

## New global utility allowance upload function in WBARS – to add or update Utility Allowance records

After logging in, you will notice **UAUpload** button in right corner:

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### Projects

**Vashon HouseHold**

Projects Import Custom Reports UAUpload

Select from the following options to limit list of Projects: Apply Selection

My Projects  My Organization's Projects

Project/Alias Name:  Monitoring Funder:

Contract ID / OID:  Tax Parcel ID:

Project Property Manager:  Contractor / Owner:

Building Name:  Building BIN:

Site Name:

Report Submitted To Funder:  Table:  In Year:

HOME Program:

Show Expired Projects

<< < Page 1 of 1 for 4 records > >>

Validation Status	Report Status	Project Name	Contractor / Owner	City	Table 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Charter House</a>	<input checked="" type="checkbox"/> Vashon HouseHold	Vashon	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Eernisse Apartments</a>	<input checked="" type="checkbox"/> Vashon HouseHold	Vashon	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">JG Commons Senior Housing Project</a>	<input checked="" type="checkbox"/> Vashon HouseHold	Vashon	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Mukai Commons</a>	<input checked="" type="checkbox"/> Vashon HouseHold	Vashon	<a href="#">Edit</a>

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Projects Import Custom Reports UAUpload

### Page Notes

Follow the "Instructions" link on the bottom right for additional information and to view the WRAR User Guide

When you click the **UAUpload** button, the next screen shows a current Utility Allowance tab and “Add Utility Allowance” tab. The current UA tab allows you to view current allowance records or edit any utility allowance record you created in the current reporting year. The “Add Utility Allowance” tab allows you to create new UA records to be applied to one or more of your properties. (see next page for snapshot)

Under the Add Utility Allowance tab, you create a new record by clicking the check box at the far left of a blank row. Then enter the date you are implementing the utility allowance at your property(ies), the date the UA was originally effective (if it was published by a PHA or other entity), choose the number of bedrooms, the Allowance Source, and then you’ll check boxes for the type of utilities that are covered by the allowance amount. Check as many as apply. If you check the “Other” box, put the specific type name in the Comment field. Finally, add the UA amount in the Amount field.

Continue to fill in as many records as you wish before you choose where to apply the UAs. For example: If you have 5 properties, but only 2 of them have 3 bedroom units, create a UA record for your 3 bedroom units, then click the radio button for “Apply to one or more specific projects” and choose the projects with 3 bdrm units. Then click Submit and your new UA records will be applied to all buildings in all sites at your chosen projects.

If all of your projects have both 1 and 2 bdrm units, then create the necessary UA records for both 1 and 2 bedroom units, click the “Apply to all my projects” radio button, then click Submit.

Click “Add Utility Allowance” to create new UA records for one or more properties:

If you want to check that a new UA record was properly applied, you can click the “Utility Allowance” tab (which shows you current UA records at any of your properties), choose the appropriate project and site, and then click the Edit button for each building to see the existing utility allowance records. You can also edit the individual UA record from this screen:

* Unit ID	Other ID	* Area Sq Ft	* # BDRMS
12A-201		732	1
12A-202		625	1
12A-203		693	1

12A-428		841	2
12A-429		632	1
12A-430		649	1
12A-431		868	2

**Utility Allowances for WA-07-00001**

Select from the following options to limit list of Utility Allowances:

All  Last 2 Allowances for each Source and Bedroom #

* Effective Date	* Date UA	* # BDRMS	* Allowance Source	* Utility Type	* Amount	Comment	Delete
2/1/2013		1	Public Housing Authority (S8) (2)	Electricity	24.00		
				Garbage			
				Gas			
				Oil			
2/1/2013		2	Public Housing Authority (S8) (2)	Electricity	33.00		
				Garbage			
				Gas			
				Oil			
2/1/2015		1	Public Housing Authority (S8) (2)	Electricity	24.00	n/c	
				Garbage			
				Gas			
				Oil			
2/1/2015		2	Public Housing Authority (S8) (2)	Electricity	33.00		
				Garbage			
				Gas			
				Oil			
6/1/2017	6/1/2017	1	Owner Estimate, Actual Usage (2)	Electricity	48.00		
				Garbage			
				Gas			
				Oil			

Add Rows

WA-07-00002 BIN WA-07-00002 4 Units

Edit

WA-07-00003 BIN WA-07-00003 4 Units

Edit

Buildings for Nia Apartments

This saves you from having to go back into the individual project record to edit the UA record there.

**Additional info:**

You must be a Property Manager contact in WBARS to edit and create utility allowance records in WBARS. If you are not associated in the Property Manager role for at least one of your organization's projects, then you will not be able to edit or create UA records in WBARS.

You can only edit and create utility allowance records in WBARS on the projects you are linked to. If you are not the linked Property Manager contact on one of your organization's projects, you won't be able to edit or create UA records for that project.

Once you create new utility allowance records, the resident records will be refreshed overnight so that they will reflect the new UA amounts the following day. If you created new UA records where you are using a new allowance source, then the resident record utility allowance amounts will NOT automatically update. This does not matter if your organization imports Table 1 data from your property management software system. If your organization hand-enters Table 1 data, and you create a new UA record using a brand new allowance source, you will have to go into all resident records by hand to change the allowance source and get the new UA amounts to display on the resident records. For example: If you previously used PHA utility allowances and are now creating new utility allowances based on Actual Usage, then the resident record utility allowance source and amount fields will not automatically update. If your previous utility allowance source was PHA, and your new utility allowance records are using the PHA UA schedule as your source, then the UA amounts will in the resident records will show the updated amount the day after you create the new records.