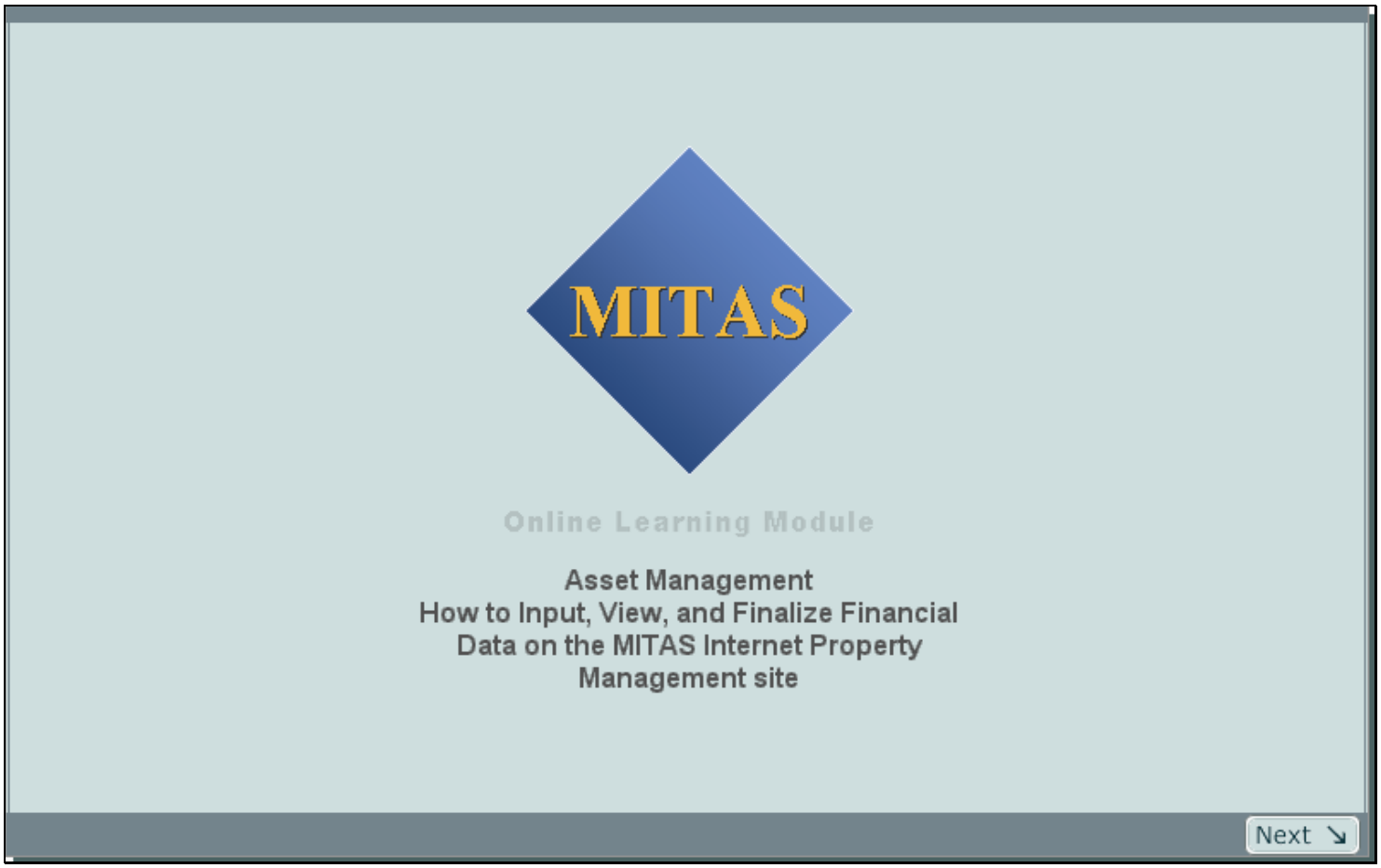
Slide 1 - Title

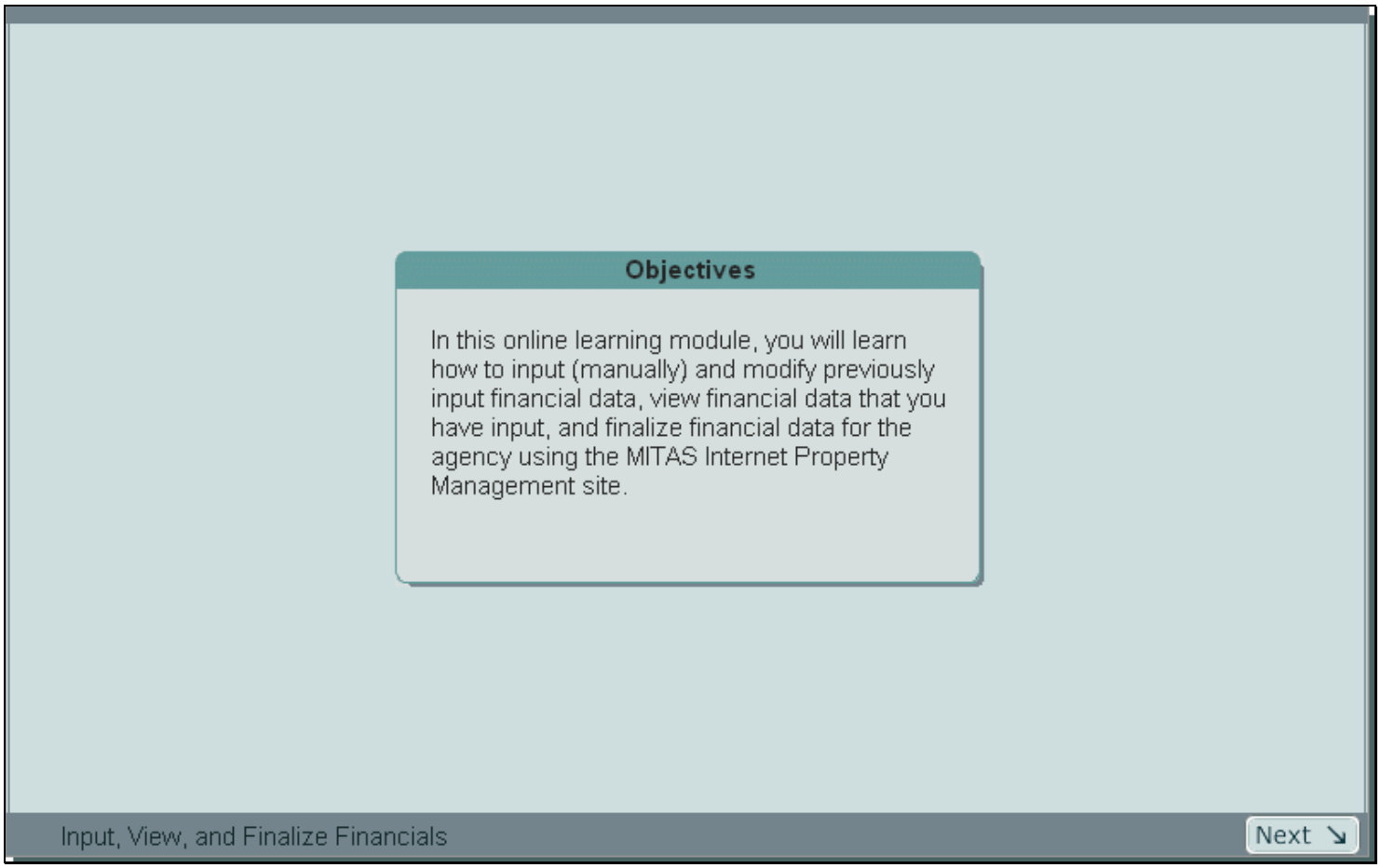


Text Captions

Asset Management
How to Input, View, and Finalize Financial Data on the MITAS Internet Property Management site

Notes

Slide 2 - Objectives



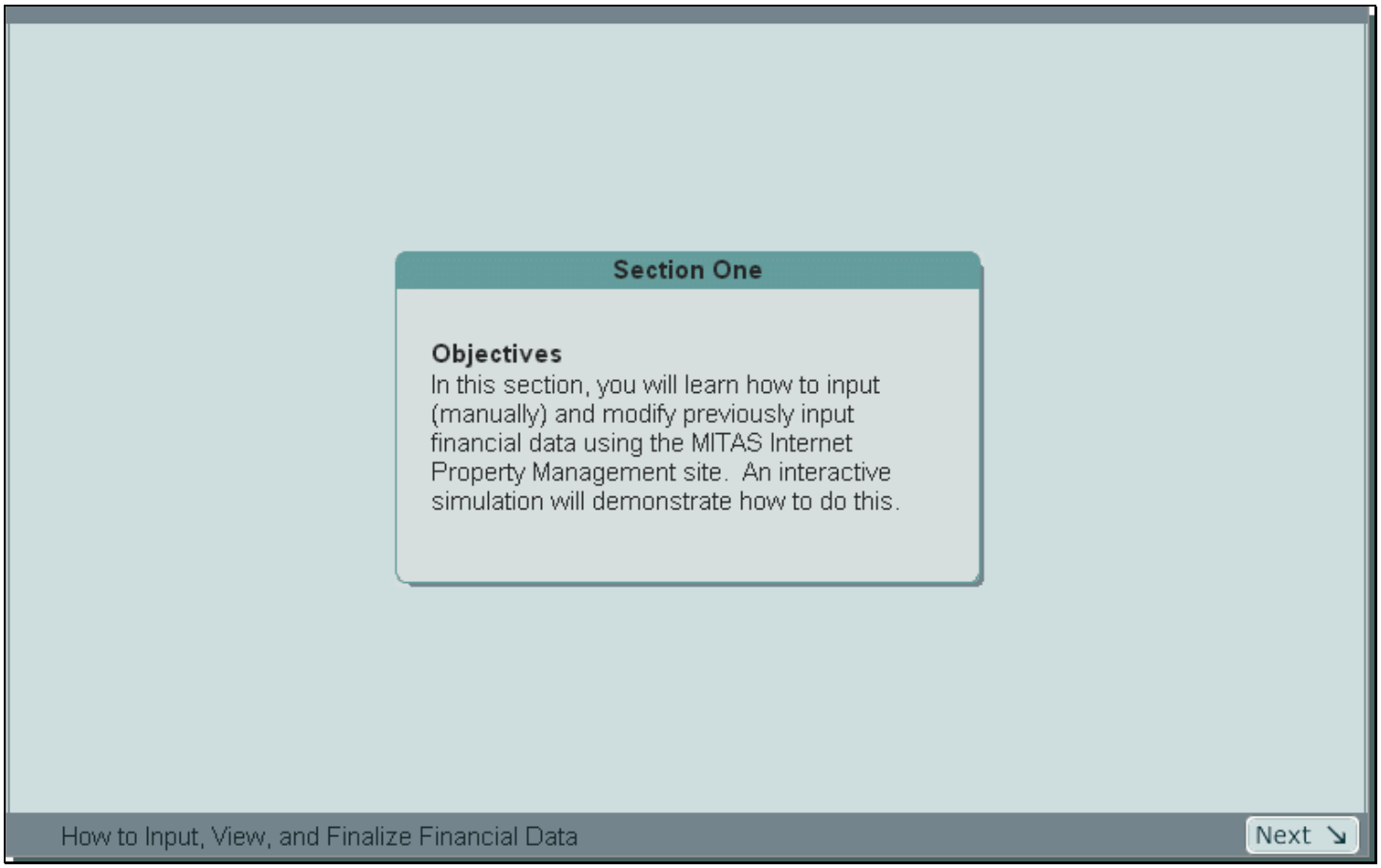
Text Captions

Objectives

In this online learning module, you will learn how to input (manually) and modify previously input financial data, view financial data that you have input, and finalize financial data for the agency using the MITAS Internet Property Management site.

Notes

Slide 3 - Objectives: Input and Modify Data



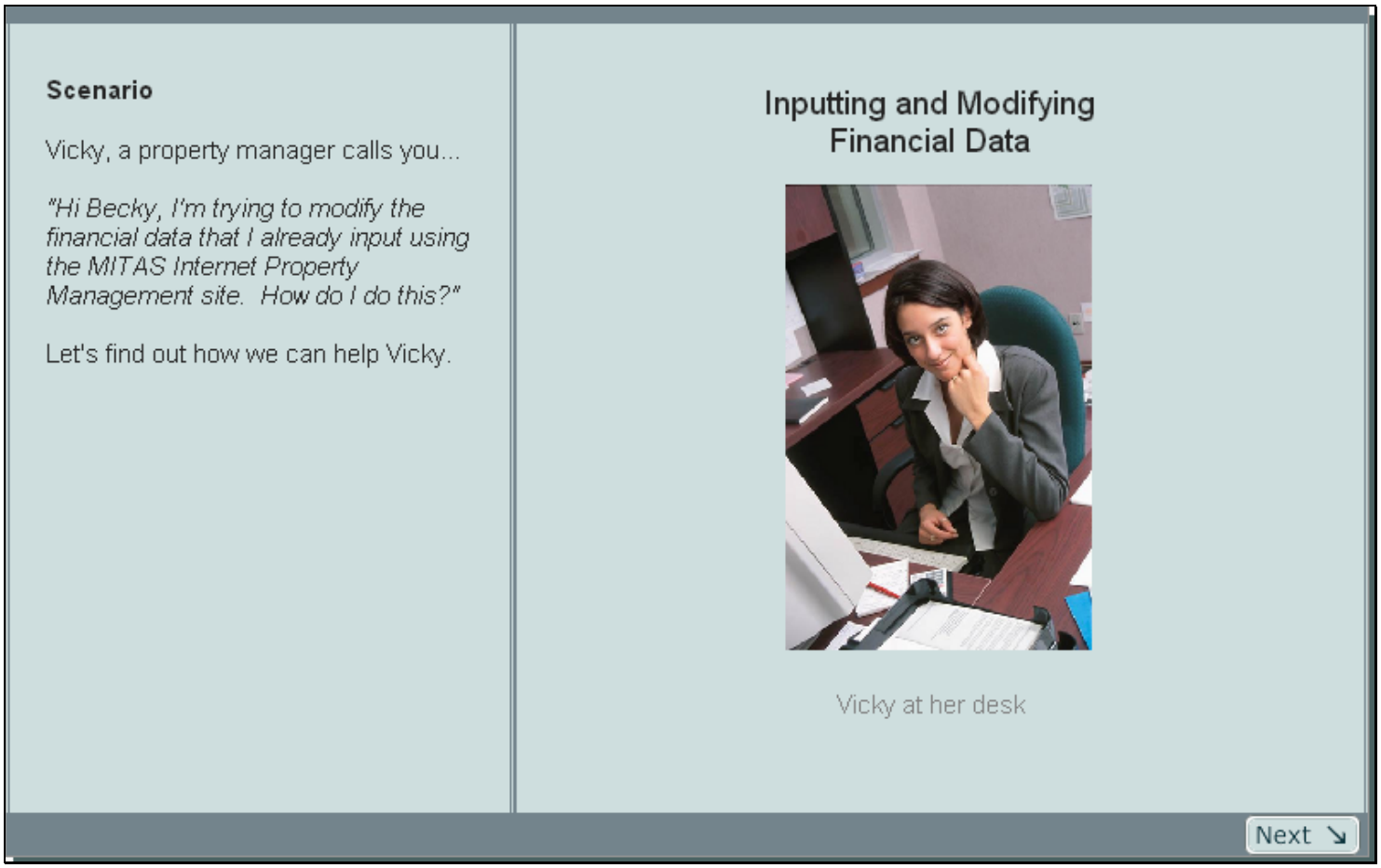
Text Captions

Section One

Objectives
In this section, you will learn how to input (manually) and modify previously input financial data using the MITAS Internet Property Management site. An interactive simulation will demonstrate how to do this.

Notes

Slide 4 - Scenario: Input and Modify Data



Text Captions

Scenario

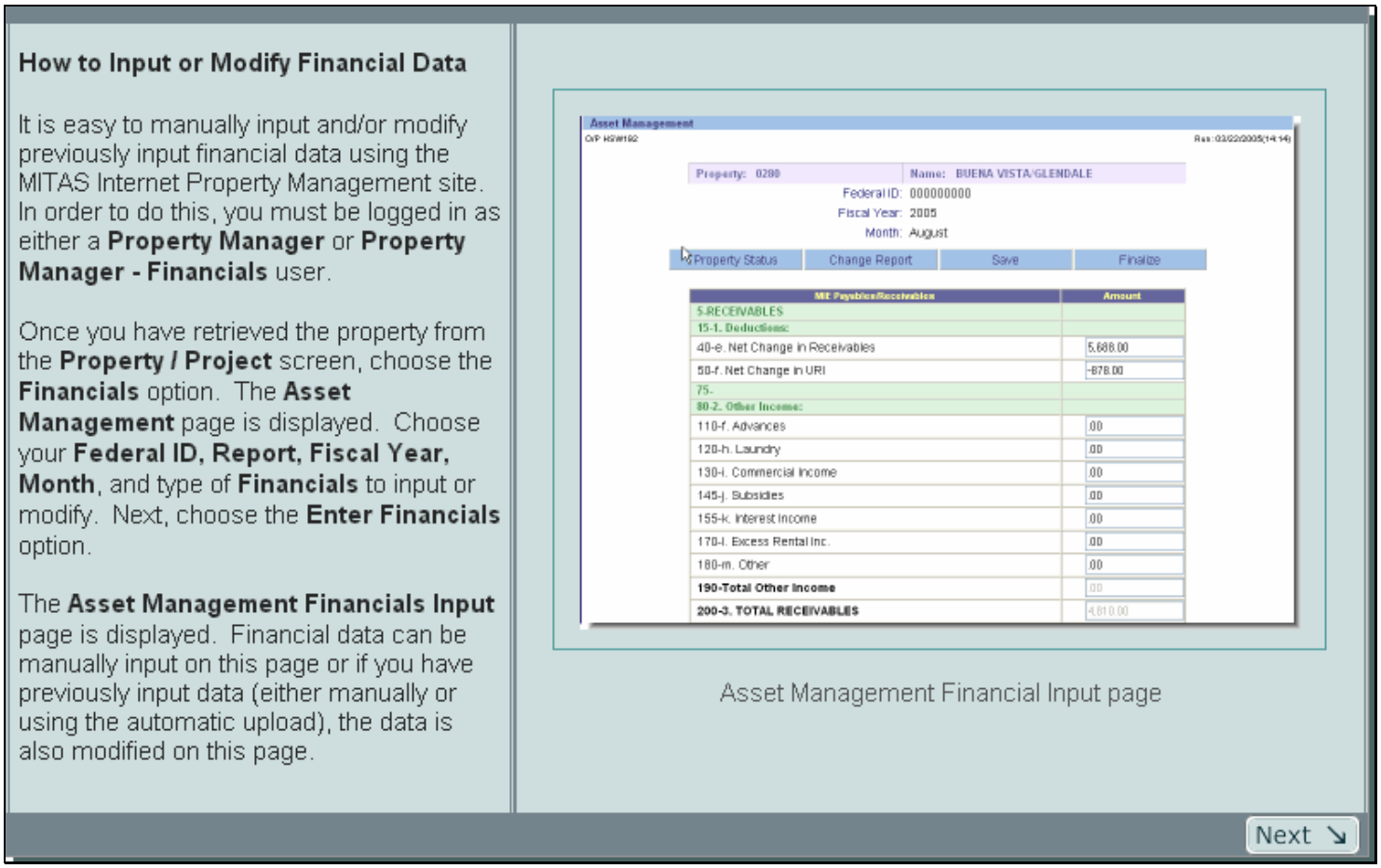
Vicky, a property manager calls you...

"Hi Becky, I'm trying to modify the financial data that I already input using the MITAS Internet Property Management site. How do I do this?"

Let's find out how we can help Vicky.

Notes

Slide 5 - Concept: Input and Modify Data



Text Captions

How to Input or Modify Financial Data

It is easy to manually input and/or modify previously input financial data 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 - Financials** user.

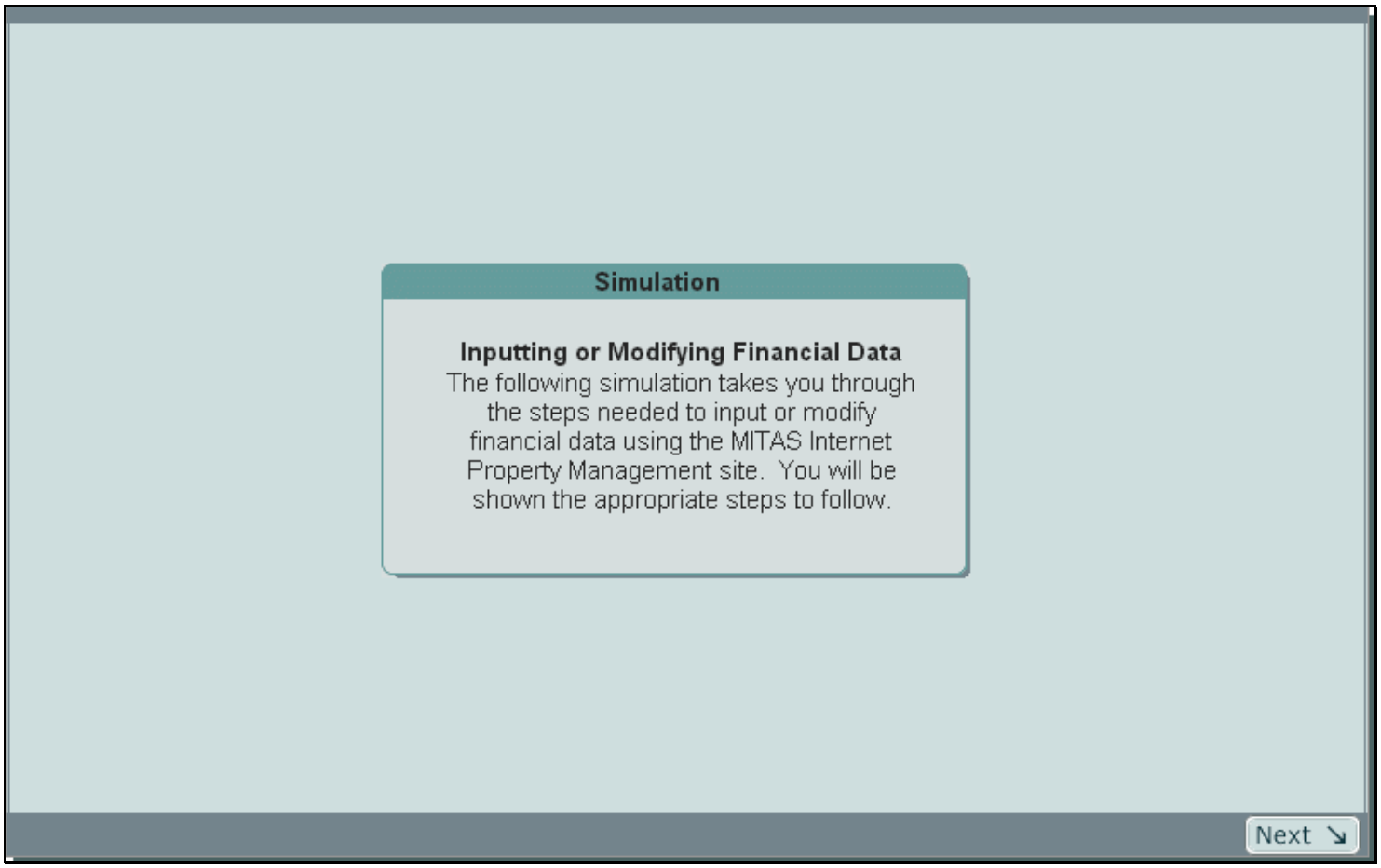
Once you have retrieved the property from the **Property / Project** screen, choose the **Financials** option. The **Asset Management** page is displayed. Choose your **Federal ID, Report, Fiscal Year, Month**, and type of **Financials** to input or modify. Next, choose the **Enter Financials** option.

The **Asset Management Financials Input** page is displayed. Financial data can be manually input on this page or if you have previously input data (either manually or using the automatic upload), the data is also modified on this page.

After you have input the data and/or made the necessary changes, you can save or finalize the data, or choose a different report and input or modify data for that report.

Notes

Slide 6 - Simulation: Input and Modify Data



Text Captions

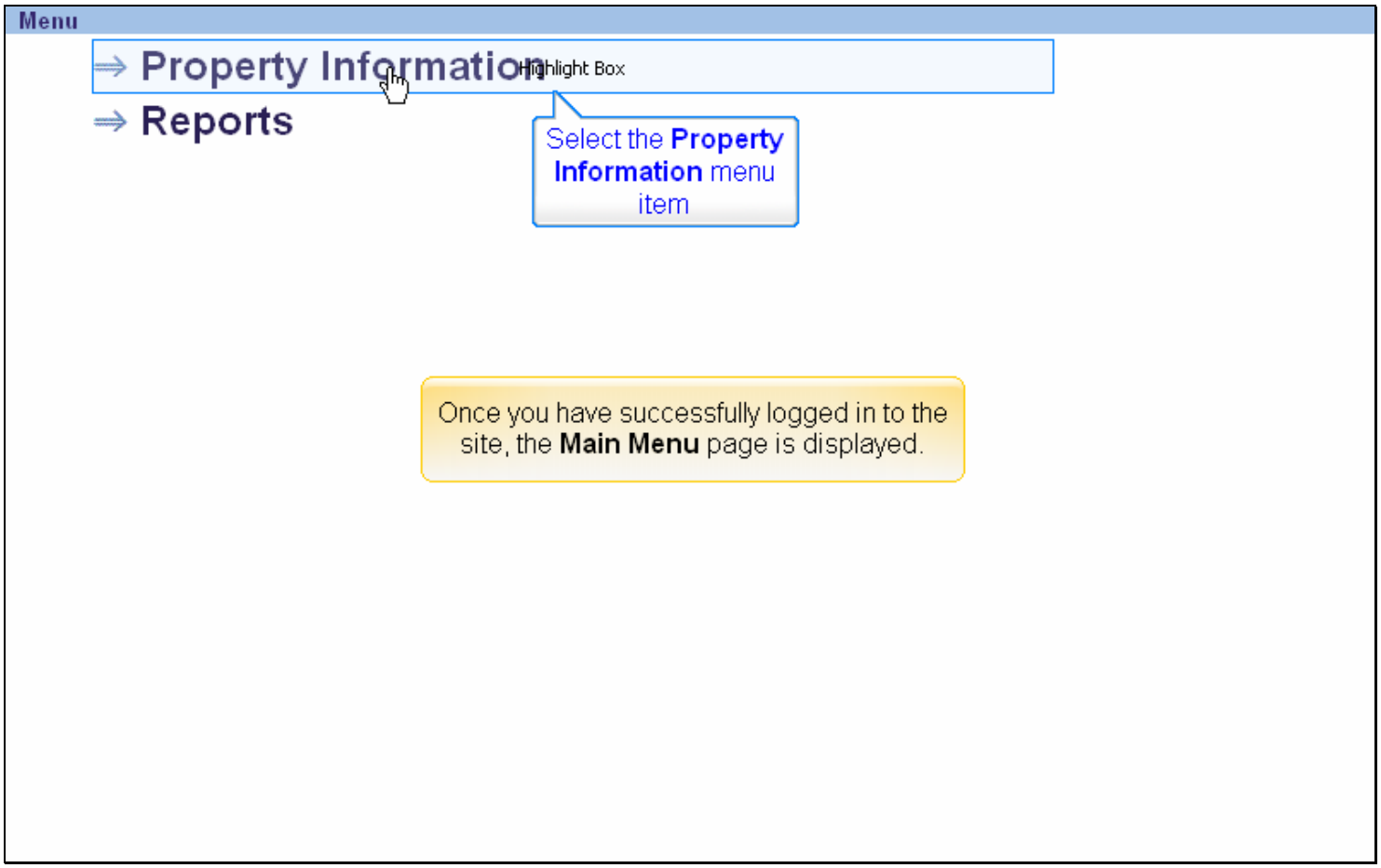
Simulation

Inputting or Modifying Financial Data

The following simulation takes you through the steps needed to input or modify financial data using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Notes

Slide 7 - Slide 7



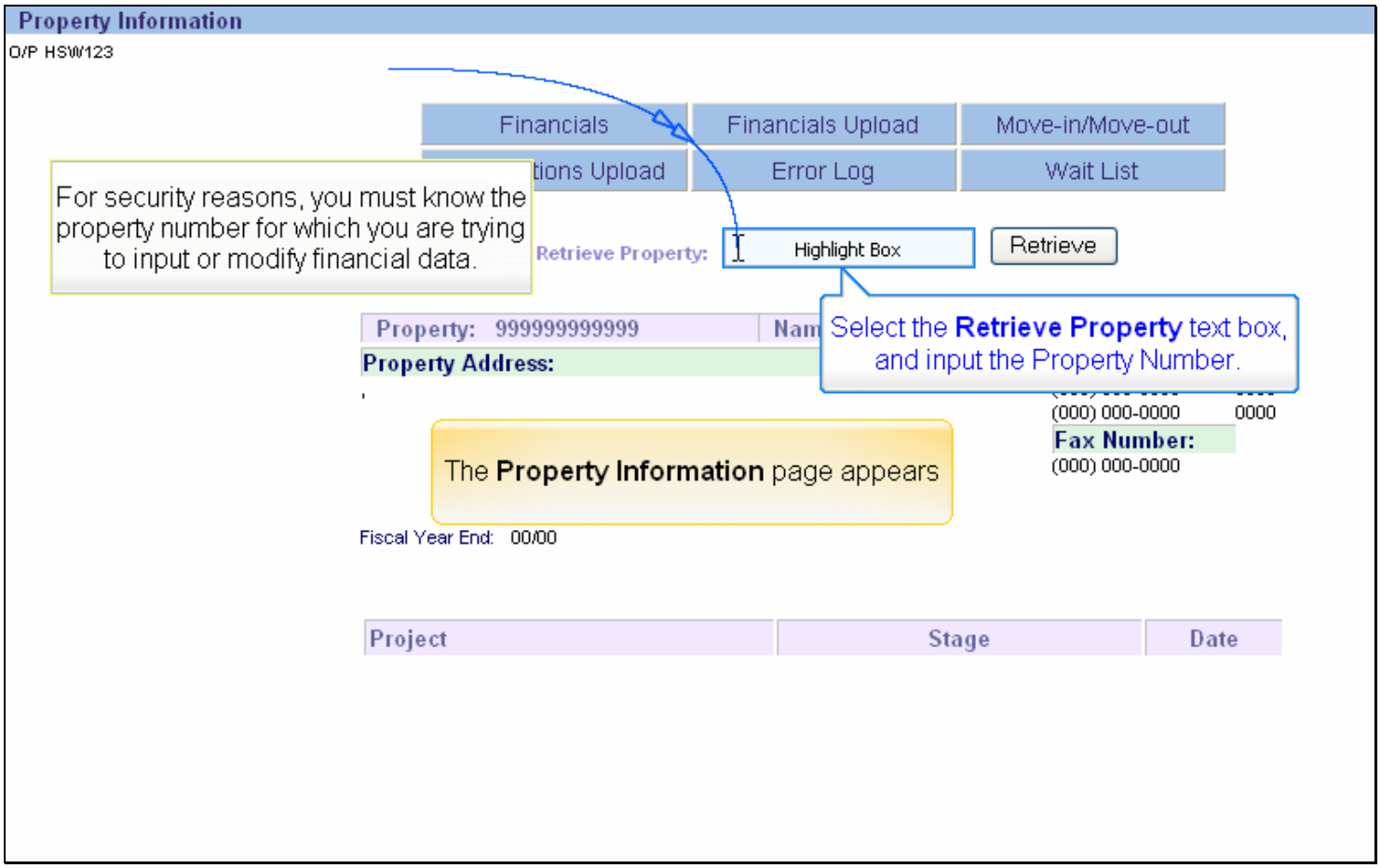
Text Captions

Select the **Property Information** menu item

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

Notes

Slide 9 - Slide 9



Text Captions

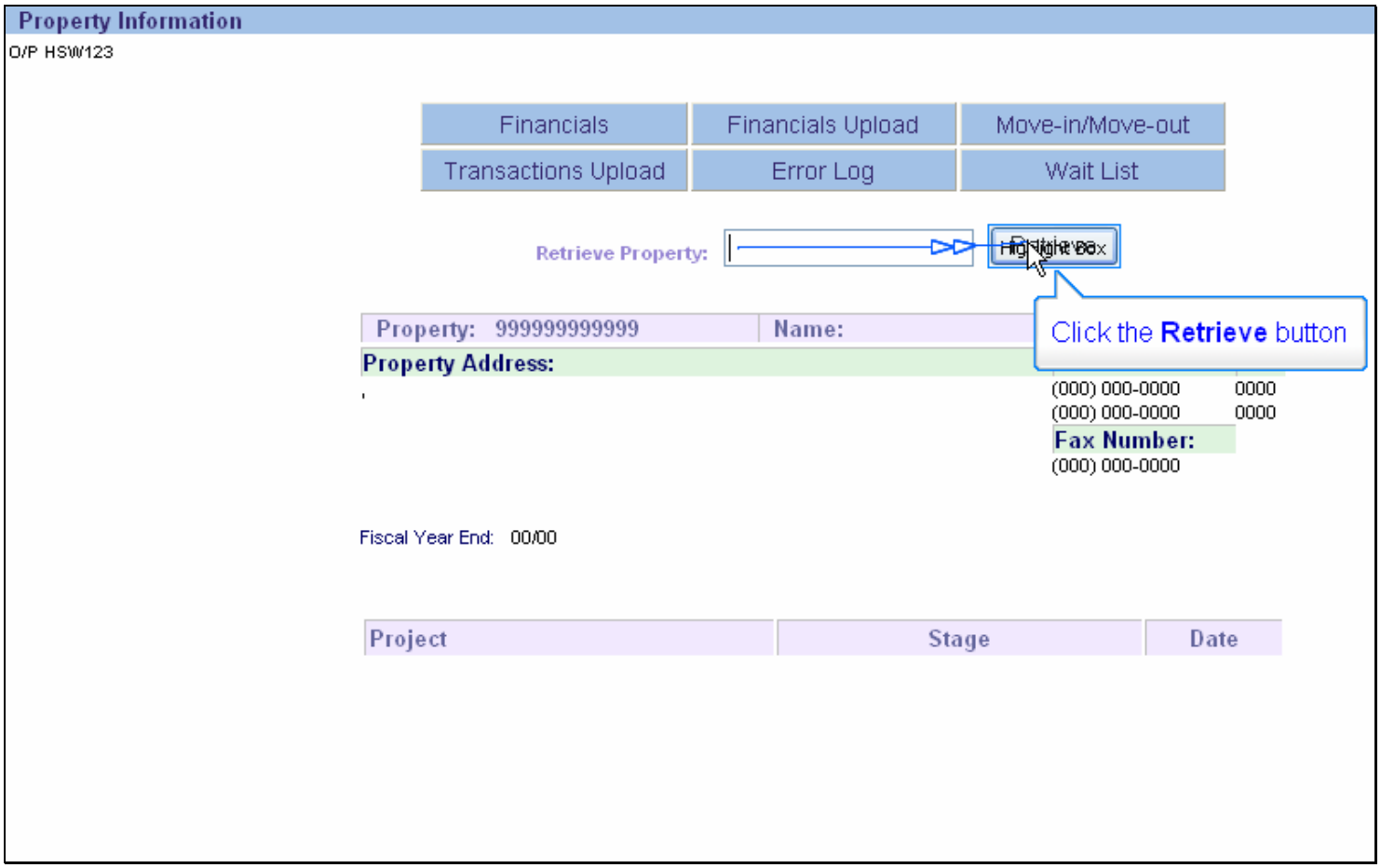
The **Property Information** page appears

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 input or modify financial data.

Notes

Slide 10 - Slide 10

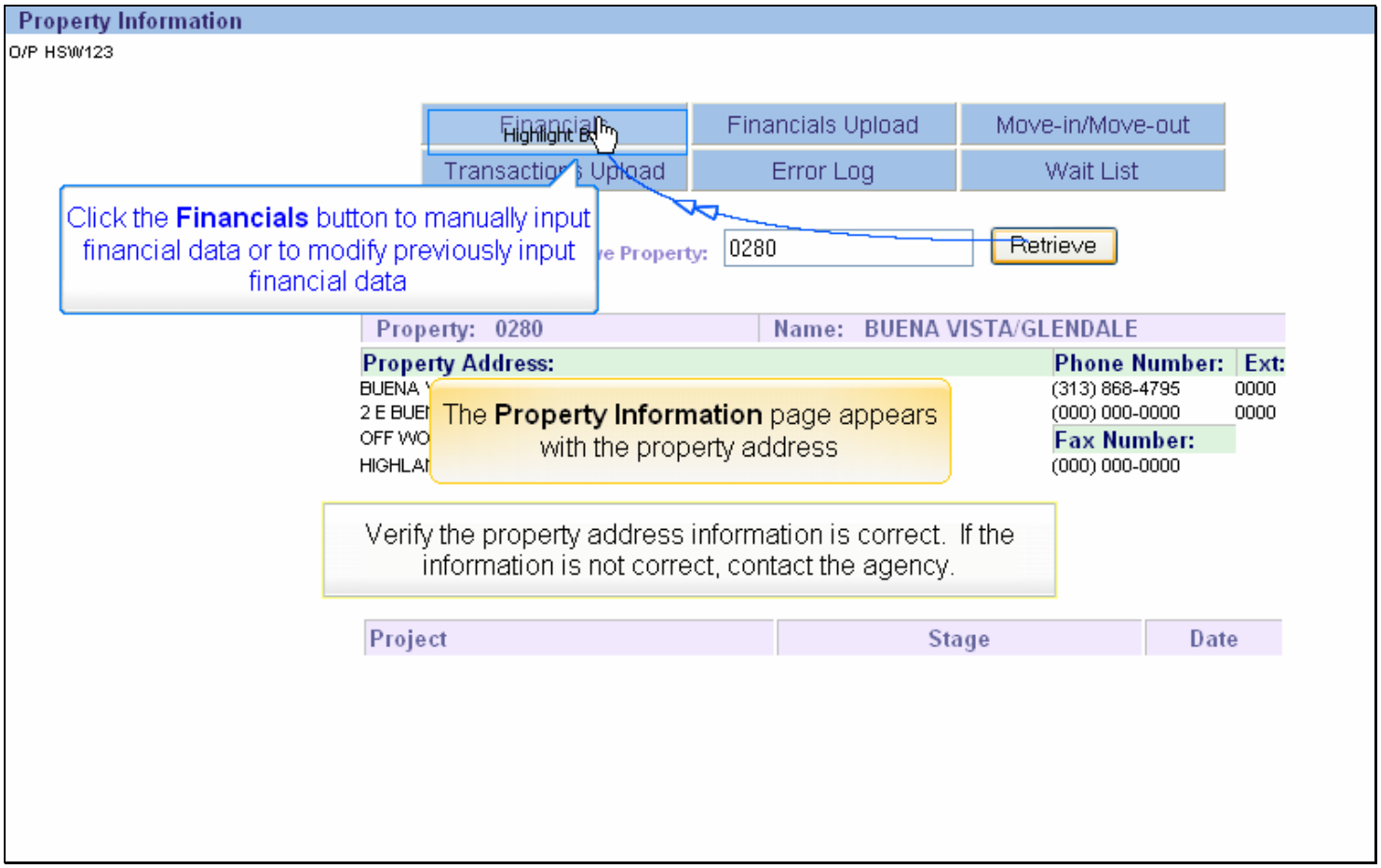


Text Captions

Click the **Retrieve** button

Notes

Slide 12 - Slide 12



Text Captions

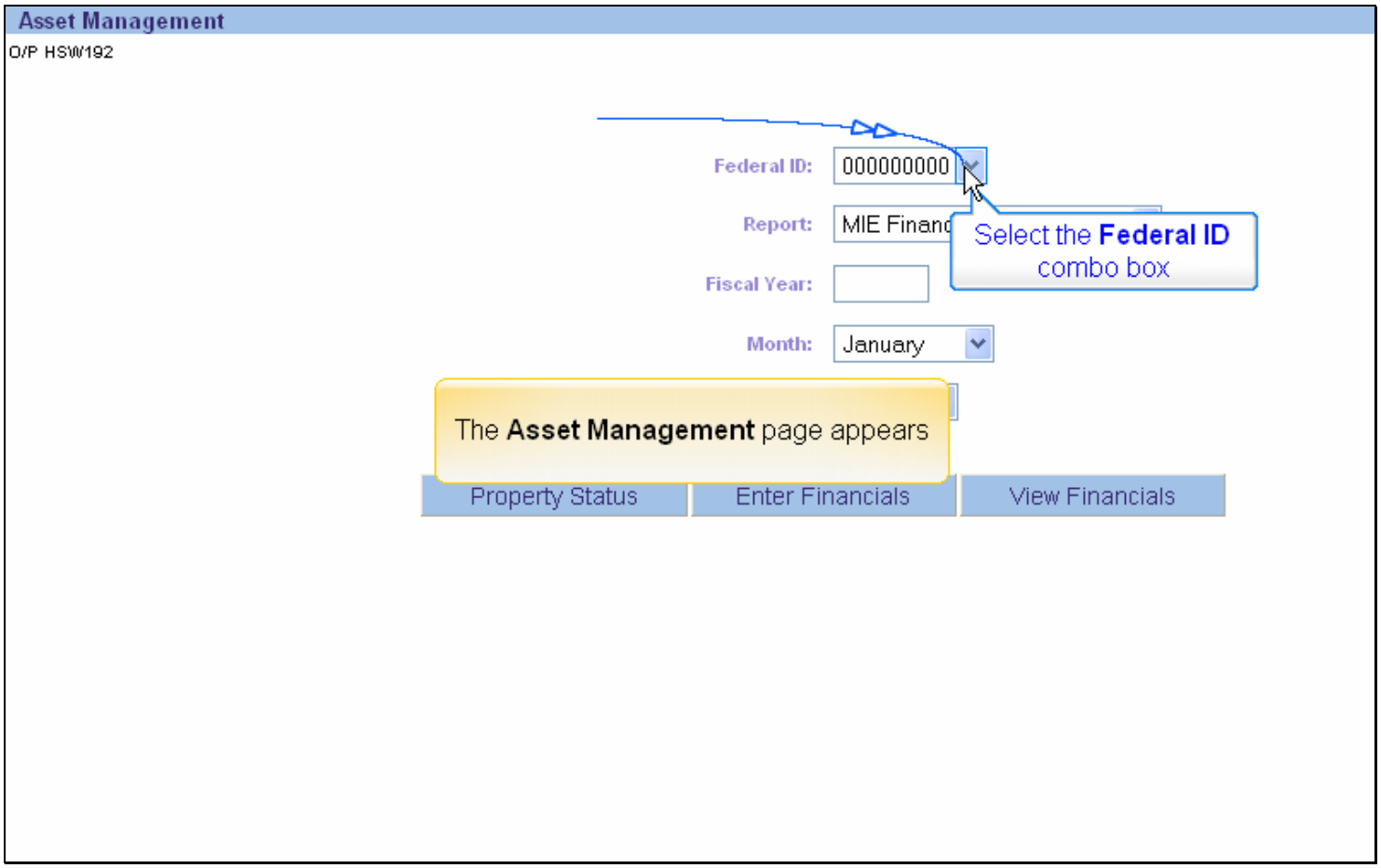
The **Property Information** page appears with the property address

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

Click the **Financials** button to manually input financial data or to modify previously input financial data

Notes

Slide 13 - Slide 13



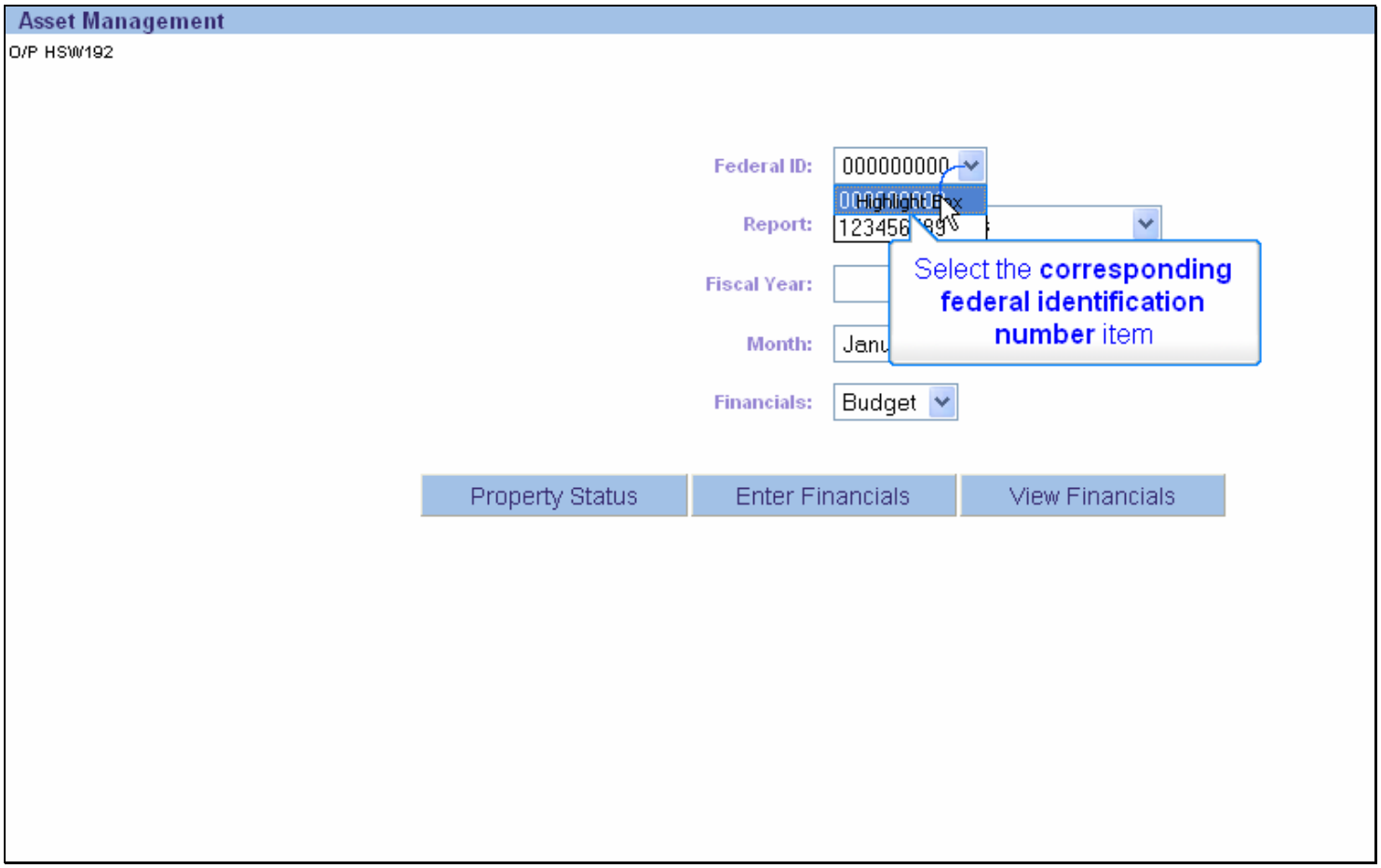
Text Captions

The **Asset Management** page appears

Select the **Federal ID** combo box

Notes

Slide 14 - Slide 14

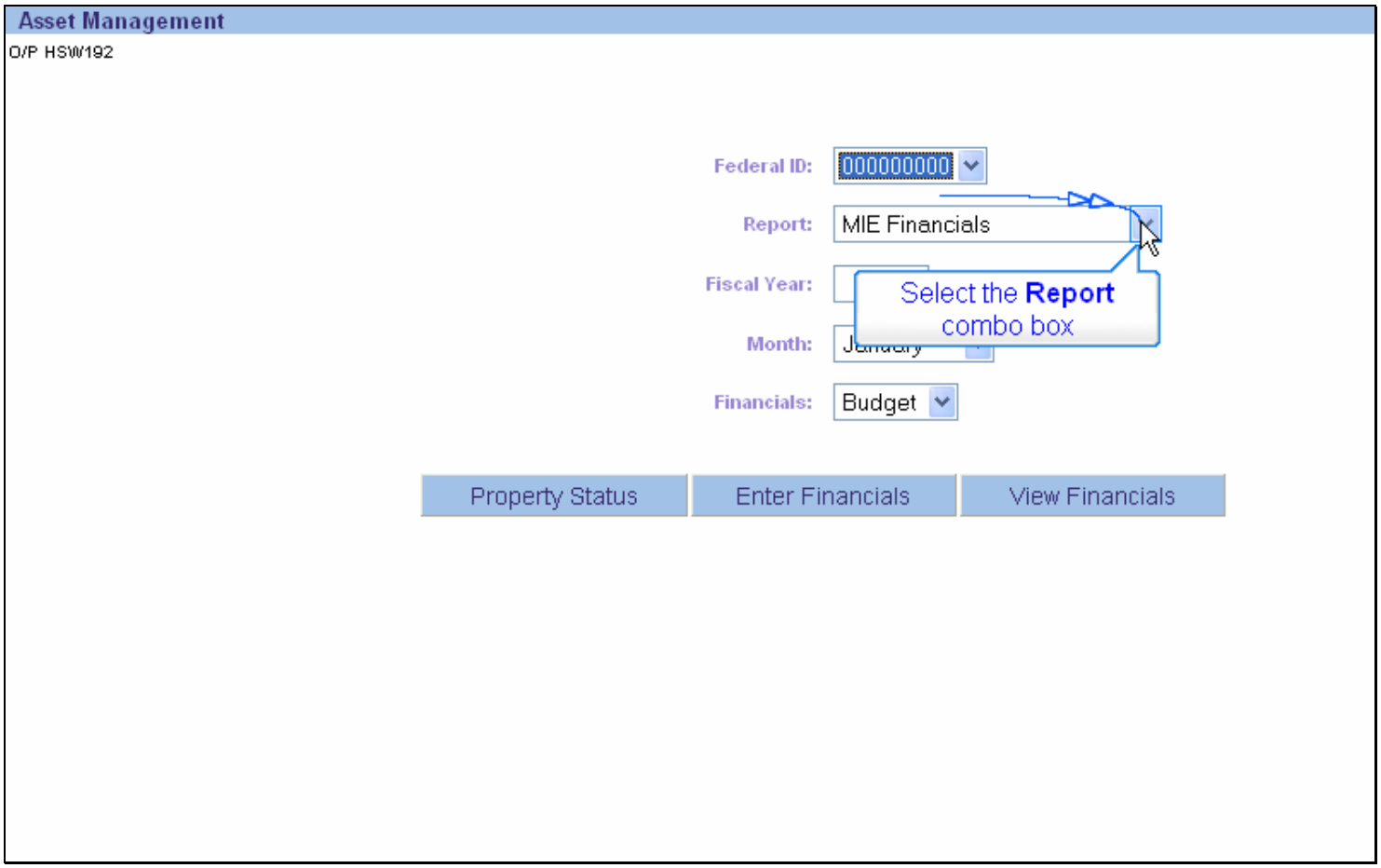


Text Captions

Select the **corresponding federal identification number** item

Notes

Slide 15 - Slide 15

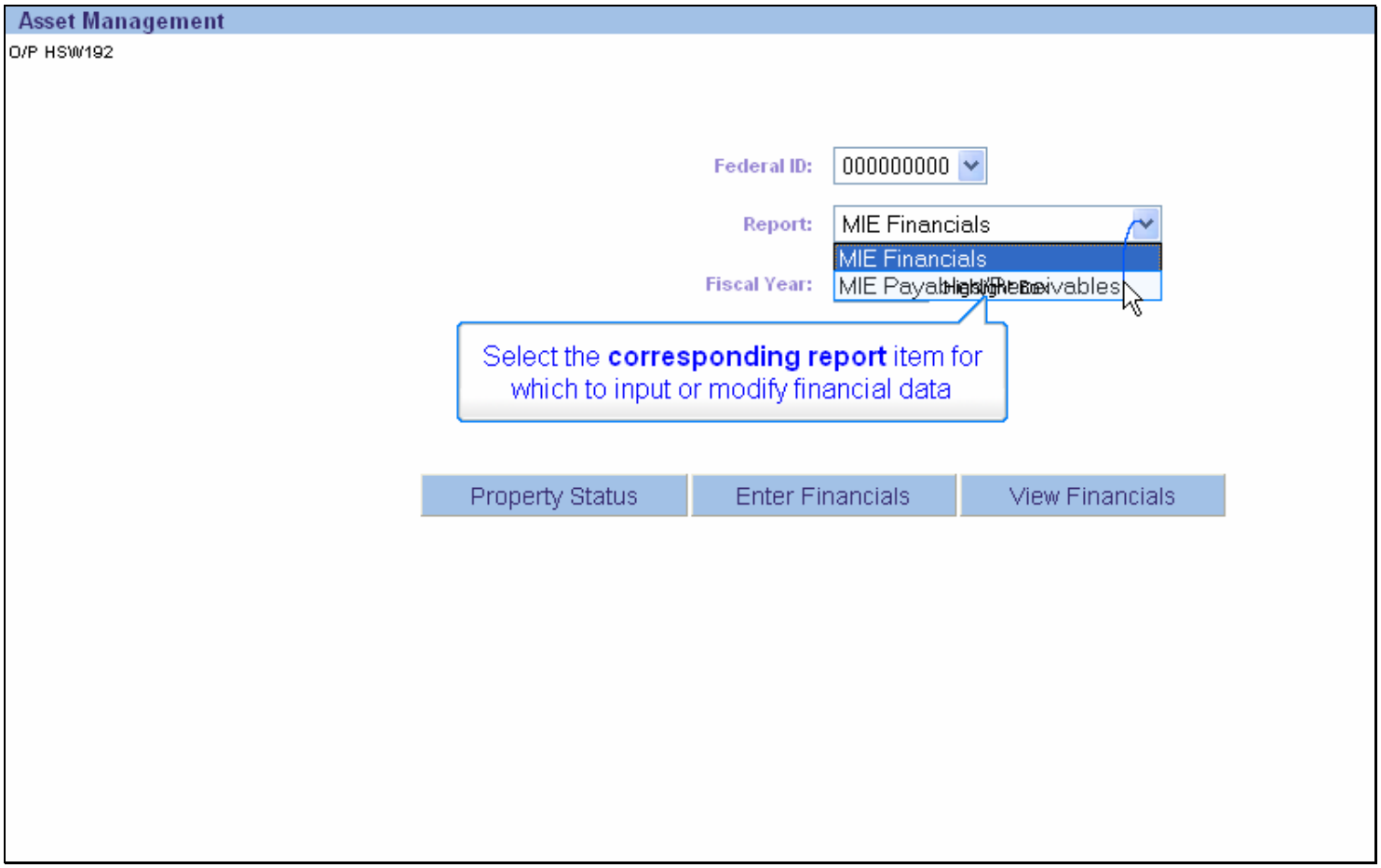


Text Captions

Select the **Report** combo box

Notes

Slide 16 - Slide 16

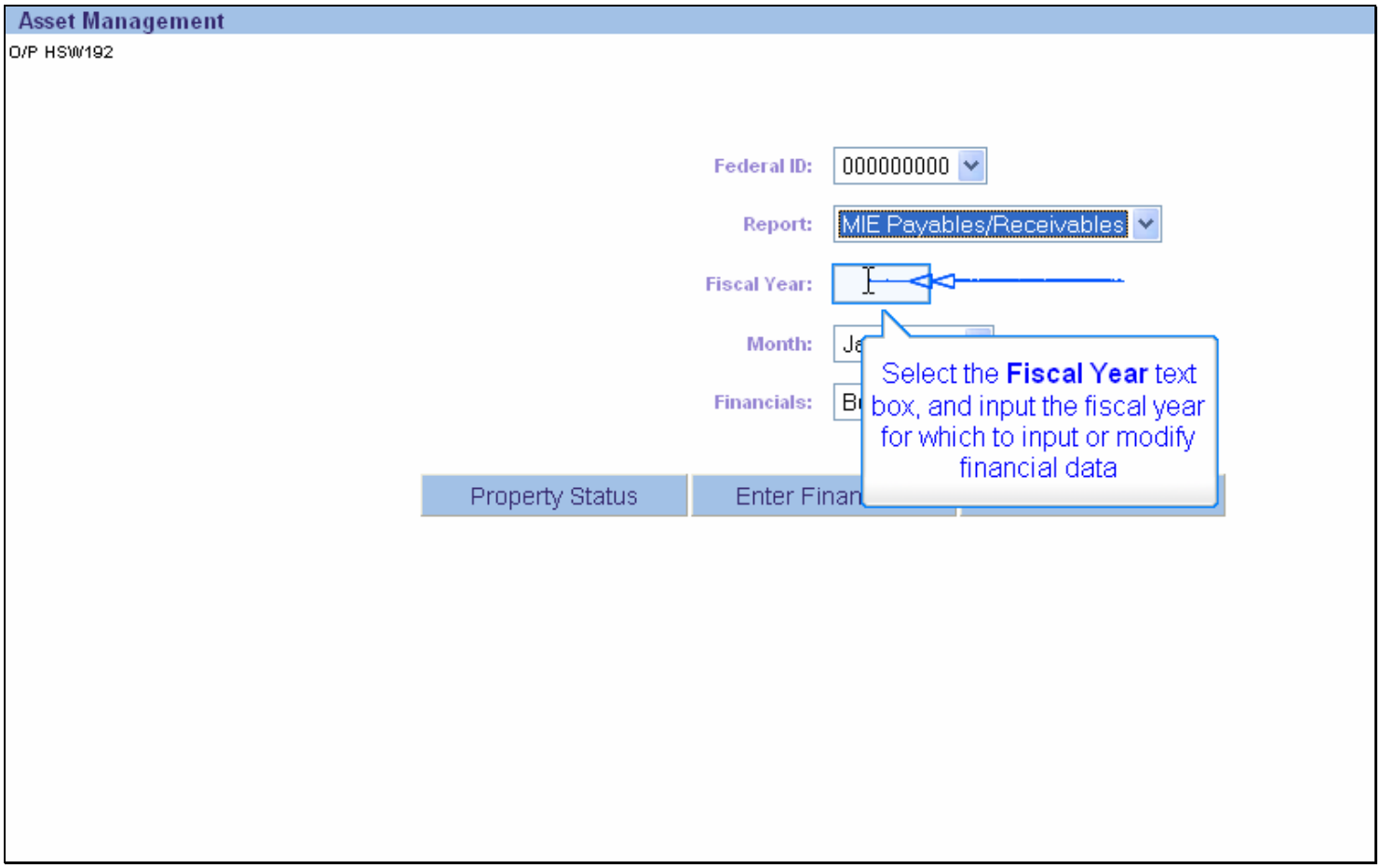


Text Captions

Select the **corresponding report** item for which to input or modify financial data

Notes

Slide 17 - Slide 17

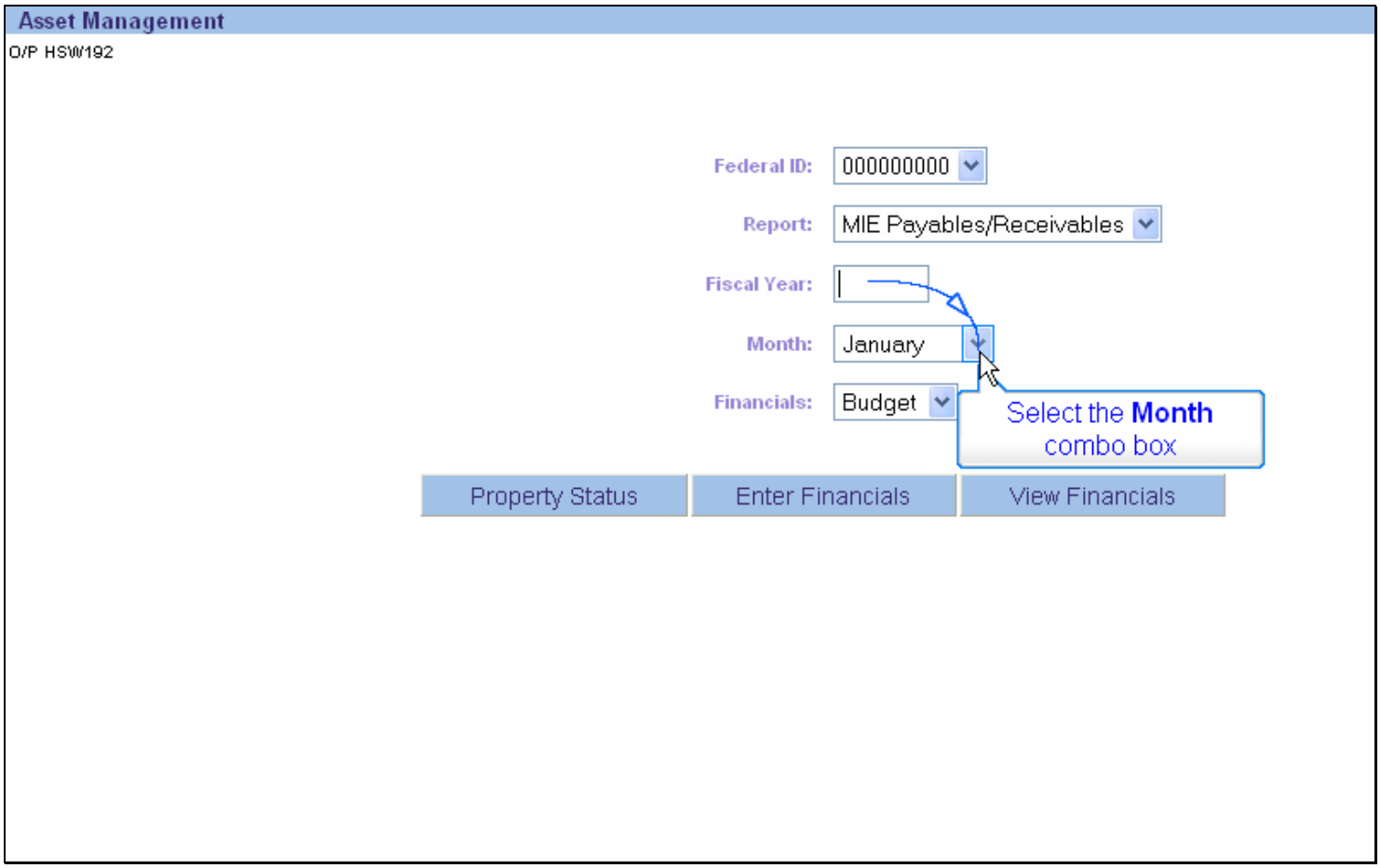


Text Captions

Select the **Fiscal Year** text box, and input the fiscal year for which to input or modify financial data

Notes

Slide 18 - Slide 18

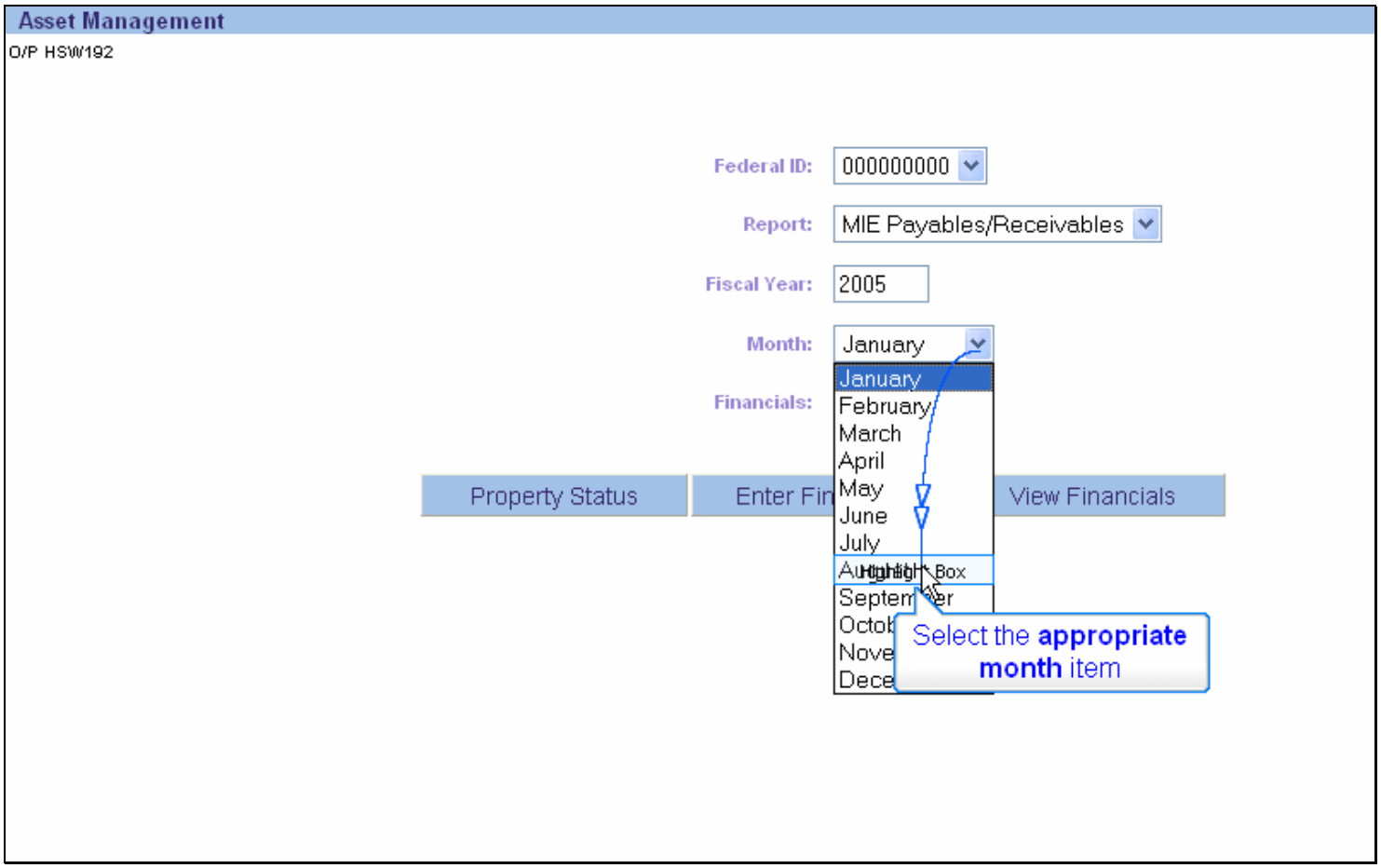


Text Captions

Select the **Month** combo box

Notes

Slide 19 - Slide 19

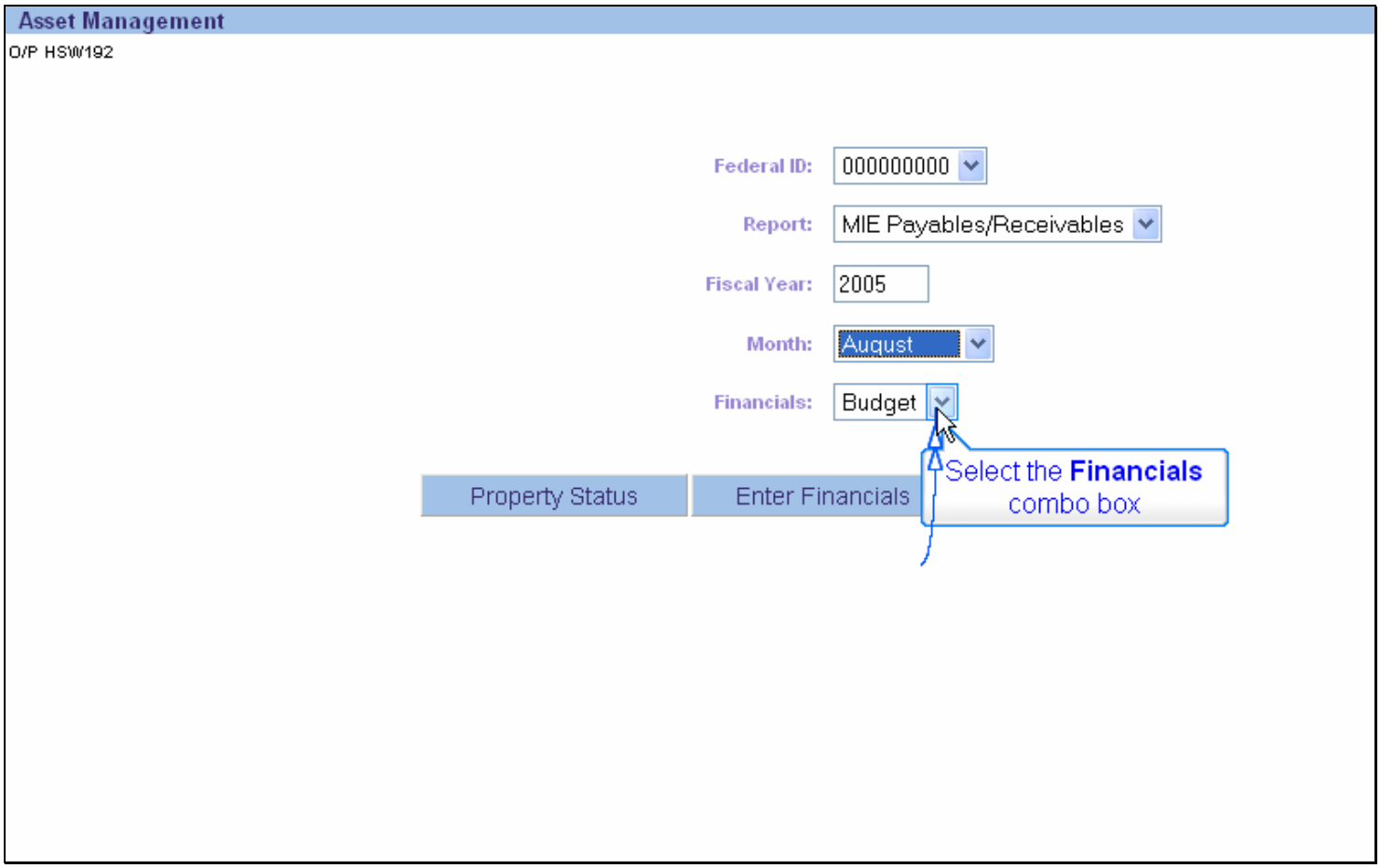


Text Captions

Select the **appropriate month** item

Notes

Slide 20 - Slide 20

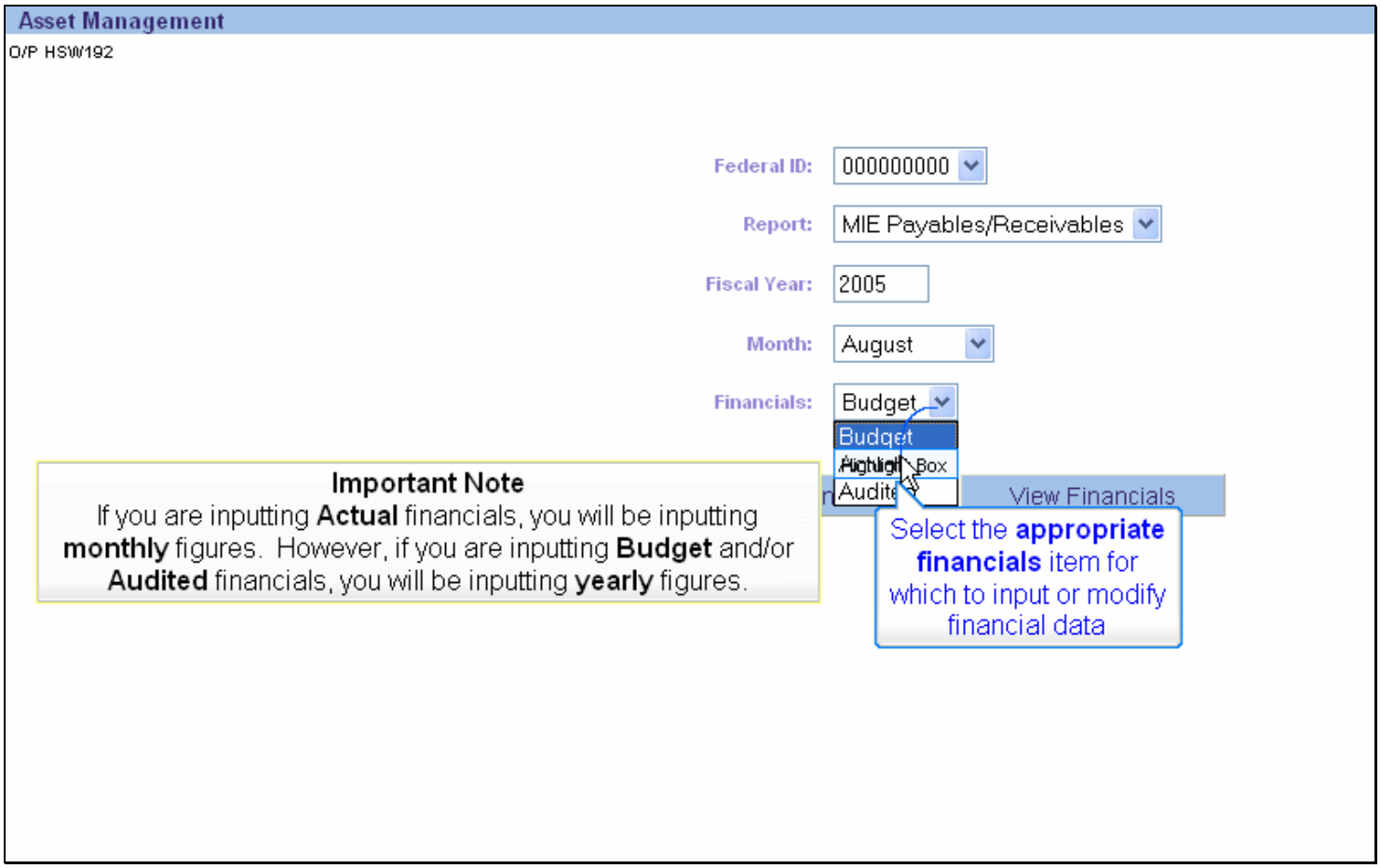


Text Captions

Select the **Financials** combo box

Notes

Slide 21 - Slide 21



Text Captions

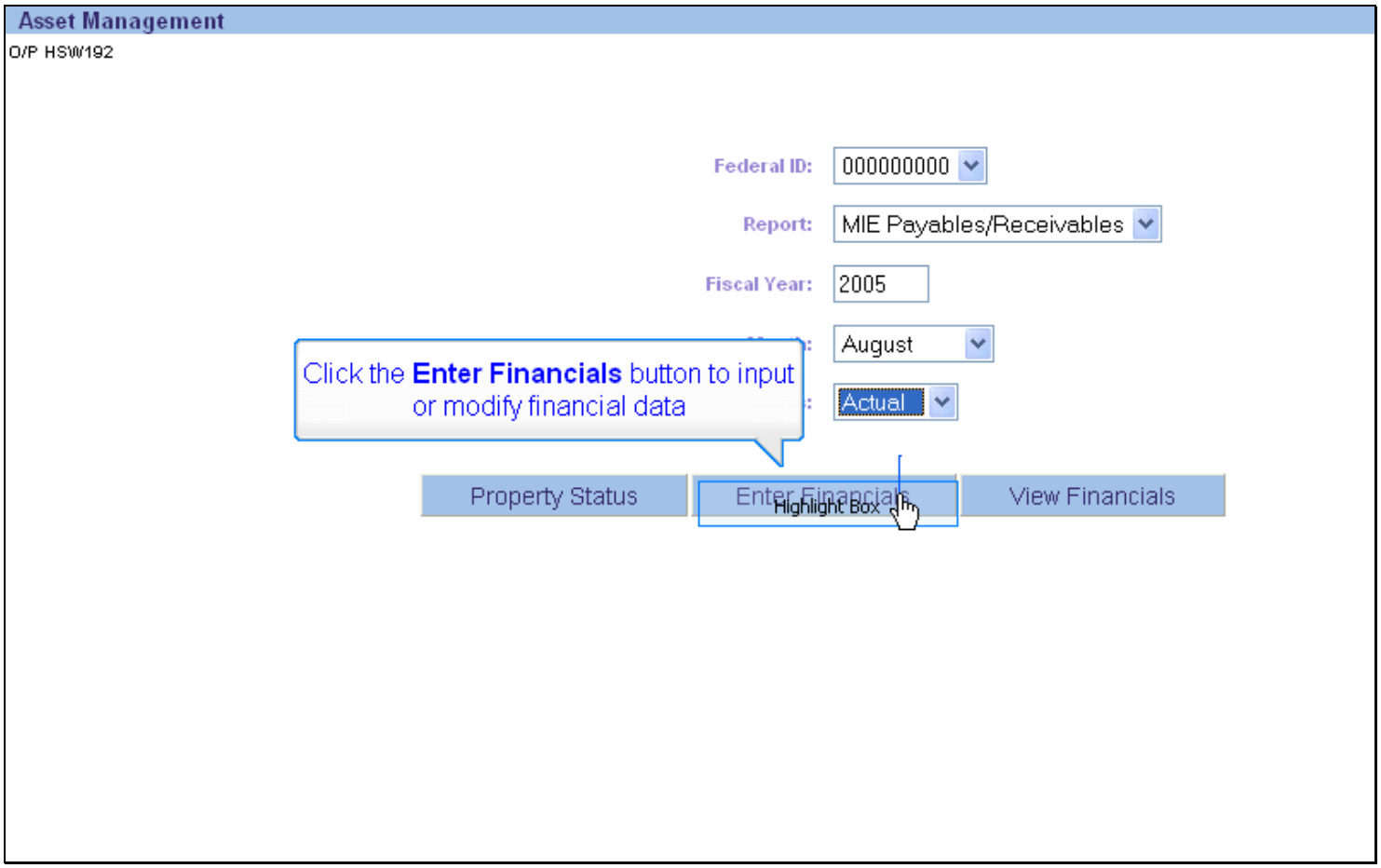
Select the **appropriate financials** item for which to input or modify financial data

Important Note

If you are inputting **Actual** financials, you will be inputting **monthly** figures. However, if you are inputting **Budget** and/or **Audited** financials, you will be inputting **yearly** figures.

Notes

Slide 22 - Slide 22

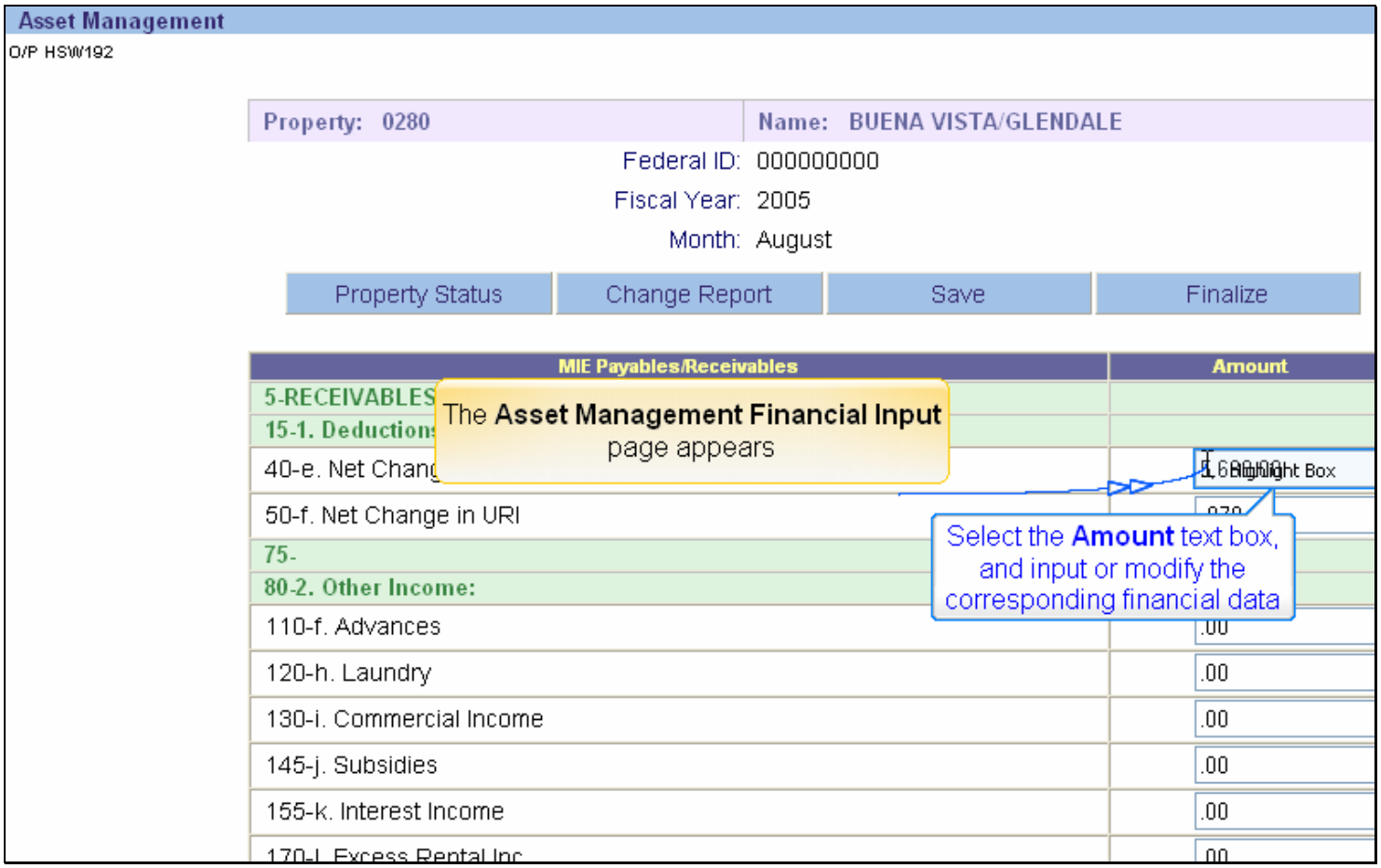


Text Captions

Click the **Enter Financials** button to input or modify financial data

Notes

Slide 24 - Slide 24



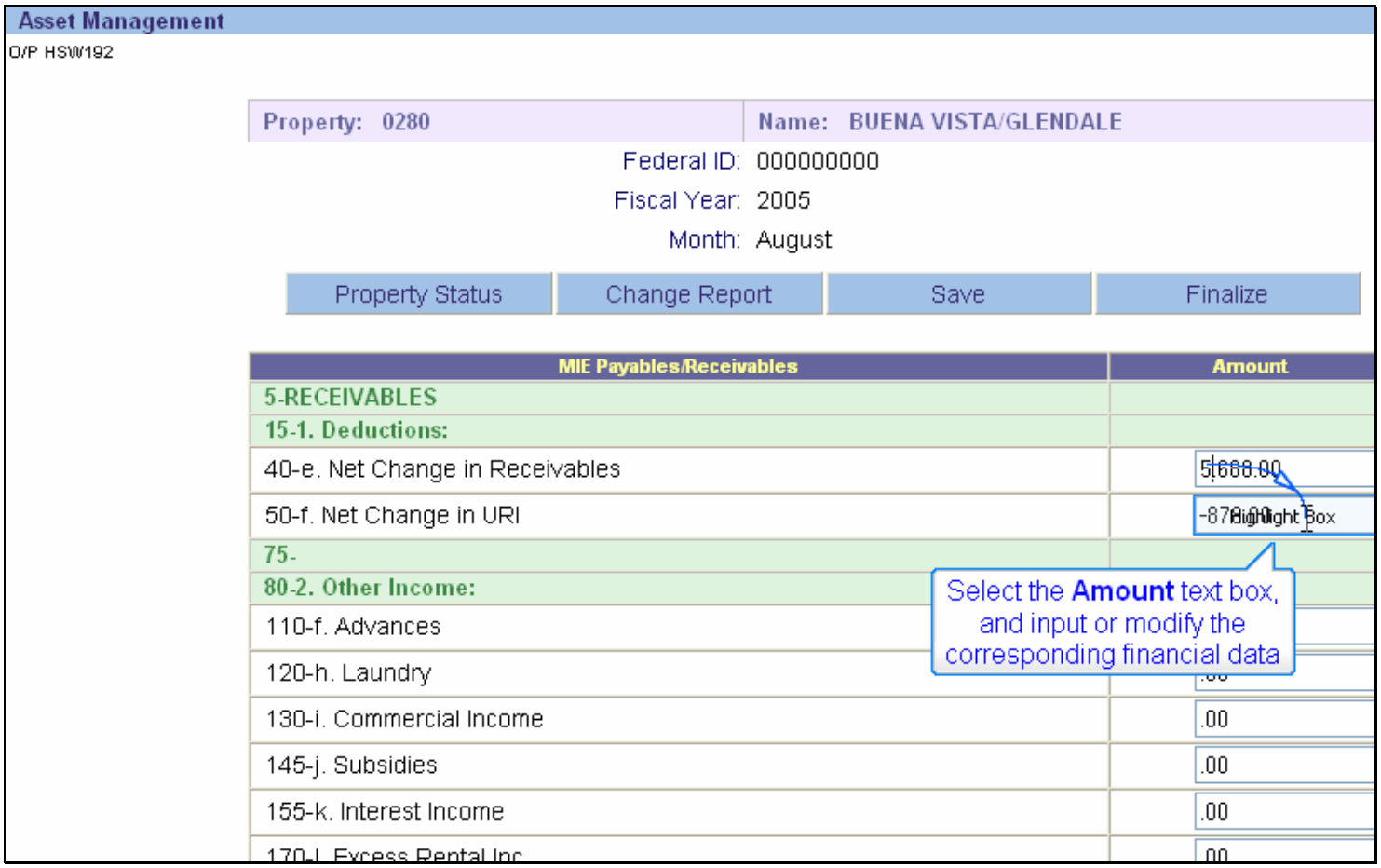
Text Captions

The **Asset Management Financial Input** page appears

Select the **Amount** text box, and input or modify the corresponding financial data

Notes

Slide 25 - Slide 25

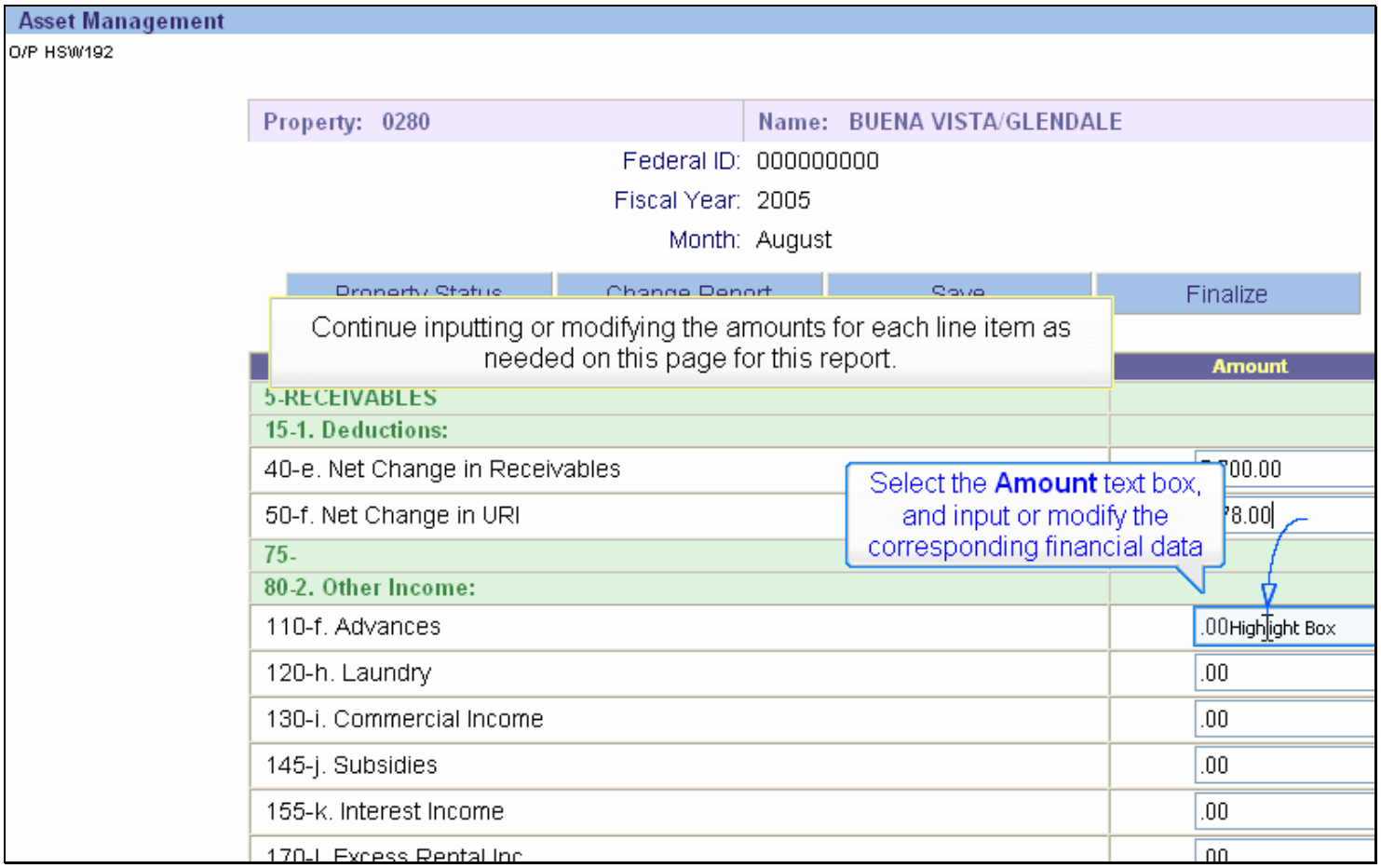


Text Captions

Select the **Amount** text box, and input or modify the corresponding financial data

Notes

Slide 26 - Slide 26



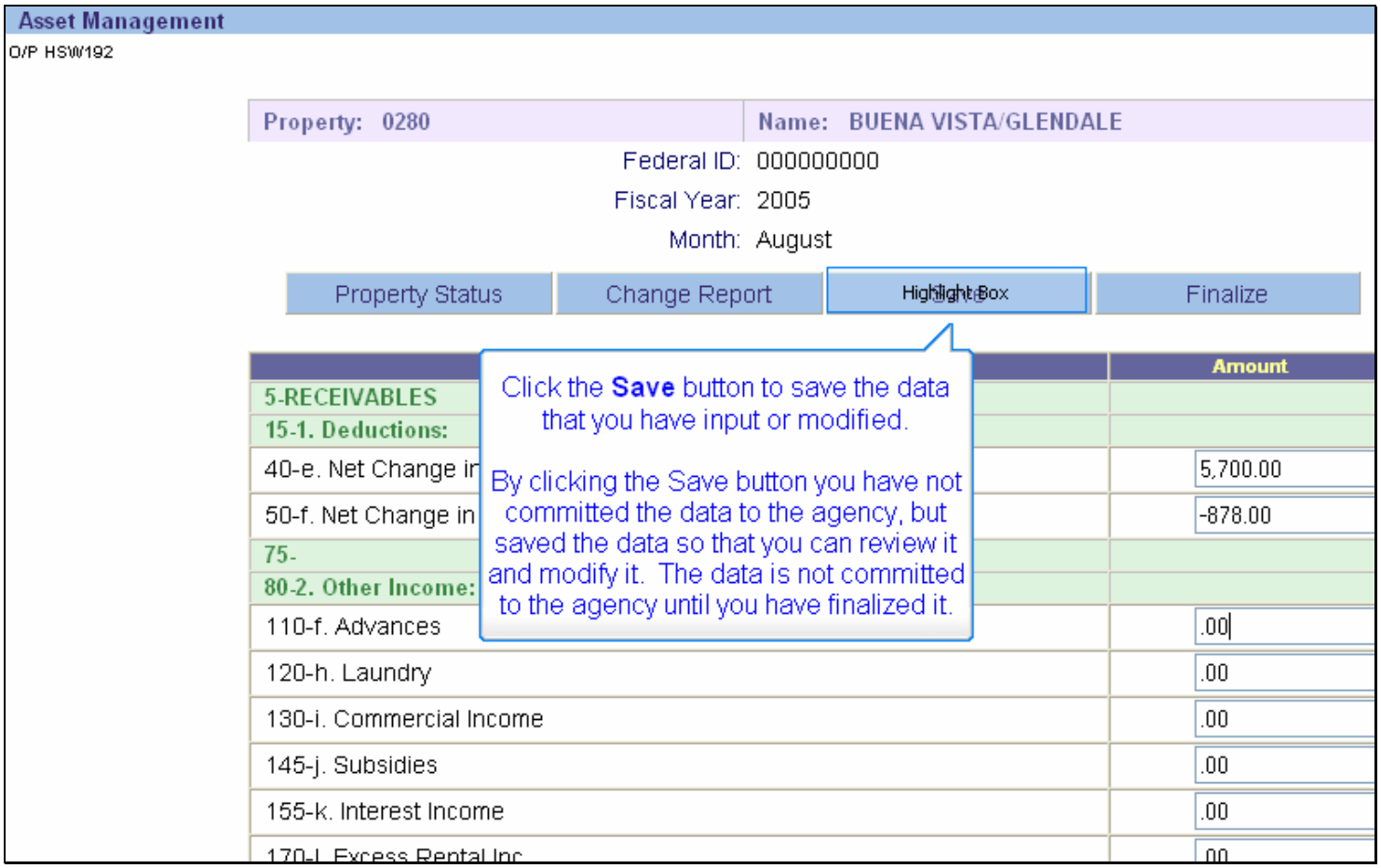
Text Captions

Select the **Amount** text box, and input or modify the corresponding financial data

Continue inputting or modifying the amounts for each line item as needed on this page for this report.

Notes

Slide 27 - Slide 27



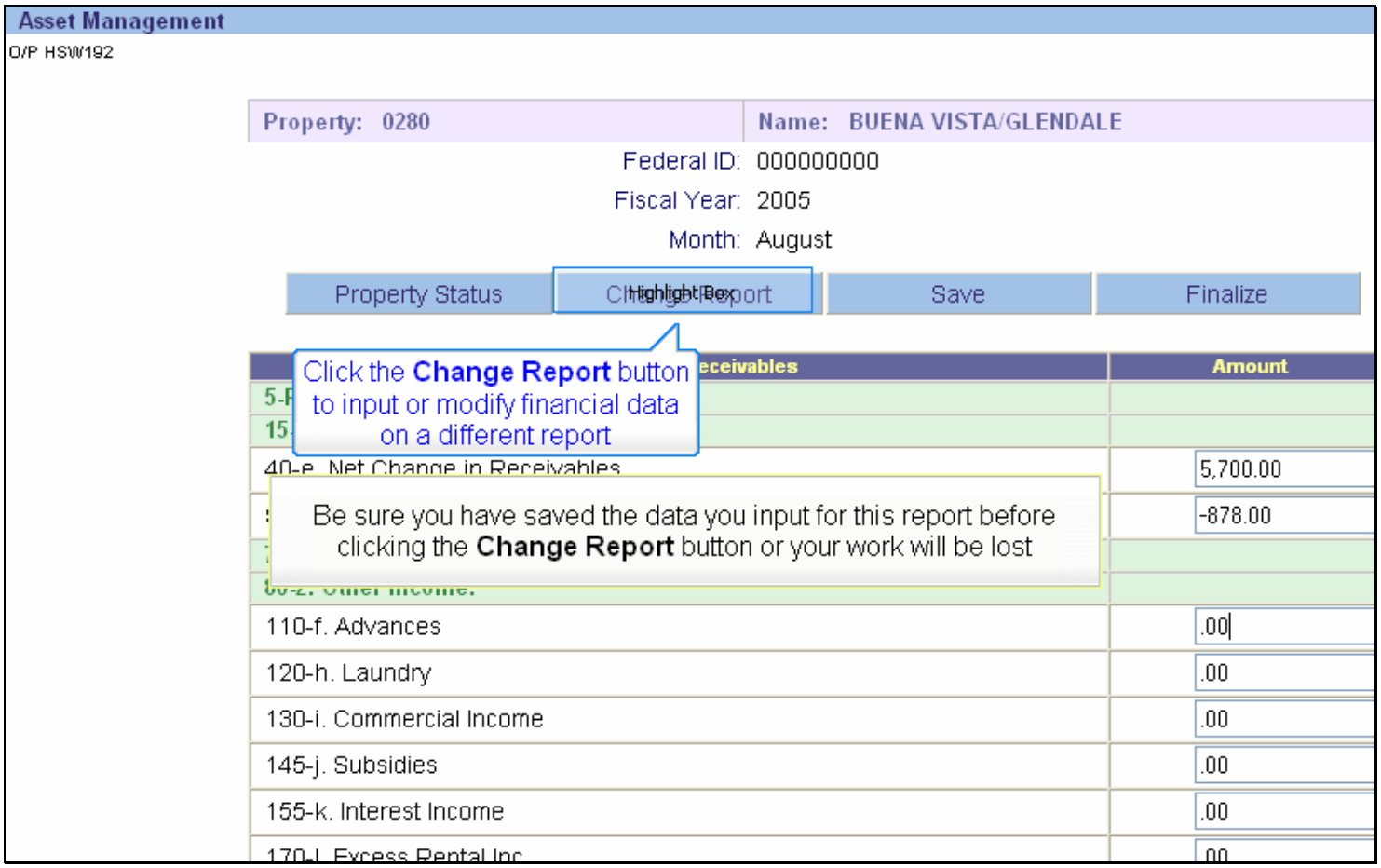
Text Captions

Click the **Save** button to save the data that you have input or modified.

By clicking the Save button you have not committed the data to the agency, but saved the data so that you can review it and modify it. The data is not committed to the agency until you have finalized it.

Notes

Slide 28 - Slide 28



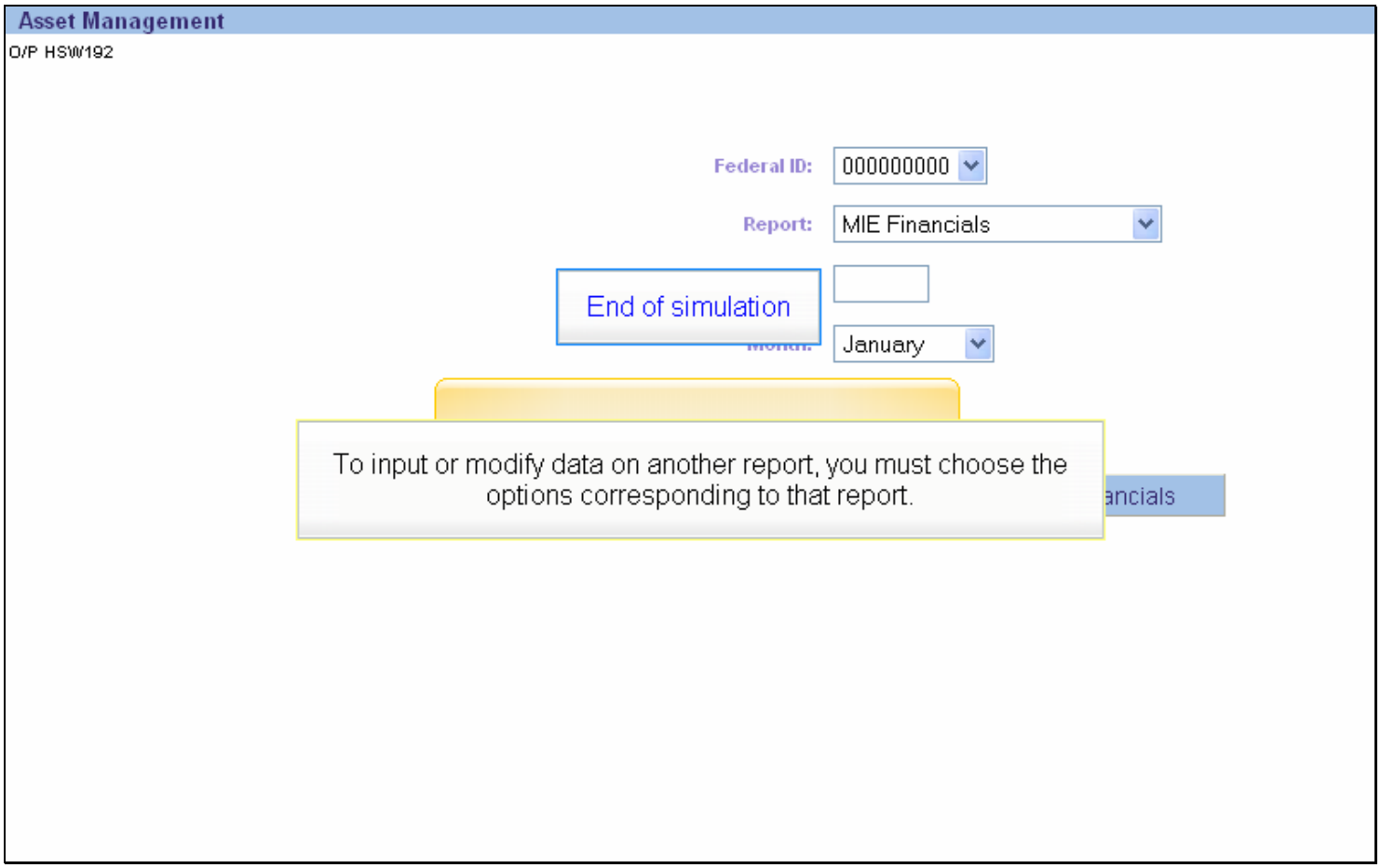
Text Captions

Click the **Change Report** button to input or modify financial data on a different report

Be sure you have saved the data you input for this report before clicking the **Change Report** button or your work will be lost

Notes

Slide 29 - Slide 29



Text Captions

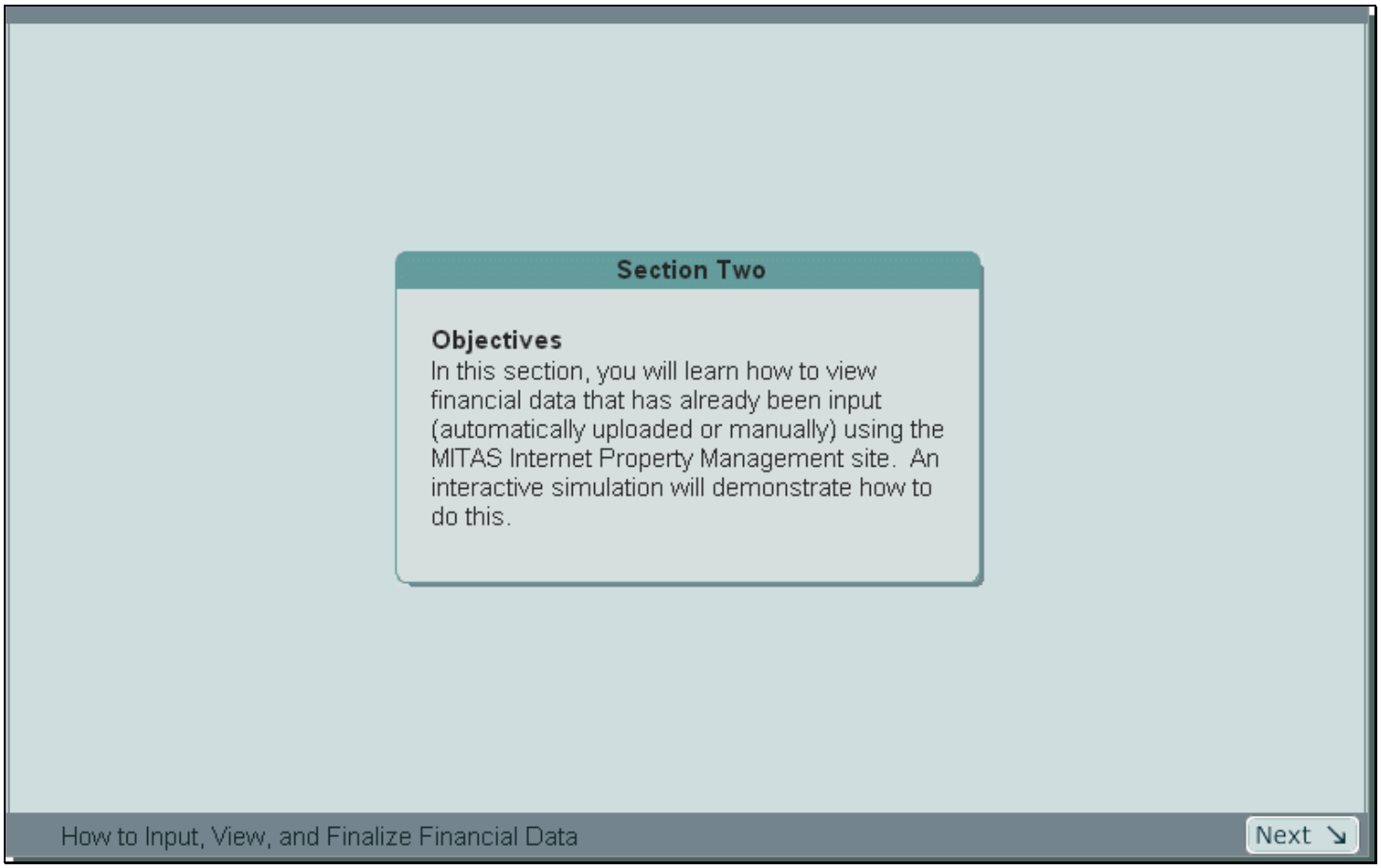
The **Asset Management** page appears.

End of simulation

To input or modify data on another report, you must choose the options corresponding to that report.

Notes

Slide 30 - Objectives: View Data



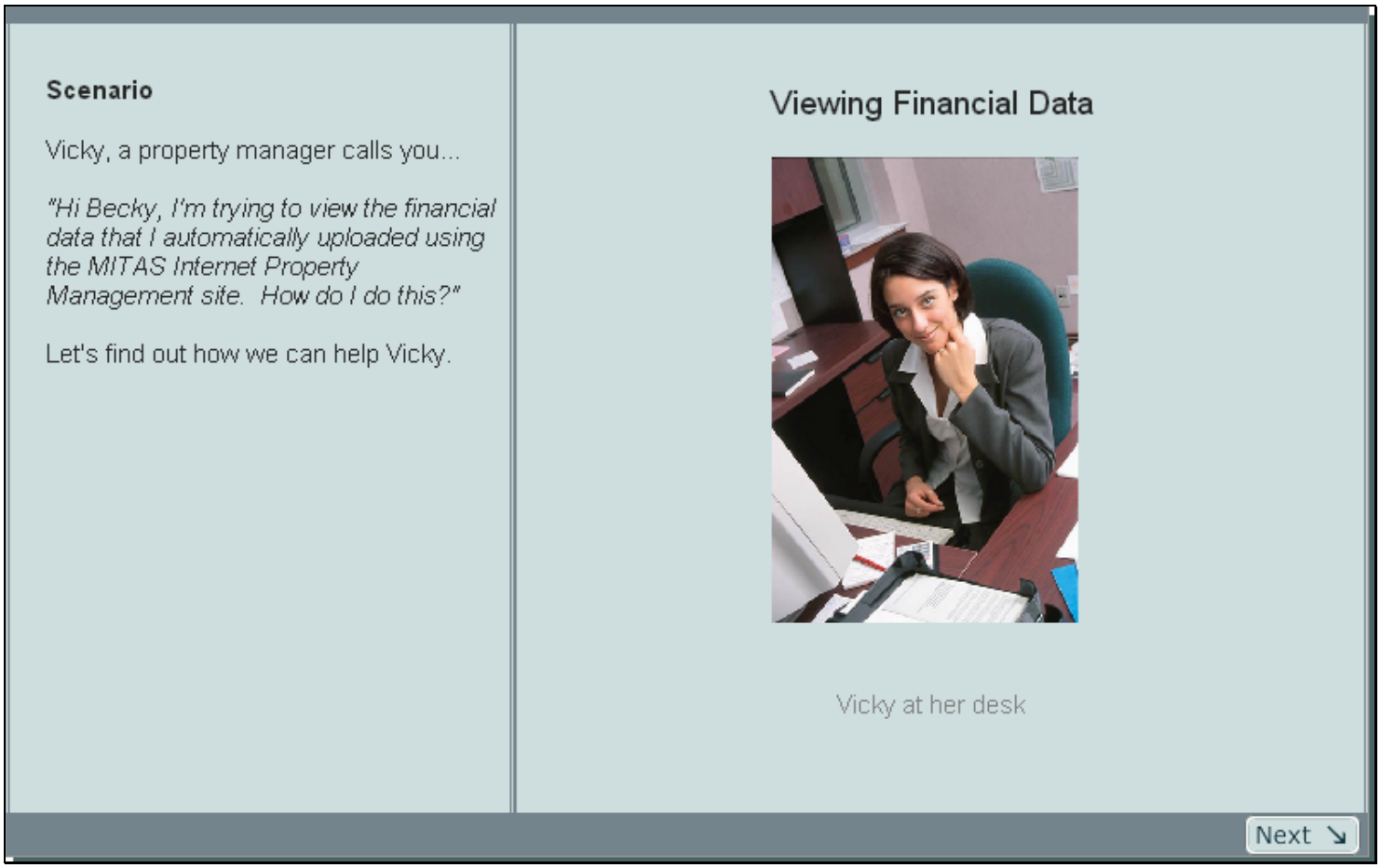
Text Captions

Section Two

Objectives
In this section, you will learn how to view financial data that has already been input (automatically uploaded or manually) using the MITAS Internet Property Management site. An interactive simulation will demonstrate how to do this.

Notes

Slide 31 - Scenario: View Data



Text Captions

Scenario

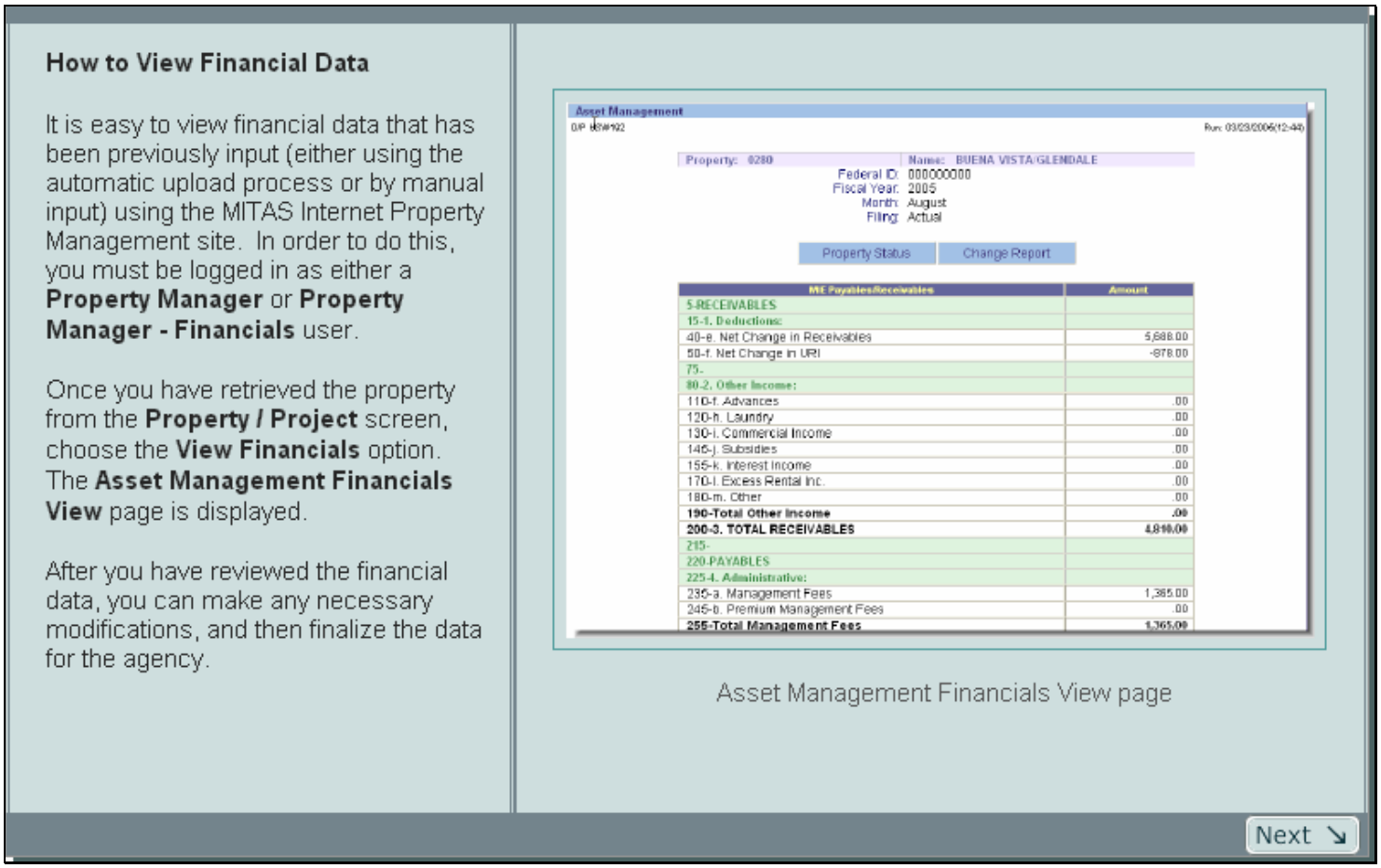
Vicky, a property manager calls you...

"Hi Becky, I'm trying to view the financial data that I automatically uploaded using the MITAS Internet Property Management site. How do I do this?"

Let's find out how we can help Vicky.

Notes

Slide 32 - Concept: View Data



Text Captions

How to View Financial Data

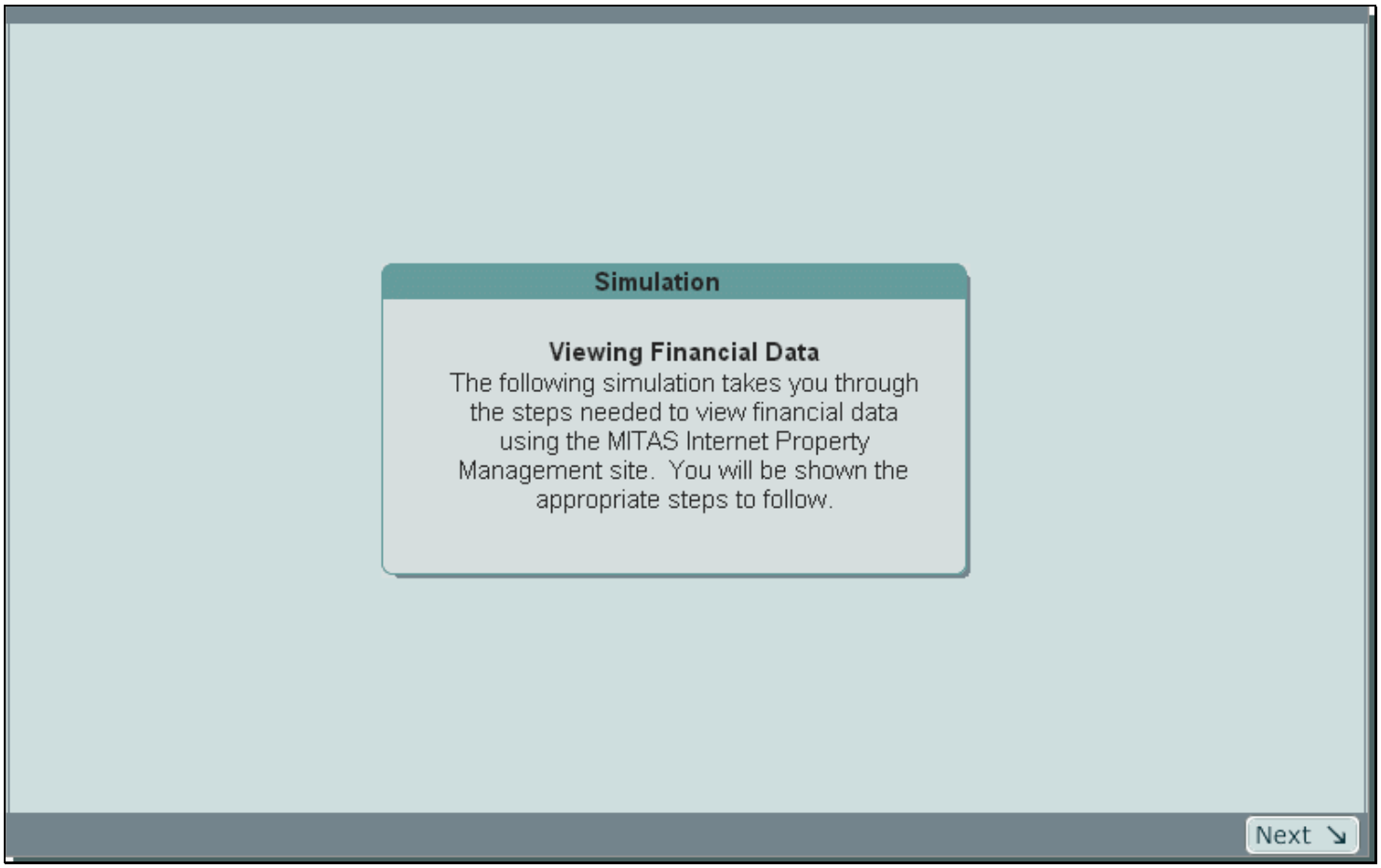
It is easy to view financial data that has been previously input (either using the automatic upload process or by manual input) using the MITAS Internet Property Management site. In order to do this, you must be logged in as either a **Property Manager** or **Property Manager - Financials** user.

Once you have retrieved the property from the **Property / Project** screen, choose the **View Financials** option. The **Asset Management Financials View** page is displayed.

After you have reviewed the financial data, you can make any necessary modifications, and then finalize the data for the agency.

Notes

Slide 33 - Simulation: View Data



Text Captions

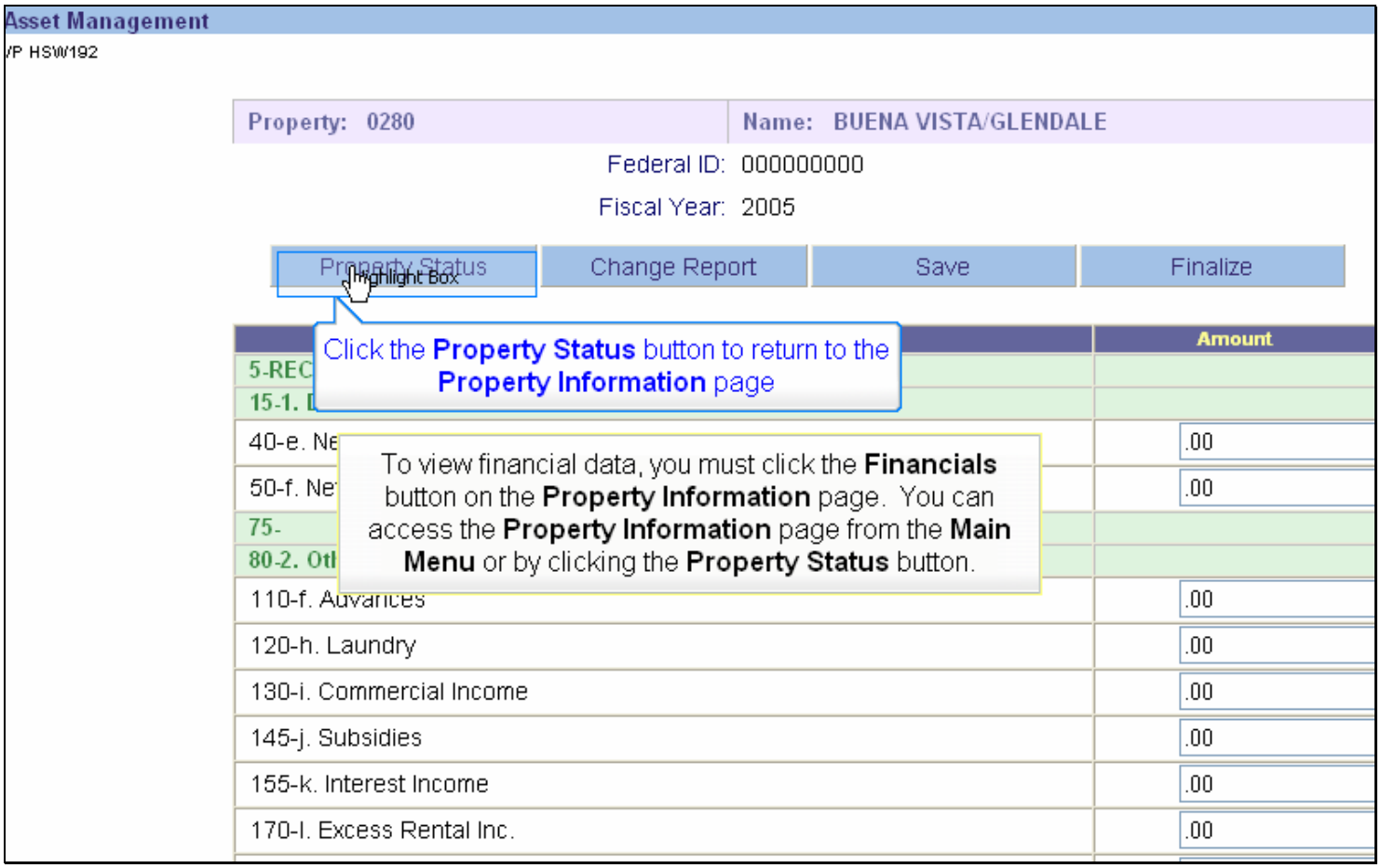
Simulation

Viewing Financial Data

The following simulation takes you through the steps needed to view financial data using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Notes

Slide 34 - Slide 34



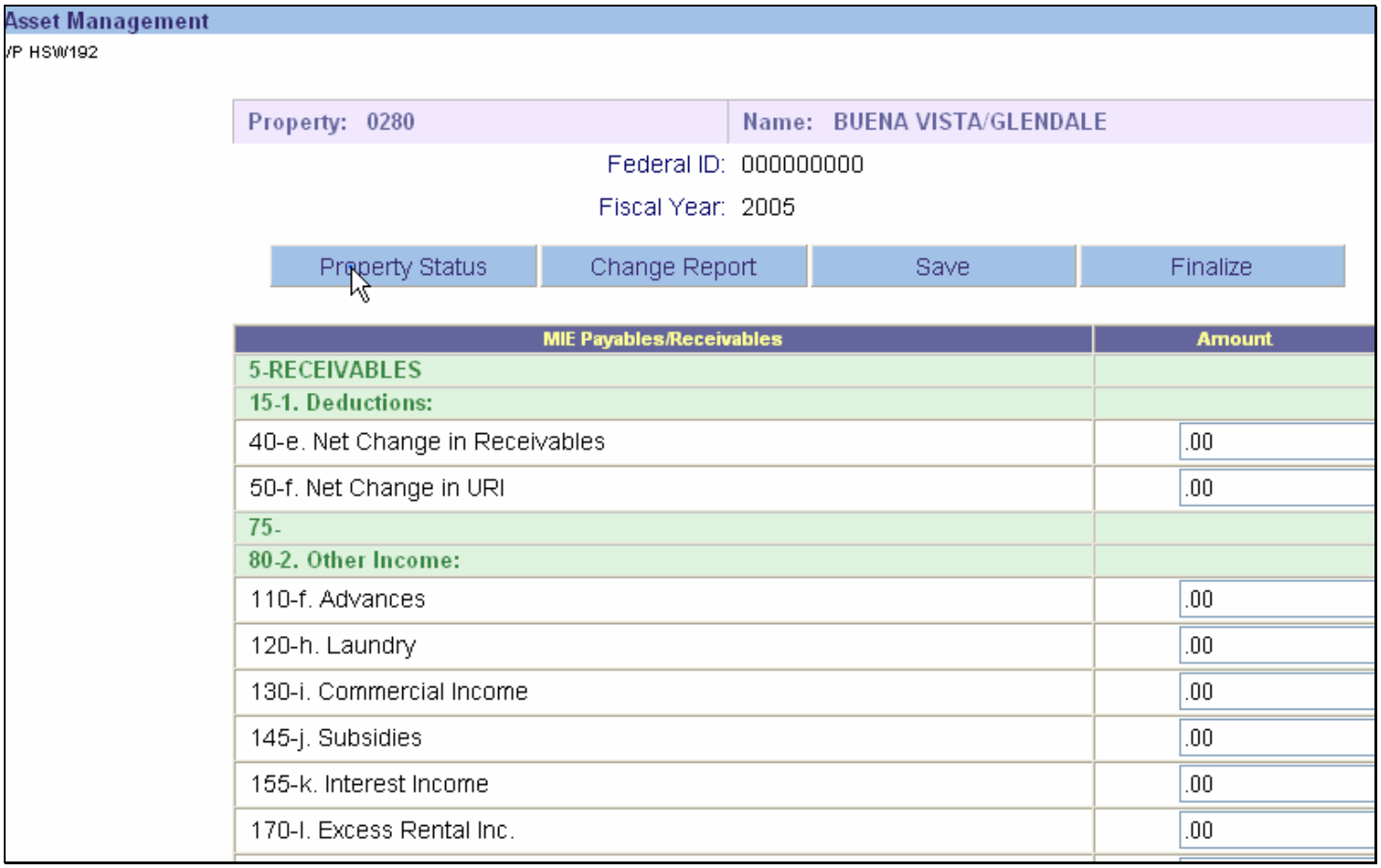
Text Captions

Click the **Property Status** button to return to the **Property Information** page

To view financial data, you must click the **Financials** button on the **Property Information** page. You can access the **Property Information** page from the **Main Menu** or by clicking the **Property Status** button.

Notes

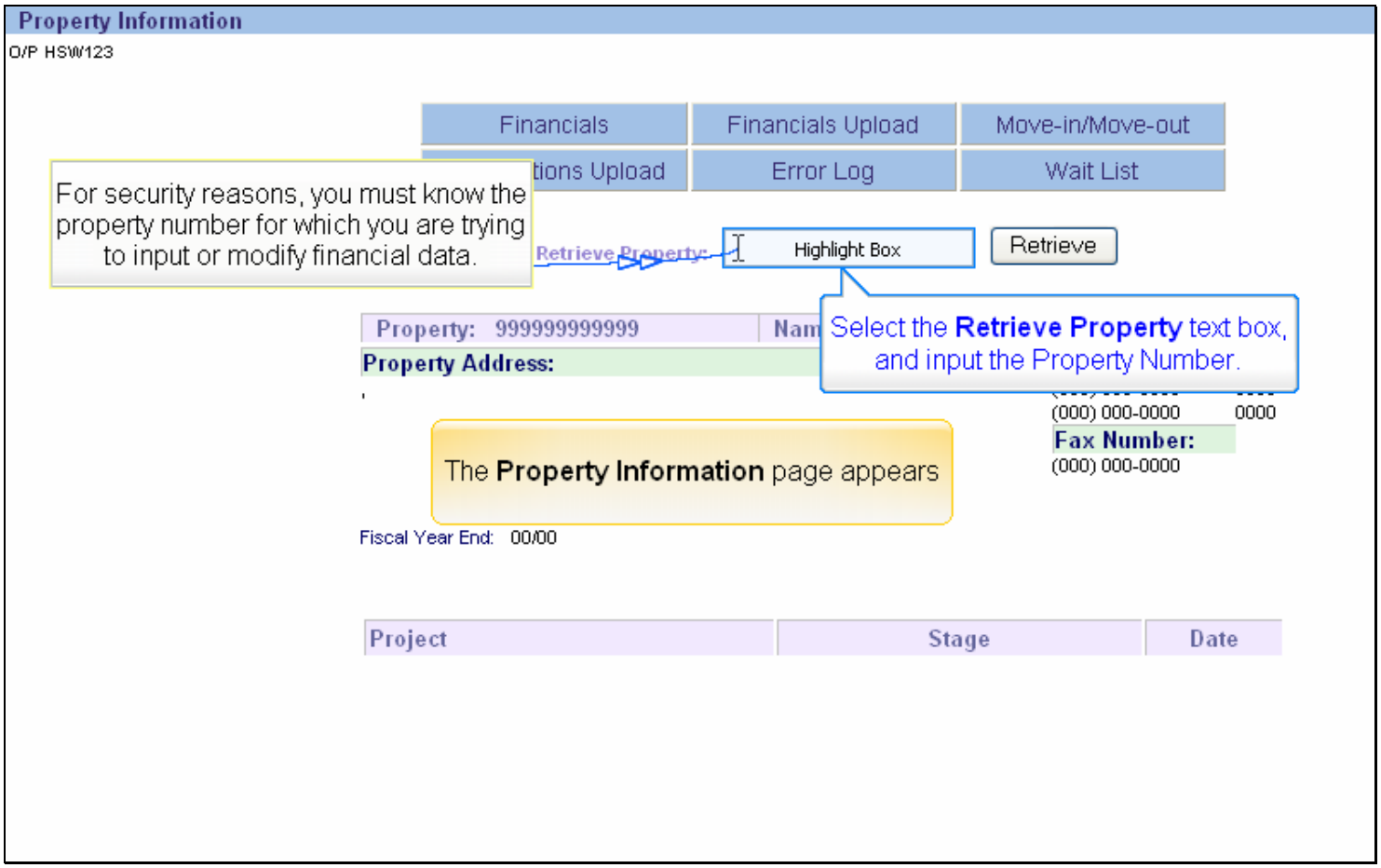
Slide 35 - Slide 35



Text Captions

Notes

Slide 36 - Slide 36



Text Captions

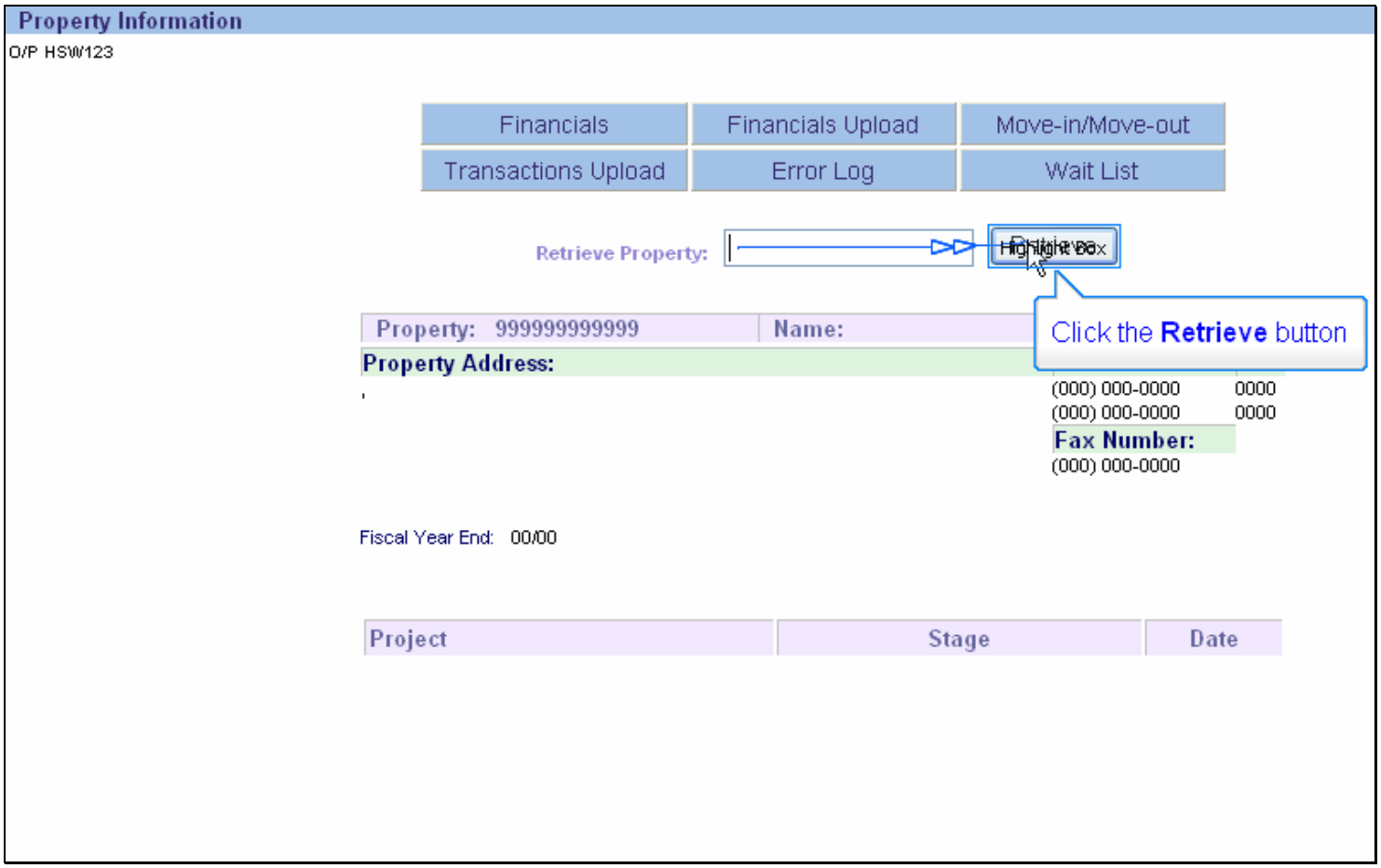
The **Property Information** page appears

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 input or modify financial data.

Notes

Slide 37 - Slide 37

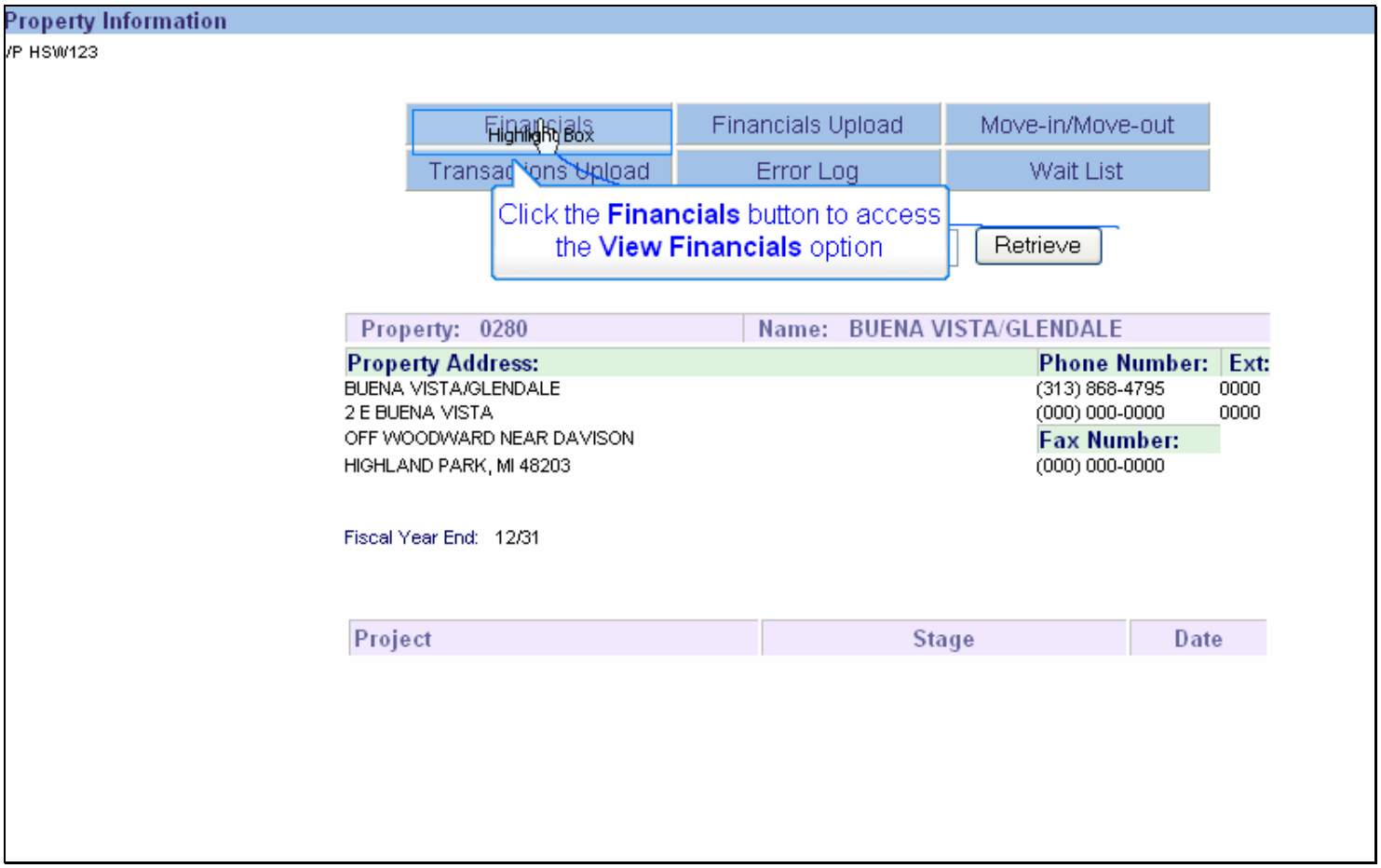


Text Captions

Click the **Retrieve** button

Notes

Slide 40 - Slide 40

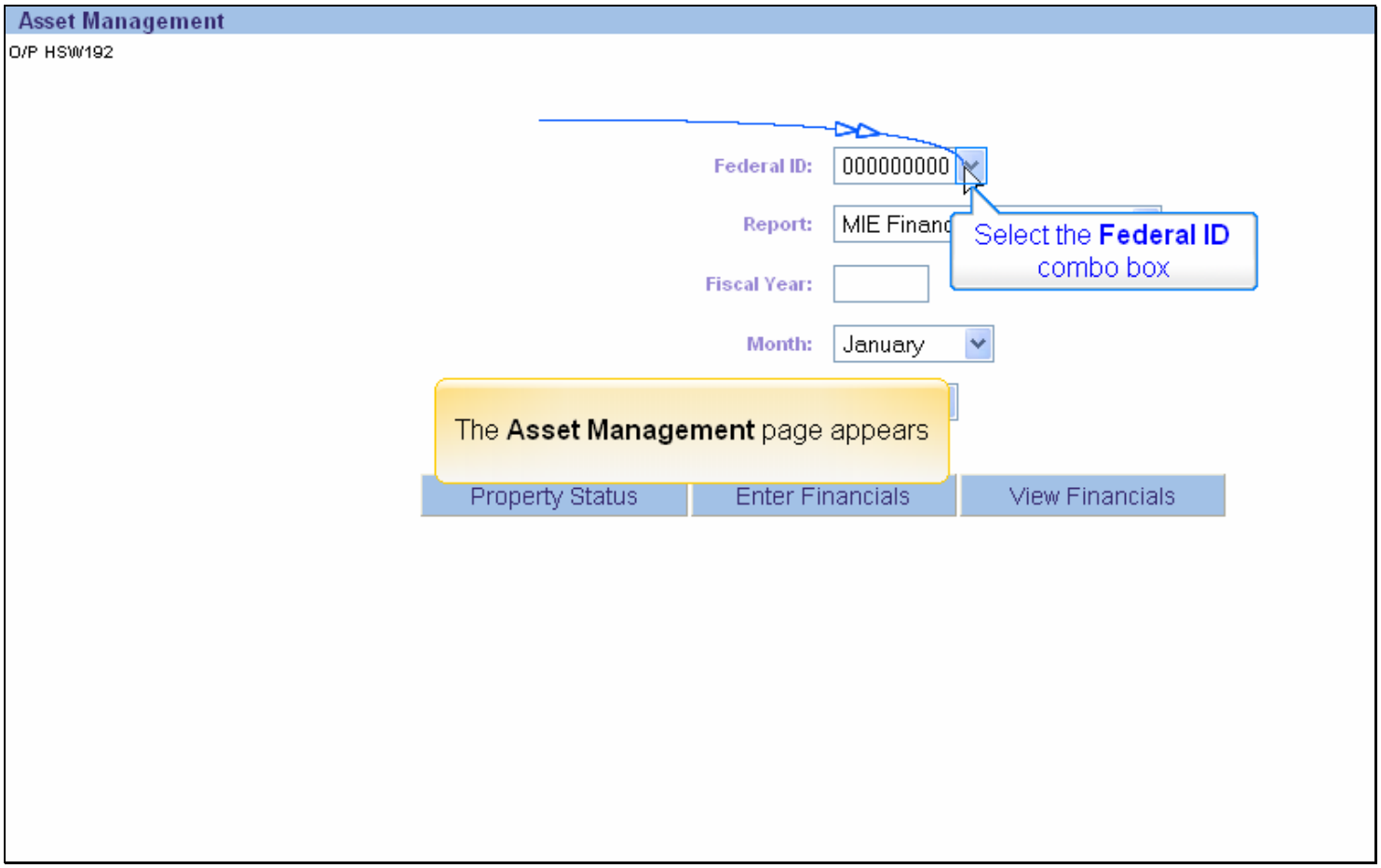


Text Captions

Click the **Financials** button to access the **View Financials** option

Notes

Slide 41 - Slide 41



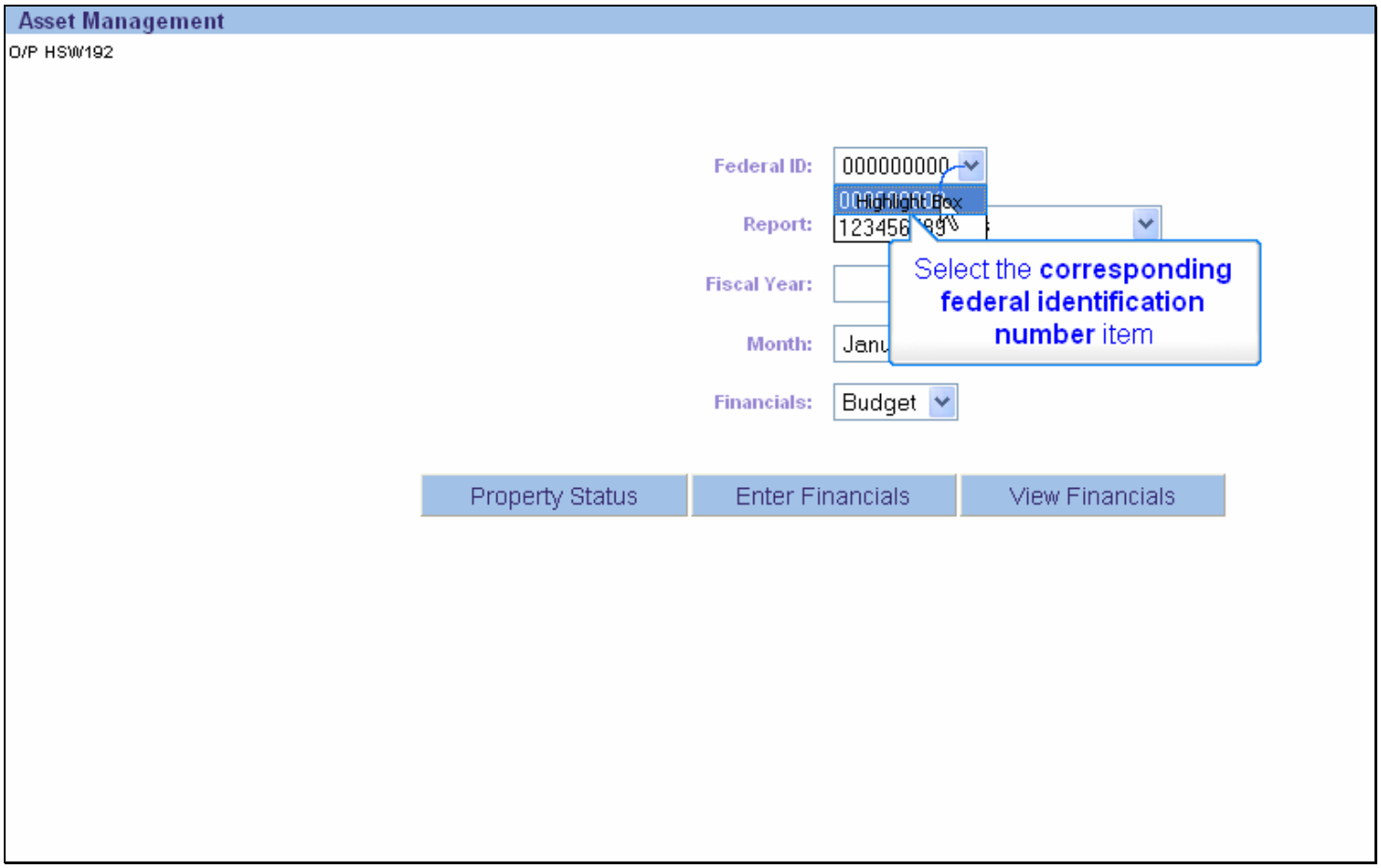
Text Captions

The **Asset Management** page appears

Select the **Federal ID** combo box

Notes

Slide 42 - Slide 42

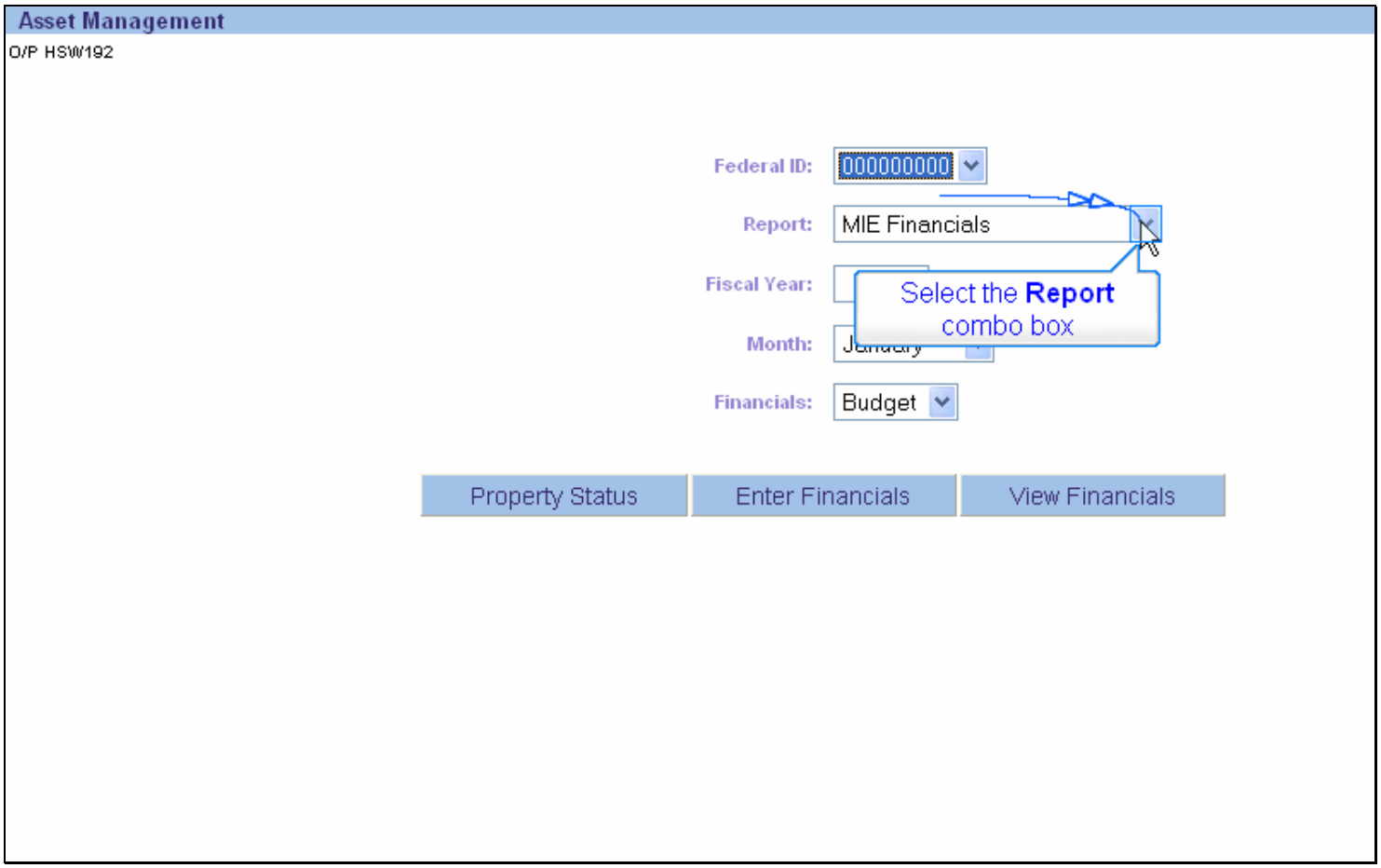


Text Captions

Select the **corresponding federal identification number** item

Notes

Slide 43 - Slide 43

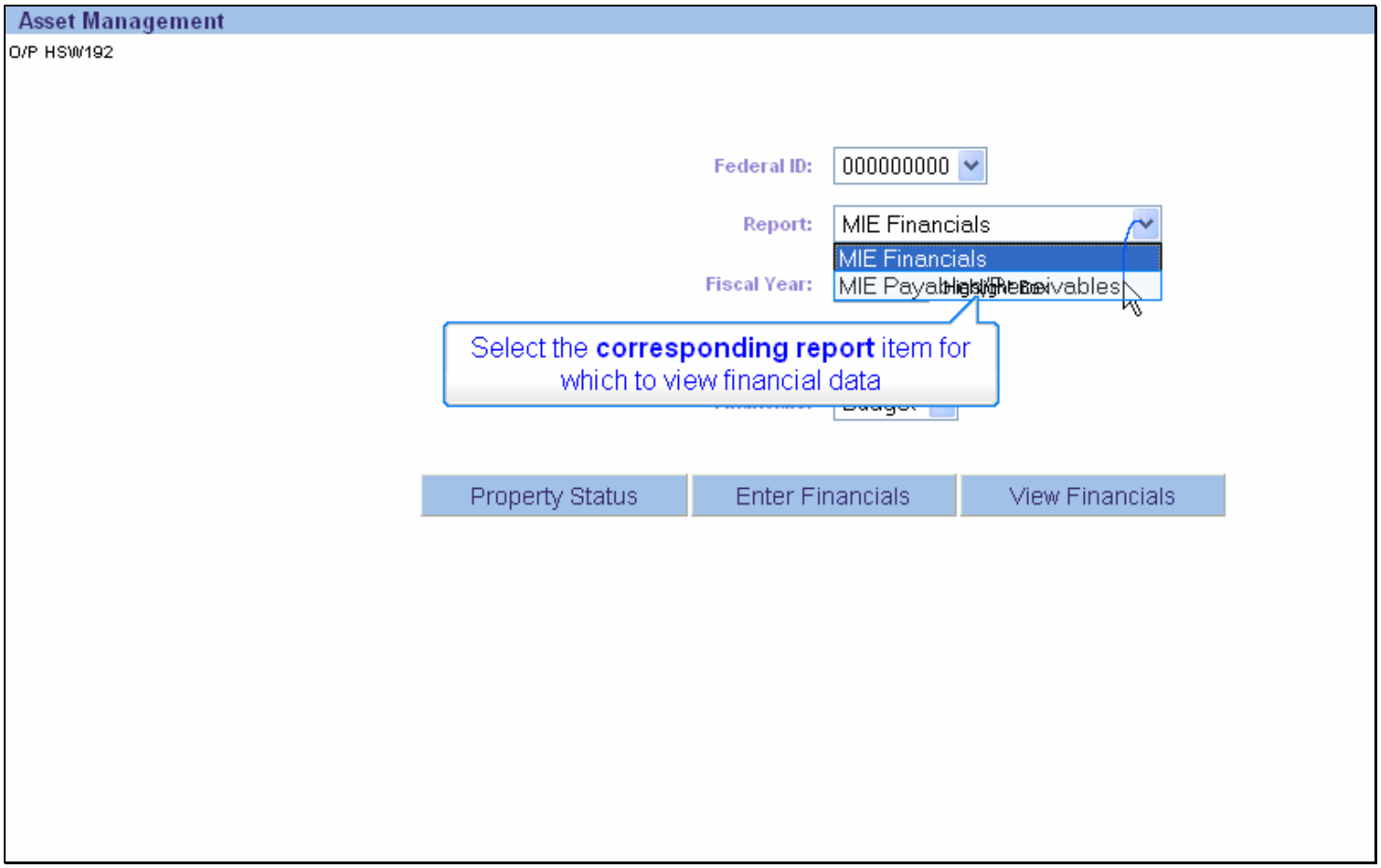


Text Captions

Select the **Report** combo box

Notes

Slide 44 - Slide 44

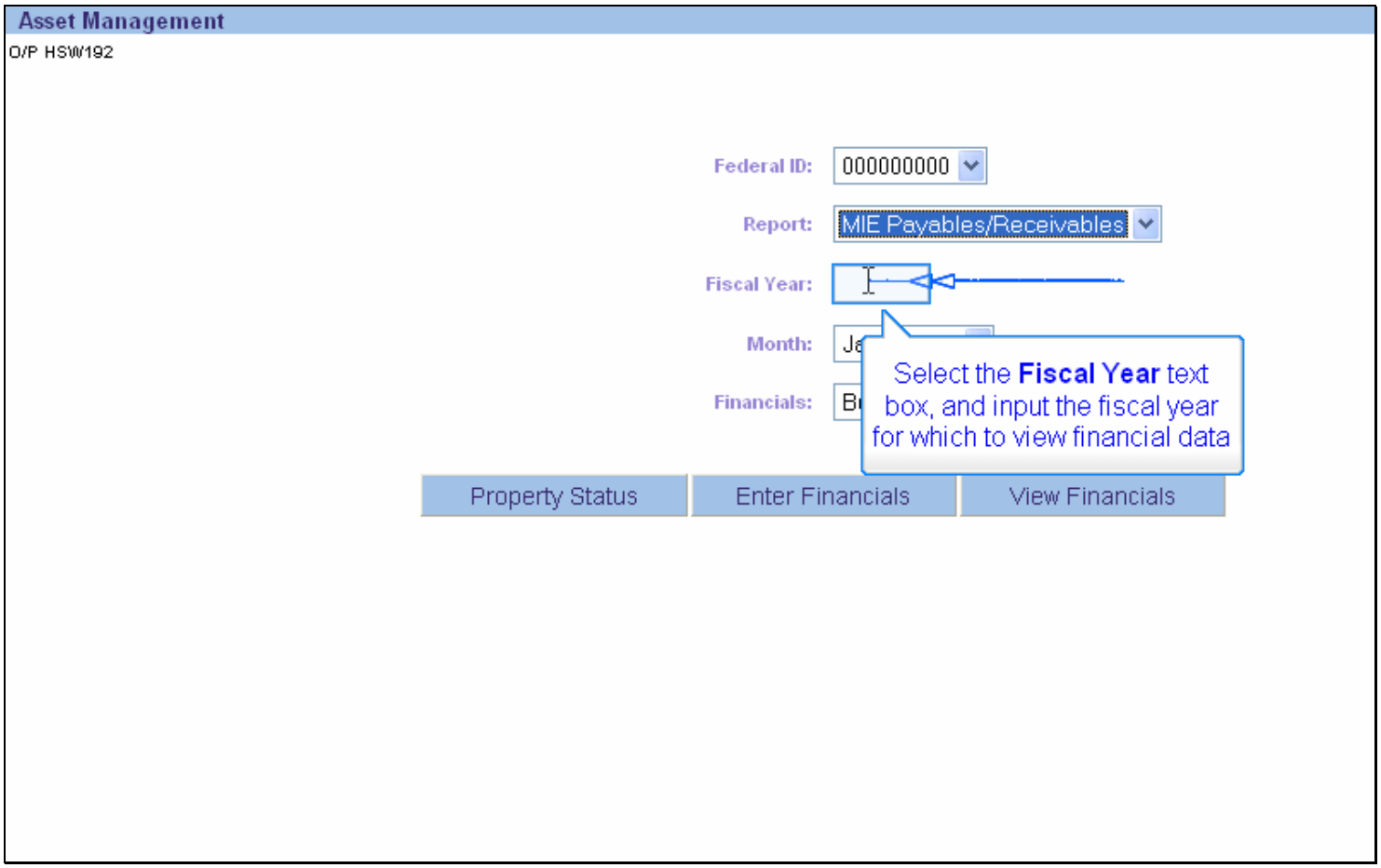


Text Captions

Select the **corresponding report** item for which to view financial data

Notes

Slide 45 - Slide 45

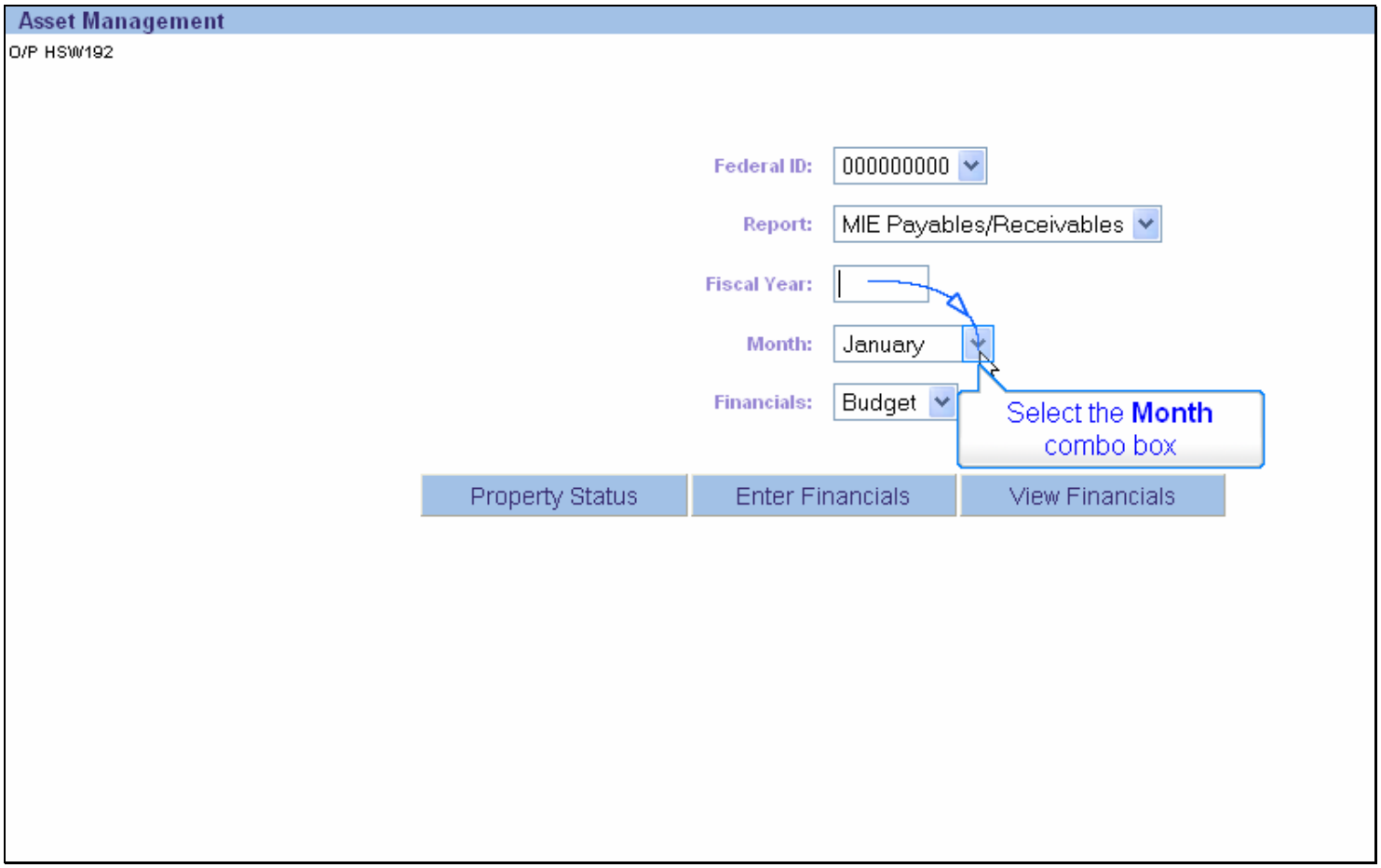


Text Captions

Select the **Fiscal Year** text box, and input the fiscal year for which to view financial data

Notes

Slide 46 - Slide 46

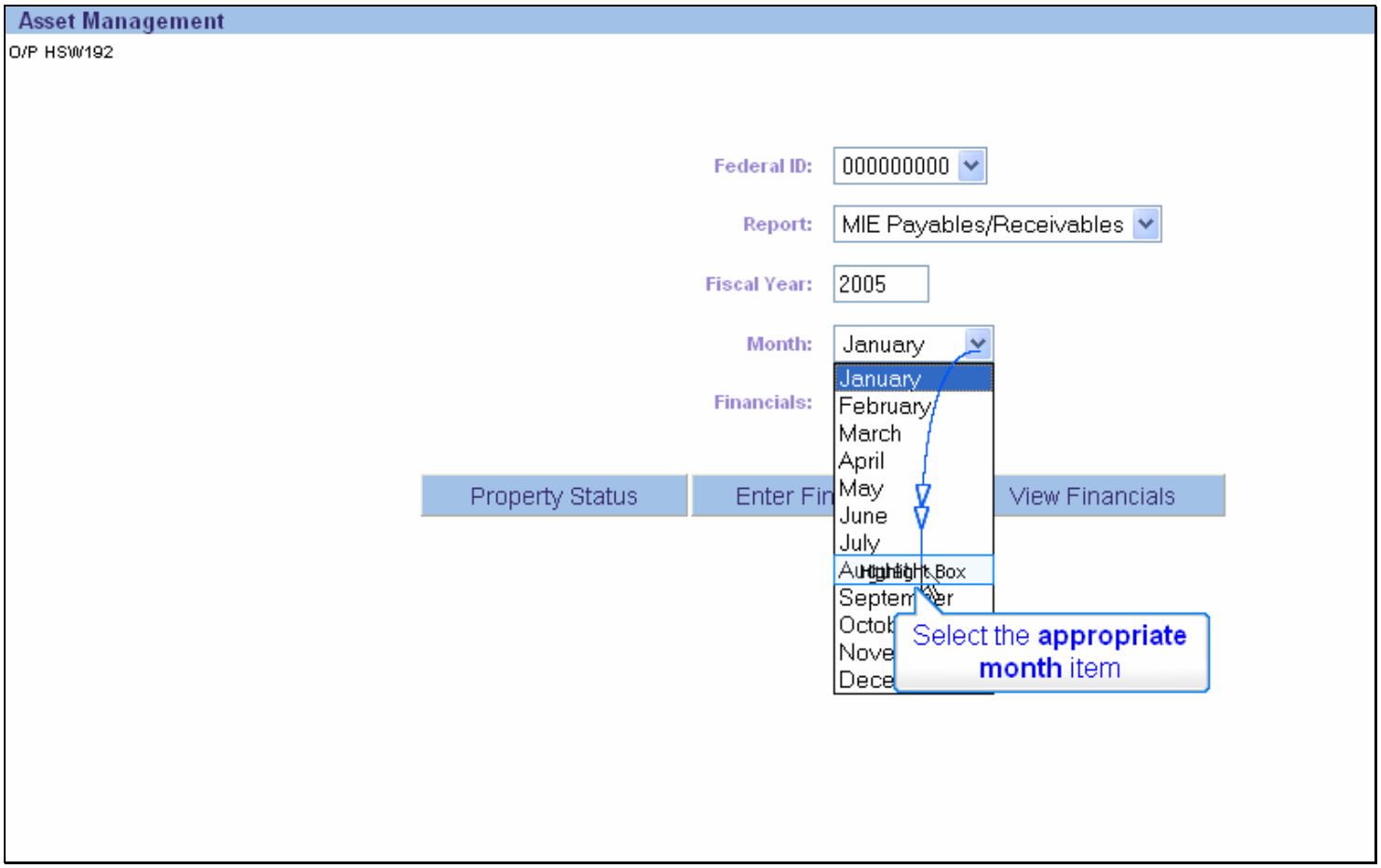


Text Captions

Select the **Month** combo box

Notes

Slide 47 - Slide 47

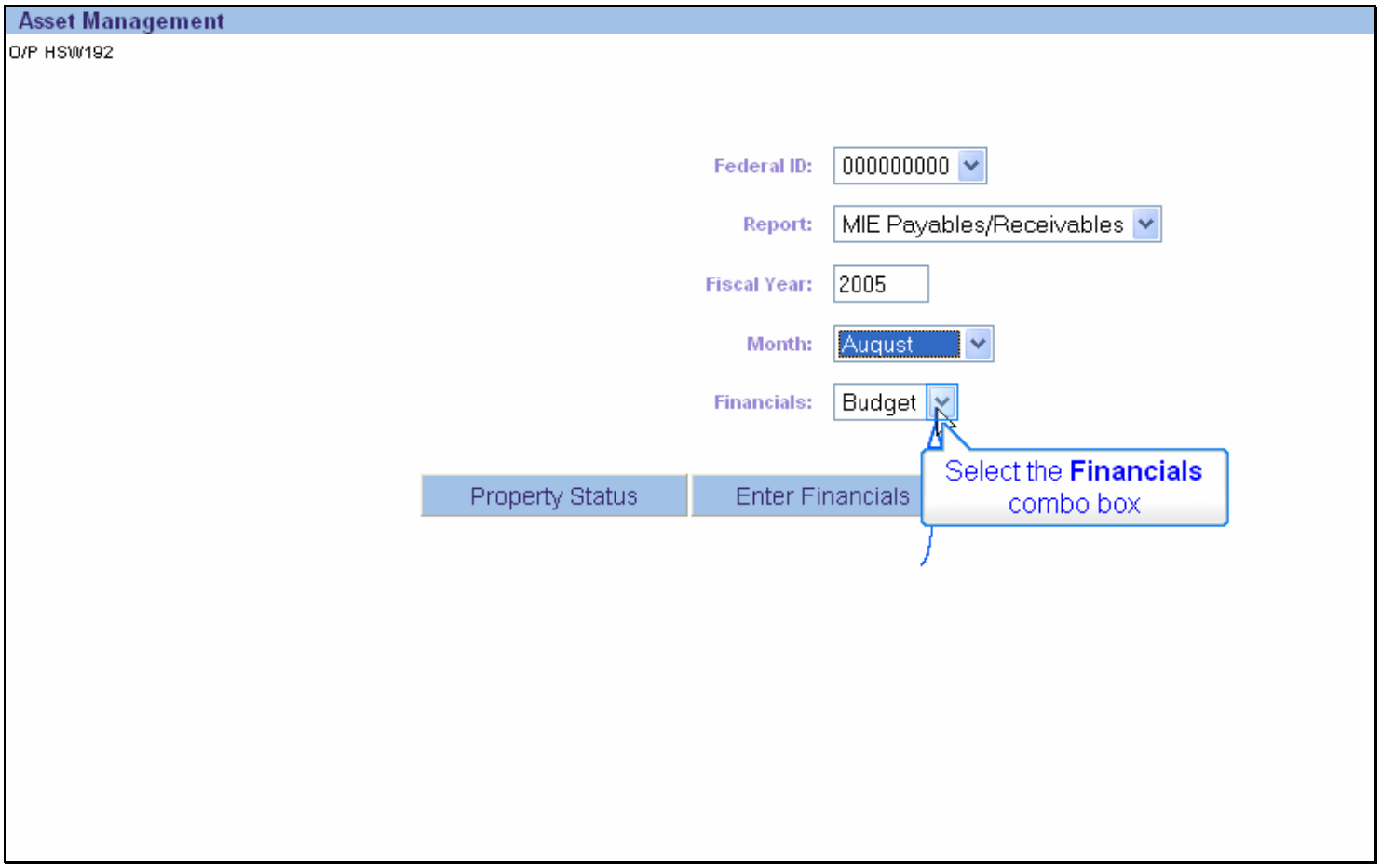


Text Captions

Select the **appropriate month** item

Notes

Slide 48 - Slide 48

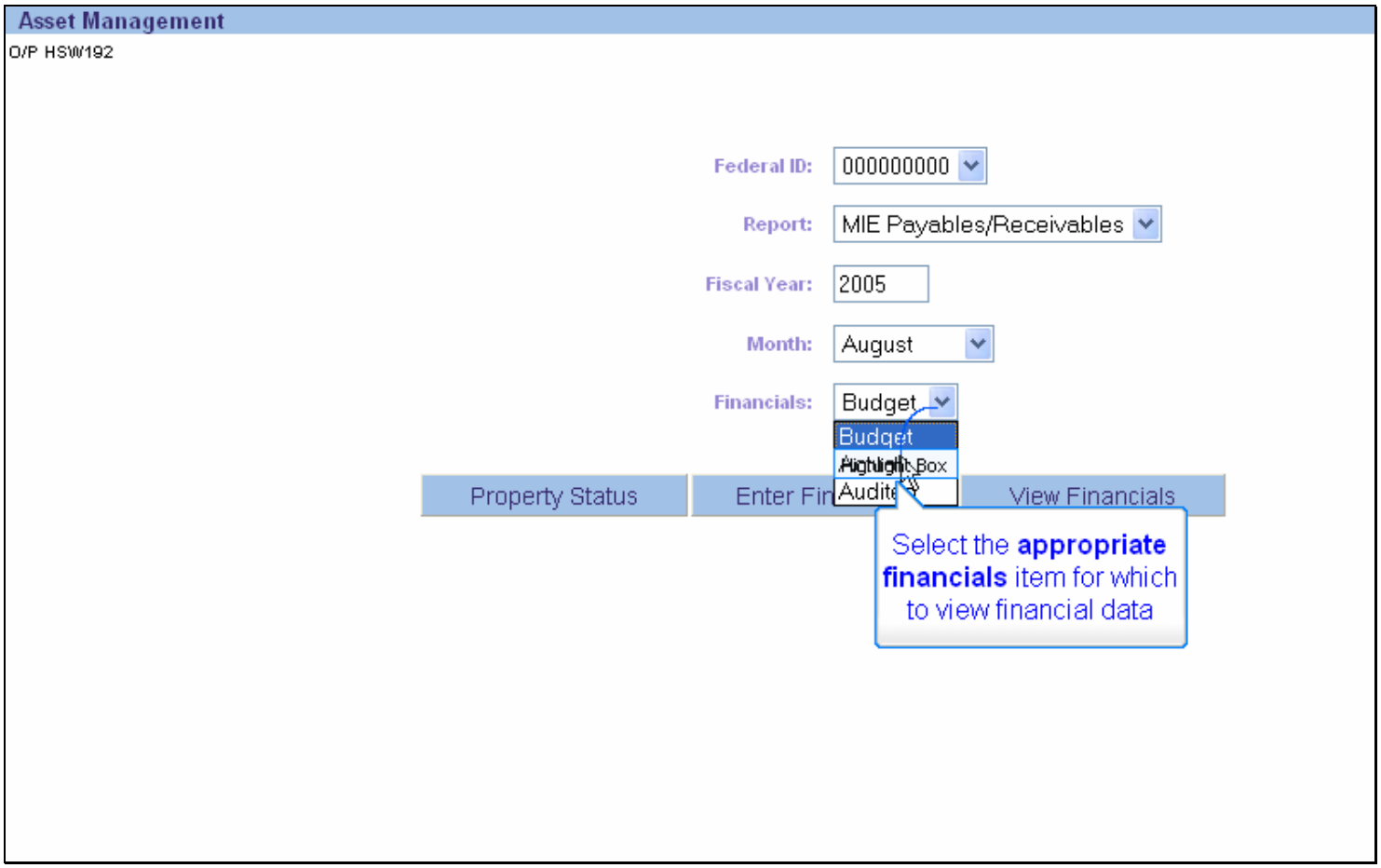


Text Captions

Select the **Financials** combo box

Notes

Slide 49 - Slide 49

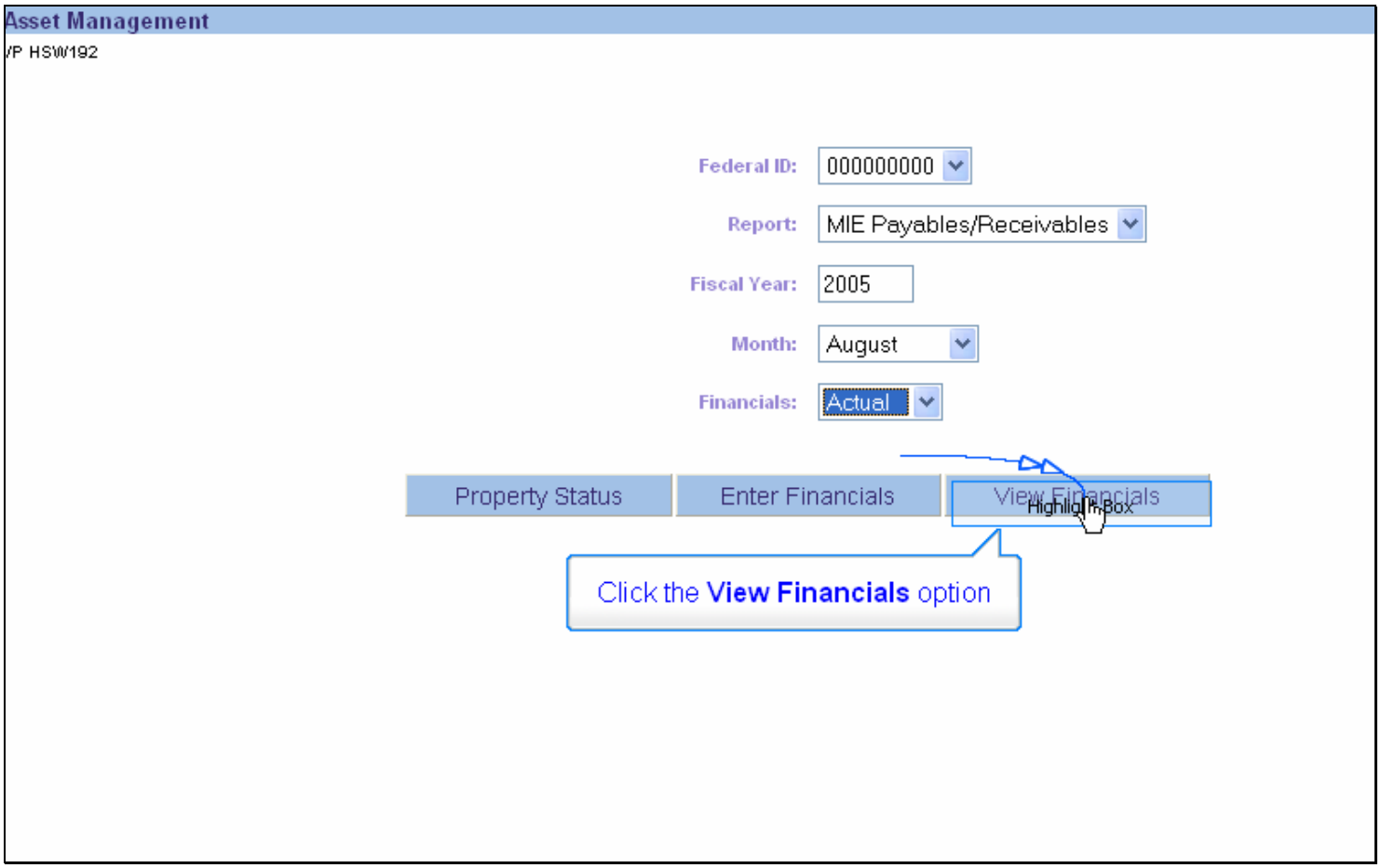


Text Captions

Select the **appropriate financials** item for which to view financial data

Notes

Slide 50 - Slide 50

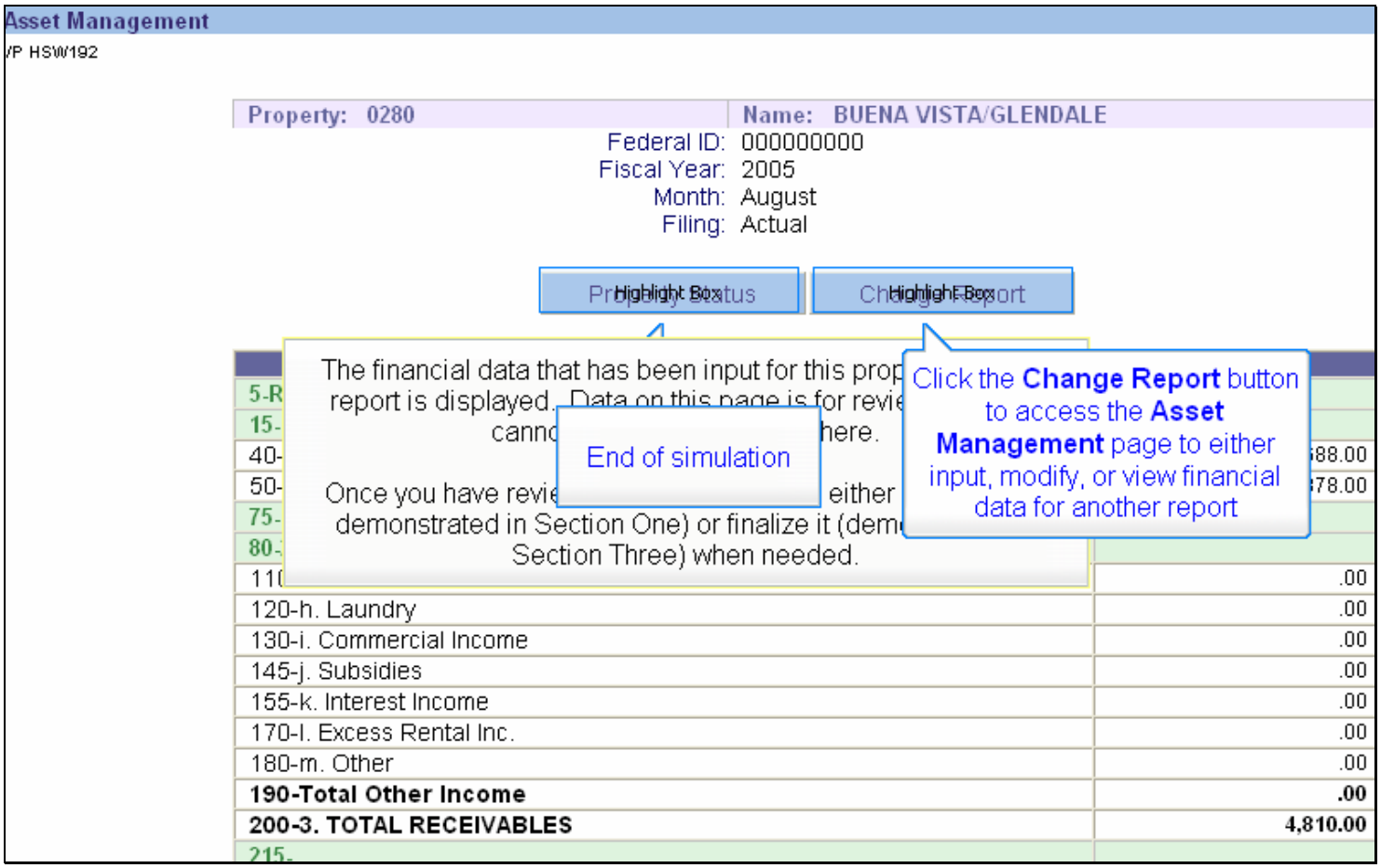


Text Captions

Click the **View Financials** option

Notes

Slide 52 - Slide 52



Text Captions

The **Asset Management Financials View** page appears

Click the **Property Status** button to return to the **Property Information** page

The financial data that has been input for this property and this report is displayed. Data on this page is for review only, and cannot be input or modified here.

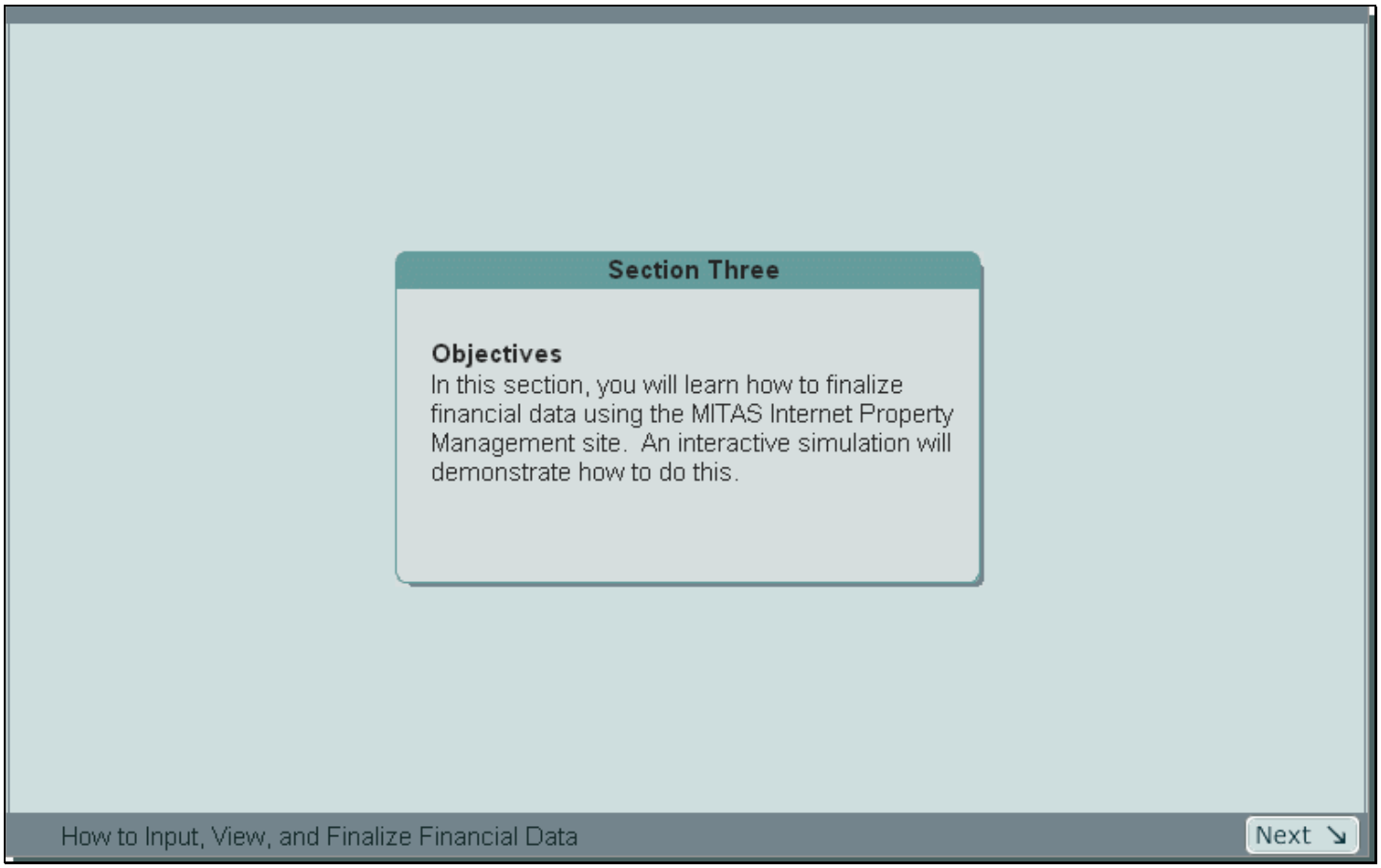
Once you have reviewed the data, you can either modify it (as demonstrated in Section One) or finalize it (demonstrated in Section Three) when needed.

Click the **Change Report** button to access the **Asset Management** page to either input, modify, or view financial data for another report

End of simulation

Notes

Slide 53 - Objectives: Finalize Data



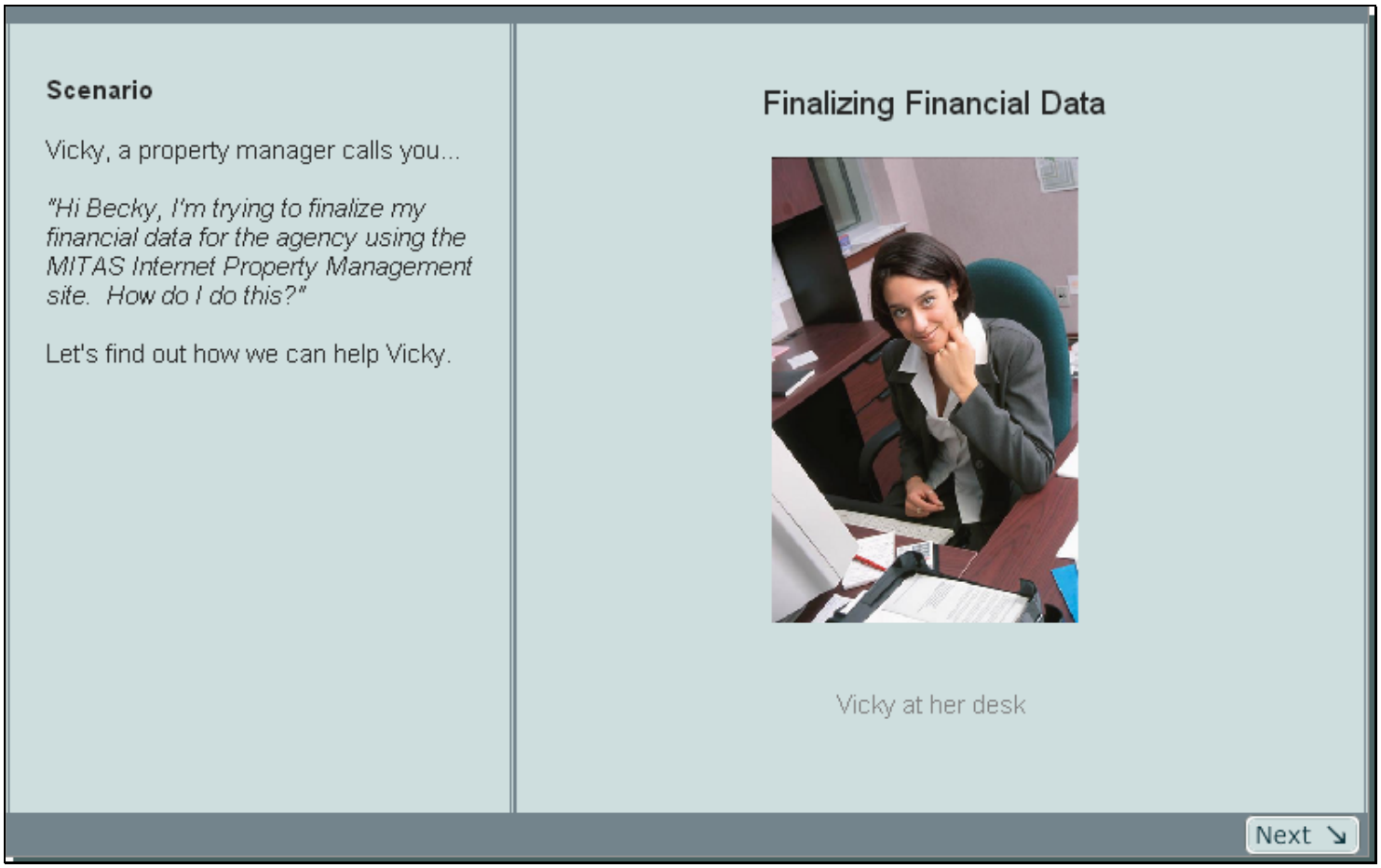
Text Captions

Section Three

Objectives
In this section, you will learn how to finalize financial data using the MITAS Internet Property Management site. An interactive simulation will demonstrate how to do this.

Notes

Slide 54 - Scenario: Finalize Data



Text Captions

Scenario

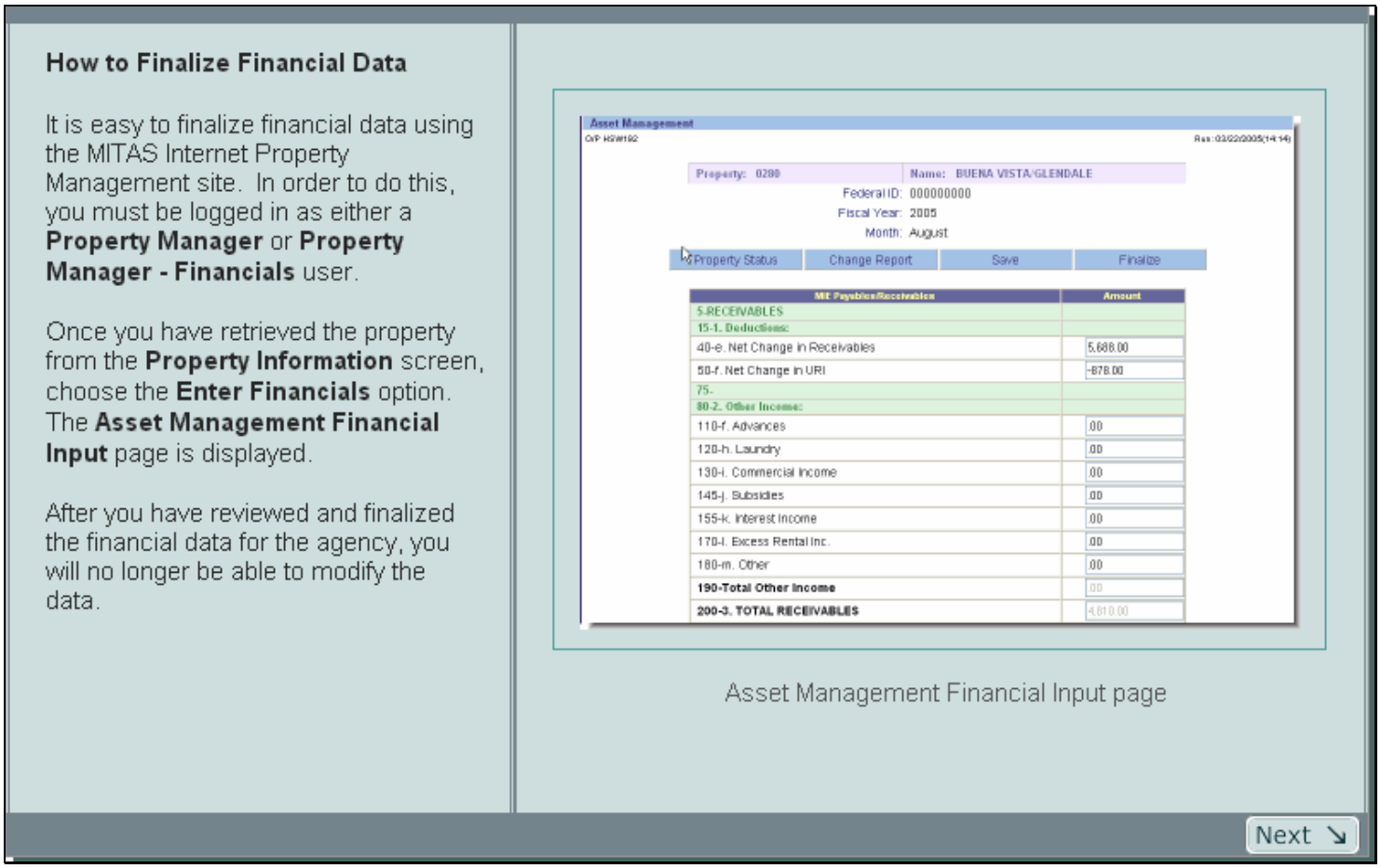
Vicky, a property manager calls you...

"Hi Becky, I'm trying to finalize my financial data for the agency using the MITAS Internet Property Management site. How do I do this?"

Let's find out how we can help Vicky.

Notes

Slide 55 - Concept: Finalize Data



Text Captions

How to Finalize Financial Data

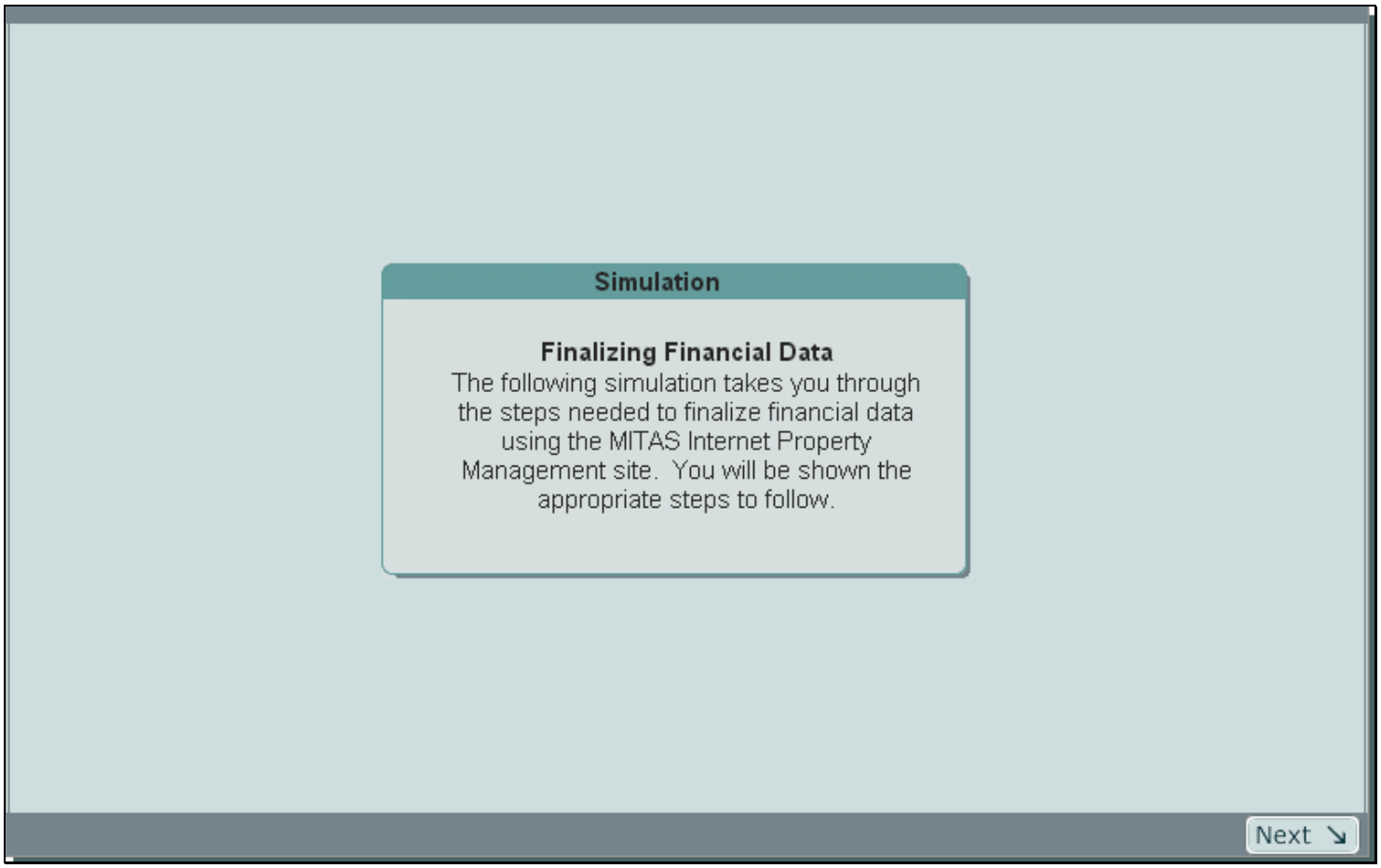
It is easy to finalize financial data using the MITAS Internet Property Management site. In order to do this, you must be logged in as either a **Property Manager** or **Property Manager - Financials** user.

Once you have retrieved the property from the **Property Information** screen, choose the **Enter Financials** option. The **Asset Management Financial Input** page is displayed.

After you have reviewed and finalized the financial data for the agency, you will no longer be able to modify the data.

Notes

Slide 56 - Simulation: Finalize Data



Text Captions

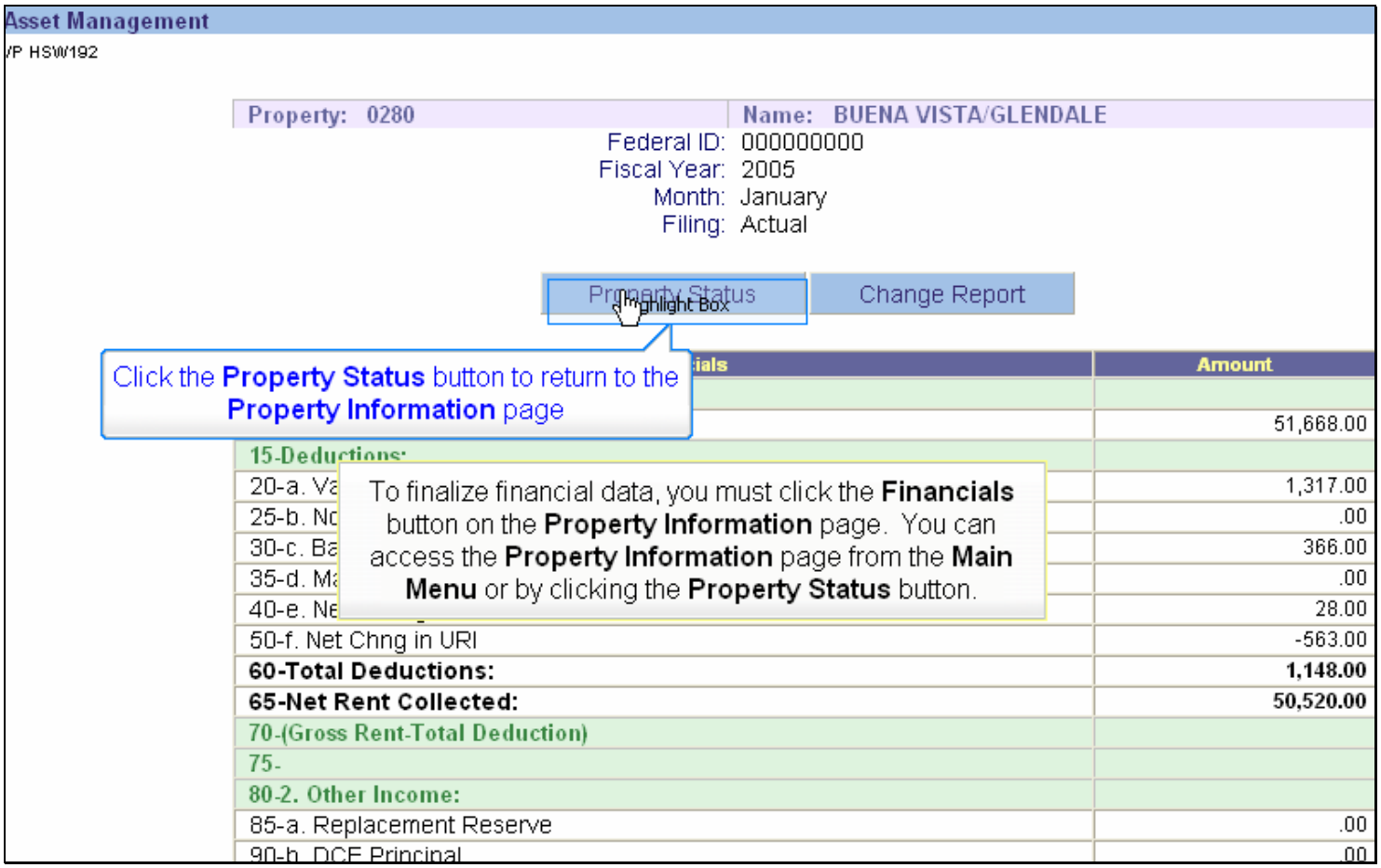
Simulation

Finalizing Financial Data

The following simulation takes you through the steps needed to finalize financial data using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Notes

Slide 57 - Slide 57



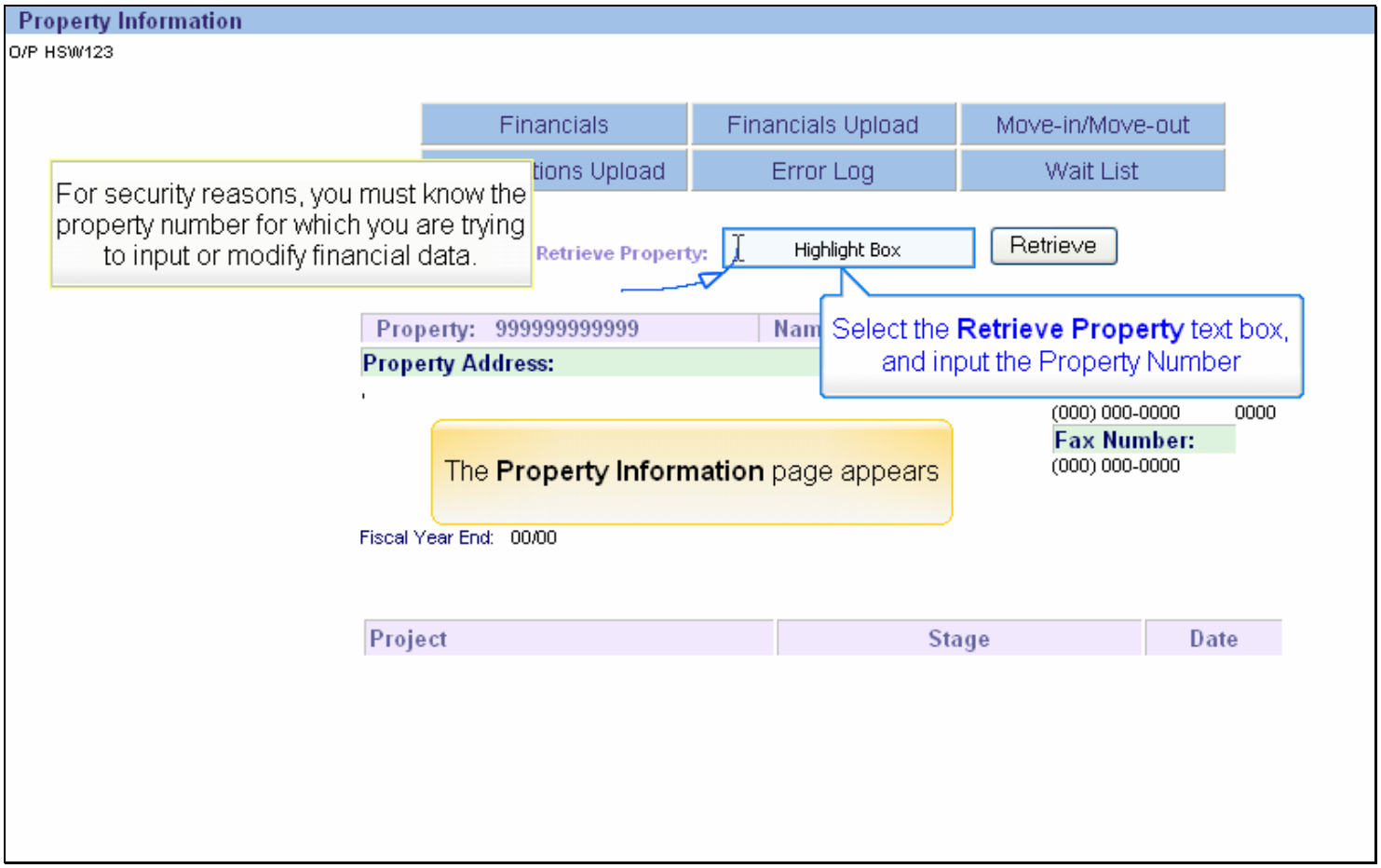
Text Captions

Click the **Property Status** button to return to the **Property Information** page

To finalize financial data, you must click the **Financials** button on the **Property Information** page. You can access the **Property Information** page from the **Main Menu** or by clicking the **Property Status** button.

Notes

Slide 58 - Slide 58



Text Captions

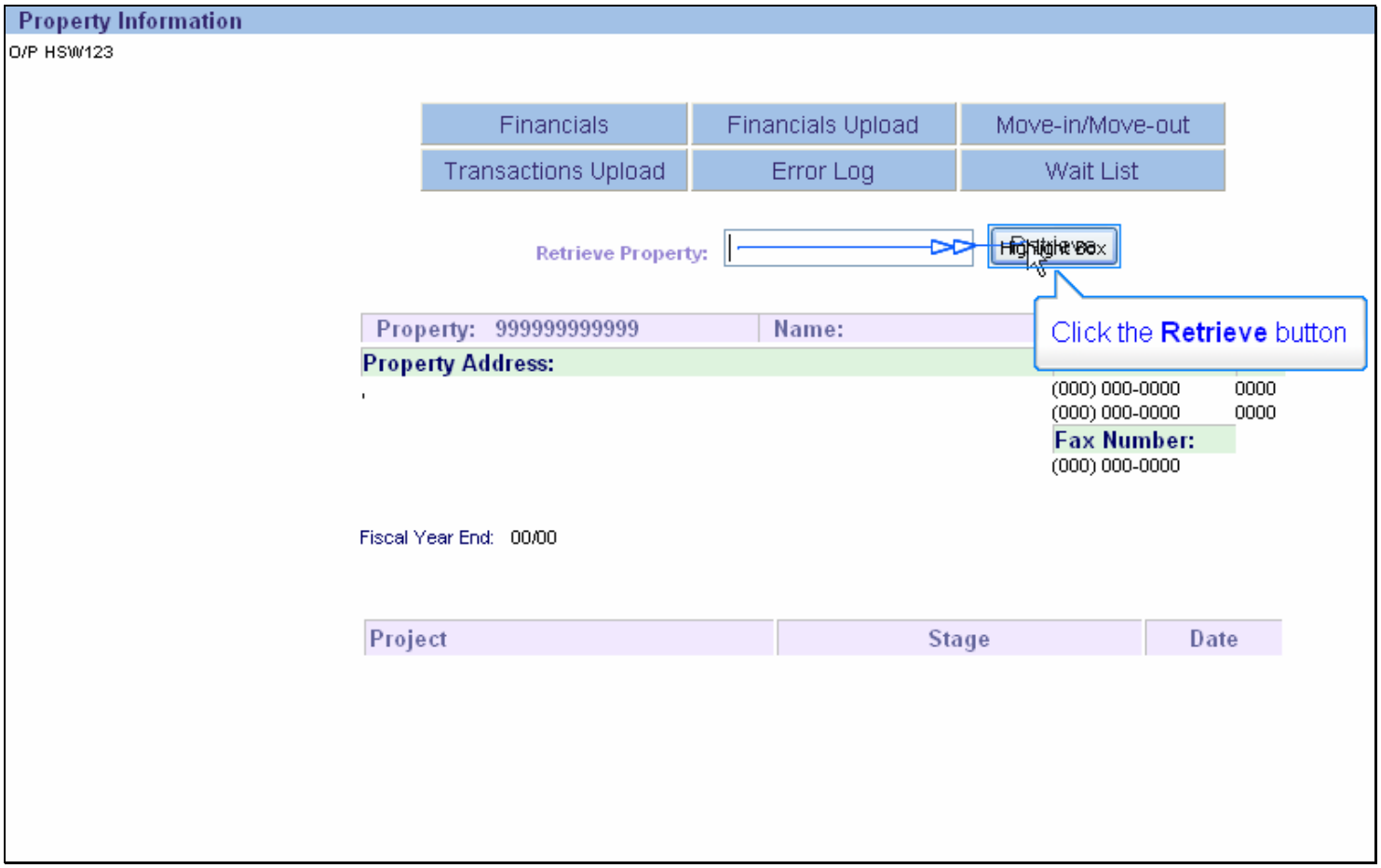
The **Property Information** page appears

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 input or modify financial data.

Notes

Slide 59 - Slide 59

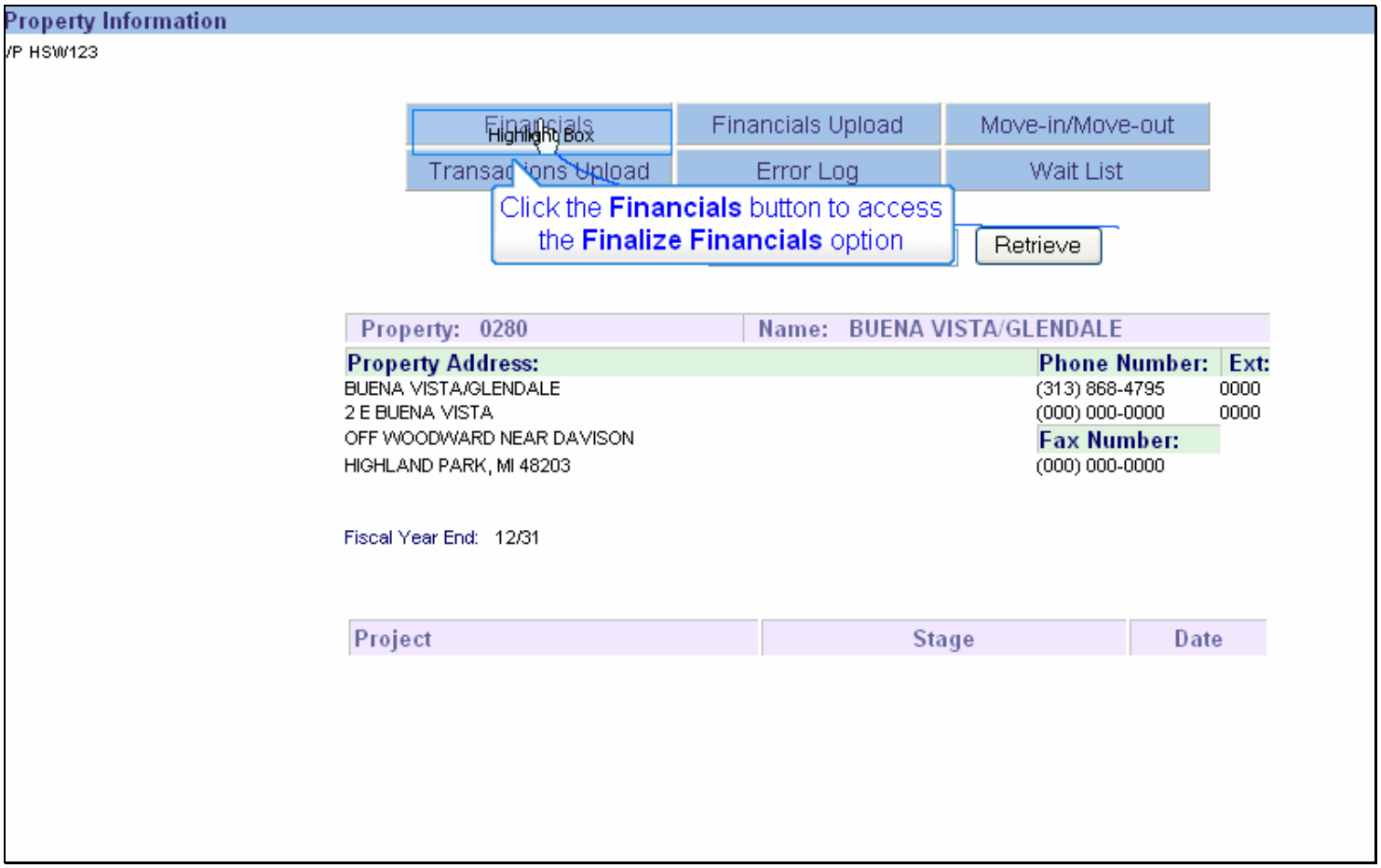


Text Captions

Click the **Retrieve** button

Notes

Slide 62 - Slide 62

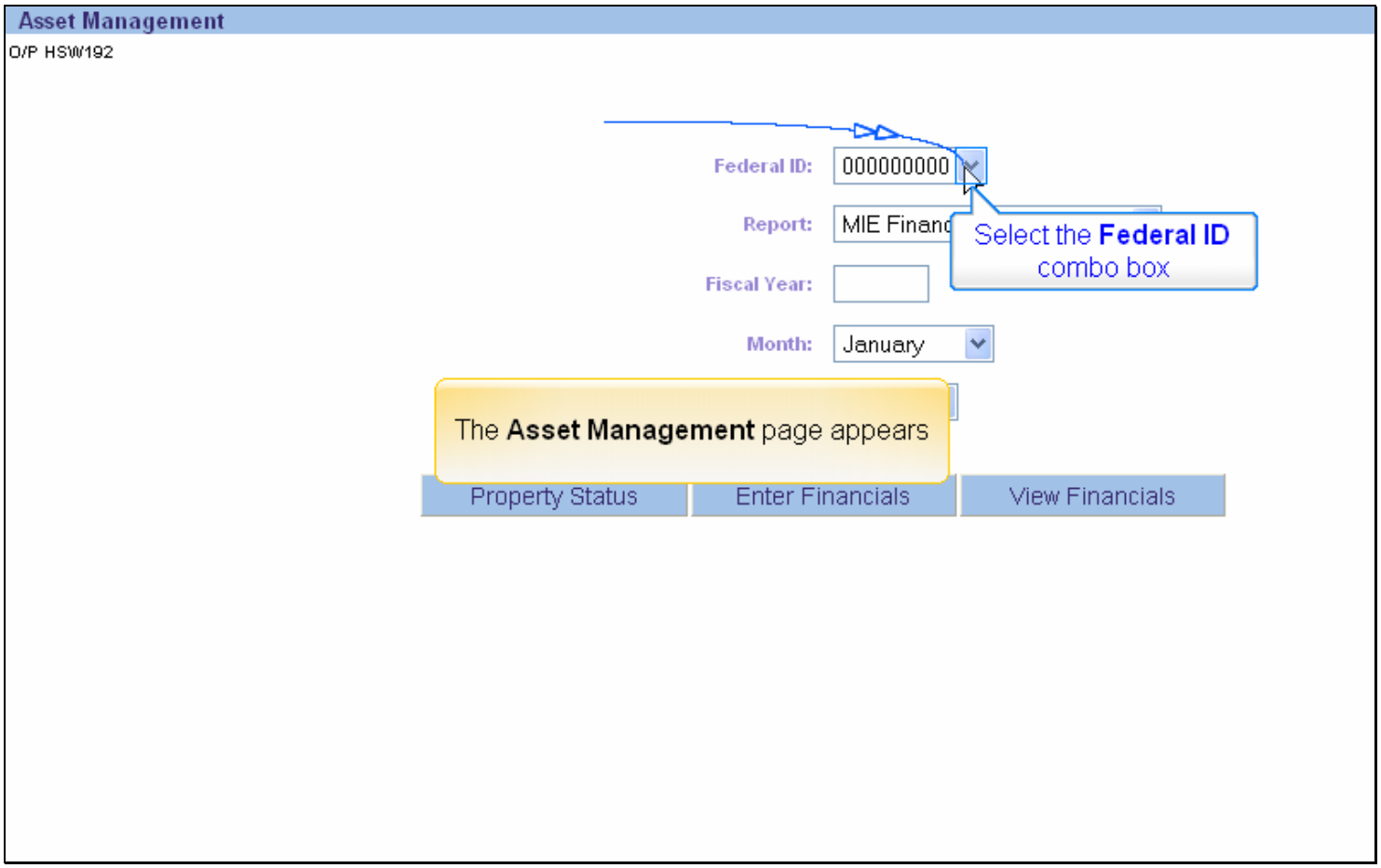


Text Captions

Click the **Financials** button to access the **Finalize Financials** option

Notes

Slide 64 - Slide 64



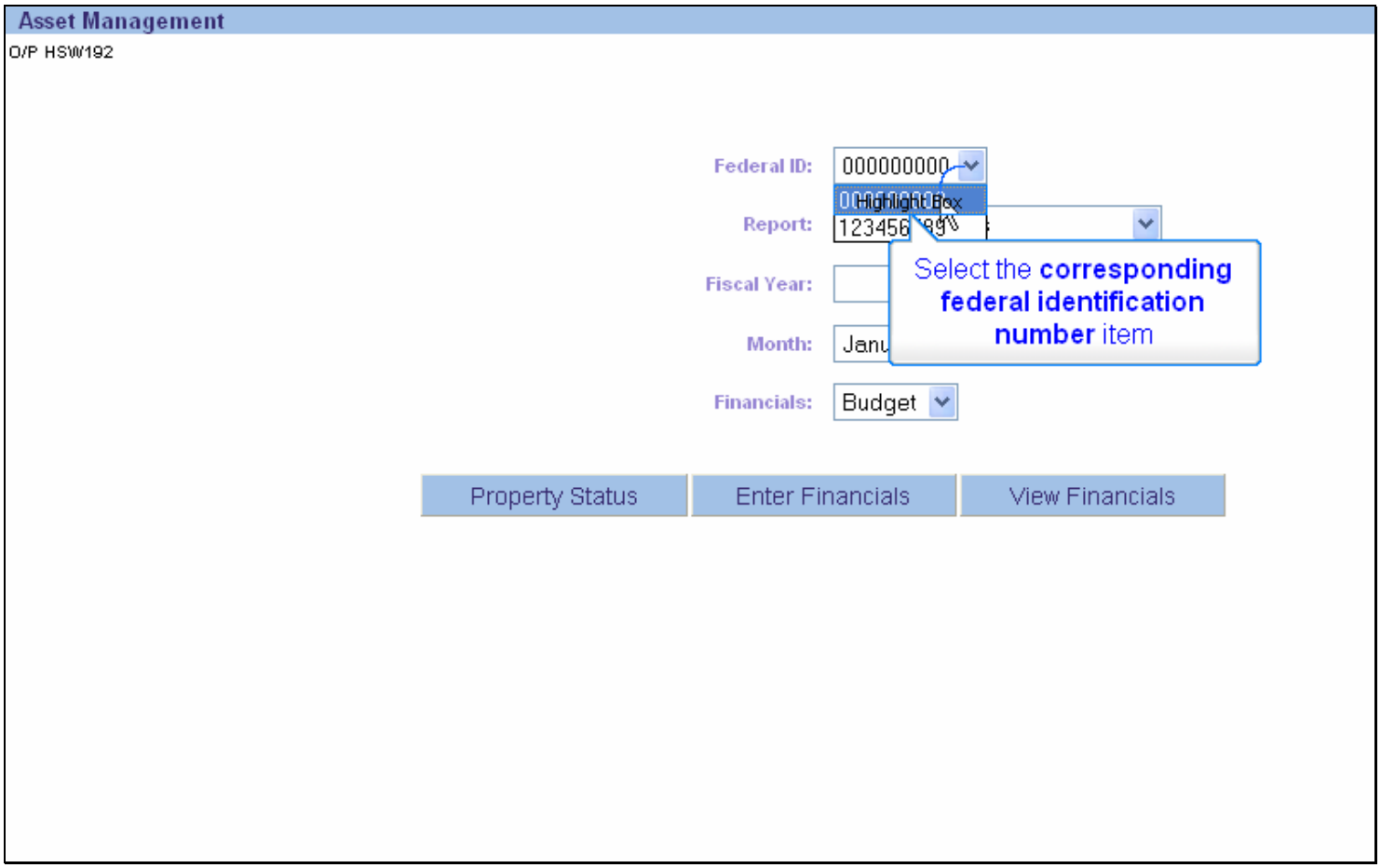
Text Captions

The **Asset Management** page appears

Select the **Federal ID** combo box

Notes

Slide 65 - Slide 65

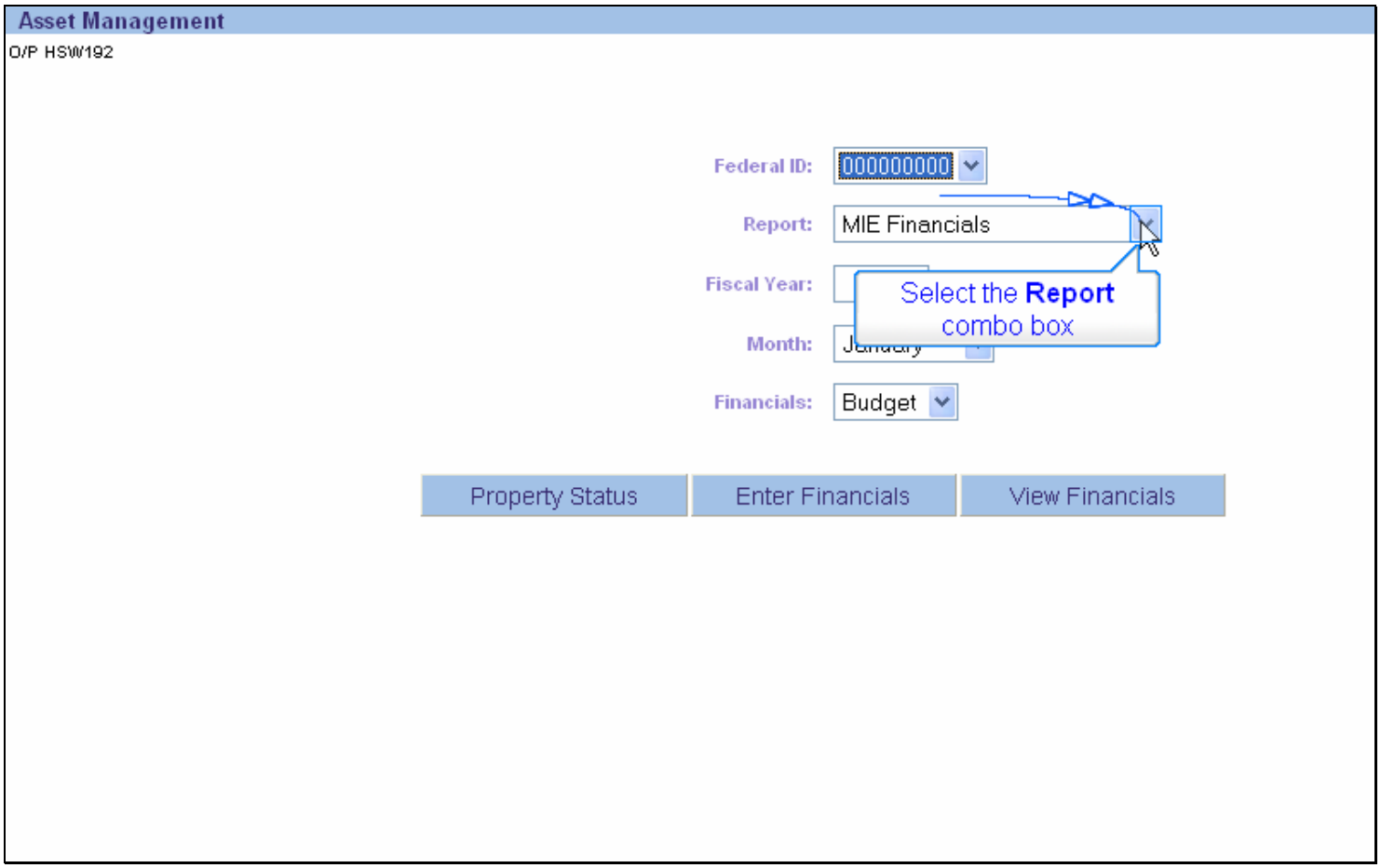


Text Captions

Select the **corresponding federal identification number** item

Notes

Slide 66 - Slide 66



Text Captions

Select the **Report** combo box

Notes

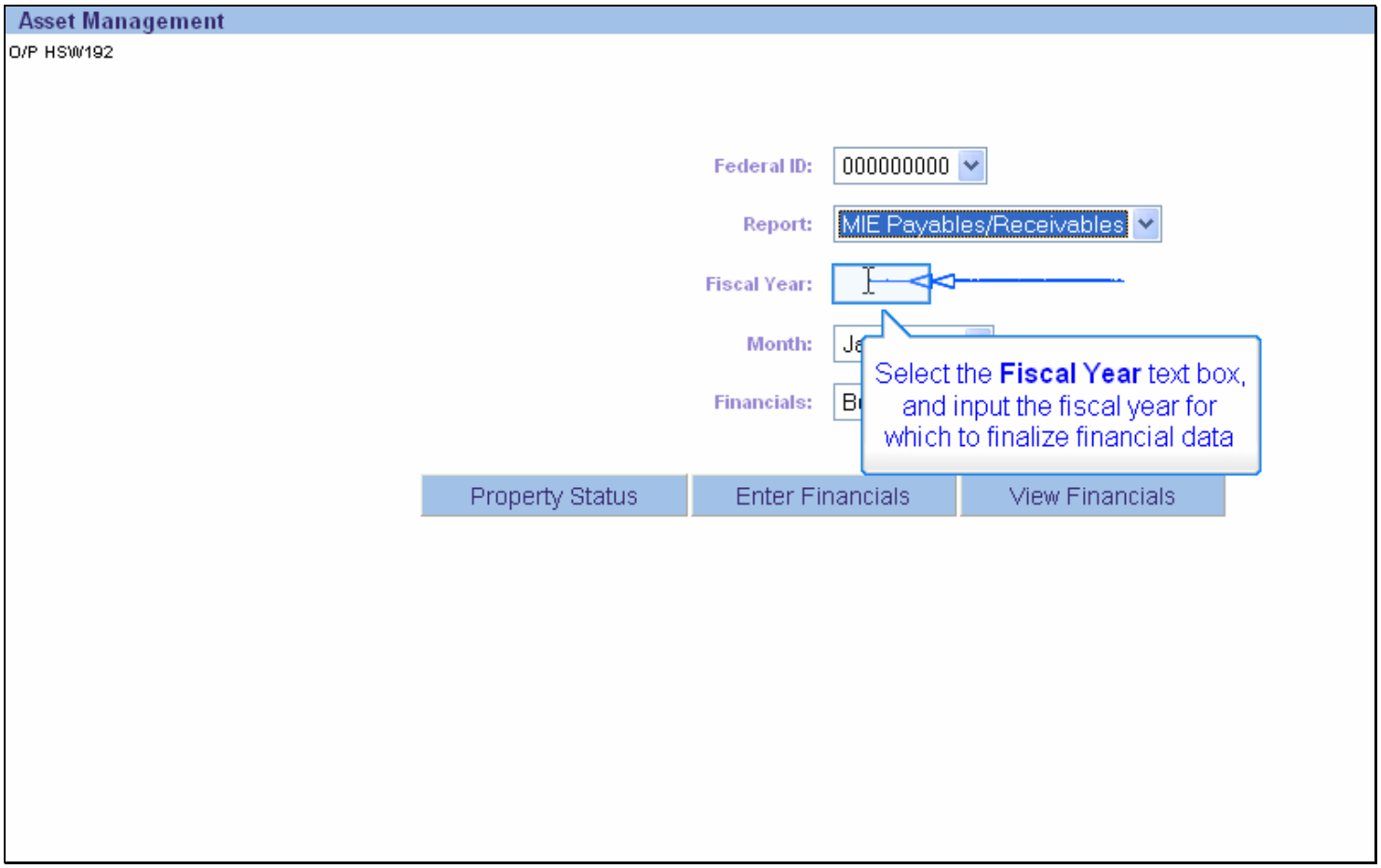
Slide 67 - Slide 67

Text Captions

Select the **corresponding report** item for which to finalize financial data

Notes

Slide 68 - Slide 68

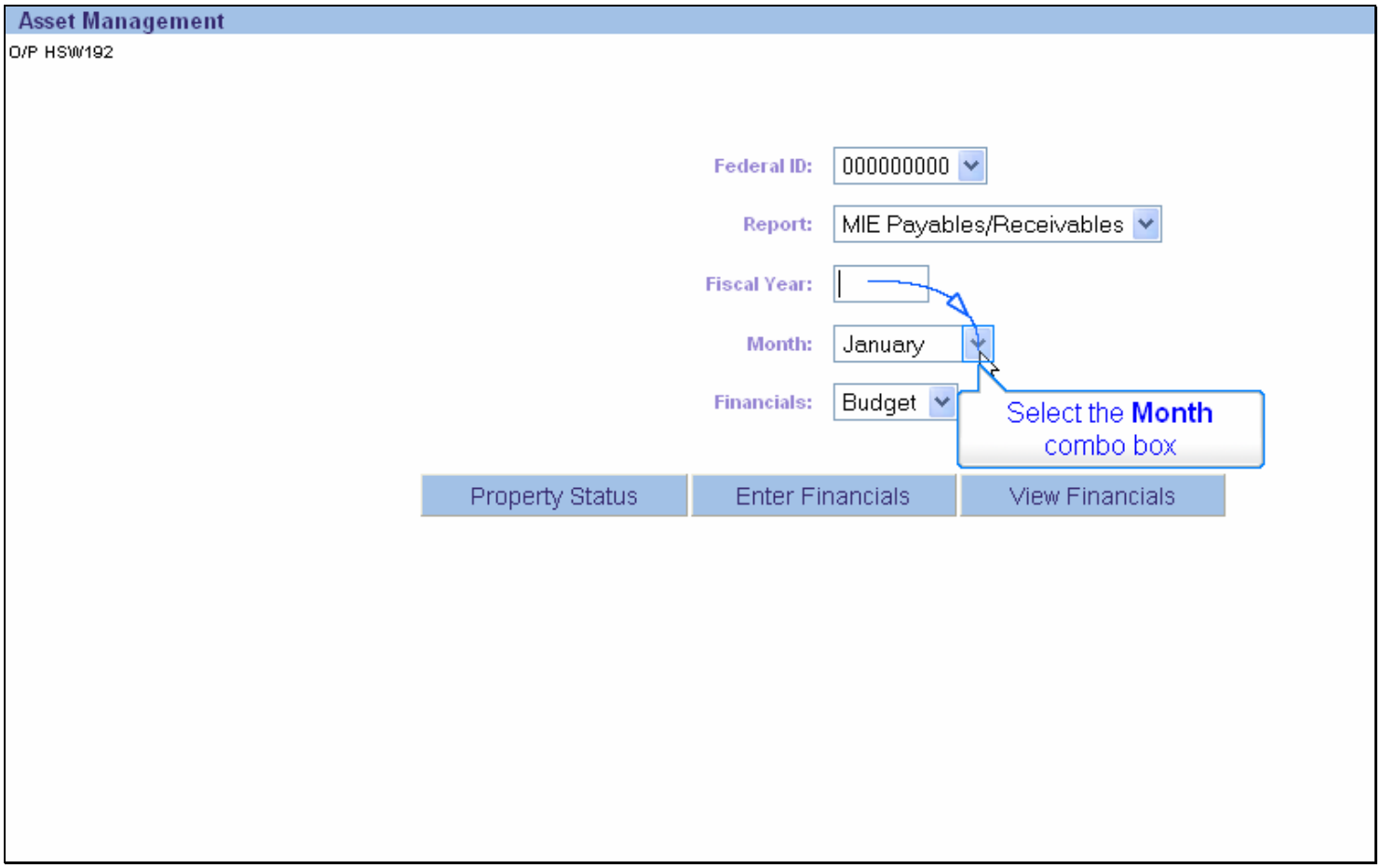


Text Captions

Select the **Fiscal Year** text box, and input the fiscal year for which to finalize financial data

Notes

Slide 69 - Slide 69

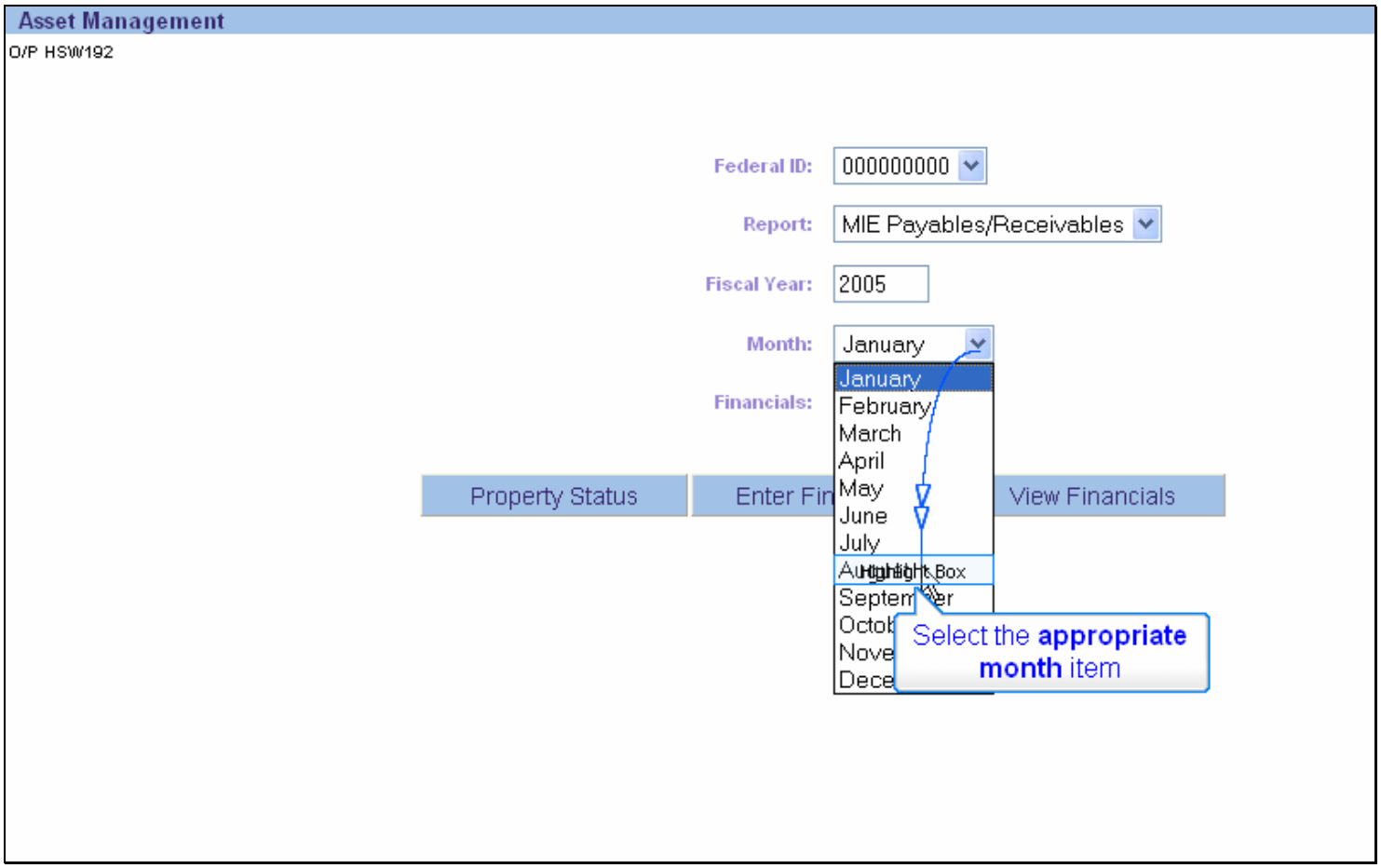


Text Captions

Select the **Month** combo box

Notes

Slide 70 - Slide 70

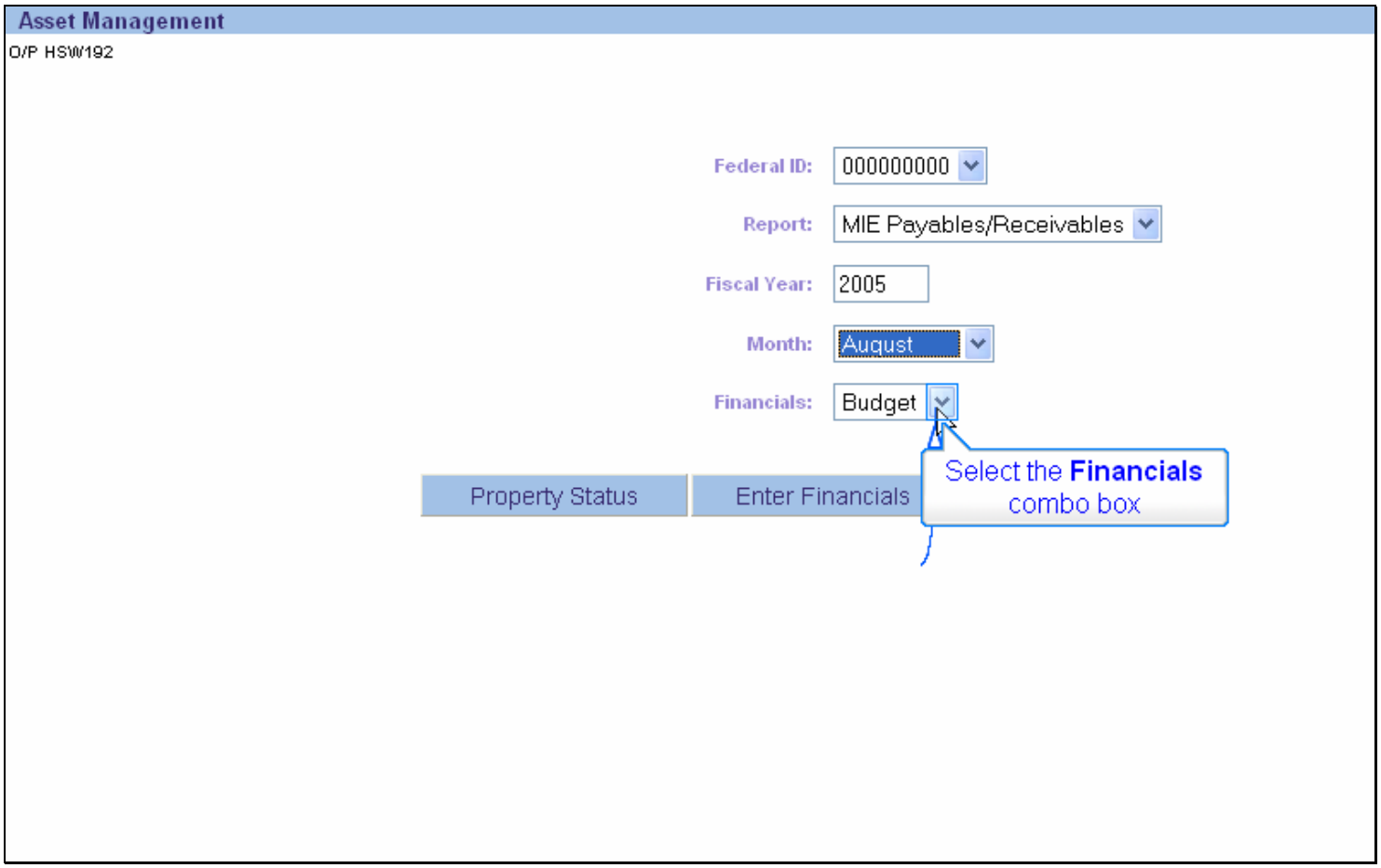


Text Captions

Select the **appropriate month** item

Notes

Slide 71 - Slide 71

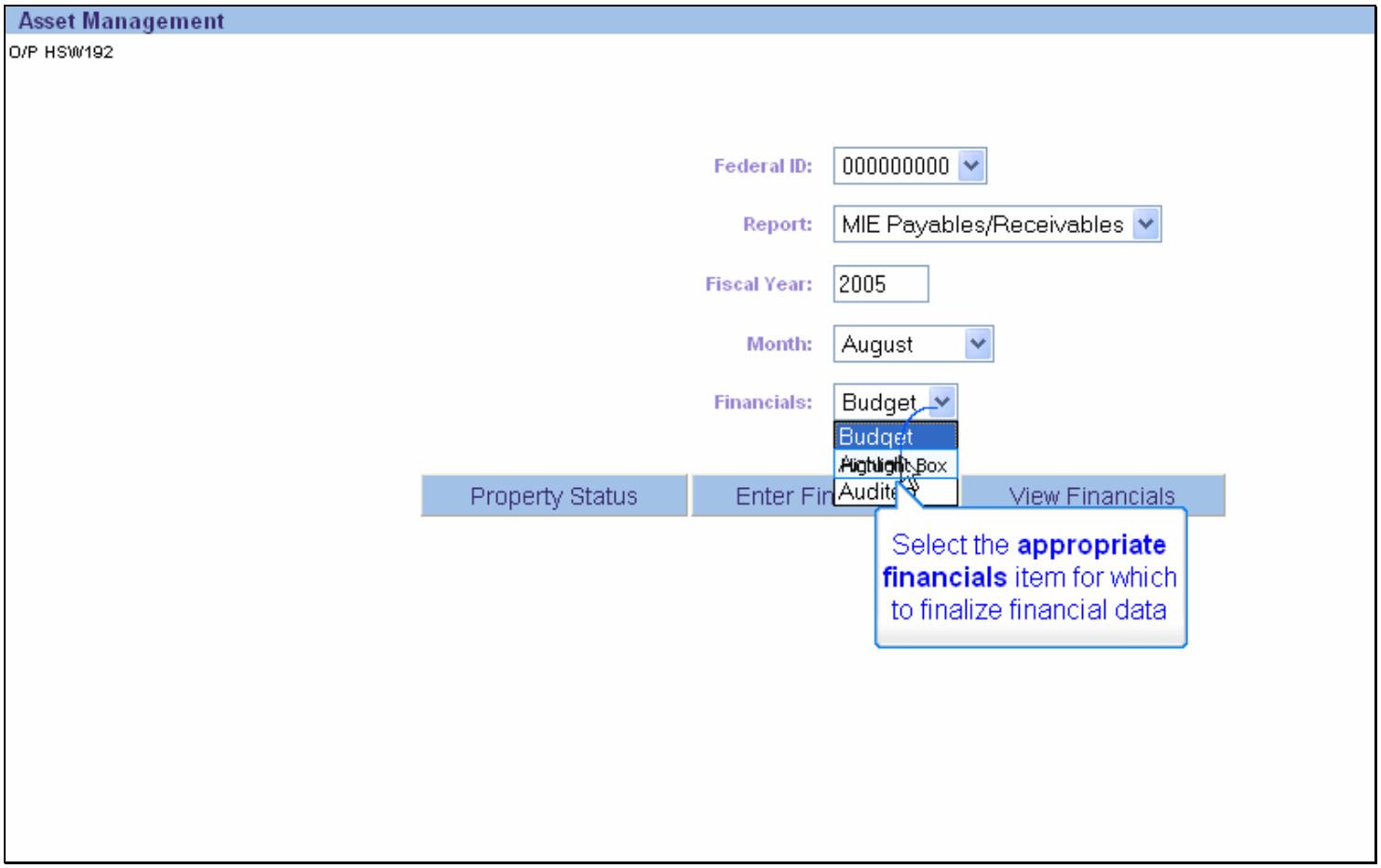


Text Captions

Select the **Financials** combo box

Notes

Slide 72 - Slide 72

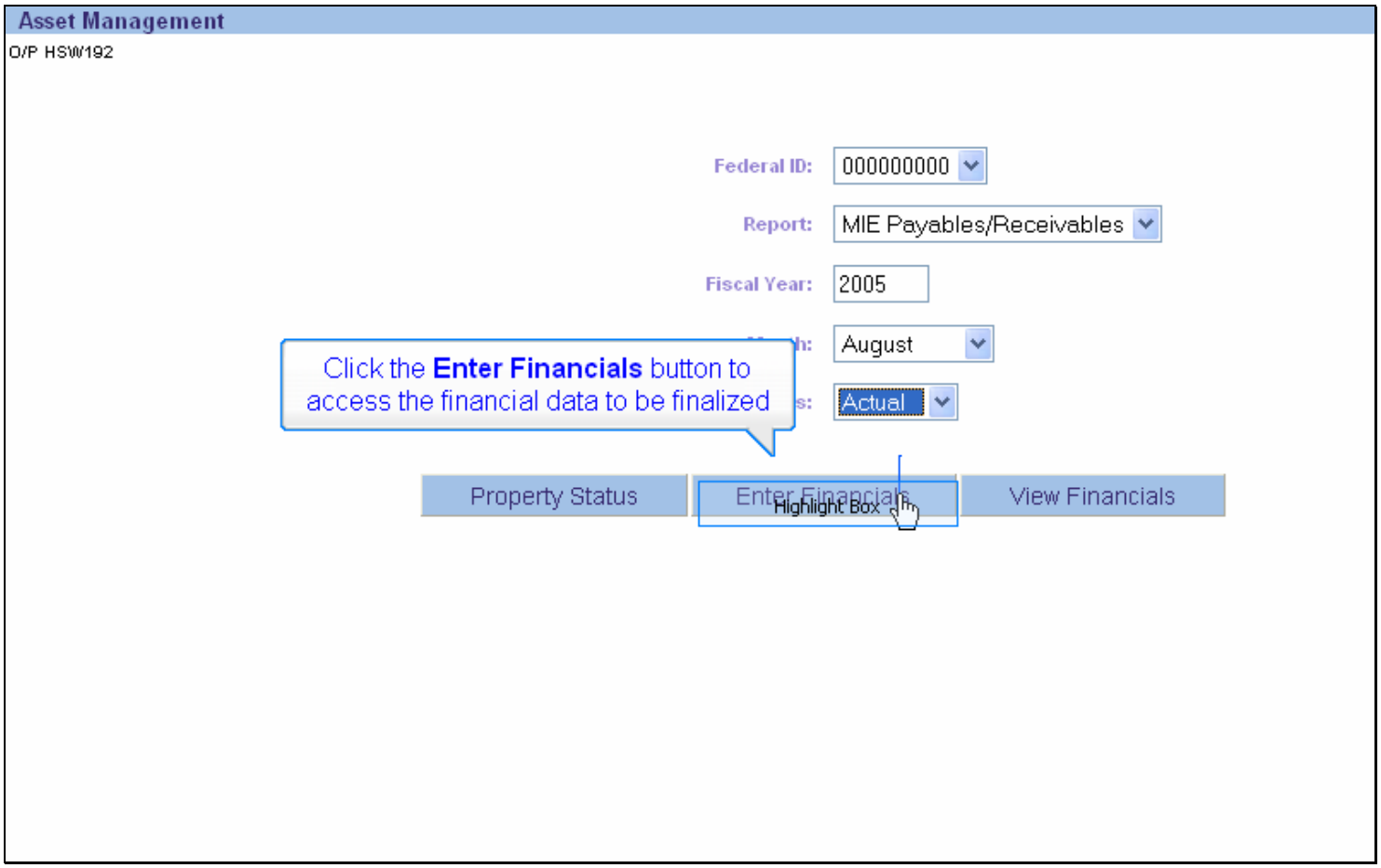


Text Captions

Select the **appropriate financials** item for which to finalize financial data

Notes

Slide 73 - Slide 73

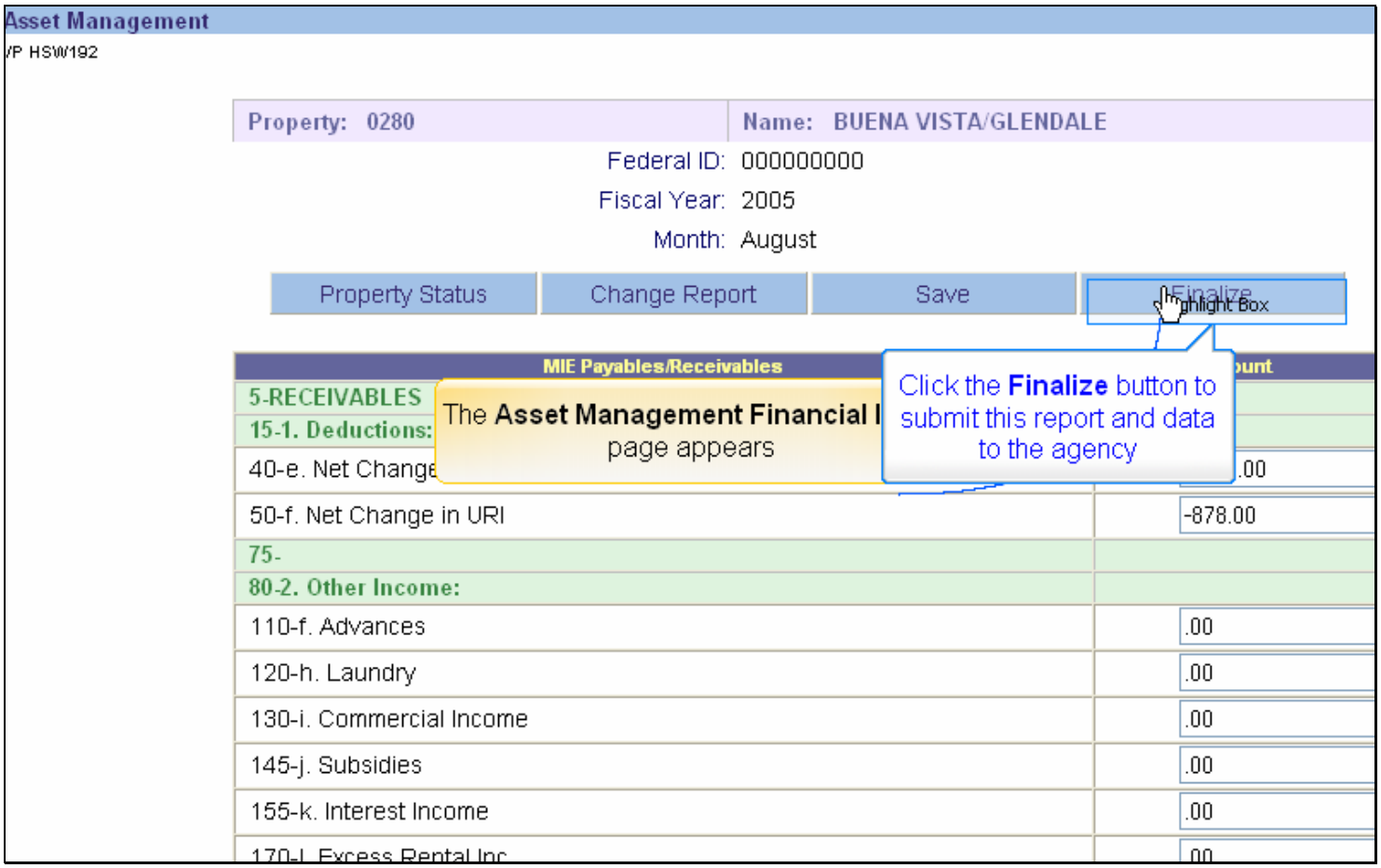


Text Captions

Click the **Enter Financials** button to access the financial data to be finalized

Notes

Slide 75 - Slide 75



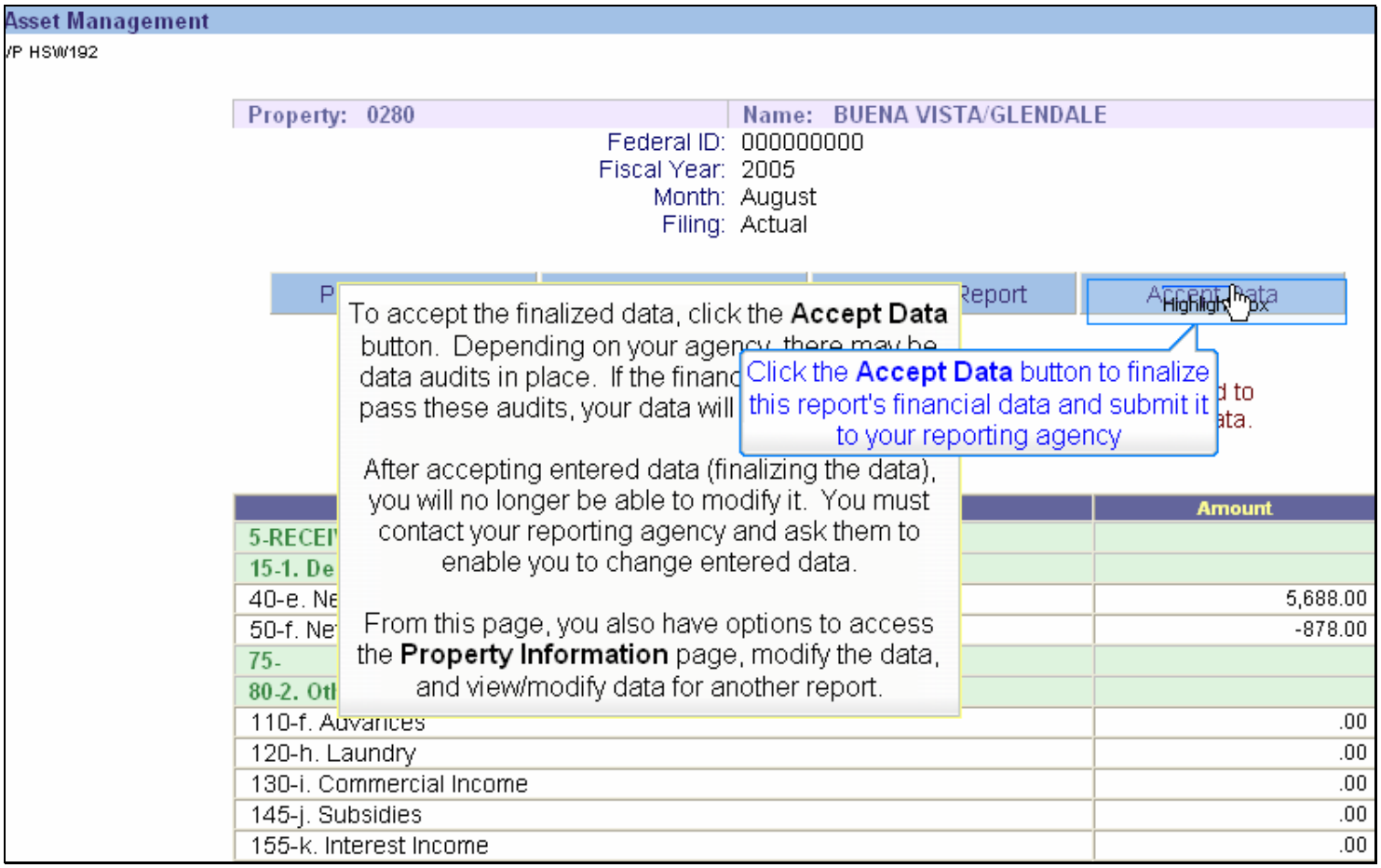
Text Captions

The **Asset Management Financial Input** page appears

Click the **Finalize** button to submit this report and data to the agency

Notes

Slide 77 - Slide 77



Text Captions

The **Asset Management Finalize Data** page appears

To accept the finalized data, click the **Accept Data** button. Depending on your agency, there may be data audits in place. If the financial data does not pass these audits, your data will not be accepted.

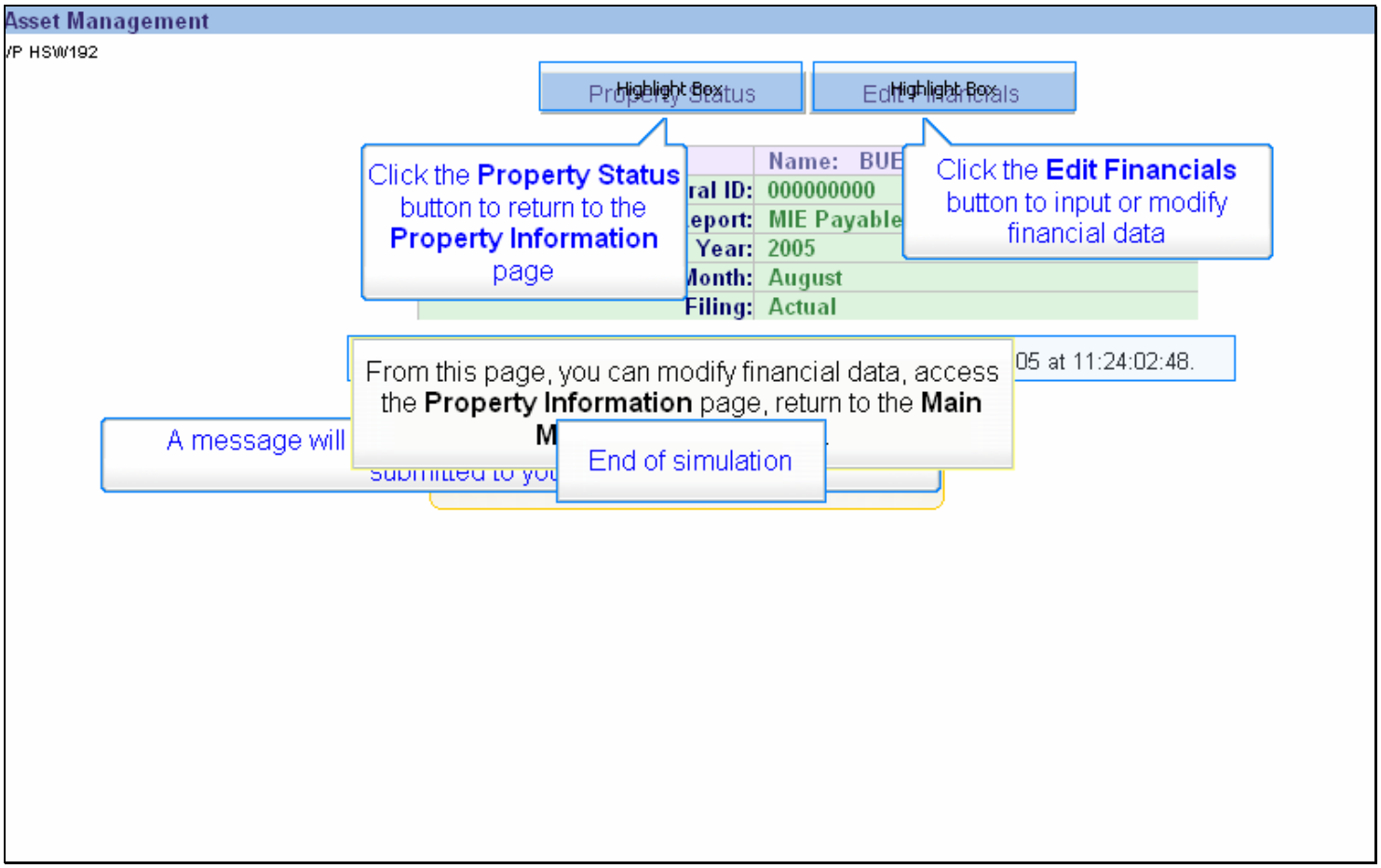
After accepting entered data (finalizing the data), you will no longer be able to modify it. You must contact your reporting agency and ask them to enable you to change entered data.

From this page, you also have options to access the **Property Information** page, modify the data, and view/modify data for another report.

Click the **Accept Data** button to finalize this report's financial data and submit it to your reporting agency

Notes

Slide 79 - Slide 79



Text Captions

The **Asset Management Data Acceptance** page appears

A message will indicate if the financial data was successfully submitted to your agency.

From this page, you can modify financial data, access the **Property Information** page, return to the **Main Menu** or **Logoff** the site.

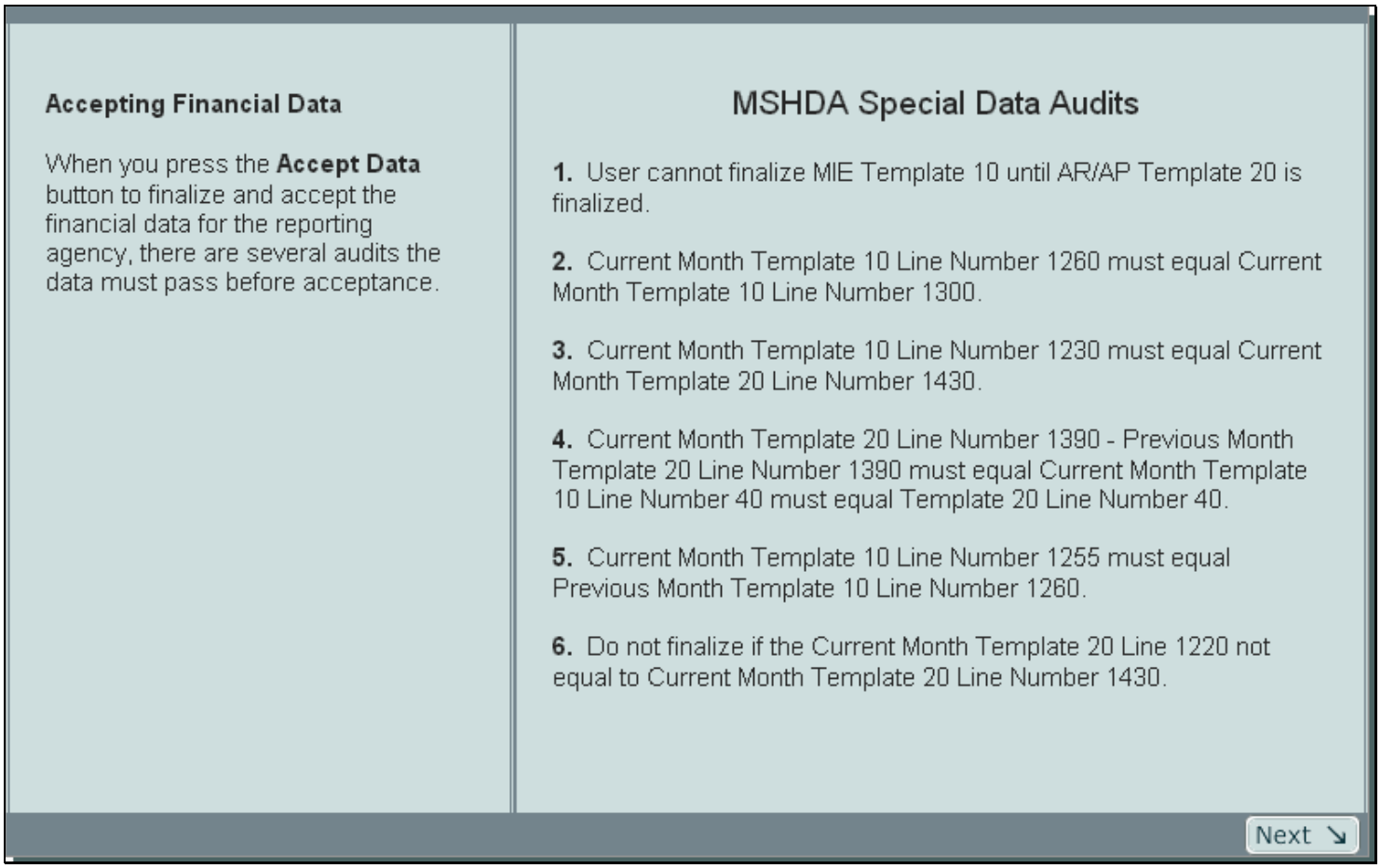
Click the **Edit Financials** button to input or modify financial data

Click the **Property Status** button to return to the **Property Information** page

End of simulation

Notes

Slide 80 - Concept: Special Data Audits



Text Captions

Accepting Financial Data

When you press the **Accept Data** button to finalize and accept the financial data for the reporting agency, there are several audits the data must pass before acceptance.

MSHDA Special Data Audits

1. User cannot finalize MIE Template 10 until AR/AP Template 20 is finalized.

2. Current Month Template 10 Line Number 1260 must equal Current Month Template 10 Line Number 1300.

3. Current Month Template 10 Line Number 1230 must equal Current Month Template 20 Line Number 1430.

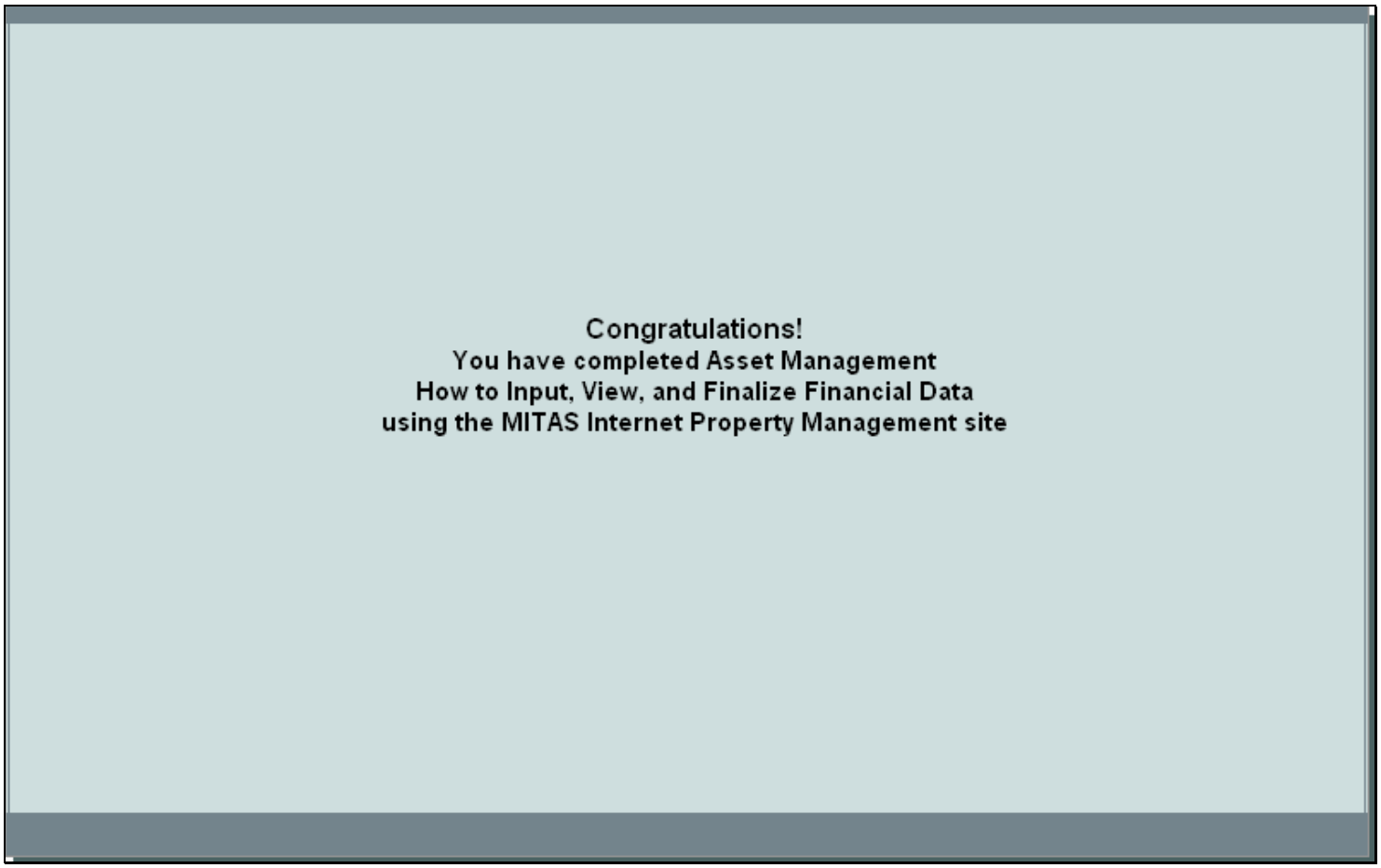
4. Current Month Template 20 Line Number 1390 - Previous Month Template 20 Line Number 1390 must equal Current Month Template 10 Line Number 40 must equal Template 20 Line Number 40.

5. Current Month Template 10 Line Number 1255 must equal Previous Month Template 10 Line Number 1260.

6. Do not finalize if the Current Month Template 20 Line 1220 not equal to Current Month Template 20 Line Number 1430.

Notes

Slide 81 - End



Text Captions

Congratulations!
You have completed Asset Management
How to Input, View, and Finalize Financial Data
using the MITAS Internet Property Management site

Notes