

Transaction Upload

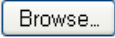

The screenshot shows the MITAS Property Status interface. On the left is a navigation menu with 'Screens' expanded to 'Property Status'. The main content area has a top navigation bar with 'Financials', 'Transactions', and 'Transactions Upload' (highlighted with a red box). Below this is a table with options: 'Process Transactions', 'Error Log', 'Wait List', 'Forms', 'User Access', 'Address Maintenance', and 'TIC'. A 'Retrieve Property:' field contains '0001' and a 'Retrieve' button. Below that, property details for 'PROPERTY 0001' are shown, including address, phone, and fax numbers. At the bottom, there is a 'Compliance Data Entered Through:' field with '01/05/2010' and an 'Update' button.

To upload a NAHMA file

- Click on the "Transaction Upload" Box 

The following screen will appear.

The screenshot shows the MITAS Data Upload interface. It includes a navigation menu on the left with 'Screens' expanded to 'Data Upload'. The main content area has a title bar 'Data Upload' and a list of instructions: 1. Create a data file (Example: 'C:\uploads\datafile.txt'). 2. Select the data type of the created data file. 3. Enter the path and the name of the created data file. 4. Click the "Upload" button. The file will be copied to our server, of which you will receive confirmation. 5. Click the "Process Now" button to load the information and you will be presented with a link to a processing errors report. You still need to verify the data as some fields may not be contained in the data file. Below the instructions, there is a 'Select Data Type:' dropdown menu set to 'NAHMA'. Below that is a text field 'Enter the path and file name to upload:' with a 'Browse...' button (highlighted with a red box) and an 'Upload!' button (highlighted with a red box).

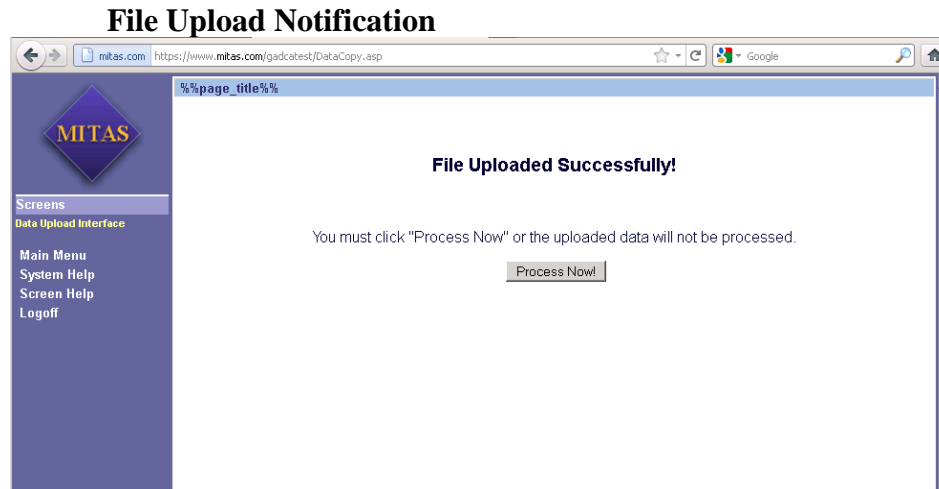
- Click on the **Browse** Button 
 - Navigate to where you have the file saved
 - Select the file
- Click on the **Upload** Button 

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

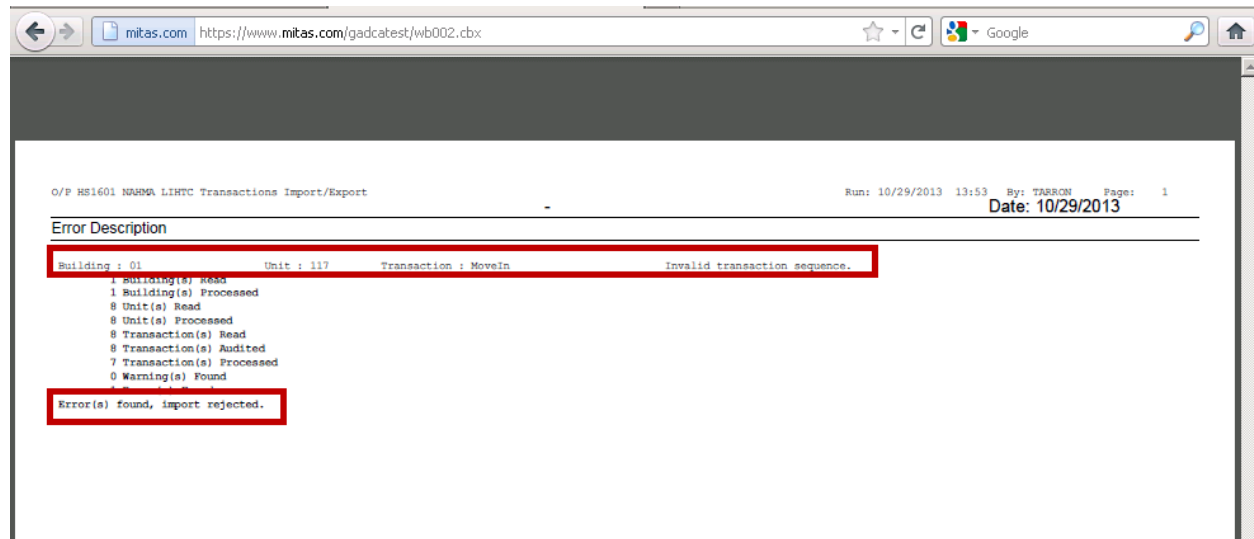
NOTE: You must have your Pop Up Blocker turned off.

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.



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.

