



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. Click on the eFile Number for more details.



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 TL...	
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

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

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.

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.

eFile Parker Peter

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

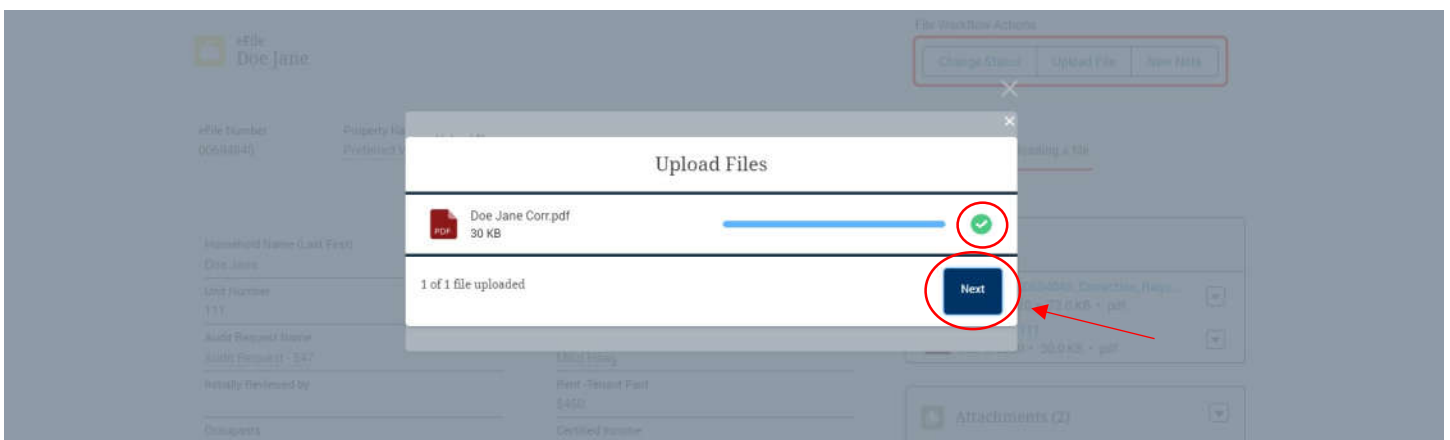
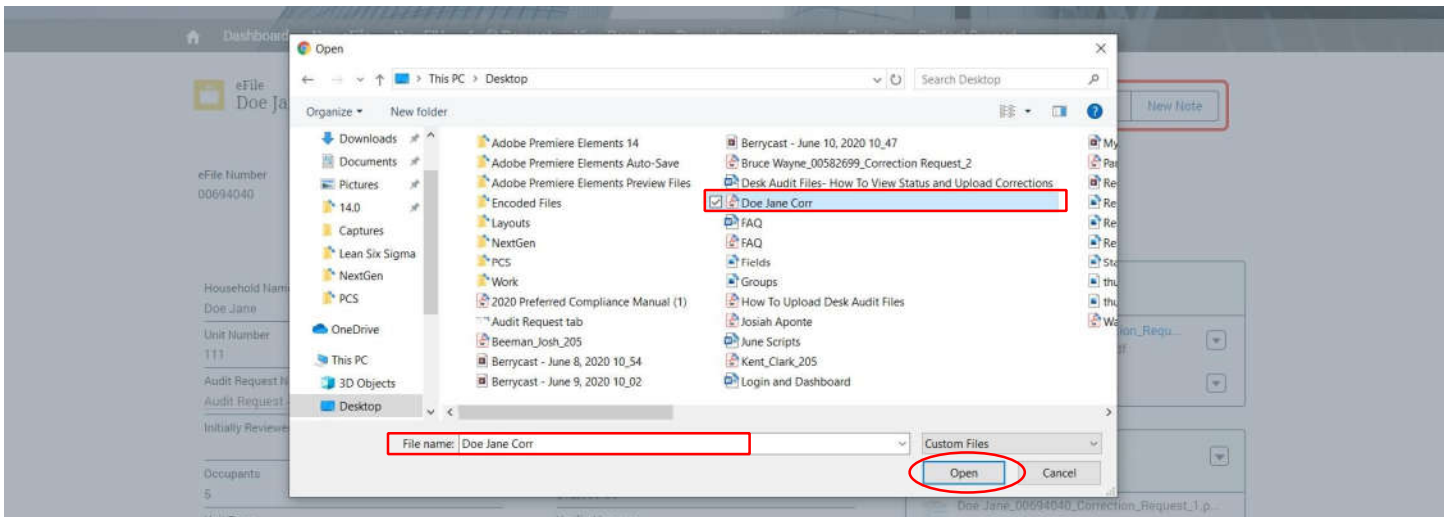
Files (2)

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

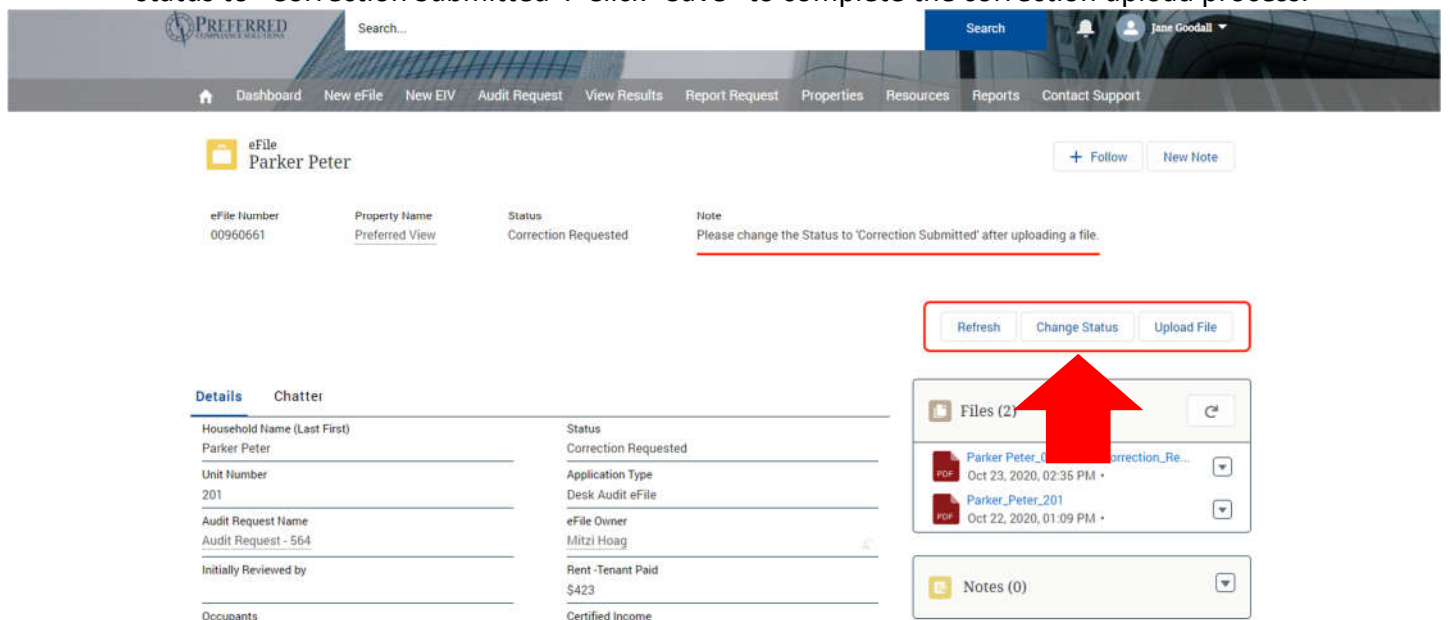
Notes (0)

eFile History (3+)

Chat with an Expert



STEP 5: Click the “Change Status” button and when a new box appears, use the drop-down menu to change status to “Correction Submitted”. Click “Save” to complete the correction upload process.



Navigation menu: Dashboard, New eFile, New EDV, Audit Request, View Results, Report Request, Properties, Resources, Reports, Contact Support

User: eFile Parker Peter

Buttons: + Follow, New Note

eFile Number	Property Name	Status	Note
00960961	Preferred V	Correction Submitted	

Change Status

* Status
Correction Submitted

Buttons: Cancel, Submit

Buttons: Change Status, Upload File

