

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:

TRACS
Certifications with Discrepancies Query

Enter the Contract or Project Number.

Contract Number: or Project Number:

DATE RANGE TYPE: Effective Date Tracs Processed Date

From Date: (MM/DD/YYYY)

To Date: (MM/DD/YYYY)

SORT BY: Unit Name

REPORT BY: Browser Download

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: Last Name: First Name: Middle Initial: Tenant SSN: Effective Date: # of Days Unresolved: Action Code: Discrepancy Code: Discrepancy Description
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:08/01/2009:175:4:CE101:HOUSEHOLD APPEARS OVERHOUSED
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:08/01/2009:175:1:CE114:INCORRECT/BLANK INCOME STATUS CODE SUBMITTED
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:08/01/2009:175:3:CE114:INCORRECT/BLANK ELIGIBILITY UNIVERSE CODE SUBMITTED
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:08/01/2009:175:3:CE101:THE CERT EFFECTIVE DATE MUST OCCUR BEFORE THE VOUCHER DATE
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:08/01/2009:175:1:CE227:INVALID HOUSEHOLD ASSISTANCE STATUS CODE, "N", SUBMITTED FOR SUBSIDY TYPE
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:08/01/2009:175:3:CE255:MO/YR TRANS EFFECT DT MAY NOT EXCEED THE MO/YR OF VOUCHER DT IN MATLO
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:08/01/2009:175:3:CE255:MO/YR TRANS EFFECT DT MAY NOT EXCEED THE MO/YR OF VOUCHER DT IN MATLO
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:4:CE010:HOUSEHOLD APPEARS OVERHOUSED
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:2:CE078:INCORRECT DISPLACEMENT STATUS CODE SUBMITTED FOR MOVE-IN
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:2:CE078:INCORRECT DISPLACEMENT STATUS CODE SUBMITTED FOR MOVE-IN
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:2:CE111:INCORRECT/BLANK INCOME STATUS CODE SUBMITTED
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:2:CE111:INCORRECT/BLANK INCOME STATUS CODE SUBMITTED
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:3:CE191:THE CERT EFFECTIVE DATE MUST OCCUR BEFORE THE VOUCHER DATE
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:3:CE227:INVALID HOUSEHOLD ASSISTANCE STATUS CODE, "N", SUBMITTED FOR SUBSIDY TYPE
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:3:CE255:MO/YR TRANS EFFECT DT MAY NOT EXCEED THE MO/YR OF VOUCHER DT IN MATLO
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:3:CE255:MO/YR TRANS EFFECT DT MAY NOT EXCEED THE MO/YR OF VOUCHER DT IN MATLO
0004A00 102:TEST1:BRENDA:L:XXXXXXXXXX:02/01/2010:47:3:CE260:SECURITY DEPOSIT SHOULD BE THE GREATER OF TTP OR $50 FOR THIS SEC 8 PROG.
0004A00 108:SCOFIELD:DEBRAH:XXXXXXXXXX:09/15/2009:15:2:CE077:INCORRECT PREVIOUS HOUSING CODE SUBMITTED FOR MOVE-IN
0004A00 108:SCOFIELD:DEBRAH:XXXXXXXXXX:09/15/2009:15:2:CE078:INCORRECT DISPLACEMENT STATUS CODE SUBMITTED FOR MOVE-IN
0004A00 108:SCOFIELD:DEBRAH:XXXXXXXXXX:09/15/2009:15:2:CE111:INCORRECT/BLANK INCOME STATUS CODE SUBMITTED
0004A00 108:SCOFIELD:DEBRAH:XXXXXXXXXX:09/15/2009:15:2:CE114:INCORRECT/BLANK ELIGIBILITY UNIVERSE CODE SUBMITTED
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0004A00 108:SCOFIELD:DEBRAH:XXXXXXXXXX:02/01/2010:47:2:CE078:INCORRECT DISPLACEMENT STATUS CODE SUBMITTED FOR MOVE-IN
0004A00 108:SCOFIELD:DEBRAH:XXXXXXXXXX:02/01/2010:47:2:CE111:INCORRECT/BLANK INCOME STATUS CODE SUBMITTED
0004A00 108:SCOFIELD:DEBRAH:XXXXXXXXXX:02/01/2010:47:2:CE114:INCORRECT/BLANK ELIGIBILITY UNIVERSE CODE SUBMITTED
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0004A00 108:SCOFIELD:DEBRAH:XXXXXXXXXX:02/01/2010:47:3:CE260:SECURITY DEPOSIT SHOULD BE THE GREATER OF TTP OR $50 FOR THIS SEC 8 PROG.
0004A00 109:ROCHFORD:ALFRED:XXXXXXXXXX:08/01/2009:175:2:CE111:INCORRECT/BLANK INCOME STATUS CODE SUBMITTED
0004A00 109:ROCHFORD:ALFRED:XXXXXXXXXX:08/01/2009:175:2:CE114:INCORRECT/BLANK ELIGIBILITY UNIVERSE CODE SUBMITTED
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0004A00 109:ROCHFORD:ALFRED:XXXXXXXXXX:02/01/2010:47:2:CE078:INCORRECT DISPLACEMENT STATUS CODE SUBMITTED FOR MOVE-IN
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0004A00 109:ROCHFORD:ALFRED:XXXXXXXXXX:02/01/2010:47:2:CE114:INCORRECT/BLANK ELIGIBILITY UNIVERSE CODE SUBMITTED
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0004A00 109:ROCHFORD:ALFRED:XXXXXXXXXX:08/01/2009:175:2:CE114:INCORRECT/BLANK ELIGIBILITY UNIVERSE CODE SUBMITTED
0004A00 110:DINITTO:ROSEANNE:XXXXXXXXXX:08/01/2009:175:3:CE191:THE CERT EFFECTIVE DATE MUST OCCUR BEFORE THE VOUCHER DATE
0004A00 110:DINITTO:ROSEANNE:XXXXXXXXXX:08/01/2009:175:3:CE227:INVALID HOUSEHOLD ASSISTANCE STATUS CODE, "N", SUBMITTED FOR SUBSIDY TYPE
0004A00 110:DINITTO:ROSEANNE:XXXXXXXXXX:08/01/2009:175:3:CE255:MO/YR TRANS EFFECT DT MAY NOT EXCEED THE MO/YR OF VOUCHER DT IN MATLO
0004A00 110:DINITTO:ROSEANNE:XXXXXXXXXX:02/01/2010:47:2:CE077:INCORRECT PREVIOUS HOUSING CODE SUBMITTED FOR MOVE-IN
0004A00 110:DINITTO:ROSEANNE:XXXXXXXXXX:02/01/2010:47:2:CE078:INCORRECT DISPLACEMENT STATUS CODE SUBMITTED FOR MOVE-IN
```

Figure 3. ASCII File

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

Contract Number: AA00A000000 **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,	XXXXX0000	1/1/2008	89	3	CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
03435149	318-6	SIMONE,CHRISTINA,M	XXXXX0000	1/1/2008	89	3	CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
03435149	342-8	RAMOS,JUAN,A	XXXXX0000	1/1/2008	89	4	CE010	HOUSEHOLD APPEARS OVERHOUSED
03435149	342-8	RAMOS,JUAN,A	XXXXX0000	1/1/2008	89	3	CE251	NO MATCHING CERTIFICATION FOUND FOR CORRECTION SUBMITTED.
03435149	717-5	RIVERA,ANTONIA,	XXXXX0000	3/1/2008	89	4	CE010	HOUSEHOLD APPEARS OVERHOUSED
03435149	728-5	GARCIA,ENID,	XXXXX0000	3/1/2008	89	4	CE010	HOUSEHOLD APPEARS OVERHOUSED

[Interpreting and Printing this page](#)

Figure 4. Certifications with Discrepancies Report