# Enterprise Voucher Management System (eVMS)



## **PHA User Guide**



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## Introduction

This guide is for PHA (public housing authority) users to understand how to utilize the **Enterprise Voucher Management System (eVMS)**.

## Overview

eVMS is used for managing funds for the Housing Choice Voucher Program. eVMS:

- Calculates Housing Assistance Payments (HAPs) using family-level data derived from PIC (Form 50058)
- ▶ Reports VMS (Voucher Management System) data
- Calculates and tracks administrative fees for all programs (future release)
- Provides a view of daily funding balances

## Timeline of Calculations

VMS is not used to calculate monthly disbursements in eVMS, except for the non-HAP expense of fraud recovery. Non-HAP expenses will be included for MTW PHAs. Below is a sample of a three-month timeline of the process eVMS uses to lock down data required to calculate PHA monthly disbursements. If a date falls on a weekend or holiday, the action will take place on the following business day.

- ▶ 4<sup>th</sup> of the month: PHA reviews PIC Error Dashboard.
- ▶ 15<sup>th</sup> of the month: PHA reviews 50058 family data.
- ▶ 21<sup>st</sup> of the month: 50058 data is locked down. Monthly disbursement amounts are finalized for the following month.

Example: On July 21st, the data is locked down for the August disbursement file.

22<sup>nd</sup> of the month: 50058 data is used to begin calculations for the next month. Example: On July 22<sup>nd</sup>, the calculation begins for the September disbursement.





Figure 1: Sample eVMS Payment Timeline



## System Requirements

Using an internet browser (recommended Google Chrome), access eVMS through REAC:



Select Login here within the System Login heading.



Enter your credentials. Accept the legal warning.





Select Electronic Voucher Management System (eVMS).

## 1.0 PHA User Landing Page

#### **1.1 HAP Calculations**

After logging in, users are directed to the PHA's landing page, or the **Payment Analysis Report (PAR) Summary** page. This page provides daily updates to funding statements and transactions. Daily calculations from 50058 family-level fields are from the previous day's data.

The calculations that can be viewed include:



- 58 Calculation
- VMS Adjustments
- Financial Adjustments
- Available Budget Authority
- HAP Amount
- PHA Available Funds and Activity
- Admin Fee Calculations (future release)

The time ranges available for viewing include:



- PAR Today: Payment calculated as of the previous or two days of the report
- ▶ Last Month Calculated: Calculated payment for the previous month
- Difference: Difference between the PAR Today and Last Month Calculated
- **Last Month Paid:** Actual payment for the previous month

PAYMENT /	YMENT ANALYSIS REPORT (PAR)   b: Housing Authority   Ø: PAR Summary								
Flags	Summary	PAR Today 🗎	Last Month Calculated	Difference					
10	HAP Eligibility	\$10,691,814	\$10,808,753	\$183,061					
14	58 Calculation Data as of Sep 27, 2022 🔀	\$10,479,895	\$10,398,531	\$81,364					
14	VMS Adjustments Data as of Sep 26, 2022 🔀	\$2,321	<u>\$2,251</u>	<u>\$70</u>					
10	2% Margin	\$209,598	<u>\$207,971</u>	\$1.627					
34	VMS 🛃								
34	Available Budget Authority	\$11,019,214	\$21,627,967	(\$10,608,753)					
34	HAP Payment Amount	(\$10,691,814)	(\$10,608,753)	(\$83,061)					
14	Estimated Balance 🕑	\$327,400	\$11,019,214	(\$10,691,814)					

Figure 2: PHA Landing Page - Calculations

#### 1.2 50058 Family-Level Calculation

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

Line items for the 50058 are displayed, including:

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





▶ 58 Updates – reflects adjustments for prior months

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

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

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

Ca	Iculation		PHA ID:	Ľ
Flags	Summary	PAR Today	Last Month Calculated	Difference
10	Total 58 HAP Eligibility Calc. Amt.	\$10,479,895	\$10,398,531	\$81,364
10	Section 11 - Project Based Voucher HAP	\$ -	S -	S -
10	Section 12 - Tenant Based Voucher HAP	\$10,474,557	\$10,393,193	\$81,364
30	Section 15 - Homeownership HAP	\$5,338	\$5,338	S -
10	58 Updates			
10	Past month owed to PHAs (+)	\$ -	\$ -	S -
10	Past month due to HUD (-)	\$ -	\$ -	S -
10	Net HAP Update (+/-)	\$ -	\$ -	\$ -
10	Portability			
10	Port-Ins	280	278	2

Figure 3: 58 Calculation Page



#### 1.3 VMS Adjustments

The VMS Adjustments page can be viewed by clicking the link to the right of the VMS Adjustments line on the PAR Summary page. Under that line, the date of the most recent data is displayed. Here, users can see the non-HAP expenses included in their total monthly calculation.

If a PHA has reported values for either fraud recovery or any MTW expenses, these are added into the final HAP calculation and the breakdown is shown on this page.

✓ PAR Summary							
Flags	Summary	PAR Today 🗎					
jui .	HAP Eligibility	\$10,691,814					
10	58 Calculation Data as of Sep 27, 2022 🔀	\$10,479,895					
10	VMS Adjustments Data as of Sep 26, 2022: 🔀	\$2,321					
14	2% Margin	\$209,598					
100	VMS 🗹						
ju	Available Budget Authority	\$11,019,214					

A user can extract data from the VMS Calculation page at any time using the **Print** button (**Print**) in the upper right corner of the screen. For the VMS Calculation page, there will be two extracts: one for the VMS calculation and one for the VMS details.

To exit the VMS Adjustment page, select the X in the upper right corner of the screen.

VMS A	Pri VMS Adjustments PHA ID: MS006 Tennessee Valley Regional Housing Authori					
Flags	Summary	PAR Today	Last Month Calculated	Difference		
ju -	Total VMS HAP Expense	\$1,128	\$1,128	\$ -		
ju -	Fraud Recovery	\$1,128	\$1,128	\$ -		
10	Total MTW VMS HAP	\$ -	\$ -	\$ -		
10	MTW HCV Admin	\$ -	\$ -	\$ -		
10	MTW Rehab	\$ -	\$ -	\$ -		
10	MTW Debt Service	\$ -	\$ -	\$ -		
10	MTW Development	\$ -	\$ -	\$ -		
ju -	MTW Local Housing	\$ -	\$ -	\$ -		
10	MTW Other 1	\$ -	\$ -	\$ -		
10	MTW Other 2	\$ -	\$ -	\$ -		
10	MTW Other 3	\$ -	\$ -	\$ -		

Figure 4: VMS Adjustments Page



#### 1.4 Estimated Balance (PHA Activity and Available Funds)

The PHA Activity and Available Funds page can be viewed by clicking the link to the right of the Estimated Balance line on the landing page. This page displays data for the sum of all the payments received in the calendar year, any remaining Budget Authority balance, and any reserves balance the PHA is holding.

14	Availab	le Budget Authority
14	н	AP Payment Amount
14	E	stimated Balance 🗹
Download Fur	iding Sta	tement

Users can view data per month or all transactions at once. Recorded transactions include:

- Disbursements
- Budget Authority funding allocated to the PHA
- ▶ PHA-Held Reserves and HUD-Held Reserves adjustments
- Remaining Budget Authority transferred to HUD-Held Reserves (end of the calendar year)

Users can extract data from this page at any time by clicking the **Print** (**Print**) button in the upper right corner of the screen.

**NOTE:** If only a certain month is selected when the **Print** button is selected, only that month's transactions will be extracted to the .csv (Excel file).

To exit the PHA Activity and Available Funds page, select the X in the upper right corner of the screen.

PHA Activity and	d Available Funds			PHA ID:		Print 🖶 🕽
\$ — Total Payment Calend	iar Year 2022	\$11,01 Remaining B	9,214 udget Authority Balance		<b>\$ -</b> Reserve Balance	
elect month: -select-	Transaction Description		Amount	Estimated	d Balance (Reserves)	
7/15/22 12:05 AM	Budget Authority Funding	3	\$42,946,810	\$ -		
7/21/22 12:09 AM	Budget Authority Disburs	ement	(\$10,850,047)	\$ -		
8/22/22 12:09 AM	Budget Authority Disburs	ement	(\$10,668,796)	\$ -		
9/21/22 12:08 AM	Budget Authority Disburs	ement	(\$10,608,753)	s -		

Figure 5: PHA Activity and Available Funds Page



#### **1.5 Funding Statement**

From the landing page, users can select a month to view a **funding statement**, and then click **Download** to save and view it as an Excel workbook.

The statement's information includes:

Cel Download Funding Statement Select Date - Download

Estimated Balance 🗹

111

- Calculated HAP for the HCV Program
- ▶ The 58 calculation with any non-HAP VMS adjustments
- The Budget Authority balance
- Any HUD-Held Reserves

14	Available Budget Authority	\$399,161	s -
74	HAP Payment Amount	\$ -	\$ -
74	Estimated Balance 🕑	\$406,661	\$ -
Download Fun December 2	ding Statement		
Decembe	r 2027		
October 2	021		
Septembe	r 2021	PAR Today 🖻	Last Month Calculated
August 20 July 2021	21 in Fee	\$ -	\$ -
June 2021	Units	-	-
May 2022			
May 2021	Rote	-	-
April 2021 March 202	Rate Jnits	-	-
April 2021 March 202 February :	Rate Jnits 2021 Rate	-	-
April 2021 March 202 February 2 January 2	Rate Jnits 2021 Rate 021 Admin Fee	- - - \$-	- - - \$ -
April 2021 March 202 February 2 January 2 December November	Rate Jnits 2021 Rate 021 Admin Fee 2020 Admin Fee	- - - \$- \$-	- - - \$ - \$ -

Figure 6: Funding Statement - Select a month to view statement.





L:	7.	Doumland	aalaatad	month's	funding	atatamant
rigure	/:	Dowinoad	Selected	IIIOIIUI S	Tunung	statement.

	PHA HAP Funding Monthly Statement	September 2022				
1	DUA Nama	Upuning Authori				
1	PHA Number	Housing Authorn	y I			
3	Program Type	HCV				
	Total PIC 50058 HAP Costs Reported:					
4	September 2022 50058 Calculation		\$	10,457,328	1	
5	Margin	2%	\$	209,147		
6	VMS Adjustments		\$	2,321		
7	Total Calculated Monthly Need (Line 4 + Line 5 + Line 6)				\$	10,668,796
	Available Funds for CY2022 Monthly Disbursement					
8	Obligated Undisbursed Budget Authority as of 8/21/22		\$	32,296,763		
9	HUD Held Reserves as of 8/21/22		\$	-		
10	Funds Available (Line 8 + Line 9)				\$	32,296,763
	Disbursements					
11	Calculated Monthly Need (Line 7) PIC 50058 as of 8/21/22		\$	10,668,796		
12	PHA Held Reserves		\$	-		
13	Net Disbursement (Line 11 - Line 12, Minimum \$0, Limited to Funds Available, Line 10)				\$	10,668,796
14	Remaining to Offset for Remaining Months		\$	-		
	Comments					

Figure 8: Funding Statement Example



#### 1.6 PAR Admin Fee

At the bottom of the landing page, users can see the **PAR Admin Fee** calculation for their PHA. Users can view Column A Rates and Unit counts, Column B Rates and Unit counts, the total of Column A, the total of Column B, the total of both Column A and B combined, and the total after being multiplied by the proration factor. The proration factor is a hard-coded value and may need to be updated on a yearly basis.

Like the other PAR Summary sections, the Admin Fee section has a column for PAR Today, Last Month Calculated, Difference, and Last Payment.

NOTE: The Last Payment column is not developed at this time. See the Menu Action Selections section below for instructions on how to extract this data.

Flags	Summary	PAR Today 🗎	Last Month Calculated	Difference	Last Payment
10	Total Admin Fee	\$ -	\$817,577	(\$817,577)	\$ -
34	Column A Units	-	600	(600)	-
34	Column A Rate	-	95.61	(95.61)	-
14	Column B Units	-	10,901	(10,901)	-
14	Column B Rate	-	89.22	(89.22)	-
14	Column A Admin Fee	\$ -	\$57,366	(\$57,366)	\$ -
14	Column B Admin Fee	\$ -	\$972,587	(\$972,587)	\$ -
14	Total Col A + Col B	\$ -	\$1,029,953	(\$1,029,953)	\$ -
34	Proration Factor	-	0.7938	(0.7938)	-
14	Admin Fees Calculated	\$ -	\$817,577	(\$817,577)	\$ -
14	Admin Fees Obligated (CY)	\$ -	\$ -	\$ -	\$ -
34	Prior Year Over-Disbursement	\$ -	\$ -	s -	\$ -
34	Balance (Over/Under)	\$ -	\$ -	s -	\$ -

#### PAR Admin Fee

Figure 9: PHA Landing Page- PAR Admin Fee

## 2.0 Menu Action Selections

There are three **menu action selections** in the upper right corner of the PAR Summary page: **Print**, **Extract**, and **close** the PAR Summary.



#### 2.1 PHA Summary

Users can click the button that looks like an ID card ( $\[Med]$ ) next to your PHA's name on the landing page to view a **PHA Summary** (see below). The summary provides information about the PHA, including any program types the PHA has, if there's a repayment agreement, the PIC Executive Director, vendor ID number, Taxpayer Identification Number (TIN), and DUNS (Data Universal Numbering System) number. To exit the summary, select the **X** in the left corner of the sidebar.



Figure 10: PHA Summary Sidebar

#### 2.2 Print/Extract PAR Summary

At any time, users can get a .csv extract of all the **PAR Summary** data. When a user clicks the **Print** button () in the upper right corner of the screen, all PAR Summary information is downloaded as a .csv file to the user's device. Notifications will populate for successful downloads.





Figure 11: Print and Download Success Notifications

## 3.0 Additional Help

#### 3.1 Download User Guide

In the left side bar, users can select the link that says **eVMS PHA User Guide**. This user guide will display in a separate tab where it can be read or downloaded.



Figure 12: Toggle Sidebar and Download User Guide



#### 3.2 Additional Help

If users cannot find what they need in this guide and require additional assistance, please contact the following offices:

- For eVMS system and access issues: IT Help Desk Press 1 (1-888-245-4860)
- **For PIC 50058 issues:** PIH PIC Help Desk Press 4 (1-888-245-4860)
- **For Funding and eVMS balances:** Contact your PHA's assigned financial analyst.

