

## Manual Transactions

Property Status  
O/P HSW123

Run: 07/13/2011(15:03)

Financials	Transactions	Transactions Upload
Process Transactions	Error Log	Wait List
Forms	User Access	Address Maintenance
TIC		

Retrieve Property: 0001

Property: 0001 Name: PROPERTY 0001

Property Address: DAK PARK PROPERTIES  
1875 VIRGINIA PARKWAY  
ALLEN, TX 75005

Phone Number: (000) 000-0000  
Ext: (000) 000-0000

Fax Number: (000) 000-0000

Fiscal Year End: 07/31

Compliance Data Entered Through: 01/05/2010 (MM/DD/YYYY)

- Enter The “Compliance Date Entered Through”
  - Date at which all transaction will show being entered through this website.
  - Whenever you upload or manually enter data on the website, you must update this date
  - This field will auto populate with the last date entered so you must update this date.
- Click on the **Update** Button
- Click on the ”Transaction” Box

Tenant Transaction  
O/P HSW205

Run: 07/13/2011(15:30)

Property: 0001 Name: PROPERTY 0001

Building: 01  
Unit: 1

Effective Date	Certification Type	Tenant Name	SSN	Status
12/01/2011	Transfer In	Doe, John X	123456789	Not-Processed
12/01/2011	Transfer Out	Doe, John	000000000	Not-Processed
11/01/2011	Move In	Doe, John	000000000	Not-Processed
10/01/2011	Move Out	Chen, Smith I	333224444	Not-Processed
09/01/2011	Move In	Chen, Smith I	333224444	Not-Processed
05/01/2010	Transfer Out	Doe, John X	123456789	Not-Processed
04/01/2010	Recertification	Doe, John X	123456789	Not-Processed
03/01/2010	Recertification	Doe, John X	123456789	Not-Processed
02/01/2010	Recertification	Doe, John X	123456789	Not-Processed
01/01/2010	Move In	Doe, John X	123456789	Not-Processed

Chose the appropriate building and unit number

- Click the **Down Arrow** ▼ to drop down and select a building
- Click the **Down Arrow** ▼ to drop down and select a unit
- Click on Retrieve List -

Tenant Transaction  
O/P HSW205

Run: 07/13/2011(15:43)

Property: 0001 Name: PROPERTY 0001

Building: 12  
Unit: 1

Effective Date	Certification Type	Tenant Name	SSN	Status
01/07/2007	Move In	david	000000000	Not-Processed
01/01/2005	Move Out	michael	000000000	Not-Processed
01/01/2005	Move Out	michael	000000000	Not-Processed

You can at this point

- Edit an exiting record if the status is still a status of “Not-Processed” by clicking on the “Effective Date”
- Enter a new transaction for this unit by selecting “New Transaction”

## New Transaction

Tenant Transaction  
O P HSW205


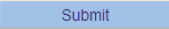
Tenant Transactions  
Property: 0001 Name: PROPERTY 0001  
Building: 12 Unit: 1  
Effective Date: 07/01/2011 (MM/DD/YYYY)  
Certification Type: Move In  
Please enter the Effective Date and Type of Tenant Transaction.

Submit

Options  
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System Help  
Logoff

To enter a new transaction for a tenant/unit

- Enter the effective date of the transaction
- Click the **Down Arrow**  to drop down and select a certification type
  - In this example we will use “Recertification”
- Click on the Submit Button 

You will get the following screen

Tenant Transaction  
O P HSW205

Tenant Transactions  
Property: 0260 Name: PHEASANT POINT APTS  
Building: 992 Dist: 994  
Effective Date: 05/01/2011  
Certification Type: Move In

Household    Family Members    Income    Assets  
Submit

HOUSEHOLD INFORMATION

Household Size: 0    Number of Children: 0  
Handicapped:     Live In Aid:   
Temp ABS HH:     Homeless:   
Special Needs:     Model:   
Manager:     ADA Unit:   
Mental Illness:     HIV/AIDS:   
Domestic Violence:     Farm Worker:   
Move In Date: 05/01/2011 (MM/DD/YYYY)    Move Out Date: (MM/DD/YYYY)  
Disaster: Not Applicable    Student Use Code: NA  
Comment:

UNIT INFORMATION

Contract Rent: 0  
Utility Allowance: 0  
Gross Rent: 0  
Total Tenant Payment: 0  
Tenant Rent: 0  
Non Optional Charges: 0  
Special Subsidy: 0  
Total Subsidy: 0  
Assistance Type: No Assistance  
Target: No Target  
Program Unit Desc:  Low Income  Market  Common  Commercial

The “Household Information” and “Unit Information” will be displayed

You will have 6 options “buttons” to choose from (this would also be the same view (screen) that you would get had you chose to edit an existing record that had not been processed).

- |                |  |
|----------------|--|
| Household      | - Select Household to edit or update the Household Information                         |
| Family Members | - Select Family Member to edit or update the Family Information                        |
| Income         | - Select to insert a new or edit an existing Income Record                             |
| Assets         | - Select to insert a new or edit an existing Asset Record                              |
| Update         | - Select Update after you have entered the new information into the appropriate fields |
| Delete         | - Select Delete to delete t entire record  |

## Household Screen

Tenant Transaction			
Property: 0001		Name: PROPERTY 0001	
Building: 12 Unit: 1 Effective Date: 07/01/2011 Certification Type: Recertification			
Household	Family Members	Income	Assets
Update	Delete		

HOUSEHOLD INFORMATION	
Household Size: <input type="text" value="2"/>	Number of Children: <input type="text" value="2"/>
Handicapped: <input type="checkbox"/>	Live In Aid: <input type="checkbox"/>
Temp ABS HH: <input type="checkbox"/>	Homeless: <input type="checkbox"/>
Special Needs: <input type="checkbox"/>	Model: <input type="checkbox"/>
Manager: <input type="checkbox"/>	ADA Unit: <input type="checkbox"/>
Mental Illness: <input type="checkbox"/>	HIV/AIDS: <input type="checkbox"/>
Domestic Violence: <input type="checkbox"/>	Farm Worker: <input type="checkbox"/>
Move in Date: <input type="text" value="02/02/2007"/> (MM/DD/YYYY)	Move Out Date: <input type="text"/> (MM/DD/YYYY)
Disaster: <input type="text" value="Not Applicable"/>	Student Use Code: <input type="text" value="NA"/>
Comment: <input type="text"/>	

UNIT INFORMATION	
Contract Rent: <input type="text" value="1,050"/>	
Utility Allowance: <input type="text" value="75"/>	
Gross Rent: <input type="text" value="450"/>	
Total Tenant Payment: <input type="text" value="450"/>	
Tenant Rent: <input type="text" value="375"/>	
Non Optional Charges: <input type="text" value="0"/>	
Special Subsidy: <input type="text" value="0"/>	
Total Subsidy: <input type="text" value="675"/>	
Assistance Type: <input type="text" value="Project Based Assistance"/>	
Program Unit Desc: <input type="radio"/> Low Income <input checked="" type="radio"/> Market <input type="radio"/> Common <input type="radio"/> Commercial	

Editable fields are

- Household Size
- Handicapped
- Temp ABS HH (Temporary Absence of Head of Household)
- Special Needs
- Manager
- Mental Illness
- Domestic Violence
- Disaster
- Number of Children
- Live in Aid
- Homeless
- Model
- ADA Unit
- HIV/AIDS
- Farm Worker
- Move Out Date
- Student Use Code
- Comments
- Utility Allowance
- Tenant Rent
- Non Optional Charges
- Total Subsidy
- Assistance Type
- Target
- Program Unit Description

The following fields are calculated fields and cannot be edited here. They are populated based on Utility Allowance, Tenant Rent, Non Optional Charges, and

- Contract Rent
- Gross Rent
- Total Tenant Payment


## Family Members

Tenant Transaction			
Property: 0001		Name: PROPERTY 0001	
Building: 12 Unit: 1 Effective Date: 07/01/2011 Certification Type: Recertification			
Household	Family Members	Income	Assets
Update	Delete		
FAMILY COMPOSITION			
FAMILY MEMBER 1			
First Name:	David	Middle Initial:	
Last Name:	Mills		
Date of Birth:	07/14/1964 (MM/DD/YYYY)	Sex:	Please Select
Social Security Number:	555-55-5555	Alien Registration Number:	
Relationship to Head of Household:	H Head of Household	Disabled:	<input type="checkbox"/>
Race:	White	Hispanic or Latino:	<input type="checkbox"/>
Marital Status:	Married	Fulltime Student:	<input type="checkbox"/>
FAMILY MEMBER 2			
First Name:	Donna	Middle Initial:	
Last Name:	Mills		
Date of Birth:	06/01/1967 (MM/DD/YYYY)	Sex:	Female
Social Security Number:	666-66-6666	Alien Registration Number:	
Relationship to Head of Household:	S Spouse	Disabled:	<input type="checkbox"/>
Race:	White	Hispanic or Latino:	<input type="checkbox"/>
Marital Status:	Married	Fulltime Student:	<input type="checkbox"/>

Editable fields are


- First Name
- Middle Initial
- Last Name
- Date of Birth
- Sex
- Social Security Number
- Alien Registration Number
- Relationship to Head of Household
- Disabled
- Race
- Hispanic or Latino
- Marital Status
- Fulltime Student

**Income**

On the Income screen two of the three fields that are editable are accessed by clicking on the **Down** Arrow  to drop down.

- Household Member
- Source of Income – This is a prebuilt table
- Amount

Editable fields are

- Family Member
- Type of Asset
- Ownership Percentage
- Imputed
- Cash Value
- Annual Interest or Dividend Percentage
- Annual Income
- Click on **“Update”**  after entering all the data