



HHCP HEALTHCARE PORTAL OPERATOR FINANCIALS LENDER USER MANUAL

Version 2.0

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Fiscal Year End Date (FYED) Portal Update Process for New & Existing Projects within the 232 Portfolio

The Fiscal Year End Date or FYED of a project is an integral data piece for the Portal, it helps the system determine the initial due date for operator financials and determine an accurate reporting schedule. For existing projects (projects already in the 232 Portfolio) the FYED was provided by the lenders, but for new projects the FYED is entered by the lender during the FHA (Federal Housing Administration) Number Request process. To enter a new Fiscal Year End Date, follow these steps:

1. Complete the “FHA# Request” form through the Portal. This form is located under the “Production” tab on the quick navigational toolbar within the Portal.
2. Enter the FYE (Fiscal Year End) Date into the “Operator FYE Date” Field within the FHA# Request form.
 - a. This section is located immediately below “Proposed Interest Rate*” and titled “Operator FYE Date”.
 - b. The “Operator’s FYE Date” is a required field and must be completed to submit a request.
 - i. If the FYE is not entered when the “Submit” button is clicked, the user will receive an error message stating **“Please provide a Fiscal Year End Date for this project prior to submitting.”**
 - c. The “Operator’s FYE Date” must be in MM/DD format.

Home > Production > FHA # Request

FHA# Request Form

Fields with * are mandatory

Application General Information

<p>Project Name *</p> <p>Type of Project * <input type="text" value="Select Project Type"/></p> <p>Current FHA Project#</p> <p>Type of Current Loan(if 223a7) <input type="text" value="Select Current Loan Type"/></p> <p>Property ID#</p> <p>Type of Activity(if 223f) <input type="text" value="Select Activity Type"/></p> <p>Type of Mortgage Insurance * <input type="text" value="Select Mortgage Insurance Type"/></p> <p>Project Street Address *</p> <p>Project City *</p> <p>Project State * <input type="text" value="Select State"/></p> <p>Lender Name <input type="text" value="BERKADIA COMMERCIAL MORTGAGE LLC"/></p> <p>Lender Contact Name *</p> <p>Lender Contact Email *</p> <p>Lender Contact Phone *</p>	<p>Borrower Type * <input type="text" value="Select Borrower Type"/></p> <p>Proposed Loan Amount * \$ 0.000</p> <p>Re-enter Loan Amount * \$ 0.000</p> <p>Proposed Interest Rate * 0 %</p> <p>Operator FYE Date (MM-DD) * <input type="text" value="Select Operator FYE"/></p> <p>Project Zip Code *</p> <p>Congressional District * 0</p> <p>Lender ID# 30542</p>
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Operator Financial Initial Due Date for New Projects within the 232 Portfolio

The Operator Financial Initial Due Date is automatically generated by the Portal after the FHA Number Request (Fiscal Year End Date required) has been processed by HUD (Housing and Urban Development) and the Initial/Final Endorsement Date has been entered by HUD during the Closing process. The Initial Due Date will be posted to the “Operator Financials Due Dates” page located under the Tasks tab.



The due date is created using the project’s FYE Date from the project’s “FHA Number Request Form” and the “Initial/Final Endorsement Date” entered during closing. This date is calculated using the following assumptions: ***The Operator’s First Full Calendar Quarter of Financial Data must be submitted to the Lender no later than 60 days (about 2 months) after the last day of the first full Calendar Quarter following Final Endorsement.***

Home > Production > Operator Financials Due Dates

Operator Financial Due Dates

FHA Number Project Name FYE Date

Due Dates	FHA#	Lender	LenderID	Project Name	FYE Date	Due Date	Quarter Expected
1					12-31	09/30/2023	Q2 2023
2					12-31	09/30/2023	Q2 2023
3					12-31	09/30/2023	Q2 2023
4					12-31	09/30/2023	Q2 2023
5					12-31	09/30/2023	Q2 2023
6					12-31	09/30/2023	Q2 2023
7					12-31	09/30/2023	Q2 2023

The Operator Financials Due Dates screen will display the following data about all projects belonging to your organization that have submitted a Fiscal Year End Date through the FHA Request process and a Final Endorsement Date through the Closing Process:

- FHA Number – The FHA Number of the project
- Lender – The lender the project belongs to

- Lender ID – The unique Lender ID assigned to the Lender
- Project Name – The name of the property
- FYE Date – The Fiscal Year End Date entered during the FHA # Request
- Due Date – The due date of the first uploaded (initial) Operator Financial
- Expected Quarter – The expected quarter of the first uploaded (initial) Operator Financial

If the project has not entered a FYED or Final Endorsement Date through the Portal (for example: an existing project) and is currently reporting Operator Financials, it will not appear on the Operator Financial Due Date screen.

Cost Cut Off Date Portal Update Process for New Projects within the 232 Portfolio

Projects with the following Project Types will NOT use the Final Endorsement Date as the Start Date for collecting financials:

- Construction 241(a)
- Construction NC
- Construction SR

The portal will use the “Cost Cut Off Date” as the starting point for requiring operator financials be uploaded into the Portal.

- This “Cost Cut Off Date” is provided by Asset Management and will be used to automatically calculate the Operator Financial Upload Due Date for these projects.

Operator Financials Submission Process

Operators are responsible for gathering their financial data and submitting it quarterly, to their lender, based on their fiscal year end date and reporting schedule. The due date and expected quarter of the next financial data to be uploaded can be found on the Financial Dashboard (See page 12) (discussed later in the manual).

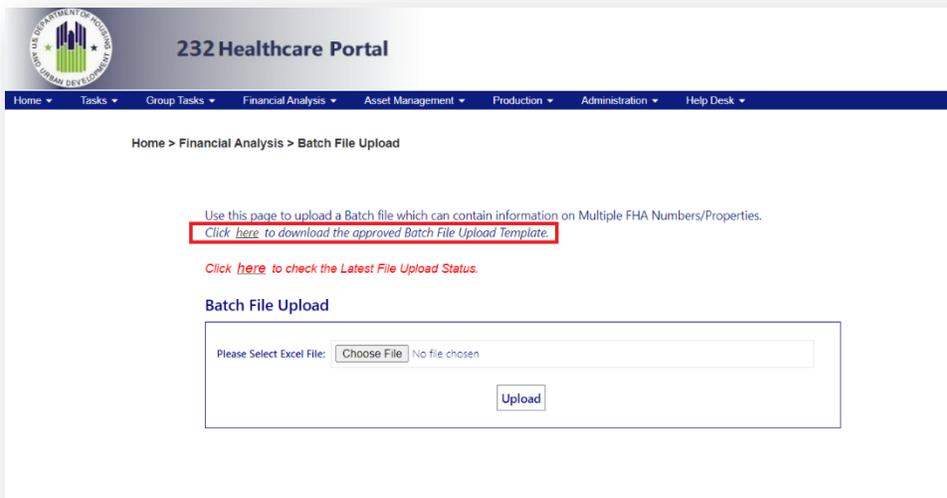
The Batch File Template

You can submit Operator Financials to HUD via the 232 Healthcare Portal using the new “Batch File Upload Spreadsheet” which can be found by:

1. Selecting “Batch File Upload” under the “Financial Analysis” tab.



2. Clicking the “Click [here](#) to download the approved Batch File Upload Template.” pictured below:

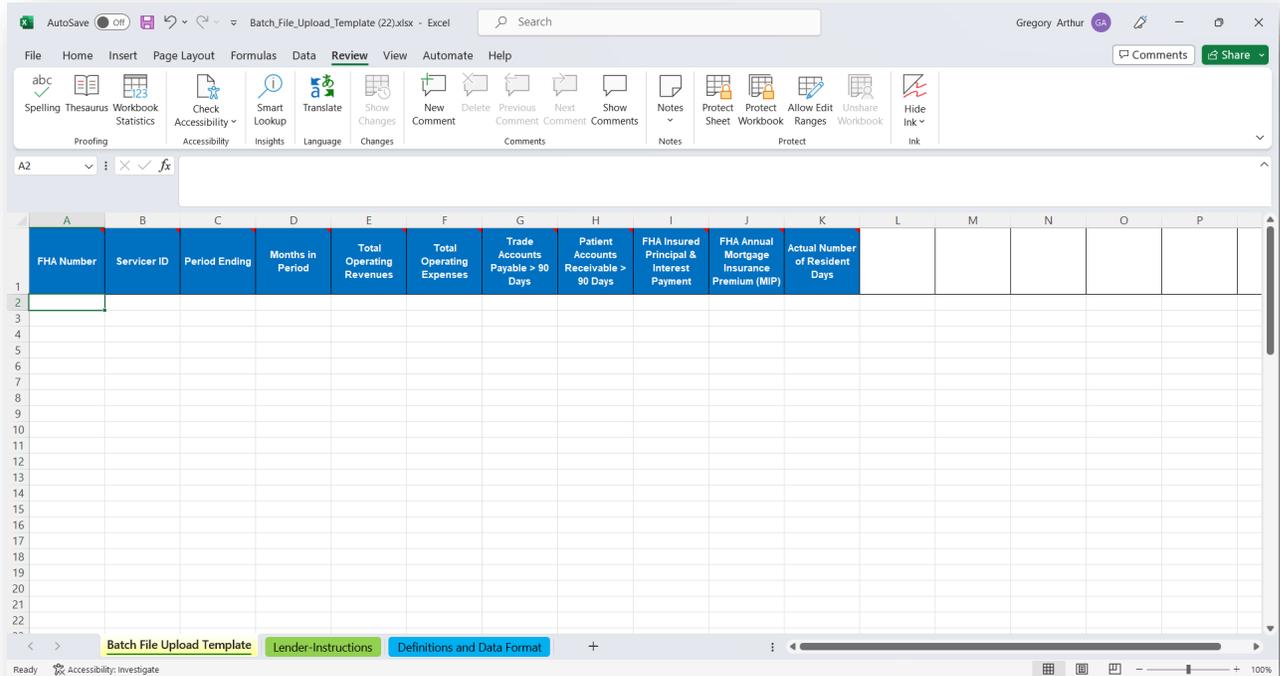


Open the downloaded Batch File Template and enter your financial data into the spreadsheet. The following data is required:

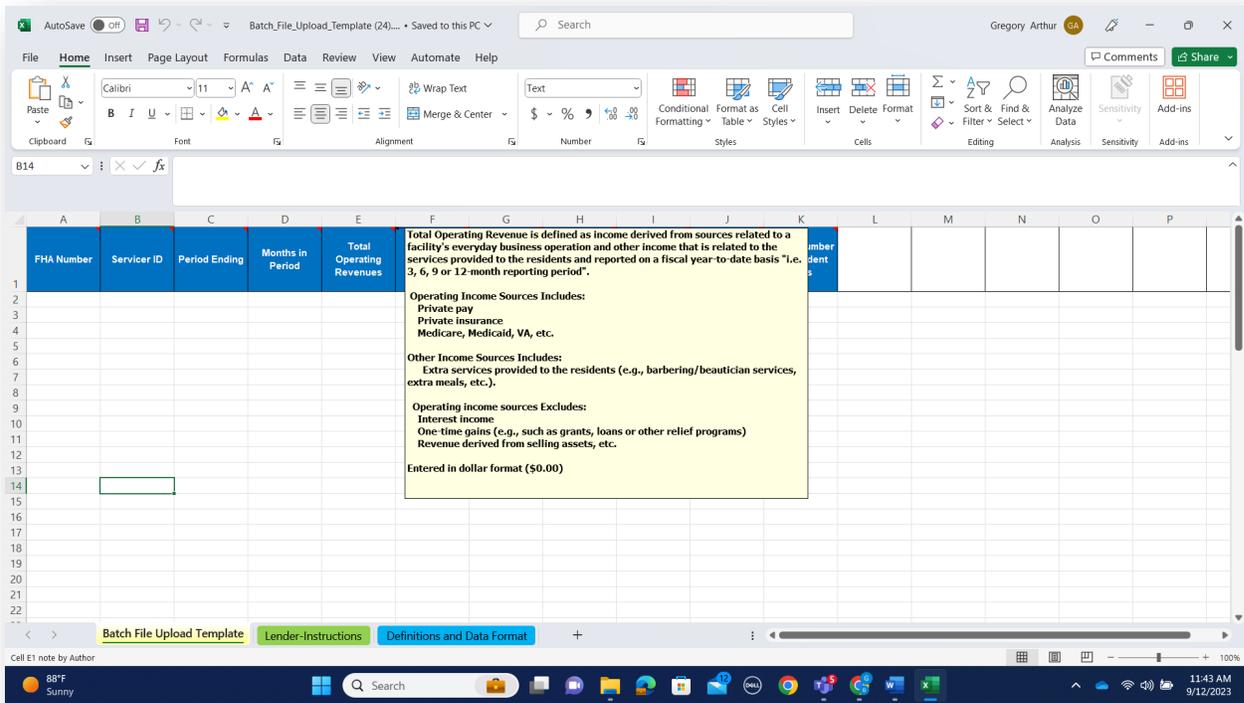
- **FHA Number** - The eight-digit FHA Loan Number of the property formatted like xxx-xxxxx (including the dash)
- **Servicer ID** - Five-digit FHA Servicer Number. (#####)
- **Period Ending** - Reporting Fiscal Period ending date MM/DD/YYYY (Selection Option Only)
- **Months in Period** - Number of months included in the reporting period. The reporting is cumulative, based on the Operator's Fiscal Year End (FYE). It will be reported 3 months, 6 months, 9 months, or 12 months.
- **Total Operating Revenues** - Total Operating Revenue is defined as income derived from sources related to a facility's everyday business operation and other income that is related to the services provided to the residents and reported on a fiscal year-to-date basis "i.e., 3, 6, 9 or 12-month reporting period".

- Operating Income Sources Includes:
 - Private pay
 - Private insurance
 - Medicare, Medicaid, VA, etc.
- Other Income Sources Includes:
 - Extra services provided to the residents (e.g., barbering/beautician services, extra meals, etc.).
- Operating income sources Excludes:
 - Interest income
 - One-time gains (e.g., such as grants, loans, or other relief programs)
 - Revenue derived from selling assets, etc.
- Entered in dollar format (\$0.00)
- **Total Operating Expenses** - Operating Expenses are defined as expenditures that are incurred because of performing normal operations related to the facility and reported on a fiscal year-to-date basis i.e., 3, 6, 9 or 12-month reporting period.
 - What this includes:
 - Cash operating expenses typically includes:
 - General & Administrative, Payroll Taxes & Benefits, Resident Care, Food Service, Activities, Housekeeping/Laundry, Plant Operations, Utilities, Marketing/Promotions, and Insurance (property & liability).
 - Additionally, this also includes Bad Debt Expenses, Real Estate Taxes, Management Fee (including Identity of Interest Management Fees) and Replacement Reserves (R4R) deposits.
 - What this excludes:
 - Non-cash operating expenses, such as depreciation and amortization, rent or lease expenses and expenditures are excluded from operating expenses.
 - Entered in dollar format (\$0.00)
- **Trade Accounts Payable > 90 Days** - Trade Accounts Payable aged over 90 days (about 3 months) as of the end-date of the reporting period.
 - Entered in dollar format (\$0.00)
- **Patient Accounts Receivable > 90 Days** - Patient Accounts Receivable aged over 90 days (about 3 months) as of the end-date of the reporting period.
 - Entered in Dollar format (\$0.00)
- **FHA Insured Principal & Interest Payment** - The total FHA insured Principal and Interest paid (or due) in each financial reporting period. The reporting is on a fiscal year-to-date basis (i.e., include 3, 6, 9 and 12 months of payments).
 - Entered in Dollar format (\$0.00)
- **FHA Annual Mortgage Insurance Premium (MIP)** - The FHA MIP is paid on an annual basis and does not include the Initial Premium, which is paid at loan closing.
 - The MIP is reported on a fiscal-year-to-date basis.
 - Entered in dollar format (\$0.00)
 - For example, a loan with an Annual MIP payment of \$100,000 would report \$25,000 MIP for 3 months in period, \$50,000 for 6 months in period, \$75,000 for 9 months in period and \$100,000 for 12 months in period.

- **Actual Number of Resident Days** - Number of days that one person resided in the facility and/or paid the daily rate for rent and services during the reporting period (e.g., for a facility with 100 residents for a 90-day period, Actual Number of Resident Days = 100 residents x 90 days = 9,000 Resident Days).
 - Entered in Number format (xxxx).



All descriptions are available for viewing by hovering your mouse over a column header within the spreadsheet and you may enter multiple FHA Numbers (projects) on a single batch file.

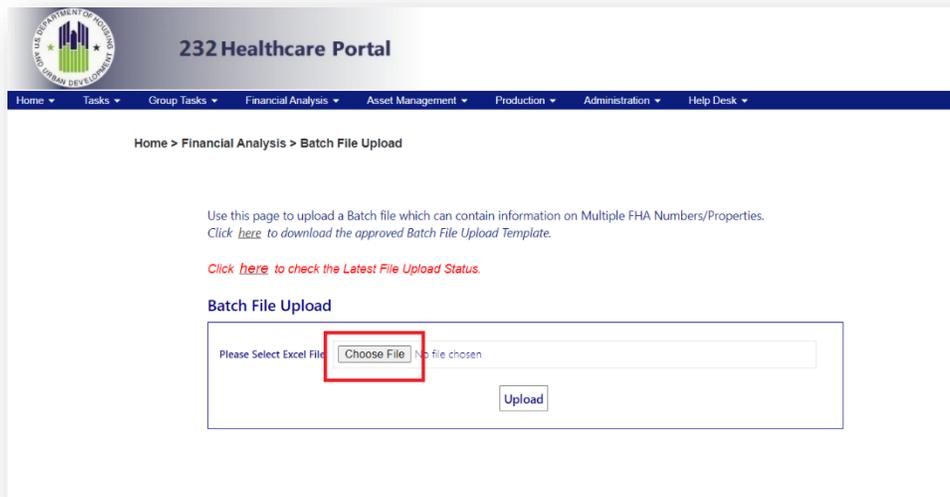


Once all data has been entered, save the spreadsheet to your PC.

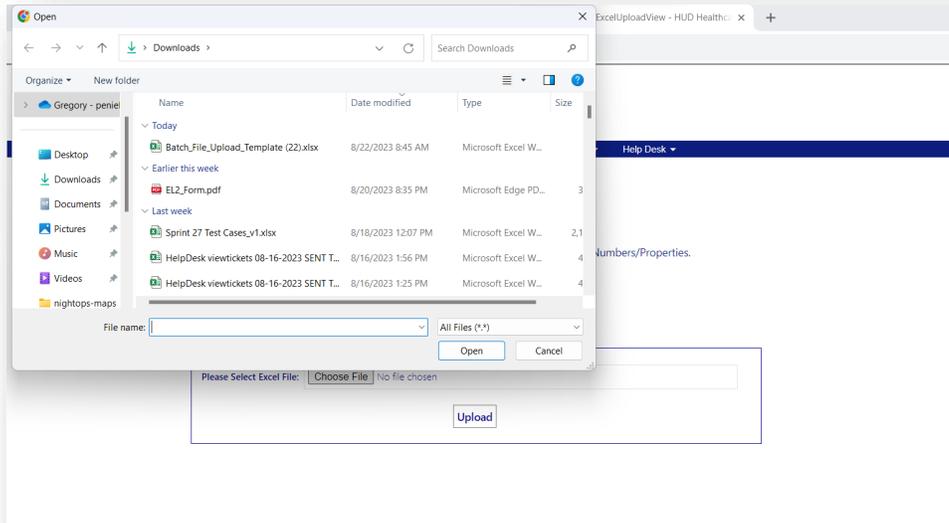
Uploading the Batch File

To upload the Batch File to the Portal, follow these steps:

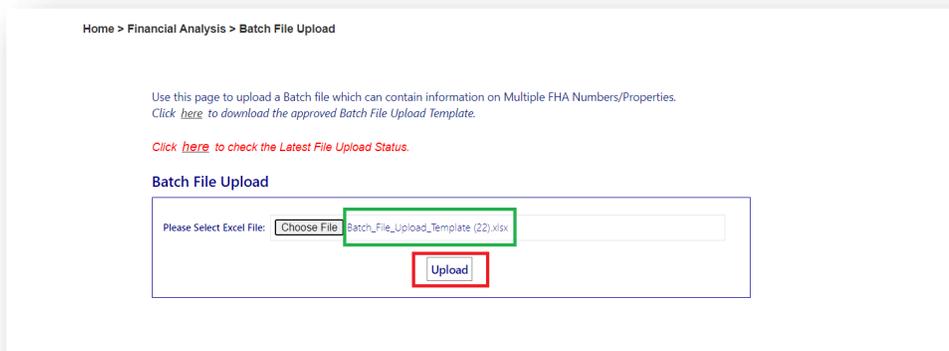
1. Select “Batch File Upload” under the “Financial Analysis” tab.
2. Click the “Choose File” button



3. Select the batch file spreadsheet you would like to upload from your PC.



4. Once selected, the filename will appear within the interface. If correct, click the Upload button.



Upon clicking the “Upload” button, the Portal will validate the data within the Batch File looking for errors or omissions. If any of the projects have any of the following validation issues, the Portal will reflect the following pop-up statements and will not allow you to submit the document until the issue(s) has been resolved.

Validation Upload Errors and Pop-Up Messages

1. **FHA NUMBER NOT ASSIGNED TO LENDER:**

Unable to accept submission for FHA# xxx-xxxx or row #. The FHA # is not associated with the submitting Servicer or Lender. Send a completed HUD-92080 to the Mortgage Record Change Email Address - mortgagerecordchangehud-92080@hud.gov. Include the project name and FHA # in the subject line of the email.

a. **FHA NUMBER IS ENTERED WITHOUT THE DASH:**

Unable to accept submission for FHA# xxx-xxxxx or row #. Enter the 8- digit FHA number in the following format: "xxx-xxxxx" for FHA# xxx-xxxx, on row xx. See Definitions and Data Format.

2. SERVICER ID NOT ASSOCIATED WITH THE UPLOADING SERVICER OR LENDER:

Unable to accept submission for FHA# xxx-xxxxx or row #. The submitting Servicer or Lender does not have rights to submit for FHA # xxx-xxxxx, xxx-xxxxx, etc., on row(s) xx, xx

3. SUBMISSION DOES NOT CONTAIN VALID PERIOD ENDING DATE (EXAMPLE OF VALID DATES INCLUDE 1/31/yyyy, 2/28/yyyy, 2/29/yyyy, 3/31/yyyy, 4/30/yyyy, 5/31/yyyy, 6/30/yyyy, 7/31/yyyy, 8/31/yyyy, 9/30/yyyy 10/31/yyyy, 11/30/yyyy or 12/31/yyyy):

Unable to accept submission for FHA# xxx-xxxxx or row #. The Period Ending date is not a valid entry. See Definitions and Data Format instructions.

4. NEGATIVE VALUE IS ENTERED FOR TOTAL OPERATING REVENUES, OPERATING EXPENSE, ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, P&I, MIP, AND RESIDENT DAYS:

Unable to accept submission for FHA# xxx-xxxxx or row #, etc on row xx. A negative value cannot be entered. See Definitions and Data Format instructions.

5. WHEN EITHER OF THE 11 DATA POINTS ARE MISSING:

Unable to accept submission for FHA# xxx-xxxxx or row #, due to missing data. See Definitions and Data Format instructions. (This does not include zero "0")

6. IF PERIOD ENDING DATE IS MORE THAN 275 DAYS FROM FINAL ENDORSEMENT DATE, AND HAS BEEN SUBMITTED PERVIOUSLY, BUT WITH A DIFFERENT NUMBER OF MONTHS IN PERIOD:

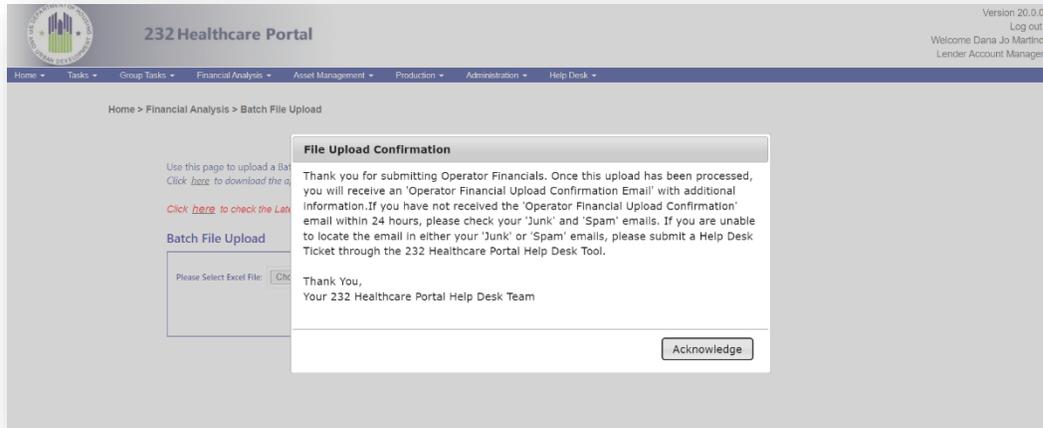
Unable to accept submission for FHA# xxx-xxxxx or row #. The Period Ending and Months in Period do not match with Fiscal Year End Date. See Definitions and Data Format instructions.

7. IF PERIOD ENDING DATE IS MORE THAN 275 DAYS FROM THE FINAL ENDORSEMENT DATE: THE PERIOD END DATE IS VALIDATED BY THE FISCAL YEAR END AND MONTHS IN PERIOD THAT IS ASSOCIATED WITH THE PROJECT'S FISCAL YEAR END DATE. IF THERE IS A DISCRPANCY, THE PORTAL WILL NOT ACCEPT THE SUBMISSION AND A SCREEN REFRESH SHALL APPEAR WITH THE FOLLOWING STATEMENT:

Unable to accept submission. The Period End Date and Months in period do not match the Fiscal Year End Date. See Definitions and Data format instructions.

Successful Uploads

After the Batch File Upload spreadsheet has been submitted successfully, you will receive the “Operator Financials Upload Pop-up Acknowledgement Statement” on the screen:



The Acknowledgment will read as following:

“Thank you for submitting Operator Financials. Once this upload has been processed, you will receive an “Operator Financial Upload Confirmation Email” with additional information. If you have not received the “Operator Financial Upload Confirmation” email within 24 hours, please check your “Junk” and “Spam” emails. If you are unable to locate the email in either your “Junk” or “Spam” emails, please submit a Help Desk Ticket through the 232 Healthcare Portal Help Desk Tool.

Thank You,

Your 232 Healthcare Portal Help Desk Team

Acknowledgment Email

After you click the “Acknowledge” button you will receive an email acknowledging that the Portal has received the uploaded Batch File, and it is being processed. The email will read as follows:

Thank you for submitting Operator Financials. Once this upload has been processed, you will receive an “Operator Financial Upload Confirmation Email” with additional information. If you have not received the “Operator Financial Upload Confirmation Email” within 24 hours, please check your “Junk” and “Spam” emails. If you are unable to locate the email in either your “Junk” or “Spam” emails, please submit a Help Desk Ticket through the 232 Healthcare Portal Help Desk Tool.

Thank You,

Your 232 Healthcare Portal Help Desk Team

This email will be sent to the submitter (to include Special Option Users who may have submitted the Operator Financial(s)), LAM (Lender Account Manager), BAM (Backup Account Manager), and HHCP.

Operator Financial Upload Confirmation Email

After the Batch File has been processed and the results have been posted to the Portal, you will receive an email confirming that the financial has been processed. The email will read as follows:

“To: Servicer Submitter, LAM, BAM (If the LAM or BAM did not submit the Operator Financials), and hhcp@hud.gov

You are receiving this email because you submitted Operator Financials on (Place date of submission here M/DD/YYYY (June 21, 2021)).

Please review the “232 Healthcare Portal’s Project Detail Report” to see the results of your upload. If any corrections are necessary, please follow the applicable directions in the Upload Resolution Matrix below.

If you elect to create a new Batchfile Upload Spreadsheet to resubmit Operator Financial Data or to fill-in missing data for previously submitted Operator Financials, please note you must resubmit ALL 11 data points for each resubmitted project.”

The email will also contain the Upload Resolution Matrix which explains ways to resolve upload issues.

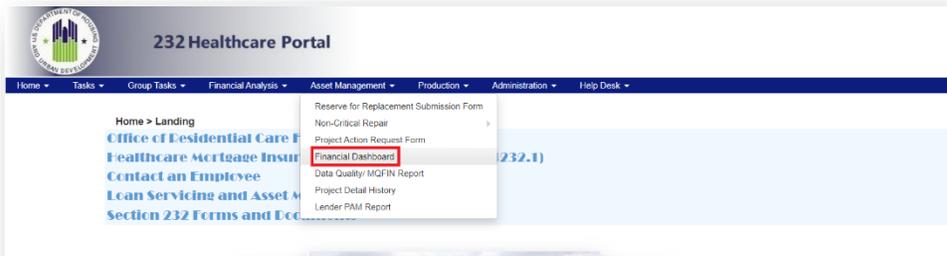
Upload Resolution Matrix

Upload Status	Upload Definition	Upload Resolution
Properties with Data Quality Issues	Issues associated with the quality of the data after submission. Data exhibiting data quality issues will be highlighted in grey.	<ol style="list-style-type: none"> 1. Review Data within the Data Quality Report. 2. Select the “Edit/Update” button on the Data Quality Report screen to verify data was either correctly entered or to edit data that was entered. 3. Select “Update” once the data has been validated or edited for correction.

This email will be sent to the submitter (to include Special Option Users who may have submitted the Operator Financial(s)), LAM (Lender Account Manager), BAM (Backup Account Manager), and HHCP.

The Financial Dashboard

The Financial Dashboard is a page that will display all the properties belonging to your organization that are currently active in the FHA 232 portfolio. The dashboard will display various data points related to these projects to give lenders a glance of their active project’s most essential information. To access the Financial Dashboard, click “Financial Dashboard” under the Asset Management tab.



The Financial Dashboard contains the following information about the currently active projects for your organization:

- **FHA Number** – Currently assign FHA Number
- **Project Name** – Property Name
- **Lender** – Name of the lender associated with the project
- **Portfolio Name** – Name of the portfolio the project is associated to if any
- **Missing Financial** – Indicates whether the project has any missing uploaded financials based on its reporting schedule. YES or NO
- **T-12 DSCR** – The latest calculated T-12DSCR
- **Financial Risk Indicator** - Indicates whether the project has any flagged financial risks within their uploaded Operator Financials which occurred within the past two years. YES or NO
- **Data Quality Indicator** - Indicates whether the project has any flagged data quality issues within their uploaded Operator Financials which occurred within the past two years. YES or NO
- **AE** – Currently assigned HUD Account Executive
- **WLM** – Currently assigned HUD Workload Manager
- **Due Date** – The due date of the next Operator Financial due to be uploaded
- **Expected Quarter** – The expected quarter and year of the next Operator Financial due to be uploaded

Home > Asset Management > Lender Dashboard

Dashboard | Project Detail History | Missing Financial | Financial Risk Report | Portfolio Report | Single Project Search | Data Quality Edit & Update | MOFIN Edit & Update | Lender Audit Trail

Lender Dashboard

FHA Number Project Name

Portfolio Name

Data Quality and Financial Risk Report-Key												
Shaded gray cell indicates potential Data Quality												
Shaded pink cell indicates potential Financial Risk												
Shaded green cell indicates the Lender reviewed the data and confirms that it is correct												

	FHA Number	Project Name	Lender	Portfolio Name	Missing Financials	T-12 DSCR	Financial Risk Indicator	Data Quality Indicator	AE	WLM	Due Date	Expected Quarter
1					YES	6.96	YES	YES	DANIEL JOHNSON III	KRISTINE PETRILLO	09/30/2023	Q2 2023
2					YES	2.27	YES	YES	MYRA M SMITH	KRISTINE PETRILLO	09/30/2023	Q2 2023
3					YES	1.43	YES	NO	MYRA M SMITH	KRISTINE PETRILLO	09/30/2023	Q2 2023

Search Filters

The Financial Dashboard can be searched by the FHA Number, Project Name, or Portfolio Name. To search the dashboard, simply enter in your search criteria into the appropriate field and click the “Search” button. To clear the search criteria, click the “Reset” button.

Lender Dashboard

FHA Number Project Name

Portfolio Name

Search **Reset**

Data Quality and Financial Risk Report-Key	
	Shaded gray cell indicates potential Data Quality
	Shaded pink cell indicates potential Financial Risk
	Shaded green cell indicates the Lender reviewed the data and confirms that it is correct

Data Quality and Financial Risk Report Key

The Financial Dashboard contains a key that will help you determine what the cell shading means within the table. If a cell is GREY, it indicates a Data Quality issue, if shaded PINK, it indicates a Financial Risk, and if shaded GREEN, it indicates that the data has been reviewed and verified by the lender as correct.

Data Quality and Financial Risk Report-Key	
	Shaded gray cell indicates potential Data Quality
	Shaded pink cell indicates potential Financial Risk
	Shaded green cell indicates the Lender reviewed the data and confirms that it is correct

Dashboard Controls

To control the number of entries that are displayed on one page within the Dashboard, select the number you desire to be displayed from the pagination controls at the bottom of the table.

16	YES	3.01	YES	NO	MYRAM SMITH	KRISTINE PETRILLO	09/30/2023	Q2 2023
17	YES	1.78	YES	NO	MYRAM SMITH	KRISTINE PETRILLO	09/30/2023	Q2 2023

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The table can be sorted in alphanumeric order by clicking any of the column headers within the dashboard.

FHA Number	Project Name *	Lender	Portfolio Name	Missing Financials	T-12 DSCR	Financial Risk Indicator	Data Quality Indicator	AE	WLM	Due Date	Expected Quarter
1				YES		YES	YES	DANIEL JOHNSON III	KRISTINE PETRILLO	09/30/2023	Q2 2023
2				YES	2.27	YES	YES	MYRA M SMITH	KRISTINE PETRILLO	09/30/2023	Q2 2023
3				YES	1.43	YES	NO	MYRA M SMITH	KRISTINE PETRILLO	09/30/2023	Q2 2023

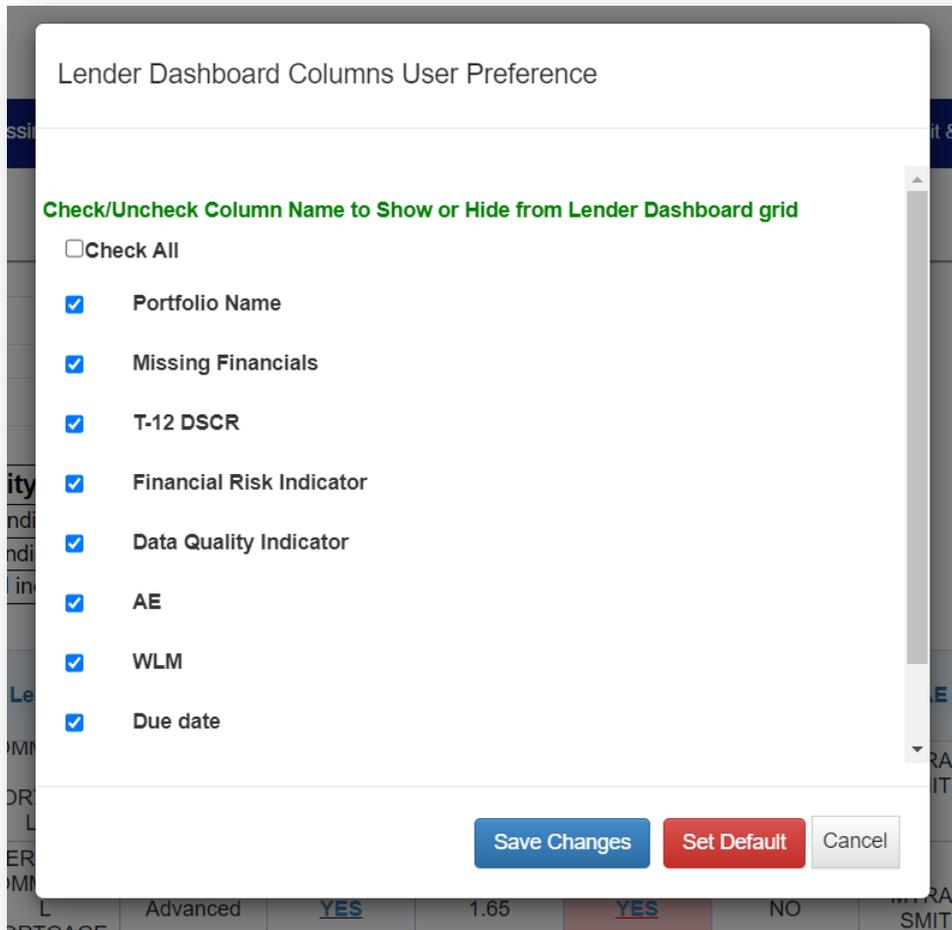
You can also configure the columns that display as part of the Dashboard. To configure the columns, click the “Configure Column” button located at the top right of the Dashboard.

nd confirms that it is correct



T-12 DSCR	Financial Risk Indicator	Data Quality Indicator	AE	WLM	Due Date	Expected Quarter
0.02	YES	NO	MYRA M SMITH	KRISTINE PETRILLO	09/30/2023	Q2 2023

That will display a window which will allow you to select the columns you would like to display. Click the checkbox next to the columns you would like displayed or uncheck the one you would like hidden and click the “Save Changes” button. To return the dashboard to the default view (displaying all the columns), click the “Set Default” button.



Hyperlinks

If you click the “YES” hyperlink in the Missing Financials or Data Quality Indicator columns, you will be taken to the project's entry on the Data Quality/MQFIN report. This is a straightforward way to upload missing financials or correct data quality issues with Operator Financials. The Data Quality/MQFIN report will be covered in detail later in the manual.

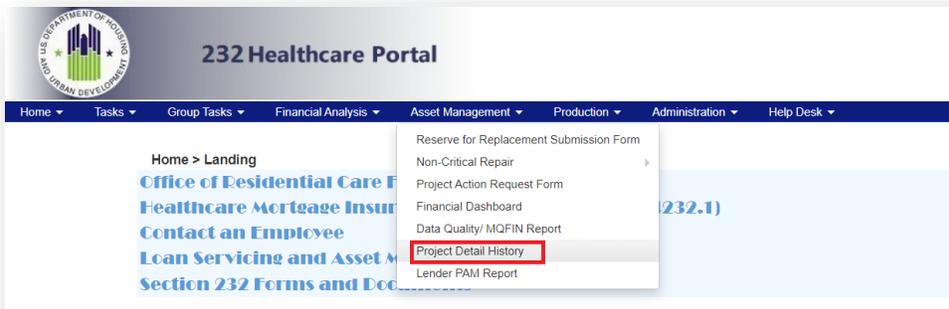
EXCEL Download

You can download a copy of the Dashboard as an EXCEL spreadsheet by clicking the green EXCEL button located at the top right of the dashboard.

T-12 DSCR	Financial Risk Indicator	Data Quality Indicator	AE	WLM	Due Date	Expected Quarter
0.02	YES	NO	MYRA M SMITH	KRISTINE PETRILLO	09/30/2023	Q2 2023

The Project Details History Report

The Project Details History report (PDHR) is a page that will display all the projects belonging to your organization that have uploaded operator financials to the Portal (Active or Inactive). By default, the report will only display financials uploaded within the past two years. The PDHR will display all the various data points related to these projects. To access the Project Details History report, click “Project Details History” under the Asset Management tab.



The Project Details History report contains the following information about all the projects belonging to your organization that have uploaded operator financials to the Portal (Active or Inactive). By default, the report will only display financials uploaded within the past two years:

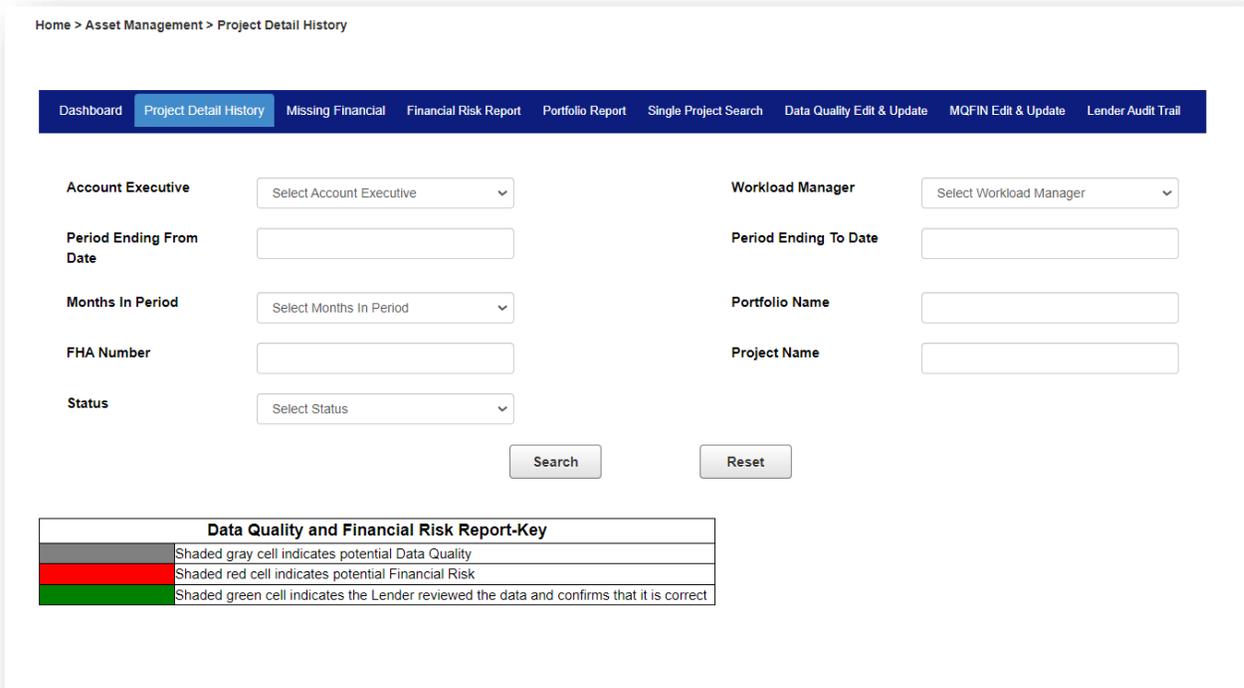
- **FHA Number** – Currently assigned FHA Number
- **Project Name** – Property Name
- **Final Endorsement Date** – The final endorsement date for the property that was entered by the closer
- **Fiscal Year End Date** – The fiscal year end date for the property that was entered by the lender during the FHA# request or provided by the lender.
- **Loan Position** – Needs explanation

- **Period Ending** - Reporting Fiscal Period ending date MM/DD/YYYY (Selection Option Only)
- **Months in Period** - Number of months included in the reporting period. The reporting is cumulative, based on the Operator's Fiscal Year End (FYE). It will be reported 3 months, 6 months, 9 months, or 12 months.
- **Total Revenues** - Total Operating Revenue is defined as income derived from sources related to a facility's everyday business operation and other income that is related to the services provided to the residents and reported on a fiscal year-to-date basis "i.e., 3, 6, 9 or 12-month reporting period".
 - Entered in dollar format (\$0.00)
- **Total Operating Expenses** - Operating Expenses are defined as expenditures that are incurred because of performing normal operations related to the facility and reported on a fiscal year-to-date basis i.e., 3, 6, 9 or 12-month reporting period.
 - Entered in dollar format (\$0.00)
- **FHA Insured Principal & Interest Payment** - The total FHA insured Principal and Interest paid (or due) in each financial reporting period. The reporting is on a fiscal year-to-date basis (i.e., include 3, 6, 9 and 12 months of payments).
 - Entered in Dollar format (\$0.00)
- **FHA Annual Mortgage Insurance Premium (MIP)** - The FHA MIP is paid on an annual basis and does not include the Initial Premium, which is paid at loan closing.
- **Trade Accounts Payable > 90 Days** - Trade Accounts Payable aged over 90 days (about 3 months) as of the end-date of the reporting period.
 - Entered in dollar format (\$0.00)
- **Patient Accounts Receivable > 90 Days** - Patient Accounts Receivable aged over 90 days (about 3 months) as of the end-date of the reporting period.
 - Entered in Dollar format (\$0.00)
 - Entered in dollar format (\$0.00)
- **Actual Number of Resident Days** - Number of days that one person resided in the facility and/or paid the daily rate for rent and services during the reporting period (e.g., for a facility with 100 residents for a 90-day period, Actual Number of Resident Days = 100 residents x 90 days = 9,000 Resident Days).
 - Entered in Number format (xxxx).
- **Fiscal Year-to-Date NOI** - The Net Operating Income (Total Revenue - Total Operating Expenses) for any given reporting period.
- **Fiscal Year-to-Date DSCR** - Available cash flow to pay FHA-Insured loan debt service for any given reporting period. It is calculated as: $(\text{Total Operating Revenues} - \text{Operating Expenses}) \div (\text{FHA Insured Principal \& Interest Payment} + \text{FHA Mortgage Insurance Premium (MIP)})$.
- **T-13-24 DSCR (Trailing Year 2)** - The Trailing 13th through 24th month, or trailing Year 2 Debt Service Coverage Ratio is the available cash flow to pay FHA-Insured loan debt service for the 5th-8th most recent fiscal quarters reported. This calculation provides a year-over-year comparison of financial performance to the T-12 DSCR.
- **T-12 NOI** - The Trailing 12-month NOI is the Net Operating Income (Total Revenue - Total Operating Expenses) for the 4 most recent fiscal quarters reported.
- **T-12 DSCR** - The Trailing 12-month Debt Service Coverage Ratio (DSCR) is the available cash flow to pay FHA-Insured loan debt service for the 4 most recent fiscal quarters reported. It is

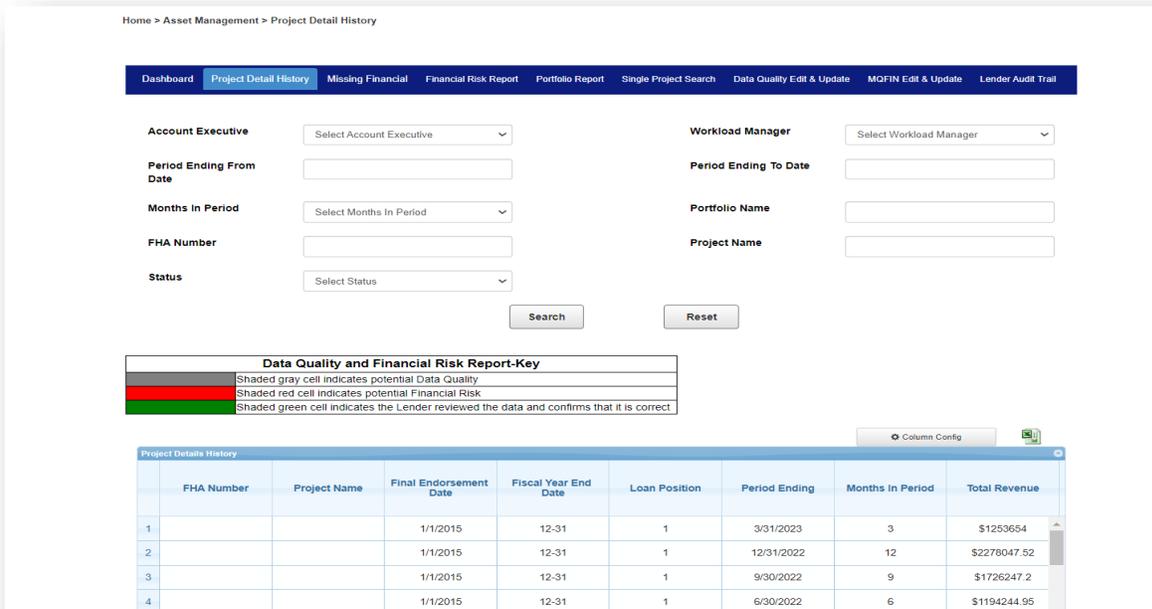
calculated as: $(\text{Total Operating Revenues} - \text{Operating Expenses}) \div (\text{FHA Insured Principal \& Interest Payment} + \text{FHA Mortgage Insurance Premium (MIP)})$.

- **Trade Accounts Payable > 90 Days compared to 5% of Operating Expenses** - Expresses what percent Trade Accounts Payable aged greater than 90 days (about 3 months) are of annualized Operating Expenses. This calculation compares aged AP to 5% of Operating Expenses and flags as a risk when aged AP is greater than 5% of Operating Expenses.
- **Patient Accounts Receivable > 90 Days compared to 3% of Total Revenues** - Expresses what percent Patient Accounts Receivable greater than 90 days (about 3 months) are of annualized Total Revenues. This calculation compares aged AR to 3% of Total Revenue and flags as a risk when aged AR is greater than 3% of Total Revenues.
- **Unpaid Principal Balance** - Unpaid Principal Balance. Data comes from Asset Management.
- **Workload Manager** – Currently assigned HUD Workload Manager
- **Account Executive** – Currently assigned HUD Account Executive
- **Portfolio Number** – Portfolio number assigned to the project
- **Portfolio Name** – Name of the portfolio the project is associated to if any
- **Qtrly Rev** - Project Revenue for the three-month period through Period Ending Date.
- **Rev Quarter/Quarter** - The growth (or reduction) in project revenue from the previous quarter to the current quarter.
- **Qtrly Rev Percentage Change** - The change in revenue from previous quarter to current quarter, expressed as a percentage.
- **Qtrly Operating Exp** - Project Operating Expenses for the three-month period through Period Ending Date.
- **Qtrly NOI** - Amount of Revenue in excess of expenses (net operation income) project has for the three-month period of time through Period Ending Date.
- **NOI Quarter/Quarter** - The growth (or reduction) in project net operation income from the previous quarter to the current quarter.
- **Qtly NOI Percentage Change** - The change in net operating income from previous quarter to current quarter, expressed as a percentage.
- **Quarterly FHAPI** - Amount of FHA Principal & Interest owed for the three-month period through Period Ending Date.
- **Quarterly MIP** - Amount of Mortgage Insurance Premium owed for the three-month period through Period Ending Date.
- **Qtrly DSCR** - Comparison of Net Operating Income to the amount of debt service (FHAPI + MIP) owed for the three-month period through Period Ending Date.
- **DSCR Quarter/Quarter** - The growth (or reduction) in project debt service coverage ratio from the previous quarter to the current quarter.
- **Qtly DSCR Percentage Change** - The change in debt service coverage ratio from previous quarter to current quarter, expressed as a percentage.
- **Qtrly Resident Days** - Number of Resident Days for the three-month period of time through Period Ending Date.
- **Date Inserted** - The Date and time an Operator Financial was processed through the Portal.

The PDHR will not display any projects when you first load the screen.



To display projects within the report you will need to run a search for a particular project or click the “Search” button with no search criteria, which will bring up all the projects belonging to your organization.



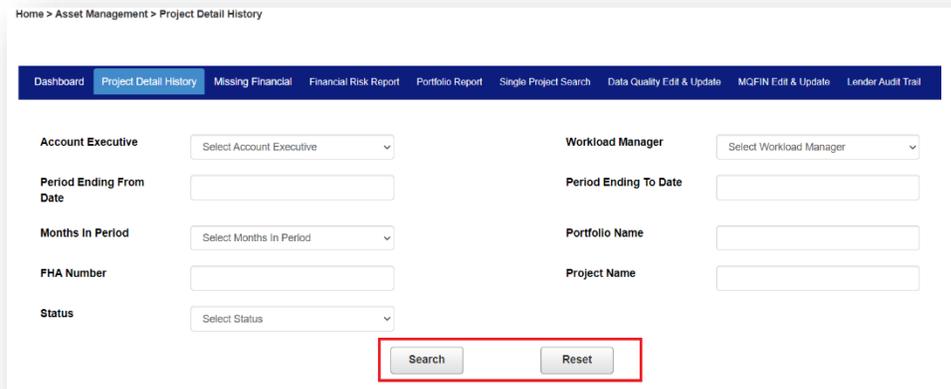
The report will also only display financials uploaded within the past 2 years (not including the current year). To view older financials, you will need to use the Period Ending From & Period Ending To Date filters.

Search Filters

The PDHR can be searched by:

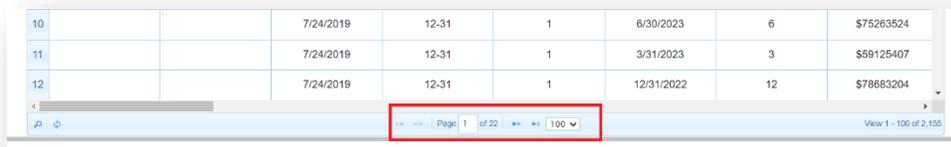
- Account Executive
- Workload Manager
- Period Ending from Date
- Period Ending to Date
- Months in Period
- Portfolio Name
- FHA Number
- Project Name
- Status (Active or Inactive)

To search the dashboard, simply enter in your search criteria into the appropriate field and click the “Search” button. To clear the search criteria, click the “Reset” button.



Dashboard Controls

To control the number of entries that are displayed on one page within the Dashboard, select the number you desire to be displayed from the pagination controls at the bottom of the table.



The table can be sorted in alphanumeric order by clicking any of the column headers within the dashboard.

	FHA Number	Project Name	Final Endorsement Date	Fiscal Year End Date	Loan Position	Period Ending	Months In Period	Total Revenue
1	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	3/31/2023	3	\$1253654
2	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	12/31/2022	12	\$2278047.52
3	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	9/30/2022	9	\$1726247.2

You can also configure the columns that display as part of the Dashboard. To configure the columns, click the “Configure Column” button located at the top right of the Dashboard.

	FHA Number	Project Name	Final Endorsement Date	Fiscal Year End Date	Loan Position	Period Ending	Months In Period	Total Revenue
1	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	3/31/2023	3	\$1253654
2	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	12/31/2022	12	\$2278047.52
3	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	9/30/2022	9	\$1726247.2

That will display a window which will allow you to select the columns you would like to display. Click the checkbox next to the columns you would like displayed or uncheck the one you would like hidden and click the “Save Changes” button. To return the dashboard to the default view (displaying all the columns), click the “Set Default” button.

Lender Project Detail Columns User Preference

Check/Uncheck Column Name to Show or Hide from Lender Project Detail Report grid

Check All

- Final Endorsement Date
- Fiscal Year End Date
- Loan Position
- Period Ending
- Months In Period
- Total Revenue
- Total Operating Expenses
- FHA Insured Principal & Interest Payment

Data Quality and Financial Risks Flagging

The Portal will analyze the Operator Financial data and flag entries that have Data Quality issues or present a financial risk. If an entry represents a Data Quality issue, it will be shaded Grey, and if it represents a Financial Risk, it will be shaded Red.

Months	Patient Accounts Receivable > 90 Days	Actual Number of Resident Days	Fiscal Year-to-Date NOI	Fiscal Year-to-Date DSCR	T-13-24 DSCR (Trailing Year 2)	T-12 NOI	T-12 DSCR	Trade Accounts Payable > 90 Days compared to 5% of Operating Expenses
		692103	\$-9420/001	-011/40212	0.4020300	\$11920.74	-104.0012270	
		17560	\$92990.59	0.38776	1.3728675	\$92990.59	0.3877575	
		0	\$62020.31	0.34482	0.6486825	\$322706.35	1.3433650	
		0	\$93885.87	0.78298	1.5271775	\$218914.45	0.8117500	
		0	\$4552.95	0.07594	2.1628600	\$108815.07	0.020500	
		0	\$329923.12	1.37286	1.5754025	\$329923.12	1.3728675	
		0	\$69237.06	0.38414	1.7442425	\$155887.61	0.6486825	

All Data Quality issues as well as Missing Financials will appear on the Data Quality/MQFIN report, and you will be able to address them on that screen.

Data Quality Issues & Other Flags (No Calculations)

Below is a list of all the Data Quality Issues that the Portal will flag:

- **FHA Number** - If more than one submission is received for an FHA number, per period, the submission is accepted but flagged.
- **Period Ending** - The Period Ending is validated by the FYE & Months in Period that is associated with the project's FYE. If there is a discrepancy, then portal accepts the entry, and it will show up as a potential DQ which lender could verify or change.
- **Months In Period** - The Month In Period is validated by the FYE & Period ending that is associated with the project. If there is a discrepancy (months in period and period ending doesn't match the FYE date) the portal accepts the entry and reports it as a potential DQ which lender could verify or change.
- **Total Operating Revenue** - If the current period value is less than the previous period value when Months in Period = 6, 9 or 12, the portal will DQ and shade gray, the amount for total revenue. DQ -Portal will accept "0."and shade with gray.
- **Total Operating Expenses** - If the current period value is less than the previous period value when Months in Period = 6, 9 or 12, the portal will DQ and shade gray, the amount for total expenses.
- **FHA Insured Principal & Interest Payment** - The Quarterly FHA PI calculated for a given quarter is within 10% of the Quarterly FHA PI calculated for the previous quarter. If there is no previous quarter of data provided, then no Data Quality Assurance should be performed. The Portal should gray out the cell for - FHA Insured Principal & Interest Payment AND for Previous -FHA Insured Principal and Interest Payment if: the absolute value of (Previous FHA PI-Current FHA PI)/Current FHA PI) is greater than 10%.
- **FHA Annual Mortgage Insurance Premium MIP** - The Quarterly MIP calculated for a given quarter is within 20% of the Quarterly MIP calculated for the previous quarter. If there is no

previous quarter of data provided, then no Data Quality Assurance should be performed. The Portal should gray out the cell for - FHA Mortgage Insurance Premium MIP AND for the previous submission for FHA Mortgage Insurance Premium MIP if: the absolute value of (Previous MIP- Current MIP)/Current MIP) is greater than 20%.

- **Trade Accounts Payable > 90 Days** - Portal will accept "0."and shade with gray.
- **Patient Accounts Receivable > 90 Days** - Portal will accept "0."and shade with gray.
- **Actual Number of Resident Days** - If the current period value is less than the previous period value when Months in Period = 6, 9 or 12, the amount will be shaded gray. Will accept "0" and shade with gray.
- **T-13-24 DSCR (Trailing Year 2)** - Display "No Calc - MQFIN" if any of data points needed for calculation are missing. Eight (T -13-24 DSCR calculation = (Qtrly DSCR 5 + Qtrly DSCR 6 + Qtrly DSCR 7 + Qtrly DSCR 8)/4 - DSCR for the 5th most current quarter plus DSCR for the 6th, 7th and 8th current quarters divided by 4.
- **T-12 NOI** - Display "No Calc - MQFin" if any of data points needed for calculation are missing.
- **T-12 DSCR** - Will be "No Calc - MQFin" if any of the data points needed for calculation are missing or display as "No Calc - MQFin" or "No Calc - NA-FE". Four (4) consecutive quarters of financial data need to be received before a T-12 DSCR calculation can be completed. For projects that have recently final endorsed and have not submitted enough data to produce the T-12 DSCR calculation, the portal should populate the cell with "No Calc NA-FE". Eight (8) consecutive quarters of financial data need to be received before a T-12 DSCR calculation can be completed. For projects that have missing financials and have not submitted enough data to produce the T-12 DSCR calculation, the portal should populate the cell with "No Calc MQFin".
- **Qtrly Rev** - Display "No Calc - MQFin" or "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **Rev Quarter/Quarter** - Will be "No Calc - MQFin" or "No Calc - NA-FE" if any of the data points needed for calculation are missing or display as "No Calc - MQFin" or "No Calc - NA-FE" "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **Qtrly Rev Percentage Change** - Will be "No Calc - MQFin" or "No Calc - NA-FE" if any of the data points needed for calculation are missing or display as "No Calc - MQFin" or "No Calc - NA-FE" "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **Qtrly Operating Exp** - If Quarterly Operating Exp is less than zero then the cell will be grayed; Display "No Calc - MQFin" or "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **Qtrly NOI** - Display "No Calc - MQFin" or "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **NOI Quarter/Quarter** - Will be "No Calc - MQFin" or "No Calc - NA-FE" if any of the data points needed for calculation are missing or display as "No Calc - MQFin" or "No Calc - NA-FE".
- **Qtly NOI Percentage Change** - Will be "No Calc - MQFin" or "No Calc - NA-FE" if any of the data points needed for calculation are missing or display as "No Calc - MQFin" or "No Calc - NA-FE".
- **QuarterlyFHAPI** - If Quarterly FHAPI is less than zero; Display "No Calc - MQFin" or "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **QuarterlyMIP** - If Quarterly MIP is less than zero; Display "No Calc - MQFin" or "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.

- **Qrtly DSCR** - Display "No Calc - MQFin" or "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **DSCR Quarter/Quarter** - Will be "No Calc - MQFin" or "No Calc - NA-FE" if any of the data points needed for calculation are missing or display as "No Calc - MQFin" or "No Calc - NA-FE" "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **Qtly DSCR Percentage Change** - Will be "No Calc - MQFin" or "No Calc - NA-FE" if any of the data points needed for calculation are missing or display as "No Calc - MQFin" or "No Calc - NA-FE" "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.
- **Qrtly Resident Days** - Will be "No Calc - MQFin" or "No Calc - NA-FE" if any of the data points needed for calculation are missing or display as "No Calc - MQFin" or "No Calc - NA-FE" "No Calc - NA-FE" if previous quarter of data is missing when Months in Period = 6, 9 or 12.

Financial Risks

Below is a list of all the Financial Risks that the Portal will flag:

- **T-12 DSCR** - Flag as risk if T12 DSCR < 1.00.
- **Trade Accounts Payable > 90 Days compared to 5% of Operating Expenses** - Flag as risk if Trade Accounts Payable > 90 days is greater than 5% of Total Operating Expenses.
- **Patient Accounts Receivable > 90 Days compared to 3% of Total Revenues** - Flag as risk if Patient Accounts Receivable > 90 days is greater than 3% of Total Revenue.

EXCEL Download

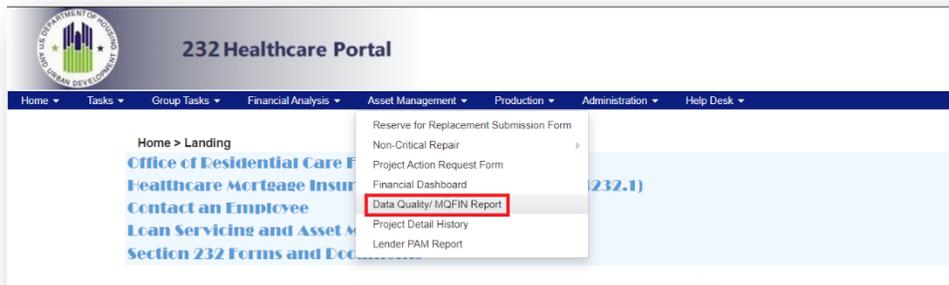
You can download a copy of the Project Detail History report as an EXCEL spreadsheet by clicking the green EXCEL button located at the top right of the dashboard.



	FHA Number	Project Name	Final Endorsement Date	Fiscal Year End Date	Loan Position	Period Ending	Months In Period	Total Revenue
1	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	3/31/2023	3	\$1253654
2	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	12/31/2022	12	\$2278047.52
3	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	9/30/2022	9	\$1726247.2

The Data Quality/MQFIN Report

The Data Quality/MQFIN (DQ/MQFIN) report is a page that will display all the active financial uploads belonging to your organization uploaded within the past two years that have been flagged with Data Quality issues as well as any missing financials. The DQMFIN will display all the various data points related to these projects and allow you to edit, remove, or verify them. To access the Data Quality/MQFIN report, click "Data Quality/MQFIN Report" under the Asset Management tab.



The Data Quality/MQFIN report contains the following information about all the active projects that have uploaded operator financials for your organization within the past two years that have Data Quality issues or are missing an Operator Financial upload:

- **FHA Number** – Currently assigned FHA Number
- **Project Name** – Property Name
- **Fiscal Year End Date** – The fiscal year end date for the property that was entered by the lender during the FHA# request or provided by the lender
- **Period Ending** - Reporting Fiscal Period ending date MM/DD/YYYY (Selection Option Only)
- **Months in Period** - Number of months included in the reporting period. The reporting is cumulative, based on the Operator's Fiscal Year End (FYE). It will be reported 3 months, 6 months, 9 months, or 12 months.
- **Last Quarter Received** – The date of the last financial uploaded for a project.
- **Missing Quarter** – The quarter that is missing or has not been uploaded prior to its due date.
- **Total Operating Revenues** - Total Operating Revenue is defined as income derived from sources related to a facility's everyday business operation and other income that is related to the services provided to the residents and reported on a fiscal year-to-date basis "i.e., 3, 6, 9 or 12-month reporting period".
 - Entered in dollar format (\$0.00)
- **Total Operating Expenses** - Operating Expenses are defined as expenditures that are incurred because of performing normal operations related to the facility and reported on a fiscal year-to-date basis i.e., 3, 6, 9 or 12-month reporting period.
 - Entered in dollar format (\$0.00)
- **Trade Accounts Payable > 90 Days** - Trade Accounts Payable aged over 90 days (about 3 months) as of the end-date of the reporting period.
 - Entered in dollar format (\$0.00)
- **Patient Accounts Receivable > 90 Days** - Patient Accounts Receivable aged over 90 days (about 3 months) as of the end-date of the reporting period.
 - Entered in Dollar format (\$0.00)
- **FHA Insured Principal & Interest Payment** - The total FHA insured Principal and Interest paid (or due) in each financial reporting period. The reporting is on a fiscal year-to-date basis (i.e., include 3, 6, 9 and 12 months of payments).
 - Entered in Dollar format (\$0.00)

- **FHA Annual Mortgage Insurance Premium (MIP)** - The FHA MIP is paid on an annual basis and does not include the Initial Premium, which is paid at loan closing.
 - Entered in dollar format (\$0.00)
- **Actual Number of Resident Days** - Number of days that one person resided in the facility and/or paid the daily rate for rent and services during the reporting period (e.g., for a facility with 100 residents for a 90-day period, Actual Number of Resident Days = 100 residents x 90 days = 9,000 Resident Days).
 - Entered in Number format (xxxx).
- **Fiscal Year-to-Date DSCR** - Available cash flow to pay FHA-Insured loan debt service for any given reporting period. It is calculated as: $(\text{Total Operating Revenues} - \text{Operating Expenses}) \div (\text{FHA Insured Principal \& Interest Payment} + \text{FHA Mortgage Insurance Premium (MIP)})$.

Home > Asset Management > Data Quality / MQFIN Report

Data Quality Edit & Update | Dashboard | Project Detail History | Missing Financial | Financial Risk Report | Portfolio Report | Single Project Search | MQFIN Edit & Update | Lender Audit Trail

FHA Number
 Missing Quarter

Data Quality/MQFIN - Key	
	Shaded gray cell indicates potential Data Quality
	Shaded green cell indicates the Lender reviewed the data and confirms that it is correct
EDIT	Click "EDIT" to unlock editable fields
SAVE	Click "SAVE" to the data entered in all 7 editable fields
INACTIVATE	Click "INACTIVATE" to inactivate transactions from all instances of upload
VERIFY & CONFIRM	Click "VERIFY & CONFIRM" to verify lender's review of potentially erroneous data is accurate and confirm the data will be used as the official upload for calculation purposes
UPLOAD MQFIN	Click "UPLOAD MQFIN" to upload all seven missing data fields

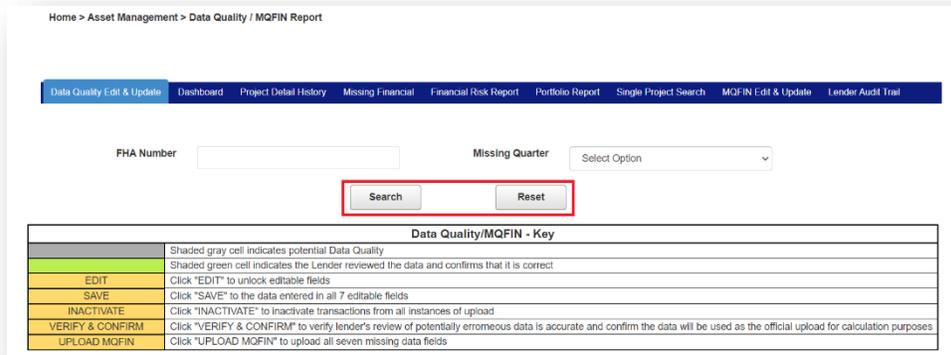
	FHA Number	Project Name	Fiscal Year End Date	Period Ending	Month In Period	Last Quarter Received	Missing Quarter	Total Revenue
1			12-31	9/30/2022	9	03/31/2023	-	1726247.2
2			12-31	6/30/2022	6	03/31/2023	-	1194244.95
3			12-31	12/31/2021	12	03/31/2023	-	1998121.37
4			12-31	9/30/2021	9	03/31/2023	-	1253911.18

Search Filters

The DQ/MQFIN report can be searched by:

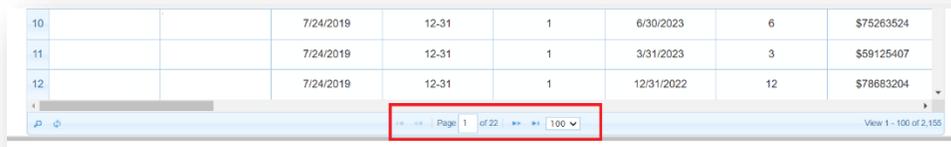
- FHA Number
- Missing Quarter (YES or NO)

To search the dashboard, simply enter in your search criteria into the appropriate field and click the “Search” button. To clear the search criteria, click the “Reset” button.

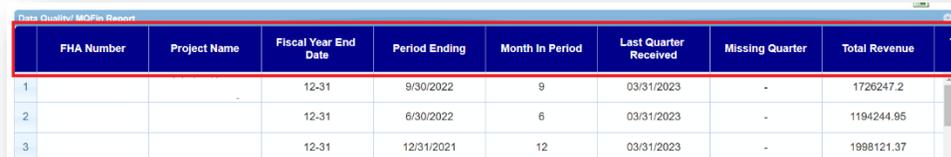


Dashboard Controls

To control the number of entries that are displayed on one page within the DQ/MQFIN report, select the number you desire to be displayed from the pagination controls at the bottom of the table.

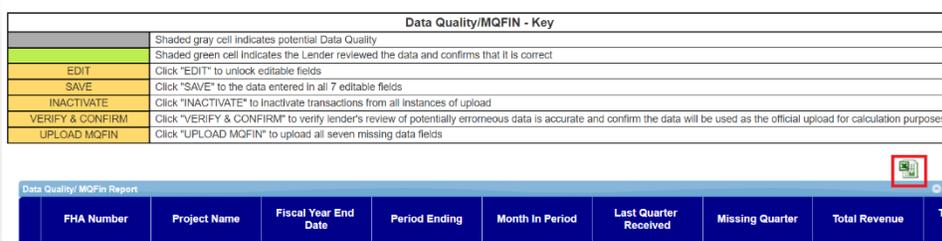


The table can be sorted in alphanumeric order by clicking any of the column headers within the dashboard.



EXCEL Download

You can download a copy of the Data Quality/MQFIN report as an EXCEL spreadsheet by clicking the green EXCEL button located at the top right of the dashboard.

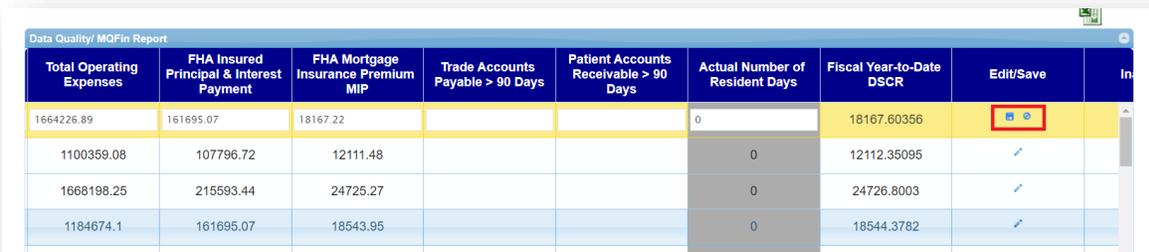


Edit/Save

You can edit a financial that has been flagged with Data Quality issues by clicking the pencil icon within the Edit/Save column.



This will unlock all the columns for that financial upload and make them editable. Enter your changes and click the Disk icon within the Edit/Save column to save your changes. To Cancel the changes without saving, click the Cancel icon within the Edit/Save column.



Inactivate

You can Inactivate or remove a financial upload if it was uploaded in error. This option will only be available for financials that were uploaded <275 days (about 9 months) from their final endorsement date and there is another financial with identical Months in Period or Period Ending. To Inactivate a financial, click the "Inactivate" button within the table.

Data Quality/ MQFin Report								
Submission	Trade Accounts Payable > 90 Days	Patient Accounts Receivable > 90 Days	Actual Number of Resident Days	Fiscal Year-to-Date DSCR	Edit/Save	Inactivate	Verify & Confirm	Upload MQFIN
			42937	NA		Inactivate	NA	NA
			41432	NA		Inactivate	NA	NA
			41432	NA		Inactivate	NA	NA
FIN	NO Calc - MQFIN	NO Calc - MQFIN	NO Calc - MQFIN	NO Calc - MQFIN		NA	NA	UploadMQfin
FIN	NO Calc - MQFIN	NO Calc - MQFIN	NO Calc - MQFIN	NO Calc - MQFIN		NA	NA	UploadMQfin

Project Details History								
	FHA Number	Project Name	Final Endorsement Date	Fiscal Year End Date	Loan Position	Period Ending	Months In Period	Total Revenue
1	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	3/31/2023	3	\$1253654
2	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	12/31/2022	12	\$2278047.52
3	053-22158	Zebulon House Assisted Living	1/1/2015	12-31	1	9/30/2022	9	\$1726247.2

www.pslsolutions.net:8444 says

Are you sure you want to INACTIVATE this submission ?

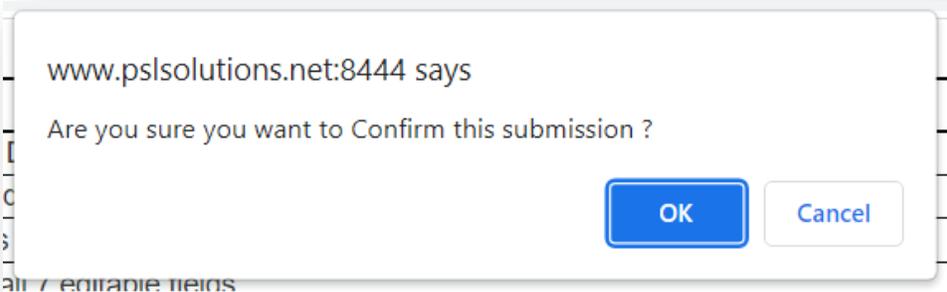
Click OK, the DQ/MQFIN report will refresh and the inactivated financial will be removed.

Verify & Confirm

If a financial is flagged as a data quality issue, but all the data points are correct with no need to change anything, you will need to Verify & Confirm the financial to remove it from the Data Quality/MQFIN report. To do this click the “Verify & Confirm” button.

Project Number	Trade Accounts Payable > 90 Days	Patient Accounts Receivable > 90 Days	Actual Number of Resident Days	Fiscal Year-to-Date DSCR	Edit/Save	Inactivate	Verify & Confirm	Upload MQFIN
			0	12112.35095		NA	Verify & confirm	NA
			0	24726.8003		NA	Verify & confirm	NA
			0	18544.3782		NA	Verify & confirm	NA
			0	12364.53075		NA	Verify & confirm	NA

Once you click the button, you will be presented with a pop-up on screen to verify that you would like to Confirm the financial.



Click OK, the DQ/MQFIN report will refresh and the confirmed financial will be removed.

Upload MQFIN

If you have not uploaded a financial and the due date has past, the financial will be considered Missing and a MQFIN entry will be added to the DQ/MQFIN report as well as the Project Detail History report. To remove the MQFIN from both reports you must either upload the missing financial via the updated Batchfile Upload Spreadsheet batch file or enter in the missing data via the DQ/MQFIN report. To upload the data via the DQ/MQFIN report, click the pencil icon within the Edit/Save column.

Project Number	Trade Accounts Payable > 90 Days	Patient Accounts Receivable > 90 Days	Actual Number of Resident Days	Fiscal Year-to-Date DSCR	Edit/Save	Inactivate	Verify & Confirm	Upload MQFIN
			0	18187.60356		NA	Verify & confirm	NA
			0	12112.35095		NA	Verify & confirm	NA
			0	24726.8003		NA	Verify & confirm	NA
			0	18544.3782		NA	Verify & confirm	NA
			0	12364.53075		NA	Verify & confirm	NA

This will unlock all the columns for that financial upload and make them editable. Enter your changes and click the Disk icon within the Edit/Save column to save your changes. To Cancel the changes without saving, click the Cancel icon within the Edit/Save column.

Total Operating Expenses	FHA Insured Principal & Interest Payment	FHA Mortgage Insurance Premium MIP	Trade Accounts Payable > 90 Days	Patient Accounts Receivable > 90 Days	Actual Number of Resident Days	Fiscal Year-to-Date DSCR	Edit/Save	In
1664226.89	161695.07	18167.22			0	18167.60356		
1100359.08	107796.72	12111.48			0	12112.35095		
1668198.25	215593.44	24725.27			0	24726.8003		
1184674.1	161695.07	18543.95			0	18544.3782		

Once you have saved your data by clicking the Disk icon, click the “UploadMqfin” button.

Age Group	Trade Accounts Payable > 90 Days	Patient Accounts Receivable > 90 Days	Actual Number of Resident Days	Fiscal Year-to-Date DSCR	Edit/Save	Inactivate	Verify & Confirm	Upload MQFIN
			0	NA		NA	<input type="button" value="Verify & confirm"/>	NA
FIN	NO Calc - MQFIN	NO Calc - MQFIN	NO Calc - MQFIN	NO Calc - MQFIN		NA	NA	<input style="border: 2px solid red;" type="button" value="UploadMqfin"/>
FIN	NO Calc - MQFIN	NO Calc - MQFIN	NO Calc - MQFIN	NO Calc - MQFIN		NA	NA	<input style="border: 2px solid red;" type="button" value="UploadMqfin"/>
			0	44541.0711		NA	<input type="button" value="Verify & confirm"/>	NA

This will analyze the data that you entered as well as run any calculations that need to be resolved. The MQFIN will be removed from the DQ/MQFIN report after upload.

Data Quality Issue Resolution Example

In this example I am looking at FHA Number 092-2206x.

1. Check the Financial Dashboard for 092-2206x and it says that there is a Data Quality Issue

Lender Dashboard

FHA Number: 092-2206 Project Name:

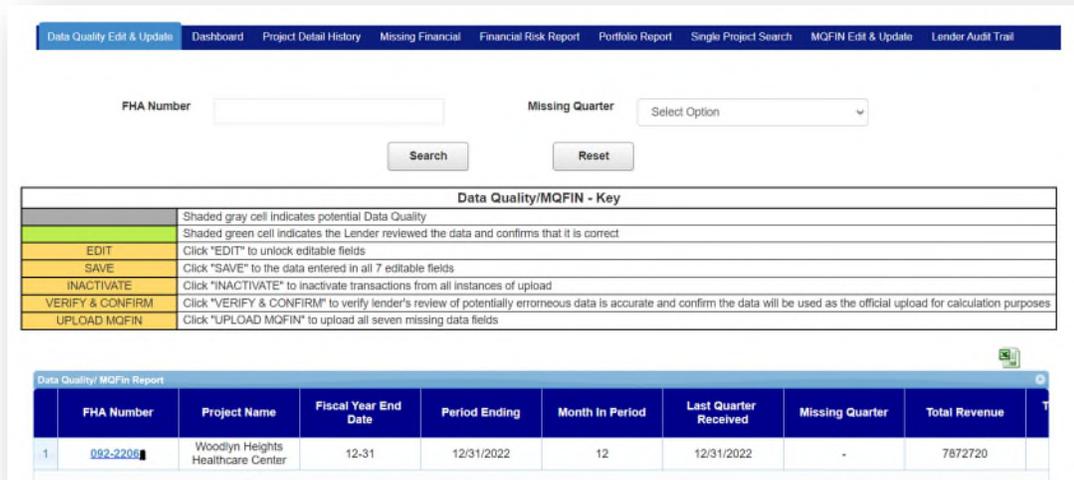
Portfolio Name: Search Reset

Data Quality and Financial Risk Report-Key

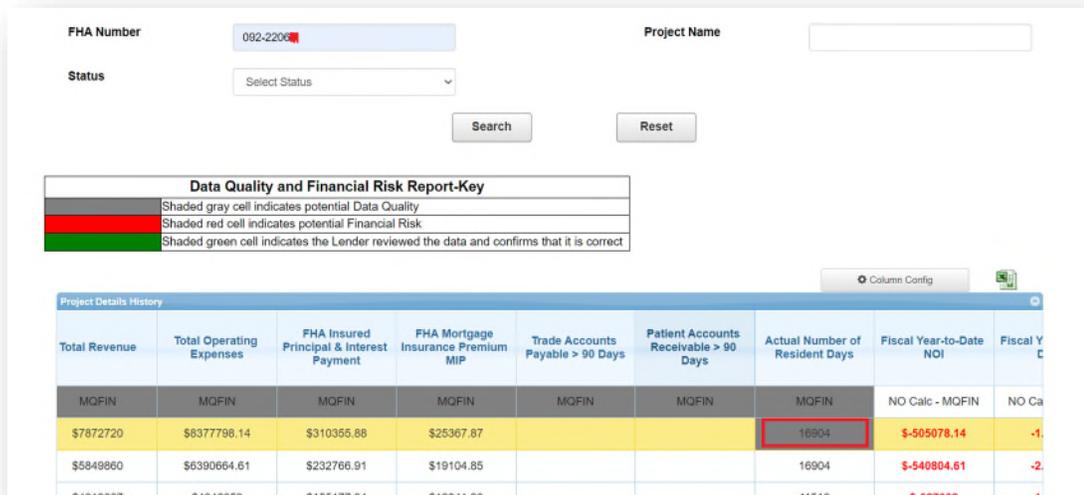
- Shaded gray cell indicates potential Data Quality
- Shaded pink cell indicates potential Financial Risk
- Shaded green cell indicates the Lender reviewed the data and confirms that it is correct

FHA Number	Project Name	Lender	Portfolio Name	Missing Financials	T-12 DSCR	Financial Risk Indicator	Data Quality Indicator	AE	WLM	Due Date	Expected Quarter
1 092-2206				YES	-1.51	YES	YES	DANIELLE N FLORENCE	BARRY A DAROE	09/30/2023	Q2 2023

- Click the YES within the Data Quality Indicator column and this will take you directly to the DQ/MQFIN report.



- Alternatively, you can enter 092-2206x into the Project Detail History Report to figure out which entry has the Data Quality issue.
- On the PDHR I can see that the Actual Resident Days is shaded Grey for the upload for Period Ending 12/31/2022, indicating that there is a data quality issue with that entry.



- Go to the DQ/MQFIN report and find the entry for 092-2206x. Scroll the grid to figure out which column is shaded grey.
- To resolve the Data Quality issue with Actual Resident Days, I can either edit the value so it is no longer a Data Quality Issue or confirm/verify the data as accurate. Both options will remove it from the DQ/MQFIN report. For this example, I will edit the value.

- Click the pencil icon within the Edit/Save column.

Report Number	Trade Accounts Payable > 90 Days	Patient Accounts Receivable > 90 Days	Actual Number of Resident Days	Fiscal Year-to-Date DSCR	Edit/Save	Inactivate	Verify & Confirm	Upload MQFIN
			0	18167.60356		NA	Verify & confirm	NA
			0	12112.35095		NA	Verify & confirm	NA
			0	24726.8003		NA	Verify & confirm	NA
			0	18544.3782		NA	Verify & confirm	NA
			0	12364.53075		NA	Verify & confirm	NA

- This will unlock all the columns for that financial upload and make them editable.

Total Operating Expenses	FHA Insured Principal & Interest Payment	FHA Mortgage Insurance Premium MIP	Trade Accounts Payable > 90 Days	Patient Accounts Receivable > 90 Days	Actual Number of Resident Days	Fiscal Year-to-Date DSCR
1664226.89	161695.07	18167.22			0	18167.60356
1100359.08	107796.72	12111.48			0	12112.35095
1668198.25	215593.44	24725.27			0	24726.8003
1184674.1	161695.07	18543.95			0	18544.3782

- The Actual Number of Resident Days is flagged as a Data Quality issue because the value is less than or equal to the value in the previous reporting period (see page 25 for Data Quality Issues explanations). So, to correct the issue I need to edit that value, so it is greater than the value from the previous quarter.
- Enter your changes and click the Disk icon within the Edit/Save column to save your changes. To Cancel the changes without saving, click the Cancel icon within the Edit/Save column.

Fiscal Year-to-Date DSCR	Edit/Save	In
18167.60356		
12112.35095		
24726.8003		
18544.3782		

- Once saved, the table will refresh, and the corrected upload will be removed from the DQ/MQFIN report.