eLOCCS

Section 8 Contract Administrator (S8CA)

USERS GUIDE

Line of Credit Control System (LOCCS)

U.S. Department of Housing and Urban Development

May 2007

Revision Sheet

Release No.	Date	Revision Description
Rev. 1.0	08/05/04	Initial version of the document.
Rev. 1.1	05/01/07	Updated text and inserted current screen examples.

USERS GUIDE

TABLE OF CONTENTS

Page #

LIST OF FIGURES

LIST OF TABLES

Page #

1.0 INTRODUCTION TO *e*LOCCS

1.0 INTRODUCTION TO eLOCCS

1.1 What is LOCCS/*e*LOCCS?

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.

*e*LOCCS is the web-enabled module in LOCCS, which allows authorized CAs, or their representatives, to access LOCCS through HUD's Secure Systems. Once *e*LOCCS 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. *e*LOCCS 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 *e*LOCCS Roles

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

Table 1-1. *e*LOCCS Roles

Role Code	Description	Remarks
QRY	Query	Query access allows viewing of any contract within the CA's portfolio.
ADM	Administrator	Allows updating of email addresses for *e*LOCCS correspondences. The Administrator role is a Wild-Card entry for cutover dates. The Administrator will be allowed to enter cutover dates for any contract in the *e*LOCCS 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

Inability 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 *e*LOCCS roles (refer to *Section 1.2*) have been assigned to your User identification (User ID). The hyperlink will not appear if improper *e*LOCCS 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 *e*LOCCS. Please use the *e*LOCCS mailbox at *e*LOCCS@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) 708-1757, ext 3758.

2.0 ACCESSING eLOCCS

2.0 ACCESSING *e*LOCCS

2.1 Secure Systems Main Menu

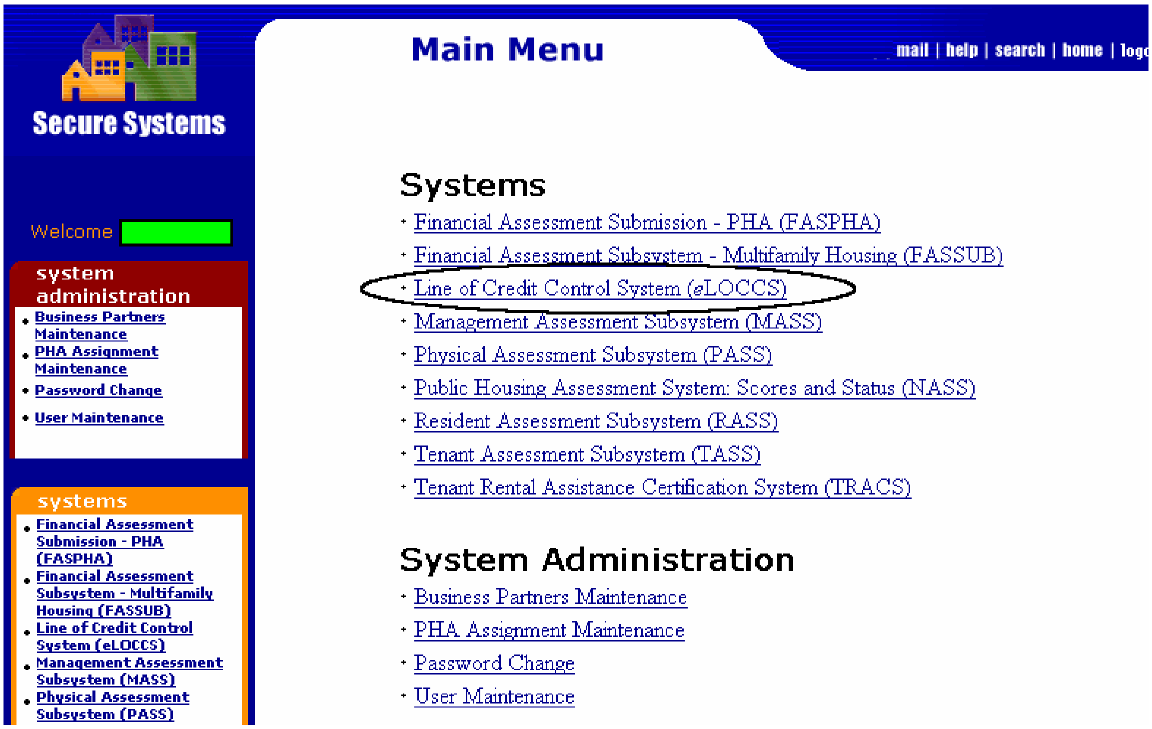


Figure 2-1 Secure Systems Main Menu

Access to Secure Systems and *e*LOCCS 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 *e*LOCCS Log In Screen (Figure 2-2).

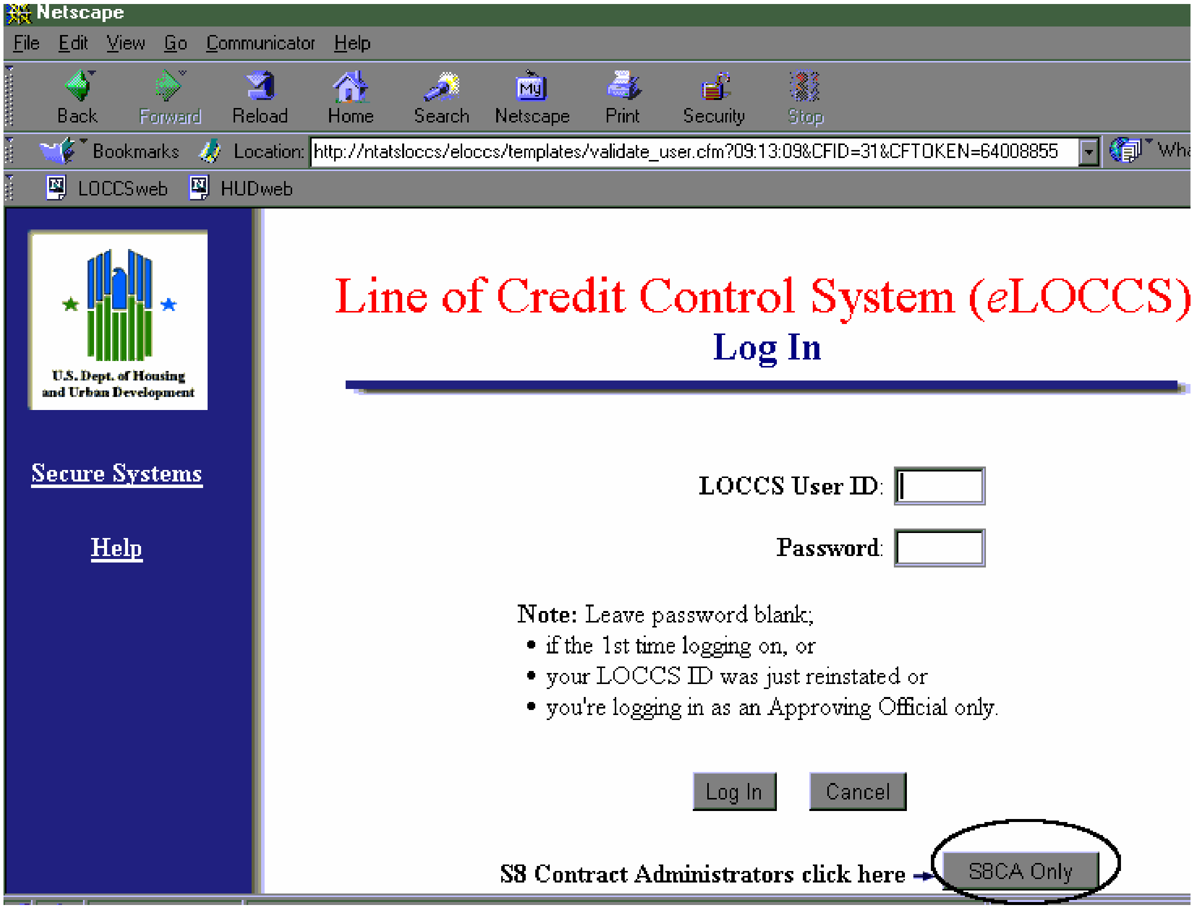


Figure 2-2 *e*LOCCS Log In Screen

CAs do not have a LOCCS User ID; therefore, the *e*LOCCS 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 Systems. 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 *e*LOCCS authorizations.

2.2 *e*LOCCS Authorizations Screen

The *e*LOCCS Authorizations Screen (Figure 2-3) displays the user's authorized *e*LOCCS access by Business Partner and *e*LOCCS program area. The Section 8 Contract Administrator program is identified in *e*LOCCS by the 4-character code, **S8CA**; and for the majority of Contract Administrators, a single authorization line will appear. If the user has additional *e*LOCCS authorization through an approved HUD-27054 *e*LOCCS security form or S8CA authorization for multiple Contract Administrators, additional program area authority may appear on this screen. Each *e*LOCCS program area will be a hyperlink, and selecting the program area hyperlink will display a customized menu for the program area. Once in *e*LOCCS, 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.

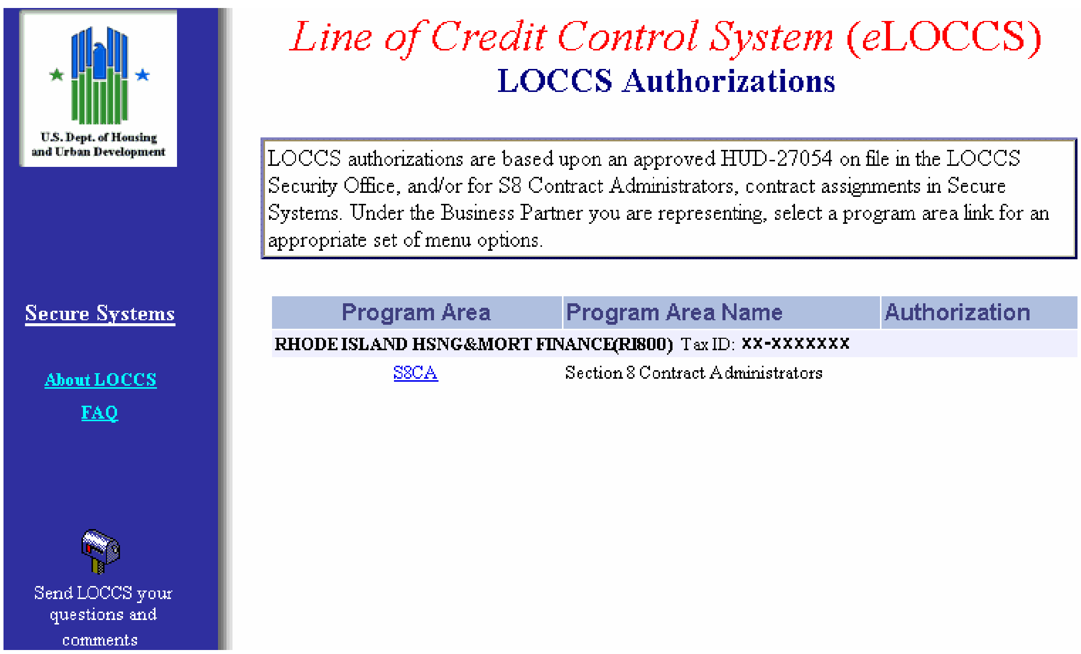


Figure 2-3 *e*LOCCS Authorization Screen

2.3 *eLOCCS* Main Menu

The *e*LOCCS Main Menu (Figure 2-4) displays options, depending on the *e*LOCCS 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 *e*LOCCS 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 *e*LOCCS Main Menu

2.3.1 Left Sidebar Options

The sidebar in the left-hand side of the *e*LOCCS 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 *e*LOCCS HUD-27054 authority, if any.
- **About LOCCS** – Displays basic LOCCS/*e*LOCCS information, hours of operation, points of contact, etc.
- **Authorizations** – Returns the user to the *e*LOCCS Authorizations page.
- **Mailbox –** Displays the *e*LOCCS electronic mailbox for users' questions and comments.

2.4 Navigation

The Program Area Main Menu, the anchor point for *e*LOCCS 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 *e*LOCCS 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; and instead use the *e*LOCCS-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 *e*LOCCS database, which is constantly changing.

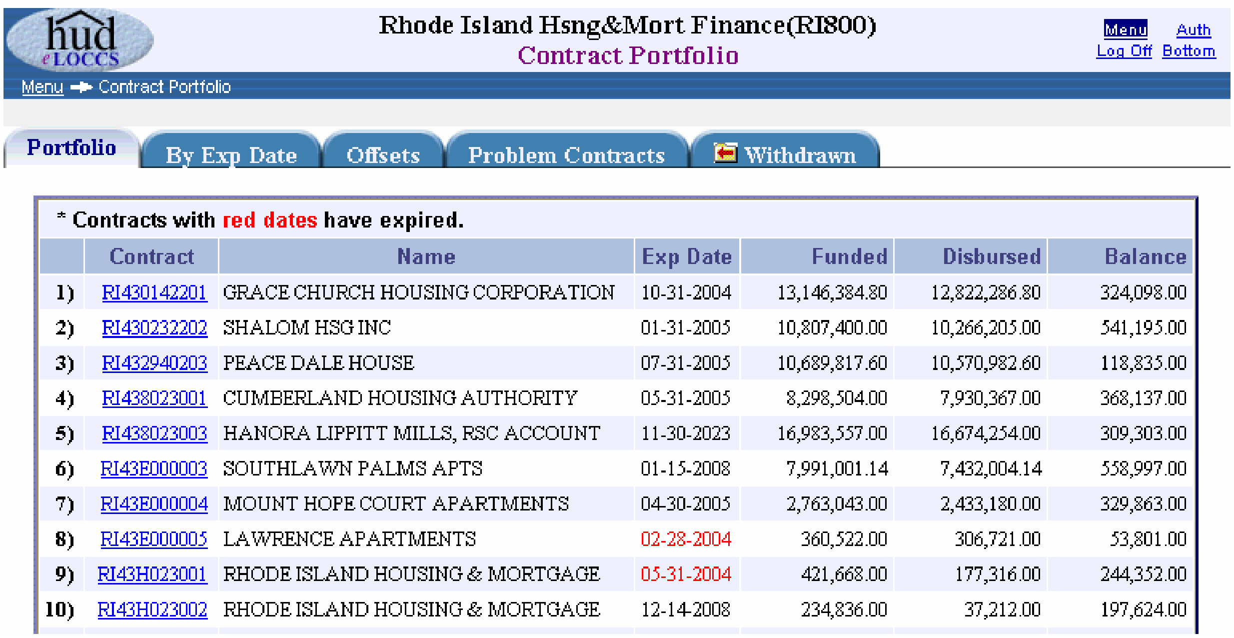
Figure 2-5 *e*LOCCS Navigation

3.0 *e*LOCCS MENU OPTIONS

3.0 *e*LOCCS MENU OPTIONS

3.1 Contract Portfolio

From the *e*LOCCS Main Menu (Figure 2-4click on the Contract Portfolio link to display the entire portfolio of HAP contracts which will be sorted by contract number (as shown in Figure 3-1). The contract expiration date, current funded, disbursed, and balance information 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 on 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)	RI430142201	GRACE CHURCH HOUSING CORPORATION	10-31-2004	13,146,384.80	12,822,286.80	324,098.00
2)	RI430232202	SHALOM HSG INC	01-31-2005	10,807,400.00	10,266,205.00	541,195.00
3)	RI432940203	PEACE DALE HOUSE	07-31-2005	10,689,817.60	10,570,982.60	118,835.00
4)	RI438023001	CUMBERLAND HOUSING AUTHORITY	05-31-2005	8,298,504.00	7,930,367.00	368,137.00
5)	RI438023003	HANORA LIPPITT MILLS, RSC ACCOUNT	11-30-2023	16,983,557.00	16,674,254.00	309,303.00
6)	RI43E000003	SOUTHLAWN PALMS APTS	01-15-2008	7,991,001.14	7,432,004.14	558,997.00
7)	RI43E000004	MOUNT HOPE COURT APARTMENTS	04-30-2005	2,763,043.00	2,433,180.00	329,863.00
8)	RI43E000005	LAWRENCE APARTMENTS	02-28-2004	360,522.00	306,721.00	53,801.00
9)	RI43H023001	RHODE ISLAND HOUSING & MORTGAGE	05-31-2004	421,668.00	177,316.00	244,352.00
10)	RI43H023002	RHODE ISLAND HOUSING & MORTGAGE	12-14-2008	234,836.00	37,212.00	197,624.00

Figure 3-1 Contract Portfolio Screen

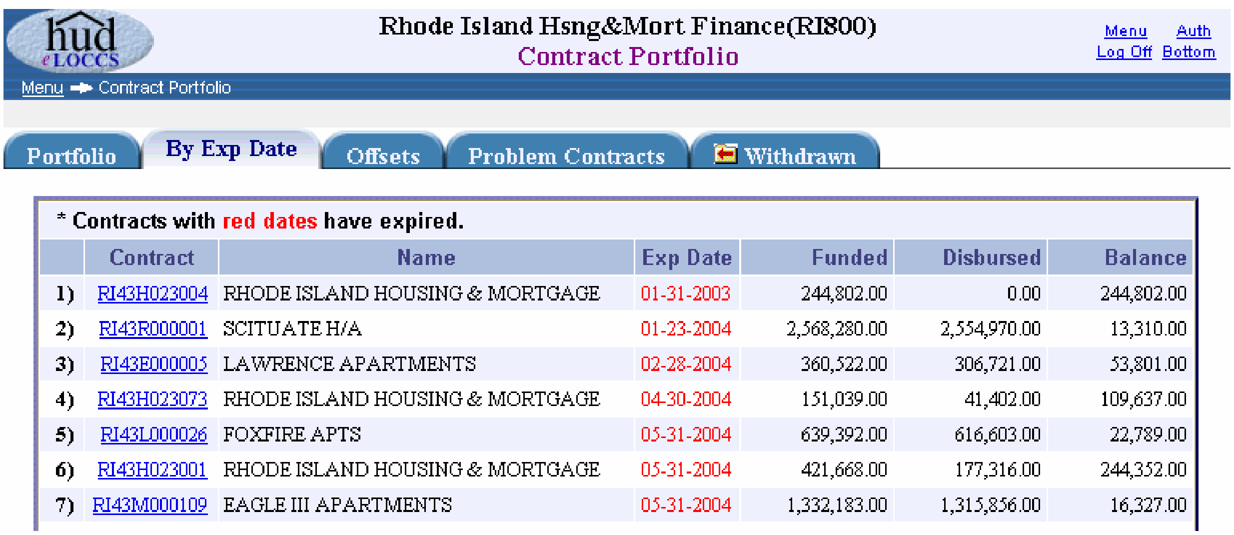
Table 3-1 shows the current icons that may be displayed on the contract portfolio query.

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.

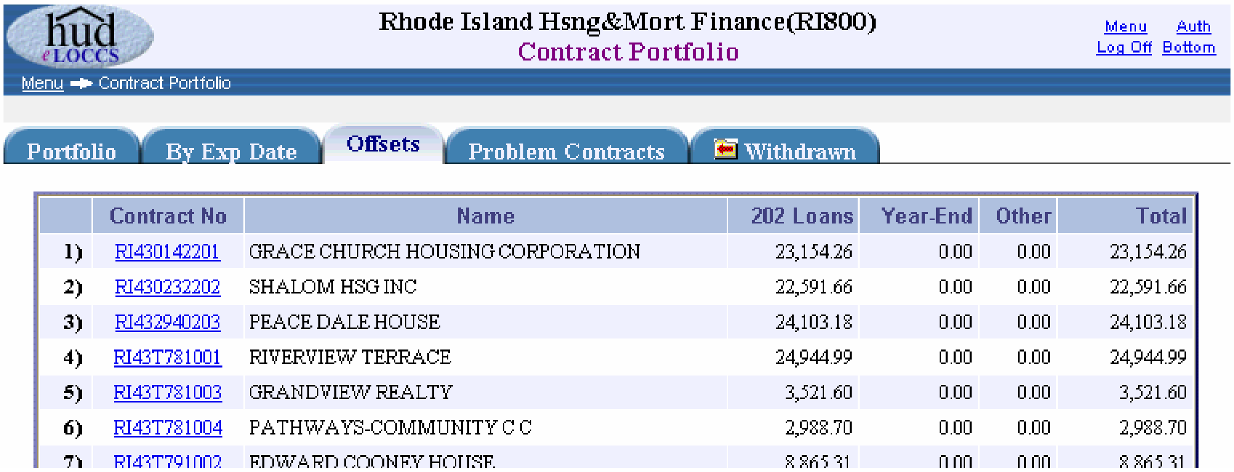


	Contract	Name	Exp Date	Funded	Disbursed	Balance
1)	RI43H023004	RHODE ISLAND HOUSING & MORTGAGE	01-31-2003	244,802.00	0.00	244,802.00
2)	RI43R000001	SCITUATE H/A	01-23-2004	2,568,280.00	2,554,970.00	13,310.00
3)	RI43E000005	LAWRENCE APARTMENTS	02-28-2004	360,522.00	306,721.00	53,801.00
4)	RI43H023073	RHODE ISLAND HOUSING & MORTGAGE	04-30-2004	151,039.00	41,402.00	109,637.00
5)	RI43L000026	FOXFIRE APTS	05-31-2004	639,392.00	616,603.00	22,789.00
6)	RI43H023001	RHODE ISLAND HOUSING & MORTGAGE	05-31-2004	421,668.00	177,316.00	244,352.00
7)	RI43M000109	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 *e*LOCCS offset that will be applied to the next payment. *e*LOCCS tracks Section 202 loan offsets and any manual offset entered by HUD. The Year-End Settlement column is not used at this time.



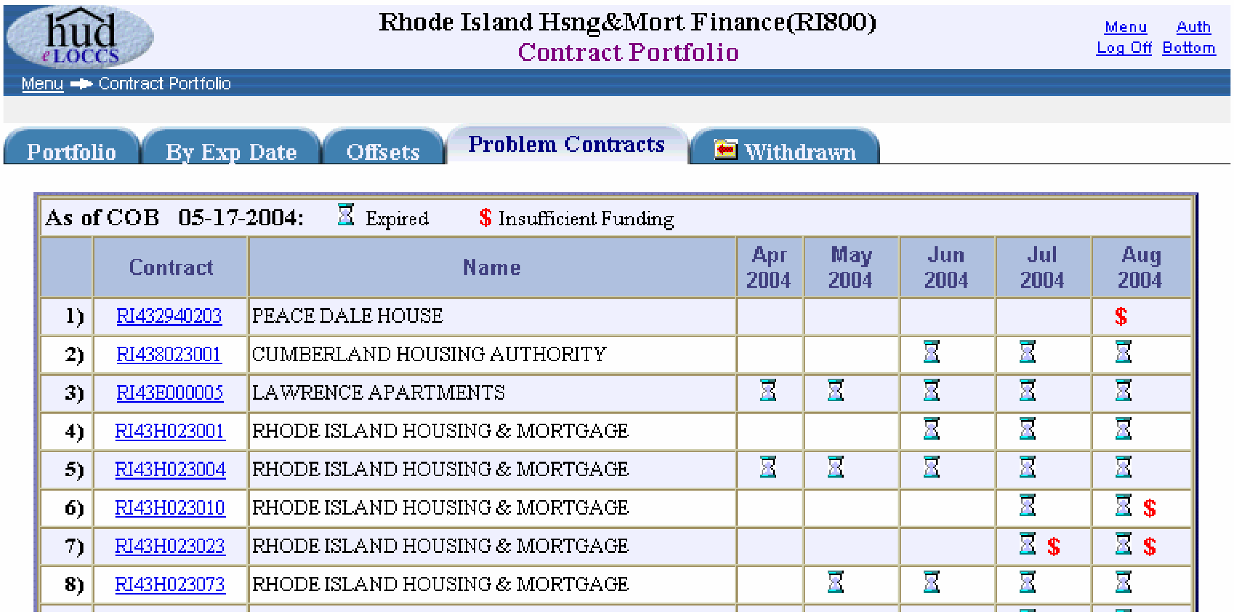
	Contract No	Name	202 Loans	Year-End	Other	Total
1)	RI430142201	GRACE CHURCH HOUSING CORPORATION	23,154.26	0.00	0.00	23,154.26
2)	RI430232202	SHALOM HSG INC	22,591.66	0.00	0.00	22,591.66
3)	RI432940203	PEACE DALE HOUSE	24,103.18	0.00	0.00	24,103.18
4)	RI43T781001	RIVERVIEW TERRACE	24,944.99	0.00	0.00	24,944.99
5)	RI43T781003	GRANDVIEW REALTY	3,521.60	0.00	0.00	3,521.60
6)	RI43T781004	PATHWAYS-COMMUNITY C C	2,988.70	0.00	0.00	2,988.70
7)	RI43T791002	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 **$** in the 1st month, which indicates that an *e*LOCCS payment will not be made due to insufficient funds, including all subsequent months.
The insufficient funds indicator **$**, is based on actual disbursements to date and a LOCCS projection using a contract payment average. The average is calculated using the total contract payments over 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 *e*LOCCS overnight payment cycle; however, the data is recalculated and refreshed every night.

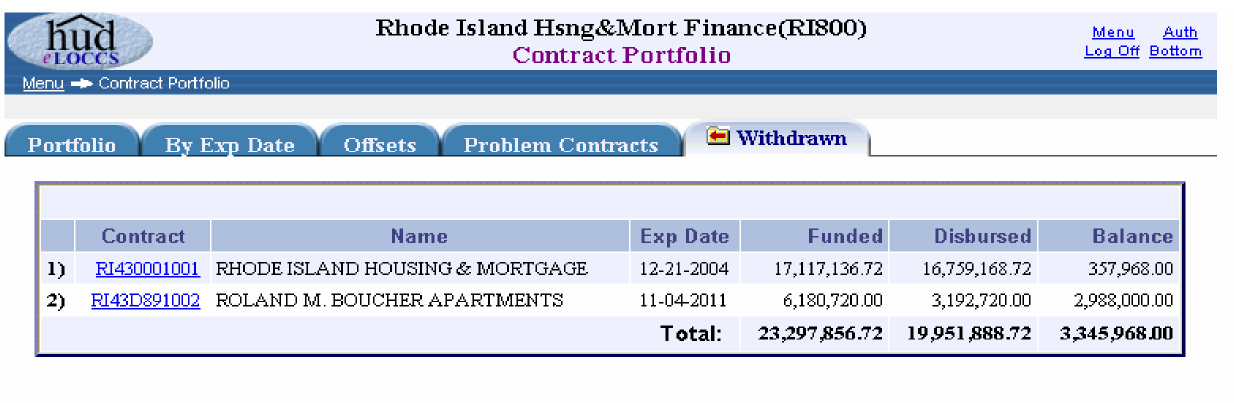


	Contract	Name	Apr 2004	May 2004	Jun 2004	Jul 2004	Aug 2004
1)	RI432940203	PEACE DALE HOUSE					$
2)	RI438023001	CUMBERLAND HOUSING AUTHORITY			⌛	⌛	⌛
3)	RI43E000005	LAWRENCE APARTMENTS	⌛	⌛	⌛	⌛	⌛
4)	RI43H023001	RHODE ISLAND HOUSING & MORTGAGE			⌛	⌛	⌛
5)	RI43H023004	RHODE ISLAND HOUSING & MORTGAGE	⌛	⌛	⌛	⌛	⌛
6)	RI43H023010	RHODE ISLAND HOUSING & MORTGAGE				⌛	⌛ $
7)	RI43H023023	RHODE ISLAND HOUSING & MORTGAGE				⌛ $	⌛ $
8)	RI43H023073	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.



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

Figure 3-5 Withdrawn Tab

3.2 Contract Selection

From the *e*LOCCS 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, clicking the **Submit** button displays the Contract Detail Screen (Figure 3-7).

3.3.1 General

The Contract Detail screen will display the 'General' tab set as default along with optional tabs depending on the Contract. The 'General' tab details organizational information, contract dates, and current funding information specific to that grant.

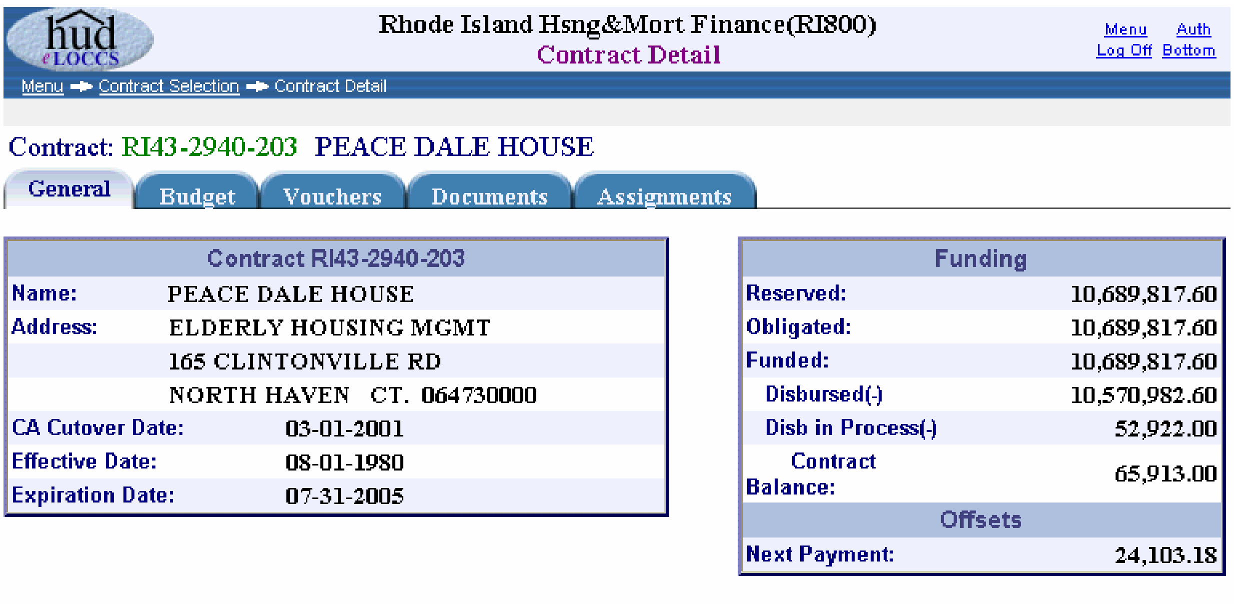


Figure 3-7 Contract Detail Screen

A critical element on the Contract Detail Screen is the CA Cutover Date, which will initially be blank for all contracts. The date will automatically be filled by *e*LOCCS 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. *e*LOCCS will not make payment beyond the Budget Authority balance.

- **Disbursed –** Funds disbursed against the contract, either to the HAP owner directly or the CA.

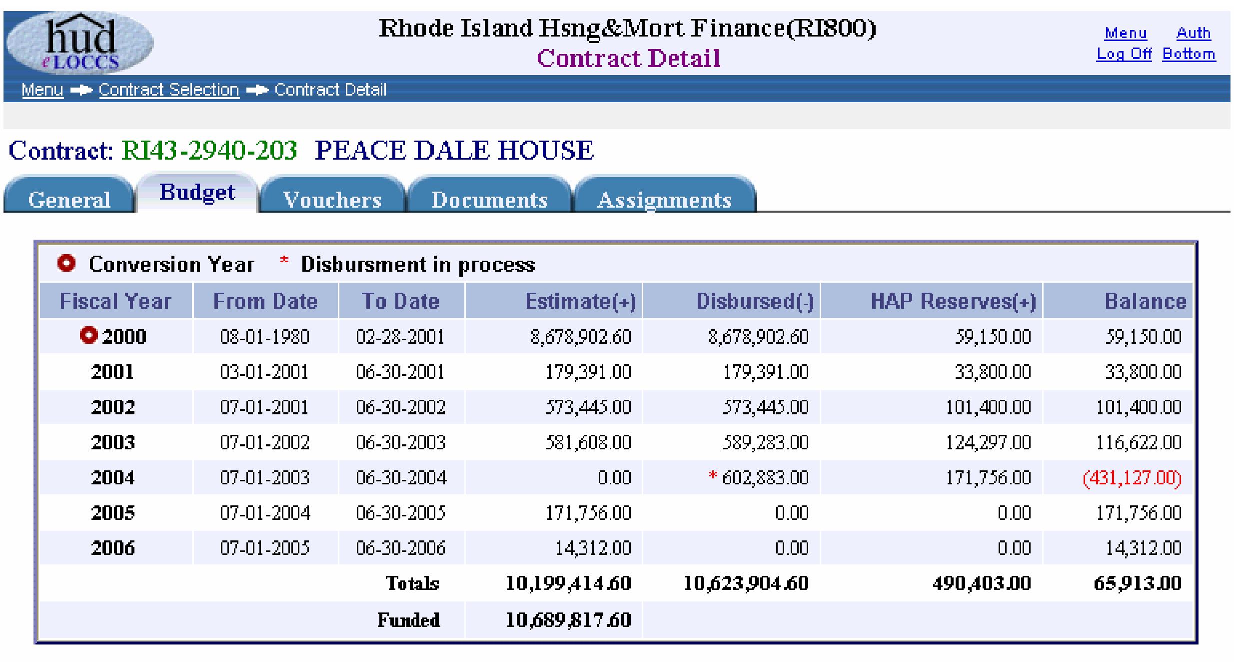
- **Disbursed in Process –** Generally zero, but may show a warehoused voucher waiting payment date.

- **Balance –** Remaining undisbursed Budget amount.

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 *e*LOCCS 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, *e*LOCCS 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 are rolled up into a single year.



Fiscal Year	From Date	To Date	Estimate(+)	Disbursed(-)	HAP Reserves(+)	Balance
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
		Totals	**10,199,414.60**	**10,623,904.60**	**490,403.00**	**65,913.00**
		Funded	**10,689,817.60**			

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, *e*LOCCS made payments based upon the HUD-52663 payment schedule submitted by the CA and approved by the CAOM. For those payments, *e*LOCCS 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 *e*LOCCS 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 *e*LOCCS offset applied to the voucher amount. The Wired Amount column represents the amount (if any) wired for payment.

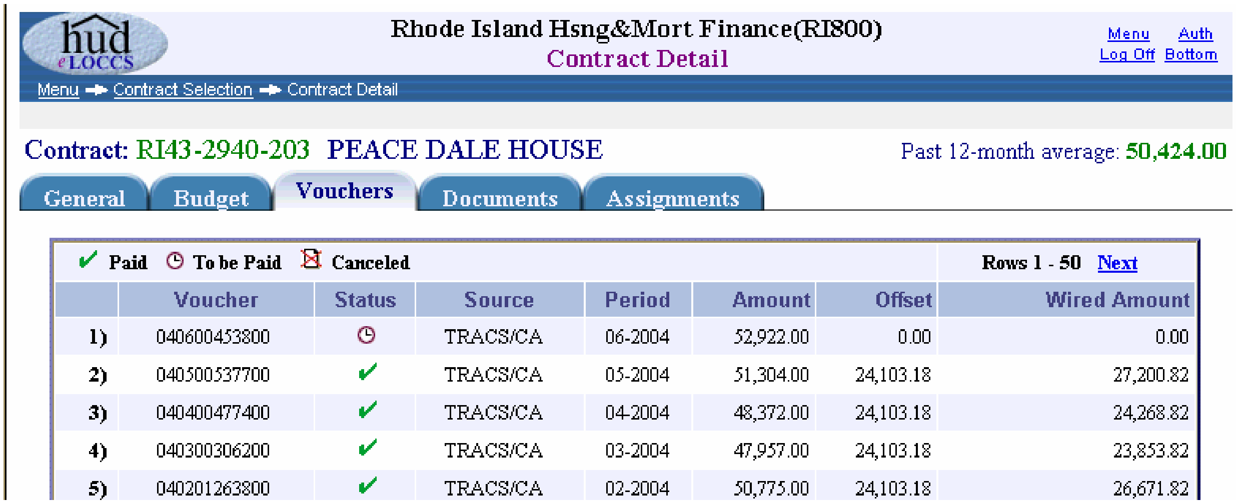
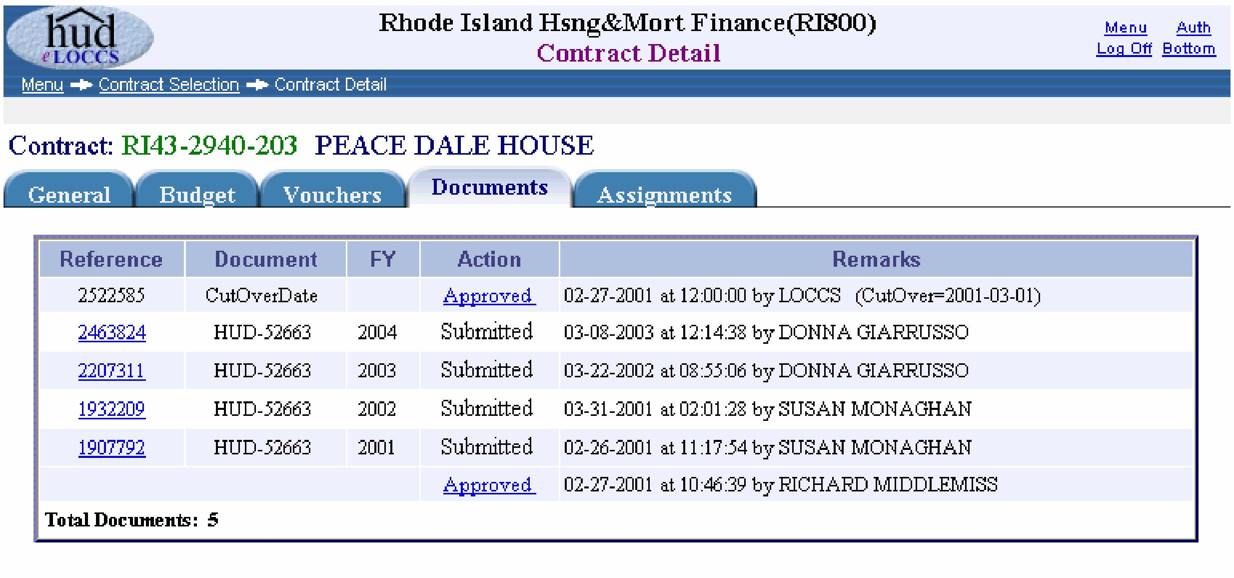


Figure 3-9 Voucher Tab

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.



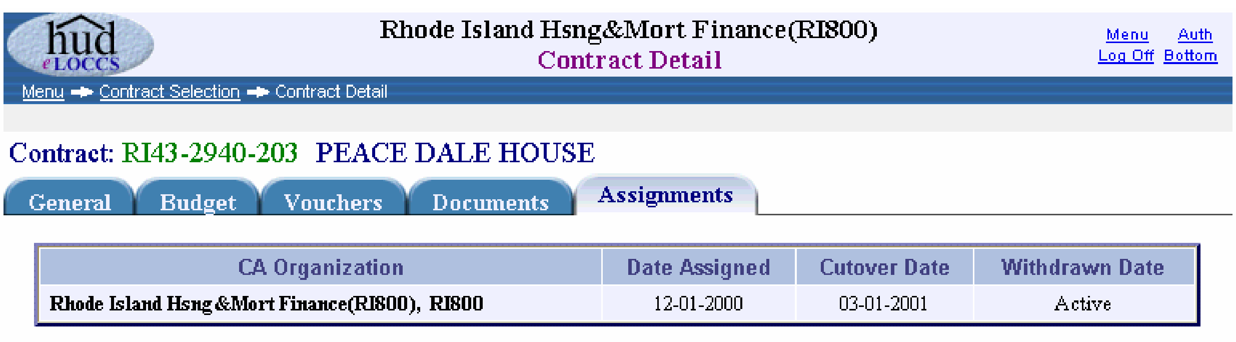
Reference	Document	FY	Action	Remarks
2522585	CutOverDate		Approved	02-27-2001 at 12:00:00 by LOCCS (CutOver=2001-03-01)
2463824	HUD-52663	2004	Submitted	03-08-2003 at 12:14:38 by DONNA GIARRUSSO
2207311	HUD-52663	2003	Submitted	03-22-2002 at 08:55:06 by DONNA GIARRUSSO
1932209	HUD-52663	2002	Submitted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

Total Documents: 5

Figure 3-10 Documents Tab

3.3.5 Assignments

Selecting the Assignments tab (Figure 3-11) displays the contracts assignment history. Most contracts 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

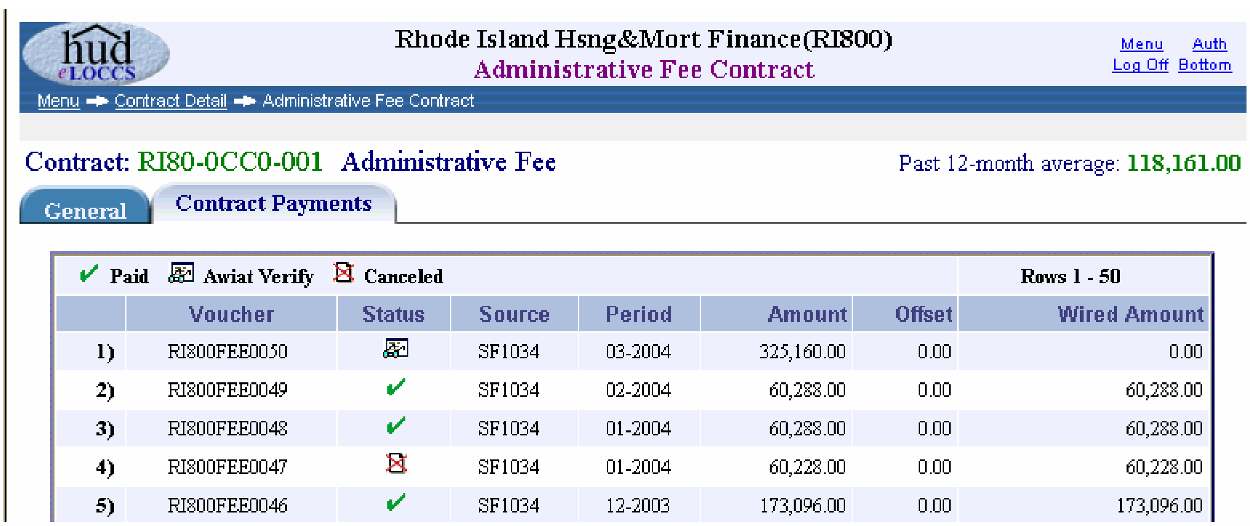
Figure 3-11 Assignments Tab

3.4 Administrative Fee Contract

From the *e*LOCCS Main Menu, click the Administrative Fee Contract menu option to display the Administrative Fee Contract Screen “General” tab (Figure 3-12), which is established for administrative fee payments.

Figure 3-12 Administrative Fee General Tab

Any admin fee payments made against the contract may be viewed by clicking the Contract Payments tab (Figure 3-13).



	Voucher	Status	Source	Period	Amount	Offset	Wired Amount
1)	RI800FEE0050		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		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 3-13 Administrative Fee Contract Screen

3.5 Outstanding Documents

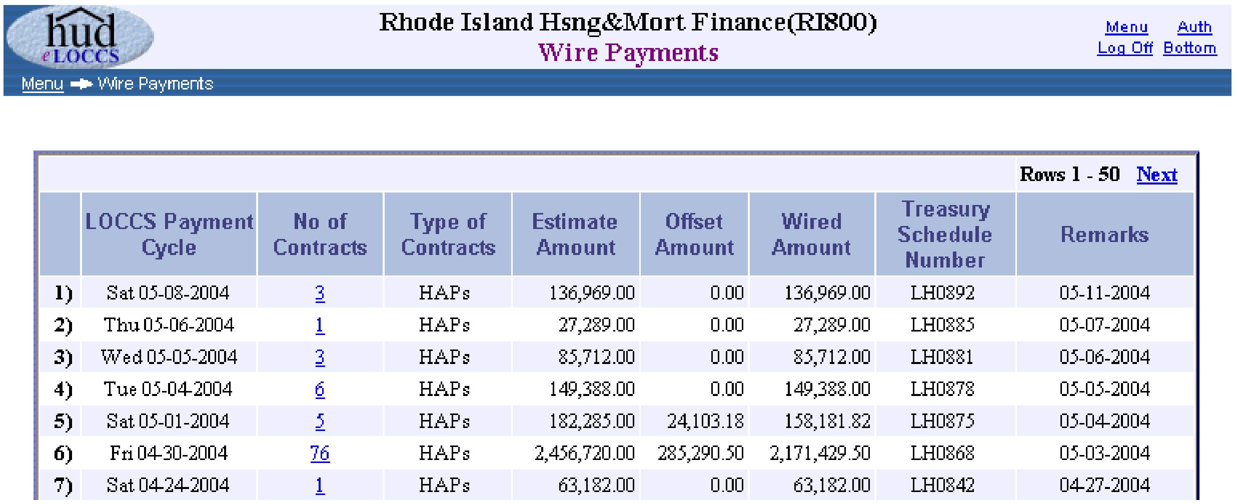
From the *e*LOCCS Main Menu, click the Outstanding Documents menu option to display the Outstanding Documents Screen (Figure 3-14), which displays any outstanding documents requiring action by the CAOM. The only CAOM action tracked by *e*LOCCS is the approval of a contracts cutover date. Contracts that have the initial cutover date entered by the CA and now await approval by the CAOM will appear on this screen.

Figure 3-14 Outstanding Documents Screen

3.6 Wire Payments

From the *e*LOCCS Main Menu, click the Wire Payments menu option to display any payments made by *e*LOCCS to the CA (Figure 3-15); 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.



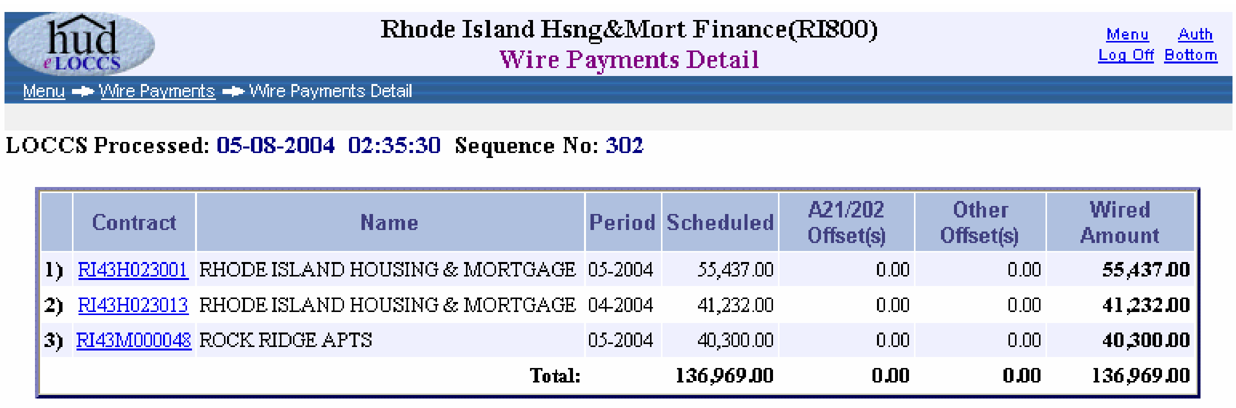
	LOCCS Payment Cycle	No of Contracts	Type of Contracts	Estimate Amount	Offset Amount	Wired Amount	Treasury Schedule Number	Remarks
1)	Sat 05-08-2004	3	HAPs	136,969.00	0.00	136,969.00	LH0892	05-11-2004
2)	Thu 05-06-2004	1	HAPs	27,289.00	0.00	27,289.00	LH0885	05-07-2004
3)	Wed 05-05-2004	3	HAPs	85,712.00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

Figure 3-15 Wire Payments Screen

Click on the *No of Contracts* hyperlink to display detailed wire payments information for that contract number.

3.6.1 Wire Payments Details

The Wire Payments Detail screen (Figure 3-16) displays information such as offset and wired amounts.

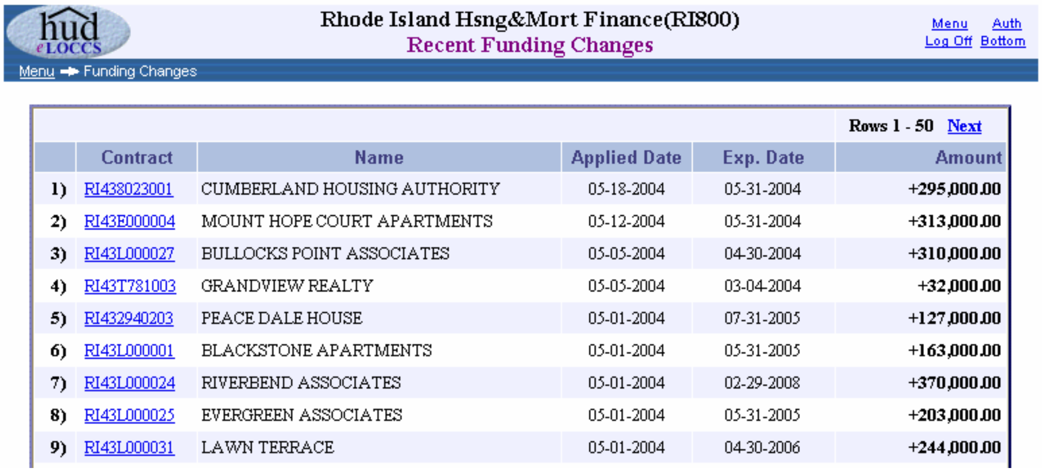


	Contract	Name	Period	Scheduled	A21/202 Offset(s)	Other Offset(s)	Wired Amount
1)	RI43H023001	RHODE ISLAND HOUSING & MORTGAGE	05-2004	55,437.00	0.00	0.00	**55,437.00**
2)	RI43H023013	RHODE ISLAND HOUSING & MORTGAGE	04-2004	41,232.00	0.00	0.00	**41,232.00**
3)	RI43M000048	ROCK RIDGE APTS	05-2004	40,300.00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

Figure 3-16 Wire Payments Detail Screen

3.7 Recent Funding Changes

The Recent Funding Changes Screen (Figure 3-17) shows any contract funding changes that occurred in the portfolio within the last 30 days. Reserved and Obligated changes are not tracked by *e*LOCCS; only funding changes that affect the available balance used for a payment decision are reflected in this query.


hud *e*LOCCS

Rhode Island Hsng&Mort Finance(RI800)

Recent Funding Changes

Menu Auth Log Off Bottom

Menu ➔ Funding Changes

Rows 1 - 50 Next

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

Figure 3-17 Recent Funding Changes Screen

3.8 Missed Payments

The Missed Payments query screen (Figure 3-18) 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 displays the status of the period and provides 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, *e*LOCCS will hold the voucher until the expiration date is extended or additional funds are added in the accounting system. *e*LOCCS will immediately release and pay the voucher when that occurs; no action is required by the CA. *e*LOCCS will begin tracking the next month's period on the 1st business day following the 15th of the month. .

Clicking on a contract link will return the Contract Detail page described in Section 3.3.

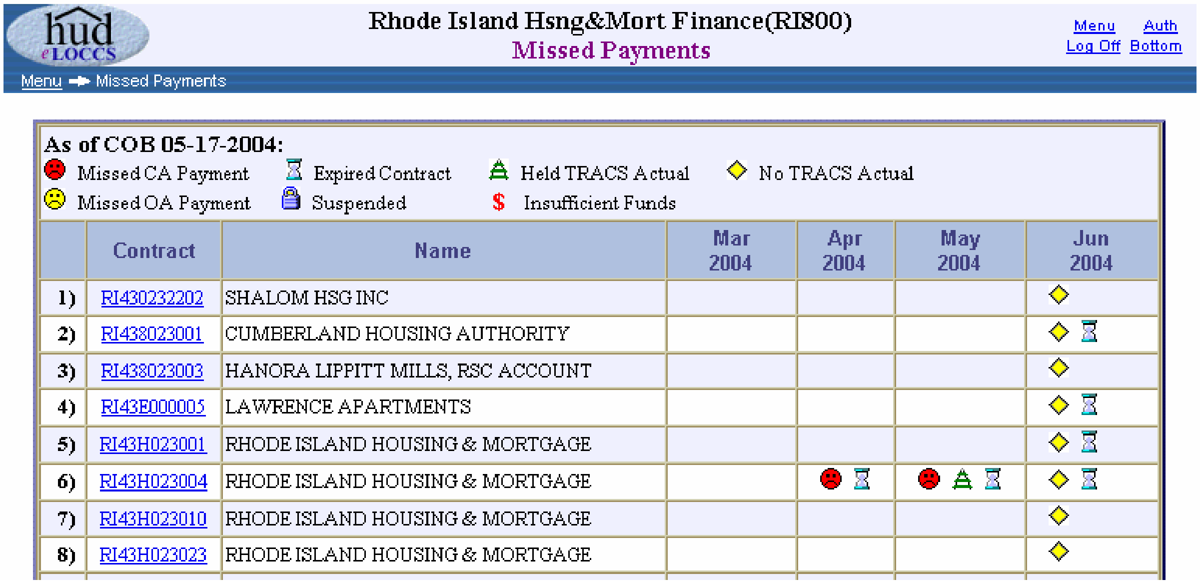


Figure 3-18 Missed Payment Screen

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 15th of the month, when eLOCCS begins tracking the next month's payments.

3.9 Cutover Date

From the *e*LOCCS Main Menu, click on the Cutover Date menu option to display any contracts in the portfolio that does not have a cutover date. Figure 3-19 shows the screen if all contracts have had the cutover date entered, and Figure 3-20 shows a list of contracts whose cutover dates have not been entered (in this case from another CA–State of Missouri MO800).

Figure 3-19 Cutover Date Entry Screen

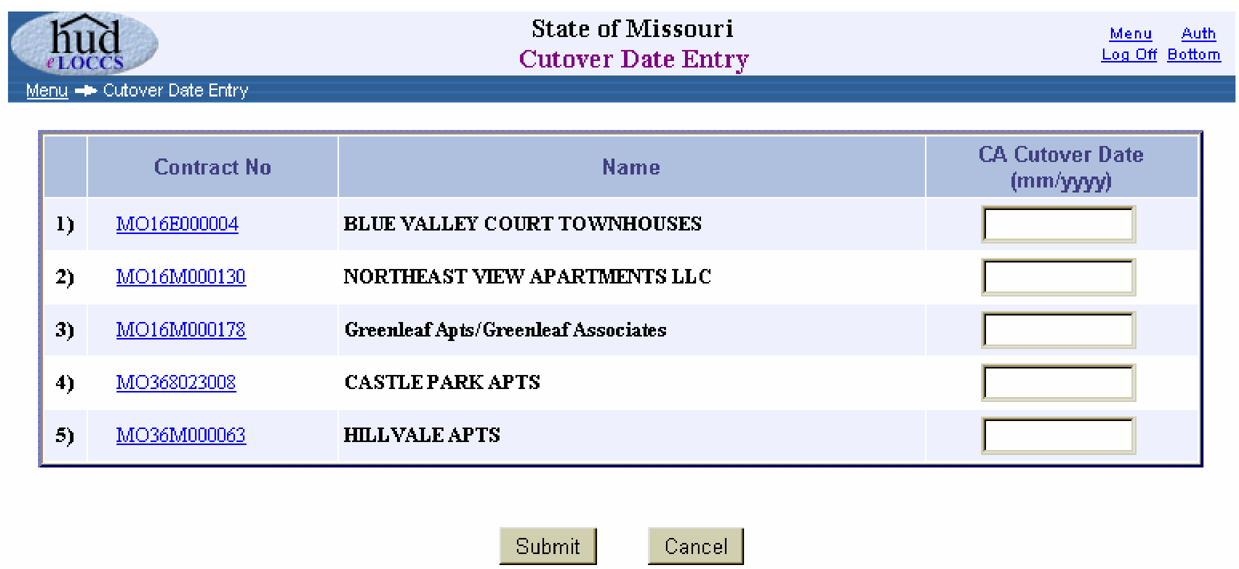


Figure 3-20 Cutover Dates Entry Screen

Enter a cutover date in 'mm/yyyy' format for any of the selected contracts and click the **Submit** button (Figure 3-20). 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 3-21). Accepted cutover date entries should now appear on the Outstanding documents query, since the entries need to be approved by the CAOM before the entries become effective.

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

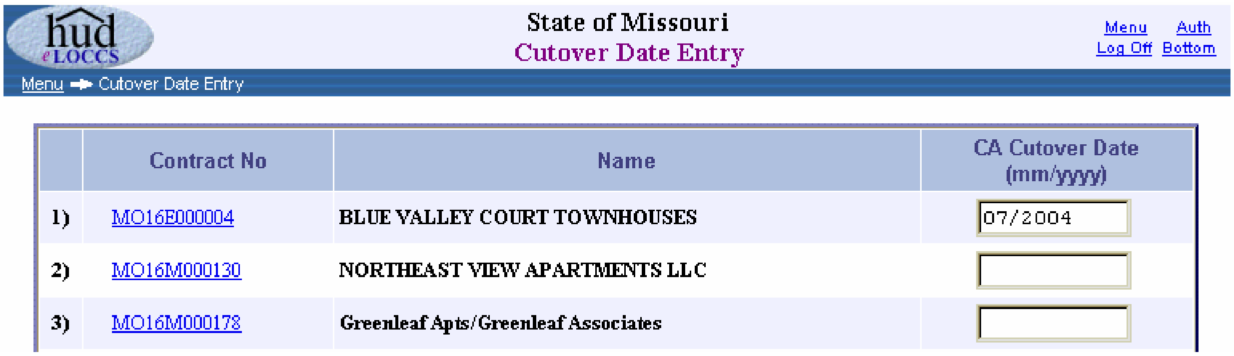


Figure 3-21 Cutover Date Entry

Accepted entries are returned with a green check next to the date; entries that fail any edits are returned with appropriate information (Figure 3-22).

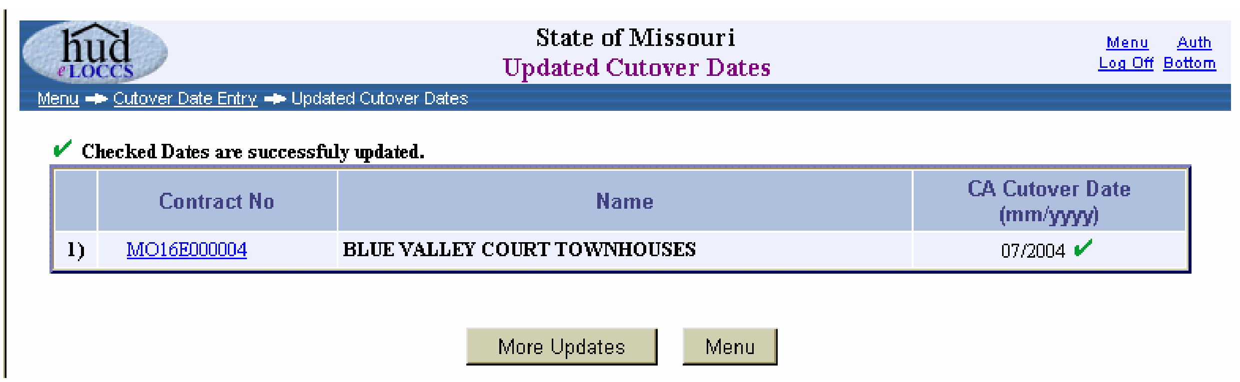


Figure 3-22 Updated Cutover Dates

3.10 Maintain Email Addresses

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

In order to update or maintain email addresses, users must have the Secure Systems *e*LOCCS role "Administrator" (ADM) assigned to them. With this role, the *e*LOCCS 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 3-23). The upper section specifies the primary *e*LOCCS email address for the Business Partner. This email address automatically receives all *e*LOCCS email; no specific email assignment is necessary. For this reason, it is suggested the primary email address be a generic *e*LOCCS 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.

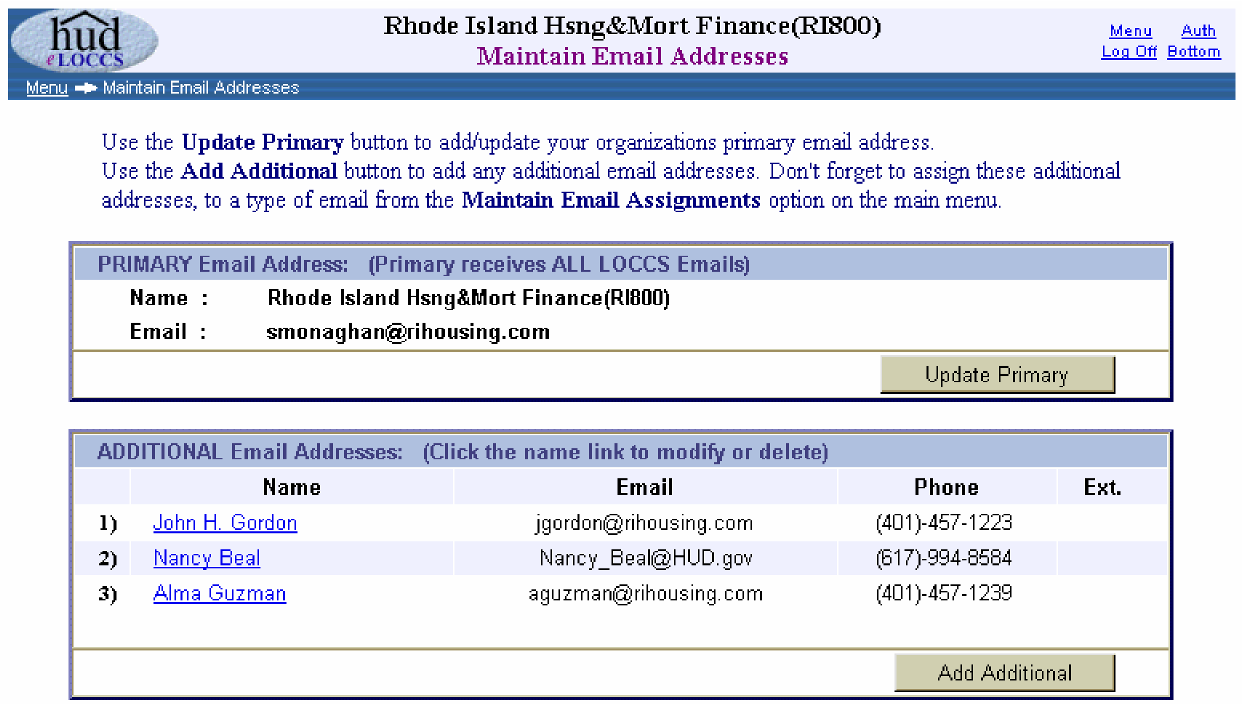


Figure 3-23 Maintain Email Addresses Screen

3.11 Maintain Email Assignments

From the *e*LOCCS Main Menu, select the Maintain Email Assignment menu option to display the Maintain Email Assignments (S8CA) Screen (Figure 3-24). This screen displays a grid of email individuals (listed down the page) and the available *e*LOCCS 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 *e*LOCCS 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 the offsets are a selection. Use the Offset tab on the portfolio page for this information.

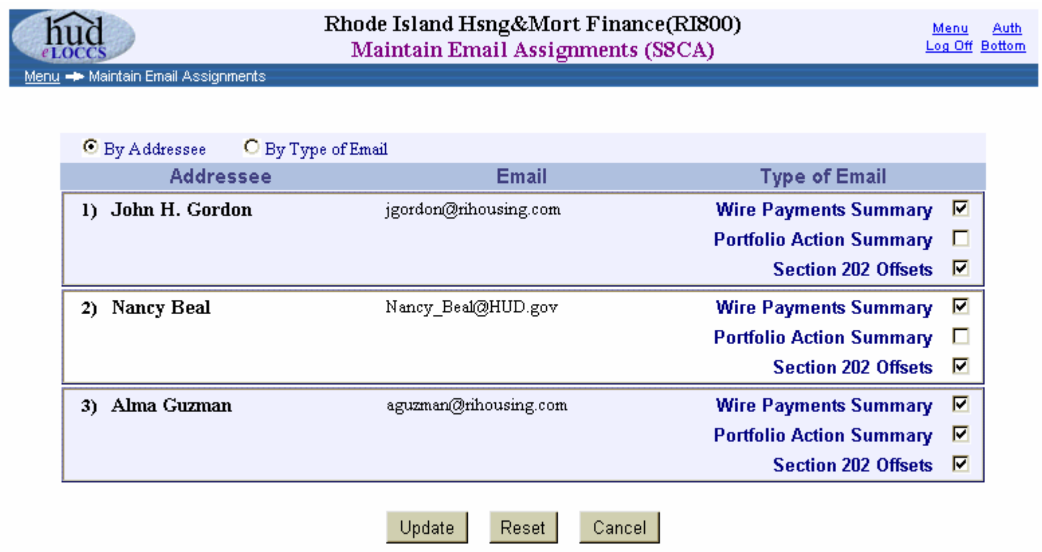


Figure 3-24 Maintain Email Assignments (S8CA) Screen

3.12 Email Wire Payments Report

Wire Payment Email summaries contain a single line summary of the payments made during the previous *e*LOCCS 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 3-25 shows sample email text.

```
This·is·an·automated·email·generated·by·eLOCCS,·with·an·attached·file¶
listing·detail·HAP·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 3-25 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 3-26 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 3-26 Sample Email Text

3.14 Help Desk Contact Information

- The following table provides Help Desk contact information by System to determine the appropriate Help Desk to contact. The *e*LOCCS mailbox, *e*LOCCS@HUD.Gov provides a link to send questions and comments through an *e*LOCCS electronic mailbox.

Help Desk	System	Telephone
*e*LOCCS Help Desk	*e*LOCCS	703-506-8229, Ext. 4279
PIH-REAC Technical Assistance	Secure Systems	1-888-245-4860