HDS NEXTGEN MULTIFAMILY

Asset Management User Guide v3.0.0

September 2024
Housing and Development Software
15175 NW 67th Ave, Suite 203
Miami Lakes, FL 33014.

Table of Contents

Overview

This user guide contains all essential information for external users to make full use of this application. It includes descriptions of system functions and capabilities, contingencies and step-by-step procedures for system access and use.

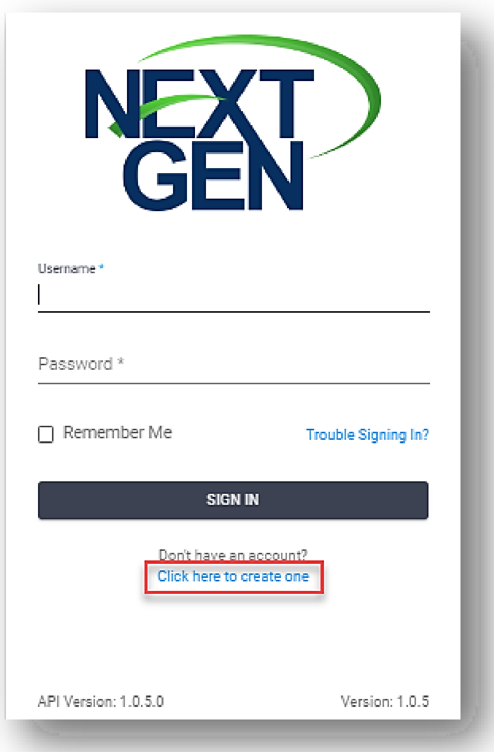
Points of Contact

This user guide along with the abovementioned tools are to be used as points of reference or assistance for specific areas of the system. As is customary, HDS support staff are always prepared and available to assist. For any questions or additional assistance, please contact your support representative at the Housing Authority.

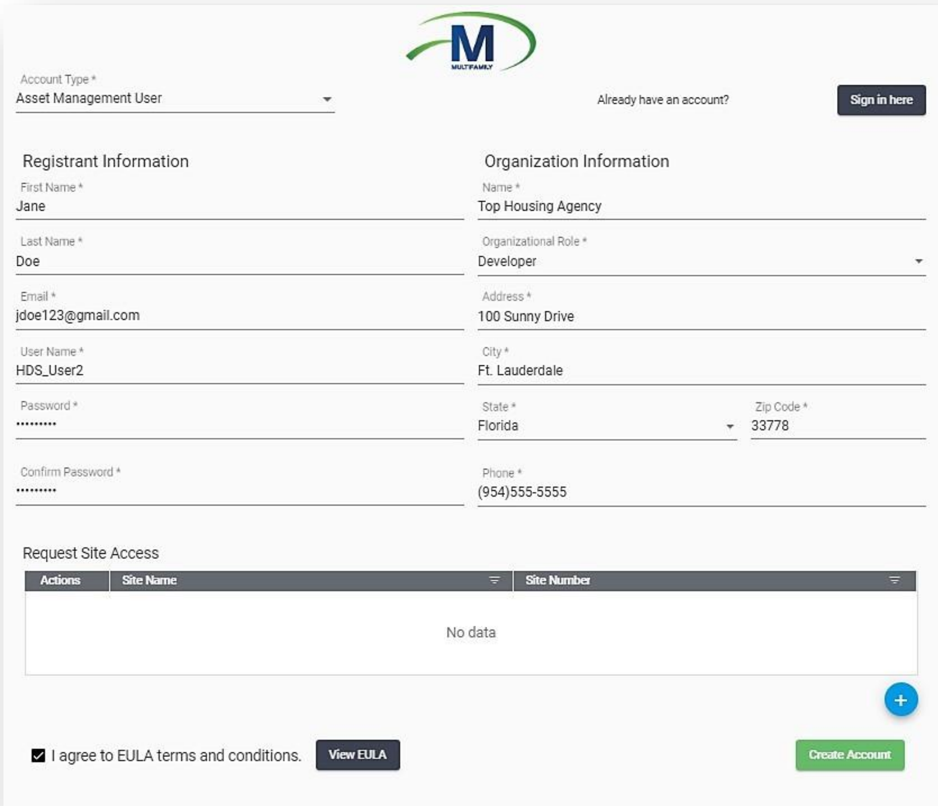
Getting Started

Registration

To register for NextGen, go to the Multifamily Web Portal login page and select **Click here to create one** on the login screen.



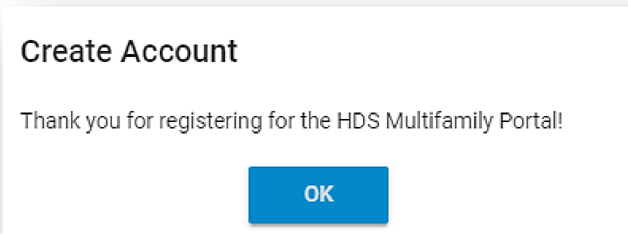
Complete the required on the registration form. Licenses for system access must be purchased prior to registration in order to proceed. Asset Management Users will have access to the Asset Management limited functionality in that module. Review the terms expressed in the EULA and select the checkbox to agree.



To request access to a site, select **New** and enter the site details and click **Add Site**.

To remove the site access request, select **Delete** from the **Actions** menu.

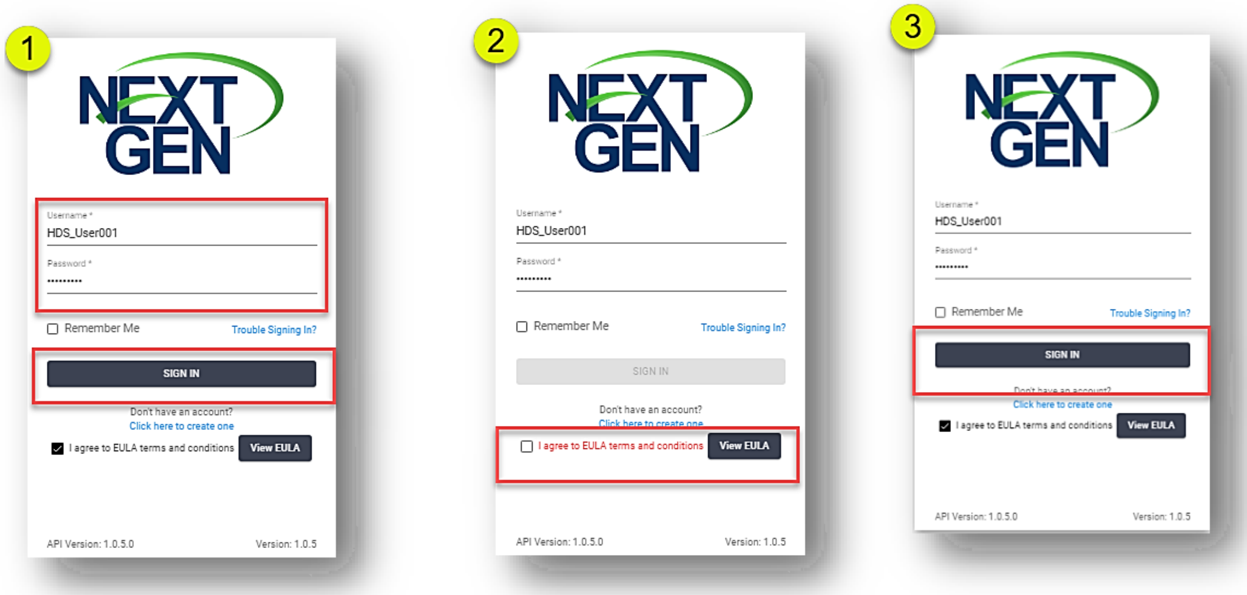
Once you've completed the form, select **Create Account**. You will receive a message indicating that you have finished your registration to NextGen



Users who have been added to the Mail Recipient(s) list in **MFMS > Multifamily > Web Configuration** will be able to view and accept your request. After you've been approved, you will receive an email notification instructing you to log into the system with the username and password you provided at registration. All users must be approved before logging into the system.

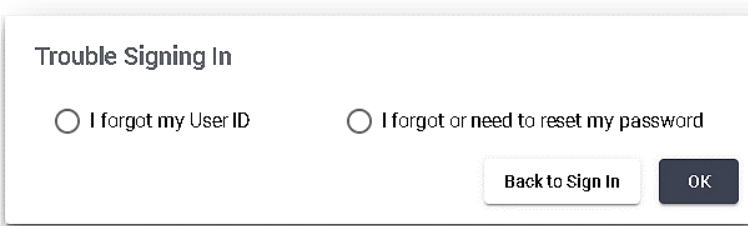
Access to MF NextGen Portal

Once your registration has been approved, return to the login page to enter your user credentials. You must review and agree to the **End-User License Agreement (EULA)** before accessing the system for the first time, and each time the **EULA** is updated. The sign-in will become enabled after you select, **I agree to EULA Terms and Conditions.** Once selected, access to the HDS NextGen Multifamily Web Portal will be granted. The **Remember Me** checkbox is then visible, providing the option to log in without typing in user credentials.

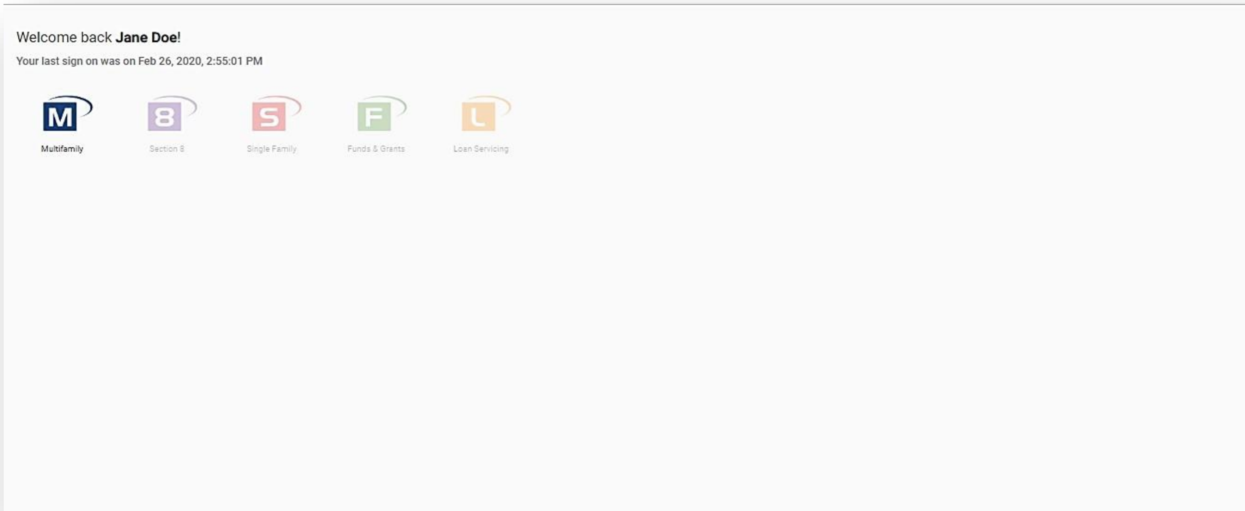


Note: If you do not use the application for an hour, you must log in again.

If you have forgotten your username or password, click **Trouble Signing In?** and follow the prompts to retrieve your credentials. An email with your user ID or instructions for creating a new password will be sent to the email address you registered with. Click **Back to Sign In** to return to the previous page. If an option is not selected, you will receive an error message that states, "Select an option".



Once you've logged into the system, you will see the NextGen multiproduct entry page. Select the Multifamily to access the correct system.

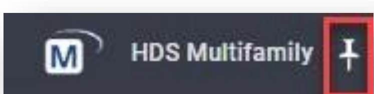


Navigation Tool

Navigation tools help you maneuver the system with minimal effort. The toolbar is used for quick access to different areas and to help personalize your work area.

Toolbar Icons

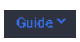
To manage the size of your workspace, use the **Pin** on the left side of the Toolbar. Hide the **Areas** menu by clicking the pin and moving the mouse away from the icon. The names of the work areas will no longer be visible, but their icons will still be displayed. To see the full menu, click the pin again.



To return to the NextGen multi-product page, click . On this page, you can select a different NextGen program or view the date/time of your last sign on.

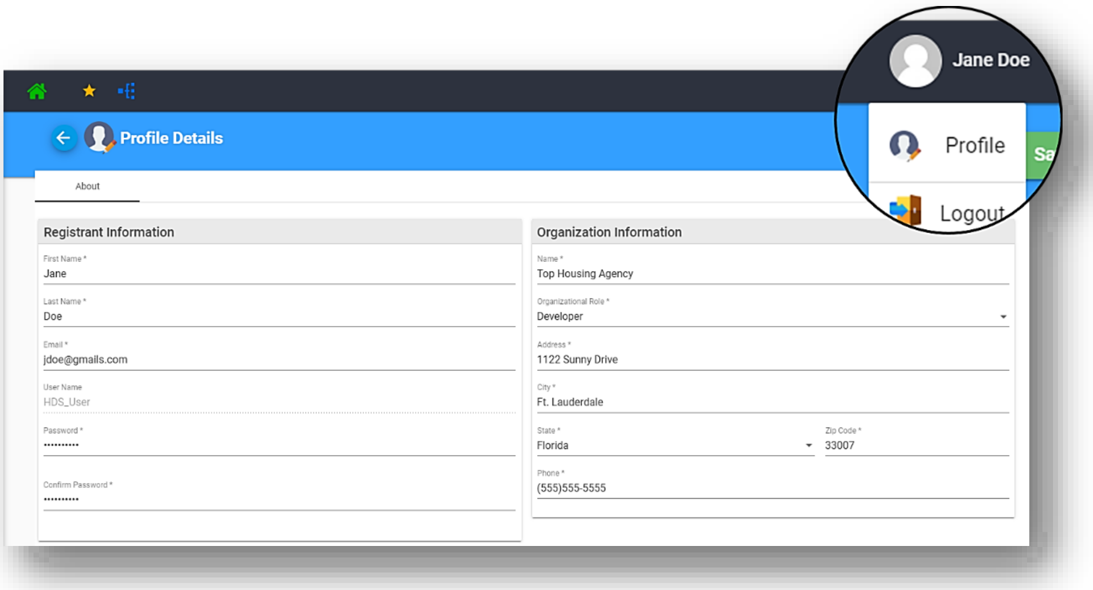
You can create shortcuts to frequently visited work areas by clicking **Favorites** and selecting the desired area(s) from the drop-down. The star indicates that your option(s) has been saved.

Remove shortcuts by clicking on the selected items in the **Favorites** menu.

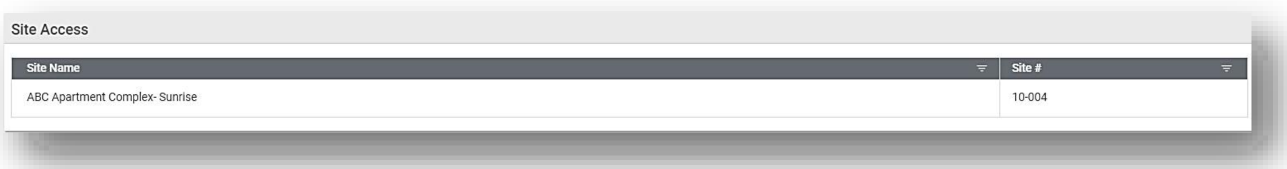
To view **What's New** –a summary of system updates – and the **HDS NextGen User Guide**, click **Guide** 

and select Asset Management External User Guide.

Your profile page is in the user account menu on the toolbar. The *Profile Details* shows the information used to create your NextGen account. In this area, you can view and modify your personal information and details of your company. Usernames are not editable and will remain grayed out. To view your information, click and select **Profile** from the drop-down.



A listing of sites you've requested access to is in **Site Access**. This area is read-only. When you've completed your changes to the **Profile Details**, click **Save**.



Alerts and Notifications

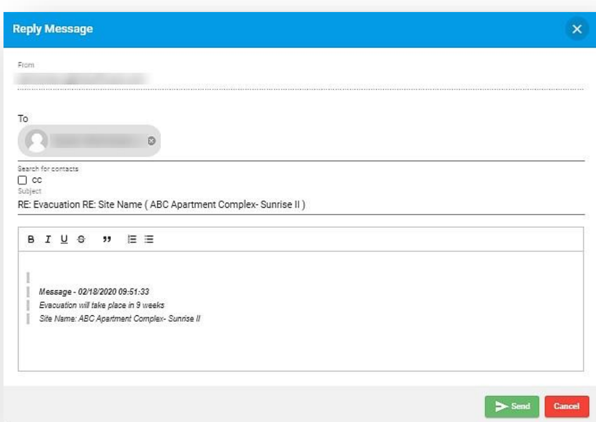
Alerts are generated when certain actions –described in this guide– take place in Financial Monitoring work area.

Alerts are generated when you enable them at the Financial Monitoring-Site level. When you enable the alerts, the message in the **Business Configuration> Notifications Configuration> Email Template** will be displayed.

Notifications are linked to the Financial Monitoring reminders. You will receive notifications for email messages that have been sent to your NextGen account, as emails are linked to individual user profiles. You can respond to email messages directly, in the notification.

1. Click the notification to open the email message.

2. Enter reply message and click **Send**.



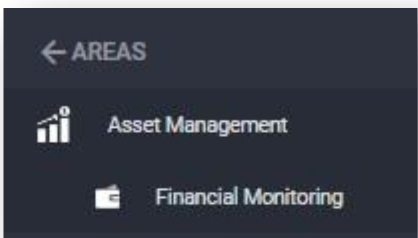
Financial Monitoring notifications are sent to contacts that are selected to receive email reminders. The message will be displayed in the notification.

To clear alerts and notifications individually, click **Dismiss** from within the alert. To clear all alerts and notifications, click **Dismiss All** located at the top of the list. Alerts and notifications are visible for sites for which you have been granted access to. To view alerts, click  located on the right side of the toolbar.

Note: If you do not have an Asset Management license, you will not receive Financial Monitoring notifications.

Areas Menu

The *Areas* menu displays the work areas you have access to in the system. Like most menus in NextGen, you can view more options when you collapse the arrow next to a selection. *Asset Management* is used to monitor the business aspects of each site. In this module, you can track and report the financial details of the sites.



Asset Management

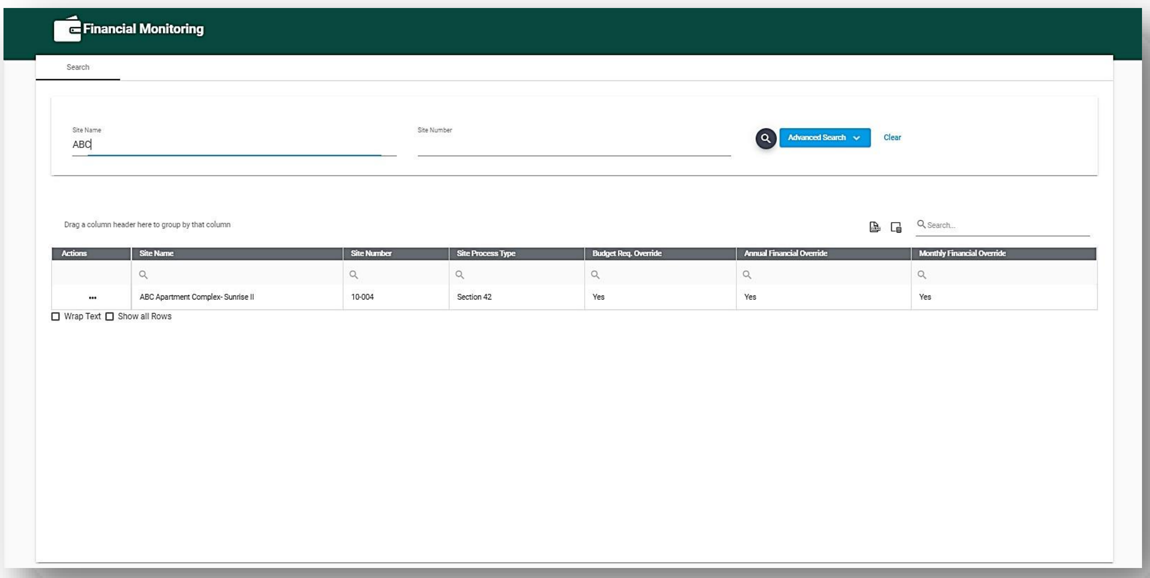
Financial Monitoring

Financial Monitoring is used to track, enter, and review operating budgets and financial statements for multifamily housing sites. In this work area, you will be able enter and review statements, set up notifications, and associate a(n) Entity or Contact to a site to in addition to other functionalities.

To begin, use the search to locate a site:

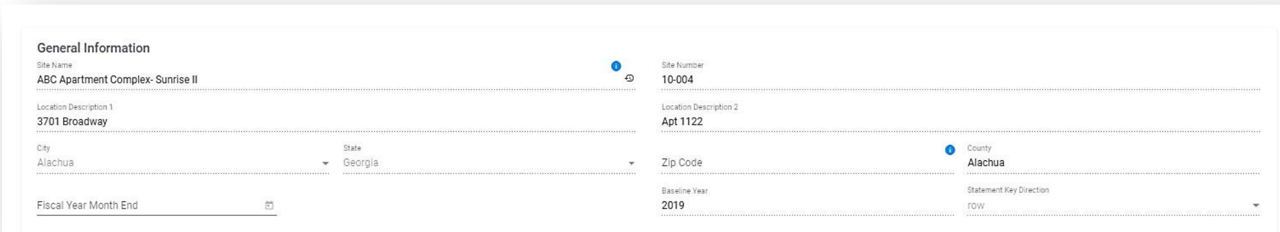
1. Enter the search criteria for **Site Name** and **Site Number.** Leave all fields blank to retrieve all records
2. Click **Search** to retrieve search results. To view additional search options, such as **Site Process Type**, click **Advanced Search**
3. Click **Clear** to begin a new search

Select a record to view the Financial Monitoring Details page, where **General Information** about the site is displayed.

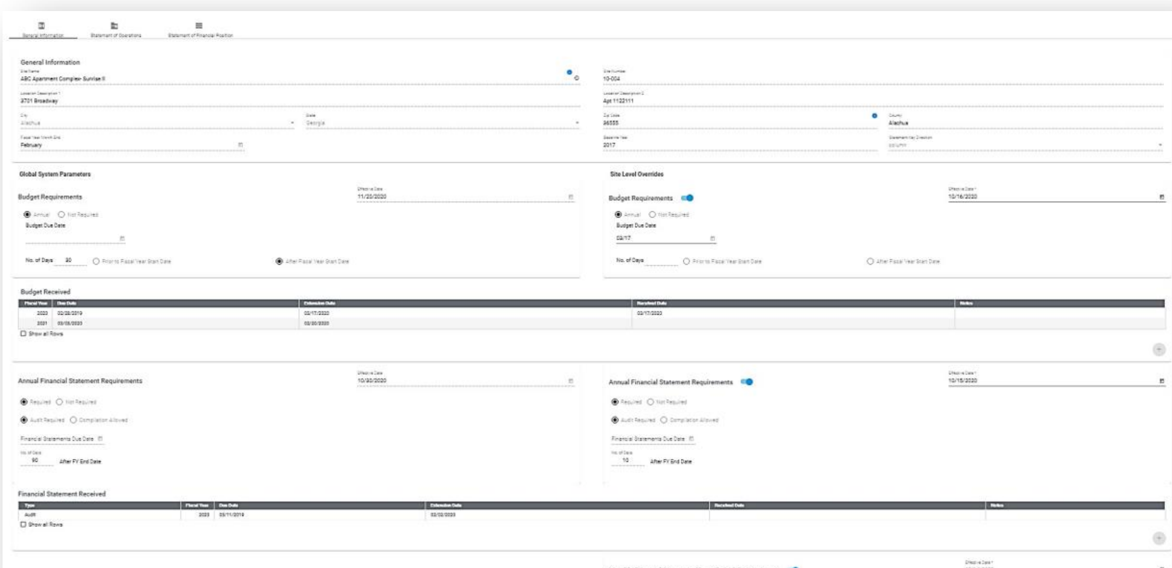


General Information

The **General Information** section inherits the information seen in the **Site>Details>General Information** section. **Statement Key Direction** is used to navigate to each row and column. Select **column** or **row** and use the Enter key to move to different fields on the statement. The Arrow key(s)←↑→↓ can also be used in place of the tab. The information in this section is read-only.



Below the General Information inherited from the **Site>Details>General Information** section, the **Budget Requirements** and **Annual** or **Monthly Financial Statement Requirements** that have been applied to a site are displayed. Requirements that have been established area are applied globally to all sites, or the requirements can be applied to a specific site. The **Budget Received** and **Financial Statement Received** logs are provided to allow for tracking of the receipt of the required **Budgets** and **Financial Statements**. The first section displays **Budget Requirements** and the **Budget Received** log. Below this section is the **Financial Statements Requirements** and the **Financial Statements Received** log.



The submission requirements are displayed under **Global Systems Parameters** and **Site Level Overrides.** The **Global System Parameters** show the global requirements for budget or financial statements submissions, if any, that were set up by the agency. These requirements are applied to all sites.

The **Site Level Overrides** display the budget and financial statement submission requirements for the site of the record you are in. Requirements in this section override the **Global System Parameters**. Turn on the **Site Level Override** switch to use this feature. To reverse the override, turn the switch off. Global settings are restored when the switch is turned off.

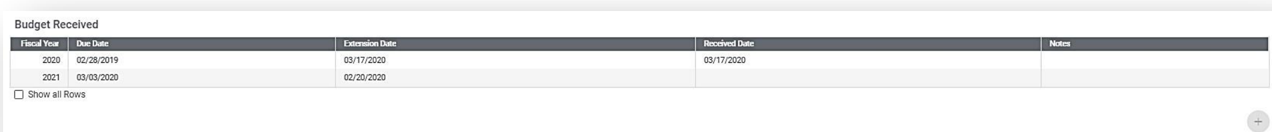
An **Effective Date** must be entered for each Global or site setting. This date is used as a reference to when the requirements went into effect, or will go into effect.

Budget Requirements

Annual budgets are required to be submitted by some agencies in order to review the projected operations of a site for the upcoming year. If required, the budget often has a submission deadline that is prior to the beginning of the fiscal year. You must either configure the settings in this section to manage the requirements for budget submittal or have previously established the Budget submittal requirements in Business Configuration as explained above. *See Financial Monitoring Table 6 for Budget Requirements field descriptions.*

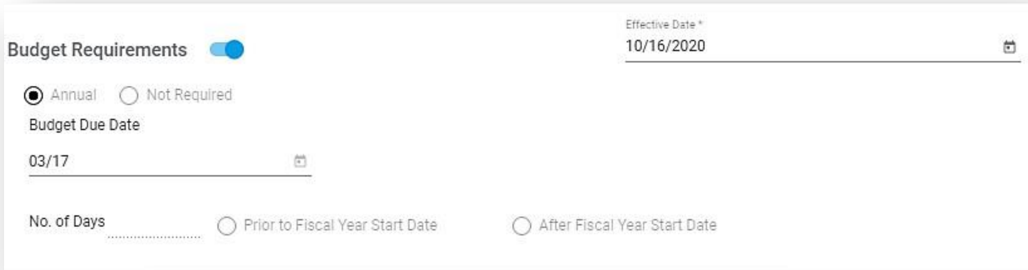
Annual Budget

Annual – Selected if the site will be required to submit an annual budget. If the budget will be sent annually, budget due date or the number of days prior to or after the fiscal year start date will be entered.

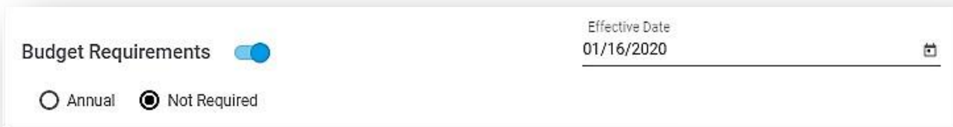

Budget Received

Fiscal Year	Due Date	Extension Date	Received Date	Notes
2020	02/28/2019	03/17/2020	03/17/2020	
2021	03/03/2020	02/20/2020		

Show all Rows



Not Required- Selected if the site does not have a budget deadline.



The **Budget Received** log displays a history of budgets that have been submitted for the Financial Monitoring-Site record you are in. The entries in this table are added and updated manually.

Note: The Fiscal Year options are inherited from a site's existing statement years.

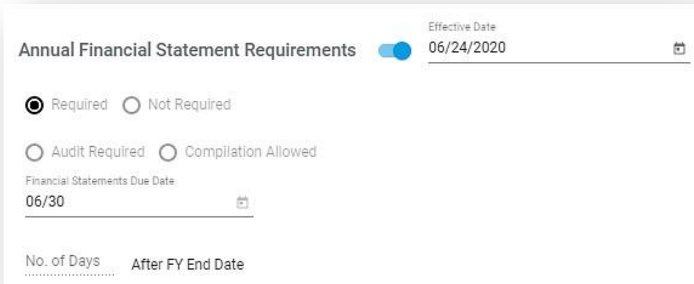
Financial Statements are summary reports that show how a site has used its funds and, its current financial position. The reports can be used for auditing and are usually sent out to the state agency and the site's stakeholders after the fiscal year end. Manage the deadlines for submitting reports by using the parameters in this section. *See Financial Monitoring Table 6 for Financial Statements field descriptions.*

Annual Financial Statement Requirements

Agencies can require some or all sites in their portfolio to submit financial statements at the end of the fiscal year. An audited financial statement is usually required from a site, but in some cases, unaudited financial statements (compilations) are allowed. Although an annual financial statement requirement is typical, in some cases, sites are required to submit compilation statements monthly. A monthly submission is common if a site is placed on a watch list due to performance findings or is considered high-risk due to its recent financial performance. Monthly submissions are always compilation statements, but an annual audit may be required in addition to monthly compilation statements. *See Financial Monitoring Table 6 for Financial Statements field descriptions.*

Required- Selected if a site must submit a Financial Statement.
Audit Required- Selected if the statement must be audited by a CPA.
Compilation Allowed- Selected if the site can submit a statement that has not been audited by a CPA.

If **Audit Required** or **Compilation Allowed** is selected, the **Financial Statement Due Date** or the number of days after the fiscal year end-date will be present.



Not Required- Selected if the site does not have an **Annual Financial Statement** deadline.

Note: The Fiscal Year options are based on the Fiscal Year End Date entered for the site.

The **Financial Statement Received** log displays a history of financial statement submittals for the Financial Monitoring-Site record you are in. The entries in this table are added and updated manually.


Financial Statement Received

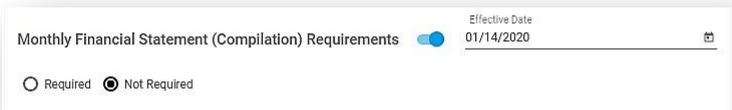
Type	Fiscal Year	Due Date	Extension Date	Received Date	Notes
Audit	2020	03/11/2019	02/02/2020		

Show all Rows

Monthly Financial Statement (Compilation) Requirements

Required- Selected if a **Monthly** Financial Statement is required. If monthly is required, the number of days **After FY End Date** will be present.

Not Required- Selected if the site does not have a **Monthly Financial Statement** deadline.



Statements

Statements display the accounts compiled for a selected fiscal year or month. You can navigate to each row and column by using the Enter or the Arrow key(s)←↑→↓ on your keyboard. Use numeric characters when entering a value into the statement. The "- "character can be entered to indicate a negative value. Keep in mind, the system displays a fiscal year only if a user has created a statement for that year.

To view statements for a specific **Fiscal Year** and **Fiscal Month**, select an option from each menu. To view all months in a fiscal year, select **Show All** in the **Fiscal Month** menu. When this option is selected, the **YTD** will update according to changes you make in the statement. Once you approve a **Budget** and/or **Audit**, the column(s) will lock, and the respective checkbox will be selected. You can secure the statement for a fiscal year by selecting **Lock Year**. Secure the statement for both the fiscal month by selecting **Lock Month**. If you choose to lock the statement for a fiscal year, the statement will no longer be editable.

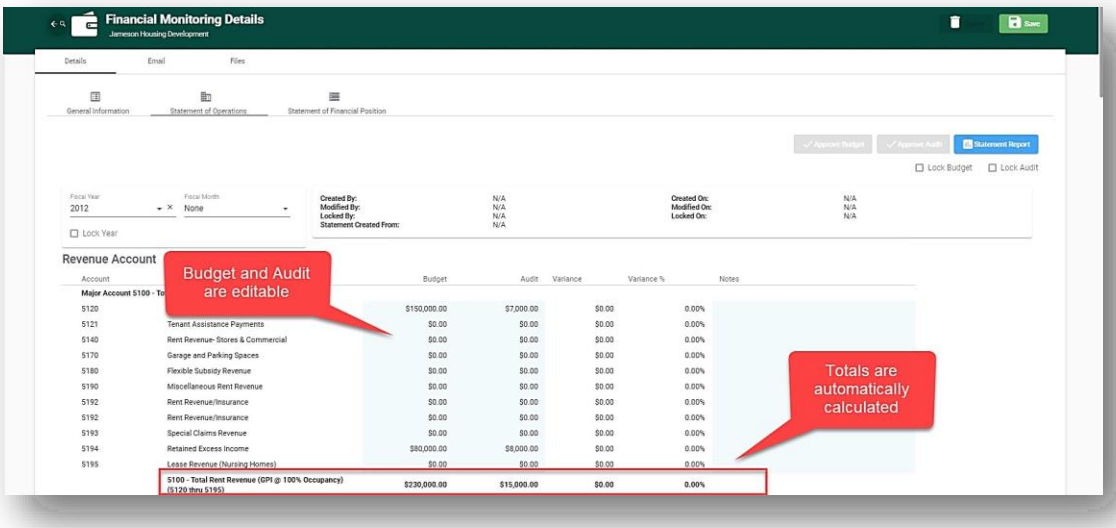
The *Statement Report* is a printable version of the statement as you see it in the system. This button is located in each statement and opens the document in a new tab upon clicking it.

Note: All data from existing statements in the Windows application has been migrated to NextGen.

Statement of Operations

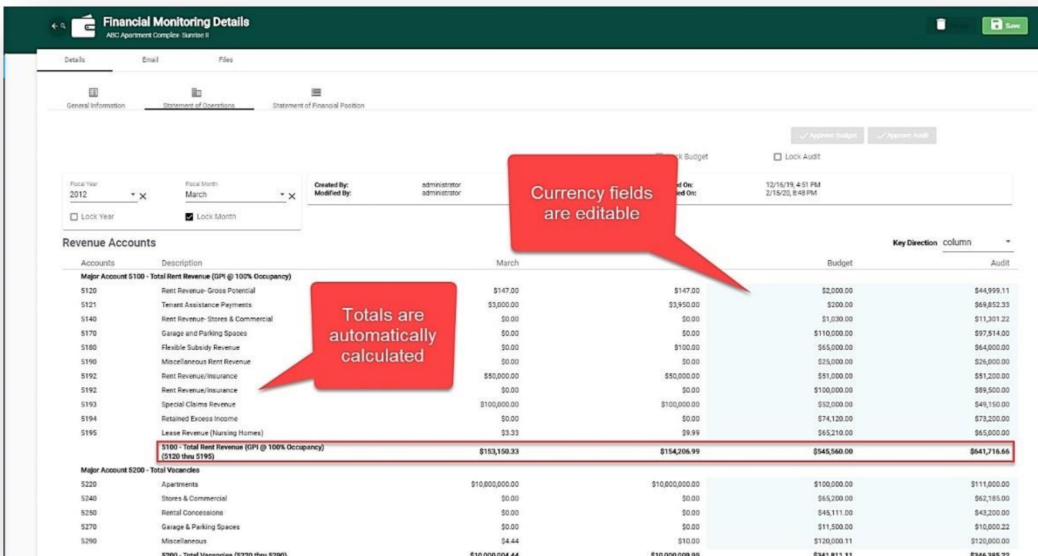
The *Statement of Operations* displays the income, expense and operating results accounts of a site. The **Fiscal Year** statement will include the following:

- Calculation of account totals for each **Major Account** type.
- Calculation of totals for **Revenue Accounts** and **Expense Accounts.**
- Editable entry fields for **Budget, Audit** and **Notes** column.
- **Variance**, **Variance** % and **Total** are automatically calculated using the information you enter in the **Budget** and **Audit** columns.
- User/contributor history fields which detail who created and modified the statement and statement report.
- Printable Statement Report



Statements displaying the **Fiscal Year** and **Fiscal Month** will include the following:

- Editable Monthly currency entry fields.
- The **YTD** amounts for each **Account** is visible and automatically calculated by the system.
- Calculation of the monthly totals for each **Major Account** type.
- User/contributor history fields which detail who created and modified the statement and statement report.
- Printable Statement Report

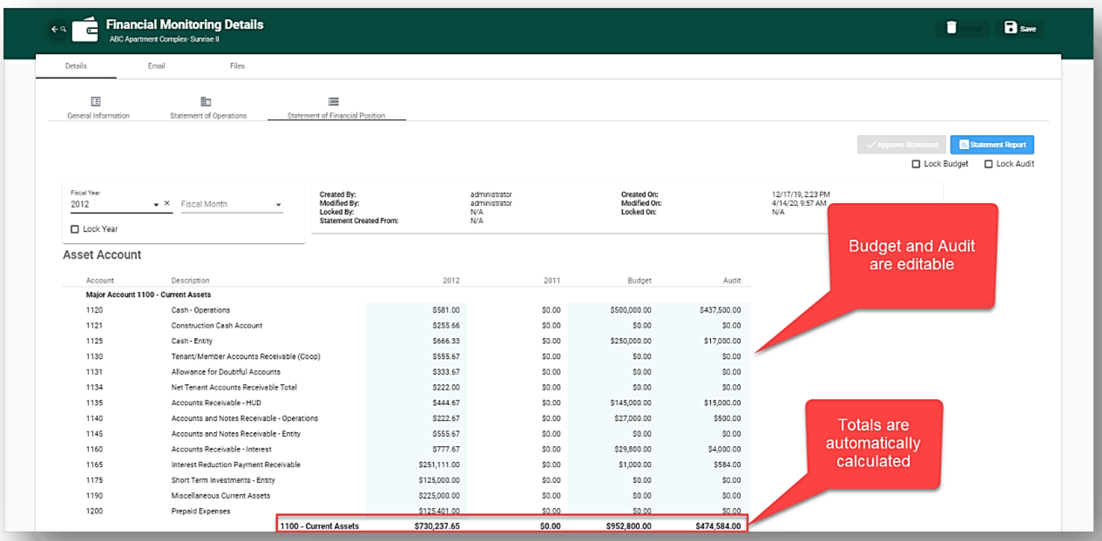


Note: If the Budget or Audit is approved, that column will not be editable.

Statement of Financial Position

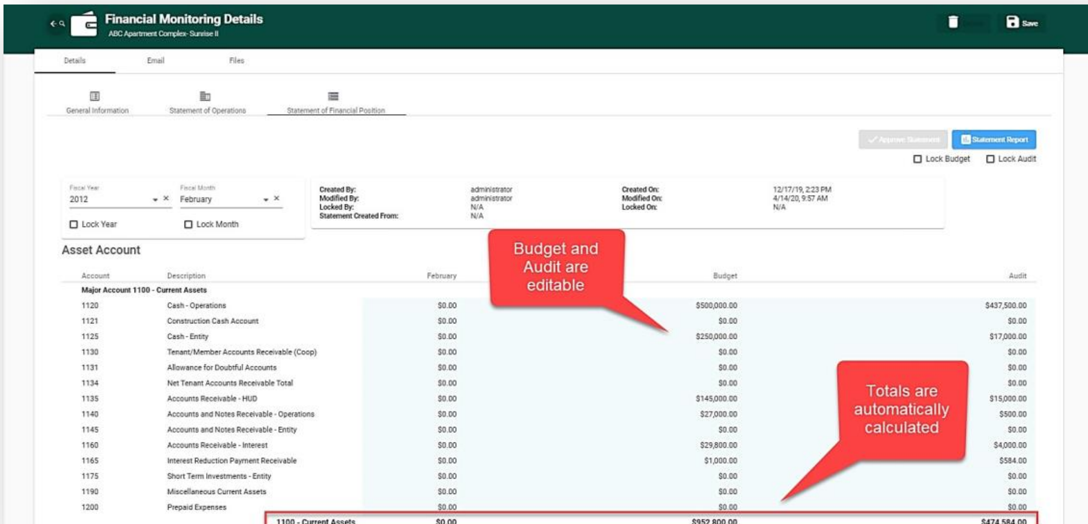
The *Statement of Financial Position* displays the asset, liability and equity accounts of a site. The **Fiscal Year** statement will include the following:

- Editable currency fields for the current year.
- Calculation of the account totals for each **Major Account** type.
- Calculation of the totals for **Asset** and **Liability** of current year.
- Presentation of prior year data for comparative purposes.
- User/contributor history fields which detail who created and modified the statement and statement report.
- Printable Statement Report



Statements displaying the **Fiscal Year** and **Fiscal Month** will include the following:

- Editable currency fields for the current statement year.
- Calculation of the monthly totals for each **Major Account** type.
- Calculation of the monthly totals for **Asset** and **Liability**, and **Equity** of current year.
- Printable Statement Report

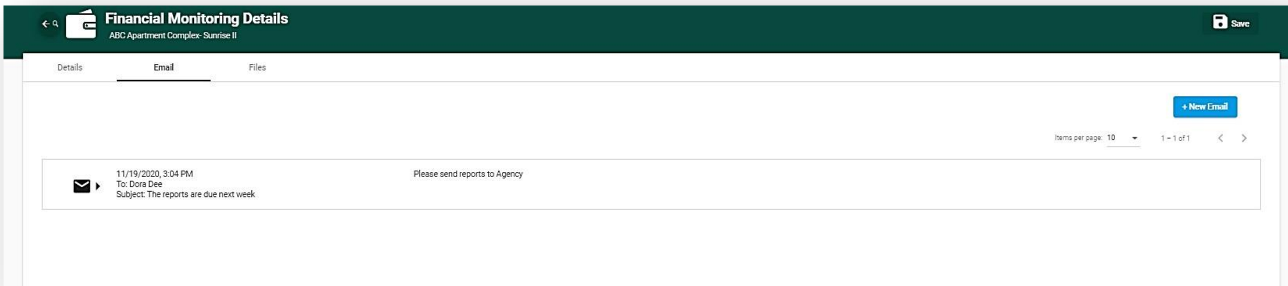


Be sure to **Save** your changes made to any area of **Financial Monitoring Details** before leaving the page.

Note: If the Statement of Financial Position is approved, it will no longer be editable.

Email

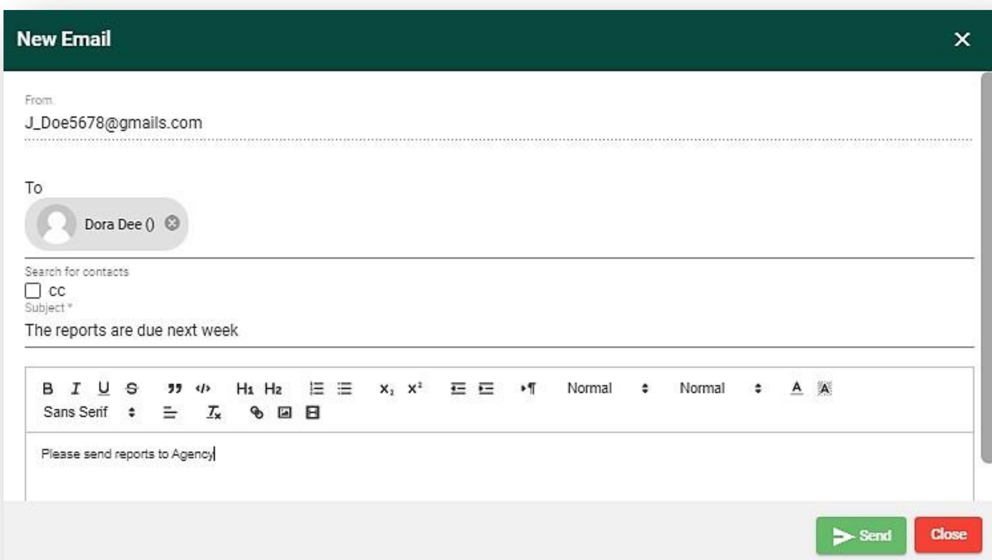
Email is used to communicate information to internal and external users. This feature is offered at the Site, Building, Unit and Tenant levels. The contacts list is linked to the email feature so you can select an email address for outgoing messages. You can only access your email messages in the Site, Building, Unit or Tenant record in which the message originated. Use the quick search to find a specific email or view each page by using the navigation buttons on the right-side of the thread.



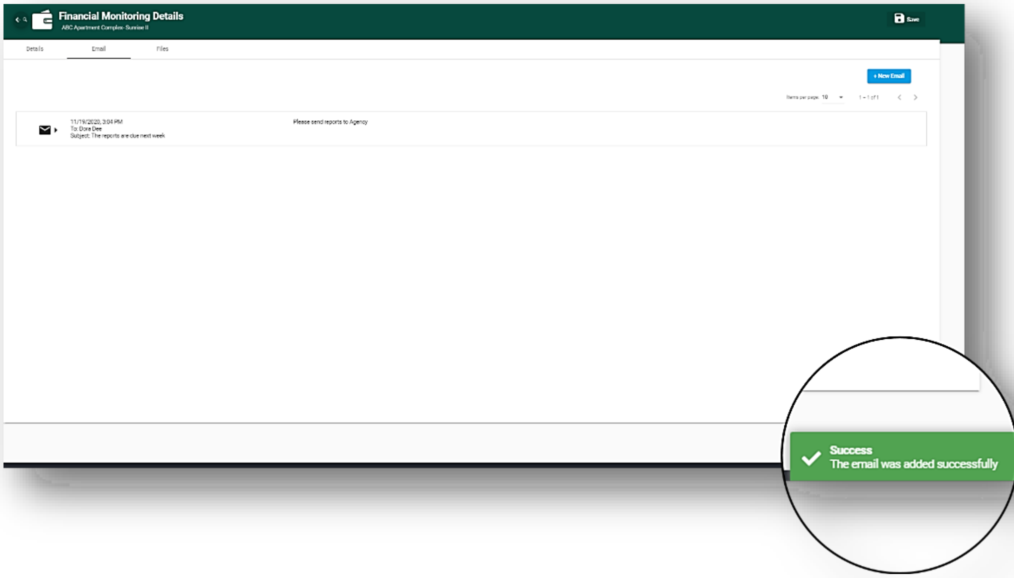
To create an email:

1. Click **Add Email** 

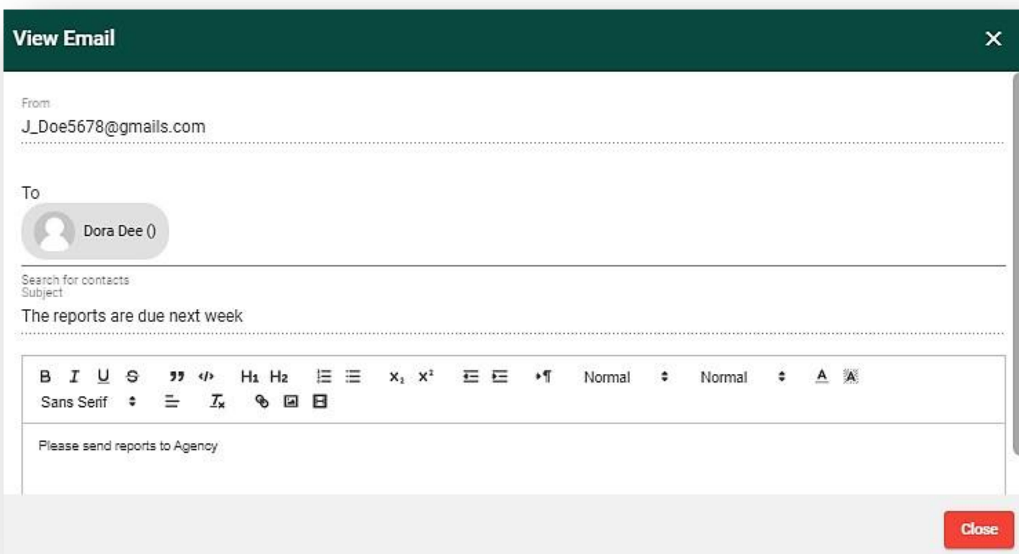
2. Begin typing the recipient's name and select the correct contact when it is displayed. Enter your message in the body of the email.



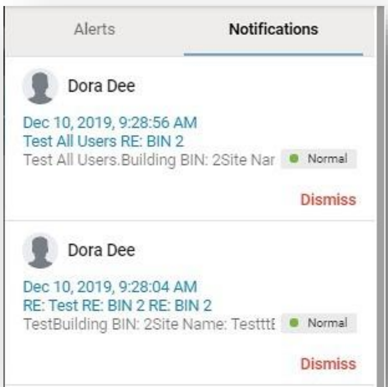
Click **Save** when you've completed your actions.



To view an email, click on the email that you wish to view:

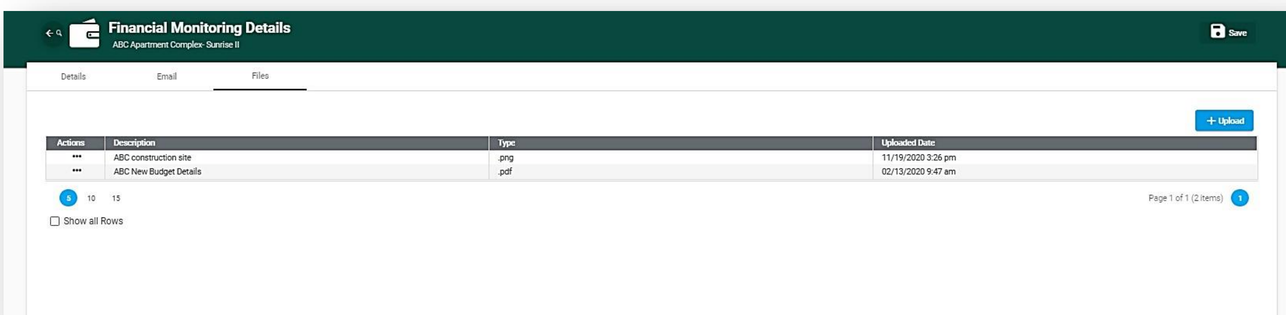


After a(n) email or note is sent, a notification will appear in under **Notifications** on the homepage.



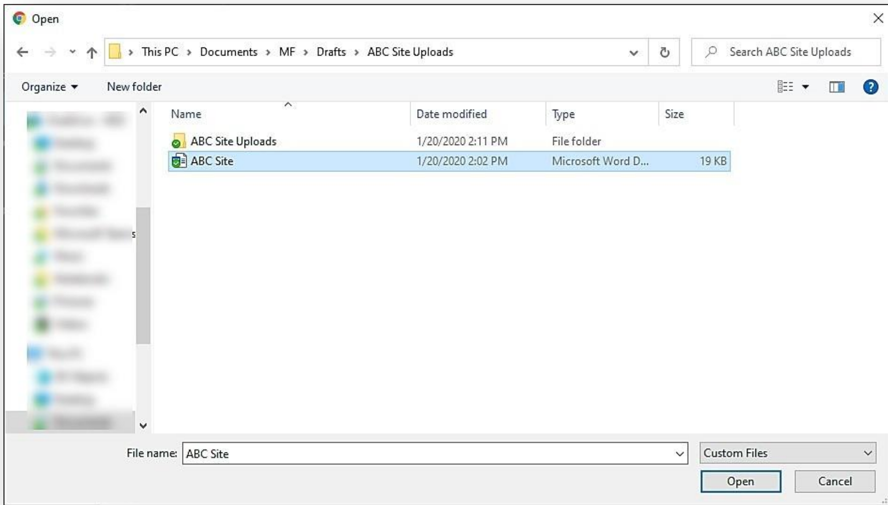
Files

Documents and images related to a Financial Monitoring –Site record are found in the *Files* area. You can upload, open and delete your files using the grid. The system accepts all file formats. Each line item displays the filename, format and a timestamp of the upload date.

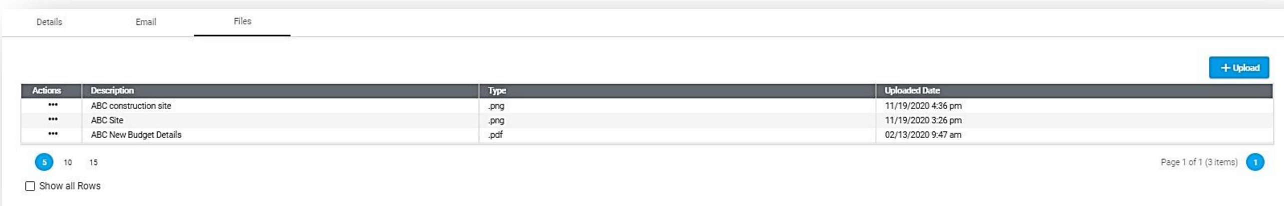


To upload a file:

1. Click **Upload** + Upload

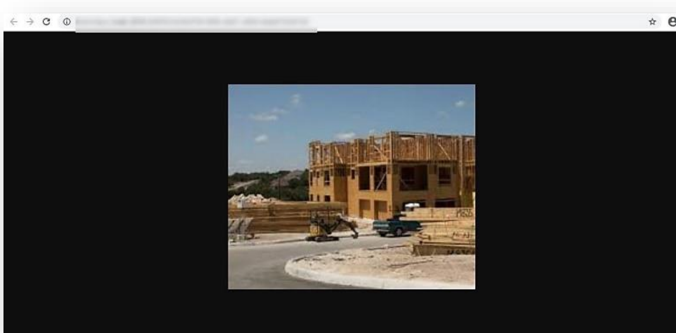


2. Choose the file you wish to upload from your directory and click **Open.**



To download a **File**:

Click **Open File** . The file will download.



Financial Monitoring Table I

Field/Option	Description/Usage
Financial Monitoring>Search	
Budget Req. Override	Identifies site-level overrides for Budget Requirements
Annual Financial Override	Identifies site-level overrides for Annual Financial Statements
Monthly Financial Override	Identifies site-level overrides for Monthly Financial Statements
Details>General Information	
Annual	Frequency of which a statement is required to be sent
Monthly	Frequency of which a statement is required to be sent
Not Required	Statement is not mandatory
Budget Due Date	Deadline for Budget Requirement submittal
No. of Days	Number of days prior to or after the fiscal year start or end date in which a statement/requirement is due
Prior to Fiscal Start Date	When selected, a statement/requirement is due prior to the fiscal year start date. The No. of Days indicates the exact amount of days
After Fiscal Start Date	When selected, a requirement is due after the fiscal year start date. The No. of Days indicates the amount of days
Budget Extension Date	Selected date for postponed submittal of Budget Requirements
Reason	Cause of postponed submittal date
Audit Required	Audit statement submittal is mandatory
Compilation Required	Compilation statement submittal is mandatory
Financial Statement Due Date	Deadline for Financial Statement submittal
After FY End Date	When selected, a statement is due after the fiscal year end date. The No. of Days indicates the exact amount of days
Baseline Year	The first fiscal year that a building is placed in service or has units available to rent
Details>Statement of Operations and Statement of Financial Position	
Created By	User who created the statement. This field is read-only and is automatically added by the system
Modified By	User who last modified the totals. This field is read-only and is automatically added by the system
Locked By	User that locked the statement. This field is read-only and is automatically added by the system
Approved By	User who last approved the totals. This field is read-only and is automatically added by the system
Approved Budget By	User who last approved the Budget. This field is read-only and is automatically added by the system
Approved Audit By	User who last approved the Audit. This field is read-only and is automatically added by the system
Statement Created From	Template name and Effective Date
Created On	Date the report was created on. This field is read-only and is automatically added by the system
Modified On	Date the last report modification took place. This field is read-only and is automatically added by the system
Locked On	Date the statement was locked. This field is read-only and is automatically updated by the system

Approved On	Date the report is approved on. This field is read-only and is automatically added by the system
Lock Audit	Indicates that the Audit column is locked for the fiscal year displayed in the statement when selected
Lock Budget	Indicates that the Budget column is locked for all fiscal year displayed in the statement when selected