

Slide 1 - Title



Text Captions

Compliance Check Processing
using the
MITAS Internet Property Management site

Notes

Slide 2 - Objectives

The slide content area features a light blue background. In the center, there is a white rounded rectangle with a dark teal header labeled "Objectives". The text inside this box reads: "In this online learning module, you will learn how to process a compliance check for Tax Credit transactions, and how to view and print reports relating to the compliance check using the MITAS Internet Property Management site." At the bottom left of the slide area, the text "Compliance Check Processing" is displayed. At the bottom right, there is a "Next" button with a right-pointing arrow.

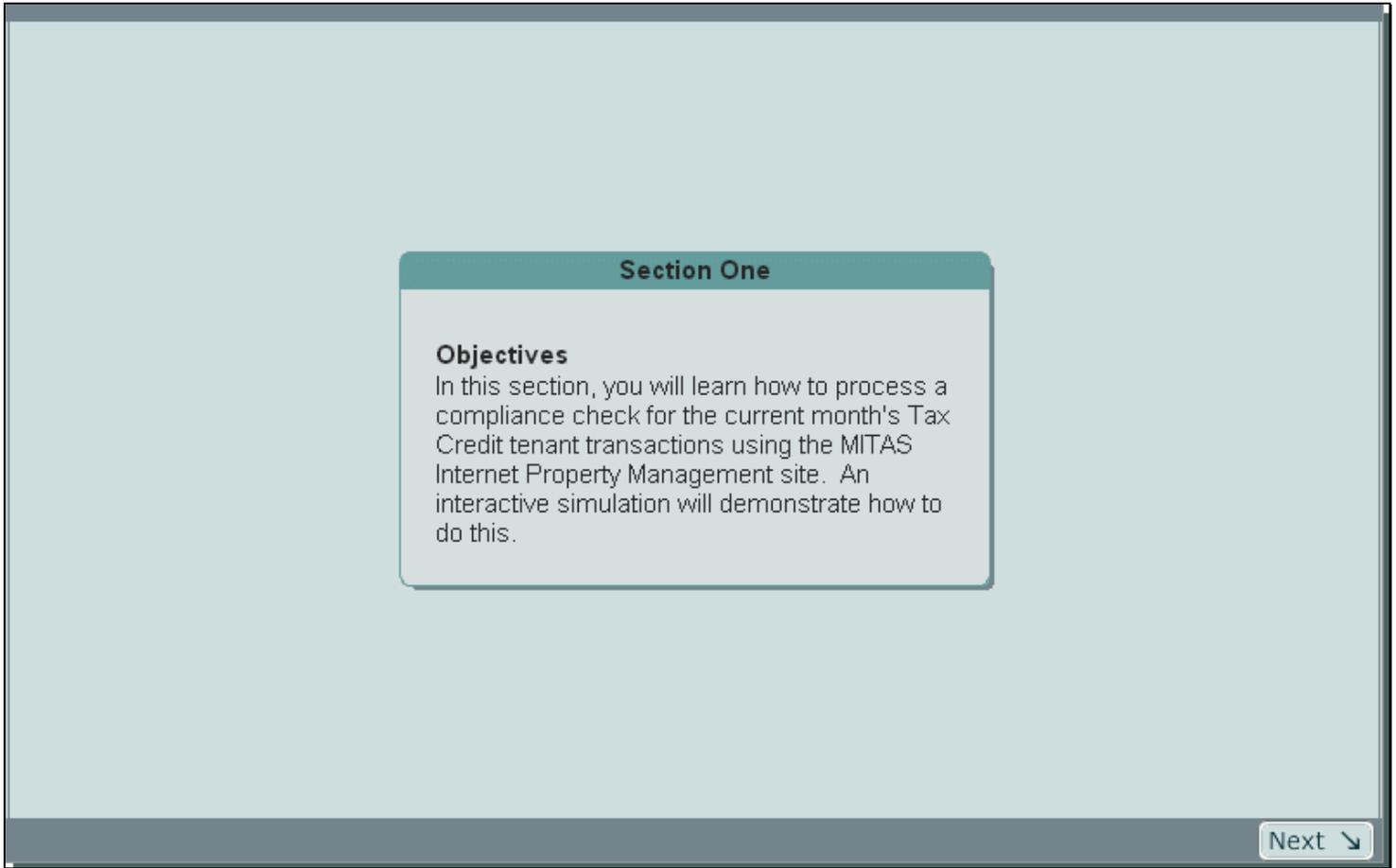
Text Captions

Objectives

In this online learning module, you will learn how to process a compliance check for Tax Credit transactions, and how to view and print reports relating to the compliance check using the MITAS Internet Property Management site.

Notes

Slide 3 - Objectives: Processing Tenant Transaction Compliance Checks



The slide content is displayed within a light blue rectangular frame. At the top center of the frame is a dark teal header box containing the text "Section One". Below this header is a white box with a dark teal border containing the text "Objectives" followed by a paragraph: "In this section, you will learn how to process a compliance check for the current month's Tax Credit tenant transactions using the MITAS Internet Property Management site. An interactive simulation will demonstrate how to do this." In the bottom right corner of the frame, there is a small button with the text "Next" and a right-pointing arrow.

Text Captions**Section One****Objectives**

In this section, you will learn how to process a compliance check for the current month's Tax Credit tenant transactions using the MITAS Internet Property Management site. An interactive simulation will demonstrate how to do this.

Notes

Slide 4 - Scenario: Processing Tenant Transaction Compliance Checks

<p>Scenario</p> <p>Vicky, a property manager calls you...</p> <p><i>"Hi Becky, I'm trying to process a compliance check for my tenant transactions using the MITAS Internet Property Management site for the first time. How do I do this?"</i></p> <p>Let's find out how we can help Vicky.</p>	<p style="text-align: center;">Processing Tenant Transaction Compliance Checks</p>  <p style="text-align: center;">Vicky at her desk</p> <p style="text-align: right;">Next ↘</p>
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Text Captions**Scenario**

Vicky, a property manager calls you...

"Hi Becky, I'm trying to process a compliance check for my tenant transactions using the MITAS Internet Property Management site for the first time. How do I do this?"

Let's find out how we can help Vicky.

Notes

Slide 5 - Concept: Process Compliance Check

How to Process a Compliance Check for Tax Credit Transactions

It is easy to process a compliance check for Tax Credit transactions using the MITAS Internet Property Management site. In order to do this, you must be logged in as either a **Property Manager** or **Property Manager - Compliance** user.

Once you have retrieved the property from the **Property Information** screen, choose the **Process Transactions** option. The **Process Transactions** page is displayed. Next, choose the **Process** option, and the tenant transactions for the most current reporting period (month) are processed.

The compliance check process processes data for only one period at a time. If your current reporting period is not the current month, you will need to run the process for each reporting period (month) to bring your errors up to date. For example, if your last error report was three months ago (January), you will need to run the process three times and review three error logs (February, March, April).

After you have processed the transactions, you will no longer be able to modify these transactions. To view any errors that have occurred during processing, you will access the **Error Log** for the corresponding dates. To print these errors, print the **Compliance Error Report**. Print the **Transaction Detail Report** for a report detailing why the system did not qualify the tenant(s).

[Next ↘](#)

Text Captions**How to Process a Compliance Check for Tax Credit Transactions**

It is easy to process a compliance check for Tax Credit transactions using the MITAS Internet Property Management site. In order to do this, you must be logged in as either a **Property Manager** or **Property Manager - Compliance** user.

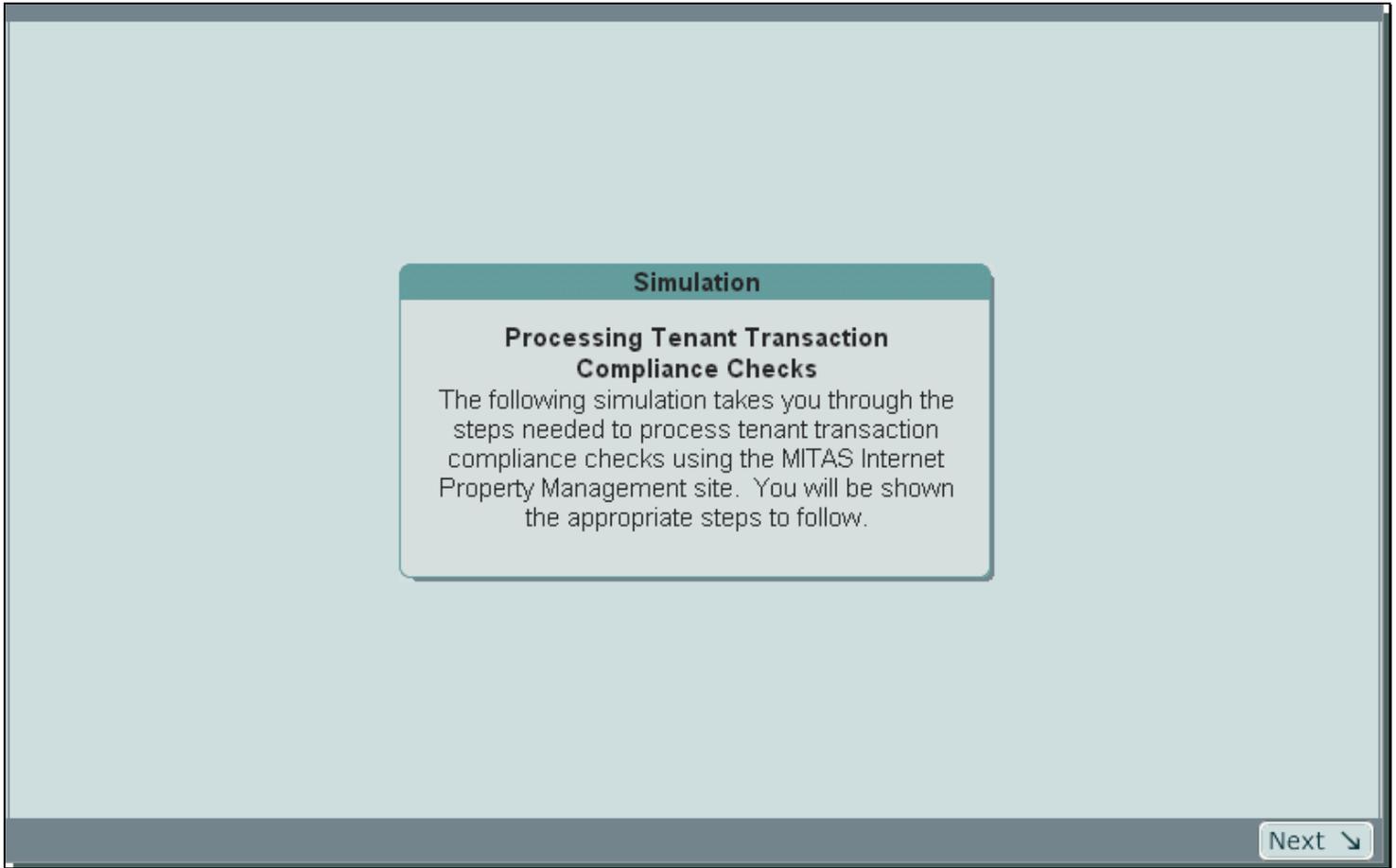
Once you have retrieved the property from the **Property Information** screen, choose the **Process Transactions** option. The **Process Transactions** page is displayed. Next, choose the **Process** option, and the tenant transactions for the most current reporting period (month) are processed.

The compliance check process processes data for only one period at a time. If your current reporting period is not the current month, you will need to run the process for each reporting period (month) to bring your errors up to date. For example, if your last error report was three months ago (January), you will need to run the process three times and review three error logs (February, March, April).

After you have processed the transactions, you will no longer be able to modify these transactions. To view any errors that have occurred during processing, you will access the **Error Log** for the corresponding dates. To print these errors, print the **Compliance Error Report**. Print the **Transaction Detail Report** for a report detailing why the system did not qualify the tenant(s).

Notes

Slide 6 - Simulation: Processing Tenant Transaction Compliance Checks

A slide with a light blue background. In the center is a white box with a teal header that says "Simulation". Below the header, the text reads "Processing Tenant Transaction Compliance Checks" followed by a paragraph: "The following simulation takes you through the steps needed to process tenant transaction compliance checks using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow." In the bottom right corner of the slide, there is a "Next" button with a right-pointing arrow.

Simulation

Processing Tenant Transaction Compliance Checks

The following simulation takes you through the steps needed to process tenant transaction compliance checks using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Next ↘

Text Captions

Simulation**Processing Tenant Transaction Compliance Checks**

The following simulation takes you through the steps needed to process tenant transaction compliance checks using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Notes

Slide 7 - Slide 7



Text Captions

Select the **Property Detail** menu item

Once you have successfully logged in to the site, the **Main Menu** page is displayed

Notes

Slide 8 - Slide 8

The screenshot shows a 'Property Information' page. At the top, it says 'O/P HSW123'. Below this are three blue rectangular boxes. A yellow callout box on the left contains the text: 'For security reasons, you must know the property number for which you are trying to process tenant transactions.' In the center, there is a 'Retrieve Property:' label followed by a text input field labeled 'Highlight Box' and a 'Retrieve' button. A blue callout box points to the 'Retrieve Property:' label with the text: 'Select the Retrieve Property text box, and input the Property Number'. Below the input field, the text 'Property: 99999999999' is visible. Further down, there are labels for 'Property Address:', 'Phone Number:', and 'Fax Number:'. A yellow callout box at the bottom center contains the text: 'The Property Status Information page appears'. At the bottom of the page, there is a table header with columns 'Project', 'Stage', and 'Date'.

Text Captions

The **Property Status Information** page appears

Select the **Retrieve Property** text box, and input the Property Number

For security reasons, you must know the property number for which you are trying to process tenant transactions.

Notes

Slide 10 - Slide 10

Property Information

O/P HSW123

Retrieve Property:

Property: 999999999999

Property Address: ,

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

Fax Number: (000) 000-0000

Fiscal Year End: 00/00

Project	Stage	Date
---------	-------	------

Text Captions

Click the **Retrieve** button

Notes

Slide 12 - Slide 12

Property Information
O/P HSW123

Move-in/Move-out Transactions Upload **Process Transactions**

Click the **Process Transactions** button to process the tenant transactions compliance check

Verify the property address information is correct. If the information is not correct, contact the agency.

Property Address:
MASON RIDGE LIVING
1500 CENTRAL
MCKINNEY, TX 75070

Phone Number: Ext:
(972) 547-6404 0000
(000) 000-0000 0000

Fax Number:
(000) 000-0000

The **Property Information** page appears with the property address

Project	Stage	Date
---------	-------	------

Text Captions

The **Property Information** page appears with the property address

Verify the property address information is correct. If the information is not correct, contact the agency.

Click the **Process Transactions** button to process the tenant transactions compliance check

Notes

Slide 13 - Slide 13

The screenshot shows a web interface titled "Process Transactions" with a sub-header "O/P HS1533". A purple banner contains the instruction: "Click the 'Process' button to process the Tenant Transactions for the most current reporting period (Month). You will no longer be able to modify the Processed Tenant Transactions." A yellow callout box explains: "Clicking the **Process** button processes the tenant transactions compliance check for the most current reporting period (month). Click the **Back** button to abort and return to the previous page. Once you have processed the tenant transactions, you will **no longer be able to modify** these transactions. You must contact the agency to request modifications to the processed tenant transactions." A blue callout box points to a button: "Click the **Process** option to process the tenant transactions compliance check." A yellow callout box at the bottom indicates: "The **Process Transactions** page is displayed."

Text Captions

Click the **Process** option to process the tenant transactions compliance check

The **Process Transactions** page is displayed

Clicking the **Process** button processes the tenant transactions compliance check for the most current reporting period (month). Click the **Back** button to abort and return to the previous page.

Once you have processed the tenant transactions, you will **no longer be able to modify** these transactions. You must contact the agency to request modifications to the processed tenant transactions.

Notes

Slide 14 - Slide 14

Property Information

O/P HSW123

Move-in/Move-out	Transactions Upload	Process Transactions
Error Log		

Retrieve Property:

Property: 75070 Name: MASON RIDGE

Property Address: MASON RIDGE LIVING 1500 CENTRAL MCKINN	Phone Number: (972) 547-6404 (000) 000-0000	Ext: 0000 0000
Fax Number: (000) 000-0000		

Fiscal Year End: 0000

Project	Stage	Date
---------	-------	------

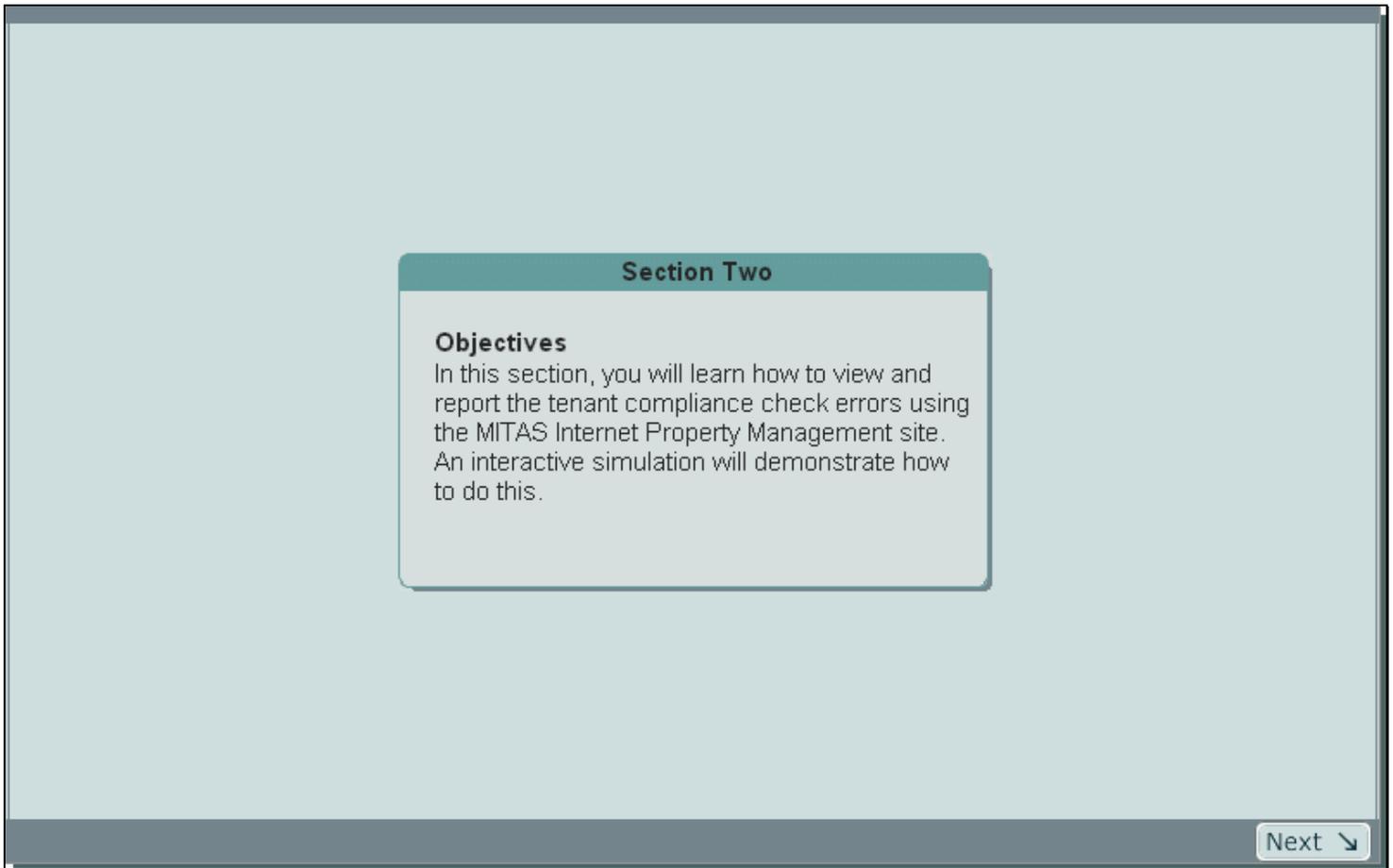
Text Captions

The **Property Information** page appears after the tenant transactions have been processed

End of simulation

Notes

Slide 15 - Objectives: View and Report Errors



The slide content is displayed within a light blue rectangular frame. In the center, there is a white box with a teal header that reads "Section Two". Below the header, the word "Objectives" is written in bold, followed by a paragraph of text. In the bottom right corner of the slide frame, there is a button labeled "Next" with a right-pointing arrow.

Section Two

Objectives
In this section, you will learn how to view and report the tenant compliance check errors using the MITAS Internet Property Management site. An interactive simulation will demonstrate how to do this.

Next ↘

Text Captions

Section Two**Objectives**

In this section, you will learn how to view and report the tenant compliance check errors using the MITAS Internet Property Management site. An interactive simulation will demonstrate how to do this.

Notes

Slide 16 - Scenario: View Data

Scenario

Vicky, a property manager calls you...

"Hi Becky, I'm trying to view the the tenant compliance check errors using the MITAS Internet Property Management site. How do I do this?"

Let's find out how we can help Vicky.

Viewing Tenant Compliance Errors

Vicky at her desk

Next 

Text Captions**Scenario**

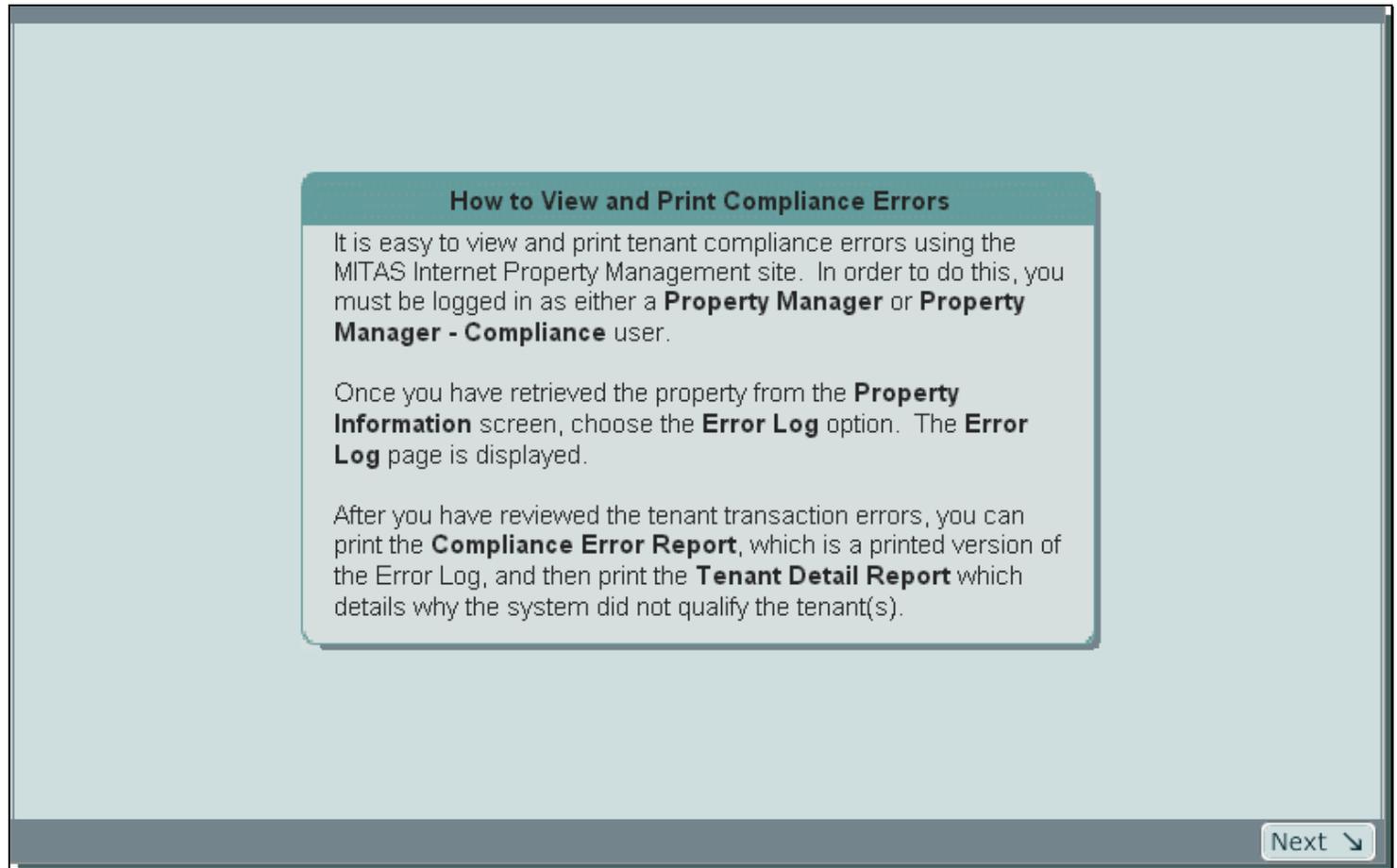
Vicky, a property manager calls you...

"Hi Becky, I'm trying to view the the tenant compliance check errors using the MITAS Internet Property Management site. How do I do this?"

Let's find out how we can help Vicky.

Notes

Slide 17 - Concept: View and Print Compliance Errors



How to View and Print Compliance Errors

It is easy to view and print tenant compliance errors using the MITAS Internet Property Management site. In order to do this, you must be logged in as either a **Property Manager** or **Property Manager - Compliance** user.

Once you have retrieved the property from the **Property Information** screen, choose the **Error Log** option. The **Error Log** page is displayed.

After you have reviewed the tenant transaction errors, you can print the **Compliance Error Report**, which is a printed version of the Error Log, and then print the **Tenant Detail Report** which details why the system did not qualify the tenant(s).

Next ↘

Text Captions

How to View and Print Compliance Errors

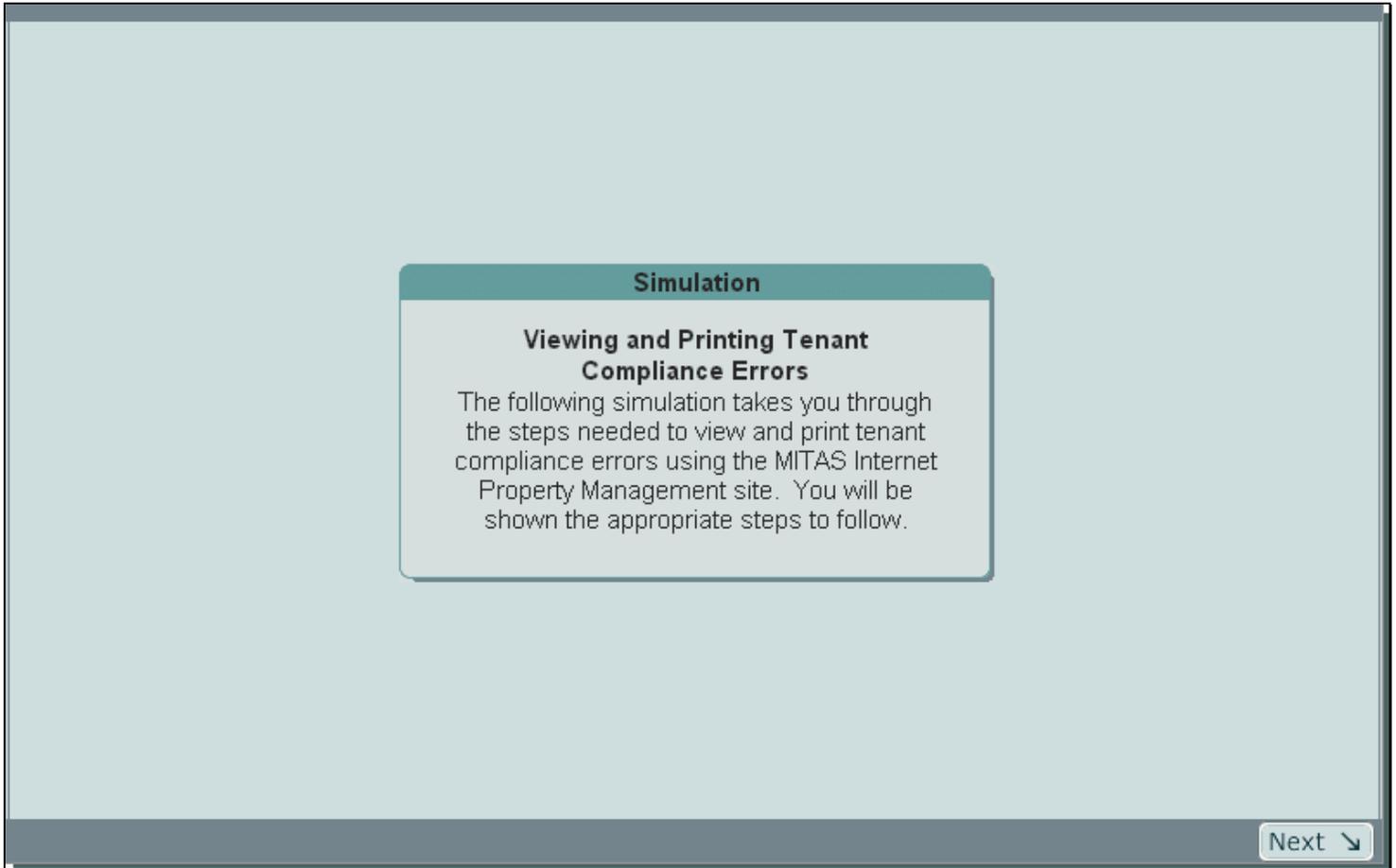
It is easy to view and print tenant compliance errors using the MITAS Internet Property Management site. In order to do this, you must be logged in as either a **Property Manager** or **Property Manager - Compliance** user.

Once you have retrieved the property from the **Property Information** screen, choose the **Error Log** option. The **Error Log** page is displayed.

After you have reviewed the tenant transaction errors, you can print the **Compliance Error Report**, which is a printed version of the Error Log, and then print the **Tenant Detail Report** which details why the system did not qualify the tenant(s).

Notes

Slide 18 - Copy of Simulation: View and Print Tenant Compliance Errors

The image shows a screenshot of a software simulation window. The window has a light blue background. In the center, there is a white box with a dark blue header that says "Simulation". Below the header, the title "Viewing and Printing Tenant Compliance Errors" is displayed in bold. The main text of the simulation reads: "The following simulation takes you through the steps needed to view and print tenant compliance errors using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow." In the bottom right corner of the window, there is a "Next" button with a right-pointing arrow.

Text Captions

Simulation**Viewing and Printing Tenant Compliance Errors**

The following simulation takes you through the steps needed to view and print tenant compliance errors using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Notes

Slide 19 - Slide 19

Property Information

O/P HSW123

Move-in/Move-out	Transactions Upload	Process Transactions
Error Log		

Retrieve Property:

Property: 75070	Name: MASON RIDGE
Property Address: MASON RIDGE LIVING 1500 CENTRAL MCKINNEY, TX 75070	Phone Number: Ext: (972) 547-6404 0000 (000) 000-0000 0000
	Fax Number: 000) 000-0000

From the **Property Information** page, retrieve the property for which you would like to review the tenant compliance errors.

Verify the property address information is correct. If the information is not correct, contact the agency.

	Date
--	-------------

Text Captions

From the **Property Information** page, retrieve the property for which you would like to review the tenant compliance errors.

Verify the property address information is correct. If the information is not correct, contact the agency.

Notes

Slide 20 - Slide 20

Property Information
O/P HSW123

Move-in/Move-out	Transactions Upload	Process Transactions
Error Log <small>Highlight Box</small>		

Select the **Error Log** option to view the tenant compliance error log

Property: 7500
Name: MASON RIDGE

Property Address: MASON RIDGE LIVING 1500 CENTRAL MCKINNEY, TX 75070	Phone Number: (972) 547-6404 Ext: 0000 Fax Number: (000) 000-0000
--	--

Fiscal Year End: 00/00

Project	Stage	Date
---------	-------	------

Text Captions

Select the **Error Log** option to view the tenant compliance error log

Notes

Slide 21 - Slide 21

Compliance Error Log

O/P HSW195

Property:75070 MASON RIDGE

Program: Tax Credit
Starting Date: (MM/DD/YYYY)

Effective Date	Building	Unit	Seq	Error	Transaction	Tenant	Overriden	Memo
----------------	----------	------	-----	-------	-------------	--------	-----------	------

The **Compliance Error Log** page is displayed

Text Captions

The **Compliance Error Log** page is displayed

Notes

Slide 22 - Slide 22

Compliance Error Log
O/P HSW195

Property:75070 MASON RIDGE

Program: *
Starting Date: *

Prev Errors Main Menu Errors

Effective Date Building Unit Seq Error Transac

Select the Program combo box

- HOME
- Preserv
- TEAM
- Section 8
- 501C3
- MI HOME
- CSH
- Modified Pass Through
- Tax Credit
- Taxable Bond
- Moderate
- Special Housing
- 80/20
- Rental Assistance
- Rental Supplement
- Section 8 - EX
- Rent Rehab
- One Percent

Text Captions

Select the Program combo box

Notes

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Compliance Error Log

O/P HSW195

Property:75070 MASON RIDGE

Program: Tax Credit

Starting Date: (MM/DD/YYYY)

Prev E Refresh Next Errors

Select the **Starting Date** text box and input the appropriate starting date

Effective Date	Building	Unit	Seq	Error	Transaction	Tenant	Overriden	Memo
----------------	----------	------	-----	-------	-------------	--------	-----------	------

Text Captions

Select the **Starting Date** text box, and input the appropriate starting date

Notes

Slide 25 - Slide 25

Compliance Error Log
O/P HSW195

Property:75070 MASON RIDGE

Program: Tax Credit
Starting Date: (MM/DD/YYYY)

Prev Errors Main Menu Refresh Next Errors

Effective Date Building Unit Start Overriden Memo

Select the Refresh option

Text Captions

Select the Refresh option

Notes

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Compliance Error Log
O/P HSW195

Property:75070 MASON RIDGE

Program: Tax Credit
Starting Date: 03/01/2004 (MM/DD/YYYY)

Prev Errors Highlight Box Main Menu Highlight Box Refresh Next Errors Highlight Box

Select the **Prev Errors** option to view the previous period's tenant compliance errors on this page. Review the tenant compliance errors on this page.

Select the **Next Errors** option to view the next period's tenant compliance errors

The C
tran

From this page, you can also view previous period's tenant compliance errors by clicking the **Prev Errors** option. By clicking the **Main Menu** option, you are taken back to the **Property Information** page. To view the next period's tenant compliance errors, click the **Next Errors** option.

n Memo

No
No
No
No
No

Text Captions

The **Compliance Error Log** page is displayed

The **Compliance Error Log** lists all the tenant compliance errors for the transactions processed for the current month. This is a display only page. Review the tenant compliance errors on this page.

From this page, you can also view previous period's tenant compliance errors by clicking the **Prev Errors** option. By clicking the **Main Menu** option, you are taken back to the **Property Information** page. To view the next period's tenant compliance errors, click the **Next Errors** option.

Select the **Prev Errors** option to view the previous period's tenant compliance errors

Select the **Main Menu** option to return to the **Property Information** page

Select the **Next Errors** option to view the next period's tenant compliance errors

Notes

Slide 28 - Slide 28

Compliance Error Log
O/P HSW195

Property: 75070 MASON RIDGE

Program: Tax Credit
Starting Date: 03/01/2004 (MM/DD)

Prev Errors | Main Menu | Refresh

To print the list of errors shown on the **Compliance Error Log** page, you must access the reporting menu, and choose the **Compliance Error Report** option.

Transaction	Tenant
03/01/2004 39 202 1 Setaside Percent Move In	Lisa Jones
03/01/2004 39 202 1 Setaside Unit Count Move In	Lisa Jones
09/01/2004 39 204 1 Setaside Percent Move In	Jerry Newpo
09/01/2004 39 204 1 Setaside Unit Count Move In	Jerry Newpo
12/01/2004 37 105 1 Setaside Percent Move In	Greg Lee
12/01/2004 37 105 1 Setaside Unit Count Move In	Greg Lee

Select the **Main Menu** option to access the reporting menu

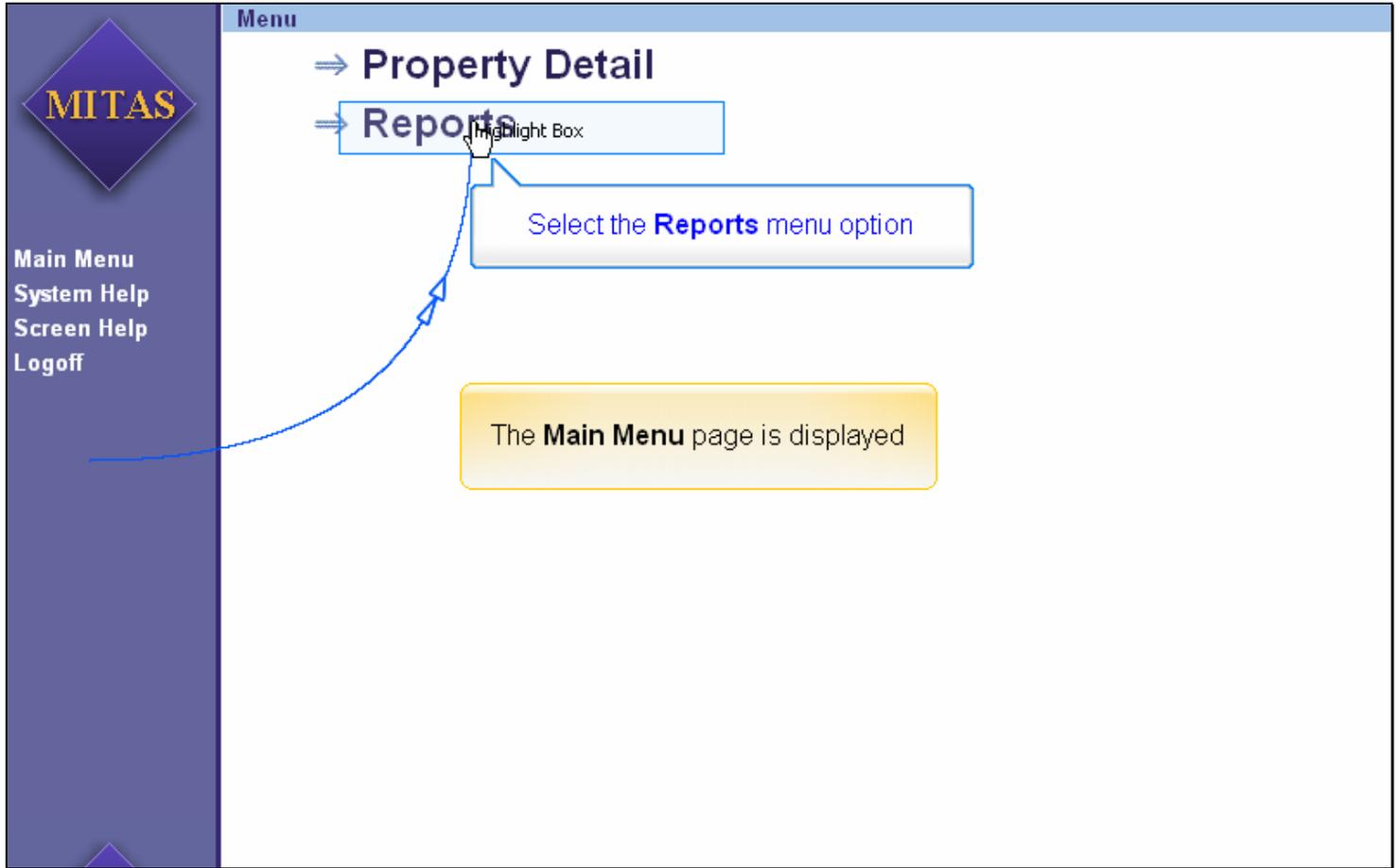
Text Captions

Select the **Main Menu** option to access the reporting menu

To print the list of errors shown on the **Compliance Error Log** page, you must access the reporting menu, and choose the **Compliance Error Report** option.

Notes

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Text Captions

Select the **Reports** menu option

The **Main Menu** page is displayed

Notes

Slide 30 - Slide 30



Text Captions

The Reporting Menu page is displayed

Select the Compliance Errors menu option

Notes

Slide 31 - Slide 31

Compliance Errors
O/P HS1562

Choose the Options and Click the Submit Button to Compile the Report.

The **Compliance Error Report** is a printed version of the Compliance Error Log (viewable on screen only). It is a listing of the compliance errors.

Property: Highlight Box

Beginning Date: (MMDD/YYYY)
(MMDD/YYYY)

Select the **Property** text box, and input the appropriate Property Number for which you would like to print a Compliance Error Report

Text Captions

The **Compliance Error Report** selection criteria page is displayed

The **Compliance Error Report** is a printed version of the Compliance Error Log (viewable on screen only). It is a listing of the compliance errors.

Select the **Property** text box, and input the appropriate Property Number for which you would like to print a Compliance Error Report

Notes

Slide 32 - Slide 32

Compliance Errors
O/P HS1562

Choose the Options and Click the Submit Button to Compile the Report.

Property:

Beginning Date: (MMDD/YYYY)

Ending Date: (MMDD/YYYY)

Select the **Beginning Date** text box, and input the beginning date of the date range for which you would like to print the report

Text Captions

Select the **Beginning Date** text box, and input the beginning date of the date range for which you would like to print the report

Notes

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Compliance Errors
O/P HS1562

Choose the Options and Click the Submit Button to Compile the Report.

Property:

Beginning Date: (MMDD/YYYY)

Ending Date: (MMDD/YYYY)

Select the **Ending Date** text box, and input the ending date of the date range for which you would like to print the report

Text Captions

Select the **Ending Date** text box, and input the ending date of the date range for which you would like to print the report

Notes

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Compliance Errors

O/P HS1562

Choose the Options and Click the Submit Button to Compile the Report.

Property: 75070

Beginning Date: 03/01/2004 (MMDD/YYYY)

Ending Date: | (MMDD/YYYY)

MITAS

Screens

Compliance Errors

Options

Reset

Back

Highlight Box

Main Menu

System Help

Screen Help

Logoff

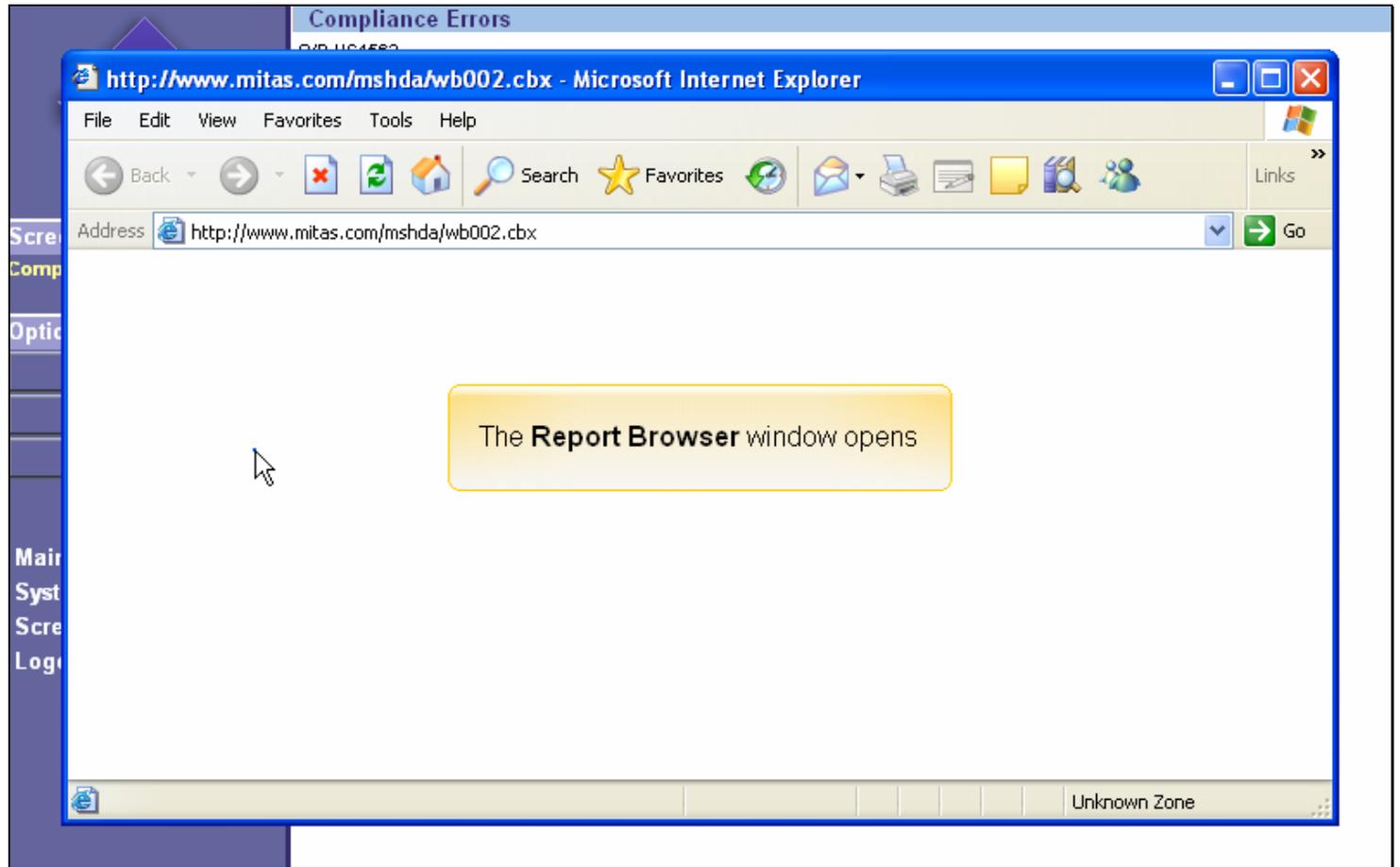
Click the **Submit** button to compile the report

Text Captions

Click the **Submit** button to compile the report

Notes

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Text Captions

The Report Browser window opens

Notes

Slide 36 - Slide 36

O/P HS1562 Print Compliance Error Report Run: 07/27/2005 08:45

03/01/2004 TO 03/30/2004

Building No	Unit No	Effective Date	Seq	Error Code	Transaction Type	Tenant Name	Override
75070 MASON RIDGE							
11 Tax Credit							
03/01/2004redit							
39	202	02/15/2004	1	1 Setaside Percent	4 Move In	Lisa Jones	
39	202	02/15/2004	1	2 Setaside Unit Count	4 Move In	Lisa Jones	

The **Compliance Error Report** is automatically displayed in PDF format. You can print the report as you would any PDF document by clicking the **Print** button on your Internet browser.

Text Captions

The **Compliance Error Report** is automatically displayed in PDF format. You can print the report as you would any PDF document by clicking the **Print** button on your Internet browser.

Notes

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The screenshot shows a Mozilla Firefox browser window with the title 'n/pdf Object) - Mozilla Firefox'. The address bar contains the URL 'http://www.mitas.com/mshda/Reports/MITAS08455298.PDF'. The browser's toolbar shows navigation and zoom controls, with the zoom level set to 122%. The main content area displays a PDF report titled 'Compliance Error Report'. The report includes a header with the date range '03/01/2004 TO 03/30/2004', the tenant name 'Lisa Jones', and the date 'Date: 07/27/2005'. Below the header is a table with columns for Effective Date, Seq, Error Code, Transaction Type, Tenant Name, OverrideFlag, and OverrideMemo. The table contains two rows of data.

Click the **Close** button when you have finished reviewing the **Compliance Error Report**

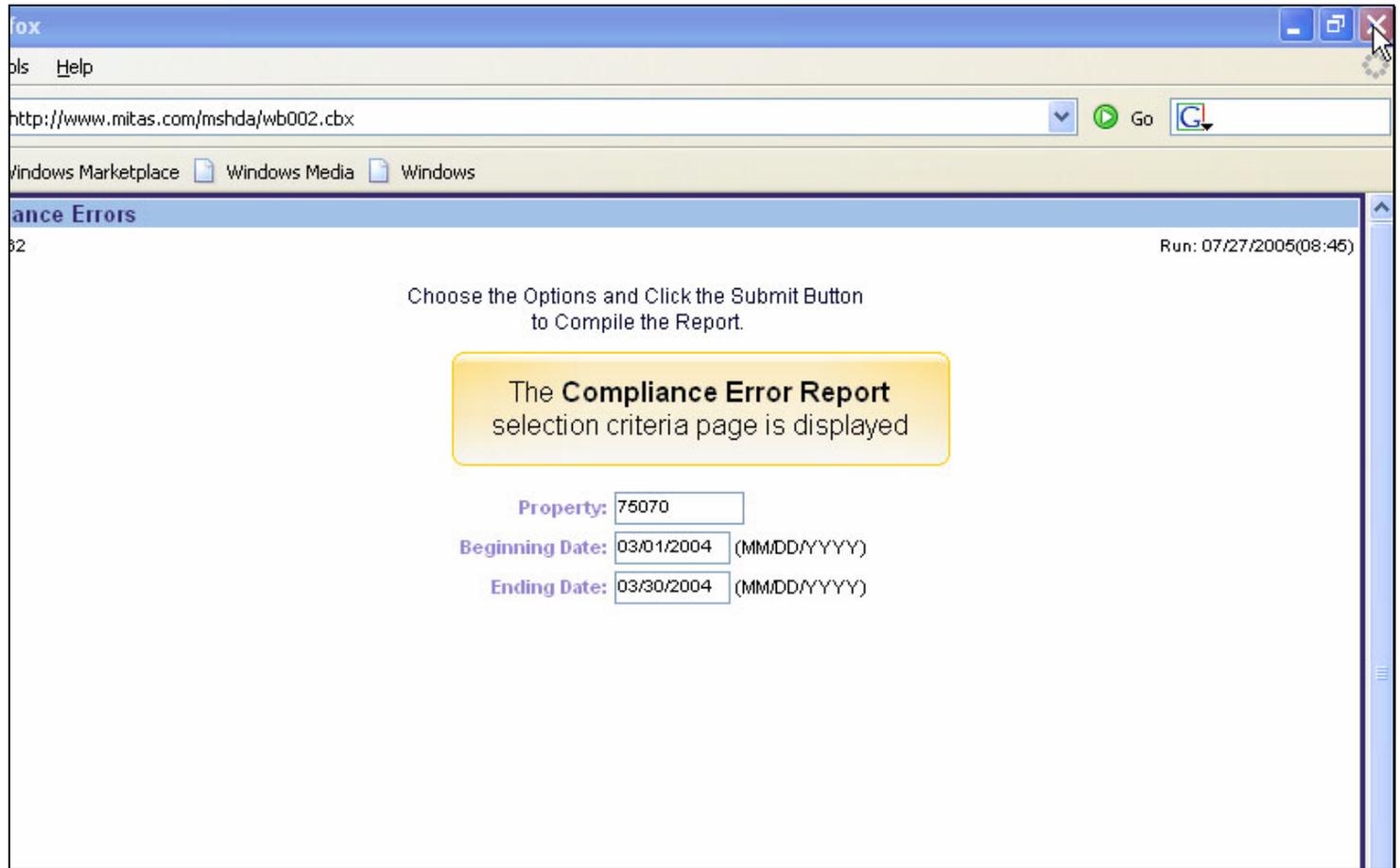
Effective Date	Seq	Error Code	Transaction Type	Tenant Name	OverrideFlag	OverrideMemo
02/15/2004	1	1 Setaside Percent	4 Move In	Lisa Jones	No	
02/15/2004	1	2 Setaside Unit Count	4 Move In	Lisa Jones	No	

Text Captions

Click the **Close** button when you have finished reviewing the **Compliance Error Report**

Notes

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Text Captions

The **Compliance Error Report** selection criteria page is displayed

Notes

Slide 39 - Slide 39

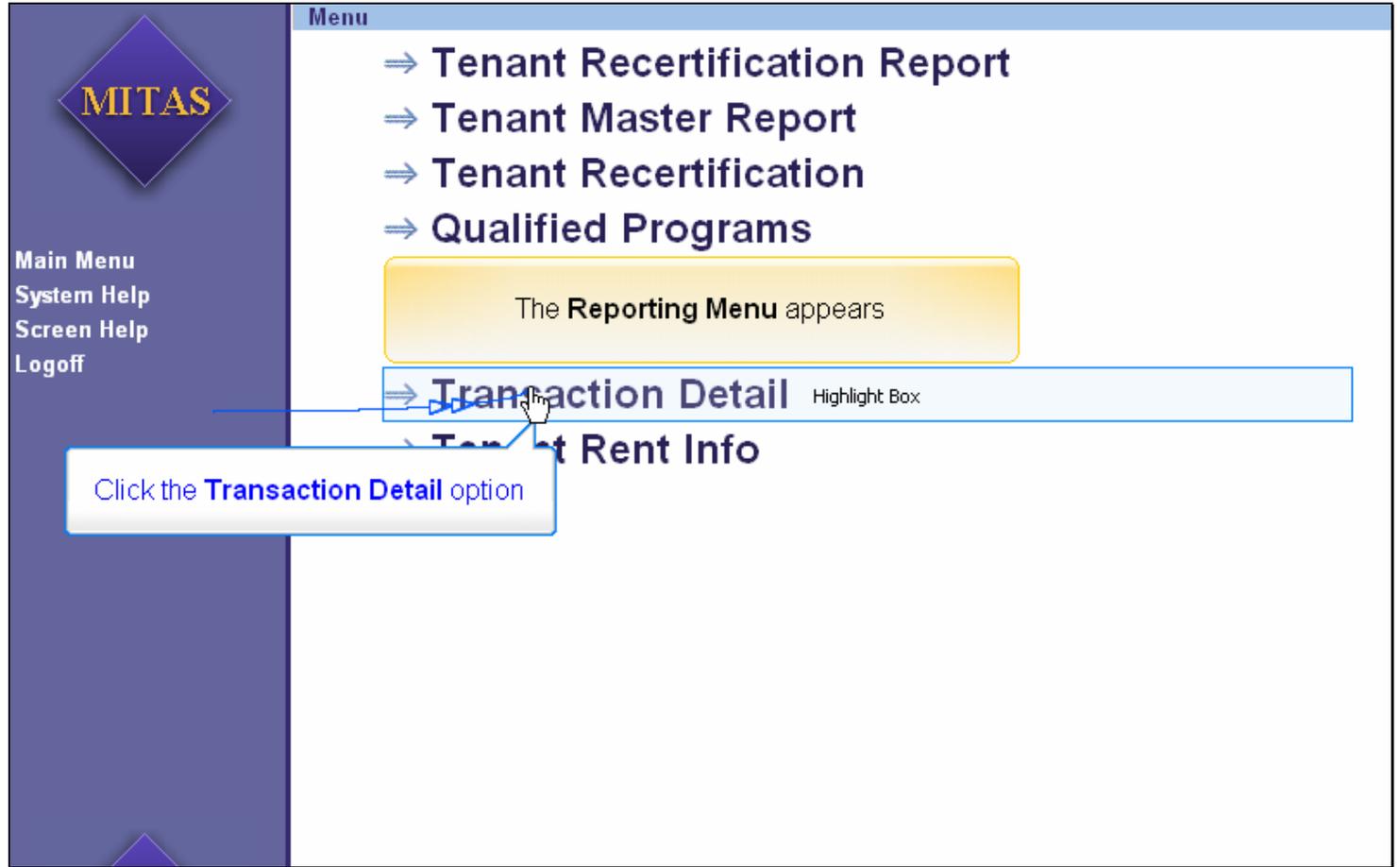
The screenshot shows the MITAS web application interface. On the left is a dark blue sidebar menu with the MITAS logo at the top. Below the logo are sections for 'Screens' (with 'Compliance Errors' highlighted), 'Options' (with 'Reset', 'Highlight Box', and 'Submit' buttons), and a bottom section with 'Main Menu', 'System Help', 'Screen Help', and 'Logoff'. The main content area has a light blue header 'Compliance Errors' and a sub-header 'O/P HS1562'. Below this is a text instruction: 'Choose the Options and Click the Submit Button to Compile the Report.' Further down are three input fields: 'Property: 75070', 'Beginning Date: 03/01/2004 (MMDD/YYYY)', and 'Ending Date: 03/30/2004 (MMDD/YYYY)'. A blue callout box with a white background and blue border points to the 'Back' button in the 'Options' menu. The callout text reads: 'Click the **Back** button to return to the **Reporting Menu** to access the **Transaction Detail Report**'.

Text Captions

Click the **Back** button to return to the **Reporting Menu** to access the **Transaction Detail Report**

Notes

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Text Captions

The Reporting Menu appears

Click the Transaction Detail option

Notes

Slide 43 - Slide 43

Transaction Detail
O/P HS1555

Choose a Options and Click the Submit Button to Compile the Report.

The **Transaction Detail Report** lists, in detail, the reason(s) why the system did not qualify the tenant(s) . This reports all tenants who the property manager marked low income, but were not qualified by the system. To identify the components for which the tenant(s) does not qualify, look for a warning code of **F** for Fail. A legend is also included on the last page of the report.

Print Non-Qualified tenants only

Select the **Property** text box, and input the appropriate property number for which to print the **Transaction Detail Report**

Options:
Reset
Back
Submit

Main Menu
System Help
Screen Help
Logoff

Text Captions

The **Transaction Detail Report** selection criteria page is displayed

The **Transaction Detail Report** lists, in detail, the reason(s) why the system did not qualify the tenant(s) . This reports all tenants who the property manager marked low income, but were not qualified by the system. To identify the components for which the tenant(s) does not qualify, look for a warning code of **F** for Fail. A legend is also included on the last page of the report.

Select the **Property** text box, and input the appropriate property number for which to print the **Transaction Detail Report**

Notes

Slide 44 - Slide 44

The screenshot shows the MITAS Transaction Detail screen. On the left is a navigation menu with the MITAS logo and options: Screens, Transaction Detail, Options (Reset, Back, Submit), Main Menu, System Help, Screen Help, and Logoff. The main content area is titled 'Transaction Detail' and shows 'O/P HS1555'. Below this is a text instruction: 'Choose a Options and Click the Submit Button to Compile the Report.' There is a 'Property:' label next to a text input field containing 'f'. Below that is a checkbox labeled 'Print Non-Qualified tenants only:'. A callout box points to this checkbox with the following text: 'Select the **Print Non-Qualified Tenants Only** check box to print a listing of only the tenants that were not qualified by the system. If this check box is not selected, all tenant data that has been submitted for the current tenant will print, including the tenant data that the system qualified.'

Text Captions

Select the **Print Non-Qualified Tenants Only** check box to print a listing of only the tenants that were not qualified by the system. If this check box is not selected, all tenant data that has been submitted for the current tenant will print, including the tenant data that the system qualified.

Notes

Slide 45 - Slide 45

Transaction Detail
O/P HS1555

Choose a Options and Click the Submit Button to Compile the Report.

Property: 75070

~~Print Non-Qualified tenants only~~

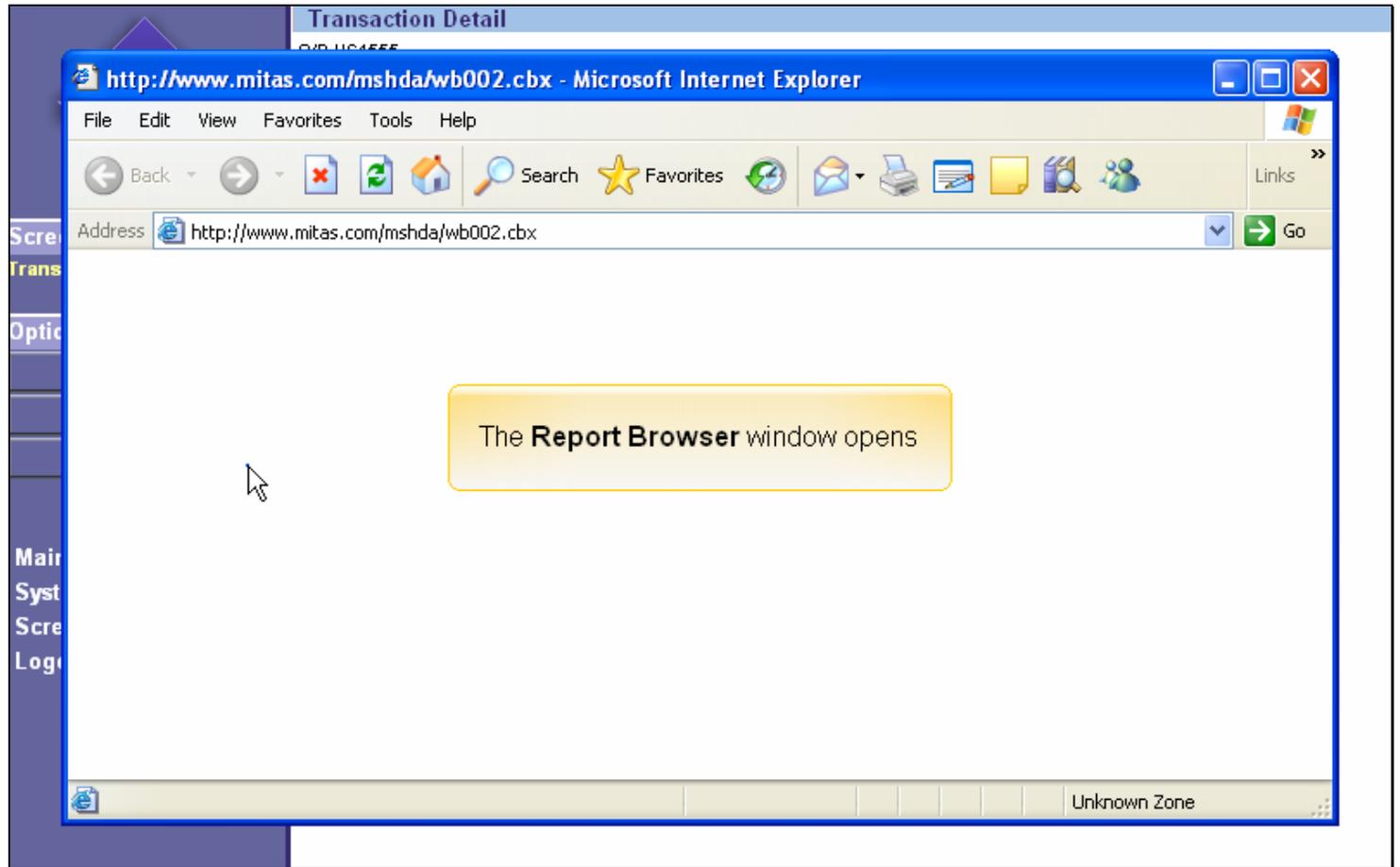
Click the **Submit** button to compile the report

Text Captions

Click the **Submit** button to compile the report

Notes

Slide 46 - Slide 46



Text Captions

The Report Browser window opens

Notes

Slide 47 - Slide 47

The screenshot shows a Microsoft Internet Explorer browser window displaying a PDF report titled "Transaction Detail Report". The browser's address bar shows the URL: <http://www.mitas.com/mshda/Reports/MITAS09380629.PDF>. A blue callout box points to the "Close" button in the browser's title bar, with the text: "Click the Close button when you have finished reviewing the Transaction Detail Report". Another blue callout box points to the PDF content, with the text: "The Transaction Detail Report is automatically displayed in PDF format. You can print the report as you would any PDF document by clicking the Print button on your Internet browser." The PDF content includes "Current Tenant Information" and "Family Member Information".

Current Tenant Information		Date: 07/27/2005
Property:	MITAS	
Building:		
Unit:		
Unit Type:		
Number of Bedrooms:		
Effective Date:	07/15/2006	Income: 35,000.00
Sequence:	1	Over Income Tenant: No
Certification Type:	Move In	
Processed:	No	
Move-In Date:	07/15/2006	Contract Rent: 500.00
Move-Out Date:	00/00/0000	Utility Allowance: 40.00
Next Recertification:	07/15/2006	Gross Rent: 540.00
Unit Description:	Low Income Target: Unknown	Total Tenant Payment: .00
		Tenant Rent: .00
		Assistance Payment: .00
		Assistance Type: None

Text Captions

The **Transaction Detail Report** is automatically displayed in PDF format. You can print the report as you would any PDF document by clicking the **Print** button on your Internet browser.

Click the **Close** button when you have finished reviewing the **Transaction Detail Report**

Notes

Slide 48 - Slide 48

The screenshot shows the MITAS web application interface. On the left is a dark blue sidebar with the MITAS logo at the top. Below the logo are sections for 'Screens' (with 'Transaction Detail' selected), 'Options' (with buttons for 'Reset', 'Back', and 'Submit'), and a 'Main Menu' (with links for 'System Help', 'Screen Help', and 'Logoff'). The main content area has a light blue header titled 'Transaction Detail' with the text 'O/P HS1555' below it. A message box in the center reads: 'The Transaction Detail Report selection criteria page is displayed'. Below this, there is a 'Property:' label next to a text input field containing '75070', and a checked checkbox labeled 'Print Non-Qualified tenants only:'. At the top right of the main area, there is a prompt: 'Choose a Options and Click the Submit Button to Compile the Report.' with a mouse cursor icon pointing towards it.

Text Captions

The Transaction Detail Report selection criteria page is displayed

Notes

Slide 49 - Slide 49

The screenshot shows the MITAS web interface. On the left is a dark blue sidebar with the MITAS logo at the top. Below the logo are sections for 'Screens' (Transaction Detail), 'Options' (Reset, Highlight Box, Submit), and a 'Main Menu' (System Help, Screen Help, Logoff). The main content area is titled 'Transaction Detail' and shows 'O/P HS1555'. A blue arrow points from the 'Submit' button in the sidebar to the text 'Choose a Options and Click the Submit Button to Compile the Report.' Another blue arrow points from the 'Back' button in the sidebar to a callout box that says 'Click the Back button to return to the Reporting Menu'. The main content area also contains a 'Property: 75070' field and a checked checkbox for 'Print Non-Qualified tenants only:'. The 'Back' button in the sidebar is highlighted with a mouse cursor.

Text Captions

Click the **Back** button to return to the **Reporting Menu**

Notes

Slide 51 - Slide 51

Menu

- ⇒ Tenant Recertification Report
- ⇒ Tenant Master Report
- ⇒ Tenant Recertification
- ⇒ Qualified Programs
- ⇒ Current Tenant Information
- ⇒ Compliance Errors

From here, you can print another report, access the **Main Menu** to log off the system if you are completed with your work

Click the **Logoff** button to log off the system

Text Captions

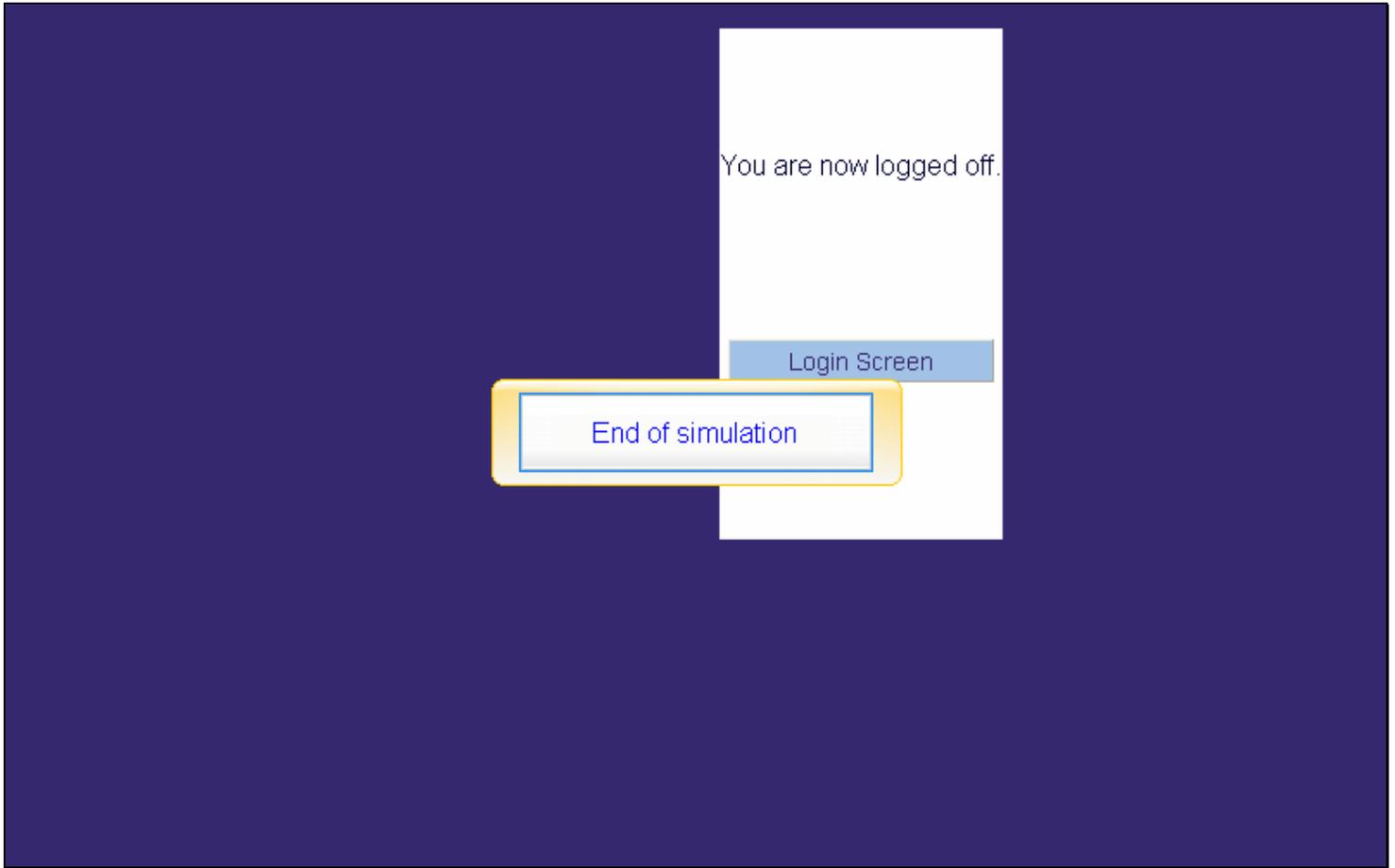
The **Reporting Menu** appears

From here, you can print another report, access the **Main Menu** to perform other tasks, or log off the system if you are completed with your work

Click the **Logoff** button to log off the system

Notes

Slide 52 - Slide 52



Text Captions

The **Logoff** page appears

End of simulation

Notes

Slide 53 - End



Congratulations!
You have completed Compliance Check Processing
using the MITAS Internet Property Management site

Text Captions

Congratulations!
You have completed Compliance Check Processing using the MITAS Internet Property Management site

Notes