

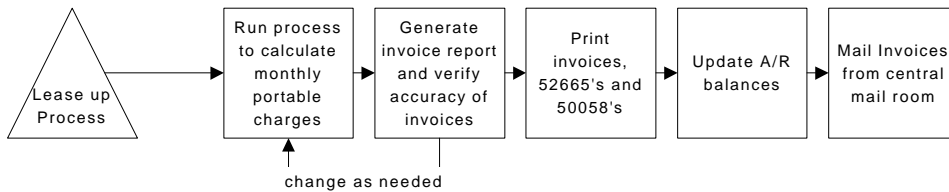
**Leased Housing – Portability:**

**Overview**

Currently, the BHA's Leased Housing Division processes over 100 new leases per month outside the City of Boston, presently totaling 1,700 outgoing portable clients. We also maintain an incoming portfolio of 200+ clients with an approximate increase of 30 per month. The present process relies heavily on manual processes because we do not have a true accounts receivable module. The changes we are proposing would fully automate the billing, tracking and posting of receivables.

**Future Workflow Process Maps:**

**INCOMING PORTABLES: - BILLING**



**CALCULATE INVOICES:**

- System should identify charges for a partial months rent
- System should automatically prorate billing based on effective date (partial or full months)
- System should automatically terminate charges when client vacates
- System should only calculate invoices for incoming portable clients
- System should allow users to change the admin fee globally and apply it to all portable residents of that housing authority
- System should calculate monthly charges to other housing authorities based on HAP amount, utility allowance, admin fee, and any other transactions
- System should calculate hard-to-house fee when applicable - this is a one-time charge
- System should accurately calculate retro-active adjustments based on effective date
- System should increase the receivables balance for the housing authority when calculations are updated
- System should use a complete accounts receivable system for tracking outstanding balances

**GENERATING INVOICES:**

- System generated invoices should reflect all outstanding charges
- System generated invoices should reflect all credits
- System should allow invoices to be generated at any time
- System generation of invoices should not be dependent on the timing of the subsidy payment checkrun
- System should allow all current and historical invoices to be run on-demand
- System should allow invoices to be run for an entire housing authority or for one client
- System should automatically generate 52665 and 50058 for clients whose record has been updated since last billing date
- System should collate any additional documentation with the invoice when the invoice is generated
- System should generate invoices as requested

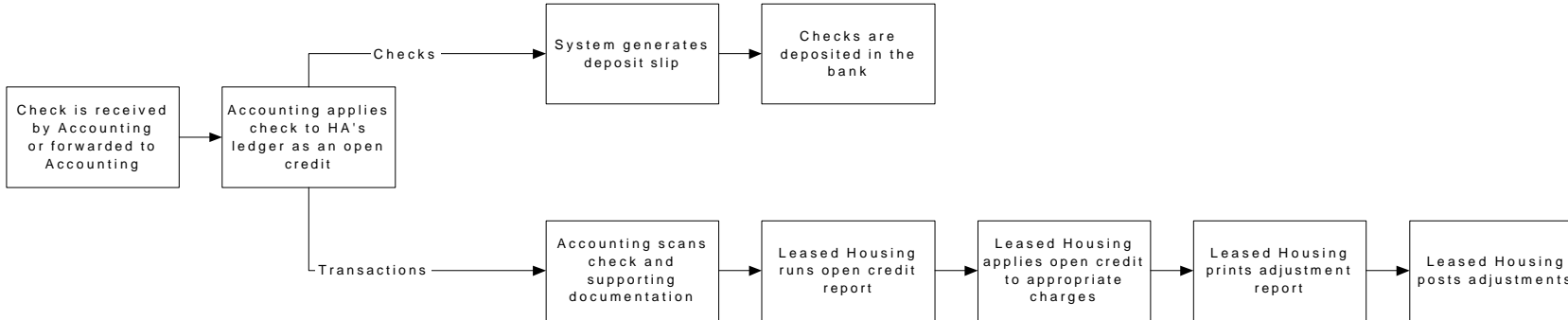
**PORTABILITY INFORMATION:**

- System should maintain PHA number, contact name and contact information for other housing authorities
- System should maintain from Lease up all information related to unit address
- System should maintain from Lease up all information related to the ACC
- System should maintain from Lease up all information related to LH30 and 52665
- System should maintain BHA contact information (Leasing Officer) from Lease up
- System should maintain admin fee amount by housing authority

**INVOICE FORMAT:**

- System should maintain contact name and information for other housing authorities
- System should print BHA contact information on invoices
- System should allow invoice formats to be customized as needed
- System should automatically generate remittance information
- System should allow remittance information to be customized by housing authority

**INCOMING PORTABLES: - PAYMENTS:**



**PAYMENTS:**

- System should allow payments to be applied to open credits
- System should allow scanned check and other supporting documentation to be attached to housing authority record
- System should automatically generate deposit slips by date
- System must allow open credits to be applied easily
- System must allow application of open credits to be reviewed prior to posting

**ADJUSTMENTS:**

- System should allow manual transactions (both charges and credits) to be entered
- System should maintain user-defined charge types with default general ledger coding
- System should maintain user-defined adjustment types with default general ledger coding
- System should maintain effective dates for all charges, adjustments and credits
- System should generate all general ledger transactions based on charge types, adjustment types, and ACC

**OUTSTANDING BALANCE DISPLAY:**

- System should sort display of outstanding balance by housing authority, by client, by charge type, and by date
- System should allow sort to be changed by the user as needed
- System should allow display of outstanding charges to be limited to only one client
- System should maintain and display detailed user-defined information on all charges and credits
- System should display total charge, total credits applied to that charge, and balance due for that charge as one line item
- System should allow user to easily obtain detailed information related to total credits applied to an outstanding charge

**REPORTING:**

- System should allow detailed agings to be printed on demand
- System should allow historical agings to be printed. These agings should reflect the balances as they existed on a user-defined date.
- System should allow user to print a detail report of all open charges and credits for a particular housing authority
- System should maintain accurate ledgers for each housing authority

No.	Process	Requirement Description	P*	Comments
1.	Calculate Invoices:	System should identify charges for a partial months rent	1	
2.	Calculate Invoices:	System should automatically prorate billing based on effective date (partial or full months)	1	
3.	Calculate Invoices:	System should automatically terminate charges when client vacates	1	
4.	Calculate Invoices:	System should only calculate invoices for incoming portable clients	1	
5.	Calculate Invoices:	System should allow users to change the admin fee globally and apply it to all portable residents of that housing authority	1	
6.	Calculate Invoices:	System should calculate monthly charges to other housing authorities based on HAP amount, utility allowance, admin fee, and any other transactions	1	
7.	Calculate Invoices:	System should calculate hard-to-house fee when applicable - this is a one-time charge	1	
8.	Calculate Invoices:	System should accurately calculate retro-active adjustments based on effective date	1	
9.	Calculate Invoices:	System should increase the receivables balance for the housing authority when calculations are updated	1	
10.	Calculate Invoices:	System should use a complete accounts receivable system for tracking outstanding balances	1	
11.	Portability Information:	System should maintain PHA number, contact name and contact information for other housing authorities	1	
12.	Portability Information:	System should maintain from Lease up all information related to unit address	1	
13.	Portability Information:	System should maintain from Lease up all information related to the ACC	1	
14.	Portability Information:	System should maintain from Lease up all information related to LH30 and 52665	1	
15.	Portability Information:	System should maintain BHA contact information (Leasing Officer) from Lease up	2	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
16.	Portability Information:	System should maintain admin fee amount by housing authority	1	
17.	Invoice Format:	System should maintain contact name and information for other housing authorities	1	
18.	Invoice Format:	System should print BHA contact information on invoices	1	
19.	Invoice Format:	System should allow invoice formats to be customized as needed	1	
20.	Invoice Format:	System should automatically generate remittance information	3	
21.	Invoice Format:	System should allow remittance information to be customized by housing authority	3	
22.	Generating Invoices:	System generated invoices should reflect all outstanding charges	1	
23.	Generating Invoices:	System generated invoices should reflect all credits	1	
24.	Generating Invoices:	System should allow invoices to be generated at any time	1	
25.	Generating Invoices:	System generation of invoices should not be dependent on the timing of the subsidy payment checkrun	1	
26.	Generating Invoices:	System should allow all current and historical invoices to be run on-demand	1	
27.	Generating Invoices:	System should allow invoices to be run for an entire housing authority or for one client	1	
28.	Generating Invoices:	System should automatically generate 52665 and 50058 for clients whose record has been updated since last billing date	1	
29.	Generating Invoices:	System should collate any additional documentation with the invoice when the invoice is generated	3	
30.	Generating Invoices:	System should generate invoices as requested	1	
31.	Invoice Format:	System should maintain contact name and information for other housing authorities	1	
32.	Invoice Format:	System should print BHA contact information on invoices	1	

Legend:

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No.	Process	Requirement Description	P*	Comments
33.	Invoice Format:	System should allow invoice formats to be customized as needed	2	
34.	Invoice Format:	System should automatically generate remittance information	2	
35.	Invoice Format:	System should allow remittance information to be customized by housing authority	2	
36.	Payments:	System should allow payments to be applied to open credits	1	
37.	Payments:	System should allow scanned check and other supporting documentation to be attached to housing authority record	3	
38.	Payments:	System should automatically generate deposit slips by date	2	
39.	Payments:	System should allow open credits to be applied easily	1	
40.	Payments:	System should allow application of open credits to be reviewed prior to taking effect	1	
41.	Payments:	System should generate all payment documentation on demand	1	
42.	Adjustments:	System should allow manual transactions (both charges and credits) to be entered	1	
43.	Adjustments:	System should maintain user-defined charge types with default general ledger coding	1	
44.	Adjustments:	System should maintain user-defined adjustment types with default general ledger coding	1	
45.	Adjustments:	System should maintain effective dates for all charges, adjustments and credits	1	
46.	Adjustments:	System should generate all general ledger transactions based on charge types, adjustment types, and ACC	1	
47.	Outstanding Balance Display:	System should sort display of outstanding balance by housing authority, by client, by charge type, and by date	1	
48.	Outstanding Balance Display:	System should allow sort to be changed by the user as needed	1	

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No.	Process	Requirement Description	P*	Comments
49.	Outstanding Balance Display:	System should allow display of outstanding charges to be limited to only one client	1	
50.	Outstanding Balance Display:	System should maintain and display detailed user-defined information on all charges and credits	1	
51.	Outstanding Balance Display:	System should display total charge, total credits applied to that charge, and balance due for that charge as one line item	1	
52.	Outstanding Balance Display:	System should allow user to easily obtain detailed information related to total credits applied to an outstanding charge	2	
53.	Reporting:	System should allow detailed agings to be printed on demand	1	
54.	Reporting:	System should allow historical agings to be printed. These agings should reflect the balances as they existed on a user-defined date.	1	
55.	Reporting:	System should allow user to print a detail report of all open charges and credits for a particular housing authority	1	
56.	Reporting:	System should maintain accurate ledgers for each housing authority	1	

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