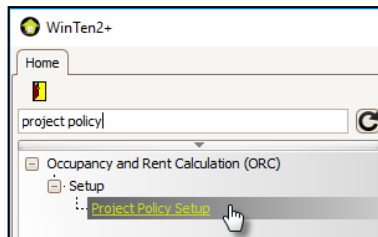


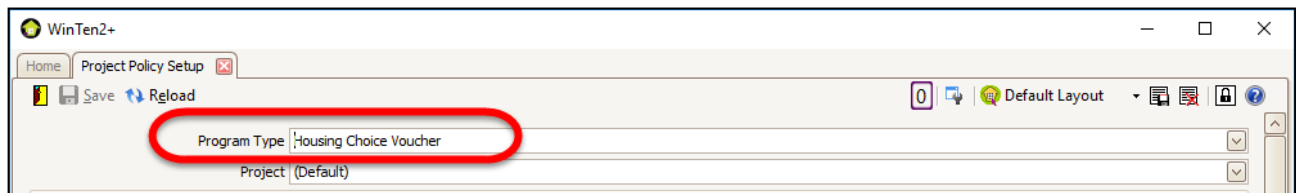
Winten 2+ provides portability specialists a new policy setting in Project Policy to make the management of incoming portable contracts more efficient. The **Sync HAP To Incoming Portable** setting, if enabled, automatically updates incoming portable contracts when a certification is updated. Follow these steps to enable this setting in Winten 2+.

! The following example shows how to enable this setting for the default project. However, if you have multiple projects, the setting **must be enabled on each Project Policy for each project.**

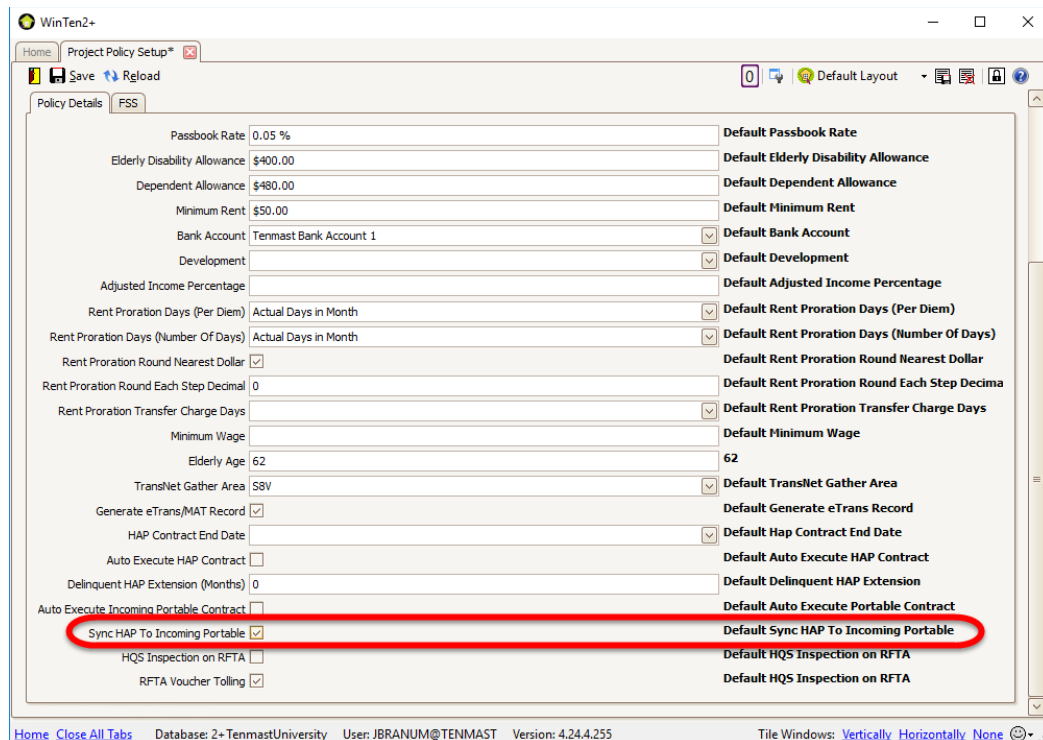
- 1 Enter **Project Policy** in the search box on the **Home** screen, then select **Project Policy Setup**.



- 2 Choose **Housing Choice Voucher** from the **Program Type** drop-down list.



- 3 Check the **Sync HAP To Incoming Portable** box to enable the policy setting.



- 4 If **Sync HAP to Incoming Portable** is checked and **Auto Execute HAP Contract** is checked, the incoming portable contract will auto-execute to **Sync HAP To Incoming Portable**, even if the **Auto Execute Incoming Portable Contract** policy option is not checked. If **Sync HAP to Incoming Portable** is checked but **Auto Execute HAP Contract** is not checked, the portable contract will only be updated if the HAP contract is in executed status.

The screenshot shows a configuration window with two columns of settings. The left column contains: 'Generate eTrans/MAT Record' (checked), 'HAP Contract End Date' (dropdown), 'Auto Execute HAP Contract' (unchecked), 'Delinquent HAP Extension (Months)' (0), 'Auto Execute Incoming Portable Contract' (unchecked), 'Sync HAP To Incoming Portable' (checked), 'HQS Inspection on RFTA' (unchecked), and 'RFTA Voucher Tolling' (checked). The right column contains corresponding 'Default' settings: 'Default Generate eTrans Record' (checked), 'Default Hap Contract End Date' (dropdown), 'Default Auto Execute HAP Contract' (unchecked), 'Default Delinquent HAP Extension' (0), 'Default Auto Execute Portable Contract' (unchecked), 'Default Sync HAP To Incoming Portable' (checked), 'Default HQS Inspection on RFTA' (unchecked), and 'Default HQS Inspection on RFTA' (checked). The bottom status bar shows 'Home Close All Tabs', 'Database: 2+TenmastUniversity', 'User: JBRANUM@TENMAST', 'Version: 4.24.4.255', and 'Tile Windows: Vertically Horizontally None'.

- 5 After making your selection, click the **Save** button to save your changes.

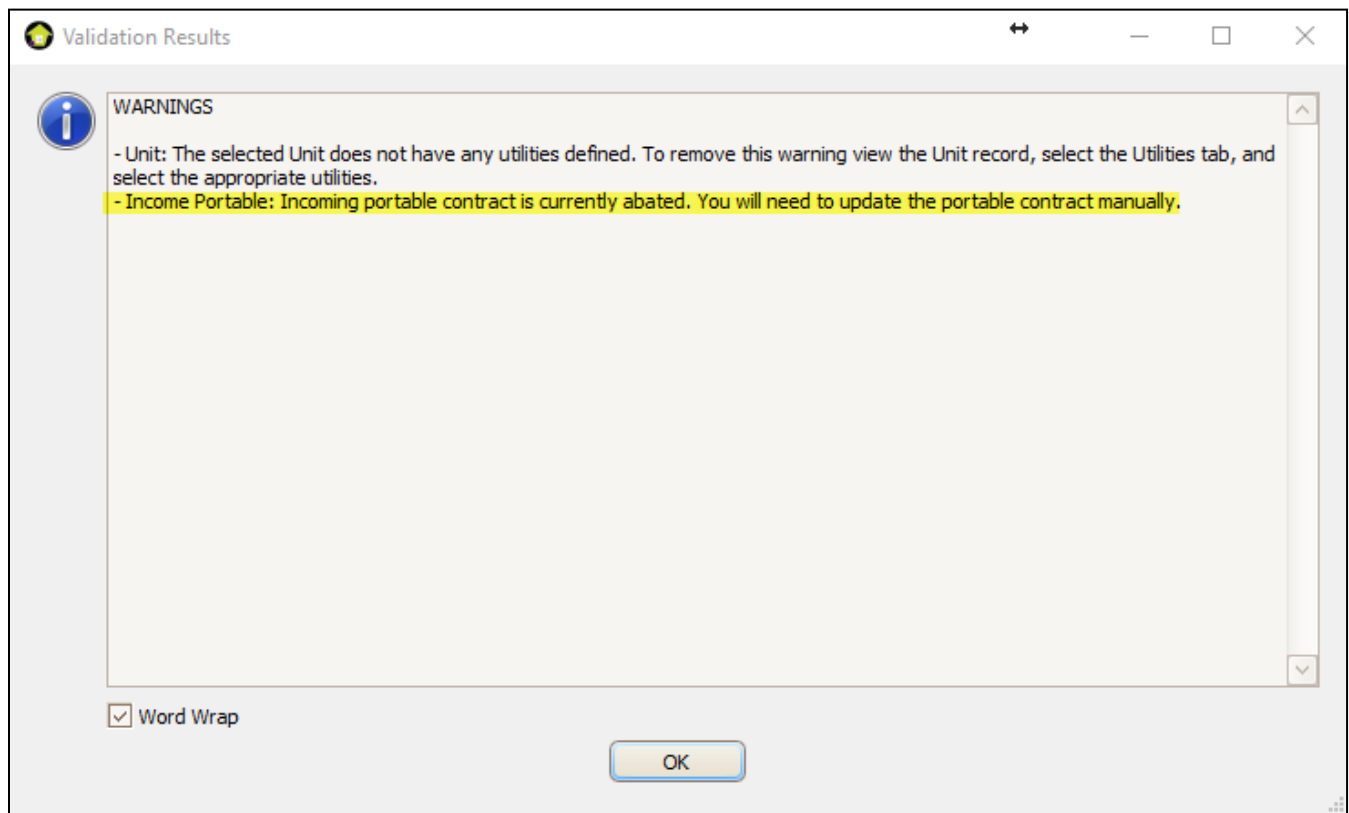
Potential Warnings If Policy Is Enabled

You may receive warnings if the portable contract is not active but not terminated, or if there is a future form. These warnings alert you to update the portable contract manually in such circumstances.

Example: Suspended Contract

The screenshot shows a 'Validation Results' window with a title bar containing a home icon, the text 'Validation Results', and standard window controls. Inside, there is an information icon and a 'WARNINGS' section. The warnings list includes: '- Unit: The selected Unit does not have any utilities defined. To remove this warning view the Unit record, select the Utilities tab, and select the appropriate utilities.' and '- Income Portable: Incoming portable contract is currently suspended. You will need to update the portable contract manually.' The second warning is highlighted in yellow. At the bottom, there is a 'Word Wrap' checkbox (checked) and an 'OK' button.

Example: Abated Contract



Example: Future Action

