

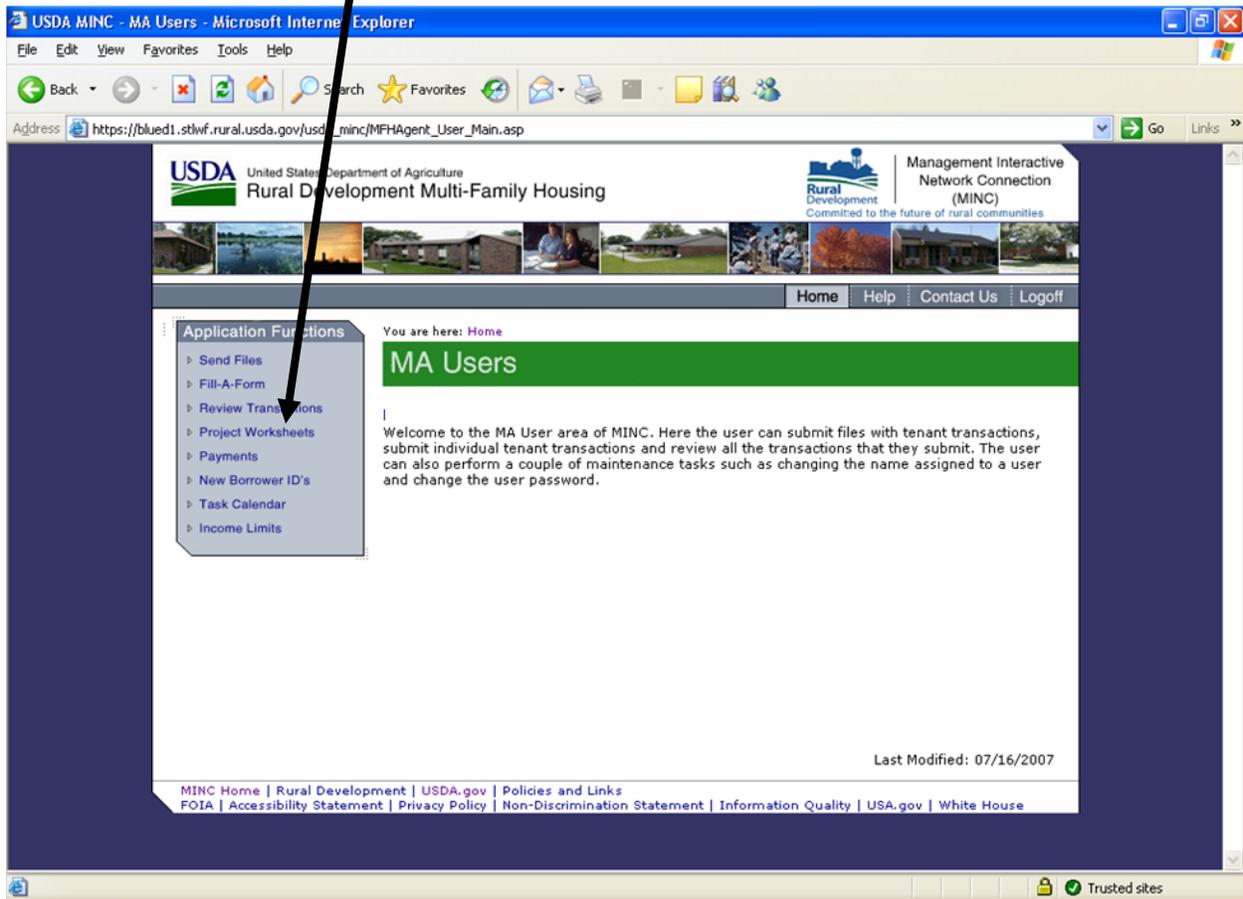


Management Interactive Network Connection (MINC) Project Worksheets Help

Project Worksheets Help

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

- **Project Worksheets:** Use this link to review project worksheets for projects within your user authority.



MINC Management Interactive Network Connection

If you click on this link, the system displays a User Projects listing.

USDA MINC - Project Worksheets - Microsoft Internet Explorer

Address: https://blued1.stlwf.rural.usda.gov/usda_min/mfhrjWrkShit_projects.asp

USDA United States Department of Agriculture
Rural Development Multi-Family Housing

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Home | Help | Contact Us | Logoff

You are here: Home / User Projects

Project Worksheets

User Projects

View All Worksheets

Date:

Released
 Pre-Released

Select a project to work with:

	Borrower ID	Project Number	Project Name	PAD Status	Last Approved/Closed Worksheet
<input type="radio"/>		01 5		N/A	October 2004
<input type="radio"/>		01 8		N/A	October 2004
<input type="radio"/>		01 5		Active	
<input type="radio"/>		05 2		Active	
<input type="radio"/>		04 9		N/A	October 2004
<input type="radio"/>		03 7		N/A	October 2004
<input type="radio"/>		03 9		Active	
<input type="radio"/>		01 3		N/A	October 2004
<input type="radio"/>		02 5		N/A	October 2004
<input type="radio"/>		02 7		Active	

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The User Projects listing contains the following information:

- **View All Worksheets:** To view project worksheets for all projects, enter a date in the Date entry field or select a date from the dropdown calendar and click on the View All Worksheets button. By default, the system displays released worksheets. To view project worksheets for an individual project, enter a date in the Date entry field or select a date from the dropdown calendar and click on the Select radio button for that project.
- **Date:** Allows you to enter a date or select from a dropdown calendar.
- **Released radio button:** This radio button is selected by default. To view Pre-Released worksheets, click the Pre-Released radio button.
- **Pre-Released radio button:** If you click the Pre-Released radio button, the system displays project worksheets that have not been released. These worksheets can be identified by the “Unofficial Copy” watermark displayed on the page. By default, the User Projects page displays two pre-released project worksheets.
- **Select radio button:** Use the radio button to select an individual project’s worksheets to review. If you click on this button, the system displays the Worksheet List for the selected project.
- **Borrower ID:** The numeric ID assigned to the borrower, management agent, or service bureau for the project. This same ID is used in the AMAS system.
- **Project Number:** The 3 character project number used to further qualify a project when a borrower, management agent, or service bureau is associated to more than one project. This same ID is used in the AMAS system.
- **Project Name:** The full name of the project.
- **PAD Status:** Indicates whether the borrower, management agent, or service bureau submits payments to USDA through Pre-Authorized Debit (PAD) transactions.
 - **Active:** Indicates that the borrower, management agent, or service bureau has authorized and has been approved by USDA to submit payments through PAD.
 - **Pre-Note:** Indicates that the borrower, management agent, or service bureau has authorized PAD transactions but is not yet approved by USDA to submit payments through PAD.
 - **N/A:** The borrower, management agent, or service bureau does not participate in PAD.
- **Last Approved/Closed Worksheet:** The date of the last project worksheet that has been approved or closed. If blank, no prior worksheets are approved or closed.

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Click in the Select radio button to select the project for which you are sending or reviewing project worksheets. If you click in this radio button, the system displays the Worksheet List page.

USDA MINC - Project Worksheets - Microsoft Internet Explorer

Address: https://usdaminc.test.sc.egov.usda.gov/MFHPrjWrkSht_worksheets.asp?strPAD=Y8strPrjID=0000000558strBorrID=9294119848strPrjNbr=02+28strPrjNam

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You are here: Home / User Projects / Worksheet List

Project Worksheets

Worksheet List

Borrower ID:
Project Nbr:
Project Name:
Fnd Inst Name:
Account Nbr:

Released	
Date	Action
November 2007	<input type="button" value="View"/> Approved (07/15/2008 \$10,000.00)

Pre-Release	
Date	Action
December 2007	<input type="button" value="View"/>
January 2008	<input type="button" value="View"/>

Last Modified: 08/06/2008

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The Worksheet List page is divided into two separate areas; the top area contains information on the last five Released worksheets. The lower area contains information on Pre-Release worksheets. The following information is displayed on Released worksheets on the Worksheet List page:

- **Date:** The pay period for which the associated worksheet is effective.
- **Action/Status:** The information displayed is dependent upon the borrower, management agent, or service bureau's Pre-Authorized Debit (PAD) status on the Projects listing. For prior pay periods, the system displays the message "Approved" if a project worksheet was previously approved.

If PAD status is N/A, indicating the borrower, management agent, or service bureau has NOT authorized PAD, and no worksheets have been submitted, the system displays the message "**No worksheets available**".

If PAD status is N/A and a project worksheet has been approved, the system displays the Project Worksheet page with up to the last five project worksheets and a VIEW button. Click on the View button to view worksheets that have not been released.

If PAD status is Active or Pre-Note indicating the borrower, management agent, or service bureau has authorized Pre-Authorized Debit (PAD) transactions, the system displays the Project Worksheet page with up to the last five project worksheets and a VIEW button. Click on the View button to view worksheets that have not been released. If an Approve button is displayed in this area, you may approve the project worksheet by clicking on this button if authorized by the Management Agent or Service Bureau.

If PAD status is N/A or Pre-Note, the system displays a Form 3560-29 button. Click on this button to populate the Form RD 3560-29, Notice of Payment Due Report, which is forwarded along with the monies collected.

If PAD status is Active, click on the Approve button to populate the Project Worksheet and authorize payment with the Pre-Authorized Debit (PAD) transaction. You must have authorization from the Management Agent or Service Bureau to approve PAD transactions. If you are not authorized to approve PAD transactions, the system displays a warning message.



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When the worksheet is approved and the payment authorized, the system displays the Approve Payment page.

USDA MINC - Project Payment - Microsoft Internet Explorer

Address: https://usdaminc.test.sc.egov.usda.gov/MFHPPrjWrkSht_payment.asp?strPrjID=000009865&strEffDate=02

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Home Help Contact Us Logoff

You are here: [Home](#) / [User Projects](#) / [Worksheet List](#) / [Approve Payment](#)

Project Worksheets

Approve Payment

Borrower ID:
Project Nbr:
Project Name:
Fnd Inst Name:
Account Nbr:
Effective Date:

Project Worksheet Summary	
Date of Credit:	11/09/2009
Project Payment:	\$9,363.77
Overage/Surcharge:	\$0.00
RA Request:	\$0.00
Adjustments:	\$0.00
Payment Due:	\$ 9363.77
RA Check Amount:	\$0.00

In accordance with Rural Housing Service's formula and procedures, all rental units are occupied by households who have executed Form RD 3560-8, "Tenant Certification", and are farm workers if this is a labor housing project or if this is a rental housing project, have incomes within the limitations as set forth in Rural Development regulations or the project has written permission from RHS to rent to ineligible occupants on a temporary basis.

I certify that the statements made above are true to the best of my knowledge and belief and are

Done Trusted sites

The following information is displayed on the Approve Payment page:

- **Borrower ID:** The numeric ID assigned to the borrower, management agent, or service bureau for the project. This same ID is used in the AMAS system.
- **Project Nbr:** The 3 character project number used to further qualify a project when a borrower, management agent, or service bureau is associated to more than one project. This same ID is used in the AMAS system.
- **Project Name:** The full name of the project.
- **FncI Inst Name:** The name of the financial institution from which the project's funds are drawn.
- **Account Nbr:** The account number from which the project's funds are drawn.
- **Effective Date:** The pay period for which the project payment is effective.
- **Project Worksheet Summary:** The following information is displayed in the Project Worksheet Summary area:

- **Date of Credit:** The date the payment is credited to the account. This field must be completed. By default, the system displays the earliest date the payment can be applied to the account. A later date may be selected from the dropdown calendar.

If no payment is due, the system displays the current date. The field can be modified to a future date that is not a Sunday.

If a payment is due, the system displays the date 2 business days in the future. The field can be modified to a future date that is not a Saturday, Sunday, or holiday.

- **Project Payment:** The amount of the project payment. It is for display only, and cannot be changed.
- **Overage/Surcharge:** The portion of the payment applied to overage and/or surcharges. It is for display only, and cannot be changed.
- **RA Request:** The total amount of Rental Assistance (RA) requested. It is for display only, and cannot be changed.
- **Adjustments:** The portion of the payment applied to adjustments to overage and/or surcharges. It is for display only, and cannot be changed.
- **Payment Due:** The amount of payment due including Overage/Surcharges and Adjustments. The amount displayed in this field can be modified.
- **RA Check Amount:** The portion of the payment applied to RA. It is for display only, and cannot be changed.

Click on the Submit button when all applicable fields have been completed, to submit the Project Worksheet and Payment or Cancel.

If you click on Submit, and the Date of Credit is after the tenth day of the month, the system may display a popup window indicating that the Date of Credit entered may produce late fees on the loan. Click on OK to confirm, or Cancel.

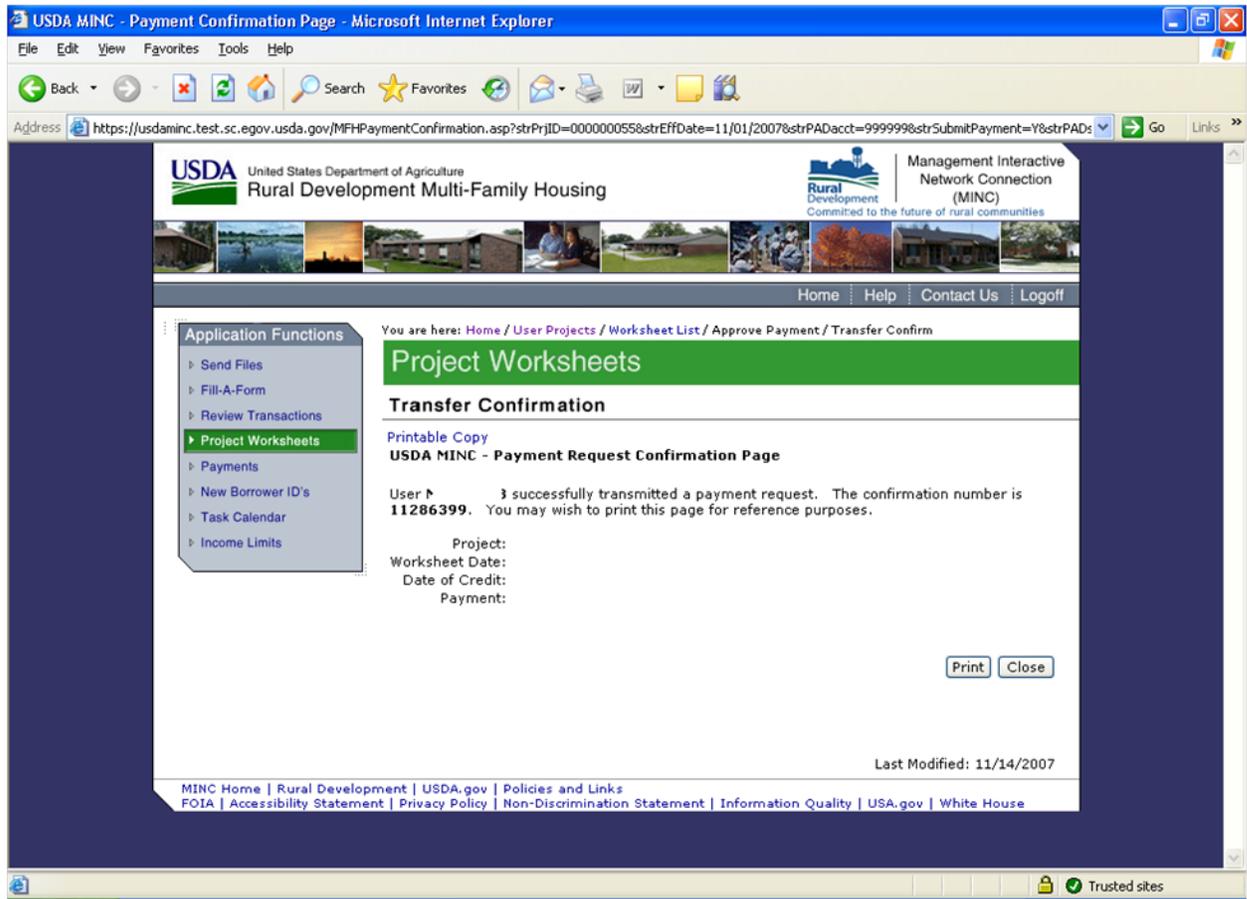


If you click on Submit, and the Date of Credit is on or before the tenth day of the month, the system displays a confirmation box noting the amount of the project payment submitted.

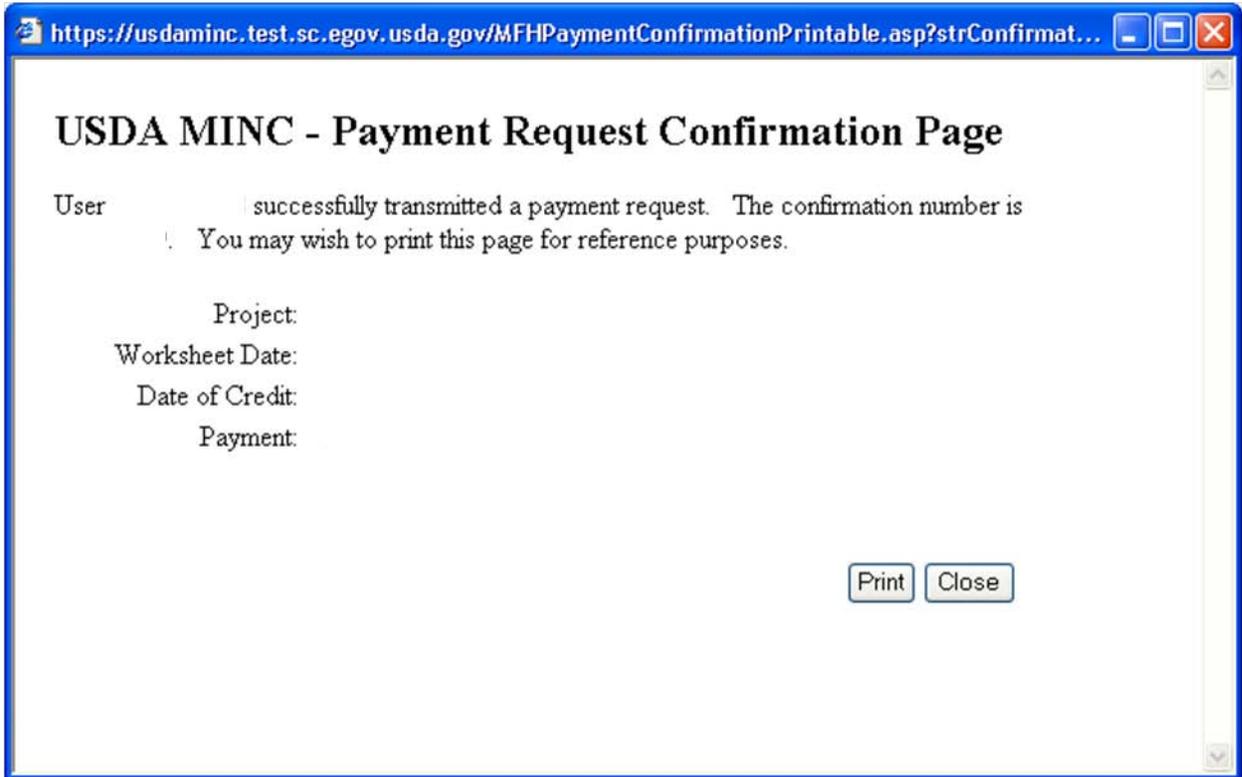


Click on OK to confirm, or Cancel. If you click on Cancel, the system returns to the Approve Payment page.

If you click on OK, the system displays the Transfer Confirmation Page.

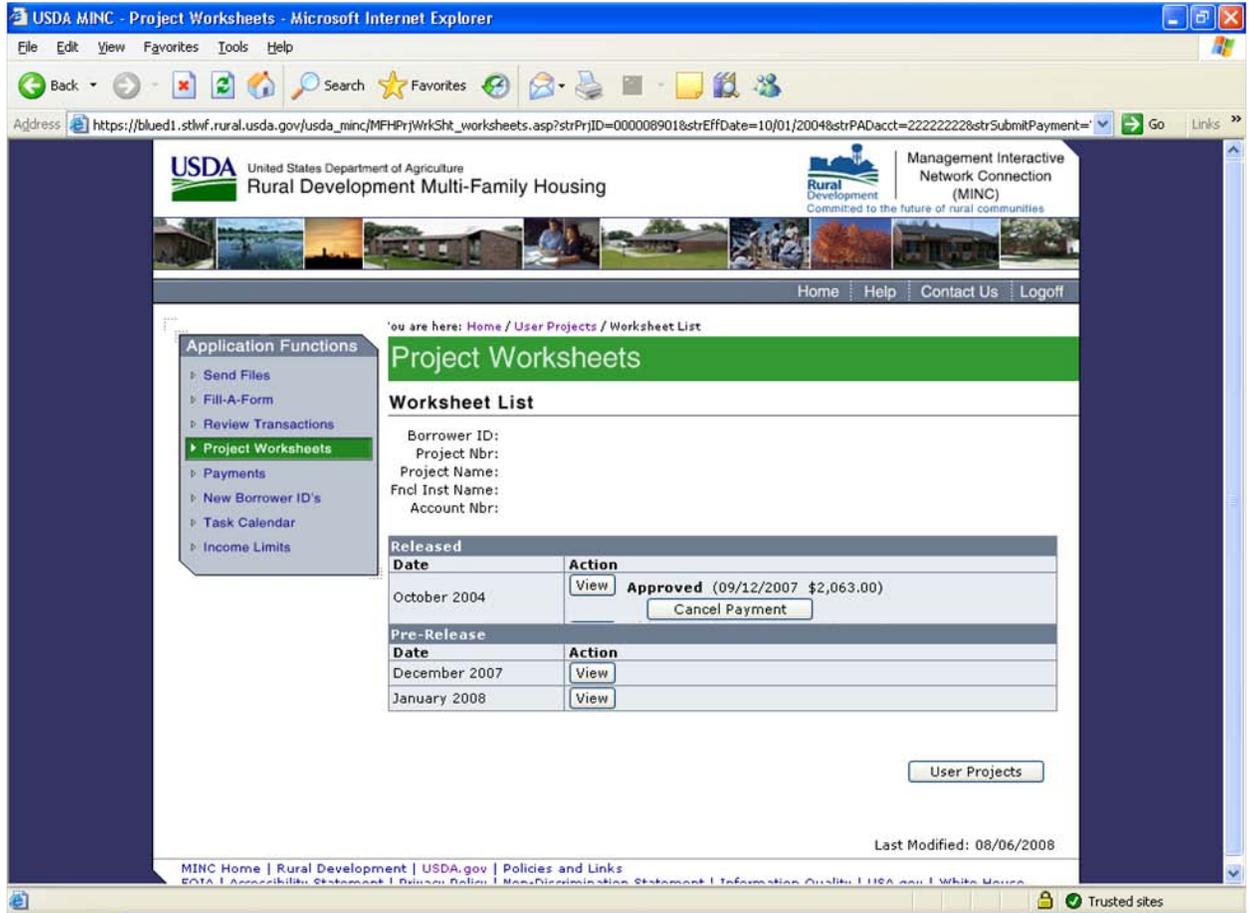


If you click on the Printable Copy link displayed on the Transfer Confirmation Page, the system then displays a printable copy of the Payment Request Confirmation Page.

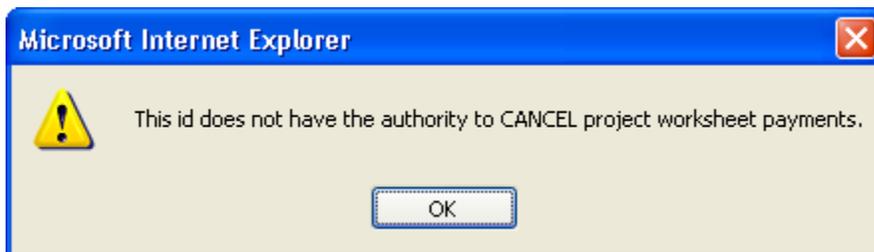


Please print this page. If the payment is not properly credited, it is necessary to submit this page as evidence that the payment was submitted.

If you confirm, and have printed or closed the Transfer Confirmation Page, the system displays the Worksheet List with a **Cancel Payment** button.



The **Cancel Payment** button is only displayed for the most recent worksheet when it has been approved but the payment has not been processed. You must have authorization from the Management Agent or Service Bureau to cancel Pre-Authorized Debit (PAD) transactions. If you are not authorized to cancel PAD transactions, the system displays a warning message.



If you click on the Cancel Payment button, the system displays a confirmation box to confirm the cancellation of the payment.



Click on OK to cancel the payment, or cancel to negate the cancellation. If you click on OK, the system displays the project worksheet in the state it was in before you attempted to cancel the payment. If you click on Cancel, the system returns to the Project Payment page with the Cancel Payment button displayed.