USER'S MANUAL

Voucher Management System (VMS)
Release 15.0.0.0

U.S. Department of Housing and Urban Development

March 2020

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1.0 GENERAL INFORMATION

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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). This system'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, Field Offices (FO), and 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 Technical Support

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

Technical Assistance Center
Toll Free – 1-888-245-4860
Fax – 202-485-0280
Email at REAC_TAC@hud.gov

Data entry questions:

Please contact your Financial Analyst at the Financial Management Center

1.3 Organization of the Manual

This manual has been organized to familiarize the reader with the Voucher Management System. It introduces each step in the use of VMS for the user. It is organized logically from Registration, Login/Logoff procedures, Navigating to the desired screens, PHA entry, validation and submission of HCV Voucher related data, Correction of prior month submissions, (HUD User) review and approval of pending Hard Edits, Generating reports and prints. For a summary outline of this organization, review the Table of Contents.

Note: Some of the screen prints in this manual are quite detailed. In order to better see the "fine print" you can expand the size of the page using the Zoom controls located on the top bar of the display.

1.4 Contingencies and Alternate Modes of Operation

Because of the nature of its operation, VMS has no need for contingencies or alternate modes of operation from the user's point of view. Any interruption in power or connection simply requires that the user begin an operation over again.

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2.0 GETTING STARTED

2.0 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.

2.1 Logging into VMS

To access and use VMS, you must be 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 must follow WASS requirements in order to obtain a user-ID and password. Once you have your User ID and Password you will be able to log into the system.

2.1.1 PHA Users:

2.1.1.1 From the HUD.GOV homepage at http://www.hud.gov/offices/reac/online/reasyst.cfm *(which you should have bookmarked)*, and click on the "Login here" link.

HUD On-line Internet Home Page

NOTE: It is recommended that you "bookmark" this page to easily access it in the future. To "bookmark" the page, simply "right-click" the "Login here" link and select "Add to Favorites..." from the pop-up menu.

2.1.2 HUD Users Log into VMS:

2.1.2.1 From the HUD homepage at http://hudatwork.hud.gov/po/reac/home/accessreac.cfm, click “Log in” link.

HUD at work Online Login Screen

2.1.3 All users from this point on:

2.1.3.1 The User Login page displays. Enter the User ID and Password, and click on the “Login” button.

WASS – User Login Screen

2.1.3.2 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).

Secure Systems

User Login

help | search | home | logout

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:

(a) Log-off the system when leaving the system/workstation area;

(b) Refrain from leaving written passwords in the workstation area;

(c) Avoid creating a personal password that can be easily associated with you;

(d) Avoid posting printouts of sensitive output data on bulletin boards;

(e) Avoid leaving system output reports unattended or unsecured;

(f) Control input documents by returning them to files or forwarding them to the appropriate contact person in your office;

(g) Avoid violation of the Privacy Act which requires confidentiality of personal data contained in government and contractor data files;

(h) Immediately contact the HUD Inspector General's Office, as appropriate, regarding any suspected violation or breach of system security;

(i) Cooperate in providing personal background information to be used in conducting security background checks to the extent required by Federal regulations;

(j) Respond to any inquiries and requests for information you may receive from either the HUD Headquarters or management officials regarding system security practices.

(k) 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.

(l) 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.).

(m) 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.

(n) 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.

Accept Logout

Content updated May 9, 2008

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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

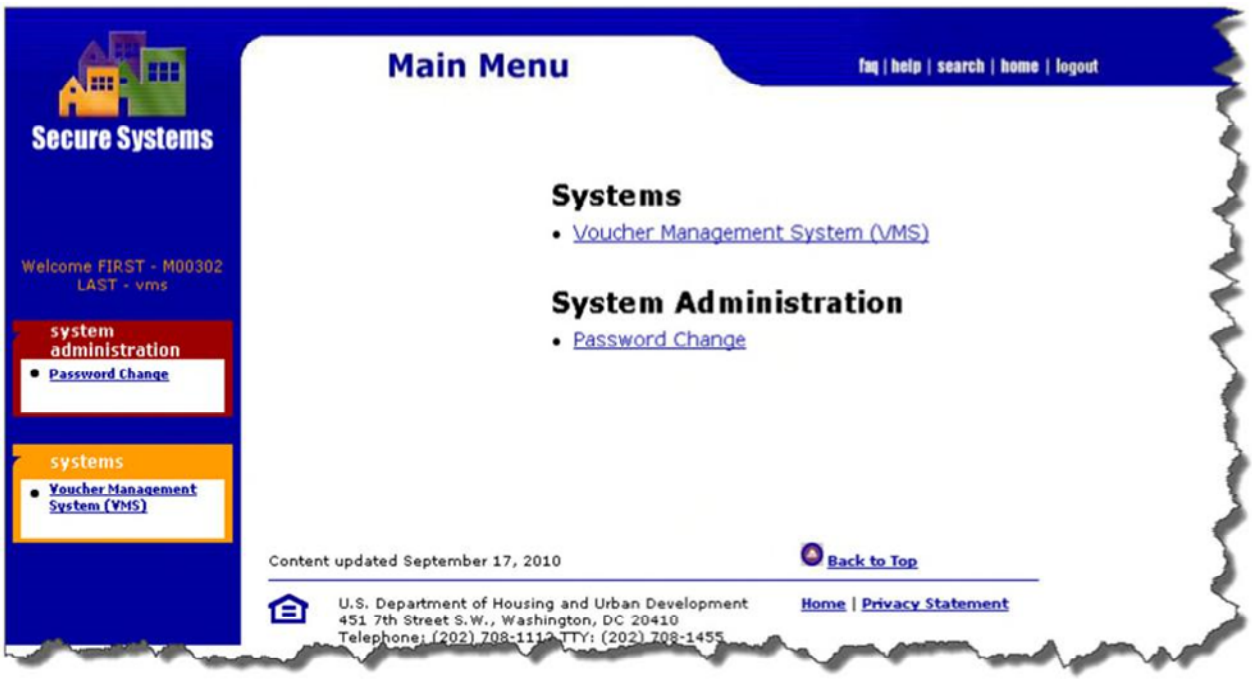
WASS Rules of Behavior Screen

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

2.1.3.3 The “Legal Warning” page displays. Read the warnings, and then click the “Accept” button at the bottom of the page.

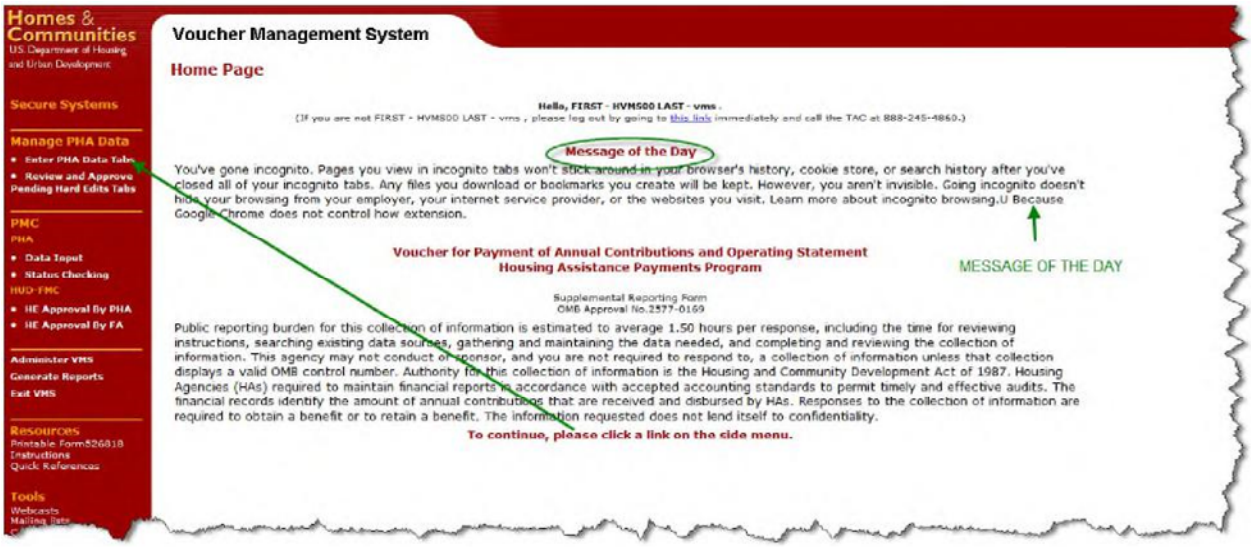
WASS Legal Warning Screen

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



WASS Main Menu Screen

2.1.3.5 The VMS home page displays.



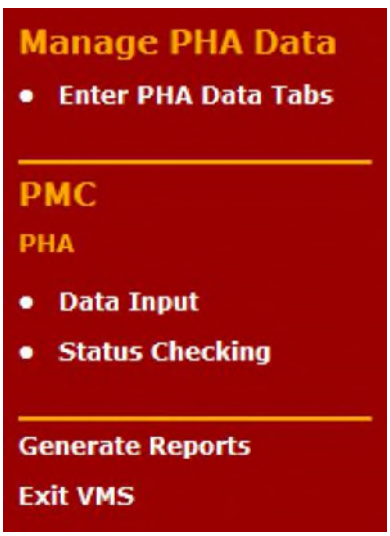
VMS Home Page

The VMS Home page displays a Message of the Day section. In this section, messages will be posted for VMS users.

> ***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. These screenshots displayed above may not necessarily reflect what you will actually see on***

2.2 System Menu

The first VMS System page you see is the Home Page. From here you can select the following options:



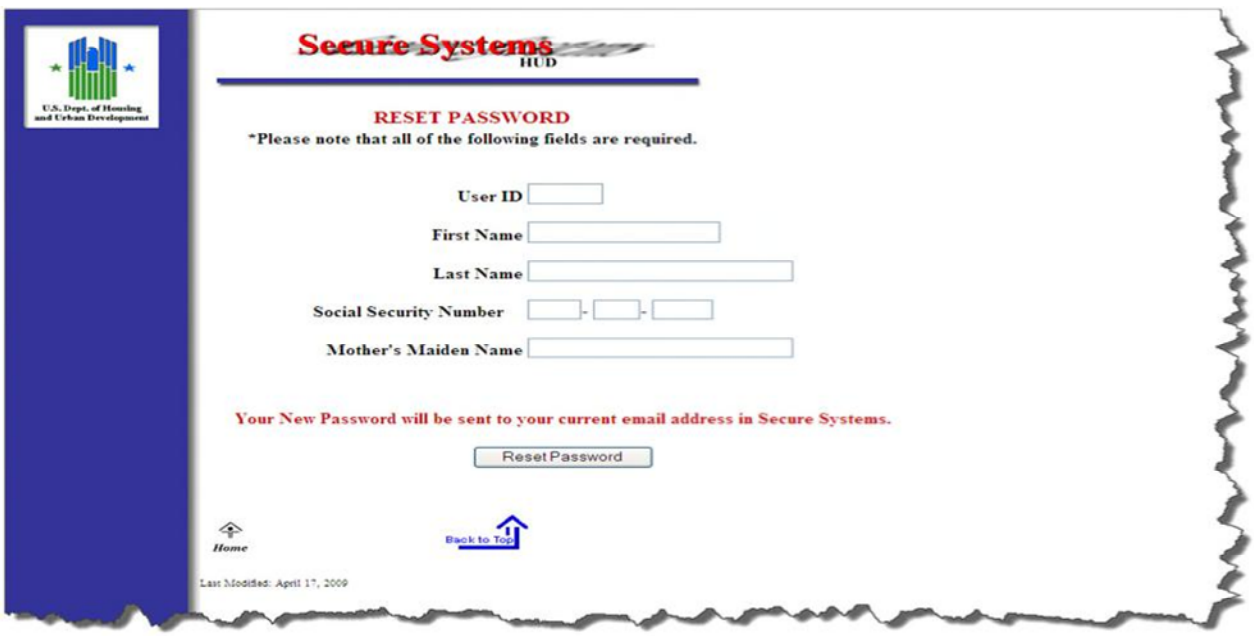
2.3 Changing User ID and Password

2.3.1 Go to the PIH-REAC homepage http://www.hud.gov/offices/reac/online/reasyst.cfm.

REAC Internet Homepage

2.3.2 CLICK *PASSWORD RESET*.

The 'Password Reset' page appears. (see below)



Secure Systems Password Reset Screen

2.3.4 Complete the following fields, and then CLICK *Reset Password*:

In this field...	Type...
User ID	User ID (for example, M00305)
First Name	First name of the user
Last Name	Last (family) name of the user
Social Security Number	Social Security Number (*nnn-nn-nnnn* format) for the user
Mother's Maiden Name	Maiden name of the user's mother

This allows you to reset your password and continue or Log out of the system.

2.4 Exiting VMS and Logging Out

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

2.4.1 Exiting VMS

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

2.4.1.2 CLICK the *Exit VMS* link on the left side of the page. The 'Secure Systems Main Menu' page will appear.

2.4.1.3 If you have un-submitted data you will be prompted with the following message:

Exit Confirmation Screen

2.4.1.4 CLICK *Exit* to continue exit without submitting data. You will be taken to the Main Menu

2.4.1.5 Or CLICK *Submit PHA* to go to the data that needs to be submitted.

2.4.2 Logging Out of WASS System

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

2.4.2.2 Click the Secure Systems on the left side of the page. The Secure Systems Main Menu page will appear

2.4.2.3 Click Logout at the top-right corner of the page. A message appears asking you to close all browser windows

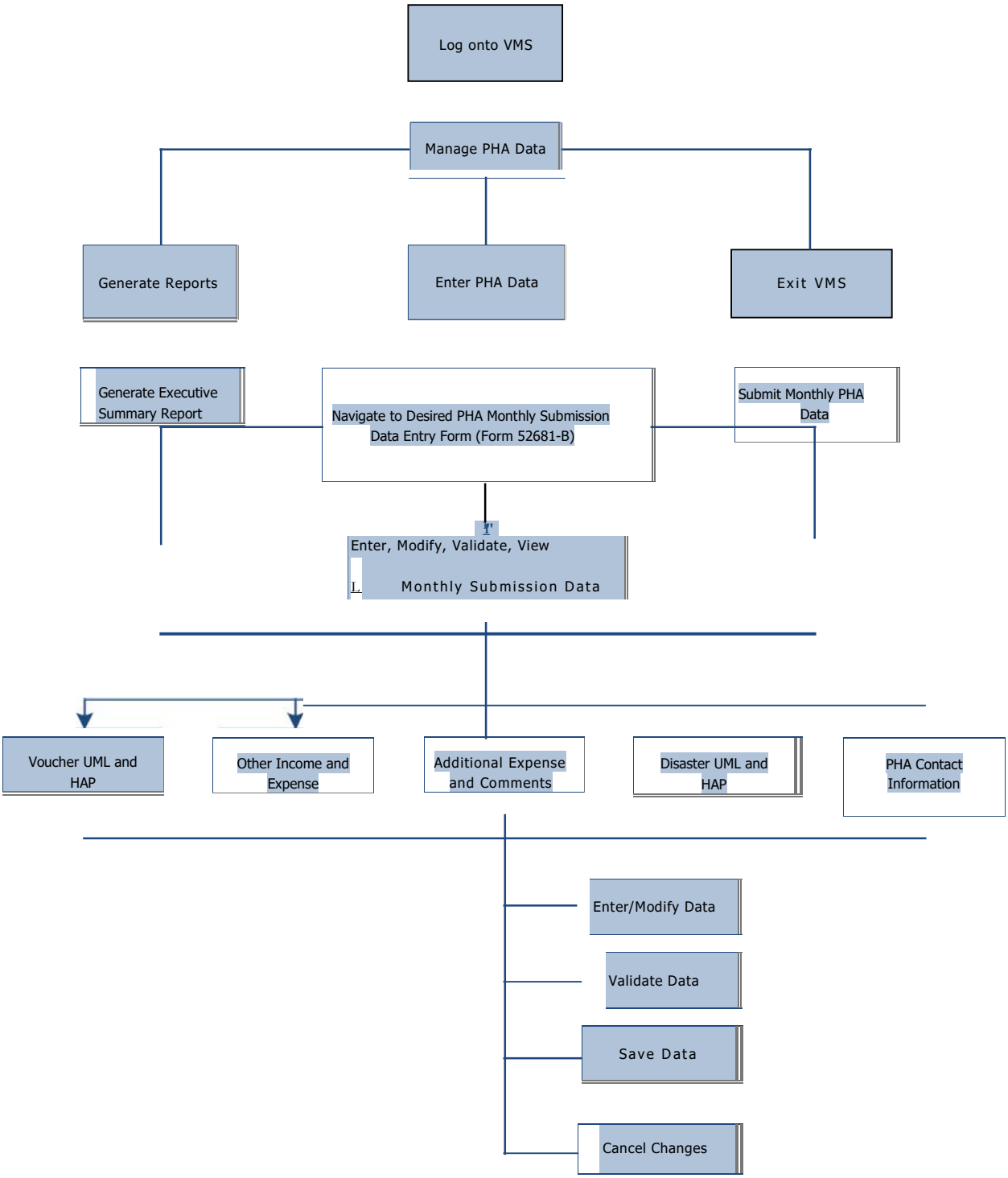
2.4.2.4 Click *OK*. The 'Logged Out' page appears.

Log Out Popup Window

2.4.2.5 Close the browser window to exit REAC Online Systems.

3.0 USING THE VMS SYSTEM

3.0 USING THE VMS SYSTEM (PHA USER)



System Workflow Diagram

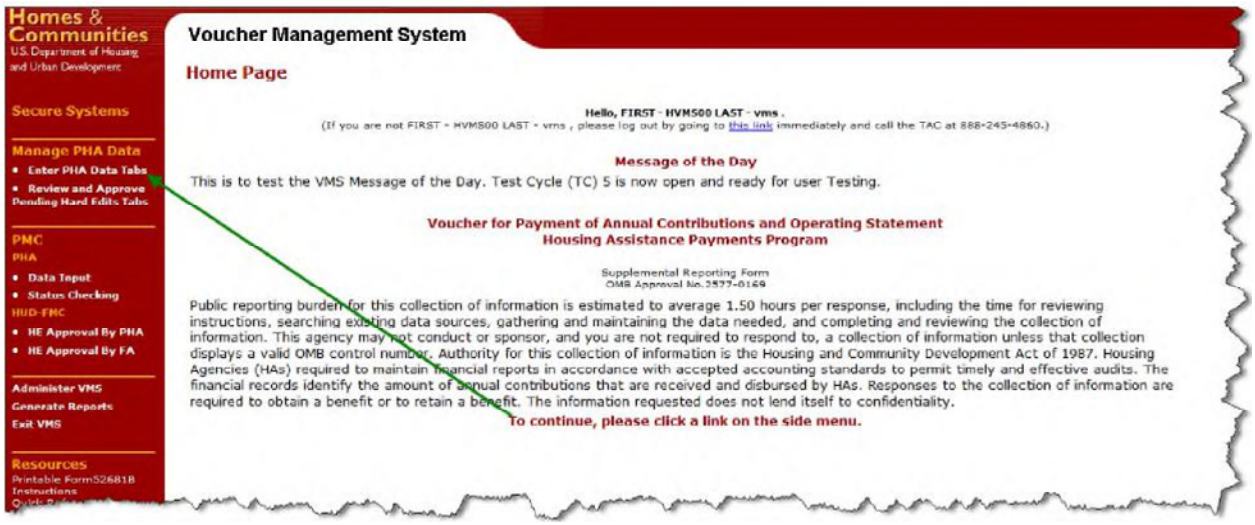
3.1 Manage PHA Data

This link is generally accessed by PHA users. Users in the housing choice voucher program and are required to maintain financial reports in accordance with accepted accounting standards in order to permit timely and effective audits. The financial records identify the amount of 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, and is the basis for reviewing PHA financial estimates for the subsequent fiscal year. This form is also used in conjunction with the Disaster Information System to complete the settlement processed when a Disaster Program has terminated.

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 Financial Management Center on the submission periods.

3.2 Navigate to Desired Monthly Submission

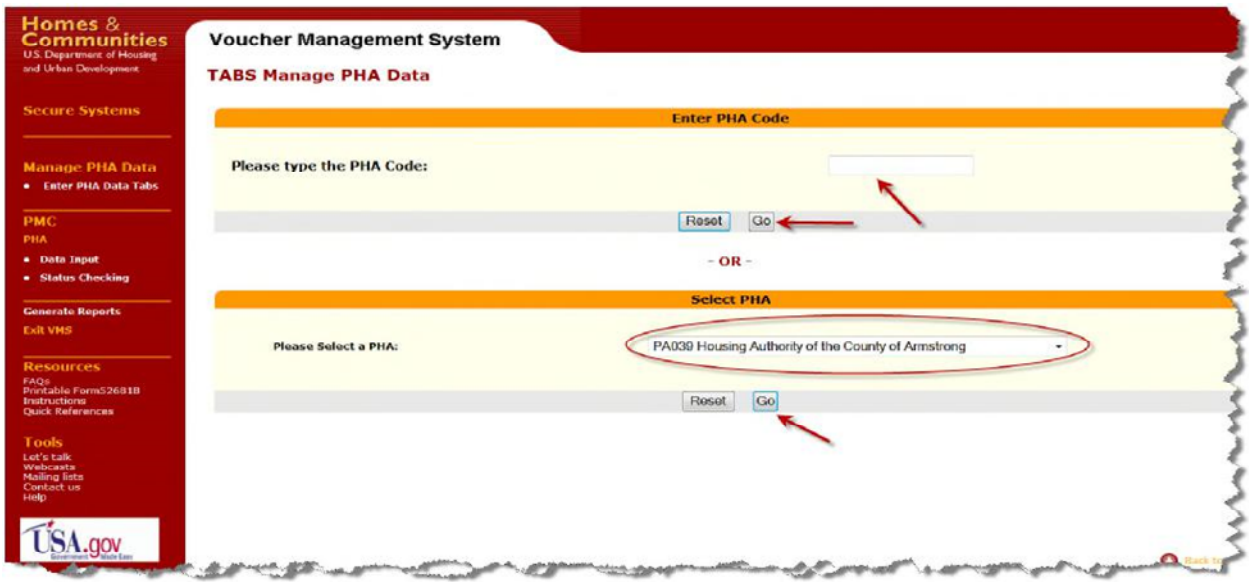
Click on "Enter PHA Data Tabs" link under the heading "Manage PHA Data" located on the left side navigational menu of the VMS Home Page.



VMS Home Screen

NOTE: Depending on the number of agencies you have associated with your User ID, you will see one of the two following screens. Single PHA users use the next screen, where multiple users will see the screen with the Enter PHA Code and Select PHA State

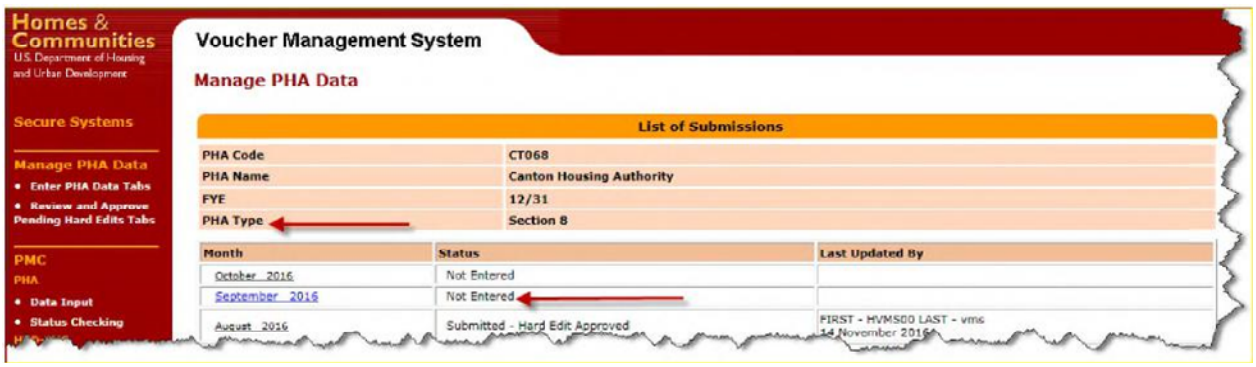
A user with multiple PHA Codes either enters the PHA code directly in the first box, or selects the state code from the drop-down menu, then selects the PHA name from the next drop down menu, and then clicks "Go".



Users with Multiple PHA assignment, selection

screen 3.2.1 PHA List of Submissions

The PHA List of Submissions page below serves as the home page for the selected PHA. The top section of the page will display information about the PHA, information includes the following: PHA Code, PHA Name, FYE, and PHA Type, while the bottom section contains links to the data entry pages for each month listed.



PHA Home Screen – List of Submissions

The List of Submissions maintained by the reporting months in descending order, with the latest Month always at the top of the screen, and previous months follow in chronological order.
The "List of Submissions" contains:

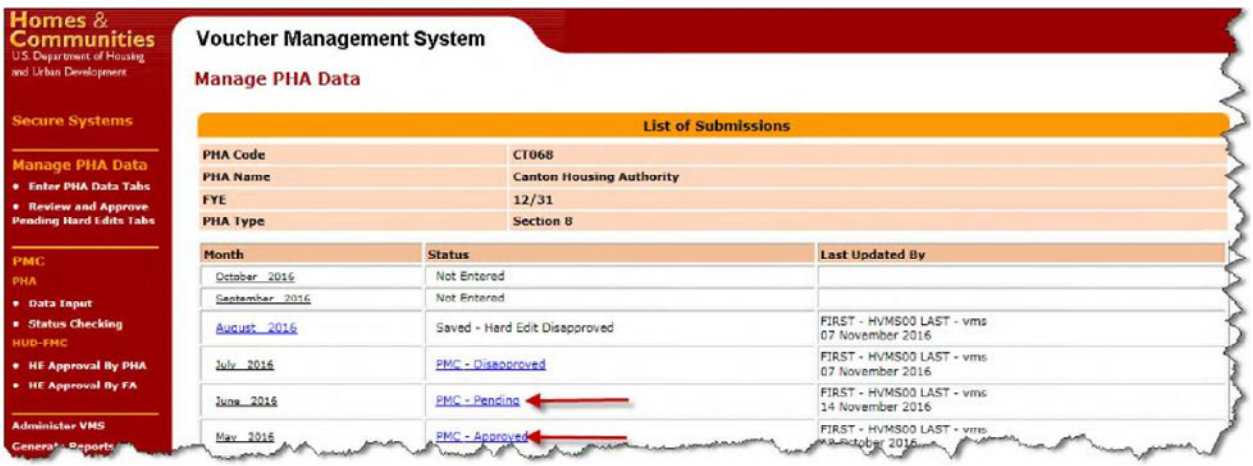
3.2.1.1 **Month** – Identifies the submission period and contains the monthly links used to enter or modify PHA information.

3.2.1.2 **Status** – Displays the current status of the current monthly submission, and each prior month submission. List of the types of status' are as follows:

- *Not Entered*

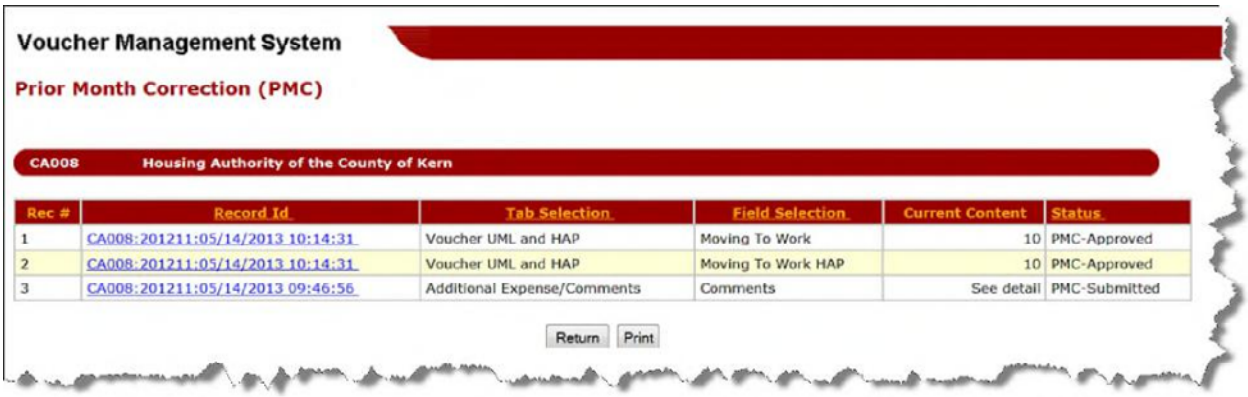
- *Saved*
- *Revised*
- *Pending Hard Edits*
- *Submitted*
- *Hard Edit Approved*
- *Hard Edit Disapproved*
- *PMC Submitted*
- *PMC Pending*
- *PMC Disapproved*
- *PMC Approved*

3.2.1.2.1 PMC Status displays as hyperlinks on the List of Submissions page



PHA Home Screen – List of Submissions

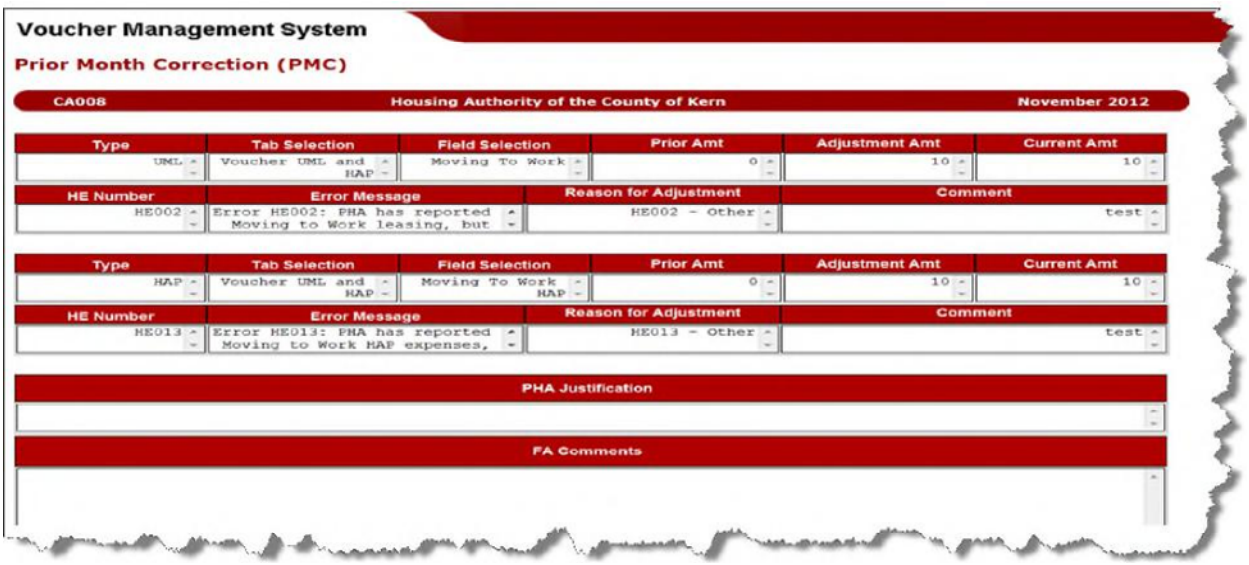
Click on the PMC link on the List of Submission page to pull the PMC status report by the assessment related to the link.



Rec #	Record Id	Tab Selection	Field Selection	Current Content	Status
1	CA008:201211:05/14/2013 10:14:31	Voucher UML and HAP	Moving To Work	10	PMC-Approved
2	CA008:201211:05/14/2013 10:14:31	Voucher UML and HAP	Moving To Work HAP	10	PMC-Approved
3	CA008:201211:05/14/2013 09:46:56	Additional Expense/Comments	Comments	See detail	PMC-Submitted

PMC Status Report Screen

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



Prior Month Correction- Details Screen

3.2.1.3 **Last Updated by** – Identifies the individual who made the last change to any of the monthly documents with the last date the monthly information was modified.

3.2.2 View List of All Submissions

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. In order to view the historical data, click the “View All Submissions” link at the bottom of the List of Submissions page.

March 2011	PMC - Submitted	First Name, Last Name Unavailable 06 January 2012
February 2011	PMC - Submitted	First Name, Last Name Unavailable 06 January 2012
January 2011	PMC - Submitted	First Name, Last Name Unavailable 06 January 2012
December 2010	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 21 January 2011
November 2010	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 21 January 2011
October 2010	PMC - Submitted	First Name, Last Name Unavailable 28 September 2012
September 2010	Submitted	First Name, Last Name Unavailable 21 January 2011
August 2010	Submitted	First Name, Last Name Unavailable 21 January 2011
July 2010	Submitted	First Name, Last Name Unavailable 22 November 2010
June 2010	Submitted	First Name, Last Name Unavailable 22 November 2010
May 2010	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 17 December 2010
April 2010	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 21 May 2010

[View All Submissions]

Bottom of VMS List of Submission Screen

The system will redisplay a “List of Submissions” showing all prior months and their current status.

June 2003	Submitted	First Name, Last Name Unavailable 27 August 2003
May 2003	Submitted	First Name, Last Name Unavailable 27 August 2003
April 2003	Submitted	First Name, Last Name Unavailable 04 June 2003
March 2003	Submitted	First Name, Last Name Unavailable 04 June 2003
February 2003	Submitted	First Name, Last Name Unavailable 04 June 2003
January 2003	Submitted	First Name, Last Name Unavailable 07 April 2003
December 2002	Submitted	First Name, Last Name Unavailable 07 April 2003
November 2002	Submitted	First Name, Last Name Unavailable 07 April 2003
October 2002	Submitted	First Name, Last Name Unavailable 07 April 2003
September 2002	Submitted	First Name, Last Name Unavailable 07 April 2003
August 2002	Submitted	First Name, Last Name Unavailable 07 April 2003

[Return to Original Results]

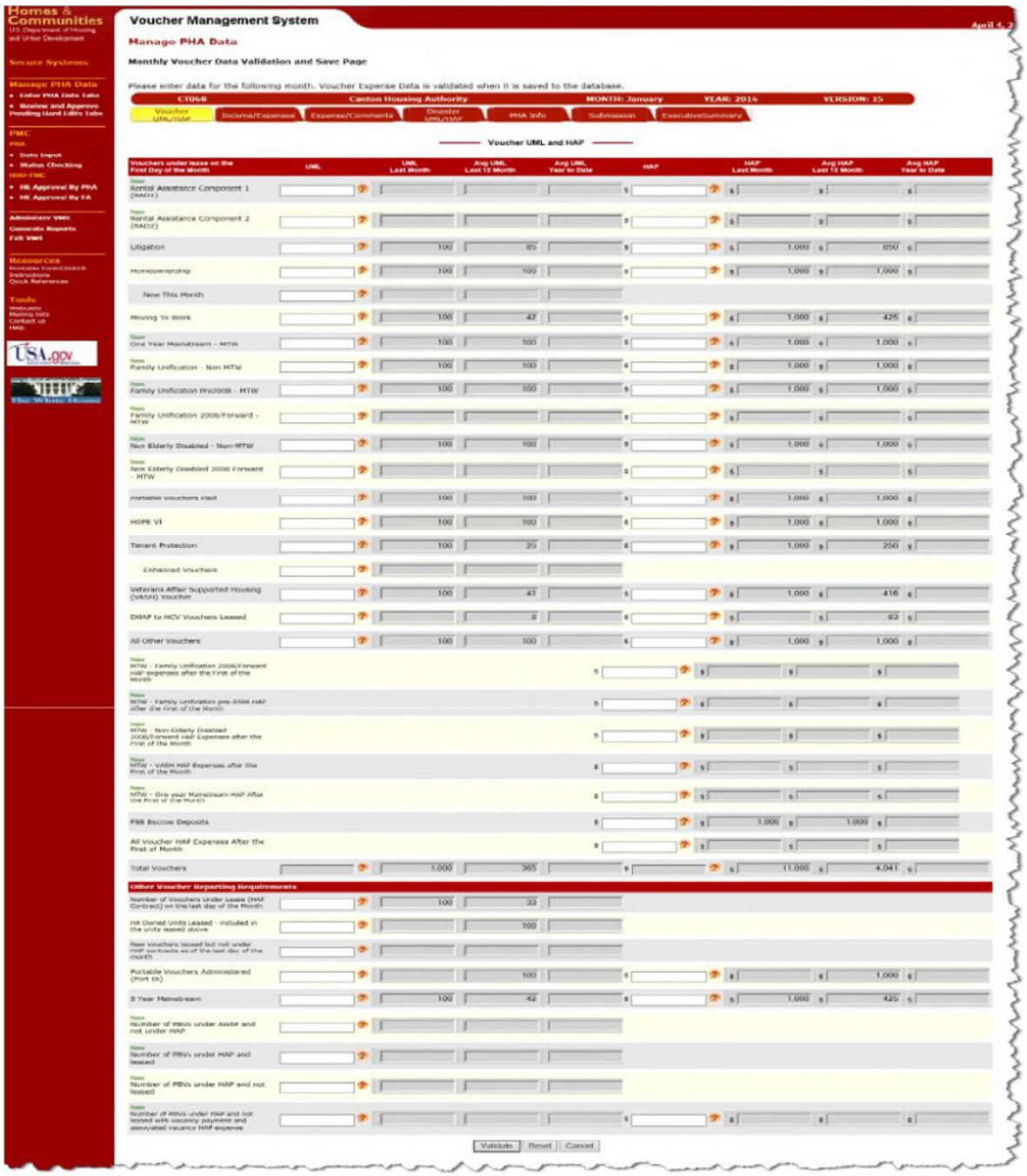
Bottom of VMS List of Submission Screen

To remove the historical information and return to the original PHA Home screen, click on the “Return to Original Results” link.

3.2.3 Select the desired Month/Year to display

The data entry form, Form 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.

NOTE: The PHA will not be allowed to enter data for the current month if any previous month has been revised and has not been re-submitted and approved by HUD if required. Submissions with the following status "Pending Hard Edit", "Saved", and "Revised" are considered incomplete submissions.



VMS Initial Data Entry Screen

3.3 Enter, Modify, View Data

NOTE: 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.

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

3.3.1 Select the data entry tab you want

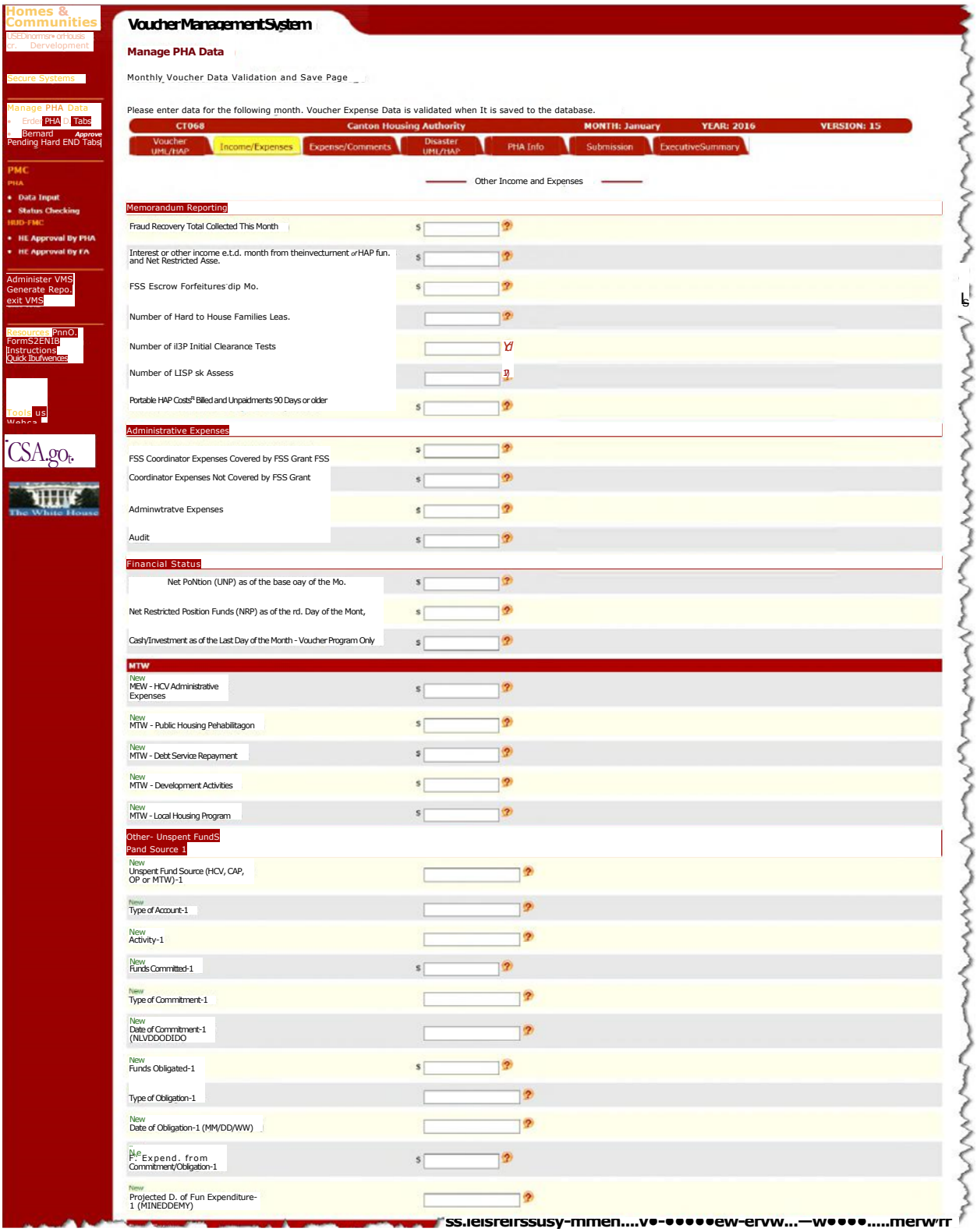
For ease of data entry, and to improve accuracy of reported information, HUD has divided the data entry document, Form 52681-B, into tabular format. "**Voucher UML & HAP**" is the default display, as shown above. To access the other sections, just click on the appropriate tab button at the top of the tabular screen.

The five main data entry screens are as follows:

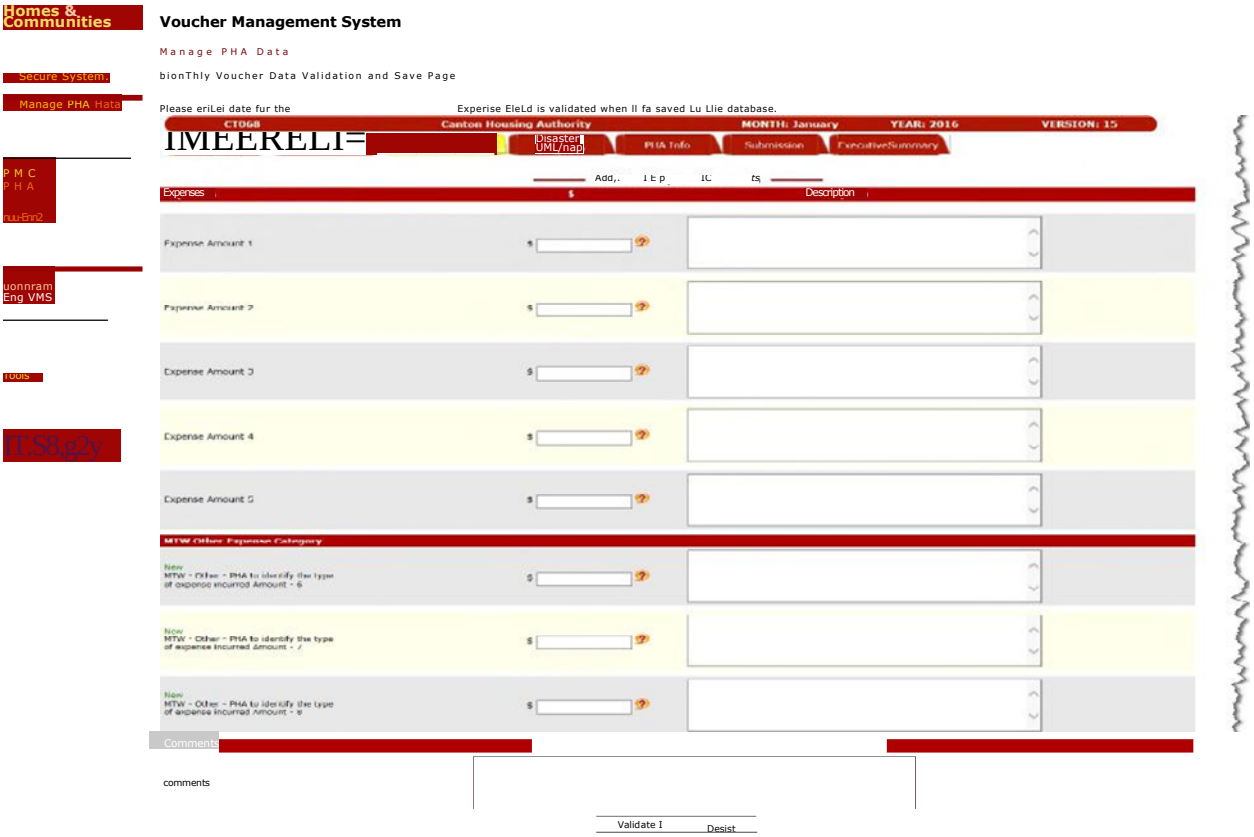
- **Voucher UML and HAP**
- **Other Income and Expense**
- **Additional Expense / Comments**
- **Disaster UML and HAP**
- **PHA Contact Information**

- (The remaining tabs are not for data entry and will be discussed in later sections)
- **Submission (**Section 3.6)
- **Executive Summary** (Section 6.0)

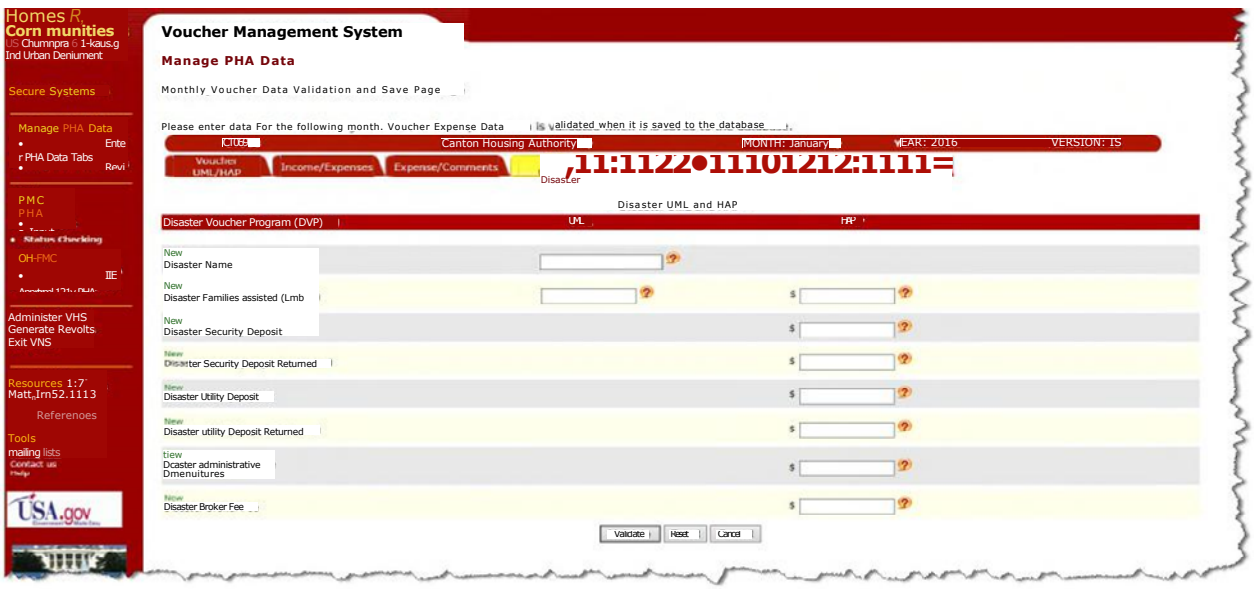
The other data entry tabs are displayed below:



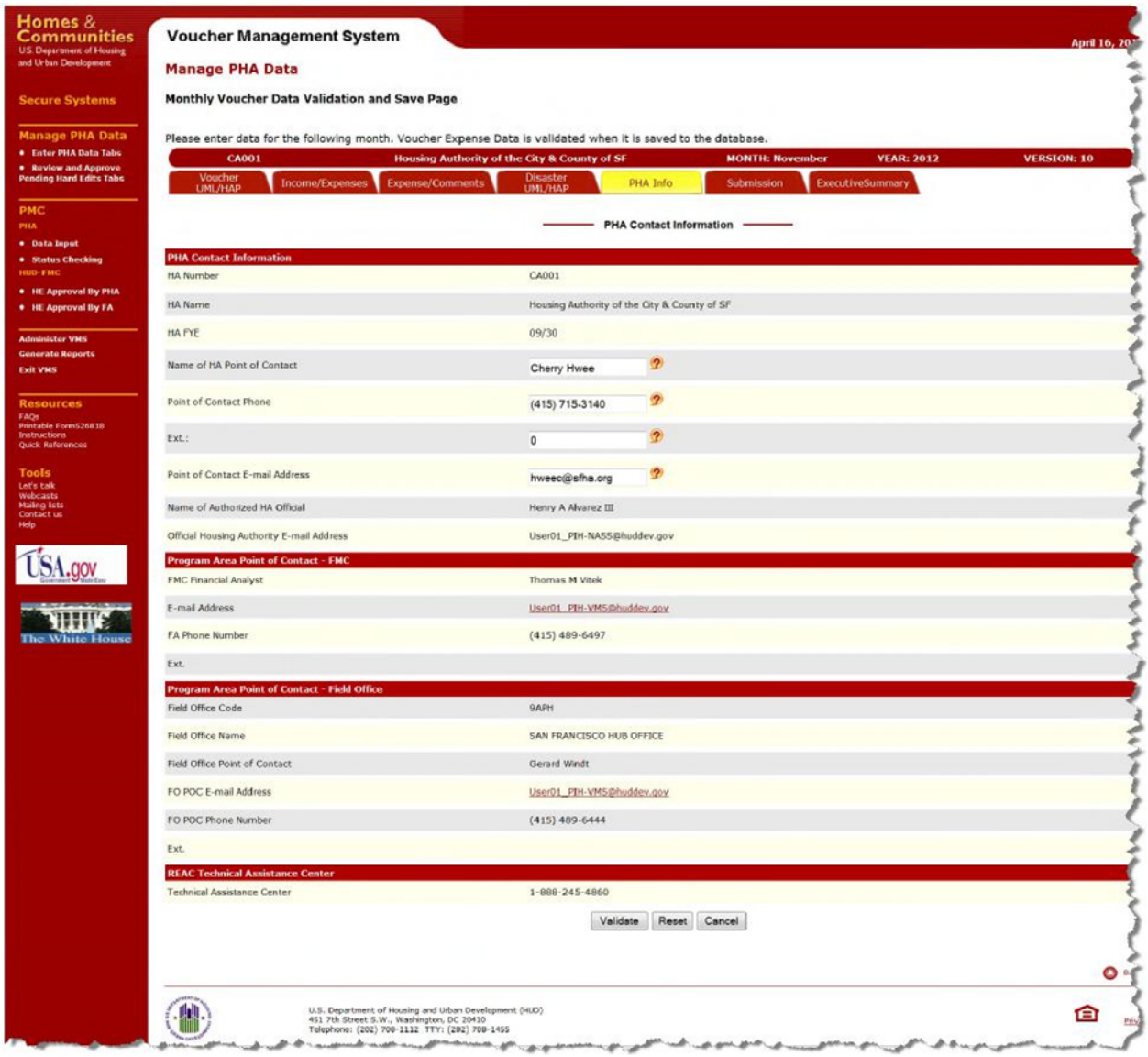
Other Income and Expense Tab



Additional Expense / Comments Tab



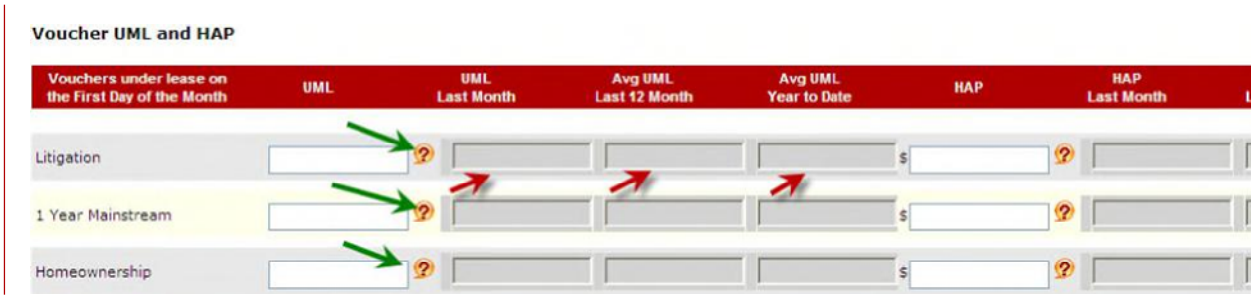
Disaster UML and HAP Tab



PHA Contact Information Tab

3.3.2 Key Data into Fields

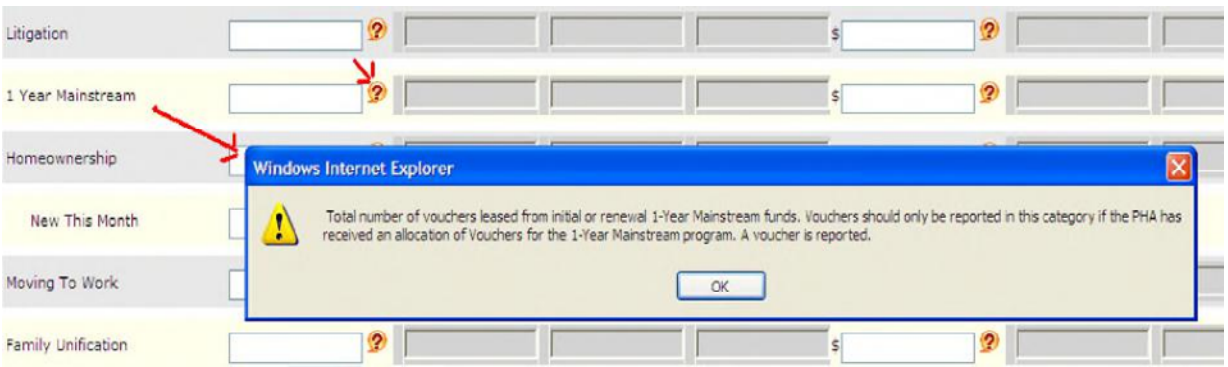
Enter data into each appropriate field of the tab. You may navigate from field to field using the Tab key on your keyboard, or by positioning your cursor in the white box of the field. Some fields are shown as gray. These will be calculated or provided by the system, and are not data entry fields.



Example VMS Data Entry Fields

3.3.3 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.



Example VMS Popup Window

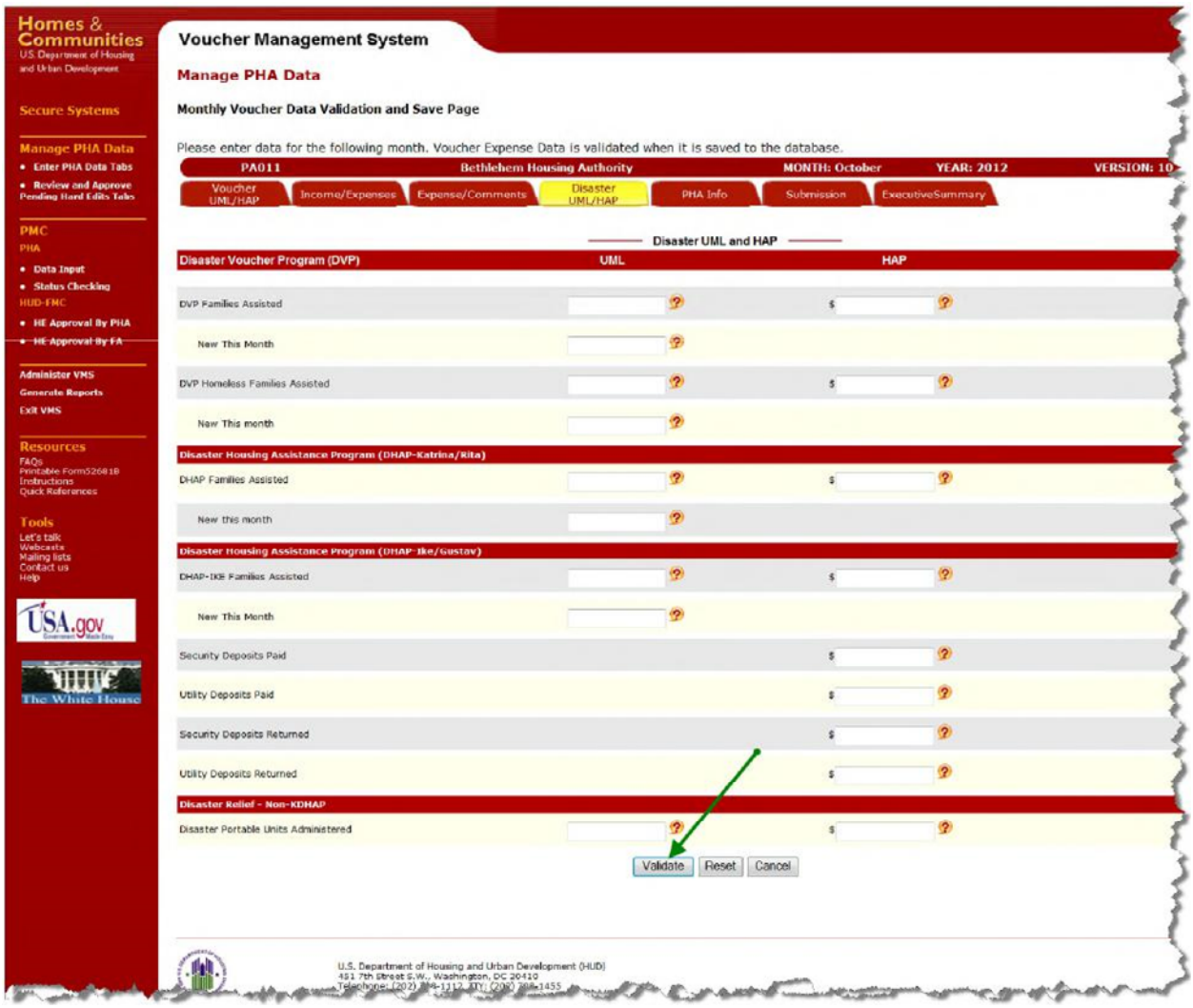
3.3.4 Reset Button

Every data entry Tab has a “Reset” button. Pressing this button will cause all the data you have entered since the last “Save” to be reset to the way the tab looked before the last “Save”. If you haven’t yet saved any data, the screen will be reset to all blanks.

VMS Data entry screen – Reset Button

3.4 Validate Data

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



VMS Data entry screen – Validation Button

The Validate Data function is crucial to the integrity of the data entered by the user prior to saving and submitting to the database. 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 where possible 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:

- First, 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.
- Second, a check for Hard Edits, against the Hard Edit criteria listed below in this section,

- Third, 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.

3.4.1 Basic Validation

3.4.1.1 Mandatory Field Check

The required fields are:

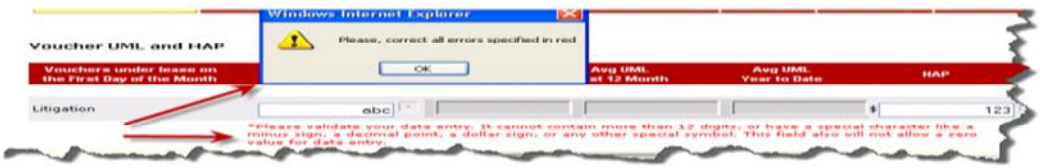
- All Voucher HAP Expenses After the First of Month
- Number of Vouchers Under Lease (HAP Contract) on the last day of the Month
- Unrestricted Net Position (UNP) as of the Last Day of the Month
- Restricted Net Position Funds (RNP) as of the Last Day of the Month
- Cash/Investment as of the Last Day of the Month - Voucher Program Only
- Administrative Expenses (Mandatory for Non MTW PHAs only, field will accept 0 for MTW PHAs
- MTW - HCV Administrative Expenses (Mandatory for MTW PHAs only, field will accept 0 for Non MTW PHAs)

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

VMS Required Field Error Message

3.4.1.2 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



VMS Sample Error Message Popup Window

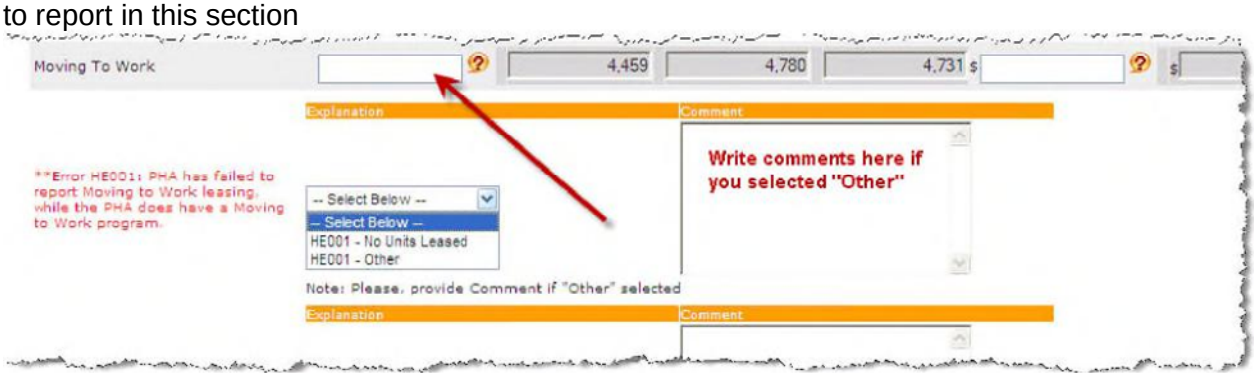
3.4.2 Hard Edit Validation

NOTE: 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 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.

3.4.2.1 Hard Edit Error Messages

The following 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. The following displays each of the hard edits under the Units section.

Moving to Work– Error HE001 will display if the PHA has units or dollars contracted under the Moving to Work program option (is operating under a MTW agreement), and the PHA has failed to report in this section



Moving To Work– Error HE001

Moving to Work HAP– Error HE012 will display if the PHA has units or dollars contracted under the Moving to Work program option (is operating under a MTW agreement), and the PHA has failed to report in this section

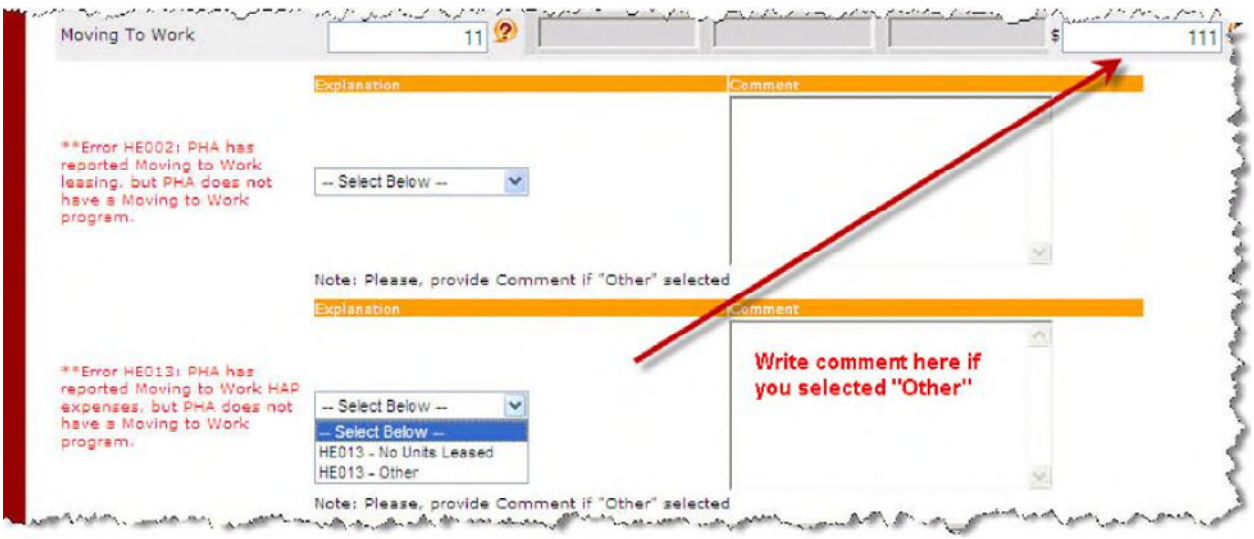
Moving to Work HAP– Error HE012

Moving To Work– Error HE002 will display if the PHA does not have a MTW program and the PHA has reported MTW leasing in this section

Moving To Work– Error HE002

Note: If the value of the Moving to Work field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

Moving to Work HAP– Error HE013 will display if the PHA does not have a MTW program and the PHA has reported MTW HAP expenses in this section.



Moving to Work HAP– Error HE013

Note: If the value of the Moving to Work HAP field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

Tenant Protection – Error HE003 will display if the PHA has received a tenant protection increment and the PHA has not reported tenant protection leasing

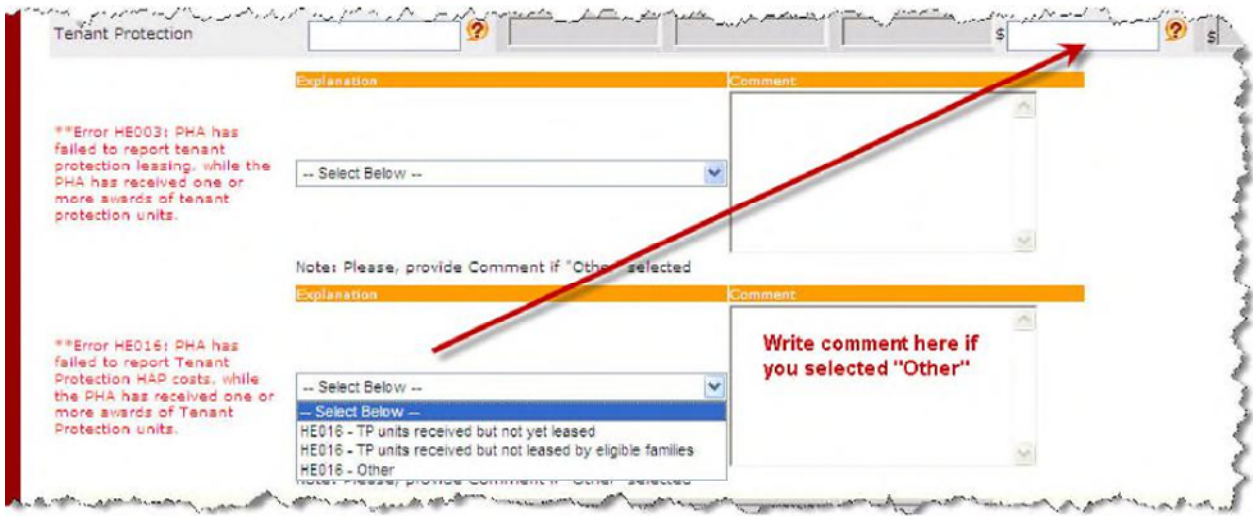
Tenant Protection – Error HE003

Tenant Protection – Error HE004 will display if the PHA has not been awarded a tenant protection increment and the PHA has reported TP leasing in this section.

Tenant Protection – Error HE004

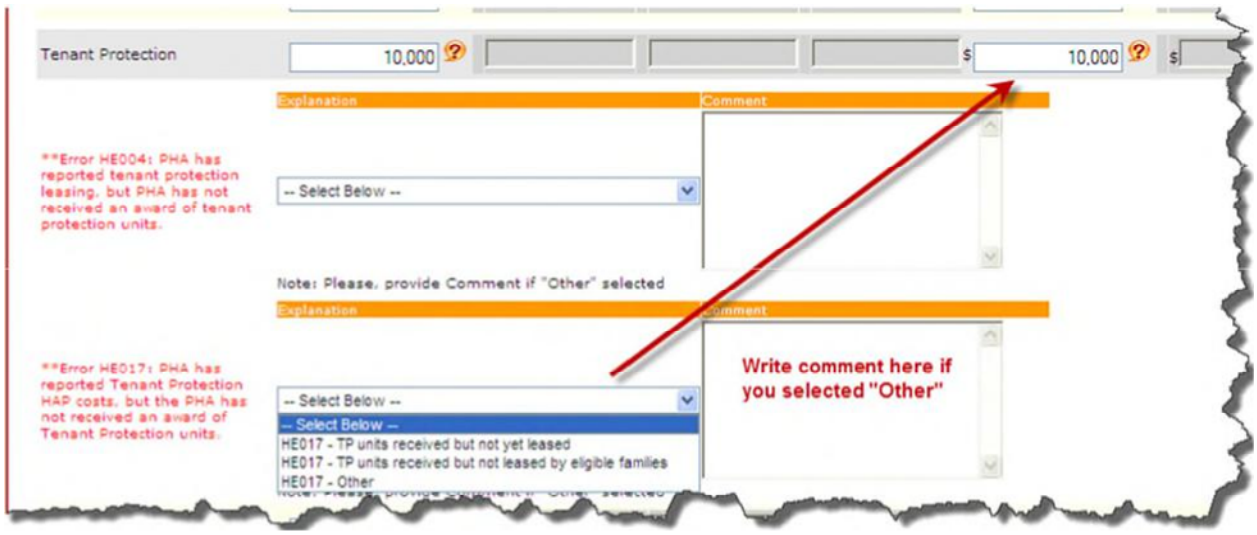
Note: If the value of the Tenant Protection field is not empty, the PHA user will not be allowed to choose the "TP units received but not yet leased" option from the drop down

Tenant Protection HAP- Error HE016 will display if the PHA has received a tenant protection increment and the PHA has not reported tenant protection HAP costs



Tenant Protection HAP- Error HE016

Tenant Protection HAP- Error HE017 will display if the PHA has not been awarded a tenant protection increment and the PHA has reported TP HAP costs in this section.



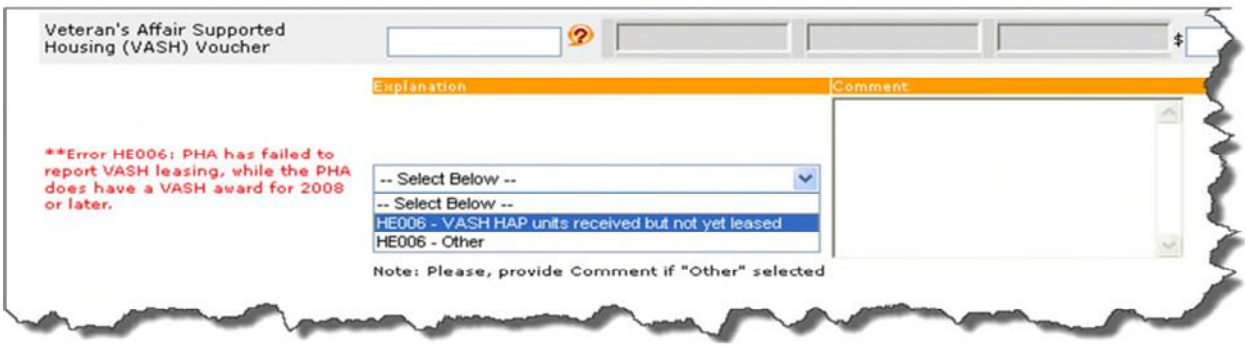
Tenant Protection HAP- Error HE017

Note: If the value of the Tenant Protection field HAP is not empty, the PHA user will not be allowed to choose the "TP units received but not yet leased" option from the drop down

Enhanced Vouchers – Error HE005 will display if the PHA tries to report more Enhanced Vouchers than the number of Tenant Protection units reported; an error will also occur if the PHA has not been awarded a tenant protection increment and the PHA has reported in this section. Note that a PHA may have a tenant protection increment that did not assist any tenants eligible for enhanced vouchers.

Enhanced Vouchers – Error HE005

Veterans Affairs Supportive Housing (VASH) - Error HE006 will display if the PHA has received a VASH increment in FFY 2008 or later, and has not reported VASH leasing costs



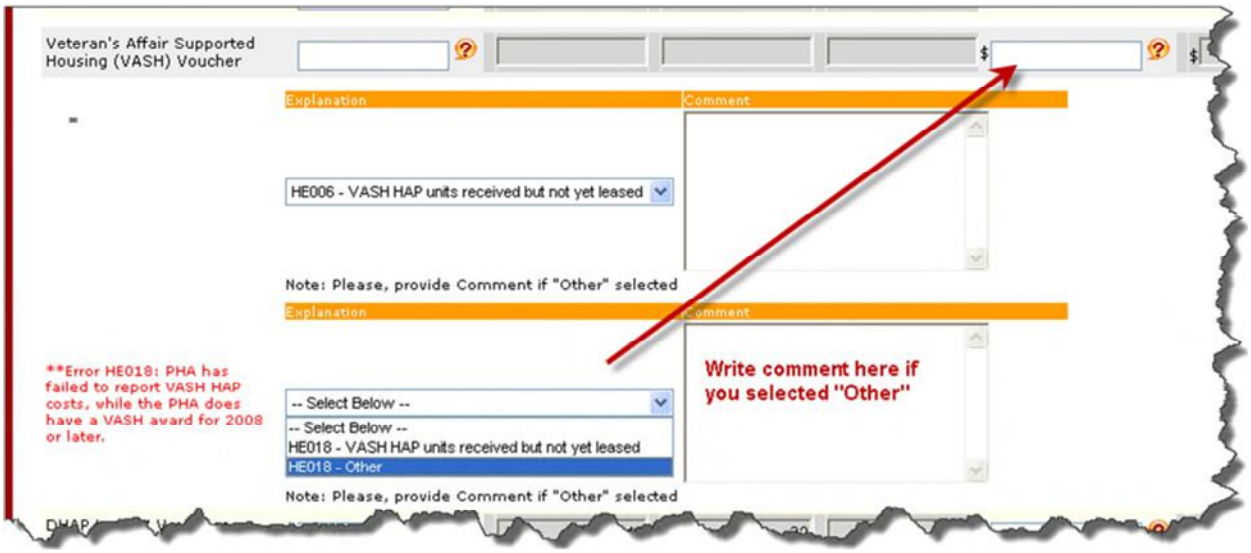
Veterans Affairs Supportive Housing (VASH) - Error HE006

Veterans Affairs Supportive Housing (VASH) - Error HE007 will display if the PHA has not been awarded a VASH increment and the PHA has reported VASH leasing in this section.

Veterans Affairs Supportive Housing (VASH) - Error HE007

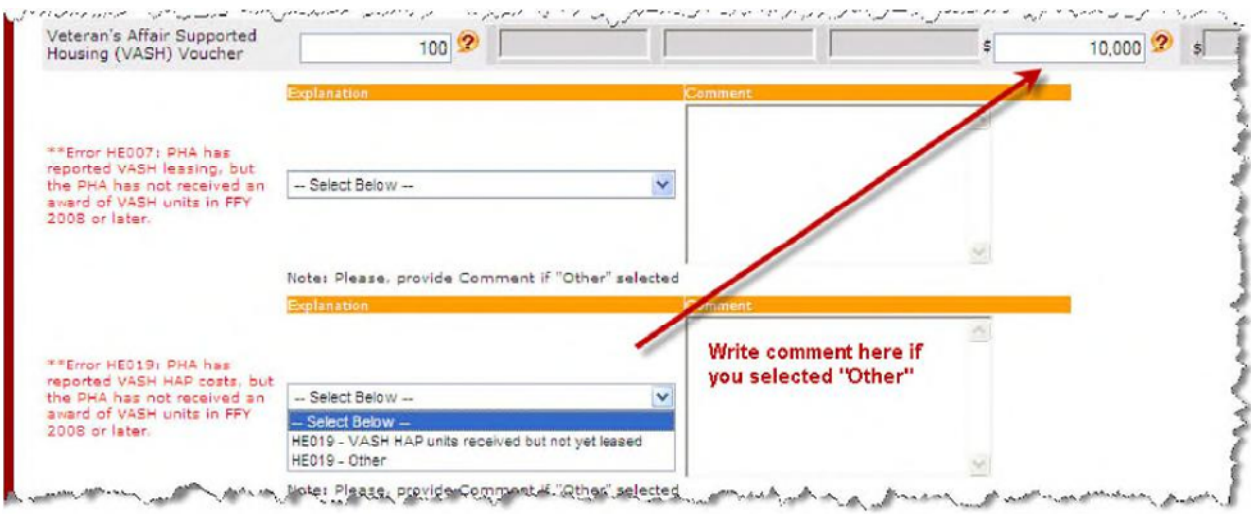
Note: If the value of the Veterans Affairs Supportive Housing (VASH) field is not empty, the PHA user will not be allowed to choose the "VASH HAP units received but not yet leased" option from the drop down

Veterans Affairs Supportive Housing (VASH) HAP- Error HE018 will display if the PHA has received a VASH increment in FFY 2008 or later, and have not reported VASH HAP costs



Veterans Affairs Supportive Housing (VASH) HAP- Error HE018

Veterans Affairs Supportive Housing (VASH) HAP- Error HE019 will display if the PHA has not been awarded a VASH increment and the PHA has reported VASH HAP costs in this section.



Veterans Affairs Supportive Housing (VASH) HAP- Error HE019

Note: If the value of the Veterans Affairs Supportive Housing (VASH) HAP field is not empty, the PHA user will not be allowed to choose the "VASH HAP units received but not yet leased" option from the drop down

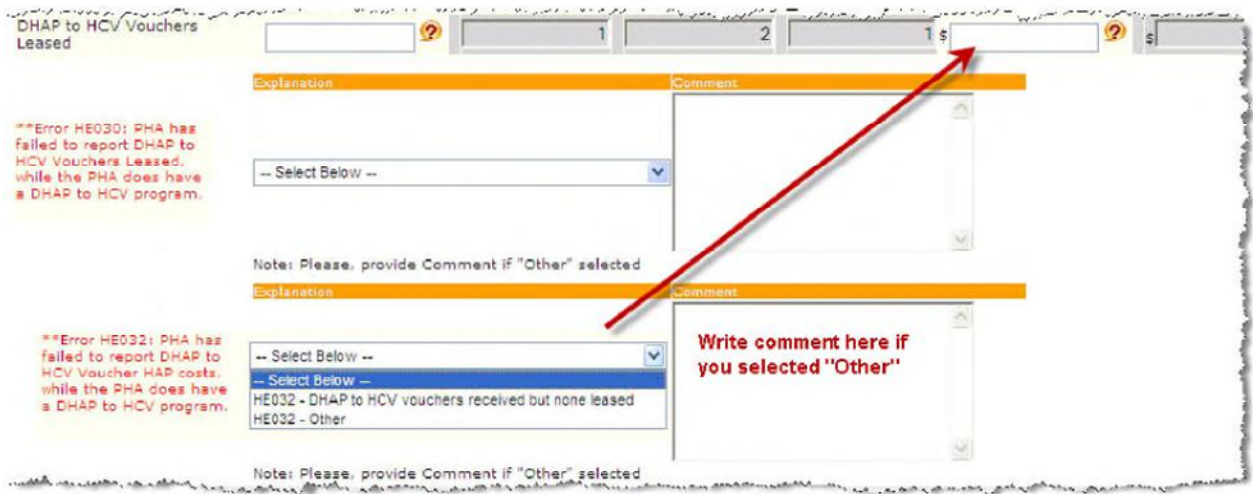
DHAP to HCV Vouchers Leased - Error HE030 will display if the PHA has units or dollars contracted under the DHAP to HCV program and the PHA has failed to report vouchers in this section.

DHAP to HCV Vouchers Leased - Error HE030

DHAP to HCV Vouchers Leased - Error HE031 will display if the PHA does not have a DHAP to HCV program and the PHA has reported vouchers in this section

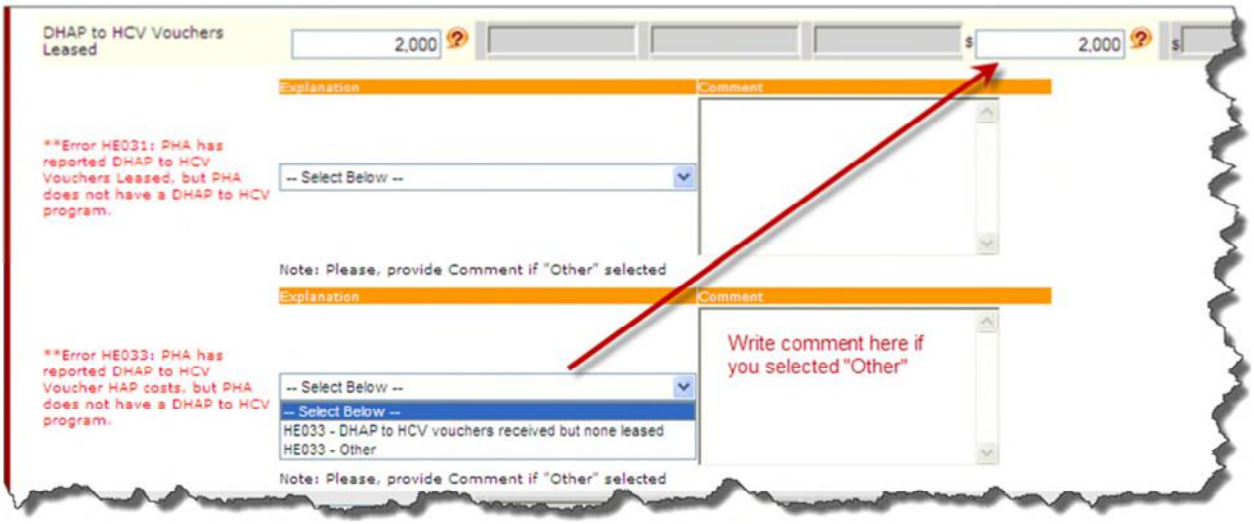
DHAP to HCV Vouchers Leased - Error HE031

DHAP to HCV Vouchers HAP ErrorHE032 will display if the PHA has units or dollars contracted under the DHAP to HCV program and the PHA has failed to report costs in this section



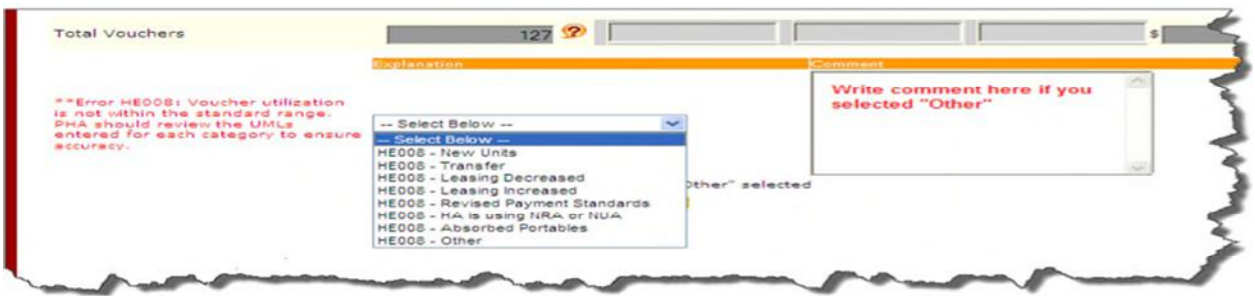
DHAP to HCV Vouchers Leased - Error HE032

DHAP to HCV Vouchers HAP - ErrorHE033 will display if the PHA has reported DHAP to HCV Voucher HAP costs, but the PHA does not have a DHAP to HCV program.



DHAP to HCV Vouchers Leased - Error HE033

Total Vouchers- Error HE008 displays if Voucher Utilization is not within a standard range calculated from prior periods in the last 12 months.

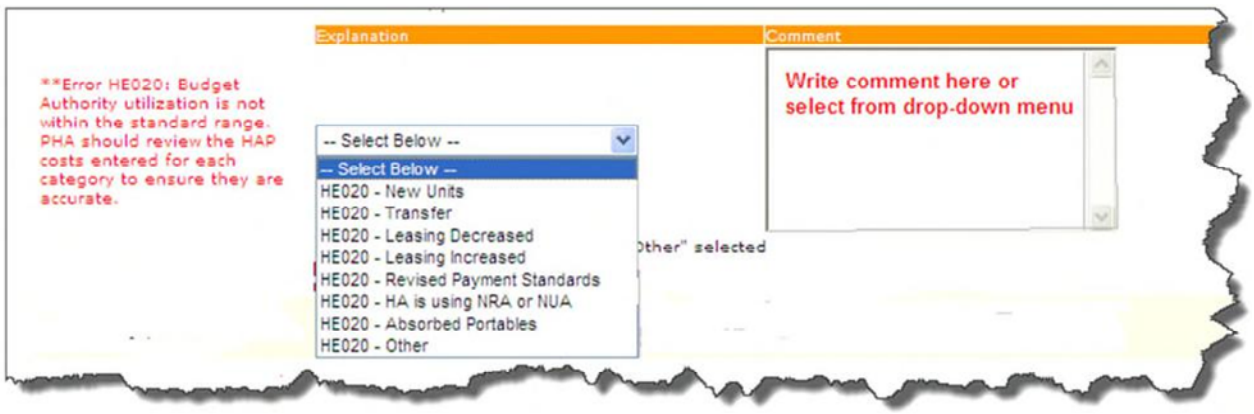


Total Vouchers - Error HE008

Total Vouchers - Error HE009 The system validates the VMS monthly UML total data to the reported monthly UML data for the increase as well as decrease within the reporting cycle plus the previous 12 months. If the change in voucher utilization is greater or less than the expected range, **Error HE009** will display and 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.

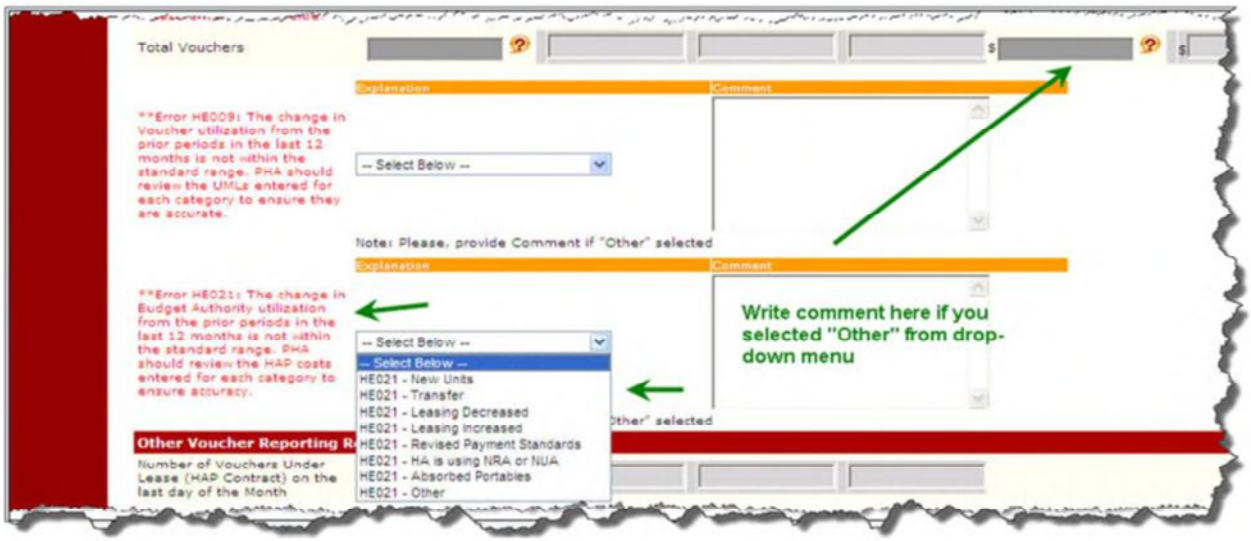
Total Vouchers--- Error HE009

Total HAP Amount - Error HE020 displays when total HAP expenses is not within a reasonable range. The system validates the VMS monthly HAP total data to the reported monthly HAP data within the reporting cycle plus the previous 12 months. If the entered data fails the edits criteria for the hard edits, **Error HE020**(HAP Total) will display and 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.



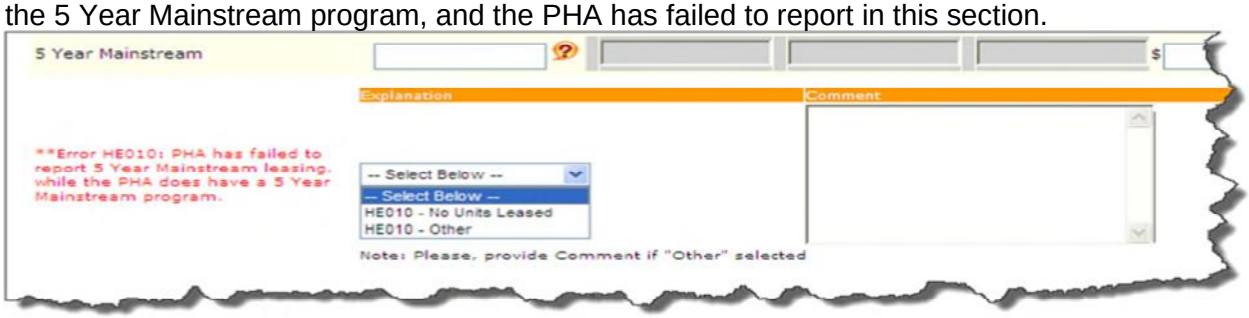
Total HAP Amount - Error HE020

Total HAP Amount - Error HE021 The system validates the VMS monthly HA total data to the reported monthly HAP data for the increase as well as decrease within the reporting cycle plus the previous 12 months. If the change in Budget Authority utilization from the prior periods in the previous 12 months is greater or less than expected, **Error HE021** will display and the user will need to make the correction OR select one of the options from the drop-down box and for other enter comment to explain why the data is correct as is.



Total HAP Amount - Error HE021

5 Year Mainstream - Error HE010 will display if the PHA has units or dollars contracted under the 5 Year Mainstream program, and the PHA has failed to report in this section.



5 Year Mainstream- Error HE010

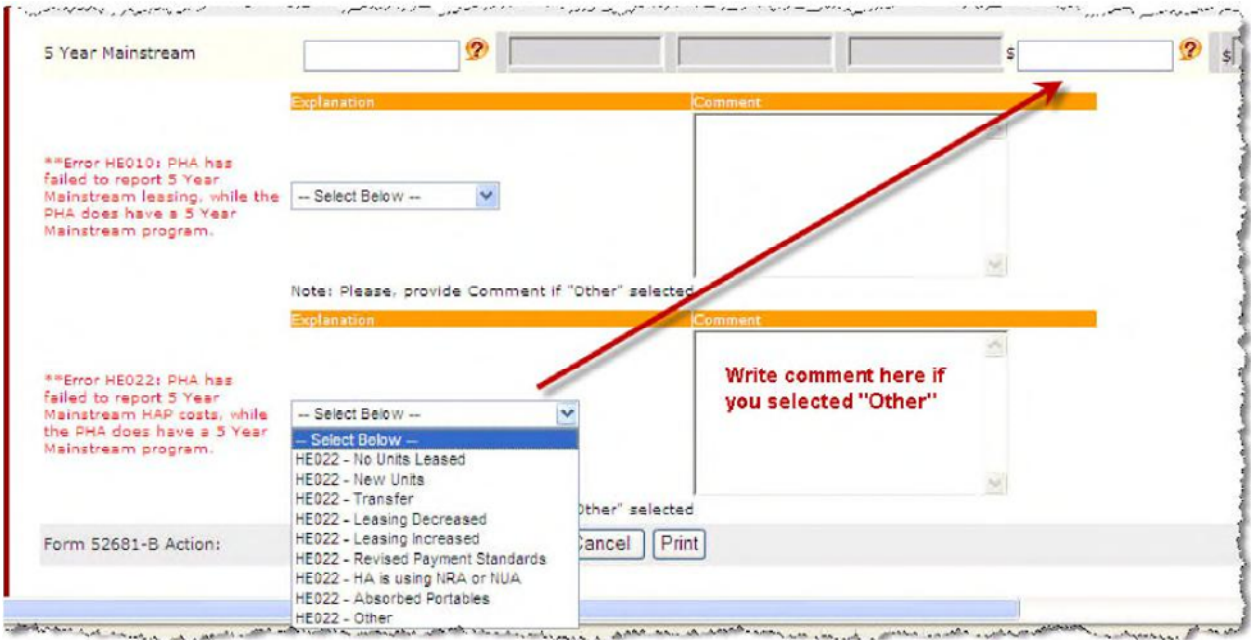
5 Year Mainstream - Error HE011 will display if the PHA does not have a 5 Year Mainstream program and the PHA has reported 5 Year Mainstream leasing in this section.

5 Year Mainstream - Error HE011

Note: If the value of the 5 Year Mainstream field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

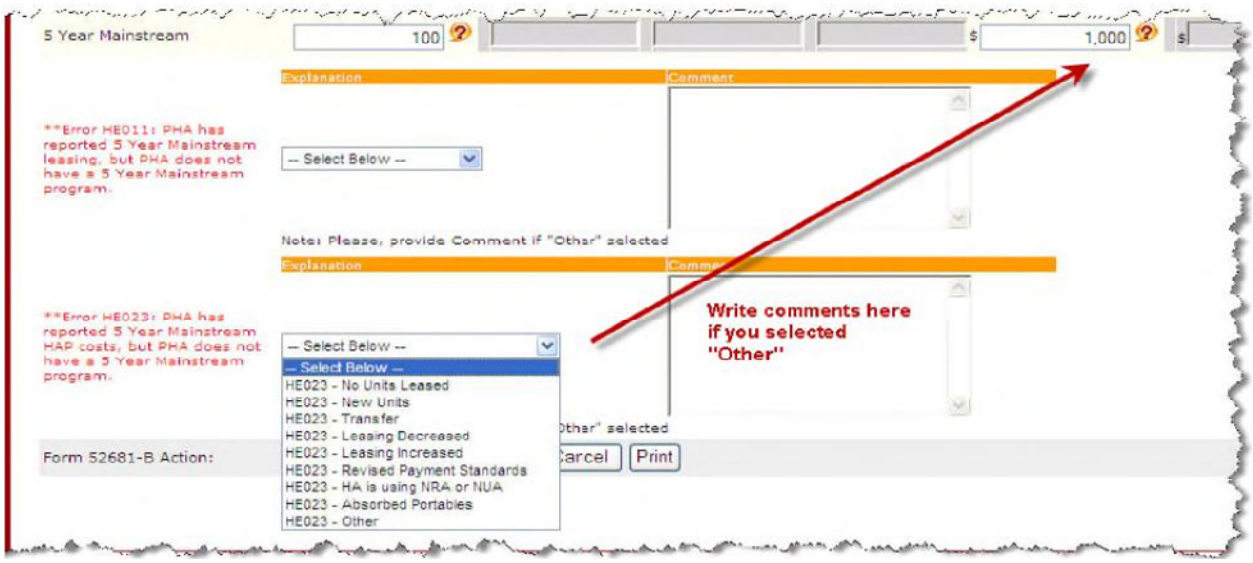
Note: VMS will allow 5 yr Mainstream agencies to have no entry in the Total Voucher and Total HAP fields

5 Year Mainstream HAP - Error HE022 will display if the PHA has units or dollars contracted under the 5 Year Mainstream program, and the PHA has failed to report in this section



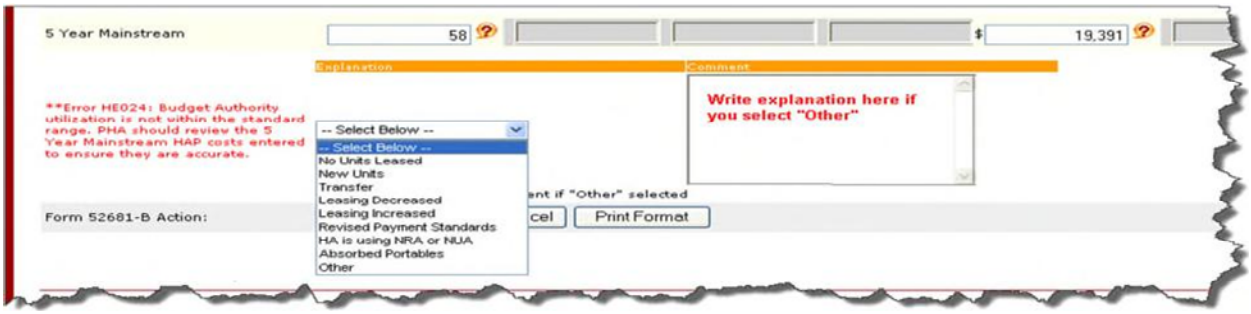
5 Year Mainstream HAP - Error HE022

5 Year Mainstream HAP - Error HE023 will display if the PHA does not have a 5 Year Mainstream program and the PHA has reported 5 Year Mainstream HAP costs in this section.



5 Year Mainstream HAP - Error HE023

5 Year Mainstream HAP - Error HE024 will display if the 5 Year Mainstream HAP data is not wiithin the standard range. If your reason is “Other”, you must enter further explanation in the comment box.



5 Year Mainstream HAP---Error HE024

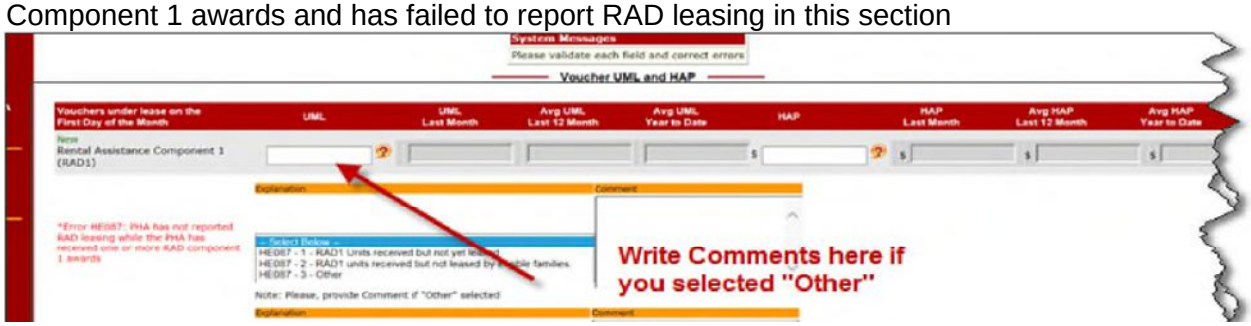
Note: If the value of the 5 Year Mainstream HAP is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

All Voucher HAP Expenses after the First of Month--- Error HE025 will display if the PHA tries to report Mid-Month expenses that exceed 5% of the first of the month costs

All Voucher HAP Expenses after the First of Month--- Error HE025

The system validates the VMS Family Self Sufficiency (FSS) Coordinator Expenses Covered by FSS Grant data to the HUDCAPS available funding data. If the entered data fails the edits criteria for the hard edits, an error message will display and 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. The following displays the hard edits under the FSS Coordinator Expenses section:

Rental Assistance Component 1---Error HE087 will display if the PHA has one or more RAD Component 1 awards and has failed to report RAD leasing in this section

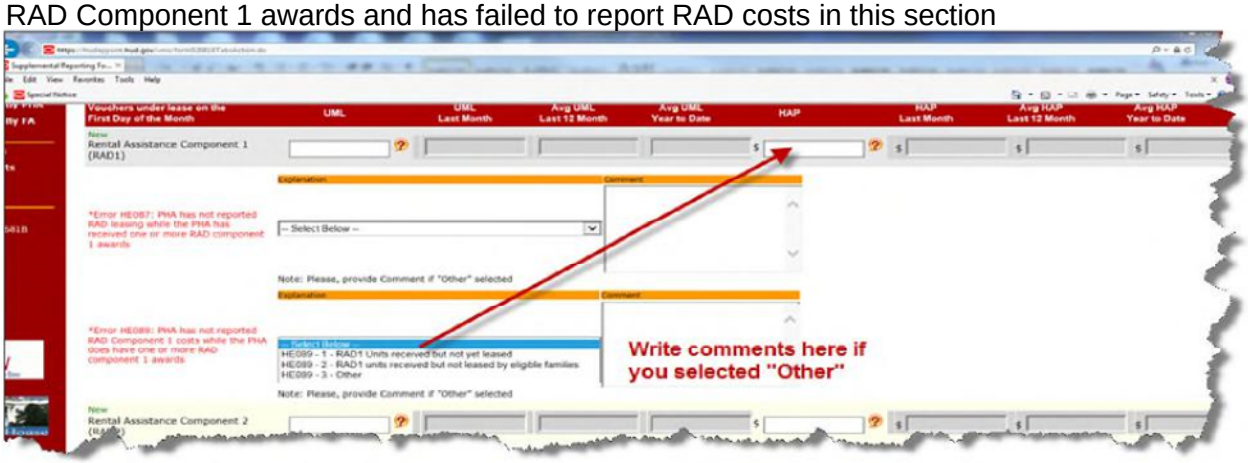


Rental Assistance Component 1---Error HE087

Rental Assistance Component 1---Error HE088 will display if the PHA does not have one or more RAD Component 1 awards and has reported RAD leasing in this section

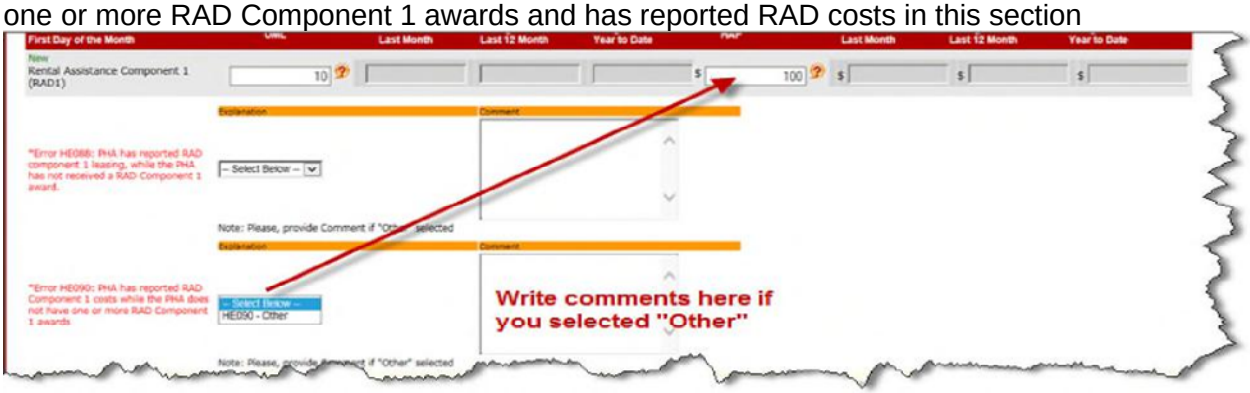
Rental Assistance Component 1---Error HE088

Rental Assistance Component 1 (HAP)---Error HE089 will display if the PHA has one or more RAD Component 1 awards and has failed to report RAD costs in this section



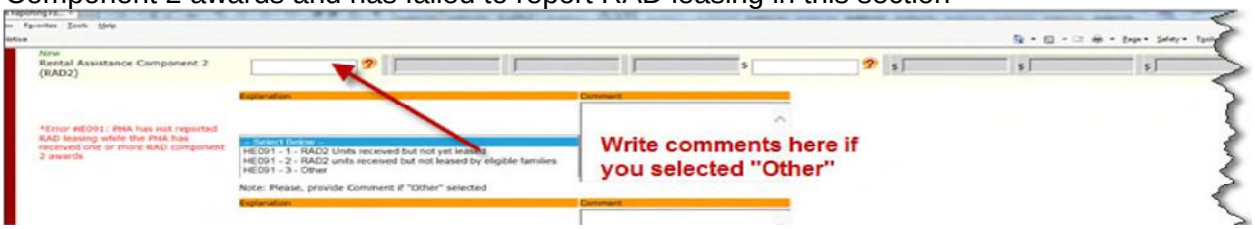
Rental Assistance Component 1 (HAP)---Error HE089

Rental Assistance Component 1 (HAP)---Error-HE090 will display if the PHA does not have one or more RAD Component 1 awards and has reported RAD costs in this section



Rental Assistance Component 1 (HAP)---Error-HE090

Rental Assistance Component 2---Error HE091 will display if the PHA has one or more RAD Component 2 awards and has failed to report RAD leasing in this section

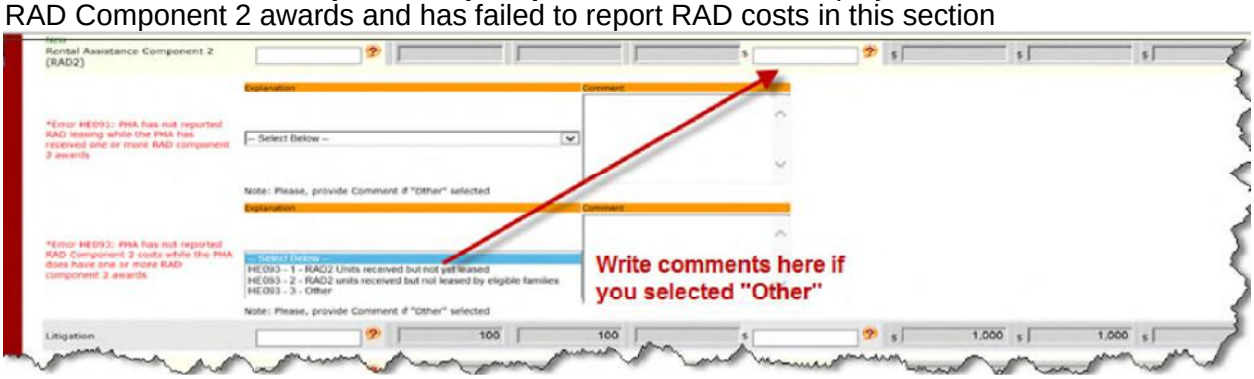


Rental Assistance Component 2---Error HE091

Rental Assistance Component 2---Error HE092 will display if the PHA does not have one or more RAD Component 2 awards and has reported RAD leasing in this section

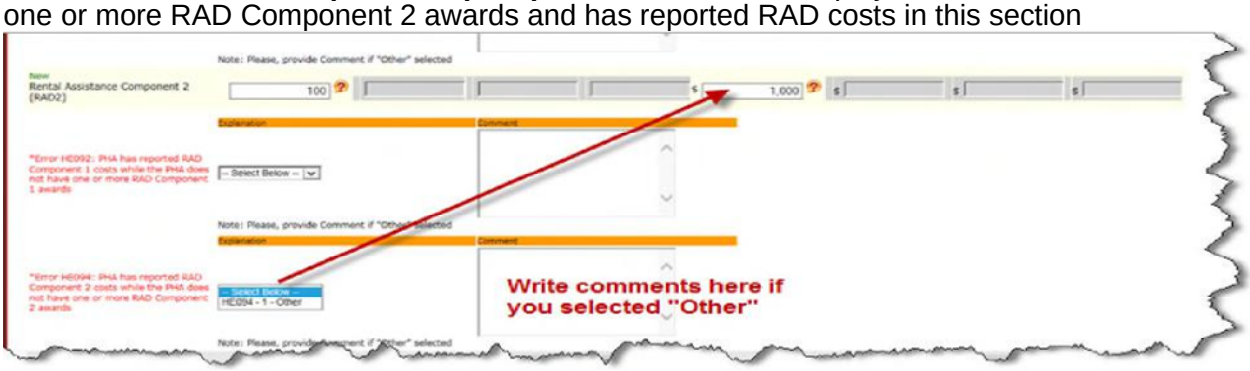
Rental Assistance Component 2---Error HE092

R**ental Assistance Component 2 (HAP)---Error HE093** will display if the PHA has one or more RAD Component 2 awards and has failed to report RAD costs in this section



R**ental Assistance Component 2 (HAP)---Error HE093**

Rental Assistance Component 2 (HAP)---Error HE094 will display if the PHA does not have one or more RAD Component 2 awards and has reported RAD costs in this section



R**ental Assistance Component 2 (HAP)---Error HE094**

One Year Mainstream - MTW (UML)---Error HE095 will display if the PHA does have a 1 year mainstream MTW program and the PHA has not reported 1 year mainstream MTW leasing in this section

One Year Mainstream - MTW (UML)---Error HE095

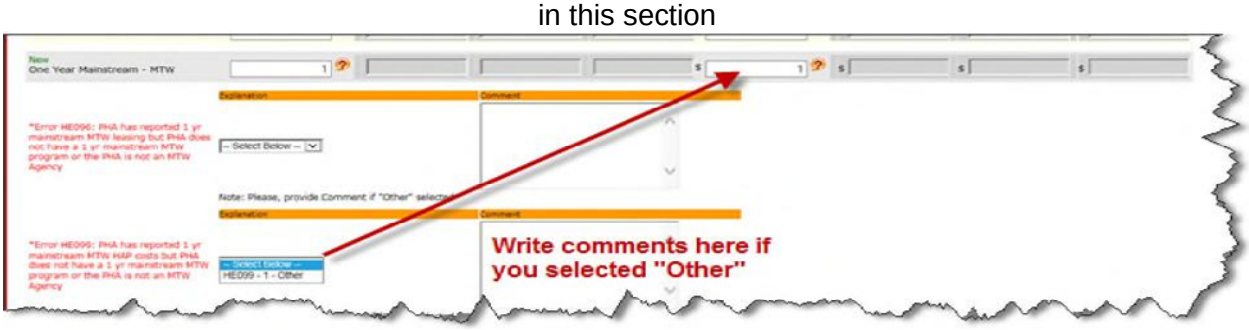
One Year Mainstream - MTW (UML)---Error HE096 will display if the PHA does not have a 1 year mainstream MTW program and the PHA has reported 1 year mainstream MTW leasing in this section

One Year Mainstream - MTW (UML)---Error HE096

One Year Mainstream - MTW (HAP)---Error HE098 will display if the PHA does have a 1 year mainstream MTW program and the PHA has not reported 1 year mainstream MTW HAP costs in this section

One Year Mainstream - MTW (HAP)---Error HE098

One Year Mainstream - MTW (HAP)---Error HE099 will display if the PHA does not have a 1 year mainstream MTW program and the PHA has reported 1 year mainstream MTW HAP costs in this section

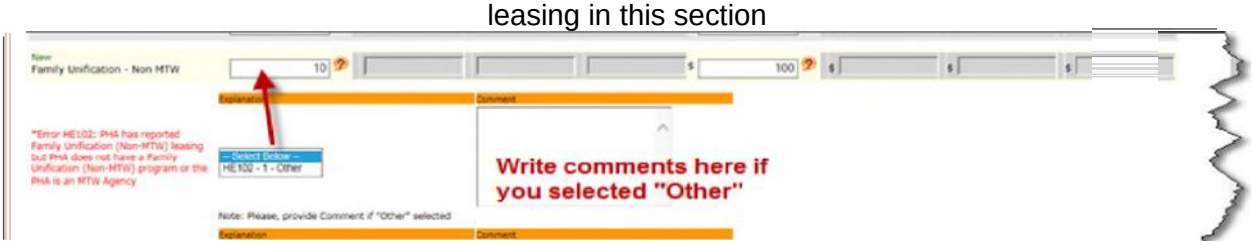


One Year Mainstream - MTW (HAP)---Error HE099

Family Unification - Non MTW---Error HE101 will display if the PHA does have a Family Unification - Non MTW program and the PHA has not reported Family Unification - Non MTW leasing in this section

Family Unification - Non MTW---Error HE101

Family Unification - Non MTW---Error HE102 will display if the PHA does not have a Family Unification - Non MTW program and the PHA has reported Family Unification - Non MTW leasing in this section



Family Unification - Non MTW---Error HE102

Family Unification - Non MTW(HAP)---Error HE104 will display if the PHA does have a Family Unification - Non MTW(HAP) program and the PHA has not reported Family Unification - Non MTW HAP costs in this section

Family Unification - Non MTW(HAP)---Error HE104

Family Unification - Non MTW(HAP)---Error HE105 will display if the PHA does not have a Family Unification - Non MTW(HAP) program and the PHA has reported Family Unification - Non MTW HAP costs in this section

Family Unification - Non MTW(HAP)---Error 105

Family Unification Pre2008 – MTW---Error HE107 will display if the PHA does have a Family Unification Pre2008-MTW program and the PHA has not reported Family Unification Pre2008-MTW leasing in this section

Family Unification Pre2008 – MTW---Error 107

Family Unification Pre2008 – MTW---Error HE110 will display if the PHA does not have a Family Unification Pre2008-MTW program and the PHA has reported Family Unification Pre2008-MTW leasing in this section

Family Unification Pre2008 – MTW---Error 110

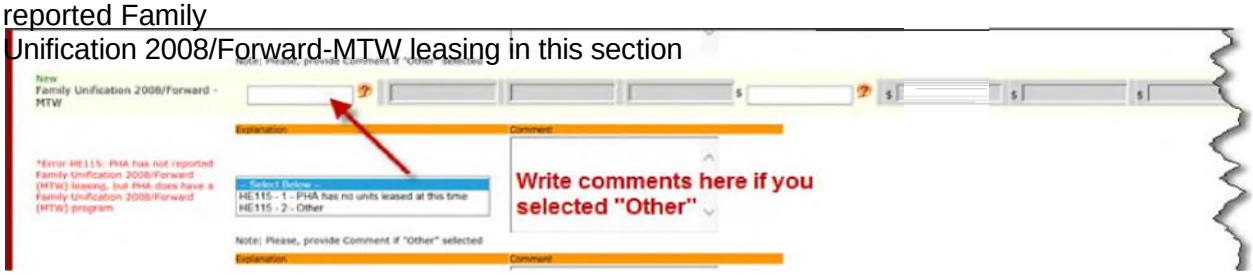
Family Unification Pre2008 - MTW (HAP)---Error HE112 will display if the PHA does have a Family Unification Pre2008-MTW HAP program and the PHA has not reported Family Unification Pre2008-MTW HAP costs in this section

Family Unification Pre2008 - MTW (HAP)---Error HE112

Family Unification Pre2008 - MTW (HAP)---Error HE113 will display if the PHA does not have a Family Unification Pre2008-MTW HAP program and the PHA has reported Family Unification Pre2008-MTW HAP costs in this section

Family Unification Pre2008 - MTW (HAP)---Error HE113

Family Unification 2008/Forward – MTW---Error HE115 will display if the PHA does have a Family Unification 2008/Forward MTW program and the PHA has not reported Family Unification 2008/Forward-MTW leasing in this section



Family Unification 2008/Forward – MTW---Error HE115

Family Unification 2008/Forward – MTW---Error HE116 will display if the PHA does not have a Family Unification 2008/Forward MTW program and the PHA has reported Family Unification 2008/Forward-MTW leasing in this section

Family Unification 2008/Forward – MTW---Error HE116

Family Unification 2008/Forward – MTW(HAP)---Error HE118 will display if the PHA does have a Family Unification Pre2008-MTW HAP program and the PHA has not reported Family Unification Pre2008-MTW HAP costs in this section

Family Unification 2008/Forward – MTW(HAP)---Error HE118

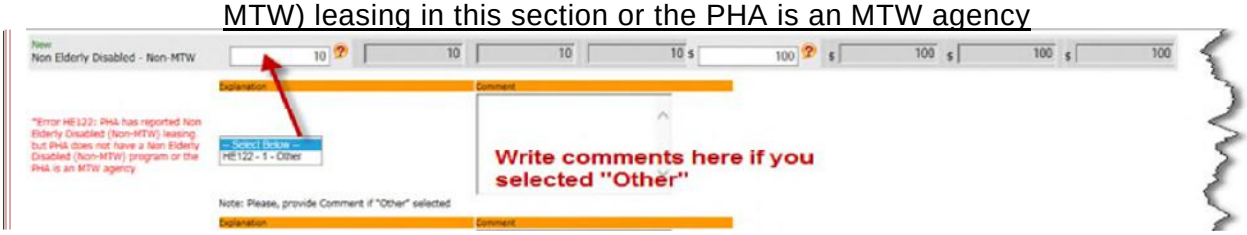
Family Unification 2008/Forward – MTW(HAP)---Error HE119 will display if the PHA does not have a Family Unification Pre2008-MTW HAP program and the PHA has reported Family Unification Pre2008-MTW HAP costs in this section

Family Unification 2008/Forward – MTW(HAP)---Error HE119

Non Elderly Disabled - Non-MTW--- Error HE121 will display if the PHA does have a Non Elderly Disabled (Non-MTW) program and the PHA has not reported Non Elderly Disabled (Non-MTW) leasing in this section

Non Elderly Disabled - Non-MTW--- Error HE121

Non Elderly Disabled - Non-MTW--- Error HE122 will display if the PHA does not have a Non Elderly Disabled (Non-MTW) program and the PHA has reported Non Elderly Disabled (Non-MTW) leasing in this section or the PHA is an MTW agency



Non Elderly Disabled - Non-MTW--- Error HE122

Non Elderly Disabled - Non-MTW HAP--- Error HE124 will display if the PHA does have a Non Elderly Disabled (Non-MTW)HAP program and the PHA has not reported Non Elderly Disabled

(Non-MTW) HAP costs in this section

Non Elderly Disabled - Non-MTW HAP--- Error HE124

Non Elderly Disabled - Non-MTW HAP--- Error HE125 will display if the PHA does have a Non Elderly Disabled (Non-MTW)HAP program and the PHA has not reported Non Elderly Disabled (Non-MTW) HAP costs in this section or the PHA is an MTW agency

Non Elderly Disabled - Non-MTW HAP--- Error HE125

Non Elderly Disabled 2008/Forward – MTW---Error HE127 will display if the PHA does have a Non Elderly Disabled 2008/Forward MTW program and the PHA has not reported Non Elderly Disabled 2008/Forward MTW leasing in this section

Non Elderly Disabled 2008/Forward – MTW---Error HE127

Non Elderly Disabled 2008/Forward – MTW---Error 128 will display if the PHA does not have a Non Elderly Disabled 2008/Forward MTW program and the PHA has reported Non Elderly Disabled 2008/Forward MTW leasing in this section or the PHA is not an MTW agency

Non Elderly Disabled 2008/Forward – MTW---Error HE128

Non Elderly Disabled 2008/Forward – MTW HAP---Error HE130 will display if the PHA does have a Non Elderly Disabled 2008/Forward MTW HAP program and the PHA has not reported

Non Elderly Disabled 2008/Forward MTW HAP costs in this section

Non Elderly Disabled 2008/Forward – MTW HAP---Error HE130

Non Elderly Disabled 2008/Forward – MTW HAP---Error HE131 will display if the PHA does not have a Non Elderly Disabled 2008/Forward MTW HAP program and the PHA has reported Non Elderly Disabled 2008/Forward MTW HAP costs in this section

Non Elderly Disabled 2008/Forward – MTW HAP---Error HE131

MTW-Family Unification 2008/Forward HAP Expenses after the First of the Month---Error HE133 will display if the PHA does have a Family Unification 2008/Forward HAP Expenses after the First of the Month program and the PHA has not reported Family Unification 2008/Forward HAP Expenses in this section

MTW-Family Unification 2008/Forward HAP Expenses after the First of the Month---Error HE133

MTW-Family Unification 2008/Forward HAP Expenses after the First of the Month---Error HE134 will display if the PHA does not have a Family Unification 2008/Forward HAP Expenses after the First of the Month program and the PHA has reported Family Unification 2008/Forward HAP Expenses in this section

MTW-Family Unification 2008/Forward HAP Expenses after the First of the Month---Error HE134

MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month--Error HE136 will display if the PHA does have a Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month program and the PHA has not reported Non-Elderly Disabled 2008/Forward HAP Expenses in this section

MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month---Error HE136

MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month--Error 137 will display if the PHA does not have a Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month program and the PHA has reported Non-Elderly Disabled 2008/Forward HAP Expenses in this section

MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month---Error HE137

MTW - VASH HAP Expenses after the First of the Month--Error HE139 will display if the PHA does have a VASH HAP Expenses after the First of the Month program and the PHA has not reported VASH HAP Expenses in this section

MTW - VASH HAP Expenses after the First of the Month---Error HE139

MTW - VASH HAP Expenses after the First of the Month---Error HE140 will display if the PHA does not have a VASH HAP Expenses after the First of the Month program and the PHA

has reported VASH HAP Expenses in this section

MTW - VASH HAP Expenses after the First of the Month---Error HE140

MTW - One year Mainstream HAP After the First of the Month---Error HE142 will display if the PHA does have a One year Mainstream HAP after the First of the Month program and the PHA has not reported One year Mainstream HAP Expenses in this section

MTW - One year Mainstream HAP After the First of the Month---Error HE142

MTW - One year Mainstream HAP After the First of the Month---Error HE143 will display if the

PHA does not have a One year Mainstream HAP after the First of the Month program and the PHA has reported One year Mainstream HAP Expenses in this section

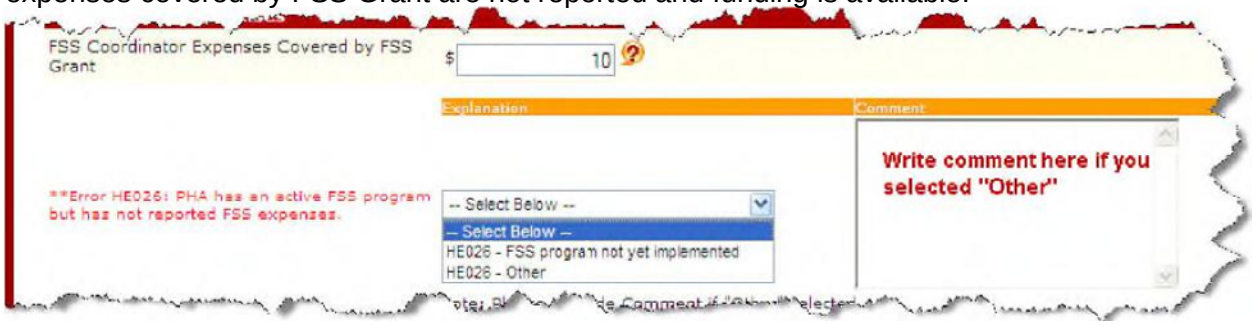
MTW - Family Unification pre-2008 HAP After the First of the Month---Error HE145 will display if the PHA does have an MTW Family Unification pre-2008 HAP after the First of the Month program and the PHA has not reported MTW - Family Unification pre-2008 HAP Expenses in this section

MTW - Family Unification pre-2008 HAP After the First of the Month---Error HE145

MTW - Family Unification pre-2008 HAP After the First of the Month---Error HE146 will display if the PHA does not have an MTW Family Unification pre-2008 HAP after the First of the Month program and the PHA has reported MTW - Family Unification pre-2008 HAP Expenses in this section

MTW - Family Unification pre-2008 HAP After the First of the Month---Error HE146

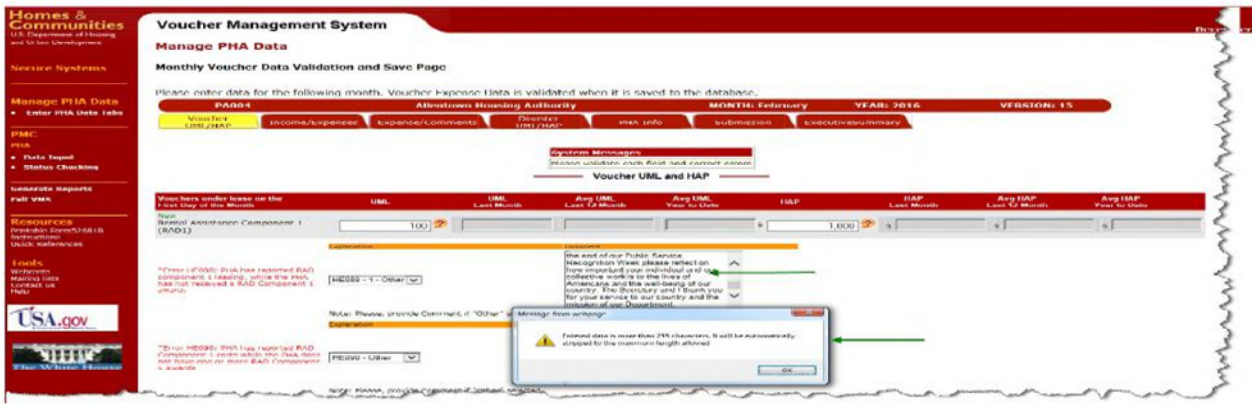
(FSS) Coordinator Expenses Covered by FSS Grant – Error HE026 will display when expenses covered by FSS Grant are not reported and funding is available.



(FSS) Coordinator Expenses Covered by FSS Grant – Error HE026

NOTE: If the value of the (FSS) Coordinator Expenses Covered by FSS Grant field is not empty, the PHA user will not be allowed to choose the "FSS program not yet implemented" option from the drop down

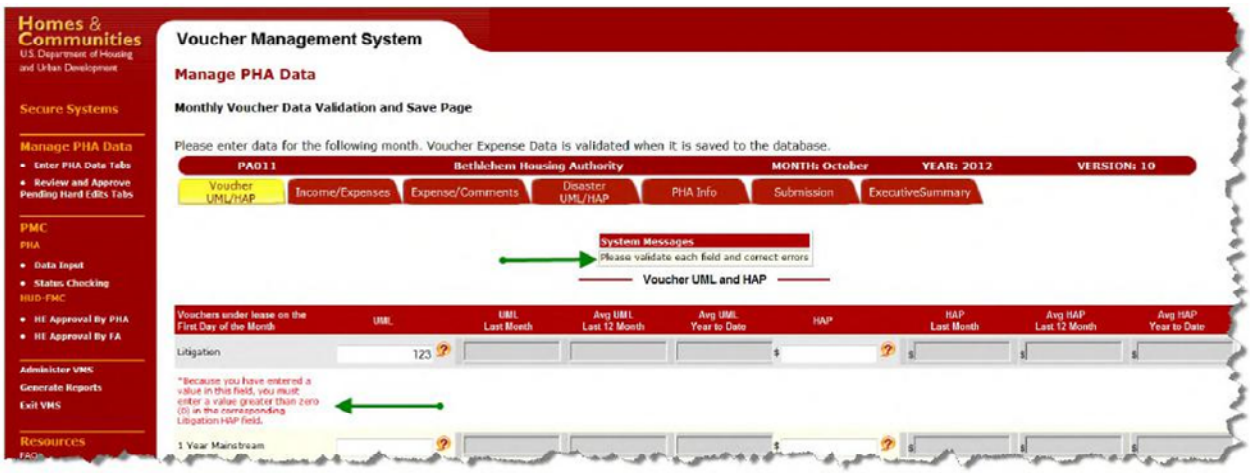
If the user selects "Other" as a option and has to write a comment, the Comment field displays a pop-up message when data entered exceeds 255 characters



Voucher UML/HAP Hard Edit / Pop-up Message Page

3.4.3 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.



VMS System Message – Cross-Validation Error Message

VMS System Message – Cross-Validation Error Message

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.

3.4.3.1 Fields Subject to Cross Validation

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.

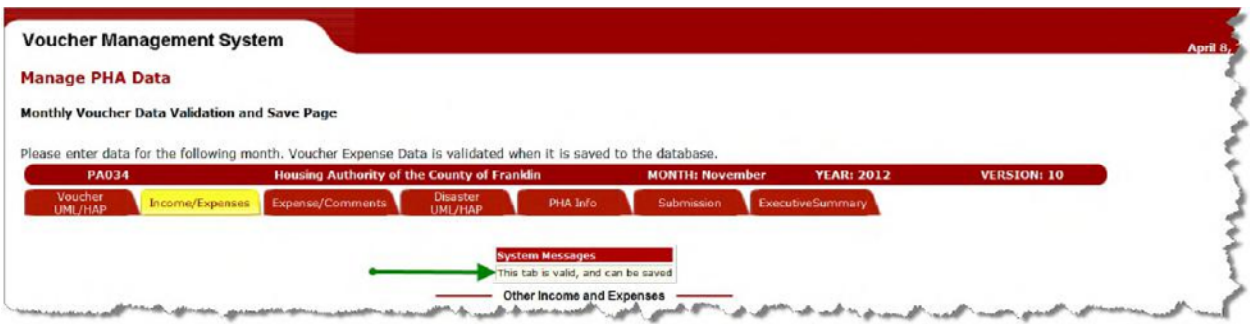
The fields subject to Cross Validation Error Checking are listed below:

Rental Assistance Component 1 (RAD1)	Rental Assistance Component 1 (RAD1 - HAP)
Rental Assistance Component 2 (RAD2)	Rental Assistance Component 2 (RAD2 - HAP)
Litigation	Litigation HAP
Homeownership	Homeownership HAP
Moving To Work	Moving To Work HAP
One Year Mainstream - MTW	One Year Mainstream - MTW (HAP)
Family Unification - Non MTW	Family Unification - Non MTW (HAP)
Family Unification Pre2008 - MTW	Family Unification Pre2008 - MTW (HAP)
Family Unification 2008/Forward - MTW	Family Unification 2008/Forward - MTW (HAP)
Non Elderly Disabled - Non-MTW	Non Elderly Disabled - Non-MTW (HAP)
Non Elderly Disabled 2008 Forward - MTW	Non Elderly Disabled 2008 Forward - MTW (HAP)
Portable Vouchers Paid	Portable Voucher Paid HAP
HOPE VI	HOPE VI HAP
Tenant Protection	Tenant Protection HAP
Veterans Affair Supported Housing (VASH) Voucher	Veterans Affair Supported Housing (VASH) HAP
DHAP to HCV Vouchers Leased	DHAP to HCV Voucher HAP
All Other Vouchers	All Other Vouchers HAP
Total Vouchers	HAP Total
Portable Vouchers Administered (Port In)	Total HAP for Portable Units Administered
5 Year Mainstream	5 Year Mainstream HAP
Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense	Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense(HAP)
Expense Amount 1	Expense Description 1
Expense Amount 2	Expense Description 2
Expense Amount 3	Expense Description 3
Expense Amount 4	Expense Description 4
Expense Amount 5	Expense Description 5
MTW - Other - PHA to identify the type of expense incurred Amount - 6	MTW - Other Comments Description (PHA to identify the type of expenses incurred) - 6
MTW - Other - PHA to identify the type of expense incurred Amount - 7	MTW - Other Comments Description (PHA to identify the type of expenses incurred) - 7

MTW - Other - PHA to identify the type of expense incurred Amount - 8	MTW - Other Comments Description (PHA to identify the type of expenses incurred) - 8
Disaster Families Assisted (UML)	Disaster Families Assisted (HAP)

3.4.4 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.



VMS System Message – The Tab is valid and can be saved

The “Save” button will then display

VMS Data entry screen – Save Button

You may save your data by clicking on the “Save” button at the bottom of the tab. You should always save it before continuing on 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, all of 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.

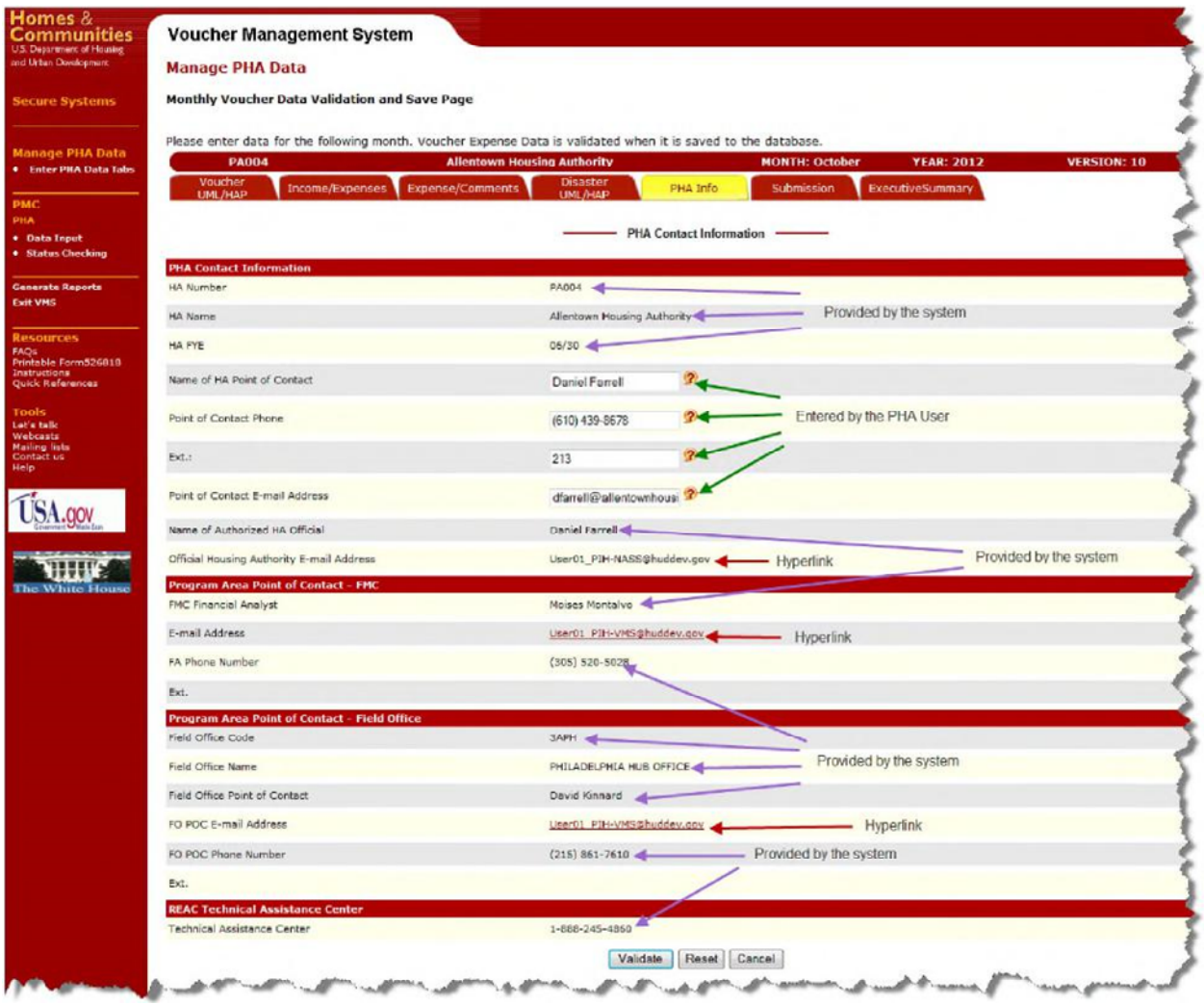
VMS System Message – This Tab was saved successfully

3.5 Point-of-Contact Pre-Population and Email Feature

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 FMC and Program Area Field Office sections of the Tab which help the user to draft and send an email to the FMC FA or Field Office point of contact

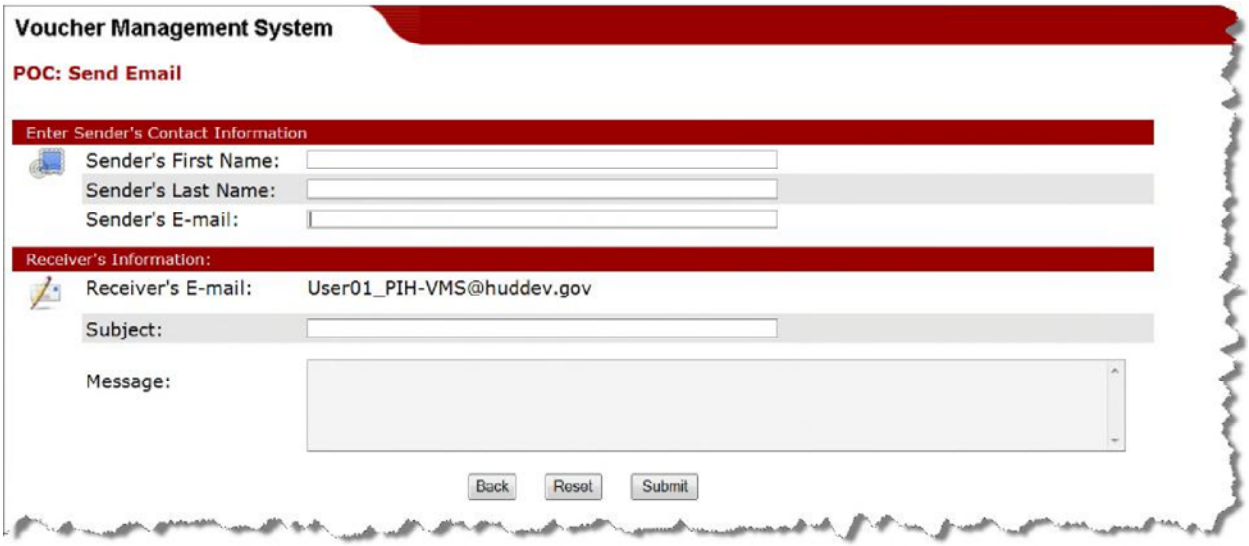
The notations on the example screen below explain where the data comes from for pre-populated fields. The PHA contact information can be changed by the PHA user. Once changed, the data will remain and continue to re-populate the fields for subsequent months.



Pre-populated Point of Contact Fields and Hyperlinks

When you click on the Point of Contact FMC hyperlink, the following screen appears:

(A similar screen appears for the Point of Contact Field Office hyperlink)



FMC Point of Contact Email Page

This allows the PHA user to draft an Email to the FMC Point of Contact (POC) and have it sent. The FMC POC User-ID is pre-populated. The sender fills in the rest.
The buttons at the bottom of the page are:

- **Back**: returns to the PHA Information Tab
- **Reset**: erases all data entered by the sender
- **Submit**: checks the message for errors. If no errors, the message is displayed for review:

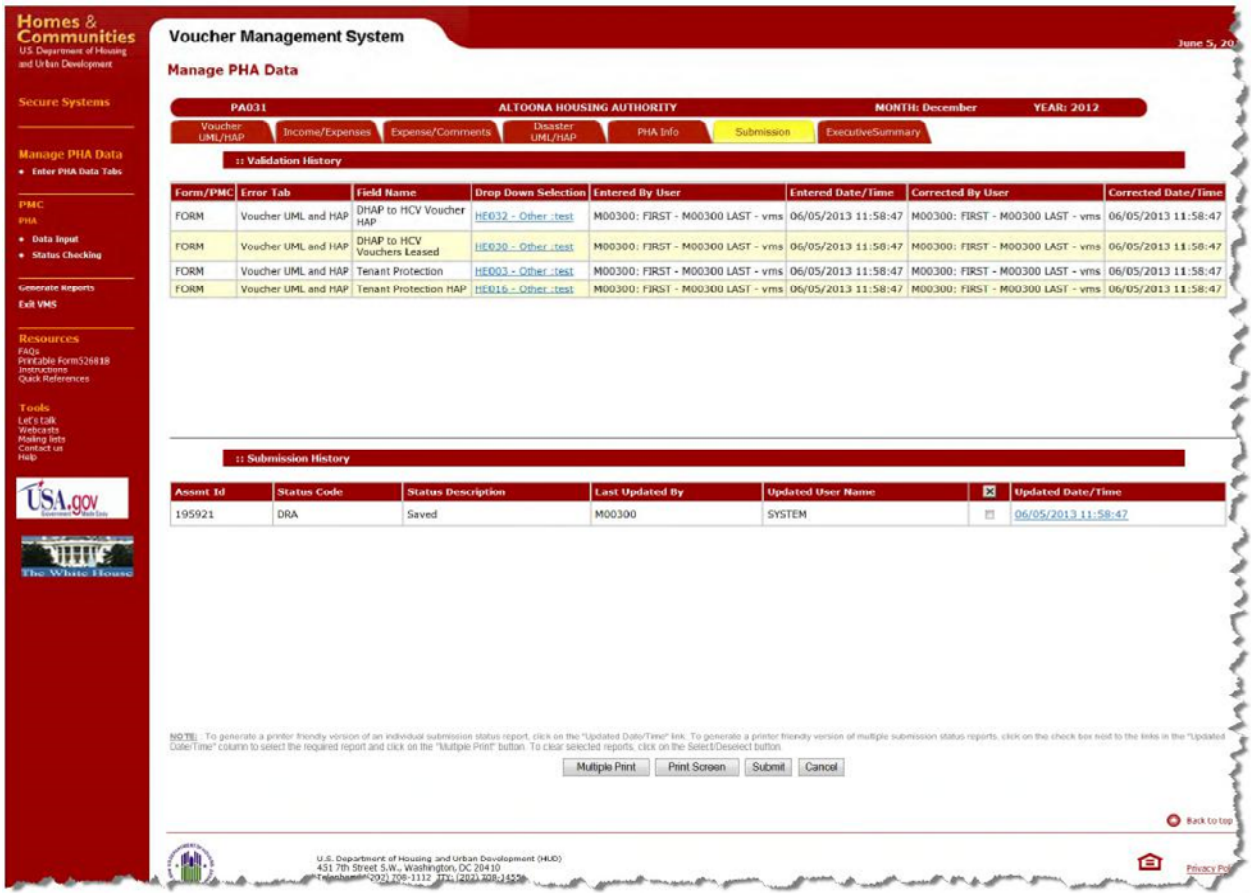
Email message Review Page

The user can click **"Send Email"** to send the message, or click **"Back"** to return to the previous page.

3.6 Submit Monthly Data

After the data has been entered into the VMS system and everyone concerned is 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 52681-B form 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.

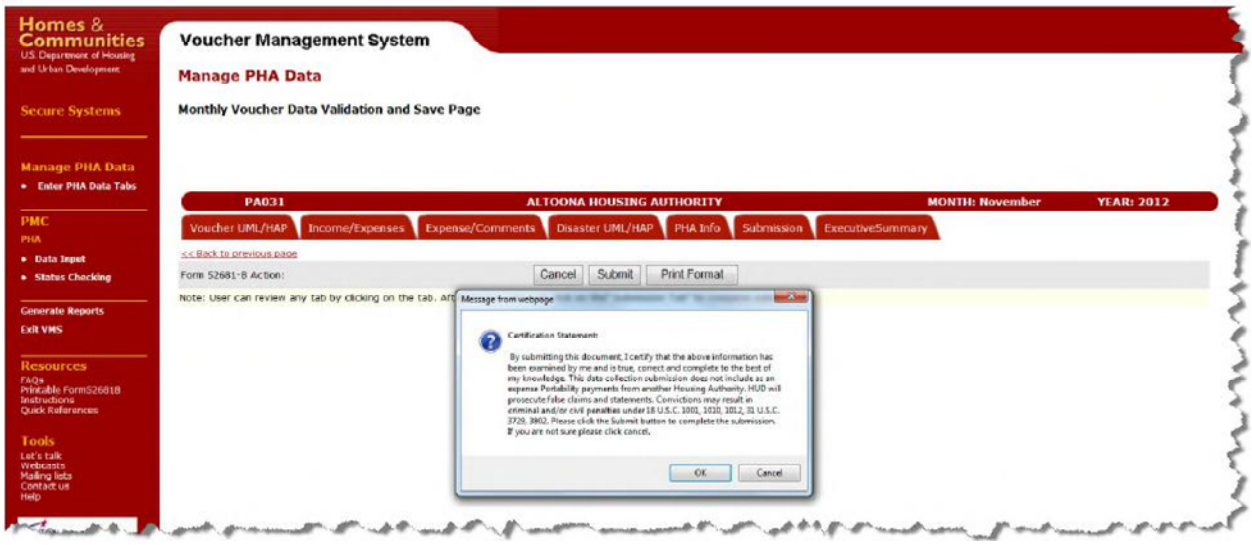


VMS Submissions Tab

Click on the “Submit” button at the bottom of the screen and the following screen will display:

VMS Submissions Screen

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 as an expense Portability payments from another Housing Authority.



VMS Certification Message Screen

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.

VMS System Message – Submission completed

Press the “Continue” button to return to the List of Submissions page.

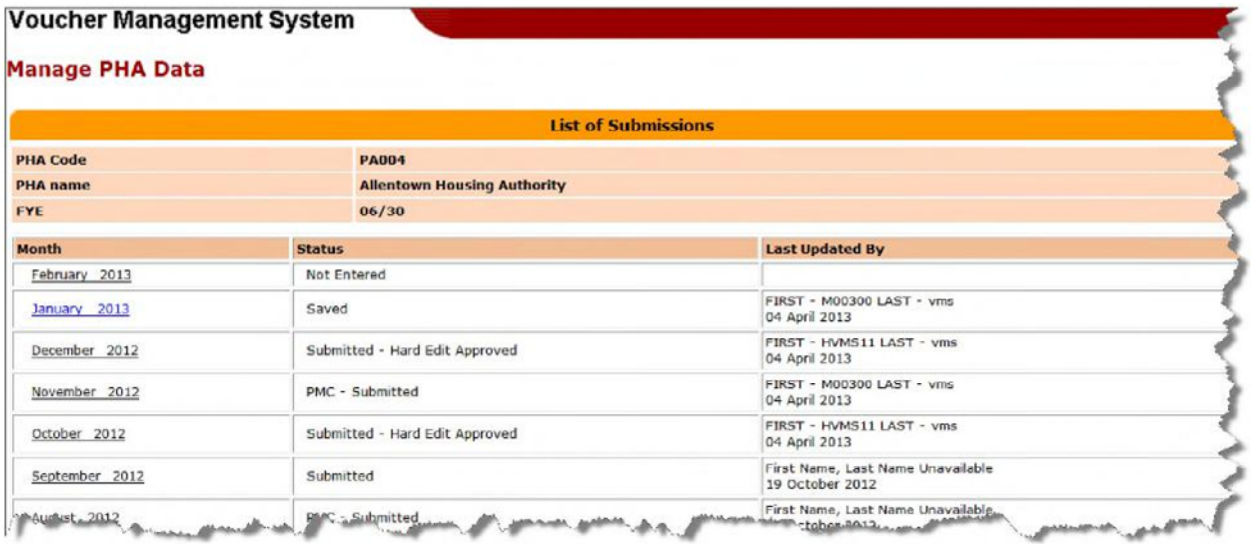
You may press the “Print Format” button if you wish to print the submission data, **after** you have received the window confirming that your submission was successful.

If you pressed the “OK” button, and if your Submission did not pass the final validation check, the screen below will display. The System Message at the top alerts you that the submission

process **was not successful**, and instructs you to return to each tabbed page to correct errors and re-validate the page.

VMS System Message – Validation Error

Click on the “Cancel” button. You will be returned to the List of Submissions page.



List of Submission Page

If you discover that the data is incorrect before submitting the month, you can cancel the process. Scroll down to the bottom of the Submit Month page and click the Cancel button. You will be returned to the List of Submissions page. Status for the cancelled month submission will not change. If data was previously saved, status will be “Saved”, if data was not saved, status will be “Not Entered”

If PHA has additional months to submit, they would continue with the Submit Month process until all months have been submitted successfully and display ”Submitted” or “Submitted – Hard Edit Approved” in the status column.

NOTE: A PHA cannot submit subsequent months until the prior month is actually submitted and accepted by HUD

NOTE: Once the Month is submitted and accepted by HUD, the PHA can select another month to enter, edit and submit data available, otherwise the user can log out of VMS (Section 2.4) if finished with the transaction.

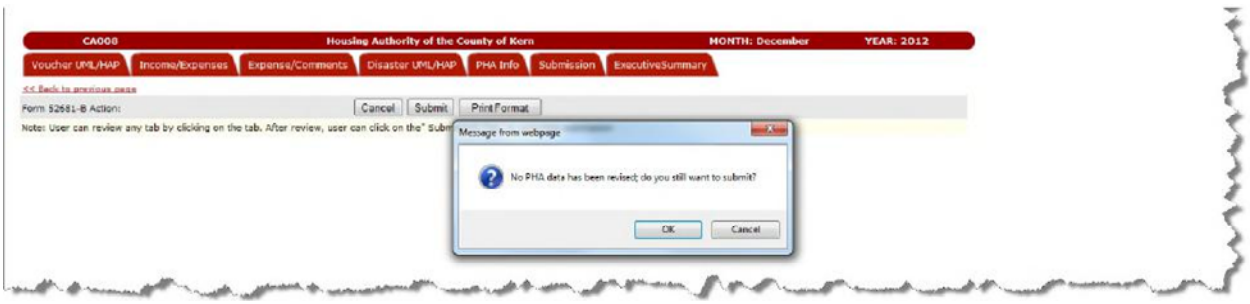
The PHA should notify the FA when a monthly submission with a "Pending Hard Edit status" is made. The Financial Analyst will then access the PHA's submission, approve or disapprove the submission, and trigger the automatic notification to the PHA.

APPROVED SUBMISSION: Approval will trigger an 'approved email notification' to be sent to the PHA. The FA can notify the PHA why the submission was approved by entering comments in the comment field of the Review and Approval page. These comments will be included in the email notification. An approval means the submission for that month is completed.

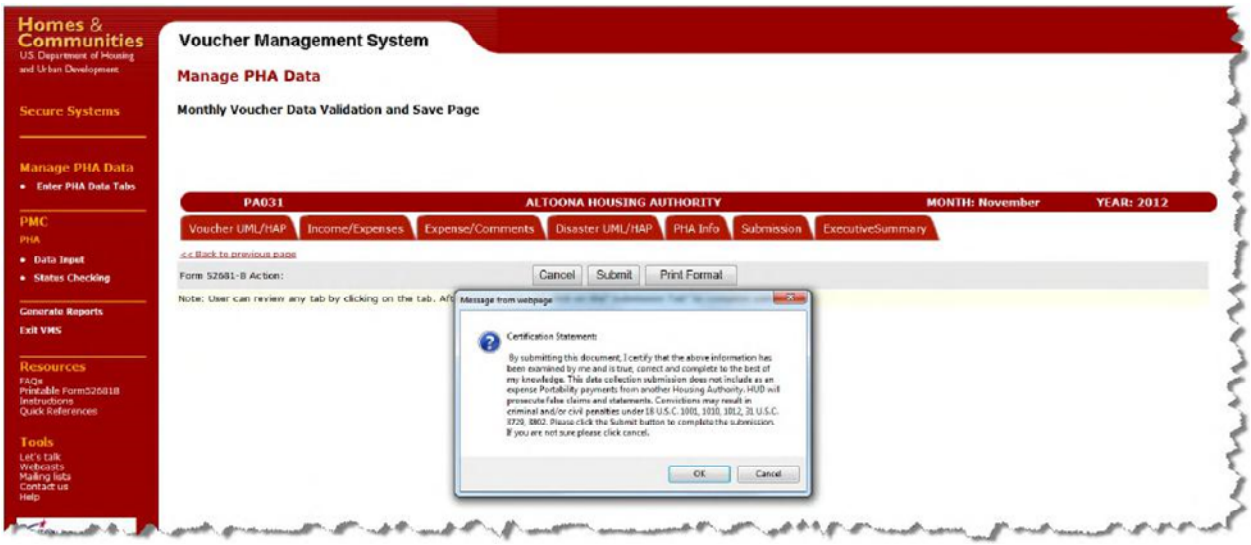
DISAPPROVED SUBMISSION: Disapproval will trigger a 'disapproved email notification' to be sent to the PHA. The FA can notify the PHA why the submission was disapproved by entering comments in the comment field of the Review and Approval page and this would be included in the email notification. The PHA will have to edit the original submission, resubmit/correct the data, and notify the FA of the resubmission.

NOTE: An approval or disapproval on a submission by an FA will trigger an email notification being sent to the PHA. The email notifications are sent from the VMS automated email system which is not monitored for responses. PHA users should not respond to this email notification. Please contact your FA directly if you have questions. The email notification contains the following: PHA Number, PHA Name, Contact Point and Submission Month and Year and will be sent to the Point of Contact email address and CC to the official email address on Form 52681-B

If a submission is disapproved by the FA and the PHA resubmits the form without making any change to the original submission, a popup warning message as below will display



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



VMS Certification Message 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.

3.6.1 Validation History

The Validation History section of 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

:: 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 :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP	Moving To Work	HE002 - Other :Test	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP	Moving To Work HAP	HE013 - Other :Test	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP	Total Vouchers	HE008 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
FORM	Voucher UML and HAP	5 Year Mainstream	HE011 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30
FORM	Voucher UML and HAP	5 Year Mainstream HAP	HE023 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30
FORM	Voucher UML and HAP	DHAP to HCV Voucher	HE033 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30

Validation History Screen—Form/PMC Column

NOTE: Form refers to the original submission

The Drop Down Selection column displays hyperlinks

:: 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 :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP	Moving To Work	HE002 - Other :Test	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP	Moving To Work HAP	HE013 - Other :Test	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP	Total Vouchers	HE008 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
FORM	Voucher UML and HAP	5 Year Mainstream	HE011 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30
FORM	Voucher UML and HAP	5 Year Mainstream HAP	HE022 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30
FORM	Voucher UML and HAP	DHAP to HCV Voucher	HE033 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30

Validation History Screen—Form/PMC Column

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

:: 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 :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP			0 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP			0 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
PMC	Voucher UML and HAP			0 LAST - vms	06/03/2013 14:50:58	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:50:58
FORM	Voucher UML and HAP			0 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30
FORM	Voucher UML and HAP	5 Year Mainstream HAP	HE023 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30
FORM	Voucher UML and HAP	DHAP to HCV Voucher	HE033 - Other :UAT Test 1 - July 2013	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30	M00300: FIRST - M00300 LAST - vms	06/03/2013 14:05:30

Message from webpage

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.

OK

Validation History Screen—Hard Edit Error Message

3.6.2 Submission History

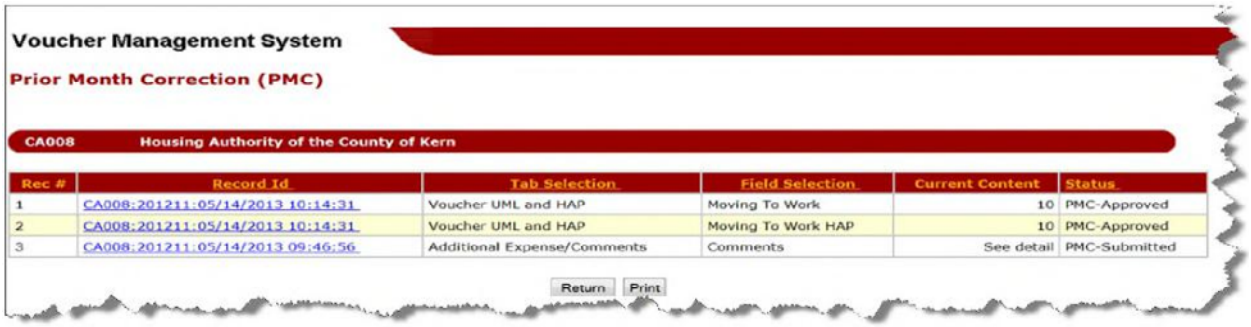
The Submission History section of the Submission Tab will display the latest status per item for PMC as a hyperlink

:: Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	X	Updated Date/Time
189020	PMS	PMC - Approved *Moving To Work	HVMS00	SYSTEM		05/14/2013 10:14:31
189020	PMS	PMC - Approved *Moving To Work HAP	HVMS00	SYSTEM		05/14/2013 10:14:31
189020	PMS	PMC - Submitted *Comments	HVMS00	SYSTEM		05/14/2013 09:46:56
189019	AHE	Hard Edit Approved	HVMS00	SYSTEM		05/14/2013 09:43:53
189019	PHE	Pending Hard Edit	HVMS00	SYSTEM		05/14/2013 09:43:05
189019	AHE	Hard Edit Approved	HVMS00	SYSTEM		05/14/2013 09:43:54
189019	DRA	Saved	HVMS00	SYSTEM		05/14/2013 09:40:39

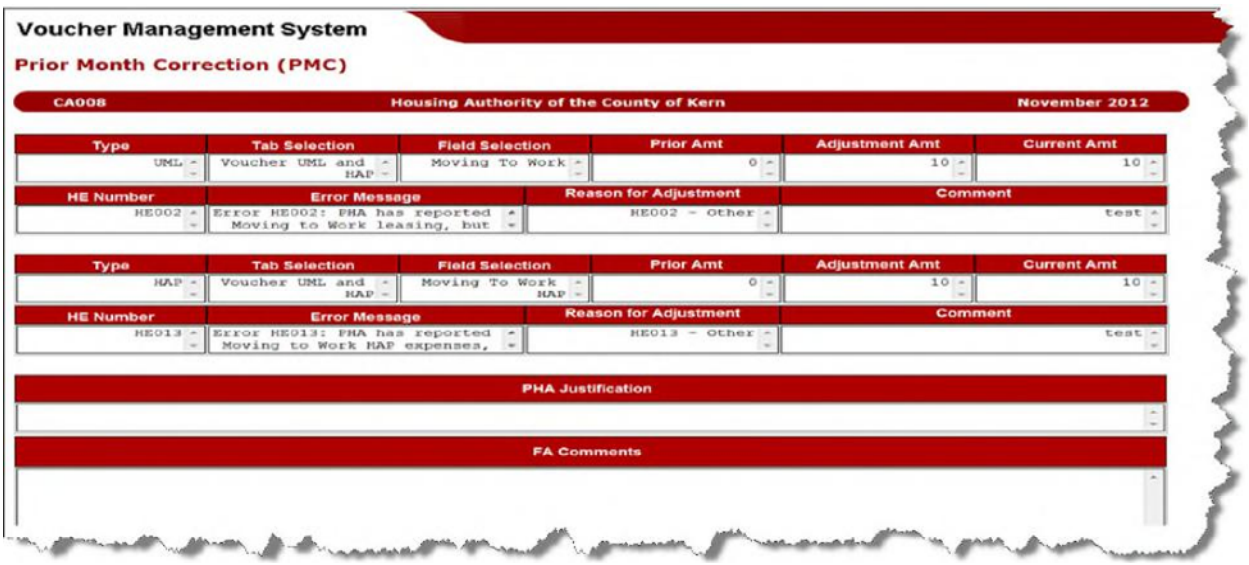
Submission History Screen

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



PMC Status Report Screen

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



Prior Month Correction- Details Screen

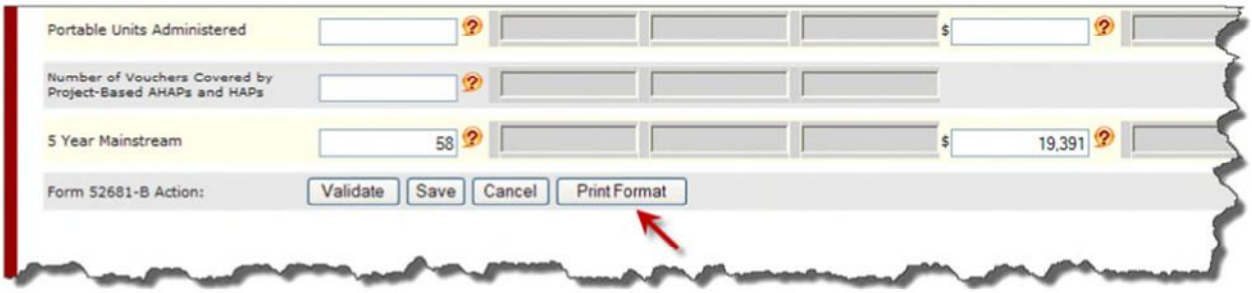
3.7 Print Monthly Submission

All PHA users may View/Print Monthly data regardless of whether or not the month has been submitted. The Read-Only HUD users can only View/Print submitted monthly data.
There are a number of print options, outlined below:

3.7.1 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



VMS Data Input Screen – Print Button

Voucher Management System
UML and HAP

PHA Number	CT068	PHA Name	Canton Housing Authority	Reporting Month/Year	October 2015
Current Version	15				

	UML	UML Last Month	Avg UML 12Mo	Avg UML YTD	HAP	HAP Last Month	Avg HAP 12 Mo	Avg HAP YTD
Vouchers under lease on the First Day of the Month								
Rental Assistance Component 1 (RAD1)	0		0	0	$0		$0	$0
Rental Assistance Component 2 (RAD2)	0		0	0	$0		$0	$0
Litigation	100	100	77	70	$1,000	$1,000	$775	$700
Homeownership	100	100	100	100	$1,000	$1,000	$1,000	$1,000
New This Month			0	0				
Moving To Work	100	100	34	34	$1,000	$1,000	$341	$344
One Year Mainstream - MTW	100		0	0	$1,000		$0	$0
Family Unification - Non MTW	100		0	0	$1,000		$0	$0
Family Unification Pre2008 - MTW	100		0	0	$1,000		$0	$0
Family Unification 2008/Forward - MTW	0		0	0	$0		$0	$0
Non Elderly Disabled - Non-MTW	100		0	0	$1,000		$0	$0
Non Elderly Disabled 2008 Forward - MTW	0		0	0	$0		$0	$0

PDF Format Report of Voucher UML & HAP Tab

3.7.2 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

HVMS00 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. 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.

VMS Additional Expense / Comment Print Page

3.7.3 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:

:: Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	☒	Updated Date/Time
196954	AHE	Hard Edit Approved	HVMS11	SYSTEM	☐	04/04/2013 13:29:22
196954	PHE	Pending Hard Edit	M00300	SYSTEM	☐	04/04/2013 13:27:31
196954	RVS	Revised	M00300	SYSTEM	☐	04/04/2013 13:27:30
196953	DHE	Hard Edit Disapproved	HVMS11	SYSTEM	☐	04/04/2013 13:24:21
196953	PHE	Pending Hard Edit	M00300	SYSTEM	☐	04/04/2013 13:21:12
196953	DRA	Saved	M00300	SYSTEM	☐	04/04/2013 13:14:00

Click on "Updated Date / Time Link
Of Submission Tab – Submission History Section

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

Voucher Management System							
Monthly Submission with Archived Data							
PHA Number	PA004	PHA Name	Allentown Housing Authority			Reporting Month/Year	January 2016
Submission Date:			04/12/2016 11:33:	04/12/2016 11:33:10			
Submission Status:			Saved	Saved			
Voucher UML and HAP							
Units							
Rental Assistance Component 1 (RAD1)			233	233			
Rental Assistance Component 2 (RAD2)			123	123			
Litigation							
Homeownership							
New This Month							
Moving To Work			123	123			
One Year Mainstream - MTW			123	123			
Family Unification - Non MTW			123	123			
Family Unification Pre2008 - MTW			123	123			
Family Unification 2008/Forward - MTW			123	123			
Non Elderly Disabled - Non-MTW			123	123			
Non Elderly Disabled 2008 Forward - MTW			123	123			

Multi-Page PDF Report of a Single Submission

3.7.4 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.

:: Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name		Updated Date/Time
196954	AHE	Hard Edit Approved	HVMS11	SYSTEM		04/04/2013 13:29:22
196954	PHE	Pending Hard Edit	M00300	SYSTEM		04/04/2013 13:27:31
196954	RVS	Revised	M00300	SYSTEM		04/04/2013 13:27:30
196953	DHE	Hard Edit Disapproved	HVMS11	SYSTEM		04/04/2013 13:24:21
196953	PHE	Pending Hard Edit	M00300	SYSTEM		04/04/2013 13:21:12
196953	DRA	Saved	M00300	SYSTEM		04/04/2013 13:14:00

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

Select Check Boxes and Click “Multiple Print” Button

Voucher Management System

Monthly Submission with Archived Data

PHA Number	CT068	PHA Name	Canton Housing Authority	Reporting Month/Year	October 2015

Submission Date:	04/01/2016 10:11:	04/01/2016 10:11:07	04/01/2016 10:11:07			
Submission Status:	Saved	Saved	Saved			

Voucher UML and HAP

Units						
Rental Assistance Component 1 (RAD1)						
Rental Assistance Component 2 (RAD2)						
Litigation	100	100	100			
Homeownership	100	100	100			
New This Month						
Moving To Work	100	100	100			
One Year Mainstream - MTW	100	100	100			
Family Unification - Non MTW	100	100	100			
Family Unification Pre2008 - MTW	100	100	100			
Family Unification 2008/Forward - MTW	0	0	0			
Non Elderly Disabled - Non-MTW	100	100	100			
Non Elderly Disabled 2008 Forward - MTW						

Page 1 of 13

Multi Submission PDF Report showing 3

Submissions 3.7.5 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

:: Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	☒	Updated Date/Time
196954	AHE	Hard Edit Approved	HVMS11	SYSTEM	☐	04/04/2013 13:29:22
196954	PHE	Pending Hard Edit	M00300	SYSTEM	☑	04/04/2013 13:27:31
196954	RVS	Revised	M00300	SYSTEM	☑	04/04/2013 13:27:30
196953	DHE	Hard Edit Disapproved	HVMS11	SYSTEM	☑	04/04/2013 13:24:21
196953	PHE	Pending Hard Edit	M00300	SYSTEM	☐	04/04/2013 13:21:12
196953	DRA	Saved	M00300	SYSTEM	☐	04/04/2013 13:14:00

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

VMS Submission Page – Print Screen Button

bottom of the tab:

Voucher Management System
Submission Data

PHA Number	PA004	PHA Name	Allentown Housing Authority	Reporting Month	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	HE036 - 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

PDF Version of Submission Tab

4.0 PRIOR MONTH CORRECTIONS

4.0 PRIOR MONTH CORRECTIONS

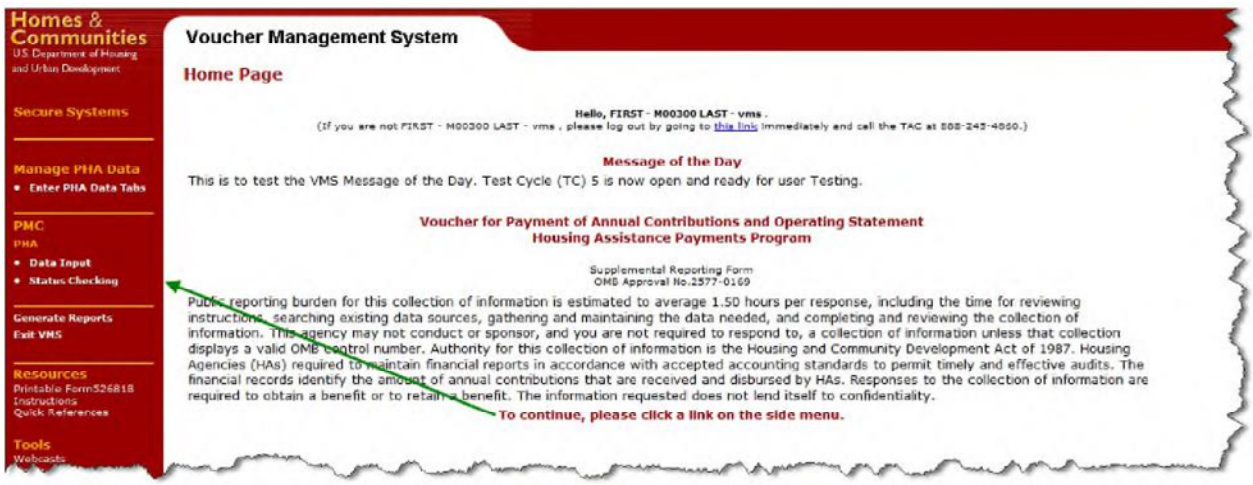
If you have one or more corrections to make to prior month submissions, you can link to this function from the VMS Home Page, in order to make one or more field corrections for one reporting period or for multiple reporting periods, at one setting, and to obtain FA approval in an efficient process.

You are not allowed to alter submissions with status “Submitted”, “Pending Hard Edit”, “Hard Edit Approved” (completed submission) in any other way than the PMC process. You can only view and print completed submissions via the “Enter PHA Data Tabs” link.

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

4.1 Entering the Correction

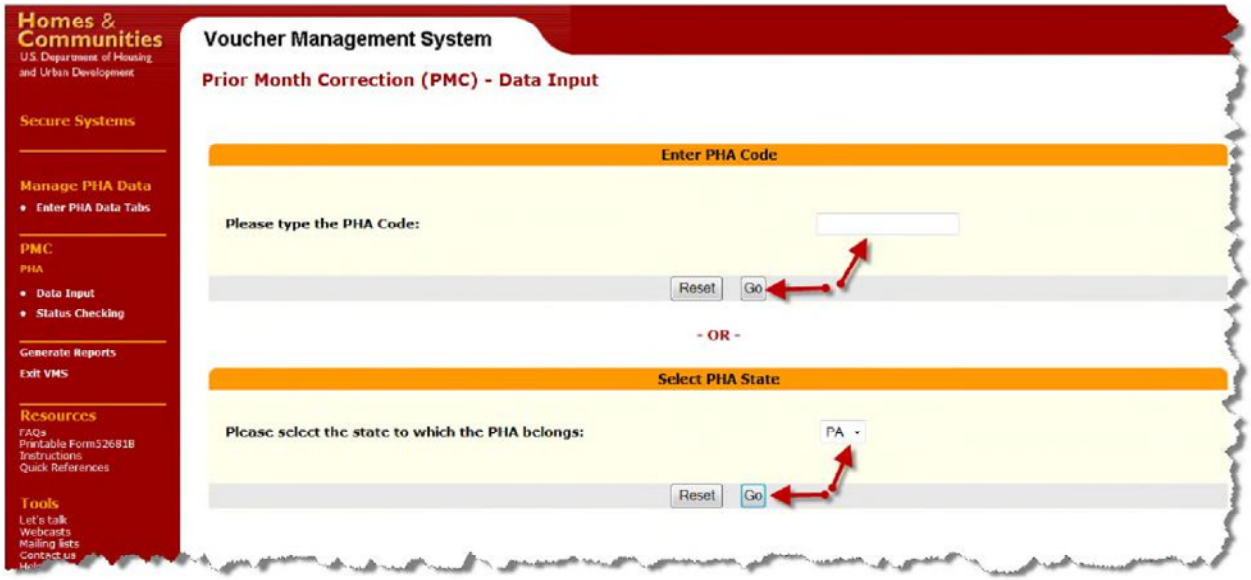
At the VMS Home Page, Select “Prior Month Correction PHA – Data Input” on the left navigation menu:



VMS Home Page

If you have a single PHA associated with your User ID, you will go directly to first PMC Data Entry screen (4.1.1 below)

A user with multiple PHA Codes either enters the desired PHA code directly in the first box, or selects the state code from the drop-down menu, selects the PHA name from the next drop down menu, and then clicks “Go”.



Users with Multiple PHA assignment, selection screen

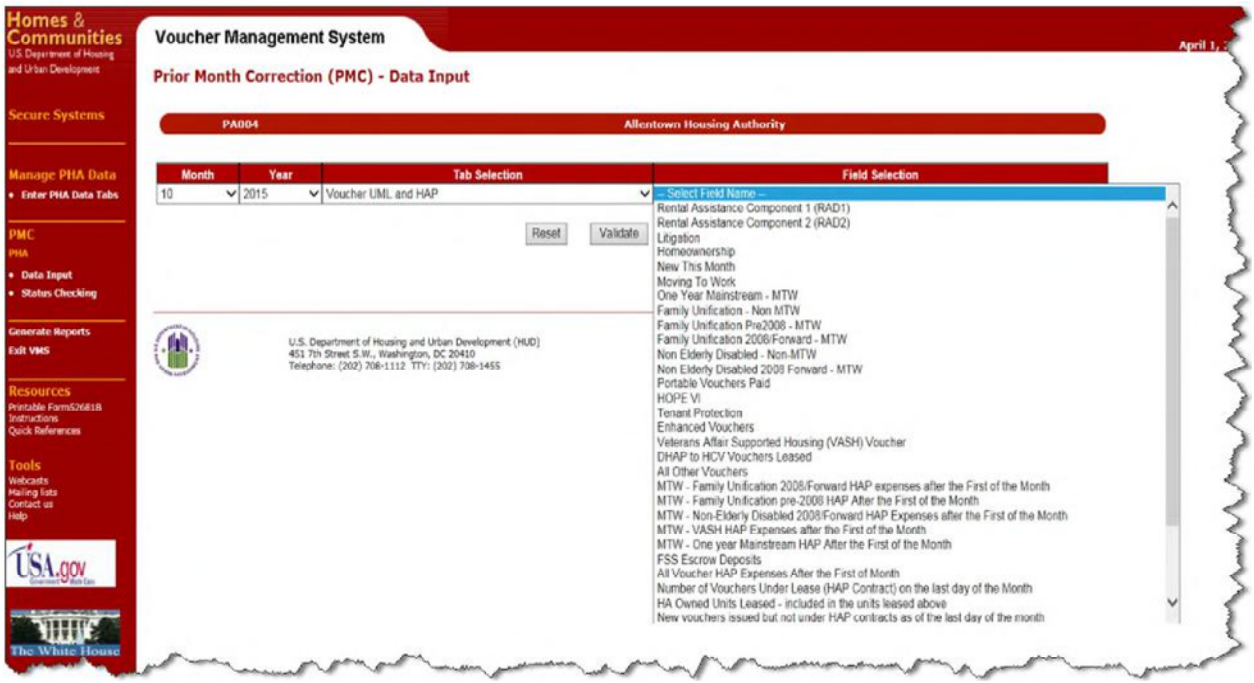
PHA Selection from State Code Screen

4.1.1 PMC Data Entry Form

Initially, the Data Entry screen for Prior Month Corrections allows you to 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.

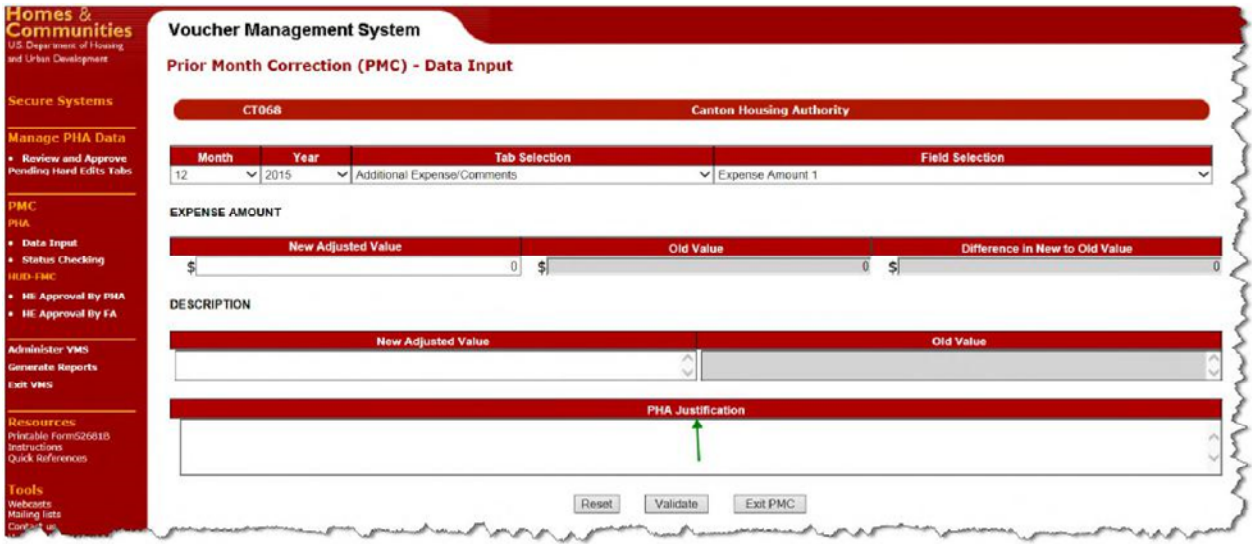
PMC Data Input Screen

When you select the Year/Month for a valid Submission, then 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.



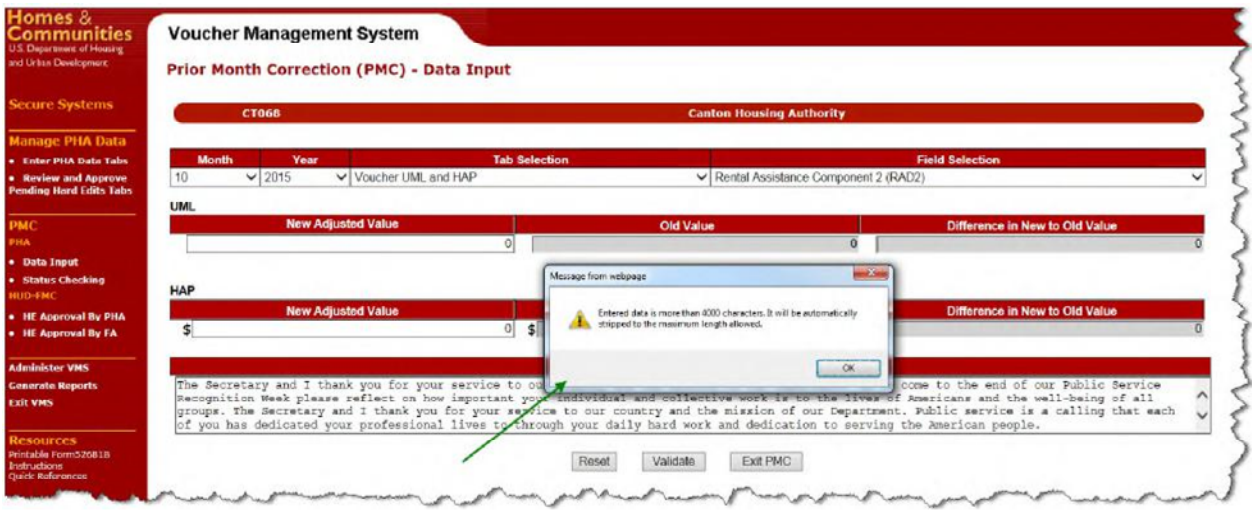
PMC Data Input Screen

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, with New Adjusted Value equal to Old Value, and Difference in New to Old Value field equal to zero. The Old Value and Difference fields cannot be modified. They are generated by the system.



PMC Data Input Screen

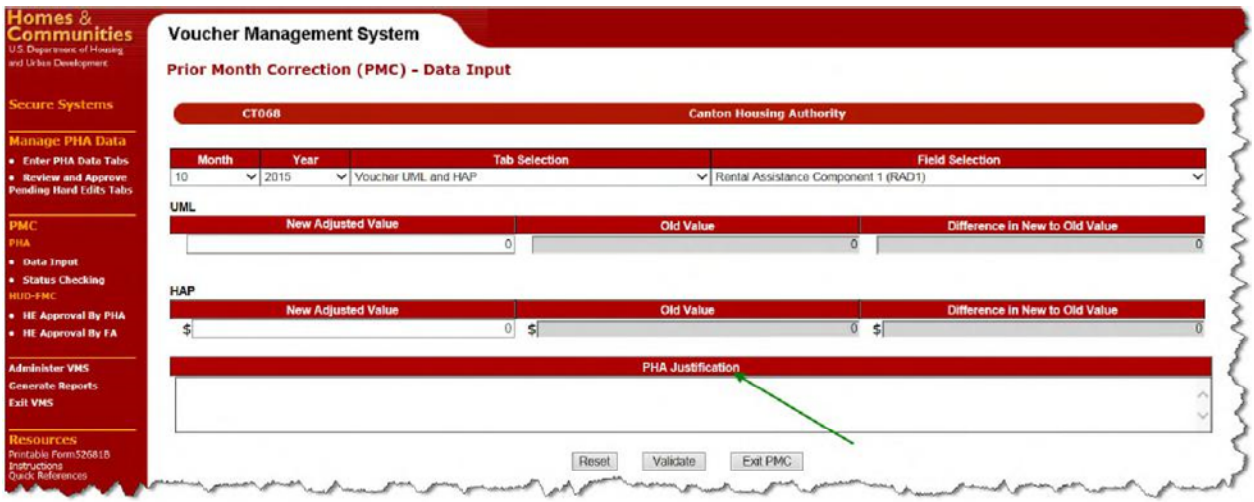
The PHA Justification field at the bottom, maximum size 4000 characters, allows you to describe the purpose of the correction, or leave any significant information, for future reference. A pop-up message when data entered exceed 4000 characters



VMS Prior Month Correction (PMC) – Data Input Page

Modify the value in the New Adjusted Value field. The system will calculate the difference from the Old Value, and place the positive or negative difference in the Difference field.

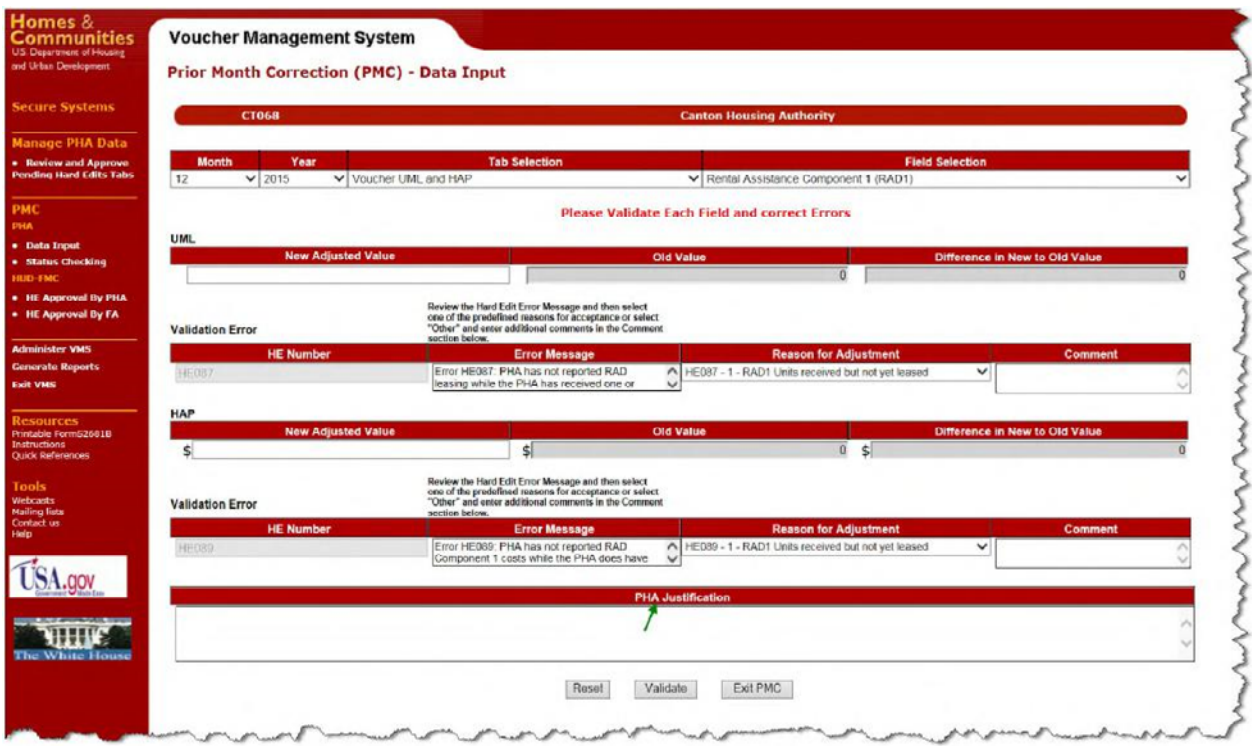
If you select a field that has UML and HAP associated values, the PMC Correction screen will look like this, with both fields displayed and available for correction.



PMC Data Input Screen

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.

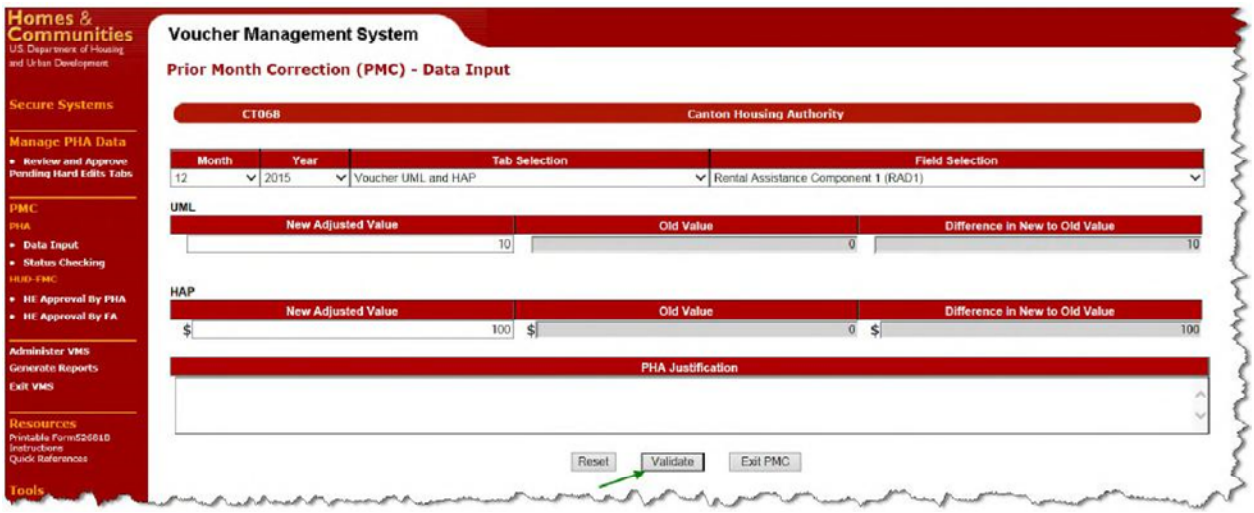
If the Validation process produces errors or Hard Edit errors, the error messages will appear under the appropriate field, as shown in the screen below:



PMC Data Input Screen

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.



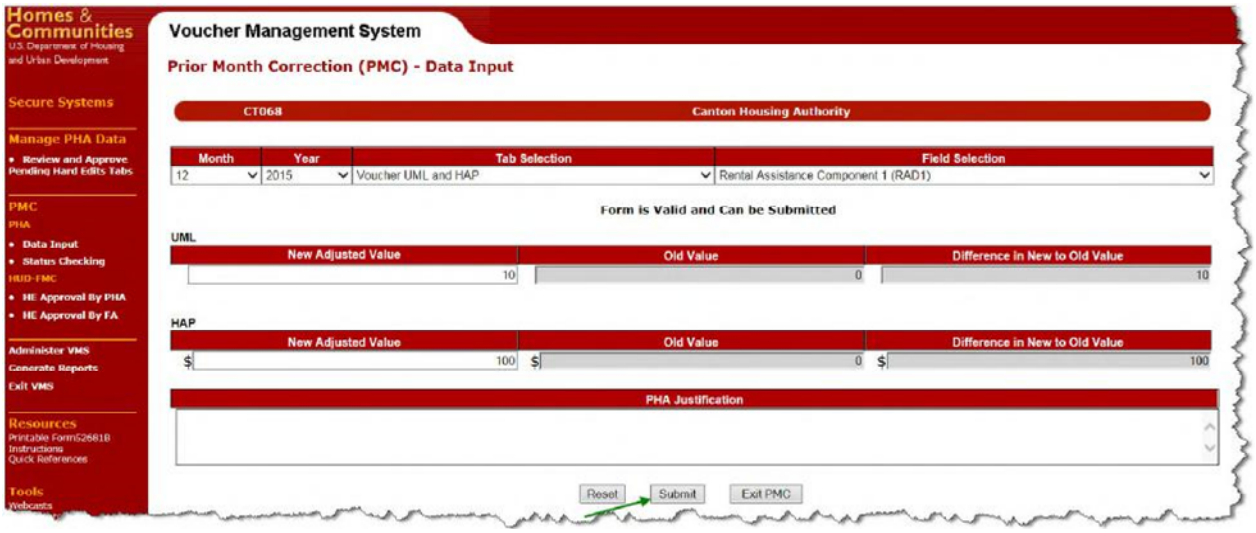
PMC Data Input Screen

If you do not wish to submit, you can do one of the following:

- Alter one or both of the corrected fields and press the “Validate” field again
- Press the “Reset” button to return to an initial Data Entry screen
- Press the “Exit PMC” button to leave PMC entirely and return to the VMS Home Page

For “Reset” or “Exit PMC” you will lose all corrections you have made on this screen.

After validation is completed, the “Submit” button will display as below



PMC Data Input Screen

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

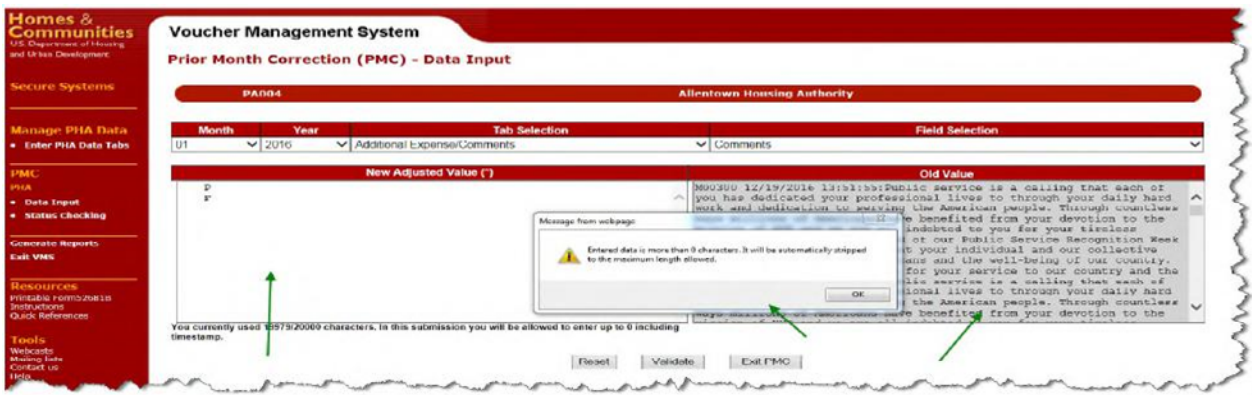
PMC Data Input Screen

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. You may also navigate to any of the selections on the navigation menu to the left of the screen.

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, as shown below. 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.

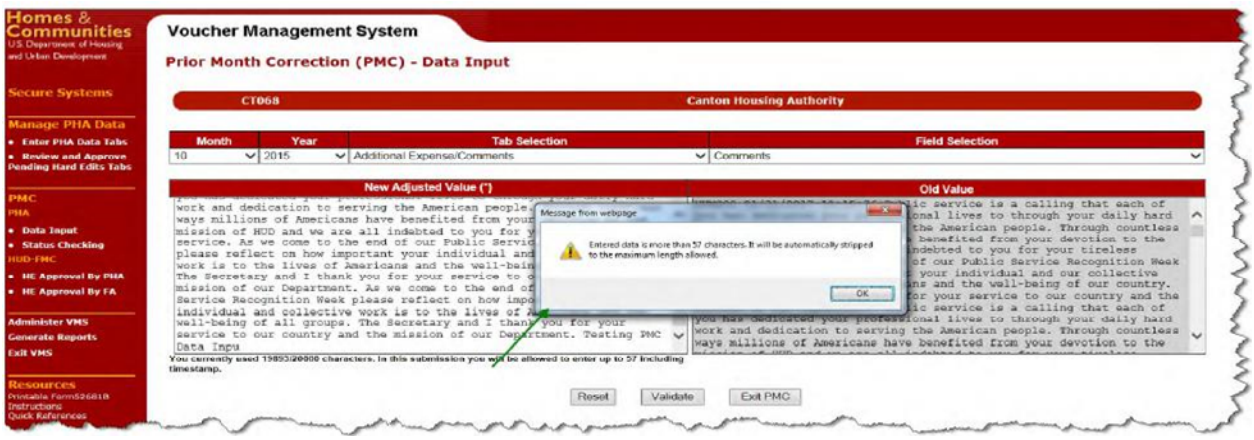
PMC Data Input Screen

The New Adjusted Value field displays a pop-up message when data entered exceed 4000 characters



VMS Prior Monthly Correction (PMC) – Data Input Page

The New Adjusted Value field displays a pop-up message when data entered(4,000 concurrently) exceed 20000 characters



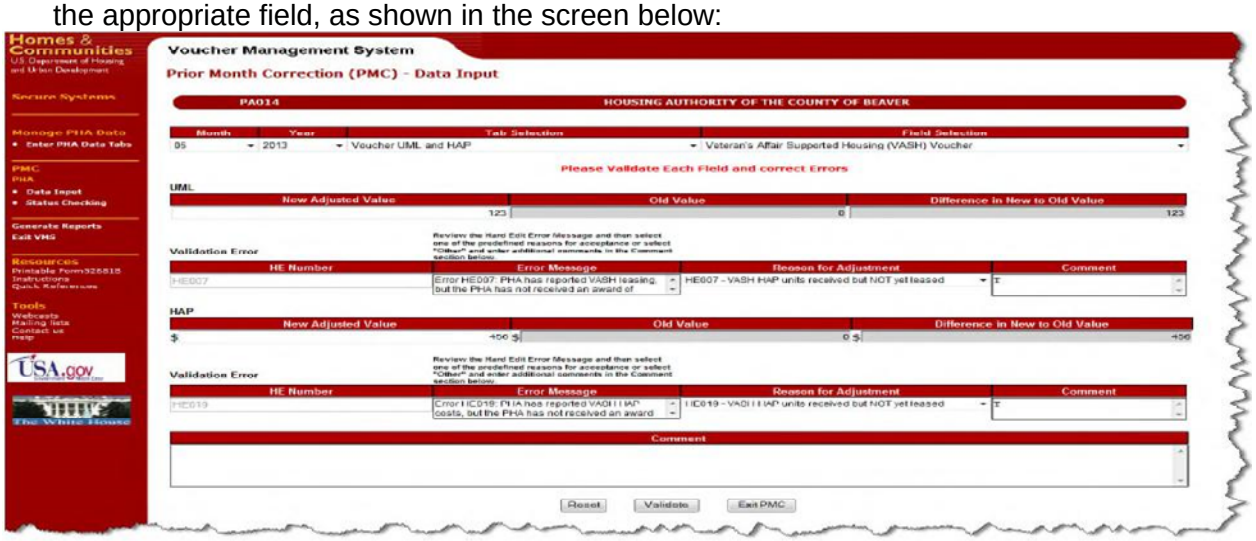
VMS Prior Month Correction (PMC) Page

4.1.2 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.

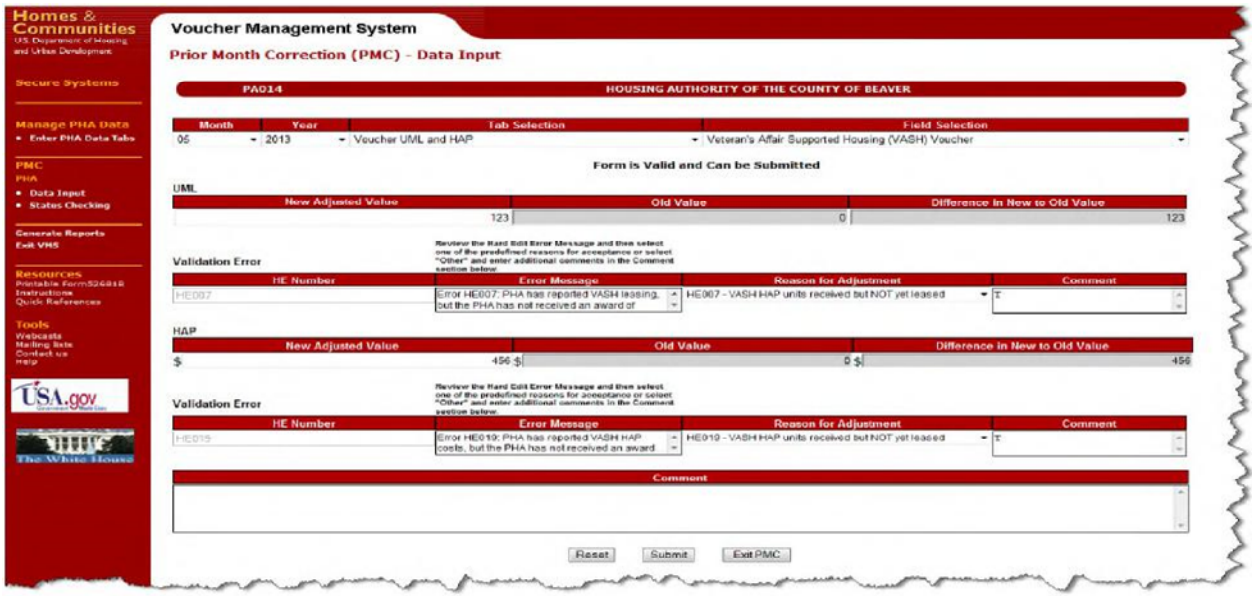
Scenario 1: The system will not check for the range if a PMC passed hard edit validation before adjustment and now fails, for example, the PHA is not in the Veteran's Affair Supported Housing (VASH) program, PHA originally had not entered data for the VASH program and now enters data for the program, the following will happen:

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



PMC Data Input Screen-Scenario 1

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.

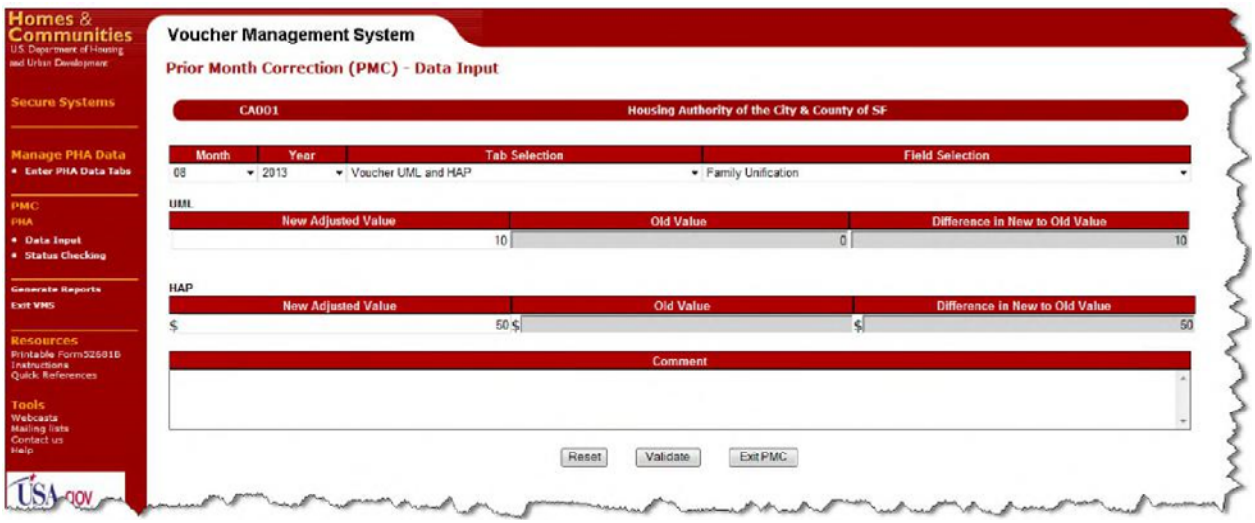


PMC Data Input Screen-Scenario 1

- FA review and approval for the hard edit error message is required

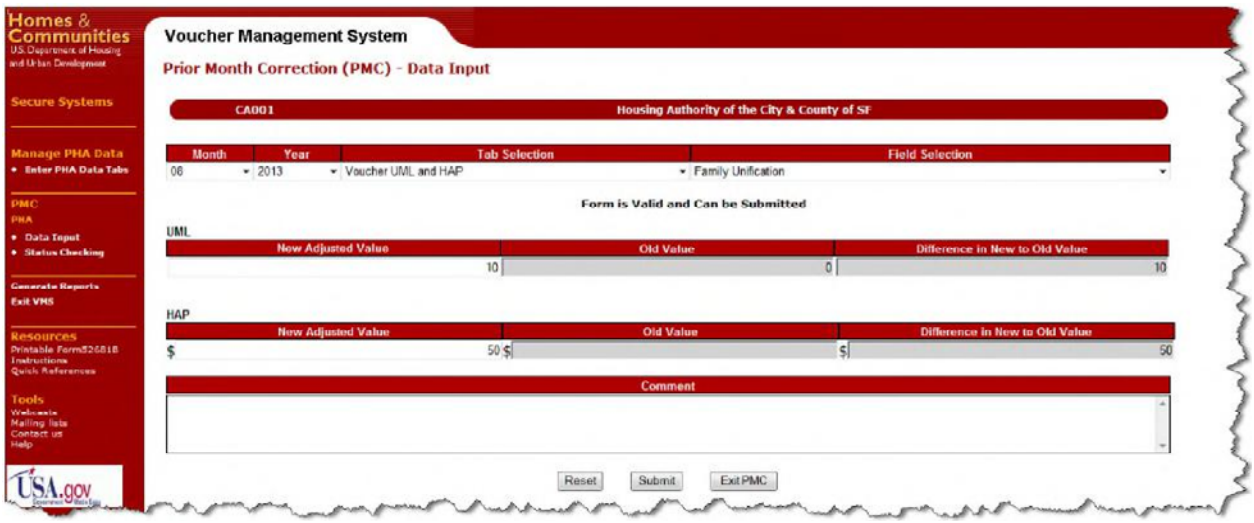
Scenario 2: The system will not check for the range if a PMC failed hard edit validation before adjustment and now passes, for example, the PHA is in the Family Unification program, PHA did not originally enter data for the Family Unification program but now enters data for the program, the following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

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



PMC Data Input Screen-Scenario 2

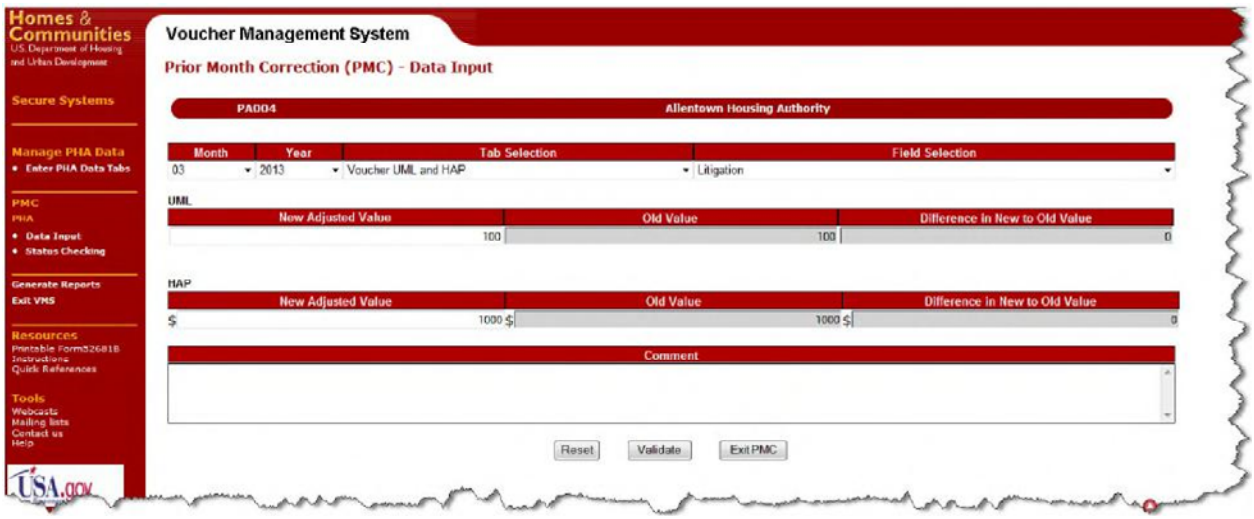
A "Submit" button will appear at the bottom of the page as shown below. Click this button to submit the correction.



PMC Data Input Screen-Scenario 2

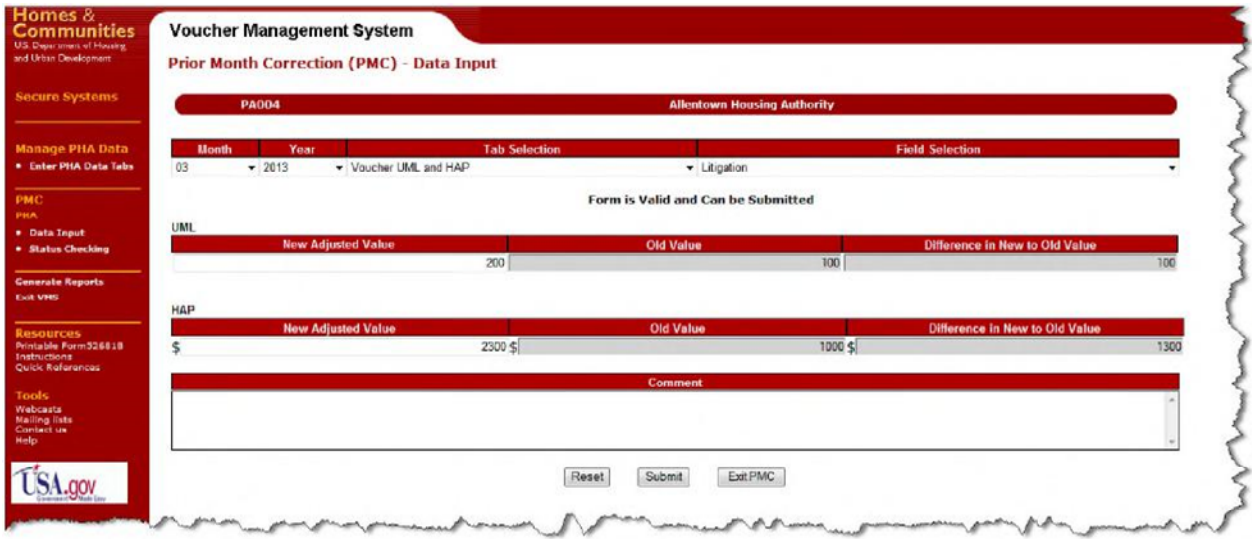
Scenario 3: The system will not check for the range if a PMC passed hard edit validation before adjustment and now passes, for example, the PHA is in the Litigation program, PHA originally entered data for the Litigation program and enters data for the program again, the following will happen:

The Validation process will display no validation errors



PMC Data Input Screen-Scenario 3

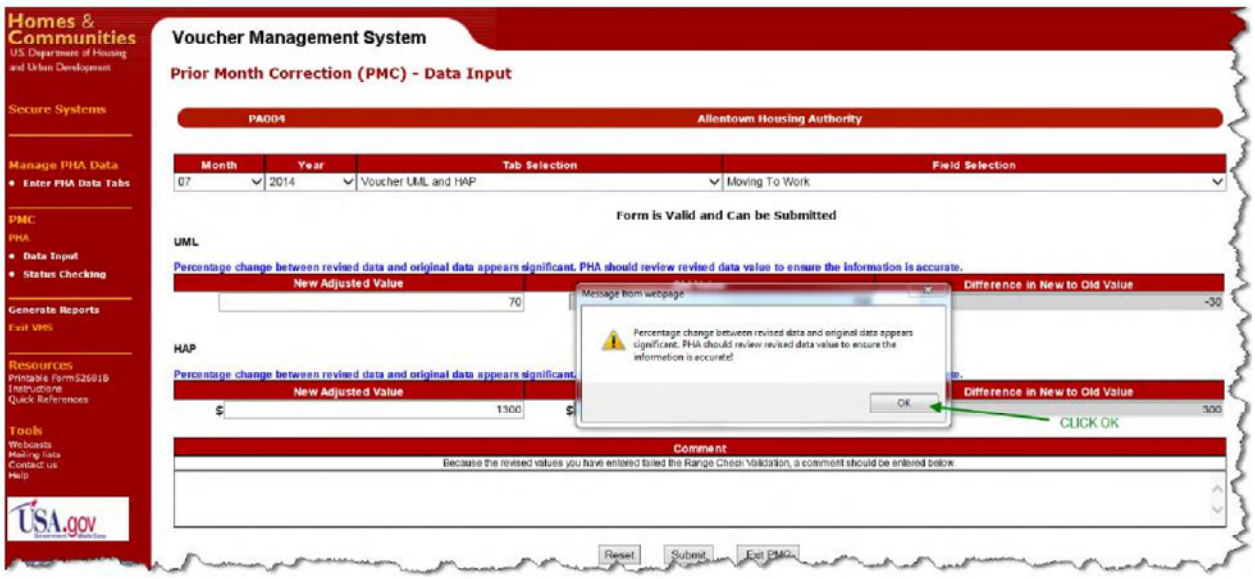
A “Submit” button will appear at the bottom of the page as shown below. Click this button to submit the correction.



PMC Data Input Screen-Scenario 3

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:

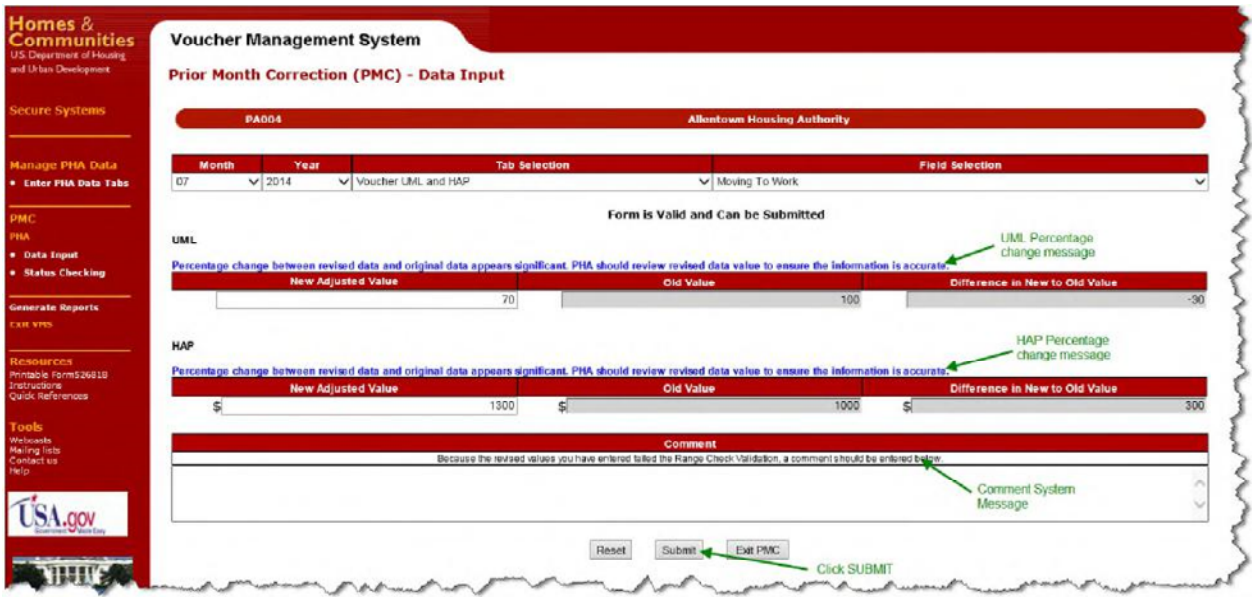
- If the PMC passes range check validation no error message will display and no FA review and approval is required.
- If the PMC fails range check validation a range validation error message will appear under the appropriate field, as shown in the screen below:



PMC Data Input Screen-Scenario 4

- Click the “OK” button

When all errors have been properly explained in the COMMENTS box, please click on the “Submit” button to submit the correction.



PMC Data Input Screen-Scenario 4

PMC Data Input Screen-Scenario 4

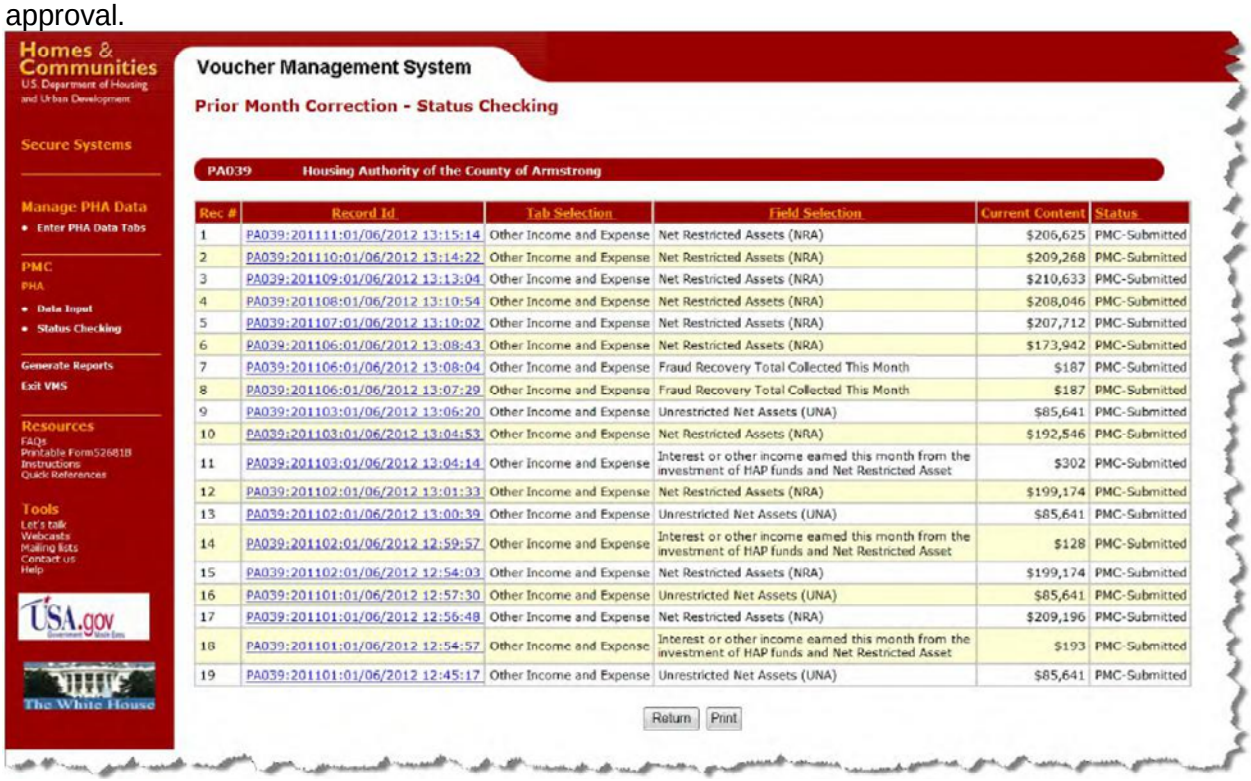
- FA review and approval is required.

4.1.3 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 Home Page.

VMS Home Page

The following listing will appear, displaying all currently pending corrections, awaiting FA approval.



Rec #	Record Id	Tab Selection	Field Selection	Current Content	Status
1	PA039:201111:01/06/2012 13:15:14	Other Income and Expense	Net Restricted Assets (NRA)	$206,625	PMC-Submitted
2	PA039:201110:01/06/2012 13:14:22	Other Income and Expense	Net Restricted Assets (NRA)	$209,268	PMC-Submitted
3	PA039:201109:01/06/2012 13:13:04	Other Income and Expense	Net Restricted Assets (NRA)	$210,633	PMC-Submitted
4	PA039:201108:01/06/2012 13:10:54	Other Income and Expense	Net Restricted Assets (NRA)	$208,046	PMC-Submitted
5	PA039:201107:01/06/2012 13:10:02	Other Income and Expense	Net Restricted Assets (NRA)	$207,712	PMC-Submitted
6	PA039:201106:01/06/2012 13:08:43	Other Income and Expense	Net Restricted Assets (NRA)	$173,942	PMC-Submitted
7	PA039:201106:01/06/2012 13:08:04	Other Income and Expense	Fraud Recovery Total Collected This Month	$187	PMC-Submitted
8	PA039:201106:01/06/2012 13:07:29	Other Income and Expense	Fraud Recovery Total Collected This Month	$187	PMC-Submitted
9	PA039:201103:01/06/2012 13:06:20	Other Income and Expense	Unrestricted Net Assets (UNA)	$85,641	PMC-Submitted
10	PA039:201103:01/06/2012 13:04:53	Other Income and Expense	Net Restricted Assets (NRA)	$192,546	PMC-Submitted
11	PA039:201103:01/06/2012 13:04:14	Other Income and Expense	Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	$302	PMC-Submitted
12	PA039:201102:01/06/2012 13:01:33	Other Income and Expense	Net Restricted Assets (NRA)	$199,174	PMC-Submitted
13	PA039:201102:01/06/2012 13:00:39	Other Income and Expense	Unrestricted Net Assets (UNA)	$85,641	PMC-Submitted
14	PA039:201102:01/06/2012 12:59:57	Other Income and Expense	Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	$128	PMC-Submitted
15	PA039:201102:01/06/2012 12:54:03	Other Income and Expense	Net Restricted Assets (NRA)	$199,174	PMC-Submitted
16	PA039:201101:01/06/2012 12:57:30	Other Income and Expense	Unrestricted Net Assets (UNA)	$85,641	PMC-Submitted
17	PA039:201101:01/06/2012 12:56:48	Other Income and Expense	Net Restricted Assets (NRA)	$209,196	PMC-Submitted
18	PA039:201101:01/06/2012 12:54:57	Other Income and Expense	Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	$193	PMC-Submitted
19	PA039:201101:01/06/2012 12:45:17	Other Income and Expense	Unrestricted Net Assets (UNA)	$85,641	PMC-Submitted

PMC Status – Pending Corrections

Each pending correction will include the following fields:

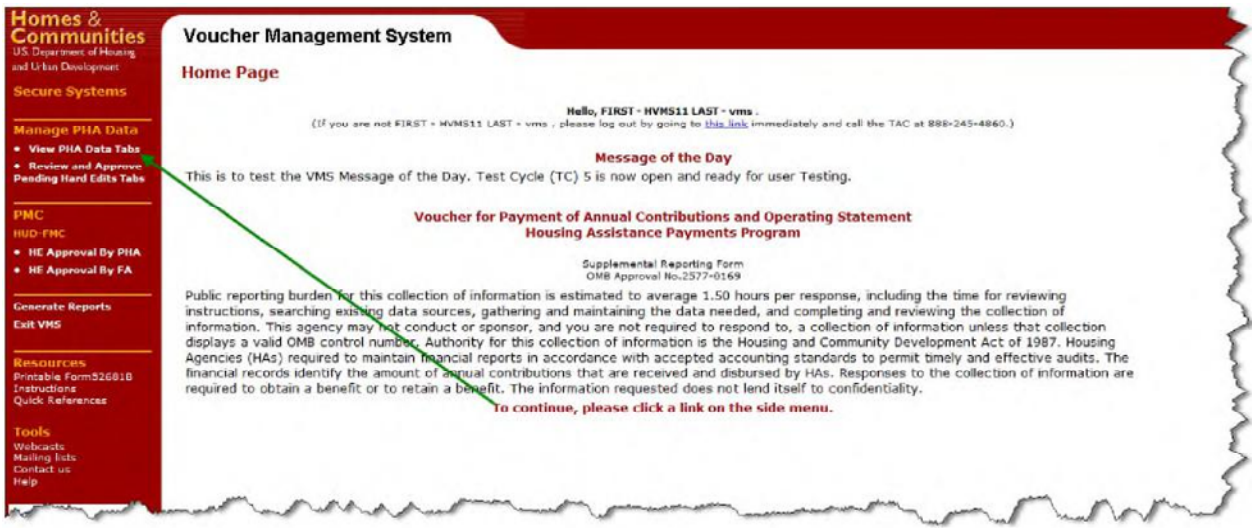
- The Rec.#, a sequential number of line items within the listing
- The Record ID, which is composed of several other fields:
  - PHA number
  - Year and Month Reporting Period of the Submission that was corrected
  - Date and time that the correction was created / submitted
- The tab where the corrected 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.

5.0 VIEW AND REVIEW PHA SUBMISSION (HUD USER)

5.0 VIEW AND REVIEW PHA SUBMISSION (HUD USER)

When the HUD user logs on to the VMS system to view the submitted PHA data, the Home Page is displayed. There are two options under the 'Manage PHA Data' side menu: "View PHA Data Tabs" and "Review and Approve Pending Hard Edits Tabs".

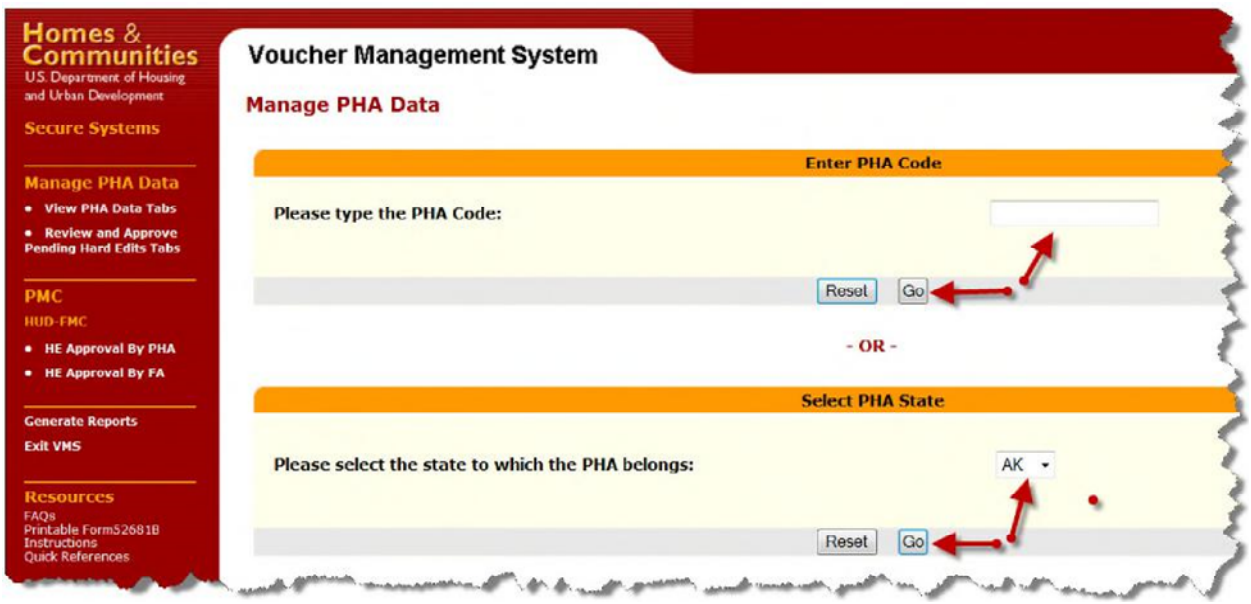


VMS Home Page

5.1 View PHA Data Tabs

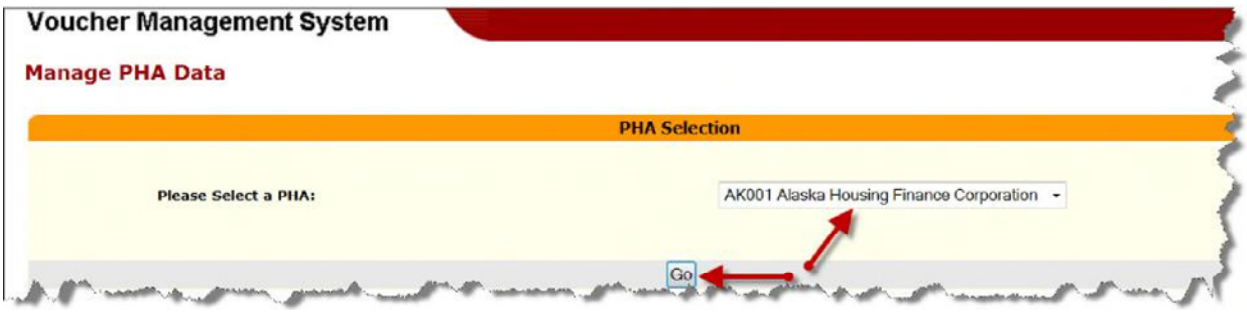
5.1.1 Single PHA users will automatically navigate to the List of Submissions page. If you have multiple PHAs associated Navigate to the PHA or Select a state code for the desired PHA submission data. If you are authorized to view multiple PHA's, the screen below will appear, allowing you to navigate to the desired PHA.

Enter the PHA code in the code box or select the appropriate State identifier and press "GO".



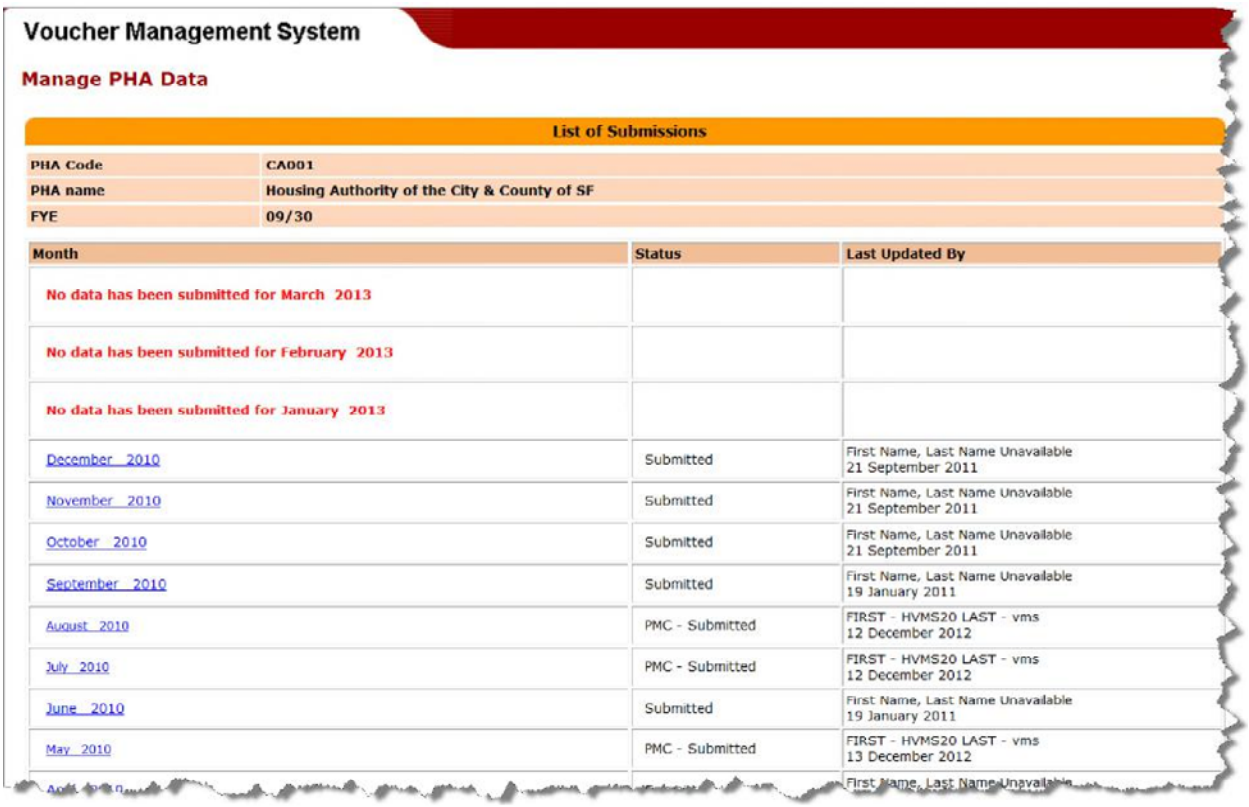
VMS PHA Selection Screen – Multiple PHA Assignment

If you selected the state option, a second menu will appear with a drop-down list of PHAs within the selected state



PHA Selection from State Code

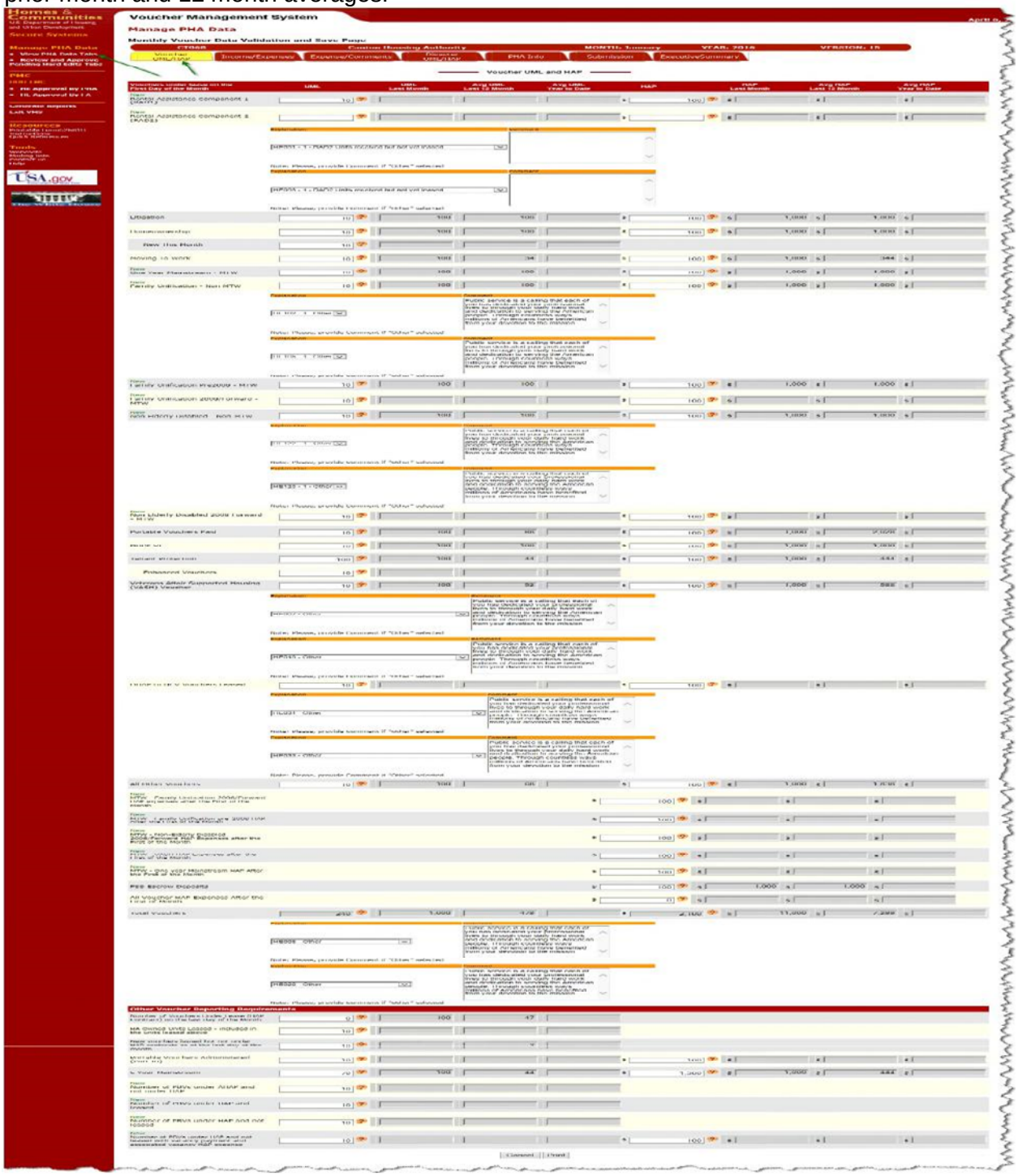
Select from the drop down menu the appropriate PHA and click on "Go" to access the PHA's "List of Submissions" page, as displayed below.



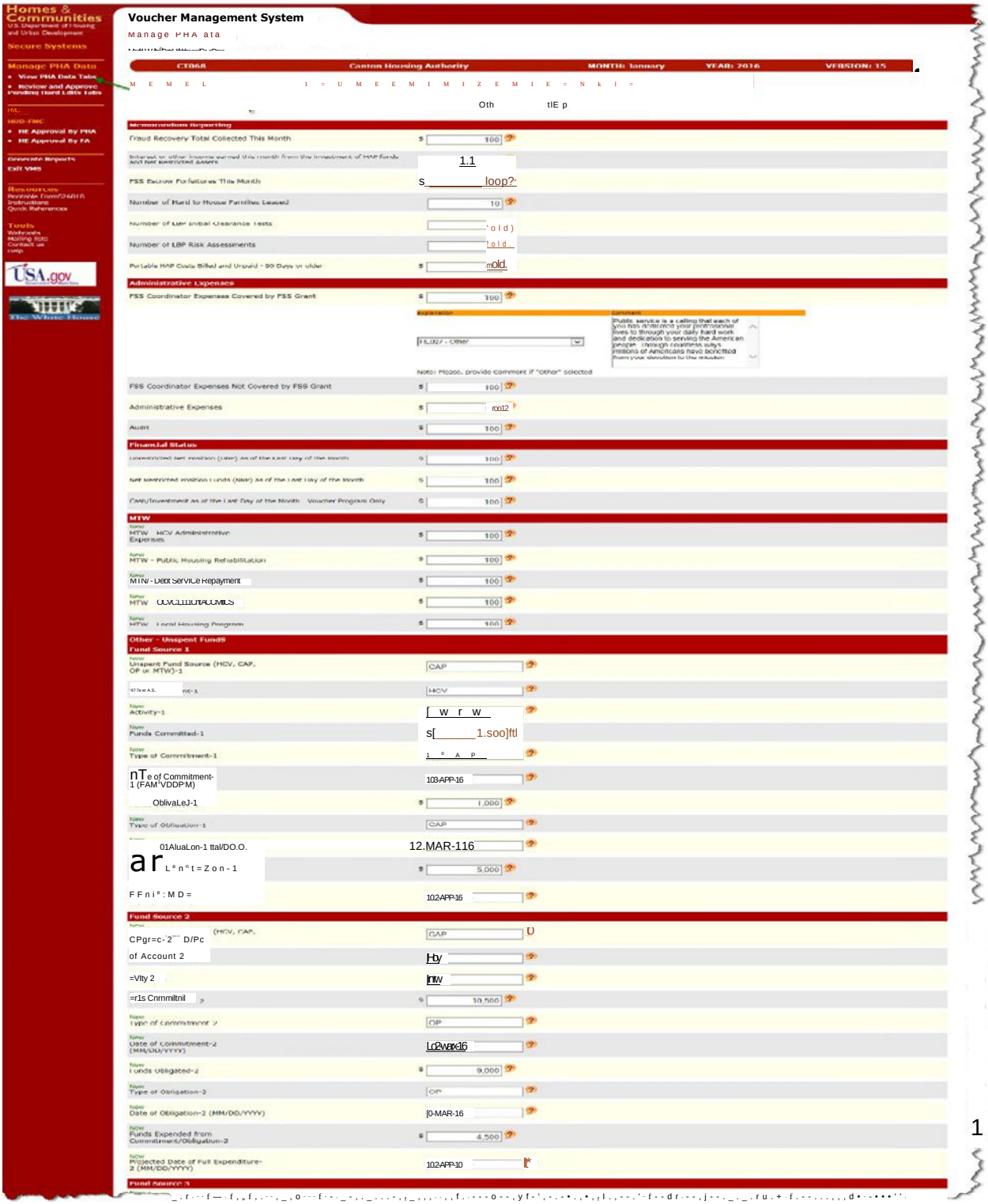
VMS List of Submissions Page

5.1.2 The List of Submissions page lists the current 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 list all submissions link at the bottom of the page.

5.1.3 The form 52681B has been redesigned into a tabular format display. 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.

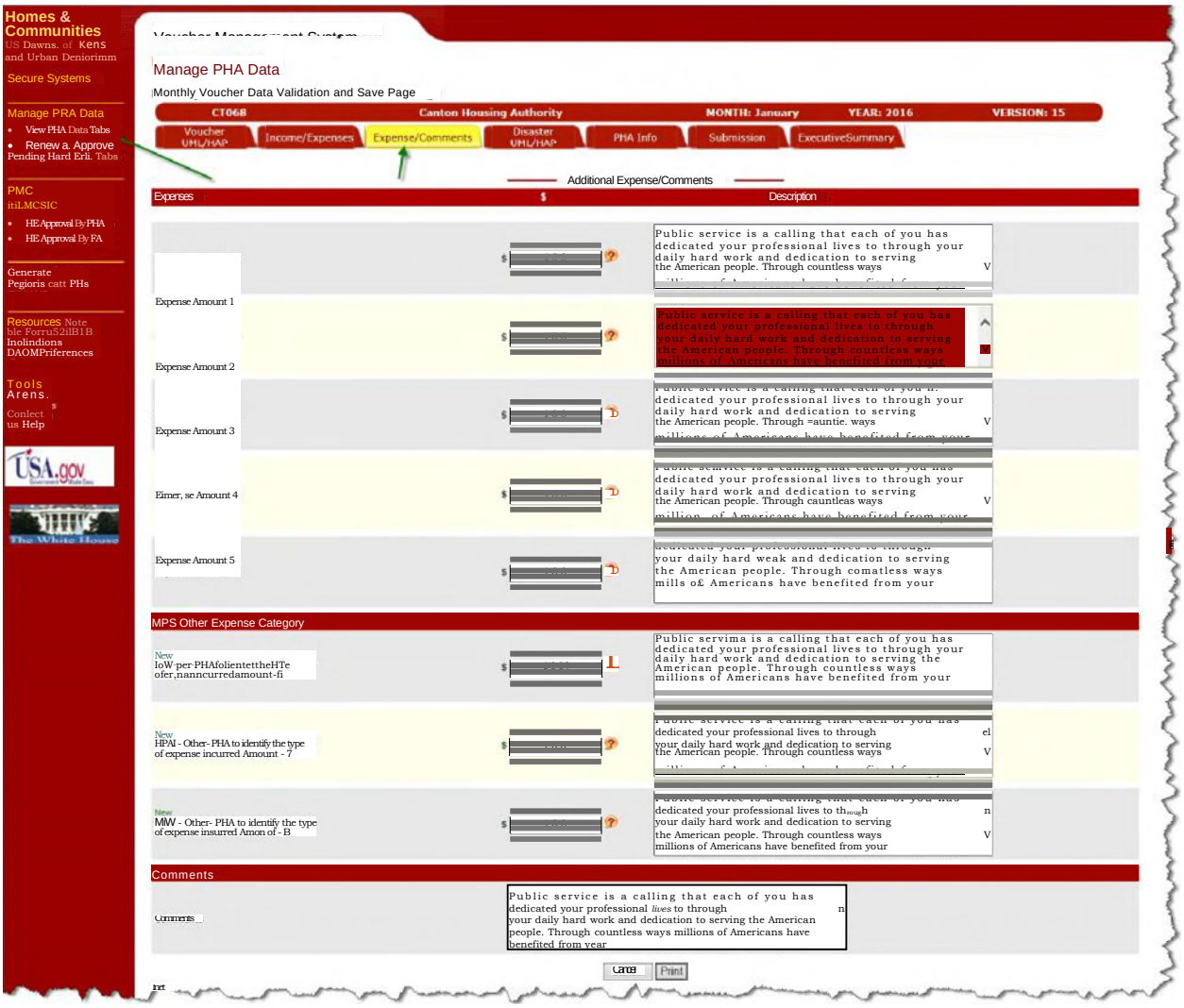


Tab 1: Voucher UML/HAP

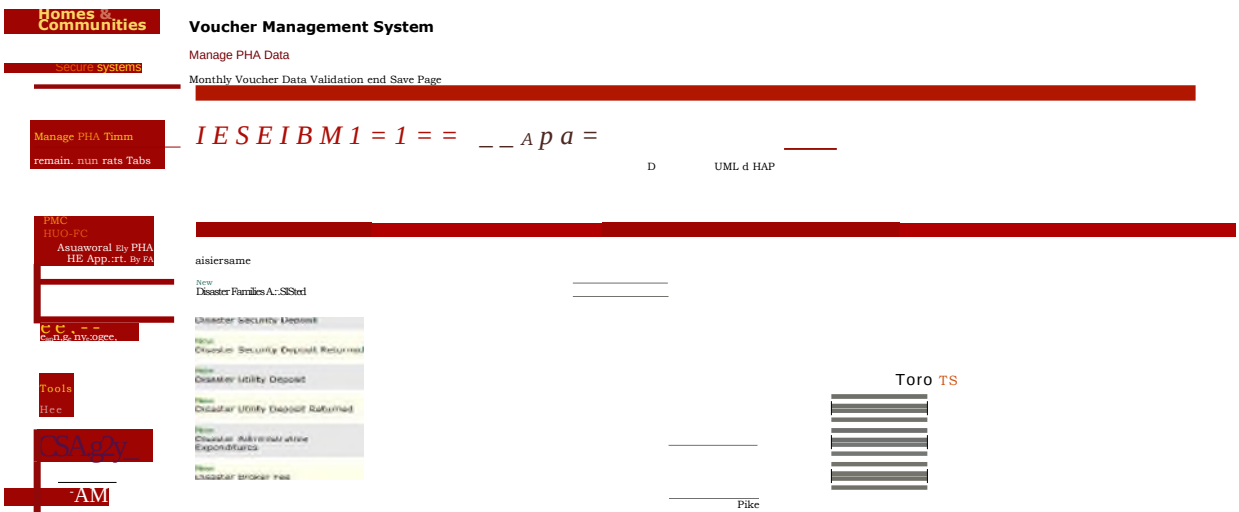


1

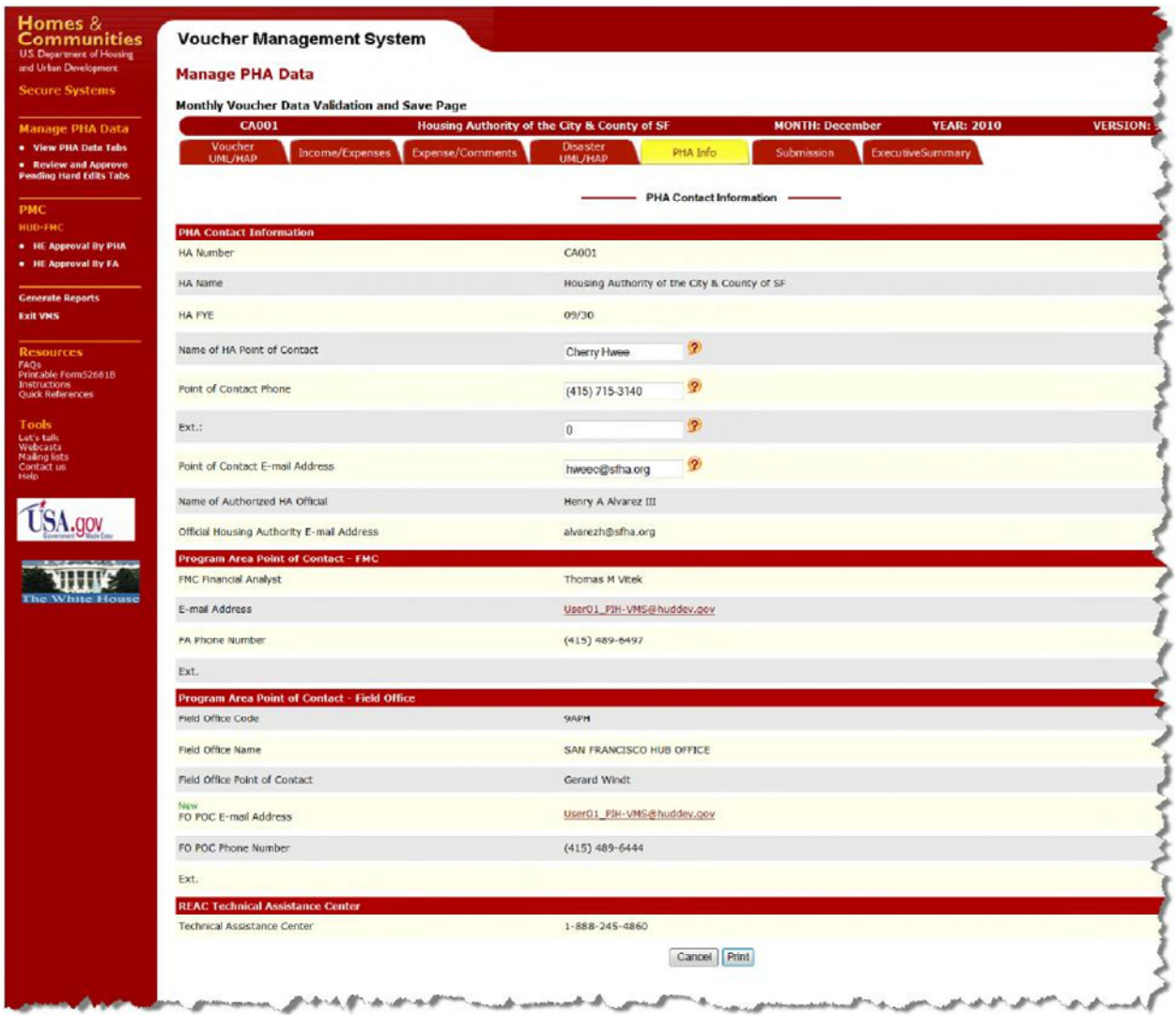
Tab 2: Income / Expenses



Tab 3: Additional Expense / Comments



Tab 4: Disaster UML and HAP

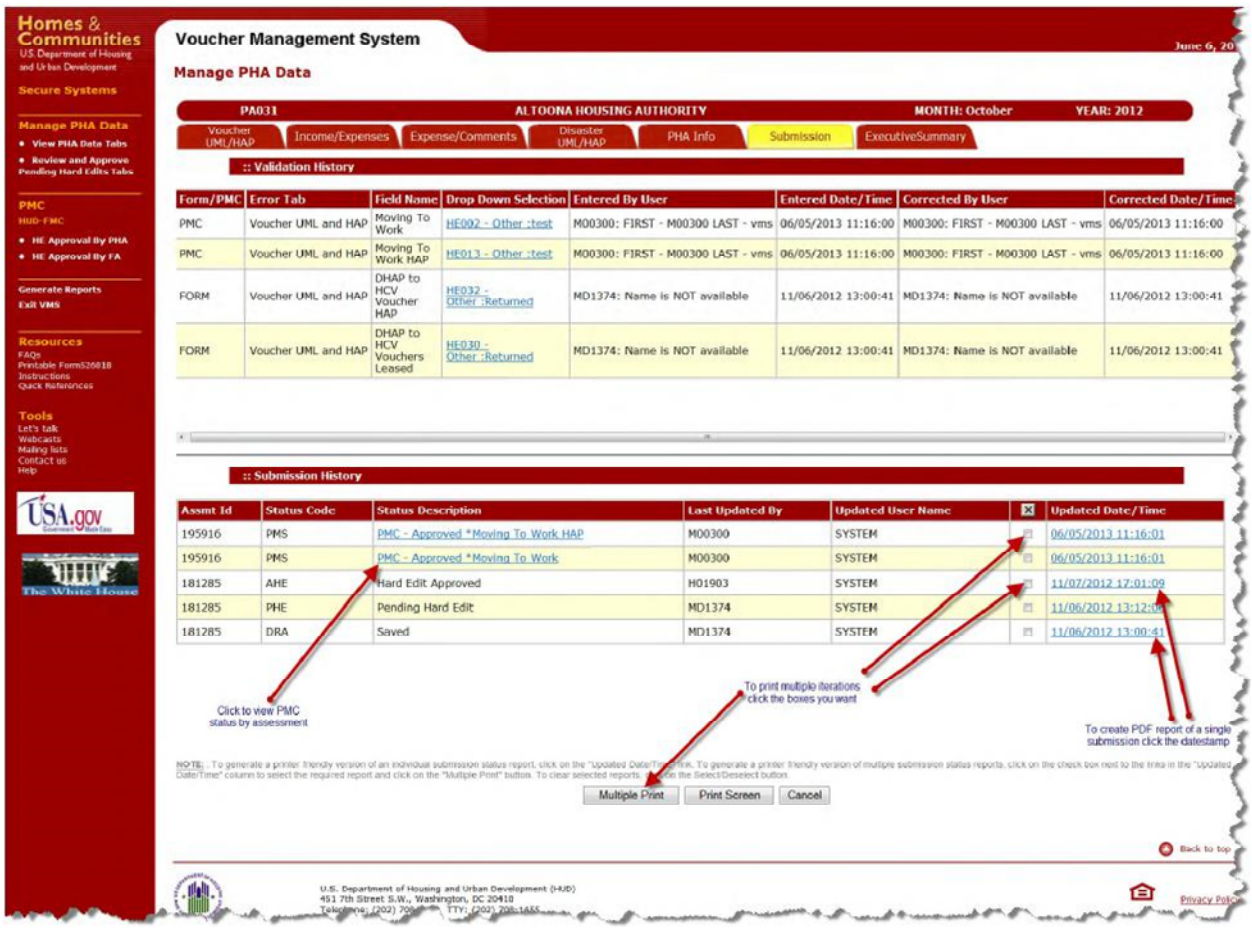


Tab 5: PHA Contact Information Tab

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 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

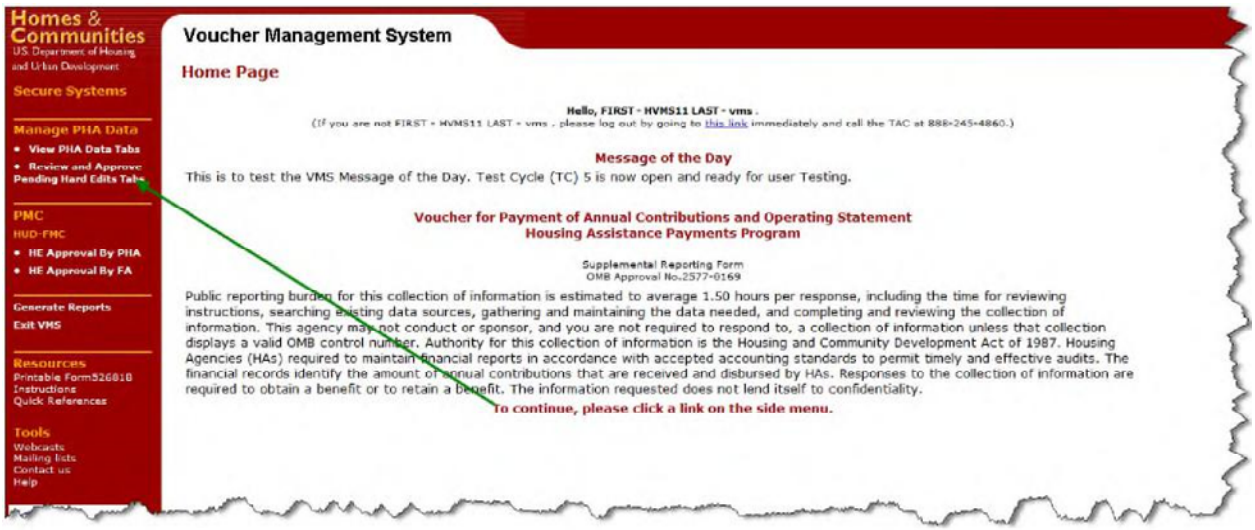


Tab 6: Submission (HUR, HUE User)

5.2 Review and Approve Pending Hard Edits

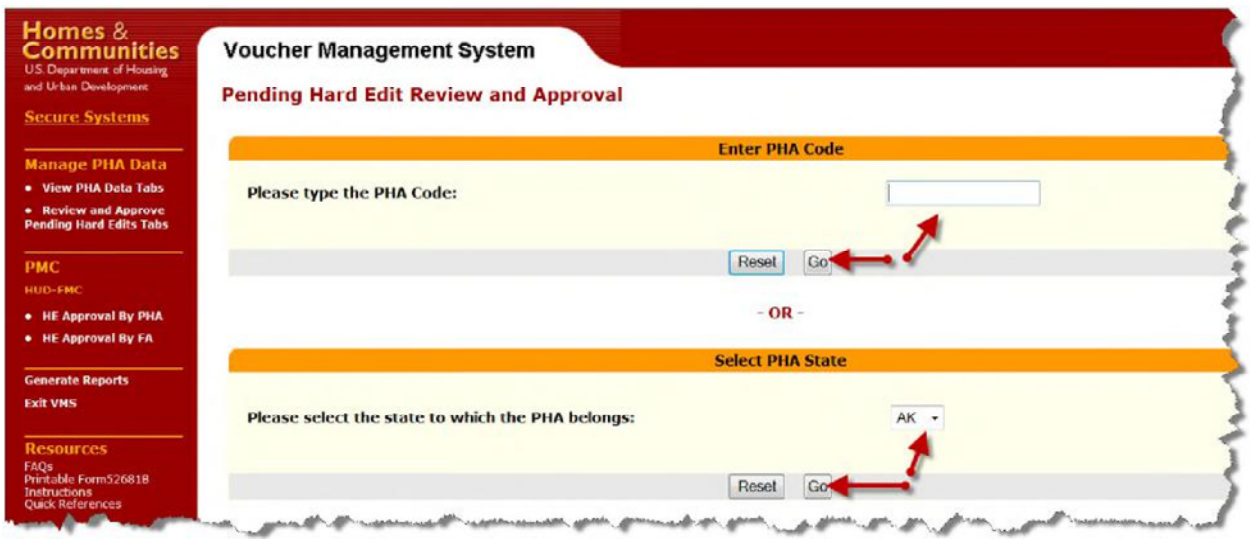
The Pending Hard Edit Review and Approval process takes place when a PHA has submitted its monthly voucher data with Hard Edits included. A Hard Edit is a field which has been flagged by the Validation process as an error, but which has been explained by the PHA to be correct as is. It is the responsibility of the Financial Analyst to review the data and explanations, and to either approve or disapprove the submission.

5.2.1 To begin a review of the submitted data, log into the VMS system as an HUR role, and click the "Review and Approve Pending Hard Edits Tabs" link shown on the Home Page side menu.



VMS Home Page

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



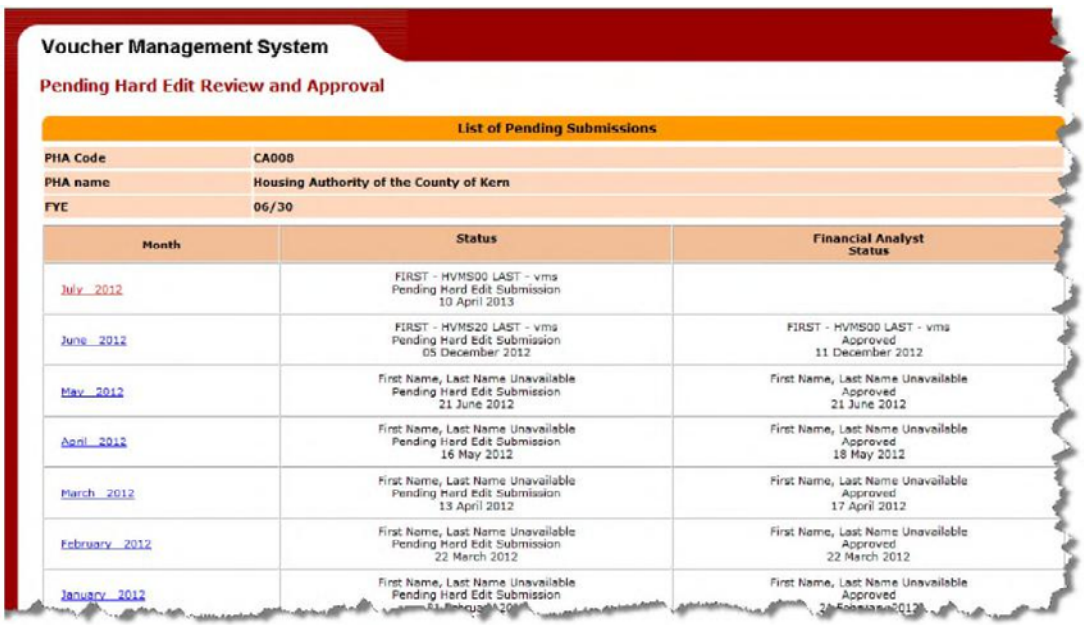
User with Multiple PHA Assignment - Selection Page

5.2.2 After selecting the state code, choose the appropriate PHA from the dropdown list and click on go.

If you selected the state option, a second menu will appear with a drop-down list of PHAs within the selected state

PHA Selection from State Code

5.2.3 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.

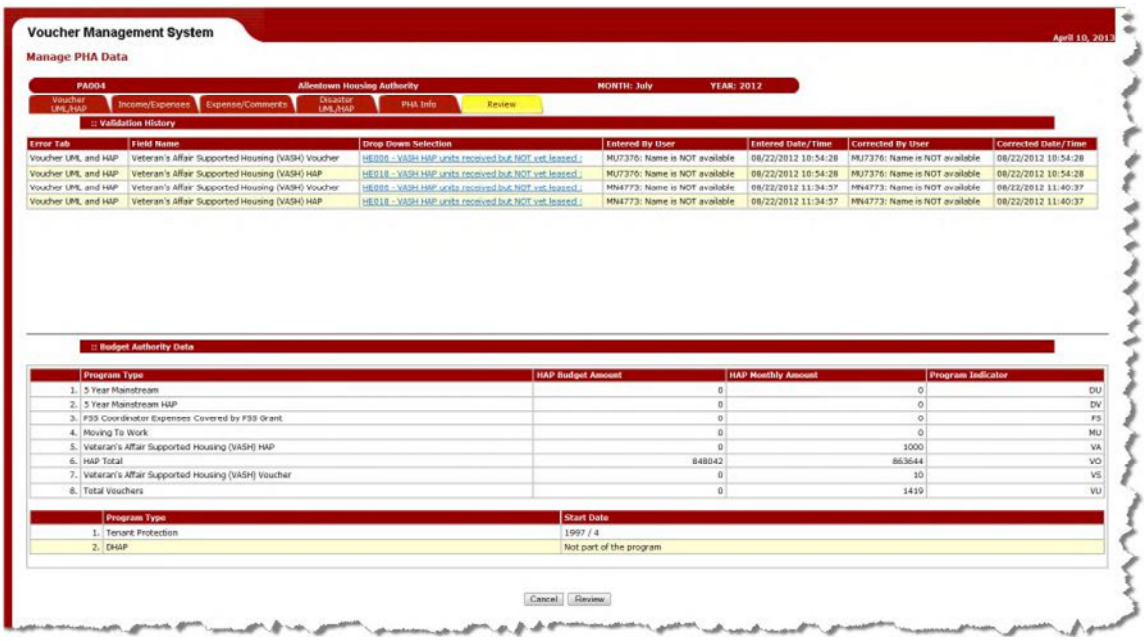


VMS Pending Hard Edits by PHA

5.2.4 Click on a specific month-year link to open the pending hard edit. The 52681B form will be displayed in tabular format, and the 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".

VMS Pending Hard Edit Review Screen

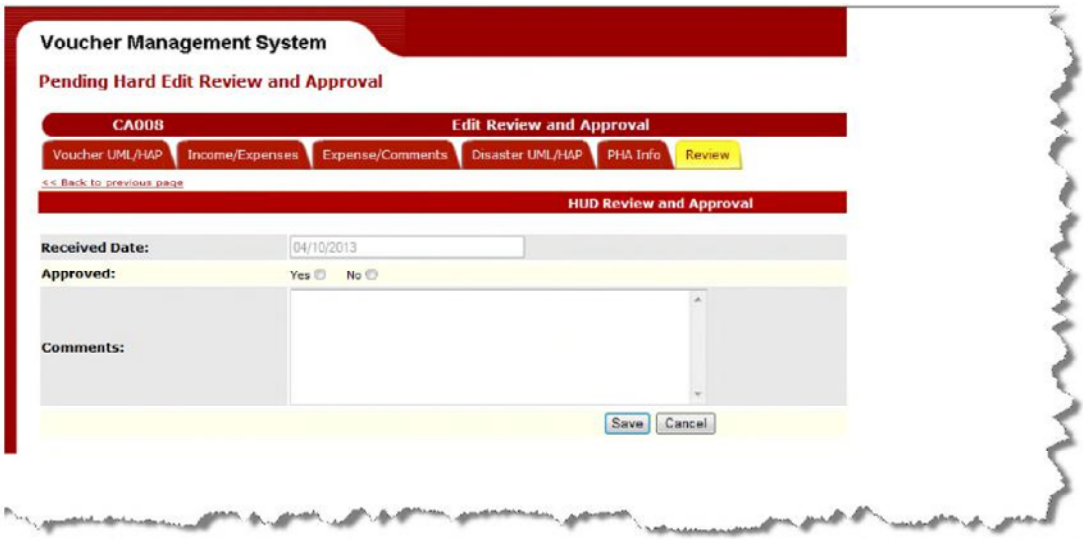
5.2.5 After reviewing each of the individual tabs, the FA will click on the "Review" tab button. This screen is now displayed in 2 segments. Section 1 displays the validation history, identifying the hard edit errors, tab and field name. Section 2 displays the Budget Authority Data used to validate the data for the reporting month.



VMS Review Tab Screen

Note: FA will be able to see edit 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

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



VMS HUD Hard Edit Review and Approve/Disapprove Screen

5.2.7 After reviewing the PHA submission, the FA will click on either the "Yes" or "No" radio button, and enter an explanation of the decision (if declined) in the "Comments" field. Once the information is completed, the user will click on the "Continue" button at the bottom of the page, to complete the review process. A System Messages will appear at the top of the review tab indicating that the decision was saved successfully, or if not, indicating an error in the process.

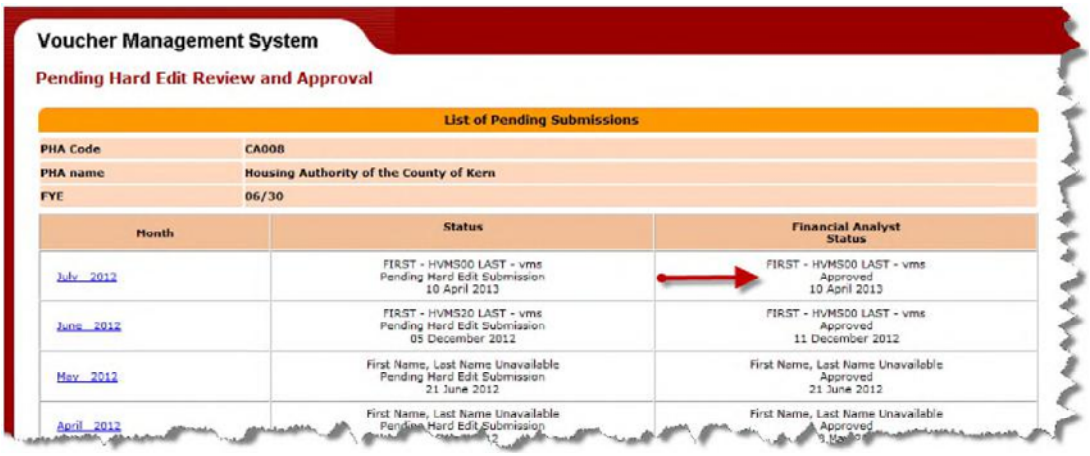
VMS HUD Hard Edit Review and Approve/Disapprove Screen

5.2.7.1 **APPROVED SUBMISSION:** An approval will trigger an approved email notification to be sent to the PHA Executive Director and the Point of Contact identified in VMS. An approval means the submission for that month is completed.

5.2.7.2 **DISAPPROVED SUBMISSION:** A disapproval of the hard edits will trigger a 'disapproved email notification' to be sent to the PHA Executive Director and the Point of Contact identified in VMS. The PHA will have to edit the original submission and resubmit the corrected data, and notify the FA of the resubmission.

Note: FA will also be able to monitor open submissions using the Hard Edit report (See section 7.0 General Report section)

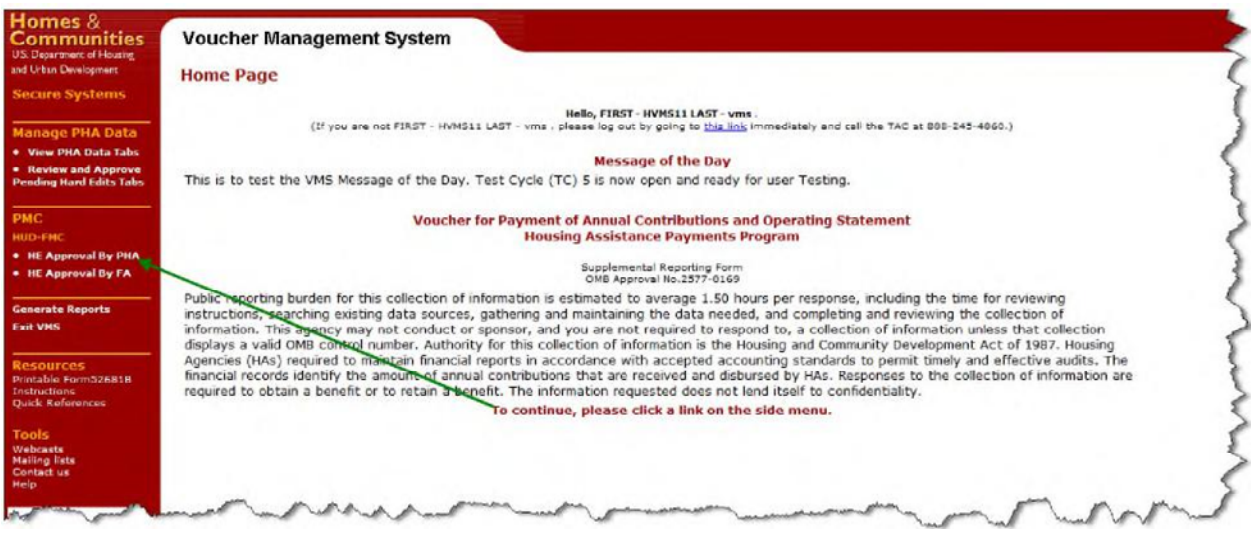
5.2.8 By clicking on the "Continue" button, The Pending Submissions page will be re-displayed with the updated Status columns identifying the result of the pending hard edit review.



VMS Pending Hared Edit Review and Approval Screen

5.3 Review and Approve Prior Month Corrections

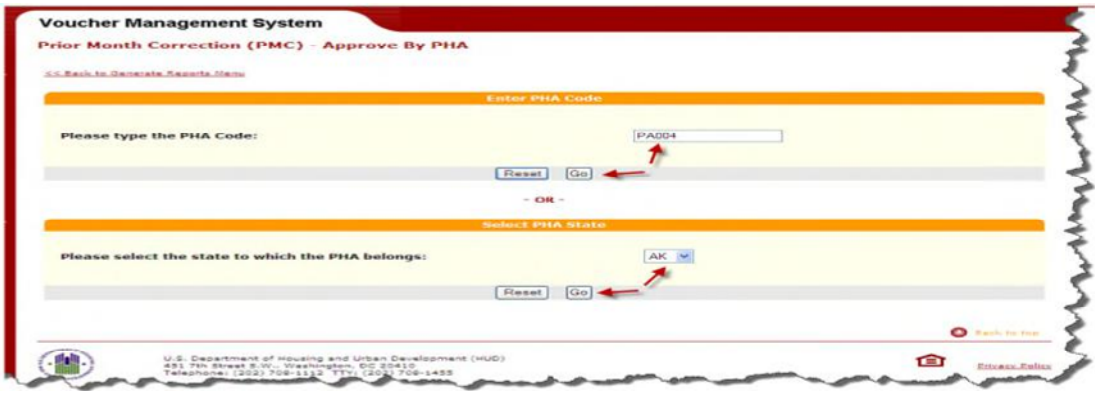
When you log on to the VMS system in an HUR role, the VMS Home page will look like this. In order to review and approve Prior Month Corrections (PMC) containing Pending Hard Edits, select one of the two options circled below: "HE Approval by PHA", or "HE Approval by FA".



VMS Home Page

5.3.1 PMC Approval by PHA

When you select "HE Approval by PHA" from the VMS Home Page, 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

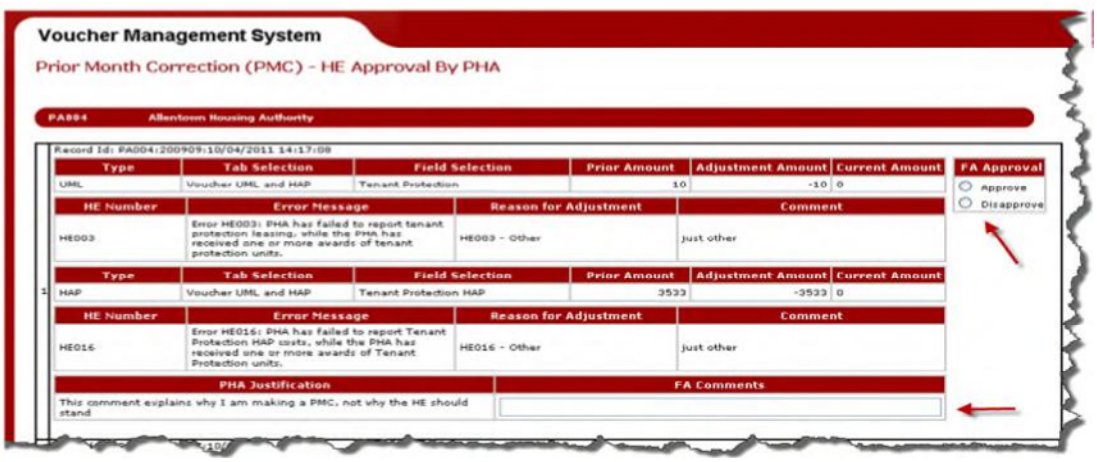


PMC -PHA or State Selection Menu (one)

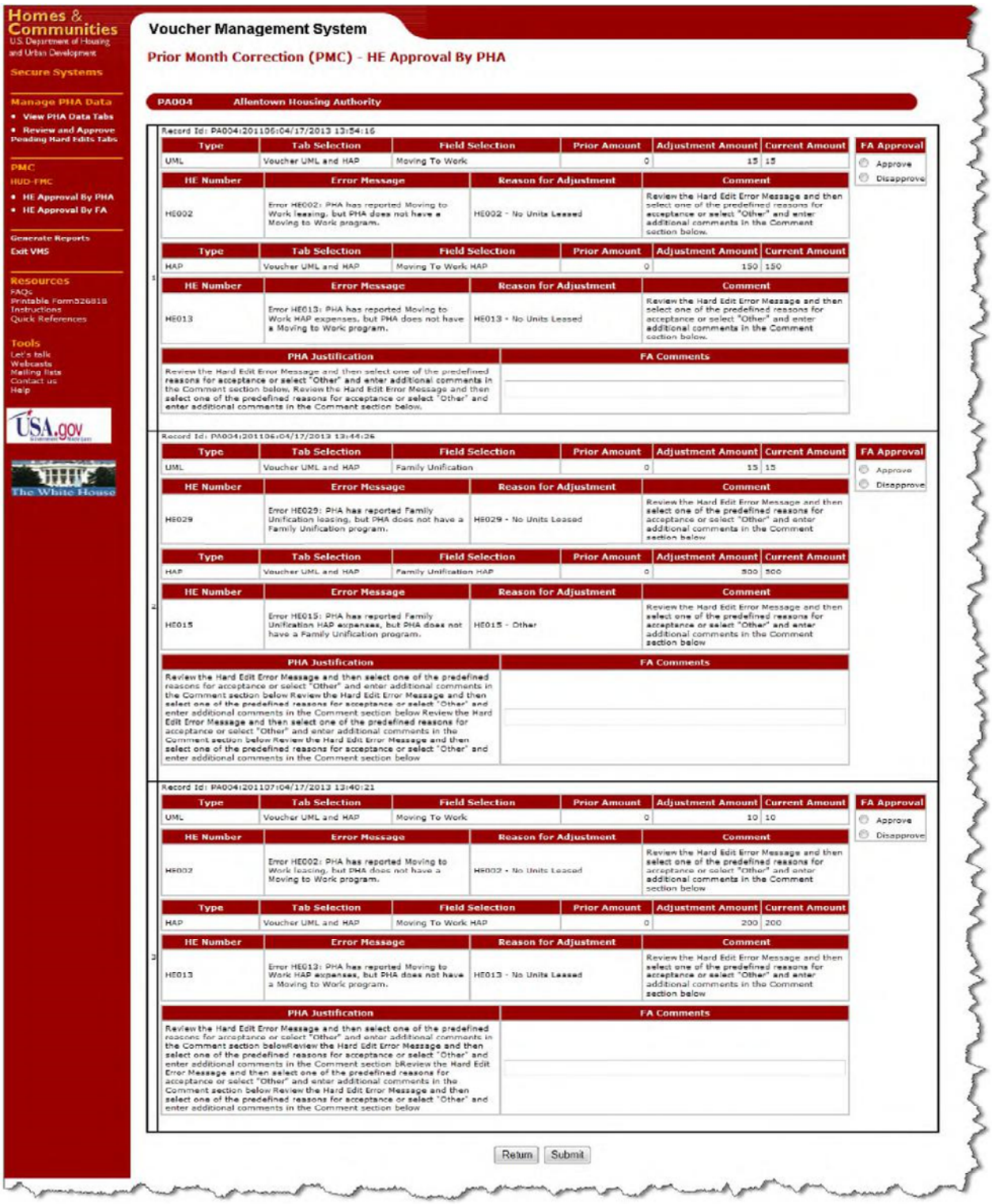
If you selected the State code, a second selection screen will display, allowing you to choose the PHA from a drop-down list.

PMC -PHA Selection Menu (two)

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 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.



If more than one pending PMC exists for the PHA, the screen will display each one in order, as the following example shows, with three PCs for the same PHA.



PMC Pending Corrections List by PHA

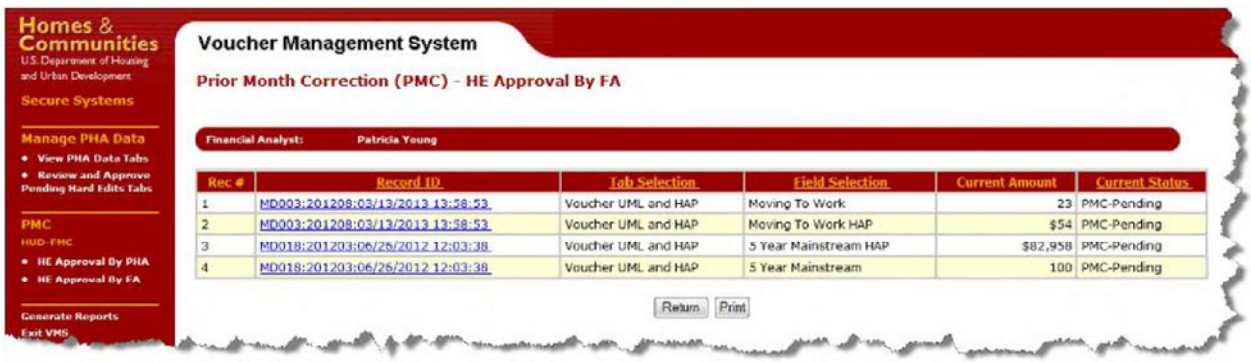
The Financial Analyst can approve / disapprove each PMC, and then click on the **Submit** button at bottom. If you prefer to leave the screen without approving / disapproving the Hard Edit, click on the **Return** button at bottom.

5.3.2 PMC Approval by FA

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

PMC FA Selection Menu

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



Rec #	Record ID	Tab Selection	Field Selection	Current Amount	Current Status
1	MD003:201208:03/13/2013 13:58:53	Voucher UML and HAP	Moving To Work	23	PMC-Pending
2	MD003:201208:03/13/2013 13:58:53	Voucher UML and HAP	Moving To Work HAP	$54	PMC-Pending
3	MD018:201203:06/26/2012 12:03:38	Voucher UML and HAP	5 Year Mainstream HAP	$82,958	PMC-Pending
4	MD018:201203:06/26/2012 12:03:38	Voucher UML and HAP	5 Year Mainstream	100	PMC-Pending

PMC Pending Corrections List by FA

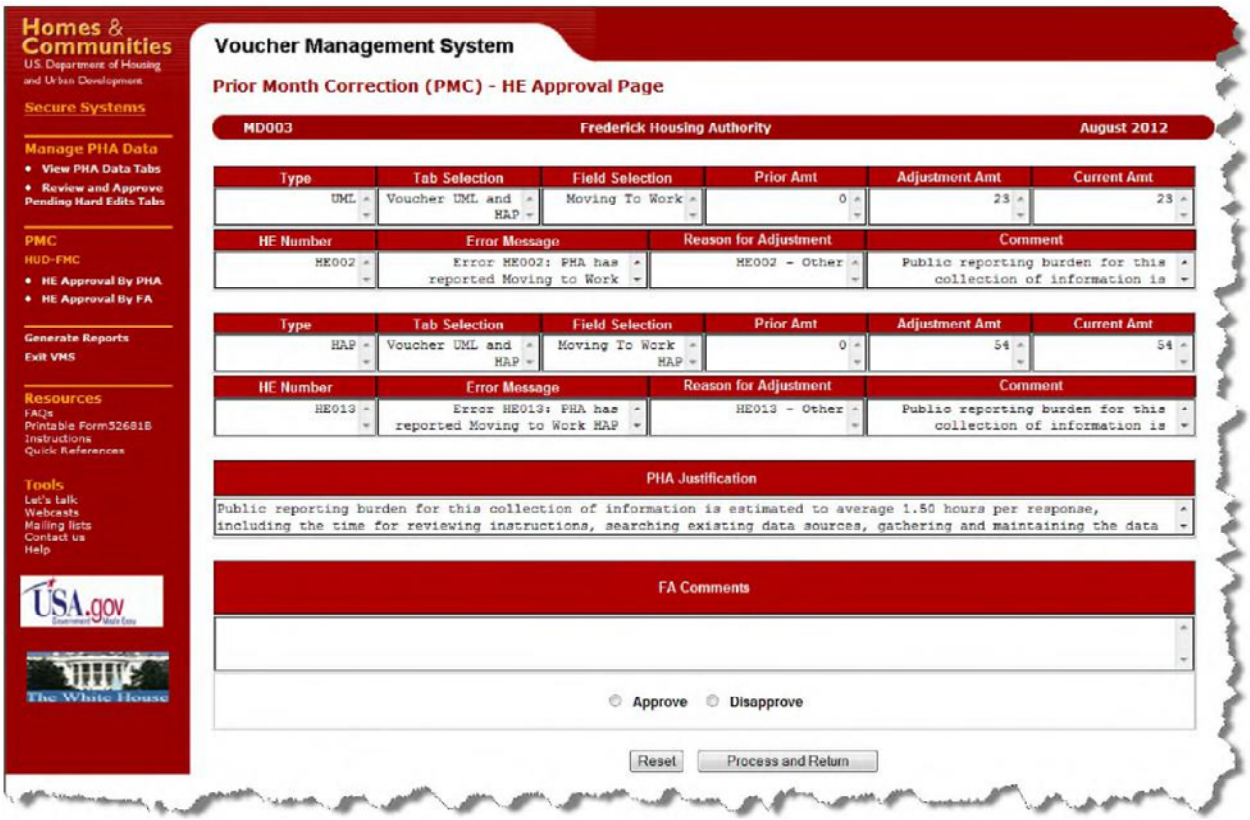
The name and Division of the Financial Analyst appear at the top of the page. Each line item displays the following fields:

- 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, as below.

5.3.3 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.



PMC FA Approval / Disapproval Page

Select the Approve or Disapprove radio 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”.

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 correcting 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:

5.3.4 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.

5.3.5 PMC Daily Pending Report via Email

Each Financial Analyst receives a daily PDF report of all PMC Pending Hard Edit records, by FA. The report comes by email, generated by the system. Since it is a PDF format, you cannot view the individual correction screens by clicking on the line items.

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	AS001:08:2010:04:07:2010:12:45:32PM	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	AS001:08:2010:04:07:2010:12:45:32PM	East	John Q. Public	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	$1,234,567,890.12	Approved
3	BC001:08:2010:04:07:2010:12:45:32PM	East	John Q. Public	Additional Expense/Comments	Expense 1 Amount	$1,234,567,890.12	Pending
4	CD001:08:2010:04:07:2010:12:45:32PM	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	DE001:08:2010:04:06:2010:10:15:12AM	East	John Q. Public	Disaster UML and HAP	DHAP Families Assisted - Units	$1,234,567,890.12	Approved
6	DG001:08:2010:04:06:2010:10:15:12AM	South	John Q. Public	Disaster UML and HAP	DHAP Families Assisted – HAP	$1,234,567,890.12	Approved
7	HI425:05:2010:04:04:2010:09:35:32AM	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	HS425:05:2010:04:04:2010:09:35:32AM	South	John Q. Public	Other Income and Expenses	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	$1,234,567,890.12	Approved
9	NE425:05:2010:04:04:2010:09:35:32AM	South	John Q. Public	Additional Expense/Comments	Expense 1 Amount	$1,234,567,890.12	Pending
10	NH425:05:2010:04:04:2010:09:35:32AM	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	WA015:08:2010:04:04:2010:09:38:32AM	West	John Q. Public	Disaster UML and HAP	DHAP Families Assisted – HAP	$1,234,567,890.12	Approved
13	WV004:01:2010:04:02:2010:01:12:31PM	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

Page 1

VMS – Reports Section – PHA HE Status by FA – Report

The recipient Financial Analyst name and his/her Division name 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 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

6.0 Executive Summary

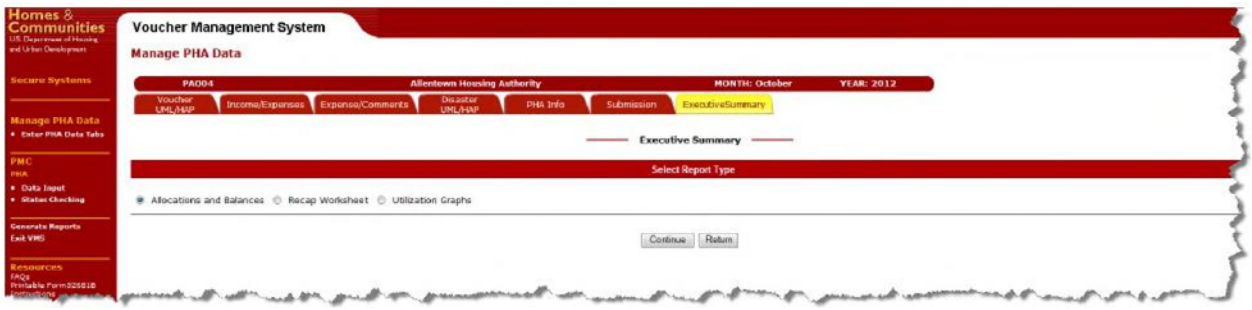
6.0 EXECUTIVE SUMMARY

6.1 PHA Summary

For PHA users, the Executive Summary Tab allows users to generate an Executive Summary Report in one of 4 formats:

- Allocations and Balance,
- Recap Worksheet
- Utilization Graphs

When you click on the Executive Summary Tab the following report selection page, will display, as shown below.



Executive Summary Format Selection Menu

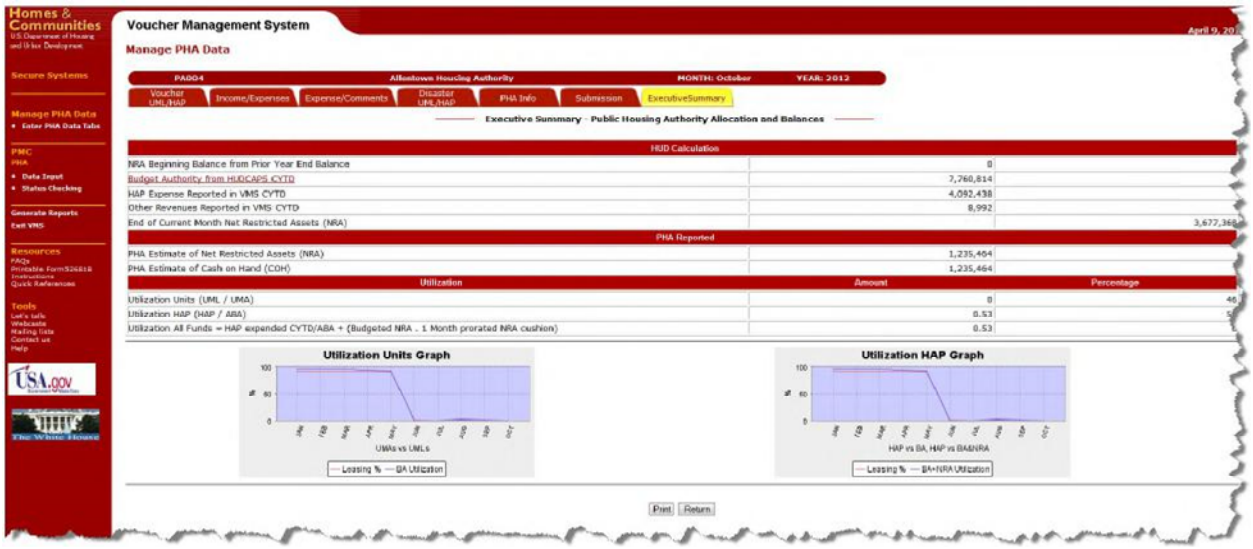
Click on the radio button for the report format you wish to see, and then click on the “Continue” button.

- If you wish to create several reports, you must produce them one at a time.
- If you click on one radio button you will clear a button that has already been selected

Click on the “Return button to return to the previous screen without generating any report.

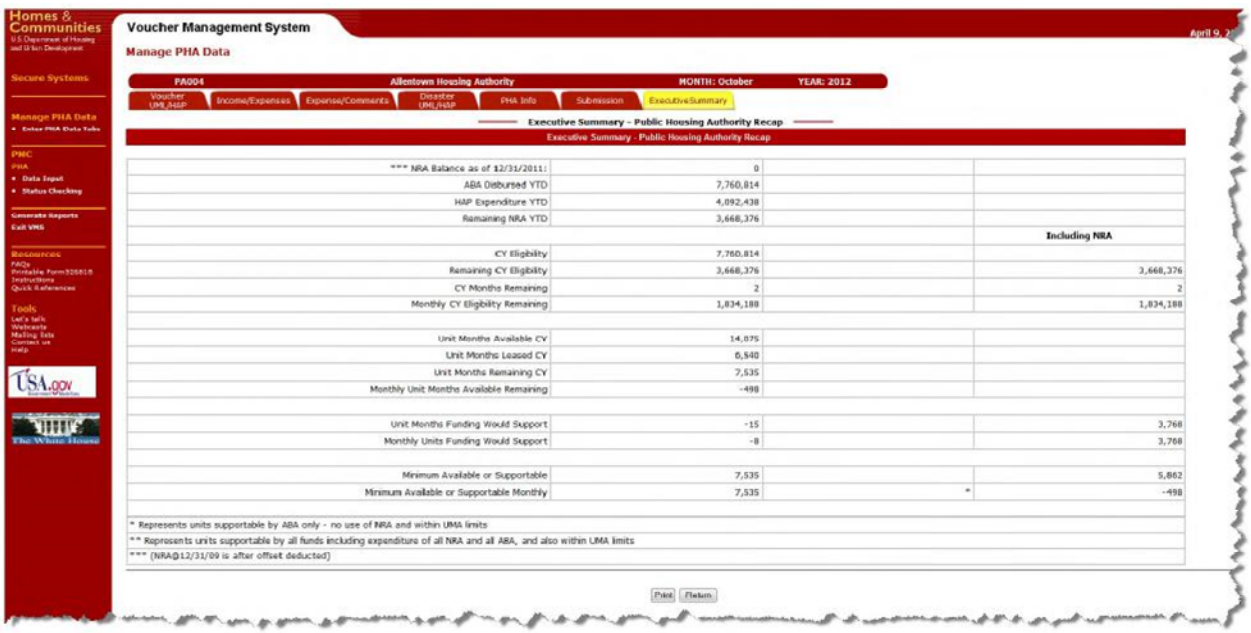
Below are examples of the four report formats:

6.1.1 Allocations and Balance



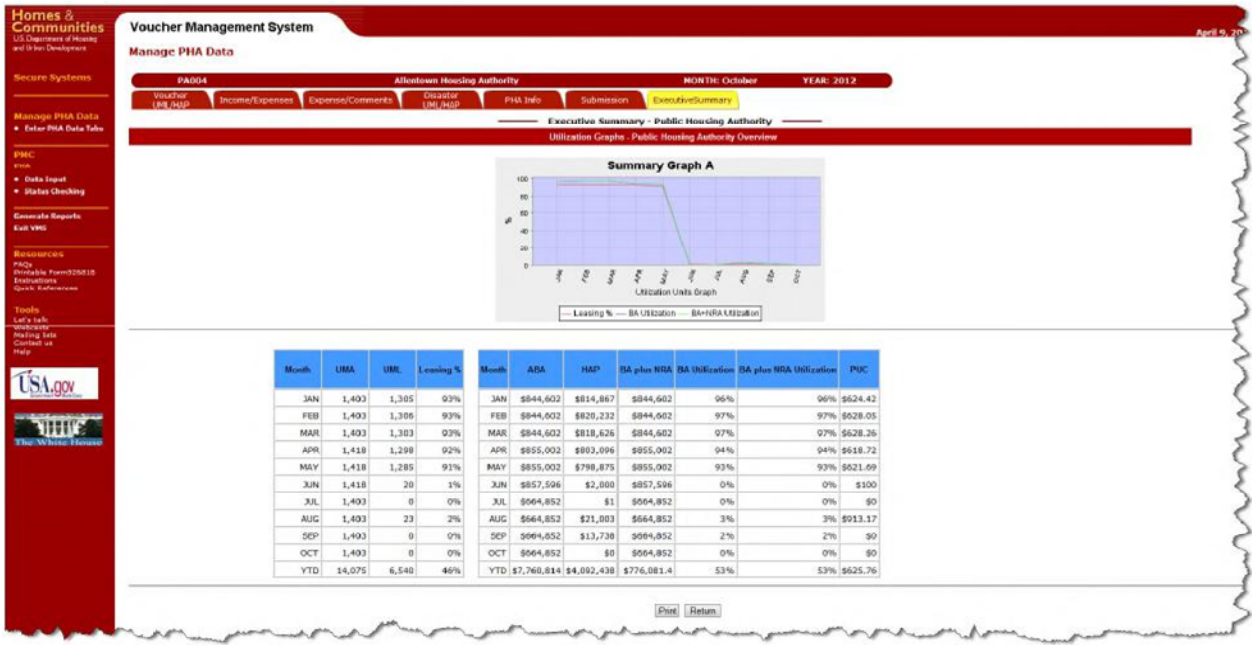
Executive Summary – Allocations and Balance

6.1.2 Recap Worksheet



Executive Summary – Recap Worksheet

6.1.3 Utilization Graphs



Month	UMA	UML	Leasing %
JAN	1,403	1,305	93%
FEB	1,403	1,306	93%
MAR	1,403	1,303	93%
APR	1,418	1,298	92%
MAY	1,418	1,285	91%
JUN	1,418	20	1%
JUL	1,403	0	0%
AUG	1,403	23	2%
SEP	1,403	0	0%
OCT	1,403	0	0%
YTD	14,075	6,540	46%

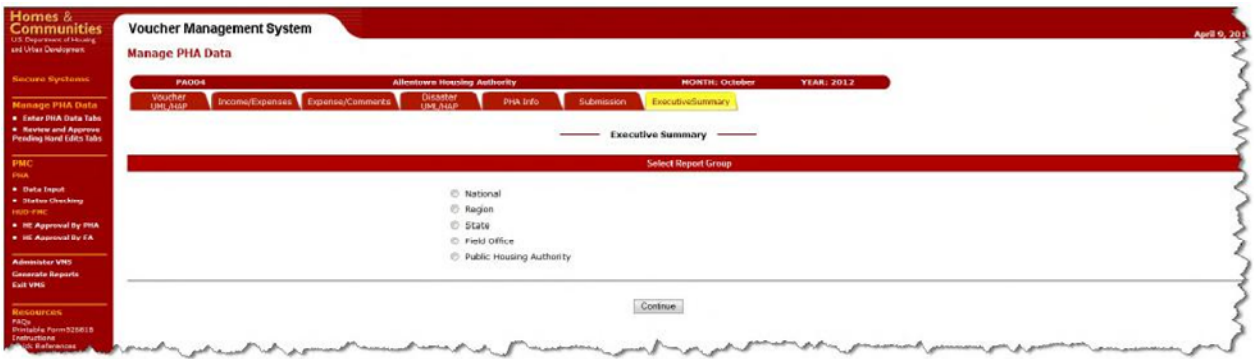
Month	ABA	HAP	BA plus NRA	BA Utilization	BA plus NRA Utilization	PUC
JAN	$844,602	$814,867	$844,602	96%	96%	$624.42
FEB	$844,602	$820,232	$844,602	97%	97%	$628.05
MAR	$844,602	$818,626	$844,602	97%	97%	$628.26
APR	$855,002	$803,096	$855,002	94%	94%	$618.72
MAY	$855,002	$798,875	$855,002	93%	93%	$621.69
JUN	$857,596	$2,000	$857,596	0%	0%	$100
JUL	$664,852	$1	$664,852	0%	0%	$0
AUG	$664,852	$21,003	$664,852	3%	3%	$913.17
SEP	$664,852	$13,738	$664,852	2%	2%	$0
OCT	$664,852	$0	$664,852	0%	0%	$0
YTD	$7,760,814	$4,092,438	$776,081.4	53%	53%	$625.76

Executive Summary – Utilization Graphs

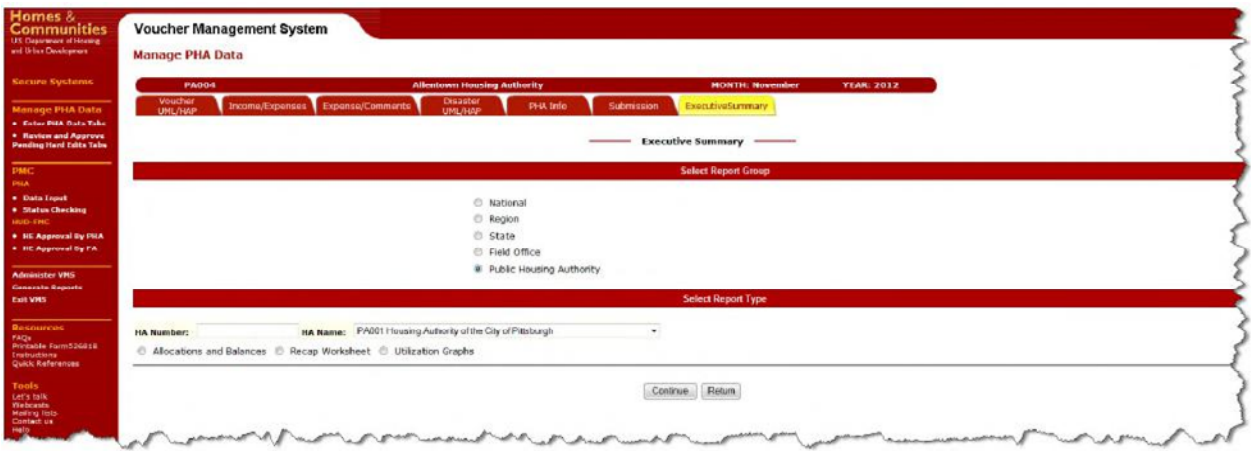
6.2 National/Regional/State/FO Executive Summary

In addition to the PHA Executive Summary reports, authorized HUD FMC users can see the same reports for a wider range of data: National, Regional, State, or Field Office,

For a user authorized to see the National, Regional, State and Field Office Executive Summaries, the screen below will display when the user clicks on the Executive Summary Tab:



Select either National, Regional, State, Field Office, or Public Housing Authority (PHA) to set the parameters of the summary report, and then click on the "Continue" button. A screen asking for additional information will display, similar to this PHA example:

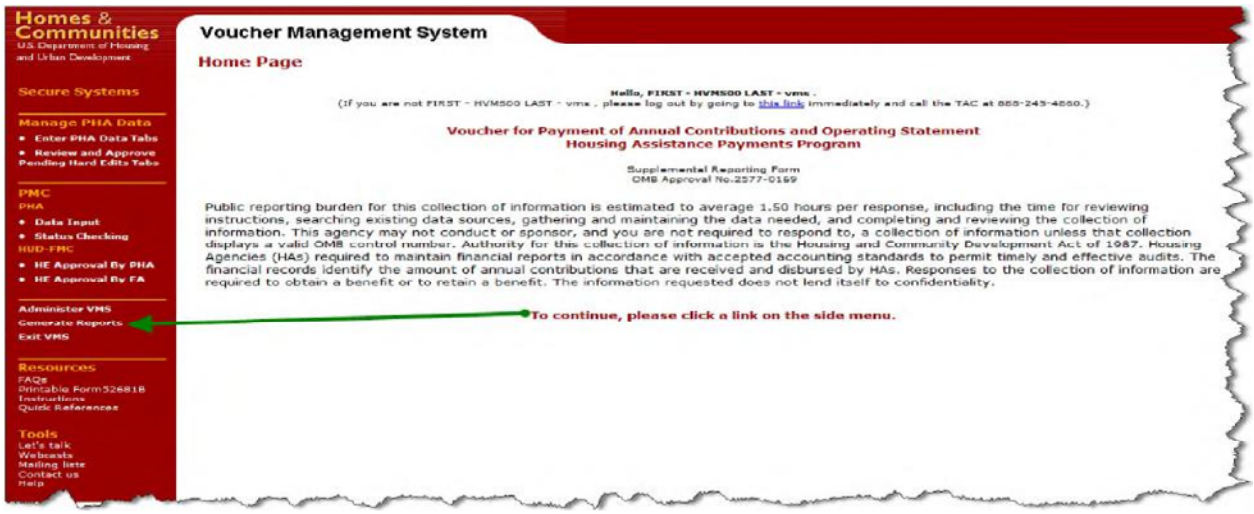


Indicate the PHA number, (or FO, State, Region), select one of the report format radio buttons, and then click on the "Continue" button. An executive summary in the selected format for the selected range of data will be created.

7.0 GENERATE REPORTS

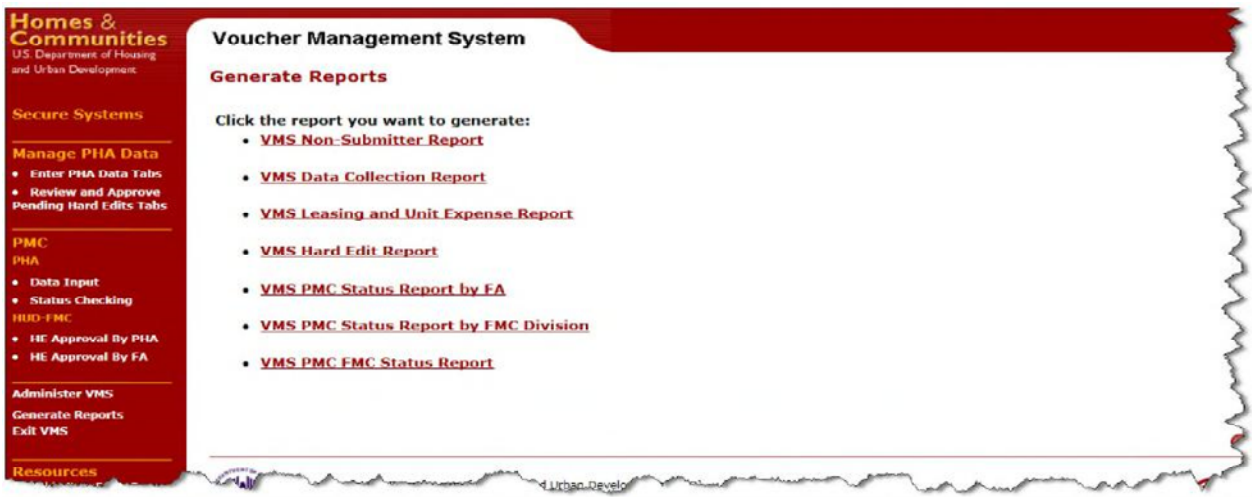
7.0 GENERATE REPORTS

At the Home Page, the HUD or PHA user can select “Generate Reports” from the side menu.



VMS Home Page

The “Generate Reports menu will display. **Note: For PHA users (UDE), only the VMS Data Collection Report is available.**



VMS Generate Report Selection Menu

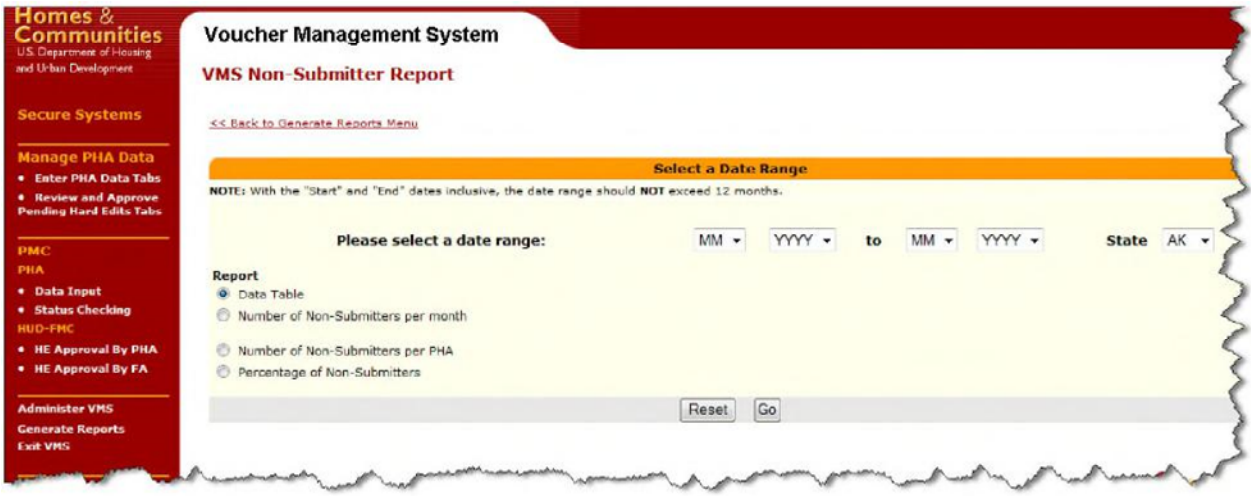
Select the report you wish to produce from this menu.

7.1 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 Home Page side menu. The Report Selection Menu will display.

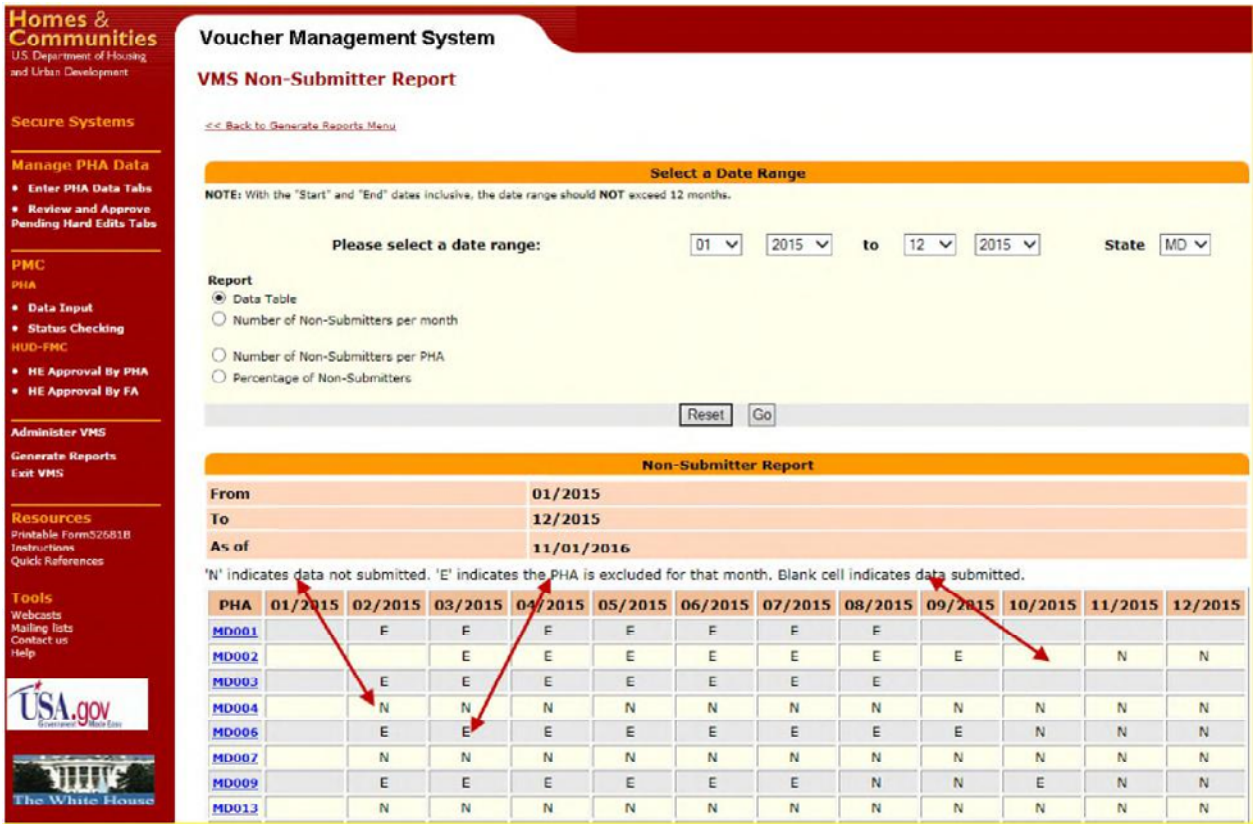
This report is available for users with the HUR Role. When you select this report, the following page appears, allowing you to select a date range (up to 12 months), and the State on which the report is based. You can also select the type of Non-Submitter Report, from the following choices:

- Data Table
- Number of Non-Submitters per Month
- Number of Non-Submitters per PHA
- Percentage of Non-Submitters



Non Submitter Parameter Selection Page

The Following report is produced from the above selection.

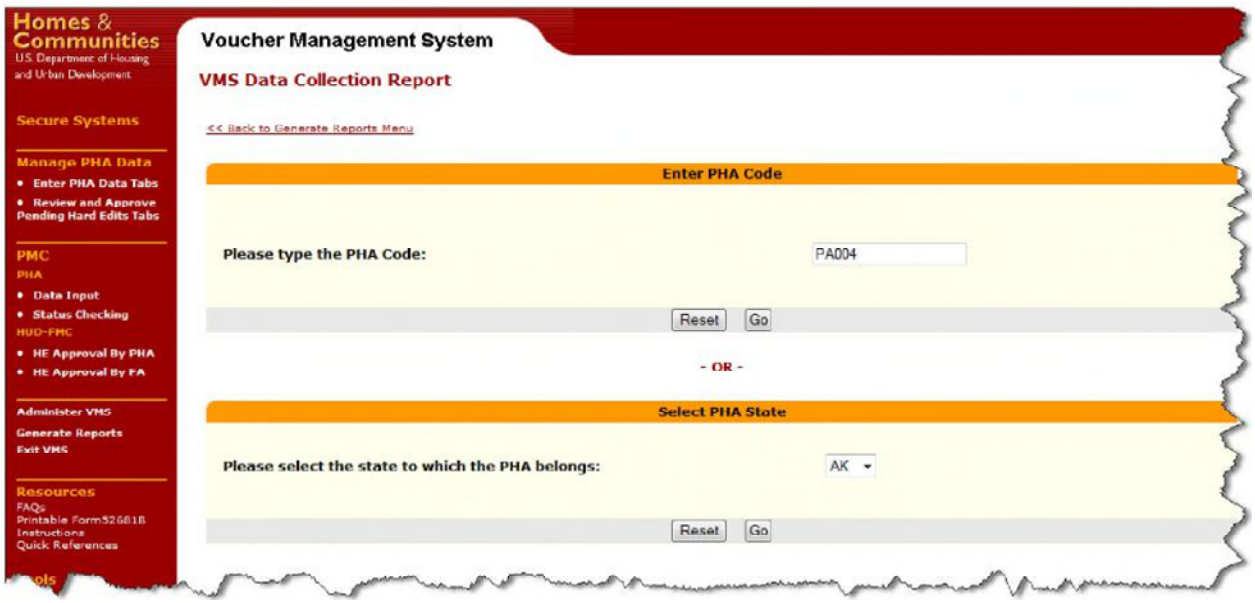


Non Submitter Data Table Report

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. Blank cell indicates data submitted.”

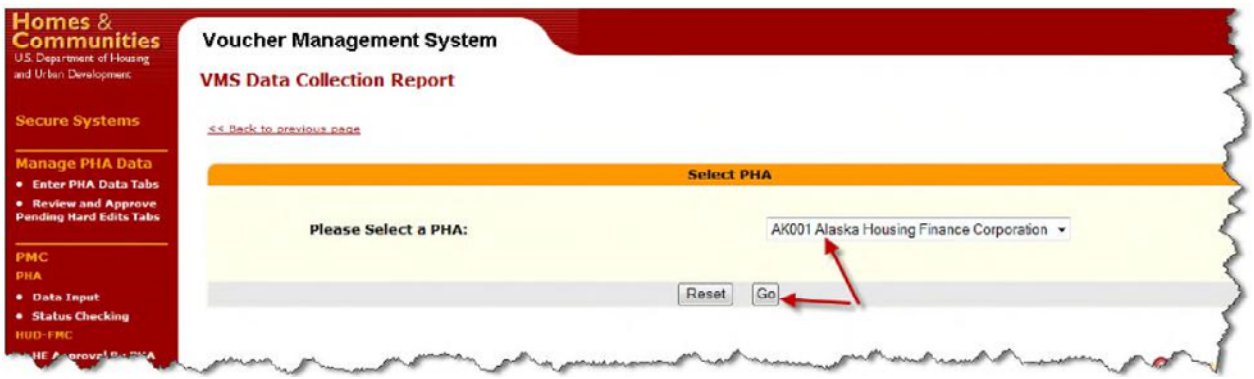
7.2 VMS Data Collection Report

All PHA users and Financial Analysts (UDE and HUR Roles) should be able to view and generate the Data Collection Report. 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 Home Page.



PHA / State - Selection page

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

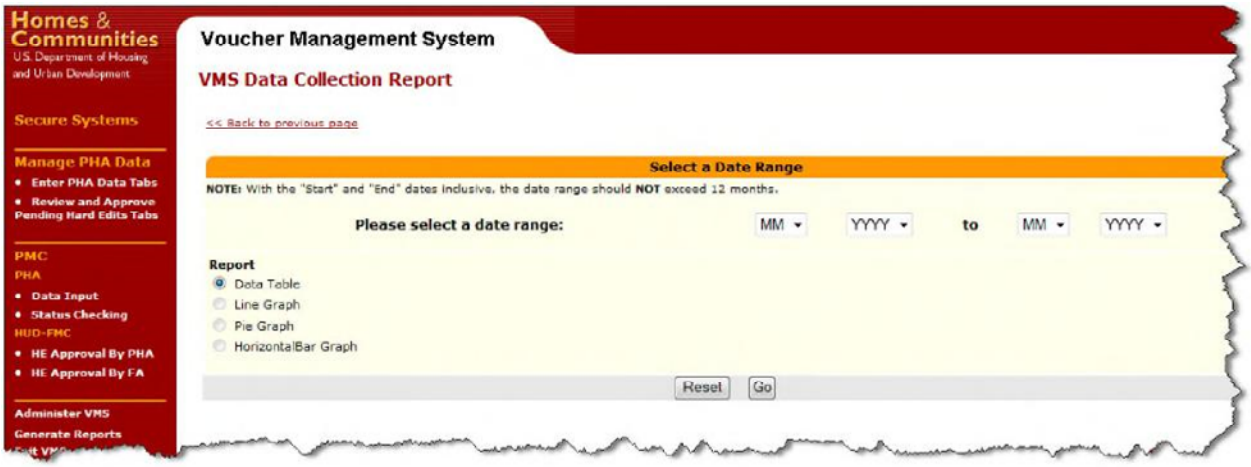


PHA Selection from State Code

The following parameter selection page displays, allowing you to set the Date Range (up to 12 months) and select the type of Data Collection Report to generate:

- Data Table

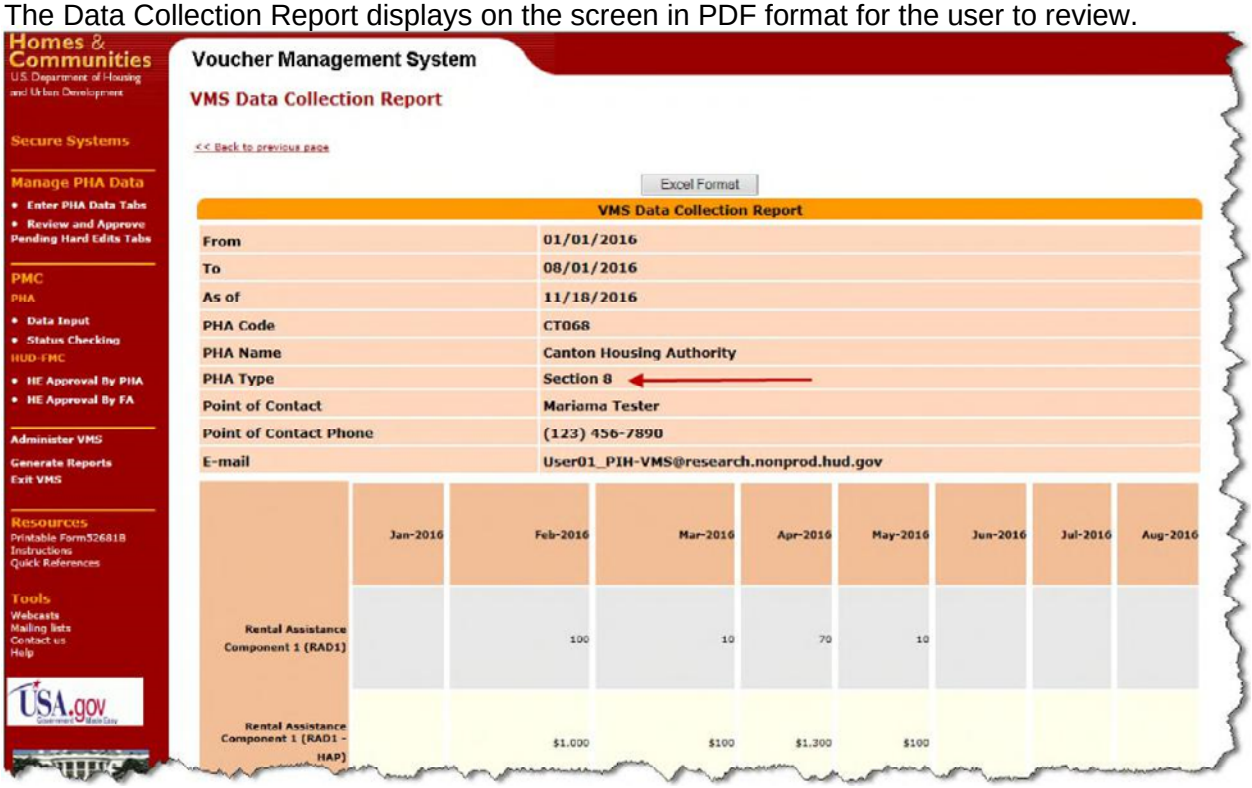
- Line Graph
- Pie Graph
- Horizontal Bar Graph



Data Collection Report Parameter Selection Page

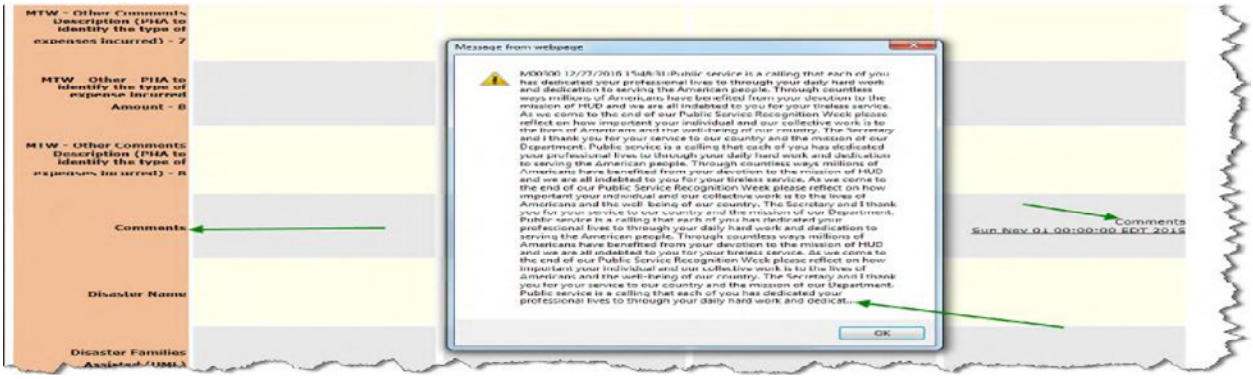
Select the to and from date range from the drop-down menus, select the type of report or graph to generate, and click on the "Go" button.

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



VMS Data Collection Report – PDF format

Note: 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 when user clicks the Comments link on the DCR Report



DCR Report-Comments Link

Comment

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. 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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. Public service is a calling that each of you has dedicated your professional lives to through your daily hard work an M00303 04/06/2016 11:25:18: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. 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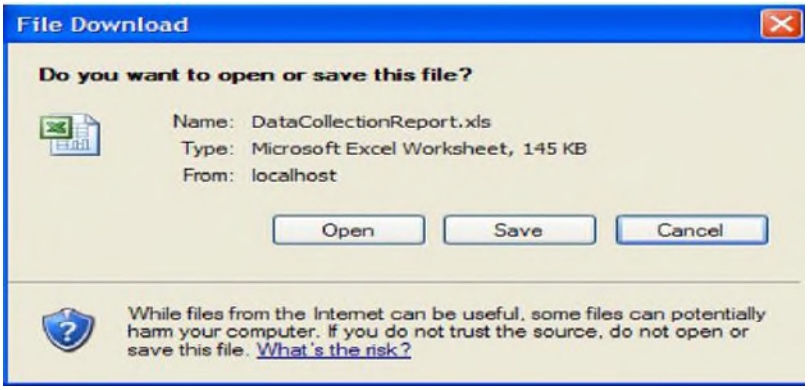
Open the Data Collection Report in Excel by clicking on the “Excel Format” button at the top of the screen to open the document in MS Excel. The system prompts the user to open the document in MS Excel or to save the document. Generally, user will just open the document in MS Excel by clicking on the “Open” button displayed in the system message.



VMS System Message

Once the system has opened the data collection report in MS Excel, the user will want to make sure the report is properly formatted prior to saving or printing. Once the format is set, click on the "File" option on the ribbon bar, and select the print option. User can preview, or send on to print.

VMS Data Collection Report

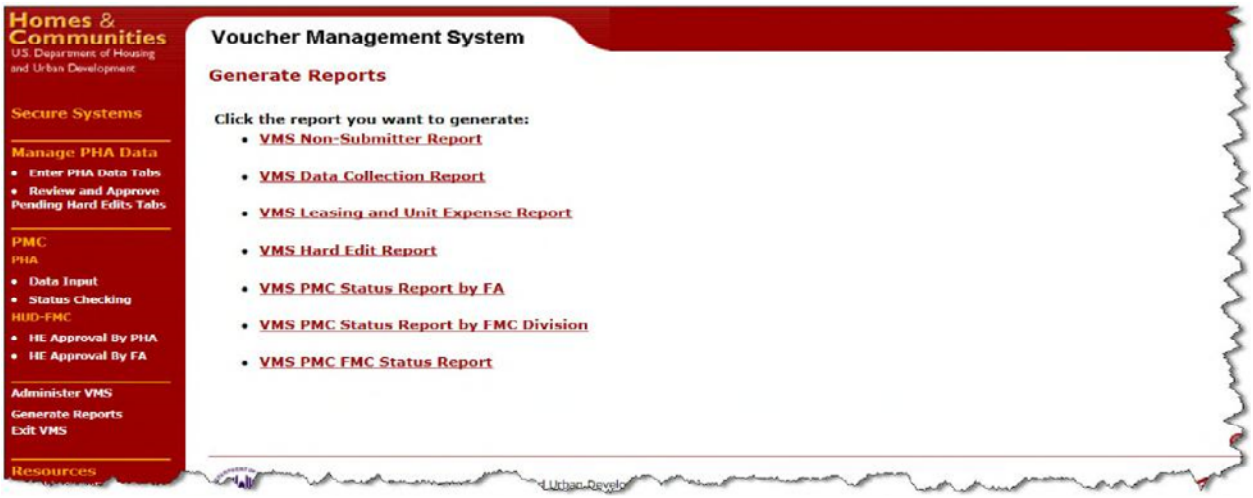
From	1/1/2016
To	8/1/2016
As of	11/18/2016
PHA Code	CT068
PHA Name	Canton Housing Authority
PHA Type	Section 8
Point of Contact	Mariama Tester
Point of Contact Phone	(123) 456-7890
E-mail	User01_PIH-VMS@research.nonprod.hud.gov

	Jan-16	Feb-16	Mar-16	Apr-16	May-16
Rental Assistance Component 1 (RAD1)		100	10	70	10
Rental Assistance Component 1 (RAD1 - HAP)		$1,000	$100	$1,300	$100

VMS Data Collection Report in Microsoft Excel

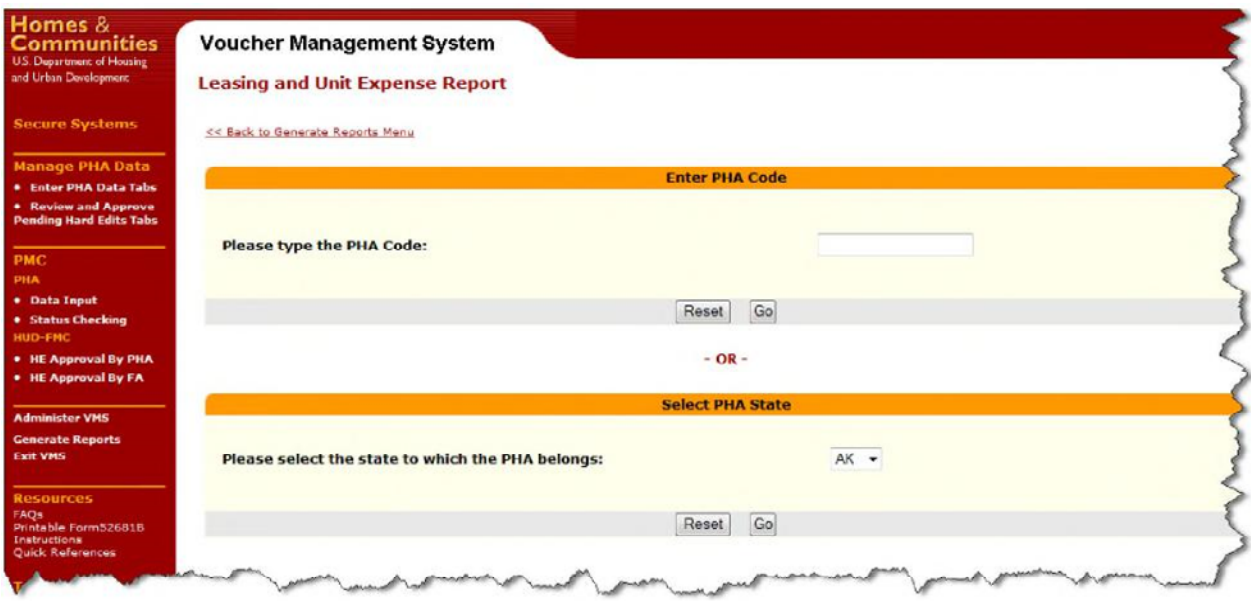
7.3 VMS Leasing and Unit Expense Report (Inactive)

To view the Leasing and Unit Expense Report, the user must log into the system as an HUR user, and select the "Generate Reports" link on the Home Page side menu. The Report Selection Menu will display.



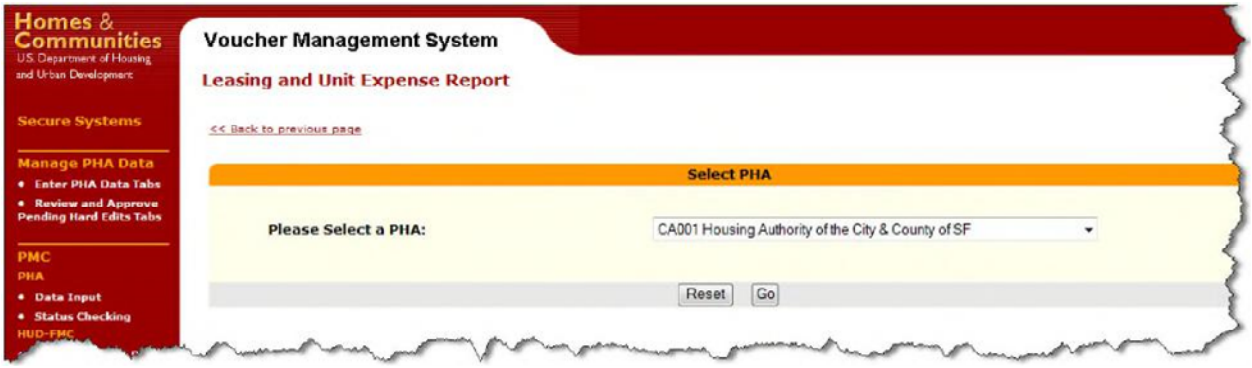
VMS Reports Selection Menu

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 home page



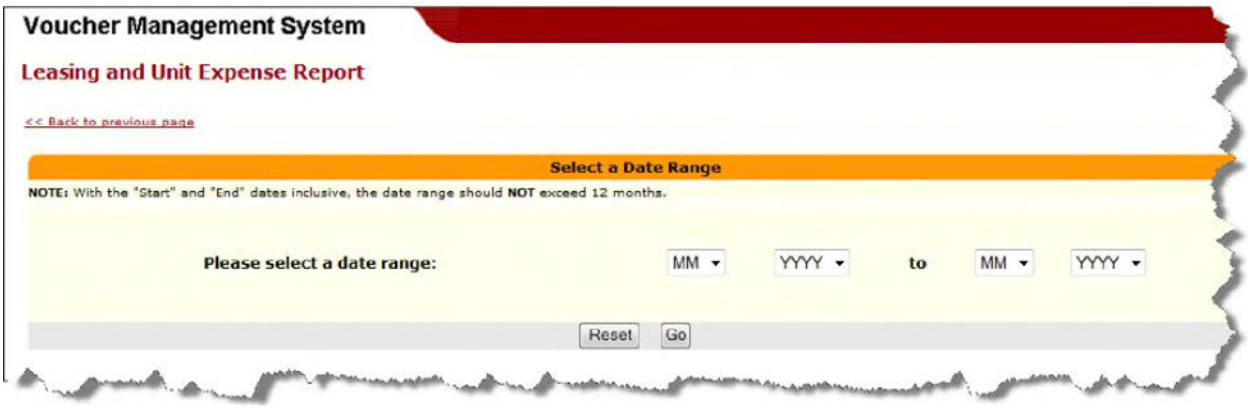
Enter PHA Code or Select PHA State Menu Page

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



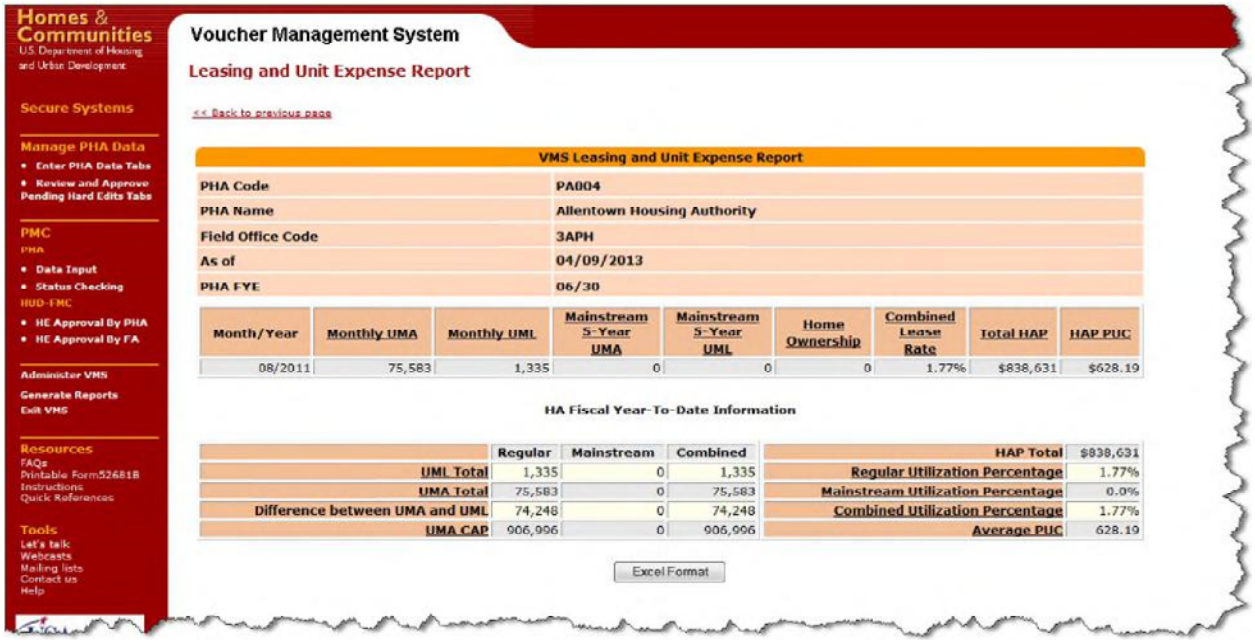
Select PHA Menu Page

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.



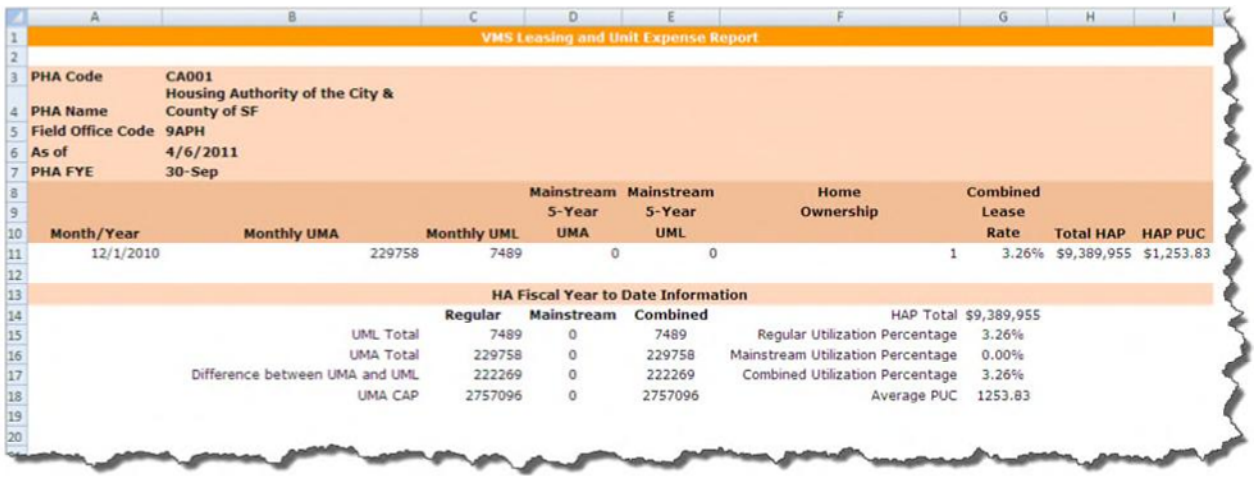
Select Date Range Menu Page

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



Leasing and Unit Expense Report

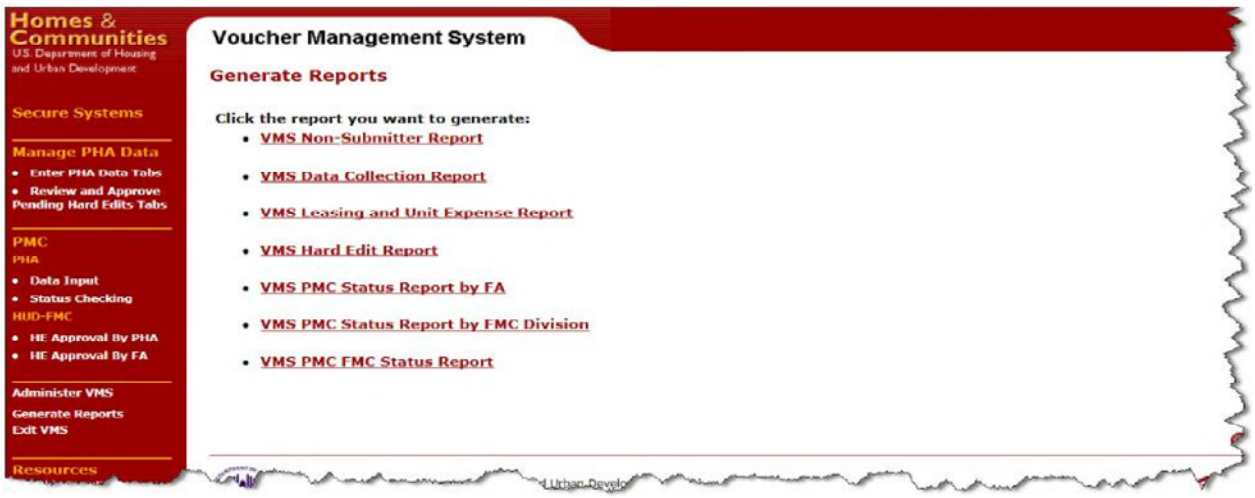
To see the report in Excel format, click on the "Excel Format" button at the bottom of the report:



Excel format Leasing and Unit Expense Report

7.4 VMS Hard Edit Report (for FA)

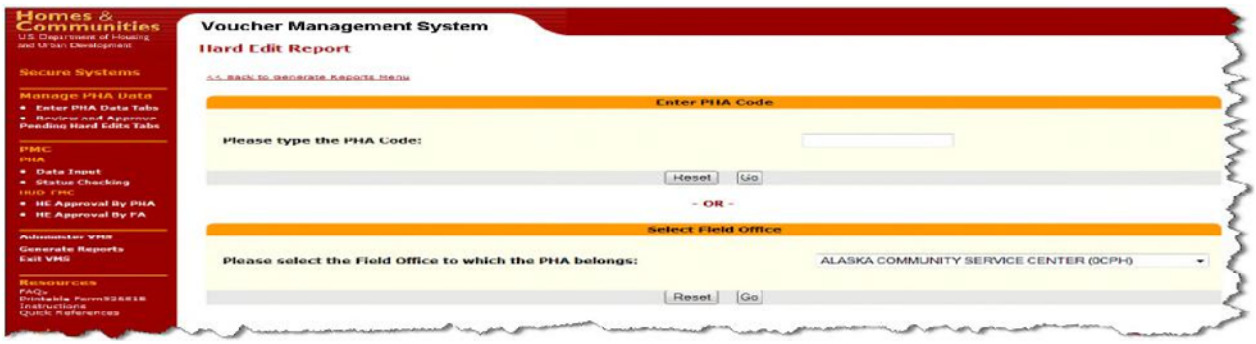
To view the Hard Edit Report for FAs, the user must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.



VMS Reports Selection Menu

Select VMS Hard Edit Report link

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

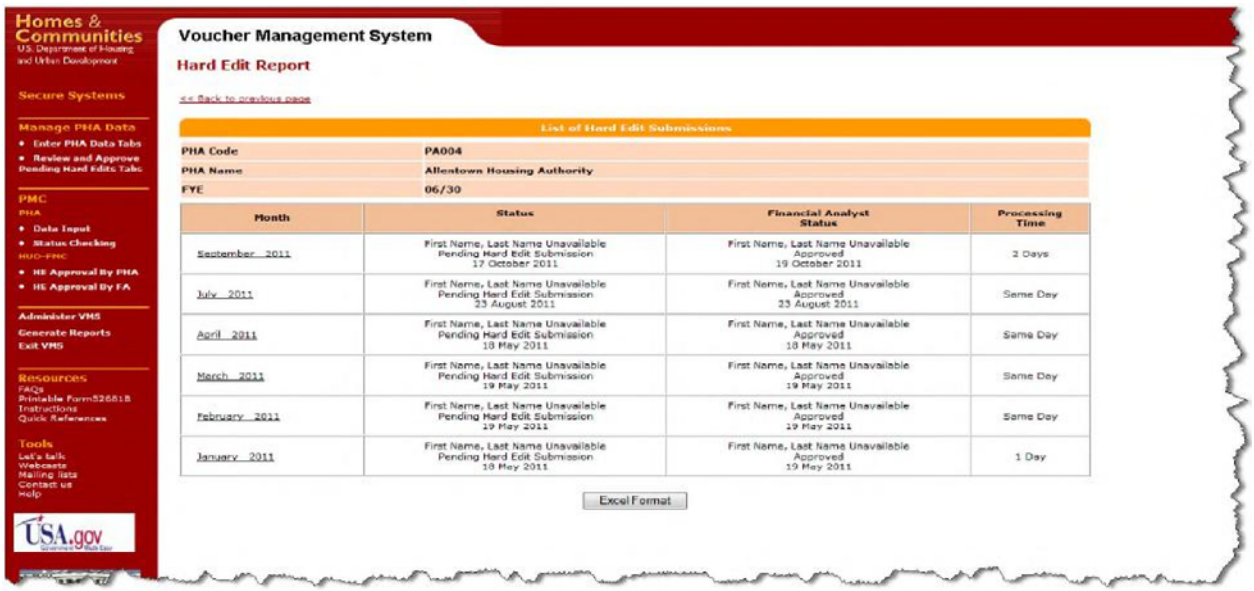


PHA Selection Menu – 1

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

. **PHA Selection Menu - 2**

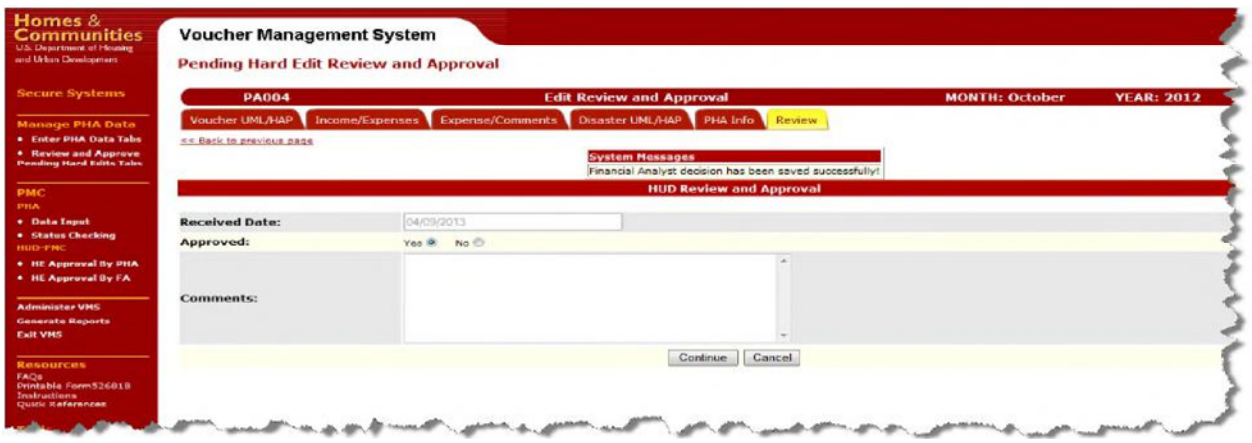
The system will generate a report of pending Hard Edits for the PHA selected.



Hard Edit Error Report Menu

The FA can approve or disapprove the submission by following the steps below

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



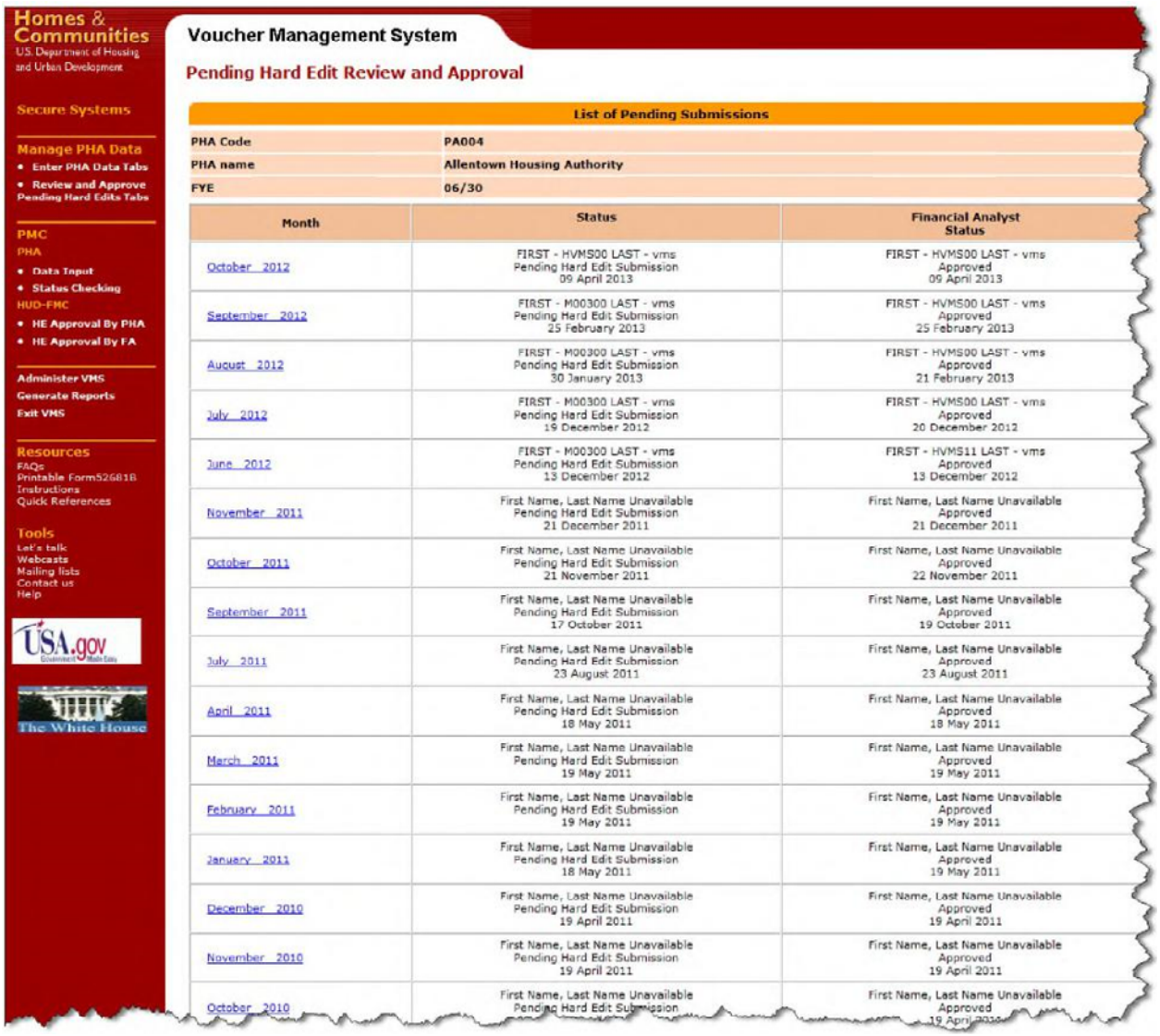
Pending Hard Edit Review and Approval Page

Step –2: Select the "Yes" button for approval or the "No" button for disapproval

Step –3: Click the "Continue" button. The System message displays

Step –4: Click the "Continue" button

The Pending Hard Edit Review and Approval menu page will again display with List of Pending Submissions



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
FAQs
Printable Form52681B Instructions
Quick References

Tools
Let's talk
Webcasts
Mailing lists
Contact us
Help

Voucher Management System

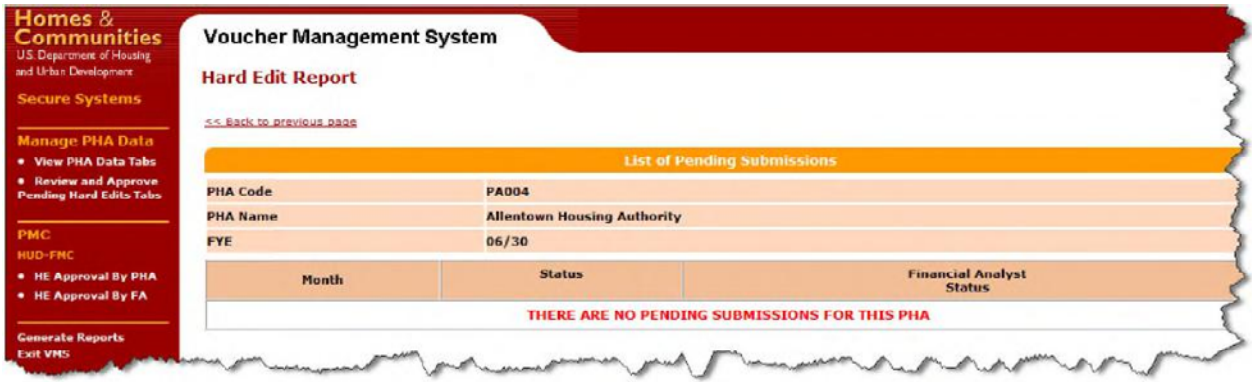
Pending Hard Edit Review and Approval

List of Pending Submissions

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

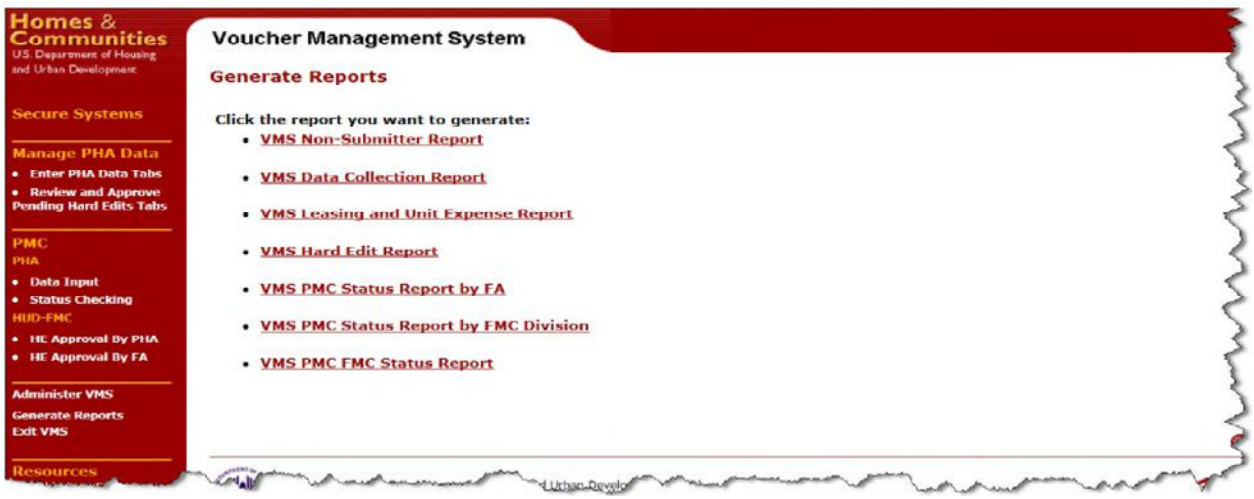
Month	Status	Financial Analyst Status
October 2012	FIRST - HVMS00 LAST - vms Pending Hard Edit Submission 09 April 2013	FIRST - HVMS00 LAST - vms Approved 09 April 2013
September 2012	FIRST - M00300 LAST - vms Pending Hard Edit Submission 25 February 2013	FIRST - HVMS00 LAST - vms Approved 25 February 2013
August 2012	FIRST - M00300 LAST - vms Pending Hard Edit Submission 30 January 2013	FIRST - HVMS00 LAST - vms Approved 21 February 2013
July 2012	FIRST - M00300 LAST - vms Pending Hard Edit Submission 19 December 2012	FIRST - HVMS00 LAST - vms Approved 20 December 2012
June 2012	FIRST - M00300 LAST - vms Pending Hard Edit Submission 13 December 2012	FIRST - HVMS11 LAST - vms Approved 13 December 2012
November 2011	First Name, Last Name Unavailable Pending Hard Edit Submission 21 December 2011	First Name, Last Name Unavailable Approved 21 December 2011
October 2011	First Name, Last Name Unavailable Pending Hard Edit Submission 21 November 2011	First Name, Last Name Unavailable Approved 22 November 2011
September 2011	First Name, Last Name Unavailable Pending Hard Edit Submission 17 October 2011	First Name, Last Name Unavailable Approved 19 October 2011
July 2011	First Name, Last Name Unavailable Pending Hard Edit Submission 23 August 2011	First Name, Last Name Unavailable Approved 23 August 2011
April 2011	First Name, Last Name Unavailable Pending Hard Edit Submission 18 May 2011	First Name, Last Name Unavailable Approved 18 May 2011
March 2011	First Name, Last Name Unavailable Pending Hard Edit Submission 19 May 2011	First Name, Last Name Unavailable Approved 19 May 2011
February 2011	First Name, Last Name Unavailable Pending Hard Edit Submission 19 May 2011	First Name, Last Name Unavailable Approved 19 May 2011
January 2011	First Name, Last Name Unavailable Pending Hard Edit Submission 18 May 2011	First Name, Last Name Unavailable Approved 19 May 2011
December 2010	First Name, Last Name Unavailable Pending Hard Edit Submission 19 April 2011	First Name, Last Name Unavailable Approved 19 April 2011
November 2010	First Name, Last Name Unavailable Pending Hard Edit Submission 19 April 2011	First Name, Last Name Unavailable Approved 19 April 2011
October 2010	First Name, Last Name Unavailable Pending Hard Edit Submission	First Name, Last Name Unavailable Approved 19 April 2011

If there is no pending submission for a PHA, the Hard Edit Report page will display with the message below



7.5 VMS PMC Status Report by FA

To view the VMS PMC Status Report by FA, you must log into the system as an HUR user, and select the "Generate Reports" link on the Home Page side menu. The Report Selection Menu will display.



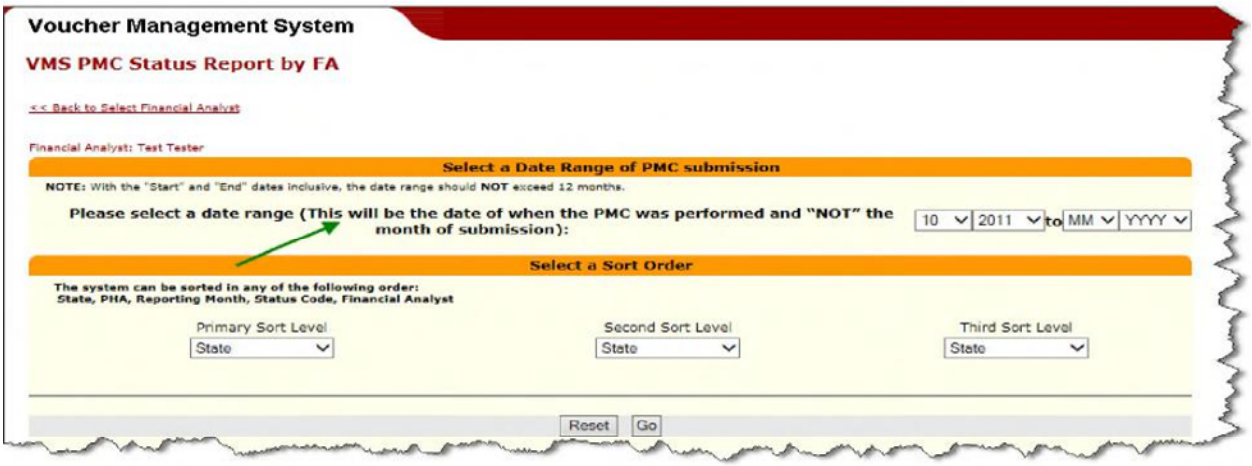
VMS Reports Selection Menu

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.

VMS – Reports Section – FA Selection Screen Dropdown Box

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:



PMC – Generate Report – Date Range and Sort Order

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

.

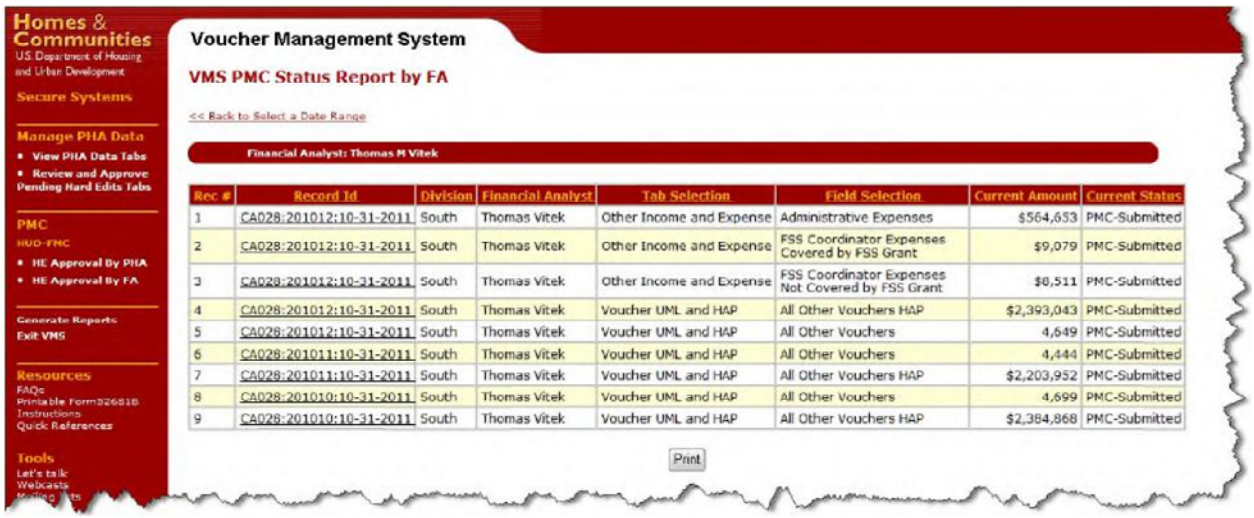
- A drop-down menu will display for each sort level. Possible sort fields are:
  - State
  - PHA
  - Reporting Month
  - Status Code
  - Financial Analyst (FMC/FA)
- Default sort will be on date /time in descending order with newest on top

The screen allows you to specify the “To” and “From” dates for report generation, with Dropdown Boxes for Month and Year. Be sure that the “To” and “From” range you select does not 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.

If you want to clear your selection select the “Reset” button to clear all entered criteria.

When you select “Go”, the report will display:



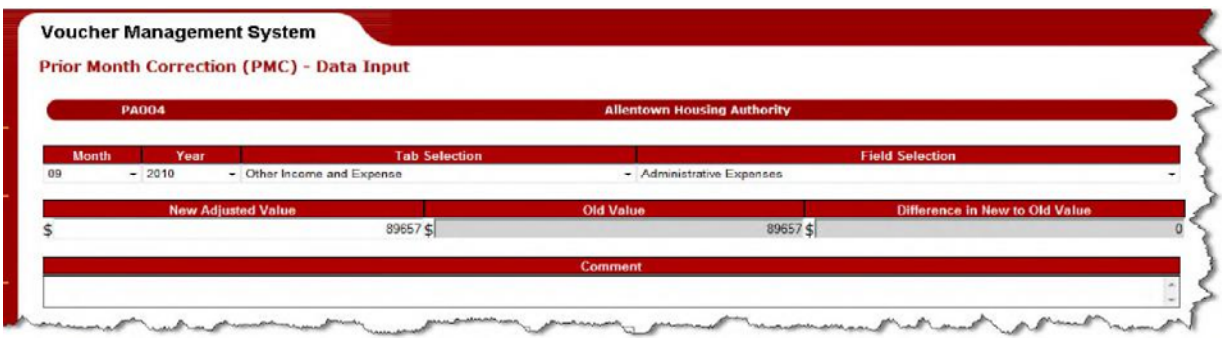
Rec #	Record Id	Division	Financial Analyst	Tab Selection	Field Selection	Current Amount	Current Status
1	CA028:201012:10-31-2011	South	Thomas Vitek	Other Income and Expense	Administrative Expenses	$564,653	PMC-Submitted
2	CA028:201012:10-31-2011	South	Thomas Vitek	Other Income and Expense	FSS Coordinator Expenses Covered by FSS Grant	$9,079	PMC-Submitted
3	CA028:201012:10-31-2011	South	Thomas Vitek	Other Income and Expense	FSS Coordinator Expenses Not Covered by FSS Grant	$8,511	PMC-Submitted
4	CA028:201012:10-31-2011	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers HAP	$2,393,043	PMC-Submitted
5	CA028:201012:10-31-2011	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers	4,649	PMC-Submitted
6	CA028:201011:10-31-2011	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers	4,444	PMC-Submitted
7	CA028:201011:10-31-2011	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers HAP	$2,203,952	PMC-Submitted
8	CA028:201010:10-31-2011	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers	4,699	PMC-Submitted
9	CA028:201010:10-31-2011	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers HAP	$2,384,868	PMC-Submitted

PMC Report by Financial Analyst (FA)

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
- The Status

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.



View-Only Screen of Selected PMC

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 FA

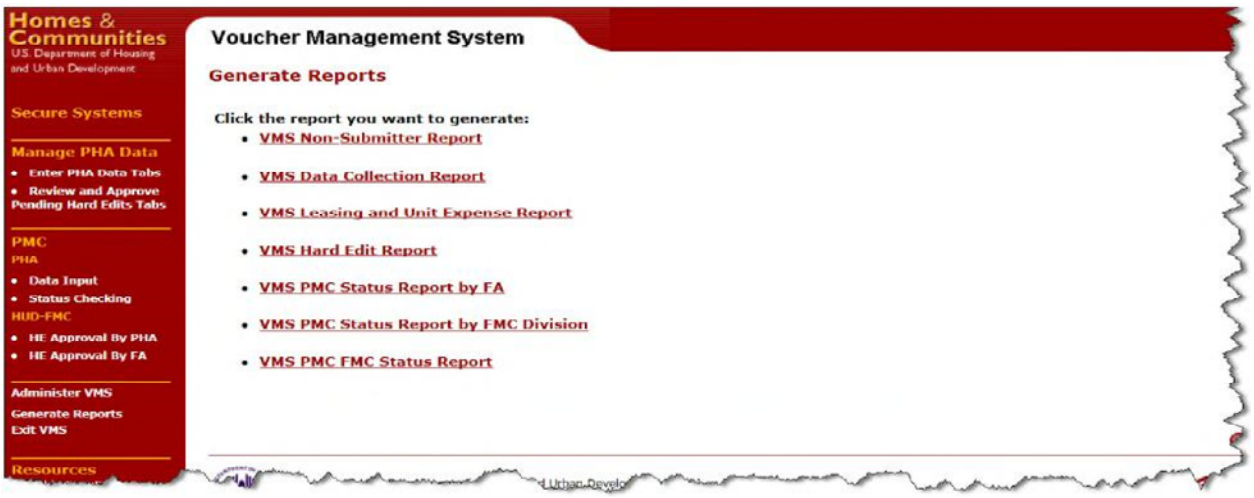
Financial Analyst: Kimberly M. Marchettie	Division: Operations

Rec #	Record ID	Tab Selection	Field Selection	Adjustment Amount	Status
1	GA001:08:2010:04:07:2010:12:45:32PM	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	GA001:08:2010:04:07:2010:12:45:32PM	Other Income and Expenses	Interest or other Income earned this month from the investment of HAP funds and Net Restricted Assets	$1,234,567,890.12	Approved
3	GA001:08:2010:04:07:2010:12:45:32PM	Additional Expense/Comments	Expense 1 Amount	$1,234,567,890.12	Pending
4	GA001:08:2010:04:07:2010:12:45:32PM	Additional Expense/Comments	Expense 1 Comment	This is a memo field and will allow the user to enter and enter	Pending
5	KY901:08:2010:04:06:2010:10:15:12AM	Disaster UML and HAP	DHAP Families Assisted - Units	$1,234,567,890.12	Approved
6	KY901:08:2010:04:06:2010:10:15:12AM	Disaster UML and HAP	DHAP Families Assisted – HAP	$1,234,567,890.12	Approved
7	TX425:05:2010:04:04:2010:09:35:32AM	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	TX425:05:2010:04:04:2010:09:35:32AM	Other Income and Expenses	Interest or other Income earned this month from the investment of HAP funds and Net Restricted Assets	$1,234,567,890.12	Approved
9	TX425:05:2010:04:04:2010:09:35:32AM	Additional Expense/Comments	Expense 1 Amount	$1,234,567,890.12	Pending
10	TX425:05:2010:04:04:2010:09:35:32AM	Additional Expense/Comments	Expense 1 Comment	This is a memo field and will allow the user to enter and enter	Pending
11	VA015:08:2010:04:04:2010:09:38:32AM	Disaster UML and HAP	DHAP Families Assisted - Units	$1,234,567,890.12	Approved
12	VA015:08:2010:04:04:2010:09:38:32AM	Disaster UML and HAP	DHAP Families Assisted – HAP	$1,234,567,890.12	Approved
13	WV064:01:2010:04:02:2010:01:12:31PM	Voucher UML and HAP	Number of Vouchers Under Lease (HAP Contract) on the last day of the month	$1,234,567,890.12	Disapproved
14	WV064:01:2010:04:02:2010:01:12:31PM	Other Income and Expenses	Interest or other Income earned this month from the investment of HAP funds and Net Restricted Assets	$1,234,567,890.12	Approved

Page 1

7.6 VMS PMC Status Report by FMC Division

To view the VMS PMC Status Report by FMC Division, you must log into the system as an HUR user, and select the "Generate Reports" link on the Home Page side menu. The Report Selection Menu will display:



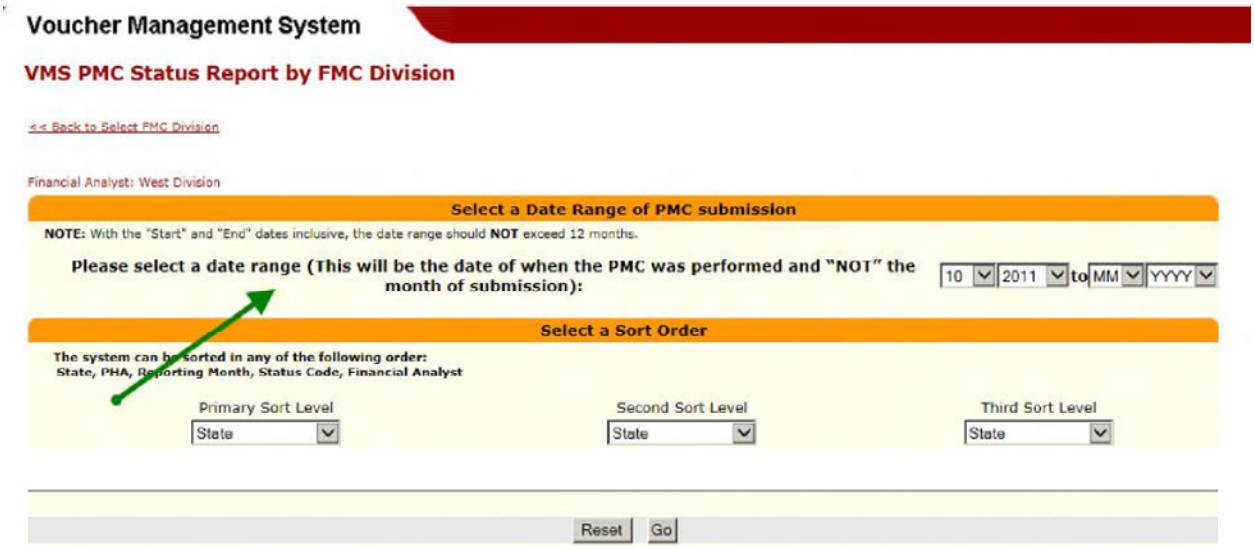
VMS Reports Selection Menu

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.

PMC Status Report – FMC Division Selection 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:



PMC – Status Report – Date Range and Sort Order

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

.

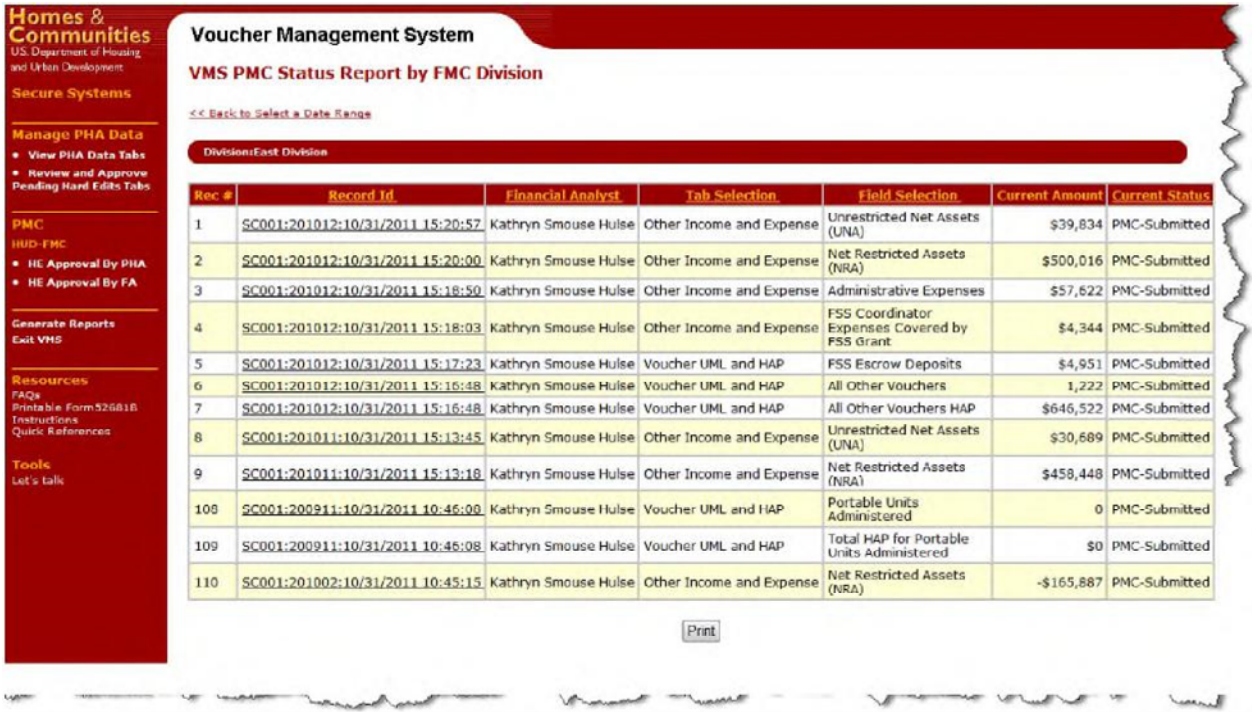
- A drop-down menu will display for each sort level. Possible sort fields are:
  - State
  - PHA
  - Reporting Month
  - Status Code
  - Financial Analyst (FMC/FA)
- Default sort will be on date /time in descending order with newest on top

The screen allows you to specify the “To” and “From” dates for report generation, with Dropdown Boxes for Month and Year. Be sure that the “To” and “From” range you select does not 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.

If you want to clear your selection select the “Reset” button to clear all entered criteria.

When you select “Go”, the report will display:



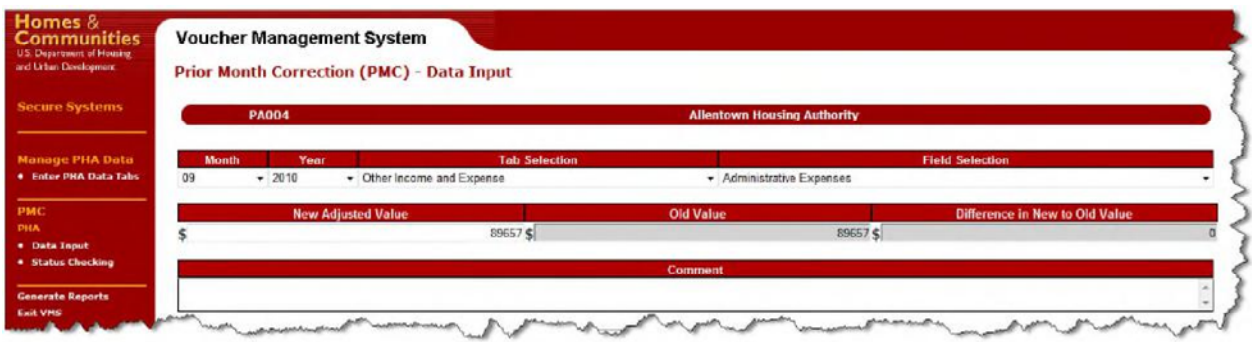
Rec #	Record Id	Financial Analyst	Tab Selection	Field Selection	Current Amount	Current Status
1	SC001:201012:10/31/2011 15:20:57	Kathryn Smouse Hulse	Other Income and Expense	Unrestricted Net Assets (UNA)	$39,834	PMC-Submitted
2	SC001:201012:10/31/2011 15:20:00	Kathryn Smouse Hulse	Other Income and Expense	Net Restricted Assets (NRA)	$500,016	PMC-Submitted
3	SC001:201012:10/31/2011 15:18:50	Kathryn Smouse Hulse	Other Income and Expense	Administrative Expenses	$57,622	PMC-Submitted
4	SC001:201012:10/31/2011 15:18:03	Kathryn Smouse Hulse	Other Income and Expense	FSS Coordinator Expenses Covered by FSS Grant	$4,344	PMC-Submitted
5	SC001:201012:10/31/2011 15:17:23	Kathryn Smouse Hulse	Voucher UML and HAP	FSS Escrow Deposits	$4,951	PMC-Submitted
6	SC001:201012:10/31/2011 15:16:48	Kathryn Smouse Hulse	Voucher UML and HAP	All Other Vouchers	1,222	PMC-Submitted
7	SC001:201012:10/31/2011 15:16:48	Kathryn Smouse Hulse	Voucher UML and HAP	All Other Vouchers HAP	$646,522	PMC-Submitted
8	SC001:201011:10/31/2011 15:13:45	Kathryn Smouse Hulse	Other Income and Expense	Unrestricted Net Assets (UNA)	$30,689	PMC-Submitted
9	SC001:201011:10/31/2011 15:13:18	Kathryn Smouse Hulse	Other Income and Expense	Net Restricted Assets (NRA)	$458,448	PMC-Submitted
108	SC001:200911:10/31/2011 10:46:00	Kathryn Smouse Hulse	Voucher UML and HAP	Portable Units Administered	0	PMC-Submitted
109	SC001:200911:10/31/2011 10:46:08	Kathryn Smouse Hulse	Voucher UML and HAP	Total HAP for Portable Units Administered	$0	PMC-Submitted
110	SC001:201002:10/31/2011 10:45:15	Kathryn Smouse Hulse	Other Income and Expense	Net Restricted Assets (NRA)	-$165,887	PMC-Submitted

PMC Status Report by FMC Division

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

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.



View-Only Screen of Selected PMC

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 Division: East Division

Rec	Record ID	Financial Analyst	Tab Selection	Field Selection	Current Amount	Status
1	CT002:201104:12/20/2011 15:19:16	Bobbi Stracker	Other Income and Expense	Fraud Recovery Total Collected This Month	$170	PMC-Submitted
2	CT002:201105:12/20/2011 15:20:11	Bobbi Stracker	Other Income and Expense	Fraud Recovery Total Collected This Month	$120	PMC-Submitted
3	CT002:201106:12/20/2011 14:29:41	Bobbi Stracker	Other Income and Expense	FSS Escrow Forfeitures This Month	$0	PMC-Submitted
4	CT002:201106:12/20/2011 15:20:40	Bobbi Stracker	Other Income and Expense	Fraud Recovery Total Collected This Month	$38	PMC-Submitted
5	CT002:201109:12/20/2011 15:16:23	Bobbi Stracker	Other Income and Expense	Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	$1,423	PMC-Submitted
6	CT002:201109:12/20/2011 14:30:51	Bobbi Stracker	Other Income and Expense	FSS Escrow Forfeitures This Month	$9,013	PMC-Submitted
7	CT003:201101:12/30/2011 09:46:39	Bobbi Stracker	Other Income and Expense	Cash/Investments as of the last day of the month	$1,188,463	PMC-Submitted
8	CT003:201101:12/30/2011 09:46:00	Bobbi Stracker	Other Income and Expense	Unrestricted Net Assets (UNA)	$14,710	PMC-Submitted
9	CT003:201101:12/30/2011 09:45:23	Bobbi Stracker	Other Income and Expense	Net Restricted Assets (NRA)	$1,018,455	PMC-Submitted
10	CT003:201101:12/30/2011 09:44:33	Bobbi Stracker	Other Income and Expense	Administrative Expenses	$116,616	PMC-Submitted
11	CT003:201101:12/30/2011 09:43:53	Bobbi Stracker	Other Income and Expense	Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	$72	PMC-Submitted
12	CT003:201101:12/30/2011 09:41:36	Bobbi Stracker	Voucher UML and HAP	Vouchers Leased End of Month	1,863	PMC-Submitted
13	CT003:201101:12/30/2011 09:39:52	Bobbi Stracker	Voucher UML and HAP	All Other Vouchers	1,692	PMC-Submitted
14	CT003:201101:12/30/2011 09:39:52	Bobbi Stracker	Voucher UML and HAP	All Other Vouchers HAP	$1,149,926	PMC-Submitted
15	CT003:201101:12/30/2011 09:38:58	Bobbi Stracker	Voucher UML and HAP	Veteran's Administration Supported Housing (VASH) HAP	$12,341	PMC-Submitted
16	CT003:201101:12/30/2011 09:38:58	Bobbi Stracker	Voucher UML and HAP	Veteran's Administration Supported Housing (VASH) Vouchers	26	PMC-Submitted

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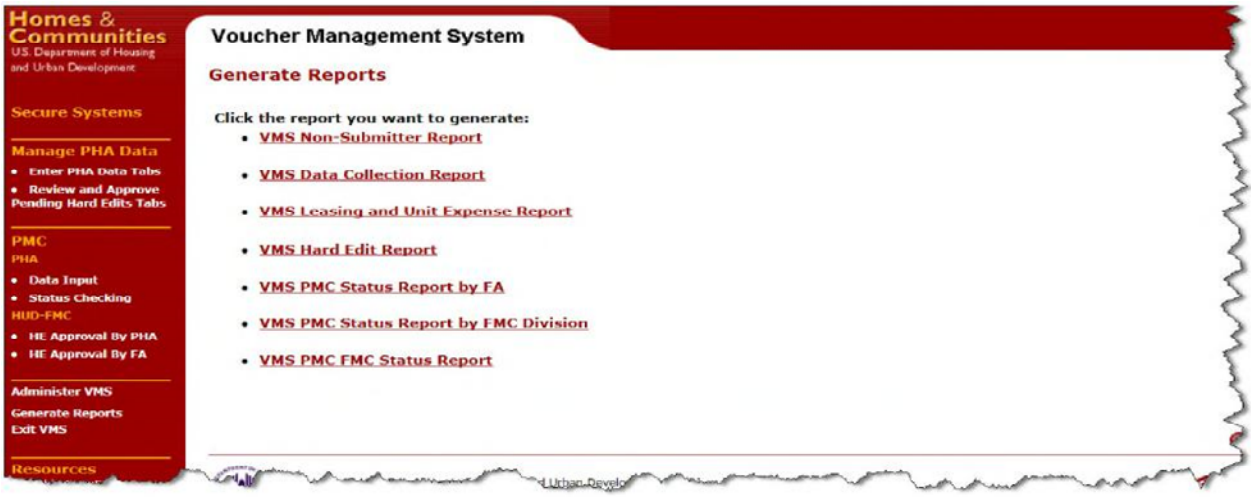
PMC – Status Report – by FMC Division

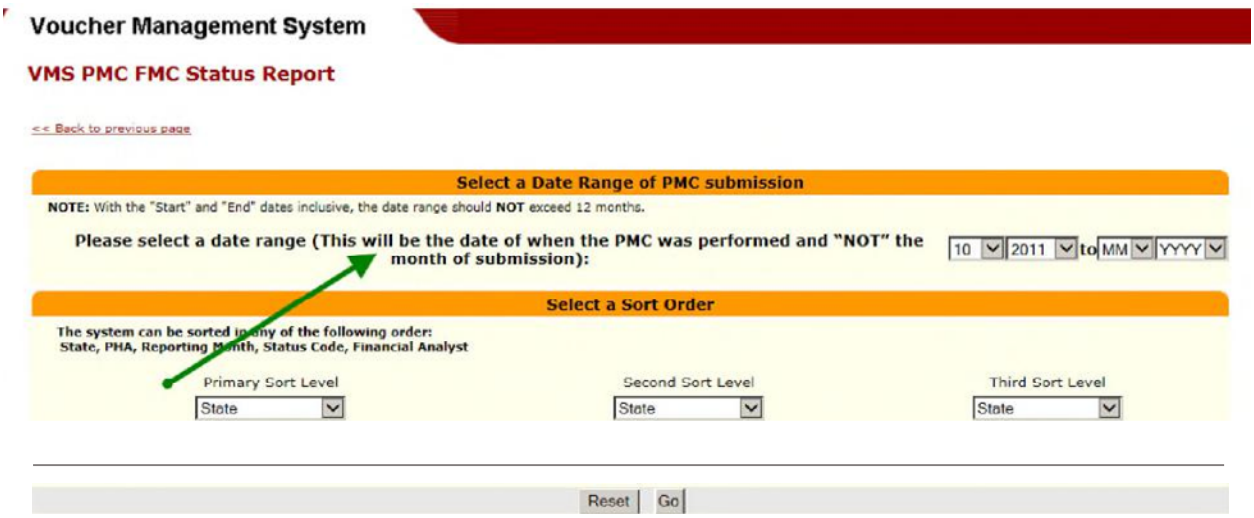
7.7 VMS PMC FMC Status Report

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



VMS Reports Selection Menu

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



PMC – Status Report – Date Range and Sort Order

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: o 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. Be sure that the “To” and “From” range you select does not 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 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:

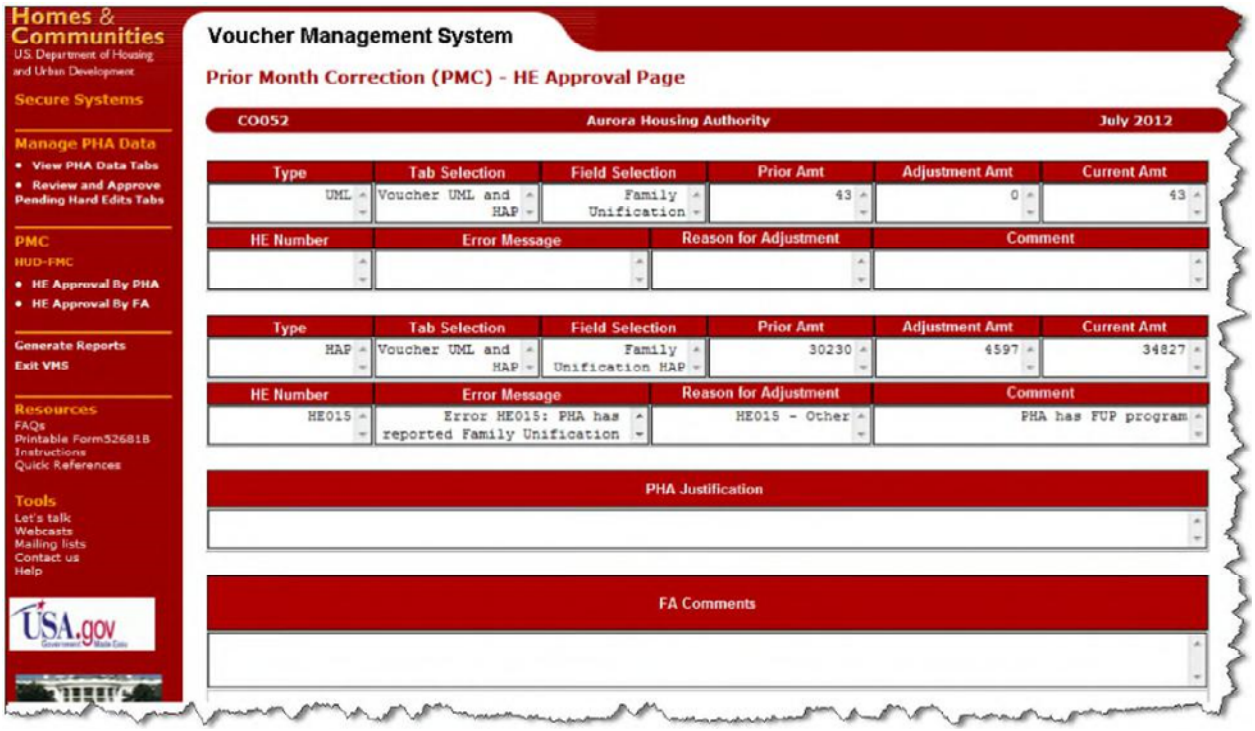
Rec #	Record Id	Division	Financial Analyst	Tab Selection	Field Selection	Current Amount	Current Status
1	CA028:201012:10/31/2011 15:29:32	South	Thomas Vitek	Other Income and Expense	Administrative Expenses	$564,653	PMC-Submitted
2	CA028:201012:10/31/2011 15:26:23	South	Thomas Vitek	Other Income and Expense	FSS Coordinator Expenses Covered by FSS Grant	$9,079	PMC-Submitted
3	CA028:201012:10/31/2011 15:23:19	South	Thomas Vitek	Other Income and Expense	FSS Coordinator Expenses Not Covered by FSS Grant	$8,511	PMC-Submitted
4	CA028:201012:10/31/2011 15:18:01	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers	4,649	PMC-Submitted
5	CA028:201012:10/31/2011 15:18:01	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers HAP	$2,393,043	PMC-Submitted
6	CA028:201011:10/31/2011 15:16:19	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers	4,444	PMC-Submitted
7	CA028:201011:10/31/2011 15:16:19	South	Thomas Vitek	Voucher UML and HAP	All Other Vouchers HAP	$2,203,952	PMC-Submitted

VMS – FMC Status Report

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

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.



View-Only Screen of Selected PMC

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	Adjustment Amount	Status
1	MD002:201005:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream HAP	0	PMC-Pending
2	MD002:201005:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream	0	PMC-Pending
3	MD002:201006:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work HAP	0	PMC-Pending
4	MD002:201006:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work	0	PMC-Pending
5	MD002:201007:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream HAP	0	PMC-Pending
6	MD002:201007:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	5 Year Mainstream	0	PMC-Pending
7	MD002:201008:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Tenant Protection	0	PMC-Pending
8	MD002:201008:07/29/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Tenant Protection HAP	0	PMC-Pending
9	MD002:201011:07/28/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work	0	PMC-Pending
10	MD002:201011:07/28/2011	Operations	JEAN BAUGHMAN	Voucher UML and HAP	Moving To Work HAP	0	PMC-Pending
11	MD001:201006:07/27/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Portable Voucher HAP	0	PMC-Disapproved
12	MD001:201007:07/28/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work	0	PMC-Disapproved
13	MD001:201007:07/28/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work HAP	0	PMC-Disapproved
14	MD001:201007:07/28/2011	West	PATRICIA YOUNG	Voucher UML and HAP	5 Year Mainstream HAP	0	PMC-Approved
15	MD001:201007:07/28/2011	West	PATRICIA YOUNG	Voucher UML and HAP	5 Year Mainstream	0	PMC-Approved
16	MD001:201007:07/28/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work	0	PMC-Disapproved
17	MD001:201007:07/28/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work HAP	0	PMC-Disapproved
18	MD001:201007:07/28/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work	0	PMC-Approved
19	MD001:201007:07/28/2011	West	PATRICIA YOUNG	Voucher UML and HAP	Moving To Work HAP	0	PMC-Approved

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PMC – FMC - Status Report

8 APPENDICES

8.0 APPENDICES

8.1 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.

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

> Each Submission includes data for the specified month only.

> Enter data for the specified month only.

> PHA is responsible for ensuring that all information is correct**,** and that wrong or missing Official HA data is updated in the PIC information system for future data collection use. The fields that are official HA Data and come from PIC are: Name of Authorized HA Official and Official Housing Authority E-mail Address

> Enter all leasing and expense data in positive whole numbers without any punctuation marks or symbols (commas, dollar signs, and decimal points).

> 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**:

- . Restricted Net Position (RNP)
- . Unrestricted Net Position (UNP)
- . Vouchers Leased End of Month
- . All Voucher HAP Expenses After the First of Month
- . Vouchers issued but not under HAP contract as of the last day of the month
- . Cash/Investments as of the last day of the month
- . Administrative Expenses Non MTW
- . MTW - HCV Administrative Expenses

In addition, the following fields also accept negatives:

- . Restricted Net Position (RNP)
- . Unrestricted Net Position (UNP)

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

> Vouchers administered on behalf of another PHA under the portability provisions, and for which HAP is reimbursed to your PHA, should not be reported by you as part of your leasing – they will be reported by the PHA that is paying the HAP. These are commonly referred to as "Port-Ins." Likewise, the HAP expenses associated with these port-in vouchers, which have or will be reimbursed to you by the other PHA, should not be reported as part of your HAP expenses. They will be reported by the PHA that is paying the HAP. There is a separate section in VMS called "Portables Vouchers Administered" with line items for reporting "Portable Units Administered" and "HAP for Portable Units Administered." These are the fields for reporting those vouchers for which hap is reimbursed to your PHA

> A voucher under lease must be reported in one and only one main category. Vouchers reported under the sub-categories “New Homeowners 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 voucher under the VASH or NED program. That participant later ported. The PHA that initially qualified the participant under VASH or NED would report that voucher as VASH or NED rather than Port Vouchers Paid. (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. In addition, please add information in the "Comments" field to indicate the number of vouchers reported and corresponding expenses on the VASH, NED, FUP, etc. lines that have ported but are not reported on the Portable Vouchers Paid (Port-Out) line."

> Effective with the April 2016 submission, RAD Component 1 and 2 vouchers **under lease** should be reported in the appropriate RAD 1 and 2 fields and should no longer be reported in the Tenant Protection field.

> All HAP expense data is to be reported in the voucher categories as of the first day of the month. 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.. A separate line item on the Voucher UML and HAP tab, called "Voucher HAP Expenses for New Contracts Effective After the First of the Month" collects HAP costs incurred for new HAP contracts effective after the first of the month. These costs are not reported elsewhere. PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements. 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”. HAP expenses incurred after the first of the month for the Mainstream 5 program should NOT be reported in this field but should be reported in the Mainstream 5 field. "Note, RAD 2 HAP expenses incurred after the first of the month SHOULD be reported in this field".

> Contracts on hold are **not** reported as units leased as of the first day of the month. Contracts on hold are defined as a contract that has been entered into the PHA's system but for which the PHA is awaiting a landlord signature. Units are not reported as under lease until the HAP contract is negotiated. 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 UML during the abatement period. 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.

> 5-Year Mainstream – In VMS, there are specific lines provided for 5-Year Mainstream Units Leased and HAP Expenses only. The 5-Year 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.

> 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.

> Leasing and HAP expense data for each category of voucher are now reported on the same line.

> 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.

> 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 amount. 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.

Form 52681-B Field Name	Definition
Vouchers Under Lease on the First Day of the Month	
Rental Assistance Component 1	Total number of Vouchers Leased for all RAD Component 1 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.
Rental Assistance Component 1 (HAP)	Total HAP expenses incurred for all RAD Component 1 awards. Total HAP includes HAP expenses incurred after the 1st of the month. Effective April, 2016, this information is no longer reported in the Tenant Protection field. 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 Component 2	Total number of vouchers Leased for all RAD Component 2 awards. Effective April, 2016, this information is no longer reported in the Tenant Protection field.
Rental Assistance Component 2 (HAP)	Total number of vouchers Leased for all RAD Component 2 awards. Effective April, 2016, this information is no longer reported in the Tenant Protection field.
Litigation	Total number of vouchers leased from award(s) originally made by HUD in conjunction with a judgment or consent decree.
Litigation HAP	Total HAP expenses incurred for litigation voucher leasing reported in Units section
Homeownership	Total number of vouchers used for homeownership subsidy rather than rental subsidy
Homeownership HAP	Total HAP expenses incurred for Homeownership vouchers reported in Units section
New This Month (Homeownership)	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 Vouchers	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.

Form 52681-B Field Name	Definition
Moving To Work 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 appropriate MTW field(s) in the MTW Section on TAB 2 or in the MTW Other Expense field on Tab 3. HAP expenses 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.
One Year Mainstream - MTW (UML)	Total number of vouchers leased this month for all One Year Mainstream awards (MTW PHAs ONLY). These awards are pre-2008
One Year Mainstream - MTW (HAP)	Total HAP expenses incurred for One Year Mainstream-MTW reported in the units sections (MTW PHAs ONLY).
Family Unification - Non MTW	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).
Family Unification - Non MTW (HAP)	Total HAP expenses incurred for Family Unification vouchers reported in the units section (non-MTW PHAs ONLY).
Family Unification Pre2008 - MTW	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 (MTW PHAs ONLY)
Family Unification Pre2008 - MTW (HAP)	Total HAP expenses incurred for Family Unification Pre-2008 Vouchers reported in the Family Unification Pre2008 section (MTW PHAs ONLY)
Family Unification 2008/Forward - MTW	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 (MTW PHAs ONLY)
Family Unification 2008/Forward - MTW (HAP)	Total HAP expenses incurred this month for Family Unification 2008/Forward Vouchers reported in the Family Unification 2008/Forward section (MTW PHAs ONLY)

TAB 1 – VOUCHER UML AND HAP	
Form 52681-B Field Name	**Definition**
Non Elderly Disabled - Non-MTW	Total number of vouchers leased this month from initial or renewal Mainstream 1 or Non-Elderly Disabled program increments (non-MTW PHAs ONLY).
Non Elderly Disabled - Non-MTW (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	Total number of voucher leased this month from initial or renewal Non-Elderly Disabled Program increments that were funded from federal years 2008 and forward. (MTW PHAs ONLY)
Non Elderly Disabled 2008 Forward - MTW (HAP)	Total HAP expenses incurred for vouchers leased this month for Non-Elderly Disabled 2008 - Forward as reported in the Non-Elderly Disabled section (MTW PHAs ONLY)
Portable Vouchers Paid	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".
Portable Vouchers Paid 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	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.
HOPE VI HAP	Total HAP expenses incurred for HOPE VI vouchers reported in the Units section.

TAB 1 – VOUCHER UML AND HAP	
Form 52681-B Field Name	**Definition**
Tenant Protection	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 This includes vouchers awarded for relocation from or replacement of a public housing property; vouchers for tenants affected by a termination, opt-out, or prepayment of a multifamily assisted development or a property disposition action; and vouchers provided for the 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. NOTE: Effective April, 2016, RAD Component 1 and 2 leasing and expense information is no longer reported in this field. RAD information should be reported in the appropriate RAD 1 and 2 fields.
Tenant Protection HAP	Total HAP expenses incurred for Tenant Protection vouchers reported in the Units section.
Enhanced Vouchers	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
Veterans Affairs Supportive Housing (VASH) Vouchers	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. Vouchers should be reported in this category only if the PHA has received an award under this program in FFY2008 or later. A voucher is reported in this category as long as it is in use be an eligible program participant. In accordance with Notice PIH 2011-53, if a HUD-VASH family no longer requires case management services, and 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.
Veterans Affairs Supportive Housing (VASH) 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.

TAB 1 – VOUCHER UML AND HAP	
Form 52681-B Field Name	**Definition**
DHAP to HCV Vouchers Leased	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 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.).
DHAP to HCV Vouchers HAP	Total HAP expenses for DHAP to HCV voucher leasing reported in the **units** section**.**
All Other Vouchers	Total number of vouchers leased for all other purposes. Do not include any vouchers already reported in the other voucher categories above.
All Other Vouchers 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 FSS Escrow Deposits below.
MTW - Family Unification 2008/Forward HAP expenses after the First of the Month	Total amount of HAP expenses incurred after the first of the month for leased Family Unification vouchers 2008/forward vouchers. (MTW PHAs ONLY). 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	Total amount of HAP expenses incurred after the first of the month for leased Family Unification Vouchers from pre-2008 awards. (MTW PHAs ONLY). 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	Total amount of HAP expenses incurred after the first of the month for leased Non-Elderly Disabled Vouchers 2008/forward vouchers(MTW PHAs ONLY). 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	Total amount of HAP expenses incurred after the first of the month for leased VASH vouchers (MTW PHAs ONLY). Mandatory field for MTW agencies who have been awarded VASH vouchers.

Form 52681-B Field Name	Definition
MTW - One year Mainstream HAP After the First of the Month	Total amount of HAP expenses incurred after the first of the month for leased One Year Mainstream vouchers (MTW PHAs ONLY). Mandatory field for MTW agencies who have been awarded One Year Mainstream vouchers.
FSS Escrow Deposits	Deposits to FSS participant escrow accounts made for this month
All Voucher HAP Expenses for Contracts Effective After the First of Month	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 5. 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 and One Year Mainstream 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 5 program should NOT be reported in this field but should be reported in the Mainstream 5 field. "Note: RAD 2 HAP expenses incurred after the first of the month SHOULD be reported in this field".
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 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 Voucher Paid HOPE VI Tenant Protection Veterans Affairs Supportive Housing (VASH) Vouchers All Other Vouchers

TAB 1 – VOUCHER UML AND HAP	
Form 52681-B Field Name	**Definition**
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 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 All Other Vouchers HAP Veterans Affairs Supportive Housing (VASH) Vouchers HAP All Voucher HAP Expenses for contracts effective After the First of Month 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 FSS Escrow Deposits Note that the PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements.
Other Voucher Reporting Requirements	
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 months. The HAP contract terminates automatically 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.

TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Number of vouchers issued but not under housing assistance payments (HAP) contract as of the last day of the month	This figure represents the total **cumulative** number of new vouchers issued for all categories 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.
Portable Units Administered	Total number of vouchers for the entire month 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 program should NOT be reported in this field.
Total HAP for Portable Units Administered	HAP expenses attributable to the Portable Units Administered as reported above. These expenses are NOT included in the HA's total voucher HAP expenses elsewhere reported in VMS.
5-Year Mainstream	The number of 5 Year Mainstream vouchers under lease. Vouchers should only be reported in this category if the PHA has received an award under the 5 year mainstream program, and should be reported in this category for the initial and all renewal terms.
5 Year Mainstream HAP	Total amount of HAP expenses incurred for 5 Year Mainstream vouchers reported in Unit section. The PHA should report ALL MS5 HAP expenses in this field, including the prorated HAP expenses incurred after the first of the month.
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, AOV, 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 RAD 1 and RAD 2 units that are under a HAP contract but are not leased and RAD 1 units that are receiving Rehab Assistance Payments (RAP).
Number of PBVs Under HAP and Not Leased with Vacancy Payment and Associated Vacancy HAP Expense	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.

TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
HAP Expenses - Number of PBVs Under HAP and Not Leased with Vacancy Payment and Associated Vacancy HAP Expense	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.

TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Memorandum Reporting	
Fraud Recovery – Total Collected this Month	Total dollar amount recouped by the HA as fraud recoveries 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".
Interest or other income earned this month from the investment of HAP funds and Restricted Net Position	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.
FSS Escrow Forfeitures this month	Total value of FSS escrow accounts 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.
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.
Number of LBP Initial Clearance Tests	The total number of initial lead-based paint clearance tests completed during the month. If entered the reported value must be a positive whole number only.
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.
Number of LBP Risk Assessments	The total number of lead-based paint risk assessments completed during the month. If entered the reported value must be a positive whole number only.

Form 52681-B Field Name	Definition
Administrative Expenses	
FSS Coordinator Expense Covered by the FSS Grant	Include on this line item only those expenses covered with unspent FSS administrative fees earned through grants awarded in FY2014 and prior. Allowable expenses paid from unspent prior year grants that may be reported on this line for expenses incurred after December 2015 are: contracting to do FSS data collection/clean-up/analysis, building the capacity of the Program Coordinating Committee, strengthening your agency's outreach strategies, etc. You may also report expenses incurred for salary and benefits only to hire an extra, temporary HCV FSS coordinator to help with our existing FSS caseload or FSS special project. Please note that any funds remaining unspent from CY2014 and prior may not be used to pay the salary and benefits of current FSS coordinators and may not be reported on this line item. Further, any expenses incurred that are paid with funds drawn down from LOCCs should not be included on this line item. Also note that once funds have been exhausted from your FSS grant (FY15 and beyond) any expenses incurred for covering **HCV** FSS coordinator salary and benefits must be included in the VMS on the regular administrative expenses line item. Do not report these expenses on the line item "FSS Coordinator Expenses Not Covered by Grant".
FSS Coordinator Expenses Not Covered by FSS Grant	This field is no longer active and should not be used to report any FSS data.
Administrative Expense	Total administrative expenses, direct and indirect, incurred by the PHA for the Voucher Program. This amount excludes expenses covered by FSS/Homeownership Coordinator grants, Housing Conversion fees, Mobility Counseling and ROC fees (and other special purpose one time fees provided), Preliminary Expenses and Portability Payments due from another Housing Authority.
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	

TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Unrestricted Net Position (UNP) as of the Last Day of the Month	Note: Regardless of the system (VMS or FASS-PH) in which UNA 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. 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 also provides information regarding VMS reporting. 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.*

TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
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 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 expenses for regular vouchers and for HCV special purpose vouchers including VASH, Non-Elderly Disabled (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 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 forfeitures. Excess funds received for the Mainstream 5 program should 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.

Form 52681-B Field Name	Definition
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. 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.
MTW	
MTW - HCV Administrative Expenses	HCV on administrative expenses incurred by the PHA supported by HAP funds as well as administrative expenses paid from earned fees for traditional HCV units including special purpose vouchers (NED, FUP, MS1), RAD, MTW units, non-MTW units and tenant protection vouchers. MTW PHAs **ONLY** should report in this field
MTW - Public Housing Rehabilitation	HCVP HAP funds expended by the PHA for capital improvements of existing public housing units, as allowed under public housing program statutes and regulations
MTW - Debt Service Repayment	HCVP HAP funds expended by the PHA for debt service payments. Expenses reported in this field should only be those made in association with a CFFP, OFFP, EPC or other use under Section 30 of the U.S. Housing Act that has been approved by HUD. Any other use of HCVP HAP funds to pay debt service that would require a waiver or Section 30 must be included by the PHA as an approved MTW activity in the MTW plan before the expenditures are eligible and reported
MTW - Development Activities	HCVP HAP funds expended by the PHA for the development of new public housing units, new project-based HCV units, or new local non-traditional units. In order to expend HCVP HAP funds for the development of local nontraditional units, the PHA must have an approved MTW activity in the MTW plan describing how the funds will be used.
MTW - Local Housing Program	HCVP HAP funding expended by the PHA for operation of local, non-traditional housing programs. In order to expend HCVP HAP funds for the operation of local, non-traditional housing programs, the PHA must have an approved MTW activity in the MTW plan describing how the funds will be used.

TAB 2 – OTHER INCOME AND EXPENSE	
Form 52681-B Field Name	**Definition**
Other - Unspent Funds	
Fund Source 1	
Unspent Fund Source (HCV, CAP, OP or MTW)-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, Operating Fund, Capital Fund, or merged MTW)
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 from the Unspent Fund Source that the PHA has committed to the activity. 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.
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 has obligated to the 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 specific action that obligates the funds to the activity, such as a contract executed with Company ABC.
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.
Fund Source 2 -Same as above	
Fund Source 3-Same as above	
Fund Source 4-Same as above	
Fund Source 5-Same as above	
Fund Source 6-Same as above	
Fund Source 7-Same as above	
Fund Source 8-Same as above	
Fund Source 9-Same as above	
Fund Source 10-Same as above	
Fund Source 11-Same as above	

TAB 3 – ADDITIONAL EXPENSE / COMMENTS

Form 52681-B Field Name	Definition
Expenses	
Expense Amount 1	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 1	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.
Expense Description 2	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.
Expense Description 3	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.
Expense Description 4	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.
Expense Description 5	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 - Other - 1 - PHA to identify the type of expense incurred	HCVP HAP funding expended by the PHA for an activity that does not fit in any other category
MTW - Other - 1 Comments (PHA to identify the type of expenses incurred)	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 - 2 - PHA to identify the type of expense incurred	HCVP HAP funding expended by the PHA for an activity that does not fit in any other category
MTW - Other - 2 Comments (PHA to identify the type of expenses incurred)	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 - 3 - PHA to identify the type of expense incurred	HCVP HAP funding expended by the PHA for an activity that does not fit in any other category
MTW - Other - 3 Comments (PHA to identify the type of expenses incurred)	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

TAB 3 – ADDITIONAL EXPENSE / COMMENTS	
Form 52681-B Field Name	**Definition**
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 exceed 4000 characters

TAB 4 – DISASTER UML AND HAP	
Form 52681-B Field Name	**Definition**
Disaster Voucher Program (DVP)	
Disaster Name	Specific Name associated with the current disaster
Disaster Families Assisted	Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.
Disaster Families Assisted (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	Security Deposit paid during the reporting month for the Disaster Families
Disaster Security Deposit Returned	Amount of security deposit returned for the Disaster Family during the reporting month
Disaster Utility Deposit	Utility Deposit paid during the reporting month for the Disaster Families
Disaster Utility Deposit Returned	Amount of Utility deposit returned for the Disaster Family during the reporting month
Disaster Administrative Expenditures	The amount of Administrative Expenditures incurred for the reporting month
Disaster Broker Fee	The total amount of broker fees paid during the reporting month for Disaster Families

TAB 5 – PHA CONTACT INFORMATION

Form 52681-B Field Name	Definition
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 (POC)	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 e-Mail 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
FA 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
Field Office POC Email 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.
FO POC Phone Number	Phone number assigned to PIH FO POC phone number, data is pre-filled by HUD

TAB 5 – PHA CONTACT INFORMATION	
Form 52681-B Field Name	**Definition**
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 6 – SUBMISSION	
Form 52681-B Field Name	**Definition**
Validation History	
PHA Number	Official number assigned to the PHA, 2 character 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
Field Name	Identifies the specific field that failed the Hard Edit, data is pre- filled by HUD
Error Message with Number	Error message indicating what the error is, data is pre- filled by HUD
Submitted By User ID	User information, identifying last user who submitted the monthly submission with the Hard Edit error, data is pre- filled by HUD
Submission date & time	System date and time stamp indicating when the user submitted the monthly submission, data is pre- filled by HUD
Reviewer ID	Identification of the FA who reviewed the Hard Edit, data is pre- filled by HUD
Review Date & time	System date and time stamp indicating when the FA reviewed the Hard Edit error, data is pre- filled by HUD
Submission History	
Current Status	Status indicator for the specific version of the monthly submission, data is pre- filled by HUD
Last Updated By User ID	User information, identifying last user who submitted the monthly submission, data is pre- filled by HUD
Last Updated By Name	User name identifying who the last user was for the submission, data is pre- filled by HUD
Last Updated Date & Time	System date and time stamp indicating when the specific version was submitted. Data is pre- filled by HUD

TAB 7 – EXECUTIVE SUMMARY- CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
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 Revenue 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 Currant 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 Restricted Net Position	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) Amount	Utilization unit months leased as reported in VMS, data pre-filed by HUD using VMS data
Utilization Units – (UML) Amount	Utilization units 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

TAB 7 – EXECUTIVE SUMMARY- CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
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 RNP – 1 month prorated RNP cushion) Percentage	Calculated: HAP expended CYTD / ABA + (Budgeted RNP – 1 month prorated RNP cushion). Expressed as a Percentage
Utilization Units Graph: UMAs vs. UMLs	
Utilization HAP Graph: HAP vs. BA & RNP	

Recap Worksheet -CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
Recap	
RNP Balance as of 1/31/2009	RNP Ending balance provided by HUD for the PHA, data pre-filled by HUD.
ABA Disbursed	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

Recap Worksheet -CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
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
Monthly Units Months Available Remaining CY	Calculated field to indicate the number of unit months available per month for the remainder of the year, calculated data pre-filled by HUD.
Unit Months Funding Would Support	Calculated value to determine how many unit months the funding would support, Remaining CY Eligibility divided by the (sum(HAP)/sum(UML)), data pre-filled by HUD
Unit Months Funding Would Support, including RNP Offset	Calculated value to determine how many unit months the funding would support, (Remaining CY Eligibility plus RNP offset) divided by the (sum(HAP)/sum(UML)), data pre-filled by HUD
Monthly Units Funding Would Support	Calculated value to determine how many months the remaining funding would support, Unit Months Funding/CY Months Remaining, data pre-filled by HUD

Recap Worksheet -CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
Monthly Units Funding Would Support, including RNP Offset	Calculated value to determine how many months the remaining funding would support, Unit Months Funding w/RNP offset/CY Months Remaining, data pre-filled by HUD
Minimum of Available or Supportable	Lesser of the Unit Months Remaining CY or Unit Months Funding would support, data pre-filled by HUD
Minimum of Available or Supportable, including RNP Offset	Minimum of the (Unit Months Remaining CY with RNP offset) or (Unit Months Funding with RNP offset) would support, data pre-filled by HUD
Minimum of Available or Supportable Monthly	Minimum of the Monthly Unit Months Available or Monthly Units Funding would support, data pre-filled by HUD
Minimum of Available or Supportable Monthly, including RNP Offset	Minimum of the (Monthly Unit Months Available w RNP offset) or (Monthly Units Funding would support w RNP offset), data pre-filled by HUD

Projection Worksheet- CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
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	The monthly leasing amount as reported by the PHA for the specified month.

Projection Worksheet- CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
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 Month 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

Projection Worksheet- CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
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

Projection Worksheet- CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
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
Year End Projection – Spending as % of BA plus RNP	Calculation of HAP divided by ABA plus budgeted RNP

Utilization Graph- CURRENTLY INACTIVE	
Form 52681-B Field Name	**Definition**
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	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

Prior Month Corrections	
Form 52681-B Field Name	**Definition**
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.
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).

8.1 APPENDIX B: HARD EDIT ERROR MESSAGES

Error Number	Error Message
Error HE001	PHA has not reported 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 not reported tenant protection leasing, while the PHA has received one or more awards of tenant protection units.
Error HE004	PHA has reported tenant protection leasing, but PHA has not received an award of tenant protection units.
Error HE005	PHA may not report more Enhanced Vouchers than the number of Tenant Protection Vouchers reported.
Error HE006	PHA has not reported 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 not reported 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 not reported Moving to Work HAP costs, while the PHA does have a Moving to Work program.
Error HE013	PHA has reported Moving to Work HAP costs, but PHA does not have a Moving to Work program.
Error HE014	PHA has not reported Family Unification HAP costs, while the PHA does have a Family Unification program.
Error HE015	PHA has reported Family Unification HAP costs, but PHA does not have a Family Unification program.
Error HE016	PHA has not reported Tenant Protection HAP costs, while the PHA has received one or more awards of Tenant Protection units.
Error HE017	PHA has reported Tenant Protection HAP costs, but the PHA has not received an award of Tenant Protection units.
Error HE018	PHA has not reported 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 Number	Error Message
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 not reported 5 Year Mainstream HAP costs, while the PHA does have a 5 Year Mainstream program.
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.
Error HE026	PHA has an active FSS program but has not reported FSS costs
Error HE027	PHA has no active FSS program, but has reported FSS costs.
Error HE030	PHA has not reported 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 not reported 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 the system.
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 Number	Error Message
Error HE092	PHA has reported RAD Component 1 costs while the PHA does not have one or more RAD Component 1 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
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 yr mainstream MTW leasing but PHA does not have a 1 yr mainstream MTW program or the PHA is not an MTW Agency
Error HE098	PHA has not reported 1 yr mainstream MTW HAP costs, but PHA does have a 1 yr mainstream MTW program
Error HE099	PHA has reported 1 yr mainstream MTW HAP costs but PHA does not have a 1 yr 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 Number	Error Message
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 Family Unification 2008/Forward (MTW) program
Error HE128	PHA has reported Family Unification 2008/Forward (MTW) leasing but PHA does not have Non Elderly Disabled 2008/Forward (MTW) program or the PHA is not an MTW agency
Error HE130	PHA has not reported Non Elderly Disabled 2008/Forward (MTW) HAP Costs, but PHA does have a Family Unification 2008/Forward (MTW) program
Error HE131	PHA has reported Family Unification 2008/Forward (MTW) HAP Costs but PHA does not have anon 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 not 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 yr mainstream MTW HAP Expenses After the First of the Month, but PHA does have a 1 yr mainstream MTW program
Error HE143	PHA has reported 1 yr mainstream MTW HAP Expenses after the First of the Month but PHA does not have a 1 yr 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

8.2 APPENDIX C: USER ACCESS LEVELS

Role Code	Role Description	Action Description	User Access
FMG *(Internal User)*	Manager – Financial Management Center	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	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	1. Ability to read submitted data. 2. Ability to generate reports	1. Manage PHA Data -View PHA Data 2. Generate reports
UDE *(External User)*	Utilization and Expense Data Submitter	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	1. Manage PHA Data -Enter PHA Data 2. Prior Month Correction -Data Input 3. Generate DCR Report
HUR *(Internal User)*	Financial Analyst User	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	1. Manage PHA Data -View PHA Data 2. -Review and Approve Pending Submissions 3. Prior Month Correction - Review and Approve Pending Prior Month Corrections 4. Generate Reports

User Role and Action Codes

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. Refer to the Table of Contents for link definitions.