

# SECTION VIII

## USING THE DATA IMPORT FUNCTION (XML UPLOAD)

## VIII. USING THE DATA IMPORT FUNCTION (XML UPLOAD)

This section is broken down into two sections:

- A. Uploading the XML File
- B. Completing Update Events

To be used when you have the ability to upload tenant data from **Housing Tax Credit (HTC) compliance software**, such as Yardi, RealPage, etc

**NOTE:** If you are unsure of how your **HTC compliance software** exports the XML files please contact your software vendor. DevCo uses the latest Schema of the **NAHMA XML Interface Version 2.0**. Failure to use this version will result in failed upload.

The first three steps should only need to be done when Importing the Events for the first time each year

### A. Uploading the XML File

#### Step 1: Double Check that your Utility Allowances are loaded prior to doing any import

(Refer to **Section V for Updating Utility Allowances**)

- Once the file is imported you will have a chance to choose the Utility allowance you want for each unit.
- If UAs are not loaded, you will have to go in manually and update them for each unit once the upload is finished.

#### Step 2: Double Check the BINs, Award Numbers and Project Numbers from your HTC compliance software

- This ensures the information matches identically to the corresponding numbers in DevCo
- Failure to match these items will result in failure of the upload
- To correct this issue you must correct your **HTC compliance software** to match how OHFA and Ownership designated the BIN's per your 8609's for each building

Recommended Format:

- No Hyphen in the Award e.g. 020050
- Hyphen in the Building e.g. OH-02-00040

#### Step 3: Double Check that your Unit Numbers from your HTC compliance software match identically to the Unit Numbers in DevCo

- Information needs to be identical to what is in the internal system
  - Failure to match these items will result in failure of the upload
- (See **Sect VI. D. Unit Information Screen** for details on Updating Unit Information in DevCo)
- Contact the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries> if you need assistance correcting the unit names in DevCo

Below is an example of how the information should be formatted:

#### Online DevCo - Property Details

Return to Property Listing  
Manage Users  
View Documents  
 Salmon Chase Acres (Test)
 

- OH-07-11111
- OH-07-11112
- OH-07-11113
- OH-07-11114
- OH-07-11115

### Property Details

There are 2 errors for this property. Click to display.

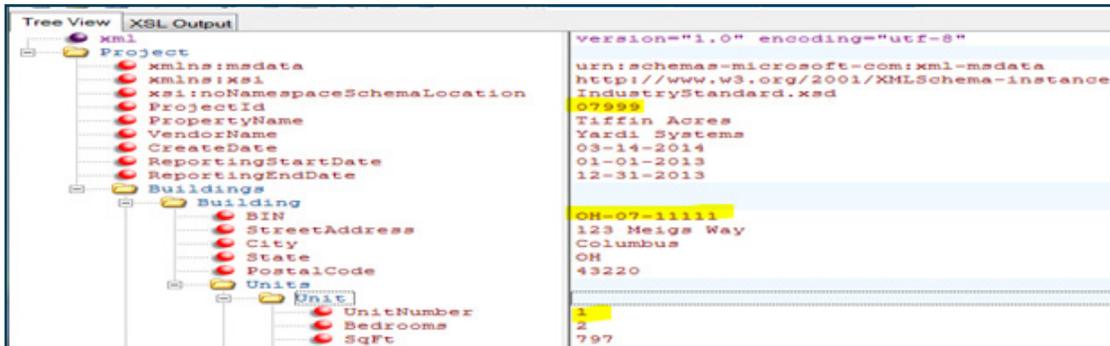
Salmon Chase Acres (Test) OHFA

123 Kirker Way  
Columbus OH, 43220 Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
LIHTC - Competitive	079999	2/15/2007	5	48
LIHTC - Competitive	N-B-111-1	5/28/2007	0	0

Utility Allowances  
Import Events  
Export Events  
Remove Property

## XML data view from XML Notepad\*



\* The XML Notepad 2007 is a **free** download from Microsoft. It is a “simple intuitive user interface for browsing and editing XML documents” For more information and/or to download this tool go to: <http://www.microsoft.com/en-us/download/details.aspx?id=7973>

## Step 4: From the Property Details Screen Select: Import Events

Return to Property Listing

Manage Users

View Documents

TEST- Woodland Run-PC

- OH-88-02000
- OH-88-02001

### Property Details

TEST- Woodland Run-PC OHFA

57 East Main Street

Lucasville OH, 44691 Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC (FAF)	F-A-10-999-99	12/21/2015	0	0
LIHTC - Competitive	109999	1/5/2005	2	60

Utility Allowances

**Import Events**

Export Events

Finalize Year

Annual Certification

Remove Property

DevCo currently recognizes the Move-ins (MI), Move-outs (MO), Recerts (R), Transfer In (TI), Transfer out (TO), and Adjustment (A) which adjustments are further broken down into student updates, composition updates and rent updates once loaded into DevCo.

## Step 5: Import your events for the entire property.

- Do not import building by building or person by person
  - If you already have information uploaded to the system, importing at a lower level than Property will cause you to lose that information already uploaded
- **The files should now include Rent Updates, Student Updates and Composition Updates which should be listed in your compliance software as Interim Recertification (IR).** Note that OHFA is only concerned with IRs which include information that is required for OHFA's funding programs. The best example of this is the rent change that is happening with most Interims. In the XML file, these IR events will be listed as Adjustments (A). In the final steps of the upload process, the event type in DevCo will be identified for these Interim/Adjustment type events.

## Step 6: When the “Import XML File” screen appears click on Browse to search your computer for the XML file to import

## Step 7: Once you select the file click on Upload

- The file will begin its import process which can take a few minutes to complete
- If discrepancies are found, you will be given a list of errors as to why the import could not be completed
- Go back into your **HTC compliance software** and correct the errors listed

Return to Property Listing

Manage Users

View Documents

TEST- Woodland Run-PC

- OH-88-02000
- OH-88-02001

### Import XML File

Instructions for using this feature are the following:

- All data currently entered into Authority Online for this certification year will be replaced with the information from your import file.
- All data must follow integrity checks to include validation of specific units vacancy status. I.e. You cannot have a “move in” event if the unit's current status is not vacant, and the same for a “move out” event for a previously vacant unit.

File Name:

## Step 8: Resolve Errors

### Common XML Errors for which Owner needs to correct:

- **Project ID (Not Specified) does not match a Current Award number**
  - **Cause:** Project Number is blank in the XML file
  - **Correction:** Add the Project Number to the XML file
- **Project ID (OH-02-0056) Does Not Match a Current Award Number**
  - **Cause:** There is no OH in the Project ID number
  - **Correction:** Take out the OH- under Project number in the XML file; 02-0056
- **Project ID (02-0056) Does Not Match a Current Award Number**
  - **Cause:** The letter O was used instead of zero (0) in the project number
  - **Correction:** Changed the O to 0 in the xml file under the Project Number; 02-0056
- **Building ID (OH-02-00567) Does Not Match a Current BIN**
  - **Cause:** Zero (0) was used instead of the letter O in the BIN number
  - **Correction:** Change the 0 to O in the XML file for the BIN number; OH-02-00567
- **Building ID (0200567) Does Not Match a Current BIN**
  - **Cause:** The Building ID is missing the OH
  - **Correction:** Add "OH" to the Building ID number in the XML file; OH-02-00567
- **Unit A01 Does Not Exist in Building OH-02-00567**
  - **Cause:** There is a zero in the unit name
  - **Correction:** Omit the 0 from the unit name in the XML file to match the unit name in the DevCo system: A1
- **Unit 103 Does Not Exist in building OH-12-00567**
  - **Cause:** Building ID number and units under it are incorrect
  - **Correction:** Correct the Building ID number in the XML file to correspond with the unit numbers
- **Unit 123 Does Not Exist in Building OH-12-00567**
  - **Cause:** The BIN numbers are in the wrong spot in the XML file
  - **Correction:** Add the correct BIN number that corresponds with the units

- **The (IC) Event is Not Valid for Unit (103) because it is Vacant**
  - **Cause:** IC (Initial Certification) is not an event in our system
  - **Correction:** Change the Event date to MI (Move in) in the XML file

### XML Errors for which OHFA needs to assist

If you receive these errors contact the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries> with the needed information. These errors pertain to data discrepancies between the XML files and DevCo.

- **The "R" (Recert) Event is Not Valid For Unit (103) Because it is Vacant or Occupied**
  - **Cause:** Our system has that unit marked as Vacant.
  - **Correction:**
    - **Owner:** needs to copy the error and send it to OHFA
    - **OHFA:** will correct the statuses based on the error page changing them from Vacant to Occupied, or vice versa
- **Unit 10 Does Not Exist in Building OH-12-00567**
  - **Cause:** There is a discrepancy as to what is in the XML and in our system
  - **Correction:**
    - **Owner:** needs to verify that Unit 10 is in OH-12-00567, and alert OHFA if it needs to be corrected
    - **OHFA:** updates the system based on the verification
- **Building ID (OH-12-00123) Does Not Match a Current BIN**
  - **Owner:** Confirm information with OHFA
  - **OHFA:** Checks if the BINs are added correctly in DevCo
- Any other errors not listed

# DevCo Compliance User Guide

## Step 9: Select the Utility Allowance for each Unit

- If upload was successful and data was accepted, the Utility Allowance Confirmation screen will appear
- You will need to select the correct Utility Allowance for each unit
  - The appropriately dated Description is what appears in the dropdown box below. Therefore, a detailed description would be beneficial.

OH-88-02000	0700509	1	None	0.0000	R
OH-88-02000	0700510	1	None	0.0000	R
OH-88-02000	0700103		None	0.0000	R
OH-88-02000	0700104		None	0.0000	R
OH-88-02000	0700104		None		MO
OH-88-02000	0700104		\$75 PHA Garden 3/10/14 \$75 2015 Garden 3/10/14	0.0000	TI
OH-88-02000	0700105		None	0.0000	R
OH-88-02000	0700105		None	0.0000	A
OH-88-02000	0700106		None	0.0000	R
OH-88-02000	0700107		None	0.0000	R
OH-88-02000	0700107		None		MO
OH-88-02000	0700107		None	0.0000	MI

Recommended UA Description Format Examples:

- 2 bdrm garden PHA 1/1/14
- 2 bdrm townhome PHA 1/1/14

All data currently entered into Authority Online for this certification year will be replaced with the information above. Click "Save" to continue.

**Note:** If you have a property with more than 100 units you should skip identifying the UAs until after the XML upload has been successfully uploaded in DevCo.

## Step 10: Select: Save

**NOTE:** there could be varying years associated with each unit depending on the date of the event. The example below shows the importance of the description; adding the date helps differentiate. (See **Section V. Adding Utility Allowance(s) to a Project** for more information on modify UA descriptions)

	Description	Allowance Type	Unit Type	Effective Date	Cert Year	
Show BINs	\$100 2015 Garden 3/10/14	Public Housing Authority (PHA)	2 Bedroom	3/10/2015	2015	Copy
Show BINs	\$86 2015 Garden 3/10/14	Public Housing Authority (PHA)	1 Bedroom	3/10/2015	2015	Copy
Show BINs	\$100 PHA Garden 3/10/14	Public Housing Authority (PHA)	2 Bedroom	3/10/2014	2014	Copy
Show BINs	\$86 PHA Garden 3/10/14	Public Housing Authority (PHA)	1 Bedroom	3/10/2014	2014	Copy
Show BINs	\$75 PHA Garden 3/10/14	Public Housing Authority (PHA)	Studio	3/10/2014	2014	Copy
Show BINs	\$75 2015 Garden 3/10/14	Public Housing Authority (PHA)	Studio	3/10/2014	2014	Copy

## Step 11: Select: Done

- If the XML upload was successful, you will see "Successfully saved XML data"
- Select: **Done** to complete the process

Return to Property Listing

Manage Users

View Documents

- TEST- Woodland Run-PC
  - OH-88-02000
    - 0700101
    - 0700102**

Add New Event

Move In - 02/02/2015

### Import XML File

Successfully saved XML data.

# DevCo Compliance User Guide

**Optional Step: If, you haven't identified the utility allowances on the units during the Upload Process you will need to do that now.**

- Use the panel on the left to navigate through the units and events, and click on the event
- Select on the Event Details page the utility allowance from the dropdown and click update at the bottom of the page.

Note: You need to identify the UAs on each event.

Return to Property Listing	<b>Event Details</b>			
Manage Users	Unit #	0700101	Square footage	512
View Documents	Number of Bedrooms	1 Bedroom	Initial Move-in	12/30/2010
<input checked="" type="checkbox"/> TEST- Woodland Run-PC <input checked="" type="checkbox"/> OH-88-02000 <input checked="" type="checkbox"/> 0700101 Add New Event Composition Update - 05/01/2015 Recertify - 04/01/2015 <input checked="" type="checkbox"/> 0700102 <input checked="" type="checkbox"/> 0700103	Event Date	4/1/2015	Unit Identity	Program Unit
	Event Type	Recertify	Allowance Amount	0
	Utility Allowance	\$86 PHA Garden 3/10/14	Household Income at Move-in	0.00
	Total Household Income	\$86 2015 Garden 3/10/14		

Fee	Amount
Non-Optional Charges	0.00

## B. Completing Update Events this is a new step to the XML upload process.

### Step 12: Export Events to identify units with Update events listed on them.

- Click **Export Events** on right of the Property Details screen.
- Below the table of events click Export Events again to open in Microsoft Excel
- Depending on where you looking at these events will be given different labels.
- The Property Management software (Yardi/ Real Page) use **Interim Recerts (IR)**
- XML calls them **Adjustments (A)**
- DevCo initially lists them as **Composition Updates (CU)**. They must be updated to the appropriate Update - **Rent, Student and Composition**

### Step 13: Filter Events by Event Type Code

- Apply a filter in excel and select events marked **CU** (composition update)
- Alternatively print the list and review on paper

### Step 14: Adjust Update Events

- Using list of events marked **CU** make the needed updates in DevCo to the **Event Type** listed for each of these events.
- On the **Event Details** page open the dropdown and select the correct event type either Student Update, Rent Update, or leave it as **Composition Update**.

- Click **Update** at the bottom of the page and the event should now be listed on the left with the correct event type.

*Note: It is important to identify which update it is because there are different compliance checks that are run in the background on each event type. OHFA recommends using the export feature a final time to check that all events are listed correctly.*

- After this is completed on all the update events you are now finished with your update to DevCo using the XML upload process.

Return to Property Listing	<b>Event Details</b>			
Manage Users	Unit #	0700101	Square footage	512
View Documents	Number of Bedrooms	1 Bedroom	Initial Move-in	12/30/2010
<input checked="" type="checkbox"/> TEST- Woodland Run-PC <input checked="" type="checkbox"/> OH-88-02000 <input checked="" type="checkbox"/> 0700101 Add New Event Composition Update - 05/01/2015 Recertify - 04/01/2015 <input checked="" type="checkbox"/> 0700102 <input checked="" type="checkbox"/> 0700103	Event Date	5/1/2015	Unit Identity	Program Unit
	Event Type	Composition Update	Allowance Amount	0
	Utility Allowance	Rent Update	Household Income at Move-in	0.00
	Total Household Income	Student Update		
		10105.00		