



NextGen efile Access – Desk Audit Files – View Status and Upload Corrections

STEP 1: To view the status of desk audit files, start on the “View Results” tab of the website. Scroll to find the file by name or use the “Search this list” box to search for a file by name. The status will show under the “Status” column.

View Results
All Open ▾

22 items • Filtered by All Open • Updated a few seconds ago

eFile Number	Household Name (Last First)	eFile Property Name	Status	Last Status Updated Date TI...	
1	00582700	Thomas King	Preferred View	Awaiting Assignment	2020-05-07 13:20 PM
2	00582701	Odum Michael	Preferred View	Correction Submitted	2020-05-07 21:9 PM
3	00582724	Curry Arthur	Preferred View	Additional Steps Needed	2020-05-07 21:1 PM
4	00582732	Batson Billy	Preferred View	Awaiting Assignment	2020-05-07 20:11 PM
5	00582746	Rogers Steven	Preferred View	Awaiting Assignment	2020-05-07 20:32 PM
6	00582910	Pritchard Heidi	Preferred View	In Review	2020-05-22 12:41 PM
7	00583499	Pritchard Heidi	Preferred View	In Review	2020-05-22 12:29 PM
8	00583500	Pritchard Heidi	Preferred View	In Review	2020-05-22 12:29 PM
9	00583508	Pritchard Heidi	Preferred View	Correction Submitted	2020-06-01 19:18 PM
10	00583828	Bruce Wayne	Preferred View	In Review	2020-05-22 12:24 PM

Reports
All Reports

27 items

Search all reports... New Report

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	All Cases		Cases Folder	Harshit Verma	7/8/2019, 5:06 AM	
Created by Me	AM - Qualification Findings	Asset Management audit qualification findings summary report.	Community reports	Jared Pratt	4/9/2020, 3:39 PM	
Private Reports	AM eFiles Uploaded		Community reports	Kelly Wakefield	4/14/2020, 4:36 PM	
All Reports	Applicants		Private Reports	Jane Goodall	6/4/2020, 4:31 PM	
FOLDERS	Average Correction submitted time		Community reports	Pratyanch Rajput	12/5/2019, 4:35 AM	
All Folders	Average time in "Correction Requested"		Community reports	Pratyanch Rajput	12/6/2019, 6:02 AM	
Created by Me	Average time between "STL" to Approver		Community reports	Pratyanch Rajput	12/5/2019, 4:45 AM	
Shared with Me	Average time between ASN and STL req		Community reports	Pratyanch Rajput	2/22/2020, 6:21 AM	
FAVORITES						
All Favorites						

STEP 2: To view Audit findings, start on the “Reports” tab of the website. Click “All Reports” and then choose the “AM-Qualification Findings” option.

STEP 3: The “Qualification Findings” column reflects findings for that file that must be corrected and returned to our website in the form of a correction. The next column over reflects “Non-Qualification Findings” that should be corrected, but do not need to be uploaded for review. Click the eFile Number to open the desired eFile.

Report: eFiles
AM - Qualification Findings
Asset Management audit qualification findings summary report.

Total Records
3

Property Name	Unit Number	eFile Number	Qualification Findings	Non-Qualification Findings	Status
Preferred View (3)	111	00694040	The wages were calculate as Monthly, but the EV reflects the applicant is paid Semi-Monthly. The household exceeds the income limit with the corrected calculation.	-	Completed
	206	00676230	1.Wage was not calculated correctly.	-	Completed
	205	00655464	Missing application	-	Completed
Subtotal					
Total (3)					

STEP 4: Once on the eFile page, click the “Upload File” button. A new box will appear. Click “Upload Files” to choose a file from your computer. Choose the desired file and click “Open.” When a green checkmark appears, the file is uploaded. Click the “Next” button.

Search...

Dashboard New eFile New EIV Audit Request View Results Report Request Properties Resources Reports Contact Support

eFile
Parker Peter

+ Follow New Note

eFile Number	Property Name	Status	Note
00960661	Preferred View	Correction Requested	Please change the Status to 'Correction Submitted' after uploading a file.

Refresh Change Status Upload File

Files (2)

- Parker Peter_00960661_Correction.pdf Oct 23, 2020, 02:35 PM
- Parker_Peter_201.pdf Oct 22, 2020, 01:09 PM

Notes (0)

eFile History (3+)

Chat with an Expert

Details Chatter

Household Name (Last First)
Parker Peter

Unit Number
201

Audit Request Name
Audit Request - 564

Initially Reviewed by

Occupants
1

Unit Type
1 BR

Status
Correction Requested

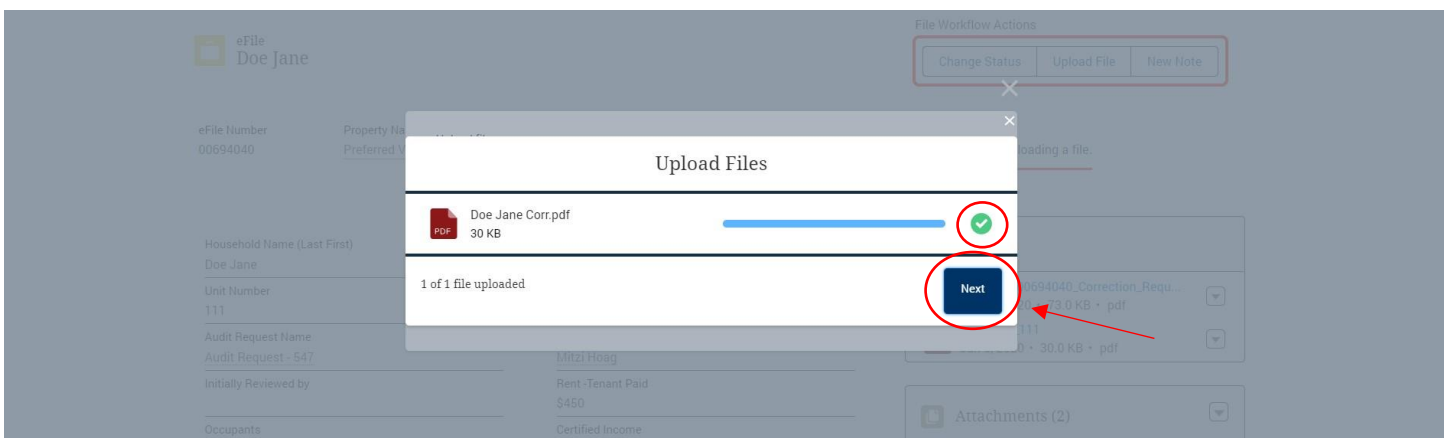
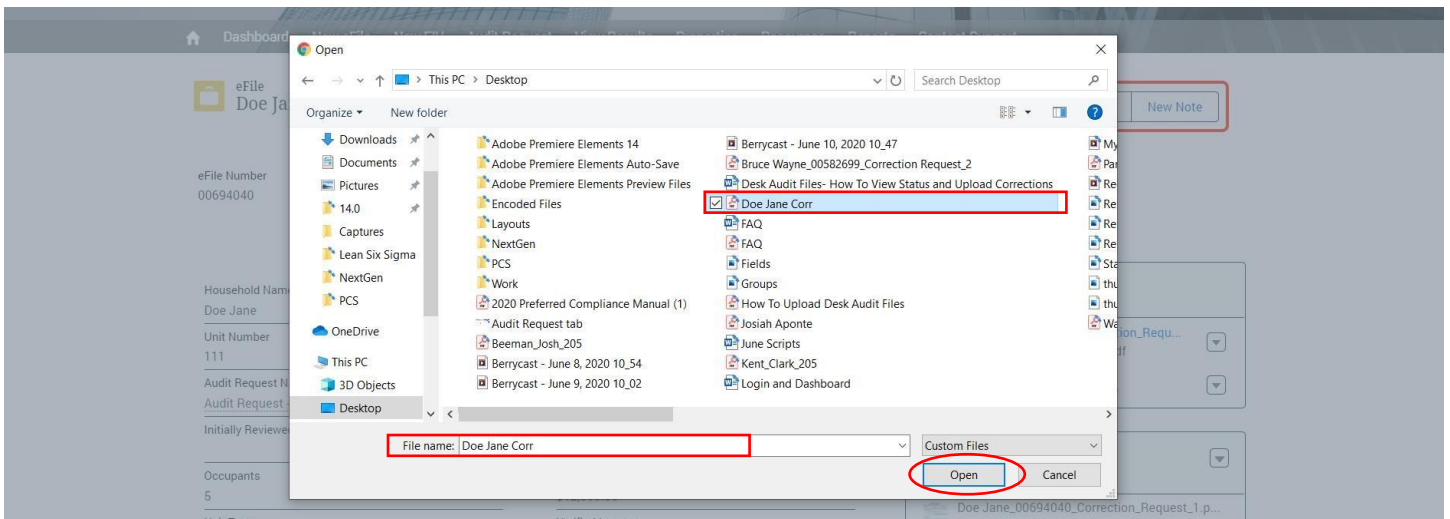
Application Type
Desk Audit eFile

eFile Owner
Mitzzi Hoag

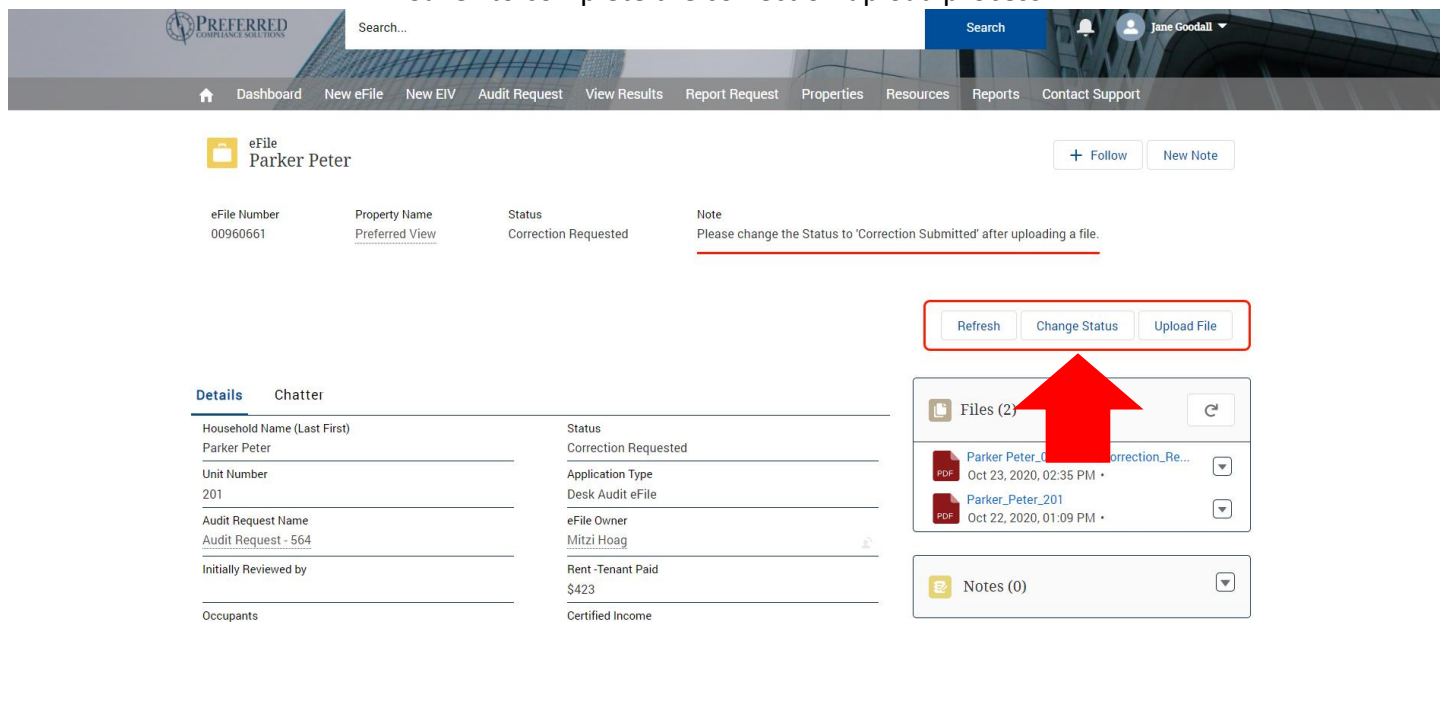
Rent - Tenant Paid
\$423

Certified Income
\$15,623.00

Verified Income
\$15,623.00



STEP 5: Click the “Change Status” button and when a new box appears, use the drop-down menu to change status to “Data Submitted.” This will let our team know that the corrections have been submitted. Click “Save” to complete the correction upload process.



eFile
Parker Peter

+ Follow New Note

eFile Number
00960661

Property Name
Preferred V

Status

Note

Change Status

* Status
Correction Submitted

loading a file.

Change Status Upload File

Cancel Submit



PREFERRED
COMPLIANCE SOLUTIONS