

## **Appendix G: TRACS Voucher Acknowledgment & Status Messages and Codes**

Part 1: TRACS Voucher Acknowledgment Message and Codes .....	G-3
Part 2: TRACS Voucher/Payment Status Message and Codes .....	G-4

## **Appendix G: TRACS Voucher Acknowledgment & Status Messages and Codes**

With the implementation of the TRACS Voucher/Payment System, TRACS introduced messages intended to keep the owners and management agents informed of the status of their vouchers as they work their way through the HUD accounting and funds distribution systems. Vouchers eligible for payment through TRACS are sent to HUD's Line of Credit Control System (LOCCS) where they must pass through HUD's accounting controls. Vouchers that are accepted for payment by LOCCS are staged, starting approximately 10 days before the end of the month, and sent to Treasury for direct deposit into the bank account of record in LOCCS. LOCCS responds to each nightly transmission from TRACS by returning to TRACS status codes indicating the types of discrepancies LOCCS may have discovered. If LOCCS finds no discrepancies, it will send a payment acknowledgment to TRACS at the time the voucher is staged for payment by Treasury.

TRACS acknowledges every voucher that passes the edits and is recorded in the Voucher database. The acknowledgment messages returned to the owner or management agent provide the TRACS generated Voucher ID for the submission, which must be used to correct the voucher or delete it from TRACS. The acknowledgment also states if the voucher was submitted for payment or submitted to TRACS for non-payment activity by TRACS. Vouchers without errors or discrepancies are submitted for payment to LOCCS by TRACS.

As LOCCS informs TRACS of the status of the vouchers, TRACS sends messages to the owners and management agents advising them of the voucher status and provides guidance on the actions the owners and management agents may take to avoid delays in payment. When LOCCS sends the voucher to Treasury for payment, TRACS is informed. TRACS, in turn, informs the owner or management agent with a message containing the amount of the payment and the estimated payment date.

**Part 1: TRACS Voucher Acknowledgment Messages and Codes**

<b>Code</b>	<b>Condition</b>	<b>Description</b>
VA001	Voucher accepted by TRACS and sent to LOCCS for payment.	THE GENERATED VOUCHER ID FOR (yr-mo): yymmmnnnnnn VOUCHER AMOUNT SUBMITTED FOR PAYMENT: nnnnnnnnn
VA005	Delete Voucher from TRACS.	VOUCHER DELETE TRANSACTION PROCESSED FOR VOUCHER ID: yymmmnnnnnn

**Part 2: TRACS Voucher/Payment Status Messages and Codes**

Code	Description	Recommended Action
VSC50	VOUCHER BEING CORRECTED IS NOT IN LOCCS. CORRECTION REJECTED.	If a voucher with this date had been previously submitted, review voucher status messages received since the original submission for a LOCCS rejection. After problem is corrected, resubmit voucher as a correction. If no previous voucher with this date has been submitted, submit the voucher as an original for the voucher date.
VSC51	VOUCHER HAS BEEN SENT TO TREASUREY FOR PAYMENT. CORRECTION REJECTED.	The voucher correction was received after the original voucher had sent for payment by LOCCS. Enter adjustment on next voucher.
VSD50	VOUCHER BEING DELETED IS NOT IN LOCCS. DELETION REJECTED. Voucher ID:	The corrected voucher may be resubmitted as a correction.
VSD51	VOUCHER HAS BEEN SENT TO TREASUREY FOR PAYMENT. DELETION REJECTED. Voucher ID:	The voucher deletion was received after voucher had been sent to LOCCS for payment. Enter adjustment on the next voucher.
VSLIC	LOCCS INITIATED PAYMENT CANCELLATION. Voucher ID: User Name:	For direction, contact the HUD Office that authorizes your payment. Resubmit as a correction after resolving the issue that caused the cancellation.

## Part 2: TRACS Voucher/Payment Status Messages and Codes

Code	Description	Recommended Action
VSP00	INFORMATION ONLY. VOUCHER HAS BEEN SENT TO TREASURY FOR PAYMENT.  Voucher ID:  Estimated Pay Date:  Amount Paid:  Offset Amount:  Payee TIN:  Payee Name:	None.
VSP10	VOUCHER HAS BEEN ACCEPTED FOR PAYMENT.	N/A. Information only.
VSR22	PROJECT/CONTRACT NUMBER IS NOT IN LOCCS.	For direction, contact the HUD Office that authorizes your payment. Resubmit voucher as a correction after the project/contract number issue is resolved.
VSR24	PERIOD COVERED BY THE VOUCHER IS INVALID.	After rechecking the voucher period submitted, resubmit voucher as a correction. If no error is apparent, contact the HUD Office that authorizes your payment for direction.
VSR25	SCHEDULED PAYMENT DATE IS INVALID.	Recheck the MAT30 submitted. If no error is apparent, contact the HUD Office that authorizes your payment for direction.
VSR26	INSUFFICIENT FUNDS UNDER CONTRACT TO PROCESS PAYMENT.  Voucher ID:	Contact your Project Manager at local HUD Field Office.

**Part 2: TRACS Voucher/Payment Status Messages and Codes**

Code	Description	Recommended Action
VSR27	PAYMENT THROUGH TRACS DENIED. PAID THROUGH ACC. Voucher ID:	For direction, contact the HUD Field Office that authorizes your payment. The Field Office will have either the LOCCS or TRACS records corrected. Resubmit voucher as a correction after the appropriate correction has been effected.
VSR29	TCA fee voucher rejected: Contract is not TCA administered in LOCCS.	No action needed.
VSR32	PAYMENT DENIED. NO PAYMENT INFORMATION IN LOCCS. Voucher ID:	For direction, contact the local Field Office. Resubmit as a correction after payment data issue is resolved.
VSR33	VOUCHER SUSPENDED. PAYMENT ON HOLD UNTIL SUSPENSION CANCELLED. Voucher ID:	Contact the HUD Office that authorizes your payment to confirm the payment status. No action required from owner/agent other than resolving the issue that caused the suspension.
VSR34	PAYMENT REQUEST RETURNED BY TREASURY. REQUEST WILL BE RESCHEDULED FOR PAYMENT. Voucher ID:	Contact the HUD Office that authorizes your payment to confirm the payment status. LOCCS will resubmit to Treasury after error condition is resolved. No action required from owner/agent.
VSR35	PAYMENT REQUEST RETURNED BY TREASURY. VERIFY BANK INFORMATION WITH HUD ACCOUNTING OFFICE. Voucher ID:	Contact the HUD Office that authorizes your payment. Resubmit voucher as a correction after resolving the issue that caused the rejection.
VSR36	VOUCHER (VOUCHER #) HELD PENDING APPROVAL OF HUD-52663.	Expedite submission and approval of HUD-52663 covering the voucher period.

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Code	Description	Recommended Action
VSR40	VOUCHER FOR PERIOD COVERED HAS ALREADY BEEN PAID OR IS SCHEDULED FOR PAYMENT.	No action required if submission was a voucher that had been previously paid.
VSR41	PAYMENT ON VOUCHER IS PENDING CONTRACT RENEWAL IN LOCCS.  FOR TCA ADMINISTERED CONTRACTS, PAYMENT ON VOUCHER IS PENDING ACC RENEWAL.	For direction, contact the HUD office that authorizes your payment.
VSR42	PAYMENT DENIED. MANUAL TAX ID, PROGRAM AREA OR PROJECT SUSPENSION.	Contact your local Field Office. When situation resolved, resubmit voucher as a correction.
VSR43	VOUCHER CANCELLED IN LOCCS. SUBSIDY WILL BE PAID BY CONTRACT ADMINISTRATOR.	For direction, contact the HUD office that authorizes your payment.
VSR44	CONTRACT WITHDRAWN, VOUCHER (VOUCHER -ID) CANCELLED.	Return the voucher to the O/A with instructions to submit it directly to TRACS.
VSR45	PAYMENT ON VOUCHER IS PENDING PBCA/TCA ACC RENEWAL IN LOCCS.	For direction, contact the HUD office that authorizes your payment.
VSR90	PAYMENT DENIED BY LOCCS.	Contact your local Field Office. When situation resolved, resubmit voucher as a correction.
VSR99	VOUCHER DATE IS EARLIER THAN CONTRACT EFFECTIVE DATE IN HUD ACCOUNTING SYSTEM.  Voucher ID:	Contact your field office for resolution. Don't resubmit the voucher to TRACS.

## Part 2: TRACS Voucher/Payment Status Messages and Codes

Code	Description	Recommended Action
VST01	PAYMENT ON VOUCHER IS PENDING COMPLETION OF OMHAR RENT REVIEW.	For direction, contact the HUD office that authorizes your payment.
VST02	PAYMENT ON VOUCHER IS PENDING REVIEW OF TENANT DATA SUBMISSIONS.  PAYMENT ON VOUCHER IS PENDING DUE TO INSUFFICIENT TENANT DATA/LATE RECERTS.	For direction, contact the HUD office that authorizes your payment.
VST03	VOUCHER PAYMENT MANAGED BY HUD WHILE CONTRACT IS BEING WITHDRAWN FROM PBCA.	PLEASE EMAIL SIGNED COPY TO VOUCHERPROCESSING@HUD.GOV
VST04	PAYMENT ON VOUCHER IS PENDING OWNER'S MITIGATION OF EHS VIOLATIONS.	For direction, contact the HUD office that authorizes your payment.
VST30	VOUCHER CANCELED BY REVIEWER.	Submit MAT 30 correction using assigned voucher ID number to TRACS.
VST31	VOUCHER REQUIRES REVIEW BY HUD/FOD.	PLEASE EMAIL SIGNED COPY TO VOUCHERPROCESSING@HUD.GOV
VST41	CONTRACT EXPIRED IN TRACS.	Contact your Project Manager at local HUD Field Office.
VST51	MANUAL VOUCHER FOR APPROVAL	PLEASE EMAIL SIGNED COPY TO VOUCHERPROCESSING@HUD.GOV
VST52	VOUCHER OVER A YEAR OLD. VOUCHER REQUIRES REVIEW BY HUD/FOD.	PLEASE EMAIL SIGNED COPY TO VOUCHERPROCESSING@HUD.GOV
VST53	VOUCHER FAILED COMPLIANCE PERCENTAGE STANDARD.	For direction, contact the TRACS Help Desk at 1-800-767-7588.



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Code	Description	Recommended Action
VST91	VOUCHER FAILED TRACS THRESHOLD EDIT. PBCA VOUCHER SENT TO LOCCS FOR PAYMENT. TCA VOUCHER REQUIRES REVIEW BY HUD/FOD.	PBCA: No Action Needed TCA: Please e-mail <b>signed</b> copy to <a href="mailto:Voucherprocessing@hud.gov">Voucherprocessing@hud.gov</a>
VST92	VOUCHER IS OVER A YEAR OLD. PBCA VOUCHER SENT TO LOCCS FOR PAYMENT. TCA VOUCHER REQUIRES REVIEW BY HUD/FOD.	PBCA: No Action Needed TCA: Please e-mail <b>signed</b> copy to <a href="mailto:Voucherprocessing@hud.gov">Voucherprocessing@hud.gov</a>
VST93	PAYMENT ON VOUCHER IS PENDING ON TCA ACC RENEWAL	For direction, contact your HUD Financial Analyst.