



# **USERS Guide**

**Section 8 Contract Administrator (S8CA)**

**Line of Credit Control System (*e*LOCCS)**

**U.S. Department of Housing and Urban Development**

**August 2004**

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# USERS GUIDE

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**1.0 INTRODUCTION TO eLOCCS**

## 1.0 INTRODUCTION TO eLOCCS

### 1.1 What is LOCCS/eLOCCS?

The Line of Credit Control System (LOCCS) is the U.S. Department of Housing and Urban Development's (HUD) primary disbursement and cash management system, currently managing disbursements for the majority of HUD Programs, including Section 8 Contract Administrators (CA). LOCCS automates many recipient payment decisions, providing cash management savings using electronic funds transfer, and ensures payments are made in a timely manner but not in excess of the recipients cash needs.

eLOCCS is the web-enabled module in LOCCS, which allows authorized CAs, or representatives, to access LOCCS through HUD's Secure Systems. Once eLOCCS access has been authorized, the user is allowed to view a wide range of Housing Assistance Payments (HAP) contract-level information regarding HUD contract payments to the CA and/or HUD payments made directly to the HAP owner. eLOCCS has a close relationship with the Tenant Rental Assistance Certification System (TRACS). Owner Agents and CAs submit vouchers to TRACS where validation edits are performed. If the TRACS edits are passed, the request is then forwarded to LOCCS for payment to the CA or directly to the HAP owner if a CA does not administer the contract.

### 1.2 eLOCCS Roles

Secure Systems allows system-level roles to be established, and the use of those roles is defined by each system. eLOCCS has defined three user-type roles. Table 1-1 defines these roles and their use in eLOCCS.

**Table 1-1. eLOCCS Roles**

Role Code	Description	Remarks
QRY	Query	Query access allows viewing of <u>any</u> contract within the CA's portfolio.
REQ	Requisition	Allows entry of a contract cutover date, thus establishing a date to begin making payment to the CA.
ADM	Administrator	Allows updating of email addresses for eLOCCS correspondences.  The Administrator role is a Wild-Card entry for cutover dates. The Administrator will be allowed to enter cutover dates for <u>any</u> contract in the eLOCCS portfolio, thus not be limited to only those contracts assigned to them in Secure Systems.

### 1.3 Hours of Operation

Monday – Saturday 6:00 a.m. to 8:00 p.m. EST  
Sunday Not Available

### 1.4 Problems or Questions

Not being able to access the LOCCS hyperlink on the Secure Systems menu is a Secure Systems issue. The user should:

- Contact your Coordinator and make sure the proper eLOCCS roles (refer to *Section 1.2*) have been assigned to your User identification (User ID). The hyperlink will not appear if improper eLOCCS roles are assigned.
- If problems persist, contact the REAC Technical Assistance Center at 1-888-245-4860.

All other issues most likely will be related to eLOCCS. Please use the eLOCCS mailbox at [eLOCCS\\_WEB\\_COMMENTS@HUD.GOV](mailto:eLOCCS_WEB_COMMENTS@HUD.GOV) to relay appropriate information. If you have an immediate need for resolution, contact Sean Juman at the LOCCS Help desk (703) 506-8229, ext 4279 or Chris Davies at (202) 708-1313, ext 3758.

## 2.0 ACCESSING eLOCCS

## 2.0 ACCESSING eLOCCS

### 2.1 Secure Systems Main Menu

**Secure Systems**

mail | help | search | home | log

### Main Menu

Welcome [redacted]

**system administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Password Change](#)
- [User Maintenance](#)

**systems**

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Tenant Assessment Subsystem \(TASS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)

**Systems**

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Tenant Assessment Subsystem \(TASS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)

**System Administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Password Change](#)
- [User Maintenance](#)

**Figure 2-1 Secure Systems Main Menu**

Access to Secure Systems and eLOCCS is authorized by the Business Partners Secure Systems Coordinator. Assuming access has been granted, the main menu of Secure Systems will have a *Line of Credit Control System (eLOCCS)* hyperlink. (Figure 2-1) is similar to what will be displayed. Clicking on the hyperlink will access the eLOCCS Log In Screen (Figure 2-2).

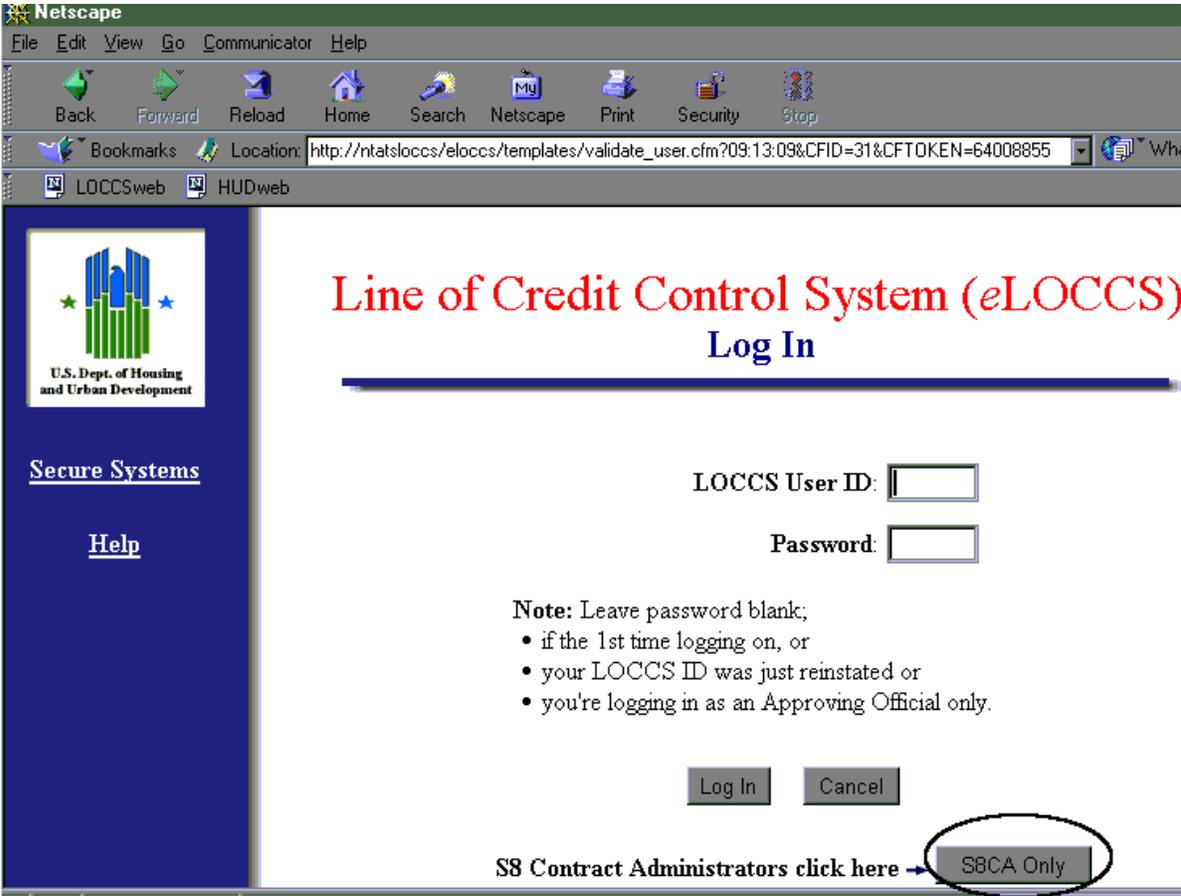


Figure 2-2 eLOCCS Log In Screen

CAs do not have a LOCCS User ID; therefore, the eLOCCS Log In page has a separate button for S8CA entry. This button is only displayed if the user has at least one Performance Based contract assigned to them in Secure System. If the CA does not have the S8CA Only button displayed, it is not a LOCCS issue but rather a HEREMS contract assignment issue. Clicking the S8CA Only button will display specific eLOCCS authorizations.

## 2.2 eLOCCS Authorizations Screen

The eLOCCS Authorizations Screen (Figure 2-3) displays the user’s authorized eLOCCS access by Business Partner and eLOCCS program area. The Section 8 Contract Administrator program is identified in eLOCCS by the 4-character code, **S8CA**; and for the majority of Contract Administrators, a single authorization line will appear. If the user has additional eLOCCS authorization through an approved HUD-27054 eLOCCS security form or S8CA authorization for multiple Contract Administrators, additional program area authority may appear on this screen. Each eLOCCS program area will be a hyperlink, and selecting the program area hyperlink will display a customized menu for the program area. Once in eLOCCS, the user is wearing one hat at a time. Users authorized for multiple Business Partners can return to the Authorization page and select another Business Partner link.

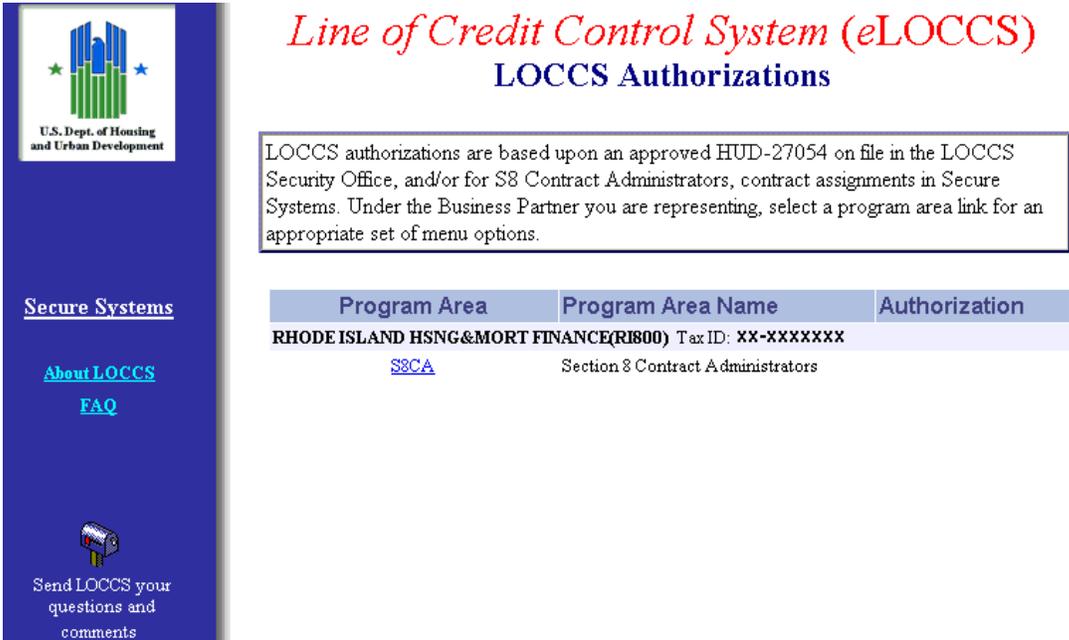


Figure 2-3 eLOCCS Authorization Screen

## 2.3 eLOCCS Main Menu

The eLOCCS Main Menu (Figure 2-4) displays options, depending on the eLOCCS roles assigned by the Secure Systems Coordinator. The sidebar in the left-hand side of the menu contains a hyperlink that will return the user to the Secure Systems menu. Other hyperlinks in the sidebar are useful, but are less used eLOCCS options. The main body of the menu contains frequently used hyperlinks; the Main Menu is further described in *Section 3.0, eLOCCS Menu Options*.



**Figure 2-4 eLOCCS Main Menu**

### 2.3.1 Left Sidebar Options

The sidebar in the left-hand side of the eLOCCS Main Menu provides the following options:

- **Secure Systems** – Returns the user to the Secure Systems Main Menu.
- **User Profile** – Displays user information, name, roles assigned, and eLOCCS HUD-27054 authority, if any.
- **About LOCCS** – Displays basic LOCCS/eLOCCS information, hours of operation, points of contact, etc.
- **Authorizations** – Returns the user to the eLOCCS Authorizations Screen.
- **Mailbox** – Displays the eLOCCS electronic mailbox for users' questions and comments.

## 2.4 Navigation

The Program Area Main Menu, the anchor point for eLOCCS navigation, provides a starting point for “drilling down” to grant and voucher information. The drill-down trail is tracked and displayed through a navigation bar just underneath the eLOCCS logo at the top of the page, as shown in Figure 2-5. As successive hyperlinks are selected on each page, the navigation bar adds the selection to the list. For example, if the portfolio hyperlink is selected from the menu and then a specific grant and voucher within the grant are selected, the navigation bar displays the following:

**Menu → Contract Portfolio → Contract Detail**

To return anywhere on the navigation path, click a hyperlink on the navigation bar and the selected page will appear. To begin another navigation path, select the Menu hyperlink.

**NOTE:** Browsers provide a “Back” button that takes a user to a previous document. We recommend not using this button; instead, use the eLOCCS-provided navigation. This is especially important when performing updates. The browser’s “Back” button pulls up old documents in the computer cache memory that may not reflect the eLOCCS database, which is constantly changing.



**Figure 2-5 eLOCCS Navigation**

## **3.0 eLOCCS MENU OPTIONS**

## 3.0 eLOCCS MENU OPTIONS

### 3.1 Contract Portfolio

From the eLOCCS Main Menu, click on the Contract Portfolio menu option to display the entire portfolio of HAP contracts sorted by contract number (as shown in Figure 3-1). The contract expiration date, current funded, disbursed, and balance is displayed along with a portfolio total at the bottom of the screen for each of these dollar fields. The expiration date for expired contracts is displayed in red and icons are displayed next to the contract number, if appropriate, along with a legend at the top of the table. The contract number appears as a hyperlink on the portfolio screen as well as many other screens. Clicking the contract hyperlink on any screen will display the Contract Detail Screen, as described in *Section 3.3, Contract Detail*.

\* Contracts with red dates have expired.

	Contract	Name	Exp Date	Funded	Disbursed	Balance
1)	<a href="#">RI430142201</a>	GRACE CHURCH HOUSING CORPORATION	10-31-2004	13,146,384.80	12,822,286.80	324,098.00
2)	<a href="#">RI430232202</a>	SHALOM HSG INC	01-31-2005	10,807,400.00	10,266,205.00	541,195.00
3)	<a href="#">RI432940203</a>	PEACE DALE HOUSE	07-31-2005	10,689,817.60	10,570,982.60	118,835.00
4)	<a href="#">RI438023001</a>	CUMBERLAND HOUSING AUTHORITY	05-31-2005	8,298,504.00	7,930,367.00	368,137.00
5)	<a href="#">RI438023003</a>	HANORA LIPPITT MILLS, RSC ACCOUNT	11-30-2023	16,983,557.00	16,674,254.00	309,303.00
6)	<a href="#">RI43E000003</a>	SOUTHLAWN PALMS APTS	01-15-2008	7,991,001.14	7,432,004.14	558,997.00
7)	<a href="#">RI43E000004</a>	MOUNT HOPE COURT APARTMENTS	04-30-2005	2,763,043.00	2,433,180.00	329,863.00
8)	<a href="#">RI43E000005</a>	LAWRENCE APARTMENTS	02-28-2004	360,522.00	306,721.00	53,801.00
9)	<a href="#">RI43H023001</a>	RHODE ISLAND HOUSING & MORTGAGE	05-31-2004	421,668.00	177,316.00	244,352.00
10)	<a href="#">RI43H023002</a>	RHODE ISLAND HOUSING & MORTGAGE	12-14-2008	234,836.00	37,212.00	197,624.00

Figure 3-1 Contract Portfolio Screen

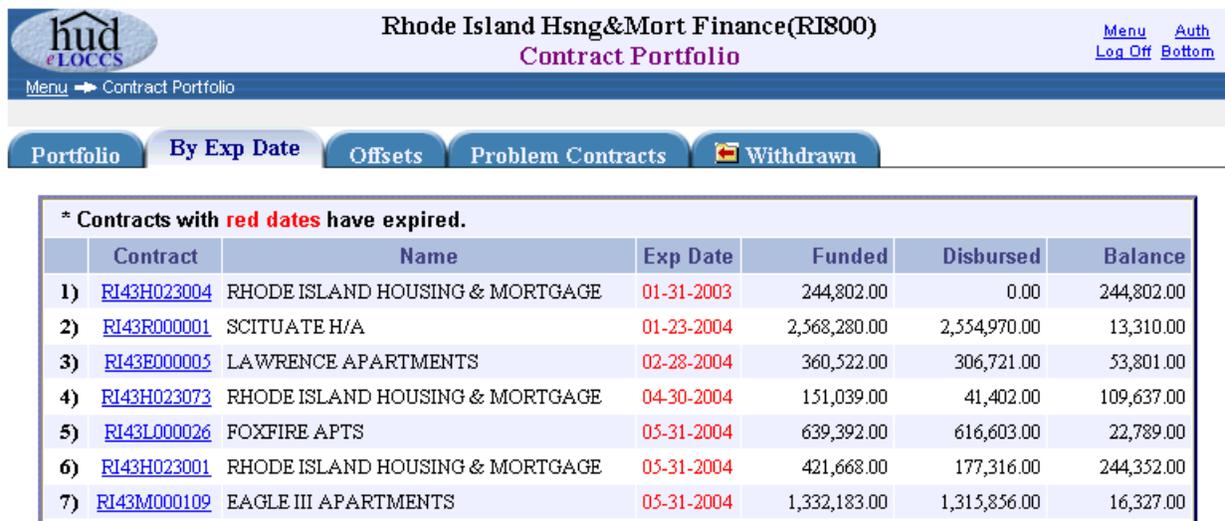
Table 3-1 shows the current icons that may be displayed on the contract portfolio query.

**Table 3-1. Contract Portfolio Query Icons**

Icon	Description
	Contract is suspended. No payments will be made.
	Contract Administrator Cutover date has not been entered/approved.

### 3.1.1 Portfolio by Expiration Date

Selecting the By Exp Date tab (Figure 3-2) displays the same portfolio information sorted by earliest expiration date.



Rhode Island Hsng&Mort Finance(RI800)  
Contract Portfolio

Menu → Contract Portfolio

Portfolio By Exp Date Offsets Problem Contracts Withdrawn

\* Contracts with red dates have expired.

	Contract	Name	Exp Date	Funded	Disbursed	Balance
1)	<a href="#">RI43H023004</a>	RHODE ISLAND HOUSING & MORTGAGE	01-31-2003	244,802.00	0.00	244,802.00
2)	<a href="#">RI43R000001</a>	SCITUATE H/A	01-23-2004	2,568,280.00	2,554,970.00	13,310.00
3)	<a href="#">RI43E000005</a>	LAWRENCE APARTMENTS	02-28-2004	360,522.00	306,721.00	53,801.00
4)	<a href="#">RI43H023073</a>	RHODE ISLAND HOUSING & MORTGAGE	04-30-2004	151,039.00	41,402.00	109,637.00
5)	<a href="#">RI43L000026</a>	FOXFIRE APTS	05-31-2004	639,392.00	616,603.00	22,789.00
6)	<a href="#">RI43H023001</a>	RHODE ISLAND HOUSING & MORTGAGE	05-31-2004	421,668.00	177,316.00	244,352.00
7)	<a href="#">RI43M000109</a>	EAGLE III APARTMENTS	05-31-2004	1,332,183.00	1,315,856.00	16,327.00

**Figure 3-2 By Exp Date Tab**

### 3.1.2 Portfolio Offsets

Selecting the Offsets tab in the Contract Portfolio Screen (Figure 3-3) displays those contracts in the portfolio that have an outstanding eLOCCS offset that will be applied to the next payment. eLOCCS tracks Section 202 loan offsets and any manual offset entered by HUD. The Year-End Settlement column is not used at this time.

	Contract No	Name	202 Loans	Year-End	Other	Total
1)	<a href="#">RI430142201</a>	GRACE CHURCH HOUSING CORPORATION	23,154.26	0.00	0.00	23,154.26
2)	<a href="#">RI430232202</a>	SHALOM HSG INC	22,591.66	0.00	0.00	22,591.66
3)	<a href="#">RI432940203</a>	PEACE DALE HOUSE	24,103.18	0.00	0.00	24,103.18
4)	<a href="#">RI43T781001</a>	RIVERVIEW TERRACE	24,944.99	0.00	0.00	24,944.99
5)	<a href="#">RI43T781003</a>	GRANDVIEW REALTY	3,521.60	0.00	0.00	3,521.60
6)	<a href="#">RI43T781004</a>	PATHWAYS-COMMUNITY C C	2,988.70	0.00	0.00	2,988.70
7)	<a href="#">RI43T791002</a>	EDWARD COONEY HOUSE	8,865.31	0.00	0.00	8,865.31

Figure 3-3 Offsets Tab

### 3.1.3 Problem Contracts

The Problem Contracts tab (Figure 3-4) displays contracts that have expiration or funding issues. A 5-month window of 1 month prior to the current month, the current month, and 3 months in the future is displayed. Any contract in the portfolio that is expired or will expire in the next 3 months is identified with an hourglass icon  in the month it expires, and subsequent months. Likewise, contracts that do not have sufficient funds to meet current spending are also identified. They are identified with a red dollar sign \$ in the 1st month, which indicates that an eLOCCS payment will not be made due to insufficient funds, including all subsequent months. The projection uses the average monthly payment, calculated by adding the payments that have occurred for the contract in the last 12 months, divided by the number of payments in that period. This is not an exact science, but the projection does give a quick visual of when there may be payment problems with a contract.

The Problem Contracts page is not a real-time query. The data is based upon the contract status after the eLOCCS overnight payment cycle, but it will be recalculated and refreshed every night.

hud eLOCCS Rhode Island Hsng&Mort Finance(RI800) Menu Auth  
 Log Off Bottom  
 Menu → Contract Portfolio

Portfolio By Exp Date Offsets **Problem Contracts** Withdrawn

As of COB 05-17-2004: ⌚ Expired \$ Insufficient Funding

	Contract	Name	Apr 2004	May 2004	Jun 2004	Jul 2004	Aug 2004
1)	<a href="#">RI432940203</a>	PEACE DALE HOUSE					\$
2)	<a href="#">RI438023001</a>	CUMBERLAND HOUSING AUTHORITY			⌚	⌚	⌚
3)	<a href="#">RI43E000005</a>	LAWRENCE APARTMENTS	⌚	⌚	⌚	⌚	⌚
4)	<a href="#">RI43H023001</a>	RHODE ISLAND HOUSING & MORTGAGE			⌚	⌚	⌚
5)	<a href="#">RI43H023004</a>	RHODE ISLAND HOUSING & MORTGAGE	⌚	⌚	⌚	⌚	⌚
6)	<a href="#">RI43H023010</a>	RHODE ISLAND HOUSING & MORTGAGE				⌚	⌚ \$
7)	<a href="#">RI43H023023</a>	RHODE ISLAND HOUSING & MORTGAGE				⌚ \$	⌚ \$
8)	<a href="#">RI43H023073</a>	RHODE ISLAND HOUSING & MORTGAGE		⌚	⌚	⌚	⌚

Figure 3-4 Problem Contracts Tab

### 3.1.4 Withdrawn

The Withdrawn tab (Figure 3-5) shows contracts that once were assigned to the CA but have been withdrawn because they have opted out of the program, have been transferred to another CA, or have become HUD administered. This tab provides a list of those contracts with a link to the contract detail page for researching activity that occurred during the time it was assigned to the CA.

hud eLOCCS Rhode Island Hsng&Mort Finance(RI800) Menu Auth  
 Log Off Bottom  
 Menu → Contract Portfolio

Portfolio By Exp Date Offsets Problem Contracts **Withdrawn**

	Contract	Name	Exp Date	Funded	Disbursed	Balance
1)	<a href="#">RI430001001</a>	RHODE ISLAND HOUSING & MORTGAGE	12-21-2004	17,117,136.72	16,759,168.72	357,968.00
2)	<a href="#">RI43D891002</a>	ROLAND M. BOUCHER APARTMENTS	11-04-2011	6,180,720.00	3,192,720.00	2,988,000.00
<b>Total:</b>				<b>23,297,856.72</b>	<b>19,951,888.72</b>	<b>3,345,968.00</b>

Figure 3-5 Withdrawn Tab

## 3.2 Contract Selection

From the eLOCCS Main Menu, click on the Contract Detail menu option to display the Contract Selection Screen (Figure 3-6); a contract may be chosen from the dropdown list box or manually entered. Clicking the **Submit** button will display the Contract Detail Screen.

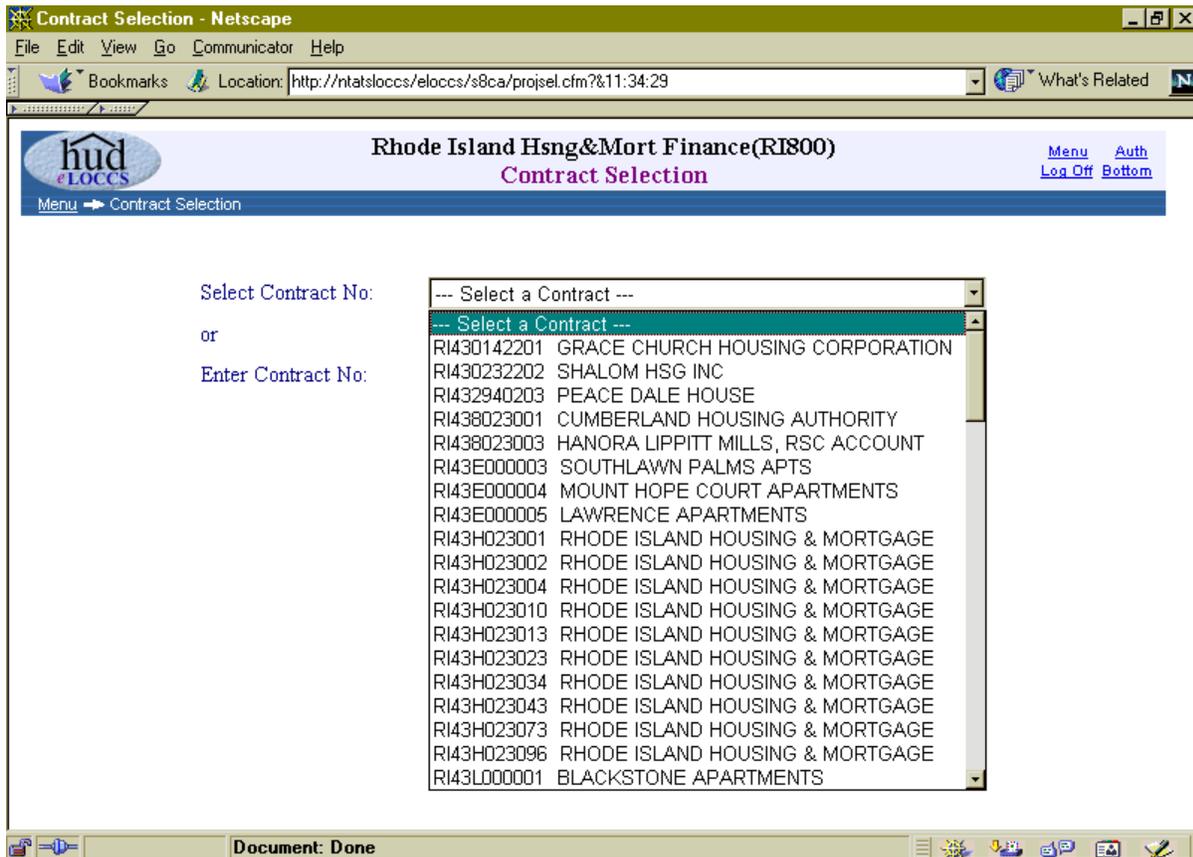


Figure 3-6 Contract Selection Screen

### 3.3 Contract Detail

After selecting a contract hyperlink or manually entering a contract number in the appropriate field on the Contract Selection Screen and then clicking the **Submit** button, the Contract Detail Screen (Figure 3-7) displays. The Contract Detail screen displays basic contract information including name, address of the property, effective/expiration dates of the contract, and current funding.

Rhode Island Hsg&Mort Finance(RI800)  
 Contract Detail

Menu → Contract Selection → Contract Detail

Contract: **RI43-2940-203** PEACE DALE HOUSE

General Budget Vouchers Documents Assignments

Contract RI43-2940-203	
Name:	PEACE DALE HOUSE
Address:	ELDERLY HOUSING MGMT 165 CLINTONVILLE RD NORTH HAVEN CT. 064730000
CA Cutover Date:	03-01-2001
Effective Date:	08-01-1980
Expiration Date:	07-31-2005

Funding	
Reserved:	10,689,817.60
Obligated:	10,689,817.60
Funded:	10,689,817.60
Disbursed(-)	10,570,982.60
Disb in Process(-)	52,922.00
Contract Balance:	65,913.00
Offsets	
Next Payment:	24,103.18

Figure 3-7 Contract Detail Screen

#### 3.3.1 General

A critical element on the Contract Detail Screen is the CA Cutover Date, which will initially be blank for all contracts. It will automatically be filled by eLOCCS when the Contract Administrator Oversight Manager (CAOM) approves the cutover date entered by the CA. At that time, the date will also be sent to TRACS to assist in controlling the transmission of the voucher. LOCCS will use the cutover date to determine who should be paid. If a voucher from TRACS has a period prior to the cutover date or if there is no cutover date, LOCCS will pay the HAP owner directly. TRACS vouchers with a period on or after the cutover date (but prior to a withdrawn date) are paid to the CA.

The funding definitions shown in the Contract Detail Screen include the following:

- **Funded** – The total Budget Authority committed by HUD for the term of the contract. eLOCCS will not make payment beyond the Budget Authority balance.

- **Disbursed** – Funds disbursed against the contract, either to the HAP owner directly or the CA.
- **Disbursed in Process** – Generally zero, but may show a warehoused voucher awaiting payment date.
- **Balance** – Remaining undisbursed Budget Authority.

### 3.3.2 Budget

Click on the Budget tab to display the Budget Schedule Screen (Figure 3-8). This screen displays the budget years of the contract and the prorated budget estimate calculated by eLOCCS at the time of CA conversion. The ‘per year’ estimate is based on the last 12 months of disbursements on the project. It is purely an estimate that, if insufficient, eLOCCS will automatically self adjust and use available balance in other years to satisfy a disbursement. This process will use any HAP reserve funds first and, once that is exhausted, borrow estimated scheduled funds from future years. This process assumes Housing analysis will see a shortfall in funding prior to those funds actually being needed in future years.

A circle  next to the first funding year represents a conversion year, where all disbursements and funding is rolled up into a single year.



**Rhode Island Hsng&Mort Finance(RI800)**  
**Contract Detail**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

[Menu](#) → [Contract Selection](#) → [Contract Detail](#)

**Contract:** RI43-2940-203 PEACE DALE HOUSE

General
Budget
Vouchers
Documents
Assignments

<span style="color: red;">●</span> Conversion Year <span style="color: red;">*</span> Disbursement in process						
Fiscal Year	From Date	To Date	Estimate(+)	Disbursed(-)	HAP Reserves(+)	Balance
<span style="color: red;">●</span> 2000	08-01-1980	02-28-2001	8,678,902.60	8,678,902.60	59,150.00	59,150.00
2001	03-01-2001	06-30-2001	179,391.00	179,391.00	33,800.00	33,800.00
2002	07-01-2001	06-30-2002	573,445.00	573,445.00	101,400.00	101,400.00
2003	07-01-2002	06-30-2003	581,608.00	589,283.00	124,297.00	116,622.00
2004	07-01-2003	06-30-2004	0.00	* 602,883.00	171,756.00	(431,127.00)
2005	07-01-2004	06-30-2005	171,756.00	0.00	0.00	171,756.00
2006	07-01-2005	06-30-2006	14,312.00	0.00	0.00	14,312.00
<b>Totals</b>			<b>10,199,414.60</b>	<b>10,623,904.60</b>	<b>490,403.00</b>	<b>65,913.00</b>
<b>Funded</b>			<b>10,689,817.60</b>			

**Figure 3-8 Budget Schedule Screen**

### 3.3.3 Vouchers

Clicking on the Vouchers tab (Figure 3-9) provides payment level information with the most recent payments displayed first. Initially, when the Contract Administrator module was implemented in October 2000, eLOCCS made payments based upon the HUD-52663 payment schedule submitted by the CA and approved by the CAOM. For those payments, eLOCCS generated a voucher number beginning with 'CA', followed by a 10-digit payment reference number, and the document source was HUD-52263. In April 2001, payments made directly from the HUD-52663 were terminated, and eLOCCS began paying based on the voucher actuals sent from TRACS. Those payments have the TRACS voucher number in the Voucher column. In the Source column, "TRACS/CA" indicates if the Contract Administrator was paid and "TRACS" if the Owner Agent was paid. The Offset column indicates any eLOCCS offset applied to the voucher amount. The Wired Amount column represents the amount (if any) wired for payment.

<input checked="" type="checkbox"/> Paid <input type="checkbox"/> To be Paid <input type="checkbox"/> Canceled							Rows 1 - 50	<a href="#">Next</a>
	Voucher	Status	Source	Period	Amount	Offset	Wired Amount	
1)	040600453800	<input type="checkbox"/>	TRACS/CA	06-2004	52,922.00	0.00	0.00	
2)	040500537700	<input checked="" type="checkbox"/>	TRACS/CA	05-2004	51,304.00	24,103.18	27,200.82	
3)	040400477400	<input checked="" type="checkbox"/>	TRACS/CA	04-2004	48,372.00	24,103.18	24,268.82	
4)	040300306200	<input checked="" type="checkbox"/>	TRACS/CA	03-2004	47,957.00	24,103.18	23,853.82	
5)	040201263800	<input checked="" type="checkbox"/>	TRACS/CA	02-2004	50,775.00	24,103.18	26,671.82	

Figure 3-9 Voucher Tab

### 3.3.4 Documents

Selecting the Documents tab (Figure 3-10) displays any submitted contract documents and their status. Currently, only the entry and approval of a Cutover date is tracked. The documents are displayed in the most recently submitted document order.

Reference	Document	FY	Action	Remarks
2522585	CutOverDate		<a href="#">Approved</a>	02-27-2001 at 12:00:00 by LOCCS (CutOver=2001-03-01)
<a href="#">2463824</a>	HUD-52663	2004	Submitted	03-08-2003 at 12:14:38 by DONNA GIARRUSSO
<a href="#">2207311</a>	HUD-52663	2003	Submitted	03-22-2002 at 08:55:06 by DONNA GIARRUSSO
<a href="#">1932209</a>	HUD-52663	2002	Submitted	03-31-2001 at 02:01:28 by SUSAN MONAGHAN
<a href="#">1907792</a>	HUD-52663	2001	Submitted	02-26-2001 at 11:17:54 by SUSAN MONAGHAN
			<a href="#">Approved</a>	02-27-2001 at 10:46:39 by RICHARD MIDDLEMISS
<b>Total Documents: 5</b>				

Figure 3-10 Documents Tab

### 3.3.5 Assignments

Selecting the Assignments tab (Figure 3-11) displays the contracts assignment history. Most will have a single entry; however, some may show multiple lines if they were withdrawn from one CA and reassigned to another.

CA Organization	Date Assigned	Cutover Date	Withdrawn Date
Rhode Island Hsng & Mort Finance(RI800), RI800	12-01-2000	03-01-2001	Active

Figure 3-11 Assignments Tab

### 3.4 Administrative Fee Contract

From the eLOCCS Main Menu, click the Administrative Fee Contract menu option to display the Administrative Fee Contract Screen (Figure 3-12), which is established for administrative fee payments. Any admin fee payments made against the contract may be viewed by clicking the Contract Payments tab.

**Contract: RI80-0CC0-001 Administrative Fee**

**General** | **Contract Payments**

Contract RI800CC001	
<b>Name:</b>	Administrative Fee
<b>Miscellaneous</b>	
<b>Effective Date:</b>	07-01-2000
<b>Expiration Date:</b>	

Funding	
<b>Reserved:</b>	5,466,724.00
<b>Obligated:</b>	5,466,724.00
<b>Funded:</b>	5,466,724.00
<b>Disbursed(-)</b>	3,988,285.00
<b>Dish in Process(-)</b>	325,160.00
<b>Contract Balance:</b>	1,153,279.00
<b>Offsets</b>	
<b>Next Payment:</b>	

---

**Contract: RI80-0CC0-001 Administrative Fee** Past 12-month average: **118,161.00**

**General** | **Contract Payments**

✓ Paid <input type="checkbox"/> Awiat Verify <input type="checkbox"/> Canceled							Rows 1 - 50	
	Voucher	Status	Source	Period	Amount	Offset	Wired Amount	
1)	RI800FEE0050	<input type="checkbox"/>	SF1034	03-2004	325,160.00	0.00	0.00	
2)	RI800FEE0049	✓	SF1034	02-2004	60,288.00	0.00	60,288.00	
3)	RI800FEE0048	✓	SF1034	01-2004	60,288.00	0.00	60,288.00	
4)	RI800FEE0047	<input type="checkbox"/>	SF1034	01-2004	60,228.00	0.00	60,228.00	
5)	RI800FEE0046	✓	SF1034	12-2003	173,096.00	0.00	173,096.00	

Figure 3-12 Administrative Fee Contract Screen

### 3.5 Outstanding Documents

From the eLOCCS Main Menu, click the Outstanding Documents menu option to display the Outstanding Documents Screen (Figure 3-13), which displays any outstanding documents requiring action by the CAOM. The only CAOM action tracked by eLOCCS is the approval of a contracts cutover date. Contracts that have the initial cutover date entered by the CA and now await approval by the CAOM will appear on this screen.



Figure 3-13 Outstanding Documents Screen

### 3.6 Wire Payments

From the eLOCCS Main Menu, click the Wire Payments menu option to display any payments made by eLOCCS to the CA (Figure 3-14); the most recent payments will be shown first. All HAP payments will be rolled up into a single wire transfer for any payment date. Administrative fee payments will be a separate wire transfer, even if the same bank and account are used on the 1199 Direct Deposit form. The remarks indicate an anticipated account deposit date. Once Treasury has confirmed the schedule, an actual deposit date will be displayed. It should be noted this is a Treasury aggregate “schedule” deposit date and does not guarantee every individual wire transfer on a schedule was successful. Clicking on the *No of Contracts* hyperlink displays detail wire payments information (Figure 3-15).



Rhode Island Hsng&Mort Finance(RI800)  
**Wire Payments**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Wire Payments

Rows 1 - 50 <a href="#">Next</a>								
	LOCCS Payment Cycle	No of Contracts	Type of Contracts	Estimate Amount	Offset Amount	Wired Amount	Treasury Schedule Number	Remarks
1)	Sat 05-08-2004	<a href="#">3</a>	HAPs	136,969.00	0.00	136,969.00	LH0892	05-11-2004
2)	Thu 05-06-2004	<a href="#">1</a>	HAPs	27,289.00	0.00	27,289.00	LH0885	05-07-2004
3)	Wed 05-05-2004	<a href="#">3</a>	HAPs	85,712.00	0.00	85,712.00	LH0881	05-06-2004
4)	Tue 05-04-2004	<a href="#">6</a>	HAPs	149,388.00	0.00	149,388.00	LH0878	05-05-2004
5)	Sat 05-01-2004	<a href="#">5</a>	HAPs	182,285.00	24,103.18	158,181.82	LH0875	05-04-2004
6)	Fri 04-30-2004	<a href="#">76</a>	HAPs	2,456,720.00	285,290.50	2,171,429.50	LH0868	05-03-2004
7)	Sat 04-24-2004	<a href="#">1</a>	HAPs	63,182.00	0.00	63,182.00	LH0842	04-27-2004

Figure 3-14 Wire Payments Screen

### 3.6.1 Wire Payments Details

Displays detail wire payment information such as offset and wired amounts.



Rhode Island Hsng&Mort Finance(RI800)  
**Wire Payments Detail**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Wire Payments → Wire Payments Detail

LOCCS Processed: 05-08-2004 02:35:30 Sequence No: 302

	Contract	Name	Period	Scheduled	A21/202 Offset(s)	Other Offset(s)	Wired Amount
1)	<a href="#">RI43H023001</a>	RHODE ISLAND HOUSING & MORTGAGE	05-2004	55,437.00	0.00	0.00	<b>55,437.00</b>
2)	<a href="#">RI43H023013</a>	RHODE ISLAND HOUSING & MORTGAGE	04-2004	41,232.00	0.00	0.00	<b>41,232.00</b>
3)	<a href="#">RI43M000048</a>	ROCK RIDGE APTS	05-2004	40,300.00	0.00	0.00	<b>40,300.00</b>
			<b>Total:</b>	<b>136,969.00</b>	<b>0.00</b>	<b>0.00</b>	<b>136,969.00</b>

Figure 3-15 Wire Payments Detail Screen

### 3.7 Recent Funding Changes

The Recent Funding Changes Screen (Figure 3-16) shows any contract funding changes that occurred in the portfolio within the last 30 days. Reserved and Obligated changes are not tracked by eLOCCS; only funding changes that affect the available balance used for a payment decision is reflected in this query.

					Rows 1 - 50 <a href="#">Next</a>
	Contract	Name	Applied Date	Exp. Date	Amount
1)	<a href="#">RI438023001</a>	CUMBERLAND HOUSING AUTHORITY	05-18-2004	05-31-2004	+295,000.00
2)	<a href="#">RI43E000004</a>	MOUNT HOPE COURT APARTMENTS	05-12-2004	05-31-2004	+313,000.00
3)	<a href="#">RI43L000027</a>	BULLOCKS POINT ASSOCIATES	05-05-2004	04-30-2004	+310,000.00
4)	<a href="#">RI43T781003</a>	GRANDVIEW REALTY	05-05-2004	03-04-2004	+32,000.00
5)	<a href="#">RI432940203</a>	PEACE DALE HOUSE	05-01-2004	07-31-2005	+127,000.00
6)	<a href="#">RI43L000001</a>	BLACKSTONE APARTMENTS	05-01-2004	05-31-2005	+163,000.00
7)	<a href="#">RI43L000024</a>	RIVERBEND ASSOCIATES	05-01-2004	02-29-2008	+370,000.00
8)	<a href="#">RI43L000025</a>	EVERGREEN ASSOCIATES	05-01-2004	05-31-2005	+203,000.00
9)	<a href="#">RI43L000031</a>	LAWN TERRACE	05-01-2004	04-30-2006	+244,000.00

Figure 3-16 Recent Funding Changes Screen

### 3.8 Missed Payments

The Missed Payments query screen (Figure 3-17) shows any contract where a payment for a month was missed, with a window beginning 2 months prior to the current month. A series of icons display the status of the period and provide some insight concerning why the payment was missed. In many cases, the contract has expired or there are insufficient funds to cover the voucher. In those instances, if TRACS has sent the voucher, eLOCCS will hold the voucher until the expiration date is extended or additional funds are added in the accounting system. eLOCCS will immediately release and pay the voucher when that occurs; no action is required by the CA. eLOCCS will begin tracking the next month's period on the 1<sup>st</sup> business day following the 15<sup>th</sup> of the month.

As of COB 05-17-2004:

- Missed CA Payment
- Expired Contract
- Held TRACS Actual
- No TRACS Actual
- Missed OA Payment
- Suspended
- Insufficient Funds

	Contract	Name	Mar 2004	Apr 2004	May 2004	Jun 2004
1)	<a href="#">RI430232202</a>	SHALOM HSG INC				
2)	<a href="#">RI438023001</a>	CUMBERLAND HOUSING AUTHORITY				
3)	<a href="#">RI438023003</a>	HANORA LIPPITT MILLS, RSC ACCOUNT				
4)	<a href="#">RI43E000005</a>	LAWRENCE APARTMENTS				
5)	<a href="#">RI43H023001</a>	RHODE ISLAND HOUSING & MORTGAGE				
6)	<a href="#">RI43H023004</a>	RHODE ISLAND HOUSING & MORTGAGE				
7)	<a href="#">RI43H023010</a>	RHODE ISLAND HOUSING & MORTGAGE				
8)	<a href="#">RI43H023023</a>	RHODE ISLAND HOUSING & MORTGAGE				

Figure 3-17 Missed Payment Screen

Table 3-2 shows the current icons that are displayed on the Missed Payments Screen.

**Table 3-2. Missed Payments Icons**

Icon	Description
	A red sad face indicates a payment was missed being made to the Contract Administrator. This is determined by the period missed equal to or later than the contract cutover date.
	A yellow sad face indicates a payment was missed being made directly to the Owner Agent. This is determined by the period missed being before the cutover date, or a cutover date has not been established yet.
	Indicates an expired contract.
	Indicates a suspended contract.
	Indicates TRACS sent a voucher to eLOCCS, and eLOCCS is holding the voucher because of a condition indicated by another icon.
	Indicates insufficient funds to make the payment.
	A warning indicator that the voucher for the next month has not been received by eLOCCS from TRACS. This will only show in the next month's column starting after the 15 <sup>th</sup> of the month, when eLOCCS begins tracking the next months payments.

### 3.9 Cutover Date

From the eLOCCS Main Menu, click on the Cutover Date menu option to display any contract in the portfolio which does not have a cutover date. Figure 3-18 shows the screen if all contracts have had their cutover date entered, and Figure 3-19 shows a list of contracts whose cutover dates have not been entered (in this case from another CA—State of Missouri MO800).

Rhode Island Hsng&Mort Finance(RI800)		
Cutover Date Entry		
Contract No	Name	CA Cutover Date (mm/yyyy)
<b>No blank Cutover Dates found</b>		

**Figure 3-18 Cutover Date Entry Screen**

		State of Missouri <b>Cutover Date Entry</b>		<a href="#">Menu</a>	<a href="#">Auth</a>
<a href="#">Menu</a> → Cutover Date Entry				<a href="#">Log Off</a>	<a href="#">Bottom</a>
	Contract No	Name	CA Cutover Date (mm/yyyy)		
1)	<a href="#">MO16E000004</a>	BLUE VALLEY COURT TOWNHOUSES	<input type="text"/>		
2)	<a href="#">MO16M000130</a>	NORTHEAST VIEW APARTMENTS LLC	<input type="text"/>		
3)	<a href="#">MO16M000178</a>	Greenleaf Apts/Greenleaf Associates	<input type="text"/>		
4)	<a href="#">MO368023008</a>	CASTLE PARK APTS	<input type="text"/>		
5)	<a href="#">MO36M000063</a>	HILLVALE APTS	<input type="text"/>		

**Figure 3-19 Cutover Dates Entry Screen**

Enter a cutover date in ‘mm/yyyy’ format for any of the selected contracts and click the **Submit** button (Figure 3-19). LOCCS will perform an edit on the date(s) which includes making sure the entered date is within a 180-day range, i.e., the entered date cannot be further than 90 days in the future or 90 days in the past (Figure 3-20). Accepted entries are returned with a green check next to the date; ones that fail any edits are returned with appropriate information (Figure 3-21). Accepted cutover date entries should now appear on the Outstanding documents query, since they need to be approved by the CAOM before they become effective.

The screen will only show 20 contracts at a time; to display additional contracts, click the **Next** button.

		State of Missouri <b>Cutover Date Entry</b>		<a href="#">Menu</a>	<a href="#">Auth</a>
<a href="#">Menu</a> → Cutover Date Entry				<a href="#">Log Off</a>	<a href="#">Bottom</a>
	Contract No	Name	CA Cutover Date (mm/yyyy)		
1)	<a href="#">MO16E000004</a>	BLUE VALLEY COURT TOWNHOUSES	<input type="text" value="07/2004"/>		
2)	<a href="#">MO16M000130</a>	NORTHEAST VIEW APARTMENTS LLC	<input type="text"/>		
3)	<a href="#">MO16M000178</a>	Greenleaf Apts/Greenleaf Associates	<input type="text"/>		

**Figure 3-20 Cutover Date Entry**

State of Missouri  
Updated Cutover Dates

Menu → Cutover Date Entry → Updated Cutover Dates

✓ Checked Dates are successfully updated.

	Contract No	Name	CA Cutover Date (mm/yyyy)
1)	<a href="#">MO16E000004</a>	BLUE VALLEY COURT TOWNHOUSES	07/2004 ✓

More Updates    Menu

Figure 3-21 Updated Cutover Dates

### 3.10 Maintain Email Addresses

A feature of eLOCCS is the ability to provide information via email. The Business Partner is responsible for maintaining both the email repository list and the eLOCCS email that each email address will receive.

In order to update or maintain email addresses, users must have the Secure Systems eLOCCS role “Administrator” (ADM) assigned to them. With this role, the eLOCCS menu options, Maintain Email Addresses, and Maintain Email Assignments will appear on any Program Area main menu.

Selecting Maintain Email Addresses displays an entry screen with an upper and lower section (Figure 3-22). The upper section specifies the primary eLOCCS email address for the Business Partner. This email address automatically receives all eLOCCS email; no specific email assignment is necessary. For this reason, it is suggested the primary email address be a generic eLOCCS email mailbox for the organization rather than the address being an individual so it can be accessible by multiple individuals.

The bottom portion of the Maintain Email Addresses provides an area to add, delete, and update any number of additional email addresses for individuals in the organization. These additional email addresses will not automatically receive any email. They must manually be mapped to an email through the Email Assignment option.



**Rhode Island Hsng&Mort Finance(RI800)**  
**Maintain Email Addresses**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Maintain Email Addresses

Use the **Update Primary** button to add/update your organizations primary email address.  
Use the **Add Additional** button to add any additional email addresses. Don't forget to assign these additional addresses, to a type of email from the **Maintain Email Assignments** option on the main menu.

PRIMARY Email Address: (Primary receives ALL LOCCS Emails)				
<b>Name :</b>	<b>Rhode Island Hsng&amp;Mort Finance(RI800)</b>			
<b>Email :</b>	<b>smonaghan@rihousing.com</b>			
				<input type="button" value="Update Primary"/>

ADDITIONAL Email Addresses: (Click the name link to modify or delete)				
	Name	Email	Phone	Ext.
1)	<a href="#">John H. Gordon</a>	jgordon@rihousing.com	(401)-457-1223	
2)	<a href="#">Nancy Beal</a>	Nancy_Beal@HUD.gov	(617)-994-8584	
3)	<a href="#">Alma Guzman</a>	aguzman@rihousing.com	(401)-457-1239	
				<input type="button" value="Add Additional"/>

**Figure 3-22 Maintain Email Addresses Screen**

### 3.11 Maintain Email Assignments

From the eLOCCS Main Menu, select the Maintain Email Assignment menu option to display the Maintain Email Assignments (S8CA) Screen (Figure 3-23). This screen displays a grid of email individuals (listed down the page) and the available eLOCCS email (across the top), with a check box at the intersection of each. To mark the individual for the email, check the check box and click the **Submit** button. To remove an individual from an eLOCCS email, uncheck the check box and click the **Submit** button.

The emails available to CAs are Wire Payments Summary and Portfolio Action Summary. Section 202 Offsets is not available as an email, even though it is a selection. Use the Offset tab on the portfolio page for this information.

By Addressee  By Type of Email

Addressee	Email	Type of Email
1) John H. Gordon	jgordon@rihousing.com	Wire Payments Summary <input checked="" type="checkbox"/>
		Portfolio Action Summary <input type="checkbox"/>
		Section 202 Offsets <input checked="" type="checkbox"/>
2) Nancy Beal	Nancy_Beal@HUD.gov	Wire Payments Summary <input checked="" type="checkbox"/>
		Portfolio Action Summary <input type="checkbox"/>
		Section 202 Offsets <input checked="" type="checkbox"/>
3) Alma Guzman	aguzmani@rihousing.com	Wire Payments Summary <input checked="" type="checkbox"/>
		Portfolio Action Summary <input checked="" type="checkbox"/>
		Section 202 Offsets <input checked="" type="checkbox"/>

Update Reset Cancel

Figure 3-23 Maintain Email Assignments (S8CA) Screen

### 3.12 Email Wire Payments Report

Wire Payment Email summaries contain a single line summary of the payments made during the previous eLOCCS payment cycle. Included in the email is a tab-delimited file containing a detail list of contract information. The file may be imported into an MS Excel or equivalent database worksheet for reconciliation or additional analysis. Figure 3-24 shows sample email text.

```

This is an automated email generated by eLOCCS, with an attached file listing detail H&P and/or Fee payments made by eLOCCS against your portfolio in the specified payment cycle.
Deposit in your bank account for these payments should occur on 11-26-2001.
Source: HUD-eLOCCS
Report: CA Payment Detail
Payment Cycle: 11-22-2001 01:23:24
Est Deposit: 11-26-2001
PA800 Pennsylvania Housing Finance Agency
.....Scheduled.....202.....Other.....Wired
.....Amount.....Offset.....Offsets.....Amount
..5 Contracts.....79,910.00.....1,647.00......00.....78,263.00
(See attached file: PA800A67LNBC20011122015230.TXT)

```

Figure 3-24 Sample Email Text

### 3.13 Portfolio Action Summary

The Portfolio Action Summary email generally contains a list of contracts from the CA portfolio that had a funding change, either positive or negative. In addition, any contracts assigned or withdrawn from the portfolio are listed. Figure 3-25 shows sample email text.

```
Source: HUD-eLOCCS
Report: Portfolio Action Summary
Grantee: Pennsylvania Housing Finance Agency
Dear S8 Contract Administrator,
The following actions were recently applied to your portfolio by
LOCCS and/or HUD staff.
Project Name Date Amount Action
PA26M000084 MANUTA GARDENS EAST APTS 2004-07-30 +227,000.00 Funding change
PA28M000079 CAMDEN HILLS APTS 2004-07-30 +1,063,000.00 Funding change
```

Figure 3-25 Sample Email Text