



Let Emphasys Software help you become PBA-ready

With the latest HUD regulations requiring housing authorities to convert to project-based accounting (PBA) and asset management (AM), such a task can become a bit daunting. From planning the conversion to the actual implementation process, housing authorities must have a comprehensive plan and solid structure to ensure HUD requirements are successfully met. Preparing for PBA and asset management conversion is serious business. The planning and implementation process takes a collaborative effort that can extend beyond the immediate area of focus for a single department. These changes not only influence your financial management system but they also influence housing and construction management, maintenance, IT and other departments in your housing authority. With so much change happening around you, you should have a strong business solutions partner helping you become ready.

To ensure your software is PBA and asset management-ready, Emphasys Software has provided you with a helpful, easy-to-follow check list you can use throughout your conversion process.

Readiness Check List ✓

Can my software perform each of these functions?		✓	✗
1.	Accounts Payable and Cash Account: Allow for fund and project segment replacement		
2.	LIPH charge codes: Perform fund and project segment replacement		
3.	Bank Book: Link multiple GL cash accounts to one Bank Book		
4.	Accounts Payable: Generate multiple checks for a single invoice		
5.	Inventory: Provide centralized and de-centralized management capabilities		
6.	Purchasing: Include project-level and department-level staff in chain of approval		
7.	FSS participant escrows: segmented by fund and by Project/AMP		
8.	TARS and Security Deposits: segmented by fund and by Project/AMP		
9.	Inter-fund and inter-project balancing		
10.	ACC Project number is replaced with AMP Project ID - Conversion utility for historical transaction refund		
11.	Cross department and property charges: tenant related work order		
12.	Cross department and property charges: non-tenant related work order		
13.	Provide unit status data for computation of management, bookkeeping and asset management fees		

Does my software have the ability to generate these reports?				
	Project/AMP	Fund	Cost Center	Consolidated
Aged Accounts Payable Report by:				
Balance Sheet Report by:				
Income Statement Report by:				
Trial Balance Report by:				



Readiness Check List ✓

Does my software have the ability to generate these reports?		
	Project/AMP	Warehouse
Inventory Issues Report by:		
	Cross Charge Analytics (project and central office)	Aging by Project
Work Order Report:		
	Open P.O. by Project/AMP	
Purchase Order by:		
	Open Requisition by Project/AMP	
Requisition by:		
	Program	Property/AMP
Financial Data Schedule by:		

How can I get assistance if I am not sure?

If you are not comfortable with your current conversion process or unsure about how to get started, Emphasys Software can offer you the following PBA/AM-related services:

1. Remote and on-site system conversion assistance; custom or template approach
2. Best practices consulting and implementation
3. Strategic planning consulting
4. PBA readiness review: including non-system related requirements

What other services are available through Emphasys?

Emphasys Software extends to its clients a free online series. The online series provides a comprehensive road map for successful software conversion as well as a guideline for helping your implementation go smoothly. Through the online series, you can:

- Obtain a greater understanding of the software requirements to perform project-based accounting
- Share ideas and learn from other housing authorities as they share their experiencing in converting and implementing PBA and AM
- Learn first-hand from actual beta testers of PBA/AM compliant software
- Plan their own transition to project-based accounting
- Learn how you can facilitate project-based accounting and asset management within Emphasys software
- Stay abreast of Emphasys PBA/AM-related progress and software updates

To learn more

Contact project-based@emphasysworld.com or visit our website at www.emphasysworld.com

