

ATTACHMENT C: DATA CONVERSION CHECKLIST

The following section is intended to provide a better understanding to the evaluation panel of the proposed data conversion. For each item in the list, please indicate "yes" this item is included with the data conversion or "no" it is not.

Item	Yes/No
Active and Inactive Landlords	
Active Waiting List(s)	
Bank Accounts	
Check Formats	
Check Registers	
Collection Loss Account with Details (24 months of history)	
Custom Work Order forms	
Fixed Assets	
Fixed Work Orders	
General Ledger (24 months of detailed transactions)	
General Ledger Chart of Accounts for each fund	
Inactive Applicants (24 months of history)	
Inventory Items, Location, Quantity on Hand	
Inventory Transactions (24 months of history)	
Invoice History (24 months of detailed transactions)	
Payroll History (24 months of detailed transactions)	
Payroll information for Housing Authority Employees	
Pet Deposits (24 months of history)	
Purchase Order History (24 months of history)	
Recurring Invoices	
Repayment Agreements (24 months of history)	
Section 8 Properties	
Security Deposit Account Balance and Transaction Detail (24 months of history)	
Tenant Contracts	
Tenant Dependents	
Tenant Expenses	
Tenant FSS Information	
Tenant Income	
Tenant Notes in current system (24 months of history)	
Tenant References	
Units/ Buildings/ Entrances	
Respondent or vendor Information	
Waiting List Preferences & Weights Respondent or vendor History [including landlords] (minimum from beginning of calendar year)	