CHAPTER 8: TRACS MAT iSERS RECORD FORMATS AND DEFINITIONS

This chapter is organized into the following major sections:

M = Mandatory field; has a value not equal to spaces or zeros   <mark>**M*** = Mandatory, zeros allowed</mark>   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

8.1 ERRHR iSERS Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "ERRHR."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.D" TRACS Release = 2.0.2. TRACS Version = D
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the ERRHR and incremented by 1 for each record submitted under this ERRHR. Multiple ERRHRs may be submitted in a single transmission. Each ERRHR must be paired with a ERRND occurring prior to the next ERRHR.
4	M	Date Stamp	18	8	Date MMDDYYYY	This is a system date stamp inserted in the header record when the file was created by the **owner/agent**. No dashes or spaces should be used in this field. Note: The combined Date Stamp and Time Stamp should be unique for the iMAX ID sending the file.
5	M	Time Stamp	26	6	Time HHMMSS	This is a system time stamp inserted in the header record when the file is created by the **owner/agent**. No colons should be used in this field. Note: The combined Date Stamp and Time Stamp should be unique for the iMAX ID sending the file.
6	M	Total Records Sent	32	6	Numeric	The total number of physical records sent in this transmission, including this header record and the ERRND record.
7	M	Head of Household	38	9	Alphanumeric	The head of household social security number.
8	M	Head Last Name	47	20	Alphanumeric	The head of household last name

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8.1 ERRHR iSERS Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
9	M	Head First Name	67	20	Alphanumeric	The head of household first name
10	MOC	Head Middle Initial	87	1	Alphanumeric	The head of household middle initial
11	MOC	Cert Effective Date	88	8	Date MMDDYYYY	Mandatory if the error involved certification.
12		Unit Number	96	10	Alphanumeric	Unit Number that involved in the error.
13	M	Subsidy Type	106	1	Alphanumeric	TRACS will use this subsidy type for all transactions under this ERRHR.
14	M	Project's iMAX ID. Formerly Project's Telecom Address	107	10	Alphanumeric	The project's iMAX identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. Example: TRACM12345**.
15	MOC	Project Number	117	8	Alphanumeric	Mandatory for Rent Supplement, RAP, PAC and PRAC subsidy types. Project Number is also required for Section 8 contracts associated with projects that have an FHA project number. TRACS will use this project number for all transactions under this ERRHR. **NOTE Do not enter a project number for FmHA projects.** Sample entries are provided below: FHA Insured Projects – 12144026 Elderly Housing Projects – 121EH001 Other Noninsured Projects – 121001Nl
16	MOC	Contract Number	125	11	Alphanumeric	Mandatory for Section 8, 202 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this ERRHR.

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8.2 MAT80 Section 1: Error Reporting Header Record
(can be none or one)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT80."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.D" TRACS Release = 2.0.2. TRACS Version =D
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the ERRHR and incremented by 1 for each record submitted under the ERRHR.
4	M		Section Indicator	18	1	Alphanumeric	Value must equal "1."
5	M*		Section 2 Count	19	4	Numeric	Number of Section 1 records. Zero allowed.
6	M*		Section 3 Count	23	4	Numeric	Number of Section 2 records. Zero allowed.

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8.3 MAT80 Section 2: Containing errors not attributable to a specific member
(can be none, one or multiple)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	**M**	Section Indicator	1	1	Alphanumeric	Value must equal "2."
2	**M**	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the ERRHR and incremented by 1 for each record submitted under the ERRHR.
3	**M**	Error Type Code	7	2	Numeric	Valid Error Type Code: 1 = Eligibility 2 = Calculation 3 = Timing 4 = Reporting
4	**M**	Error Reason Code	9	4	Numeric	Valid Error Reason Code for Error Type Code = 1: 1 = Components such as citizenship 2 = Unit size 3 = Income 4 = Family member status Valid Error Reason Code for Error Type Code = 2: 1 = incorrect calculation formulas 2 = Incorrect income 3 = Incorrect adjusted income 4 = Incorrect deductions 5 = Incorrect expenses 6 = Incorrect disposition of assets 7 = Incorrect allowances Valid Error Reason Code for Error Type Code = 3: 1 = Late rent increase notifications 2 = Late voucher submittals 3 = Late certifications and re-certifications

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8.3 MAT80 Section 2:   Containing errors not attributable to a specific member
(can be none, one or multiple)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						4 = Timing of certification submittals based on effective date of certifications 5 = Timing of move-in certifications versus move-outs Valid Error Reason Code for Error Type Code = 4: 1 = Number of units 2 = Head of household qualification 3 = Missing data 4 = Tenant misreporting
5	**M**	Error Detected Date	13	8	DATE MMDDYYYY	Date error was detected and it cannot be a future date.
6	**M**	Point of Discovery Code	21	1	Alphanumeric	Note: The only point of discovery, for which HUD is requiring the submission of errors, is MORs. Submission of errors found via other points of discovery is optional. Valid Code: R = Review Stage M = During MOR C = Resident Compliant O = Other
7	**M**	Repayment Indicator	22	1	Alphanumeric	Valid Code: 1 = Overpayment 2 = Underpayment 3 = No repayment
8	**M**	Review Amount	23	10	Numeric	Amount identified during review
9	**M**	Error Amount	33	10	Numeric	Amount in error. Permit negative.

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8.3 MAT80 Section 2: Containing errors not attributable to a specific member
(can be none, one or multiple)

MAT Field	Note		Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.
10			Voucher ID	43	10	Numeric	Voucher ID for voucher involved in the error.

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8.4 MAT80 Section 3: Identifying a member by number who has an error
(can be none, one or multiple)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	**M**	Section Indicator	1	1	Alphanumeric	Value must equal "3."
2	**M**	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the ERRHR and incremented by 1 for each record submitted under the ERRHR.
3	M	Last Name	7	20	Alphanumeric	Fill based on the certification being billed that generated error
4	**M**	First Name	27	20	Alphanumeric	Fill based on the certification being billed that generated error
5	**MOC**	Middle Initial	47	1	Alphanumeric	Fill based on the certification being billed that generated error
6	**M**	Social Security Number	48	9	Alphanumeric	Fill based on the certification being billed that generated error
7	**M**	Relationship Code	57	1	Alphanumeric	Refer to MAT10 Section 3, field 7.
8	**M**	Error Type Code	58	2	Numeric	Valid Error Type Code: 1 = Eligibility 2 = Calculation 3 = Timing 4 = Reporting
9	**M**	Error Reason Code	60	4	Numeric	Valid Error Reason Code for Error Type Code = 1: 1 = Components such as citizenship 2 = Unit size 3 = Income 4 = Family member status Valid Error Reason Code for Error Type Code = 2:

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8.4 MAT80 Section 3: Identifying a member by number who has an error
(can be none, one or multiple)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						1 = incorrect calculation formulas 2 = Incorrect income 3 = Incorrect adjusted income 4 = Incorrect deductions 5 = Incorrect expenses 6 = Incorrect disposition of assets 7 = Incorrect allowances Valid Error Reason Code for Error Type Code = 3: 1 = Late rent increase notifications 2 = Late voucher submittals 3 = Late certifications and re-certifications 4 = Timing of certification submittals based on effective date of certifications 5 = Timing of move-in certifications versus move-outs Valid Error Reason Code for Error Type Code = 4: 1 = Number of units 2 = Head of household qualification 3 = Missing data 4 = Tenant misreporting
10	M	Error Detected Date	64	8	DATE MMDDYYYY	Date error was detected and it cannot be a future date.

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8.4 MAT80 Section 3: Identifying a member by number who has an error
(can be none, one or multiple)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	**M**	Point of Discovery Code	72	1	Alphanumeric	Note: The only point of discovery, for which HUD is requiring the submission of errors, is MORs. Submission of errors found via other points of discovery is optional. Valid Code: R = Review Stage M = During MOR C = Resident Compliant O = Other
12	**M**	Repayment Indicator	73	1	Alphanumeric	Valid Code: 1 = Overpayment 2 = Underpayment 3 = No repayment
13	**M**	Review Amount	74	10	Numeric	Amount identified during review
14	**M**	Error Amount	84	10	Numeric	Amount in error. Permit negative. **NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.**
15		Voucher ID	94	10	Numeric	Voucher ID for voucher involved in the error

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8.5 ERRND iSERS Batch Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "ERRND."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.D." TRACS Release = 2.0.2. TRACS Version = D
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the ERRHR and incremented by 1 for each record including the ERRND. Each ERRND must be paired with a preceding ERRHR.

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8.6 ERRER iSERS MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
1	**M**	Processing Mailbox ID, Filler, and Project's Telecom Address	N/A	24	Alphanumeric	Processing Mailbox ID value: @*@ Sender's Telecom Address has been discontinued. TRACS obtains this information from the TRACSMail Header. All messages related to the transmission are returned to this address. The filler is 10 characters after the "@*@" (not including spaces). Project's Telecom Address is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's Telecom Address must contain "TRACM". The next 5 positions are the HUD assigned number. **(Formerly Mailbox ID)**
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "ERRER."
3		Release/Version Number	Release/Version:	7	Alphanumeric	Value must equal "2.0.2.D" TRACS Release = 2.0.2. TRACS Version = D
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date	MMDDYYYY – The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time	HHMMSS – The time stamp of the original transmission to which these error records apply.

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8.6 ERRER iSERS MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
7		Head of Household	Head of Household:	9	Alphanumeric	MAT 80 ERRHR, field 7
8		Record Type Error	Record Type Error:	5	Alphanumeric	Value: "MAT80", "ERRHR" or "ERRND."
9		Record Section Error	Record Section Error:	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.
10		Record In Error Record Number	Record in Error:	5	Numeric	Contains the sequential record number of the record in error.
11		Field Number In Error	Field Number in Err:	4	Numeric	Contains the field number of the field within the record that has the error.
12		Field Contents In Error	Field Content in Err:	50	Alphanumeric	Contains the field contents in error. Field content is truncated after 50 characters. In some cases this field may contain a message instead of field contents. "MSG" will prefix this message.
13		Type Field Error	Type Field Error:	2	Alphanumeric	Space = not field error See Appendix C of the MAT User Guide for associated message.
14		Type Mandatory Error	Type Mandatory Err:	2	Alphanumeric	Space = not mandatory error See Appendix C of the MAT User Guide for associated message.
15		Transmission Record Count Error	Trans Rec Cnt Err:	2	Alphanumeric	Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.
16		Site Reported Count	Site Rptd Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the site reported value.

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8.6 ERRER iSERS MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
17		MAT Calculated Count	MAT Calculated Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the MAT calculated value.
18		Error Message Text	Error Message:	78	Alphanumeric	This field contains the error message text that is associated with an error code. The error codes and associated messages are defined in an Appendix of the MAT User Guide.

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8.7   ERRTR iSERS MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
1	M	Processing Mailbox ID, Filler, and Project's Telecom Address	N/A	24	Alphanumeric	Processing Mailbox ID value: @*@ Sender's Telecom Address has been discontinued. TRACS obtains this information from the TRACSMail Header. All messages related to the transmission are returned to this address. The filler is 10 characters after the "@*@" (not including spaces). Project's Telecom Address is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's Telecom Address must contain "TRACM". The next 5 positions are the HUD assigned number. **(Formerly Mailbox ID)**
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "ERRTR"
3		Release/Version Number	Release/Version:	7	Alphanumeric	Value must equal "2.0.2.D" TRACS Release = 2.0.2. TRACS Version = D
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date	MMDDYYYY – The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time	HHMMSS – The time stamp of the original transmission to which these error records apply.
7		Error Date	Error Date:	8	Date	MMDDYYYY – The date stamp of this transmission.

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8.7   ERRTR iSERS MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
		Stamp				
8		Error Time Stamp	Error Time:	6	Time	HHMMSS – The time stamp of this transmission, not the actual time transmission occurred.
9		Total Number Error Records	Total Error Recs:	6	Numeric	The total number of type ERRER records sent.
10		Total Number of Field Errors	Total Field Err:	6	Numeric	The total number of field edit errors.
11		Total Number of Mandatory Errors	Total Mandatory Err:	6	Numeric	The total number of mandatory field errors.
12		Total Number of Record Count Errors	Total Rec Cnt Err:	6	Numeric	The total numbers of record count errors.
13		Response Message Text	Response Message:	45	Alphanumeric	Value: "NO ERRORS DETECED IN THIS MAT SUBMISSION" or "<#of> ERRORS DETECTED IN THIS MAT SUBMISSION"

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8.8 iSERS MAT Error Code and Message

Code	Error Message
9	**"RECORD REJECTED: RELEASE/VERSION NUMBER IS INVALID"** Condition: The MAT transaction contains a Release/Version Number that TRACS does not recognize as current. The complete transaction is rejected.
12	**"FIELD EXCEEDS THE MAXIMUM AMOUNT OF DIGITS"** Condition: MAT80 iSERS section 2 fields 8, 9 and section 3 fields 13, 14 cannot be more than 8 digits.
30	**"TRANSMISSION REJECTED: ERRHR NOT FIRST RECORD OR MISSING"** Condition: Self-explanatory.
31	**"TRANSMISSION REJECTED: INVALID ERRHR DATE/TIME"** Condition: Self-explanatory.
32	**"TRANSMISSION REJECTED: A COUNTER IN ERRHR IS INCORRECT"** Condition: Self-explanatory.
33	**"TRANSMISSION REJECTED: EITHER SECTION 2 OR SECTION 3 IS REQUIRED"** Condition: Self-explanatory.
34	**"TRANSMISSION REJECTED: INVALID PROJECT TELECOM ADDRESS ID IN ERRHR"** Condition: Self-explanatory.
35	**"MAT80 REJECTED: A COUNTER IN MAT80 SECTION 1 IS INCORRECT"** Condition: Self-explanatory.
36	**"MAT80 REJECTED: MAT80 SECTION RECORDS ARE OUT OF SEQUENCE"** Condition: Self-explanatory.
37	**"MAT80 REJECTED: INVALID ERROR TYPE CODE"** Condition: Self-explanatory.
38	**"MAT80 REJECTED: INVALID ERROR REASON CODE"** Condition: Self-explanatory.
39	**"MAT80 REJECTED: INVALID POINT OF DISCOVERY CODE"** Condition: Self-explanatory.
40	**"MAT80 REJECTED: INVALID REPAYMENT INDICATOR"**

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8.8 iSERS MAT Error Code and Message

Code	Error Message
	Condition: Self-explanatory.
41	**"MAT80 REJECTED: MULTIPLE HEAD OF HOUSEHOLD"**
	Condition: Self-explanatory.
42	**"MAT80 REJECTED: INVALID RELATIONSHIP CODE"**
	Condition: Self-explanatory.
43	**"MAT80 REJECTED: MAT80 SECTION 1 HEADER RECORD NOT FOUND"**
	Condition: Self-explanatory.
44	**"TRANSMISSION REJECTED: NO ERRND RECORD FOUND"**
	Condition: Self-explanatory.
45	**"MAT80 REJECTED: ERROR DETECTED DATE CANNOT BE A FUTURE DATE"**
	Condition: Self-explanatory.
D	**"FIELD IS NOT A VALID DATE/TIME"**
	Condition: Self-explanatory.
N	**"FIELD IS NOT NUMERIC"**
	Condition: Self-explanatory.
Q	**"TRANSMISSION REJECTED: THE SEQUENTIAL RECORD NUMBER IS OUT OF SEQUENCE"**
	Condition: Each record contains a sequential number named 'Record Number'. If this number is out of sequence, this message will be generated.
R	**"TRANSMISSION REJECTED: INVALID MAT OR SEC RECORD TYPE"**
	Condition: Each record contains a record identifier, such as MAT80, or a Section Indicator such as 2. This message is generated when either *record identifier* or *section indicator* is invalid.
S	**"A MANDATORY FIELD MUST NOT BE SPACE FILLED"**
	Condition: Self-explanatory.
T	**"TRANSMISSION REJECTED: RELEASE/VERSION NUMBER INVALID"**

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8.8 iSERS MAT Error Code and Message

Code	Error Message
	Condition: Self-Explanatory.
X	**"FIELD IS NOT ALPHANUMERIC"**
	Condition: Self-Explanatory.
Z	**"A MANDATORY FIELD MUST NOT BE ZERO FILLED"**
	Condition: Self-explanatory.
A1	**"TRANSMISSION REJECTED: CONTRACT NUMBER REQUIRED FOR SUBSIDY TYPE"**
	Condition: Self-Explanatory.
A2	**"TRANSMISSION REJECTED: INVALID SUBSIDY TYPE"**
	Condition: Self-Explanatory.
A3	**"TRANSMISSION REJECTED: PROJECT NUMBER REQUIRED"**
	Condition: Self-Explanatory.
A4	**"TRANSMISSION REJECTED: CONTRACT NUMBER NOT IN TRACS"**
	Condition: Self-Explanatory.
A8	**"TRANSMISSION REJECTED: PROJECT NUMBER INVALID"**
	Condition: Self-Explanatory.
A9	**"TRANSMISSION REJECTED: SUBSIDY TYPE SHOULD NOT HAVE CONTRACT NUMBER"**
	Condition: Self-Explanatory.

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