

Reviewing Sent Transactions and Editing Rejected Transactions

Use this option to review the results of the transactions that were sent to USDA.

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

- **Accepted:** The transaction is accepted as is. No message is associated with this status.
- **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.
- **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.
 - Remove a transaction already processed in the system.

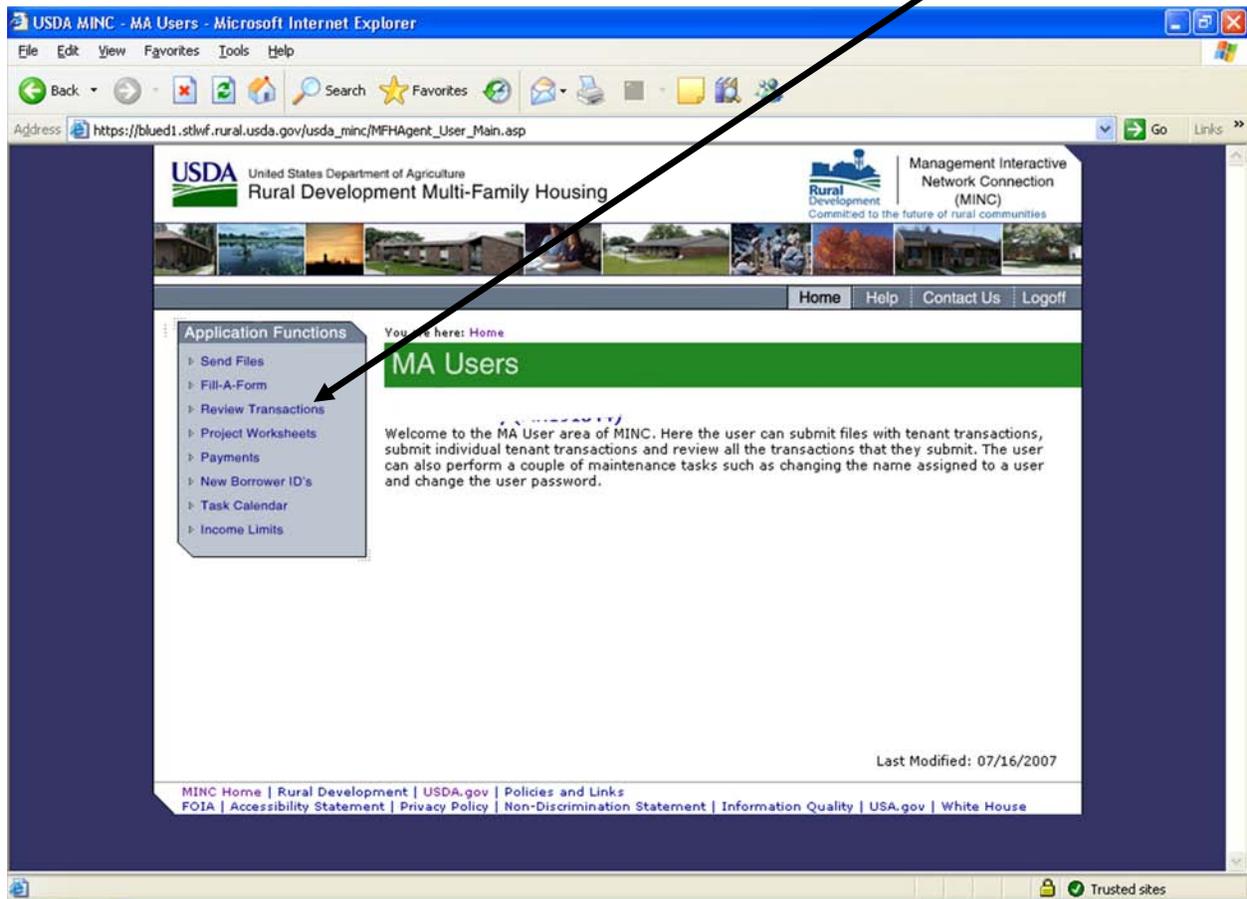
These transactions may be accepted by the servicing office after they review them to make sure that the data contained is correct and applicable to the project as of the date accepted.

- **Reject (System Reject):** 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'.
- **Held up:** This category contains only one message. It is used to indicate 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.

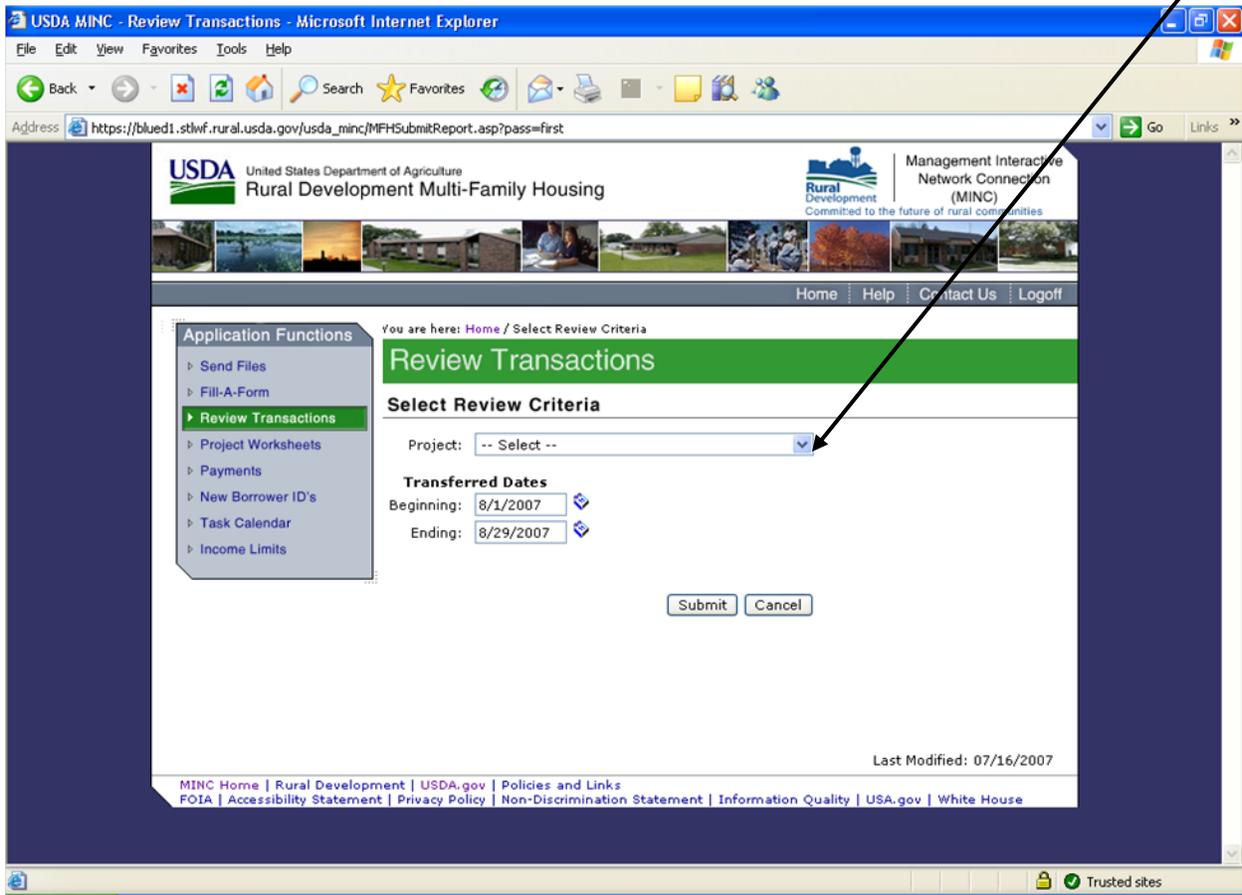
- **Error:** The combination of data in the transaction would break a major business rule or cause a problem with MFIS data integrity. It can not be re-applied in MFIS. The data must be re-entered by the Management Agent or Service Bureau with correct data and resent to USDA.

All transactions up to 60 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.

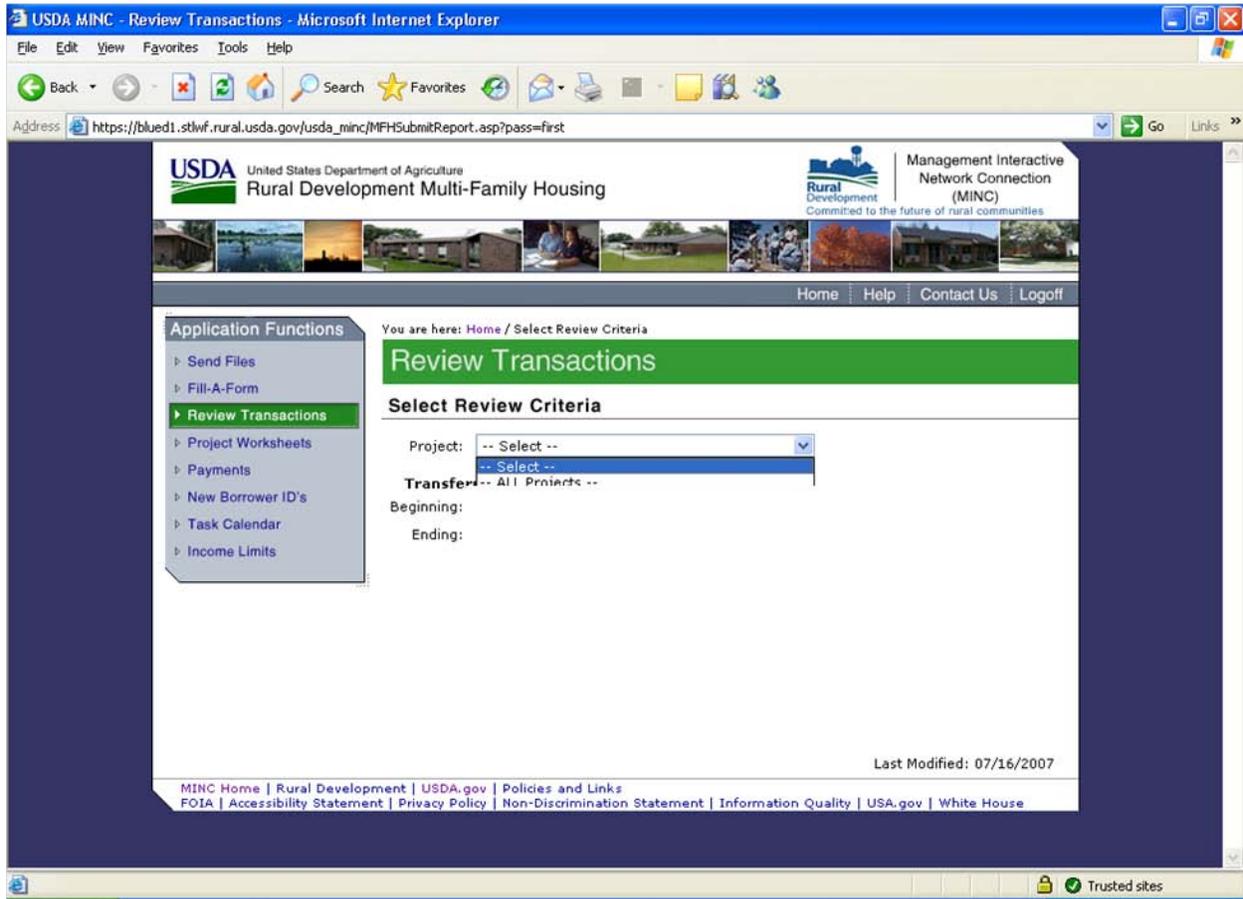
1. To review sent transactions 'Click' on the 'Review Transactions' link.



2. 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.



3. Select the desired project or 'All Projects' to view individual transactions sent.

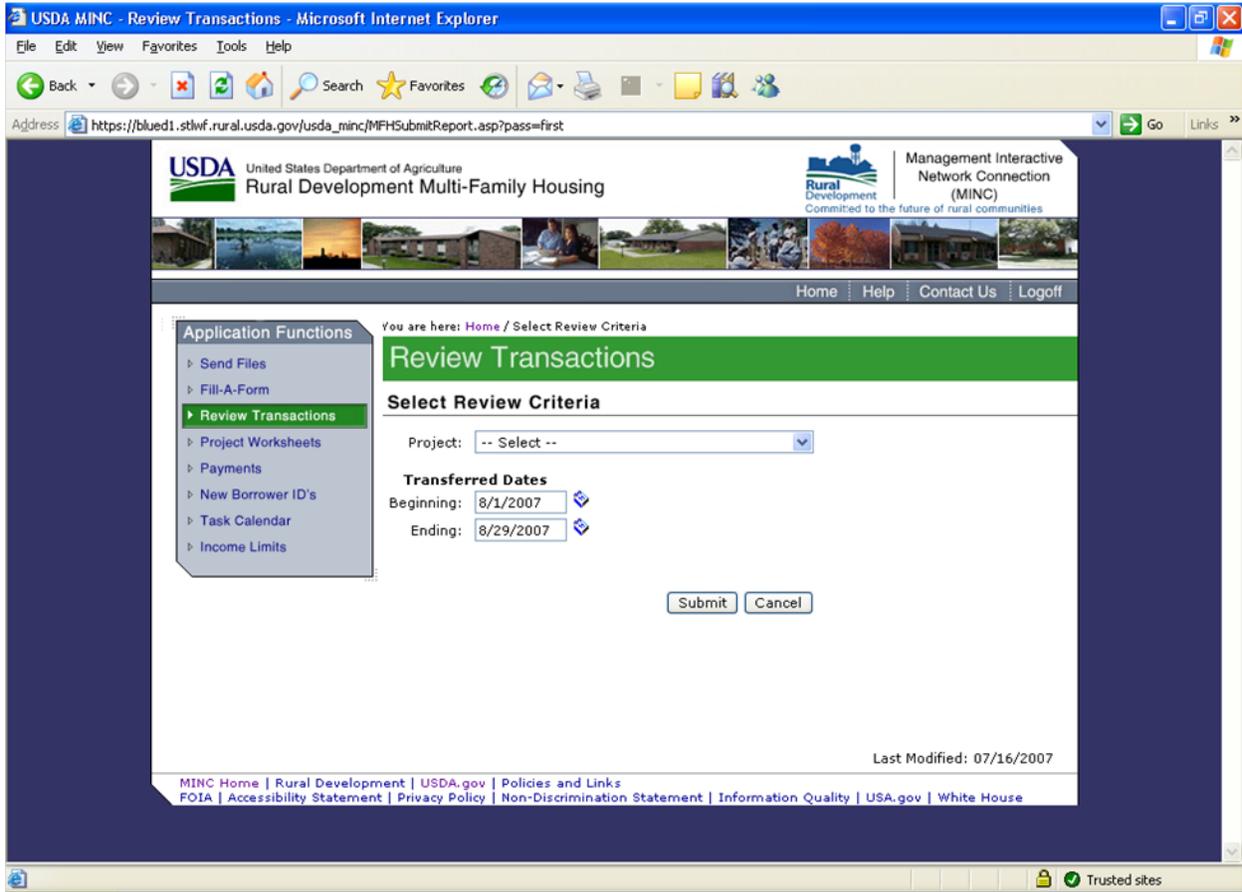


The selection of the 'All Failed Files' is only used to determine the date and overall reason that an entire file, using the 'Send Files' icon, was not processed at the USDA. The only time you should see anything in this list is when the file has an 'Invalid Format' or 'Invalid Site ID' error.

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

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

4. Modify the 'Beginning Date' and 'Ending Date' fields to include the date the transaction was sent for the project that you are interested in reviewing.



Transactions sent are only kept in the system for a maximum of 60 days.

5. The system displays the Review Transactions page. Select the individual transaction that you are interested in reviewing by clicking in the radio button on the row containing the transaction.

The screenshot shows a web browser window titled "USDA MINC - Transactions - Microsoft Internet Explorer". The address bar shows the URL: https://blued1.stlwf.rural.usda.gov/usda_minc/MFHLListReports.asp?pass=first. The page header includes the USDA logo and "United States Department of Agriculture Rural Development Multi-Family Housing". The main content area is titled "Review Transactions" and contains a "Transaction List" section. A "Printable List" is displayed below, showing search results in a table. A black arrow points to the radio button in the first row of the table.

Transaction Date	Project Name	Unit	Transaction Type	Transaction Status	Status Message
08/02/2007			Application	Accepted	
08/02/2007		01	Vacate	Rejected	SYSTEM REJECT --> Tenant does not reside in unit to be vacated

Navigation links: Home | Help | Contact Us | Logoff

Application Functions:

- Send Files
- Fill-A-Form
- Review Transactions
- Project Worksheets
- Payments
- New Borrower ID's
- Task Calendar
- Income Limits

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If you click in a radio button in the Printable List, the system displays the Transaction Detail for that particular transaction.

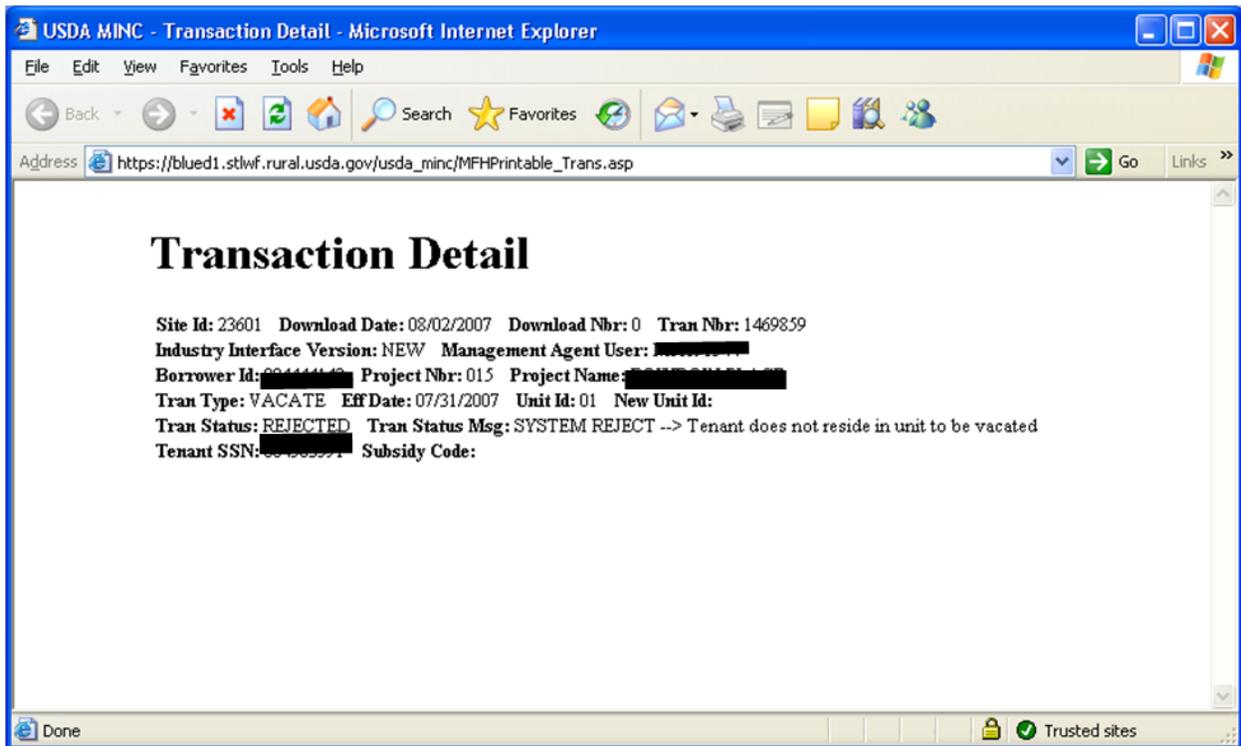
The screenshot shows a web browser window titled "USDA MINC - Transaction Detail - Microsoft Internet Explorer". The address bar shows the URL: https://blued1.stlwf.rural.usda.gov/usda_minc/MFH5410_f3.asp?pass=first. The page header includes the USDA logo and "Rural Development Multi-Family Housing" along with the "Management Interactive Network Connection (MINC)" logo. A navigation menu on the left lists "Application Functions" such as "Send Files", "Fill-A-Form", "Review Transactions" (highlighted), "Project Worksheets", "Payments", "New Borrower ID's", "Task Calendar", and "Income Limits". The main content area is titled "Review Transactions" and "Transaction Detail". It contains a "Printable Transaction" button and the following details:

Tran Nbr: 1469858
 Download Date: 08/02/2007
 Download Nbr: 0
 Site Id: 23601
 II Version:
 User:
 Borrower Id:
 Project Nbr:
 Project Name:
 Tran Type:
 Eff Date:
 Unit Id:
 New Unit Id:
 Tran Status: ACCEPTED
 Tran Status Msg:

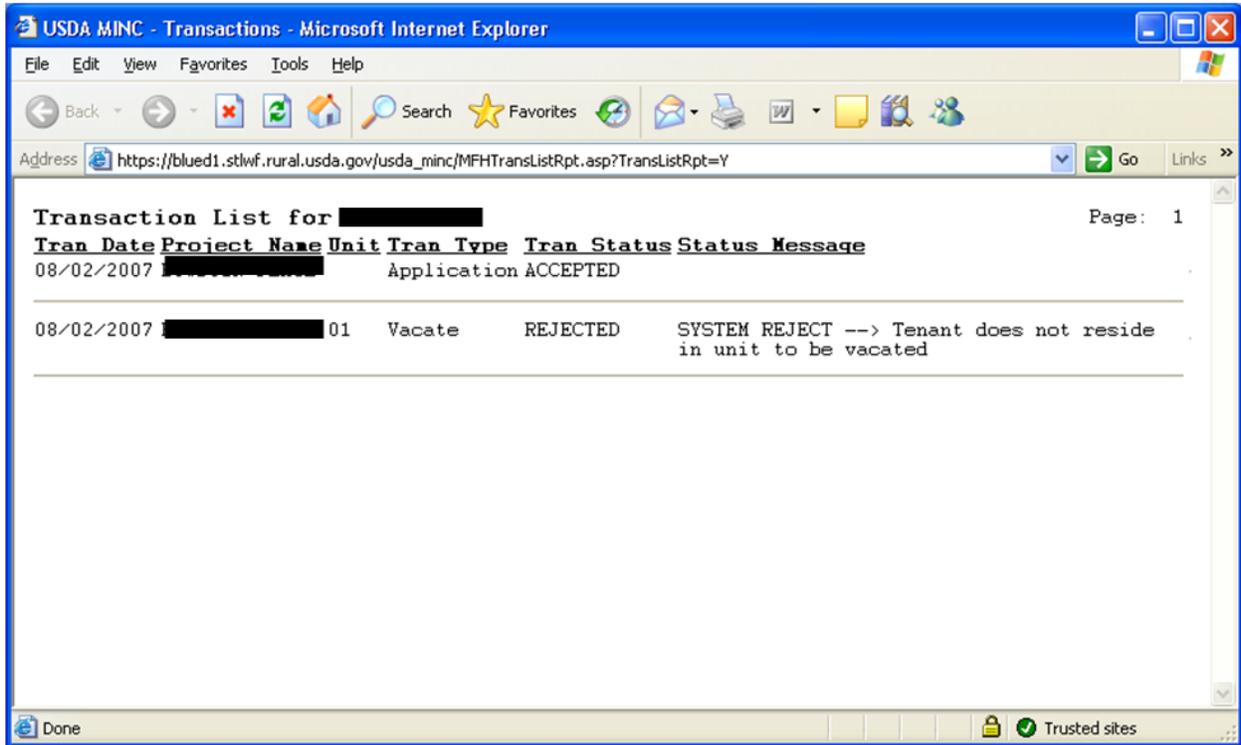
Below this is a "Certification Data" table:

Certification Data			
Financial Item	Value	Non-Financial Item	Value
Wage Income	\$20,000.00	Subsidy Code	0
Scl Security Income	\$0.00	Eligibility	E
Asset Income	\$100.00	Foster Children	0
Other Income	\$0.00	Non Dependents	0
Childcare	\$0.00	Application Status	0

If you click on the Printable Transaction button, the system displays a printable version of the information that was contained in the transaction.



The Printable List button displays the transaction list in a format that is suitable for printing. The Prev button is displayed on all but the first page of a multi-page transaction list. The Next button is displayed on all but the last page of a multi-page transaction list.



The following information is displayed on the Printable Transaction List:

Tran Date is the date the Transaction was sent to the USDA.

Project Name: The name of the project for which the transaction was sent.

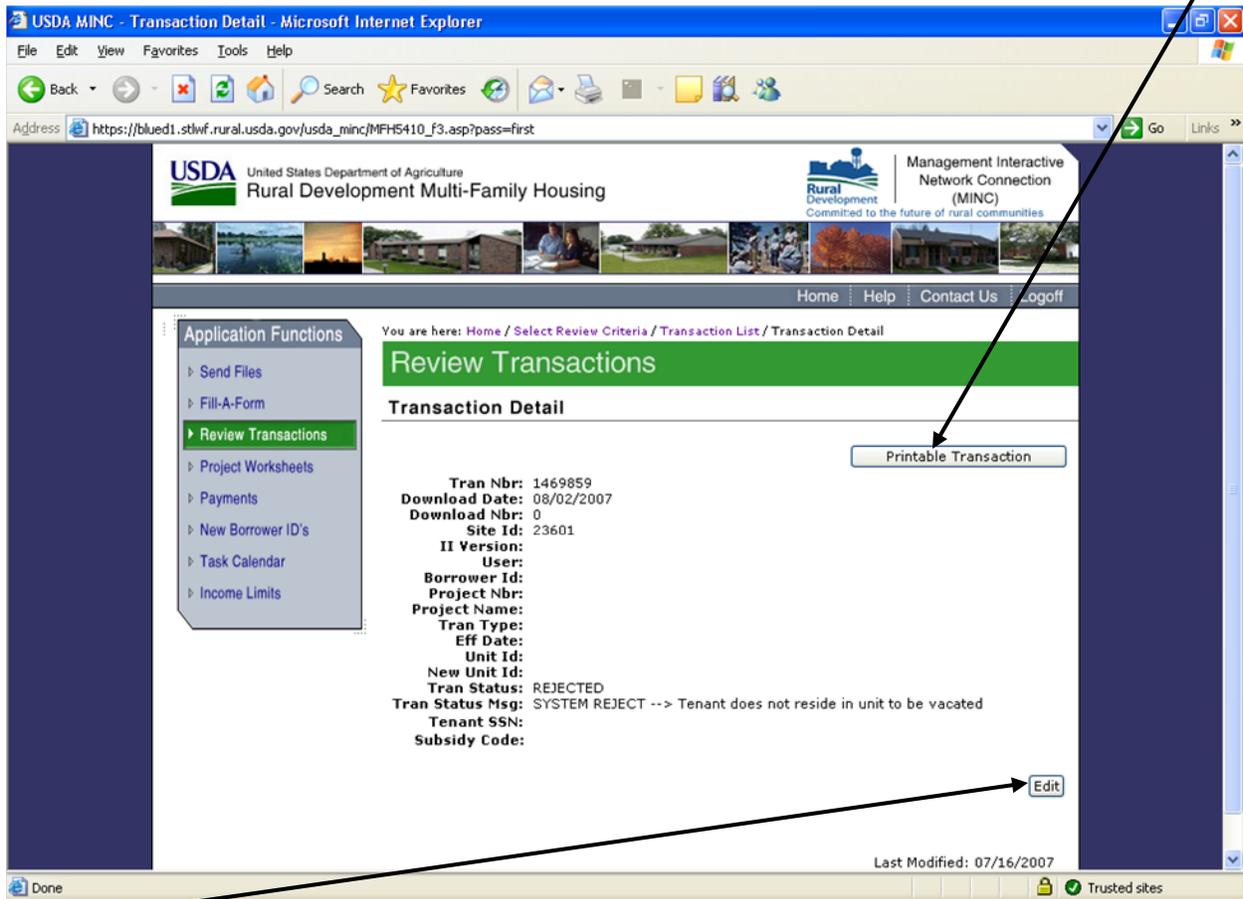
Unit is displayed only when the transaction displayed is for a particular unit in the project.

Tran Type indicates the type of transaction that was sent for the project and/or unit. This would include such types as 'Initial Certification', 'Re-Certification', 'Proposed Budget' or any other transaction type available for processing by the USDA.

Tran Status is the current status of the transaction as of when this list was selected.

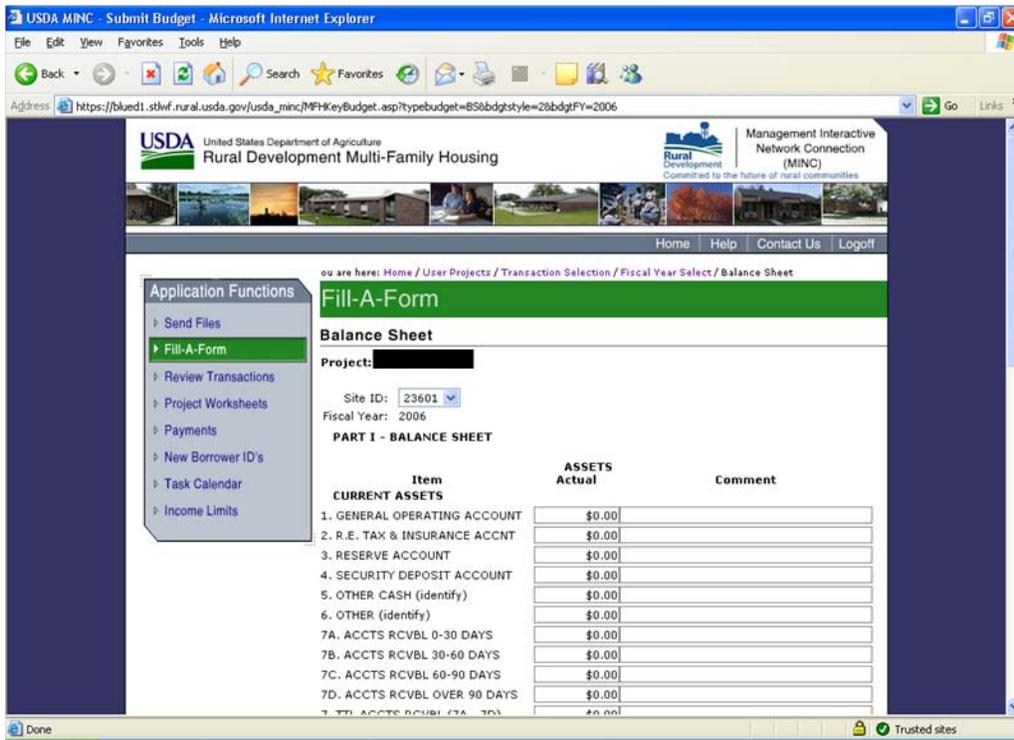
Status Message: The message that best describes the error or problem that occurred when trying to process the transaction. Please refer to the [MINC Error Conditions and System Messages](#) online help for a listing of currently documented error message and appropriate resolutions.

6. If the transaction is brought up in display only mode there is a 'Printable Transaction' button that provides you the ability to print the detail associated to the transaction.



7. An 'Edit' button is provided on the transaction detail. Once clicked it redisplay the transaction in edit mode, pre-filling all the entry fields with the information sent to USDA.

If the change required to fix the transaction at USDA is also required in your vendor software system, **DO NOT** use this 'Edit' option. Correct the change in the vendor software, recreate the file, and then send the new file to USDA.



8. Modify the appropriate fields and then click 'Submit' at the bottom of the form to send the individual changed transaction to the USDA or Cancel to cancel submission of the form.

