



WinTen² Section 8 Tenant and Landlord

Preliminary User Manual

User Manual Edition:

3/9/2005

Your inside track for making your job easier!

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Any references to company, housing authority, or individual names or identities in examples or screen images are for demonstration purposes only and are not intended to refer to any actual organization or person.

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INTRODUCTION

The WinTen² Section 8 Tenant and Landlord program is designed for use on computers running the Windows NT, 2000, or XP operating system. The interface is designed 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 WinTen² Section 8 Tenant and Landlord program (hereafter referred to as Section 8 or S8).

Version Information

This is a preliminary user manual written as of 3/9/2005. Some sections of this manual may be incomplete in regard to the program released as of that date. Some sections may be inaccurate in regard to later versions of the program. It does not apply to previous versions of the program (including MS-DOS-based ones).

When Tenmast issues an update to a piece of software, we post a documentation update on our Web site at www.tenmast.com. If you have a current Update & Support Agreement for Section 8, you may download both the updated program and the updated documentation at no charge. See the Client Service Area of our Web site for detailed instructions.

Getting Help

Although 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, please call the Tenmast Training & Support Department toll-free at (877) 359-5492 or send e-mail to support@tenmast.com.

Revisions

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

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 WinTen² software, Section 8 is designed to integrate with other programs in the WinTen² 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 WinTen² 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:

- Tenants Searching for a Unit (Reports screen, Tenants tab)
- URP Checks on Hold (Reports screen, Tenants tab)
- HAP Hold Code Report (Reports screen, Landlords 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.

Initialize.

At the End of a Calendar Year

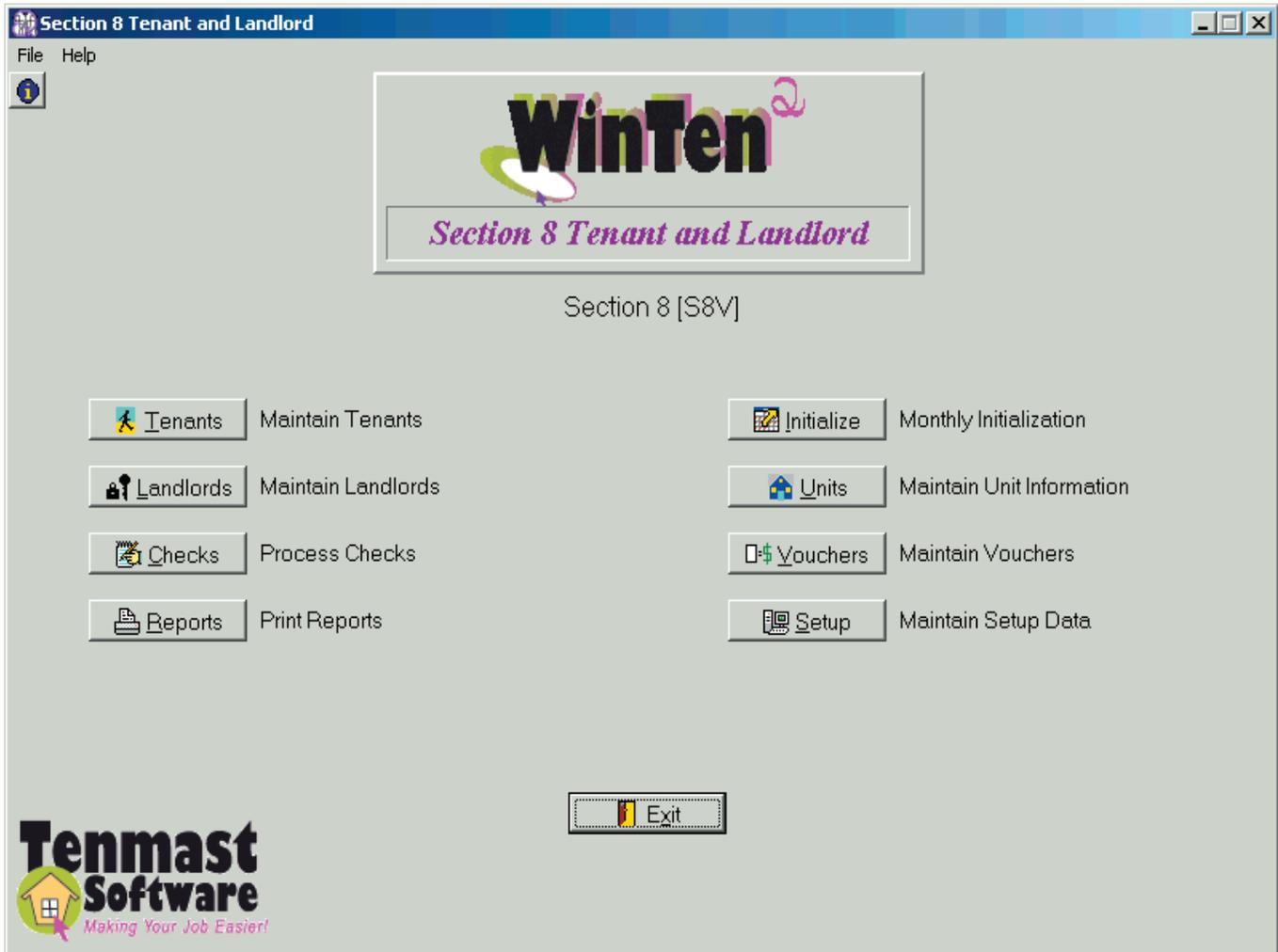
Finish all December transactions before you print your 1099 forms in the WinTen² IRS 1099/Magnetic Media program. You do not have to initialize Section 8 before you print 1099s, but you must be finished with all December checks.

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.

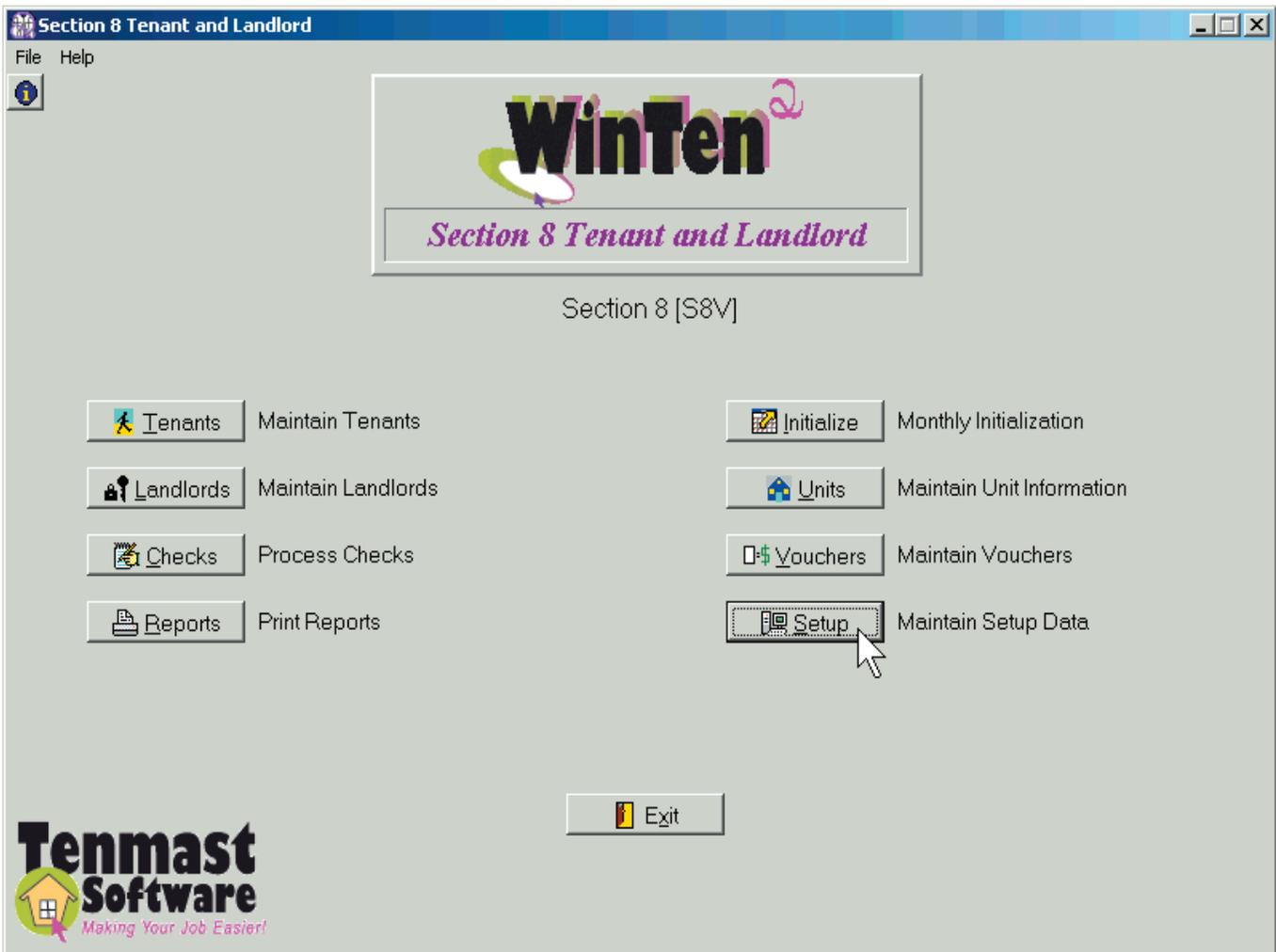


SETUP

The first time you run Section 8, the first option you should select from the Main Menu is Setup. All WinTen² 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.

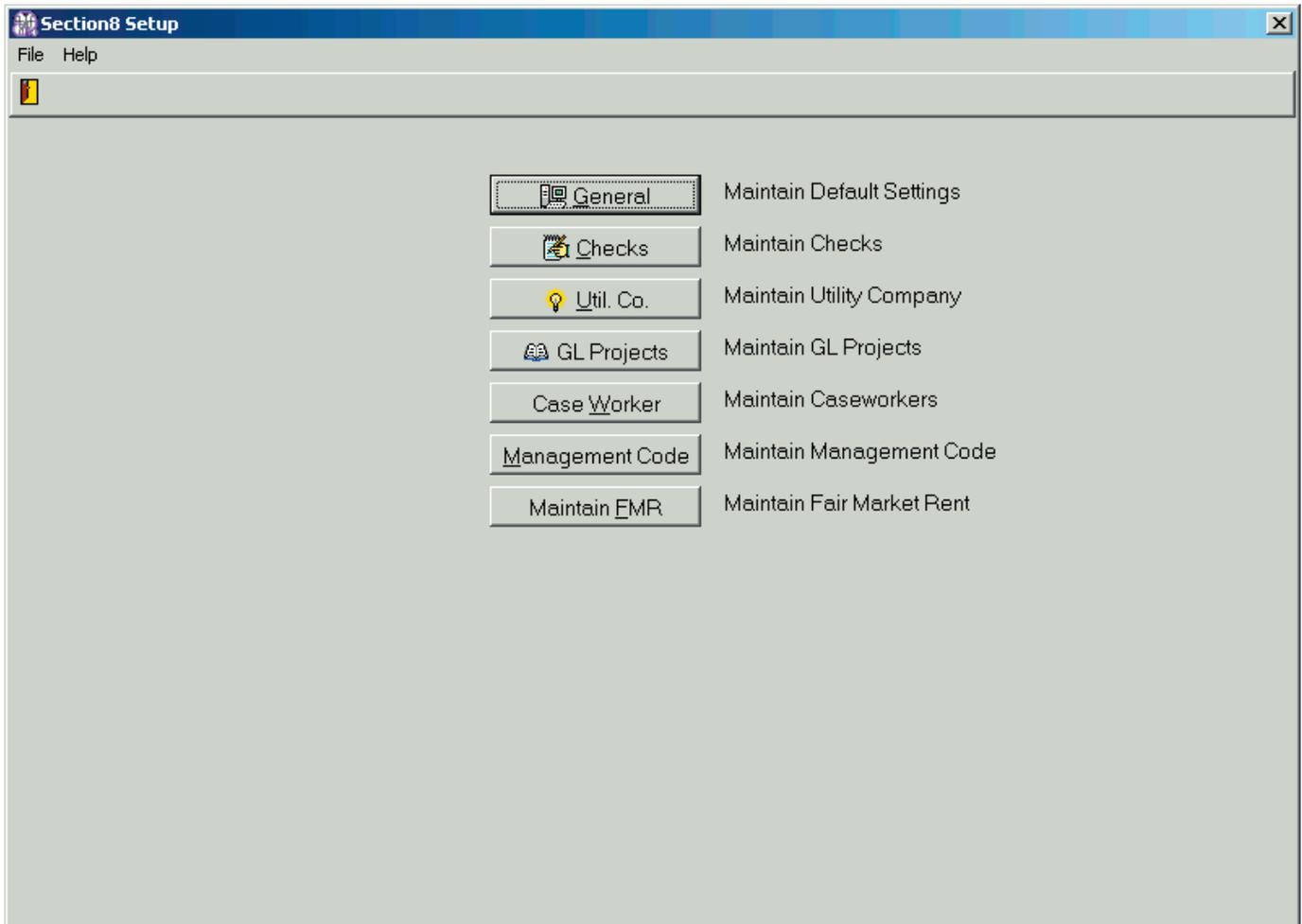
The individual in charge of your WinTen² programs should periodically review each program's Setup to ensure that it is still correct. Access to the Setup screen should be restricted through the Tenmast Security program after the initial settings have been entered in order to prevent accidental changes to the settings.

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



SETUP SCREEN

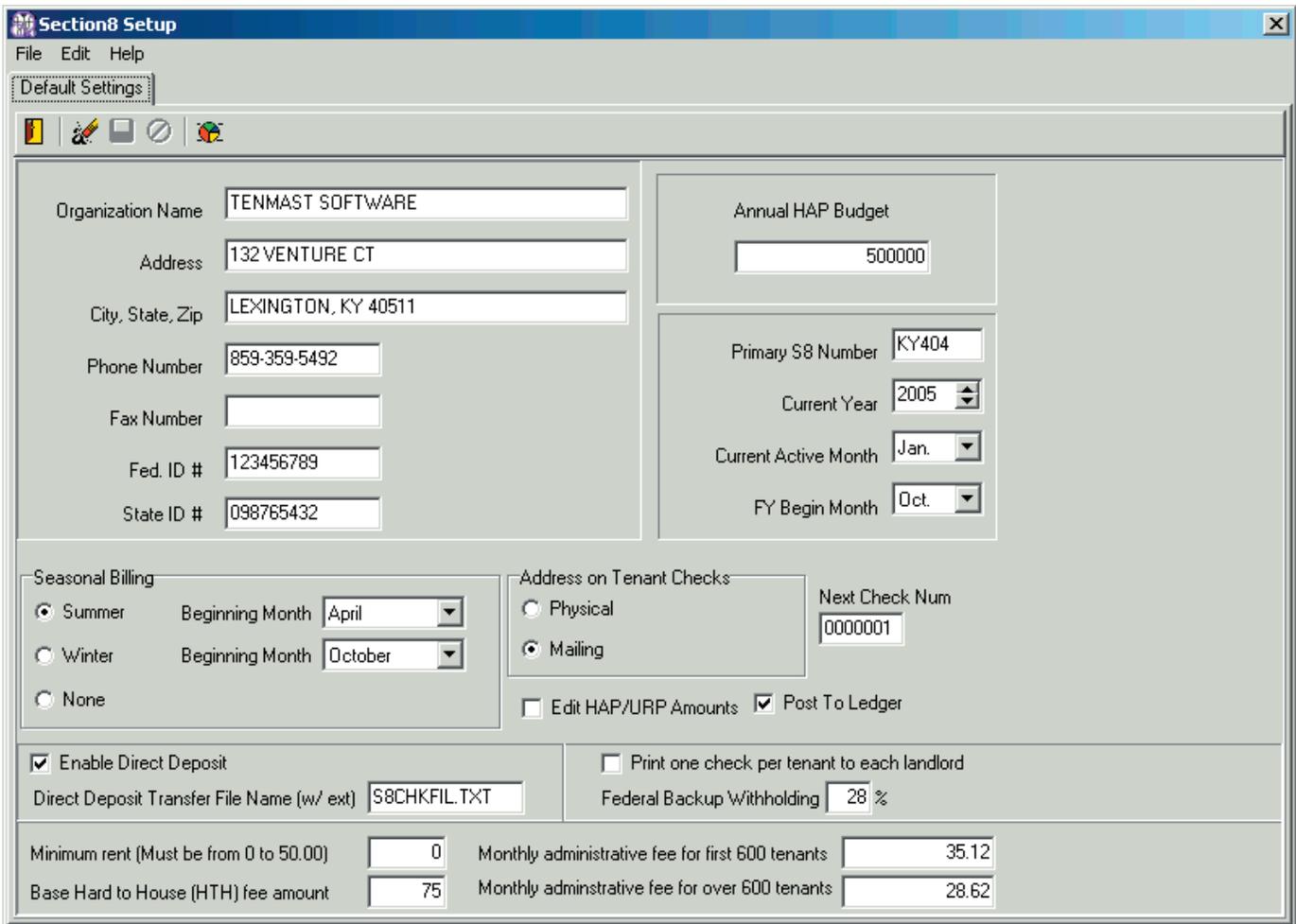
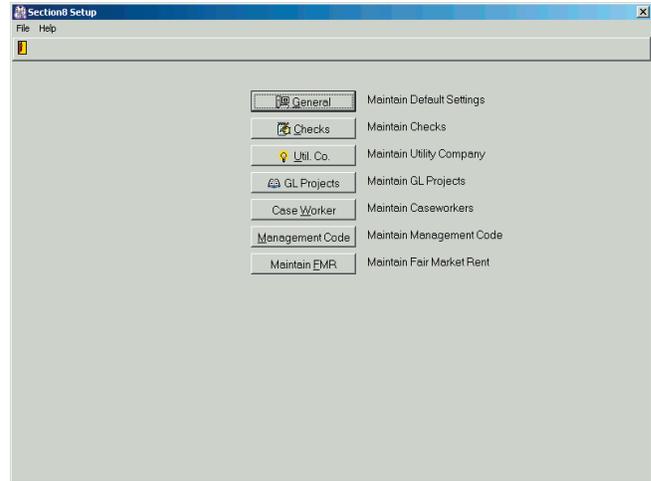
The Section 8 Setup screen has seven function areas, accessed by a set of seven buttons. Each of the setup function buttons opens a corresponding screen for setting up that aspect of the program.



Default Settings Screen

The Default Settings screen opens when you click the General button on the Section 8 Setup screen.

The Default Settings screen contains your agency's identifying information and the settings for the fiscal year in which Section 8 is currently operating. Use the standard WinTen² controls to edit the data on this screen and save or cancel your changes.

A screenshot of the 'Section8 Setup' application window, showing the 'Default Settings' screen. The window title is 'Section8 Setup' and it has a menu bar with 'File', 'Edit', and 'Help'. The main area is titled 'Default Settings' and contains various input fields and controls. The 'Organization Name' is 'TENMAST SOFTWARE', 'Address' is '132 VENTURE CT', 'City, State, Zip' is 'LEXINGTON, KY 40511', 'Phone Number' is '859-359-5492', 'Fax Number' is empty, 'Fed. ID #' is '123456789', and 'State ID #' is '098765432'. The 'Annual HAP Budget' is '500000'. The 'Primary S8 Number' is 'KY404', 'Current Year' is '2005', 'Current Active Month' is 'Jan.', and 'FY Begin Month' is 'Oct.'. The 'Seasonal Billing' section has radio buttons for 'Summer', 'Winter', and 'None', with 'Summer' selected. The 'Beginning Month' for Summer is 'April' and for Winter is 'October'. The 'Address on Tenant Checks' section has radio buttons for 'Physical' and 'Mailing', with 'Mailing' selected. There are checkboxes for 'Edit HAP/URP Amounts' (unchecked) and 'Post To Ledger' (checked). The 'Next Check Num' is '0000001'. The 'Enable Direct Deposit' checkbox is checked, and the 'Direct Deposit Transfer File Name (w/ ext)' is 'S8CHKFIL.TXT'. The 'Print one check per tenant to each landlord' checkbox is unchecked, and the 'Federal Backup Withholding' is '28 %'. The 'Minimum rent (Must be from 0 to 50.00)' is '0', 'Monthly administrative fee for first 600 tenants' is '35.12', 'Base Hard to House (HTH) fee amount' is '75', and 'Monthly administrative fee for over 600 tenants' is '28.62'.

Default Settings Screen 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.

Default Settings Screen 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.

FY Begin Month

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

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.



Seasonal Billing

This set of fields enables your agency to set up seasonal billing for utilities, which means that any given tenant can have one utility company in summer and a different utility company in winter.

If none of your tenants use different utility companies for summer and winter, select “None.”

If at least some of your tenants use different utility companies for summer and winter, select either “Summer” or “Winter.” (It does not matter which you choose.) Then use the Summer Beginning Month field to select the month when summer billing begins and use the Winter Beginning Month field to select the month when winter billing begins.

If you do seasonal billing, you can designate for each tenant which utility company the tenant uses in summer and which the tenant uses in winter. You can do this on the Rent Calc tab of the Maintain Tenants screen. (For information, please see the *Maintain Tenants* chapter of this manual.)

Address on Tenant Checks

This pair of radio buttons enables you to specify whether to print tenants’ physical addresses or mailing addresses on tenant checks. Most agencies choose to print mailing addresses.

Next Check Num

This is the number of the next check to be printed from the Section 8 program.

Edit HAP/URP Amounts

The HAP Amount (Housing Assistance Payment amount) field and the URP Amount (Utility Reimbursement Payment amount) field appear for each tenant on the Rent Calc tab of the Maintain Tenants screen. The values of these fields are set automatically by the WinTen² Occupancy and Rent Calculation (ORC) program. (For information, please see the *Maintain Tenants* chapter of this manual.)

Check the Edit HAP/URP Amounts box if you want to be able to edit these values directly in the Section 8 program. If you do not check this box, you can change these values only in ORC, which you will typically do during a tenant certification.

NOTE: Under normal circumstances, we recommend that you edit HAP and URP amounts only in ORC during a certification.

Post To Ledger

Check this box if you want checks printed from the Section 8 program to post automatically to the WinTen² General Ledger program.

Enable Direct Deposit

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

Direct Deposit Transfer File Name

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

Print one check per tenant to each landlord

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

Federal Backup Withholding

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

Minimum Rent

This is the minimum rent that each tenant is allowed to pay. This field is not editable if you are using the WinTen² 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.

Section8 Setup

File Edit Help

Default Settings

Organization Name: TENMAST SOFTWARE

Address: 132 VENTURE CT

City, State, Zip: LEXINGTON, KY 40511

Phone Number: 603-359-5492

Fax Number:

Fed. ID #: 123456789

State ID #: 098765432

Annual HAP Budget: 500000

Primary SS Number: KY404

Current Year: 2005

Current Active Month: Jan

FY Begin Month: Oct

Seasonal Billing:

Summer Beginning Month: April

Winter Beginning Month: October

None

Address on Tenant Checks:

Physical

Mailing

Next Check Num: 0000001

Edit HAP/JURP Amounts Post To Ledger

Enable Direct Deposit

Direct Deposit Transfer File Name (w/ ext): SSCHKFIL.TXT

Print one check per tenant to each landlord

Federal Backup Withholding: 28 %

Minimum rent (Must be from 0 to 50.00): 0

Monthly administrative fee for first 600 tenants: 35.12

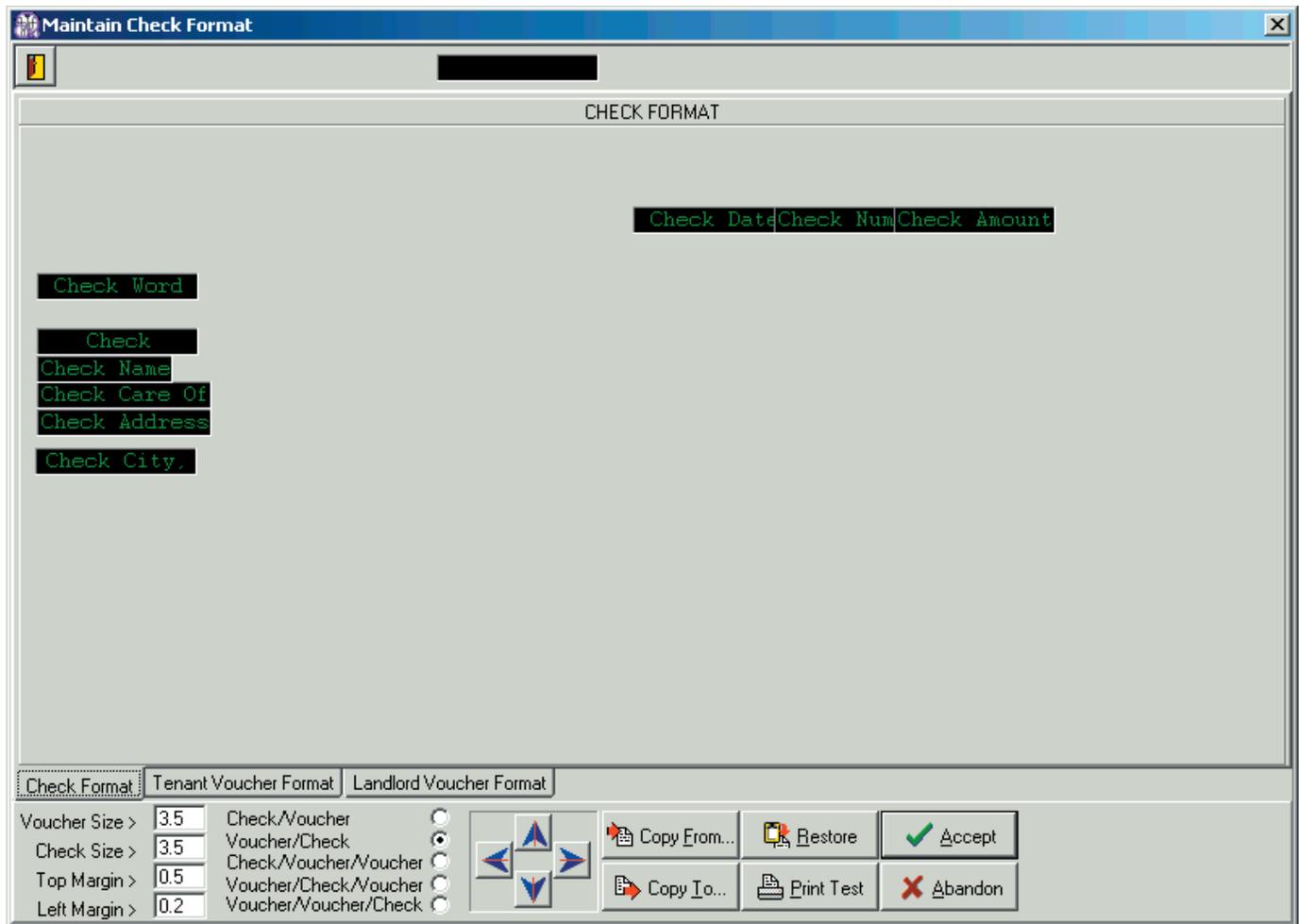
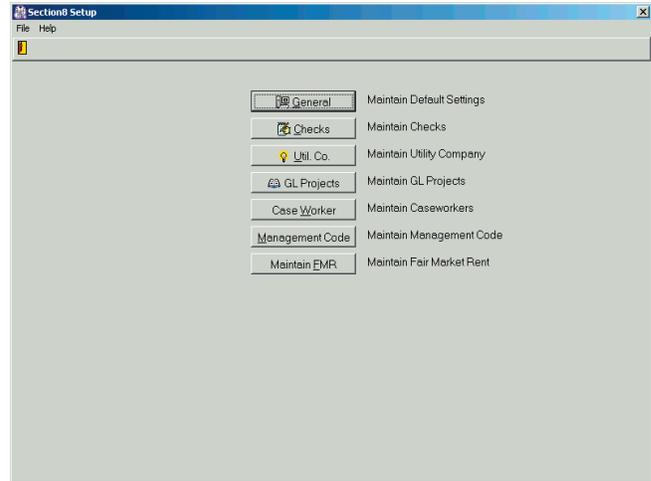
Base Hard to House (HTH) fee amount: 75

Monthly administrative fee for over 600 tenants: 28.62

Maintain Check Format Screen

The Maintain Check Format screen opens when you click the Checks button on the Section 8 Set-up screen. It enables you to configure the manner in which Section 8 prints checks and vouchers (check stubs).

The Maintain Check Format screen is divided into three sub-tabs (at the lower left): 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.



CAUTION

Check formatting can be a difficult and time-consuming process, even for experienced WinTen² 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!

Maintain Check Format screen 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

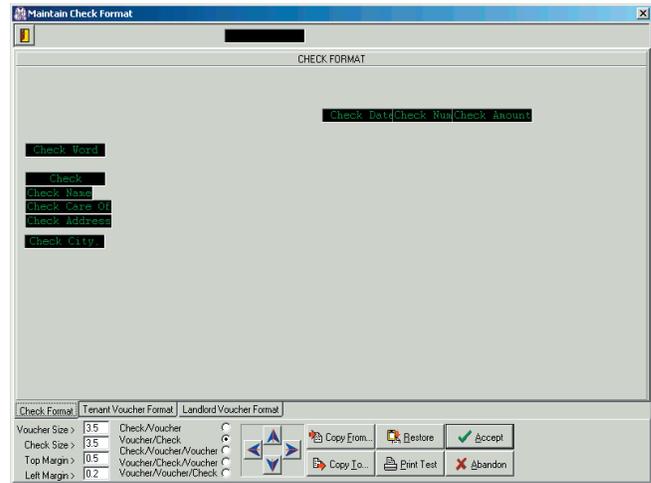
This is the amount of blank space, in inches, that the program will leave between the top edge of the paper and the point at which the program begins printing. This value cannot be less than 0.2 (2/10").

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

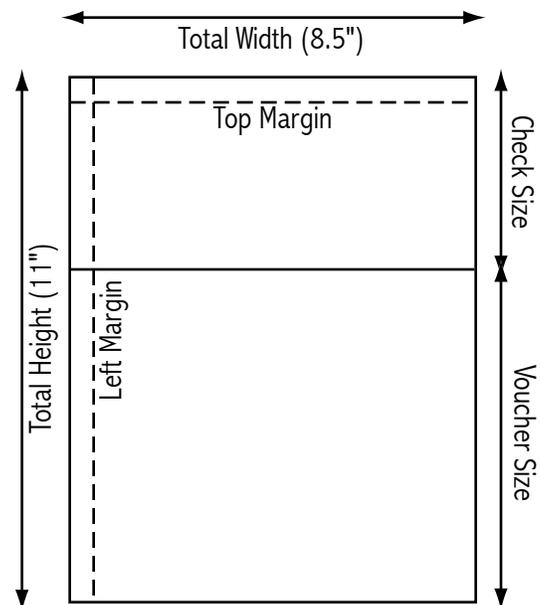
These five radio buttons allow you to specify the order in which checks and their vouchers print. For example, if your agency uses blank checks with two vouchers after each check, select the Check/Voucher/Voucher radio button.



Hint: Margins

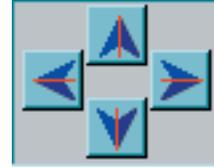
The diagram below shows the various areas and margins for a standard 8.5" x 11" check/voucher sheet for a laser printer. This should provide a rough guide for which areas correspond to which measurements when you're setting up check/voucher size.

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 deselect 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.



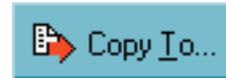
Copy From Button

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.



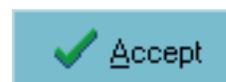
Print Test

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.



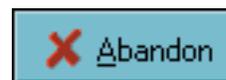
Accept Button

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.

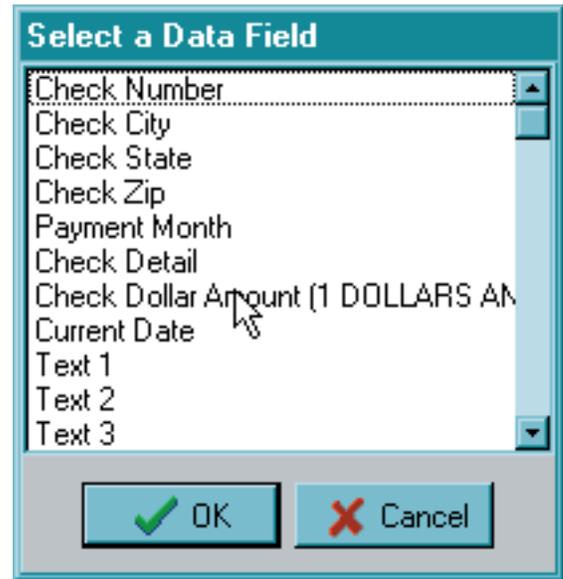
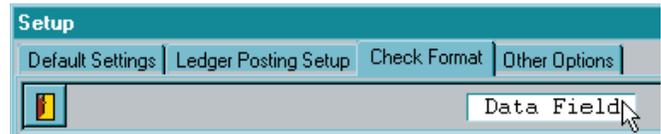


Adding a Data Field

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.



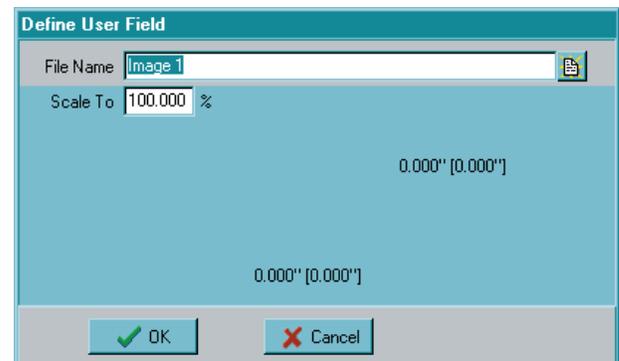
Adding an Image

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

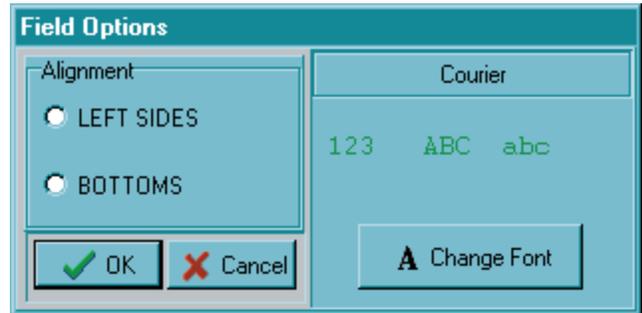
To remove a data field from a check or voucher, drag and drop it onto the Data Field label at the top of the tab.

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.



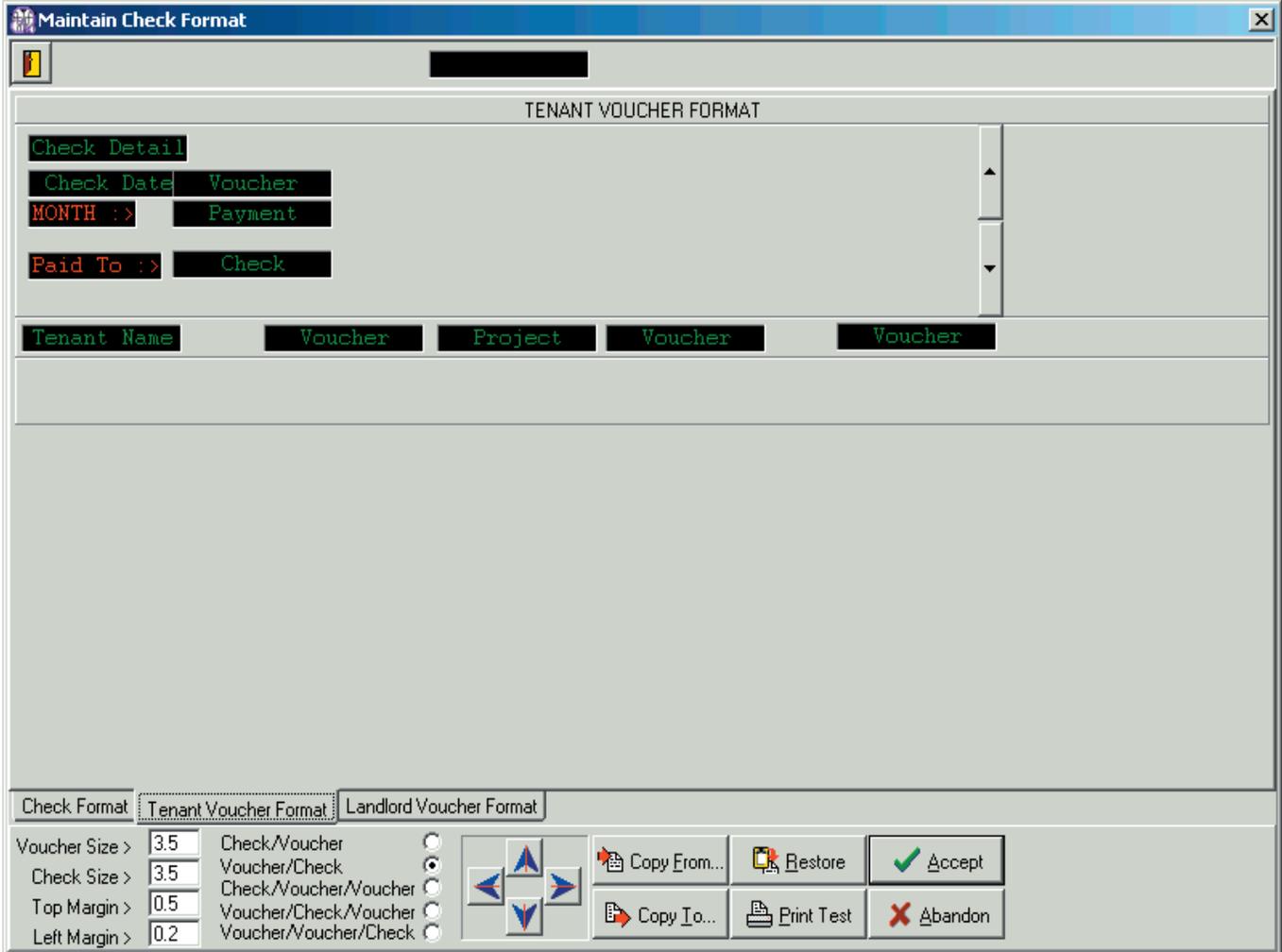
Aligning Multiple Data Fields

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.

Check Format Sub-Tab

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



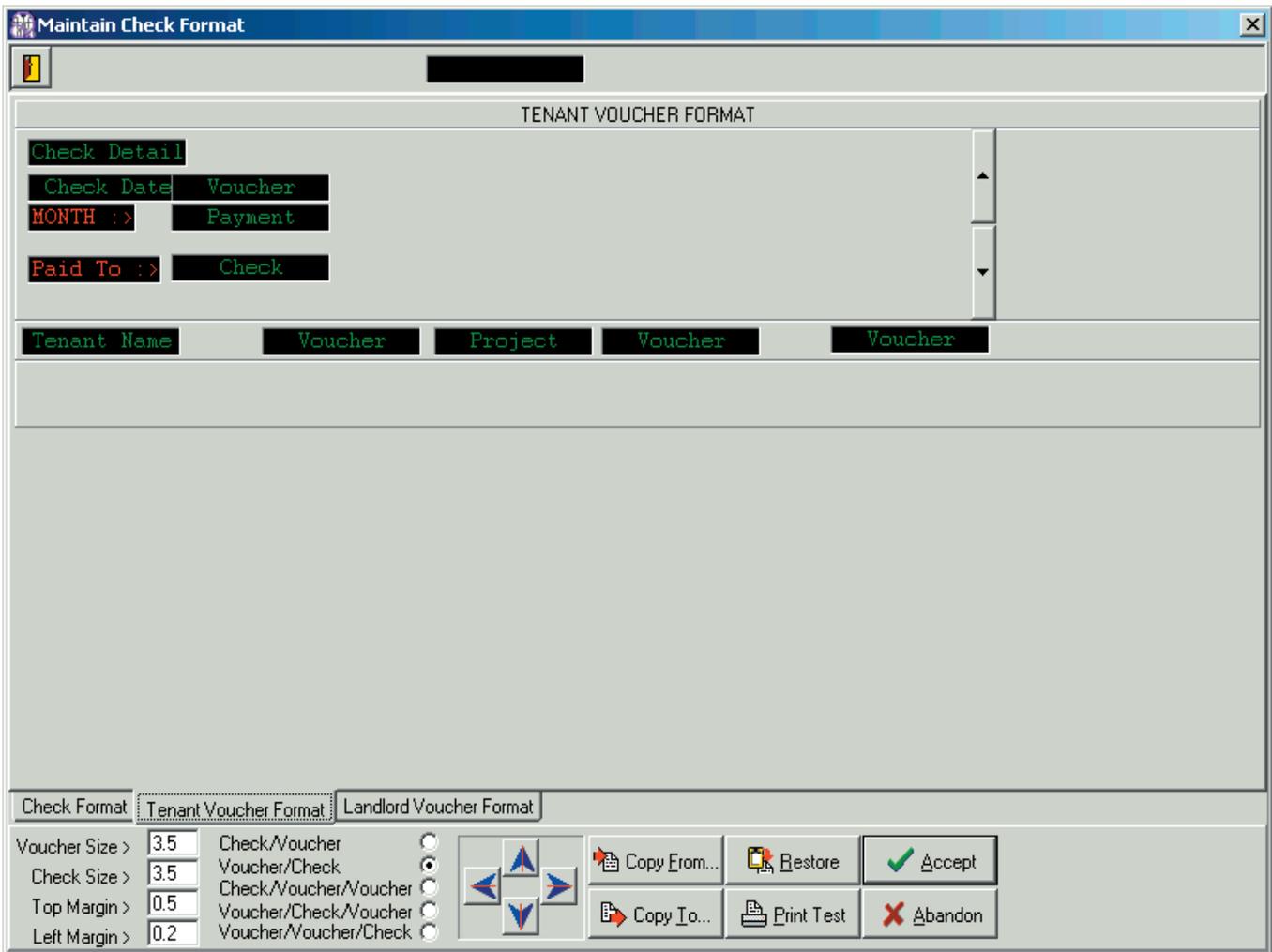
Tenant Voucher Format Sub-Tab

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

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

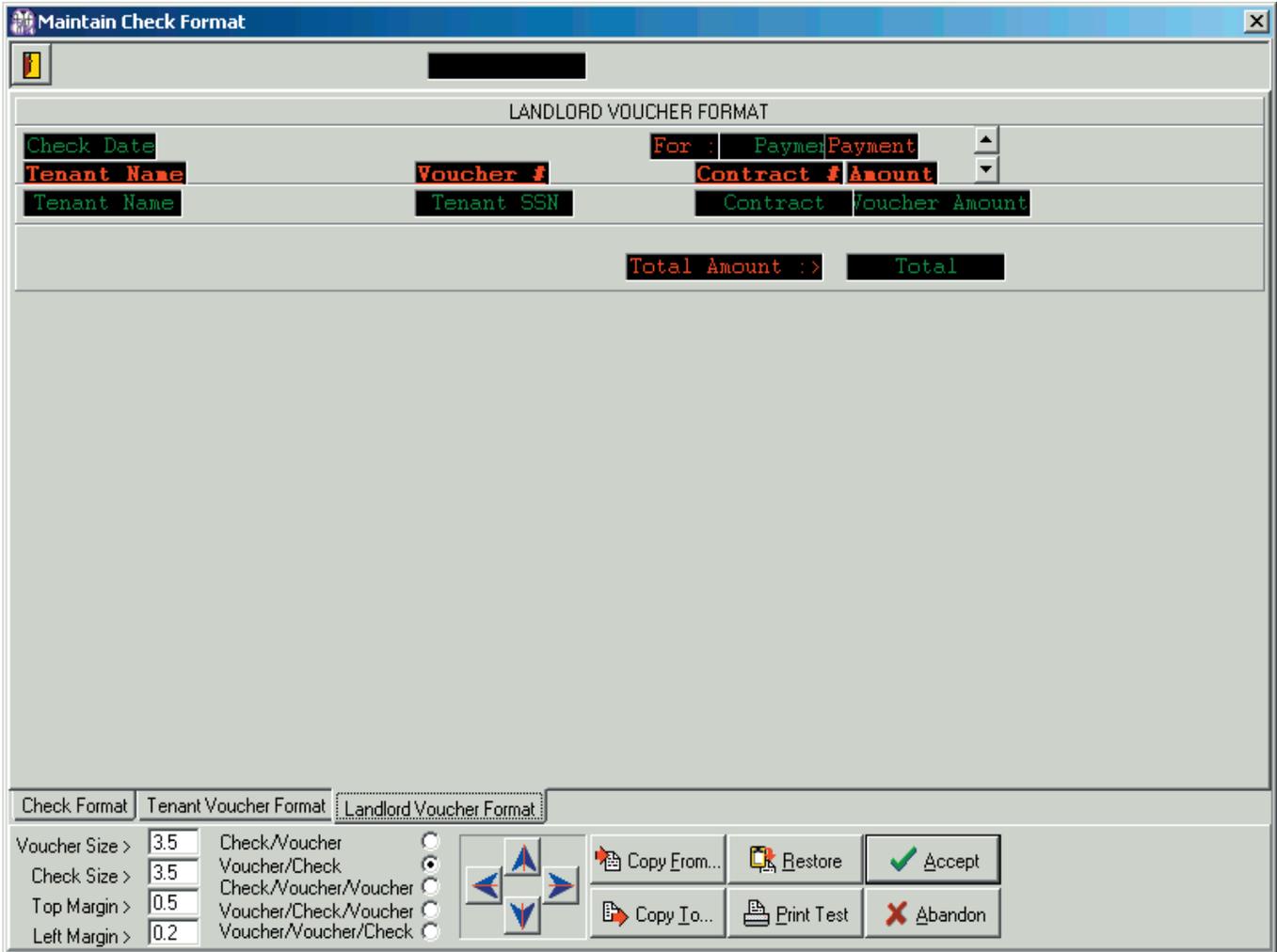
In the header and footer areas, the fields you set up will print exactly as they are set up. In the header, enter text fields for column headers for the detail columns. In the footer, enter data fields for the totals line.

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



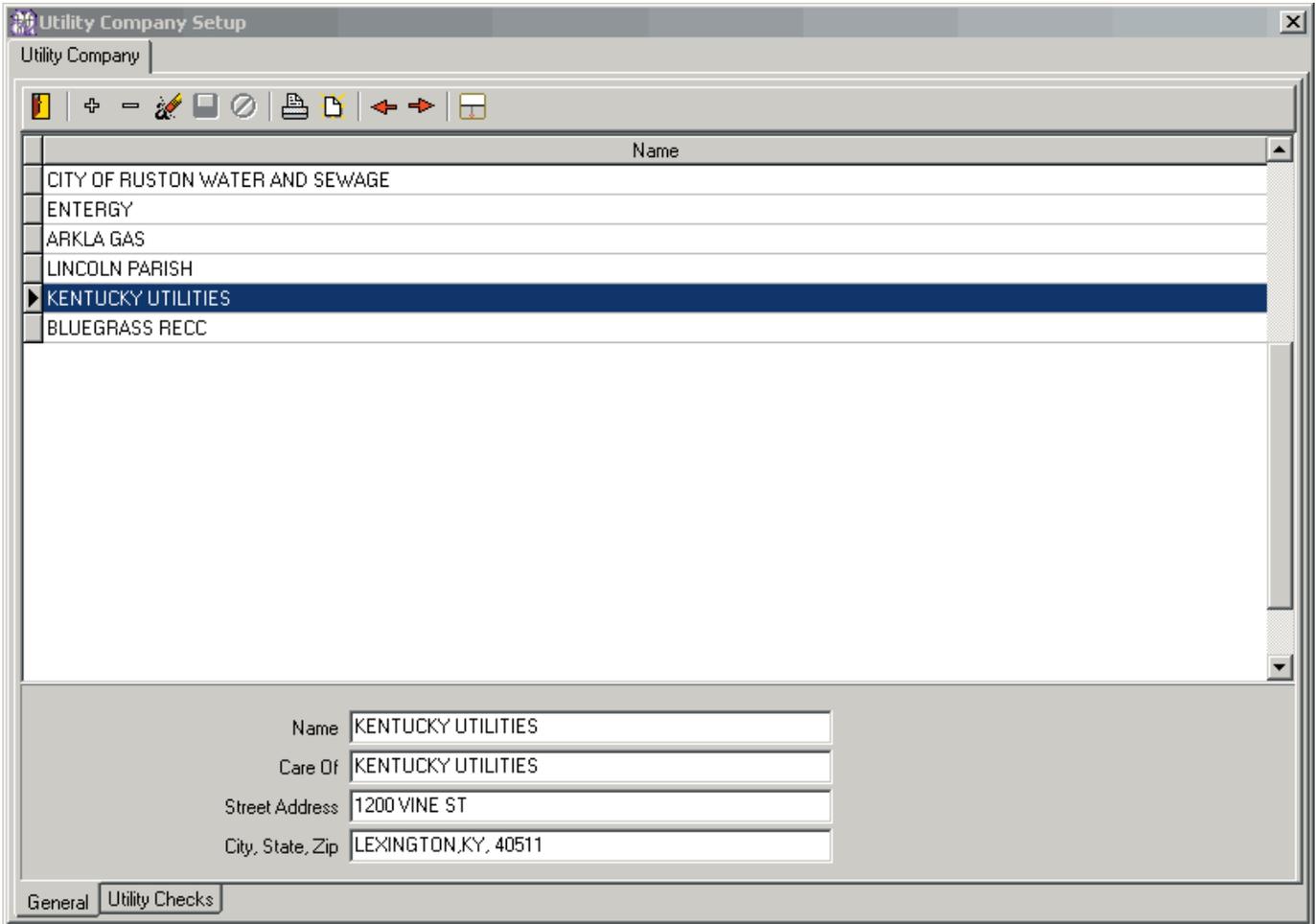
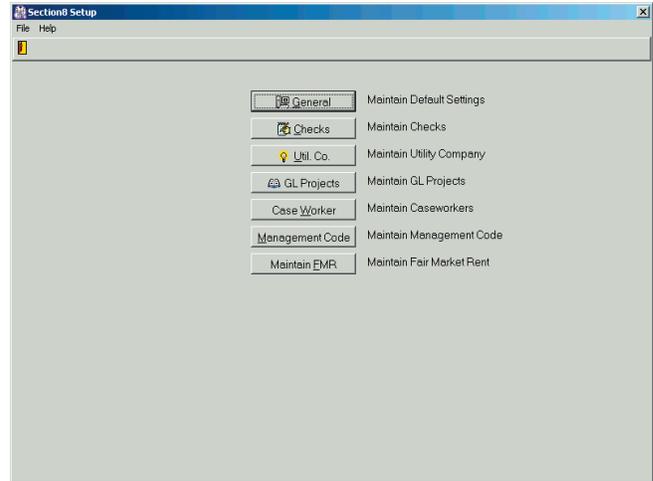
Landlord Voucher Format Sub-Tab

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



Utility Company Setup Screen

The Utility Company Setup screen opens when you click the Util. Co button on the Section 8 Setup screen. It enables you to set up the utility company information that the program uses for printing utility reimbursement checks. The Utility Company Setup screen has two sub-tabs (at the lower left): General and Utility Checks. It always opens on the General sub-tab, as shown below.



General Sub-Tab

The General sub-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 WinTen² controls to edit the data on this tab, save or cancel your changes, and add or delete records.

General Sub-Tab Data Fields

Name

This is the name of the utility company.

Care Of

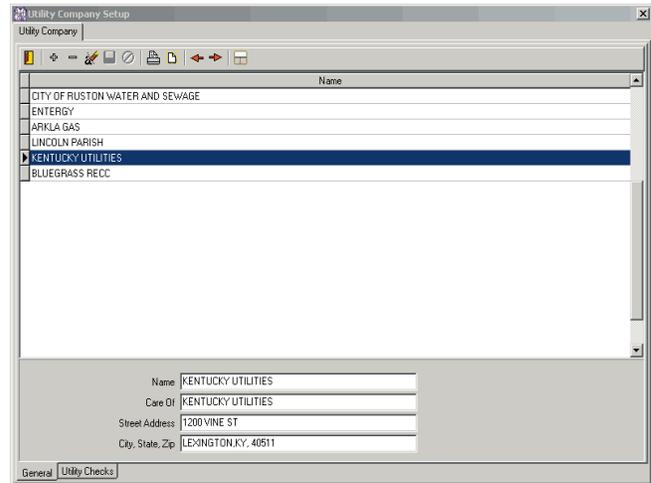
This is the name of the person who is your agency's primary point of contact with the company.

Street Address

This is the company's street address.

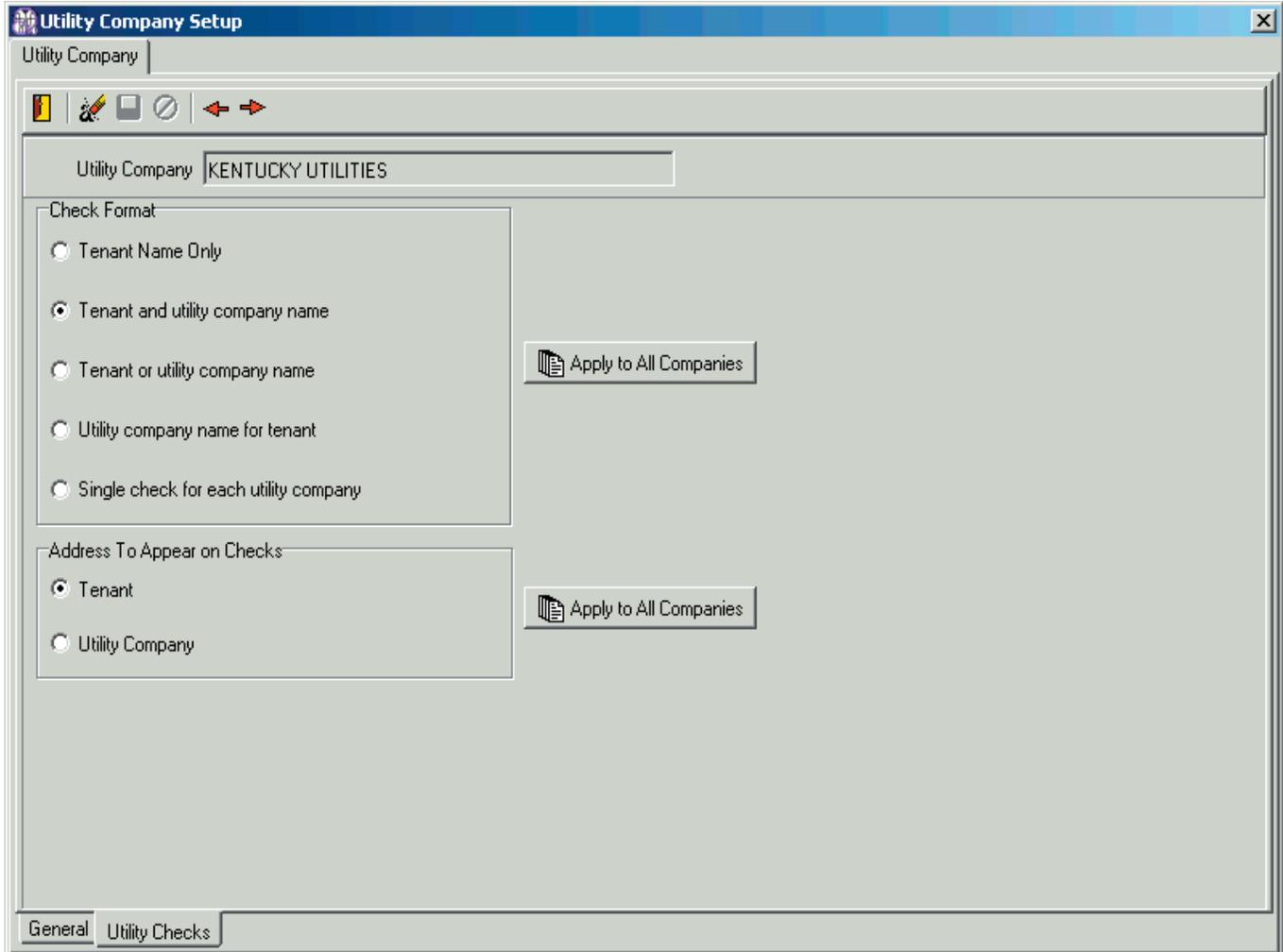
City, State, Zip

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



Utility Checks Sub-Tab

The Utility Checks sub-tab enables you to set up the check processing options for the utility company that is currently selected on the General sub-tab. Use the standard WinTen² controls to edit the data on this tab and save or cancel your changes.



Utility Checks Sub-Tab Data Fields and Functions

Utility Company

This is the utility company that is currently selected on the General sub-tab. To change the utility company whose check processing options you are editing, switch back to the General sub-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).

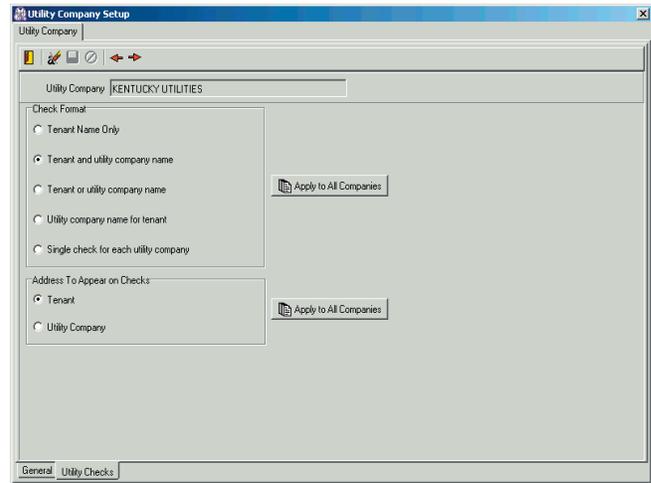
Click the **Apply to All Companies** button to the right of these fields to apply your choice to all utility companies.

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.

These options are not available if your choice for Check Format, above, is "Tenant Name Only" or "Single check for each utility company."

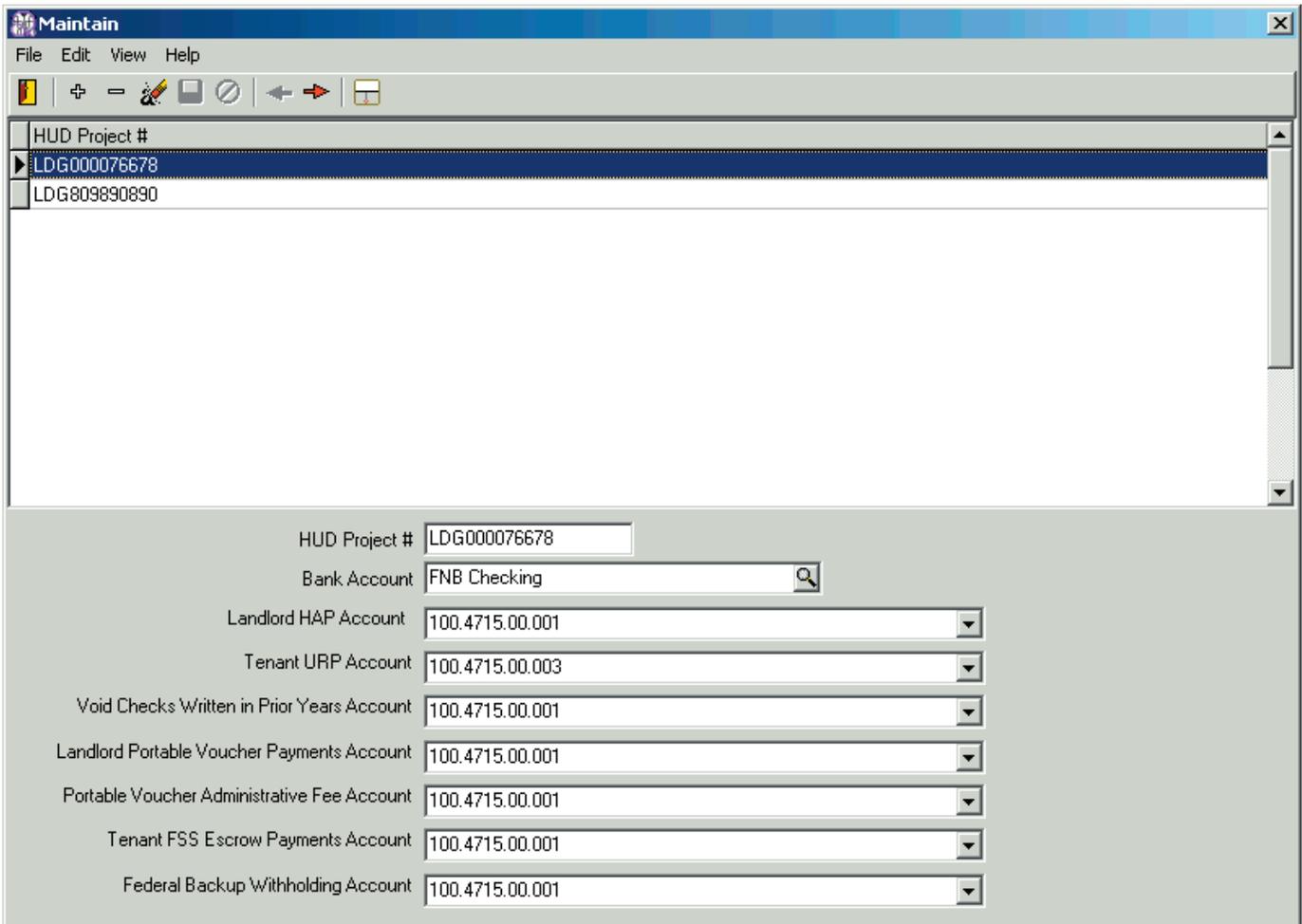
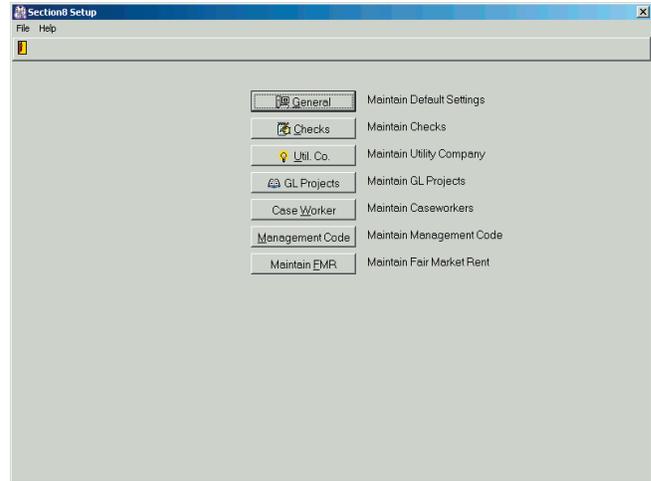
Click the **Apply to All Companies** button to the right of these fields to apply your choice to all utility companies.



Ledger Posting Setup Screen

The Ledger Posting Setup screen opens when you click the GL Projects button on the Section 8 Setup screen. It enables you to set the account numbers that the program uses to post various Section 8-related transactions to the Section 8 journal, which will in turn post to General Ledger.

This screen maintains a separate set of account numbers for each project. The top of the screen contains a list of all projects that are set up on the screen. The bottom of the screen contains the account numbers for the currently selected project. Use the standard WinTen² controls to edit the data on this screen, add or delete project records, and save or cancel your changes.



Ledger Posting Setup Tab Data Fields

HUD Project Number

This is the project's unique identifying number, as assigned by HUD.

Bank Account

This is the checking account from which Section 8 will write checks for this project.

Landlord HAP Account

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

Tenant URP Account

This is the account to which the program will post tenant utility reimbursement 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

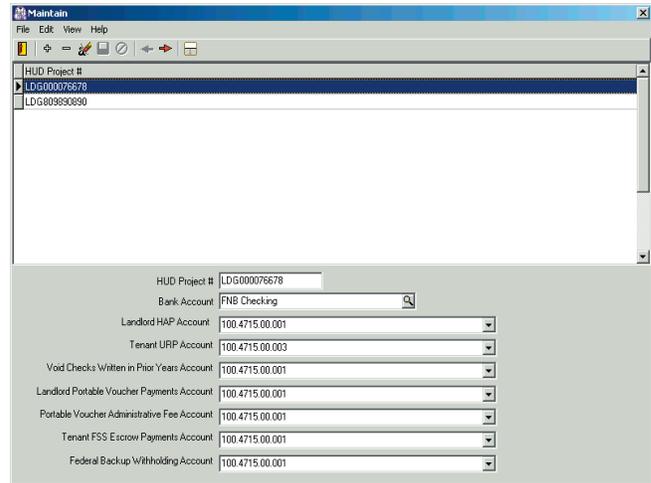
This is the account to which the program will post portable voucher administrative fees (checks for outgoing portable tenants).

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.



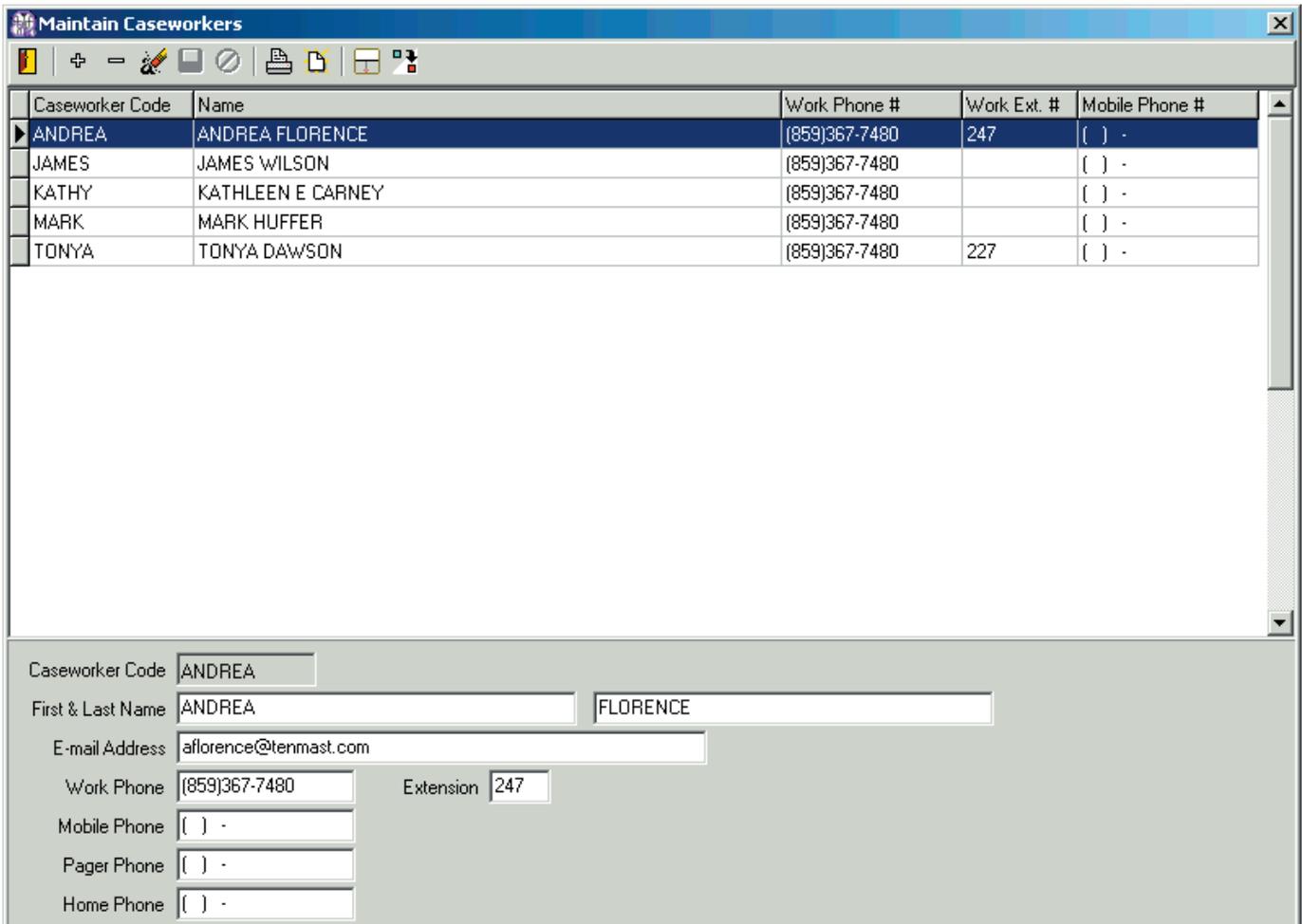
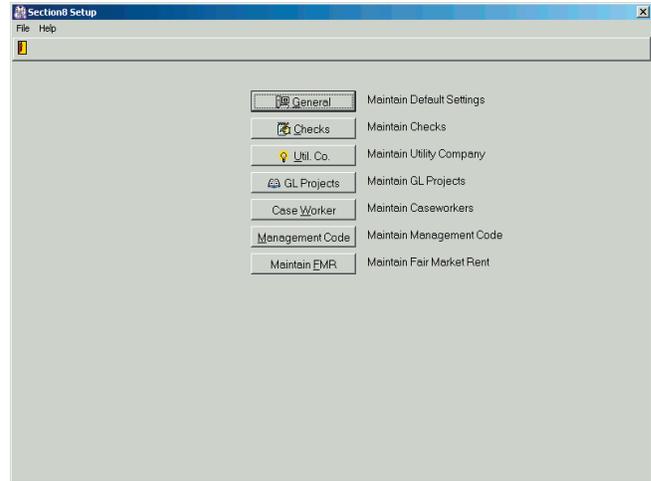
Account Name	Value
HUD Project #	LDG000076678
Bank Account	FNB Checking
Landlord HAP Account	100.4715.00.001
Tenant URP Account	100.4715.00.003
Void Checks Written in Prior Years Account	100.4715.00.001
Landlord Portable Voucher Payments Account	100.4715.00.001
Portable Voucher Administrative Fee Account	100.4715.00.001
Tenant FSS Escrow Payments Account	100.4715.00.001
Federal Backup Withholding Account	100.4715.00.001

Maintain Caseworkers Screen

The Maintain Caseworkers screen opens when you click the Caseworker button on the Section 8 Setup screen. It 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 screen contains a table of all caseworkers who are currently in the database, while the bottom portion of the screen contains the detailed information for the currently selected caseworker.

Edit the data on this screen and save or cancel your changes with the standard WinTen² controls.



Maintain Caseworkers 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 dialog box titled "Change Caseworker Code" with a light blue header. It contains a text input field labeled "Caseworker Code" with the value "KIM" entered. At the bottom, there are two buttons: "OK" with a checkmark icon and "Cancel" with an 'X' icon.

Maintain Caseworkers 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.

E-mail Address

This is the caseworker's e-mail address.

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.

A screenshot of the "Maintain Caseworkers" application window. It features a table with columns: Caseworker Code, Name, Work Phone #, Work Ext. #, and Mobile Phone #. The table contains five rows of data. Below the table is a form for editing the selected caseworker (Andrea Florence), with fields for Caseworker Code, First & Last Name, E-mail Address, Work Phone, Extension, Mobile Phone, Pager Phone, and Home Phone.

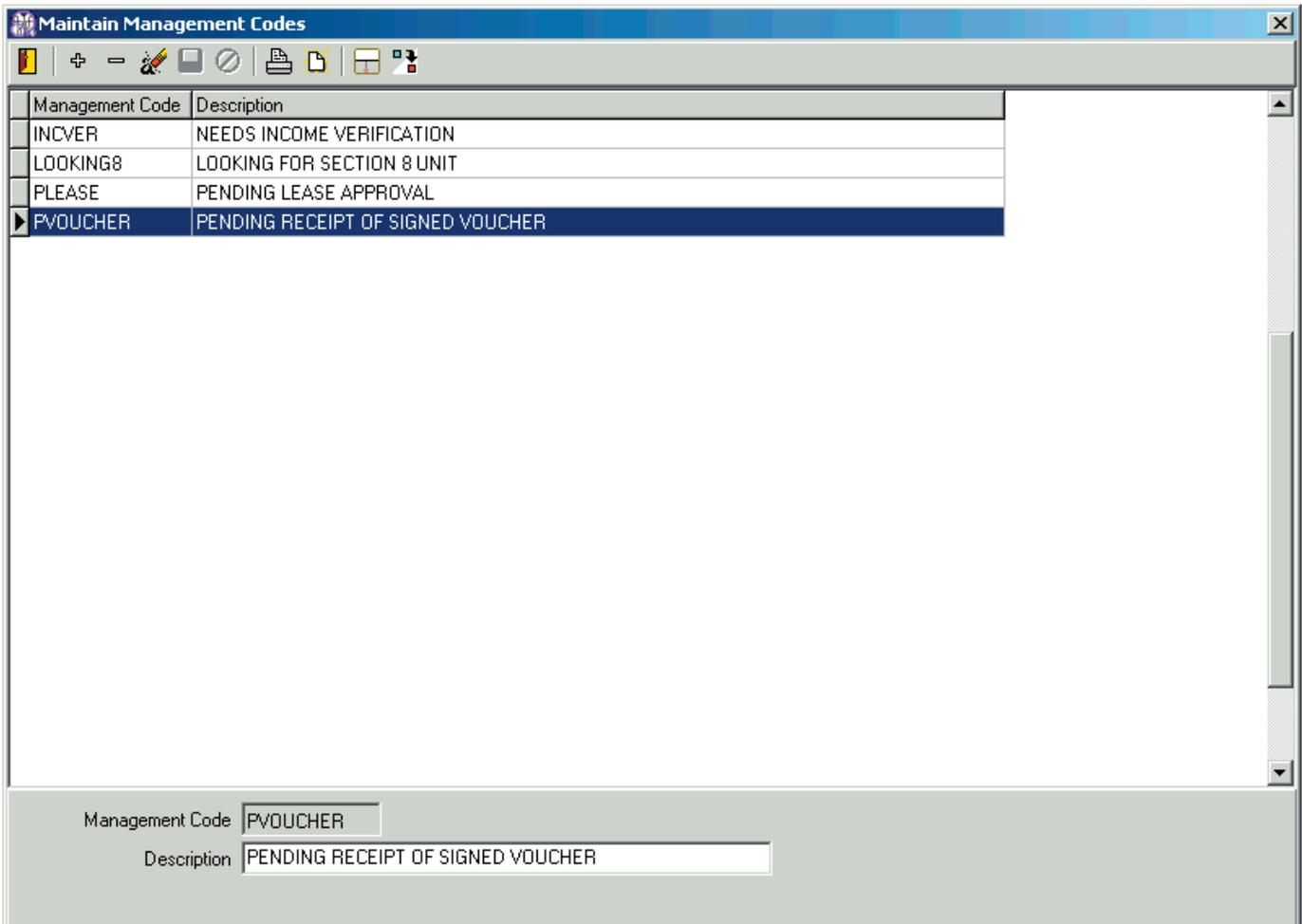
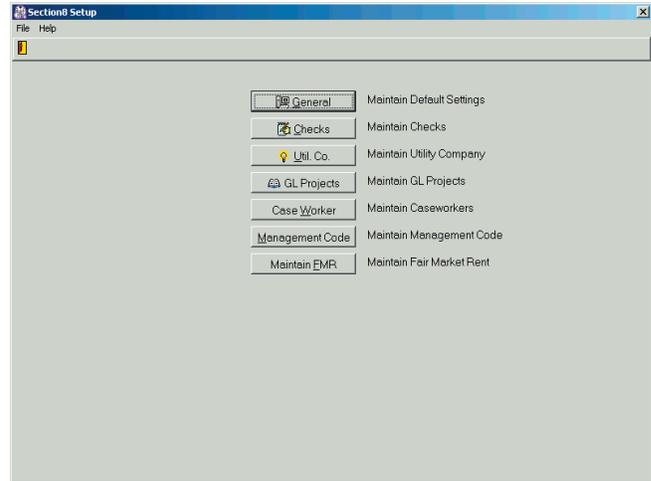
Caseworker Code	Name	Work Phone #	Work Ext. #	Mobile Phone #
ANDREA	ANDREA FLORENCE	(859)367-7480	247	() -
JAMES	JAMES WILSON	(859)367-7480		() -
KATHY	KATHLEEN E CARNEY	(859)367-7480		() -
MARK	MARK HUFFER	(859)367-7480		() -
TONYA	TONYA DAWSON	(859)367-7480	227	() -

Caseworker Code: ANDREA
First & Last Name: ANDREA FLORENCE
E-mail Address: aflorence@emmast.com
Work Phone: (859)367-7480 Extension: 247
Mobile Phone: () -
Pager Phone: () -
Home Phone: () -

Maintain Management Codes Screen

The Maintain Management Codes screen opens when you click the Management Code button on the Section 8 Setup 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 screen and save or cancel your changes with the standard WinTen² controls.



Maintain Management Codes Screen Controls

Change Management Code Button

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



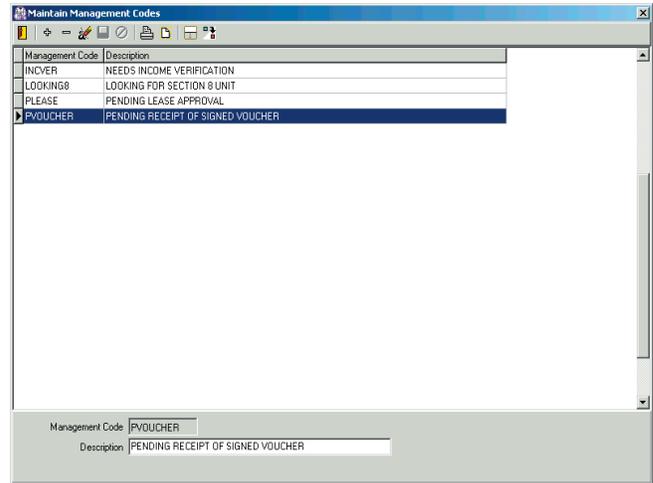
Management Code Tab Data Fields

Management Code

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

Description

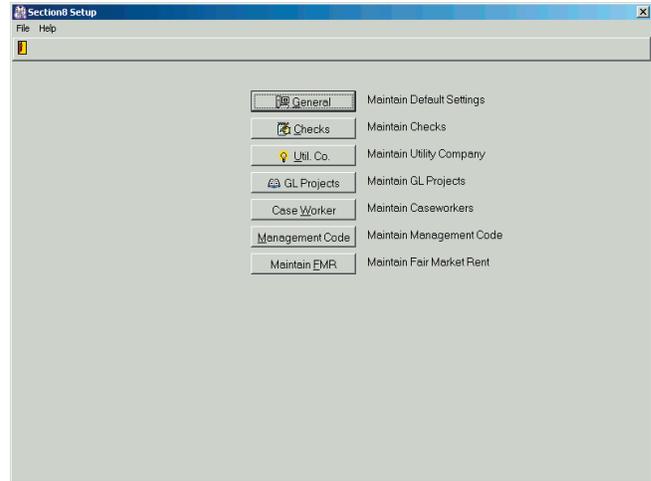
This is a brief (40 character) description of the selected management code.



FMR/Payment Standard Setup Screen

The FMR/Payment Standard Setup screen opens when you click the Maintain FMR button on the Section 8 Setup screen. It 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 screen contains a table which lists every FMR table that is currently set up in the program. The bottom portion of the screen contains the detailed information on the currently selected FMR table. Use the standard WinTen² controls to edit the data on this tab, save or cancel your changes, and add or delete records.



The screenshot shows the "FMR/Payment Standard Setup" window. At the top is a toolbar with various icons. Below the toolbar is a table with the following data:

FMR/Pmt Std Code	Description	Effective	Expiration
FFT	FRANKFORT/FRANKLIN COUNTY	01/01/2005	12/31/2005
GEO	GEORGETOWN/SCOTT COUNTY	01/01/2005	12/31/2005
LEX	LEXINGTON	01/01/2005	12/31/2005
LOU	LOUISVILLE	01/01/2005	12/31/2005
USR	USER OVERRIDE ON TENANT FORM	10/01/1984	09/30/2099

Below the table is a detailed view for the selected code "FFT". It includes input fields for "FMR/Pmt Std Code", "Description", "Effective", and "Expiration". To the right is a table showing the FMR/Pmt Std for different numbers of bedrooms:

Bedrooms	FMR/Pmt Std
0	300.00
1	350.00
2	450.00
3	550.00
4	650.00
5	800.00
6	900.00
> 6	15 Percent (%) per Bedroom

FMR/Payment Standard Setup Screen Controls

Change FMR Table Code Button

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



FMR/Payment Standard Setup Screen Data Fields

FMR/Pmt Std 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: 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	01/01/2005	12/31/2005
GEO	GEORGETOWN/SCOTT COUNTY	01/01/2005	12/31/2005
LEX	LEXINGTON	01/01/2005	12/31/2005
LOU	LOUISVILLE	01/01/2005	12/31/2005
USR	USER OVERRIDE ON TENANT FORM	10/01/1984	09/30/2099

Bedrooms	FMR/Pmt Std
0	300.00
1	350.00
2	450.00
3	550.00
4	650.00
5	800.00
6	900.00
> 6	15 Percent (%) per Bedroom

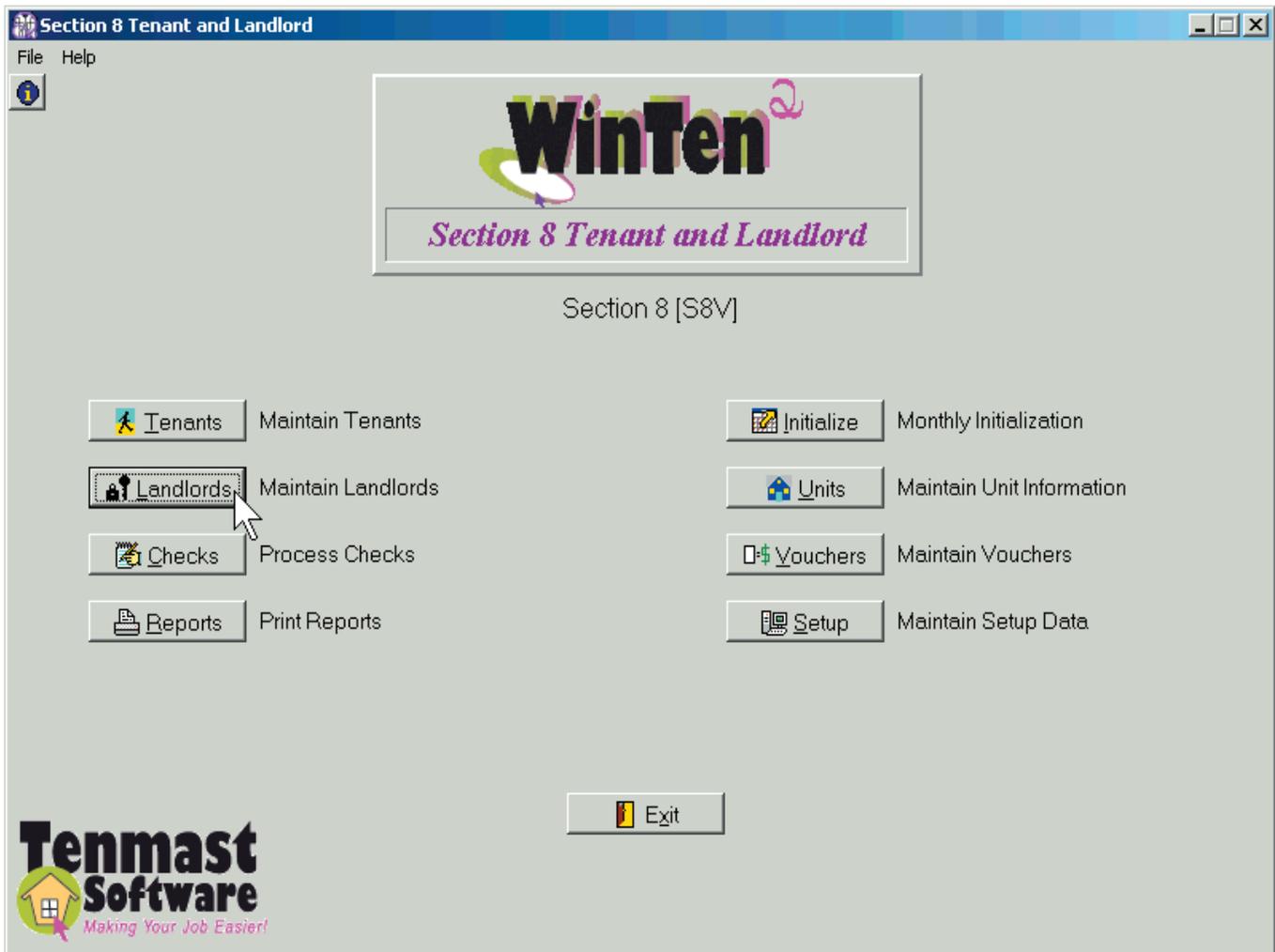
Hint: Multiple FMR Tables

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 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 Maintain 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.

View: Active Landlords | Ordered by: Landlord Last Name | Search for: | Go

Landlord Last Name	Landlord First Name	Landlord ID	Address	City
ALCORN	RANDY	792-74-2974	234 FORKED BRIDGE ROAD	RUSTON
BRIGHT	PATTY	792-74-9275	231 EAST MADISON	RUSTON
CANIPE	LISA	090-34-3701	1917 MYWETHER LN	RICHMOND
COVINGTON	HOUSING AUTHORITY OF	80-80385358	543 MAIN STREET	COVINGTON
DUFF	MIKE	45-64564564	200 MAIN ST	LEXINGTON
GRACES	KIRK	669-79-7974	154 BEL BONNET STREET	RUSTON
GRACES	KIRK	10-94876657	154 BELL BONNET STREET	RUSTON
GUILLORY	THOMAS	31-42523637	65 FORKED HILL ROAD WEST	RUSTON
HARRIS	KATHERINE	71-24564324	52 JONES DRIVE	RUSTON
HERNANDEZ	HECTEEE	45-45454545	88 BLACK BAYOU	RUSTON
HILLSBORO	EDDIE	472-96-1845	56 SUMMERHILL ROAD	RUSTON
HORNET	JIMMY	72-43138081	2134 HORSE STREET	RUSTON
JOHNSON	KEITH	43-24241122	321 NANCY LANE	RUSTON
LEVINE	HARRY	753-97-5936	653 BOLLEY ROAD	RUSTON
LONGLEY	BARRY	72-70570352	43 KINGS HWY	RUSTON
MARTINEZ	FLORIZA	098-76-5444	3409 PROVIDENCE AVE	MCALLEN
MCMANUS	STEVEN	313-28-7875	763 PROFESSIONAL DRIVE	RUSTON
MCMANUS	STEEN	71-3432525	763 PROFESSIONAL DRIVE	RUSTON
MILLER	JOHN	12-35123562	2700 MILL WOOD	LEXINGTON
PITRE	ESTHER	71-24432535	432 JOHN PAUL JONES DRIVE	RUSTON
PLANTATION PROPERTIES		424-80-8502	47 YOUNGTOWN	RUSTON
POINT PLACE		78-90888776	43 KINGS HWY	RUSTON
REESE	REBECCA	709-24-3012	1232 PEACE STREET	RUSTON

Browse Landlords Screen Controls

View

This field allows you select whether to view active landlords or inactive landlords. Active landlords are those who presently have tenants. Inactive landlords are those who once had Section 8 tenants in their units, but do not at this time.

Ordered By

This field 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 records you have selected with the View field and highlights the first record in the table that matches your search target.

Add Icon

Click this icon to add a new landlord. This opens the Maintain Landlords screen to a blank landlord record. This screen is described in more detail on the following pages.



Edit Icon

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

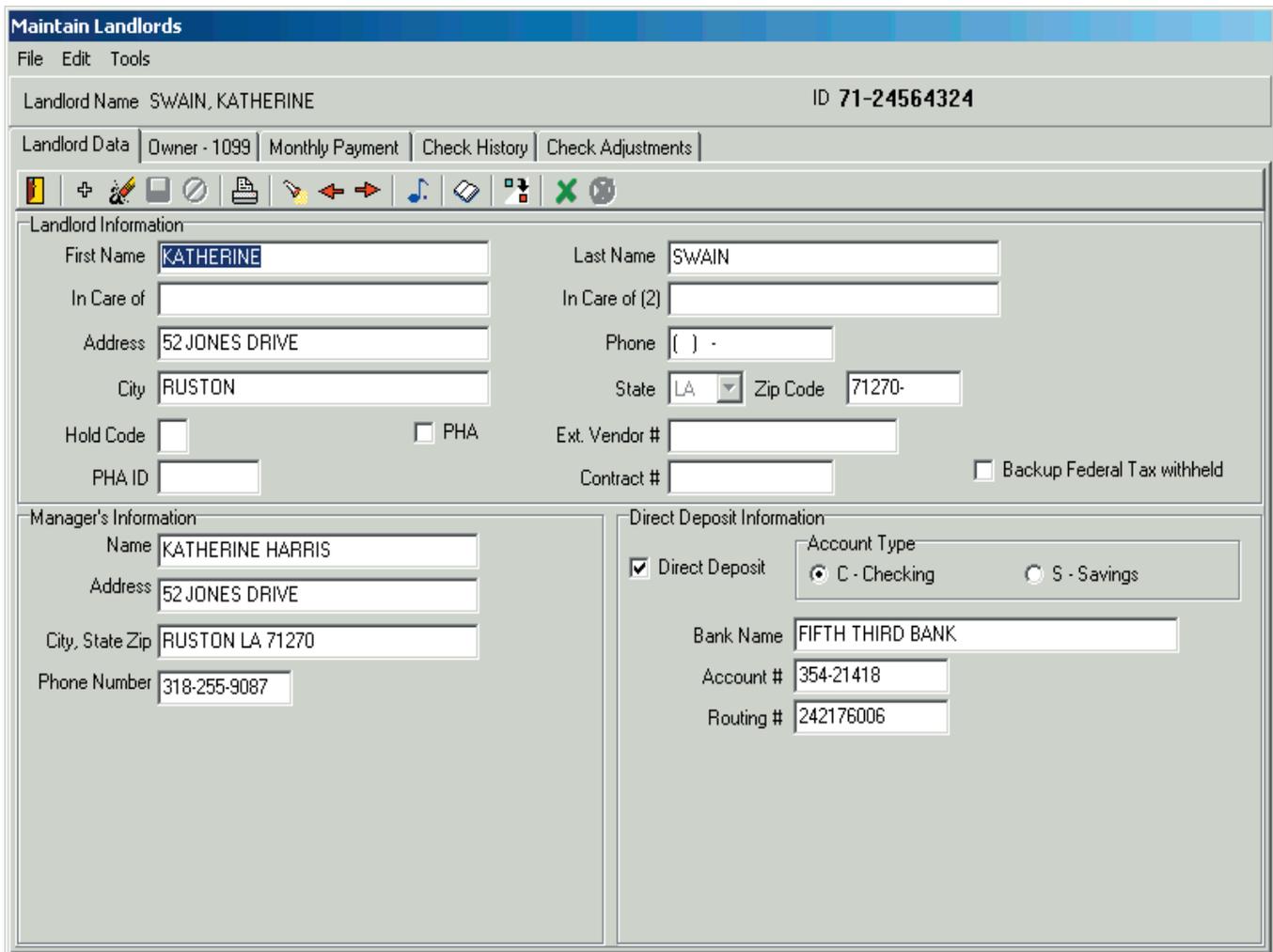


MAINTAIN LANDLORDS SCREEN

The Maintain Landlords screen contains the complete data for one selected landlord record. It has five tabs: Landlord Data, Owner - 1099, Monthly Payment, Check History, and Check Adjustments. 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 WinTen² controls to edit the data on this tab and save or cancel your changes.



Maintain Landlords

File Edit Tools

Landlord Name SWAIN, KATHERINE ID 71-24564324

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

Landlord Information

First Name KATHERINE Last Name SWAIN

In Care of In Care of (2)

Address 52 JONES DRIVE Phone () -

City RUSTON State LA Zip Code 71270

Hold Code PHA Ext. Vendor # Contract # Backup Federal Tax withheld

PHA ID

Manager's Information

Name KATHERINE HARRIS

Address 52 JONES DRIVE

City, State Zip RUSTON LA 71270

Phone Number 318-255-9087

Direct Deposit Information

Direct Deposit Account Type

C - Checking S - Savings

Bank Name FIFTH THIRD BANK

Account # 354-21418

Routing # 242176006

Landlord Data Tab Controls

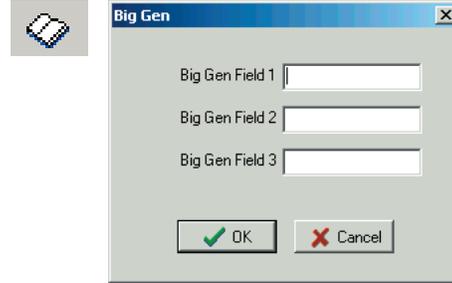
Maintain Notes Icon

The Maintain Notes icon opens the Maintain Landlord Notes screen, which we discuss below.



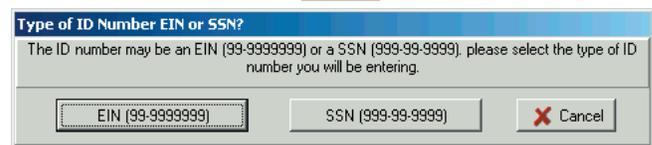
Custom Report Writer Fields Icon

The Custom Report Writer Fields icon opens a dialog box in which you can record user-defined information for reporting on the currently selected landlord. (For more information, please see the user manual for WinTen² Custom Report Writer.)



Edit Landlord ID Icon

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



Mark for Deletion Icon

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 Icon

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



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."

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 (i.e., non-Tenmast) check processing programs.

Contract

This is the landlord's contract number.

Backup Federal Tax Withheld

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).

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 window title is 'Maintain Landlords'. The menu bar includes 'File', 'Edit', and 'Tools'. The main area is divided into several sections:

- Landlord Data:** Landlord Name: SWAIN, KATHERINE; ID: 71-24564324. Buttons for 'Owner - 1099', 'Monthly Payment', 'Check History', and 'Check Adjustments' are visible.
- Landlord Information:** Fields for First Name (KATHERINE), Last Name (SWAIN), In Care of, Address (52 JONES DRIVE), City (RUSTON), State (LA), Zip Code (71270), Hold Code, PHA (checkbox), PHA ID, Ext. Vendor #, Contract #, and Backup Federal Tax withheld (checkbox).
- Manager's Information:** Fields for Name (KATHERINE HARRIS), Address (52 JONES DRIVE), City, State, Zip (RUSTON LA 71270), and Phone Number (318-255-9087).
- Direct Deposit Information:** Account Type (radio buttons for C - Checking, S - Savings), Direct Deposit (checkbox), Bank Name (FIFTH THIRD BANK), Account # (354-21418), and Routing # (242176006).

Direct Deposit Information

The Direct Deposit Information fields are for any landlord who receives HAP payments through direct deposit transactions. They enable 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.

Direct Deposit

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

Account Type

Select whether the direct deposit goes to a checking account or a savings account.

Bank Name

This is the name of the bank where the landlord's account is located.

Account #

This is the number of the landlord's account at the bank.

Routing #

This is the nine-digit ABA (American Bankers Association) routing number that identifies the bank.

Maintain Landlord Notes Screen

The Maintain Landlord Notes screen opens when you click the Maintain Notes icon on the Landlord Data tab. It enables you to store an unlimited amount of notes or miscellaneous information regarding the selected landlord. Use the standard WinTen² controls to edit the data on this screen and save or cancel your changes.



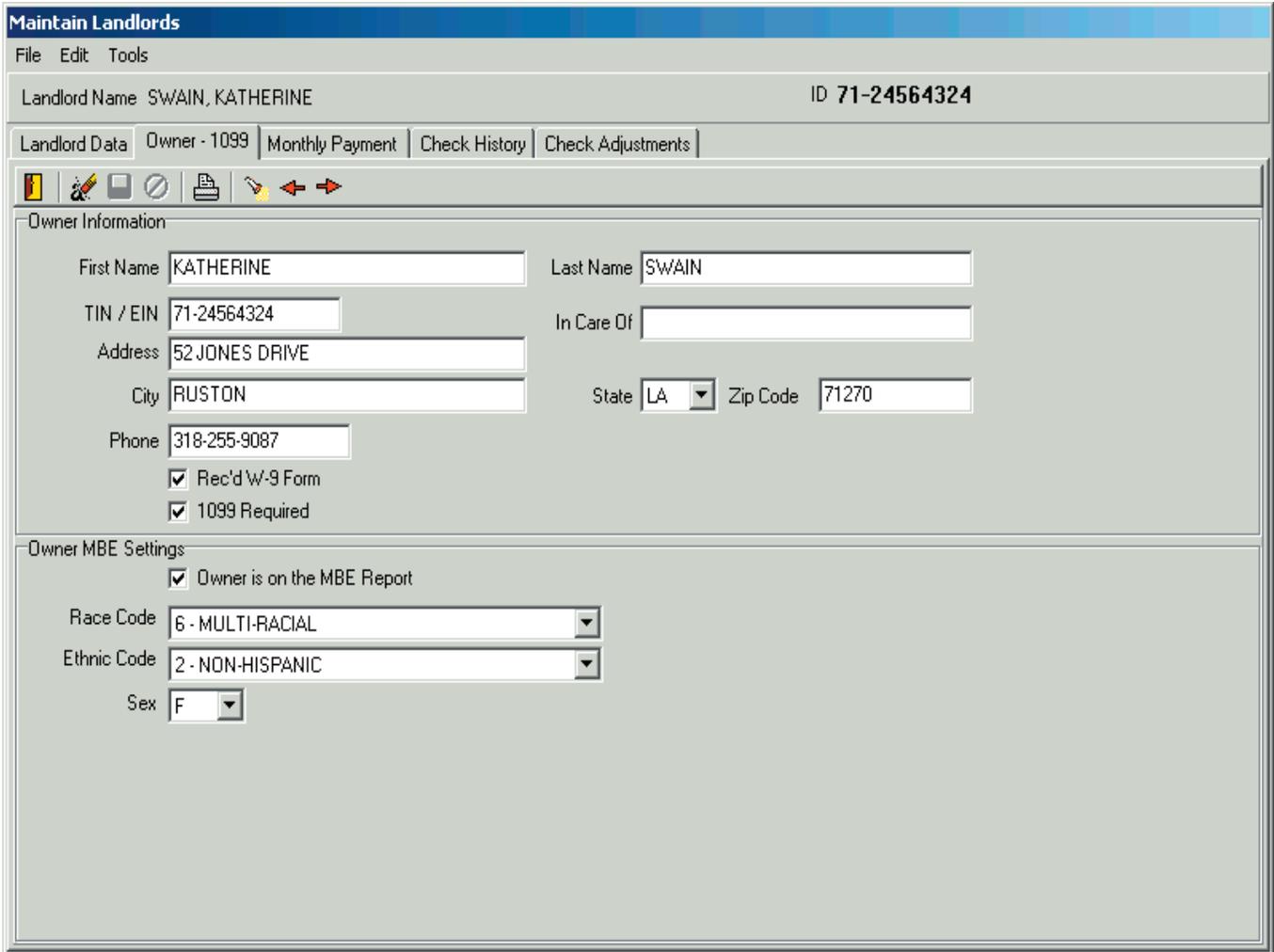
The screenshot shows a software window titled "Maintain Notes". At the top, there is a toolbar with various icons for editing and saving. Below the toolbar, there are two input fields: "Landlord" with the value "472-96-1845" and "HILLSBORO, EDDIE". The main area contains a table with three columns: "Date", "Subject", and "Who". The table has four rows of data. Below the table, there are three input fields: "Date" with the value "05/01/2004", "Subject" with the value "Hold - no W-9", and "Notes" with the text "Placed on hold. Has not submitted signed W-9 form to us yet.".

Date	Subject	Who
05/01/2004	Hold - no W-9	Mark
05/24/2004	Hold released - received W-9	Mark
07/15/2004	On vacation - don't mail checks	Mark
07/29/2004	Returned from vacation	Mark

Date: 05/01/2004
Subject: Hold - no W-9
Notes: Placed on hold. Has not submitted signed W-9 form to us yet.

Owner - 1099 Tab

The Owner - 1099 tab contains the taxpayer and tax reporting information for the landlord. Use the standard WinTen² controls to edit the data on this tab and save or cancel your changes.



Maintain Landlords
File Edit Tools

Landlord Name SWAIN, KATHERINE ID 71-24564324

Landlord Data Owner - 1099 Monthly Payment Check History Check Adjustments

Owner Information

First Name KATHERINE Last Name SWAIN

TIN / EIN 71-24564324 In Care Of

Address 52 JONES DRIVE

City RUSTON State LA Zip Code 71270

Phone 318-255-9087

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 WinTen² IRS 1099 program.

Owner MBE Settings

If the owner is an individual who is not a white non-Hispanic male, the owner 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 displays the monthly totals of payments made to the selected landlord for each fiscal year. The total at the bottom of the tab is the fiscal year-to-date total of payments.

Maintain Landlords
File Edit Tools

Landlord Name SWAIN, KATHERINE ID 71-24564324

Landlord Data Owner - 1099 Monthly Payment Check History Check Adjustments

Fiscal Year 2004
Current Calendar Year

Month Name	Amount Δ
April	\$100.00
October	\$124.00
September	\$234.00

\$458.00

Monthly Payment Tab Data Fields

Fiscal Year

Select the fiscal year for which you wish to view payments.

Check History Tab

The Check History tab contains a record of each HAP and URP check that has been paid to this landlord and this landlord's tenants. The Check Header Information section at the top contains one row for each check. The Check Detail Information section at the bottom displays all the transactions that made up the check currently selected in the Check Header Information section.

You cannot edit the data on this tab – the program automatically updates it. You can however, void landlord checks, add manual checks, and make 1099 adjustments. We discuss these options below.

Maintain Landlords

File Edit Tools

Landlord Name HILLSBORO, EDDIE ID 472-96-1845

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

Check Header Information

Check #	Check Date ▾	Check Type	Recipient	Amount	Voided?	Date Voided	▲
0000005900	11/22/2004	Landlord HAP	VOID - EDDIE HILLSBORO	\$800.00		11/22/2004	
0000005900	11/22/2004	Landlord HAP	VOID - EDDIE HILLSBORO	\$800.00		11/22/2004	
0000005893	10/05/2004	Landlord HAP	EDDIE HILLSBORO	\$100.00			
0000005888	10/04/2004	Landlord HAP	EDDIE HILLSBORO	\$12,470.00			
0000005888	10/04/2004	Landlord HAP	EDDIE HILLSBORO	\$12,470.00			
0000005880	09/28/2004	Landlord HAP	EDDIE HILLSBORO	\$48,980.00			
0000005880	09/28/2004	Tenant URP	EDDIE HILLSBORO	\$48,980.00			
0000005874	09/27/2004	Landlord HAP	EDDIE HILLSBORO	\$16,320.00			
0000005874	09/27/2004	Tenant URP	EDDIE HILLSBORO	\$16,320.00			▼

Check Detail Information

Type of Payment	Tenant Name	Amount ▲
Tenant URP		-\$16,320.00
Landlord HAP	STEWART, PAULA M	\$16,320.00

\$0.00

Add Manual Checks

The Add Manual Check Wizard allows you to record a check that wasn't printed through Section 8 check processing.

To start the Add Manual Check Wizard, click the drop-down arrow after the Tools (Other Functions) icon on the Check History tab. Then click Add Manual Checks.

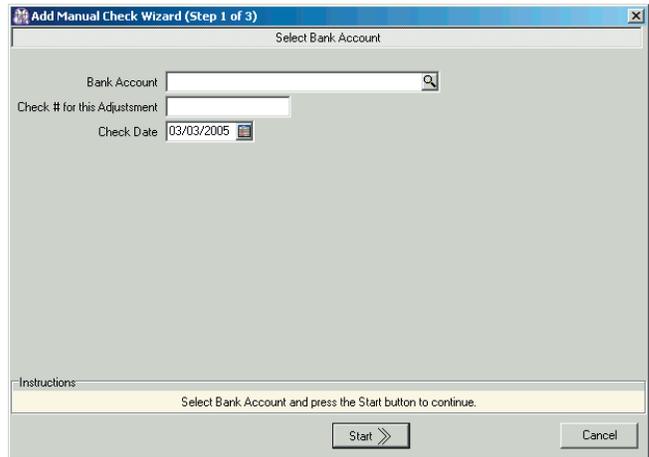


Add Manual Check Wizard

The Add Manual Check Wizard contains three steps.

Step 1: Select Bank Account

Step 1 allows you to select the bank account and enter the check information. Enter the data, then press PageDown or click the Start button.

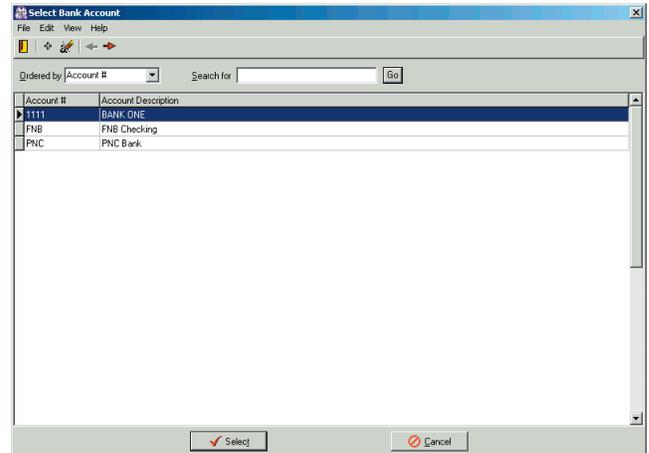


Step 1 Data Fields

Bank Account

To select the bank account from which you wrote the check, click the Lookup icon after this field.

This opens the Select Bank Account screen. Click to choose the bank account and then click the Select button.



Check # for this Adjustment

Enter the number of the check.

Check Date

Verify or enter the date on which the check was written.

Step 2: Enter Adjustment Amount

Step 2 allows you to enter the adjustment amount and select the expense account. Enter the data, then press PageDown or click the Next button.

Step 2 Data Fields

Adjustment Amount

Adjustment Amount

This is the total amount of the manual check.

Backup Withholding Taxes

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

Expense Account #

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

Step 3: Confirmation

Step 3 allows you to confirm all of the information before you finish adding a manual check. The fields on this step are not editable.

If anything is incorrect, press PageUp or click the Back button to go to the previous step(s) and correct it.

If everything is correct, press PageDown or click the Finish button to finish adding the manual check.

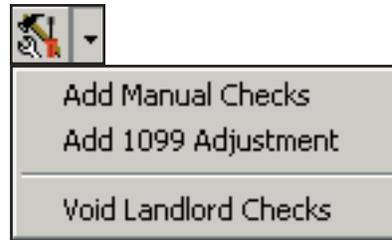
Bank Account: BANK ONE
Check # for this Adjustment: 95421
Check Date: 03/03/2005
Adjustment Amount: 0.00
Backup Withholding Taxes: 0.00
Expense Account #: [Dropdown]
Instructions: Enter the Adjustment amount, backup withholding and Debit account and press the Next button to continue.
Buttons: << Back, Next >>, Cancel

Bank Account: BANK ONE
Check # for this Adjustment: 95421
Check Date: 03/03/2005
Adjustment Amount: 307
Backup Withholding Taxes: 0
Expense Account #: 100.4190.08.000-OTHER SUNDRY EXPENSE
Instructions: Confirm the above values, and click Finish to complete the task.
Buttons: << Back, Finish >>, Cancel

Add 1099 Adjustments

The Add 1099 Adjustment Wizard allows you to record a 1099 adjustment.

To start the Add 1099 Adjustment Wizard, click the drop-down arrow after the Tools (Other Functions) icon on the Check History tab. Then click Add 1099 Adjustment.

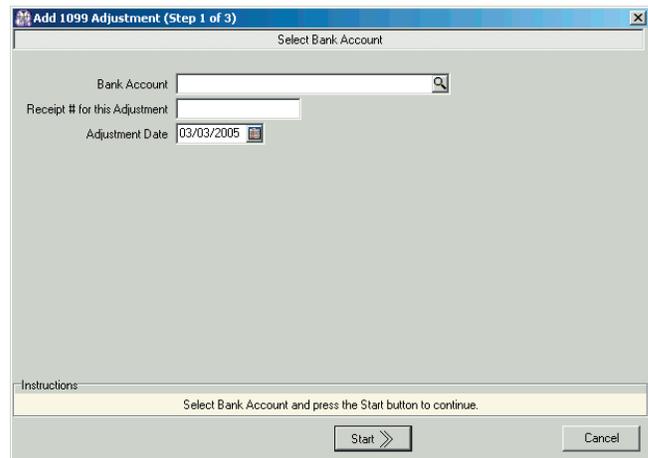


Add 1099 Adjustment Wizard

The Add 1099 Adjustment Wizard contains three steps.

Step 1: Select Bank Account

Step 1 allows you to select the bank account and enter the adjustment information. Enter the data, then press PageDown or click the Start button.

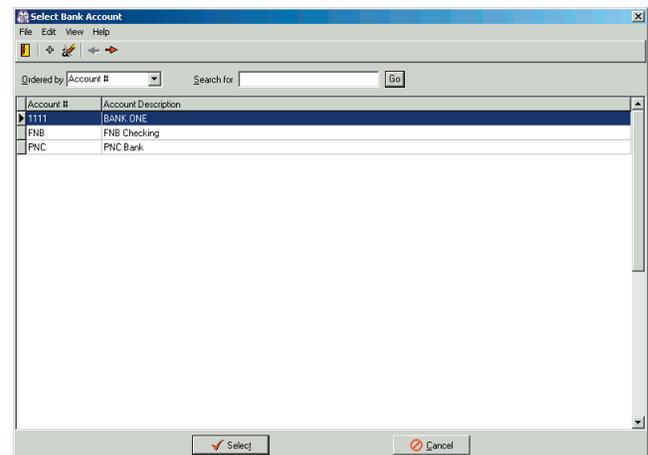


Step 1 Data Fields

Bank Account

To select the bank account for this adjustment, click the Lookup icon after this field.

This opens the Select Bank Account screen. Click to choose the bank account and then click the Select button.



Receipt # for this Adjustment

Enter the number of the receipt you issued for the adjustment.

Adjustment Date

Verify or enter the date on which the adjustment was made.

Step 2: Enter Adjustment Amount

Step 2 allows you to enter the adjustment amount and select the expense account. Enter the data, then press PageDown or click the Next button.

Step 2 Data Fields

Repayment Amount

This is the total amount of the adjustment.

Expense Account

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

Step 3: Confirmation

Step 3 allows you to confirm all of the information before you finish adding a 1099 adjustment. The fields on this step are not editable.

If anything is incorrect, press PageUp or click the Back button to go to the previous step(s) and correct it.

If everything is correct, press PageDown or click the Finish button to finish adding the manual check.

Bank Account: BANK ONE
Receipt # for this Adjustment: 395124
Check Date: 03/03/2005
Repayment Amount:
Expense Account #:

Instructions: Enter the Adjustment amount, backup withholding and Debit account and press the Next button to continue.

<< Back Next >> Cancel

Bank Account: BANK ONE
Check # for this Adjustment: 395124
Check Date: 03/03/2005
Adjustment Amount: 634
Backup Withholding Taxes:
Expense Account #: 100 4190.08.000-OTHER SUNDRY EXPENSE

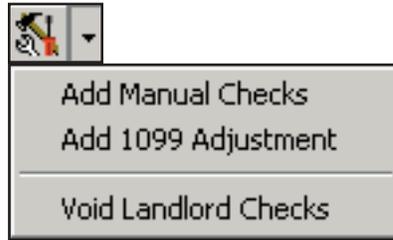
Instructions: Confirm the above values, and click Finish to complete the task

<< Back Finish >> Cancel

Void Landlord Checks

The Void Checks Wizard allows you to void landlord checks. To begin the process, click the drop-down arrow after the Tools (Other Functions) icon on the Check History tab. Then click Void Landlord Checks.

This option is also available from the Check Processing screen. For that reason, we discuss voiding checks along with the other check processing options. For information on using the Void Checks Wizard, please see the *Process Checks* chapter of this manual.



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 WinTen² 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 HILLSBORO, EDDIE ID 472-96-1845

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

Tenant's Name	Description	Total Amount to Adjust	Monthly Adjustment	Adjusted This Month	Remaining Balance
VANCE, JENNIFER G	VANCE, JENNIFER G - HAP Adjustment	500.00	500.00	-300.00	800.00

Tenant's Name	<input type="text" value="VANCE, JENNIFER G"/>	Total to Adjust	<input type="text" value="500.00"/>	Monthly Adjustment	<input type="text" value="500.00"/>
Description	<input type="text" value="VANCE, JENNIFER G - HAP Adjustment"/>	Remaining Balance	<input type="text" value="800.00"/>	Adjusted This Month	<input type="text" value="-300.00"/>
Ledger Project	<input type="text" value="LDG000076678"/>				

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

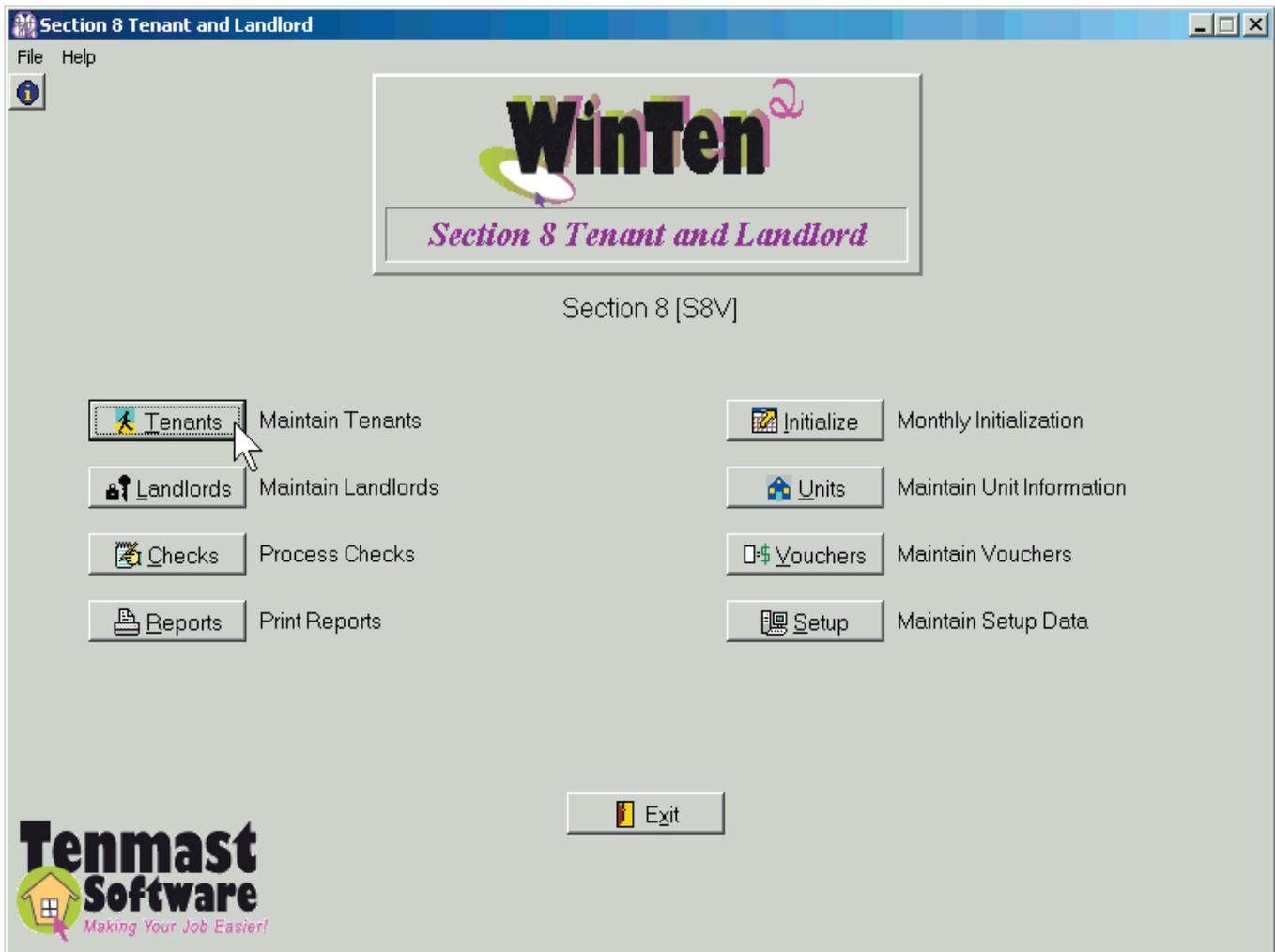
This is the amount that has been applied to the landlord's checks this month to perform this adjustment.

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.

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 Maintain 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.

Tenant Last Name	Tenant First Name	Tenant SSN	Street Address	Contract Number	Phone Number	Landlord Name
ANDERSON	CHRISTY A	678-68-5448	132 VENTURE CT, Apt. #1		167ytghyert6y	MILLER, JOHN
BRONTE	YVETTE B	797-29-7492	1506 BONNIE BELL LN, Apt. 4			VIRGINIA CITY HOU
BROWN	EUNICE K	443-22-1111	2141 TEXAS AVE	12		HORNET, JIMMY
CHAN	MICHEAL D	779-36-3543	1506 BONNIE BELL LN, Apt. 2			PLANTATION PROP
CHAN	STEVEN K	664-54-3246	1422 JUPITER LN			MCMANUS, STEVEN
GENT	BARBARA J	432-40-8142	1504 BONNIE BELL LN, Apt. 3	HAPBRDM		MCMANUS, STEEN
KIRKPATRICK	JOHN A	040-14-8025	1504 BONNIE BELL LN, Apt. 10		(318)251-8423	VIRGINIA CITY HOU
LONG	JASMINE K	842-08-4121	71 MOCKINGBIRD LN		(318)255-8752	PLANTATION PROP
LOVELY	MAGARET O	675-97-3591	96 SCHOOLHOUSE RD			HILLSBORO, EDDIE
MARKS	KATHY R	524-35-2085	1504 BONNIE BELL LN, Apt. 6			HILLSBORO, EDDIE
MOORE	JULIETTE M	423-43-1234	458 PENNY RD			BRIGHT, PATTY
NABORS	DEBORAH T	472-49-7597	76 N HILLS LN, Apt. 104			BRIGHT, PATTY
PEREZ	MARIA C	538-47-5201	1504 BONNIE BELL LN, APT. 8			HILLSBORO, EDDIE
POINTDEXTER	VANESSA D	572-95-7395	1504 BONNIE BELL LN, APT. 2			HILLSBORO, EDDIE
STEPHENSON	PETER M	366-54-2364	76 N HILLS LN, Apt. 100		(318)255-7243	MCMANUS, STEVEN
STEWART	ALFORD	482-08-5028	512 GEORGIA ST, APT. 111		(318)251-3452	LEVINE, HARRY
STEWART	PAULA M	802-43-2525	1504 BONNIE BELL LN, APT. 4			HILLSBORO, EDDIE
STRICKLAND	TASHA E	850-43-8362	1504 BONNIE BELL LN, APT. 5		(318)255-7243	GRACES, KIRK
VANCE	JENNIFER G	342-42-5564	1504 BONNIE BELL LN, APT. 9			HILLSBORO, EDDIE

Browse Tenants Screen Controls

View

This field allows you select whether to view active tenants or inactive tenants. Active tenants are those who are currently receiving Section 8 subsidies from your agency. Inactive tenants are those who once received assistance from your agency, but currently do not.

Ordered By

This field 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 records you have selected with the View field and highlights the first record in the table that matches your search target.

Edit Icon

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

MAINTAIN TENANTS SCREEN

The Maintain 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 History. 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 WinTen² controls to edit the data on this tab and save or cancel your changes.

The screenshot displays the 'Maintain Tenants' application window. At the top, there is a menu bar with 'File', 'Edit', and 'Tools'. Below the menu bar, the 'Tenant Name' is 'BRONTE, YVETTE B' and the 'SSN' is '797-29-7492'. A series of tabs are visible: 'Tenant Data', 'Rent Calc.', 'ORC Changes', 'Payment Info.', 'FSS Data', 'Portable', 'Receivable', and 'Check History'. The 'Tenant Data' tab is active. The main area contains several input fields and controls:

- Tenant Information:** First, Last Name (YVETTE B BRONTE), Care Of, Street (1506 BONNIE BELL LN, Apt. 4), City, State Zip (GRAMBLING, LA 71245), County (LINCOLN PARISH), Management Code (None), Caseworker (None).
- Landlord Information:** Landlord (VIRGINIA CITY HOUSING AUTHORIT.), Landlord ID (78-97937974).
- Unit and Tenant Details:** Portable (checked), Voucher Size (1), # of Beds (2), Dependents (1), I/O Portable (Incoming), HTH (checked), Race (Multi-Racial), Family Members (3), Tenant Type (Housing Choice Vch), HTH Status (C - Collected), Ethnicity (Hispanic), Elderly (checked), Admission Date (07/26/2004).
- Other Fields:** Comment 1, Comment 2, Termination Date.

Tenant Data Tab Controls

Print Tenant Reports Icon

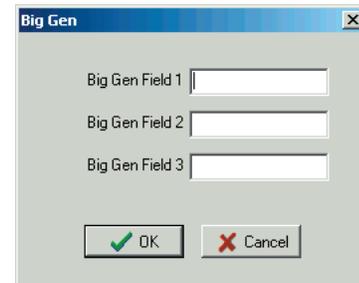
The Print Tenant Reports icon opens the Tenant Reports dialog box. This dialog box enables you to print reports on the selected tenant. It is described in detail at the end of this chapter.

Maintain Notes Icon

The Maintain Notes icon opens the Maintain Tenant Notes screen, which we discuss below.

Custom Report Writer Fields Icon

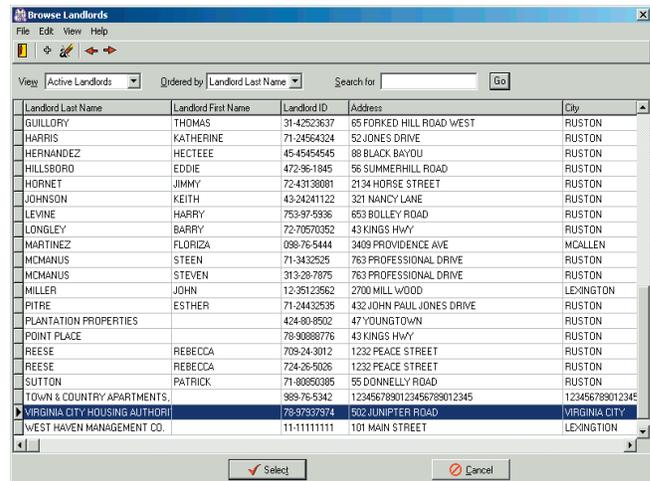
The Custom Report Writer Fields icon opens a dialog box in which you can record user-defined information for reporting on the currently selected tenant. (For more information, please see the user manual for WinTen² Custom Report Writer.)



A dialog box titled "Big Gen" with a close button (X) in the top right corner. It contains three text input fields labeled "Big Gen Field 1", "Big Gen Field 2", and "Big Gen Field 3". At the bottom, there are two buttons: "OK" with a green checkmark and "Cancel" with a red X.

Change Landlord Icon

The Change Landlord icon opens the Select Landlord screen, which enables you to select a new landlord for the tenant. Click on the appropriate landlord, then click Select to save your change or Cancel to cancel it.



A dialog box titled "Browse Landlords" with a menu bar (File, Edit, View, Help) and a toolbar. It features a "View" dropdown set to "Active Landlords", an "Ordered by" dropdown set to "Landlord Last Name", and a search field with a "Go" button. Below is a table of landlords with columns for Landlord Last Name, Landlord First Name, Landlord ID, Address, and City. At the bottom are "Select" and "Cancel" buttons.

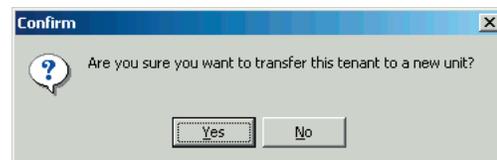
Landlord Last Name	Landlord First Name	Landlord ID	Address	City
GUILLORY	THOMAS	31-42523637	65 FORKED HILL ROAD WEST	RUSTON
HARRIS	KATHERINE	71-24564324	52 JONES DRIVE	RUSTON
HERNANDEZ	HECTEE	45-45454545	88 BLACK BAYOU	RUSTON
HILLSBORO	EDDIE	472-96-1845	56 SUMMERHILL ROAD	RUSTON
HORNET	JIMMY	72-43138081	2134 HORSE STREET	RUSTON
JOHNSON	KEITH	43-24241122	321 NANCY LANE	RUSTON
LEVINE	HARRY	753-97-9936	653 BOLLEY ROAD	RUSTON
LONGLEY	BARRY	72-70570352	43 KINGS HWY	RUSTON
MARTINEZ	FLORIZA	099-76-5444	3409 PROVIDENCE AVE	MCALLEN
MCMANUS	STEEN	71-3432525	763 PROFESSIONAL DRIVE	RUSTON
MCMANUS	STEVEN	313-29-7875	763 PROFESSIONAL DRIVE	RUSTON
MILLER	JOHN	12-35123562	2700 MILL WOOD	LEXINGTON
PITRE	ESTHER	71-24432535	432 JOHN PAUL JONES DRIVE	RUSTON
PLANTATION PROPERTIES		424-80-8502	47 YOUNGTOWN	RUSTON
POINT PLACE		78-9088776	43 KINGS HWY	RUSTON
REESE	REBECCA	709-24-3012	1232 PEACE STREET	RUSTON
REESE	REBECCA	724-26-5026	1232 PEACE STREET	RUSTON
SUTTON	PATRICK	71-80850395	55 DONNELLY ROAD	RUSTON
TOWN & COUNTRY APARTMENTS		989-76-5342	1224567890123456789012345	123456789012345
VIRGINIA CITY HOUSING AUTHORITY		78-3737374	502 JUNIPER ROAD	VIRGINIA CITY
WEST HAVEN MANAGEMENT CO.		11-11111111	101 MAIN STREET	LEXINGTON

Unit Information Icon

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

Transfer Tenant Icon

The Transfer Tenant icon enables you to transfer the selected tenant into a new unit. When you click this icon, a confirmation dialog box appears. Click Yes to transfer the tenant, or click Cancel to cancel the process.



A "Confirm" dialog box with a question mark icon. The text reads: "Are you sure you want to transfer this tenant to a new unit?". There are "Yes" and "No" buttons at the bottom.

If you click Yes, the Transfer Date dialog box opens. Verify or enter the date of the transfer and click OK.

The Select Housing Unit screen then opens. Select the unit into which to transfer the tenant and click the Select 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 Icon

This icon 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 icon, a confirmation dialog box appears. Click Yes to continue, or click Cancel to cancel the process.

If you click Yes, 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.

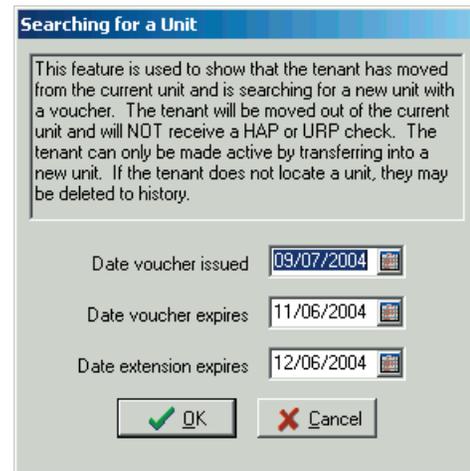
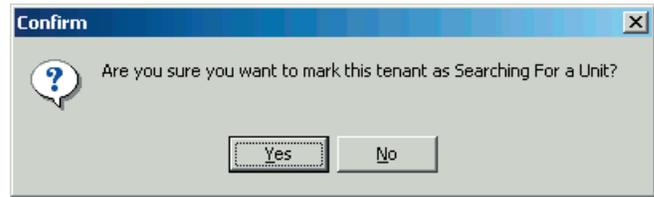
Change SSN Icon

This icon enables you to change the Social Security number of the currently selected tenant. When you click this icon, the SSN field becomes editable. Enter the tenant's new SSN and click the Save icon to save the change or the Cancel icon 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 Icon

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

Click this icon to revoke the “marked for deletion” status from a tenant record.



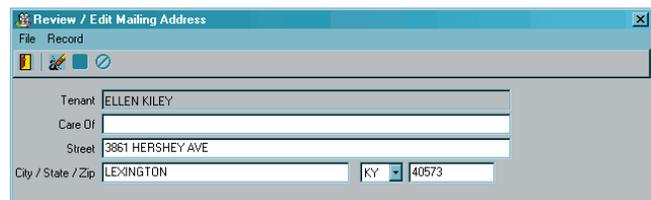
Show Inspections Icon

Click this icon to open the Browse Inspections screen, described at the end of this chapter. The Browse Inspections screen enables you to view inspections performed on this tenant’s unit. This icon is available only if you are running the WinTen² Section 8 Inspections program.



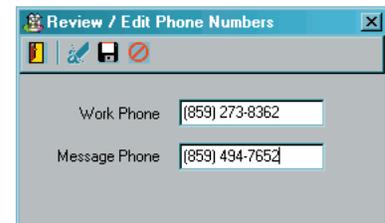
Mailing Address Button

If the tenant’s mailing address is different from his physical address, click the Mailing Address button. This opens the Review/Edit Mailing Address dialog box. Use the standard WinTen² 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 WinTen² 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 icon to change this indicator.

First Name, Last Name

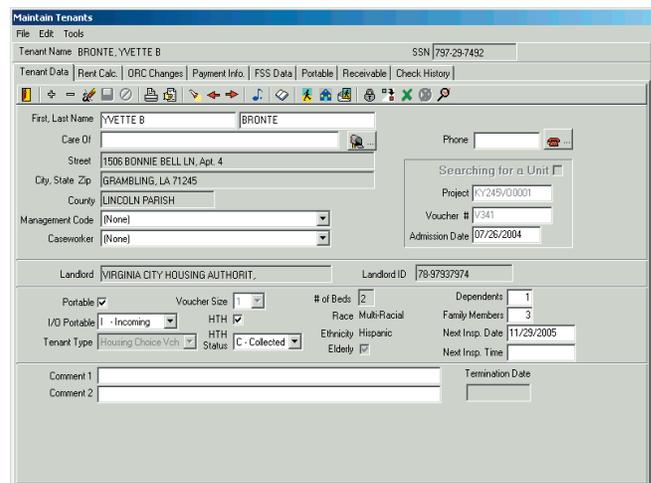
These fields are the tenant’s first and last name.

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.

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 icon.

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 icon.

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.

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.

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.

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.

Maintain Tenant Notes Screen

The Maintain Tenant Notes screen opens when you click the Maintain Notes icon on the Tenant Data tab. It enables you to store an unlimited amount of notes or miscellaneous information regarding the selected tenant. Use the standard WinTen² controls to edit the data on this screen and save or cancel your changes.



The screenshot shows a software window titled "Maintain Notes". At the top, there is a toolbar with various icons for editing and navigation. Below the toolbar, there are two input fields for "Tenant": one containing the number "797-29-7492" and another containing the name "BRONTE, YVETTE B".

Date	Subject	Who
02/02/2005	Yard Condition	Mark

Below the table, there are three input fields: "Date" with the value "02/02/2005" and a calendar icon, "Subject" with the value "Yard Condition", and "Notes" with the text "Large amount of storm debris in front yard. Tenant is waiting for landlord to clear." The notes field is a large text area with a vertical scrollbar on the right side.

Rent Calc Tab

The Rent Calc tab contains the rent calculation data for the selected tenant. Use the standard WinTen² controls to edit the data on this tab and save or cancel your changes.

Maintain Tenants
 File Edit Tools

Tenant Name MOORE, JULIETTE M SSN 423-43-1234

Tenant Data Rent Calc ORC Changes Payment Info FSS Data Portable Receivable Check History

Lease/Contract Information

HAP Contract # 2015-0078 Lease Issue Date 01/02/2005

HAP Contract Date HAP Contract Sign Date

Next Exam Date 01/02/2006

Utility Company Information

Summer Utility Company CITY OF RUSTON WATER AND SEWAGE Winter Utility Company ARKLA GAS

Summer Utility Co Acct 6234-5470-254 Winter Utility Co Acct 418-5694121

Current Rent Calculation

Tenant Type	Housing Choice Voucher	Tenant Rent	50	Minimum Rent Exempt	<input type="checkbox"/>
Payment Standard Table	R01	Gross Rent	400	Security Deposit	0
Payment Standard	791	HAP Amount	350	Income Level	E
Contract Rent	400	URP Amount	0	Annual Income	0
Utility Allowance	0	Total Assistance Payment	350.00	Adjusted Income	0
Total Tenant Payment	50				

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 WinTen² 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

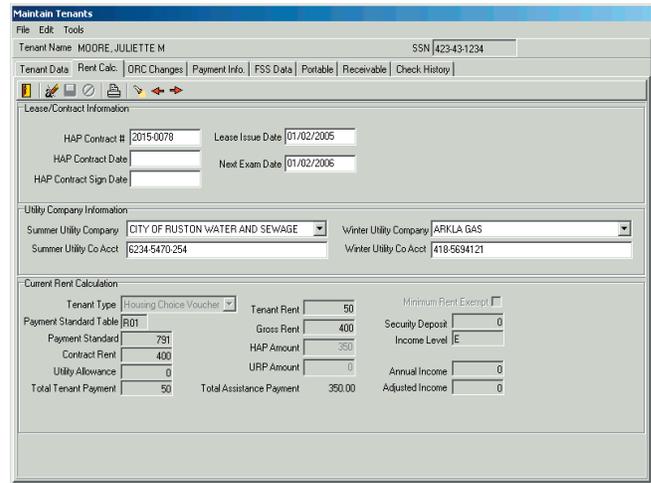
This is the tenant's income level: low, very low, or extremely low.

Annual Income

This is the tenant's annual income.

Adjusted Income

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



Current Rent Calculation	
Tenant Type	Housing Choice Voucher
Tenant Rent	50
Payment Standard Table	R01
Payment Standard	791
Contract Rent	400
Utility Allowance	0
Total Tenant Payment	50
Gross Rent	400
HAP Amount	350
URP Amount	0
Total Assistance Payment	350.00
Minimum Rent Exempt	<input type="checkbox"/>
Security Deposit	0
Income Level	E
Annual Income	0
Adjusted Income	0

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 WinTen² 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 BRONTE, YVETTE B SSN 797-29-7492

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

Effective Date	Transaction Code	Who Created	Date of Change	HAP Amount	URP Amount
11/01/2004	2 MDL		11/17/2004	147	
01/01/2005	2 BR		12/28/2004	300	

SSN 797-29-7492 Effective Date 11/01/2004

Tenant Name YVETTE BRONTE

Transaction Code Annual Reexamination TTP 203

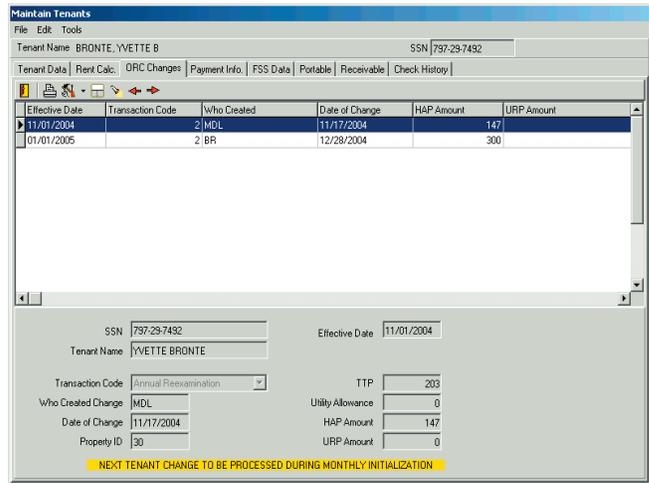
Who Created Change MDL Utility Allowance 0

Date of Change 11/17/2004 HAP Amount 147

Property ID 30 URP Amount 0

NEXT TENANT CHANGE TO BE PROCESSED DURING MONTHLY INITIALIZATION

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



ORC Changes Tab Other Functions

Apply ORC Tenant Changes

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

Undo Last ORC Tenant Change

Use this command to undo the last future change from Occupancy and Rent Calculation that was applied to the tenant.



Hint: Why apply a future change immediately?

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

ORC Changes Tab Data Fields

SSN

This is the tenant's Social Security number.

Tenant Name

This is the tenant's name.

Effective Date

This is the future change's effective date.

Transaction Code

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

Who Created Change

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

Date of Change

This is the date on which the future change was created.

TTP

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

Utility Allowance

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

HAP Amount

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

URP Amount

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

Payment Info Tab

The Payment Info tab contains the current payment amounts for the selected tenant. Use the standard WinTen² 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 icon, the Add and Delete icons become usable. Use the standard WinTen² 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 KIRKPATRICK, JOHN A SSN 040-14-8025

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

LEASE ISSUE DATE 06/01/2004	NEXT EXAM DATE 03/01/2005
--------------------------------	------------------------------

When to Pay <input type="checkbox"/>	Ledger Account Project LDG000076678	Ext. Vendor # <input style="width: 100%;" type="text"/>
--------------------------------------	---	---

	Hold Code	Reason Held	To Be Paid Next Check	+	Adjustment Next Check	=	Check Amount	HAP/URP This Month
Tenant URP	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	0		100.00		100.00	0
Landlord HAP	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	469		1,330.00		1,799.00	0
Port. Admin Fee			0					0

Type	Description	Total to Adjust	Monthly Adjustment	Adjusted This Month	Remaining Balance	Ledger Acct Project
HAP	KIRKPATRICK, JOHN A - HAP Adjustment	100.00	25.00	-1,305.00	1,405.00	LDG000076678
URP	KIRKPATRICK, JOHN A - URP Adjustment	100.00	100.00	0.00	100.00	LDG000076678

Future outgoing portable admin. fee	0
-------------------------------------	---

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.

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 KIRKPATRICK, JOHN A. (SSN 040-14-8025). The interface includes tabs for Tenant Data, Rent Calc., ORC Changes, Payment Info, FSS Data, Portable, Receivable, and Check History. The main area displays lease information (06/01/2004 to 03/01/2005) and a table of adjustments. The 'Check Adjustments' table is as follows:

Type	Description	Total to Adjust	Monthly Adjustment	Adjusted This Month	Remaining Balance	Ledger Acct Project
HAP	KIRKPATRICK, JOHN A - HAP Adjustment	100.00	25.00	-1,305.00	1,406.00	LDG000076678
URP	KIRKPATRICK, JOHN A - URP Adjustment	100.00	100.00	0.00	100.00	LDG000076678

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.

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.

FSS Data Tab

The FSS Data tab contains family self-sufficiency data for the selected tenant. Use the standard WinTen² 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.

BASIC FSS INFORMATION		FSS PAYMENT INFORMATION	
FSS plan beginning date	02/01/2003	Payment Hold Code	<input type="checkbox"/>
FSS plan ending date	02/01/2008	Date of last escrow payment	
Monthly escrow payment amt.	50	Current month interest earned	0
Amount to be paid this month	150	Contract to date interest earned	117.06
Up to date FSS escrow bal	2500		

FSS ESCROW BANK INFORMATION			
Deposit escrow payments to	CENTRAL BANK		
Street Address	100 W VINE		
City	LEXINGTON	State	KY
Zip Code	40507		
FSS escrow account number	20497413		

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.

BASIC FSS INFORMATION		FSS PAYMENT INFORMATION	
FSS plan beginning date	02/01/2003	Payment Hold Code	<input type="checkbox"/>
FSS plan ending date	02/01/2008	Date of last escrow payment	
Monthly escrow payment amt.	50	Current month interest earned	0
Amount to be paid this month	150	Contract to date interest earned	117.06
Up to date FSS escrow bal	2500		

FSS ESCROW BANK INFORMATION	
Deposit escrow payments to	CENTRAL BANK
Street Address	100 W VINE
City	LEXINGTON
State	KY
Zip Code	40507
FSS escrow account number	20497413

Check History 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, but you can void tenant checks.

Maintain Tenants
 File Edit Tools
 Tenant Name MARKS, KATHY R SSN 524-35-2085
 Tenant Data | Rent Calc. | ORC Changes | Payment Info. | FSS Data | Receivable | **Check History**

Check #	Check Date	Type of Payment	Recipient	Amount	Landlord ID	Voided ?	Date Voided
0000005900	11/22/2004	Landlord HAP	VOID - EDDIE HILLSBORO	\$100.00	472-96-1845	Yes	11/22/2004
0000005893	10/05/2004	Landlord HAP	EDDIE HILLSBORO	\$100.00	472-96-1845	No	
0000005892	10/05/2004	Landlord HAP	MIKE DUFF	\$121.00	45-64564564	No	
0000005892	10/05/2004	Landlord HAP	MIKE DUFF	-121.00	45-64564564	No	

\$200.00

Void Tenant Checks

The Void Checks Wizard allows you to void tenant checks. To begin the process, click the drop-down arrow after the Tools (Other Functions) icon on the Check History tab. Then click Void Tenant Checks.

This option is also available from the Check Processing screen. For that reason, we discuss voiding checks along with the other check processing options. For information on using the Void Checks Wizard, please see the *Process Checks* chapter of this manual.



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 WinTen² controls to edit the data on this tab and save or cancel your changes.

Maintain Tenants
File Edit Tools

Tenant Name ANDERSON, CHRISTY A SSN 678-68-5448

Tenant Data Rent Calc. ORC Changes Payment Info. FSS Data **Portable** Receivable Check History

PORTABLE TENANT HOUSING AUTHORITY INFORMATION

Initiating Housing Authority VIRGINIA CITY HOUSING AUTHORIT. Tenant #
Address 502 JUNIPER ROAD HA Bill #
City, State, Zip VIRGINIA CITY VA 693933 PHA ID

CURRENT INVOICE INFORMATION		FAMILY INFORMATION	
Monthly HAP to Owner	0	Street Address	132 VENTURE CT., Apt. #1
Monthly URP to Tenant	0	City, State, Zip	LEXINGTON, KY 40511
Initiating HA FMR (Optional)	0	Voucher #	V100
Administrative Fee Received (80% of Initiating HA Admin Fee)	0	RECEIVABLE STATUS	
Hard to House Fee	0	Previous Balance	2044
Amount of current DUV checks	0	Current Charges	292
Total current charge	292	Month to date payments	0
		Balance Due	2336

Portable Tab Controls

Receive Payment Icon

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

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



Portability Payment [X]

Please enter the payment amount.

30.00

OK Cancel

Portable Tab Data Fields

Portable Tenant Housing Authority Information

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

Initiating Housing Authority

This is the name of the agency from which the tenant is coming.

Address

This is the initiating agency's street address.

City

This is the initiating agency's city.

State

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

Zip Code

This is the initiating agency's zip code.

HA Bill #

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

Current Invoice Information

Monthly HAP to Owner

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

Monthly URP to Tenant

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

Initiating HA FMR (Optional)

This is the FMR of the unit in which the tenant was housed in the initiating agency.

Administrative Fee Received (80% of Initiating HA Admin Fee)

This is the administrative fee that your agency has received from the initiating agency.

Hard to House Fee

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

Amount of Current DUV Checks

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

Total Current Charge

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

Family Information

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

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 WinTen² 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.

RECEIVABLES INFORMATION	
Tenant Name	KIRKPATRICK, JOHN A
SSN	040-14-8025
Tenant Data Rent Calc. ORC Changes Payment Info. FSS Data Portable Receivable Check History	
RECEIVABLES INFORMATION Invoice # <input type="text"/>	
PRIOR CHARGES	
Damage Charges	<input type="text" value="220"/>
Vacancy Charges	<input type="text" value="0"/>
Unpaid Rent Charges	<input type="text" value="100"/>
Other Charges	<input type="text" value="0"/>
Total Pmnts to Date	<input type="text" value="120"/>
CURRENT CHARGES	
Damage Charges	<input type="text" value="0"/>
Vacancy Charges	<input type="text" value="0"/>
Unpaid Rent Charges	<input type="text" value="0"/>
Other Charges	<input type="text" value="0"/>
Description	<input type="text"/>
RECEIVABLE BALANCE	
Prior period receivable balance	200
Total current period charges	0
Month to date payments	0
Receivable Balance as of 03/01/2005	200

Receivable Tab Controls

Receive Payment Icon

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

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



Receive Tenant Payment

AMOUNT RECEIVED

110.00

OK Cancel

Confirm

Would you like to print a receipt for this payment?

Yes No

Receivable Tab Data Fields

Receivables Information

Invoice

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

Prior Charges

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

Damage Charges

This is the total of all prior damage charges.

Vacancy Charges

This is the total of all prior vacancy charges.

Unpaid Rent Charges

This is the total of all prior unpaid rent charges.

Other Charges

This is the total of all other charges.

Total Pmts to Date

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

Maintain Tenants

Tenant Name: KIRKPATRICK, JOHN A. SSN: 040-14-8025

Tenant Data | Rent Calc. | DRG Changes | Payment Info. | FSS Data | Portable | Receivable | Check History

RECEIVABLES INFORMATION Invoice #

PRIOR CHARGES	
Damage Charges	220
Vacancy Charges	0
Unpaid Rent Charges	100
Other Charges	0
Total Pmts to Date	120

CURRENT CHARGES	
Damage Charges	0
Vacancy Charges	0
Unpaid Rent Charges	0
Other Charges	0

Description

RECEIVABLE BALANCE	
Prior period receivable balance	200
Total current period charges	0
Month to date payments	0
Receivable Balance as of 03/01/2005	200

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 icon 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 - BRONTE, YVETTE B 797-29-7492

Portable Billing Invoice (HUD-52665)

Portable Billing Statement

Tenant Voucher (HUD-52646)

Voucher Number

Issue Date

Initial Expiration Date

Extended Expiration Date

Tenant Contract (HUD-52641)

HAP Contract Sign Date

Print Preview Cancel

Report Options

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 screen opens. This 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
- 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. i.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 Screen

The Maintain Assisted Housing Units screen opens when you click the Unit Information icon on the Tenant Data tab. It contains the information on the selected tenant's housing unit. It has four tabs: General, Amenities, and Utilities. 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 WinTen² controls.

Maintain Assisted Housing Units

Street Number: 1504 Street Name: BONNIE BELL LN Apt. No.: 10
City, State, Zip: GRAMBLING LA 71245 Assisted: 1

General Amenities Utilities

Address
Street Number: 1504 Street Name: BONNIE BELL LN Apt. No.: 10
City, State, Zip: GRAMBLING LA 71245

Location
Description: RURAL Census Tract: TENMAST
County: LINCOLN PARISH Property ID: 11

Owner Information
Name: REBECCA REESE
Address: 1232 PEACE STREET
City, State, Zip: RUSTON LA 71270
Telephone: () -

Rent Summary
Contract: 390.00
Utilities: 29.00
Gross: 419.00

General Description
Bedrooms: 2 Bathrooms: 1.5 Floor Area (sq.ft.): 790 Year of Construction: 2003
Util. Allow. Profile: City
Unit Type: Duplex/Two Family/Semi-Detached
Structure Type: Semi-Detached Handicapped Accessible
Info. Source: REAL ESTATE AD Last Updated: 10/08/2004

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 WinTen² 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 following data:

Address	
Street Number	1504
Street Name	BONNIE BELL LN
Apt. No.	10
City, State, Zip	GRAMBLING LA 71245

Location

Description	RURAL	Census Tract	TENMAST
County	LINCOLN PARISH	Property ID	11

Owner Information

Name	REBECCA REESE
Address	1232 PEACE STREET
City, State, Zip	RUSTON LA 71270
Telephone	() -

Rent Summary

Contract	390.00
Utilities	29.00
Gross	419.00

General Description

Bedrooms	2	Bathrooms	1.5	Floor Area (sq ft)	790	Year of Construction	2003	
Unit Allow. Profile	City							
Unit Type	Duplex/Two Family/Semi-Detached							
Structure Type	Semi-Detached <input type="checkbox"/> Handicapped Accessible							
Info. Source	REAL ESTATE AD						Last Updated	10/08/2004

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 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

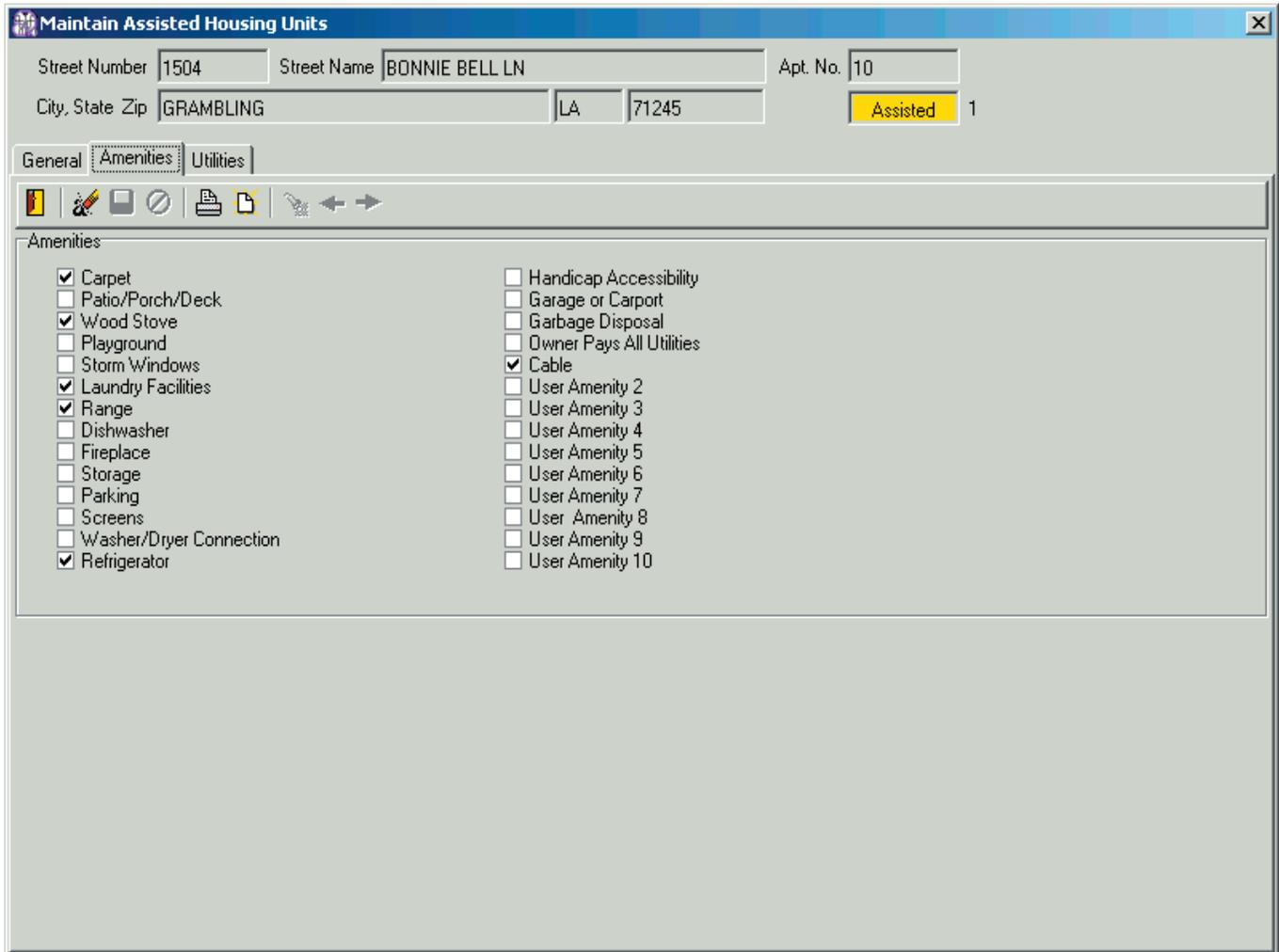
This drop-down selection box enables you to specify the source from which your agency gathered the unit's information. The available options are those which are set up on the Information Sources tab of the Setup screen of the WinTen² Rent Reasonableness module.

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.

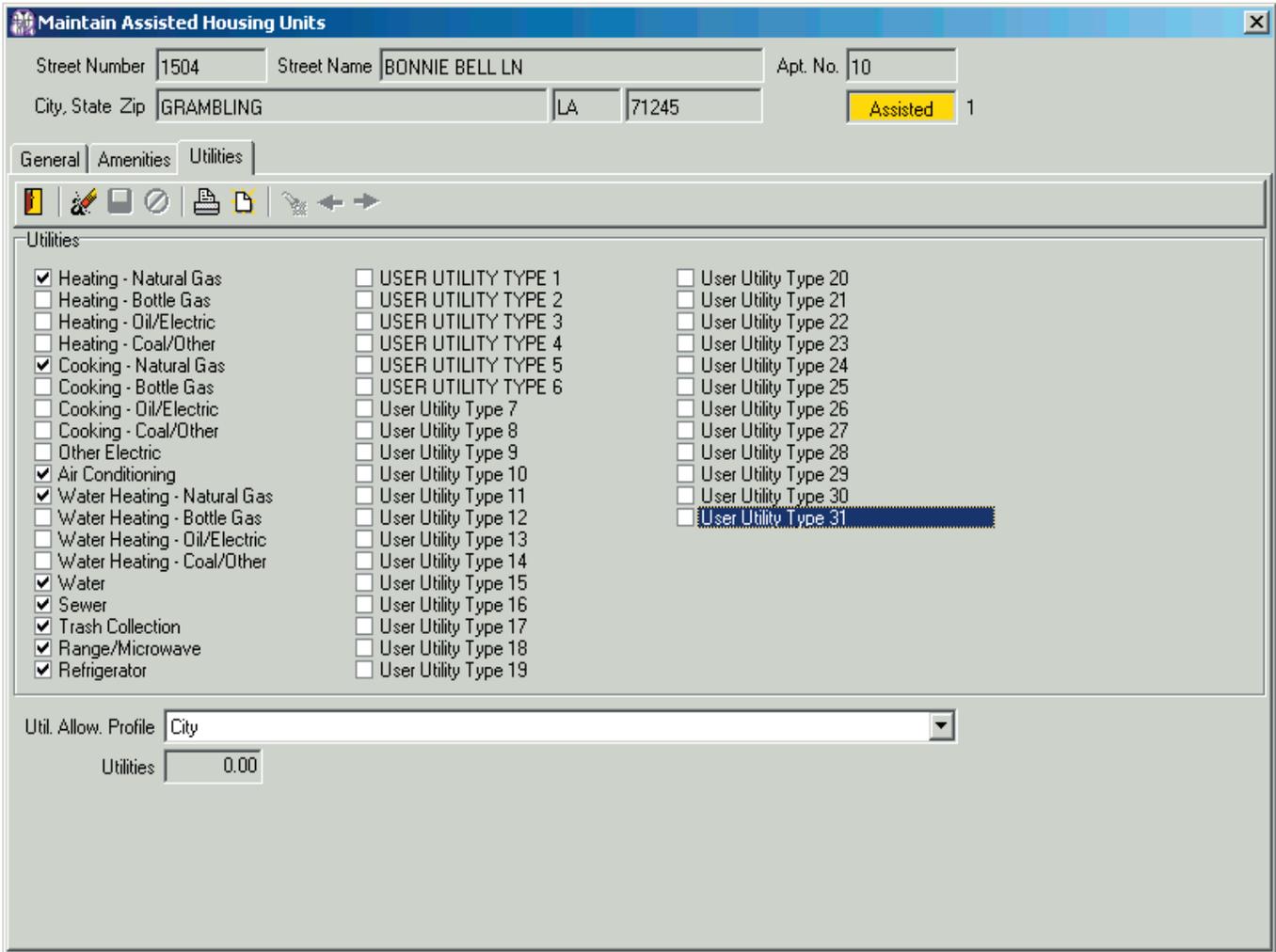
Amenities Tab

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 WinTen² Rent Reasonableness module) amenity. Edit the data on this tab and save or cancel your changes with the standard WinTen² controls, checking the box next to each amenity that is present in the selected unit.



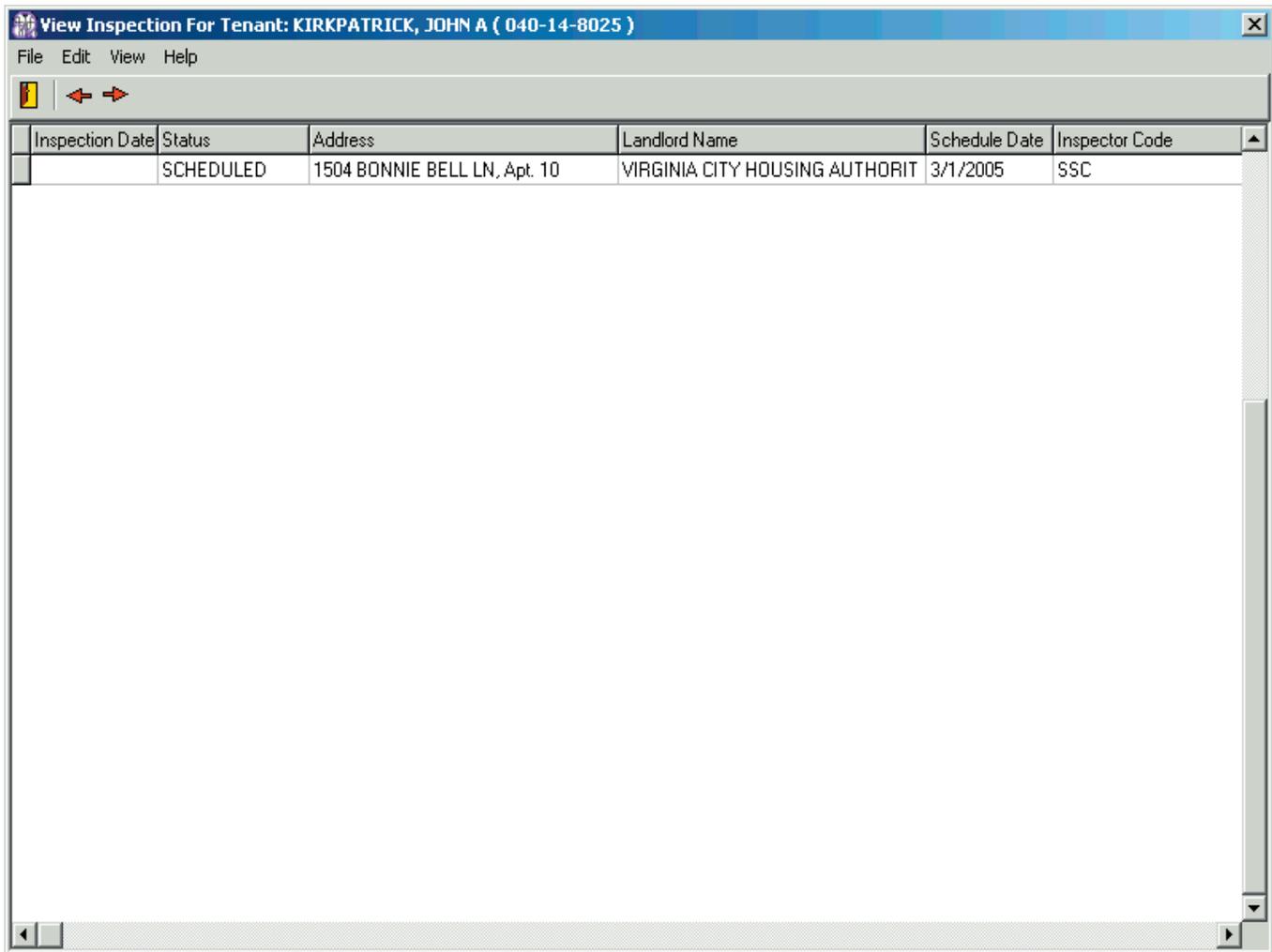
Utilities Tab

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



View Inspections Screen

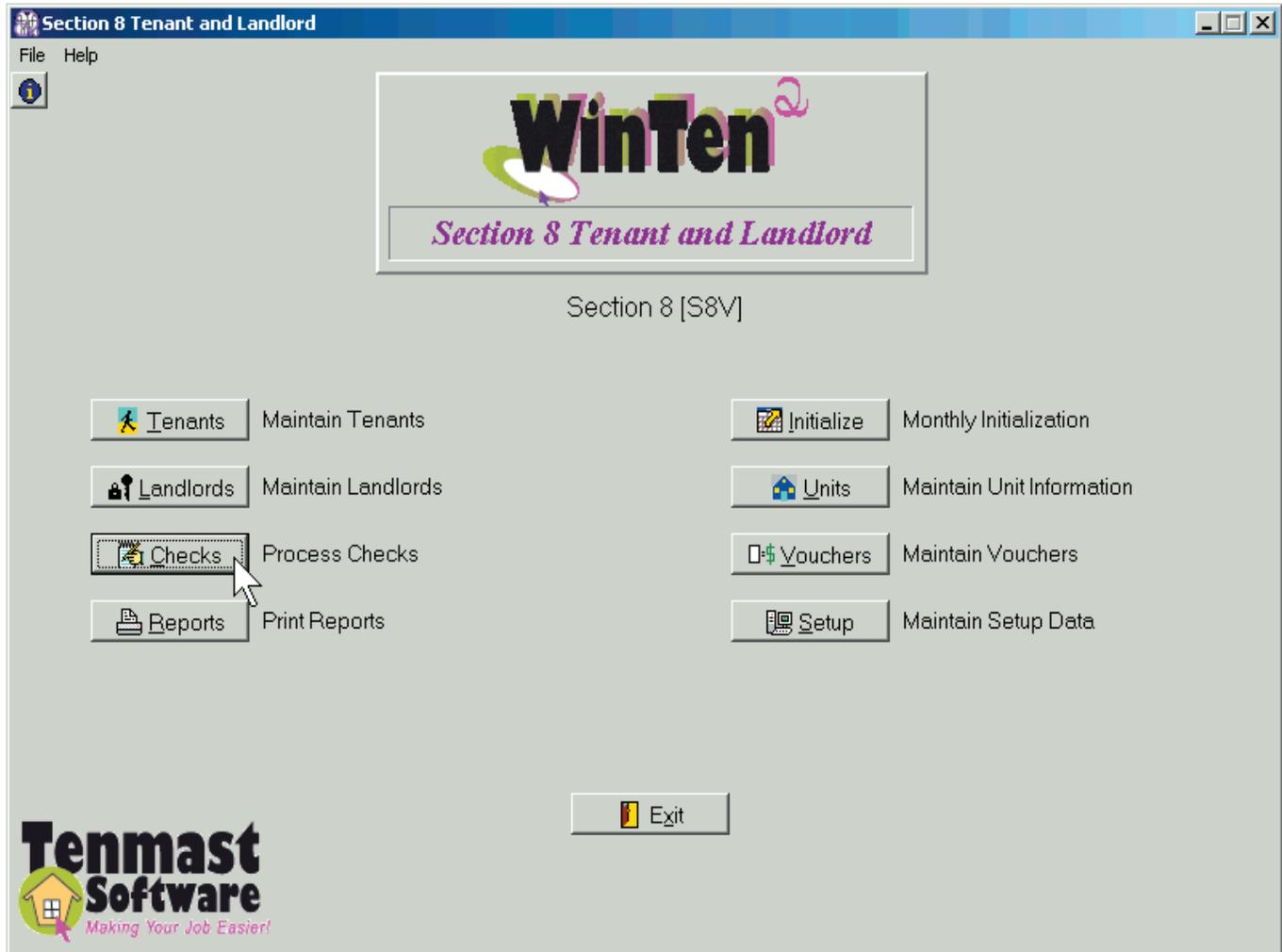
When you click the Show Inspections icon on the Tenant Data tab of the Maintain Tenants screen, the View Inspections screen opens. This screen contains a table of all inspections that have been performed or that are scheduled to be performed on the selected tenant's unit.



Inspection Date	Status	Address	Landlord Name	Schedule Date	Inspector Code
	SCHEDULED	1504 BONNIE BELL LN, Apt. 10	VIRGINIA CITY HOUSING AUTHORIT	3/1/2005	SSC

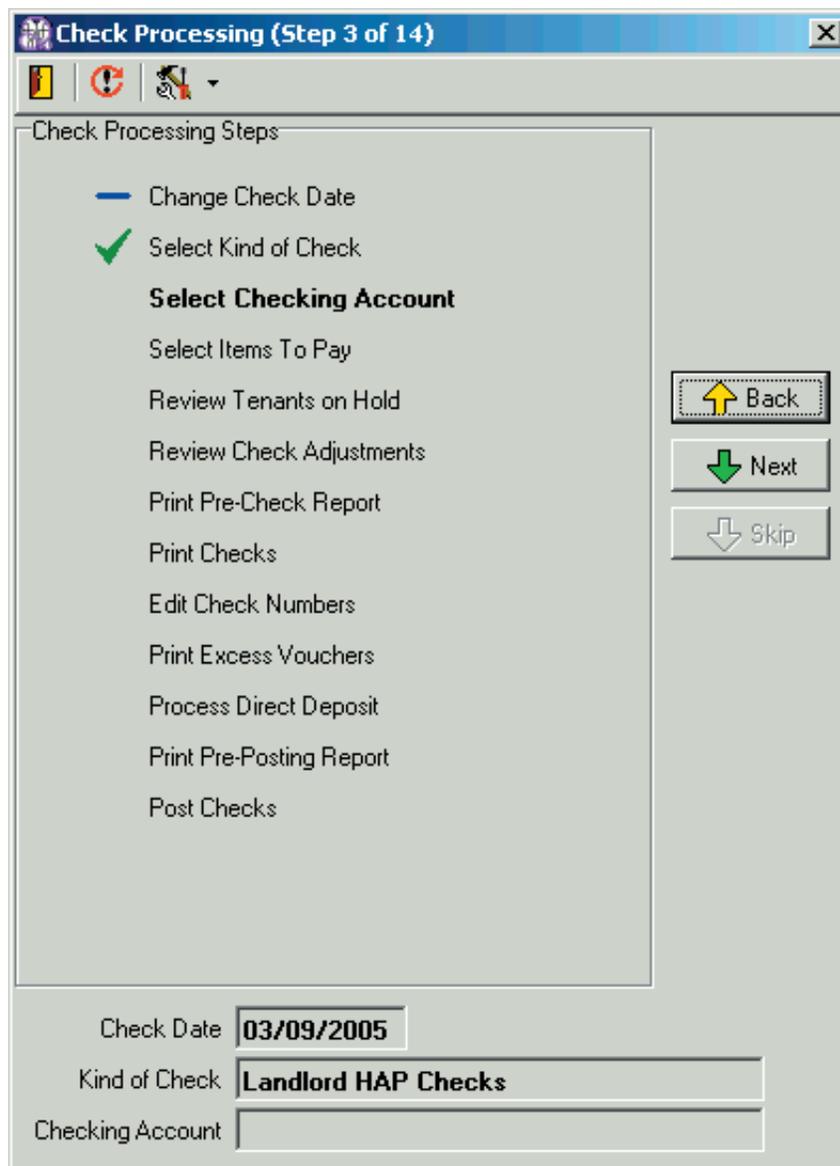
PROCESS CHECKS

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



CHECK PROCESSING WIZARD

The Check Processing wizard uses a simple graphic representation to show your progress through the processing 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.



Wizard Controls

Exit Icon

This icon exits the Check Processing wizard and returns you to the Main Menu. If you start the wizard and then exit before completing it, 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 wizard. It begins the check processing sequence. Once you move past Step 1, it becomes the Next button.



Back Button

This button moves you back one step in the wizard sequence.



Next Button

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



Skip Button

This button skips the next step in the wizard sequence.



Void Posted Checks Icon

This icon opens the View Printed Checks screen, from which you can void one or more printed checks. We discuss this option at the end of this chapter. (See *Voiding Checks*.)



Reset Check Steps Command

Please use this command only at the direction of Tenmast Training & Support staff.

After you complete Step 7 (Print Pre-Check Report), you can no longer use the back button to move to previous steps. If a serious error occurs while you are printing checks, the Reset Check Steps command allows you to restart the wizard. If you need to restart the wizard, please contact Tenmast Training & Support.



Reset Check Steps Shift+Ctrl+Alt+C

Step 1: Change Check Date

When you click the Start button to begin the wizard, the Change Check Date dialog box opens. Verify or enter the date to be printed on the checks. Then click the OK button to save any changes or the Cancel button to cancel them.

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

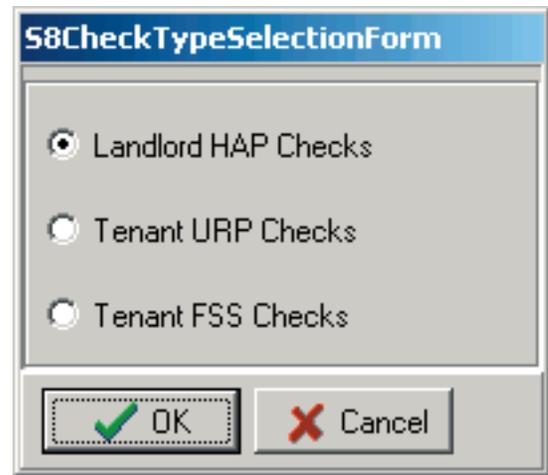


Step 2: Select Kind of Check

Click the Next button. The Select Check Type dialog box opens.

Section 8 can process three types of checks: tenant utility reimbursement payments (URP) and family self-sufficiency deposits (FSS), and landlord housing assistance payments (HAP).

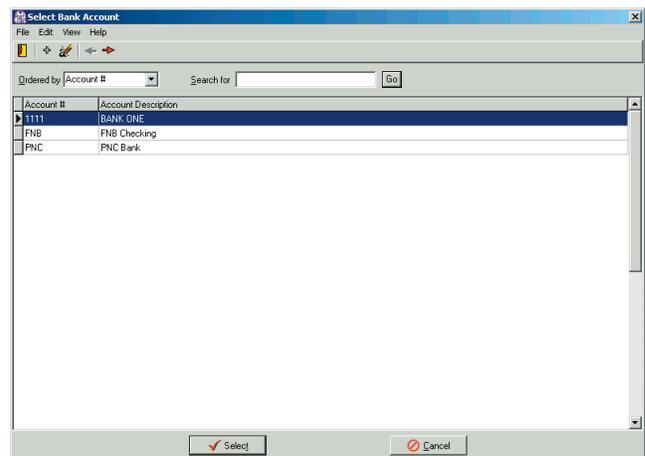
Select the radio button that corresponds to the type of check you want to process, then click the OK button to close the dialog and proceed to Step 3.



Step 3: Select Checking Account

Click the Next button. The Select Bank Account screen opens. It allows you to select the checking account from which to write the checks.

Click to choose the checking account and then click the Select button to close the screen and proceed to Step 4.

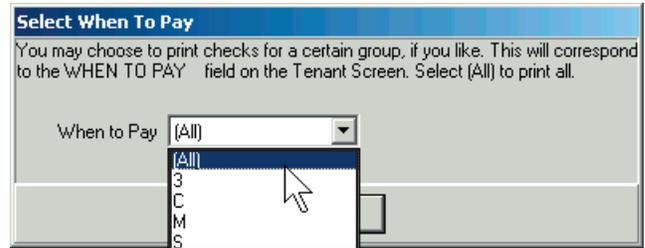


Step 4: Select Items to Pay

Click the Next button. The Select When to Pay dialog box opens.

You can choose to print checks for all tenants or only for tenants in a specific payment group. Payment groups are user-defined and based on values you have entered for individual tenants in the When to Pay field. This field appears on the Payment Info tab of the Maintain Tenants screen. (See “Payment Info Tab” in the *Maintain Tenants* chapter of this manual.)

Select a payment group or select “(All)” to print all groups. Then click the OK button to close the dialog and proceed to Step 5.



Step 5: Review Tenants on Hold

Click the Next button. The Review Hold Codes screen opens. This screen displays checks that will not be printed because they are on hold.

Two Hold Code fields (for Tenant URP and Landlord HAP checks) appear on the Payment Info tab of the Maintain Tenants screen. (See “Payment Info Tab” in the *Maintain Tenants* chapter of this manual.)

If you have entered an “H” (for “Hold”) in either Hold Code field for any tenant, that tenant will appear on the Review Hold Codes screen.

Verify, edit, or remove holds, then click the Exit icon to close the screen and proceed to Step 6.

Show All/Show Holds Only Icon

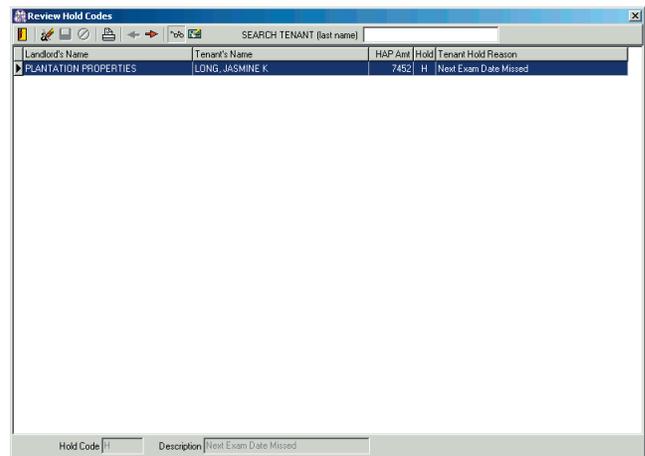
By default, this screen displays only tenants on hold. Click the Show All/Show Holds Only Icon to toggle between displaying tenants on hold and displaying all tenants.

Edit Icon

To edit the hold code for a tenant, select the tenant in the table and click the Edit icon. The Hold Code and Description fields for that tenant become editable at the bottom of the screen.

Remove Hold

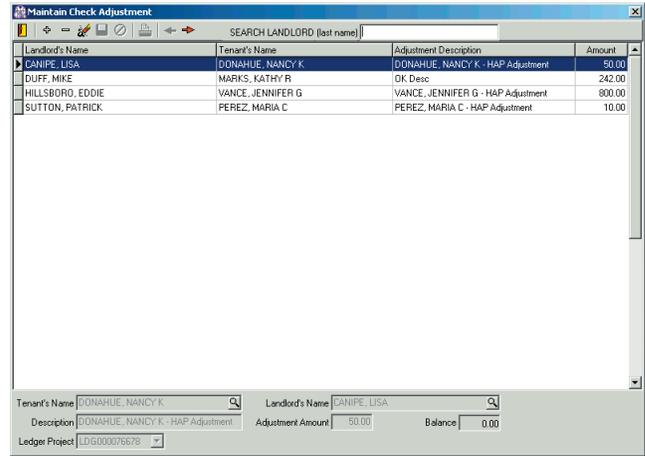
To remove the hold on a tenant, select the tenant in the table and click the Remove Hold icon.



Step 6: Review Check Adjustments

Click the Next button. The Maintain Check Adjustment screen opens. This screen displays a table of outstanding check adjustments that will be processed in this check processing sequence.

If necessary, use the standard WinTen² controls to add, delete, or edit check adjustments for this check processing sequence. Then click the Exit icon to close the screen and proceed to Step 7.



The screenshot shows the 'Maintain Check Adjustment' window. At the top, there is a search bar labeled 'SEARCH LANDLORD (last name)'. Below it is a table with the following data:

Landlord's Name	Tenant's Name	Adjustment Description	Amount
CANIFE, LISA	DONAHUE, NANCY K.	DONAHUE, NANCY K. - HAP Adjustment	50.00
DUFF, MIKE	MARKS, KATHY R.	OK Desc	242.00
HILLSBORO, EDDIE	VANCE, JENNIFER G.	VANCE, JENNIFER G. - HAP Adjustment	800.00
SUTTON, PATRICK	PEREZ, MARIA C.	PEREZ, MARIA C. - HAP Adjustment	10.00

At the bottom of the window, there are search fields for 'Tenant's Name' (DONAHUE, NANCY K.), 'Landlord's Name' (CANIFE, LISA), 'Description' (DONAHUE, NANCY K. - HAP Adjustment), 'Adjustment Amount' (50.00), and 'Balance' (0.00). There is also a 'Ledger Project' dropdown menu set to 'LDG000076678'.

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").

Step 7: Print Pre-Check Report

Click the Next button. A standard report preview screen opens with the Pre-Check report. It is a comprehensive report on all the checks you are about to produce.

Review the report and print it if necessary, then close the report preview screen to proceed to Step 8.

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 to make corrections to check-processing data, click the Back button on the Check Processing screen. Otherwise, proceed to Step 8.

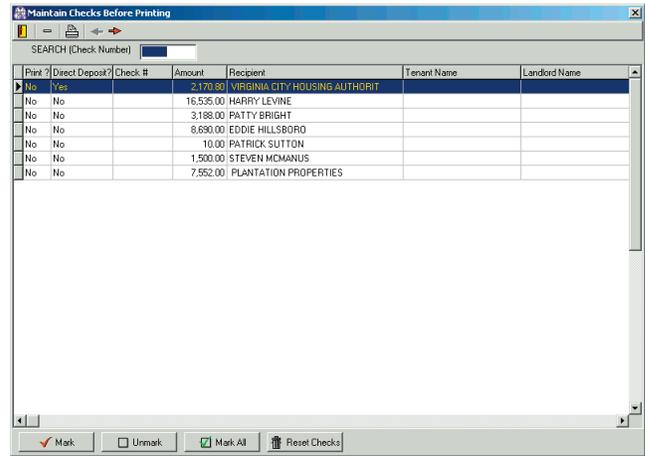
CAUTION

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

Step 8: Print Checks

Click the Next button. The Maintain Checks Before Printing screen opens. This screen displays a table of all checks you are about to process.

The table's leftmost column is labeled "Print?" and contains values of "Yes" and "No." All checks with a "Yes" in this column will be printed.



Print?	Direct Deposit?	Check #	Amount	Recipient	Tenant Name	Landlord Name
No	Yes		2,170.00	VIRGINIA CITY HOUSING AUTHORITY		
No	No		16,535.00	HARRY LEVINE		
No	No		3,190.00	PATTY BRIGHT		
No	No		8,690.00	EDDIE HILLSBORD		
No	No		10.00	PATRICK SUTTON		
No	No		1,500.00	STEVEN MCMANUS		
No	No		7,552.00	PLANTATION PROPERTIES		

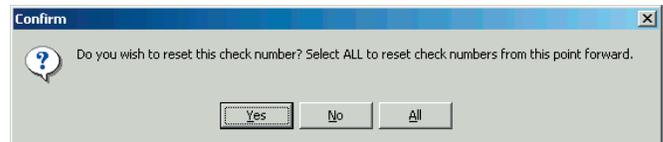
To simultaneously mark all checks after a selected one as "Yes," select the first check to mark and click the Mark All button.

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

To mark a check as "No," select it and click the Unmark button.

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

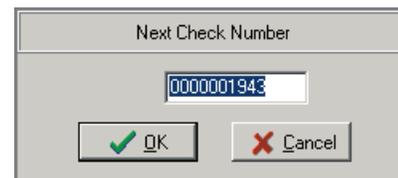
To reset check numbers, select the first check whose number you wish to reset and click the Reset Checks button. A confirmation dialog opens. Click the Yes button to reset only the selected check. Click the All button to reset numbers for all checks from that point forward.



When you have marked every check you want to print, click the Print icon. The Next Check Number dialog box opens. Enter the check number of your next blank check and click OK.

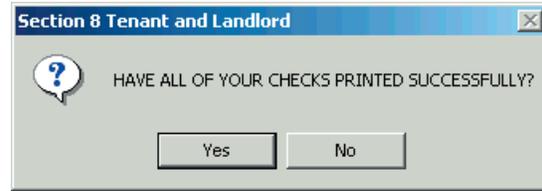
The checks to be printed appear in a standard report preview screen. Review the checks carefully. If you need to make any corrections, close the preview screen and make any necessary changes on the Maintain Checks Before Printing screen. Then click the print icon again to set the check number and reopen the preview screen.

If all the checks in the preview are correct, make certain that your blank checks are lined up in the printer and then click the Print icon on the preview screen.



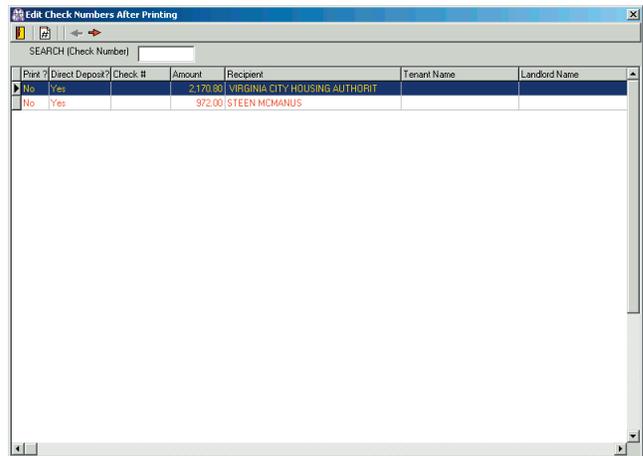
Once check printing is finished, close the preview screen to return to the table of checks. If you need to re-print any checks, mark them “Yes” and repeat the printing process.

When you have printed all checks successfully, click the Exit icon on the Maintain Checks Before Printing screen. A confirmation dialog asks if all of your checks printed successfully. Click the Yes button to return to the main area of the Check Processing screen.



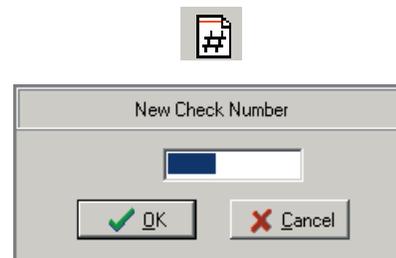
Step 9: Edit Check Number

Click the Next button. The Edit Check Numbers After Printing screen opens. This screen allows you to change check numbers, if necessary, to match the numbers on the checks you just printed. You can edit a single check number or a series of check numbers.



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

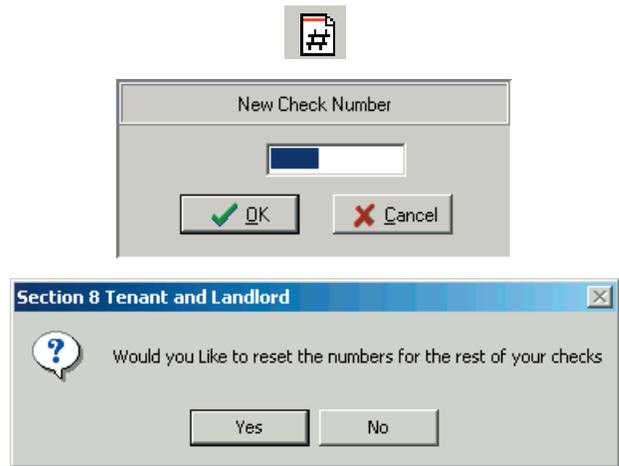
Enter the correct number for this check and click OK. A dialog box opens that asks you if you want to renumber the rest of your checks. Click No.



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

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

When you are finished renumbering checks, click the Exit icon to return to the main area of the Check Processing screen.



Step 10: Print Excess Vouchers

Click the Next button. A standard report preview screen opens with any 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. Excess vouchers print on standard 8.5"x11" paper.

Review and print the excess vouchers, then close the report preview screen to proceed to Step 11.

Step 11: Process Direct Deposit

Click the Next button. A standard report preview screen opens with the Direct Deposit Bank Report for this check processing sequence.

Review the report and print it if necessary, then close the report preview screen to proceed to Step 12.

Step 12: Print Pre-Posting Report

Click the Next button. A standard report preview screen opens with the Pre-Posting Report for this check processing sequence. It is a comprehensive report on all the checks you are about to post to General Ledger's Section 8 journal.

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.

After you have printed and reviewed the report, close the report preview screen to proceed to Step 13.

Step 13: Post Checks

Click the Next button to post your checks to General Ledger.

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, a message box appears telling you that you have successfully completed the check processing. Click the OK button to return to the Section 8 Main Menu.



Voiding Checks

To void a check, enter the Check Processing screen while it is not in the middle of a check processing sequence. Click the Void Posted Checks icon.



The View Printed Checks screen opens with a table of printed checks. It gives you access to the Void Checks Wizard, which allows you to void one or more checks.

View Printed Checks for :					
File Edit View Help					
View (All) Ordered by Check # Search for [] Go					
Check #	Check Date	Payee	Amount	Voided?	
▶ 0000005832	09/16/2004	HARRY LEVINE	\$13,268.00	Yes	
0000005832	09/16/2004	VOID - HARRY LEVINE	-\$13,268.00	Yes	
0000005833	09/17/2004	VOID - VIRGINIA CITY HOUSING AUTHORIT	-\$600.00	Yes	
0000005833	09/17/2004	VIRGINIA CITY HOUSING AUTHORIT	\$600.00	Yes	
0000005834	09/17/2004	STEVEN MCMANUS	\$8,745.00	No	
0000005835	09/21/2004	PLANTATION PROPERTIES	\$9,200.00	No	
0000005836	09/21/2004	STEVEN MCMANUS	\$300.00	Yes	
0000005836	09/21/2004	VOID - STEVEN MCMANUS	-\$300.00	Yes	
0000005838	09/21/2004	VIRGINIA CITY HOUSING AUTHORIT	\$300.00	No	
0000005839	09/21/2004	JOHN A KIRKPATRICK	\$400.00	No	
0000005839	09/21/2004	JOHN A KIRKPATRICK	-\$400.00	No	
0000005840	09/21/2004	VOID - JASMINE K LONG	-\$100.00	Yes	
0000005840	09/21/2004	JASMINE K LONG	\$100.00	Yes	
0000005840	09/21/2004	JASMINE K LONG	-\$100.00	Yes	
0000005841	09/21/2004	VOID - CENTRAL BANK	\$2,050.00	Yes	
0000005841	09/21/2004	CENTRAL BANK	\$2,050.00	Yes	
0000005841	09/21/2004	CENTRAL BANK	-\$2,050.00	Yes	
0000005841	09/21/2004	VOID - CENTRAL BANK	-\$2,050.00	Yes	
0000005874	09/27/2004	VOID - EDDIE HILLSBORO	-\$16,320.00	Yes	
0000005874	09/27/2004	VOID - EDDIE HILLSBORO	\$16,320.00	Yes	
0000005874	09/27/2004	EDDIE HILLSBORO	\$16,320.00	Yes	
0000005874	09/27/2004	EDDIE HILLSBORO	-\$16,320.00	Yes	
0000005875	09/27/2004	PLANTATION PROPERTIES	\$300.00	No	
0000005875	09/27/2004	PLANTATION PROPERTIES	-\$300.00	No	

Void Checks Wizard

The Void Checks wizard walks you through three steps to void checks.

To start the wizard, select the check you want to void (or the first check in the series of checks you want to void). Then click the Void Printed Checks icon on the View Printed Checks screen.



Step 1: Enter Check Range

Step 1 contains two editable fields, **From** and **To**. Enter the numbers of the first and last checks in the range you want to void. (Enter the same number for both if you are voiding only one check.)

Click the Start button to go to Step 2.

Bank Name: FNB Checking

Range of Check #:

From: 000005832 To: 000005832

Instructions: Enter the Check # range and click the Start button to continue.

Start Cancel

Step 2: Verify Void Data

Step 2 contains a table of the checks you identified on Step 1.

The table's leftmost column is labeled "Void?" and contains values of "Yes" and "No." All checks with a "Yes" in this column will be voided.

To simultaneously mark all checks as "Yes," click the Mark All button. To simultaneously mark all checks as "No," click the Unmark All button.

To change a single check from "Yes" to "No" (or vice versa), double-click the check in the table.

Click the Next button to go to Step 3.

Bank Name: FNB Checking

Range of Check #:

From: 000005834 To: 000005835

Void?	Check #	Check Date	Payee	Amount
Yes	000005834	09/17/2004	STEVEN MCMANUS	\$8,745.00
Yes	000005835	09/21/2004	PLANTATION PROPERTIES	\$9,200.00

Mark All Unmark All

Instructions: Select the List of checks to void and press the Next button to continue.

Back Next Cancel

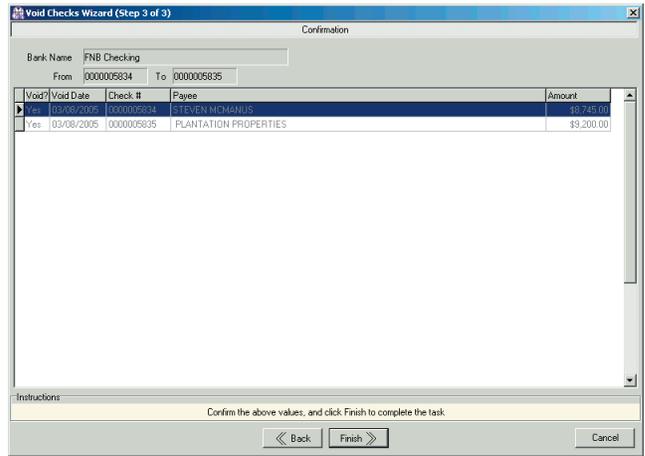


Step 3: Confirmation

Nothing on Step 3 is editable. It contains a table of the checks you chose to void on Step 2 (all checks marked "Yes"). All checks in this table will be voided.

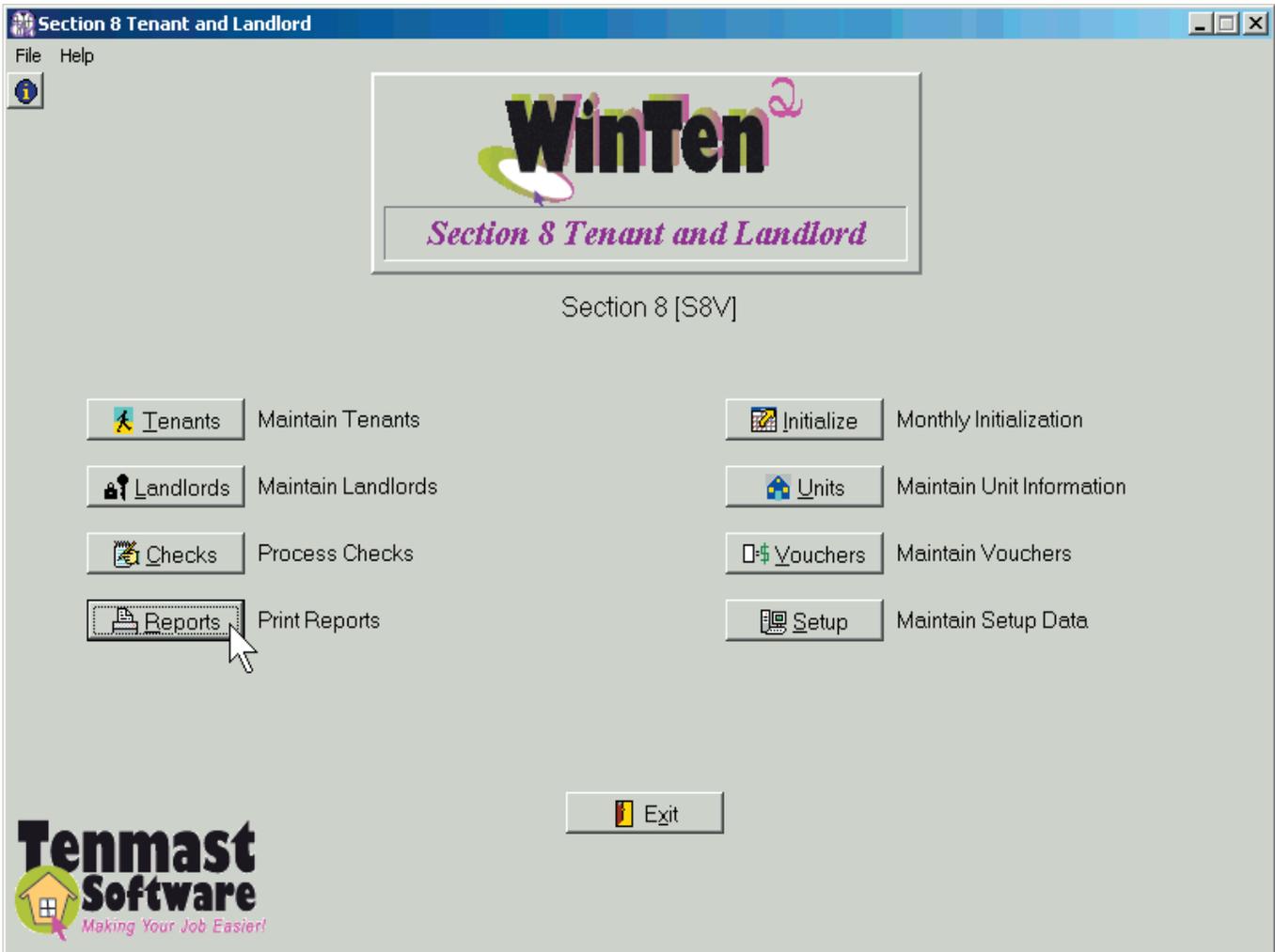
If anything is incorrect, click the Back button to go to the previous step(s) and correct it.

If everything is correct, click the Finish button to void these checks.



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: Tenants, Landlords, Management, Portability, and Initialization. Each tab contains printing and formatting options for one type of report. The Reports screen always opens on the Tenants tab, as shown below.

The screenshot shows a software window titled "Section 8 Reports" with a standard Windows-style title bar. Below the title bar is a toolbar with icons for home, print, and save. A tabbed interface is present, with "Tenants" selected and other tabs for "Landlords", "Management", "Portability", and "Initialization".

On the left side of the "Tenants" tab, there is a list of report types, each with a radio button:

- Tenant Listing
- Tenant Admission Date Listing
- Tenants with Expiring Contracts
- Tenants Searching for a Unit
- Tenant Rent Listing
- Voucher Listing
- Tenant Count Report
- Hard to House Tenant Listing
- Hard to House Fees Earned
- URP Payment Schedule
- URP Checks on Hold
- URP Check Adjustments
- FSS Tenant Listing
- Complete Tenant Totals Report
- Tenant Monthly Activity Report

On the right side, the "Tenant Listing" report configuration panel is shown with the following options:

- Reporting Period:** Current Month, Historical Data For Month [dropdown]
- Selected Landlord:** All Landlords, Selected Landlord [dropdown with search icon]
- Selected Project:** All Projects, Selected Project [dropdown]
- Selected Bedrooms:** Number of Bedrooms [All] [dropdown]
- Report Options:** Group By [No Grouping] [dropdown], Sort Order [Last Name] [dropdown], Summary Only

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 icon.

If you click the Print icon, a standard WinTen² print report dialog box opens. Select the printing options for the report and click OK.

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

Tenants Tab

The Tenant Reports tab enables you to produce reports on your Section 8 tenants.

The left side of the tab contains a set of radio buttons that enables you to select a report to preview or print. The right side of this tab contains the sorting and formatting options for the selected report. These options vary by report, but many tenant reports can be filtered by landlord, by project, by number of bedrooms, and/or by date.

Available Reports

Tenant Listing

Tenant Admission Date Listing

Tenants with Expiring Contracts

Tenants Searching for a Unit

Tenant Rent Listing

Voucher Listing

Tenant Count Report

Hard to House Tenant Listing

Hard to House Fees Earned

URP Payment Schedule

URP Checks on Hold

URP Check Adjustments

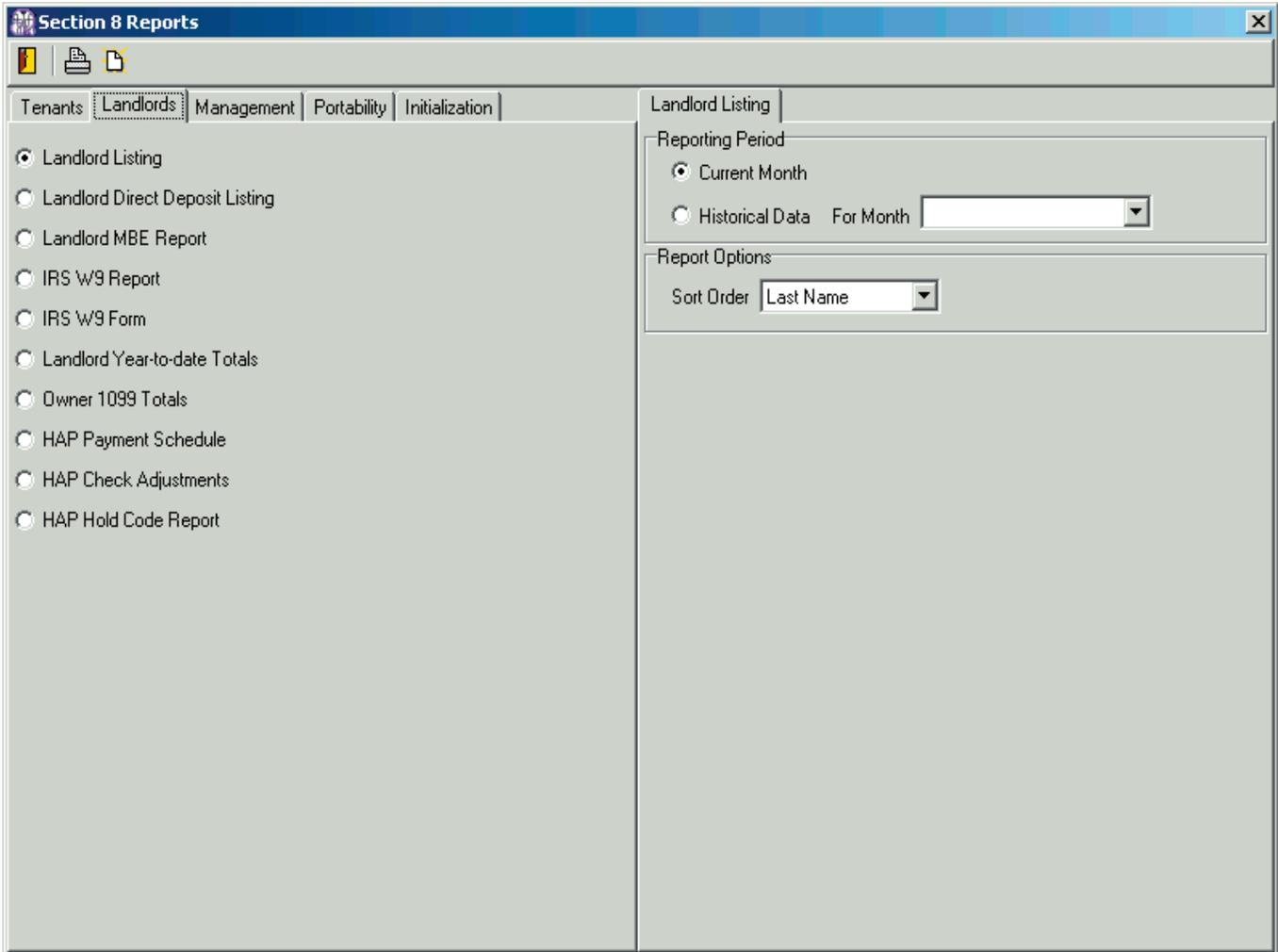
FSS Tenant Listing

Complete Tenant Totals Report

Tenant Monthly Activity Report

Landlords Tab

The Landlords 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 "Section 8 Reports" with a menu bar containing "Tenants", "Landlords", "Management", "Portability", and "Initialization". The "Landlords" tab is active, and the "Landlord Listing" report is selected. The interface includes a "Reporting Period" section with radio buttons for "Current Month" (selected) and "Historical Data" (with a "For Month" dropdown), and a "Report Options" section with a "Sort Order" dropdown set to "Last Name".

Available Reports

Landlord Listing

Landlord Direct Deposit Listing

Landlord MBE Report

IRS W9 Report

IRS W9 Form

Landlord Year-to-Date Totals

Owner 1099 Totals

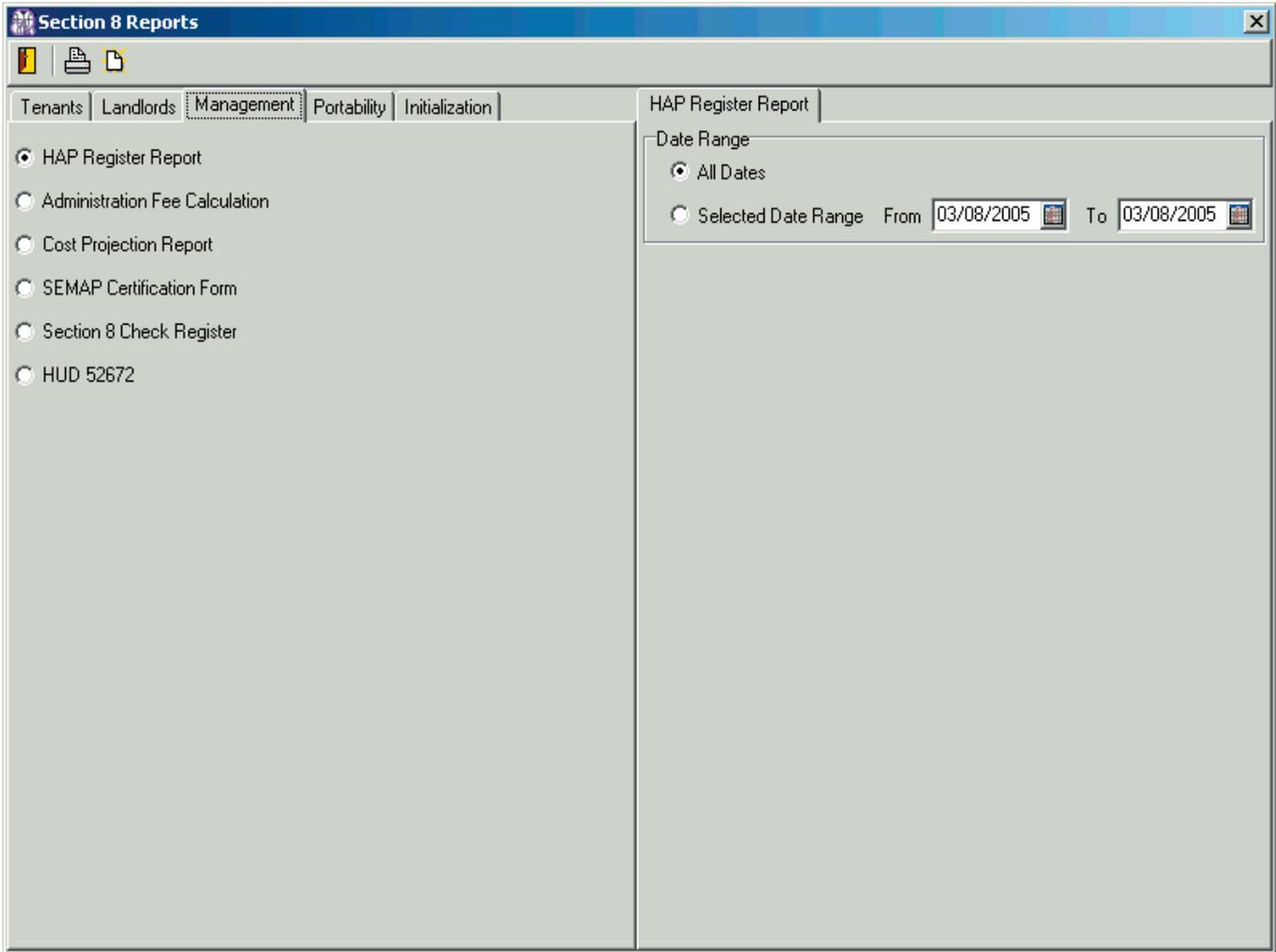
HAP Payment Schedule

HAP Check Adjustments

HAP Hold Code Report

Management Tab

The Management tab enables you to produce HUD-standard reports and other reports on your agency's Section 8 financial data.



Available Reports

HAP Register Report

Administration Fee Calculation

Cost Projection Report

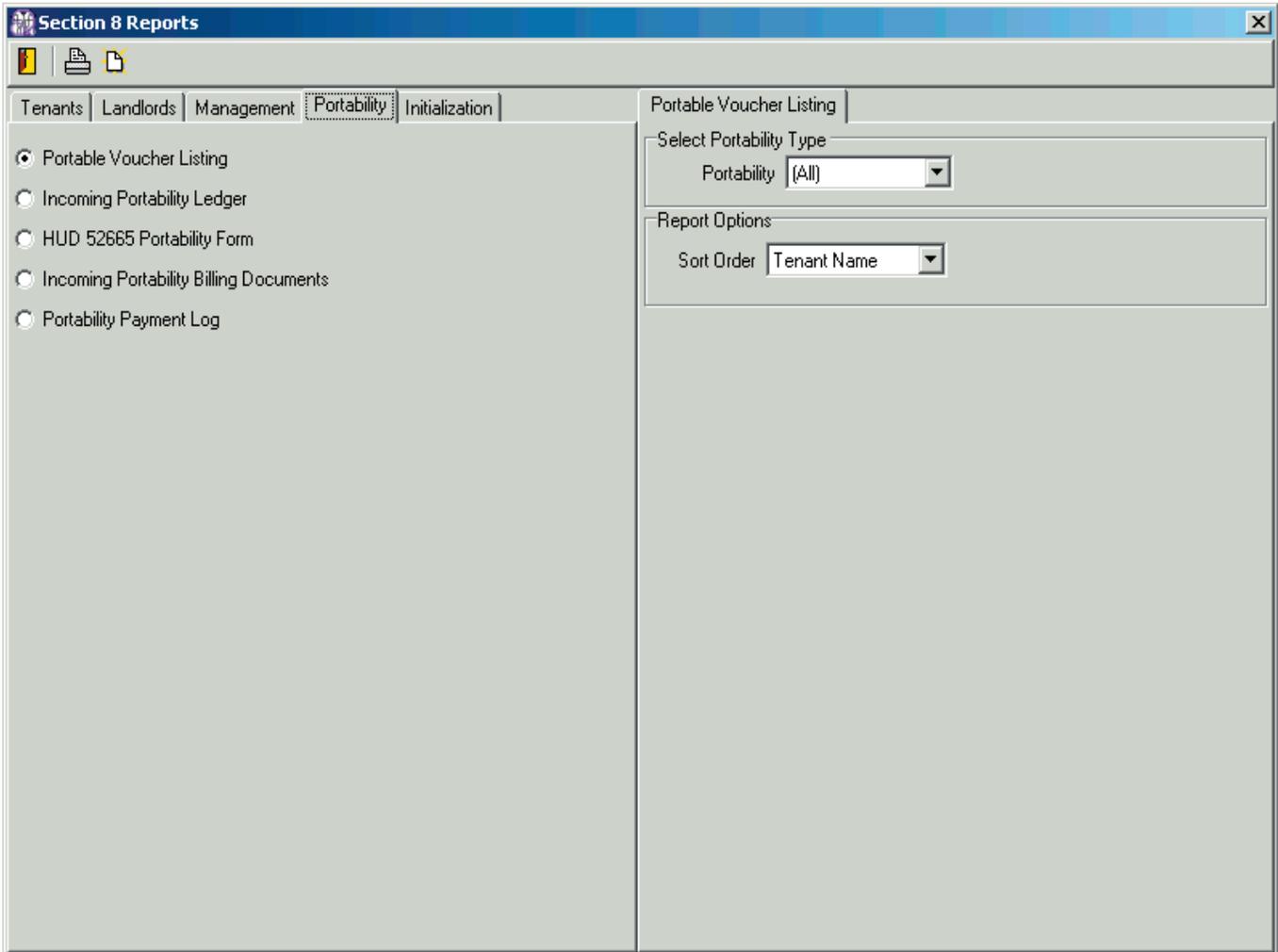
SEMAP Certification Form

Section 8 Check Register

HUD-52672

Portability Tab

The Portability tab enables you to produce reports on portable tenants and related financial information. As with all reports, the available formatting options on this tab change depending on which report you select.



Available Reports

Portable Voucher Listing

Incoming Portability Ledger

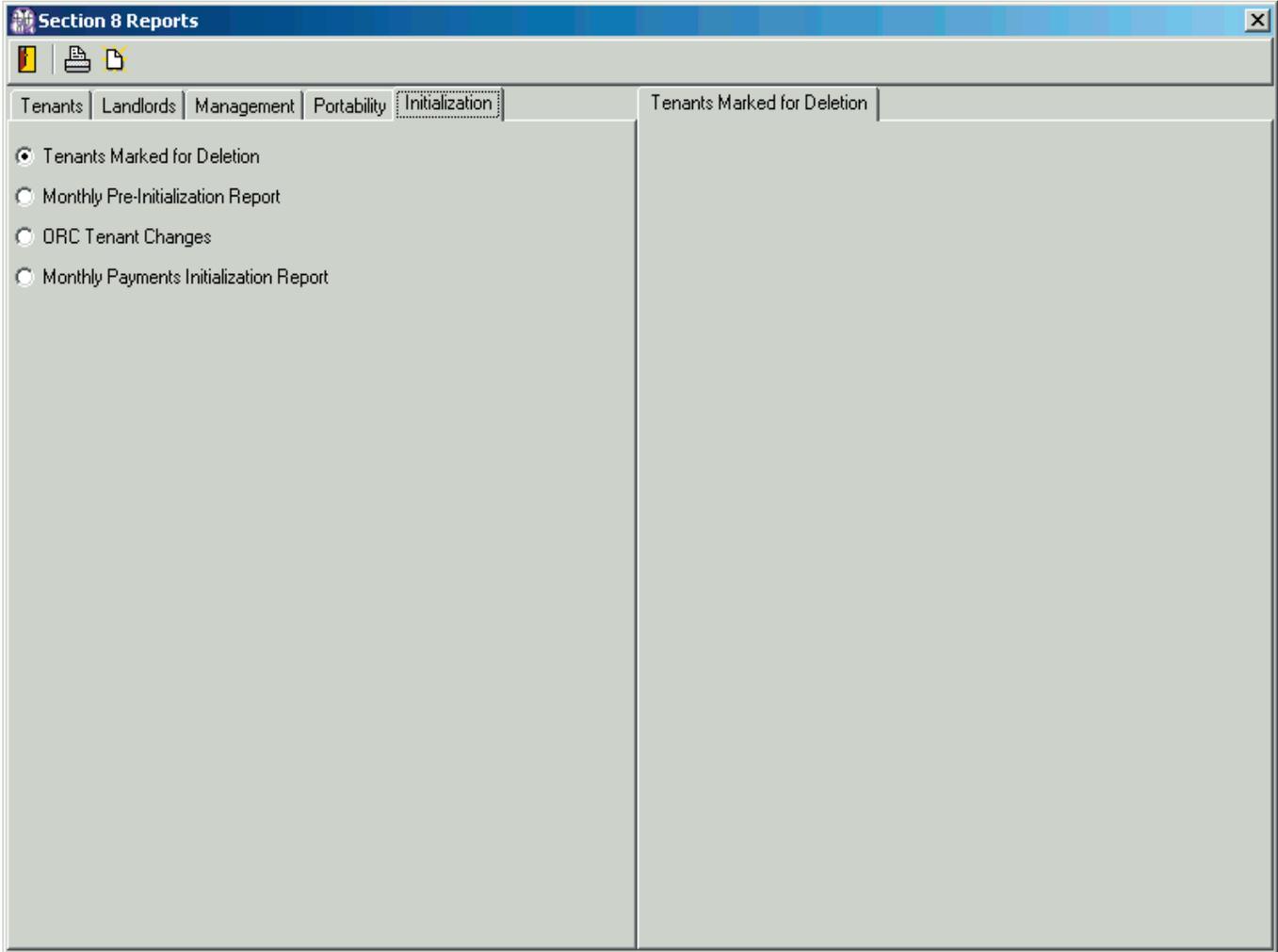
HUD-52665 Portability Form

Incoming Portability Billing Documents

Portability Payment Log

Initialization Tab

The Initialization tab enables you to produce four reports related to monthly initialization.



Available Reports

Tenants Marked for Deletion

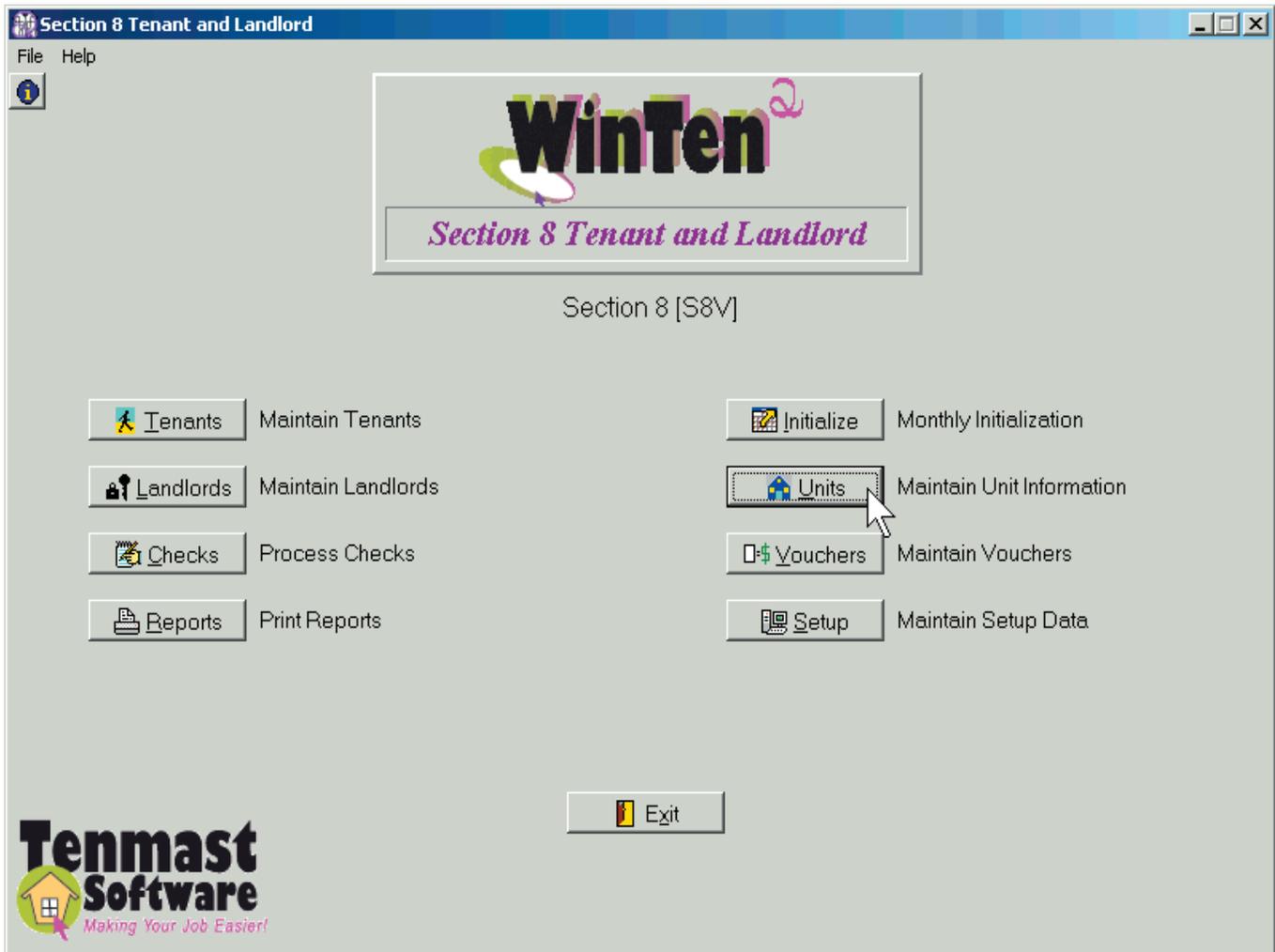
Monthly Pre-Initialization Report

ORC Tenant Changes

Monthly Payments Initialization Report

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.

Owner	Street #	Street Name	Apt #	City	Zip	Bdrms	Location
BEULAH GLASSCOCK	100	PERRY LANDING		PERRYVILLE	40067	3	
BOB JOHNSON	1931	S 19TH ST		CHOUDRANT	78501	2	RURAL
BOB JOHNSON	1931	S 19TH ST		CHOUDRANT	78501	2	RURAL
BOB JOHNSON	1931	S 19TH ST		CHOUDRANT	71227	2	RURAL
BOB JOHNSON	1931	S 19TH AVE		CHOUDRANT1	78501	2	RURAL
BRIGHT, PATTY	76	N HILLS LN	104	RUSTON	71270	1	City Limits
DOMINION	1111	GOLFVIEW DR	618	RICHMOND	72315	1	City Limits
DOMINION	1111	GOLFVIEW DR	620	RICHMOND	77213	1	RURAL
EDDIE HILLSBORO	1504	BONNIE BELL LN	4	GRAMBLING	71245	3	RURAL
EDDIE HILLSBORO	1504	BONNIE BELL LN	9	GRAMBLING	71245	2	RURAL
EDDIE HILLSBORO	1504	BONNIE BELL LN	8	GRAMBLING	71245	3	ABC
EDDIE HILLSBORO	1504	BONNIE BELL LN	7	GRAMBLING	71245	3	RURAL
EDDIE HILLSBORO	1504	BONNIE BELL LN	1	GRAMBLING23	71245	3	RURAL
EDDIE HILLSBORO	1504	BONNIE BELL LN	2	GRAMBLING	71245	3	RURAL
GUILLORY, THOMAS	1506	BONNIE BELL LN	1	132 MAIN ST	71245	2	RURAL
GUILLORY, THOMAS	76	N HILLS LN	105	RUSTON	71270	1	City Limits
GUILLORY, THOMAS	1018	MAYWEATHER LN		RICHMOND	71233	5	
HECTOR HERNANDEZ	1010	OUACHITA LN		MAIN ST	71270	3	City Limits
HECTOR HERNANDEZ	71	MOCKINGBIRD LN		RUSTON	71270	2	City Limits
HORNET, JIMMY	1504	BONNIE BELL LN	8	GRAMBLING GRA	71245	5	RURAL
JOHN MILLER	132	VENTURE CT	#1	LEXINGTON	40511	1	RURAL
KATHERINE HARRIS	1931	S 19TH LN		CHOUDRANT	78501	5	RURAL
KIRK GRACES	1506	BONNIE BELL LN	3	GRAMBLING	71245	2	RURAL
KIRK GRACES	1504	BONNIE BELL LN	5	GRAMBLING	71245	2	RURAL

Browse Housing Units Screen Controls

View

This field allows you select whether to view assisted units, unassisted units, or all units.

Ordered By

This field determines the order in which the unit records are displayed in the table.

Search For

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

Add Icon

Click this icon to add a new unit. This opens the Maintain Housing Units screen to a blank unit record. This screen is described in more detail on the following pages.



Edit Icon

Click this icon to review and/or edit the currently selected unit. This opens the Maintain Housing Units screen on that unit's record. This screen is described in more detail on the following pages.



Copy Housing Unit Icon

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 Housing Unit icon. The Maintain Housing Units screen (described below) opens to that unit record. Make your changes to the record so it accurately depicts the similar unit rather than the original unit. Then click the Save icon to save it as a new unit record.

MAINTAIN HOUSING UNIT SCREEN

The Maintain Housing Unit screen enables you to view and edit the record of a selected unit. It has three tabs: General, Amenities, and Utilities. 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 WinTen² controls.

The screenshot shows the 'Maintain Housing Unit' window with the 'General' tab selected. The interface includes a title bar, a close button, and a toolbar with icons for save, print, and navigation. The data is organized into several sections:

- Address:** Street Number (76), Street Name (N HILLS LN), Apt. No. (105), City, State, Zip (RUSTON, LA, 71270), and a status indicator 'Assisted' with the value 30.
- Location:** Description (City Limits), Census Tract, County (LINCOLN), and Property ID (86).
- Owner Information:** Name (GUILLORY, THOMAS), Address (65 FORKED HILL ROAD WEST), City, State, Zip (RUSTON, LA, 71270), and Telephone.
- Rent Summary:** A table showing Contract (475.31), Utilities (21.69), and Gross (497.00).
- General Description:** Bedrooms (1), Bathrooms (1), Floor Area (sq.ft.) (700), Year of Construction (1983), Util. Allow. Profile (City), Unit Type (Rowhouse/Townhouse), Structure Type (Rowhouse/Townhouse), Info. Source (REAL ESTATE AD), and a checkbox for Handicapped Accessible. The last updated date is 08/23/2004.

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 WinTen² Rent Reasonableness module.

Hint: Unit Locations

For more information on setting up unit locations, refer to the WinTen² Rent Reasonableness manual.

Census Tract

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

County

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

Owner Information

Name

This is the name of the unit's owner.

Address

This is the owner's street address.

City, State, Zip

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

Telephone

This is the owner's phone number.

Rent Summary

Contract

This is the unit's monthly contract rent.

Utilities

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

Gross

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

General Description

Bedrooms

This is the number of bedrooms in the unit.

Bathrooms

This is the number of bathrooms in the unit.

Floor Area

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

Year of Construction

This is the year in which the unit was constructed.

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 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 WinTen² 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	
Street Number	76
Street Name	N HILLS LN
Apt. No.	105
City, State, Zip	RUSTON LA 71270

Location	
Description	City Limits
County	LINCOLN
Census Tract	
Property ID	86

Owner Information	
Name	GUILLORY, THOMAS
Address	65 FORKED HILL ROAD WEST
City, State, Zip	RUSTON LA 71270
Telephone	

Rent Summary	
Contract	475.51
Utilities	21.69
Gross	497.00

General Description			
Bedrooms	1	Bathrooms	1
Floor Area (sq ft.)	700	Year of Construction	1983
Util. Allow. Profile	City		
Unit Type	Rowhouse/Townhouse		
Structure Type	Rowhouse/Townhouse		
Info. Source	REAL ESTATE AD		
Last Updated: 08/23/2004			

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 amenity (defined on the Amenities tab of the Setup screen of the WinTen² Rent Reasonableness program). Edit the data on this tab and save or cancel your changes with the standard WinTen² controls, checking the box next to each amenity that is present in the selected unit.

Maintain Housing Unit

Street Number 76 Street Name N HILLS LN Apt. No. 105

City, State Zip RUSTON LA 71270 Assisted 30

General Amenities Utilities

Amenities

<input type="checkbox"/> Carpet	<input checked="" type="checkbox"/> Handicap Accessibility
<input checked="" type="checkbox"/> Patio/Porch/Deck	<input type="checkbox"/> Garage or Carport
<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Playground	<input type="checkbox"/> Owner Pays All Utilities
<input type="checkbox"/> Storm Windows	<input type="checkbox"/> Cable
<input checked="" type="checkbox"/> Laundry Facilities	<input type="checkbox"/> Range
<input checked="" type="checkbox"/> Range	<input type="checkbox"/> User Amenity 3
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> abc
<input type="checkbox"/> Fireplace	<input type="checkbox"/> User Amenity 5
<input type="checkbox"/> Storage	<input type="checkbox"/> test
<input type="checkbox"/> Parking	<input type="checkbox"/> User Amenity 7
<input checked="" type="checkbox"/> Screens	<input type="checkbox"/> User Amenity 8
<input 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 check boxes. Each check box corresponds to a standard or user-defined utility (defined in Setup). Edit the data on this tab and save or cancel your changes with the standard WinTen² controls, checking the box next to each utility that is present in the selected unit.

Maintain Housing Unit

Street Number: 76 Street Name: N HILLS LN Apt. No.: 105
City, State Zip: RUSTON LA 71270 **Assisted** 30

General Amenities **Utilities**

Utilities

<input type="checkbox"/> Heating - Natural Gas	<input type="checkbox"/> GEOTHERMAL HEAT	<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	<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"/> WATER	<input type="checkbox"/> User Utility Type 24
<input type="checkbox"/> Cooking - Bottle Gas	<input type="checkbox"/> WATER	<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 checked="" type="checkbox"/> Other Electric	<input type="checkbox"/> User Utility Type 9	<input type="checkbox"/> User Utility Type 28
<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> User Utility Type 10	<input type="checkbox"/> User Utility Type 29
<input 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 type="checkbox"/> Trash Collection	<input type="checkbox"/> User Utility Type 17	
<input type="checkbox"/> Range/Microwave	<input type="checkbox"/> User Utility Type 18	
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> User Utility Type 19	

Util. Allow. Profile: City

Utilities: 21.69

Maintain Unit Notes Screen

The Maintain Unit Notes screen opens when you click the Maintain Notes icon on the General tab. It enables you to store an unlimited amount of notes or miscellaneous information regarding the selected unit. Use the standard WinTen² controls to edit the data on this screen and save or cancel your changes.



The screenshot shows a window titled "Maintain Notes" with a standard toolbar. Below the toolbar, there are two input fields: "Property Notes" containing the value "86" and a text field containing "76 N HILLS LN., Apt. 105". Below these fields is a table with three columns: "Date", "Subject", and "Who". The table has one row with the value "(None)" in the "Who" column. At the bottom of the window, there are three input fields: "Date" with a calendar icon, "Subject", and "Notes" which is a large text area with a vertical scrollbar.

Date	Subject	Who
		(None)

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 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 screen also enables you to create, edit, or delete records for open vouchers. If you are using the WinTen² 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' application window. At the top, there is a toolbar with various icons. Below the toolbar, there are controls for '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 with the following data:

Voucher Number	Project Number	# of Bedrooms	Voucher Status
V240	KY245V00001	3	Leased
V250	KY245V00001	3	Leased
V260	KY245V00001	2	Searching
V270	KY245V00001	2	Leased
V280	KY245V00001	2	Leased
V290	KY245V00001	1	Leased
V3	KY245V00002	3	Issued
V300	KY245V00001	2	Leased
V310	KY245V00001	2	Searching
V320	KY245V00001	3	Leased
V330	KY245V00001	4	Issued
V340	KY245V00001	4	Leased
V341	KY245V00001	2	Leased
V342	KY245V00001	3	Leased
V4	KY245V00105	1	Open
V400	KY245V00001	2	Issued
V5	KY245P011	2	Open
V6	KY245V00001	2	Open

Below the table is a form for 'Voucher Details' (selected) and 'Voucher Actions'. The 'Voucher Details' form contains the following fields:

- Voucher Number: V240
- Name: ALFORD STEWART
- Project Number: KY245V00001
- SSN: 482-08-5028
- Bedrooms: 3
- Voucher Issue Date: [Empty]
- Voucher Expiration Date: [Empty]

The top portion of the Maintain Vouchers 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
▶ Hold Voucher		09/13/2004 17:01:31	KK

Voucher Details Voucher Actions

Use the standard WinTen² 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 Icons

If you click the Print or Print Preview icon on this 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.

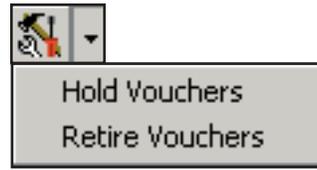
Maintain Vouchers Screen Other Functions

Hold Vouchers

This command opens the Maintain Held Vouchers 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 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.



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

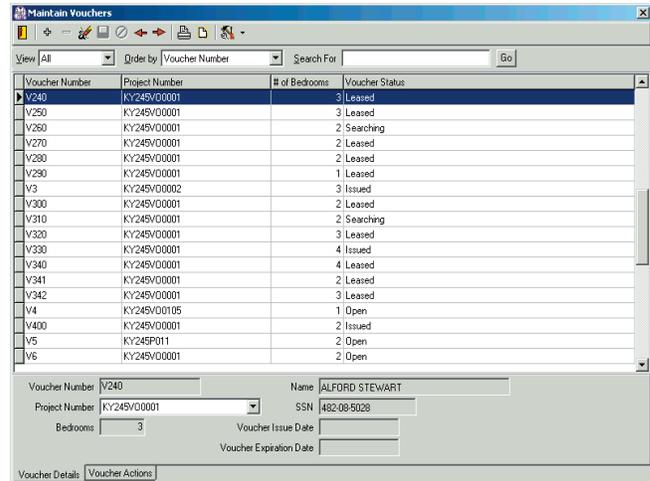
This is the voucher holder's Social Security number, if the voucher is assigned. You cannot edit this field.

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.



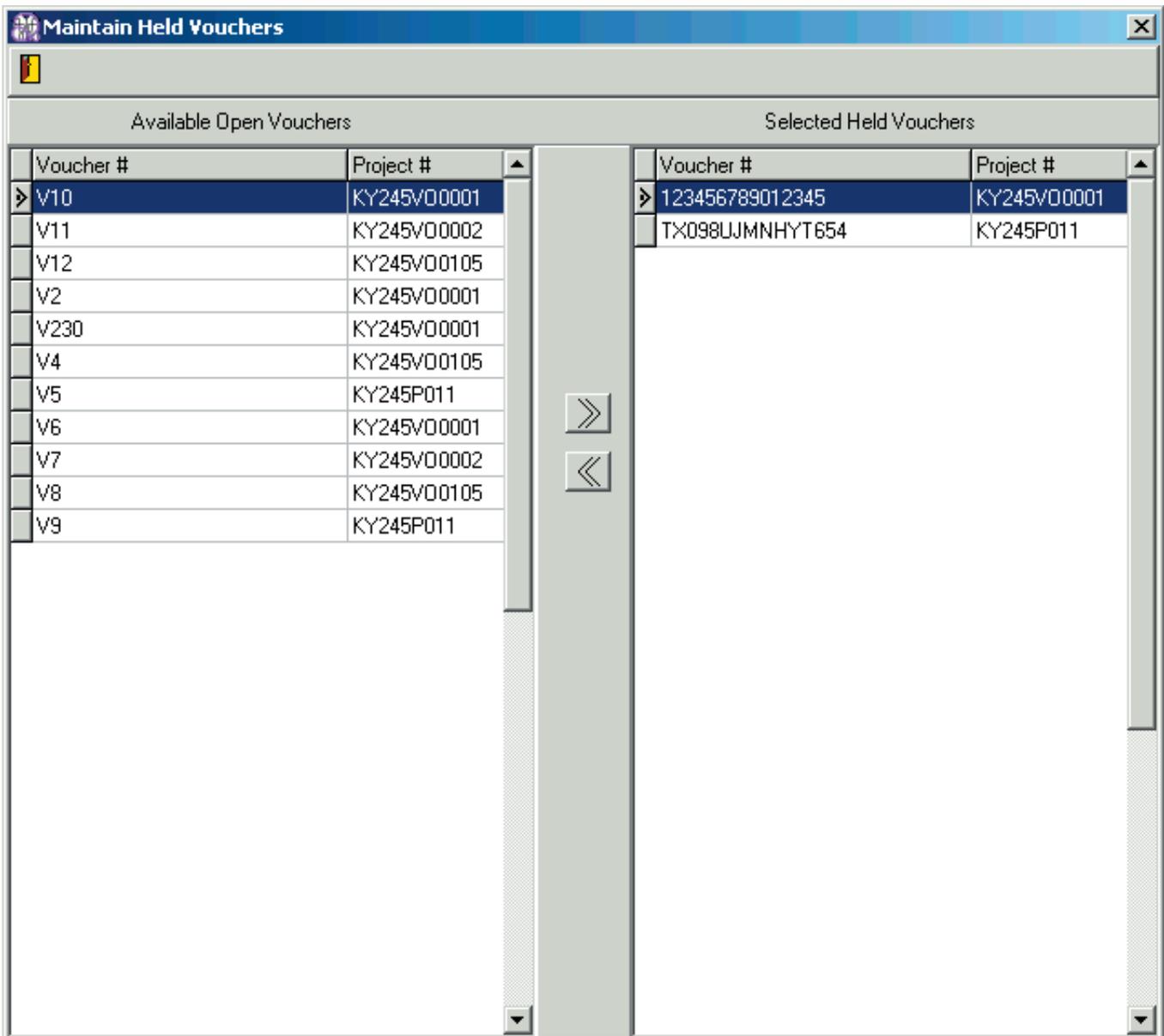
Voucher Number	Project Number	# of Bedrooms	Voucher Status
V240	KY245V00001	3	Leased
V250	KY245V00001	3	Leased
V260	KY245V00001	2	Searching
V270	KY245V00001	2	Leased
V280	KY245V00001	2	Leased
V290	KY245V00001	1	Leased
V3	KY245V00002	3	Issued
V300	KY245V00001	2	Leased
V310	KY245V00001	2	Searching
V320	KY245V00001	3	Leased
V330	KY245V00001	4	Issued
V340	KY245V00001	4	Leased
V341	KY245V00001	2	Leased
V342	KY245V00001	3	Leased
V4	KY245V00105	1	Open
V400	KY245V00001	2	Issued
V5	KY245P011	2	Open
V6	KY245V00001	2	Open

Voucher Number	V240	Name	ALFORD STEWART
Project Number	KY245V00001	SSN	482-08-5028
Bedrooms	3	Voucher Issue Date	
		Voucher Expiration Date	

Maintain Held Vouchers Screen

The Maintain Held Vouchers 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.

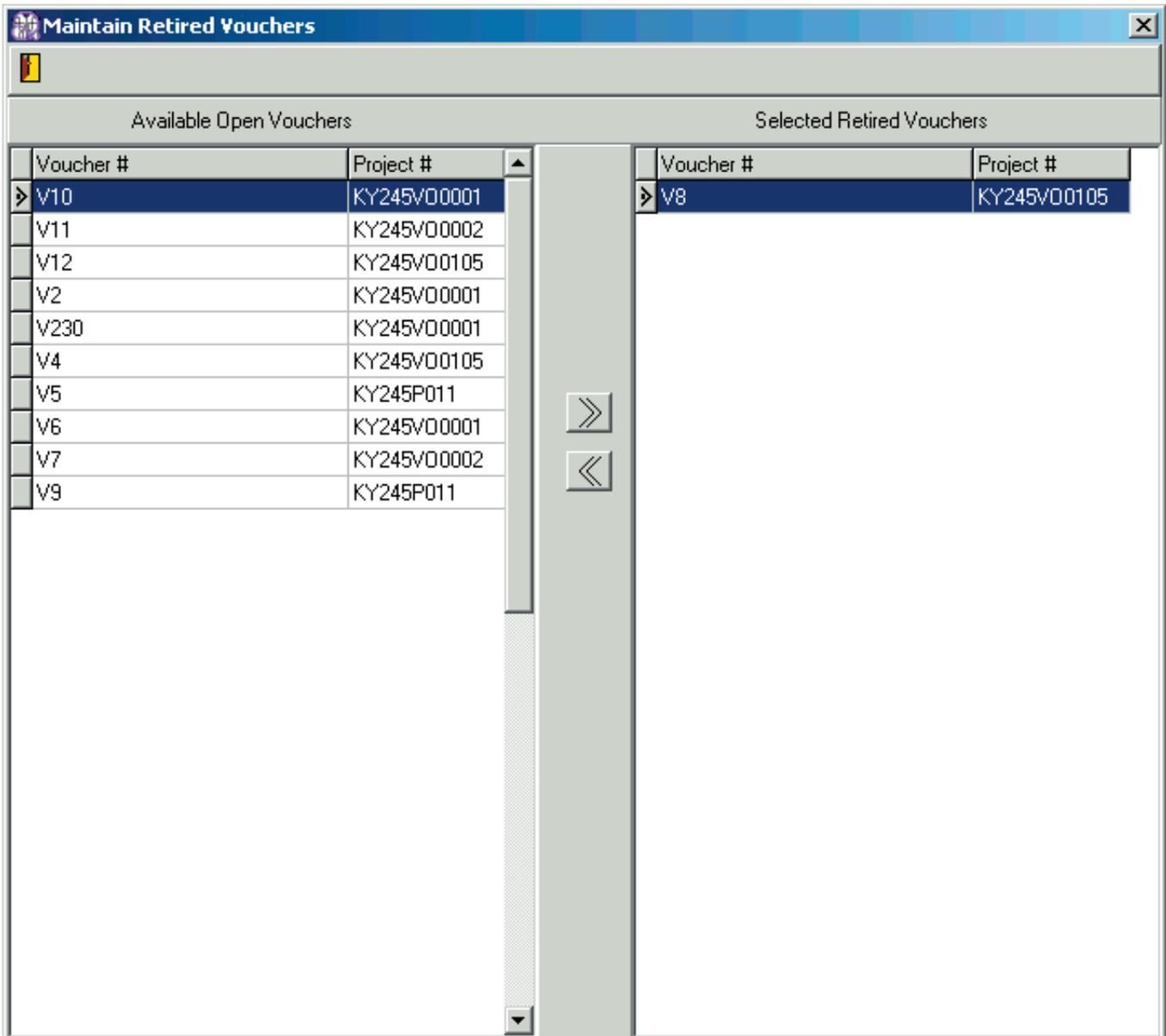
The left half of the screen contains a list of all open vouchers, while the right half contains a list of all currently held vouchers. To hold a voucher, select it in the list of open vouchers and click the Include Voucher [>>] button to move it to the list of held vouchers. To return a held voucher to open status, select it in the list of held vouchers and click the Remove Voucher [<<] button.



Maintain Retired Vouchers Screen

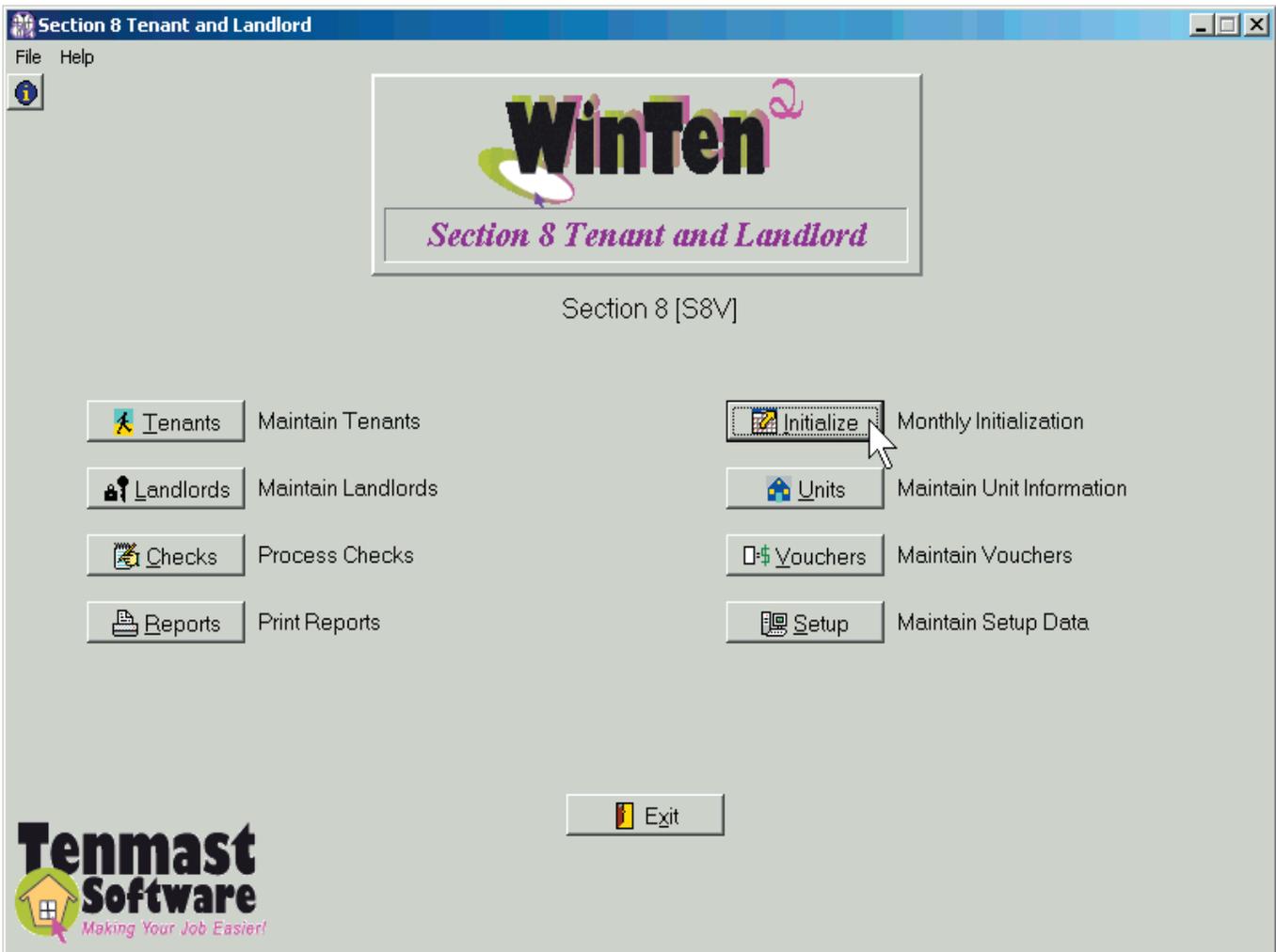
The Maintain Retired Vouchers screen enables you to retire open vouchers - that is, to place them on a permanent hold. This is most commonly used when HUD has cut your funding and you will never be able to issue a voucher, but you need to keep it in your system for reporting purposes.

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 Include Voucher [>>] 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 Remove Voucher [<<] button.



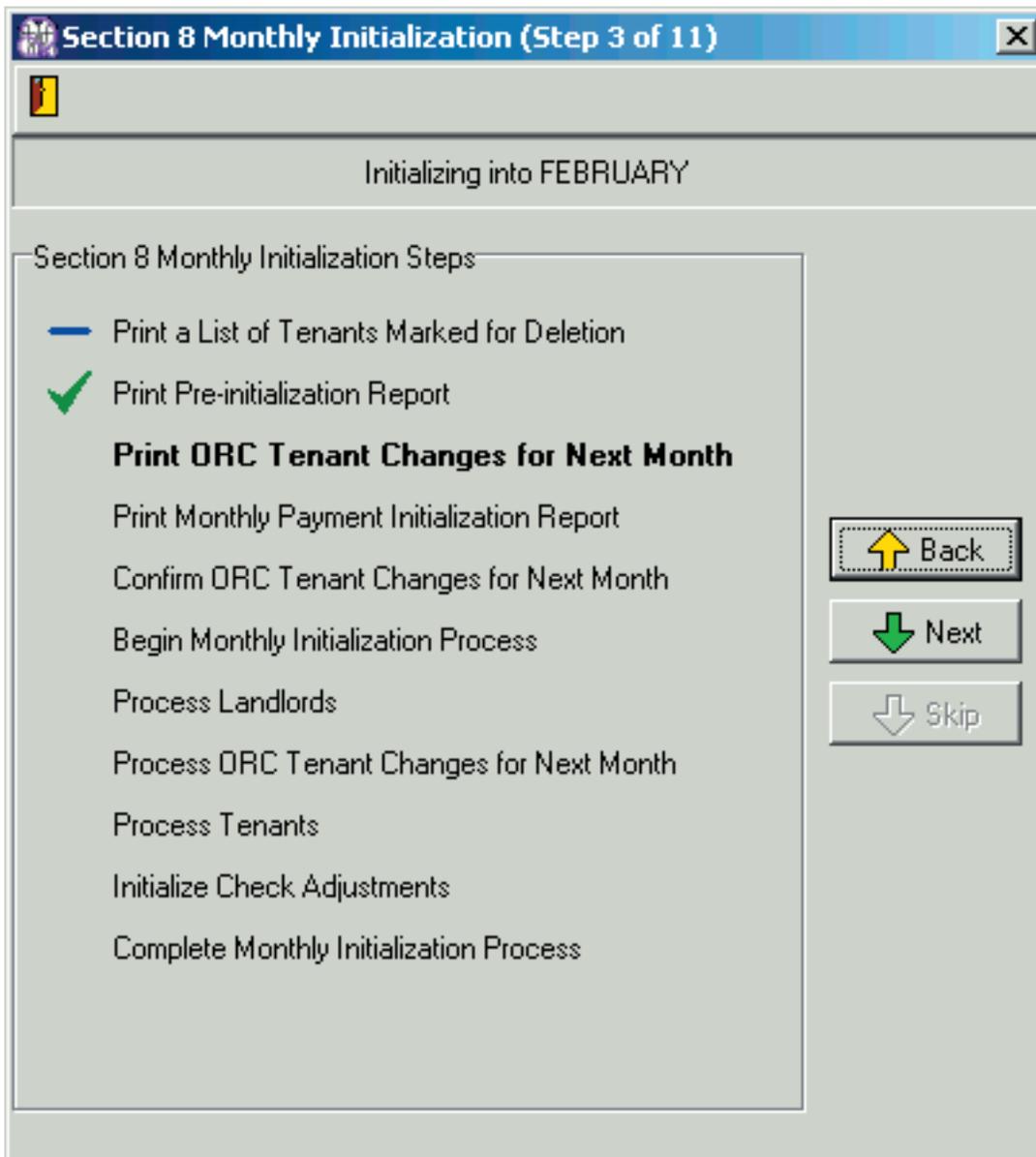
INITIALIZATION

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 or press <I> on the Main Menu. This starts the Section 8 Initialization wizard.



SECTION 8 MONTHLY INITIALIZATION WIZARD

The Section 8 Monthly Initialization wizard 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

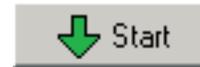
Exit Icon

This icon 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 1, it becomes the Next button.



Back Button

This button moves you back one step in the initialization sequence.



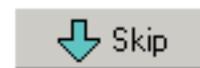
Next Button

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



Skip Button

This button skips the next step in the initialization sequence.



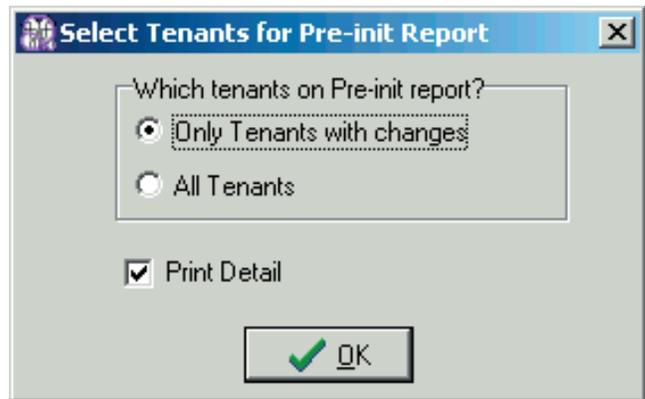
Step 1: Print a List of Tenants Marked for Deletion

When you click the Start button to begin the initialization process, a standard report 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 2.

Step 2: 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 report 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 3.



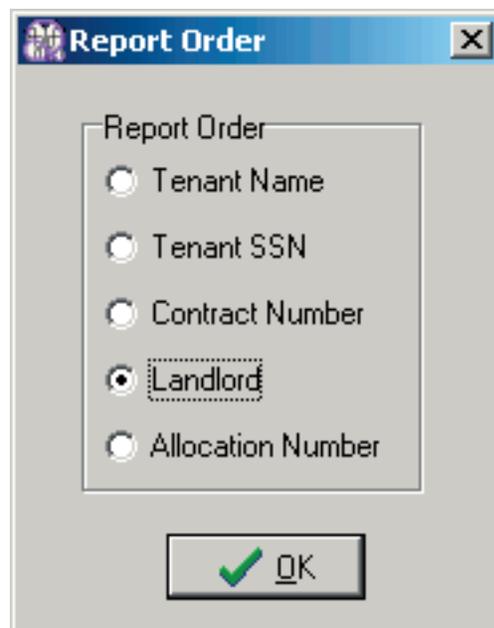
Step 3: Print ORC Tenant Changes for Next Month

Click the Next button. A standard report 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 4.

Step 4: Print Monthly Payment Initialization Report

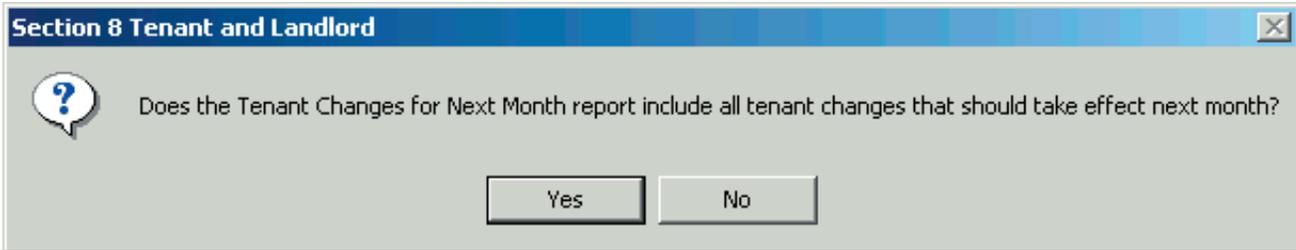
Click the Next button. The Report Order dialog box opens. Select the order in which you want to sort the report and click OK.

A standard report preview screen opens with the Monthly Payment Initialization Report. Review the report and print it if necessary, then close the report preview screen to proceed to Step 5.



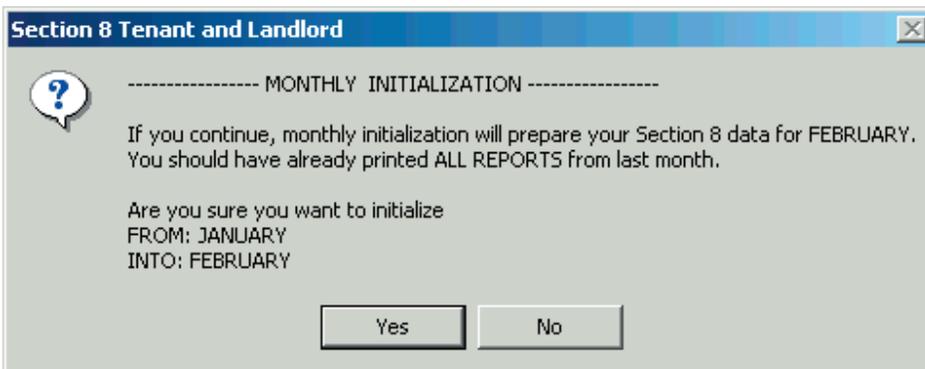
Step 5: Confirm ORC Tenant Changes for Next Month

Click the Next button. A confirmation dialog box appears that asks you if the Tenant Changes for Next Month report (Step 3) is complete. Click Yes if it is or No if it is not.



If you click No, the program remains at Step 5. 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
- initialize check adjustments
- 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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