

Appendix A: Field Names and Descriptions for the Voucher Summary and the Voucher Detail Reports

Voucher Summary Report Fields		
Field No.	Field Name	Description
1.	Voucher Date	One of two criteria that the CA will input to query the database via the Internet. The date is always the first of the month.
2.	Contract Number	An 11-character contract identification number.
3.	Area Code	In general, identifies a subdivision of the HUD organizational structure that is greater than the field offices.
4.	Office Code	Identifies a specific HUD field office that has jurisdiction over the area in which this certified household is located.
5.	Units in Contract	Count of units in the contract.
6.	Units Receiving Subsidy	Count of units that are occupied in the contract and receiving a subsidy.
7.	Units Vacant Under this Contract	Count of units that are vacant in the contract.
8.	Market Rent Tenants	Count of units that are occupied in the contract and under market rent.
9.	Unreported Units	Calculated difference between the total number of units in the contract and the ones accounted for. The number of units that are neither "vacant" nor "occupied".
10.	Total TRACS Calculated Regular Assistance Payments	Calculated total of calculated regular assistance payment for all units in report.
11.	Total Reported Regular Assistance Payments	Calculated total of reported regular assistance payments for all units in report.
12.	Total Regular Assistance Payments Discrepancy	Calculated difference between Total TRACS Calculated Regular Assistance Payments - Total Reported Regular Assistance Payments.
	Future	

13. Future	Calculated Adjustments to Assistance	TRACS Calculated Adjustments to Assistance.
14.	Reported Adjustments to Assistance	Adjustments to assistance reported on the submitted voucher.
15. Future	Adjustments to Assistance Discrepancy Amount	Difference between calculated adjustments to assistance and reported adjustments to assistance.
16.	Calculated Regular Units	TRACS calculated regular units.
17.	Reported Regular Units	Regular units reported on the submitted voucher.
18.	Regular Unit Discrepancy	Difference between calculated regular units and reported regular units.
19.	Calculated Adjustment Units	TRACS calculated adjustment units.
20.	Reported Adjustment Units	Adjustment units reported on the submitted voucher.
21.	Adjustment Unit Discrepancy	Difference between Calculated adjustment units and reported adjustment units.
22.	Total Regular Payment Amount	Total of all reg_pay_amt.
23.	Resubmission indicator	Set to Y for a correction voucher, otherwise set to N.
24.	Compliance Percentage	Calculated Regular Units / Units Receiving Subsidy
25.	Threshold Flag	Flag is set if compliance percentage falls below a set limit established by Housing (e.g. 80%). Values are Y or N.

26.	Subsidy Type	Describes the type of assistance benefiting the tenant. Values are: 1 Section 8 2 Rent Supplement 3 RAP 6 811 PRA Demo 7 Section 202 PRAC 8 Section 811 PRAC 9 Section 202/162 PAC
27.	Create Date	Date the report is created.

Voucher Detail Report Fields		
Field No.	Field Name	Description
1.	Voucher Date	One of two criteria that the CA will input to query the database via the Internet. The date is always the first of the month.
2.	Contract No.	An 11-character contract identification number.
3.	Unit Number	Unit where Tenant is residing
4.	Last Name	Head Tenant's Last Name
5.	First Name	Head Tenant's First Name
6.	Middle Initial	Head Tenant's Middle Initial
7.	Head SSN	Head Tenant's Social Security Number
8.	Effective Date	Effective Date of the Certification
9.	Certification Type	IR, AR, MI, IC, or CF. Please see descriptions in Appendix C.
10.	Calculated Assistance Payment	TRACS calculated Assistance Payment (HUD-paid portion of the rent)
11.	Reported Assistance Payment	If there is an AP (Assistance Payment) discrepancy for this household certification, then the reported AP will be stored in the Discrepancy_Value. Otherwise, the value of this field will be equal to the Calculated AP.
12.	Assistance Payment Discrepancy Amount	This is a computed amount (Calculated AP - Reported AP)
13.	Bedroom Size	Unit Size (Number of Bedrooms in the unit.)
14.	Over or Under Housed	Overhoused or Underhoused Unit (O or U)
15.	Adjustment Indicator	Voucher Regular Payments Report or Voucher Adjustments to Regular Payments Report (N or Y)

Appendix B: TRACS Internet Voucher Query Code Descriptions

<u>Status Code</u>	<u>Description</u>
CA1	As of March 1, 2001, all vouchers submitted by CAs with a positive balance will be separated from the R00 status. CA1 indicates that the voucher was submitted, and administered by a pre-RFP CA. The voucher was not sent to LOCCS.
CA2	As of March 1, 2001, all vouchers submitted by CAs with a positive balance will be separated from the R00 status. CA2 indicates that the voucher was zero or a negative balance voucher submitted by a PB (performance based) CA. The voucher was not sent to LOCCS.
C00	<p>“C00” has two definitions:</p> <ol style="list-style-type: none">1. “C00” is a permanent status assigned to a voucher that has been canceled due to a subsequent correction voucher.2. “C00” is a temporary status (normally 24 hours or less) assigned to a correction voucher by TRACS while canceling payment for the original voucher in LOCCS. The status will be changed by the system, when LOCCS responds to the cancel payment request and the corrected voucher request is sent to LOCCS.
LIC	The voucher was not paid. It was canceled through a LOCCS initiated payment cancellation or it was canceled by a CAOM. The voucher may be resubmitted to TRACS as a correction after resolving outstanding issues with your HUD accounting office.
L00	The voucher transaction has been sent to LOCCS, and LOCCS has not replied with a confirmation. LOCCS detected discrepancies and appropriately processed deletion or correction transactions receive a confirmation on the next LOCCS processing cycle. Vouchers accepted by LOCCS for payment will not receive a confirmation until they have been selected for payment and sent to Treasury. The vouchers are staged for payment by LOCCS before month end.
P00	The “P00” status indicates the voucher was properly processed and sent to Treasury by LOCCS for payment.

<u>Status Code</u>	<u>Description</u>
P10	“P10” status is a positive response from LOCCS for a current voucher indicating that that it is in the queue to be paid at the end of the month. As with all vouchers accepted for payment by LOCCS, the acceptance is conditional. The current voucher may be accepted by LOCCS up to a month before the payment date. It is possible that something unanticipated can occur that would prevent the payment, but based upon the data available to TRACS and LOCCS the voucher, at the time the voucher is processed it, will be paid
RECVD	This is a legacy voucher processed prior to implementation of the TRACS-LOCCS interface in 1997.
R00	<p>Voucher stored as information, not sent to LOCCS. Currently all vouchers submitted by CAs, Zero Balance Vouchers, Negative Balance Vouchers, and Vouchers for periods prior to 1/01/1997 will generate a R00 status code.</p> <p>After March 1, 2001, CA submitted vouchers will be stored as information but with a CA1 status, and PB (performance based) CA submitted vouchers that are stored as information will have the CA2 status.</p> <p>After April 1, 2001, all zero balance vouchers will be sent to LOCCS. They will have the same status codes as the other vouchers sent to LOCCS.</p>
R21	The voucher was rejected by LOCCS as a duplicate submission. This code is for TRACS-LOCCS internal use only. No action on the part of the owner/agent or the CA is required.
R22	The voucher was rejected by LOCCS. The project number used with a Rent Supplement or RAP voucher or the contract number used with a Section 8, PAC, or PRAC voucher is not in the LOCCS database as an active project/contract. Resubmit the voucher as a correction when the issue with HUD Accounting is resolved. If the project or contract number submitted to TRACS was in error, delete the original voucher. Submit a corrected voucher as an <u>original</u> .
R23	The voucher was rejected by LOCCS due to an invalid voucher number or amount. This code is for TRACS-LOCCS internal use only. No action is required on the part

<u><i>Status Code</i></u>	<u><i>Description</i></u>
	of the owner/agent or the CA.
R24	The voucher was rejected by LOCCS. LOCCS did not recognize the period covered by the voucher as a valid period. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent of the CA.
R25	The voucher was rejected by LOCCS due to an invalid scheduled pay date. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R26	Insufficient funds under contract to process payment. Contact your Project Manager at local HUD Field office.
R27	Payment through TRACS is denied by LOCCS. The TRACS database indicates that the voucher is payable through the TRACS-LOCCS interface. The LOCCS database indicates that the voucher is paid through an ACC. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R30	The payment was rejected by the reviewer. The project/contract is under suspension or the voucher failed the threshold edit. The reviewer to whom LOCCS has referred the voucher determined that LOCCS is not to pay the voucher. NOTE: Effective 9/10/2000 LOCCS no longer generates this code.
R31	The voucher failed the LOCCS threshold edit and has been referred for review. Payment is on hold until released or canceled by the reviewer. See R30. NOTE: Effective 9/10/2000 LOCCS no longer generates this code.
R32	The voucher was rejected by LOCCS. LOCCS has no payment information for the project/contract. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R33	LOCCS has a manual, ABA, or bank account suspension associated with this project/contract. The voucher payment is on hold until the suspension is removed or the payment is rejected by the reviewer. Do not resubmit this voucher unless it is rejected by the reviewer. Then, only submit the

<u><i>Status Code</i></u>	<u><i>Description</i></u>
	voucher as a correction after the issues are resolved.
R34	The payment request was sent to the Treasury by LOCCS, but Treasury rejected the request. LOCCS will reschedule this request after the error condition has been resolved. No action is required on the part of the owner/agent or the CA.
R35	Payment returned by Treasury. Verify bank account information with the HUD accounting office. Resubmit the voucher as a correction after ensuring that HUD has the current and correct bank information.
R36	The voucher is currently held in LOCCS awaiting an approved requisition. No resubmission of the voucher is required.
R40	A voucher for the period covered by this submission has either already been paid or it is scheduled for payment. Do not resubmit a voucher for the period.
R41	The voucher was rejected by LOCCS. The project/contract has expired. Contact your field office for additional information. Do not resubmit the voucher to TRACS. It will be paid automatically as soon as the funding issues are resolved.
R42	Payment was denied by LOCCS. There is a potential problem with one of the following: Tax ID, Program Area, or Project Suspension. Contact your field office for additional information. Resubmit the voucher when the issues are resolved.
R43	Owner/agent voucher was automatically superseded by LOCCS due to the first CA scheduled pay date. The voucher was rejected by LOCCS, and it must be resubmitted by the PB (performance based) CA.
R44	The voucher payable to the PB (Performance Based) CA was automatically canceled by LOCCS as the contract was withdrawn from the CA's portfolio. The voucher must be resubmitted by the owner/agent.
R47	The voucher, sent to LOCCS by TRACS for payment of the approved amount to the CA, is rejected. The voucher payment was covered by a previously issued scheduled

<u><i>Status Code</i></u>	<u><i>Description</i></u>
	payment to the CA.
R50	The transaction submitted to LOCCS is either a voucher correction or a voucher deletion. The correction or deletion is rejected by LOCCS because the voucher being addressed is not in LOCCS. This code is for TRACS-LOCCS internal use only. No action is required on the part of the owner/agent or the CA.
R51	The transaction submitted to LOCCS is either a voucher correction or a voucher deletion. However, the correction or deletion is rejected by LOCCS because the voucher had already been sent to Treasury for payment. No action is required on the part of the owner/agent or the CA.
R90	The payment was denied by LOCCS. Contact your field office or the HUD accounting office to determine why payment was denied. When the situation is resolved, resubmit the voucher as a correction.
T01	Voucher pending OMAR Rent Review. No action is required on the part of the owner/agent or the CA.
T02	Insufficient Tenant Data/Late Recerts. Voucher held pending review of tenant data. No action is required on the part of the owner/agent or the CA.
T03	PB CA contracts being withdrawn. Voucher held pending review of recertification submissions. Please e-mail signed copy to Voucherprocessing@hud.gov .
T04	Voucher being held due to Exigent Health and Safety Violations. No action is required on the part of the owner/agent or the CA.
T05	There was no threshold amount against which to evaluate the voucher. Payment is on hold until released or canceled by the reviewer. NOTE: Effective 10/21/2000 TRACS no longer generates this code.
T30	Voucher, pending in TRACS, was canceled by the reviewer. Submit MAT 30 correction using assigned voucher ID number to TRACS.

<u><i>Status Code</i></u>	<u><i>Description</i></u>
T31	The voucher failed TRACS threshold edit. Payment is on hold until released or canceled by the reviewer. Please e-mail signed copy to Voucherprocessing@hud.gov . The voucher does not have to be resubmitted.
T41	Contract expired in TRACS. Contact your Project Manager at local HUD Field office.
T51	MANUAL VOUCHER FOR APPROVAL.
T52	VOUCHER OVER A YEAR OLD. VOUCHER REQUIRES REVIEW BY HUD/VPD. Please e-mail signed copy to Voucherprocessing@hud.gov .
T53	VOUCHER FAILED COMPLIANCE PERCENTAGE STANDARD. For direction, contact the TRACS Help Desk at 1-800-767-7588.
T91	VOUCHER FAILED TRACS THRESHOLD EDIT. PBCA VOUCHER SENT TO LOCCS FOR PAYMENT. TCA VOUCHER REQUIRES REVIEW BY HUD/FOD. PBCA: No action needed. TCA: Please e-mail signed copy to Voucherprocessing@hud.gov .
T92	VOUCHER IS OVER A YEAR OLD. PBCA VOUCHER SENT TO LOCCS FOR PAYMENT. TCA VOUCHER REQUIRES REVIEW BY HUD/FOD. PBCA: No action needed. TCA: Please e-mail signed copy to Voucherprocessing@hud.gov .
T93	PAYMENT ON VOUCHER IS PENDING ON TCA ACC RENEWAL. For direction, contact your HUD Financial Analyst.

<u><i>Accounting Request Code</i></u>	<u><i>Description</i></u>
SERV	Service Coordinators
DRUG	Drug-related Expenses
RQBL	Request for balance or partial balance of outstanding funds on specified Voucher ID
FORQ	Field Office initiated accounting adjustment

OARQ <u>Action Required Code</u>	Owner/Agent initiated accounting adjustment <u>Description</u>
1	Submit correction within 45 days
2	Submit correction on next submission and/or certification
3	Informational message; may or may not require correction
4	Follow up required (For Field Office use only)
5	Appropriate follow up required between owner or management agent and the tenant to resolve the Social Security-related discrepancy. Any correction is to be submitted on the next submission and/or certification.

Appendix C: TRACS Internet Project/Contract Query Code Descriptions

<u>Certification Type</u>	<u>Description</u>
IR	Interim Recertification
AR	Annual Recertification
MI	Move In
IC	Initial Certification
CF	Converted From

<u>Action Code</u>	<u>Description</u>
MO	Move Out
GR	Gross Rent
CT	Correction
UT	Unit Transfer
TM	Termination
CC	Combined Contract

<u>Assistance Status Code</u>	<u>Description</u>
N	Subsidy Type is not subject to the Non-Citizen Rule
F	Full Assistance while the verification of eligibility is pending.
E	All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance.
C	Continued Assistance. The mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance under the Non-Citizen Rule.
P	Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Noncitizen Rule.
T	Temporary Deferral of Termination. The family is not eligible for assistance under the Noncitizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status.

<u>Subsidy Type</u>	<u>Description</u>
1	Section 8
2	Rent Supplement
3	RAP
6	811 PRA Demo
7	Section 202 PRAC
8	Section 811 PRAC
9	Section 202/162 PAC

<u><i>Action Required Code</i></u>	<u><i>Description</i></u>
1	Submit correction within 45 days
2	Submit correction on next submission and/or certification
3	Informational message; may or may not require correction
4	Follow up required (For Field Office use only)
5	Appropriate follow up required between owner or management agent and the tenant to resolve the Social Security-related discrepancy. Any correction is to be submitted on the next submission and/or certification.