

TRACS

Tenant Rental Assistance Certification System (TRACS) is a HUD computer system. It was developed to improve financial control over assisted housing programs by updating manual procedures to include automated processes and controls. Sign into Secure Systems by using your WASS ID and select TRACS. If TRACS is not listed as an option, you will need permission assigned to you from your Coordinator or System Administrator.

User Login faq | help | search | home

**Secure Systems
Single Sign On**

User ID

Password

Never share your **WASS** ID and password for any reason!

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Figure 1 – TRACS Query/Report options

There are several options for viewing your voucher or tenant data. The two most often used queries are the Voucher Query and the Certification Query.

Voucher Query

The Voucher Query provides the user with updated information about the status of a voucher. The user can identify and resolve errors on vouchers already accepted for payment in TRACS.

Contract/Project Number:										
Project Name:										
Subsidy Type: Section 8										
Subsidy Contract Expiration Date: 11/30/2025										
Active Tenant Count/Units: 48/48 (100%)										
<i>Select a Voucher ID to view additional voucher details.</i>										
Voucher ID	Voucher Date	Correct-ion Ind	TRACS Processed Date	Status Code	Status Date	Discrep-ancy Ind	Approved Voucher Amount	Offset Amount	Amount Paid	Est Pay Date
	11/01/2011	N	10/03/2011	P10	10/04/2011		\$32852	\$0	\$0	
	10/01/2011	N	09/09/2011	P00	09/30/2011		\$33905	\$0	\$33905	10/03/2011
	09/01/2011	N	08/09/2011	P00	08/31/2011		\$33034	\$0	\$33034	09/01/2011

Figure 2 – Voucher Query

Selecting the Voucher ID of a voucher will provide four additional options:

1. Voucher Summary Detail
2. Miscellaneous Accounting Requests
3. Special Claims
4. Voucher Discrepancies

Option 1, the Voucher Summary Detail, provides a more in depth look at the voucher amounts paid per section. You can see below the discrepancy on this voucher was due to the adjustments.

Contract/Project Number:		Project Name:	
Voucher Id:		Voucher Date:	
<i>Transmission Details</i>			
Mailbox ID			
Transmission Date	09/09/2011		
<i>Payment Requested</i>			
Total Regular Payment Amount: \$	20687		
Total Adjusted Payment Amount: \$	2708	}	The difference in this voucher is from the adjustments.
Voucher Unrequested Amount: \$	0		
Total Miscellaneous Request Amount: \$	0		
Total Special Claims Amount: \$	0		
Total Voucher Amount: \$	23395		
<i>Payment Approved</i>			
CA Approved Total Regular Payment Amount: \$	20687		
CA Approved Total Adjusted Payment Amount: \$	1836	}	
CA Approved Voucher Unrequested Amount: \$	0		
CA Approved Total Miscellaneous Request Amount: \$	0		
CA Approved Total Special Claims Amount: \$	0		
CA Approved Total Voucher Amount: \$	22523		

Figure 3 – Voucher Summary Detail

Voucher Discrepancies will show a Y in the Discrepancy column. To view the discrepancy, click the Voucher ID then choose 4. Voucher Discrepancies. The voucher below is pending Contract Renewal in TRACS.

Contract/Project Number:		Project Name:		
Voucher Id:		Voucher Date: 10/01/2011		
Discrepancy Code	Description	Recommendation	Action Required	Discrepancy Detail Indicator
VST41	CONTRACT EXPIRED IN TRACS.	CONTACT YOUR PROJECT MANAGER AT LOCAL HUD FIELD OFFICE.	3	N

Figure 4 – Voucher Discrepancy

A complete list of voucher discrepancy codes can be found in the in Appendix C, D, and E of the MAT User’s Guide. A user’s guide can be found at the bottom of the page. Here you will find detailed instructions for using the query.

Certification Query

The Certification Query should be used to review and resolve discrepancies in data. Navigate is responsible for sending the tenant data to TRACS so discrepancies should be addressed to the property’s assigned Accounting Specialist.

Contract/Project Number:													
Subsidy Contract Expiration Date: 02/01/2015													
Active Tenant Count/Units: 5/5 (100%)													
<i>Select a Tenant Name to view additional certification details. Highlighted rows correspond to Active Tenant Count.</i>													
Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code
	XXX	A 1	07/01/2011	*AR*			04/14/2011	\$589	\$304	\$12744	\$12142	\$893	E
	XXX	A 2	07/01/2011	*AR*			04/14/2011	\$719	\$174	\$8089	\$6958	\$893	E
	XXX	A 3	07/01/2011	*AR*			04/14/2011	\$663	\$230	\$12156	\$9174	\$893	E
	XXX	A 4	07/01/2011	*AR*			04/14/2011	\$673	\$220	\$11796	\$8779	\$893	E
	XXX	A 5	07/01/2011	*AR*			04/14/2011	\$662	\$231	\$9745	\$9249	\$893	E
	XXX	A 6	07/01/2011	AR	MO	07/18/2011	08/24/2011	\$718	\$175	\$8088	\$7006	\$893	E
Interpreting and printing this page													
Back to Query													

Figure 5 – Certification Query

Certifications will an asterisk (ex: *AR*) on either side of the Cert Type indicate a discrepancy on the certification. Certifications shown in bold are future certs. To view the discrepancy on a certification, click on the tenant’s name and you will be presented with two options: 1. Certification Discrepancies 2. Certification History List.

Select option 1. Certification Discrepancies to see the discrepancies.

Discrepancy Code	Description	Recommendation	Action Required	Member Number
CE010	HOUSEHOLD APPEARS OVERHOUSED	COMPARE # OF BEDROOMS TO # OF HOUSEHOLD MEMBERS, AGES, AND RELATIONSHIPS	4	

[Interpreting and printing this page](#)

[Back to Query](#) [Back to Certification Detail Options](#)

Figure 6 – Certification Discrepancies

Certification error codes are explained in Appendix C, D, and E of the MAT User’s Guide.

To review a list of certifications for the tenant, select the tenant’s name in the Tenant Name column and choose option 2. Certification History List. Using this option, you will be able to see what certifications were accepted in TRACS for the tenant and identify any that may be missing. Notify your Accounting Specialist should you find something missing.

Select User Guide at the bottom of the Certification Query screen for more detailed information about using the query.