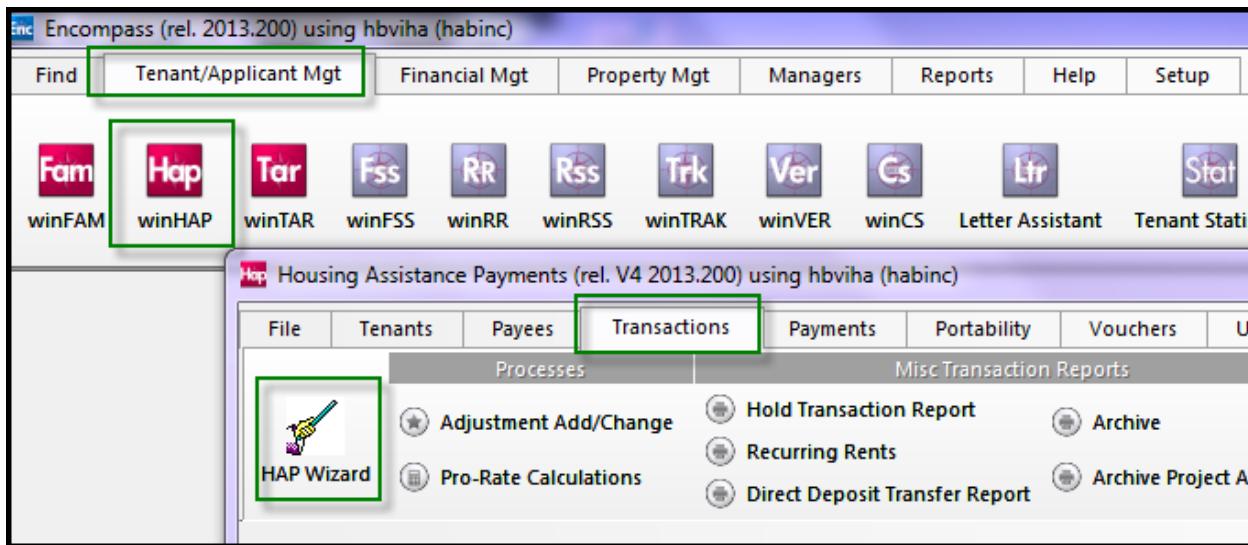


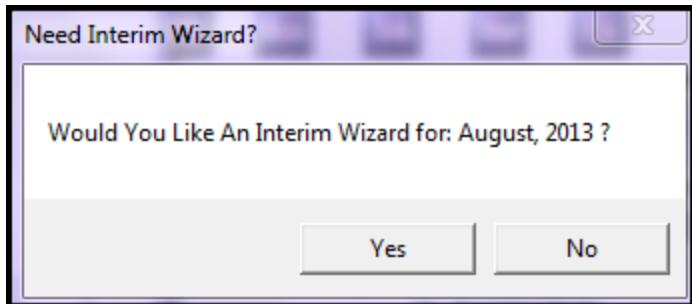
# HAP Wizard

The HAP Wizard is available as a guide through monthly HAP processing and interim payments. This Help document will explain each step.

Go to Tenant/Applicant Mgt – WinHAP – Transactions – HAP Wizard.



Choose the processing group that HAP checks are being processed for and the current period will display in the 'Month/Year' field and the following message will appear.



Choose 'Yes' if mid-month adjustments/HAP checks are being processed. Choose 'No' if this is the first of the month HAP payment for the next processing month. (In this case, the current month is August, 2013, and we will be choosing 'No' to process September HAP checks.)

NOTE: When processing an interim HAP check run, the first two options of 'Approve Rents' and 'Post Monthly' are not available because interim runs are only for mid-month adjustments.

The HAP Wizard is set up to process from the top to bottom.

Processing Checklist

**HAP Processing Wizard**

<b>Who</b>	<b>When</b>	<b>Processing Comments</b>
<input type="checkbox"/> Approve Rents		A: 193 for 133578.00/U: 25 for 16576.00
<input type="checkbox"/> Post Monthly		
<input type="checkbox"/> Enter Adjustments		
<input type="checkbox"/> Print Control Register		
<input type="checkbox"/> Verify Control Register		
<input type="checkbox"/> Process Checks		
<input type="checkbox"/> Print Checks		
<input type="checkbox"/> Print Check Register		
<input type="checkbox"/> Finalize Check Run		

**Process**

**Ok** **Print Cklist**

## Approve Rents

This option is available to approve new HAPs for the month processing that were processed as recerts, interims, and move-ins. The screen will default to the current monthly period that is being processed and will display 'Unapproved' HAPs. Monthly rent/HAP changes can be printed for the month being processed.

A help doc titled '**S8 Approving Rents/Printing Monthly Rent Changes for the Month**' is available for this step in the HAP wizard.

Rent Change Approval

Approve Rent Changes

Display Month	Rent Selection Criteria
Jan	<input type="checkbox"/> Approved
Feb	<input checked="" type="checkbox"/> Un-Approved
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

2013 Group: Section 8

Rents For: 09/2013

Modify F3 Approve F9 Hold F10 Release Hold Modify Hold Print F5 Sort 25 Records Found:

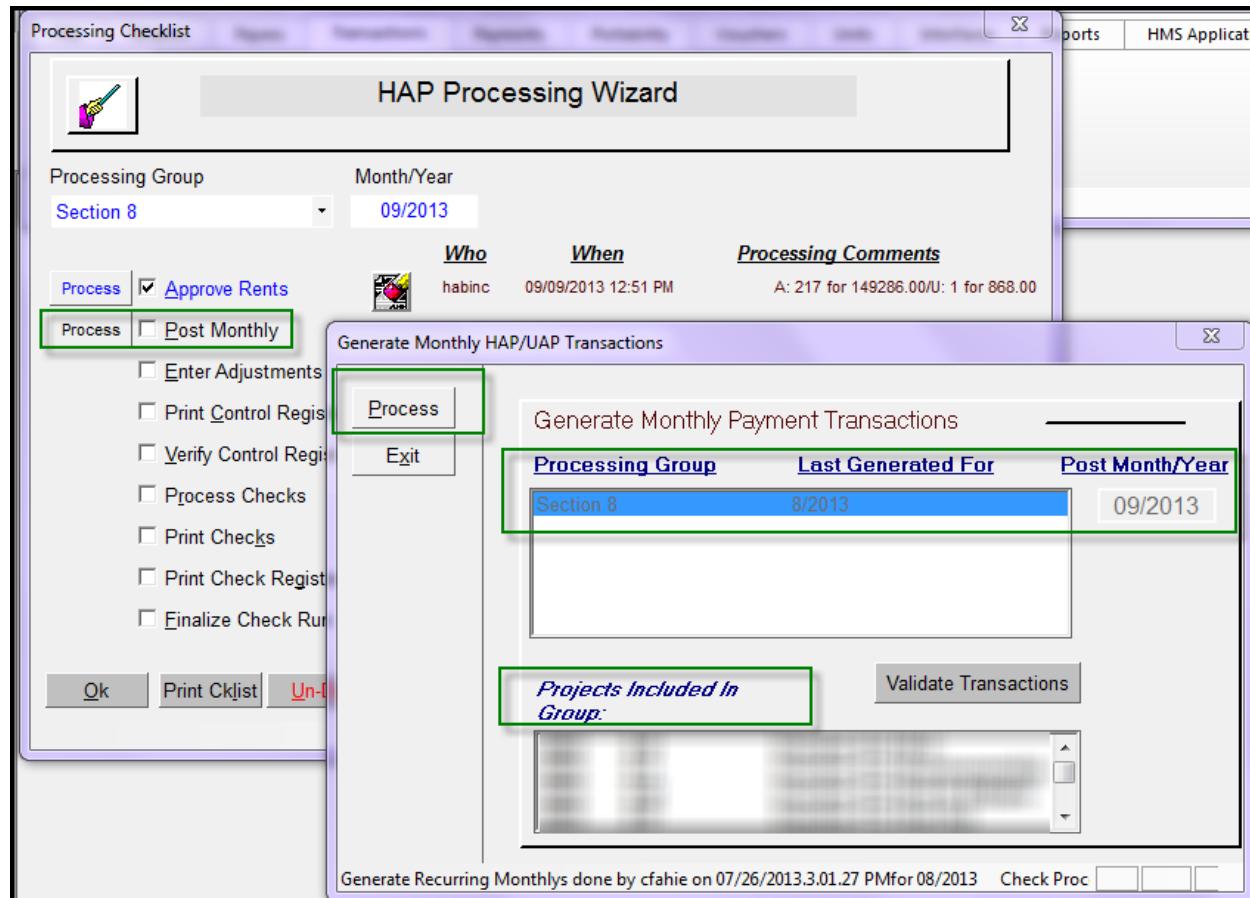
Effective Date	Last MO Processed	Landlord Name	Tenant Name	Created By	Rent Cert Type	Approve Status	Hold Status	Request Status	Contract Rent	HAP Rent	Tenant Rent	UAP Amount	Admin Fee	Hold Start Date
09/01/2013	08/01/2013	Peggy Fahie	George, Karma	kestrada	I	U			\$900.00	\$364.00	\$536.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Georgia Francis	Mills, Esther	kestrada	I	U			\$750.00	\$169.00	\$581.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Mario A. Zephir	Descartes, Albe	kestrada	I	U			\$950.00	\$950.00	\$0.00	\$169.00	\$0.00	
09/01/2013	08/01/2013	Yvonne M. Todman	Joseph, Crystal	kestrada	I	U			\$1,100.00	\$930.00	\$170.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Rose Marie Fleming	George, Monifa	kestrada	I	U			\$900.00	\$823.00	\$77.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Cecil & Rita Penn	Fenton, Jasmine	kestrada	I	U			\$900.00	\$466.00	\$434.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Kirston McCoy, Llev	Laviscount, Tas	kestrada	I	U			\$1,501.00	\$1,484.00	\$17.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Curt E. Lake	Gumbs, Lori	kestrada	I	U			\$850.00	\$393.00	\$457.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Grandview Apartme	Maduro, Felicia	kestrada	I	U			\$911.00	\$376.00	\$535.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Mervin L. Ford	Colaire, Sherina	kestrada	I	U			\$934.00	\$300.00	\$634.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Brenda Holder	Meyers, Jada	kestrada	I	U			\$1,100.00	\$721.00	\$379.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Wilburn L. Marsh &	Morgan, Diane	kestrada	I	U			\$800.00	\$395.00	\$405.00	\$0.00	\$0.00	
09/01/2013	08/01/2013	Willa M. Quinche	Frances, Alba	kestrada	I	U			\$4,000.00	\$500.00	\$440.00	\$0.00	\$0.00	

4 Export Ok

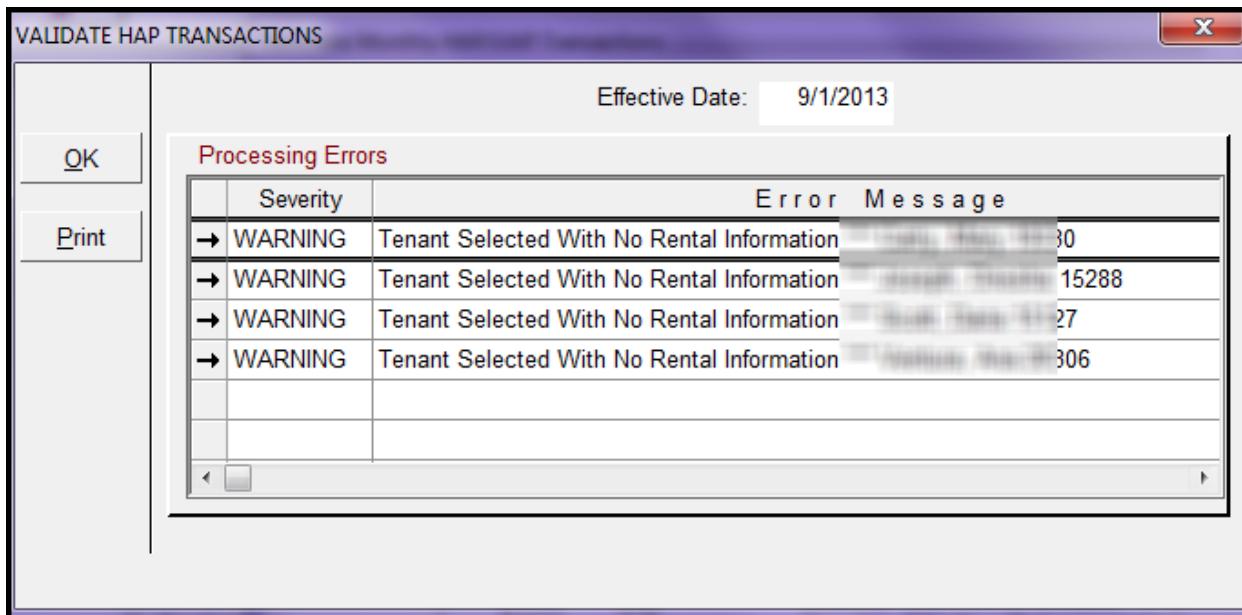
## Post Monthly

This option in the wizard will create the HAP transactions for each recurring rent/HAP for any tenant having a rent start date before or as of the current posting period. The posting period and projects included in this processing are displayed on the process screen.

Click on 'Process' and then 'Post Monthly.'

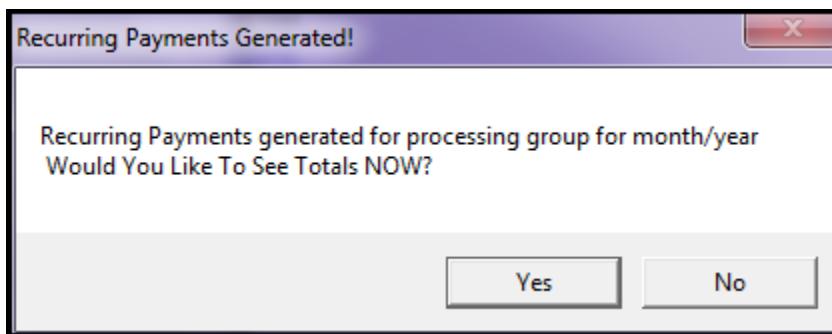


After processing, the following error may appear. These errors will occur if a rent/HAP is not approved or a new rent was not updated/inserted for a landlord change. This report can be printed and the posting process can be "erased" while the rent/HAP's are updated.



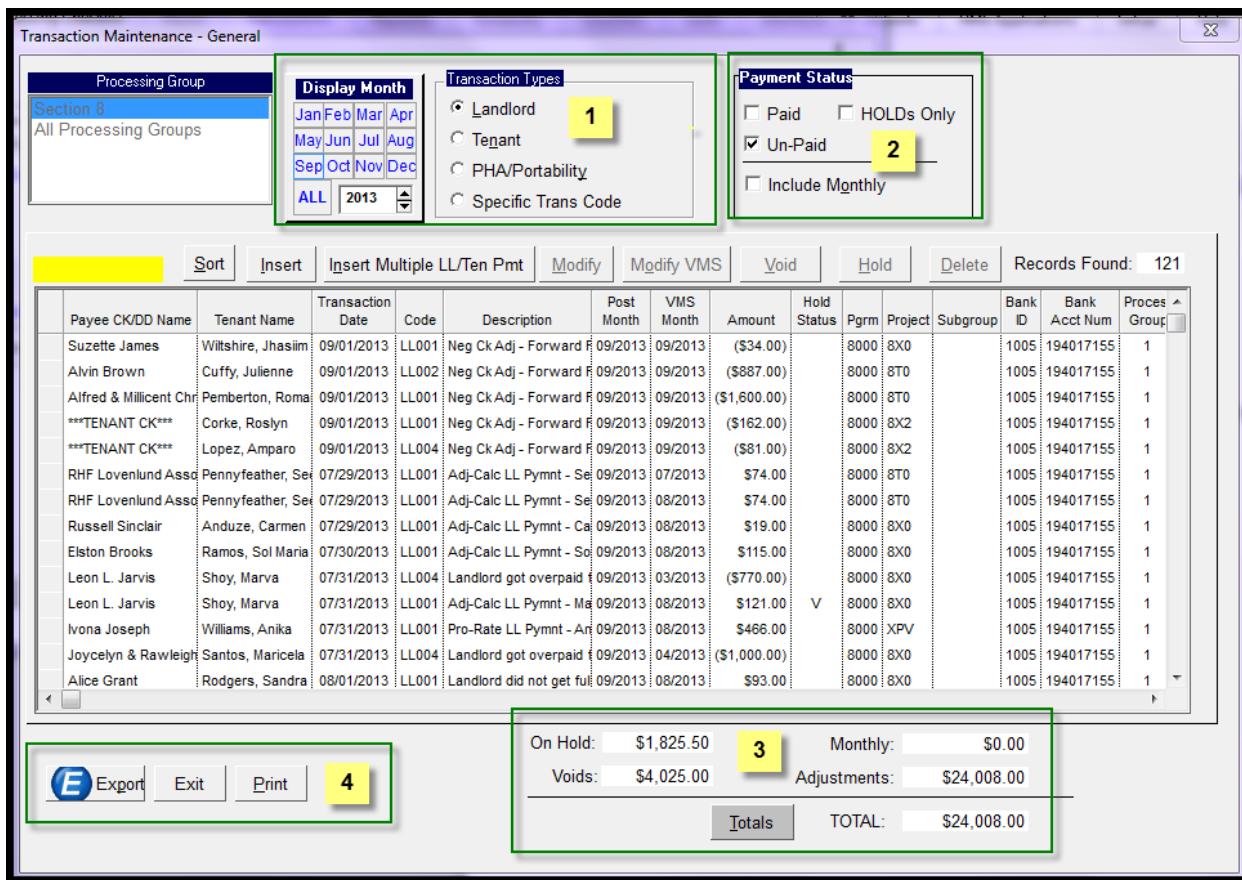
**IMPORTANT NOTE:** Any HAP Wizard option can be erased to re-do after correcting errors or making any changes to the current date. Just click on the 'Eraser' that is beside each option. Any process in the wizard can be "Erased" or "Undone" as many times as required.





Click on 'Yes' and the following screen appears so that you can choose what type of transactions to see totals and/or print the total or detail reports.

## Enter Adjustments



Transaction Maintenance - General

Processing Group: Section 8  
All Processing Groups

Display Month: Jan Feb Mar Apr  
May Jun Jul Aug  
Sep Oct Nov Dec  
ALL 2013

Transaction Types:  Landlord 1  
 Tenant  
 PHA/Portability  
 Specific Trans Code

Payment Status:  Paid  HOLDS Only  
 Un-Paid 2  
 Include Monthly

Sort Insert Insert Multiple LL/Ten Pmt Modify Modify VMS Void Hold Delete Records Found: 121

Payee CK/DD Name	Tenant Name	Transaction Date	Code	Description	Post Month	VMS Month	Amount	Hold Status	Pgrm	Project	Subgroup	Bank ID	Bank Acct Num	Proces Group
Suzette James	Wiltshire, Jhasiim	09/01/2013	LL001	Neg Ck Adj - Forward	09/2013	09/2013	(\$34.00)		8000	8X0		1005	194017155	1
Alvin Brown	Cuffy, Juilenne	09/01/2013	LL002	Neg Ck Adj - Forward	09/2013	09/2013	(\$887.00)		8000	8T0		1005	194017155	1
Alfred & Millicent Chr	Pemberton, Roma	09/01/2013	LL001	Neg Ck Adj - Forward	09/2013	09/2013	(\$1,600.00)		8000	8T0		1005	194017155	1
***TENANT CK***	Corke, Roslyn	09/01/2013	LL001	Neg Ck Adj - Forward	09/2013	09/2013	(\$162.00)		8000	8X2		1005	194017155	1
***TENANT CK***	Lopez, Amparo	09/01/2013	LL004	Neg Ck Adj - Forward	09/2013	09/2013	(\$81.00)		8000	8X2		1005	194017155	1
RHF Lovenlund Assoc	Pennyfeather, Set	07/29/2013	LL001	Adj-Calc LL Pymnt - Se	09/2013	07/2013	\$74.00		8000	8T0		1005	194017155	1
RHF Lovenlund Assoc	Pennyfeather, Set	07/29/2013	LL001	Adj-Calc LL Pymnt - Se	09/2013	08/2013	\$74.00		8000	8T0		1005	194017155	1
Russell Sinclair	Anduze, Carmen	07/29/2013	LL001	Adj-Calc LL Pymnt - Ca	09/2013	08/2013	\$19.00		8000	8X0		1005	194017155	1
Elston Brooks	Ramos, Sol Maria	07/30/2013	LL001	Adj-Calc LL Pymnt - So	09/2013	08/2013	\$115.00		8000	8X0		1005	194017155	1
Leon L. Jarvis	Shoy, Marva	07/31/2013	LL004	Landlord got overpaid	09/2013	03/2013	(\$770.00)		8000	8X0		1005	194017155	1
Leon L. Jarvis	Shoy, Marva	07/31/2013	LL001	Adj-Calc LL Pymnt - Ma	09/2013	08/2013	\$121.00	V	8000	8X0		1005	194017155	1
Ivona Joseph	Williams, Anika	07/31/2013	LL001	Pro-Rate LL Pymnt - An	09/2013	08/2013	\$466.00		8000	XPV		1005	194017155	1
Joycelyn & Rawleigh	Santos, Maricela	07/31/2013	LL004	Landlord got overpaid	09/2013	04/2013	(\$1,000.00)		8000	8X0		1005	194017155	1
Alice Grant	Rodgers, Sandra	08/01/2013	LL001	Landlord did not get ful	09/2013	08/2013	\$93.00		8000	8X0		1005	194017155	1

On Hold: \$1,825.50 3 Monthly: \$0.00  
 Voids: \$4,025.00 Adjustments: \$24,008.00  
 Totals TOTAL: \$24,008.00

Export 4 Exit Print

1 Choose the type of adjustment being entered or viewed. The month will default to the month of the HAP processing.

2 Choose payment status of what adjustments being viewed. Note that monthly transactions can also be viewed. This is a great way to see ALL "held" monthly transactions to either "void" or "pay" them.

**3**

Totals are displayed for whatever transaction types and payment statuses that have been chosen.

**4**

'Print' and 'E(Export)' buttons are available for reporting.

**Sort**

The 'Sort' option is available to sort the adjustments/transactions displayed on the screen.

**Insert**

Click the 'Insert' button to insert an adjustment. Choose the 'Landlord' or 'Tenant' button to look up who the payment is for. Once this is done, the transaction codes for the adjustment will appear. Always verify the Posting Mo/Yr and VMS Mo/Yr are correct.

**Adjustment Maintenance**

**Adjustment Entry/Update**

<b>Save</b>	<b>Landlord</b>	<b>Program</b>
<b>Clear</b>	<b>CK/DD Name:</b>	<b>Project</b>
<b>Exit</b>	<b>Tenant</b>	

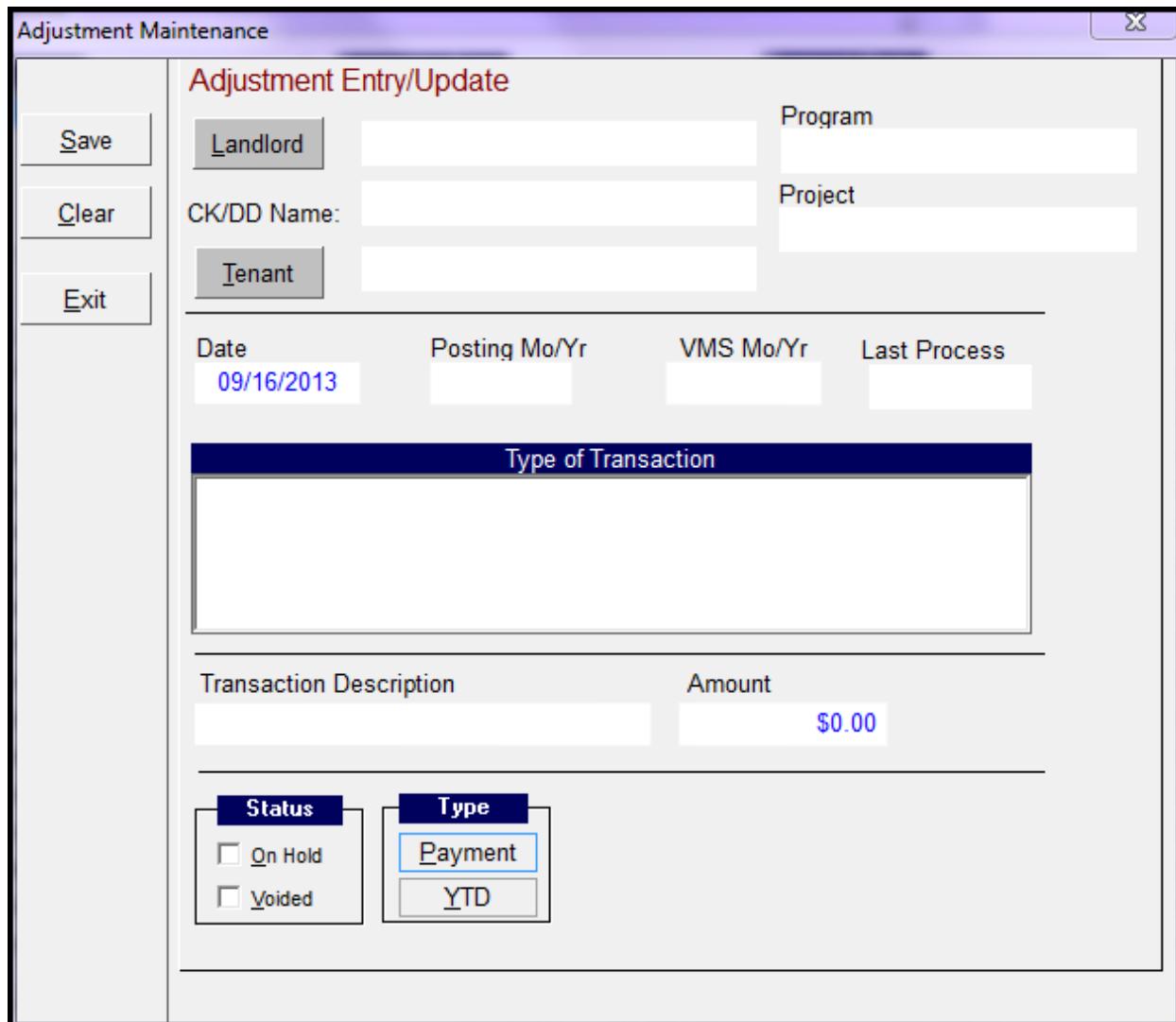
<b>Date</b> 09/16/2013	<b>Posting Mo/Yr</b>	<b>VMS Mo/Yr</b>	<b>Last Process</b>
---------------------------	----------------------	------------------	---------------------

**Type of Transaction**

**Transaction Description**      **Amount**  
\$0.00

**Status**  
 **On Hold**  
 **Voided**

**Type**  
**Payment**  
**YTD**



### Insert Multiple LL/Ten Pmt

**Insert Multiple LL/Ten Pmt** User this option for inserting multiple transactions with different VMS periods for a landlord or tenant. As with a single adjustment, choose the landlord or tenant, but with this option multiple adjustments can be entered with different VMS periods.

### Modify

Highlight an adjustment to make a modification to the adjustment.

## Modify VMS

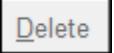
Highlight an adjustment to change the VMS period.

Void

Highlight an adjustment or transaction to 'Void' the transaction or adjustment.



Click here to put an adjustment or transaction on 'Hold.'



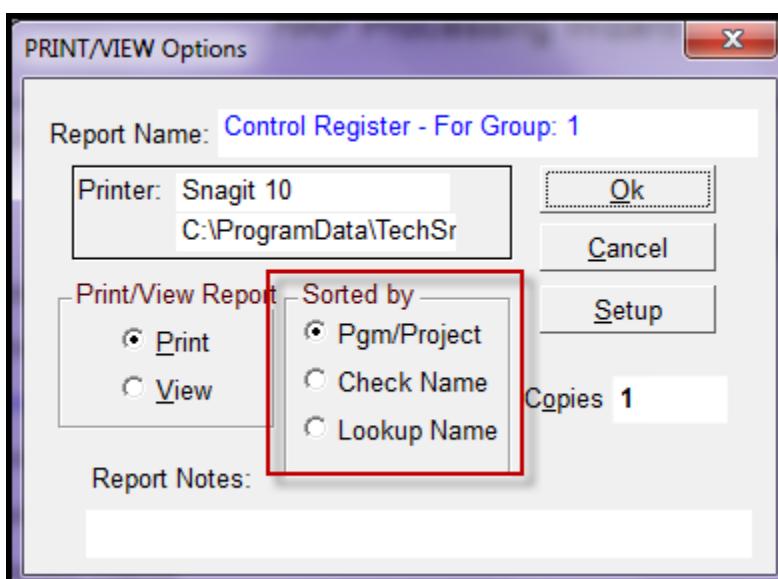
Click here to 'Delete' an adjustment.

Notice the totals on the Wizard screen for verification.



### Print Control Register

This option is available to print the control register for verification of the monthly transactions and adjustments before printing. The report can be printed by program/project, check name, or landlord lookup name.



## Verify Control Register

Click this option as finished ONLY AFTER the control register/payments are verified. The following screen does appear to show you the variances from last month. This is only a tool to help with the verification process – it is not doing the verification for you!!!!

Verify Control Register Totals - Prior Months Comparison

Processing Group: Section 8

	Bank Account	Effective Date	Trans Count	Trans Amount	% Variance From Prev Month
	194017155	10/1/2012	1684	913,444.14	0%
	194017155	11/1/2012	1784	927,762.79	2%
	194017155	12/1/2012	1764	898,355.55	3%
	194017155	1/1/2013	1752	922,397.66	3%
	194017155	2/1/2013	1678	903,922.03	2%
	194017155	3/1/2013	1764	927,564.81	3%
	194017155	4/1/2013	1845	937,850.05	1%
	194017155	5/1/2013	1834	949,196.65	1%
	194017155	6/1/2013	1862	989,243.12	4%
	194017155	7/1/2013	1869	967,377.75	2%
	194017155	8/1/2013	2004	1,041,313.74	7%
	194017155	9/1/2013	2077	1,054,283.36	1%
	194017155	10/1/2013	8	-3,651.00	0%

 [Export](#) [Verify](#) [Cancel](#) Review HAP Amounts when Variance Percents are RED - variance is high.

## Process Checks

This option creates a payment batch to print checks from and/or create the direct deposit ACH file. Verify that the starting check number and the payment date are correct. Choose the 'Process' button to create the payment batch(s).

Section 8 Payment Processing

<b>Process</b>	<b>Exit</b>																									
<b>Payment Processing</b> <table border="1"> <tr> <td>Payment Date</td> <td>Posting Month/Year</td> <td>Group To Process</td> </tr> <tr> <td>09/01/2013</td> <td>09/2013</td> <td>Section 8</td> </tr> </table>		Payment Date	Posting Month/Year	Group To Process	09/01/2013	09/2013	Section 8																			
Payment Date	Posting Month/Year	Group To Process																								
09/01/2013	09/2013	Section 8																								
<b>Payment Details</b> <table border="1"> <thead> <tr> <th>Starting Check Number</th> <th>Starting Direct Dep Nbr</th> <th>Bank Account Number</th> <th>Account Description</th> <th>Check Style</th> <th>Check Size</th> <th>Max Trans Per Check</th> </tr> </thead> <tbody> <tr> <td>00162473</td> <td>00069015</td> <td>194017155</td> <td>BP HCVP HAP</td> <td>HAB71</td> <td>11</td> <td>000015</td> </tr> </tbody> </table>		Starting Check Number	Starting Direct Dep Nbr	Bank Account Number	Account Description	Check Style	Check Size	Max Trans Per Check	00162473	00069015	194017155	BP HCVP HAP	HAB71	11	000015											
Starting Check Number	Starting Direct Dep Nbr	Bank Account Number	Account Description	Check Style	Check Size	Max Trans Per Check																				
00162473	00069015	194017155	BP HCVP HAP	HAB71	11	000015																				
<b>Projects To Process</b> <table border="1"> <tr> <td>8000</td> <td>8J0</td> <td>Voucher</td> <td>STJ</td> <td>HCV</td> </tr> <tr> <td>8000</td> <td>8J1</td> <td>V</td> <td></td> <td></td> </tr> <tr> <td>8000</td> <td>8JB</td> <td>V</td> <td></td> <td></td> </tr> <tr> <td>8000</td> <td>8JP</td> <td>V</td> <td></td> <td></td> </tr> <tr> <td>8000</td> <td>8L2</td> <td>V</td> <td></td> <td></td> </tr> </table>		8000	8J0	Voucher	STJ	HCV	8000	8J1	V			8000	8JB	V			8000	8JP	V			8000	8L2	V		
8000	8J0	Voucher	STJ	HCV																						
8000	8J1	V																								
8000	8JB	V																								
8000	8JP	V																								
8000	8L2	V																								
Cash Requirements done by habinc on 07/26/2013 3.01.27 PM for 09/2013    Check Processing last done <input type="button" value="Print"/> <input type="button" value="Create ACH File"/> <input type="button" value="View"/> <input type="button" value="Create Export File"/>																										

## Print Checks

Once the payment batches are created, choose 'Print Checks' to print the checks and/or create the direct deposit ACH file. Highlight the batch and choose 'Print' or 'Create ACH File.' Options are also available to 'View' and 'Create Export File.' After printing and/or creating the ACH file, the payment batches should be deleted.

The below screen has the direct deposit batches designated in the green box and the checks designated in red.

Print Payments

Payment Batches							
Right click on a selected row to see payment count and amounts.							
Batch	Bank	Acct Number	Date	Who	Printed	Start	End
Dir.Dep./Section 8 Vouche	1004	1195190	2013-06-27-12.38.28.020000	pkn	0	55816	55893
Dir.Dep./Section 8 Vouche	1004	1195190	2013-09-25-11.18.19.690000	habinc	0	55894	55894
HAB lineIn Ck	99999	XXXX-XXXX	2008-08-29-00.00.000000	habinc	0	99999	99999
Section 8 Vouchers	1004	1195190	2013-06-27-12.38.20.780000	pkn	0	42601	42773
Section 8 Vouchers	1004	1195190	2013-09-25-11.18.19.390000	habinc	0	42774	42776

Check Style To Use  Current Default Printer:  
 Direct Deposit Advice

### Print Check Register

Choose this option to print the check (payment) register. Make selections for view/print, detail or summary and the dates can be changed. The payment register will be in check/direct deposit number order. The 'Program/Project Analysis' can be chosen to run the payment register by program/projects.

PRINT

Print Payment Register - HAP

Printer:

Print  View

From Date:

Thru Date:

Type  Detail  Summary

Copies

Program/Project Analysis

### Finalize Check Run

When everything is completed, the run can be finalized. HAB suggests waiting until the checks are sent.