

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.

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

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

Voucher Query option can be selected from the TRACS Queries Menu.

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
- Print a Voucher Report

6.1 To submit a voucher query:

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

Figure 1- Voucher Query Window

2. Select a Contract or Project number from the drop down list.

Based on the property assigned to the user ID, associated Contract(s) and Project(s) numbers will be displayed in the drop-down list.

3. Click on Submit, and the **Voucher List** screen (**Error! Reference source not found.**) displays.
- *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.

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

Contract/Project Number: CA39RD01001
 Project Name: PN_TEST
 Subsidy Type: 811 PRA Demo
 Subsidy Contract Expiration Date: 08/31/2014
 Active Tenant Count/Units: 0/12 (0%)

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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	LOCCS Payee Name	Action ID	Contract Administrator ID	Compliance Percent	Owner DUNS Number	Owner TIN	Parent Company DUNS #	Parent Company TIN
1301008135	01/01/2013	N	12/10/2012	P10	12/11/2012		\$5451	\$0	\$0			LPN_TEST	LOCCS	IL800	100	XXXXX101D	XXXXX101O	XXXXX101P	XXXXX101T
1212009450	12/01/2012	N	11/09/2012	P00	11/30/2012		\$5234	\$0	\$5234	12/03/2012	XXXXX4406	LPN_TEST	LOCCS	IL800	100	XXXXX101D	XXXXX101O	XXXXX101P	XXXXX101T
1211019357	11/01/2012	N	10/19/2012	P00	10/31/2012		\$6044	\$0	\$6044	11/01/2012	XXXXX4406	LPN_TEST	LOCCS	IL800	100	XXXXX101D	XXXXX101O	XXXXX101P	XXXXX101T
1210020693	10/01/2012	N	09/24/2012	P00	09/28/2012		\$5524	\$0	\$5524	10/01/2012	XXXXX4406	LPN_TEST	LOCCS	IL800	100	XXXXX101D	XXXXX101O	XXXXX101P	XXXXX101T
1209011275	09/01/2012	N	08/10/2012	P00	08/31/2012		\$5524	\$0	\$5524	09/04/2012	XXXXX4406	LPN_TEST	LOCCS	IL800	100	XXXXX101D	XXXXX101O	XXXXX101P	XXXXX101T
1208010273	08/01/2012	N	07/11/2012	P00	07/31/2012		\$5460	\$0	\$5460	08/01/2012	XXXXX4406	LPN_TEST	LOCCS	IL800	100	XXXXX101D	XXXXX101O	XXXXX101P	XXXXX101T
1207015268	07/01/2012	N	06/14/2012	P00	06/29/2012		\$4853	\$0	\$4853	07/02/2012	XXXXX4406	LPN_TEST	LOCCS	IL800	100	XXXXX101D	XXXXX101O	XXXXX101P	XXXXX101T

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Figure 2 - TRACS Voucher List Window


✍ *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
- Owner DUNS Number
- Owner TIN
- Parent Company DUNS Number
- Parent Company TIN

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

6.2 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 (

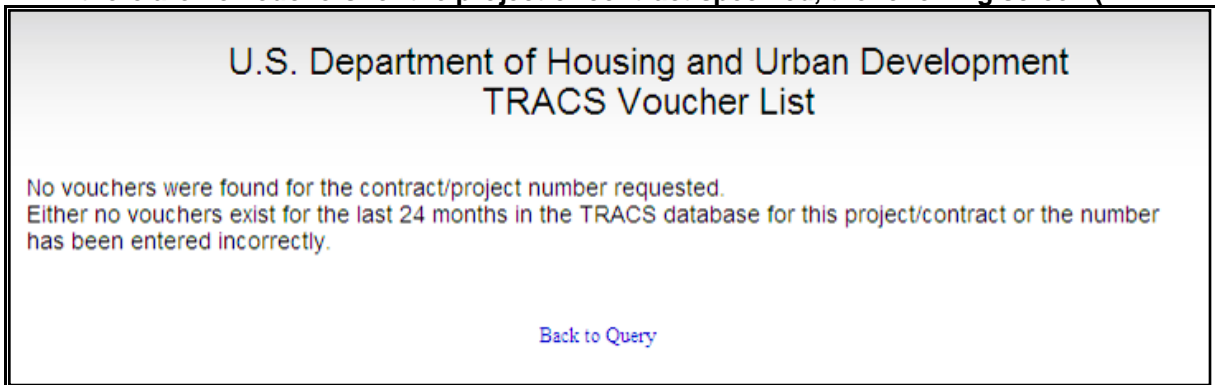


Figure 3 - Voucher Query - No Vouchers Were Found

- 3) will be displayed.

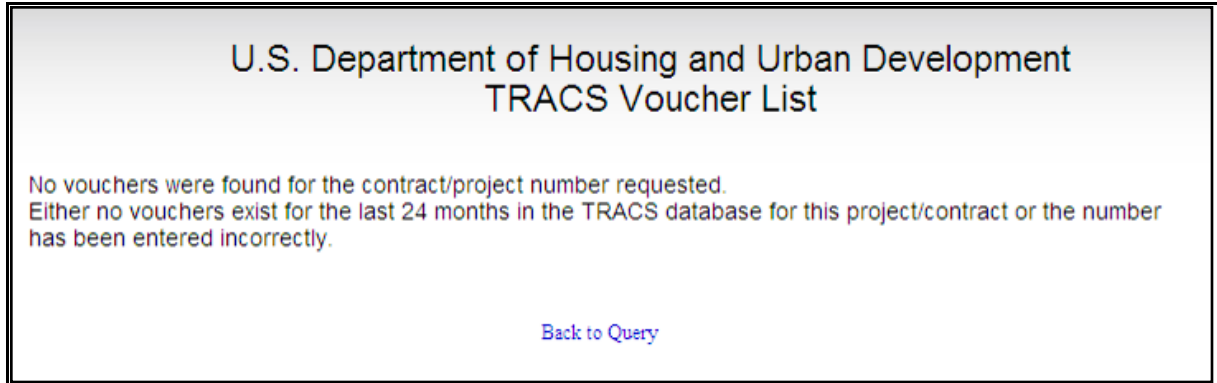
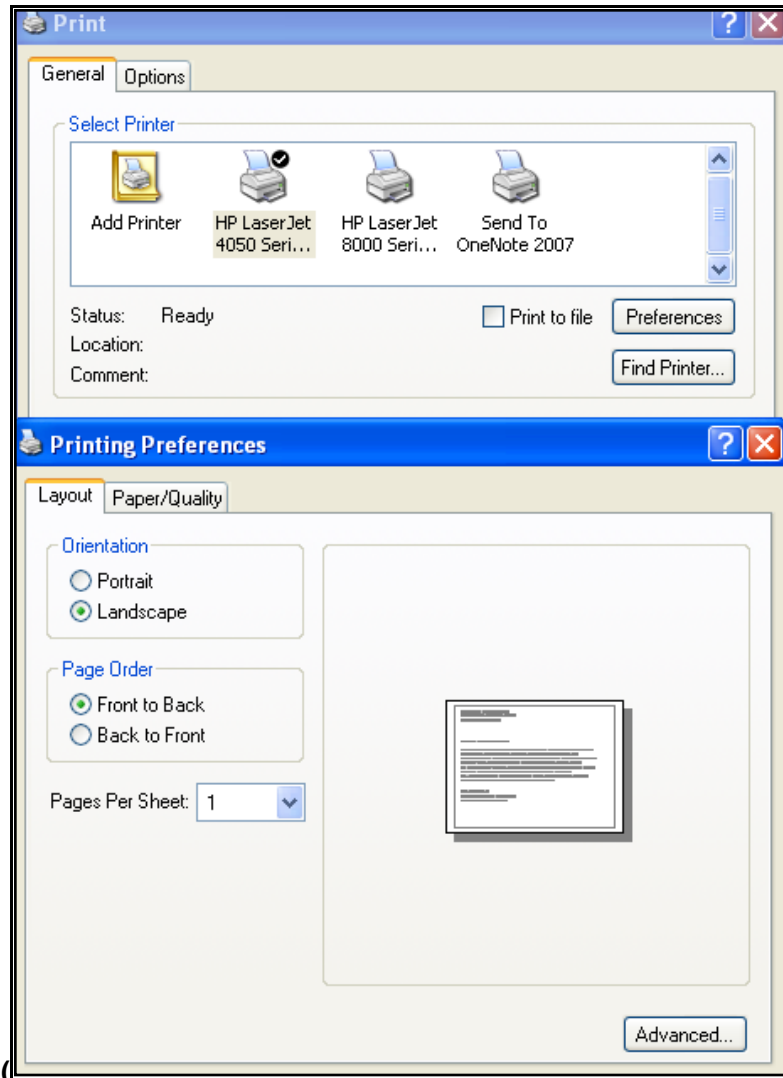


Figure 3 - Voucher Query - No Vouchers Were Found

2. Click on the Back to Query 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 Preferences.



The next screen (

Figure 4 – Print Set-up – Printing Preferences

4) allows the user to change the settings from portrait to landscape orientation. This change is necessary to print the voucher query results page.

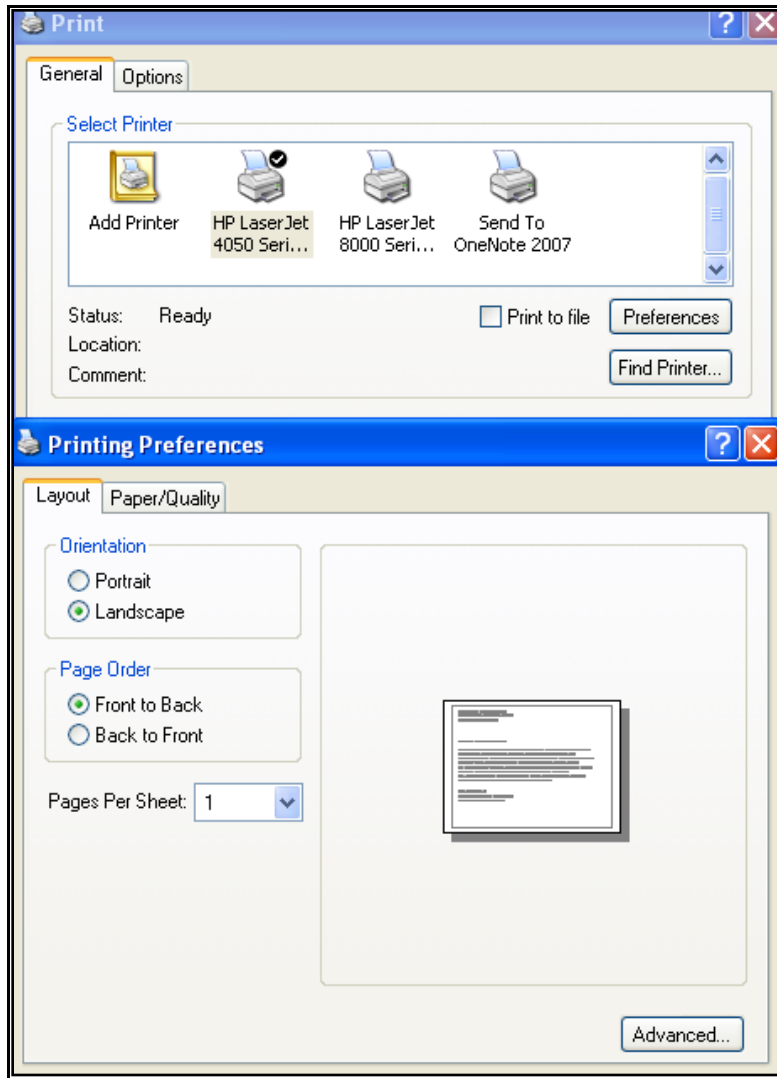


Figure 4 – Print Set-up – Printing Preferences

The Voucher Query 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 Voucher Query Detail Options:

From the TRACS Voucher List screen, click on the desired *Voucher ID*, and the TRACS Voucher Query Detail Options screen (



Figure 5 – TRACS Voucher Query Detail Options Window

5) displays.

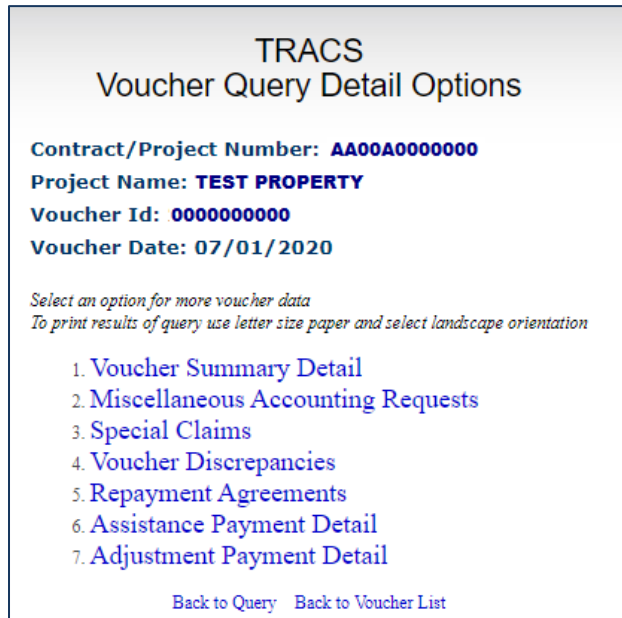


Figure 5 – TRACS Voucher Query Detail Options Window

6.4 To view Voucher Summary Details:

1. Click the Voucher Summary Detail link, and the **TRACS Voucher Detail** screen (Figure 6 and Figure 7) will be displayed.

U.S. Department of Housing and Urban Development TRACS Voucher Detail	
Contract/Project Number: AA00A0000000 Project Name: TEST PROPERTY	
Voucher Id: 0000000000 Voucher Date: 07/01/2020	
Back to Query	
<i>Transmission Details</i>	
Mailbox ID	TRACSM12345TRACSM54321
Transmission Date	06/09/2020
<i>Payment Requested</i>	
Total Regular Payment Amount: \$	19921
Total Adjusted Payment Amount: \$	0
Voucher Unrequested Amount: \$	0
Total Miscellaneous Request Amount: \$	0
Total Special Claims Amount: \$	0
Total Voucher Amount: \$	19921
<i>Payment Approved</i>	
CA Approved Total Regular Payment Amount: \$	19921
CA Approved Total Adjusted Payment Amount: \$	0
CA Approved Voucher Unrequested Amount: \$	0
CA Approved Total Miscellaneous Request Amount: \$	0
CA Approved Total Special Claims Amount: \$	0
CA Approved Total Voucher Amount: \$	19921

Figure 6 - Voucher Summary Detail Window (Top)

<i>Over/Under Payment Resolution</i>	
Over/Under Payment Resolution Date:	
Over/Under Payment: \$	0.00
Notification to HUD:	
<i>Owner/Management Details</i>	
Owner Name:	OWNER_NAME
Owner Signed Name:	OWNER_SIGNED_NAME
Owner Signed Title:	
Owner Signed Phone:	999-999-9999
Owner Signed Date:	06/09/2020
Management Agent Name:	MGMT_AGENT_NAME
Management Agent EIN:	XXXXX075
Owner DUNS Number:	999999999
Owner TIN:	XXXXX9999
Parent Company DUNS #:	999999999
Parent Company TIN:	XXXXX9999
<i>Project/Contract Details</i>	
Section 8 Type:	
HAP Effective 10/1/81:	
HAP Signed 10/3/84:	
AHAP Signed 10/1/81:	
<i>Units</i>	
Total Units in Contract:	24
Units Occupied By Lower Income Tenants:	0
Units Occupied By Market Rent Tenants:	0
Units Receiving Subsidy Under Contract:	22
Units In Regular Billing:	22
Units In Adjusted Billing:	0
Units Vacant Under Contract:	2
Units Abated Under Contract:	0
<i>Exceptions</i>	
Project-Based Exceptions In Use:	0
Project-Based Exceptions Allocated:	0
Tenant-Based Exceptions In Use:	0
Total Exceptions:	0
Exceptions Allocation Last Changed:	

Figure 7 – Voucher Summary Detail Window (Bottom)

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

2. Click the **Voucher Query Detail Options** link to return to the **TRACS Voucher Query Detail Options** screen.

6.5 To view Miscellaneous Accounting Requests:

From the TRACS Voucher Query Detail Options screen, click the **Miscellaneous Accounting Requests** link, and the Miscellaneous Accounting Requests screen (

U.S. Department of Housing and Urban Development
TRACS Miscellaneous Accounting Requests

Contract/Project Number: AA00A000000 **Project Name: TEST PROPERTY SITE**
Voucher Id: 0000000000 **Voucher Date: 02/01/2017**

[Back to Query](#)

Sequence Number	Request Code	Request Amount	Paid Amount	Request Comment
1	RADN	\$9	-\$9	101A,MCANNALY,AST,AR,12/01/2014, ,-9

[Back to Query](#) [Back to Voucher Query Detail Options](#)

1. Figure8) displays.

U.S. Department of Housing and Urban Development
TRACS Miscellaneous Accounting Requests

Contract/Project Number: AA00A000000 **Project Name: TEST PROPERTY SITE**
Voucher Id: 0000000000 **Voucher Date: 02/01/2017**

[Back to Query](#)

Sequence Number	Request Code	Request Amount	Paid Amount	Request Comment
1	RADN	\$9	-\$9	101A,MCANNALY,AST,AR,12/01/2014, ,-9

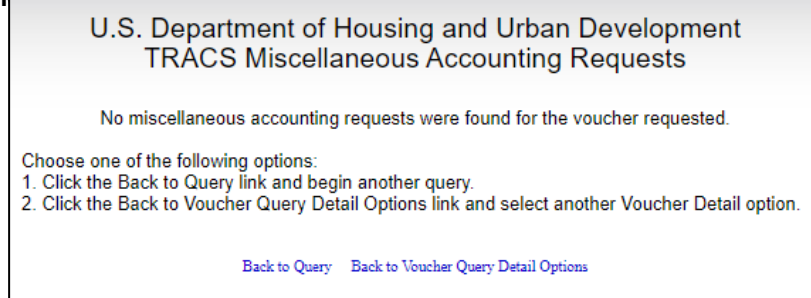
[Back to Query](#) [Back to Voucher Query Detail Options](#)

Figure 8- Miscellaneous Accounting Requests Window

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 a table format:

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

If there are no Miscellaneous Accounting Requests for this voucher, an Error message



screen (

Figure9) will be displayed.

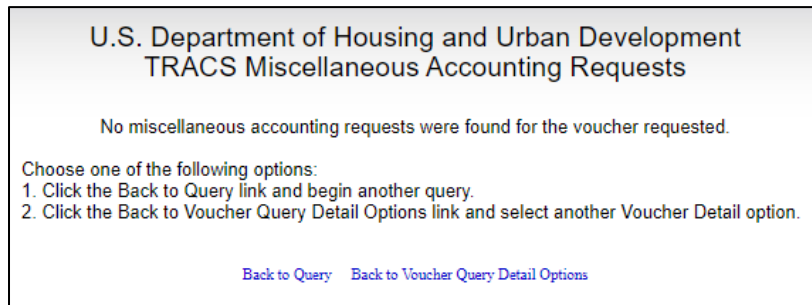


Figure 9- Error Message Window

2. Click the **Voucher Query Detail Options** link to return to the **TRACS Voucher Query Detail Options** screen.

6.6 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 10) displays.

Sequence Number	Claim ID	Claim Amount	Claim Type
1	061600000000003	\$200	Unpaid Rent
2	031500000000001	\$600	Unpaid Rent
3	093000000000001	\$444	Unpaid Rent
4	09200000000433	\$777	Damages
5	031500000000004	\$888	Damages

Figure 10 - Voucher Special Claims Window

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 11) displays.

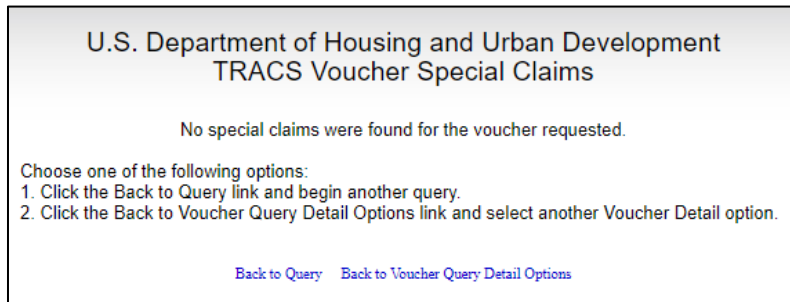


Figure 11- No Claims Found Error Message

2. Click the **Voucher Query Detail Options** link to return to the **TRACS Voucher Query Detail Options** screen.

6.7 To view Voucher Discrepancies:

1. From the **TRACS Voucher Query Detail Options** screen, click the Voucher Discrepancies link, the **Voucher Discrepancies** screen (Figure 12) displays.

Discrepancy Code	Description	Recommendation	Action Required	Discrepancy Detail Indicator
VE020	NUMBER OF SUBSIDIZED UNITS IS GREATER THAN THE TOTAL AUTHORIZED UNITS.	PLEASE EMAIL SIGNED COPY TO VOUCHERPROCESSING@HUD.GOV OR FAX TO 202-708-1300	2	Y
VE021	NUMBER OF SUBSIDIZED UNITS IN BILLING > THE TOTAL AUTHORIZED UNITS.	PLEASE EMAIL SIGNED COPY TO VOUCHERPROCESSING@HUD.GOV OR FAX TO 202-708-1300	2	Y
VE022	REPORTED CONTRACT UNITS IS GREATER THAN TOTAL AUTHORIZED UNITS.	PLEASE EMAIL SIGNED COPY TO VOUCHERPROCESSING@HUD.GOV OR FAX TO 202-708-1300	2	Y
V9T53	VOUCHER FAILED COMPLIANCE PERCENTAGE STANDARD FOR REVIEW.	PLEASE EMAIL SIGNED COPY TO VOUCHERPROCESSING@HUD.GOV OR FAX TO 202-708-1300	3	N

Figure 12- Voucher Discrepancies Window

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 13) will be displayed.

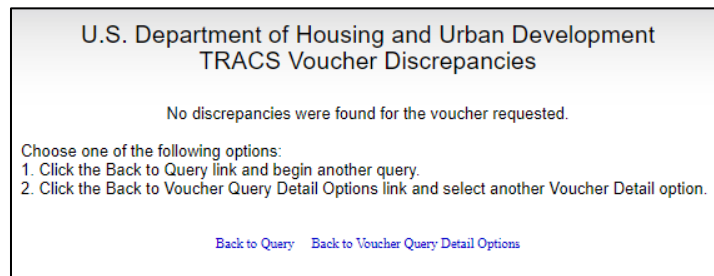


Figure 13 - No Discrepancies Error Message Window

2. Click the **Voucher Query Detail Options** link to return to the **TRACS Voucher Query Detail Options** screen.

6.8 To view Repayment Agreements:

1. From the **TRACS Voucher Query Detail Options** screen, click the Repayment Agreements link, the **Repayment Agreements** screen (Figure 14) displays.

Sequence Number	Unit Number	HOH ID	HOH Name	Agreement ID	Record Type	Agreement Date	Agreement End Date	Transaction Type (Formerly Agreement Type)	Status	Total Payment	Beginning Agreement Amount	Agreement Change Amount	Ending Agreement Amount (Formerly Agreement Amount)	Beginning Balance	Ending Balance	Amount Retained	Amount Requested	Paid Amount	QA Vendor Data
1	106-1		BUTEST, GABRIELLE	808		03/01/2018		T		\$0	\$0	\$914	\$914	\$0	\$914	\$0	\$914	\$0	
2	115-1		SLTESTTER, TAVARESS	297		06/01/2014		T		\$5	\$0	\$0	\$649	\$0	\$264	\$0	-\$5	\$0	

Figure 14 – Repayment Agreements Screen

The **TRACS Repayment Agreements** screen is read-only, and displays detailed information about any repayment agreements that exist on that voucher. The information retrieved identifies the *Sequence Number, Unit Number, Head of Household (HOH) ID, HOH Name, Agreement ID, Record Type, Agreement Date, Agreement End Date, Transaction Type (formerly Agreement Type), Status, Total*

Payment, Beginning Agreement Amount, Agreement Change Amount, Ending Agreement Amount (formerly Agreement Amount), Beginning Balance, Ending Balance, Amount Released, Amount Retained, Paid Amount, and OA Vendor Data.

If no repayment agreements exist on that voucher, the Error Message screen (Figure 15) will be displayed.

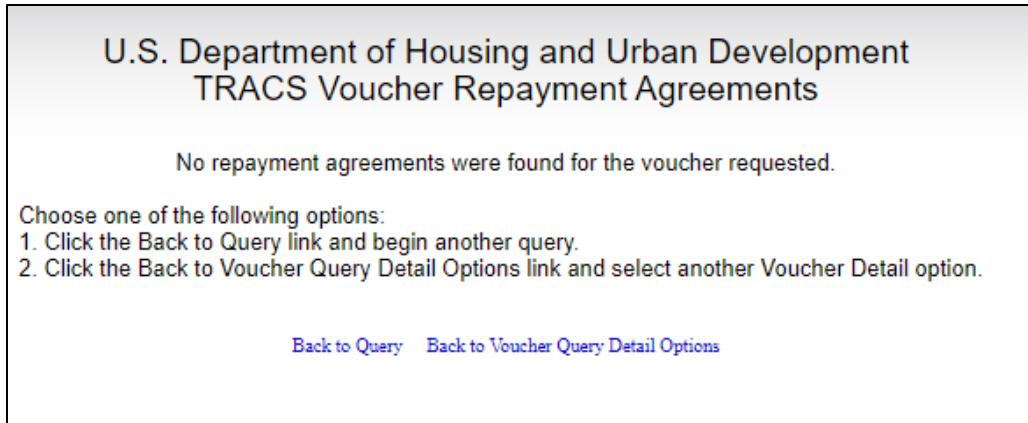


Figure 15 - No Repayment Agreements Error Message Window

2. Click the **Voucher Query Detail Options** link to return to the **TRACS Voucher Query Detail Options** screen.

6.9 To view Voucher Assistance Payments:

1. From the **TRACS Voucher Query Detail Options** screen, click the Assistance Payment Detail link, the **Voucher Assistance Payments** screen (Figure 16) displays.

Sequence Number	Tenant Name	Unit Number	Bedroom Count	Contract Rent	Utility Allowance	Certification Type	Correction Flag	Cert Effective Date	Requested Amount	Paid Amount	OA Vendor Data	Voucher ID Suffix
1	TERTEST, DEIDRA D	001-2	2	567	158	AR		02/01/2018	\$692	\$0		00
2	WTEST, DERIKA L	002-2	2	567	158	AR	Y	09/01/2017	\$199	\$0		00
3	RICHARTEST, LAWANDA	004-2	2	567	158	AR		09/01/2017	\$662	\$0		00
4	NEWTEST, MERCEDES D	006-2	2	567	158	MI		10/18/2017	\$677	\$0		00
5	SMTEST, SHANNICE R	008-2	2	567	158	IR		02/01/2018	\$672	\$0		00
6	OTEST, RONESHA K	009-2	2	567	158	AR		04/01/2018	\$675	\$0		00
7	SIMTEST, JAMESIA M	013-2	2	567	158	MI		12/13/2017	\$700	\$0		00
8	MATEST, ESSENCE J	014-2	2	567	158	MI		11/17/2017	\$700	\$0		00
9	THTEST, SHIRLEY J	016-2	2	567	158	AR		11/01/2017	\$364	\$0		00
10	OBATEST, KENYA	017-3	3	676	165	IR	Y	10/01/2017	\$805	\$0		00
11	JTEST, SONDR A E	018-3	3	676	165	AR		09/01/2017	\$816	\$0		00
12	RTEST, DIONNA L	020-3	3	676	165	GR		09/01/2017	\$432	\$0		00

Figure 16 – Voucher Assistance Payments Details Screen

The **TRACS Voucher Assistance Payments Details** screen is read-only, and displays detailed information about any voucher assistance payments that exist on that voucher. The information retrieved identifies the *Sequence Number, Tenant Name, Unit Number, Bedroom Count, Contract Rent, Utility Allowance, Certification Type, Correction Flag, Cert Effective Date, Requested Amount, Paid Amount, OA Vendor Data, and Voucher ID Suffix*.

If no assistance payments exist on that voucher, the Error Message screen (Figure 17) will be displayed.

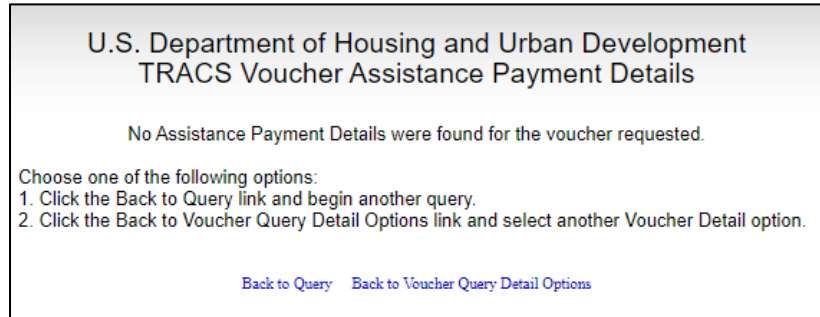


Figure 17 - No Assistance Payment Details Error Message Window

2. Click the **Voucher Query Detail Options** link to return to the **TRACS Voucher Query Detail Options** screen.

6.10 To view Adjustment Payments:

1. From the **TRACS Voucher Query Detail Options** screen, click the Adjustment Payment Detail link, the **Adjustment Payments** screen (Figure 18) displays.

U.S. Department of Housing and Urban Development TRACS Voucher Adjustment Payment Details															
Contract/Project Number: TN40M000019							Project Name: PERSHING TEST APARTMENTS								
Voucher Id: 2005000012							Voucher Date: 05/01/2020								
Back to Query															
Sequence Number	Tenant Name	Unit Number	Billing Type	New Certification	Certification Type	Correction Flag	Effective Date	Assistance Payment	Adjustment Start Date	Adjustment End Date	Requested Amount	Paid Amount	OA Vendor Data	CA Initiated	Voucher ID Suffix
1	SMALTEST, SHANNICE R	008-2	P		MI		01/05/2018	464	02/01/2018	03/31/2018	-\$928	\$0			00
2	SMALTEST, SHANNICE R	008-2	N	Y	IR		02/01/2018	672	02/01/2018	03/31/2018	\$1344	\$0			00
3	WHITTEST, LATOYA	056-2	P		GR	Y	09/01/2017	634	03/01/2018	03/31/2018	-\$634	\$0			00
4	WHITTEST, LATOYA	056-2	N	Y	AR		03/01/2018	623	03/01/2018	03/31/2018	\$623	\$0			00
5	GREETEST, DEIDRA	062-2	P		GR		09/01/2017	521	03/01/2018	03/31/2018	-\$521	\$0			00
6	GREETEST, DEIDRA	062-2	N	Y	AR		03/01/2018	297	03/01/2018	03/31/2018	\$297	\$0			00
7	WALKETEST, TED	094-1	N	Y	MI		02/16/2018	363	02/16/2018	03/31/2018	\$531	\$0			00
8	PATEST, CALVIN D	104-1	P		GR		09/01/2017	423	03/01/2018	03/31/2018	-\$423	\$0			00
9	PATEST, CALVIN D	104-1	N	Y	AR		03/01/2018	419	03/01/2018	03/31/2018	\$419	\$0			00
10	JOTESTN, AMBER	158-2	P		GR		09/01/2017	700	02/01/2018	03/31/2018	-\$1400	\$0			00
11	JOTESTN, AMBER	158-2	N	Y	TM		01/31/2018	0	02/01/2018	02/01/2018	\$0	\$0			00
12	CATEST, DEANNA L	162-2	P		GR		09/01/2017	700	03/01/2018	03/31/2018	-\$700	\$0			00
13	CATEST, DEANNA L	162-2	N	Y	AR		03/01/2018	700	03/01/2018	03/31/2018	\$700	\$0			00
14	LOTEST, KATRINA	163-2	P		MI		09/27/2017	590	02/01/2018	03/31/2018	-\$1180	\$0			00
15	LOTEST, KATRINA	163-2	N	Y	IR		02/01/2018	516	02/01/2018	03/31/2018	\$1032	\$0			00
16	BOTEST, TYNEISHA	166-2	P		IR		12/01/2017	516	03/01/2018	03/31/2018	-\$516	\$0			00
17	BOTEST, TYNEISHA	166-2	N	Y	AR		03/01/2018	512	03/01/2018	03/31/2018	\$512	\$0			00

Figure 18 – Voucher Adjustment Payment Details

The **TRACS Voucher Adjustment Payment Details** screen is read-only, and displays detailed information about any adjustment payments that exist on that voucher. The information retrieved identifies the *Sequence Number*, *Tenant Name*, *Unit Number*, *Billing Type*, *New Certification*, *Certification Type*, *Correction Flag*, *Effective Date*, *Assistance Payment*, *Adjustment Start Date*, *Adjustment End Date*, *Requested Amount*, *Paid Amount*, *OA Vendor Data*, *CA Initiated*, and *Voucher ID Suffix*.

If no adjustment payments exist on that voucher, the Error Message screen (Figure 19) will be displayed.

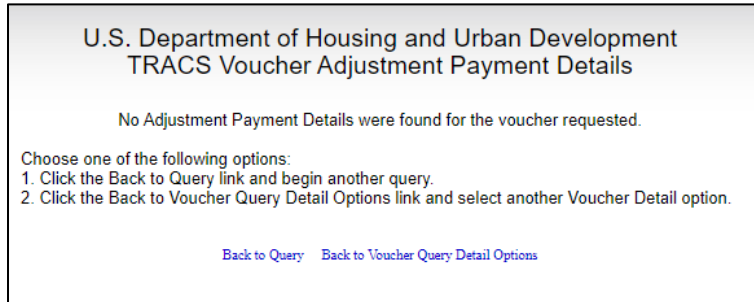


Figure 19 - No Voucher Adjustment Payment Details Error Message Window

2. Click the **Voucher Query Detail Options** link to return to the **TRACS Voucher Query Detail Options** screen.