

CHAPTER 8: TRACS MAT iSERS RECORD FORMATS AND DEFINITIONS

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M = Mandatory field; has a value not equal to spaces or zeros **M*** = Mandatory, zeros allowed **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" or "2.0.3.A" TRACS Release = 2.0.2. or 2.0.3 TRACS Version = D or A
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 an 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	Subsidy Type	38	1	Alphanumeric	TRACS will use this subsidy type for all transactions under this ERRHR.
8	MOC	Project Number	39	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

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8.1 ERRHR iSERS Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						under this ERRHR. NOTE Do not enter a project number for FHA projects. Sample entries are provided below: FHA Insured Projects – 12144026 Elderly Housing Projects – 121EH001 Other Noninsured Projects – 121001N1 Note: RAD and 811 PRA Demo properties are not to report via iSERS.
9	MOC	Contract Number	47	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. Note: RAD and 811 PRA Demo properties are not to report via iSERS.

8.2 MAT80 Section 1: Error Reporting Header Record (must have 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" or "2.0.3.A" TRACS Release = 2.0.2. or 2.0.3 TRACS Version = D or A
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."

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8.2 MAT80 Section 1: Error Reporting Header Record
(must have one)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
5	M*		Section 2 Count	19	4	Numeric	Number of Section 2 records.

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8.3 MAT80 Section 2: Errors
(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	Head of Household	7	9	Alphanumeric	The head of household social security number.
4	M	Head Last Name	16	20	Alphanumeric	The head of household last name
5	M	Head First Name	36	20	Alphanumeric	The head of household first name
6	MOC	Head Middle Initial	56	1	Alphanumeric	The head of household middle initial
7	MOC	Unit Number	57	10	Alphanumeric	Unit Number that involved in the error.
8	M	Error Type Code	67	2	Numeric	Valid Error Type Code: 1 = Eligibility 2 = Calculation 3 = Timing 4 = Reporting
9	M	Error Reason Code	69	4	Numeric	Valid Error Reason Code for Error Type Code = 1: 1 = Components such as citizenship 2 = Unit size 3 = Income Valid Error Reason Code for Error Type Code = 2: 1 = Incorrect calculation formulas 2 = Incorrect income 3 = Incorrect adjusted income

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8.3 MAT80 Section 2: Errors
(can be none, one or multiple)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>4 = Incorrect deductions 5 = Incorrect expenses 6 = Incorrect disposition of assets 7 = Incorrect allowances</p> <p>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</p> <p>Valid Error Reason Code for Error Type Code = 4: 1 = Number of units 2 = Head of household qualification 3 = Missing data 4 = Tenant misreporting</p>
10	M	Error Detected Date	73	8	DATE MMDDYYYY	Date error was detected and it cannot be a future date.
11	M	Point of Discovery Code	81	1	Alphanumeric	<p>Note: HUD is requiring the submission of errors for the During MOR and Resident Complaint Points of Discovery. Submission of errors found via other points of discovery is optional.</p> <p>Valid Code: R = Review Stage M = During MOR</p>

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8.3 MAT80 Section 2: Errors
(can be none, one or multiple)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						C = Resident Compliant O = Other
12	M	Repayment Indicator	82	1	Alphanumeric	Valid Code: 1 = Overpayment 2 = Underpayment 3 = No repayment
13	M	HAP Amount at Review	83	10	Numeric	HAP amount identified during review or time of resident complaint
14	M	Corrected HAP Amount	93	10	Numeric	HAP amount after error has been resolved.
15	M	Total HAP Error Amount	103	10	Numeric	Total amount of HAP paid in error. Permit negative. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -00000575. Positive values are unsigned.

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8.4 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" or "2.0.3.A" TRACS Release = 2.0.2. or 2.0.3 TRACS Version = D or A
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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8.5 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	<p>Processing Mailbox ID value: @*@</p> <p>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).</p> <p>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)</p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "ERRER."
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal "2.0.2.D" or "2.0.3.A"</p> <p>TRACS Release = 2.0.2. or 2.0.3</p> <p>TRACS Version = D or A</p>
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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8.5 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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8.5 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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8.6 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	<p>Processing Mailbox ID value: @*@</p> <p>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).</p> <p>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)</p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "ERRTR"
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal "2.0.2.D" or "2.0.3.A"</p> <p>TRACS Release = 2.0.2. or 2.0.3</p> <p>TRACS Version = D or A</p>
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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8.6 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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8.7 iSERS MAT Error Code and Message

Code	Error Message
9	<p>“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.</p>
30	<p>“TRANSMISSION REJECTED: ERRHR NOT FIRST RECORD OR MISSING” Condition: Self-explanatory.</p>
31	<p>“TRANSMISSION REJECTED: INVALID ERRHR DATE/TIME” Condition: Self-explanatory.</p>
32	<p>“TRANSMISSION REJECTED: A COUNTER IN ERRHR IS INCORRECT” Condition: Self-explanatory.</p>
33	<p>“TRANSMISSION REJECTED: SECTION 2 IS REQUIRED” Condition: Self-explanatory.</p>
35	<p>“MAT80 REJECTED: A COUNTER IN MAT80 SECTION 1 IS INCORRECT” Condition: Self-explanatory.</p>
36	<p>“MAT80 REJECTED: MAT80 SECTION RECORDS ARE OUT OF SEQUENCE” Condition: Self-explanatory.</p>
37	<p>“MAT80 REJECTED: INVALID ERROR TYPE CODE” Condition: Self-explanatory.</p>
38	<p>“MAT80 REJECTED: INVALID ERROR REASON CODE” Condition: Self-explanatory.</p>
39	<p>“MAT80 REJECTED: INVALID POINT OF DISCOVERY CODE” Condition: Self-explanatory.</p>
40	<p>“MAT80 REJECTED: INVALID REPAYMENT INDICATOR” Condition: Self-explanatory.</p>

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8.7 iSERS MAT Error Code and Message

Code	Error Message
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 <i>record identifier</i> or <i>section indicator</i> is invalid.
S	“A MANDATORY FIELD MUST NOT BE SPACE FILLED” Condition: Self-explanatory.
T	“TRANSMISSION REJECTED: RELEASE/VERSION NUMBER INVALID” Condition: Self-Explanatory.
X	“FIELD IS NOT ALPHANUMERIC” Condition: Self-Explanatory.

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8.7 iSERS MAT Error Code and Message

Code	Error Message
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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