*e*LOCCS
GETTING STARTED GUIDE
For PIH

Line of Credit Control System (LOCCS)

U.S. Department of Housing and Urban Development

November 2011

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1.0 INTRODUCTION

1.1 What is *e*LOCCS?

The Line of Credit Control System (LOCCS) is the U.S. Department of Housing and Urban Development's (HUD) primary grant disbursement system, handling disbursements for the majority of HUD programs. Previously, the only access by grantees to LOCCS was through the Voice Response System (VRS), which allows touchtone telephone access to LOCCS for query and drawdown purposes.

*e*LOCCS is the Internet version of LOCCS VRS, providing drawdown and significantly more query and reporting capability. Introduced in October 2001, *e*LOCCS access is currently limited to Public Housing Authorities (PHAs). Query access is available for all PHA-supported program areas, but drawdown activity is limited to program areas supported by *e*LOCCS. For those program areas not supported by *e*LOCCS, voucher draws must be done through LOCCS VRS.

1.2 Hours of Operation

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

1.3 *e*LOCCS Browser Requirements

In concurrence with Secure Systems browser requirements, *e*LOCCS supports Netscape Communicator - 4.76.

Problems have arisen with the use of Microsoft Internet Explorer 5.0 or above and the Netscape 6 browser upgrades -- either of which may prevent users from accessing and/or running the applications successfully. This browser maybe downloaded by accessing the following URL: http://wp.netscape.com/download/0222101/10000-en---- qual.html

1.4 Purpose of Guide

The purpose of this guide is to provide an overview of the security components that are necessary for *e*LOCCS access with a description of how the components work together and how a user may request access. *e*LOCCS users should be familiar with LOCCS and how it operates under VRS. The *e*LOCCS menu pages are described in some detail; however, for experienced LOCCS VRS users, the information and navigation in *e*LOCCS should be readily intuitive.

2.0 ACCESSING *e*LOCCS

2.1 Security Components

The following sections describe the two (2) independent security components, Secure Systems and System Level that are used in conjunction to authorize *e*LOCCS access.

2.1.1 Secure Systems

The organization attempting access to *e*LOCCS must be recognized as a trusted Business Partner with HUD. Trusted Business Partner access is granted through Secure Systems, HUD's Web-based security software that provides "front door" access to HUD program subsystems, such as *e*LOCCS.

There are two (2) types of Secure Systems users: Coordinators and Users. The Coordinator serves as the Business Partner's Executive Director representative in controlling access to HUD systems and performing other system administration functions. The Coordinator controls which Users have access to HUD systems on behalf of the Business Partner.

Due to REAC's reporting requirements, many PHAs are already Business Partners using Secure Systems. These PHAs already have Secure Systems Coordinators on staff who are familiar with requesting access and accessing HUD applications through Secure Systems. Users who do not have a Secure Systems User ID should contact their Secure Systems Coordinator for instructions on how to request an ID.

Those Users who do not have a Secure Systems Coordinator or who need additional Secure Systems information should download a copy of the *Secure Systems Security Users Manual* at
http://www.hud.gov/offices/reac/products/wass/wass user manual.cfm

2.1.2 System Level

When Secure Systems access is granted, system level application access is required. LOCCS application level security is maintained through the submission of a LOCCS Voice Response System Access Authorization Security Form (HUD-27054). The HUD-27054 form is submitted to authorize LOCCS Voice Response System (VRS) access; it is also used in conjunction with Secure Systems to authorize *e*LOCCS access.

A HUD-27054 form must be completed for each staff member of the recipient organization who will perform *query* or *drawdown* functions. If a User already has a valid HUD-27054 for VRS it is not necessary to submit another one for *e*LOCCS access.

The completed forms (which must be notarized) are sent to the appropriate Field Office for review and verification. Following review, the Field Office staff will send the original forms to the User Support Branch for assignment of a LOCCS User ID. The HUD-27054 must be recertified every 6 months by each LOCCS User's Approving Official.

A copy of a HUD-27054 LOCCS form can be obtained at
http://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf

2.1.3 Interaction

Consider Secure Systems the "front door" to HUD system applications. A Secure Systems User ID and password provide authorized access through the front door. Once in the front door, it's up to the application(s) to provide appropriate security for the application. In the case of *e*LOCCS, the VRS User ID and password defines what the

person can see or do in LOCCS. <u>Both</u> a valid Secure Systems authorization and HUD-27054 form must be in place in order for the User to successfully access *e*LOCCS. Each component is requested separately, and the order in which each is requested is not relevant.

2.2 Signing On to Secure Systems

2.2.1 REAC Home Page

In order to access the Secure Systems Main Menu page sign on must occur through Real estate assessment center (reac) home page. The REAC URL address is **http://www.hud.gov/offices/reac/index.cfm**. On the left menu select Online systems (Figure 1).

Figure 1. REAC Home Page

2.2.2 REAC Online Systems Page

On the online systems page click the LOG IN button (Figure 2) to display the *User Name and Password Required* entry box (Figure 3).

Figure 2. REAC Online Systems Page

2.2.3 Secure Systems User ID and Password Page

Enter the Secure Systems User ID in the User Name box and the Secure Systems password in the Password box. If prompted to "Save password" when signing on to Secure Systems do not mark the checkbox to save.

Figure 3. Secure Systems User ID and Password Page

The above prompt for User Name and Password is a Secure Systems request and <u>not</u> an *e*LOCCS Log In request. A sample *e*LOCCS Log In request is included in Section 3.1.1.

2.2.4 Secure Systems Legal Warning Page

After a successful Secure Systems login a legal warning page will display (Figure 4). Click the Continue button to navigate to the Secure Systems Main Menu (Figure 5).

Figure 4. Legal Warning Page

2.2.5 Secure Systems Main Menu

A hyperlink to the <u>Line of Credit Control System (LOCCS)</u> displays on the individual's menu (Figure 5). Clicking on this hyperlink will take the user to *e*LOCCS . If you do not see a LOCCS hyperlink on the Secure Systems Main Menu page, refer to Section 2.3.1, Self-Assignment of LOCCS System, to establish this hyperlink. You must be a Secure Systems Coordinator to assign this hyperlink.

Individuals with Coordinator privileges will have additional System Administration options at the bottom of the Secure Systems Main Menu page. These options permit Coordinators to assign system roles to themselves, as well as to Users. LOCCS roles must be assigned in order for the LOCCS hyperlink to appear on the Secure Systems Main Menu.

Figure 5. Main Menu

2.3 Secure Systems - LOCCS Assignment of Actions and Roles

Assignment of Actions

Steps for a Coordinator to assign LOCCS to a User:

1) The Coordinator must first assign the LOCCS system hyperlink to him or herself. Refer to Section 2.3.1.1., Self-Assignment of LOCCS System for the steps to complete this process.

2) Once the LOCCS system hyperlink has been assigned, the Coordinator can access LOCCS roles, which can then be assigned to the User. Refer to Section 2.3.1.2., Assignment of LOCCS Roles to Users for the steps to complete this process.

Roles

There are four (4) roles associated with LOCCS, but it is only necessary for the PHA Coordinator to be familiar with two (2) of these roles: LOCCS – **Administration** and LOCCS – **Query** roles.

Each LOCCS User should, at a minimum be assigned the LOCCS **Query** role in Secure Systems. Assignment of any LOCCS role will place the Line of Credit Control System (LOCCS) hyperlink on the Secure Systems Menu. A few LOCCS menu options (specifically email functions) are controlled by the LOCCS **Administration** role. All other LOCCS functions are controlled through the User's HUD-27054 authority.

To perform functions authorized on a User's HUD-27054 and to maintain the LOCCS email matrix for the organization, the Coordinator should assign the User both the **Administration** and **Query** roles. If the Coordinator does not want the User to maintain the LOCCS email matrix, only the **Query** role should be assigned.

2.3.1 Coordinator Assignments

2.3.1.1 Self-Assignment of LOCCS System

A Coordinator wishing to assign the LOCCS system hyperlink to themselves should complete the following steps:

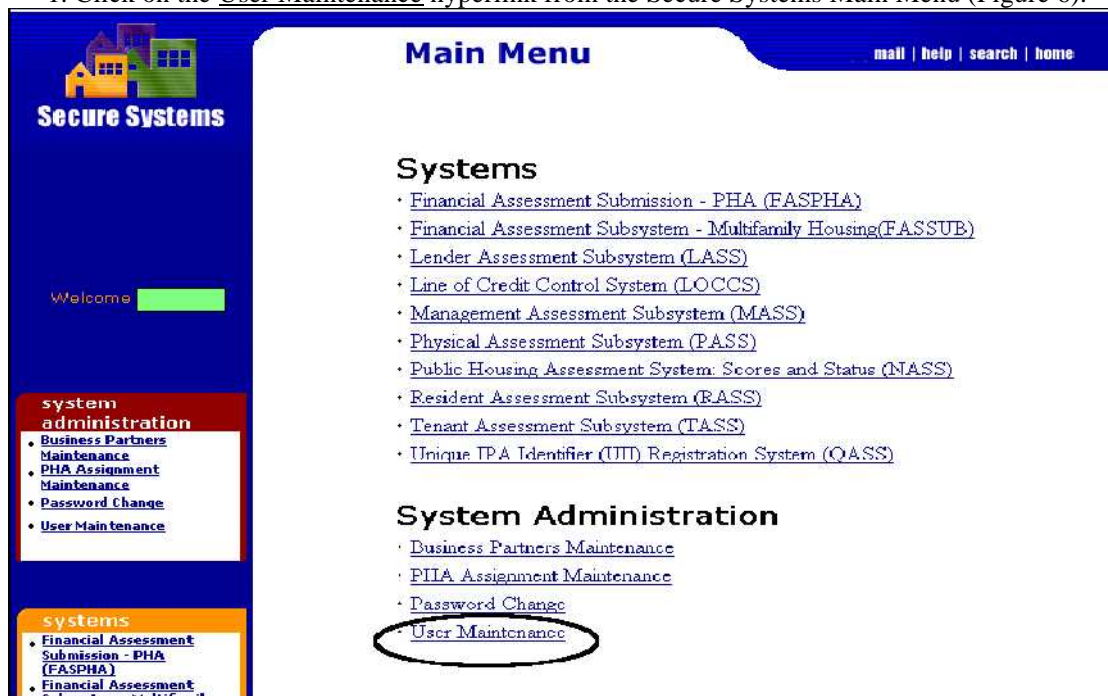1. Click on the User Maintenance hyperlink from the Secure Systems Main Menu (Figure 6).

Figure 6. Secure Systems Main Menu

2. Enter the **Coordinator's** Secure Systems User ID on User Maintenance page and click `Search for User` (Figure 7). The Maintain User information page displays (Figure 8).

Figure 7. User Maintenance Page

3. Select *Maintain User Profile – Actions* from the Choose a Function dropdown box and click the `Submit` button. (Figure 8).

Figure 8. Maintain User ID Page

4. The Assign/Unassign Actions for User screen displays. Mark the checkbox of **LOCCS COR-Coordinator** and then click on ___Assign/Unassign Actions___ at the bottom of the page (Figure 9).

(Figure 9. is continued on the next page)
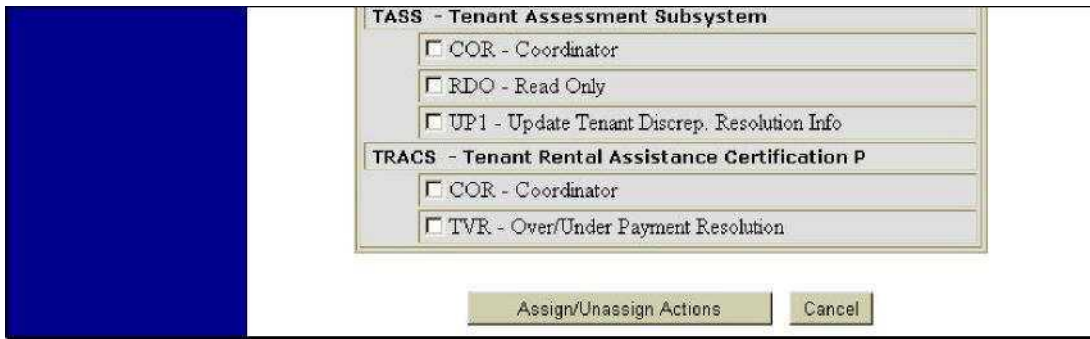
Figure 9. Assign/Unassign Actions for User

5. The transaction confirmation page displays (Figure 10). Click ⌊OK⌋ to properly initialize the LOCCS hyperlink on the Secure Systems Main Menu; exit your browser and reenter Secure Systems Main Menu page. The LOCCS hyperlink will now display on the Secure Systems Main Menu.

Figure 10. Assign/Unassign Action(s) Transaction Confirmation

2.3.1.2 Assignment of LOCCS Roles to Users

Coordinators assigning LOCCS roles to Users should perform the following steps:

1. Click the User Maintenance hyperlink from the Secure Systems Main Menu page (Figure 6) to display the User Maintenance page (Figure 7).

2. Enter the **User's** Secure Systems ID and click Search for User to display the User's information on the Maintain
   User page (Figure 7).

3. Select *Maintain User Roles* from the Choose a Function dropdown box list and click Submit to display the
   Assign/Unassign Roles for User page (Figure 11).

Figure 11. Maintain User Page

4. Mark the checkboxes labeled **ADM-Administration** and **QRY-Query** and click on [Assign/Unassign Roles] to transmit the update. (Figure 12)
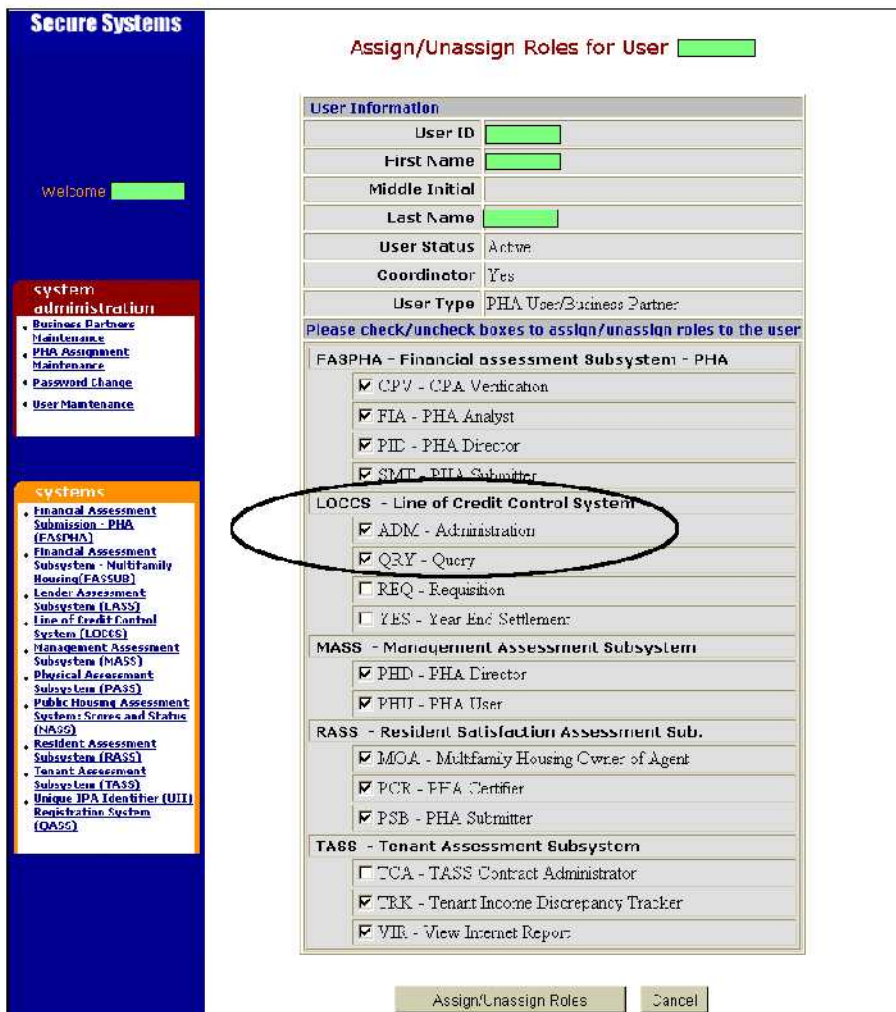
Figure 12. Assign/Unassign Roles for User

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The Assign/Unassign Role Confirmation for User page displays (Figure 13)

Figure 13. Assign/Unassign Role Confirmation

5. Preview the pending assignment roles for the User and click on [Confirm] to accept
the change. The transaction confirmation page displays to confirm the role assignment (Figure 14).
Click [OK].

Figure 14. Assign Roles Transaction Confirmation

3.0 USING *e*LOCCS

3.1 Signing On To *e*LOCCS

3.1.1 LOCCS User ID and Password

The LOCCS (VRS) User ID and Password are required to access *e*LOCCS. The same rules apply when entering User ID and Password through *e*LOCCS as VRS; it must be changed every 60 days and recertified every 6 months (Figure 15). If prompted to "Save password" when signing on to *e*LOCCS, **do not mark checkbox to save**.

LOCCS User IDs and Passwords are <u>all</u> numeric.
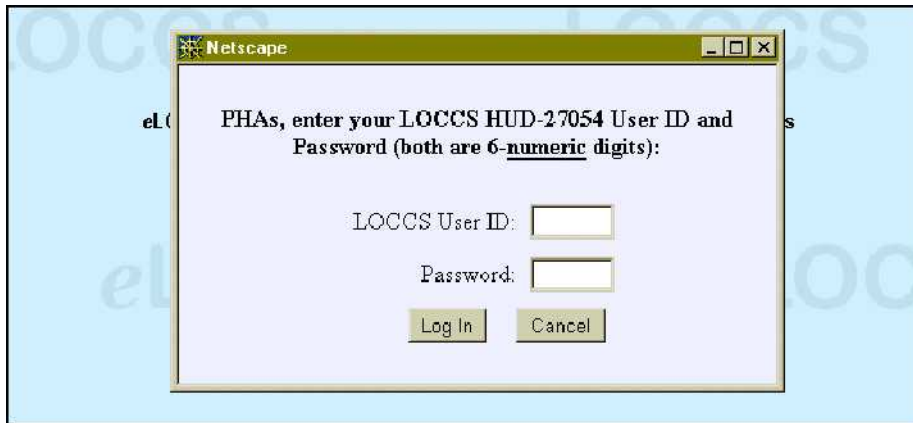
Figure 15. LOCCS User ID and Password Page

3.1.2 Authorization

After a successful login the LOCCS Authorization page displays (Figure 16). This page summarizes a User's HUD-27054 authority by Tax ID, program area, and authorization. In *e*LOCCS a User may have the authority to represent several Business Partners/Tax ID organizations. If you are authorized to represent multiple Tax ID organizations, select a program area to conduct *e*LOCCS business for that organization. To access a different organization, return to the LOCCS Authorization page and select the desired program area.

Figure 16. LOCCS Authorization Page

3.1.3 Navigation Trail Hyperlinks

As a User drills down into *e*LOCCS data through hyperlinks, the system tracks the path, which
appears on the *e*LOCCS navigation bar as hyperlinks. The Navigation bar provides the User with a hyperlink trail
for returning to a previous page. For example, in Figure 17, the navigation bar shows that the User started
from the ▭ Menu → Portfolio → Grant Information → and finally to the Voucher Information page.
To return to any of the previous pages, click the desired hyperlink on the *e*LOCCS navigation bar.
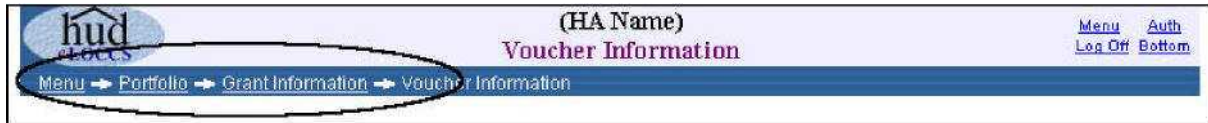
Figure 17. Navigation Trail hyperlinks

Browsers provide a "Back" button that takes a User to a previous document. LOCCS
strongly recommends that Users refrain from using this button and use the *e*LOCCS-
provided navigation trail. This is especially important when performing updates. Using
the browser's "Back" button will retrieve old documents that may not reflect
the LOCCS database, which is constantly changing.

3.1.4 Main Menu Options

A variety of information is available through *e*LOCCS, but depending upon a User's program area authority, menu
options may vary. For example, Figure 18 shows a Main Menu page in which the Capital Fund Program (CFP) was
selected from the *e*LOCCS Authorization page. Some of these Main Menu options are described in the
subsections to follow.

Figure 18. Main Menu Page (sample)
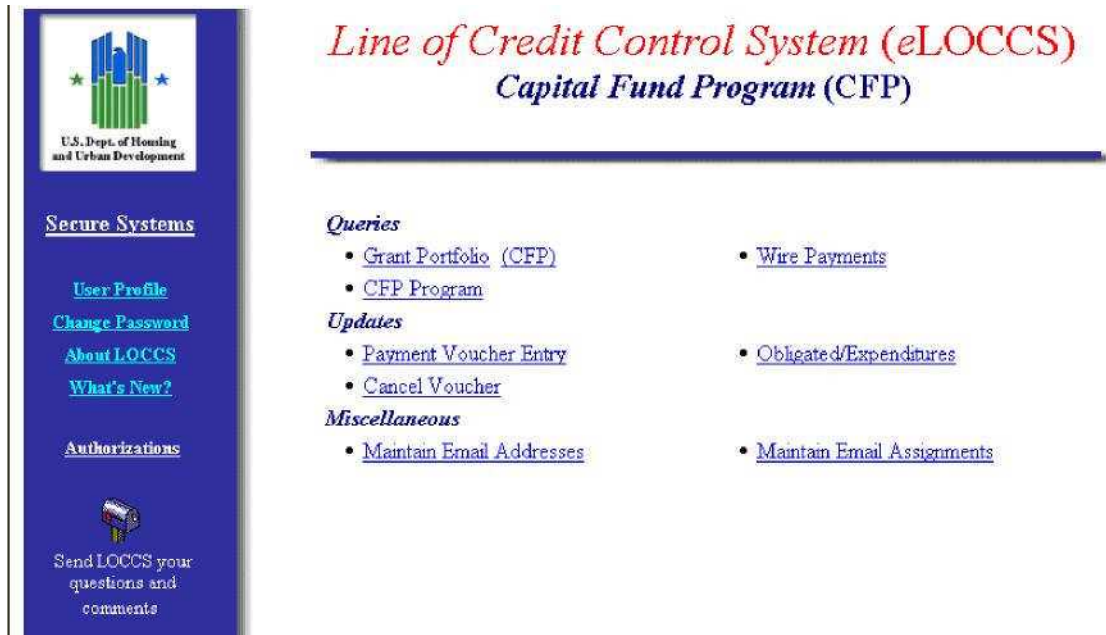
3.1.4.1 Grant Portfolio

The Grant Portfolio Page (Figure 19) lists funding information of *All Grants* by program area authorized for the User. The page offers a budget snapshot of grant information with balance amounts including any new grants that have been assigned to the Portfolio within the past 30 days. A new icon will be displayed next to the grant for 30 days. Depending upon whether the grant is awaiting the program office to spread the initial budget, the available balance amount may be zero.

Above the column headings on the right is a checkbox indicating *Show Zero Balance Grants.* To view grants with zero balances mark the checkbox and *e*LOCCS will automatically load any grants with zero balance amounts on the Grant Portfolio page. To return to the original grant portfolio balance amounts simply deselect the checkbox.

Figure 19. Grant Portfolio

From the Portfolio page, to view additional information on a grant click the appropriate hyperlink and the Grant Information Page (Figure 20) will display with a *General* tab set as default along with optional tabs depending on the grant selected. At a minimum the *General* and *Voucher* tab will appear for each grant. The *General* tab details organizational information, contract dates and funding information specific to that grant. Figure 20 below is a sample Grant (Portfolio) Information page with the *General* default tab selected.

Figure 20. Grant Portfolio

Clicking the *Budget* tab will list amounts that were authorized/disbursed against the grant by Budget Line Item (BLI), as shown in (Figure 21). On the *Disbursed* column header is a double arrow down icon . Clicking this icon will display each voucher that makes up the accounting total for the BLI (Figure 22). To return to the previous BLI level simply click the up icon   and the voucher amounts will collapse.

Figure 21. Budget Tab by BLI

hud eLOCCS

(HA Name)
Grant Information

Menu   Auth
Log Off Bottom

Menu → Portfolio → Grant Information

Grant: **XX43P000501-00**   (CFP) Capital Fund Program

| General | **Budget** | Vouchers | Obl/Exp |

Status	Line Item	Name	Authorized	Disbursed ▲	Payments in Process	Balance
	1406	**Operations**	25,000.00	25,000.00	0.00	0.00
		03/01/2001 Voucher 092-005165		25,000.00		
	1408	**Management Improvement**	70,000.00	39,649.80	0.00	30,350.20
		11/14/2000 Voucher 092-000707		3,884.00		
		05/24/2002 Voucher 092-052920		35,200.00		
		06/13/2002 Voucher 092-055767		565.80		
	1410	**Adminstration**	102,000.00	102,000.00	0.00	0.00
		06/13/2002 Voucher 092-055767		102,000.00		
	1430	**Fees & Costs**	60,000.00	47,663.26	0.00	12,336.74
		03/21/2001 Voucher 092-006458		7,070.00		
		06/13/2002 Voucher 092-055767		40,593.26		
	1450	**Site Improvement**	225,682.00	165,033.00	0.00	60,649.00
		05/01/2002 Voucher 092-049801		7,000.00		
		07/02/2002 Voucher 092-058673		117,873.00		
		08/07/2002 Voucher 092-063780		6,665.00		
		09/03/2002 Voucher 092-067376		28,670.00		
		10/28/2002 Voucher 092-076824		4,825.00		
	1460	**Dwelling Structures**	987,612.00	812,110.10	0.00	175,501.90
		12/07/2001 Voucher 092-030871		37,050.00		
		12/28/2001 Voucher 092-033479		35,725.00		
		01/28/2002 Voucher 092-036823		36,370.00		
		03/06/2002 Voucher 092-041902		39,596.20		
		04/04/2002 Voucher 092-045922		73,946.90		
		05/01/2002 Voucher 092-049801		54,410.00		
		05/24/2002 Voucher 092-052920		88,560.00		
		07/02/2002 Voucher 092-058673		133,917.00		
		08/07/2002 Voucher 092-063780		77,217.00		
		09/03/2002 Voucher 092-067376		53,060.00		
		10/04/2002 Voucher 092-073229		101,478.00		
		10/28/2002 Voucher 092-076824		80,780.00		
	1465	**Dwelling Equipment**	5,728.00	0.00	0.00	5,728.00
	1475	**Non-Dwelling Equipment**	7,000.00	3,342.00	0.00	3,658.00
		06/13/2002 Voucher 092-055767		3,342.00		
	1495	**Relocation Costs**	10,000.00	9,559.29	0.00	440.71
		06/13/2002 Voucher 092-055767		9,559.29		
	1502	**Contingency**	0.00	0.00	0.00	0.00
		Totals	1,493,022.00	1,204,357.45	0.00	288,664.55

Figure 22. Budget Tab by BLI/Voucher

Clicking the *Voucher* tab lists general voucher information for a particular grant. A voucher number can be selected to retrieve descriptive information about that voucher (Figure 23). On the *Amount* column header is a double arrow down detail icon . Clicking this will show an itemized BLI breakdown by voucher. To return to the previous level click the up icon .

Figure 23. Voucher Tab

Depending upon the Program Area and grant selected, the *Obligated/Expenditures* (Obl/Exp) tab may or may not be visible. The *Obl/Exp* query tab supplies important historical information for the grant by reporting period (Figure 24). The % under Cumulative Obligated represents the Cumulative Obligated divided by the LOCCS Authorized. The % under Cumulative Expended represents the Cumulative Expended divided by the LOCCS Disbursed

Figure 24. Obl/Exp Tab

3.1.4.2 (Program Portfolio)

As shown in Figure 25, a User may view a specific program area by clicking the program area tab (*CFP*) next to the *All Grants* tab. (Figure 18) The program area on the tab is based on the User's program area selection when initially accessing *e*LOCCS (see Figure 16). For example, in Figure 25, only CFP grants are displayed because this is the program area selected at the authorization page access point.

Figure 25. (Program Portfolio)

3.1.4.3 Program-Specific Information

The program-specific information hyperlink on the *e*LOCCS main menu provides useful information about a particular program. The program area hyperlink is determined at the *e*LOCCS authorization page access point (see Figure 16). For example, in Figure 26 below, two tabs supply information relative to the CFP grant: A Budget Line Item chart under the *Budget Line Items* tab and a message about a HUD requirement under the *Tracked Documents* tab (Figure 27).

Figure 26. Program-Specific BLI Tab

Figure 27. Program-Specific Tracked Documents Tab

3.1.4.4 Wire/Check Payments

The Wire Payments option displays LOCCS Payment Cycle summaries of wire/check payments made to the Business Partner. To reduce the number of records displayed, the page defaults to the last 50 payments. A Next hyperlink is available at the top column header and bottom of the table to select the next 50 rows (Figure 28).

Figure 28. Wire/Check Payments

Wire Payments Detail

Click the *No of Grants* column on the Wire/Check Payments page to view the Wire/Check Payments Detail page. The LOCCS disbursements made on the Payment Cycle date appear on this page (Figure 29).

Figure 29. Wire Payments Detail

3.1.4.5 Payment Voucher Entry

The Payment Voucher Selection page allows grantees the ability to select and request all their vouchers at once. Depending upon the User's program area authority, all available grants in all program areas in which the User has drawdown authority are selected and displayed with a checkbox next to the grant number (Figure 30).

Figure 30. Payment Voucher Selection Page

If a grant has a phone icon   in lieu of a check box, this indicates that the grant/program area is not currently supported by *e*LOCCS drawdown, and can only be drawn using the VRS.

If a grant has an available balance, but *e*LOCCS determines it is unavailable for drawdown, the check box is replaced with a locked icon . Directly below the grant there will be an explanation of why the grant is locked, along with a representative icon that provides a quick visual indication of status.

To perform a drawdown simply mark the desired checkboxes next to the grant and click the Submit button for *e*LOCCS processing. *e*LOCCS will then display these vouchers in succession, and the appropriate budget line information will appear for each one.

If multiple grants were selected on the Voucher Selection page, the Next Payment icon and related grant number appears at the bottom of the page (Figure 31). Choosing this Next Payment icon will display the next HUD-50080 voucher form for that grant. The current voucher will be skipped for processing.

*e*LOCCS automatically totals the voucher as each Budget Line Item (BLI) amount is entered. A negative BLI amount cannot be entered against an available drawdown balance. After BLI drawdown amounts fields have been populated, click the Submit button and one of the following results will be returned:

- The voucher request is accepted and processed for payment,
- The voucher request is accepted but requires HUD review, or
- The voucher request is rejected and a reason provided.

For example, (Figure 32) below illustrates a payment voucher request of $2000 against the BLI 1408 Management Improvement account that is accepted, and approved for payment.

eLOCCS
CFP Capital Fund Program
Payment Voucher

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number 092-******	2. LOCCS Pgrm Area CFP	3	4
5. Voice Response No. xxxxx-92001	6. Grantee Organization (HA Name)		
8. Grant or Project No. XX39P00050100	6a. Grantee Organization TIN XX-0004034		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1408	Management Improvement	182,614.35	3,230.47	2,000.00
1410	Administration	187,719.00	0.00	0.00
1430	Fees & Costs	45,104.65	0.00	0.00
1450	Site Improvement	41,780.00	0.00	0.00
1460	Dwelling Structures	1,419,977.00	59,600.03	0.00
1502	Contingency	0.00	0.00	0.00
	Total:	1,877,195.00	62,830.50	2,000.00

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form eLOCCS User	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 11-27-2002

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C.3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-CFP-a (4/2000)

Submit   Reset   Cancel

Next Payment   (CFP Grant Number)

Figure 31. Payment Voucher Entry

hud
eLOCCS

(HA Name)
Payment Voucher Entry

Menu   Auth
Log Off Bottom

Menu ➡ Voucher Selection ➡ Voucher Entry

eLOCCS
CFP Capital Fund Program
Payment Voucher

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number 092-079183	2. LOCCS Pgm Area CFP	3	4
5. Voice Response No. xxxxx-92001	6. Grantee Organization (HA Name)		
8. Grant or Project No. XX39P00050100	6a. Grantee Organization TIN XX-0004034		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1408	Management Improvement	182,614.35	181,383.88	1,230.47	2,000.00
	Total:	182,614.35	181,383.88	1,230.47	2,000.00

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form eLOCCS User	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 11-27-2002

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C.3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form **HUD-50080-CFP-a** (4/2000)

This Payment Request was APPROVED...

A payment of **$2,000.00** should be deposited in your account on **Monday December 02, 2002**. Please print this request, and retain for your records.

| Menu | Next Payment | (CFP **Grant Number**) |

Figure 32. Payment Voucher – Approved Confirmation

3.1.4.6 Obligated/Expenditures

The Obligated/Expenditure Status page is accessed through the main menu *Obligated/Expenditure* hyperlink. When the tab is clicked, *e*LOCCS will show the most recent obligated/expenditure information for program areas and grants requiring the information. If the latest Reporting Period has not been provided and the User is authorized to provide that information, the reporting period will become a hyperlink. Clicking on the hyperlink will allow entry of the information for that period (Figure 33).

Figure 33. Obligated/Expenditure Status

The Obligated/Expenditure Update page allows entry of updated information, as needed. If the period is past the obligation end date for the grant, a lock appears next to the obligated information and LOCCS automatically places the prior obligation amount in that field, which cannot change.

For convenience, if the prior reported amounts are the same as current reported amounts, a checkbox is provided to automatically use the previous figures (Figure 34).

Figure 34. Obligated/Expenditure Update

3.1.4.7 Cancel Voucher (PHAs)

Users who have the authority to create a voucher request can cancel that request *prior* to LOCCS payment. The *Cancel Voucher* option is accessed through the main menu. When this option is selected, *e*LOCCS will display any outstanding vouchers that may be canceled (Figure 35). Select the cancel icon and you will be asked to provide a reason for canceling the voucher. After entering the reason, click the Submit button and the selected voucher will be canceled (Figure 36). Another voucher may now be entered against the grant, if needed.

Figure 35. Cancel Voucher Selection

Figure 36. Cancel Voucher

3.1.4.8 Maintain Email Addresses

A useful feature of *e*LOCCS is the ability to provide emails of LOCCS HUD actions that affect the funding of grants in a portfolio. These emails will alert you when funding for the contract/grant has changed. The Business Partner maintains both the email repository list and the LOCCS email that each email address will receive.

In order to update or maintain email addresses, Users must have the Secure Systems LOCCS role **Administration** assigned. See *Section 2.3 Secure Systems for LOCCS Assignment/Roles* . With this role assigned, the *e*LOCCS menu options will display *Maintain Email Addresses* and *Maintain Email Assignments* hyperlinks on the *e*LOCCS main menu page.

Clicking *Maintain Email Addresses* displays an entry page with an upper and lower section (Figure 37). The upper section specifies the primary LOCCS email address for the Business Partner. This email address automatically receives <u>all</u> LOCCS email; no specific email assignment is necessary. For this reason, it is suggested that the primary email address be a generic email mailbox for the organization. This type of mailbox has the benefit of being accessible by multiple individuals. To update your primary email address, click the Update Primary button and enter the email for the organization (Figures 38a)

The bottom portion of the Maintain Email Addresses page (Figure 37) provides an area for adding, deleting and updating any number of additional email addresses for individuals in the organization. (Figures 38b and c) These additional email addresses will not automatically receive any email and must be mapped manually to a type of email through the *Email Assignment* option from the main menu. See *Maintain Email Assignment section 3.1.4.9.*

Figure 37. Maintain Email Addresses Page

Figure 38a. Update Primary Email Address

Figure 38b. Update Secondary Email Addresses

Figure 38c. Update Secondary Email Addresses

3.1.4.9 Maintain Email Assignments

The Maintain Email Assignments page allows a User to map additional email addresses other than the primary email address to specific emails generated by LOCCS. A User may choose between two presentations of the mapping: (1) *By Addressee* and (2) *By Type of Email* via radio button. For example, Figure 39 below depicts the email User by *Addressee* with the desired type of emails chosen.

Figure 39. Email by Addressee

When the presentation is *By Type of Email*, the type of email appears as a hyperlink. In this case, the Wire Payments and Portfolio Action Summary email is mapped to the User. (Figure 40).

Figure 40. Email by Type

Clicking on the hyperlink will display a description of the email and provide a sample email

4.0 QUICK REFERENCE

4.1 Troubleshooting/Tips

By far, the most frequent problem encountered by Users is difficulty accessing *e*LOCCS. This is due to the PHA Coordinator's improper setup of access in Secure Systems. Once access has been established in *e*LOCCS through Secure Systems, Users report very few problems with navigating and using *e*LOCCS.

Multiple components and systems support *e*LOCCS access; therefore, the nature of the particular problem will determine the contact person. Listed below are some *e*LOCCS troubleshooting tips, common problems and resolutions:

1. **I'm a Coordinator and I do not see the LOCCS hyperlink on my main menu.**

   The fact that you are a Coordinator and have assigned the LOCCS system to yourself does not mean you (a Coordinator) have access to LOCCS; it only means you have authority to provide this hyperlink to others. If Coordinators also need direct access to LOCCS, they should completed a HUD 27054 form and forward to your local Field Office for review (who will then forward to the User Support Branch), and assign at least one of the LOCCS roles (Query and/or Administration) to themselves. See Section 2.3.1.2.

2. **I'm a Coordinator and I don't see the LOCCS roles to assign to my Users.**

   You (a Coordinator) have not assigned the LOCCS system hyperlink to yourself. Without LOCCS hyperlink being assigned, you will not see the LOCCS roles to assign to Users on the Maintain User Information page. See Section 2.3.1.1.

3. **I'm a User and I don't see the LOCCS hyperlink on my Secure Systems Main Menu.**

   The Coordinator has not assigned LOCCS role(s) Query and/or Administrative to your Secure Systems ID. The association of these roles will place the LOCCS hyperlink on your Secure Systems Main Menu. See Section 2.3.1.2.

4. **When I click on a program area in *e*LOCCS the main menu is blank.**

   The Coordinator has indeed assigned a LOCCS role to you. This can be assumed because the LOCCS hyperlink appeared on the Secure Systems Main Menu, but they were probably assigned a Section 8 Contract Administrator role, which means nothing to a PHA user.

   Have the User verify with the Coordinator that they have been assigned either LOCCS – Query and/or LOCCS – Administration roles. See Section 2.3.1.2.

5. **I don't have any email options displayed on my LOCCS menu.**

   You were not assigned the LOCCS Administration role by your Coordinator. Have your coordinator add the role to your ID. See Section 2.3.1.2.

6. **I don't see a particular program area on the Authorization page, but it shows up on the Grant Portfolio page off the *e*LOCCS main menu.**

   This means you are authorized for query access only for that program area. To have drawdown capability, add the program area to your HUD 27054 form and forward to your local Field Office for review (who will then forward to the User Support Branch). The program will then appear on your *e*LOCCS Authorization page after the approval process.

7. **When I click on the LOCCS hyperlink from the Secure Systems main menu, I am sometimes prompted to enter my 'User Name and Password' even though I previously entered my Reac User Name and Password.**

   The fact that you have been prompted twice to enter you Reac Log In information indicates you are using the Internet Explorer (IE) browser, which has a double authentication process. Only when the message box prompts you to enter your "LOCCS HUD-27054 User ID and Password" do you enter your numeric LOCCS (VRS) User ID and Password. See Figure 15.

8. **My PHA/Organization address is incorrect in *e*LOCCS.**

   To change your organization address, send in a revised SF-1199A to your program office (who will then forward to Ft Worth Accounting). The reason is that LOCCS is a payment system, where a payment could be made by check. Therefore the name and address of the organization is treated as if it were banking/payment information, requiring a SF-1199A.

9. **When I attempt to do a drawdown from the Payment Voucher Entry hyperlink, I get a grant information page with budget related tabs.**

   You have either selected a grant from the Grant portfolio hyperlink or in fact selected the Payment Voucher Entry hyperlink off the main menu, but clicked on the grant, which displays general grant information. The only way a drawdown can be completed is through accessing the Payment Voucher Entry hyperlink through the main menu. Once this has been selected, mark the *check box* next to the desired grant and click the *submit* button at the bottom of the page to continue the drawdown process.

10. **Can I change my password in *e*LOCCS prior to the 60 day prompt?**

    Yes. After a program area has been selected from the authorization page, the Change Password option will be on the left sidebar of any program area menu, directly under your User Profile option.

11. How can I find out which browser version I am using?

Open your browser and click on the *Help* dropdown bar located on the top portion of the browser tool bar page. From the list select the last option, which begins with *about.... (browser name)*. This option will indicate your browser version.

4.2 Help Desk Contact Information

All other issues most likely will be related to *e*LOCCS. Please use the mailbox at *e*LOCCS LOCCS_WEB_COMMENTS@HUD.GOV to relay appropriate information. The following table is a help desk Contact Information by System to determine the help desk appropriate for you.

Help Desk	System	Telephone
*e*LOCCS Help Desk	*e*LOCCS	703.506.8229, Ext. 4279
REAC Technical Assistance	Secure Systems	1.888.245.4860