



**IOWA FINANCE**  
AUTHORITY

## Asset Management Portal Guide

# Overview

- The online asset management portal was launched in the Fall of 2014. The portal:
  - Allows property managers and owners the ability to upload occupancy and financial data for reporting.
  - Builds framework for identifying risks/issues early.
  - Provides the ability to gain knowledge to be used for other IFA functions like the LIHTC QAP and identifies factors contributing to successful projects.



# Login

- The asset management portal uses the same username and password as your Compliance Online (COL) account.
- If you do not have a COL account, please contact Tim Morlan or Derek Folden.
- The login page can be found at:

<https://iowafinanceauthority.iowa.gov/secure/am/login.aspx>

# Login Screenshot

The screenshot shows a web browser window with the address bar displaying <https://iowafinanceauthority.iowa.gov/secure>. The page title is "Iowa Finance Authority". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features a dark green header with "AM - Asset Management" on the left and "Iowa Finance Authority" on the right. Below the header is the Iowa Finance Authority logo. The main content area contains the following text: "Welcome! You must have an account with us in order to use the Asset Management system." followed by "Please enter your Username and Password below to log on." Below this text are two input fields: "User Name:" and "Password:". A "Log On" button is positioned below the password field. At the bottom of the page, a horizontal line is followed by the copyright notice: "© Copyright 2015 Iowa Finance Authority | All Rights Reserved".

# Project List

- After you log in, you will see the list of projects assigned to your COL account.
- The project list can be sorted or you can search for a project.
- Select a project by clicking on the project name.

# Project List Screenshot

**Project List**

**Search Criteria**

Name:  Project ID:  Address:  Management Company Name:

Check to show all properties where data for the current quarter has not been submitted.  Check to show all properties with TCAP.  Check to show all properties with 1602.

**Select project to manage**

Record Count: 4 Page 1 of 1

Name	Project Number	Management Company	Address	Unit Count	Project Type	Financials Submitted	Q1 Occ Submitted	Q2 Occ Submitted	Q3 Occ Submitted	Q4 Occ Submitted
AM TEST 1	AM TEST 1	ASSET MANAGEMENT	2015 Grand Avenue Des Moines, IA 50312	60	Other	<input type="checkbox"/>				
AM TEST 2	AM TEST 2	ASSET MANAGEMENT	2015 Grand Avenue Des Moines, IA 50312	50	Other	<input type="checkbox"/>				
AM TEST 3	AM TEST 3	ASSET MANAGEMENT	2015 Grand Avenue Des Moines, IA 50312	40	Other	<input type="checkbox"/>				
AM TEST 4	AM TEST 4	ASSET MANAGEMENT	2015 Grand Avenue Des Moines, IA 50312	75	Other	<input type="checkbox"/>				

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# Project Options

- The project options page includes links to input occupancy data and financial data.
- The project options page also uploads and stores annual financial statements.
- Some projects will also be required to upload insurance certificates, quarterly financial statements, operating budgets, and tax returns.

# Project Options Screenshot

Browser: https://iowafinanceauthority.iowa.gov/secure/ Asset Management (AM)

AM - Asset Management Iowa Finance Authority

Log Out Public Welcome ASSETMGMT!

## Project Options

**AM TEST 1 Data Submittal**

[Enter Occupancy Data](#)  
[Enter Financial Data](#)

**Submissions**

Year:

Action	Submission Type	Project Type	Year	Due Date
<input type="button" value="Submit"/>	2014 Annual Financials	Other	2014	
<input type="button" value="Submit"/>	2015 Annual Financials	Other	2015	

**Documents**

Record Count: 2 Page 1 of 1

Title	Project Type	Fiscal Year	Document Type	Date Type	Date	Due Date	
<a href="#">2013 Annual Financials</a>	Other	2013	Annual Audit	Effective Date	11/19/2014		<a href="#">Remove</a>
<a href="#">AM Test 1 2013 Audit</a>	N/A	N/A	Annual Audit	Effective Date	12/31/2013		<a href="#">Remove</a>

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# Occupancy Data

- Occupancy data is required to be reported by all projects, including non-LIHTC projects with IFA Multifamily or HOME loans.
- The occupancy data page records monthly occupancy of the project.
- For each month, enter the total number of units *occupied* on the last day of the month.
- Data should be entered within 30 days of the end of each quarter.
- Click “save” to save and return to the project options page.

# Occupancy Data Screenshot

The screenshot shows a web browser window with the URL <https://iowafinanceauthority.iowa.gov/secure>. The page title is "AM - Asset Management" and the Iowa Finance Authority logo is visible in the top left. The user is logged in as "ASSETMGMT" and is viewing the "AM TEST 1 Occupancy Data Submittal" page. The page indicates that changes were last saved on 07/09/2015 at 10:12:47 AM by ASSETMGMT. The main content area is titled "Monthly Occupancy For Past 12 Months (60 Units)" and contains a table of occupancy data for each month from July 2014 to June 2015. Each entry consists of a date label, a text input field with a numerical value, and a blue question mark icon. At the bottom of the form are "Save" and "Cancel" buttons. The footer of the page contains the copyright notice: "© Copyright 2015 Iowa Finance Authority | All Rights Reserved".

Month	Occupancy
July 31, 2014:	57
August 31, 2014:	60
September 30, 2014:	50
October 31, 2014:	55
November 30, 2014:	55
December 31, 2014:	55
January 31, 2015:	54
February 28, 2015:	55
March 31, 2015:	57
April 30, 2015:	57
May 31, 2015:	
June 30, 2015:	

# Financial Data

- Financial data and audit submissions are required for all projects with IFA Multifamily or HOME loans. It is also required for all LIHTC projects that were awarded after 1998.
- The financial data page has 9 fields to be completed annually.
- The financial data should be taken directly from the project's annual audited financial statement.
- Hover your mouse over the “?” for hints on what is needed for each field.
- Click “save” to save and return to the project options page.

# Financial Data Screenshot

Browser address bar: <https://iowafinanceauthority.iowa.gov/secure> Asset Management (AM)

Page Header: AM - Asset Management Iowa Finance Authority

Page Sub-Header: Log Out Public Welcome ASSETMGMT!

### AM TEST 1 Financial Data Submittal

#### 2014 Annual Financials

2014 Replacement Reserve Balance:	<input type="text" value="\$120,079"/>	<a href="#">?</a>
2014 Operating Reserve Balance:	<input type="text" value="\$28,438"/>	<a href="#">?</a>
2014 Total Income:	<input type="text" value="\$428,700"/>	<a href="#">?</a>
2014 Total Expense:	<input type="text" value="\$274,633"/>	<a href="#">?</a>
2014 Interest Expense:	<input type="text" value="\$0"/>	<a href="#">?</a>
2014 Depreciation Expense:	<input type="text" value="\$0"/>	<a href="#">?</a>
2014 Amortization Expense:	<input type="text" value="\$0"/>	<a href="#">?</a>
2014 Current Year Deposits to Replacement Reserves:	<input type="text" value="\$15,600"/>	<a href="#">?</a>
2014 Must Pay Debt Service:	<input type="text" value="\$33,490"/>	<a href="#">?</a>

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# Document Submissions

- From the project options page, click “Submit” to upload a financial statement or document.
- Click “Select” to browse your computer for a file.
- The “effective date” should be the reporting end date for annual financials, quarterly financials, operating budgets, and tax returns (i.e. 12-31-15 for 2015 annual financials). The effective date for insurance certificates should be the expiration date.
- Click “Upload Document”.
- The document will appear in the list on the bottom of the page.

# Document Submissions Screenshot

The screenshot shows the Iowa Finance Authority Asset Management (AM) web application. The browser address bar displays <https://iowafinanceauthority.iowa.gov/secure/>. The page title is "AM - Asset Management" and the user is logged in as "Public". The page content is organized into sections:

- Project Options:** Includes a sub-section for "AM TEST 1 Data Submittal" with links for "Enter Occupancy Data" and "Enter Financial Data".
- Submissions:** Features a "Year" dropdown menu set to "All Years". Below it is a form for uploading a document, including fields for "Document to Upload" (with a "Select" button), "Effective Date" (with a calendar icon), and "Upload Document" and "Cancel" buttons.
- Documents:** Shows a table of existing documents. The table has 8 columns: Title, Project Type, Fiscal Year, Document Type, Date Type, Date, Due Date, and a "Remove" link.

Record Count: 2 Page 1 of 1

Title	Project Type	Fiscal Year	Document Type	Date Type	Date	Due Date	
<a href="#">2013 Annual Financials</a>	Other	2013	Annual Audit	Effective Date	11/19/2014		<a href="#">Remove</a>
<a href="#">AM Test 1 2013 Audit</a>	N/A	N/A	Annual Audit	Effective Date	12/31/2013		<a href="#">Remove</a>

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# Contact Info

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