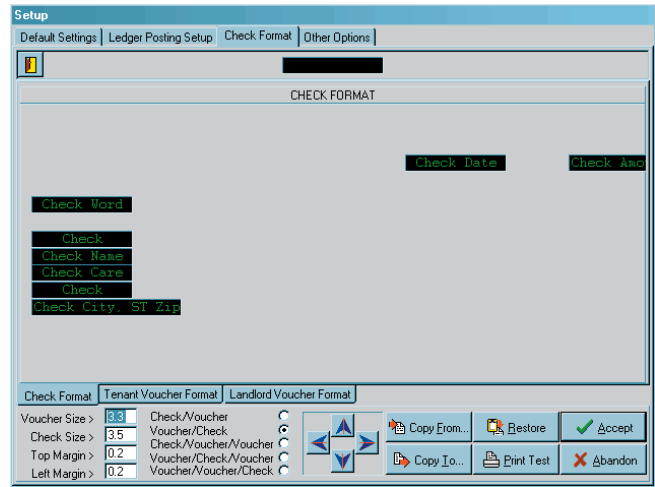
This is the amount of blank space, in inches, that the program will leave between the top edge of the paper and the point at which the program begins printing. This value cannot be less than 0.2 (2/10").

### 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

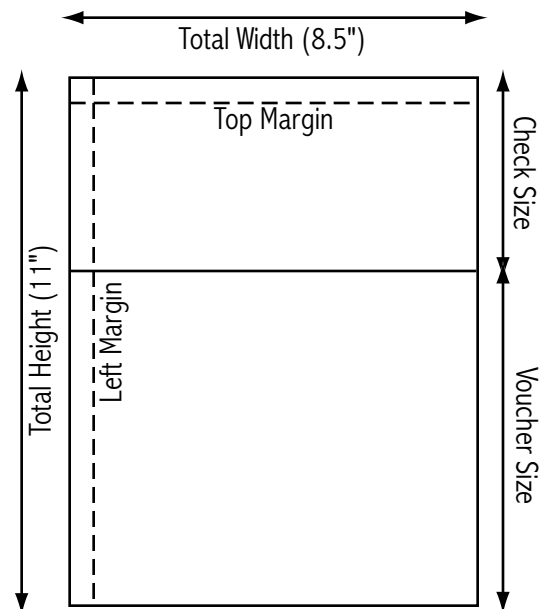
These five radio buttons allow you to specify the order in which checks and their vouchers print. For example, if your agency uses blank checks with two vouchers after each check, select the Check/Voucher/Voucher radio button.



### 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.

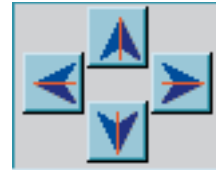
This diagram is for a check/voucher pair on a single 8.5" x 11" sheet where the check prints above the voucher (Check/Voucher format). If you do not use this type of blank checks, your measurements will probably differ. This example is shown for instructional purposes only.





### 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.



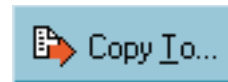
### Copy From Button

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.



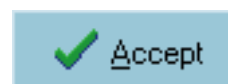
### Print Test

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.

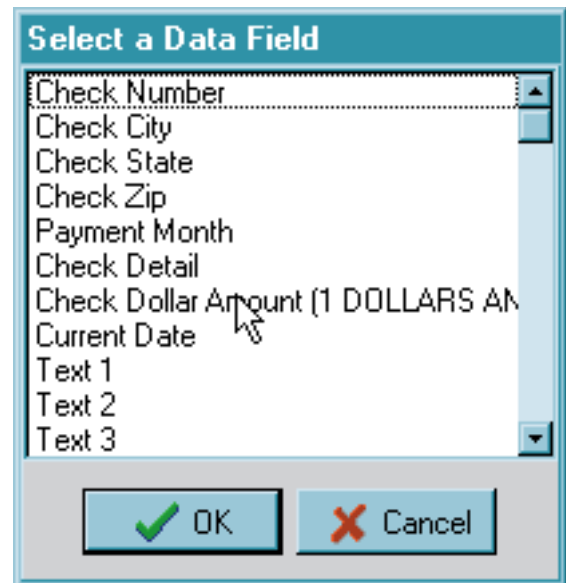
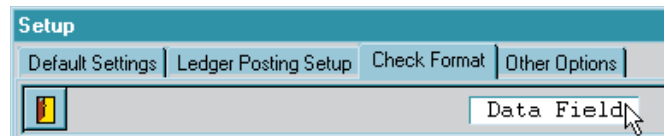


## Adding a Data Field

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.

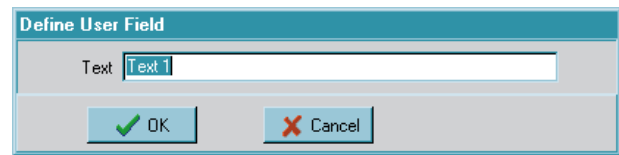
When you drop the new data field, the Select a Data Field dialog box opens. This dialog box enables you to select the data that the new field will contain.

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.



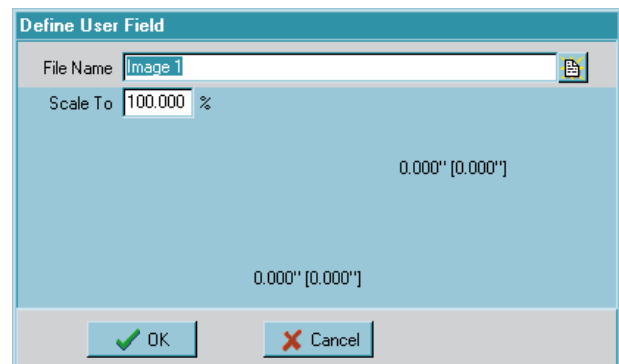
## Adding an Image

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

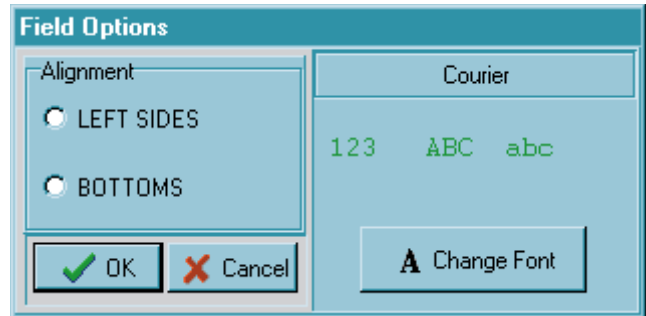
To remove a data field from a check or voucher, drag and drop it onto the Data Field label at the top of the tab.

## 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.

Setup

Default Settings

Ledger Posting Setup

Check Format

Other Options

TENANT VOUCHER FORMAT

Check Date

Voucher

MONTH :>

Payment

Paid To :>

Check

Amount :>

Check Detail

Voucher

Check Format

Tenant Voucher Format

Landlord Voucher Format

Voucher Size >

3.3

Check/Voucher

☐

Copy From...

Restore

Accept

Check Size >

3.5

Voucher/Check

☒

Copy To...

Print Test

Abandon

Top Margin >

0.2

Check/Voucher/Voucher

☐

Left Margin >

0.2

Voucher/Check/Voucher

☐

Voucher/Voucher/Check

☐

# 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.

Setup

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

LANDLORD VOUCHER FORMAT

Check Date

For : Payment

Tenant Name

Address

Contract # Amount

Tenant Name

Tenant SSN

Contract

Voucher

Total Amount : >

Total

Check Format | Tenant Voucher Format | Landlord Voucher Format

Voucher Size > 3.3

Check/Voucher

Check Size > 3.5

Voucher/Check

Top Margin > 0.2

Check/Voucher/Voucher

Left Margin > 0.2

Voucher/Check/Voucher

Voucher/Voucher/Check

Copy From...

Restore

Copy To...

Print Test

Accept

Abandon

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# 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.

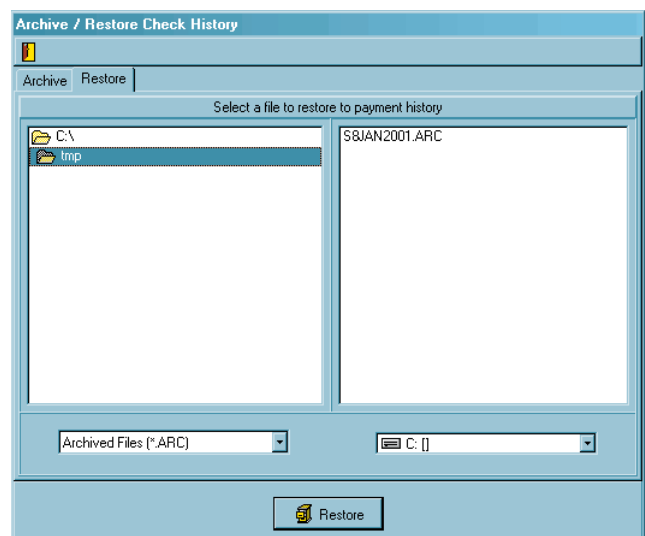
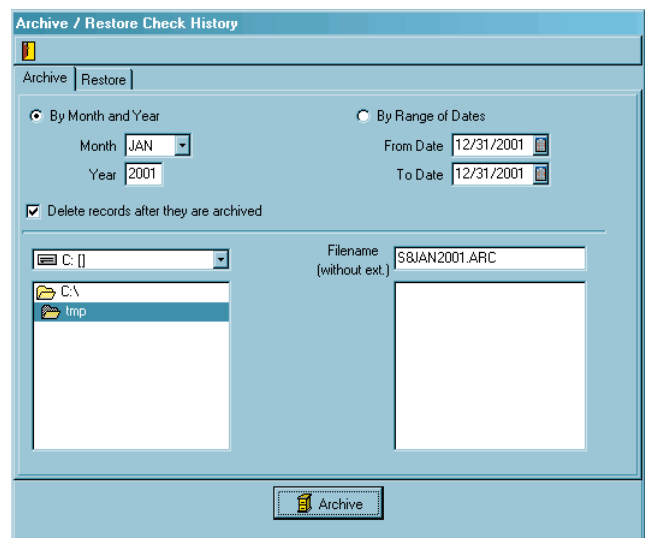
Use the drop-down selection box with the list of drives on your workstation and the folder list beneath it to select the location in which to save the file. Enter a file name for the archive file in the Filename field.

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.

Archive



## Recalculate Calendar YTD Totals

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.*

Recalc YTD

## Recalculate Paid This Month for All Tenants

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.

Recalc Pd This Month

## Clear Calendar YTD Totals

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 YTD

## Clear Fiscal YTD Totals

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.

Clear Fiscal YTD



## 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.

Audit Log

Which Tenants/Landlords?

☒ All

☐ Single Tenant

☐ Single Landlord

Which File?

☒ Current

☐ History

Which Field?

☒ Name

☐ ID

From // To //

☒ All Records

☐ Specific Period

## 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.

1099 Required

# 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.

A screenshot of a software window titled 'Utility Company Setup'. The window has a standard Windows-style title bar with a close button. Below the title bar is a tab labeled 'Utility Company'. Underneath the tab is a toolbar with various icons for editing (add, delete, edit, etc.). The main area of the window is divided into two sections. The top section is a table with two columns: 'Utility Company Code' and 'Name'. It contains two rows: 'KU' with 'KENTUCKY UTILITIES' and 'FGE' with 'FAYETTE COUNTY GAS & ELECTRIC COOP.'. The bottom section is a form for the selected company, 'KU'. It contains five labeled text boxes: 'Utility Company Code' (containing 'KU'), 'Name' (containing 'KENTUCKY UTILITIES'), 'Care Of' (containing 'Jerry McKay'), 'Street Address' (containing '1 Quality St'), and 'City, State, Zip' (containing 'Lexington, KY 40501'). At the bottom of the window are two tabs: 'General' (which is active) and 'Utility Checks'.

## 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.



Change Utility Company Code

Utility Company 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 Company Setup

Utility Company

Utility Company Code	Name
KU	KENTUCKY UTILITIES
FGE	FAYETTE COUNTY GAS & ELECTRIC COOP.

Utility Company Code

Name

Care Of

Street Address

City, State, Zip

General

## 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.

The screenshot shows the 'Utility Company Setup' dialog box with the 'Utility Checks' tab selected. The 'Utility Company' field is set to 'KU' and 'KENTUCKY UTILITIES'. The 'Check Format' section has five radio button options: 'Tenant Name Only', 'Tenant and utility company name' (selected), 'Tenant or utility company name', 'Utility company name for tenant', and 'Single check for each utility company'. The 'Address To Appear on Checks' section has two radio button options: 'Tenant' (selected) and 'Utility Company'. The 'Seasonal Billing' section has three radio button options: 'Summer', 'Winter', and 'None' (selected). The bottom of the dialog has two tabs: 'General' and 'Utility Checks' (which is active).

Utility Company Setup

Utility Company

Utility Company KU KENTUCKY UTILITIES

Check Format

- ☐ Tenant Name Only
- ☒ Tenant and utility company name
- ☐ Tenant or utility company name
- ☐ Utility company name for tenant
- ☐ Single check for each utility company

Address To Appear on Checks

- ☒ Tenant
- ☐ Utility Company

Seasonal Billing

- ☐ Summer
- ☐ Winter
- ☒ None

General Utility Checks

## **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	Bedrooms	FMR/Pmt Std
Description	Frankfort/Franklin County	0	251.00
Effective	01/01/2001	1	370.00
Expiration	12/31/2001	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.

A dialog box titled "Change FMR Table Code" with a blue header bar. The main area is white and contains a label "FMR ID" followed by a text input field containing the value "FKT". At the bottom, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

## 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.

Management Code	Description
INCVER	NEEDS INCOME VERIFICATION
LOOKING8	LOOKING FOR SECTION 8 UNIT
PLEASE	PENDING LEASE APPROVAL
PVOUCHER	PENDING RECEIPT OF SIGNED VOUCHER

Management Code	PVOUCHER
Description	PENDING RECEIPT OF SIGNED VOUCHER



## 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.

A screenshot of the 'Change Management Code' dialog box. The title bar is blue with the text 'Change Management Code'. The main area has a light gray background. It contains a label 'MGTCODE' followed by a text input field containing the value 'INCVR'. At the bottom, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with a red X icon.

## 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.

Caseworker Code	Name	Work Phone #	Work Ext. #
KIM	KIM ZEAH	(859)455-8061	235
LUCAS	LUCAS DIRRAL	(859)455-8061	262
VIC	VICTOR TETH	(859)455-8061	242

Caseworker Code	KIM		
First & Last Name	KIM	ZEAH	
Work Phone	(859)455-8061	Extension	235
Mobile Phone	[ ] -		
Pager Phone	[ ] -		
Home Phone	[ ] -		
E-mail Address			

## 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.

A screenshot of the 'Change Caseworker Code' dialog box. It has a title bar with the text 'Change Caseworker Code'. Inside, there is a label 'Caseworker Code' followed by a text input field containing the text 'KIM'. At the bottom, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with a red X icon.

## 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

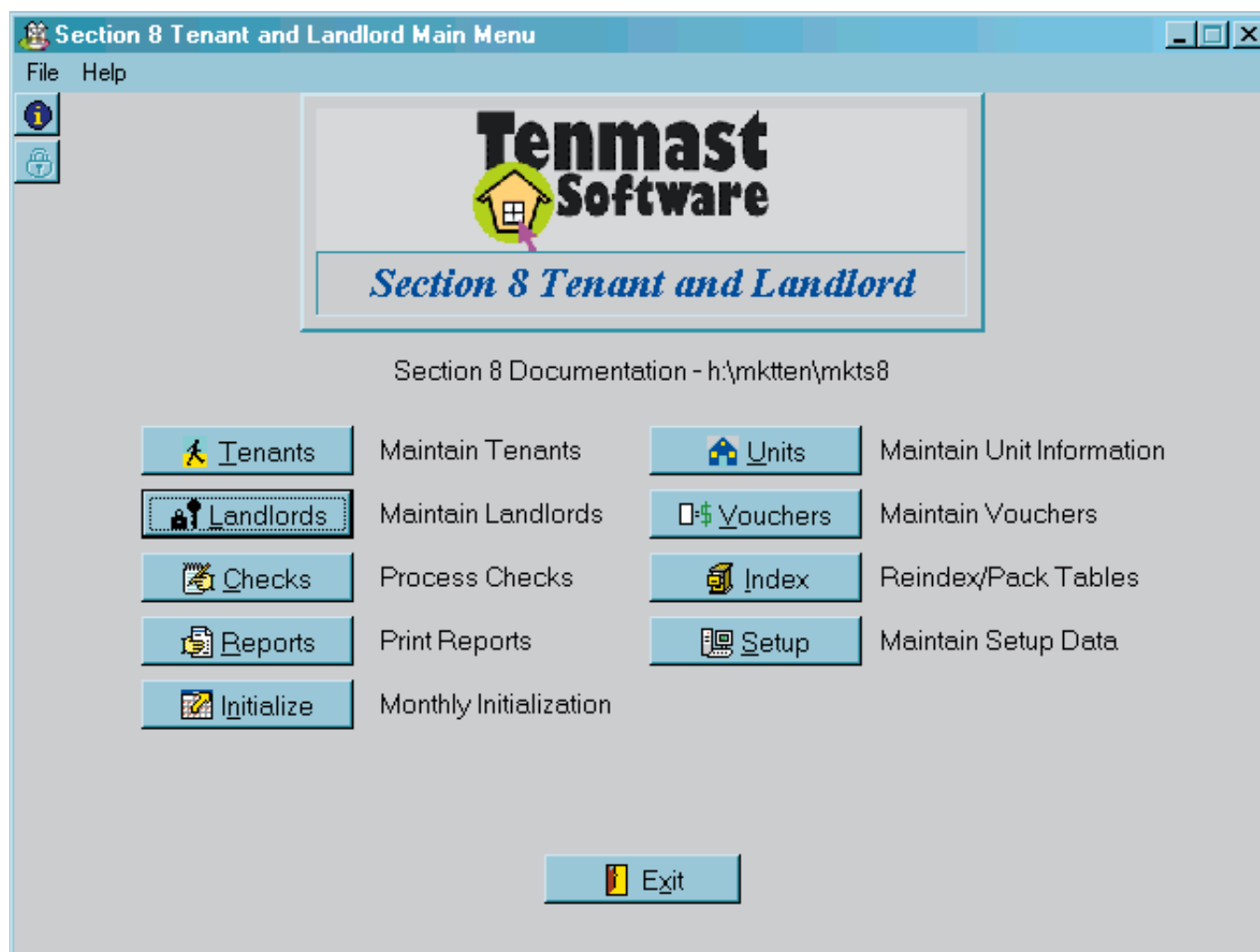
This is the caseworker's e-mail address.



# 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

Search For

Sort By  
☒ Last Name  
☐ ID

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 APPLETT 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.

**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 INFORMATION

First Name	ANNETTE	Last Name	SWAIN
In Care of		In Care of (2)	
Address	829 REGINALD PKWY #2	Phone	(859)555-4851
City	LEXINGTON	State	KY
Hold Code	<input type="checkbox"/>	Zip Code	40513
Direct Deposit	<input checked="" type="checkbox"/>	Ext. Vendor #	
PHA	<input type="checkbox"/>	Contract #	521-45136
PHA ID			

MANAGER INFORMATION

Name	ANNETTE SWAIN
Address	829 REGINALD PKWY #2
City, State Zip	LEXINGTON KY 40513
Phone Number	(859)555-4851

LANDLORD PAYMENT TOTALS

	Calendar Year	Fiscal Year
HAP Payments	2,660.00	2,660.00
Account Adjustments	0.00	0.00
Portable Payments	0.00	0.00
Damage Claim Payments	0.00	0.00
Unpaid Rent Payments	0.00	0.00
Vacancy Payments	0.00	0.00
Total Payments	2,660.00	2,660.00
Backup Withholding Taxes	0.00	0.00
Backup federal withholding tax		<input type="checkbox"/>



## Landlord Data Tab Controls

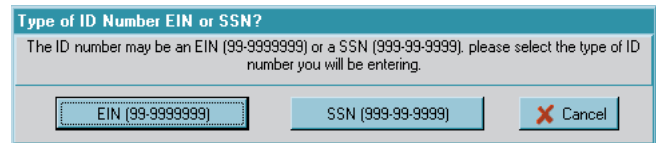
### Add an Adjustment Button

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.



Type of ID Number EIN or SSN?

The ID number may be an EIN (99-9999999) or a SSN (999-99-9999), please select the type of ID number you will be entering.

### 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.



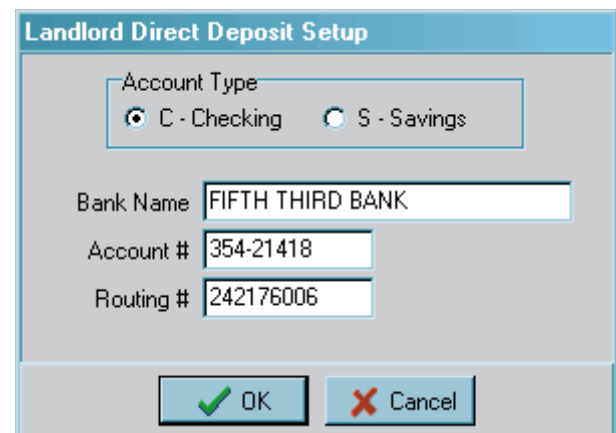
### Recall Landlord Button

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 Direct Deposit Setup

Account Type  
☒ C - Checking ☐ S - Savings

Bank Name

Account #

Routing #

## 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.

The screenshot shows the 'Maintain Landlords' software interface. The top menu bar includes 'File', 'Edit', and 'Tools'. Below the menu, the 'Landlord Name' is 'ANNETTE SWAIN' and the 'ID' is '416-61-6693'. The 'Landlord Data' tab is selected, showing 'Owner - 1099', 'Monthly Payment', 'Check History', 'Check Adjustments', and 'Notes'. The 'LANDLORD INFORMATION' section contains fields for 'First Name' (ANNETTE), 'Last Name' (SWAIN), 'In Care of', 'Address' (829 REGINALD PKWY #2), 'City' (LEXINGTON), 'State' (KY), 'Zip Code' (40513), 'Hold Code', 'PHA', 'Ext. Vendor #', 'Direct Deposit' (checked), 'PHA ID', and 'Contract #' (521-45136). The 'LANDLORD PAYMENT TOTALS' section shows a table with 'Calendar Year' and 'Fiscal Year' columns. The table lists various payment types and their amounts for both years.

	Calendar Year	Fiscal Year
HAP Payments	2,660.00	2,660.00
Account Adjustments	0.00	0.00
Portable Payments	0.00	0.00
Damage Claim Payments	0.00	0.00
Unpaid Rent Payments	0.00	0.00
Vacancy Payments	0.00	0.00
Total Payments	2,660.00	2,660.00
Backup Withholding Taxes	0.00	0.00
Backup federal withholding tax		<input type="checkbox"/>

## *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**

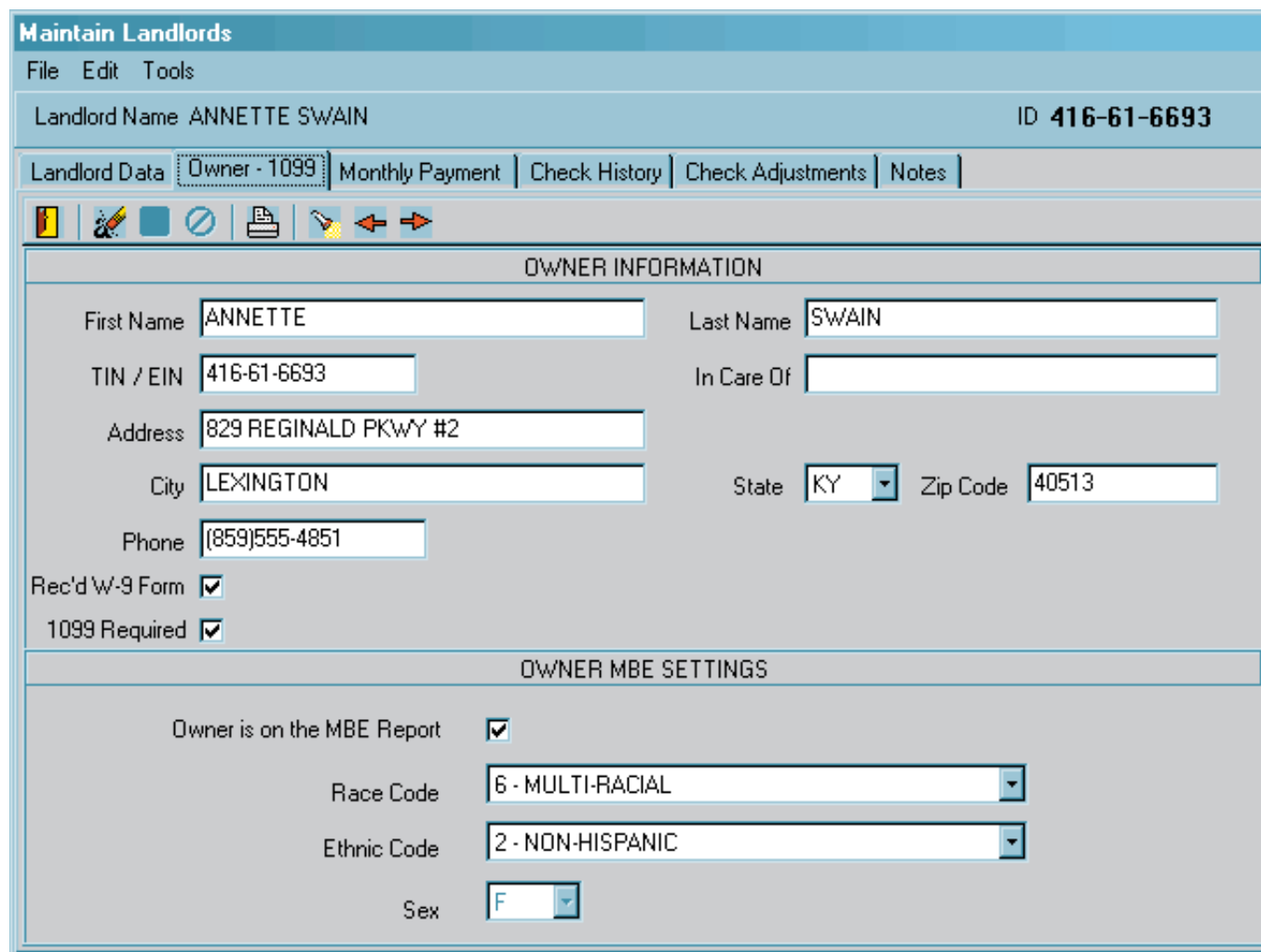
This is the amount of backup withholding tax the landlord is subject to this year.

### **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.



**Maintain Landlords**

File Edit Tools

Landlord Name ANNETTE SWAIN ID 416-61-6693

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

**OWNER INFORMATION**

First Name ANNETTE Last Name SWAIN

TIN / EIN 416-61-6693 In Care Of

Address 829 REGINALD PKWY #2

City LEXINGTON State KY Zip Code 40513

Phone (859)555-4851

Rec'd W-9 Form ☒

1099 Required ☒

**OWNER MBE SETTINGS**

Owner is on the MBE Report ☒

Race Code 6 - MULTI-RACIAL

Ethnic Code 2 - NON-HISPANIC

Sex F

## 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	DAVISS, 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	DAVISS, 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	DAVISS, 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").

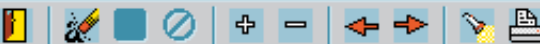
The top portion of this tab contains a table of all outstanding adjustments for the selected landlord. The bottom portion of this tab contains the data fields for the currently selected adjustment. Use the standard WinTen controls to edit the data on this tab, add or delete adjustments, and save or cancel 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 NameRAFAT, ALIA

DescriptionRAFAT, ALIA - HAP Adjustment

Ledger ProjectKY132VD0001

Total to Adjust50.00

Monthly Adjustment50.00

Remaining Balance50.00

Adjusted This Month0.00



## 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 SWAINID 416-61-6693

Landlord DataOwner - 1099Monthly PaymentCheck HistoryCheck AdjustmentsNotes



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	
<input checked="" type="checkbox"/> Manual Check Adjustment	
CHECK INFORMATION - (Use a '-' If This is a Negative Adjustment)	
Check Number for This Adjustment <input type="text"/>	
Date Check was Written <input type="text" value="02/24/2003"/>	
Adjustment Amount	Total HAP before current adjustment
Adjustment Amount <input type="text" value="0.00"/>	Calendar Year-To-Date <input type="text" value="1820.00"/>
Backup Withholding Taxes <input type="text" value="0.00"/>	Fiscal Year-To-Date <input type="text" value="1820.00"/>
Ledger Debit Account	Ledger Credit Account
<input type="text"/>	<input type="text"/>
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.

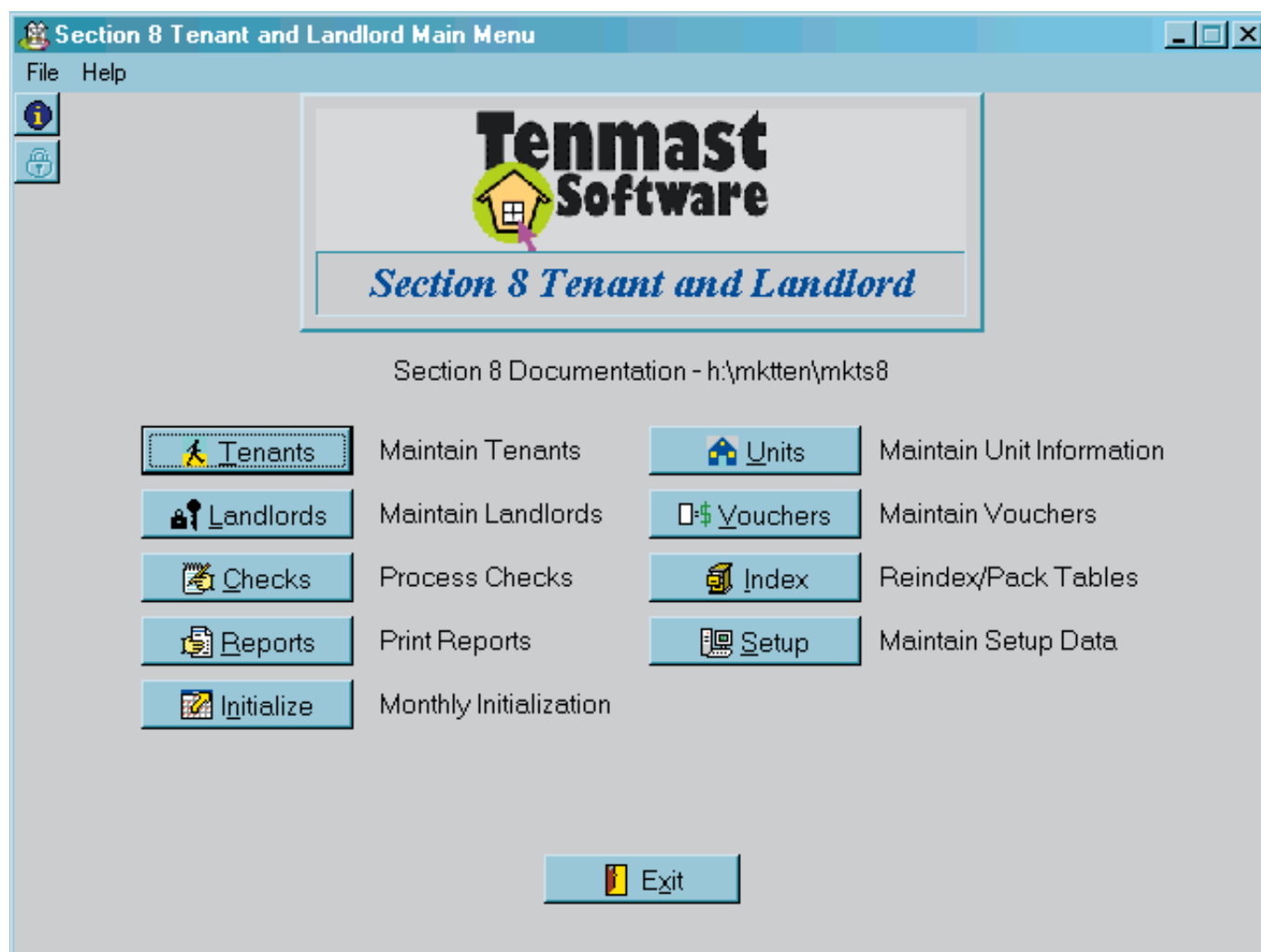
### Ledger Credit Account

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

The screenshot shows the 'Maintain Landlords' application window. At the top, there's a menu bar with 'File', 'Edit', and 'Tools'. Below it, a header bar displays 'Landlord Name: ANNETTE SWAIN' and 'ID: 416-61-6693'. A tabbed interface shows 'Landlord Data', 'Owner - 1099', 'Monthly Payment', 'Check History', 'Check Adjustments' (selected), 'Notes', and 'Account Adjustments'. The main form is titled 'LANDLORD ACCOUNT ADJUSTMENT'. It features a 'Manual Check Adjustment' checkbox. Below it, a section for 'CHECK INFORMATION - (Use a '-' If This is a Negative Adjustment)' contains fields for 'Check Number for This Adjustment' and 'Date Check was Written' (02/24/2003). The form is divided into two main columns. The left column, 'Adjustment Amount', includes 'Adjustment Amount' (0.00) and 'Backup Withholding Taxes' (0.00). The right column, 'Total HAP before current adjustment', includes 'Calendar Year-To-Date' (1820.00) and 'Fiscal Year-To-Date' (1820.00). At the bottom, there are two drop-down menus for 'Ledger Debit Account' and 'Ledger Credit Account', both showing a message: 'You Have Not Entered an Adjustment Amount.'

# 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.

**Browse Tenants**

Current

History

Sort By

- ☒ Last Name, First Name
- ☐ Social Security Number
- ☐ Contract Number
- ☐ Landlord Last Name, First Name

Search For

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	

Add

Edit / Review

Close

## **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.

**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.

First, Last Name ELLEN KILEY  
Care Of  
Street 881 GREGORY LN  
City, State Zip LEXINGTON, KY 40561  
Property ID BNKSONSJ County  
Management Code (None)  
Caseworker ZEAH, KIM

Phone (859)555-7383

**Searching for a Unit** ☐  
Project  
Voucher # 2000-0078  
Admission Date 02/10/1998

Landlord HOLZSCHLAG, RANDY 564-46-1331 Landlord ID 564-46-1331

Portable ☒ Voucher Size 0 # of Beds 2 Dependents 2  
I/O Portable - Incoming HTH Race White Family Members 3  
Tenant Type Voucher HTH Status Elderly Ethnicity Non-Hispanic  
Next Insp. Date 02/25/2004  
Next Insp. Time

Comment 1  
Comment 2 Termination Date



## 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.



**Landlord Select**

SELECT A LANDLORD FROM THE LIST BELOW

Last Name	First Name	SSN
HOLZSCHLAG	RANDY	564-46-1331
MITCHELL	STEVEN	241-67-4028
STEIN	PETER	185-64-6616
STEWART	CHERYL	561-33-5312
SWAIN	ANNETTE	416-61-6693
THOENY	MICHAEL	815-18-5361
WILLIAMS	ELIOT	851-45-2671

OK Cancel

### 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.



**Transfer Date**

Date transfer will occur 02/11/2002

**MUST be in your current S8 month of 2**

OK Cancel

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.

### 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.



**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



## 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.

**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.  
First, Last Name: ELLEN KILEY Phone: (859)555-7383  
Care Of: Street: 881 GREGORY LN  
City, State, Zip: LEXINGTON, KY 40561  
Property ID: BNKSONSJ County: Management Code: (None) Caseworker: ZEAH, KIM  
Landlord: HOLZSCHLAG, RANDY 564-46-1331 Landlord ID: 564-46-1331  
Portable: ☒ Voucher Size: 0 # of Beds: 2 Race: White Ethnicity: Non-Hispanic Family Members: 3  
I/O Portable: I - Incoming HTH: ☐ HTH Status: Elderly: ☐  
Tenant Type: Voucher  
Comment 1: Comment 2: Searching for a Unit  
Voucher #: 2000-0078 Admission Date: 02/10/1998  
Next Insp. Date: 02/25/2004 Next Insp. Time: Termination Date:

### 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.

**Outgoing Portable Transfer**  
OUTGOING PORTABLE TRANSFER  
Date transfer will occur  
03/28/2002  
OK Cancel

**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
Payment Standard Table	USR	Gross Rent	775.00
Payment Standard	533.00	HAP Amount	469.00
Contract Rent	710.00	URP Amount	0.00
Utility Allowance	65.00		
Total Tenant Payment	64.00	Total Assistance Payment	469.00
			Minimum Rent Exempt <input type="checkbox"/>
			Security Deposit 0.00
			Income Level
			Annual Income 3500.00
			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.

The screenshot shows the 'Maintain Tenants' application window. At the top, the tenant name is 'ELLEN KILEY' and the SSN is '156-41-6571'. The 'Rent Calc.' tab is selected. The 'LEASE/CONTRACT INFORMATION' section shows HAP Contract # '00000078', Lease Issue Date '05/01/2002', and Next Exam Date '03/28/2002'. The 'UTILITY COMPANY INFORMATION' section shows 'KENTUCKY UTILITIES' as the utility company. The 'CURRENT RENT CALCULATION' section displays the following values:

Field	Value
Tenant Type	Voucher
Payment Standard Table	USR
Payment Standard	533.00
Contract Rent	710.00
Utility Allowance	65.00
Total Tenant Payment	64.00
Tenant Rent	241.00
Gross Rent	775.00
HAP Amount	469.00
URP Amount	0.00
Total Assistance Payment	469.00
Minimum Rent Exempt	<input type="checkbox"/>
Security Deposit	0.00
Income Level	
Annual Income	3500.00
Adjusted Income	2540.00

**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 KILEYSSN 156-41-6571

Tenant DataRent Calc. **ORC Changes**Payment Info.FSS DataPortableReceiveableCheck 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 156-41-6571Effective Date 03/28/2002

Tenant Name KILEY, ELLEN P

Transaction Code Portability Move-outTTP 64

Who Created Change CAOWorking Allowance 65

Date of Change 02/20/2003HAP Amount 469

Property ID BNKSONSJURP 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.

**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	463	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 463

Property ID BNKSONSJ URP Amount 0

NEXT TENANT CHANGE TO BE PROCESSED DURING MONTHLY INITIALIZATION

**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.



Apply ORC Tenant Changes

Undo Last ORC Tenant Change

**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

05/01/2002

NEXT EXAM DATE

03/28/2002

When to Pay ☐

Ledger Account Project KY132V00001

	Hold Code	Reason Held	To Be Paid Next Check	Adjustment Next Check	Check Amount	HAP/URP This Month	
Tenant URP	<input type="checkbox"/>		51.00	+	20.00	= 71.00	0.00
Landlord HAP	<input checked="" type="checkbox"/>	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	KY132V00001
URP	URP adjustment - service outage credit	20.00	20.00	0.00	20.00	KY132V00001

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.

The screenshot shows the 'Maintain Tenants' window for tenant ELLEN KILEY (SSN 156-41-6571). It includes tabs for Tenant Data, Rent Calc, ORC Changes, Payment Info, FSS Data, Portable, Receivable, and Check Hist. Key fields include LEASE ISSUE DATE (05/01/2002), NEXT EXAM DATE (03/28/2002), and a 'When to Pay' dropdown. A table lists adjustments for Tenant URP and Landlord HAP. Below this is a 'Check Adjustments' table with columns for Type, Description, Total to Adjust, Monthly Adjustment, Adjusted This Month, Remaining Balance, and Ledger Acct Project. At the bottom, there is a field for 'Future outgoing portable admin. fee' set to 0.00.

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	KY132V00001
URP	URP adjustment - service outage credit	20.00	20.00	0.00	20.00	KY132V00001

**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.**

Maintain Tenants	
File Edit Tools	
Tenant Name ELLEN KILEY	SSN 156-41-6571
Tenant Data   Rent Calc.   ORC Changes   Payment Info.   <b>FSS Data</b>   Portable   Receivable   Check Hist.	
FSS Participant <input checked="" type="checkbox"/>	
<b>BASIC FSS INFORMATION</b>	<b>FSS PAYMENT INFORMATION</b>
FSS plan beginning date	Payment Hold Code <input type="checkbox"/>
FSS plan ending date	Date of last escrow payment
Monthly escrow payment amt.	Current month interest earned
Amount to be paid this month	Contract to date interest earned
Up to date FSS escrow bal	
<b>FSS ESCROW BANK INFORMATION</b>	
Deposit escrow payments to	FIFTH THIRD BANK
Street Address	250 WEST MAIN STREET
City	LEXINGTON
State	KY
Zip Code	40501
FSS escrow account number	873-98438

## 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.

**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.

FSS Participant: ☒

BASIC FSS INFORMATION		FSS PAYMENT INFORMATION	
FSS plan beginning date		Payment Hold Code	<input type="checkbox"/>
FSS plan ending date		Date of last escrow payment	
Monthly escrow payment amt.	0.00	Current month interest earned	0.00
Amount to be paid this month	75.00	Contract to date interest earned	308.41
Up to date FSS escrow bal	2880.54		

**FSS ESCROW BANK INFORMATION**

Deposit escrow payments to	FIFTH THIRD BANK		
Street Address	250 WEST MAIN STREET		
City	LEXINGTON	State	KY
Zip Code	40501		
FSS escrow account number	873-98438		



# 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 KILEYSSN 156-41-6571









Tenant DataRent Calc. ORC ChangesPayment Info. FSS DataPortableReceiveableCheck Hist.



Check Number	Check Date	Type of Payment	Recipient	Amount	Project
000237	01/08/2003	HAP	RANDY HOLZSCHLAG	5497.00	KY132VOI
000219	03/21/2002	HAP	RANDY HOLZSCHLAG	318.00	KY132VOI
000219	03/21/2002	HAP	VOID - RANDY HOLZSCHLAG	-318.00	KY132VOI
000200	12/02/2001	HAP	RANDY HOLZSCHLAG	505.00	KY132P0C
000181	11/20/2001	HAP	RANDY HOLZSCHLAG	308.00	KY132P0C
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									
<div></div>									

## **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.

The screenshot shows the 'Maintain Tenants' application window. At the top, there's a menu bar with 'File', 'Edit', and 'Tools'. Below it, the 'Tenant Name' is 'ELLEN KILEY' and the 'SSN' is '156-41-6571'. A series of tabs are visible: 'Tenant Data', 'Rent Calc.', 'ORC Changes', 'Payment Info.', 'FSS Data', 'Portable' (which is selected), 'Receivable', and 'Check Hist.'. Below the tabs is a toolbar with various icons. The main area is divided into several sections:

- PORTABLE TENANT HOUSING AUTHORITY INFORMATION:** Contains fields for 'Initiating Housing Authority', 'Address', 'City, State, Zip', 'Tenant #', 'HA Bill #', and 'PHA ID'.
- CURRENT INVOICE INFORMATION:** A table showing financial data:

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 DUUV checks	0.00
Total current charge	469.00
- FAMILY INFORMATION:** Contains fields for 'Family' (ELLEN KILEY), 'Street Address' (881 GREGORY LN), 'City, State Zip' (LEXINGTON, KY 40561), and 'Voucher #' (2000-0078).
- RECEIVABLE STATUS:** Contains fields for 'Previous Balance' (3352.00), 'Current Charges' (469.00), 'Month to date payments' (0.00), and a bolded 'Balance Due' of 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.



The 'Portability Payment' dialog box is shown. It has a title bar with a close button. The text inside says 'Please enter the payment amount.' Below this is a text input field containing '30.00'. At the bottom are two buttons: 'OK' and '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.



The 'Receive Tenant Payment' dialog box has a title bar with the text 'Receive Tenant Payment'. Below the title bar is a section labeled 'AMOUNT RECEIVED' containing a text input field with the value '110.00'. At the bottom of the dialog are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

The 'Confirm' dialog box has a title bar with the text 'Confirm' and a close button (X). It contains a question mark icon and the text 'Would you like to print a receipt for this payment?'. At the bottom are two buttons: 'Yes' and '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.

The 'Maintain Tenants' window shows the 'Receivable' tab for tenant 'ELLEN KILEY' (SSN 156-41-6571). The 'RECEIVABLES INFORMATION' section shows 'Invoice #' 03010001. Below this are two sections: 'PRIOR CHARGES' and 'CURRENT CHARGES'. The 'PRIOR CHARGES' section includes 'Damage Charges' (220.00), 'Vacancy Charges' (0.00), 'Unpaid Rent Charges' (100.00), and 'Other Charges' (0.00). The 'CURRENT CHARGES' section includes 'Damage Charges' (0.00), 'Vacancy Charges' (0.00), 'Unpaid Rent Charges' (0.00), and 'Other Charges' (0.00). At the bottom is a 'RECEIVABLE BALANCE' section with a table:

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



### *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.

**Tenant Reports - ELLEN KILEY 156-41-6571**

☒ Tenant Receivable Reports

☒ BILLINGS☐ MAILMERGE☐ RECEIVABLE LIST☐ PAYMENTS LOG

☐ Portable Billing Invoice (HUD-52665)  
☐ Portable Billing Statement

☐ Tenant Voucher (HUD-52646)

Voucher Number2000-0078


Issue Date02/14/2002


Initial Expiration Date04/15/2002


Extended Expiration Date//

☐ Tenant Contract (HUD-52641)

HAP Contract Sign Date//

 Print

 Preview

 Cancel

## 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.

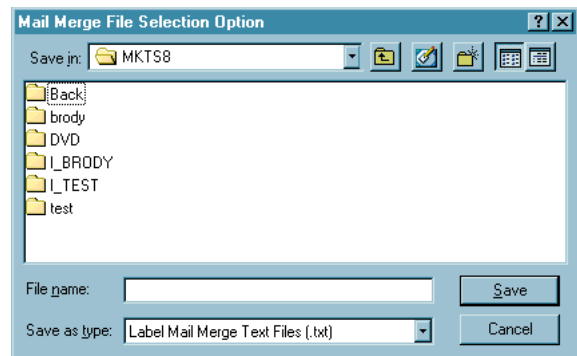
### Receivable List

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.

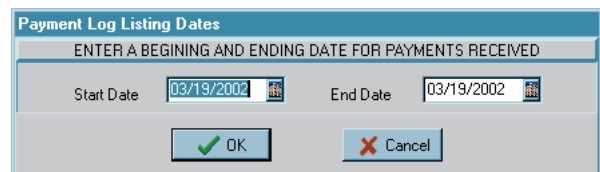
When you run this “report,” a standard Windows file save dialog box appears. Navigate to the location in which you want to save the mail merge file, enter the file name for the file, and click the Save button.



### 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.

**HUD-52665 Information**

**Part I:**

Certifying HA Official [ ]

Initial HA Contact Name [ ]

Phone Number [ ] - [ ]

**Part II-A:**

Certifying HA Official [ ]

Receiving HA Contact Name [ ]

Phone Number [ ] - [ ]

**Part II-B:** (Please check those that apply) NOTE: All other information on this form will be automated.

☐ 1. The above family has failed to submit a request for lease approval....

☐ 2. We have executed a HAP contract on behalf of the family and are absorbing the family into our own program effective 03/19/2002

☐ 5. have been temporarily abated effective 03/19/2002

Please suspend the HAP to owner portion from your payment effective 03/19/2002 until further notice.

☐ 5. that were abated beginning 03/19/2002 have been resumed effective 03/19/2002

☐ 7. The HAP contract has been terminated effective 03/19/2002 and no new HAP contract has yet been executed on behalf of the family.

☐ will not be remaining in our jurisdiction and has been referred to your agency.

☐ intends to remain in our jurisdiction. The family's voucher/certificate expires 03/19/2002

☐ 9. e. Prorated HAP to owner from 05/22/2000 to 05/22/2000 0.00

OK 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.

The screenshot shows a software window titled "Maintain Assisted Housing Units" with a close button (X) in the top right corner. The window has four tabs: "General" (selected), "Amenities", "Utilities", and "Notes". Below the tabs is a toolbar with icons for saving, deleting, adding, and navigating. The form is divided into several sections:

- Address:** Street Number (3861), Street Name (HERSHEY AVE), Apt. No. (empty), City, State Zip (LEXINGTON, KY, 40573). A yellow "Assisted" button is next to the zip code.
- Location:** Description (east side (Richmond Road area)), Census Tract (empty), County (FAYETTE).
- Owner Information:** Name (RANDY HOLZSCHLAG), Address (1827 GATEWAY BLVD), City, State, Zip (LEXINGTON, KY, 40518), Telephone ((859)555-4881).
- Rent Summary:** A table showing amounts for Contract (710.00), Utilities (64.80), and Gross (774.80).
- General Description:** Bedrooms (3), Bathrooms (2), Floor Area (sq.ft.) (1200), Year of Construction (1982), Util. Allow. Profile (City (inside Lexington limits)), Unit Type (Single Family Detached), Structure Type (Single Family Detached), Info. Source (Realtor Publication/Info), and a checkbox for Handicapped Accessible (unchecked). The Last Updated date is 03/01/2002.

## 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.

The screenshot shows the 'Maintain Assisted Housing Units' window with the 'General' tab selected. The form contains the following data:

Address		Apt. No.
Street Number	3861	
Street Name	HERSHEY AVE	
City, State Zip	LEXINGTON KY 40573	

**Location:**

Description	east side (Richmond Road area)	Census Tract	
County	FAYETTE		

**Owner Information:**

Name	RANDY HOLZSCHLAG		
Address	1827 GATEWAY BLVD		
City, State, Zip	LEXINGTON KY	40518	
Telephone	(659)555-4881		

**Rent Summary:**

	Amount
Contract	710.00
Utilities	64.80
Gross	774.80

**General Description:**

Bedrooms	3	Bathrooms	2	Floor Area (sq.ft.)	1200	Year of Construction	1982
Util. Allow. Profile	City (inside Lexington limits)						
Unit Type	Single Family Detached						
Structure Type	Single Family Detached						
Info. Source	Realtor Publication/Info						

☐ Handicapped Accessible

Last Updated: 03/01/2002

**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.

The screenshot shows a software window titled "Maintain Assisted Housing Units" with a close button in the top right corner. The window has four tabs: "General", "Amenities" (which is selected), "Utilities", and "Notes". Below the tabs is a toolbar with icons for saving, editing, deleting, printing, and navigation. The main form area contains the following fields:

- Street Number: 3861
- Street Name: HERSHEY AVE
- Apt. No.: (empty)
- City, State Zip: LEXINGTON KY 40573
- Assisted: (yellow button)

Below these fields is a section titled "Amenities" containing two columns of checkboxes:

<input checked="" type="checkbox"/> Carpet	<input type="checkbox"/> Handicap Accessibility
<input checked="" type="checkbox"/> Patio/Porch/Deck	<input checked="" type="checkbox"/> Garage or Carport
<input type="checkbox"/> Wood Stove	<input checked="" type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Playground	<input type="checkbox"/> Owner Pays All Utilities
<input checked="" type="checkbox"/> Storm Windows	<input type="checkbox"/> User Amenity 1
<input type="checkbox"/> Laundry Facilities	<input type="checkbox"/> User Amenity 2
<input checked="" type="checkbox"/> Range	<input type="checkbox"/> User Amenity 3
<input checked="" type="checkbox"/> Dishwasher	<input type="checkbox"/> User Amenity 4
<input checked="" type="checkbox"/> Fireplace	<input type="checkbox"/> User Amenity 5
<input checked="" type="checkbox"/> Storage	<input type="checkbox"/> User Amenity 6
<input checked="" type="checkbox"/> Parking	<input type="checkbox"/> User Amenity 7
<input checked="" type="checkbox"/> Screens	<input type="checkbox"/> User Amenity 8
<input checked="" type="checkbox"/> Washer/Dryer Connection	<input type="checkbox"/> User Amenity 9
<input checked="" type="checkbox"/> Refrigerator	<input type="checkbox"/> User Amenity 10



## 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.

The screenshot shows the 'Maintain Assisted Housing Units' window with the 'Utilities' tab selected. The window has a title bar and a tabbed interface with 'General', 'Amenities', 'Utilities', and 'Notes'. Below the tabs is a toolbar with icons for various actions. The main form area contains fields for unit identification: 'Street Number' (3861), 'Street Name' (HERSHEY AVE), 'Apt. No.' (empty), 'City, State Zip' (LEXINGTON, KY, 40573), and an 'Assisted' status button. The 'Utilities' section features a list of 30 checkboxes arranged in three columns. The first column contains standard utility types, the second contains 'User Utility Type' 1 through 19, and the third contains 'User Utility Type' 20 through 31. At the bottom, there is a 'Util. Allow. Profile' dropdown menu set to 'City (inside Lexington limits)' and a 'Utilities' cost field showing '64.80'.

Standard Utility	User Utility Type	User Utility Type
<input checked="" type="checkbox"/> Heating - Natural Gas	<input type="checkbox"/> User Utility Type 1	<input type="checkbox"/> User Utility Type 20
<input type="checkbox"/> Heating - Bottle Gas	<input type="checkbox"/> User Utility Type 2	<input type="checkbox"/> User Utility Type 21
<input type="checkbox"/> Heating - Oil/Electric	<input type="checkbox"/> User Utility Type 3	<input type="checkbox"/> User Utility Type 22
<input type="checkbox"/> Heating - Coal/Other	<input type="checkbox"/> User Utility Type 4	<input type="checkbox"/> User Utility Type 23
<input type="checkbox"/> Cooking - Natural Gas	<input type="checkbox"/> User Utility Type 5	<input type="checkbox"/> User Utility Type 24
<input type="checkbox"/> Cooking - Bottle Gas	<input type="checkbox"/> User Utility Type 6	<input type="checkbox"/> User Utility Type 25
<input checked="" type="checkbox"/> Cooking - Oil/Electric	<input type="checkbox"/> User Utility Type 7	<input type="checkbox"/> User Utility Type 26
<input type="checkbox"/> Cooking - Coal/Other	<input type="checkbox"/> User Utility Type 8	<input type="checkbox"/> User Utility Type 27
<input type="checkbox"/> Other Electric	<input type="checkbox"/> User Utility Type 9	<input type="checkbox"/> User Utility Type 28
<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> User Utility Type 10	<input type="checkbox"/> User Utility Type 29
<input checked="" type="checkbox"/> Water Heating - Natural Gas	<input type="checkbox"/> User Utility Type 11	<input type="checkbox"/> User Utility Type 30
<input type="checkbox"/> Water Heating - Bottle Gas	<input type="checkbox"/> User Utility Type 12	<input type="checkbox"/> User Utility Type 31
<input type="checkbox"/> Water Heating - Oil/Electric	<input type="checkbox"/> User Utility Type 13	
<input type="checkbox"/> Water Heating - Coal/Other	<input type="checkbox"/> User Utility Type 14	
<input checked="" type="checkbox"/> Water	<input type="checkbox"/> User Utility Type 15	
<input checked="" type="checkbox"/> Sewer	<input type="checkbox"/> User Utility Type 16	
<input checked="" type="checkbox"/> Trash Collection	<input type="checkbox"/> User Utility Type 17	
<input checked="" type="checkbox"/> Range/Microwave	<input type="checkbox"/> User Utility Type 18	
<input checked="" type="checkbox"/> Refrigerator	<input type="checkbox"/> User Utility Type 19	

## 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.

The screenshot shows a software window titled "Maintain Assisted Housing Units" with a close button in the top right corner. Below the title bar is a tabbed interface with four tabs: "General", "Amenities", "Utilities", and "Notes". The "Notes" tab is currently selected. Below the tabs is a toolbar containing icons for a folder, a pencil, a square, a circle with a slash, a printer, a document, a hand, and left/right arrows. The main area of the window contains a form with the following fields: "Street Number" (3861), "Street Name" (HERSHEY AVE), "Apt. No." (empty), "City, State Zip" (LEXINGTON, KY, 40573), and a yellow button labeled "Assisted". Below the form is a large, empty text area for notes.

Street Number	3861	Street Name	HERSHEY AVE		Apt. No.	
City, State Zip	LEXINGTON	KY	40573			Assisted

# 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.



Browse Inspections

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.

The screenshot shows a software window titled "Inspection Detail" with a close button (X) in the top right corner. Below the title bar is a navigation bar with four tabs: "General", "Inspect", "Approval", and "Notes". The "General" tab is currently selected. In the top right corner of the window, it says "Inspection # 16". The main area of the window is divided into three sections. The first section contains fields for "Inspector:" (Lucas Brody), "Insp. Protocol:" (HQS), and "Section 8 HQS - Ver 12/29/00". The second section contains fields for "Tenant:" (ELLEN KILEY), "Property:" (881 GREGORY LN, LEXINGTON, KY 40561), "Landlord:" (RANDY HOLZSCHLAG, 1827 GATEWAY BLVD, LEXINGTON, KY 40518), "Phone Number:" ((859)555-7383), and "Last Inspection:" (01/09/2003). The third section contains fields for "Inspection Type:" (Initial), "Status:" (PASS), "Requested:" (02/24/2003), "Scheduled Date:" (02/24/2003), "Inspection Date:" (00:00), "Followup Date:" (00:00), and "Start/End" times (00:00).

Inspector:		Lucas Brody
Insp. Protocol:		HQS
		Section 8 HQS - Ver 12/29/00
Tenant:	ELLEN KILEY	
Property:	881 GREGORY LN LEXINGTON, KY 40561	
Landlord:	RANDY HOLZSCHLAG 1827 GATEWAY BLVD LEXINGTON, KY 40518	
Phone Number:	(859)555-7383	
Last Inspection:	01/09/2003	
Inspection Type: Initial		
Status:	PASS	
Requested:	02/24/2003	Inspection Date: 00:00
Scheduled Date:	02/24/2003 00:00	Followup Date: 00:00

## **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**

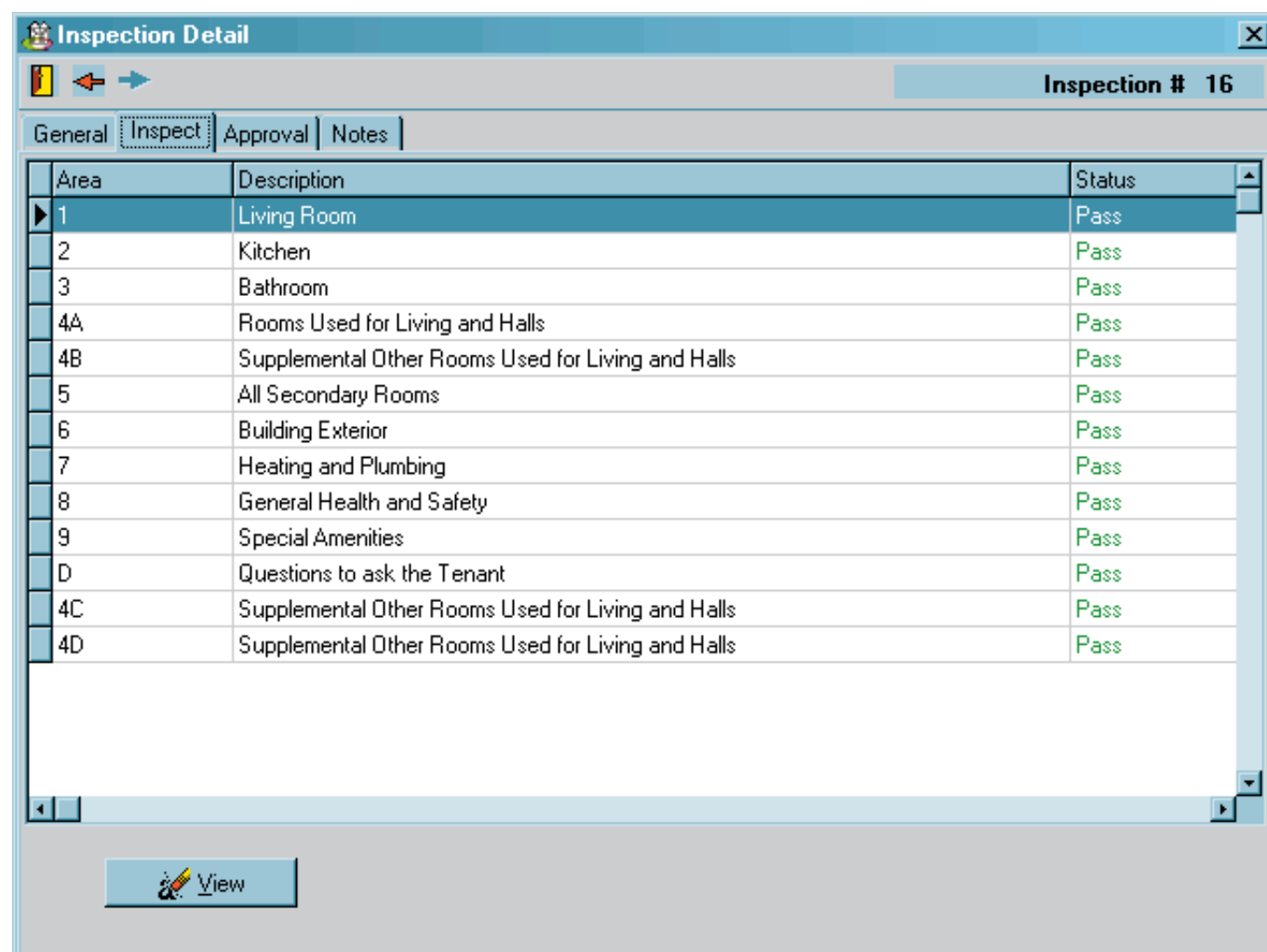
This is the date on which the inspection was actually performed.

### **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.



**Inspection Detail** Inspection # 16

General **Inspect** Approval Notes

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

 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

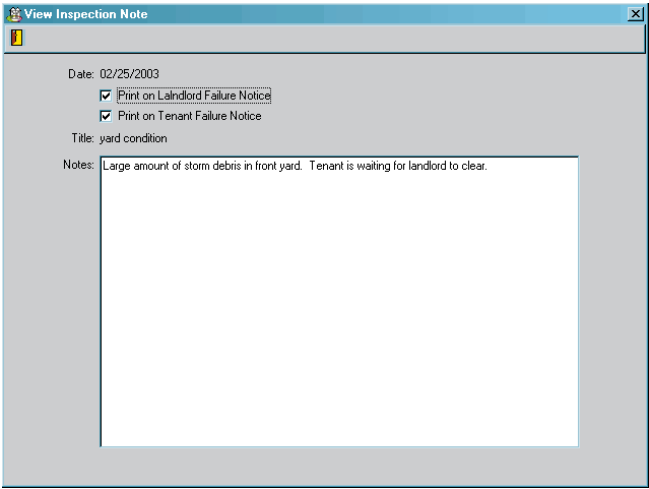
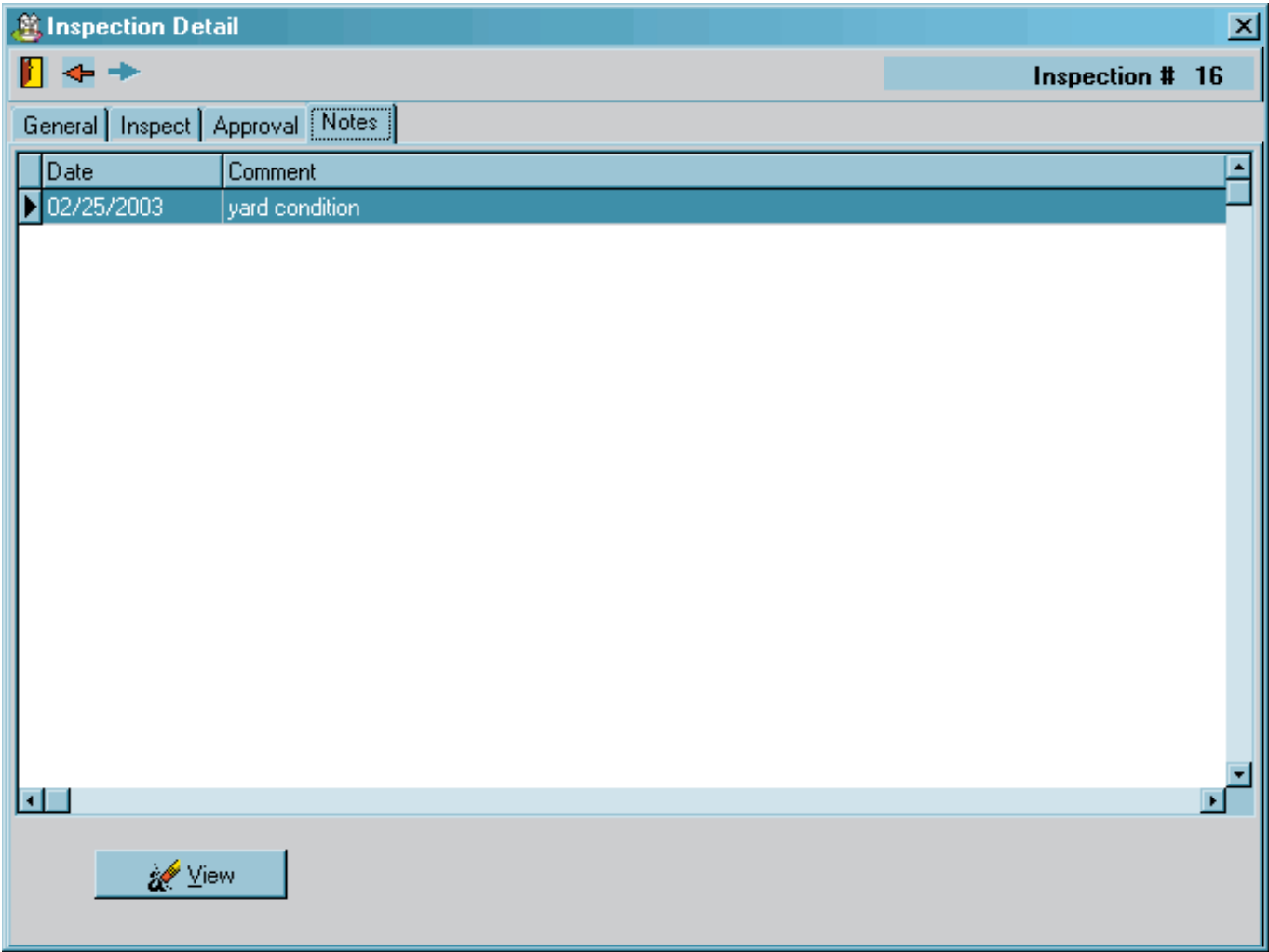
The Approval tab contains the detailed information on any deficiencies that were found during the inspection and the dates on which they were recorded as having been corrected.

Severity	Area	Item	Deficiency	Approval Date
D	6	Condition of Roof and Gutter	gutter loose from storm	02/26/2003



# Notes Tab

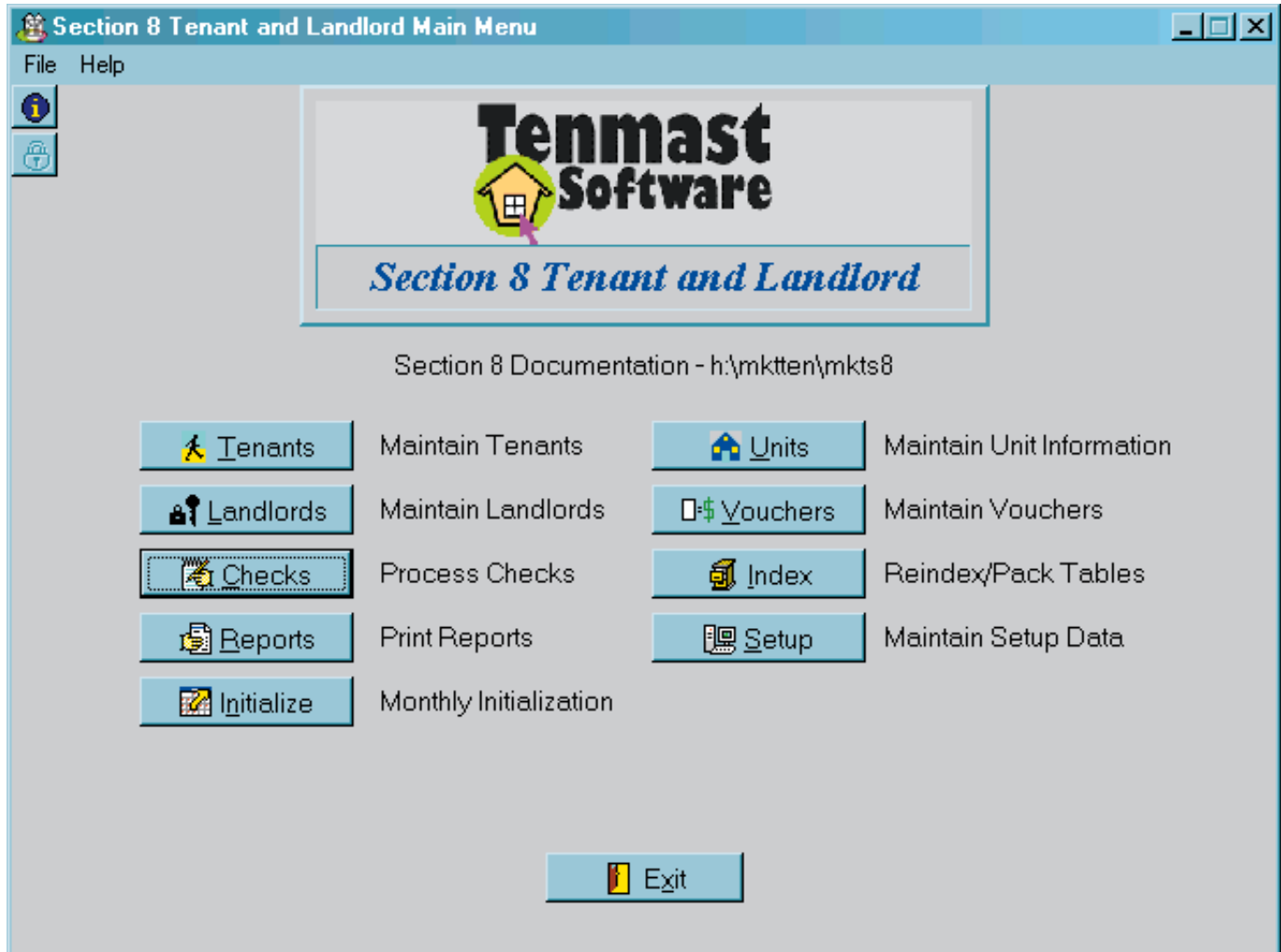
The Notes tab contains a table of all note entries that the inspector made on the inspection. To view one, select it in the table and click the View button. This opens the View Inspection Notes subscreen, which contains the text of the selected note.





# 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.

The screenshot shows the 'Process Checks' window. At the top is a toolbar with various icons. Below the toolbar, on the left, is a 'Check Type' section with two radio buttons: 'Tenant Checks' and 'LandLord Checks'. To the right of this is a 'Check Date' field containing '07/08/2003'. Below the date field is a text box with instructions: '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.' with a small square checkbox. The main area of the screen displays a generic check image with a large 'VOID' watermark. The check text includes: 'Business Name 9999', '999 Main Street', 'City, ST 99999-9999', 'Pay To The Order Of: J. Hill', 'Date: 01/01/1999', 'Amount: \$ 9999.99', 'NINE THOUSAND DOLLARS & 99/100 Dollars', 'PAYMENT CHECK', and 'Supervisor Signature'. At the bottom of the check image is a MICR line: '||'000000||' |: 000000000 |: 00000000||'.

# 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.

Check Type

☒ Tenant Checks

☐ LandLord Checks

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.

Which Address?

☒ Physical

☐ 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

KY132V00001

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## **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**

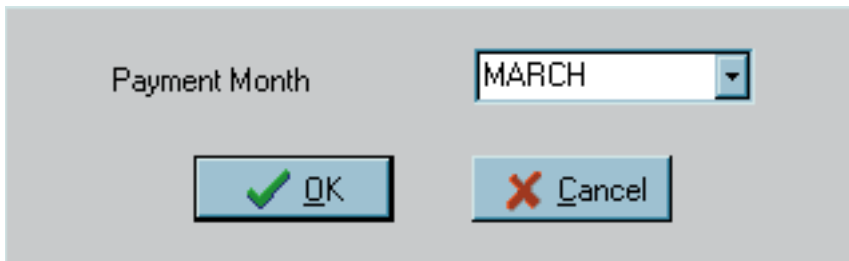
This is the remaining balance that has yet to be applied to the selected tenant or landlord's check.

### Step 3: Print Pre-Check Report

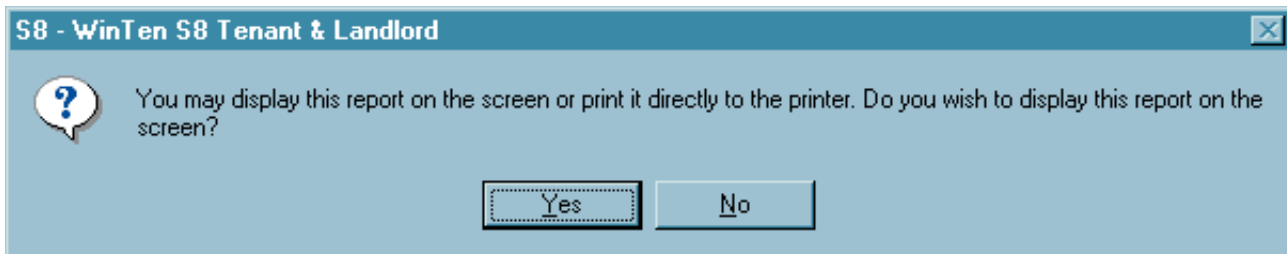
Before you print checks, you must run a pre-check report. This is a comprehensive report on all the checks you are about to produce. To run this report, click the Print Pre-Check Report button.



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.



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.



#### 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.*

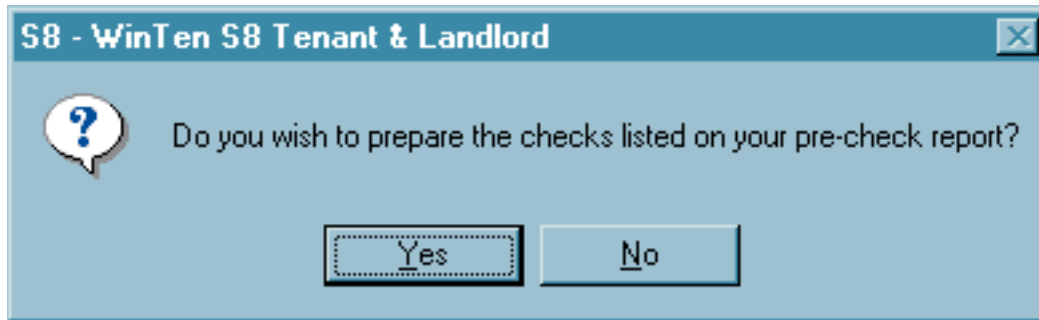


## Step 4: Prepare Check Data

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 Prepare 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.



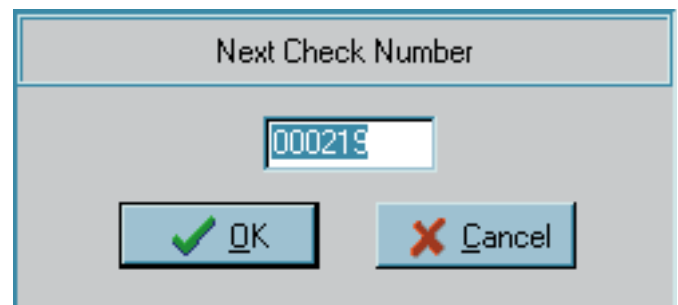
To delete a check and remove it from this check processing sequence, click the Delete button.



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.

A dialog box titled "Next Check Number" with a light gray background. It features a text input field containing the number "000219". Below the input field are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

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.

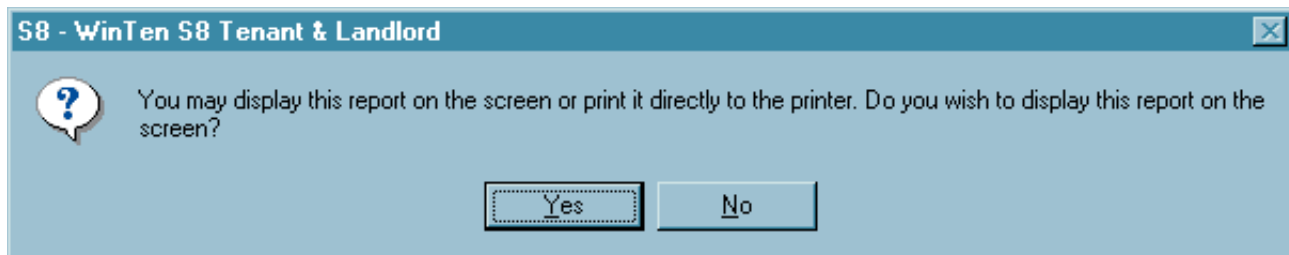
If you do not have excess vouchers, the program skips Step 6.

## 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.



### 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.

S8 - WinTen S8 Tenant & Landlord

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

☒ Yes ☐ No

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

## 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

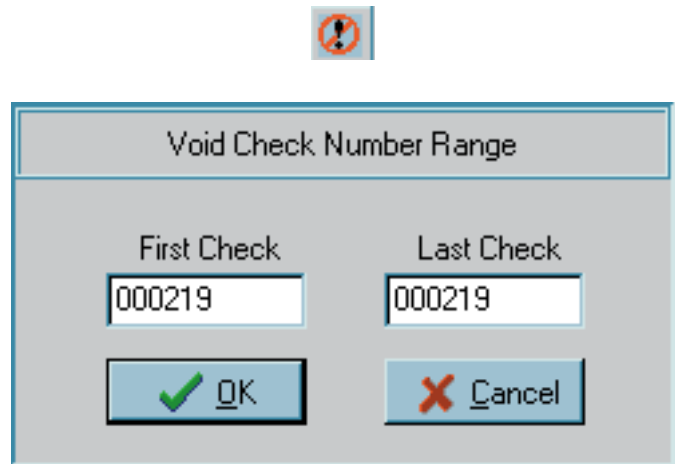
You may choose to print checks for a certain group, if you like. This will correspond to the 'WHEN TO PAY' field on the Tenant Screen. Leave blank to print all. ☐



SEARCH (Check Number)

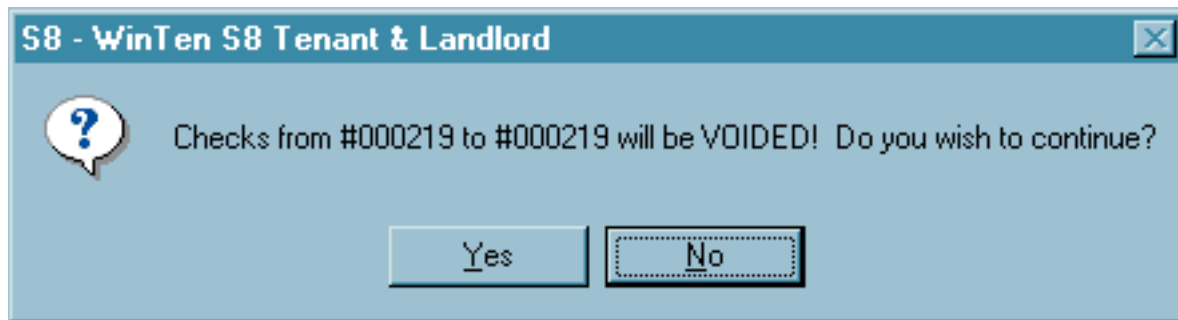
CHECK NUMBER	CHECK AMOUNT	RECIPIENT	LANDLORD NAME
000217	145.00	ELIOT WILLIAMS	WILLIAMS, ELIOT
000218	355.00	ELIOT WILLIAMS	WILLIAMS, ELIOT
000219	318.00	RANDY HOLZSCHLAG	HOLZSCHLAG, RANDY
000220	282.00	RANDY HOLZSCHLAG	HOLZSCHLAG, RANDY
000221	265.00	PETER STEIN	STEIN, PETER
000222	200.00	PETER STEIN	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	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.



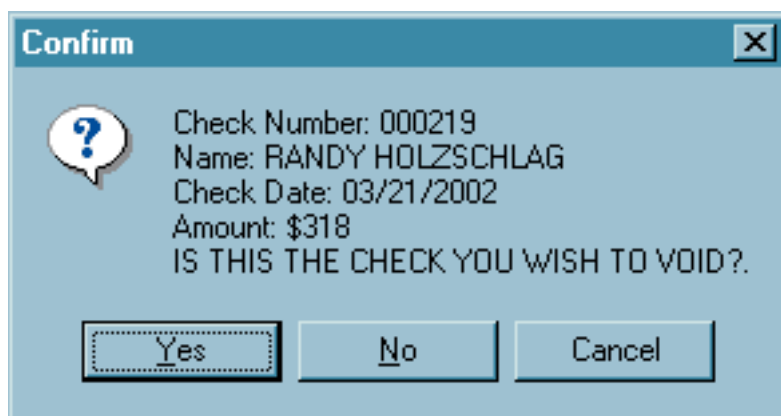
A dialog box titled "Void Check Number Range" with a warning icon in the top right corner. It contains two input fields: "First Check" and "Last Check", both containing the value "000219". Below the "First Check" field is a button with a green checkmark and the text "OK". Below the "Last Check" field is a button with a red X and the text "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.



A dialog box titled "S8 - WinTen S8 Tenant & Landlord" with a question mark icon. The text inside reads: "Checks from #000219 to #000219 will be VOIDED! Do you wish to continue?". At the bottom are two buttons: "Yes" and "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.



A dialog box titled "Confirm" with a question mark icon. The text inside reads: "Check Number: 000219", "Name: RANDY HOLZSCHLAG", "Check Date: 03/21/2002", "Amount: \$318", and "IS THIS THE CHECK YOU WISH TO VOID?". At the bottom are three buttons: "Yes", "No", and "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

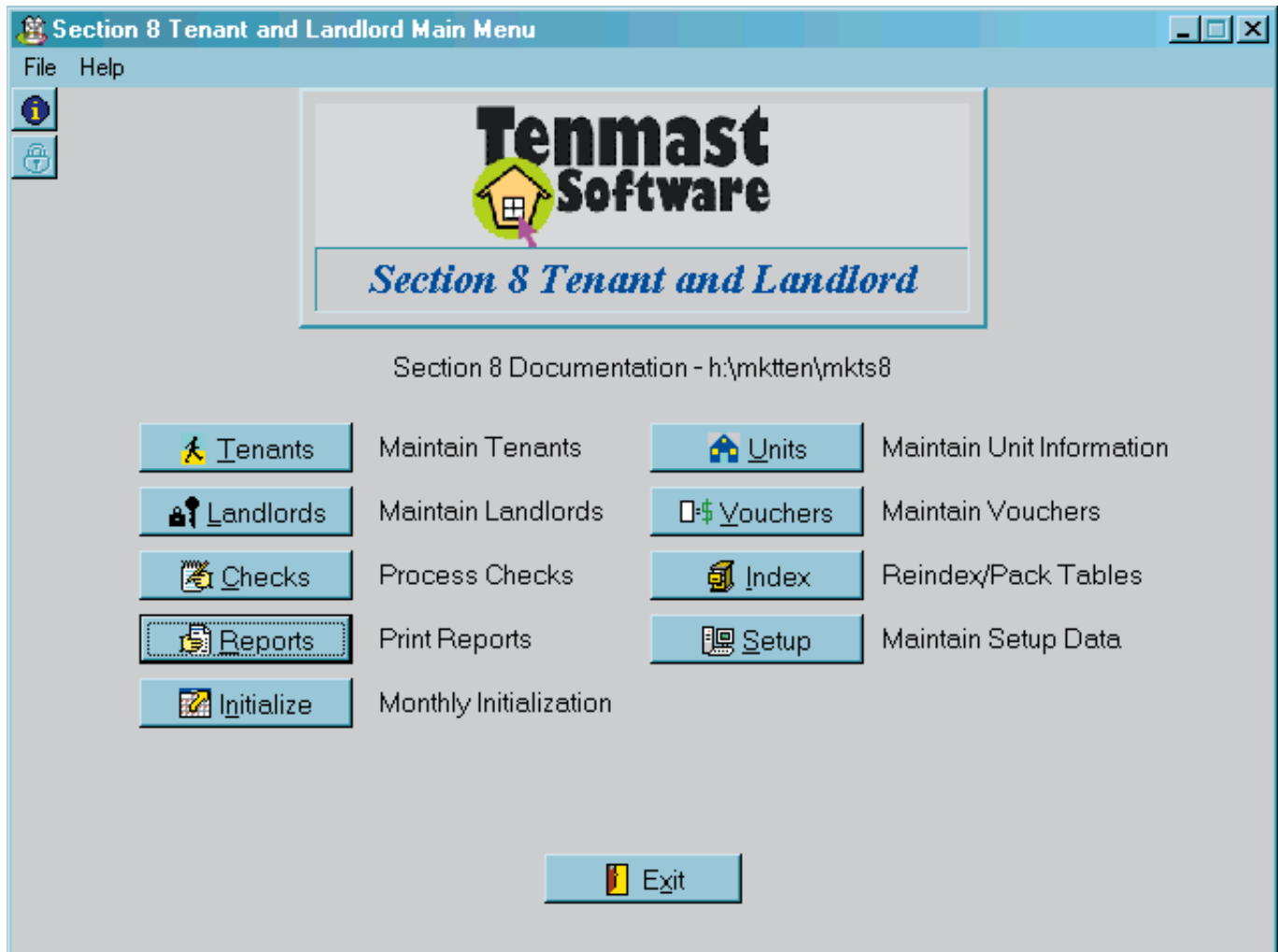
Description

Section 8 Tenant and Landlord • 7/31/2003 Edition • Process Checks • Page 6.17

blah blah blah

# REPORTS

Information needs to be summarized and presented 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.

The screenshot shows a software window titled "Report Menu". At the top, there are five tabs: "Tenant Reports", "Landlord Reports", "Management Reports", "Portability Reports", and "Labels". The "Tenant Reports" tab is selected. Below the tabs, there is a toolbar with three icons: a printer, a document, and a magnifying glass. To the right of the toolbar, there is a "Sort Order" section with three radio buttons: "Tenant Name" (selected), "Tenant SSN", and "Contract Number". Below this, there is a checkbox labeled "Print using Green-Bar format (dot-matrix printers only)". The main area of the window is divided into two columns of report options, each with a list of radio buttons. The left column includes: "Monthly Tenant Activity Report" (selected), "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", and "Zero Income Report". The right column includes: "Tenant Listing", "Tenant Listing by Bedroom", "Tenant Listing by Project", "Voucher Listing", "Contract Number and Name", "Monthly Initialization Reports" (with sub-options: "Tenants Marked for Deletion", "Pre-initialization Report", "ORC Tenant Changes for Next Month", and "Monthly Payments Initialization Report"), "Tenant Count Report" (with sub-options: "Group By Project" and "Summary Only"), "FSS Tenants with Escrow Balance", and "Allocation of FSS Interest Received".

**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 Initialization Reports
  - ☐ Tenants Marked for Deletion
  - ☐ Pre-initialization Report
  - ☐ ORC Tenant Changes for Next Month
  - ☐ Monthly Payments Initialization 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.

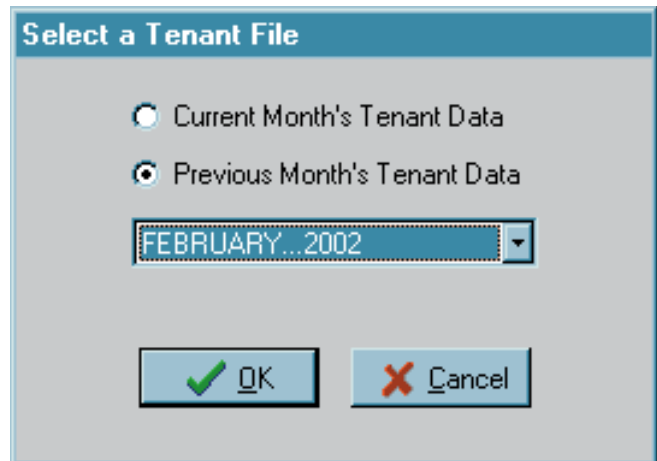
If you click the Print Preview button, a print preview screen opens with the selected report. Review the report from this screen and close it when you are finished.

## 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


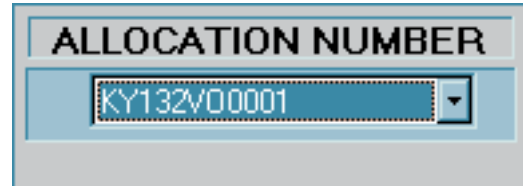
This report lists all tenants with a New HTH Status, as well as a total count and total of fees earned. It uses the Tenant Data Select dialog box to select a specific month's data.

### 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.

A screenshot of a software dialog box titled "Admission Date Listing". It contains six radio button options. The first option, "Complete List Ordered by Admission Date", is selected. The other options are "Specific Admission Month", "Complete List Ordered by Next Exam Date", "Specific Exam Month", "List all Tenants Searching for a Unit", and "List all Tenants with Expiring Contracts".A screenshot of a software interface showing a drop-down menu labeled "ALLOCATION NUMBER". The menu is open, displaying the text "KY132V00001" and a small downward-pointing arrow on the right side of the selection box.

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 landlords 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.

The screenshot shows a software window titled "Report Menu". At the top, there are tabs for "Tenant Reports", "Landlord Reports", "Management Reports", "Portability Reports", and "Labels". The "Tenant Reports" tab is active. Below the tabs, there is a "Sort Order" section with three radio buttons: "Tenant Name" (selected), "Tenant SSN", and "Contract Number". Below this is a checkbox labeled "Print using Green-Bar format (dot-matrix printers only)". The main area of the window contains a list of reports organized into two columns. The left column includes: "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", and "Zero Income Report". The right column includes: "Tenant Listing", "Tenant Listing by Bedroom", "Tenant Listing by Project", "Voucher Listing", "Contract Number and Name", "Monthly Initialization Reports", "Tenants Marked for Deletion", "Pre-initialization Report", "ORC Tenant Changes for Next Month", "Monthly Payments Initialization Report", "Tenant Count Report", "Group By Project", "Summary Only", "FSS Tenants with Escrow Balance", and "Allocation of FSS Interest Received".

### 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.

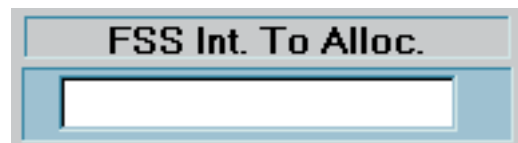
### Allocation of FSS Interest Received

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.



The screenshot shows a window titled "Monthly Initialization Reports" with a list of four radio button options. The first option, "Monthly Initialization Reports", is selected and highlighted with a dashed border. The other options are "Tenants Marked for Deletion", "Pre-initialization Report", "ORC Tenant Changes for Next Month", and "Monthly Payments Initialization Report".



The screenshot shows a data entry field with the label "FSS Int. To Alloc." in a bold, black font. Below the label is a rectangular input box with a blue border and a light blue background.

# 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.

The screenshot shows a software window titled "Report Menu". At the top, there are icons for help, print, and save. Below these are tabs: "Tenant Reports", "Landlord Reports" (which is selected), "Management Reports", "Portability Reports", and "Labels". The main area contains several report options, each with a radio button. The first option, "Landlord MBE/NonMBE Report", is selected. It includes a checkbox for "Print using Green-Bar format (dot-matrix printers only)" and two dropdown menus for "Month/Year to start reporting for". Below this are three more report options, each with a radio button and a dropdown menu: "HAP Summary by Landlord", "Tenant Listing by Landlord", and "HAP Hold Code Report". To the right of these are two date fields for "Next Exam". At the bottom, there are two columns of radio buttons for "HAP Check Adjustments", "Print IRS form W-9 for landlords", "W-9 Report", "Check for duplicate landlords", "Owner/1099 Totals", "Monthly landlord activity report", "Landlord year-to-date totals", "Quick List of Landlords/Owners", "Direct Deposit Listing", "Tenants with zero HAP", and "Landlord Receivables Listing". There are also checkboxes for "Summary Only", "Only Owners with 1099 Required", and "Exclude fully paid Receivables". At the bottom right, there are two date fields for "01/01/2003" and "12/31/2003", and a "Sort by" section with radio buttons for "Owner Name" and "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.

The screenshot shows the 'Report Menu' dialog box with the following options and settings:

- Tab: Landlord Reports
- Selected Report: Landlord MBE/NonMBE Report
- Print using Green-Bar format (dot-matrix printers only): ☐
- Month/Year to start reporting for: [Dropdown] [Dropdown]
- HAP Summary by Landlord: [Dropdown] (Leave Blank for All)
- Tenant Listing by Landlord: [Dropdown] (Leave Blank for All)
- Next Exam: [Dropdown] (Leave Blank for All)
- Selected Reports (radio buttons):
  - 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
  - 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: ☐
- Exclude fully paid Receivables: ☐
- Sort by: Owner Name, Owner ID
- Period: 01/01/2003 to 12/31/2003

☐ Exclude fully paid Receivables

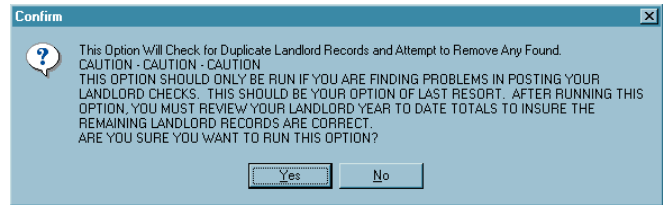
The screenshot shows the 'Confirm' dialog box with the following content:

- Title: Confirm
- Question: Would You Like to Merge your Landlords into this report?
- Buttons: Yes, No

### 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).

A screenshot of the "Landlord Check Totals" report configuration window. It features a radio button for "Landlord Check Totals" which is selected. Below it are two checkboxes: "Summary Only" and "Only Owners with 1099 Required", both of which are unchecked. To the right, under "Sort by", there are two radio buttons: "Owner Name" (selected) and "Owner ID". At the bottom, there are two date pickers: the first is set to "01/01/2002" and the second is set to "12/31/2002", with a "To" label between them.

# 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.

The screenshot displays the 'Report Menu' window with the 'Management Reports' sub-tab selected. The interface includes a top navigation bar with icons and a sub-tab bar with 'Tenant Reports', 'Landlord Reports', 'Management Reports', 'Portability Reports', and 'Labels'. The main area contains several report options, each with a radio button: 'Budget Comparison Report' (selected), 'SEMAP Certification Form', 'Inspection Query report', 'Cost / Projection Report', 'Administrative Fee Calculation', and 'Section 8 ledger journal listing'. The 'Cost / Projection Report' section includes 'Start Date' and 'End Date' fields, both set to '03/21/2002'. The 'Administrative Fee Calculation' section includes a 'Sort Order' dropdown menu with options: 'Tenant Name', 'Tenant SSN', 'Contract Number', and 'Allocation Number'. The 'Section 8 ledger journal listing' section includes a group box with 'All Accounts' (selected) and 'Single Account', an 'Account Number' field, and a group box with 'Debit/Credit Format' (selected) and 'One Column Format'. To the right of these options are 'Start Date' and 'End Date' fields, both set to '/ /'. The bottom of the window features a sub-tab bar with 'General Reports' (selected), 'Check Register', 'HUD-52683', and 'HUD-52672'.

## 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.

SEMAP			
<b>Section 8 Management Assessment Program (SEMAP) Certification</b>		<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing	OMB Approval No. 2577-0215 (exp. 8/31/2001)
<small>Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.</small>			
<small>This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the HA. Responses are mandatory and the information collected does not lend itself to confidentiality.</small>			
<b>Instructions :</b> Respond to this certification form using the PHA's actual data for the fiscal year just ended.			
HA Name <input type="text" value="TENMAST CITY HOUSING AUTHORITY"/>		For HA Fiscal Year Ending <input type="text" value="March 31"/> <input type="text" value="2002"/>	Submission Date <input type="text" value="03/20/2002"/>
<b>Check here if the PHA expends less than \$300,000 a year in Federal awards</b> <input type="checkbox"/> Indicators 1-7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.			
<b>Performance Indicators</b>			
1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a)) a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list. <b>PHA Response</b> Yes <input type="radio"/> No <input checked="" type="radio"/>			
b) The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection. <b>PHA Response</b> Yes <input type="radio"/> No <input checked="" type="radio"/>			
2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507) a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract			
Page 1 Page 2 Page 3 Addendum			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

## 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.



Inspection Query report

Contract Rent Amount > 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.

The screenshot shows the 'Report Menu' window with several tabs: 'Tenant Reports', 'Landlord Reports', 'Management Reports', 'Portability Reports', and 'Labels'. The 'Management Reports' tab is active. Under this tab, there are several report options: 'Budget Comparison Report', 'SEMAP Certification Form', 'Inspection Query report', 'Cost / Projection Report', 'Administrative Fee Calculation', and 'Section 8 ledger journal listing'. The 'Section 8 ledger journal listing' option is selected. Below this, there are filters for 'All Accounts' (selected) and 'Single Account', an 'Account Number' field, and 'Debit/Credit Format' (selected) and 'One Column Format'. There are also 'Start Date' and 'End Date' fields with date pickers. At the bottom, there are buttons for 'General Reports', 'Check Register', and two HUD numbers: 'HUD-52683' and 'HUD-52672'.

### Hint: Admin Fee Report Tenants

*A tenant is included on the Administrative 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.*

This is a close-up of the 'Section 8 ledger journal listing' section from the previous screenshot. It shows the 'All Accounts' radio button selected, with 'Single Account' as an option. Below these is an 'Account Number' text field. Further down, the 'Debit/Credit Format' radio button is selected, with 'One Column Format' as an option. To the right of these options are 'Start Date' and 'End Date' fields with date pickers. The 'Start Date' is set to '01/01/2002' and the 'End Date' is set to '03/21/2002'.

## 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."*

The screenshot shows a software window titled "Report Menu" with a tabbed interface. The "Check Register" tab is active. The window contains several sections for configuring a report:

- Check register report options (Preset to print all)**: This section includes two main groups of controls.
  - DATE RANGE**: Includes checkboxes for "Start Date" and "End Date", each with a date selection calendar icon.
  - CHECK RANGE**: Includes checkboxes for "Beginning Check" and "Ending Check", each with a text input field.
- Filtering Options**: Three checkboxes with dropdown menus: "ONE TENANT", "ONE LANDLORD", and "ONE PROJECT".
- Check Type Selection**: A grid of radio buttons for selecting the type of checks to include:
  - HAP Checks (selected)
  - Damage Payments
  - Unpaid Rent Payments
  - Vacancy Payments
  - Combined DUV
  - Outgoing Portable Admin Fee Pmts
  - Outgoing Portable Pmts
  - Utility Checks
  - All Checks
  - Voided Checks
  - FSS Escrow Payments
  - Check Adjustment
  - HAP Register
- Sort Order**: Includes a checked checkbox for "Subtotal by Sort Order" and a list of sorting options:
  - 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**: A checkbox at the bottom right of the sort order section.

At the bottom of the window, there are tabs for "General Reports" and "Check Register", and two text boxes containing the report numbers "HUD-52683" and "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.

Hint: Form HUD-52683

*This form is used to report the number of families with executed leases and issued certificates or vouchers, as well as project-based certificate activity. For detailed information on Form HUD-52683 and the data it contains, see HUD Handbook 7420.8.*

The screenshot shows a software interface titled "Report Menu" with a sub-tab "HUD-52683" selected. The main area is titled "Report on program utilization". It features a checkbox for "Initial Reporting Period" which is unchecked. Below this, there are two date fields: "Initial Lease Date" and "Report Date", both set to "03/21/2002". A list of ten data fields follows, each with a corresponding input box containing the number "0". The fields are: "Authorized number of rental certificates", "Number of rental certificates held by families searching", "Authorized number of rental vouchers", "Number of rental vouchers held by families searching", "Number of units HUD has approved for PBC agreements", "Number of units under PBC agreements", "Number of rehabilitated units under PBC HAP contract", "Number of newly constructed units under PBC HAP contract", "Number of PBC units under lease", and "Number of PBC units covering 20 or less subsidized units". The bottom of the interface has a navigation bar with buttons for "General Reports", "Check Register", "HUD-52683", and "HUD-52672".

Report on program utilization	
<input type="checkbox"/> 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.

Hint: Form HUD-52672

*This form is used to calculate Section 8 housing assistance payments and administrative fees for Section 8 programs that utilize contracts between HUD and your agency (e.g. Section 8 certificates, Section 8 vouchers, mod rehab). For detailed information on Form HUD-52672 and the data it contains, see HUD Handbook 7420.8.*

Report Menu

Tenant Reports

Landlord Reports

Management Reports

Portability Reports

Labels

Supporting data for annual contributions estimates

Project Number

XXXXXX0000000000

Revision Number

Original Report

Revised Report

Fair Market Rent Table

LEX

First 600 Tenants (Col A)

38.41

Remaining Tenants (Col B)

43.85

Admin Fee

Report prepared for new funding increment

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	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

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## 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.

The screenshot shows a software interface titled "Report Menu". It has a navigation bar with tabs: "Tenant Reports", "LandLord Reports", "Management Reports", "Portability Reports" (which is selected), and "Labels". Below the tabs, there are two main sections. The first section, "Which Report?", contains a list of radio buttons: "Incoming Portable Tenants" (selected), "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", and "Portability Payments Log - All Incoming Portable Tenants". The second section, "Sort Order", contains two radio buttons: "Tenant Name" (selected) and "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

☒ Physical Address

☐ Mailing Address

☐ All Tenants

☒ Only Those for a Criteria

LandLord Labels

☐ Landlord Address

☐ Owner Address

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 delimited 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

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# 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.

The screenshot shows the 'Report Menu' with tabs for Tenant Reports, LandLord Reports, Management Reports, Portability Reports, and Labels. The 'Labels' tab is active, showing the 'TENANT/LANDLORD LABELS' configuration. It has two main sections: 'Tenant Labels' and 'LandLord Labels'. Under 'Tenant Labels', there are radio buttons for 'Physical Address' (selected), 'Mailing Address', and 'Landlord Address'. Under 'LandLord Labels', there are radio buttons for 'Landlord Address' and 'Owner Address'. Below these, there are radio buttons for 'All Tenants' and 'Only Those for a Criteria' (selected). To the right of 'Only Those for a Criteria', there is a 'Select criteria to print labels for' section with a dropdown menu showing 'Amount of HAP Paid This Month' and a value field set to '200'. Below this is a 'Select a label type' section with radio buttons for 'Dot matrix printer labels (select size)', 'Avery 5160 (Laser Printer Preset Size)', 'Avery 5197 (Laser Printer Preset Size)', and 'Create mail merge file'. To the right of these radio buttons, there is a table with columns 'Width', 'Height', 'Left Margin', and 'Top Margin', with values '200', '95', '1', and '1' respectively. A note at the bottom states: 'Note: If you do not wish to print on any of the labels listed, select the mail merge button. This will create a comma delimited text file (.txt) for you to merge into a word processor document.'

The screenshot shows a dropdown menu with the following options: 'Amount of HAP Paid This Month', 'Amount of Any Furniture Rent', 'Amount of Any Security Deposit', 'Amount of FSS Payment to Pay', 'Amount of HAP Paid This Month' (highlighted), 'Amount of URP Paid This Month', 'Amount to Pay Next Damage Claim', and 'Amount to Pay Next Upd Rent Claim'.

The screenshot shows a dropdown menu with the following operators: '>', '<', '=', '>=', '<=', and '<>'.



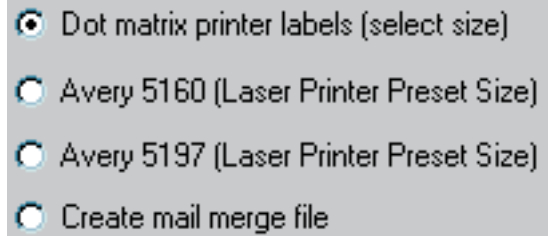
## Select a Label Type

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.

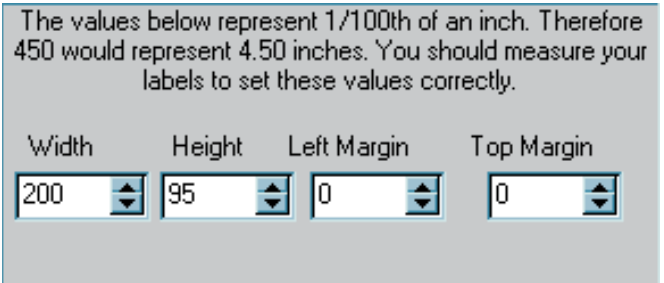
If you want to print to a dot-matrix printer, select the Dot Matrix Printer Labels radio button. The four data fields in the bottom right corner of the tab become usable. Enter the width and height of the labels and the left and top margins that the program should use to print them. Note that these values 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.



A vertical list of four radio buttons. The first button, 'Dot matrix printer labels (select size)', is selected. The other three buttons are 'Avery 5160 (Laser Printer Preset Size)', 'Avery 5197 (Laser Printer Preset Size)', and 'Create mail merge file'.

- ☒ Dot matrix printer labels (select size)
- ☐ Avery 5160 (Laser Printer Preset Size)
- ☐ Avery 5197 (Laser Printer Preset Size)
- ☐ Create mail merge file



A text box containing a note and four spinners. The note explains that the values are in hundredths of an inch. The spinners are for Width (200), Height (95), Left Margin (0), and Top Margin (0).

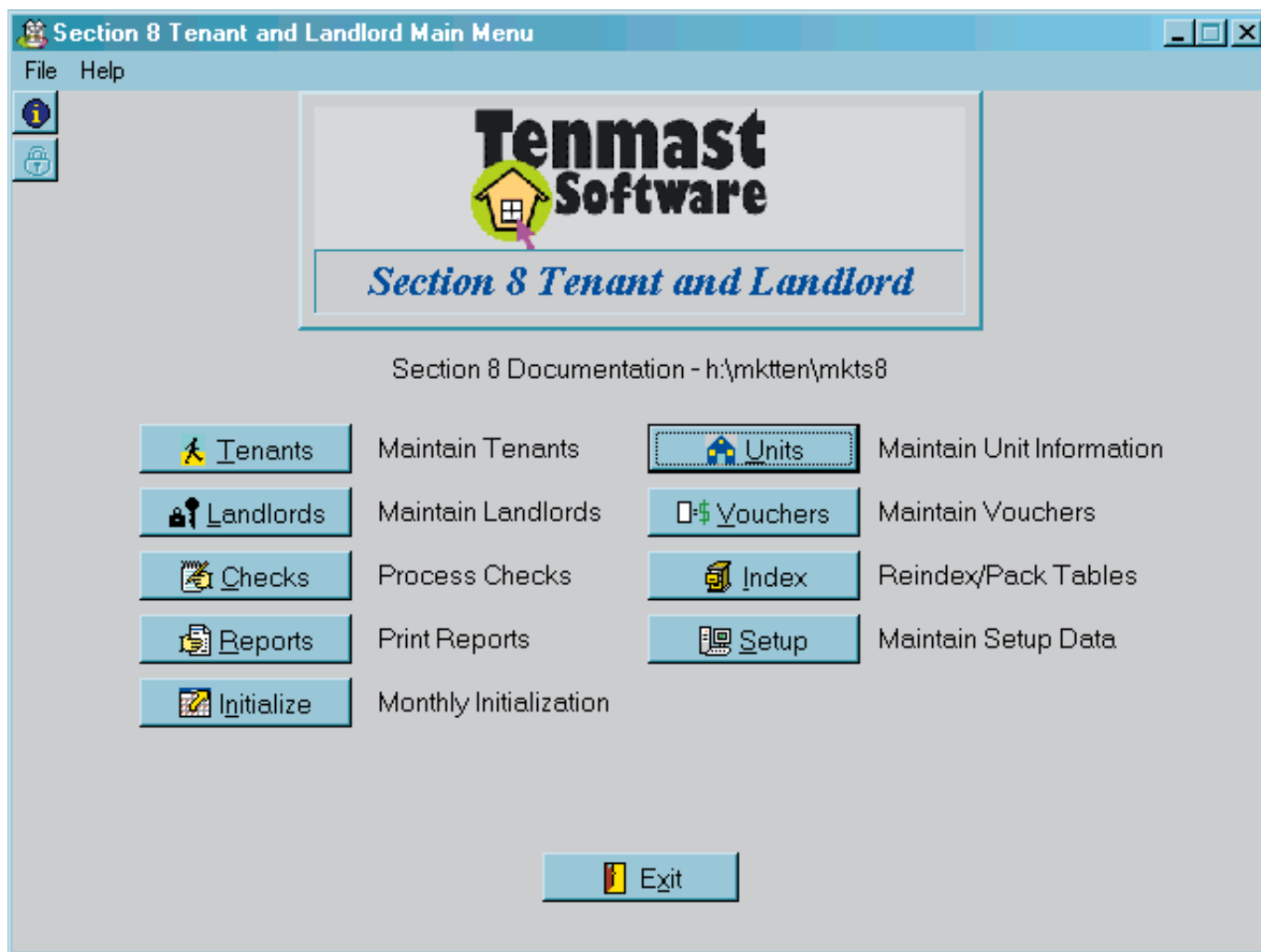
The values below represent 1/100th of an inch. Therefore 450 would represent 4.50 inches. You should measure your labels to set these values correctly.

Width	Height	Left Margin	Top Margin
200	95	0	0



# MAINTAIN UNIT INFORMATION

The Section 8 Tenant and Landlord program maintains a database of both assisted and unassisted units for tracking rent reasonableness data. The Maintain Unit Information area of the program enables 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 button 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.

**Browse Housing Units**
✕

Selected Units

☒ All
☐ Assisted
☐ Unassisted

Sort By

☐ Owner
☐ Bedrooms
☒ Street
☐ Location
☐ Zip
☐ Census Tract

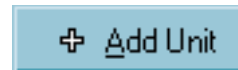
Search For

	Owner	Address	Zip	Bdrms	Location	Census Tract
▶	ANNETTE SWAIN	3550A BLUE RIDGE F	40582	3	east - east side (Rich	
	ANNETTE SWAIN	3550C BLUE RIDGE F	40586	3	east - east side (Rich	
	ANNETTE SWAIN	3550B BLUE RIDGE F	40586	3	east - east side (Rich	
	ANNETTE SWAIN	3550D BLUE RIDGE F	40586	3	east - east side (Rich	
	ELIOT WILLIAMS	3550 BLUE RIDGE RD	40586	3	EAST - east side (Ric	
	ANNETTE SWAIN	3550F BLUE RIDGE F	40586	3	east - east side (Rich	
	RANDY HOLSCHLA	2301 DELTA WAY	40581	2	east - east side (Rich	
	RANDY HOLZSCHL	882 GREGORY LN	40567	2	east - east side (Rich	
	RANDY HOLSCHLA	3861 HERSHEY AVE	40573	3	east - east side (Rich	
	ELIOT WILLIAMS	753 IRON RANGE RD	40512	2	east - east side (Rich	
	ELIOT WILLIAMS	2091 JERICHO DR	40593	2	east - east side (Rich	
	CHERYL STEWAR	218 LANSDROP FOR	40561	2	east - east side (Rich	
	CHERYL STEWAR	220 LANSDROP FOR	40561	2	east - east side (Rich	

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.

The screenshot shows a software window titled "Maintain Housing Unit" with a close button (X) in the top right corner. The window has four tabs: "General", "Amenities", "Utilities", and "Notes". The "General" tab is selected. Below the tabs is a toolbar with icons for saving, deleting, adding, and other standard WinTen controls. The form is divided into several sections:

- Address:** Street Number (2301), Street Name (DELTA WAY), Apt. No. (empty), City, State Zip (LEXINGTON, KY, 40581), and a yellow "Unassisted" button.
- Location:** Description (east side (Richmond Road area)), Census Tract (empty), and County (FAYETTE).
- Owner Information:** Name (RANDY HOLSCHLAG), Address (1827 GATEWAY BLVD), City, State, Zip (LEXINGTON, KY, 40518), and Telephone ((859)254-8176).
- Rent Summary:** A table with two columns: "Contract", "Utilities", and "Gross" under the "Amount" header. The values are 0.00 for each.
- General Description:** Bedrooms (2), Bathrooms (2), Floor Area (sq.ft.) (1000), Year of Construction (1978), Util. Allow. Profile (City (inside Lexington limits)), Unit Type (Single Family Detached), Structure Type (Single Family Detached), and Info. Source (Realtor Publication/Info). There is also a checkbox for "Handicapped Accessible" which is unchecked.
- Last Updated:** 10/17/2001

## 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.

#### **Hint: Unit Locations**

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

### *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.

### 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.

The screenshot shows the 'Maintain Housing Unit' window with the following data:

Address		Apt. No.
Street Number: 2301	Street Name: DELTA WAY	
City, State, Zip: LEXINGTON KY 40581	Unassisted	

Location		Census Tract
Description: east side (Richmond Road area)		
County: FAYETTE		

Owner Information		Rent Summary	
Name: RANDY HOLSCHLAG	Address: 1827 GATEWAY BLVD	Contract	Amount: 0.00
City, State, Zip: LEXINGTON KY 40518	Telephone: (659)254-8176	Utilities	0.00
		Gross	0.00

General Description			
Bedrooms: 2	Bathrooms: 2	Floor Area (sq.ft.): 1000	Year of Construction: 1978
Util. Allow. Profile: City (inside Lexington limits)			
Unit Type: Single Family Detached			
Structure Type: Single Family Detached			
Info. Source: Realtor Publication/Info			
Last Updated: 10/17/2001			



# 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.

The screenshot shows the 'Maintain Housing Unit' window with the 'Amenities' tab selected. The window has a title bar with a close button. Below the title bar are four tabs: 'General', 'Amenities' (selected), 'Utilities', and 'Notes'. A toolbar with various icons is located below the tabs. The main area of the window is divided into two sections. The top section contains fields for unit identification: 'Street Number' (2301), 'Street Name' (DELTA WAY), 'Apt. No.' (empty), 'City, State Zip' (LEXINGTON, KY, 40581), and a yellow 'Unassisted' button. The bottom section is titled 'Amenities' and contains two columns of 28 checkboxes each. The first column lists standard amenities, and the second column lists user-defined amenities.

Amenities	
<input checked="" type="checkbox"/> Carpet	<input type="checkbox"/> Handicap Accessibility
<input checked="" type="checkbox"/> Patio/Porch/Deck	<input type="checkbox"/> Garage or Carport
<input type="checkbox"/> Wood Stove	<input checked="" type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Playground	<input type="checkbox"/> Owner Pays All Utilities
<input checked="" type="checkbox"/> Storm Windows	<input type="checkbox"/> User Amenity 1
<input type="checkbox"/> Laundry Facilities	<input type="checkbox"/> User Amenity 2
<input checked="" type="checkbox"/> Range	<input type="checkbox"/> User Amenity 3
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> User Amenity 4
<input checked="" type="checkbox"/> Fireplace	<input type="checkbox"/> User Amenity 5
<input type="checkbox"/> Storage	<input type="checkbox"/> User Amenity 6
<input checked="" type="checkbox"/> Parking	<input type="checkbox"/> User Amenity 7
<input checked="" type="checkbox"/> Screens	<input type="checkbox"/> User Amenity 8
<input checked="" type="checkbox"/> Washer/Dryer Connection	<input type="checkbox"/> User Amenity 9
<input checked="" type="checkbox"/> Refrigerator	<input type="checkbox"/> User Amenity 10

# 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.

**Maintain Housing Unit**

General | Amenities | **Utilities** | Notes

Street Number: 2301 Street Name: DELTA WAY Apt. No.:  
City, State Zip: LEXINGTON KY 40581 **Unassisted**

**Utilities**

<input checked="" type="checkbox"/> Heating - Natural Gas	<input type="checkbox"/> User Utility Type 1	<input type="checkbox"/> User Utility Type 20
<input type="checkbox"/> Heating - Bottle Gas	<input type="checkbox"/> User Utility Type 2	<input type="checkbox"/> User Utility Type 21
<input type="checkbox"/> Heating - Oil/Electric	<input type="checkbox"/> User Utility Type 3	<input type="checkbox"/> User Utility Type 22
<input type="checkbox"/> Heating - Coal/Other	<input type="checkbox"/> User Utility Type 4	<input type="checkbox"/> User Utility Type 23
<input checked="" type="checkbox"/> Cooking - Natural Gas	<input type="checkbox"/> User Utility Type 5	<input type="checkbox"/> User Utility Type 24
<input type="checkbox"/> Cooking - Bottle Gas	<input type="checkbox"/> User Utility Type 6	<input type="checkbox"/> User Utility Type 25
<input type="checkbox"/> Cooking - Oil/Electric	<input type="checkbox"/> User Utility Type 7	<input type="checkbox"/> User Utility Type 26
<input type="checkbox"/> Cooking - Coal/Other	<input type="checkbox"/> User Utility Type 8	<input type="checkbox"/> User Utility Type 27
<input type="checkbox"/> Other Electric	<input type="checkbox"/> User Utility Type 9	<input type="checkbox"/> User Utility Type 28
<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> User Utility Type 10	<input type="checkbox"/> User Utility Type 29
<input checked="" type="checkbox"/> Water Heating - Natural Gas	<input type="checkbox"/> User Utility Type 11	<input type="checkbox"/> User Utility Type 30
<input type="checkbox"/> Water Heating - Bottle Gas	<input type="checkbox"/> User Utility Type 12	<input type="checkbox"/> User Utility Type 31
<input type="checkbox"/> Water Heating - Oil/Electric	<input type="checkbox"/> User Utility Type 13	
<input type="checkbox"/> Water Heating - Coal/Other	<input type="checkbox"/> User Utility Type 14	
<input checked="" type="checkbox"/> Water	<input type="checkbox"/> User Utility Type 15	
<input checked="" type="checkbox"/> Sewer	<input type="checkbox"/> User Utility Type 16	
<input checked="" type="checkbox"/> Trash Collection	<input type="checkbox"/> User Utility Type 17	
<input checked="" type="checkbox"/> Range/Microwave	<input type="checkbox"/> User Utility Type 18	
<input checked="" type="checkbox"/> Refrigerator	<input type="checkbox"/> User Utility Type 19	

Util. Allow. Profile: City (inside Lexington limits)

Utilities: 0.00

# 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.

The screenshot shows a software window titled "Maintain Housing Unit" with a close button in the top right corner. Below the title bar is a tabbed interface with four tabs: "General", "Amenities", "Utilities", and "Notes". The "Notes" tab is currently selected. Below the tabs is a toolbar containing icons for a folder, a pencil, a square, a circle, a document, a notepad, a lightbulb, and left/right arrows. The main area of the window contains a form for unit information. It includes fields for "Street Number" (2301), "Street Name" (DELTA WAY), "Apt. No." (empty), "City, State Zip" (LEXINGTON KY 40581), and a yellow "Unassisted" button. Below the form is a large text area for notes, with the text "Enter notes here." and "Unlimited space." at the top.

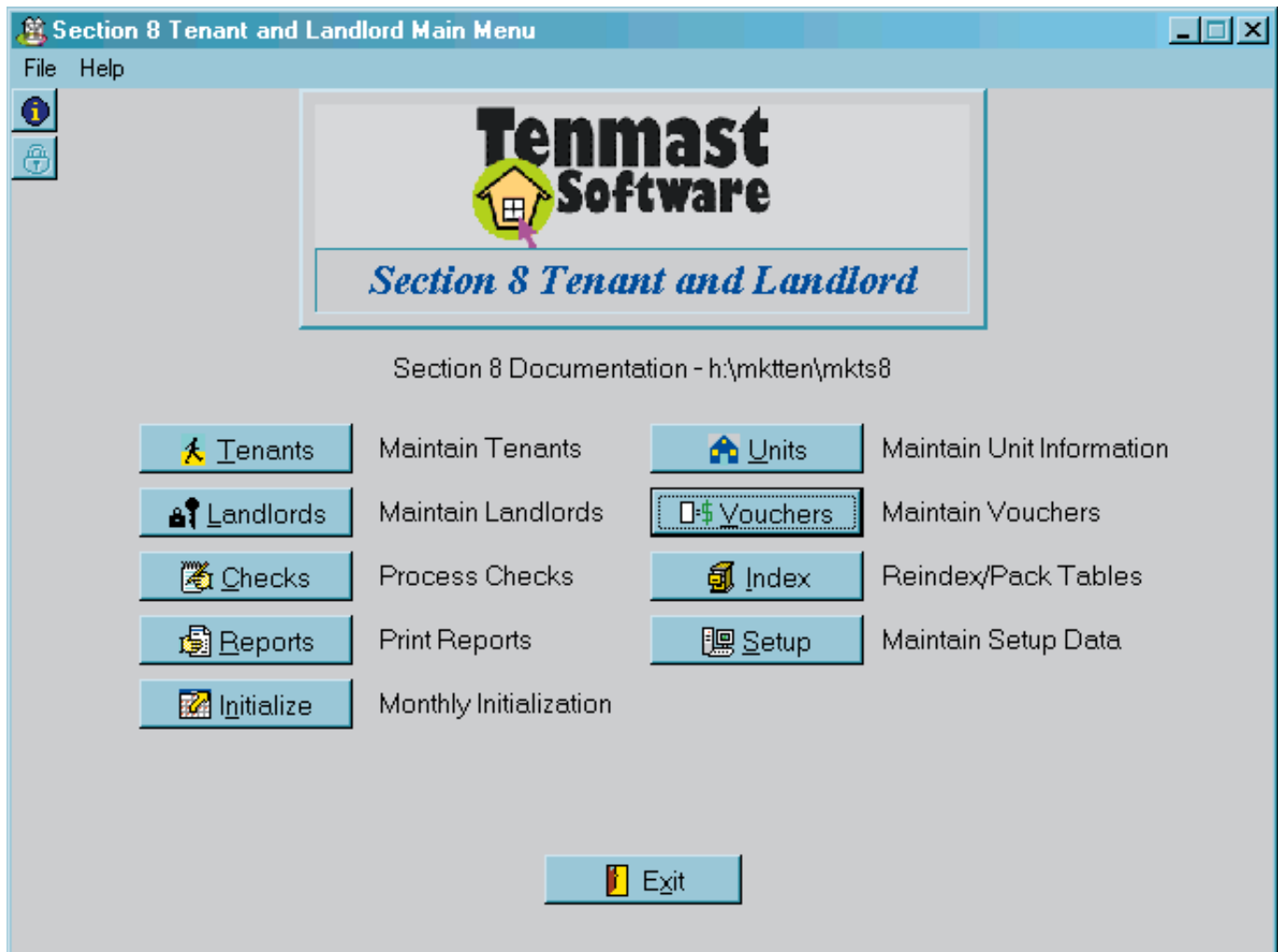
Street Number	2301	Street Name	DELTA WAY	Apt. No.	
City, State Zip	LEXINGTON	KY	40581	<b>Unassisted</b>	

Enter notes here.  
Unlimited space.



# 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 screenshot shows the 'Maintain Vouchers' window. At the top is a toolbar with icons for file operations and navigation. Below the toolbar are filters: 'View' set to 'All', 'Order by' set to 'Voucher Number', and a 'Search For' field with a 'Go' button. The main area contains a table of vouchers. The table has columns for Voucher Number, Project Number, Bedrooms, and Voucher Status. The row for Voucher Number 20030154 is selected. Below the table is a details section with fields for Voucher Number, Project Number, Bedrooms, Name, SSN, Voucher Issue Date, and Voucher Expiration Date. At the bottom are two tabs: 'Voucher Details' and 'Voucher Actions'.

Voucher Number	Project Number	Bedrooms	Voucher Status
20000875	KY859V00001	3	Leased
20001031	KY859V00001	0	Leased
20030152	KY859V00003	1	Open
20030153	KY859V00003	1	Open
20030154	KY859V00003	1	Issued
20030155	KY859V00003	2	Open
20030156	KY859V00003	2	Open
20030157	KY859V00003	2	Open
20030518	KY859V00003	3	Open
20030519	KY859V00003	3	Open
20030520	KY859V00003	3	Open

Voucher Number	20030154	Name	ENRICO M CHIVADORI
Project Number	KY859V00003	SSN	517-44-8156
Bedrooms	1	Voucher Issue Date	03/25/2003
		Voucher Expiration Date	05/24/2003

Voucher Details   Voucher Actions

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:

**Hint: What are voucher actions good for?**

*At present, the Voucher Actions sub-tab is for informational purposes only. In the future, we plan to add functions that use this data to help you determine your Section 8 budget utilization information.*

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

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

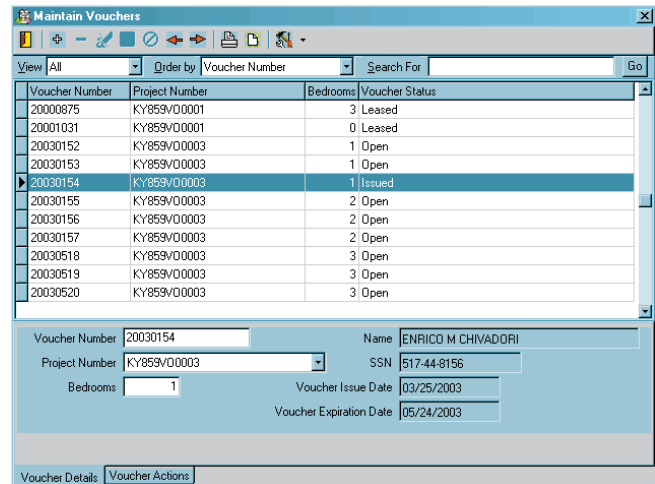
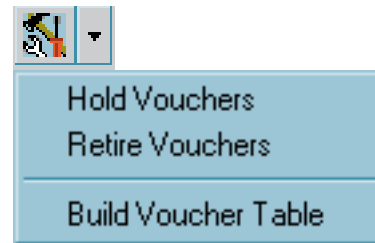
This is the voucher holder's Social Security number, if the voucher is assigned. You cannot edit this field.

### 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.



Voucher Number	Project Number	Bedrooms	Voucher Status
20000875	KY859V00001	3	Leased
20001031	KY859V00001	0	Leased
20030152	KY859V00003	1	Open
20030153	KY859V00003	1	Open
20030154	KY859V00003	1	Issued
20030155	KY859V00003	2	Open
20030156	KY859V00003	2	Open
20030157	KY859V00003	2	Open
20030518	KY859V00003	3	Open
20030519	KY859V00003	3	Open
20030520	KY859V00003	3	Open

Voucher Number	20030154	Name	ENRICO M CHIVADORI
Project Number	KY859V00003	SSN	517-44-8156
Bedrooms	1	Voucher Issue Date	03/25/2003
		Voucher Expiration Date	05/24/2003



# 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.

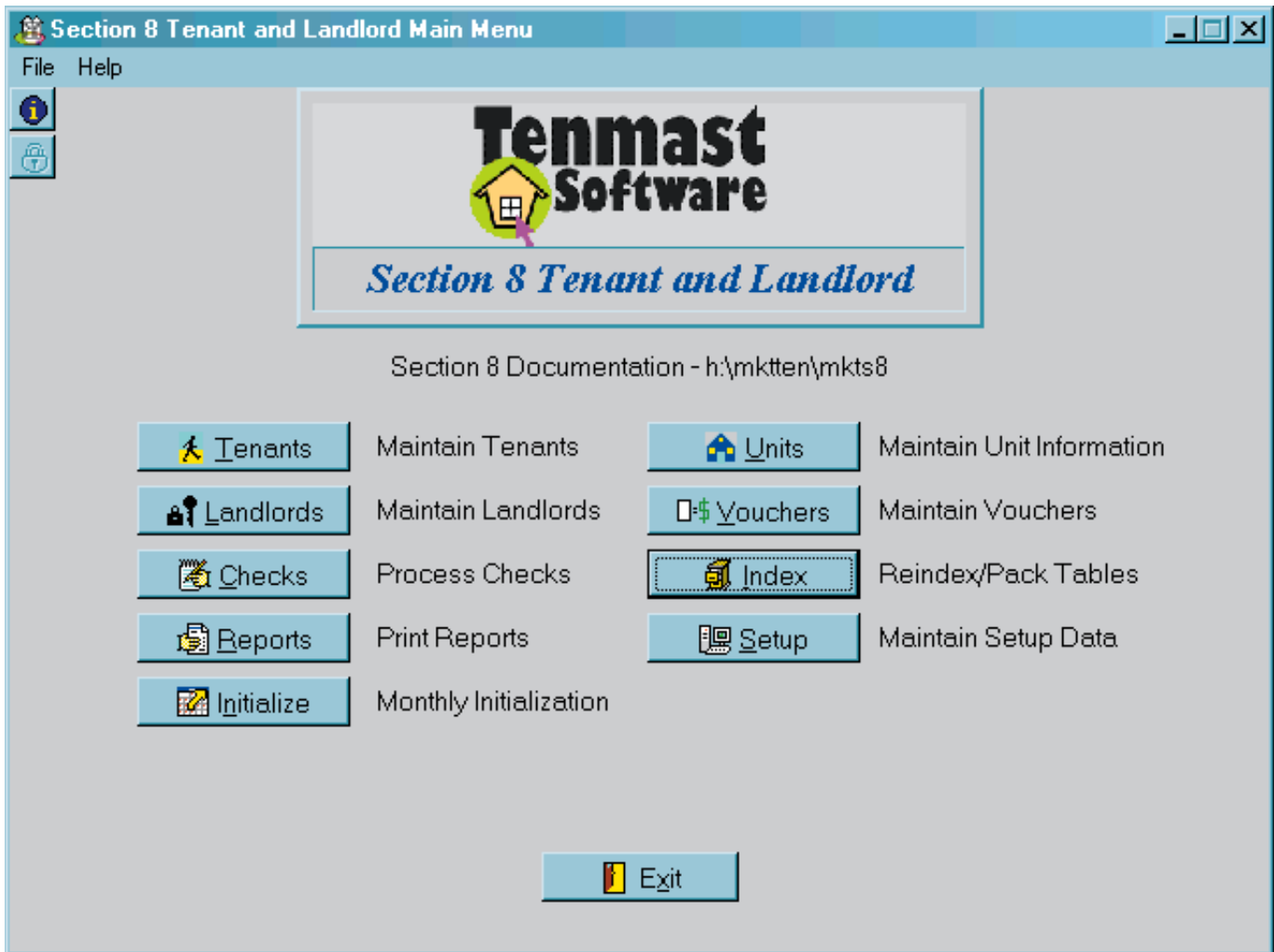
# Maintain Retired Vouchers Sub-Screen

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

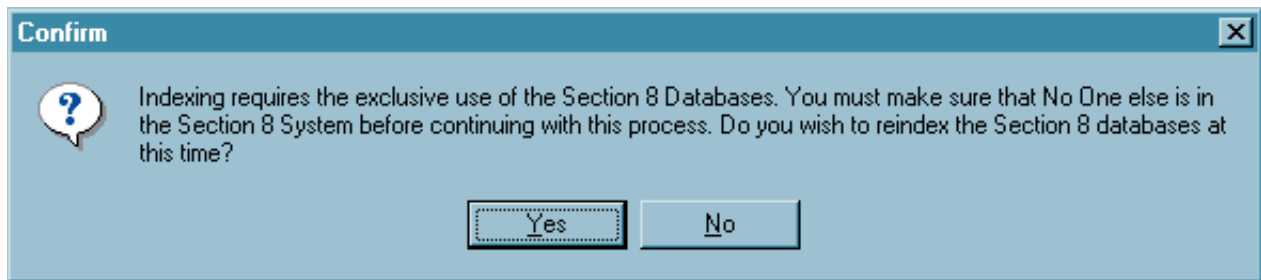
While you are reindexing, you also have the option to pack Section 8's databases. Packing is a process by which the program removes all blank or deleted entries from its databases, thereby reducing the size of the files.

### CAUTION

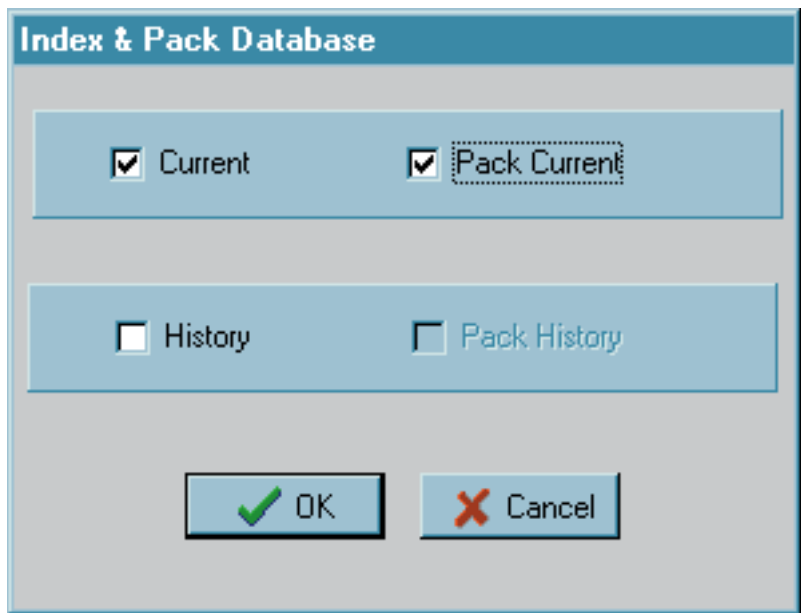
*Tenmast recommends that you do not perform packing unless specifically instructed to do so by Tenmast Training & Support personnel. Packing permanently removes deleted records. Once you have packed, data that the packing process erases will be irrevocably gone.*

## 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.



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.

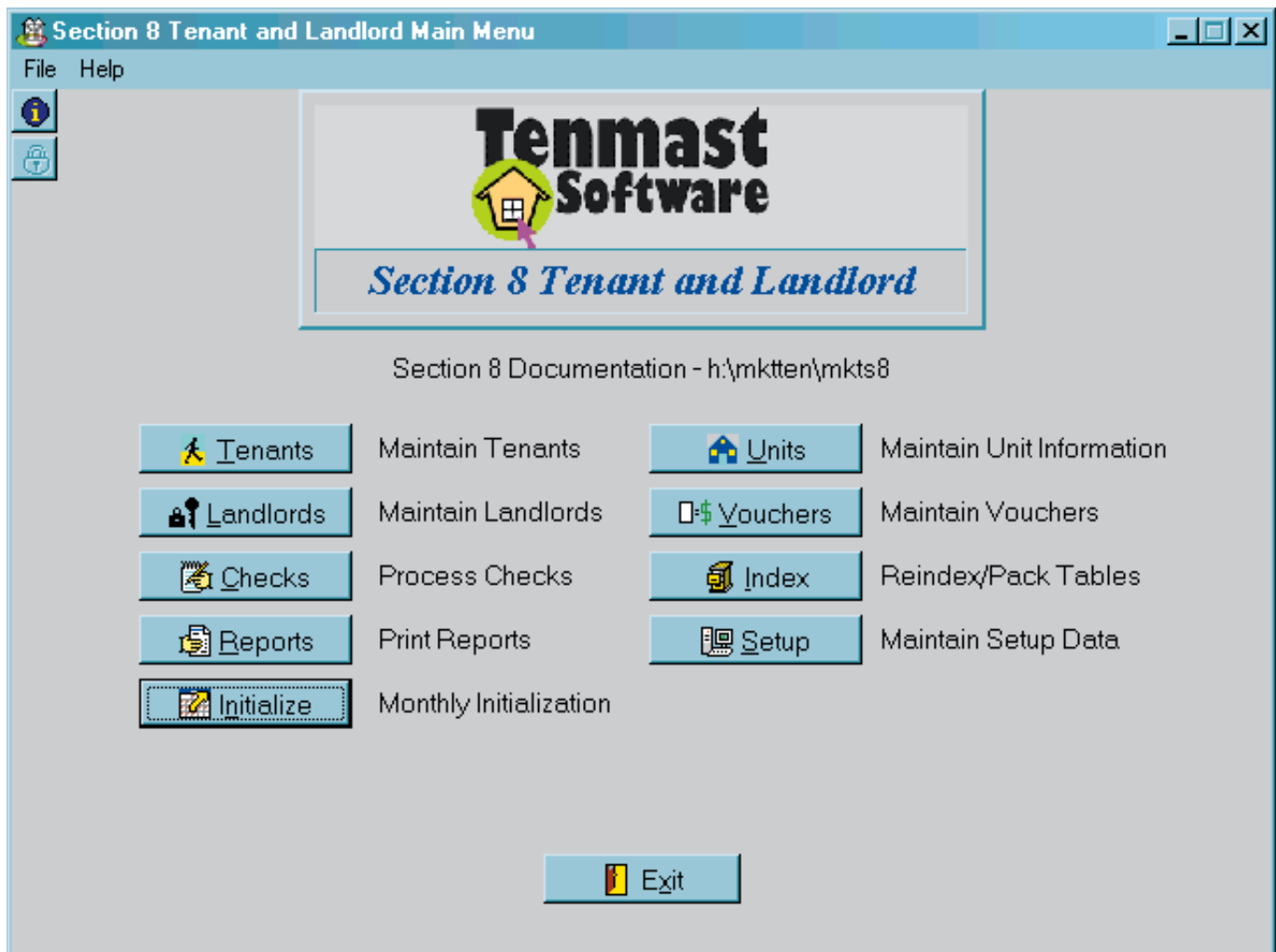


Check the boxes that correspond to the functions you want to perform. Then click the OK button. The program begins the reindexing process, which should take no longer than two or three minutes. When the process is complete, the dialog box closes and the program returns to the Main Menu.



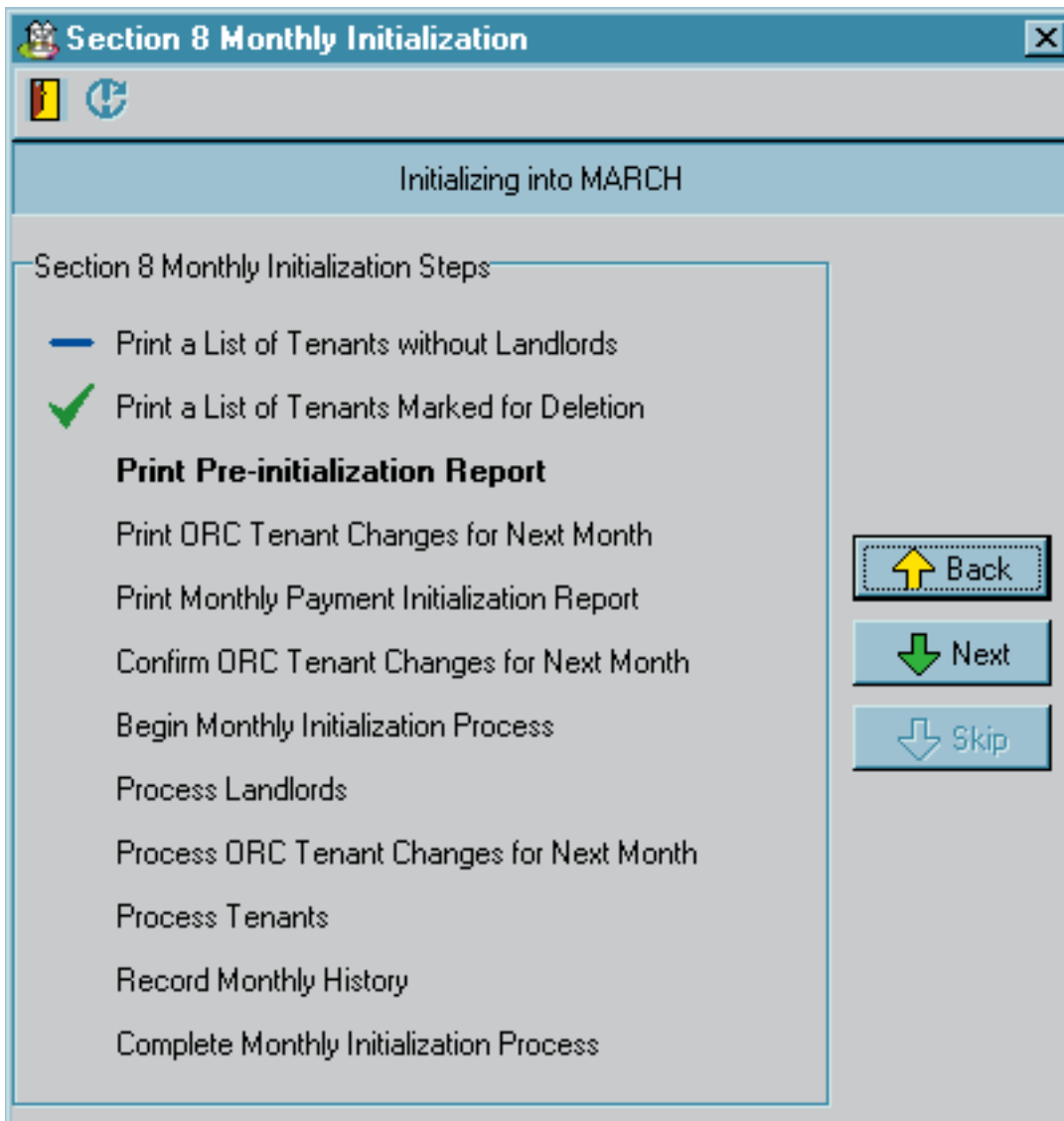
# INITIALIZATION

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

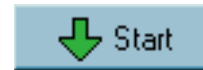
### Exit Button

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.



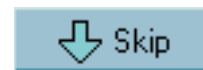
### Next Button

This button moves you to the next step in the initialization sequence.



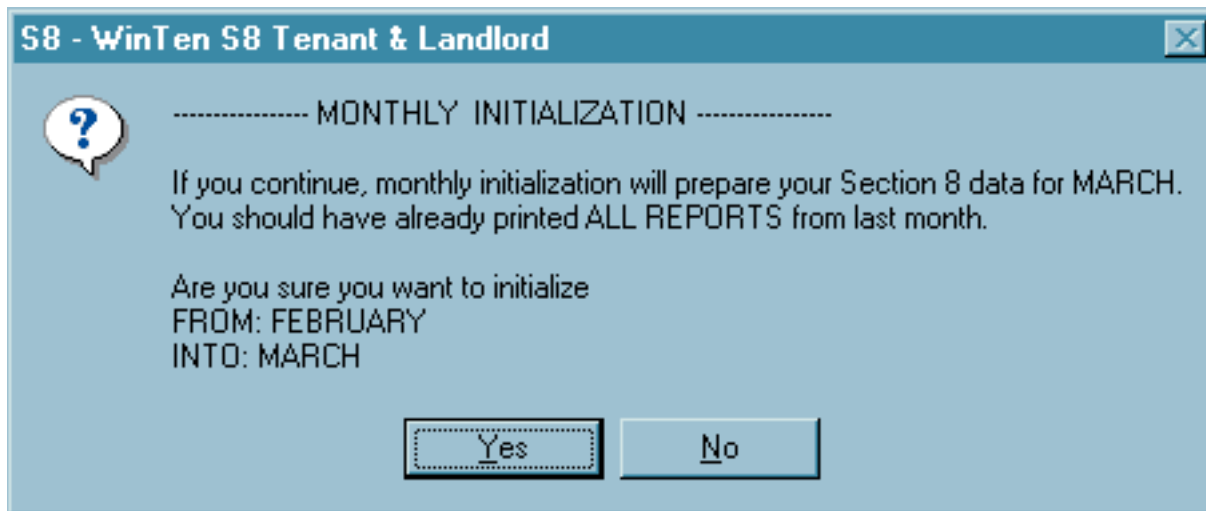
### Skip Button

This button skips the next step in the initialization sequence.



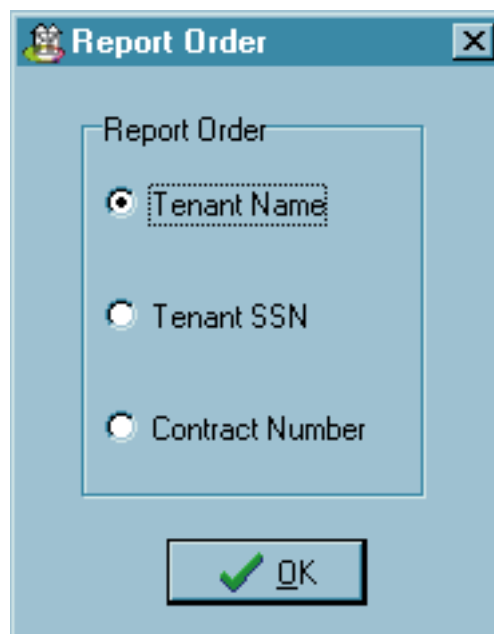
## Step 1: Print Invalid Landlord Listing Report

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.



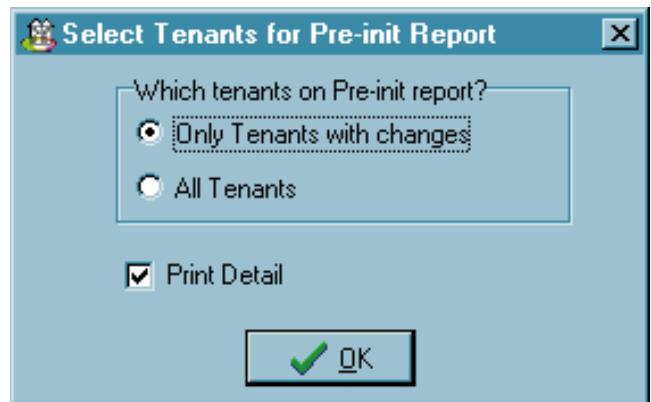
## Step 2: Print Tenants Marked for Deletion Report

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.



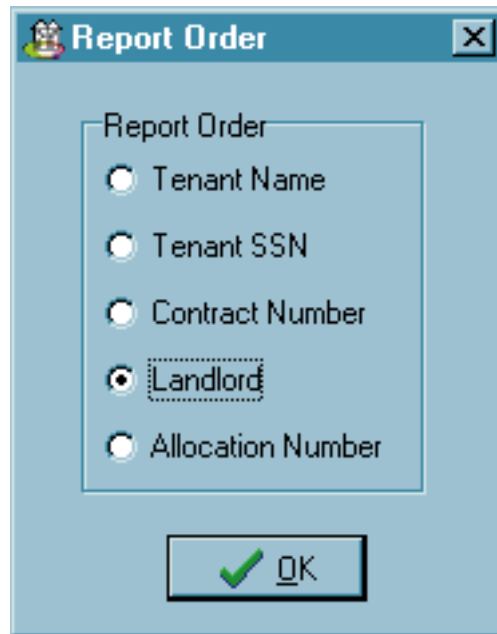
## Step 4: Print ORC Tenant Changes for Next Month

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

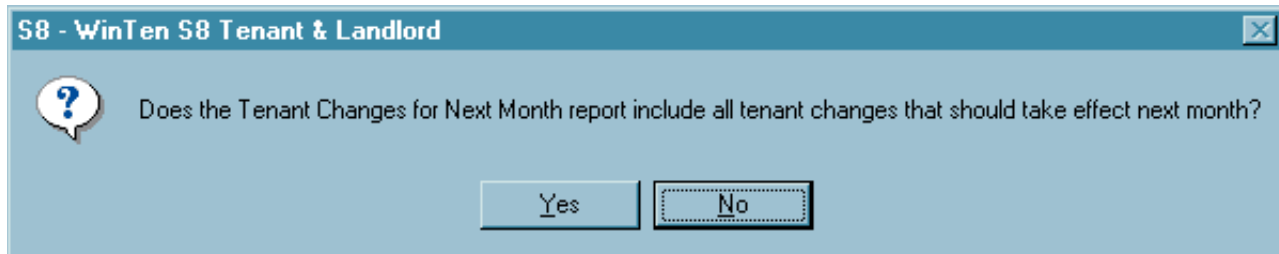
Click the Next button. The Report Order dialog box opens. Select the order in which you want to sort the report and click OK.

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.



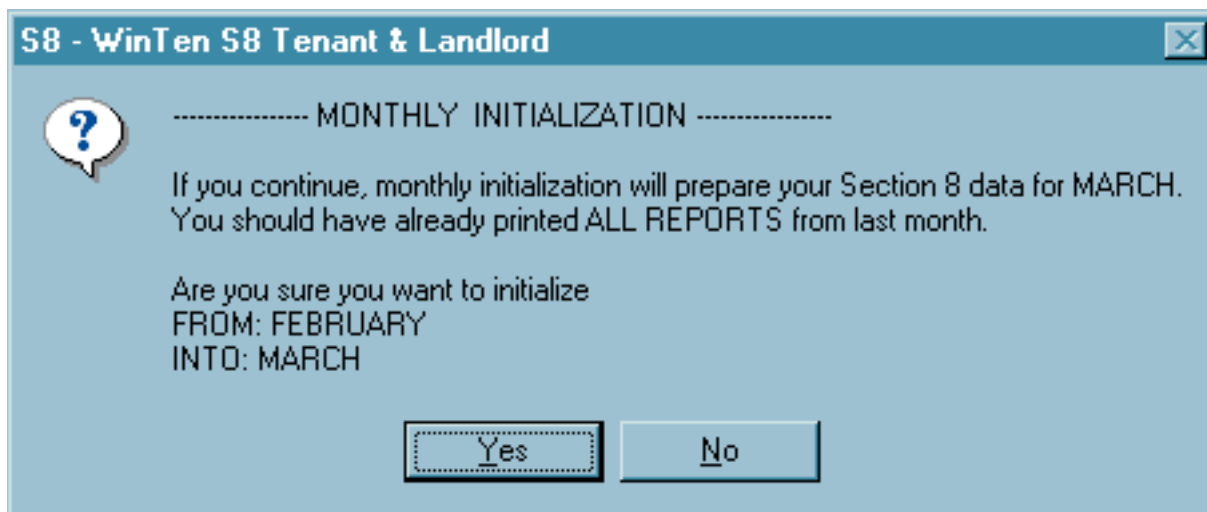
## Step 6: Confirm ORC Tenant Changes for Next Month

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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