

## CHAPTER 6: TRACS MAT VOUCHER/PAYMENT SYSTEM RECORD FORMATS AND DEFINITIONS

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### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	<b>M</b>	Record Identifier	1	5	Alphanumeric	Must equal "VCHHR."
2	<b>M</b>	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	<b>M</b>	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under this VCHHR. Multiple VCHHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each VCHHR must be paired with a VCHND occurring prior to the next VCHHR.
4	<b>M</b>	Date Stamp	18	8	Date MMDDYYYY	This is a system date stamp representing the date this file was created by its originator. No dashes or spaces should be used in this field.
5	<b>M</b>	Time Stamp	26	6	Time HHMMSS	This is a system time stamp inserted in the header record when the file is created by its originator. No colons should be used in this field.
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions or to specify their own software releases, or for any other purpose. The contents of this field will be returned in the HUD transmission acknowledgment.  Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.
7	<b>M</b>	Sender Name	52	15	Alphanumeric	Sender's name.
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	<b>M</b>	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.

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### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11		Sender Zip Code	104	5	Alphanumeric	Sender's zip code.
12		Number MAT30	109	5	Numeric	The number of MAT30 section 1 records in this transmission. (Do not count any other section records in this count). Enter zero if no MAT30s are submitted in this transmission, but MAT31s are submitted. <b>NOTE: Must equal "1" or "0" (zero).</b>
13		Number MAT31	114	5	Numeric	The number of MAT31 Delete Voucher records in this transmission. Enter zero if there are no MAT31s.
14	<b>F</b>	Number MAT35	119	5	Numeric	Value must equal zero.
15		Filler	124	25		
16		Project Name	149	35	Alphanumeric	Enter the name of the project for which the voucher transaction is being submitted. TRACS will use this project name for all transactions under this VCHHR.  Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.
17	<b>M</b>	Subsidy Type	184	1	Alphanumeric	TRACS will use this subsidy type for all transactions under this VCHHR. Valid codes are: 1 = Section 8 2 = Rent Supplement 3 = RAP 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202 PAC

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### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
18	F	Property ID	185	10	Numeric	
19	MOC	Project Number	195	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 VCHHR. The project number submitted must match the project number in the TRACS Project database. <b>NOTE Do not enter a project number for FmHA projects.</b> Sample entries are provided below: FHA Insured Projects – 12144026 Elderly Housing Projects – 121EH001 Other Noninsured Projects – 121001N1
20	MOC	Contract Number	203	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 VCHHR. The contract number submitted must match the contract number in the TRACS Contract database.
21	M	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission including this header record and the VCHND record. A physical record is each VCHXX, each MATXX record, and each section record for those MATXX records that have section records.
22	M	Project's Telecom Address	220	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. Example: TRACM12345. Note: Under iMAX, this ID will be known as the iMAX ID.
23	M	OA Transmission Date	230	8	Date MMDDYYYY	This is a system date stamp representing the date this file was created by the Owner or Agent to send to TRACS or the CA. No dashes or spaces should be used in this field. <b>NOTE: If the electronic MAT30 or MAT31 submission originates with the OA or its agent, a CA is not to overwrite this field. If the submission originates with the CA (no MAT30s submitted by OA) this date</b>

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### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<b>and the CA Transmission Date (Field # 28) are the same.</b>
24	<b>M</b>	OA Software Vendor	238	20	Alphanumeric	Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter "Developed In-house".  Note: This field should not be entered manually. It should be emitted by the software generating the record.
25	<b>M</b>	OA Software Release/Version	258	10	Alphanumeric	The release or version number associated with the software used by the owner or service bureau to create this submission. Enter "N/A" if no Release or Version identification exists.  Note: This field should not be entered manually. It should be emitted by the software generating the record.
<b>The following fields are required for CAs or entities receiving submissions and forwarding them to TRACS</b>						
26	<b>MOC</b>	CA ID	268	5	Alphanumeric	<b>Mandatory for Performance-based Contract Administrators (PBCAs) and traditional Contract Administrators (CAs) who have been converted to the PBCA model:</b> Enter the five-character CA ID assigned by the HUD accounting system; otherwise leave blank.
27		Filler	273	10	Alphanumeric	Sender's Telecom Address has been discontinued. TRACS obtains this information from the Processing Mailbox ID. All messages related to the transmission are returned to this address.
28	<b>MOC</b>	CA Transmission Date	283	8	Date MMDDYYYY	<b>Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.</b> This is a system date stamp representing the date this file was sent to TRACS by

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### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						the CA or third party. No dashes or spaces should be used in this field.
29	<b>MOC</b>	CA Software Vendor	291	20	Alphanumeric	<p><b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-house."</p> <p>Note: This field should not be entered manually. It should be emitted by the software generating the record.</p>
30	<b>MOC</b>	CA Software Release/Version	311	10	Alphanumeric	<p><b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists.</p> <p>Note: This field should not be entered manually. It should be emitted by the software generating the record.</p>
31		Agency Defined Data	321	20	Alphanumeric	Reserved for CA or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.
32	<b>MOC</b>	Elderly Type	341	3	Alphanumeric	<p>Valid Codes: 231 = the project is covered by Section 231. See Handbook 4350.3 paragraph 3-18. 202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See Handbook 4350.3 paragraph 3-19. Otherwise leave blank.</p>

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## 6.2 MAT30 Section 1: Assistance Payment Header Record

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
1	<b>M</b>		Record Identifier	1	5	Alphanumeric	Value must equal "MAT30."
2	<b>M</b>		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version =C
3	<b>M</b>		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	<b>M</b>		Section Indicator	18	1	Alphanumeric	Value must equal "1."
5	<b>M</b>		Section 2 Summary Count	19	4	Numeric	Number of basic records.  Value must equal "1."
6	<b>F</b>	52670 #9.a	Section 3 Regular Payment Count	23	4	Numeric	Number of regular payment records.
7	<b>F</b>	52670 #9.b	Section 4 Adjustment Payment Count	27	4	Numeric	Number of adjusted payment records.
8		52670 #9.c	Section 5 Approved Special Claims Count	31	4	Numeric	Number of Special Claims records.
9		52670 #9.d	Section 6 Miscellaneous Accounting Count	35	4	Numeric	Number of Miscellaneous Accounting Transaction records.

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**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
1	<b>M</b>		Section Indicator	1	1	Alphanumeric	Value must equal "2."
2	<b>M</b>		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	<b>M</b>		Voucher ID	7	10	Numeric	If voucher is a first time submission for the contract number and voucher month/year, must enter 9999999999. If it is a correction to a previously submitted voucher with the same contract number and voucher month/year, the Voucher ID returned to acknowledge the previous submission must be submitted in the correction.
4	<b>M</b>	52670 #8.a	Voucher Date	17	8	Date MMDDYYYY	Enter the month and year for which the assistance is requested. <b>NOTE: DD is always "01."</b>
5		52670 #5a	Management Agent Name	25	35	Alphanumeric	Enter the agent's company name.
6		52670 #5b	Employer Identification Number (EIN)	60	9	Alphanumeric	Management Agent EIN Number
7	<b>M</b>	52670 #6.a	Total Units in Contract	69	4	Numeric	Zero can be a valid entry.  Maximum number of residential spaces for which assistance may be claimed under the contract. Do not include HUD-approved, nonrevenue producing units.

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**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
 (from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
							<p>Note: The counts in 6a-e are as of the first of the month prior to the voucher month for all subsidy types except RAP and Rent Supplement. For RAP and Rent Supplement the counts are as of the first of the voucher month. See the MAT Guide Appendix H for the certification selection rules.</p> <p>Note: For a group home, where more than one household occupies a physical unit, the sum of items 6b through 6e may or may not match 6a, depending on whether the number of contract units is entered as the number of physical units or as the number of residential spaces. To avoid this problem, enter the number of residential spaces in 6a but be aware that TRACS will generate a discrepancy message saying that 6a does not match the number in HUD's systems.</p> <p>Note: The sum of items 6.b through 6.e below must equal 6.a.</p>
8	<b>M</b>	52670 #6.b	Number of Units Receiving Subsidy	73	4	Numeric	<p>Zero can be a valid entry.</p> <p>The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.</p> <p>Do not include HUD-approved, nonrevenue producing units.</p>

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**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
 (from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
							<p>For Section 8, Rent Supplement, RAP, and PAC contracts, include tenants who are receiving assistance and are being billed for a full month on the Schedule of Tenant Assistance Payments Due. Any households whose assistance is \$0 should be counted under 6e below. Do not include tenants who are terminated from assistance. They should appear in 6e below.</p> <p>For 202 PRAC and 811 contracts, include all tenants whether subsidy is positive, negative, or zero.</p>
9	<b>M</b>	52670 #6.c	Number of Units Abated	77	4	Numeric	<p>Zero can be a valid entry.</p> <p>For Section 8, Rent Supplement, RAP and PAC contracts, include residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g., due to natural disaster or health and safety reasons.</p> <p>For 202 PRAC and 811 contracts fill this field with 0 (Zero).</p>
10	<b>M</b>	52670 #6.d	Number of Units Vacant	81	4	Numeric	<p>Zero can be a valid entry.</p> <p>The numbers of residential spaces in (6a.) that are no longer occupied.</p>

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**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
11	<b>M</b>	52670 #6.e	Contracted Units Occupied by Market Rent Tenants	85	4	Numeric	Zero can be a valid entry.  For Section 8, Rent Supplement, RAP and PAC contracts, enter the number of residential spaces in (6a.) occupied by tenants responsible for paying market rent in the voucher month. If (6a.) includes a unit occupied by the property manager, account for it in this category.  For 202 PRAC and 811 contracts fill this field with 0 (Zero).
12		52670 #7.a	Project-Based Exceptions in Use	89	4	Numeric	Project Based Exceptions In Use.  Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant Assistance Payments Due, by counting all EP codes.
13		52670 #7.b	Project-Based Exceptions Allocated	93	4	Numeric	Enter the number of exceptions the HUD Field Office has approved for situations 2 through 6 of 4350.3, Exhibit 3-1; and NOT taken back.
14		52670 #7.c	Tenant-Based Exceptions in Use	97	4	Numeric	Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant Assistance Payments Due, by counting all codes that begin with an "E" and end with "T".
15		52670 #7.d	Total Exceptions	101	5	Numeric	Add 7b and 7c.
16		52670 #7.e	Project-Based Exceptions – Date Last	106	8	Date MMDDYYYY	Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this

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### 6.3 MAT30 Section 2: Assistance Payment Summary Record (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
			Changed				project. Leave space blank if HUD has never given this contract any project-based exceptions.
17	M	52670 #9.a	Unit Regular Billing Count	114	4	Numeric	Number of Units Requesting Regular Assistance Payment. Zero can be a valid entry.
18	M	52670 #10.a	Regular Tenant Assistance Payments	118	10	Numeric	Amount of Regular Assistance Payment requested. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</b>
19	M	52670 #9.b	Unit Adjusted Billing Count	128	4	Numeric	Number of units requesting an adjusted Assistance Payment. Zero can be a valid entry.
20	M	52670 #10.b	Adjustments to Regular Tenant Assistance Payments	132	10	Numeric	Amount of adjusted Assistance Payment requested. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575.</b>
21	M	52670 #9.c	Special Claim Unit Billing Count	142	4	Numeric	Sum of Special Claims Units. Zero can be a valid entry.
22	M	52670 #10.c.i	Unpaid Rent	146	10	Numeric	Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
23	M	52670 #10.c.ii	Tenant Damages	156	10	Numeric	Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.

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### 6.3 MAT30 Section 2: Assistance Payment Summary Record (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
24	M	52670 #10.c.iii	Rent-Up Vacancies	166	10	Numeric	Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
25	M	52670 #10.c.iii	Regular Vacancies	176	10	Numeric	Sum of Approved Regular Vacancy Special Claim Amounts. Zero can be a valid entry.
26	M	52670 #10.c.iv	Debt Service	186	10	Numeric	Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
27	M	52670 #10.d	Total Amount of Miscellaneous Accounting Requests	196	10	Numeric	Sum of Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive numbers are unsigned.</b>
28	M	52670 #10.e	Total Subsidy Authorized	206	10	Numeric	Permit negatives.  Total of all amounts in 52670, Part III, Column 10. NOTE: Enter negatives as right-justified, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.
29	M	52670 Part V	Owner Name	216	45	Alphanumeric	
30	M	52670 Part V	Owner Signed Name	261	45	Alphanumeric	Signed name.
31		52670	Owner Signed Title	306	20	Alphanumeric	Signed title.

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**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Part V					
32	<b>M</b>	52670 Part V	Owner Signed Date	326	8	Date MMDDYYYY	
33		52670 Part V	Owner Signed Phone Number	334	16	Alphanumeric	Signer's phone number.
The following fields are mandatory for CA-submitted vouchers							
34	<b>MOC</b>	52670 #11.a	Total Regular Payment Amount Approved by CA	350	10	Numeric	<b>Contract Administrator Use Only</b> Amount of Regular Assistance Payment approved by the CA. Permit negatives. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</b>
35	<b>MOC</b>	52670 #11.b	Total Adjusted Payment Amount Approved by CA	360	10	Numeric	<b>Contract Administrator Use Only</b> Amount of adjusted AP requested. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</b>
36	<b>MOC</b>	52670 #11.c.i	CA Approved Unpaid Rent Special Claims Payment Amount	370	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
37	<b>MOC</b>	52670 #11.c.ii	CA Approved Tenant Damages Special Claims Payment Amount	380	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.

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**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
38	<b>MOC</b>	52670 #11.c.iii	CA Approved Rent-up Vacancy Special Claims Payment Amount	390	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
39	<b>MOC</b>	52670 #11.c.iii	CA Approved Regular Vacancy Special Claims Payment Amount	400	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Rent-up and Regular Vacancy Special Claim Amounts. Zero can be a valid entry..
40	<b>MOC</b>	52670 #11.c.iv	CA Approved Debt Service Special Claims Payment Amount	410	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
41	<b>MOC</b>	52670 #11.d	Total Amount of Miscellaneous Accounting Requests Approved by CA	420	10	Numeric	<b>Contract Administrator Use Only</b> Sum of CA Approved Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero- filled negative numbers e.g. -00000575. Positive values are unsigned.</b>

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**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
42	<b>MOC</b>	52670 #11.e	Total Voucher Amount Approved by a CA	430	10	Numeric	<b>Contract Administrator Use Only</b> Permit negatives. This amount includes the sum of CA Approved Regular Payment Amount (field #34) and CA Approved Adjusted Payment Amount (field #35), CA Approved Special Claim Amounts (#36 through #40) and the CA Approved Miscellaneous Accounting Requests (#41). <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575.</b>
<b>Distribution of Subsidy Amount CA-Use Only</b>							
43	<b>MOC</b>	52670 #12	Amount Applied to Mortgage	440	10	Numeric	The amount HUD deducts from the voucher payment to apply to a HUD-held mortgage. <b>Note: This amount assumes two decimal positions.</b>
44	<b>MOC</b>	52670 #13	Amount Applied to Debts	450	10	Numeric	The amount HUD deducts from the voucher payment to apply to a debt owed by the mortgagor. <b>Note: This amount assumes two decimal positions.</b>
45	<b>MOC</b>	52670 #14	Amount Paid to Project	460	10	Numeric	The amount paid to the project. <b>Note: This amount assumes two decimal positions.</b>
46	<b>MOC</b>	52670 #15	Amount Released from Reserves	470	10	Numeric	The dollar portion of Total Subsidy Authorized (III.5) released from the Residual Reserve Account. <b>Note: This amount assumes two decimal positions.</b>
47	<b>MOC</b>	CA Monitor	Voucher Approved Date	480	8	Date MMDDYYYY	Date Voucher was approved. Data Required for CA Monitoring
48	<b>MOC</b>	CA Monitor	Amount of Correction	488	10	Numeric	Amount of overpayment or underpayment (negative) Data Required for CA Monitoring

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**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
 (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	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.

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

### 6.4 MAT30 Section 5: Approved Special Claim

(Submit one or more Section 5 for each Special Claim Type)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Values must equal "5."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Claim Type Code	7	1	Alphanumeric	Values are: 1 = Unpaid Rent 2 = Damages 3 = Rent-Up Vacancy 4 = Regular Vacancy 5 = Debt Service
4	M		Claim ID	8	14	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices enter the Claim ID assigned by the TRACS Special Claim Logging System on the Intranet. PB CAs use the 800 series CA ID in the first five positions. TCAs use their CA ID in the first five positions. Note: CAs may assign the same Claim ID to more than one claim type in a claim batch. TRACS will accept one Claim ID per Section 5 record per claim type (Vacancy, Debt Service, etc).
5	M		Claim Amount	22	10	Numeric	Amount approved for the special claim.

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

## 6.5 MAT30 Section 6: Miscellaneous Accounting Request

(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	<b>M</b>		Section Indicator	1	1	Alphanumeric	Value must equal "6."
2	<b>M</b>		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	<b>M</b>		Misc. Request Type	7	4	Alphanumeric	Value Codes are: SERV = Service Coordinators DRUG = Drug Related Expenses FORQ = Field Office initiated accounting adjustment OARQ = Owner/Agent initiated accounting adjustment INTA= Interest adjustment submitted by PB CA <b>Note: The "INTA" request type is valid only when submitted by a PB CA to report the amount of Interest Earned on the specific Project Account to HUD.</b> ADMN= Amount of admin fee for a contract. <b>Note: The "ADMN" request type is valid only when submitted by a CA to request an admin fee payment.</b>
4	<b>M</b>		Misc. Request Amount	11	10	Numeric	Permit negative. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -00000575. Positive values are unsigned.</b>
5			Comment	21	78	Alphanumeric	

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

### 6.6 MAT31: Delete Voucher Record

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 "MAT31."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Voucher ID	18	10	Numeric	Submit the Voucher ID for the voucher to be deleted.
5	M	52670 #10.1	Voucher Date	28	8	Date MMDDYYYY	<b>NOTE: DD is always "01."</b> Voucher date of the voucher being deleted.
6	M	52670 Part V	Owner Name	36	45	Alphanumeric	
7	M	52670 Part V	Owner Signed Name	81	45	Alphanumeric	

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

### 6.7 VCHND Voucher Batch Trailer Record

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

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

### 6.8 VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
1	<b>M</b>	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. <b>(Formerly Mailbox ID)</b></p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "VCHER."
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal: "2.0.2.C"</p> <p>TRACS Release = 2.0.2. TRACS Version = C</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		Tenant Number	Tenant Number:	10		Blank

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

### 6.8 VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
8		Record Type Error	Record Type Error:	5	Alphanumeric	Value: "MAT30," "MAT31," "VCHHR" or "VCHND."
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	Values: D, F, N, P, T, X, , A1, A2, A3, A4, A5, A6, A7, A8, A9, 10, 11, 12, V1, V5, or V8 Space = not field error See Appendix C of the MAT User Guide for associated message.
14		Type Mandatory Error	Type Mandatory Err:	2	Alphanumeric	Values: 2, K, S, V, Z, V2, or V4 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	Values: E, Q, R, W, VO, V3 or V7 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.

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

### 6.8 VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
16		Site Reported Count	Site Rptd Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the site reported value.
17		MAT Calculated Count	MAT Calculated Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in VCHHR contains the number of vouchers (MAT30s) in this transmission. If the site reports 20 MAT30s and the MAT counts only 19 MAT30s, then field #16 in this record (VCHER) will contain 20 and field #17 will contain 19).
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.

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

### 6.9 VCHTR Voucher 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. <b>(Formerly Mailbox ID)</b></p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "VCHTR"
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal: "2.0.2.C."</p> <p>TRACS Release = 2.0.2.</p> <p>TRACS Version = C</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.

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

### 6.9 VCHTR Voucher MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
7		Error Date Stamp	Error Date:	8	Date	MMDDYYYY – The date stamp of this transmission.
8		Error Time Stamp	Error Time:	6	Time	HHMMSS – The time stamp of this transmission, not the actual time transmission occurred.
9		OA Defined Data	OA Defined Data:	20	Alphanumeric	The same value as contained in the VCHHR field #6.
10		Sender Name	Sender Name:	15	Alphanumeric	Sender's name.
11		Sender Street Address	Sender Address:	20	Alphanumeric	Sender's address.
12		Sender City Name	Sender City:	15	Alphanumeric	Sender's city.
13		Sender State	Sender State:	2	Alphanumeric	Sender's state.
14		Sender Zip Code	Sender Zip:	5	Numeric	Sender's zip code.
15		Total Number Error Records	Total Error Recs:	6	Numeric	The total number of type VCHER records sent.
16		Total Number of Field Errors	Total Field Err:	6	Numeric	The total number of field edit errors.
17		Total Number of Mandatory Errors	Total Mandatory Err:	6	Numeric	The total number of mandatory field errors.
18		Total Number of Record Count Errors	Total Rec Cnt Err:	6	Numeric	The total numbers of record count errors.
19		OA Software Vendor	OA Software Vendor:	20	Alphanumeric	Name of the software product used by the OA to create this submission.

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

### 6.9 VCHTR Voucher MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
20		OA Software Release/Version	OA Software Rel/Ver:	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
21		CA Software Vendor	CA Software Vendor:	20	Alphanumeric	Name of the software product used by the CA to create this submission.
22		CA Software Release/Version	CA Software Rel/Ver:	10	Alphanumeric	<b>Mandatory for CA or other entities receiving submissions and forwarding them to TRACS.</b> The release or version number associated with the software used to create this submission.
23		Agency Defined Data	Agency Defined Data:	20	Alphanumeric	Data defined by CA or other entities receiving submissions and forwarding them to TRACS.
24		Sender Name	Sender Name:	15	Alphanumeric	Sender's name.
25		Response Message Text	Response Message:	45	Alphanumeric	Value: "NO ERRORS DETECED IN THIS MAT SUBMISSION" or "<#of> ERRORS DETECTED IN THIS MAT SUBMISSION"

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

### 6.11 VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Literal	1	27	Alphanumeric	“Processing Mailbox ID: @*@.”
2	M		Filler	28	10	Alphanumeric	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.
3	M		Project’s Telecom Address	38	10	Alphanumeric	The project’s telecommunications identifier assigned by HUD. Positions 1-5 must contain “TRACM.” The last 5-positions are the HUD assigned number. <b>The format is ‘TRACMnnnnn’</b>
4			Record Identifier	48	5	Alphanumeric	Value: “VCHVC”
5			Release/Version Number	53	7	Alphanumeric	Value must equal “2.0.2.C.” TRACS Release = 2.0.2. TRACS Version = C
6			Record Number	60	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.
7			Original Date Stamp	65	8	Date	MMDDYYYY - The date stamp of the original transmission to which these record counts apply.
8			TRACS Date Stamp	73	8	Date	MMDDYYYY - The date stamp of this transmission

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

### 6.11 VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
9			Original MAT 30s Passing MAT	81	5	Numeric	The number of original MAT30s that survived the MAT edit and were passed on to the Voucher Batch system
10			Correction MAT30s Passing MAT	86	5	Numeric	The number of correctional MAT30s that survived the MAT edit and were passed on to the Voucher Batch system
11			MAT31s Passing MAT	91	5	Numeric	The number of MAT31s that survived the MAT edit and were passed on to the Voucher Batch system
12			Original MAT 30s Submitted to MAT	96	5	Numeric	The number of original MAT30s (Voucher Id is (9-filled) that passed the transmission edit and were submitted to the MAT edit.
13			Correction MAT30s Submitted to MAT	101	5	Numeric	The number of correctional MAT30s (Voucher Id is < 999999999) that passed the transmission edit and were submitted to the MAT edit.
14			MAT31s Submitted to MAT	106	5	Numeric	The number of MAT31s that passed the transmission edit and were submitted to the MAT edit.

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