Generating a Portability Billing Report

March 2019

The Portability Billing Report is a report that can give a PHA details about the households that a PHA has ported into or out of their jurisdiction. **It will not show households that have been absorbed.** It includes the PHA code of the initial or receiving PHA and the amount of "billing" (in the case of port-outs) or "billed" (in the case of port-ins). The Portability Billing Report is a "live" report, meaning it changes as 50058 data is accepted by IMS-PIC. Therefore, the data will be constantly changing and not an ideal way to reconcile the Port Ins and Port Outs on the Delinquency Report, however, it will give you a good snapshot to start with.

1. Log into REAC/Secure Systems and access PIC from your Main Menu. The website for the REAC login page is:
   http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/reac/online
2. Once logged into IMS-PIC, single click on Viewer under the Form-50058 module. You will need to read and agree to the Privacy Act statement before you proceed if you have not done so already in this IMS-PIC session.
3. At the top of the page single click on the Reports tab.
4. There is a row of links (sub tabs) below the row of tabs at the top of the page. One of them is titled Portability Billing Report, single click on this link. Note that depending on the size of your screen you may need to scroll to the right to see it.
5. Under Program Type the default value is Tenant Based Vouchers. Under the Effective Date section, you can use the default dates (the past year) or you can make it the same date range as the one that appears on the top of the Delinquency Report. On the Delinquency Report, look in the header information for the Effective Dates Included. This will give you the from and to dates. *Keep in mind the note above about this being a "live" report.*
6. Single click on the Generate Report button on the right side of the page to run the report. Note that depending on your screen size you may need to scroll to the right to see it.
7. A new window will open and display your report. Due to the amount of data the system must look at, it may take up to a couple of minutes.

Please note that the Portability Billing Report only shows information if the 50058 that the receiving PHA submits has the required data in lines 12d-12f. Line 12d must be marked Yes to indicate portability has occurred. There are two tabs in the report.

The first tab, PHA Billing Report, shown in the first screen print below, will show you the Head of Household for each household that you have ported in to your jurisdiction. As it relates to the Delinquency Report, you need to look at the number of households displayed on this page to see if it equals the Port Ins column on the Delinquency Report. For data to appear in this tab, the receiving PHA must enter the amount they are billing the initial PHA in 12e and the PHA code of the initial PHA in 12f.

The second tab, PHA Billed Report, shown in the second screen print below, will show you the Head of Household for each household that has ported to another PHA from your housing authority. As it relates to the Delinquency Report, you need to look at the number of households displayed on this page to see if it equals the Port Outs column on the Delinquency Report. For data to appear in this tab, the receiving PHA must enter the cost that they are being billed each month in 12e and the initial PHA's PHA code in line 12f.

If you are using this report to reconcile the Port Ins and Port Outs on the Delinquency Report, the following example may help you understand how this report will help.

If we use the screen prints below in the example it would look like this (for the purpose of this example, we will assume that there has been no change in the number of 50058s received for households involved in portability).

Nowhere Housing Authority had 50 vouchers leased up according to their May VMS submission. The June 30th Delinquency Report shows 55 "50058 Required". If we calculate 50 (VMS) + 7 (port ins) - 2 (port outs) = 55.

Portability Billing Report
As of August 03, 2006

Hub: 7HKNC Kansas City Hub
Field Office: 7DPH OMAHA PROGRAM CENTER
Housing Authority:
Program Type: Tenant-based Vouchers
Effective Dates Included: March 01, 2005 through June 30, 2006

Download in Excel   Print Page   View Entire Tab

PHA Billing Report | PHA Billed Report

The selected PHA is billing other (initial) PHAs   Select Page Size: 10
Total Number of Records = 7

Head of Household's Name	Head of Household's SSN	Alien Registration Number	Initial PHA Code	Cost Billed to the Initial PHA	Type of action	Effective date of action
		N/A		443	3	06/01/2006
		N/A		453	1	06/01/2006
		N/A		262	1	05/01/2006
		N/A		302	1	06/01/2006
		N/A		391	1	05/01/2006
		N/A		208	1	06/23/2006
		N/A		382	1	05/01/2006

Page 1 of 1

PHA Billing Report tab

Portability Billing Report
As of August 03, 2006

Hub: 7HKNC Kansas City Hub
Field Office: 7DPH OMAHA PROGRAM CENTER
Housing Authority:
Program Type: Tenant-based Vouchers
Effective Dates Included: March 01, 2005 through June 30, 2006

Download in Excel   Print Page   View Entire Tab

PHA Billing Report | PHA Billed Report

Other (receiving) PHAs are billing the selected PHA   Select Page Size: 10
Total Number of Records = 2

Head of Household's Name	Head of Household's SSN	Alien Registration Number	Receiving PHA Code	Cost Billed by Receiving PHA	Type of action	Effective date of action
		N/A		594	2	09/01/2005
		N/A		534	2	09/01/2005

Page 1 of 1

PHA Billing Report tab