



Errors and Warnings

Upon saving, the system will check for any problem and notify you. Errors and Warning will appear at the top of the page. **Errors will be red and must be fixed before the event will save. Warning will be orange. You should check the warnings and make sure they are ok to continue.**
– At the top of the Unit Events screen, you may see errors and warnings. **Errors are red. Warnings are orange.** The errors must be resolved before it will save. You should check the warnings and make sure they are ok to continue.

Unit Event

- HH Member Count Must Be Greater Than 0.
- Student household status is not indicated.
- Household Member's Income Exceeds Household Income.
- Warning: Total household income is zero.
- Warning: Tenant rent portion is zero.
- Warning: The Allowance Amount and the Rental Assist Amount are both zero.

Unit #	2A	Square footage	650
Number of Bedrooms	1 Bedroom	Initial Move-in	3/30/2010
Event Date	3/30/2010		3/30/2010

Start Finalization Process

Click on 'Start Finalization' to begin the four-step finalization process and go to the Finalize Errors Screen.

Start Finalization Process

This will start the finalization process for your annual owner certification. This process will allow you to review any basic compliance issues that have been identified. If there are any issues, you will be allowed to make modifications which will be recorded for the submission. After reviewing the certification, you will be able to complete the finalization process. Once the certification is finalized, you will have the ability to print a receipt and you will no longer be able to edit this certification.

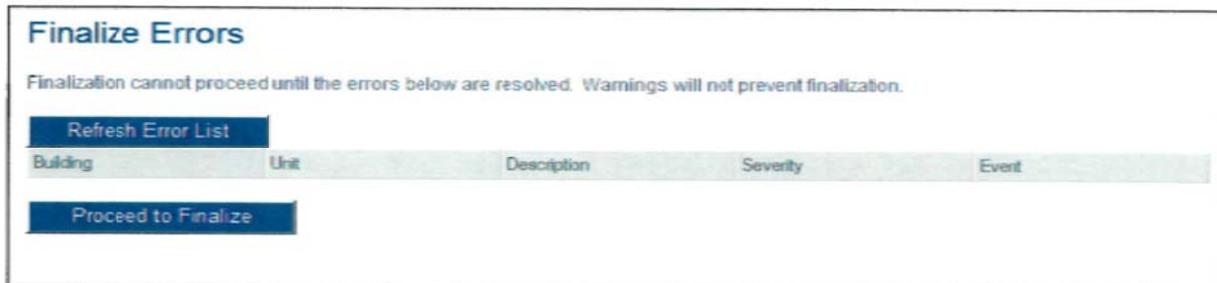
[Start Finalization](#)

Finalize Errors

The Finalize Errors screen is the second of four steps of the finalization process. It is possible to finalize with warnings but all errors must be resolved before proceeding to finalize.

The property errors can be sorted by clicking on the column headings. To fix an error, click on the 'Event' that you would like to correct. This will take you to the Unit Event screen where changes can be made and saved.

As errors are resolved, click on 'Refresh Error List' to update to make sure the errors are no longer an issue. Once there are no more errors to resolve, a 'Proceed to Finalize' button will appear at the bottom of the screen to continue to step three of the finalization process.



Finalize Errors

Finalization cannot proceed until the errors below are resolved. Warnings will not prevent finalization.

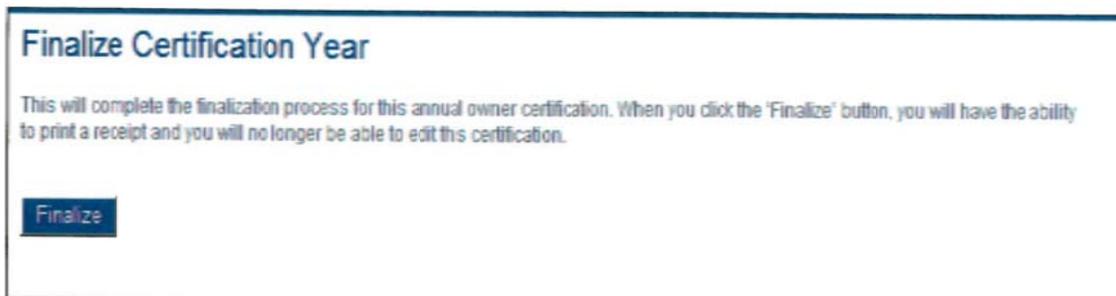
[Refresh Error List](#)

Building	Unit	Description	Severity	Event
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[Proceed to Finalize](#)

Finalize Certification Year

This is step three of the four-step finalization process. When you click on 'Finalize', you will receive a certification receipt. Once finalized, you can no longer edit the certification.



Finalize Certification Year

This will complete the finalization process for this annual owner certification. When you click the 'Finalize' button, you will have the ability to print a receipt and you will no longer be able to edit this certification.

[Finalize](#)

Receipt

Generating the receipt is the last step of the four-step finalization process. You should print, sign and retain the receipt in your records. The receipt includes a checklist of the information that must be mailed to AHFA.