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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.

Assistance Payment Report can be selected from the TRACS Queries Menu.

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 an Assistance Payment Report

8.1 Assistance Payment Query:

1. From the TRACS Queries Menu, click on the Assistance Payment link, and the following query screen (Figure 1) displays:

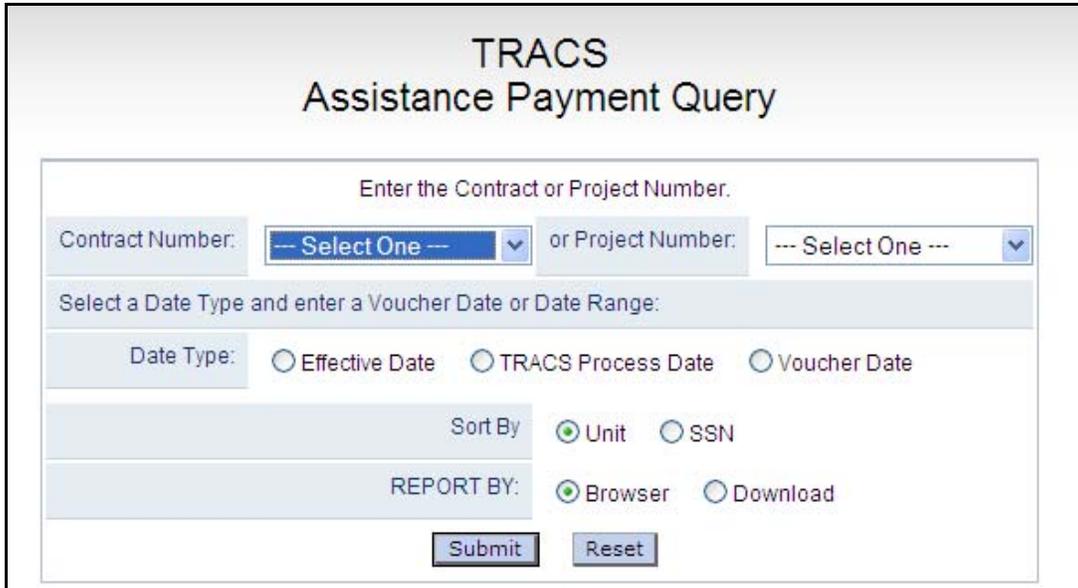


Figure 1- Assistance Payment Query

8.2 For Assistance Payment Query:

1. From the Assistance Payment Query Screen, select the contract or project number from the drop down list.

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.

Date selection options will be based on the Date Types selection. Following are the window of Voucher Date, Effective Date and TRACS Processed Date.

Enter the Contract or Project Number.

Contract Number: or Project Number:

Select a Date Type and enter a Voucher Date or Date Range:

Date Type: Effective Date TRACS Process Date Voucher Date

Date Range:

From Date (MM/DD/YYYY): 

To Date (MM/DD/YYYY): 

Sort By Unit SSN

REPORT BY: Browser Download

Figure 2- Effective Date Selection

Enter the Contract or Project Number.

Contract Number: or Project Number:

Select a Date Type and enter a Voucher Date or Date Range:

Date Type: Effective Date TRACS Process Date Voucher Date

Date Range:

From Date (MM/DD/YYYY): 

To Date (MM/DD/YYYY): 

Sort By Unit SSN

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Figure 3- Process Date Selection

Enter the Contract or Project Number.

Contract Number: or Project Number:

Select a Date Type and enter a Voucher Date or Date Range:

Date Type: Effective Date TRACS Process Date Voucher Date

Voucher Date: (MM/DD/YYYY) /01/

Sort By Unit SSN

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Figure 4- Voucher Date Selection

3. Based on the selection specify date by entering a Voucher Date or a Date Range.

Note: 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.

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 a Flat file, click Download. (See next section) The default value for report type is Browser.
6. Click Submit to start the Query.

Figure 5, 6 & 7 are displayed with the different date selection.

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

Contract Number: CT26M000055
Sort by: Unit **Effective Date Range: 06/08/2009 - 08/18/2009**

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Cale AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Com Rent	Util Allow	Project Number	Sub Type	Voucher Date
CIARELLI-ROSS F..	XXXXX7513	A-1403	7/11/2009	MI		3	4/30/2009	6/3/2010	722	722	0	319	14536	12740	1041	0	01744134	H1	
CIARELLI-ROSS F..	XXXXX7513	A-1403	7/11/2009	MI		2	12/31/2008	5/17/2010	722	722	0	319	14536	12740	1041	0	01744134	H1	
CIARELLI-ROSS F..	XXXXX7513	A-1403	7/11/2009	MI		1	7/1/2009	10/21/2009	722	722	0	319	14536	12740	1041	0	01744134	H1	
DANAI M..	XXXXX0643	A-714	7/11/2009	MI		3	4/30/2009	6/3/2010	843	843	0	198	8328	7928	1041	0	01744134	H1	
DANAI M..	XXXXX0643	A-714	7/11/2009	MI		2	12/31/2008	5/17/2010	843	843	0	198	8328	7928	1041	0	01744134	H1	
DANAI M..	XXXXX0643	A-714	7/11/2009	MI		1	7/1/2009	10/21/2009	843	843	0	198	8328	7928	1041	0	01744134	H1	
TRUJILLO M..	XXXXX7211	A-905	7/11/2009	IC		3	4/30/2009	6/3/2010	648	648	0	393	16789	15734	1041	0	01744134	H1	
TRUJILLO M..	XXXXX7211	A-905	7/11/2009	IC		2	12/31/2008	5/17/2010	648	648	0	393	16789	15734	1041	0	01744134	H1	
TRUJILLO M..	XXXXX7211	A-905	7/11/2009	IC		1	7/1/2009	10/21/2009	648	648	0	393	16789	15734	1041	0	01744134	H1	

Total TRACS Calculated Assistance Payment: 6639
 Total MAT Assistance Payment: 6639
 Total Assistance Payment Difference: 0

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Figure 5- Assistance Payment Browser Report (Effective Date Range)

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

Contract Number: CA16E000021
Sort by: Unit **TRACS Process Date Range: 06/08/2008 - 09/21/2008**

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Cale AP	MAT AP	APP Diff	TTP	Annual Income	Adjustment Income	Com Rent	Util Allow	Project Number	Sub Type	Voucher Date
CARRANZA L..	XXXXX7986	113	1/1/2008	IR		1	1/1/2008	9/4/2008	443	443	0	427	6660	5220	805	65		H1	
MARTINEZ C. D.	XXXXX1507	122	6/24/2008	MI	1	1	6/24/2008	9/4/2008	593	593	0	277	12978	11058	805	65		H1	
AVILA M..	XXXXX2740	14	1/1/2008	IR		1	1/1/2008	9/4/2008	242	242	0	538	11856	11856	719	61		H1	
DOMINGUEZ-HERRERA J. P.	XXXXX6700	145	3/1/2008	IR	1	2	3/1/2008	7/29/2008	154	154	0	782	8032	6672	867	69		H1	
DOMINGUEZ-HERRERA J. P.	XXXXX6700	145	3/1/2008	IR		1	3/1/2008	6/27/2008	146	146	0	749	8032	6672	826	69		H1	
DOMINGUEZ-HERRERA J. P.	XXXXX6700	145	1/1/2008	IR		1	1/1/2008	9/5/2008	154	154	0	782	8032	6672	867	69		H1	
TREMPER J. A.	XXXXX9298	152	5/14/2008	MI	1	1	5/14/2008	9/4/2008	592	592	0	277	8268	6348	805	65		H1	
GONZALEZ E..	XXXXX4012	21	5/1/2008	IR	1	1	5/1/2008	9/4/2008	702	702	0	78	3120	3120	719	61		H1	
DOMINGUEZ B..	XXXXX7673	82	1/1/2008	IR		1	1/1/2008	8/12/2008	545	545	0	325	6660	5700	805	65		H1	

Total TRACS Calculated Assistance Payment: 3571
 Total MAT Assistance Payment: 3571
 Total Assistance Payment Difference: 0

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Figure 6- Assistance Payment Browser Report

(TRACS Process Date Range)

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

Contract Number: CA16E000021
Sort by: Unit Voucher Date: 10/01/2008

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Act Cd	Sub #	Action Effective Date	TRACS Process Date	TRACS Cale AP	MAT AP	APP Diff	TTP	Annual income	Adjustment Income	Com Rent	Util Allow	Project Number	Sub Type	Voucher Date
CARRANZA L..	XXXXX7986	113	1/1/2008	IR		1	1/1/2008	9/4/2008	443	443	0	427	6660	5220	805	65		H1	10/1/2008
MARTINEZ C. D.	XXXXX1507	122	6/24/2008	MI	1	1	6/24/2008	9/4/2008	593	593	0	277	12978	11058	805	65		H1	10/1/2008
AVILA M. .	XXXXX2740	14	1/1/2008	IR		1	1/1/2008	9/4/2008	242	242	0	538	11856	11856	719	61		H1	10/1/2008
DOMINGUEZ-HERRERA J. P.	XXXXX6700	145	1/1/2008	IR		1	1/1/2008	9/5/2008	154	154	0	782	8032	6672	867	69		H1	10/1/2008

Total TRACS Calculated Assistance Payment: 1432
Total MAT Assistance Payment: 1432
Total Assistance Payment Difference: 0

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Figure 7- Assistance Payment Browser Report (Voucher Date)

8.3 To download the Assistance Payment Report:

1. Select Report by: Download option after making other selection.
2. Click on Submit, and the File Download screen (Figure 8) will be displayed.

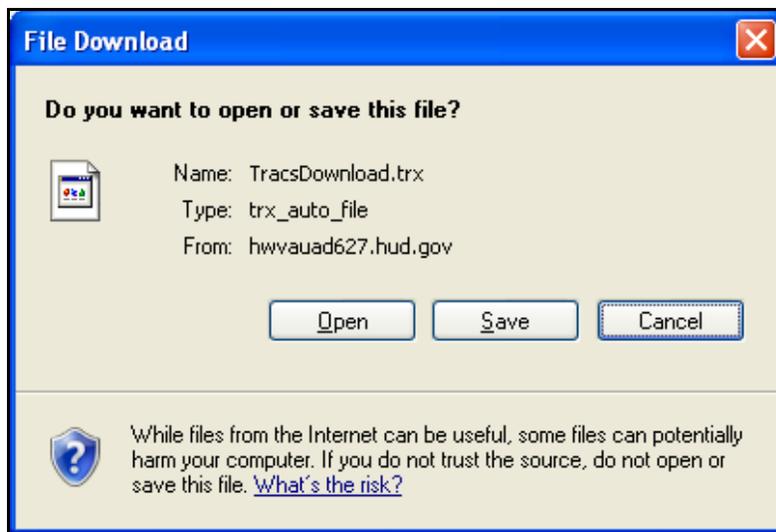


Figure 8- File Download Window

3. Click on Save to the file to your hard drive or click on Open to open the file.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in flat file format, which is downloaded to your PC's hard drive. The data displays in the order of the *Header Field Names* (Figure 9).

 *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN – XXXXXNNNN

TIN – XXXXXNNNN

DOB – XX/XX/NNNN

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Contract Number; Project Number; Last Name; First Name; Middle Name; Head
SSN; Unit Number; Effective Date; Cert Type; Process Code; Sequence
Number; Transaction Effective Date; Tracs Review Date; AP; Discrepancy
Value; Calculated Discrepancy Value; TTP; Annual Income; Adjusted Income;
Gross Rent; Utility Allowance Amt; Contract Number; Project Number;
Subsidy Type; Voucher Date
CA16E000021;;CARRANZA;LAURA;;XXXXX7986;113;1/1/2008;IR;;1;1/1/2008;9/4/20
08;443;443;0;427;6660;5220;805;65;CA16E000021;;H1;10/1/2008
CA16E000021;;MARTINEZ;CRYSTAL;D;XXXXX1507;122;6/24/2008;MI;1;1;6/24/2008;
9/4/2008;593;593;0;277;12978;11058;805;65;CA16E000021;;H1;10/1/2008
CA16E000021;;AVILA;MARIA;;XXXXX2740;14;1/1/2008;IR;;1;1/1/2008;9/4/2008;2
42;242;0;538;11856;11856;719;61;CA16E000021;;H1;10/1/2008
CA16E000021;;DOMINGUEZ-
HERRERA;JOSE;P;XXXXX6700;145;1/1/2008;IR;;1;1/1/2008;9/5/2008;154;154;0;7
82;8032;6672;867;69;CA16E000021;;H1;10/1/2008
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Figure 9- Download Report