



Management Interactive Network Connection (MINC) Management Agents View Help

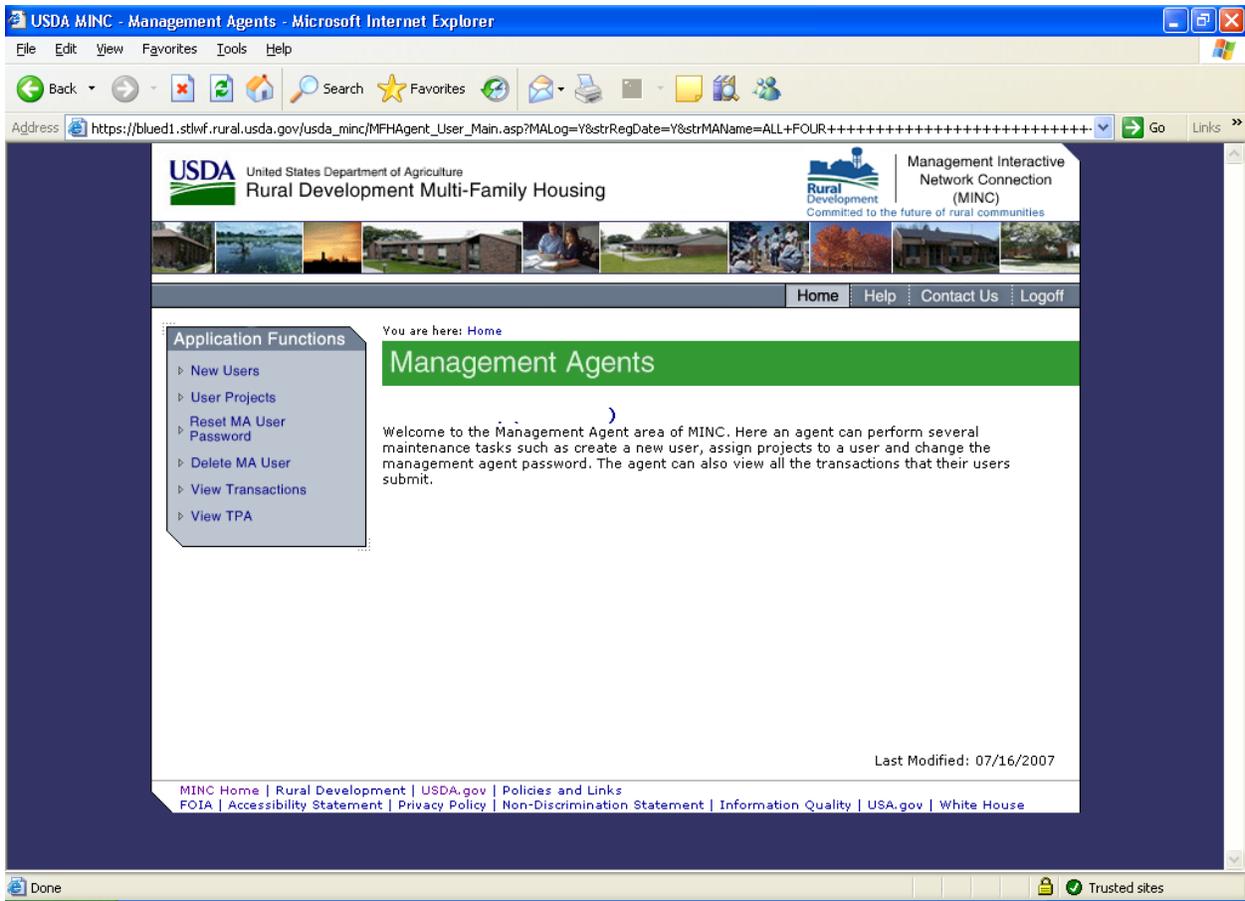
[View Transactions](#)

[View TPA](#)

Management Agents View Help

This document provides a high level overview of the View Transactions and View TPA (Trading Partner Agreement) functionality in the Management Agents area of the USDA Management Interactive Network Connection (MINC) system.

To access these functions, click on the applicable link in the main area the Management Agents web page.



- **View Transactions:** Use this link to view transactions previously submitted through MINC. When you click on this link, the system displays the Transaction List.

The screenshot shows a Microsoft Internet Explorer browser window displaying the USDA MINC web application. The address bar shows the URL: https://blued1.stlwf.rural.usda.gov/usda_minc/MFHLListReports.asp?pass=first&MALog=Y. The page header includes the USDA logo and the text "United States Department of Agriculture Rural Development Multi-Family Housing" and "Management Interactive Network Connection (MINC) Rural Development Committed to the future of rural communities". The breadcrumb trail indicates the user is at "Home / User List / Transaction List". The main content area features a green "View Transactions" header and a "Transaction List" section with a "Printable List" link. Below the link is a table of search results:

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

The page also includes a sidebar with "Application Functions" such as "New Users", "User Projects", "Reset MA User Password", "Delete MA User", "View Transactions", and "View TPA". The footer contains various links including "MINC Home", "Rural Development", "USDA.gov", "Policies and Links", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "White House". The page was last modified on 07/16/2007.

The Transaction List contains a Printable List link and Prev and Next buttons at the top of the page:

- **Printable List:** 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.
- **Prev:** If the transaction list is more than one page long, you can click on this button to display the previous page of transactions. The system displays this button on the top and bottom of all but the first page. Transactions sent are retained in the system for a maximum of 60 days. This button is not displayed if the transaction list is one page long.
- **Next:** If the transaction list is more than one page long, you can click on this button to display the next page of transactions. The system displays this button on the top and bottom of all but the last page. Transactions sent are retained in the system for a maximum of 60 days. This button is not displayed if the transaction list is one page long.

The following columns are displayed in the Printable List and Transaction List:

- **Tran Date** (Transaction Date): The date the transaction was submitted to the MINC.
- **Project Name**: The name of the associated projects.
- **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.
- **Tran 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)

- **Tran 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:
 - **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.
 - **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'.
 - **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.

- **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.
- **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.
- ▶ **View TPA:** Use this link to view the Trading Partner Agreement (TPA). When you click on this link, the system displays a printable copy of the TPA that outlines the terms and conditions applicable to your management agency contract with USDA.