



USER'S MANUAL

Voucher Management System (VMS)

Release 17.1.0.0

U.S. Department of Housing and Urban Development

October, 2024



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OVERVIEW

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). VMS'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, the Department of Housing and Urban Development (HUD) Field Offices (FO), and HUD 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 System Access

To access and use VMS, you must be either 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 can request a user ID [here](#). Once you have your User ID and Password you will be able to log into the system.

1.3 Technical Support

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

[PIH-REAC Technical Assistance Center](#)

Phone: 1-888-245-4860

Fax: 202-485-0280

Email at REAC_TAC@hud.gov

Further assistance can be obtained through the [REAC TAC Customer Community Portal](#)

For data entry questions contact your Financial Analyst (FA) at the Financial Management Center (FMC). You can find this information on the [PHA Info tab](#) in the VMS system.



1.4 Organization of the Manual

This manual has been organized to familiarize the reader with the Voucher Management System (VMS). It introduces each step of the VMS for the user. The manual is organized separately for PHA and HUD users.

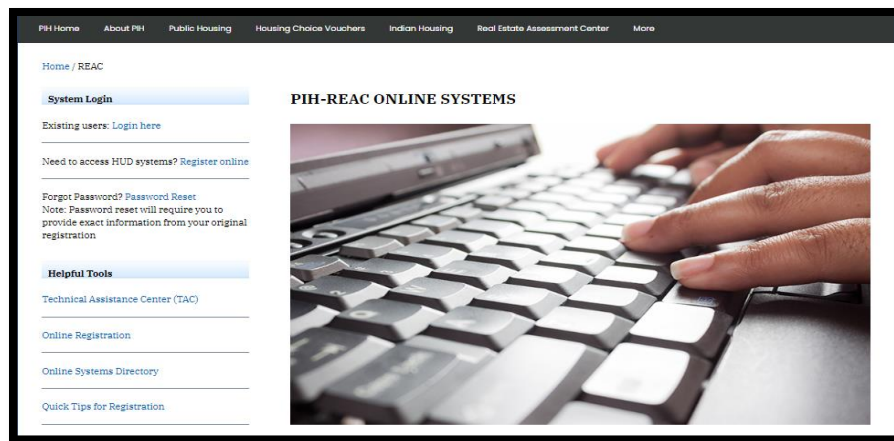
PHA USER

2.0 PHA USER 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 VMS system.

2.1 Logging into VMS

Click on the “Login here” link on the PIC-REAC homepage <http://www.hud.gov/offices/reac/online/reasyst.cfm>.





Voucher Management Systems (VMS) User Manual

Next, you will see the login screen. Enter your User ID and Password, then click on the “Login” button.

The screenshot shows the 'User Login' page. On the left is a blue sidebar with the text 'Secure Systems Single Sign On' and a house icon. The main content area has a blue header with 'User Login' and navigation links 'faq | help | search | home'. Below the header are input fields for 'User ID' and 'Password', followed by 'Login' and 'Cancel' buttons. A grey box contains an 'ATTENTION' section with a bulleted list of rules and a session timeout warning. At the bottom, it says 'Content updated January 6, 2018' and provides contact information for the U.S. Department of Housing and Urban Development, including a home icon, address, telephone, and links to 'Home' and 'Privacy Statement'.

User Login [faq](#) | [help](#) | [search](#) | [home](#)

Secure Systems
Single Sign On

User ID

Password

ATTENTION:

- Your User ID will be locked after three incorrect login attempts.
- Forgot your password? Click this [link](#) to access Reset Password and other useful information.
- There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.
- There is a session timeout of 4 hours. Once reached, you will need to re-authenticate after which you can resume work where you left off.
- This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

Content updated January 6, 2018

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455 [Home](#) | [Privacy Statement](#)

The “Rules of Behavior for HUD Systems” page displays once you are logged in (*This page will only display the first time you login and once a year thereafter*). Read the “Rules of Behavior for HUD Systems” then click on the “Accept” button at the bottom of the page.

The screenshot shows the 'Rules of Behavior for HUD Systems' page. It has the same blue sidebar and header as the login page. The main content area has a blue header with 'User Login' and navigation links 'faq | help | search | home | logout'. Below the header is the title 'RULES OF BEHAVIOR FOR HUD SYSTEMS' in red. The text explains that users are granted access to HUD's automated information resources and must follow security policies. It lists 14 rules (a-n) covering log-off, password security, confidentiality, and data protection. A 'CERTIFICATION' section states that the user has read and agrees to the policies. At the bottom are 'Accept' and 'Logout' buttons.

User Login [faq](#) | [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:

- Log-off the system when leaving the system/workstation area;
- Refrain from leaving written passwords in the workstation area;
- Avoid creating a personal password that can be easily associated with you;
- Avoid posting printouts of sensitive output data on bulletin boards;
- Avoid leaving system output reports unattended or unsecured;
- Control input documents by returning them to files or forwarding them to the appropriate contact person in your office;
- Avoid violation of the Privacy Act which requires confidentiality of personal data contained in government and contractor data files;
- Immediately contact the HUD Inspector General's Office, as appropriate, regarding any suspected violation or breach of system security;
- Cooperate in providing personal background information to be used in conducting security background checks to the extent required by Federal regulations;
- Respond to any inquiries and requests for information you may receive from either the HUD Headquarters or management officials regarding system security practices.
- 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.
- 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.).
- 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.
- 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.



Voucher Management Systems (VMS) User Manual

The “Legal Warning” page displays next. Read the warnings, then click “Accept”.

The screenshot shows the 'User Login' page of the Secure Systems. The left sidebar has a 'Secure Systems' logo. The main content area has a blue header with 'User Login' and navigation links: 'faq | help | search | home | logout'. A red banner at the top states: 'You must login at least once every 90 days to maintain an active ID. If you do not login again before 25 Aug 2022, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.' Below this, the 'Legal Warning' section states: '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.' The 'Warning Notice' section states: 'The Secure Systems security access software supports Internet Explorer 7.0 browser. Other browsers may not be compatible with this software.' The 'Message of the Day' section says 'Welcome to Secure Systems' and includes 'Accept' and 'Logout' buttons. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' link.

User Login [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Secure Systems

You must login at least once every 90 days to maintain an active ID. If you do not login again before 25 Aug 2022, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.

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 7.0 browser. Other browsers may not be compatible with this software.

Message of the Day

Welcome to Secure Systems

Content updated January 6, 2018 [Back to Top](#)

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

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

The screenshot shows the 'Main Menu' page of the Secure Systems. The left sidebar has a 'Secure Systems' logo and a welcome message: 'Welcome FIRST - M00302 LAST - uiv'. It also has two sections: 'system administration' with a 'Password Change' link, and 'systems' with a 'Voucher Management System (VMS)' link. The main content area has a blue header with 'Main Menu' and navigation links: 'faq | help | search | home | logout'. Below this, the 'Systems' section lists 'Voucher Management System (VMS)'. The 'System Administration' section lists 'Password Change'. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' link.

Secure Systems

Welcome FIRST - M00302
LAST - uiv

system administration

- [Password Change](#)

systems

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

Main Menu [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Systems

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

System Administration

- [Password Change](#)

Content updated January 6, 2018 [Back to Top](#)

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Voucher Management Systems (VMS) User Manual

The VMS homepage displays, notice the menu of options on the left side of the screen.

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.

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

Secure Systems

Manage PHA Data
• Enter PHA Data Tabs

PMC
PHA
• Data Input
• Status Checking

Generate Reports
Exit VMS

Resources
Printable Form 52681B
Instructions
Quick References

Tools
Webcasts
Mailing lists
Contact us
Help

USA.gov
Government Made Easy

Voucher Management System

Home Page

Hello, FIRST - M00300 LAST - uiv .
(If you are not FIRST - M00300 LAST - uiv , please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

Message of the Day
VMS - Form HUD-52681-B Utilization and Administrative Fee and Expense Reporting

**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.

To continue, please click a link on the side menu.

[Back to top](#)

2.2 Changing User ID and Password

To change your password, click on the “Password Reset” link on the PIC-REAC homepage:

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

PIH Home About PIH Public Housing Housing Choice Vouchers Indian Housing Real Estate Assessment Center More

Home / REAC

System Login

Existing users: [Login here](#)

Need to access HUD systems? [Register online](#)

Forgot Password? [Password Reset](#)
Note: Password reset will require you to provide exact information from your original registration

Helpful Tools

[Technical Assistance Center \(TAC\)](#)

[Online Registration](#)

[Online Systems Directory](#)

[Quick Tips for Registration](#)

PIH-REAC ONLINE SYSTEMS

Image of hands typing on a keyboard.



On the Password Reset page, complete all fields, then click “Reset Password”.

The image shows a web form titled "Secure Systems HUD" with a "RESET PASSWORD" heading. A note states: "*Please note that all of the following fields are required." The form contains the following fields: "User ID", "First Name", "Last Name", "Social Security Number" (with hyphens), and "Mother's Maiden Name". Below the fields, a red message reads: "Your New Password will be sent to your current email address in Secure Systems." At the bottom right is a "Reset Password" button. On the left side of the form is a blue sidebar with the HUD logo and the text "U.S. Dept. of Housing and Urban Development".

2.3 Exiting VMS and Logging Out of WASS

This section outlines the procedures for exiting VMS and logging out. Make sure that you have saved or submitted the necessary information. Click the “Exit VMS” link on the left side of the page.

The image shows the "Voucher Management System Home Page". The left sidebar contains links for "Secure Systems", "Manage PHA Data" (with a sub-link "Enter PHA Data Tabs"), "PMC PHA" (with sub-links "Data Input" and "Status Checking"), "Generate Reports", "Exit VMS", "Resources" (with sub-links "Printable Form 52681B", "Instructions", and "Quick References"), and "Tools" (with sub-links "Webcasts", "Mailing lists", "Contact us", and "Help"). The main content area has a "Hello, FIRST - M00303 LAST - uiv ." message, a "Message of the Day" section titled "VMS - Form HUD-52681-B Utilization and Administrative Fee and Expense Reporting", and a "Voucher for Payment of Annual Contributions and Operating Statement Housing Assistance Payments Program" section. It includes a "Supplemental Reporting Form" link and a public reporting burden notice. At the bottom, it says "To continue, please click a link on the side menu."

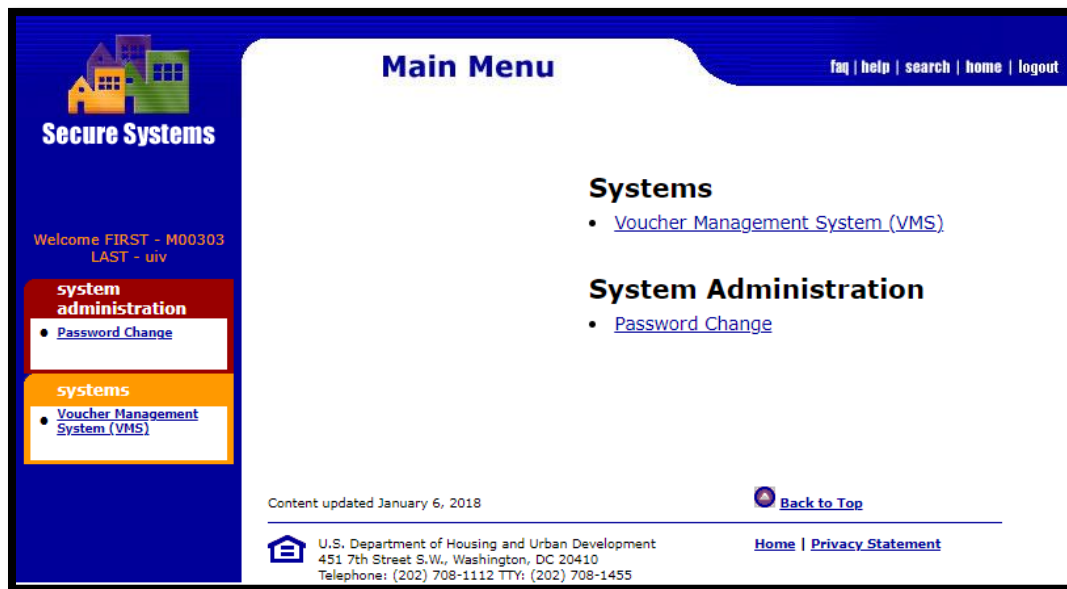
If you have un-submitted data, you will be prompted with the following message.

The image shows an "Exit Confirmation" dialog box with a yellow background. It contains the text: "You have unsubmitted reporting periods. Do you still wish to exit or would you like to complete your reporting?". At the bottom right are two buttons: "Exit" and "Submit PHA".

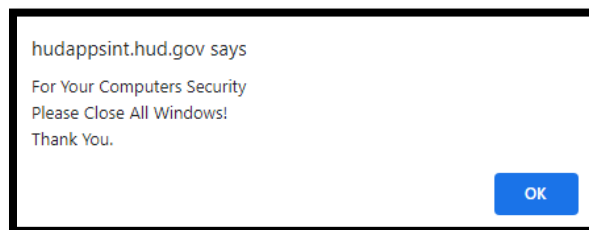


Voucher Management Systems (VMS) User Manual

Click “Exit” to continue exit without submitting data. You will be taken to the Main Menu; or click “Submit PHA” to go to the data that needs to be submitted. After clicking “Exit”, the “Secure Systems Main Menu” page will appear, click “logout” to log out of the WASS system.



A message appears asking you to close all browser windows, click “OK”.



The “Logged Out” page appears. Close the browser window to exit REAC Online Systems.





3.0 PHA USER - USING THE VMS SYSTEM

3.1 Manage PHA Data

PHA users in the Housing Choice Voucher Program are required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits. The financial records identify the 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 (FY) and is the basis for reviewing PHA financial estimates for the subsequent fiscal year.

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 FMC.

3.2 Enter PHA Data Tabs

Click on "Enter PHA Data Tabs" link under the heading "Manage PHA Data" located on the left side navigational menu of the VMS homepage.

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

Secure Systems

Manage PHA Data

- Enter PHA Data Tabs

PMC

PHA

- Data Input
- Status Checking

Generate Reports

Exit VMS

Resources

- Printable Form 52681B
- Instructions
- Quick References

Voucher Management System

Home Page

Hello, FIRST - M00302 LAST - uiv .
(If you are not FIRST - M00302 LAST - uiv , please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

Message of the Day

VMS - Form HUD-52681-B Utilization and Administrative Fee and Expense Reporting

**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.

To continue, please click a link on the side menu.



Voucher Management Systems (VMS) User Manual

A user with multiple PHA Codes may either enter the PHA code directly in the first box or select the state code from the drop-down menu and click on “Go” which opens the next drop-down menu with PHAs in that state. Select the correct PHA and click on “Go”. This will open the “List of Submissions” page.

Voucher Management System

Manage PHA Data

Enter PHA Code

Please type the PHA Code:

- OR -

Select PHA State

Please select the state to which the PHA belongs:

[Back to top](#)

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[Privacy Policy](#)

List of Submissions

The “List of Submissions” page serves as the homepage for the selected PHA. The top section of the page will display information about the PHA including: PHA Code, PHA Name, Fiscal Year End (FYE), and PHA Type (Public Housing, HCV, or combined). The bottom section contains links to the data entry pages for each month listed.

Voucher Management System

Manage PHA Data

List of Submissions

PHA Code	PA004
PHA Name	Allentown Housing Authority
FYE	06/30
PHA Type	Combined

Month	Status	Last Updated By
April 2022	Not Entered	
March 2022	Not Entered	
February 2022	Not Entered	
January 2022	Not Entered	
December 2021	Not Entered	
November 2021	Not Entered	
October 2021	Not Entered	
September 2021	Pending Hard Edit	FIRST - HVMS00 LAST - uiv 11 February 2022
August 2021	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - uiv 03 February 2022
July 2021	PMC - Approved	FIRST - HVMS00 LAST - uiv 03 February 2022
June 2021	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - uiv 20 July 2021
May 2021	PMC - Approved	FIRST - M00300 LAST - uiv 16 September 2021
April 2021	PMC - Submitted	FIRST - M00300 LAST - uiv 27 December 2016



Voucher Management Systems (VMS) User Manual

The List of Submissions displays the reporting months in descending order. This page includes:

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

Status – Displays the current status of the monthly submission. Status types include:

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

Last Updated By – Includes the first and last name of the person who updated the submission and the date updated.

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. To view the historical data, click the “View All Submissions” link at the bottom of the List of Submissions page. The Prior Month Correction (PMC) Status displays as hyperlinks under the “Status” column.

Voucher Management System		
Manage PHA Data		
List of Submissions		
PHA Code	PA004	
PHA Name	Allentown Housing Authority	
FYE	06/30	
PHA Type	Combined	
Month	Status	Last Updated By
April_2022	Not Entered	
March_2022	Not Entered	
February_2022	Not Entered	
January_2022	Not Entered	
December_2021	Not Entered	
November_2021	Not Entered	
October_2021	Not Entered	
September_2021	Pending Hard Edit	FIRST - HVMS00 LAST - uiv 11 February 2022
August_2021	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - uiv 03 February 2022
July_2021	PMC - Approved	FIRST - HVMS00 LAST - uiv 03 February 2022
June_2021	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - uiv 20 July 2021
May_2021	PMC - Approved	FIRST - M00300 LAST - uiv 16 September 2021
April_2021	PMC - Submitted	FIRST - M00300 LAST - uiv 27 December 2016



Prior Month Correction (PMC) Data Input

Click on the “Data Input” link on the navigational menu on the left side of the page to [enter and submit a PMC](#).

Prior Month Correction (PMC) Status Checking

Click on the “Status Checking” link on the navigational menu on the left side of the page to pull the PMC status report by the assessment related to the link.

Voucher Management System					
Prior Month Correction - Status Checking					
PA004 Allentown Housing Authority					
Rec #	Record Id	Tab Selection	Field Selection	Current Content	Status
1	PA004:202107:11/09/2021 15:21:43	Emergency UML HAP	Emergency Housing Vouchers 1 - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$0	PMC-Approved
2	PA004:202107:11/09/2021 14:54:53	Emergency UML HAP	Emergency Housing Vouchers 1 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month	\$0	PMC-Approved
3	PA004:202107:11/09/2021 14:31:26	Emergency UML HAP	Emergency Housing Vouchers 1 - Cash/Investment as of the Last Day of the Month	\$60	PMC-Submitted
4	PA004:202107:11/09/2021 14:30:44	Emergency UML HAP	Emergency Housing Vouchers 1 - Restricted Net Position Funds (RNP) as of the Last Day of the Month	-\$50	PMC-Submitted
5	PA004:202107:11/09/2021 14:30:00	Emergency UML HAP	Emergency Housing Vouchers 1 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month	-\$50	PMC-Submitted

Click on the Record ID link to display the item detail as seen on the screen below.

Voucher Management System								
Prior Month Correction (PMC)								
PA004 Allentown Housing Authority July 2021								
Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt			
N/A	Emergency UML HAP	Emergency Housing Vouchers 1 -	-50	50	0			
HE Number	Error Message	Reason for Adjustment	Comment					
HE218	Error HE218: The PHA has not reported Emergency Housing	HE218 - 1. Other	test					
PHA Justification								
FA Comments								
Return								

3.3 Enter, Modify, View Data

HAP expenses are entered under the month for which they are applicable, regardless of the month in which they are actually paid. HAP expenses are only entered *after* the payment has been made.

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



Select the desired Month/Year to display

Under the month column, click on the month/year for which you wish to enter data. [Form HUD-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.

The PHA will not be allowed to enter data for the current month if any previous month has not been fully submitted. If the prior month has been submitted and now has a Pending PMC, the PHA will still be able to submit the current month. Original submissions with the following status “Pending Hard Edit”, “Saved”, and “Revised” are considered incomplete submissions.

Enter PHA Data Tabs

From the VMS homepage, click on the “Enter PHA Data Tabs” on the left side navigational menu.

The screenshot shows the Voucher Management System Home Page. On the left is a red sidebar with the 'Homes & Communities' logo and a menu including 'Secure Systems', 'Manage PHA Data' (with 'Enter PHA Data Tabs' selected), 'PMC', 'PHA', 'Data Input', 'Status Checking', 'Generate Reports', 'Exit VMS', and 'Resources'. The main content area has a red header 'Voucher Management System' and a sub-header 'Home Page'. It displays a greeting, a login instruction, a 'Message of the Day' about Form HUD-52681-B, and a title 'Voucher for Payment of Annual Contributions and Operating Statement Housing Assistance Payments Program'. It also includes a public reporting burden notice and a link to continue.

Enter your PHA Code and then click on the “Go” button.

The screenshot shows the 'TABS Manage PHA Data' page. It has a red header 'Voucher Management System' and a sub-header 'TABS Manage PHA Data'. The page is divided into two sections. The first section, 'Enter PHA Code', has a text input field with 'PA004' and 'Reset' and 'Go' buttons. The second section, 'Select PHA', has a dropdown menu with 'PA091 Adams County Housing Authority' selected and 'Reset' and 'Go' buttons.



Voucher Management Systems (VMS) User Manual

Click on the date in the “Month” column for which you want to enter data.

Voucher Management System
Manage PHA Data
List of Submissions

PHA Code	PA004
PHA Name	Allentown Housing Authority
FYE	06/30
PHA Type	Combined

Month	Status	Last Updated By
June 2022	Not Entered	
May 2022	Not Entered	
April 2022	Not Entered	
March 2022	Not Entered	
February 2022	Not Entered	
January 2022	Saved	FIRST - M00300 LAST - uiv 22 July 2022
December 2021	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - uiv 22 July 2022
November 2021	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - uiv 21 July 2022
October 2021	PMC - Submitted	FIRST - M00300 LAST - uiv 20 June 2022
September 2021	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - uiv 31 May 2022

This will bring you to the “Manage PHA Data Page”.

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.

PA004 Allentown Housing Authority MONTH: January YEAR: 2022 VERSION: 20

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP EHVP 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
Rental Assistance Demonstration 1- Public Housing Conversion	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="\$"/>	<input type="text" value="1"/>	<input type="text" value="16"/>	<input type="text"/>
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>	<input type="text" value="25"/>	<input type="text"/>



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 HUD-52681-B](#), into tabular format. “Voucher UML/HAP” is the default display, as shown below. To access the other sections, just click on the appropriate tab button at the top of the tabular screen.

The six main data entry screens are:

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

The two additional tabs are not for data entry and will be discussed later:

- [Submission Tab](#)
- [Executive Summary](#)

The data entry tabs are displayed below:

Voucher UML/HAP Tab



Voucher Management Systems (VMS) User Manual

Income/Expenses Tab

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

CA104 City of Anaheim Housing Authority MONTH: September YEAR: 2021 VERSION: 20

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

Other Income and Expenses

Memorandum Reporting

HCV - Fraud Recovery Total Collected This Month \$

New/Mainstream - Fraud Recovery Total Collected this Month \$

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

HCV - FSS Escrow Forfeitures This Month \$

New/Mainstream - FSS Escrow Forfeitures This Month \$

Number of Hard to House Families Leased

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

Administrative Expenses

New/Mobility Demonstration Services Expenditures \$

Non - MTW Administrative Expenses \$

New/Mainstream - Administrative Expenses \$

Audit \$

Financial Status

HCV - Unrestricted Net Position (UNP) as of the Last Day of the Month \$

HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month \$

Expense/Comments Tab

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

CA104 City of Anaheim Housing Authority MONTH: September YEAR: 2021 VERSION: 20

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP EHVP 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"/>
Expense Amount 4	\$ <input type="text"/>	<input type="text"/>
Expense Amount 5	\$ <input type="text"/>	<input type="text"/>



Voucher Management Systems (VMS) User Manual

Disaster UML/HAP Tab

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

CA104 City of Anaheim Housing Authority MONTH: September YEAR: 2021 VERSION: 20

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

Disaster UML and HAP

Disaster Voucher Program (DVP)

Disaster 1

Disaster Name-1

Disaster Families Assisted - 1 \$

Disaster Security Deposit-1 \$

Disaster Security Deposit Returned-1 \$

Disaster Utility Deposit-1 \$

Disaster Utility Deposit Returned-1 \$

Disaster Administrative Expenditures-1 \$

Disaster Broker Fee-1 \$

New Disaster Placement Fee-1 \$

New Disaster Service Connection Fee-1 \$

New Disaster Case Management Fee-1 \$

New Disaster Administrative Fee-1 \$

New Disaster Other Fees-1 \$

New Disaster Comments - 1 : Mandatory when Other Fees are recorded

EHVP UML/HAP Tab

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

CA104 City of Anaheim Housing Authority MONTH: September YEAR: 2021 VERSION: 20

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

Emergency UML HAP

Emergency Housing Voucher UML and HAP

Emergency Housing Vouchers 1 \$

Emergency Housing Vouchers 1 - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the month

Emergency Housing Vouchers 1 - HAP Expenses After the First of the Month \$

Emergency Housing Vouchers 1 - Admin Fees - Preliminary Fee Expenses \$

Emergency Housing Vouchers - Admin Fees 1 - Placement/Issuance Fee Expenses \$

Emergency Housing Vouchers - Admin Fees 1 - Ongoing Administrative Expenses \$

Emergency Housing Vouchers - Service Fee 1 - Housing Search Assistance Expenses \$

Emergency Housing Vouchers - Service Fee 1 - Security/Utility Deposit/Rental Application/Holding Fee Expenses \$

Emergency Housing Vouchers - Service Fee 1 - Owner Incentive Expenses \$

Emergency Housing Vouchers - Service Fee 1 - Other Eligible Expenses \$

Emergency Housing Vouchers 1 - FSS Escrow Deposits \$

Emergency Housing Vouchers 1 - FSS Escrow Forfeitures this Month \$

Emergency Housing Vouchers 1 - Fraud Recovery Total Collected this Month \$

Emergency Housing Vouchers 1 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month \$

Emergency Housing Vouchers 1 - Restricted Net Position Funds (RNP) as of the Last Day of the Month \$



PHA Info Tab

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

CA104 City of Anaheim Housing Authority MONTH: September YEAR: 2021 VERSION: 20

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

PHA Contact Information

HA Number CA104

HA Name City of Anaheim Housing Authority

HA FIVE 06/30

Name of HA Point of Contact FirstN LastN ?

Point of Contact Phone (800) 777-6666 ?

Ext.: 213 ?

Point of Contact E-mail Address test@email.com ?

Name of Authorized HA Official John Woodhead

Official Housing Authority E-mail Address jwoodhead@anaheim.net

Program Area Point of Contact - FMC

FMC Financial Analyst Jeremy Bergling

E-mail Address Jeremy.D.Bergling@hud.gov

FA Phone Number (816) 426-6104

Ext. 0

Program Area Point of Contact - Field Office

Field Office Code SOPH

Field Office Name LOS ANGELES HUB OFFICE

Field Office Point of Contact PETER PARKER

FO POC E-mail Address PETER.PARKER@GMAIL.COM

FO POC Phone Number (202) 244-9999

Ext. 2255

REAC Technical Assistance Center

Technical Assistance Center 1-888-243-4860

Cancel

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.

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.

hudappsint.hud.gov says

Total number of Vouchers Leased for RAD 1 - Public Housing Conversion Awards; reporting begins January 1 of the first full calendar year of voucher funding. Effective April, 2016, this information is no longer reported in the Tenant Protection Field.

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

FL001 J... YEAR: 2022 VERSION: 20

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP EHVDP 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
Rental Assistance Demonstration 1- Public Housing Conversion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New/Rental Assistance Demonstration 3 - PRAC Conversion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Validate Data

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

The Validate Data function is crucial to the integrity of the data entered prior to saving and submitting. 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 comparing related fields to insure completeness and consistency against a list of business rules. Where inaccuracies are found, the system will generate error messages.

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

1. a simple check (basic validation) to make sure the field is present if mandatory, and is numeric (for a numeric field), with no special characters embedded;
2. a check for Hard Edits, against the Hard Edit criteria listed below in this section; and
3. 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.

Basic Validation Mandatory Field Check

The required fields are:

Voucher UML/HAP Tab:

- HCV All Voucher HAP Expenses After the First of Month;
- HCV Number of Vouchers Under Lease (HAP Contract) on the last day of the Month;
- Mainstream – HAP Expenses After the First of the Month;
- Mainstream – Number of New Vouchers Issued but not Under HAP Contract as of the Last Day of the Month; and
- Project Based Vouchers – Total HAP Expenses.

Income/Expenses Tab:

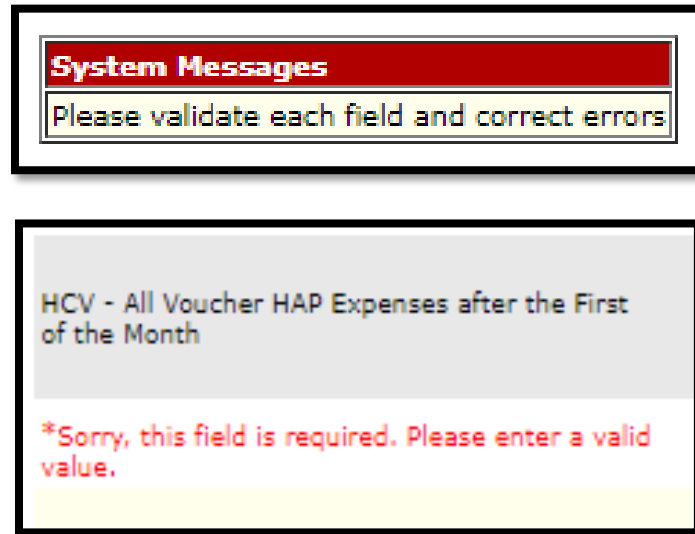
- Unrestricted Net Position (UNP) as of the Last Day of the Month;
- Restricted Net Position Funds (RNP) as of the Last Day of the Month;
- Cash/Investment as of the Last Day of the Month - Voucher Program Only;
- Non-MTW Administrative Expenses (Will accept 0 for MTW PHAs); and
- MTW - HCV Administrative Expenses (Will accept 0 for Non MTW PHAs).

EHVP UML/HAP:

- Emergency Housing Vouchers – HAP Expenses After the First of the Month;
- Emergency Housing Vouchers – Admin Fees – Preliminary Fee Expenses;
- Emergency Housing Vouchers – Unrestricted Net Position Funds (UNP) as of the Last Day of the Month;
- Emergency Housing Vouchers – Restricted Net Position Funds (RNP) as of the Last Day of the Month; and
- Emergency Housing Vouchers – Cash/Investment as of the Last Day of the Month.

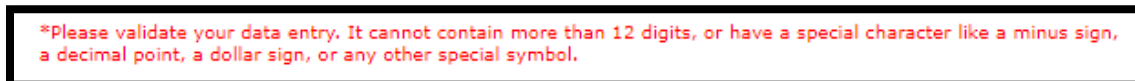


The system will perform a simple check and the error message below will display if validation fails.



Numeric Check

The system will perform a simple check for numeric data with no special character embedded and the message error message below will display if validation fails



Hard Edit Validation

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 just 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.



Hard Edit Error Messages

The 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.

Here is an example of what a Hard Edit Error looks like:

A list of Hard Edit Errors can be found in [Appendix B](#). Here are a few general things to note about the errors:

- If the value of a relevant UML or HAP field is not empty, the PHA will not be allowed to choose the ‘no units leased’ (or similar option) from the drop down.
- VMS will allow 5-year Mainstream agencies to have no entry in the Total Voucher and Total HAP fields
- If the entered data fails the edit criteria for the hard edits 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.

Adding a Comment

If a Hard Edit Error appears and the user selects “Other” as an option, they must enter a comment.

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.

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.



Cross Validation

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.

The screenshot shows the 'Voucher Management System' interface. At the top, there's a red header with 'Voucher Management System' and 'Manage PHA Data'. Below this, it says 'Monthly Voucher Data Validation and Save Page'. A message states: 'Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.' Below this is a navigation bar with tabs: 'MD001', 'HOUSING AUTHORITY OF THE CITY OF SAMPLE', 'MONTH: October', 'YEAR: 2021', and 'VERS'. Underneath the navigation bar are several buttons: 'Voucher UML/HAP' (highlighted in yellow), 'Income/Expenses', 'Expense/Comments', 'Disaster UML/HAP', 'EHVP UML/HAP', 'PHA Info', 'Submission', and 'ExecutiveSummary'. A 'System Messages' box is displayed, containing the text: 'Please validate each field and correct errors.' Below the message box, the text 'Voucher UML and HAP' is visible.

Save Data

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.

The “Save” button will then display

You may save your data by clicking on the “Save” button at the bottom of the tab. You should always save it before continuing to a different tab. When you save the data, the validation logic is automatically triggered. If any other errors are found, the data is not saved, 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, the data you keyed on that tab will be lost.

When all errors are corrected, the message below will display and you can move on to the next tab. Repeat for each tab.

The screenshot shows the 'Voucher Management System' interface. At the top, there's a red header with 'Voucher Management System' and 'Manage PHA Data'. Below this, it says 'Monthly Voucher Data Validation and Save Page'. A message states: 'Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.' Below this is a navigation bar with tabs: 'VA039', 'Va. Beach Dept. of Hsg & Neighborhood Pres.', 'MONTH: August', 'YEAR: 2021', and 'VERSION: 20'. Underneath the navigation bar are several buttons: 'Voucher UML/HAP' (highlighted in yellow), 'Income/Expenses', 'Expense/Comments', 'Disaster UML/HAP', 'EHVP UML/HAP', 'PHA Info', 'Submission', and 'ExecutiveSummary'. A 'System Messages' box is displayed, containing the text: 'This tab was saved successfully.' Below the message box, the text 'Voucher UML and HAP' is visible.



3.4 PHA Info Tab

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 Point of Contact - FMC* and *Program Area Point of Contact - Field Office* sections of the Tab which help the user to draft and send an email to the FMC Financial Analyst or Field Office point of contact.

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.

CT068 Canton Housing Authority MONTH: August YEAR: 2021 VERSION: 20

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

PHA Contact Information

HA Number CT068

HA Name Canton Housing Authority

HA FYE 12/31

Name of HA Point of Contact Benjamin Bari Tester

Point of Contact Phone (123) 456-7890

Ext.: 5555

Point of Contact E-mail Address User01_PIH-VMS@research

Name of Authorized HA Official

Official Housing Authority E-mail Address nbc.xoohivvmrtznn@mlnoaq

Program Area Point of Contact - FMC

FMC Financial Analyst Daniel Mwangi

E-mail Address User01_PIH-VMS@research.nongrad.hud.gov

FA Phone Number (816) 426-6157

Ext. 0

Program Area Point of Contact - Field Office

Field Office Code 1EPH

Field Office Name HARTFORD PROGRAM CENTER

Field Office Point of Contact PETER PARKER

FO POC E-mail Address PETER.PARKER@GMAIL.COM

FO POC Phone Number (202) 244-9999

Ext. 2255

REAC Technical Assistance Center

Technical Assistance Center 1-888-245-4860

Validate Reset Cancel



Pre-populated Point of Contact Fields and Hyperlinks

When you click on the Point of Contact FMC hyperlink, the screen below will open. This allows the PHA user to draft an email to the FMC Point of Contact (POC); The FMC POC User-ID is pre-populated. The sender fills in the rest.

Voucher Management System

POC: Send Email

Enter Sender's Contact Information

Sender's First Name: Benjamin Bari

Sender's Last Name: Tester

Sender's E-mail: User01_PIH-VMS@research.nonprod.hud.gov

Receiver's Information:

Receiver's E-mail: PETER.PARKER@GMAIL.COM

Subject:

Message:

Back Reset Submit

3.5 SUBMISSION TAB

After the data has been entered into the VMS system and you are satisfied that data 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 [Form HUD-52681-B](#) 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

NT562 Village of Ballston Spa MONTH: August YEAR: 2021 VERSION: 20

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

Validation History

Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time
	No data found	N/A		N/A	N/A	N/A	N/A

Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	Updated Date/Time	Updated Date/Time
551796	SAV	Saved	M00308	SYSTEM	<input type="checkbox"/>	06/17/2022 13:52:18
551795	DRA	Saved	M00308	SYSTEM	<input type="checkbox"/>	06/17/2022 12:33:49

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/Cleared button.

Multiple Print Print Screen Submit Cancel



Voucher Management Systems (VMS) User Manual

After clicking on the “Submit” button at the bottom of the Submission Tab the following screen will display:

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

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.

If you pressed the “OK” button, and your Monthly Submission did not pass a final validation check, you will get an error that looks like this:



Voucher Management Systems (VMS) User Manual

Validation History

To view the Validation History of previous submissions, select the month you wish to view from the List Of Submissions screen. The Submission Tab will display Hard Edit validation for the Form and a Prior Month Correction (PMC), a column on the far left identifies a Form or PMC Hard Edit. *NOTE: Form refers to the original submission.*

Voucher Management System June 20, 2021

Manage PHA Data

PA004 Allentown Housing Authority MONTH: October YEAR: 2021 VERSION: 20

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

:: Validation History

Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time
PMC	Voucher UML and HAP	HAP Total	HE020 - Other :sd	M00300: FIRST - M00300 LAST - ulv	06/20/2022 13:23:55	M00300: FIRST - M00300 LAST - ulv	06/20/2022 13:23:55
PMC	Voucher UML and HAP	Total Vouchers	HE008 - Other :sd	M00300: FIRST - M00300 LAST - ulv	06/20/2022 13:23:55	M00300: FIRST - M00300 LAST - ulv	06/20/2022 13:23:55
FORM	Voucher UML and HAP	Emergency Transfer Vouchers for VAWA	HE238 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Emergency Transfer Vouchers for VAWA - HAP	HE240 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Family Unification - Non MTW	HE101 - 2 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Family Unification - Non MTW (HAP)	HE104 - 2 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Foster Youth To Independence	HE222 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Foster Youth To Independence - HAP	HE226 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	HAP Total	HE020 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	HCV - All Voucher HAP Expenses after the First of the Month	HE025 - Other :ss	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Mobility Demonstration	HE228 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16

:: Submission History

Acct Id	Status Code	Status Description	Last Updated By	Updated User Name	Updated Date/Time
551798	PHS	PMC - Submitted "Portable Voucher Paid HAP"	M00300	SYSTEM	06/20/2022 13:23:55
551798	PHS	PMC - Submitted "Portable Vouchers Paid"	M00300	SYSTEM	06/20/2022 13:23:55
551798	PHS	PMC - Submitted "HCV - Number of Vouchers Under Lease (HAP Contract) on the last day of the month"	M00300	SYSTEM	06/20/2022 13:18:39
551792	AHE	Hard Edit Approved	HVMS00	SYSTEM	06/14/2022 20:34:48
551792	PHE	Pending Hard Edit	HVMS00	SYSTEM	06/13/2022 14:12:23
551792	SAV	Saved	HVMS00	SYSTEM	06/13/2022 14:11:10
550257	DRA	Saved	HVMS00	SYSTEM	05/31/2022 13:38:16

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/Created" button.

Multiple Print Print Screen Cancel

The Drop-Down Selection column displays hyperlinks.

Voucher Management System

Manage PHA Data

PA004 Allentown Housing Authority MONTH: October YEAR: 2021 VERSION: 20

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

:: Validation History

Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User
PMC	Voucher UML and HAP	HAP Total	HE020 - Other :sd	M00300: FIRST - M00300 LAST - ulv
PMC	Voucher UML and HAP	Total Vouchers	HE008 - Other :sd	M00300: FIRST - M00300 LAST - ulv
FORM	Voucher UML and HAP	Emergency Transfer Vouchers for VAWA	HE238 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv
FORM	Voucher UML and HAP	Emergency Transfer Vouchers for VAWA - HAP	HE240 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv
FORM	Voucher UML and HAP	Family Unification - Non MTW	HE101 - 2 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv
FORM	Voucher UML and HAP	Family Unification - Non MTW (HAP)	HE104 - 2 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv
FORM	Voucher UML and HAP	Foster Youth To Independence	HE222 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv
FORM	Voucher UML and HAP	Foster Youth To Independence - HAP	HE226 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv
FORM	Voucher UML and HAP	HAP Total	HE020 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv
FORM	Voucher UML and HAP	HCV - All Voucher HAP Expenses after the First of the Month	HE025 - Other :ss	HVMS00: FIRST - HVMS00 LAST - ulv
FORM	Voucher UML and HAP	Mobility Demonstration	HE228 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv



Voucher Management Systems (VMS) User Manual

Validation History Screen—Form/PMC Column

Click on the hyperlink to display a description of the Hard Edit.

Voucher Management System
Manage PHA Data
PA004 Allentown Housing Authority
Voucher UML/HAP **Income/Expenses** **Expense/Comments** **Disaster UML/HAP** **OK** **Summary**

hudappsint.hud.gov says
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.

VERSION: 20

Validation History

Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User	Entered
PMC	Voucher UML and HAP	HAP Total	HE020 - Other :sd	M00300: FIRST - M00300 LAST - uiv	06/20/2022
PMC	Voucher UML and HAP	Total Vouchers	HE008 - Other :sd	M00300: FIRST - M00300 LAST - uiv	06/20/2022
FORM	Voucher UML and HAP	Emergency Transfer Vouchers for VAWA	HE238 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022
FORM	Voucher UML and HAP	Emergency Transfer Vouchers for VAWA - HAP	HE240 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022
FORM	Voucher UML and HAP	Family Unification - Non MTW	HE101 - 2 - Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022
FORM	Voucher UML and HAP	Family Unification - Non MTW (HAP)	HE104 - 2 - Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022
FORM	Voucher UML and HAP	Foster Youth To Independence	HE222 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022
FORM	Voucher UML and HAP	Foster Youth To Independence - HAP	HE226 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022
FORM	Voucher UML and HAP	HAP Total	HE020 - Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022
FORM	Voucher UML and HAP	HCV - All Voucher HAP Expenses after the First of the Month	HE025 - Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022
FORM	Voucher UML and HAP	Mobility Demonstration	HE228 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - uiv	05/31/2022

Submission History

The Submission History section of the Submission Tab will display the latest status per item for PMC as a hyperlink

Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input checked="" type="checkbox"/>	Updated Date/Time
551798	PMS	PMC - Submitted "Portable Voucher Paid HAP"	M00300	SYSTEM	<input type="checkbox"/>	06/20/2022 13:23:55
551798	PMS	PMC - Submitted "Portable Vouchers Paid"	M00300	SYSTEM	<input type="checkbox"/>	06/20/2022 13:23:55
551798	PMS	PMC - Submitted "HCV - Number of Vouchers Under Lease (HAP Contract) on the last day of the month"	M00300	SYSTEM	<input type="checkbox"/>	06/20/2022 13:18:39
551792	AHE	Hard Edit Approved	HVMS00	SYSTEM	<input type="checkbox"/>	06/14/2022 20:34:48
551792	PHE	Pending Hard Edit	HVMS00	SYSTEM	<input type="checkbox"/>	06/13/2022 14:12:23
551792	SAV	Saved	HVMS00	SYSTEM	<input type="checkbox"/>	06/13/2022 14:11:10
550257	DRA	Saved	HVMS00	SYSTEM	<input type="checkbox"/>	05/31/2022 13:38:16

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/Cleared button.

[Multiple Print](#) [Print Screen](#) [Cancel](#)

Click on the hyperlink to pull the PMC status report by the assessment related to the link.

Voucher Management System
Prior Month Correction (PMC)
PA004 Allentown Housing Authority

Rec #	Record Id	Tab Selection	Field Selection	Current Content	Status
1	PA004:202110:06/20/2022 13:23:55	Voucher UML and HAP	Portable Vouchers Paid	15	PMC-Submitted
2	PA004:202110:06/20/2022 13:23:55	Voucher UML and HAP	Portable Voucher HAP	15000	PMC-Submitted
3	PA004:202110:06/20/2022 13:18:39	Voucher UML and HAP	HCV - Number of Vouchers Under Lease (HAP Contract) on the last day of the month	12	PMC-Submitted

[Return](#) [Print](#)



Voucher Management Systems (VMS) User Manual

Click on the Record ID link to display the item detail as seen on the screen below.

Voucher Management System					
Prior Month Correction (PMC)					
PA004		Allentown Housing Authority		October 2021	
Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
UML	Voucher UML and HAP	Portable Vouchers Paid		15	15
HE Number	Error Message	Reason for Adjustment	Comment		
Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
HAP	Voucher UML and HAP	Portable Voucher HAP		15000	15000
HE Number	Error Message	Reason for Adjustment	Comment		
PHA Justification					
Correction to number of port outs					
FA Comments					
Return					



3.6 Print Monthly Submission

All PHA users may View/Print Monthly data regardless of whether month has been submitted. There are a number of print options, outlined below:

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

<input type="button" value="Validate"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>	<input type="button" value="Print"/>
---	--------------------------------------	---------------------------------------	--------------------------------------

Voucher Management System Other Income and				
PHA Number	NY562	PHA Name	Village of Ballston Spa	Reporting Month/Year
Current Version	20			
Memorandum Reporting				\$
HCV - Fraud Recovery Total Collected This Month				20
Mainstream - Fraud Recovery Total Collected this Month				
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets				100
HCV - FSS Escrow Forfeitures This Month				
Mainstream - FSS Escrow Forfeitures This Month				
Number of Hard to House Families Leased				10
Portable HAP Costs Billed and Unpaid - 90 Days or older				100
Administrative Expenses				\$
Mobility Demonstration Services Expenditures				100
Non - MTW Administrative Expenses				
Mainstream - Administrative Expenses				
Audit				
Financial Status				\$
HCV - Unrestricted Net Position (UNP) as of the Last Day of the Month				150

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Voucher Management Systems (VMS) User Manual

VMS Additional Expense/Comment Print Page

The complete comments entered in the COMMENTS field on TAB 3 (Expense/Comments) or comments entered in the PMC Comments/New Adjusted Value Field will display on the PDF print version when user clicks on the “Print” button.

Additional Expense / Comment	
\$	Description
Expense Amount 1	
Expense Amount 2	
Expense Amount 3	
Expense Amount 4	
Expense Amount 5	
MTW - Other - PHA to identify the type of expense incurred Amount - 6	
MTW - Other - PHA to identify the type of expense incurred Amount - 7	
MTW - Other - PHA to identify the type of expense incurred Amount - 8	
Comments	
<p>HVM500 03/15/2017 11:29:56:Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and collective work is to the lives of Americans and the well-being of all groups.</p>	

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:

Voucher Management System

June 17, 2022

Manage PHA Data

NY562

Village of Ballston Spa

MONTH: December

YEAR: 2015

VERSION: 15

Voucher UML/HAP

Income/Expenses

Expense/Comments

Disaster UML/HAP

PHA Info

Submission

Executive Summary

Validation History

Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time
FORM	Voucher UML and HAP	5 Year Mainstream	HE011 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher UML and HAP	5 Year Mainstream HAP	HE023 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher UML and HAP	Family Unification Pre2008 - MTW	HE025 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher UML and HAP	Family Unification Pre2008 - MTW (HAP)	HE027 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher UML and HAP	HAP Total	HE029 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher UML and HAP	Total Vouchers	HE008 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher UML and HAP	Veterans Affair Supported Housing (VASH) HAP	HE019 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher UML and HAP	Veterans Affair Supported Housing (VASH) Voucher	HE007 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56

Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input checked="" type="checkbox"/>	Updated Date/Time
456317	AHE	Hard Edit Approved	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:29:09
456317	PHE	Pending Hard Edit	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:57
456317	DRA	Saved	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:56

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

Cancel



Voucher Management Systems (VMS) User Manual

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

Voucher Management									
UML and									
PHA Numbe	NY562	PHA Name	Village of Ballston Spa				Reporting Month/Year	July 2021	
Current Status	PMS PMC - Submitted "Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets"								
	UML	UML Last	Avg UML 12Mo	Avg UML YTD	HAP	HAP Last	Avg HAP 12 Mo	Avg HAP YTD	
Vouchers under lease on the First Day of the Month									
Litigation			0	0			\$0	\$0	
1 Year Mainstream			0	0			\$0	\$0	
Homeownership			0	0			\$0	\$0	
New This Month			0	0					
Moving To Work	0		0	0	\$0		\$0	\$0	
Family Unification	0		0	0	\$0		\$0	\$0	
2008 and 2009 Family Unification			0	0			\$0	\$0	
2008 and 2009 Non-Elderly Disabled			0	0			\$0	\$0	
Portable Vouchers Paid	7		0	0	\$3,405		\$0	\$0	
HOPE VI			0	0			\$0	\$0	
Tenant Protection	0		0	0	\$0		\$0	\$0	
Enhanced Vouchers	0		0	0					
Veteran's Affairs Supported Housing (VASH) Voucher	0		0	0	\$0		\$0	\$0	

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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.

Voucher Management System									
Manage PHA Data									
NY562		Village of Ballston Spa		MONTH: December		YEAR: 2015		VERSION: 15	
Voucher Unit/Type	Income/Expenses	Expense/Comments	Disaster DRP/HAP	PHA Info	Submission	ExecutiveSummary			
Validation History									
Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time		
FORH	Voucher UML and HAP	5 Year Mainstream	HE011 - Other - Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORH	Voucher UML and HAP	5 Year Mainstream HAP	HE023 - Other - Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORH	Voucher UML and HAP	Family Unification Pre2008 - HTW	HE035 - Other - Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORH	Voucher UML and HAP	Family Unification Pre2008 - HTW (HAP)	HE037 - Other - Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORH	Voucher UML and HAP	HAP Total	HE020 - Other - Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORH	Voucher UML and HAP	Total Vouchers	HE008 - Other - Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORH	Voucher UML and HAP	Veteran's Affairs Supported Housing (VASH) HAP	HE019 - Other - Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORH	Voucher UML and HAP	Veteran's Affairs Supported Housing (VASH) Voucher	HE007 - Other - Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		

Submission History						
Account Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
456317	AHE	Hard Edit Approved	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:29:00
456317	PHE	Pending Hard Edit	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:57
456317	DRA	Saved	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:56

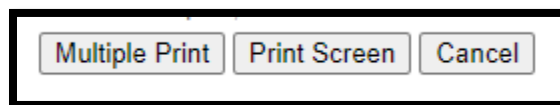
NOTE: To generate a printer friendly version of an individual submission status report, click on the "Updated Date/Time" link. To generate a printer friendly version of multiple submission status reports, click on the check box next to the links in the "Updated Date/Time" column to select the required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

Multiple Print | Print Screen | Cancel



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:



Voucher Management System Submission Data					
PHA Number	NY562	PHA Name	Village of Ballston Spa	Reporting	December 2015
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	5 Year Mainstream	HE011 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	5 Year Mainstream HAP	HE023 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Family Unification Pre2006 - MTW	HE035 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Family Unification Pre2006 - MTW (HAP)	HE037 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	HAP Total	HE020 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Total Vouchers	HE008 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Veterans Affair Supported Housing (VASH) HAP	HE019 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Veterans Affair Supported Housing (VASH) Voucher	HE007 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Submission Status					
Current Status	Last Updated By - User Name and User ID			Last Updated Date and time	
Hard Edit Approved	System	SYSTEM		04/04/2016 13:29:09	
Pending Hard Edit	SYSTEM	SYSTEM		04/04/2016 13:28:57	
Saved	SYSTEM	SYSTEM		04/04/2016 13:28:56	

4.0 PHA USER PRIOR MONTH CORRECTIONS (PMC)

If you have one or more corrections to make to previous submissions, you can link to this function from the VMS homepage. Using this feature, changes are input then submitted for FA approval.

The Prior Month Correction Process (PMC) is the only way to alter submissions with the following statuses: “Submitted”, “Pending Hard Edit”, “Hard Edit Approved”.

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



4.1 Entering the Correction

On the VMS homepage, Select “Data Input” on the left navigation menu:

The screenshot shows the VMS Home Page. On the left is a navigation menu with sections: Secure Systems, Manage PHA Data (with a sub-link for Enter PHA Data Tabs), PMC (with sub-links for Data Input and Status Checking), Generate Reports, Exit VMS, and Resources (with links for Printable Form 52681B, Instructions, and Quick References). The main content area has a header 'Voucher Management System' and 'Home Page'. It includes a greeting 'Hello, FIRST - M00308 LAST - uliv', a login/logout notice, a 'Message of the Day' about Form HUD-52681-B, and a 'Voucher for Payment of Annual Contributions and Operating Statement Housing Assistance Payments Program'. It also contains a public reporting burden notice and a link to continue.

Enter the desired PHA code directly in the first box or select the state code from the drop-down menu, selects the PHA name from the next drop-down menu, and then click “Go”.

The screenshot shows the 'Prior Month Correction (PMC) - Data Input' form. It has two main sections. The first section, 'Enter PHA Code', has a text input field with 'NY562' and 'Reset'/'Go' buttons. The second section, 'Select PHA State', has a dropdown menu with 'WA' selected and 'Reset'/'Go' buttons. The form is titled 'Voucher Management System' and 'Prior Month Correction (PMC) - Data Input'.

PMC Data Entry Form

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.

The screenshot shows the 'Prior Month Correction (PMC) - Data Input' form with an error message. The form has a header 'Voucher Management System' and a date 'June 17, 2022'. Below the header is the title 'Prior Month Correction (PMC) - Data Input'. The form displays the PHA code 'NY562' and the name 'Village of Ballston Spa'. There are dropdown menus for 'Month' (08) and 'Year' (2021), and buttons for 'Tab Selection' and 'Field Selection'. A red error message states: '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'. There is an 'Exit PMC' button at the bottom.



Voucher Management Systems (VMS) User Manual

Next, 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.

Voucher Management System

Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month: 10 Year: 2021 Tab Selection: Voucher UML and HAP Field Selection: -- Select Field Name --

Exit PMC

Once you have selected the field to be corrected, the Data Entry Form will display the Correction fields and a PHA Justification 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.

Enter the "New Adjusted Value" and explanation in the PHA Justification field.

The Old Value and Difference fields cannot be modified. They are generated by the system.

Voucher Management System

Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month: 10 Year: 2021 Tab Selection: Voucher UML and HAP Field Selection: Portable Vouchers Paid

UML

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

HAP

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

PHA Justification

Reset Validate Exit PMC

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.

Voucher Management System

Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month: 10 Year: 2021 Tab Selection: Voucher UML and HAP Field Selection: Portable Vouchers Paid

UML

New Adjusted Value	Old Value	Difference in New to Old Value
15	0	15

HAP

New Adjusted Value	Old Value	Difference in New to Old Value
\$15000	\$0	\$15000

PHA Justification

Correction to number of port outs

Reset Validate Exit PMC



Voucher Management Systems (VMS) User Manual

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:

Voucher Management System
Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month: 10 Year: 2021 Tab Selection: Voucher UML and HAP Field Selection: Non Elderly Disabled 2008 Forward - MTW

Please Validate Each Field and correct Errors

UML

New Adjusted Value	Old Value	Difference in New to Old Value
1500	0	1500

Validation Error

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
HE128	Error HE128: PHA has reported Non Elderly Disabled 2008/Forward (MTW) leasing but PHA	HE128 - 1 - Other	

HAP

New Adjusted Value	Old Value	Difference in New to Old Value
\$1500000	\$0	\$1500000

Validation Error

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
HE131	Error HE131: PHA has reported Non Elderly Disabled 2008/Forward (MTW) HAP Costs but	HE131 - 1 - Other	

PHA Justification

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 and 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.

Voucher Management System
Prior Month Correction (PMC) - Data Input

PA004 Allentown Housing Authority

Month: 10 Year: 2021 Tab Selection: Voucher UML and HAP Field Selection: Portable Vouchers Paid

Form is Valid and Can be Submitted

UML

New Adjusted Value	Old Value	Difference in New to Old Value
15	0	15

HAP

New Adjusted Value	Old Value	Difference in New to Old Value
\$15000	\$0	\$15000

PHA Justification

Correction to number of port outs

Reset Submit Exit PMC



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

The screenshot shows the 'Voucher Management System' interface. At the top, it says 'Prior Month Correction (PMC) - Data Input'. Below this, there is a red bar with 'NY562' on the left and 'Village of Ballston Spa' on the right. In the center, a message states: 'Your Prior Month Correction has been successfully submitted!'. At the bottom center, there is a 'Continue' button.

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.

The screenshot shows the 'Voucher Management System' interface. At the top, it says 'Prior Month Correction (PMC) - Data Input'. Below this, there is a red bar with 'NY562' on the left and 'Village of Ballston Spa' on the right. Below the red bar, there is a table with four columns: 'Month', 'Year', 'Tab Selection', and 'Field Selection'. The 'Month' column has the value '11'. The 'Year' column has a dropdown menu with '2015' selected. The 'Tab Selection' column has a dropdown menu with 'Voucher UML and HAP' selected. The 'Field Selection' column has a dropdown menu with '-- Select Field Name --' selected. At the bottom center, there is an 'Exit PMC' button.

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. The Comment field will accommodate a maximum of 4000 characters at a time with the User’s ID, date and time stamp. The Comment field will accommodate and display a maximum of 20,000 characters.

Range Check Validation

The Range Check Validation is an edit that checks the difference between the original data and revised data that is submitted by the PHA. The below information discusses four different scenarios that will or will not trigger the Range Validation Edit. If the Range Edit is triggered, then a comparison of the original data to the revised data is done to determine if the difference falls within an acceptable range. The Range Validation Edit is used to reduce the number of hard edit reviews required by the PHA and the FA at the FMC. See Scenario #4 for additional details.



Voucher Management Systems (VMS) User Manual

Scenario 1: The system will not check for the range if a PMC passed hard edit validation before adjustment and now fails, for example, the PHA does not have Moving to Work (MTW) Vouchers, PHA originally had not entered data for the MTW program and now enters data for the program, the following will happen:

PMC Data Input Screen-Scenario 1

- The Validation process displays Hard Edit errors, the error messages will appear under the appropriate field, as shown in the screen below:

Voucher Management System
Prior Month Correction (PMC) - Data Input

TX001 Austin Housing Authority

Month: 08 Year: 2021 Voucher UML and HAP Tab Selection: Moving To Work Field Selection:

Please Validate Each Field and correct Errors

UML

New Adjusted Value	Old Value	Difference in New to Old Value
50	0	50

Validation Error

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
HE002	Error HE002: PHA has reported Moving to Work leasing, but PHA does not have a Moving to	HE002 - No Units Leased	

HAP

New Adjusted Value	Old Value	Difference in New to Old Value
\$ 5000	\$ 0	\$ 5000

Validation Error

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
HE013	Error HE013: PHA has reported Moving to Work HAP expenses, but PHA does not have a	HE013 - Other	

PHA Justification

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.

When all errors have been properly explained click on the "Submit" button to submit the correction. FA review and approval for the hard edit error message is required.

Voucher Management System
Prior Month Correction (PMC) - Data Input

TX001 Austin Housing Authority

Month: 08 Year: 2021 Voucher UML and HAP Tab Selection: Moving To Work Field Selection:

Form is Valid and Can be Submitted

UML

New Adjusted Value	Old Value	Difference in New to Old Value
50	0	50

Validation Error

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
HE002	Error HE002: PHA has reported Moving to Work leasing, but PHA does not have a Moving to	HE002 - Other	new RTW agency

HAP

New Adjusted Value	Old Value	Difference in New to Old Value
\$ 5000	\$ 0	\$ 5000

Validation Error

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
HE013	Error HE013: PHA has reported Moving to Work HAP expenses, but PHA does not have a	HE013 - Other	new RTW agency

PHA Justification

Reset Submit Exit PMC



Voucher Management Systems (VMS) User Manual

Scenario 2: The system will not check for the range if a PMC failed hard edit validation before adjustment and now passes, for example, the PHA has HOPE VI vouchers, PHA did not originally enter data for the HOPE VI program but now enters data for the program, the following will happen:

The validation process will display no errors as shown in the screen below:

Voucher Management System			
Prior Month Correction (PMC) - Data Input			
TX001 Austin Housing Authority			
Month	Year	Tab Selection	Field Selection
08	2021	Voucher UML and HAP	HOPE VI
UML			
New Adjusted Value	Old Value	Difference in New to Old Value	
10	0	10	
HAP			
New Adjusted Value	Old Value	Difference in New to Old Value	
\$ 10000	\$ 0	\$ 10000	
PHA Justification			
<div></div>			
<div>Reset Validate Exit PMC</div>			

A “Submit” button will appear at the bottom of the page as shown below. Click this button to submit the correction.

Voucher Management System			
Prior Month Correction (PMC) - Data Input			
TX001 Austin Housing Authority			
Month	Year	Tab Selection	Field Selection
08	2021	Voucher UML and HAP	HOPE VI
Form is Valid and Can be Submitted			
UML			
New Adjusted Value	Old Value	Difference in New to Old Value	
10	0	10	
HAP			
New Adjusted Value	Old Value	Difference in New to Old Value	
\$ 10000	\$ 0	\$ 10000	
PHA Justification			
<div></div>			
<div>Reset Submit Exit PMC</div>			



Scenario 3: The system will not check for the range if a PMC passed hard edit validation before adjustment and now passes, for example, the PHA is in the Litigation program, PHA originally entered data for the Litigation program and enters data for the program again, the following will happen:

The Validation process will display no validation errors

Voucher Management System
Prior Month Correction (PMC) - Data Input

TX001 Austin Housing Authority

Month: 08 Year: 2021 Tab Selection: Voucher UML and HAP Field Selection: Family Unification - Non MTW

UML

New Adjusted Value	Old Value	Difference in New to Old Value
15	12	3

HAP

New Adjusted Value	Old Value	Difference in New to Old Value
1500	1200	300

PHA Justification

Reset Validate Exit PMC

A “Submit” button will appear at the bottom of the page as shown below. Click this button to submit the correction.

Voucher Management System
Prior Month Correction (PMC) - Data Input

TX001 Austin Housing Authority

Month: 08 Year: 2021 Tab Selection: Voucher UML and HAP Field Selection: Family Unification - Non MTW

Form is Valid and Can be Submitted

UML

New Adjusted Value	Old Value	Difference in New to Old Value
15	12	3

HAP

New Adjusted Value	Old Value	Difference in New to Old Value
1500	1200	300

PHA Justification

Reset Submit Exit PMC

Scenario 4: The system will check for the range if a PMC failed hard edit validation before adjustment and fails again, the difference between the change is checked to determine if the difference between the old and new data is within an acceptable range. If the data falls within an acceptable range than no approval is needed. If the data is not within that acceptable range, then FA approval is required. For example, the PHA is not in the Family Unification program, PHA did originally enter data for the Family Unification program, fails hard edit validation but gets approved by FA, PHA is still not a part of the Family Unification program but enters data for the program, the following will happen:

- If the PMC passes range check validation no error message will display and no FA review and approval is required.
- If the PMC fails range check validation a range validation error message will appear under the appropriate field



Voucher Management Systems (VMS) User Manual

Click the “OK” button

When all errors have been properly explained in the COMMENTS box, click on the “Submit” button to submit the correction. FA review and approval is required.

Voucher Management System

Prior Month Correction (PMC) - Data Input

TX001 Austin Housing Authority

Your Prior Month Correction has been successfully submitted!

[Continue](#)

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 homepage.

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

Voucher Management System

Home Page

Hello, FIRST - M00302 LAST - uiv .
(If you are not FIRST - M00302 LAST - uiv , please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

Message of the Day
VMS - Form HUD-52681-B Utilization and Administrative Fee and Expense Reporting

**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.

To continue, please click a link on the side menu.

Secure Systems

Manage PHA Data
• Enter PHA Data Tabs

PMC
PHA
• Data Input
• Status Checking

Generate Reports
Exit VMS

Resources
Printable Form 52681B
Instructions
Quick References

Enter your PHA Code or Select your PHA State to select from a drop-down menu of PHA Codes.

Voucher Management System

Prior Month Correction (PMC) - Status Checking

Enter PHA Code

Please type the PHA Code:

[Reset](#) [Go](#)

- OR -

Select PHA State

Please select the state to which the PHA belongs:

[Reset](#) [Go](#)



Prior Month Correction – Status Checking Report

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.

Voucher Management System						
Prior Month Correction - Status Checking						
TX001 Austin Housing Authority						
Rec #	Record Id	Tab Selection	Field Selection	Current Content	Status	
1	TX001:202107:03/06/2015 18:44:35	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$678,066	PMC-Submitted	
2	TX001:202107:03/06/2015 18:44:10	Other Income and Expense	Administrative Expenses	\$407,826	PMC-Submitted	
3	TX001:202107:03/02/2015 12:00:12	Other Income and Expense	FSS Coordinator Expenses Covered by FSS Grant	\$0	PMC-Submitted	
4	TX001:201411:01/10/2015 14:30:59	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$846,185	PMC-Submitted	
5	TX001:201411:01/10/2015 14:30:38	Other Income and Expense	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$304,472	PMC-Submitted	
6	TX001:201411:01/10/2015 14:30:13	Other Income and Expense	Administrative Expenses	\$293,149	PMC-Submitted	
7	TX001:201411:01/10/2015 14:29:53	Other Income and Expense	FSS Coordinator Expenses Covered by FSS Grant	\$9,381	PMC-Submitted	
8	TX001:201411:01/10/2015 14:29:21	Other Income and Expense	Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	\$32	PMC-Submitted	
9	TX001:201410:01/10/2015 14:43:46	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$838,826	PMC-Submitted	
10	TX001:201410:01/10/2015 14:28:52	Other Income and Expense	Administrative Expenses	\$305,870	PMC-Submitted	
11	TX001:201410:01/10/2015 14:28:26	Other Income and Expense	FSS Coordinator Expenses Covered by FSS Grant	\$10,442	PMC-Submitted	
12	TX001:201409:01/10/2015 14:27:54	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$787,227	PMC-Submitted	
13	TX001:201409:01/10/2015 14:27:09	Other Income and Expense	Administrative Expenses	\$306,265	PMC-Submitted	
14	TX001:201408:01/10/2015 14:26:34	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$790,124	PMC-Submitted	
15	TX001:201408:01/10/2015 14:26:10	Other Income and Expense	Administrative Expenses	\$364,091	PMC-Submitted	



5.0 PHA USER EXECUTIVE SUMMARY – CURRENTLY INACTIVE

5.1 PHA Summary

For PHA users, the Executive Summary Tab allows users to generate an Executive Summary Report in one of 3 formats:

- Allocations and Balance
- Recap Worksheet
- Utilization Graphs

6.0 PHA USER - GENERATE REPORTS

6.1 VMS Data Collection Report

Click on the “Generate Reports” link on the navigation menu on the lefthand side

The screenshot shows the 'Voucher Management System' Home Page. On the left is a red navigation menu with links: 'Secure Systems', 'Manage PHA Data' (with a sub-link 'Enter PHA Data Tabs'), 'PMC PHA' (with sub-links 'Data Input' and 'Status Checking'), 'Generate Reports' (with a sub-link 'Exit VMS'), and 'Resources' (with sub-links 'Printable Form 52681B', 'Instructions', and 'Quick References'). The main content area has a header 'Voucher Management System' and 'Home Page'. It includes a greeting 'Hello, FIRST - M00301 LAST - uiv', a 'Message of the Day' about VMS Form HUD-52681-B, and a 'Voucher for Payment of Annual Contributions and Operating Statement Housing Assistance Payments Program'. It also contains a public reporting burden notice and a link to continue.

Click on the “VMS Data Collection Report” link on the next screen

The screenshot shows the 'Voucher Management System' Generate Reports page. The navigation menu on the left is the same as the previous screen. The main content area has a header 'Voucher Management System' and 'Generate Reports'. It prompts the user to 'Click the report you want to generate:' and lists a single option: 'VMS Data Collection Report'. At the bottom, there is a 'Back to top' link, a house icon, and a 'Privacy Policy' link. The footer contains the U.S. Department of Housing and Urban Development (HUD) address and contact information.



Voucher Management Systems (VMS) User Manual

Select your PHA

Voucher Management System
VMS Data Collection 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:

The following parameter selection page displays, allowing you to set the Date Range (up to 36 months) and select the type of Data Collection Report to generate:

- Data Table
- Line Graph
- Pie Graph
- Horizontal Bar Graph

Voucher Management System
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 36 months.

Please select a date range: to

Report

☒ Data Table
☐ Line Graph
☐ Pie Graph
☐ HorizontalBar Graph



Voucher Management Systems (VMS) User Manual

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

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

Voucher Management System												
VMS Data Collection Report												
<< Back to previous page												
Excel Format												
VMS Data Collection Report												
From	01/01/2021											
To	12/01/2021											
As of	07/29/2022											
PHA Code	VA001											
PHA Name	Portsmouth Redevelopment & Housing Authority											
PHA Type	Combined											
Point of Contact	Scott Pontz											
Point of Contact Phone	(757) 391-2943											
E-mail	spontz@prha.org											
	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	Dec-2021
Rental Assistance Demonstration 1- Public Housing Conversion									1	1	10	
Rental Assistance Demonstration 1- Public Housing Conversion - HAP								\$100	\$120	\$10	\$10	
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion												
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion - HAP												
Rental Assistance Demonstration 3 - PRAC Conversion								5	5	2	10	
Rental Assistance Demonstration 3 - PRAC Conversion - HAP								\$500	\$500	\$10	\$10	
Litigation												

Open the VMS Data Collection Report in Excel by clicking on the “Excel Format” button at the top or the bottom of the screen to download the document in Excel. Once downloaded you can save, print, or share.



HUD USER

7.0 HUD USER 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.

7.1 Logging into VMS

Log into VMS through [hudatwork](#). Enter your User ID and Password, then click on the “Login” button.

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

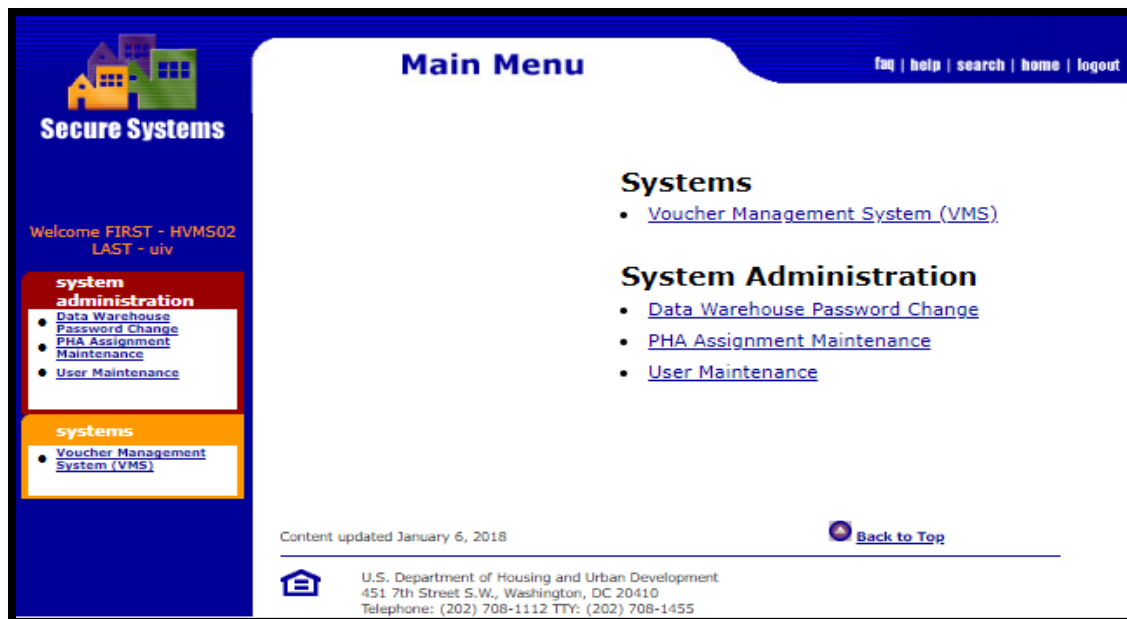


Voucher Management Systems (VMS) User Manual

The “Legal Warning” page displays next. Read the warnings, then click the “Accept”.



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





Voucher Management Systems (VMS) User Manual

The VMS homepage displays, notice the menu of options on the left side of the screen.

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.

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

Voucher Management System

Home Page

Hello, FIRST - HVMS02 LAST - uiv .
(If you are not FIRST - HVMS02 LAST - uiv , please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

Message of the Day

VMS - Form HUD-52681-B Utilization and Administrative Fee and Expense Reporting

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.

To continue, please click a link on the side menu.

Secure Systems

Manage PHA Data

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

PMC

PHA

- Data Input
- Status Checking

HUD-FMC

- HE Approval By PHA
- HE Approval By FA

Administer VMS

Generate Reports

Exit VMS

Resources

Printable Form52681B

Instructions

Quick References

Tools

Webcasts

Mailing lists

Contact us

Help



Voucher Management Systems (VMS) User Manual

7.2 Exiting VMS and Logging Out of WASS

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

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

Click the “Exit VMS” link on the left side of the page. You will be taken to the Main Menu.

The screenshot shows the 'Voucher Management System' Home Page. On the left is a red sidebar with the 'Homes & Communities' logo and a 'Secure Systems' menu. The main content area has a white background with a red header. It includes a welcome message for 'FIRST - HVMS02 LAST - uiv', a 'Message of the Day' about VMS Form HUD-52681-B, and a 'Voucher for Payment of Annual Contributions and Operating Statement' for the Housing Assistance Payments Program. A public reporting burden notice is also present, followed by a link to continue.

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-FMC
 - HE Approval By PHA
 - HE Approval By FA
- Administer VMS
 - Generate Reports
 - Exit VMS
- Resources
 - Printable Form 52681B
 - Instructions
 - Quick References
- Tools
 - Webcasts
 - Mailing lists
 - Contact us
 - Help

Voucher Management System

Home Page

Hello, **FIRST - HVMS02 LAST - uiv**.
(If you are not FIRST - HVMS02 LAST - uiv, please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

Message of the Day

VMS - Form HUD-52681-B Utilization and Administrative Fee and Expense Reporting

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.

To continue, please click a link on the side menu.

The ‘Secure Systems Main Menu’ page will appear. Click “logout” to log out of the WASS system.

The screenshot shows the 'Secure Systems' Main Menu. It has a blue header with the 'Secure Systems' logo and a navigation bar with links for 'faq', 'help', 'search', 'home', and 'logout'. The main content area is white with a blue sidebar. The sidebar contains a 'system administration' section with links for 'Data Warehouse Password Change', 'PHA Assignment Maintenance', and 'User Maintenance', and a 'systems' section with a link for 'Voucher Management System (VMS)'. The main content area has a 'Systems' section with a link for 'Voucher Management System (VMS)' and a 'System Administration' section with links for 'Data Warehouse Password Change', 'PHA Assignment Maintenance', and 'User Maintenance'. At the bottom, there is a 'Content updated January 6, 2018' notice, a 'Back to Top' button, and contact information for the U.S. Department of Housing and Urban Development.

Secure Systems

Welcome **FIRST - HVMS02 LAST - uiv**

system administration

- Data Warehouse Password Change
- PHA Assignment Maintenance
- User Maintenance

systems

- Voucher Management System (VMS)

Main Menu

faq | help | search | home | logout

Systems

- Voucher Management System (VMS)

System Administration

- Data Warehouse Password Change
- PHA Assignment Maintenance
- User Maintenance

Content updated January 6, 2018

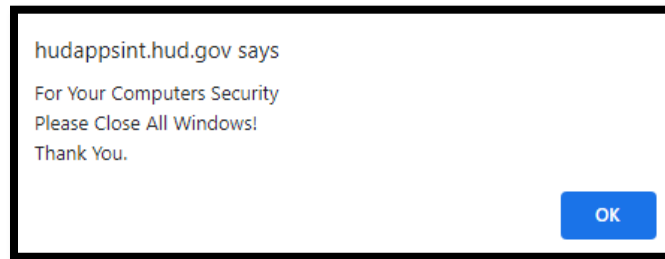
[Back to Top](#)

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

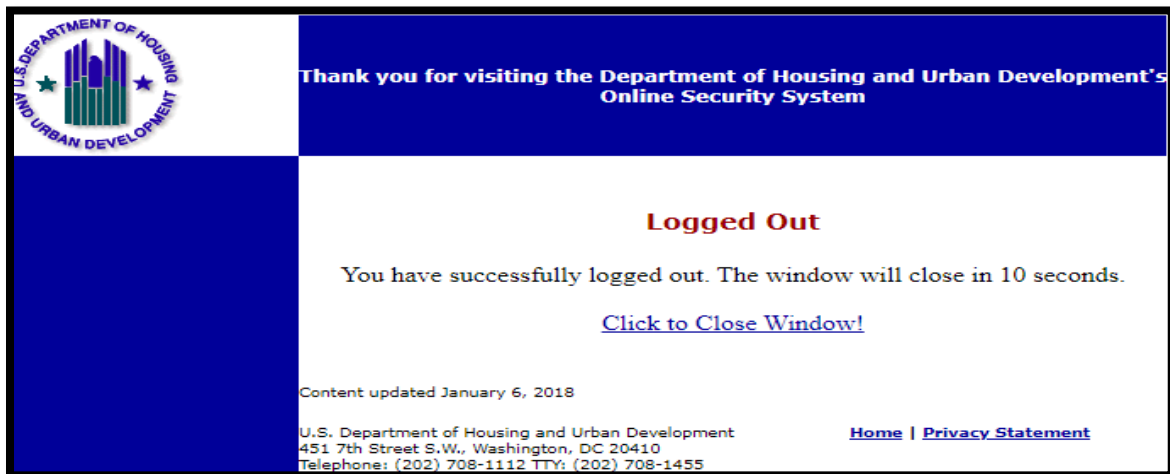


Voucher Management Systems (VMS) User Manual

A message appears asking you to close all browser windows, click “OK”.



The ‘Logged Out’ page appears. Close the browser window to exit REAC Online Systems.

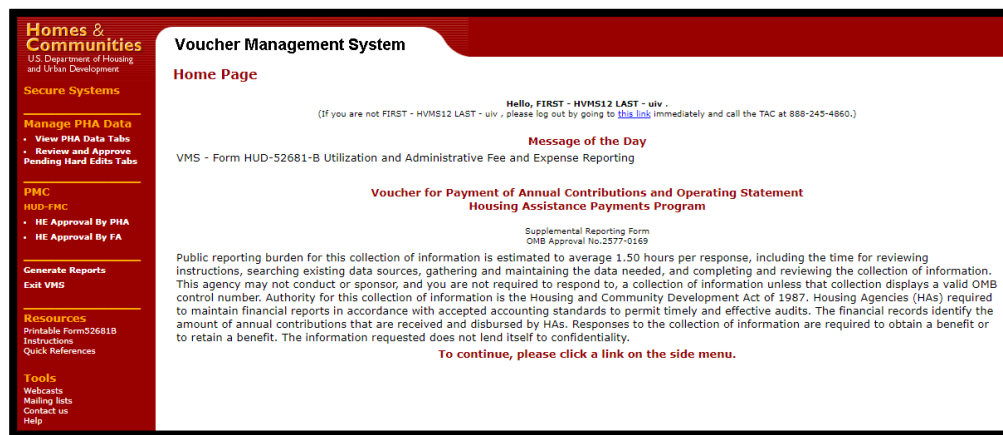




8.0 HUD USER - VIEW AND REVIEW PHA SUBMISSION

When the HUD user logs on to the VMS system to view the submitted PHA data, the homepage is displayed. There are two options under the “Manage PHA Data” side menu:

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

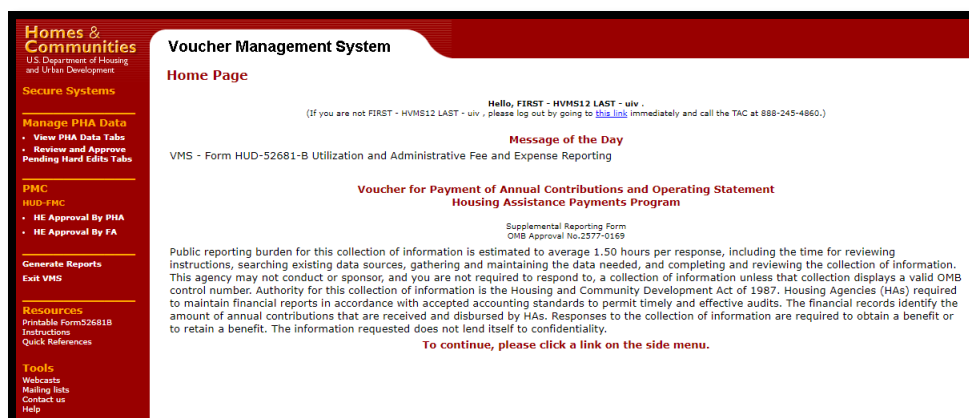


8.1 Review and Approve Pending Hard Edits Tabs

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.

Access Data

To begin a review of the submitted data, log into the VMS system, and click the “Review and Approve Pending Hard Edits Tabs” link shown on the homepage side menu.





Voucher Management Systems (VMS) User Manual

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

Voucher Management System
Pending Hard Edit Review and Approval

Enter PHA Code

Please type the PHA Code:

[Reset](#) [Go](#)

- OR -

Select PHA State

Please select the state to which the PHA belongs:

[Reset](#) [Go](#)

[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 [Privacy Policy](#)

After selecting the state code, choose the appropriate PHA from the dropdown list and click “go”.
If you selected the state option, a second menu will appear with a drop-down list of PHAs within the selected state.

Voucher Management System
Pending Hard Edit Review and Approval

Select PHA

Please Select a PHA:

[Reset](#) [Go](#)



Voucher Management Systems (VMS) User Manual

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.

Voucher Management System
Pending Hard Edit Review and Approval

List of Pending Submissions

PHA Code	VA001
PHA Name	Portsmouth Redevelopment & Housing Authority
FYE	06/30
PHA Type	Combined

Month	Status	Financial Analyst Status
February 2022	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 24 June 2022	
January 2022	FIRST - M00301 LAST - uiv Pending Hard Edit Submission 09 June 2022	FIRST - HVMS25 LAST - uiv Approved 09 June 2022
December 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 31 May 2022	FIRST - HVMS25 LAST - uiv Approved 09 June 2022
November 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 21 April 2022	FIRST - HVMS00 LAST - uiv Approved 21 April 2022
October 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 08 February 2022	FIRST - HVMS00 LAST - uiv Approved 08 February 2022
September 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 07 February 2022	FIRST - HVMS00 LAST - uiv Approved 07 February 2022
August 2021	FIRST - M00301 LAST - uiv Pending Hard Edit Submission 31 January 2022	FIRST - HVMS25 LAST - uiv Approved 31 January 2022

Click on a specific month-year link to open the pending hard edit. The [Form HUD-52681-B](#) will be displayed in tabular format, and the Financial Analyst (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”.

Voucher Management System
Manage PHA Data

Monthly Voucher Data Validation and Save Page

VA001 Portsmouth Redevelopment & Housing Authority MONTH: February YEAR: 2022 VERSION: 20

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

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
Rental Assistance Demonstration 1- Public Housing Conversion	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="56"/>	<input type="text" value="100"/>
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New Rental Assistance Demonstration 3 - PRAC Conversion	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="200"/>	<input type="text" value="300"/>	<input type="text" value="220"/>	<input type="text" value="300"/>
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"/>



Voucher Management Systems (VMS) User Manual

Review Submitted Data

After reviewing each of the individual tabs, the FA will click on the “Review” tab. This screen is 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 July 27, 2022

Manage PHA Data

VA001 **Portsmouth Redevelopment & Housing Authority** **MONTH: February** **YEAR: 2022** **VERSION: 20**

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

:: 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	HAP Total	HE020 - Other .test	M00301: FIRST - M00301 LAST - ulv	06/09/2022 13:35:47	M00301: FIRST - M00301 LAST - ulv	06/09/2022 13:35:47
Voucher UML and HAP	Mainstream - HAP	HE024 - Other .test	M00301: FIRST - M00301 LAST - ulv	06/09/2022 13:35:47	M00301: FIRST - M00301 LAST - ulv	06/09/2022 13:35:47
Voucher UML and HAP	Total Vouchers	HE008 - Other .test	M00301: FIRST - M00301 LAST - ulv	06/09/2022 13:35:47	M00301: FIRST - M00301 LAST - ulv	06/09/2022 13:35:47

:: Budget Authority Data

Program Type	HAP Budget Amount	HAP Monthly Amount	Program Indicator
1. Mainstream	0	78	DU
2. Mainstream - HAP	0	1079	DV
3. Emergency Transfer Vouchers for VAWA	0	1	E1
4. Emergency Transfer Vouchers for VAWA - HAP	0	1000	E2
5. Emergency Housing Vouchers 2	0	1	E3
6. Emergency Housing Vouchers 2 - HAP Expenses	0	1000	E4
7. Emergency Housing Vouchers 3	0	1	E5
8. Emergency Housing Vouchers 3 - HAP Expenses	0	1000	E6
9. Emergency Housing Vouchers 1 - HAP Expenses	0	1000	EH
10. Emergency Housing Vouchers 1	0	18	EU
11. Family Unification 2008/Forward - MTW	0	50	F5
12. Family Unification 2008/Forward - MTW (HAP)	0	1000	F6
13. Foster Youth To Independence - HAP	0	1000	FH
14. Foster Youth To Independence	0	1	FL
15. Housing Stability Vouchers - HAP Expenses	0	1000	HH
16. Housing Stability Vouchers	0	1	HL
17. One Year Mainstream - MTW	0	1	M1

Note: FA will be able to see error 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](#).

After you’ve reviewed the Hard Edits, click on the “Review” button at the bottom of the Review Tab.

Voucher Management System

Pending Hard Edit Review and Approval

VA001 **Edit Review and Approval** **MONTH: February** **YEAR: 2022** **VERSION: 20**

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

<< Back to previous page

HUD Review and Approval

Received Date: 06/24/2022

Approved: Yes ☐ No ☐

Comments:

Save Cancel



Voucher Management Systems (VMS) User Manual

Click “Yes” or “No” and add a comment, then click “Save”. When you go back to the “Review and Approve Pending Hard Edits Tabs” you will now see the approval where it was blank before.

Voucher Management System		
Pending Hard Edit Review and Approval		
List of Pending Submissions		
PHA Code	VA001	
PHA Name	Portsmouth Redevelopment & Housing Authority	
FYE	06/30	
PHA Type	Combined	
Month	Status	Financial Analyst Status
February 2022	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 24 June 2022	FIRST - HVMS12 LAST - uiv Approved 27 July 2022

8.2 Review and Approve Prior Month Corrections

When you log on to the VMS system, the VMS homepage will look like this. To review and approve Prior Month Corrections (PMC) containing Pending Hard Edits, select one of these two options: “HE Approval by PHA”, or “HE Approval by FA”.

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

PMC

- HUD-FHC
- HE Approval By PHA
- HE Approval By FA

Generate Reports
Exit VMS

Resources

- Printable Form 52681B
- Instructions
- Quick References

Tools

- Webcasts
- Mailing lists
- Contact us
- Help

Voucher Management System

Home Page

Hello, FIRST - HVMS12 LAST - uiv .
(If you are not FIRST - HVMS12 LAST - uiv , please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

Message of the Day
VMS - Form HUD-52681-B Utilization and Administrative Fee and Expense Reporting

Voucher for Payment of Annual Contributions and Operating Statement
Housing Assistance Payments Program

Supplemental Reporting Form
OMB Approval No. 2577-0169

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To continue, please click a link on the side menu.



PMC Approval by PHA

When you select “HE Approval by PHA” from the VMS homepage, 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.

Voucher Management System

Prior Month Correction (PMC) - HE Approval By PHA

Enter PHA Code

Please type the PHA Code:

- OR -

Select PHA State

Please select the state to which the PHA belongs:

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

Voucher Management System

Prior Month Correction (PMC) - HE Approval By PHA

[<< Back to previous page](#)

Select PHA

Please Select a PHA:



Voucher Management Systems (VMS) User Manual

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 (FA) 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.

Voucher Management System

Prior Month Correction (PMC) - HE Approval By PHA

PA004 Allentown Housing Authority

Record Id: PA004:201502:01/12/2016 10:35:34

Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
HAP	Voucher UML and HAP	Family Unification HAP	0	1300	1300	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE037	Error HE037: PHA has reported Family Unification HAP expenses, but PHA does not have a Family Unification program	HE037 - Other	T			
Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	
UML	Voucher UML and HAP	Family Unification	0	70	70	
HE Number	Error Message	Reason for Adjustment	Comment			
HE035	Error HE035: PHA has reported Family Unification, but PHA does not have a Family Unification program	HE035 - Other	T			
PHA Justification			FA Comments			

If more than one pending PMC exists for the PHA, the screen will display each one in order, as the following example shows:

Voucher Management System

Prior Month Correction (PMC) - HE Approval By PHA

PA004 Allentown Housing Authority

Record Id: PA004:201502:01/12/2016 10:35:34

Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
HAP	Voucher UML and HAP	Family Unification HAP	0	1300	1300	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE037	Error HE037: PHA has reported Family Unification HAP expenses, but PHA does not have a Family Unification program	HE037 - Other	T			
Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	
UML	Voucher UML and HAP	Family Unification	0	70	70	
HE Number	Error Message	Reason for Adjustment	Comment			
HE035	Error HE035: PHA has reported Family Unification, but PHA does not have a Family Unification program	HE035 - Other	T			
PHA Justification			FA Comments			

Record Id: PA004:201502:01/12/2016 10:35:08

Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	FA Approval
UML	Voucher UML and HAP	Moving To Work		100	100	<input type="radio"/> Approve <input type="radio"/> Disapprove
HE Number	Error Message	Reason for Adjustment	Comment			
HE002	Error HE002: PHA has reported Moving to Work leasing, but PHA does not have a Moving to Work program.	HE002 - No Units Leased				
Type	Tab Selection	Field Selection	Prior Amount	Adjustment Amount	Current Amount	
HAP	Voucher UML and HAP	Moving To Work HAP	0	1000	1000	
HE Number	Error Message	Reason for Adjustment	Comment			
HE013	Error HE013: PHA has reported Moving to Work HAP expenses, but PHA does not have a Moving to Work program.	HE013 - No Units Leased				
PHA Justification			FA Comments			



Voucher Management Systems (VMS) User Manual

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

If there are no hard edits pending, the following notice will appear:

TX001 Austin Housing Authority

There are no additional hard edits pending approval for this PHA

Return

PMC Approval by FA

When you select "HE Approval by FA" from the VMS homepage, 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.

Voucher Management System

Prior Month Correction (PMC) - HE Approval By FA

Financial Analyst

Please Select the appropriate Financial Analyst from the dropdown list: Vickie Long

Reset Go

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

Voucher Management System

Prior Month Correction (PMC) - HE Approval By FA

Financial Analyst: Vickie Long

Rec #	Record ID	Tab Selection	Field Selection	Current Amount	Current Status
1	MI005:201501:02/24/2015 10:35:16	Other Income and Expense	FSS Coordinator Expenses Covered by FSS Grant	\$5,702	PMC-Pending

Return Print



Voucher Management Systems (VMS) User Manual

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.

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

MI005		Pontiac Housing Commission		January 2015	
Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
N/A	Other Income and Expense	FSS Coordinator Expenses Covered	0	5702	5702
HE Number	Error Message	Reason for Adjustment	Comment		
HE027	Error HE027: PHA has no active FSS program, but has reported	HE027 - Other	The PHA has an FSS Program		
PHA Justification					
FA Comments					
Approved					
<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove					
<div>Reset Process and Return</div>					

Select the Approve or Disapprove 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".



Voucher Management Systems (VMS) User Manual

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 correction 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:

Voucher Management System

Prior Month Correction (PMC) - HE Approval By FA

Financial Analyst: Denise Grcar

Rec #	Record Id	Division	Financial Analyst	Tab Selection	Field Selection	Current Amount	Current Status
There are no additional hard edits pending approval							

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.

PMC Daily Pending Report via Email

A Financial Analyst may receive a PDF report of all PMC Pending Hard Edit records by email, generated by the VMS system. Since it is a PDF format, you cannot view the individual correction screens by clicking on the line items. Alternatively, a Financial Analyst may receive a report in Excel format from the Information Technology (IT) Department.

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	AS001082010.04.07.2010.12.45.32PM	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	AS001082010.04.07.2010.12.45.32PM	East	John Q. Public	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Not Restricted Assets	\$1,234,567,890.12	Approved
3	BC001082010.04.07.2010.12.45.32PM	East	John Q. Public	Additional Expense/Comments	Expense 1 Amount	\$1,234,567,890.12	Pending
4	CD001082010.04.07.2010.12.45.32PM	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	DE001082010.04.06.2010.10.15.12AM	East	John Q. Public	Disaster UML and HAP	DHAP Families Assisted - Units	\$1,234,567,890.12	Approved
6	DE001082010.04.06.2010.10.15.12AM	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 5425.05.2010.04.04.2010.09.35.32AM	South	John Q. Public	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Not Restricted Assets	\$1,234,567,890.12	Approved
9	HE425.05.2010.04.04.2010.09.35.32AM	South	John Q. Public	Additional Expense/Comments	Expense 1 Amount	\$1,234,567,890.12	Pending
10	IHM25.05.2010.04.04.2010.09.35.32AM	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	WA015.08.2010.04.04.2010.09.35.32AM	West	John Q. Public	Disaster UML and HAP	DHAP Families Assisted - HAP	\$1,234,567,890.12	Approved
13	WY094.01.2010.04.02.2010.01.12.31PM	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



Voucher Management Systems (VMS) User Manual

The recipient Financial Analyst name and their division name appears 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

8.3 Enter PHA Data Tabs

From the main menu, select “Enter PHA Data Table”

List of Submissions Page

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”.

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

Voucher Management System
Manage PHA Data

Secure Systems

Manage PHA Data

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

PMC PHA

- Data Input
- Status Checking

HUD-FMC

- HE Approval By PHA
- HE Approval By FA

Administer VMS

- Generate Reports
- Exit VMS

Resources

- Printable Form 526818
- Instructions
- Quick References

Enter PHA Code

Please type the PHA Code:

- OR -

Select PHA State

Please select the state to which the PHA belongs:

[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

[Privacy Policy](#)



Voucher Management Systems (VMS) User Manual

If you selected the state option, a second menu will appear with a drop-down list of PHAs within the selected state; select from the drop-down menu the appropriate PHA and click on “Go”

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

Voucher Management System

Manage PHA Data

PHA Selection

Please Select a PHA: CT068 Canton Housing Authority

Secure Systems

Manage PHA Data

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

PMC

PHA

The PHA’s List of Submissions page opens. The List of Submissions page lists the 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 “View All Submissions” link at the bottom of the page.

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

Voucher Management System

Manage PHA Data

List of Submissions

PHA Code	TX001
PHA Name	Austin Housing Authority
FYE	03/31
PHA Type	Combined

Month	Status	Last Updated By
May_2022	Not Entered	
April_2022	Not Entered	
March_2022	Not Entered	
February_2022	Not Entered	
January_2022	Not Entered	
December_2021	Not Entered	
November_2021	Not Entered	
October_2021	Not Entered	
September_2021	Not Entered	
August_2021	Pending Hard Edit	FIRST - HVMS00 LAST - ulv 12 May 2022
July_2021	PMC - Submitted	First Name, Last Name Unavailable 02 March 2015
June_2021	Not Entered	
May_2021	Submitted - Hard Edit Approved	FIRST - HVMS13 LAST - ulv 20 July 2021
April_2021	Not Entered	
March_2021	Not Entered	
February_2021	Not Entered	

Secure Systems

Manage PHA Data

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

PMC

PHA

- Data Input
- Status Checking

HUD-FMC

- HE Approval By PHA
- HE Approval By FA

Administer VMS

Generate Reports

Exit VMS

Resources

Printable FormS2681B
Instructions
Quick References

Tools

Webcasts
Mailing lists
Contact us
Help



Voucher Management Systems (VMS) User Manual

The [Form HUD-52681-B](#) is laid out in a tabular format. 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
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-FHC**
 - HE Approval By PHA
 - HE Approval By FA

Administer VMS

- Generate Reports
- Exit VMS

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- Instructions
- Quick References

Tools

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- Mailing lists
- Contact us
- Help

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

VA001Portsmouth Redevelopment & Housing AuthorityMONTH: MarchYEAR: 2022VERSION: 20

VoucherUML/HAPIncome/ExpensesExpense/CommentsDisasterUML/HAPEHVP UML/HAPPHA InfoSubmissionExecutiveSummary

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
Rental Assistance Demonstration 1- Public Housing Conversion	<input type="text"/>	<input type="text"/>	2	1	<input type="text"/>	<input type="text"/>	62	100
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>		
New Rental Assistance Demonstration 3 - PRAC Conversion	<input type="text"/>	<input type="text"/>	3	2	<input type="text"/>	<input type="text"/>	217	250
Litigation	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>		



Voucher Management Systems (VMS) User Manual

Submission 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.

The **Validation History** section will display Hard Edit validation for the form and Prior Month Correction (PMC), a column on the far left identifies a Form or PMC Hard Edit.

The **Submission History** section will display the latest status per item for PMC

Under Submission History:

- Click on a link under “Status Description” to view PMC status by assessment.
- To create a PDF report of a single submission, click the date stamp link under “Updated Date/Time”.
- To print multiple iterations, click on the boxes you want and then click the “Multiple Print” box at the bottom of the page.

Voucher Management System

Manage PHA Data

PA004

Allentown Housing Authority

MONTH: October

YEAR: 2021

VERSION: 20

Voucher UML/HAP

Income/Expenses

Expense/Comments

Disaster UML/HAP

EHVP UML/HAP

PHA Info

Submission

Executive Summary

Validation History

Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date
PMC	Voucher UML and HAP	HAP Total	HE020 - Other :sd	M00300: FIRST - M00300 LAST - ulv	06/20/2022 13:23:55	M00300: FIRST - M00300 LAST - ulv	06/20/2022 13:23:55
PMC	Voucher UML and HAP	Total Vouchers	HE008 - Other :sd	M00300: FIRST - M00300 LAST - ulv	06/20/2022 13:23:55	M00300: FIRST - M00300 LAST - ulv	06/20/2022 13:23:55
FORM	Voucher UML and HAP	Emergency Transfer Vouchers for VAWA	HE238 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Emergency Transfer Vouchers for VAWA - HAP	HE240 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Family Unification - Non MTW	HE101 - 2 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Family Unification - Non MTW (HAP)	HE104 - 2 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Foster Youth To Independence	HE222 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Foster Youth To Independence - HAP	HE226 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	HAP Total	HE020 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	HCV - All Voucher HAP Expenses after the First of the Month	HE025 - Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16
FORM	Voucher UML and HAP	Mobility Demonstration	HE228 - 1.Other :sd	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16	HVMS00: FIRST - HVMS00 LAST - ulv	05/31/2022 13:38:16

Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
551798	PHS	PMC - Submitted *Portable Voucher Paid HAP	M00300	SYSTEM	<input type="checkbox"/>	06/20/2022 13:23:55
551798	PHS	PMC - Submitted *Portable Vouchers Paid	M00300	SYSTEM	<input type="checkbox"/>	06/20/2022 13:23:55
551798	PHS	PMC - Submitted *HCV - Number of Vouchers Under Lease (HAP Contract) on the last day of the month	M00300	SYSTEM	<input type="checkbox"/>	06/20/2022 13:18:39
551792	AHE	Hard Edit Approved	HVMS00	SYSTEM	<input type="checkbox"/>	06/14/2022 20:34:4
551792	PHE	Pending Hard Edit	HVMS00	SYSTEM	<input type="checkbox"/>	06/12/2022 14:12:2
551792	SAV	Saved	HVMS00	SYSTEM	<input type="checkbox"/>	06/12/2022 14:11:1
550257	DRA	Saved	HVMS00	SYSTEM	<input type="checkbox"/>	05/31/2022 13:38:1

Click on the hyperlink to pull the PMC status report by the assessment related to the link.

Voucher Management System					
Prior Month Correction (PMC)					
PA004		Allentown Housing Authority			
Rec #	Record Id	Tab Selection	Field Selection	Current Content	Status
1	PA004:202110:06/20/2022 13:23:55	Voucher UML and HAP	Portable Vouchers Paid	15	PMC-Submitted
2	PA004:202110:06/20/2022 13:23:55	Voucher UML and HAP	Portable Voucher HAP	15000	PMC-Submitted
3	PA004:202110:06/20/2022 13:18:39	Voucher UML and HAP	HCV - Number of Vouchers Under Lease (HAP Contract) on the last day of the month	12	PMC-Submitted
<div>Return Print</div>					



Voucher Management Systems (VMS) User Manual

Click on the Record ID link to display the item detail as seen on the screen below.

Voucher Management System					
Prior Month Correction (PMC)					
PA004		Allentown Housing Authority		October 2021	
Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
UML	Voucher UML and HAP	Portable Vouchers Paid		15	15
HE Number	Error Message	Reason for Adjustment	Comment		
Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
HAP	Voucher UML and HAP	Portable Voucher HAP		15000	15000
HE Number	Error Message	Reason for Adjustment	Comment		
PHA Justification					
Correction to number of port outs					
FA Comments					

Approve or reject a submission

Clicking on the "Review" button at the bottom on the page, will display a page that will allow the FA to approve or reject the submission, and enter comments into a comment section.

Print Monthly Submission

The Read-Only HUD users can only View/Print **submitted** monthly data. There are a number of print options, outlined below:



Voucher Management Systems (VMS) User Manual

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.

Voucher Management System Other Income and					
PHA Number	NY562	PHA Name	Village of Ballston Spa	Reporting Month/Year	August 2021
Current Version	20				
Memorandum Reporting					\$
HCV - Fraud Recovery Total Collected This Month					20
Mainstream - Fraud Recovery Total Collected this Month					
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets					100
HCV - FSS Escrow Forfeitures This Month					
Mainstream - FSS Escrow Forfeitures This Month					
Number of Hard to House Families Leased					10
Portable HAP Costs Billed and Unpaid - 90 Days or older					100
Administrative Expenses					\$
Mobility Demonstration Services Expenditures					100
Non - MTW Administrative Expenses					
Mainstream - Administrative Expenses					
Audit					
Financial Status					\$
HCV - Unrestricted Net Position (UNP) as of the Last Day of the Month					150

Page 1 of 9



Voucher Management Systems (VMS) User Manual

VMS Additional Expense/Comment Print Page

The complete comments entered in the COMMENTS field on TAB 3 (Expense/Comments) or comments entered in the PMC Comments/New Adjusted Value Field will display on the PDF print version when user clicks on the Print button.

Additional Expense / Comment	
\$	Description
Expense Amount 1	
Expense Amount 2	
Expense Amount 3	
Expense Amount 4	
Expense Amount 5	
MTW - Other - PHA to identify the type of expense incurred Amount - 6	
MTW - Other - PHA to identify the type of expense incurred Amount - 7	
MTW - Other - PHA to identify the type of expense incurred Amount - 8	
Comments	
HYMS00 03/15/2017 11:29:56: Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. Public service is a calling that each of you has dedicated your professional lives to through your daily hard work and dedication to serving the American people. Through countless ways millions of Americans have benefited from your devotion to the mission of HUD and we are all indebted to you for your tireless service. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and our collective work is to the lives of Americans and the well-being of our country. The Secretary and I thank you for your service to our country and the mission of our Department. As we come to the end of our Public Service Recognition Week please reflect on how important your individual and collective work is to the lives of Americans and the well-being of all groups.	

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:

Voucher Management System

June 17, 2022

Manage PHA Data

NYS62

Village of Ballston Spa

MONTH: December

YEAR: 2015

VERSION: 15

Voucher URL/HAP

Income/Expenses

Expense/Comments

Disaster URL/HAP

PHA Info

Submission

Executive Summary

Validation History

Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time
FORM	Voucher URL and HAP	5 Year Mainstream	HE011 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher URL and HAP	5 Year Mainstream HAP	HE022 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher URL and HAP	Family Unification Pre2008 - MTW	HE025 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher URL and HAP	Family Unification Pre2008 - MTW (HAP)	HE027 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher URL and HAP	HAP Total	HE029 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher URL and HAP	Total Vouchers	HE008 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher URL and HAP	Veterans Affairs Supported Housing (VASH) HAP	HE019 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56
FORM	Voucher URL and HAP	Veterans Affairs Supported Housing (VASH) Voucher	HE007 - Other_Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56

Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
456317	AHE	Hard Edit Approved	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:29:09
456317	PHE	Pending Hard Edit	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:52
456317	DRA	Saved	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:56

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 SelectDeselected button.

Multiple Print

Print Screen

Cancel



Voucher Management Systems (VMS) User Manual

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

Voucher Management								
UML and								
PHA Numbe	NY562	PHA Name	Village of Ballston Spa			Reporting Month/Year	July 2021	
Current Status	PMS PMC - Submitted *Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets							
	UML	UML Last	Avg UML 12Mo	Avg UML YTD	HAP	HAP Last	Avg HAP 12 Mo	Avg HAP YTD
Vouchers under lease on the First Day of the Month								
Litigation			0	0			\$0	\$0
1 Year Mainstream			0	0			\$0	\$0
Homeownership			0	0			\$0	\$0
New This Month			0	0				
Moving To Work	0		0	0	\$0		\$0	\$0
Family Unification	0		0	0	\$0		\$0	\$0
2008 and 2009 Family Unification			0	0			\$0	\$0
2008 and 2009 Non-Elderly Disabled			0	0			\$0	\$0
Portable Vouchers Paid	7		0	0	\$3,405		\$0	\$0
HOPE VI			0	0			\$0	\$0
Tenant Protection	0		0	0	\$0		\$0	\$0
Enhanced Vouchers	0		0	0				
Veteran's Affair Supported Housing (VASH) Voucher	0		0	0	\$0		\$0	\$0

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Page 1 of

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.

Voucher Management System								June 17, 2021	
Manage PHA Data									
NY562		Village of Ballston Spa		MONTH: December		YEAR: 2015		VERSION: 15	
Voucher UML/HAP	Income/Expenses	Expense/Comments	Disaster UML/HAP	PHA Info	Submission	ExecutiveSummary			
:: Validation History									
Form/PMC	Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time		
FORM	Voucher UML and HAP	5 Year Mainstream	HE011 - Other -Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORM	Voucher UML and HAP	5 Year Mainstream HAP	HE023 - Other -Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORM	Voucher UML and HAP	Family Unification Pre2008 - MTW	HE035 - Other -Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORM	Voucher UML and HAP	Family Unification Pre2008 - MTW (HAP)	HE037 - Other -Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORM	Voucher UML and HAP	HAP Total	HE026 - Other -Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORM	Voucher UML and HAP	Total Vouchers	HE008 - Other -Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORM	Voucher UML and HAP	Veterans Affair Supported Housing (VASH) HAP	HE019 - Other -Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		
FORM	Voucher UML and HAP	Veterans Affair Supported Housing (VASH) Voucher	HE007 - Other -Test	SYSTEM: Name is NOT available	04/04/2016 13:28:56	SYSTEM: Name is NOT available	04/04/2016 13:28:56		

:: Submission History						
Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
456317	AHE	Hard Edit Approved	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:59
456317	PHE	Pending Hard Edit	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:57
456317	DRA	Saved	SYSTEM	SYSTEM	<input type="checkbox"/>	04/04/2016 13:28:56

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 | Cancel



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:

Multiple Print Print Screen Cancel

Voucher Management System Submission Data					
PHA Number	NY562	PHA Name	Village of Ballston Spa	Reporting	December 2015
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	5 Year Mainstream	HE011 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	5 Year Mainstream HAP	HE023 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Family Unification Pre2008 - MTW	HE035 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Family Unification Pre2008 - MTW (HAP)	HE037 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	HAP Total	HE020 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Total Vouchers	HE008 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Veterans Affair Supported Housing (VASH) HAP	HE019 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Voucher UML and HAP	Veterans Affair Supported Housing (VASH) Voucher	HE007 - Other :Test	SYSTEM: Name is NOT available 04/04/2016 13:28:56	SYSTEM: Name is NOT available 04/04/2016 13:28:56	
Submission Status					
Current Status	Last Updated By - User Name and User ID			Last Updated Date and time	
Hard Edit Approved	System	SYSTEM		04/04/2016 13:29:09	
Pending Hard Edit	SYSTEM	SYSTEM		04/04/2016 13:28:57	
Saved	SYSTEM	SYSTEM		04/04/2016 13:28:56	

Voucher Management System

Pending Hard Edit Review and Approval

TX001 Edit Review and Approval MONTH: August YEAR: 2021 VERSION: 20

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

<< Back to previous page

HUD Review and Approval

Received Date: 05/12/2022

Approved: Yes ☐ No ☐

Comments:

Save Cancel

8.4 HUD USER - EXECUTIVE SUMMARY – CURRENTLY INACTIVE

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.



Voucher Management Systems (VMS) User Manual

9.0 HUD USER GENERATE REPORTS

On the homepage, the HUD user can select “Generate Reports” from the side menu.

The screenshot shows the Voucher Management System Home Page. On the left is a red sidebar with the HUD logo and navigation links: Secure Systems, Manage PHA Data (with sub-links for Enter PHA Data Tabs, Review and Approve, and Pending Hard Edits Tabs), PMC (with sub-links for PHA, Data Input, and Status Checking), HUD-FMC (with sub-links for HE Approval By PHA and HE Approval By FA), and Administer VMS (with sub-links for Generate Reports and Exit VMS). The main content area has a red header with 'Voucher Management System' and 'Home Page'. It includes a personalized greeting, a login instruction for non-FIRST users, a 'Message of the Day' about Form HUD-52681-B, and a section for the 'Voucher for Payment of Annual Contributions and Operating Statement Housing Assistance Payments Program'. This section includes the title 'Supplemental Reporting Form OMB Approval No.2577-0169', a paragraph about the public reporting burden, and a link to continue.

The “Generate Reports” menu will display. Select the report you wish to produce from this menu.

The screenshot shows the 'Generate Reports' page within the Voucher Management System. The red sidebar is identical to the previous page. The main content area has a red header with 'Voucher Management System' and 'Generate Reports'. Below the header, it says 'Click the report you want to generate:' followed by a bulleted list of seven report options, each with a red underline: VMS Non-Submitter Report, VMS Data Collection Report, VMS Leasing and Unit Expense Report, VMS Hard Edit Report, VMS PMC Status Report by FA, VMS PMC Status Report by FMC Division, and VMS PMC FMC Status Report.



9.1 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 homepage side menu. The Report Selection Menu will display. Select the VMS Non-Submitter Report link.

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-FMC

- HE Approval By PHA
- HE Approval By FA

Administer VMS

Generate Reports
Exit VMS

Resources

Printable Form 52681B
Instructions
Quick References

Voucher Management System

Generate Reports

Click the report you want to generate:

- [VMS Non-Submitter Report](#)
- [VMS Data Collection Report](#)
- [VMS Leasing and Unit Expense Report](#)
- [VMS Hard Edit Report](#)
- [VMS PMC Status Report by FA](#)
- [VMS PMC Status Report by FMC Division](#)
- [VMS PMC FMC Status Report](#)

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

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



Voucher Management Systems (VMS) User Manual

The Following report is produced:

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: 01 2015 to 12 2015 State PA

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 01/2015
To 12/2015
As of 06/14/2022

'N' indicates data not submitted. 'E' indicates the PHA is excluded for that month. Blank cell indicates data submitted.

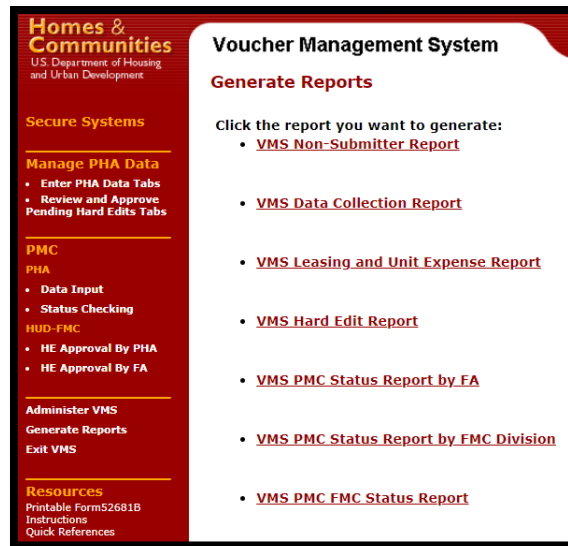
PHA	01/2015	02/2015	03/2015	04/2015	05/2015	06/2015	07/2015	08/2015	09/2015	10/2015	11/2015	12/2015
PA001		N	N	N	N	N	N	N	N	N	N	N
PA002		E	E	E	E	E	E	E	E	E	E	E
PA003		E	E	E	E	E	E	E	E	N	N	N
PA004			N	N	N	N	N	N				
PA005		N	N	N	N	N	N	N	N	N	N	N
PA006		N	N	N	N	N	N	N	N	N	N	N
PA007		N	N	N	N	N	N	N	N	N	N	N

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 an “N” displayed for those months the HA was in non-submitter status. “N” indicates data not submitted. ‘E’ indicates the PHA is excluded for that month or that there is a pending hard edit for the PHA’s data in that month. Blank cell indicates data submitted.”



9.2 VMS Data Collection Report

To view the VMS Data Collection Report, the user must log into the system as an HUR user and select the “Generate Reports” link on the homepage side menu. The Report Selection Menu will display. Select the VMS Data Collection Report link.



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 homepage.



Voucher Management Systems (VMS) User Manual

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

The screenshot shows the 'Voucher Management System' header in a dark red bar. Below it, the page title 'VMS Data Collection Report' is in red. A link '<< Back to previous page' is on the left. A yellow box titled 'Select PHA' contains the text 'Please Select a PHA:' followed by a dropdown menu showing 'PA004 Allentown Housing Authority'. At the bottom of the yellow box are 'Reset' and 'Go' buttons.

The following parameter selection page displays, allowing you to set the Date Range (up to 36 months) and select the type of Data Collection Report to generate:

- Data Table
- Line Graph
- Pie Graph
- Horizontal Bar Graph

The screenshot shows the 'Voucher Management System' header in a dark red bar. Below it, the page title 'VMS Data Collection Report' is in red. A link '<< Back to previous page' is on the left. A yellow box titled 'Select a Date Range' contains a note: 'NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 36 months.' Below the note is the text 'Please select a date range:' followed by four dropdown menus: 'MM', 'YYYY', 'to', 'MM', and 'YYYY'. Below this is a section titled 'Report' with four radio button options: 'Data Table' (selected), 'Line Graph', 'Pie Graph', and 'HorizontalBar Graph'. At the bottom of the yellow box are 'Reset' and 'Go' buttons.

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



Voucher Management Systems (VMS) User Manual

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

Voucher Management System												
VMS Data Collection Report												
<< Back to previous page												
Excel Format												
VMS Data Collection Report												
From	01/01/2021											
To	12/01/2021											
As of	07/29/2022											
PHA Code	VA001											
PHA Name	Portsmouth Redevelopment & Housing Authority											
PHA Type	Combined											
Point of Contact	Scott Pontz											
Point of Contact Phone	(757) 391-2943											
E-mail	spontz@prha.org											
	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	Dec-2021
Rental Assistance Demonstration 1- Public Housing Conversion									1	1	10	
Rental Assistance Demonstration 1- Public Housing Conversion - HAP								\$100	\$120	\$10	\$10	
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion												
Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion - HAP												
Rental Assistance Demonstration 3 - PRAC Conversion								5	5	2	10	
Rental Assistance Demonstration 3 - PRAC Conversion - HAP								\$500	\$500	\$10	\$10	
Litigation												

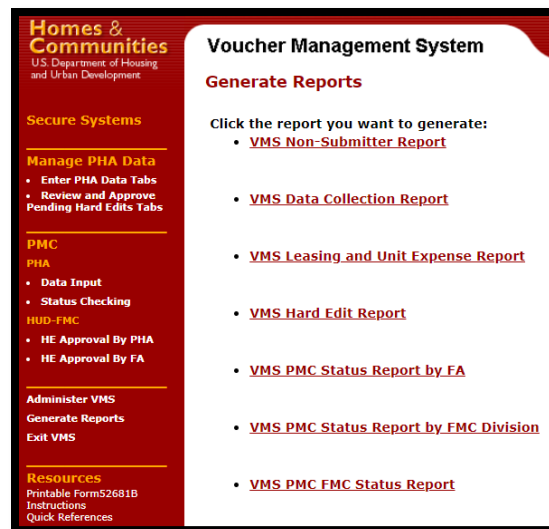
Open the Data Collection Report in Excel by clicking on the “Excel Format” button at the top or the bottom of the screen to download the document in Excel. Once downloaded you can save, print, or share.

[Excel Format](#)



9.3 VMS Leasing and Unit Expense Report

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



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 homepage.

Voucher Management System

Leasing and Unit Expense 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:

PA ▼



Voucher Management Systems (VMS) User Manual


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

Voucher Management System
Leasing and Unit Expense Report

[<< Back to previous page](#)

Select PHA

Please Select a PHA:

 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

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.

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: to

Select the date range you want from the drop-down menu and click on the “Go” button. The Leasing and Unit Expense Report will display.



Voucher Management Systems (VMS) User Manual

Voucher Management System

Leasing and Unit Expense Report

[<< Back to previous page](#)

VMS Leasing and Unit Expense Report

PHA Code	PA004
PHA Name	Allentown Housing Authority
Field Office Code	3APH
As of	06/14/2022
PHA FYE	06/30

Month/Year	Monthly UMA	Monthly UML	Mainstream 5-Year UMA	Mainstream 5-Year UML	Home Ownership	Combined Lease Rate	Total HAP	HAP PUC
11/2014	175,326	1,211	0	0	0	.69%	\$702,499	\$580.10

HA Fiscal Year-To-Date Information

	Regular	Mainstream	Combined	HAP Total	\$702,499
UML Total	1,211	0	1,211	Regular Utilization Percentage	.69%
UMA Total	175,326	0	175,326	Mainstream Utilization Percentage	0.0%
Difference between UMA and UML	174,115	0	174,115	Combined Utilization Percentage	0.69%
UMA CAP	2,103,912	0	2,103,912	Average PUC	\$80.10

Excel Format

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

Excel Format



9.4 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 homepage side menu. The Report Selection Menu will display. Select the VMS Hard Edit Report link.

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-FMC

- HE Approval By PHA
- HE Approval By FA

Administer VMS

- Generate Reports
- Exit VMS

Resources

- Printable Form52681B
- Instructions
- Quick References

Voucher Management System

Generate Reports

Click the report you want to generate:

- [VMS Non-Submitter Report](#)
- [VMS Data Collection Report](#)
- [VMS Leasing and Unit Expense Report](#)
- [VMS Hard Edit Report](#)
- [VMS PMC Status Report by FA](#)
- [VMS PMC Status Report by FMC Division](#)
- [VMS PMC FMC Status Report](#)

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.

Voucher Management System June 20, 2020

Hard Edit Report

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

Enter PHA Code

Please type the PHA Code:

- OR -

Select Field Office

Please select the Field Office to which the PHA belongs:



Voucher Management Systems (VMS) User Manual

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

Voucher Management System

Hard Edit Report

[<< Back to previous page](#)

Select PHA

Please Select a PHA:

Next you will be prompted to enter a date range

Voucher Management System

Hard Edit Report

[<< Back to previous page](#)

Select a Date Range

Please select a date range: to

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

Voucher Management System

Hard Edit Report

[<< Back to previous page](#)

List of Hard Edit Submissions

PHA Code	PA004
PHA Name	Allentown Housing Authority
FYE	06/30

Month	Status	Financial Analyst Status	Processing Time
October 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 13 June 2022		
September 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 11 February 2022	FIRST - HVMS00 LAST - uiv Approved 31 May 2022	109 Days
August 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 03 February 2022	FIRST - HVMS00 LAST - uiv Approved 03 February 2022	Same Day
July 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 09 November 2021	FIRST - HVMS00 LAST - uiv Approved 09 November 2021	Same Day



Voucher Management Systems (VMS) User Manual

Here is another example with only one edit:

Voucher Management System

Hard Edit Report

[<< Back to previous page](#)

List of Hard Edit Submissions

PHA Code	NY049		
PHA Name	The City of Beacon Housing Authority		
FYE	09/30		

Month	Status	Financial Analyst Status	Processing Time
August 2021	FIRST - HVMS00 LAST - uiv Pending Hard Edit Submission 13 May 2022		

[Excel Format](#)

The FA can approve or disapprove the submission from this report by selecting the link under the Month column which will take you to the Review and Approve Pending Hard Edits Tabs. by following the steps below.

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

Step 2: Select the “Yes” button for approval or the “No” button for disapproval. Click “save”

Voucher Management System

Pending Hard Edit Review and Approval

NY049 Edit Review and Approval MONTH: August YEAR: 2021 VERSION: 20

[Voucher UML/HAP](#) [Income/Expenses](#) [Expense/Comments](#) [Disaster UML/HAP](#) [EHVP UML/HAP](#) [PHA Info](#) [Submission](#) [Review](#)

[<< Back to previous page](#)

HUD Review and Approval

Received Date: 05/13/2022

Approved: Yes ☒ No ☐

Comments:

[Save](#) [Cancel](#)



Voucher Management Systems (VMS) User Manual

Step 3: The System message displays, click the “Continue” button

Voucher Management System

Pending Hard Edit Review and Approval

NY049 **Edit Review and Approval** **MONTH: August** **YEAR: 2021**

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

[<< Back to previous page](#)

System Messages
Financial Analyst decision has been saved successfully!

HUD Review and Approval

Received Date: 05/13/2022

Approved: Yes ☒ No ☐

Comments: Approved by FA

The Pending Hard Edit Review and Approval menu page will again display with List of Pending Submissions. If there are no pending submission for a PHA, the Hard Edit Report page will display with the message below.

Voucher Management System

Hard Edit Report

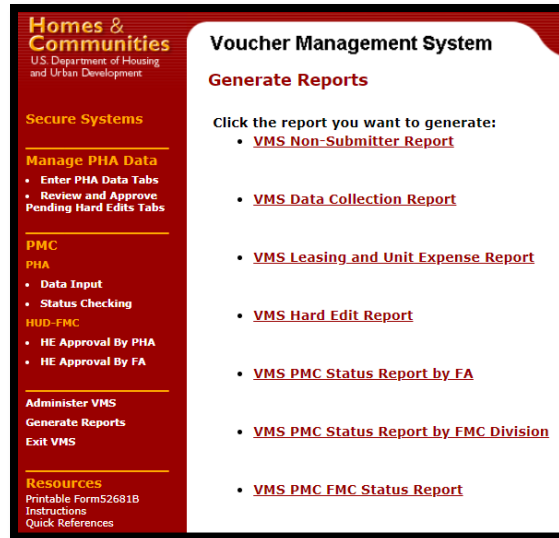
[<< Back to previous page](#)

THERE ARE NO PENDING SUBMISSIONS FOR ANY PHAS UNDER THIS FIELD OFFICE



9.5 VMS PMC Status Report by FA

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



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.

Voucher Management System

VMS PMC Status Report by FA

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

Financial Analyst

Please select the appropriate Financial Analyst from the dropdown list:



Voucher Management Systems (VMS) User Manual

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:

Voucher Management System
VMS PMC Status Report by FA
[<- Back to Select Financial Analyst](#)
Financial Analyst: Vickie Long

Select a Date Range of PMC submission
NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 12 months.
Please select a date range (This will be the date of when the PMC was performed and "NOT" the month of submission): 10/2011 to MM/YYYY

Select a Sort Order
The system can be sorted in any of the following order:
State, PHA, Reporting Month, Status Code, Financial Analyst

Primary Sort Level: State
Second Sort Level: State
Third Sort Level: State

Reset Go

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
 - Division
- Default sort will be on date /time in descending order with newest on top

The screen allows you to specify the dates for report generation, with Dropdown Boxes for Month and Year, the range cannot 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.



Voucher Management Systems (VMS) User Manual

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 Status Report by FA							
<< Back to Select a Date Range							
Financial Analyst: Vickie Long							
Rec #	Record Id	Division	Financial Analyst	Tab Selection	Field Selection	Current Amount	Current Status
1	MI001:201407:02-20-2015	East	Vickie Long	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$698,193	PMC-Submitted
2	MI001:201407:02-20-2015	East	Vickie Long	Other Income and Expense	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$468,131	PMC-Submitted
3	MI001:201408:02-20-2015	East	Vickie Long	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$698,018	PMC-Submitted
4	MI001:201408:02-20-2015	East	Vickie Long	Other Income and Expense	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$579,758	PMC-Submitted
5	MI001:201409:02-20-2015	East	Vickie Long	Voucher UML and HAP	All Other Vouchers HAP	\$2,860,355	PMC-Submitted
6	MI001:201409:02-20-2015	East	Vickie Long	Voucher UML and HAP	All Other Vouchers	4,879	PMC-Submitted
7	MI001:201409:02-20-2015	East	Vickie Long	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$918,047	PMC-Submitted

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

- 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
- FMC Division Name
- Financial Analyst Name
- The tab where the corrected field is located
- The name of the field that was corrected
- The new adjusted amount
- Current Status



Voucher Management Systems (VMS) User Manual

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. Click the “Return” button to go back to the report.

Voucher Management System

Prior Month Correction (PMC)

MI001 Detroit Housing Commission July 2014

Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
N/A	Other Income and Expense	HCV- Cash/Investment	515780	182413	698193
HE Number	Error Message	Reason for Adjustment	Comment		
PHA Justification					
FA Comments					
<input type="button" value="Return"/>					

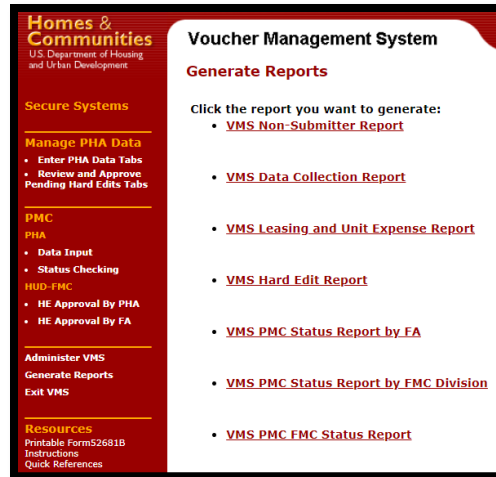
On the bottom of the report is a “Print” button. Press this button to produce a PDF format printable version of the report.

Prior Month Corrections Report - by Financial							
Financial Analyst:		Vickie Long					
Rec	Record ID	Division	Financial Analyst	Tab Selection	Field Selection	Current Amount	Status
1	MI001:201407:02-20-2015	East	Vickie Long	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$698,193	PMC-Submitted
2	MI001:201407:02-20-2015	East	Vickie Long	Other Income and Expense	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$468,131	PMC-Submitted
3	MI001:201408:02-20-2015	East	Vickie Long	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$698,018	PMC-Submitted
4	MI001:201408:02-20-2015	East	Vickie Long	Other Income and Expense	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$579,758	PMC-Submitted
5	MI001:201409:02-20-2015	East	Vickie Long	Voucher UML and HAP	All Other Vouchers HAP	\$2,860,355	PMC-Submitted
6	MI001:201409:02-20-2015	East	Vickie Long	Voucher UML and HAP	All Other Vouchers	4,879	PMC-Submitted
7	MI001:201409:02-20-2015	East	Vickie Long	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$918,047	PMC-Submitted
8	MI001:201409:02-20-2015	East	Vickie Long	Other Income and Expense	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$565,161	PMC-Submitted
9	MI001:201410:02-20-2015	East	Vickie Long	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$895,921	PMC-Submitted
10	MI001:201410:02-20-2015	East	Vickie Long	Other Income and Expense	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$464,339	PMC-Submitted
11	MI001:201410:01-22-2015	East	Vickie Long	Voucher UML and HAP	HCV - Number of Vouchers Under Lease (HAP Contract) on the last day of the	5,014	PMC-Submitted
12	MI001:201410:01-22-2015	East	Vickie Long	Voucher UML and HAP	All Other Vouchers	4,856	PMC-Submitted
13	MI001:201410:01-22-2015	East	Vickie Long	Voucher UML and HAP	All Other Vouchers HAP	\$2,910,504	PMC-Submitted
14	MI001:201410:01-22-2015	East	Vickie Long	Voucher UML and HAP	Tenant Protection	102	PMC-Submitted
15	MI001:201410:01-22-2015	East	Vickie Long	Voucher UML and HAP	Tenant Protection HAP	\$49,206	PMC-Submitted
16	MI001:201411:02-20-2015	East	Vickie Long	Other Income and Expense	HCV- Cash/Investment as of the Last Day of the Month	\$780,832	PMC-Submitted
17	MI001:201411:02-20-2015	East	Vickie Long	Other Income and Expense	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$543,596	PMC-Submitted
18	MI001:201411:02-20-2015	East	Vickie Long	Voucher UML and HAP	All Other Vouchers HAP	\$2,813,507	PMC-Submitted



9.6 VMS PMC Status Report by FMC Division

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



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.



Voucher Management Systems (VMS) User Manual

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.

The screenshot shows the 'Voucher Management System' interface for a 'VMS PMC Status Report by FMC Division'. It includes a navigation link '<< Back to Select FMC Division', the text 'Financial Analyst: East Division', and a section titled 'Select a Date Range of PMC submission'. A note states: 'NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 12 months.' Below this, a prompt asks to 'Please select a date range (This will be the date of when the PMC was performed and "NOT" the month of submission):'. The date range is specified using two sets of dropdowns: '10' and '2011' for the start date, and 'MM' and 'YYYY' for the end date. A section titled 'Select a Sort Order' lists the sort criteria: 'State, PHA, Reporting Month, Status Code, Financial Analyst'. It features three dropdown menus for 'Primary Sort Level', 'Second Sort Level', and 'Third Sort Level', all currently set to 'State'. At the bottom, there are 'Reset' and 'Go' buttons.

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

- A drop-down menu will display for each 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 dates for report generation, with drop-down Boxes for Month and Year, the range cannot 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.



Voucher Management Systems (VMS) User Manual

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 Status Report by FMC Division						
<< Back to Select a Date Range						
Division: East Division						
Rec #	Record Id	Financial Analyst	Tab Selection	Field Selection	Current Amount	Current Status
1	CT001:201401:01/26/2015 09:52:09	Daniel Mwangi	Voucher UML and HAP	Total HAP for Portable Units Administered	\$6,375	PMC-Submitted
2	CT001:201401:01/26/2015 09:52:09	Daniel Mwangi	Voucher UML and HAP	Portable Units Administered	7	PMC-Submitted
3	CT001:201401:01/26/2015 09:51:44	Daniel Mwangi	Voucher UML and HAP	HCV - New Vouchers Issued but not under HAP contract as of the last day of the month	10	PMC-Submitted
4	CT001:201401:01/26/2015 09:51:02	Daniel Mwangi	Voucher UML and HAP	All Other Vouchers HAP	\$1,963,547	PMC-Submitted
5	CT001:201401:01/26/2015 09:51:02	Daniel Mwangi	Voucher UML and HAP	All Other Vouchers	2,274	PMC-Submitted
6	CT001:201401:01/26/2015 09:50:22	Daniel Mwangi	Voucher UML and HAP	Portable Voucher HAP	\$142,029	PMC-Submitted
7	CT001:201401:01/26/2015 09:50:22	Daniel Mwangi	Voucher UML and HAP	Portable Vouchers Paid	178	PMC-Submitted
8	CT001:201401:01/26/2015 09:50:03	Daniel Mwangi	Voucher UML and HAP	Tenant Protection HAP	\$3,074	PMC-Submitted

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

- 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
- Financial Analyst Name
- The tab where the corrected field is located
- The name of the field that was corrected
- The new adjusted amount
- The Status



Voucher Management Systems (VMS) User Manual

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. Click the “Return” button to return to the report.

Voucher Management System					
Prior Month Correction (PMC)					
CT001		Housing Authority of the City of Bridgeport		January 2014	
Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
UML	Voucher UML and HAP	Portable Units Administered	4	3	7
HE Number	Error Message	Reason for Adjustment	Comment		
Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
HAP	Voucher UML and HAP	Total HAP for Portable Units	5256	1119	6375
HE Number	Error Message	Reason for Adjustment	Comment		
PHA Justification					
FA Comments					
<input type="button" value="Return"/>					

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			East Division			
Rec	Record ID	Financial Analyst	Tab Selection	Field Selection	Current Amount	Status
1	CT001:201401:01/26/2015 09:52:09	Daniel Mwangi	Voucher UML and HAP	Total HAP for Portable Units Administered	\$6,375	PMC-Submitted
2	CT001:201401:01/26/2015 09:52:09	Daniel Mwangi	Voucher UML and HAP	Portable Units Administered	7	PMC-Submitted
3	CT001:201401:01/26/2015 09:51:44	Daniel Mwangi	Voucher UML and HAP	HCV - New Vouchers Issued but not under HAP contract as of the last day of the month	10	PMC-Submitted
4	CT001:201401:01/26/2015 09:51:02	Daniel Mwangi	Voucher UML and HAP	All Other Vouchers HAP	\$1,963,547	PMC-Submitted
5	CT001:201401:01/26/2015 09:51:02	Daniel Mwangi	Voucher UML and HAP	All Other Vouchers	2,274	PMC-Submitted
6	CT001:201401:01/26/2015 09:50:22	Daniel Mwangi	Voucher UML and HAP	Portable Voucher HAP	\$142,029	PMC-Submitted
7	CT001:201401:01/26/2015 09:50:22	Daniel Mwangi	Voucher UML and HAP	Portable Vouchers Paid	178	PMC-Submitted
8	CT001:201401:01/26/2015 09:50:03	Daniel Mwangi	Voucher UML and HAP	Tenant Protection HAP	\$3,074	PMC-Submitted
9	CT001:201401:01/26/2015 09:50:03	Daniel Mwangi	Voucher UML and HAP	Tenant Protection	2	PMC-Submitted
10	CT001:201402:01/26/2015 10:03:12	Daniel Mwangi	Voucher UML and HAP	Total HAP for Portable Units Administered	\$5,340	PMC-Submitted
11	CT001:201402:01/26/2015 10:03:12	Daniel Mwangi	Voucher UML and HAP	Portable Units Administered	6	PMC-Submitted
12	CT001:201402:01/26/2015 10:02:49	Daniel Mwangi	Voucher UML and HAP	HCV - New Vouchers Issued but not under HAP contract as of the last day of the month	9	PMC-Submitted
13	CT001:201402:01/26/2015 10:02:29	Daniel Mwangi	Voucher UML and HAP	HCV - Number of Vouchers Under Lease (HAP Contract) on the last day of the month	2,460	PMC-Submitted
14	CT001:201402:01/26/2015 09:54:05	Daniel Mwangi	Voucher UML and HAP	All Other Vouchers HAP	\$2,000,886	PMC-Submitted
15	CT001:201402:01/26/2015 09:54:05	Daniel Mwangi	Voucher UML and HAP	All Other Vouchers	2,269	PMC-Submitted
16	CT001:201402:01/26/2015 09:53:39	Daniel Mwangi	Voucher UML and HAP	Tenant Protection HAP	\$5,485	PMC-Submitted
17	CT001:201402:01/26/2015 09:53:39	Daniel Mwangi	Voucher UML and HAP	Tenant Protection	5	PMC-Submitted

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9.7 VMS PMC FMC Status Report

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

The screenshot shows the Voucher Management System homepage. On the left is a red sidebar with the 'Homes & Communities' logo and a list of menu items: Secure Systems, Manage PHA Data (with sub-items: Enter PHA Data Tabs, Review and Approve Pending Hard Edits Tabs), PMC (with sub-items: PHA, Data Input, Status Checking), HUD-FMC (with sub-items: HE Approval By PHA, HE Approval By FA), Administer VMS (with sub-items: Generate Reports, Exit VMS), and Resources (with sub-items: Printable Form 52681B, Instructions, Quick References). The main content area is titled 'Voucher Management System' and 'Generate Reports'. It contains a list of reports to generate, including 'VMS Non-Submitter Report', 'VMS Data Collection Report', 'VMS Leasing and Unit Expense Report', 'VMS Hard Edit Report', 'VMS PMC Status Report by FA', 'VMS PMC Status Report by FMC Division', and 'VMS PMC FMC Status Report'.

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

The screenshot shows the 'VMS PMC FMC Status Report' selection screen. It has a red header with the title 'Voucher Management System' and 'VMS PMC FMC Status Report'. Below the header is a link '< Back to previous page'. The main content area is divided into two sections: 'Select a Date Range of PMC submission' and 'Select a Sort Order'. The 'Select a Date Range' section includes a note: 'NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 12 months.' and a prompt: 'Please select a date range (This will be the date of when the PMC was performed and "NOT" the month of submission):'. Below this is a date range selector with dropdowns for '10', '2011', 'to', 'MM', and 'YYYY'. The 'Select a Sort Order' section includes a prompt: 'The system can be sorted in any of the following order: State, PHA, Reporting Month, Status Code, Financial Analyst'. Below this are three dropdowns for 'Primary Sort Level', 'Second Sort Level', and 'Third Sort Level', each with 'State' selected. At the bottom are 'Reset' and 'Go' buttons.



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

- A drop-down menu displays for each sort level. Possible 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, the range cannot exceed 12 months.

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							
<< Back to Select a Date Range							
Financial Management Center							
From: 01/01/2020				To: 12/01/2020			
Rec #	Record Id	Division	Financial Analyst	Tab Selection	Field Selection	Current Amount	Current Status
1	VA010:201401:05/20/2020 16:35:19	Unassigned	Angela Seward-Hancock	Voucher UML and HAP	1 Year Mainstream HAP	\$0	PMC-Submitted
2	VA010:201401:05/20/2020 16:35:19	Unassigned	Angela Seward-Hancock	Voucher UML and HAP	1 Year Mainstream	10	PMC-Submitted

Print

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

- 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
- FMC Division Name
- Financial Analyst Name
- The tab where the corrected field is located
- The name of the field that was corrected
- The new adjusted amount
- The Status



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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.

Voucher Management System
Prior Month Correction (PMC)

VA010 **Danville Redevelopment & Housing Authority** **January 2014**

Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
UML	Voucher UML and HAP	1 Year Mainstream		10	10

HE Number	Error Message	Reason for Adjustment	Comment

Type	Tab Selection	Field Selection	Prior Amt	Adjustment Amt	Current Amt
HAP	Voucher UML and HAP	1 Year Mainstream HAP		0	0

HE Number	Error Message	Reason for Adjustment	Comment

PHA Justification

FA Comments

Return

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	Current Amount	Status
1	AL005:201109:11/21/2011 10:07:23	West	Wyla Johnson	Other Income and	HCV - Cash/Investment as of the Last Day of the Month	\$727,601	PMC-Submitted
2	AL005:201109:11/21/2011 09:58:14	West	Wyla Johnson	Other Income and	Administrative Expenses	\$32,297	PMC-Submitted
3	AL005:201109:11/21/2011 09:57:44	West	Wyla Johnson	Other Income and	HCV - Unrestricted Net Position (UNP) as of the Last Day of the Month	\$227,629	PMC-Submitted
4	AL005:201109:11/21/2011 09:57:18	West	Wyla Johnson	Other Income and	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$499,972	PMC-Submitted
5	AL005:201109:11/21/2011 09:56:11	West	Wyla Johnson	Voucher UML and HAP	HCV - All Voucher HAP Expenses after the First of the Month	\$980	PMC-Submitted
6	AL005:201109:11/21/2011 09:55:44	West	Wyla Johnson	Voucher UML and HAP	All Other Vouchers	547	PMC-Submitted
7	AL005:201109:11/21/2011 09:55:44	West	Wyla Johnson	Voucher UML and HAP	All Other Vouchers HAP	\$220,716	PMC-Submitted
8	AL005:201109:11/21/2011 09:54:48	West	Wyla Johnson	Voucher UML and HAP	Portable Vouchers Paid	4	PMC-Submitted
9	AL005:201109:11/21/2011 09:54:48	West	Wyla Johnson	Voucher UML and HAP	Portable Voucher HAP	\$2,950	PMC-Submitted
10	AL005:201110:11/21/2011 09:58:53	West	Wyla Johnson	Voucher UML and HAP	Portable Vouchers Paid	3	PMC-Submitted
11	AL005:201110:11/21/2011 09:58:53	West	Wyla Johnson	Voucher UML and HAP	Portable Voucher HAP	\$2,510	PMC-Submitted
12	AL006:201101:11/14/2011 16:03:14	West	Wyla Johnson	Other Income and	Audit	\$0	PMC-Submitted
13	AL006:201101:11/14/2011 16:02:19	West	Wyla Johnson	Other Income and	FSS Coordinator Expenses Not Covered by FSS Grant	\$0	PMC-Submitted
14	AL006:201102:11/14/2011 16:04:06	West	Wyla Johnson	Other Income and	Audit	\$0	PMC-Submitted
15	AL006:201103:11/14/2011 16:04:33	West	Wyla Johnson	Other Income and	Audit	\$0	PMC-Submitted
16	AL006:201104:11/14/2011 16:06:13	West	Wyla Johnson	Other Income and	Audit	\$0	PMC-Submitted
17	AL006:201105:11/14/2011 16:18:19	West	Wyla Johnson	Voucher UML and HAP	Tenant Protection HAP	\$176,297	PMC-Submitted
18	AL006:201105:11/14/2011 16:18:19	West	Wyla Johnson	Voucher UML and HAP	Tenant Protection	348	PMC-Submitted

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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.

GENERAL RULES

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

- Each submission includes data for the specified month only.
- Enter data for the specified month only.
- Enter all leasing and expense data in positive whole numbers without any punctuation marks or symbols (commas, dollar signs, and decimal points).
- 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.
- 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.

ZERO (0) FIELD VALUES

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 (0)**:

Tab One

- HCV - All Voucher HAP Expenses after the First of the Month
- HCV - New Vouchers Issued but not under HAP contract as of the last day of the month
- Rental Assistance Demonstration 1- Public Housing Conversion
- MTW - Family Unification 2008/Forward HAP expenses after the First of the Month
- MTW - Family Unification Pre 2008 HAP expenses after the First of the Month
- MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month
- MTW - VASH HAP Expenses after the First of the Month
- MTW – One-year Mainstream HAP After the First of the Month
- MTW - Foster Youth to Independence HAP Expenses After the First of the Month
- MTW - Mobility Demonstration HAP Expenses After the First of the Month
- MTW - Housing Stability Voucher HAP Expenses After the First of the Month
- MTW - Emergency Transfer Vouchers for VAWA HAP Expenses After the First of the Month
- Housing Stability Vouchers - Number of New Vouchers Issued but not Under HAP Contract as of the Last Day of the Month



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- Mainstream - HAP Expenses After the First of the Month
- Mainstream - Number of New Vouchers Issued but not Under HAP Contract as of the Last Day of the Month
- Project Based Vouchers - Total HAP Expenses

Tab Two

- Non - MTW Administrative Expenses
- HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month
- HCV - Unrestricted Net Position (UNP) as of the Last Day of the Month
- HCV- Cash/Investment as of the Last Day of the Month
- Mainstream Administrative Expenses
- Mainstream - Unrestricted Net Position (UNP) as of the Last Day of the Month
- Mainstream - Restricted Net Position (RNP) as of the Last Day of the Month
- Mainstream – Cash/Investment as of the Last Day of the Month
- MTW - HCV Administrative Fee Expenses
- MTW - HCV Administrative Expenses Using HAP

Tab Five

- Emergency Housing Vouchers 1, 2, 3 - HAP Expenses After the First of the Month
- Emergency Housing Vouchers 1, 2, 3 – Ongoing Administrative Expenses
- Emergency Housing Vouchers 1 - Unrestricted Net Position (UNP) as of the Last Day of the Month
- Emergency Housing Vouchers 1, 2, 3 - Restricted Net Position (RNP) as of the Last Day of the Month
- Emergency Housing Vouchers 1, 2, 3 – Cash/Investment as of the Last Day of the Month

NEGATIVE FIELD VALUES

In addition, the following fields also accept negative values:

Tab Two

- HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month
- HCV - Unrestricted Net Position (UNP) as of the Last Day of the Month
- Mainstream - Unrestricted Net Position (UNP) as of the Last Day of the Month
- Mainstream - Restricted Net Position (RNP) as of the Last Day of the Month

Tab Five

- Emergency Housing Vouchers 1, 2, 3 - Unrestricted Net Position (UNP) as of the Last Day of the Month
- Emergency Housing Vouchers 1, 2, 3 - Restricted Net Position (RNP) as of the Last Day of the Month

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



WHERE TO REPORT

- Vouchers that you administer on behalf of another PHA under portability, and for which HAP is reimbursed to your PHA, should not be reported by you as part of your leasing or HAP expenses; they will be reported by the PHA that is paying the HAP. These are commonly referred to as “Port-Ins.” There are separate line items on the Voucher UML/HAP tab in VMS for reporting “Portable Vouchers Administered (Port In)” and “Portable Vouchers Paid.”
- A voucher under lease must be reported in one, and only one, main category. Vouchers reported under the sub-categories “New 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 Special Purpose Voucher (SPV). That participant later ported their voucher to another jurisdiction. The PHA that initially qualified the participant for the SPV reports that voucher as SPV rather than Portable Vouchers Paid¹. Add information in the “Comments” field to indicate the number of vouchers reported and corresponding expenses on the SPV lines that have ported but are not reported on the “Portable Vouchers Paid” line.

HAP EXPENSES

- HAP expenses are to be reported in the correct voucher categories for HAP Contracts in effect and paid as of the first day of the month.
- A separate line item on the Voucher UML/HAP tab, called “HCV – All Voucher HAP Expenses After the First of the Month” collects HAP costs incurred for new HAP contracts effective after the first of the month.
- HAP expenses are entered under the month for which they are applied, regardless of the month in which they are actually paid.
- HAP expenses are only entered after the payment has been made.
- The PHA should include utility reimbursements paid in the appropriate HAP category for the associated voucher type.

¹ Please see VASH definition below under DEFINITIONS for exception if a VASH family no longer needs case management and is moved out of the VASH and onto the PHA’s regular voucher program, in accordance with [Notice PIH 2011-53](#)



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- For RAD 1 and/or VASH, the PHA should report ALL HAP expenses, even the prorated HAP expenses, in the RAD 1 and/or VASH field as appropriate rather than reporting the prorated HAP expenses on the line for “All Voucher HAP Expenses AFTER the First of the Month”. This is different from ALL Voucher HAP Expenses for HAP Contracts effective AFTER the First of the Month where the total number of Vouchers leased after the first of the month are captured in the Vouchers Under Lease as of the Last Day of the month category.
- HAP Contracts on hold are not reported as units leased as of the first day of the month. Units are not reported as under lease until the HAP contract is executed (signed). 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 Unit Months Leased (UML) during the abatement period as 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.
- Mainstream – In VMS, there are specific lines provided for Mainstream Units Leased and HAP Expenses only. The Mainstream program is separate and distinct from the regular HCV program and these values are not included in the Voucher Leasing and HAP totals reported in any other field. 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.
- HAP expenses incurred after the first of the month for the Mainstream program should be reported in the Mainstream – HAP Expenses After the First of the Month field.
- Leasing and HAP expense data for each category of voucher are now reported on the same line.
- 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 amount².

² 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). EXCEPTION: Tenants who were in place at the time of a RAD conversion and have \$0 HAP should be reported in the VMS as long as the family is in place. The 180 day limit does not apply to these tenants. Tenants leased after the conversion are limited to the 180 day limit for \$0 HAP as described above.



TAB 1 – VOUCHERS UML/HAP

Vouchers Under Lease on the First Day of the Month

For each of the categories below:

- UML Unit Months Leased is the total number of vouchers leased on the first day of the month for that category of vouchers
- HAP Housing Assistance Payments is the total HAP expenses incurred for that month for vouchers leased on the first day of the month for that category of vouchers. NOTE: Refer to field definitions for RAD 1 and VASH HAP expenses regarding reported monthly HAP expenses.
- MTW Moving to Work Categories – only MTW PHAs should report in these fields
- Non-MTW Categories – only non-MTW PHAs should report in these fields

Rental Assistance Demonstration 1- Public Housing Conversion

UML: Total number of Vouchers Leased for all RAD 1 – Public Housing conversion Awards; reporting begins January 1 of the first full calendar year of voucher funding³. ALL Vouchers Leased for RAD1 are reported for the entire month (as the first of the month + any vouchers with prorated HAP expenses for the new HAP contracts effective **after** the first of the month). This includes new contracts issued in the middle of the month.

HAP: Total HAP expenses incurred for all RAD 1 – Public Housing conversion Awards. Total HAP includes HAP expenses incurred after the 1st of the month³. NOTE: RAD Rehab Assistance and RAD Vacancy payments should be reported in this field. The PHA should report ALL RAD 1 HAP expenses in this field, including the prorated HAP expenses incurred after the first of the month.

Rental Assistance Demonstration 2 - Mod Rehab, Rent Supp, RAP Conversion

UML: Total number of vouchers Leased for all RAD 2 awards³.

HAP: Total HAP expenses incurred for all RAD component 2 awards³.

Rental Assistance Demonstration 3 - PRAC Conversion

UML: Total number of vouchers leased for all RAD 3 PRAC Conversion awards.

HAP: Total HAP expenses incurred for all RAD 3 PRAC Conversion awards.

Litigation

UML: Total number of vouchers leased from award(s) originally made by HUD in conjunction with a judgment or consent decree.

HAP: Total HAP expenses incurred for litigation voucher leasing reported in Units section.

Homeownership

UML: Total number of vouchers used for homeownership subsidy rather than rental subsidy.

HAP: Total HAP expenses incurred for Homeownership vouchers reported in Units section.

New This Month (Homeownership)

³ Effective April 2016, this information is no longer reported in the Tenant Protection field.



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UML: 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 (MTW PHAs ONLY)

UML: Total number of vouchers leased in the PHA's Moving to Work Program. MTW units leased for NED, FUP, One Year Mainstream and VASH should not be reported in this line item; however, they should be reported in the appropriate field designated for those purposes.

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.

One Year Mainstream – MTW (MTW PHAs ONLY)

UML: Total number of vouchers leased this month for all One Year Mainstream awards (MTW PHAs ONLY). These awards are pre-2008.

HAP: Total HAP expenses incurred for One Year Mainstream-MTW reported in the units sections (MTW PHAs ONLY).

Family Unification - Non MTW

UML: Total number of vouchers leased this month from ANY initial or renewal Family Unification Program increment regardless of when the award was funded. Vouchers are reported in this category as long as they are in use by an eligible participant. (non-MTW PHAs ONLY).

HAP: Total HAP expenses incurred for Family Unification vouchers reported in the units section (non-MTW PHAs ONLY).

Family Unification Pre2008 – MTW (MTW PHAs ONLY)

UML: 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.

HAP: Total HAP expenses incurred for Family Unification Pre-2008 Vouchers reported in the Family Unification Pre2008 section.

Family Unification 2008/Forward – MTW (MTW PHAs ONLY)

UML: Total number of vouchers leased this month from initial or renewal Family Unification Program increments that were funded from federal years 2008 and forward. 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 in 2008 or forward.

HAP: Total HAP expenses incurred this month for Family Unification 2008/Forward Vouchers reported in the Family Unification 2008/Forward section.

Non Elderly Disabled - Non-MTW

UML: Total number of vouchers leased this month from initial or renewal Mainstream 1 or Non-Elderly Disabled program increments (non-MTW PHAs ONLY).



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HAP: Total HAP expenses incurred this month for Mainstream 1 or Non-Elderly Disabled voucher leasing as reported in Units section (non-MTW PHAs ONLY).

Non Elderly Disabled 2008 Forward – MTW (MTW PHAs ONLY)

UML: Total number of vouchers leased this month from initial or renewal Non-Elderly Disabled Program increments that were funded from federal years 2008 and forward.

HAP: Total HAP expenses incurred for vouchers leased this month for Non-Elderly Disabled 2008 - Forward as reported in the Non-Elderly Disabled section.

Portable Vouchers Paid

UML: 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".

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

UML: 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.

HAP: Total HAP expenses incurred for HOPE VI vouchers reported in the Units section.

Tenant Protection

UML: 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 including:

- Relocation from, or replacement of, a public housing property
- Termination, opt-out, or prepayment of a multifamily assisted development or a property disposition action
- 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.

HAP: Total HAP expenses incurred for Tenant Protection vouchers reported in the Units section.

Enhanced Vouchers

UML: 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. This is a sub-category of Tenant Protection.

Veterans Affairs Supportive Housing (VASH) Vouchers

UML: Total number of vouchers under lease from initial or renewal funds awarded under the VASH program. Vouchers are reported in this category as long as they are in use by an eligible participant and only if the PHA received a VASH award in 2008 or subsequent federal fiscal years. In accordance with [Notice PIH 2011-53](#), if a HUD-VASH family no longer requires case management services, and



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the PHA has the funding and elects to serve the family under its regular HCV program, the PHA will no longer report the family on the VASH lines in the VMS. Instead, this family should now be reported on the All Other Vouchers (AOV) lines. ALL Vouchers Leased for VASH are reported for the entire month (as the first of the month + any vouchers with prorated HAP expenses for the new HAP contracts effective **after** the first of the month). This includes new contracts issued in the middle of the month.

HAP: Total HAP expenses incurred for VASH vouchers reported in the Units section. The PHA should report all VASH HAP expenses in this field, including the prorated HAP expenses incurred after the first of the month.

Housing Stability Vouchers

UML: Total number of Housing Stability Vouchers under lease from initial or renewal funds awarded. Vouchers should be reported in this category only if the PHA has received vouchers in this program. A voucher should be reported in this category as long as it is used for an eligible program participant.

HAP: HAP expenses incurred for the Housing Stability Vouchers reported in the units section.

Foster Youth To Independence (FYI) Vouchers

UML: Total number of vouchers leased for all FYI Vouchers awarded including FYI TPV vouchers and non-FYI TPV vouchers. Effective with March 2022 submission this information should no longer be reported in the FUP field.

HAP: Total HAP expenses for all FYI vouchers awarded including FYI TPV vouchers and non-FYI TPV vouchers. Effective with March 2022 submission this information should no longer be reported in the FUP field.

Mobility Demonstration

UML: Total number of Mobility Demonstration Vouchers (MDVs) leased that were awarded under the Mobility Demonstration program. PHAs should not report their non-MDV vouchers leased in this field.

HAP: Total HAP expenses incurred this month for MDVs awarded under the Mobility Demonstration Program. PHAs should not report their non-MDV vouchers expenses in this field.

Emergency Transfer Vouchers for VAWA

UML: Total number of vouchers leased for Emergency VAWA awards.

HAP: Total HAP expenses incurred this month for all Emergency VAWA vouchers leased.

DHAP to HCV Vouchers Leased

UML: 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



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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.).

HAP: Total HAP expenses for DHAP to HCV voucher leasing reported in the units section.

All Other Vouchers

UML: Total number of vouchers leased for all other purposes. Do not include any vouchers already reported in the other voucher categories above.

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 HCV - FSS Escrow Deposits below.

MTW - Family Unification 2008/Forward HAP expenses after the First of the Month (MTW PHAs ONLY)

HAP: Total amount of HAP expenses incurred after the first of the month for leased Family Unification vouchers 2008/forward vouchers. Mandatory field for MTW agencies who have been awarded Family Unification vouchers from 2008 forward.

MTW - Family Unification pre-2008 HAP After the First of the Month (MTW PHAs ONLY)

HAP: Total amount of HAP expenses incurred after the first of the month for leased Family Unification Vouchers from pre-2008 awards. Mandatory field for MTW agencies who have been awarded Family Unification vouchers prior to 2008.

MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month (MTW PHAs ONLY)

HAP: Total amount of HAP expenses incurred after the first of the month for leased Non-Elderly Disabled Vouchers 2008/forward vouchers. Mandatory field for MTW agencies who have been awarded Non-Elderly Disabled vouchers from 2008 forward.

MTW - VASH HAP Expenses after the First of the Month (MTW PHAs ONLY)

HAP: Total amount of HAP expenses incurred after the first of the month for leased VASH vouchers. Mandatory field for MTW agencies who have been awarded VASH vouchers.

MTW - One year Mainstream HAP After the First of the Month (MTW PHAs ONLY)

HAP: Total amount of HAP expenses incurred after the first of the month for leased One Year Mainstream vouchers. Mandatory field for MTW agencies who have been awarded One Year Mainstream vouchers.

MTW - Foster Youth to Independence HAP Expenses After the First of the Month (MTW PHAs ONLY)

HAP: Total amount of HAP expenses incurred after the first of the month for leased FYI vouchers. Mandatory field for MTW agencies who have been awarded FYI vouchers.

MTW - Mobility Demonstration HAP Expenses After the First of the Month (MTW PHAs ONLY)

HAP: Total amount of HAP expenses incurred after the first of the month for leased Mobility Demonstration vouchers. Mandatory field for MTW agencies who have been awarded Mobility Demonstration vouchers.

MTW – Housing Stability Voucher HAP Expenses After the First of the Month (MTW PHAs ONLY)



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HAP: Total amount of HAP expenses incurred after the first of the month for leased Stability vouchers. Mandatory field for MTW agencies who have been awarded Stability vouchers.

MTW - Emergency Transfer Vouchers for VAWA HAP Expenses After the First of the Month (MTW PHAs ONLY)

HAP: Total amount of HAP expenses incurred after the first of the month for leased VAWA vouchers. Mandatory field for MTW agencies who have been awarded VAWA vouchers.

HCV - FSS Escrow Deposits

HAP: Deposits to FSS participant escrow accounts made for this month.

HCV- All Voucher HAP Expenses After the First of Month

HAP: Total amount of HAP expenses incurred for NEW contracts effective after the first of the month for any categories above except RAD 1, VASH, and Mainstream. If the amount of HAP covers the entire month then it should not be reported in this field.

- MTW PHAs with *After the First of the Month Expenses* for FUP Pre-2008/2008 Forward, NED 2008 Forward, VASH, One-Year Mainstream, Foster Youth to Independence, Mobility Demonstration, Housing Stability or Emergency Transfer Vouchers for VAWA should not report those expenses here, but rather they should be reported in the appropriate MTW *After the First of the Month field(s)* above. This amount is automatically included in the HAP Total below when the system calculates the HAP Total.
- For RAD 1 and/or VASH, the PHA should report ALL HAP expenses, including the prorated HAP expenses, in the RAD 1 and/or VASH field as appropriate rather than reporting the prorated HAP expenses on the line for "All Voucher HAP Expenses AFTER the First of the Month". HAP expenses incurred after the first of the month for the Mainstream program should NOT be reported in this field but should be reported in the Mainstream field. "Note: RAD 2 HAP expenses incurred after the first of the month SHOULD be reported in this field".



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Total Vouchers: This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following UML fields:

- RAD 1
- RAD 2
- RAD 3
- Litigation
- Homeownership
- Moving to Work
- One Year Mainstream MTW
- Family Unification Non - MTW
- Family Unification Pre 2008 - MTW
- Family Unification 2008 Forward - MTW
- Non-Elderly Disabled – Non MTW
- Non-Elderly Disabled 2008 Forward – MTW
- Portable Vouchers Paid
- HOPE VI
- Tenant Protection
- Veterans Affairs Supportive Housing (VASH) Vouchers
- Housing Stability Vouchers
- Foster Youth To Independence
- Mobility Demonstration
- Emergency Transfer Vouchers for VAWA
- DHAP to HCV Vouchers
- All Other Vouchers



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HAP Total: This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following HAP fields:

- RAD 1 HAP
- RAD 2 HAP
- RAD 3 HAP
- Litigation HAP
- Homeownership HAP
- Moving to Work HAP
- One Year Mainstream MTW – HAP
- Family Unification Non MTW - HAP
- Family Unification Pre-2008 MTW - HAP
- Family Unification 2008 Forward MTW - HAP
- Non-Elderly Disabled Non-MTW – HAP
- Non-Elderly 2008 Forward MTW - HAP
- Portable Voucher HAP
- HOPE VI - HAP
- Tenant Protection HAP
- Veterans Affairs Supportive Housing (VASH) Vouchers
- Housing Stability Vouchers HAP
- Foster Youth to Independence HAP
- Mobility Demonstration HAP
- Emergency Transfer Vouchers for VAWA HAP
- DHAP to HCV Vouchers HAP
- All Other Vouchers HAP
- MTW Family Unification 2008 Forward HAP Expenses After the First of the Month
- MTW Family Unification Pre-2008 HAP Expenses After the First of the Month
- MTW Non-Elderly Disabled 2008 Forward HAP Expenses After the First of the Month
- MTW VASH HAP Expenses After the First of the Month
- MTW One Year Mainstream HAP Expenses After the First of the Month
- MTW - Foster Youth to Independence HAP Expenses After the First of the Month
- MTW - Mobility Demonstration HAP Expenses After the First of the Month
- MTW – Housing Stability Voucher HAP Expenses After the First of the Month
- MTW - Emergency Transfer Vouchers for VAWA HAP Expenses After the First of the Month
- HCV - FSS Escrow Deposits
- All Voucher HAP Expenses for contracts effective After the First of Month

Other Voucher Reporting Requirements

HCV- Number of Vouchers under Lease (HAP Contract) on the last day of the Month: 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



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months. The HAP contract automatically terminates 180 calendar days after the last HAP payment to the owner.

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; including RAD units that are PHA-owned. These units should also be included in the appropriate Voucher Units category above.

HCV- New Vouchers Issued but not under HAP contract as of the last day of the month: This figure represents the total cumulative number of new vouchers issued for all categories (excluding Housing Stability Vouchers) 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.

Housing Stability Vouchers - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the month: This figure represents the total cumulative number of new Housing Stability Vouchers issued that are not yet under a HAP contract as of the last day of the reporting period. This figure excludes Stability 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 Vouchers Administered (Port-in):

UML: Total number of vouchers as of the first of the month for 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." NOTE: Portable vouchers administered for the Mainstream or EHV program should NOT be reported in this field.

HAP: HAP expenses attributable to the Portable Vouchers Administered as reported above. These expenses are NOT included in the HA's total voucher HAP expenses elsewhere reported in VMS.

Adjustment Funding – Per Unit Cost Increase: Amount of Voucher Program HAP expenses paid for the reporting month covered by Adjustment Funding provided for Per Unit Costs Increases. These expenses should also be reported in the normal HAP expense field for which the expense was incurred.

Adjustment Funding – Shortfall: Amount of Voucher Program HAP expenses paid for the reporting month covered by Adjustment Funding for Shortfalls. These expenses should also be reported in the normal HAP expense field for which the expense was incurred.

Adjustment Funding Per Unit Cost Increase MS Program: Amount of Mainstream Program HAP expenses paid for the reporting month covered by Adjustment Funding for Per Unit Costs Increases. These expenses should also be reported in the MS HAP expense field.

Adjustment Funding – Shortfall MS Program: Amount of Mainstream Program HAP expenses paid for the reporting month covered by Adjustment Funding for Shortfalls. These expenses should also be reported in the MS HAP expense field.

Mainstream



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UML: The number of Mainstream vouchers under lease. On the first day of the month, Vouchers should only be reported in this category if the PHA has received an award under the Mainstream program and should be reported in this category for the initial and all renewal terms.

HAP: Total amount of HAP expenses incurred for Mainstream vouchers reported in Unit section.

Mainstream - FSS Escrow Deposits: Deposits to Mainstream FSS participant escrow accounts made for this month.

Mainstream - HAP Expenses After the First of the Month: Total amount of Mainstream HAP expenses incurred for NEW contracts effective after the first of the month. If the amount of HAP covers the entire month, then it should not be reported in this field.

Mainstream - Number of New Vouchers Issued but not Under HAP Contract as of the Last Day of the Month: This figure represents the total number of new Mainstream vouchers issued but 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.

Number of PBVs under AHAP and not under HAP: Total number of PBVs under AHAP only. These units are not reported in any other field.

Number of PBVs under HAP and leased: Total number of PBVs under HAP contract and leased. These units and associated expenses are also reported in the field that best describes the type of voucher being used (Tenant Protection, All Other Vouchers, etc.)

Number of PBVs under HAP and not Leased: Total number of PBVs that are under a HAP contract and are not leased and are not receiving vacancy payments. These vouchers are not reported in any other field but are eligible for administrative fees. This field should include RAD1 and RAD2 Units that are under a HAP Contract but are not leased and RAD1 units that are receiving Rehab Assistance Payments (RAP).

Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense

UML: Total number of PBVs that are under a HAP contract and are not leased but are receiving vacancy payments. These vouchers are not reported in any other field but are eligible for administrative fees. RAD vouchers receiving vacancy payments should also be reported in this field.

HAP: Total HAP expense associated with PBVs under HAP contract and not leased with vacancy payments. These expenses are also reported in the AOV HAP Expense field. Vacancy Payments for RAD vouchers should also be reported in the appropriate RAD HAP Expense field. Note: RAD Rehab Assistance payments should not be reported in this field but should be reported in the RAD 1 HAP expense field.

Project Based Vouchers - Total HAP Expenses: Total HAP expenses incurred for Project Based Vouchers. The HAP expense should also be reported in the field that best describes the type of voucher being used (Tenant Protection, All Other Vouchers, etc.)

HCV HAP Spent on Permissive Deductions- Total HCV HAP Expenses spent as of the first of the month on permissive deductions (this means the difference between the HAP calculated applying the permissive deduction and the HAP without applying the permissive deduction). These are monthly



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expenses and will not be considered for the PHA renewal HCV funding. HAP funds reported in this field must exclude funding received outside of the HCV Program. 24 CFR 5.611(b). The HAP expense should also be reported in the field that best describes the type of voucher being used (Tenant Protection, All Other Vouchers, etc.)"

Mainstream HAP Spent on Permissive Deductions- Total Mainstream HAP Expenses spent as of the first of the month on permissive deductions (this means the difference between the HAP calculated applying the permissive deduction and the HAP without applying the permissive deduction). These are monthly expenses and will not be considered for the PHA renewal Mainstream funding. HAP funds reported in this field must exclude funding received outside of the Mainstream Program. 24 CFR 5.611(b). The HAP expense must also be reported in the field that best describes the type of voucher being used.



TAB 2 –INCOME/ EXPENSES

Memorandum Reporting

HCV Fraud Recovery – Total Collected this Month Total dollar amount recouped by the HA as fraud recovers during the month that is applied to the RNP 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.

Note: *Total dollar amount recouped "is cash collected – not revenue recorded".*

Mainstream - Fraud Recovery Total Collected this Month: Total dollar amount recouped by the HA as fraud recovers for the Mainstream program during the month that is applied to the RNP 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 Mainstream HAP Expenses as reported for the month in the HAP expenses section.

Note: *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 Restricted Net Position. *Note: the amount of interest earned from the UNP account should not be reported in this field.*

HCV - FSS Escrow Forfeitures this month: Total value of FSS escrow accounts (including interest earned) 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.

Mainstream - FSS Escrow Forfeitures This Month: Total value of Mainstream FSS escrow accounts forfeited (including interest earned) by the tenants during the month; forfeitures occur when the tenant violates or fails to complete the FSS contract. This amount should not be deducted from the Mainstream HAP expenses

Mainstream - FSS Escrow Forfeitures This Month: Total value of Mainstream FSS escrow accounts forfeited by the tenants during the month; forfeitures occur when the tenant violates or fails to complete the FSS contract. This amount should not be deducted from the Mainstream HAP expenses.

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.

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.



Non-HAP Expenses Spent on Permissive Deductions- Expenses spent as of the first of the month using non-HAP funding from outside source on permissive deductions. For example, the PHA may receive grant funding to cover the cost of a particular permissive deduction. This could also apply when the PHA enters into an agreement with a research director to exclude stipends or basic/guaranteed income amounts received during the study period and the research study provides funding to the PHA to cover the cost.. These are monthly expenses will not be considered for the PHA renewal funding. 24 CFR 5.611(b). These expenses **must not** be entered into any other HAP expense fields.

Administrative Expenses

Housing mobility-related services expenditures: (Non-MTW PHAs ONLY) Expenses authorized for housing mobility-related services. This field is only for PHAs awarded funding by HUD for housing mobility-related services. This field should not be used by PHAs participating in the housing mobility demonstration (Community Choice Demonstration).

Housing mobility-related services expenditures (MTW): (MTW PHAs ONLY) Expenses authorized for housing mobility-related services. This field is only for PHAs awarded funding by HUD for housing mobility-related services. This field should not be used by PHAs participating in the housing mobility demonstration (Community Choice Demonstration).

Mobility Demonstration Services Expenditures: (MTW PHAs ONLY) Expenses authorized for Comprehensive Mobility Related Services or Selected Mobility Related Services under the HCV Mobility Demonstration.

Non- MTW Administrative Expense: Total administrative expenses incurred by the PHA for the Voucher Program. This amount excludes expenses covered by FSS Coordinator grants, Housing Conversion fees, Mobility Counseling and ROC fees, Preliminary Expenses and Portability Payments due from another Housing Authority.

Mainstream - Administrative Expenses: Total administrative expenses, direct and indirect, incurred by the PHA for the Mainstream Program. Both MTW and non-MTW PHAs should report in this field.

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

Financial Status

As referenced in [PIH Notice 2010-16](#)

HCV- Unrestricted Net Position (UNP) as of the Last Day of the Month: UNP 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 HCV Tenant Based Related purposes. **NOTE:** The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeitures funds can be retained by the PHA and used for eligible FSS expenses as provided in the rule. The forfeited funds are restricted and shall not be reported in HCV UNP. Additional instruction in [Appendix D](#).



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HCV- Restricted Net Position (RNP) as of the Last Day of the Month: RNP is the amount of Housing Assistance Payments (HAP) Equity for the HCV program. It is equal to the Position (RNP) as cumulative sum of total HAP revenues received minus the total cumulative HAP expense for eligible unit months that have been paid and is calculated on a monthly basis. Additional guidance can be found in [PIH Notice 2010-16](#). NOTE: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the HCV RNP as those funds are no longer returned to the HCV program but will be retained by the PHA and used for eligible FSS expenses only as provided in the rule. Excess funds received for the HCV program shall not be included in this field. Additional instruction in [Appendix D](#).

HCV- 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 UNP and RNP balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNP and RNP 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 (if effective prior to June 2022). 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.

Note: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the HCV Cash/Investments field as those funds can be retained by the PHA and used only for eligible FSS expenses as provided in the rule. Funds received for an FSS Coordinator and not expensed must not be included.

Mainstream - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month: UNP 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 Mainstream purposes. NOTE: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeitures funds can be retained by the PHA and used for eligible FSS expenses as provided in the rule. The forfeited funds are restricted and shall not be reported in Mainstream UNP. Additional instruction in [Appendix D](#).

Mainstream - Restricted Net Position Funds (RNP) as of the Last Day of the Month: RNP is the amount of Housing Assistance Payments (HAP) Equity for the Mainstream program. It is equal to the Restricted Net Position (RNP) as cumulative sum of total HAP revenues received minus the total cumulative HAP expense for eligible unit months that have been paid and is calculated on a monthly basis. **NOTE:** The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the Mainstream RNP as those funds are no longer returned to the Mainstream program but will be retained



by the PHA and used for eligible FSS expenses only as provided in the rule. Additional instruction in [Appendix D](#).

Mainstream - Cash/Investments as of the Last Day of the Month: Cash/Investments as of the last day of the month are the total amount of HAP and AF cash/investments for the Mainstream program. Amounts reported include all cash and investments as they relate to Mainstream UNP and Mainstream RNP balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNP and RNP 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 Mainstream program, including interest earned, and fraud recovery. Note: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the Mainstream Cash/Investments field as those funds can be retained by the PHA and used only for eligible FSS expenses as provided in the rule. 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. Additional instruction in [Appendix D](#).

MTW (MTW PHAs ONLY)

MTW - Public Housing Operating Subsidy Eligible Expenses- (MTW PHAs ONLY) This field is used to capture HAP funds expended by the PHA on public housing Operating Fund eligible expenses. For example, HAP funds expended on the cost of security services in an MTW PHA's public housing facilities.

MTW - Capital Fund Eligible Expenses- (MTW PHAs ONLY) This field is used to capture HAP funds expended by the PHA on Capital Fund Program eligible expenses. For example, HAP funds expended on demolition costs associated with modernization of an MTW PHA's public housing facilities.

MTW - Local, Non-Traditional (LNT) Program- (MTW PHAs ONLY) This field is used to capture HAP funds expended by the PHA in pursuit of eligible local, non-traditional program expenses. This includes HAP funds used for housing development programs, homeownership programs, rental subsidy programs, and service provision programs per [Notice PIH 2011-45](#) or successor notice.

MTW - HCV Administrative Fee Expenses- (MTW PHAs ONLY) This field is used to capture HCV Administrative Fees expended by the MTW PHA on administrative expenses to directly or indirectly administer the HCV program. Expansion PHAs should report all HCV Administrative Fees that are used for non-administrative purposes in the "Expenses" fields on Tab 3-Expense/Comments in VMS. Example: Administrative Fees that were expended on local, non-traditional activities would be reported on Tab 3-Expense/Comments. PHAs should provide a description of the expenditures incurred by the Expansion PHA in the "Description" field. Expansion PHAs should NOT report HCV Administrative Fee funds used for non-administrative purposes in the MTW Other Expense Category.

MTW - HCV Administrative Expenses Using HAP- (MTW PHAs ONLY) This field is used to capture HAP funds expended by the MTW PHA to directly or indirectly administer the HCV program.



Other - Unspent Funds

Fund Source 1

Unspent Fund Source (HCV)-1: This section is for MTW PHA reporting of commitments and obligations that have been made for the future expenditure of currently unspent funds. The PHA reports in this field the source of the unspent funds (HCVP).

Type of Account-1: Type of projected expenditure from the fields provided for actual expenses or another category to be added by the PHA.

Activity-1: The specific activity within the category which the PHA is undertaking

Funds Committed-1: The total amount of HCV funds from the Unspent Fund Source that the PHA is segregating in anticipation of a dedication or obligation for eligible MTW activities in the future. This amount should be changed in subsequent reporting if the level of commitment changes but should not be reduced as the commitment moves to obligation.

Type of Commitment-1: The specific action that commits the funds to the activity, such as a Board Resolution, 5-Year Capital Plan, MTW Annual Plan, PHA Annual Plan/MTW Supplement.

Date of Commitment-1 (MM/DD/YYYY): The date of the commitment action.

Funds Obligated-1: The total amount from the commitment that the PHA dedicates an outlay of expenditure of funds, immediately or in the future, for a specific MTW eligible activity. This amount should be changed in subsequent reporting if the level of obligation changes but should not be reduced as the obligated funds are expended.

Type of Obligation-1: The binding agreement that obligates the funds to the activity, such as a contract executed or purchase/service order. However, in cases of PHA performed MTW eligible activities, and a contract is not necessary, a Board Resolution is the obligating document.

Date of Obligation-1 (MM/DD/YYYY): The date of the obligation action.

Funds Expended from Commitment/Obligation-1: The total of the obligated amount that has been expended on the activity.

Projected Date of Full Expenditure-1 (MM/DD/YYYY): The date by which the PHA anticipates the funds committed and obligated for this activity will be fully expended.

23 **Fund Source 2 - 11 -Same as above**



TAB 3 –EXPENSE/COMMENTS

Expenses

Expense Amount 1: Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.

Description: Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters.

Expense Amount 2: Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.

Description: Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters.

Expense Amount 3: Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.

Description: Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters.

Expense Amount 4: Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.

Description: Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters.

Expense Amount 5: Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.

Description: Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters.

MTW Other Expense Category (MTW PHAs ONLY)

MTW - Other - PHA to identify the type of expense incurred Amount - 6: (MTW PHAs ONLY) HCVP HAP funding expended by the PHA for an activity that does not fit in any other category. Expansion PHAs should NOT report HCV Administrative Fee expenses used for non-administrative purposes in the MTW Other Expense Category. These administrative fee funds used for non-admin purposes should be reported in the Expenses & Description fields.

Description: Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable.



MTW - Other - PHA to identify the type of expense incurred Amount - 7: (MTW PHAs ONLY) HCVP HAP funding expended by the PHA for an activity that does not fit in any other category. Expansion PHAs should NOT report HCV Administrative Fee expenses used for non-administrative purposes in the MTW Other Expense Category. These administrative fee funds used for non-admin purposes should be reported in the Expenses & Description fields.

Description: Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable.

MTW - Other - PHA to identify the type of expense incurred Amount - 8: (MTW PHAs ONLY) HCVP HAP funding expended by the PHA for an activity that does not fit in any other category. Expansion PHAs should NOT report HCV Administrative Fee expenses used for non-administrative purposes in the MTW Other Expense Category. These administrative fee funds used for non-admin purposes should be reported in the Expenses & Description fields.

Description: Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable.

Comments

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. The Comment field will accommodate up to 4000 characters. A message displays when data entered exceeds 4000 characters.



TAB 4 – DISASTER UML/HAP

Disaster Voucher Program (DVP)

Disaster 1

Disaster Name-1: Specific Name associated with the current disaster

Disaster Families Assisted-1

UML: Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.

HAP: Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.

Disaster Security Deposit-1: Security Deposit paid during the reporting month for the Disaster Families.

Disaster Security Deposit Returned-1: Amount of security deposit returned for the Disaster Family during the reporting month.

Disaster Utility Deposit-1: Utility Deposit paid during the reporting month for the Disaster Families

Disaster Utility Deposit Returned-1: Amount of Utility deposit returned for the Disaster Family during the reporting month.

Disaster Administrative Expenditures-1: The amount of Administrative Expenditures incurred for the reporting month.

Disaster Broker Fee-1: The total amount of broker fees paid during the reporting month for Disaster Families.

Disaster Placement Fee-1: Amount of Placement Fee expenses incurred during the reporting month

Disaster Service Connection Fee-1: Amount of Service Connection Fee expenses incurred during the reporting month

Disaster Case Management Fee-1: Amount of Case Management Fee expenses incurred during the reporting month

Disaster Administrative Fee-1: Amount of Administrative Fee expenses incurred during the reporting month

Disaster Other Fees-1: Amount of expenses incurred during the reporting month that are covered by another type of fee that is not available in any other Disaster Fee field. This field requires a COMMENT describing the type of fee used to cover the expense.

Disaster Comments-1: Mandatory when Other Fees are recorded

Disaster 2: Same as Above

Disaster 3: Same as Above

Disaster 4: Same as Above



TAB 5 – EVHP UML/HAP

Emergency Housing Voucher UML and HAP

Emergency Housing Vouchers 1

UML: Total number of Emergency Housing Vouchers under lease from initial or renewal funds awarded. Vouchers should be reported in this category only if the PHA has received vouchers in this program. A voucher should be reported in this category as long as it is used for an eligible program participant and was under HAP contract as of the first day of the month.

HAP: HAP expenses incurred for the Emergency Housing Vouchers reported in the units section.

Emergency Housing Vouchers 1 - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the Month: The number of new Emergency Housing Vouchers Issued but not under HAP contract as of the last day of the month. These units should not be reported in any other field.

Emergency Housing Vouchers 1 - HAP Expenses After the First of the Month: Total amount of HAP expenses incurred for new contracts effective after the first of the month for the Emergency Housing Vouchers program. These expenses should not be reported in any other field.

Emergency Housing Vouchers 1 – Admin Fees – Preliminary Fee Expenses: Amount of Emergency Housing Vouchers Preliminary Fee expenses incurred for the month. Please refer to [PIH Notice 2021-15](#) for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Admin Fees 1 – Placement/Issuance Fee Expenses: Amount of Emergency Housing Voucher Placement/Issuance Fee expenses incurred for the month. Please refer to [PIH Notice 2021-15](#) for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Admin Fees 1 - Ongoing Administrative Expenses: Amount of ongoing Administrative Expenses incurred for the month for the Emergency Housing Vouchers Program. Please refer to [PIH Notice 2021-15](#) for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Service Fee 1 – Housing Search Assistance Expenses: Amount of Service Fee Expenses incurred for Housing Search Assistance. Please refer to [PIH Notice 2021-15](#) for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Service Fee 1 – Security/Utility Deposit/Rental Application/Holding Fee Expenses: Amount of Service Fee Expenses incurred for Security/Utility Deposit, Rental Application and Holding Fee Expenses. Please refer to [PIH Notice 2021-15](#) for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Service Fee 1 - Owner Incentive Expenses: Amount of Service Fee Expenses incurred for Owner Incentive Expenses. Please refer to [PIH Notice 2021-15](#) for additional guidance on the eligible uses of these fees.

Emergency Housing Vouchers – Service Fee 1 - Other Eligible Expenses: Amount of Service Fee Expenses incurred for Other Eligible expenses that are not reported in any other Service Fee expense category. Please refer to [PIH Notice 2021-15](#) for additional guidance on the eligible uses for these fees.



Emergency Housing Vouchers 1 - FSS Escrow Deposits: Deposits to Emergency Housing Voucher FSS participants escrow accounts made for this month.

Emergency Housing Vouchers 1 - FSS Escrow Forfeitures this Month: Total value of Emergency Housing Voucher FSS escrow forfeited by tenants during this month. Forfeitures occur when a 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 Emergency Housing Voucher HAP field.

Emergency Housing Vouchers 1 - Fraud Recovery Total Collected this Month: Total EHP dollar amount recouped by the HA as fraud recoveries during the month is applied to the EHP RNP 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 field. NOTE: Total dollar amount recouped "is cash collected and not revenue recorded".

Emergency Housing Vouchers 1 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month: Note: *Regardless of the system (VMS or FASS-PH) in which UNP is being reported, the PHA should report its EHV UNP amount as defined by GAAP – “the difference between the EHV program’s asset and liabilities that do not meet the definition of restricted net assets or invested in capital assets net of related debt.” In essence, HUD is requesting information on net liquid or near liquid resources that can be readily used for the administration of the program, as this definition does not include net assets related to fixed assets (see OPEB liability exception below as related to liquid or near liquid resources).*

UNP is equal to the cumulative total of Administrative Fee (AF) revenue for the EHV program which includes Ongoing Administrative Fees, Preliminary Fees and Placement/Issuance Fees (Service Fees are NOT included) minus total EHV administrative expenses and any UNP used for EHV housing assistance payments (HAP). EHV UNP 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 the portion of fraud recovery revenue collected in cash that is returned to the EHV UNP account (see Note 1) interest earned up to \$500, and the net Port-In reimbursement revenue (in excess of Port-In HAP expenses) received from initial Housing Authorities for unabsorbed Port-Ins. Any interest earned above \$500 on AF reserves and investment income earned on HAP and RNP funds, must be remitted to HHS IAW 2 CFR § 200.305(b)(9). This means that the total AF revenue used to calculate the UNP reported in this field does not include excess Ongoing AF received during the current PHA FY because excess Ongoing AF received does not accumulate to the UNP until the end of the PHA’s FY. The excess Ongoing AF received during the PHA’s current FY will not be reported in the UNP field until the end of the last month of the PHA’s fiscal year. The monthly amount reported in VMS is the UNP balance at the beginning of the year plus any interest earned and fraud recovery, excess preliminary and placement/issuance fees, and net port-in revenue allocated to the UNP account for the months in the current year. For guidance on eligible use of EHV Fees, please reference [PIH Notice 2021-15](#) issued May 5, 2021, and [PIH Notice 2021-25](#) issued August 20, 2021.

NOTE: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeitures funds can be retained by the PHA and used for eligible FSS expenses as provided in the rule. The forfeited funds are restricted and shall not be reported in EHV UNP. Additional instruction in [Appendix D](#).

Emergency Housing Vouchers 1 - Restricted Net Position Funds (RNP) as of the Last Day of the Month: RNP is the amount of Housing Assistance Payments (HAP) Equity for the Emergency Housing Voucher (EHV). It is equal to the cumulative sum of total HAP revenues received minus the total cumulative HAP expenses for eligible unit



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months that have been paid and is calculated on a **monthly** basis. Total expenses include EHV - FSS Escrow Deposits. Total HAP revenue is defined as total HAP disbursements received during the month including the portion of fraud recovery revenue collected in cash that is returned to the HAP equity. **NOTE:** The Federal Register, Vol.87, No.95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the EHV RNP as those funds are no longer returned to the EHV program but will be retained by the PHA and used for eligible FSS expenses only as provided in the rule. Interest income earned on excess EHV HAP and RNP balances should not be included in the RNP. The allowable retention of interest funds should be reported in the PHA's EHV UNP balance as described in greater detail in the UNP field definition. Negative balances must be reported in VMS on a monthly basis and carried through the fiscal year-end or calendar year-end, as applicable, until cash revenue is received (from any allowable source) to clear the negative balance. Additional instruction in [Appendix D](#).

NOTE: Fraud Recovery – PHAs should not include fraud receivable revenue not yet collected in the VMS reporting as those funds are not available for the PHA to use for HAP expenses. The amount of fraud recovery sent to the RNP account is usually 50% of the amount collected but may be less depending on the PHA's situation. See [24 CFR §792.202](#) for more on the amounts of fraud recovery a PHA may retain in its UNP and the portion of fraud recovery that must be returned to the HCV Program by inclusion in the RNP balance.

Emergency Housing Vouchers 1 - Cash/Investment as of the Last Day of the Month: Cash/Investments as of the last day of the month are the total amount of EHV HAP and AF cash and investments for the EHV program. Amounts reported include all cash and investments as they relate to EHV UNP and EHV RNP balances as of the last PHA FYE, as well as any additional funds that may have been reported in the EHV UNP and EHV RNP fields through the month being reported. This total amount must include only those EHV HAP and EHV AF (including ongoing fees, preliminary fees, service fees, and placement/issuance fees) funds received for the EHV program, including interest earned, and fraud recovery. **NOTE:** The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning June 2022, FSS escrow forfeitures shall not be reported in the EHV Cash/Investments field as those funds can be retained by the PHA and used only for eligible FSS expenses as provided in the rule. Funds received for an FSS Coordinator and not expensed must not be included. Cash and investments for HCV - FSS Escrow Deposits/accounts 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 EHV HAP or other administrative costs. These reporting requirements are applicable to MTW PHAs as well. Additional instruction in [Appendix D](#).

EHV HAP Spent on Permissive Deductions- Total EHV HAP Expenses spent as of the first of the month on permissive deductions. These are monthly expenses and will not be considered for the PHA renewal EHV funding. HAP funds reported in this field must exclude funding received outside of the EHV Program. 24 CFR 5.611(b). The HAP expense must also be reported in the field that best describes the type of voucher being used.

EHV Unexpended Service Fees: The EHV Service Fee is accounted for as an expenditure driven grant with revenue being recognized only when an eligible expense has been incurred. If the PHA has not incurred an eligible expense the PHA should report the fee as unearned revenue and in restricted cash. There should be no effect on the PHA's restricted net position. This amount is typically reported on Line 342 in the FASS FDS. Additional information regarding eligible activities and reporting may be found in Notice PIH 2021-15 (HA), Notice PIH 2021-25 (HA), Notice PIH 2023-23 (HA).



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Emergency Housing Vouchers 2 – Same as above

Emergency Housing Vouchers 3 – Same as above



TAB 6 – PHA INFO

PHA Contact Information

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: 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 email address for the PHA. This field is prefilled from the PIC system, and not editable. Read only, from PIC Databases).

Program Area Point of Contact - FMC

FMC Financial Analyst: Name of the FMC Financial Analyst assigned to work with the PHA. This data is pre- filled by HUD.

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.

Program Area Point of Contact – Field Office

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.

FO POC E-mail 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.



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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

REAC Technical Assistance Center

Technical Assistance Center: Phone number for the REAC Technical Assistance Center, data is pre-filled by HUD.



TAB 7 – SUBMISSION

PHA Number: Official number assigned to the PHA, 2 letter 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.

Validation History

Form/PMC

Error Tab

Field Name: Identifies the specific field that failed the Hard Edit, data is pre-filled by HUD.

Drop Down Selection: Error Number and comment. Click on Error Number to see error message indicating what the error is, data is pre-filled by HUD.

Entered By User: User information, identifying last user who submitted the monthly submission with the Hard Edit error, data is pre-filled by HUD.

Entered Date/Time: System date and time stamp indicating when the user submitted the monthly submission, data is pre-filled by HUD.

Corrected By User: Identification of the FA who reviewed the Hard Edit, data is pre-filled by HUD.

Corrected Date/Time: System date and time stamp indicating when the FA reviewed the Hard Edit error, data is pre-filled by HUD.

Submission History

Status Code: Status indicator for the specific version of the monthly submission, data is pre-filled by HUD.

Status Description: Description of the current status of the Prior Month Correction.

Last Updated By: User information, identifying last user who submitted the monthly submission, data is pre-filled by HUD.

Updated User Name: User name identifying who the last user was for the submission, data is pre-filled by HUD.

Updated Date/Time: System date and time stamp indicating when the specific version was submitted. Data is pre-filled by HUD.



TAB 8 – EXECUTIVE SUMMARY- CURRENTLY INACTIVE

PHA Information

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.

HUD Calculations

RNP Beginning Balance from prior year end balance: Restricted Net Position 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 Revenues 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 Current Month Restricted Net Position (RNP): Calculated field using the RNP 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.

PHA Reported

PHA Estimate of Net Restricted Assets (NRA): This information is provided from Income/Expenses Tab – Financial Status Section – Restricted Net Position (RNP) 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.

Utilization

Utilization Units – (UML/UMA) Amount: Utilization unit months leased as reported in VMS, data pre-filled by HUD using VMS data.



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Utilization Units – (UML) Amount: Utilization unit months available as identified HUDCAPS, data pre-filed by HUD using VMS data.

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-filed by HUD using VMS data.

Utilization – ABA Amount: Utilization Budget authority as reported in HUDCAPS and divided by 12, data pre-filed 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 RNP – 1 month prorated RNP cushion)

Amount: Calculated: HAP expended CYTD / ABA + (Budgeted RNP – 1 month prorated RNP 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 RNP – 1 month prorated RNP cushion).
Expressed as a Percentage.



RECAP WORKSHEET -CURRENTLY INACTIVE

RNP Balance as of 1/31/2009: RNP 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.

HAP Expenditures YTD: CYTD Housing Assistance Payments identified by the PHA in VMS, calculated data pre-filled by HUD.

Remaining RNP YTD: Calculated field using the RNP 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 RNP Offset: Calculated field using the Budget Authority provided by HUD plus the RNP 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 RNP Offset: Calculated field uses the RNP 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 RNP 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 RNP Offset: Calculated field using the Remaining CY Eligibility including RNP 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.



PROJECTION WORKSHEET- CURRENTLY INACTIVE

Utilization Chart

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 RNP 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.

PHA Projection Variables

RNP budgeted for expenditure: RNP 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 Months 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).

Projection Amounts

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 RNP: Summation of the YTD monthly ABA plus Budgeted RNP.

Annual Projection with attrition only – HAP: Summation of the YTD monthly HAP costs.

Annual Projection with attrition only – Spending as % of BA plus RNP: Percentage calculation of the YTD HAP costs divided by the YTD ABA + Budget RNP 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 ((YTD PUC * 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.

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 RNP: YTD calculation of the ABA and the Budget RNP.

Year End Projection – HAP: YTD HAP amount plus the plus UMLs and HAP from not yet leased issuances.



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Year End Projection – Spending as % of BA plus RNP: Calculation of HAP divided by ABA plus budgeted RNP.



PRIOR MONTH CORRECTIONS

PMC Data Entry Screen

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.

Adjuster Comment: Comment entered into the system by the adjuster to further explain the adjustment.

Hard Edit Errors and PMC Approval / Disapproval Screen

HE Error Number- 1st: Hard Edit Error number indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1st field.

HE Error Message -1st: Hard Edit Error message indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1st 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-1st 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-1st field.



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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.

PMC List of Pending Corrections

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).



APPENDIX B: HARD EDIT ERROR MESSAGES

Error HE001: PHA has failed to report 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 failed to report tenant protection leasing, while the PHA does have tenant protection vouchers.
Error HE004: PHA has reported tenant protection voucher leasing, but PHA does not have tenant protection vouchers.
Error HE005: PHA may not report more Enhanced Vouchers than the number of Tenant Protection Vouchers reported.
Error HE006: PHA has failed to report 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 failed to report 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 failed to report Moving to Work HAP costs, while the PHA does have a Moving to Work program.
Error HE013: PHA has reported Moving to Work HAP expenses, but PHA does not have a Moving to Work program.
Error HE016: PHA has failed to report tenant protection HAP costs, while the PHA does have tenant protection vouchers.
Error HE017: PHA has reported tenant protection HAP costs, but PHA does not have a Moving to Work Program.
Error HE018: PHA has failed to report 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 entered for each category to ensure accuracy.
Error HE022: PHA has failed to report 5 Year Mainstream HAP costs, while the PHA does have a 5 Year Mainstream program.



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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 (if mid-month expenses exceed 5% of the first of the month costs).
Error HE026: PHA has failed to report FSS Coordinator expenses, while the PHA does have an FSS program.
Error HE030: PHA has failed to report 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 failed to report 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.
Error HE038: This edit ensures that PHA reports UMLs in Tenant Protection field if the PHA is part of Tenant Protection program. The PHA belongs to Tenant protection program if the reported period is later than the start date uploaded to the system.
Error HE039: This edit ensures that PHA does not report UMLs in Tenant Protection field if the PHA is not part of Tenant Protection program. The PHA belongs to Tenant Protection program if the reported period is later than the start date uploaded to the system.
Error HE040: This edit ensures that PHA reported HAP in the Tenant Protection field if the PHA is part of the Tenant Protection program. The PHA belongs to the program if reported period is later than the start date uploaded to the system under T1 program.
Error HE041: This edit ensures that PHA does not report HAP costs in Tenant Protection field if the PHA is not part of Tenant Protection program. The PHA belongs to the Tenant Protection program if reported period is later than the start date uploaded to.
Error HE087: PHA has not reported RAD leasing while the PHA has received one or more RAD component 1 awards.
Error HE088: PHA has reported RAD component 1 leasing, while the PHA has not received a RAD Component 1 award.
Error HE089: PHA has not reported RAD Component 1 costs while the PHA does have one or more RAD component 1 awards.
Error HE090: PHA has reported RAD Component 1 costs while the PHA does not have one or more RAD Component 1 awards.
Error HE091: PHA has not reported RAD leasing while the PHA has received one or more RAD component 2 awards.
Error HE092: PHA has reported RAD Component 2 costs while the PHA does not have one or more RAD Component 2 awards.
Error HE093: PHA has not reported RAD Component 2 costs while the PHA does have one or more RAD component 2 awards.
Error HE094: PHA has reported RAD Component 2 costs while the PHA does not have one or more RAD Component 2 awards.



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Error HE095: PHA has not reported 1 year mainstream MTW leasing, but PHA does have a 1-year mainstream MTW program
Error HE096: PHA has reported 1-year mainstream MTW leasing but PHA does not have a 1-year mainstream MTW program or the PHA is not an MTW Agency.
Error HE098: PHA has not reported 1-year mainstream MTW HAP costs, but PHA does have a 1-year mainstream MTW program.
Error HE099: PHA has reported 1-year mainstream MTW HAP costs but PHA does not have a 1-year mainstream MTW program or the PHA is not an MTW Agency.
Error HE101: PHA has not reported Family Unification (Non-MTW) leasing, but PHA does have a Family Unification (Non-MTW) program.
Error HE102: PHA has reported Family Unification (Non-MTW) leasing but PHA does not have a Family Unification (Non-MTW) program or the PHA is an MTW Agency.
Error HE104: PHA has not reported Family Unification (Non-MTW) HAP costs, but PHA does have a Family Unification (Non-MTW) program.
Error HE105: PHA has reported Family Unification (Non-MTW) HAP costs but PHA does not have a Family Unification (Non-MTW) program or the PHA is an MTW Agency.
Error HE107: PHA has not reported Family Unification Pre 2008 (MTW) leasing, but PHA does have a Family Unification Pre 2008 (MTW) program.
Error HE110: PHA has reported Family Unification Pre 2008 (MTW) leasing but PHA does not have a Family Unification Pre 2008 (MTW) program or the PHA is not an MTW agency.
Error HE112: PHA has not reported Family Unification Pre 2008 (MTW) HAP Costs, but PHA does have a Family Unification Pre 2008 (MTW) program.
Error HE113: PHA has reported Family Unification Pre 2008 (MTW) HAP costs but PHA does not have a Family Unification Pre 2008 (MTW) program or the PHA is not an MTW agency.
Error HE115: PHA has not reported Family Unification 2008/Forward (MTW) leasing, but PHA does have a Family Unification 2008/Forward (MTW) program.
Error HE116: PHA has reported Family Unification 2008/Forward (MTW) leasing but PHA does not have a Family Unification 2008/Forward (MTW) program or the PHA is not an MTW agency.
Error HE118: PHA has not reported Family Unification 2008/Forward (MTW) HAP costs, but PHA does have a Family Unification 2008/Forward (MTW) program.
Error HE119: PHA has reported Family Unification 2008/Forward (MTW) HAP costs but PHA does not have a Family Unification 2008/Forward (MTW) program or the PHA is not an MTW agency.
Error HE121: PHA has not reported Non Elderly Disabled (Non-MTW) leasing, but PHA does have a Non Elderly Disabled (Non-MTW) program.
Error HE122: PHA has reported Non Elderly Disabled (Non-MTW) leasing but PHA does not have a Non Elderly Disabled (Non-MTW) program or the PHA is an MTW agency.
Error HE124: PHA has not reported Non Elderly Disabled (Non-MTW) HAP Costs, but PHA does have a Non Elderly Disabled (Non-MTW) program.
Error HE125: PHA has reported Non Elderly Disabled (Non-MTW) HAP Costs but PHA does not have a Non Elderly Disabled (Non-MTW) program or the PHA is and MTW agency.
Error HE127: PHA has not reported Non Elderly Disabled 2008/Forward (MTW) leasing, but PHA does have a Non Elderly Disabled 2008/Forward (MTW) program.
Error HE128: PHA has reported Non Elderly Disabled 2008/Forward (MTW) leasing but PHA does not have Non Elderly Disabled 2008/Forward (MTW) program or the PHA is not an MTW agency.



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Error HE130: PHA has not reported Non Elderly Disabled 2008/Forward (MTW) HAP Costs, but PHA does have a Non Elderly Disabled 2008/Forward (MTW) program.
Error HE131: PHA has reported Non Elderly Disabled 2008/Forward (MTW) HAP Costs but PHA does not have a Non Elderly Disabled 2008/Forward (MTW) program or the PHA is not an MTW agency.
Error HE133: PHA has not reported Family Unification 2008/Forward (MTW) HAP Expenses after the First of the Month, but PHA does have a Family Unification 2008/Forward (MTW) program.
Error HE134: PHA has reported Family Unification 2008/Forward (MTW) HAP Expenses after the First of the Month but PHA does not have a Family Unification 2008/Forward (MTW) program or the PHA is not an MTW agency.
Error HE136: PHA has not reported Non Elderly Disabled 2008/Forward (MTW) HAP Expenses after the first of the Month, but PHA does have a Non Elderly Disabled 2008/Forward (MTW) program.
Error HE137: PHA has reported Non Elderly Disabled 2008/Forward (MTW) HAP Expenses After the First of the Month but PHA does not have Non Elderly Disabled 2008/Forward (MTW) program or the agency is not an MTW Agency.
Error HE139: PHA has not reported VASH HAP Expenses After the First of the Month, but PHA does have a VASH program.
Error HE140: PHA has reported VASH HAP Expenses After the First of the Month but PHA does not have a VASH program.
Error HE142: PHA has not reported 1-year mainstream MTW HAP Expenses After the First of the Month, but PHA does have a 1-year mainstream MTW program.
Error HE143: PHA has reported 1-year mainstream MTW HAP Expenses after the First of the Month but PHA does not have a 1-year mainstream MTW program or the PHA is not an MTW agency.
Error HE145: PHA has not reported Family Unification Pre 2008 (MTW) HAP Expenses After the First of the Month, but PHA does have a Family Unification Pre 2008 (MTW) program.
Error HE146: PHA has reported Family Unification Pre 2008 (MTW) HAP Expenses but PHA does not have a Family Unification Pre 2008 (MTW) program or the Agency is not an MTW agency.
Error HE150: Amount cannot exceed amount entered in Funds Committed-1 field.
Error HE151: Amount cannot exceed amount entered in Funds Obligated-1 field.
Error HE152: Amount cannot exceed amount entered in Funds Committed-2 field.
Error HE153: Amount cannot exceed amount entered in Funds Obligated-2 field.
Error HE154: Amount cannot exceed amount entered in Funds Committed-3 field.
Error HE155: Amount cannot exceed amount entered in Funds Obligated-3 field.
Error HE156: Amount cannot exceed amount entered in Funds Committed-4 field.
Error HE157: Amount cannot exceed amount entered in Funds Obligated-4 field.
Error HE158: Amount cannot exceed amount entered in Funds Committed-5 field.
Error HE159: Amount cannot exceed amount entered in Funds Obligated-5 field.
Error HE160: Amount cannot exceed amount entered in Funds Committed-6 field.
Error HE161: Amount cannot exceed amount entered in Funds Obligated-6 field.
Error HE162: Amount cannot exceed amount entered in Funds Committed-7 field.
Error HE163: Amount cannot exceed amount entered in Funds Obligated-7 field.
Error HE164: Amount cannot exceed amount entered in Funds Committed-8 field.
Error HE165: Amount cannot exceed amount entered in Funds Obligated-8 field.
Error HE166: Amount cannot exceed amount entered in Funds Committed-9 field.



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Error HE167: Amount cannot exceed amount entered in Funds Obligated-9 field.
Error HE168: Amount cannot exceed amount entered in Funds Committed-10 field.
Error HE169: Amount cannot exceed amount entered in Funds Obligated-10 field.
Error HE170: Amount cannot exceed amount entered in Funds Committed-11 field.
Error HE171: Amount cannot exceed amount entered in Funds Obligated-11 field.
Error HE172: Date must come after the date entered in Date of Commitment-1 (MM/DD/YYYY) field or Date of Commitment-1 (MM/DD/YYYY) must exist.
Error HE173: Date must come after the date entered in Date of Obligation-1 (MM/DD/YYYY) field or Date of Obligation-1 (MM/DD/YYYY) must exist.
Error HE174: Date must come after the date entered in Date of Commitment-2 (MM/DD/YYYY) field or Date of Commitment-2 (MM/DD/YYYY) must exist.
Error HE175: Date must come after the date entered in Date of Obligation-2 (MM/DD/YYYY) field or Date of Obligation-2 (MM/DD/YYYY) must exist.
Error HE176: Date must come after the date entered in Date of Commitment-3 (MM/DD/YYYY) field or Date of Commitment-3 (MM/DD/YYYY) must exist.
Error HE177: Date must come after the date entered in Date of Obligation-3 (MM/DD/YYYY) field or Date of Obligation-3 (MM/DD/YYYY) must exist.
Error HE178: Date must come after the date entered in Date of Commitment-4 (MM/DD/YYYY) field or Date of Commitment-4 (MM/DD/YYYY) must exist.
Error HE179: Date must come after the date entered in Date of Obligation-4 (MM/DD/YYYY) field or Date of Obligation-4 (MM/DD/YYYY) must exist.
Error HE180: Date must come after the date entered in Date of Commitment-5 (MM/DD/YYYY) field or Date of Commitment-5 (MM/DD/YYYY) must exist.
Error HE181: Date must come after the date entered in Date of Obligation-5 (MM/DD/YYYY) field or Date of Obligation-5 (MM/DD/YYYY) must exist.
Error HE182: Date must come after the date entered in Date of Commitment-6 (MM/DD/YYYY) field or Date of Commitment-6 (MM/DD/YYYY) must exist.
Error HE183: Date must come after the date entered in Date of Obligation-6 (MM/DD/YYYY) field or Date of Obligation-6 (MM/DD/YYYY) must exist.
Error HE184: Date must come after the date entered in Date of Commitment-7 (MM/DD/YYYY) field or Date of Commitment-7 (MM/DD/YYYY) must exist.
Error HE185: Date must come after the date entered in Date of Obligation-7 (MM/DD/YYYY) field or Date of Obligation-7 (MM/DD/YYYY) must exist.
Error HE186: Date must come after the date entered in Date of Commitment-8 (MM/DD/YYYY) field or Date of Commitment-8 (MM/DD/YYYY) must exist.
Error HE187: Date must come after the date entered in Date of Obligation-8 (MM/DD/YYYY) field or Date of Obligation-8 (MM/DD/YYYY) must exist.
Error HE188: Date must come after the date entered in Date of Commitment-9 (MM/DD/YYYY) field or Date of Commitment-9 (MM/DD/YYYY) must exist.
Error HE189: Date must come after the date entered in Date of Obligation-9 (MM/DD/YYYY) field or Date of Obligation-9 (MM/DD/YYYY) must exist.
Error HE190: Date must come after the date entered in Date of Commitment-10 (MM/DD/YYYY) field or Date of Commitment-10 (MM/DD/YYYY) must exist.



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Error HE191: Date must come after the date entered in Date of Obligation-10 (MM/DD/YYYY) field or Date of Obligation-10 (MM/DD/YYYY) must exist.
Error HE192: Date must come after the date entered in Date of Commitment-11 (MM/DD/YYYY) field or Date of Commitment-11 (MM/DD/YYYY) must exist.
Error HE193: Date must come after the date entered in Date of Obligation-11 (MM/DD/YYYY) field or Date of Obligation-11 (MM/DD/YYYY) must exist.
Error HE196: Agency is an MTW agency and should not report Non MTW Administrative Expenses.
Error HE197: Agency is a Non MTW agency and should report Non MTW Administrative Expenses here.
Error HE198: PHA has reported Housing Stability Voucher leasing, while the PHA has not received a Housing Stability Voucher award.
Error HE199: PHA has not reported Housing Stability Voucher leasing, while the PHA has received a Housing Stability Voucher award.
Error HE200: PHA has reported Housing Stability Voucher HAP costs, while the PHA has not received a Housing Stability Voucher award.
Error HE201: PHA has not reported Housing Stability Voucher HAP costs, while the PHA has received a Housing Stability Voucher award.
Error HE202: PHA has reported Emergency Housing Voucher leasing, while the PHA has not received an Emergency Housing Voucher award.
Error HE203: PHA has not reported Emergency Housing Voucher leasing, while the PHA has received an Emergency Housing Voucher award.
Error HE204: PHA has reported Emergency Housing Voucher HAP costs, while the PHA has not received an Emergency Housing Voucher award.
Error HE205: PHA has not reported Emergency Housing Voucher HAP costs, while the PHA has received an Emergency Housing Voucher award.
Error HE206: The PHA has entered Emergency Housing Voucher Administrative Expenses but does not have an Emergency Housing Voucher award.
Error HE207: The PHA has not entered Emergency Housing Voucher Administrative Expenses, but does have an Emergency Housing Voucher award.
Error HE208: The PHA has entered Emergency Housing Voucher FSS Escrow Deposits but does not have an Emergency Housing Voucher award.
Error HE209: The PHA has entered Emergency Housing Voucher FSS Escrow Forfeitures but does not have an Emergency Housing Voucher award.
Error HE210: The PHA has reported Emergency Housing Vouchers Fraud Recovery Total Collected this month, but does not have an Emergency Housing Voucher award.
Error HE211: The PHA has reported Emergency Housing Vouchers Unrestricted Net Position Funds (UNP) as of the Last Day of the Month but does not have an Emergency Housing Voucher award.
Error HE212: The PHA has not reported Emergency Housing Vouchers Unrestricted Net Position Funds (UNP) as of the Last Day of the Month, but does have an Emergency Housing Voucher award.
Error HE213: The PHA has reported Emergency Housing Vouchers Restricted Net Position Funds (RNP) as of the Last Day of the Month but does not have an Emergency Housing Voucher award.
Error HE214: The PHA has not reported Emergency Housing Vouchers Restricted Net Position Funds (RNP) as of the Last Day of the Month, but does have an Emergency Housing Voucher award.
Error HE215: The PHA has reported Emergency Housing Vouchers Cash/Investment as of the Last Day of the Month but does not have an Emergency Housing Voucher award.



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Error HE216: The PHA has not reported Emergency Housing Vouchers Cash/Investment as of the Last Day of the Month, but does have an Emergency Housing Voucher award.
Error HE217: PHA has not reported Rental Assistance Demonstration 3 (RAD3) leasing, but PHA does have a Rental Assistance Demonstration 3 (RAD3) program.
Error HE218: PHA has reported Rental Assistance Demonstration 3 (RAD3) leasing, but PHA does not have a Rental Assistance Demonstration 3 (RAD3) program
Error HE219: PHA has reported Rental Assistance Demonstration 3 (RAD3) HAP costs, but the PHA does not have a Rental Assistance Demonstration 3 (RAD3) program.
Error HE220: PHA has not reported Rental Assistance Demonstration 3 (RAD3) HAP costs, but the PHA does have a Rental Assistance Demonstration 3 (RAD3) program.
Error HE221: PHA has reported Foster Youth to Independence (FYI) leasing, but PHA does not have a Foster Youth to Independence (FYI) program.
Error HE222: PHA has not reported Foster Youth to Independence (FYI) leasing, but PHA does have a Foster Youth to Independence (FYI) program.
Error HE223: PHA has reported Foster Youth to Independence (FYI) HAP costs, but the PHA does not have a Foster Youth to Independence (FYI) program.
Error HE224: PHA has not reported Foster Youth to Independence (FYI) HAP costs, but the PHA does have a Foster Youth to Independence (FYI) program.
Error HE225: PHA has reported Mobility Demonstration leasing, but PHA does not have a Mobility Demonstration program.
Error HE226: PHA has not reported Mobility Demonstration leasing, but PHA does have a Mobility Demonstration program.
Error HE227: PHA has reported Mobility Demonstration HAP costs, but the PHA does not have a Mobility Demonstration program.
Error HE228: PHA has not reported Mobility Demonstration HAP costs, but the PHA does have a Mobility Demonstration program.
Error HE229: PHA has reported Emergency Transfer Voucher for VAWA leasing, but PHA does not have an Emergency Transfer Voucher for VAWA program.
Error HE230: PHA has not reported Emergency Transfer Voucher for VAWA leasing, but PHA does have an Emergency Transfer Voucher for VAWA program.
Error HE231: PHA has reported Emergency Transfer Voucher for VAWA HAP costs, but the PHA does not have an Emergency Transfer Voucher for VAWA program.
Error HE232: PHA has not reported Emergency Transfer Voucher for VAWA HAP costs, but the PHA does have an Emergency Transfer Voucher program.
Error HE233: The PHA has reported MTW, Foster Youth to Independence HAP Expenses After the First of the Month, but is not a MTW agency.
Error HE234: The PHA has not reported MTW, Mobility Foster Youth to Independence HAP Expenses After the First of the Month, but is a MTW agency, and has the Foster Youth to Independence program.
Error HE235: The PHA has reported MTW, Mobility Demonstration HAP Expenses After the First of the Month, but is not a MTW agency.
Error HE236: PHA has not reported MTW Mobility Demonstration HAP Expenses After the First of the Month, but is a MTW agency, and has the Stability Mobility Demonstration program.
Error HE237: The PHA has reported MTW, Stability Voucher HAP Expenses After the First of the Month, but is not a MTW agency.



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Error HE238: The PHA has not reported MTW, Stability Voucher HAP Expenses After the First of the Month, but is a MTW agency, and has the Stability Voucher program.
Error HE239: The PHA has reported MTW, Emergency Transfer Vouchers HAP Expenses After the First of the Month, but is not a MTW agency.
Error HE240: The PHA has not reported MTW, Emergency Transfer Vouchers HAP Expenses After the First of the Month, but is a MTW agency, and has the Emergency Transfer Voucher program.
Error HE241: PHA has reported Mainstream After the First of the Month Expenses, but does not have a Mainstream program.
Error HE242: PHA has reported Mainstream - Fraud Recovery Total Collected this Month, but does not have a Mainstream program.
Error HE243: PHA has reported Mainstream - FSS Escrow Forfeitures, but PHA does not have a Mainstream program.
Error HE244: PHA has reported Mobility Demonstration Services Expenditures, but has not received a Mobility Demonstration award.
Error HE245: PHA has reported Mainstream - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month, but PHA does not have a Mainstream program.
Error HE246: PHA has not reported Mainstream - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month, but PHA does have a Mainstream program.
Error HE247: PHA has reported Mainstream - Restricted Net Position Funds (RNP) as of the Last Day of the Month, but PHA does not have a Mainstream program.
Error HE248: PHA has not reported Mainstream - Restricted Net Position Funds (RNP) as of the Last Day of the Month, but PHA does have a Mainstream program.
Error HE249: PHA has reported Mainstream - Cash/Investments as of the Last Day of the Month as of the Last Day of the Month, but PHA does not have a Mainstream program.
Error HE250: PHA has not reported Mainstream - Cash/Investments as of the Last Day of the Month as of the Last Day of the Month, but PHA does have a Mainstream program.
Error HE251: The PHA has reported Public Housing Operating Subsidy Expenses, but is not a MTW agency.
Error HE252: The PHA has reported Capital Fund Eligible Expenses, but is not a MTW agency.
Error HE253: The PHA has reported Local, Non-Traditional (LNT) expenses, but is not a MTW agency.
Error HE254: The PHA has reported MTW - HCV Administrative Fee Expenses, but is not a MTW agency.
Error HE255: The PHA has not entered MTW - HCV Administrative Fee Expenses but does have a MTW - HCV program and is a MTW agency.
Error HE256: The PHA has reported MTW - HCV Administrative Expenses Using HAP but is not a MTW agency.
Error HE257: The PHA has not reported MTW - HCV Administrative Expenses Using HAP but is a MTW agency.
Error HE258: PHA has reported Emergency Housing Vouchers 2 - Leasing, while the PHA has not received an Emergency Housing Voucher 2 award.
Error HE259: PHA has not reported Emergency Housing Vouchers 2 - Leasing, while the PHA has received an Emergency Housing Voucher 2 award.
Error HE260: PHA has reported Emergency Housing Vouchers 2 - HAP costs, while the PHA has not received an Emergency Housing Voucher 2 award.
Error HE261: PHA has not reported Emergency Housing Vouchers 2 - HAP costs, while the PHA has received an Emergency Housing Voucher 2 award.



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Error HE262: PHA has reported Emergency Housing Vouchers 2 - Number of New Vouchers Issued but not Under HAP Contract as of the last Day of the Month, but PHA does not have an Emergency Housing Voucher 2 program.
Error HE263: PHA has reported Emergency Housing Vouchers 2 - HAP Expenses After the First of the Month, but PHA does not have an Emergency Housing Vouchers 2 program.
Error HE264: PHA has not reported Emergency Housing Vouchers 2 - HAP Expenses After the First of the Month, but the PHA does have an Emergency Housing Vouchers 2 Program.
Error HE265: PHA has reported Emergency Housing Vouchers 2 - Admin Fees - Preliminary Fee Expenses, but PHA does not have an Emergency Housing Voucher 2 program.
Error HE266: PHA has reported Emergency Housing Vouchers 2 -Admin Fees - Placement/Issuance Fee Expenses, but PHA does not have an Emergency Housing Voucher 2 program.
Error HE267: The PHA has entered Emergency Housing Vouchers 2 - Ongoing Administrative Expenses but does not have a Emergency Housing Voucher 2 award.
Error HE268: The PHA has not entered Emergency Housing Vouchers 2 - Ongoing Administrative Expenses, but does have a Emergency Housing Voucher 2 award.
Error HE269: PHA has reported Emergency Housing Vouchers 2 - Service Fee - Housing Search Assistance Expenses, but PHA does not have an Emergency Housing Voucher 2 program.
Error HE270: PHA has reported Emergency Housing Vouchers 2 - Service Fee - Security/Utility Deposit/Rental Application/Holding Fee Expenses, but PHA does not have an Emergency Housing Voucher 2 program.
Error HE271: PHA has reported Emergency Housing Vouchers 2 - Service Fee - Owner Incentive Expenses, but PHA does not have an Emergency Housing Voucher 2 program.
Error HE272: PHA has reported Emergency Housing Vouchers 2 - Service Fee - Other Eligible Expenses, but PHA does not have an Emergency Housing Voucher 2 program.
Error HE273: The PHA has entered Emergency Housing Vouchers 2 - FSS Escrow Deposits but does not have a Emergency Housing Voucher 2 award.
Error HE274: The PHA has entered Emergency Housing Vouchers 2 - FSS Escrow Forfeitures but does not have a Emergency Housing Voucher 2 award.
Error HE275: The PHA has reported Emergency Housing Vouchers 2 - Fraud Recovery Total Collected this month, but does not have a Emergency Housing Voucher 2 award.
Error HE276: The PHA has reported Emergency Housing Vouchers 2 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month but does not have an Emergency Housing Voucher 2 award.
Error HE277: The PHA has not reported Emergency Housing Vouchers 2 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month, but does have an Emergency Housing Voucher 2 award.
Error HE278: The PHA has reported Emergency Housing Vouchers 2 - Restricted Net Position Funds (RNP) as of the Last Day of the Month but does not have an Emergency Housing Voucher 2 award.
Error HE279: The PHA has not reported Emergency Housing Vouchers 2 Restricted Net Position Funds (RNP) as of the Last Day of the Month but does have an Emergency Housing Voucher 2 award.
Error HE280: The PHA has reported Emergency Housing Vouchers 2 - Cash/Investment as of the Last Day of the Month but does not have a Emergency Housing Voucher 2 award.
Error HE281: The PHA has not reported Emergency Housing Vouchers 2 - Cash/Investment as of the Last Day of the Month, but does have an Emergency Housing Voucher award.
Error HE282: PHA has reported Emergency Housing Voucher 3 leasing, while the PHA has not received an Emergency Housing Voucher 3 award.



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Error HE283: PHA has not reported Emergency Housing Voucher 3 leasing, while the PHA has received an Emergency Housing Voucher 3 award.
Error HE284: PHA has reported Emergency Housing Voucher 3 HAP costs, while the PHA has not received an Emergency Housing Voucher 3 award.
Error HE285: PHA has not reported Emergency Housing Voucher 3 HAP costs, while the PHA has received an Emergency Housing Voucher 3 award.
Error HE286: The PHA has reported Emergency Housing Vouchers 3 - Number of New Vouchers Issued but not Under HAP Contract as of the last Day of the Month, but does not have an Emergency Housing Voucher 3 program.
Error HE287: PHA has reported Emergency Housing Vouchers 3 - HAP Expenses After the First of the Month, but the PHA does not have an Emergency Housing Voucher 3 program.
Error HE288: PHA has not reported Emergency Housing Vouchers 3 - HAP Expenses After the First of the Month, but the PHA does have an Emergency Housing Voucher 3 program.
Error HE289: PHA has reported Emergency Housing Vouchers 3 -Admin Fees - Preliminary Fee Expenses, but PHA does not have an Emergency Housing Voucher 3 program.
Error HE290: PHA has reported Emergency Housing Vouchers 3 -Admin Fees - Placement/Issuance Fee Expenses, but PHA does not have an Emergency Housing Voucher 3 program.
Error HE291: The PHA has entered Emergency Housing Vouchers 3 Administrative Expenses but does not have a Emergency Housing Voucher 3 award.
Error HE292: The PHA has not entered Emergency Housing Vouchers 3 Ongoing Administrative Expenses, but does have a Emergency Housing Voucher 3 award.
Error HE293: PHA has reported Emergency Housing Vouchers 3 - Service Fee - Housing Search Assistance Expenses, but PHA does not have an Emergency Housing Voucher 3 program.
Error HE294: PHA has reported Emergency Housing Vouchers 3 - Service Fee - Security/Utility Deposit/Rental Application/Holding Fee Expenses, but does not have an Emergency Housing Voucher 3 program.
Error HE295: PHA has reported Emergency Housing Vouchers 3 - Service Fee - Owner Incentive Expenses, but PHA does not have an Emergency Housing Voucher 3 program.
Error HE296: PHA has reported Emergency Housing Vouchers 3 - Service Fee - Other Eligible Expenses, but PHA does not have an Emergency Housing Voucher 3 program.
Error HE298: The PHA has entered Emergency Housing Vouchers 3 - FSS Escrow Deposits but does not have a Emergency Housing Voucher 3 award.
Error HE299: PHA has reported Emergency Housing Vouchers 3 - FSS Escrow Forfeitures this Month, but does not have an Emergency Housing Voucher 3 award.
Error HE300: The PHA has reported Emergency Housing Vouchers 3 - Fraud Recovery Total Collected this month, but does not have a Emergency Housing Voucher 3 award.
Error HE301: The PHA has reported Emergency Housing Vouchers 3 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month but does not have an Emergency Housing Voucher 3 award.
Error HE302: The PHA has not reported Emergency Housing Vouchers 3 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month, but does have an Emergency Housing Voucher 3 award.
Error HE303: The PHA has reported Emergency Housing Vouchers 3 - Restricted Net Position Funds (RNP) as of the Last Day of the Month but does not have an Emergency Housing Voucher 3 award.
Error HE304: The PHA has not reported Emergency Housing Vouchers 3 - Restricted Net Position Funds (RNP) as of the Last Day of the Month, but does have an Emergency Housing Voucher 3 award.



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Error HE305: The PHA has reported Emergency Housing Vouchers 3 - Cash/Investment as of the Last Day of the Month but does not have an Emergency Housing Voucher 3 award.
Error HE306: The PHA has not reported Emergency Housing Vouchers 3 - Cash/Investment as of the Last Day of the Month, but does have an Emergency Housing Voucher 3 award.
Error HE307: PHA has reported Emergency Housing Vouchers 1 - HAP Expenses After the First of the Month, but PHA does not have an Emergency Housing Vouchers program.
Error HE308: PHA has not reported Emergency Housing Vouchers 1 - HAP Expenses After the First of the Month, but PHA does have an Emergency Housing Vouchers program.
Error HE309: PHA has reported Emergency Housing Vouchers 1 - Admin Fees - Preliminary Fee Expenses, but PHA does not have an Emergency Housing Voucher program.
Error HE310: PHA has reported Emergency Housing Vouchers 1 -Admin Fees - Placement/Issuance Fee Expenses, but PHA does not have an Emergency Housing Voucher program.
Error HE311: PHA has reported Emergency Housing Vouchers 1 - Service Fee - Housing Search Assistance Expenses, but PHA does not have an Emergency Housing Voucher program.
Error HE312: PHA has reported Emergency Housing Vouchers 1 - Service Fee - Security/Utility Deposit/Rental Application/Holding Fee Expenses, but PHA does not have an Emergency Housing Voucher program.
Error HE313: PHA has reported Emergency Housing Vouchers 1 - Service Fee - Owner Incentive Expenses, but PHA does not have an Emergency Housing Voucher program.
Error HE314: PHA has reported Emergency Housing Vouchers 1 - Service Fee - Other Eligible Expenses, but PHA does not have an Emergency Housing Voucher program.
Error HE315: PHA has reported Emergency Housing Vouchers 3 - Service Fee - Housing Search Assistance Expenses, but PHA does not have an Emergency Housing Voucher 3 program.



APPENDIX C: USER ACCESS LEVELS

Role Code	Role Description	Action Description	User Access
FMG (Internal User)	Manager – Financial Management Center	<ol style="list-style-type: none"> 1. Ability to read existing voucher data for PHAs they manage. 2. Ability to update or add new data to pending submissions for PHAs they manage. 3. Ability to submit HUD Form 52681-B data. 4. Ability to administer tasks. 5. Ability to create/edit versions of HUD Form 52681-B. 6. Ability to create, save, and submit data. 7. Ability to approve or disapprove a Pending Submissions that has been submitted by a PHA. 8. Ability to make corrections to Prior Month Submissions 	<ol style="list-style-type: none"> 1. Manage PHA Data -Enter PHA Data -Review and Approve Pending Submissions 2. Prior Month Correction -Data Input - Review and Approve Pending Prior Month Corrections 3. Administer VMS 4. Generate reports
HUE (Internal User)	Read Only Access	<ol style="list-style-type: none"> 1. Ability to read submitted data. 2. Ability to generate reports 	<ol style="list-style-type: none"> 1. Manage PHA Data -View PHA Data 2. Generate reports
UDE (External User)	Utilization and Data Submitter	<ol style="list-style-type: none"> 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. 5. Ability to make corrections to Prior Month Submissions 	<ol style="list-style-type: none"> 1. Manage PHA Data -Enter PHA Data 2. Prior Month Correction -Data Input 3. Generate DCR Report
HUR (Internal User)	Financial Analyst User	<ol style="list-style-type: none"> 1. Ability to approve or disapprove a Pending Submissions submitted by a PHA. 2. Ability to read submitted data for PHAs. 3. Ability to approve or disapprove corrections made on Prior Month Submissions 	<ol style="list-style-type: none"> 1. Manage PHA Data -View PHA Data 2. Review and Approve Pending Submissions 3. Prior Month Correction Review and Approve Pending Prior Month 4. Generate Reports

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.



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APPENDIX D: SUPPLEMENTAL FIELD INSTRUCTIONS

Housing Choice Voucher Field Instructions for UNP, RNP, and Cash/Investments

HCV - Unrestricted Net Position (UNP) as of the Last Day of the Month: UNP is equal to total Administrative Fee (AF) revenue minus total HCV administrative expenses and any AF used for housing assistance payment (HAP) or other activities for Housing Choice Voucher Related purposes.

Note: Regardless of the system (VMS or FASS-PH) in which UNP is being reported, the PHA should report its UNP amount as defined by GAAP – “the difference between the HCV program’s asset and liabilities that do not meet the definition of restricted net assets or invested in capital assets net of related debt.” In essence, HUD is requesting information on net liquid or near liquid resources that can be readily used for the administration of the program, as this definition does not include net assets related to fixed assets (see OPEB liability exception below as related to liquid or near liquid resources).

UNP is equal to the cumulative total of Administrative Fee (AF) revenue minus total HCV administrative expenses and any UNP used for housing assistance payments (HAP) or other activities for Section 8 Tenant Based related purposes. UNP (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 the portion of fraud recovery revenue collected in cash that is returned to the UNP account (see Note 1), any interest earned on AF reserve (see [24 CFR 982.155\(a\)](#)) and up to \$500 per calendar year in interest and investment income earned on HAP and RNP funds, and the net Port-In reimbursement revenue (in excess of Port-In HAP expenses) received from initial Housing Authorities for unabsorbed Port-Ins. This means that the total AF revenue used to calculate the UNP reported in this field does not include excess AF received during the current PHA FY because excess AF received does not accumulate to the UNP until the end of the PHA’s FY. The excess fees received during the PHA’s current FY will not be reported in the UNP field until the end of the last month of the PHA’s fiscal year. The monthly amount reported is the UNP balance at the beginning of the year plus any interest earned and fraud recovery allocated to the UNP 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 should not report any unexpended FSS Coordinator funds in the UNP field. FSS coordinator funds from grants awarded prior to Federal Fiscal Year 2014 (which were made available to PHA’s beginning in January 2015) can only be spent on FSS coordinator expenses, are not available to support other Section 8 program expenses, and therefore must be recorded in the PHAs financial records as an unearned revenue until spent on FSS coordinator expenses rather than being reported as part of the UNP. FSS coordinator grants awarded in FFY 2014 and future years are treated as a separate program and reported in CFDA 14.896 in FASS. The grant revenue for these awards should not be added to the HCV equity. PHAs should not report any unexpended FSS Coordinator funds in the UNP field. For guidance on eligible use of AF and UNP funds please reference [PIH Notice 2015-17](#) issued October 6, 2015. This document provides additional information regarding the allowable use of AF earned during the PHA’s current fiscal year and the use of available UNP (depending on the source year) and provides information regarding VMS reporting. **NOTE:** The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeitures funds can be retained by the



PHA and used for eligible FSS expenses as provided in the rule. The forfeited funds are restricted and shall not be reported in HCV UNP.

Accrued Pension and Other Post-Employment Benefits (OPEB) Exception:

Any Accrued Pension and OPEB liability must be included in the UNP balance as reported in the VMS even though this unfunded liability may cause the UNP balance to reflect a 'false' negative balance. It is suggested the PHA insert a comment in the 'comments' section to reflect the portion of the UNP balance that is attributable to the unfunded pension and OPEB liability and provide the actual 'cash equivalent' UNP balance (the UNP "should be" balance if the pension and OPEB liability were removed). Reference GASB 74 (which parallels GASB 67 and replaces GASB 68) and GASB 75 (which replaces GASB 45).

HCV - Restricted Net Position (RNP) as of the Last Day of the Month: RNP is the amount of Housing Assistance Payments (HAP) Equity for the HCV program. It is equal to the Position (RNP) as cumulative sum of total HAP revenues received minus the total cumulative HAP expenses for eligible unit months that have been paid and is calculated on a monthly basis. Total HAP expense should include of the Last Day of expenses for regular vouchers and for HCV special purpose vouchers including VASH, Non-Elderly Disabled the Month (NED), Family Unification Program (FUP), HOPE VI, One Year Mainstream (MS1), Litigation, RAD Component 1, RAD Component 2, Tenant Protection (TP) and Homeownership, as well as expenses for HCV - FSS Escrow Deposits. Total HAP revenue is defined as total HAP disbursements received during the month including the portion of fraud recovery revenue collected in cash that is returned to the HAP equity (see Note 1) and FSS escrow forfeitures. NOTE: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the HCV RNP as those funds are no longer returned to the HCV program but will be retained by the PHA and used for eligible FSS expenses only as provided in the rule. Excess funds received for the Mainstream program shall not be included in this field.

Interest income earned on excess HAP and RNP balances should not be included in the RNP. The allowable retention of interest funds should be reported in the PHA's UNP balance as described in greater detail in the UNP field definition. Negative balances must be reported on a monthly basis and carried through the fiscal year-end or calendar year-end, as applicable, until cash revenue is received (from any allowable source) to clear the negative balance. However, if the PHA has a negative balance at the end of the calendar year and no available program reserves to cover the shortage, then the negative amount should not carry over into the subsequent calendar year reporting (see Note 2). This results in the PHA starting January of the following year with a zero balance.

Instead, the PHA must transfer HCV UNP or other non-federal funds to the HCV RNP account to cover the negative balance in excess of the HUD-held reserves balance. Please refer to [PIH Notice 2013-28](#) regarding the allowable use of outside sources of funds. 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.

NOTE 1: Fraud Recovery – PHAs should not include fraud receivable revenue not yet collected in the VMS reporting as those funds are not available for the PHA to use for HAP expenses. The amount of fraud recovery sent to the RNP account is usually 50% of the amount collected, but may be less depending on the PHA's



situation. See [24 CFR §792.202](#) for more on the amounts of fraud recovery a PHA may retain in its UNP and the portion of fraud recovery that must be returned to the HCV Program by inclusion in the RNP balance.

NOTE 2: Reporting Negative RNP – Reporting negative RNP balances in the VMS at the end of the PHA’s fiscal year end is acceptable. Reporting negative balances in the VMS provides reviewers the most accurate financial status of the PHA and is an indication that an additional disbursement may be needed to support HAP expenses. If the PHA reflects a negative balance at FYE, the PHA should confirm if there are available HUD-HELD Reserves to support the shortage. If so, the PHA should record an Accounts Receivable from HUD for the amount that can be supported. The PHA should transfer UNP to cover the remaining shortage.

GAAP reporting requirements direct PHAs to report zero in FASS when their RNP balance is negative at fiscal year-end. This can result in a discrepancy between the two systems although the information is accurate based on current reporting requirements.

MTW PHAs are required to track and report unspent HAP funds, transferred to the single account, in the VMS under the RNP. These are HAP funds transferred to the single account minus HAP and non-HAP expenses allowable under their MTW agreements. The tracking and reporting of HCV originated HAP that has been transferred to the single account but remains unspent will facilitate monitoring budget utilization and establishing operating reserves to be protected from offsets and excess reserves that could be subject to Congressional mandated offsets and or/or offset for reallocation as described by the 2016 Appropriations Act or future requirements.

Note that for unaudited and audited FASS reported financial statements, unspent HAP funds that were transferred to the single account will continue to be reported as unrestricted net position (UNP). This results in a known discrepancy between VMS and FASS reporting but is necessary to ensure accurate tracking and reporting of unspent HAP funds.

PHAs/Users should refer to [PIH Notice 2015-17](#) for additional information related to the proper calculation and reporting of RNP balances in the VMS.

HCV- 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 UNP and RNP balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNP and RNP 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. Note: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the HCV Cash/Investments field as those funds can be retained by the PHA and used only for eligible FSS expenses as provided in the rule. 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.



Mainstream Field Instructions for UNP, RNP, and Cash/Investments

Mainstream - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month: UNP is equal to total Administrative Fee (AF) revenue minus total HCV administrative expenses and any AF used for housing assistance payment (HAP) or other activities for Housing Choice Voucher Related purposes as of the Last Day of the Month. **Note:** Regardless of the system (VMS or FASS-PH) in which UNP is being reported, the PHA should report its UNP amount as defined by GAAP – “the difference between the Mainstream program’s asset and liabilities that do not meet the definition of restricted net assets or invested in capital assets net of related debt.” In essence, HUD is requesting information on net liquid or near liquid resources that can be readily used for the administration of the program, as this definition does not include net assets related to fixed assets (see OPEB liability exception below as related to liquid or near liquid resources).

UNP is equal to the cumulative total of Administrative Fee (AF) revenue minus total Mainstream administrative expenses and any UNP used for housing assistance payments (HAP) or other activities for Mainstream related purposes. UNP (referred to as “Administrative Fee Reserve” in the 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 the portion of fraud recovery revenue collected in cash that is returned to the UNP account (see Note 1), any interest earned on AF reserve (see [24 CFR 982.155\(a\)](#)) and up to \$500 per calendar year in interest and investment income earned on HAP and RNP funds, and the net Port-In reimbursement revenue (in excess of Port-In HAP expenses) received from initial Housing Authorities for unabsorbed Port-Ins. This means that the total AF revenue used to calculate the UNP reported in this field does not include excess AF received during the current PHA FY because excess AF received does not accumulate to the UNP until the end of the PHA’s FY. The excess fees received during the PHA’s current FY will not be reported in the UNP field until the end of the last month of the PHA’s fiscal year. The monthly amount reported is the UNP balance at the beginning of the year plus any interest earned and fraud recovery allocated to the UNP account for the months in the current year. PHAs should not report any unexpended FSS Coordinator funds in the UNP field. For guidance on eligible use of AF and UNP funds please reference [PIH Notice 2015-17](#) issued October 6, 2015. This document provides additional information regarding the allowable use of AF earned during the PHA’s current fiscal year and the use of available UNP (depending on the source year) and provides information regarding VMS reporting. **NOTE:** The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeitures funds can be retained by the PHA and used for eligible FSS expenses as provided in the rule. The forfeited funds are restricted and shall not be reported in Mainstream UNP.

Accrued Pension and Other Post-Employment Benefits (OPEB) Exception:

Any Accrued Pension and OPEB liability must be included in the UNP balance as reported in the VMS even though this unfunded liability may cause the UNP balance to reflect a ‘false’ negative balance. It is suggested the PHA insert a comment in the ‘comments’ section to reflect the portion of the UNP balance that is attributable to the unfunded pension and OPEB liability and provide the actual ‘cash equivalent’ UNP balance (the UNP “should be” balance if the pension and OPEB liability were removed). Reference GASB 74 (which parallels GASB 67 and replaces GASB 68) and GASB 75 (which replaces GASB 45).

Mainstream - Restricted Net Position Funds (RNP) as of the Last Day of the Month: RNP is the amount of Housing Assistance Payments (HAP) Equity for the Mainstream program. It is equal to the Position (RNP) as cumulative sum of total HAP revenues received minus the total cumulative HAP expenses for eligible unit



months that have been paid and is calculated on a monthly basis. Total HAP expense should include of the Last Day of expenses as well as expenses for FSS escrow deposits. Total HAP revenue is defined as total HAP disbursements received during the month including the portion of fraud recovery revenue collected in cash that is returned to the HAP equity (see Note 1) and FSS escrow forfeitures. NOTE: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the Mainstream RNP as those funds are no longer returned to the Mainstream program but will be retained by the PHA and used for eligible FSS expenses only as provided in the rule.

Interest income earned on excess Mainstream HAP and RNP balances should not be included in the RNP. The allowable retention of interest funds should be reported in the PHA's UNP balance as described in greater detail in the UNP field definition. Negative balances must be reported on a monthly basis and carried through the fiscal year-end or calendar year-end, as applicable, until cash revenue is received (from any allowable source) to clear the negative balance. However, if the PHA has a negative balance at the end of the calendar year and no available program reserves to cover the shortage, then the negative amount should not carry over into the subsequent calendar year reporting (see Note 2). This results in the PHA starting January of the following year with a zero balance. Instead, the PHA must transfer Mainstream UNP or other non-federal funds to the Mainstream RNP account to cover the negative balance in excess of the HUD-held reserves balance. Please refer to [PIH Notice 2013-28](#) regarding the allowable use of outside sources of funds. 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.

NOTE 1: Fraud Recovery – PHAs should not include fraud receivable revenue not yet collected in the VMS reporting as those funds are not available for the PHA to use for HAP expenses. The amount of fraud recovery sent to the RNP account is usually 50% of the amount collected, but may be less depending on the PHA's situation. See [24 CFR §792.202](#) for more on the amounts of fraud recovery a PHA may retain in its UNP and the portion of fraud recovery that must be returned to the HCV Program by inclusion in the RNP balance.

NOTE 2: Reporting Negative RNP – Reporting negative RNP balances in the VMS at the end of the PHA's fiscal year end is acceptable. Reporting negative balances in the VMS provides reviewers the most accurate financial status of the PHA and is an indication that an additional disbursement may be needed to support HAP expenses. If the PHA reflects a negative balance at FYE, the PHA should confirm if there are available HUD-HELD Reserves to support the shortage. If so, the PHA should record an Accounts Receivable from HUD for the amount that can be supported. The PHA should transfer UNP to cover the remaining shortage.

GAAP reporting requirements direct PHAs to report zero in FASS when their RNP balance is negative at fiscal year-end. This can result in a discrepancy between the two systems although the information is accurate based on current reporting requirements.

PHAs/Users should refer to [PIH Notice 2015-17](#) for additional information related to the proper calculation and reporting of RNP balances in the VMS.

Mainstream - Cash/Investments as of the Last Day of the Month: Cash/Investments as of the last day of the month are the total amount of HAP and AF cash/investments for the Mainstream program. Amounts reported include all cash and investments as they relate to Mainstream UNP and Mainstream RNP balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNP and RNP fields through the



month being reported. This total amount must include only those Mainstream 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 (if effective prior to June 2022). Mainstream 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.

Note: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the Mainstream Cash/Investments field as those funds can be retained by the PHA and used only for eligible FSS expenses as provided in the rule. Funds received for an FSS Coordinator and not expensed must not be included.

Emergency Housing Vouchers Field Instructions for UNP, RNP, and Cash/Investments

Emergency Housing Vouchers - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month: Note: *Regardless of the system (VMS or FASS-PH) in which UNP is being reported, the PHA should report its EHV UNP amount as defined by GAAP – “the difference between the EHV program’s asset and liabilities that do not meet the definition of restricted net assets or invested in capital assets net of related debt.” In essence, HUD is requesting information on net liquid or near liquid resources that can be readily used for the administration of the program, as this definition does not include net assets related to fixed assets (see OPEB liability exception below as related to liquid or near liquid resources).*

UNP is equal to the cumulative total of Administrative Fee (AF) revenue for the EHV program which includes Ongoing Administrative Fees, Preliminary Fees and Placement/Issuance Fees (Service Fees are NOT included) minus total EHV administrative expenses and any UNP used for EHV housing assistance payments (HAP). EHV UNP 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 the portion of fraud recovery revenue collected in cash that is returned to the EHV UNP account (see Note 1) interest earned up to \$500, and the net Port-In reimbursement revenue (in excess of Port-In HAP expenses) received from initial Housing Authorities for unabsorbed Port-Ins. Any interest earned above \$500 on AF reserves and investment income earned on HAP and RNP funds, must be remitted to HHS IAW 2 CFR § 200.305(b)(9). This means that the total AF revenue used to calculate the UNP reported in this field does not include excess Ongoing AF received during the current PHA FY because excess Ongoing AF received does not accumulate to the UNP until the end of the PHA’s FY. The excess Ongoing AF received during the PHA’s current FY will not be reported in the UNP field until the end of the last month of the PHA’s fiscal year. The monthly amount reported in VMS is the UNP balance at the beginning of the year plus any interest earned and fraud recovery, excess preliminary and placement/issuance fees, and net port-in revenue allocated to the UNP account for the months in the current year. For guidance on eligible use of EHV Fees, please reference [PIH Notice 2021-15](#) issued May 5, 2021, and [PIH Notice 2021-25](#) issued August 20, 2021.

NOTE: The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeitures funds can be retained by the PHA and used for eligible FSS expenses as provided in the rule. The forfeited funds are restricted and shall not be reported in EHV UNP.



Emergency Housing Vouchers - Restricted Net Position Funds (RNP) as of the Last Day of the Month: RNP is the amount of Housing Assistance Payments (HAP) Equity for the Emergency Housing Voucher (EHV). It is equal to the cumulative sum of total HAP revenues received minus the total cumulative HAP expenses for eligible unit months that have been paid and is calculated on a **monthly** basis. Total expenses include EHV - FSS Escrow Deposits. Total HAP revenue is defined as total HAP disbursements received during the month including the portion of fraud recovery revenue collected in cash that is returned to the HAP equity. **NOTE:** The Federal Register, Vol.87, No.95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the EHV RNP as those funds are no longer returned to the EHV program but will be retained by the PHA and used for eligible FSS expenses only as provided in the rule. Additional instruction in Appendix D. Interest income earned on excess EHV HAP and RNP balances should not be included in the RNP. The allowable retention of interest funds should be reported in the PHA's EHV UNP balance as described in greater detail in the UNP field definition. Negative balances must be reported in VMS on a monthly basis and carried through the fiscal year-end or calendar year-end, as applicable, until cash revenue is received (from any allowable source) to clear the negative balance.

NOTE: Fraud Recovery – PHAs should not include fraud receivable revenue not yet collected in the VMS reporting as those funds are not available for the PHA to use for HAP expenses. The amount of fraud recovery sent to the RNP account is usually 50% of the amount collected but may be less depending on the PHA's situation. See [24 CFR §792.202](#) for more on the amounts of fraud recovery a PHA may retain in its UNP and the portion of fraud recovery that must be returned to the HCV Program by inclusion in the RNP balance.

Emergency Housing Vouchers - Cash/Investment as of the Last Day of the Month: Cash/Investments as of the last day of the month are the total amount of EHV HAP and AF cash and investments for the EHV program. Amounts reported include all cash and investments as they relate to EHV UNP and EHV RNP balances as of the last PHA FYE, as well as any additional funds that may have been reported in the EHV UNP and EHV RNP fields through the month being reported. This total amount must include only those EHV HAP and EHV AF (including ongoing fees, preliminary fees, service fees, and placement/issuance fees) funds received for the EHV program, including interest earned, and fraud recovery. **NOTE:** The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning June 2022, FSS escrow forfeitures shall not be reported in the EHV Cash/Investments field as those funds can be retained by the PHA and used only for eligible FSS expenses as provided in the rule. Funds received for an FSS Coordinator and not expensed must not be included. Cash and investments for HCV - FSS Escrow Deposits/accounts 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 EHV HAP or other administrative costs. These reporting requirements are applicable to MTW PHAs as well.



APPENDIX E: ACRONYMS

ACC	Annual Contributions Contract
AF	Administrative Fee
AOV	All Other Vouchers
EHVP	Emergency Housing Voucher Program
FA	Financial Analyst
FMC	Financial Management Center
FMD	Financial Management Division
FO	Field Offices
FY	Fiscal Year
FYE	Fiscal Year End
GAAP	Generally Accepted Accounting Principles
HCV	Housing Choice Voucher
HCVP	Housing Choice Voucher Program
HE	Hard Edit
HQ	Headquarters
HUD	Department of Housing and Urban Development
LNT	Local Non-traditional
MDV	Mobility Demonstration Vouchers
NRA	Net Restricted Assets (Obsolete - now called Restricted Net Position)
PHA	Public Housing Authority
PIH-REAC	Public and Indian Housing and the Real Estate Management Center
PMC	Prior Month Correction
POC	Point of Contact
RAD	Rental Assistance Demonstration
RBAC	Role-Based Access Control
RNP	Restricted Net Position
SPV	Special Purpose Voucher
TAC	Technical Assistance Center



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TPV	Tenant Protection Vouchers
UML	Unit Months Leased
UNP	Unrestricted Net Position
VMS	Voucher Management System
WASS	Web Access Security System



APPENDIX F: VMS HISTORICAL CHANGES

VMS changes in descending order, most recent changes on top.

August, 2024 – Definition updates

The Cash/Investment fields have been updated to provide clarification in regards to FSS Forfeiture Interest.

January, 2024 – Field Additions

The following fields have been added to VMS:

- **HCV HAP Spent on Permissive Deductions-** Total HCV HAP Expenses spent as of the first of the month on permissive deductions (this means the difference between the HAP calculated applying the permissive deduction and the HAP without applying the permissive deduction). These are monthly expenses and will not be considered for the PHA renewal HCV funding. HAP funds reported in this field must exclude funding received outside of the HCV Program. 24 CFR 5.611(b). The HAP expense should also be reported in the field that best describes the type of voucher being used (Tenant Protection, All Other Vouchers, etc.)"
- **Mainstream HAP Spent on Permissive Deductions-** Total Mainstream HAP Expenses spent as of the first of the month on permissive deductions (this means the difference between the HAP calculated applying the permissive deduction and the HAP without applying the permissive deduction). These are monthly expenses and will not be considered for the PHA renewal Mainstream funding. HAP funds reported in this field must exclude funding received outside of the Mainstream Program. 24 CFR 5.611(b). The HAP expense must also be reported in the field that best describes the type of voucher being used.
- **Non-HAP Expenses Spent on Permissive Deductions-** Expenses spent as of the first of the month using non-HAP funding from outside source on permissive deductions. For example, the PHA may receive grant funding to cover the cost of a particular permissive deduction. This could also apply when the PHA enters into an agreement with a research director to exclude stipends or basic/guaranteed income amounts received during the study period and the research study provides funding to the PHA to cover the cost.. These are monthly expenses will not be considered for the PHA renewal funding. 24 CFR 5.611(b). These expenses **must not** be entered into any other HAP expense fields.
- **Housing mobility-related services expenditures: (Non-MTW PHAs ONLY)** Expenses authorized for housing mobility-related services. This field is only for PHAs awarded funding by HUD for housing mobility-related services. This field should not be used by PHAs participating in the housing mobility demonstration (Community Choice Demonstration).
- **Housing mobility-related services expenditures (MTW): (MTW PHAs ONLY)** Expenses authorized for housing mobility-related services. This field is only for PHAs awarded funding by HUD for housing mobility-related services. This field should not be used by PHAs participating in the housing mobility demonstration (Community Choice Demonstration).



- **EHV HAP Spent on Permissive Deductions-** Total EHV HAP Expenses spent as of the first of the month on permissive deductions. These are monthly expenses and will not be considered for the PHA renewal EHV funding. HAP funds reported in this field must exclude funding received outside of the EHV Program. 24 CFR 5.611(b). The HAP expense must also be reported in the field that best describes the type of voucher being used.
- **EHV Unexpended Service Fees:** The EHV Service Fee is accounted for as an expenditure driven grant with revenue being recognized only when an eligible expense has been incurred. If the PHA has not incurred an eligible expense the PHA should report the fee as unearned revenue and in restricted cash. There should be no effect on the PHA's restricted net position. This amount is typically reported on Line 342 in the FASS FDS. Additional information regarding eligible activities and reporting may be found in Notice PIH 2021-15 (HA), Notice PIH 2021-25 (HA), Notice PIH 2023-23 (HA).

October, 2023 – Field Updates

The following field has been updated:

- **Emergency Housing Vouchers 1 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month –**

UNP is equal to the cumulative total of Administrative Fee (AF) revenue for the EHV program which includes Ongoing Administrative Fees, Preliminary Fees and Placement/Issuance Fees (Service Fees are NOT included) minus total EHV administrative expenses and any UNP used for EHV housing assistance payments (HAP). EHV UNP 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 the portion of fraud recovery revenue collected in cash that is returned to the EHV UNP account (see Note 1) interest earned up to \$500, and the net Port-In reimbursement revenue (in excess of Port-In HAP expenses) received from initial Housing Authorities for unabsorbed Port-Ins. Any interest earned above \$500 on AF reserves and investment income earned on HAP and RNP funds, must be remitted to HHS IAW 24 CFR § 200.305(b)(9). This means that the total AF revenue used to calculate the UNP reported in this field does not include excess Ongoing AF received during the current PHA FY because excess Ongoing AF received does not accumulate to the UNP until the end of the PHA's FY. The excess Ongoing AF received during the PHA's current FY will not be reported in the UNP field until the end of the last month of the PHA's fiscal year. The monthly amount reported in VMS is the UNP balance at the beginning of the year plus any interest earned and fraud recovery, excess preliminary and placement/issuance fees, and net port-in revenue allocated to the UNP account for the months in the current year. For guidance on eligible use of EHV Fees, please reference [PIH Notice 2021-15](#) issued May 5, 2021, and [PIH Notice 2021-25](#) issued August 20, 2021. **NOTE:** The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeitures funds can be retained by the PHA and used for eligible FSS expenses as provided in the rule. The forfeited funds are restricted and shall not be reported in EHV UNP.



August 1, 2022 – FIELD UPDATES

The following fields have been updated:

- **Unspent Fund Source** – The definition is revised to delete the unspent funds codes of CAP, OP, and MTW. Only the code of HCVP should be used for this field.
- **Funds Committed** – The definition is updated to indicate funds that are reserved for future MTW eligible activities.
- **Type of Commitment** - The definition is revised to include examples of types of commitments that are permissible.
- **Funds Obligated** – The definition is updated to indicate how much of the funds committed are ready for obligation.
- **Type of Obligation** – The definition is revised to include examples of types of obligations that are permissible.



June 15, 2022

Changes to the VMS User's Manual and Quick Reference Guide:

Tab 1:

Portable Vouchers Administered – The definition has been revised to include language that ports for the Emergency Housing Voucher (EHV) program should NOT be included in this field.

Mainstream HAP Expenses - The definition for Mainstream HAP expenses has been updated to remove language that required PHAs to enter Mainstream HAP Expenses incurred after the 1st of the month. The recent VMS revisions provides PHAs a new field that specifically captures Mainstream HAP Expenses Incurred After the 1st of the Month. Therefore, effective with March 2022 reporting after first the month expenses should be reported separately and not included in the Mainstream HAP expense field.

Tab 2:

The following field definitions have been updated to capture reporting changes due to the FSS Rule change published May 17, 2022. The Federal Register, Vol. 87, No. 95 included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeiture funds can be retrained by the PHA and used for eligible FSS expenses as provided in the Rule. These changes will be applied to the entire month of June for ease of reporting. Therefore, effective June 1, 2022, all FSS forfeitures should be applied in accordance with the new Rule and reported in VMS as outlined in the updated field definitions.

- The HCV RNP, UNP and Cash/Investment
- The MS RNP, UNP and Cash/Investment
- Th EHV RNP, UNP and Cash/Investment

The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS forfeitures funds can be retained by the PHA and used for eligible FSS expenses as provided in the rule. The forfeited funds are restricted and shall not be reported in UNP.

The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the RNP as those funds are no longer returned to the program but will be retained by the PHA and used for eligible FSS expenses only as provided in the rule.

The Federal Register, Vol. 87, No. 95, Published May 17, 2022, included the final rule for FSS changes that are effective June 16, 2022. Beginning in June 2022 FSS escrow forfeitures shall not be reported in the Cash/Investments field as those funds can be retained by the PHA and used only for eligible FSS expenses as provided in the rule.



March 25, 2022 - FIELD UPDATES

The below chart reflects all changes that are included in the VMS release scheduled for March 25th, 2022. Definitions for new fields are included in this document for your use.

The following chart shows the revisions to current field names in VMS: As of June 2022, the HUD form 52681-B field names have not been updated

Name Prior	Name After
5 Year Mainstream	Mainstream
FSS Escrow Deposits	HCV – FSS Escrow Deposits
FSS Escrow Forfeitures	HCV – FSS Escrow Forfeitures This Month
Fraud Recovery Total Collected This Month	HCV – Fraud Recovery Total Collected This Month
Number of Vouchers Under Lease (HAP Contract) on the Last Day of the Month	HCV – Number of Vouchers Under Lease (HAP Contract) On the Last Day of the Month
New Vouchers Issued but not Under HAP Contracts as of the Last Day of the Month	HCV - New Vouchers Issued but not Under HAP Contracts as of the Last Day of the Month
All Voucher HAP Expenses After the First of the Month	HCV - All Voucher HAP Expenses After the First of the Month
Unrestricted Net Position Funds (UNP) as of the Last Day of the Month	HCV - Unrestricted Net Position (UNP) Funds as of the Last Day of the Month
Restricted Net Position Funds (RNP) as of the Last Day of the Month	HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month
Cash/Investment as of the Last Day of the Month	HCV - Cash/Investment as of the Last Day of the Month
Rental Assistance Component 1 (RAD 1)	Rental Assistance Demonstration 1 – Public Housing Conversion
Rental Assistance Component 2 (RAD 2)	Rental Assistance Demonstration 2 – Mod Rehab, Rent Supp, RAP Conversion
Disaster Families Assisted (UML)	Disaster Families Assisted

The Following table shows the new fields that are being added to the VMS March 25, 2022:

New Field
Foster Youth to Independence – HAP and Leasing



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Mobility Demonstration – HAP and Leasing
Emergency Transfer Vouchers for VAWA – HAP and Leasing
Rental Assistance Demonstration 3 – PRAC Conversion – HAP and Leasing
MTW – Foster Youth to Independence HAP Expenses After the First of the Month
MTW – Mobility Demonstration HAP Expenses After the First of the Month
MTW – Stability Voucher HAP Expenses After the First of the Month
MTW – Emergency Transfer Vouchers for VAWA HAP Expenses After the First of the Month
Mainstream – Number of New Vouchers Issued but not Under HAP Contract as of the Last Day of the Month
Project Based Vouchers – Total HAP Expenses
Mobility Demonstration Services Expenditures
Mainstream – HAP Expenses After the First of the Month
Mainstream – FSS Escrow Deposits
Mainstream – Fraud Recovery Total Collected This Month
Mainstream – FSS Escrow Forfeiture
Mainstream – Administrative Expenses
Mainstream – Restricted Net Position Funds (RNP) as of the Last Day of the Month
Mainstream – Unrestricted Net Position Funds (UNP) as of the Last Day of the Month
Mainstream – Cash/Investments as of the Last Day of the Month
MTW – Public Housing Operating Subsidy Eligible Expenses
MTW – Capital Fund Eligible Expenses
MTW – Local, Non-Traditional (LNT) Program
MTW – HCV Administrative Fee Expenses
MTW – HCV Administrative Expenses Using HAP
MTW – Other Expense Category
Disaster Placement Fee
Disaster Service Connection Fee
Disaster Case Management Fee
Disaster Administrative Fee



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Disaster Other Fees
Emergency Housing Vouchers 1, 2, 3 HAP and Leasing
Emergency Housing Vouchers 1, 2, 3 Number of New Vouchers Issued But Not Under HAP Contract as of the Last Day of the Month
Emergency Housing Vouchers 1, 2, 3 HAP Expenses After the First of the Month
Emergency Housing Vouchers 1, 2, 3 – FSS Escrow Deposits
Emergency Housing Vouchers 1, 2, 3 – FSS Escrow Forfeitures this Month
Emergency Housing Vouchers 1, 2, 3 – Fraud Recovery Total Collected this Month
Emergency Housing Vouchers 1, 2, 3 – Admin Fees – Ongoing Administrative Fees
Emergency Housing Vouchers 1, 2, 3 – Admin Fees – Preliminary Fee Expenses
Emergency Housing Vouchers 1, 2, 3 – Admin Fees – Placement/Issuance Fee Expenses
Emergency Housing Vouchers 1, 2, 3 – Service Fee – Housing Search Assistance Expenses
Emergency Housing Vouchers 1, 2, 3 – Service Fee – Security/Utility Deposit/Rental Application Holding Expenses
Emergency Housing Vouchers 1, 2, 3 – Service Fee – Owner Incentive Expenses
Emergency Housing Vouchers 1, 2, 3 – Service Fee – Other Eligible Expenses
Emergency Housing Vouchers 1, 2, 3 – Unrestricted Net Position Funds (UNP) as of the Last Day of the Month
Emergency Housing Vouchers 1, 2, 3 – Restricted Net Position Funds (RNP) as of the Last Day of the Month
Emergency Housing Vouchers 1, 2, 3 – Cash/Investments as of the Last Day of the Month

The following table shows the fields that are being deleted from the VMS March 25, 2022:

Field Name
FSS Coordinator Expenses Covered by FSS Grant
FSS Coordinator Expenses Not Covered by FSS Grant
MTW – Development Activities
MTW – Local Housing Program
MTW – Public Housing Rehabilitation
MTW – Debt Service Repayment
MTW – HCV Administrative Expenses



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Number of Lead Based Paint (LBP) Initial Clearance Tests
Number of LBP Risk Assessments