i-CAM™ 3.1.5 Release Notes
October, 2014

This release is being distributed as a patch to i-CAM 3.1 General Release.

To install the release, download and run the update file from the version check within i-CAM. If you are not viewing this document from the version check within i-CAM, please contact support@realpage.com for the link to the update.

R E A L P A G E®

New Features and Enhancements in this Release

HUD & Additional Funding Sources

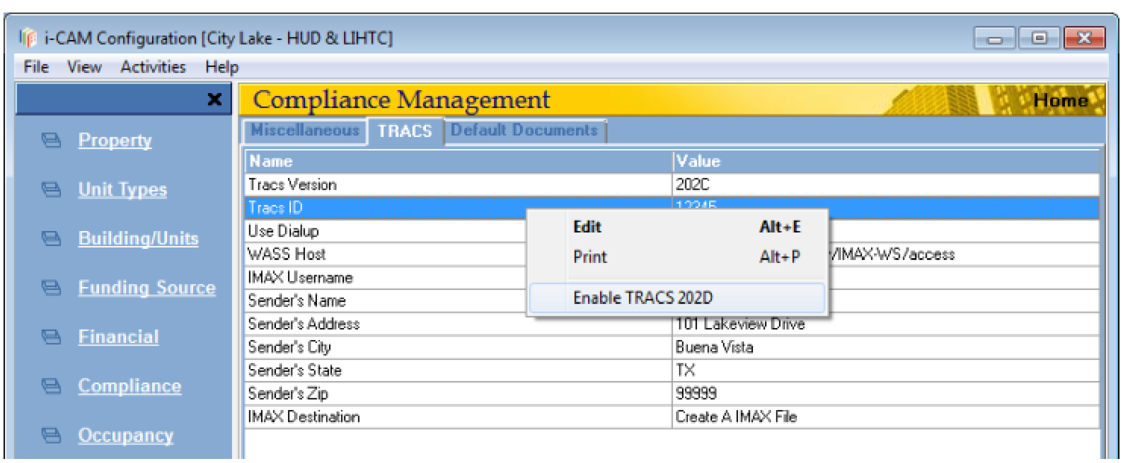
During the first few months of the HUD transition period, select i-CAM properties began transmitting certification and voucher files in the new TRACS 202D format. With the October release of i-CAM 3.1.5, i-CAM will now allow properties to convert to the new TRACS 202D format at will. Keep in mind that all submissions must be made in the TRACS 202D format starting February 1st, 2015. The release notes provide instructions below to enable TRACS 202D.

For additional information and instructions regarding the TRACS 202D changes in i-CAM, click i-CAM 202D Change Guide to download the guide, click the i-CAM 202D Change Guide link from the release announcement page or, to receive a copy of the i-CAM 202D Change guide, please email our support team at support@realpage.com.

The change to 202D is non-reversible, make sure to review the i-CAM 202D Change Guide prior to making this switch.

- Added ability to enable TRACS 202D on a per- property basis. To enable TRACS 202D:
    a) Login to the i-CAM Enterprise Console Manager (ECM) and configure the property you would like to enable TRACS 202D for.
    b) Go to the Compliance module on the left-hand side.
    c) Click the TRACS tab at the top.
    d) Right-click and choose Enable TRACS 202D from the menu.
    e) Click Yes on the confirmation message that appears to set the TRACS type to TRACs 202D.

Note: The change to 202D is non-reversible, make sure to review the i-CAM 202D Change Guide prior to making this switch.



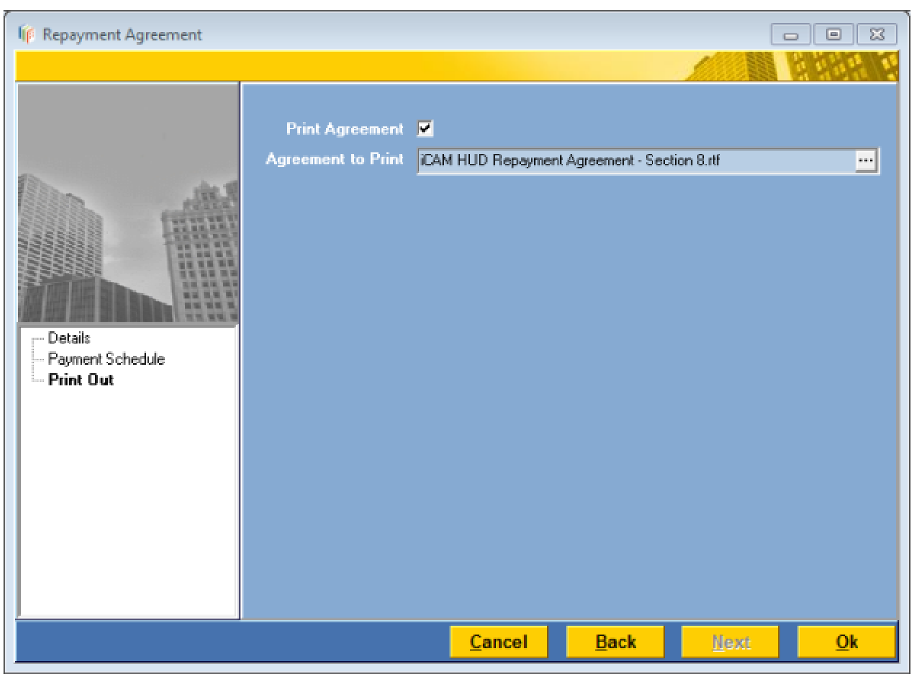
- A new section for Compliance information has been added to the Property Status display when i-CAM first opens. **(Request from RealWorld 2014)**

    a) **Certification Renewal: This** section reports the count of recertifications for all funding sources on the property that are In Progress (Draft started), Finalized, Due for Termination, Due for Recertification in 31-60 Days, Due for Recertification in 61-90 Days, and Due for Recertification in 91-120 Days.

    b) **Special Claims: This section** reports the count of Regular Vacancy or Unpaid Rent/Damages special claims that are Pending (created but not approved), Not Vouchered, Due in 30 Days or Less, Due between 31 and 60 days, Due between 61 and 90 days, Due between 91 and 120 days, Due between 121 and 150 days, and Due between 151 and 180 days.

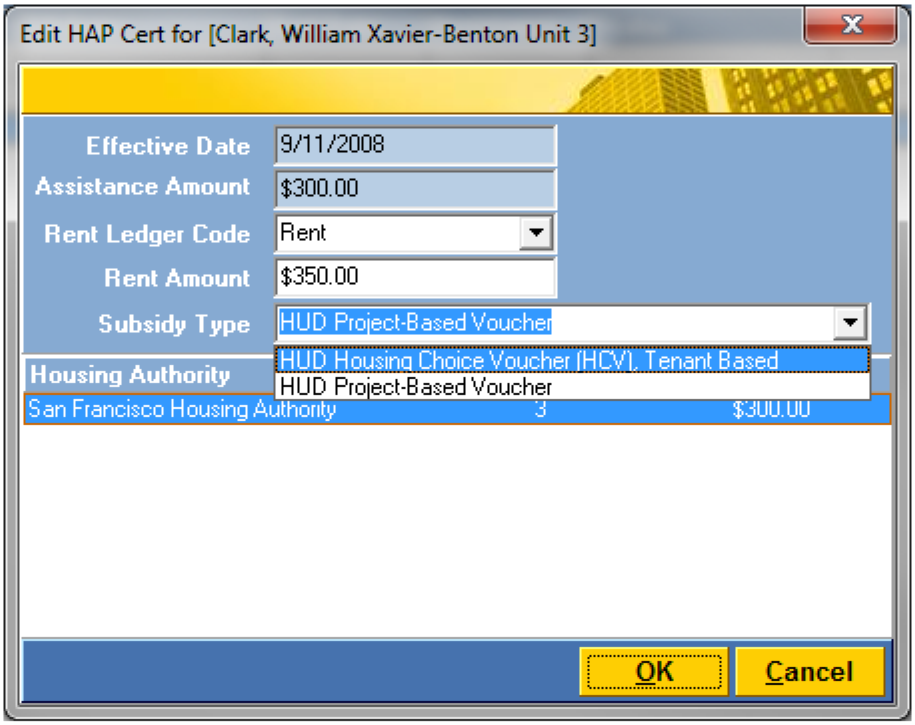
- Added a Special Claim Finder tab to the Special Claims work area in the Compliance > 59 Vouchers module. This tab reports special claims for Regular Vacancy part A and B as well as claims for Unpaid Rent/Damages. Right-click on the special claim listed to create the claim. Once a special claim is created the resident will be removed from the display. Residents will automatically be removed from the display once the special claim period has expired. **(Request from RealWorld 2014)**

- A Print Outs page is now included in the Repayment Agreement wizard. To print the agreement, select the checkbox to Print Agreement and select the appropriate Agreement to Print.



- The ability to select the Subsidy Type is now available when creating or editing HAP documents for reporting to LIHTC state agencies. New subsidy types added are:

  a) HUD Housing Choice Voucher (HCV), Tenant Based – Source code 5
  b) HUD Project Based Voucher – Source code 6



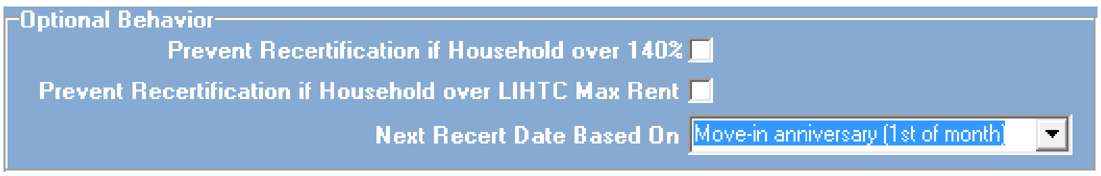
- HUD form 9987/9887-A is now available on the Print Outs page of the certification wizard for Section 8 properties.

- The WBARS XML format for LIHTC state reporting to Washington State is now available. To enable the WBARS format, select WBARS from the State Report dropdown list on the LIHTC funding source within the i-CAM Enterprise Console Manager.

- Additional options are available for determining LIHTC next annual recertification dates.

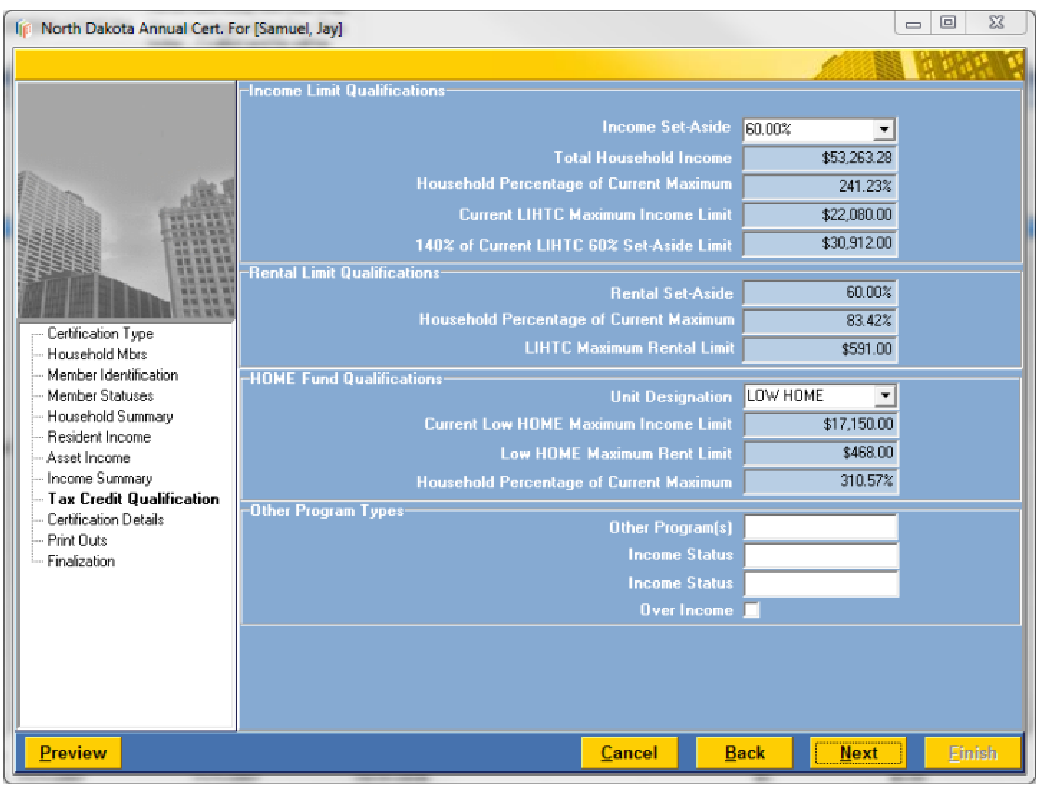
  a) **Move-in anniversary (1st of month)**: This option sets the next annual recertification date for annual recertifications to the 1st of the move-in anniversary month. For example, a move-in processed 10/15/2014 will now show a next annual recertification date of 10/01/2015.

  b) **Move-in anniversary (actual day)**: Used to be labeled Move-in anniversary. This option sets the next annual recertification date for annual recertification to be exactly 1 year from the move in date.

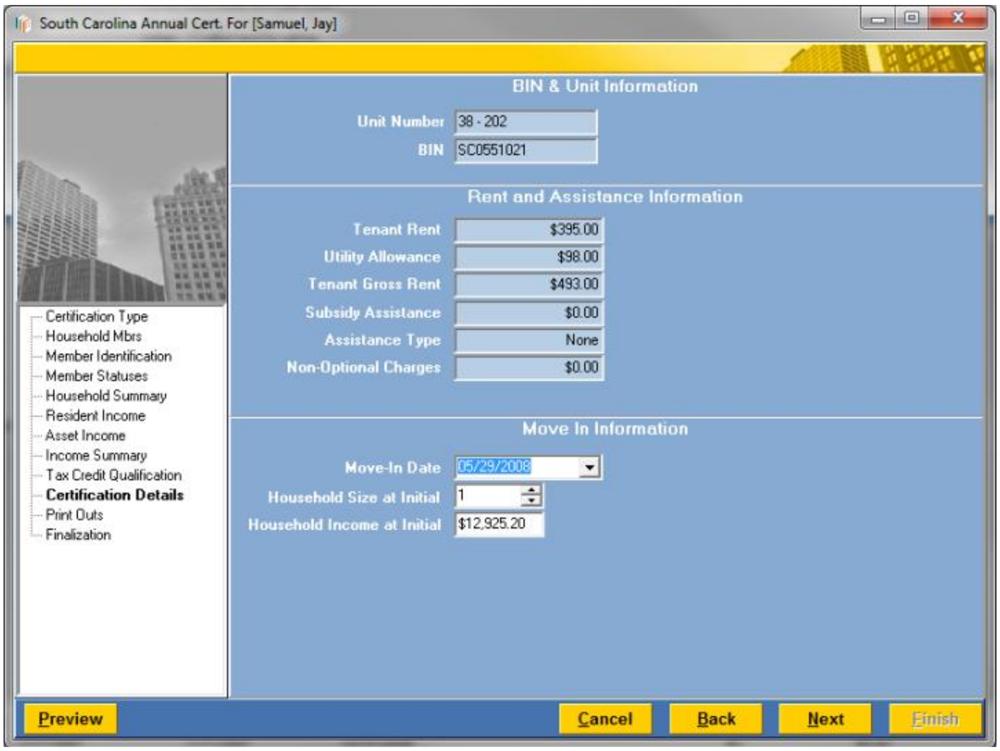


- Redesigned the LIHTC certification wizard to be consistent with Section 8, PHA, and Rural Development certification wizards. Changes are as follows:

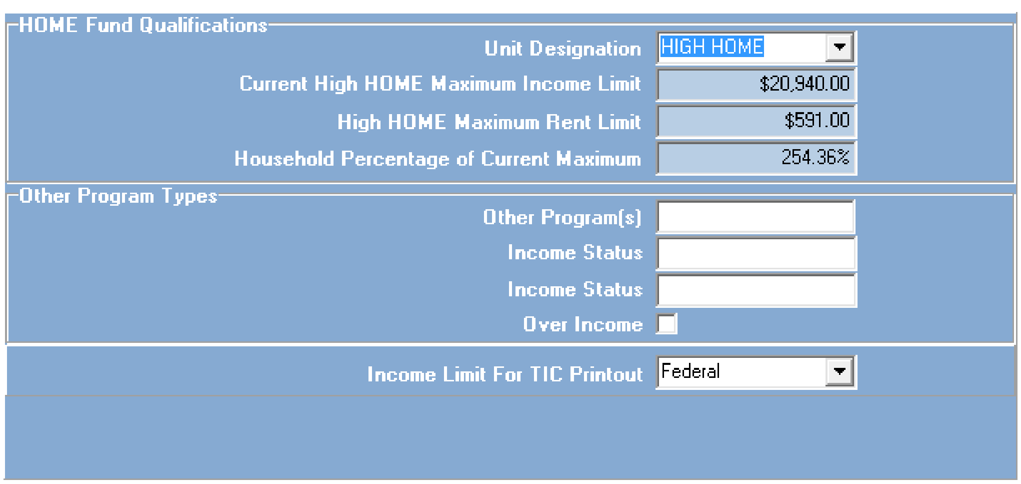
  a) Moved HOME/Bond fund information to the Tax Credit Qualification page.



Note: For properties using the South Carolina TIC printout, if a unit is designated as a LOW or HIGH HOME unit, an additional option to select the Income Limit to print on the TIC printout we be available.

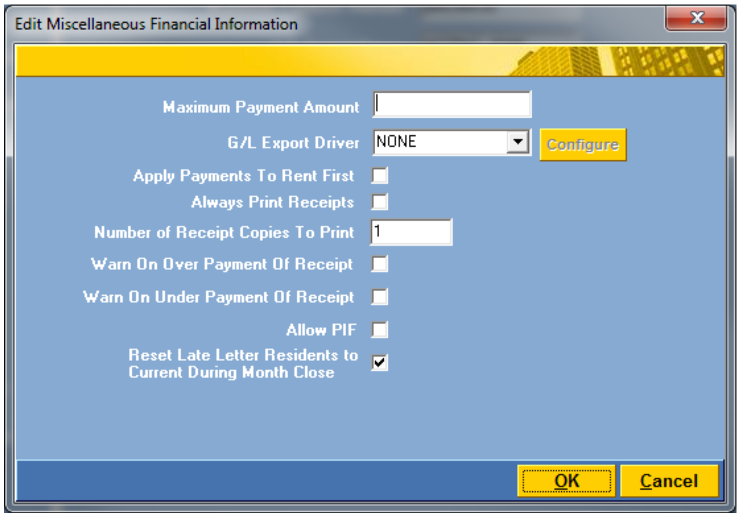


b) Added a new page for Certification Details. This page displays the Unit Number, BIN, Tenant Rent, Utility Allowance, Tenant Gross Rent, Subsidy Assistance, Assistance Type, Non-Optional Charges, Move-In Date, Household Size at Initial, and Household Income at Initial.

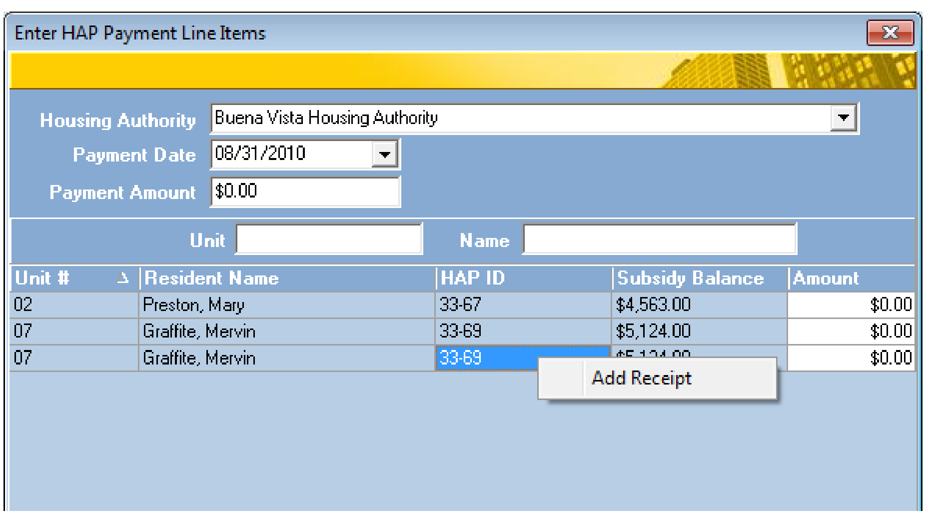


Financial Module

- Added functionality to reset residents with a Late Letter Sent financial status to Current during the month close. This allows residents to be eligible for new late letters without having to manually change their status each month. This feature is enabled by selecting the checkbox in Configuration within the ECM under Financial > Miscellaneous. The new setting is labeled "Reset Late Letter Residents to Current During Month Close". If this box is checked, any Resident with a status of Late Letter Sent will be set back to Current during the "Close the Month" action.



- HAP Payment processing has been enhanced to allow multiple HAP receipts to be entered for a resident when creating a HAP Payment. To add additional receipts for a resident, right-click on the resident and choose Add Receipt. If the HAP Payment is saved so it can be worked on at a later time, any residents with multiple HAP receipts added during the original HAP Payment processing will be consolidated into one line. The additional receipts would then need to be re-added and the amounts adjusted accordingly. **(Request from RealWorld 2014)**



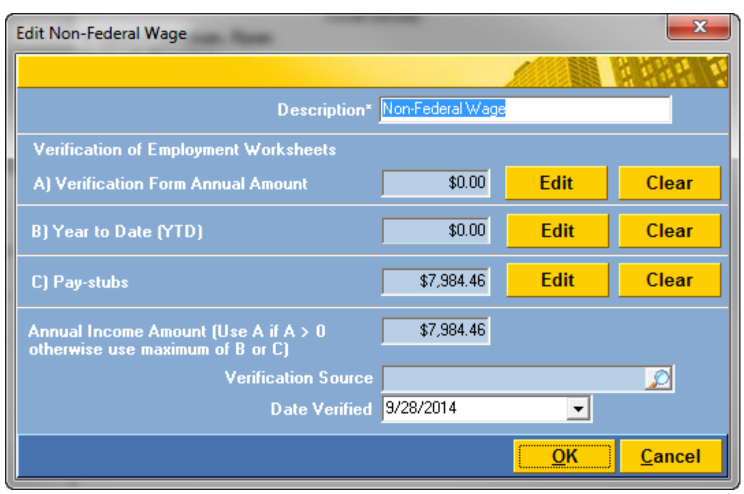
- Added the ability to reallocate money between escrow ledger accounts that are tied to the same bank account. Money can also be reallocated between escrow ledger accounts and tenant ledger accounts that are tied to the same bank account. To reallocate escrow money:

    c) Go to Financial > Collection.
    d) Right-click on the resident and choose Reallocate Credit Balance.
    e) Select the From and To ledger accounts and enter the amount to reallocate.
    f) Click OK to reallocate the money.

Occupancy Module

- A Check Disbursement Date column and menu item has been added to the Occupancy > Former Resident module. A check disbursement date can now be recorded when a refund check is provided to the former resident. To add the check disbursement date:
    a) Go to Occupancy > Former Resident.
    b) Right-click on a former resident and choose Disposition > Check Disbursement Date.
    c) When the Check Disbursement Date window opens enter the date the check was disbursed. The date cannot be prior to the move out date.
    d) Click OK to save the date.

- Improved functionality when adding/editing employment income. New functionality allows existing income to be edited or cleared without having to delete the income and re-add it. The worksheet button has been removed when adding employment income and two new buttons have been added. New buttons are **Edit** and **Clear**. Clicking **Edit** allows for data to be entered and **Clear** will reset the amount to $0.00.



New Reports

- A new financial system report, **Rent Roll – OneSite**, is now available in the Financial > Collections system reports tab.

Bldg/Unit	Name	Floor Plan	Square Footage	Actual Billing Amount	Deposit(s) Required	Deposit(s) on Hand	Move In Date	Lease End Date	Unit Status
Bldg #	Building 1								
01	Valdez, Roberts	1 Bedroom	0	$685.00	$0.00	$0.00	01/01/2010		O
02	*VACANT*	1 Bedroom	0	$685.00	$685.00	$0.00			VU
03	Johnson, Willard	1 BD - 236	0	$710.00	$0.00	$0.00	03/01/2012		O
04	Blackwell, William	1 Bedroom	0	$685.00	$0.00	$0.00	04/01/2013		O
05	*VACANT*	1 Bedroom	0	$685.00	$685.00	$0.00			VU

- New **Annual Recertification Status by Funding Source** report. The report is generated from Compliance module. Report is sorted by funding source, recertification date, and then unit number.

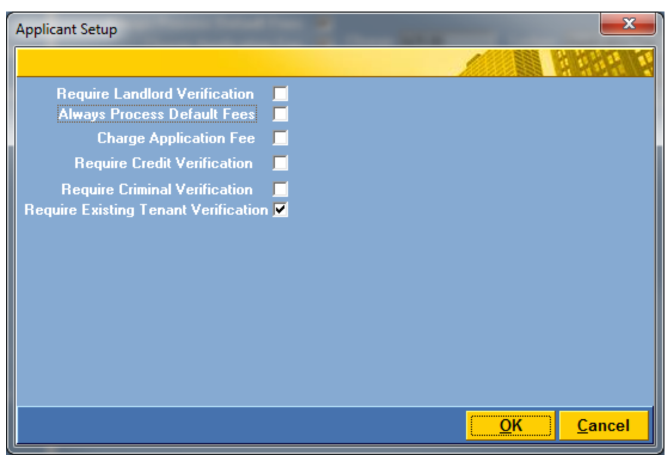
- New **Applicants Turning 18** report. The report is generated from the Occupancy > Applicant module. Report shows all applicants turning 18 for the current accounting month.

Verification Module

- For properties using the Verifications module, notes can now be made on verifications. The grid display has also been changed from a tree list view to a grid view. To add a note, right-click on the verification type on the grid that to add the note to and choose Add/Edit Note. Notes will display below the verification type in blue text. **(Request from RealWorld 2014)**

Effective Date	Name	Verification Type	Description	Source	Amount	Date Verified
1/31/2005	Eastwyck, Chloe	Expense			$792.00	
Do not accept payments from this applicant until all verifications processed.						
	Eastwyck, Chloe	Income	Supplemental Security Income(SSI)		$4,764.00	
Waiting for verification of SSI						
	Eastwyck, Clint	Asset Income	Checking		$5,127.00	
	Eastwyck, Clint	Expense			$1,546.00	
	Eastwyck, Clint	Income	Supplemental Security Income(SSI)		$5,544.00	

- Existing Tenant verification type is now available for properties that require existing tenant verification for applicants. The option to Require Existing Tenant Verification must be enabled within the ECM property configuration Occupancy > Applicant module. Once enabled then new Existing Tenant verification field will be enabled and require a verification date is entered before the applicant can be approved.



Forms & Letters

- Collection Agency tokens are now available for all forms and letters documents and the Header_Field list has been updated. The new tokens will need to be added to forms and letters as needed. Collection agency information is added or updated in property configuration within the i-CAM Enterprise Console Manager. The new tokens are as follows:

  a) COLLECTAGENCYNAME
  b) COLLECTAGENCYCONTACTNAME
  c) COLLECTAGENCYADDRESS
  d) COLLECTAGENCYPHONE

- BIN and UNITNUMBER tokens are now available for use with Verification documents. The new tokens will need to be added to verification forms and letters as needed.

i-CAM Enterprise Console Manager

- Added new feature to copy Income Limits, Rental Limits, Maintenance Information, and Forms and Letters from one property to one or more properties. Income Limits, Rental Limits, and Maintenance information can only be copied from within the i-CAM Enterprise Console Manager. Forms & Letters can be copied from either i-CAM or the ECM. (**Request from RealWorld 2014)**

  a) **Income and Rental Limits:** From the Funding Source module within the i-CAM Enterprise Console Manager, right-click on the income or rental limit you wish to copy. Select **Copy to Other Properties**. Select Entire Limit or Selected Year.

     i. **Entire Year**: All years, effective dates, percentages, and amounts will be copied to the destination properties as a new set of limits.

     ii. **Selected Year**: Destination properties with income limits for the year and effective date selected will be updated for funding sources with the same funding source type, ie Section 8 or Rural Development.

  Note: Income and Rental Limits should only be copied to similar type properties in the same region.

  b) **Maintenance:** Some information from the Maintenance module within the ECM can be copied to other properties. Information is copied by right-clicking on the item in the selected grid and choosing Copy to Other Properties. Once selected, you'll have the option to choose which properties to copy the information to as well as whether to Skip the item if it already exists or Update the information in the destination property.

Multiple items can be copied by using Ctrl-A for All items or by holding Ctrl and clicking the individual items to copy.

The areas where information can be copied are as follows:

i. Technicians tab – Expertise Codes can be copied.
ii. Inventory tab – Type Codes and Items can be copied. For items, the inventory Type Code must exist in the destination property or it will be skipped.
iii. Work Order tab – All tabs and work area information can be copied. For Standard Tasks and Templates, all Type Codes, Source Codes, Priority Codes, Reschedule Codes, and Task Type Codes from the source property must exists in the destination property or the standard task or template will be skipped.

c) **Forms and Letter**: From the Forms and Letters module in the ECM or i-CAM, right click on the letter you wish to copy and select Copy to Other Properties.

Issues Addressed in this Release

General

- Addressed issue where the Lease Begin date is not being set by default when creating a new lease renewal document. The begin date will now be defaulted to the day after the Lease End date if an end date is present or for month-to-month residents the begin date will be the first day of the next month.
- Updated the Active Applicant Status report to sort by the search name instead of the letter greeting. Report is group by applicant status and then sorted by last name, first name.
- Addressed issue with the dropdown list of vendors displaying vendors not available for use when executing the Vendor Invoice Report in the Payables module. The dropdown list will only display vendors available for use.
- Added Void Date to the Vendor Invoice report.

HUD

- Resolved error when finalizing a draft/pending signatures IC with an effective date prior to the current active certification. Document will now finalize without error and will be slotted accordingly.
- Updated Special Claims for Vacancy Loss to show all former residents who have resided in the unit selected for the special claim in the dropdown list. Prior versions only allowed for the most recent former resident to be selected.

Tax Credit (LIHTC)

- Addressed issue with Annual Self Certification type not available when processing a self-cert for Colorado. The Annual Self Cert type is now available for 100% tax credit properties who are exempt from annual recertification and are using the Colorado TIC form.
- Resolved error when editing the LIHTC funding source and changing the unit counts to zero on the Limits & Set-Asides page of the funding source wizard. The unit count can now be changed to zero without error.

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