



FRS 3.0 User Guide

Appendix II

## **FRS 3.0 FIELD CONVENTIONS**

May 2001

## APPENDIX II - FRS 3.0 FIELD CONVENTIONS

This section contains information about field conventions in FRS 3.0.

### GRAY TEXT:

Housing Agency A

FRS 3.0 populates this field with information you previously entered in the software program. In this example, the Housing Agency's name, Housing Agency A, appears as gray text.

### GRAY TEXT BOX:

3a.  
Member  
Number  
2

FRS 3.0 populates text box fields with blanks, percentages, numbers, formulas or computations based on input into FRS 3.0. You cannot alter these fields.

When a gray text box is populated, FRS 3.0 completes the appropriate calculation for you. You can find the source of these fields under the field definitions in the Online Help.

<b>1d. Program</b>	Certificate	▼
<b>1e. Project State, if different from 1b (Public/Indian Housing only)</b>		▼

When a gray text box is blank, it identifies an information area not required for a section. For example, if a family participates in a Certificate program, the project state does not apply and the field appears as a gray title and box.

### WHITE TEXT BOX:

**2b. Effective date of action** 11/15/97

A white text box appears where FRS 3.0 requires you to input data. For example, the white text box after **Effective date of action** requires you provide a date in this field.

### Date Format:

Enter all dates with a 4-digit year. FRS 3.0 displays only the last two digits of the year, but captures the entire year for calculation purposes. Use forward slashes between the month and day and between the day and year.

**NOTE:** For system settings programmed to display a 4-digit year, FRS 3.0 will display all four digits.

### Social Security Numbers:

Do not enter forward slashes or dashes in Social Security numbers. If a household member does not have a valid Social Security number, use 999-99-9999.

**HA Use Only Field:**

Use this field for internal notes or memos. HUD receives only the first 5-digits of the information entered in this field.