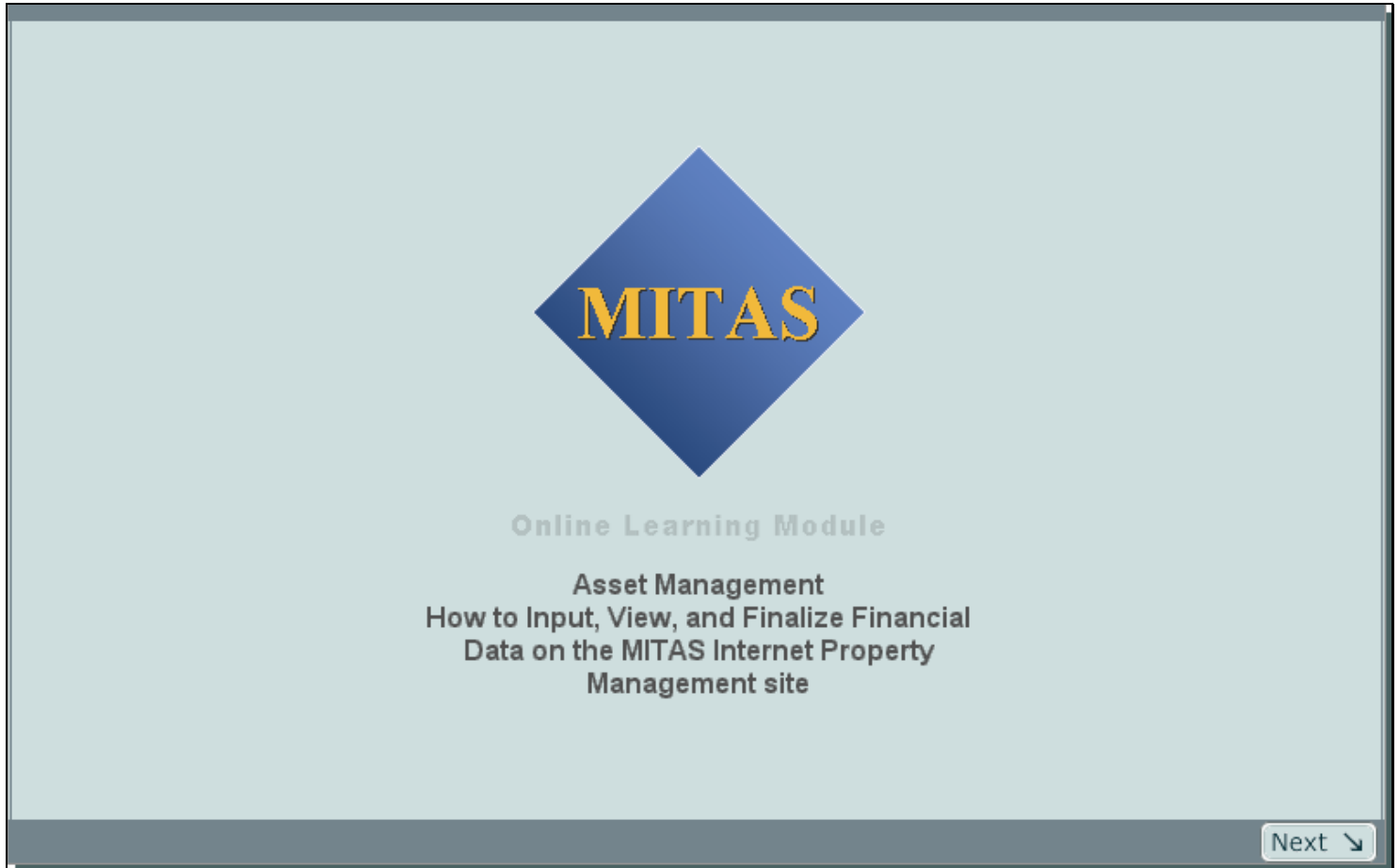


**Slide 1 - Title**

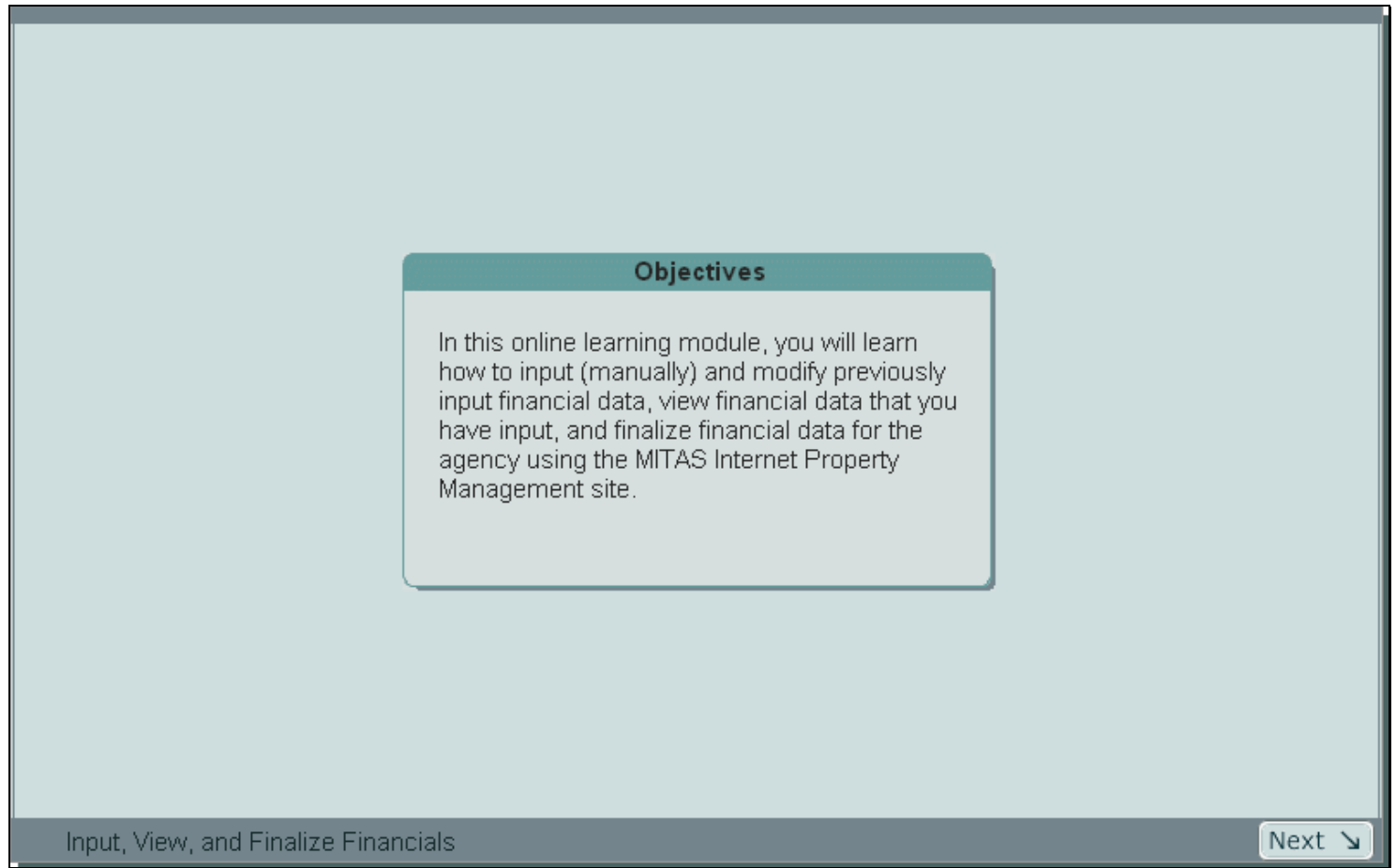


**Text Captions**

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

**Notes**

## Slide 2 - Objectives

A presentation slide with a light blue background. In the center is a white box with a teal header labeled "Objectives". The text inside the box describes the learning objectives of the module. At the bottom of the slide, there is a dark blue footer bar containing the text "Input, View, and Finalize Financials" on the left and a "Next" button with a right arrow on the right.

**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.

Input, View, and Finalize Financials [Next](#)

## 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

**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.

How to Input, View, and Finalize Financial Data [Next](#)

## 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

**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.

**Inputting and Modifying  
Financial Data**

Vicky at her desk

Next ➤

**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

## 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.

**Asset Management**  
O/P K2W192

Property: 0299      Name: BUENA VISTA/GLENDALE  
Federal ID: 000000000  
Fiscal Year: 2005  
Month: August

Property Status    Change Report    Save    Finalize

MT Payables/Receivables	Amount
5-RECEIVABLES	
15-1. Deductions:	
40-e. Net Change in Receivables	5,688.00
50-f. Net Change in URI	-878.00
75.	
80-2. Other Income:	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc.	.00
180-m. Other	.00
190-Total Other Income	.00
200-3. TOTAL RECEIVABLES	4,810.00

Asset Management Financial Input page

Next ➤

## 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.

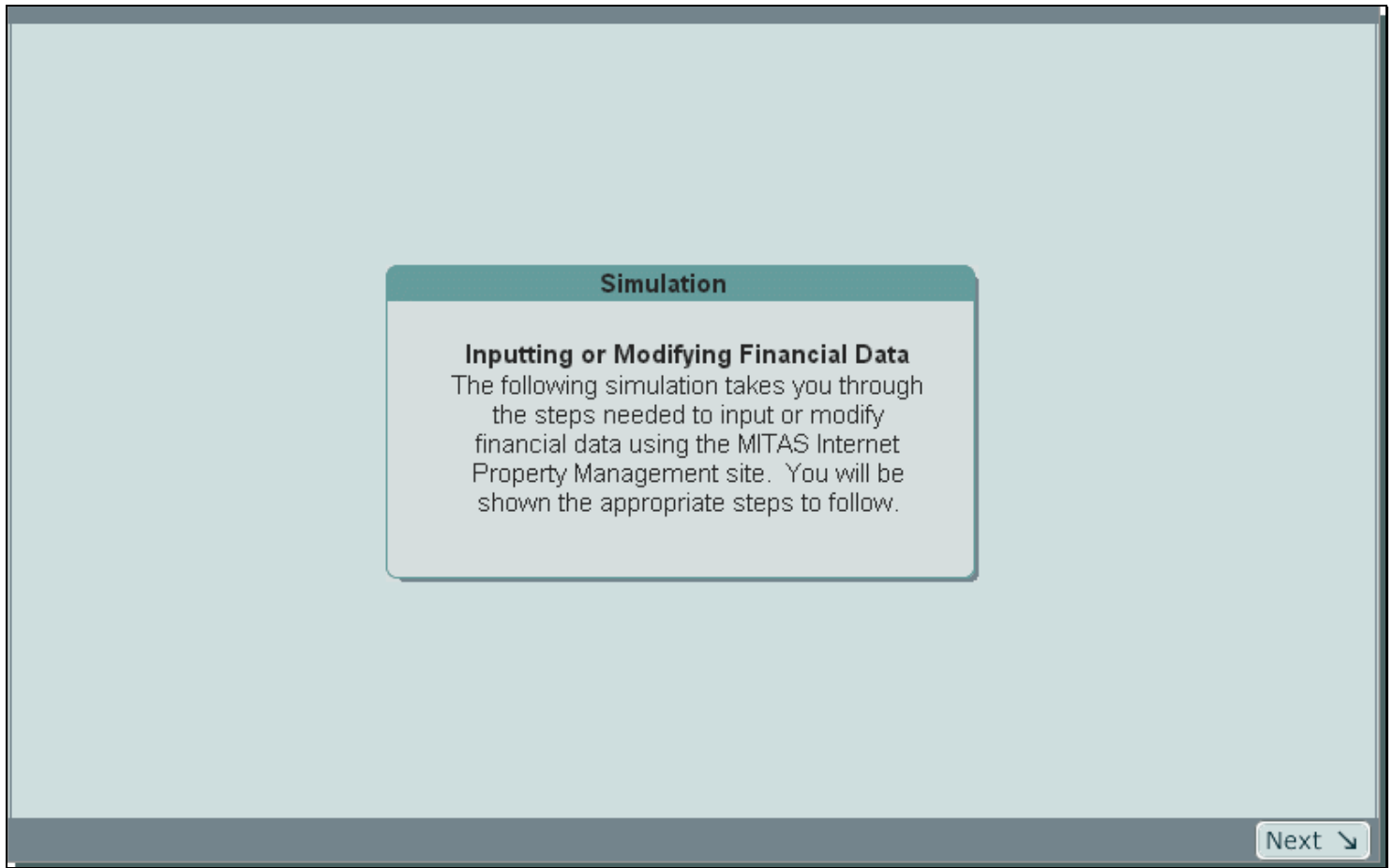
Once you have retrieved the property from the **Property / Project** screen, choose the **Financials** option. The **Asset Management** page is displayed. Choose your **Federal ID, Report, Fiscal Year, Month**, and type of **Financials** to input or modify. Next, choose the **Enter Financials** option.

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

A presentation slide with a light blue background. In the center is a white box with a teal header labeled "Simulation". Inside the box, the title "Inputting or Modifying Financial Data" is followed by a paragraph explaining the simulation's purpose. A "Next" button with a right arrow is located in the bottom right corner of the slide frame.

**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.

Next ➤

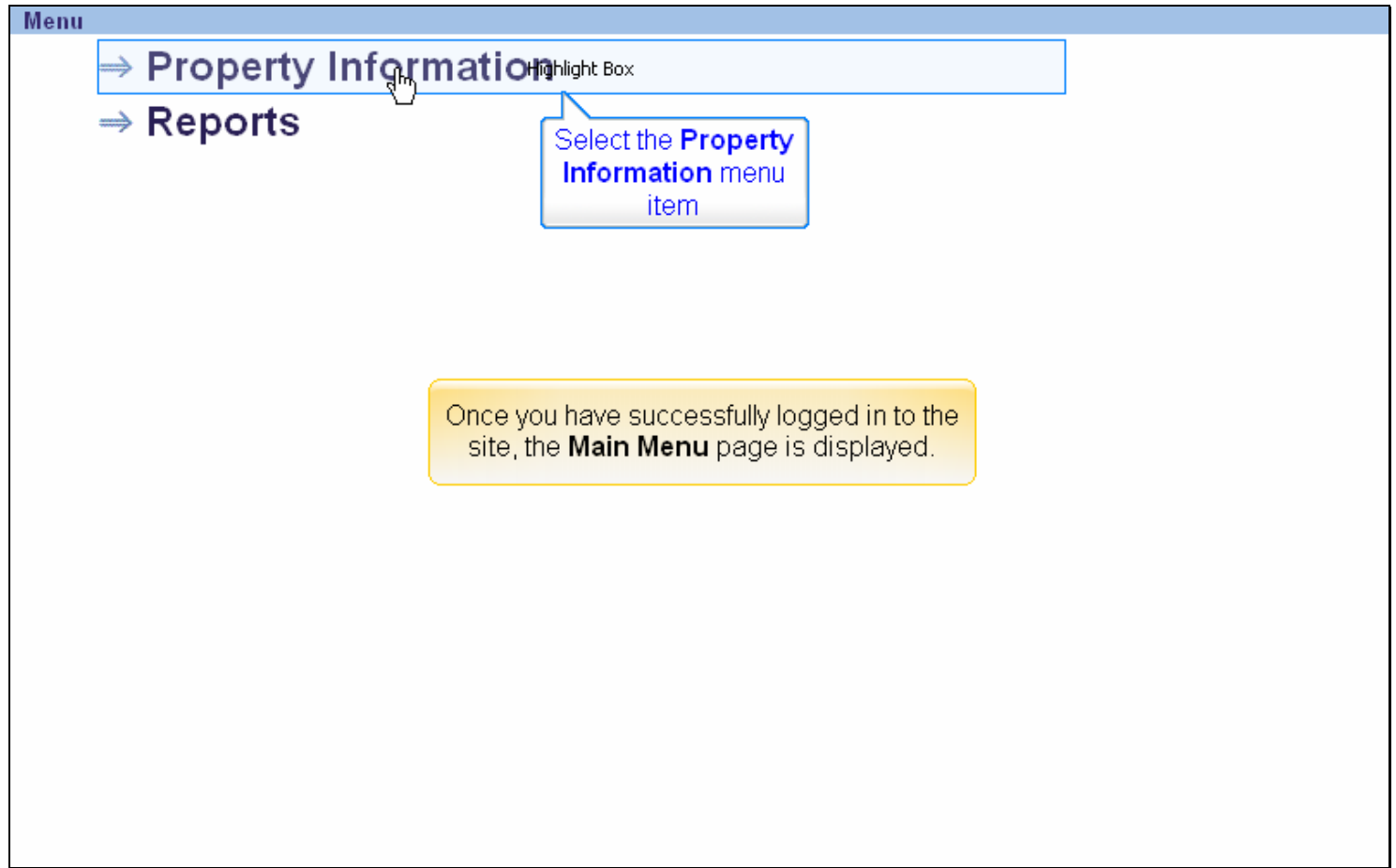
## Text Captions

**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

Property Information

O/P HSW123

Financials

Financials Upload

Move-in/Move-out

Financials Upload

Error Log

Wait List

Retrieve Property:

Highlight Box

Retrieve

Property: 999999999999

Name

Property Address:

(000) 000-0000

0000

Fax Number:

(000) 000-0000

The Property Information page appears

Fiscal Year End: 00/00

Project

Stage

Date

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

Property Information

O/P HSW123

Financials

Financials Upload

Move-in/Move-out

Transactions Upload

Error Log

Wait List

Retrieve Property:

Property: 999999999999

Name:

Property Address:

(000) 000-0000 0000

(000) 000-0000 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

Financials

Financials Upload

Move-in/Move-out

Transactions Upload

Error Log

Wait List

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

Find Property: 0280 

Retrieve

Property: 0280

Name: BUENA VISTA/GLENDALE

Property Address:

BUENA VISTA  
2 E BUENA VISTA  
OFF WOODLAND  
HIGHLAND

Phone Number:

(313) 868-4795  
(000) 000-0000

Ext:

0000  
0000

Fax Number:

(000) 000-0000

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.

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

Notes

Page 10 of 70

## Slide 13 - Slide 13

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Financial

Fiscal Year:

Month: January

Select the **Federal ID** combo box

The **Asset Management** page appears

Property Status Enter Financials View Financials

## Text Captions

The **Asset Management** page appears

Select the **Federal ID** combo box

## Notes

Slide 14 - Slide 14

Asset Management

O/P HSW192

Federal ID:

000000000

Report:

000000000  
123456

Fiscal Year:

Month:

Janu

Financials:

Budget

Select the corresponding federal identification number item

Property Status

Enter Financials

View Financials

Text Captions

Select the corresponding federal identification number item

Notes

## Slide 15 - Slide 15

## Asset Management

O/P HSW192

Federal ID:

Report:

Fiscal Year:

Month:

Financials:

Select the **Report** combo box

Property Status

Enter Financials

View Financials

## Text Captions

Select the **Report** combo box

## Notes

Slide 16 - Slide 16

Asset Management

O/P HSW192

Federal ID:000000000

Report:MIE Financials

Fiscal Year:MIE Payables

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

Property Status

Enter Financials

View Financials

Text Captions

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

Notes

## Slide 17 - Slide 17

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year:

Month: Ja

Financials: B

Property Status Enter Financial Data

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

## 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

## Asset Management

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: |

Month: January

Financials: Budget

Select the **Month**  
combo box

Property Status

Enter Financials

View Financials

## Text Captions

Select the **Month** combo box

## Notes



Slide 19 - Slide 19

Asset Management

O/P HSW192

Federal ID:000000000

Report:MIE Payables/Receivables

Fiscal Year:2005

Month:January

Financials:January

Property Status

Enter Financials

View Financials

February

March

April

May

June

July

August

September

October

November

December

Select the appropriate month item

Text Captions

Select the appropriate month item

Notes

## Slide 20 - Slide 20

## Asset Management

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Financials: Budget

Property Status

Enter Financials

Select the **Financials**  
combo box

## Text Captions

Select the **Financials** combo box

## Notes

## Slide 21 - Slide 21

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Financials: Budget

**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.

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

View Financials

## 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

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Type: Actual

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

Property Status Enter Financials View Financials

Highlight Box

## Text Captions

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

## Notes

Slide 24 - Slide 24

Asset Management

O/P HSW192

Property: 0280

Name: BUENA VISTA/GLENDALE

Federal ID: 000000000

Fiscal Year: 2005

Month: August

Property Status

Change Report

Save

Finalize

MIE Payables/Receivables	Amount
5-RECEIVABLES	
15-1. Deductions	
40-e. Net Change	<div>1,600.00</div> <div>Highlight Box</div>
50-f. Net Change in URI	0.00
75-	
80-2. Other Income:	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc	.00

The Asset Management Financial Input page appears

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

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

**Asset Management**

O/P HSW192

<b>Property:</b> 0280	<b>Name:</b> BUENA VISTA/GLENDALE
Federal ID: 000000000	
Fiscal Year: 2005	
Month: August	

Property Status	Change Report	Save	Finalize
-----------------	---------------	------	----------

MIE Payables/Receivables	Amount
<b>5-RECEIVABLES</b>	
<b>15-1. Deductions:</b>	
40-e. Net Change in Receivables	5,688.00
50-f. Net Change in URI	-878.00
<b>75-</b>	
<b>80-2. Other Income:</b>	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc	.00

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

## Text Captions

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

## Notes

## Slide 26 - Slide 26

**Asset Management**  
O/P HSW192

Property: 0280      Name: BUENA VISTA/GLENDALE  
Federal ID: 000000000  
Fiscal Year: 2005  
Month: August

Property Status      Change Report      Save      Finalize

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

	Amount
<b>5-RECEIVABLES</b>	
<b>15-1. Deductions:</b>	
40-e. Net Change in Receivables	700.00
50-f. Net Change in URI	78.00
<b>75-</b>	
<b>80-2. Other Income:</b>	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc	.00

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

Highlight Box

## 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

**Asset Management**

O/P HSW192

<b>Property:</b> 0280	<b>Name:</b> BUENA VISTA/GLENDALE
Federal ID: 0000000000	
Fiscal Year: 2005	
Month: August	

Property Status    Change Report    **Highlight Box**    Finalize

	Amount
<b>5-RECEIVABLES</b>	
<b>15-1. Deductions:</b>	
40-e. Net Change in	5,700.00
50-f. Net Change in	-878.00
<b>75-</b>	
<b>80-2. Other Income:</b>	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc	.00

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.

## 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

**Asset Management**  
O/P HSW192

Property: 0280      Name: BUENA VISTA/GLENDALE

Federal ID: 000000000  
Fiscal Year: 2005  
Month: August

Property Status    **Change Report**    Save    Finalize

	Receivables	Amount
5-f. Net Change in Receivables		5,700.00
15-g. Other income.		-878.00
110-f. Advances		.00
120-h. Laundry		.00
130-i. Commercial Income		.00
145-j. Subsidies		.00
155-k. Interest Income		.00
170-l. Excess Rental Inc.		.00

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

## 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

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Financials

End of simulation

January

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

## 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

**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.

How to Input, View, and Finalize Financial Data [Next](#)

## 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

**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.

**Viewing Financial Data**

Vicky at her desk

Next ➤

**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

## 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.

NET Payables/Receivables	Amount
5-RECEIVABLES	
15-1. Deductions:	
40-e. Net Change in Receivables	5,888.00
50-f. Net Change in URI	-978.00
75.	
80-2. Other Income:	
110-i. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
140-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc.	.00
180-m. Other	.00
190-Total Other Income	.00
200-3. TOTAL RECEIVABLES	4,890.00
215.	
220-PAYABLES	
225-4. Administrative:	
235-a. Management Fees	1,385.00
245-b. Premium Management Fees	.00
255-Total Management Fees	1,385.00

Asset Management Financials View page

Next ➤

## Text Captions

## How to View Financial Data

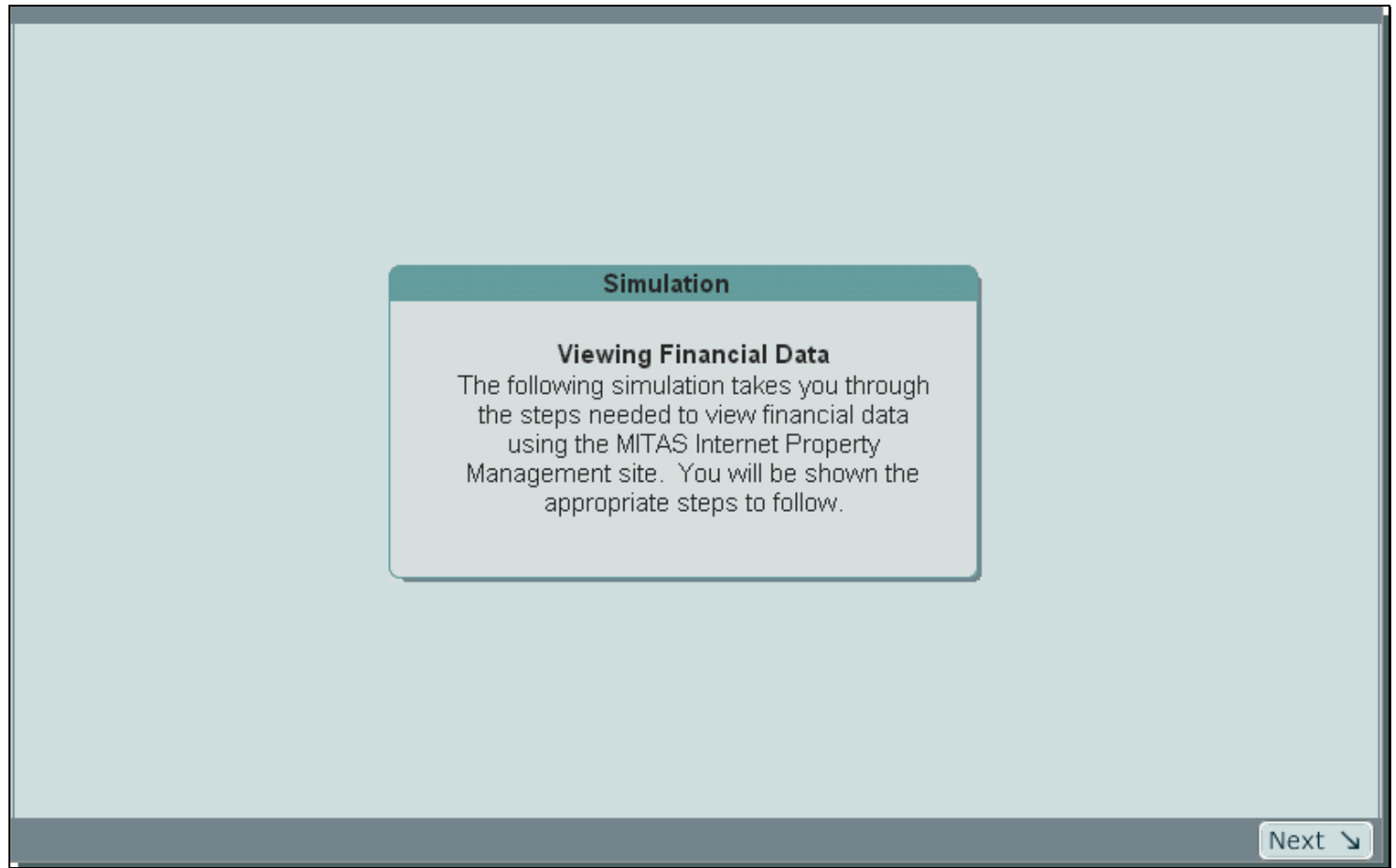
It is easy to view financial data that has been previously input (either using the automatic upload process or by manual input) using the MITAS Internet Property Management site. In order to do this, you must be logged in as either a **Property Manager** or **Property Manager - Financials** user.

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

A presentation slide with a light blue background. In the center is a white rectangular box with a teal header bar. The header bar contains the word "Simulation" in white. Below the header, the box is titled "Viewing Financial Data" in bold. The text below the title describes a simulation for viewing financial data on the MITAS Internet Property Management site. In the bottom right corner of the slide, outside the central box, is a "Next" button with a right-pointing arrow.

**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.

Next ➤

## 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

Asset Management

/P HSW192

Property: 0280

Name: BUENA VISTA/GLENDALE

Federal ID: 000000000

Fiscal Year: 2005

Property Status

Change Report

Save

Finalize

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.

	Amount
5-REC	
15-1. E	
40-e. Ne	.00
50-f. Ne	.00
75-	
80-2. Otl	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc.	.00

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

Asset Management

/P HSW192

Property: 0280

Name: BUENA VISTA/GLENDALE

Federal ID: 000000000

Fiscal Year: 2005

Property Status

Change Report

Save

Finalize

MIE Payables/Receivables	Amount
5-RECEIVABLES	
15-1. Deductions:	
40-e. Net Change in Receivables	.00
50-f. Net Change in URI	.00
75-	
80-2. Other Income:	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc.	.00

Text Captions  
Notes



Slide 36 - Slide 36

Property Information

O/P HSW123

Financials

Financials Upload

Move-in/Move-out

Financials Upload

Error Log

Wait List

Retrieve Property:

Highlight Box

Retrieve

Property: 999999999999

Name

Property Address:

(000) 000-0000

0000

Fax Number:

(000) 000-0000

The Property Information page appears

Fiscal Year End: 00/00

Project

Stage

Date

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

Property Information

O/P HSW123

Financials

Financials Upload

Move-in/Move-out

Transactions Upload

Error Log

Wait List

Retrieve Property: 

Retrieve

Close

Property: 999999999999

Name:

Property Address:

(000) 000-0000 0000

(000) 000-0000 0000

Fax Number:

(000) 000-0000

Fiscal Year End: 00/00

Project

Stage

Date

Text Captions

Click the **Retrieve** button

Notes

Slide 40 - Slide 40

Property Information

/P HSW123

Financials

Transactions Upload

Financials Upload

Error Log

Move-in/Move-out

Wait List

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

Retrieve

Property: 0280

Name: BUENA VISTA/GLENDALE

Property Address:

BUENA VISTA/GLENDALE

2 E BUENA VISTA

OFF WOODWARD NEAR DAVISON

HIGHLAND PARK, MI 48203

Phone Number:

(313) 868-4795

(000) 000-0000

Ext:

0000

0000

Fax Number:

(000) 000-0000

Fiscal Year End: 12/31

Project

Stage

Date

Text Captions

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

Notes

Page 35 of 70

## Slide 41 - Slide 41

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Financial

Fiscal Year:

Month: January

Select the **Federal ID** combo box

The **Asset Management** page appears

Property Status Enter Financials View Financials

## Text Captions

The **Asset Management** page appears

Select the **Federal ID** combo box

## Notes

Slide 42 - Slide 42

Asset Management

O/P HSW192

Federal ID:

000000000

Report:

000000000

Fiscal Year:

Month:

Janu

Financials:

Budget

Property Status

Enter Financials

View Financials

Select the corresponding federal identification number item

Text Captions

Select the corresponding federal identification number item

Notes

Slide 43 - Slide 43

**Asset Management**

O/P HSW192

Federal ID:

000000000

Report:

MIE Financials

Fiscal Year:

Month:

January

Financials:

Budget

Select the **Report** combo box

Property Status

Enter Financials

View Financials

Text Captions

Select the **Report** combo box

Notes

Slide 44 - Slide 44

Asset Management

O/P HSW192

Federal ID:000000000

Report:MIE Financials

Fiscal Year:MIE Financials

MIE Payables

MIE Receivables

Select the corresponding report item for which to view financial data

Property Status

Enter Financials

View Financials

Text Captions

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

Notes

## Slide 45 - Slide 45

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year:

Month: Ja

Financials: B

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

Property Status Enter Financials View Financials

## Text Captions

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

## Notes



## Slide 46 - Slide 46

## Asset Management

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: |

Month: January

Financials: Budget

Select the **Month**  
combo box

Property Status

Enter Financials

View Financials

## Text Captions

Select the **Month** combo box

## Notes

Slide 47 - Slide 47

Asset Management

O/P HSW192

Federal ID:000000000

Report:MIE Payables/Receivables

Fiscal Year:2005

Month:January

Financials:January

Property Status

Enter Financials

View Financials

February

March

April

May

June

July

August

September

October

November

December

Select the appropriate month item

Text Captions

Select the appropriate month item

Notes

## Slide 48 - Slide 48

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Financials: Budget

Property Status Enter Financials

Select the **Financials** combo box

Text Captions

Select the **Financials** combo box

Notes

## Slide 49 - Slide 49

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Financials: Budget

Property Status Enter Financials View Financials

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

## Text Captions

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

## Notes

Slide 50 - Slide 50

## Asset Management

/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Financials: Actual

Property Status Enter Financials View Financials

Click the **View Financials** option

Text Captions

Click the **View Financials** option

Notes

## Slide 52 - Slide 52

**Asset Management**

V/P HSW192

<b>Property:</b> 0280	<b>Name:</b> BUENA VISTA/GLENDALE
Federal ID: 000000000	
Fiscal Year: 2005	
Month: August	
Filing: Actual	

[Property Status](#)
[Change Report](#)

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.

**End of simulation**

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

5-R		
15-		
40-		
50-		
75-		
80-		
110-		.00
120-h. Laundry		.00
130-i. Commercial Income		.00
145-j. Subsidies		.00
155-k. Interest Income		.00
170-l. Excess Rental Inc.		.00
180-m. Other		.00
<b>190-Total Other Income</b>		<b>.00</b>
<b>200-3. TOTAL RECEIVABLES</b>		<b>4,810.00</b>
215-		

## 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

**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.

How to Input, View, and Finalize Financial Data [Next](#)

## 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

**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.

**Finalizing Financial Data**

Vicky at her desk

Next ➤

**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

**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.

The screenshot shows the 'Asset Management' interface. At the top, it displays 'Property: 0299' and 'Name: BUENA VISTA/GLENDALE'. Below this, it shows 'Federal ID: 000000000', 'Fiscal Year: 2005', and 'Month: August'. There are four buttons: 'Property Status', 'Change Report', 'Save', and 'Finalize'. Below the buttons is a table titled 'MIT Payables/Receivables' with two columns: 'MIT Payables/Receivables' and 'Amount'.

MIT Payables/Receivables	Amount
5-RECEIVABLES	
15-1. Deductions:	
40-e. Net Change in Receivables	5,688.00
50-f. Net Change in URI	-878.00
75.	
80-2. Other Income:	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00
170-l. Excess Rental Inc.	.00
180-m. Other	.00
190-Total Other Income	.00
200-3. TOTAL RECEIVABLES	4,810.00

Asset Management Financial Input page

Next ➤

**Text Captions****How to Finalize Financial Data**

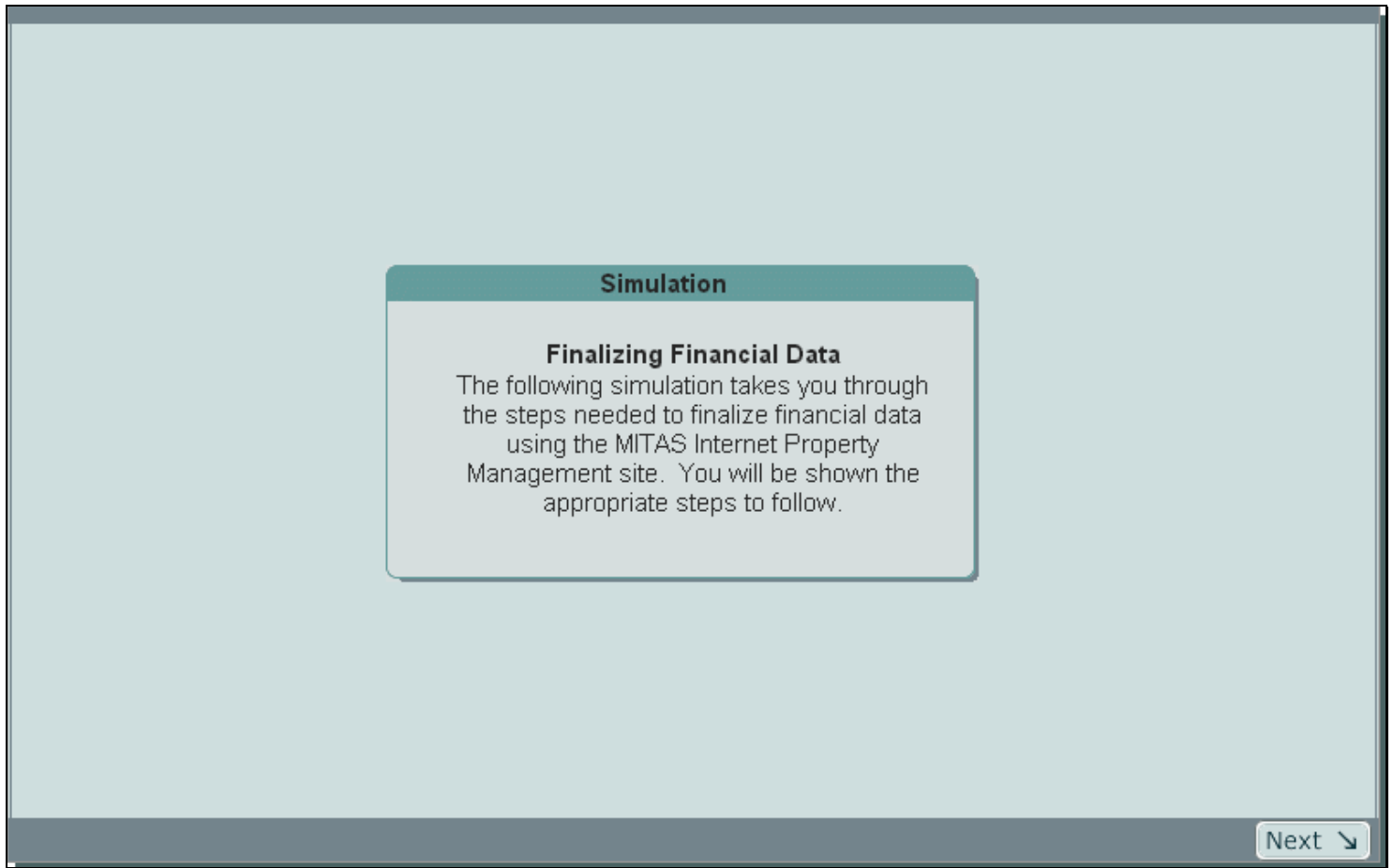
It is easy to finalize financial data using the MITAS Internet Property Management site. In order to do this, you must be logged in as either a **Property Manager** or **Property Manager - Financials** user.

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



**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.

Next ➤

## 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

Asset Management

/P HSW192

Property: 0280

Name: BUENA VISTA/GLENDALE

Federal ID: 000000000

Fiscal Year: 2005

Month: January

Filing: Actual

Property Status

Change Report

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.

	Financials	Amount
		51,668.00
15-Deductions:		
20-a. Va		1,317.00
25-b. No		.00
30-c. Ba		366.00
35-d. Ma		.00
40-e. Ne		28.00
50-f. Net Chng in URI		-563.00
60-Total Deductions:		1,148.00
65-Net Rent Collected:		50,520.00
70-(Gross Rent-Total Deduction)		
75-		
80-2. Other Income:		
85-a. Replacement Reserve		.00
90-b. DCF Principal		.00

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

Property Information

O/P HSW123

Financials

Financials Upload

Move-in/Move-out

Financials Upload

Error Log

Wait List

Retrieve Property:

Highlight Box

Retrieve

Property: 999999999999

Name

Property Address:

(000) 000-0000 0000

Fax Number:

(000) 000-0000

The Property Information page appears

Fiscal Year End: 00/00

Project

Stage

Date

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

Property Information

O/P HSW123

Financials

Financials Upload

Move-in/Move-out

Transactions Upload

Error Log

Wait List

Retrieve Property:

Retrieve

Property: 999999999999

Name:

Property Address:

(000) 000-0000 0000

(000) 000-0000 0000

Fax Number:

(000) 000-0000

Fiscal Year End: 00/00

Project

Stage

Date

Text Captions

Click the **Retrieve** button

Notes

Slide 62 - Slide 62

Property Information

/P HSW123

Financials

Transactions Upload

Financials Upload

Error Log

Move-in/Move-out

Wait List

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

Retrieve

Property: 0280

Name: BUENA VISTA/GLENDALE

Property Address:

BUENA VISTA/GLENDALE

2 E BUENA VISTA

OFF WOODWARD NEAR DAVISON

HIGHLAND PARK, MI 48203

Phone Number:

(313) 868-4795

(000) 000-0000

Fax Number:

(000) 000-0000

Ext:

0000

0000

Fiscal Year End: 12/31

Project

Stage

Date

Text Captions

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

Notes

Page 54 of 70

## Slide 64 - Slide 64

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Financial

Fiscal Year:

Month: January

Select the **Federal ID** combo box

The **Asset Management** page appears

Property Status Enter Financials View Financials

## Text Captions

The **Asset Management** page appears

Select the **Federal ID** combo box

## Notes

Slide 65 - Slide 65

Asset Management

O/P HSW192

Federal ID:

000000000

Report:

000000000

Fiscal Year:

Month:

Janu

Financials:

Budget

Property Status

Enter Financials

View Financials

Select the corresponding federal identification number item

Text Captions

Select the corresponding federal identification number item

Notes



## Slide 66 - Slide 66

## Asset Management

O/P HSW192

Federal ID:

Report:

Fiscal Year:

Month:

Financials:

Select the **Report** combo box

Property Status

Enter Financials

View Financials

## Text Captions

Select the **Report** combo box

## Notes

Slide 67 - Slide 67

Asset Management

O/P HSW192

Federal ID:000000000

Report:MIE Financials

Fiscal Year:MIE Financials

MIE Financials

MIE Payables

MIE Receivables

Select the corresponding report item for which to finalize financial data

Property Status

Enter Financials

View Financials

Text Captions

Select the corresponding report item for which to finalize financial data

Notes

## Slide 68 - Slide 68

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year:

Month: Ja

Financials: B

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

Property Status Enter Financials View Financials

## Text Captions

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

## Notes

## Slide 69 - Slide 69

## Asset Management

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: |

Month: January

Financials: Budget

Select the **Month**  
combo box

Property Status

Enter Financials

View Financials

## Text Captions

Select the **Month** combo box

## Notes

Slide 70 - Slide 70

Asset Management

O/P HSW192

Federal ID:000000000

Report:MIE Payables/Receivables

Fiscal Year:2005

Month:January

Financials:January

Property Status

Enter Financials

View Financials

February

March

April

May

June

July

August

September

October

November

December

Select the appropriate month item

Text Captions

Select the appropriate month item

Notes

## Slide 71 - Slide 71

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Financials: Budget

Property Status Enter Financials

Select the **Financials** combo box

Text Captions

Select the **Financials** combo box

Notes

## Slide 72 - Slide 72

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Financials: Budget

Property Status Enter Financials View Financials

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

## Text Captions

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

## Notes

## Slide 73 - Slide 73

**Asset Management**

O/P HSW192

Federal ID: 000000000

Report: MIE Payables/Receivables

Fiscal Year: 2005

Month: August

Period: Actual

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

Property Status Enter Financials View Financials

Highlight Box

## Text Captions

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

## Notes



Slide 75 - Slide 75

Asset Management

/P HSW192

Property: 0280

Name: BUENA VISTA/GLENDALE

Federal ID: 000000000

Fiscal Year: 2005

Month: August

Property Status

Change Report

Save

Finalize

MIE Payables/Receivables

5-RECEIVABLES

15-1. Deductions:

40-e. Net Change

50-f. Net Change in URI

75-

80-2. Other Income:

110-f. Advances

120-h. Laundry

130-i. Commercial Income

145-j. Subsidies

155-k. Interest Income

170-l. Excess Rental Inc

The Asset Management Financial Input

page appears

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

Amount

.00

-878.00

.00

.00

.00

.00

.00

.00

.00

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

**Asset Management**  
/P HSW192

**Property:** 0280      **Name:** BUENA VISTA/GLENDALE

Federal ID: 000000000  
Fiscal Year: 2005  
Month: August  
Filing: Actual

Report      **Accept Data**

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.

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

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.

	Amount
5-RECEI	
15-1. De	
40-e. Ne	5,688.00
50-f. Ne	-878.00
75-	
80-2. Otl	
110-f. Advances	.00
120-h. Laundry	.00
130-i. Commercial Income	.00
145-j. Subsidies	.00
155-k. Interest Income	.00

## 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

**Asset Management**

V/P HSW192

Highlight Box  
Property Status

Highlight Box  
Edit Financials

<p>Click the <b>Property Status</b> button to return to the <b>Property Information</b> page</p>	<p>Click the <b>Edit Financials</b> button to input or modify financial data</p>
<p>From this page, you can modify financial data, access the <b>Property Information</b> page, return to the <b>Main</b></p>	<p>05 at 11:24:02:48.</p>

A message will

End of simulation

## 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

Accepting Financial Data	MSHDA Special Data Audits
<p>When you press the <b>Accept Data</b> button to finalize and accept the financial data for the reporting agency, there are several audits the data must pass before acceptance.</p>	<ol style="list-style-type: none"><li>1. User cannot finalize MIE Template 10 until AR/AP Template 20 is finalized.</li><li>2. Current Month Template 10 Line Number 1260 must equal Current Month Template 10 Line Number 1300.</li><li>3. Current Month Template 10 Line Number 1230 must equal Current Month Template 20 Line Number 1430.</li><li>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.</li><li>5. Current Month Template 10 Line Number 1255 must equal Previous Month Template 10 Line Number 1260.</li><li>6. Do not finalize if the Current Month Template 20 Line 1220 not equal to Current Month Template 20 Line Number 1430.</li></ol>

Next ➤

## Text Captions

**Accepting Financial Data**

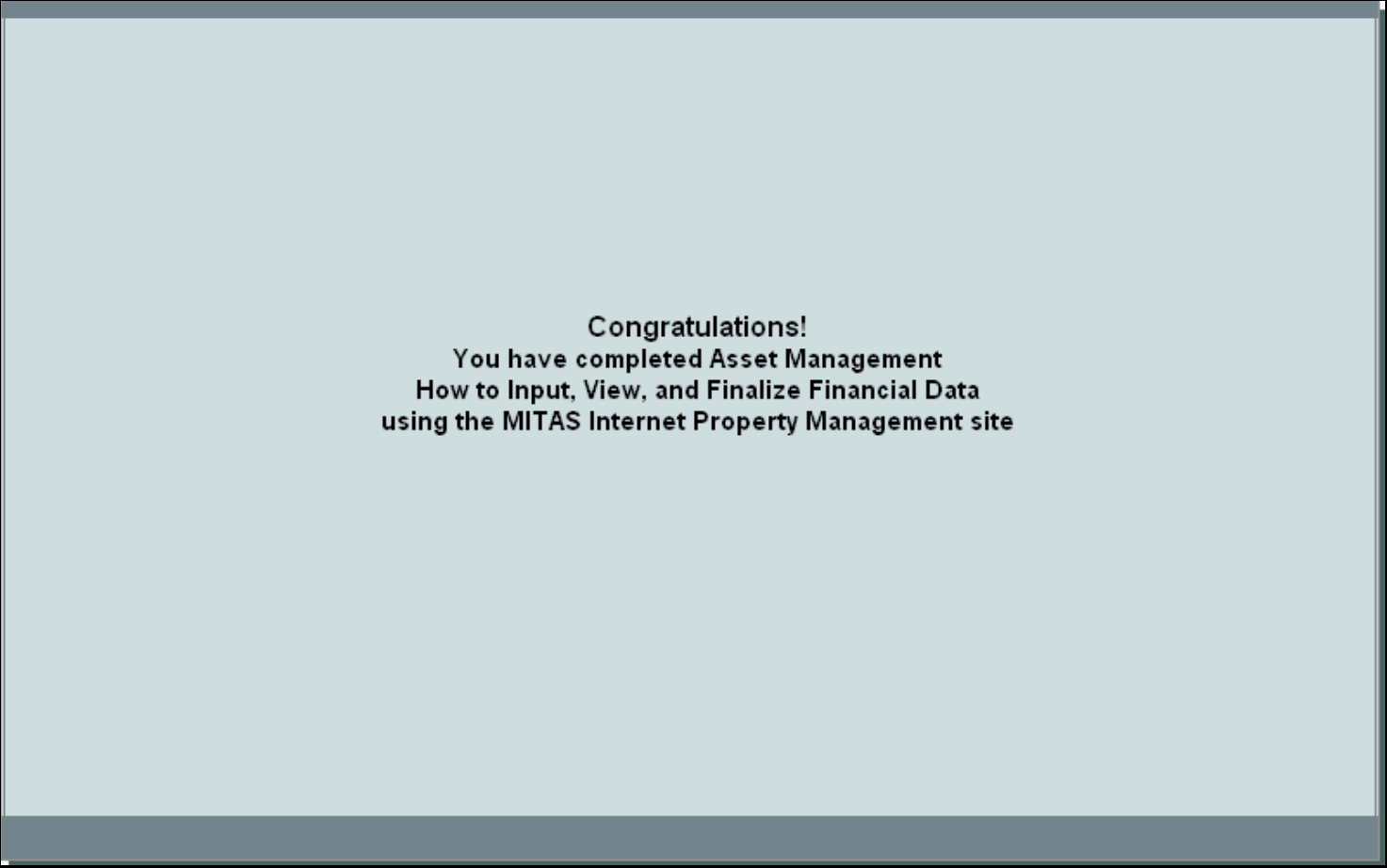
When you press the **Accept Data** button to finalize and accept the financial data for the reporting agency, there are several audits the data must pass before acceptance.

**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**



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

**Text Captions**

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

**Notes**