

10

Certification with Discrepancies Report

The Certification with Discrepancies Report provides owners and agents with easy access to certifications containing discrepancies in or to facilitate corrections.

The option can be selected from the TRACS Queries Menu.

Objectives

By the end of this chapter, you will be able to:

- Query certifications containing discrepancies
- View query data from browser
- Download and print a Certification with Discrepancies Report

From the TRACS Certification with Discrepancies window:

- Click on the 'TRACS Main' link in the blue side bar to return to the 'TRACS Main Menu'.
- Click on the 'TRACS Queries' link in the blue side bar to return to the 'TRACS Queries Menu'.
- Click on the 'HUD Home' link in the bottom of the window side to go to the 'HUD' web page.
- Click on the 'TRACS Home' link in the bottom of the window to go to the 'TRACS' web page.
- Click on the 'Contact Us' link in the bottom of the window side to go to send an email to HUD.
- Click on the 'User Guide' link in the bottom of the window to go to open the query related user guide

10.1 To access the Certifications with Discrepancies Query Screen:

1. From the TRACS Queries Menu, click on the Certifications with Discrepancies Query link, and the following query screen (Figure 1) displays:

Figure 1- Certifications with Discrepancies Query Window

A *Contract Number* or *Project Number* is used to initiate the query, and displays in the form of a drop-down list. Users can only select one *Contract Number* or *Project Number* based on property assigned to the user ID.

- *Contract Number* is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.
- *Project Number* is the eight-character project number assigned to the subsidy type.
- The *Sort By* selection defaults to the *Unit* radio button, in which the results will be listed in Unit number order. Select the *Name* radio button to have the results listed by tenant last name in alphabetical order.
- The *Report By* selection defaults to the *Browser* radio button, in which the results will display by the Web browser. Select the *Download* option to have the results downloaded into a Flat File.

10.2 To submit Certifications with Discrepancies Query Screen:

1. From the Certifications with Discrepancies Query Screen, select the contract or project by scrolling to the desired contract number or project number.

 *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 Range Types: Effective Date, or TRACS Processed Date.
3. To specify a date range, enter dates in From Voucher Date and To Voucher date fields.

 *Note:* Both dates have three fields: Month, Day, and Year fields. Month and Day fields are two digits each; the Year field is four digits.

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 as a Flat File, click Download. (See next section) The default value for report type is Browser.

6. Click on , and the Certifications with Discrepancies Report screen will be displayed.

OR

Click on to clear fields and enter different criteria.

logout

TRACS

Tenant Rental Assistance Certification System

HUD web

U.S. Department of Housing and Urban Development
TRACS Certifications with Discrepancies Report

Contract Number: CT26M000055 Date Range Type: Effective Date
Date Range: 05/04/2009 - 05/01/2010 Sort By: Unit

Project Number	Unit Number	Tenant Name	SSN	Effective Date	# of Days Unresolved	Action Code (1-4)	Discrepancy Code	Discrepancy Description
01744134	A-905	TRUJILLO, MARINA	XXXXX7211	07/01/2009	204	3	CE258	HOUSEHOLD SHOULD BE TERMINATED BEFORE AN INITIAL CERTIFICATION (IC) IS SUBMITT

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Figure 2- Certifications with Discrepancies Browser Report

10.3 To download the Certifications with Discrepancies Report:

1. Select *Report By: Download* option.
2. Click on , and the File Download screen (Figure 3) displays.

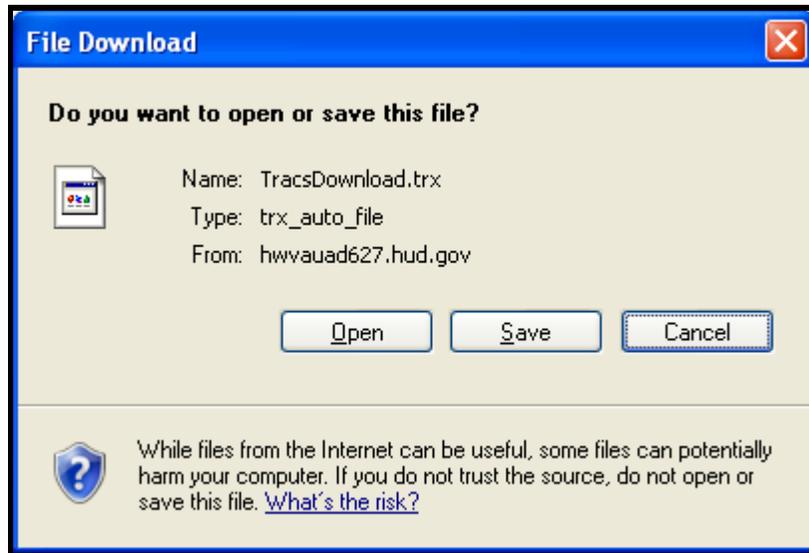


Figure 3- File Download Window

3. Click on Save to *Save it to disk* to name and save the file to your hard drive.
4. 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 4).

Figure 4 is an example of the Certifications with Discrepancies Report.

```
Project Number;Unit; Tenant Name; Tenant SSN; Effective Date; # of Days  
Unresolved; Action Code ; Discrepancy Code; Discrepancy Description  
01744134;A-1213;SENBURG JR, LEWIS. A.  
;XXXXX5403;01/01/10;161;3;CE131;SECURITY DEPOSIT IS NOW BEING COLLECTED  
BY TRACS.  
01744134;A-610;POPOVA, OKSANA- . ;XXXXX4399;01/01/10;161;3;CE131;SECURITY  
DEPOSIT IS NOW BEING COLLECTED BY TRACS.  
01744134;A-905;TRUJILLO, MARINA.  
;XXXXX7211;07/01/09;223;3;CE258;HOUSEHOLD SHOULD BE TERMINATED BEFORE AN  
INITIAL CERTIFICATION (IC) IS SUBMITT
```

Figure 4- Download Report