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.*

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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.

Figure 3. ASCII File

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

Contract/Project Number: AA00A000000
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	XXXXX0000	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: AA00A000000

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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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: AA00A000000

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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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	XXXXX0000	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)

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

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

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