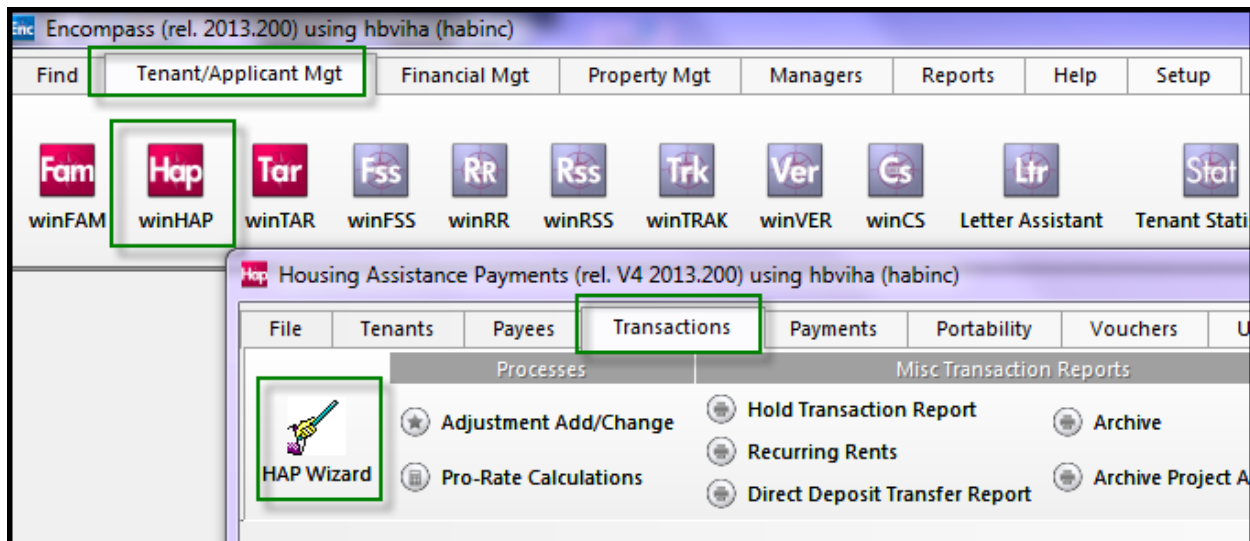# HAP Wizard

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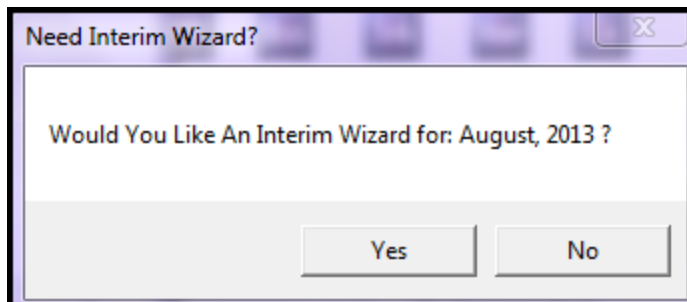
Choose 'Yes' if mid-month adjustments/HAP checks are being processed. Choose 'No' if this is the first of the month HAP payment for the next processing month. (In this case, the current month is August, 2013, and we will be choosing 'No' to process September HAP checks.)

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
Section 8 ▾

Month/Year
09/2013

		Who	When	Processing Comments
Process	☐ Approve Rents			A: 193 for 133578.00/U: 25 for 16576.00
	☐ Post Monthly			
	☐ Enter Adjustments			
	☐ Print Control Register			
	☐ Verify Control Register			
	☐ Process Checks			
	☐ Print Checks			
	☐ Print Check Register			
	☐ Finalize Check Run			

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.
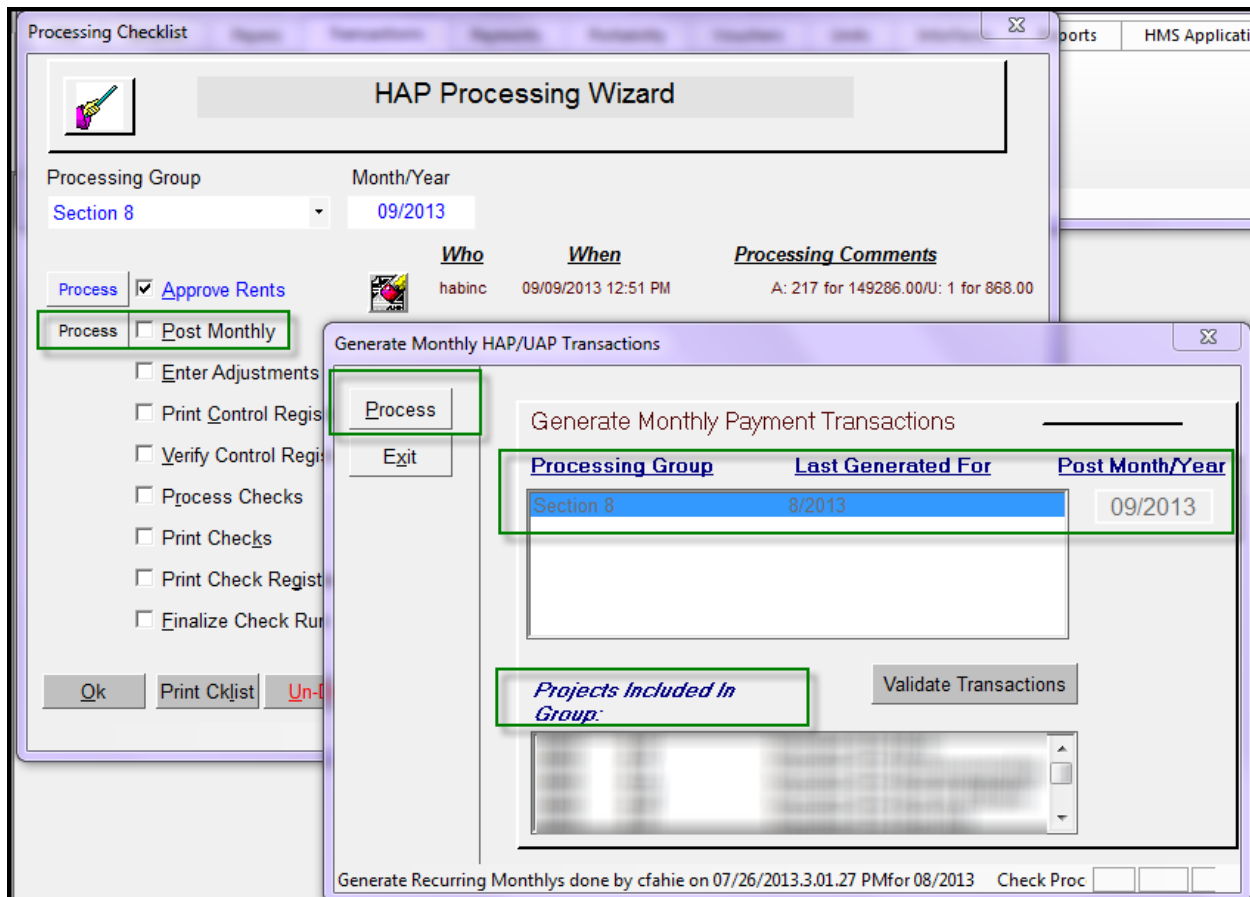
Post Monthly

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.'

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

Processing Errors

	Severity	Error Message	
→	WARNING	Tenant Selected With No Rental Information	30
→	WARNING	Tenant Selected With No Rental Information	15288
→	WARNING	Tenant Selected With No Rental Information	27
→	WARNING	Tenant Selected With No Rental Information	306

OK
Print

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

Who | When | Processing Comments

☑ Approve Rents   habing   0/U: 1 for 868.00

☑ Post Monthly   ha   Amt: 992839.59

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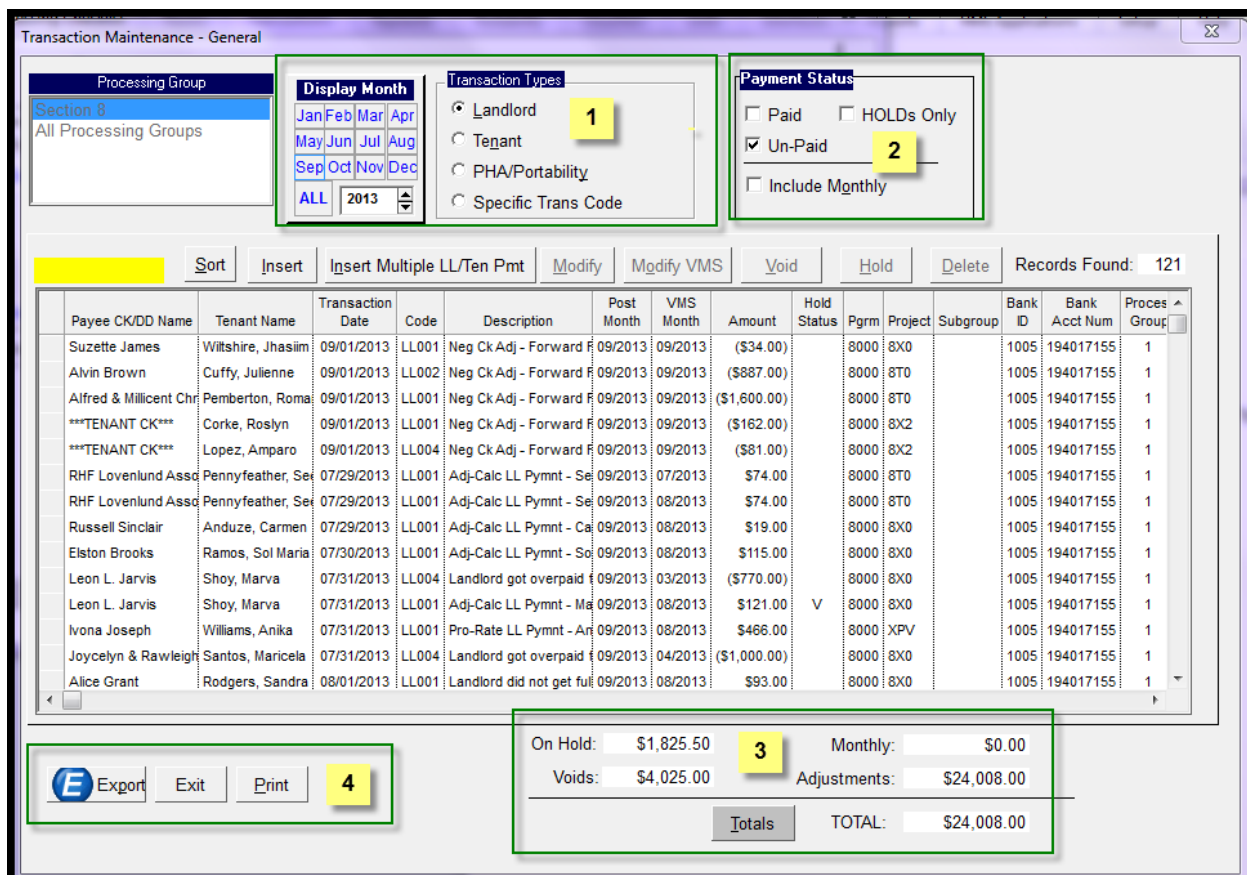
Click here to "erase" or "undo" the process. Changes can then be made and the process can be "Processed" again.

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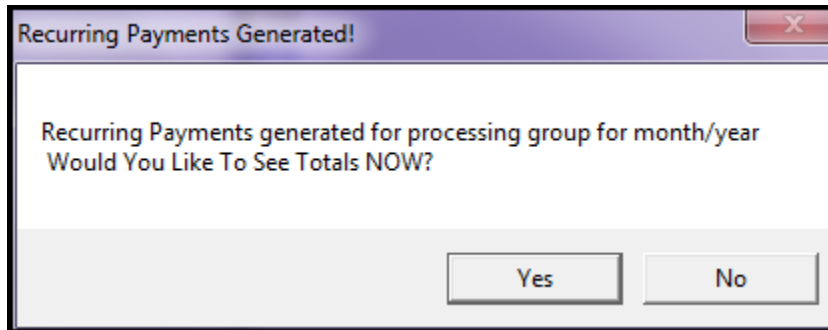
Click on 'Yes' and the following screen appears so that you can choose what type of transactions to see totals and/or print the total or detail reports.

Enter Adjustments

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

Save	Landlord		Program	
Clear	CK/DD Name:		Project	
Exit	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	Payment
☐ Voided	YTD

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.

Adjustment Entry - Multiple Payment Entries per Landlord/Tenant

Multiple Payment Entry

Save

Clear

Exit

Landlord

CK/DD Name:

Tenant

Program

Project

Trans Date	Posting Mo/Yr		Last Process
09/16/2013			

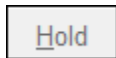| Code	Description	Amount	VMS Mo/Yr

Delete a line   Total:

Modify Highlight an adjustment to make a modification to the adjustment.
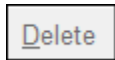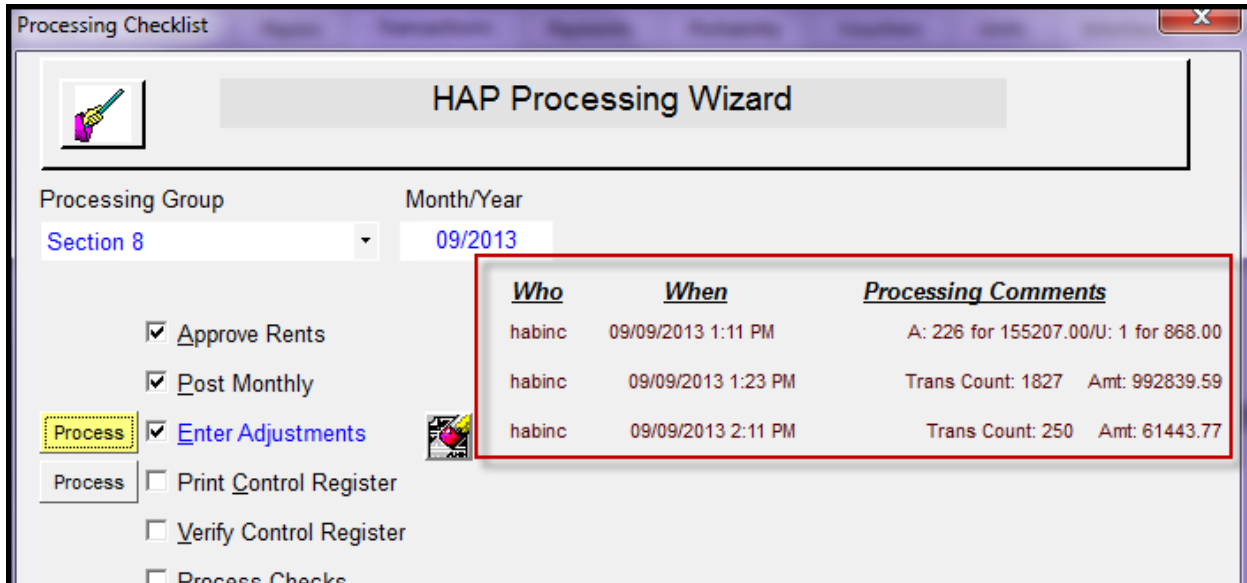
Modify VMS Highlight an adjustment to change the VMS period.

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

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

Delete	Click here to 'Delete' an adjustment. Notice the totals on the Wizard screen for verification.
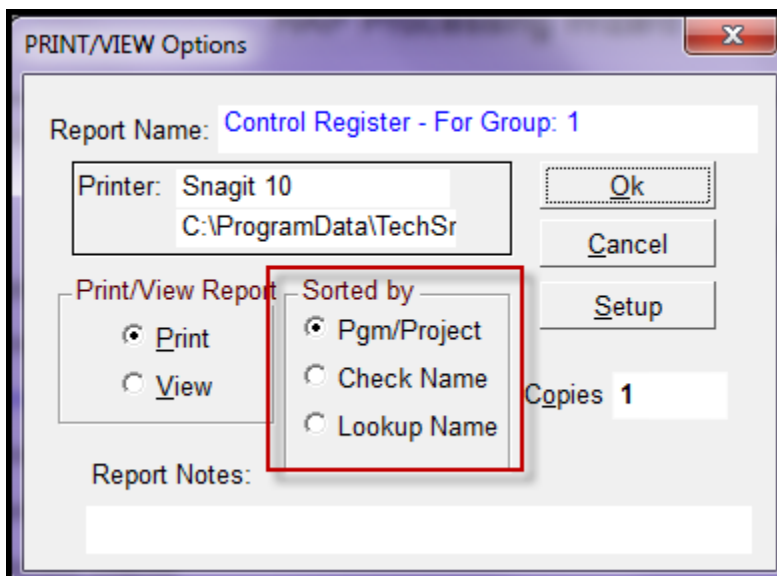
Print Control Register

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!!!!!

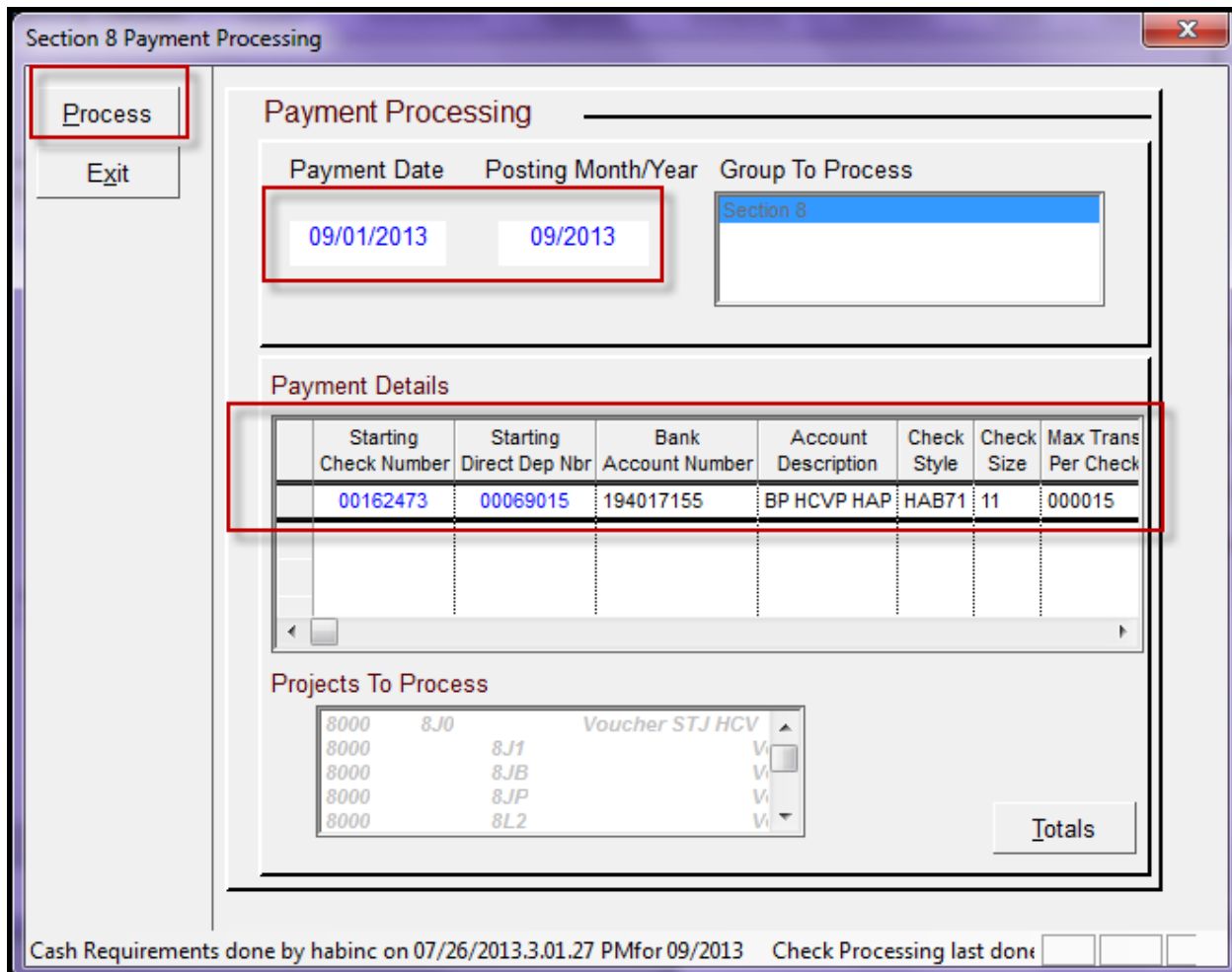## Verify Control Register Totals - Prior Months Comparison

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).

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 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.

Finalize Check Run

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