



# WHEDA

**Wisconsin Housing and Economic Development Authority**

## **Rental Compliance Reporting System (RCRS)**



## **User's Guide**

**June 21, 2013**

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## 1.0 Overview and System Features

The Rental Compliance Reporting System (RCRS) is the online system for submitting Unit Status Reports (AHTC Form 200) for tax credit compliance. RCRS allows for manual entry of unit events or upload via XML file. It allows Users to see events that have been reported to WHEDA as well as project data including property, buildings, and units. Users may also use the Reports feature to generate a Unit Events history.

### User Administration

eWHEDA Services allows each management company to have one user with administrative privileges. The Delegated Administrator (DA) is able to set up other people with User accounts for the RCRS system. When accounts are no longer required (e.g., if John Smith leaves your company) the Delegated Administrator should disable the account so that it is no longer active.

### Compliance Reporting

The system allows Users and DAs to access a list of the management company's projects for compliance reporting. Events can be entered manually or uploaded via XML file. All information you provide via RCRS is secured.

### Reports

RCRS includes a Unit Event Report that can be used to create a history of reported events. The report can be run for a specific time period or for all events and has options to print or export as a file.

## 2.0 System Users and Their Privileges

eWHEDA Services are designed for WHEDA business partners.

To use these services, you will need to assign a Delegated Administrator in your organization who will be responsible for setting up and maintaining all the persons (Users) who will have access to eWHEDA Services.

To become a Delegated Administrator, have an authorized person in your organization complete and fax the appropriate [Delegated Administrator Agreement](#) (DAA) to WHEDA. The form can be located on our website.

A confirmation email will be sent when WHEDA sets up the Delegated Administrator account. The email will be from "signup". If you already have an eWHEDA account, RCRS will be added to your applications. However, a Delegated Administration agreement will need to be completed and faxed to WHEDA.

To become a User, contact your Delegated Administrator for access to eWHEDA Services. If you do not know who your organization's Delegated Administrator is, contact WHEDA.

If you are a Delegated Administrator, you have an administrative menu option that allows you to access account management tools.

## 3.0 Delegated Administrator

### 3.1 Manage User Accounts

Delegated Administrator accounts are set up by WHEDA after receipt of the [Delegated Administrator Agreement](#) (DAA). There may be one Delegated Administrator (DA) per organization. The Delegated Administrator has the ability to create and manage User accounts. The DAA form can be found by clicking [[How to Sign Up for Our eWHEDA Services](#)], just above the Username box.

**Don't Share Your Account.** RCRS has account management options that allow each user to have their own account. DA and User accounts should be used by the single individual to whom they are assigned.

### 3.2 Accessing the System

RCRS is accessed via the Internet using your web browser. You need to use Microsoft Internet Explorer Version 6 or higher. Some features within the system may not operate properly if another browser is used.

To access RCRS go through the WHEDA website (<http://www.WHEDA.com>), select [**eWHEDA login**] from the top of the page. Once eWHEDA login has been selected, click on [**eWHEDA**] in the paragraph that reads "If you are one of WHEDA's business partners, including lenders or developers, sign in to our secure eWHEDA log in site as you usually do." You will then see the eWHEDA login page as shown below.

**eWHEDA SERVICES**

To access eWHEDA Services, you need to provide your **username** and **password**.  
If you need assistance, please contact WHEDA Online Support  
at **800.334.6873**

[How to Sign Up for Our eWHEDA Services](#)

**Username:**

**Password:**

[Forgot your password?](#)

**\*\*Note:** This Login is for our Business Partners - If you have a WHEDA home mortgage  
please log in at WHEDA.com from the [Homeowners Page](#).

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As a condition of your use of eWHEDA Services on the wheda.com web site, you warrant to WHEDA that you will not use the wheda.com web site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the wheda.com web site in any manner which could damage, disable, overburden, or impair the wheda.com web site or interfere with any other party's use of the wheda.com web site.

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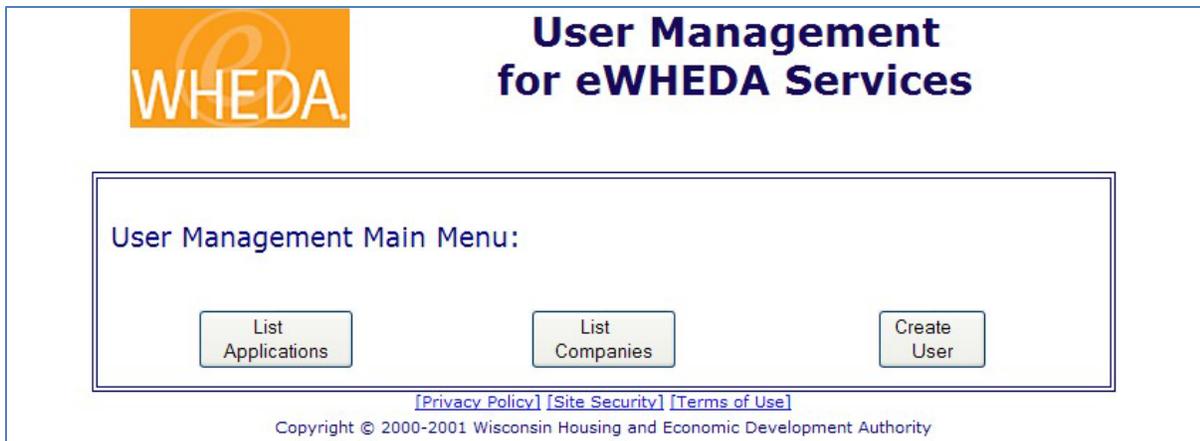
To log in, enter your username and password and click the [**Login**] button. If you forgot your password, select the [**Forgot your password?**] link.

### 3.3 The eWHEDA Main Menu

When you log into eWHEDA, the first screen you will see is the **Available Applications** menu. This screen provides options for your use of the system. If you have Administration privileges, the menu will appear as shown below.



**[Administration Tool]:** this link allows the Delegated Administrator to manage User security.



- **[List Applications]:** Displays the eWHEDA applications to which the user has administrator access. (RCRS, MQOR, Form 500, LOLA)
- **[List Companies]:** Displays management companies for which the user is the delegated administrator.
- **[Create User]:** Displays the registration form to set up users with the appropriate applications.

### 3.4 Add Account

From the **Management Main Menu** screen, click the **[Create User]** button to add a new User. Fill out the user information including First Name, Last Name and Email and check the RCRS box. To submit, click the **[Submit]** button. To clear, click on **[Clear]**. To cancel, click on the **[Cancel]** button.

- The user will receive an email to complete set-up of their account.
- The Delegated Administrator or a User can modify their email address or password later using the Edit Profile feature on the main menu.



## Delegate Administrator User Setup for eWHEDA Services

Please complete and submit the information on this form to start the self registration process for a given user.

\*Indicates Required Fields

**First Name:** \*

**Last Name:** \*

**Email:** \*

**Permissions:**

<i>Company</i>	<i>Application</i>
	<input type="checkbox"/> RCRS

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### 3.5 Edit Account

From the **User Management Main Menu** screen, select the **[List Applications]** button. Select the application from the list that needs to be updated. Delegated Administrator will be able to manage access to specific applications (RCRS, MQOR, etc) per User.

**User Management for eWHEDA Services**

Please select from the following list of applications that you are allowed to manage

[Application List](#)

[RCRS](#)

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**User Management for eWHEDA Services**

Assign Permissions for RCRS

<i>User Name</i>	<i>Company Name</i>	<i>User</i>
Kopp, Korey		<input checked="" type="checkbox"/>
Kopp, testing		<input checked="" type="checkbox"/>
Test, Korey		<input checked="" type="checkbox"/>

**SUBMIT** **CLEAR**

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After accounts have been updated, select the **[Submit]** button to save.

## 4.0 Using RCRS

### 4.1 Accessing the System for Users

RCRS is accessed via the Internet using your web browser. To access RCRS, you need to use Microsoft Internet Explorer Version 6 or higher. Some features within the system may not operate properly if another browser is used.

To access RCRS go to the WHEDA website (<http://www.WHEDA.com>), select "eWHEDA login" from the top of the page. Once eWHEDA login has been selected, select "eWHEDA" from the paragraph that reads "If you are one of WHEDA's business partners, including lenders or developers, sign in to our secure eWHEDA log in site as you usually do."

You will then see the eWHEDA login page as shown below.

**eWHEDA SERVICES**

To access eWHEDA Services, you need to provide your **username** and **password**.  
If you need assistance, please contact WHEDA Online Support  
at **800.334.6873**

[How to Sign Up for Our eWHEDA Services](#)

**Username:**

**Password:**

[Forgot your password?](#)

\*\*Note: This Login is for our Business Partners - If you have a WHEDA home mortgage  
please log in at WHEDA.com from the [Homeowners Page](#).

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As a condition of your use of eWHEDA Services on the wheda.com web site, you warrant to WHEDA that you will not use the wheda.com web site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the wheda.com web site in any manner which could damage, disable, overburden, or impair the wheda.com web site or interfere with any other party's use of the wheda.com web site.

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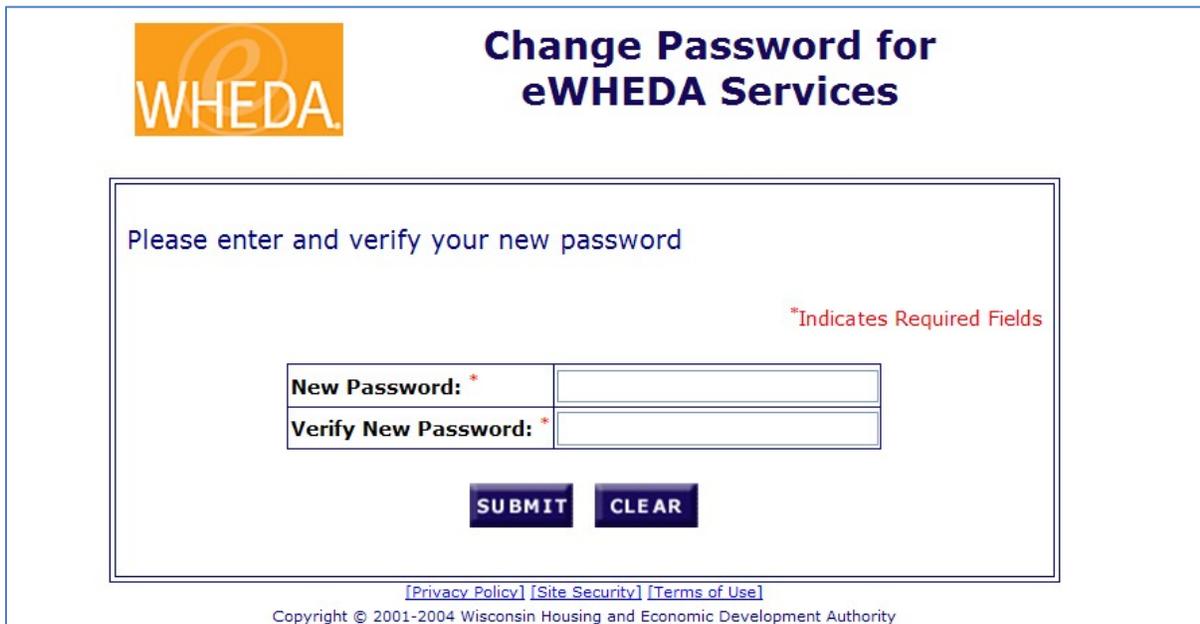
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To log in, enter your username and password then click the **[Login]** button. If you forgot your password, select the **[Forgot your password?]** link.

To change your password, select the **[Change Password]** button from the **Available Applications** screen.



Enter a new password, press tab, and enter the new password again. Select the **[Submit]** button to save.



## 4.2 Available Applications

The **Available Applications** screen displays all applications to which you have access. You may have more or fewer than shown below.

Click on the **[RCRS]** button to enter into the **Main Menu**.

**WHEDA SERVICES**

### Available Applications\*

APPLICATION NAME	DESCRIPTION
▶ <a href="#">MOOR</a>	Multifamily Quarterly Occupancy Report for management agents
▶ <a href="#">FORM500</a>	Multifamily Reserve Disbursement Requests
▶ <a href="#">RCRS</a>	Rental Compliance Reporting System (RCRS)

\*Only those applications for which you are an approved user are shown here. If you are a WHEDA partner and need access to an application not shown, contact your Delegated Administrator or call 1-800-334-6873.

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[\[Home\]](#) [\[Privacy Policy\]](#) [\[Site Security\]](#) [\[Contact Us\]](#) [\[Top\]](#)

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## 4.3 RCRS Main Menu

Once you have selected **[RCRS]** from the **Available Applications** screen, you will enter into the **Main Menu**. This screen provides options for your use of the system.

**Rental Compliance Reporting System (RCRS)**  
Main Menu

Welcome Korey Kopp [Avail Apps](#) [Log Off](#)

- [Project List](#)
- [Submit Unit Status Reports \(USR\)](#)
- [Reports](#)
- [RCRS User's Guide \(PDF\)](#)

The RCRS User's Guide requires a PDF viewer. If you do not have a PDF viewer, please click [here](#).

Adobe Reader

From the **Main Menu** screen, the following options are available.

- ④ The **Project List** option allows you to see the developments that you can view/edit. This is where most of the functions in RCRS are located including all the project, building, unit, and unit event data entry. Use this option to manually enter your unit events.
- ④ The **Submit Unit Status Reports (USR)** option allows you to upload an XML file containing unit event detail.
- ④ The **Reports** option allows you to generate a Unit Events report
- ④ The **RCRS User's Guide** opens a PDF version of the User's Guide.

#### 4.4 Project List

By clicking the **[Project List]** link on the main menu, you can see a list of all the developments that you can view and edit. The figure below shows the **Project List** screen.

Project Number	Project Name	City	County	Date of Last Event	Last Report Period Completed
3000	MAYBERRY HOTEL	SHEBOYGAN	DANE	01/01/2012	

The **Project List** contains a summary of the development including its Project Number, Project Name, City, County, Date of Last Event and the Last Report Period Completed.

- You can sort the list by clicking any of the column headers. Click the column header again to sort in ascending or descending order.
- To open a project for view/edit, click the project number for that development. This will take you to the **Project Data** screen.

#### 4.5 Project Data Screen

The **Project Data** screen displays information on the project, building and units.

The left side of the screen provides project information. This data cannot be edited through RCRS. If you see an error, please notify your Compliance Officer at WHEDA

- ▶ **Submit Entered Data:** Project-level information
  - Click link to submit “notification of report completion”
  - Last Completed Period: Last date range for which “notification of report completion” was submitted
  - Date of Last Event: latest event date that is entered for the Project
- ▶ **Project Information:** Project-level location
- ▶ **Allocated Unit Mix:** Project-level information from the allocation of credit showing the expected number of units at County Median Income (CMI), Manager, and Market Rate.
  - Note: Allocated Unit Mix may not be listed if the allocation was made prior to 2005.
- ▶ **Management Agent Information:** The contact for the management company

- ▶ **Owner Information:** The contact for the ownership entity
- ▶ **WHEDA Links:** Link to forms and compliance manual on wheda.com

The right side of the screen provides the building data.

- ▶ **Buildings:** You can select a building from the buildings drop down list. When you select a building, all the building summary data will be displayed.
- ▶ **Building Unit Summary:** Displays unit types, total number of units, and existing units for a particular building.
  - Note: If “Total Units” has not been entered yet, there will be an edit pencil (✎), as described in [Section 5.1, Assigning Total Units Per Building](#).
- ▶ **Units for Building:** Displays unit numbers and unit status information.
  - Note: If all of the units have not been added for the building, the [Add Unit] button will be available, as described in [Section 5.2 Add Unit Screen](#).

**Rental Compliance Reporting System (RCRS)**  
Project Data

3000, MAYBERRY HOTEL Avail Apps, Proj. List, Main Menu, Log Off

**Submit Entered Data**  
Once all the events have been entered into RCRS, [click here to submit notification](#) to WHEDA that reporting for the period is complete.  
Last Completed Period: 1/1/2011-12/31/2011  
Date of Last Event: 01/01/2012

**Project Information**  
County: DANE  
Address: 100 SMITH ST  
SHEBOYGAN, WI 54301

**Allocated Unit Mix**

30% CMI	0
40% CMI	0
50% CMI	7
60% CMI	12
Manager	1
Market Rate	0

Total: 20

**Management Agent Information**  
MAYBERRY MANAGEMENT  
333 MAIN STREET  
MAYBERRY, WI 53333  
(333) 333-3333  
Agent Contact: BEE TAYLOR  
Email: korey.kopp@wheda.com  
Tax ID:  
Site Manager:

**Owner Information**  
mayberry ltd pship  
po box 1728  
madison, WI 53701-1728  
(808) 267-7265  
Contact: aunt bea  
Email:  
Tax ID: 12-3456789  
Owner Sponsorship Type: For-Profit

**WHEDA Links**  
[WHEDA Tax Credit Forms and Compliance Manual](#)

**Buildings (Select building to view its data)**  
WI95-099-01 101 SMITH ST  
Set Aside

**Building Unit Summary: WI95-099-01**

Type	Total Units	Added
Efficiency	0	0
1 Bedroom	5	5
2 Bedroom	0	0
3 Bedroom	0	0
4 Bedroom	0	0
5 Bedroom	0	0
6 Bedroom	0	0
Total	5	5

Units for Building: WI95-099-01 (Sort units by clicking on column headers) (5 Units) Add Unit  
Click the [Edit Events] link to edit the Unit's events.

Delete	Unit	Events	# of Bedrooms	Tenant	Status	Since	Cert. Date	Type	Reason For Market
01	<a href="#">Edit Events</a>		1	Rodford, Jim	Occupied	09/07/2011	09/07/2011	LI	
02	<a href="#">Edit Events</a>		1	McCoy, Julie	Occupied	01/15/2011	01/15/2011	LI	
03	<a href="#">Edit Events</a>		1	Morgenstern, Rhoda	Occupied	01/01/2012	01/01/2012	MGR	
04	<a href="#">Edit Events</a>		1	Borden, Howard	Occupied	07/01/2010	07/01/2011	LI	
05	<a href="#">Edit Events</a>		1	Carlin, Elliot	Occupied	04/27/2011	04/27/2011	LI	

## 5.0 Setting Up New Projects

If events already have been submitted for this property, skip to [Section 6.0](#).

- The total units per building need to be set up before units can be added.
- Events cannot be entered until all building units have been set up.

### 5.1 Assigning Total Units Per Building

From the [Project Data](#) screen, you will first need to click on the edit pencil icon (✎). The [Edit Building](#) screen will be displayed.

The screenshot shows the 'Buildings' screen with a dropdown menu set to 'WI95-099-01 101 SMITH ST'. Below the dropdown is a 'Set Aside' button. A blue bar contains the text 'Building Unit Summary: WI95-099-01' followed by a pencil icon and the instruction 'Click on the Pencil to edit the number of units in this building.' Below this is a table with the following data:

Type	Total Units	Added
Efficiency	0	0
1 Bedroom	0	0
2 Bedroom	0	0
3 Bedroom	0	0
4 Bedroom	0	0
5 Bedroom	0	0
6 Bedroom	0	0
Total	0	0

On the [Edit Building](#) screen, enter the number of units per bedroom size. Then click the [Save] button, the system will take you back to the [Project Data](#) screen.

The screenshot shows the 'Edit Building' screen for '3000, MAYBERRY HOTEL Building WI95-099-01'. It includes the instruction 'Use this screen to set up the number of units for this building'. The form contains the following input fields:

- Total Units: Efficiency.....
- 1 Bedroom.....
- 2 Bedroom.....
- 3 Bedroom.....
- 4 Bedroom.....
- 5 Bedroom.....
- 6 Bedroom.....
- Totals.....

At the bottom of the screen are 'Save' and 'Cancel' buttons.

## 5.2 Add Unit Screen

From the **Project Data** Screen, click the **[Add Unit]** button.

**Buildings** (Select building to view its data)

WI95-099-01 101 SMITH ST

Set Aside

**Building Unit Summary: WI95-099-01** Click on the Pencil to edit the number of units in this building.

Type	Total Units	Added
Efficiency	0	0
1 Bedroom	5	0
2 Bedroom	0	0
3 Bedroom	0	0
4 Bedroom	0	0
5 Bedroom	0	0
6 Bedroom	0	0
Total	5	0

**Units for Building: WI95-099-01** (Sort units by clicking on column headers) **Add Unit**

Click the **[Edit Events]** link to edit the Unit's events.

(No Units Use **[Add New]** Button above)

On the **Add Unit** screen, enter the unit number, square feet, # of bedrooms, and handicap accessible designation.

**3000, MAYBERRY HOTEL** Building WI95-099-01

The unit number MUST be unique. For your reference, existing unit numbers are displayed on the right below.  
 \* Denotes required field

**Unit Number\*:**  **Existing Unit Numbers**

**Square Feet\*:**

**# Bedrooms\*:**

**Handicap Accessible\*:**

**Save/Exit** **Add Unit** **Exit**

- Click on **[Add Unit]** button to add additional units.
- Click on **[Save/Exit]** button, to return to the **Project Data** screen.

- If you click on **[Exit]** button, the system will take you back to the **Project Data** screen and your last entry will not be saved.
- After entering all of the units, click the **[Save/Exit]** button. If you do not click **[Save/Exit]**, your last event will not be saved.
- **NOTE:** The panel on the right shows all the existing unit numbers that have been entered for the selected building. (The building's BIN number is shown on the shaded information bar near the top of the screen.)

**IMPORTANT:**

- Once all units have been set up, the **[Add Unit]** button will appear grayed out & you will no longer be able to select it.
- Review all unit information for accuracy. If a correction is needed, see [Section 5.3, Editing Unit Information](#).
  - You will no longer be able to edit or delete unit information after the first project report has been submitted.

**5.3 Editing Unit Information**

On the **Project Data** screen, select the unit number to be corrected. This will take you to the **Edit Unit** screen.

The **Edit Unit** screen, shown below, displays unit number, square feet, number of bedrooms, and handicap accessible.

**Rental Compliance Reporting System (RCRS)**  
Edit Unit

3000, MAYBERRY HOTEL Building

The unit number MUST be unique. For your reference, existing unit numbers are displayed on the right below.  
\* Denotes required field

Unit Number\*: 

Existing Unit Numbers	
02	03
04	05

Square Feet\*:

# Bedrooms\*:

Handicap Accessible:\*:

Tenant Name:

Make corrections, and then click on **[Save/Exit]** button.

**Important:** Once the first report for the project has been submitted, you can no longer edit Unit information. Contact WHEDA if changes are required.

## 5.4 Deleting a Unit

From the **Project Data** screen, click on the delete icon (X), clicking this icon will delete a unit. Since a delete cannot be undone, you will be asked to confirm the deletion.

**Important:** Once the first report for the project has been submitted, you can no longer delete Unit information. Contact WHEDA if change is required.

**Submit Entered Data**  
Once all the events have been entered into RCRS, [click here to submit notification](#) to WHEDA that reporting for the period is complete.  
Last Completed Period: N/A  
Date of Last Event: 12/12/2011

**Project Information**  
County: DANE  
Address: 100 SMITH ST  
SHEBOYGAN, WI 54301

**Allocated Unit Mix**

30% CMI	0
40% CMI	0
50% CMI	7
60% CMI	12
Manager	1
Market Rate	0

**Total** 20

**Management Agent Information**  
MAYBERRY MANAGEMENT  
333 MAIN STREET  
MAYBERRY, WI 33333  
(333) 333-3333  
Agent Contact: BEE TAYLOR  
Email: korey.kopp@wheda.com

**Buildings (Select building to view its data)**  
WI95-099-01 101 SMITH ST  
Set Aside

**Building Unit Summary: WI95-099-01** Click on the Pencil to edit the number of units in this building.

Type	Total Units	Added
Efficiency	0	0
1 Bedroom	5	5
2 Bedroom	0	0
3 Bedroom	0	0
4 Bedroom	0	0
5 Bedroom	0	0
6 Bedroom	0	0
Total	5	5

**Units for Building: WI95-099-01** (Sort units by clicking on column headers) (5 Units) Add Unit

Click the [\[Edit Events\]](#) link to edit the Unit's events.

Delete	Unit	Events	# of Bedrooms	Tenant	Status	Since	Cert. Date	Type	Reason For Market
	01	<a href="#">Edit Events</a>	1	Campbell, Otis	Occupied	01/01/2010	01/01/2010	LI	
	02	<a href="#">Edit Events</a>	1	Borden, Howard	Occupied	03/01/2010	03/01/2010	MKT	
	03	<a href="#">Edit Events</a>	1	Taylor, Bee	Occupied	01/01/2010	01/01/2010	MGR	
X	04	<a href="#">Edit Events</a>	1		Not Yet Occupied				
X	05	<a href="#">Edit Events</a>	1		Not Yet Occupied				

## 6.0 Entering and Viewing Unit Events

### 6.1 Unit Events

Once all units have been set up for each building, you are ready to enter events.

The unit event list is displayed with the most recent event at the top of the list. The sort order can be changed by clicking the underlined column headings.

**Units for Building: WI95-099-01** (Sort units by clicking on column headers) (5 Units) Add Unit

Click the [\[Edit Events\]](#) link to edit the Unit's events.

Delete	Unit	Events	# of Bedrooms	Tenant	Status	Since	Cert. Date	Type	Reason For Market
	01	<a href="#">Edit Events</a>	1		Vacant	06/01/2011		LI	
	02	<a href="#">Edit Events</a>	1	Borden, Howard	Occupied	03/01/2010	03/01/2010	MKT	
	03	<a href="#">Edit Events</a>	1	Taylor, Bee	Occupied	01/01/2010	01/01/2010	MGR	
	04	<a href="#">Edit Events</a>	1	Campbell, Otis	Occupied	06/01/2011	01/01/2011	LI	
X	05	<a href="#">Edit Events</a>	1		Not Yet Occupied				

In this unit event list, there are several columns of information:

- The **Delete** column contains a delete icon (X) if no events have been entered for the unit. Click the icon to delete the unit.

- ② The **Unit** column contains a list of units for the Building.
- ② In **Events** column, select Edit Events next to the unit number in order to add, view or edit events for the unit.
- ② The **# of Bedrooms** column lists the number of bedrooms for the unit.
- ② The **Tenant** column displays the name of the current tenant. If the Unit is vacant or has never been occupied, this column will be blank.
- ② The **Status** column lists whether the unit is currently Vacant or Occupied or if it has never been occupied (Not Yet Occupied).
- ② The **Since** column displays the date the current household moved or transferred into the unit or the date the unit became vacant. If the Unit has never been occupied, this column will be blank.
- ② The **Cert. Date** column displays the last full certification of the current household.
- ② The **Type** column displays whether the unit is currently LI (Low-Income), MGR (Manager/Employee), MKT (Market), or 🚧 (Not Yet Occupied).
- ② If the unit was originally reported as LI but WHEDA's compliance analysis identified a violation (or potential violation) that changes the status of the unit to MKT, a reason will be identified in the **Reason for Market** column.

## 6.2 Add Unit Event

On the **Project Data** screen, click the **[Edit Events]** link for a selected unit, the system will take you to the **Unit Events** screen for that unit. The project number, name, BIN number of the selected building, and the selected unit number are displayed in the shaded information bar near the top of the screen.

If no events have been entered previously, the screen will appear as shown below. Click **[New Event]** button to go to the **Add Unit Event** screen.



## Rental Compliance Reporting System (RCRS)

Unit Events

3000, MAYBERRY HOTEL    Building WI95-099-01    Unit 01

Use this screen to add, edit, or delete events. Please add an event for a new "move in", "recertification", or "move out". Click **[Transfer Out]** to transfer the tenant to another unit (must be within same building). Please edit events to correct data.

Currently, no unit events exist. Select **[New Event]** to add events.

New Event

Transfer Out

Done

If events have been entered previously, the screen will appear as shown below. The previously entered events will be displayed. Click [**New Event**] button to go to the **Add Unit Event** screen.

**Rental Compliance Reporting System (RCRS)**  
Unit Events

3000, MAYBERRY HOTEL Building WI95-099-01 Unit 01

Use this screen to add, edit, or delete events. Please add an event for a new "move in", "recertification", or "move out". Click [Transfer Out] to transfer the tenant to another unit (must be within same building). Please edit events to correct data.

Edit	Delete	Event Date	Event Type	Tenant	Transfer To/From Unit	Unit Type	Reason for Market
		06/01/2011	Transfer Out	Campbell, Otis	04	LI	
		01/01/2011	Recertification	Campbell, Otis		LI	
		01/01/2010	Move In	Campbell, Otis		LI	

New Event Transfer Out Done

► The **Add Unit Event** screen will be displayed.

Select the event type from the drop-down menu. RCRS enforces sequence rules relating to the order of events and relationship between events. You will see only events which follow the sequence of events allowed. Events such as move-outs and recertifications are tied to the original move-in record. This allows us to track the event history for each tenant.

Once the event type is selected, the system will then display the **Enter Event Data** screen.

Required fields are marked with an asterisk (\*). Depending on the event type, the required fields will vary. Enter required fields, then click the [**Save**] button. This will return you to the **Unit Event** screen. If the [**Cancel**] button is selected, no data will be saved and it will return you to the **Unit Event** screen.

**Note:** You will receive an error message if a required field is left empty or any information entered does not pass validation. If this occurs, correct or provide the information & then click [**Save**].

Add Unit Event



# Rental Compliance Reporting System (RCRS)

Add Unit Event

3000, MAYBERRY HOTEL

Building WI95-099-12

Unit 03  
1 Bedroo

## Step 2: Enter Event Data

denotes fields that will produce warnings on the Unit Events page, if not provided.  
\* denotes fields that MUST be entered to save

Event Type: **Recertification**      Tenant: **Borden, Howard**      Move In Date: **3/23/2011**      Unit St

Event Date \*:

Number of Occupants:

\*All Occupant information below with the exception of the Middle Initial are required for each Occupant.  
Head of Household is the first Occupant.

1.	Last Name	First Name	MI	Head of Household or Relationship To	Date of Birth	Full-Time Student	Last 4 Digits of SSN	Race	Ethnicity	Disabled
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Head Of Household	<input type="text"/>					

**Income**(Money amounts must be whole dollars less than 200,000. Do not enter pennies)

Household Gross Annual Income \$

**Total Housing Expense**(Money amounts must be whole dollars less than 20,001. Do not enter pennies)

Housing Assistance Type *	<input type="text"/>	Tenant Rent: *	\$ <input type="text"/>
Housing Assistance	\$ <input type="text"/>	Utility Allowance *	\$ <input type="text"/>
		Total	\$ <input type="text"/>

Household Type\*

Student Use \*

Mark the program(s) listed below for which this household's income will be counted toward the property's occupancy requirements.  
For each program marked, indicate the household's income status for the program. If "Other", provide program name and income status.

Select Program	Income Status (AMGI %)
1. <input checked="" type="checkbox"/> Tax Credit	60
2. <input type="checkbox"/> HOME	<input type="text"/>
3. <input type="checkbox"/> Tax Exempt Bond	<input type="text"/>
4. <input type="checkbox"/> ADHP	<input type="text"/>

### 6.3 Unit Transfer

Tenant transfers can be made between units in the same building. In order to transfer a household to another unit in the building, the destination unit must be vacant.

On the **Project Data** screen, click **[Edit Events]** for the unit where the household currently lives. This will take you to the **Unit Events** screen.

**Rental Compliance Reporting System (RCRS)**  
Unit Events

3000, MAYBERRY HOTEL Building WI95-099-12 Unit 02

Use this screen to add, edit, or delete events. Please add an event for a new "move in", "recertification", or "move out". Click [Transfer Out] to transfer the tenant to another unit (must be within same building). Please edit events to correct data.

Edit	Delete	Event Date	Event Type	Tenant	Transfer To/From Unit	Unit Type	Reason for Market
		12/01/2011	Recertification	Slaughter, Murray		LI	
		01/01/2011	Recertification	Slaughter, Murray		LI	
		01/01/2010	Move In	Slaughter, Murray		LI	

New Event Transfer Out Done

Click on the **[Transfer Out]** button. This will take you to the **Transfer Tenant** screen.

**Note:** If there is not a vacant unit in the same building, the **[Transfer Out]** button will be grayed out and you will not be able to select it.

**Rental Compliance Reporting System (RCRS)**  
Transfer Tenant

3000, MAYBERRY HOTEL WI95-099-12 02

**Transfer Tenant: Murray Slaughter**

Transfers only occur from one unit to another within the same building. If you are trying to transfer a tenant from one building to another, then you must enter a "move out" event and a separate "move in" event for the tenant. The tenant must re-qualify.

Building: WI95-099-12 Current Unit: 02

Transfer Tenant to\*:  Transfer Date \*:

Transfer Cancel

Use the **Transfer Tenant to** dropdown list to select the unit the household is transferring to. If the destination unit is not vacant, it will not appear in the list of available units in the dropdown list. If this occurs, click **[Cancel]**, make the necessary unit event changes needed to cause the destination unit to become vacant, and then enter the transfer.

Enter the transfer date in the **Transfer Date** field, and then click the **[Transfer]** button to complete the transfer. The system will validate the transfer date to make sure it is after the move-in date and any recertification dates on record for that tenant. When the transfer is successful, you will be returned to the **Unit Events** list for the selected unit and the transfer out event will appear at the top of the list. If there is a problem with the transfer date, you will get an error message.

**NOTE:** When a Unit Transfer is entered, it creates two events in the system. The “Transfer Out” event is listed with the unit where you entered the transfer and a “Transfer In” event is listed with the unit you selected as the “Transfer Tenant to” unit. These events are tied together and both have the same event date.

### 6.4 Edit Unit Event

On the **Project Data** screen, click the **[Edit Events]** link for a selected unit, the system will take you to the **Unit Events** screen for that unit. The project number, name, BIN number of the selected building, and the selected unit number are displayed in the shaded information bar near the top of the screen.

**Rental Compliance Reporting System (RCRS)**  
Unit Events

3000, MAYBERRY HOTEL Building WI95-099-12 Unit 02

Use this screen to add, edit, or delete events. Please add an event for a new "move in", "recertification", or "move out". Click [Transfer Out] to transfer the tenant to another unit (must be within same building). Please edit events to correct data.

Edit	Delete	Event Date	Event Type	Tenant	Transfer To/From Unit	Unit Type	Reason for Market
		12/01/2011	Recertification	Slaughter, Murray		LI	
		01/01/2011	Recertification	Slaughter, Murray		LI	
		01/01/2010	Move In	Slaughter, Murray		LI	

New Event Transfer Out Done

- Ⓢ The **Edit** column contains an edit icon ( ). Click the icon to open the full unit event record for editing or viewing.
- Ⓢ The **Event Date** column contains the date of the event.
- Ⓢ The **Event Type** column contains “Move-In”, “Move-Out”, “Recertification”, “Adjustment”, “Self-recertification”, “Transfer In”, “Transfer Out”, or “Violation”
- Ⓢ The **Tenant** column displays the name of the current tenant or vacated tenant.
- Ⓢ If the household has transferred, the **Transfer To/From Unit** is displayed in this column.

- Ⓢ The **Unit Type** column contains the type of unit: LI (Low-Income), MGR (Manager/Employee), MKT (Market), or 🏠 (Not Yet Occupied).
- Ⓢ If the unit was originally reported as LI but WHEDA's compliance analysis identified a violation (or potential violation) that changes the status of the unit to MKT, a reason will be identified in the **Reason for Market** column.

On the **Unit Event** screen, if you click on the pencil (✎) for a selected unit event record, the system will open the full unit event record for view/edit in the **Edit Unit Event** screen, shown below. This screen works the same way as the full entry screen of the **Add Unit Event** screen described in the previous section.

**Edit Unit Event**



**Rental Compliance Reporting System (RCRS)**  
Edit Unit Event



3000, MAYBERRY HOTEL
Building W185-099-12
Unit 05  
1 Bedroom 680 sq ft

! denotes fields that will produce warnings on the Unit Events page, if not provided.  
\* denotes fields that MUST be entered to save

Event Type: **Move In**    Unit Type: Low-Income  
 Event Date: 01/01/2010

---

**Number of Occupants:** 1

\*All Occupant information below with the exception of the Middle Initial are required for each Occupant.  
Head of Household is the first Occupant.

#	Last Name	First Name	MI	Head of Household or Relationship To	Date of Birth	Full-Time Student	Last 4 Digits of SSN	Race	Ethnicity	Disabled
1.	Sprague	Howard	L	Head Of Household	1/1/1990	No	0000	O,W	Hispanic or Latino	Did Not Respond

Add Occupant

\*Income (Money amounts must be whole dollars less than 200,000. Do not enter pennies)

Household Gross Annual Income \$ 1

---

\*Total Housing Expense (Money amounts must be whole dollars less than 20,001. Do not enter pennies)

Housing Assistance Type *	<span style="border: 1px solid #ccc; padding: 2px;">No Assistance</span>	Tenant Rent: *	\$ <span style="border: 1px solid #ccc; padding: 2px;">10</span>
Housing Assistance	\$ <span style="border: 1px solid #ccc; padding: 2px;"></span>	Utility Allowance *	\$ <span style="border: 1px solid #ccc; padding: 2px;">1</span>
Total		\$	<span style="border: 1px solid #ccc; padding: 2px;">11</span>

---

Household Type\* Disabled

---

Student Use \* Not a household comprised entirely of full-time students

---

Mark the program(s) listed below for which this household's income will be counted toward the property's occupancy requirements.  
For each program marked, indicate the household's income status for the program. If "Other", provide program name and income status.

Select Program	Income Status (AMGI %)
1. <input checked="" type="checkbox"/> Tax Credit	<span style="border: 1px solid #ccc; padding: 2px;">60</span>
2. <input type="checkbox"/> HOME	<span style="border: 1px solid #ccc; padding: 2px;"></span>
3. <input type="checkbox"/> Tax Exempt Bond	<span style="border: 1px solid #ccc; padding: 2px;"></span>
4. <input type="checkbox"/> ADHP	<span style="border: 1px solid #ccc; padding: 2px;"></span>

Add Other Program

Save
Cancel

When you are finished making edits, click the [**Save**] button to save changes. You will be taken back to the unit event list. If you want to close this screen without saving changes, click the [**Cancel**] button. When you do, the system will ask if you are sure you want to exit the screen without saving changes.

**NOTE:** Events cannot be edited after they are formally submitted to WHEDA. If you are unable to edit information in RCRS, use AHTC Form 203 (Correction or Amendment to Prior Period Report) to submit the correction to WHEDA. Following is a link to the forms on wheda.com: [Monitoring forms](#).

### 6.5 Delete Unit Event

On the **Unit Event** screen, if you click the delete icon (X) for a selected unit event record, you will be asked to confirm the delete, since a delete cannot be undone. Select **[OK]** to complete the event deletion or select **[Cancel]** if you do not want to delete the event.

**Rental Compliance Reporting System (RCRS)**  
Unit Events

3000, MAYBERRY HOTEL    Building W195-099-12    Unit 03

Use this screen to add, edit, or delete events. Please add an event for a new "move in", "recertification", or "move out". Click [Transfer Out] to transfer the tenant to another unit (must be within same building). Please edit events to correct data.

Edit	Delete	Event Date	Event Type	Tenant	Transfer To/From Unit	Unit Type	Reason for Market
		03/23/2011	Move In	Borden, Howard		LI	
		03/22/2011	Move Out	Lawson, Floyd		LI	
		02/01/2011	Recertification	Lawson, Floyd		LI	
		03/01/2010	Recertification	Lawson, Floyd		LI	
		03/01/2009	Move In	Lawson, Floyd		LI	

New Event    Transfer Out    Done

Message from webpage

Warning Event Dated 3/23/2011 will be deleted!

OK    Cancel

**NOTE:** Unit events cannot be deleted once submitted to WHEDA. Use AHTC Form 203 if an event that has been submitted needs to be deleted.

### 6.6 View Unit Event

On the **Unit Event** screen, click on the pencil (✎) for a selected unit event record, the system will open the full unit event record. If the report period has not been submitted (closed) you will be able to view/edit the event. If the period has been submitted, you will be able to view but not edit the event.

#### View Unit Event – Low Income Event



## Rental Compliance Reporting System (RCRS)

Edit Unit Event



3000, MAYBERRY HOTEL
Building W195-099-12
Unit 05  
1 Bedroom 880 sq ft

! denotes fields that will produce warnings on the Unit Events page, if not provided.  
\* denotes fields that MUST be entered to save

Event Type: **Move In** Unit Type: **Low-Income**

Event Date: 01/01/2010

---

**Number of Occupants:** 1

\*All Occupant information below with the exception of the Middle Initial are required for each Occupant. Head of Household is the first Occupant.

1.	Last Name	First Name	MI	Head of Household or Relationship To	Date of Birth	Full-Time Student	Last 4 Digits of SSN	Race	Ethnicity	Disabled
	Sprague	Howard	L	Head Of Household	1/1/1990	No	0000	O,W	Hispanic or Latino	Did Not Respond

Income (Money amounts must be whole dollars less than 200,000. Do not enter pennies)

Household Gross Annual Income \$ 1

---

Total Housing Expense (Money amounts must be whole dollars less than 20,001. Do not enter pennies)

Housing Assistance Type *	No Assistance	Tenant Rent: *	\$ 10
Housing Assistance	\$	Utility Allowance *	\$ 1
		Total	\$ 11

---

Household Type: Disabled

---

Student Use: Not a household comprised entirely of full-time students

---

Mark the program(s) listed below for which this household's income will be counted toward the property's occupancy requirements. For each program marked, indicate the household's income status for the program. If "Other", provide program name and income status.

Select	Program	Income Status (AMGI %)
<input checked="" type="checkbox"/>	Tax Credit	60
<input type="checkbox"/>	HOME	
<input type="checkbox"/>	Tax Exempt Bond	
<input type="checkbox"/>	ADHP	

**View Unit Event – Market Rate Event**



## Rental Compliance Reporting System (RCRS)

Edit Unit Event

3000, MAYBERRY HOTEL
Building WI

? denotes fields that will produce warnings on the Unit Events page, if not provided.  
\* denotes fields that MUST be entered to save

Event Type: **Move In**    Unit Type \*:

Event Date \*:

---

**Tenant Information**

First Name:     Middle Initial:     Last Name \*:

---

**Number of Occupants:** \*

Income (Money amounts must be whole dollars less than 200,000. Do not enter pennies)

Household Gross Annual Income \$

---

Total Housing Expense (Money amounts must be whole dollars less than 20,001. Do not enter pennies)

Housing Assistance Type	<input type="text" value="No Assistance"/>	Tenant Rent: <span style="color: red;">*</span>	\$	<input type="text" value="1"/>
Housing Assistance	\$ <input type="text"/>	Utility Allowance <span style="color: red;">*</span>	\$	<input type="text" value="1"/>
			Total	\$ <input type="text" value="2"/>

---

Household Type

---

Student Use

**6.7 View Unit Event – Reason for Market Rate**

3000, MAYBERRY HOTEL
Building WI95-099-01
Unit 01

Use this screen to add, edit, or delete events. Please add an event for a new "move in", "recertification", or "move out".  
 Click [Transfer Out] to transfer the tenant to another unit (must be within same building). Please edit events to correct data.

Edit	Delete	Event Date	Event Type	Tenant	Transfer To/From Unit	Unit Type	Reason for Market
✎		06/01/2010	Move In	Test, Test		MKT	Income at Move-in Exceeds Limit

If WHEDA compliance analysis has found a potential violation on an event, an analysis letter will be sent to the property owner. The "Reason for Market Rate" may also be seen on the **Unit Events** screen. Note: There may be more than one "reason for market", however only one will be displayed. Contact your Compliance Officer if further information is needed.

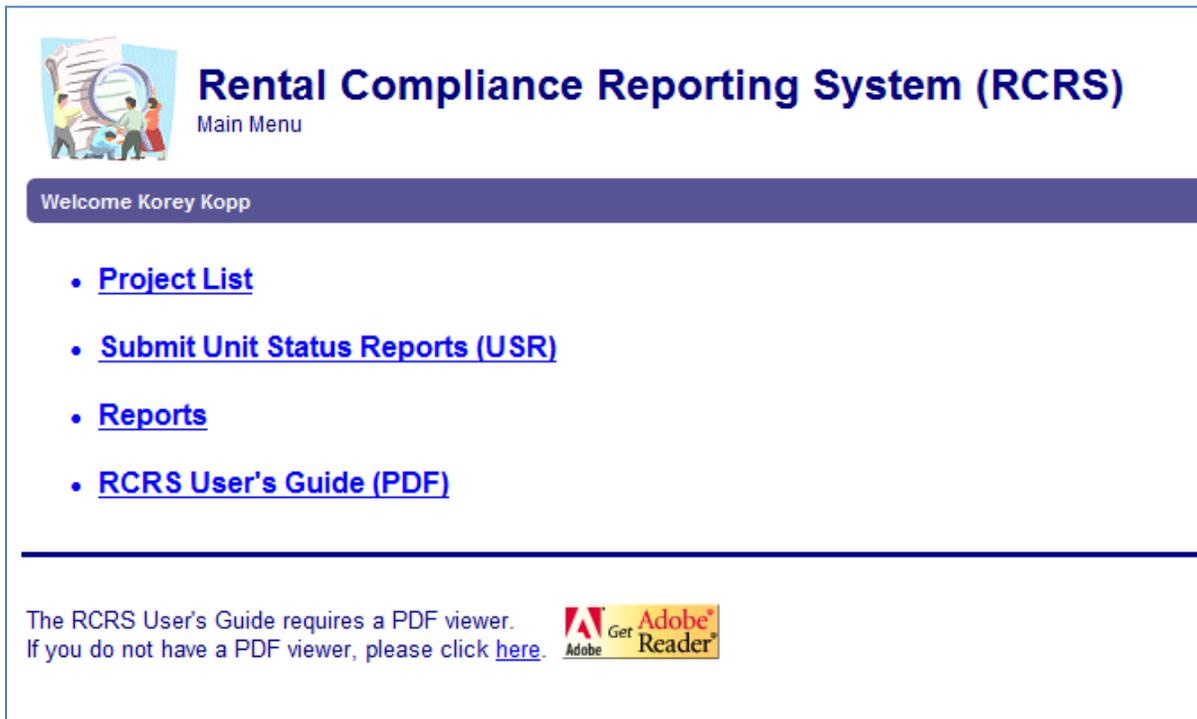
## 7.0 Uploading an Electronic Unit Status Report

Electronic Unit Status Reports must be in WHEDA's prescribed XML format. WHEDA uses the national XML format developed by the National Affordable Housing Management Association (NAHMA) working group of vendors and state agencies. The NAHMA XML Standard is a flexible format which allows for variation in state reporting requirements. Several companies offer tax credit software with the ability to create XML reports that meet this requirement. If you or your software provider requires information on electronic reporting, refer to the most current "State HFA\_LIHTC Data Transfer Standard" on [www.mitsproject.org](http://www.mitsproject.org) or contact WHEDA.

Uploaded report files must meet both the NAHMA XML Standard and WHEDA's reporting requirements for event sequence and data.

### 7.1 Uploading Data

From the [RCRS Main Menu](#), click the [**Submit Unit Status Reports (USR)**] link.



 **Rental Compliance Reporting System (RCRS)**  
Main Menu

Welcome Korey Kopp

- [Project List](#)
- [Submit Unit Status Reports \(USR\)](#)
- [Reports](#)
- [RCRS User's Guide \(PDF\)](#)

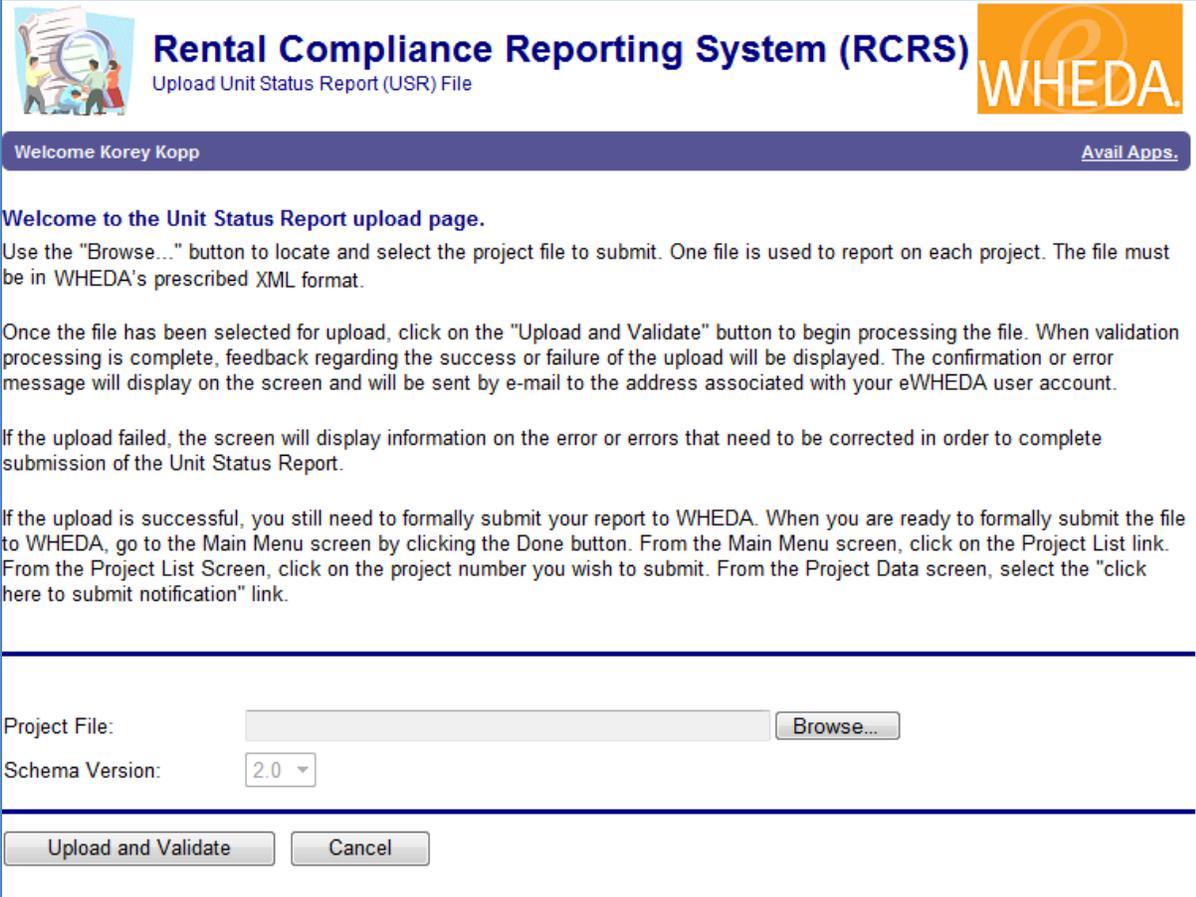
The RCRS User's Guide requires a PDF viewer.  
If you do not have a PDF viewer, please click [here](#). 

The system will display the [Upload Unit Status Report \(USR\) File](#) screen.

Click the [**Browse**] button and navigate to the directory on your computer that contains the upload file. Select the upload file and click [**Open**]. The file name of the selected file will appear in the **Project File** field. If the wrong file has been selected, simply click the [**Browse**] button again and select the correct file and continue.

Click [**Cancel**] if you do not want to upload the file.

Click the [**Upload and Validate**] button to process the file. RCRS will first validate the file to see that it meets the required XML format. If the format is correct, it will validate the data to see it passes event sequence and WHEDA requirements. This validation is the same sequence requirements that are in place for events that are entered manually (typed) into RCRS.



**Rental Compliance Reporting System (RCRS)**  
Upload Unit Status Report (USR) File

Welcome Korey Kopp [Avail Apps.](#)

**Welcome to the Unit Status Report upload page.**

Use the "Browse..." button to locate and select the project file to submit. One file is used to report on each project. The file must be in WHEDA's prescribed XML format.

Once the file has been selected for upload, click on the "Upload and Validate" button to begin processing the file. When validation processing is complete, feedback regarding the success or failure of the upload will be displayed. The confirmation or error message will display on the screen and will be sent by e-mail to the address associated with your eWHEDA user account.

If the upload failed, the screen will display information on the error or errors that need to be corrected in order to complete submission of the Unit Status Report.

If the upload is successful, you still need to formally submit your report to WHEDA. When you are ready to formally submit the file to WHEDA, go to the Main Menu screen by clicking the Done button. From the Main Menu screen, click on the Project List link. From the Project List Screen, click on the project number you wish to submit. From the Project Data screen, select the "click here to submit notification" link.

Project File:

Schema Version:

Once validation is completed, a status message will be displayed on the screen. The message is also sent to the email address associated with your RCRS account. The status message either will be a success message or will describe the reason for failure.

## 7.2 Status Message Examples and What They Mean

### 7.2.1 XML Structure Verified

- ▶ **All data successfully saved, however you still need to formally submit your report to WHEDA**

This message indicates that the report file has the correct XML structure and all of the events passed sequence validation. The report has uploaded and your data is recorded in the RCRS database. However, the report is not yet submitted.

To submit your report, click the [**Done**] button to return to the Main Menu. Then select [**Project List**] and follow the steps in [Section 8.0](#).

```
==== Start of Processing ====
User id: korey
User name: korey
06/03/2013 XML structure verified.

All data successfully
saved, however you still need to formally submit your report to WHEDA.
Import Summary:
-----
Buildings Processed: 3
Units Processed: 20
Events Processed: 35
All saved successfully
==== End of Processing ====
```

The message also shows that the report included 35 events, for 20 units in 3 buildings.

- ▶ **File had errors and was rejected**

This message indicates the report file has the correct XML structure and passed that validation, but one or more issues have been found that do not meet WHEDA requirements. All events within the upload file must pass validation in order for the upload to complete.

Common error messages are shown below, along with explanations of the errors. This is not an exhaustive list. If you receive an error and are not sure of the meaning, contact WHEDA for assistance. (See [Section 11.0](#))

**Example 1**

```
==== Start of Processing ====
User id: korey
User name: korey
06/04/2013 XML structure verified.

06/04/2013 !----- Data Error in BIN: WI95-099-01, Unit Number: 04
06/04/2013 !-> Event Date = 12/1/2011 Event Type = Transfer Out (TO)
06/04/2013 !-> Invalid value. TransferBin must be the same as the current BIN.

06/04/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 03
06/04/2013 !-> Event Date = 12/1/2011 Event Type = Transfer In (TI)
06/04/2013 !-> Invalid value. TransferBin must be the same as the current BIN.

File had errors and was rejected
==== End of Processing ====
```

Transfers may only occur between units in the same building. In the example, the BIN (Building Identification Number) of the Transfer Out unit is WI95-099-01 and the Transfer In unit is in BIN WI95-099-02. If a household is moving to a unit in a different building, the household must be treated as a new household. They should be reported as a move-out and move-in rather than a transfer. (See section 3.4 of the [WHEDA Affordable Housing Tax Credit Program Compliance Manual](#).)

**Example 2**

```
==== Start of Processing ====
User id: korey
User name: korey
06/04/2013 XML structure verified.

06/04/2013 !----- Data Error in BIN: WI95-099-01, Unit Number: 01
06/04/2013 !-> Event Date = 6/1/2011 Event Type = Recertification (R)
06/04/2013 !-> Bad event date. Event date can not be less than the end date of the
last reported period ( 12/31/2011).

File had errors and was rejected
==== End of Processing ====
```

The event date of 06/01/2011 comes before the “last period reported” date of 12/31/2011. Once the events have been officially submitted, events cannot be uploaded or manually entered with a date less than or equal to the period end date.

You can view the last period reported (Last Completed Period) on either the [Project Data](#) screen or on the [Project List](#) screen.

**Example 3**

```
==== Start of Processing ====
User id: korey
User name: korey
06/03/2013 XML structure verified.

06/03/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 03
06/03/2013 !-> Event Date = 6/1/2011 Event Type = Recertification (R)
06/03/2013 !-> Invalid event type. The first event reported for a unit must be a Move In or
Transfer In

06/03/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 05
06/03/2013 !-> Event Date = 10/18/2010 Event Type = Move In (MI)
06/03/2013 !-> Bad event date. Event date comes before the previous event date (5/1/2011)

06/03/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 05
06/03/2013 !-> Event Date = 5/1/2011 Event Type = Recertification (R)
06/03/2013 !-> Bad event date. Event date is the same as the previous event date (5/1/2011)

06/03/2013 !----- Data Error in BIN: WI95-099-12, Unit Number: 04
06/03/2013 !-> Event Date = 12/1/2011 Event Type = Recertification (R)
06/03/2013 !-> Invalid event type. Recertification event cannot change unit status to Low-Income.
Must be reported as a Move Out and a Move In.
```

The first error, for Unit Number 03, is due to a Recertification being reported as the first event for the unit. As noted on the error, the first event for a unit must be either a Move-in or a Transfer In.

The second and third errors, for Unit Number 05, are due to events being reported for a date earlier or the same as the last event already reported for the unit. In this example, an event with the date 05/01/2011 has previously been reported for Unit 05, so both the 05/01/2011 Recertification and the 10/15/2010 Move-in do not pass event sequence validation. (If a correction to previously reported events is needed, use [AHTC Form 203](#).)

The fourth error, for Unit Number 04, is due to a Low-Income Recertification being reported for a household/unit that has a status as Market rate. If you are unsure of the reason the unit is in RCRS as Market rate, you may view the unit detail through RCRS and see check if there is a "Reason for Market". (See [Section 6.7, View Unit Event – Reason for Market Rate](#).)

**Example 4**

```

==== Start of Processing ====
User id: korey
User name: korey
06/05/2013 XML structure verified.

06/05/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 01
06/05/2013 !-> Event Date = 8/1/2010 Event Type = Recertification (R)
06/05/2013 !-> The following fields cannot be blank or 0 for Low Income (LI)
units: [Housing Assistance Amount]

File had errors and was rejected
==== End of Processing ====

```

This error message indicates that the Housing Assistance Amount has been reported as 0, but a Housing Assistance Type (SubsidyType) has been included for the event. If an assistance type is reported, the amount must be greater than 0.

**Example 5**

```

==== Start of Processing ====
User id: korey
User name: korey
06/05/2013 XML structure verified.

06/05/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 01
06/05/2013 !-> Event Date = 12/31/2009 Event Type = Move In (MI)
06/05/2013 !-> [Housing Assistance Amount] must be equal to 0 if Housing
Assistance Type = "NA"

06/05/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 01
06/05/2013 !-> Event Date = 8/1/2010 Event Type = Recertification (R)
06/05/2013 !-> Invalid event type. The first event reported for a unit must
be a Move In or Transfer In

06/05/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 01
06/05/2013 !-> Event Date = 12/1/2010 Event Type = Move Out (MO)
06/05/2013 !-> Invalid event type. The first event reported for a unit must
be a Move In or Transfer In

File had errors and was rejected
==== End of Processing ====

```

This error message indicates that a Housing Assistance Amount greater than 0 has been reported, but the Housing Assistance Type has been reported as "NA". If there is an assistance amount, there must also be an assistance type reported.

The 2nd and 3rd errors shown are being caused by the 1st error for Unit 01. The Move-in event could not be processed due to the Housing Assistance error, so the subsequent events appear out of sequence. Once the Move-in can process, the sequence will be correct.

**Example 6**

```
==== Start of Processing ====
User id: korey
User name: korey
06/05/2013 XML structure verified.

06/05/2013 !----- Data Error in BIN: WI95-099-06, Unit Number:
06/05/2013 -> Data Error: Invalid Building ID (BIN): WI95-099-06
-> No further processing done for this BIN

File had errors and was rejected
==== End of Processing ====
```

This error indicates the Building Identification Number (BIN) is invalid for the project being reported. BINs are assigned via IRS Form 8609. If you are unsure of the correct BIN for a building, check the Form 8609 or you can also find the BIN in RCRS on the [Project Data](#) screen.

**Example 7**

```
==== Start of Processing ====
User id: korey
User name: korey
06/05/2013 XML structure verified.

06/05/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 02
06/05/2013 !-> Event Date = 8/1/2011 Event Type = Adjustment (A)
06/05/2013 !-> Invalid event type. Adjustment event cannot change student use designation.

06/05/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 03
06/05/2013 !-> Event Date = 8/1/2011 Event Type = Adjustment (A)
06/05/2013 !-> Invalid event type. Adjustment event cannot change household type.

06/05/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 04
06/05/2013 !-> Event Date = 12/15/2011 Event Type = Adjustment (A)
06/05/2013 !-> Invalid event type. Adjustment event cannot change income.

06/05/2013 !----- Data Error in BIN: WI95-099-02, Unit Number: 05
06/05/2013 !-> Event Date = 12/15/2011 Event Type = Adjustment (A)
06/05/2013 !-> Invalid event type. Adjustment event cannot change number of occupants.

File had errors and was rejected
==== End of Processing ====
```

This message indicates errors that are common with Adjustment events. Adjustment events require that the student status, household type, total income, and number of occupants all match what was reported on the last full certification of the household (Move-in or Recertification.) An adjustment is only used to report change in tenant rent, subsidy amount/type, or utility allowance. Any other change should be reported with the next Recertification.

### 7.2.2 Internal error during schema validation

This message indicates that the file structure did not pass validation of the NAHMA XML. There is a problem with the format of the report. At this point, only the format has been evaluated, none of the tenant events have been checked. Contact your software vendor or WHEDA Multifamily Business Systems Analyst for assistance with this error.

```
==== Start of Processing ====
User id: korey
User name: korey
10/09/2012 * Internal error during schema validation.

File had errors and was rejected
==== End of Processing ====
```

### 7.2.3 Validation failed for XML – XML structure invalid

This message indicates that the file structure and/or content did not pass validation of the NAHMA XML. There is a problem with the format of the report or content of the report. Contact your software vendor or WHEDA Multifamily Business Systems Analyst for assistance with this error.

#### Example 1

```
==== Start of Processing ====
User id: korey
User name: korey
06/04/2013 Validation failed for XML: 1847_.TXT
=====
XML structure invalid

06/04/2013
The element 'Adjustment' has incomplete content. List of possible elements expected:
'ProgramType'.

File had errors and was rejected
==== End of Processing ====
```

In addition to not passing the XML validation, this error message also shows the file that was uploaded was not in the XML format, but was a text file (1847\_.TXT) and is missing required Program Type information.

**Example 2**

```
==== Start of Processing ====
User id: korey
User name: korey
06/04/2013 Validation failed for XML: 1_3000_invalidSub.XML
=====
XML structure invalid

06/04/2013
The 'SubsidyType' element is invalid - The value 'S8' is invalid according to its
datatype 'SubsidyType' - The Enumeration constraint failed.
Line Number - 21

File had errors and was rejected
==== End of Processing ====
```

In addition to not passing the XML validation, this error message shows the file has an event that uses an invalid SubsidyType of “S8”. Allowable rental assistance codes (SubsidyType) can be found in the NAHMA XML Standard.

**Example 3**

```
==== Start of Processing ====
User id: korey
User name: korey
06/05/2013 Validation failed for XML: Bad Rent 3000.XML
=====
XML structure invalid

06/05/2013
The 'TenantRent' element is invalid - The value '-510' is invalid according to
its datatype 'STDMoney' - The MinInclusive constraint failed.
Line Number - 18

File had errors and was rejected
==== End of Processing ====
```

In addition to showing that the file did not pass the XML validation, it provides the information that it did not pass due to reporting negative rent ('-510'). Rent, income, subsidy amount (rental assistance) and utility allowance cannot be negative.

### 7.3 All data successfully saved – you still need to formally submit your report

If the upload is successful, you will see the onscreen message “All data successfully saved, however you still need to formally submit your report to WHEDA.” The events that were in the uploaded file are now in the RCRS database, however you still need to formally submit your report. The message also displays the number of events processed.

This final step, of submitting notification that your report is complete, generates an email to WHEDA staff and indicates that you have completed reporting for the period. Until this step is done, your report is not considered received.

Prior to submitting final notification, you are able to edit or add events as described in [Section 6](#). Once events are formally submitted, you will not be able to add or edit events in the submitted periods.



## Rental Compliance Reporting System (RCRS)

Upload Unit Status Report (USR) File



Welcome Korey Kopp
[Avail Apps.](#)

**Welcome to the Unit Status Report upload page.**

Use the "Browse..." button to locate and select the project file to submit. One file is used to report on each project. The file must be in WHEDA's prescribed XML format.

Once the file has been selected for upload, click on the "Upload and Validate" button to begin processing the file. When validation processing is complete, feedback regarding the success or failure of the upload will be displayed. The confirmation or error message will display on the screen and will be sent by e-mail to the address associated with your eWHEDA user account.

If the upload failed, the screen will display information on the error or errors that need to be corrected in order to complete submission of the Unit Status Report.

If the upload is successful, you still need to formally submit your report to WHEDA. When you are ready to formally submit the file to WHEDA, go to the Main Menu screen by clicking the Done button. From the Main Menu screen, click on the Project List link. From the Project List Screen, click on the project number you wish to submit. From the Project Data screen, select the "click here to submit notification" link.

---

```
==== Start of Processing ====
User id: korey
User name: korey
06/06/2013 XML structure verified.

All data successfully saved, however you still need to formally submit your report to WHEDA.
Import Summary:
-----
Buildings Processed: 1
Units Processed: 1
Events Processed: 1
All saved successfully
==== End of Processing ====
```

## 8.0 Formally Submit Your Report to WHEDA

The same steps are followed whether you enter events manually or via file upload.

On the **Main Menu** screen, click the **[Project List]** link.

**Rental Compliance Reporting System (RCRS)**  
Main Menu

Welcome Korey Kopp [Avail Apps.](#) [Log Off](#)

- [Project List](#)
- [Submit Unit Status Reports \(USR\)](#)
- [Reports](#)
- [RCRS User's Guide \(PDF\)](#)

From the **Project List** screen, click the project number you are submitting.

**Rental Compliance Reporting System (RCRS)**  
Project List

Welcome K. Kopp **MAYBERRY MANAGEMENT** [Avail Apps.](#) [Main Menu](#) [Log Off](#)

Projects (4 projects listed - Click the Project Number to view project data)

<a href="#">Project Number</a>	<a href="#">Project Name</a>	<a href="#">City</a>	<a href="#">County</a>	<a href="#">Date of Last Event</a>	<a href="#">Last Report Period Completed</a>
<a href="#">0001</a>	WHEDA APARTMENTS 1	BARABOO	SAUK	12/19/2002	12/31/2011
<a href="#">0002</a>	WHEDA APARTMENTS 2	BERLIN	GREEN LAKE	12/01/2002	12/31/2012
<a href="#">3000</a>	MAYBERRY HOTEL	SHEBOYGAN	DANE	01/01/2013	
<a href="#">5239</a>	WHEDA APARTMENTS 3	ADAMS	ADAMS	05/01/2013	12/31/2012

From the **Project Data** screen, click link **[click here to submit notification]**

**Rental Compliance Reporting System (RCRS)**  
Project Data

**3000, MAYBERRY HOTEL** [Avail Apps.](#) [Proj.](#)

**Submit Entered Data**

Once all the events have been entered into RCRS, [click here to submit notification](#) to WHEDA that reporting for the period is complete.

Last Completed Period: N/A

Date of Last Event: 12/12/2011

**Project Information**

County: DANE

**Buildings** (Select building to view its data)

WI95-099-01 101 SMITH ST  
Set Aside

**Building Unit Summary: WI95-099-01** Click on the Pencil to edit

Type	Total Units	Added
Efficiency	0	0
1 Bedroom	5	5

On the **Project Data** screen, enter Period Begin Date, Period End Date, and any notes for WHEDA staff. It is not necessary to enter a note, but can be used if there is information you'd like to include with your submission.

If this is the first time you are submitting reports, the Period Begin Date will be blank. After the first time submitting, the Period Begin Date will be filled automatically with the day following the last end date that was submitted. If there are no events to report for this period, click in the box.

**Rental Compliance Reporting System (RCRS)**  
Project Data

3000, MAYBERRY HOTEL

**Project Events Reporting Complete - Notification Form**

Use this form to submit notification to WHEDA staff when you are completed with current period event reporting.  
You will **not** be able to add or edit events for this period after submitting notification.

**Details:**

Project Number: 3000

Period Begin Date:

Period End Date:

There are no events to report for this period:

Entered By: Korey Kopp

Notes for WHEDA Staff:

Click on the **[Submit]** button to complete the submission.

**NOTE:**

- You cannot modify report data after it has been submitted to WHEDA.
- If you are reporting for more than one project, you need to complete the “formal submission” steps for each project.
- You will receive confirmation from WHEDA that your submission has been received, however it will not be immediate. Hundreds of report submission notices may be received in one day and it takes some time for staff to process those notices.

## 9.0 Reports

From the Main Menu, click on **[Reports]**.

**Rental Compliance Reporting System (RCRS)**  
Main Menu

WHEDA

Welcome Korey Kopp Avail Apps, Log Off

- [Project List](#)
- [Submit Unit Status Reports \(USR\)](#)
- [Reports](#)
- [RCRS User's Guide \(PDF\)](#)

---

The RCRS User's Guide requires a PDF viewer.  
If you do not have a PDF viewer, please click [here](#).

Click on **[Unit Events]**

**Rental Compliance Reporting System (RCRS)**  
Report List

WHEDA

Avail Apps, Main Menu, Log Off

- [Unit Events](#)

Follow prompts on the screen to run the Unit Event Report for all projects or one project. You may select to run the report for one year, two years, all events, or a date range. You may also select the sort order. When you are ready, click **[Display Report]**.

**Rental Compliance Reporting System (RCRS)**  
Unit Event Report

Welcome K. Kopp **MAYBERRY MANAGEMENT** [Avail Apps.](#) [Main Menu](#) [Log Off](#)

Projects (4 projects listed - Click the Project Number to view project data)

<u>Project Number</u>	<u>Project Name</u>	<u>City</u>	<u>County</u>	<u>Date of Last Event</u>	<u>Last Report Period Completed</u>
<a href="#">0001</a>	WHEDA APARTMENTS 1	BARABOO	SAUK	12/19/2002	12/31/2011
<a href="#">0002</a>	WHEDA APARTMENTS 2	BERLIN	GREEN LAKE	12/01/2002	12/31/2012
<a href="#">3000</a>	MAYBERRY HOTEL	SHEBOYGAN	DANE	01/01/2013	
<a href="#">5239</a>	WHEDA APARTMENTS 3	ADAMS	ADAMS	05/01/2013	12/31/2012

Projects to report on may be selected by one of two ways.

1. Clicking on any project number in the list above will select it and display it with the rest of the report criteria below. Subsequent clicking of any project number will replace a previously selected project.
2. Checking the "All Projects" checkbox below will select ALL projects in the list above. This will also override any previously selected project.

All Projects

Select Records For The Last

1 Year  
 2 Years  
 All

Events Date Order

Most Current First  
 Most Current Last

Or Using the date range:

From:

To:

**• No Project Selected**

You may receive a “pop-up” block notification. If so, allow the pop-up. You may need to click **[Display Report]** again after allowing the “pop-up”.

To Export the Unit Event History Detail, click on the **[Export]** button. Select File Format from the drop down menu & follow the prompts on the screen. To print, click on the printer icon.

**Unit Event History Detail**  
 From 1/1/1998 to 6/7/2013  
 Set Aside: 40/60  
 Project: 3000 MAYBERRY HOTEL  
 City: SHEBOYGAN County: DANE

101 SMITH ST, WI95-099-01  
 Building: 1

Unit Type	Event Type	Event Date	Last Name	Hshld Type	# Occ	Income	Tenant Rent	Utility Allowance	Hsqg Asst Type	Hsqg Asst Amount	Student Use Code
Unit 01 1 Bedrooms 850 Sq Ft											
LI	R	06/01/2011	Taylor	Family	1	\$19,748	\$510	\$0	N/A		N/A
LI	MI	01/01/2010	Taylor	Family	1	\$10,000	\$100	\$10	N/A		N/A
Unit 02 1 Bedrooms 850 Sq Ft											
MgrUnit MI		01/01/2011	Crump	Family	1						
Unit 03 1 Bedrooms 850 Sq Ft											
??	TO	05/01/2011	Martin	Family	0	\$0	\$0	\$0		\$0	N/A
Transferred To/From: 04											
LI	MI	02/01/2010	Martin	Family	1	\$10,000	\$100	\$10	N/A		N/A
Unit 04 1 Bedrooms 850 Sq Ft											
LI	TI	05/01/2011	Martin	Family	1	\$10,000	\$100	\$10	N/A		N/A
Transferred To/From: 03											
Unit 05 1 Bedrooms 850 Sq Ft											
LI	MI	02/01/2010	Campbell	Family	1	\$30,000	\$300	\$10	N/A		JTPA

There are several options for navigating through the report.

- ▶ Use the page selection arrows to advance to the next or prior page, or to go to the first or last page of the report.
- ▶ Type the page number in the Go To box.
- ▶ Type a word or number in the Find box & click on the binocular icon to search.
- ▶ Group Tree: Use the “+” and “-” signs on the left side of the report to expand or condense the Building and Unit menu. Click on a Building or Unit number to jump to that area of the report. (If you do not see the Building/Unit list, click “Show/Hide Group Tree” icon.)

Show/Hide Group Tree

Type page # to jump

Export

Print

Navigation arrows

Find (search)

**Unit Event History Detail**  
 From 1/1/1998 to 6/10/2013  
 Set Aside: 40/60  
 Project: 3000 MAYBERRY HOTEL  
 City: SHEBOYGAN County: DANE  
 Building: 2

Unit Type	Event Type	Event Date	Last Name	Hshld Type	# Occ	Income	Tenant Rent	Utility Allowance	Hsng Asst Type	Hsng Asst Amount	Student Use Code
102 SMITH ST, WI95-099-02											
Unit 01 2 Bedrooms 850 Sq Ft											
<i>Never Occupied Unit</i>											
Unit 02 2 Bedrooms 850 Sq Ft											
LI	R	03/01/2011	Grant	Family	1	\$12,000	\$120	\$12	N/A		N/A
LI	MI	01/01/2010	Grant	Family	1	\$10,000	\$100	\$101	N/A		N/A
Unit 03 2 Bedrooms 850 Sq Ft											
		06/01/2011	Hartley	Family	2	\$12,000	\$120	\$12	N/A		N/A
		01/01/2011	Hartley	Disabled	2	\$10,000	\$100	\$10	N/A		N/A
Bedrooms 850 Sq Ft											
		12/01/2011	Evans	Family	2	\$1,200	\$10	\$12	S8V	\$95	N/A
LI	MI	12/01/2010	Evans	Disabled	1	\$100	\$10	\$10	S8V	\$90	N/A
Unit 05 2 Bedrooms 850 Sq Ft											
LI	MI	10/18/2010	Olsen	Family	1	\$12,500	\$120	\$12	N/A		N/A
LI	MO	05/01/2010	Grant	NA							
LI	MI	01/01/2010	Grant	Disabled	1	\$10,000	\$100	\$10	N/A		N/A

Group Tree + & - to expand/condense click building or unit to jump

Page 3 of 7 06/10/2013 9:27:34AM

Navigation arrows

## 10.0 Exiting RCRS

It is best to exit RCRS by clicking the **[Log Off]** link provided on the upper right hand side of the screen. This provides greater security than simply closing your browser window.

Type	Total Units	Added
Efficiency	0	0
1 Bedroom	5	5
2 Bedroom	0	0
3 Bedroom	0	0
4 Bedroom	0	0

## 11.0 System Support

The Rental Compliance Reporting System (RCRS) relies on a central administrative contact (Delegated Administrator) within each company to create and assign user accounts. If you have a question about your user account, please contact your Delegated Administrator.

If you have questions concerning your project, please contact your Compliance Officer.

**Compliance Officer:**

Tyler Grover  
 Barb Habich  
 Carmen Nordness  
 Deb Petersen  
 Pam Sharpe  
 Scott Strandberg  
 John Unertl

**Phone Number:**

(608) 267-5184  
 (608) 266-0730  
 (608) 266-6934  
 (608) 267-5271  
 (414) 220-5339  
 (414) 227-1853  
 (608) 266-2607

**Email:**

tyler.grover@wheda.com  
 barb.habich@wheda.com  
 carmen.nordness@wheda.com  
 deb.petersen@wheda.com  
 pam.sharpe@wheda.com  
 scott.strandberg@wheda.com  
 john.unertl@wheda.com

Thank you for using the Rental Compliance Reporting System (RCRS).