



# WHEDA

**Wisconsin Housing and Economic Development Authority**

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



## **User's Guide**

**UPDATED: July 27, 2017**

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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 Authorized 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 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required (e.g., if John Smith leaves your company) the Delegated Administrator should disable the account so that it is no longer active.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 also be located on our website by searching for Delegated Administrator Agreement MF.

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 a WHEDA Multifamily Business Systems Analyst at 608.268.7225 for assistance.

If you are a Delegated Administrator, you have an Administrative Tool button that allows you to access account management tools.

## 3.0 Delegated Administrator

### 3.1 Manage User Accounts

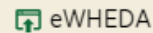
Delegated Administrator accounts are set up by WHEDA after receipt of the [Delegated Administrator Agreement](#) (DAA). There may be one Delegated Administrator (DA) per organization. The Delegated Administrator has the ability to create and manage User accounts.

**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 ([www.WHEDA.com](http://www.WHEDA.com)), select from the top of the page. You will then see the eWHEDA login page as shown below.



Secure | <https://www2.wheda.com/nidp/app/login>

Apps Getting Started whedanet Weight Loss & Fitness eDirectory iManager New Tab

**WHEDA** eWHEDA Services

Sign in to use available applications

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

How to Sign Up for Our eWHEDA Services

khebel

.....

[Forgot your password?](#) **Sign in**

WHEDA only supports the use of the Internet Explorer browser while working in eWHEDA applications.

**\*\*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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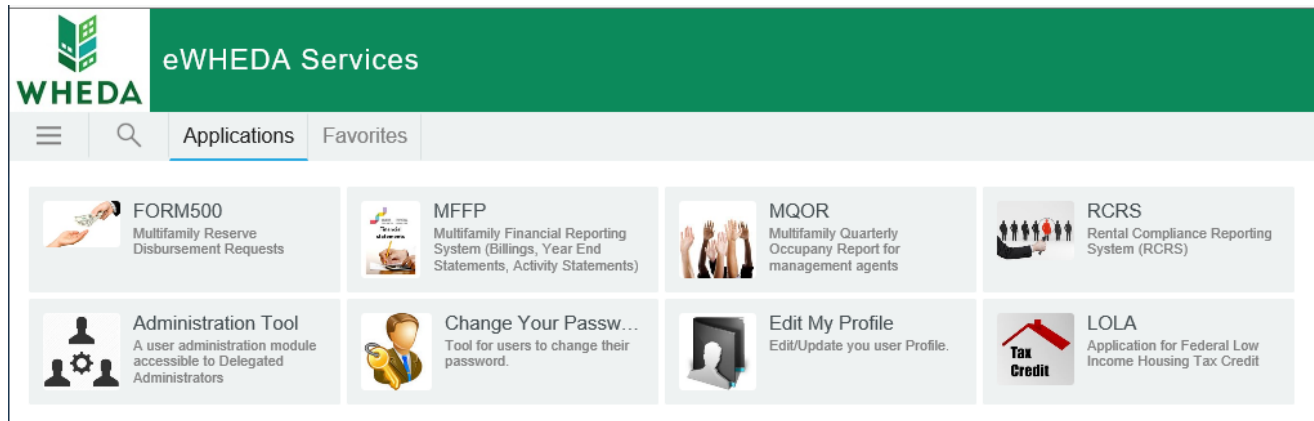
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To log in, enter your username and password and click the **Sign In** button. If you forgot your password, select the **Forgot your password?** link.

### 3.3 The eWHEDA Main Menu

When you log into eWHEDA, the first screen you will see is the **Applications** available to you. This screen provides options for your use of the system. Your screen may not look exactly like this one, but at a minimum you will have Change Your Password, Edit My Profile and RCRS. If you are the Delegated Administrator for your organization you will also have the Administration Tool button.



#### Administrative Tool



## User Management for eWHEDA Services

### User Management Main Menu:

List  
Applications

List  
Companies

Create  
User

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- **List Applications:** Displays the eWHEDA applications to which the user has administrator access. (RCRS, MQOR, Form 500, LOLA, MF Portal)
- **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 **User 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 information later using the **Edit My Profile** button on the main applications menu.



### User Profile Manager for eWHEDA Services

Please complete and submit the information on this registration form to obtain a User ID and Password. This will allow you access to all WHEDA On-Line Services that you are authorized to use.

\*Indicates Required Fields

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="v"/>
Zip Code:	<input type="text"/>
Email: *	<input type="text"/>
Phone: *	<input type="text"/> <input type="text"/>
Hint Question: *	<input type="text"/>
Hint Answer: *	<input type="text"/>
Confirm Hint Answer: *	<input type="text"/>

You will receive confirmation of your registration and then be redirected to WHEDA's home page after pressing the Finish button on the confirmation page.

**SUBMIT** **CLEAR**

### 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. The Delegated Administrator will be able to manage access to specific applications (RCRS, MQOR, etc.) per User.



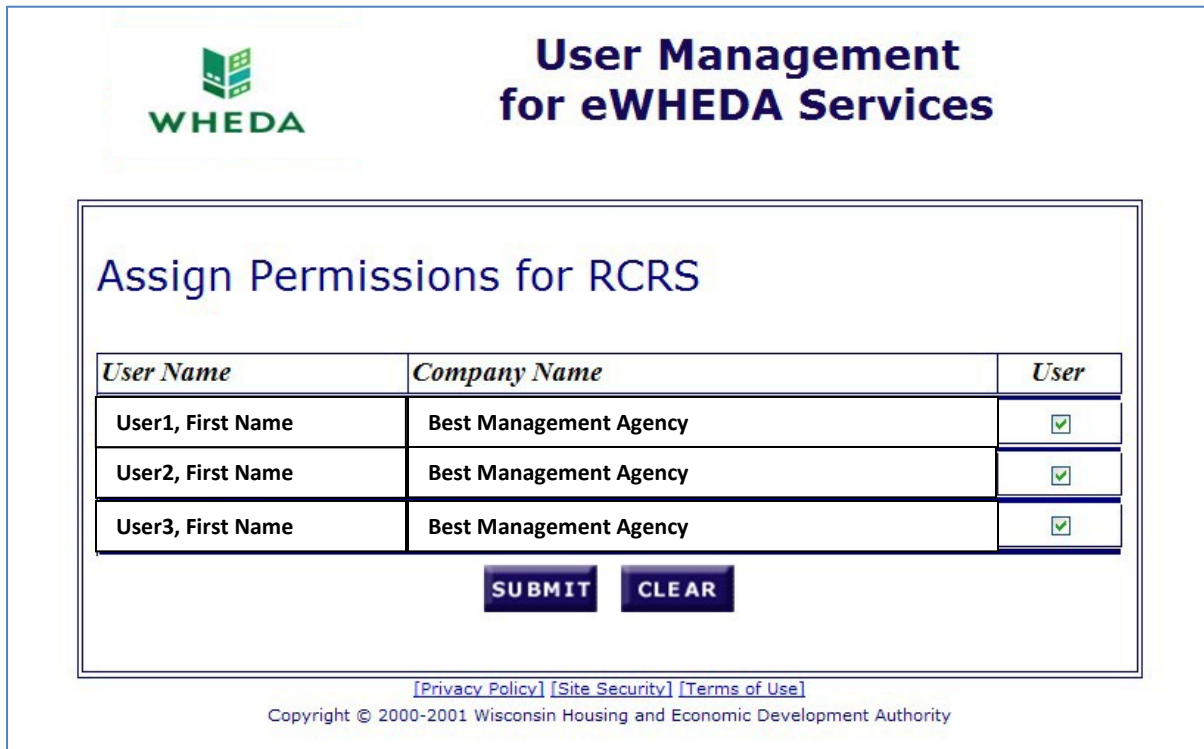
**User Management for eWHEDA Services**

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

Application List
<a href="#">RCRS</a>

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**User Management for eWHEDA Services**

**Assign Permissions for RCRS**

User Name	Company Name	User
User1, First Name	Best Management Agency	<input checked="" type="checkbox"/>
User2, First Name	Best Management Agency	<input checked="" type="checkbox"/>
User3, First Name	Best Management Agency	<input checked="" type="checkbox"/>

**SUBMIT** **CLEAR**

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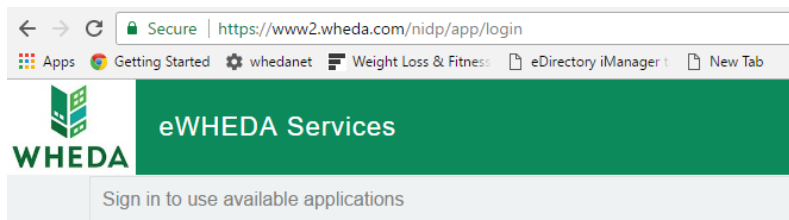
After user accounts have been updated, select the **Submit** button to save.

## 4.0 Using RCRS

### 4.1 Accessing the System for Users

RCRS is accessed via the Internet using your web browser. 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 ([www.WHEDA.com](http://www.WHEDA.com)), select  from the top of the page. You will then see the eWHEDA login page as shown below.



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#### How to Sign Up for Our eWHEDA Services

[Forgot your password?](#)

WHEDA only supports the use of the Internet Explorer browser while working in eWHEDA applications.

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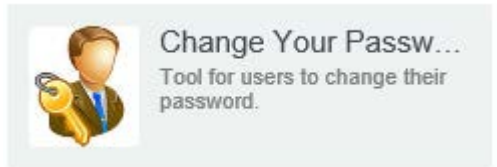
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To log in, enter your username and password then click the **Login** button. If you forgot your password, select the **Forgot your password?** link.

To change your password, select the **Change Your Password** button from the **Available Applications** menu.



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



## Change Password for eWHEDA Services

Please enter and verify your new password

\*Indicates Required Fields

New Password: *	<input type="password"/>
Verify New Password: *	<input type="password"/>

SUBMIT

CLEAR

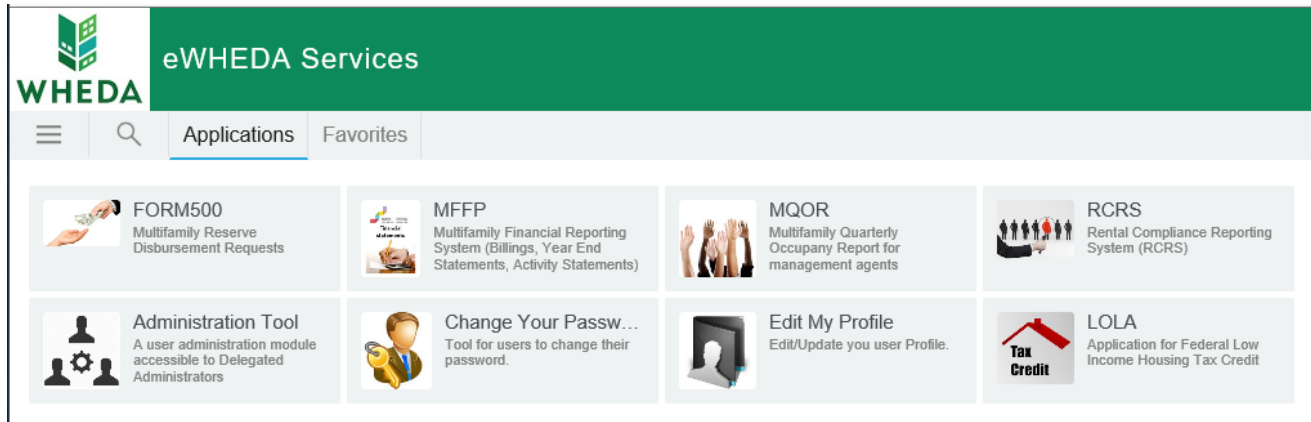
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## 4.2 Available Applications

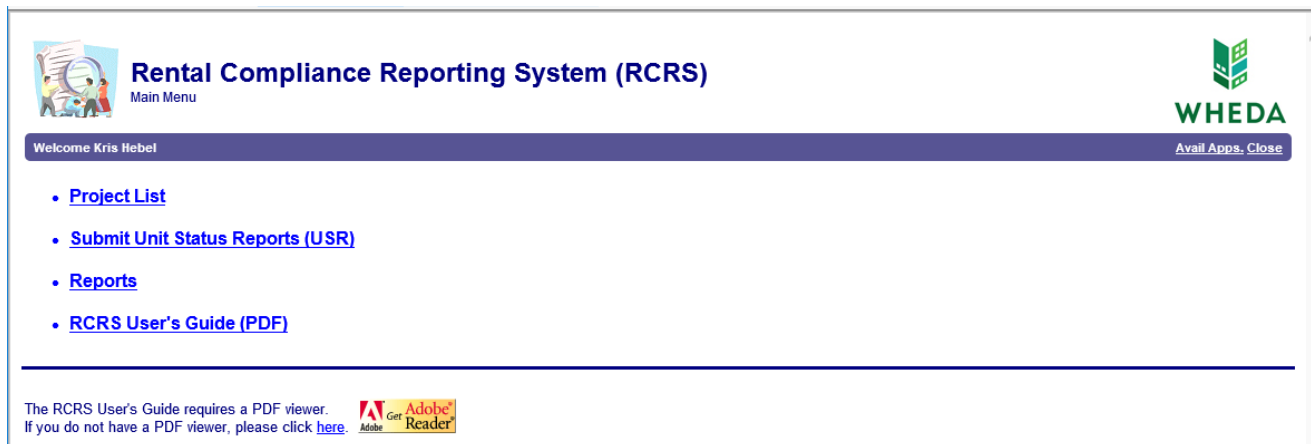
The **Available Applications** screen displays all applications to which you have access. Your screen may not look exactly like this one, but at a minimum you will have Change Your Password, Edit My Profile and RCRS. If you are the Delegated Administrator for your organization you will also have the Administration Tool button.

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



## 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.

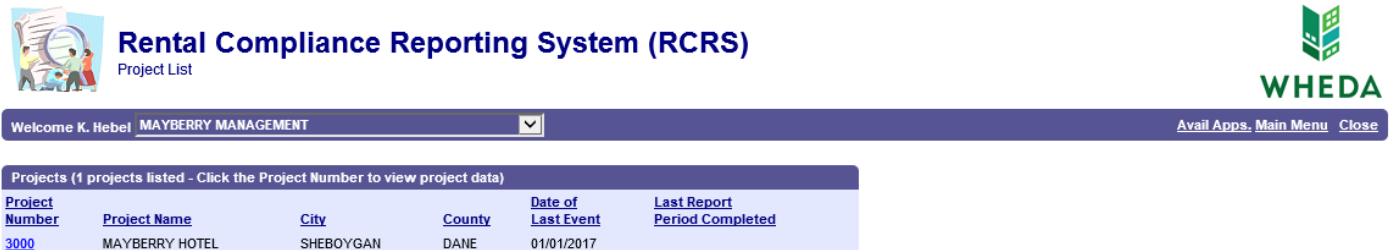


From the **Main Menu** screen, the following options are available.

- 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.
- The **Submit Unit Status Reports (USR)** option allows you to upload an XML file containing unit event detail.
- The **Reports** option allows you to generate a Unit Events report.
- The **RCRS User's Guide** opens a PDF version of this 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
<a href="#">3000</a>	MAYBERRY HOTEL	SHEBOYGAN	DANE	01/01/2017	

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.

- If you have more than one project, 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 the “click here to submit notification” link when all your events are entered and you are ready to submit them to WHEDA.
- Last Completed Period: Last date range for which events were 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 information for the ownership entity.

▶ **WHEDA Links:** Link to forms and the 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

**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
<b>Total</b>	<b>5</b>	<b>5</b>

**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
<a href="#">01</a>	<a href="#">Edit Events</a>	1	Fisher, Josher	Occupied	02/10/2015	04/01/2015	MKT	Rent Exceeds Limit	
<a href="#">02</a>	<a href="#">Edit Events</a>	1	Punksitoni, Phil	Occupied	12/02/2016	01/01/2017	LI		
<a href="#">03</a>	<a href="#">Edit Events</a>	1	Hendix, Marshall	Occupied	01/01/2016	01/01/2016	LI		
<a href="#">04</a>	<a href="#">Edit Events</a>	1	Marlin, Angel	Occupied	02/01/2010	04/01/2015	LI		
<a href="#">05</a>	<a href="#">Edit Events</a>	1	tisher, moshua	Occupied	01/05/2015	01/05/2015	LI		
<a href="#">06</a>	<a href="#">Edit Events</a>	0	Pooh, Smoochie	Occupied	07/01/2015	01/01/2015	MKT		
<a href="#">090347589</a>	<a href="#">Edit Events</a>	3	striket, ted	Occupied	01/01/2015	01/01/2015	LI		
<a href="#">1002</a>	<a href="#">Edit Events</a>	1	striker, ted	Occupied	10/15/2014	10/04/2014	LI		

**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  
(608) 267-7265

Contact: aunt bea

Email:

Tax ID: 12-3456789

Owner Sponsorship Type: For-Profit

**WHEDA Links**

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

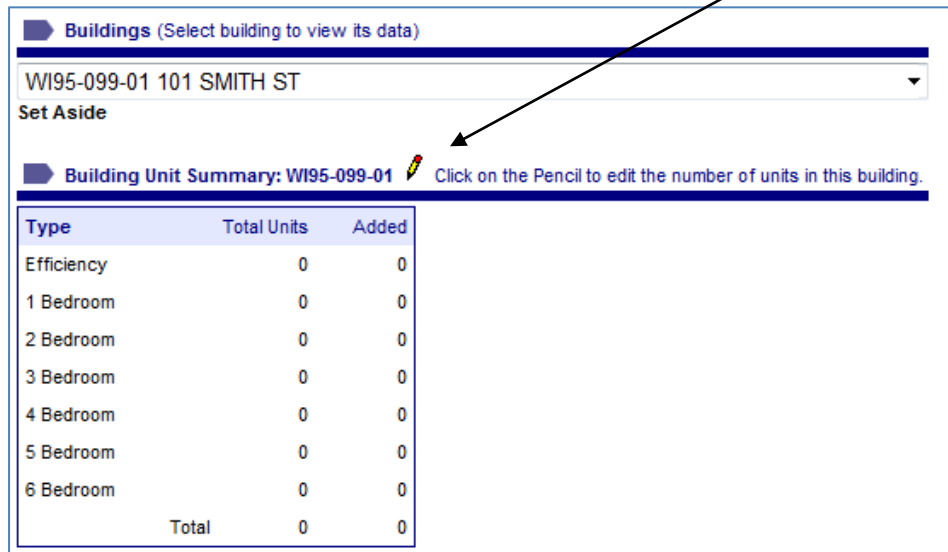
## 5.0 Setting Up New Projects

If events have already 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

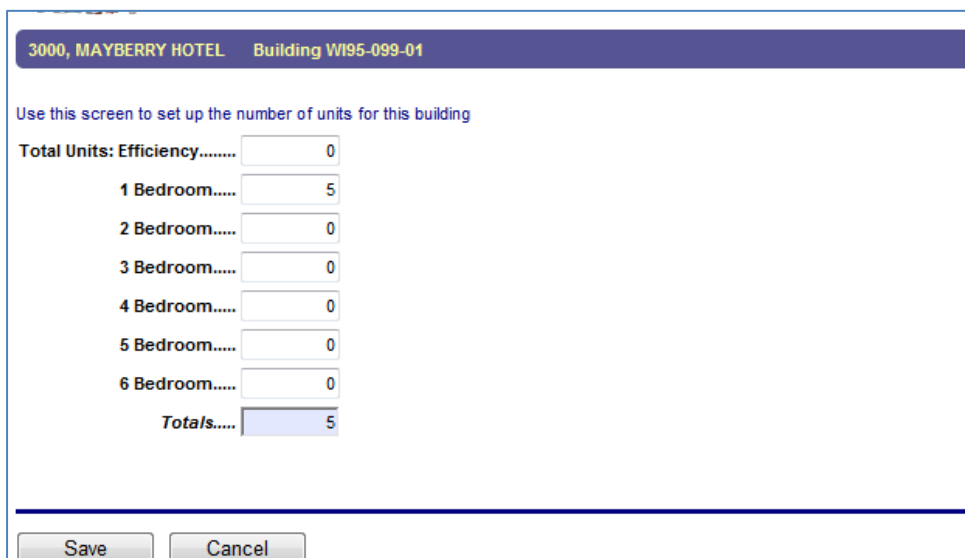
From the [Project Data](#) screen, you will first need to click on the edit pencil icon (✎). The [Edit Building](#) screen will be displayed.



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 pencil icon is next to the text 'Building Unit Summary: WI95-099-01', with an arrow pointing to it from the text in the paragraph above. To the right of the pencil icon is the text 'Click on the Pencil to edit the number of units in this building.' Below this is a table with three columns: 'Type', 'Total Units', and 'Added'.

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 and the system will take you back to the [Project Data](#) screen.



The screenshot shows the 'Edit Building' screen for '3000, MAYBERRY HOTEL' and 'Building WI95-099-01'. The instruction 'Use this screen to set up the number of units for this building' is displayed. Below this are input fields for 'Total Units' and various bedroom types. The 'Totals' field is highlighted in blue.

Total Units: Efficiency.....	0
1 Bedroom.....	5
2 Bedroom.....	0
3 Bedroom.....	0
4 Bedroom.....	0
5 Bedroom.....	0
6 Bedroom.....	0
Totals.....	5

At the bottom 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
<b>Total</b>	<b>5</b>	<b>0</b>

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

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

(No Units Use [Add New] Button above)

**Add Unit**

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 the **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** button, 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.)
- 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 accessibility.



## Rental Compliance Reporting System (RCRS)

Add Unit

6201, St Anthony's Apartments

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

\* Denotes required field

Unit Number*:	<input type="text" value="60"/>
Square Feet*:	<input type="text" value="800"/>
# Bedrooms*:	<input type="text" value="1"/> ▼
Handicap Accessible*:	<input type="text" value="Yes"/> ▼

Save/Exit

Exit

Existing Unit Numbers	
10	11
12	13
14	15
16	17
18	19
2	20
21	22
23	24
25	26
27	28

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

**NOTE:** Once the first report for the project has been submitted, you can no longer edit Unit information. Contact your Compliance Officer at 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.

**NOTE:** Once the first report for the project has been submitted, you can no longer delete Unit information. Contact your Compliance Officer at WHEDA if changes are 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
<b>Total</b>	<b>5</b>	<b>5</b>

**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.

- The **Unit** column contains a list of units for the Building.
- In the **Events** column, select Edit Events next to the unit number to add, view or edit events for the unit.
- The **# of Bedrooms** column lists the number of bedrooms for the unit.
- 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.
- The **Status** column lists whether the unit is currently Vacant or Occupied or if it has never been occupied (Not Yet Occupied).
- 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.
- The **Cert. Date** column displays the last full certification of the current household.
- The **Type** column displays whether the unit is currently 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.

## 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 the **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 the **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	

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 only see event types which follow the sequence of events allowed. Events such as move-outs and recertification's 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 and then click **Save**.

### 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 W195-099-01 Unit 06

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
		07/01/2015	Transfer In	Pooh, Smoochie	03	MKT	
		06/30/2015	Move Out	Sind, for		LI	
		01/01/2015	Move In	Sind, for		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

W195-099-01

Transfer Tenant: Smoochie Pooh

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: W195-099-01 Current Unit: 06

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. If you delete one, the other will also be deleted.

## 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 W195-099-01 Unit 06

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
		07/01/2015	Transfer In	Pooh, Smoochie	03	MKT	
		06/30/2015	Move Out	Sind, for		LI	
		01/01/2015	Move In	Sind, for		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", "Transfer In", "Transfer Out", "Self-recertification" 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 edit 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 [Section 6.2](#).


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

3000, MAYBERRY HOT EL.
 Building W195-099-01

 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 Income Qualified Tenants: \* 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	M	Head of Household or Relationship To	Date of Birth	Full-Time Student	Last 4 Digits of SSN	Race	Ethnicity	Disabled
1. Taylor	Andy		Head Of Household	1/1/1990	No	0000	TDR	Not Hispanic or Latino	Yes

Add Occupant

**Income** (Money amounts must be whole dollars less than 200,000. Do not enter pennies)  
 Household Gross Annual Income \$ 10,000

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

Source of Federal Rent Assistance: *	No Assistance	
Federal Rent Assistance Amount: \$	0	Tenant Rent: \$ 100
Other Non-Federal Rent Assistance: \$		Utility Allowance: * \$ 10
Source of Other Non-Federal Assistance:		
Total	\$	110

Household Type: Family

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 (AMI %)
1. <input checked="" type="checkbox"/> Tax Credit	60
2. <input type="checkbox"/> HOME	
3. <input type="checkbox"/> Tax Exempt Bond	
4. <input type="checkbox"/> ADHP	

Add Other Program

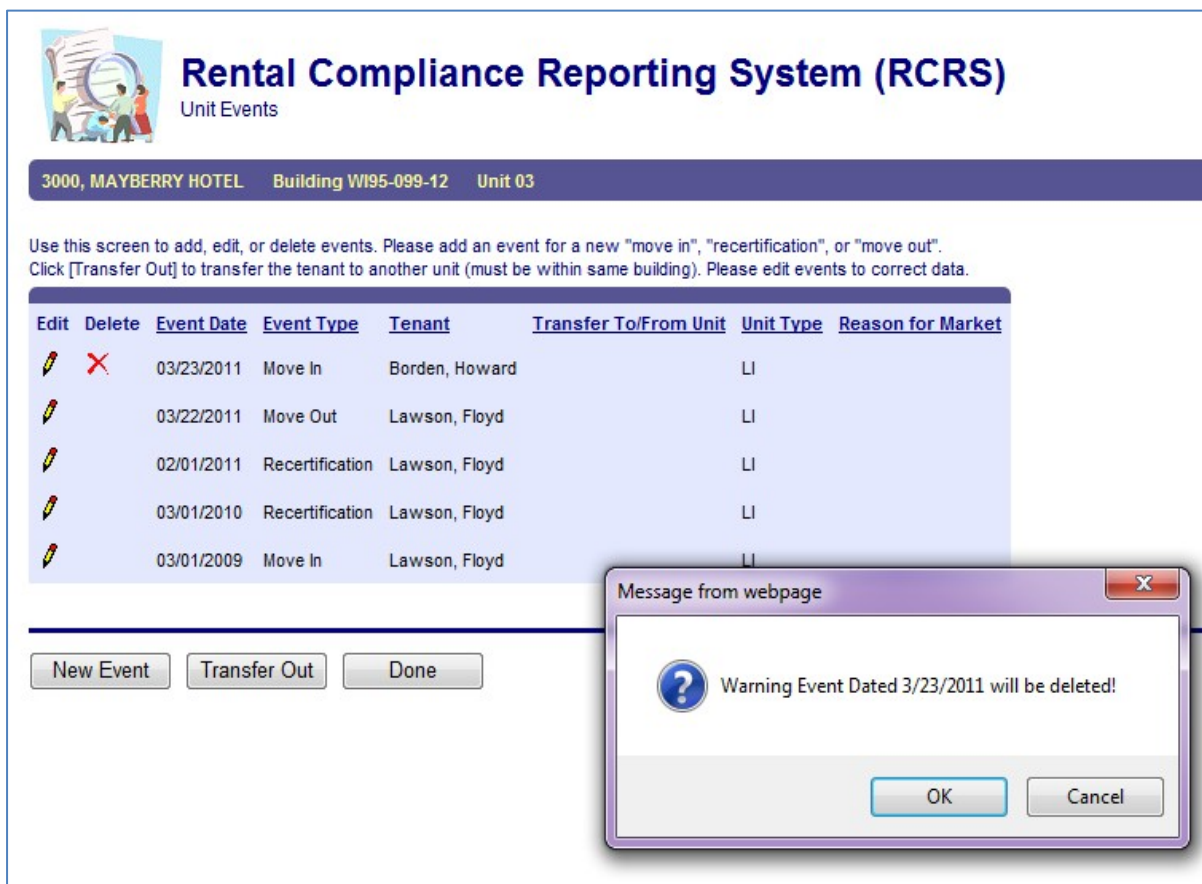
Save Cancel

When you are finished making edits, click the **Save** button to save your 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. If you chose to cancel, 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. This is the [link](#) to the forms on wheda.com. Once on the website, click on the Monitoring Forms tab.

## 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 deletion as a deletion 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. This is the [link](#) to the forms on wheda.com. Once on the website, click on the Monitoring Forms tab.

## 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 W195-099-01

ⓘ 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 Income Qualified Tenants \*** 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	M	Head of Household or Relationship To	Date of Birth	Full-Time Student	Last 4 Digits of SSN	Race	Ethnicity	Disabled
1.	Taylor	Andy		Head Of Household	1/1/1990	No	0000	TDR	Not Hispanic or Latino	Yes

[Add Occupant](#)

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

Household Gross Annual Income \$ 10,000

---

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

Source of Federal Rent Assistance: \* No Assistance

Federal Rent Assistance Amount: \$	0	Tenant Rent: *	\$	100
Other Non-Federal Rent Assistance: \$		Utility Allowance: *	\$	10
Source of Other Non-Federal Assistance:				
Total		\$	110	

---

**Household Type \*** Family

---

**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	60
2. <input type="checkbox"/> HOME	
3. <input type="checkbox"/> Tax Exempt Bond	
4. <input type="checkbox"/> ADHP	

[Add Other Program](#)

[Save](#) [Cancel](#)

## View Unit Event – Market Rate Event



## Rental Compliance Reporting System (RCRS)

Edit Unit Event

3000, MAYBERRY HOTEL

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

Event Type: Violation Unit Type \*: Market Rate

Event Date \*: 01/01/2015

## Tenant Information

First Name: jay Middle Initial: Last Name \*: smith

Number of Occupants \* 0

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)

Source of Federal Rent Assistance:   
 Federal Rent Assistance Amount: \$ 0 Tenant Rent: \* \$ 0  
 Other Non-Federal Rent Assistance: \$ Utility Allowance \* \$ 0  
 Source of Other Non-Federal Assistance:   
 Total \$

Household Type \* Student Use 

Save

Cancel

## 6.7 View Unit Event – Reason for Market Rate

3000, MAYBERRY HOTEL Building W195-099-01 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. There may be more than one "reason for market", however only one will be displayed. Contact your Compliance Officer at WHEDA if further information is needed.

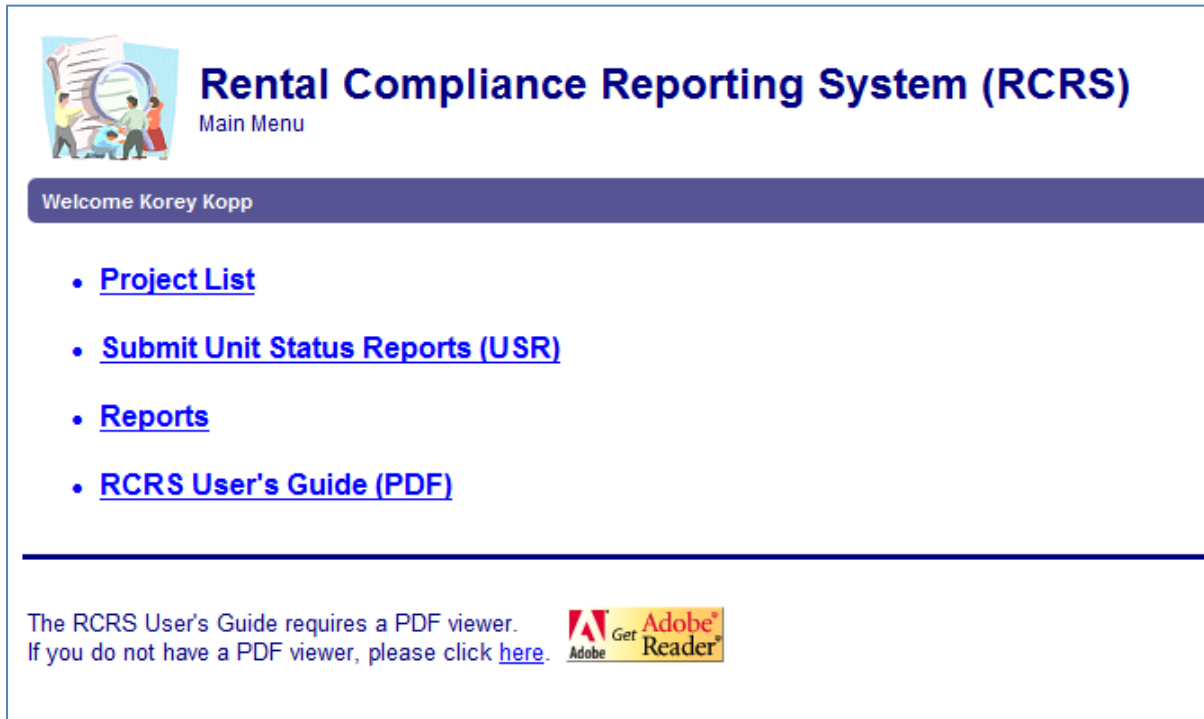
## 7.0 Uploading an Electronic Unit Status Report

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 require information on electronic reporting, refer to the most current State HFA LIHTC Data 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**. **Reminder: Only a valid XML file can be uploaded.** 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 that it passes event sequence and WHEDA requirements. This validation is the same sequence requirements that are in place for events that are entered manually into RCRS.



## Rental Compliance Reporting System (RCRS)

Upload Unit Status Report (USR) File



Welcome Kris Hebel

[Avail Apps.](#)

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

Click the "Choose File" 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.

**Reminder: Only a valid XML file can be uploaded.**

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

```
==== 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 ====
```

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. Prior to submitting final notification, you are able to edit or add events as described in [Section 6.0](#). Once events are formally submitted, you will not be able to add or edit events in the submitted periods.

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

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](#).

### 7.2.2 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 a WHEDA Multifamily Business Systems Analyst at 608.268.7225 for assistance.

**Example 1 Message: Data Error in BIN-Invalid Value**

```
==== 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 ====
```

**Example 1 Explanation:** Transfers may only occur between units in the same building. In example 1, 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 [LIHTC Compliance Manual](#))

**Example 2 Message: Data Error in BIN-Bad Event Date**

```
==== 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 ====
```

**Example 2 Explanation:** 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 Message: Data Error in BIN-Invalid Event Type**

```
==== 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.
```

**Example 3 Explanation:** 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 check if there is a "Reason for Market". (See [Section 6.7, View Unit Event – Reason for Market Rate](#).)

**Example 4 Message: Data Error in BIN-Housing Assistance Amount**

```
==== 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 ====
```

**Example 4 Explanation:** 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 Message: Data Error in BIN-Housing Assistance Amount/Type**

```
==== 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 ====
```

**Example 5 Explanation:** This error message indicates that a Housing Assistance Amount greater than 0 has been reported, but the Housing Assistance Type has been reported as "No Assistance". 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. Subsequent events appear out of sequence. Once the Move-in can process, the sequence will be correct.

**Example 6 Message: Data Error in BIN-Invalid Building ID**

```
==== 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 ====
```

**Example 6 Explanation:** 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.

**7.2.3 Internal error during schema validation**

```
==== 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 ====
```

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 a WHEDA Multifamily Business Systems Analyst at 608.268.7225 for assistance with this error.

**7.2.4 Validation failed for XML – XML structure invalid**

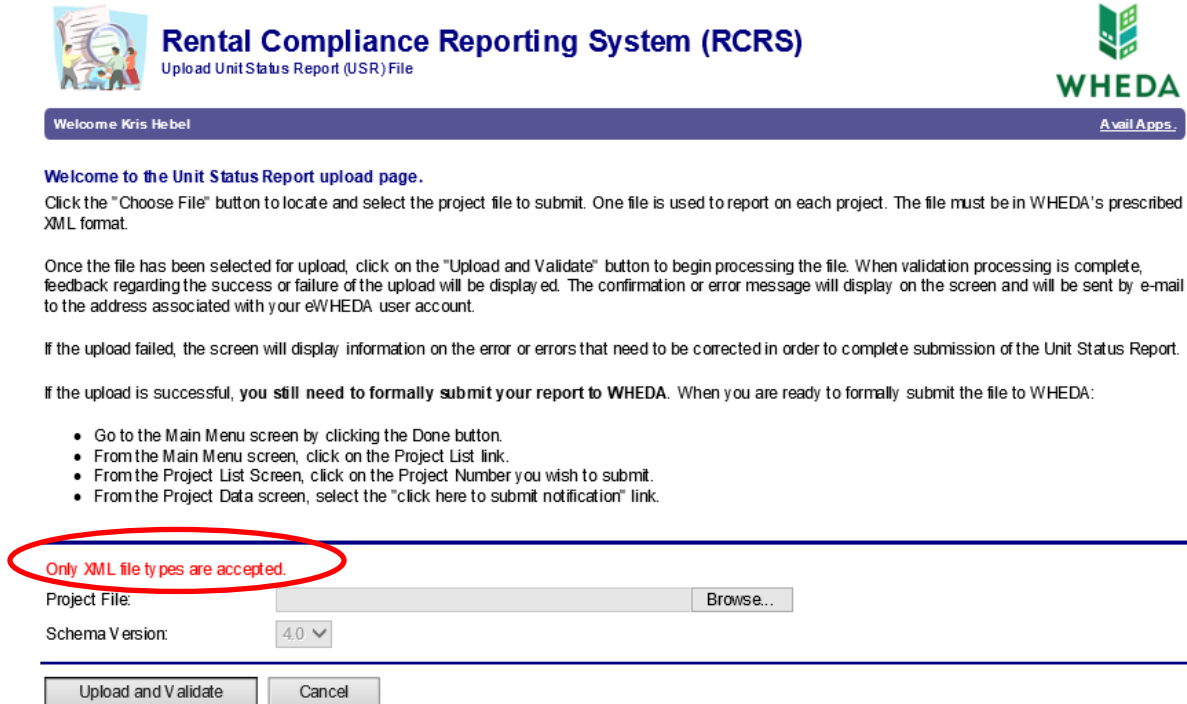
```
==== Start of Processing ====
User id: khebeltest
User name: khebeltest
05/03/2017 Validation failed for XML: DefaultEventsV3.1.xml
=====
XML structure invalid

05/03/2017
Warning: Matching schema not found. No validation occurred.
Could not find schema information for the attribute 'version'.

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

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 a WHEDA Multifamily Business Systems Analyst at 608.268.7225 for assistance with this error.

### Example 1 Message:



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

Welcome Kris Hebel Avail Apps.

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

Click the "Choose File" 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.

**Only XML file types are accepted.**

Project File:  Browse...

Schema Version: 4.0

Upload and Validate Cancel

**Example 1 Explanation:** If you browse and select a file that is not an XML file, after clicking Upload and Validate, the red message above will appear.

### Example 2 Message:

```
==== 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 ====
```

**Example 2 Explanation:** 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 [State HFA LIHTC](#)

[Data Standard](#).**Example 3 Message:**

```
==== 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 ====
```

**Example 3 Explanation:** 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'). Monetary fields including Income and Housing Expense cannot be negative.

## 8.0 Formally Submit Your Report to WHEDA

**NOTE:** 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 Kris Hebel

[Avail Apps](#) [Close](#)

- [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](#).



From the [Project List](#) screen, click the project number you are submitting.



## Rental Compliance Reporting System (RCRS)

Project List



WHEDA

Welcome K. Hebel MAYBERRY MANAGEMENT

[Avail Apps.](#) [Main Menu](#) [Close](#)

Projects (1 projects listed - Click the Project Number to view project data)

Project Number	Project Name	City	County	Date of Last Event	Last Report Period Completed
<a href="#">3000</a>	MAYBERRY HOTEL	SHEBOYGAN	DANE	12/02/2016	

From the **Project Data** screen, click the 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 would 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



WHEDA

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: 01/01/2016

Period End Date: 12/31/2016

There are no events to report for this period: ☐

Entered By: Kris Hebel

Notes for WHEDA Staff:

Submit

Cancel

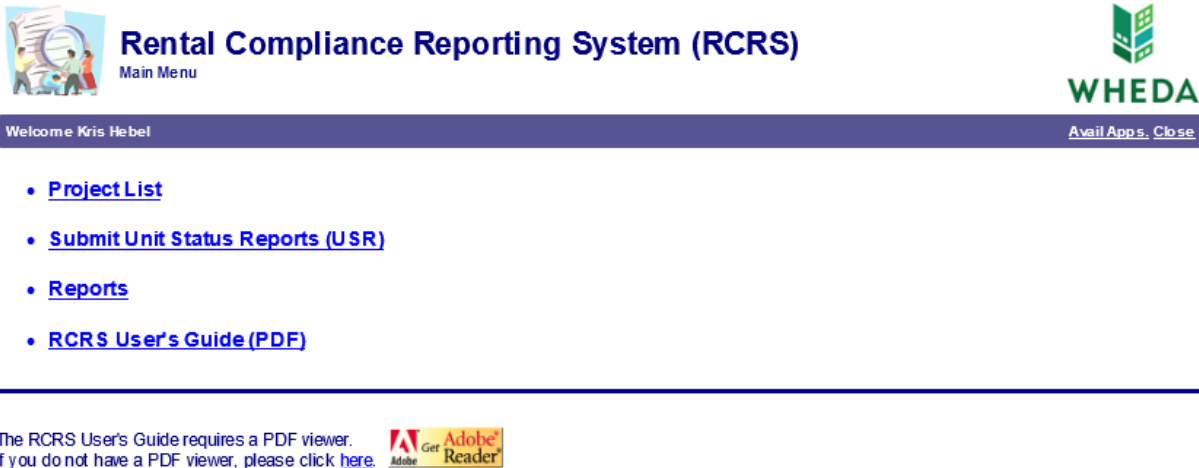
Click on the **Submit** button to complete the submission.

**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 an email confirmation from WHEDA staff 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.

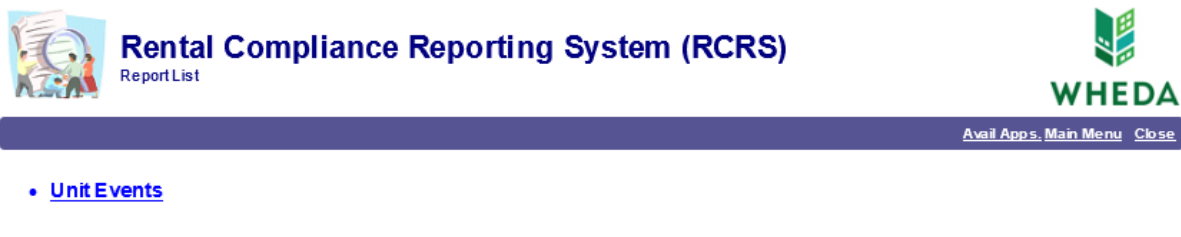
## 9.0 Reports

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



The screenshot shows the 'Main Menu' of the Rental Compliance Reporting System (RCRS). At the top left is a logo with people and a magnifying glass. To its right is the title 'Rental Compliance Reporting System (RCRS)' and 'Main Menu'. At the top right is the WHEDA logo. Below the title bar, a purple banner says 'Welcome Kris Hebel' on the left and 'Avail Apps, Close' on the right. A list of links is displayed: 'Project List', 'Submit Unit Status Reports (USR)', 'Reports', and 'RCRS User's Guide (PDF)'. At the bottom, a message states: 'The RCRS User's Guide requires a PDF viewer. If you do not have a PDF viewer, please click [here](#).' followed by the Adobe Reader logo.

Click on **Unit Events**.



The screenshot shows the 'Report List' interface of the Rental Compliance Reporting System (RCRS). It features the same top navigation elements as the Main Menu: the RCRS logo, the title 'Rental Compliance Reporting System (RCRS)' with 'Report List' below it, and the WHEDA logo. The purple banner at the top says 'Avail Apps, Main Menu, Close'. A single link, 'Unit Events', is listed below the banner.

Follow prompts on the screen to run the Unit Event Report for all projects or one project. You may 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. Hebel MAYBERRY MANAGEMENT

[Avail Apps](#) [Main Menu](#) [Close](#)

Projects (1 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="#">3000</a>	MAYBERRY HOTEL	SHEBOYGAN	DANE	12/02/2016	

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:

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, W195-099-01 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

Page 1 of 6 08/07/2013 4:35:41PM

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

Export

Print

Navigation arrows

Type page # to jump

Find (search)

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

Navigation arrows

**Unit Event History Detail**

From 1/1/1998 to 6/10/2013

Set Aside: 40/60

Project: 3000 MAYBERRY HOTEL

City: SHEBOYGAN County: DANE

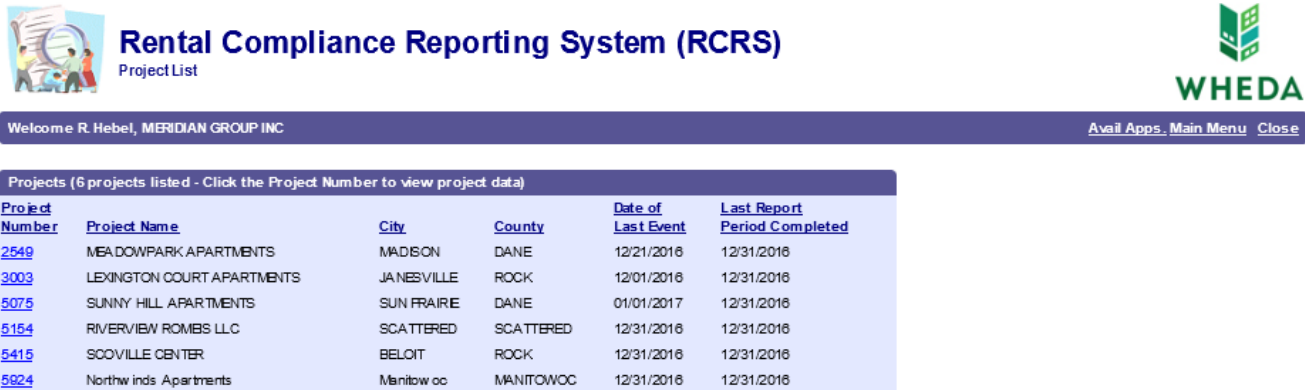
102 SMITH ST, W195-099-02

Building: 2

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	2 Bedrooms		850 Sq Ft								
Never Occupied Unit											
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

## 10.0 Exiting RCRS

It is best to exit RCRS by clicking the **Close** link provided on the upper right hand side of the screen.



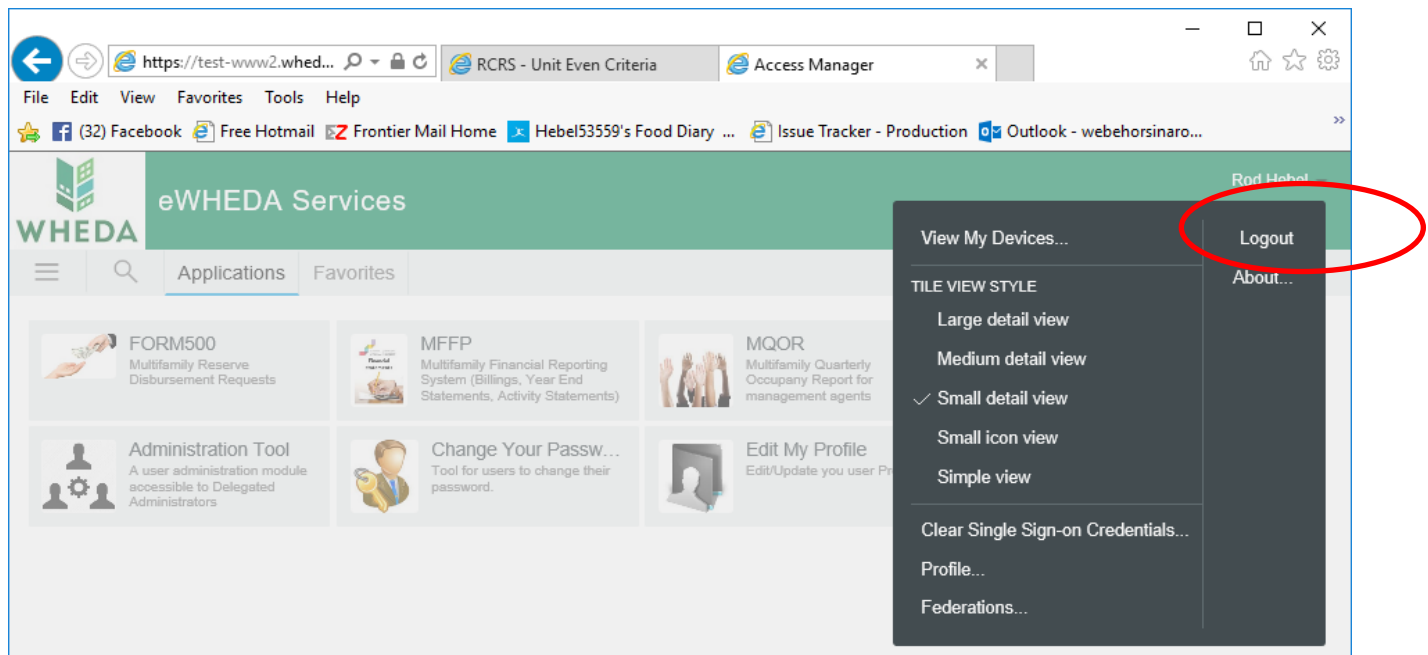
**Rental Compliance Reporting System (RCRS)**  
Project List

Welcome R. Hebel, MERIDIAN GROUP INC [Avail Apps](#) [Main Menu](#) [Close](#)

Projects (6 projects listed - Click the Project Number to view project data)

Project Number	Project Name	City	County	Date of Last Event	Last Report Period Completed
<a href="#">2549</a>	MEADOWPARK APARTMENTS	MADISON	DANE	12/21/2016	12/31/2016
<a href="#">3003</a>	LEXINGTON COURT APARTMENTS	JANESVILLE	ROCK	12/01/2016	12/31/2016
<a href="#">5075</a>	SUNNY HILL APARTMENTS	SUN FRAIRE	DANE	01/01/2017	12/31/2016
<a href="#">5154</a>	RIVERVIEW HOMES LLC	SCATTERED	SCATTERED	12/31/2016	12/31/2016
<a href="#">5415</a>	SCOVILLE CENTER	BELOIT	ROCK	12/31/2016	12/31/2016
<a href="#">5924</a>	Northwinds Apartments	Manitowish	MANITOWISH	12/31/2016	12/31/2016

Then click on your login name and choose Logout from the drop down. This provides greater security than simply closing your browser window.



https://test-www2.wheda... RCRS - Unit Even Criteria Access Manager

File Edit View Favorites Tools Help

(32) Facebook Free Hotmail Frontier Mail Home Hebel53559's Food Diary ... Issue Tracker - Production Outlook - webehorsinaro...

**WHEDA** eWHEDA Services Red Hebel

Applications Favorites

FORM500 Multifamily Reserve Disbursement Requests

MFFP Multifamily Financial Reporting System (Billings, Year End Statements, Activity Statements)

MQOR Multifamily Quarterly Occupancy Report for management agents

Administration Tool A user administration module accessible to Delegated Administrators

Change Your Passw... Tool for users to change their password.

Edit My Profile Edit/Update your user Profile

View My Devices... Logout About...

TILE VIEW STYLE

Large detail view

Medium detail view

✓ Small detail view

Small icon view

Simple view

Clear Single Sign-on Credentials...

Profile...

Federations...

## 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 WHEDA Compliance Officer.