MAT Field	Math	Item No & Field Name	Not Approved Jun/25 Voucher
3	Identifying Entry	**6.** Head Last Name	Ball
4	Identifying Entry	**6.** Head First Name	Crystal
5	Identifying Entry	**7**. Unit Number	102
6	Identifying Entry	**8.** Agreement ID	u02much
7	Identifying Entry	**9.** Agreement Date	5/15/2025
8	Identifying Entry	**11.** Agreement Amount	$5,995
9	Identifying Entry	**10.** Agreement Type (T or N)	T
10	**Math Entry**	**12. Agreement Change Amount**	$5,995
11	**Math Entry**	**13. Total Payment**	$0
12	**Math Entry**	**15. Amount Retained (< 20% of TP)**	$0
13	**PB* - TP + ACA**	**14. Ending Balance**	$5,995
14	**ACA - TP + AR**	**16a. Amount Requested (OA)**	$5,995
15	**ACA - TP + AR**	**16b. Amount Paid (CA)**	**$0**

	Previous Ending Balance*	$0

Money Transactions	Jun/25 Voucher
Retroactive Adjustments	($5,490)
Offset	$0
Payment Collected	$0
OA Retained	$0
Send to HUD	$0
Total Money on Voucher	$0

Q **What is the discrepancy here that would cause the CA to not approve this agreement? How can this be resolved?**

MAT Field	Math	Item No & Field Name	Not Approved Jun/25 Voucher	Approved: ACA & CA Offset Jul/25 Voucher
3	Identifying Entry	**6.** Head Last Name	Ball	Ball
4	Identifying Entry	**6.** Head First Name	Crystal	Crystal
5	Identifying Entry	**7**. Unit Number	102	102
6	Identifying Entry	**8.** Agreement ID	u02much	u02much
7	Identifying Entry	**9.** Agreement Date	5/15/2025	5/15/2025
8	Identifying Entry	**11.** Agreement Amount	$5,995	$5,490
9	Identifying Entry	**10.** Agreement Type (T or N)	T	T
10	**Math Entry**	**12. Agreement Change Amount**	$5,995	($505)
11	**Math Entry**	**13. Total Payment**	$0	$0
12	**Math Entry**	**15. Amount Retained (< 20% of TP)**	$0	$0
13	**PB* - TP + ACA**	**14. Ending Balance**	**$5,995**	**$5,490**
14	**ACA - TP + AR**	**16a. Amount Requested (OA)**	$5,995	($505)
15	**ACA - TP + AR**	**16b. Amount Paid (CA)**	$0	$5,490

		Previous Ending Balance*	$0	**$5,995**

Money Transactions	Jun/25 Voucher	Jul/25 Voucher
Retroactive Adjustments	($5,490)	$0
Offset	$0	$5,490
Payment Collected	$0	$0
OA Retained Costs	$0	$0
Send to HUD	$0	$0
Total Money on Voucher	$0	$5,490

:) **OA agrees with the CA. A new corrected and signed agreement is submitted with the ACA on the Jul/25 Voucher.**

Voucher was approved and is **in TRACS**.
- Allows for **_one option only_**.

Only Option: Correct with Agreement Change Amount Field.
- On the next voucher, add a transaction with the Agreement Change Amount field filled with the difference, the correct Agreement Amount and Ending Balance.

Because of the **_Origination of Data Rule_**, TRACS can only be updated by the OA's record on the voucher.

MAT Field	Math	Item No & Field Name	Not Approved	Approved: ACA & CA Offset	Payment
			Jun/25 Voucher	Jul/25 Voucher	Aug/25 Voucher
3	Identifying Entry	**6.** Head Last Name	Ball	Ball	Ball
4	Identifying Entry	**6.** Head First Name	Crystal	Crystal	Crystal
5	Identifying Entry	**7**. Unit Number	102	102	102
6	Identifying Entry	**8.** Agreement ID	u02much	u02much	u02much
7	Identifying Entry	**9.** Agreement Date	5/15/2025	5/15/2025	5/15/2025
8	Identifying Entry	**11.** Agreement Amount	$5,995	$5,490	$5,490
9	Identifying Entry	**10.** Agreement Type (T or N)	T	T	T
10	Math Entry	**12. Agreement Change Amount**	$5,995	($505)	$0
11	Math Entry	**13. Total Payment**	$0	$0	$200
12	Math Entry	**15. Amount Retained (< 20% of TP)**	$0	$0	$40
13	PB* - TP + ACA	**14. Ending Balance**	$5,995	$5,490	**$5,290**
14	ACA - TP + AR	**16a. Amount Requested (OA)**	$5,995	($505)	($160)
15	ACA - TP + AR	**16b. Amount Paid (CA)**	$0	$5,490	($160)

		Previous Ending Balance*	$0	$5,995	**$5,490**

Money Transactions	Jun/25 Voucher	Jul/25 Voucher	Aug/25 Voucher
Retroactive Adjustments	($5,490)	$0	$0
Offset	$0	$5,490	$0
Payment Collected	$0	$0	$200
OA Retained	$0	$0	$40
Send to HUD	$0	$0	$160
Total Money on Voucher	$0	$5,490	($160)

:) **Tenant paid June's payment late so, both Jun/25 & Jul/25 payments will be combined on the Aug/25 Voucher.**

MAT Field	Math	Item No & Field Name	Not Approved	Approved: ACA & CA Offset	Payment	Reversal: Partial Payment NSF
			Jun/25 Voucher	Jul/25 Voucher	Aug/25 Voucher	Sept/25 Voucher
3	Identifying Entry	**6.** Head Last Name	Ball	Ball	Ball	Ball
4	Identifying Entry	**6.** Head First Name	Crystal	Crystal	Crystal	Crystal
5	Identifying Entry	**7**. Unit Number	102	102	102	102
6	Identifying Entry	**8.** Agreement ID	u02much	u02much	u02much	u02much
7	Identifying Entry	**9.** Agreement Date	5/15/2025	5/15/2025	5/15/2025	5/15/2025
8	Identifying Entry	**11.** Agreement Amount	$5,995	$5,490	$5,490	$5,490
9	Identifying Entry	**10.** Agreement Type (T or N)	T	T	T	T
10	**Math Entry**	**12. Agreement Change Amount**	$5,995	($505)	$0	$0
11	**Math Entry**	**13. Total Payment**	$0	$0	$200	($100)
12	**Math Entry**	**15. Amount Retained (< 20% of TP)**	$0	$0	$40	($20)
13	**PB* - TP + ACA**	**14. Ending Balance**	$5,995	$5,490	$5,290	**$5,390**
14	**ACA - TP + AR**	**16a. Amount Requested (OA)**	$5,995	($505)	($160)	$80
15	**ACA - TP + AR**	**16b. Amount Paid (CA)**	$0	$5,490	($160)	$80

		Jun/25 Voucher	Jul/25 Voucher	Aug/25 Voucher	Sept/25 Voucher
	Previous Ending Balance*	$0	$5,995	$5,490	**$5,290**

Oh No! One check was returned for NSF.

Money Transactions	Jun/25 Voucher	Jul/25 Voucher	Aug/25 Voucher	Sept/25 Voucher
Retroactive Adjustments	($5,490)	$0	$0	$0
Offset	$0	$5,490	$0	$0
Payment Collected	$0	$0	$200	($100)
OA Retained	$0	$0	$40	($20)
Send to HUD	$0	$0	$160	($80)
Total Money on Voucher	$0	$5,490	($160)	$80

CGI

MAT Field	Math	Item No & Field Name	Approved: CA/OA Match Jun/25 Voucher
3	Identifying Entry	**6.** Head Last Name	Voyance
4	Identifying Entry	**6.** Head First Name	Claire
5	Identifying Entry	**7.** Unit Number	202
6	Identifying Entry	**8.** Agreement ID	i02much2
7	Identifying Entry	**9.** Agreement Date	4/7/2025
8	Identifying Entry	**11.** Agreement Amount	$1,899
9	Identifying Entry	**10.** Agreement Type (T or N)	T
10	**Math Entry**	**12. Agreement Change Amount**	$1,899
11	**Math Entry**	**13. Total Payment**	$100
12	**Math Entry**	**15. Amount Retained (< 20% of TP)**	$20
13	**PB* - TP + ACA**	**14. Ending Balance**	$1,799
14	**ACA - TP + AR**	**16a. Amount Requested (OA)**	$1,819
15	**ACA - TP + AR**	**16b. Amount Paid (CA)**	$1,819

Previous Ending Balance*	$0

Money Transactions	Jun/25 Voucher
Retroactive Adjustments	($1,899)
Offset	$1,899
Payment Collected	$100
OA Retained	$20
Send to HUD	$80
Total Money on Voucher	$1,819

:) **Retroactive Adjustments match!**

MAT Field	Math	Item No & Field Name	Approved: CA/OA Match Jun/25 Voucher	EIV: Additional Income Jul/25 Voucher
3	Identifying Entry	**6.** Head Last Name	Voyance	Voyance
4	Identifying Entry	**6.** Head First Name	Claire	Claire
5	Identifying Entry	**7.** Unit Number	202	202
6	Identifying Entry	**8.** Agreement ID	i02much2	i02much2
7	Identifying Entry	**9.** Agreement Date	4/7/2025	4/7/2025
8	Identifying Entry	**11.** Agreement Amount	$1,899	$2,119
9	Identifying Entry	**10.** Agreement Type (T or N)	T	T
10	Math Entry	**12.** Agreement Change Amount	$1,899	$220
11	Math Entry	**13.** Total Payment	$100	$0
12	Math Entry	**15.** Amount Retained (< 20% of TP)	$20	$0
13	PB* - TP + ACA	**14.** Ending Balance	$1,799	
14	ACA - TP + AR	**16a.** Amount Requested (OA)	$1,819	$220
15	ACA - TP + AR	**16b.** Amount Paid (CA)	$1,819	$220

Previous Ending Balance*	$0	

Money Transactions	Jun/25 Voucher	Jul/25 Voucher
Retroactive Adjustments	($1,899)	($220)
Offset	$1,899	$220
Payment Collected	$100	$0
OA Retained	$20	$0
Send to HUD	$80	$0
Total Money on Voucher	$1,819	$220

:) **Retroactive Adjustments match!**

MAT Field	Math	Item No & Field Name	Approved: CA/OA Match — Jun/25 Voucher	EIV: Additional Income — Jul/25 Voucher
3	Identifying Entry	**6.** Head Last Name	Voyance	Voyance
4	Identifying Entry	**6.** Head First Name	Claire	Claire
5	Identifying Entry	**7.** Unit Number	202	202
6	Identifying Entry	**8.** Agreement ID	i02much2	i02much2
7	Identifying Entry	**9.** Agreement Date	8/7/2023	8/7/2023
8	Identifying Entry	**11.** Agreement Amount	$1,899	$2,119
9	Identifying Entry	**10.** Agreement Type (T or N)	T	T
10	**Math Entry**	**12. Agreement Change Amount**	$1,899	$220
11	**Math Entry**	**13. Total Payment**	$100	$0
12	**Math Entry**	**15. Amount Retained (< 20% of TP)**	$20	$0
13	**PB* - TP + ACA**	**14. Ending Balance**	$1,799	**$2,019**
14	**ACA - TP + AR**	**16a. Amount Requested (OA)**	$1,819	$220
15	**ACA - TP + AR**	**16b. Amount Paid (CA)**	$1,819	$220

	Jun/25 Voucher	Jul/25 Voucher
Previous Ending Balance*	$0	**$1,799**

Money Transactions	Jun/25 Voucher	Jul/25 Voucher
Retroactive Adjustments	($1,899)	($220)
Offset	$1,899	$220
Payment Collected	$100	$0
OA Retained	$20	$0
Send to HUD	$80	$0
Total Money on Voucher	$1,819	$220

A

$2,019, not $2,119. [$1,799 + $220 = $2019]
Don't forget any payments applied. Always use the last ending balance to drive the current ending balance.

CGI

**1. Add Unit: Missing from Address Query**
MAT Field	**Field Rules**	**Field Name**	**Field Value**
1	M	Record Identifier	MAT15
2	M	Release/ Version Number	2.0.2.D
3	M	Record Number	0001
4	M	Head Of Household ID	123-45-6789
5	M	Head Last Name	Gator
6	M	Head First Name	Al
7	M	Head Middle Initial	E
8	M	Head Birth Date	10/10/2001
9	F*	Building ID	Future - Blank
10	M	Unit Number	304
11	MOC	Previous Unit Number	
12	M	Address Type	U
13	M	Transaction Type	2

M = Mandatory Field
F = Future Field; Currently not in use.
MOC = Mandatory on Condition

**2. Renumber the Unit**
MAT Field	**Field Rules**	**Field Name**	**Field Value**
1	M	Record Identifier	MAT15
2	M	Release/ Version Number	2.0.2.D
3	M	Record Number	0001
4	M	Head Of Household ID	123-45-6789
5	M	Head Last Name	Gator
6	M	Head First Name	Al
7	M	Head Middle Initial	E
8	M	Head Birth Date	10/10/2001
9	F*	Building ID	Future - Blank
10	M	Unit Number	304A
11	MOC	Previous Unit Number	304
12	M	Address Type	U
13	M	Transaction Type	3