Authority Online Owner Certification

Documentation
Tenant Event XML Upload

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The tenant event upload feature is designed to allow the upload of tenant event data for Owner/Tenant Certification. This will allow an XML file from property management software packages, like Yardi or RealPage, to be uploaded into Authority Online. The upload process will be done by property managers in the Authority Online system for an individual property in a certification year.

Business Rules

The upload process will allow the user to upload a file and then process it for the compliance rules. For this XML file process, we will currently only support a single XML file specification.

Our XML import solution shall conform to the Version 2.0 standard approved in November 2011. The specifications can be found at this website: http://www.nmhc.org/content.aspx?id=8836

1. The user will login to Authority Online and navigate to the Owner/Tenant Certification.

2. The user will select a property and certification year and open it. (we will validate that the certification year and property selected match those passed in the uploaded XML file and present the user with an error message if they do not)

    a. XML Specification Attribute = **ProjectID**

    b. XML Specification Attribute =**ReportingStartDate**, **ReportingEndDate** (this appears to be the start date and end date of the reporting year)

3. If the monitoring status is 'Active', the property details page (PropMain.aspx) page will display the 'Import Events' button.

4. The Import Events button will present a new screen to the user.

5. If there are any events for this property for this OC year, we will alert the user that importing a file will cause all of the existing events to be deleted. We will only be accepting one file per year (the intent here is to allow only one file of data to set the tenant data for the OC year, the users shall be able to upload more than one file per OC year but the data from only the last file uploaded will be present) Additionally, we should not delete the existing data unless the file passes the upload validation and actually gets uploaded (i.e. if the upload file is rejected or the process aborted, the existing data shall not be deleted) .

6. The user will be able to browse and select an XML file for upload.

7. After selecting the file, the user will click a button to upload the file. Once again, if there are existing events in the system, the user will be alerted before we proceed.

8. The file will be uploaded and the format will be verified as an acceptable XML file. If the file does not meet our XML format, the user will be alerted and the file will not be processed.

9. The data in the file will be compared to the project and validated based on several criteria.

    a. The project ID must match any one of the award numbers on the current Authority Online project (Need to match the Project ID for the award numbers on the project the

user selected for the upload). If it does not match the user will be alerted that the file does not appear to match the selected project and the file will be rejected.

   i. XML Specification Attribute =**ProjectID**

b. The list of buildings in the file (Building ID) will be checked against the BIN numbers of the buildings in the project. If any BIN numbers do not match, the user will be shown the BIN numbers and the file will be rejected.

   i. XML Specification Attribute =**BIN** (The new V2 specification appears to have BIN formatted with the dashes (e.g. AL-99-00134)

c. The list of units for each building will be validated against the units for the buildings. If there are any units in the file that do not match a unit for that building in Authority Online, the user will be shown the list of units that do not match and the processing of the file will stop and the file will be rejected. The user will need to configure the units prior to attempting to upload a new file.

   i. XML Specification Attribute =**UnitNmber**

d. Verify that the Certification Date field matches the OC year. If there are any records that do not match the specified OC year, the user will need to be alerted to the building and unit that is out of the certification year and the file will not be processed.

   i. XML Specification Attribute =**EventDate**

   ii. There also appear to be correction transactions with three attributes (**IsCorrection**, **OriginalEventDate**, **CorrectionEffectiveDate** with both dates being optional). Do not need to worry about these dates, treat the event per the type specified using the event date.

e. The data will be validated for all move-in/transfer-in events. The unit is required to be vacant on the date of the certification. This could be due to events in a prior certification year (move-out/transfer-out) in Authority Online or from an event at an earlier date in the XML file for that unit. The user will be notified of which event(s) caused such an issue and the file will not be processed.

   i. XML Specification Attribute =**EventType** (Values=MI, TI)

f. The data will be validated for all move-out/transfer-out events. The unit is required to be occupied on the date of the certification. This could be due to events from a previous certification year (anything but a move-out/transfer-out) in Authority Online or from an event at an earlier date in the XML file for that unit. The user will be notified of which event(s) caused such an issue and the file will not be processed.

   i. XML Specification Attribute =**EventType** (Values=MO, TO)

g. The data will be validated for all events that are not an in/out event (recertification, composition update, etc). The unit is required to be occupied on the date of the certification. This could be due to events from a previous certification year (anything but a move-out/transfer-out) in Authority Online or from an event at an earlier date in the XML file for that unit. The user will be notified of which event(s) caused such an issue and the file will not be processed.

      i. XML Specification Attribute =**EventType** (Values=R, A, IC). There do not seem to be specific composition update, Rent Update, or Student Update types in the specification.

           1. Treat XML spec value=R and IC as our Type=Recertification

           2. Treat XML spec value=A as our DMS Type=Composition Update

           3. We won't map to our DMS values=Rent Update or Student Update

h. The transfer building and unit must match an existing building and unit on the project. This will work the same as the building and unit validation and will prevent the file from processing. The user will be alerted on which event(s) cause the issue.

      i. XML Specification Attribute =**TransferBin, TransferUnit** (these attributes are used for the TI, and TO events and appear to be the other BIN and Unit side of the transaction. The BIN and Unit subject to the event are specified in the BIN and Unit nodes for the set of transactions.)

i. Lookup values will be validated to have correct mappings. This will include such values as race, ethnicity, gender, etc. If a value does not have a mapping, the user will be alerted and the file will not be processed. A state level user will need to address this problem.

      i. The specification URL listed above has a link on the page to default lookup values approved for the specification. We will need to map those to the corresponding DMS values.

Lookup type	Test Result	Comment
Event Type	OK	
Unit Type	OK	All three check out and a non-compliant one gives error
Subsidy Type	OK	All values validate and non-compliant values give error
Gender	OK	All values validate and non-compliant values give error
Marital Status	OK	All values validate and non-compliant values give error
Relationship	OK	All values validate and non-compliant values give error
Race	OK	All values validate and non-compliant values give error

j. If there are any required fields that are missing (complete list will be included below but this is such things as the certification date, head of household, etc), the file will not be processed. The user will be alerted for the event that is causing the problem.

i. Required Fields (Depends on the Event – for some events existing data will be present, list below is for a Move In event – no previous data will be present, and Composition Update (add new member))

ii. For the Funding Program in DMS we shall validate that the TaxCredit element of the ProgramType node in the XML file equals 1 (yes) otherwise send and error back to the user that the event does not appear to be a LIHTC event. We will not validate

DMS Field Label	XML Spec Attribute	Example Value
Event Date	EventDate	09-01-2012
Event Type	EventType	MI
Total Household Income	AnnualIncome	24120
Household Income at Move In	AnnualIncome	24120
Tenant Rent Portion	TenantRent	565
Rental Assistance Amount	SubsidyAmount	100
HH Member Count	NumOccupants	1
All Student House	AllStudentHousehold	0
Rental Assistance Type	Pull this from the award in DMS	N/A
Funding Program	TaxCredit, Home (part of programtype)	Yes, No
Head of Household – Last Name	LastName	Smith
Head of Household – First Name	FirstName	Bill
Head of Household – Gender	Gender	M
Head of Household – Date of Birth	DateOfBirth	04-04-1900
Head of Household – Student Status	FullTimeStudent	0
Head of Household – Relationship	Relationship	H
Head of Household – SS#	SSN	1234 (Pad with leading five "0") DMS requires 9 digits if present. Can be null
Composition Update Required Fields		
Household Member – First Name	FirstName	Jayden
Household Member – Last Name	LastName	Smith
Household Member – Gender	Gender	F
Household Member – Date of Birth	DateOfBirth	03-17-1902

Household Member – Student Status	FullTimeStudent	0
Asset Income Required Fields		
Type of Assets (Description)	AssetType	MKT

k. There can only be one income and rent limit specified for a tenant event. If an event does not have a limit specified or has multiple limits specified, the user will be alerted for the event that has the issue and the file will not be processed.

   i. XML Specification Attribute =**IncomeDesignation, RentDesignation**

10. Once the file is validated, the user will be presented with a subset of the event columns and will be able to update the additional required data.

   a. The following columns will be displayed:

      i. Building

      ii. Unit

      iii. Certification Date

      iv. HOH Name

   b. The following columns will be editable so that the user can complete them.

      i. Utility Allowance Type: If there is only one utility allowance for the building and unit bedroom size, it will be set by default.

11. When the user completes the required data, the user will click a button to process the file. This will move the data into the certification tables in DMS. The user shall be alerted one more time that continuing the import process will remove all previous tenant event data for the OC year and replace that data with that contained in the current XML file uploaded.

12. The user will be shown a message about the success or failure of the file processing.