

# 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.

As of July 2010, this feature is expanded to include TCA administered fee

vouchers. Authorized TRACS users can now manually create, correct, delete, view, and print TCA admin fee vouchers for the current month for TCA administered contracts, and for periods prior to the current month when the contract was administered by a TCA.

### 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.

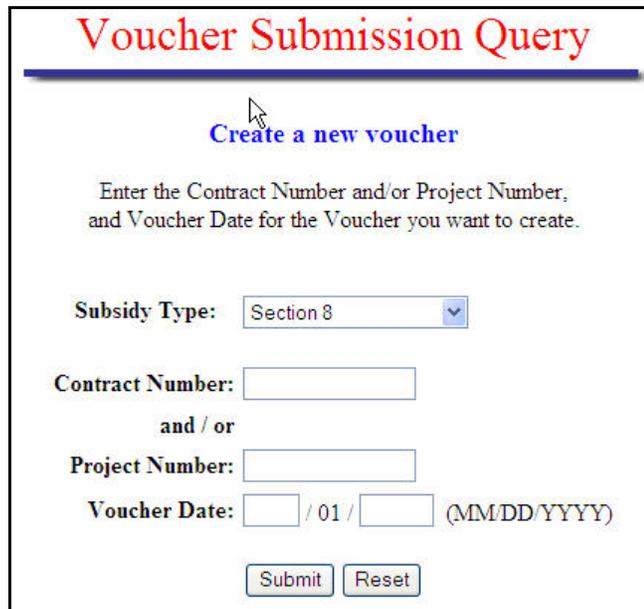
The screenshot shows a web form titled "Voucher Submission Query" in red text at the top. Below the title is a horizontal blue line. Underneath, the text "Create a new voucher" is displayed in blue. A mouse cursor is positioned over the text. Below this, there is a paragraph of instructions: "Enter the Contract Number and/or Project Number, and Voucher Date for the Voucher you want to create." The form contains several input fields: "Subsidy Type:" with a drop-down menu showing "Section 8"; "Contract Number:" with a text input field; "and / or"; "Project Number:" with a text input field; and "Voucher Date:" with two text input fields for month and day, followed by "/ 01 /" and another text input field for year, with "(MM/DD/YYYY)" in parentheses. At the bottom of the form are two buttons: "Submit" and "Reset".

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. Select either the **Manual Subsidy** or **TCA Fee** option button.
  8. Click on , 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:   
 Management Agent EIN Number:   
 CA ID: AL002

General Occupancy Information  
 (Contract Specific)

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

**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:	<input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Adjustments to Regular Tenant Assistance Payments:	<input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
<b>Subtotal:</b>		\$ <input type="text" value="0"/>	\$ <input type="text" value="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	<input type="checkbox"/>
04090000000009	UNPAID RENT	\$233	<input type="checkbox"/>
04090000000012	DAMAGES	\$119	<input type="checkbox"/>

Subtotal: \$

Miscellaneous Accounting Adjustment  
Payment Requested: \$

Total Approved Voucher Amount: \$

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

**Owner's Certification**

\* Ownership Name:

\* Signed Name:

\* Signed Title:

\* Signed Date:  /  /

\* Signed Phone Number:

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:	<input type="text" value="0"/>
Project-Based Exceptions Allocated:	<input type="text" value="0"/>
Tenant-Based Exceptions In Use:	<input type="text" value="0"/>
<b>Total Exceptions:</b>	<input type="text" value="0"/>

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

**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

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

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

<u><i>Additional Information for CA Submitted Vouchers</i></u>	
Amount Applied to Mortgage:	<input type="text" value="0"/> <input type="text" value="00"/>
Amount Applied to Debts:	<input type="text" value="0"/> <input type="text" value="00"/>
Amount Paid to Project:	<input type="text" value="0"/> <input type="text" value="00"/>
Amount Released from Reserves:	<input type="text" value="0"/> <input type="text" value="00"/>
* Voucher Approved Date (MM/DD/YYYY)	<input type="text" value="11"/> / <input type="text" value="24"/> / <input type="text" value="2008"/>
Amount of Correction:	<input type="text" value="0"/>

**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.*

Contract Information

- 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. 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)

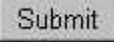
20. Enter *Number of Units Leased to Low Income Families who began receiving Sec. 8 on or after 08/01/1984; and were not very low income at the time they began to receive Sec. 8.*

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.*

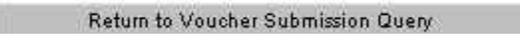
Owner's Certification

28. Enter *Owner Signed Name.*
29. Enter *Owner Signed Title.*

30. Enter *Owner Signed Date*.
31. Enter *Owner Signed Phone Number*.
32. Click on , and the “*Voucher creation was successful*” screen displays.

**OR**

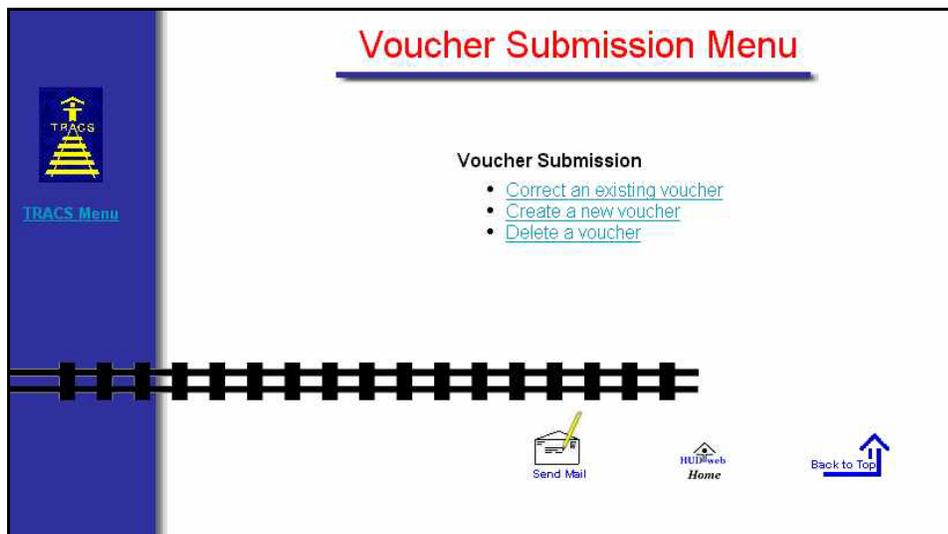
Click on  to return to the **Voucher Submission Query** screen.

*Note: Clicking on  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 Voucher Submission link, and the **Voucher Submission Menu** screen (Figure 8) displays.



**Figure 8. Voucher Submission Menu Screen**

2. Select the Correct an existing voucher 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 , 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:   
 Management Agent EIN Number:   
 CA ID:

**GENERAL OCCUPANCY INFORMATION**  
*(Contract Specific)*

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

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

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

OWNER'S CERTIFICATION

\* Owner Signed Name:

\* Owner Signed Title:

\* Owner Signed Date:  /  /

\* Owner Signed Phone Number:

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Labels with asterisk (\*) are mandatory.

**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:	<input type="text" value="0"/>
Project-Based Exceptions Allocated:	<input type="text" value="0"/>
Tenant-Based Exceptions In Use:	<input type="text" value="0"/>
<b>Total Exceptions:</b>	<input type="text" value="0"/>
Date Field Office Last Changed Allocations for Project-Based Exceptions (MM/DD/YYYY)	<input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="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

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

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

<u>ADDITIONAL INFORMATION FOR CA-SUBMITTED VOUCHERS</u>	
* Total Regular Payment Amount Approved by CA:	<input type="text" value="400"/>
* Total Adjusted Payment Amount Approved by CA:	<input type="text" value="0"/>
Total Voucher Amount Approved by CA:	<input type="text" value="400"/>
Amount Applied to Mortgage:	<input type="text" value="0"/> <input type="text" value="00"/>
Amount Applied to Debts:	<input type="text" value="0"/> <input type="text" value="00"/>
Amount Paid to Project:	<input type="text" value="0"/> <input type="text" value="00"/>
Amount Released from Reserves:	<input type="text" value="0"/> <input type="text" value="00"/>
* Voucher Approved Date (MM/DD/YYYY)	<input type="text" value="12"/> / <input type="text" value="01"/> / <input type="text" value="2001"/>
Amount of Correction:	<input type="text" value="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.*

### **Additional Information For CA-Submitted Vouchers (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*.

### **Owner's Certification**

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 [Voucher Submission](#) link, and the **Voucher Submission Menu** screen (Figure 14) displays.

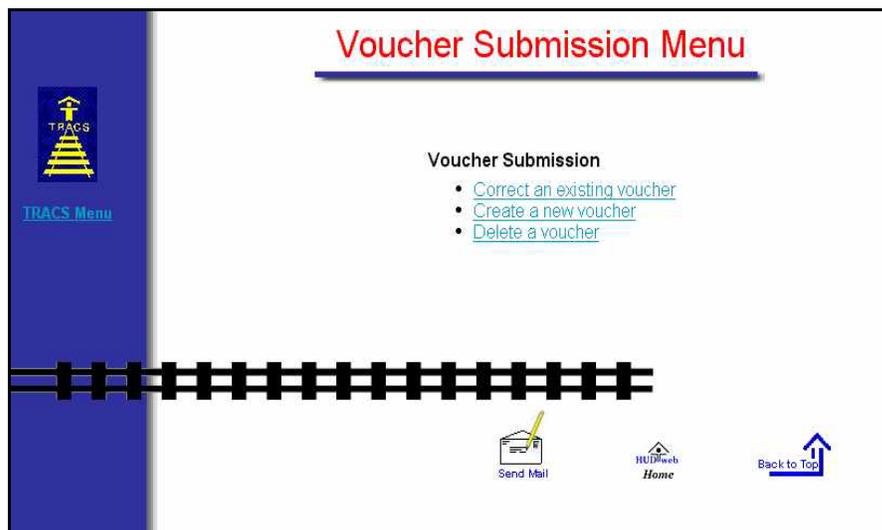


Figure 14. Voucher Submission Menu screen

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

Figure 15. Voucher Submission Query - Delete a voucher Screen

- Select *Subsidy Type* from the drop-down list:
  - Section 8
  - Rent Supplement
  - RAP
  - Section 202 PRAC
  - Section 811 PRAC
  - Section 202/162 PRAC
- Enter *Contract Number* (for Section 8, 202 PAC, 202 or 811 PRAC).
- Enter *Project Number* (for Rent Supplement or RAP).
- Enter *Voucher Date* (MM/YYYY).
- Click on , 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:	999999999
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

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

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

<u>ADDITIONAL INFORMATION FOR CA-SUBMITTED VOUCHERS</u>	
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.

- Click on  , and the “*Voucher Deletion was successful*” message displays.

**OR**

- Click on  to enter different search criteria.