Tenant Rental Assistance Certification System (TRACS)

Industry User Guide for TRACS Internet Applications

December 2008 – December 2.0.2.C

U.S. Department of Housing and Urban Development
Office of Multifamily Housing Programs
451 Seventh Street SW
Washington, DC

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Introduction

Welcome to the industry's guide for the **TRACS Internet Applications.** This guide provides step-by-step instructions on accessing and using the Over/Under Payment Resolution option, Voucher Detail Reports, Voucher Query, and Tenant Unit Address Query applications.

This guide is intended for industry and CAs.

In the introductory chapter, the overview section gives important history and background information. The general information section talks about the process, HUD's initiative and the various contracts and models that support HUD's Management Reform Plan of converting HAP portfolios into ACCs. Section three gives an at-a glance display of what type of information is included in the guide, and where it can be found.

Objectives

By the end of this chapter, you will be able to:

- Understand the different TRACS Internet Applications
- Understand what's in this guide

1.1 General Information

TRACS has made query capabilities available to HUD field and headquarters personnel via the Intranet for the past year. These capabilities are now being offered to the owners and management agents who can submit their query to TRACS via the Internet.

Over/Under Payment Resolution

One of the elements used to evaluate the performance of a Performance-Based Contract Administrator (PBCA) is the prompt resolution of overpayment or underpayment issues between the PBCA and the owner or management agent. The fact that there is an overpayment/underpayment issue is known at the time that the voucher is submitted; however, the date that it is resolved isn't known. This new option provides a vehicle for the PBCA to submit the resolution date via the Internet. Another evaluation element, the date HUD was notified, will be the system date at the time the resolution date is entered.

With the addition of the Over/Under Payment Resolution option, CAs are now able to submit online the date an underpayment/overpayment is resolved. This date and the date it was entered will be stored in the Voucher Summary table and displayed on the Update/View Over/Under Payment Resolution screen and on the Voucher Details screen.

Voucher Summary/Detail Reports

Implemented July 14, 2000, the Voucher Summary/Detail Reports were developed to increase the ease with which Owners, Agents and Contract Administrators are able to retrieve detailed information about the vouchers they have submitted for payment. Owners, Agents and Contract Administrators are able to download two ASCII files for the purpose of creating two voucher reports, the Voucher Summary and the Voucher Detail reports. The reports enable the authorized user to monitor voucher billing submitted to TRACS against the tenant certification data submitted to TRACS. Once downloaded, the reports can be opened and manipulated by using Microsoft Access or Microsoft Excel.

Voucher Query Application

Implemented in September 1997, TRACS Voucher/Payment System added processing and financial controls to the existing system while also establishing an interface with the Line of Credit Control System (LOCCS). Through the interface, TRACS requests payments and LOCCS returns confirmations or rejections.

After implementation of the TRACS Voucher/Payment batch processing system, it became clear that Field Offices, the Voucher Processing Hub, and Headquarters personnel required faster access to Voucher Data. Implementation of the TRACS Voucher Query application provided HUD users with access to detailed voucher information. This enabled HUD users to respond to and resolve owner/agent inquiries and perform the pre-payment validation required for vouchers that fail the threshold tests.

With the introduction of the Voucher Query Internet application, owners and management agents may now also access this information to determine voucher status and to resolve payment issues. It is anticipated that this Internet capability will reduce telephone traffic to Field Offices, the Voucher Processing Hub, and the TRACS Hotline.

The main objective of the application is to provide a vehicle for answering status questions concerning a voucher.

Manual Voucher Submission

The Manual Voucher Submission application enables use of HUD's Internet to submit voucher summaries to TRACS when the facility for submitting this information using the regular batch process is unavailable.

Certification Query Application

The Certification Query application was developed to allow the Field Office TRACS user faster access to tenant certification information. This information enables the HUD user to respond to and resolve owner/agent inquiries and perform routine Project/Contract certification searches more quickly and easily.

With the implementation of the Internet applications, owners and management agents are able to access their own data at any time. Owner and management agents may query for a certification list by contract or project and sort it by unit or name. Certifications are retrieved and displayed in groups of twenty-five certifications. The certifications displayed are limited to the most current, and all future certifications. After June 1, 2000, a user may select the *Download* option from the query window to download the queried data into an ASCII file for reporting purposes. Easy-to-print instructions may be accessed by clicking the *Help* icon from the query window.

Move-In/Move Out Query

The Move-In/Move-Out option provides a comprehensive list of all move-ins and move-outs for a specified project or contract.

Multiple Occupancy Query

With Multiple Occupancy, reports can be retrieved to identify units occupied by multiple active heads of households and active heads of households occupying more than one unit.

Project Evaluation Query

Project Evaluation provides a valuable risk management reporting tool to asset managers to use when reviewing projects and/or specific households. The summary data included in this report can be helpful in identifying potential problem projects and specifically help locate problem units

Tenant Unit Address Query Application

The gathering of Tenant Unit Addresses by the TRACS system began with the implementation of TRACS Tenant Release 2.0.1.A. Owner/Agents were required to submit MAT 15's, supplying tenant unit and mailing addresses to the TRACS database. The Tenant Unit Address Query allows authorized users access to their previously submitted unit address data. Owner and management agents may query for tenant unit addresses by submitting either a contract or project number, and sort the results by either unit number or SSN. The application also permits the user to view the data in their browser or download it to an ASCII file. If the browser option is selected, retrieved addresses are displayed in groups of twenty-five. Selecting the Download option from the main query screen results in the creation of an ASCII file, which the user may then retrieve and customize according to their specific needs.

Verification Query

Verification Query can assist in determining whether owners and agents are using the approved passbook rates, income limits, contract rents, utility allowances, gross rents, and 236/BMIR market rents. Once current information is available, the report is used to quickly review the list of values as they were submitted on the project's certifications.

1.2 In This Guide

The Tenant Rental Assistance Certification System's (TRACS) Internet Application User Guide provides the procedures and reference information for researching summary and status data on vouchers submitted for a contract or project number for the 12-month period prior to the date of query submission. The chapters are arranged sequentially and document the process of accessing information available in the TRACS Intranet Application system.

In this guide, you will find the following information:

Table of Contents	The master *Table of Contents* is located at the front of the guide. It is a high-level summary of the topics in all chapters.
Chapter 1	*Introduction* explains the purpose and benefits of TRACS Internet Applications.
Chapter 2	*Getting Started* shows you how to access TRACS Internet Applications, change your password, and explains how to get an ID. It also describes the process of accessing the TRACS application system.
Chapter 3	The Contract & Project Based Voucher Summary Report provides information derived from Form HUD-52670 within a specified date range. Grouped by project or contract, the report provides information on the total number of subsidized and non-subsidized units submitted on the voucher, as well as assistance payment information including total assistance payments, adjustments, and debt service.
Chapter 4	The *Over/Under Payment Resolution* option enables the user to submit the date an overpayment/underpayment is resolved.
Chapter 5	The downloadable *Voucher Detail/Summary Reports* enable authorized users to monitor voucher billing submitted to TRACS against the tenant certification data submitted to TRACS by the owner/agents.
Chapter 6	The *Voucher Query* application provides HUD users with access to detailed voucher information.

Chapter 7	The *Manual Voucher Submission application* enables use of HUD's Internet to submit voucher summaries to TRACS when the facility for submitting this information using the regular batch process is unavailable.
Chapter 8	The Assistance Payment Report lists all certification transactions within a contract or project and shows assistance payment amounts within a specific date range or voucher date.
Chapter 9	The *Certification Query* application was developed to allow TRACS users faster access to tenant certification information. This information enables the HUD user to respond to and resolve owner/agent inquiries and perform routine Project/Contract certification searches quickly and easily.
Chapter 10	The Certifications with Discrepancies Report provides owners and agent with easy access to certifications containing discrepancies and facilitates making corrections.
Chapter 11	The Late Recertification Report lists households within a contract or project that are late in recertifying. Users may specify whether the report will include all certifications, exclude terminations, list HQ terminations only, or only list terminations.
Chapter 12	The *Move-In/Move-Out* option provides a comprehensive list of all move-ins and move-outs for a specified project or contract.
Chapter 13	With *Multiple Occupancy*, reports can be retrieved to identify units occupied by multiple active heads of households and active heads of households occupying more than one unit.
Chapter 14	*Project Evaluation* provides a valuable risk management reporting tool to asset managers to use when reviewing projects and/or specific households. The summary data included in this report can be helpful in identifying potential problem projects and specifically help locate problem units.

Chapter 15	The *Tenant Unit Address* application provides users with quick access to unit address data for a project or contract, enabling them to respond to and resolve owner/agent inquiries.
Chapter 16	The *Verification Query* can assist in determining whether owners and agents are using the approved passbook rates, income limits, contract rents, utility allowances, gross rents, and 236/BMIR market rents. Once current information is available, the report is used to quickly review the list of values as they were submitted on the project's certifications.
Chapter 17	The Voucher Tenant Compliance Query enables authorized users to view the latest compliance information at the contract or project level. Voucher funds may be released or denied based on the information supplied.
Appendices	*Appendices* provides reference code and description information detailing action, status, and other code functionality.

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Getting Started

The TRACS Internet Application system is web-based, and it provides authorized users with summary and status data on vouchers submitted for a contract or project number for the 12-month period prior to the date of query submission.

Authorized users can also view additional detail data on vouchers by selecting the ***Voucher Summary Details, Miscellaneous Accounting Requests, Special Claims, or Voucher Discrepancies*** in this application. The Project/Contract Query link has been re-engineered to display as Certification Query, and provides users with information such as certification discrepancies and benefit history.

In addition, authorized users will be able to process Over/Under Payment resolutions and submit the date resolved online.

Objectives

By the end of this chapter, you will be able to:

- Understand Security and User Access
- Access TRACS Internet Application system

2.1 Security and User Access

Registration is required prior to gaining access to the Tenant Rental Assistance Certification System (TRACS) Internet applications. As these applications provide access to sensitive financial and personal information, security features have been implemented to ensure access is granted only to authorized entities/individuals. Only after registering in HUD's Secure Systems, being added to the system, receiving a user ID, and being assigned a system role can an Internet user access TRACS Internet applications.

Further restrictions apply regarding system access for a specific property. Before permitting access to TRACS Voucher, Certification, and Tenant Unit Address data for a property, a user must be assigned to that property by the coordinator of the owning entity.

Each trusted business partner, or their authorized agent, interested in using these applications must first successfully complete a registration process with HUD. There are two types of TRACS Internet users: coordinators and users. In most cases coordinators perform only system administration functions. These functions include establishing their profile as a coordinator to TRACS or other systems, activating the user, assigning the user's role and access to the applicable property. A user is someone other than the coordinator, either an employee of the owner or a third party, who has registered for a user ID from HUD and has been authorized to access TRACS Voucher and/or Certification data for a property (or properties) by the coordinator of the owning entity.

The following seven steps outline the registration process.

1. **Coordinator**(s) for a HUD trusted business partner submits an on-line registration application form for their coordinator user ID to HUD using HUD's **Secure Systems**.

2. **User**(s) for a trusted business partner submits an on-line registration application form for their user ID to HUD using HUD's **Secure Systems**.

3. **HUD** approves/denies application for coordinator registration and returns correspondence by mail to the CEO of the owning entity or the organization named in the registration application. The mailed response contains information necessary for coordinator registration in Secure Systems.

4. **Coordinator** logs into Secure Systems and establishes their profile as coordinator to TRACS and/or other systems.

5. After submitting their registration, **user**(s) notify the coordinator for the owning entity under which they registered.

6. The **coordinator** accesses Secure Systems, retrieves the user information, and assigns role(s) and property access rights for the user(s).

7. Authorized **user**(s) log-in to Secure Systems and access authorized information via the TRACS Internet application(s).

Detailed steps and an explanation of the Secure Systems procedures can be found in the **Secure Systems User Guide for Contract Administrators**. The Secure Systems Guide is useful for steps on registering a first-time user, establishing the coordinator and users, and system maintenance functions. Once you are established as a coordinator or user, return to this guide for step-by-step instructions on using the TRACS Voucher Detail Reports, TRACS Voucher Query, and TRACS Project/Contract Query.

✍ *Note: The Secure Connection Guide is designed for all Internet applications used by HUD's trusted business partners. The Guide is generic and therefore is not TRACS-specific.*

2.2 Accessing TRACS Internet Query Applications

Access the HUD Multifamily Secure Systems by entering the following URL in the *Location* field of your browser:

https://hudapps.hud.gov/HUD_Systems/

Note: Bookmark this site for quick future access!

To access TRACS Internet Query Applications:

1. Enter the URL displayed above, and the **User Login** screen (Figure 1) displays.

Figure 1. User Login Screen

2. Enter your *User ID (User Name)* and *Password***.**

3. Click on 

, and the **Legal Warning** screen (Figure 2) displays.

   OR

   Click on Cancel to enter a different *User Name* and *Password.*

Note: The User ID must be entered all in uppercase format and the password is case-sensitive. The User ID will be your **M-**ID.

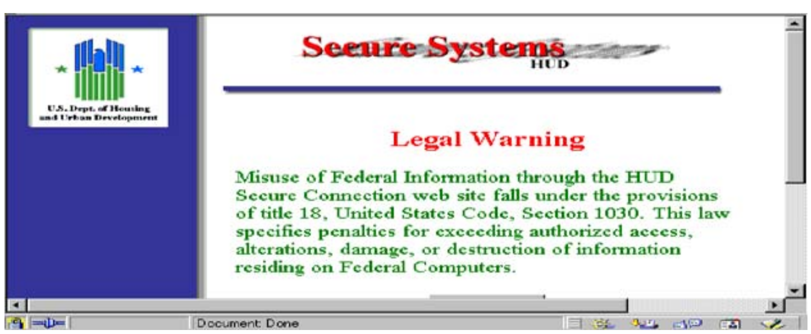


Figure 2. Legal Warning Screen

4. Click on Continue, and the **Secure Systems HUD** screen (Figure 3) displays.

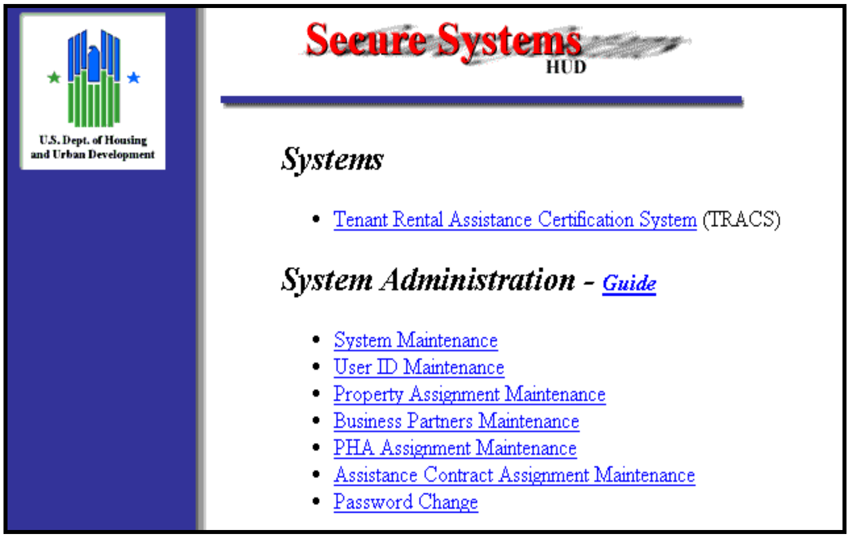


Figure 3. Secure Systems HUD Screen

5. Click on the Tenant Rental Assistance Certification System link, and the **TRACS Home Page** screen (Figure 4) displays.

Listed below this heading are links to Over/Under Payment Resolution, Voucher Detail /Summary Reports, Voucher Query, Manual Voucher Submission, Certification Query, Move In/Move Out Query, Multiple Occupancy Query, Project Evaluation Query, Tenant Unit Address Query, and Verification Query.

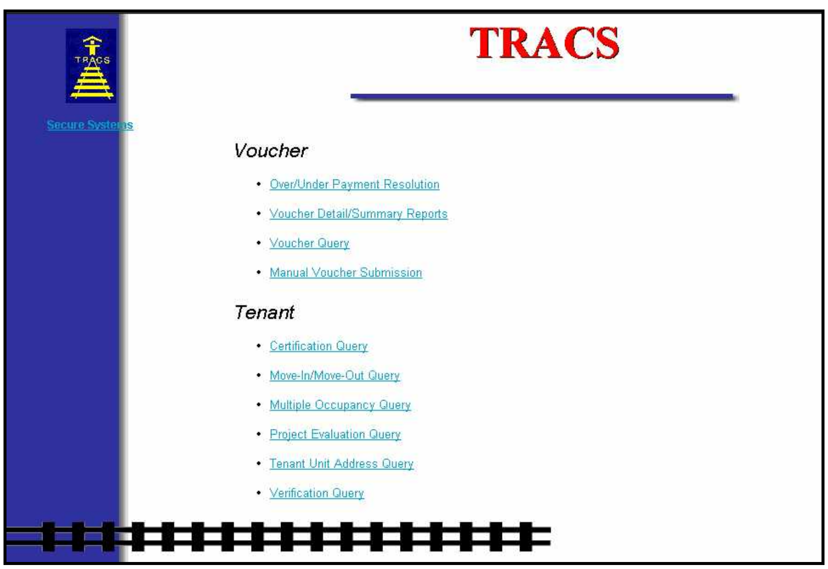


Figure 4. TRACS Home Page

3

Contract & Project Based Voucher Summary Report

Objectives

By the end of this chapter, you will be able to:

- Query information from Form HUD-52670
- View query data from browser
- Download and print a Voucher Summary Report

The Contract/Project Based Voucher Summary Report provides information derived from Form HUD-52670, Housing Certification and Application for Housing Assistance Payments within a specified date range. Grouped by project or contract, the report provides information on the total number of subsidized and non-subsidized units submitted on the voucher, as well as assistance payment information including total assistance payments, adjustments, and debt service.

The Contract/Project Based Voucher Summary Report option can be selected from the TRACS Main Menu.

From the Contract/Project Based Voucher Summary Report screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

3.1 To access the Contract/Project Based Voucher Summary Query Screen:

1. From the TRACS Main Menu, click on the Contract/Project Based Voucher Summary Report link, and the following query screen (Figure 1) displays:

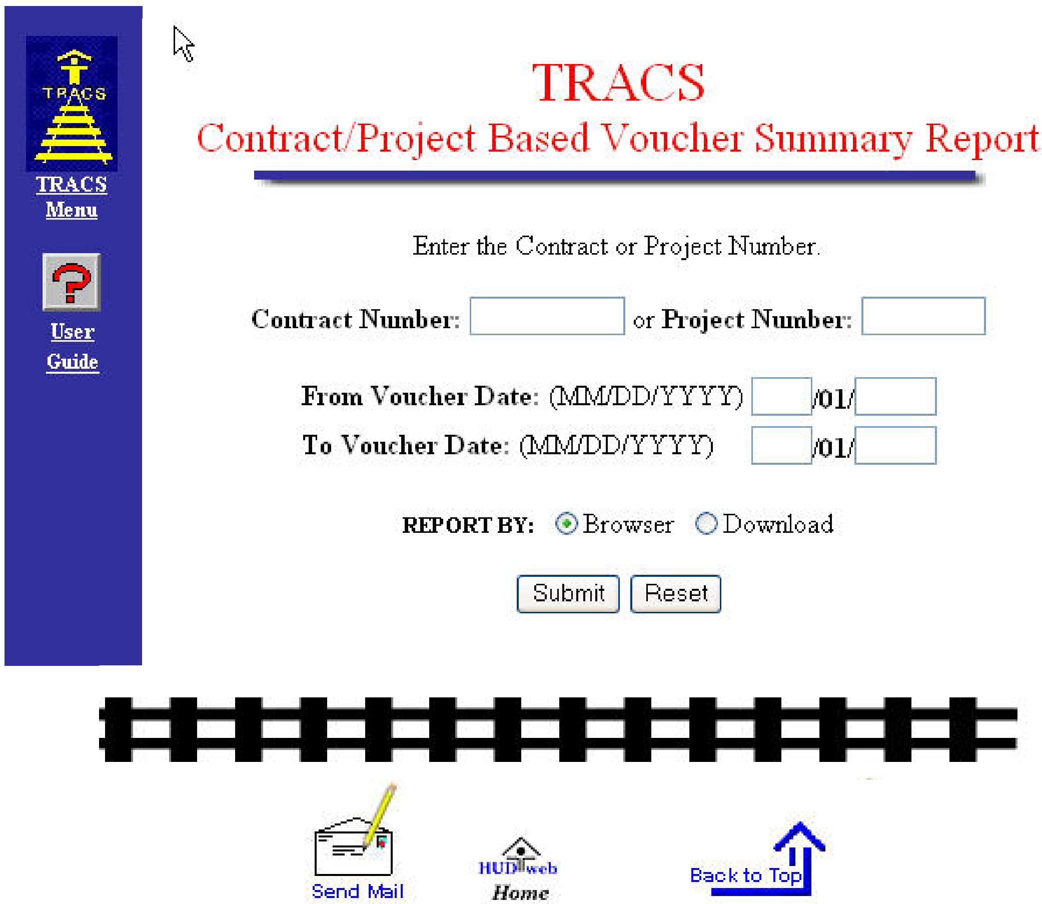


Figure 1. TRACS Contract/Project Based Voucher Summary Query Screen

3.2 To submit a Contract/Project Based Voucher Summary Query:

1. From the Contract/Project Based Voucher Summary Query Screen, enter the desired contract number or project number.

✍ *Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.*

2. To specify a date range, enter dates in From Voucher Date and To Voucher date fields.

✍ *Note: Both dates have three fields: Month, Day, and Year; however, the Day field is fixed at 01 and cannot be edited. In other words, date ranges must begin and end on the first day of the month. Also, the Month field is two digits and the Year field is four digits.*

3. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.

4. Click Submit to start the Query.

3.3 To download the Contract/Project Based Voucher Summary Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:

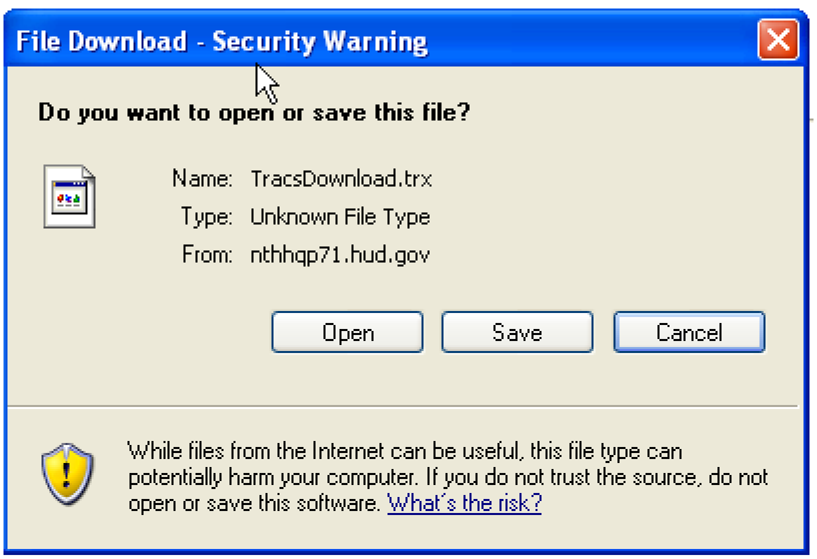


Figure 2. Security Warning Screen

2. Select *Save it to disk* to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed in Figure 3. Figures 4(a) and 4(b) are two examples of the Contract/Project Based Voucher Summary Report.

```
Voucher Date,Contract Number,Area Code,Office Code,Units in Contract,Units Receiving Subsidy,Units Vacant Under this Contract,
05/01/2000,KY36A002001,05,01,,,,, ,1,1,1,1,1,1,1,1,1,1,1,1,1,N,10,N,1,05/01/2000
```

Figure 3. ASCII File

U.S. Department of Housing and Urban Development
TRACS Contract/Project Based Voucher Summary Report

Project Number: 122EH006 **Voucher Date Range:** 01/01/2004-01/01/2005

Voucher Unit Summary

Contract Number	Project Name	Subsidy Type	Voucher Date	Subsidized Units	Vacant Units	Market Units	Total Units
AZ160413201	VIVIENDAS ASIST.	RAP	1/1/2004	23	6	0	29
Totals				23	6	0	29

Voucher Payment Summary

Contract Number	Project Name	Voucher Date	Regular Tenant Assistance	Misc Account Request	Adjustments	Unpaid Rent	Damages	Rent Up	Regular Vacancy	Debt Service	Total Subsidy Requested	Total Subsidy Approved
AZ160413201	VIVIENDAS ASIST.	1/1/2004	13911	0	-1314	0	0	0	0	0	12597	12597
Totals			13911	0	-1314	0	0	0	0	0	12597	12597

Interpreting and Printing this page

Return to Query

Figure 4(a) Contract/Project Based Voucher Summary Report
Queried by Project Number

U.S. Department of Housing and Urban Development
TRACS Contract/Project Based Voucher Summary Report

Contract Number: AZ16R000001 **Voucher Date Range:** 01/01/2005-03/01/2005

Voucher Unit Summary

Project Number	Project Name	Subsidy Type	Voucher Date	Subsidized Units	Vacant Units	Market Units	Total Units
	DEL PUEBLO APARTMENTS	Section 8	3/1/2005	40	0	0	40
	DEL PUEBLO APARTMENTS	Section 8	1/1/2005	40	0	0	40
Totals				80	0	0	80

Voucher Payment Summary

Project Number	Project Name	Voucher Date	Regular Tenant Assistance	Misc Account Request	Adjustments	Unpaid Rent	Damages	Rent Up	Regular Vacancy	Debt Service	Total Subsidy Requested	Total Subsidy Approved
	DEL PUEBLO APARTMENTS	3/1/2005	22381	0	0	0	0	0	0	0	22381	22381
	DEL PUEBLO APARTMENTS	1/1/2005	22683	0	-264	0	0	0	0	0	22419	22419
Totals			45064	0	-264	0	0	0	0	0	44800	44800

Interpreting and Printing this page

Return to Query

Figure 4(b) Contract/Project Based Voucher Summary Report
Queried by Contract Number

4

Over/Under Payment Resolution

One of the elements used to evaluate the performance of a Performance-Based Contract Administrator (PBCA) is the prompt resolution of overpayment or underpayment issues between the PBCA and the owner or management agent. The TRACS Voucher Over/Under Payment Resolution option enables the user to submit the date an overpayment/underpayment is resolved. This option is available from the TRACS Main Menu screen.

From the **Over/Under Payment Resolution Voucher Selection** screen, click on the TRACS Menu link in the blue side bar to return to the **TRACS Main Menu.**

From the **Over/Under Payment Resolution Voucher Selection** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- Submit the date an overpayment or underpayment is resolved

4.1 To access the Over/Under Payment Resolution option:

1. From the TRACS Main Menu, click once on the Over/Under Payment Resolution link, and the **TRACS Over/Under Payment Resolution Voucher Selection** screen (Figure 1) displays.

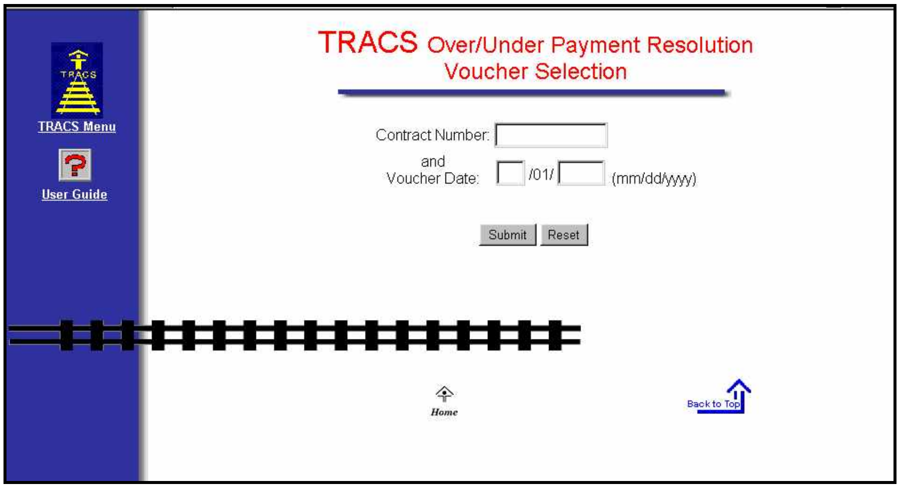


Figure 1. TRACS Over/Under Payment Resolution Voucher Selection Screen

2. Enter the *Contract Number* and *Voucher Date*.

3. Click Submit, and the **Update Over/Under Payment Resolution (Edit Mode)** screen (Figure 2) displays.

   OR

4. Click on Reset to clear fields and enter different criteria. Then click Submit, and the **Update Over/Under Payment Resolution (Edit Mode)** screen (Figure 2) displays.

   .

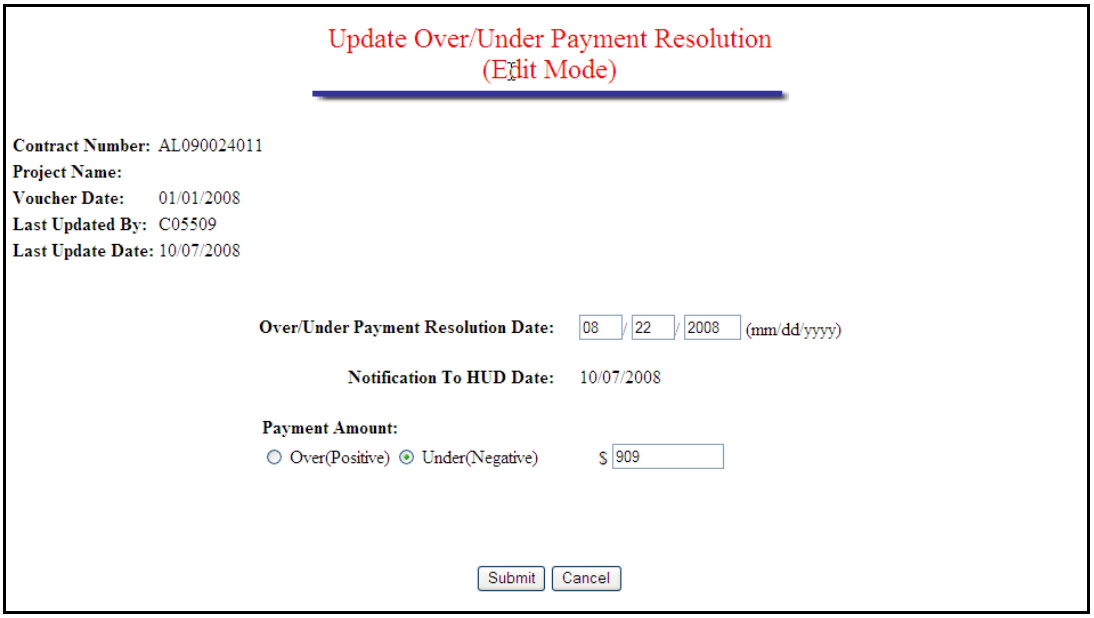


Figure 2. Update Over/Under Payment Resolution Screen

> *Note: If no voucher is found for the Contract Number and voucher date entered, a message displays stating, "No voucher was found with the searching criteria entered".*

4. Enter *Over/Under Payment Resolution* date.
5. Select either *Over (positive)* or *Under (negative)* radio button.
6. Enter *Payment Amount.* You must enter a number higher than "0."
7. Click on Submit, and the "TRACS Voucher Successfully Updated" message displays.

   OR

   "The Over/Under payment Resolution data was not updated successfully" message displays.

   The date displays on the **Voucher Detail** screen.
8. Click on OK, and you are returned to the **Over/Under Payment Resolution Voucher Selection** screen.
9. Click on the TRACS Menu link in the blue side bar to return to the **TRACS Main Menu.**

5

Voucher Detail/Summary Reports

The downloadable **Voucher Detail/Summary Reports** enable authorized users to monitor voucher billing submitted to TRACS against the tenant certification data submitted to TRACS by the owner/agents. Implemented July 14, 2000, the TRACS Voucher Detail/Summary Reports were developed to increase the ease with which Owners, Agents and Contract Administrators are able to retrieve detailed information about the vouchers they have submitted for payment. Owners, Agents and Contract Administrators are able to download two ASCII files for the purpose of creating two voucher reports, the Voucher Summary and the Voucher Detail reports.

The Voucher Detail/Summary Reports option can be selected from the TRACS Main Menu.

From the **Voucher Detail/Summary Reports** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the **Voucher Detail/Summary Reports** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- Monitor voucher billing submitted to TRACS against tenant certification data submitted to TRACS by owner/agents
- View query data from browser
- Download and print a Voucher Detail/Summary Report

5.1 To access Voucher Detail/Summary Reports:

1. From the **TRACS Main Menu,** click once on the Voucher Detail/Summary Reports link, and the **TRACS Voucher Detail/Summary Reports** screen (Figure 1) displays.

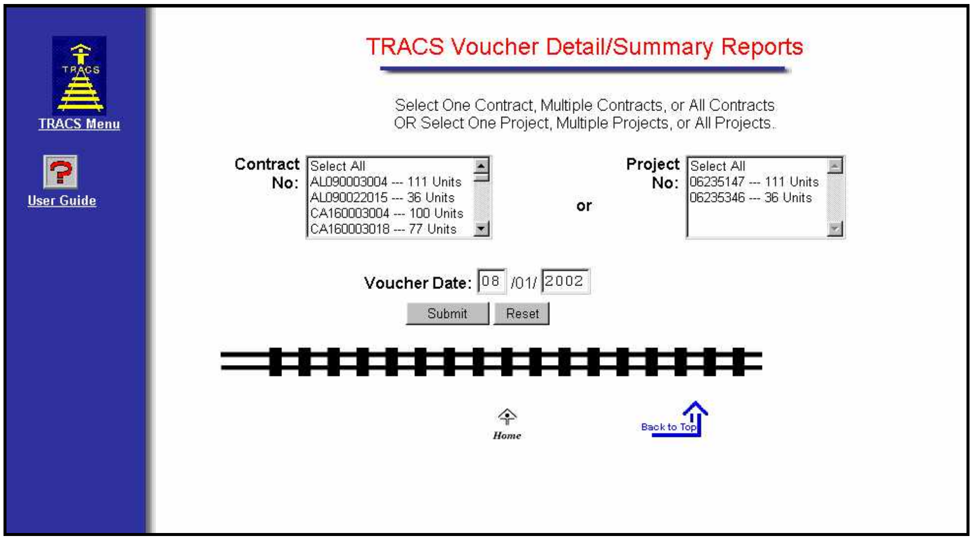


Figure 1. TRACS Voucher Detail/Summary Reports Screen

5.2 To submit a Voucher Detail/Summary Report Query:

1. From the **Voucher Detail/Summary Reports Query** screen**,** select the contract or project by clicking on the desired contract number or project number in the *Contract No.* or *Project No.* box.

   OR

   Select multiple contracts or projects by holding down the Ctrl key while clicking on the contract numbers or project numbers with the mouse.

   OR

   Highlight the Select All option to select all the vouchers available for all of the contracts or projects listed.

2. Enter the month and year of the desired voucher(s) in the *Voucher Date* field.

3. Click on 

, and a pop-up window (Figure 2) displays, alerting the user to how many total units were selected.

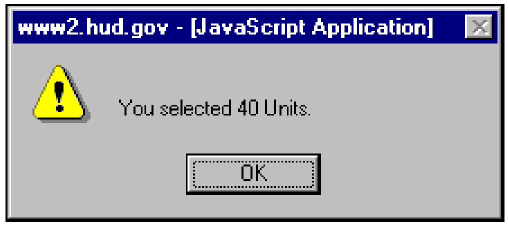


Figure 2. Pop-Up Window

✍ *Note: When the "Select All" option is generated, the Pop-Up Window displays a message alerting user stating 'the sum of units exceed the maximum value, which is 6000; you have selected XXXXX units.'*

4. Click on  to continue, and the **TRACS Download Voucher Detail Reports** screen (Figure 3) displays.

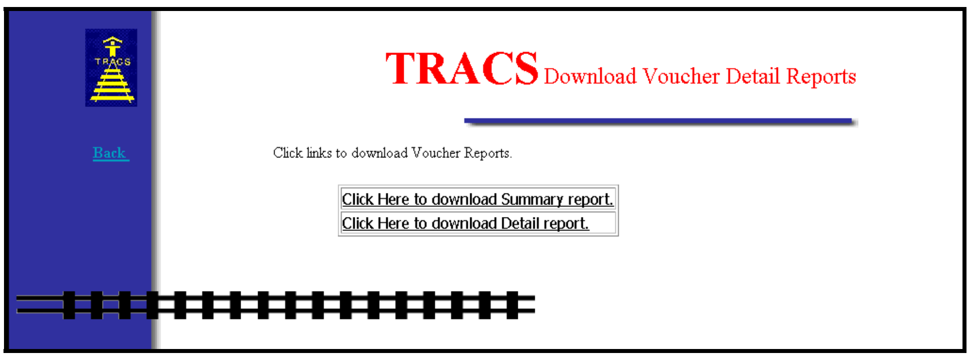


Figure 3. TRACS Download Voucher Detail Reports

There are two reports available to download: the ***Voucher Summary Report*** and the ***Voucher Detail Report***.

5.3 To download the Voucher Summary Report:

1. Click on Click Here to download Summary report, and a **Security Warning** screen (Figure 4) displays.

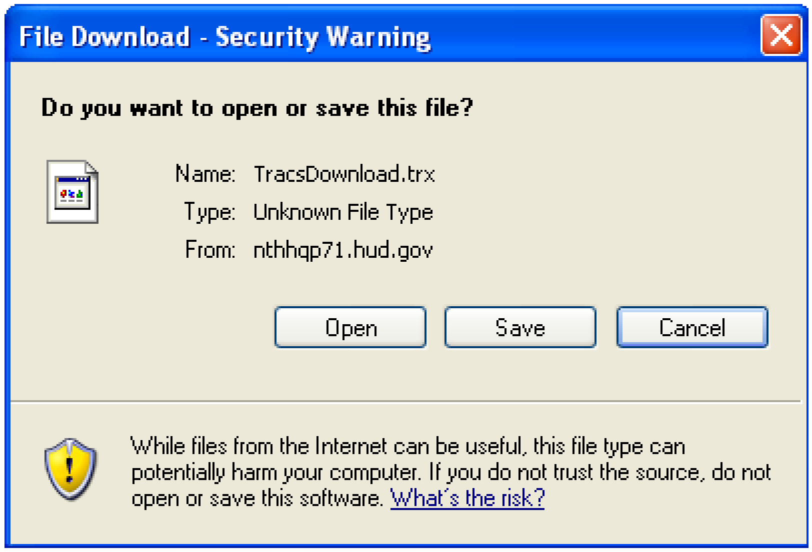


Figure 4. Security Warning Screen

2. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed as Figure 5.

```
Voucher Date,Contract Number,Area Code,Office Code,Units in Contract,
Units Receiving Subsidy,Units Vacant Under this Contract,Market Rent Tenants,
Unreported Units,Calculated Regular Assistance,Reported Regular Assistance,
Regular Assistance Discrepancy Amt,Calculated Adjustments to Assistance,
Reported Adjustments to Assistance,Adjustments to Assistance Discrepancy Amt,
Calculated Regular Units,Reported Regular Units,Regular Unit Discrepancy,
Calculated Adjustment Units,Reported Adjustment Units,Adjustment Unit Discrepancy,
Total Regular Payment Amt, Resubmission Indicator, Compliance Percentage, Threshold Flag,
Subsidy Type, Create Date
05/01/2008,000007NI,03,39,19,19,0,0, 0,11259,7659,0,0,0,0,70,19,51,1,0,1,11587,N,95,N,3,
05/03/2008
05/01/2008,000007NI,03,39,19,19,0,0, 0,11259,7659,0,0,0,0,70,19,51,1,0,1,11587,N,95,N,3,
05/03/2008
```

Figure 5. ASCII File

The Voucher Summary Report displays in ASCII format. The headings display at the top, with the data following on subsequent lines. Use the scroll bar at the bottom of the screen to scroll right to view the entire report. Refer to Appendix A for a detailed chart of headings and descriptions of the displayed data. The following bulleted list gives you a brief look at the Summary Report data:

- Voucher Date
- Contract Number
- Area Code
- Office Code

- Units in Contract
- Units Receiving Subsidy
- Units Vacant Under this Contract
- Market Rent Tenants
- Unreported Units
- Total TRACS Calculated Regular Assistance Payments
- Total Reported Regular Assistance Payments
- Total Regular Assistance Payments Discrepancy
- Calculated Adjustments to Assistance
- Reported Adjustments to Assistance
- Adjustments to Assistance Discrepancy Amount
- Calculated Regular Units
- Reported Regular Units
- Regular Unit Discrepancy
- Calculated Adjustment Units
- Reported Adjustment Units
- Adjustment Unit Discrepancy
- Total Regular Payment Amount
- Resubmission Indicator
- Compliance Percentage
- Threshold Flag
- Subsidy Type
- Create Date

5.4 To download the Voucher Detail Report:

1. From the **TRACS Download Voucher Detail Reports** screen, click on Click Here to download Detail report link, and a security warning screen (Figure 6) displays.

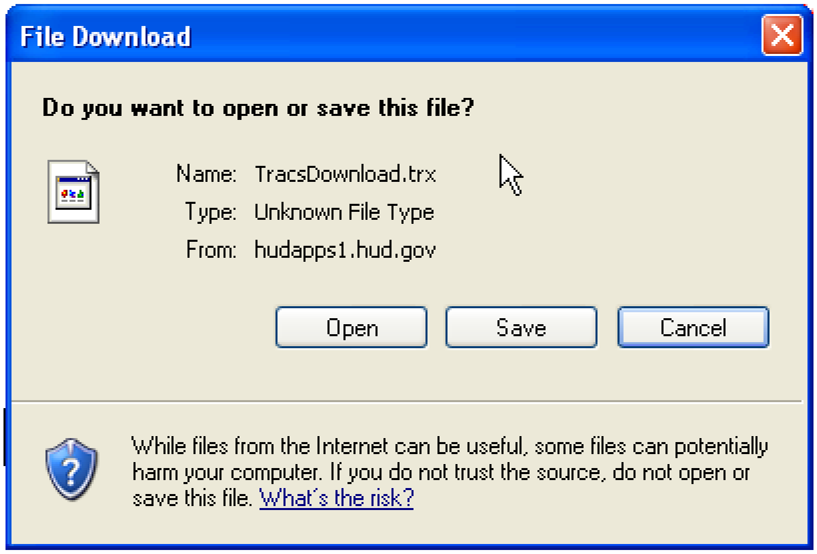


Figure 6. Security Warning Screen

2. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed as Figure 7.

```
Voucher Date,Contract Number,Unit Number,Last Name,First Name,Middle Initial,Head SSN, Effective
Date,Cert Type,Calculated AP,Reported AP,AP Discrepancy Amount,Bedroom Size, Over or Under
Housed,Adjustment Indicator
05/01/2008,000007NI,6 9327,DUKES,BARBARA, XXXXX0575,07/01/2007,AR,945,0,945,3, N
05/01/2008,000007NI,6 9327,DUKES,BARBARA, ,XXXXX0575,07/01/2007,AR,945,0,945,3, ,N
05/01/2008,000007NI,9357,PLUMMER,ELLEN,Y,XXXXX4621,04/01/2007,AR,656,657,-1,3,O,N
05/01/2008,000007NI,9426,GREY-THERIOT,MELVIN,K,XXXXX5515,04/01/2007,AR,0,0,0,3, ,N
05/01/2008,000007NI,9357,PLUMMER,ELLEN,Y,XXXXX4621,04/01/2007,AR,656,657,-1,3,O,N
05/01/2008,000007NI,11 9445,ROBINSON,SHAINDEERA,D,XXXXX0218,05/01/2007,AR,0,0,0,3,O,N
05/01/2008,000007NI,9426,GREY-THERIOT,MELVIN,K,XXXXX5515,04/01/2007,AR,0,0,0,3, ,N
05/01/2008,000007NI,7 9335,NAMAKULA,HARRIET, ,XXXXX0900,08/01/2007,IR,0,0,0,3,O,N
```

Figure 7. ASCII File

The Voucher Detail Report displays in ASCII format. The headings display at the top, with the data following on subsequent lines. Use the scroll bar at the bottom of the screen to scroll right to view the entire report. Refer to Appendix A for a detailed chart of headings and descriptions of the displayed data. The following bulleted list gives you a brief look at the Detail Report data:

- Voucher Date
- Contract Number
- Unit Number
- Last Name
- First Name
- Middle Initial
- Head Social Security Number

✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN - XXXXXNNNN

TIN – XXXXXNNNN

DOB – XX/XX/NNNN

- Effective Date
- Certification Type
- Calculated Assistance Payment
- Reported Assistance Payment
- Assistance Payment Discrepancy Amount
- Bedroom Size
- Over or Under Housed
- Adjustment Indicator

6

Voucher Query

Implemented in September 1997, Voucher/Payment System added processing and financial controls to the existing system while also establishing an interface with the Line of Credit Control System (LOCCS). Through the interface, TRACS requests payments and LOCCS returns confirmations or rejections.

After implementation of the TRACS Voucher/Payment batch processing system, it became clear that Field Offices, the Voucher Processing Hub, and Headquarters personnel required faster access to Voucher Data. Implementation of the Voucher Query application provided HUD users with access to detailed voucher information. This enabled HUD users to respond to and resolve owner/agent inquiries and perform the pre-payment validation required for vouchers that fail the threshold tests.

With the introduction of the Voucher Query Internet application, owners and management agents may now also access this information to determine voucher status and to resolve payment issues.

It is anticipated that this Internet capability will reduce telephone traffic to Field Offices, the Voucher Processing Hub, and the TRACS Hotline.

Objectives

By the end of this chapter, you will be able to:

- Access Line of Credit Control System (LOCCS) information to determine voucher status and resolve payment issues
- View query data from browser
- Download and print a Voucher Report

The main objective of the application is to provide a vehicle for answering status questions concerning a voucher. The Voucher Query option can be selected from the TRACS Main Menu.

From the **TRACS Voucher Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.
From the **TRACS Voucher Query** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

6.1 To submit a voucher query:

1. From the **TRACS Main,** click on the Voucher Query link, and the **TRACS Voucher Query** screen (Figure 1) displays.

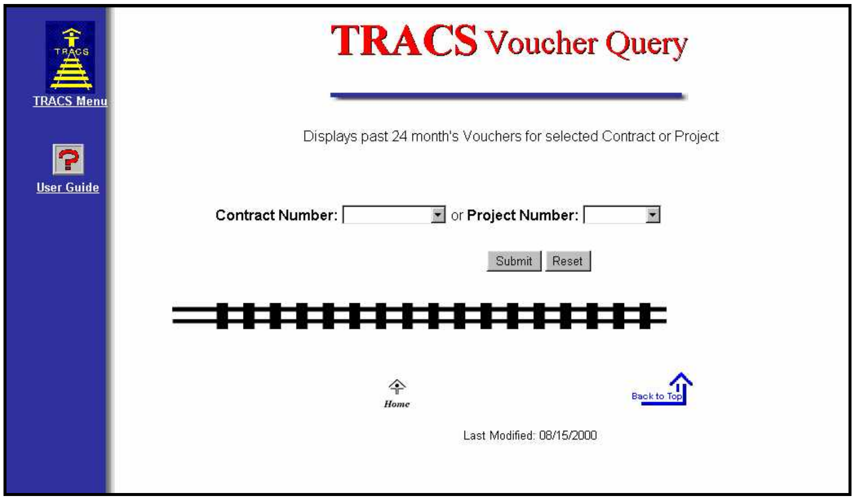


Figure 1. TRACS Voucher Query Screen

2. Select the desired Contract or Project number from the drop-down list.
3. Click on Submit, and the **User Login** screen (Figure 2) displays.

Figure 2. User Login Screen

- *Contract Number* is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.
- *Project Number* is the eight-character number assigned to the Rent Supplement or RAP project. The number will be used only when a specific project's Rent Supplement or RAP Voucher/Payment data is required.

✍ *Note: Only the contracts and projects associated with your M-ID will display in the drop-down list.*

3. Enter *User ID* (User Name) and *Password***.**

4. Click on OK, and the **TRACS Voucher List** screen (Figure 3) displays.

✍ *Note: The User ID must be entered all in uppercase format and the password is case-sensitive.* The User ID will be your **M**-ID.

Application security will validate the authorized ID and its authority to access the submitted project or contract.

U.S. Department of Housing and Urban Development
TRACS Voucher List

Contract/Project Number: AZ16R000001
Project Name: SOMERVILLE CONSUMER HOME
Subsidy Type: Section 8
Active Tenant Count/Units: 5/7 (71%)
Select a Voucher ID to view additional voucher details.

Voucher ID	Voucher Date	Correct-ion Ind	TRACS Processed Date	Status Code	Status Date	Discrep-ancy Ind	Approved Voucher Amount	Offset Amount	Amount Paid	Est Pay Date	Payee TIN
0209000009	4/1/2003	N	9/8/2002	R00	9/8/2002	Y	$0	$0	$0		
0206000826	6/1/2002	N	9/9/2002	R00	9/9/2002	Y	$0	$0	$0		
0205000198	5/1/2002	N	9/4/2002	R00	9/4/2002	Y	$0	$0	$0		
0204000048	4/1/2002	N	9/12/2002	P00	4/18/2003	Y	$500	$0	$500	3/13/2003	

RETURN TO VOUCHER QUERY

LOCCS Payee Name	Action ID	Contract Administrator ID	Compliance Percent	Scheduled Pay Amount	LOCCS Voucher ID
	TRACS		84		
	TRACS		84		
	TRACS		84		
	LOCCS	MA944	84		

(continued)

Figure 3. TRACS Voucher List Screen

✍ *Note:* Any vouchers marked T53 status and placed in Pre-Payment Decision (PPD) for payment suspension has the current compliance percentage re-calculated daily. As tenant certifications are updated daily and compared to the Compliance standard percent set by Housing, if the recalculated percent is equal to or greater than the compliance standard percent set by Housing, then those vouchers are automatically approved and released from PPD for payment. The current counts/ratio of tenant certifications to units—as defined for the ratio and current compliance percent for the contract—is recalculated daily and displayed in the header of the *TRACS Voucher Query* screen and the *TRACS Certification Query* screen.

The initial response screen from the query is intended to answer some of the more immediate questions the user may have and provide a base from which additional details can be retrieved for a specific voucher. The **TRACS Voucher List** screen includes the contract/project number submitted by the user, the project name, and the subsidy type.

If a query has been successful, the application will retrieve and provide a list of vouchers received for the previous twelve months. Data is displayed horizontally across the screen with one voucher on each line.

The **TRACS Voucher List** screen displays the Contract/Project Number provided by the user, the Project Name, and the Subsidy Type. The following information is also provided for every voucher retrieved:

- Voucher ID
- Voucher Date
- Correction Indicator
- TRACS Processed Date
- Status Code
- Status Date
- Discrepancy Indicator
- Approved Voucher Amount
- Offset Amount
- Amount Paid
- Est. Pay Date
- Payee TIN

> ✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*
>
> *SSN - XXXXXNNNN*
>
> *TIN – XXXXXNNNN*
>
> *DOB – XX/XX/NNNN*

- LOCCS Payee Name
- Action ID
- Contract Administrator ID
- Compliance Percent
- Scheduled Pay Amount
- LOCCS Voucher ID

> ✍ *Note: Definitions for all voucher status codes are provided in Appendix B of this document.*

> ✍ *Note: In this release, Compliance Percentage is added to the Voucher List.*

6.2 To display Notes and Messages:

1. Click the Internet browser's **Back** button to retry the query.

   If there are no vouchers for the project or contract specified, the following screen (Figure 4) displays.

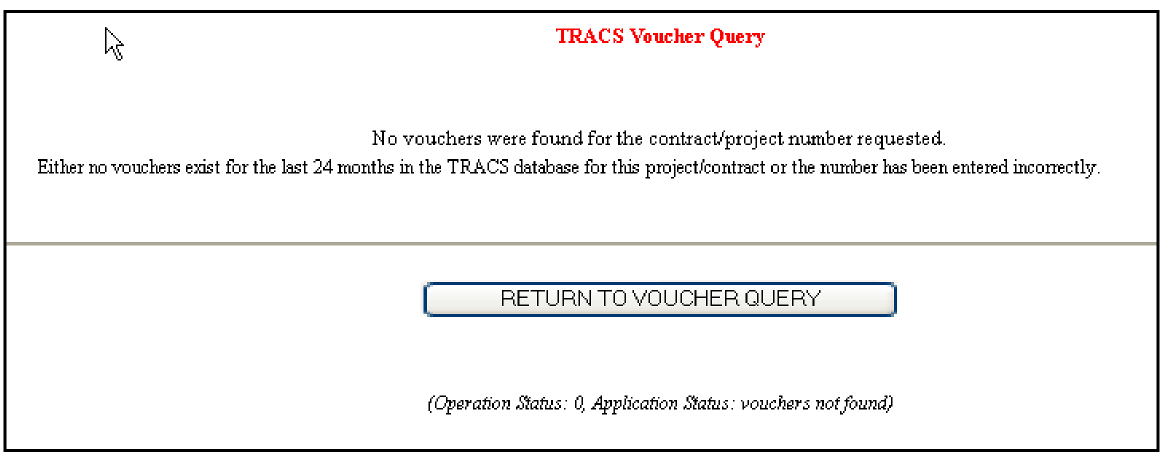


Figure 4. TRACS Voucher Query - No Vouchers were found

If the Coordinator of your organization has not done the Property Assignment for your

ID, then the following **Error** screen (Figure 5) displays.

Figure 5. Error Screen

2. Click the Back link to retry the query on another contract/project, or contact your Coordinator.

Now that you have the desired voucher information, the next step in the process is printing the results. The TRACS Voucher List screen needs to be in landscape orientation. This is noted on the initial TRACS Voucher Query application screen (see instruction item #3, left column).

3. After selecting the Internet browser's Print button, click on the Properties box located directly beside the printer name.

The next screen (Figure 6) allows the user to change the settings from portrait to landscape orientation. This change is necessary to print your voucher query results page.

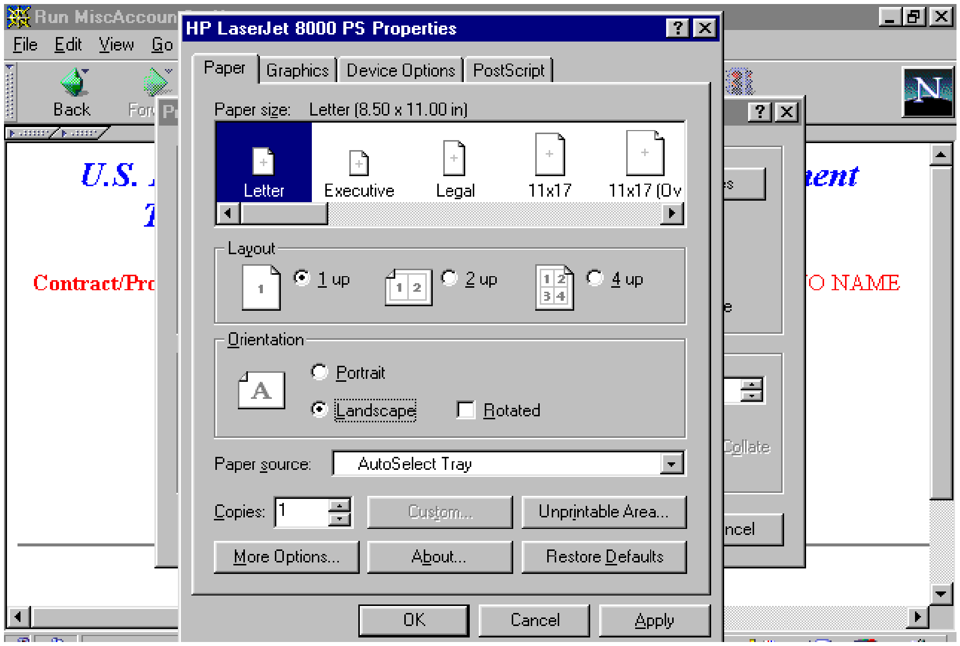


Figure 6. Print Set-up - Properties box

The Voucher Query Internet application also enables the user to access more detailed voucher information with the selection of the Voucher Summary Detail, Miscellaneous Accounting Requests, Special Claims and/or Voucher Discrepancies options.

These options are available to the user from the **TRACS Voucher List** screen.

6.3 To access the Voucher Query Detail Options screen and view summary details:

1. From the **TRACS Voucher List** screen, click on the desired *Voucher ID*, and the **TRACS Voucher Query Detail Options** screen (Figure 7) displays.

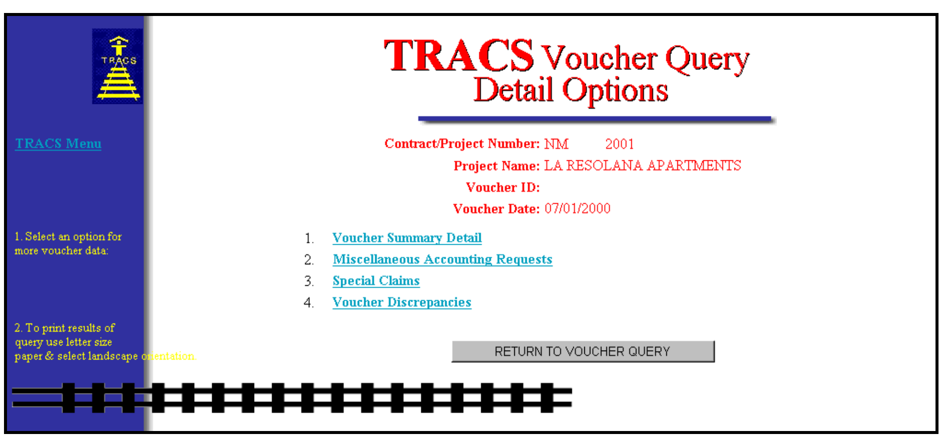


Figure 7. TRACS Voucher Query Detail Options Screen

2. Click the Voucher Summary Detail link, and the **TRACS Voucher Detail** screen (Figure 8) displays.

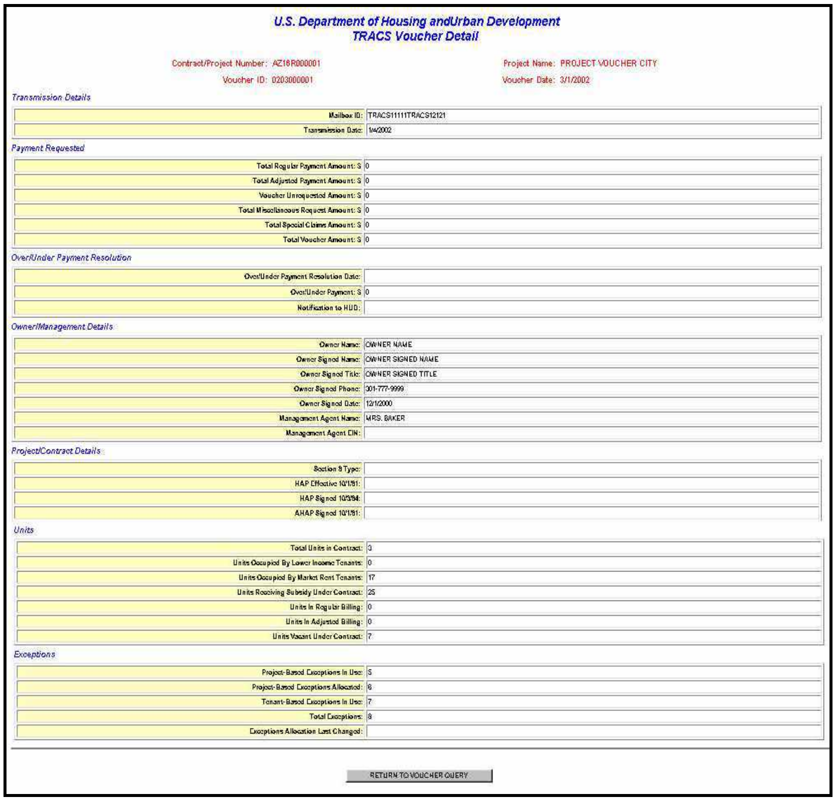


Figure 8. Voucher Summary Detail Screen

The Voucher **Summary Detail** screen is read-only, and provides additional voucher data. The information retrieved identifies the *Contract/Project Number*, the *Project Name*, the *Voucher ID*, and *Voucher Date*. The summary detail information is grouped in the following headings:

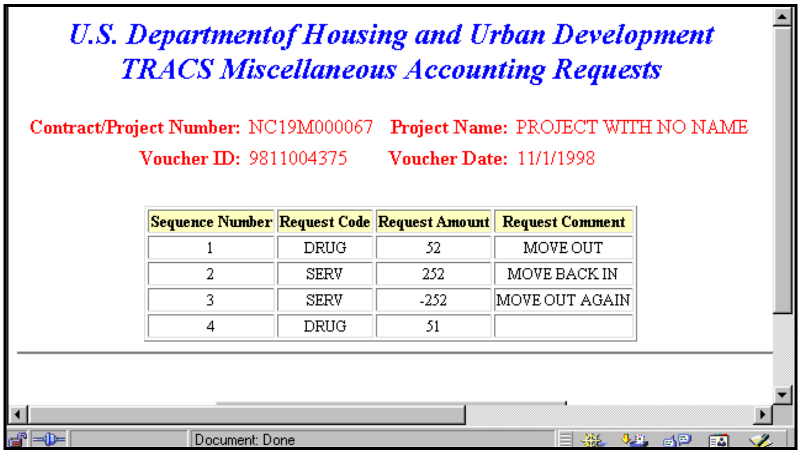
- Transmission Details
- Payment Requested
- Owner/Management Details
- Project/Contract Details
- Units
- Exceptions

3. Click the Internet browser's **Back** button to return to the **TRACS Voucher Query Detail Options** screen.

6.4 To view Miscellaneous Accounting Requests:

1. From the **TRACS Voucher Query Detail Options** screen, click the

Miscellaneous Accounting Requests link, and the **Miscellaneous Accounting Requests** screen (Figure 9) displays.



U.S. Departmentof Housing and Urban Development
TRACS Miscellaneous Accounting Requests

Contract/Project Number: NC19M000067 **Project Name:** PROJECT WITH NO NAME
Voucher ID: 9811004375 **Voucher Date:** 11/1/1998

Sequence Number	Request Code	Request Amount	Request Comment
1	DRUG	52	MOVE OUT
2	SERV	252	MOVE BACK IN
3	SERV	-252	MOVE OUT AGAIN
4	DRUG	51	

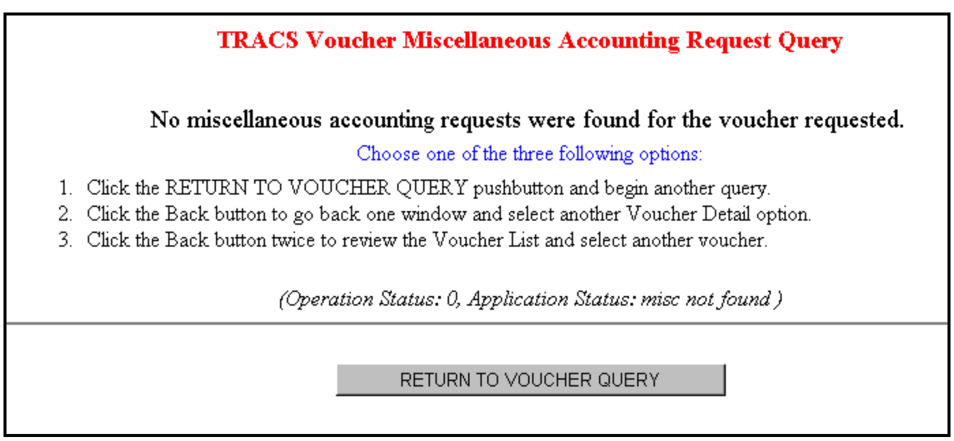
Document: Done

Figure 9. Miscellaneous Accounting Requests Screen

The **TRACS Miscellaneous Accounting Requests** screen is read-only, and provides information on requests made against that specific voucher that effect the voucher amount. The information retrieved identifies the *Contract/Project Number*, the *Project Name*, the *Voucher ID and Voucher Date*. The miscellaneous accounting request data is displayed in table format:

- *Sequence Number*: Number of miscellaneous accounting requests on the voucher. (The list starts with number 1).
- *Accounting Request Code*: A list of Accounting Request codes can be found in Appendix B.
- *Request Amount*: Amount requested for adjustment.
- *Request Comment*: Comment recorded at time of voucher submission.

If there are no Miscellaneous Accounting Requests for this voucher, an Error message screen (Figure 10) displays.



TRACS Voucher Miscellaneous Accounting Request Query

No miscellaneous accounting requests were found for the voucher requested.

Choose one of the three following options:

1. Click the RETURN TO VOUCHER QUERY pushbutton and begin another query.
2. Click the Back button to go back one window and select another Voucher Detail option.
3. Click the Back button twice to review the Voucher List and select another voucher.

(Operation Status: 0, Application Status: misc not found)

RETURN TO VOUCHER QUERY

Figure 10. Error Message Screen

2. Click the Internet browser's **Back** button to return to the **TRACS Voucher Query Detail Options** screen.

6.5 To view Special Claims:

1. From the **TRACS Voucher Query Detail Options** screen, click the Special Claims link, and the **Voucher Special Claims** screen (Figure 11) displays.

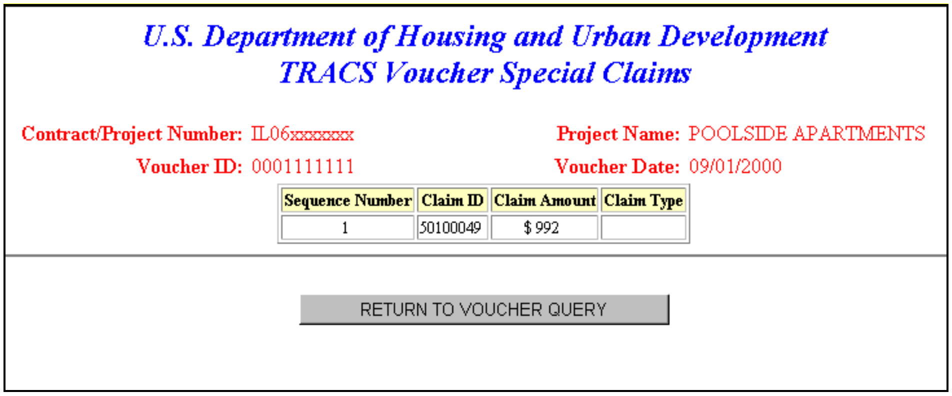


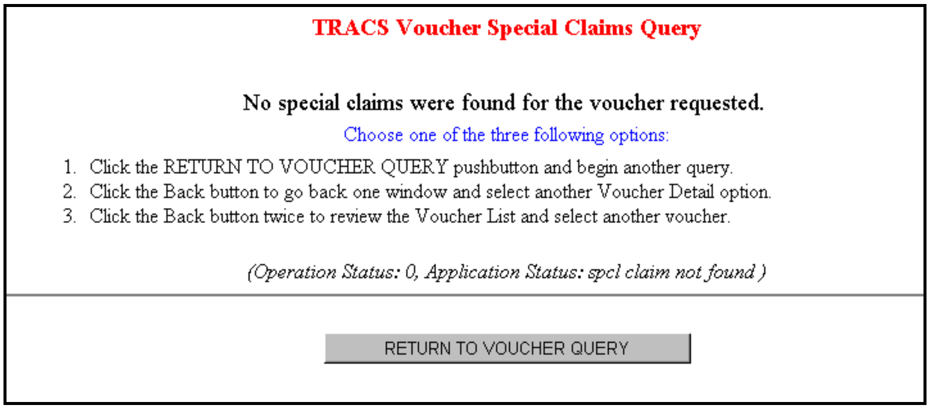
Figure 11. Voucher Special Claims Screen

The **TRACS Voucher Special Claims** screen is read-only, and displays detailed information on any special claims reported for the voucher. The information retrieved identifies the *Contract/Project Number*, the *Project Name*, the *Voucher ID,* and *Voucher Date*.

The special claim data is displayed in table format:

- *Sequence Number*: Number of special claims on the voucher. (The list starts with number 1).
- *Claim ID*: A 9-digit control code assigned to the special claim at the time it is approved by the field office.
- *Claim Amount*: Amount requested for payment by HUD.
- *Claim Type*: Unpaid Rent, Tenant Damages, Vacancy Loss, Regular Vacancy

If there are no special claims for this voucher, the Error Message screen (Figure 12) displays.


TRACS Voucher Special Claims Query

No special claims were found for the voucher requested.

Choose one of the three following options:

1. Click the RETURN TO VOUCHER QUERY pushbutton and begin another query.
2. Click the Back button to go back one window and select another Voucher Detail option.
3. Click the Back button twice to review the Voucher List and select another voucher.

(Operation Status: 0, Application Status: spcl claim not found)

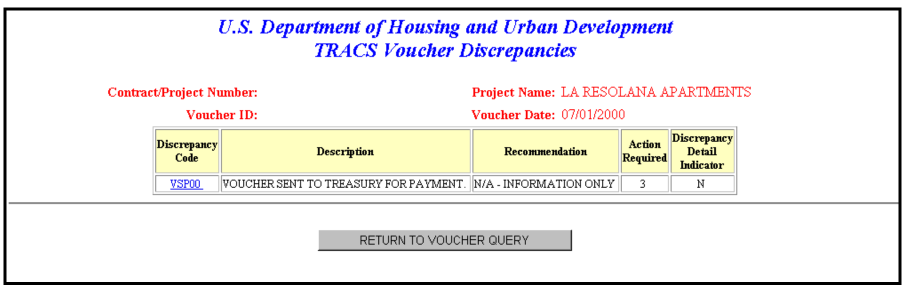
RETURN TO VOUCHER QUERY

Figure 12. No Claims Found – Error Message

2. Click the Internet browser's **Back** button to return to the **TRACS Voucher Query Detail Options** screen.

6.6 To view Voucher Discrepancies:

1. From the **TRACS Voucher Query Detail Options** screen, click the Voucher Discrepancies link, the **Voucher Discrepancies** screen (Figure 13) displays.


U.S. Department of Housing and Urban Development
TRACS Voucher Discrepancies

Contract/Project Number: Project Name: LA RESOLANA APARTMENTS
Voucher ID: Voucher Date: 07/01/2000

Discrepancy Code	Description	Recommendation	Action Required	Discrepancy Detail Indicator
VSP00	VOUCHER SENT TO TREASURY FOR PAYMENT.	N/A - INFORMATION ONLY	3	N

RETURN TO VOUCHER QUERY

Figure 13. Voucher Discrepancies Screen

The **TRACS Voucher Discrepancies** screen is read-only, and displays detailed information about any discrepancies that exist on that voucher. The information retrieved identifies the *Contract/Project Number*, the *Project Name*, the *Voucher ID and Voucher Date*. Click on it to view any discrepancy details. The voucher discrepancy data is displayed in table format:

- *Discrepancy Code*: An active link. Select the code to view any available discrepancy details (associated with an Action Required code of 5 only). Actual discrepancy codes are described in the *TRACS MAT User Guide, Appendix D: TRACS Discrepancy Code Tables*.
- *Description*: Discrepancy descriptions are described in the *TRACS MAT User Guide, Appendix D: TRACS Discrepancy Code Tables*.
- *Recommendation*: Recommended solutions are described in the *TRACS MAT User Guide, Appendix D: TRACS Discrepancy Code Tables*.
- *Action Required*: Action Required codes are listed in Appendix B.

- *Discrepancy Detail Indicator*: Indicates if any discrepancy details exist for this discrepancy.

If no discrepancies exist on that voucher, the Error Message screen (Figure 14) displays.

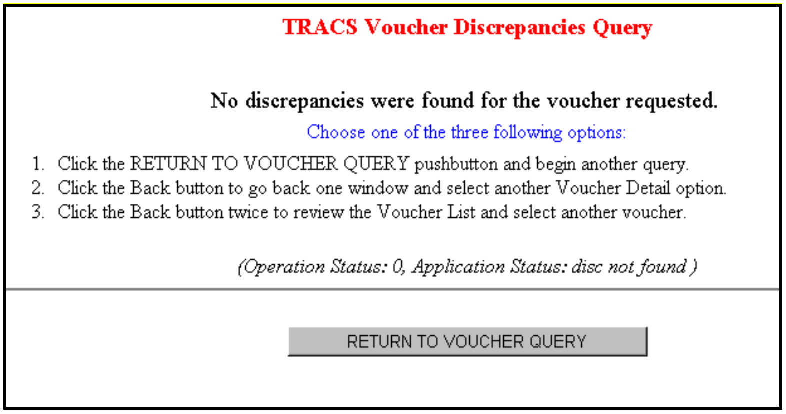


Figure 14. No Discrepancies - Error Message Screen

2. Click the Internet browser's **Back** button to return to the **TRACS Voucher Query Detail Options** screen.

7

Manual Voucher Submission

When Payments was added to the TRACS Voucher Processing system in 1997, Housing made the decision that only one voucher would be accepted per contract per month. Any adjustments required to a voucher already submitted and paid would be carried forward to subsequent vouchers. The one voucher per month model has not covered all of the cases in which owners or management agents required payments.

There have been occasions when owners or management agents were unable to successfully submit both the vouchers and the supporting certifications to TRACS in time to avoid financial distress. In these cases manual payments have been approved, and they were paid directly from LOCCS. Whenever this occurred, there was no feedback to TRACS leaving a void in the payment history for the contract in TRACS. Housing now has the requirement to provide in TRACS for the entry of manual vouchers from the Intranet and Internet. This expansion of TRACS will virtually eliminate the need for manual payments through LOCCS for regular voucher payments.

Objectives

By the end of this chapter, you will be able to:

- Create manual vouchers online and submit to HUD for review and approval, if the voucher for the contract or project was previously paid through TRACS

The TRACS Manual Voucher Submission application allows users to create manual vouchers online and submit to HUD for review and approval, if the voucher for the contract or project was previously paid through TRACS.

From the **Voucher Submission Menu** screen, click on the TRACS Menu link in the blue side bar to return to the **TRACS Main Menu.**

From the **TRACS Move-In/Move-Out Query** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

7.1 To create and submit a manual voucher:

1. From the **TRACS Main Menu**, click on the Manual Voucher Submission and Review link, and the **Voucher Submission Menu** screen (Figure 1) displays.

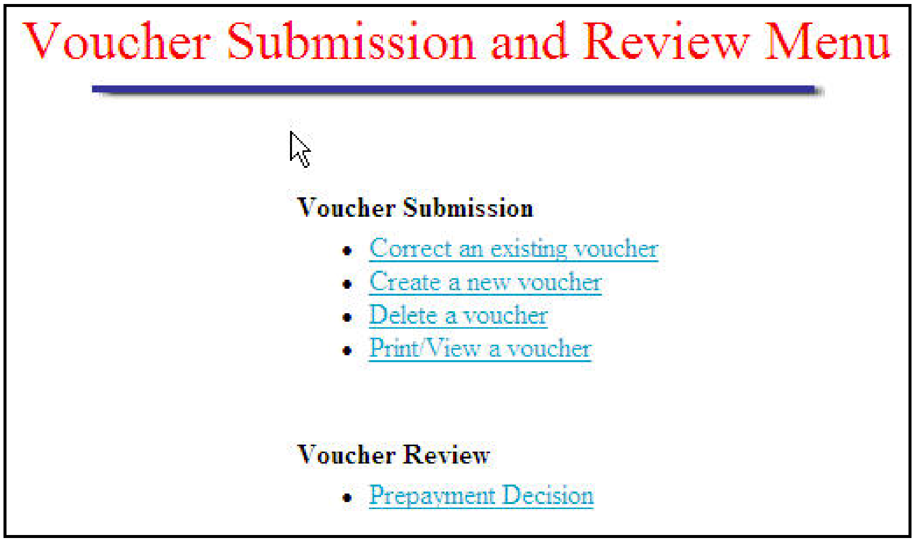


Figure 1. Voucher Submission and Review Menu

2. Select the Create a new voucher link, and the **Voucher Submission Query - Create a New Voucher** screen (Figure 2) displays.

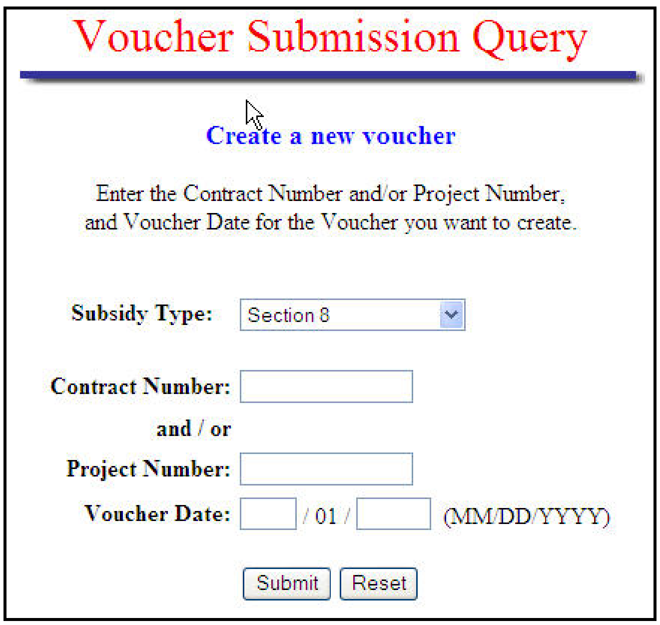


Figure 2. Voucher Submission Query - Create a New Voucher Screen

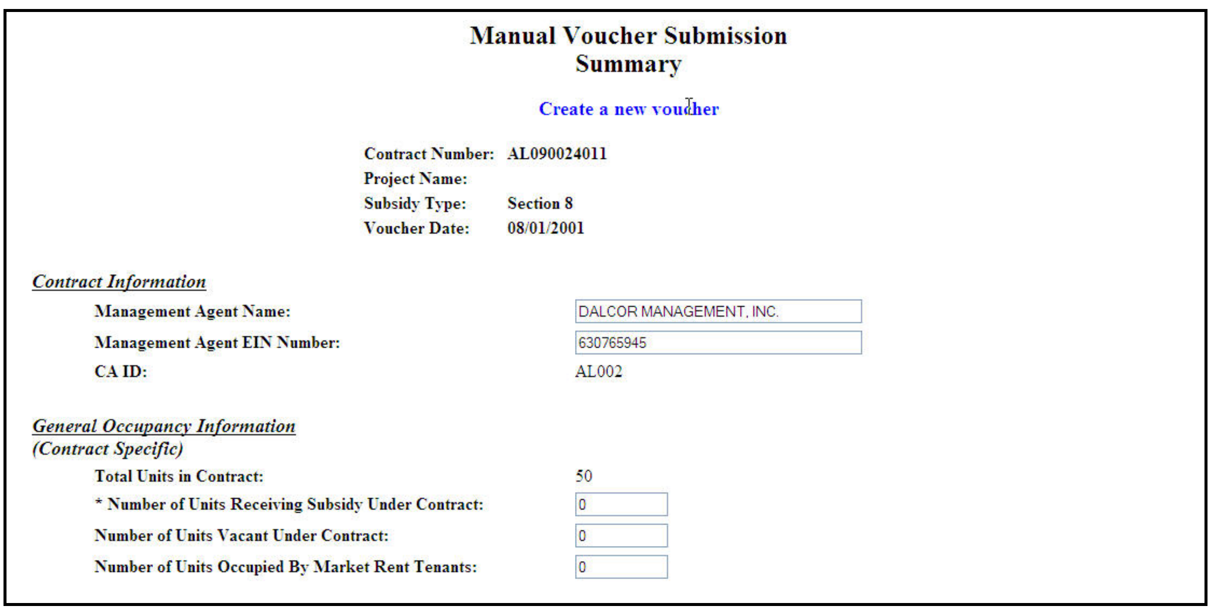
3. From the *Subsidy Type* from the drop-down list, select a type:

- Section 8
- Rent Supplement
- RAP
- Section 202 PRAC
- Section 811 PRAC
- Section 202/162 PAC

4. Enter *Contract Number (*for Section 8, 202 PAC, 202 or 811 PRAC).
5. Enter *Project Number (*for Rent Supplement or RAP).
6. Enter *Voucher Date* (MM/YYYY).
7. Click on Submit, and the **Voucher Submission Summary – Create a Voucher** screen displays.

The screen automatically displays contract information entered from a previously submitted voucher. If a voucher already exists for the voucher period entered, the system will display a message stating that the voucher for the contract and the voucher period entered already exists.

The following screens (Figure 3 through Figure 7) display views for Section 8, non-Section 8, and CA only vouchers, respectively.



Manual Voucher Submission
Summary

Create a new voucher

Contract Number:	AL090024011
Project Name:	
Subsidy Type:	Section 8
Voucher Date:	08/01/2001

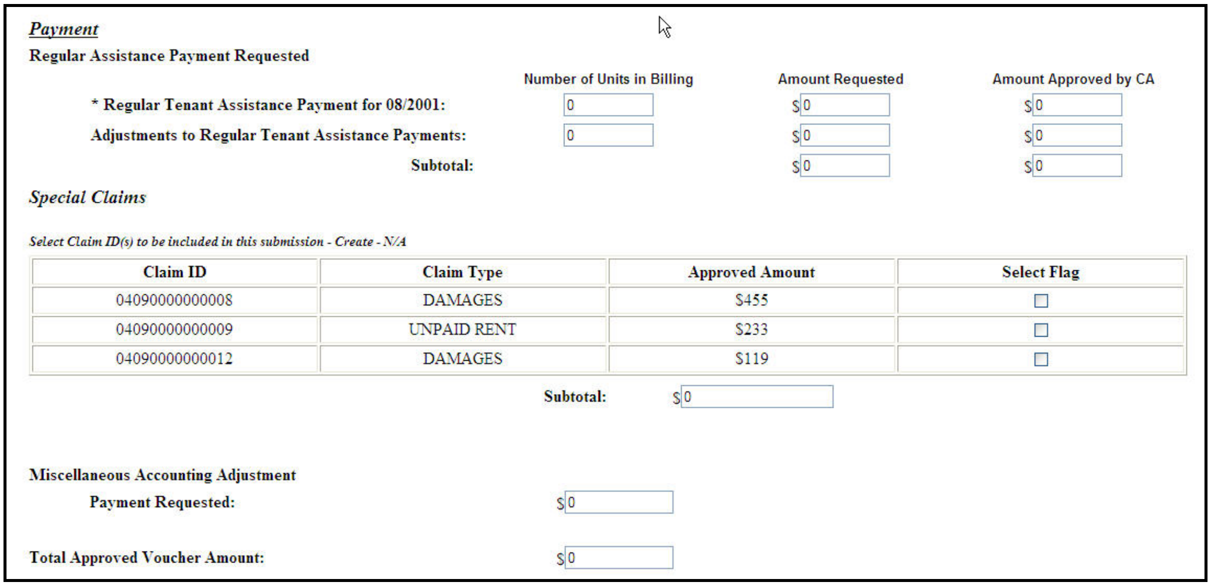
Contract Information

Management Agent Name:	DALCOR MANAGEMENT, INC.
Management Agent EIN Number:	630765945
CA ID:	AL002

General Occupancy Information
(Contract Specific)

Total Units in Contract:	50
* Number of Units Receiving Subsidy Under Contract:	0
Number of Units Vacant Under Contract:	0
Number of Units Occupied By Market Rent Tenants:	0

Figure 3. Voucher Submission Summary – Create a Voucher screen (1 of 3)



Payment

Regular Assistance Payment Requested

	Number of Units in Billing	Amount Requested	Amount Approved by CA
* Regular Tenant Assistance Payment for 08/2001:	0	$0	$0
Adjustments to Regular Tenant Assistance Payments:	0	$0	$0
Subtotal:		$0	$0

Special Claims

Select Claim ID(s) to be included in this submission - Create - N/A

Claim ID	Claim Type	Approved Amount	Select Flag
04090000000008	DAMAGES	$455	☐
04090000000009	UNPAID RENT	$233	☐
04090000000012	DAMAGES	$119	☐

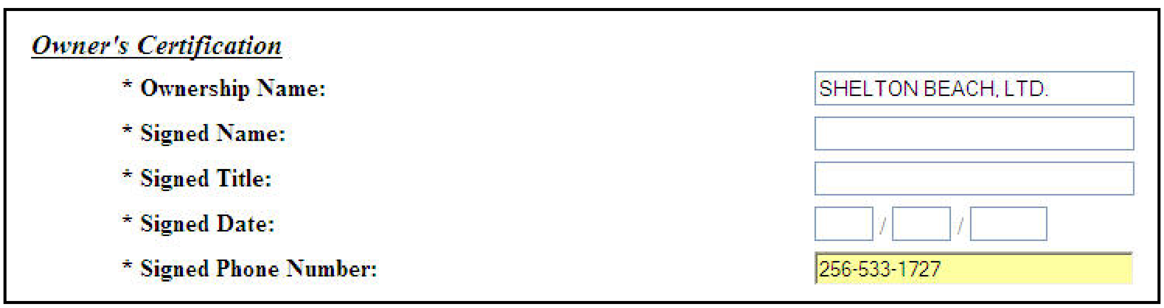
Subtotal: $0

Miscellaneous Accounting Adjustment

Payment Requested: $0

Total Approved Voucher Amount: $0

Figure 4. Voucher Submission Summary – Create a Voucher screen (2 of 3)



Owner's Certification

*** Ownership Name:** SHELTON BEACH, LTD.

*** Signed Name:**

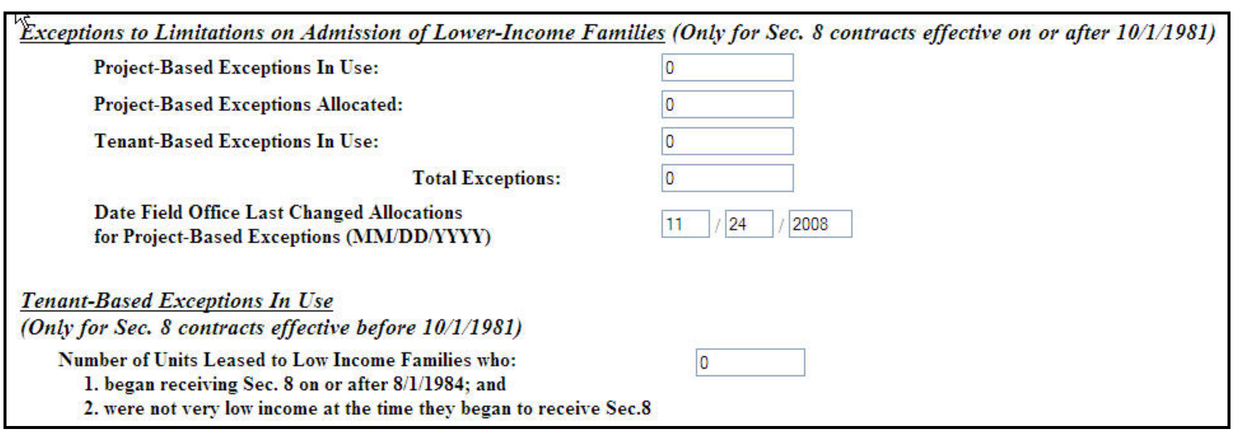
*** Signed Title:**

*** Signed Date:** / /

*** Signed Phone Number:** 256-533-1727

Figure 5. Voucher Submission Summary - Create a Voucher screen (3 of 3)

When *Subsidy Type* is Section 8, the following additional sections display:



Exceptions to Limitations on Admission of Lower-Income Families (Only for Sec. 8 contracts effective on or after 10/1/1981)

Project-Based Exceptions In Use: 0

Project-Based Exceptions Allocated: 0

Tenant-Based Exceptions In Use: 0

Total Exceptions: 0

Date Field Office Last Changed Allocations for Project-Based Exceptions (MM/DD/YYYY) 11 / 24 / 2008

Tenant-Based Exceptions In Use

(Only for Sec. 8 contracts effective before 10/1/1981)

Number of Units Leased to Low Income Families who:
1. **began receiving Sec. 8 on or after 8/1/1984; and**
2. **were not very low income at the time they began to receive Sec.8**

0

Figure 6. Voucher Submission Summary – Create a Voucher screen – Section 8

When working with CA-administered contracts, the following section displays for CAs:

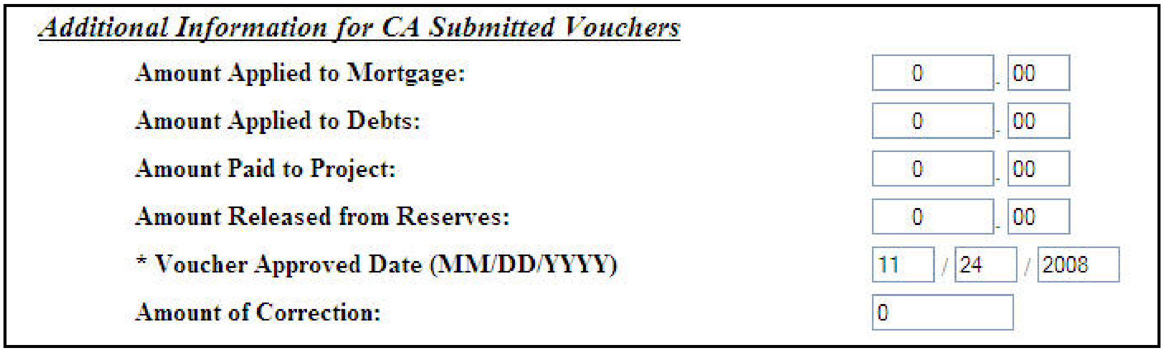


Figure 7. Voucher Submission Summary – Create a Voucher screen – CAs Only

The **Voucher Submission Summary** screen is divided into sections. The top part of the screen, or header, displays information containing the *Contract Number* (for Section 8, PRAC, and PAC vouchers only), *Project Name, Project Number, Subsidy Type,* and *Voucher Date.* The main sections of the screen represent **Contract Information**, **General Occupancy Information**, **Payment Requested**, and **Owner's Certification**.

For Section 8, the screen displays two additional sections**: Exceptions to Limitations on Admission of Lower-Income Families, for sec. 8 contracts effective on or after 10/01/1981, and Tenant Income Information, for sec. 8 contracts effective before 10/01/1981**. The *Management Agent's Name* is automatically populated when entering the *Project Number;* however, this field can be edited. If the EIN has been associated with the *Management Agent Name* and stored in the database, it will also automatically display when entering the *Project Number* or *Contract Number*. This field can also be edited.

The section that will display for CAs only is **Additional Information for CA-Submitted Vouchers.**

✍ *Note: All fields labeled with an asterisk are mandatory fields.*

<u>Contract Information</u>

8. Edit *Management Agent's Name* (if applicable).
9. Edit *Management Agent EIN Number* (if applicable).

<u>General Occupancy Information</u>

✍ *Note:* Total Number of Units *is displayed on the screen as a non-editable field.*

10. Enter *Number of Units Receiving Subsidy Under Contract.*
11. Enter *Number of Units Vacant Under Contract.*

12. Enter *Number Of Units Occupied by Market Rent Tenants.*

Payment Requested

> ✍ *Note: Number of Units in Billing automatically display after entering General Occupancy information.*

13. Enter *Regular Tenant Assistance Payment Amount Requested.*
14. Enter *Adjustments to Regular Tenant Assistance Payments-Number Of Units in Billing.*
15. Enter *Amount Requested.*

> ✍ *Note:* Total Payment Requested *Amount is automatically calculated by the system and displays on the screen.*

Exceptions to Limitations on Admission of Lower-Income Families
(Only for Sec. 8 contracts effective on or after 10/01/1981) (*displays for Section 8 only)*

16. Enter *Project-Based Exceptions In Use*.
17. Enter *Project-Based Exceptions Allocated.*
18. Enter *Tenant-Based Exceptions In Use.*

> ✍ *Note:* Total Exceptions *is automatically calculated by the system and displays on the screen.*

19. Enter *Date Field Office Last Changed Allocations for Project-Based Exceptions (mm/dd/yyyy).*

Tenant Income Information (Only for Sec. 8 contracts effective before 10/1/1981) (*displays for Section 8 only)*

20. Enter *Number of Units Leased to Low Income Families who began receiving Sec. 8 on or after 08/01/1984; and were not very low income at the time they began to receive Sec. 8.*

Additional Information For CA-Submitted Vouchers (*displays for CAs only*)

21. Enter *Total Adjusted Payment Amount Approved by CA.*
22. Enter *Amount Applied to Mortgage.*
23. Enter *Amount Applied to Debts.*
24. Enter *Amount Paid to Project.*
25. Enter *Amount Released from Reserves.*
26. Enter *Voucher Approved Date (mm/dd/yyyy).*
27. Enter *Amount of Correction.*

<u>Owner's Certification</u>

28. Enter *Owner Signed Name.*
29. Enter *Owner Signed Title.*
30. Enter *Owner Signed Date.*
31. Enter *Owner Signed Phone Number*.
32. Click on Submit, and the "*Voucher creation was successful"* screen displays.

    OR

    Click on Return to Voucher Submission Query to return to the **Voucher Submission Query** screen.

✍ *Note: Clicking on* Return to Voucher Submission Query *cancels the transaction and does not save the data.*

7.2 To correct manual vouchers:

The TRACS Manual Voucher Submission application allows users to view and edit existing manual vouchers that have already been submitted through the manual voucher submission application, but have not been approved.

1. From the **TRACS Main Menu**, click on the <u>Voucher Submission</u> link, and the **Voucher Submission Menu** screen (Figure 8) displays.

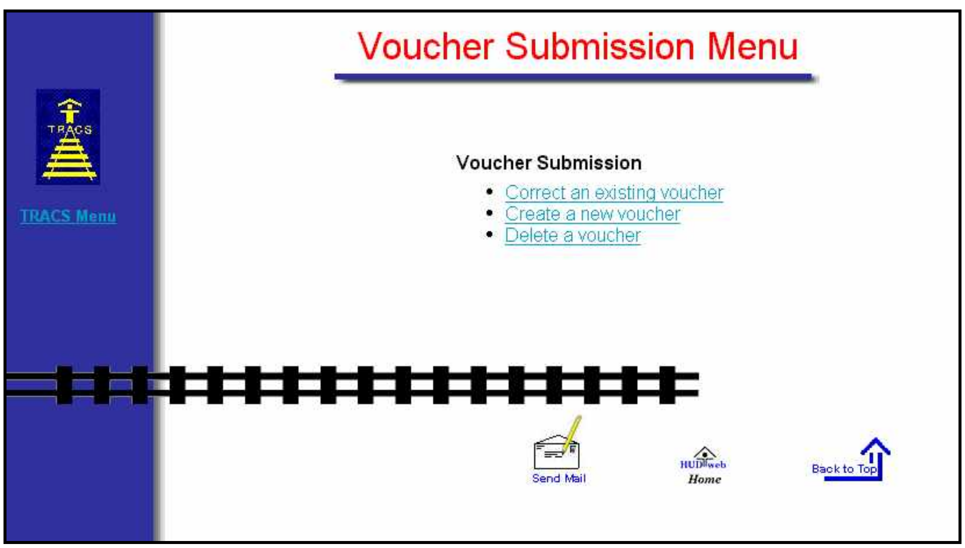


Figure 8. Voucher Submission Menu Screen

2. Select the <u>Correct an existing voucher</u> link, and the **Voucher Submission Query – Correct an existing voucher** screen (Figure 9) displays.

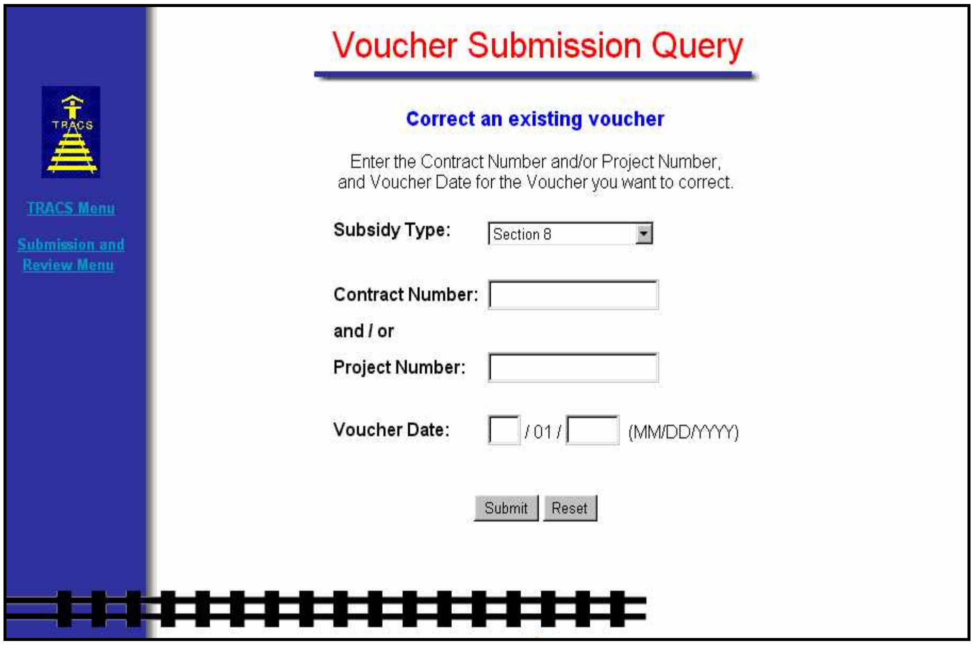


Figure 9. Voucher Submission Query – Correct an existing voucher Screen

3. Select *Subsidy Type* from the drop-down list:
   - Section 8
   - Rent Supplement
   - RAP
   - Section 202 PRAC
   - Section 811 PRAC
   - Section 202/162 PAC

4. Enter *Contract Number (*for Section 8, 202 PAC, 202 or 811 PRAC).

5. Enter *Project Number (*for Rent Supplement or RAP).

6. Enter *Voucher Date* (MM/YYYY).

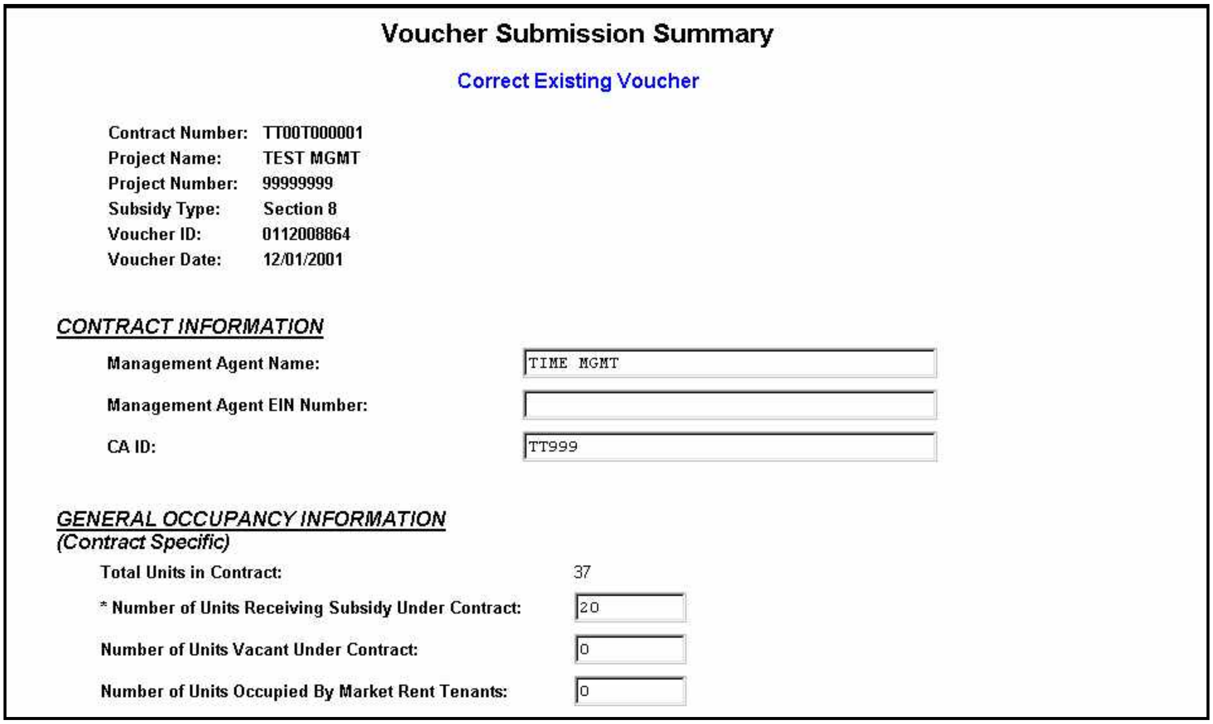
7. Click on Submit, and the **Voucher Submission Summary – Correct Existing Voucher** screen displays.

The screen displays information previously entered when the voucher was originally submitted through the Manual Voucher Submission application. The following screens (Figure 10 through Figure 13) display Section 8, non-Section 8 and CAs Only views.

✍ *Note: This function may not be used to correct vouchers submitted by batch process.*

If the voucher has been submitted and approved, the screen displays a message stating that the voucher for the month entered has been approved for payment and cannot be corrected. If the voucher cannot be found based on search criteria submitted, the system displays a message stating the voucher was not found.

When *Subsidy Type* is not Section 8, the following screen displays.


Voucher Submission Summary

Correct Existing Voucher

Contract Number: TT00T000001
Project Name: TEST MGMT
Project Number: 99999999
Subsidy Type: Section 8
Voucher ID: 0112008864
Voucher Date: 12/01/2001

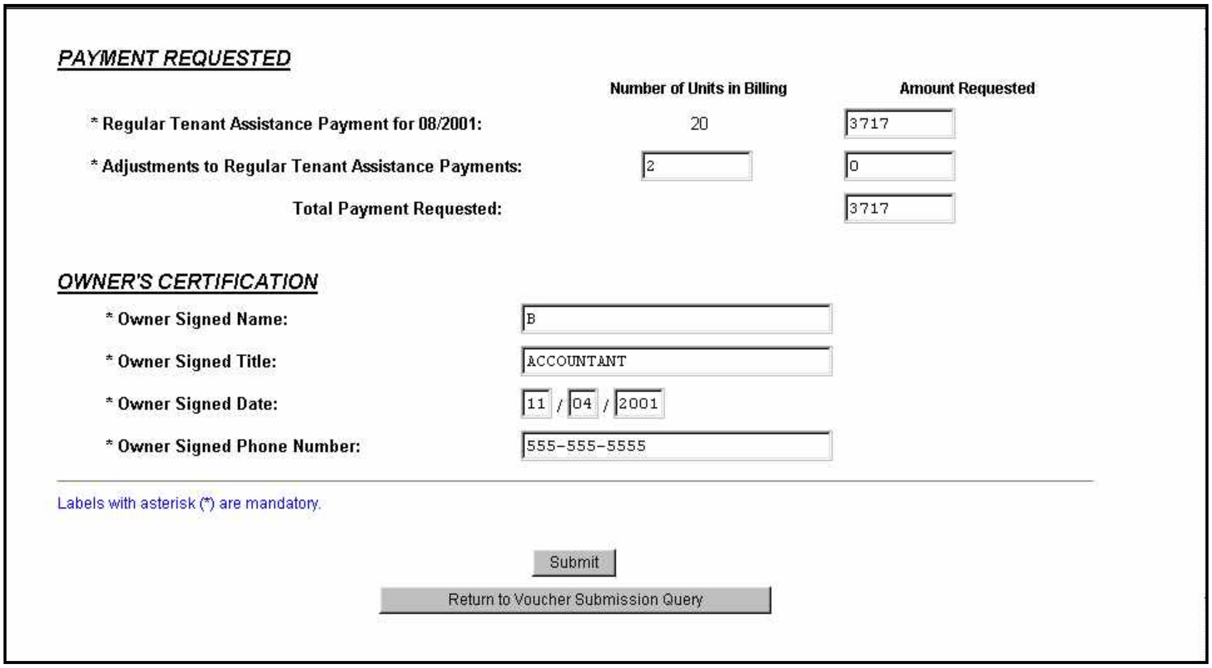
CONTRACT INFORMATION

Management Agent Name: TIME MGMT
Management Agent EIN Number:
CA ID: TT999

GENERAL OCCUPANCY INFORMATION
(Contract Specific)

Total Units in Contract: 37
* Number of Units Receiving Subsidy Under Contract: 20
Number of Units Vacant Under Contract: 0
Number of Units Occupied By Market Rent Tenants: 0

Figure 10. Voucher Submission Summary - Correct a voucher Screen (1 of 2)



PAYMENT REQUESTED

	Number of Units in Billing	Amount Requested
* Regular Tenant Assistance Payment for 08/2001:	20	3717
* Adjustments to Regular Tenant Assistance Payments:	2	0
Total Payment Requested:		3717

OWNER'S CERTIFICATION

* Owner Signed Name: B
* Owner Signed Title: ACCOUNTANT
* Owner Signed Date: 11 / 04 / 2001
* Owner Signed Phone Number: 555-555-5555

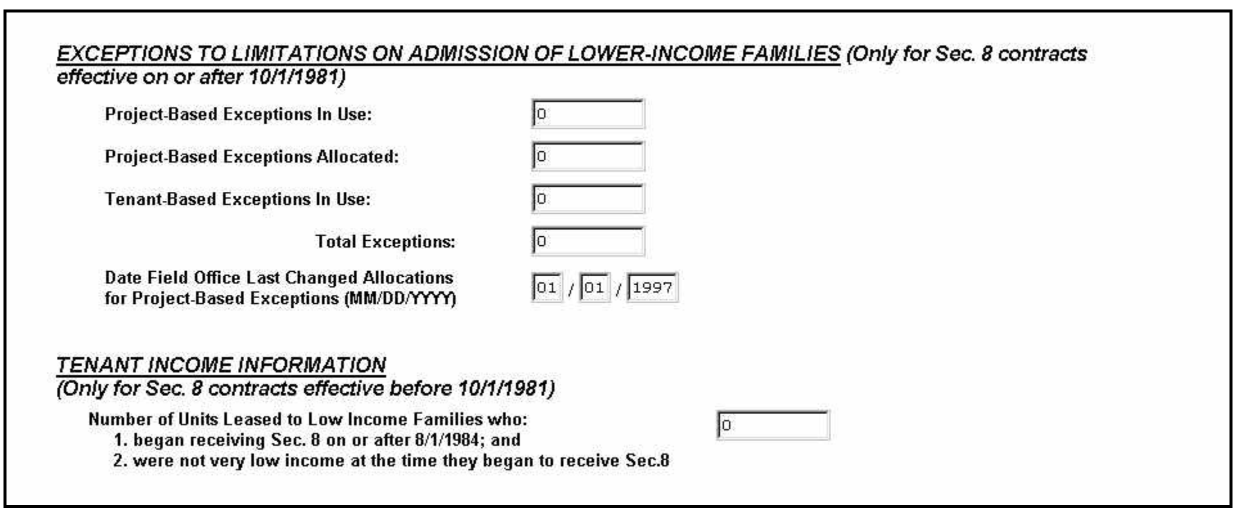
Labels with asterisk (*) are mandatory.

Submit

Return to Voucher Submission Query

Figure 11. Voucher Submission Summary - Correct a voucher Screen (2 of 2)

When Subsidy Type = Section 8, the following sections display.



EXCEPTIONS TO LIMITATIONS ON ADMISSION OF LOWER-INCOME FAMILIES (Only for Sec. 8 contracts effective on or after 10/1/1981)

Project-Based Exceptions In Use: 0

Project-Based Exceptions Allocated: 0

Tenant-Based Exceptions In Use: 0

Total Exceptions: 0

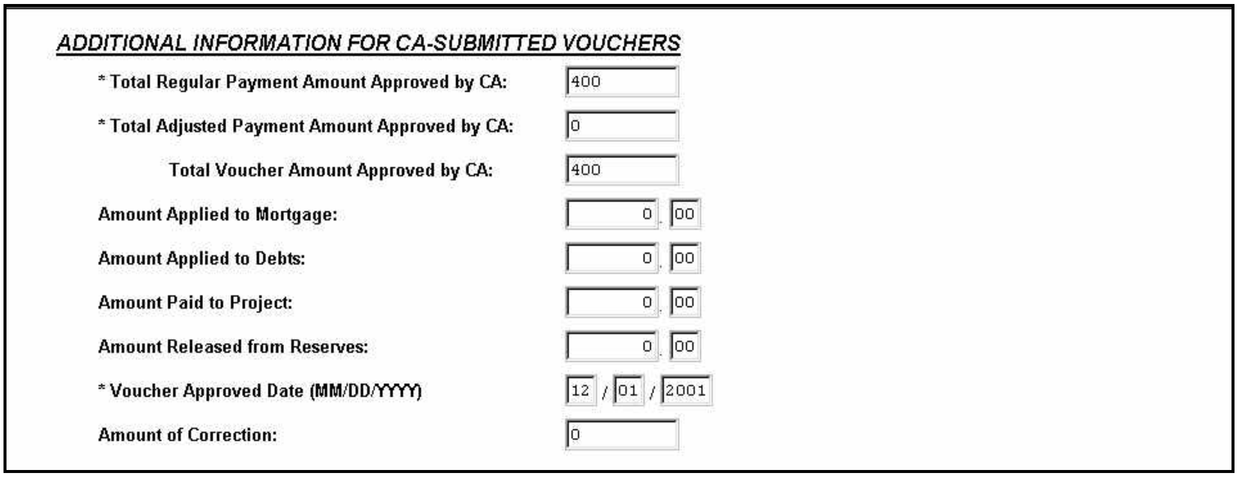
Date Field Office Last Changed Allocations for Project-Based Exceptions (MM/DD/YYYY) 01 / 01 / 1997

TENANT INCOME INFORMATION
(Only for Sec. 8 contracts effective before 10/1/1981)

Number of Units Leased to Low Income Families who:
1. began receiving Sec. 8 on or after 8/1/1984; and
2. were not very low income at the time they began to receive Sec.8
0

Figure 12. Voucher Submission Summary - Correct a voucher Screen – Section 8

When working with CA-administered contracts, the following section displays for CAs.



ADDITIONAL INFORMATION FOR CA-SUBMITTED VOUCHERS

* Total Regular Payment Amount Approved by CA:	400
* Total Adjusted Payment Amount Approved by CA:	0
Total Voucher Amount Approved by CA:	400
Amount Applied to Mortgage:	0 . 00
Amount Applied to Debts:	0 . 00
Amount Paid to Project:	0 . 00
Amount Released from Reserves:	0 . 00
* Voucher Approved Date (MM/DD/YYYY)	12 / 01 / 2001
Amount of Correction:	0

Figure 13. Voucher Submission Summary - Correct a voucher Screen – For CAs Only

The **Voucher Submission Summary** screen is divided into sections. The top part of the screen, or header, displays information containing the *Contract Number* (for Section 8, PRAC, and PAC vouchers only), *Project Name, Project Number, Subsidy Type,* and *Voucher Date.* The main sections of the screen represent **Contract Information**, **General Occupancy Information**, **Payment Requested**, and **Owner's Certification**.

For Section 8, the screen displays two additional sections**: Exceptions to Limitations on Admission of Lower-Income Families, for sec. 8 contracts effective on or after 10/01/1981, and Tenant Income Information, for sec. 8 contracts effective before 10/01/1981**. The *Management Agent's Name* is automatically populated when entering the *Project Number;* however, this field can be edited, if applicable. If the EIN has been associated with the *Management Agent Name* and stored in the database, it will also automatically display when entering the *Project Number* or *Contract Number*. This field can also be edited, if applicable.

The section that will display for CAs only is **Additional Information for CA-Submitted Vouchers.**

All fields are available for editing. You may edit one field or many fields, as necessary.

Contract Information

✍ *Note: All fields labeled with an asterisk are mandatory fields.*

8. Edit *Management Agent's Name*, if applicable.
9. Edit *Management Agent EIN Number*, if applicable.

General Occupancy Information

> ✍ *Note:* Total Number of Units *is displayed on the screen as a non-editable field.*

10. Edit *Number of Units Receiving Subsidy Under Contract.*
11. Edit *Number of Units Vacant Under Contract.*
12. Edit *Number Of Units Occupied by Market Rent Tenants.*

Payment Requested

> ✍ *Note: Number of Units in Billing for Regular Tenant Assistance Payments for the voucher date entered will be automatically displayed after entering General Occupancy information.*

13. Edit *Regular Tenant Assistance Payment Amount Requested.*
14. Edit *Adjustments to Regular Tenant Assistance Payments-Number Of Units in Billing.*
15. Edit *Amount Requested.*

> ✍ *Note:* Total Payment Requested *Amount is automatically calculated by the system and displays on the screen.*

Exceptions to Limitations on Admission of Lower-Income Families (Only for Sec. 8 contracts effective on or after 10/01/1981) (***displays for Section 8 only)***

16. Edit *Project-Based Exceptions In Use*.
17. Edit *Project-Based Exceptions Allocated.*
18. Edit *Tenant-Based Exceptions In Use.*

> ✍ *Note:* Total Exceptions *is automatically calculated by the system and displays on the screen.*

19. Edit *Date Field Office Last Changed Allocations for Project-Based Exceptions (mm/dd/yyyy).*

Tenant Income Information (Only for Sec. 8 contracts effective before 10/1/1981) (***displays for Section 8 only)***

20. Edit *Number of Units Leased to Low Income Families who began receiving Sec. 8 on or after 08/01/1984; and were not very low income at the time they began to receive Sec. 8.*

<u>Additional Information For CA-Submitted Vouchers</u> (*displays for CAs only)*

21. Edit *Total Adjusted Payment Amount Approved by CA.*
22. Edit *Amount Applied to Mortgage.*
23. Edit *Amount Applied to Debts.*
24. Edit *Amount Paid to Project.*
25. Edit *Amount Released from Reserves.*
26. Edit *Voucher Approved Date (mm/dd/yyyy).*
27. Edit *Amount of Correction.*

<u>Owner's Certification</u>

28. Edit *Owner Signed Name.*
29. Edit *Owner Signed Title.*
30. Edit *Owner Signed Date.*
31. Edit *Owner Signed Phone Number*.
32. Click on Submit, and the "*Voucher correction was successful"* screen displays.
    OR

    Click on Return to Voucher Submission Query to return to the **Voucher Submission Query** screen.

✍ *Note: Clicking on* Return to Voucher Submission Query *cancels the transaction and does not save the corrections.*

7.3 To delete a manual voucher:

The TRACS Manual Voucher Submission application allows users to delete manual vouchers online. A voucher can only be deleted if it was submitted through the Manual Voucher Submission application, and has not been approved. In addition, the voucher **must be** deleted before TRACS nightly process sends the information to LOCCS for payment.

1. From the **TRACS Main Menu**, click on the <u>Voucher Submission</u> link, and the **Voucher Submission Menu** screen (Figure 14) displays.

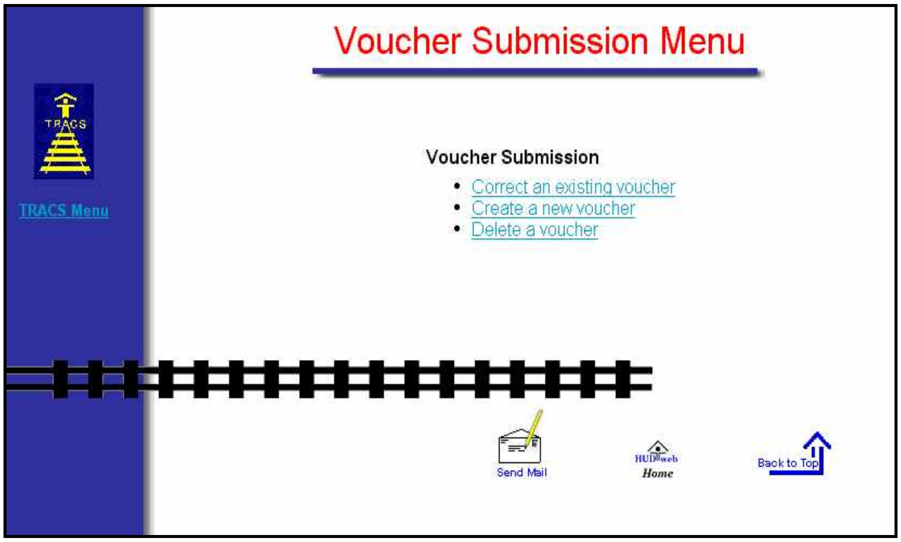


Figure 14. Voucher Submission Menu screen

2. From the **Voucher Submission Menu**, select the <u>Delete a voucher</u> link, and the **Voucher Submission Query - Delete a voucher** screen (Figure 15) displays.

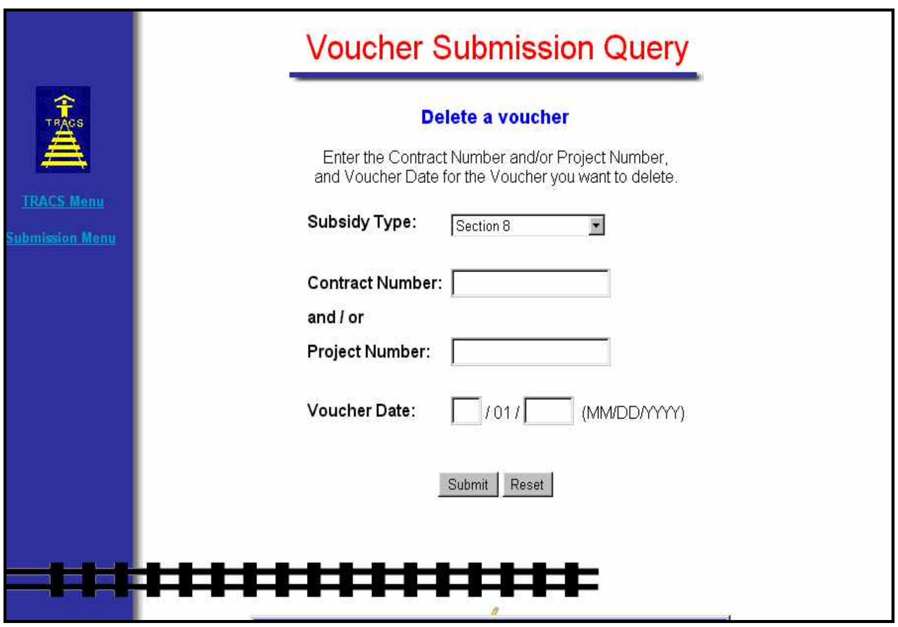


Figure 15. Voucher Submission Query - Delete a voucher Screen

3. Select *Subsidy Type* from the drop-down list:
   - Section 8
   - Rent Supplement
   - RAP
   - Section 202 PRAC
   - Section 811 PRAC

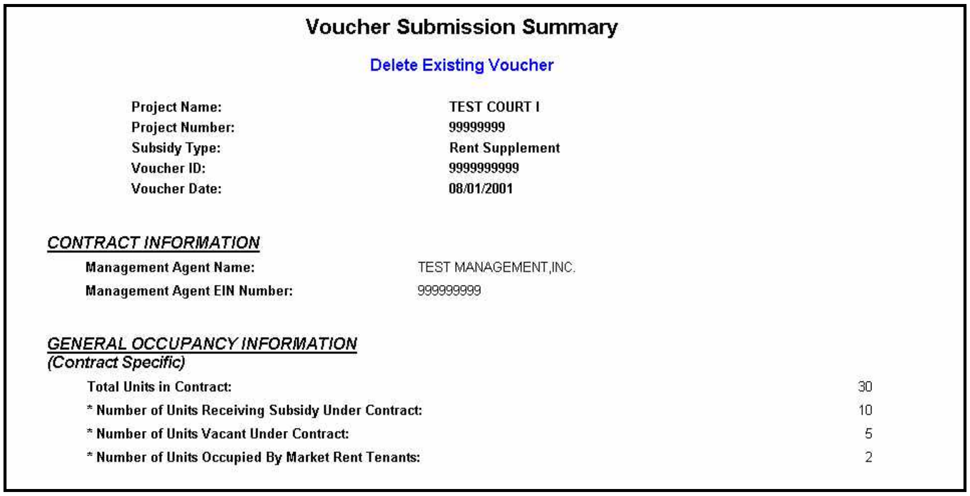
- Section 202/162 PRAC

4. Enter *Contract Number (*for Section 8, 202 PAC, 202 or 811 PRAC).

5. Enter *Project Number (*for Rent Supplement or RAP).

6. Enter *Voucher Date* (MM/YYYY).

7. Click on Submit, and either the Section 8, non-Section 8 or CA only **Voucher Submission Summary - Delete a Voucher** screen (Figure 16 through Figure 19) displays.



Voucher Submission Summary

Delete Existing Voucher

Project Name:	TEST COURT I
Project Number:	99999999
Subsidy Type:	Rent Supplement
Voucher ID:	9999999999
Voucher Date:	08/01/2001

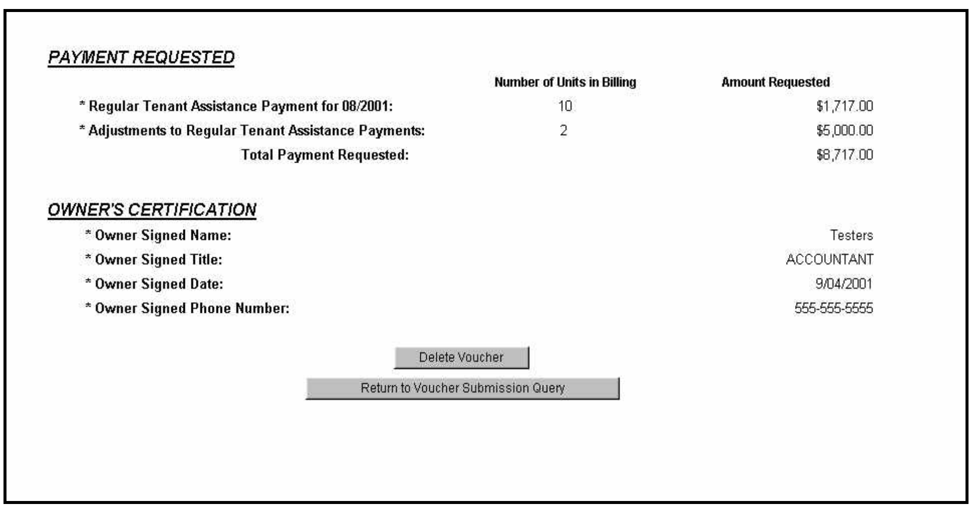
CONTRACT INFORMATION

Management Agent Name:	TEST MANAGEMENT,INC.
Management Agent EIN Number:	999999999

GENERAL OCCUPANCY INFORMATION
(Contract Specific)

Total Units in Contract:	30
* Number of Units Receiving Subsidy Under Contract:	10
* Number of Units Vacant Under Contract:	5
* Number of Units Occupied By Market Rent Tenants:	2

Figure 16. Voucher Submission Summary - Delete a Voucher screen (1 of 2)



PAYMENT REQUESTED

	Number of Units in Billing	Amount Requested
* Regular Tenant Assistance Payment for 08/2001:	10	$1,717.00
* Adjustments to Regular Tenant Assistance Payments:	2	$5,000.00
Total Payment Requested:		$8,717.00

OWNER'S CERTIFICATION

* Owner Signed Name:	Testers
* Owner Signed Title:	ACCOUNTANT
* Owner Signed Date:	9/04/2001
* Owner Signed Phone Number:	555-555-5555

Delete Voucher

Return to Voucher Submission Query

Figure 17. Voucher Submission Summary - Delete a Voucher screen (2 of 2)

For Section 8, the following sections display.

***EXCEPTIONS TO LIMITATIONS ON ADMISSION OF LOWER-INCOME FAMILIES** (Only for Sec. 8 contracts effective on or after 10/1/1981)*

Project-Based Exceptions In Use:	8
Project-Based Exceptions Allocated:	9
Tenant-Based Exceptions In Use:	10
Total Exceptions:	11
Date Field Office Last Changed Allocations for Project-Based Exceptions (MM/DD/YYYY)	

TENANT INCOME INFORMATION
(Only for Sec. 8 contracts effective before 10/1/1981)

Number of Units Leased to Low Income Families who: 1. began receiving Sec. 8 on or after 8/1/1984; and 2. were not very low income at the time they began to receive Sec.8	12

Figure 18. Voucher Submission Summary - Delete a Voucher Screen – Section 8

For CA-administered contracts, the following section will display for CAs only.

ADDITIONAL INFORMATION FOR CA-SUBMITTED VOUCHERS

Total Regular Payment Amount Approved by CA:	$100.00
Total Adjusted Payment Amount Approved by CA:	$500.00
Total Voucher Amount Approved by CA:	$600.00
Amount Applied to Mortgage:	$0.00
Amount Applied to Debts:	$0.00
Amount Paid to Project:	$0.00
Amount Released from Reserves:	$0.00
Voucher Approved Date (MM/DD/YYYY)	01/15/2002
Amount of Correction:	$0.00

Figure 19. Voucher Submission Summary - Delete a Voucher Screen – CAs Only

The **Voucher Submission Summary – Delete a voucher** screen displays the voucher with previously entered information. If the voucher retrieved has already been approved, the system will display a message stating that the voucher for the month entered has been approved for payment, and cannot be deleted. If the voucher was submitted through the batch process, the system will display a message stating that the voucher submitted through batch process cannot be retrieved using this function. If there is no voucher found for the search criteria enter, the system will display a message stating that the voucher was not found.

8. Click on [Delete Voucher], and the *"Voucher Deletion was successful"* message displays.

   OR

   Click on [Return to Voucher Submission Query] to enter different search criteria.

8

Assistance Payment Report

The Assistance Payment Report lists all certification transactions within a contract or project and shows assistance payment amounts within a specified date range or voucher date.

The Assistance Payment Report option can be selected from the TRACS Main Menu.

From the Assistance Payment Report screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- Query all certification transactions within a contract or project
- Show assistance payment amounts within a specified date range or voucher date
- View query data from browser
- Download and print a Assistance Payment Report

8.1 To access the Assistance Payment Query Screen:

1. From the TRACS Main Menu, click on the Assistance Payment Query link, and the following query screen (Figure 1) displays:

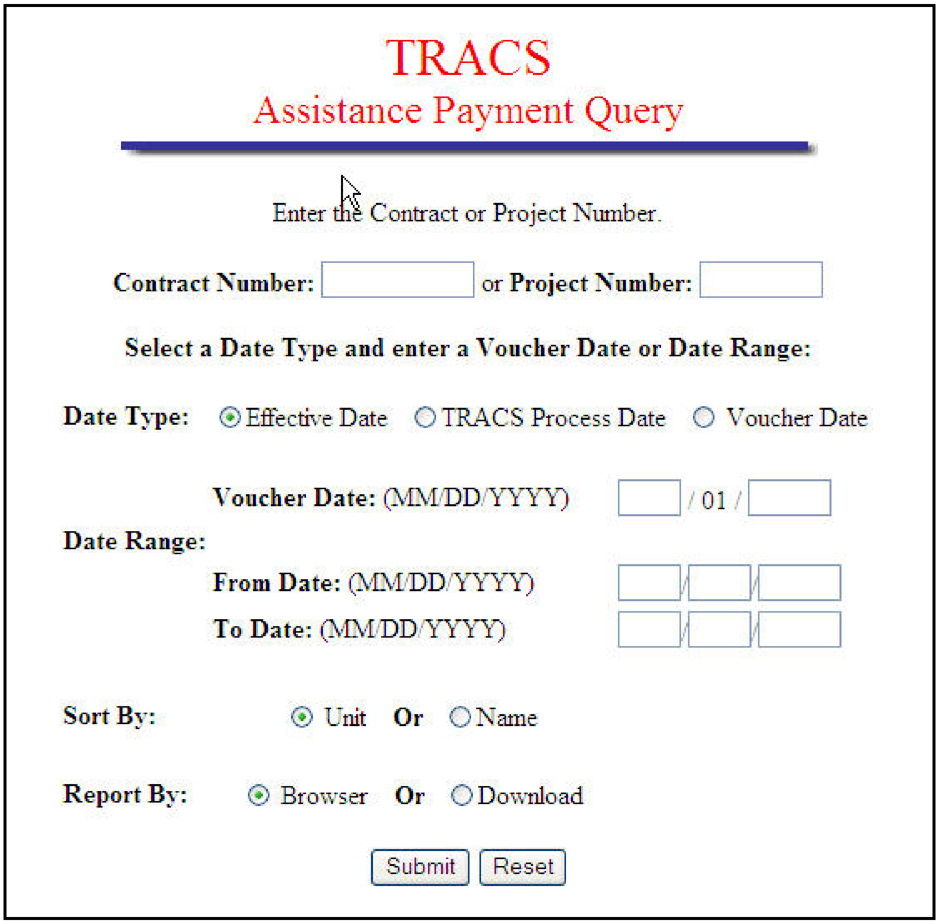


Figure 1. Assistance Payment Query

8.2 To submit the Assistance Payment Query:

1. From the Assistance Payment Query Screen, select the contract or project by scrolling to the desired contract number or project number.

> ✍ *Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.*

2. Select one of the following Date Types: Voucher Date, Effective Date, or TRACS Processed Date.

3. Specify date by entering a Voucher Date or a Date Range.

> ✍ *Note: All dates have three fields: Month, Day, and Year fields; however, for a Voucher Date, the Day field is fixed at 01 and cannot be edited. In other words, date ranges must begin and end on the first day of the month. For Date Range, none of the Month-Day-Year fields are fixed, and two dates are required: a From Date and a To Date. Month and Day fields are two digits each; the Year field is four digits.*

4. Select how the query will sort data; by Unit or by Name.

5. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.

6. Click Submit to start the Query.

8.3 To download the Assistance Payment Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:

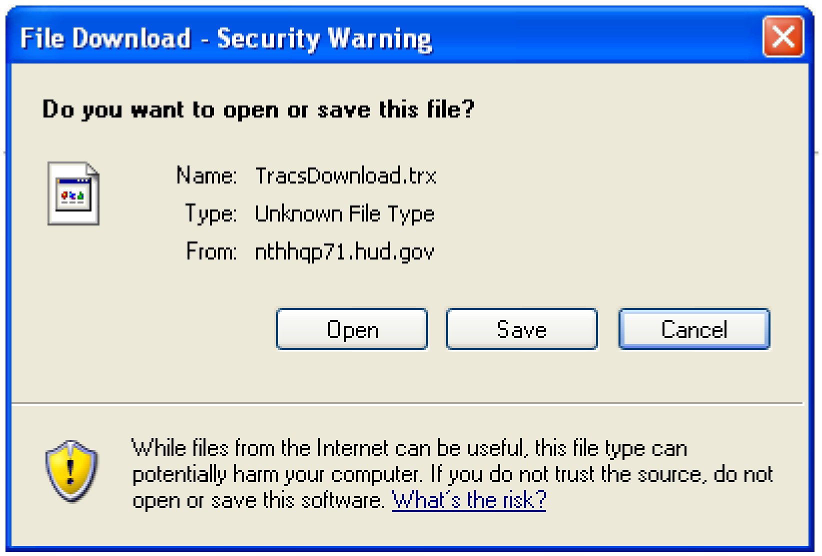


Figure 2. Security Warning Screen

2. Select *Save it to disk* to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.*

✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN - XXXXXNNNN

TIN – XXXXXNNNN

DOB – XX/XX/NNNN

An example of an ASCII file is displayed in Figure 3. Figures 4(a) through 4(f) are six examples of the Assistance Payment Report.

```
Contract Number; Project Number; Last Name; First Name; Middle Name; Head SSN;
Unit Number; Effective Date; Cert Type; Process Code; Sequence Number;
Transaction Effective Date; Tracs Review Date; AP; Discrepancy Value;
Calculated Discrepancy Value; TTP; Annual Income; Adjusted Income; Gross Rent;
Utility Allowance Amt; Contract Number; Project Number; Subsidy Type; Voucher Date
PA260052001;;MOYER;JENNIFER;M;XXXXX9002;01;11/01/2007;IR;3;2;02/09/2008;02/21/2008;687;
687;0;25;0;0;642;70;PA260052001;;H1;03/01/2008
PA260052001;;NONNEMACHER;AMANDA;M;XXXXX0551;02;04/01/2007;AR;3;4;02/09/2008;02/21/2008;
224;224;0;485;19896;19416;639;70;PA260052001;;H1;03/01/2008
PA260052001;;HAAS;BETHANY;L;XXXXX1667;03;09/26/2007;MI;3;2;02/09/2008;02/21/2008;336;
336; 0;404;21840;16160;670;70;PA260052001;;H1;03/01/2008
PA260052001;;RAINES;DALE;J;XXXXX9704;04;07/26/2007;MI;3;2;02/09/2008;02/21/2008;443;443;
0;150;6000;6000;539;54;PA260052001;;H1;03/01/2008
PA260052001;;BLODGETT;CHRISTINA;M;XXXXX6023;05;01/01/2008;IR;3;2;02/09/2008;02/21/2008;
790;790;0;25;1;0;731;84;PA260052001;;H1;03/01/2008
PA260052001;;BERGER;DARLENE;R;XXXXX0275;06;02/01/2008;AR;3;2;02/09/2008;02/21/2008;404;
404;0;189;7977;7577;539;54;PA260052001;;H1;03/01/2008
A260052001;;CLAYTON;DAWN;;XXXXX0200;07;01/01/2007;IR;;3;04/01/2006;02/07/2008;413;413;
0;420;18720;16800;749;84;PA260052001;;H1;03/01/2008
PA260052001;;CLAYTON;DAWN;;XXXXX0200;07;04/01/2006;MI;;3;04/01/2006;02/07/2008;567;567;
0;248;11840;9920;731;84;PA260052001;;H1;03/01/2008
PA260052001;;BACON;ANGIALEE;;XXXXX9893;08;11/01/2007;IR;3;2;02/09/2008;02/21/2008;573;
573;0;242;10920;9700;731;84;PA260052001;;H1;03/01/2008
PA260052001;;GARCIA;NICKOLAS;;XXXXX7719;09;08/01/2007;IR;3;3;02/09/2008;02/21/2008;434;
434;0;306;13195;12235;670;70;PA260052001;;H1;03/01/2008
PA260052001;;THOMAS;JOY;K;XXXXX5746;10;12/03/2007;MI;3;2;02/09/2008;02/21/2008;570;570;
0;170;7685;6805;670;70;PA260052001;;H1;03/01/2008
```

Figure 3. ASCII File

U.S. Department of Housing and Urban Development
TRACS Assistance Payment Report

Contract/Project Number: PA260052001

Sorted by: Name

Voucher Date: 03-01-2008

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Calc AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Con Rent	Util Allow	Project Number	Sub Type	Vouch Date
BLODGETT,C	XXXXX6023	05	1/1/2008	IR	3	2	2/9/2008	4/2/2008	790	790	0	25	1	0	731	84		H1	3/1/2008

Total TRACS Calculated Assistance Payment: $790
Total MAT Assistance Payment: $790
Total Assistance Payment Difference: $0

Interpreting and Printing this page

Return to Query

Figure 4(a) Sample Assistance Payment Report
(Query by Contract & Voucher Date, Sorted by Name)

U.S. Department of Housing and Urban Development
TRACS Assistance Payment Report

Contract/Project Number: PA260052001
Sorted by: Name
Voucher Date: 03-01-2008

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Calc AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Con Rent	Util Allow	Project Number	Sub Type	Vouch Date
BACON,A	XXXXX9893	08	11/01/2007	IR	3	2	02/09/2008	02/21/2008	573	573	0	242	10920	9700	731	84		H1	03/01/2008
BERGER,D	XXXXX0275	06	02/01/2008	AR	3	2	02/09/2008	02/21/2008	404	404	0	189	7977	7577	539	54		H1	03/01/2008
BLODGETT,C	XXXXX6023	05	01/01/2008	IR	3	2	02/09/2008	02/21/2008	790	790	0	25	1	0	731	84		H1	03/01/2008
CLAYTON,D	XXXXX0200	07	01/01/2007	IR		3	04/01/2006	02/07/2008	413	413	0	420	18720	16800	749	84		H1	03/01/2008
CLAYTON,D	XXXXX0200	07	04/01/2006	MI		3	04/01/2006	02/07/2008	567	567	0	248	11840	9920	731	84		H1	03/01/2008
GARCIA,N	XXXXX7719	09	08/01/2007	IR	3	3	02/09/2008	02/21/2008	434	434	0	306	13195	12235	670	70		H1	03/01/2008
HAAS,B	XXXXX1667	03	09/26/2007	MI	3	2	02/09/2008	02/21/2008	336	336	0	404	21840	16160	670	70		H1	03/01/2008
MOYER,J	XXXXX9002	01	11/01/2007	IR	3	2	02/09/2008	02/21/2008	687	687	0	25	0	0	642	70		H1	03/01/2008
NONNEMACHER,A	XXXXX0551	02	04/01/2007	AR	3	4	02/09/2008	02/21/2008	224	224	0	485	19896	19416	639	70		H1	03/01/2008
RAINES,D	XXXXX9704	04	07/26/2007	MI	3	2	02/09/2008	02/21/2008	443	443	0	150	6000	6000	539	54		H1	03/01/2008
THOMAS,J	XXXXX5746	10	12/03/2007	MI	3	2	02/09/2008	02/21/2008	570	570	0	170	7685	6805	670	70		H1	03/01/2008

Total TRACS Calculated Assistance Payment: $5441
Total MAT Assistance Payment: $5441
Total Assistance Payment Difference: $0

Interpreting and Printing this page

Return to Query

Figure 4(b) Sample Assistance Payment Report
(Query by Project & Voucher Date, Sorted by Unit)

U.S. Department of Housing and Urban Development
TRACS Assistance Payment Report

Contract/Project Number: PA260052001
Sorted by: Unit
Voucher Date: 03-01-2008

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Calc AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Con Rent	Util Allow	Project Number	Sub Type	Vouch Date
MOYER,J	XXXXX9002	01	11/01/2007	IR	3	2	02/09/2008	02/21/2008	687	687	0	25	0	0	642	70		H1	03/01/2008
NONNEMACHER,A	XXXXX0551	02	04/01/2007	AR	3	4	02/09/2008	02/21/2008	224	224	0	485	19896	19416	639	70		H1	03/01/2008
HAAS,B	XXXXX1667	03	09/26/2007	MI	3	2	02/09/2008	02/21/2008	336	336	0	404	21840	16160	670	70		H1	03/01/2008
RAINES,D	XXXXX9704	04	07/26/2007	MI	3	2	02/09/2008	02/21/2008	443	443	0	150	6000	6000	539	54		H1	03/01/2008
BLODGETT,C	XXXXX6023	05	01/01/2008	IR	3	2	02/09/2008	02/21/2008	790	790	0	25	1	0	731	84		H1	03/01/2008
BERGER,D	XXXXX0275	06	02/01/2008	AR	3	2	02/09/2008	02/21/2008	404	404	0	189	7977	7577	539	54		H1	03/01/2008
CLAYTON,D	XXXXX0200	07	01/01/2007	IR		3	04/01/2006	02/07/2008	413	413	0	420	18720	16800	749	84		H1	03/01/2008
CLAYTON,D	XXXXX0200	07	04/01/2006	MI		3	04/01/2006	02/07/2008	567	567	0	248	11840	9920	731	84		H1	03/01/2008
BACON,A	XXXXX9893	08	11/01/2007	IR	3	2	02/09/2008	02/21/2008	573	573	0	242	10920	9700	731	84		H1	03/01/2008
GARCIA,N	XXXXX7719	09	08/01/2007	IR	3	3	02/09/2008	02/21/2008	434	434	0	306	13195	12235	670	70		H1	03/01/2008
THOMAS,J	XXXXX5746	10	12/03/2007	MI	3	2	02/09/2008	02/21/2008	570	570	0	170	7685	6805	670	70		H1	03/01/2008

Total TRACS Calculated Assistance Payment: $5441
Total MAT Assistance Payment: $5441
Total Assistance Payment Difference: $0

Interpreting and Printing this page

Return to Query

Figure 4(c) Sample Assistance Payment Report (Sorted by Name)
(Query by Contract & Effective Date, Sorted by Name)

U.S. Department of Housing and Urban Development
TRACS Assistance Payment Report

Contract/Project Number: PA260052001
Sorted by: Unit
Effective Date Range: 01/01/2008 - 12/01/2008

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Calc AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Con Rent	Util Allow	Project Number	Sub Type	Vouch Date
BLODGETT,C	XXXXX6023	05	1/1/2008	IR	3	2	2/9/2008	4/2/2008	790	790	0	25	1	0	731	84		H1	

Total TRACS Calculated Assistance Payment:	$790
Total MAT Assistance Payment:	$790
Total Assistance Payment Difference:	$0

Interpreting and Printing this page

Return to Query

Figure 4(d) Sample Assistance Payment Report
(Query by Project & Effective Date, Sorted by Unit)

U.S. Department of Housing and Urban Development
TRACS Assistance Payment Report

Contract/Project Number: PA260052001
Sorted by: Name
TRACS Process Date Range: 01/01/2008 - 12/01/2008

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Calc AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Con Rent	Util Allow	Project Number	Sub Type	Vouch Date
BLODGETT,C	XXXXX6023	05	1/1/2008	IR	3	2	2/9/2008	4/2/2008	790	790	0	25	1	0	731	84		H1	

Total TRACS Calculated Assistance Payment:	$790
Total MAT Assistance Payment:	$790
Total Assistance Payment Difference:	$0

Interpreting and Printing this page

Return to Query

Figure 4(e) Sample Assistance Payment Report
(Query by Contract & TRACS Processed Date, Sorted by Name)

U.S. Department of Housing and Urban Development
TRACS Assistance Payment Report

Contract/Project Number: PA260052001
Sorted by: Unit
TRACS Process Date Range: 01/01/2008 - 12/01/2008

Tenant Name	SSN	Unit Num	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Calc AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Con Rent	Util Allow	Project Number	Sub Type	Vouch Date
BLODGETT,C	XXXXX6023	05	1/1/2008	IR	3	2	2/9/2008	4/2/2008	790	790	0	25	1	0	731	84		H1	

Total TRACS Calculated Assistance Payment:	$790
Total MAT Assistance Payment:	$790
Total Assistance Payment Difference:	$0

Interpreting and Printing this page

Return to Query

Figure 4(f) Sample Assistance Payment Report
(Query by Project & TRACS Processed Date, Sorted by Unit)

9

Certification Query

The Certification Query application was developed to allow the Field Office TRACS user faster access to tenant certification information. This information enables the HUD user to respond to and resolve owner/agent inquiries and perform routine Certification searches more quickly and easily.

With the implementation of the Internet applications, owners and management agents are able to access their own data at any time. Previously displayed as the Project/Contract Query link on the TRACS main menu, this link now displays as the Certification Query link. Owner and management agents may query for a certification list by contract or project and sort it by unit or name. Certifications are retrieved and displayed in groups of twenty-five certifications. The certifications displayed are limited to the most current, and all future certifications. After June 1, 2000, a user may select the Download option from the query window to download the queried data into an ASCII file for reporting purposes. Certification Query can be selected from the TRACS Main Menu.

Objectives

By the end of this chapter, you will be able to:

- Access tenant certification information
- Query a certification list by contract or project
- Sort by unit or name
- View query data from browser
- Download and print a Certification Report

From the **TRACS Certification Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the **TRACS Certification Query** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

9.1 To access the Certification Query Screen:

From the **TRACS Main Menu**, click on the Certification Query link, and the **TRACS Certification Query** screen (Figure 1) displays.

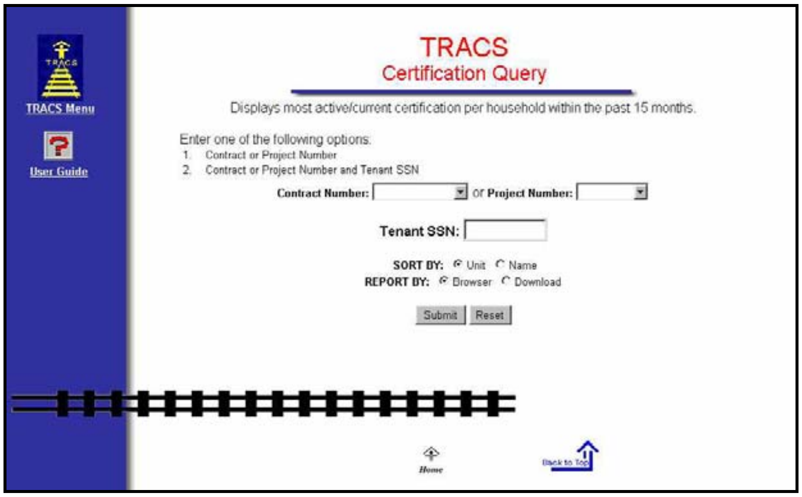


Figure 1. TRACS Certification Query Screen

A *Contract Number* or *Project Number* is used to initiate the query, and displays in the form of a drop-down list. Users can only select one *Contract Number* or *Project Number* based on property assigned to the user ID.

- *Contract Number* is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.
- *Project Number* is the eight-character project number assigned to the subsidy type.
- The *Sort By* selection defaults to the *Unit* radio button, in which the results will be listed in Unit number order. Select the *Name* radio button to have the results listed by tenant last name in alphabetical order.
- The *Report By* selection defaults to the *Browser* radio button, in which the results will display by the Web browser. Select the *Download* option to have the results downloaded into an ASCII file.

9.2 To report a TRACS Certification Query by Browser

1. From the TRACS Certification Query screen, select either *Contract Number*, *Project Number*, or *SSN* in the appropriate field.
2. Select desired *Sort By* option.
3. Select Report By: Browser option.

4. Click on Submit, and the **User Login** screen (Figure 2) displays.

Figure 2. User Login Screen

5. Enter your *User ID* (User Name) and *Password* where indicated.

> ✍ *Note: The User ID must be entered all in uppercase format and the password is case-sensitive.* The User ID will be your **M**-ID.

Click on OK, and the **TRACS Certification** screen (Figure 3) displays.

U.S. Department of Housing and Urban Development
TRACS Certification List

Contract/Project Number: PA260052001 **Sorted By:** Unit
Subsidy Contract Expiration Date: 2/8/2009
Active Tenant Count/Units: 10/10 (100%)

Select a Tenant Name to view additional certification details. Highlighted rows correspond to Active Tenant Count.

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project or Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroon Count	Over/ Under Housed	Move In Date
PAYER, J. C.	XXXXX0561	029	12/1/2007	*AR*			6/18/2008	$828	$147	$6342	$5862	$975	E		1		12/1/2008	2		12/21/2001
BLODGETT, C. M.	XXXXX6023	05	1/1/2008	IR	GR	2/9/2008	3/17/2008	$790	$25	$1	$0	$815	E		1		10/1/2008	3		10/20/2003
YU, Z.	XXXXX4553	062	8/1/2007	*AR*	CT		6/18/2008	$895	$212	$9856	$8482	$1107	E		1		8/1/2008	1		5/6/2003
YOUNG, D. K.	XXXXX7419	063	8/1/2007	*AR*	CT		6/18/2008	$1009	$98	$11255	$3940	$1107	E		1		8/1/2008	1		3/1/1994
HAMILL, B. J.	XXXXX9283	066	12/1/2007	*AR*			6/18/2008	$339	$636	$25441	$25441	$975	E		1		12/1/2008	2	O	12/10/1999
YARIAN, S. L.	XXXXX7543	067	8/1/2007	*AR*	CT		6/18/2008	$87	$1020	$45267	$40790	$1107	E		1		8/1/2008	1		3/22/2004
BETETA, X. C.	XXXXX8552	075	8/1/2007	*AR*	CT		6/18/2008	$628	$633	$25800	$25320	$1261	E		1		8/1/2008	2		3/4/2005
GAGNON, S.	XXXXX3284	099	10/18/2007	*MI*			6/18/2008	$487	$488	$20020	$19540	$975	E		1		10/1/2008	2	U	10/18/2006
REMBERT, S. A.	XXXXX9688	139	12/1/2007	*AR*			6/18/2008	$674	$301	$13004	$12044	$975	E		1		12/1/2008	2		12/10/2003

Interpreting and printing this page

RETURN TO QUERY

(continued)

Figure 3. TRACS Certification List screen

✍ *Note:* Any vouchers marked T53 status and placed in Pre-Payment Decision (PPD) for payment suspension has the current compliance percentage re-calculated daily. As tenant certifications are updated daily and compared to the Compliance standard percent set by Housing, if the recalculated percent is equal to or greater than the compliance standard percent set by Housing, then those vouchers are automatically approved and released from PPD for payment. The current counts/ratio of tenant certifications to units—as defined for the ratio and current compliance percent for the contract—is recalculated daily and displayed in the header of the *TRACS Voucher Query* screen and the *TRACS Certification Query* screen.

The initial response screen—shown in Figure 3—from the query is intended to answer some of the more immediate certification questions the user may have for a specific Project or Contract. Further explanations of the data displayed on this screen can be obtained by clicking on the **TRACS Certification** screen Interpreting and Printing this page link, located in the bottom left corner of the **TRACS Certification** screen.

The **TRACS Certification** screen requires the Contract/Project Number. From that, the following information is displayed:

1. Tenant Name
2. SSN

✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN - XXXXXNNNN

TIN – XXXXXNNNN

DOB – XX/XX/NNNN.

3. Unit Number
4. Effective Date
5. Cert Type

✍ *Note: Asterisks (ex: *AR*) on either side of the Certification Type code indicate a discrepancy on that certification. If certification type is in bold, it denotes a future certification.*

6. Action Code
7. Action Effect Date
8. TRACS Process Date
9. AP
10. TTP
11. Annual Income
12. Adjusted Income

13. Gross Rent
14. Assist Status Code
15. Project or Contract Number
16. Subsidy Type
17. Previous Contract Number
18. Next Recert Date
19. Bedroom Count
20. Over/Under Housed
21. Move In Date

✍ *Note: Definitions for all Certification Types, Action Codes, Assistance Status Codes, and Subsidy Type Codes are provided in Appendix C of this document.*

6. Click on OK, and the **TRACS Certification Discrepancies** screen (Figure 4) displays.

Discrepancy Code	Description
NDP	TRACS CALCULATED NUMBER OF DEPENDENTS DIFFERS FROM REPORTED VALUE
AD	TRACS CALCULATED ALLOWANCE FROM DEPENDENTS DIFFERS FROM REPORTED VALUE
TA	TRACS CALCULATED TOTAL ALLOWANCE DIFFERS FROM REPORTED VALUE
ADI	TRACS CALCULATED ADJUSTED INCOME DIFFERS FROM REPORTED VALUE
TTP	TRACS CALCULATED TOTAL TENANT PAYMENT DIFFERS FROM REPORTED VALUE
AP	TRACS CALCULATED ASSISTANCE PAYMENT DIFFERS FROM REPORTED VALUE
CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
CE131	SECURITY DEPOSIT IS NOW BEING COLLECTED BY TRACS.

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(continued)

Recommendation	Action Required	Member Number	Reported Value	Calculated Value
RECALCULATE # OF DEPENDENTS BASED ON RELATIONSHIP, AGE AND SPECIAL STATUS.	1			
VERIFY NUMBER OF DEPENDENTS; RECALCULATE TOTAL ALLOWANCE FOR DEPENDENTS	1		0	480
VERIFY ALL ALLOWANCES, CARE CODES AND/OR SPECIAL STATUS CODES; RECALCULATE	1		0	480
VERIFY CARE/SPEC STATUS CODES; RECALCULATE TOTAL ALLOWANCE & ANNUAL INCOME	1		25,800	25,320
RECALCULATE TTP ON APPROPRIATE WORKSHEET	1		645	633
RECALCULATE GROSS RENT, TTP, AND ASSISTANCE PAYMENT	1		616	628
TRACS STORED THE CORRECTION. NO ACTION REQUIRED.	3			
ENTER THE SECURITY DEPOSIT AMT. AND RESUBMIT THE TRANSACTION AS A CORRECTION	3		0	

RETURN TO QUERY

Figure 4. TRACS Certification Discrepancies listed by Contract/Project Number Screen

The following screen (Figure 5) displays the TRACS Certification List screen queried by Tenant SSN.

Discrepancy Code	Description
NDP	TRACS CALCULATED NUMBER OF DEPENDENTS DIFFERS FROM REPORTED VALUE
AD	TRACS CALCULATED ALLOWANCE FROM DEPENDENTS DIFFERS FROM REPORTED VALUE
TA	TRACS CALCULATED TOTAL ALLOWANCE DIFFERS FROM REPORTED VALUE
ADI	TRACS CALCULATED ADJUSTED INCOME DIFFERS FROM REPORTED VALUE
TTP	TRACS CALCULATED TOTAL TENANT PAYMENT DIFFERS FROM REPORTED VALUE
AP	TRACS CALCULATED ASSISTANCE PAYMENT DIFFERS FROM REPORTED VALUE
CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
CE131	SECURITY DEPOSIT IS NOW BEING COLLECTED BY TRACS.

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(continued)

Recommendation	Action Required	Member Number	Reported Value	Calculated Value
RECALCULATE # OF DEPENDENTS BASED ON RELATIONSHIP, AGE AND SPECIAL STATUS.	1			
VERIFY NUMBER OF DEPENDENTS; RECALCULATE TOTAL ALLOWANCE FOR DEPENDENTS	1		0	480
VERIFY ALL ALLOWANCES, CARE CODES AND/OR SPECIAL STATUS CODES; RECALCULATE	1		0	480
VERIFY CARE/SPEC STATUS CODES; RECALCULATE TOTAL ALLOWANCE & ANNUAL INCOME	1		25,800	25,320
RECALCULATE TTP ON APPROPRIATE WORKSHEET	1		645	633
RECALCULATE GROSS RENT, TTP, AND ASSISTANCE PAYMENT	1		616	628
TRACS STORED THE CORRECTION. NO ACTION REQUIRED.	3			
ENTER THE SECURITY DEPOSIT AMT. AND RESUBMIT THE TRANSACTION AS A CORRECTION	3		0	

RETURN TO QUERY

Figure 5. TRACS Certification Discrepancies Listed by Tenant SSN Screen

If necessary, use the scroll bar on the far right of the screen to scroll down to view the certification information for that Project/Contract. Data is displayed horizontally across the screen.

The top section of the **TRACS Certification Discrepancies** screen displays the Project/Contract Number, and how the query is sorted.

TRACS

Certification Query Instructions

Printing the list of records

1. Click the File menu option at the top of your screen.
2. Click Page Setup from the drop down menu and a dialog box is displayed. Set all four margins to 0 inches. If Document Title and Document Location are displayed in the Header box, click them both off.
3. You may need to decrease the font size to print all the records in the list on one page. If using Netscape Communicator, select Edit from the main menu. Click on Preferences. Under Appearance, click on Fonts and decrease the font size for the variable width font by one (e.g. from 12 to 11).
4. Click Print from the drop down menu and the Print dialog box is displayed.
5. Choose Properties. Set the Paper Size to Legal (8.5 by 14 inches) and set the Orientation to Landscape.
6. Click Ok from the Print dialog box to print the list of certifications.

Interpreting the TRACS Certification List Window

The TRACS Certification List window is displayed for the queried project/contract. The window lists for each household all future certifications plus the most current certification which has the most recent effective date within the last 15 months. Any certification which has an effective date earlier than 15 months ago from today's date is not displayed.

In the displayed list of certifications, any effective date in ***italicized bold*** is a future date; and any Certification Type between two asterisks **(* *)** indicates that the certification has at least one discrepancy.

Clicking any certification in the list will display the Certification Detail Options window where you can gain additional information about the selected record, e.g. a list of discrepancies against the certification.

The displayed Action Codes are:

- CT = Correction
- MO = Moveout
- TM = Termination
- GR = Gross Rent
- UT = Unit Transfer
- CC = Combined Contract

If queried by Contract and a project number exists for the certification, the project number is displayed in the **Project or Contract Number** column. If queried by Project and a contract number exists for the certification, the contract number is displayed in the column.

Figure 6. Certification Query Instructions (1 of 3)

Interpreting the TRACS Certification History List Window

The TRACS Certification History List window is displayed for the Tenant Name selected from the Certification List window. The window lists all available certifications for the selected household sorted by effective date, with the most recent displayed first.

Selecting a Head Tenant Name will display the TRACS Certification History Detail Options window.

The displayed Action Codes are:

- CT = Correction
- MO = Moveout
- TM = Termination
- GR = Gross Rent
- UT = Unit Transfer
- CC = Combined Contract

The displayed Assistance Status Codes are:

- N = Subsidy Type is not subject to the Non-Citizen Rule.
- F = Full Assistance while the verification of eligibility is pending. A family is in this status if any member is awaiting verification of eligibility.
- E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance.
- C = Continued Assistance. The mixed family, resident on/before June 19,1995, qualifies for continuation of full assistance under the Non-Citizen Rule.
- P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule.
- T = Temporary Deferral of Termination. The family is not eligible for assistance under the Non-Citizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status.

Interpreting the TRACS Certification Member List Window

The TRACS Certification Member List window is displayed when the Certification Member List option is selected from the TRACS Certification History Detail Options window. The window lists all household member information for the select Head Tenant, with the Head of the Household displayed first.

The displayed Relationship Codes are:

- D = Dependent
- F = Foster child(ren)
- H = Head of household
- K = Co-head of household
- L = Others living in the unit who are not members of the family
- O = Other adult family member whose income is counted as annual income
- S = Spouse

Figure 7. Certification Query Instructions (2 of 3)

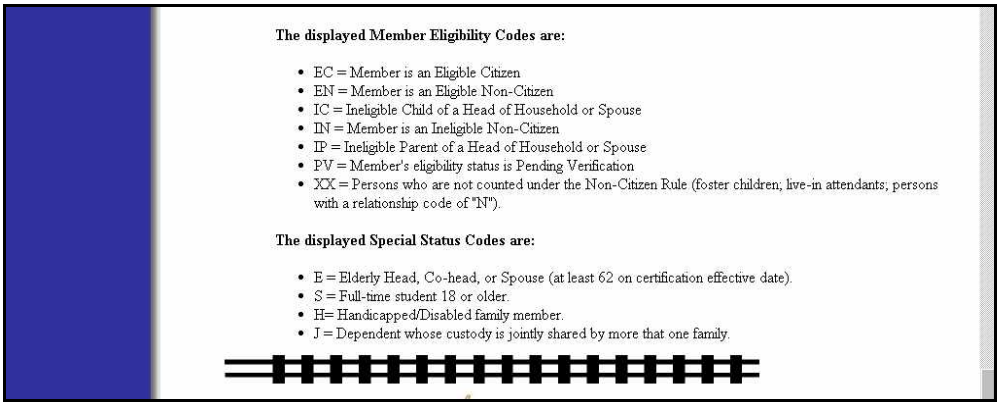


Figure 8. Certification Query Instructions (3 of 3)

9.3 To generate Certification Query Detail Options:

1. From the **TRACS Certification List** screen, click on the Tenant Name link for the certification for which you want more information, and the **TRACS Certification Detail Options** screen displays (Figure 9).

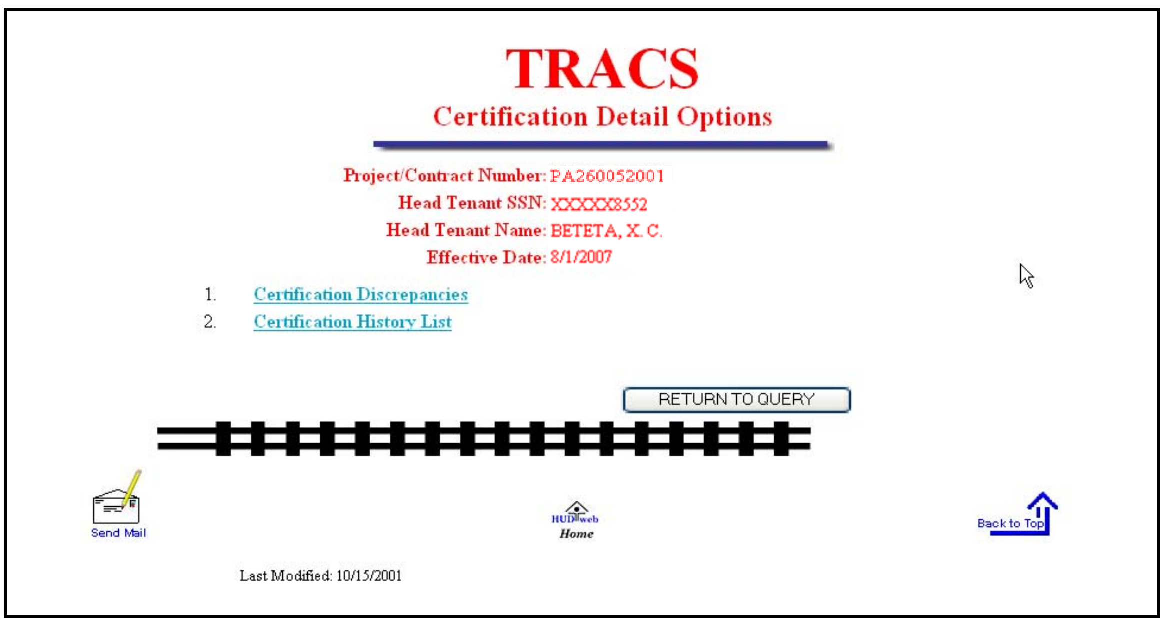


Figure 9. TRACS Certification Detail Options Screen

2. Click on the Certification Discrepancies link to retrieve a table of discrepancies for that certification (Figure 10).

   Remember, only the certifications with asterisks in the Certification Type column have discrepancies.

U.S. Department of Housing and Urban Development
TRACS Certification Discrepancies

Head Tenant Name: BETETA, X. C. **Certification Effective Date:** 8/1/2007
Head Tenant SSN: XXXXX8552 **Project/Contract Number:** PA260052001

Discrepancy Code	Description
NDP	TRACS CALCULATED NUMBER OF DEPENDENTS DIFFERS FROM REPORTED VALUE
AD	TRACS CALCULATED ALLOWANCE FROM DEPENDENTS DIFFERS FROM REPORTED VALUE
TA	TRACS CALCULATED TOTAL ALLOWANCE DIFFERS FROM REPORTED VALUE
ADI	TRACS CALCULATED ADJUSTED INCOME DIFFERS FROM REPORTED VALUE
TTP	TRACS CALCULATED TOTAL TENANT PAYMENT DIFFERS FROM REPORTED VALUE
AP	TRACS CALCULATED ASSISTANCE PAYMENT DIFFERS FROM REPORTED VALUE
CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
CE131	SECURITY DEPOSIT IS NOW BEING COLLECTED BY TRACS.

Printing this page

(continued)

Recommendation	Action Required	Member Number	Reported Value	Calculated Value
RECALCULATE # OF DEPENDENTS BASED ON RELATIONSHIP, AGE AND SPECIAL STATUS.	1			
VERIFY NUMBER OF DEPENDENTS; RECALCULATE TOTAL ALLOWANCE FOR DEPENDENTS	1		0	480
VERIFY ALL ALLOWANCES, CARE CODES AND/OR SPECIAL STATUS CODES; RECALCULATE	1		0	480
VERIFY CARE/SPEC STATUS CODES; RECALCULATE TOTAL ALLOWANCE & ANNUAL INCOME	1		25,800	25,320
RECALCULATE TTP ON APPROPRIATE WORKSHEET	1		645	633
RECALCULATE GROSS RENT, TTP, AND ASSISTANCE PAYMENT	1		616	628
TRACS STORED THE CORRECTION. NO ACTION REQUIRED.	3			
ENTER THE SECURITY DEPOSIT AMT. AND RESUBMIT THE TRANSACTION AS A CORRECTION	3		0	

Figure 10. TRACS Certification Discrepancies Screen

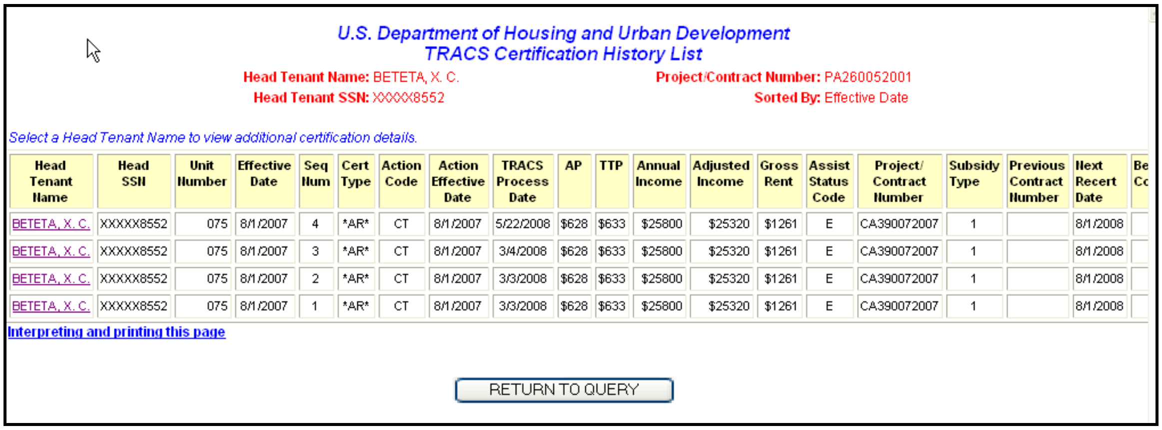
Note: Action Required codes are explained in Appendix C of the Industry User Guide for TRACS Internet Applications.

3. Click on the Printing this Page link to display a Help screen on how to modify your PC settings to print the screen successfully.

4. Click the browser's Back button to return to the **TRACS Certification Discrepancies** screen.

5. Click the browser's Back button to return to the **TRACS Certification Detail Options** screen.

6. Click on the Certification History link on the **TRACS Certification Detail Options** screen, and the **TRACS Certification History List** screen (Figure 11) displays.


U.S. Department of Housing and Urban Development
TRACS Certification History List
Head Tenant Name: BETETA, X. C. **Project/Contract Number:** PA260052001
Head Tenant SSN: XXXXX8552 **Sorted By:** Effective Date

Select a Head Tenant Name to view additional certification details.

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effective Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project/ Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Be Cc
BETETA, X. C.	XXXXX8552	075	8/1/2007	4	*AR*	CT	8/1/2007	5/22/2008	$628	$633	$25800	$25320	$1261	E	CA390072007	1		8/1/2008	
BETETA, X. C.	XXXXX8552	075	8/1/2007	3	*AR*	CT	8/1/2007	3/4/2008	$628	$633	$25800	$25320	$1261	E	CA390072007	1		8/1/2008	
BETETA, X. C.	XXXXX8552	075	8/1/2007	2	*AR*	CT	8/1/2007	3/3/2008	$628	$633	$25800	$25320	$1261	E	CA390072007	1		8/1/2008	
BETETA, X. C.	XXXXX8552	075	8/1/2007	1	*AR*	CT	8/1/2007	3/3/2008	$628	$633	$25800	$25320	$1261	E	CA390072007	1		8/1/2008	

Interpreting and printing this page

RETURN TO QUERY

Figure 11. TRACS Certification History List Screen

7. Click on the Head Tenant Name link, and the **TRACS Certification History Detail Options** screen (Figure 12) displays.

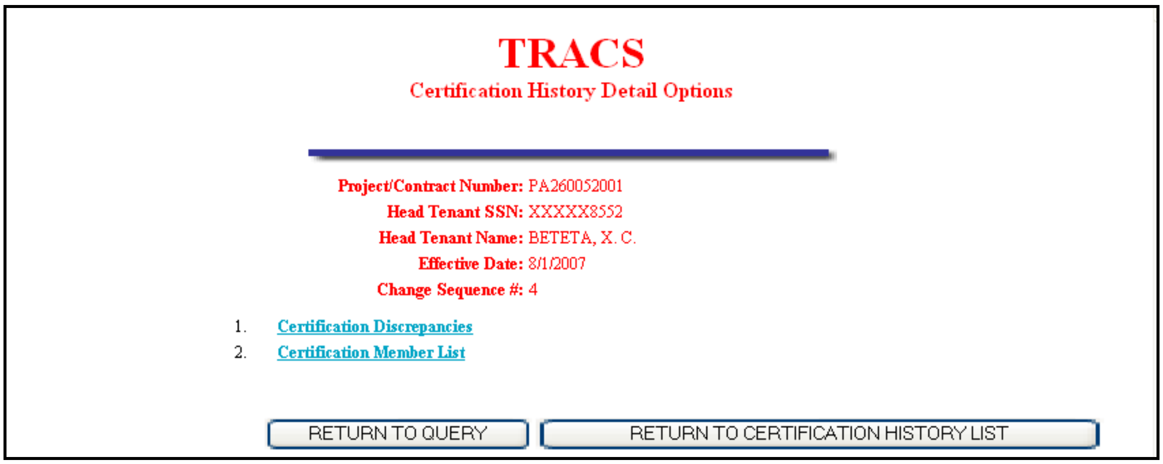
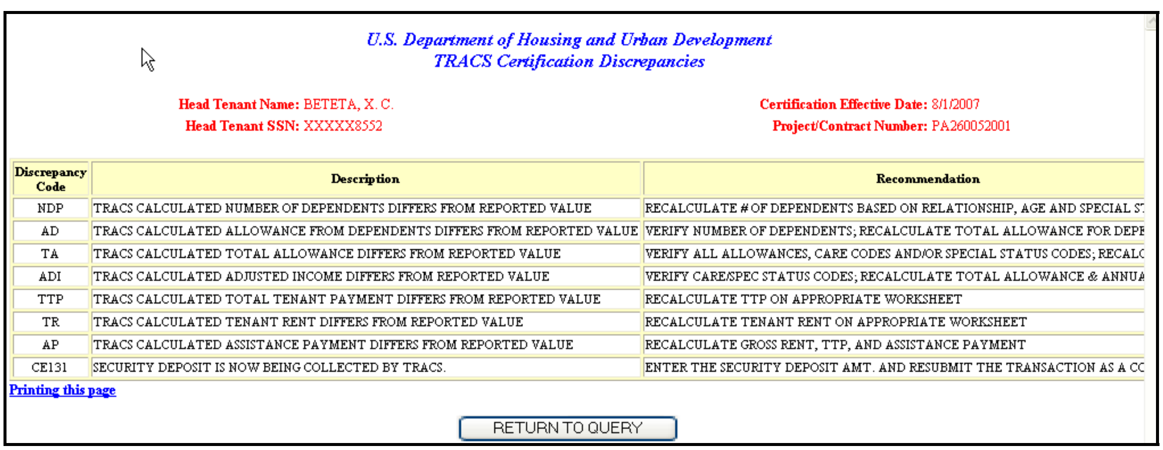


Figure 12. TRACS Certification History Detail Options Screen

8. Click on the Certification Discrepancies link, and the TRACS Certification Discrepancies screen (Figure 13) displays.


U.S. Department of Housing and Urban Development
TRACS Certification Discrepancies

Head Tenant Name: BETETA, X. C. **Certification Effective Date:** 8/1/2007
Head Tenant SSN: XXXXX8552 **Project/Contract Number:** PA260052001

Discrepancy Code	Description	Recommendation
NDP	TRACS CALCULATED NUMBER OF DEPENDENTS DIFFERS FROM REPORTED VALUE	RECALCULATE # OF DEPENDENTS BASED ON RELATIONSHIP, AGE AND SPECIAL S
AD	TRACS CALCULATED ALLOWANCE FROM DEPENDENTS DIFFERS FROM REPORTED VALUE	VERIFY NUMBER OF DEPENDENTS; RECALCULATE TOTAL ALLOWANCE FOR DEPE
TA	TRACS CALCULATED TOTAL ALLOWANCE DIFFERS FROM REPORTED VALUE	VERIFY ALL ALLOWANCES, CARE CODES AND/OR SPECIAL STATUS CODES; RECALC
ADI	TRACS CALCULATED ADJUSTED INCOME DIFFERS FROM REPORTED VALUE	VERIFY CARE/SPEC STATUS CODES; RECALCULATE TOTAL ALLOWANCE & ANNUA
TTP	TRACS CALCULATED TOTAL TENANT PAYMENT DIFFERS FROM REPORTED VALUE	RECALCULATE TTP ON APPROPRIATE WORKSHEET
TR	TRACS CALCULATED TENANT RENT DIFFERS FROM REPORTED VALUE	RECALCULATE TENANT RENT ON APPROPRIATE WORKSHEET
AP	TRACS CALCULATED ASSISTANCE PAYMENT DIFFERS FROM REPORTED VALUE	RECALCULATE GROSS RENT, TTP, AND ASSISTANCE PAYMENT
CE131	SECURITY DEPOSIT IS NOW BEING COLLECTED BY TRACS.	ENTER THE SECURITY DEPOSIT AMT. AND RESUBMIT THE TRANSACTION AS A CC

Printing this page

RETURN TO QUERY

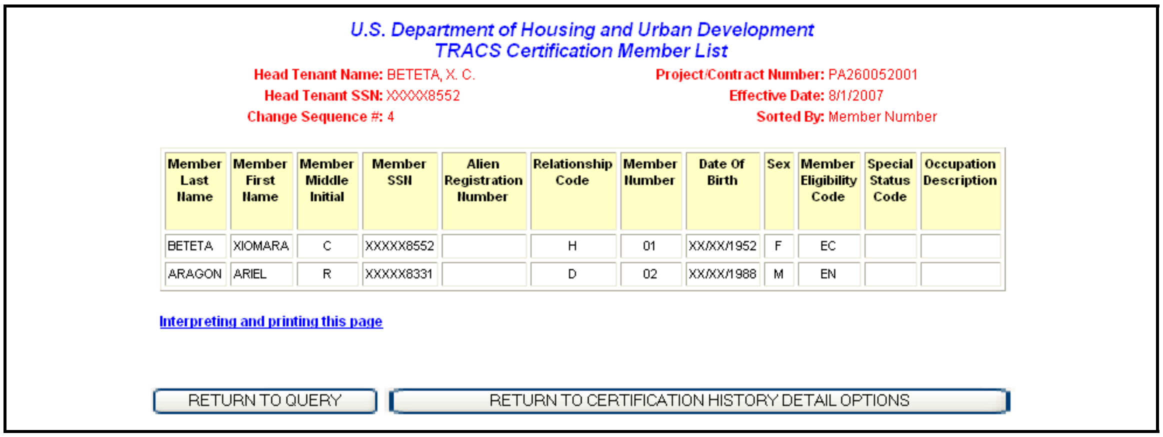
Figure 13. TRACS Certification Discrepancies Screen

9. Click on RETURN TO QUERY to return to the TRACS Certification Query screen, where a new project number, contract number, or SSN can be selected.

   OR

   Click the browser's Back button to return to the **TRACS Certification History Detail Options** screen.

10. Click on the Certification Member List link on the TRACS Certification History Detail Options screen, and the TRACS Certification Member List screen (Figure 14) displays.



U.S. Department of Housing and Urban Development
TRACS Certification Member List

Head Tenant Name: BETETA, X. C.
Head Tenant SSN: XXXXX8552
Change Sequence #: 4
Project/Contract Number: PA260052001
Effective Date: 8/1/2007
Sorted By: Member Number

Member Last Name	Member First Name	Member Middle Initial	Member SSN	Alien Registration Number	Relationship Code	Member Number	Date Of Birth	Sex	Member Eligibility Code	Special Status Code	Occupation Description
BETETA	XIOMARA	C	XXXXX8552		H	01	XX/XX/1952	F	EC		
ARAGON	ARIEL	R	XXXXX8331		D	02	XX/XX/1988	M	EN		

Interpreting and printing this page

RETURN TO QUERY | RETURN TO CERTIFICATION HISTORY DETAIL OPTIONS

Figure 14. TRACS Certification Member List Screen

11. Click on the browser's Back button to return to the TRACS Certification History Detail Options screen.

12. Click on RETURN TO CERTIFICATION HISTORY DETAIL OPTIONS to return to the TRACS Certification History Detail Options screen.

    OR

    Click on RETURN TO QUERY to return to the **TRACS Certification Query** screen, where a new project number, contract number, or SSN can be selected.

9.4 To display additional certifications for a Project or Contract:

From the TRACS Certification List screen, click on NEXT 25 CERTS to display the next 25 certifications for the Project or Contract, and the **TRACS Certification Query No More Certifications Found** screen (Figure 15) displays when all certifications have been displayed.

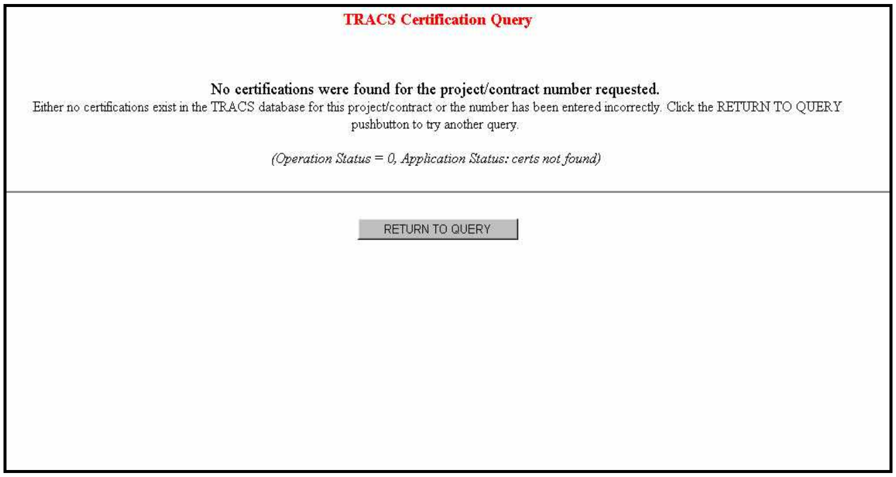


Figure 15. TRACS Certification Query-No Certifications were found Screen

9.5 To Report a TRACS Internet Certification Query by Download:

1. From the **TRACS Certification Query** screen, enter either *Contract Number, Project Number*, or *SSN* in the appropriate field.
2. Select desired *Sort By* option.
3. Select *Report By: Download* option.
4. Click on Submit, and the **TRACS Certification List** screen (Figure 16) displays.

Figure 16. TRACS Certification List for Download Screen

5. Click on the Please click here to download report link, and a **Security Warning** screen (Figure 17) displays.

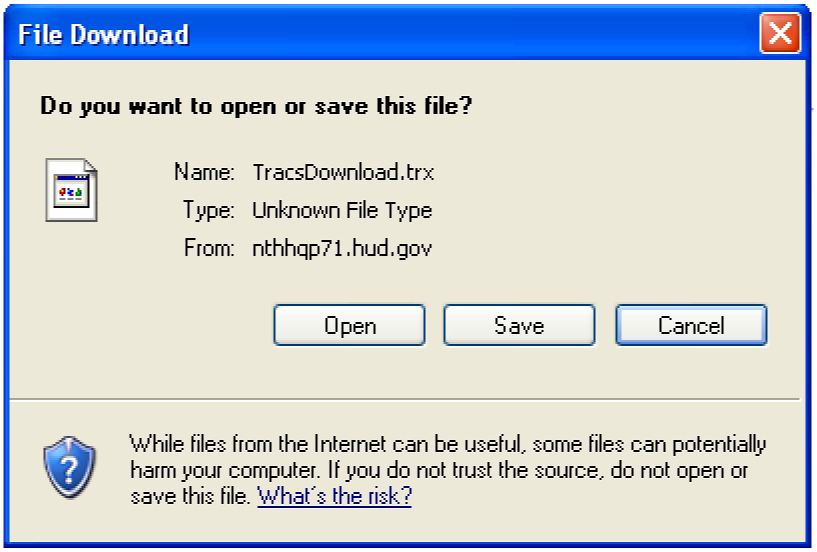


Figure 17. Security Warning Screen

6. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names* (Figure 18).

```
Contract Number; Project Number; Last Name; First Name; Middle Initial; Head SSN;
Unit Number; Effective Date; Cert Type; Action Code; Action Effect Date; Tracs Process
Date; AP; TTP; Annual Income; Adjusted Income; Gross Rent; Assistance Status Code;
Project or Contract Number; Subsidy Type; Previous Contract Number; Next Recert Date;
Bedroom Count; Over/Under Housed; Move In Date; Discrepancy Indicator; Active
Certification
PA260052001;;PAYER;JAIME;C;XXXXX0561;029;12/1/2007;AR;;;6/18/2008;828;147;6342;5862;975;E
;;1;;12/1/2008;2;;12/21/2001;Y;Y
```

Figure 18. ASCII File

10

Certification with Discrepancies Report

The Certification with Discrepancies Report provides owners and agents with easy access to certifications containing discrepancies in or to facilitate corrections.

The option can be selected from the TRACS Main Menu.

From the report screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- Query certifications containing discrepancies
- View query data from browser
- Download and print a Certification with Discrepancies Report

10.1 To access the Certifications with Discrepancies Query Screen:

1. From the TRACS Main Menu, click on the Certifications with Discrepancies Query link, and the following query screen (Figure 1) displays:

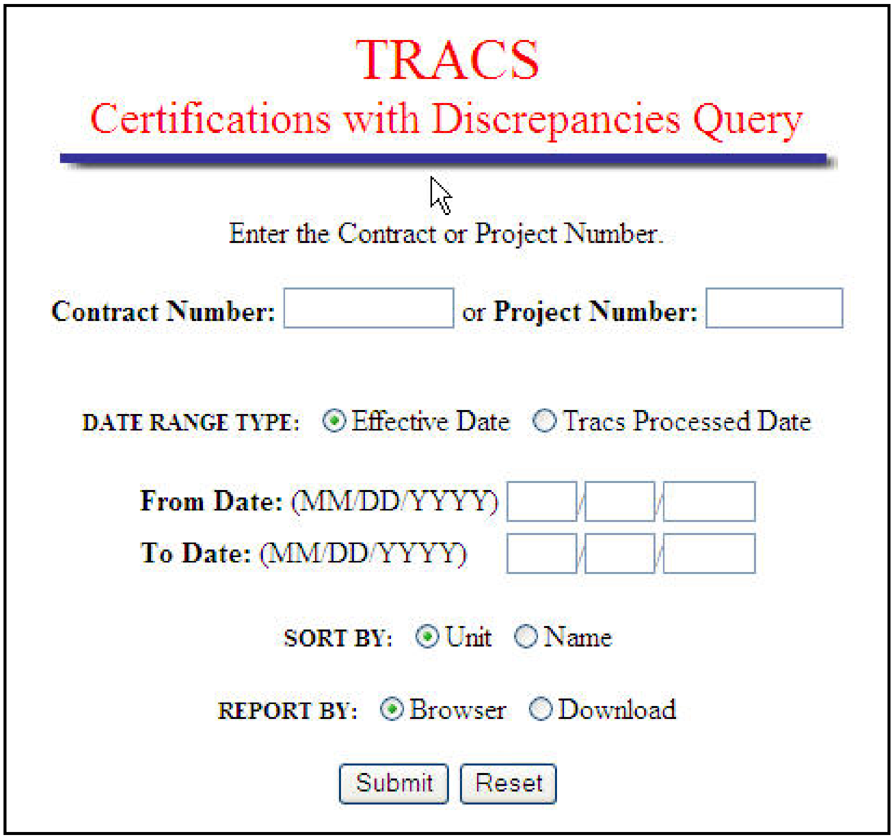


Figure 1. Certifications with Discrepancies Query

10.2 To submit a Certifications with Discrepancies Query Screen:

1. From the Certifications with Discrepancies Query Screen, select the contract or project by scrolling to the desired contract number or project number.

Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.

2. Select one of the following Date Range Types: Effective Date, or TRACS Processed Date.

3. To specify a date range, enter dates in From Voucher Date and To Voucher date fields.

✍ *Note: Both dates have three fields: Month, Day, and Year fields. Month and Day fields are two digits each; the Year field is four digits.*

4. Select how the query will sort data; by Unit or by Name.

5. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.

6. Click Submit to start the Query.

10.3 To download the Certifications with Discrepancies Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:

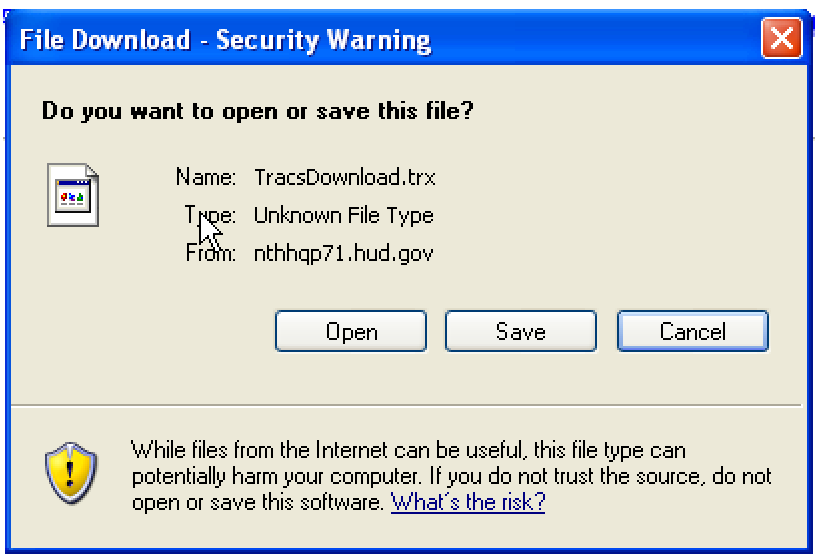


Figure 2. Security Warning Screen

2. Select *Save it to disk* to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.*

> ✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*
>
> *SSN - XXXXXNNNN*
>
> *TIN – XXXXXNNNN*
>
> *DOB – XX/XX/NNNN*

An example of an ASCII file is displayed in Figure 3. Figure 4 is an example of the Certifications with Discrepancies Report.

```
Project Number; Unit; Tenant Last Name; Tenant First Name; Tenant Middle Initial;
Tenant SSN; Effective Date; # Days Unresolved; Action Code; Discrepancy Code;
Discrepancy Description
03435149;342-6;MONSERRATE,SYLVIA,;XXXXX7579;02/01/2008;83;4;CE010;HOUSEHOLD APPEARS
OVERHOUSED
03435149;342-8;RAMOS,JUAN,A;XXXXX1005;01/01/2008;140;4;CE010;HOUSEHOLD APPEARS
OVERHOUSED
03435149;717-5;RIVERA,ANTONIA,;XXXXX9301;03/01/2008;140;4;CE010;HOUSEHOLD APPEARS
OVERHOUSED
03435149;727-4;TORRES,ANGEL,G;XXXXX2146;01/01/2008;209;3;SS012;SSA VERIFIED SS/SSI
INCOME, HAS DIFFERENT NAME FOR SOCIAL SECURITY CLAIM
03435149;727-4;TORRES,ANGEL,G;XXXXX2146;01/01/2008;209;3;SS014;SSA VERIFIED SS/SSI
INCOME, HAS DIFFERENT NAME FOR SSI CLAIM
03435149;728-5;GARCIA,ENID,;XXXXX3113;03/01/2008;140;4;CE010;HOUSEHOLD APPEARS
OVERHOUSED
```

Figure 3. ASCII File

U.S. Department Of Housing and Urban Development
TRACS Certifications with Discrepancies Report

Contract Number: PA268023024 **Date Range Type:** Effective Date
Date Range: 01/01/2008 - 03/01/2008 **Sorted By:** Unit

*= no certifications within date range

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	# of Days Unresolved	Action Code (1-3)	Discrepancy Code	Discrepancy Description
03435149	318-1	MONTALVO,SANTIAGO,	XXXXX3676	1/1/2008	89	3	CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
03435149	318-6	SIMIONE,CHRISTINA,M	XXXXX8426	1/1/2008	89	3	CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
03435149	342-8	RAMOS,JUAN,A	XXXXX1005	1/1/2008	89	4	CE010	HOUSEHOLD APPEARS OVERHOUSED
03435149	342-8	RAMOS,JUAN,A	XXXXX1005	1/1/2008	89	3	CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
03435149	717-5	RIVERA,ANTONIA,	XXXXX9301	3/1/2008	89	4	CE010	HOUSEHOLD APPEARS OVERHOUSED
03435149	728-5	GARCIA,ENID,	XXXXX3113	3/1/2008	89	4	CE010	HOUSEHOLD APPEARS OVERHOUSED

Interpreting and Printing this page

Return to Query

Figure 4. Certifications with Discrepancies Report

11

Late Certification Report

The Late Recertification Report lists households within a contract or project that are late in recertifying. Users may specify whether the report will include all certifications, exclude terminations, list HQ terminations only, or only list terminations.

The Late Recertification Report option can be selected from the TRACS Main Menu.

From the Late Recertification Report screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- View late re-certifications
- View query data from browser
- Download and print a Late Certification Report

11.1 To access the Late Recertification Query Screen:

1. From the TRACS Main Menu, click on the Late Recertification Query link, and the following query screen (Figure 1) displays:

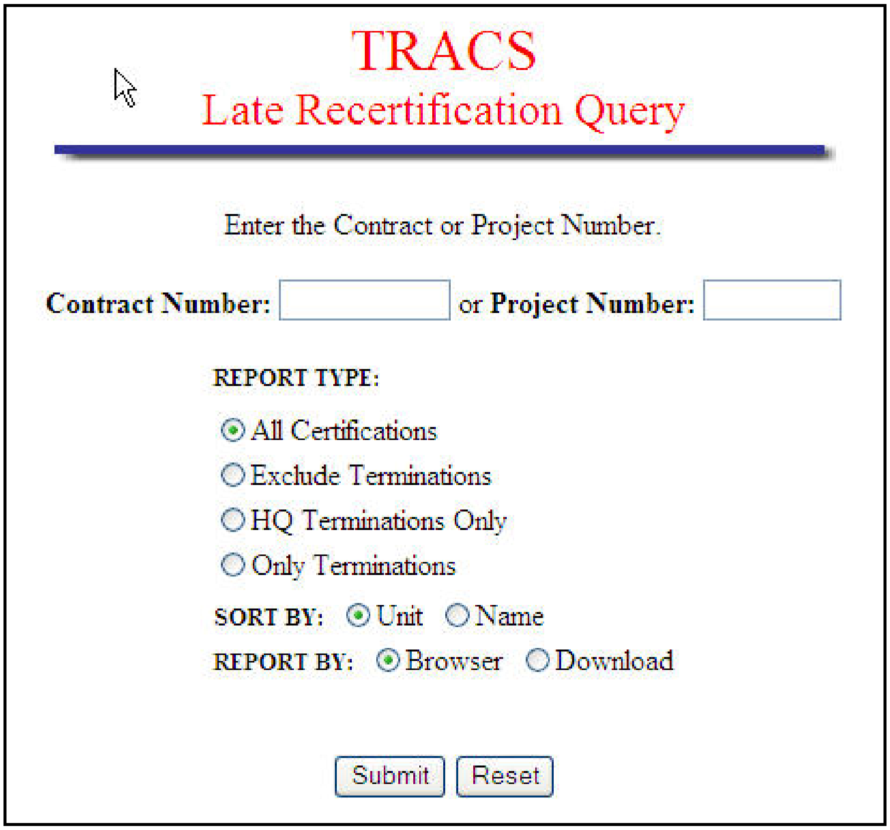


Figure 1. Late Recertification Query Screen

11.2 To submit a Late Recertification Query Screen:

1. From the Late Recertification Report Query Screen, select the contract or project by scrolling to the desired contract number or project number.

> ✍ *Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.*

2. Select one of the following Report Types: All Certification, Exclude Terminations, HQ Terminations only, Only Terminations.

3. Select how the query will sort data; by Unit or by Name.

4. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.

5. Click Submit to start the Query.

11.3 To download the Late Recertification Report Summary Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:

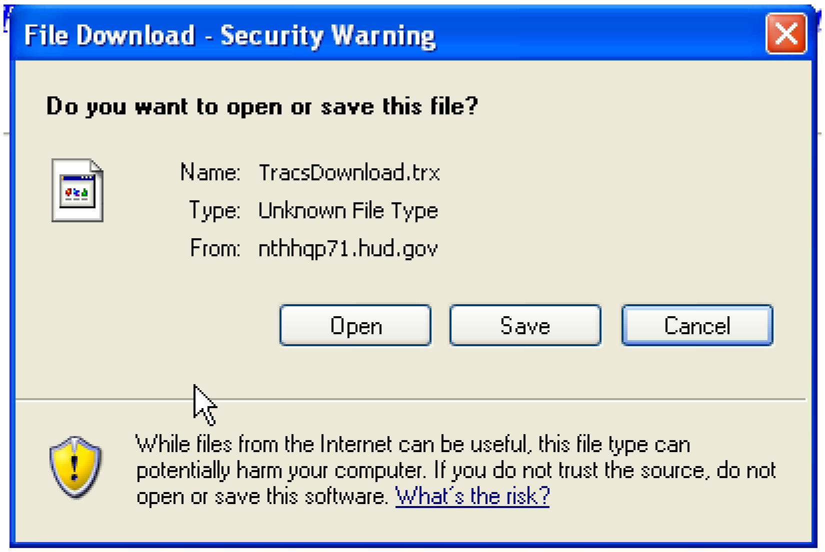


Figure 2. Security Warning Screen

2. Select *Save it to disk* to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.*

> ✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*
>
> *SSN - XXXXXNNNN*
>
> *TIN – XXXXXNNNN*
>
> *DOB – XX/XX/NNNN*

An example of an ASCII file is displayed in Figure 3. Figures 4(a) and 4(b) are two examples of the Late Recertification Report.

```
Project Number; Unit; Tenant Name; Tenant SSN; Effective Date; Next Recert Date;
Number of Days Late; Termination Date; Termination Reason
03435149;318-2;PADILLA;J;;XXXXX2340;4/1/2007;4/1/2008;90;  ;
03435149;318-6;SIMIONE;C;M;XXXXX8426;1/1/2008;4/1/2008;90;  ;
03435149;318-7;GARCIA;A;;XXXXX9434;4/1/2007;4/1/2008;90;  ;
03435149;342-2;MURIEL;J;;XXXXX0503;12/1/2007;1/1/2008;181;  ;
03435149;342-4;MALDONADO;S;;XXXXX0134;2/1/2007;2/1/2008;150;  ;
03435149;702-5;LARA;I;N;XXXXX1947;4/1/2007;4/1/2008;90;  ;
03435149;707-3;ROSARIO;J;;XXXXX6932;5/1/2007;5/1/2008;60;  ;
03435149;717-1;THOMPSON;J;L;XXXXX2411;11/1/2007;5/1/2008;60;  ;
03435149;717-8;TORRES;B;;XXXXX7942;10/1/2007;4/1/2008;90;  ;
03435149;727-3;COLON;O;;XXXXX0054;3/1/2008;4/1/2008;90;  ;
03435149;727-8;GARCIA;O;;XXXXX0754;12/1/2007;4/1/2008;90;  ;
```

Figure 3. ASCII File

U.S. Department of Housing and Urban Development
TRACS Late Recertification Report

Contract Number: PA268023024 **Report Type:** All Certifications

Total Number of Late Recertifications: 11 **Sorted By:** Unit

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
03435149	318-2	PADILLA, J.	XXXXX2340	4/1/2007	4/1/2008	90		
03435149	318-6	SIMIONE, C. M.	XXXXX8426	1/1/2008	4/1/2008	90		
03435149	318-7	GARCIA, A.	XXXXX9434	4/1/2007	4/1/2008	90		
03435149	342-2	MURIEL, J.	XXXXX0503	12/1/2007	1/1/2008	181		
03435149	342-4	MALDONADO, S.	XXXXX0134	2/1/2007	2/1/2008	150		
03435149	702-5	LARA, I. N.	XXXXX1947	4/1/2007	4/1/2008	90		
03435149	707-3	ROSARIO, J.	XXXXX6932	5/1/2007	5/1/2008	60		
03435149	717-1	THOMPSON, J. L.	XXXXX2411	11/1/2007	5/1/2008	60		
03435149	717-8	TORRES, B.	XXXXX7942	10/1/2007	4/1/2008	90		
03435149	727-3	COLON, O.	XXXXX0054	3/1/2008	4/1/2008	90		
03435149	727-8	GARCIA, O.	XXXXX0754	12/1/2007	4/1/2008	90		

Interpreting and Printing this page

Return to Query

Figure 4(a) Late Recertification Report
(Queried by Project, All Certifications, Sorted by Unit)

U.S. Department of Housing and Urban Development
TRACS Late Recertification Report

Contract Number: PA268023024 **Report Type:** All Certifications

Total Number of Late Recertifications: 11 **Sorted By:** Name

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
03435149	727-3	COLON, O.	XXXXX0054	3/1/2008	4/1/2008	90		
03435149	727-8	GARCIA, O.	XXXXX0754	12/1/2007	4/1/2008	90		
03435149	318-7	GARCIA, A.	XXXXX9434	4/1/2007	4/1/2008	90		
03435149	702-5	LARA, I. N.	XXXXX1947	4/1/2007	4/1/2008	90		
03435149	342-4	MALDONADO, S.	XXXXX0134	2/1/2007	2/1/2008	150		
03435149	342-2	MURIEL, J.	XXXXX0503	12/1/2007	1/1/2008	181		
03435149	318-2	PADILLA, J.	XXXXX2340	4/1/2007	4/1/2008	90		
03435149	707-3	ROSARIO, J.	XXXXX6932	5/1/2007	5/1/2008	60		
03435149	318-6	SIMIONE, C. M.	XXXXX8426	1/1/2008	4/1/2008	90		
03435149	717-1	THOMPSON, J. L.	XXXXX2411	11/1/2007	5/1/2008	60		
03435149	717-8	TORRES, B.	XXXXX7942	10/1/2007	4/1/2008	90		

Interpreting and Printing this page

Return to Query

Figure 4(b) Late Recertification Report
(Queried by Project, All Certifications, Sorted by Name)

12

Move-In/Move-Out Query

TRACS Internet Applications now provides the ability to generate a query and produce a Move-In/Move-Out Report. The Move-In/Move-Out Report provides a comprehensive list of all move-ins and move-outs for a specified project or contract. Requested by either *Contract Number* or *Project Number*, and by specifying a date range, this report lists all turnover activity by contract and unit number.

The Move-In/Move-Out Query can be selected from the TRACS Main Menu.

From the **TRACS Move-In/Move-Out Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the **TRACS Move-In/Move-Out Query** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- View a list of all move-ins and move-outs
- View query data from browser
- Download and print a Move-In/Move-Out Report

12.1 To generate a Move-In/Move-Out Query:

1. From the TRACS Main Menu, click on the Move-In/Move-Out Query link, and the **TRACS Move-In/Move-Out Query** screen (Figure 1) displays.

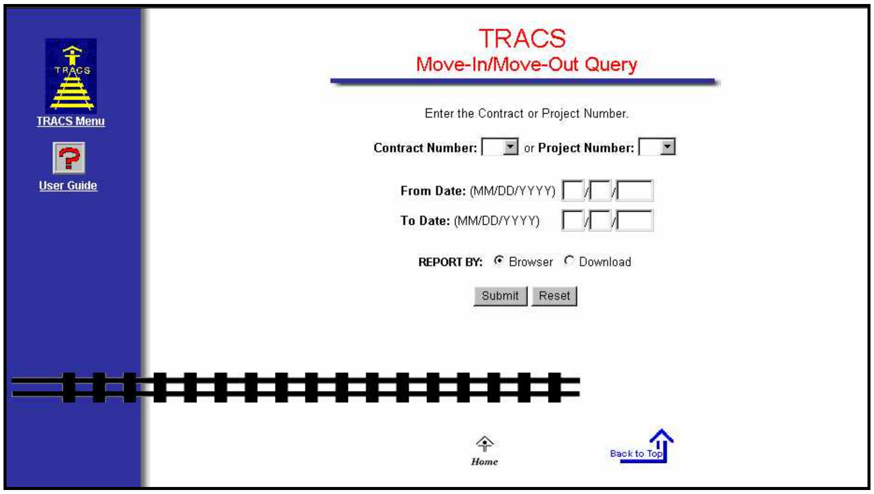


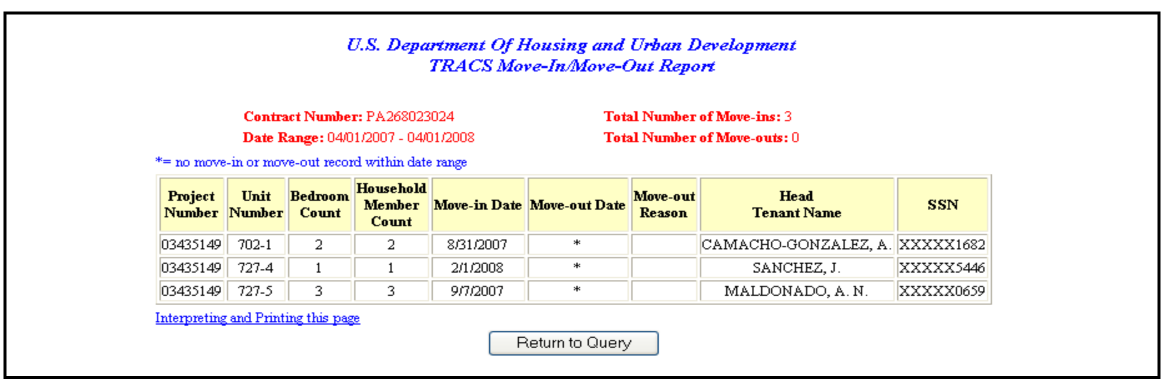
Figure 1. Move-In/Move-Out Query Screen

2. Select *Contract Number* or *Project Number.*
3. Enter *From Date* and *To Date (MM/DD/YYYY).*
4. Select *Report By: Browser* radio button.
5. Click on Submit, and the **TRACS Move-In/Move-Out Report** screen (Figure 2) displays.

   OR

   Click on Reset to clear fields and enter different criteria.

✍ *Note: A screen displays allowing you to click on* Please click here to view report *to view the report, or* <-GO BACK *to return to query screen and view or edit previously entered search criteria.*



U.S. Department Of Housing and Urban Development
TRACS Move-In/Move-Out Report

Contract Number: PA268023024 **Total Number of Move-ins:** 3
Date Range: 04/01/2007 - 04/01/2008 **Total Number of Move-outs:** 0

*= no move-in or move-out record within date range

Project Number	Unit Number	Bedroom Count	Household Member Count	Move-in Date	Move-out Date	Move-out Reason	Head Tenant Name	SSN
03435149	702-1	2	2	8/31/2007	*		CAMACHO-GONZALEZ, A.	XXXXX1682
03435149	727-4	1	1	2/1/2008	*		SANCHEZ, J.	XXXXX5446
03435149	727-5	3	3	9/7/2007	*		MALDONADO, A. N.	XXXXX0659

Interpreting and Printing this page

Return to Query

Figure 2. TRACS Move-In/Move-Out Report Screen

Information on the Move-In/Move-Out Report is grouped by contract. All move-ins appear first, followed by all move-outs. The screen displays the *Contract Number, Date Range*, *Total Number of Move-ins*, and *Total Number of Move-outs* across the top of the report as a header. The reports displays *Project Number, Unit Number, Bedroom Count, Household Member Count, Move-in Date, Move-out Date, Move-out Reason, Head Tenant Name*, and *SSN.* An asterisk displayed in the *Move-in Date* or *Move-out Date* column indicates no Move-in or Move out information for the date range selected for the query.

Within each grouping, the retrieved transactions are ordered by unit number within the indicated contract. The total number of move-ins and move-outs are displayed across the top of the screen.

The Interpreting and Printing this page link provides additional information for the Move-In/Move-Out Report. Clicking on this link displays the following screen of information (Figure 3).

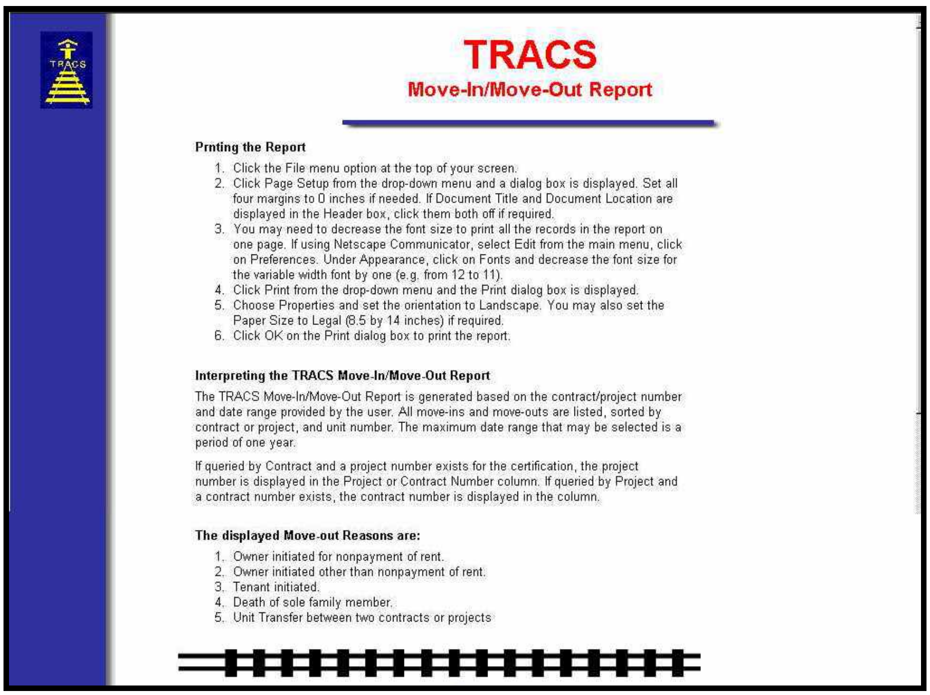


Figure 3. TRACS Move-In/Move-Out Report Screen

6. Click on the browser's Back button to return to the **Move-In/Move-Out Report** screen.
7. Click on Return to Query to return to the **Move-In/Move-Out Query** screen.

If an incorrect *Contract Number* or *Project Number* is entered, or does not exist in the database, or no eligible certifications exist for the submitted date range, or no Move-In or Move-Out transactions exist for the submitted project/contract and date range, the following **Error** screen (Figure 4) displays. Click on Return to Query to return to the **Move-In/Move-Out Query** screen.

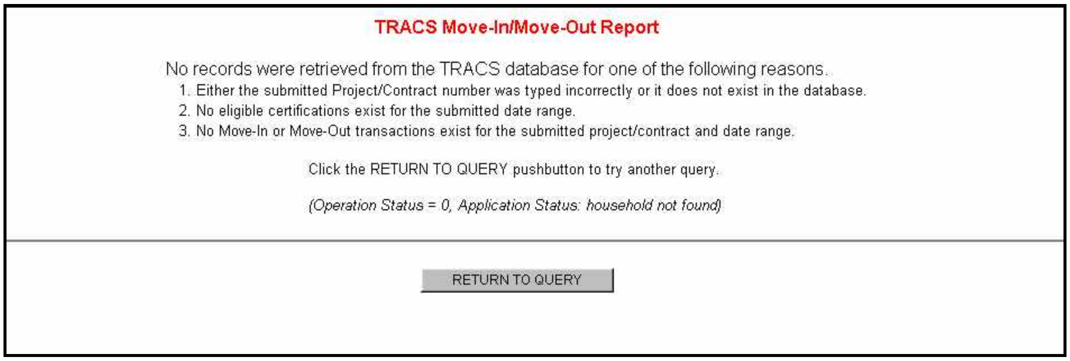


Figure 4. Error Screen

TRACS provides the capability for users to download Move-In/Move-Out Report information.

12.2 To download a Move-In/Move-Out Report:

1. From the **TRACS Move-In/Move-Out Query** screen, select either *Contract Number* or *Project Number.*
2. Enter *From Date* and *To Date (MM/DD/YYYY).*
3. Select *Report By: Download* option.
4. Click on Submit, and the **TRACS Move-In/Move-Out Report** download screen (Figure 5) displays.

Figure 5. TRACS Move-In/Move-Out Report Download Screen

5. Click on the Please click here to download report link, and a security warning screen (Figure 6) displays.

   OR

   Click on <-GO BACK to return to query screen and view or edit previously entered search criteria.

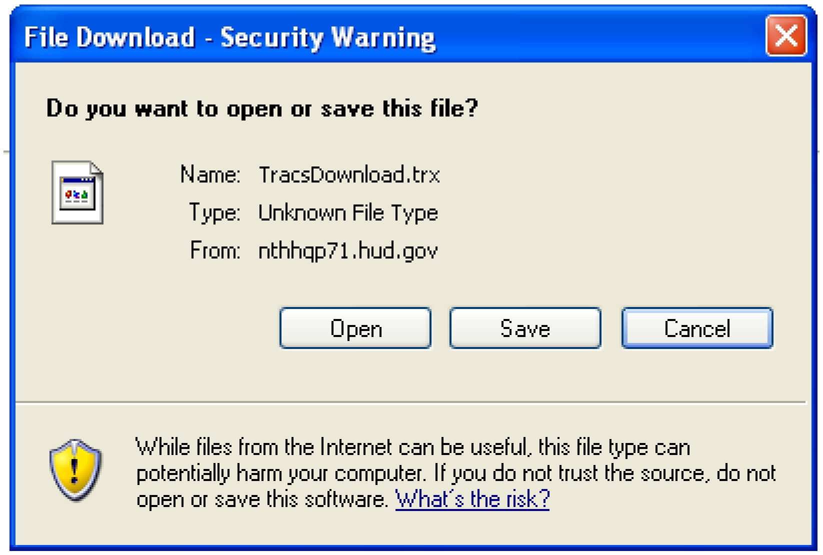


Figure 6. Security Warning

6. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.*

✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN - XXXXXNNNN

TIN – XXXXXNNNN

DOB – XX/XX/NNNN

An example of an ASCII file is displayed as Figure 7.

```
Project Number; Unit Number; Bedroom Count; Household Member Count; Move In Date;
Transaction Effective Date; Move Out Reason; Head Tenant Last Name;
Head Tenant First Init; Head Tenant Middle Init; Head Household ID Code
03435149;702-1;2;2;8/31/2007;*;;CAMACHO-GONZALEZ;AMELIA;;XXXXX1682
03435149;727-4;1;1;2/1/2008;*;;SANCHEZ;JOSE;;XXXXX5446
03435149;727-5;3;3;9/7/2007;*;;MALDONADO;ALYSSA;N;XXXXX0659
```

Figure 7. ASCII File

13

Multiple Occupancy Query

Objectives

By the end of this chapter, you will be able to:

- Query the database and retrieve multiple occupancy information for a household member
- View query data from browser
- Download and print a Multiple Occupancy Report

The Multiple Occupancy Query provides multiple occupancy tenant information to authorized HUD users through the internet or intranet. Authorized users can query the database and retrieve multiple occupancy information based on their input selection criteria. Reports can be retrieved identifying units occupied by multiple active heads of households and active heads of households occupying more than one unit. The reports can be viewed on the browser or can be downloaded for printing.

The Multiple Occupancy Query option can be selected from the TRACS Main Menu.

From the **TRACS Multiple Occupancy Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the **TRACS Multiple Occupancy Query** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

13.1 To generate a Multiple Occupancy Query:

1. From the TRACS Main Menu, click on the Multiple Occupancy Query link, and the **TRACS Multiple Occupancy Query** screen (Figure 1) displays.

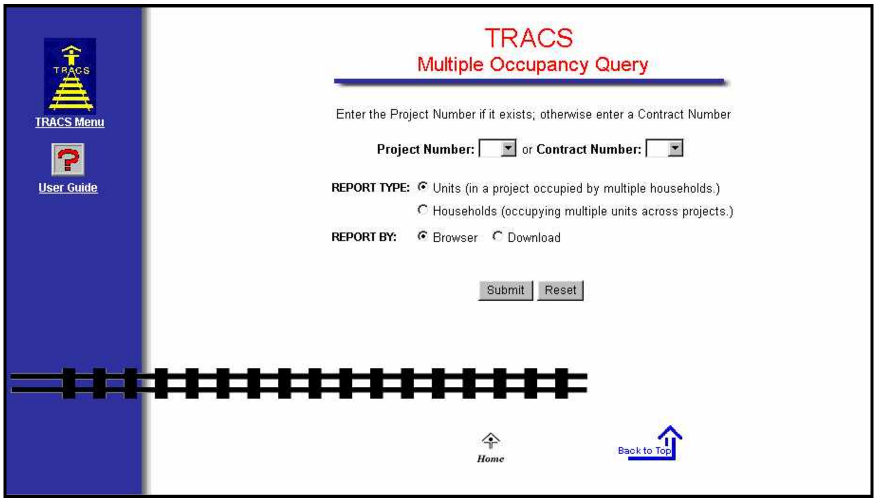


Figure 1. TRACS Multiple Occupancy Query Screen

2. Select *Contract Number* or *Project Number.*
3. Select *Report Type: Units (in a project occupied by multiple households)* radio button.
4. Select *Report By: Browser* radio button.
5. Click on Submit, and the **TRACS Multiple Occupancy Report** screen (Figure 2 and **Figure 3**) displays.

   OR

   Click on Reset to clear fields and enter different criteria.

U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Contract: VA39H027026

Project: (No associated project number exists for the following list.)

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
172	VA39H027026	XXXXX3744	HARRIS, CHRISTINE	09/01/2007
172	VA39H027026	XXXXX5179	RODRIGUEZ, SANTOS R	12/21/2007
172	VA39H027026	XXXXX3744	HARRIS, CHRISTINE	09/01/2007
186	VA39H027026	XXXXX5547	CARCAMO, DELIA M	01/16/2008
186	VA39H027026	XXXXX6423	ROBINSON, SHAWN M	07/01/2007
186	VA39H027026	XXXXX6423	ROBINSON, SHAWN M	07/01/2007
240	VA39H027026	XXXXX9260	SMITH, FRANCES M	06/01/2007
240	VA39H027026	XXXXX2406	BALLARD, ROBIN N	01/08/2008
240	VA39H027026	XXXXX9260	SMITH, FRANCES M	06/01/2007

Intrepreting and Printing this page

Return to Query

Figure 2. TRACS Multiple Occupancy Report Screen (1 of 2)

U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Project: 00035113

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
101	DC39M000022	XXXXX4438	BERRY, JAMES	03/01/2008
101	DC39M000023	XXXXX9675	DAVID-KELLY, JAUQUINNA	09/07/2007
102	DC39M000022	XXXXX3313	TORRES, LUIS A	05/01/2008
102	DC39M000023	XXXXX4186	DICKENS, CLINNIE T	05/01/2008
103	DC39M000022	XXXXX4500	BOIRO, MOHAMED S	12/17/2007

Figure 3. TRACS Multiple Occupancy Report Screen (2 of 2)

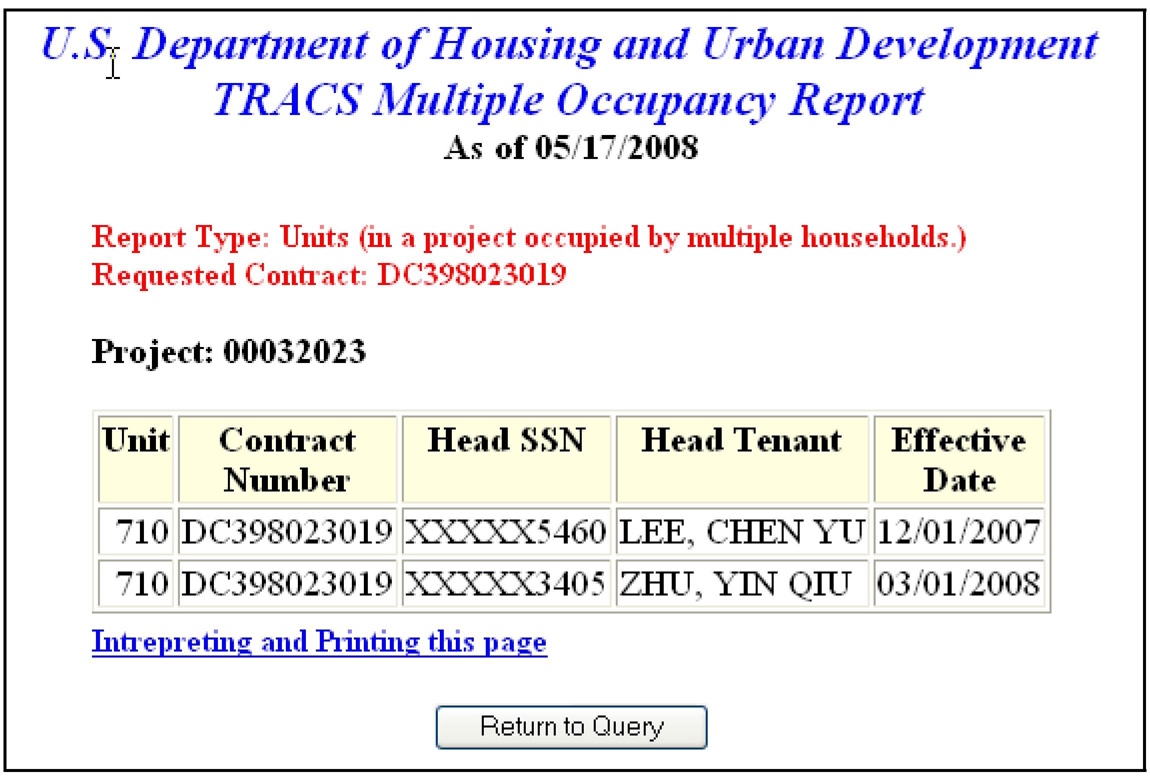
The screen displays the report with *Project Number* or *Contract Number* appearing across the top of the report, depending on which number was used to generate the query. If *Contract* Number is used to generate the query, but no *Project* Number is associated with the contract, then the *Project Number* column will not display. Remaining columns display the following:

- Unit
- Head SSN

> ✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*
>
> *SSN - XXXXXNNNN*
>
> *TIN – XXXXXNNNN*
>
> *DOB – XX/XX/NNNN*

- Head Tenant Name
- Effective Date

The screen also displays a system-generated date based on when information was updated in the database, or states information is current as of this date.
The following screen (Figure 4) shows the *Households* (*occupying multiple units across projects) Sort by:* field, which is selected from the **Multiple Occupancy Query** screen.



U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Contract: DC398023019

Project: 00032023

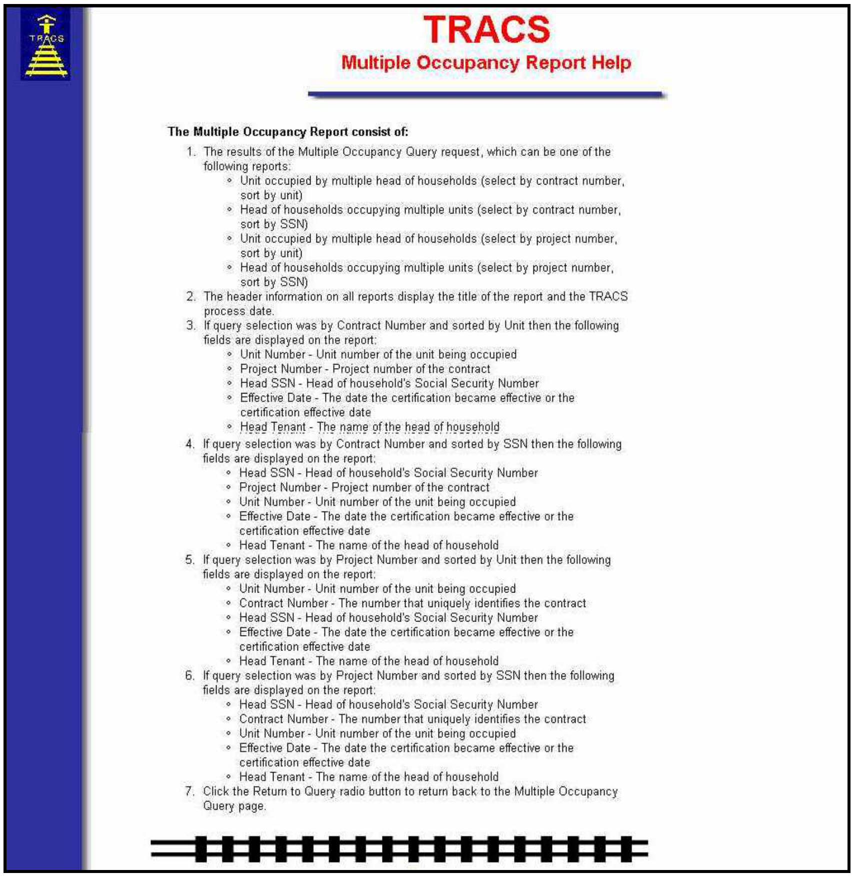
Unit	Contract Number	Head SSN	Head Tenant	Effective Date
710	DC398023019	XXXXX5460	LEE, CHEN YU	12/01/2007
710	DC398023019	XXXXX3405	ZHU, YIN QIU	03/01/2008

Intrepreting and Printing this page

Return to Query

Figure 4. Multiple Occupancy Query Screen showing Households occupying multiple units

The Interpreting and Printing this page link provides additional information for the Multiple Occupancy Report. Clicking on this link displays the following screen of information (Figure 5).


TRACS

Multiple Occupancy Report Help

The Multiple Occupancy Report consist of:

1. The results of the Multiple Occupancy Query request, which can be one of the following reports:
   - Unit occupied by multiple head of households (select by contract number, sort by unit)
   - Head of households occupying multiple units (select by contract number, sort by SSN)
   - Unit occupied by multiple head of households (select by project number, sort by unit)
   - Head of households occupying multiple units (select by project number, sort by SSN)
2. The header information on all reports display the title of the report and the TRACS process date.
3. If query selection was by Contract Number and sorted by Unit then the following fields are displayed on the report:
   - Unit Number - Unit number of the unit being occupied
   - Project Number - Project number of the contract
   - Head SSN - Head of household's Social Security Number
   - Effective Date - The date the certification became effective or the certification effective date
   - Head Tenant - The name of the head of household
4. If query selection was by Contract Number and sorted by SSN then the following fields are displayed on the report:
   - Head SSN - Head of household's Social Security Number
   - Project Number - Project number of the contract
   - Unit Number - Unit number of the unit being occupied
   - Effective Date - The date the certification became effective or the certification effective date
   - Head Tenant - The name of the head of household
5. If query selection was by Project Number and sorted by Unit then the following fields are displayed on the report:
   - Unit Number - Unit number of the unit being occupied
   - Contract Number - The number that uniquely identifies the contract
   - Head SSN - Head of household's Social Security Number
   - Effective Date - The date the certification became effective or the certification effective date
   - Head Tenant - The name of the head of household
6. If query selection was by Project Number and sorted by SSN then the following fields are displayed on the report:
   - Head SSN - Head of household's Social Security Number
   - Contract Number - The number that uniquely identifies the contract
   - Unit Number - Unit number of the unit being occupied
   - Effective Date - The date the certification became effective or the certification effective date
   - Head Tenant - The name of the head of household
7. Click the Return to Query radio button to return back to the Multiple Occupancy Query page.

Figure 5. Interpreting and Printing Page Screen

6. Click on the browser's Back button to return to the **Multiple Occupancy Report** screen.
7. Click on 

to return to the **Multiple Occupancy Query** screen.

TRACS provides the capability for users to download Multiple Occupancy Report information.

13.2 To download a Multiple Occupancy Report:

1. From the **TRACS Multiple Occupancy Query** screen, select either *Contract Number* or *Project Number*.
2. Select *Report Type:* radio button.
3. Select *Report By: Download* option.

4. Click on Submit, and the **TRACS Multiple Occupancy Report** download screen (Figure 6) displays.

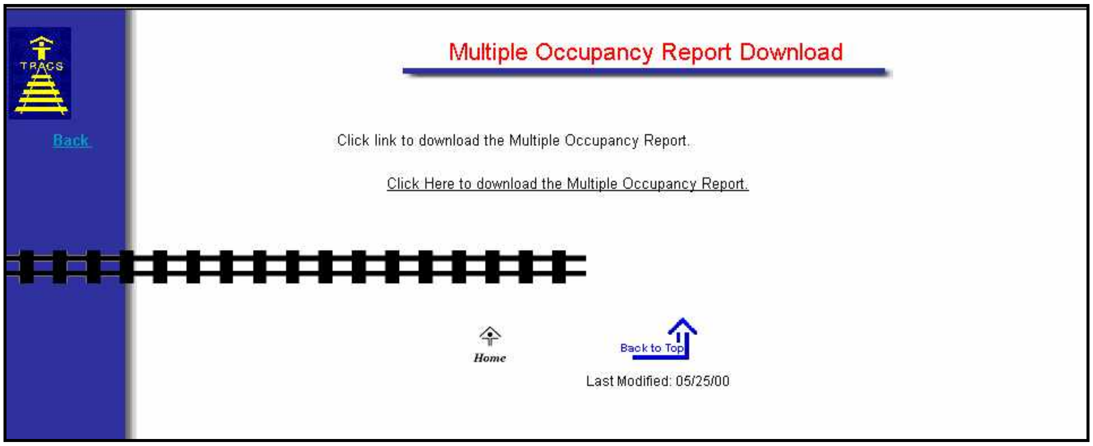


Figure 6. TRACS Multiple Occupancy Report Download Screen

5. Click on the <u>click here to download the Multiple Occupancy report</u> link, and a security warning screen (Figure 7) displays.

   OR

   Click on the <u>Back</u> link in the blue sidebar to return to query screen and view or edit previously entered search criteria.

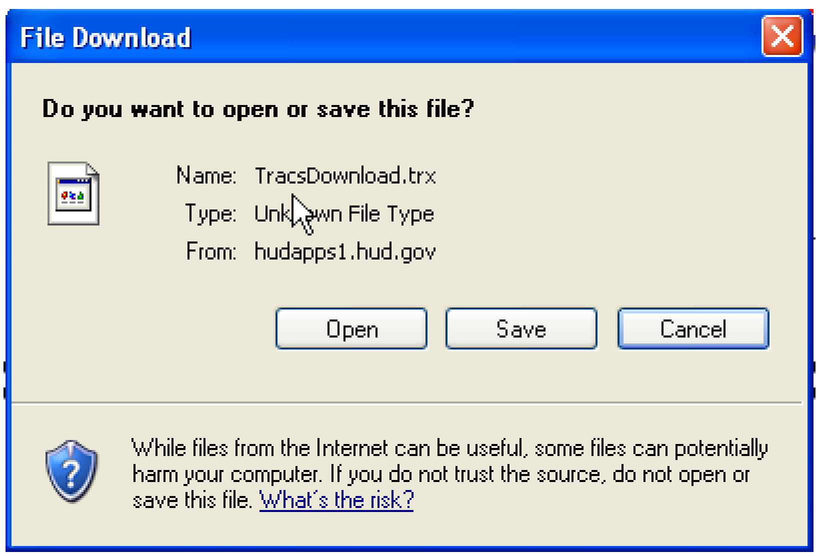


Figure 7. Security Warning

6. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed as Figure 8.

```
project number;contract number;unit number;head hhold id code;effective date;
head hhold name
05211050;MD068023010;300224;XXXXX4822;10/01/2007;MCGEE, TRICIA K
05211050;MD068023010;300224;XXXXX3495;05/01/2008;BAKER, JALIESA S
05211050;MD068023010;300231;XXXXX6880;04/18/2008;LEWIS, BRITTANY S
05211050;MD068023010;300231;XXXXX1662;08/30/2007;BAILEY, LAUREN A
05211050;MD068023010;300429;XXXXX6926;03/01/2007;HOLSTON, LAKISHA N
05211050;MD068023010;300429;XXXXX9325;12/07/2007;PROCTOR, ELAINE C
05211050;MD068023010;3004T5;XXXXX5565;11/09/2007;ANTHONY, SANDRA M
05211050;MD068023010;3004T5;XXXXX7249;08/01/2007;THOMIDIS, COLLEEN M□□□
```

Figure 8. ASCII File

14

Project Evaluation Query

The Project Evaluation Query provides the ability to generate a report that asset managers use to review projects and/or specific households. The summary data included in this report is a valuable management tool, and is useful in helping to identify potential problem projects, and specifically, to locate problem units. The Project Evaluation Query can be selected from the TRACS Main Menu.

From the **TRACS Project Evaluation Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the TRACS **Project Evaluation Query** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- Identify potential problem projects
- Locate problem units
- View query data from browser
- Download and print a Project Evaluation Report

14.1 To generate a Project Evaluation Query:

1. From the TRACS Main Menu, click on the Project Evaluation Query link, and the **TRACS Project Evaluation Query** screen (Figure 1) displays.

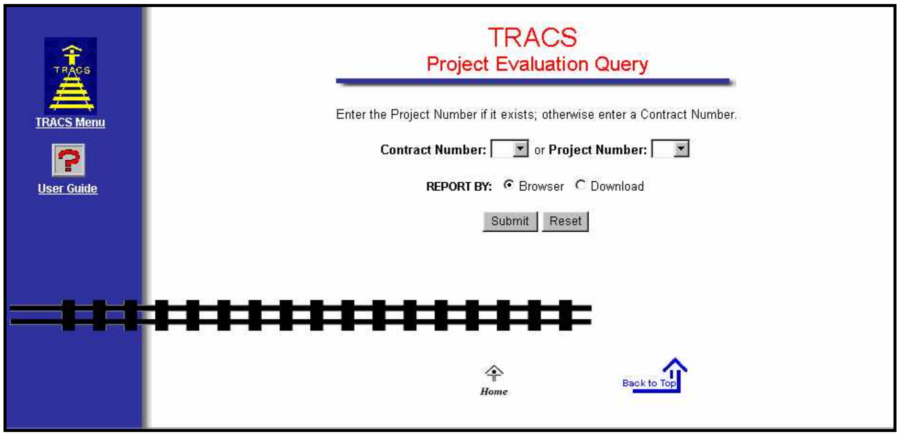


Figure 1. TRACS Project Evaluation Query Screen

2. Select a *Contract Number* or *Project Number*.
3. Select a *REPORT BY* radio button.
4. Click Submit, and the screen shown in Figure 3 displays. Click the button **Please click here to view report.** The screen shown in Figure 3 displays.

   OR

   At the first screen (Figure 1), click Reset to clear fields and enter different criteria.

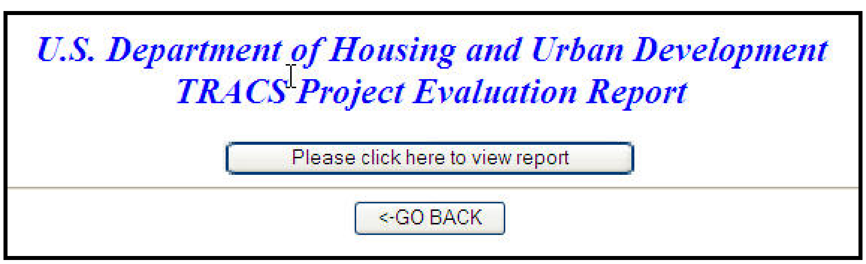


Figure 2.

U.S. Department of Housing and Urban Development
TRACS Project Evaluation Report

Contract Number: PA280005001 **Total Number of Potential Concerns:** 7

Each row is the current/active certification and the X confirms a potential concern.

Project Number	Unit	Head Tenant Name	SSN	Assets Changed by $500/20% (+ or -)	No Family Income	No Assets	Sect. 8 TTP <$25	Elderly without Medical Allowance	Totals (X)
03335079	28-28009	YURAS, A.	XXXXX6750			X			1
03335079	28-28017	ZACK, S.	XXXXX1987			X		X	2
03335079	28-28021	PATTERSON, D.	XXXXX9143					X	1
03335079	28-28029	KNABENSHUE, K.	XXXXX8025					X	1
03335079	28-28031	DAVIS, H.	XXXXX8269			X		X	2
Totals (X)				0	0	3	0	4	7

Interpreting and Printing this page

Return to Query

Figure 3. TRACS Project Evaluation Report Screen

For each unit in the project, the report displays total number of potential concerns, by contract or project number specified when generating the query. The report displays columns for the following:

- Contract Number or Project Number
- Unit
- Head Tenant Name
- SSN

> ✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*
>
> *SSN - XXXXXNNNN*
>
> *TIN – XXXXXNNNN*
>
> *DOB – XX/XX/NNNN*

- Assets Changed (>$500) or (>20%)
- No Family Income
- No Assets
- Sect. 8 TTP <12%
- Elderly without Medical Allowance
- Totals (X)

Xs entered are an indication of potential concerns for the project in a specific area.

The Interpreting and Printing this page link provides additional information for the Project Evaluation Report. Clicking on this link displays the following screens of information (Figure 4).

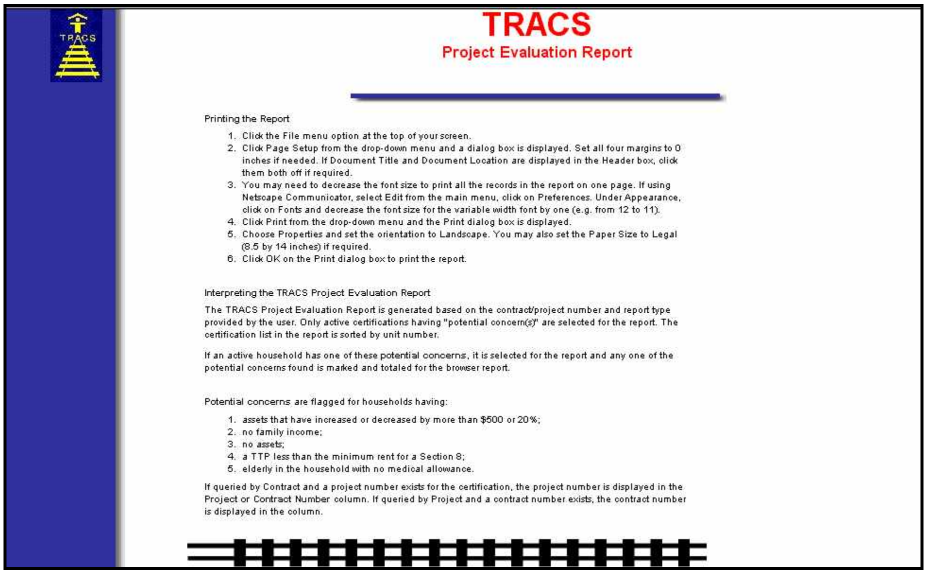


Figure 4. Interpreting and Printing Page Screen

5. Click on the browser's Back button to return to the **Project Evaluation Report** screen.

6. Click on  to return to the **Project Evaluation Query** screen.

If no Project Evaluation information was found for the project/contract number submitted, or the submitted Project/Contract number does not exist in TRACS, or no active households exist for the contract/project number submitted, one of the following two Error screens displays (

Figure 5 and Figure 6).

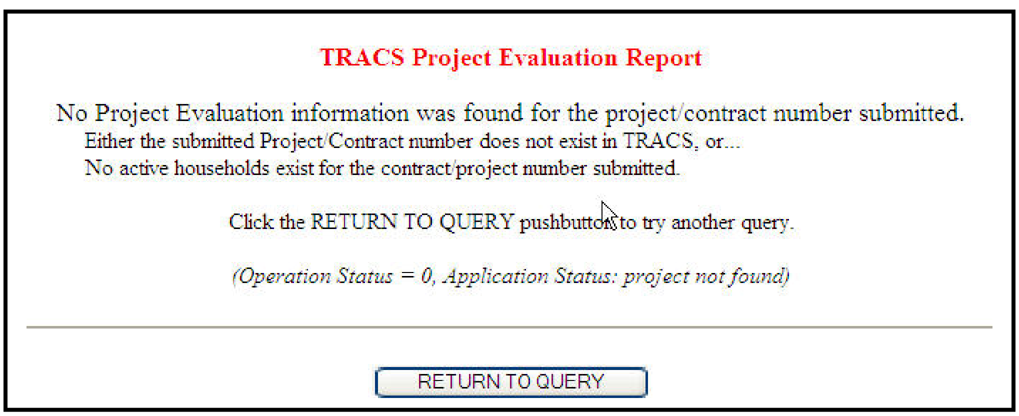


Figure 5. Error Screen 1

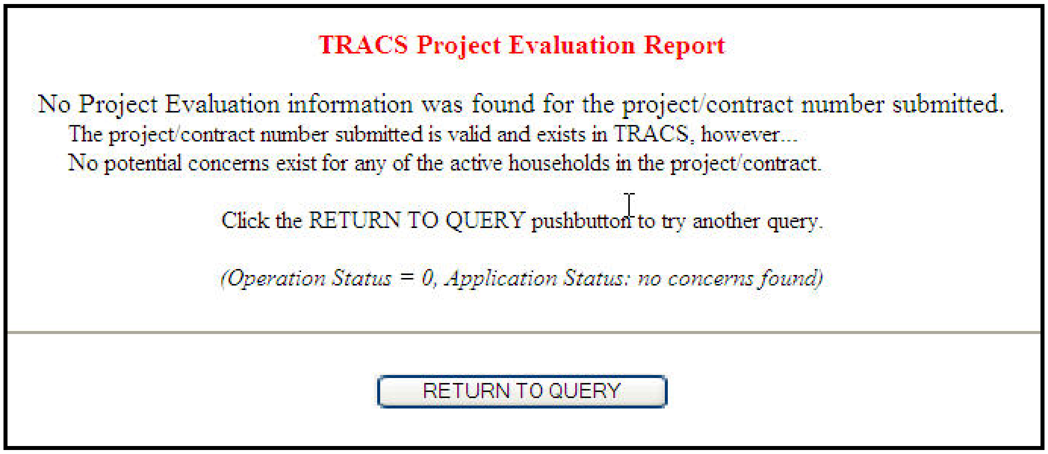


Figure 6. Error Screen 2

TRACS provides the capability for users to download Project Evaluation Report information.

14.2 To download a Project Evaluation Report:

1. From the **TRACS Project Evaluation Query** screen, select either the *Contract Number* or *Project Number*.
2. Select *Report By: Download* option.
3. Click on 

, and the **TRACS Project Evaluation Report** download screen (Figure 7) displays.

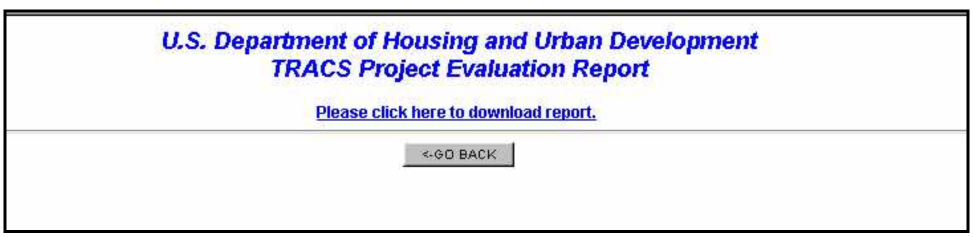


Figure 7. TRACS Project Evaluation Report Download Screen

4. Click on the <u>Please click here to download report</u> link, and a security warning screen (Figure 8) displays.

   OR

   Click on 

 to return to query screen and view or edit previously entered search criteria.

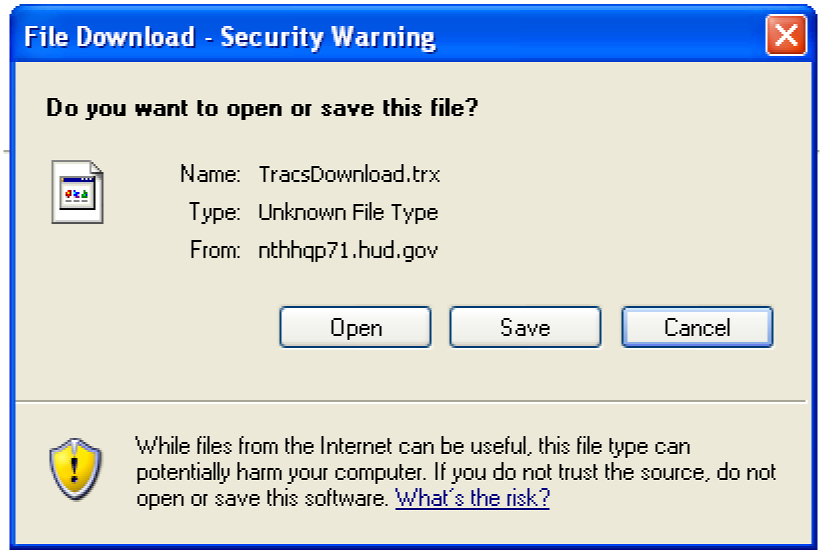


Figure 8. Security Warning

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed

```
Project Number, Unit Number, Head Tenant Last Name, Head Tenant First
Init, Head Tenant Middle Init, Head SSN, Assets Changed (>$500) or
(>20%), No Family Income, No Assets, Sec. 8 TTP < $25, Elderly Without
Medical Allowance
,15313,SANTANA,CARLOS,,XXXXX0202,,X,X,,
,15313,FLAKE,GEORGE,,XXXXX1212,,X,X,,
,2 15,KEMP,SHAWN,,XXXXX2222,,X,X,,
,2 15,SANTANA,EMILIO,,XXXXX1111,,X,X,,
,8500 DIX,POTTER,HARRY,,XXXXX5677,,X,X,,
```

Figure 9.


```
Project Number, Unit Number, Head Tenant Last Name, Head Tenant First
Init, Head Tenant Middle Init, Head SSN, Assets Changed (>$500) or
(>20%), No Family Income, No Assets, Sec. 8 TTP < $25, Elderly Without
Medical Allowance
,15313,SANTANA,CARLOS,,XXXXX0202,,X,X,,
,15313,FLAKE,GEORGE,,XXXXX1212,,X,X,,
,2 15,KEMP,SHAWN,,XXXXX2222,,X,X,,
,2 15,SANTANA,EMILIO,,XXXXX1111,,X,X,,
,8500 DIX,POTTER,HARRY,,XXXXX5677,,X,X,,
```


Figure 9. ASCII File

15

Tenant Unit Address Query

The gathering of Tenant Unit Addresses by the TRACS system began with the implementation of TRACS Tenant Release 2.0.1.A. Owner/Agents were required to submit MAT 15's, supplying tenant unit and mailing addresses to the TRACS database. The Tenant Unit Address Query allows authorized users access to their previously submitted unit address data. Owner and management agents may query for tenant unit addresses by submitting either a contract or project number, and sort the results by either unit number or SSN. The application also permits the user to view the data in their browser or download it to an ASCII file. If the browser option is selected, retrieved addresses are displayed in groups of twenty-five. Selecting the Download option from the main query screen results in the creation of an ASCII file, which the user may then retrieve and customize according to their specific needs. This application can be selected from the TRACS Main Menu.

From the **TRACS Tenant Unit Address Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

Objectives

By the end of this chapter, you will be able to:

- Access previously submitted unit address data
- View query data from browser
- Download and print a Tenant Unit Address Report

From the **TRACS Tenant Unit Address Query** screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

15.1 To access Tenant Unit Address Query:

1. From the **TRACS HUD Home Page**, click on the Tenant Unit Address Query link, and the **TRACS Tenant Unit Address Query** screen (Figure 1) displays.

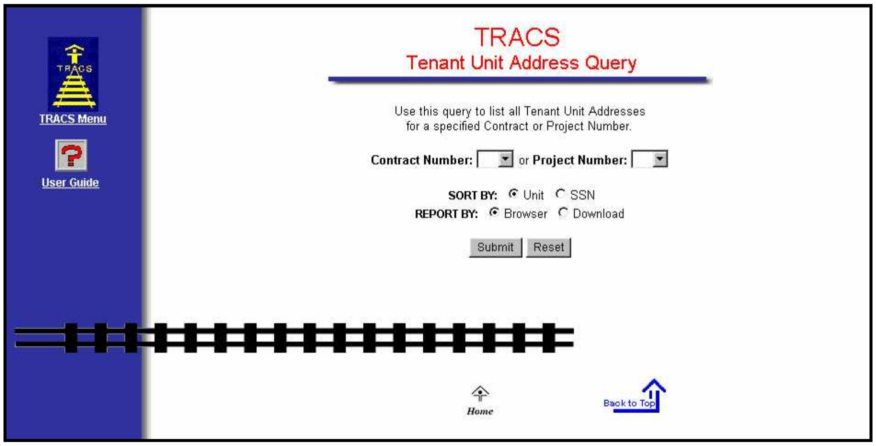


Figure 1. TRACS Tenant Unit Address Query Screen

2. Select a *Contract Number* or *Project Number*.

✍ *Note:* Contract Number *is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.*

✍ *Note:* Project Number *is the eight-character project number assigned to the subsidy type.*

The *Sort By* selection defaults to the *Unit* radio button, in which the results will be listed in Unit number order. Click on the *SSN* radio button to have the results listed by tenant last name in alphabetical order.
The *Report By* selection defaults to the *Browser* radio button, in which the results will display by the Web browser. Click on *Download* to have the results downloaded into an ASCII file.

15.2 To execute a Tenant Unit Address Query with Browser Option Selected:

1. From the **TRACS Tenant Unit Address Query** screen, select either a *Contract Number* or *Project Number* from the appropriate drop-down menu.
2. Select desired *Sort By* option.
3. Select Report By: Browser option.

4. Click on Submit, and the **User Login** screen (Figure 2) displays.

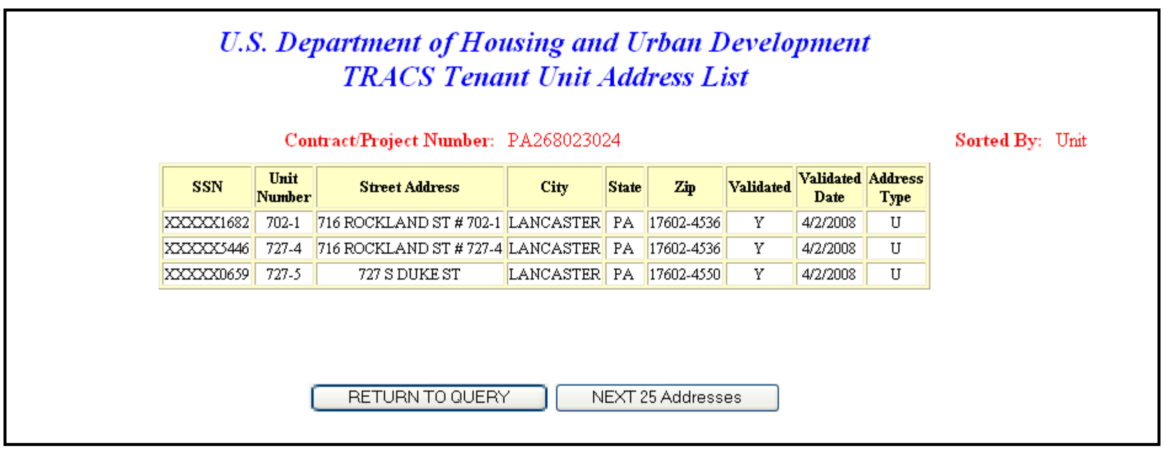
Figure 2. User Login

5. Enter your *User ID* (User Name) and *Password* where indicated.

> ✍ *Note: The User ID must be entered all in uppercase format and the password is case-sensitive. The User ID will be your* ***M****-ID.*

6. After entering your *User ID* and *Password*, click OK.

The results screen, **TRACS Tenant Unit Address List** (Figure 3), provides the user with an at-a-glance portrayal of stored unit addresses for the specified contract or project number. This screen includes the project/contract numbers selected by the user and sorting method.


U.S. Department of Housing and Urban Development
TRACS Tenant Unit Address List

Contract/Project Number: PA268023024 Sorted By: Unit

SSN	Unit Number	Street Address	City	State	Zip	Validated	Validated Date	Address Type
XXXXX1682	702-1	716 ROCKLAND ST # 702-1	LANCASTER	PA	17602-4536	Y	4/2/2008	U
XXXXX5446	727-4	716 ROCKLAND ST # 727-4	LANCASTER	PA	17602-4536	Y	4/2/2008	U
XXXXX0659	727-5	727 S DUKE ST	LANCASTER	PA	17602-4550	Y	4/2/2008	U

RETURN TO QUERY NEXT 25 Addresses

Figure 3. TRACS Tenant Unit Address List Screen

> ✍ *Note: If available, two addresses are typically returned for every unit. The address types are: Mailing Address (Address Type=M); and Unit address (Address Type=U).*

If necessary, use the scroll bar on the far right of the screen to scroll down to view the unit address information for that project/contract number. Data is displayed horizontally across the screen. The top section of the **TRACS Tenant Unit Address List** displays the Contract/Project Number, and how the query is sorted.

The unit address data is displayed in a table format. The following information is provided for every certification retrieved:

- SSN (Social Security Number)

> *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*
>
> *SSN - XXXXXNNNN*
>
> *TIN – XXXXXNNNN*
>
> *DOB – XX/XX/NNNN*

- Unit Number
- Street Address
- City
- State
- Zip (includes Zip-5 and Zip-4 separated by a hyphen)
- Validated (valid codes are Y-Yes or N-No)
- Validated Date
- Address Type (valid types are U-Unit or M-Mailing)

15.3 To display Notes and Messages:

1. From the **TRACS Tenant Unit Address List** screen, click on the NEXT 25 button to display the next 25 unit addresses for the desired Project or Contract.

   OR

   Click on RETURN TO QUERY to return to the **TRACS Tenant Unit Address Query** screen, where a new project or contract number can be selected.

   The **No More Unit Addresses were found for the Project/Contract number requested** screen (Figure 4) displays when all unit addresses have been displayed. Click on the Internet browser's **Back** button to review the query results or click on RETURN TO QUERY at the bottom of the screen to begin another query.

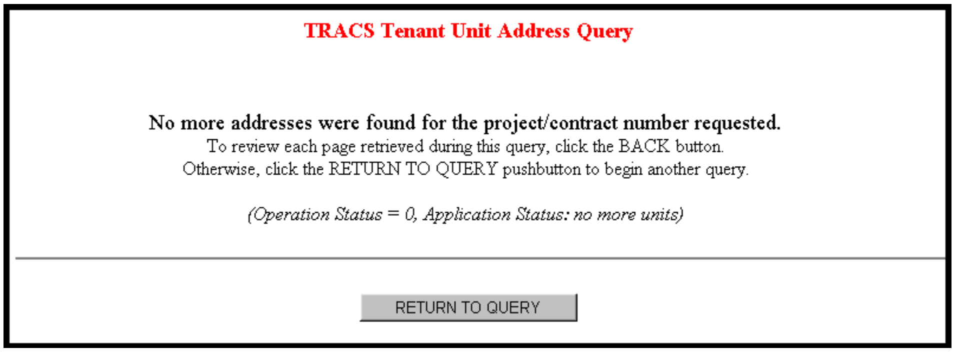


Figure 4. No More Unit Addresses were found for Project/Contract Number Requested Screen

2. If the Coordinator of your organization has not done the Property Assignment for your ID, then the following **Error** screen (Figure 5) displays.

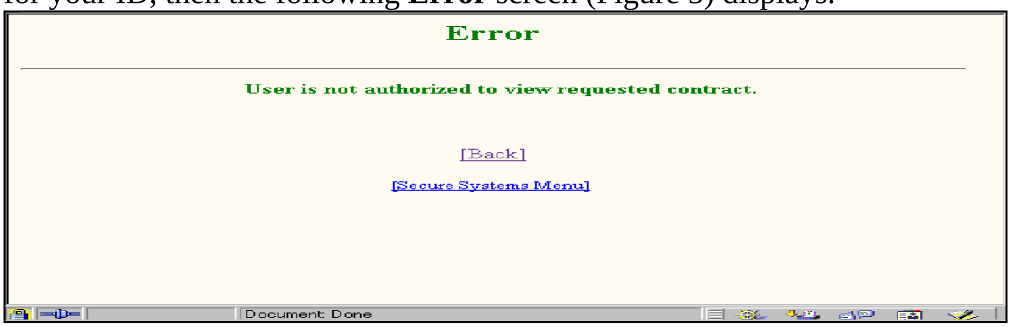


Figure 5. Error Screen

3. Click the [Back] link to retry the query for another contract/project number or contact your Coordinator.

15.4 To download a Tenant Unit Address list:

1. From the **TRACS Tenant Unit Address Query** screen, enter either *Contract Number* or *Project Number* in the appropriate field.
2. Select desired *Sort By* option.
3. Select Report By: Download option.
4. Click on Submit, and the **TRACS Tenant Unit Address List** download screen (Figure 6) displays.

Figure 6. TRACS Tenant Unit Address List Screen

5. Click on the Please click here to download report link, and a Security Warning screen (Figure 7) displays.

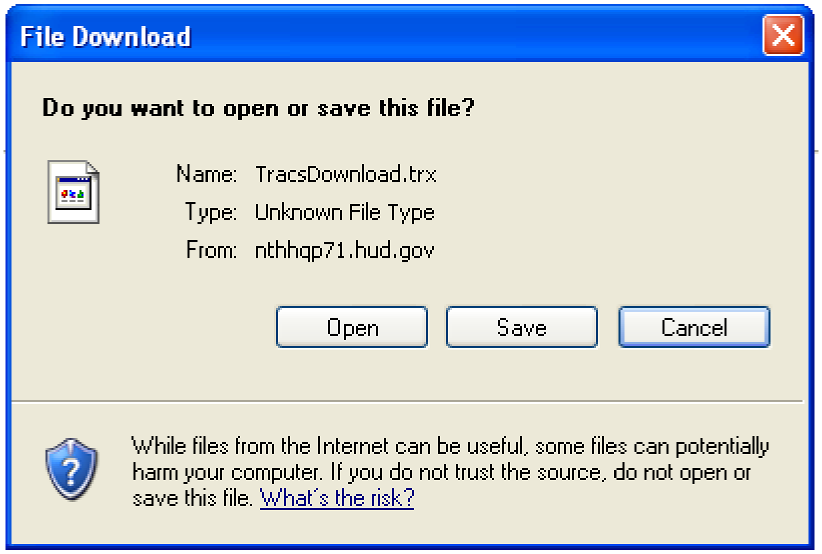


Figure 7. Security Warning

6. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*, as shown in the figure below (Figure 8).

```
Contract Number; Project Number; SSN; Unit Number; First Address Line;
Second Address Line; Third Address Line; City; State; Zip Five; Zip Four;
Validated; Validated Date; Address Type
PA268023024;;XXXXX1682;702-1;716 ROCKLAND ST # 702-1;;;LANCASTER;PA;17602;4536;Y;
4/2/2008;U
PA268023024;;XXXXX5446;727-4;716 ROCKLAND ST # 727-4;;;LANCASTER;PA;17602;4536;Y;
4/2/2008;U
PA268023024;;XXXXX0659;727-5;727 S DUKE ST;;;LANCASTER;PA;17602;4550;Y;4/2/2008;U
```

Figure 8. ASCII File

16

Verification Query

Verification Reports are designed to help determine whether owners and agents are using the approved passbook rates, income limits, contracts rents, utility allowances, gross rents, and 236/BMIR market rents. Verification reports allow you to quickly scan data submitted on the HUD-50059's and eliminate the need to access each individual certification to check for correct values. Once correct and current information is gathered, the reports help users to quickly review the lists of values and effectively determine exceptions or inconsistencies.

The Verification Query option can be selected from the TRACS Main Menu.

From the **TRACS Verification Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the TRACS Verification Query screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- View HUD-50059s to determine exceptions or inconsistencies
- View query data from browser
- Download and print a Verification Report

16.1 To generate a Verification Report (sorted by Household Head):

1. From the TRACS Main Menu, click on the Verification Query link, and the **TRACS Verification Query** screen (Figure 1) displays.

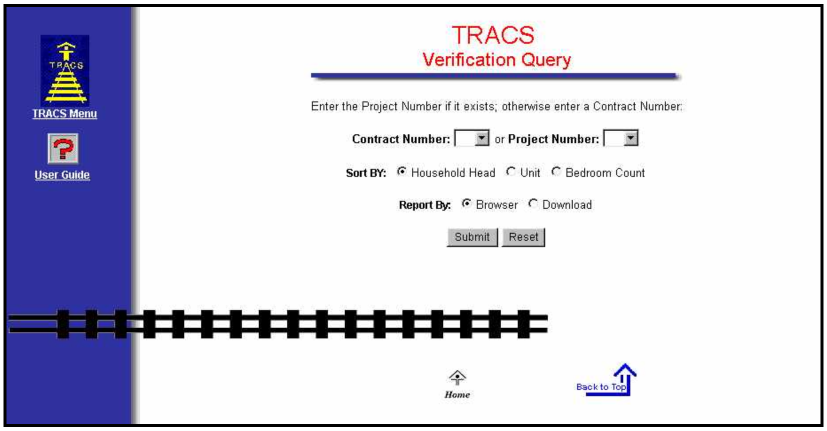


Figure 1. TRACS Verification Query Screen

2. Select *Contract Number* or *Project Number.*
3. Select *Household Head* sort by radio button.
4. Select *Report By: Browser* radio button.
5. Click on 

, and the **TRACS Verification Report** screen (Figure 2) displays.

✍ *Note: A screen displays allowing you to click on* Please click here to view report *to view the report, or* <-GO BACK *to return to query screen and view or edit previously entered search criteria.*

U.S. Department of Housing and Urban Development
TRACS Verification Report

Contract Number: PA260052001 **Sorted By:** Head Tenant Name

Each row is the most up-to-date certification for an active household.

Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit ($)	Low Income Limit ($)	Contract Rent ($)	Utility Allow ($)	Gross Rent ($)	Market Rent ($)
	3	3	08	BACON, A.	XXXXX9893	29650	47450	731	84	815	0
	1	1	06	BERGER, D.	XXXXX0275	23050	36900	539	54	593	0
	3	3	05	BLODGETT, C.	XXXXX6023	29650	47450	731	84	815	0
	3	3	07	EDWARDS, K.	XXXXX7673	29650	47450	766	84	850	0
	2	4	09	GARCIA, N.	XXXXX7719	32950	52700	670	70	740	0
	2	2	03	HAAS, B.	XXXXX1667	26350	42150	670	70	740	0
	2	2	01	MOYER, J.	XXXXX9002	26350	42150	642	70	712	0
	2	2	02	NONNEMACHER, A.	XXXXX0551	26350	42150	670	70	740	0
	1	1	04	RAINES, D.	XXXXX9704	23050	36900	539	54	593	0
	2	2	10	THOMAS, J.	XXXXX5746	26350	42150	670	70	740	0

Interpreting and Printing this page

Return to Query

Figure 2. TRACS Verification Report Screen

The report displays the *Contract Number* or *Project Number*, depending on which number was specified during the query, and the *Sorted By:* field across the top of the report. The screen advises users that each row contain the most up to date information available for each active household. Columns display information for the:

- Project Number (or Contract Number)
- Bedroom Count
- Household Member Count
- Unit
- Head Tenant Name
- Head Tenant SSN

✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN - XXXXXNNNN

TIN – XXXXXNNNN

DOB – XX/XX/NNNN

- Very Low Income Limit ($)
- Low Income Limit ($)
- Contract Rent ($)
- Utility Allow ($)
- Gross Rent ($)
- Market Rent ($)

The following screens (Figure 3 and Figure 4) show views from the *Unit* and *Bedroom Count Sort by:* field, which is selected from the **Verification Query** screen.

U.S. Department of Housing and Urban Development
TRACS Verification Report

Contract Number: IL060014009 **Sorted By:** Unit

Each row is the most up-to-date certification for an active household.

Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit ($)	Low Income Limit ($)	Contract Rent ($)	Utility Allow ($)	Gross Rent ($)	Market Rent ($)
	1	1	06 105B	ARMSTRONG, E.	XXXXX6138	26400	40600	918	25	943	0
	1	1	06 107B	NELSON, E.	XXXXX1882	26400	40600	918	25	943	0
	1	1	06 201A	DAVIS, E.	XXXXX1474	26400	40600	928	25	953	0
	1	1	06 209B	HOLTZ, R.	XXXXX4144	26400	40600	918	25	943	0
	1	1	06 210A	TURNER, M.	XXXXX5405	26400	40600	928	25	953	0
	1	1	06 307B	WEATHERLY, M.	XXXXX4289	26400	40600	918	25	943	0
	1	1	06 505B	JAWOREK, G.	XXXXX1015	26400	40600	918	25	943	0
	1	1	06 601A	READ, I.	XXXXX7620	26400	40600	928	25	953	0
	1	1	06 604A	KOGEN, G.	XXXXX7488	26400	40600	928	25	953	0

Interpreting and Printing this page

Return to Query

Figure 3. Verification Report showing sort by Unit

U.S. Department of Housing and Urban Development
TRACS Verification Report

Contract Number: IL060014009 **Sorted By:** Bedroom Count

Each row is the most up-to-date certification for an active household.

Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit ($)	Low Income Limit ($)	Contract Rent ($)	Utility Allow ($)	Gross Rent ($)	Market Rent ($)
	1	1	06 201A	DAVIS, E.	XXXXX1474	26400	40600	928	25	953	0
	1	1	06 604A	KOGEN, G.	XXXXX7488	26400	40600	928	25	953	0
	1	1	06 107B	NELSON, E.	XXXXX1882	26400	40600	918	25	943	0
	1	1	06 505B	JAWOREK, G.	XXXXX1015	26400	40600	918	25	943	0
	1	1	06 601A	READ, I.	XXXXX7620	26400	40600	928	25	953	0
	1	1	06 307B	WEATHERLY, M.	XXXXX4289	26400	40600	918	25	943	0
	1	1	06 209B	HOLTZ, R.	XXXXX4144	26400	40600	918	25	943	0
	1	1	06 105B	ARMSTRONG, E.	XXXXX6138	26400	40600	918	25	943	0
	1	1	06 210A	TURNER, M.	XXXXX5405	26400	40600	928	25	953	0

Interpreting and Printing this page

Return to Query

Figure 4. Verification Report showing sort by Bedroom Count

The Interpreting and Printing this page link provides additional information for the Verification Report. Clicking on this link displays the following screen (Figure 5).

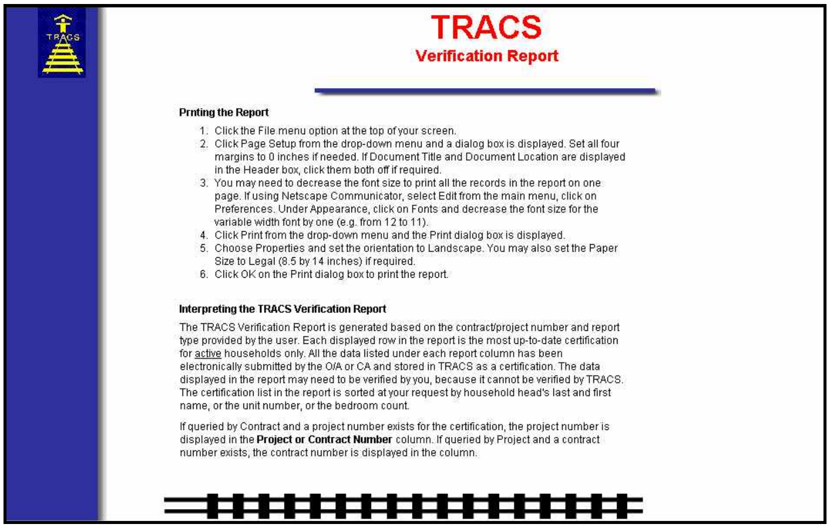


Figure 5. Interpreting and Printing Page Screen

5. Click on the browser's Back button to return to the **Verification Report** screen.
6. Click on Return to Query to return to the **Verification Query** screen.

If no Verification information was found for the project/contract number submitted, or the project/contract number does not exist in TRACS, or no active households exist for the contract/project number submitted, the following **Error** screen (Figure 6) displays. Click on Return to Query to return to the **Verification Query** screen.

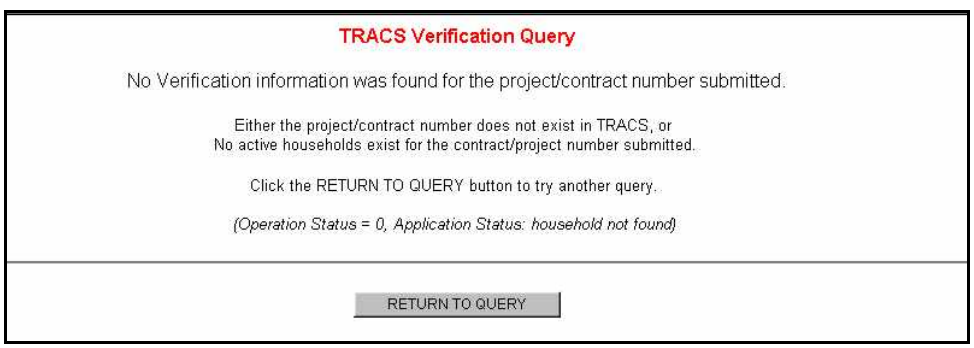


Figure 6. Error Screen

TRACS provides the capability for users to download Verification Report information.

16.2 To download a Verification Report:

1. From the **TRACS Verification Query** screen, select either *Contract Number* or *Project Number*.
2. Select *Report By: Download* option.
3. Click on Submit, and the **TRACS Verification Report** download screen (Figure 7) displays.

Figure 7. TRACS Verification Report Download Screen

4. Click on the Please click here to download report link, and a security warning screen (Figure 8) displays.

   OR

   Click on <-GO BACK to return to query screen and view or edit previously entered search criteria.

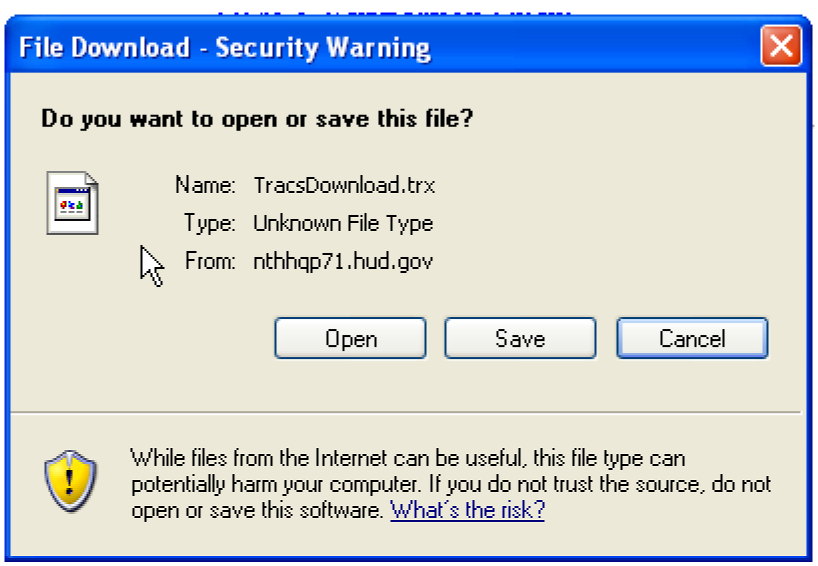


Figure 8. Security Warning

5. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed as Figure 9.

```
Project Number; Unit Number; Bedroom Count; Household Member Count; Head Tenant Last Name;
Head Tenant First Init; Head Tenant Middle Init; Head Household ID Code;
Very Low Income Limit; Low Income Limit; Contract Rent; Utility Allow; Gross Rent;
Market Rent
;06 105B;1;1;ARMSTRONG;EVELYN;;XXXXX6138;26400;40600;918;25;943;0
;06 201A;1;1;DAVIS;ELEANOR;;XXXXX1474;26400;40600;928;25;953;0
;06 209B;1;1;HOLTZ;RUTH;;XXXXX4144;26400;40600;918;25;943;0
;06 505B;1;1;JAWOREK;GRACE;;XXXXX1015;26400;40600;918;25;943;0
;06 604A;1;1;KOGEN;GLORIA;;XXXXX7488;26400;40600;928;25;953;0
;06 107B;1;1;NELSON;ELSIE;;XXXXX1882;26400;40600;918;25;943;0
;06 601A;1;1;READ;INA;;XXXXX7620;26400;40600;928;25;953;0
;06 210A;1;1;TURNER;MARGARET;;XXXXX5405;26400;40600;928;25;953;0
;06 307B;1;1;WEATHERLY;MARY;;XXXXX4289;26400;40600;918;25;943;0
```

Figure 9. ASCII File

✍ *Note: When importing a downloaded file into database applications such as Microsoft Access, the file may first need to be loaded and re-saved in a word processing program as a "Text Only" ASCII file. This is necessary due to carriage return characters being lost during the download process. Te use of a word processor to re-save the file as "Text Only" replaces the missing carriage returns so that external applications can determine the start of each new record in the file.*

17

Voucher Tenant Compliance Query

The Voucher Tenant Compliance Query provides viewing of the latest compliance information at the contract or project level. Authorized users can query the database and retrieve Voucher and Tenant compliance records based on their input and access rights.

The Voucher Tenant Compliance Query option can be selected from the TRACS Main Menu.

From the TRACS Voucher Tenant Compliance Query screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

Objectives

By the end of this chapter, you will be able to:

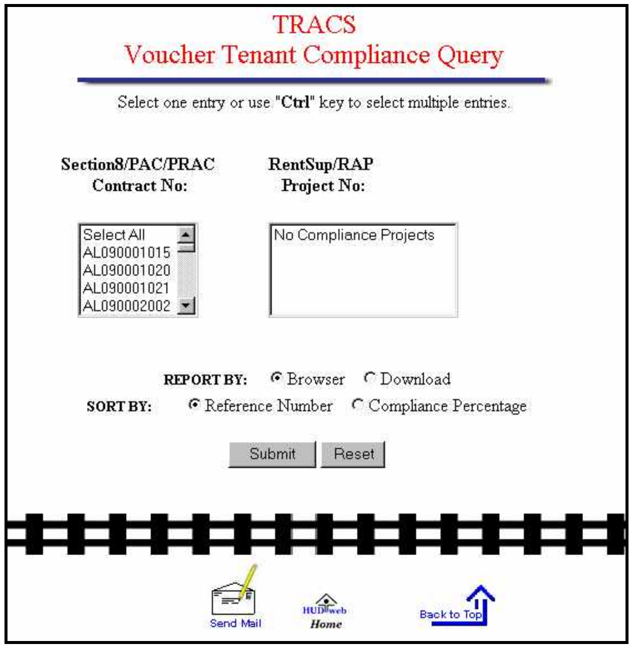
- Provides Tenant Compliance data which facilitates releasing or denying Voucher funds to owner/agents.
- View query data from browser
- Download and print a Voucher Tenant Compliance Report

From the TRACS Voucher Tenant Compliance Query screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

17.1 Generating a Voucher Tenant Compliance Report:

1. From the TRACS Main Menu, click on the Voucher Tenant Compliance Query link.

   A screen similar to the following one appears:



2. Select the desired contract or project numbers, the sorting method, the reporting format, and click Submit. (In this example the selections are Select All, Sorted by Reference Number, Reported by Browser.)

   A Voucher Tenant Compliance screen similar to the following one appears:

U.S. Department of Housing and Urban Development
TRACS Voucher Tenant Compliance Report

Sort By: Reference Number

Active Tenant Count Date	Reference Number	Active Tenant Count	Regular Units Billed Count	Compliance Percentage	Most Recent Voucher Date	Total Units In Contract	Contract Status Code	Program Type
05/05/2004	AL090001015	78	76	102.60%	05/01/2004	80	ACTV	Sec 8 NC
05/05/2004	AL090001020	13	13	100.00%	05/01/2004	14	ACTV	Sec 8 NC
05/06/2004	AL090001021	57	59	96.60%	06/01/2004	62	ACTV	Sec 8 NC
05/05/2004	AL090002002	51	48	106.30%	05/01/2004	50	ACTV	Sec 8 NC
05/11/2004	AL090003001	244	247	98.80%	05/01/2004	251	ACTV	Sec 8 SR

Return To Query

✍ *Note: The compliance percentages displayed in the Voucher Tenant Compliance Query may not be the same as the compliance percentages displayed in the 'Compliance Percent' columns in Voucher Query because they reflect the counts of active tenants as they exist today, not as they existed on the day that TRACS processed the voucher.*

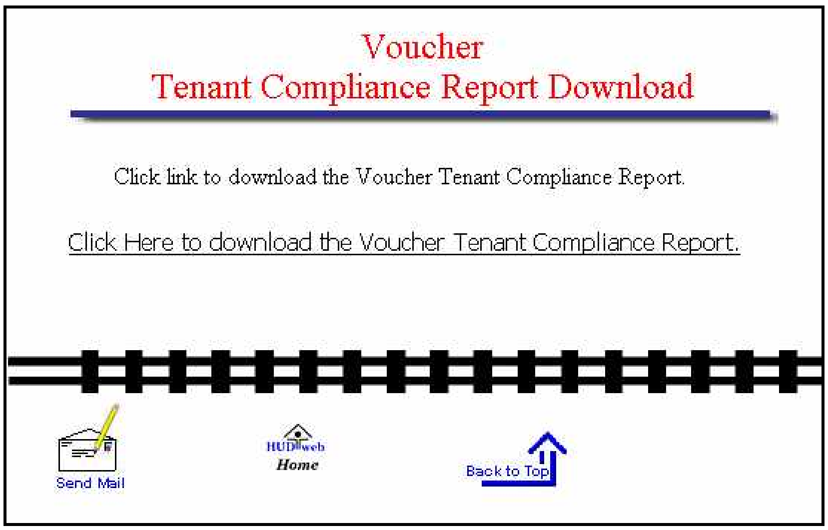
17.2 To download a Voucher Tenant Compliance Report:

1. From the **TRACS Voucher Tenant Compliance** screen, select either *Contract Number* or *Project Number*.

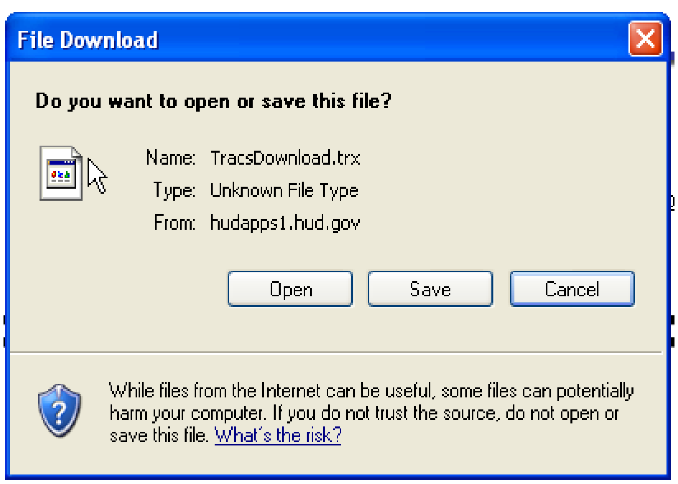
2. Select *Report By: Download* option click 

.

   The following screen appears:



3. Click the link that reads C<u>lick here to download Voucher Tenant Compliance report</u> link. The following security warning screen displays:



4. Click "Save it to Disk," then click OK. If you want to open the report file for some reason, click "Open it" and select Microsoft Word as the application to open it with. (Follow Windows pop-up screens to select Word.)

   If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC’s hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query.

> ✍ *Note 1: When importing a downloaded file into database applications such as Microsoft Access, the file may first need to be loaded and re-saved in a word processing program as a “Text Only” ASCII file. This is necessary due to carriage return characters being lost during the download process. Te use of a word processor to re-save the file as “Text Only” replaces the missing carriage returns so that external applications can determine the start of each new record in the file.*

> ✍ *Note 2: An erroneous error message, indicating a bad record was dropped, may occur while importing the text file to Microsoft Access. This error is caused from a blank line at the end of the download file and when the first column in the downloaded file is a date/time field. This is an informational error, you can ignore it or if you choose to eliminate the error, then you may either delete the blank line completely, or define the date/time field in the beginning of each line as a text field.*

Appendix A: Field Names and Descriptions for the Voucher Summary and the Voucher Detail Reports

Voucher Summary Report Fields		
Field No.	**Field Name**	**Description**
1.	Voucher Date	One of two criteria that the CA will input to query the database via the Internet. The date is always the first of the month.
2.	Contract Number	An 11-character contract identification number.
3.	Area Code	In general, identifies a subdivision of the HUD organizational structure that is greater than the field offices.
4.	Office Code	Identifies a specific HUD field office that has jurisdiction over the area in which this certified household is located.
5.	Units in Contract	Count of units in the contract.
6.	Units Receiving Subsidy	Count of units that are occupied in the contract and receiving a subsidy.
7.	Units Vacant Under this Contract	Count of units that are vacant in the contract.
8.	Market Rent Tenants	Count of units that are occupied in the contract and under market rent.
9.	Unreported Units	Calculated difference between the total number of units in the contract and the ones accounted for. The number of units that are neither "vacant" nor "occupied".
10.	Total TRACS Calculated Regular Assistance Payments	Calculated total of calculated regular assistance payment for all units in report.
11.	Total Reported Regular Assistance Payments	Calculated total of reported regular assistance payments for all units in report.
12. ***Future***	Total Regular Assistance Payments Discrepancy	Calculated difference between Total TRACS Calculated Regular Assistance Payments - Total Reported Regular Assistance Payments.

13. ***Future***	Calculated Adjustments to Assistance	TRACS Calculated Adjustments to Assistance.
14.	Reported Adjustments to Assistance	Adjustments to assistance reported on the submitted voucher.
15. ***Future***	Adjustments to Assistance Discrepancy Amount	Difference between calculated adjustments to assistance and reported adjustments to assistance.
16.	Calculated Regular Units	TRACS calculated regular units.
17.	Reported Regular Units	Regular units reported on the submitted voucher.
18.	Regular Unit Discrepancy	Difference between calculated regular units and reported regular units.
19.	Calculated Adjustment Units	TRACS calculated adjustment units.
20.	Reported Adjustment Units	Adjustment units reported on the submitted voucher.
21.	Adjustment Unit Discrepancy	Difference between Calculated adjustment units and reported adjustment units.
22.	Total Regular Payment Amount	Total of all reg_pay_amt.
23.	Resubmission indicator	Set to Y for a correction voucher, otherwise set to N.
24.	Compliance Percentage	Calculated Regular Units / Units Receiving Subsidy
25.	Threshold Flag	Flag is set if compliance percentage falls below a set limit established by Housing (e.g. 80%). Values are Y or N.

26.	Subsidy Type	Describes the type of assistance benefiting the tenant. Values are: 1 Section 8 2 Rent Supplement 3 RAP 7 Section 202 PRAC 8 Section 811 PRAC 9 Section 202/162 PAC
27.	Create Date	Date the report is created.

Voucher Detail Report Fields		
Field No.	**Field Name**	**Description**
1.	Voucher Date	One of two criteria that the CA will input to query the database via the Internet. The date is always the first of the month.
2.	Contract No.	An 11-character contract identification number.
3.	Unit Number	Unit where Tenant is residing
4.	Last Name	Head Tenant's Last Name
5.	First Name	Head Tenant's First Name
6.	Middle Initial	Head Tenant's Middle Initial
7.	Head SSN	Head Tenant's Social Security Number
8.	Effective Date	Effective Date of the Certification
9.	Certification Type	IR, AR, MI, IC, or CF. Please see descriptions in Appendix C.
10.	Calculated Assistance Payment	TRACS calculated Assistance Payment (HUD-paid portion of the rent)
11.	Reported Assistance Payment	If there is an AP (Assistance Payment) discrepancy for this household certification, then the reported AP will be stored in the Discrepancy_Value. Otherwise, the value of this field will be equal to the Calculated AP.
12.	Assistance Payment Discrepancy Amount	This is a computed amount (Calculated AP - Reported AP)
13.	Bedroom Size	Unit Size (Number of Bedrooms in the unit.)
14.	Over or Under Housed	Overhoused or Underhoused Unit (O or U)
15.	Adjustment Indicator	Voucher Regular Payments Report or Voucher Adjustments to Regular Payments Report (N or Y)

Appendix B: TRACS Internet Voucher Query Code Descriptions

Status Code	***Description***
CA1	As of March 1, 2001, all vouchers submitted by CAs with a positive balance will be separated from the R00 status. CA1 indicates that the voucher was submitted, and administered by a pre-RFP CA. The voucher was not sent to LOCCS.
CA2	As of March 1, 2001, all vouchers submitted by CAs with a positive balance will be separated from the R00 status. CA2 indicates that the voucher was zero or a negative balance voucher submitted by a PB (performance based) CA. The voucher was not sent to LOCCS.
C00	"C00" has two definitions: 1. "C00" is a permanent status assigned to a voucher that has been canceled due to a subsequent correction voucher. 2. "C00" is a temporary status (normally 24 hours or less) assigned to a correction voucher by TRACS while canceling payment for the original voucher in LOCCS. The status will be changed by the system when LOCCS responds to the cancel payment request and the corrected voucher request is sent to LOCCS.
LIC	The voucher was not paid. It was canceled through a LOCCS initiated payment cancellation or it was canceled by a CAOM. The voucher may be resubmitted to TRACS as a correction after resolving outstanding issues with your HUD accounting office.

Status Code	***Description***
L00	The voucher transaction has been sent to LOCCS, and LOCCS has not replied with a confirmation. LOCCS detected discrepancies and appropriately processed deletion or correction transactions receive a confirmation on the next LOCCS processing cycle. Vouchers accepted by LOCCS for payment will not receive a confirmation until they have been selected for payment and sent to Treasury. The vouchers are staged for payment by LOCCS before month end.
P00	The "P00" status indicates the voucher was properly processed and sent to Treasury by LOCCS for payment.
P10	"P10" status is a positive response from LOCCS for a current voucher indicating that that it is in the queue to be paid at the end of the month. As with all vouchers accepted for payment by LOCCS, the acceptance is conditional. The current voucher may be accepted by LOCCS up to a month before the payment date. It is possible that something unanticipated can occur that would prevent the payment, but based upon the data available to TRACS and LOCCS the voucher, at the time the voucher is processed it, will be paid
RECVD	This is a legacy voucher processed prior to implementation of the TRACS-LOCCS interface in 1997.
R00	Voucher stored as information, not sent to LOCCS. Currently all vouchers submitted by CAs, Zero Balance Vouchers, Negative Balance Vouchers, and Vouchers for periods prior to 1/01/1997 will generate a R00 status code. After March 1, 2001, CA submitted vouchers will be stored as information but with a CA1 status, and PB (performance based) CA submitted vouchers that are stored as information will have the CA2 status.

Status Code	***Description***
	After April 1, 2001, all zero balance vouchers will be sent to LOCCS. They will have the same status codes as other vouchers sent to LOCCS.
R21	The voucher was rejected by LOCCS as a duplicate submission. This code is for TRACS-LOCCS internal use only. No action on the part of the owner/agent or the CA is required.
R22	The voucher was rejected by LOCCS. The project number used with a Rent Supplement or RAP voucher or the contract number used with a Section 8, PAC, or PRAC voucher is not in the LOCCS database as an active project/contract. Resubmit the voucher as a correction when the issue with HUD Accounting is resolved. If the project or contract number submitted to TRACS was in error, delete the original voucher. Submit a corrected voucher as an original.
R23	The voucher was rejected by LOCCS due to an invalid voucher number or amount. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R24	The voucher was rejected by LOCCS. LOCCS did not recognize the period covered by the voucher as a valid period. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R25	The voucher was rejected by LOCCS due to an invalid scheduled pay date. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R26	Payment denied by LOCCS due to insufficient funds. An increase in funding is required before payment can be made. Do not resubmit the voucher to TRACS. It will be paid automatically as soon as funding issues are cleared up.

Status Code	***Description***
R27	Payment through TRACS is denied by LOCCS. The TRACS database indicates that the voucher is payable through the TRACS-LOCCS interface. The LOCCS database indicates that the voucher is paid through an ACC. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R30	The payment was rejected by the reviewer. The project/contract is under suspension or the voucher failed the threshold edit. The reviewer to whom LOCCS has referred the voucher determined that LOCCS is not to pay the voucher. For direction, contact the FMC at 1-800-526-8174. Resubmit the voucher as a correction after the issues have been resolved.
R31	The voucher failed the LOCCS threshold edit and has been referred for review. Payment is on hold until released or canceled by the reviewer. Owner or management agent should FAX the paper voucher to the HUD FMC at 816-426-6174. Do not resubmit this voucher unless payment is refused by the FMC. Resubmit as a correction once issues causing refusal by FMC have been resolved. See R30. NOTE: Effective 9/10/2000 LOCCS no longer generates this code.
R32	The voucher was rejected by LOCCS. LOCCS has no payment information for the project/contract. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R33	LOCCS has a manual, ABA, or bank account suspension associated with this project/contract. The voucher payment is on hold until the suspension is removed or the payment is rejected by the reviewer. Do not resubmit this voucher unless it is rejected by the reviewer. Then only submit the voucher as a correction after the issues are resolved.

Status Code	***Description***
R34	The payment request was sent to the Treasury by LOCCS, but Treasury rejected the request. LOCCS will reschedule this request after the error condition has been resolved. No action is required on the part of the owner/agent or the CA.
R35	Payment returned by Treasury. Verify bank account information with the HUD accounting office. Resubmit the voucher as a correction after ensuring that HUD has the current and correct bank information.
R36	The voucher is currently held in LOCCS awaiting an approved requisition. No resubmission of the voucher is required.
R40	A voucher for the period covered by this submission has either already been paid or it is scheduled for payment. Do not resubmit a voucher for the period.
R41	The voucher was rejected by LOCCS. The project/contract is expired. Contact your field office for additional information. Do not resubmit the voucher to TRACS. It will be paid automatically as soon as the funding issues are cleared up.
R42	Payment was denied by LOCCS. There is a potential problem with one of the following: Tax ID, Program Area, or Project Suspension. Contact your field office for additional information. Resubmit the voucher when the issues are resolved.
R43	Owner/agent voucher was automatically superseded by LOCCS due to the first CA scheduled pay date. The voucher was rejected by LOCCS, and it must be resubmitted by the PB (performance based) CA.

Status Code	***Description***
R44	The voucher payable to the PB (Performance Based) CA was automatically canceled by LOCCS as the contract was withdrawn from the CA's portfolio. The voucher must be resubmitted by the owner/agent.
R47	The voucher, sent to LOCCS by TRACS for payment of the approved amount to the CA, is rejected. The voucher payment was covered by a previously issued scheduled payment to the CA.
R50	The transaction submitted to LOCCS is either a voucher correction or a voucher deletion. The correction or deletion is rejected by LOCCS because the voucher being addressed is not in LOCCS. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R51	The transaction submitted to LOCCS is either a voucher correction or a voucher deletion. However, the correction or deletion is rejected by LOCCS because the voucher had already been sent to Treasury for payment. No action is required on the part of the owner/agent or the CA.
R90	The payment was denied by LOCCS. Contact your field office or the HUD accounting office to determine why payment was denied. When the situation is resolved, resubmit the voucher as a correction.
T01	Voucher pending OMAR Rent Review. No action is required of the owner/agent or the CA.

Status Code	***Description***
T02	Insufficient Tenant Data. Voucher held pending review of the tenant data. No action is required on the part of the owner/agent or the CA.
T03	Late Recertifications. Voucher is held pending review of recertification submissions. No action is required on the part of the owner/agent of the CA.
T04	Voucher being held due to Exigent Health and Safety Violations. No action is required on the part of the owner/agent or the CA.
T05	The voucher has been referred to the Voucher Processing Division of the HUD FMC. The was no threshold amount against which to evaluate the voucher. Payment is on hold until released of canceled by the reviewer. Owner or management agent should FAX the paper voucher to the HUD FMC at 816-426-6174.
T30	Voucher, pending in TRACS, was canceled by the reviewer. The voucher must be resubmitted.
T31	The voucher failed TRACS threshold edit. Payment is on hold until released or canceled by the reviewer. Owner or management agent should FAX the paper voucher to the HUD FMC at 816-426-6174. The voucher does not have to be resubmitted.
T41	TRACS is holding the voucher pending renewal of an expired contract. No resubmission is required. TRACS will automatically release the voucher for payment when the contract is renewed.

Accounting Request Code	***Description***
SERV	Service Coordinators
DRUG	Drug-related Expenses
RQBL	Request for balance or partial balance of outstanding funds on specified Voucher ID
FORQ	Field Office initiated accounting adjustment
OARQ	Owner/Agent initiated accounting adjustment

Action Required Code	***Description***
1	Submit correction within 45 days
2	Submit correction on next submission and/or certification
3	Informational message; may or may not require correction
4	Follow up required (For Field Office use only)
5	Appropriate follow up required between owner or management agent and the tenant to resolve the Social Security-related discrepancy. Any correction is to be submitted on the next submission and/or certification.

Appendix C: TRACS Internet Project/Contract Query Code Descriptions

Certification Type	***Description***
IR	Interim Recertification
AR	Annual Recertification
MI	Move In
IC	Initial Certification
CF	Converted From

Action Code	***Description***
MO	Move Out
GR	Gross Rent
CT	Correction
UT	Unit Transfer
TM	Termination
CC	Combined Contract

Assistance Status Code	***Description***
N	Subsidy Type is not subject to the Non-Citizen Rule
F	Full Assistance while the verification of eligibility is pending.
E	All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance.
C	Continued Assistance. The mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance under the Non-Citizen Rule.
P	Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Noncitizen Rule.
T	Temporary Deferral of Termination. The family is not eligible for assistance under the Noncitizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status.

Subsidy Type	***Description***
1	Section 8
2	Rent Supplement
3	RAP
7	Section 202 PRAC
8	Section 811 PRAC
9	Section 202/162 PAC

Action Required Code	***Description***
1	Submit correction within 45 days
2	Submit correction on next submission and/or certification
3	Informational message; may or may not require correction
4	Follow up required (For Field Office use only)
5	Appropriate follow up required between owner or management agent and the tenant to resolve the Social Security-related discrepancy. Any correction is to be submitted on the next submission and/or certification.