

# **USER'S MANUAL**

***Voucher Management System (VMS)  
Release 8.1.0.0***

**U.S. Department of Housing and Urban Development**

**July 27, 2012**



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## **1.0 GENERAL INFORMATION**



## 1.0 GENERAL INFORMATION

### 1.1 System Overview

The Voucher Management System (VMS) supports the information management needs of the Housing Choice Voucher Program (HCVP) and management functions performed by the Financial Management Division (FMD) and the Financial Management Center (FMC) of Public and Indian Housing and the Real Estate Management Center (PIH-REAC). This system's primary purpose is to monitor and manage Public Housing Agency (PHA) use of vouchers. VMS collects PHA data that enables HUD to fund, obligate, and disburse funding in a timely manner based on actual PHA use.

The web-based VMS application facilitates electronic submission of monthly program data by the PHAs which in turn, makes the data accessible to users in PIH-REAC, FMD, FMC, Field Offices (FO), and Headquarters (HQ). Currently, users can generate and print or download PHA monthly reports, but PIH personnel perform all budgeting and funding activities manually. The long-term goal of the VMS project is to integrate budgeting and funding activities into the VMS application and automate the currently manual tasks. Automation will be accomplished by implementing electronic entry of all relevant data, automatic data calculations, complex report generation, and automated business workflows including an online approval process.

### 1.2 Technical Support

For assistance accessing the WASS system, password reset, or unlocking user ID, please contact:

Technical Assistance Center  
Toll Free – 1-888-245-4860  
Fax – 202-485-0280  
Email at [REAC\\_TAC@hud.gov](mailto:REAC_TAC@hud.gov)

Data entry questions:

Please contact your Financial Analyst at the Financial Management Center

Or

James D. Garner  
VMS Business Manager/Technical Expert  
Housing Choice Voucher Program – Kansas City  
[James.D.Garner@hud.gov](mailto:James.D.Garner@hud.gov)

### 1.3 Organization of the Manual

This manual has been organized to familiarize the reader with the Voucher Management System. It introduces each step in the use of VMS for the user. It is organized logically from Registration, Login/Logoff procedures, Navigating to the desired screens, PHA entry, validation and submission of HCV Voucher related data, Correction of prior month submissions, (HUD



User) review and approval of pending Hard Edits, Generating reports and prints. For a summary outline of this organization, review the Table of Contents.

**Note: Some of the screen prints in this manual are quite detailed. In order to better see the “fine print” you can expand the size of the page using the Zoom controls located on the top bar of the display.**

## 1.4 Contingencies and Alternate Modes of Operation

Because of the nature of its operation, VMS has no need for contingencies or alternate modes of operation from the user’s point of view. Any interruption in power or connection simply requires that the user begin an operation over again.



## **2.0 GETTING STARTED**



## 2.0 GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit, to enable the user to understand the sequence and flow of the system.

### 2.1 Logging into VMS

To access and use VMS, you must be a HUD employee or a qualified PHA employee with a valid User ID and password. User authentication is handled by the Web Access Security System (WASS) using Role-Based Access Control (RBAC). You must follow WASS requirements in order to obtain a user-ID and password. Once you have your User ID and Password you will be able to log into the system.

#### 2.1.1 PHA Users:

2.1.1.1 From the HUD.GOV homepage at <http://www.hud.gov/offices/reac/online/reasyst.cfm> (which you should have bookmarked), and click on the “Login here” link.



HUD On-line Internet Home Page

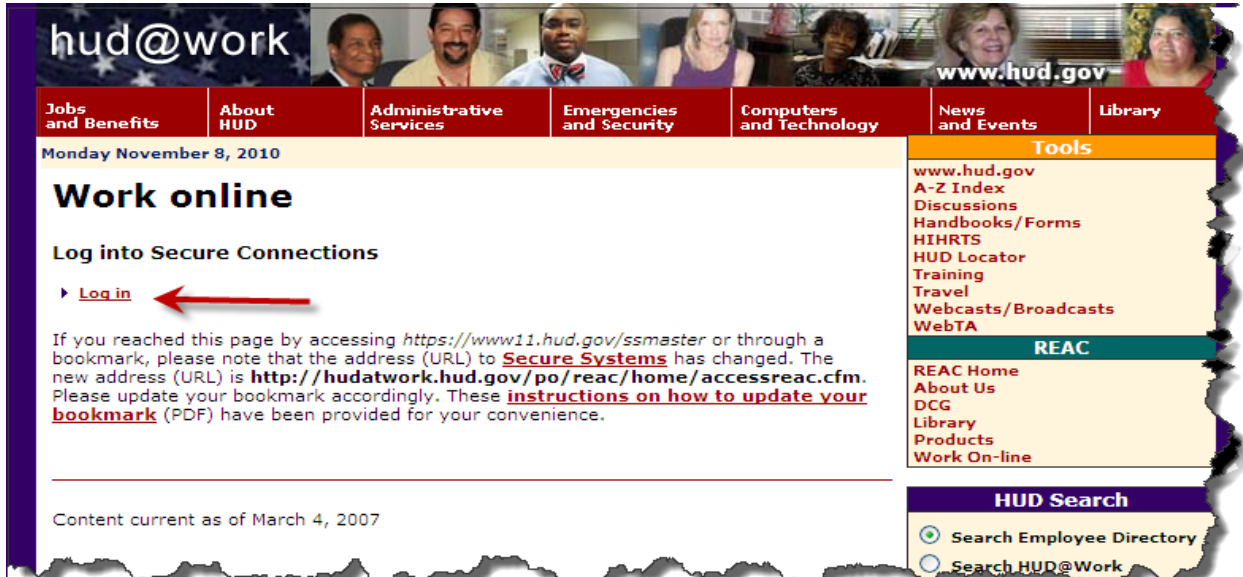
**NOTE: It is recommended that you “bookmark” this page to easily access it in the future. To “bookmark” the page, simply “right-click” the “Login here” link and select “Add to Favorites...” from the pop-up menu.**





## 2.1.2 HUD Users Log into VMS:

2.1.2.1 From the HUD homepage at <http://hudatwork.hud.gov/po/react/home/accessreac.cfm>, click “Log in” link.



HUD at work Online Login Screen

## 2.1.3 All users from this point on:

2.1.3.1 The User Login page displays. Enter the User ID and Password, and click on the “Login” button.



WASS – User Login Screen



2.1.3.2 The “Rules of Behavior for HUD Systems” page displays once you are logged in.

(This page will display only for first time login and once a year).

**User Login** help | search | home | logout

**Secure Systems**

## RULES OF BEHAVIOR FOR HUD SYSTEMS

The U.S. Department of Housing and Urban Development has granted access to you to utilize the Department's automated information resources. However, as a condition of receiving this access, you are required to be aware of the Department's system security policies and to abide by these policies. Security policy emphasizes awareness practices for the purpose of safeguarding the Department's valuable information resources.

The system user identification (USERID) and password issued to you are your means to access these resources. They are to be used solely in connection with the performance of your responsibilities as set forth in your job description, contract or agreement(s) with the Department. Use by anyone other than yourself is expressly prohibited. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (USERID). Further, you agree that you will not provide this confidential USERID/password to another user nor will you sign on to HUD systems so that another person may access or operate the workstation in your absence or on your behalf. Actions of this type constitute a breach of system security and will result in immediate termination of your assigned USERID/password from the system. In addition, you agree to:

- (a) Log-off the system when leaving the system/workstation area;
- (b) Refrain from leaving written passwords in the workstation area;
- (c) Avoid creating a personal password that can be easily associated with you;
- (d) Avoid posting printouts of sensitive output data on bulletin boards;
- (e) Avoid leaving system output reports unattended or unsecured;
- (f) Control input documents by returning them to files or forwarding them to the appropriate contact person in your office;
- (g) Avoid violation of the Privacy Act which requires confidentiality of personal data contained in government and contractor data files;
- (h) Immediately contact the HUD Inspector General's Office, as appropriate, regarding any suspected violation or breach of system security;
- (i) Cooperate in providing personal background information to be used in conducting security background checks to the extent required by Federal regulations;
- (j) Respond to any inquiries and requests for information you may receive from either the HUD Headquarters or management officials regarding system security practices.
- (k) Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation, or by contacting the HITS Help Desk to dispose of electronic/optical media.
- (l) Avoid saving sensitive HUD information on the local drive of a laptop, personally owned computer, or other mobile or portable technology ("flash drives", removable/external hard drives, etc.).
- (m) If sensitive data must be stored on any type of HUD-approved mobile/portable technology (laptops, removable hard drives, "flash drives", etc.), ensure that it is protected via encryption.
- (n) Individuals who telework or remotely access HUD information should do so only through approved remote access solutions (such as hudmobile.hud.gov), and should safeguard all sensitive information accessed in this manner.

**CERTIFICATION:** I have read the above statement of policy regarding system security awareness and practices when accessing HUD's information resources. I understand the Department's policies as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the Department's computer resources.

Content updated May 9, 2008 [Back to Top](#)

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### WASS Rules of Behavior Screen

Read the “Rules of Behavior for HUD Systems”, and click on the “Accept” button at the bottom of the page.

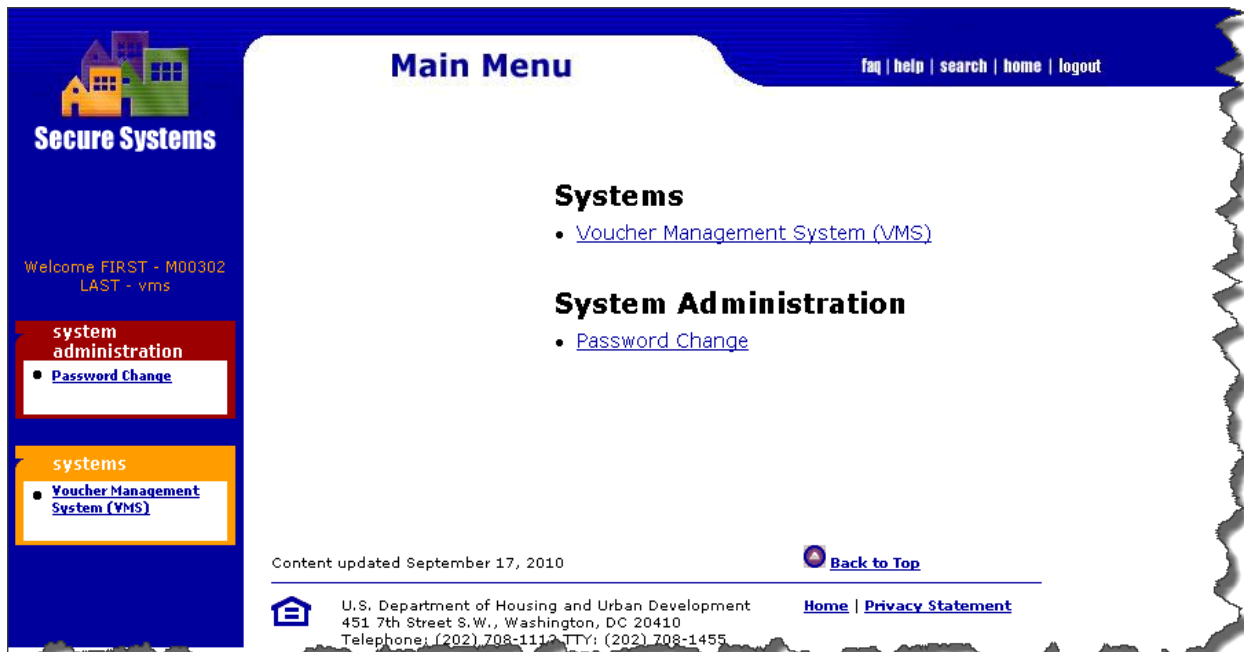


2.1.3.3 The “Legal Warning” page displays. Read the warnings, and then click the “Accept” button at the bottom of the page.



WASS Legal Warning Screen

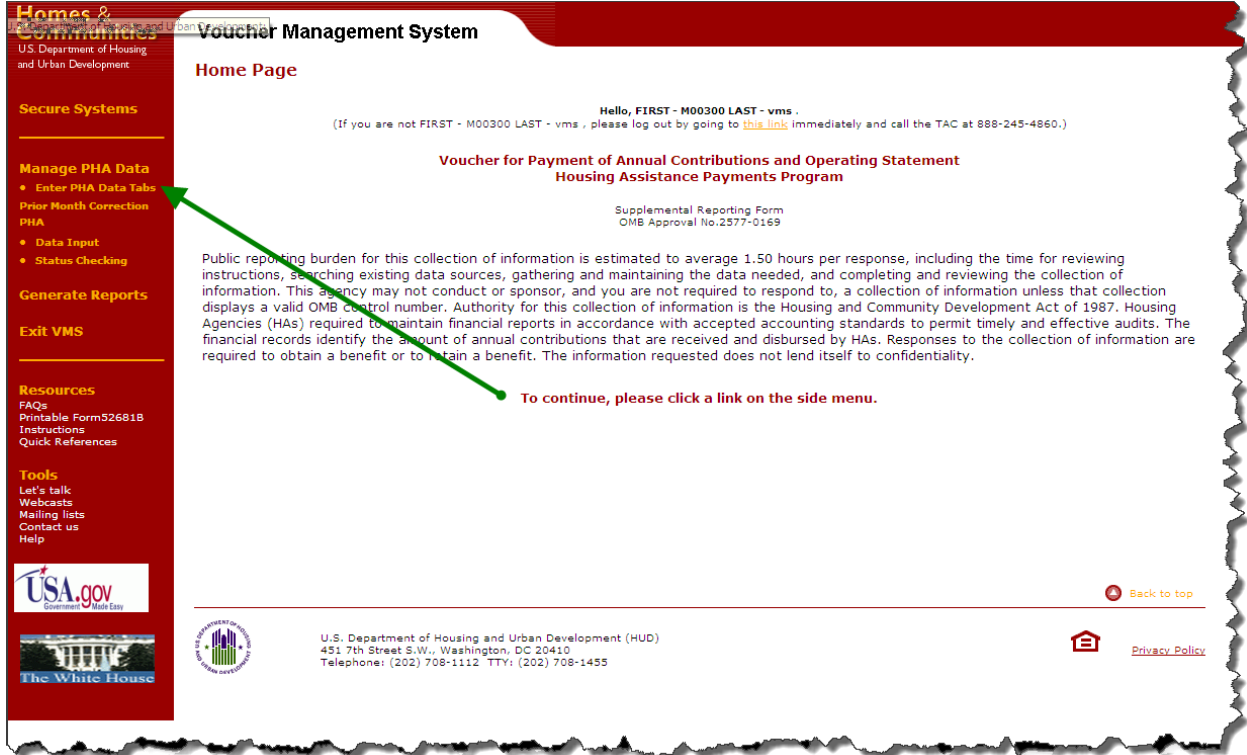
2.1.3.4 The Secure Systems Main Menu displays. Click the “Voucher Management System (VMS)” link.



WASS Main Menu Screen



### 2.1.3.5 The VMS home page displays.

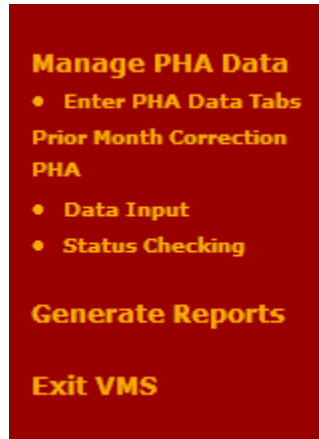


VMS Home Page

**NOTE: Depending on the access you have been granted in the Secure Systems and VMS, the Main Menus displayed on your screen may differ from the ones that are presented here. These screenshots displayed above may not necessarily reflect what you will actually see**

## 2.2 System Menu

The first VMS System page you see is the Home Page. From here you can select the following options:





## 2.3 Changing User ID and Password

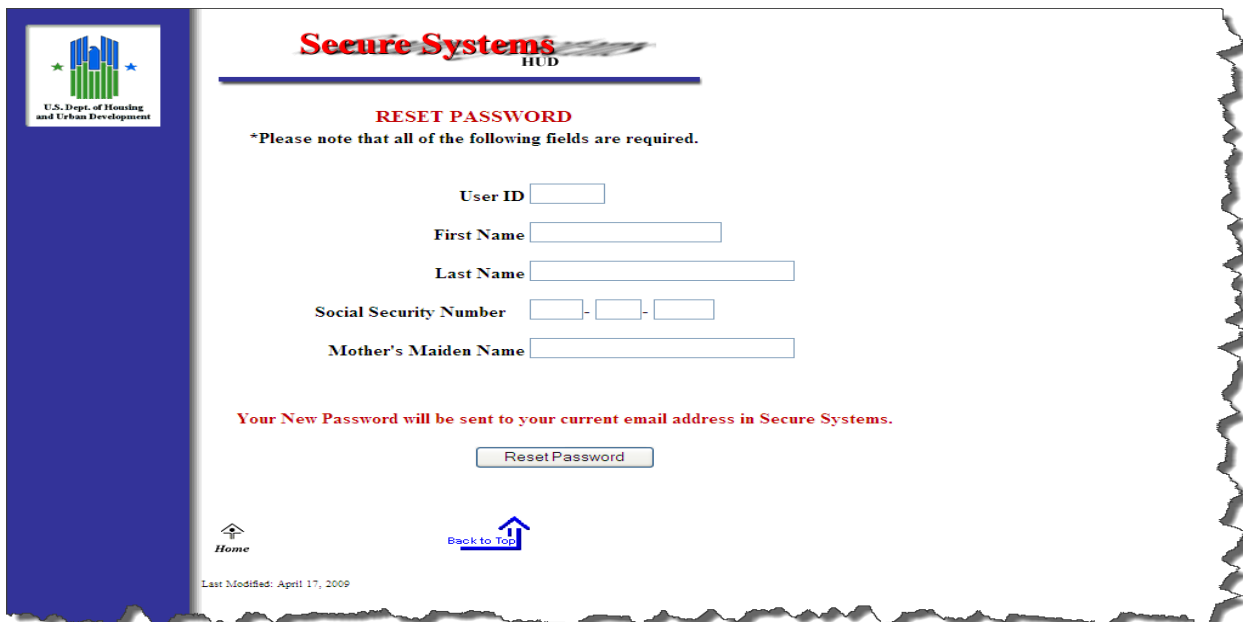
2.3.1 Go to the PIH-REAC homepage <http://www.hud.gov/offices/react/online/reasyst.cfm>.



REAC Internet Homepage

2.3.2 **CLICK PASSWORD RESET.**

The 'Password Reset' page appears. (see below)



Secure Systems Password Reset Screen



2.3.4 Complete the following fields, and then CLICK *Reset Password*:

In this field...	Type...
User ID	User ID (for example, M00305)
First Name	First name of the user
Last Name	Last (family) name of the user
Social Security Number	Social Security Number ( <i>nnn-nn-nnnn</i> format) for the user
Mother's Maiden Name	Maiden name of the user's mother

This allows you to reset your password and continue or Log out of the system.

## 2.4 Exiting VMS and Logging Out

This section outlines the procedures for exiting VMS and logging out.

### 2.4.1 Exiting VMS

2.4.1.1 Make sure that you have saved or submitted the necessary information.

2.4.1.2 CLICK the *Exit VMS* link on the left side of the page. The 'Secure Systems Main Menu' page will appear.

2.4.1.3 If you have un-submitted data you will be prompted with the following message:



**Exit Confirmation Screen**

2.4.1.4 CLICK *Exit* to continue exit without submitting data. You will be taken to the Main Menu

2.4.1.5 Or CLICK *Submit PHA* to go to the data that needs to be submitted.

### 2.4.2 Logging Out of WASS System

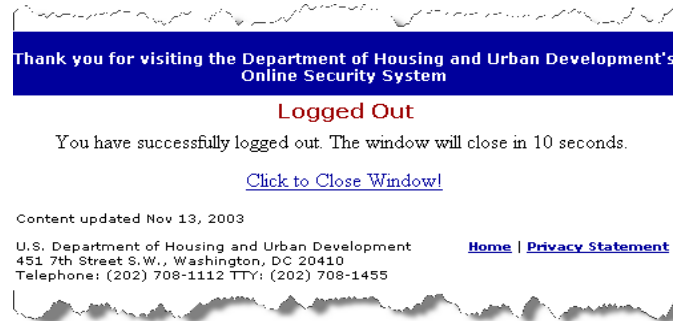


2.4.2.1 Make sure that you have saved or submitted the necessary information.

2.4.2.2 Click the Secure Systems on the left side of the page. The Secure Systems Main Menu page will appear

2.4.2.3 Click Logout at the top-right corner of the page. A message appears asking you to close all browser windows

2.4.2.4 Click OK. The 'Logged Out' page appears.



**Log Out Popup Window**

2.4.2.5 Close the browser window to exit REAC Online Systems.

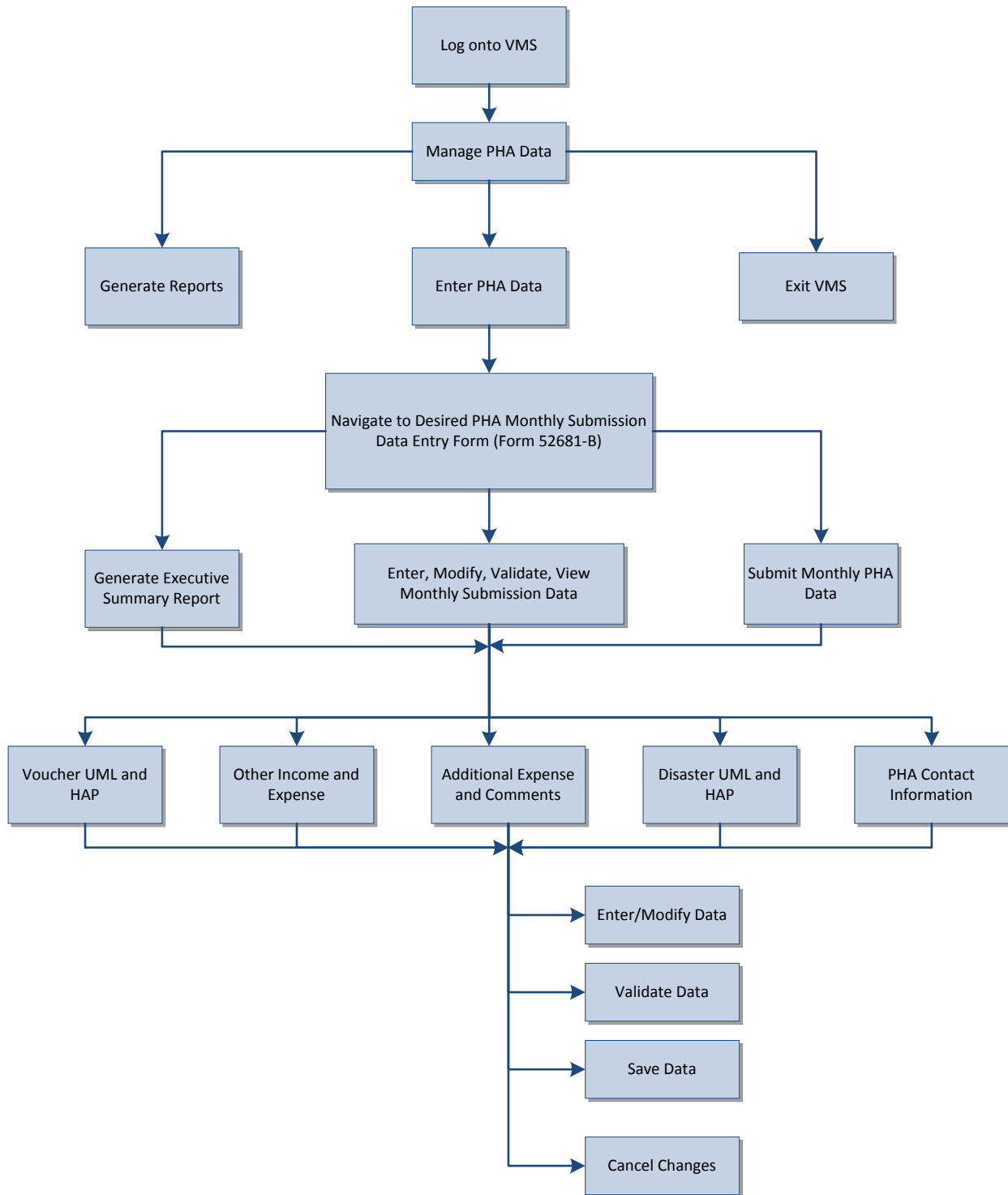


## **3.0 USING THE VMS SYSTEM**





### 3.0 USING THE VMS SYSTEM (PHA USER)



**System Workflow Diagram**



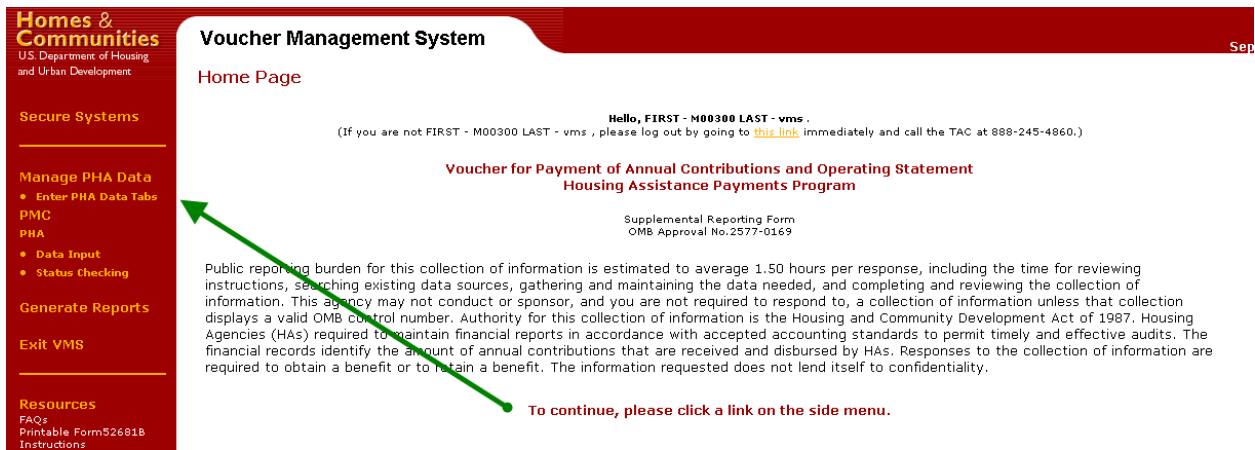
### 3.1 Manage PHA Data

This link is generally accessed by PHA users. Users in the housing choice voucher program and are required to maintain financial reports in accordance with accepted accounting standards in order to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by the PHA. The Voucher for Payment of Annual Contribution and Operating Statement, Form HUD 52681-B, is used by HUD to approve actual PHA program expenses for the PHA Fiscal year, and is the basis for reviewing PHA financial estimates for the subsequent fiscal year. This form is also used in conjunction with the Disaster Information System to complete the settlement processed when a Disaster Program has terminated.

PHAs are advised not to wait until the final day of the collection period to submit their data. Doing so may result in a delayed transmission of the data to HUD that could impact a PHA’s funding. Failure to submit the data results in a PHA being sanctioned as a non-submitter. Incomplete submission and/or non-submissions could also affect the PHA’s future years funding. PHAs need to follow the submission timeframes established by the Financial Management Center on the submission periods.

### 3.2 Navigate to Desired Monthly Submission

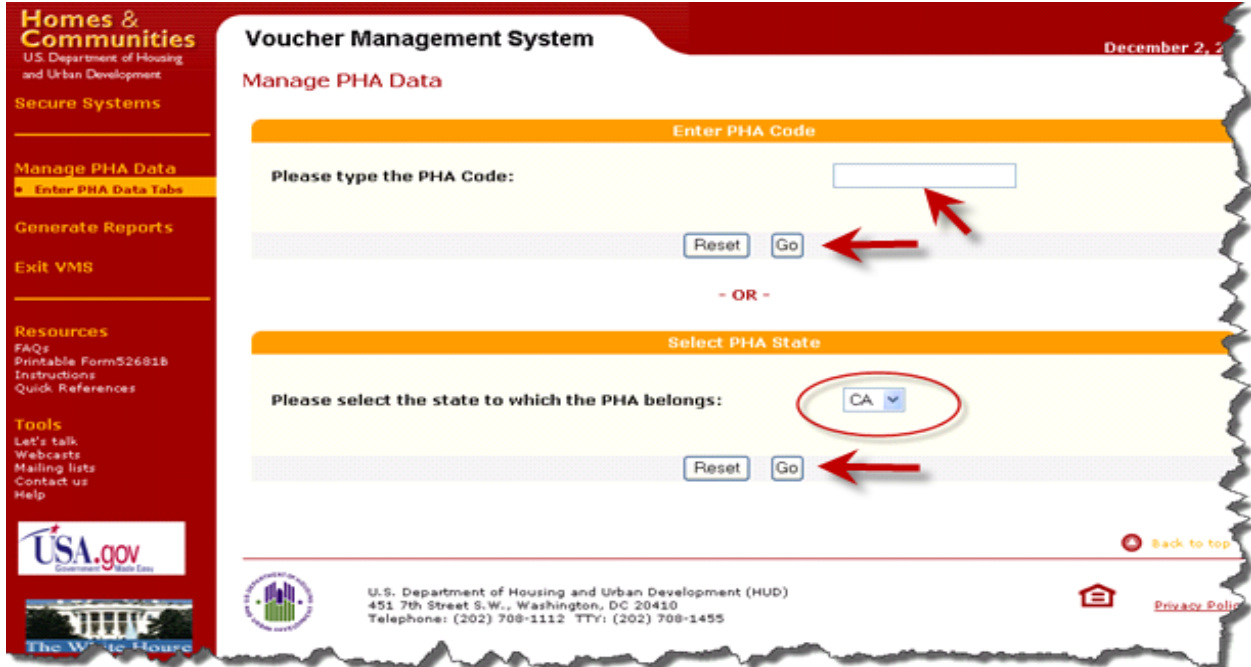
Click on “Enter PHA Data Tabs” link under the heading “Manage PHA Data” located on the left side navigational menu of the VMS Home Page.



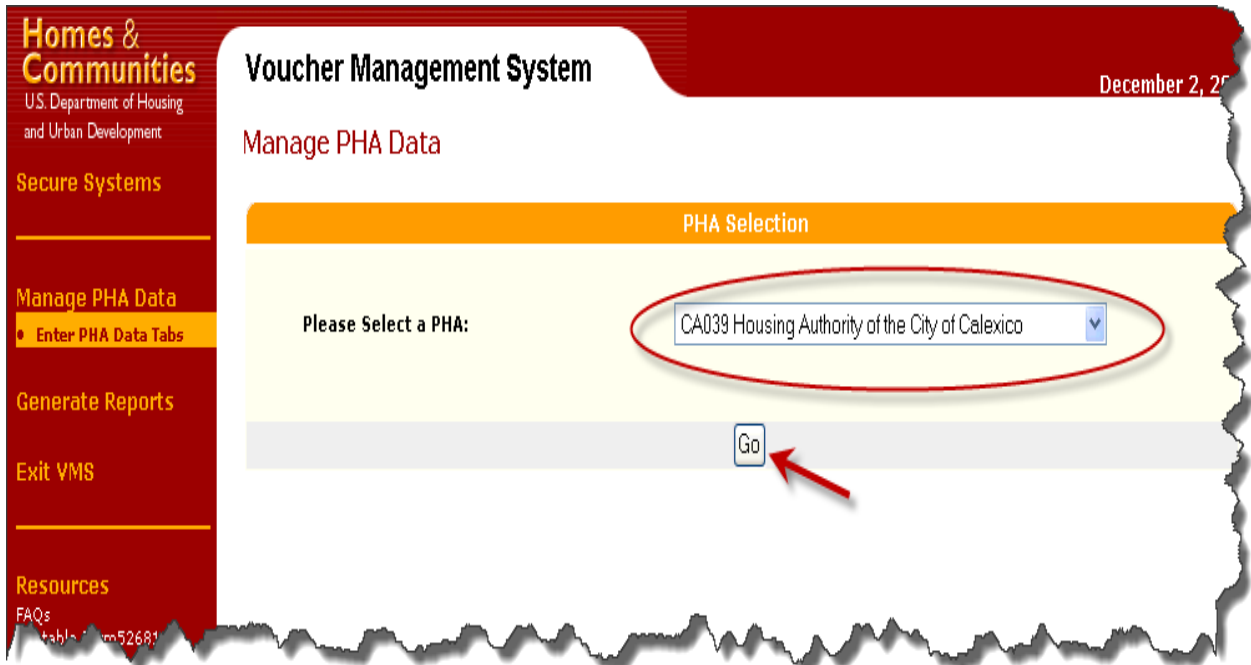
VMS Home Screen

**NOTE: Depending on the number of agencies you have associated with your User ID, you will see one of the two following screens. Single PHA users use the next screen, where multiple users will see the screen with the Enter PHA Code and Select PHA State**

A user with multiple PHA Codes either enters the PHA code directly in the first box, or selects the state code from the drop-down menu, then selects the PHA name from the next drop down menu, and then clicks “Go”.



Users with Multiple PHA assignment, selection screen



PHA Selection from State Code Screen

### 3.2.1 PHA List of Submissions

The PHA List of Submissions page below serves as the home page for the selected PHA. The top section of the page will display information about the PHA, while the bottom section contains links to the data entry pages for each month listed.



**Homes & Communities**  
US Department of Housing and Urban Development

**Voucher Management System** December 2010

**Manage PHA Data**

**List of Submissions**

PHA Code: CA039  
 PHA name: Housing Authority of the City of Calexico  
 FYE: 06/30

Month	Status	Last Updated By
<a href="#">November 2010</a>	Not Entered	
<a href="#">October 2010</a>	Not Entered	
<a href="#">September 2010</a>	Not Entered	
<a href="#">August 2010</a>	Not Entered	
<a href="#">July 2010</a>	Not Entered	
<a href="#">June 2010</a>	Not Entered	
<a href="#">May 2010</a>	Not Entered	
<a href="#">April 2010</a>	Not Entered	
<a href="#">March 2010</a>	Submitted	First Name, Last Name Unavailable 27 April 2010
<a href="#">February 2010</a>	Submitted	First Name, Last Name Unavailable 18 March 2010
<a href="#">January 2010</a>	Submitted	First Name, Last Name Unavailable 04 February 2010
<a href="#">December 2009</a>	Submitted	First Name, Last Name Unavailable 19 January 2010
<a href="#">November 2009</a>	Submitted	First Name, Last Name Unavailable 18 December 2009
<a href="#">October 2009</a>	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 24 November 2009
<a href="#">September 2009</a>	Submitted	First Name, Last Name Unavailable

### PHA Home Screen – List of Submissions

The List of Submissions maintained by the reporting months in descending order, with the latest Month always at the top of the screen, and previous months follow in chronological order.

The “List of Submissions” contains:

3.2.1.1 **Month** – Identifies the submission period and contains the monthly links used to enter or modify PHA information.

3.2.1.2 **Status** – Displays the current status of the current monthly submission, and each prior month submission. List of the types of status’ are as follows:

- *Not Entered*
- *Saved*
- *Revised*
- *Pending Hard Edits*
- *Submitted*
- *Hard Edit Approved*
- *Hard Edit Disapproved*
- *PMC Submitted*

3.2.1.3 **Last Updated by** – Identifies the individual who made the last change to any of the monthly documents with the last date the monthly information was modified.



### 3.2.2 View List of All Submissions

A link at the bottom of the List of Submissions page allows the user to view historical data submitted beyond the current and past two fiscal years. In order to view the historical data click the “View All Submissions” link at the bottom of the List of Submissions page.

<a href="#">June 2008</a>	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
<a href="#">May 2008</a>	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
<a href="#">April 2008</a>	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
<a href="#">March 2008</a>	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
<a href="#">February 2008</a>	Submitted	First Name, Last Name Unavailable 28 April 2008
<a href="#">January 2008</a>	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
<a href="#">December 2007</a>	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009

 [\[ View All Submissions \]](#)


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**Bottom of VMS List of Submission Screen**

The system will redisplay a “List of Submissions” showing all prior months and their current status.

<a href="#">October 2002</a>	Submitted	First Name, Last Name Unavailable 23 February 2005
<a href="#">September 2002</a>	Submitted	First Name, Last Name Unavailable 23 February 2005
<a href="#">August 2002</a>	Submitted	First Name, Last Name Unavailable 23 February 2005
<a href="#">July 2002</a>	Submitted	First Name, Last Name Unavailable 23 February 2005
<a href="#">June 2002</a>	Submitted	First Name, Last Name Unavailable 23 February 2005
<a href="#">May 2002</a>	Submitted	First Name, Last Name Unavailable 23 February 2005

[\[ Return to Original Results \]](#) 

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**Bottom of VMS List of Submission Screen**

To remove the historical information and return to the original PHA Home screen, click on the “Return to Original Results” link.



### 3.2.3 Select the desired Month/Year to display

The data entry form, Form 52681-B, for the PHA and month will display. Note that the Month has a "Not Entered" status when the PHA has never entered data for that month.

**NOTE: The PHA will not be allowed to enter data for the current month if any previous month has been revised and has not been re-submitted and approved by HUD if required. Submissions with the following status "Pending Hard Edit", "Saved", and "Revised" are considered incomplete submissions.**

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System**

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Voucher UML and HAP

Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month	Avg HAP Last 12 Month	Avg HAP Year to Date
Litigation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 Year Mainstream	<input type="text"/>	10	10	<input type="text"/>	<input type="text"/>	11,992	11,654	<input type="text"/>
Homeownership	<input type="text"/>	1	1	<input type="text"/>	<input type="text"/>	1,131	1,112	<input type="text"/>
New This Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moving To Work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family Unification	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2008 and 2009 Family Unification	<input type="text"/>	43	29	<input type="text"/>	<input type="text"/>	70,962	48,113	<input type="text"/>
2008 and 2009 Non-Elderly Disabled	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Portable Vouchers Paid	<input type="text"/>	76	111	<input type="text"/>	<input type="text"/>	88,177	125,178	<input type="text"/>
HOPE VI	<input type="text"/>	67	67	<input type="text"/>	<input type="text"/>	87,532	89,082	<input type="text"/>
Tenant Protection	<input type="text"/>	240	248	<input type="text"/>	<input type="text"/>	236,662	249,610	<input type="text"/>
Enhanced Vouchers	<input type="text"/>	85	80	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran's Affairs Supported Housing (VASH) Voucher	<input type="text"/>	148	114	<input type="text"/>	<input type="text"/>	188,595	132,596	<input type="text"/>
DHAP to HCV Vouchers Leased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
All Other Vouchers	<input type="text"/>	6,904	6,896	<input type="text"/>	<input type="text"/>	8,702,491	8,809,262	<input type="text"/>
FSS Escrow Deposits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10,816	<input type="text"/>
All Voucher HAP Expenses After the First of Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2,413	22,045	<input type="text"/>
<b>Total Vouchers</b>	<input type="text"/>	7,489	7,463	<input type="text"/>	<input type="text"/>	9,389,955	9,469,544	<input type="text"/>

**Other Voucher Reporting Requirements**

Number of Vouchers Under Lease (HAP Contracts) on the last day of the Month	<input type="text"/>	7,488	7,462	<input type="text"/>
Temporary Housing Units to HCV Conversion - Leasing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HA Owned Units Leased - included in the units leased above	<input type="text"/>	236	216	<input type="text"/>
New vouchers issued but not under HAP contracts as of the last day of the month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Portable Vouchers Administered (Port In)	<input type="text"/>	<input type="text"/>	69	<input type="text"/>
Number of Vouchers Covered by Project-Based AHAPs and HAPs	<input type="text"/>	815	814	<input type="text"/>
5 Year Mainstream	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validate Save Reset Cancel Print

VMS Initial Data Entry Screen



### 3.3 Enter, Modify, View Data

**NOTE:** HAP expenses should be entered under the month in which they are incurred or applicable to, rather than under the month in which they are paid.

**NOTE:** You may view and print completed submissions (Status of Submitted, Pending Hard Edit, Hard Edit Approved), but you are not allowed to alter them. You must use the Prior Month Correction (PMC) process to alter them.

#### 3.3.1 Select the data entry tab you want

For ease of data entry, and to improve accuracy of reported information, HUD has divided the data entry document, Form 52681-B, into tabular format. “**Voucher UML & HAP**” is the default display, as shown above. To access the other sections, just click on the appropriate tab button at the top of the tabular screen.

The five main data entry screens are as follows:

- **Voucher UML and HAP**
- **Other Income and Expense**
- **Additional Expense / Comments**
- **Disaster UML and HAP**
- **PHA Contact Information**
  
- (The remaining tabs are not for data entry and will be discussed in later sections)
  
- **Submission** (Section 3.6)
- **Executive Summary** (Section 6.0)

The other data entry tabs are displayed below:



Homes & Communities  
US Department of Housing and Urban Development  
Secure Systems

Manage PHA Data  
Enter PHA Data Tabs

Generate Reports

Exit VMS

Resources

FAQ  
Printable Form 52681B  
Instructions  
Quick References

Tools

Let's talk  
Webcasts  
Mailing lists  
Contact us  
Help



### Voucher Management System

#### Manage PHA Data

##### Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001	Housing Authority of the City & County of SF	MONTH: January	YEAR: 2011	VERSION: 9		
Voucher UML/HAP	Income/Expenses	Expense/Comments	Disaster UML/HAP	PHA Info	Submission	ExecutiveSummary

Other Income and Expenses

Memorandum Reporting	
Fraud Recovery Total Collected This Month	\$ <input type="text"/>
Interest on other income earned this month from the investment of HAP funds and Net Restricted Assets	\$ <input type="text"/>
FSS Escrow Forfeitures This Month	\$ <input type="text"/>
Number of Hard to House Families Leased	<input type="text"/>
Number of LBP Initial Clearance Tests	<input type="text"/>
Portable HAP Costs Billed and Unpaid - 90 Days or older	\$ <input type="text"/>
Number of LBP Risk Assessments	<input type="text"/>
Administrative Expenses	
FSS Coordinator Expenses Covered by FSS Grant	\$ <input type="text"/>
FSS Coordinator Expenses Not Covered by FSS Grant	\$ <input type="text"/>
Administrative Expenses	\$ <input type="text"/>
New Central Office Cost Center Expenses allocated to Housing Choice Voucher Program	\$ <input type="text"/>
Audit	\$ <input type="text"/>
Financial Status	
Net Restricted Assets (NRA) as of the Last Day of the Month	\$ <input type="text"/>
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$ <input type="text"/>
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$ <input type="text"/>

Other Income and Expense Tab





**Homes & Communities**  
US Department of Housing and Urban Development

**Secure Systems**

**Manage PHA Data**  
Enter PHA Data Tabs

**Generate Reports**

**Exit VMS**

**Resources**  
FAQs  
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**Tools**  
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**Voucher Management System**

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001    Housing Authority of the City & County of SF    MONTH: January    YEAR: 2011    VERSION: 9

Voucher UML/HAP    Income/Expenses    Expense/Comments    Disaster UML/HAP    PHA Info    Submission    ExecutiveSummary

Additional Expense/Comments

Expenses	\$	Description
Expense Amount 1	\$ <input type="text"/>	<input type="text"/>
Expense Amount 2	\$ <input type="text"/>	<input type="text"/>
Expense Amount 3	\$ <input type="text"/>	<input type="text"/>
New Expense Amount 4	\$ <input type="text"/>	<input type="text"/>
New Expense Amount 5	\$ <input type="text"/>	<input type="text"/>

**Comments**

Comments

Validate Save Reset Cancel Print

Additional Expense / Comments Tab

**Homes & Communities**  
US Department of Housing and Urban Development

**Secure Systems**

**Manage PHA Data**  
Enter PHA Data Tabs

**Generate Reports**

**Exit VMS**

**Resources**  
FAQs  
Printable Form 52681B  
Instructions  
Quick References

**Tools**  
Let's talk  
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**Voucher Management System**

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001    Housing Authority of the City & County of SF    MONTH: January    YEAR: 2011    VERSION: 9

Voucher UML/HAP    Income/Expenses    Expense/Comments    Disaster UML/HAP    PHA Info    Submission    ExecutiveSummary

Disaster UML and HAP

Disaster Voucher Program (DVP)	UML	HAP
DVP Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This Month	<input type="text"/>	
DVP Homeless Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This month	<input type="text"/>	
<b>Disaster Housing Assistance Program (DHAP-Katrina/Rita)</b>		
DHAP Families Assisted	<input type="text"/>	\$ <input type="text"/>
New this month	<input type="text"/>	
<b>Disaster Housing Assistance Program (DHAP-Ike/Gustav)</b>		
DHAP-IKE Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This Month	<input type="text"/>	
Security Deposits Paid		\$ <input type="text"/>
Utility Deposits Paid		\$ <input type="text"/>
Security Deposits Returned		\$ <input type="text"/>
Utility Deposits Returned		\$ <input type="text"/>
<b>Disaster Relief - Non-KDHAP</b>		
Disaster Portable Units Administered	<input type="text"/>	\$ <input type="text"/>

Validate Save Reset Cancel Print

Disaster UML and HAP Tab



**Homes & Communities**  
US Department of Housing and Urban Development

**Voucher Management System**

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

PHA Contact Information

**PHA Contact Information**

HA Number CA001

HA Name Housing Authority of the City & County of SF

HA FYE 09/30

Name of HA Point of Contact Cherry Hwee

Point of Contact Phone (415) 715-3140

Ext.: 0

Point of Contact E-mail Address hweec@spha.org

Name of Authorized HA Official Henry A Alvarez III

Official Housing Authority E-mail Address User01\_PIH-NASS@huddev.gov

**Program Area Point of Contact - FMC**

FMC Financial Analyst THOMAS M VITEK

E-mail Address User01\_PIH-VMS@huddev.gov

FA Phone Number (415) 489-6497

Ext.

**Program Area Point of Contact - Field Office**

Field Office Code 9APH

Field Office Name SAN FRANCISCO HUB OFFICE

Field Office Point of Contact Gerard Windt

New FO POC E-mail Address User01\_PIH-VMS@huddev.gov

FO POC Phone Number (415) 489-6444

Ext.

**REAC Technical Assistance Center**

Technical Assistance Center 1-888-245-4860

Validate Save Reset Cancel Print

PHA Contact Information Tab

### 3.3.2 Key Data into Fields

Enter data into each appropriate field of the tab. You may navigate from field to field using the Tab key on your keyboard, or by positioning your cursor in the white box of the field. Some fields are shown as gray. These will be calculated or provided by the system, and are not data entry fields.

**Voucher UML and HAP**

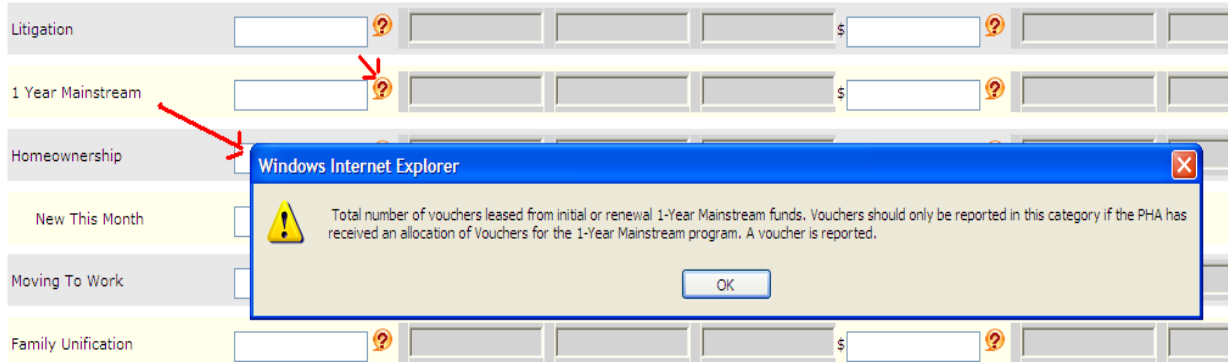
Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month
Litigation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
1 Year Mainstream	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Homeownership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

Example VMS Data Entry Fields



### 3.3.3 Question Marks Provide Help

Next to each editable field is a red Question Mark (?) in a yellow circle. If you click on the question mark, an explanation of the field will appear, as shown below.



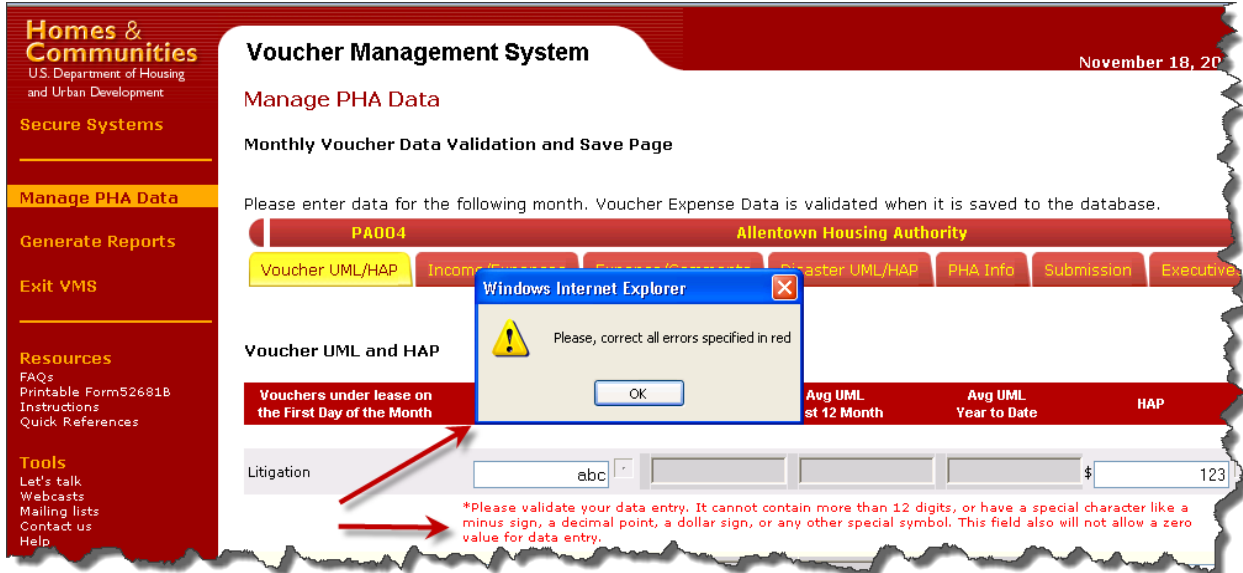
Example VMS Popup Window

### 3.3.4 Required Fields

What fields are required will vary depending on the programs your PHA participates in. A rule of thumb is that if your organization participates in a program, then the UML and HAP fields for that program are required, even if you have to place a zero in the field. Likewise, if you do not participate in that program, entering data in the field will result in an error message.

### 3.3.5 Save Data

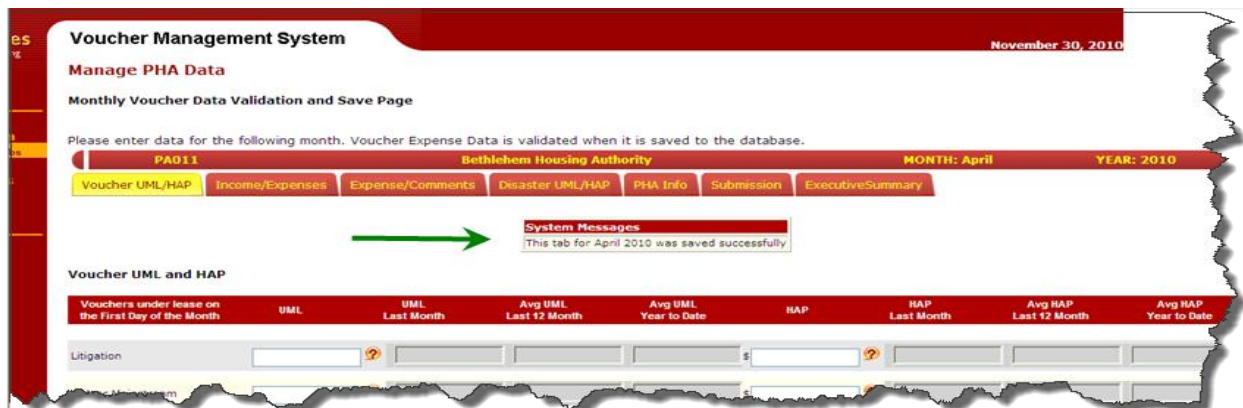
You may save your data at any time by clicking on the “Save” button at the bottom of the tab. You should always save it before continuing on to a different tab. When you save the data, the validation logic is automatically triggered. If any errors are found, the data is not saved, a blue warning window is displayed, and error messages in red appear below the erroneous fields, as shown in the example below.



VMS Sample Error Message Popup Window

You must correct the fields with error messages before any of the data on the tab will be saved. If you sign out of the session before correcting the erroneous fields, all of the data you keyed on that tab will be lost.

If no errors were found when you clicked the “Save” button, you will receive a message telling you that the tab was successfully saved.



Sample VMS System Message – Save Successful

### 3.3.6 Reset Button

Every data entry Tab has a “Reset” button. Pressing this button will cause all the data you have entered since the last “Save” to be reset to the way the tab looked before the last “Save”. If you haven’t yet saved any data, the screen will be reset to all blanks.



### 3.4 Validate Data

Once the data has been entered completely for a tab, click the “Validate” key at the bottom of screen to check for data entry errors.

The screenshot shows the 'Voucher Management System' interface for 'Manage PHA Data'. The page title is 'Monthly Voucher Data Validation and Save Page'. It includes a navigation menu on the left with options like 'Manage PHA Data', 'Generate Reports', and 'Resources'. The main content area displays a form for data entry, organized into sections for different programs: 'Disaster Voucher Program (DVP)', 'Disaster Housing Assistance Program (DHAP-Katrina/Rita)', 'Disaster Housing Assistance Program (DHAP-Ike/Gustav)', and 'Disaster Relief - Non-KDHAP'. Each section contains rows for 'Families Assisted' and 'New This Month' with input fields for 'UML' and 'HAP' amounts. At the bottom of the form, there are buttons for 'Validate', 'Save', 'Reset', 'Cancel', and 'Print'. A red arrow points to the 'Validate' button.

VMS Data entry screen – Validation Button

The Validate Data function is crucial to the integrity of the data entered by the user prior to submitting to the database. VMS verifies the apparent validity of the data via a series of steps, first checking for proper format, second comparing the amounts fall within “reasonable” ranges, then where possible comparing related fields to insure completeness and consistency against a list of business rules. Where inaccuracies are found, the system will generate error messages. After the Validation step, if the data passed all the validation steps, messages will appear telling you that the data is valid and reminding you to save the data.



**Voucher Management System**

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

**System Messages**  
This tab is valid, and can be saved

Additional Expense/Comments

Expenses	\$	Description
----------	----	-------------

VMS System Message – Tab is valid and can be saved

If any of the entered data items fail validation, the following System Message will be displayed at the top of the form warning you that there may be errors with the entered data. Explanatory messages will appear under the erroneous fields.

**Voucher Management System**

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

**System Messages**  
Please validate each field and correct errors

Voucher UML and HAP

Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month	Avg HAP Last 12 Month	Avg HAP Year to Date
Litigation	123							
1 Year Mainstream		10	10			11,992	11,654	

\*Because you have entered a value in this field, you must enter a value greater than zero (0) in the corresponding Litigation HAP field.

VMS System Message – Cross-Validation Error Message

**VOUCHER UML and HAP**

Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month
Litigation					123	

\*Because you have entered a value in this field, you must enter a value greater than zero (0) in the corresponding Litigation field.

VMS System Message – Cross-Validation Error Message



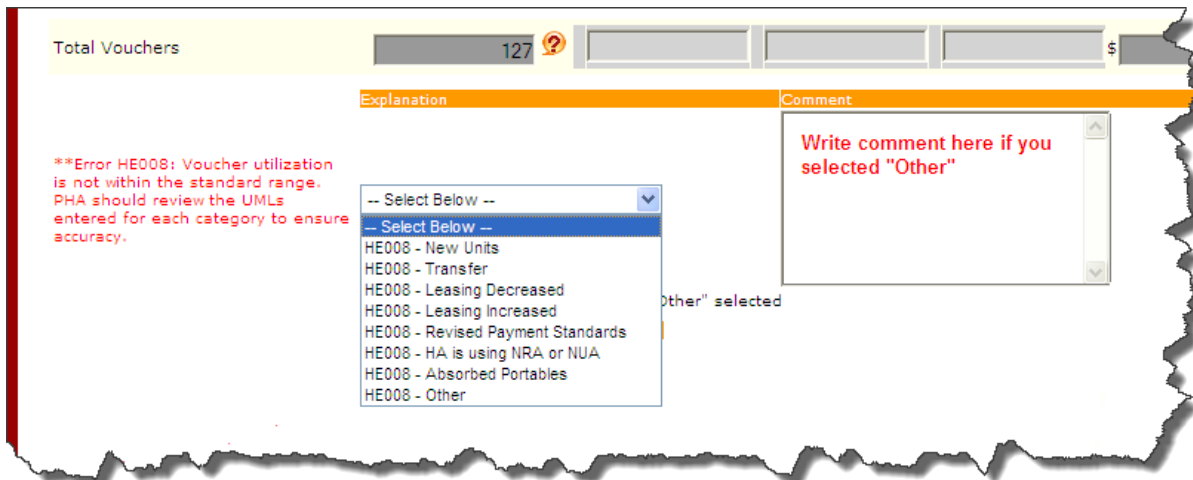
Above are examples of errors found during the cross validation comparison of fields. For every UML field that has a corresponding HAP field, if one contains an amount, they must both contain amounts. Below are examples of errors found during the simple alphanumeric checking, and the Hard Edit Error checking.



**VMS System Message – Data Entry Error Message**

Above is an example of a simple error message.

Below is an example of a Hard Edit error.



**VMS System Message – Hard Edit Error Message**

The order in which the fields are validated is as follows:

- First, a simple check to make sure the field is present if mandatory, and is numeric (for a numeric field), with no special characters embedded.
- Second, a check for Hard Edits, against the Hard Edit criteria listed below in this section,
- Third, a cross validation check, if two fields must accompany each other, such as Litigation and Litigation HAP, which must both be present if one of the fields is present.

If a field fails all three types of validation checks, only the first type of error will appear. When this error is corrected, if the field still fails the other two types, only the second type of error will appear. If the field fails the third type of validation once the second type is corrected, only then will the third, cross-validation error appear.



### 3.4.1 Fields Subject to Cross Validation

Every UML field with a corresponding HAP field is subject to Cross Validation error checking, and vice versa. If an amount is present in one of the fields, an amount must also be present in the corresponding field.

The fields subject to Cross Validation Error Checking are listed below:

- |  |   |
|--|---|
| • Litigation   | Litigation HAP  |
| • 1 Year Mainstream                                    | 1 Year Mainstream HAP                                 |
| • Homeownership  | Homeownership HAP                                     |
| • Moving to Work                                       | Moving to Work HAP                                    |
| • Family Unification                                   | Family Unification HAP                                |
| • Portable Vouchers Paid                               | Portable Vouchers Paid HAP                            |
| • HOPE VI  | HOPE VI HAP   |
| • Tenant Protection                                    | Tenant Protection HAP                                 |
| • Veteran's Affair Supported<br>Housing (VASH) Voucher | Veterans Affair Supported<br>Housing (VASH) HAP       |
| • DHAP to HCV Vouchers<br>Leased                       | DHAP to HCV Vouchers<br>Leased HAP                    |
| • All Other Vouchers                                   | All Other Vouchers HAP                                |
| • Portable Units Administered                          | Portable Units Administered HAP                       |
| • 5 Year Mainstream                                    | 5 Year Mainstream HAP                                 |
| • DVP Families Assisted                                | DVP Families Assisted HAP                             |
| • DVP Homeless Families Assisted                       | DVP Homeless Families Assisted HAP                    |
| • DHAP Families Assisted                               | DHAP Families Assisted HAP                            |
| • DHAP-IKE Families Assisted                           | DHAP-IKE Families Assisted HAP                        |
| • Disaster Portable Units<br>Administered              | Total HAP for Disaster Portable<br>Units Administered |

### 3.4.2 Hard Edit Error Messages

***NOTE: During the validation process, data entered is validated against specific business rules associated with hard edits. The system prevents the user from submitting data that fails to meet the business rules. Data that fails a hard edit is not necessarily incorrect – the data may fall outside reasonable ranges. The PHA can either correct the data, or explain it. If you opt to explain it, you will be able to submit data with a status of “Pending Hard Edit”. To complete this submission, approval by the PHA’s Financial Analyst is required. The Financial Analyst can generate a report of submissions containing Hard Edit explanations. The Financial Analyst must review and either approve or disapprove the submission.***

The following fields of the monthly UML data will be compared to the ACC unit data. If the entered data fails the criteria for hard edits, an error message will display and you will need to make the correction OR enter a comment from the drop-down box or a personalized comment to explain why the data is correct as submitted. The following displays each of the hard edits under the Units section.





**Moving to Work– Error HE001** will display if the PHA has units or dollars contracted under the Moving to Work program option (is operating under a MTW agreement), and the PHA has failed to report in this section

**Moving To Work– Error HE001**

**Moving to Work HAP– Error HE012** will display if the PHA has units or dollars contracted under the Moving to Work program option (is operating under a MTW agreement), and the PHA has failed to report in this section

**Moving to Work HAP– Error HE012**



**Moving To Work– Error HE002** will display if the PHA does not have a MTW program and the PHA has reported MTW leasing in this section

**Moving To Work– Error HE002**

**Note:** If the value of the Moving to Work field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

**Moving to Work HAP– Error HE013** will display if the PHA does not have a MTW program and the PHA has reported MTW HAP expenses in this section.

**Moving to Work HAP– Error HE013**

**Note:** If the value of the Moving to Work HAP field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down



**Family Unification- Error HE028** will display if the PHA has received an increment under the Family Unification program, and the PHA has failed to report in this section

Family Unification

48 46 44 \$

Explanation Comment

\*\*Error HE028: PHA has failed to report Family Unification leasing, while the PHA does have a Family Unification program.

-- Select Below --  
HE028 - No Units Leased  
HE028 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

**Family Unification- Error HE028**

**Family Unification HAP- Error HE014** will display if the PHA has or ever had received an increment under the Family Unification program, and the PHA has failed to report in this section

Family Unification

48 46 44 \$

Explanation Comment

\*\*Error HE028: PHA has failed to report Family Unification leasing, while the PHA does have a Family Unification program.

-- Select Below --

Note: Please, provide Comment if "Other" selected

Explanation Comment

\*\*Error HE014: PHA has failed to report Family Unification HAP costs, while the PHA does have a Family Unification program.

-- Select Below --  
HE014 - Other  
HE014 - Other

Note: Please, provide Comment if "Other" selected

Write comment here when you select "Other"

**Family Unification HAP- Error HE014**



**Family Unification- Error HE029** will display if the PHA has never received a Family Unification program increment and the PHA has reported Family Unification leasing in this section.

Explanation	Comment
**Error HE029: PHA has reported Family Unification leasing, but PHA does not have a Family Unification program.	

**Family Unification- Error HE029**

**Note: If the value of the Family Unification field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down**

**Family Unification HAP– Error HE015** will display if the PHA has never received a Family Unification program increment and the PHA has reported Family Unification HAP expenses in this section.

Explanation	Comment
**Error HE029: PHA has reported Family Unification leasing, but PHA does not have a Family Unification program.	
**Error HE015: PHA has reported Family Unification HAP expenses, but PHA does not have a Family Unification program.	Write comment here if you selected "Other"

**Family Unification HAP– Error HE015**



**Tenant Protection – Error HE003** will display if the PHA has received a tenant protection increment and the PHA has not reported tenant protection leasing

**Tenant Protection – Error HE003**

**Tenant Protection – Error HE004** will display if the PHA has not been awarded a tenant protection increment and the PHA has reported TP leasing in this section.

**Tenant Protection – Error HE004**

**Note:** If the value of the Tenant Protection field is not empty, the PHA user will not be allowed to choose the "TP units received but not yet leased" option from the drop down



**Tenant Protection HAP- Error HE016** will display if the PHA has received a tenant protection increment and the PHA has not reported tenant protection HAP costs

Tenant Protection

Explanation

Comment

\*\*Error HE003: PHA has failed to report tenant protection leasing, while the PHA has received one or more awards of tenant protection units.

-- Select Below --

Note: Please, provide Comment if "Other" selected

Explanation

Comment

\*\*Error HE016: PHA has failed to report Tenant Protection HAP costs, while the PHA has received one or more awards of Tenant Protection units.

-- Select Below --

-- Select Below --

HE016 - TP units received but not yet leased

HE016 - TP units received but not leased by eligible families

HE016 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

**Tenant Protection HAP- Error HE016**

**Tenant Protection HAP- Error HE017** will display if the PHA has not been awarded a tenant protection increment and the PHA has reported TP HAP costs in this section.

Tenant Protection

10,000

Explanation

Comment

\*\*Error HE004: PHA has reported tenant protection leasing, but PHA has not received an award of tenant protection units.

-- Select Below --

Note: Please, provide Comment if "Other" selected

Explanation

Comment

\*\*Error HE017: PHA has reported Tenant Protection HAP costs, but the PHA has not received an award of Tenant Protection units.

-- Select Below --

-- Select Below --

HE017 - TP units received but not yet leased

HE017 - TP units received but not leased by eligible families

HE017 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

**Tenant Protection HAP- Error HE017**

**Note: If the value of the Tenant Protection field HAP is not empty, the PHA user will not be allowed to choose the "TP units received but not yet leased" option from the drop down**



**Enhanced Vouchers – Error HE005** will display if the PHA tries to report more Enhanced Vouchers than the number of Tenant Protection units reported; an error will also occur if the PHA has not been awarded a tenant protection increment and the PHA has reported in this section. Note that a PHA may have a tenant protection increment that did not assist any tenants eligible for enhanced vouchers.

Tenant Protection

Enhanced Vouchers

**\*\*Error HE005: PHA may not report more Enhanced Vouchers than the number of Tenant Protection Vouchers reported.**

Explanation   
-- Select Below --  
HE005 - Enhanced Vouchers are gap funding

Comment

Note: Please, provide Comment if "Other" selected

**Enhanced Vouchers – Error HE005**



**Veterans Affairs Supportive Housing (VASH) - Error HE006** will display if the PHA has received a VASH increment in FFY 2008 or later, and has not reported VASH leasing costs

Veteran's Affairs Supported Housing (VASH) Voucher

Explanation

Comment

**\*\*Error HE006: PHA has failed to report VASH leasing, while the PHA does have a VASH award for 2008 or later.**

-- Select Below --  
-- Select Below --  
HE006 - VASH HAP units received but not yet leased  
HE006 - Other

Note: Please, provide Comment if "Other" selected

**Veterans Affairs Supportive Housing (VASH) - Error HE006**

**Veterans Affairs Supportive Housing (VASH) - Error HE007** will display if the PHA has not been awarded a VASH increment and the PHA has reported VASH leasing in this section.

Veteran's Affairs Supported Housing (VASH) Voucher

23

Explanation

Comment

**\*\*Error HE007: PHA has reported VASH leasing, but the PHA has not received an award of VASH units in FFY 2008 or later.**

-- Select Below --  
-- Select Below --  
HE007 - VASH HAP units received but not yet leased  
HE007 - Other

Note: Please, provide Comment if "Other" selected

**Veterans Affairs Supportive Housing (VASH) - Error HE007**

**Note: If the value of the *Veterans Affairs Supportive Housing (VASH)* field is not empty, the PHA user will not be allowed to choose the "VASH HAP units received but not yet leased" option from the drop down**





**Veterans Affairs Supportive Housing (VASH) HAP- Error HE018** will display if the PHA has received a VASH increment in FFY 2008 or later, and has not reported VASH HAP costs

Veteran's Affairs Supported Housing (VASH) Voucher

Explanation: HE006 - VASH HAP units received but not yet leased

Comment: [Empty]

Note: Please, provide Comment if "Other" selected

\*\*Error HE018: PHA has failed to report VASH HAP costs, while the PHA does have a VASH award for 2008 or later.

Write comment here if you selected "Other"

**Veterans Affairs Supportive Housing (VASH) HAP- Error HE018**

**Veterans Affairs Supportive Housing (VASH) HAP- Error HE019** will display if the PHA has not been awarded a VASH increment and the PHA has reported VASH HAP costs in this section.

Veteran's Affairs Supported Housing (VASH) Voucher: 100

Explanation: -- Select Below --

Comment: [Empty]

Note: Please, provide Comment if "Other" selected

\*\*Error HE007: PHA has reported VASH leasing, but the PHA has not received an award of VASH units in FFY 2008 or later.

Write comment here if you selected "Other"

**Veterans Affairs Supportive Housing (VASH) HAP- Error HE019**

**Note: If the value of the Veterans Affairs Supportive Housing (VASH) HAP field is not empty, the PHA user will not be allowed to choose the "VASH HAP units received but not yet leased" option from the drop down**



**DHAP to HCV Vouchers Leased - Error HE030** will display if the PHA has units or dollars contracted under the DHAP to HCV program and the PHA has failed to report vouchers in this section.

**DHAP to HCV Vouchers Leased - Error HE030**

**DHAP to HCV Vouchers Leased - Error HE031** will display if the PHA does not have a DHAP to HCV program and the PHA has reported vouchers in this section

**DHAP to HCV Vouchers Leased - Error HE031**

**DHAP to HCV Vouchers HAP Error HE032** will display if the PHA has units or dollars contracted under the DHAP to HCV program and the PHA has failed to report costs in this section

**DHAP to HCV Vouchers Leased - Error HE032**



**DHAP to HCV Vouchers HAP - Error HE033** will display if the PHA has reported DHAP to HCV Voucher HAP costs, but the PHA does not have a DHAP to HCV program.

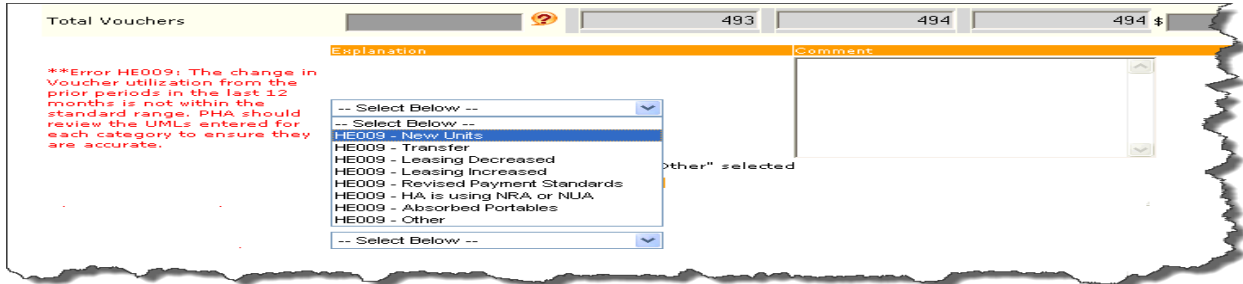
**DHAP to HCV Vouchers Leased - Error HE033**

**Total Vouchers- Error HE008** displays if Voucher Utilization is not within a standard range calculated from prior periods in the last 12 months.

**Total Vouchers - Error HE008**

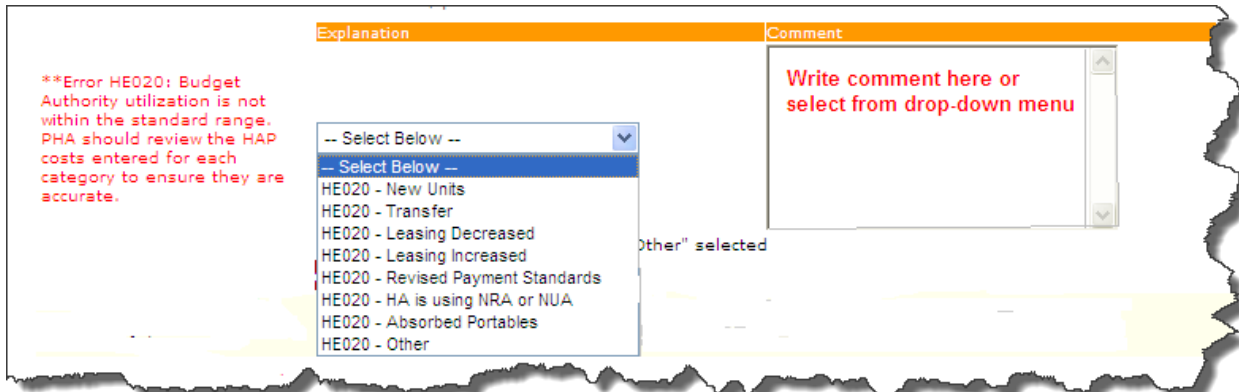


**Total Vouchers - Error HE009** The system validates the VMS monthly UML total data to the reported monthly UML data for the increase as well as decrease within the reporting cycle plus the previous 12 months. If the change in voucher utilization is greater or less than the expected range, **Error HE009** will display and the user will need to make the correction OR enter a comment from the drop-down box or a personalized comment to explain why the data is correct as is.



**Total Vouchers--- Error HE009**

**Total HAP Amount - Error HE020** displays when total HAP expenses is not within a reasonable range. The system validates the VMS monthly HAP total data to the reported monthly HAP data within the reporting cycle plus the previous 12 months. If the entered data fails the edits criteria for the hard edits, **Error HE020**(HAP Total) will display and the user will need to make the correction OR enter a comment from the drop-down box or a personalized comment to explain why the data is correct as is.



**Total HAP Amount - Error HE020**



**Total HAP Amount - Error HE021** The system validates the VMS monthly HA total data to the reported monthly HAP data for the increase as well as decrease within the reporting cycle plus the previous 12 months. If the change in Budget Authority utilization from the prior periods in the previous 12 months is greater or less than expected, **Error HE021** will display and the user will need to make the correction OR select one of the options from the drop-down box and for other enter comment to explain why the data is correct as is.

The screenshot shows the 'Total Vouchers' section of the VMS interface. It features two error messages in red text:

- \*\*Error HE009:** The change in Voucher utilization from the prior periods in the last 12 months is not within the standard range. PHA should review the UMLs entered for each category to ensure they are accurate.
- \*\*Error HE021:** The change in Budget Authority utilization from the prior periods in the last 12 months is not within the standard range. PHA should review the HAP costs entered for each category to ensure accuracy.

Below the error messages, there are two 'Explanation' and 'Comment' fields. The first 'Explanation' field has a dropdown menu with the option '-- Select Below --'. The second 'Explanation' field has a dropdown menu with the following options: '-- Select Below --', '-- Select Below --', HE021 - New Units, HE021 - Transfer, HE021 - Leasing Decreased, HE021 - Leasing Increased, HE021 - Revised Payment Standards, HE021 - HA is using NRA or NUA, HE021 - Absorbed Portables, and HE021 - Other. A green arrow points to the 'Other' option in the dropdown menu. A note below the dropdown menu reads: 'Note: Please, provide Comment if "Other" selected'. A green arrow points to the 'Comment' field with the text: 'Write comment here if you selected "Other" from drop-down menu'. A red banner at the bottom of the screenshot reads: 'Other Voucher Reporting R'.

**Total HAP Amount - Error HE021**

**5 Year Mainstream - Error HE010** will display if the PHA has units or dollars contracted under the 5 Year Mainstream program, and the PHA has failed to report in this section.

The screenshot shows the '5 Year Mainstream' section of the VMS interface. It features an error message in red text:

- \*\*Error HE010:** PHA has failed to report 5 Year Mainstream leasing, while the PHA does have a 5 Year Mainstream program.

Below the error message, there are two 'Explanation' and 'Comment' fields. The first 'Explanation' field has a dropdown menu with the following options: '-- Select Below --', '-- Select Below --', HE010 - No Units Leased, and HE010 - Other. A note below the dropdown menu reads: 'Note: Please, provide Comment if "Other" selected'.

**5 Year Mainstream- Error HE010**



**5 Year Mainstream - Error HE011** will display if the PHA does not have a 5 Year Mainstream program and the PHA has reported 5 Year Mainstream leasing in this section.

5 Year Mainstream 23

Explanation Comment

\*\*Error HE011: PHA has reported 5 Year Mainstream leasing, but PHA does not have a 5 Year Mainstream program.

-- Select Below --  
HE011 - No Units Leased  
HE011 - Other

Note: Please, provide Comment if "Other" selected

**5 Year Mainstream - Error HE011**

**Note:** If the value of the 5 Year Mainstream field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

**Note:** VMS will allow 5 yr Mainstream agencies to have no entry in the Total Voucher and Total HAP fields

**5 Year Mainstream HAP - Error HE022** will display if the PHA has units or dollars contracted under the 5 Year Mainstream program, and the PHA has failed to report in this section

5 Year Mainstream

Explanation Comment

\*\*Error HE010: PHA has failed to report 5 Year Mainstream leasing, while the PHA does have a 5 Year Mainstream program.

-- Select Below --

Note: Please, provide Comment if "Other" selected

Explanation Comment

\*\*Error HE022: PHA has failed to report 5 Year Mainstream HAP costs, while the PHA does have a 5 Year Mainstream program.

-- Select Below --  
HE022 - No Units Leased  
HE022 - New Units  
HE022 - Transfer  
HE022 - Leasing Decreased  
HE022 - Leasing Increased  
HE022 - Revised Payment Standards  
HE022 - HA is using NRA or NUA  
HE022 - Absorbed Portables  
HE022 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

Cancel Print

**5 Year Mainstream HAP - Error HE022**



**5 Year Mainstream HAP - Error HE023** will display if the PHA does not have a 5 Year Mainstream program and the PHA has reported 5 Year Mainstream HAP costs in this section.

5 Year Mainstream: 100, \$ 1,000

**\*\*Error HE011:** PHA has reported 5 Year Mainstream leasing, but PHA does not have a 5 Year Mainstream program.

Explanation: -- Select Below --

Note: Please, provide Comment if "Other" selected

**\*\*Error HE023:** PHA has reported 5 Year Mainstream HAP costs, but PHA does not have a 5 Year Mainstream program.

Explanation: -- Select Below --

- HE023 - No Units Leased
- HE023 - New Units
- HE023 - Transfer
- HE023 - Leasing Decreased
- HE023 - Leasing Increased
- HE023 - Revised Payment Standards
- HE023 - HA is using NRA or NUA
- HE023 - Absorbed Portables
- HE023 - Other

Form 52681-B Action: Cancel Print

Write comments here if you selected "Other"

**5 Year Mainstream HAP - Error HE023**

**5 Year Mainstream HAP - Error HE024** will display if the 5 Year Mainstream HAP data is not within the standard range. If your reason is "Other", you must enter further explanation in the comment box.

5 Year Mainstream: 58, \$ 19,391

**\*\*Error HE024:** Budget Authority utilization is not within the standard range. PHA should review the 5 Year Mainstream HAP costs entered to ensure they are accurate.

Explanation: -- Select Below --

- No Units Leased
- New Units
- Transfer
- Leasing Decreased
- Leasing Increased
- Revised Payment Standards
- HA is using NRA or NUA
- Absorbed Portables
- Other

Form 52681-B Action: Cancel Print Format

Write explanation here if you select "Other"

**5 Year Mainstream HAP---Error HE024**

**Note:** If the value of the 5 Year Mainstream HAP is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down



**All Voucher HAP Expenses after the First of Month---** Error HE025 will display if the PHA tries to report Mid-Month expenses that exceed 5% of the first of the month costs

Explanation	Comment
<p>**Error HE025: Mid-month HAP costs are not within the standard range. PHA should review the the mid-month HAP costs to ensure accuracy.</p> <p>-- Select Below --</p> <p>-- Select Below --</p> <p>HE025 - Increased mid-month leasing; data correctly represents only new contracts executed after the first of the month</p> <p>HE025 - Other</p> <p>Note: Please, provide Comment if "Other" selected</p>	

**All Voucher HAP Expenses after the First of Month---** Error HE025

The system validates the VMS Family Self Sufficiency (FSS) Coordinator Expenses Covered by FSS Grant data to the HUDCAPS available funding data. If the entered data fails the edits criteria for the hard edits, an error message will display and the user will need to make the correction OR enter a comment from the drop-down box or a personalized comment to explain why the data is correct as is. The following displays the hard edits under the FSS Coordinator Expenses section:

**(FSS) Coordinator Expenses Covered by FSS Grant – Error HE026** will display when expenses covered by FSS Grant are not reported and funding is available.

Explanation	Comment
<p>**Error HE026: PHA has an active FSS program but has not reported FSS expenses.</p> <p>-- Select Below --</p> <p>-- Select Below --</p> <p>HE026 - FSS program not yet implemented</p> <p>HE026 - Other</p> <p>Note: Please, provide Comment if "Other" selected</p>	<p>Write comment here if you selected "Other"</p>

**(FSS) Coordinator Expenses Covered by FSS Grant – Error HE026**

**NOTE: If the value of the (FSS) Coordinator Expenses Covered by FSS Grant field is not empty, the PHA user will not be allowed to choose the "FSS program not yet implemented" option from the drop down**





**(FSS) Coordinator Expenses Covered by FSS Grant --Error HE027** will display if FSS expenses covered by FSS Grant are reported and there is no available funding

The screenshot shows a web form titled "Administrative Expenses". At the top, there is a field for "FSS Coordinator Expenses Covered by FSS Grant" with a value of "123" and a question mark icon. Below this is a table with two columns: "Explanation" and "Comment". A red error message is displayed: "\*\*Error HE027: PHA has no active FSS program, but has reported FSS expenses." A dropdown menu is open, showing options: "-- Select Below --", "-- Select Below --", "HE027 - FSS program not yet implemented", and "HE027 - Other". A note below the dropdown reads: "Note: Please, provide Comment if 'Other' selected".

**(FSS) Coordinator Expenses Covered by FSS Grant --Error HE027**

### 3.5 Point-of-Contact Pre-Population and Email Feature

The PHA Information Tab differs from the other data entry tabs in two significant ways:

1. Much of the data on this Tab is pre-populated.
  - Initial HA information is supplied from the PIC database.
  - PHA Contact Information is initially entered by the PHA user. Once PHA Contact Information has been entered, it will stay, pre-populating the fields of this Tab for new submissions until someone enters different information in the fields.
2. There are hyperlinks in the Program Area FMC and Program Area Field Office sections of the Tab which help the user to draft and send an email to the FMC FA or Field Office point of contact

The notations on the example screen below explain where the data comes from for pre-populated fields. The PHA contact information can be changed by the PHA user. Once changed, the data will remain and continue to re-populate the fields for subsequent months.



**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System**

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CT015 Housing Authority of the City of Ansonia MONTH: April YEAR: 2010 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

**PHA Contact Information**

**PHA Contact Information**

HA Number	CT015	← Provided by the system
HA Name	Housing Authority of the City of Ansonia	← Provided by the system
HA FYE	12/31	← Provided by the system
Name of HA Point of Contact	<input type="text" value="Gwen Archer"/>	← Entered by the PHA user
Point of Contact Phone	<input type="text" value="(203) 736-8888"/>	← Entered by the PHA user
Ext.:	<input type="text" value="16"/>	← Entered by the PHA user
Point of Contact E-mail Address	<input type="text" value="garcher@ansoniahousi"/>	← Hyperlink
Name of Authorized HA Official	BOBBI STRACKER	← Provided by the system
Official Housing Authority E-mail Address	User01_PIH-VMS@huddev.gov	← Provided by the system
<b>Program Area Point of Contact - FMC</b>		
FMC Financial Analyst	BOBBI M STRACKER	← Provided by the system
E-mail Address	<a href="mailto:User01_PIH-VMS@huddev.gov">User01_PIH-VMS@huddev.gov</a>	← Hyperlink
FA Phone Number	(816) 426-6165	
Ext.:	<input type="text"/>	← Entered by the PHA user
<b>Program Area Point of Contact - Field Office</b>		
Field Office Code	1EPH	← Provided by the system
Field Office Name	HARTFORD PROGRAM CENTER	← Provided by the system
Field Office Point of Contact	Damaris ReyesGoodman	← Provided by the system
New FO POC E-mail Address	<a href="mailto:User01_PIH-VMS@huddev.gov">User01_PIH-VMS@huddev.gov</a>	← Hyperlink
FO POC Phone Number	(860) 240-9771	
Ext.:	<input type="text"/>	← Entered by PHA user
<b>REAC Technical Assistance Center</b>		
Technical Assistance Center	1-888-245-4860	

Form 52681-B Action:

### Pre-populated Point of Contact Fields And Hyperlinks

When you click on the Point of Contact FMC hyperlink, the following screen appears: (A similar screen appears for the Point of Contact Field Office hyperlink)



**Voucher Management System** February 18, 2016

**POC: Send Email**

**Enter Sender's Contact Information**

Sender's First Name:

Sender's Last Name:

Sender's E-mail:

**Receiver's Information:**

Receiver's E-mail: User01\_PIH-VMS@huddev.gov

Subject:

Message:

Back Reset Submit

**FMC Point of Contact Email Page**

This allows the PHA user to draft an Email to the FMC Point of Contact (POC) and have it sent. The FMC POC User-ID is pre-populated. The sender fills in the rest.

The buttons at the bottom of the page are:

- **Back:** returns to the PHA Information Tab
- **Reset:** erases all data entered by the sender
- **Submit:** checks the message for errors. If no errors, the message is displayed for review:

**Voucher Management System** February 18, 2016

**POC: Send Email**

**Sender's Contact Information**

Sender's First Name: Jennie

Sender's Last Name: Segal

Sender's E-mail: Jennie.L.Segal@hud.gov

This e-mail will be sent to: User01\_PIH-VMS@huddev.gov

Subject: Trial message

Message: This is the body of the message

Back Send Email

**Email message Review Page**



The user can click “Send Email” to send the message, or click “Back” to return to the previous page.

### 3.6 Submit Monthly Data

After the data has been entered into the VMS system and everyone concerned is satisfied that data it is correct, you will need to submit the Monthly Voucher Data by opening the “Submission” tab and clicking the “Submit” button.

Navigate to the desired month’s 52681-B form as described in the Manage PHA Data Section 4.1. Then click on the “Submission” tab button at the top, a two-part Submission tab will appear, displaying Validation History and Submission History.

**Voucher Management System**  
Manage PHA Data

PA011 Bethlehem Housing Authority MONTH: August YEAR: 2010

Validation History

Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time
Voucher UML and HAP	Tenant Protection	HE003 - Other - see do not have this	M79511: Name is NOT available	01/20/2011 14:36:20	M79511: Name is NOT available	09/13/2010 13:34:22
Voucher UML and HAP	Tenant Protection HAP	HE016 - Other - see above	M79511: Name is NOT available	01/20/2011 14:36:20	M79511: Name is NOT available	09/13/2010 13:34:22
Voucher UML and HAP	Tenant Protection	HE003 - Other - see do not have this	M79511: Name is NOT available	01/20/2011 14:36:57	M79511: Name is NOT available	01/20/2011 14:37:12
Voucher UML and HAP	Tenant Protection HAP	HE018 - Other - see above	M79511: Name is NOT available	01/20/2011 14:36:57	M79511: Name is NOT available	01/20/2011 14:37:12
Voucher UML and HAP	Tenant Protection	HE003 - Other - see do not have this	M79511: Name is NOT available	09/13/2010 10:40:24	M79511: Name is NOT available	09/13/2010 10:40:24
Voucher UML and HAP	Tenant Protection HAP	HE014 - Other - see above	M79511: Name is NOT available	09/13/2010 10:40:24	M79511: Name is NOT available	09/13/2010 10:40:24
Voucher UML and HAP	Tenant Protection	HE003 - Other - see do not have this	M79511: Name is NOT available	09/13/2010 10:43:50	M79511: Name is NOT available	09/13/2010 10:43:50
Voucher UML and HAP	Tenant Protection HAP	HE016 - Other - see above	M79511: Name is NOT available	09/13/2010 10:43:50	M79511: Name is NOT available	09/13/2010 10:43:50

Submission History

Account Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
23340046	AHE	Hard Edit Approved	H01888	SYSTEM	<input type="checkbox"/>	01/20/2011 14:39:31
23340046	PHE	Pending Hard Edit	M79511	SYSTEM	<input type="checkbox"/>	01/20/2011 14:37:12
23340046	RVS	Revised	M79511	SYSTEM	<input type="checkbox"/>	01/20/2011 14:36:57
23299192	RVS	Revised	M79511	SYSTEM	<input type="checkbox"/>	01/20/2011 14:36:20
23299192	AHE	Hard Edit Approved	H01875	SYSTEM	<input type="checkbox"/>	09/13/2010 14:06:36
23299192	PHE	Pending Hard Edit	M79511	SYSTEM	<input type="checkbox"/>	09/13/2010 13:34:22
23299192	SAV	Saved	M79511	SYSTEM	<input type="checkbox"/>	09/13/2010 13:34:04
23299095	SAV	Saved	M79511	SYSTEM	<input type="checkbox"/>	09/13/2010 10:43:50
23299091	DRA	Saved	M79511	SYSTEM	<input type="checkbox"/>	09/13/2010 10:40:24

NOTE: To generate a printer friendly version of an individual submission status report, click on the "Updated Date/Time" link. To generate a printer friendly version of multiple submission status reports, click on the check box next to the link in the "Updated Date/Time" column to select the required report and click on the "Multiple Print" button. To clear selected reports, click on the "Select/DeSelect" button.

Multiple Print    Print Screen    Submit    Cancel

### VMS Submissions Tab

Click on the “Submit” button at the bottom of the screen and the following screen will display:

**Voucher Management System**  
Manage PHA Data

Monthly Voucher Data Validation and Save Page

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

<< Back to previous page

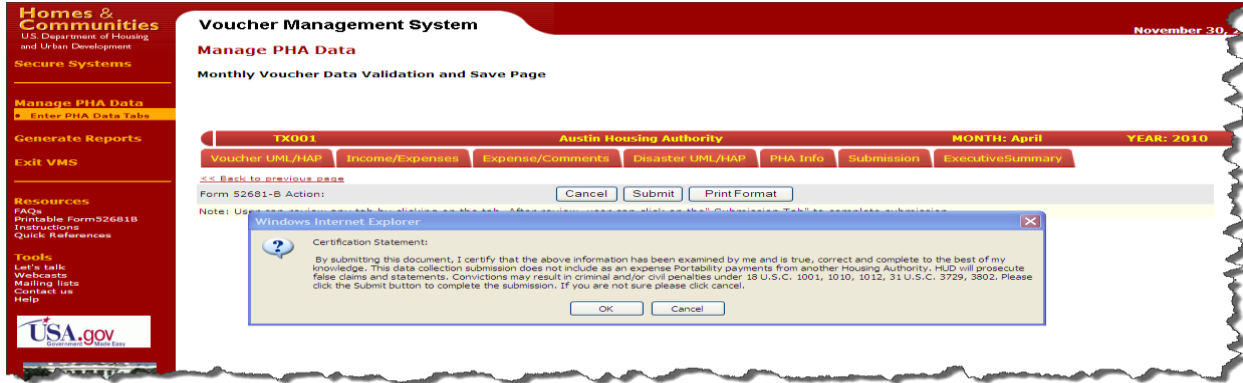
Form 52681-B Action:

Note: User can review any tab by clicking on the tab. After review, user can click the "Submission Tab" to complete submission

### VMS Submissions Screen



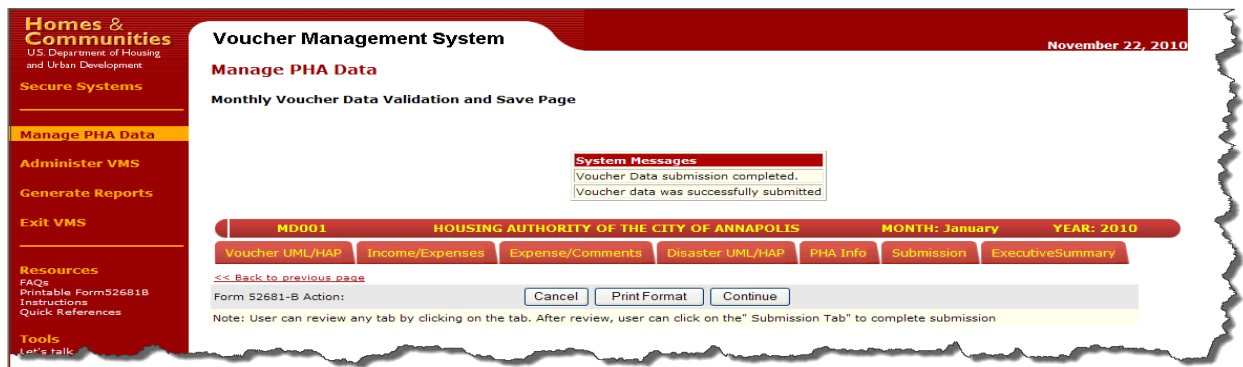
Press the “Submit” button on this screen. The system will display a blue window requesting that you certify that the submission data it is true, correct, and complete, and that it does not contain as an expense Portability payments from another Housing Authority.



VMS Certification Message Screen

By clicking on the “OK” button, you are certifying the accuracy of the monthly submission. If you are not sure the document is ready to be submitted, click on the “Cancel” button, and you will be returned to the previous screen.

If you pressed the “OK” button, and if your Monthly Submission passes a final validation check, the following screen will display. At the top will be a System Messages window with a message stating that the submission process is complete, and that the Voucher data was successfully submitted.

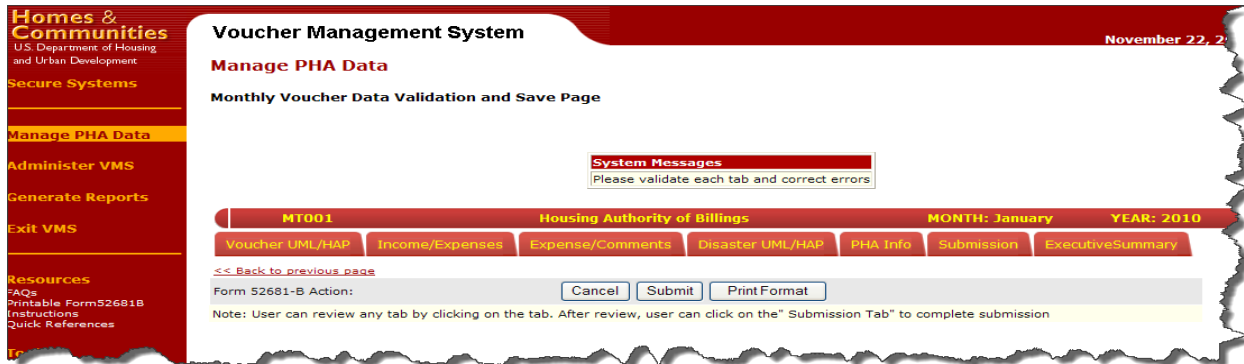


VMS System Message – Submission completed

Press the “Continue” button to return to the List of Submissions page.

You may press the “Print Format” button if you wish to print the submission data, **after** you have received the window confirming that your submission was successful.

If you pressed the “OK” button, and if your Submission did not pass the final validation check, the screen below will display. The System Message at the top alerts you that the submission process **was not successful**, and instructs you to return to each tabbed page to correct errors and re-validate the page.

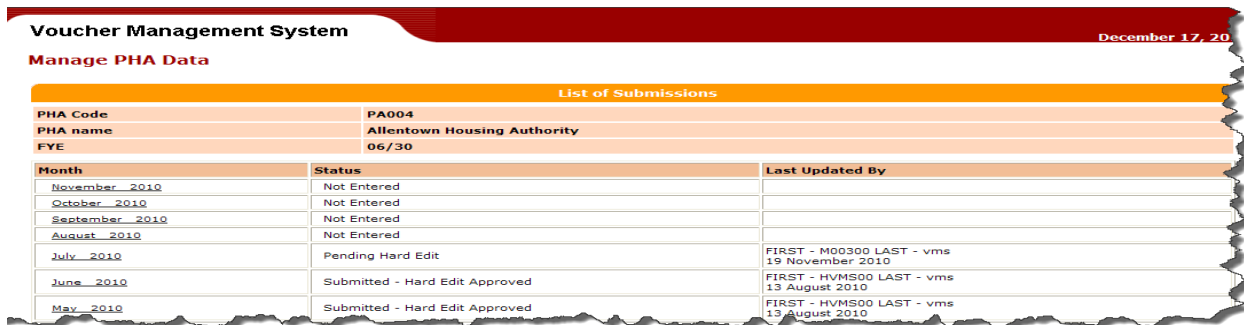


### VMS System Message – Validation Error

Click on the “Cancel” button. You will be returned to the List of Submissions page.

If you discover that the data is incorrect before submitting the month, you can cancel the process. Scroll down to the bottom of the Submit Month page and click the Cancel button. You will be returned to the List of Submissions page.

For Hard Edit submissions, the submitted status will be “Pending Hard Edits”.



### List of Submissions Page

If PHA has additional months to submit, they would continue with the Submit Month process until all months have been submitted successfully and display “Submitted” or “Submitted – Hard Edit Approved” in the status column.

**NOTE: A PHA will be unable to submit/validate subsequent months’ of data if they have a submission with the status of “Pending Hard Edits” until that “pending” submission is approved by the FMC FA.”**

**NOTE: Once the Month is submitted, the PHA can select another month to enter, edit and submit data available, otherwise the user can log out of VMS (Section 2.4) if finished with the transaction.**

The PHA can quit the submission process prior to submitting by pressing the cancel button on the Submit Month display screen. Once the cancel button is selected, the system returns the user back to the List of Submissions page showing the cancelled month submission as “Saved” if data was previously saved or “Not Entered” if data was not saved.



List of Submissions		
PHA Code	DC001	
PHA name	D.C Housing Authority	
FYE	09/30	
Month	Status	Last Updated By
July 2009	Not Entered	
June 2009	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 10 August 2009
May 2009	Submitted - Hard Edit Approved	FIRST - HVMS13 LAST - vms 07 July 2009
April 2009	Submitted - Hard Edit Approved	FIRST - HVMS20 LAST - vms 05 July 2009
March 2009	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 22 June 2009
February 2009	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 22 June 2009
January 2009	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 18 June 2009
December 2008	Submitted - Hard Edit Approved	FIRST - HVMS20 LAST - vms 28 May 2009
November 2008	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 14 May 2009
October 2008	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 24 November 2008
September 2008	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms

### List of Submission Page

The PHA should notify the FA when a monthly submission with a “Pending Hard Edit status” is made. The Financial Analyst will then access the PHA’s submission, approve or disapprove the submission, and trigger the automatic notification to the PHA.

**APPROVED SUBMISSION:** Approval will trigger an ‘approved email notification’ to be sent to the PHA. The FA can notify the PHA why the submission was approved by entering comments in the comment field of the Review and Approval page. These comments will be included in the email notification. An approval means the submission for that month is completed.

**DISAPPROVED SUBMISSION:** Disapproval will trigger a ‘disapproved email notification’ to be sent to the PHA. The FA can notify the PHA why the submission was disapproved by entering comments in the comment field of the Review and Approval page and this would be included in the email notification. The PHA will have to edit the original submission, resubmit/correct the data, and notify the FA of the resubmission.

**NOTE: An approval or disapproval on a submission by an FA will trigger an email notification being sent to the PHA. The email notifications are sent from the VMS automated email system which is not monitored for responses. PHA users should not respond to this email notification. Please contact your FA directly if you have questions. The email notification contains the following: PHA Number, PHA Name, Contact Point and Submission Month and Year and will be sent to the Point of Contact email address and CC to the official email address on Form 52681-B**

## 3.7 Print Monthly Submission

All PHA users may View/Print Monthly data regardless of whether or not the month has been submitted. The Read-Only HUD users can only View/Print submitted monthly data. There are a number of print options, outlined below:

### 3.7.1 Individual Tab Prints

Each of the 5 data entry tabs has a button at the bottom to print that tab only: The data of the entire Tab will be formatted into a PDF report, which can be saved or printed. Prior to creating the report, the Tab must have first been validated and saved.

Below are an example of a Tab print button and the PDF format print of that entire Tab



Portable Units Administered    \$

Number of Vouchers Covered by Project-Based AHAPs and HAPs

5 Year Mainstream  58   \$  19,391

Form 52681-B Action:

VMS Data Input Screen – Print Button

Voucher Management System UML and HAP										
PHA Number	WA017	PHA Name	HA Of Asotin County				Reporting Month/Year	May 2010		
Current Version	9									
	UML	UML Last Month	Avg UML 12Mo	Avg UML YTD	HAP	HAP Last Month	Avg HAP 12 Mo	Avg HAP YTD		
<b>Vouchers under lease on the First Day of the Month</b>										
Litigation	10	123456789012	61728394511	61728394511	100	123456789012	61728394511	61728394511		
1 Year Mainstream	10	123456789012	61728394511	61728394511	100	123456789012	61728394511	61728394511		
Homeownership	10	123456789012	61728394511	61728394511	100	123456789012	61728394511	61728394511		
New This Month	10		0	0						
Moving To Work	10	123456789012	10288065751	30864197255	100	123456789012	10288065751	30864197255		
Family Unification	10	0	0	2	100	0	0	2		
2008 and 2009 Family Unification			0	0			0	0		
2008 and 2009 Non-Elderly Disabled			0	0			0	0		
Portable Vouchers Paid	10		3	7	100		2378	1787		
HOPE VI	10		10	10	100		10	10		
Tenant Protection	10	0	2	5	100	0	355	337		
Enhanced Vouchers	10		1	1						

PDF Format Report of Voucher UML & Hap Tab

3.7.2 Individual Submission Print

To generate a printer friendly version of an individual submission, click on the “Updated Date/Time” link for that submission in the bottom section of the Submission Tab:





**:: Submission History**

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
2300066	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	<a href="#">02/18/2011 08:04:57</a>
2299970	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	<a href="#">01/12/2011 11:42:03</a>
2299895	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	<a href="#">11/30/2010 13:05:32</a>
2299846	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	<a href="#">11/08/2010 13:47:18</a>
2299318	DRA	Original Submission	HVMS00	SYSTEM	<input type="checkbox"/>	<a href="#">07/26/2010 23:15:11</a>

Click on "Updated Date / Time Link Of Submission Tab – Submission History Section

A PDF multi-page report of the entire submission will be created. You may save or print this report.

Voucher Management System						
Monthly Submission with Archived Data						
PHA Number	PADD5	PHA Name	ALLEGHENY COUNTY HOUSING AUTHORITY			Reporting Month/Year
Submission Date:			03/07/2011 15:15:37	03/07/2011 13:13:04		July 2010
Submission Status:			Saved	Saved		
Vouch UML and HAP						
Units						
Litigation			1	1		
1 Year Mainstream						
Homeownership						
New This Month						
Moving To Work			0	0		
Family Unification			0	0		
2008 and 2009 Family Unification						
2008 and 2009 Non-Elderly Disabled						
Portable Vouchers Paid						
HOPE VI						
Tenant Protection			0	0		
Enhanced Vouchers						

Page 1 of 7

Multi-Page PDF Report of a Single Submission



### 3.7.3 Multiple Submissions Report

To print multiple submissions reports, click on the check boxes for the desired submissions in the bottom section of the Submissions Tab, and click on the "Print Multiple Submissions" button at the bottom of the tab.

**:: Submission History**

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
2300066	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	<a href="#">02/18/2011 08:04:57</a>
2299970	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	<a href="#">01/12/2011 11:42:03</a>
2299895	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	<a href="#">11/30/2010 13:05:32</a>
2299846	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	<a href="#">11/08/2010 13:47:18</a>
2299318	DRA	Original Submission	HVMS00	SYSTEM	<input type="checkbox"/>	<a href="#">07/26/2010 23:15:11</a>

NOTE: To generate a printer friendly version of an individual submission status report, click on the "Updated Date/Time" link. To generate a printer friendly version of multiple submission status reports, click on the check box next to the links in the "Updated Date/Time" column to select the required report and click on the "Multiple Print" button. To clear selected reports, click on the Select/Deselect button.

Multiple Print    Print Screen    Submit    Cancel

Select Check Boxes and Click "Multiple Print" Button

Voucher Management System						
Monthly Submission with Archived Data						
PHA Number	PA011	PHA Name	Bethlehem Housing Authority			Reporting Month/Year
Submission Date:		02/02/2011 09:48:28	02/18/2011 08:04:57	01/12/2011 11:42:03	11/30/2010 13:05:32	11/08/2010 13:47:18
Submission Status:		Saved	Saved	Saved	Saved	Saved
Vouch UML and HAP						
Units						
Litigation		12	12	12		
1 Year Mainstream						
Homeownership						
New This Month						
Moving To Work		0	10	10	10	10
Family Unification		0	10	10	10	10
2008 and 2009 Family Unification						10
2008 and 2009 Non-Elderly Disabled						
Portable Vouchers Paid						
HOPE VI						
Tenant Protection		22	0	0	0	0
Enhanced Vouchers						

Page 1 of 7

Multi Submission PDF Report showing 5 Submissions



### 3.7.4 Submission Status PDF Report

You can print the Submission Validation History and Submission Status Tab in the same way that you printed the individual data entry tabs, by clicking on the “Print Screen” button at the bottom of the tab:

**:: Submission History**

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
2300068	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	<a href="#">02/22/2011 09:48:28</a>
2300066	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	<a href="#">02/18/2011 08:04:57</a>
2299970	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	<a href="#">01/12/2011 11:42:03</a>
2299895	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	<a href="#">11/30/2010 13:05:32</a>
2299846	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	<a href="#">11/08/2010 13:47:18</a>
2299318	DRA	Original Submission	HVMS00	SYSTEM	<input type="checkbox"/>	<a href="#">07/26/2010 23:15:11</a>

**NOTE:** To generate a printer friendly version of an individual submission status report, click on the "Updated Date/Time" link. To generate a printer friendly version of multiple submission status reports, click on the check box next to the links in the "Updated Date/Time" column to select the required report and click on the "Multiple Print" button. To clear selected reports, click on the Select/Deselect button.

Multiple Print    **Print Screen**    Submit    Cancel

VMS Submission Page – Print Screen Button

Voucher Management System Submission Data						
PHA Number	PA006	PHA Name	ALLEGHENY COUNTY HOUSING AUTHORITY		Reporting Month	July 2010
Validation History						
Error on TAB	Field Name	Error Message with Number	Submitted By Date and Time		Reviewed By Date and time	
Voucher UML and HAP	Tenant Protection	HE003 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Total Vouchers	HE008 - Other :d	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Family Unification HAP	HE014 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Tenant Protection HAP	HE016 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	HAP Total	HE020 - Other :d	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Family Unification	HE028 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Tenant Protection	HE003 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	Total Vouchers	HE008 - Other :d	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	Family Unification HAP	HE014 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	Tenant Protection HAP	HE016 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	HAP Total	HE020 - Other :d	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	Family Unification	HE028 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37

PDF Version of Submission Tab



## **4.0 PRIOR MONTH CORRECTIONS**



## 4.0 PRIOR MONTH CORRECTIONS

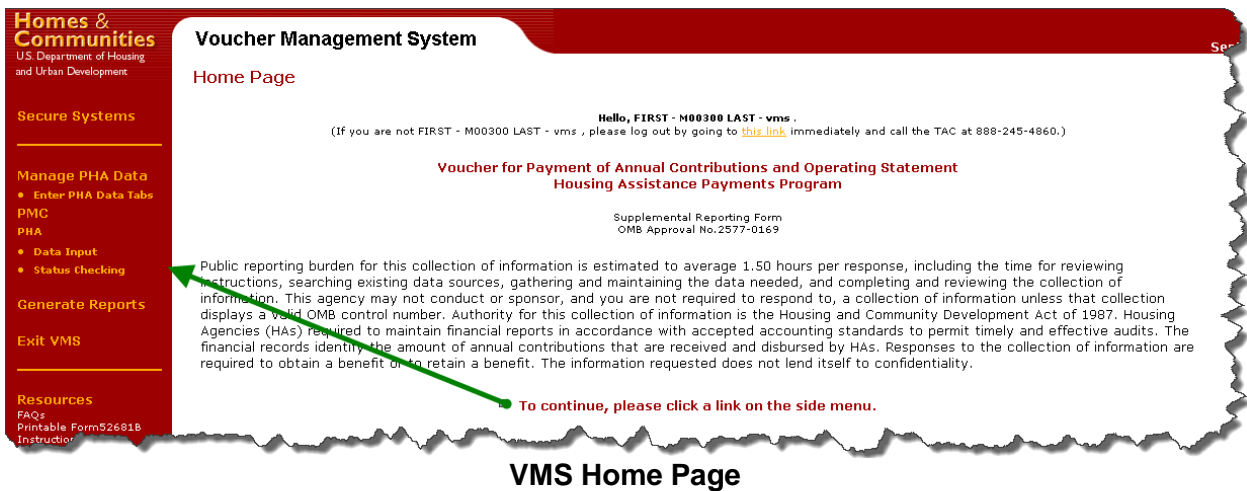
If you have one or more corrections to make to prior month submissions, you can link to this function from the VMS Home Page, in order to make one or more field corrections for one reporting period or for multiple reporting periods, at one setting, and to obtain FA approval in an efficient process.

You are not allowed to alter submissions with status “Submitted”, “Pending Hard Edit”, “Hard Edit Approved” (completed submission) in any other way than the PMC process. You can only view and print completed submissions via the “Enter PHA Data Tabs” link.

PHAs should enter adjustments/revisions as they are discovered to ensure accurate data is available at all times for utilization and budget projection purposes. PHAs should not wait until the end of the year to make corrections.

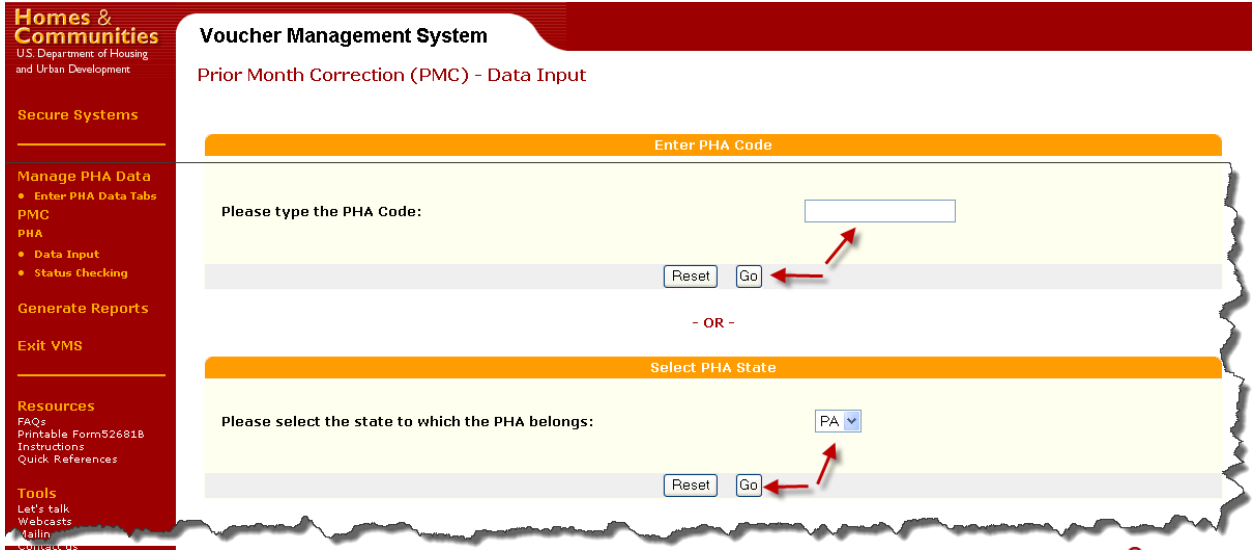
### 4.1 Entering the Correction

At the VMS Home Page, Select “Prior Month Correction PHA – Data Input” on the left navigation menu:

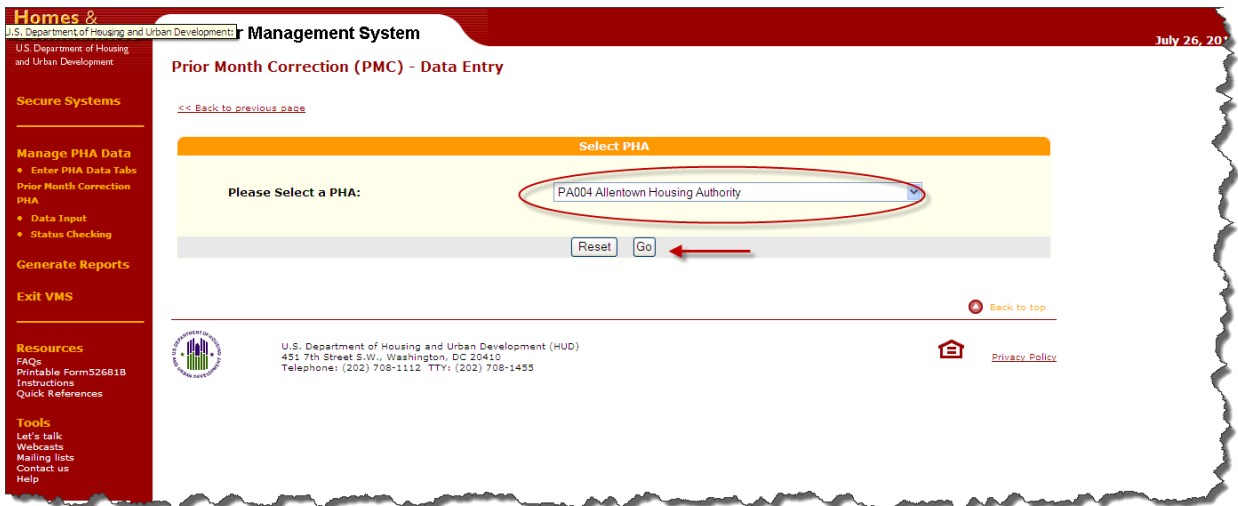


If you have a single PHA associated with your User ID, you will go directly to first PMC Data Entry screen (4.1.1 below)

A user with multiple PHA Codes either enters the desired PHA code directly in the first box, or selects the state code from the drop-down menu, selects the PHA name from the next drop down menu, and then clicks “Go”.



Users with Multiple PHA assignment, selection screen



PHA Selection from State Code Screen

### 4.1.1 PMC Data Entry Form

Initially, the Data Entry screen for Prior Month Corrections allows you to select the Submission to be corrected, by selecting the Year and Month from drop-down lists. If the date you select does not have a completed Submission, you will receive an error message, as displayed in red below.



**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System** October 5, 2011

Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month	Year	Tab Selection	Field Selection
09	2011		

Sorry, no voucher data has been submitted for this reporting period. PHA must enter monthly submission in the Manage PHA module or select another month.

When you select the Year/Month for a valid Submission, then the Tab Selection and Field Selection Drop-down menus will be highlighted so that you can select the Field to be corrected and Tab where it is located. When you select a Tab, the Drop-down menu for Field Selection will contain just the fields for that Tab.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System**

Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month	Year	Tab Selection	Field Selection
09	2010	Voucher UML and HAP	Family Unification Family Unification HAP 2008 and 2009 Family Unifica 2008 and 2009 Family Unifica 2008 and 2009 Non-Elderly D 2008 and 2009 Non-Elderly D Portable Vouchers Paid Portable Voucher Paid HAP HOPE VI HOPE VI HAP Tenant Protection Tenant Protection HAP Veteran's Affair Supported Ho Veteran's Affair Supported Ho DHAP to HCV Vouchers Leas DHAP to HCV Voucher HAP All Other Vouchers All Other Vouchers HAP FSS Escrow Deposits All Voucher HAP Expenses / All Voucher HAP Expenses / Total Vouchers

Once you have selected the field to be corrected, the Data Entry Form will display the Correction fields and a Comment field on the form. If the field to be corrected is anything **except** a UML/HAP combination, the Form will look like the one below, with New Adjusted Value equal to Old Value, and Difference in New to Old Value field equal to zero. The Old Value and Difference fields cannot be modified. They are generated by the system.

The comment field at the bottom, maximum size 256 characters, allows you to describe the purpose of the correction, or leave any significant information, for future reference.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System** October 5, 2011

Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month	Year	Tab Selection	Field Selection
10	2010	Other Income and Expense	Administrative Expenses

New Adjusted Value	Old Value	Difference in New to Old Value
\$	123123 \$	123123 \$ 0

**Comment**  
This optional comment field can be used to explain why the change is being made to this field



Modify the value in the New Adjusted Value field. The system will calculate the difference from the Old Value, and place the positive or negative difference in the Difference field.

If you select a field that has UML and HAP associated values, the PMC Correction screen will look like this, with both fields displayed and available for correction.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System** October

Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month	Year	Tab Selection	Field Selection
09	2010	Voucher UML and HAP	Portable Vouchers Paid

**UML**

New Adjusted Value	Old Value	Difference in New to Old Value
20	20	0

**HAP**

New Adjusted Value	Old Value	Difference in New to Old Value
\$ 16744	\$ 16744	0

**Comment**

Once you have modified the New Adjusted Value in one or both of the displayed fields, the next step is to press the “Validate” button at the bottom of the page. The system will validate just the affected fields. If Hard Edit Error messages were present on the Submission for other fields, they will not be re-validated in this process.

If the Validation process produces errors or Hard Edit errors, the error messages will appear under the appropriate field, as shown in the screen below:





**Homes & Communities**  
US Department of Housing and Urban Development

**Voucher Management System** October 5

Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month	Year	Tab Selection	Field Selection
10	2010	Voucher UML and HAP	Veteran's Affair Supported Housing (VASH) Voucher

Please Validate Each Field and correct Errors

**UML**

New Adjusted Value	Old Value	Difference in New to Old Value
123	0	123

Review the Hard Edit Error Message and then select one of the predefined reasons for acceptance or select "Other" and enter additional comments in the Comment section below.

HE Number	Error Message	Reason for Adjustment	Comment
HE007	Error HE007: PHA has reported VASH leasing, but the PHA has not received an award of	HE007 - VASH HAP units received but not yet leased	

**HAP**

New Adjusted Value	Old Value	Difference in New to Old Value
\$ 456	0	456

Review the Hard Edit Error Message and then select one of the predefined reasons for acceptance or select "Other" and enter additional comments in the Comment section below.

HE Number	Error Message	Reason for Adjustment	Comment
HE019	Error HE019: PHA has reported VASH HAP costs, but the PHA has not received an award	HE019 - VASH HAP units received but not yet leased	

Comment

Reset Validate Exit PMC

For a Hard Edit Error, just as for a regular Submission, click the appropriate drop-down menu explanation. If "Other" is selected a mandatory explanation is required in the Comment box to further explain the change. For non Hard-Edit errors, such as invalid format or cross-reference errors, the field must be corrected. When corrections / explanations are complete, press the "Validate" button again.

If there are no Validation errors, or if all Hard Edit errors have been properly explained, a "Submit" button will appear at the bottom of the page. Click this button to submit the correction.

**Homes & Communities**  
US Department of Housing and Urban Development

**Voucher Management System**

Prior Month Correction (PMC) - Data Entry

PA004 Allentown Housing Authority

Month	Year	Tab Selection	Field Selection
09	2010	Voucher UML and HAP	Portable Vouchers Paid

**UML**

New Adjusted Value	Old Value	Difference in New to Old Value
2	20	0

**HAP**

New Adjusted Value	Old Value	Difference in New to Old Value
\$167	\$16744	\$NaN

Comment

This correction is trying to generate some Hard Edits

Reset Validate Submit Exit PMC

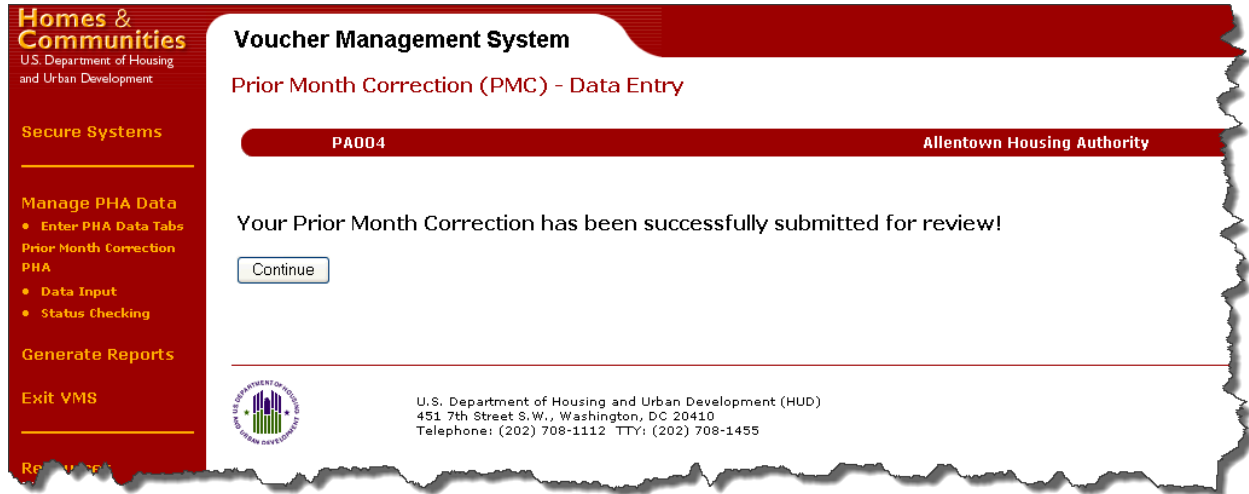


If you do not wish to submit, you can do one of the following:

- Alter one or both of the corrected fields and press the “Validate” field again
- Press the “Reset” button to return to an initial Data Entry screen
- Press the “Exit PMC” button to leave PMC entirely and return to the VMS Home Page

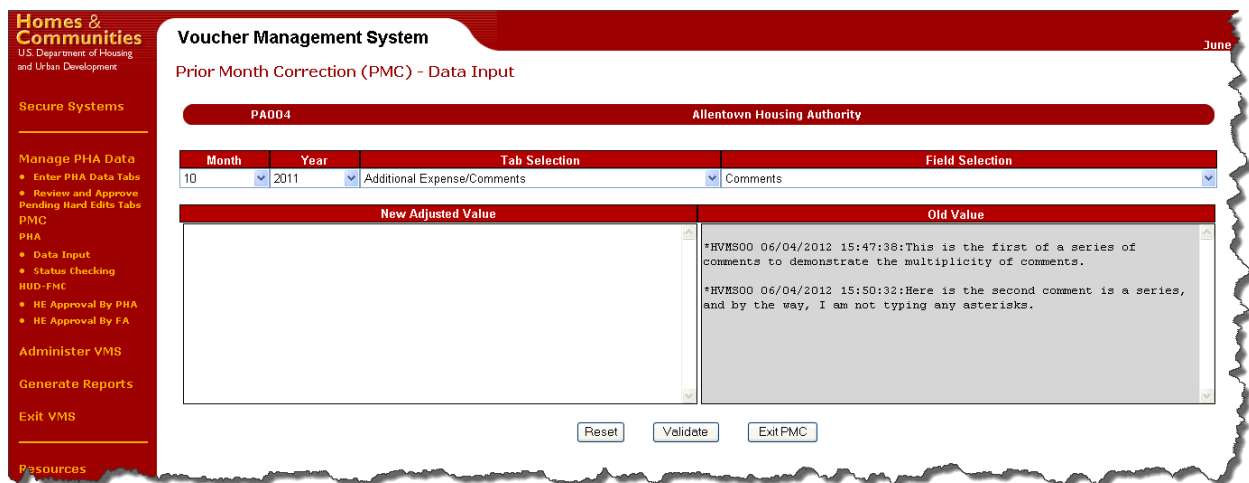
For “Reset” or “Exit PMC” you will lose all corrections you have made on this screen.

When you press “Submit”, the correction is submitted and you will see the following screen:



If you press the “Continue” button on the screen, you will return to an initial PMC Data Entry Screen in order to enter a new correction. You may also navigate to any of the selections on the navigation menu to the left of the screen.

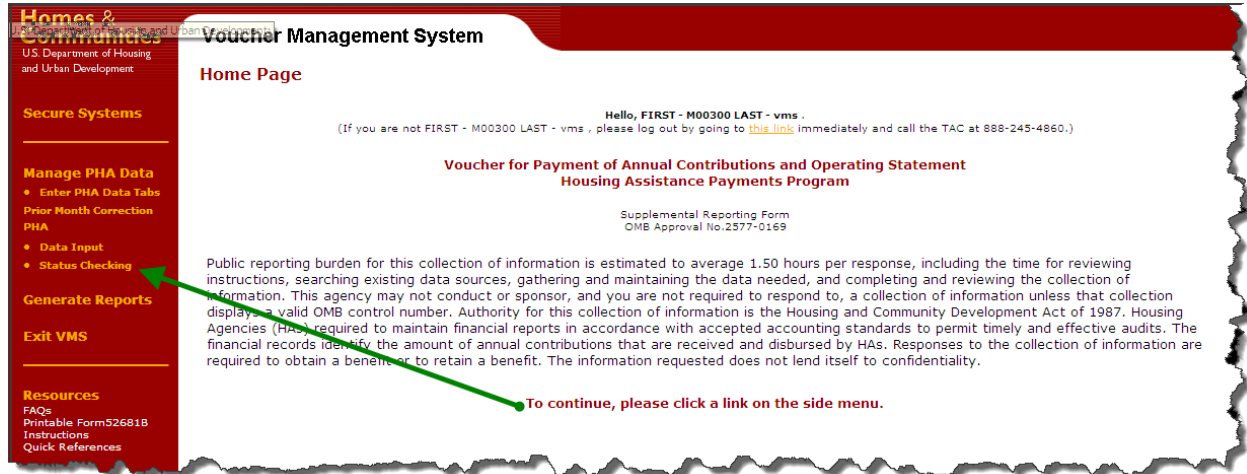
**Note:** Most fields are fully replaced by the PMC process. One exception is the Comment field on the Additional Expense / Comments Tab. If you modify this field via PMC, previous comments will be retained, and your comment will be added below them in the (text) field, as show below.





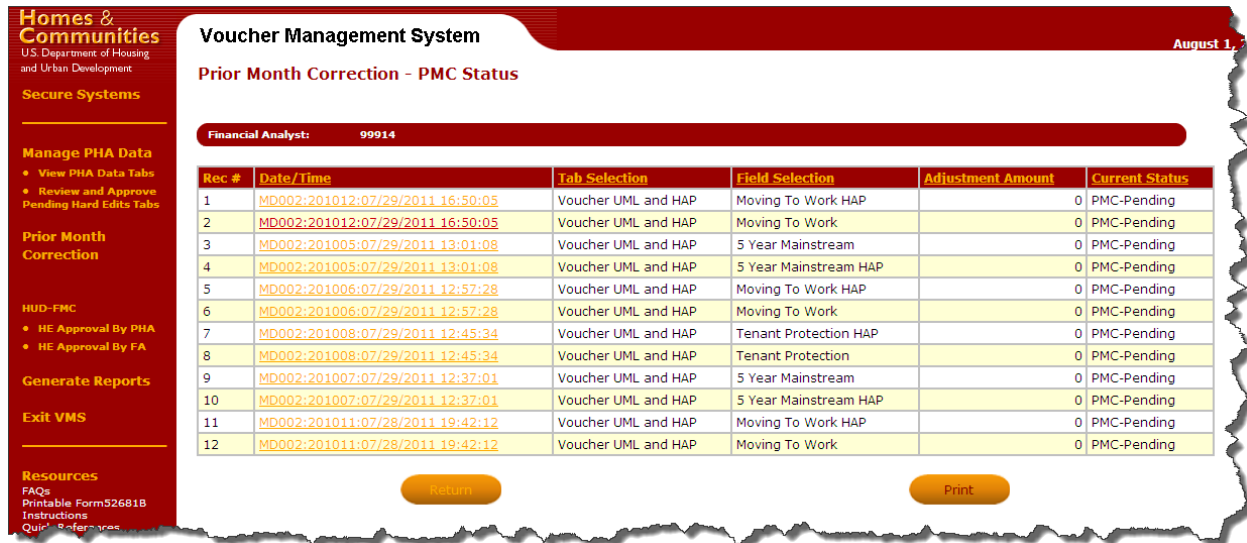
### 4.1.2 Status Checking

To see a listing of all pending corrections for your PHA, click on the “Status Checking” link on the left-hand navigation menu of the VMS Home Page.



VMS Home Page

The following listing will appear, displaying all currently pending corrections, awaiting FA approval.



PMC Status – Pending Corrections

Each pending correction will include the following fields:

- The Rec.#, a sequential number of line items within the listing
- The Record ID, which is composed of several other fields:
  - PHA number
  - Year and Month Reporting Period of the Submission that was corrected



- Date and time that the correction was created / submitted
- The tab where the corrected field is located
- The name of the field that was corrected
- The new adjusted amount
- The current status of the PMC

The listing will be displayed in date/time descending order with the newest entry on top.

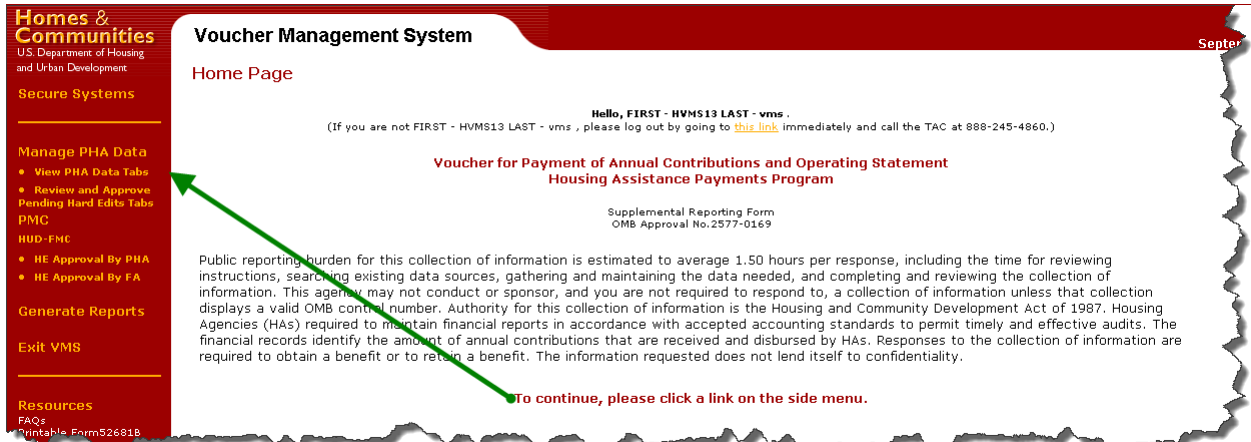


## **5.0 VIEW AND REVIEW PHA SUBMISSION (HUD USER)**



## 5.0 VIEW AND REVIEW PHA SUBMISSION (HUD USER)

When the HUD user logs on to the VMS system to view the submitted PHA data, the Home Page is displayed. There are two options under the 'Manage PHA Data' side menu: "View PHA Data Tabs" and "Review and Approve Pending Hard Edits Tabs".

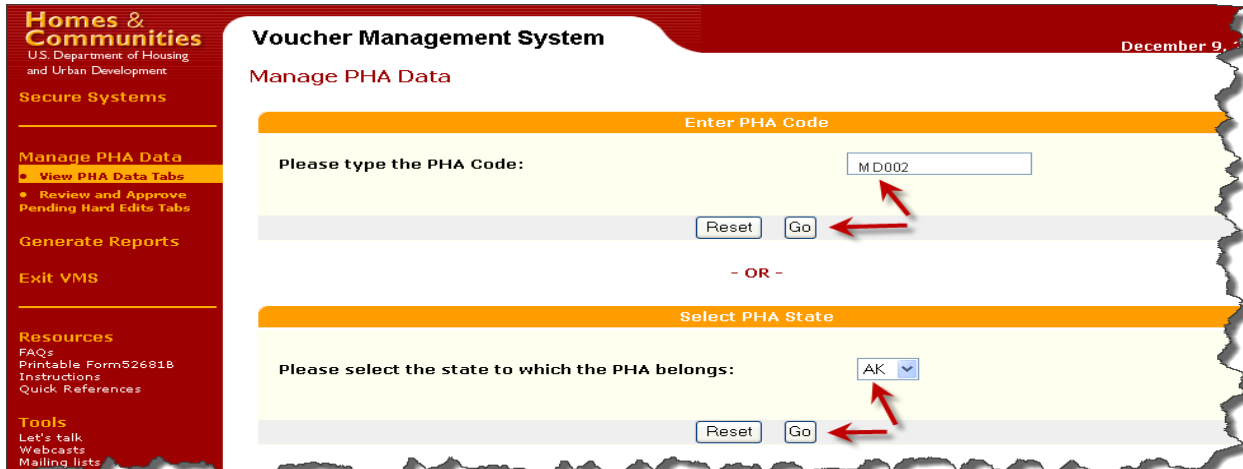


VMS Home Page

### 5.1 View PHA Data Tabs

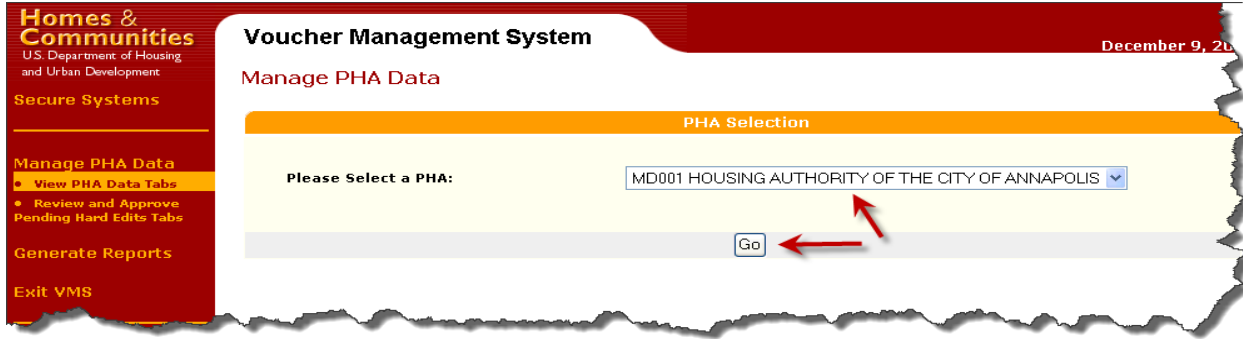
5.1.1 Single PHA users will automatically navigate to the List of Submissions page. If you have multiple PHAs associated Navigate to the PHA or Select a state code for the desired PHA submission data. If you are authorized to view multiple PHA's, the screen below will appear, allowing you to navigate to the desired PHA.

Enter the PHA code in the code box or select the appropriate State identifier and press "GO".



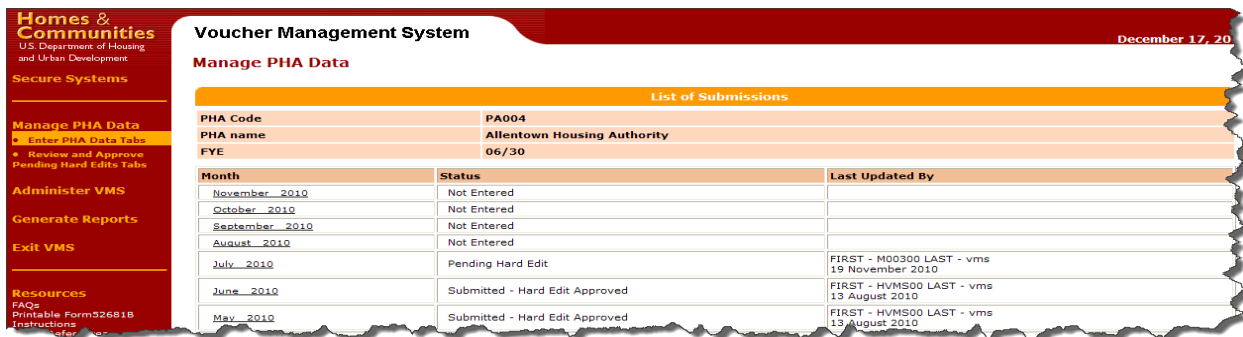
VMS PHA Selection Screen – Multiple PHA Assignment

If you selected the state option, a second menu will appear with a drop-down list of PHAs within the selected state



### PHA Selection from State Code

Select from the drop down menu the appropriate PHA and click on “Go” to access the PHA’s “List of Submissions” page, as displayed below.



### VMS List of Submissions Page

5.1.2 The List of Submissions page lists the current status of all the monthly submission for the current and past two fiscal years. To see historical documents past the prior to two prior years, the user needs to select the list all submissions link at the bottom of the page.

5.1.3 The form 52681B has been redesigned into a tabular format display. This tabular format enables the users to input all data for each funding category and to validate information against prior month and 12 month averages.



**Homes & Communities**  
US Department of Housing and Urban Development  
Secure Systems

**Voucher Management System** December 8, 2011

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

Housing Authority Of Baltimore City MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission Executive Summary

**Voucher UML and HAP**

Worried about lease on too last day of the month

UML	UML Last Month	Avg UML Last 3 Months	Avg UML Year to Date	HAP	HAP Last Month	Avg HAP Last 3 Months	Avg HAP Year to Date
Liigation							
1 Year Mainstream							
Homeownership							
New This Month							
Moving To Work		10,913	10,891	10,891		9,224,232	9,230,649
Family Unification							
2008 and 2009 Family Unification							
2008 and 2009 Non-Elderly Disabled							
Portable Vouchers Paid							
HOPE VI							
Tenant Protection	10	556	551	551	100	585,374	479,000
Enhanced Vouchers							
Veteran's Affairs Supported Housing VASST Voucher							
CHAP to HCV Vouchers							
All Other Vouchers							
FSS Escrow Deposits							
All Voucher HAP Expenses After the First of Month				0		403,392	327,636
<b>Total Vouchers</b>	<b>10</b>	<b>13,357</b>	<b>13,307</b>	<b>13,307</b>	<b>100</b>	<b>11,288,093</b>	<b>11,102,743</b>

Other Voucher Reporting Requirements

Form 52681-B Action:

U.S. Department of Housing and Urban Development (HUD)  
1117 7th Street, NW Washington, DC 20510

Tab 1: Voucher UML/HAP

**Homes & Communities**  
US Department of Housing and Urban Development  
Secure Systems

**Voucher Management System** December 8, 2011

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

MD002 Housing Authority Of Baltimore City MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission Executive Summary

**Other Income and Expenses**

**Memorandum Reporting**

Fraud Recovery Total Collected This Month \$

Interest or other income earned this month from the investment of HAP Funds and Net Restricted Assets \$

FSS Escrow Forfeitures This Month \$

Number of Hard to House Families Leased

Number of LBP Initial Clearance Tests

Portable HAP Costs Billed and Unpaid - 90 Days or Older \$

Number of LBP Risk Assessments

**Administrative Expenses**

FSS Coordinator Expenses Covered by FSS Grant \$

FSS Coordinator Expenses Not Covered by FSS Grant \$

Administrative Expenses \$

Audit \$

**Financial Status**

Net Restricted Assets (NRA) as of the Last Day of the Month \$

Unrestricted Net Assets (UNA) as of the Last Day of the Month \$

Cash/Investment as of the Last Day of the Month - Voucher Program Only \$

Form 52681-B Action:

U.S. Department of Housing and Urban Development (HUD)  
1117 7th Street, NW Washington, DC 20510

Tab 2: Income / Expenses





**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Secure Systems**

**Manage PHA Data**  
View PHA Data Tabs  
Review and Approve Pending Hard Edits Tabs

**Generate Reports**

**Exit VMS**

**Resources**  
FAQs  
Printable Form 52681B  
Instructions  
Quick References

**Tools**  
Let's talk  
Webcasts  
Mailing lists  
Contact us  
Help

**Voucher Management System**  
December 8, 2010

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

MD002 Housing Authority Of Baltimore City MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

**Additional Expense/Comments**

Expenses	\$	Description
Expense Amount 1	\$ <input type="text"/>	<input type="text"/>
Expense Amount 2	\$ <input type="text"/>	<input type="text"/>
Expense Amount 3	\$ <input type="text"/>	<input type="text"/>

**Comments**

Comments:

Form 52681-B Action:

Back to top

U.S. Department of Housing and Urban Development (HUD)

Tab 3: Additional Expense / Comments

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Secure Systems**

**Manage PHA Data**  
Enter PHA Data Tabs

**Generate Reports**

**Exit VMS**

**Resources**  
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Printable Form 52681B  
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Quick References

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Let's talk  
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Mailing lists  
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Help

**Voucher Management System**

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Disaster UML and HAP

	UML	HAP
<b>Disaster Voucher Program (DVP)</b>		
DVP Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This Month	<input type="text"/>	
DVP Homeless Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This month	<input type="text"/>	
<b>Disaster Housing Assistance Program (DHAP-Katrina/Rita)</b>		
DHAP Families Assisted	<input type="text"/>	\$ <input type="text"/>
New this month	<input type="text"/>	
<b>Disaster Housing Assistance Program (DHAP-Ike/Gustav)</b>		
DHAP-IKE Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This Month	<input type="text"/>	
Security Deposits Paid		\$ <input type="text"/>
Utility Deposits Paid		\$ <input type="text"/>
Security Deposits Returned		\$ <input type="text"/>
Utility Deposits Returned		\$ <input type="text"/>
<b>Disaster Relief - Non-KDHAP</b>		
Disaster Portable Units Administered	<input type="text"/>	\$ <input type="text"/>

Tab 4: Disaster UML and HAP



**Homes & Communities**  
U.S. Department of Housing and Urban Development  
Secure Systems

**Voucher Management System** December 8, 2010

**Manage PHA Data**  
Monthly Voucher Data Validation and Save Page

MD002      Housing Authority Of Baltimore City      MONTH: April      YEAR: 2010

Voucher Unit Z/HP      Income/Expenses      Expense/Comments      Disaster Unit Z/HP      PHA Info      Submission      Executive Summary

**PH Contact Information**

**PHA Contact Information**

HA Number	MD002
HA Name	Housing Authority Of Baltimore City
HA FYE	06/30
Name of HA Point of Contact	Paul Graziano
Point of Contact Phone	(410) 396-8383
Ext.:	0
Point of Contact E-mail Address	paul.graziano@habc.or
Name of Authorized HA Official	JEAN BAUGHMAN
Official Housing Authority E-mail Address	jean.baughman@hud.gov

**Program Area Point of Contact - FMC**

FMC Financial Analyst	
E-mail Address	
FA Phone Number	
Ext.	

**Program Area Point of Contact - Field Office**

Field Office Code	
Field Office Name	
Field Office Point of Contact	
FO POC Phone Number	
Ext.	

**REAC Technical Assistance Center**

Technical Assistance Center	
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Form 52681-B Action:

[Back to top](#)

Tab 5: PHA Contact Information Tab

For the HUD user who links to the Submission Tab via the “View PHA Data Tabs” link, the Submission Tab does not allow an actual submission. It will allow you to review the validation history and the submission history, and to display and print the entire 5-tab submission data in one report. It will also allow you to print multiple iterations in a report by clicking the boxes next to the iterations you want, or just print the Submission screen.



**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System** April 11, 2012

Manage PHA Data

PA001 Housing Authority of the City of Pittsburgh MONTH: January YEAR: 2012

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Validation History

Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time
Voucher UML and HAP	Tenant Protection	HE003 - Other :correct	MW7620: BARBARA NEWMAN	03/13/2012 15:18:34	MW7620: BARBARA NEWMAN	03/13/2012 15:33:27
Voucher UML and HAP	Moving To Work HAP	HE013 - Other :mtw	MW7620: BARBARA NEWMAN	03/13/2012 15:18:34	MW7620: BARBARA NEWMAN	03/13/2012 15:33:27
Voucher UML and HAP	Family Unification HAP	HE014 - Other :correct	MW7620: BARBARA NEWMAN	03/13/2012 15:18:34	MW7620: BARBARA NEWMAN	03/13/2012 15:33:27
Voucher UML and HAP	Tenant Protection HAP	HE016 - Other :correct	MW7620: BARBARA NEWMAN	03/13/2012 15:18:34	MW7620: BARBARA NEWMAN	03/13/2012 15:33:27
Voucher UML and HAP	HAP Total	HE020 - Other :correct	MW7620: BARBARA NEWMAN	03/13/2012 15:18:34	MW7620: BARBARA NEWMAN	03/13/2012 15:33:27
Voucher UML and HAP	Family Unification	HE028 - Other :correct	MW7620: BARBARA NEWMAN	03/13/2012 15:18:34	MW7620: BARBARA NEWMAN	03/13/2012 15:33:27

Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
116867	AHE	Hard Edit Approved	H01758	SYSTEM	<input type="checkbox"/>	<a href="#">03/15/2012 07:44:29</a>
116867	PHE	Pending Hard Edit	MW7620	SYSTEM	<input type="checkbox"/>	<a href="#">03/13/2012 15:33:27</a>
116867	DRA	Saved	MW7620	SYSTEM	<input type="checkbox"/>	<a href="#">03/13/2012 15:18:34</a>

NOTE: To generate a printer friendly version of an individual submission status report, click on the "Updated Date/Time" link. To generate a printer friendly version of multiple submission status reports, click on the check box next to the links in the "Updated Date/Time" column, select the required report and click on the "Multiple Print" button. To clear selected reports, click on the Select/Deselect Report.

Multiple Print Print Screen Submit Cancel

Annotations:  
 - To print multiple iterations, click the boxes you want  
 - To create a PDF report of a single Submission, click the date / time  
 - Clicking this button will send you to the Submission Page

Tab 6: Submission (HUR, HUE User)

When you click the Submit button, The FA or other HUD employees (Role code HUR, HUE) will see the following screen, with the "Print Format", "Cancel", and "Continue" buttons, but without the "Submit" button.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System** April 12, 2012

Manage PHA Data

Monthly Voucher Data Validation and Save Page

WA017 HA Of Asotin County MONTH: April YEAR: 2011

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

<< Back to previous page

Form 52681-B Action:

Note: User can review any tab by clicking on the tab. After review, user can click on the " Submission Tab" to complete submission

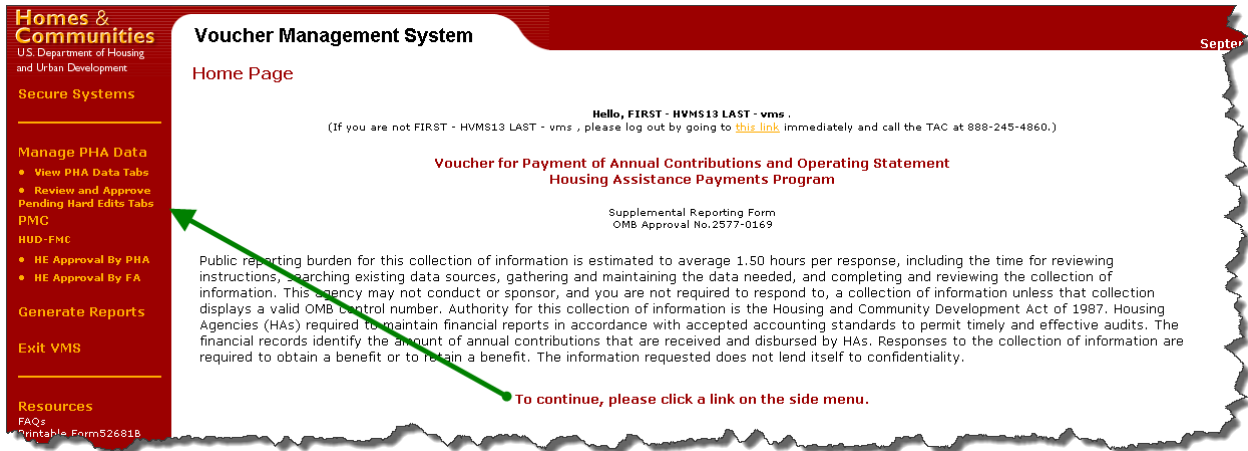
VMS Submissions Screen (HUR, HUE User)



## 5.2 Review and Approve Pending Hard Edits

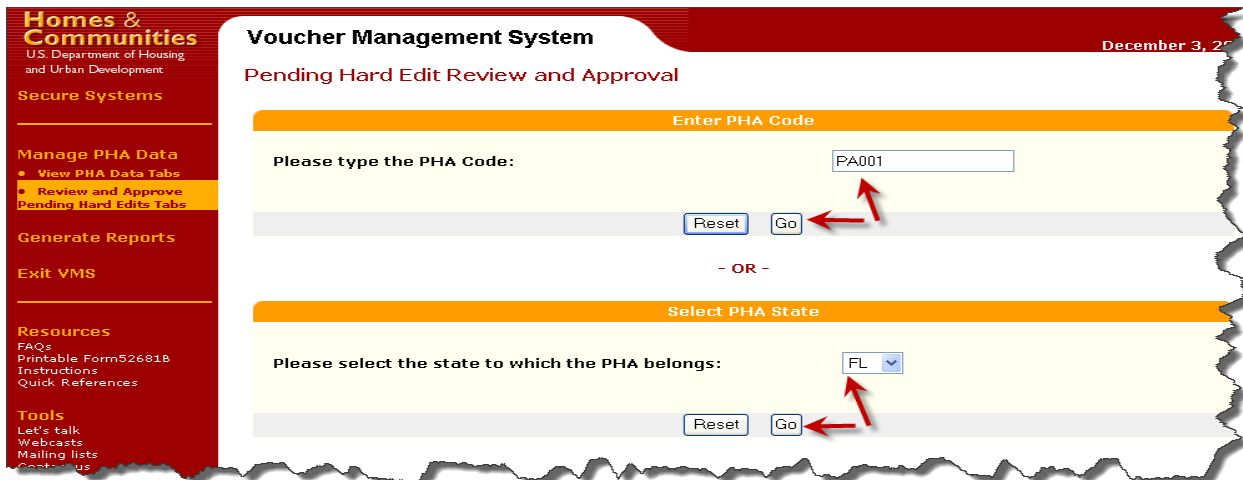
The Pending Hard Edit Review and Approval process takes place when a PHA has submitted its monthly voucher data with Hard Edits included. A Hard Edit is a field which has been flagged by the Validation process as an error, but which has been explained by the PHA to be correct as is. It is the responsibility of the Financial Analyst to review the data and explanations, and to either approve or disapprove the submission.

5.2.1 To begin a review of the submitted data, log into the VMS system as an HUR role, and click the “Review and Approve Pending Hard Edits Tabs” link shown on the Home Page side menu.



VMS Home Page

You will be prompted to enter either the PHA number or select the appropriate State Code and then click on go to proceed.

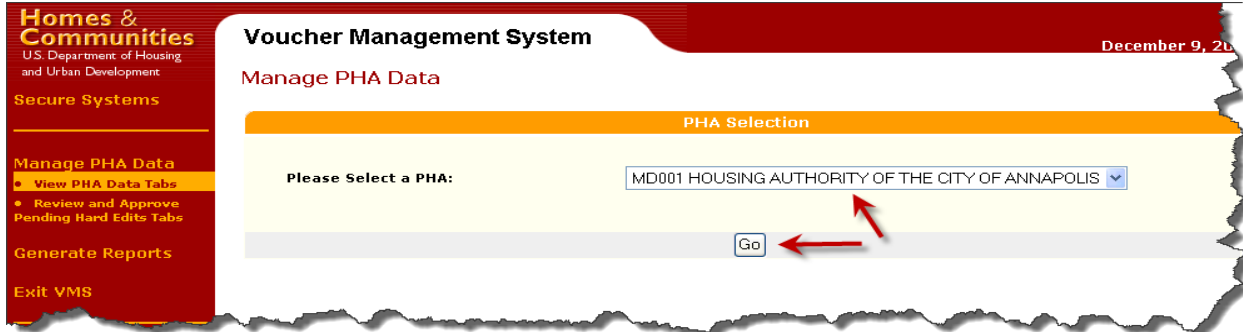


User with Multiple PHA Assignment - Selection Page

5.2.2 After selecting the state code, choose the appropriate PHA from the dropdown list and click on go.

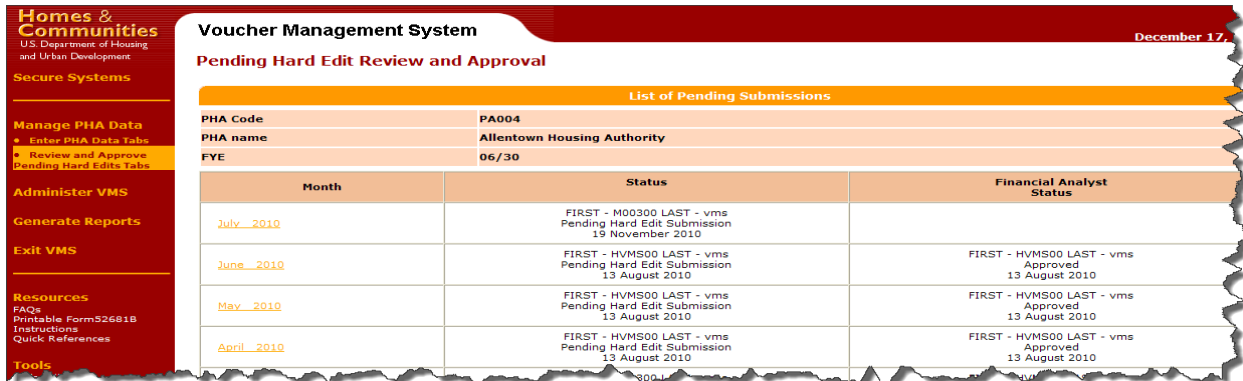


If you selected the state option, a second menu will appear with a drop-down list of PHAs within the selected state



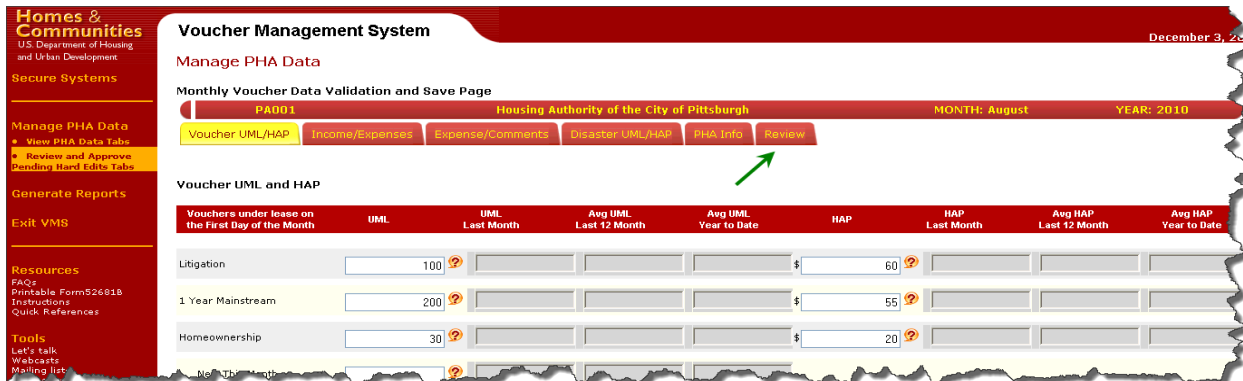
PHA Selection from State Code

5.2.3 A List of Submissions for that PHA will display, showing the Status for each pending hard edit. Notice that the first entry has a status of "Pending Hard Edit Submission", and is blank in the Financial Analyst column.



VMS Pending Hard Edits by PHA

5.2.4 Click on a specific month-year link to open the pending hard edit. The 52681B form will be displayed in tabular format, and the FA can browse each tab validating the data entry. The first tabs contain the actual PHA data entry, plus any Hard Edit notations for fields that did not meet the validation edits. The last Tab will display "Review" rather than "Submission".



VMS Pending Hard Edit Review Screen



5.2.5 After reviewing each of the individual tabs, the FA will click on the “Review” tab button. This screen is now displayed in 2 segments. Section 1 displays the validation history, identifying the hard edit errors, tab and field name. Section 2 displays the Budget Authority Data used to validate the data for the reporting month.

**Voucher Management System** December 9, 2010

Manage PHA Data

MD002 Housing Authority Of Baltimore City MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Review

**:: Validation History**

Error Tab	Field Name	Drop Down Selection	Entered By User	Enter
Voucher UML and HAP	Total Vouchers	HE008 - Transfer :	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE002 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Total Vouchers	HE008 - Transfer :	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Total Vouchers	HE008 - Transfer :	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA :	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA :	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE002 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30

**:: Budget Authority Data**

Program Code	HAP Budget Amount	HAP Monthly Amount
1. 5 Year Mainstream Vouchers (units)	0	0
2. 5 Year Mainstream Monthly Funding	0	0
3. FSS Funding	0	0
4. Moving To Work (units)	0	0
5. VASH Funding	0	0
6. Regular Vouchers Monthly Funding	11611646	11611646
7. VASH (units)	0	0
8. Regular Vouchers (units)	0	0

Program Code	Start Date
1. Tenant Protection	1995 / 1
2. DHAP	Not part of the program

Cancel Review

Back to top

VMS Review Tab Screen

Note: FA will be able to see edit messages on the Review and Approval page. All Hard Edit error messages have numbers e.g. HE001, HE023, for FAs to understand details of error messages see Appendix B

5.2.6 Clicking on the “Review” button at the bottom on the page, will display a page that will allow the Financial Analyst to approve or reject the submission, and enter comments into a comment section.

**Voucher Management System** November 30, 2010

Pending Hard Edit Review and Approval

MD002 Edit Review and Approval MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Review

<< Back to previous page

**HUD Review and Approval**

Received Date: 11/23/2010

Approved: Yes  No

Comments: This submission is not valid. FA.

Continue Cancel

VMS HUD Hard Edit Review and Approve/Disapprove Screen



5.2.7 After reviewing the PHA submission, the FA will click on either the “Yes” or “No” radio button, and enter an explanation of the decision (if declined) in the “Comments” field. Once the information is completed, the user will click on the “Continue” button at the bottom of the page, to complete the review process. A System Messages will appear at the top of the review tab indicating that the decision was saved successfully, or if not, indicating an error in the process.



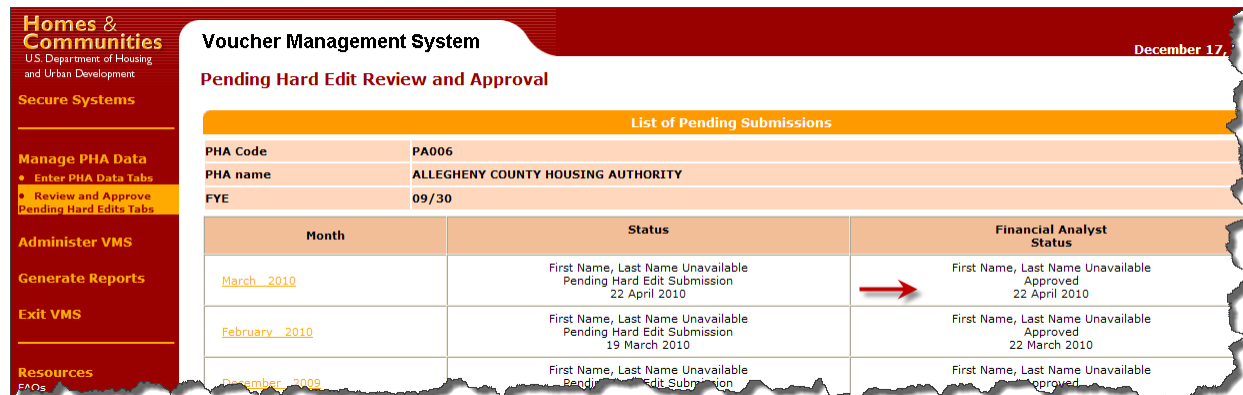
VMS HUD Hard Edit Review and Approve/Disapprove Screen

5.2.7.1 **APPROVED SUBMISSION:** An approval will trigger an approved email notification to be sent to the PHA Executive Director and the Point of Contact identified in VMS. An approval means the submission for that month is completed.

5.2.7.2 **DISAPPROVED SUBMISSION:** A disapproval of the hard edits will trigger a ‘disapproved email notification’ to be sent to the PHA Executive Director and the Point of Contact identified in VMS. The PHA will have to edit the original submission and resubmit the corrected data, and notify the FA of the resubmission.

**Note: FA will also be able to monitor open submissions using the Hard Edit report (See section 7.0 General Report section)**

5.2.8 By clicking on the “Continue” button, The Pending Submissions page will be re-displayed with the updated Status columns identifying the result of the pending hard edit review.

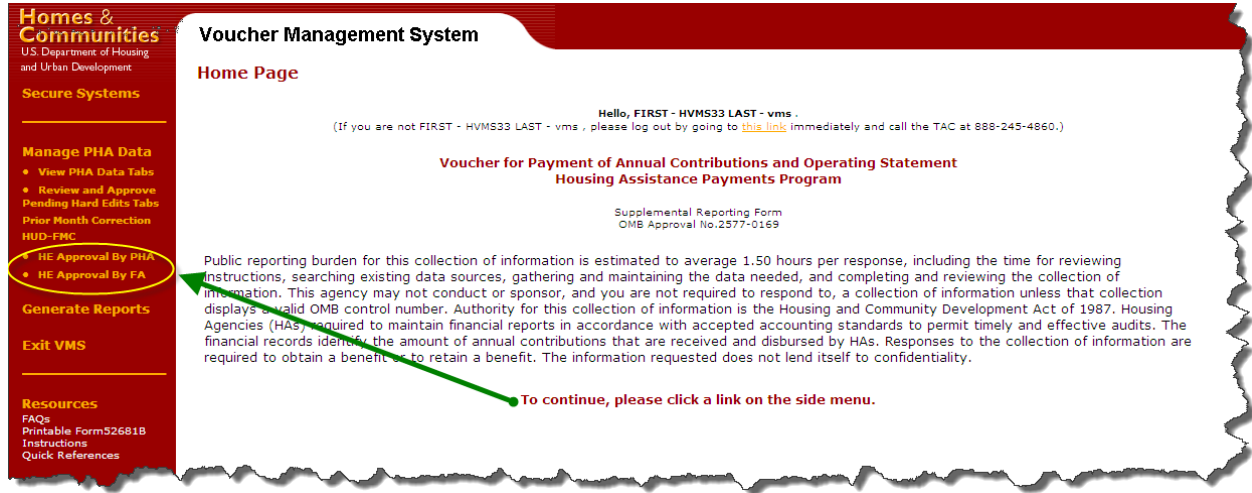


VMS Pending Hared Edit Review and Approval Screen



### 5.3 Review and Approve Prior Month Corrections

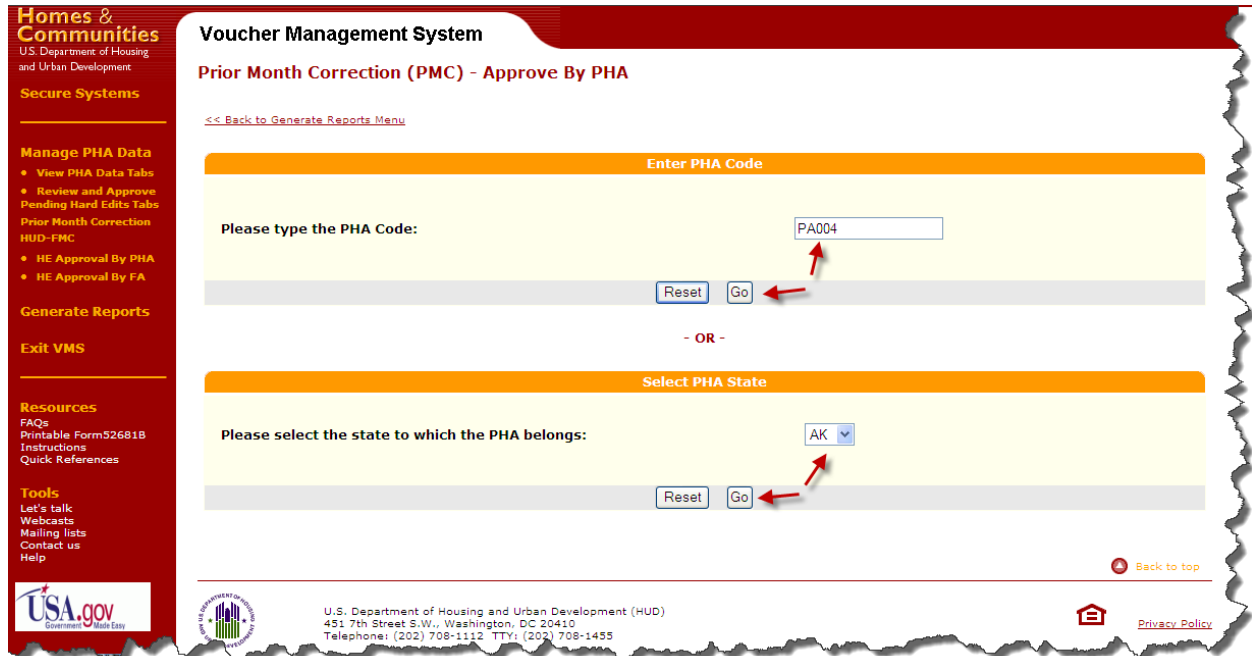
When you log on to the VMS system in an HUR role, the VMS Home page will look like this. In order to review and approve Prior Month Corrections (PMC) containing Pending Hard Edits, select one of the two options circled below: "HE Approval by PHA", or "HE Approval by FA".



VMS Home Page

#### 5.3.1 PMC Approval by PHA

When you select "HE Approval by PHA" from the VMS Home Page, this screen will display, allowing you to select the PHA, either by keying in the PHA number directly in the upper section, or by selecting a State code from the drop-down menu and selecting the "Go" button

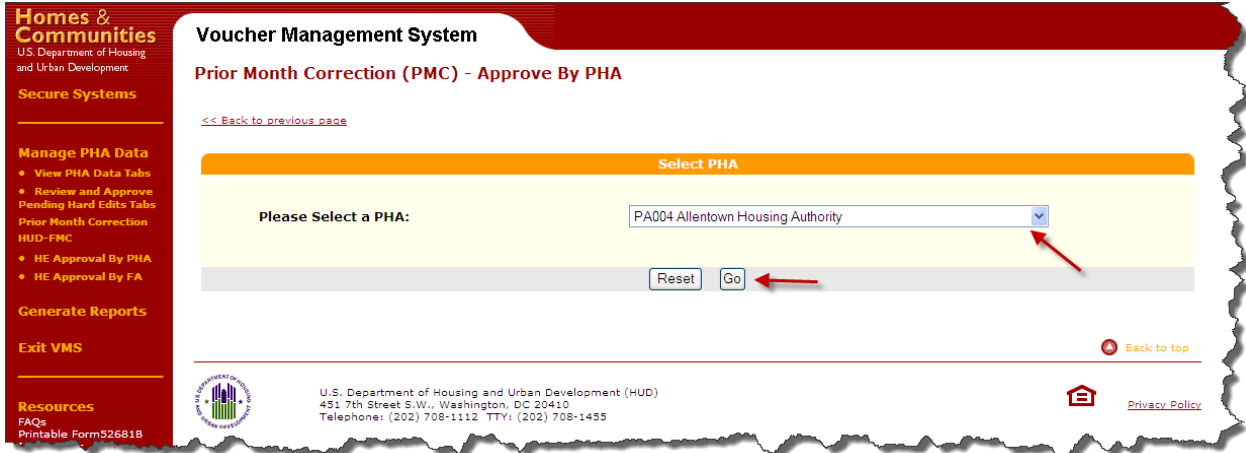


PMC -PHA or State Selection Menu (one)



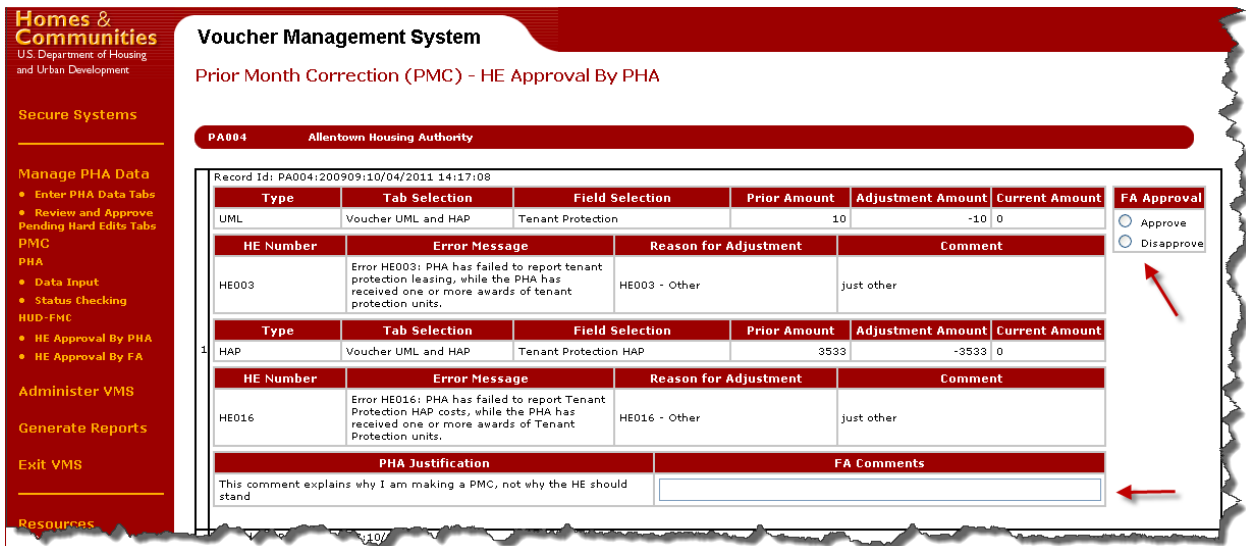


If you selected the State code, a second selection screen will display, allowing you to choose the PHA from a drop-down list.



PMC -PHA Selection Menu (two)

When you select the PHA, a screen like this appears, displaying all pending Prior Month Corrections for the PHA. Each pending PMC displays enough information for the Financial Analyst to review and approve or disapprove the Hard Edit. Click the appropriate FA Approval button in the upper right corner, and add your comments in the FA Comments field at the bottom right of the box.



If more than one pending PMC exists for the PHA, the screen will display each one in order, as the following example shows, with three PCs for the same PHA.



Voucher Management System

October 7, 2011

Prior Month Correction (PMC) - HE Approval By PHA

PA004 Allentown Housing Authority

Record Id: PA004:200909:10/04/2011 14:17:08

Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
UML	Voucher UML and HAP	Tenant Protection	10	-10	0	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE003	Error HE003: PHA has failed to report tenant protection leasing, while the PHA has received one or more awards of tenant protection units.	HE003 - Other	Just other			
Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
HAP	Voucher UML and HAP	Tenant Protection HAP	3533	-3533	0	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE016	Error HE016: PHA has failed to report Tenant Protection HAP costs, while the PHA has received one or more awards of Tenant Protection units.	HE016 - Other	Just other			
PHA Justification			FA Comments			
This comment explains why I am making a PMC, not why the HE should stand						

---

Record Id: PA004:201007:10/03/2011 12:51:48

Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
UML	Voucher UML and HAP	Veteran's Administration Supported Housing (VASH) Vouchers	0	456	456	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE007	Error HE007: PHA has reported VASH leasing, but the PHA has not received an award of VASH units in FFY 2008 or later.	HE007 - VASH HAP units received but not yet leased				
Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
HAP	Voucher UML and HAP	Veteran's Administration Supported Housing (VASH) HAP	0	4560	4560	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE019	Error HE019: PHA has reported VASH HAP costs, but the PHA has not received an award of VASH units in FFY 2008 or later.	HE019 - VASH HAP units received but not yet leased				
PHA Justification			FA Comments			

---

Record Id: PA004:201009:10/03/2011 12:41:49

Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
UML	Voucher UML and HAP	Tenant Protection	8	-8	0	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE003	Error HE003: PHA has failed to report tenant protection leasing, while the PHA has received one or more awards of tenant protection units.	HE003 - TP units received but not yet leased				
Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
HAP	Voucher UML and HAP	Tenant Protection HAP	2997	-2997	0	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE016	Error HE016: PHA has failed to report Tenant Protection HAP costs, while the PHA has received one or more awards of Tenant Protection units.	HE016 - TP units received but not yet leased				
PHA Justification			FA Comments			

Return

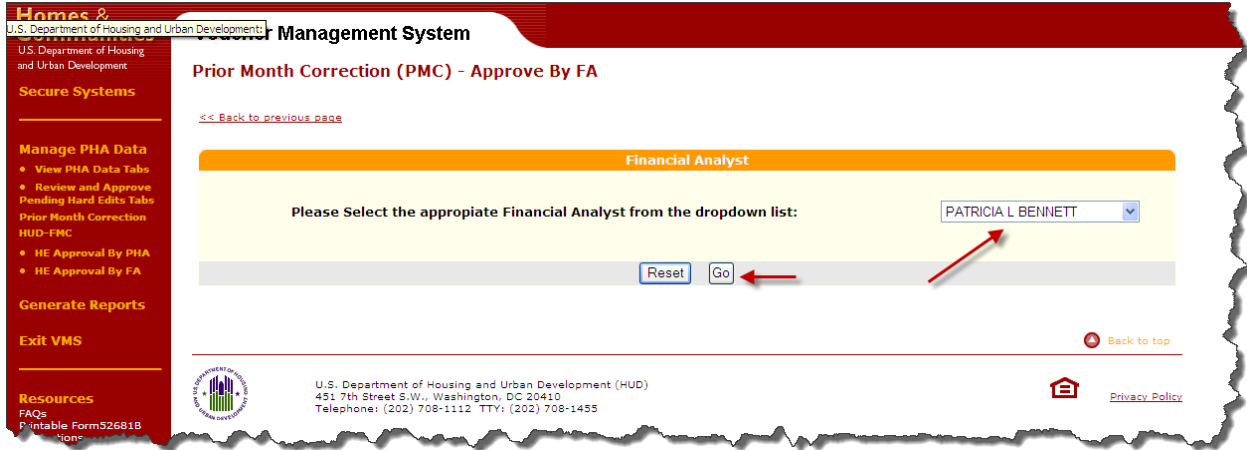
Submit

PMC Pending Corrections List by PHA

The Financial Analyst can approve / disapprove each PMC, and then click on the **Submit** button at bottom. If you prefer to leave the screen without approving / disapproving the Hard Edit, click on the **Return** button at bottom.

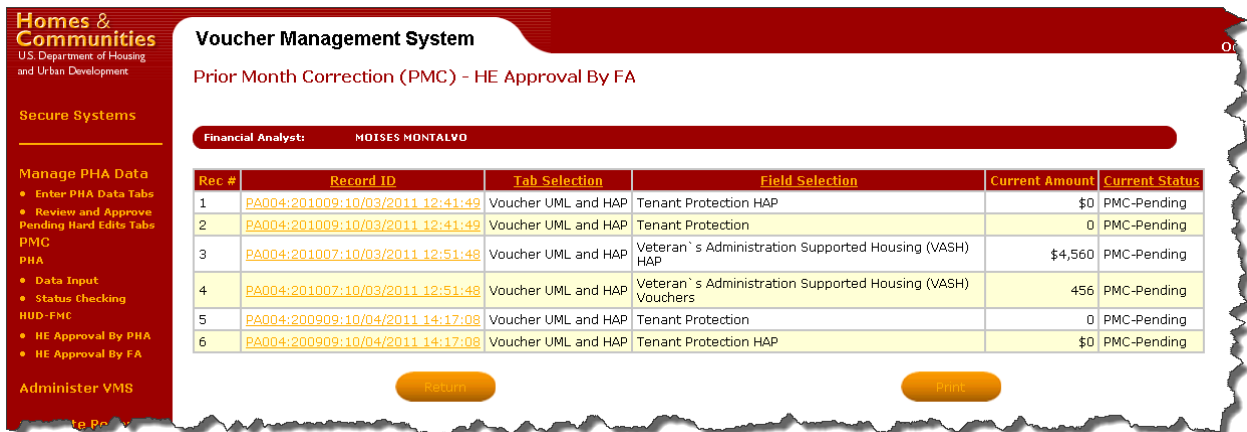
5.3.2 PMC Approval by FA

When you select "HE Approval by FA" from the VMS Home Page, this screen will display, allowing you to select the Financial Analyst (FA) name from a drop-down list. Select the FA name and click on the "Go" button.



PMC FA Selection Menu

When you select the FA name, a screen like this appears, displaying all pending Prior Month Corrections for the Financial Analyst.



PMC Pending Corrections List by FA

The name and Division of the Financial Analyst appear at the top of the page. Each line item displays the following fields:

- The Rec.#, a sequential number of line items within the listing
- The Record ID, which is composed of several other fields:
  - PHA number
  - Year and Month Reporting Period of the Submission that was corrected
  - Date and time that the correction was created / submitted
- The tab where the corrected field is located
- The name of the field that was corrected
- The new adjusted amount (Current Amount)
- The current status of the PMC

Click on the Record ID of the correction you want to review. The Hard Edit Approval page will appear, as below.



### 5.3.3 PMC Approval / Disapproval Screen

This screen, when selected by the FA, shows the PMC corrected field and the hard edit information. It also has an Approve / Disapprove section and a comment field for you to explain the reason for approving or disapproving the pending PMC Hard Edit.

**Voucher Management System**  
Prior Month Correction (PMC) - HE Approval Page

PA004 Allentown Housing Authority September 2009

Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
UML	Voucher UML and HAP	Tenant Protection	10	-10	0

HE Number	Error Message	Reason for Adjustment	Comment
HE003	Error HE003: PHA has failed to report tenant protection	HE003 - Other	just other

Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
HAP	Voucher UML and HAP	Tenant Protection HAP	3533	-3533	0

HE Number	Error Message	Reason for Adjustment	Comment
HE016	Error HE016: PHA has failed to report Tenant Protection	HE016 - Other	just other

**PHA Justification**  
This comment explains why I am making a PMC, not why the HE should stand

**FA Comments**

Approve  Disapprove

### PMC FA Approval / Disapproval Page

Select the Approve or Disapprove radio button at the bottom of the page, and if appropriate, fill in a comment in the FA Comments field. Then select one of the two buttons at the bottom of the page: "Process and Return" or "Reset".

If you select "Reset", the approval / disapproval buttons will be blanked out, as will any comment you wrote. If you return to the list of PMC pending HE Corrections, without further action, you will see that this correcting still has a status of "Pending".

If you select "Process and Return", you will return to the list of PMC pending HE Corrections, and you will see that the status of this PMC Pending HE has changed to either "Disapproved PMC Hard Edit" or "Approved PMC Hard Edit". If there are no additional pending PMCs with Hard Edits, you will see this screen:



**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Secure Systems**

**Manage PHA Data**

- Enter PHA Data Tabs
- Review and Approve Pending Hard Edits Tabs

**PMC**

**PHA**

- Data Input
- Status Checking

**HUD-PA**

---

**Voucher Management System**

Prior Month Correction (PMC) - HE Approval By PHA

**PA001**      Housing Authority of the City of Pittsburgh

There are no additional hard edits pending approval for this PHA

[Return](#)

### 5.3.4 PMC Approval / Disapproval Email to PHA

When you approve or disapprove a PMC Pending Hard Edit, the system will automatically send an email to the PHA Point of Contact, notifying them of the Approval / Disapproval. The “From” address of the email will be the FA approving / disapproving the PMC Hard Edit. The PHA can respond through normal email channels, not via the VMS system.

### 5.3.5 PMC Daily Pending Report via Email

Each Financial Analyst receives a daily PDF report of all PMC Pending Hard Edit records, by FA. The report comes by email, generated by the system. Since it is a PDF format, you cannot view the individual correction screens by clicking on the line items.

The report is e-mailed daily at 6:00 Central Time.

Prior Month Corrections Report – by FA

Financial Analyst: Kimberly M. Marchettie					Division: Operations		
Rec #	Record ID	Division	Financial Analyst	Tab Selection	Field Selection	Adjustment Amount	Status
1	AS001.08.2010.04.07.2010.12:45:32PM	East	John Q. Public	Voucher UML and HAP	Number of Vouchers Under Lease (HAP Contract) on the last day of the month	\$1,234,567,890.12	Disapproved
2	AS001.08.2010.04.07.2010.12:45:32PM	East	John Q. Public	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	\$1,234,567,890.12	Approved
3	BC001.08.2010.04.07.2010.12:45:32PM	East	John Q. Public	Additional Expense/Comments	Expense 1 Amount	\$1,234,567,890.12	Pending
4	CD001.08.2010.04.07.2010.12:45:32PM	East	John Q. Public	Additional Expense/Comments	Expense 1 Comment	This is a memo field and will allow the user to enter and enter	Pending
5	DE901.08.2010.04.06.2010.10:15:12AM	East	John Q. Public	Disaster UML and HAP	DHAP Families Assisted - Units	\$1,234,567,890.12	Approved
6	DG901.08.2010.04.06.2010.10:15:12AM	South	John Q. Public	Disaster UML and HAP	DHAP Families Assisted - HAP	\$1,234,567,890.12	Approved
7	HI 425.05.2010.04.04.2010.09:35:32AM	South	John Q. Public	Voucher UML and HAP	Number of Vouchers Under Lease (HAP Contract) on the last day of the month	\$1,234,567,890.12	Disapproved
8	H I 425.05.2010.04.04.2010.09:35:32AM	South	John Q. Public	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	\$1,234,567,890.12	Approved
9	NE425.05.2010.04.04.2010.09:35:32AM	South	John Q. Public	Additional Expense/Comments	Expense 1 Amount	\$1,234,567,890.12	Pending
10	NH425.05.2010.04.04.2010.09:35:32AM	West	John Q. Public	Additional Expense/Comments	Expense 1 Comment	This is a memo field and will allow the user to enter and enter	Pending
11	PA425.05.2010.04.04.2010.09:35:32AM	West	John Q. Public	Disaster UML and HAP	DHAP Families Assisted - Units	\$1,234,567,890.12	Approved
12	WA015.08.2010.04.04.2010.09:38:32AM	West	John Q. Public	Disaster UML and HAP	DHAP Families Assisted - HAP	\$1,234,567,890.12	Approved
13	WV064.01.2010.04.02.2010.01:12:31PM	West	John Q. Public	Voucher UML and HAP	Number of Vouchers Under Lease (HAP Contract) on the last day of the month	\$1,234,567,890.12	Disapproved

Page 1

VMS – Reports Section – PHA HE Status by FA – Report

The recipient Financial Analyst name and his/her Division name appear at the top of the page. Each line item displays the following fields:



- The Rec.#, a sequential number of line items within the listing
- The Record ID, which is composed of several other fields:
  - PHA number
  - Year and Month Reporting Period of the Submission that was corrected
  - Date and time that the correction was created / submitted
- The Division of the PMC correction
- The Financial Analyst associated with the PHA
- The tab where the corrected field is located
- The name of the field that was corrected
- The new adjusted amount
- The current status of the PMC



## **6.0 Executive Summary**



## 6.0 EXECUTIVE SUMMARY

### 6.1 PHA Summary

For PHA users, the Executive Summary Tab allows users to generate an Executive Summary Report in one of 4 formats:

- Allocations and Balance,
- Recap Worksheet
- Utilization Graphs

When you click on the Executive Summary Tab the following report selection page, will display, as shown below.

The screenshot shows the Voucher Management System interface. The sidebar on the left contains the following menu items: 'Secure Systems', 'Manage PHA Data' (with sub-items 'Enter PHA Data Tabs', 'PMC', 'PHA', 'Data Input', 'Status Checking'), 'Generate Reports', 'Exit VMS', and 'Resources'. The main content area is titled 'Voucher Management System' and 'Manage PHA Data'. It displays 'PA004 Allentown Housing Authority' and 'MONTH: February'. A row of tabs includes 'Voucher UML/HAP', 'Income/Expenses', 'Expense/Comments', 'Disaster UML/HAP', 'PHA Info', 'Submission', and 'ExecutiveSummary'. Below this, a 'Select Report Type' section has three radio buttons: 'Allocations and Balances', 'Recap Worksheet', and 'Utilization Graphs'. At the bottom are 'Continue' and 'Return' buttons.

**Executive Summary Format Selection Menu**

Click on the radio button for the report format you wish to see, and then click on the “Continue” button.

- If you wish to create several reports, you must produce them one at a time.
- If you click on one radio button you will clear a button that has already been selected

Click on the “Return button to return to the previous screen without generating any report.

Below are examples of the four report formats:





### 6.1.1 Allocations and Balance

**Homes & Communities**  
U.S. Department of Housing and Urban Development

Secure Systems



Manage PHA Data  
\* Enter PHA Data Tabs

Generate Reports

Exit VMS

Resources  
FAQs  
Printable Form 926018  
Instructions  
Quick References

Tools  
Let's talk  
Webcasts  
Mailing lists  
Contact us  
Help

April 6, 2010

**Voucher Management System**

Manage PHA Data

PA004     Allentown Housing Authority     MONTH: November     YEAR: 2010

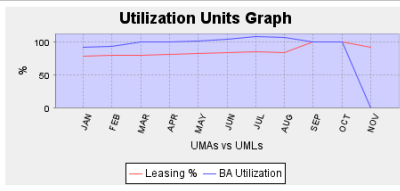
Voucher UML/HAP
Income/Expenses
Expense/Comments
Disaster UML/HAP
PHA Info
Submission
Executive Summary

Executive Summary - Public Housing Authority Allocation and Balances

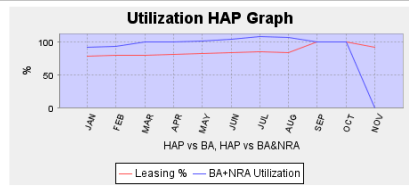
HUD Calculation	
NRA Beginning Balance from Prior Year End Balance	0
Budget Authority from HUDCAPS CYTD	7,376,078
HAP Expense Reported in VMS CYTD	6,770,651
Other Revenues Reported in VMS CYTD	34,323
End of Current Month Net Restricted Assets (NRA)	639,750

PHA Reported	
PHA Estimate of Net Restricted Assets (NRA)	20,195,137
PHA Estimate of Cash on Hand (COH)	20,195,137

Utilization	Amount	Percentage
Utilization Units (UML / UMA)	1	
Utilization HAP (HAP / ABA)	0.92	
Utilization All Funds = HAP expended CYTD/ABA + (Budgeted NRA . 1 Month prorated NRA cushion)	0.92	



UMAs vs UMLs



HAP vs BA, HAP vs BA&NRA

Print
Return

### Executive Summary – Allocations and Balance



### 6.1.2 Recap Worksheet

**Homes & Communities**  
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data  
+ Enter PHA Data Tab

Generate Reports

Exit VMS

Resources  
FAQs  
Printable Form 526818  
Instructions  
Quick References

Tools  
Let's talk  
Webcasts  
Mailing lists  
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Help

April 6

**Voucher Management System**

Manage PHA Data

PA004
Allentown Housing Authority
MONTH: November
YEAR: 2010

Voucher UML/HAP
Income/Expenses
Expense/Comments
Disaster UML/HAP
PHA Info
Submission
ExecutiveSummary

**Executive Summary - Public Housing Authority Recap**

**Executive Summary - Public Housing Authority Recap**

*** NRA Balance as of 12/31/2009:	0		
ABA Disbursed YTD	7,376,078		
HAP Expenditure YTD	6,770,651		
Remaining NRA YTD	605,427		
		<b>Including NRA</b>	
CY Eligibility	7,376,078		
Remaining CY Eligibility	605,427		605,427
CY Months Remaining	1		1
Monthly CY Eligibility Remaining	605,427		605,427
Unit Months Available CY	15,433		
Unit Months Leased CY	13,363		
Unit Months Remaining CY	2,070		
Monthly Unit Months Available Remaining	11,293		
Unit Months Funding Would Support	0		2,070
Monthly Units Funding Would Support	0		2,070
Minimum Available or Supportable	2,070		1,195
Minimum Available or Supportable Monthly	2,070	*	2,070

\* Represents units supportable by ABA only - no use of NRA and within UMA limits

\*\* Represents units supportable by all funds including expenditure of all NRA and all ABA, and also within UMA limits

\*\*\* (NRA@12/31/09 is after offset deducted)

Print
Return

### Executive Summary – Recap Worksheet



### 6.1.3 Utilization Graphs

**Homes & Communities**  
U.S. Department of Housing and Urban Development

Secure Systems



Manage PHA Data  
+ Enter PHA Data Tab

Generate Reports

Exit VMS

Resources  
FAQs  
Printable Form 526018  
Instructions  
Quick References

Tools  
Let's talk  
Webcasts  
Mailing lists  
Contact us  
Help

**Voucher Management System** April 6, 2010

Manage PHA Data

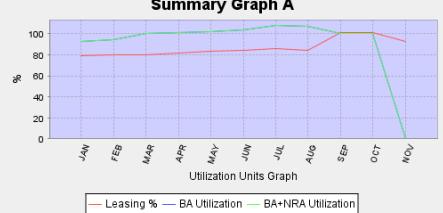
PA004 Allentown Housing Authority MONTH: November YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission **ExecutiveSummary**

**Executive Summary - Public Housing Authority**

**Utilization Graphs - Public Housing Authority Overview**

**Summary Graph A**



Utilization Units Graph

— Leasing % — BA Utilization — BA+NRA Utilization

Month	UMA	UML	Leasing %	Month	ABA	HAP	BA plus NRA	BA Utilization	BA plus NRA Utilization	PUC
JAN	1,403	1,114	79%	JAN	\$696,205	\$649,163	\$696,205	93%	93%	\$582.73
FEB	1,403	1,125	80%	FEB	\$696,205	\$652,676	\$696,205	94%	94%	\$580.16
MAR	1,403	1,129	80%	MAR	\$664,852	\$663,760	\$664,852	100%	100%	\$587.92
APR	1,403	1,153	82%	APR	\$664,852	\$672,757	\$664,852	101%	101%	\$583.48
MAY	1,403	1,159	83%	MAY	\$664,852	\$676,506	\$664,852	102%	102%	\$583.7
JUN	1,403	1,174	84%	JUN	\$664,852	\$692,249	\$664,852	104%	104%	\$589.65
JUL	1,403	1,202	86%	JUL	\$664,852	\$716,609	\$664,852	108%	108%	\$596.18
AUG	1,403	1,181	84%	AUG	\$664,852	\$713,727	\$664,852	107%	107%	\$604.34
SEP	1,403	1,413	101%	SEP	\$664,852	\$665,852	\$664,852	100%	100%	\$471.23
OCT	1,403	1,413	101%	OCT	\$664,852	\$665,852	\$664,852	100%	100%	\$471.23
NOV	1,403	1,300	93%	NOV	\$664,852	\$1,500	\$664,852	0%	0%	\$1.15
YTD	15,433	13,363	87%	YTD	\$7,376,078	\$6,770,651	\$670,552.55	92%	92%	\$506.67

Print
Return

### Executive Summary – Utilization Graphs



## 6.2 National/Regional/State/FO Executive Summary

In addition to the PHA Executive Summary reports, authorized HUD FMC users can see the same reports for a wider range of data: National, Regional, State, or Field Office,

For a user authorized to see the National, Regional, State and Field Office Executive Summaries, the screen below will display when the user clicks on the Executive Summary Tab:

The screenshot shows the Voucher Management System interface. The header includes 'Homes & Communities U.S. Department of Housing and Urban Development', 'Voucher Management System', and the date 'April 6, 2010'. The main content area is titled 'Manage PHA Data' and shows 'PA011' for 'Bethlehem Housing Authority' with 'MONTH: October' and 'YEAR: 2010'. A navigation bar contains tabs: 'Voucher UML/HAP', 'Income/Expenses', 'Expense/Comments', 'Disaster UML/HAP', 'PHA Info', 'Submission', and 'ExecutiveSummary'. Below the tabs is a section titled 'Executive Summary' with a 'Select Report Group' section containing radio buttons for 'National', 'Region', 'State', 'Field Office', and 'Public Housing Authority'. A 'Continue' button is at the bottom.

Select either National, Regional, State, Field Office, or Public Housing Authority (PHA) to set the parameters of the summary report, and then click on the “Continue” button. A screen asking for additional information will display, similar to this PHA example:

The screenshot shows the Voucher Management System interface for a different PHA. The header includes 'Homes & Communities U.S. Department of Housing and Urban Development', 'Voucher Management System', and the date 'March 2011'. The main content area is titled 'Manage PHA Data' and shows 'CA001' for 'Housing Authority of the City & County of SF' with 'MONTH: January' and 'YEAR: 2011'. A navigation bar contains tabs: 'Voucher UML/HAP', 'Income/Expenses', 'Expense/Comments', 'Disaster UML/HAP', 'PHA Info', 'Submission', and 'ExecutiveSummary'. Below the tabs is a section titled 'Executive Summary' with a 'Select Report Group' section containing radio buttons for 'National', 'Region', 'State', 'Field Office', and 'Public Housing Authority'. Below that is a 'Select Report Type' section with a dropdown menu for 'HA Name' (set to 'CA001 Housing Authority of the City & County of SF') and radio buttons for 'Allocations and Balances', 'Recap Worksheet', and 'Utilization Graphs'. 'Continue' and 'Return' buttons are at the bottom.

Indicate the PHA number, (or FO, State, Region), select one of the report format radio buttons, and then click on the “Continue” button. An executive summary in the selected format for the selected range of data will be created.



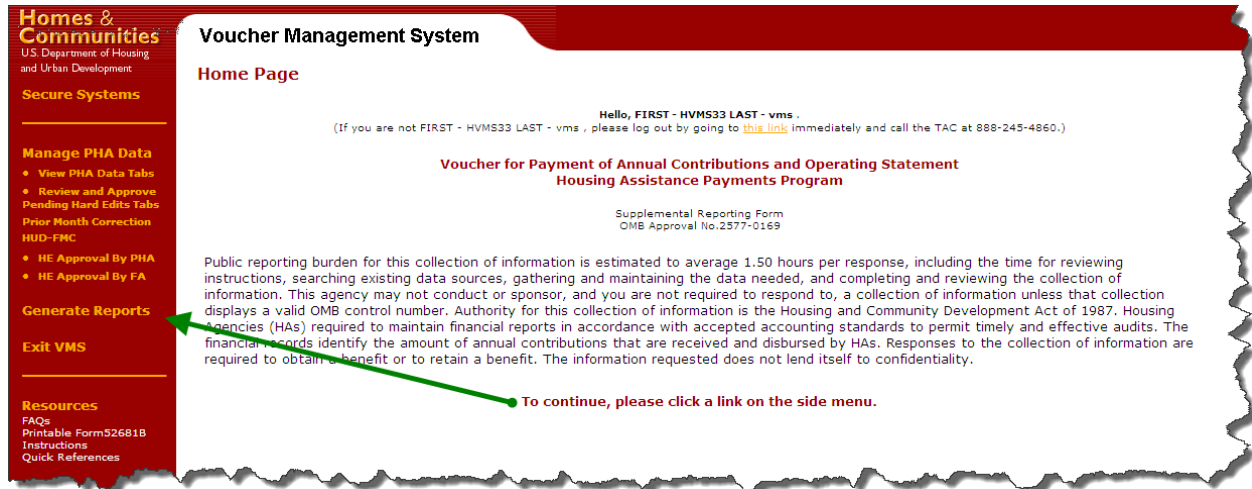


## **7.0 GENERATE REPORTS**



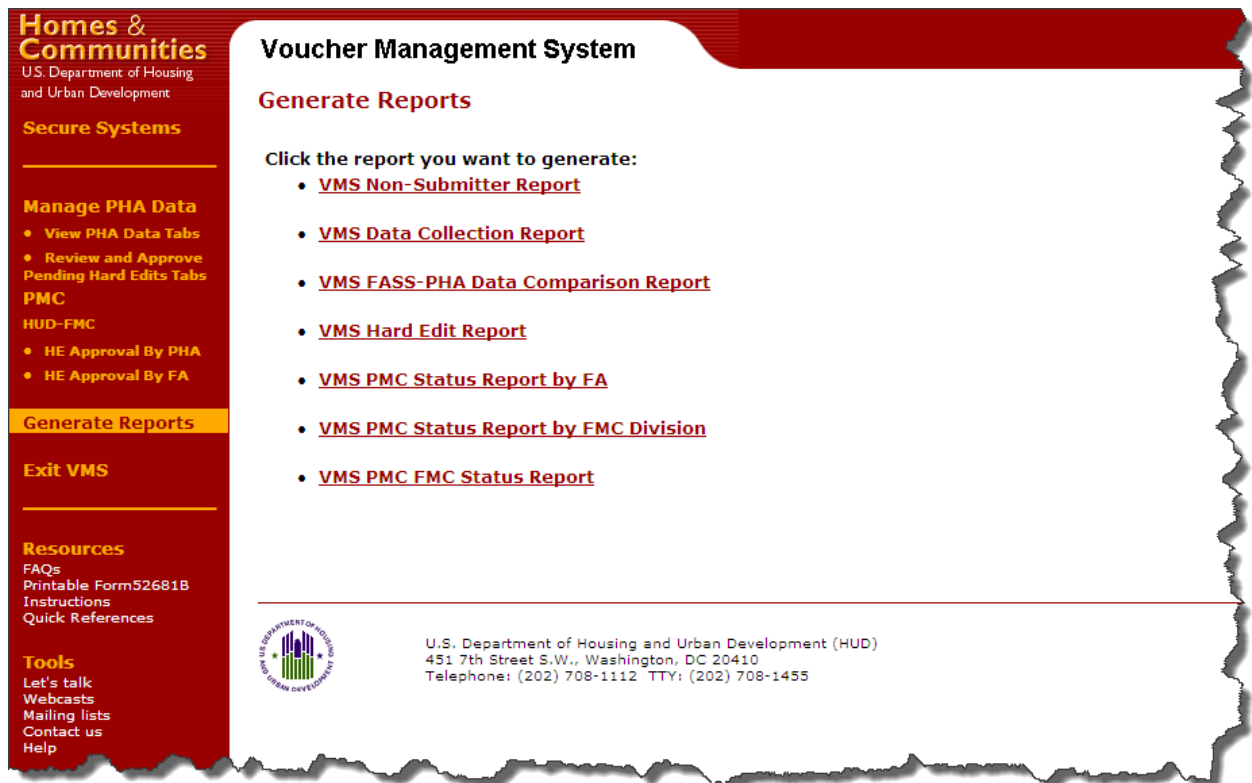
## 7.0 GENERATE REPORTS

At the Home Page, the HUD or PHA user can select “Generate Reports” from the side menu.



VMS Home Page

The “Generate Reports menu will display. Note: For PHA users (UDE), only the VMS Data Collection Report is available.



VMS Report Selection Menu

Select the report you wish to produce from this menu.



## 7.1 VMS Non Submitter Report

To view the VMS Non-Submitter Report, the user must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.

This report is available for users with the HUR Role. When you select this report, the following page appears, allowing you to select a date range (up to 12 months), and the State on which the report is based. You can also select the type of Non-Submitter Report, from the following choices:

- Data Table
- Number of Non-Submitters per Month
- Number of Non-Submitters per PHA
- Percentage of Non-Submitters

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System**  
**VMS Non-Submitter Report**

[<< Back to Generate Reports Menu](#)

**Select a Date Range**

NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 12 months.

Please select a date range: MM YYYY to MM YYYY State AK

**Report**

Data Table

Number of Non-Submitters per month

Number of Non-Submitters per PHA

Percentage of Non-Submitters

Reset Go

Non Submitter Parameter Selection Page





The Following report is produced from the above selection.

**Voucher Management System**  
**VMS Non-Submitter Report**

[<< Back to Generate Reports Menu](#)

**Select a Date Range**  
 NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 12 months.

Please select a date range: 11 2010 to 09 2011 State CA

**Report**  
 Data Table  
 Number of Non-Submitters per month  
 Number of Non-Submitters per PHA  
 Percentage of Non-Submitters

Reset Go

**Non-Submitter Report**

From 11/2010  
 To 09/2011  
 As of 10/26/2011

'N' indicates data not submitted. A colored cell indicates the PHA is excluded for that month.

PHA	11/2010	12/2010	01/2011	02/2011	03/2011	04/2011	05/2011	06/2011	07/2011	08/2011	09/2011
CA002			N	N							
CA005	N	N	N	N	N	N	N	N	N	N	N
CA007			N	N	N						
CA011			N	N	N						
CA014	N	N	N	N	N						
CA015	N	N	N	N	N	N	N	N	N	N	N
CA017	N	N	N	N	N	N	N	N	N	N	N
CA019	N	N	N	N	N						
CA021					N						
CA024			N	N	N						
CA025	N	N	N	N	N	N	N	N	N	N	N
CA026			N	N	N						
CA027			N	N	N						

**Non Submitter Data Table Report**

The data table report allows the user to view non-submitter data specific to a certain state and time period. The data appears as shown in the above table, with a "N" displayed for those months the HA was in non-submitter status.



## 7.2 VMS Data Collection Report

All PHA users and Financial Analysts (UDE and HUR Roles) should be able to view and generate the Data Collection Report. When you click on the “VMS Data Collection Report” link on the Report Selection” menu, if you are authorized to see reports for more than one PHA, the “Enter PHA Code or Select PHA State” page is displayed, otherwise the system will display the VMS Data Collection Report Home Page.

PHA / State - Selection page

After choosing the state code above, using the drop down list displayed below, select the appropriate PHA.

PHA Selection from State Code

The following parameter selection page displays, allowing you to set the Date Range (up to 12 months) and select the type of Data Collection Report to generate:

- Data Table
- Line Graph



- Pie Graph
- Horizontal Bar Graph

**Voucher Management System** February 18, 2020

**VMS Data Collection Report**

[<< Back to previous page](#)

**Select a Date Range**

NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 12 months.

Please select a date range: MM YYYY to MM YYYY

**Report**

Data Table

Line Graph

Pie Graph

HorizontalBar Graph

Reset Go

**Data Collection Report Parameter Selection Page**

Select the to and from date range from the drop-down menus, select the type of report or graph to generate, and click on the "Go" button.

The Data Collection Report displays on the screen in PDF format for the user to review.



**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System** October

VMS Data Collection Report

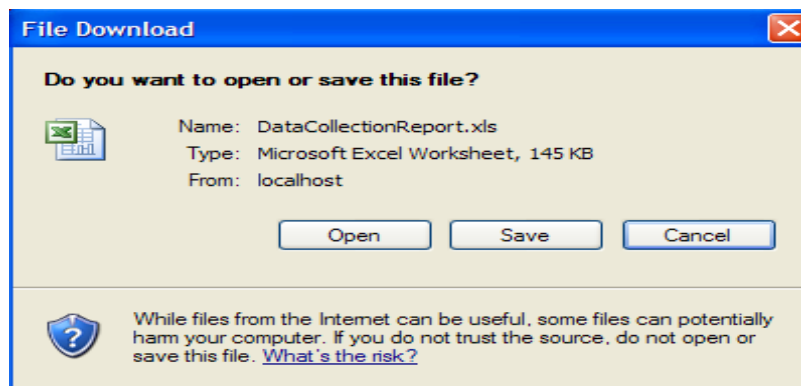
[Excel Format](#)

VMS Data Collection Report								
From	06/01/2010							
To	04/01/2011							
As of	10/26/2011							
PHA Code	PA004							
PHA Name	Allentown Housing Authority							
Point of Contact	Daniel Farrell							
Point of Contact Phone	(610) 439-8678							
E-mail	dfarrell@allentownhousing.org							

	Jun-2010	Jul-2010	Aug-2010	Sep-2010	Oct-2010	Feb-2011	Mar-2011	Apr-2011
Litigation		123			11	234		
Litigation HAP		\$2,333			\$222	\$234		
1 Year Mainstream								
1 Year Mainstream HAP								

VMS Data Collection Report – PDF format

Open the Data Collection Report in Excel by clicking on the “Excel Format” button at the top of the screen to open the document in MS Excel. The system prompts the user to open the document in MS Excel or to save the document. Generally user will just open the document in MS Excel by clicking on the “Open” button displayed in the system message.



VMS System Message

Once the system has opened the data collection report in MS Excel, the user will want to make sure the report is properly formatted prior to saving or printing. Once the format is set, click on



the “File” option on the ribbon bar, and select the print option. User can preview, or send on to print.

	A	B	C	D	E	F	G	H	I
1	<b>VMS Data Collection Report</b>								
2	From	6/1/2010							
3	To	4/1/2011							
4	As of	10/26/2011							
5	PHA Code	PA004							
6	PHA Name	Allentown Housing Authority							
7	Point of Contact	Daniel Farrell							
8	Point of Contact Phone	(610) 439-8678							
9	E-mail	dfarrell@allentownhousing.org							
10									
11		Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Feb-11	Mar-11	Apr-11
12	Litigation		123			11	234		
13	Litigation HAP		\$2,333			\$222	\$234		
14	1 Year Mainstream								
15	1 Year Mainstream HAP								
16	Homeownership								
17	Homeownership HAP								
18	New Home Owners - This Month								
19	Moving To Work Vouchers								
20	HAP Moving To Work Vouchers:								
21	Family Unification								
22	Family Unification HAP								
23	2008 and 2009 Family Unification								
24	2008 and 2009 Family Unification_HAP								

VMS Data Collection Report in Microsoft Excel

### 7.3 VMS Leasing and Unit Expense Report (Inactive)

To view the Leasing and Unit Expense Report, the user must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.

When you select the Leasing and Unit Expense Report from the Generate Reports: Report Selection Menu, if you are authorized to see reports for more than one PHA, the “Enter PHA Code or Select PHA State” page is displayed; otherwise the system will display the VMS - FASS Data Comparison Report home page



The screenshot shows the 'Voucher Management System' interface. The left sidebar contains navigation links: 'Homes & Communities', 'Secure Systems', 'Manage PHA Data', 'Administer VMS', 'Generate Reports', 'Exit VMS', 'Resources', and 'Tools'. The main content area is titled 'Leasing and Unit Expense Report' and includes a 'Back to Generate Reports Menu' link. It features two sections: 'Enter PHA Code' with a text input field and 'Reset'/'Go' buttons, and 'Select PHA State' with a dropdown menu (showing 'AK') and 'Reset'/'Go' buttons. A 'Back to top' link is in the bottom right. The footer contains HUD contact information and a 'Privacy Policy' link.

Enter PHA Code or Select PHA State Menu Page

If you select a state in the above menu, the following page will display:

The screenshot shows the 'Voucher Management System' interface. The left sidebar is identical to the previous page. The main content area is titled 'Leasing and Unit Expense Report' and includes a 'Back to previous page' link. It features a 'Select PHA' section with a dropdown menu (showing 'CA001 Housing Authority of the City & County of SF') and 'Reset'/'Go' buttons. A 'Back to top' link is in the bottom right. The footer contains HUD contact information and a 'Privacy Policy' link.

Select PHA Menu Page

Select the PHA you want from the drop down menu and click on the “Go” button. Another selection menu will display, for the date range on which you wish to report.



**Homes & Communities**  
US Department of Housing and Urban Development

**Voucher Management System**  
**Leasing and Unit Expense Report**

[<< Back to previous page](#)

Select a Date Range

NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 12 months.

Please select a date range: MM YYYY to MM YYYY

Reset Go

Select Date Range Menu Page

Select the date range you want from the drop down menus and click on the "Go" button. The Leasing and Unit Expense Report will display.

**Homes & Communities**  
US Department of Housing and Urban Development

**Voucher Management System**  
**Leasing and Unit Expense Report**

[<< Back to previous page](#)

**VMS Leasing and Unit Expense Report**

PHA Code	CA001
PHA Name	Housing Authority of the City & County of SF
Field Office Code	9APH
As of	04/06/2011
PHA FYE	09/30

Month/Year	Monthly UMA	Monthly UML	Mainstream 5-Year UMA	Mainstream 5-Year UML	Home Ownership	Combined Lease Rate	Total HAP	HAP PUC
12/2010	229,758	7,489	0	0	1	3.26%	\$9,389,955	\$1,253.83

HA Fiscal Year-To-Date Information

	Regular	Mainstream	Combined	HAP Total	
UML Total	7,489	0	7,489	\$9,389,955	Regular Utilization Percentage
UMA Total	229,758	0	229,758		Mainstream Utilization Percentage
Difference between UMA and UML	222,269	0	222,269		Combined Utilization Percentage
UMA CAP	2,757,096	0	2,757,096		Average PUC
					1,253.83

Excel Format

Leasing and Unit Expense Report

To see the report in Excel format, click on the "Excel Format" button at the bottom of the report:



VMS Leasing and Unit Expense Report									
PHA Code	CA001								
PHA Name	Housing Authority of the City & County of SF								
Field Office Code	9APH								
As of	4/6/2011								
PHA FYE	30-Sep								
Month/Year	Monthly UMA	Monthly UML	Mainstream 5-Year UMA	Mainstream 5-Year UML	Home Ownership	Combined Lease Rate	Total HAP	HAP PUC	
12/1/2010	229758	7489	0	0	1	3.26%	\$9,389,955	\$1,253.83	
HA Fiscal Year to Date Information									
		Regular	Mainstream	Combined		HAP Total	\$9,389,955		
	UML Total	7489	0	7489	Regular Utilization Percentage	3.26%			
	UMA Total	229758	0	229758	Mainstream Utilization Percentage	0.00%			
	Difference between UMA and UML	222269	0	222269	Combined Utilization Percentage	3.26%			
	UMA CAP	2757096	0	2757096	Average PUC	1253.83			

Excel format Leasing and Unit Expense Report

### 7.4 VMS FASS – PHA Data Comparison Report

To view the VMS FASS – PHA Data Comparison Report, the user must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.

When the VMS – FASS Data Comparison Report is selected from the Generate Reports: Report Selection Menu, if you are authorized to see reports for more than one PHA, the “Enter PHA Code or Select PHA State” page is displayed, otherwise the system will display the VMS - FASS Data Comparison Report home page.

**Voucher Management System** February 18, 2011

**FASS-PHA Data Comparison Report**

[<< Back to Generate Reports Menu](#)

---

**Enter PHA Code**

Please type the PHA Code:

- OR -

---

**Select PHA State**

Please select the state to which the PHA belongs:

Enter PHA Code or Select PHA State Menu Page





If you select a state, the following menu will display:

**Voucher Management System** February 18, 2010

**VMS FASS-PHA Data Comparison Report**

[<< Back to previous page](#)

Select PHA

Please Select a PHA: PA001 Housing Authority of the City of Pittsburgh

Reset Go

**Select PHA Menu Page**

Select the PHA you want from the drop down menu and click on the “Go” button. Another selection menu will display, for the year you wish to report on.

**Voucher Management System** February 18, 2010

**VMS FASS-PHA Data Comparison Report**

[<< Back to previous page](#)

Select Fiscal-Year-End Date

Select the FYE year: 2010

Reset Go

**Select Year Menu Page**

Select the year you want from the drop down menu and click on the “Go” button. The VMS - FASS Data Comparison Report home page will display.



### Voucher Management System

February 18, 2011

### FASS-PHA Data Comparison Report

[<< Back to previous page](#)

VMS FASS-PHA Data Comparison Report			
As of	02/18/2011		
PHA Code	PA001		
PHA Name	Housing Authority of the City of Pittsburgh		
Point of Contact	Barbara Newman		
Point of Contact Phone	(412) 456-5022		
E-mail	barbara.newman@hacp.org		
Year	VMS	FASS	Discrepancy
2010	27719409	0	27719409

Excel Format

**VMS - FASS Data Comparison Report – PDF Format**

To see the report in Excel format, click on the “Excel Format button at the bottom of the report:

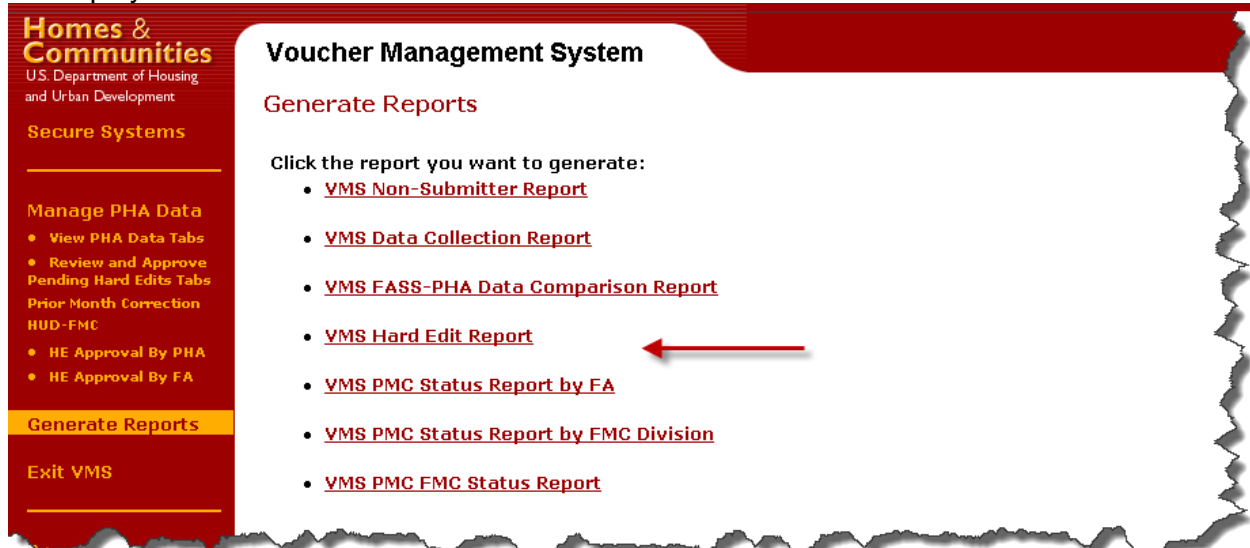
	A	B	C	D	E	F
1	VMS FASS-PHA Data Comparison Report					
2	As of	2/18/2011				
3	PHA Code	PA001				
4	PHA Name	Housing Authority of the City of Pittsburgh				
5	Point of Contact	Barbara Newman				
6	Point of Contact Phone	(412) 456-5022				
7	E-mail	barbara.newman@hacp.org				
8						
9	Year	VMS	FASS	Discrepancy		
10	2010	27719409	0	27719409		
11						

**VMS - FASS Data Comparison Report – Excel Format**



## 7.5 VMS Hard Edit Report (for FA)

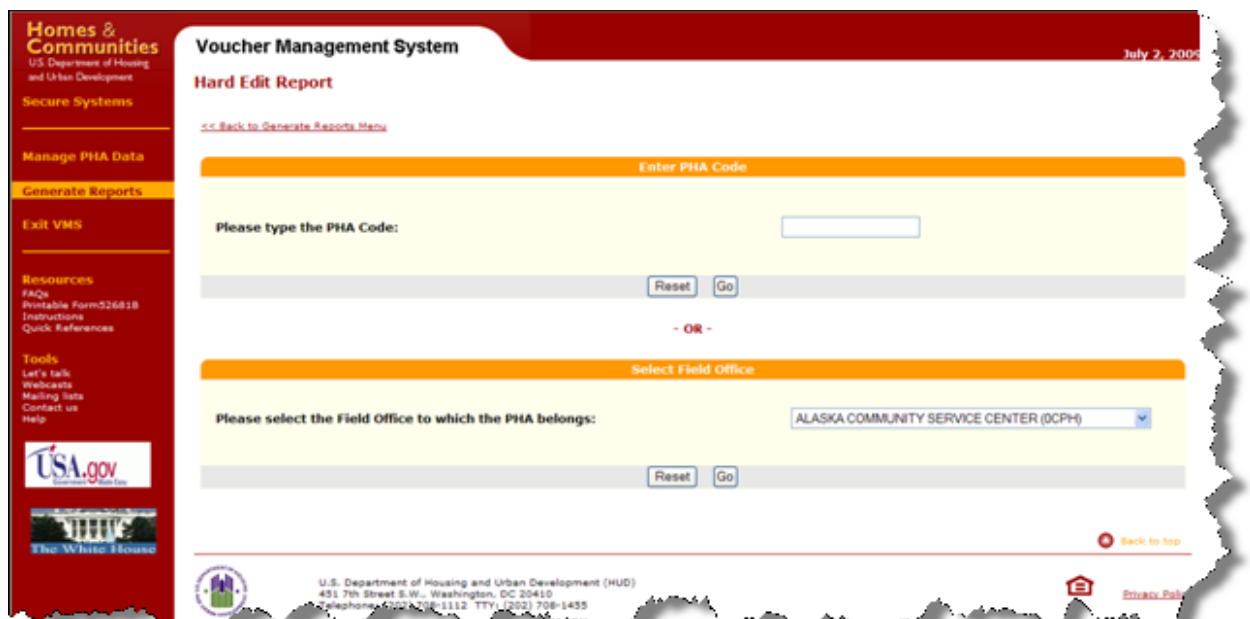
To view the Hard Edit Report for FAs, the user must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.



Report Selection Menu

Select VMS Hard Edit Report link

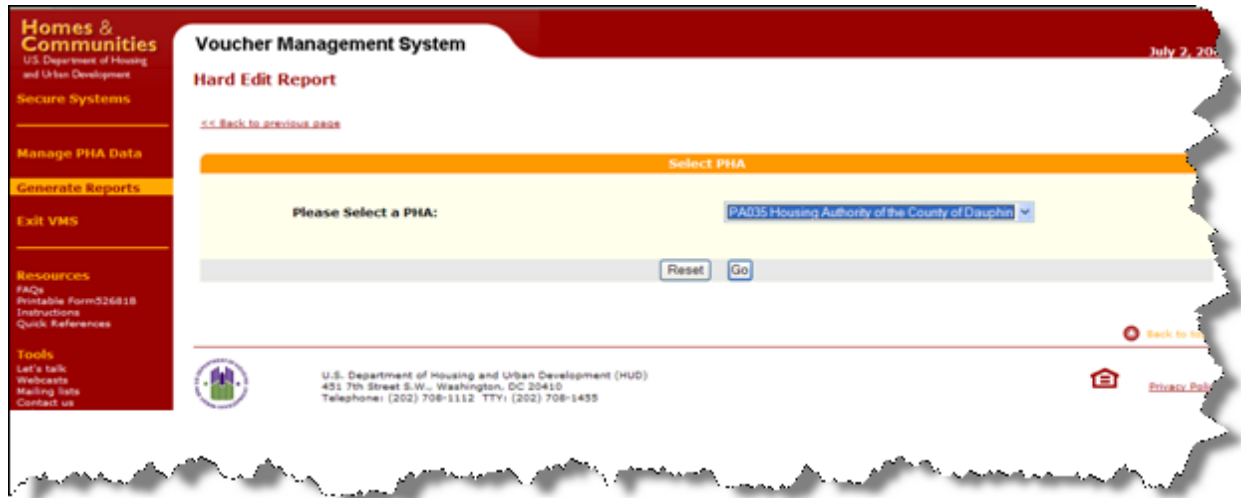
An FA authorized for multiple PHAs either enters the desired PHA code directly in the first box, or selects the Field Office drop down to display PHAs assigned to the Field Office and the user’s id



PHA Selection Menu - 1

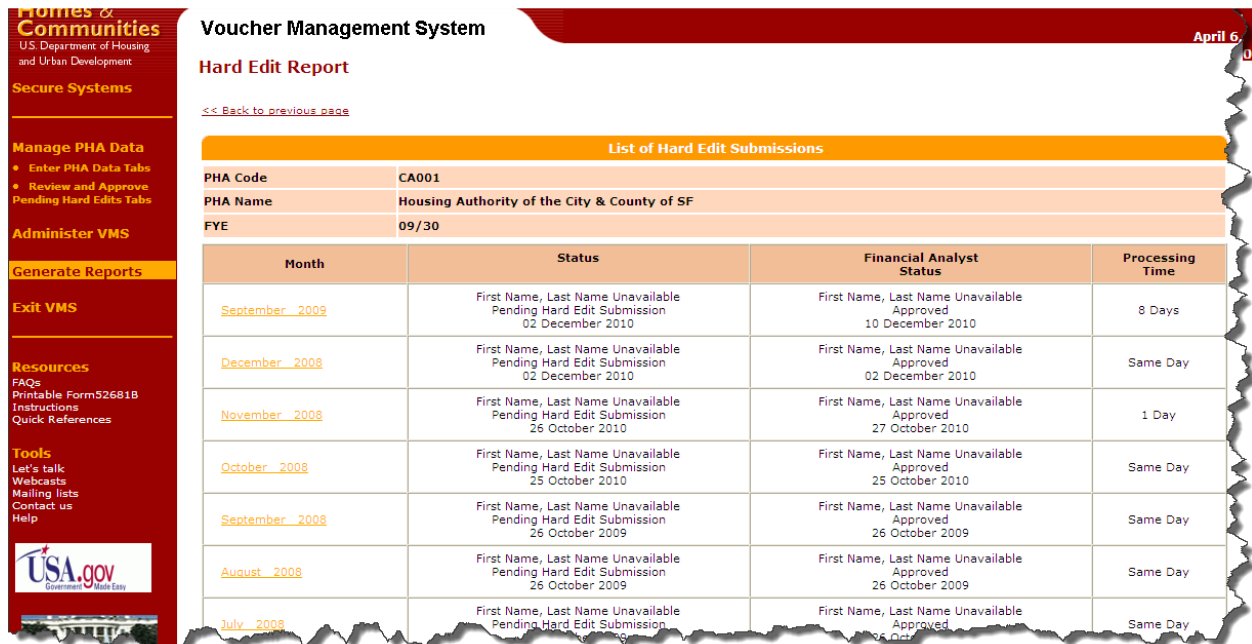


The user then selects the desired PHA from the drop-down list



. PHA Selection Menu - 2

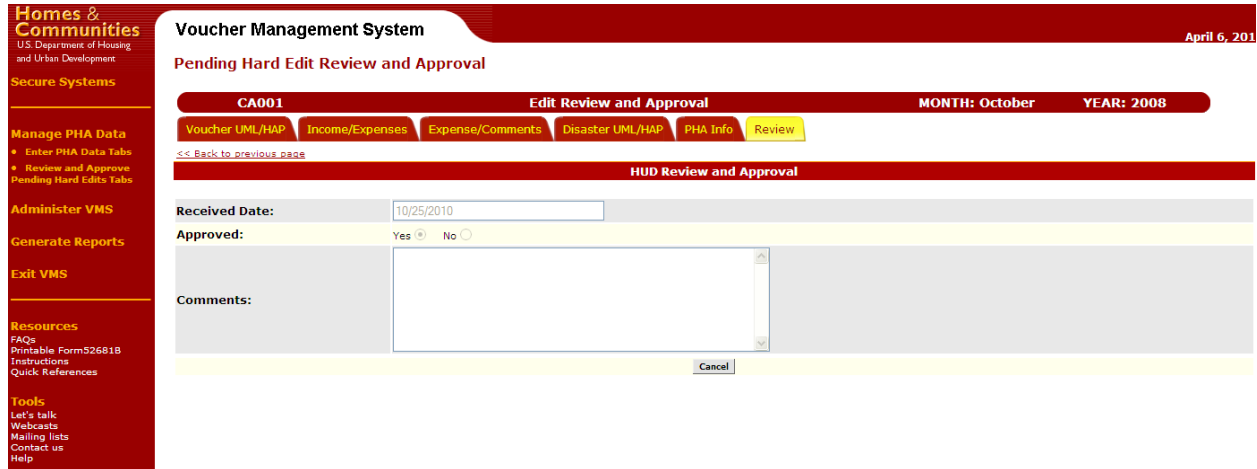
The system will generate a report of pending Hard Edits for the PHA selected.



Hard Edit Error Report Menu

The FA can approve or disapprove the submission by following the steps below

**Step -1:** Select the link under the Month column. The Pending Hard Edit Review and Approval page displays



### Pending Hard Edit Review and Approval Page

**Step –2:** Select the “Yes” button for approval or the “No” button for disapproval



**Step –3:** Click the “Continue” button. The System message displays



**Step –4:** Click the “Continue” button



Date: 01/13/2009

HUD Review and Approval

Division

Received Date: 01/13/2009

Approved: Yes  No

Comments:

[Continue](#) [Cancel](#)

[Back to top](#)

U.S. Department of Housing and Urban Development (HUD)  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) [Privacy Policy](#)

The Pending Hard Edit Review and Approval menu page will again display with List of Pending Submissions

Homes & Communities  
U.S. Department of Housing and Urban Development

Voucher Management System July 2, 2009

Pending Hard Edit Review and Approval

List of Pending Submissions

PHA Code: PA035  
PHA name: Housing Authority of the County of Dauphin  
FYE: 06/30

Month	Status	Financial Analyst Status
December, 2008	First Name, Last Name Unavailable Pending hard edit submission 19 January 2009	FIRST - HUNSLI LAST - vms Approved 03 July 2009
November, 2008	First Name, Last Name Unavailable Pending hard edit submission 18 December 2008	First Name, Last Name Unavailable Approved 18 December 2008
October, 2008	First Name, Last Name Unavailable Pending hard edit submission 08 November 2008	First Name, Last Name Unavailable Approved 08 November 2008
September, 2008	First Name, Last Name Unavailable Pending hard edit submission 08 November 2008	First Name, Last Name Unavailable Approved 08 November 2008
August, 2008	First Name, Last Name Unavailable Pending hard edit submission 08 November 2008	First Name, Last Name Unavailable Approved 08 November 2008
July, 2008	First Name, Last Name Unavailable Pending hard edit submission 08 November 2008	First Name, Last Name Unavailable Approved 08 November 2008

[Back to top](#)

If there is no pending submission for a PHA, the Hard Edit Report page will display with the message below

Homes & Communities  
U.S. Department of Housing and Urban Development

Voucher Management System July 2, 2009

Hard Edit Report

[Back to previous page](#)

List of Pending Submissions

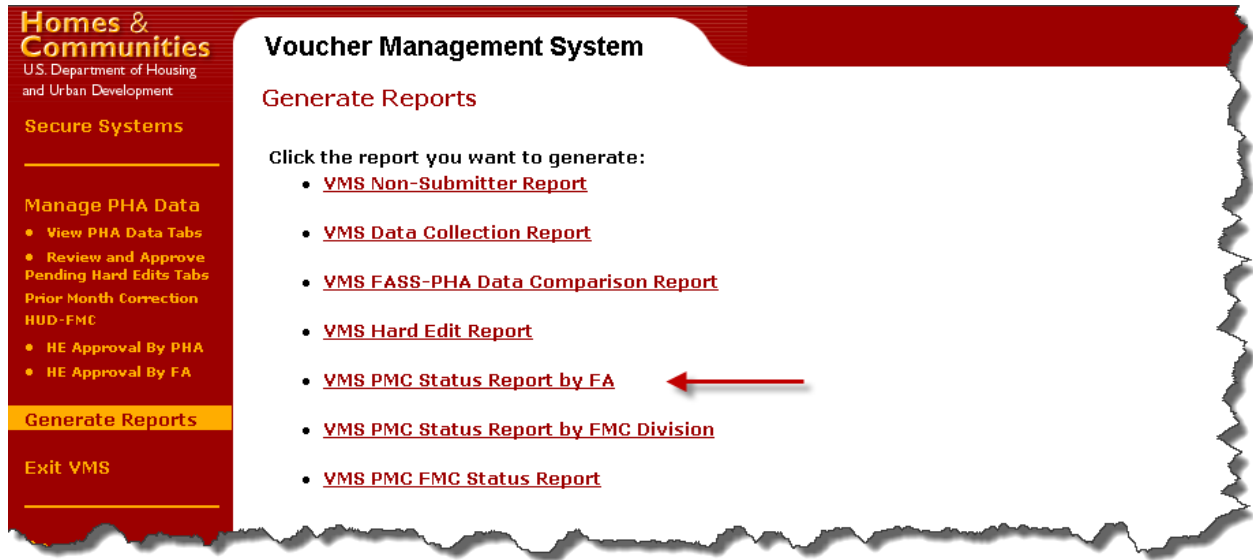
PHA Code: PA035  
PHA name: Housing Authority of the County of Dauphin  
FYE: 06/30

Month	Status	Financial Analyst Status
THERE ARE NO PENDING SUBMISSIONS FOR THIS PHA		



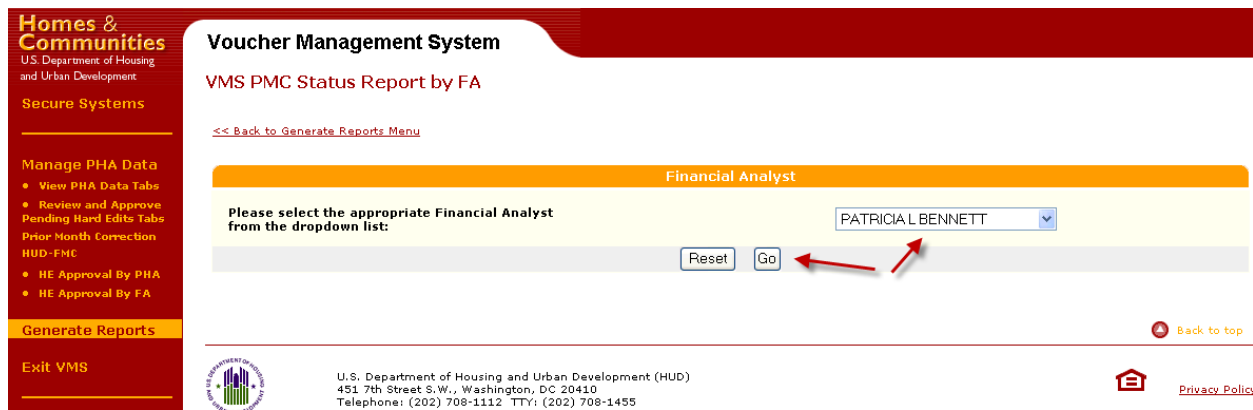
## 7.6 VMS PMC Status Report by FA

To view the VMS PMC Status Report by FA, you must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.



Generate Reports Selection Menu

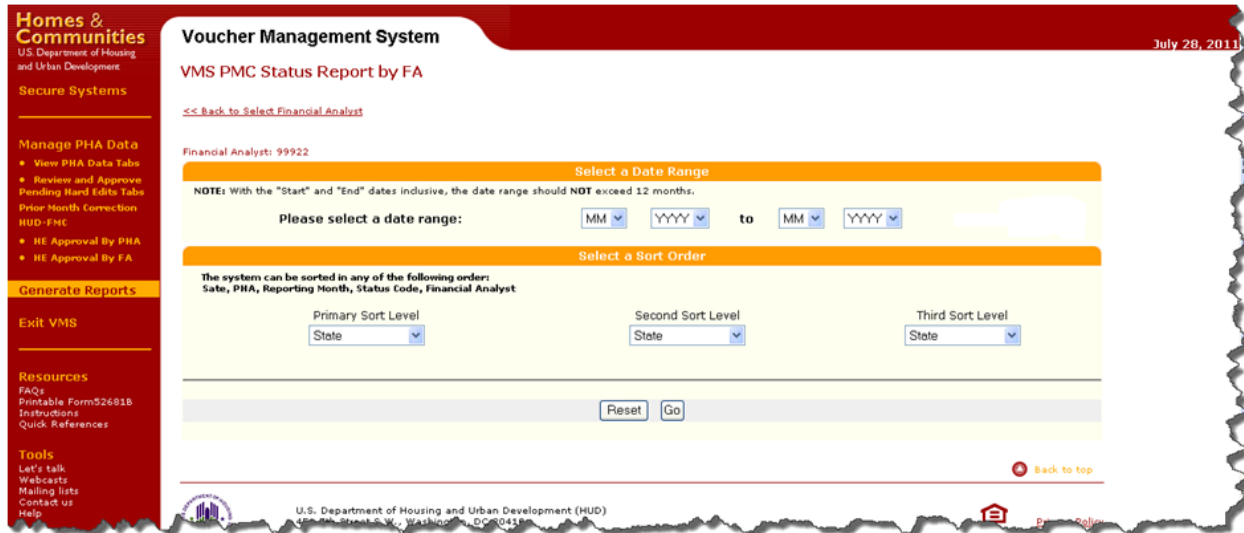
When you select VMS PMC Status Report by FA from the Generate Reports: Report Selection Menu, the system will display the following menu, allowing you to select the Financial Analyst on which the report will be based.



VMS – Reports Section – FA Selection Screen Dropdown Box

Highlight the desired Financial Analyst and press “Go”.

The following menu will display, allowing you to specify the date range and sort order of the report:



### PMC – Generate Report – Date Range and Sort Order

The screen allows you to specify 3 levels of sort criteria for the report

- A drop-down menu will display for each sort level. Possible sort fields are:
  - State
  - PHA
  - Reporting Month
  - Status Code
  - Financial Analyst (FMC/FA)
- Default sort will be on date /time in descending order with newest on top

The screen allows you to specify the “To” and “From” dates for report generation, with Dropdown Boxes for Month and Year. Be sure that the “To” and “From” range you select does not exceed a 12 month timeframe. Only corrections that were created within that date range will be selected.

Select the date range and sort criteria you want, and then select the “Go” button at the bottom of the screen to generate the report.

If you want to clear your selection select the “Reset” button to clear all entered criteria.

When you select “Go”, the report will display:





**Homes & Communities**  
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data



Prior Month Correction

Generate Reports

Exit VMS

Resources  
FAQs  
Printable Form 52681B  
Instructions  
Quick References

Tools  
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Webcasts  
Mailing lists  
Contact us  
Help

**Voucher Management System**

October 26, 2011

Prior Month Correction - Open PMC - by FMC Financial Analyst

Division: Kimberly M. Marchettie

Rec #	Record Id	Division	Financial Analyst	Tab Selection	Field Selection	Adjustment Amt	Current Status
1	<a href="#">GA001-08-2010-04-07-2010-12-46-32PM</a>	East	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
2	<a href="#">GA001-06-2010-04-07-2010-12-25-19PM</a>	East	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
3	<a href="#">GA001-06-2010-04-07-2010-12-04-31PM</a>	East	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
4	<a href="#">GA001-09-2010-04-06-2010-10-50-43AM</a>	East	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
5	<a href="#">KY001-08-2010-04-04-2010-10-15-12AM</a>	South	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
6	<a href="#">KY001-01-2010-04-04-2010-09-50-18AM</a>	South	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
7	<a href="#">KY001-05-2010-04-04-2010-09-31-21AM</a>	South	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
8	<a href="#">TX416-08-2010-04-04-2010-09-35-32AM</a>	West	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
9	<a href="#">TX416-10-2010-04-04-2010-09-15-05AM</a>	West	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending
10	<a href="#">TX416-01-2010-04-02-2010-01-12-31PM</a>	West	John Q. Public	Voucher UML and HAP	Number of New Vouchers Issued	123456789012	Pending

[Print](#) [Back to top](#)

### PMC Open PMC Report by Financial Analyst (FA)

The FA name appears at the top of the page. Each line item displays the following fields:

- The name of the field that was corrected
- The tab where the corrected field is located
- The new adjusted amount
- The Status
- FMC Division Name
- Financial Analyst Name
- The Record ID, which is composed of several other fields:
  - PHA number
  - Year and Month Reporting Period of the Submission that was corrected
  - Date and time that the correction was created / submitted

Click on the Record ID of the correction you want to review. The correction page, with any Hard Edit information displayed, will appear, in a view-only page.

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Homes & Communities  
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data

• Enter PHA Data Tabs

Prior Month Correction PHA

• Data Input

• Status Checking

Generate Reports

Exit VMS

### Voucher Management System

#### Prior Month Correction (PMC) - Data Entry

PA004

Allentown Housing Authority

Month	Year	Tab Selection	Field Selection
09	2010	Other Income and Expense	Administrative Expenses

New Adjusted Value	Old Value	Difference in New to Old Value
\$90900	\$90927	\$0

Comment

### View-Only Screen of Selected PMC

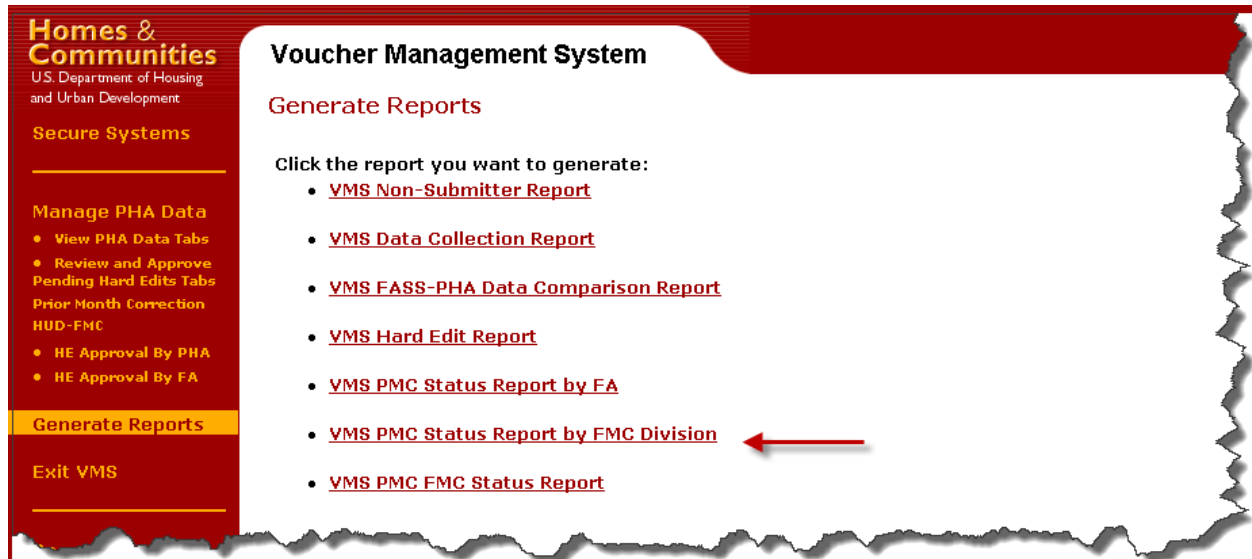
On the bottom of the report is a "Print" button. Press this button to produce a PDF format printable version of the report:

Prior Month Corrections Report - by FA					
Financial Analyst: Kimberly M. Marchettie				Division: Operations	
Rec #	Record ID	Tab Selection	Field Selection	Adjustment Amount	Status
1	GA001:08:2010:04:07:2010:12:45:32PM	Voucher UML and HAP	Number of Vouchers Under Lease (HAP Contract) on the last day of the month	\$1,234,567,890.12	Disapproved
2	GA001:08:2010:04:07:2010:12:45:32PM	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	\$1,234,567,890.12	Approved
3	GA001:08:2010:04:07:2010:12:45:32PM	Additional Expense/Comments	Expense 1 Amount	\$1,234,567,890.12	Pending
4	GA001:08:2010:04:07:2010:12:45:32PM	Additional Expense/Comments	Expense 1 Comment	This is a memo field and will allow the user to enter and enter	Pending
5	KY901:08:2010:04:06:2010:10:15:12AM	Disaster UML and HAP	DHAP Families Assisted - Units	\$1,234,567,890.12	Approved
6	KY901:08:2010:04:06:2010:10:15:12AM	Disaster UML and HAP	DHAP Families Assisted - HAP	\$1,234,567,890.12	Approved
7	TX425:05:2010:04:04:2010:09:35:32AM	Voucher UML and HAP	Number of Vouchers Under Lease (HAP Contract) on the last day of the month	\$1,234,567,890.12	Disapproved
8	TX425:05:2010:04:04:2010:09:35:32AM	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	\$1,234,567,890.12	Approved
9	TX425:05:2010:04:04:2010:09:35:32AM	Additional Expense/Comments	Expense 1 Amount	\$1,234,567,890.12	Pending
10	TX425:05:2010:04:04:2010:09:35:32AM	Additional Expense/Comments	Expense 1 Comment	This is a memo field and will allow the user to enter and enter	Pending
11	VA015:08:2010:04:04:2010:09:38:32AM	Disaster UML and HAP	DHAP Families Assisted - Units	\$1,234,567,890.12	Approved
12	VA015:08:2010:04:04:2010:09:38:32AM	Disaster UML and HAP	DHAP Families Assisted - HAP	\$1,234,567,890.12	Approved
13	WV064:01:2010:04:02:2010:01:12:31PM	Voucher UML and HAP	Number of Vouchers Under Lease (HAP Contract) on the last day of the month	\$1,234,567,890.12	Disapproved
14	WV064:01:2010:04:02:2010:01:12:31PM	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	\$1,234,567,890.12	Approved



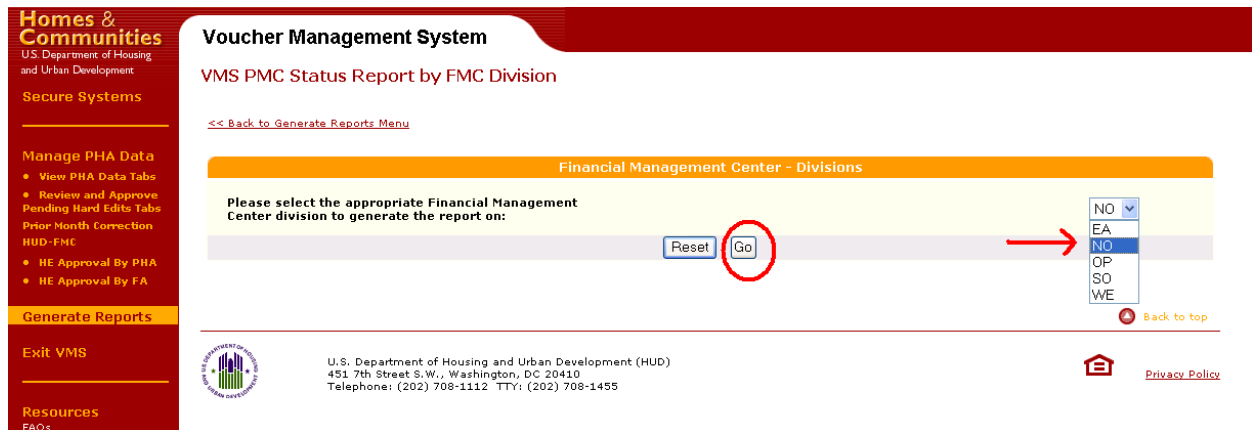
## 7.7 VMS PMC Status Report by FMC Division

To view the VMS PMC Status Report by FMC Division, you must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display:



Generate Reports Selection Menu

When you select VMS PMC Status Report by FMC Division from the Generate Reports: Report Selection Menu, the system will display the following menu, allowing you to select the FMC Division on which the report will be based.



PMC Status Report – FMC Division Selection Menu

Highlight the desired FMC Division and press “Go”.



The following menu will display, allowing you to specify the date range and sort order of the report:

**PMC – Status Report – Date Range and Sort Order**

The screen allows you to specify 3 levels of sort criteria for the report

- A drop-down menu will display for each sort level. Possible sort fields are:
  - State
  - PHA
  - Reporting Month
  - Status Code
  - Financial Analyst (FMC/FA)
- Default sort will be on date /time in descending order with newest on top

The screen allows you to specify the “To” and “From” dates for report generation, with Dropdown Boxes for Month and Year. Be sure that the “To” and “From” range you select does not exceed a 12 month timeframe.

Select the date range and sort criteria you want, and then select the “Go” button at the bottom of the screen to generate the report. Only corrections created in that date range will be selected.

If you want to clear your selection select the “Reset” button to clear all entered criteria.

When you select “Go”, the report will display:



**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System**  
VMS PMC Status Report by FMC Division

<< Back to Select a Date Range

Division: Operations Division

Rec #	Record Id	Financial Analyst	Tab Selection	Field Selection	Adjustment Amount	Current Status
5	MD002:201005:07/29/2011 13:01:08	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream	400	PMC-Pending
10	MD002:201005:07/29/2011 13:01:08	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream HAP	600	PMC-Pending
7	MD002:201006:07/29/2011 12:57:28	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work HAP	85,049,690	PMC-Pending
2	MD002:201006:07/29/2011 12:57:28	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work	109,870	PMC-Pending
3	MD002:201008:07/29/2011 12:45:34	JEAN BAUGHMAN	Voucher UML and HAP	Tenant Protection	5,390	PMC-Pending
8	MD002:201008:07/29/2011 12:45:34	JEAN BAUGHMAN	Voucher UML and HAP	Tenant Protection HAP	3,748,790	PMC-Pending
4	MD002:201007:07/29/2011 12:37:01	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream	500	PMC-Pending
9	MD002:201007:07/29/2011 12:37:01	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream HAP	50,000	PMC-Pending
6	MD002:201011:07/28/2011 19:42:12	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work HAP	874,765,023	PMC-Pending
1	MD002:201011:07/28/2011 19:42:12	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work	1,101,132	PMC-Pending

Print

### PMC Status Report by FMC Division

The Division name appears at the top of the page. Each line item displays the following fields:

- The name of the field that was corrected
- The tab where the corrected field is located
- The new adjusted amount
- The Status
- Financial Analyst Name
- The Record ID, which is composed of several other fields:
  - PHA number
  - Year and Month Reporting Period of the Submission that was corrected
  - Date and time that the correction was created / submitted

Click on the Record ID of the correction you want to review. The correction page, with any Hard Edit information displayed, will appear, in a view-only page.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Voucher Management System**  
Prior Month Correction (PMC) - Data Entry

PA004 Allentown Housing Authority

Month	Year	Tab Selection	Field Selection
09	2010	Other Income and Expense	Administrative Expenses

New Adjusted Value	Old Value	Difference in New to Old Value
\$90900	\$90927	\$0

Comment

### View-Only Screen of Selected PMC

On the bottom of the report is a "Print" button. Press this button to produce a PDF format printable version of the report:



Prior Month Corrections Report - by FMC Division

Financial Management Division: East Division

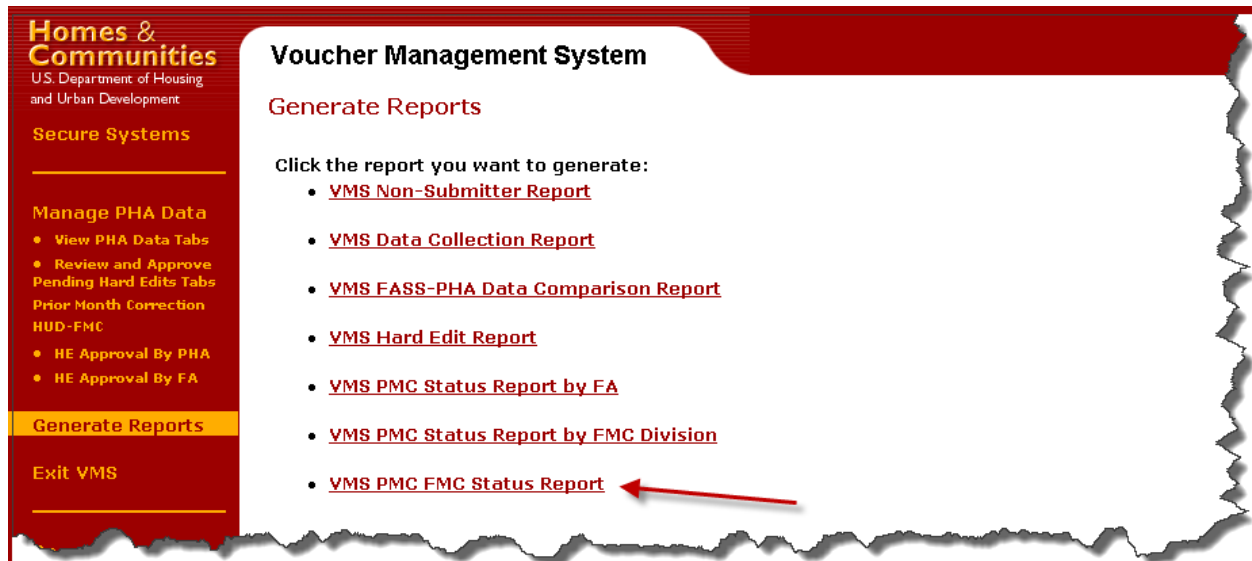
Rec	Record ID	Financial Analyst	Tab Selection	Field Selection	Current Amount	Status
1	CT002:201104:12/20/2011 15:19:16	Bobbi Stracker	Other Income and Expense	Fraud Recovery Total Collected This Month	\$170	PMC-Submitted
2	CT002:201105:12/20/2011 15:20:11	Bobbi Stracker	Other Income and Expense	Fraud Recovery Total Collected This Month	\$120	PMC-Submitted
3	CT002:201105:12/20/2011 14:29:41	Bobbi Stracker	Other Income and Expense	FSS Escrow Forfeitures This Month	\$0	PMC-Submitted
4	CT002:201106:12/20/2011 15:20:40	Bobbi Stracker	Other Income and Expense	Fraud Recovery Total Collected This Month	\$38	PMC-Submitted
5	CT002:201109:12/20/2011 15:16:23	Bobbi Stracker	Other Income and Expense	Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	\$1,423	PMC-Submitted
6	CT002:201109:12/20/2011 14:30:51	Bobbi Stracker	Other Income and Expense	FSS Escrow Forfeitures This Month	\$9,013	PMC-Submitted
7	CT003:201101:12/30/2011 09:46:39	Bobbi Stracker	Other Income and Expense	Cash/Investments as of the last day of the month	\$1,188,463	PMC-Submitted
8	CT003:201101:12/30/2011 09:46:00	Bobbi Stracker	Other Income and Expense	Unrestricted Net Assets (UNA)	\$14,710	PMC-Submitted
9	CT003:201101:12/30/2011 09:45:23	Bobbi Stracker	Other Income and Expense	Net Restricted Assets (NRA)	\$1,018,455	PMC-Submitted
10	CT003:201101:12/30/2011 09:44:33	Bobbi Stracker	Other Income and Expense	Administrative Expenses	\$116,616	PMC-Submitted
11	CT003:201101:12/30/2011 09:43:53	Bobbi Stracker	Other Income and Expense	Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	\$72	PMC-Submitted
12	CT003:201101:12/30/2011 09:41:36	Bobbi Stracker	Voucher UML and HAP	Vouchers Leased End of Month	1,863	PMC-Submitted
13	CT003:201101:12/30/2011 09:39:52	Bobbi Stracker	Voucher UML and HAP	All Other Vouchers	1,692	PMC-Submitted
14	CT003:201101:12/30/2011 09:39:52	Bobbi Stracker	Voucher UML and HAP	All Other Vouchers HAP	\$1,149,926	PMC-Submitted
15	CT003:201101:12/30/2011 09:38:58	Bobbi Stracker	Voucher UML and HAP	Veteran's Administration Supported Housing (VASH) HAP	\$12,341	PMC-Submitted
16	CT003:201101:12/30/2011 09:38:58	Bobbi Stracker	Voucher UML and HAP	Veteran's Administration Supported Housing (VASH) Vouchers	25	PMC-Submitted

PMC – Status Report – by FMC Division



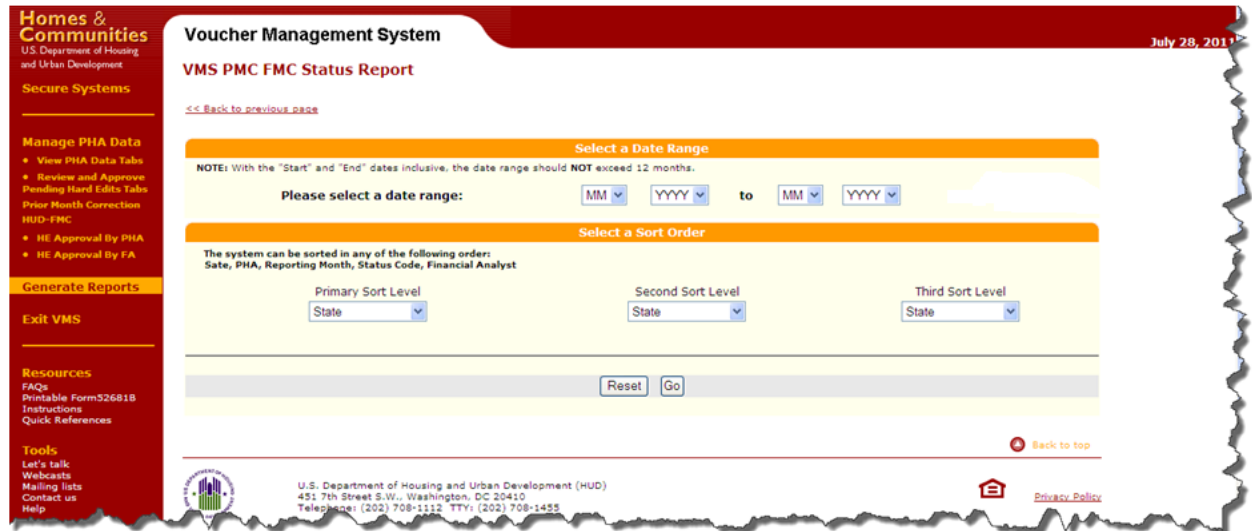
## 7.8 VMS PMC FMC Status Report

To view the VMS PMC Status Report, you must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display:



Generate Reports Selection Menu

When you select VMS PMC FMC Status Report from the Generate Reports: Report Selection Menu, the system will display the following menu, allowing you to specify the date range and sort order of the report:



PMC – Status Report – Date Range and Sort Order

The screen allows you to specify 3 levels of sort criteria for the report



- A drop-down menu will display for each sort level. Possible sort fields are:
  - State
  - PHA
  - Reporting Month
  - Status Code
  - Financial Analyst (FMC/FA)
- Default sort will be on date /time in descending order with newest on top

The screen allows you to specify the “To” and “From” dates for report generation, with Dropdown Boxes for Month and Year. Be sure that the “To” and “From” range you select does not exceed a 12 month timeframe.

Select the date range and sort criteria you want, and then select the “Go” button at the bottom of the screen to generate the report. Only corrections that were created within that date range will be selected.

If you want to clear your selection select the “Reset” button to clear all entered criteria.

When you select “Go”, the report will display:

**Voucher Management System**  
**VMS PMC FMC Status Report**  
 July 2011

Financial Management Center  
 From: 05/01/2011 To: 09/01/2011

Rec #	Record Id	Division	Financial Analyst	Tab Selection	Field Selection	Adjustment Amount	Current Status
1	MD002:201005:07/29/2011 13:01:08	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream HAP	0	PMC-Pending
2	MD002:201005:07/29/2011 13:01:08	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream	0	PMC-Pending
3	MD002:201006:07/29/2011 12:57:28	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work HAP	0	PMC-Pending
4	MD002:201006:07/29/2011 12:57:28	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work	0	PMC-Pending
5	MD002:201007:07/29/2011 12:37:01	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream HAP	0	PMC-Pending
6	MD002:201007:07/29/2011 12:37:01	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream	0	PMC-Pending
7	MD002:201008:07/29/2011 12:45:34	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Tenant Protection	0	PMC-Pending
8	MD002:201008:07/29/2011 12:45:34	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Tenant Protection HAP	0	PMC-Pending
9	MD002:201011:07/28/2011 19:42:12	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work	0	PMC-Pending
10	MD002:201011:07/28/2011 19:42:12	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work HAP	0	PMC-Pending
11	MD001:201006:07/27/2011 13:08:27	West	PATRICIA YOUNG	Voucher UML and HAP	Portable Voucher HAP	0	PMC-Disapproved

### VMS – FMC Status Report

The Date Range appears at the top of the page. Each line item displays the following fields:

- The name of the field that was corrected
- The tab where the corrected field is located
- The new adjusted amount
- The Status
- The Division Name
- The Financial Analyst Name
- The Record ID, which is composed of several other fields:
  - PHA number
  - Year and Month Reporting Period of the Submission that was corrected
  - Date and time that the correction was created / submitted





Click on the Record ID of the correction you want to review. The correction page, with any Hard Edit information displayed, will appear, in a view-only page.

**Homes & Communities**  
US Department of Housing and Urban Development

**Secure Systems**

**Manage PHA Data**

- View PHA Data Tabs
- Review and Approve Pending Hard Edits Tabs
- Prior Month Correction HUD-FMC**
- HE Approval By PHA
- HE Approval By FA

**Generate Reports**

**Exit VMS**

**Resources**

- FAQs
- Printable Form 52681B
- Instructions
- Quick References

**Tools**

- Let's talk
- Webcasts
- Mailing lists
- Contact us
- Help

### Voucher Management System

#### Prior Month Correction (PMC) - Approve By FA

Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
HAP	Voucher UML and HAP	5 Year Mainstream HAP	50000	0	0

HE Number	Error Message	Reason for Adjustment	Comment
		changed uml and hap.	

Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
UML	Voucher UML and HAP	5 Year Mainstream	500	0	0

HE Number	Error Message	Reason for Adjustment	Comment
		changed uml and hap.	

**PHA Justification**

changed uml and hap.

**FA Comments**

### View-Only Screen of Selected PMC

On the bottom of the report is a "Print" button. Press this button to produce a PDF format printable version of the report:



Prior Month Corrections Report - by FMC Center

Financial Management Center							
Rec	Record ID	Division	Financial Analyst	Tab Selection	Field Selection	Adjustment Amount	Status
1	MD002:201005:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream HAP	0	PMC-Pending
2	MD002:201005:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream	0	PMC-Pending
3	MD002:201006:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work HAP	0	PMC-Pending
4	MD002:201006:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work	0	PMC-Pending
5	MD002:201007:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream HAP	0	PMC-Pending
6	MD002:201007:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream	0	PMC-Pending
7	MD002:201008:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Tenant Protection	0	PMC-Pending
8	MD002:201008:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Tenant Protection HAP	0	PMC-Pending
9	MD002:201011:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work	0	PMC-Pending
10	MD002:201011:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work HAP	0	PMC-Pending
11	MD001:201006:07/27/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Portable Voucher HAP	0	PMC-Disapproved
12	MD001:201007:07/29/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work	0	PMC-Disapproved
13	MD001:201007:07/29/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work HAP	0	PMC-Disapproved
14	MD001:201007:07/29/2011	West	PATRICIA YOUNG	Voucher UML and HAP	5 Year Mainstream HAP	0	PMC-Approved
15	MD001:201007:07/29/2011	West	PATRICIA YOUNG	Voucher UML and HAP	5 Year Mainstream	0	PMC-Approved
16	MD001:201007:07/29/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work	0	PMC-Disapproved
17	MD001:201007:07/29/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work HAP	0	PMC-Disapproved
18	MD001:201007:07/29/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work	0	PMC-Approved
19	MD001:201007:07/29/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work HAP	0	PMC-Approved

PMC – FMC - Status Report



## **8 APPENDICES**



## 8.0 APPENDICES

### 8.1 APPENDIX A: FORM HUD 52681-B FIELD DEFINITIONS

This document provides information about each of the fields on the Form HUD 52681-B. The information is broken down by the section titles listed on the form.

A few general rules about the data as entered into each Monthly Submission:

- Each Submission includes data for the specified month only.
- Enter data for the specified month only.
- PHA is responsible for ensuring that all information is correct, and that wrong or missing Official HA data is updated in the PIC information system for future data collection use. The fields that are official HA Data and come from PIC are: Name of Authorized HA Official and Official Housing Authority E-mail Address
- Enter all leasing and expense data in positive whole numbers without any punctuation marks or symbols (commas, dollar signs, and decimal points).
- If your PHA has no report for a field, or if the reported value is zero (0), tab through the field and leave it blank; the exceptions are **the following fields which do accept entries of zero:**
  - ❖ Net Restricted Assets (NRA)
  - ❖ Unrestricted Net Assets (UNA)
  - ❖ Vouchers Leased End of Month
  - ❖ All Voucher HAP Expenses After the First of Month
  - ❖ Vouchers issued but not under HAP contract as of the last day of the month
  - ❖ Cash/Investments as of the last day of the month

**In addition, the following fields also accept negatives:**

- ❖ Net Restricted Assets (NRA)
- ❖ Unrestricted Net Assets (UNA)

When identified by the Business Office additional fields can be modified to accept zero's (0) and negative numbers.

- Vouchers administered on behalf of another PHA under the portability provisions, and for which HAP is reimbursed to your PHA, should not be reported by you as part of your leasing – they will be reported by the PHA that is paying the HAP. These are commonly referred to as “Port-Ins.” Likewise, the HAP expenses associated with these port-in vouchers, which have or will be reimbursed to you by the other PHA, should not be reported as part of your HAP expenses. They will be reported by the PHA that is paying the HAP. There is a separate section in VMS called “Portables Vouchers Administered” with line items for reporting “Portable Units Administered” and “HAP for Portable Units Administered.” These are the fields for reporting those vouchers for which hap is reimbursed to your PHA



- A voucher under lease must be reported in one and only one main category. Vouchers reported under the sub-categories “New Homeowners This Month” and “Enhanced Vouchers” are also reported under the main categories of “Homeownership” and “Tenant Protection”, respectively. If a leased voucher could appropriately be reported in more than one category, it should be reported in the category that reflects how the participant initially qualified for the voucher. However, if a participant initially qualified under “All Other Vouchers” and later qualified under another category, that participant would be reported under the new category. Example 1: A participant initially qualified for a voucher under “All Other Vouchers” and later entered the Homeownership program. That participant would be reported under Homeownership. Example 2: A participant qualified for a voucher under the VASH program. That participant later ported. The PHA that initially qualified the participant under VASH would report that voucher as VASH rather than Port Vouchers Paid.
- All HAP expense data is to be reported in the voucher categories as of the first day of the month. HAP expenses should be entered under the month to which they apply rather than under the month in which they are paid. A separate line item on the Voucher UML and HAP tab, called "Voucher HAP Expenses for New Contracts Effective After the First of the Month" collects HAP costs incurred for new HAP contracts effective after the first of the month. These costs are not reported elsewhere. PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements.
- Contracts on hold are **not** reported as units leased as of the first day of the month. Contracts on hold are defined as a contract that has been entered into the PHA's system but for which the PHA is awaiting a landlord signature. Units are not reported as under lease until the HAP contract is negotiated. Once the contract is signed, if the monthly submission is completed, the PHA should enter such units as a Prior Month Correction. If not signed within 60 days the HAP contract is void. No HAP may be paid unless the HAP contract has been signed. Abated units are units that are currently under lease but for which the HAP is being withheld for specific reasons such as the unit failing to pass HQS inspection. The PHA **should** enter the UML during the abatement period. The unit **is** under contract. If for some reason the abatement is reversed then the PHA can enter a Prior Month Correction for HAP for those months attributable to the abatement period. Failure by the PHA to report the abated UML will skew the leasing and per unit costs for this agency.
- The 5-Year Mainstream program is governed by different appropriation law and funded separately from the Voucher program; therefore, the 5-Year Mainstream program is NOT a category within the Voucher program in VMS. In VMS, there are specific lines provided for 5-Year Mainstream Units Leased and HAP Expenses only. These values are **not** included in the Voucher Leasing and HAP totals.
- If a value greater than zero (0) was entered in any field under “Voucher Units,” a value greater than zero (0) must be entered in the corresponding “Voucher HAP Expenses” field.
- Question Mark (?) - For every field containing this symbol, a pop up description of the data entry required for the field, or an explanation of the field will be provided. This field description appears only once for the many occurrences of the (?) Box symbol.



- Leasing and HAP expense data for each category of voucher are now reported on the same line.
- Fields that have been grayed out are prefilled by HUD and are not editable. Data used for these fields reflect the current system information, and are automatically updated when changes are made to prior months.
- The PHA must report UMLs for “Zero HAP” Units. These are units for which the HAP has been calculated to be \$0. The units are to be reported in the same voucher category as they would if the HAP was a positive dollar amount. HCV regulations state that a HAP contract may remain in effect for 180 consecutive days while at zero HAP. Thus in VMS, the PHA must report a UML for the “Zero HAP” unit because a contract is still in effect. After 180 days at \$0 HAP, the HAP contract terminates automatically. Therefore, the PHA would no longer report a UML for that unit. Refer to 24 CFR 982.455 (Automatic Termination of HAP contracts).

**TAB 1 – VOUCHER UML AND HAP**

Form 52681-B Field Name	Definition
<b>Vouchers Under Lease on the First Day of the Month</b>	
Litigation	Total number of vouchers leased from award(s) originally made by HUD in conjunction with a judgment or consent decree.
Litigation HAP	Total HAP expenses incurred for litigation voucher leasing reported in Units section
1-Year Mainstream	Total number of vouchers leased from initial or renewal 1-Year Mainstream funds. Vouchers should only be reported in this category if the PHA has received an allocation of Vouchers for the 1-Year Mainstream program. A voucher is reported in this category as long as it is in use by an eligible participant.
1 Year Mainstream HAP	Total HAP expenses incurred for 1 Year Mainstream voucher leasing as reported in Units section
Homeownership	Total number of vouchers used for homeownership subsidy rather than rental subsidy
Homeownership HAP	Total HAP expenses incurred for Homeownership vouchers reported in Units section
New This Month (Homeownership)	Total number of newly assisted homeowners for the specified month. This number must be included in the Homeownership total and cannot be greater than the number of Homeownership Vouchers reported above. This is a sub-category of Homeownership.
Moving To Work Vouchers	Total number of vouchers leased in the PHA’s Moving to Work Program



## TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Moving To Work HAP	Total HAP expenses incurred for Moving to Work vouchers reported in the Moving to Work Unit section. Do not include in this section any expenses for purposes other than rental or homeownership assistance. If Moving to Work voucher funds are used for any purpose OTHER THAN rental or homeownership assistance under the Housing Choice Voucher Program, the PHA should identify those funds in the Comments field at the end of the form.
Family Unification	Total number of vouchers leased this month from initial or renewal Family Unification Program increments that were funded from federal fiscal years prior to 2008. Vouchers are reported in this category as long as they are in use by an eligible participant and only if the PHA received a FUP award under a Notice of Funding Availability prior to 2008.
Family Unification HAP	Total HAP expenses incurred for Family Unification vouchers reported in the Units section.
2008 and 2009 Family Unification	Total number of vouchers leased this month from Family Unification Program awards made from FFY 2008 or 2009 appropriations
2008 and 2009 Family Unification HAP	Total HAP expenses incurred for vouchers leased from Family Unification Program awards initially made from FFY 2008 or 2009 appropriations, as reported in the Units section.
2008 and 2009 Non-Elderly Disabled	Total number of vouchers leased this month from Non-Elderly Disabled Program awards made from FFY 2008 or 2009 appropriations
2008 and 2009 Non-Elderly Disabled HAP	Total HAP expenses incurred for vouchers leased from Non-Elderly Disabled Program awards initially made from FFY 2008 or 2009 appropriations, as reported in the Units section.
Portable Vouchers Paid	Total number of vouchers for which the PHA is being billed by and is remitting HAP costs to another PHA under the portability option. These vouchers are part of the PHA's inventory and are commonly referred to as "Port-Outs".
Portable Vouchers Paid HAP	Total HAP expenses incurred for portability vouchers reported in the Units section. The HAP payments to be reported here are for port-outs for which the PHA is being billed by another PHA.
HOPE VI	Total number of vouchers under lease for households whose vouchers were provided from an award designated for HOPE VI affected participants. A unit is reported in this category as long as the original voucher holder remains a voucher participant, even after the units are renewed and become part of the PHA's baseline units.



## TAB 1 – VOUCHER UML AND HAP

<b>Form 52681-B Field Name</b>	<b>Definition</b>
HOPE VI HAP	Total HAP expenses incurred for HOPE VI vouchers reported in the Units section.
Tenant Protection	Total number of vouchers under lease for households whose vouchers were initially provided from an award designated for tenant protection purposes and who were affected by a tenant protection action. This includes vouchers awarded for relocation from or replacement of a public housing property; vouchers for tenants affected by a termination, opt-out, or prepayment of a multifamily assisted development or a property disposition action; and vouchers provided for the replacement of expired Mod Rehab HAP and SRO contracts. A unit is reported in this category as long as the original voucher holder remains a voucher participant, even after the units are renewed and become part of the PHA's baseline units.
Tenant Protection HAP	Total HAP expenses incurred for Tenant Protection vouchers reported in the Units section.
Enhanced Vouchers	Total number of Tenant Protection vouchers reported above that are in use under the terms for enhanced vouchers. All Enhanced Vouchers are also Tenant Protection but not all Tenant Protection vouchers are enhanced. The number of Enhanced vouchers cannot exceed the number of Tenant Protection reported above.
Veterans Affairs Supportive Housing (VASH) Vouchers	Total number of vouchers under lease from initial or renewal funds awarded under the VASH program. Vouchers are reported in this category as long they are in use by an eligible participant and only if the PHA received a VASH award in 2008 or subsequent federal fiscal years. Vouchers should be reported in this category only if the PHA has received an award under this program in FFY 2008 or later. A voucher is reported in this category as long as it is in use by an eligible program participant.
Veterans Affairs Supportive Housing (VASH) HAP	Total HAP expenses incurred for VASH vouchers reported in the Units section





## TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
DHAP to HCV Vouchers Leased	The field captures the number of families assisted via DHAP to HCV conversion vouchers. These vouchers were awarded in 2009 and are subject to reconciliation. For months in CY 2009, the PHA should report the total number of families that were leased. For months in CY 2010, PHAS are only to report the total number of vouchers from the 2009 DHAP to HCV award where former DHAP families were issued their voucher prior to 1/1/2010, were actively seeking assistance as of 12/31/2009, were initially placed under HAP contract effective on or after January 1, 2010, and are under lease as of the first day of the reporting month. Vouchers leased for participants assisted via DHAP to HCV vouchers prior to 2010 and which are still receiving assistance are not reported in this section. These DHAP to HCV vouchers became regular Housing Choice vouchers on January 1, 2010, and their leasing is reported in the appropriate category above (All Other Vouchers, etc.).
DHAP to HCV Vouchers HAP	Total HAP expenses for DHAP to HCV voucher leasing reported in the <b>units</b> section.
All Other Vouchers	Total number of vouchers leased for all other purposes. Do not include any vouchers already reported in the other voucher categories above.
All Other Vouchers HAP	Total HAP expenses incurred for all other vouchers reported in the units section, for contracts in effect on the first day of the month. Do not include any HAP expenses already reported in ANY other Voucher HAP Expense categories above or for FSS Escrow Deposits below.
FSS Escrow Deposits	Deposits to FSS participant escrow accounts made for this month
All Voucher HAP Expenses for Contracts Effective After the First of Month	Total amount of HAP expenses incurred for NEW contracts effective after the first of the month for any categories above. If the amount of HAP covers the entire month than it should not be reported in this field. This amount is automatically included in the HAP Total below when the system calculates the HAP Total.



## TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Total Vouchers	<p>This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following UML fields:</p> <ul style="list-style-type: none"> <li>Litigation</li> <li>1 Year Mainstream,</li> <li>Homeownership</li> <li>Moving to Work</li> <li>Family Unification</li> <li>2008 and 2009 Family Unification</li> <li>2008 and 2009 Non-Elderly Disabled</li> <li>Portable Voucher Paid</li> <li>HOPE VI</li> <li>Tenant Protection</li> <li>Veterans Affairs Supportive Housing (VASH) Vouchers</li> <li>DHAP to HCV Vouchers</li> <li>All Other Vouchers</li> </ul>
HAP Total	<p>This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following HAP fields:</p> <ul style="list-style-type: none"> <li>Litigation HAP</li> <li>1 Year Mainstream HAP</li> <li>Homeownership HAP</li> <li>Moving to Work HAP</li> <li>Family Unification HAP</li> <li>2008 and 2009 Family Unification HAP</li> <li>2008 and 2009 Non-Elderly Disabled HAP</li> <li>Portable Voucher HAP</li> <li>HOPE VI HAP</li> <li>Tenant Protection HAP</li> <li>All Other Vouchers HAP</li> <li>Veterans Affairs Supportive Housing (VASH) Vouchers HAP</li> <li>DHAP to HCV Vouchers HAP</li> <li>FSS Escrow Deposits</li> <li>All Voucher HAP Expenses for contracts effective After the First of Month</li> </ul> <p>Note that the PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements.</p>
<b>Other Voucher Reporting Requirements</b>	
Number of vouchers under Lease (HAP Contract) on the last day of the Month	<p>Total number of vouchers under lease on the “LAST” day of the month for all categories listed in “HAP Total” above. This includes HAP contracts that expired that day. Zero HAP units continue to be reported for up to six months. The HAP contract terminates automatically 180 calendar days after the last HAP payment to the owner.</p>



## TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Temporary Housing Units to HCV Conversion – Leasing	Number of vouchers leased this month from funding provided to convert assistance awarded under the Temporary Housing Unit program to the Housing Choice Voucher program. Effective January 2011, these 2009 & 2010 “THU to HCV” vouchers lose their identity and are to be reported as “All Other”.
Temporary Housing Units to HCV Conversion - HAP	HAP costs for vouchers leased this month from funding provided to convert assistance awarded under the Temporary Housing Unit program to the Housing Choice Voucher program. Effective January 2011, these 2009 & 2010 “THU to HCV” vouchers lose their identity and are to be reported as “All Other”.
HA Owned Units Leased - included in the units leased	Total number of HA-owned units that are under lease in the Voucher program for the month; these units should also be included in the appropriate Voucher Units category above.
Number of vouchers issued but not under housing assistance payments (HAP) contract as of the last day of the month	This figure represents the total number of new vouchers issued for all categories listed above and not yet under a HAP contract as of the last day of the reporting period. This figure excludes vouchers issued to participants who are currently under a HAP contract in one unit but have been issued a voucher to search for another unit to which they intend to move with continued voucher assistance.
Portable Units Administered	Total number of vouchers for the entire month which the HA is administering on behalf of an Initial HA under the portability provisions; the HA is billing the initial HA and has not absorbed the voucher participants into the HA’s own program. A household reported in this category is NOT reported as a voucher participant for this HA in any other category. These are commonly referred to as “Port-Ins.”
Total HAP for Portable Units Administered	HAP expenses attributable to the Portable Units Administered as reported above. These expenses are NOT included in the HA’s total voucher HAP expenses elsewhere reported in VMS.
Number of Vouchers Covered by Project-Based AHAPs and HAPs	The total number of vouchers the PHA has withheld from leasing to be available for a project-based HAP when executed and the total number of vouchers in use under a project-based contract. This is the total universe of project-based vouchers, both under AHAP and/or HAP, and both paid and/or unpaid.
5-Year Mainstream	The number of 5 Year Mainstream vouchers under lease. Vouchers should only be reported in this category if the PHA has received an award under the 5 year mainstream program, and should be reported in this category for the initial and all renewal terms.
5 Year Mainstream HAP	Total amount of HAP expenses incurred for 5 Year Mainstream vouchers reported in Unit section



<b>TAB 2 – OTHER INCOME AND EXPENSE</b>	
Form 52681-B Field Name	Definition
<b>Memorandum Reporting</b>	
Fraud Recovery – Total Collected this Month	Total dollar amount recouped by the HA as fraud recoveries during the month that is applied to the NRA account. This consists of the lesser of one-half the amount recovered or the total recovery minus the costs incurred by the PHA in the recovery. This amount should NOT be deducted from HAP Expenses as reported for the month in the HAP expenses section.  <b>Note:</b> Total dollar amount recouped “is cash collected – not revenue recorded”.
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets. Note: the amount of interest earned from the UNA account should not be reported in this field.
FSS Escrow Forfeitures this month	Total value of FSS escrow accounts forfeited by tenants during the month; forfeitures occur when the tenant violates or fails to complete the FSS contract. This amount should not be deducted from HAP expenses as reported for the month in the HAP Expenses section.
Number of Hard to House Families Leased	Total number of families (current participants and new admissions) with three or more minors or with a disabled family member that moved to a new unit during the month. If entered the reported value must be a positive.
Number of LBP Initial Clearance Tests	The total number of initial lead-based paint clearance tests completed during the month. If entered the reported value must be a positive whole number only.
Portable Hap Costs Billed and Unpaid – 90 Days or older	Amount due to the HA for portable HAP costs billed to another agency at least 90 days prior to the end of the current reporting period and not yet paid by that other agency.
Number of LBP Risk Assessments	The total number of lead-based paint risk assessments completed during the month. If entered the reported value must be a positive whole number only.
<b>Administrative Expenses</b>	
FSS Coordinator Expense Covered by the FSS Grant	Total amount of FSS Coordinator and Benefits expenses incurred during the month which are paid from funds provided under an FSS Coordinator Grant from HUD.



## TAB 2 – OTHER INCOME AND EXPENSE

<b>Form 52681-B Field Name</b>	<b>Definition</b>
FSS Coordinator Expenses Not Covered by FSS Grant	Total amount of FSS Coordinator and Benefits expenses incurred during the month which are paid from funds other than those provided under an FSS Coordinator grant from HUD
Administrative Expense	Total administrative expenses, direct and indirect, incurred by the PHA for the Voucher Program. This amount excludes expenses covered by FSS/Homeownership Coordinator grants, Housing Conversion fees, Mobility Counseling and ROC fees (and other special purpose one time fees provided), Preliminary Expenses and Portability Payments due from another Housing Authority.
Audit	Total amount billed for the PHA's IPA audit, if incurred during this reporting cycle, excluding the accounting service fee. Report this amount only in the month that it occurred
<b>Financial Status</b> – as referenced in PIH Notice 2010-16	



## TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Net Restricted Assets (NRA) as of the last day of the month	<p>NRA is the amount of Housing Assistance Payments (HAP) Equity for the HCV It is equal to total HAP revenue minus total HAP expense for eligible unit months leased on a calendar year basis. Total HAP expense should include expenses for regular vouchers as well as expenses for certain HCV special purpose vouchers including Non-Elderly Disabled (NED), Family Unification Program (FUP), HOPE VI, One Year Mainstream (MS1), Litigation, Tenant Protection (TP), and Homeownership. Total HAP revenue is defined as total funding eligibility for calendar years 2005 and later (including pro-rated renewal eligibility plus funding for incremental vouchers) minus any offsets for 2008 and 2009, and should equal the amount actually disbursed to the PHA. The amount reported must include all interest earned, fraud recovery portions returned to HAP, and Family Self-Sufficiency (FSS) forfeitures. Veterans Affairs Supportive Housing (VASH) NRA is not reported in this field. Those funds are tracked separately and the balance is reported in Line 11180 – Housing Assistance Payment Equity. The balance of this account will be carried forward on an annual basis beginning January 1, 2005, through the end of the most recent PHA fiscal year. Note: Negative amounts must be reported; however, if the PHA has a negative balance at the end of the calendar year the negative amount must not be carried forward to January of the following year. The PHA must start with a zero balance at the beginning of January for purposes of reporting in this field. PHAs are advised that although the negative amount is not carried forward to the following year the deficit incurred by the PHA is not forgiven nor will additional funds be provided to cover the shortage. The PHA is responsible for operating its program within the amount of funding provided. Negative amounts reported may result in a HUD review and corrective action may be warranted if it is determined the PHA expended any portion of its HAP funding on non-HAP eligible expenses.</p>



## TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Unrestricted Net Assets (UNA) as of the last day of the month	UNA is equal to total Administrative Fee (AF) revenue minus total HCV administrative expenses and any AF used for housing assistance payments (HAP) or other activities for Section 8 Tenant Based related purposes. UNA (referred to as “Administrative Fee Reserve” in the HCV program regulations) is the amount by which administrative fees paid by HUD for a PHA fiscal year exceeded the PHA administrative expenses for the fiscal year, plus any interest earned on the AF reserve (see 24 CFR 982.155(a). This means that the total AF revenue used to calculate the UNA reported in this field does not include AF received during the current PHA FY, because excess AF received does not accumulate to the UNA until the end of the PHA’s FY. The excess fees received during the PHA’s current FY will not be reported in the UNA field until after the PHA’s FYE. The monthly amount reported is the UNA balance at the beginning of the year plus any interest earned and fraud recovery allocated to the UNA account for the months in the current year. PHAs must include in this field their pre-2005 AF balance, formerly referred to as their operating reserve (also known as their AF reserve). PHAs are reminded of the differences regarding the allowable use of AF earned during the PHA’s current fiscal year and the use of available UNA (depending on the source year). For guidance on eligible uses of AF and UNA please reference PIH Notice 2010-7 issued March 12, 2010.
Cash/Investments as of the last day of the month – Voucher Program only	Cash/Investments as of the last day of the month are the total amount of HAP and AF cash and investments for the HCV program. Amounts reported include all cash and investments as they relate to NRA and UNA balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNA and NRA fields through the month being reported. This total amount must include only those HAP and AF funds (including any interest or revenue derived) received for the HCV program, including interest earned, fraud recovery and Family Self-Sufficiency (FSS) forfeitures. Funds received for an FSS Coordinator and not expensed must not be included. Cash and investments for FSS escrows must not be included, nor should any cash or investments representing other current liabilities to the PHA, such as outstanding checks and “accrued compensated absences – current period” as these funds are already restricted for specific purposes and are not available for use to pay HAP or other administrative costs. MTW PHAs should report their financial information as required in their MTW Agreement.



### TAB 3 – ADDITIONAL EXPENSE / COMMENTS

Form 52681-B Field Name	Definition
<b>Expenses</b>	
Expense Amount 1	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 1	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Amount 2	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 2	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Amount 3	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 3	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Amount 4	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 4	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Amount 5	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 5	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
<b>Comments</b>	
Comments	Comment field to allow PHA to explain their data entries or to provide specific information requested by HUD Use this field only to explain the required data or to provide specific information required by HUD.





## TAB 4 – DISASTER UML AND HAP

Form 52681-B Field Name	Definition
<b>Disaster Voucher Program (DVP)</b>	
DVP Families Assisted	Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.
DVP Families Assisted HAP	Total rental subsidy expense attributable to DVP families, excluding the amount reported below for Total Actual DVP HAP provided for Homeless Families. The total should include total DVP rental assistance (Rent to Owner and Utility Allowance) provided for the entire month, not just provided to families on the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid.
New This Month	Number of first time families assisted under DVP this month, excluding Homeless families reported below. This number is included in the number of DVP Families Assisted, above.
DVP Homeless Families Assisted	Total number of Homeless families being assisted under DVP. These families are defined as families who were homeless immediately prior to the hurricane, not the result of the disaster (See DVP Guidance issued 02-17-05).
DVP Homeless Families Assisted HAP	Rental subsidy expense attributable to DVP homeless families only. The total should include total DVP rental assistance (Rent to Owner and Utility Allowance) provided for the entire month, not just provided to families on the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid.
New This Month	Number of homeless families assisted under DVP for the first time this month. This number is included in the number of DVP Homeless Families Assisted, above.
<b>Disaster Housing Assistance Program (DHAP-KATRINA)</b>	
DHAP Families Assisted	Total number of families assisted under the DHAP. These families are not reported on any other line.
DHAP Families Assisted HAP	This is the total of the rent subsidy payments paid on behalf of DHAP - Katrina families for the entire month, not just paid for families under DRSC on the first of the month. Costs are charged to the month for which the monthly rental assistance was provided, not the month in which it was paid. Do not include security deposit assistance or utility allowance assistance.
New This Month	Number of families assisted under DHAP for the first time this month. This number is included in the number of DHAP families Assisted as reported above.
<b>Disaster Housing Assistance Program (DHAP-IKE)</b>	
DHAP-IKE Families Assisted	Total number of families assisted under the DHAP - IKE program for this month. These families are not reported on any other line.



## TAB 4 – DISASTER UML AND HAP

<b>Form 52681-B Field Name</b>	<b>Definition</b>
DHAP-IKE Families Assisted HAP	This is the total of the rent subsidy payments paid on behalf of DHAP - IKE families for the entire month, not just paid for families under DRSC on the first of the month. Costs are charged to the month for which the monthly rental assistance was provided, not the month in which it was paid. Do not include security deposit assistance or utility allowance assistance.
New This Month	Number of first time families assisted under the DHAP - IKE program this month. This number is included in the number of DHAP - IKE Families Assisted, above.
Security Deposits Paid	Total funds expended for DHAP - IKE Security Deposits during the month.
Utility Deposits Paid	Total funds expended for DHAP - IKE Utility Deposits during the month.
Security Deposits Returned	Total amount of funds returned to the PHA during the month as refunds of DHAP - IKE Security Deposits.
Utility Deposits Returned	Total amount of funds returned to the PHA during the month as refunds of DHAP - IKE Utility Deposits.
<b>Disaster Relief – Non-KDHAP</b>	
Disaster Portable Units Administered	Total number of vouchers assisting disaster victims which the HA is administering on behalf of an Initial HA under the portability provisions; the HA is billing the initial HA and has not absorbed the voucher participants into the HA's own program. This category should include those cases where voucher tenants are being assisted as voucher tenants, using non-KDHAP funds, but the excess voucher HAP costs are being billed to the initial HA.
Total HAP for Disaster Portable Units Administered	HAP expenses attributable to the "Disaster Portable Units Administered."



<b>TAB 5 – PHA CONTACT INFORMATION</b>	
<b>Form 52681-B Field Name</b>	<b>Definition</b>
<b>PHA Contact Information</b>	
HA Number	Housing Authority identification number (Read only, from PIC Databases)
HA Name	Name of Housing Authority (Read only, from PIC Databases)
HA FYE	Housing Authority Fiscal Year End (Read only, from PIC Databases)
Name of HA Point of Contact (POC)	Name of the person who can answer questions about the Form HUD 52681-B data submission. This field is pre-filled with prior VMS information and is editable. Incorrect information should be corrected.
Point of Contact Phone	Phone number of the PHA Point of Contact. This field is prefilled with prior VMS data and is editable. Incorrect information should be corrected.
Ext.:	The phone number extension for the HA Point of Contact. This field is prefilled with prior VMS data and is editable. Incorrect information should be corrected.
Point of Contact E-mail Address	E-mail address for the HA Point of Contact. This field is prefilled with VMS information from the prior month and can be edited to reflect any changes.
Name of Authorized HA Official	Name of Authorized HA Official (Usually the Executive Director). Prefilled from the PIC system, and not editable. Read only, from PIC Databases)
Official Housing Authority E-mail Address	Official e-mail address for the PHA. This address serves as the primary e-Mail address for official correspondence between HUD and the PHA, and must be the central e-Mail address for the PHA. This field is prefilled from the PIC system, and not editable. Read only, from PIC Databases)
<b>Program Area Point of Contact - FMC</b>	
FMC Financial Analyst	Name of the FMC Financial Analyst assigned to work with the PHA. This data is pre- filled by HUD
FA E-mail Address	Email address of the FMC Financial Analyst assigned to work with the PHA. This field is a "Mail-To" hotlink for emailing the FA. This data is pre- filled by HUD
FA Phone Number	Identifies the phone number of the FA. This data is pre- filled by HUD.
Ext.:	Phone extension of the FA. This data is pre- filled by HUD
<b>Program Area Point of Contact – Field Office</b>	
Field Office Code	HUD field office identifier, assigned by Region, data is pre- filled by HUD
Field Office Name	Official name of the Field Office, data is pre- filled by HUD
Field Office Point of Contact	PIH Field Office employee assigned to work with and assist the PHA, data is pre- filled by HUD
Field Office POC Email Address	E-mail address for the Field Office Point of Contact. This field is prefilled with VMS information from the prior month and can be edited to reflect any changes.



## TAB 5 – PHA CONTACT INFORMATION

Form 52681-B Field Name	Definition
FO POC Phone Number	Phone number assigned to PIH FO POC phone number, data is pre-filled by HUD
Ext.:	Phone extension if any assigned to the PIH FO POC, data is pre-filled by HUD
<b>REAC Technical Assistance Center</b>	
Technical Assistance Center	Phone number for the REAC Technical Assistance Center, data is pre-filled by HUD

## TAB 6 – SUBMISSION

Form 52681-B Field Name	Definition
<b>Validation History</b>	
PHA Number	Official number assigned to the PHA, 2 character state code, and 3 digit number, data is pre-filled by HUD
PHA Name	Official name of the Public Housing Authority, data is pre-filled by HUD
Reporting Month	Reporting month for the submitted data, data is pre-filled by HUD
Error Tab	Specifies the input tab the error is located on, data is pre-filled by HUD
Field Name	Identifies the specific field that failed the Hard Edit, data is pre-filled by HUD
Error Message with Number	Error message indicating what the error is, data is pre-filled by HUD
Submitted By User ID	User information, identifying last user who submitted the monthly submission with the Hard Edit error, data is pre-filled by HUD
Submission date & time	System date and time stamp indicating when the user submitted the monthly submission, data is pre-filled by HUD
Reviewer ID	Identification of the FA who reviewed the Hard Edit, data is pre-filled by HUD
Review Date & time	System date and time stamp indicating when the FA reviewed the Hard Edit error, data is pre-filled by HUD
<b>Submission History</b>	
Current Status	Status indicator for the specific version of the monthly submission, data is pre-filled by HUD
Last Updated By User ID	User information, identifying last user who submitted the monthly submission, data is pre-filled by HUD
Last Updated By Name	User name identifying who the last user was for the submission, data is pre-filled by HUD
Last Updated Date & Time	System date and time stamp indicating when the specific version was submitted. Data is pre-filled by HUD



<b>TAB 7 – EXECUTIVE SUMMARY</b>	
<b>Form 52681-B Field Name</b>	<b>Definition</b>
<b>PHA Information</b>	
Selected Month	Reporting Month for the submission period, data is pre- filled by HUD
Selected Year	Reporting Year for the submission period, data is pre- filled by HUD
Selected State	State name, data is pre-filled by HUD
Selected Field Office	HUD field office identifier, assigned by Region, data is pre- filled by HUD
Selected PHA Code	Official number assigned to the PHA, 2 character state code, and 3 digit number, data is pre- filled by HUD
<b>HUD Calculations</b>	
NRA Beginning Balance from prior year end balance	Net Restricted Assets as of the last day of the previous year, data is pre-filled by HUD
Budget Authority from HUDCAPS - CYTD	Amount of BA provided to the PHA through the current month, This data is pre- filled by HUD from HUDCAPS
HAP Expense Reported in VMS CYTD	Amount of housing assistance payments the PHA has input into the VMS system, since the beginning of the calendar year, data is pre- filled by HUD from VMS data fields
Other Revenue Reported in VMS - CYTD	Other income amounts reported by the PHA during the regular monthly submission since the beginning of the calendar year, data is pre- filled by HUD
End of Currant Month Net Restricted Assets (NRA)	Calculated field using the NRA Beginning Balance, adding in the BA amount (YTD), subtracting the VMS reported HAP Expenses, and adding in any VMS Reported other income, data is pre-filled by HUD
<b>PHA Reported</b>	
PHA Estimate of Net Restricted Assets	This information is provided from Income/Expenses Tab – Financial Status Section – Net Restricted Assets (NRA) as of the Last Day of the Month field, data is pre-filled by HUD.
PHA Estimates of Cash on Hand (COH)	This information is provided from the Income/Expenses Tab – Financial Status Section – Cash/Investment as of the Last Day of the Month – Voucher Program Only field, data is pre-filled by HUD.
<b>Utilization</b>	
Utilization Units – (UML) Amount	Utilization unit months leased as reported in VMS, data pre-filed by HUD using VMS data
Utilization Units – (UML) Amount	Utilization units months available as identified HUDCAPS, data pre-filed by HUD using VMS data



<b>TAB 7 – EXECUTIVE SUMMARY</b>	
Form 52681-B Field Name	Definition
Utilization Units – (UML/UMA) Percentage	HUD Calculated percentage by taking the number of UML and dividing it by the number of UMA for the month, indicates the monthly performance of the PHA, field pre-filled by HUD
Utilization – HAP Amount	Utilization housing assistance payments as reported in VMS, data pre-filled by HUD using VMS data
Utilization – ABA Amount	Utilization Budget authority as reported in HUDCAPS and divided by 12, data pre-filled by HUD using VMS data
Utilization – HAP (HAP / ABA) Percentage	HUD Calculated percentage, taking the HAP and dividing it by the ABA for the month, indicates the monthly performance of the PHA, field pre-filled by HUD
Utilization All funds = HAP expended CYTD / ABA + (Budgeted NRA – 1 month prorated NRA cushion) Amount	Calculated: HAP expended CYTD / ABA + (Budgeted NRA – 1 month prorated NRA cushion). Expressed as an Amount
Utilization All funds = HAP expended CYTD / ABA + (Budgeted NRA – 1 month prorated NRA cushion) Percentage	Calculated: HAP expended CYTD / ABA + (Budgeted NRA – 1 month prorated NRA cushion). Expressed as a Percentage
Utilization Units Graph: UMAs vs. UMLs	
Utilization HAP Graph: HAP vs. BA & NRA	

<b>Recap Worksheet</b>	
Form 52681-B Field Name	Definition
<b>Recap</b>	
NRA Balance as of 1/31/2009	NRA Ending balance provided by HUD for the PHA, data pre-filled by HUD.
ABA Disbursed YTD	CYTD Budget authority that has been provided by HUD to the PHA as identified in HUDCAPS, calculated data pre-filled by HUD.



## Recap Worksheet

Form 52681-B Field Name	Definition
HAP Expenditures YTD	CYTD Housing Assistance Payments identified by the PHA in VMS, calculated data pre-filled by HUD
Remaining NRA YTD	Calculated field using the NRA balance as of field, adding in the ABA disbursed YTD, and subtracting the HAP Expenditures YTD as reported in VMS, data pre-filled by HUD
CY Eligibility	Calculated field using the Budget Authority provided by HUD for the Calendar Year, data pre-filled by HUD
CY Eligibility Including NRA Offset	Calculated field using the Budget Authority provided by HUD plus the NRA Ending balance, data pre-filled by HUD
Remaining CY Eligibility	Calculated field uses the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, data pre-filled by HUD
Remaining CY Eligibility Including NRA Offset	Calculated field uses the NRA Ending Balance adds in the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, , data pre-filled by HUD
CY Months Remaining	Number of months remaining in the calendar year based on the reporting month, data pre-filled by HUD
CY Months Remaining Including NRA Offset	Calculated field uses the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, data pre-filled by HUD
Monthly CY Eligibility Remaining	Calculated field using the Remaining CY Eligibility amount and divides it by the CY Month remaining, data pre-filled by HUD
Monthly CY Eligibility Remaining Including NRA Offset	Calculated field using the Remaining CY Eligibility including NRA offset amount and divides it by the CY Month remaining, data pre-filled by HUD
Unit Months Available CY	Calculated field using HUDCAPS data to determine Unit Months Available for CY, data pre-filled by HUD
Unit Months Leased CY	CYTD summation of the vouchers leased during the months by the PHA, data pre-filled by HUD using current VMS data
Unit Months Remaining CY	Calculation that determines the number of UMLs left for the remainder of the year, subtract the UML running total from the CY UMA, data is pre-filled by HUD
Monthly Units Months Available Remaining CY	Calculated field to indicate the number of unit months available per month for the remainder of the year, calculated data pre-filled by HUD.
Unit Months Funding Would Support	Calculated value to determine how many unit months the funding would support, Remaining CY Eligibility divided by the (sum(HAP)/sum(UML)), data pre-filled by HUD



<b>Recap Worksheet</b>	
Form 52681-B Field Name	Definition
Unit Months Funding Would Support, including NRA Offset	Calculated value to determine how many unit months the funding would support, (Remaining CY Eligibility plus NRA offset) divided by the (sum(HAP)/sum(UML)), data pre-filled by HUD
Monthly Units Funding Would Support	Calculated value to determine how many months the remaining funding would support, Unit Months Funding/CY Months Remaining, data pre-filled by HUD
Monthly Units Funding Would Support, including NRA Offset	Calculated value to determine how many months the remaining funding would support, Unit Months Funding w/NRA offset/CY Months Remaining, data pre-filled by HUD
Minimum of Available or Supportable	Lesser of the Unit Months Remaining CY or Unit Months Funding would support, data pre-filled by HUD
Minimum of Available or Supportable, including NRA Offset	Minimum of the (Unit Months Remaining CY with NRA offset) or (Unit Months Funding with NRA offset) would support, data pre-filled by HUD
Minimum of Available or Supportable Monthly	Minimum of the Monthly Unit Months Available or Monthly Units Funding would support, data pre-filled by HUD
Minimum of Available or Supportable Monthly, including NRA Offset	Minimum of the (Monthly Unit Months Available w NRA offset) or (Monthly Units Funding would support w NRA offset), data pre-filled by HUD

<b>Projection Worksheet (Currently Inactive)</b>	
Form 52681-B Field Name	Definition
<b>Utilization Chart</b>	
Month	Reporting Month, prefilled by HUD
UMA	Unit Months Available per HUDCAPS for the reporting month, prefilled by HUD





<b>Projection Worksheet (Currently Inactive)</b>	
<b>Form 52681-B Field Name</b>	<b>Definition</b>
UML	Unit Months Leased as reported by the PHA for the specified reporting month.
Leasing Percentage	Calculation of Unit Months Leased divided by Unit Months Available, prefilled by HUD
Annual Budget Authority (ABA)	The amount of budget authority provided by HUD for the reporting month, prefilled by HUD
Housing Assistance Payment (HAP)	The monthly leasing amount as reported by the PHA for the specified month.
Budget Authority Utilization	Housing Assistance Payment amount divided by the Annual Budget Authority plus budgeted NRA monthly amount, prefilled by HUD
Per Unit Cost	The Per Unit Cost amount is calculated by using the Housing Assistance Payment monthly amount and dividing it by the Unit Month Leased, prefilled by HUD
YTD UMA	Summation of the monthly UMA amount, prefilled by HUD
YTD UML	Summation of the monthly UML amount, prefilled by HUD
YTD Leasing Percentage	Calculated value of the YTD UML divided by the YTD UMA, prefilled by HUD
YTD ABA	Summation of the Monthly ABA amount, prefilled by HUD
YTD HAP	Summation of the Monthly HAP amount, prefilled by HUD
YTD BA Utilization Percentage	Calculated value of the YTD HAP divided by the YTD ABA, prefilled by HUD
YTD PUC	Calculated value based on the YTD HAP divided by the YTD UML amounts, prefilled by HUD
<b>PHA Projection Variables</b>	
NRA budgeted for expenditure	NRA budget for expenditure entered by the PHA for "what if" calculations (0.00 – 100,000,000 – no commas)
Annual Attrition Rate	Rate of attrition entered by the PHA for "what if" calculations (0.00 – 1.00)
Success Rate	Percentage amount of the PHA success rate for leasing units (0.00 – 1.00)
Average Month from issued to HAP effective Date	Number of months between voucher issued and the HAP lease date (0-12)
PUC Monthly Percentage Adjustment	Percentage rate used to adjust the Monthly PUC for inflation (0.00 – 1.00)
Un-contracted Vouchers on the Street	Number of vouchers issued and not under HAP contract (0 – 10,000 – no commas)
<b>Projection Amounts</b>	



<b>Projection Worksheet (Currently Inactive)</b>	
<b>Form 52681-B Field Name</b>	<b>Definition</b>
Annual Projection with attrition only – UMA	Summation of the YTD UMA monthly amounts
Annual Projection with attrition only – UML with attrition no issuance	Summation of the YTD UML with attrition not issuance monthly amount
Annual Projection with attrition only – Leasing % (w/o leasing from yet to be leased issuances)	Percentage calculation of the YTD UML with attrition not issuance divided by the YTD UMA amount
Annual Projection with attrition only – ABA plus Budget NRA	Summation of the YTD monthly ABA plus Budgeted NRA
Annual Projection with attrition only – HAP	Summation of the YTD monthly HAP costs
Annual Projection with attrition only – Spending as % of BA plus NRA	Percentage calculation of the YTD HAP costs divided by the YTD ABA + Budget NRA amount
Annual Projection with attrition only – PUC	Summation of the YTD PUC costs
Annual Projection with attrition only – Attrition Projected	Calculated amount based on the $((\text{YTD PUC} * \text{annual attrition rate} * 0.08333)^{-1})$
Plus UMLs and HAP from not yet leased issuances – UML w/attrition not issuance	Calculated value calculating the (un-contracted vouchers on the street * Success Rate) * number of months greater than 0 minus the average months from issuance to hap effective date
Plus UMLs and HAP from not yet leased issuances – HAP	Calculation of the Plus UML & HAP from not yet leased issuance (UML w/attrition not issuance) time the YTD PUC value.
Year End Projection – UMA	Summation of the UMA monthly values



<b>Projection Worksheet (Currently Inactive)</b>	
Form 52681-B Field Name	Definition
Year End Projection – UML with attrition no issuance	Summation of the UML w/attrition not issuance plus the Plus UMLs and HAP from not yet leased issuances
Year End Projection – Leasing % (w/o leasing from yet to be leased issuances)	Calculation of the (UML + plus UML and HAP from not yet leased issuances-UML w/attrition not issuance) divided by the UMA
Year End Projection – ABA plus Budget NRA	YTD calculation of the ABA and the Budget NRA
Year End Projection – HAP	YTD HAP amount plus the plus UMLs and HAP from not yet leased issuances
Year End Projection – Spending as % of BA plus NRA	Calculation of HAP divided by ABA plus budgeted NRA

<b>Utilization Graph</b>	
Form 52681-B Field Name	Definition
<b>Utilization chart</b>	
Month	Reporting Month, prefilled by HUD
UMA	Unit Months Available per HUDCAPS for the reporting month, prefilled by HUD
UML	Unit Months Leased as reported by the PHA for the specified reporting month.
Leasing Percentage	Calculation of Unit Months Leased divided by Unit Months Available, prefilled by HUD
Annual Budget Authority (ABA)	The amount of budget authority provided by HUD for the reporting month, prefilled by HUD
Housing Assistance Payment (HAP)	The monthly leasing amount as reported by the PHA for the specified month.
Budget Authority Utilization	Housing Assistance Payment amount divided by the Annual Budget Authority plus budgeted NRA monthly amount, prefilled by HUD



Per Unit Cost	The Per Unit Cost amount is calculated by using the Housing Assistance Payment monthly amount and dividing it by the Unit Month Leased, prefilled by HUD
YTD UMA	Summation of the monthly UMA amount, prefilled by HUD
YTD UML	Summation of the monthly UML amount, prefilled by HUD
YTD Leasing Percentage	Calculated value of the YTD UML divided by the YTD UMA, prefilled by HUD
YTD ABA	Summation of the Monthly ABA amount, prefilled by HUD
YTD HAP	Summation of the Monthly HAP amount, prefilled by HUD
YTD BA Utilization Percentage	Calculated value of the YTD HAP divided by the YTD ABA, prefilled by HUD
YTD PUC	Calculated value based on the YTD HAP divided by the YTD UML amounts, prefilled by HUD

<b>Prior Month Corrections</b>	
<b>Form 52681-B Field Name</b>	<b>Definition</b>
<b>PMC Data Entry Screen</b>	
PHA Number	Housing Authority identification number of the PHA being corrected (Read only, from PIC Database)
PHA Name	Name of Housing Authority of the PHA being corrected (Read only, from PIC Databases)
Reporting Period	Month and Year of the Submission being corrected, selected from drop-down lists
Tab Selection	Identifies the Tab where the corrected field is located. Selected from drop-down list
Field Selection	Field being modified by the adjustment. Selected from drop-down list.
New Adjusted Value-1st	The value in the field after the adjustment /correction is made. The System places the Old Value-1st in this field initially. The field is then modified by the adjuster, if appropriate. This field is used when only one field is being adjusted by the PMC. If both UML and HAP are displayed for adjustment in the PMC, this field will contain the UML field
Old Value - 1st	Value of the field prior to modification. Generated by the system
Difference between New and Old values - 1st	The calculated difference between the New Adjusted Value-1st and the Old Value-1st. Can be a positive or negative amount. Generated by the system
New Adjusted Value-2nd	The value in the field after the adjustment /correction is made. The System places the Old Value-2nd in this field initially. The field is then modified by the adjuster, if appropriate. This field is only used for HAP fields when both UML and HAP are displayed for adjustment.
Old Value-2nd	Value of the field prior to modification. Generated by the system
Difference between New and Old values - 2nd	The calculated difference between the New Adjusted Value-2nd and the Old Value-2nd. Can be a positive or negative amount. Generated by the system



<b>Prior Month Corrections</b>	
Form 52681-B Field Name	Definition
Adjuster Comment	Comment entered into the system by the adjuster to further explain the adjustment.
<b>Hard Edit Errors and PMC Approval / Disapproval Screen</b>	
HE Error Number-1st	Hard Edit Error number indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1 <sup>st</sup> field.
HE Error Message -1st	Hard Edit Error message indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1 <sup>st</sup> field.
HE Error Reason for Adjustment-1st	Reason why the Adjusted field should bypass the Hard Edit Error – Selected from list of most likely reasons. Refers to Adjusted Value-1 <sup>st</sup> field.
HE Error Comment-1st	If “Other” Reason for Adjustment was selected, This field should further explain why this should bypass the Hard Edit error. Refers to Adjusted Value-1 <sup>st</sup> field.
HE Error Number-2nd	Hard Edit Error number indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-2nd field.
HE Error Message -2nd	Hard Edit Error message indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-2nd field.
HE Error Reason for Adjustment-2nd	Reason why the Adjusted field should bypass the Hard Edit Error – Selected from list of standard reasons. Refers to Adjusted Value-2nd field.
HE Error Comment-2nd	If “Other” Reason for Adjustment was selected, This field should further explain why this should bypass the Hard Edit error. Refers to Adjusted Value-2nd field.
PMC Submission date & time	System date and time stamp indicating when the user submitted the PMC. Data is pre- filled by HUD
FA Action	Approve or Disapprove buttons to be selected by FA reviewer
FA Comment	Text field where reviewer can explain reason for approval / disapproval
<b>PMC List of Pending Corrections</b>	
Financial Analyst	Name of the Financial Analyst who Approved/Disapproved the Pending PMC
Division	Name of the Administrative Division where the FA reports. The Divisions are: East, North, South, West, and Operations
Rec. #	On a PMC listing, a sequential number, starting with 1, numbering the line item within the context of the listing. Not retained past the display of the listing. The purpose is to make it easier to reference an item within the listing.
PMC Record ID	Unique ID of the PMC record, composed of PHA Number, Submission Reporting Period (Month, Year), and Date and Time the PMC was submitted.
Current Status	The current status of the PMC Correction. Values can be: Pending (PMP), Approved (PMA), Disapproved (PMD), and Completed (PMS).



## 8.1 APPENDIX B: HARD EDIT ERROR MESSAGES

Error Number	Error Message
Error HE001	PHA has not reported Moving to Work leasing, while the PHA does have a Moving to Work program.
Error HE002	PHA has reported Moving to Work leasing, but PHA does not have a Moving to Work program.
Error HE003	PHA has not reported tenant protection leasing, while the PHA has received one or more awards of tenant protection units.
Error HE004	PHA has reported tenant protection leasing, but PHA has not received an award of tenant protection units.
Error HE005	PHA may not report more Enhanced Vouchers than the number of Tenant Protection Vouchers reported.
Error HE006	PHA has not reported VASH leasing, while the PHA does have a VASH award for 2008 or later.
Error HE007	PHA has reported VASH leasing, but the PHA has not received an award of VASH units in FFY 2008 or later.
Error HE008	Voucher utilization is not within the standard range. PHA should review the UMLs entered for each category to ensure accuracy.
Error HE009	The change in Voucher utilization from the prior periods in the last 12 months is not within the standard range. PHA should review the UMLs entered for each category to ensure they are accurate.
Error HE010	PHA has not reported 5 Year Mainstream leasing, while the PHA does have a 5 Year Mainstream program.
Error HE011	PHA has reported 5 Year Mainstream leasing, but PHA does not have a 5 Year Mainstream program.
Error HE012	PHA has not reported Moving to Work HAP costs, while the PHA does have a Moving to Work program.
Error HE013	PHA has reported Moving to Work HAP costs, but PHA does not have a Moving to Work program.
Error HE014	PHA has not reported Family Unification HAP costs, while the PHA does have a Family Unification program.
Error HE015	PHA has reported Family Unification HAP costs, but PHA does not have a Family Unification program.
Error HE016	PHA has not reported Tenant Protection HAP costs, while the PHA has received one or more awards of Tenant Protection units.
Error HE017	PHA has reported Tenant Protection HAP costs, but the PHA has not received an award of Tenant Protection units.
Error HE018	PHA has not reported VASH HAP costs, while the PHA does have a VASH award for 2008 or later.
Error HE019	PHA has reported VASH HAP costs, but the PHA has not received an award of VASH units in FFY 2008 or later.
Error HE020	Budget Authority utilization is not within the standard range. PHA should review the HAP costs entered for each category to ensure they are accurate.
Error HE021	The change in Budget Authority utilization from the prior periods in the last 12 months is not within the standard range. PHA should review the HAP costs



<b>Error Number</b>	<b>Error Message</b>
	entered for each category to ensure accuracy.
Error HE022	PHA has not reported 5 Year Mainstream HAP costs, while the PHA does have a 5 Year Mainstream program.
Error HE023	PHA has reported 5 Year Mainstream HAP costs, but PHA does not have a 5 Year Mainstream program.
Error HE024	Budget Authority utilization is not within the standard range. PHA should review the 5 Year Mainstream HAP costs entered to ensure they are accurate
Error HE025	Mid-month HAP costs are not within the standard range. PHA should review the mid-month HAP costs to ensure accuracy.
Error HE026	PHA has an active FSS program but has not reported FSS costs
Error HE027	PHA has no active FSS program, but has reported FSS costs.
Error HE028	PHA has not reported Family Unification leasing, while the PHA does have a Family Unification program.
Error HE029	PHA has reported Family Unification leasing, but PHA does not have a Family Unification program.
Error HE030	PHA has not reported DHAP to HCV Vouchers Leased, while the PHA does have a DHAP to HCV program.
Error HE031	PHA has reported DHAP to HCV Vouchers Leased, but PHA does not have a DHAP to HCV program.
Error HE032	PHA has not reported DHAP to HCV Voucher HAP costs, while the PHA does have a DHAP to HCV program.
Error HE033	PHA has reported DHAP to HCV Voucher HAP costs, but PHA does not have a DHAP to HCV program.



## 8.2 APPENDIX C: USER ACCESS LEVELS

Role Code	Role Description	Action Description	User Access
FMG (Internal User)	Manager – Financial Management Center	6 Ability to read existing voucher data for PHAs they manage. 7 Ability to update or add new data to pending submissions for PHAs they manage. 8 Ability to submit HUD Form 52681-B data. 9 Ability to administer tasks. 10 Ability to create/edit versions of HUD Form 52681-B. 11 Ability to create, save, and submit data. 12 Ability to approve or disapprove a Pending Submissions that has been submitted by a PHA.	1. Manage PHA Data -Enter PHA Data 2. Administer VMS 3. Generate reports
HUE (Internal User)	Read Only Access	1. Ability to read submitted data. 2. Ability to generate reports	1. Manage PHA Data -View PHA Data 2. Generate reports
UDE (External User)	Utilization and Expense Data Submitter	1. Ability to read existing data for assigned PHAs. 2. Ability to update or add new data to a pending submission for a specific PHA. 3. Ability to submit HUD Form 52681-B data. 4. Ability to create, save and submit data.	1. Manage PHA Data -Enter PHA Data 2. Generate DCR Report
HUR (Internal User)	Financial Analyst User	1. Ability to approve or disapprove a Pending Submissions submitted by a PHA. 2. Ability to read submitted data for PHAs.	1. Manage PHA Data -View PHA Data 2. Pending Submission -Review Pending Submissions 3. Generate Reports

### User Role and Action Codes

**NOTE:** Although the User Roles delineated above maintain fairly exclusive abilities and responsibilities, it is possible for an individual to be given roles that seem to combine those of the UDE and HUE together. This type of assignment is solely under the jurisdiction of the Administrator, or FMG. Refer to the Table of Contents for link definitions.