Manual Transactions

	Property Status O/P HSW123				Run: 07/13/2011(15:00)
MITAS		Financials	Transactions	Transactions Upload	
		Process Transactions	Error Log	Wait List	
		Forms	User Access	Address Maintenance	
Screens Property Status		TIC			
Main Menu System Help		Retrieve Property:	0001	Retrieve	
Logon		Property: 0001		Name: PROPERTY	0001
		Property Address: OAK PARK PROPERTES 1575 VIRGULA PARKWAY ALLEN, TX 75555		Phone Number: (000) 000-0000 (000) 000-0000 Fax Number: (000) 000-0000	Ext: 0000
		Fiscal Year End: 07/31			
		Compliance Data Entered Through:	01/05/2010	(MM/00YYYY) Update	

- Enter The "Compliance Date Entered Through"
 - o Date at which all transaction will show being entered through this website.
 - o 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 **Updat**e Button Update
- Click on the "Transaction" Box
 Transactions

Construction C		Tenant Transaction						
Property: 0001 Name: PROPERTY 0001 Building: 01 Unit: 01 Unit: 01 Unit: 01 Vew Transaction Options Back New Transaction De. John 2000000000000000000000000000000000000		O/P HSW205		Run: 07/13/2011(18				
Militans: Back Depions Effective Date Certification Type Tenant Transaction Depions Back Main Menu System Help D40/10201 Recertification Ded/0f1 Move In Dec.John X D2322444 Multication Dec.John X D2322444 Multi-Processed D40/10201 Recertification Dec.John X 122456789 Multi-Processed D40/10201 Recertification Dec.John X 122456789 Multi-Processed D40/102010 Recertification Dec.John X 122456789 Multi-Processed				Property: 0001		Name: PF	OPERTY 0001	
Unit: 1 </th <th>(MITAS)</th> <th></th> <th></th> <th></th> <th>Building: 01</th> <th>~</th> <th></th> <th></th>	(MITAS)				Building: 01	~		
Screens Tenant Transaction New Transaction Property Retrieve List Options 12010011 Transfer In 12010011 Dec. John X 120456789 Mot-Processed Back 110110011 Transfer Out 100110011 Dec. John X 00000000 Mot-Processed Main Menu System Help 040102101 Recrification Dec. John X 120456789 Mot-Processed 040102101 Move 0ut Chen. Smith I 33322444 Mot-Processed 050102101 Move 0ut Dec. John X 122456789 Mot-Processed 050102101 Move 0ut Dec. John X 122456789 Mot-Processed 050102101 Recertification Dec. John X 122456789 Mot-Processed 04010210 Recertification Dec. John X 122456789 Mot-Processed 020102101 Move 0ut Dec. John X 122456789 Mot-Processed 020102101 Move In Dec. John X 122456789 Mot-Processed 020102101 Move In Dec. John X 122456789 Mot-Processed					Units d			
Screens Tenant Transaction New Transaction Property Retrieve List Options 1201/2011 Transfer in 1201/2011 Transfer in Transfer out 1201/2011 SSN Status Back Back 00000000 hick-Processed 1001/2011 Move in 10001/2011 Dec. John X D2245678s hick-Processed hick-Processed Main Menu System Help Logoff System Help Dec. John X 12245678s hick-Processed hick-Processed Uri/2010 Recertification Dec. John X 12245678s hick-Processed hick-Processed Main Menu System Help Logoff 02/01/2010 Recertification Dec. John X 12245678s hick-Processed hick-Processed					Unit:	×		
New Transaction Property Refrieve List Options 120/10/11 Transfer in 120/10/11 Dec. John X 122456789 Nut-Processed Back 110/10/10/11 Transfer out 110/10/11/1 Dec. John X 0200000 Nut-Processed Main Menu System Help Logoff 04/01/2010 Recertification Dec. John X 123456789 Nut-Processed 02/01/2011 Move in 09/01/2011 Move out 09/01/2011 Dec. John X 123456789 Nut-Processed 05/01/2010 Recertification Dec. John X 123456789 Nut-Processed 04/01/2010 Recertification Dec. John X 123456789 Nut-Processed 02/01/2010 Recertification Dec. John X 123456789 Nut-Processed 02/01/2010 Recertification Dec. John X 123456789 Nut-Processed 02/01/2010 Recertification Dec. John X 123456789 Nut-Processed 01/01/2010 Move in Dec. John X 123456789 Nut-Processed 01/01/2010 Move in Dec. John X 123456789	× 1							
Main Menu Options Effective Date 1201/2011 Certification Type Transfer in 1201/2011 Teanst Name Transfer in Dec. John X SSN 122455785 Status Intc-Processed 1001/2011 Back 1001/2011 Transfer Out 1001/2011 Dec. John X Doce. John X Doce. John X Back 1001/2011 Transfer Out 1001/2011 Dec. John X Doce. John X Doce. John X System Help 0001/2010 Recertification Dec. John X 122456758 Ivtl-Processed Vol-Processed Logolf 0001/2010 Recertification Dec. John X 122456758 Ivtl-Processed System Help 02010/2010 Recertification Dec. John X 122456758 Ivtl-Processed Logolf 0101/2010 Recertification Dec. John X 122456786 Ivtl-Processed	Screens		New Tr	ransaction	Property	Retrieve	List	
Options Effective Date Certification Type Tenant Name SSN Status 12/01/2011 Transfer In Dec. John X 12/45/768 Not-Processed 12/01/2011 Transfer Out Dec. John X 02/45/768 Not-Processed 10/01/2011 Move In Dec. John X 00000000 Into-Processed 10/01/2011 Move In Dec. John X 02/45/768 Not-Processed 00/01/2011 Move In Dec. John X 02/45/768 Not-Processed 00/01/2011 Move In Dec. John X 02/45/768 Not-Processed 00/01/2011 Move In Dec. John X 12/45/768 Not-Processed 00/01/2010 Recentification Dec. John X 12/45/768 Not-Processed System Help 02/01/2010 Recentification Dec. John X 12/45/768 Not-Processed Logoff 01/01/2010 Move In Dce. John X 12/45/768 Not-Processed	Tenant Transaction							
Options 12/01/2011 Transfer in Transfer out De, John X 12/245726 Not-Processed Back 11/01/2011 Transfer out De, John O 00000000 Not-Processed 10/01/2011 Move in Dee, John O 00000000 Not-Processed 00/01/2011 Move in Dee, John O 00000000 Not-Processed 00/01/2011 Move in Dee, John S 13/22/444 Not-Processed 09/01/2011 Move in Dee, John X 12/24/5789 Not-Processed 09/01/2011 Move in Dee, John X 12/24/5789 Not-Processed 09/01/2010 Recertification Dee, John X 12/24/5789 Not-Processed System Help 02/01/2010 Recertification Dee, John X 12/24/5789 Not-Processed Logoff 01/01/2010 Move in Dee, John X 12/24/5789 Not-Processed			Effective Date	Certification Type	Tenant Name	SSN	Status	
Back 12/01/2011 Transfer Out Doe, John 000000000 Not-Processed 10/01/2011 Move in Doe, John 00000000 Not-Processed 00/01/2011 Move in Doe, John 00000000 Not-Processed 00/01/2011 Move in Chen, Smith I 3322444 Not-Processed 00/01/2011 Move in Chen, Smith I 33322444 Not-Processed 05/01/2010 Transfer Out Dee, John X 122456759 Not-Processed 05/01/2010 Recertification Dee, John X 122456759 Not-Processed System Help 02/01/2010 Recertification Dee, John X 122456759 Not-Processed Logoff 01/01/2010 Move in Dee, John X 122456789 Not-Processed	Options		12/01/2011	Transfer In	Doe, John X	123456789	Not-Processed	
Back 11/01/2011 Move In Doe_John 00000000 NictProcessed 10/01/2011 Move Out Chen, Smith I 33322444 NictProcessed 03/01/2011 Move In Chen, Smith I 33322444 NictProcessed 03/01/2011 Move In Chen, Smith I 33322444 NictProcessed System Help 04/01/2010 Recertification Dec.John X 123458739 NictProcessed Logoff 01/01/2010 Recertification Dec.John X 123458739 NictProcessed		-	12/01/2011	Transfer Out	Doe, John	000000000	Not-Processed	
Main Menu 10/01/2011 Move in Move in 05/01/2010 Chen, Smith I Move in 05/01/2010 33322444 Not-Processed Main Menu 05/01/2010 Transfer Out Dee, John X 123456759 Not-Processed System Help 03/01/2010 Recertification Dee, John X 123456759 Not-Processed Logoff 02/01/2010 Recertification Dee, John X 123456759 Not-Processed 03/01/2010 Recertification Dee, John X 123456759 Not-Processed 03/01/2010 Recertification Dee, John X 123456759 Not-Processed Logoff 01/01/2010 Move in Dee, John X 123456759 Not-Processed	Васк		11/01/2011	Move In	Doe, John	000000000	Not-Processed	
Main Menu 03/01/2011 Move in Chen, Smith1 33322444 Not-Processed 05/01/2010 Transfer Out De, John X 123458739 Not-Processed System Help 03/01/2010 Recertification De, John X 123458739 Not-Processed Logoff 02/01/2010 Recertification De, John X 123458739 Not-Processed Logoff 01/01/2010 Recertification De, John X 123458739 Not-Processed			10/01/2011	Move Out	Chen, Smith I	333224444	Not-Processed	
Main Menu 05/01/2010 Transfer Out Doc., John X 123456788 Not-Processed System Help 03/01/2010 Recertification Doc., John X 123456788 Not-Processed Q3/01/2010 Recertification Doc., John X 123456788 Not-Processed Q3/01/2010 Recertification Doc., John X 123456788 Not-Processed Logoff 01/01/2010 Recertification Doc., John X 123456789 Not-Processed			09/01/2011	Move In	Chen, Smith I	333224444	Not-Processed	
Main Mienu 04/01/2010 Recertification Doe., John X 123456788 Not-Processed System Help 03/01/2010 Recertification Doe, John X 123456788 Not-Processed Logoff 02/01/2010 Recertification Doe, John X 123456788 Not-Processed Logoff 02/01/2010 Recertification Doe, John X 123456788 Not-Processed			05/01/2010	Transfer Out	Doe, John X	123456789	Not-Processed	
System Help 03/01/2010 Recertification Doe, John X 123456788 Not-Processed Logoff 01/01/2010 Recertification Doe, John X 123456789 Not-Processed	Main Menu		04/01/2010	Recertification	Doe, John X	123456789	Not-Processed	
Opport O201/2010 Recertification Dee, John X 122456786 Not-Processed O1/01/2010 Move in Dee, John X 123456786 Not-Processed	System Help		03/01/2010	Recertification	Doe, John X	123456789	Not-Processed	
Logoff 01/01/2010 Move In Doe, John X 123456789 Not-Processed	, a		02/01/2010	Recertification	Doe, John X	123456789	Not-Processed	
	Logoff		01/01/2010	Move In	Doe, John X	123456789	Not-Processed	
Previous Page Next Page			Previo	ous Page	Next Page			

Chose the appropriate building and unit number

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

	Tenant Transaction							
	O/P HSW205		Tenant Transactio	ns				Run: 07/13/2011(15:43)
MITAC			Property: 0001	0001		Name: PROPERTY 0001		
MITAS				Building:	12	~		
				Unit:	1	~		
Screens		New Tra	ansaction	Property		Retrieve I	List	
Tenant Transaction								
		Effective Date	Certification Type	Tenar	nt Name	SSN	Status	
Options		01/07/2007	Move In Move Out	david michael		000000000	Not-Processed Not-Processed	
Back		01/01/2005	Move Out	michael		000000000	Not-Processed	
		Previo	us Page			Next Pag	ge	
Main Menu								· · · · · · · · · · · · · · · · · · ·
System neip								
Logon								

You can at this point

- Edit a 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

New Transaction

l		Tenant Transaction		
1		O/P HSW205	Tenant Transactions	Run: 07/13/2011(15:50)
			Property: 0001 Name: PROPERTY 0001	
	(MITAS)		Building: 12	
			Effective Date: 07/01/2011 (MM/DD/YYYY)	
	×		Certification Type: Move In 🗸	
	Screens		Move In	
	Tenant Transaction		Please enter the Effective Date and Type of Tenant Transacti Move Out	
l			Unit Transfer	
	Options		Unit Swap	
	Back		Submit Recertification	
	Dack		Interim Recentification	
			Initial Certification	
J			Gross Part Change	
	Main Menu		Termination	
1	System Help		Tommadon	
	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
 Submit

You will get the following screen

	itas.com/tutor/at/02.cla	- B C X G Tenant Transaction X				
🗴 🛄 Snagit 🔛 🖽						
100	Tenant Transaction					
	O/P HSW208	Tenar	ni Trensedions			Run 03/05/2012(11:14)
MITAS		Property: 0260	Building: Unit: Effective Date Certification Type	002 104 0301/2011 Move In	ame: PHEASANT POINT APTS	
creens		Household	Family Members	Income	Assets	
enant Transaction		Submit				
ptions						
Back	J		HOUSEHOLD	NFORMATION		
		Household Size: 0		Number of Childre	n; 0	
Hain Menu		Handicapped;		Live In Ai	d 🖂	
iystem Help		Temp ABS HH: 🖽		Homeles	s. 🗉	
ogon		Special Needs: 🖾		Mode	ət. 🛅	
		Manager. III		ADA Un	it 🗉	
		Mental Illness:		HIV/AJD	S: 🔟	
		Domestic Violence:		Farm Worke	ar, 🔟	
		Move in Date: 09/01/2011	(MM/DD/YYYY)	Move Out Dat	e (MM/DD/YYYY)	
		Disaster: NotApplicable	e •	Student Use Cod	e: NA 🔹	
		Comment				
			UNIT INFO	RMATION		
		Contract Rent: 0				
		Utility Allowance: 0				
MITAS		Gross Rent 0				
		Total Tenant Payment:				
		Tenant Rent: 0				
		Non Optional Charges: 0				
		Special Subsidy 0				
		Total Subsidy				
		Accietance Tune: No Accieta				
		Target No Target				
		Program Unit Desc. a Low Inc	nome in Market in C	ommon 🔿 Commercia		
		rivgram Onit Dest. @ Low inc	withe S market S G			

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	on						
	O/P HSW205		Tenant Transactions			Run: 07/13/2011(17:02)		
MITAS		Property: 0001	Building:	ame: PROPERTY 0001				
			Unit: 1					
			Certification Type	Recertification				
Screene								
Tenant Transaction		Household	Family Members	Income	Assets			
		Update	Delete					
Options								
Dack			HOUSEHOLD	INFORMATION				
	House	ehold Size: 4		Number of Childre	en: 2			
Main Menu	Han	dicapped: 🔲		Live In Ai	id: 🔲			
System Help	Temp	ABS HH:	SS: 🔲					
Logon	Spec	ial Needs: 🔲	Model:					
		Manager: 🔲	ADA Unit: 🗖					
	Mer	ntal Illness:		S: 🔲				
	Domestic	Violence:		Farm Worke	er:			
	IVIO	ve in Date: 02/02/2007	(MM/DD/YYYY)	Move Out Dat				
		Disaster: Not Applicabl	e 🗡	Student Use Coo	IE: NA			
	Comment.							
				DRMATION				
		Contract Rent: 1.050						
MITAS	Utili	ity Allowance: 75						
		Gross Rent: 450						
	Total Ten	nant Payment: 450						
		Tenant Rent: 375						
	Non Optic	onal Charges: 0						
	Spe	ecial Subsidy:						
	ד	Fotal Subsidy: 675						
	Ass	istance Type: Project Ba	ased Assistance 💌					
	Progra	am Unit Desc: O Low In	come ⊚Market ⊙C	ommon OCommercia	l			

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



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

	Tenant Transaction							
	O/P HSW205	Tenant Transactions						Run: 07/13/2011(17:12)
MITAS		Property:	0001	Building	12	Name	PROPERTY 0001	
WII II III				Unit:	1			
Screens		Household	Farr	nilv Members	Income	ż	Assets	
Tenant Transaction		Undate		Delete				
Options		opulato		50,000				
Back								
		Household Mem	ber	Source (of Income		Amount	
		Mills, David	~	B Own Business		∽ 7	8,000.00	
Main Menu		Please Select	~	Please Select		~		
System neip		Please Select	*	Please Select		~		
Logon		Please Select	~	Please Select		~		
		Please Select	*	Please Select		*		
		Please Select	*	Please Select		*		
		Please Select	*	Please Select		*		
		Please Select	*	Please Select		~		
		Please Select	*	Please Select		~		
		Please Select	*	Please Select		~		
		Please Select	*	Please Select		~		
		Please Select	*	Please Select		~		
MITAS		Please Select	*	Please Select		~		
WITAS		Please Select	*	Please Select		~		
		Please Select	~	Please Select		~		
		Plasea Salart	~	Plasea Salart		~		I

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

	Tenant Transaction	ı						
	O/P HSW205 Tenant Transactions S						Run: 07/13/2011(17:17	
MITAC		Property: 0001				1	Name: PROPERTY (0001
NITAS		Building: 12 Unit: 1 Effective Date: 07/01/2011 Certification Type: Recertification						
Screens		Household	Family M	embers	Ir	icome	Assets	
Tenant Transaction	1 1	Update	Dele	ete				
Options	-							
Back								
	Family Mem	(F) Type of A	set	Ownership Percentage	(G) Imputed [*]	(H) Cash Value	Annual Interest or Divident Percentage	(I) Annual Income
Svetom Holn	Please Selec	t 🗸						
Logoff	Please Selec	t 🗸						
	Please Selec	t 🛩						
	Please Selec	t 🕶						
	Please Selec	t 🕶						
	Please Selec	t 🗸						

Editable fields are

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