Chapter 2 Understanding the MAT

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Note: In previous versions of the MAT Guide – This was Chapter 2

Note: Handbook references are to HUD Handbook (HH) 4350.3 REV-1, Change 4.

Note: References to the voucher are references to the HUD 52670 and not the PIH Housing vouchers unless explicitly indicated.

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2.1 Understanding the MAT Introduction

The Monthly Activity Transmission (MAT) is a front-end subsystem to TRACS. It accepts data submitted from the sites, service bureaus or Contract Administrators (Industry Stakeholders) in an electronic form and returns messages from HUD Headquarters to senders.

Limited edits are performed on the data format before passing the pre-validated data to the TRACS system for further validation and processing.

Data which fail the MAT edits cause an error message requesting correction to be sent to the sender.

Industry Stakeholders are responsible for formatting their automated data to be accepted by the MAT.

Industry Stakeholders transmit MAT data to TRACS through the web browser

This MAT User Guide provides the information necessary to understand the MAT requirements, prepare and transmit data.

A separate TRACS 2.0.3.A Errors & Messages Guide provides information about Fatal Errors, Discrepancies and Informational Messages returned to Industry Stakeholders.

2.2 MAT Processing Flow

MAT transmissions are received via the web browser where they are forwarded to TRACS and submitted to the MAT subsystem for processing. The MAT subsystem performs formatting and data-type validation on the data and the results of the subsystem's processing will:

- Return a file containing error messages (or a transmission confirmation message if there were no errors) to the sender via their web browser; and
- Make the data which has passed the MAT subsystem processing available to TRACS for Tenant and Voucher processing. TRACS will process these data by applying HUD rules defined in HH 4350.3.

MAT processing occurs as files are received while TRACS processing occurs in a batch overnight. See Chapter 4 for additional information about how TRACS processes submissions.

Results of the processing are returned to the sender via the web browser.

Figure 2-1 depicts the Tenant Processing Flow.

The Voucher/Payment Processing Flow is similar.

2.3 MAT Records General Description

Since the MAT consists of extensive information, the data is organized into various categories or actions. This simplifies using the MAT. These categories are called MAT records.

Each transmission begins with a mandatory "header" record, which identifies the type of data TENHR (Tenant) and VCHHR (Voucher) and specific transmission information, sender data, and a summary of how many of the other MAT record types are sent in the transmission.

Without this header record, the transmitted data would not be linked to any specific sender, date and time, and would be essentially "lost." For this reason, the header record is required; its omission is a transmission-level error and causes TRACS to reject the MAT transmission (FATAL error).

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The other MAT records correspond to either HUD forms (including HUD 50059, and the HUD 52670 et. al. or to some specific certification action such as a move-out, termination, etc., (HUD 50059A) currently submitted on the voucher.

Finally, two special records are used in the error report returned to the sender for correction. The TENER (Tenant) or VCHER (Voucher) identify specific error records within the transmission. TENER (Tenant) or VCHER (Voucher) are trailer records summarizing the errors for the transmission.

By categorizing the data into the specific MAT record types, errors can be easily linked to a specific transmitted transaction, thereby aiding the correction process.

Each MAT transmission will have only one header record, regardless of the certifications or types of actions that are represented in the transmission. Each certification action creates one or more separate MAT records; a single transmission consists of either Tenant or Voucher MAT record types.

(See page 2-6 for a sample Tenant MAT transmission.

2.4 MAT Record Types

Table 2-1 (on the next page) and **Table 2-2** describe each type of MAT Tenant and Voucher record and list where the record can be found in this guide for more detailed information.

Figure 2-1 Tenant Processing Flow

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Table 2-1 MAT Tenant Record Type Table

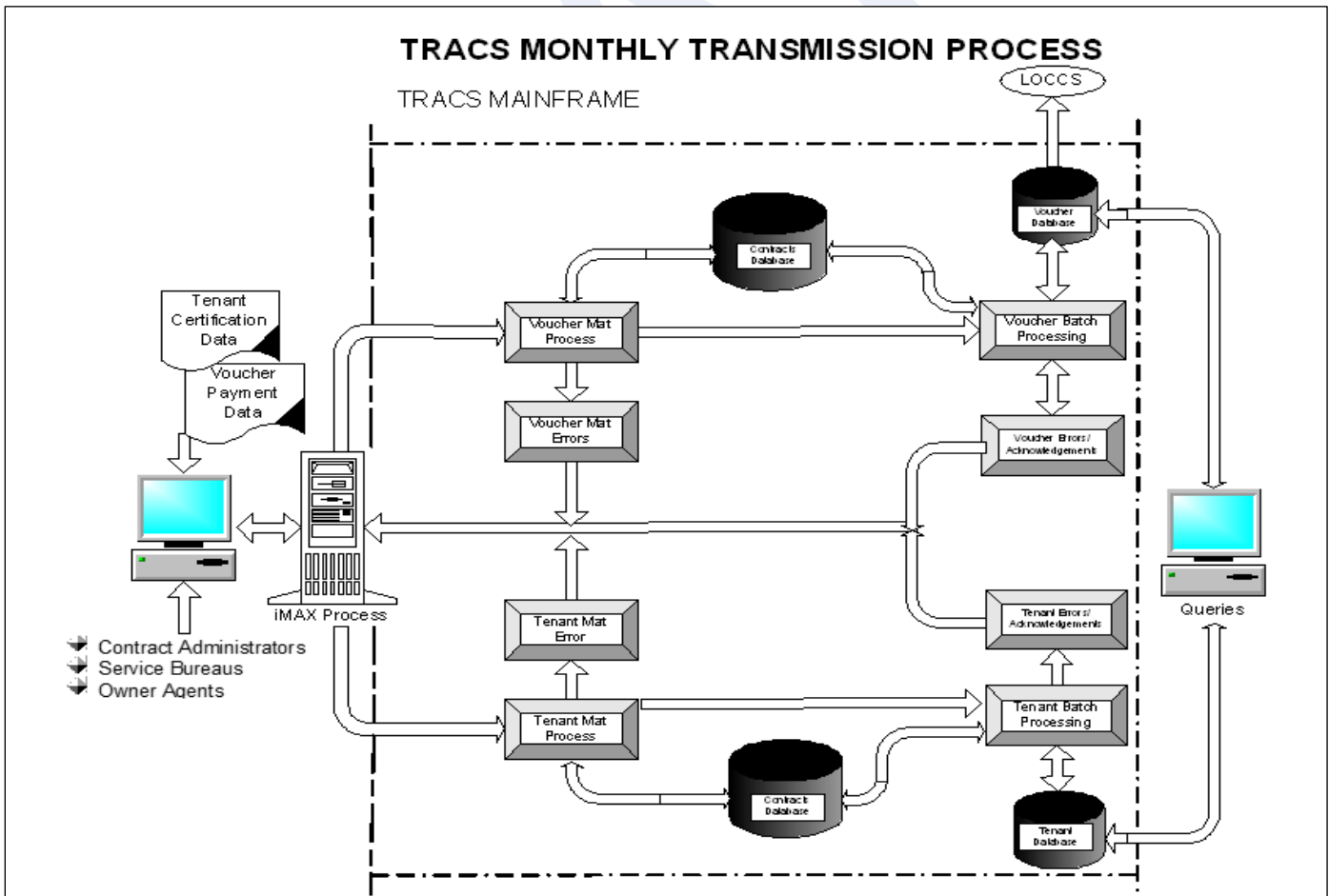<table>
<tr><th colspan="3">Table 2-1 MAT Tenant System Record Types</th></tr>
<tr><th>Record Type</th><th>Description</th><th>Notes</th></tr>
<tr><td>TENHR</td><td>Transmission Header (one):</td><td></td></tr>
<tr><td>MAT10</td><td>HUD 50059 (multiple)
Section
1 - 50059 header record (one per MAT10)
2 - Basic record (one per MAT10)
3 - Family record (multiple per MAT10)
4 - Income record (multiple per MAT10)
5 - Asset record (multiple per MAT10)</td><td>MAT10 records are subdivided into "sections" to further classify the data on HUD 50059.   An error detected in one of these sections is identified by not only the record (MAT10), but by the specific section as well.

Because the MAT10 record is further subdivided into sections, each MAT10 has a dedicated header record of its own to summarize its transmitted data. These header records are in addition to the single MAT header record that defines the entire transmission.</td></tr>
<tr><td>MAT15</td><td>Address Record (multiple)</td><td></td></tr>
<tr><td>MAT40</td><td>Move-out Record (multiple)</td><td></td></tr>
<tr><td>MAT65</td><td>Termination/Suspension Record (multiple)</td><td></td></tr>
<tr><td>MAT70</td><td>Unit Transfer or Gross Rent Change Record (multiple)</td><td></td></tr>
<tr><td>MAT90, 91, 92</td><td>Subsidy/Contract Information (one)
Unit Floor Plans (multiple)
Unit Rents (multiple)</td><td>Special purpose records used in History Baseline files. These records hold contract, floor plan and rent history information. They are not intended for transmission to TRACS.</td></tr>
<tr><td>TENND</td><td>End of Transmission Record (one per transmission)</td><td></td></tr>
<tr><td>TENER</td><td>Error Record (multiple)</td><td></td></tr>
<tr><td>TENTR</td><td>Error Trailer Record (one per transmission)</td><td></td></tr>
</table>

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Table 2-2 MAT Tenant System Record Types

Table 2-2 MAT Tenant System Record Types		
Record Type	Description	Notes
VCHHR	Transmission Header	
MAT30	Assistance Payment Header *Section* 1 - Assistance Payment Header Record 2 - Assistance Payment Summary Record 3 – Assistance Payment Detail Record 4 - Adjustment Payment Detail Record 5 - Approved Special Claim 6 - Miscellaneous Accounting Request 7 – Repayment Agreement	
MAT31	Delete Voucher Record	
VCHND	Voucher Batch Trailer Record	
VCHER	Voucher MAT Error Record	
VCHTR	Voucher Trailer Record	
VCHVC	Voucher Transaction Control Record	

2.5 MAT Transmissions

The MAT should be transmitted in ASCII fixed format (not field delimited). The fixed format ASCII file will deliver the MAT data with the field lengths specified in this user's guide. If the field lengths are not adhered to, an error message will be returned and MAT data will be lost as information begins to flow into the next field.

The ASCII fixed format requires a line feed and carriage control at the end of each record immediately after the end of the field data. Do not pad MAT records to an arbitrary fixed length. The user is responsible for ensuring that the field lengths described in this document are adhered to.

The fixed format does not permit NULLS.

Blanks (spaces) will be used for empty alphanumeric fields and 0 (zero) will be used for empty numeric fields, unless otherwise instructed by the MAT record detail.

Text fields are expected to be left justified, and numeric fields are expected to be right justified.

The logical composition of a variety of MAT transmissions can be found in **Figure 2-2** Sample Representations of MAT Files.

MAT records do not have to be sorted by record type.

The MAT10 requires the sections which comprise that MAT record type to be in sequential section order.

Figure 2-2 represents a MAT file from the Industry which contains certifications or recertifications.

Figure 2-2 Sample Representations of MAT Files Transmitted from Industry

Beginning of File	Beginning of File
TENHR	**TENHR**
MAT10	**MAT10**
Section 1 - 50059 Header	*Section 1 - 50059 Header*
Section 2 - Basic Record	*Section 2 - Basic Record*
Section 3 - Family Record	*Section 3 - Family Record*
Section 3 - Family Record	*Section 3 - Family Record*
Section 3 - Family Record	*Section 3 - Family Record*
Section 4 - Income Record	*Section 4 - Income Record*
Section 5 - Asset Record	*Section 5 - Asset Record*
Section 5 - Asset Record	**MAT15**
Section 5 - Asset Record	**MAT70**
MAT10	**MAT10**
Section 1 - 50059 Header	*Section 1 - 50059 Header*
Section 2 - Basic Record	*Section 2 - Basic Record*
Section 3 - Family Record	*Section 3 - Family Record*
Section 3 - Family Record	*Section 3 - Family Record*
Section 4 - Income Record	*Section 4 - Income Record*
Section 5 - Asset Record	*Section 5 - Asset Record*
Section 5 - Asset Record	*Section 5 - Asset Record*
MAT10	**MAT40**
Section 1 - 50059 Header	**MAT65**
Section 2 - Basic Record	**MAT10**
Section 3 - Family Record	*Section 2 - Basic Record*
Section 3 - Family Record	*Section 1 - 50059 Header*
Section 4 - Income Record	*Section 2 - Basic Record*
Section 4 - Income Record	*Section 3 - Family Record*
Section 5 - Asset Record	*Section 4 - Income Record*
TENND	*Section 5 - Asset Record*
End of File	**TENND**
(This represents a MAT file from the Industry which contains certifications. recertifications Note that the TENHR record specifies the project and/or contract for all of the records.	End of file
	(This represents a MAT file from the Industry which contains three (re)certifications [MAT10], an address record [MAT15}, a Move Out [MAT40]; a Unit Transfer/Gross Rent Change [MAT70]; and a Termination/Suspension [MAT65].

2.6 MAT Errors

MAT processing verifies data format and data type of the transmitted data. The MAT generates one error record for each failed edit in each record, and the error records are returned to the sender in one transmission. In addition, MAT edits result in the following categories of errors:

- **Field errors:** Data failed numeric, alpha, alphanumeric or date validation.
- **Mandatory** errors**:** Data contained spaces, zeros, or incorrect values.
- **Format errors:** Record counts in the MAT transmission header or MAT10 or MAT30 header records did not equal the MAT calculated counts, or the sequence numbering for the file is out of sequence.

A field error or mandatory error in a record type causes a rejection of that record only. Field errors in a section of a MAT10 record will cause a rejection of the entire MAT10 record (including all sections).

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An error record for the rejected record is returned to the sender, and the sender must resend the entire record again and only the records in error, not the entire file.

Records which pass MAT edits are available for tenant or voucher processing. The MAT system will generate TENER (Tenant) or VCHER (Voucher) error records for the error types listed above.

Some types of errors will produce specific MAT error message text to be included in the error record. These messages are documented in Appendix C. TENER records and VCHER records will be returned to the sender.

Data which passes MAT format edits but fails tenant/voucher business rules will cause TRACS to return a message based on the severity of the error. CAs and owner/agents may receive:
- A tenant/voucher FATAL Error meaning the submission has been rejected and is not recorded in TRACS;
- A tenant/voucher Discrepancy that CAs and owner/agents address based on the Action Code;
    - Action Code 1 – Resolve within 45 Days;
    - Action Code 2 – Resolve with the next transmission;
    - Action Code 3 – Investigate and resolve if necessary.
- A tenant/voucher Informational Message – CAs and owner/agents should acknowledge these messages and ensure that no "red flag" is raised based on the information provided.

TRACS Errors are discussed in Chapter 6 of this MAT Guide.

We recommend that the user attempt to correct all MAT and tenant errors as quickly as possible to avoid a "domino effect" that may negatively impact future certifications. .

Users may call or email the TRACS Helpdesk for assistance in answering questions about this format or about errors returned. tracs@hud.gov 1-888-297-8689

Table 2-3 presents the error types, rejection expectations, and error messages received for the MAT.

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Table 2-3 MAT Error Table

Error Type	Error Description	Rejection Type	Error Message
Field	Failed numeric, alpha, alphanumeric, or date validation	MAT10 - All sections MAT30 - All sections All others - Record with error	Values: 'N' = Numeric Error 'X' = Not Alphanumeric 'A' = Alpha Error 'D' = Date Error space = not field error
Mandatory	Data contained spaces, zeros, or incorrect values	MAT10 - All sections MAT30 - All sections All others - Record with error	Values: 'S' = Space Filled 'Z' = Zero Filled 'V' = Value Error space = not mandatory error
Record Count	Record counts in header records did not equal the MAT calculated counts and/or the Record Number sequence field was not in sequence.	Entire Transmission	Values: 'E' = Record Count Error 'S' = Sequence Error space = NA (Field number in error is not a record counter)
Other	MATHR record missing	Entire Transmission	Refer to Appendix C.

2.7 MAT Record Format Details

This section describes both the data formats and the data descriptions for a TRACS data transmission; the actual formats and descriptions are located in Chapter 5.

The Industry may submit as many transmissions as necessary during a particular month.

MAT record types are defined above in Tables 2-1 and 2-2.

The formats are included for sites that choose to include this data in their specifications for automated transmittal.

The MAT transmission must be a fixed-format file which contains the record types as described on section 2-4 of this chapter.
- The TENHR or VCHHR must be the first record in the file followed by the other record types in any order.
- MAT10 and MAT30 have sections which must be in sequence, but not all sections are required.
- A single transmission may consist of any combination of certification record types OR any combination of voucher record types, BUT NOT a combination of both certification and voucher record types.

2.7.1 Data Format Standards

The following are data format standards which the MAT subsystem requires:
- If the Industry's certification software field size is smaller than the MAT field size, the Industry is responsible for space fill, zero fill, and justification as required by the particular field type to the MAT field size.
- If the MAT field size is smaller than the field size in the Industry's certification software, the Industry is responsible for appropriate right or left truncation to the MAT field size.
- ASCII files require a fixed field format (delimited fields will cause the transmission to be rejected).
- Date format is MMDDYYYY, zero fill. (January 2, 2024 is formatted as "01022024", not as " 1 22024"

- Justification: Text = left justify, space fill; numeric = right justify, zero fill. (The word "Bill" in a 6-character field is formatted as "Bill "; The number 33 in a 5-digit field is formatted as "00033"
- Field fill requirements if data is not available:
- No NULLS
- Numeric fields should be filled with all zeros (a 5-digit numeric field fills as "00000")
- Alpha/Alphanumeric fields should be filled with all spaces (a 3-character field fills as "   ")
- Zero or space fill date and time fields (a date field fills as "00000000" or "   ")
- The alphanumeric edit will accept zero through 9, A through Z, a through z and the following special characters: + - / , . : ; ( ) = & % # $ " ' < > @ _ \ ! | { } ? ~
(Note: TRACS converts a through z to A through Z prior to processing.)

2.7.2 Record Details

Chapters 5 and 6 contain the actual MAT record formats organized into easy to follow tables. Each MAT record format table includes the following information:

- MAT field number
- Note column containing mandatory, mandatory on condition, or future field information
- Corresponding HUD 50059, HUD 50059A or HUD 52670, when appropriate
- Field name
- Start position
- Field length
- Field type
- Definitions and edits

Fields which will be required in future TRACS releases are identified by a **bold F** placed in front of the field name. These fields may contain either a value or the appropriate fill character.

Some fields have been designated as "filler." This serves as a place holder and should contain the appropriate fill characters, either all spaces or all zeros.