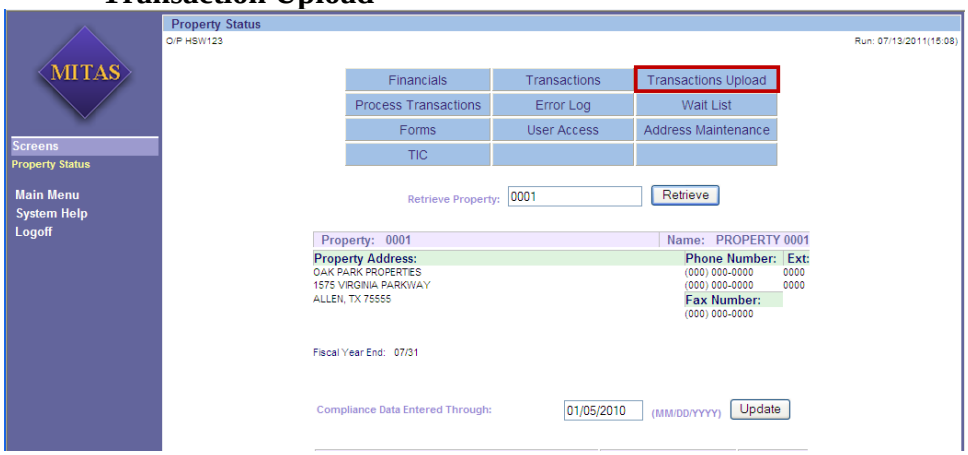
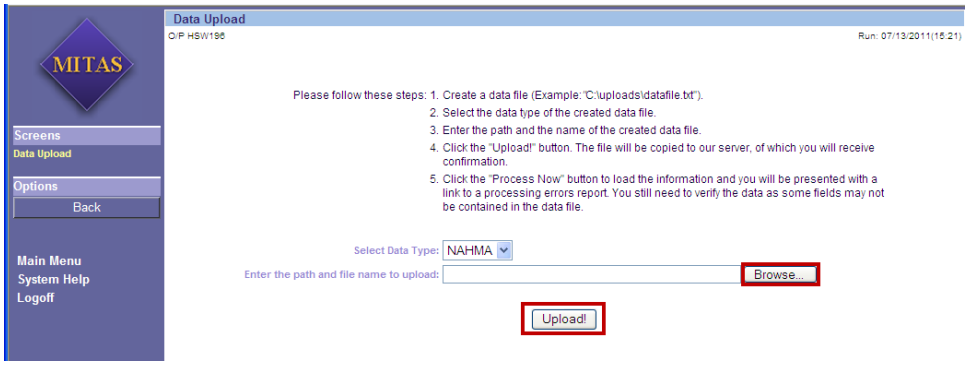
Transaction Upload

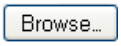


To upload a **NAHMA** file

- Click on the ”Transaction Upload” Box

The following screen will appear.



- Click on the **Browse** Button 

    - Navigate to where you have the file saved
    - Select the file
- Click on the **Upload** Button

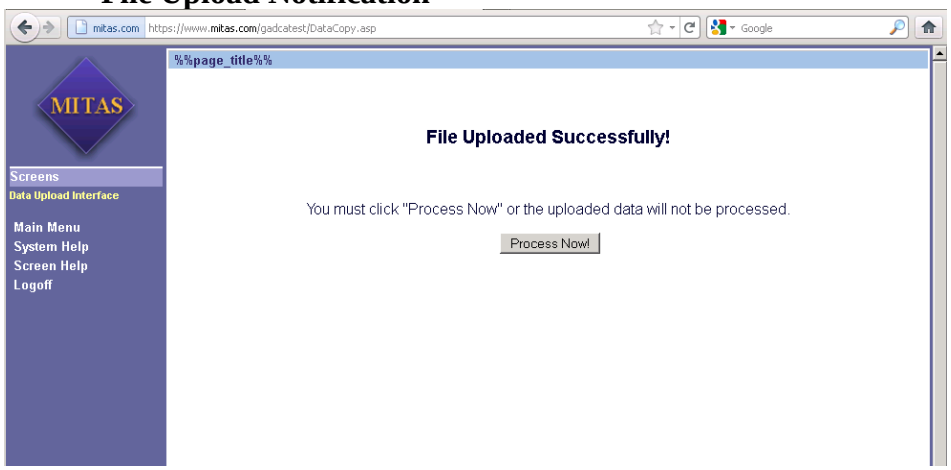
The NAHMA file will be an .xml formatted file. Contact your Software Vendor for instructions on how to generate a NAHMA file from your software.

The Upload process will audit the incoming transactions and an error report will display if your date is found to be in error

NOTE: You must have your Pop Up Blocker turned off.

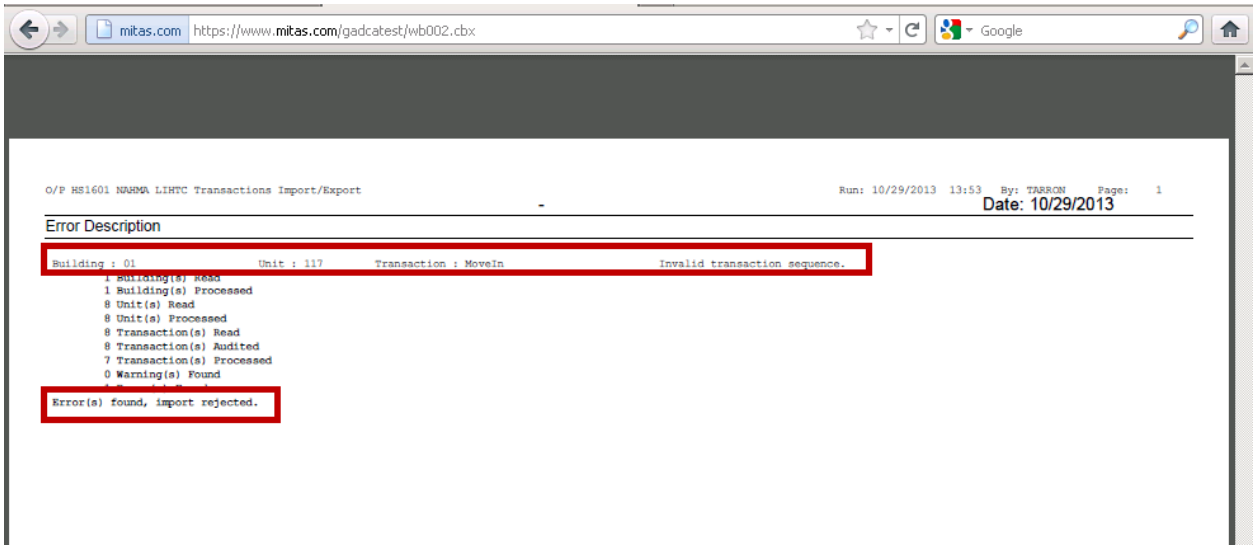
You will get a message that said file uploaded successfully. This does not mean that MITAS accepted the file though. You must look at the Document provided by MITAS to determine if there were any errors or if it was updated successfully.

File Upload Notification



You will receive this message when you upload a NAHMA file. This message only means that MITAS has successfully uploaded the file. It ***does not*** mean that there are no errors. You will receive a PDF document called HS1601 NAHMA LIHTC Transaction Import/Export. This document will tell you that you uploaded file was accepted or rejected. All files must be error free for the upload to accept. If you have any errors on the file, all records on the file will be rejected.

The file below was rejected. The Unit that has the error is identified at the top of the report. The status of the upload is identified at the bottom of the report.

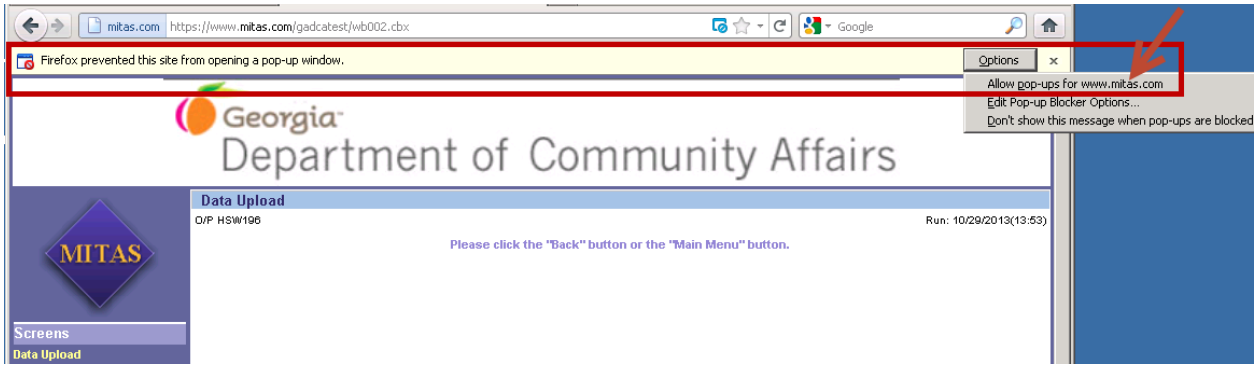


Common Errors when uploading a NAHMA file are;

IMPORT REJECTED – The file is missing the Project ID. Please contact your software vendor to determine how to enter the State Projects ID in your software

INVALID BIN # - The Bin number is required in the NAHMA file to identify each building. Please enter the BIN numbers into your Software. If you have entered the BIN numbers for each building and are still receiving errors, the BIN numbers do not match what the State has on file. Please contact your State compliance representative to resolve.

INVALID UNIT # - The unit numbers in the NAHMA file do not match the unit numbers the State has on file. Please contact your State compliance representative to resolve.

TRANSACTION OUT OF SEQUENCE – This error will occur for missing transactions as well as transactions dated in the wrong order. For Example – if the last tenant on file with the State has a "Move–in" dated 07/01/2010, the upload cannot submit a "Move–in" dated before that date. The upload also cannot submit a "Move–in" before first submitting a "Move–out" (or Transfer-Out) transaction dated after 07/01/2010. Another common out of sequence error is when a recertification is submitted for someone other than the current occupant for that unit. If you receive transactions out of sequence errors, please check the tenant history on that unit and make sure all of the transactions in your software match the state system. A unit history of transactions can be viewed on the website. See page 6 of this manual.

Note: If you did not receive the error report, you will need to update your browser, so that www.mitas.com is a trusted site and that you should allow pop ups from this site.