



***IPM-Software
CornerStone Update Summary
Version 5.1.0.0***

This document provides installation instructions and a summary of program changes and enhancements.

This document printed on: Friday, October 08, 2010

This page intentionally left blank

Updating the Software

1. Close all open programs.
2. Insert the CornerStone CD into your CD drive.
3. The Setup Wizard should start automatically.
Note: If the InstallShield Wizard does not launch automatically, click the Start button in the lower left corner of your screen (on the Windows toolbar) and choose Run. In the Open field, type: **d:\cs_setup.exe** (where d: represents your CD-ROM drive) and click OK.
4. Click the **Install CornerStone** button.
5. Click Yes to continue.
6. Continue following the directions on the Installation Wizard.
7. Click Finish when the installation is completed.
8. The CornerStone Installation wizard will reappear.
9. *Click **Convert**.
10. Verify the location of your CornerStone database and click OK.
11. Verify that you want to update from your previous version to this version by clicking OK.
12. A confirmation message will be displayed when the database has been successfully updated. Click OK.
13. Click Exit to close the installer.
14. Restart your computer.

***Note:** If you are running CornerStone over a network, Step 4 (the installation process to update CornerStone) needs to be completed for each workstation. However, the Convert process only needs to be completed once for the database on the network and should only be performed at the machine where the database is stored. Each individual workstation will not have to complete this process and can skip to step 13.

This update includes the following enhancements and program changes:

CornerStone

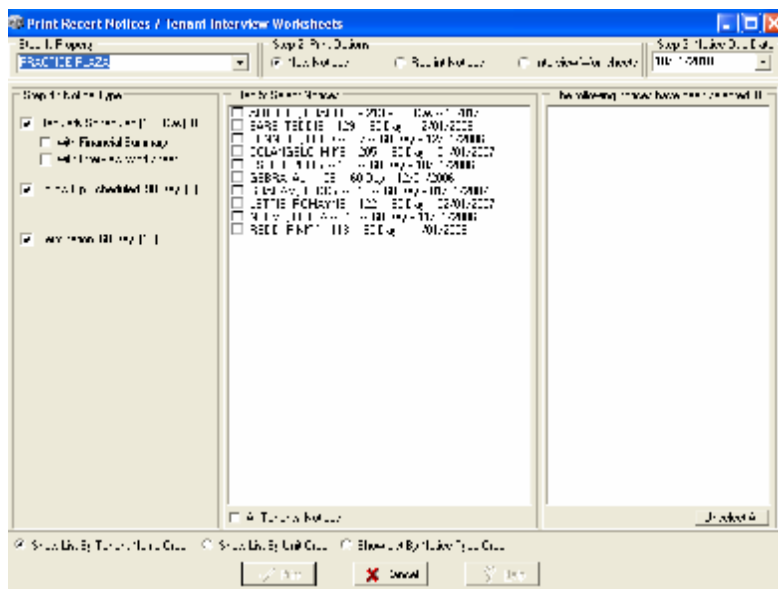
1. **64-bit Licensing** - Changes in CornerStone licensing have been made to enable CornerStone to work with 64-bit versions of Windows 7.
2. **Printing 59's** - 50059's and 50059A forms now print inside CornerStone. This is not a visible change but it streamlines the print process. (P202c.exe/Cert 202c.RTM are no longer used)

Property

1. **RHS Import function** – Users of RHSControl Pro 2010 can import information into the Rent module of CornerStone. This will update tenant rents with any recertification changes. This capability can be accessed when in the Property module by going to Utilities / Import from RHSControl.

Household Module

1. **Print 120/90/60 day notices** - Printing 120/90/60 day notices has changed. The notices are still found in the original location under the Household Module>Reports>Print Recert Notices/Tenant Interview Worksheets, but the format has changed, see screen on next page. This change allows you to print the 120/90/60 day notices and **reprint** them as many times as needed.



2. **Edit financials and household members** - You are going to notice a difference on how CornerStone allows you to process changes to Assets, Income, Expenses, and Household Composition. CornerStone no longer allows you to hit the baby Add or baby Delete buttons while on the Certifications. You will need to do all edits to financials and household members from the Household module.



3. **Imputed Assets Income Rounding Issue** – The calculation now performs correctly.
4. **Notice of Rent Change Report (TP50)** – This notice can now be printed directly from the Household History, Certification screen by right clicking on the selected certification and selecting the option to print

HUD

1. **Rules of Behavior acceptance functionality** - If a user has not accepted the TRACS Rules of Behavior (ROB) before uploading file(s) to TRACS or other IMAX users by October 1st, the files will be rejected with the following new error code.

402 – WASS User Needs to Accept the Rules of Behavior. User will have to log on the to the web browser to accept TRACS Rules of Behavior (ROB)

Other codes indicating success or failure are as follows:

200 – Success
400 – Authentication of iMAX User ID and Password Failed
401 – Authentication of WASS User ID and Password Failed
403 – (Forbidden). The WASS ID is not in the imaxuser LDAP group
405 – LDAP Communication Error – System unavailable
500 – Internal System Error
600 – No Messages Found in Outbox
601 – No Messages Found in Inbox
602 – No Results Found
603 – No Requests Found
604 – No Broadcast Messages

2. **The format of the MAT error files have changed for easier readability.**

The following is an example of a new TENER:

```
Posted: Wed, 16 Dec 2009 20:01:12 -0500 (EST)
From: TRACMPROD
To: TRACM00000
Subj: TRACS Response Messages and/or Errors
TRACM02528
HUD CFS TRACS DATA 000000 000000
@*@ TRACM00000TRACM00000
Record ID: TENER
Release/Version: 2.0.2.C
Record Number: 00001
Original Date: 12162009
Original Time: 051114
Tenant Number:
Record Type Error: TENHR
Record Section Error:
Record in Error: 09999
Field Number in Err: 0023
Field Content in Err:
Type Field Error: A3
Type Mandatory Err:
Trans Rec Cnt Err:
Site Rptd Count:
MAT Calculated Count:

Error Message: TRANSMISSION REJECTED: Project Number Required
```

3. **Alert message to check MAT files before sending to TRACS** – After creating TRACS files you will see a message reminding you that you can use the right click function to check your files before sending them to HUD or your Contract Administrator. Performing this MAT file check and making corrections before sending your files may reduce the number of error responses you receive.

RENT

1. **Move Out date now prints on ledger card** – The correct Move Out Date now prints on the ledger cards.

TAX

1. **Tax Credit Summary Spreadsheet Export** – Tax Credit properties that report to Ohio, Florida, and New Mexico can meet their state requirements to export summary spreadsheets in xml and xls file formats.

PAYABLES

1. **On Demand AP55 – Check Register** – Per client request, this report will display the check information for multiple properties in a check run and also include a summary of the totals per property.

Reports Module

1. Reports – Work Order

a.) New Reports – WO18 and WO19

i.) Work Order Detail By Location – (WO18)

<i>Work Order Detail by Location</i>						<i>PRACTICE PLAZA</i>		
For Period of 9/1/2010 Through 9/30/2010								
Work Order Types Included are: Open New; Open Assigned; Open In Progress; Open Suspended;								
Location	Hours Worked	Costs				Inventory Used		Completed Work Order Number
		Labor	Materials	Other	Total	Item Name	Quantity	
102	8.25	100.00	225.00	0.00	325.00	Counter Tops - Laminate	1.0	105
Property Totals:	8.25	100.00	225.00	0.00	325.00			

ii.) Work Order Summary By Location (WO19)

<i>Work Order Summary by Location</i>						<i>PRACTICE PLAZA</i>		
For Period of 9/1/2010 Through 9/30/2010								
Work Order Types Included are: Open New;								
Location	Hours Worked	Costs						
		Labor	Materials	Other	Total			
102	8.25	100.00	225.00	0.00	325.00			
Property Totals	8.25	100.00	225.00	0.00	325.00			

b.) Updated Waiting List Report (WL09) for current applicants

c.) Updated Waiting List Report (WL10) for current and former applicants

2. Reports – Compliance

a.) HUD Form 92006 – (CP88)

OMB Control # 2502-0581
Exp. (07/31/2012)

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING
This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of additional contact person or organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if Applicable):	
Relationship to Applicant:	
Reason for Contact:	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the no-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	
<input type="checkbox"/> Check this box if you choose not to provide the contact information.	
Signature of Applicant	Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name,

Invoice Cloud

CornerStone's new release includes the integration that works in conjunction with the online billing and payment solution through Invoice Cloud. Online invoicing and payment options are becoming more popular with companies and individuals who enjoy having the option of conducting business at their convenience.

There is no hardware or software to buy or to install and maintain. Your e-invoices and bill pay portals are tied into your accounting records in CornerStone. Your resident payment portal can be branded with your property's logo, look and feel. One of the most valuable features of online payment is that properties are no longer storing and securing confidential payment information (credit card or bank account numbers) on site.

Due to many security breaches in the financial industries, legislation has been enacted at the federal, state, and local levels to protect consumers. Complying with these new regulations can be cumbersome and expensive, especially when confidential information is stored on premise.

Paying rent and utilities electronically increases payment (more residents able to pay with credit card), speeds collections (faster identification of bad checks) and produces higher yields on utilities.

Although there is no additional cost to your CornerStone program for this link, there are costs related to the Invoice Cloud access and processing.

Please visit Invoice Cloud at: <http://www.invoicecloud.com/aboutus.html> for more information or contact Mike Payne at mrpayne@msn.com phone: 562-743-0383

If you have any questions, call us at 1-800-944-5572
or
access our Live Chat at www.ipm-software.net



4008 Vista Road, Suite C 250
Pasadena, Texas 77504

Phone (800) 944-5572 Fax (713) 944-2554