

**Voucher Management System**  
Release 2.0.0.0



# **VMS User Guide**

*Voucher Management System*  
*Release 2.0.0.0*

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

April 2004

## Voucher Management System

Release 2.0.0.0

### **The Office of Public and Indian Housing introduces Release 2.0.0.0 of the Voucher Management System (VMS) on 5/3/2004**

- The VMS subsystem utilizes the same WASS security access system as FASS-PH, using the same ID and password for both systems.
- The quarterly reporting requirements remain the same.

#### **Enhancements to VMS from the prior web based system:**

- Uses a secure website
- Unique Individual User Id and passwords
- Easier access to system
- Prior data submissions availability
- User friendly
- Online data revision/changes using previously submitted data.
- Online Print/View option

The Secure Connection component of WASS includes online registration forms that are accessible via the World Wide Web.

Used by HUD's trusted Business Partners to submit requests for the authority to access secure systems that reside behind HUD's firewall.

**Under the WASS security the role code that allows a PHA user to view, save and submit Form 52681-B data is "UDE" – Utilization and Expense Data Submitter**

#### **How to get access into WASS and the HUD VMS Systems?**

To access WASS system you must first be a registered user. External users may register by going to the REAC (Real Estate Assessment Center) homepage at the following URL:

<http://www.hud.gov/offices/reac/online/reasyst.cfm>

If your organization does not have a systems coordinator, contact the REAC Technical Assistance Center (TAC) for assistance in establishing one @ Phone: 1-888-245-4860

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HUD's Internet Web Site:

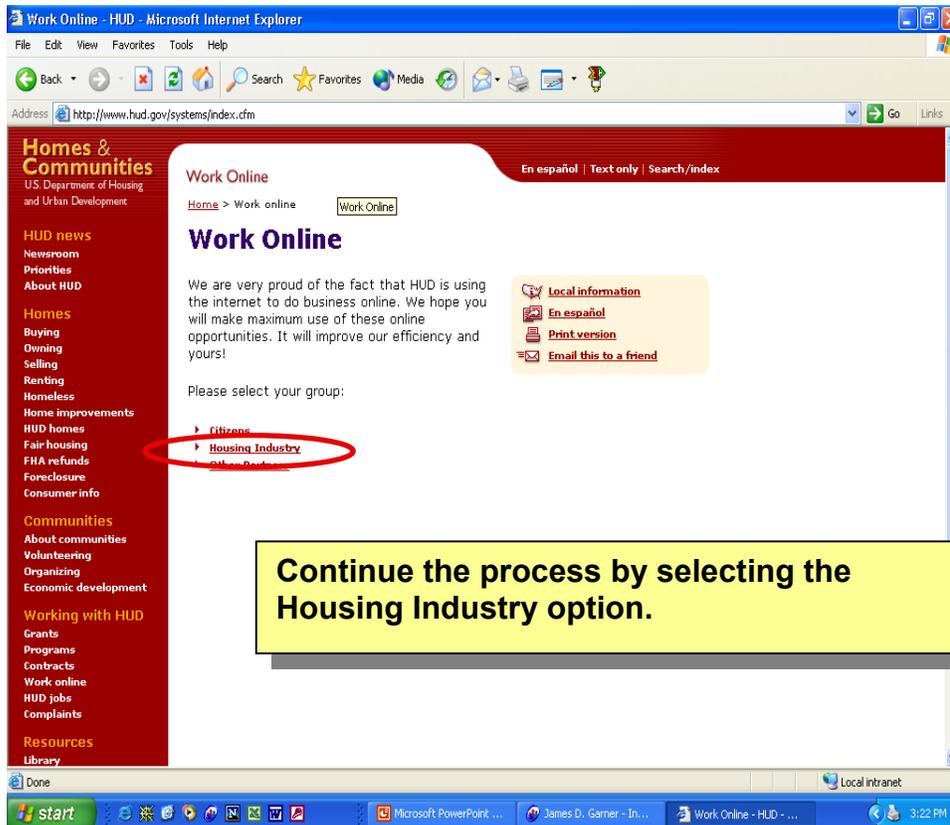
The screenshot shows the HUD website in a Microsoft Internet Explorer browser window. The address bar shows <http://www.hud.gov/>. The page content includes a navigation sidebar on the left with categories like HUD news, Homes, Communities, Working with HUD, and Resources. A yellow callout box with black text is overlaid on the 'Work online' link in the 'Working with HUD' section. The main content area features sections for 'October is Healthy Homes Month!', 'Local Information', 'Homes for Sale', and 'HUD Highlights'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 3:21 PM.

**To access the Voucher Management System, select Work online option on the lower left side of the screen.**

# Voucher Management System

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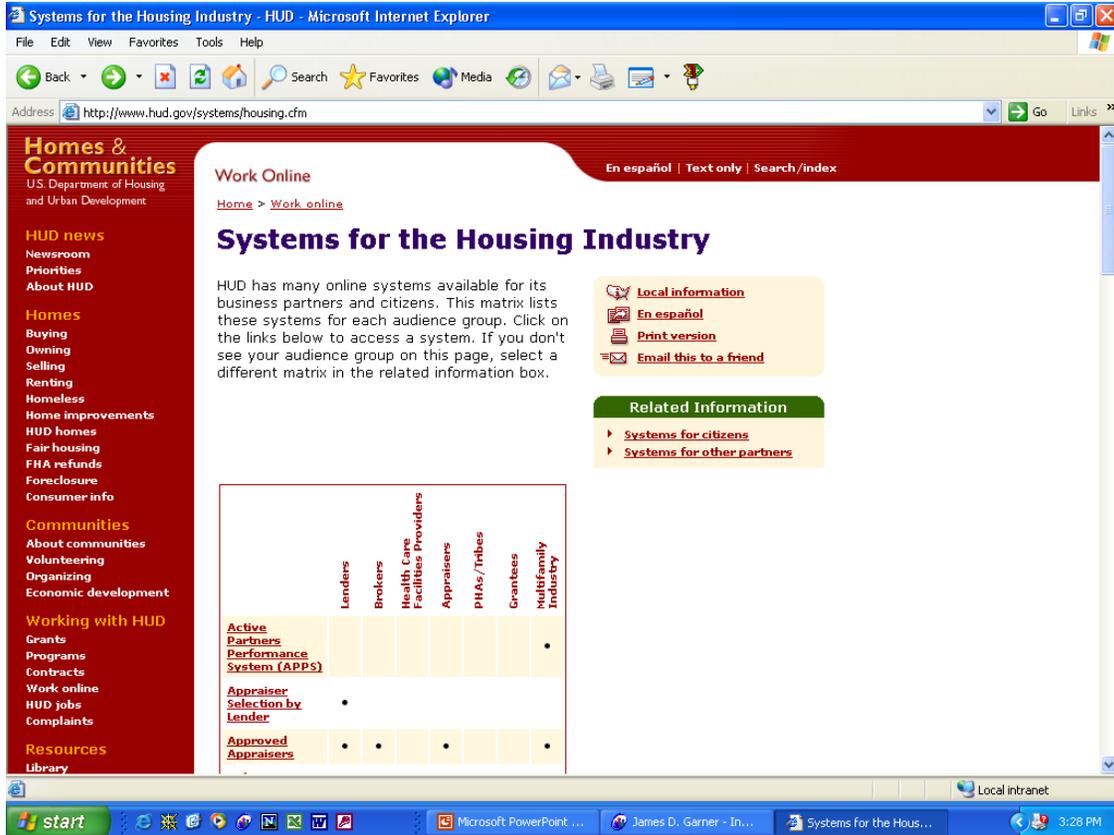
The web page should look like the screen below:



# Voucher Management System

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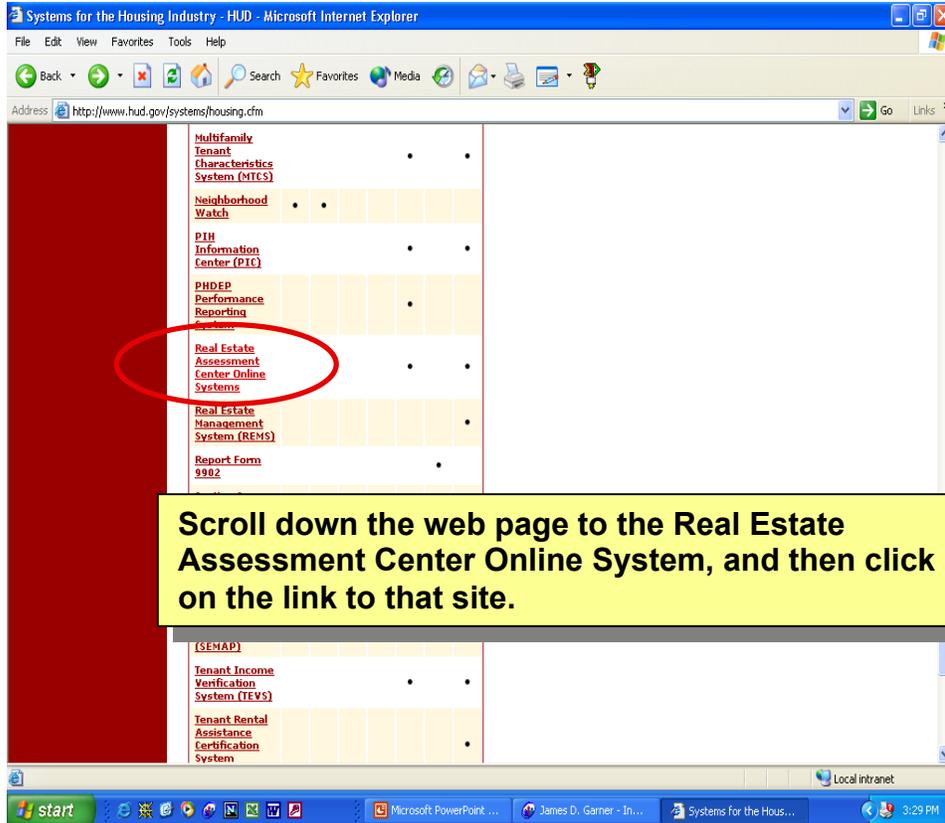
Your web page should look like the screen below:



# Voucher Management System

Release 2.0.0.0

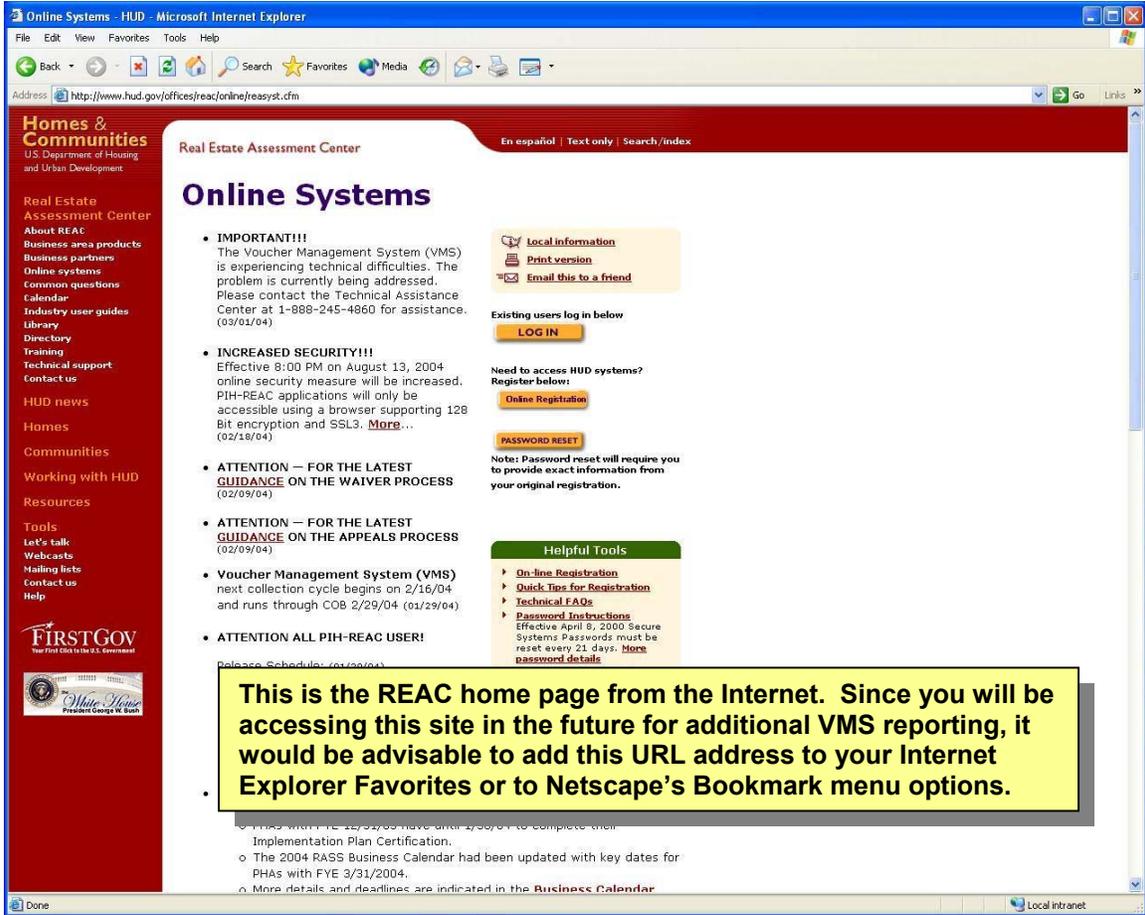
Scroll down the web page to the Real Estate Assessment Center Online System, it should look like the screen below:



# Voucher Management System

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The web page should look like the screen below:



## EXTERNAL USER LOGIN INSTRUCTIONS

For external users, you will notice this is the same web page you used to register for your user id and password. Above the “Online Registration” button you will see a “LOG IN” button. Click on this button to bring up the login prompt.

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

Real Estate Assessment Center  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
Contact us

HUD news  
Homes  
Communities  
Working with HUD  
Resources

Tools  
Let's talk  
Webcasts  
Mailing lists  
Contact us  
Help

Real Estate Assessment Center

En español | Text only | Search/index

## Online Systems

- **IMPORTANT!!!**  
The Voucher Management System (VMS) is experiencing technical difficulties. The problem is currently being addressed. Please contact the Technical Assistance Center at 1-888-245-4860 for assistance. (03/01/04)
- **INCREASED SECURITY!!!**  
Effective 8:00 PM on August 13, 2004 online security measure will be increased. PIH-REAC applications will only be accessible using a browser supporting 128 Bit encryption and SSL3. [More...](#) (02/18/04)
- **ATTENTION — FOR THE LATEST GUIDANCE ON THE WAIVER PROCESS** (02/09/04)
- **ATTENTION — FOR THE LATEST GUIDANCE ON THE APPEALS PROCESS** (02/09/04)
- **Voucher Management System (VMS)** next collection cycle begins on 2/16/04 and runs through COB 2/29/04 (01/29/04)

[Local information](#)  
[Print version](#)  
[Email this to a friend](#)

Existing users log in below  
**LOG IN**

Need to access HUD systems?  
Register below:  
[Online Registration](#)  
[PASSWORD RESET](#)  
Note: Password reset will require you to provide exact information from your original registration.

**Helpful Tools**  
▶ [On-line Registration](#)  
▶ [Quick Tips for Registration](#)  
▶ [Technical FAQs](#)

# Voucher Management System

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## EXTERNAL USER LOGIN INSTRUCTIONS (continued)

- After clicking on the button you will see a Security Alert prompt. Click on OK to continue.

The screenshot shows a Microsoft Internet Explorer browser window displaying the HUD Real Estate Assessment Center (REAC) Online Systems page. The browser's address bar shows the URL: <http://www.hud.gov/offices/reaconline/easyst.dfm>. The page header includes the HUD logo and navigation links for "En español" and "Text only | Search/index".

The main content area is titled "Online Systems" and contains several important notices:

- IMPORTANT!!!** The Voucher Management System (VMS) is experiencing technical difficulties. The problem is currently being addressed. Please contact the Technical Assistance Center at 1-888-245-4860 for assistance. (03/01/04)
- INCREASED SECURITY!!!** Effective 8:00 PM on August 13, 2004, online security measures will be increased. PIH-REAC applications will only be accessible using a browser supporting Bit encryption and SSL3. [More...](#) (02/18/04)
- ATTENTION — FOR THE LATEST GUIDANCE ON THE WAIVER PROCESS** (02/09/04)
- ATTENTION — FOR THE LATEST GUIDANCE ON THE APPEALS PROCESS** (02/09/04)
- Voucher Management System (VMS)** next collection cycle begins on 2/16/04 and runs through COB 2/29/04 (01/29/04)
- ATTENTION ALL PIH-REAC USER!**  
Release Schedule: (01/20/04)
  - o Friday April 30, 2004 – 8pm\*
  - o Friday August 13, 2004 – 8pm\*
  - o Friday October 15, 2004 – 8pm\*
  - o Friday December 17, 2004 – 8pm\*\*Eastern Standard Time
- 12/19/2003 RASS UPDATE:** (12/18/03)
  - o RASS scores have been released for FYEs 6/30/03 and 9/30/03.
  - o PHAs with FYE 12/31/03 have until 1/30/04 to complete their Implementation Plan Certification.
  - o The 2004 RASS Business Calendar had been updated with key dates for PHAs with FYE 3/31/2004.
  - o More details and deadlines are indicated in the [Business Calendar](#)

A "Security Alert" dialog box is overlaid on the page, with the following text:

**Security Alert**

You are about to view pages over a secure connection. Any information you exchange with this site cannot be viewed by anyone else on the Web.

In the future, do not show this warning

Buttons: OK, More Info

Below the dialog box, there are links for "Local information", "Print version", and "Email this to a friend". A "LOG IN" button is also visible. A "Helpful Tools" section includes links for "On-line Registration", "Quick Tips for Registration", "Technical FAQs", "Password Instructions", "System Requirements", and "PHA System Security Guide".

# Voucher Management System

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## EXTERNAL USER LOGIN INSTRUCTIONS (continued)

- You will see a prompt to enter your user id and password. Enter your user id and password. Since you are an external user, your user id will begin with an M or I.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Real Estate Assessment Center' website. The page title is 'Online Systems' and the URL is 'http://www.hud.gov/offices/real/online/realyst.cfm'. The page features a navigation menu on the left with categories like 'About REAC', 'Business area products', and 'Tools'. The main content area contains several important notices:

- IMPORTANT!!!**: The Voucher Management System (VMS) is experiencing technical difficulties. The problem is currently being addressed. Please contact the Technical Assistance Center at 1-888-245-4860 for assistance. (09/01/04)
- INCREASED SECURITY!!!**: Effective 8:00 PM on August 13, 2004, online security measure will be increased. PIH-REAC applications will only be accessible using a browser supporting Bit encryption and SSL3. [More...](#) (02/18/04)
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  - o The 2004 RASS Business Calendar had been updated with key dates for PHAs with FYE 3/31/2004.
  - o More details and deadlines are indicated in the [Business Calendar](#)

A security warning dialog box titled 'Connect to hudapps.hud.gov' is overlaid on the page. It contains a 'User name:' field with a dropdown arrow, a 'Password:' field, and a 'Remember my password' checkbox. 'OK' and 'Cancel' buttons are at the bottom.

# Voucher Management System

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Legal and warning notice for WASS system.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web page titled "Legal Warnings - Microsoft Internet Explorer". The address bar shows the URL: [https://www6.hud.gov/wass/login/warnings\\_page.jsp](https://www6.hud.gov/wass/login/warnings_page.jsp). The page content is as follows:

**User Login** [mail](#) | [help](#) | [search](#) | [home](#)

**Secure Systems**

Welcome Tester - M00305

**system administration**

- [password changes](#)

**systems**

- [Voucher Management System \(VMS\)](#)

**Legal Warning**

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

**Warning Notice**

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.

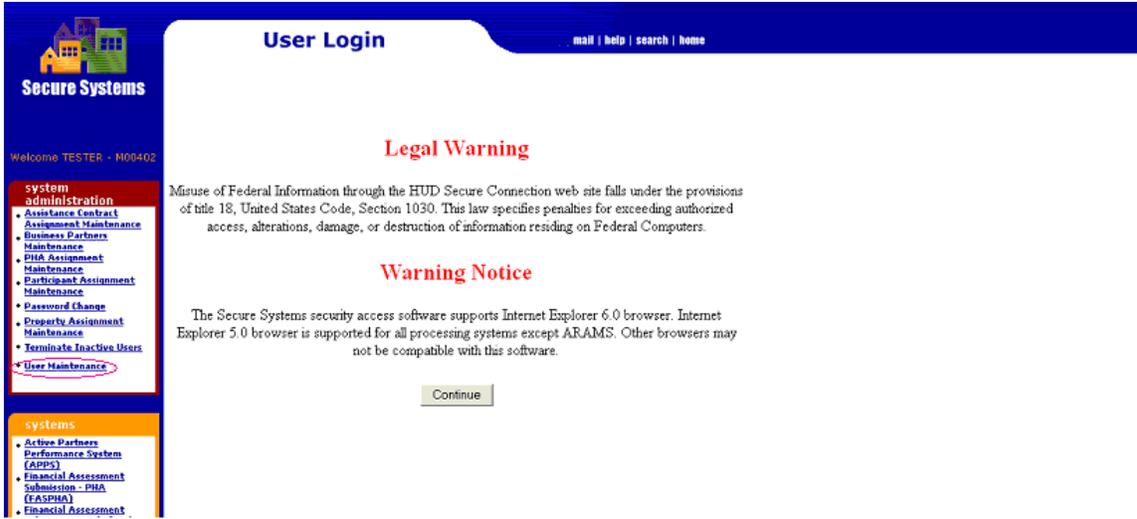
Content updated April 19, 2002 [Back to Top](#)

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Telephone: (202) 708-1112 TTY: (202) 708-1455 [Home](#) | [Privacy Statement](#)

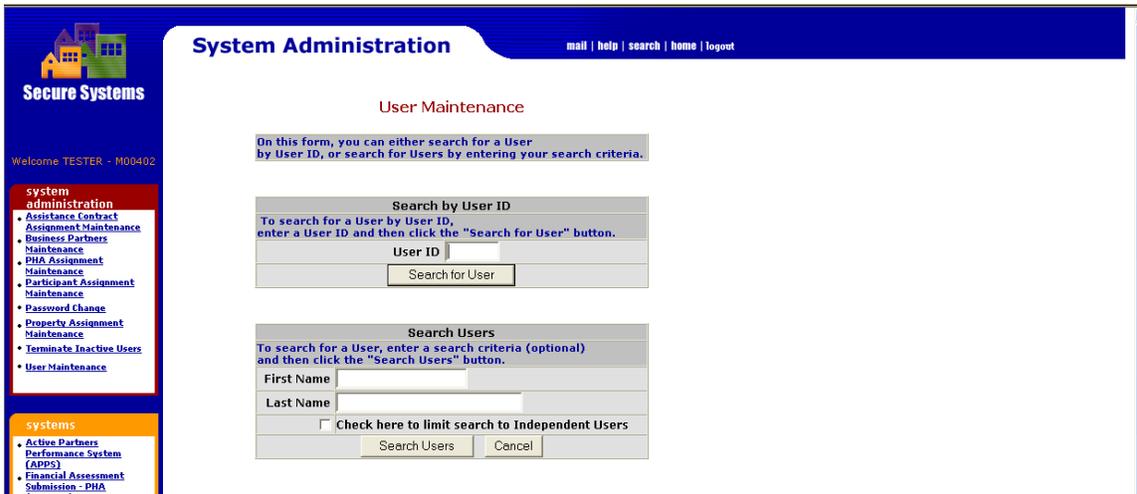
Local intranet

**Instructions For Coordinator:**

If a user in your PHA needs to submit Form 52681-B data and has a valid REAC-WASS user ID, please follow these instructions:



Select User Maintenance on the left side of the User Login Legal Warning screen.



Enter the User ID or User name on the next screen and select Search.

# Voucher Management System

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**System Administration** mail | help | search | home | logout

Welcome TESTER - M00402

**system administration**

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Participant Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- Terminate Inactive Users
- User Maintenance

**systems**

- Active Partners Performance System (APPS)
- Financial Assessment Submission - PHA (FASPHA)
- Financial Assessment

**Maintain User M00402**

User Information	
User ID	M00402
First Name	TESTER - M00402
Middle Initial	
Last Name	WASS
User Status	Active
Coordinator	Yes
User Type	PHA User/Business Partner

**Choose a Function**

Assistance Contract Assignment Maintenance ▼

Submit Cancel

The above screen appears. Select down arrow on drop down box.

**System Administration** mail | help | search | home | logout

Welcome TESTER - M00402

**system administration**

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Participant Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- Terminate Inactive Users
- User Maintenance

**systems**

- Active Partners Performance System (APPS)
- Financial Assessment Submission - PHA (FASPHA)
- Financial Assessment Subsystem - Multifamily Housing (FASMFH)
- Line of Credit Control System (LCCCS)
- Management Assessment Subsystem (MASS)
- Multi-Market (MM)

**Maintain User M00402**

User Information	
User ID	M00402
First Name	TESTER - M00402
Middle Initial	
Last Name	WASS
User Status	Active
Coordinator	Yes
User Type	PHA User/Business Partner

**Choose a Function**

Assistance Contract Assignment Maintenance ▼

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Maintain User Information
- Maintain User Profile - Actions
- Maintain User Profile - Groups
- Maintain User Roles**
- Participant Assignment Maintenance
- Property Assignment Maintenance

In drop down box, Select Maintain User Roles.

# Voucher Management System

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- Performance System (APPS)
- Financial Assessment Submission - PHA (FASPHA)
- Financial Assessment Subsystem - MultiFamily Housing (FASMIH)
- Line of Credit Control System (LOCCS)
- Management Assessment Subsystem (MASS)
- Mark-to-Market (M2M)
- Physical Assessment Subsystem (PASS)
- Physical Inspections
- Public Housing Assessment System: Scores and Status (NASS)
- Real Estate Management System (REMS)
- Resident Assessment Subsystem (RASS)
- Tenant Assessment Subsystem (TASS)
- Tenant Rental Assistance Certification System (TRACS)
- Unique IPA Identifier (UII) Registration System (UASS)
- Voucher Management System (VMS)

<b>LOCCS - Line of Credit Control System</b>		
<input type="checkbox"/>	ADM - Administration	
<input type="checkbox"/>	QRY - Query	
<input type="checkbox"/>	REQ - Requisition	
<input type="checkbox"/>	YES - Year End Settlement	
<b>M2M - Mark-to-Market</b>		
<input type="checkbox"/>	M2M - Generic M2M Role	
<input type="checkbox"/>	MRM - Relationship Manager	
<b>REMS - Real Estate Management System</b>		
<input type="checkbox"/>	BCA - REMS Post-RFP Backup Contract Admin.	
<input type="checkbox"/>	CA - REMS Post-RFP Contract Administrator	
<input checked="" type="checkbox"/>	EQP - REMS View PASS	
<input checked="" type="checkbox"/>	EQV - REMS View AFS	
<input type="checkbox"/>	RCM - REMS Certification Admin Manager	
<input type="checkbox"/>	SCA - REMS Post-RFP Supervisory Contract Admin	
<b>TASS - Tenant Assessment Subsystem</b>		
<input checked="" type="checkbox"/>	PRE - Test Role to Test PRE AC	
<input checked="" type="checkbox"/>	TCA - TASS Contract Administrator	
<input checked="" type="checkbox"/>	TRK - Tenant Income Discrepancy Tracker	
<input checked="" type="checkbox"/>	VIR - View Internet Report	
<b>TRACS - Tenant Rental Assistance Certification P</b>		
<input checked="" type="checkbox"/>	TES - Test Role to Test PRE AC	
<input type="checkbox"/>	TTQ - TRACS Tenant Query	
<input type="checkbox"/>	TVQ - TRACS Voucher Query	
<b>VMS - Voucher Management Subsystem</b>		
<input checked="" type="checkbox"/>	UDE - Utilization and Expense Data Submitter	

Assign/Unassign Roles      Cancel

Content updated April 19, 2002

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[Home](#) | [Privacy Statement](#)

On the next screen, check the UDE role, if desired, and select Assign/Unassign Roles.

mail | help | search | home | logout

**Secure Systems**

Welcome TESTER - M00402

**System Administration**

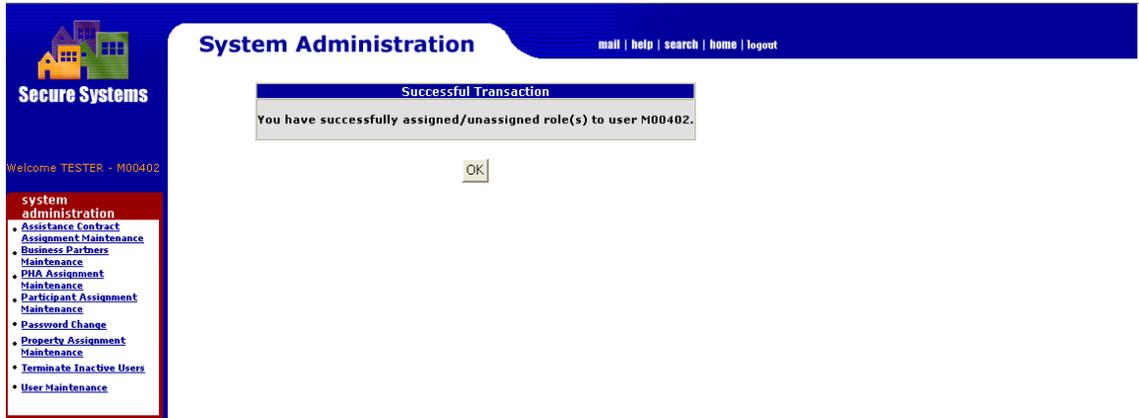
- system administration
- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Participant Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- Terminate Inactive Users
- User Maintenance

**Assign/Unassign Role Confirmation for User M00402**

Roles to Assign to User M00402		
System Code	Role Code	Role Description
VMS	UDE	Utilization and Expense Data Submitter

No roles were selected to unassign.

The Assign/Unassign Role Confirmation screen appears. Select Confirm.



The Successful Transaction message appears. Select OK.



You are returned the Maintain User screen, where you can perform other functions, if necessary.

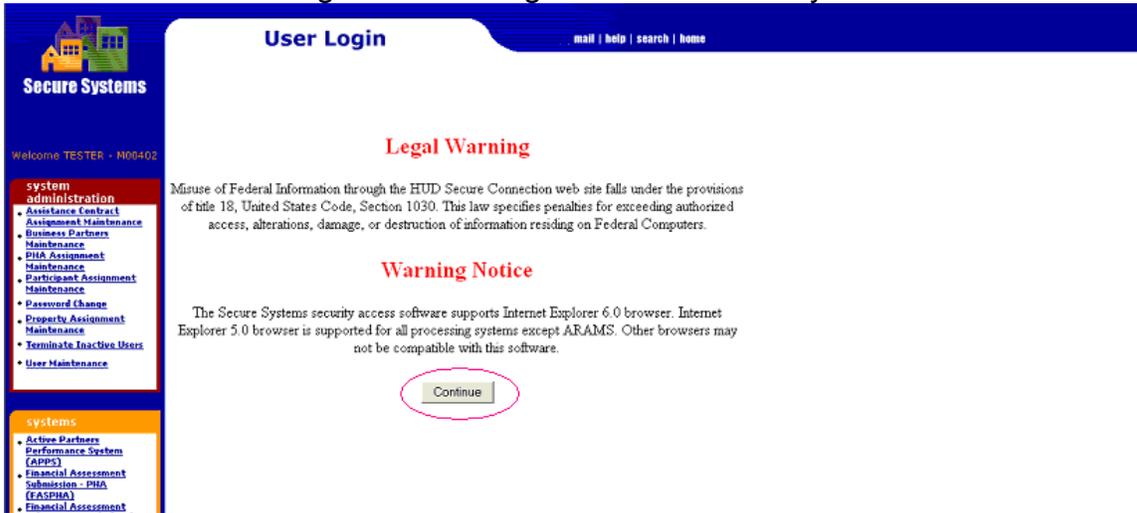
*Need to add a section about PHA Assignment Maintenance. Need to associate PHA with user or otherwise they cannot do their function.*

# Voucher Management System

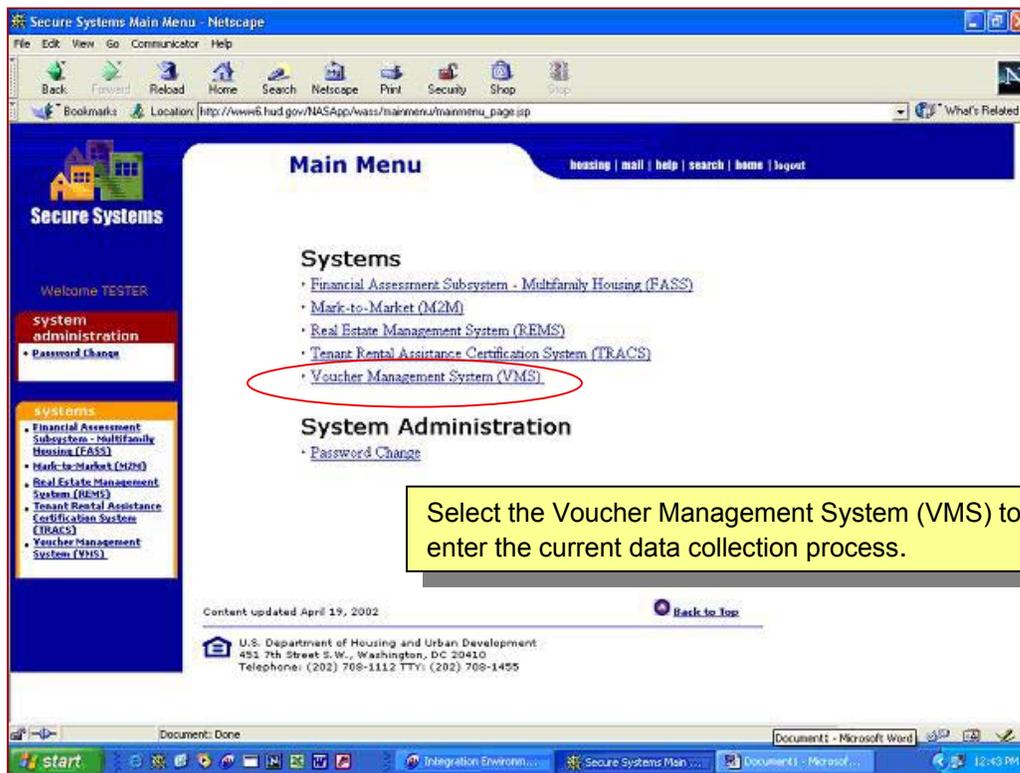
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## Instructions for User:

Select Continue on Legal and warning notice for WASS system screen.



## REAC-WASS system Main Menu



# Voucher Management System

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Displays the following screen. Click on Select PHA.

**Voucher Management System** April 15, 2004

**Voucher for Payment of Annual Contributions and Operating Statement**  
**Housing Assistance Payments Program**  
Supplemental Reporting Form  
OMB Approval No.2577-0169

Public reporting burden for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number. Authority for this collection of information is the Housing and Community Development Act of 1987. Housing Agencies (HAs) required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by HAs. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Please click an appropriate link on the side menu to continue

[Back to top](#)

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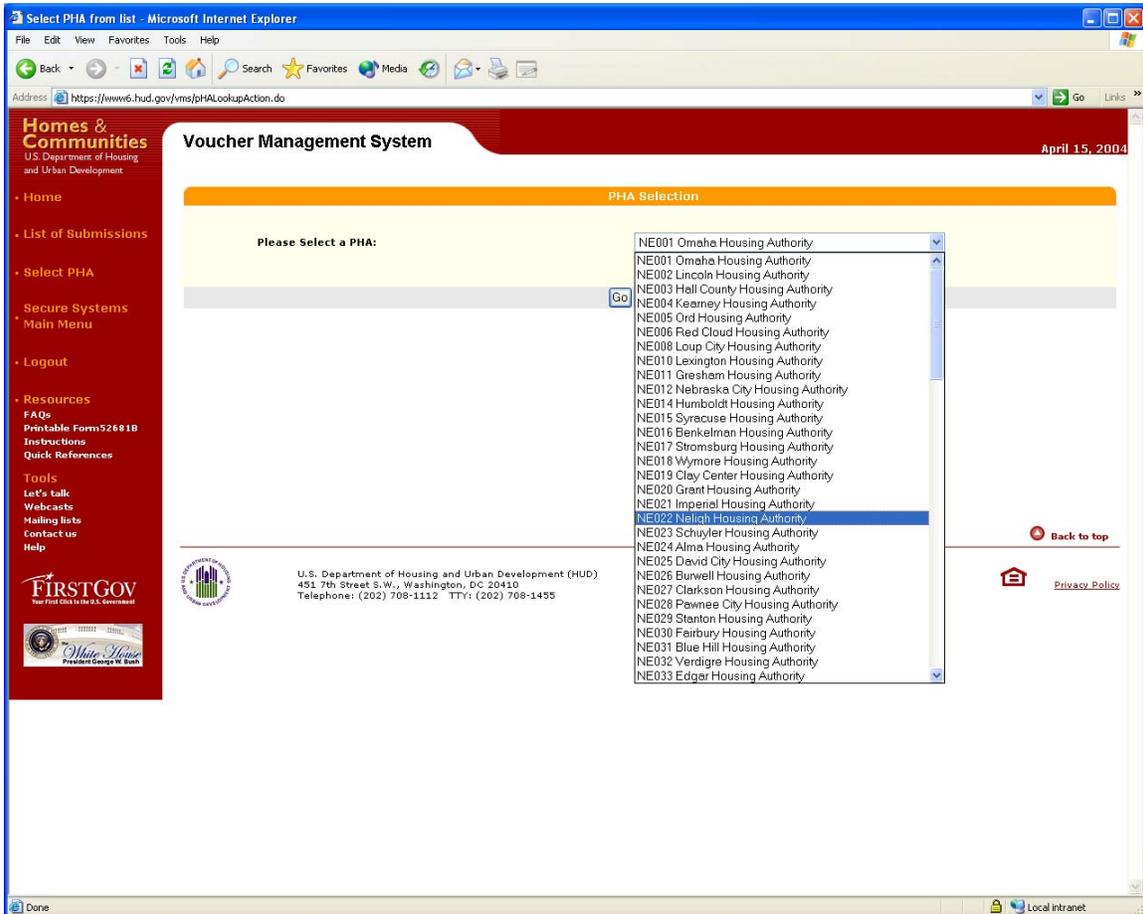
[Privacy Policy](#)

# Voucher Management System

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**NOTE: This step is only for submitters with multiple PHAs assigned to the for submission purposes. If you have only one PHA assigned go on to next page.**

On the next screen, select the correct PHA from the drop down list and <go>. If you have only one PHA assigned to your user id, you need not perform this step. The system will automatically take you to the next step.



# Voucher Management System

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You get the PHA Information screen. Select “List of Submissions”.

PHAs Selected - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www6.hud.gov/vms/PHALookupAction.do

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

Voucher Management System April 14, 2004

PHA Code	NE001
PHA name	Omaha Housing Authority
EYE	12/31

Your Selected Public Housing Agency is listed above.

Please click on the link below to continue to the list of submissions page

[List of Submissions](#)

[Back to top](#)

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[Privacy Policy](#)

Done Local Intranet

# Voucher Management System

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On the List of Submissions screen, select a valid month for data input and submission.

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

**Voucher Management System** April 14, 2004

**List of Submissions**

PHA Code	NE001		
PHA name	Omaha Housing Authority		
FYE	12/31		
Month	Status	Last Updated On	Last Updated by
<b>Submission: [November-2003" to "January-2004]</b>			
November 2003	Submitted	2004-02-28	<a href="#">Submit</a> <a href="#">View/Print</a>
December 2003	Submitted	2004-02-28	
January 2004	Submitted	2004-02-28	
<b>Submission: [August-2003" to "October-2003]</b>			
August 2003	Pending Submission		<a href="#">Submit</a> <a href="#">View/Print</a>
September 2003	Revised	2003-12-18	
October 2003	Revised	2004-01-02	
<b>Submission: [May-2003" to "July-2003]</b>			
May 2003	Not Entered		<a href="#">Submit</a> <a href="#">View/Print</a>
June 2003	Not Entered		
July 2003	Not Entered		
<b>Submission: [February-2003" to "April-2003]</b>			
February 2003	Not Entered		<a href="#">View/Print</a>
March 2003	Not Entered		
April 2003	Not Entered		
<b>Submission: [November-2002" to "January-2003]</b>			
November 2002	Not Entered		<a href="#">View/Print</a>
December 2002	Not Entered		
January 2003	Not Entered		
<b>Submission: [August-2002" to "October-2002]</b>			
August 2002	Not Entered		<a href="#">View/Print</a>
September 2002	Not Entered		
October 2002	Not Entered		
<b>Submission: [May-2002" to "July-2002]</b>			
May 2002	Not Entered		<a href="#">View/Print</a>
June 2002	Not Entered		
July 2002	Not Entered		
<b>Submission: [February-2002" to "April-2002]</b>			
February 2002	Not Entered		<a href="#">View/Print</a>
March 2002	Not Entered		
April 2002	Not Entered		

**Note: Only the information submitted through the Voucher Management System (VMS) can be modified. All other historical data is for reference, viewing, and printing only. No modifications will be allowed at this time through the system.**

# Voucher Management System

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## Guides for Formatting and Data Entry:

- System is designed to create an Original Submission for the PHA. Subsequent corrections will be made on existing document in VMS and will automatically be identified as a revision when submitted
- Enter only whole numbers without any punctuation marks (commas, dollar signs, and decimal points).
- If the HA has no report for a field, tab through it. If the HA response to a field is zero, enter "0".
- "Other" description fields are limited to 255 characters.
- Comment field has no limit.

Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer

Address: https://www6.hud.gov/vms/getMonthAction.do?method=handleMonth&quarterNum=1&monthNum=8&yearNum=2003

### Homes & Communities

U.S. Department of Housing and Urban Development

April 15, 2004

## Voucher Management System

### 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.

August 2003

Form 52681-B Action:

#### Contact Details

HA Number	NE022
HA Name	Neligh Housing Authority
HA FYE	6/30
Name of HA Point of Contact	Lois Petersen
Point of Contact Phone	4028874912
Ext.:	0
Point of Contact E-mail Address	john_j_bethke@hud.gov
Name of Authorized HA Official	Lois Petersen
Official Housing Authority E-mail Address	john_j_bethke@hud.gov
Submission Type	Original Submission
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A

#### Voucher Units

Litigation	<input type="text"/>
Mainstream 1-Year	<input type="text"/>
Mainstream 5-Year	<input type="text"/>
Homeownership Vouchers	<input type="text"/>
Moving To Work Vouchers	<input type="text"/>
All Other Vouchers	<input type="text"/>
Total Vouchers	<input type="text"/>
New Home Owners - This Month	<input type="text"/>

#### HAP Expenses

(Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.

HAP Litigation	<input type="text"/>
HAP Mainstream 1-Year	<input type="text"/>
HAP Mainstream 5-Year	<input type="text"/>

**VMS-PHA static information.**

- This information is taken from the Public Housing Information (PIC) system
- If information is incorrect, PHA must correct in the PIC system
- Missing information must be filled in for the VMS system to proceed. The PHA should entered the correct data in the PIC system for future VMS use.
- The Official HA E-mail address must be the central e-mail address for PHA, and the system will accept one e-mail address only.

**Name of Authorized HA Official:** This field is pre-filled from the PIC system and it is a required field. If blank the PHA must enter the Name of the Authorized HA Official for the PHA, (generally this is the Executive Director), and then, at a later time, input the required information into the PIC system for future needs.

**Official HA E-mail Address:** This field is pre-filled from the PIC system. This is a required field, and if blank the PHA must enter the Official email address for the PHA, and then, at a later time, input the required information into the PIC system for future needs. This address serves as the primary medium for official correspondence between the FMC and the PHA.

**Point of Contact:** Name of the person who can answer questions about the 52681-B data submission. This information is pre-filled based on information from the VMS system files. This is an editable field and incorrect information should be corrected in VMS. This is a required field and the PHA must enter the POC name on this screen. Enter only 1 e-mail address.

**Point of Contact Phone Number:** Phone number and extension (if any) of the Point of Contact. This information is pre-filled based on information from the VMS system files. If this POC Phone Number is incorrect, the information must be corrected in VMS. This is a required field and the PHA must enter the POC phone number and extension on this screen.

**Point of Contact Phone Number Extension:** Is not required, but if used, must be numeric.

# Voucher Management System

Release 2.0.0.0

## NOTE:

- It is the responsibility of the PHA to ensure all information is correct, and that wrong or missing Official HA data is updated in the PIC information system for future data collection use.
- These are required fields and require an entry before the user is allowed to proceed with the data collection process.
- Once information is entered it becomes static in the VMS System and the information cannot be changed.

The screenshot shows a web browser window titled "Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer". The address bar shows a URL from hud.gov. The page content is titled "Voucher Management System" and "Monthly Voucher Data Validation and Save Page". It includes a navigation menu on the left with links like Home, List of Submissions, Select PHA, Secure Systems, Main Menu, Logout, Resources, and Tools. The main content area has a header for "May 2009" and a "Form 52681-B Action:" section with "Validate", "Save", and "Cancel" buttons. Below this is a "Contact Details" section with fields for HA Number, Name, FYE, Point of Contact, Phone, and E-mail Address. A red circle highlights the "Available Administrative Fee Reserve (Operating Reserves) Balance" field, which contains "N/A". The "Voucher Units" section lists various voucher types with input fields. The "HAP Expenses" section lists expenses like Litigation, Mainstream 1-Year, and Mainstream 5-Year with input fields.

May 2009	
Form 52681-B Action:	<input type="button" value="Validate"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>
<b>Contact Details</b>	
HA Number	NE001
HA Name	Omaha Housing Authority
HA FYE	12/31
Name of HA Point of Contact	<input type="text" value="Brad Ashford"/>
Point of Contact Phone	<input type="text" value="4024446900"/>
Ext.:	<input type="text" value="0"/>
Point of Contact E-mail Address	<input type="text" value="john_j_bethke@hud.gov"/>
Name of Authorized HA Official	Brad Ashford
Official Housing Authority E-mail Address	<input type="text" value="john_j_bethke@hud.gov"/>
Submission Type	Original Submission
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A
<b>Voucher Units</b>	
Litigation	<input type="text"/>
Mainstream 1-Year	<input type="text"/>
Mainstream 5-Year	<input type="text"/>
Homeownership Vouchers	<input type="text"/>
Moving To Work Vouchers	<input type="text"/>
All Other Vouchers	<input type="text"/>
Total Vouchers	<input type="text"/>
New Home Owners - This Month	<input type="text"/>
<b>HAP Expenses</b>	
<small>(Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.</small>	
HAP Litigation	<input type="text"/>
HAP Mainstream 1-Year	<input type="text"/>
HAP Mainstream 5-Year	<input type="text"/>

The PHA is not required to submit the Available Administrative Fee Reserve Balance information at this time.

# Voucher Management System

Release 2.0.0.0

Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer

Address: https://www6.hud.gov/vms/getMonthAction.do?method=handleMonth&quarterNum=1&monthNum=8&yearNum=2003

## Voucher Management System

April 15, 2004

### 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.

August 2003

Form 52681-B Action:

#### Contact Details

HA Number	NE022
HA Name	Neligh Housing Authority
HA FYE	6/30
Name of HA Point of Contact	Lois Petersen
Point of Contact Phone	4028874912
Ext.:	0
Point of Contact E-mail Address	john_j_bethke@hud.gov
Name of Authorized HA Official	Lois Petersen
Official Housing Authority E-mail Address	john_j_bethke@hud.gov
Submission Type	Original Submission
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A

#### Voucher Units

Litigation	<input type="text"/>
Mainstream 1-Year	<input type="text"/>
Mainstream 5-Year	<input type="text"/>
Homeownership Vouchers	<input type="text"/>
Moving To Work Vouchers	<input type="text"/>
All Other Vouchers	<input type="text"/>
Total Vouchers	<input type="text"/>
New Home Owners - This Month	<input type="text"/>

#### HAP Expenses

(Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.

HAP Litigation	<input type="text"/>
HAP Mainstream 1-Year	<input type="text"/>
HAP Mainstream 5-Year	<input type="text"/>

## Voucher Units

- Section divided into 6 categories
- Litigation
- Mainstream 1 Year
- Mainstream 5 Year
- Homeownership
- Moving to Work
- All other vouchers
- System automatically calculates Total Vouchers

## Voucher Management System

Release 2.0.0.0

**Litigation:** Report the total number of vouchers leased in conjunction with any legal action, court case, or judgment/consent decree.

**Mainstream 1 and 5 year** – Report vouchers leased for mainstream purposes. Note: Mainstream vouchers are special purpose vouchers awarded to HAs for disabled individuals.

**Homeownership:** Report the total number of vouchers in use to assist families with homeownership expenses rather than rent.

**Moving to Work:** Report the number of vouchers used to assist moving to work families.

**All Other Vouchers:** Report the total number of vouchers leased or families assisted on the first day of the month.

**Note:** Do not include any vouchers for Litigation, Mainstream, Homeownership or Moving to Work, these are reported separately in the above fields.

**Total Vouchers:** System generated total. Summation of Litigation, Mainstream, Homeownership, Moving to Work, and All other Vouchers. Represents the total number of vouchers leased by the PHA during the month.

**New Homeowners This Month:** The total number of households for whom the report month is the first month of homeownership assistance. This number must be included in the Homeownership total and cannot be greater than the number of Homeownership Vouchers.

***All numbers must be reported in whole number amounts only.***

# Voucher Management System

Release 2.0.0.0

Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer

Address: https://www6.hud.gov/vms/getMonthAction.do?method=handleMonth&quarterNum=1&monthNum=8&yearNum=2003

## Voucher Management System

April 15, 2004

### 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.

August 2003

Form 52681-B Action:

#### Contact Details

HA Number	NE022
HA Name	Neligh Housing Authority
HA FYE	6/30
Name of HA Point of Contact	Lois Petersen
Point of Contact Phone	4028874912
Ext.:	0
Point of Contact E-mail Address	john_j_bethke@hud.gov
Name of Authorized HA Official	Lois Petersen
Official Housing Authority E-mail Address	john_j_bethke@hud.gov
Submission Type	Original Submission
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A

#### Voucher Units

Litigation	<input type="text"/>
Mainstream 1-Year	<input type="text"/>
Mainstream 5-Year	<input type="text"/>
Homeownership Vouchers	<input type="text"/>
Moving To Work Vouchers	<input type="text"/>
All Other Vouchers	<input type="text"/>
Total Vouchers	<input type="text"/>
New Home Owners - This Month	<input type="text"/>

#### HAP Expenses

(Housing Assistance Payments to include: AMM, P, Rent Supplement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.

HAP Litigation	<input type="text"/>
HAP Mainstream 1-Year	<input type="text"/>
HAP Mainstream 5-Year	<input type="text"/>

## HAP Expenses

Section divided into 7 categories

- HAP Litigation
- HAP Mainstream 1 Year
- HAP Mainstream 5 Year
- HAP Homeownership
- HAP Moving to Work
- HAP All other vouchers
- HAP Total

All values must be in reported in whole dollars amounts only.

**Hap-Litigation Expense:** Report the total HAP Litigation expense in conjunction with any legal action, court case, or judgment/consent decree. An amount must be entered in this field if an amount is entered in the Litigation field.

**HAP Mainstream 1 and 5 Year:** Report the HAP Mainstream 1 and 5 year expense for leased special purpose vouchers used for disabled individuals. An amount must be entered in this field if an amount is entered in the associated Mainstream Voucher field.

**HAP Homeownership:** Report HAP Homeownership expenses relating to vouchers used to assist families with homeownership expenses rather than rent. An amount must be entered in this field if an amount is entered in the Homeownership Voucher field.

**HAP Moving to Work:** Report HAP Moving to Work expenses related to Moving to Work Vouchers. PHA must also supply an explanation of the use of MTW voucher funds for any purpose OTHER THAN rental or homeownership assistance in the comment section below. An amount must be entered in this field if an amount is entered in the Moving to Work Voucher field.

**HAP All Other Vouchers:** Report the total expenses charged to accounting code 4715, excluding any cost billed for other HAP expenses listed above and any cost billed to another agency. An amount must be entered in this field if an amount is entered in the All Other Voucher field.

**HAP Total:** This is a system calculated field and requires no input from the PHA. This amount should reflect the total HAP expense for the PHA as reported in accounting code 4715, excluding any cost billed to another agency.

# Voucher Management System

Release 2.0.0.0

The screenshot shows a web browser window titled "Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer". The address bar contains the URL: <https://www6.hud.gov/vms/getMonthAction.do?method=handleMonth&quarterNum=2&monthNum=5&yearNum=2003>. The form is divided into several sections:

- All Other Vouchers**: Input field.
- Total Vouchers**: Input field.
- New Home Owners - This Month**: Input field.
- HAP Expenses** (Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.
  - HAP Litigation: Input field.
  - HAP Mainstream 1-Year: Input field.
  - HAP Mainstream 5-Year: Input field.
  - HAP Homeownership Vouchers: Input field.
  - HAP Moving To Work Vouchers: Input field.
  - HAP All Other Vouchers: Input field.
  - HAP Total: Input field.
- Fee Earned** (highlighted with a red oval):
  - Administrative Fee Earned: Input field.
- Expenses** (Accts 4110, 4130, 4150, 4170, 4180, 4190, 4400, 4510, 4540, 7520 and 7540) Exclude: FSS Coordinator, Housing Conversion Fee, Mobility Counseling, RDC costs, Preliminary Expenses, and Portability payments due from another Housing Authority.
  - Administrative Expense: Input field.
  - Audit: Input field.
  - (If you have audit costs during the reporting period, please enter the amount here)
  - Hard to House: Input field.
  - FSS Coordinator: Input field.
  - LBP Clearance Test: Input field.
  - LBP Risk Assessment: Input field.
  - Mobility Counseling: Input field.
  - Preliminary Fees: Input field.
  - Housing Conversion Fees: Input field.
  - Regional Opportunity Counseling: Input field.
- Other Expenses**
  - Expense Description 1: Text area.
  - Expense Amount 1: Input field.

**Administrative Fee Earned** – Calculate this amount using the latest published Administrative Fee Rate.

- The fee must be based upon the number of units under lease as of the first day of the month, not the number of units leased during the month.
- An amount needs to be entered in this field if a value is present in the Total Voucher field.
- Must be reported in whole dollars amounts only.
- The average administrative fee earned should be between \$33.00 and \$85.00.

# Voucher Management System

Release 2.0.0.0

Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer

Address: <https://www6.hud.gov/vms/getMonthAction.do?method=handleMonth&quarterNum=2&monthNum=5&yearNum=2003>

All Other Vouchers	<input type="text"/>
Total Vouchers	<input type="text"/>
New Home Owners - This Month	<input type="text"/>
<b>HAP Expenses</b> (Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.	
HAP Litigation	<input type="text"/>
HAP Mainstream 1-Year	<input type="text"/>
HAP Mainstream 5-Year	<input type="text"/>
HAP Homeownership Vouchers	<input type="text"/>
HAP Moving To Work Vouchers:	<input type="text"/>
HAP All Other Vouchers	<input type="text"/>
HAP Total	<input type="text"/>
<b>Fee Earned</b>	
Administrative Fee Earned	<input type="text"/>
<b>Expenses</b> (Accts 4110, 4130, 4150, 4170, 4180, 4190, 4400, 4510, 4540, 7520 and 7540) Exclude: FSS Coordinator, Housing Conversion Fee, Mobility Counseling, ROC costs, Preliminary Expenses, and Portability payments due from another Housing Authority.	
Administrative Expense	<input type="text"/>
Audit	<input type="text"/>
<b>(If you have audit costs during the reporting period, please enter the amount here)</b>	
Hard to House	<input type="text"/>
FSS Coordinator	<input type="text"/>
LBP Clearance Test	<input type="text"/>
LBP Risk Assessment	<input type="text"/>
Mobility Counseling	<input type="text"/>
Preliminary Fees	<input type="text"/>
Housing Conversion Fees	<input type="text"/>
Regional Opportunity Counseling	<input type="text"/>
<b>Other Expenses</b>	
Expense Description 1	<input type="text"/>
Expense Amount 1	<input type="text"/>

## Expenses

This section is divided into 10 separate sections.

- Administrative Expense
- Audits
- Hard to House
- FSS Coordinator
- LBP Clearance Test
- LBP Risk Assessment
- Mobility Counseling
- Preliminary Fees
- Housing Conversion Fees
- Regional Opportunity Counseling

## Voucher Management System

Release 2.0.0.0

**Administrative Expense:** Report routine expenditures associated with running the HCV program (Accounting codes – 4110, 4130, 4150, 4170, 4180, 4190, 4400, 4510, 4540, 7520, and 7540), salaries, rent, sundry, training, maintenance, utilities, accounting expenses, etc, and un-funded FSS Coordinator, and Housing Search/Counseling programs. Exclude expenses covered by a funded FSS Coordinator, Housing Conversion Fees, Mobility Counseling, Regional Opportunity Counseling awards, Preliminary Expenses, and expenses billed to another agency. An expense must be reported if Total Vouchers has a value listed.

**Audit:** Enter the amount billed for your IPA audit, excluding the accounting service fee if any incurred during this reporting cycle. Report this amount only in the Month it occurred.

**Hard to House:** Report all Hard to House expenses for the month the unit is initially leased. The fee rate is \$75.00 per unit. The reported amount must be divisible by 75.

**FSS Coordinator Expense:** Report the portion of the FSS Coordinator and Benefits expense incurred during the month.

**LBP Clearance Test:** Report the initial Lead Based Paint Clearance Test Assessment fee. Limited to \$150 per unit and reported in month the testing occurred.

**LBP Risk Assess:** Report all Lead Based Paint Risk Assessment fees in the month the assessment is made. The fee is limited to \$350.00 per unit

**Mobility Counseling:** Report all expenses related to Housing Search Assistance Program or funded Mobility Counseling Awards, and reported in the month the expense occurred.

**Preliminary Fees:** One time fee limited to first time HAs at \$500.00 per unit. The entire amount of allowed fee that is being claimed for the FY may be claimed at one time.

**Housing Conversion Fee:** One time fee of \$250 per unit. The entire amount of allowed fee that is being claimed for the FY may be claimed at one time. Figure reported must be divisible by 250.

**Regional Opportunity Counseling:** Report all R.O.C. Grant expenses incurred during the reporting period.

***All values must be reported in whole dollar amounts only***

# Voucher Management System

Release 2.0.0.0

Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer

Address: <https://www6.hud.gov/vms/getMonthAction.do?method=handleMonth&quarterNum=2&monthNum=5&yearNum=2003>

FSS Coordinator

LBP Clearance Test

LBP Risk Assessment

Mobility Counseling

Preliminary Fees

Housing Conversion Fees

Regional Opportunity Counseling

**Other Expenses**

Expense Description 1

Expense Amount 1

Expense Description 2

Expense Amount 2

Expense Description 3

Expense Amount 3

**Comments**

Comments

Date: 04/14/2004

Form 52681-B Action:

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

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Privacy Policy

Local intranet

## Other Expenses

- Report additional expenditures for which the HA is entitled to reimbursement by HUD.
- Provide a brief description, the description field is limited to 255 characters.
- Enter amount in whole dollar amount.

# Voucher Management System

Release 2.0.0.0

Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer

Address: <https://www6.hud.gov/vms/getMonthAction.do?method=handleMonth&quarterNum=2&monthNum=5&yearNum=2003>

FSS Coordinator

LBP Clearance Test

LBP Risk Assessment

Mobility Counseling

Preliminary Fees

Housing Conversion Fees

Regional Opportunity Counseling

**Other Expenses**

Expense Description 1

Expense Amount 1

Expense Description 2

Expense Amount 2

Expense Description 3

Expense Amount 3

**Comments**

Comments

Date: 04/14/2004

Form 52681-B Action:

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

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Local intranet

## Comments

- This section allows the Housing Agency to supply additional information or specific comments about the data being submitted.
- MTW Agencies should identify all MTW Voucher funds used for purposes other than leasing or homeownership assistance, by activity and amount.

# Voucher Management System

Release 2.0.0.0

Supplemental Reporting Form, HUD 52681-B - Microsoft Internet Explorer

Address: https://www6.hud.gov/vms/getMonthAction.do?method=handleMonthQuarterNum=2&monthNum=5&yearNum=2003

FSS Coordinator

LBP Clearance Test

LBP Risk Assessment

Mobility Counseling

Preliminary Fees

Housing Conversion Fees

Regional Opportunity Counseling

**Other Expenses**

Expense Description 1

Expense Amount 1

Expense Description 2

Expense Amount 2

Expense Description 3

Expense Amount 3

**Comments**

Comments

Date: 04/24/2004

Form 52681-B Action:

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

## Date

- System generated and represents the date the PHA submits to HUD via the VMS web site.

## Validate Button

- Validates all entries to insure they are within the designated parameters of Form 52681-B.

## Save Button

- Button designed to save current month data
- Save Button also invokes data edits

# Voucher Management System

Release 2.0.0.0

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

Voucher Management System April 19, 2004

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.

**System Messages**  
Please correct the errors below

February 2004

Form 52681-B Action:

Contact Details	
HA Number	PA014
HA Name	BEAVER COUNTY HOUSING AUTHORITY
HA FYE	6/30
Name of HA Point of Contact	Tom Test

When Validate is selected and there are errors, the System Message box on the Form 52681-B will prompt to correct the errors as noted on the form in red.

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

Voucher Management System April 19, 2004

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.

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

February 2004

Form 52681-B Action:

Contact Details	
HA Number	PA014
HA Name	BEAVER COUNTY HOUSING AUTHORITY
HA FYE	6/30
Name of HA Point of Contact	Tom Test
Point of Contact Phone	4127751220
Ext.:	0
Point of Contact E-mail Address	test@test.com
Name of Authorized HA Official	Tom Tester
Official Housing Authority E-mail Address	test@test.com
Submission Type	Original Submission
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A

Voucher Units	
Litigation	55
Mainstream 1-Year	24
Mainstream 5-Year	98

When there are no errors the System Message box will prompt to save. After a successful save, select "continue" to return to the List of Submissions screen.

# Voucher Management System

Release 2.0.0.0

**Voucher Management System**  
April 14, 2004

**List of Submissions**

PHA Code: NE001  
PHA name: Omaha Housing Authority  
FYE: 12/31

Month	Status	Last Updated On	Last Updated by
<b>Submission: [November-2003" to "January-2004]</b>			
November 2003	Submitted	2004-02-28	<a href="#">Submit</a> <a href="#">View/Print</a>
December 2003	Submitted	2004-02-28	
January 2004	Submitted	2004-02-28	
<b>Submission: [August-2003" to "October-2003]</b>			
August 2003	Pending Submission		<a href="#">Submit</a> <a href="#">View/Print</a>
September 2003	Revised	2003-12-18	
October 2003	Revised	2004-01-02	
<b>Submission: [May-2003" to "July-2003]</b>			
May 2003	Submitted	2004-04-14	Tester - M00305 VMS
June 2003	Submitted	2004-04-14	Tester - M00305 VMS
July 2003	Submitted	2004-04-14	Tester - M00305 VMS
<b>Submission: [February-2003" to "April-2003]</b>			
February 2003	Not Entered		<a href="#">View/Print</a>
March 2003	Not Entered		
April 2003	Not Entered		
<b>Submission: [November-2002" to "January-2003]</b>			
November 2002	Not Entered		<a href="#">View/Print</a>
December 2002	Not Entered		
January 2003	Not Entered		
<b>Submission: [August-2002" to "October-2002]</b>			
August 2002	Not Entered		<a href="#">View/Print</a>
September 2002	Not Entered		
October 2002	Not Entered		
<b>Submission: [May-2002" to "July-2002]</b>			
May 2002	Not Entered		<a href="#">View/Print</a>
June 2002	Not Entered		
July 2002	Not Entered		
<b>Submission: [February-2002" to "April-2002]</b>			
February 2002	Not Entered		<a href="#">View/Print</a>
March 2002	Not Entered		
April 2002	Not Entered		

When a quarter's worth of submission data has been entered, select Submit from the List of Submissions screen.

## Submit Button

- This button submits the current data collection to HUD and is always found on the last month of each reporting cycle.
- Initiates final edits of data prior to submission

# Voucher Management System

Release 2.0.0.0

**Submit Quarter**

PHA Code: NE001  
 PHA name: Omaha Housing Authority  
 FYE: 12/31

**System Messages**  
 No Error  
 Voucher data was successfully submitted

[Continue](#)

Reporting Month	May 2003	June 2003	July 2003
<b>Contact Details</b>			
Name of HA Point of Contact	Brad Ashford	Brad Ashford	Brad Ashford
Point of Contact Phone	4024446900	4024446900	4024446900
Ext.:	0	0	0
Point of Contact E-mail Address	john_j_bethke@hud.gov	john_j_bethke@hud.gov	john_j_bethke@hud.gov
Name of Authorized HA Official	Brad Ashford	Brad Ashford	Brad Ashford
Official Housing Authority E-mail Address	john_j_bethke@hud.gov	john_j_bethke@hud.gov	john_j_bethke@hud.gov
Submission Type	Original Submission	Original Submission	Original Submission
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A	N/A	N/A
<b>Voucher Units</b>			
Litigation	55	55	55
Mainstream 1-Year	24	24	24
Mainstream 5-Year	98	98	98
Homeownership Vouchers	67	67	67
Moving To Work Vouchers	56	56	56
All Other Vouchers	12	12	12
Total Vouchers	312	312	312
New Home Owners - This Month	12	12	12
<b>HAP Expenses</b>			
<small>(Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.</small>			
HAP Litigation	78	78	78
HAP Mainstream 1-Year	68	68	68
HAP Mainstream 5-Year	72	72	72

You get back a report summary screen from which you do your final submit. The systems messages box will indicate when this is successful, and then select continue to return to the List of Submissions screen.

**Voucher Management System**  
Release 2.0.0.0

**For Technical support on accessing the web site, or with user  
ids/passwords,  
Contact the TAC @ Phone: 1-888-245-4860  
To email the TAC select the "Contact us" link on the REAC's Web site.**

**For Technical support on *the* Data Collection contact the  
Financial Management Center  
Email the FMC @ [Financial\\_Management\\_Center@HUD.Gov](mailto:Financial_Management_Center@HUD.Gov)**