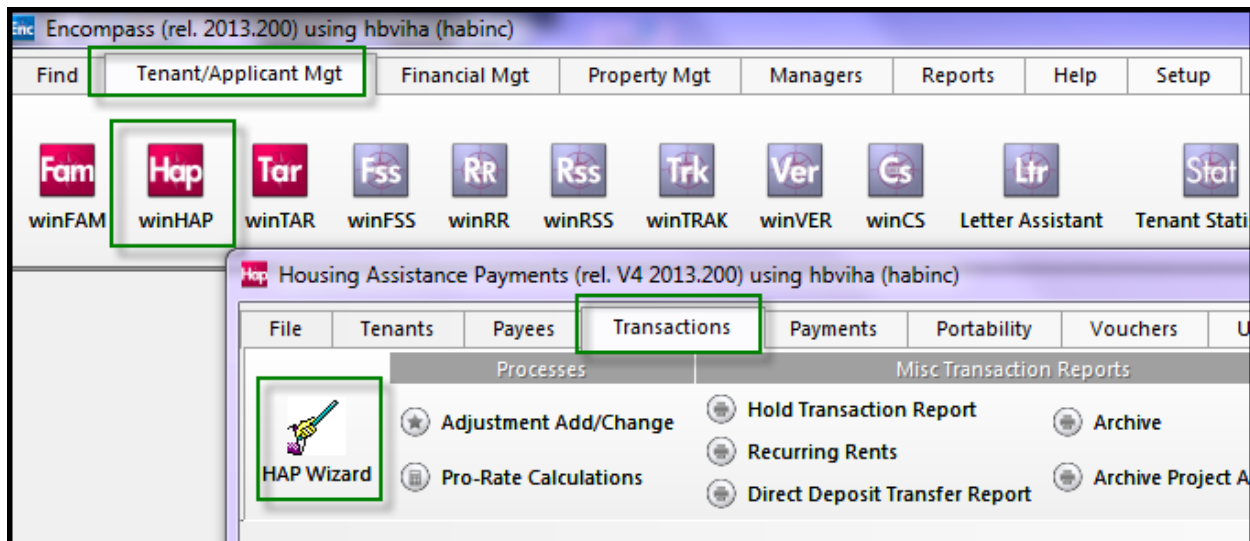


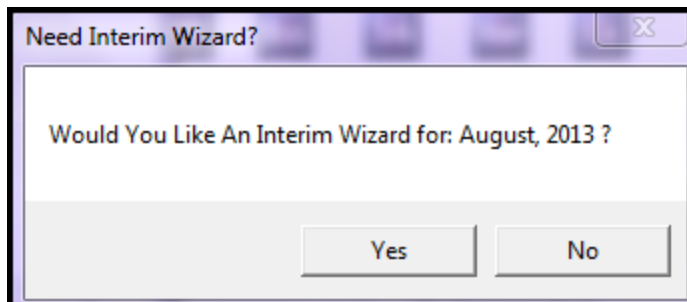
HAP Wizard

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

Processing Group

Month/Year

Section 8

09/2013

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

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

JanFebMarApr

MayJunJulAug

SepOctNovDec

2013

Rent Selection Criteria

☐ Approved
 ☒ Un-Approved

Group: Section 8

Rents For: 09/2013

Select All

Deselect All

Records Found: 25

Modify F3

Approve F9

Hold F10

Release Hold

Modify Hold

Print F5

Sort

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	Colaie, 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	

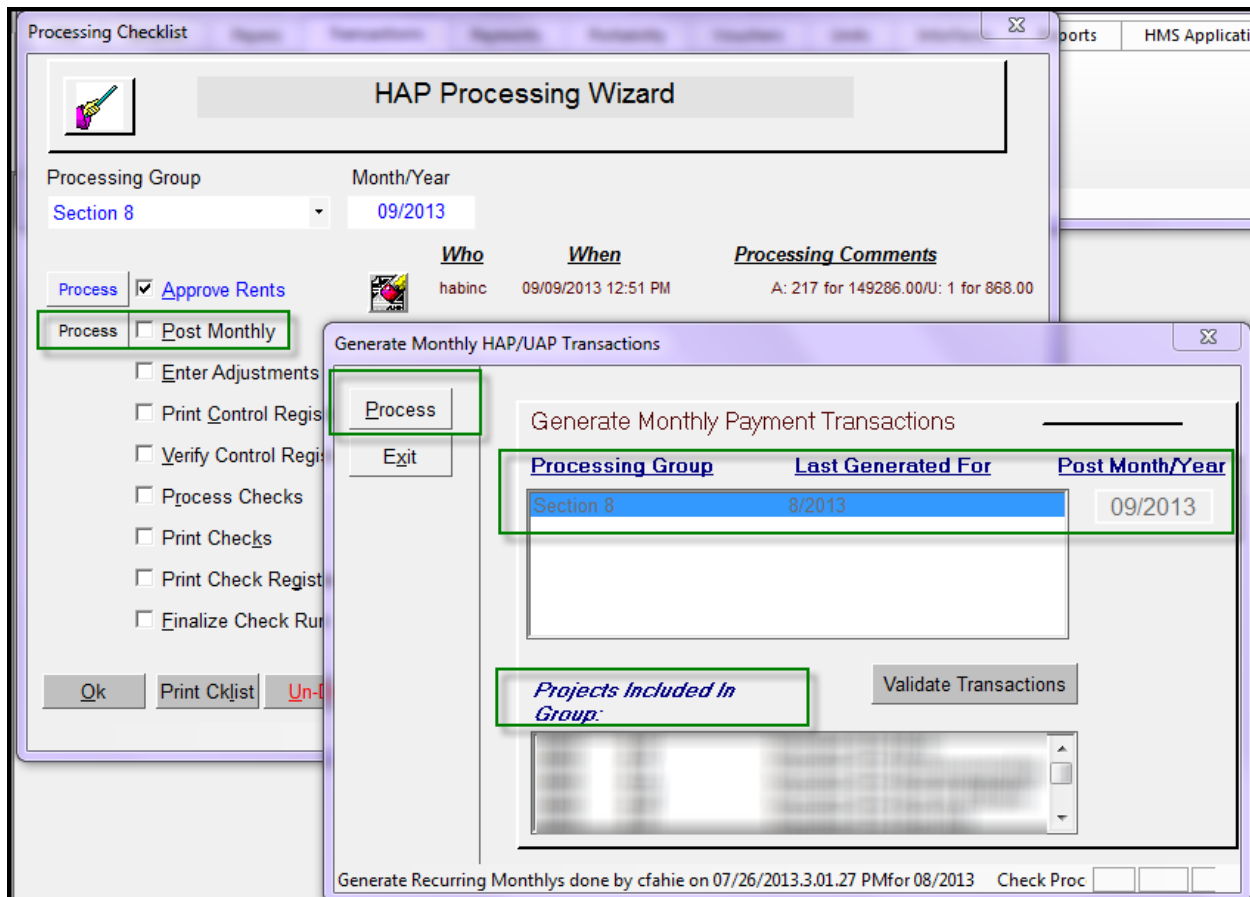
Export

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 'Process.'




Processing Checklist

HAP Processing Wizard

Processing Group: **Section 8** Month/Year: **09/2013**

Who **When** **Processing Comments**

Process ☒ **Approve Rents**  **habinc** **09/09/2013 12:51 PM** **A: 217 for 149286.00/U: 1 for 868.00**

Process ☐ **Post Monthly**

☐ Enter Adjustments

☐ Print Control Regis

☐ Verify Control Regi

☐ Process Checks

☐ Print Checks

☐ Print Check Regist

☐ Finalize Check Run

Ok **Print Cklist** **Un-l**

Generate Monthly HAP/UAP Transactions

Process **Exit**

Generate Monthly Payment Transactions

Processing Group	Last Generated For	Post Month/Year
Section 8	8/2013	09/2013

Projects Included In Group:

Validate Transactions

Generate Recurring Monthlys done by cfahie on 07/26/2013.3.01.27 PMfor 08/2013 Check Proc ☐ ☐ ☐

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.

VALIDATE HAP TRANSACTIONS

Effective Date: 9/1/2013

OK

Print

Processing Errors

	Severity	Error Message
→	WARNING	Tenant Selected With No Rental Information
→	WARNING	Tenant Selected With No Rental Information
→	WARNING	Tenant Selected With No Rental Information
→	WARNING	Tenant Selected With No Rental Information

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.

HAP Processing Wizard

Processing Group: Section 8

Month/Year: 09/2013

☒ Approve Rents
☒ Post Monthly
☐ Enter Adjustments

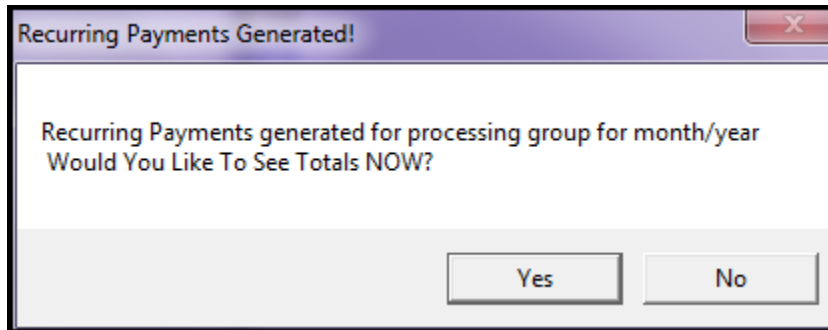
Process

Who: habinc

When: habinc

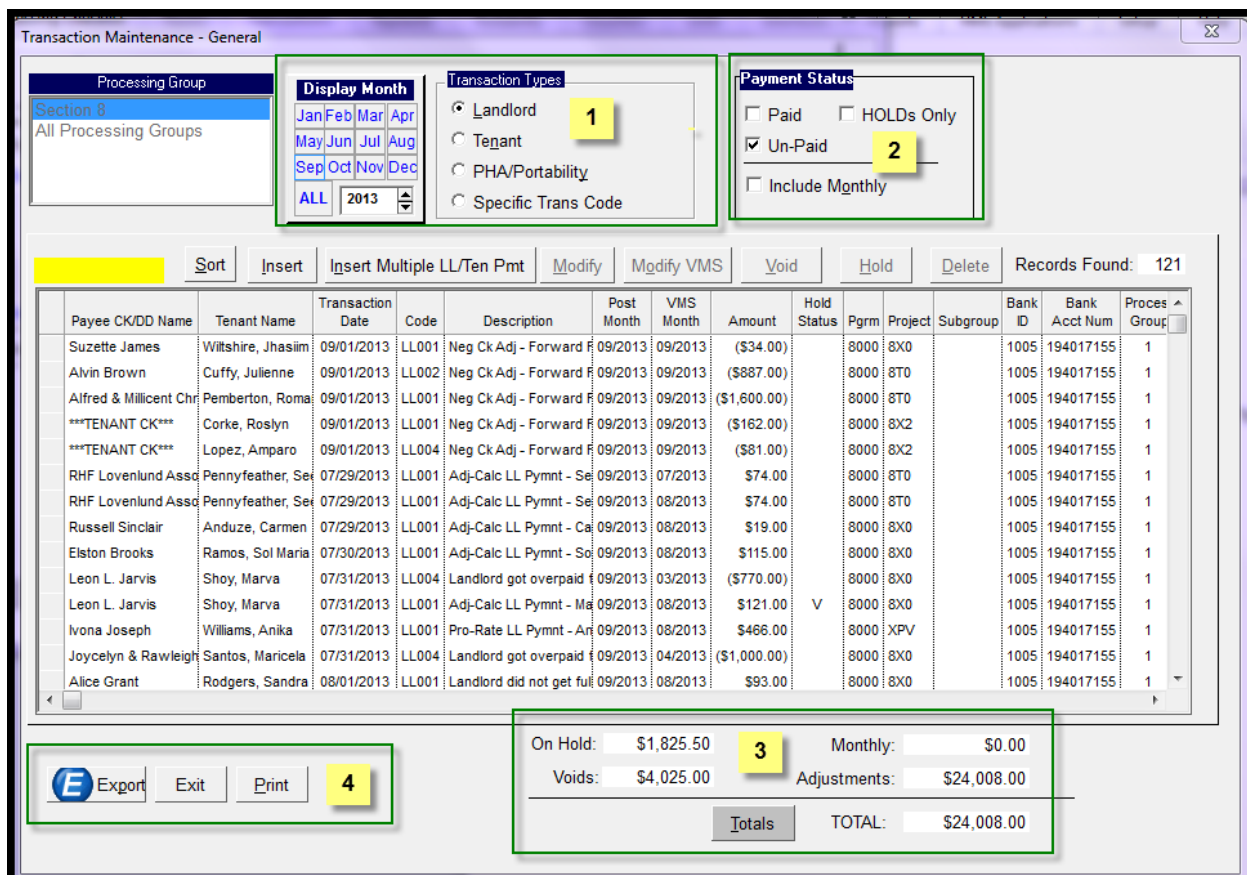
Processing Comments: 0/U: 1 for 868.00
Amt: 992839.59

Click here to "erase" or "undo" the process. Changes can then be made and the process can be "Processed" again.



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 2, All Processing Groups

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

Transaction Types:

- ☒ Landlord
- ☐ Tenant
- ☐ PHA/Portability
- ☐ Specific Trans Code

Payment Status:

- ☐ Paid
- ☐ HOLDs Only
- ☒ Un-Paid
- ☐ 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, Jhasim	09/01/2013	LL001	Neg Ck Adj - Forward F	09/2013	09/2013	(\$34.00)		8000	8X0		1005	194017155	1
Alvin Brown	Cuffy, Julianne	09/01/2013	LL002	Neg Ck Adj - Forward F	09/2013	09/2013	(\$887.00)		8000	8T0		1005	194017155	1
Alfred & Millicent Chr	Pemberton, Roma	09/01/2013	LL001	Neg Ck Adj - Forward F	09/2013	09/2013	(\$1,600.00)		8000	8T0		1005	194017155	1
TENANT CK	Corke, Roslyn	09/01/2013	LL001	Neg Ck Adj - Forward F	09/2013	09/2013	(\$162.00)		8000	8X2		1005	194017155	1
TENANT CK	Lopez, Amparo	09/01/2013	LL004	Neg Ck Adj - Forward F	09/2013	09/2013	(\$81.00)		8000	8X2		1005	194017155	1
RHF Lovenlund Assoc	Pennyfeather, Se	07/29/2013	LL001	Adj-Calc LL Pymnt - Se	09/2013	07/2013	\$74.00		8000	8T0		1005	194017155	1
RHF Lovenlund Assoc	Pennyfeather, Se	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 Monthly: \$0.00
 Voids: \$4,025.00 Adjustments: \$24,008.00
 Totals TOTAL: \$24,008.00

Export 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.

Save

Clear

Exit

Adjustment Entry/Update

Landlord

Program

CK/DD Name:

Project

Tenant

Date

Posting Mo/Yr

VMS Mo/Yr

Last Process

09/16/2013

Type of Transaction

Transaction Description

Amount

\$0.00

Status

Type

☐ On Hold
 ☐ Voided

Payment

YTD

Insert Multiple LL/Ten Pmt

<p>Insert Multiple LL/Ten Pmt</p>	<p>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.</p>
--	---

[illegible]

Modify

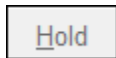
Highlight an adjustment to make a modification to the adjustment.

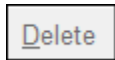
Modify VMS

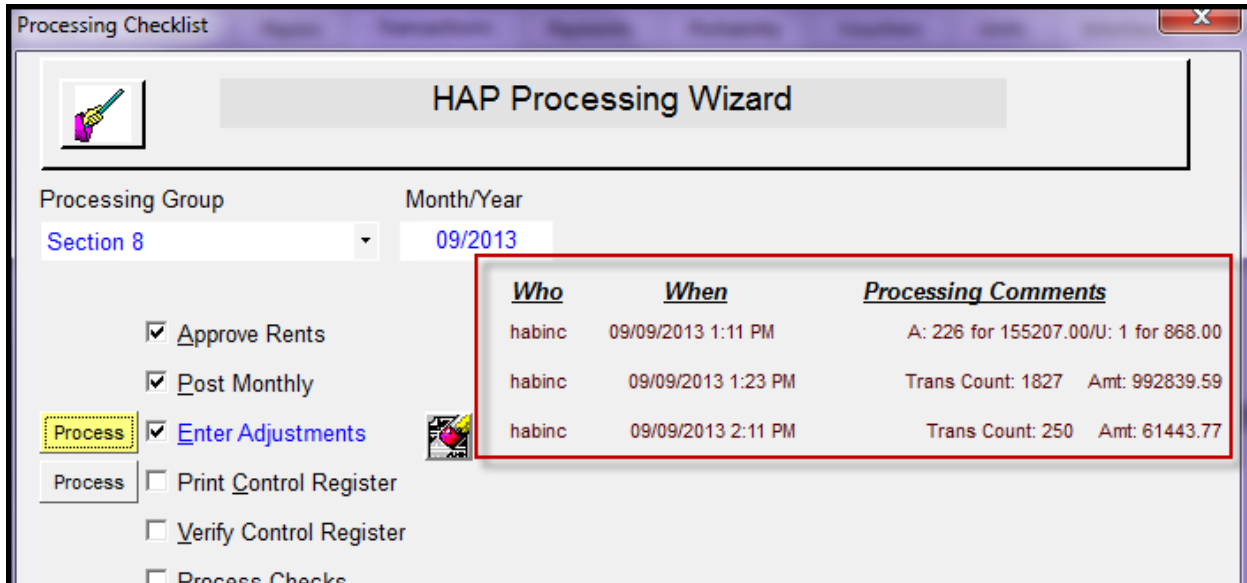
Highlight an adjustment to change the VMS period.

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.



Processing Checklist

HAP Processing Wizard

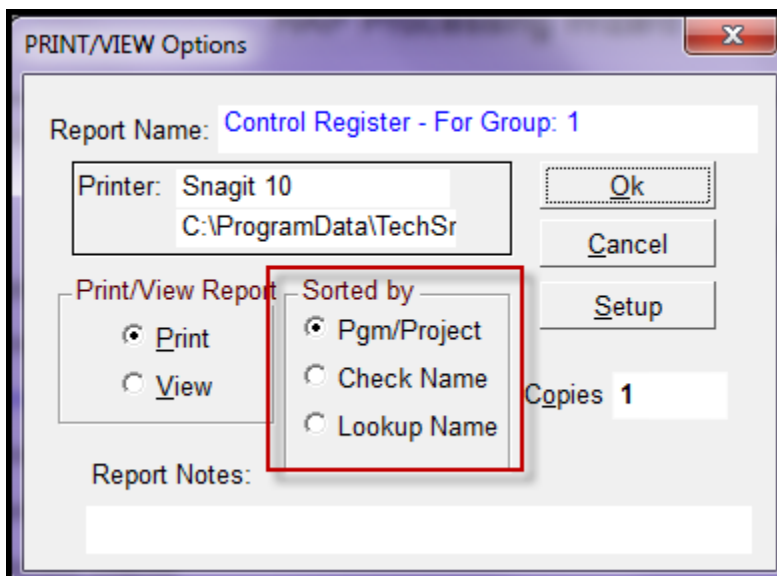
Processing Group: **Section 8** Month/Year: **09/2013**

☒ Approve Rents
☒ Post Monthly
☒ Enter Adjustments
☐ Print Control Register
☐ Verify Control Register
☐ Process Checks

Who	When	Processing Comments
habinc	09/09/2013 1:11 PM	A: 226 for 155207.00/U: 1 for 868.00
habinc	09/09/2013 1:23 PM	Trans Count: 1827 Amt: 992839.59
habinc	09/09/2013 2:11 PM	Trans Count: 250 Amt: 61443.77

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.



PRINT/VIEW Options

Report Name: **Control Register - For Group: 1**

Printer: **Snagit 10**
C:\ProgramData\TechSr

Print/View Report:
☒ Print
☐ View

Sorted by:
☒ Pgm/Project
☐ Check Name
☐ Lookup Name

Copies: **1**

Report Notes:

Ok Cancel Setup

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

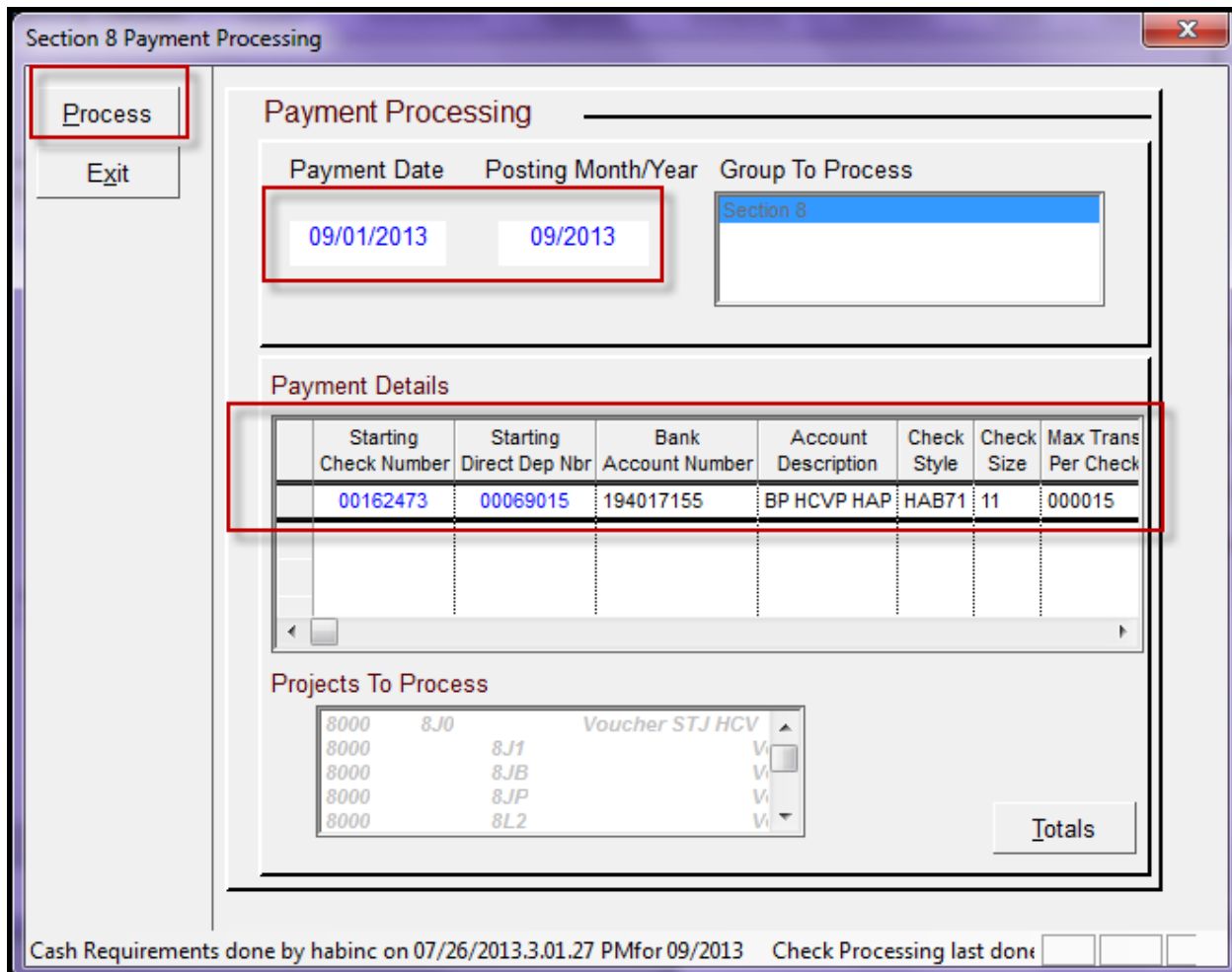
Processing Group: Section 8

	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%

E 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

Process **Exit**

Payment Processing

Payment Date: 09/01/2013 Posting Month/Year: 09/2013 Group To Process: Section 8

Payment Details

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

Projects To Process

8000	8J0	Voucher STJ HCV	V
8000	8J1		V
8000	8JB		V
8000	8JP		V
8000	8L2		V

Totals

Cash Requirements done by habinc on 07/26/2013 3:01:27 PM for 09/2013 Check Processing last done: ☐ ☐ ☐

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
DirDep./Section 8 Voucher	1004	1195190	2013-06-27-12.38.28.020000	pkn	0	55816	55893
DirDep./Section 8 Voucher	1004	1195190	2013-09-25-11.18.19.690000	habinc	0	55894	55894
HAI Inlet Ck	99999	XXXX-XXXX	2008-08-29-00.00.00.000000	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: Direct Deposit Advice
 Current Default Printer: \\support2008\HP LaserJet P2050

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 Report
☒ Print
☐ View

From Date: 07/01/2013
 Thru Date: 07/31/2013

Type:
☒ Detail
☐ Summary

Copies: 1

☐ Program/Project Analysis

Finalize Check Run

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