eVMS Training

Department of Housing and Urban Development

April 23rd, 2025

Agenda

This webinar will introduce eVMS (Enterprise Voucher Management System), provide an overview of eVMS, and outline next steps and reference materials.

1. Purpose of eVMS
2. Overview of eVMS
3. eVMS Calculation
4. Importance of Accurate PIC Reporting
5. Demo & Use of eVMS
6. Additional Resources
7. Questions and Answers

Purpose of eVMS

Purpose of the System

What is eVMS?

The Enterprise Voucher Management System (eVMS) is used for managing funds for the Housing Choice Voucher (HCV) Program. eVMS performs the following functions:

- Automatically calculates housing assistance payments (HAPs) using 50058 family-level data derived from PIC (PIH Information Center), and from any future successor system.
  - eVMS does not directly collect 50058 data and is view only to PHAs.
- Calculates and tracks administrative fees across all programs (available in later releases).
- Provides a daily view of funding balances.
- Eventually replace the Voucher Management System and provide stakeholders with an efficient centralized HCV financial system that has increased functionality and transparency.

HUD is developing eVMS to further support its mission to create strong, sustainable, inclusive communities and quality affordable homes for all.

Monthly Disbursement

Use of 50058 Data

- Unit Months Leased (UML) and HAP expenses will be gathered via submitted 50058s.
- Data will be used to determine monthly disbursements of HAP and eventually administrative fee eligibility.

PHAs will still need to monitor disbursement schedules and work with the Financial Management Center (FMC) to request changes to disbursement amounts if anticipated HAP need exceeds planned eVMS disbursements.

NOTE: Confirm PIC 50058 information is current and accurate prior to requesting additional disbursements from FMC.

Who is currently using eVMS?

The original 5 Pilot PHAs have been using and receiving HAP disbursements through eVMS since 2022, followed by Wave1 in 2023 with 96 PHAs & Wave2 in 2024 with 259 PHAs.

Currently there are **350** non-MTW HCV PHAs using eVMS and receiving their HAP disbursements utilizing the 50058 calculation.

All eVMS PHAs and their partners are invited to a monthly "eVMS Office Hours."

When will all PHAs start using eVMS?

Now that eVMS includes the ability to perform retroactive/historic adjustments, we can onboard all non-MTW HCV Public Housing Authorities.

- **The PHA's in this Wave will receive their first eVMS HAP Disbursement on June 1st*.**

MTW and MTW Expansion PHAs are unable to use eVMS until the 2024 versions of the 50058 forms are reported to HUD.

**The first HAP Disbursement date is subject to change due to unforeseen circumstances.*

Transition to eVMS

With the transition to eVMS, certain key tasks become even more important:

- Timely and accurate submission of 50058s
- Timely correction of 50058 errors
- PHAs need to continue submitting VMS on a monthly basis

Incomplete 50058 data could put PHAs at risk of underfunding.

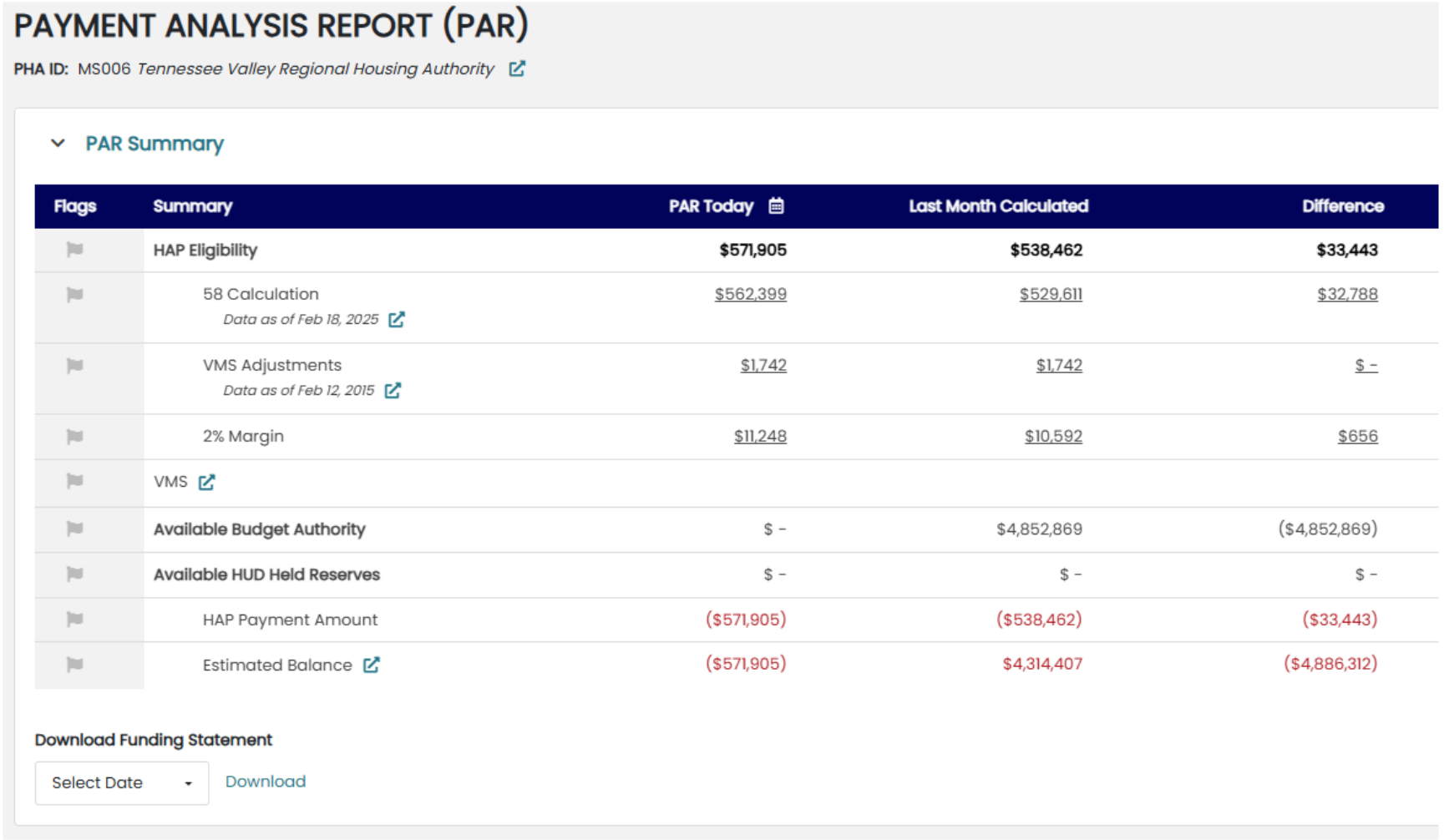
Overview of eVMS

PHA Landing Page

Upon logging in, the **PHA landing page** or the **Payment Analysis Report (PAR) Summary** page displays.

The calculations include:

- HAP Eligibility
- 50058 Calculation
- VMS Adjustments
- Financial Adjustments
- Available Budget Authority
- HAP Payment Amount
- PHA Available Funds and Activity
- Admin Fees



PAYMENT ANALYSIS REPORT (PAR)

PHA ID: MS006 *Tennessee Valley Regional Housing Authority*

PAR Summary

Flags	Summary	PAR Today	Last Month Calculated	Difference
	HAP Eligibility	**$571,905**	**$538,462**	**$33,443**
	58 Calculation *Data as of Feb 18, 2025*	$562,399	$529,611	$32,788
	VMS Adjustments *Data as of Feb 12, 2015*	$1,742	$1,742	$ -
	2% Margin	$11,248	$10,592	$656
	VMS			
	Available Budget Authority	$ -	$4,852,869	($4,852,869)
	Available HUD Held Reserves	$ -	$ -	$ -
	HAP Payment Amount	($571,905)	($538,462)	($33,443)
	Estimated Balance	($571,905)	$4,314,407	($4,886,312)

Download Funding Statement

Select Date | Download

PAR Today: Payment calculated as of the previous day

Last Month Calculated: Calculated payment as of the previous month

Difference: Difference between PAR and last month calculated

Last Month Paid: field not in use

Payment Analysis Report (PAR)

Print

58 Calculation

PHA ID: MS006 *Tennessee Valley Regional Housing Authority*

Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total 58 HAP Eligibility Calc. Amt.	$562,399	$529,611	$32,788
	58 Current Period HAP	$562,399	$526,679	$35,720
	Section 11 - Project Based Voucher HAP	$ -	$ -	$ -
	Section 12 - Tenant Based Voucher HAP	$561,711	$525,991	$35,720
	Section 15 - Homeownership Voucher HAP	$688	$688	$ -
	Retro-Adjusted HAP due to Historic 58 Updates	$ -	$2,932	($2,932)
	Section 11 - Project Based Voucher Retro-Adjusted HAP	$ -	$ -	$ -
	Section 12 - Tenant Based Voucher Retro-Adjusted HAP	$ -	$2,932	($2,932)
	Section 15 - Homeownership Voucher Retro-Adjusted HAP	$ -	$ -	$ -
	Portability			
	Port-Ins	10	9	1

On this page, there are columns with the value for that day (PAR), the previous month, and the difference from the previous month. There are also fields that track **port-in vouchers**.

50058 Family Level Calculation

VMS Adjustments

Print

PHA ID: MS006 *Tennessee Valley Regional Housing Authority*

Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total VMS HAP Expense	$1,742	$1,742	$ -
	Fraud Recovery	$1,742	$1,742	$ -
	Total MTW VMS HAP	$ -	$ -	$ -
	MTW HCV Admin	$ -	$ -	$ -
	MTW Rehab	$ -	$ -	$ -
	MTW Debt Service	$ -	$ -	$ -
	MTW Development	$ -	$ -	$ -
	MTW Local Housing	$ -	$ -	$ -
	MTW Other 1	$ -	$ -	$ -
	MTW Other 2	$ -	$ -	$ -
	MTW Other 3	$ -	$ -	$ -

On this page, the **non-HAP expenses** included in the total monthly calculation are displayed. If the PHA reported fraud recovery or any MTW expenses, these are reflected in the final HAP calculation and the breakdown is shown here.

Select month: 8-2024

Voucher UML/HAP | Income - Expenses | Expense - Comments | Disaster UML/HAP | EHVP UML/HAP | PHA Info | Submission

Voucher UML and HAP

Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Months	Avg UML Year to Date	HAP	HAP Last Month	Avg HAP Last 12 Months	Avg HAP Year to Date
Rental Assistance Demonstration 1- Public Housing Conversion								
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion	0	0	0	0				
Rental Assistance Demonstration 3 - PRAC Conversion	0	0	0	0				
Litigation								
Homeownership	6	6	6	6	$2,092	$2,092	$1,799	$2,019
New This Month								
Moving to Work								
One Year Mainstream - MTW	0	0	0	0				
Family Unification - Non MTW		0	0	0				
Family Unification Pre2008 - MTW		0	0	0				
Family Unification 2008/Forward - MTW	0	0	0	0				
Non Elderly Disabled - Non-MTW	0	0	0	0				
Non Elderly Disabled 2008 Forward - MTW	0	0	0	0				
Portable Vouchers Paid	17	16	17	15	$26,259	$24,030	$25,893	$22,960
HOPE VI								
Tenant Protection	5	5	5	5	$2,474	$2,371	$1,917	$2,009
Enhanced Vouchers	0	0	0	0				

VMS: Previous 24 Months of VMS Submissions

Print

PHA Activity and Available Funds

PHA ID: MS006 *Tennessee Valley Regional Housing Authority*

$ –	$ –	$ –
Total Payment Calendar Year 2025	Remaining Budget Authority Balance	Reserve Balance

Select date range: mm/dd/yyyy mm/dd/yyyy Apply Reset

Date	Transaction Description	Amount	Estimated Balance (Reserves)
10/23/24 11:35 AM	Budget Authority Disbursement	($4,479,629)	$ -
10/25/24 5:05 PM	Budget Authority Disbursement	($648,846)	$ -
10/28/24 5:48 PM	Budget Authority Disbursement	($649,881)	$ -
11/5/24 7:09 PM	Budget Authority Disbursement	($652,100)	$ -
11/14/24 5:38 AM	Budget Authority Disbursement	($466,616)	$ -

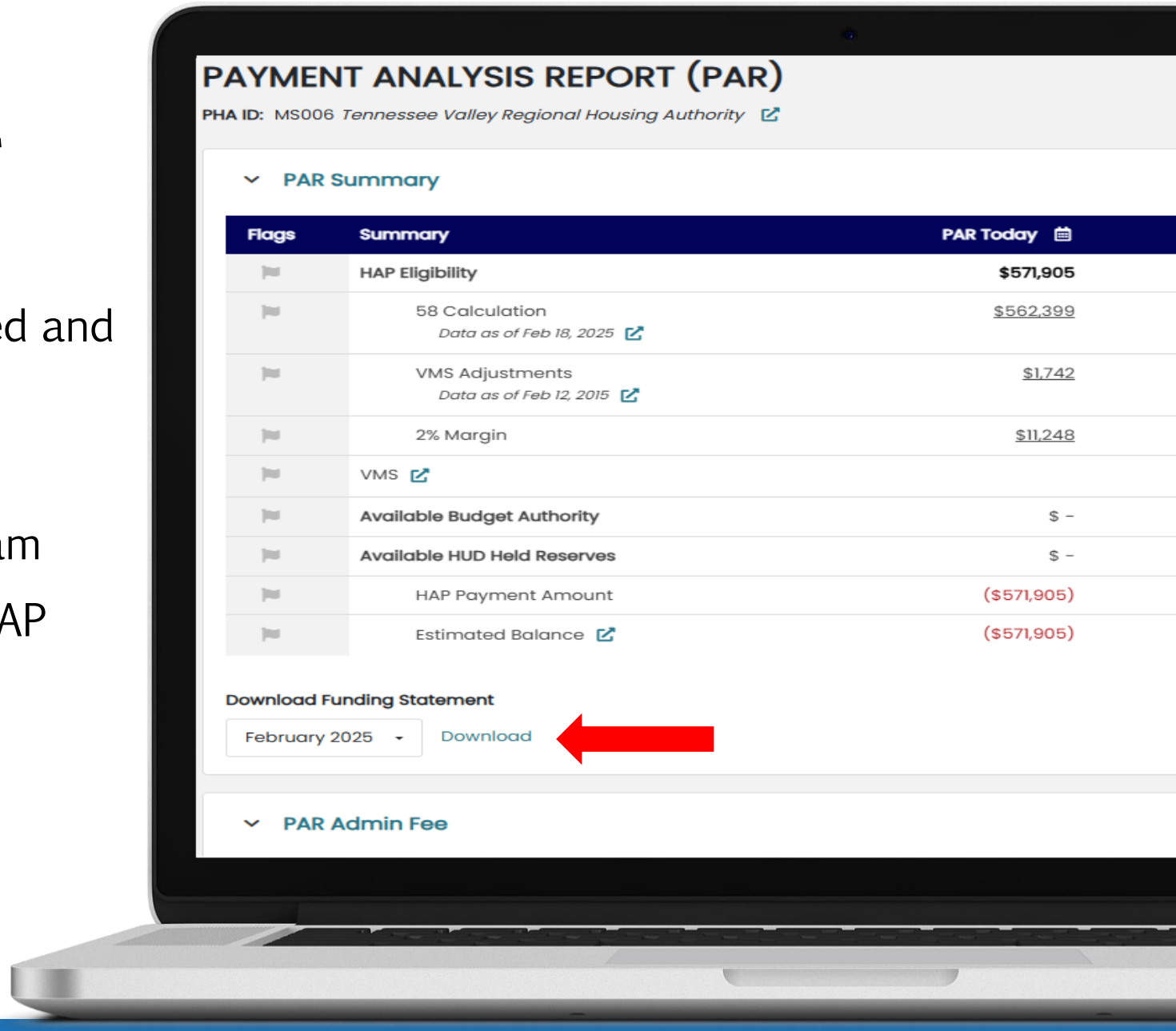
Estimated Balance: PHA Activity and Available Funds

Funding Statement

The funding statement can be downloaded and saved as an Excel workbook.

The statement's information includes:

- Calculated HAP for the HCV Program
- The 58 calculation with any non-HAP VMS adjustments
- The Budget Authority balance
- Any HUD-Held Reserves
- Separate tab listing monthly transactions



	PHA HAP Funding Monthly Statement	February 2025		
1	PHA Name	Tennessee Valley Regional Housing Authority		
2	PHA Number	MS006		
3	Program Type	HCV		
	Total PIC 50058 HAP Costs Reported:			
4	February 2025 50058 Calculation		$ 526,679	
5	Retro-Adjustment due to Historic 58 Updates		$ 2,932	
6	Margin (2% of (Line 4 + Line 5))	2%	$ 10,592	
7	VMS Adjustments		$ 1,742	
8	Total Calculated Monthly Need (Line 4 + Line 5 + Line 6 - Line 7)			$ 538,462
	Available Funds for Monthly Disbursement			
9	Obligated Undisbursed Budget Authority as of 1/21/25		$ 4,852,869	
10	HUD Held Reserves as of 1/21/25		$ -	
11	Funds Available (Line 9 + Line 10)			$ 4,852,869
	Disbursements			
12	Calculated Monthly Need (Line 8) PIC 50058 as of 1/21/25		$ 538,462	
13	PHA Held Reserves		$ -	
14	Net Disbursement (Line 12 - Line 13, Minimum $0, Limited to Funds Available, Line 11)			$ 538,462
15	Remaining to Offset for Remaining Months		$ -	
	Comments			
16				

Funding Statement

PAR Admin Fee

Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total Admin Fee	$67,264	$63,133	$4,131
	Column A Units	600	600	-
	Column A Rate	63.36	63.36	-
	Column B Units	790	702	88
	Column B Rate	59.14	59.14	-
	Column A Admin Fee	$38,016	$38,016	$ -
	Column B Admin Fee	$46,721	$41,516	$5,205
	Total Col A + Col B	$84,737	$79,532	$5,205
	Proration Factor	0.7938	0.7938	-
	Admin Fees Calculated	$67,264	$63,133	$4,131
	Admin Fees Obligated (CY)	$ -	$ -	$ -
	Prior Year Over-Disbursement	$ -	$ -	$ -
	Balance (Over/Under)	$ -	$ -	$ -

Users can view **Column A Rates** and **Unit counts**, **Column B Rates** and **Unit counts**, the **total of Column A**, the **total of Column B**, the **total of both Column A and B combined**, and the **total after being multiplied by the proration factor**. The proration factor is a hard-coded value and may need to be updated on an annual basis.

The **Admin Fee** section has a column for PAR Today, Last Month Calculated, Difference, and Last Payment.

NOTE: Admin fee calculations are currently unavailable.

Administrative Fees

eVMS Calculation

Sample of 50058 Fields Used in eVMS HAP Calculation

Field	Field Number
SSN Head of Household	Unique Household Identifier
Date of Most Recent 50058 Submission	Update Date
Action Code	2a
Effective Date of Action Code	2b
Special Program Codes	2n
HAP Owed to Owner	11t, 12u, 15r
FSS Escrows	17k

Examples of HCV Program Rules

Other Program Rules	Details
Zero HAP Families	HAP Amount = $0
HAP “Stops”	EOPs, Port Outs, Port Absorbs, etc.
Proration	Lease Ups and Exits with varying effective dates.
Partial Month Payments	HAP Changes with effective dates during a month.
Retro-Adjustments	Automatically adjust previous calculations if “older” effective dates are submitted.

50058 Reporting PHA Deadlines

Best Practices

Deadline*	PHA Best Practice
1st through 19th of the Month	PHAs complete 50058 submissions and submit to HUD
Weekly	PHA should review and verify the corrections no longer appear on the PIC Error Dashboard
15th of the Month	PHAs complete all 50058 submissions and corrections to HUD
18th of the Month	PHA's final check of the PIC Error Dashboard to ensure all corrections have been accepted
19th of the Month	PHA submits all 50058s to HUD

*If a date falls on a weekend or holiday, the action will take place on the following business day.

50058 Reporting PHA Deadlines

20th of the Month	eVMS locks overnight and close processes begin 12am ET of 21st
21st of the Month	eVMS calculations completed and monthly statements generated

- eVMS uses the current month HAP data to calculate the next months disbursement amount.
  - Example: The April 21st lock will calculate PHAs May HAP disbursement using their April 50058 data.

- The 50058s that are submitted after the lock date will be automatically captured and incorporated into the next HAP disbursement.
  - Example: Any 50058s with an April effective date submitted after the April 21st lock, will be captured in the May 21st close cycle and included in the June HAP Disbursement.

- PHAs should follow their normal procedures to request HUD-Held Reserves (HHR) from their FMC FA if the monthly calculation is not sufficient to cover their HAP need.

**If the close cycle falls on a weekend or holiday, the action will take place on the following business day.*

Possible Differences Between System of Record and eVMS

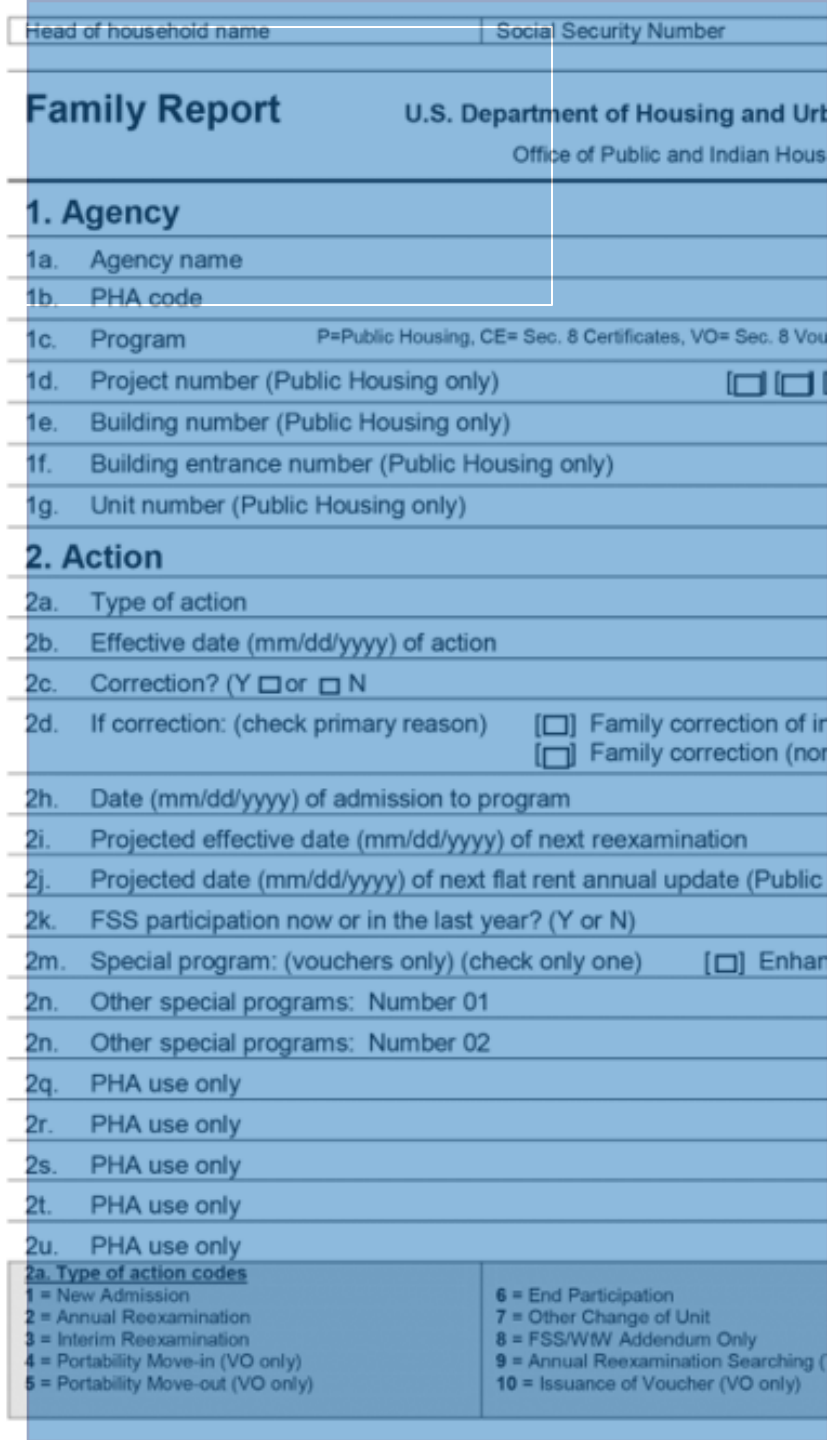
1. **Manual Adjustments:** Prior period adjustments may not be reflected on 50058s.

2. **Payment Abatements/Holds:** 50058s do not capture payments that are processed but not remitted for enforcement or operational reasons.

3. **50058 Fatal Errors:** PHAs should work with HCV Program staff to ensure that 50058 fatal errors are being corrected in a timely manner. Refer to PIC Error Dashboard training.

4. **Timing of 50058 Submissions:** Are there 50058s for the upcoming month that have been processed in the system of record but not yet transmitted to HUD?

5. **MTW PHAs:** eVMS is currently unable to calculate HAP for MTW PHAs. If an MTW PHA is billing your PHA for a portability participant, the associated HAP will not be captured or calculated.


Head of household name | Social Security Number

Family Report — U.S. Department of Housing and Urb
Office of Public and Indian Hous

1. Agency
1a. Agency name
1b. PHA code
1c. Program — P=Public Housing, CE= Sec. 8 Certificates, VO= Sec. 8 Vou
1d. Project number (Public Housing only)
1e. Building number (Public Housing only)
1f. Building entrance number (Public Housing only)
1g. Unit number (Public Housing only)

2. Action
2a. Type of action
2b. Effective date (mm/dd/yyyy) of action
2c. Correction? (Y or N
2d. If correction: (check primary reason) — Family correction of in / Family correction (nor
2h. Date (mm/dd/yyyy) of admission to program
2i. Projected effective date (mm/dd/yyyy) of next reexamination
2j. Projected date (mm/dd/yyyy) of next flat rent annual update (Public
2k. FSS participation now or in the last year? (Y or N)
2m. Special program: (vouchers only) (check only one) — Enhan
2n. Other special programs: Number 01
2n. Other special programs: Number 02
2q. PHA use only
2r. PHA use only
2s. PHA use only
2t. PHA use only
2u. PHA use only

2a. Type of action codes
1 = New Admission
2 = Annual Reexamination
3 = Interim Reexamination
4 = Portability Move-in (VO only)
5 = Portability Move-out (VO only)
6 = End Participation
7 = Other Change of Unit
8 = FSS/WtW Addendum Only
9 = Annual Reexamination Searching
10 = Issuance of Voucher (VO only)

eVMS Reports & Best Practices

Reports

- eVMS is currently developing a Reporting module that will give users extensive reporting capabilities, including ADHOC and custom reports.
- In the current system version, there is the "50058 Family Level Detail Report."
- This report will enable PHAs to view all applicable 50058s used in their HAP Disbursement.

PHA Cod	First Name Initial	Last Name Initial	Program Type	Voucher Ty	Type of Acti	50058 Effective Date	Special Programs (2n.1)	Special Programs (2n.2)	Correction Indica	Portability Indicator	50058 Submitting PHA
AR031	K	Y	VO	TBV	3	1/1/2025			N	N	AR031
AR031	K	Y	VO	TBV	3	1/1/2025			N	N	AR031
AR031	K	Y	VO	TBV	2	5/1/2024			N	N	AR031
AZ005	J	A	VO	TBV	3	12/1/2024			N	Y	AZ001

**This is only a portion of the 50058 data fields included in the report*

eVMS Reports & Best Practices

Best Practices

How can I be sure all applicable 50058s were included in a HAP disbursement calculation?

- Pull a PIC ADHOC report showing all current 50058 records and compare it to a similar report from your system of record.
  - *Historic 50058 records in PIC need to be viewed by participant.*
- Compare the eVMS "50058 Family Level Detail Report" to a 50058 report from your system of record.

What should I look for?

- Check that all 50058s were submitted and accepted to PIC.
- Check the timing of when the 50058 was submitted to PIC.
  - Was it before or after that month's close cycle?
- Is there a hold or abatement?
- Is the participant out of a unit and searching?
- Is it a portability billing participant with an MTW PHA?

eVMS Reports & Best Practices

Best Practices

What happens if my calculated HAP disbursement is lower than my monthly need?

- Confirm that all 50058s have been submitted and accepted to PIC prior to that month's close cycle.
- Identify any 50058s needing correction and ensure they are submitted/accepted to PIC.
  - eVMS will automatically create a retro-adjustment in the following months calculation.
- Contact your assigned Financial Management Center (FMC) Financial Analyst to request a drawdown from your available HUD Held Reserves.

What happens if there was an overpayment in my HAP disbursement?

- Identify the 50058s that need to be corrected and ensure they are submitted/accepted to PIC.
  - EVMS will automatically create a retro-adjustment in the following months payment.
- The HUD Financial Management Division (FMD) performs annual VMS HAP reconciliations, which can result in overpayments and offsets against future HAP disbursements.
  - For example: an active participant is out of a unit and searching, abatement/holds/etc.

Importance of Accurate 50058 Reporting

Importance of Accurate 50058 Reporting

Since disbursements of HAP will be dependent on 50058 data, the timely and accurate submissions of 50058s have greater importance.

For SEMAP purposes, 50058s are due within 60 days of the effective date of the transmission. However, 50058s should be submitted on a regular basis and rejected submissions should be corrected quickly.

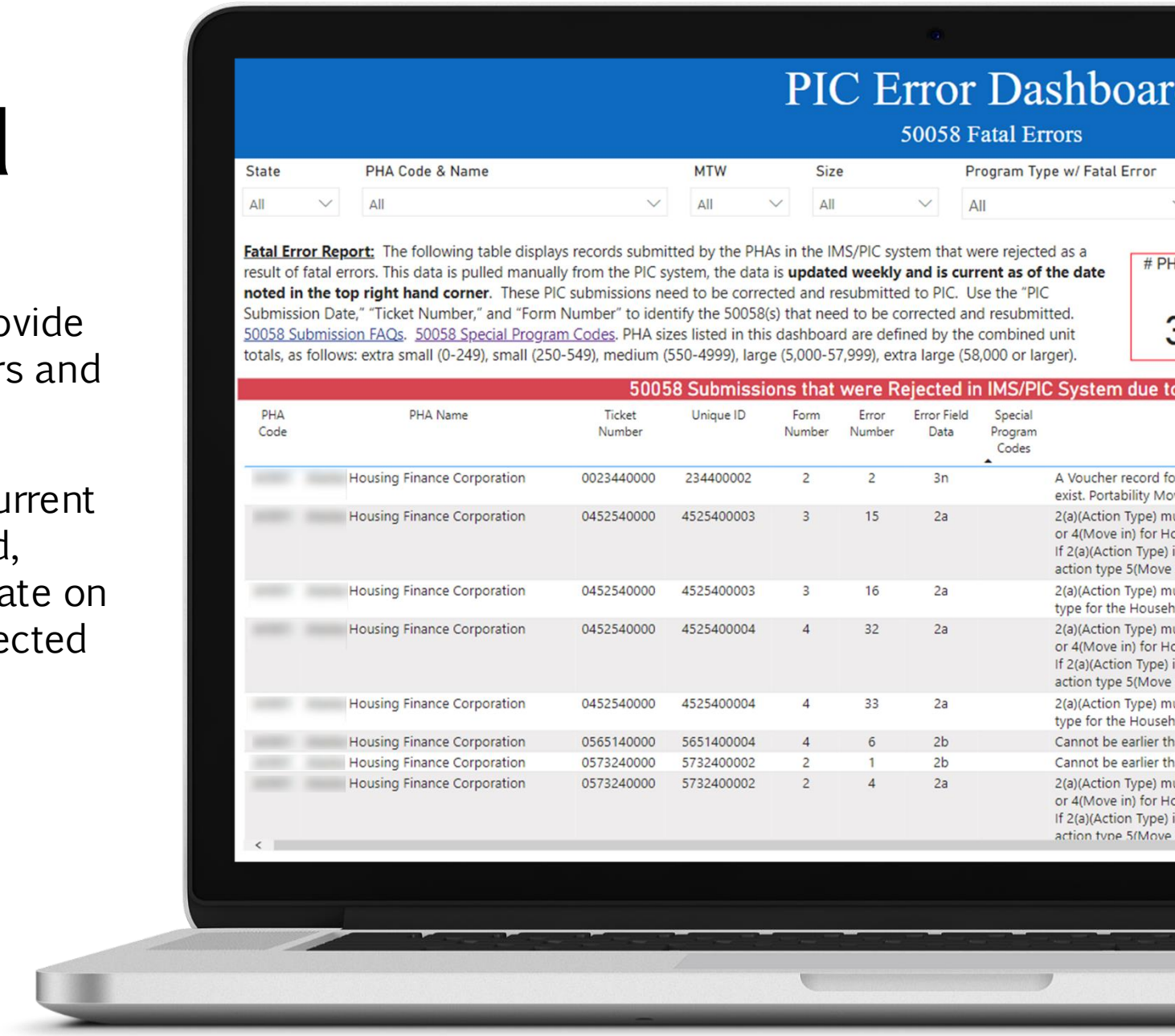
Incomplete 50058 reporting could result in inaccurate disbursements of HAP and administrative fees.

PIC Error Dashboard

HUD developed the **PIC Error Dashboard** to provide PHAs with an updated view of current PIC errors and a snapshot of performance.

Use the dashboard to determine your PHA's current errors. Once corrected in the system of record, check the dashboard regularly (see updated date on the dashboard) to ensure the errors were corrected and accepted in PIC.

To access, visit HUD's website. Check HUD Exchange to view current training materials.

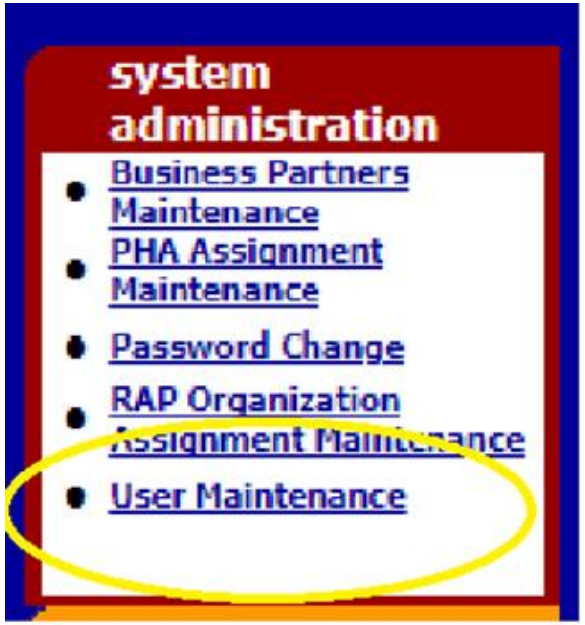


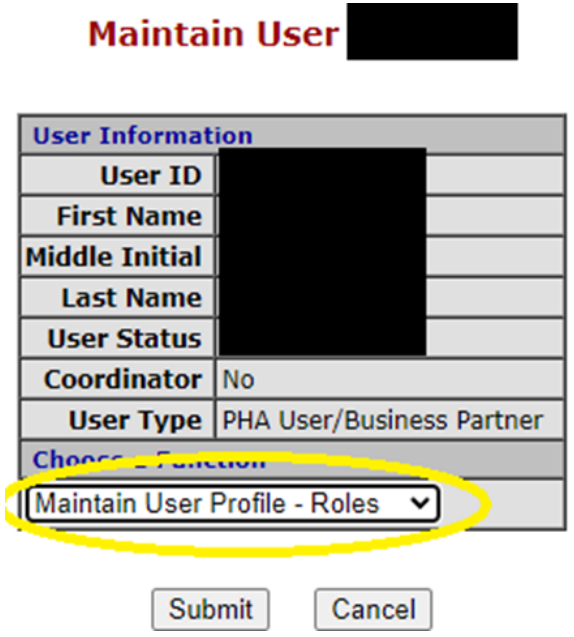
Demo & Use of eVMS

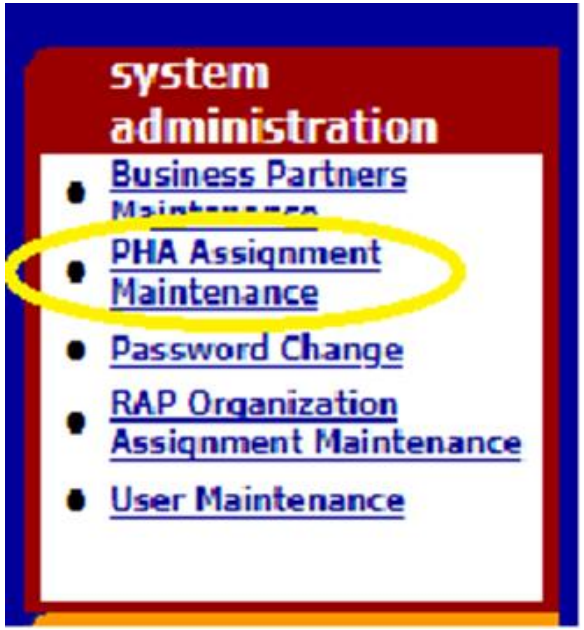
Additional Resources

Obtaining Access

- PHA's need to use their Secure Systems (WASS) Coordinators to assign the eVMS "Role“
  - Please refer to the “Welcome” email for screenshots and procedures.

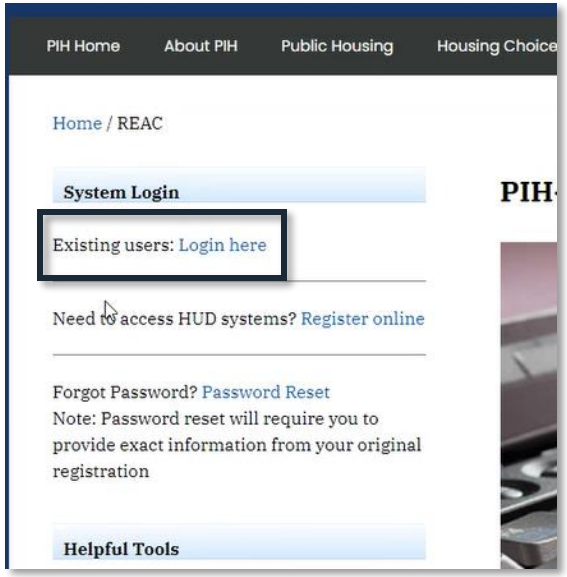






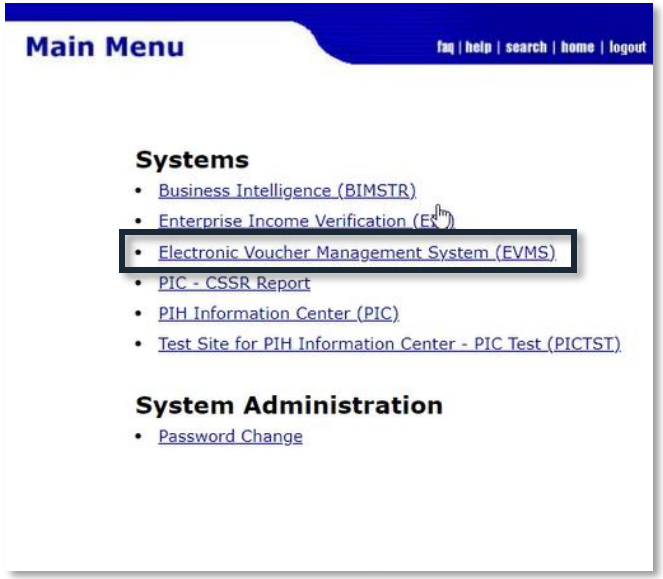
Accessing eVMS

Using the internet browser (must use Google Chrome), access eVMS through REAC HUD Secure Systems:



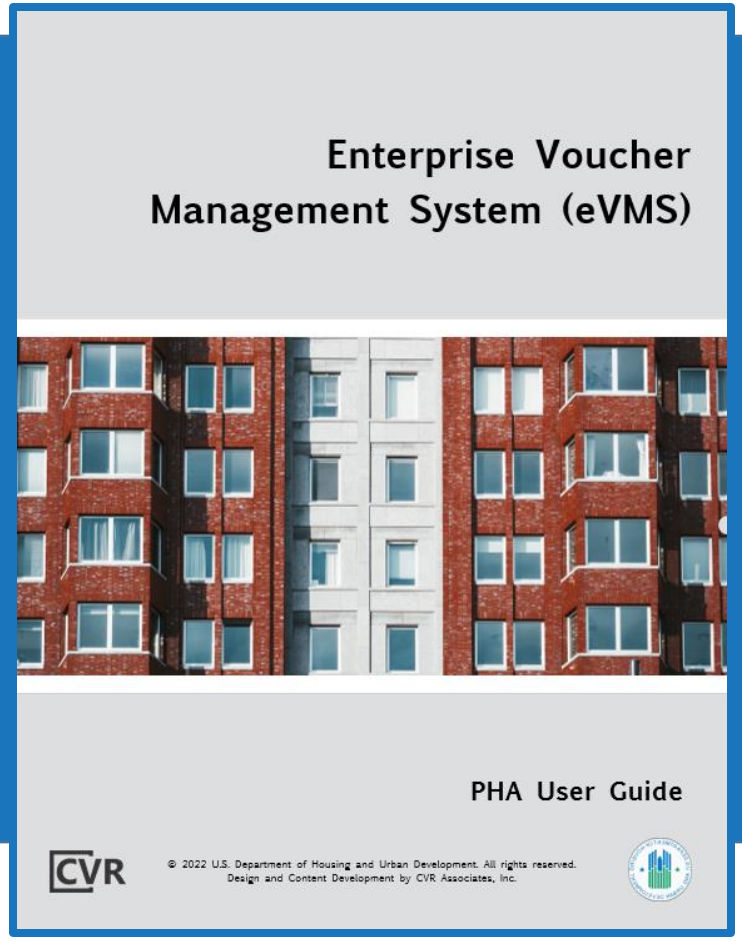
Select **Login here** within the **System Login** heading.

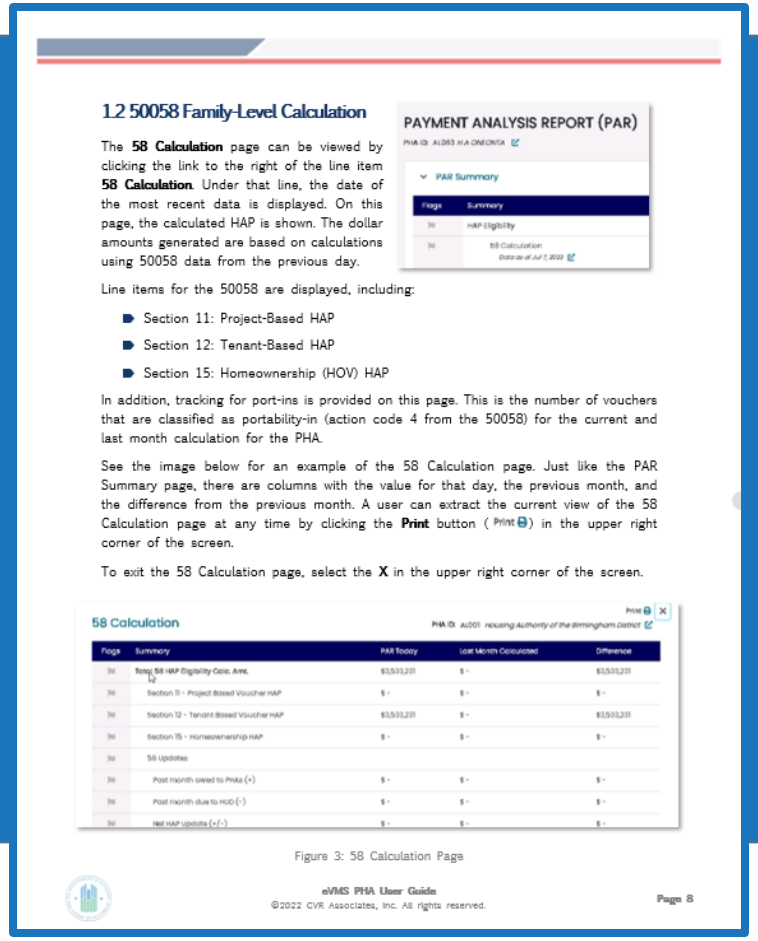
Enter your credentials. **Accept** the legal warning.



Select **Electronic Voucher Management System (eVMS).**

eVMS User's Manual





1.2 50058 Family-Level Calculation

The **58 Calculation** page can be viewed by clicking the link to the right of the line item **58 Calculation**. Under that line, the date of the most recent data is displayed. On this page, the calculated HAP is shown. The dollar amounts generated are based on calculations using 50058 data from the previous day.

Line items for the 50058 are displayed, including:

- Section 11: Project-Based HAP
- Section 12: Tenant-Based HAP
- Section 15: Homeownership (HOV) HAP

In addition, tracking for port-ins is provided on this page. This is the number of vouchers that are classified as portability-in (action code 4 from the 50058) for the current and last month calculation for the PHA.

See the image below for an example of the 58 Calculation page. Just like the PAR Summary page, there are columns with the value for that day, the previous month, and the difference from the previous month. A user can extract the current view of the 58 Calculation page at any time by clicking the **Print** button (Print) in the upper right corner of the screen.

To exit the 58 Calculation page, select the **X** in the upper right corner of the screen.

Figure 3: 58 Calculation Page

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Additional Resources

In addition to this webinar, the following resources will be available on the HUD eVMS Website:

- eVMS Guidebook that provides step-by-step instructions for using eVMS (also provided with this webinar).
- PIC Error Dashboard Webinar and the **PIC Error Correction Guidebook**.
- **Videos and handouts** about correcting the most common PIC errors and correction walkthroughs (coming soon).
- **eVMS webinars** reviewing the software in-depth as well as best practices for implementation (coming soon).

Access the PIC/IMS User Manuals to review comprehensive instruction on IMS/PIC sub-modules.

Additional Resources

- For **50058 PIC Submission** assistance, contact your local PIC Coach.
  - HUD is offering **Technical Assistance** for PHAs needing additional 50058 submission assistance. This can be set up through your local PIC Coach.
- **eVMS Calculation** assistance can be provided by your Financial Management Center (FMC) Financial Analyst.
- **eVMS System** questions or suggestions: AskEVMS@hud.gov

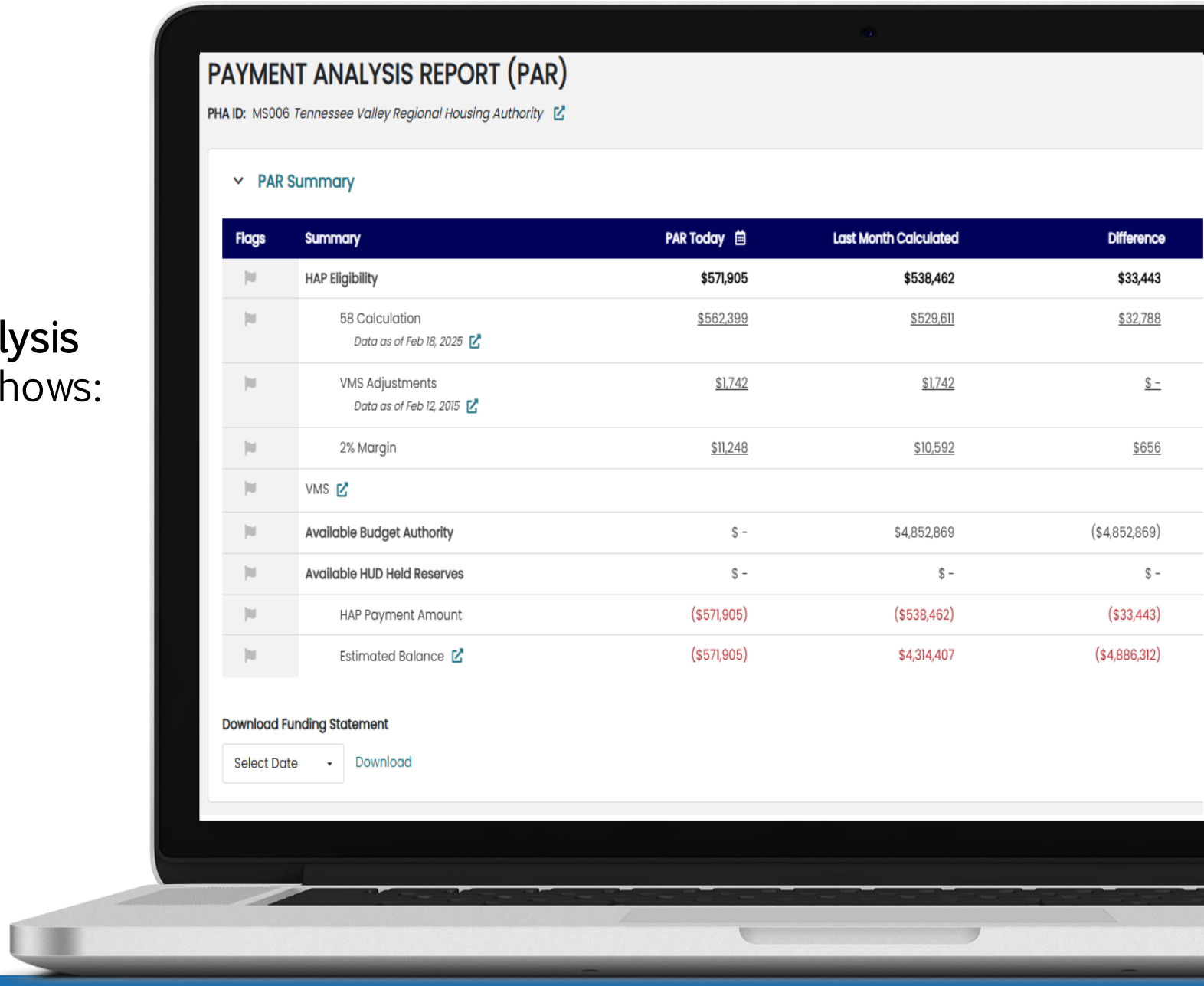
Questions and Answers

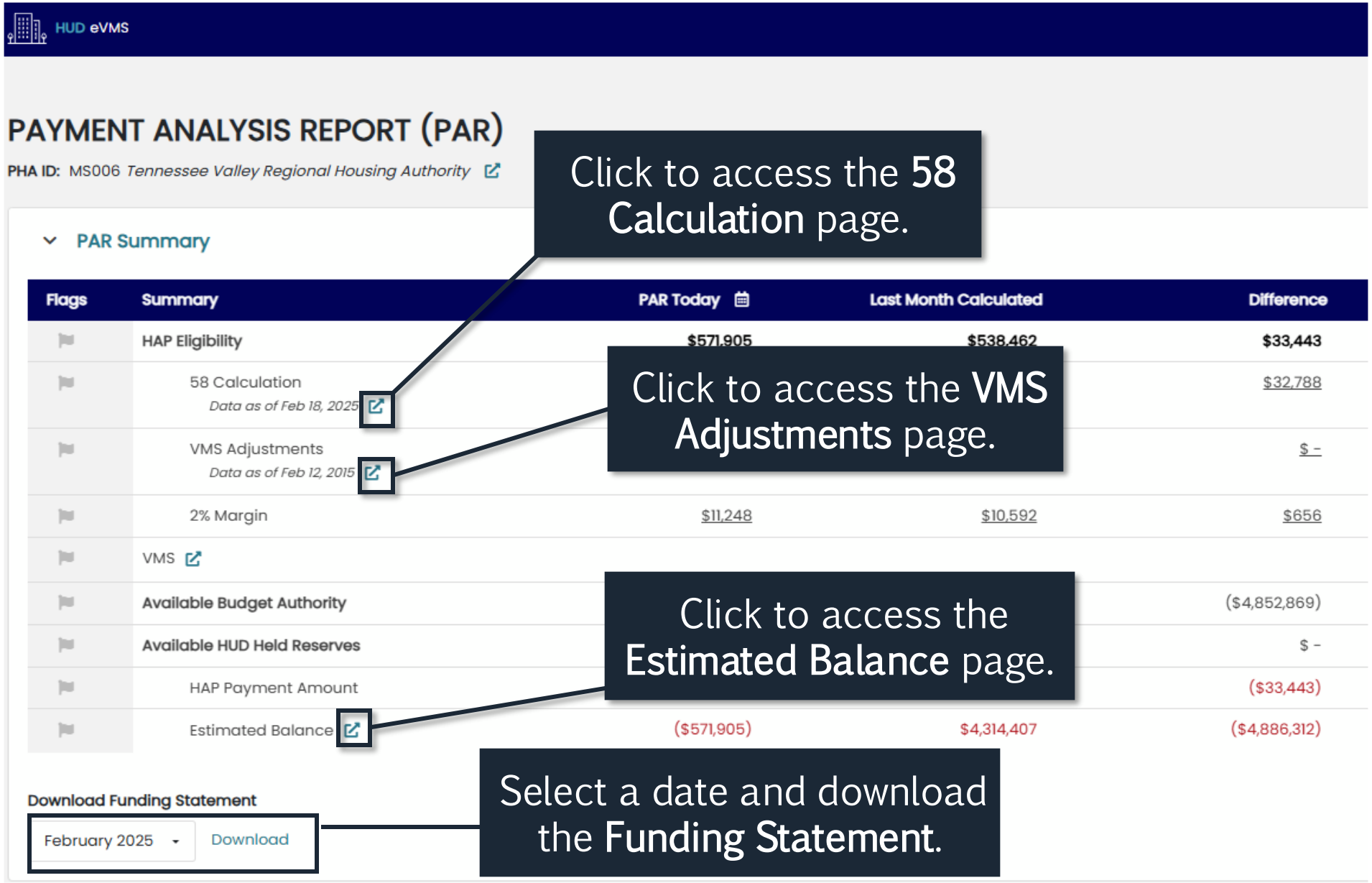
Screenshots

Landing Page

The landing page is the **Payment Analysis Report (PAR) Summary** page, which shows:

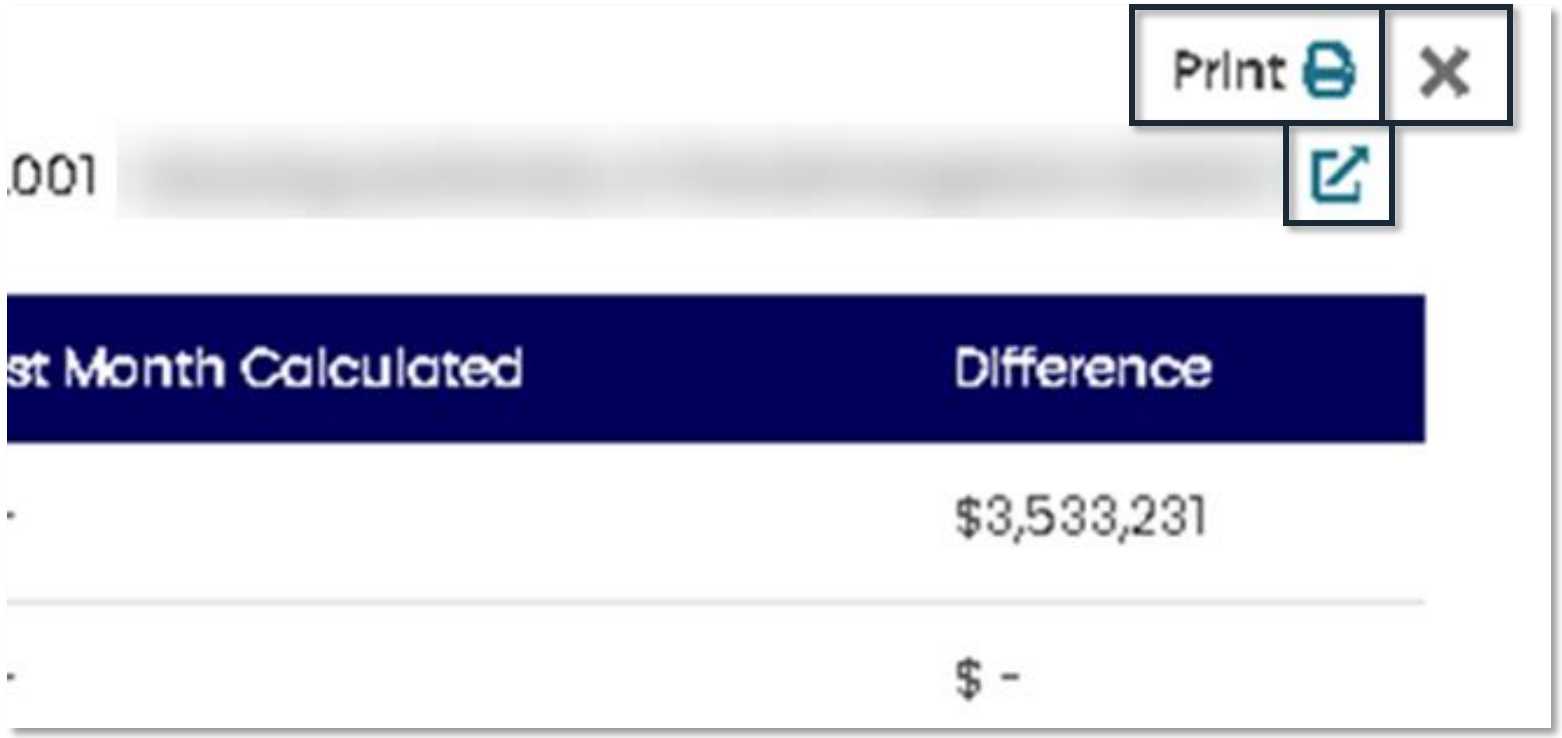
- HAP calculations
- 50058 family-level calculations
- VMS adjustments
- Estimated balances
- Funding statements





Navigating the PAR

Once a page is opened, use the buttons on the top-right corner to **extract** (.csv), **print**, or **close** the page.



Navigating Page Options

The calculated HAP displays data based on the previous day's 50058s.

Print

58 Calculation

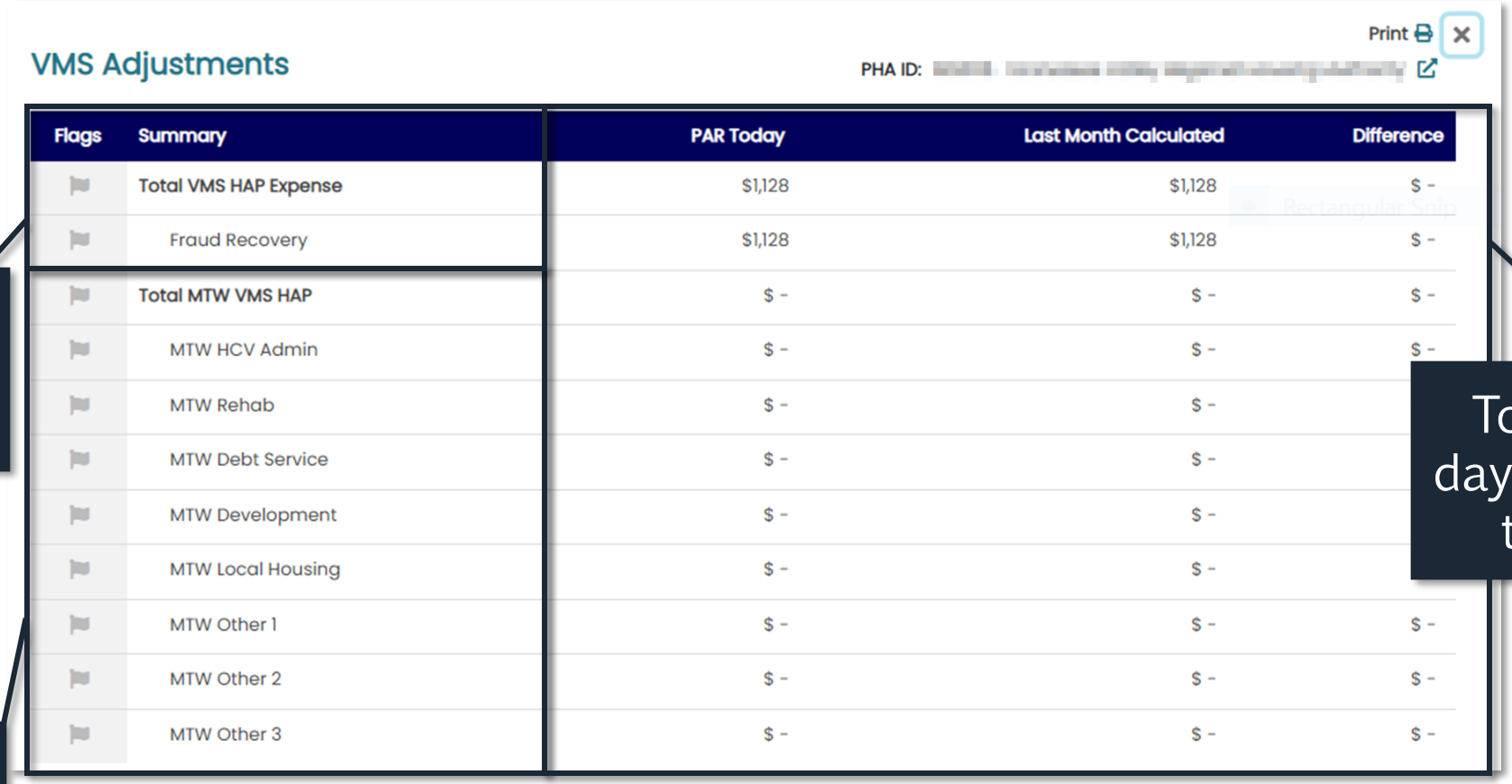
PHA ID: MS006 *Tennessee Valley Regional Housing Authority*

Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total 58 HAP Eligibility Calc. Amt.	$562,399	$529,611	$32,788
	58 Current Period HAP	$562,399	$526,679	$35,720
	Section 11 - Project Based Voucher HAP	$ -	$ -	$ -
	Section 12 - Tenant Based Voucher HAP	$561,711	$525,991	$35,720
	Section 15 - Homeownership Voucher HAP	$688	$688	$ -
	Retro-Adjusted HAP due to Historic 58 Updates	$ -	$2,932	($2,932)
	Section 11 - Project Based Voucher Retro-Adjusted HAP	$ -	$ -	$ -
	Section 12 - Tenant Based Voucher Retro-Adjusted HAP	$ -	$2,932	($2,932)
	Section 15 - Homeownership Voucher Retro-Adjusted HAP	$ -	$ -	$ -
	Portability			
	Port-Ins	10	9	1

Line items for the 50058

Action Code 4 from 50058

Any reported fraud recovery or MTW non-HAP expenses are included in the final HAP calculation on this page.

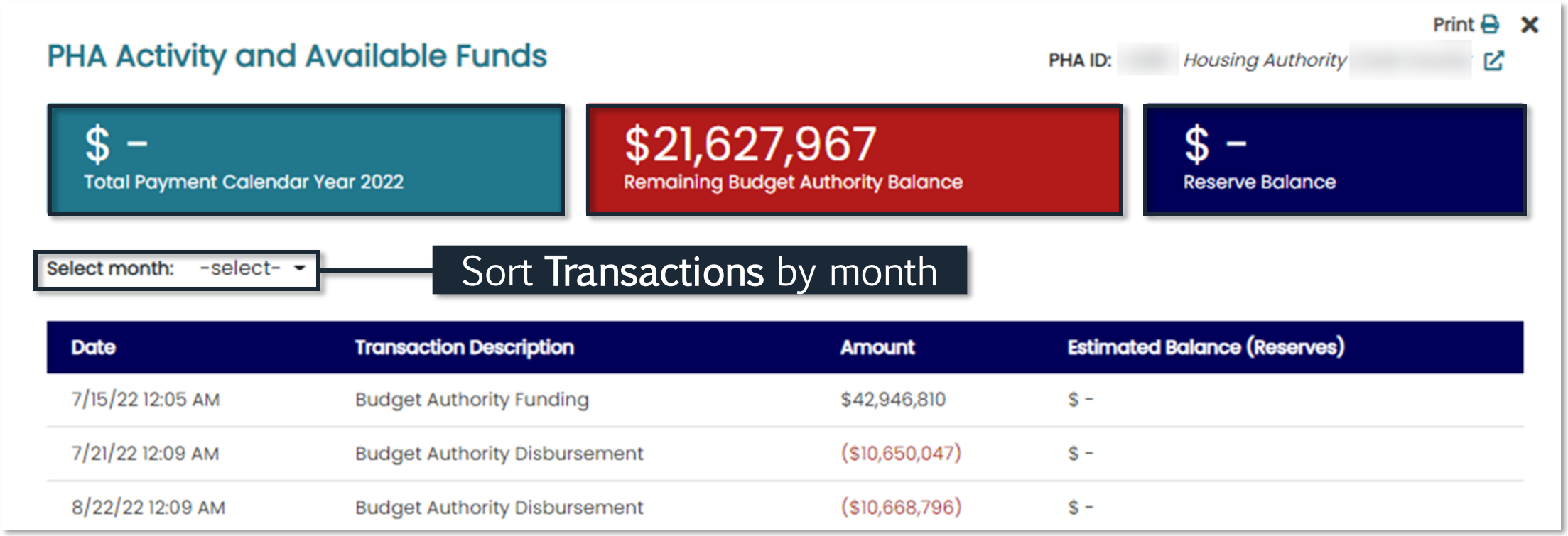


Fraud Recovery (imported from VMS)

All MTW-related items

Total HAP for the day, last month, and the difference

Recorded transactions on this page include **disbursements**, **Budget Authority** funding allocated to the PHA, **PHA-Held Reserves** and **HUD-Held Reserves** adjustments, and **Remaining Budget Authority** transferred to HUD-Held Reserves (end of the calendar year).



NOTE: If a certain month is selected when the **Print** or **Extract** button is selected, only that month's data will be shown.

Available funds from HUD

	PHA HAP Funding Monthly Statement	February 2025		
1	PHA Name	Tennessee Valley Regional Housing Authority		
2	PHA Number	MS006		
3	Program Type	HCV		
	Total PIC 50058 HAP Costs Reported:			
4	February 2025 50058 Calculation		$ 526,679	
5	Retro-Adjustment due to Historic 58 Updates		$ 2,932	
6	Margin (2% of (Line 4 + Line 5))	2%	$ 10,592	
7	VMS Adjustments		$ 1,742	
8	Total Calculated Monthly Need (Line 4 + Line 5 + Line 6 - Line 7)			$ 538,462
	Available Funds for Monthly Disbursement			
9	Obligated Undisbursed Budget Authority as of 1/21/25		$ 4,852,869	
10	HUD Held Reserves as of 1/21/25		$ -	
11	Funds Available (Line 9 + Line 10)			$ 4,852,869
	Disbursements			
12	Calculated Monthly Need (Line 8) PIC 50058 as of 1/21/25		$ 538,462	
13	PHA Held Reserves		$ -	
14	Net Disbursement (Line 12 - Line 13, Minimum $0, Limited to Funds Available, Line 11)			$ 538,462
15	Remaining to Offset for Remaining Months		$ -	
	Comments			
16				

Funding Statement

Click > to open at the bottom of the **PAR** page.

PAR Admin Fee

Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total Admin Fee	$67,264	$63,133	$4,131
	Column A Units	600	600	-
	Column A Rate	63.36	63.36	-
	Column B Units	790	702	88
	Column B Rate	59.14	59.14	-
	Column A Admin Fee	$38,016	$38,016	$ -
	Column B Admin Fee	$46,721	$41,516	$5,205
	Total Col A + Col B	$84,737	$79,532	$5,205
	Proration Factor	0.7938	0.7938	-
	Admin Fees Calculated	$67,264	$63,133	$4,131
	Admin Fees Obligated (CY)	$ -	$ -	$ -
	Prior Year Over-Disbursement	$ -	$ -	$ -
	Balance (Over/Under)	$ -	$ -	$ -

Total Admin Fee today, last month, and the difference

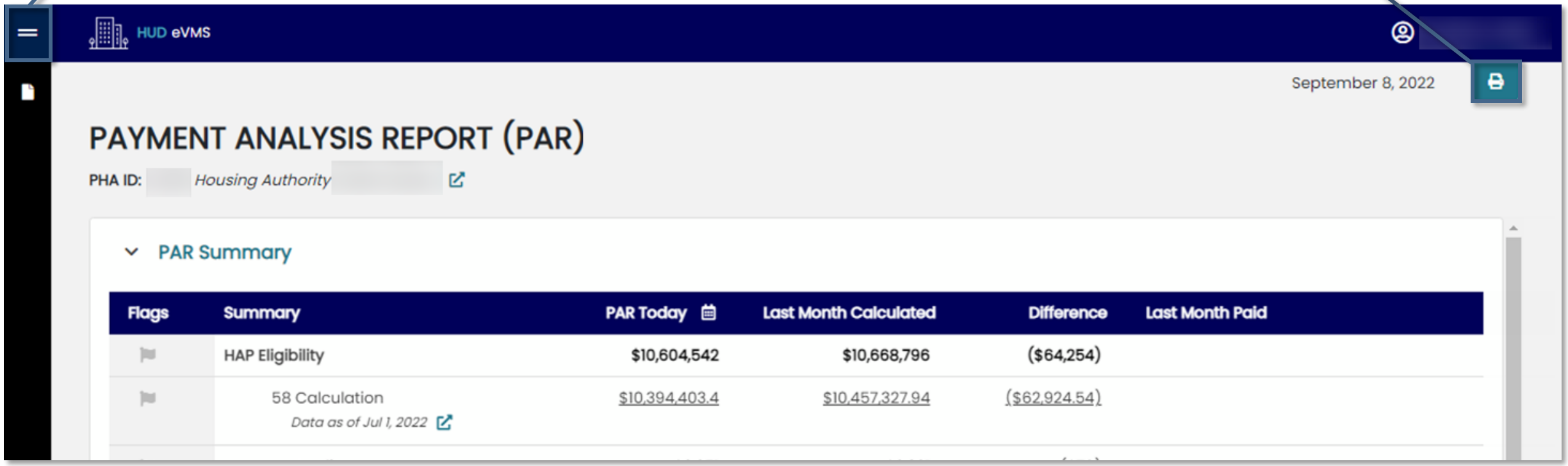
Details about **Column A and B** (units, rates, admin fees, etc.)

Admin fees, proration factors, disbursements, and the balance

PAR Admin Fee

Click to see additional resources/tabs.

Click to **Print/Extract** PAR Summary.



Navigating Menus

Once the **Print/Extract PAR Summary** button is selected, all PAR summary data downloads to the user's computer as a .csv file.

The system populates green success messages once the documents are prepared and then successfully downloaded.