HAP Accounting Manager
User Manual

This user manual has been revised.
Please destroy all previous printed and saved copies.

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Preface

Welcome to the **PHA-Web** User Manual. It is written in an easy to understand, narrative and with some exceptions non-technical format. Generally the User Manual is designed to provide **PHA-Web** software users with an overview of how to use the program and its features.

This User Manual is a "How To" guide to **PHA-Web** and is conceptual in nature. We have formatted the manual as a PDF document so Adobe Acrobat is used to view it. A PDF also allows you to easily print the document for use at workstations. Printing the document in color is recommended to maximize its effectiveness. You will find some sections of this document are longer than others so we also recommend selecting the printer option to print on both sides of a page. It should be noted you can also print selected pages one at a time. It is not necessary to print the whole document. If you have a two monitor work station, you can open this document in a separate window and place it on one monitor while working in **PHA-Web** in the other.

Searching for key words in this manual is also possible by using Adobe Acrobat's Find function. Push Control + F to access it. Adobe Acrobat will put your cursor in the find window. Then simply type a Key word for the information you want to search for in the "Find" data field and click the "Next" button. Find searches through the whole document for all instances of the key word you entered. If the first instance of the word does not contain the information you are searching for, click "Next" again to search for the next instance of the key word.

Each **PHA-Web** component has its own User Manual. Within the manual there are major headings that correspond to each tab in that component. Under the major heading there are minor headings that correspond to each screen under that tab. Exceptions are made for very large tabs where there may be additional subsections. Any text that refers to a field or other screen is italicized.

*Tip: Light bulb icons in the User Manual denote tips for using **PHA-Web**. Tips are intended to provide helpful hints when working in **PHA-Web**. You will see them sprinkled throughout the document.*

Throughout the User Manuals you will find screen shots of pages. Screen shots are used to help you relate the User Manual text to the **PHA-Web** Manager it refers to. Screen shots of reports are included as well as some examples to help illustrate various topics.

User Manuals have a date located in the lower left side of each page with page numbers located in the lower right. The date is provided as a tool to show which version of the User Manual you are referring to.

Like **PHA-Web**, User Manuals are stored on our servers so they also are Internet based. This means every time you open a User Manual you get the most current version available because User Manuals are updated at the same time **PHA-Web** is updated. All updates are performed automatically for you. If you have a printed copy stored at your desk to refer to and you find the version stored in **PHA-Web** has a more recent date, you have an outdated copy and should reprint your reference copy.

Finally, every housing authority is unique in how they use **PHA-Web** and how each agency operates. That fact makes it impossible to write a User Manual to cover every situation and answer every question. For that reason the MCS Support Team is still your primary source of help. So please use the User Manual to the fullest extent possible, but always feel free to contact the MCS Support Team for specific needs.

PHA-Web HAP Accounting

Overview

If your housing authority runs any HAP style programs, you will need to make payments, called housing assistance payments, to landlords. HAP Accounting is *PHA-Web's* system for making those payments. You will use it together with programs such as Federal Section 8 Vouchers, Massachusetts MRVP, and other HAP style programs.

Beyond just making HAP payments, HAP Accounting also performs a number of related functions. For example, you can add new landlords, make payment adjustments, write letters, and generate reports. The majority of your routine tasks will be performed on one screen, called Accounts Payable Procedures. From there you can easily access all of the functions that you need to perform monthly processing.

HAP Accounting Manager

Start Setup Search/Edit Landlord Add Landlord Merge Landlord Search/Edit Family
Accounts Payable Procedures Void Payments Write Letters Reports

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HAP Accounting Manager: Start

Welcome to PHA-Web HAP Accounting Manager. This component is used to produce HAP payments to landlords, utility reimbursements to families and FSS escrow payments for deposit. Payments are made by laser checks (in a variety of formats) or direct deposit. The HAP Accounting Manager features accrual based accounting which allows expenses to be recorded in the proper period resulting in accurate VMS reporting.

- **Set Up**

  Create customizable Hold Reasons and VMS types. Customized hold reasons provide precise descriptions why families are on hold and controls default settings for what happens to HAP payment, utility reimbursement and FSS escrow amounts for families on hold.

- **Search/Edit Landlord**

  View or update landlord information, units and families associated with landlords, payment histories for landlords and letters written to landlords.

- **Add Landlord**

  Add new landlords to the system. Prior to adding new landlords a search will be performed to ensure that the new landlord is not already in the system. Only enter landlords one time because they will appear in all programs set up in PHA-Web.

- **Merge Landlord**

  Combine two landlords into one landlord. This feature combines two landlords' payment histories, units, families and beginning balances into one. This procedure is irreversible. Proceed with caution.

- **Search/Edit Family**

  View or update HAP Accounting family information including hold status, rental amount history, accrued expense history and FSS balances.

- **Accounts Payable Procedures**

  This is the set of procedures used to produce HAP, utility reimbursement and FSS payments. These procedures guide you through the process of accruing payment transactions (HAP, utility reimbursement and FSS expenses), selecting transactions for payment and making payments.

- **Void Payments**

  Void payments that were previously processed by the system.

- **Write Letters**

  Produce mass mailings to landlords. This option uses the letters that were setup in the Letter Manager.

- **Reports**

  Generate reports related to HAP Accounting.

HAP Accounting is interactive with **PHA-Web's** General Ledger. That means that as soon as any payments are accrued or paid in HAP Accounting, those transactions are instantly reflected in General Ledger. For example, when you record a monthly payment to a landlord the expense will be accrued to the selected program and project and the corresponding liability will be generated to the selected accounts payable account.

One major departure from MCS's legacy HAP accounting systems is that **PHA-Web's** HAP Accounting is an accrual based system. That means that whenever you record an expense, a credit is made to an accounts payable account. When you pay off that expense, a corresponding debit will be made to the same accounts payable account. The advantage is that an accrual basis system will always be able to show you an accurate balance sheet, whereas a cash basis system will only be accurate if you pay every expense immediately.

User Permissions

There are several assignable user permissions in HAP Accounting. The user permissions will be listed below with a short description of what they allow. For help on changing user permissions, please refer to the User Manager help manual or contact our support department.

Federal – Payment Transactions: Allows users to accrue monthly recurring payment transactions in federal 50058 programs. Specifically, users can accrue HAP expenses to landlords, utility reimbursements to families, and FSS deposits to banks. Also, users can accrue auto adjustments if your housing authority is using this feature. This permission should be given to a single user who is responsible for accruing recurring payment transactions every month.

Federal – Manual Adjustments Only: Allows users to create HAP, utility reimbursement, and FSS manual adjustments for federal 50058 programs. This permission is typically given to users who certify families and need to make billing adjustments based on changes in certification.

Federal – Process Payments: Allows users to write checks and create direct deposits in **PHA-Web** for federal 50058 programs. This permission should be given to a single user who has the authority to authorize payments.

State – Payment Transactions: Allows users to accrue monthly recurring payment transactions in state programs. Specifically, users can accrue HAP expenses to landlords and utility reimbursements to families. Also, users can accrue auto adjustments if your housing authority is using this feature. This permission should be given to a single user who is responsible for accruing recurring payment transactions every month.

State – Manual Adjustments Only: Allows users to create HAP, utility reimbursement, and FSS manual adjustments for state programs. This permission is typically given to users who certify families and need to make billing adjustments based on changes in certification.

State – Process Payments: Allows users to write checks and create direct deposits in **PHA-Web** state programs. This permission should be given to a single user who has the authority to authorize payments.

Edit Landlord: – Allows users to add, edit, or delete landlords.

Setup: Allows users to change the setup data for HAP Accounting.

Edit Families: Allows users to edit family records. Also, several useful family specific reports are available with this permission.

Merge Landlord: Allows users to merge duplicate landlord records together. This feature is used if duplicate landlord records have been entered, which would cause multiple checks to be written to the same landlord.

Edit Financial Period: Allows users to manually change the current financial period for a program. Typically, financial periods should only be advanced at the end of each month. Occasionally though, adjustments need to be made to prior periods, in which case this permission is needed to change the financial period back.

Void Payment Transactions: Allows users to void checks and direct deposits. This permission should be given to the same users who are given the process payments permission.

View Landlord: Allows users to view information about a landlord without giving them access to edit any of the information already entered. This permission should be used if you only want a user to be able to see what is already entered for a landlord and not add, edit, or delete the landlord. If you want the user to be able to do those options, please use Edit Landlord instead of this option.

HAP Accounting Sections

There are several sections in **PHA-Web's** HAP Accounting. This document will take you through each section in detail, beginning with this brief introduction to each one.

Setup: HAP Accounting options that don't apply to other **PHA-Web** financial components are setup here. Currently, there are two HAP Accounting setup option, *Hold Reasons* and *VMS Types*, but more may be added in the future.

Search/Add Landlords: Add new landlords or modify existing landlords in this section. Every time any component in **PHA-Web** references a landlord, it is referencing one of the landlord records here. Landlords can be created in other places, such as the 50058 Certification Manager, but they can all be edited here. Additionally, landlord payment reports are available here.

Merge Landlord: When duplicate landlord records are found in **PHA-Web**, you can use this function to merge them together. This way you can prevent sending multiple checks to the same landlord.

Search/Edit Family: Allows you to search for families and view HAP related information. Several important reports, such as a history of the family's HAP transactions and their current FSS balance are only available here.

Accounts Payable Procedures: These procedures are the heart of HAP Accounting. Through these procedures you can accrue payments, select which ones you want to pay, and then produce payments.

Void Payments: Go here to void payments. This procedure lets you find any check or direct deposit that was written from HAP Accounting and reverse the General Ledger payment entries. The accrued payments that were paid by the original check can then be paid again or automatically or manually reversed.

Write Letters: The write letters option allows you to create a mass mailing to landlords. This option is generally only used when you have a list of specific landlords that you want to send mailings to. If you have letters to be sent to landlords and their families, you can send those from the certification applications such as the 50058 Certification Manager.

Reports: Several reports are available to help you manage your HAP payments. Examples include a payment history that shows all landlords payments for a specified time period, an all landlords report that lists all landlords, and an accrued payments report that shows all accrued but unpaid invoices.
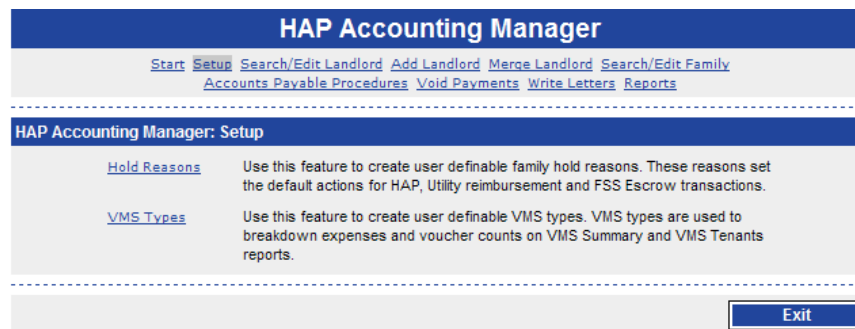
Setup

Overview

HAP Accounting setup currently contains two options. Several other setup options, which are shared with other **PHA-Web** financial components, are found in the General Ledger setup. In those cases you will need to go to the General Ledger Manager to perform the setup. If you are setting up **PHA-Web** HAP Accounting for the first time, we recommend that you read both this manual and the setup section of the General Ledger Accounting user manual.

Setup

If you click the *Setup* tab in HAP Accounting, you will see two links. More may be added in the future.

Setup Hold Reasons: When the HAP payments for a family are put on hold, a hold reason must be given for audit trail purposes. This option allows you to setup a list of hold reasons that you can use.

VMS Types: This option allows you to setup multiple categories to be used for the VMS report from HAP Accounting and not from the report by the same name in the 50058 area. One of the categories setup typically should be "All Other Vouchers". This category is generally the largest category, and if requested, MCS can set all tenants to this largest category for you. Once complete, tenants who require special program categories can be assigned manually in the Family Manager area. This setup is optional, as you do not need to use the VMS reports in HAP Accounting do your VMS reporting.

Setup Transaction Parts

There is a separate setup required for something called "Transaction Parts". In HAP Accounting when an invoice is generated, *PHA-Web* needs to know which account to use for accounts payable and which account to use for cash when recurring expenses and manual adjustments are created. The transaction parts are setup under the General Ledger.

Start by clicking the General Ledger link on the *PHA-Web* main menu. Next, click on the *Setup* tab at the top. Now, select your *Program* from the drop down list on top and click the *Setup Transaction Parts* link. Next, click on the *Open* link next to HAP Accounting.

There are eleven transaction parts that you will need to setup. There are three basic types here: expense accounts, accounts payable accounts, and cash accounts. When a regular charge is accrued in monthly recurring or manual adjustments an expense account is debited and an accounts payable account is credited. Later on, when the accrued charges are paid, an accounts payable account is debited and a cash account is credited. The list below details specifically what each account part is used for.

HAP Expense Recurring: The expense account used when HAP charges are accrued in Monthly Recurring and Auto Adjustments.

HAP Expense Adjustment: The expense account used when HAP adjustments are accrued in Manual Adjustments. You may choose to use the same expense account here as you do for HAP Expense Recurring. Use a separate account if you want to track your adjustment balances separately in the General Ledger.

Utility Expense Recurring: The expense account used when utility reimbursement charges are accrued in Monthly Recurring and Auto Adjustments. You may use the same expense account here as you do for HAP expenses, but it is better to use a separate account so you can track your utility expenses separately. However, if you don't issue utility reimbursements, it is perfectly ok to select the HAP expense account here.

Utility Expense Adjustment: The expense account used when utility reimbursement charges are accrued in Manual Adjustments. You may choose to use the same expense account here as you do for Utility Expense Recurring. Use a separate account if you want to track your adjustment balances separately in the General Ledger.

FSS Expense Recurring: The expense account used when FSS charges are accrued in Monthly Recurring and Auto Adjustments. You may use the same expense account here as you do for HAP expenses, but it is better to use a separate account so you can track your FSS expenses separately. However, if you don't make FSS charges, it is perfectly ok to select the HAP expense account here.

FSS Expense Adjustment: The expense account used when FSS charges are accrued in Manual Adjustments. You may choose to use the same expense account here as you do for FSS Expense Recurring. Use a separate account if you want to track your adjustment balances separately in the General Ledger.

Overpayment Write Off Expense: This transaction part is not being used yet and it is ok to choose your standard HAP expense account here.

Accounts Payable: This is the accounts payable account that holds all of your accrued HAP and utility reimbursement charges. Accrued FSS charges are tracked separately.

Accounts Payable FSS: This is the accounts payable account that holds all of your accrued FSS charges.

Due From Payee: This transaction part is not being used yet and it is ok to choose your standard accounts payable account here.

Cash: This is the cash account from which all of your check and direct deposits will be paid.

If there is nothing in the drop down lists, it means that your General Ledger Chart of Accounts hasn't been setup yet. Before you can continue, you need to set that up. Please refer to the General Ledger Manager, under the *Chart of Accounts* section, for more information.

When you are finished making selections, *Save* and *Exit*. Now click on the HAP Accounting link on the **PHA-Web** main menu to return to HAP Accounting.

Setup – Check Layout

When you setup your accounts in the General Ledger Manager, you would have entered at least one cash account to use for writing checks out of HAP Accounting. Now you need to setup the check layout for printing. Business check formats vary a lot between agencies, so **PHA-Web** needs to know where you want everything printed on the checks. Please refer to the General Ledger Manager for more details on setting up your check layout.

Setup – Miscellaneous Options

There are two HAP Account related settings that you need to setup in the General Ledger. Start by clicking on the General Ledger link on the left menu. Then click on the *Setup tab* at the top. Next, select your program from the drop down list. Finally, click on the *Setup Misc Financial Options* link. The following screen will be displayed.

First, set the *Use Unit Address on Checks* option. If you want to print a family's unit address instead of their mailing address on their HAP and utility reimbursement payments, check the checkbox. Second, set the *Do Not Produce Anything for FSS Payments* option. If you are manually producing FSS payments and tracking your FSS accounts outside of **PHA-Web**, check the checkbox. When you are finished, click the *Save* button at the bottom, then click the HAP Accounting link on the left menu to return to HAP Accounting.

Landlords

Overview

In **PHA-Web** the landlord records are shared between all applications. Most housing authorities started using **PHA-Web** with the 50058 Certification Manager, so you are probably familiar with using landlords there. The same landlord records that you setup in the 50058 Certification Manager and other certification managers are also used in HAP Accounting.

While you can add and edit landlords in the certification managers, the HAP Accounting Manager will become your central location for managing your landlord records. In HAP Accounting, you can add and edit landlords and also see more detailed information about them such as a list of their active families, their billing history, and much more.

Add Landlord

Search for an Existing Landlord

To add a new landlord, click the *Add Landlord* button on the tab strip in the HAP Accounting Manager. You will see the following screen.

Even though you're adding a landlord, the first step is always to search the landlord database to make sure the landlord you're entering doesn't already exist. Don't worry about wasting time with this search though. Any information that you enter here will automatically be put on your new landlord record if you don't find an existing one.

Enter any information that will help you identify the landlord. For example, you can enter the *Business Name* and the *SSN/TIN*. Then click *Next*. **PHA-Web** will now perform a search on the database and find any landlord that matches either the *Business Name* or the *SSN/TIN*. If either of the fields you entered matches existing landlords, the next screen will display the list of matches.

In this example, one match was found. In this case this match was found because either the *Name* or the *SSN/TIN* matched the search criteria. However, it would still have been found if only one of those two had matched. If the landlord you were going to add is in the search results, click the *Select* link next to it. All information that had been entered for that landlord will already be filled out. If the landlord that you had entered is not found in the database the screen that you will see is shown below.

If you believe that the landlord may be in the database but possibly under a slightly different name or other information you can try to find this landlord again by clicking on the *Previous* button. If not, you will need to click on the *Add New Landlord* button.

Adding Landlord Details

Now you will be taken to the landlord edit screen. If you picked an existing landlord, the fields will be filled out with previous information. If you are adding a new landlord, all of the fields will be blank except those that you entered on the search screen.

Shown below is an example. You will notice along the top that there are five tabs. Each tab shows different information or functions for the landlord that you opened. If you are adding a new landlord, the last four tabs will be disabled until you save the landlord for the first time.

The screen shot above shows the top half of the *Landlord Details* tab. The first three fields are the *Business Name*, the *First Name,* and the *Last Name*. For a landlord you must fill out either the *Business Name*, or you must fill out the *First Name* and the *Last Name*. If you choose, you can fill out all three.

The *Primary Address* field is the landlord's physical address. This *Primary Address* is used when printing your 1099s. This address is not printed on checks, however, as checks use the *Check Name* and *Check Address*. This check information is shown on the bottom half of this screen. Also, if the landlord is to be sent a 1099 the *SSN/Tax ID* field is required. If you are no longer doing business with a landlord, then you can uncheck the *Status* checkbox. This will hide the landlord on some landlord reports.

Next, fill out the *Phone, Phone Extension, Fax, and Cell Phone*. All four of these fields are optional. Enter the landlord's email address in the *Email* field. If you want payment confirmations to be emailed to the landlord instead of printing and mailing a hard copy, click the *Email Payment Confirmations* checkbox.

The *Miscellaneous Setup Information* section asks questions that you can choose to fill out or not. The *Gender* and *Race* fields are filled out if the landlord is a person instead of a business. The *Date of Initial Contract* field is also used on some reports. Fill in the date of the first payment you made to this landlord. If you have any additional notes about this landlord, enter them in the *Notes* textbox. This field is for informational purposes only and isn't used elsewhere in **PHA-Web**.

The screenshot above shows the bottom half of the *Landlord Details* screen. The *User Name* field needs to be filled out if MCS has setup an interface between your website and landlord payment information. This *User Name* is the name that the landlord uses to log in.

In the *1099 Information* section the *Enable 1099* box should be checked if the landlord should receive a 1099. If your landlord happens to be a *Foreign Citizen/Company* this box needs to be checked, and then fill in the name of the *Country*. Checking this box

enables the foreign country indicator on electronic 1099 submission files. *If the 1099* is a correction of a previous year this also needs to be filled out.

The fields in the *Check Printing Information* section, *Check Name* and *Check Address*, are both printed on checks. The *Check Name* and *Check Address* will typically be different than the *Business Name, First Name, Last Name,* and *Primary Address* fields when a third party receives and deposits checks on behalf of the landlord. If the *Check Name* and *Check Address* happen to be the same as the *Primary Name* and/or *Primary Address* be sure that the box(s) to the left of the corresponding area(s) are unchecked and the field(s) will automatically be filled in with the above information. The *Check Name* and *Check Address* fields are a required field so they must be filled in before saving the landlord information. If the check address is different than the primary address you will need to check the override box(s) in front of the Check Name and/or Check Address and then fill in the information in those areas. If you checked the box in the previous section pertaining to the landlord being a *Foreign Citizen/Company* you will then need to fill in the name and address of the *Country* in the box provided.
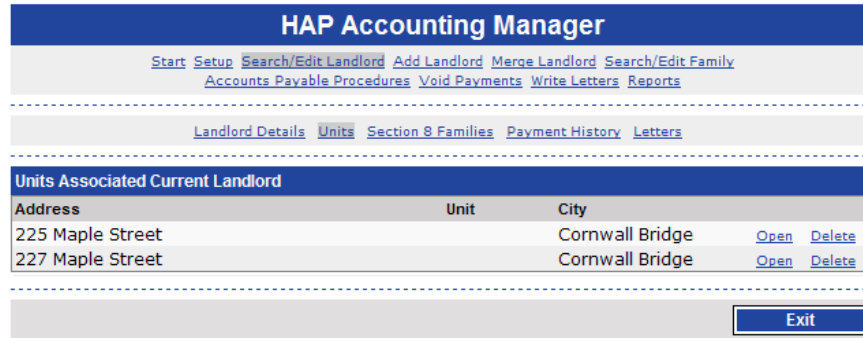
Using direct deposit to pay landlords is a great way to save time and paper. Check the *Enable Direct Deposit* checkbox and fill in the *Bank Name, Account,* and *Routing Number* fields, as well as checking the box if the account being used is a checking account and not a savings account. The next time you produce payments, this landlord as well as any others setup for direct deposit will receive a direct deposit instead of a check. Use the direct deposit option together with the *Email Payment Confirmations* option in the *Contact Information* section above for maximum benefit. If you have any questions about setting up direct deposits, please contact MCS and we will be happy to help you get started.

The last section on this screen is *Beginning Balance By Program*. This field is used to calculate 1099 amounts in the first year that a housing authority uses HAP Accounting. For each of your HAP programs, enter the year to date payments made to this landlord. **PHA-Web** adds the balance that you enter here to the total of all the payments you made using HAP Accounting to arrive at the 1099 total.

When you have finished filling out the fields on the *Landlord Details* screen, click the *Save* button at the bottom. At this point, you may want to explore some of the other tabs available at the top of the screen.

Viewing a Landlord's Units

If you click on the *Units* tab under a landlord record, you will see a list of all the units associated with a landlord.

In the screenshot above, the landlord is associated with two units. Landlords are associated with units when you create a landlord in one of the certification managers, in Rent Reasonableness, or in the Inspection Manager. The advantage of storing all of those units is that if you have any previous history with a building or unit, you can see it here. To see details about a unit, click the *Open* link.

From this screen you can view and edit details about the unit that you selected.

Viewing a Landlord's Families

Click on the *Section 8 Families* tab on the top of the landlord screen and you will see a screen like this.

This shows you all of the families that have been in a unit owned by the selected landlord. It also shows you useful summary information such as the unit address, the date and type of the currently effective certification form, the current HAP amount, and the current utility reimbursement amount.

Viewing a Landlord's Payment History

If you click on the *Payment History* link at the top of the screen, you will see the following screen.

On this screen you are able to specify a specific tenant's history if you choose, so that the history of only that particular tenant will be in the results, or you can leave the choice as *All Tenants* and get results for all of this landlord's tenants. You can choose to enter beginning and ending dates if you want a specific date range for the results, or if you leave both dates blank you will get a complete history of every payment made to this landlord. An example report is shown below.

The example above shows six payments. The sixth payment in this example is showing a payment for two separate accrued charges that are paid on the same direct deposit transaction. An important detail to note is that voided checks or direct deposits are still shown on this report, but in that case the *Void* column subtracts the amount of that check from the payment total. Payment five is an example of how a *Void* shows up on this report.

Landlord Letters

The last tab at the top brings you to the *Letters* screen. The letters screen allows you to write a form letter to the selected landlord. The form letters are setup in the Letter Manager. When a form letter is written to a landlord the letter writer editor will open with the landlord's data merged into the form letter. From that screen you can click the print Adobe Acrobat button to get a PDF version of the letter to print. The history of letters written to the landlord is shown at the bottom of the screen. Click the *Open* link next to any historical letter to view it.

Search Landlords

If you need to open a landlord's record to edit information or view reports, click the *Search Landlords* link from the main HAP Accounting tab strip. You will see the following screen.

This screen allows you to enter a number of search criteria. With any of the name fields, the search will search from front to back. That means that you can enter only a few letters of the name to find the match. This feature is a nice time saver!

After you enter your search criteria, click the search button to see the results. If you found the landlord that you were searching for, click the *Open* link to open that landlord in the landlord screen shown previously. If you have decided that you really do not need this landlord in the system at all you can click on the *Delete* button. This *Delete* feature is only available if that landlord isn't used on any certification forms and has never had an accrued charge. However, if the landlord is used on any certification forms or has ever had an accrued charge, you will not be allowed to delete the landlord. The *History* button will show the dates entered or chosen, who actually saved the change, and the event. If you choose you can click on the *Open* to the right of the chosen historical saved information and take a look at what the information was before the change was done.

There is also a checkbox on this screen that is automatically checked by default called *Active Landlords Only*. If this box is checked when you search for your landlord, the landlord will only appear on the search screen if they are presently active.

If the landlord had been in the database previously but has not been active for some time and the *Active Landlord Only* was unchecked on their Landlord Details page they will not appear on the search. If you want them to appear whether they are active or not make sure that this box is unchecked. The screen following shows an example of what was described in the following paragraphs.

If you have saved your landlord information and are ready to return to the HAP Accounting start page click the *Exit* button.

Merge Landlords

Sometimes duplicate landlords might be entered into *PHA-Web*. This might happen during an import process or it might happen if a user isn't aware that a landlord already exists. When a duplicate landlord is entered in *PHA-Web* a number of small problems might happen. For example, if the same landlord has two landlord records, and each record is attached to a family receiving HAP payments, then that landlord may receive two separate monthly checks instead of one.

To eliminate these duplicate landlords you can use this process. The Merge Landlords process works by allowing you to find the two or more copies of the duplicate landlord and combine all of the information into a single record. When it does this, it finds the older of the two records and moves any payment records, certifications, and any other related information to the older record. Then it deletes the newer record.

To start the Merge Landlord process first click on the *Merge Landlord* link on the tab strip in the HAP Accounting Manager. You will now see the following screen.

Enter information on this screen for the chosen landlord. The following screen shows a landlord that was entered twice.

Click on the *Select* link two the right of one of the duplicate records. **PHA-Web** will enter that choice for *Search Landlord One.* At this step it doesn't matter which of the two listings is chosen because PHA-Web will delete whichever listing was the newer of the two as mentioned above previously. You will now see the *Search Landlord Two* screen shown following.

Enter the information for the landlord for the second landlord to merge. Now click on the *Next* button. On this screen, click the *Select* link next to the landlord to be merged.

After you select the second copy, you will be at the *Confirm Data Merge* screen.

This screen summarizes the two landlord records that you are about to merge together. Additionally, a message will be displayed to let you know which copy of the duplicate landlord will be deleted. When you are satisfied that you are merging the correct landlord records, click the *Merge Landlord* button. When you are finished, click the *Exit* button.

Accounts Payable Procedures

Overview

The bulk of the work done in HAP Accounting happens in *Accounts Payable Procedures*. As the name implies, this is a series of steps involving accounts payable transactions. Click on the *Accounts Payable Procedures* link on the HAP Accounting tab strip and you will see the following screen.
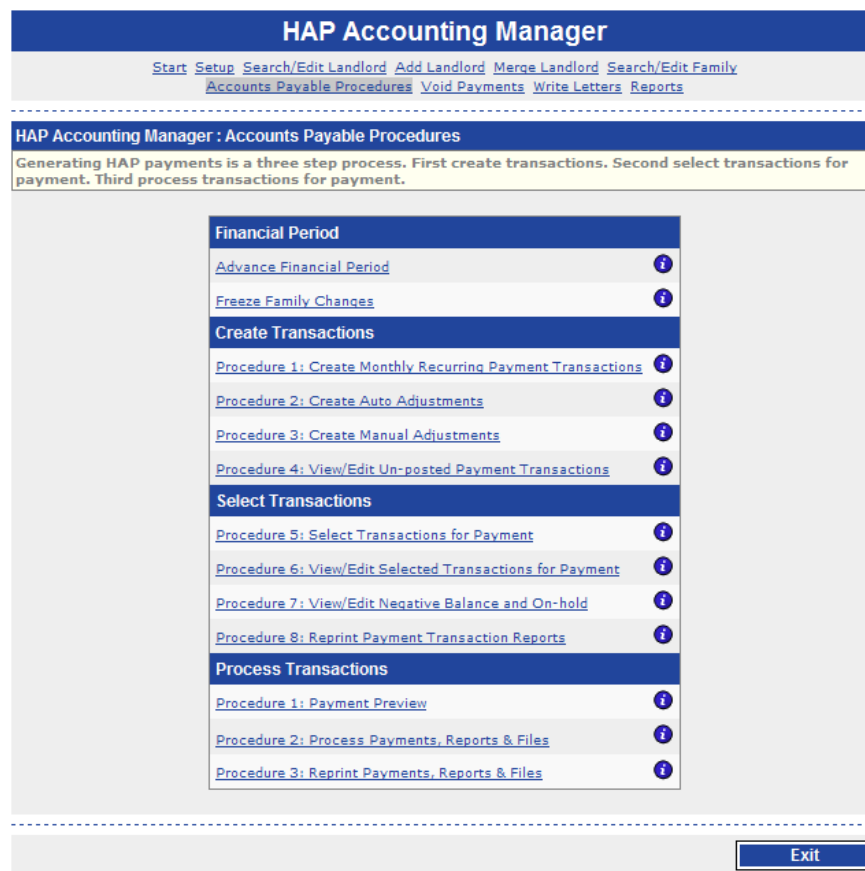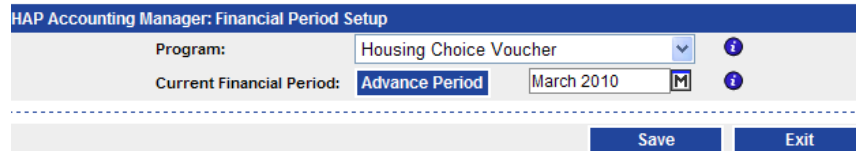
There are four main sections available here. The first section has to do with *Advancing Financial Period* for your upcoming transactions, and *Freezing Family Changes*.

The second section is accruing accounts payable transactions. For example, you may create monthly recurring payment transactions or create manual adjustments. The third section deals with selecting transactions for payment. In this section you choose which outstanding accounts payable transactions will be paid in the next payment run. The fourth section is processing payments, which means printing checks and generating direct deposit files to pay accrued transactions. These sections are explained in greater detail in upcoming paragraphs.

The procedures in *Accounts Payable Procedures* are numbered in the order that they generally occur throughout the month, but procedures can be run out of order as needed. For example, generally at the beginning of a new month, you would advance the financial period, generate recurring transactions or manual adjustments, select them for payment, and then process payments. However, throughout the month you may generate more manual adjustments, select those for payment, and process those payments. Or, you may decide to generate manual adjustments throughout the month, but wait until the end of the month to process payments. The point is that there is a lot of flexibility in the order you run the procedures.

Advance Financial Period

The first thing that you should do in a new month, after closing out the previous month, is advance the financial period. If you click on the *Advance Financial Period* link you will see the following screen.
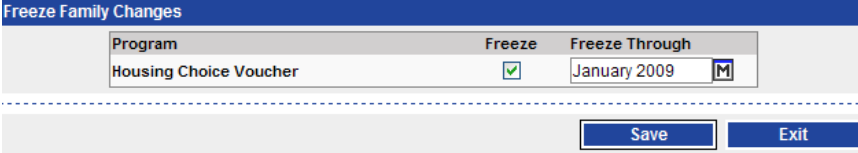
On this screen, select the *Program* that you want to process. After selecting it, the screen will refresh and the *Current Period* for that program will be displayed. Click the *Advance Period* button, or manually change the month and year to the new current period. This will become the default General Ledger financial period that will be used for processing charges and payments. It is possible to set this to a previous or future period for special situations. If you do this, be sure to set the period back to the current period when done. Also, setting this to a previous period will affect the financial reports for that period if you process any payments under that previous period setting. When you are ready, *Save* and *Exit.* You are now setup with the correct period.

Freeze Family Changes

The *Freeze Family Changes* option is available from a link on the *Accounts Payable Procedures* screen. This feature was created to help the person who reconciles payments each month. Reconciling payments can take several hours sometimes, and in the meanwhile another user might be making changes in one of the certification systems. If a user makes a change in a certification system that changes the current month's payments, it can throw off the reconciliation process. To prevent this, **PHA-Web** allows you to lock down the certification systems to prevent users from making changes that would affect the current month or any previous months.

When you click the *Freeze Family Changes* link, you will see the following screen.

Freeze Family Changes		
Program	**Freeze**	**Freeze Through**
Housing Choice Voucher	☑	January 2009 M

Save   Exit

On this screen you see a list of your HAP programs. For the program that you are about to reconcile, click the *Freeze* checkbox. Next, select the month and year that you are reconciling for. In this example, you are freezing changes to the Housing Choice Voucher program for all periods up to and including January 2009. Click the *Save* button. Now other users cannot make changes to Housing Choice Voucher certification forms.

After you have finished reconciling your program and have made your payments, you may want to return to this screen and unfreeze the program. When you are finished on this screen, click the *Exit* button to return to the *Accounts Payable Procedures* screen.

Create Monthly Recurring Payment Transactions

Near the end of your month you should run the *Create Monthly Recurring Payment Transactions* procedure for the upcoming month. This procedure accrues monthly HAP, utility reimbursement, and FSS charges. Run this at the end of each month after you have closed the previous financial period. Also, it may be useful to freeze family changes before you run this procedure.

To start, click on the *Create Monthly Recurring Payment Transactions* link on the *Accounts Payable Procedures* page. Now you will see the control group screen. A control group is a collection of financial documents. In this case they are accrued charges.

First select the program that you are working on. Second, hand-calculate how much the recurring accrued charges for this month should be. Now, put that total in the *Amount* field. This is the control amount. After the recurring invoices have been generated the actual total generated will be put in the *Entry Amount* field. Any difference between what you calculated and what **PHA-Web** generated will be shown in *Proof Amount*. If any difference is found, you will need to reconcile the difference.

The *Description* for the control group is defaulted, but you can change it if you want to. Also, the *Control Group Date* is defaulted to today's date, but you can also change that if you want. The *Control Group Date* is not very important for recurring invoices so you can leave that at the default value. The *Financial Period* field is read-only and is the value that you picked when you ran the *Advance Financial Period* procedure before.

Now you are ready to generate recurring accrued charges. Click the *Ok* button. The screen will refresh and you will see a list of payees with accrued charges. In the following example there are three payees. If you click on the *View* link next to one of the payees, you will see the charges that were created for that payee.

Now you will see that the *Entry Amount* field has been filled in with the sum of the charges that were created. The *Proof Amount* field should now be blank because the *Amount* field is the same as the *Entry Amount*. If it isn't blank, you will need to reconcile the difference.

There are several other options available on this screen. Down on the details section, there are two checkboxes for each detail. The first one is *Pay*. If you check this checkbox, it selects this charge for payment so that next time you process payments this charge will be paid.

Tip: If you don't select transactions for payment here, you will get a chance later in the Select Transactions for Payment procedure. In fact, many people prefer to do all of their payment selections there.

The other checkbox is *Hold*. This checkbox marks this charge to hold payments. If a user uses the *Select* or *Select All* links on any of the select for payment screens, held charges will be skipped and not selected. Please note that you can still manually click the *Pay* checkbox, and if both *Pay* and *Hold* are selected, *Pay* will override *Hold* and the charge will be paid.

When you select a charge for payment, the *Pay* textbox on the right side gets automatically filled in with the full amount of the transaction. However, in **PHA-Web**, it is possible to partially pay a transaction. So for example, if you selected a $100 charge for payment, you could change the pay amount to $40. When you processed payments it would only pay that $40. Then you could pay the other $60 at another time.

Back up above, where the charges are listed, there are a few extra options. The *Select All* link will select every charge in this control group for payment, except if that charge is on hold. The *Select* link on each individual payee does the same thing, except only for the individual payee.

After you have verified the charges that were generated you can *Post*. Posting charges immediately creates accrual based transactions in the General Ledger. After you post, you can't change anything on the control group. If you need to make changes you will need to enter a separate *manual adjustment*. The last step is to print the control group. Click the *Print* button to generate the report and print it out to keep in your records.

HAP Accounting Monthly Recurring Transactions

Posted

Program:	Housing Choice Voucher		
Description:	HAP Recurring Mar 10		
Control Group Date:	6/4/2010	Amount:	$2,217.00
Financial Period:	March 2010	Entry Amount:	$2,217.00
Date/Time Created:	6/4/2010 4:11:59 PM	Proof Amount:	$0.00
User Created:	PHA Administrator		

Transaction Summary			
	Count	Transaction Description	Amount
Payable Landlord Transactions	4	HAP Expense - Recurring (Account #: 4715.001)	2,217.00
Grand Total	**4**		**2,217.00**

Transaction Audit Summary					
	Previous	New	Change	End	Current
Total HAP Expense - Recurring (Account #: 4715.001)	0.00	2,217.00	0.00	0.00	2,217.00
Grand Total	**0.00**	**2,217.00**	**0.00**	**0.00**	**2,217.00**

HAP Expense - Recurring (Account #: 4715.001)							
Landlord	Family	Previous	New	Change	End	Current	Total
Fifth Avenue Investments	Carver, Elsie	0.00	500.00			500.00	500.00
John Anderson	Carter, Gerry	0.00	237.00			237.00	237.00
Six Fifth Avenue Corporation	Adams, John	0.00	890.00			890.00	
	Grant, George	0.00	590.00			590.00	1,480.00
Total HAP Expense - Recurring (Account #: 4715.001)		**0.00**	**2,217.00**	**0.00**	**0.00**	**2,217.00**	

Create Auto Adjustments

The *Auto Adjustments* feature in HAP Accounting automatically calculates any adjustments that are needed to accrued charges. To do this, it compares the existing charges in HAP Accounting for a family with the amounts listed on the certification forms for that family. If it finds any difference, it creates an adjustment for that amount.

While *Auto Adjustments* sounds like a very good idea, it turned out to be difficult to actually use. The problem is that every change needs to be accurately recorded in the certification forms. Also, pro-rated partial month adjustments can be very difficult to confirm by hand-calculation. Therefore, it is sometimes difficult to understand how *Auto Adjustments* came to the adjustments that it did.

As a result of these difficulties, MCS does not recommend using *Auto Adjustments*. If your housing authority is already using *Auto Adjustments* and you need assistance using it, please contact MCS support.

Create Manual Adjustments

Now that you have generated your recurring charges, you probably have some adjustments to make. For example, you may have adjustments to make for families who moved into or out of a unit during the middle of the month. To start, click on the *Create Manual Adjustments* link. The first screen you will see is the control group screen. Fill this out the same way you did in the *Create Monthly Recurring Payment Transactions* procedure.

To add an adjustment, select the type of adjustment from the *Adjustment Type* drop down list. You can add a HAP adjustment, a utility reimbursement adjustment, an FSS adjustment, or a HAP miscellaneous charge adjustment.

The choice that you make here determines the steps that need to be done on the following screen. For instance, if you choose *Utility* instead of *HAP* the steps following this will change slightly because the landlord is not involved in the transaction.

Next, click the *Add Adjustment* button. When you add an adjustment, the first thing you have to do is enter the family. You will see the following screen. Enter search criteria to find your family and click *Next*.

Once you have found the correct family, click the *Select* link. If you want to try searching again, click the *Previous* button and try again. One reason why you may not find a particular tenant when s searching could be that the tenant had not moved into the unit as of the date that you are creating the adjustment, and in a case such as this you would need to uncheck the *Active Families Only* box before searching for them. To stop searching, click the *Cancel* button.

Once you have selected the family, you will see the following screen. There is one field that you may want to make note of, and that is the field that lists the particular landlord. If the landlord listed is the correct one for the manual adjustment that you are creating you can proceed with the process. If the landlord is not correct, you will need to click on the *Change* button and change the information to the landlord that that you are creating the manual adjustment for. Circumstances such as a unit change, or a landlord buying the property from another could be reasons why the landlord listed not being the correct one for the adjustment you are creating.

HAP Accounting Manager: Manual Adjustment Transactions

HAP Adjustment

Enter Document Information

Landlord:	Six Fifth Avenue Corporation	Change
Document Description:		
Document Number:		
Document Date:	[ ] D	
	☐ Mid Month Adjustment	

Enter Transaction Information

Family:	Adams, John
Description:	
Project:	C27 - Mainstream Choice Voucher ▼
Amount:	[ ] $
	☐ This is a Cash Basis Adjustment

Add Another HAP Adjustment   **Ok**   **Cancel**

Starting from the top, enter the *Document Number*. The *Document Number* is for informational purposes only. Enter anything that will help you identify the document later. Next, enter the *Document Date*. This is generally the date when you entered the adjustment into **PHA-Web**. Then fill in the *Document Description*, which normally is something to remind you of why you are creating this manual adjustment in the first place. The next field that you see is a box called *Mid Month Adjustment*. This has to do with whether or not you want this adjustment categorized as After the First HAP expense instead of HAP expenses at the beginning of the month. Which one of the options that you choose will affect how the transaction will appear on the VMS Summary report. Next, select the *Project* that this adjustment is for.

Next, enter the amount of the adjustment here. A positive adjustment means that you will be paying the payee that amount. A negative amount means that you will be removing that amount from their next payment.

Tip: There is a checkbox option below the Amount called "This is a cash basis adjustment". If you use this option, the accounts payable side of the transaction will go to your cash account instead. For example you would use this option if a landlord wrote you a refund check. This option will adjust the landlord's year-to-date total but not effect a payment.

Finally, enter the transaction *Description* which is generally the same as the document *Description* above.

When you are finished entering your adjustment, you can click *Add Another Adjustment* if you will be creating another adjustment. The system will save the adjustment you have just created, and then send you to a page to pick a new family for a new adjustment. Finally, you can click the *Ok* button to save this adjustment and go back to the control group screen.

Alternatively, you can click *Cancel*, which discards changes to the current adjustment and returns you back to the control group screen. When back on this control group screen you will now need to check your dollar control *Proof Amount*. Whatever amount is entered in the *Entry Amount* field, needs to be entered in the *Amount* field in order to make the *Proof Amount* field empty.

On the right side of the blue section of this screen you will see the words *Select All* and *Select*. If there is just one transaction you will need to click on the *Select* button, although *Select All* will also work for one selection. Otherwise when there is more than one adjustment listed you should choose to click on the *Select All* button. You will notice that by doing so the *Pay* box is checked and the amount of the transaction is listed in the green area of this screen. Now you can *Post* the control group and click on *Print Payment* to get a printout of the transaction(s) that you had just completed.

An example of the report that you will get is shown following. Finally, you can *Exit* back to the *Accounts Payable Procedures* screen.

HAP Accounting Manual Adjustments Transactions
Posted

Program:	Housing Choice Voucher		
Description:	HAP Manual Adjustment Jun 10		
Control Group Date:	6/4/2010	Amount:	$510.00
Financial Period:	June 2010	Entry Amount:	$510.00
Date/Time Created:	6/4/2010 10:30:53 AM	Proof Amount:	$0.00
User Created:	PHA Administrator		

Transaction Summary

	Transaction Count	Transaction Description	Amount
Payable Landlord Transactions	1	HAP Expense - Adjustment (Account #: 4715.004)	$510.00
Grand Total	1		$510.00

Transactions

Document #:	Date: 6/4/2010	Description: June Prorated HAP	Landlord: Six Fifth Avenue Corporation		Doc Total
Transaction	Type: HAP Expense - Adjustment	Description: June Prorated HAP	Family: Grant, George	$510.00	
	Project: C27 - Mainstream Choice Voucher				$510.00

Tip: If you start entering an adjustment control group but can't finish it, you can use the Save button to save without posting. Then later you can go to Accounts Payable Procedures, select View / Edit Un-Posted Payment Transactions, and continue to add more adjustments, make changes to adjustments or post the control group.

View / Edit Un-Posted Payment Transactions

From the *Accounts Payable Procedures* screen, click on the *View / Edit Un-Posted Payment Transactions* link. This option lists any adjustment control groups that you entered in the *Create Manual Adjustments* procedure that are saved but not posted.

If you have a long list of unposted adjustments, you can select a *Program* or *Project* to filter by. If you click the *Open* link next to any of the control groups, you can edit that control group and post it. Alternatively, if you click the *Delete* link, it will be deleted. Clicking *Exit* will take you back to the *Accounts Payable Procedures* screen.

Select Transactions for Payment

When you get ready to pay your charges, the first thing you'll want to do is select which transactions you want to pay. There are four separate screens for this process. The first is the *Select Transactions for Payment* screen that shows you every unpaid transaction that is not already selected for payment. The second screen is the *View/Edit Selected Transactions for Payment* screen that shows you every unpaid transaction that is already selected for payment. The third screen is the *View/Edit Negative Balance* screen that shows you every unpaid transaction that is already selected for payment, where the total selected for that payee is a negative amount. The fourth screen is the *View/Edit On-hold* screen that shows you every unpaid transaction that is on hold. We'll start by looking at the *Select Transactions for Payment* screen.

Click on the *Select Transactions for Payment* link on the *Accounts Payable Procedures* screen. Now you will see the following screen. This top section of this screen shows *Recurring Transactions*, *Auto Adjustments, and Manual Adjustments* that have been created for the program you are working with at this time. As you can see in this example, landlord John Anderson has a partial payment on hold, which is shown in red.

If you would like to see details of a particular transaction all you have to do is click on *View* link to the right of the details of the transactions, the financial period the transaction was created in, the name of the tenant, the type of transaction created, the tenant's project, and the amount of the transaction. This is also an area where you can choose to pay or hold any amount listed for each individual tenant or landlord. You can also setup holds in the *Search Family* area.

HAP Accounting Manager: Accounts Payable: Select Transactions for Payment

Type ▾	Name	Selected	Not Selected	On Hold	Select All	↻
Landlord	Fifth Avenue Investments	$0.00	$500.00	$0.00	Select	View
Landlord	John Anderson	$0.00	$237.00	($50.00)	Select	View
Landlord	Six Fifth Avenue Corporation	$0.00	$1,480.00	$0.00	Select	View
Family	Carver, Elsie	$0.00	($10.00)	$0.00	Select	View

Amounts Currently Selected for Payment ↻

Type	Count	Amount
HAP	0	
Adjustment to HAP	0	
Utility Reimbursement	0	
Adjustment to Utility Reimbursement	0	
FSS Escrow	0	
Adjustment to FSS Escrow	0	
Adjustment to Miscellaneous	0	
Total	0	

Print Payment   **Save**   **Exit**

Once you select whichever transactions that you want to pay by clicking on either *Select All* to select all transactions, or *Select* to select individual transactions you will observe that the total amounts selected will be filled in on the *Amounts Currently Selected for Payment* table at the bottom of the screen. The amounts that were selected will be entered in the areas that they correspond with, such as *HAP* payments listed in that field, *Adjustment to Utility Reimbursements* listed in that field, and so on. The following example shows what the screen will look like at this point.

HAP Accounting Manager: Accounts Payable: Select Transactions for Payment

Type ▾	Name	Selected	Not Selected	On Hold	Unselect All	
Landlord	Fifth Avenue Investments	$500.00	$0.00	$0.00	Unselect	View
Landlord	John Anderson	$237.00	$0.00	($50.00)	Unselect	View
Landlord	Six Fifth Avenue Corporation	$1,480.00	$0.00	$0.00	Unselect	View
Family	Carver, Elsie	($10.00)	$0.00	$0.00	Unselect	View

Amounts Currently Selected for Payment

Type	Count	Amount
HAP	4	$2,217.00
Adjustment to HAP	0	
Utility Reimbursement	0	
Adjustment to Utility Reimbursement	2	($10.00)
FSS Escrow	0	
Adjustment to FSS Escrow	0	
Adjustment to Miscellaneous	0	
Total	6	$2,207.00

Print Payment   Save   Exit

Tip: This summary only shows what you have selected for payment on this screen. If you previously selected other transactions for payment, those amounts will not be reflected here. However, the report on this screen, available through the Print Payment button, does show the total amount.

After you have finished selecting transactions for payment, you can print a report of all selected transactions by clicking the *Print Payment* button.

Program: Housing Choice Voucher
HAP Accounting Accrued Transactions as of 6/8/2010 2:35:00 PM

Transactions for March 2010

Payee	Date	Family	Transaction	Amount	On Hold	Not Selected	Selected	Payment
Carver, Elsie	03/01/10	Carver, Elsie	Overpayment of Utility	($85.00)			($85.00)	
	03/01/10	Carver, Elsie	Utility Adjustment for M	$75.00			$75.00	
Fifth Avenue Investments	03/01/10	Carver, Elsie	Hap Acc HAP	$500.00			$500.00	$500.00
John Anderson	03/01/10	Carter, Gerry	Temporary Loss of Emp	($50.00)	($50.00)			
	03/01/10	Carter, Gerry	Hap Acc HAP	$237.00			$237.00	$237.00
Six Fifth Avenue Corporation	03/01/10	Grant, George	Hap Acc HAP	$590.00			$590.00	
	03/01/10	Adams, John	Hap Acc HAP	$890.00			$890.00	$1,480.00
Summary for March 2010		Total Amount		$2,157.00				
		Total On Hold			($50.00)			
		Total Not Selected				$0.00		
		Total Selected					$2,207.00	
Summary for All Periods		Total Amount		$2,157.00				
		Total On Hold			($50.00)			
		Total Not Selected				$0.00		
		Total Selected					$2,207.00	
		Total Payment						$2,207.00

Summary by Transaction Type

Transaction Type	On Hold	Not Selected	Selected	Total Count	Amount
HAP Accounting - HAP	0	0	4	4	$2,217.00
HAP Accounting - Adj to HAP	1	0	0	1	($50.00)
HAP Accounting - Adj to Utility	0	0	2	2	($10.00)
Total Amount	1	0	6	7	$2,157.00

This report not only shows you what you just selected for payment, but also everything that was previously selected and anything that is not selected. It really shows you every single unpaid transaction in the system and breaks it down into several totals. These totals are also summarized by financial period. It is a good idea to look over this report closely before you process payments.

When you're done, close the report and click *Exit* to get back to the *Accounts Payable Procedures* screen.

View / Edit Selected Transactions for Payment

When viewing this screen you will notice that it looks similar to the first screen in the *Select Transactions for Payment* area. The only difference between the two screens is that in this section the transactions listed are the transactions that have already been selected for payment, instead of those that were not yet selected for payment. Also, you will notice that the partial transaction which was put on hold for landlord John Anderson is not shown or included in the totals.

While in this area you have another opportunity to unselect any transactions that you don't want to pay right now. When you are finished with any adjustments needed, *Save* the results. You can now print the report by clicking the *Print Payment* button. Then click *Exit* to return to the *Accounts Payable Procedures* screen.

View / Edit Negative Balance and On-hold

Now click on the *View/Edit Negative Balance and On-hold* link. This will take you to another small screen where you have two choices.
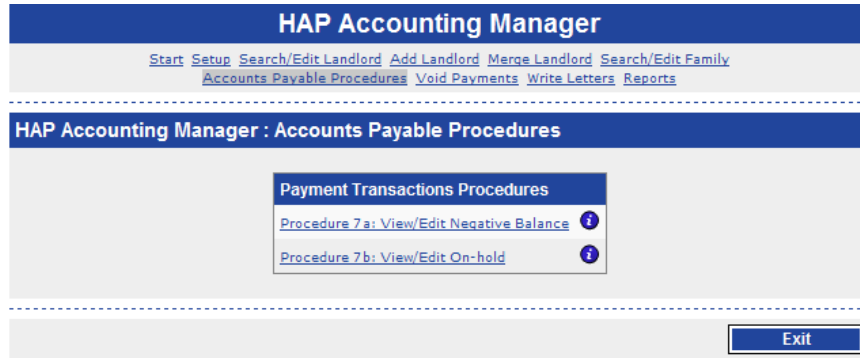
Click on the *View/Edit Negative Balance* link. When the search results show up on the screen you will notice that it is similar to the last two screens *in Select Transactions for Payment* and *View/Edit Transactions for Payment* except for the results. On this screen, only payees whose total amount selected for payment is a negative amount will be shown.

This situation can happen if you have entered any negative manual adjustments for a payee and if the total of those negative manual adjustments is greater than the total of any other accrued charges for that payee. In the following example, the *View* button was selected to show the details of the two transactions for the utility amount for the tenant.

If a payee has a negative balance, no payments will be created for them in the payment processing procedure. There are a couple of things you can do with a payee who has a credit balance. First, you can simply leave it alone. If you accrued at least another $10 in transactions for the above landlord, then next time you process payments it would go through. Another option would be to unselect some of the credits so that the total selected amount is no longer a credit balance. In this case the remaining transactions that have been selected can then be paid.

Tip: When payments are processed, one of three things can happen. If the selected balance for a payee is positive, a payment will be produced. If it is zero, a zero check adjustment, which is just a confirmation slip, is produced. Otherwise if it is negative, nothing will be produced and those transactions will remain unpaid.

When you are finished, print the report by clicking the *Print Payment* button, then click *Exit*. This takes you back to the screen that has two options for *View/Edit Negative Balance* and *View/Edit On Hold* transactions.

This time click on the *View/Edit On-hold* link. Once again, the screen showing search results is the same screen that you saw in the last three procedures. This time it shows every unpaid transaction that is on hold, which in the example following is the ($50.00) for landlord John Anderson.

As you may have noticed in this example, the lower section of the screen, *Amounts Currently Selected for Payment* has no entries listed. If you decide to take any transaction off of hold and select them for payment the amounts will be entered in the chart just as in previous steps. When you are finished, print the report by pressing the *Print Payment* button and then *Exit.* You will now be on the negative balance and on hold screen. Click *Exit* once more to get back to *Accounts Payable Procedures*.

Tip: It is a good idea to review your on hold transactions every month to see if there are any that you want to take off hold and pay, or if you will be paying the transaction at all.

Reprint Payment Transaction Reports

Starting at the *Accounts Payable Procedures* screen, click on the *Reprint Payment Transaction Reports* link. The screen you will see is a search that lets you find any control groups generated from the *Create Monthly Recurring Payment Transactions, Create Auto Adjustments,* or *Create Manual Adjustments* processes. Enter some search criteria such as the *Financial Period* to help reduce the number of search results and then click the *Search* button. Once you have searched for and found a control group, you can reprint the original report for it.

In the previous example, there is one monthly recurring payment transaction control group and five manual adjustment control groups. If you click the *Open* link next to any of the control groups, the original report for that control group will be displayed. When you are finished, click the *Exit* button.

Payment Preview

The last step before producing payments is a final check to see exactly what you're going to be paying. Starting at the *Accounts Payable Procedures* screen, click on the *Payment Preview* link. This will take you to the following screen.

HAP Accounting Manager: Payment Preview

Program: Housing Choice Voucher

☑ Show Checks
☑ Show Direct Deposits
☑ Show Zero Check Adjustments

[Preview]

[Exit]

As you can see from the example above, the program is already chosen, and the boxes in front of your three choices are checked by default. You can choose to leave all boxes checked or pick only the choices that you want. Once you click on *Preview* you will see a screen similar to the example below.

HAP Accounting Manager: Payment Preview

Program: Housing Choice Voucher

☑ Show Checks
☑ Show Direct Deposits
☑ Show Zero Check Adjustments

[Preview]

Type ▼	Name	Payment Type	Selected	
Landlord	John Anderson	Check	$237.00	View
Landlord	Fifth Avenue Investments	Check	$500.00	View
Landlord	Six Fifth Avenue Corporation	Direct Deposit	$890.00	View

Cash Basis Summary

Payment Summary by Payment Type

Type	Count	Amount
Checks	2	$737.00
Direct Deposits	1	$890.00
Total Payments	3	$1,627.00

Payment Summary by Transaction

Type	Count	Amount
HAP	3	$1,627.00
Adjustment to HAP	0	
Utility Reimbursement	0	
Adjustment to Utility Reimbursement	0	
FSS Escrow	0	
Adjustment to FSS Escrow	0	
Adjustment to Miscellaneous	0	
Total	3	$1,627.00

[Exit]

The list of payments that you have chosen will be displayed. The list will show you the payee *Name*, the *Payment Type*, and the *Selected* payment amount. If you click *View* next to any of the payments you will see the invoice details. Below the payee table are two summary tables, the *Payment Summary by Payment Type* table and the *Payment Summary by Transaction* table. The first table shows you the total amount you will be paying separated by checks and direct deposits. The second table breaks down the total by the transaction type. In this example, all of the payments are for HAP transactions. Once you have verified your payment amounts, click *Exit*. You are now ready to process payments.

Process Payments, Reports & Files

Starting at the *Accounts Payable Procedures* screen, click on the *Process Payments Reports & Files* link. Now you will start filling out information about payment processing.

HAP Accounting Manager: Process Payments	
Program:	Housing Choice Voucher
Financial Period:	March 2010
Beginning Check Number:	101
Check Payment Date:	03/01/2010
Beginning Direct Deposit Number:	107
Direct Deposit Payment Date:	03/01/2010
Bank Name:	Sovereign Bank
Bank Account:	
Bank Cash Account:	1111.1
Check Signature:	-- Signatures Not Avai
	☐ Produce Direct Deposits as Checks ⓘ

Process Payments

Payment Advices

Please select a Program and hit "Process Payments" to perform the below actions.

Actions ⓘ
- Download Direct Deposit File
- Create Direct Deposit Test File
- Email Payment Confirmations
- Print Checks
- Download Positive Pay File

Reports ⓘ
- ☐ Payment Confirmation for Voucher Overflow
- ☐ Payment Confirmation
- ☐ Payment Confirmations for Recipients Not Receiving Email Confirmations
- ☐ Payment Confirmation for Direct Deposit
- ☐ Check & Direct Deposit Register

Process Reports

Exit

Start by verifying that the *Financial Period* is correct. It is important that you select the correct period because the payment transactions will show on reports in the financial period you select here!

Next, check to be sure that the *Beginning Check Number* shown on the screen is correct, and if it is not enter the correct number. This should be the same number as the first preprinted check number on the check stock you will be using. If there is any possibility that some of your checks are out of numerical order, now would be a good time to check that out.

*Tip: The Beginning Check Number and Beginning Direct Deposit Number fields are both auto incrementing. For example, if you start with check 1001 and print 50 checks, the next time you print checks the Beginning Check Number will default to 1051. But always be sure to re-check the default value, because a check may have been removed from your check stock since last time you printed out of **PHA-Web**!*

Next, enter the *Check Payment Date*. This is the date that will be printed on checks. This is usually the first day of the month, unless you create mid-month checks. After that, fill out the *Beginning Direct Deposit Payment Number*. This number is only for reference and will show up on various financial reports that show payments. If you've never done direct deposit reports, you can start with a number like 1. Next fill out the *Direct Deposit Payment Date* which is the date on which the bank will process the direct deposit payments.

The next option, *Check Signature*, allows you to choose which signature, if any, to print on the checks. Finally, double check that the bank information is correct. If you need to change any of that information, please refer to the General Ledger Manager under *Setup*.

The last option, *Produce Direct Deposits as Checks*, is only used in special cases. What is does is ignore the direct deposit setup for any payees that have it and produces checks for those payees instead. You may want to use this if you are in the process of setting up your payees for direct deposit, but have not finished yet.

When you are all complete and you have doubled checked your entries, press the *Process Payments* button.

You will notice that the bottom section of this screen is grayed out and cannot be used at this point. Once the *Process Payments* button is clicked the bottom section will no longer be grayed out and various links will be available to you.

Depending on the types of payment being made, some options on this screen may be disabled. This section of the screen will look like the following screen.

The *Process Payment* procedure also creates a General Ledger transaction for each payment that credits cash and debits accounts payable accounts that were setup in the General Ledger under *Setup Transaction Parts*.

Download Direct Deposit File

The second option from the top, if this payment run contains any direct deposits, you will have the option to *Download Direct Deposit File*. When you click on that your browser will ask you where you want to save the file. Save it to your desktop or some other place where you'll be able to find it easily. Later you'll need to log into your bank's website to upload it and complete the process. If you need help with that step you will need to contact your bank.

Create Direct Deposit Test File

The next option is *Create Direct Deposit Test File*. This option behaves the same way as the last option except that it creates all of the transactions with zero amounts. This file can be sent to the bank to test the file format before sending the actual live file with transaction amounts.

Email Payment Confirmation

The next option is *Email Payment Confirmations*. When you click on that it will show you a list of every payee who is getting a payment in this payment run who also has the *Email Payment Confirmation* checked on their payee record. Starting at the top of the screen, enter the *Senders Email Address*. Anybody who replies to their email payment confirmation will be replying to this address. Then check the *Send a Sent Email Confirmation to Sender* checkbox if you choose to have emails sent back to the sender with a list of email recipients. Uncheck the checkbox next to any recipients that you have decided not to send emails to. And finally, double check the email address of all the payees and click on the *Send Emails* button.

When the emails have been sent, you will see a screen like this.

Click the *Finish* button. That will take you back to the original email screen. Click the *Exit* button there and you will be back on the process payments screen. Check your email now and you should have received the confirmation email.

Print Checks

Back on the payment processing screen now, press *Print Checks*. Open the report and you will see something that looks like this. The following example shows the check portion as well as one of the two portions of the voucher area.

You will print this on your blank check stock. However, if this is the first time you processed checks using *HAP Accounting*, print one check on blank paper. Then hold the printout together with a piece of check stock against a light to confirm that all the fields are in the right place. If something isn't lined up, go back to the check setup in *General Ledger* and reposition the bad fields. Also check the beginning check number on the report with the beginning check number in your check stock to make sure those are lined up. Now load your check stock and print. When you are finished, close the report.

Tip: The check format is printed so that the recipient address fits in the window of a standard #10 window envelope so you don't have to separately address envelopes when mailing checks.

Payment Confirmations and Registers

The bottom five options on the payment processing screen are all reports. You can print several of them together. Just check the checkboxes next to the reports you want to print and click the *Process Reports* button. A single report will pop up that contains all of the reports you selected.

The first four reports are all different variations of the payment confirmation report. The basic report is shown below.

The four options for running this report are just different variations on which confirmations get printed. The first option, *View/Print Payment Confirmation for Voucher Overflow*, is to print out confirmations for any payees where there were more than twenty five detail lines. If you print checks and one of them has more than twenty five lines of detail there will not be enough space on the voucher to print the detail so you will have to print this report and attach it to the check.

The second option, *View/Print Payment Confirmation*, prints confirmations for every payee receiving a payment. The third option, *View/Print Payment Confirmation for Recipients Not Receiving Email Confirmations*, is self explanatory. The fourth option, *View/Print Payment Confirmation for Direct Deposit*, is to print and mail confirmations to all direct deposit recipients.

The last report option is *View/Print Check & Direct Deposit Register*. This simply prints out a list of the payments that were just processed.

HAP Accounting Check Register
For Checks Dated: 3/1/2010

Program: Housing Choice Voucher

Bank Name: Sovereign Bank

Bank Account: Bank Cash Account: 1111.1

Payment Num.	Payment Recipient	Document Description	Void Date	Void Amount	Amount
101	Fifth Avenue Investments	HAP Payment Mar 10			$500.00
102	John Anderson	HAP Payment Mar 10			$237.00
Total Checks: 2					$737.00

Checks By Type	Number of Checks	Amount
Landlord	2	$737.00
Totals	2	$737.00

Tip: If a payment is voided and you reprint after the void, the void date and amount will show on this report.

Processing payments is complete! Click the *Exit* button to return to the *Accounts Payable Procedures* screen. If you need to reprint any of the reports or checks on the payment processing screen, you can do that on the next procedure, *Print Payment Advices*.

Reprint Payments, Reports & Files

Reprint Payments, Reports & Files is where you go to reprint checks or other payment processing reports. Starting at the *Accounts Payable Procedures* screen, click on the *Print Payment Advices* link. Now you see a search screen. This search allows you to search for previously processed payments. For example, if you needed to search for the payment control group from the last example, which had a payment date of 3/1/2010, you could enter that date in the *Payment Date* from and through fields.

In this case, shown in the previous screenshot, there was one payment run on 03/01/2010. Click the *Select* link to the right of the control group. After selecting that link you are now on the *Print Payment Advices* screen.

You'll notice that this screen look almost the same as the bottom half of the *Process Payments* screen. There are only three differences.

At the top you'll see a *Print Checks / Confirmations from _____ through _____* option. If you enter numbers here, it will affect what is printed out by the *Print Checks* and *View/Print Payment Confirmation* options. For example, if you had a check run with checks 1001 through 1050, and if the printer jammed and did not print checks 1041 through 1050 properly, you would only want to reprint those checks. So you could enter 1041 and 1050 into the textboxes at the top. Then when you run *Print Checks*, it will only give you those checks.

The next option is the *Change Check Numbers* option. You would use this option if something happened during your check printing to cause the check numbers in **PHA-Web** to be different than the numbers on the actual checks. For example, if you were printing checks 101 through 200, and your printer jammed on check 151, destroying that check, you would want to renumber checks 151-200 to 152-201. Click on the *Change Check Numbers* option and you will see the following screen.

In this example there are two checks. To renumber one or both of them, check the checkbox next to it. The existing check numbers for those checks are 101 and 102. Below that is the *New Beginning Check Number*, which automatically defaults to the next available check number. This may not be the check number you want, so double check it.

If you have a larger check run with many checks, there is an option at the top to make it easier to select several checks. Referring to the earlier example, if you wanted to renumber checks 151-200, you could enter those numbers in the *Select Check Numbers From _____ Through _____* fields and click the *Go* button. That would automatically check the checkbox next to all of those checks.

When you have selected the checks that you want to renumber and have entered the new beginning check number, click the *Continue* button. Next you will see a confirmation screen that shows you the old and new check numbers for all the checks you are renumbering. Verify the results, and then click *Continue*. If the results weren't what you expected, click *Back* and make changes. When done, click *Finish*.

You will see one more confirmation screen that just tells you that the process is complete. Click the *Ok* button. Then you will be back on the *Print Payment Advices* screen.

*Tip: When you renumber checks you will still have a history in **PHA-Web** of the original check. If you print the check and direct deposit register you will see both the original check, marked as voided, and the new check.*

The remaining options on the *Print Payment Advices* screen are the same as on the *Process Payments* screen. When you are finished, click the *Exit* button. This will bring you back to the *Print Payment Advices Search* screen. Click *Exit* again and you will be back at the *Accounts Payable Procedures* screen.

Void Payments

Overview

The **PHA-Web** *Void Payments procedure* allows you to void any payments made out of HAP Accounting. It voids both checks and direct deposits, so the name is somewhat misleading. The procedure is very simple. You simply have to search for and find the payment you want to void, verify it, and void it.

When you use the *Void Checks* procedure, only the payment side of the accrued transaction is voided in the General Ledger. This is very important to understand. For example, let's say that you created a $500 charge for a landlord with no other unpaid charges. Now the landlord's balance would be $500. Then you wrote that landlord a $500 check so that the landlord's balance is back to $0. Now, if you void that last payment, the original $500 charge will become outstanding again, so the landlord's balance is $500 again. To reiterate, voiding a payment does not void the original charge. The original charge just becomes payable again.

Voiding a Check/Direct Deposit

Start by clicking on the *Void Payments* link on the HAP Accounting tab strip. Now you can search for a payment by the *Document Number*, which would be either the check number or direct deposit number, by the *Document Date*, or by the *Type of Payment*. If you're voiding a check then you ought to have the check number handy, in which case you should search by that. If you're voiding a direct deposit payment then you may not know the number, so searching by the document date may be easier.

Whether you choose to search for the payment by number, or payment date you must also choose who the payment was created for whether it was for *Landlord, Family, Bank, or Vendor*. Once you click on the Search button and the transaction is found, you will now need to click on the *Select* button to the right of the transaction. The following screen shows an example of what this screen looks like after clicking on the *Select* button.

You should verify that the search brought up the transaction that you were looking for. If everything is correct, enter a *Reason for Void*. For example, "HQS Inspection Failed.". Before clicking on the Void Check button you must decide what you want to do with this transaction afterwards.

If you decide that you will not pay the original transaction, there are two methods that you can use to offset it. The first method has to do with a field that is located just above the buttons on the bottom of the *Void Checks/Direct Deposit* screen called *Only Void Payment*. If you want to reissue the check you will need to leave that box checked. If you do not want to reissue the check, then uncheck that box. When you uncheck the box, what happens is a negative adjustment for that check is created and appears in *Select Transactions for Payment* in *Accounts Payable*.

If you decide later that you do not want to reissue the check and you have already left the *Void Checks/Direct Deposit* screen you can use method two to offset the original transaction. In this second method you will need to create a negative manual adjustment in *Accounts Payable.* Whether you use method one or two, the original transaction will show up in *Select Transactions for Payment.* The newly created transaction will show up in either *Select Transactions for Payment* or in *View/Edit Selected Transactions for Payment* depending upon whether or not you had posted this new transaction. Whichever of the two methods that you have chosen, you must select both the negative and positive transactions to void the original charge.

Finally, click the *Void Check* button. If it was successful, a *Void Successful* message will be displayed. Now you should click the *Print Audit List* button and print the report for your records.

An example of the Voided Check Audit Report is shown following this.

HAP Accounting - Voided Check Audit Report

Original Document Details

Number:	105	Description:	HAP Payment Mar 10
Date:	3/1/2010	Payee:	Anderson, John
Amount:	$237.00	Program:	Housing Choice Voucher
		Financial Period:	March 2010
Date voided:	6/9/2010	Reason for void:	Landlord Never Received Check

Voided Payments

Financial Period	Head Of Household	Description	Original Amount	Amount Applied
March 2010	Gerry Carter	HAP Recurring Mar 10	$237.00	$237.00
Total Voided Payments: 1				$237.00

This report shows the original payment information and the voided transaction detail. General Ledger transactions are generated in this void procedure to reverse the General Ledger cash and accounts payable entries. The original charge transactions are not reversed but rather become payable again if you had left the *Only Void Payment* box checked. If you are not going to pay the original transaction, you will either need to check the *Only Void Payment* box before voiding the transaction or enter a manual adjustment to offset it by creating a manual adjustment. These two methods of handling the voided transaction were discussed in more detail in the previous paragraphs.

Finally, click the *Exit* button to return to the search screen, and click it again to return to the HAP Accounting main menu.

Write Letters

Overview

The HAP Accounting Write Letters option allows you to write form letters to your landlords.

Setup

Before you use the *Writer Letters* option in HAP Accounting, you will need to setup your letter templates. For information on how to do this, please refer to the Letter Manager.

Write Letters

Start by clicking on the *Write Letters* link on the HAP Accounting tab strip. You will see the following screen.

Start by finding the landlord that you want to send form letter to. Do this by entering search criteria in the *Search* fields and click the *Next* button.

Your search results will be displayed similar to the following screen.

Now click on the *Next* button. This screen should show a listing of the available letters that you can choose. The screen will look similar to the screen following.

Choose the letter that you want to send and then click on the *Next* button. You should now have two options on the screen. You will need to choose one of them depending upon whether or not you want **PHA-Web** to produce envelopes. Now click on the *Create* button. If the process went well you will now see a screen that says that the letter was successfully created. Now click on the *Finish* button. The screen should now say that it is *Done Creating Letters*. Click on the Open/Print Letters link to see what the letter will look like. If everything looks fine, you can print the letter by clicking on the Printer option which is found on the upper left section of the screen.

Since the *Write Letters* option in HAP Accounting is limited to writing letters to landlords. If you need to write letters to landlords and their families you may want to use the *Write Letters* option provided in the certification applications. For example, the *Write Letters* option in the 50058 Certification Manager gives you many more search criteria and allows you to send letters to all landlords for a given case worker.

Reports

Overview

In addition to the many reports that are produced in each of the individual tasks or procedures there are a variety of other reports that have been grouped under the *Reports* link.

Sample Reports

To get to these reports click on the *Reports* link. From there you will get a listing of the available reports and a brief description of the report.

VMS Tenants	This report provides supporting detail for the VMS Summary report. Families without a VMS category will be listed at the top of the report. NOTE: Port in families do not require a VMS category.
Check Name/Address Overridden	This report lists families and landlords that have their check name or check address overridden from the default value.

Landlord Reports

All Landlords	This report lists all landlords in the HAP Accounting Manager.
Payment History	This report lists payments made to landlords for a specified range of dates. The Payment History report can also be used as supporting detail for the 1099 Summary.
Direct Deposit	This report lists all landlords that are set to receive direct deposit payments.
Mailing Labels	This report produces landlord mailing labels in Avery 5160 or Avery 5162 formats. The report can also produce mail merge data files that, when used in conjunction with Microsoft Word mail merge, can produce mailing labels for other mailing label formats.
Check Address	This report lists the check name and check address of all landlords associated with a designated program.

Exit

Reports

Cash Payment / Receipt Register: This shows all of the transactions to your cash account. For example, it would show you all checks that were written, all direct deposits that were created, and any voids. It also summarizes the amounts by project. This report is useful for viewing your entire HAP accounting cash activity for a period.

HAP Accounting Cash Payment/Receipt Register
Program: Housing Choice Voucher   Period: June 2010
Cleared Date From: 1/1/1900   Cleared Date Thru: 12/31/9999
Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

Bank: Sovereign Bank Bank Account: GL Account: 1111.1
Posted
Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
103	06/01/2010	No	DD	Six Fifth Avenue Corporation	HAP Payment Jun 10	No	$890.00
105	06/01/2010	No	DD	Six Fifth Avenue Corporation	HAP Payment Jun 10	No	$510.00
106	06/01/2010	No	DD	Six Fifth Avenue Corporation	HAP Payment Jun 10	No	$1,480.00
					Cleared: 0		$0.00
					Uncleared: 3		$2,880.00
					Total Payments: 3		$2,880.00

Project Summary
Bank: Sovereign Bank Bank Account: 123456700 GL Account: 1111.1

Program - Project	Payments	Deposits
Housing Choice Voucher - C27 - Mainstream Choice Voucher	$2,880.00	$0.00
Total:	$2,880.00	$0.00

On Hold Transaction Report: This report shows every transaction that is currently on hold. For each transaction it also shows the *Hold Reason* and *Hold Dates* for the family. It is a good idea to regularly review this report to ensure that you pay payees whose holds have been released.

HAP Accounting - On Hold Transaction Detail

		Document		Hold Dates		
Document Reference	Transaction Reference	Date	Hold Reason	From	Through	Amount
Landlord (HAP)						
Anderson, John	Carter, Gerry	3/1/2010	Overpaid Landlord	3/1/2010	12/31/9999	($50.00)
Total Landlord (HAP) Transactions: 1						($50.00)
Grand Total Transactions: 1						($50.00)

Account Ledger: The account ledger shows you the details of the transactions made in all of your accounts. You can group this so that it shows all of the accounts per project, or all of the projects per account, with totals. This is the most useful report used for reconciling account balances, since you it shows you exactly what transactions make up that balance.

Housing Choice Voucher
HAP Accounting Account Ledger
Financial Periods: March 2010 Through March 2010
Grouping: Account then Project

Cash - 1111.1

Cash (1111.1) - C27 - Mainstream Choice Voucher

Doc Date	Period	Component	Doc Num	Doc Reference	Tran Reference	Tran Description	
03/01/10	03/10					Beginning Balance	0.00
03/01/10	03/10	HAP	107	(L)Six Fifth Avenue Corporation		Hap_Payment	(1,480.00)
03/01/10	03/10	HAP	104	(L)Fifth Avenue Investments		Hap_Payment	(500.00)
03/01/10	03/10	HAP	105	(L)Anderson, John		Hap_Payment	(237.00)
06/09/10	03/10	HAP	104	(L)Fifth Avenue Investments		Landlord Never Received Check	500.00
06/09/10	03/10	HAP	105	(L)Anderson, John		Landlord Never Received Check	237.00
03/31/10	03/10					Ending Balance	(1,480.00)

Cash (1111.1) - C27 - Mainstream Choice Voucher

Cash (1111.1) Ending Balance							(1,480.00)

Accounts Payable - 2110.001

Accounts Payable (2110.001) - C27 - Mainstream Choice Voucher

Doc Date	Period	Component	Doc Num	Doc Reference	Tran Reference	Tran Description	
03/01/10	03/10					Beginning Balance	0.00
03/01/10	03/10	HAP	March 201	(L)Anderson, John	Carter, Gerry	(Unpaid)Hap Acc HAP	(237.00)
03/01/10	03/10	HAP	March 201	(L)Fifth Avenue Investments	Carver, Elsie	(Unpaid)Hap Acc HAP	(500.00)
03/01/10	03/10	HAP	March 201	(L)Six Fifth Avenue Corporation	Adams, John	Hap Acc HAP	(890.00)
03/01/10	03/10	HAP	March 201	(L)Six Fifth Avenue Corporation	Grant, George	Hap Acc HAP	(590.00)

Transaction Audit: The Transaction audit report shows you all of the control groups entered in HAP Accounting. It also shows you the username of the person who entered it and the time it was entered. This is useful for showing a complete history of what happened in HAP Accounting throughout the month.

HAP Accounting Transaction Audit Report

Program: Housing Choice Voucher   Project: All Projects   Period: March 2010

Procedure: All   Show Details: Yes   Port In Only: No

Control Group Process		Date Time Created	User Name	Description		
Monthly Recurring		6/8/2010 3:32:01 PM	Administrator	HAP Recurring Mar 10		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
03/01/2010	March 2010	HAP Recurring Mar 10	Anderson, John	Carter, Gerry	$237.00	$237.00
03/01/2010	March 2010	HAP Recurring Mar 10	Fifth Avenue Investments	Carver, Elsie	$500.00	$500.00
03/01/2010	March 2010	HAP Recurring Mar 10	Six Fifth Avenue	Adams, John	$890.00	
				Grant, George	$590.00	$1,480.00
Control Group Total:						$2,217.00
Manual Adjustments		6/8/2010 3:31:05 PM	Administrator	HAP Manual Adjustment Mar 10		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
03/01/2010	1	HAP Adjustment	Six Fifth Avenue	Adams, John	$25.00	$25.00
Control Group Total:						$25.00
Manual Adjustments		6/8/2010 3:30:09 PM	Administrator	HAP Manual Adjustment Mar 10		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
03/01/2010		Reverse Extra HAP Amount	Six Fifth Avenue	Adams, John	($25.00)	($25.00)
Control Group Total:						($25.00)

On Hold Tenants: This report shows all tenants who have holds placed on them. Note that this does not show transactions that are on hold, it only shows tenants who have holds. That means that any transactions created for these tenants during the hold period will be automatically placed on hold, but those same transactions could be taken off hold, so this report does not necessarily reflect transactions that are on hold. To see those, refer to the On Hold Transaction Report.

On Hold Tenants

Program: Housing Choice Voucher   Project: All Projects   Period: 3/1/2010   Tenant Status: All

Tenant Name	Start Date	End Date	Months On Hold	Landlord Name	Hold Reason	HAP	Utility	FSS
Gerry Carter	03/01/10	12/31/99	1	John Anderson	Overpaid Landlord	$237.00	$0.00	$0.00
					Total:	$237.00	$0.00	$0.00

Total On Hold: 1

Accrued Payments: This report shows every unpaid charge or manual adjustment. This is useful for knowing exactly how much money is owed to payees and for analyzing outstanding charges to help decide which ones to pay. This is the same report that is printed in the *Select Transactions for Payment* procedures.

Program: Housing Choice Voucher
HAP Accounting Accrued Transactions as of 6/9/2010 1:08:47 PM

Transactions for March 2010

Payee	Date	Family	Transaction	Amount	On Hold	Not Selected	Selected	Payment
Carver, Elsie	03/01/10	Carver, Elsie	Utility Adjustment for M	$75.00			$75.00	
	03/01/10	Carver, Elsie	Overpayment of Utility	($85.00)			($85.00)	
Fifth Avenue Investments	03/01/10	Carver, Elsie	Hap Acc HAP	$500.00		$500.00		
John Anderson	03/01/10	Carter, Gerry	Hap Acc HAP	$237.00		$237.00		
	03/01/10	Carter, Gerry	Temporary Loss of Emp	($50.00)	($50.00)			
Summary for March 2010		Total Amount		$677.00				
		Total On Hold			($50.00)			
		Total Not Selected				$737.00		
		Total Selected					($10.00)	
Summary for All Periods		Total Amount		$677.00				
		Total On Hold			($50.00)			
		Total Not Selected				$737.00		
		Total Selected					($10.00)	
		Total Payment						$0.00

Summary by Transaction Type

Transaction Type	On Hold	Not Selected	Selected	Total Count	Amount
HAP Accounting - HAP	0	2	0	2	$737.00
HAP Accounting - Adj to HAP	1	0	0	1	($50.00)
HAP Accounting - Adj to Utility	0	0	2	2	($10.00)
Total Amount	1	2	2	5	$677.00

FSS Family Balance: This report shows the total of all FSS Escrow payments made for each tenant. It also shows the beginning balance entered into *PHA-Web* and any accrued interest or amount disbursed. Since adjustments and disbursements have to be manually entered into *PHA-Web*, this report should be used as an estimate of the family's' FSS balances and not as actual balances.

FSS Family Balance Report

Program: Housing Choice Vouchers

Family	Beginning Balance	Accrued Interest	Amount Disbursed	Project	Escrow Payments	Total
Acres, Kim	$0.00	$0.00	$0.00	Voucher ACC #044 (old num	$3,394.00	
				Voucher ACC #119	$2,800.00	$6,194.00
Acres, Michelle L	$0.00	$0.00	$0.00	Voucher ACC #044 (old num	$498.00	$498.00
Allen, Jasmine D	$0.00	$0.00	$0.00	Voucher ACC #119	$386.00	$386.00
Anderson, Meshell L	$0.00	$0.00	$0.00	Voucher ACC #044 (old num	$55.00	$55.00
Austin, Misty	$0.00	$0.00	$0.00	Voucher ACC #119	$215.00	$215.00
Ayers, Phyllis D	$0.00	$0.00	$0.00	Voucher ACC #119	$1,460.00	$1,460.00
Banks, Terrylynn	$0.00	$0.00	$0.00	Voucher ACC #119	$2,121.00	

Zero HAP: This report shows every family who is currently not receiving any HAP payments. This may be useful to see which families should be removed from the HAP program.

Zero HAP Report

Program: Main Stream Project: ACC #003 As Of Date: 06/09/2010

Tenant Name	Effective Date	Months With Zero HAP
Day, Marketoe	01/01/2010	5
Harmon, Barbara	08/01/2009	10

Cash Basis Register: This report shows any manual adjustments that were made on a cash basis. This report is useful when auditing to determine which payments were made on a cash basis.

HAP Accounting Cash Basis Register
Program: Housing Choice Voucher   Period: October 2007

Bank: First Merit Bank Account: GL Account: 1111.1

Posted

Document Number	Payment Date	Transaction Type	Document Recipient	Transaction Description	Amount
25432432	10/31/2007	Adj to HAP	Elm Street Partners	HAP Adjustment	$58.00
					$58.00

Adjustments: This report shows all adjustments that were made during the chosen financial period. This report not only shows the landlord and tenant name, but also what type of adjustment it was, the date created, and the amount of the adjustment.

HAP Adjustment Report

Program: Housing Choice Voucher
Project: C27 - Mainstream Choice Voucher
Period: 3/1/2010

Sort By: Document Reference Check Name
Adjustment Types: FSS, HAP, HAP Misc Charge, Utility
Start Date: N/A

End Date: N/A

C27 - Mainstream Choice Voucher

Adj to HAP						
Landlord Name	Tenant Name	Date	Number	Description	Cash Basis	Amount
John Anderson	Carter, Gerry	03/01/10		Temporary Loss of Emp		($50.00)
Six Fifth Avenue Corporation	Adams, John	03/01/10	1	test		$25.00
Six Fifth Avenue Corporation	Adams, John	03/01/10		Reverse Extra HAP Am		($25.00)
Total Adj to HAP Adjustments: 3						($50.00)

Adj to Utility						
Tenant Name	Tenant Name	Date	Number	Description	Cash Basis	Amount
Carver, Elsie	Carver, Elsie	03/01/10		Utility Adjustment for M		$75.00
Carver, Elsie	Carver, Elsie	03/01/10		Overpayment of Utility		($85.00)
Total Adj to Utility Adjustments: 2						($10.00)
Total for C27 - Mainstream Choice Voucher: 5						($60.00)
Grand Total: 5						($60.00)

VMS Summary: This report shows a list of all of the VMS types as well as the number of vouchers in each and the HAP expenses accrued for those vouchers. The results can be separated by financial period.

VMS Summary for Housing Choice Voucher
March 2010

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Mainstream Vouchers	4	0	$2,157.00
Totals	4	0	$2,157.00

HAP Expenses After the First of Month: $0.00

FSS Escrow Expense:

Number of Voucher Units - End Month: 4

Number of Portable Out Vouchers: 0
Amount of Portable Out Vouchers: $0.00
Number of Portable In Vouchers: 0
Amount of Portable In Vouchers:
Portable In Voucher Amounts Unpaid - 90 Days or Older: $0.00

Number of Hard to House Families Leased: 0

VMS Tenants: This report shows a listing of all of tenants, VMS Description, and the HAP expenses accrued.

VMS Tenants for Housing Choice Voucher
March 2010

Head of Household	VMS Type Description	Amount
Adams, John	Mainstream Vouchers	$890.00
Carter, Gerry	Mainstream Vouchers	$187.00
Carver, Elsie	Mainstream Vouchers	$490.00
Grant, George	Mainstream Vouchers	$590.00
Number of In Occupancy Families: 4	Number of Not In Occupancy Families: 0	$2,157.00
Total Number of In Occupancy Families: 4	Total Number of Not In Occupancy Families: 0	$2,157.00

Check Name/Address Overridden: This report shows a list of landlord and family check names, mailing addresses, and check addresses that have differences between them. The report also shows if the check name or check address is overridden. If a landlord or tenant's name is listed on the report there is a difference between the mailing address and the check name and/or address. If a landlord or tenant's name is not listed on the report it means that the name and mailing address is the same as the check name and address.

Check Name/Address Overridden

Includes: Landlords, Families

Families

Housing Choice Voucher

Name	Check Name	Overridden	Mailing Address	Check Address	Overridden
Adams, John	Adams, John		225 Maple Street Genoa, WI 54632	222 Maple Street Genoa, WI 54632	Yes
Carter, Gerry	Carter, Jerry	Yes	323 Jordan Avenue Cornwall, CT 06753	323 Jordan Avenue Cornwall, CT 06753	

All Landlords: This report lists all of your landlords. By default, it only shows active landlords. It includes landlord contact information so it may be useful to print out a copy of this report to have for reference in case you need to contact them.

Landlord Manager All Landlords Report

Order by: Landlord Name

Business Name/ Landlord Name	Social Security Or Tax ID	Address	Telephone	Email	Gender	Race	Direct Deposit
123 Litchfield Llc		C/O Bradley W. Dutcher New Milford, CT 06776	(860) 354-8200			0	Yes
14 Bank Street, Llc		19 Glen Road Danbury, CT 06811				0	Yes
14A Scuppo Road Llc		C/O Bedford Motors Bedford Hills, NY 10507	(914) 666-2552 Fax: (914) 666-6346			0	No
16 1/2 Main Street Llc		Dba G&J Lombardo Brookfield, CT 06804	(203) 740-8777			0	Yes

Payment History: This report displays all of the payments made to your payees for a time period. It is useful for analyzing payments and for audits.

Landlord Payment History Report
Payment History From: 1/1/2010 Thru: 12/31/2010   Program: Housing Choice Voucher

Check Name		SSN / TIN	Check Address			Print 1099		
Fifth Avenue Investments			245 Fifth Avenue North Stratford, VA 22558			Yes		
Pay Date	*Pay Num*	*Pay Type*	*Tenant Name*	*Description*		*Amount*	*Void*	*Doc Total*
03/01/2010	104	CHK	Carver, Elsie	(Voided) Hap Acc HAP for 0		$500.00	($500.00)	$0.00
Totals For Landlord: Fifth Avenue Investments								$0.00
John Anderson			1542 Oak Street Cornwall, CT 06753			Yes		
Pay Date	*Pay Num*	*Pay Type*	*Tenant Name*	*Description*		*Amount*	*Void*	*Doc Total*
03/01/2010	105	CHK	Carter, Gerry	(Voided) Hap Acc HAP for 0		$237.00	($237.00)	$0.00
Totals For Landlord: John Anderson								$0.00

Direct Deposit: This report shows every landlord who is marked to receive payments by direct deposit. This report may be useful if you want to contact every landlord who is supposed to receive a direct deposit payment to verify that the payment was correctly received.

Landlord Manager Direct Deposit Report

Order by: Landlord Name

Landlord Check Name	Social Security Or Tax ID	Bank Name	Routing Number	Account Number	Account Type	Email
123 Litchfield Llc					Checking	
14 Bank Street, Llc					Checking	
16 1/2 Main Street Llc					Checking	
3 Associates Llc					Checking	
3M Associates					Checking	
48 Newtown Road Corporation					Checking	
5 Beaver Street, Llc					Checking	
67 Lake Avenue Properties Inc.					Checking	
67-69 West Wooster Street Llc					Checking	

Mailing Labels: This report prints Avery standard 5160 or 5162 labels for all of your landlords. This could be handy if you were mailing a general information letter to all of your landlords and were not using window envelopes.

123 LITCHFIELD LLC C/O BRADLEY W. DUTCHER 123 LITCHFIELD ROAD NEW MILFORD CT 06776	51 WILDWOOD AVENUE LLL C/O RICHARD RHATIGAN 117 WHITE STREET STRATFORD CT 06615	ABRAHAM MATHEW 17 WESTMINSTER AVE. DANBURY CT 06811
14 BANK STREET, LLC 19 GLEN ROAD DANBURY CT 06811	67 LAKE AVENUE PROPERTIES INC. 5 ALYSSA COURT VALLEY COTTAGE NY 10989	ABSOLUTE DEVELOPMENT CO. LLC P.O. BOX 8145 NEW FAIRFIELD CT 06812
14A SCUPPO ROAD LLC C/O BEDFORD MOTORS 132 GREEN LANE BEDFORD HILLS NY 10507	67-69 WEST WOOSTER STREET LLC 36 TAMARACK AVENUE BOX 259 DANBURY CT 06811	ABU SAYED 40 JUDITH DRIVE DANBURY CT 06811

Check Address: This report prints the Check Address of every active landlord in your system. This may be useful to verify the check address before mailing checks each month.

Check Address of Landlords

Check Name	Address Line One	Address Line Two	Unit	City	State	Zipcode	Zipcode Ext.
Fifth Avenue Investments	245 Fifth Avenue North			Stratford	VA	22558	
John Anderson	1542 Oak Street			Cornwall	CT	06753	
Six Fifth Avenue Corporation	7 National Place			Danbury	CT	06810	
Total Landlords: 3							