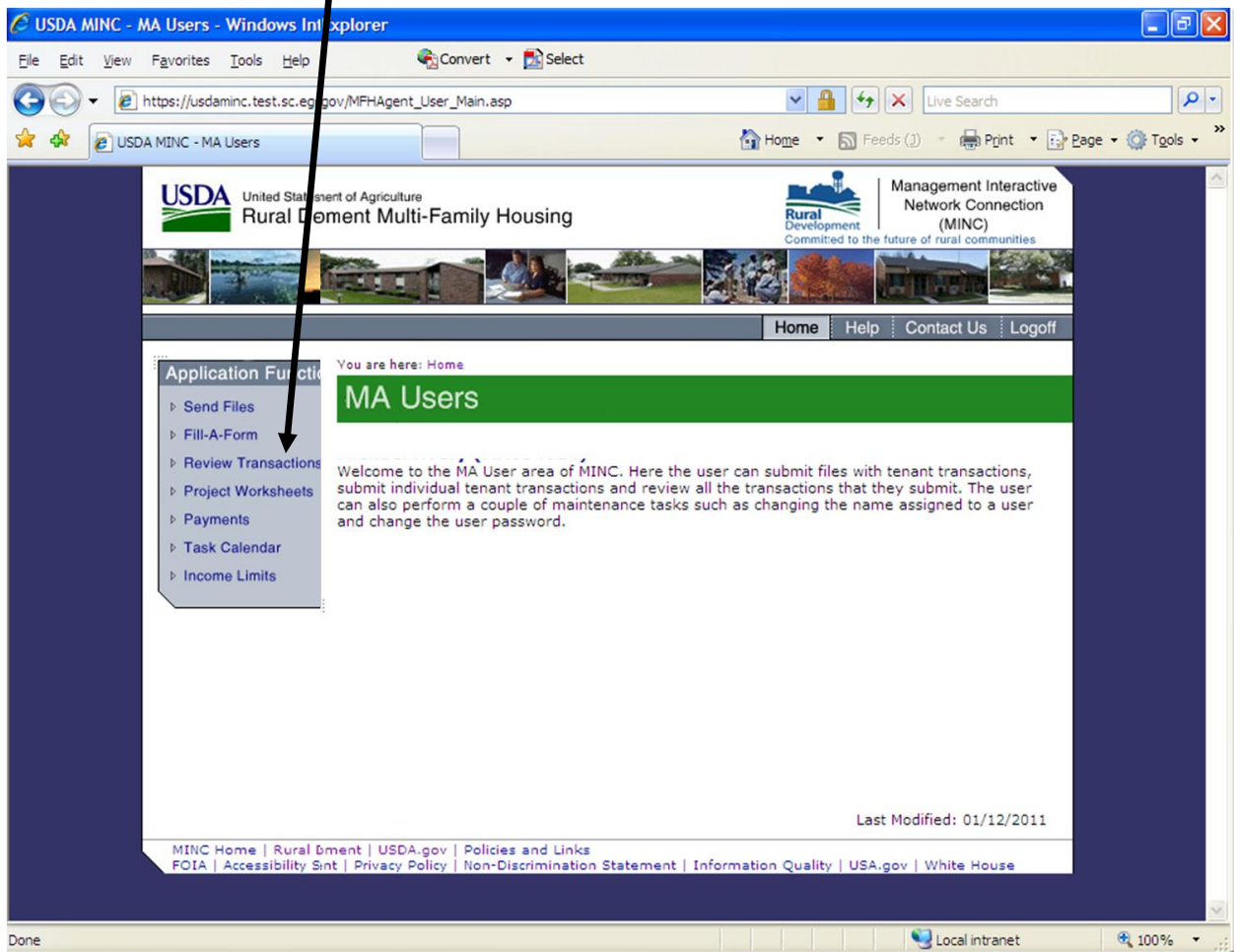# Management Interactive Network Connection (MINC) Review Transactions Help

Review Transactions Help

This document provides a high level overview of the Review Transactions functionality in the MA Users area of the USDA Management Interactive Network Connection (MINC) system. To access this function, click on the Review Transactions link in the main area the MA Users web page.

► **Review Transactions**: Use this link to review and/or correct transactions that were previously submitted.

All transactions up to 45 days old may be reviewed. Some transactions that have a 'Rejected (System Rejected)' status may be modified using the 'Edit' function, and then resubmitted to the USDA. Some transactions require that the transaction be re-entered. Refer to the MINC Error Conditions and System Messages online help to determine if it is appropriate to modify or re-enter the transaction.

When you click on the Review Transactions link, the system displays the Select Review Criteria web page. Click on the down arrow of the box next to Project to present a list of the projects that may or may not have transactions. By default, the system displays all projects.
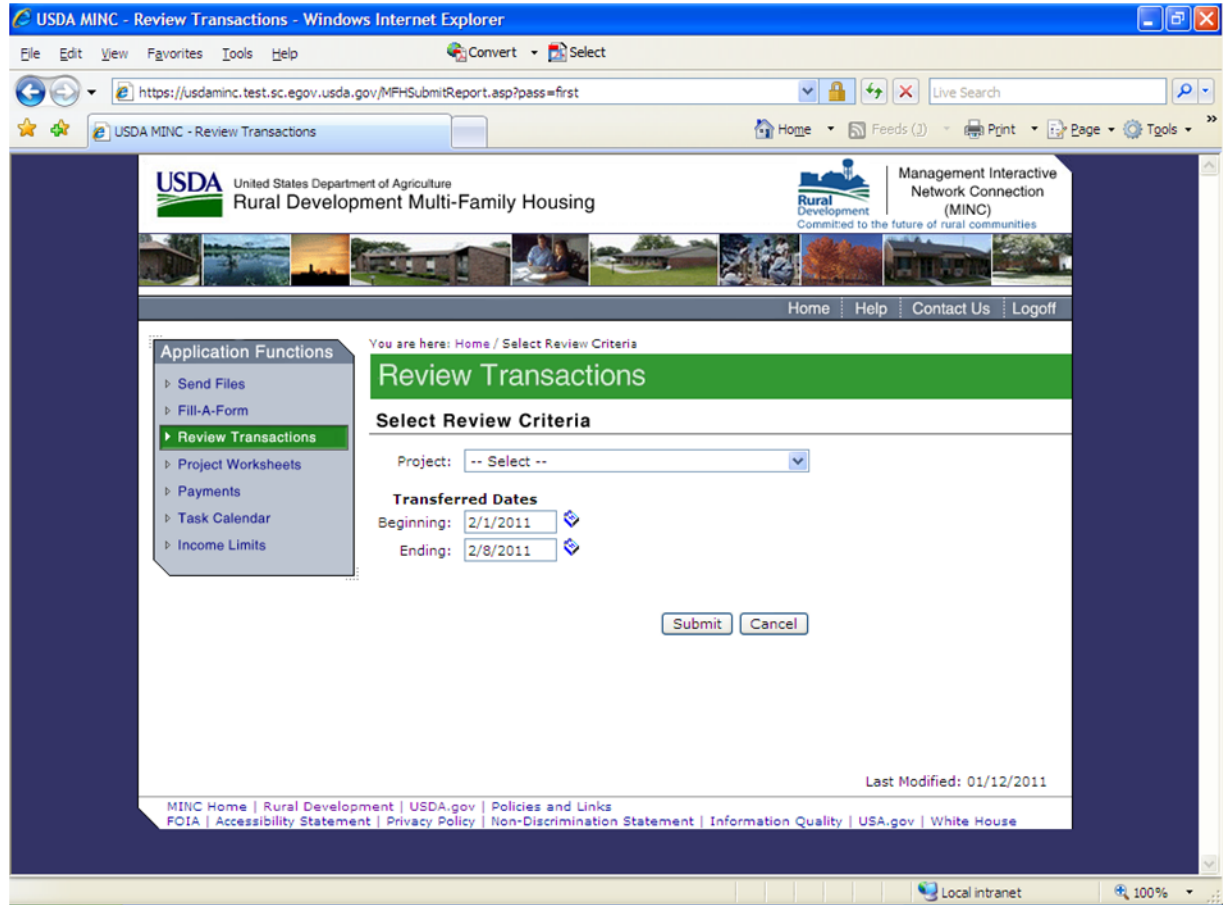
The following information boxes are contained on this page:

- **Project**: Use this box to select from among listed projects or ALL Projects.

    Select 'All Failed Files', to determine the date and overall reason that an entire file that was sent using the 'Send Files' icon, was not processed at USDA. The only time you should see anything in this list is if the file has an 'Invalid Format' or 'Invalid Site ID' error.

    'Invalid Format' errors indicate that the there is a problem in the build of the file by the vendor software. This problem must be investigated by the software provider.

    'Invalid Site ID' errors indicate that entered site number for the file does not exist in MFIS. Verify the site id entered into the vendor software with your RD office. Correct your vendor software and regenerate the file. Resend the file to the USDA.

- **Transferred Dates - Beginning**: Enter a beginning date or select a date from the popup calendar. All transactions up to 45 days old may be reviewed.

- **Transferred Dates - Ending**: Enter an ending date or select a date from the popup calendar. All transactions up to 45 days old may be reviewed.

Click on the Submit button when the applicable fields have been completed. After entering this information, the system displays a Transaction List.
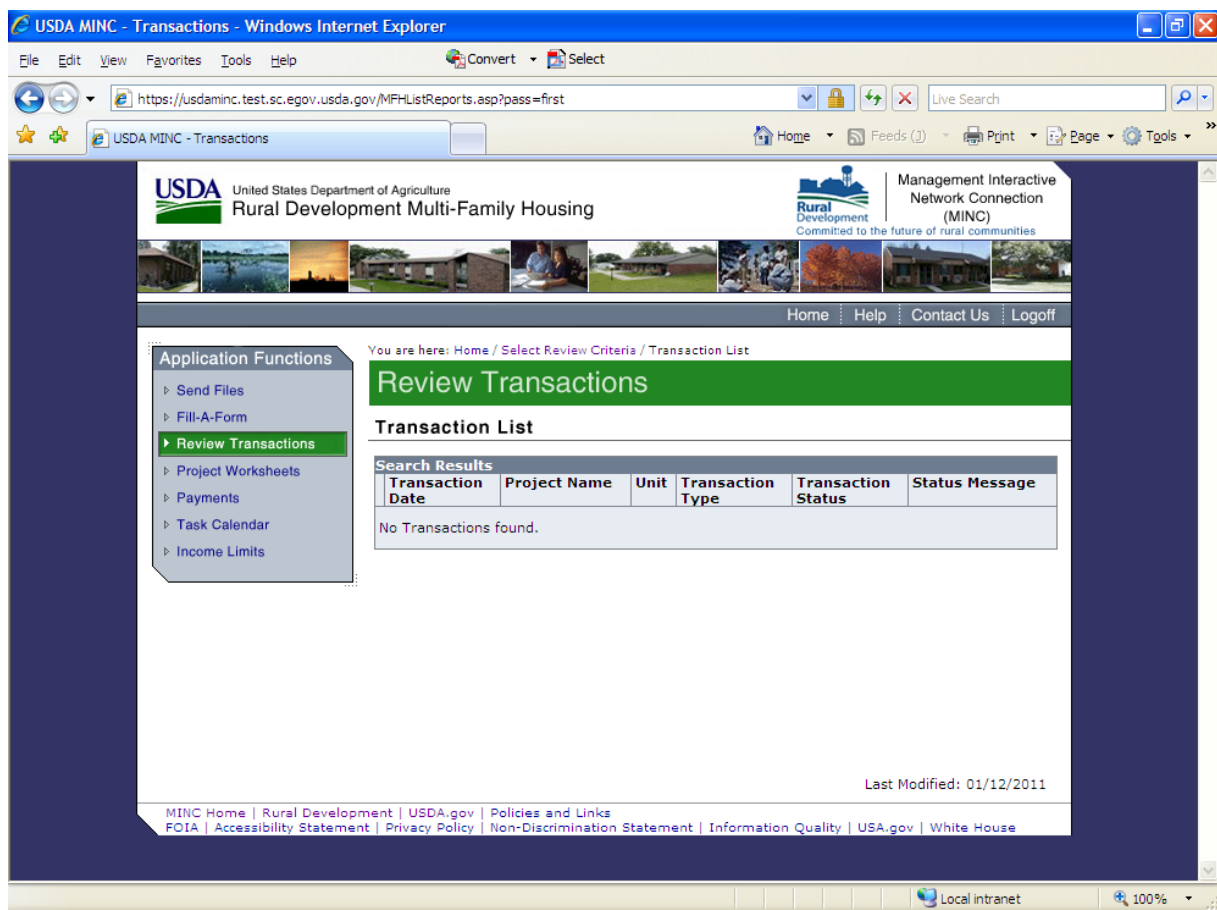
The Transaction List contains the following:

- **Printable List link**: If you click on this link, the system displays a printable list of transactions previously submitted through MINC. The fields displayed on the printable list are the same as those on the Transaction List.

- **Select radio button**: Use the radio button to select an individual transaction to review. If you click on this button, the system displays the Review Transactions page.

- **Transaction Date**: The date the transaction was submitted to the MINC.

- **Project Name**: The name of the project.

- **Unit**: The unique unit identification within the associated project. This is only displayed if the transaction is applicable to a specific unit in the project.

- **Transaction Type**: Description used to identify each individual Transaction Type. The following transaction types are used for budgets:
  - Proposed Budget
  - Balance Sheet
  - Monthly Actuals
  - Quarterly Actuals
  - Year End Actuals
  - Remove (can be used with all budget actions)

  The following transaction types are used for Certifications:
  - Initial Certification
  - Certification
  - Modify Certification
  - Assign Tenant Subsidy (RA)
  - Transfer Project Unit
  - Vacate Project Unit
  - Application
  - Assign Start of Absence
  - Assign End of Absence
  - Swap
  - Cotenant to Tenant
  - Remove (can be used with all certification actions **EXCEPT** Modify)

- **Transaction Status**: The transaction status. There are six (6) different statuses/categories for messages that could occur when an industry interface transaction is processed. They are:

  o **Accepted**: The transaction is accepted as is. No message is associated with this status.

  o **Informational**: This message is used to provide important information to servicing office personnel after they have 'applied' a transaction in Pending or System Reject status. The message informs servicing office personnel of additional MFIS data that is being created or changed based upon acceptance of the selected transaction. To close the information box, click 'OK'. If there are questions or if other steps must be taken based upon the information presented, those steps must be accomplished outside the Industry Interface part of MFIS.

  o **Rejected**: This category is used when the data on a transaction is correct but the transaction cannot be posted against MFIS due to the current status of the item being changed. For example, an initial certification cannot be posted to a unit if the unit is not vacant when the initial certification is processed. This transaction COULD be applied if the servicing office resolves the conflict as indicated in the message. Using the above example; if a vacate transaction is processed through Industry Interface or by the servicing office in MFIS first, the System Rejected Transaction could be 'Re-applied'.

  o **Pending**: This category is used when all the transmitted data on a transaction is correct, but if the transaction is applied it would:

    - Exceed MFIS Business Processing Rules and/or limits that are set to aid the servicing in catching out of the ordinary change in transaction information

    - Change MFIS information outside the current month.

    - Change tenant information which would cause a change to previous Project Worksheets already provided to the projects for payment.

    These transactions may be accepted by the servicing office after they review them to make sure that the data is correct and applicable to the project as of the date accepted.

  o **Heldup**: This category contains only one message. It indicates that the transaction cannot be processed until another transaction currently in 'Pending' status is processed. For example, an Initial Certification with an effective date in January is pending because its effective date is over 2 months old. This transaction is a 'Modify' transaction for that tenant. Until the Initial Certification is processed, the modify transaction cannot be processed. After the related transaction is processed, the transaction can be processed.

  o **Error**: The combination of data in the transaction would break a major business rule or cause a problem with MFIS data integrity. It can not be re-applied in MFIS. The data must be re-entered by the Management Agent or Service Bureau with correct data and resent to USDA.

- **Status Message**: A message applicable to the transaction status. Refer to the [MINC Error Conditions and System Messages](#) online help for a listing of currently documented error messages.

    If you click on the link within the Project Name field, the system displays the Transaction Detail of the transaction that was submitted for that project.

    When reviewing rejected budget transactions, the system displays line types and line codes. The line types are defined as follows:

    Explanation of LineType:

    Line type R1: Default rent to be used if no other rent line applies

    Line type R2: Defines rent by revenue status (F-full, R-Reduced, N-Non Revenue)

    Line type R3: Defines rent by 3-part unit description of Type, # bedrooms, Handicap status

    Line type R4: Is a combination of R2 and R3

    Line type R5: Defines rent for a specific unit ID

    The line codes are defined as follows:

    Explanation of LineCd:

    Line code for type R1: None needed

    Line code for type R2: The value F (for full), R (for reduced) or N (for non-revenue)

   **Line code for type R3**: 3 values for *unit type*, *# bedrooms*, and *handicap status*

    R3 Unit Type: * is wildcard for ALL types, else S (for small), L (for large), etc.

    R3 # Bedrooms: * is wildcard for ALL sizes, else the actual number 1,2, etc.

    R3 Handicap Status: * is wildcard for ALL statuses, else Y (for handicap) or N (non-handicap)

    Line code for type R4: 4 values which are the revenue status and 3-part unit type combined

    Line code for type R5: The specific apartment number of the unit
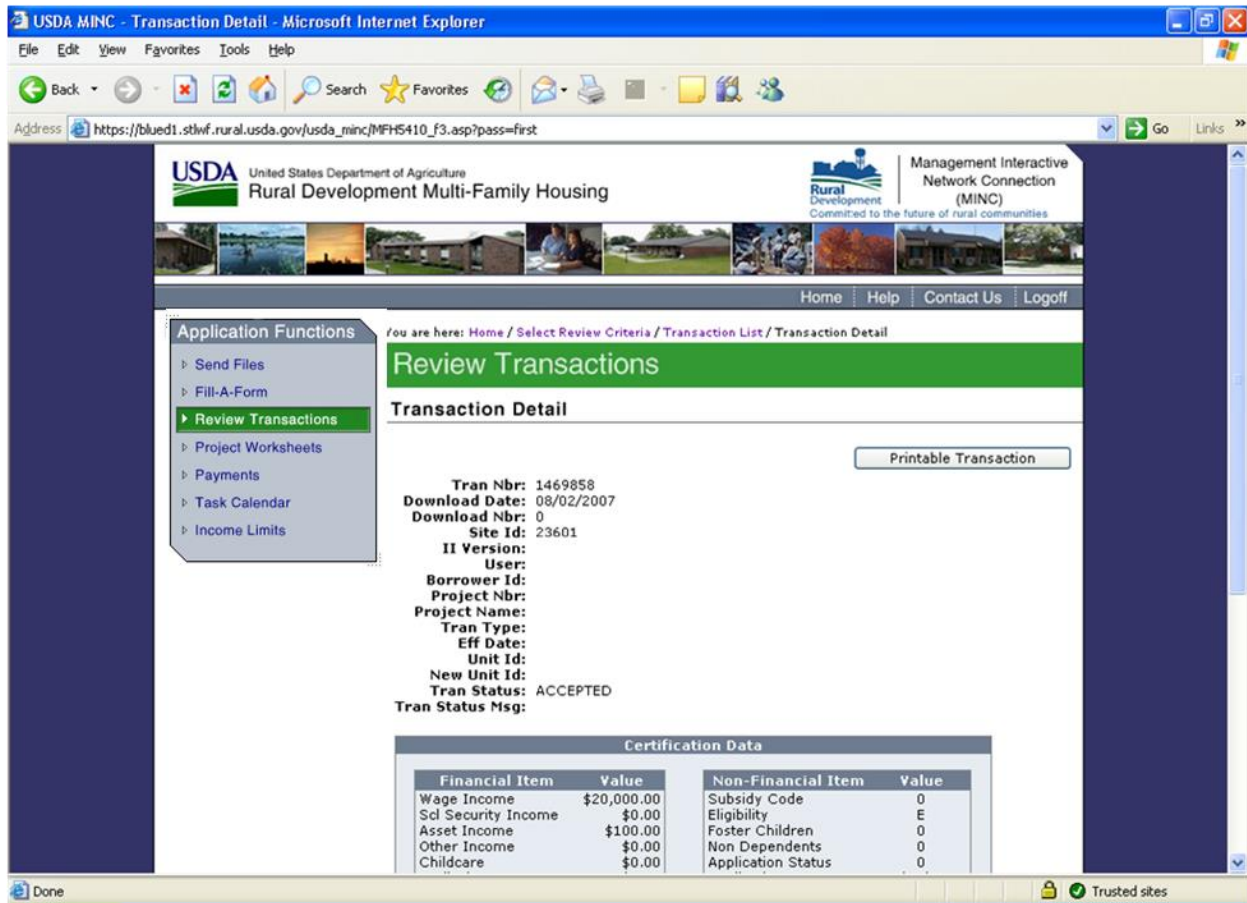
Printable Transaction: If the transaction is brought up in display only mode click on the 'Printable Transaction' button that provides the ability to print the detail associated to the transaction.

- **Transaction List**: If you click on this button, the system displays the Review Transactions page. From this page you are able to review and correct transactions that were previously submitted. Transactions sent are retained in the system for a maximum of 45 days.

- **Edit**: If the transaction is in 'System Rejected' status, an 'Edit' button is provided at the top and bottom of the window. If you click on the 'Edit' button, the transaction is redisplayed in edit mode, pre-filling all the entry fields with the information that was sent to USDA.