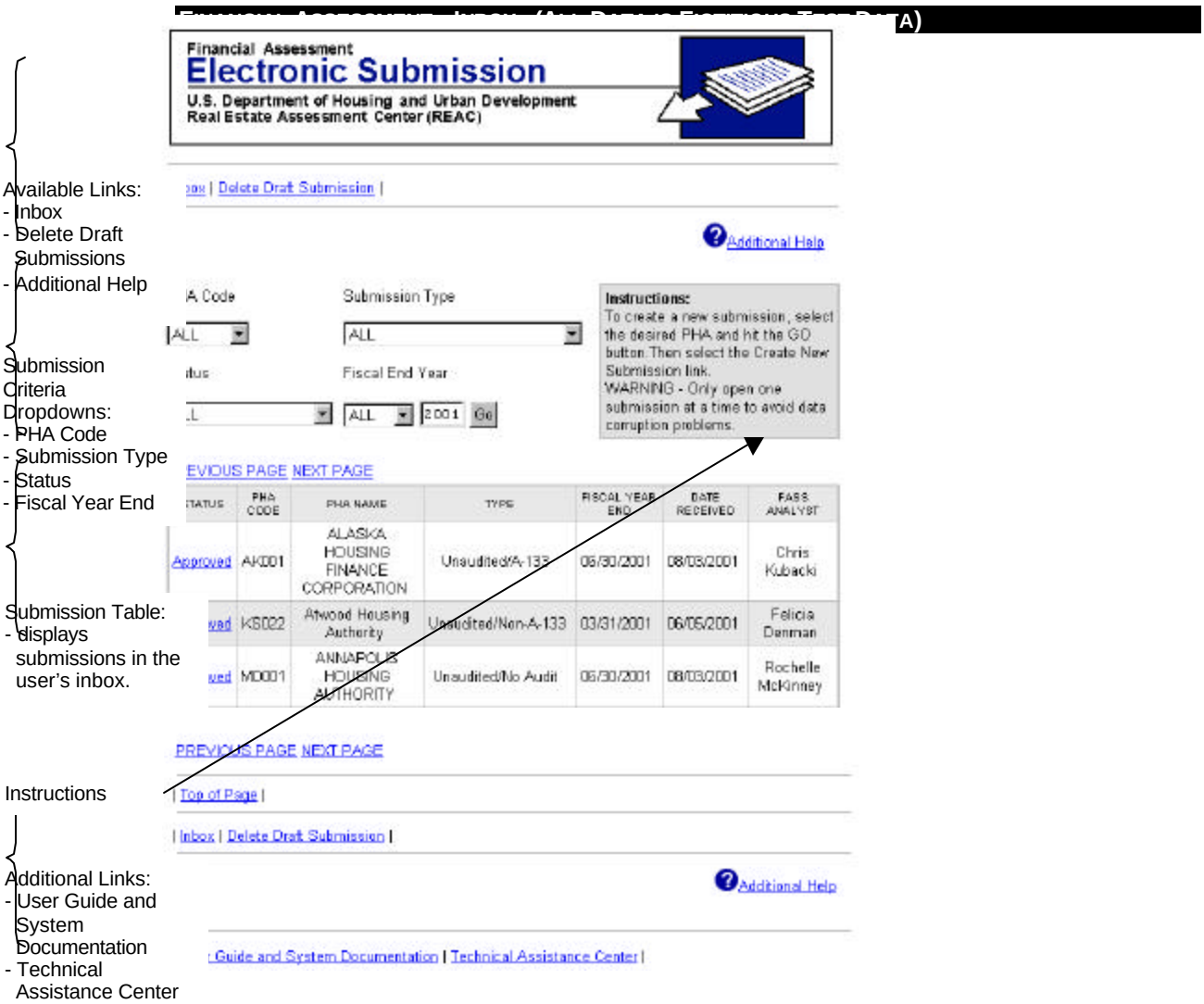
5.0 CREATING FINANCIAL SUBMISSIONS

5.0 CREATING FINANCIAL SUBMISSIONS

5.1 Inbox

The Inbox page is the first page in FASS-PH. The table on the Inbox page displays all financial data submissions assigned to the authorized user to date. The table may be blank the first time you access FASS-PH; **data submissions cannot be displayed until they are created in the system.**



The submission table on the Inbox page can be filtered by*: PHA Code, Submission Type, Status, Fiscal End Year (month and date), and Fiscal End Year (year).*

In order to create a new submission, PHA users must access the Inbox and perform a query based on the desired submission. ***How to query***: Click on the down-arrow buttons adjacent to the dropdown boxes to view the selections for each field. From the dropdowns, click on the desired selections and enter the desired Fiscal End Year (year) in the text box. Then click on the Go button. When the page is refreshed, the user must click on the Create New Submission link and enter information in the PHA Info page.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code:	CA999
Submission Type:	Unaudited and Audited/ A-133
Fiscal End Year (month/date):	09/30
Fiscal End Year (year):	2002
Component Unit (No Separate Financial Statement)	

Creating a Financial Submission

The following steps demonstrate how to create a financial submission.

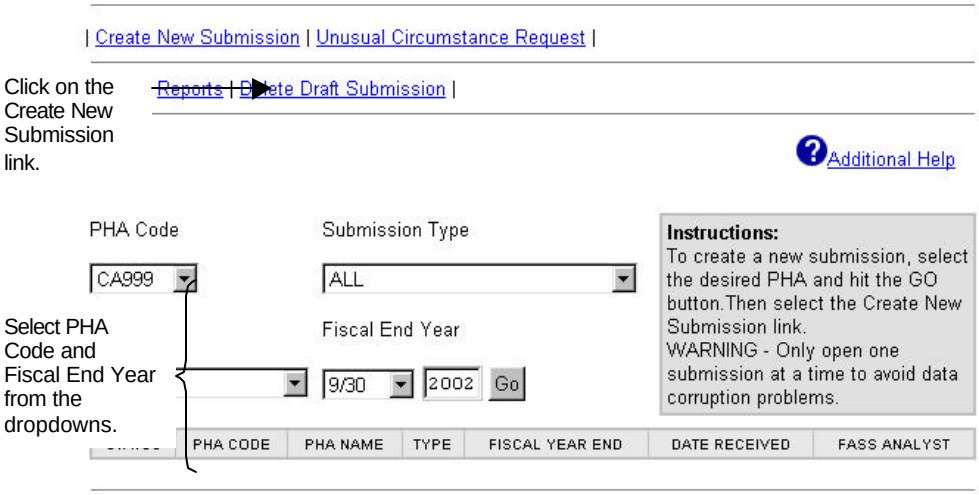
Step 1: After single clicking on the Financial Assessment Subsystem (FASPHA) Link, you will arrive in your inbox.

Perform a query on the screen by entering information for your PHA submission. For example:

- Select **CA999** from the PHA Code dropdown.
- Select **09/30** from the Fiscal End Year (month/date) dropdown.
- Enter **2002** in the Fiscal End Year (year) dropdown.
- Click on Go button.

The Inbox will refresh and will display the following additional links at the top of your screen:

- Create New Submission
- Unusual Circumstance Request (not available for Section 8 only entities)
- Reports



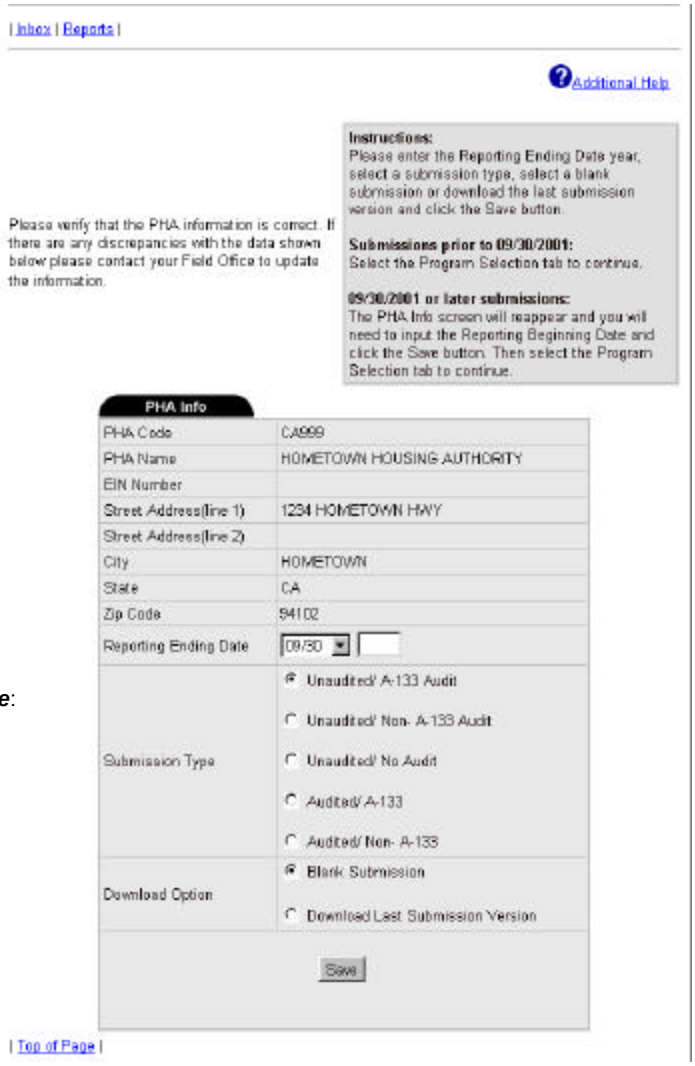
FINANCIAL ASSESSMENT - INBOX (CREATE NEW SUBMISSION LINK)

Step 2: Click on the Create New Submission link to continue to the **PHA Info** page.

5.2 PHA Info Page

The PHA Info page allows users to verify and enter basic information about a PHA and the type of programs under which they are funded. Based on this information, the system generates the appropriate data entry pages for the user to complete and submit the financial data to HUD. The PHA Info page contains two tabs – ***PHA Info*** and ***Program Selection***. Users can change pages by clicking on the tab names. A page is active if the tab name appears in dark bold.

Remember to save your work before leaving a page. To avoid losing work, use the underlined system links to move from page to page, instead of the browser Back and Forward buttons.



Reporting Ending Date:
Month/Day: defaulted
Year: Enter year

SubmissionType:
Select radio button.

Download Option:
Select radio button.

FINANCIAL ASSESSMENT – PHA INFO PAGE

5.2.1 PHA Info Tab

After the PHA User clicks on the Create New Submission link on the Inbox, the PHA Info tab of the PHA Info page will display.

The PHA Info tab contains basic information about the PHA, including name, PHA code, address, and fiscal year end date. To create a new submission in the system, you must select Reporting Ending Date (month/day), enter a Reporting Ending Date (year), and select the appropriate *Submission Type* and *Download Option*.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code:	CA999
Submission Type:	Unaudited and Audited/ A-133
Fiscal End Year (month/date):	09/30
Fiscal End Year (year):	2002
Component Unit (No Separate Financial Statement)	

Step 1: **Reporting End Date (month/ day)**: Select one of the 4 month/day options from the dropdown (03/31, 06/30, 09/30, 12/31).

*For this example, we will keep the defaulted date, **09/30,** selected in the dropdown*.

Step 2: **Reporting End Date (year)**: Enter a four-digit fiscal year end date.

*Enter **2002** in the text box.*

Step 3: **Submission Type:** Select a radio button from one of the 5 submission types (Unaudited/A-133 Audit, Unaudited/ Non A-133 Audit, Unaudited/ No Audit, Audited/ A-133, and Audited/ Non A-133). An Unaudited submission must be created in the system before an Audited submission can be created.

*Select the **Unaudited/ A-133 Audit** radio button*.

Step 4: **Download Option**: Select one of the two download options (Blank Submission or Download Last Submission Version).

*Select the **Blank Submission** radio button.*

Step 5: Click on the Save button.

For submission 09/30/2001 and beyond, a pop-up message will appear reminding the PHA user to complete the Reporting Beginning Date and Component Unit fields.

Step 6: Click **OK**.

The PHA Info tab refreshes and will display a new **Component Unit** check box (for 09/30/2001 PHAs and beyond). FASS-PH Release 7.0.0.0 enabled PHAs to report as a component unit of a larger entity (no separate financial statement). If the PHA is reporting as a component unit, the user must check this box. Submissions prior to 09/30/2001 will not display the Reporting Beginning Date field and the Component Unit checkbox.

The following screen is displayed:

FINANCIAL ASSESSMENT – PHA INFO PAGE (REFRESHED)

Reporting Beginning Date:
Month/Day: defaulted
Year: defaulted

Reporting Ending Date:
Year: defaulted

SubmissionType:
Select radio button.

Component Unit:
Check box.

Download Option:
Select radio button.

PHA Info

PHA Code	CA999
PHA Name	HOMETOWN HOUSING AUTHORITY
EIN Number	
Street Address(line 1)	1234 HOMETOWN HWY
Street Address(line 2)	
City	HOMETOWN
State	CA
Zip Code	94102
Reporting Beginning Date	10/01 / 2001
Reporting Ending Date	09/30/ 2002
ubmission Type	◉ Unaudited/ A-133 Audit ○ Unaudited/ Non- A-133 Audit ○ Unaudited/ No Audit ○ Audited/ A-133 ○ Audited/ Non- A-133
	☑ Component Unit (No Separate Financial Statement)
ownload Option	◉ Blank Submission ○ Download Last Submission Version
	Save

| Top of Page |

Note

Reporting Beginning Date is a new dropdown box implemented in FASS-PH Release 7.0.0.0. With this new functionality, FASS-PH is able to handle fiscal year end changes, long reporting periods, and short reporting periods.

Users must select the Reporting Beginning Date (month/date) and enter the Reporting Beginning Date (year).

Step 7: **Submission Type:** Select a radio button from one of the 3 submission types (Unaudited/ A-133 Audit, Unaudited/ Non A-133 Audit, or Unaudited/ No Audit). An Unaudited submission must be created in the system before an Audited submission can be created.

*Select the **Unaudited/ A-133 Audit** radio button.*

Step 8: **Component Unit**: This option is a new FASS-PH Release 7.0.0.0 functionality. PHAs reporting as a component unit of a larger entity must check this checkbox when creating a new submission.

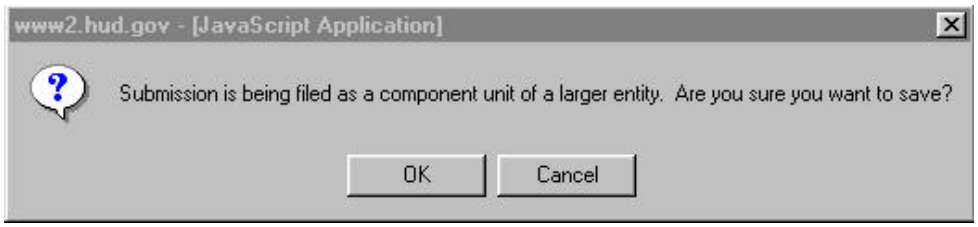
Check the Component Unit (No Separate Financial Statement) checkbox.

Step 9: **Download Option**: Select one of the two download options (Blank Submission or Download Last Submission Version).

*Select the **Blank Submission** radio button.*

Step 10: Click on the Save button.

A pop-up message appears on the screen to confirm whether the PHA is reporting as a component unit of a larger entity. The PHA user has an option to click OK or cancel.



Step 11: PHA Users reporting as a component unit of a larger entity must click OK to close the message and to continue to create a new submission in the system. Otherwise, click Cancel.

Since CA999 (sample PHA) is reporting as a component unit of a larger entity, click ***OK****.*

Step 12: Click on the Program Selection tab at the top of the table to continue to the **Program Selection** tab page.

5.2.2 Program Selection Tab

After the PHA User clicks on the Program Selection tab, the Program Selection screen of the PHA Info page will display.

The **Program Selection** tab includes a list of federal programs that provide funding to PHAs. New generic programs (circled below) were added to the Program Selection page in Release 6.0.0.0. The "Other Federal Programs" 1, 2, and 3 do not have numbers listed in the CFDA column. These programs can be used when a federal program does not have a CFDA number. See steps 4 - 11 for instructions on adding programs. PHA Users must select the appropriate programs by clicking the corresponding checkboxes in the *Select* column.

CFDA #:
Corresponds to programs.

Name of Program:
List of all programs. New programs include Other Federal Program 1, 2, and 3.

Select:
Check the box corresponding to appropriate program.

PHA Info | Program Selection

CFDA#	NAME OF PROGRAM	SELECT
14.182	N/C S/R Section 8 Programs	☐
14.238	Shelter Plus Care	☐
14.241	Housing Opportunities for Persons with AIDS	☐
14.243	Opportunities for Youth_Youthbuild Program	☐
14.850a	Low Rent Public Housing	☐
14.850b	Development	☐
14.852	Public Housing_Comprehensive Improvement Assistance Program	☐
14.853	Public Housing_Tenant Opportunities Program	☐
14.854	Public and Indian Housing Drug Elimination Program	☐
14.855	Section 8 Rental Voucher Program	☐
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	[Details]
14.857	Section 8 Rental Certificate Program	☐
14.858	Hope I	☐
14.859	Public Housing_Comprehensive Grant Program	☐
14.860	Head Start Public Housing Early Childhood/Development Demonstration	☐
14.861	PIH - Family Investment Corporation	☐
14.863	PIH - Youth Sports Program	☐
14.864	Economic Development and Supportive Services Program	☐
14.866	Revitalization of Severely Distressed Public Housing	☐
14.868	New Approach Anti-Drug Grants	☐
14.871	Housing Choice Vouchers	☐
14.872	Public Housing Capital Fund Program	☐
	Business Activities	☐
	State/Local	☐
	Internal Service Fund	☐
	General Fixed Assets Account Group	☐
	General Long-Term Debt Account Group	☐
	Fiduciary	☐
	Component Units	☐
	Debt Service Fund	☐
	Other Federal Program 1	☐
	Other Federal Program 2	☐
	Other Federal Program 3	☐

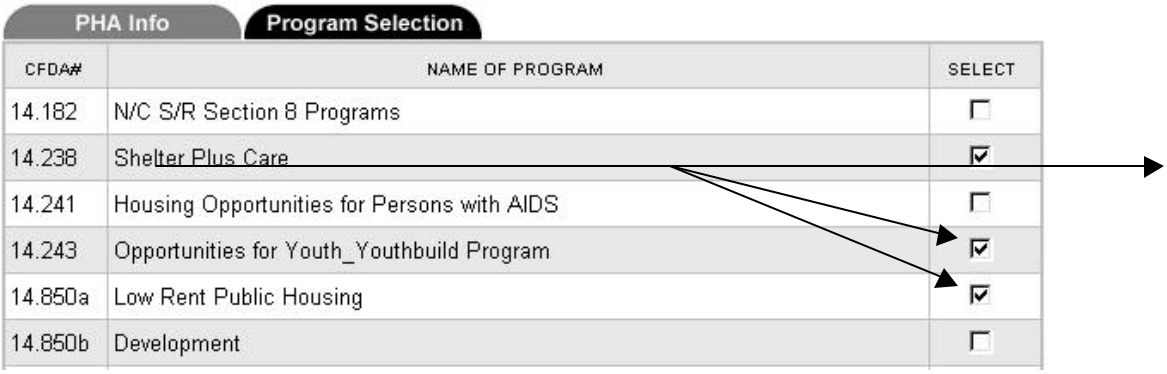
Save | Reset
Add a Program

FINANCIAL ASSESSMENT – PROGRAM SELECTION TAB

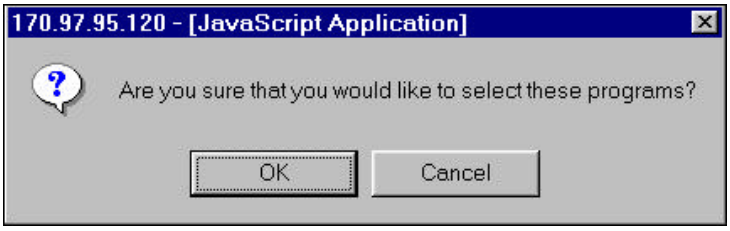
The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Fiscal End Year (year): 2002
Component Unit
Program: Low Rent

Step 1: From the **Program Selection** tab on the **PHA Info** page, click the checkboxes in the *Select* column to select the program(s) under which the PHA receives funding. A checkmark ✓ appears in the box. Click the checkbox again to deselect the program. Check as many programs as are applicable.
*Select the **Low Rent Public Housing** program by clicking on the Select column checkbox.*



Step 2: Click on the Save button to save the data in the system. A confirmation message displays.



Step 3: Click on the OK button to save your data, or the Cancel button to cancel.

*Click on **OK** to continue with the creation of a financial submission and skip to Section 5.3 Financial Data Schedule if you do not want to select a Section 8 Moderate Rehabilitation project or add a program not listed on the program selection page.*

Note

Some programs may require users to identify a specific project(s). On the Program Selection page, click on the underlined Details link in the *Select* column for *Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation*.

The **Project Selection** tab displays.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Section 8 MOD Rehab. Project Selection

PHA Info | Program Selection | Project Selection

Project #: *List of all projects for the designated PHA.*

Select: *Check the box corresponding to appropriate project.*

PROJECT #	SELECT
CA999MR0001	☐
CA999MR0002	☐
CA999MR0003	☐
CA999MR0004	☐
CA999MR0005	☐
CA999MR0007	☐

| Top of Page | Back to Program Selection |

FINANCIAL ASSESSMENT – PROJECT SELECTION TAB

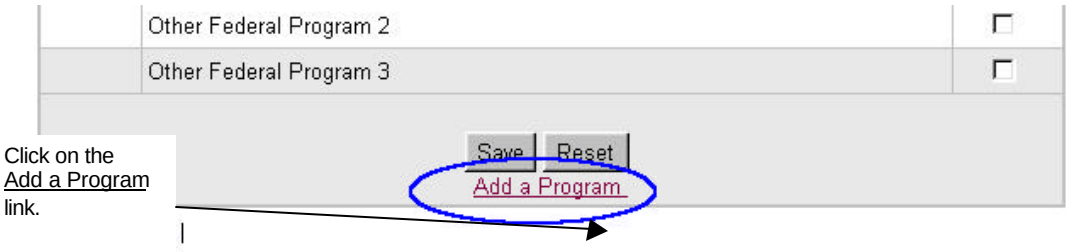
** If you are submitting information on Section 8 Moderate Rehabilitation projects:*

- Click in the checkbox to select the applicable project(s).
- Click on the Save [Save] button to save the data in the system. A confirmation message displays.
- Click on the OK [OK] button to save your data or the Cancel [Cancel] button to cancel.
- Click on the underlined Back to Program Selection link at the bottom of the page to return to the **Program Selection** tab page.

Note

Programs can be added if they do not appear on the **Program Selection** tab. Use the Add a Program link at the bottom of the page to add programs to the list.

***HOW TO ADD PROGRAMS*:** If you would like to add a program not displayed on the Program Selection tab, proceed with steps 4 - 11. Otherwise, skip to Section 5.3 Financial Data Schedule.

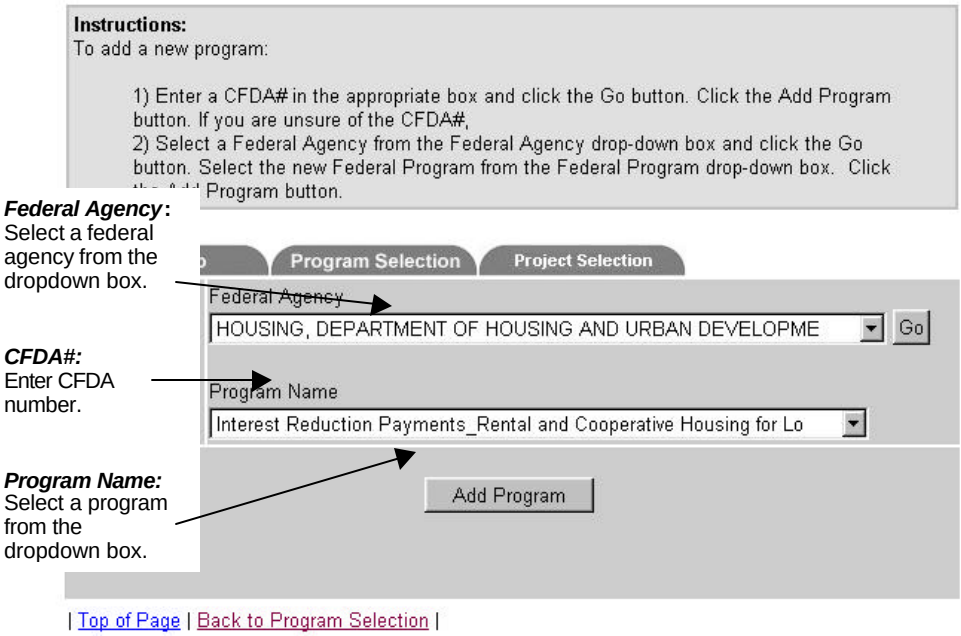


FINANCIAL ASSESSMENT – PROGRAM SELECTION TAB (BOTTOM OF PAGE)

Step 4: At the bottom of the Program Selection tab of the PHA Info page, click on the Add a Program link to add program(s) not included in the list.

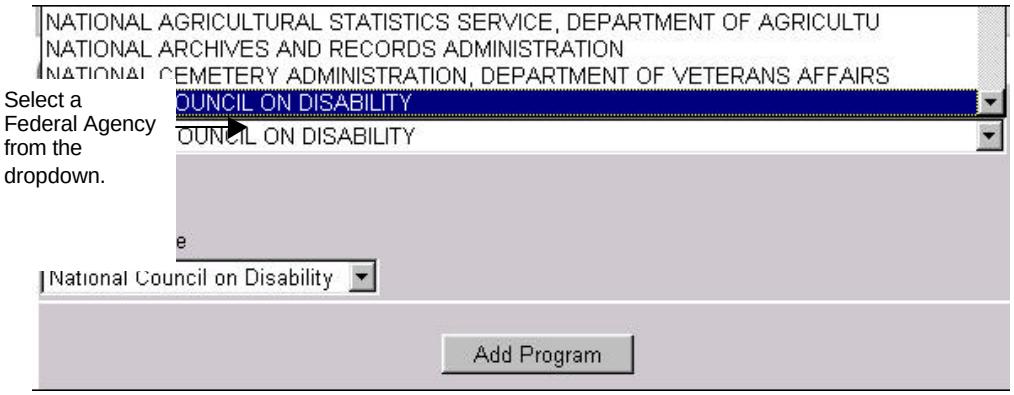
The **Add Program** page displays.

FINANCIAL ASSESSMENT – ADD PROGRAM PAGE



Step 5: If you know the *CFDA#* of the program you wish to add, enter it in the blank field, click the Go [Go] button, and skip to Step #8.

If you <u>don't</u> know the *CFDA#,* click on the right Arrow button to view a list of *Federal Agencies*. If a specific federal agency is not listed in the dropdown, select Other Federal Programs, click on the Go [Go] button, and select Other Federal Program 1, 2 or 3 from the *Program Name* dropdown.

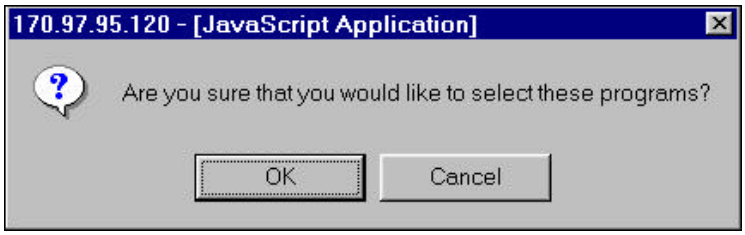


Step 6: Click on an agency to select it, then click on the Go [Go] button. A list of programs displays in the *Program Name* field.

Step 7: Click on the drop-down menu to view a list of *Program Names*. Click on a program to select it.

Step 8: Finally, click on the Add Program [Add Program] button to add the program and return to the **Program Selection** tab page. A checked box displays next to the new program indicating that it was automatically selected.

Step 9: Click on the Save [Save] button to save the data in the system. A confirmation message displays.



Step 10: Click on the OK [OK] button to save your data or the Cancel [Cancel] button to cancel.

Step 11: After selecting and saving all the applicable programs, click on the underlined Financial Data Schedule link at the top of the **PHA Info** page to continue to the **Financial Data Schedule** page.

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason |

Click on the Financial Data Schedule link.

Additional Help

PHA Info | Program Selection

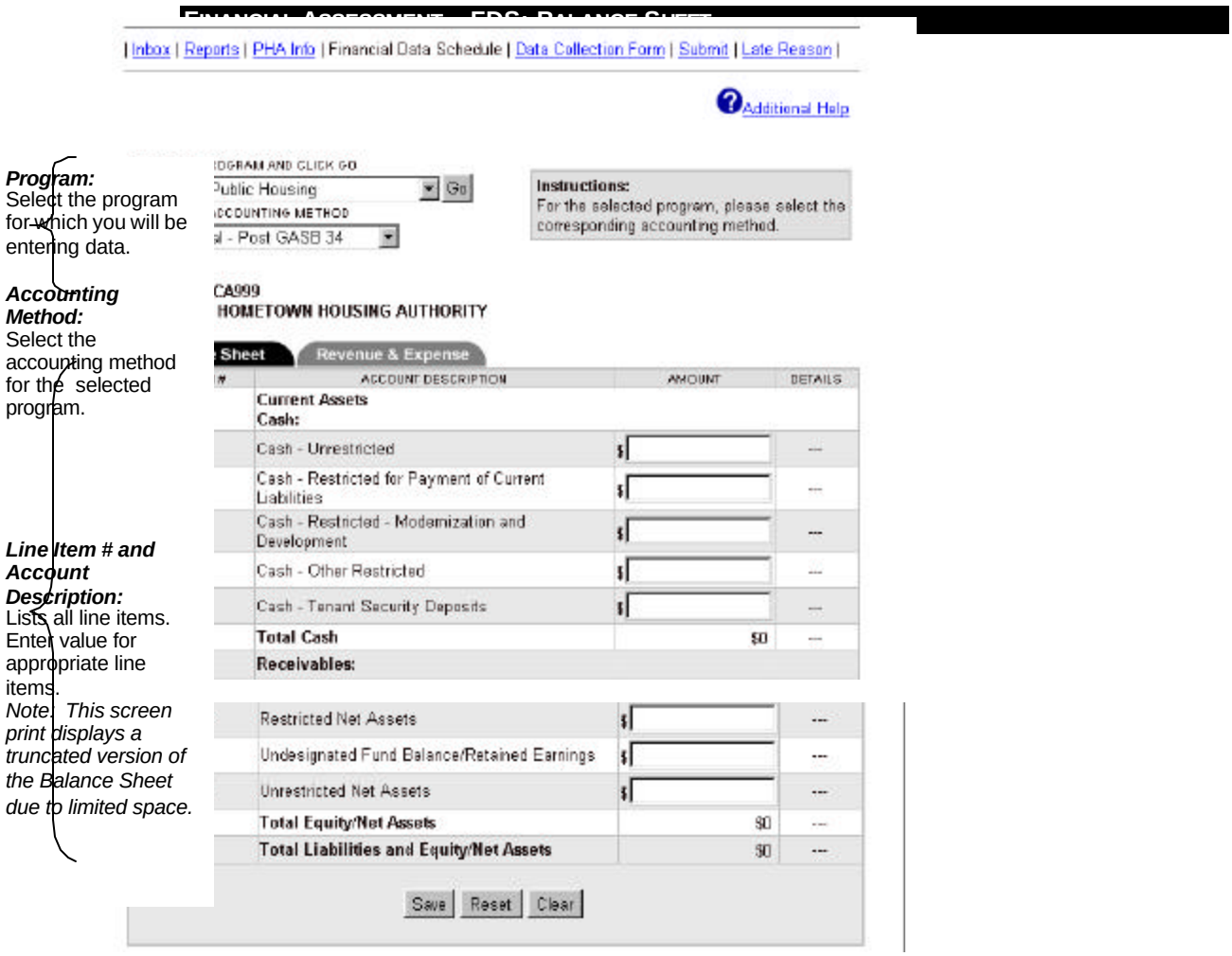
CFDA#	NAME OF PROGRAM	SELECT
14.182	N/C S/R Section 8 Programs	☐
14.850a	Low Rent Public Housing	☑

5.3 Financial Data Schedule

The **Financial Data Schedule** page allows users to enter financial data for each of the programs selected on the PHA Info page. Use the scroll bar to view the entire page. The **Financial Data Schedule** page contains two tabs – the **Balance Sheet** tab and the **Revenue & Expense** tab. Users enter specific line item amounts in the fields on these two tabs.

Remember to save your entries frequently using the Save button at the bottom of the table. To change tab, click on the tab at the top of the table, or click on the links at the bottom of the table.

Please refer to **Appendix A: Business Rules** for mandatory requirements.



SELECT A PROGRAM AND CLICK GO

Low Rent Public Housing | Go

SELECT AN ACCOUNTING METHOD

Full Accrual - Post GASB 34

Suggestion:
Enter the data on the Revenue & Expense sheet and save your work prior to selecting the Details links.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Balance Sheet | Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT	DETAILS
703	Net Tenant Rental Revenue	$	---
704	Tenant Revenue - Other	$	---
705	**Total Tenant Revenue**	$0	---
706	HUD PHA Operating Grants	$	---
706.1	Capital Grants	$	---
708	Other Government Grants	$	---
711	Investment Income - Unrestricted	$	---
712	Mortgage Interest Income	$	---
1120	Unit Months Available		[Details]
1121	Number of Unit Months Leased		---

Save | Reset | Clear | Validate

| Top of Page | Balance Sheet | Revenue & Expense |

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason |

FINANCIAL ASSESSMENT – FDS: REVENUE & EXPENSE

Program:
Select the program for which you will be entering data.

Accounting Method:
Select the accounting method for the selected program.

Line Item # and Account Description:
Lists all line items. Enter value for appropriate line items.
Note: This screen print displays a truncated version of the Balance Sheet due to limited space.

5.3.1 Balance Sheet

After the PHA User clicks on the Financial Data Schedule link, the Balance Sheet of the Financial Data Schedule will display.

The **Balance Sheet** tab lists specific line items for assets, liabilities, and equity. PHA Users must enter data in the fields. Mandatory fields depend upon the selected submission type, program, and accounting method.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Program: Low Rent Public Housing
Accounting Method: Full Accrual – Post GASB 34
Component Unit (No Separate Financial Statement)

Note

Before PHA users enter values in the line items, they must select a program (if multiple programs were selected for the submission) and the corresponding accounting method. In FASS-PH Release 7.0.0.0, the accounting method options have been modified to include the following 3: 1) Modified Accrual – Pre GASB #34 2) Full Accrual – Pre GASB #34 and 3) Full Accrual – Post GASB #34.

Some line items on the FDS have changed since previous releases. For more information on line items, please refer to the FDS Line Definitions and Crosswalk Guide.

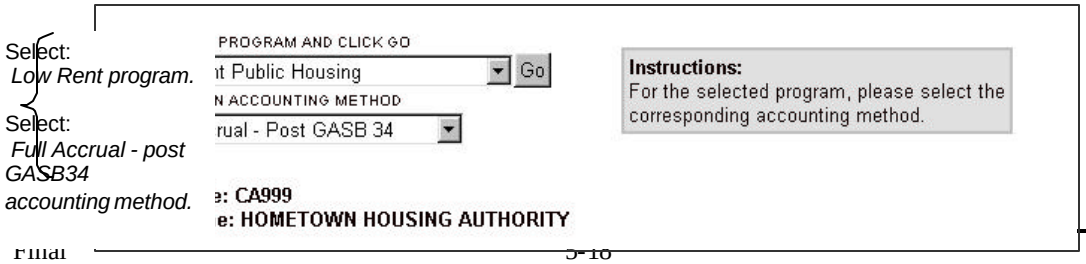
Step 1: At the top of the Financial Data Schedule page, click on the right Arrow button in the ***Select a Program*** field to view a list of programs. Click on the program name in the list to select it and create a data entry page for that program.

*Select **Low Rent Public Housing** from the Program dropdown.*

Step 2: Click on the Go button to create a Financial Data Schedule data entry page based on the selected criteria. The appropriate Financial Data Schedule page displays showing the Balance Sheet tab.

Step 3: Click on the drop-down menu to select an ***Accounting Method***.

*Select **Full Accrual - Post GASB 34.***



Step 4: At the **Balance Sheet** tab on the Financial Data Schedule page, enter each line item amount in the blank fields in the *Amount* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields. The system will automatically format the commas upon clicking the Save pushbutton.

Balance Sheet | Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT	DETAILS
Assets	**Current Assets** **Cash:**		
111	Cash - Unrestricted	$ 15,000	---
115	Cash - Restricted for Payment of Current Liabilities	$ 5,200	---
112	Cash - Restricted - Modernization and Development	$	---
113	Cash - Other Restricted	$ 6,000	---
114	Cash - Tenant Security Deposits	$	---
100	**Total Cash**	$26,200	---
	Receivables:		

Values have been entered for the balance sheet line items.

FINANCIAL ASSESSMENT – BALANCE SHEET (ALL DATA IS FICTITIOUS TEST DATA)

Step 5: Click on the Save [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset [Reset] button to reset all entries to the last save, if necessary.
- Use the Clear [Clear] button to clear all the fields on the page.

Step 6: Click on the **Revenue & Expense** tab at the top of the table or the Revenue & Expense link at the bottom of the table to continue to the **Revenue & Expense** tab.

5.3.2 Revenue & Expense

After the PHA user clicks on the Revenue & Expense tab or Revenue & Expense link, the Revenue & Expense page of the Financial Data Schedule will display.

The **Revenue & Expense** tab lists specific line items for revenues and expenses. PHA users enter financial data in the blank fields. Some line items pertaining to grant programs have underlined [Details] links to additional pages requesting more information. Be advised that specific detail links vary depending on the programs selected when you created your submission. Grant programs include:

- 14.850b - Development
- 14.859 – Public Housing Comprehensive Grant Program
- 14.866 – Revitalizations of Severely Distressed Public Housing
- 14.854 - PIH Drug Elimination Program
- 14.853 - Public Housing - Tenant Opportunities Program
- 14.858 - Hope I
- 14.860 - Head Start Public Housing Early Childhood/Development Demonstration
- 14.861 - PIH - Family Investment Centers Program
- 14.863 - PIH - Youth Sports Program
- 14.864 - Economic Development and Supportive Services Program
- 14.868 - New Approach Anti- Drug Grants
- 14.872 – Public Housing Capital Fund Program

Step 1: At the **Revenue & Expense** tab on the Financial Data Schedule page, enter each line item amount in the blank fields in the *Amount* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields. The system will automatically format the commas upon clicking the Save pushbutton.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Balance Sheet | Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT	DETAILS
703	Net Tenant Rental Revenue	$ 85,000	---
704	Tenant Revenue - Other	$ 13,000	---
705	**Total Tenant Revenue**	$98,000	---
	HUD PHA Operating Grants	$ 55,000	---
	Capital Grants	$	---
	Other Government Grants	$ 1,300	---

Values have been entered for the revenue and expense line items.

FINANCIAL ASSESSMENT – REVENUE & EXPENSE (ALL DATA IS FICTITIOUS TEST DATA)

Note

Some program line items require users to provide additional account details. For example:

- Line item 1104 details is available for all programs.
- Line item 1120 details is required for Low Rent Public Housing program.
- Line item 706 details is required for Section 8 programs only.

Some program line items are populated with information in the REAC database. For example, line item 1103 Beginning Equity will display as read-only (non-editable field) with the ending equity of the previous year if an approved submission exists. However, if a prior year approved submission does not exist for a PHA, line item 1103 Beginning Equity will be blank and users will have the ability to edit the field.

Click or Details line 110

1103	Beginning Equity	$	---
1104	Prior Period Adjustments, Equity Transfers and Correction of Errors	$	[Details]
1105	Changes in Compensated Absence Balance	$	---

Step 2: If you would like to make prior period adjustments, equity transfers or correct errors, click on the **[Details]** link in the *Details* column for line item 1104 – Prior Period Adjustments, Equity Transfers and Correction of Errors. A save reminder message

Step 3: the Cancel Cancel g. The appropriate **ljustments, Equity** .

Note en modified to include

AGE

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Program#: 14.850a - Low Rent Public Housing
Line Item#: 1104 - Prior Period Adjustments, Equity Transfers and Correction of Errors

Instructions: Enter the account descriptions and account values for the associated line items.

Account Details | Back to Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
Prior Period Adjustments and Correction of Errors		
1104-010		$
1104-020		$
1104-030		$
1104-040		$
1104-050		$
1104-060	All Others	$
	Total Prior Period Adjustments and Correction of Errors	$0
Equity Transfers		
1104-070		$
1104-080		$
1104-090		$
1104-100		$
1104-110		$
1104-120	All Others	$
	Total Equity Transfers	$0
	Total Prior Period Adjustments, Equity Transfers and Correction of Errors	$0

Save Reset Clear

Step 4: Enter any adjustment amount and description. If you enter an amount for the line items, corresponding descriptions are required. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields. The system will automatically format the commas after clicking the Save pushbutton.

Step 5: Click on the Save [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset [Reset] button to reset all entries to the last save, if necessary.
- Use the Clear [Clear] button to clear all the fields on the page.

Step 6: Click on the Back to Revenue & Expense link to return to the **Revenue & Expense** tab.

Step 7: If you are reporting a Low Rent Public Housing program, line item 1120 Details is a mandatory field.

Click on the **[Details]** link in the *Details* column for line item 1120 – Unit Months Available. A save reminder message displays.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Program #: 14.850a - Low Rent Public Housing
Line Item #: 1120 - Unit Months Available

Instructions:
Please reconcile the System Reported Unit Months Available to the actual Unit Months Available for the current year. Provide detailed explanation for Other Adjustments made. For Section 8 Programs, Line 1120-010 represents all PHA Section 8 units. Please reconcile the System Reported Units for Section 8 Programs on a program by program basis. Please refer to the system guide for more detailed explanations.

Account Details | Back to Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
1120-010	System Reported Units per PHA Profiles (times 12)	73,380
1120-020	Preapproved Unit Months for Demolition	
1120-030	Preapproved Unit Months for Conversion	
1120-040	Vacant and Preapproved Unit Months for Modernization	
1120-050	Preapproved Non-Dwelling Unit Months	
	Other Adjustments	
1120-060		
1120-070		
1120-080		
1120-090	**Total Unit Months**	0

Save | Reset | Clear

Step

Cancel [Cancel]
The appropriate
age displays.

Note

Line item 1120-010 on Account Details page is populated with the system reported units from the REAC database. This value is the sum of unit count for Low Rent projects for the designated PHA, multiplied by 12 (number of months in a year). PHAs can make upward or downward adjustment to the unit months amount by entering adjustments on this details page.

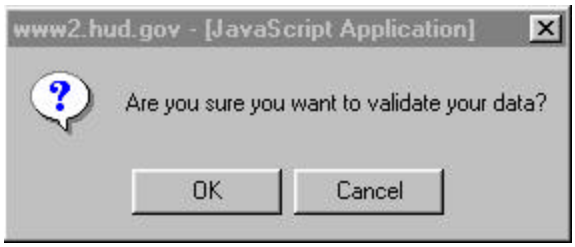
Step 9: Enter any unit month adjustment amount and description. If you enter an amount for line item 1120-060, 1120-070 or 1120-080, corresponding descriptions are required. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields.

Step 10: Click on the Save [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset [Reset] button to reset all entries to the last save, if necessary.
- Use the Clear [Clear] button to clear all the fields on the page.

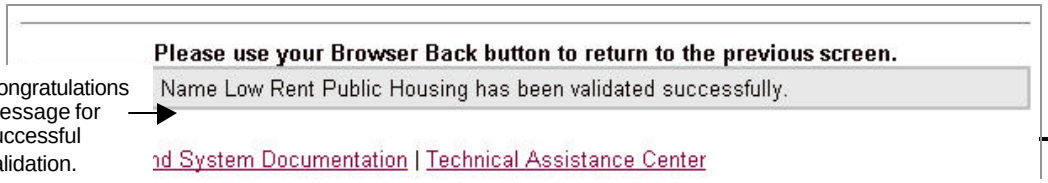
Step 11: Click on the Back to Revenue & Expense link to return to the **Revenue & Expense** tab.

Step 12: After completing all the fields on the page, click on the Validate [Validate] button. A validate confirmation message displays.



Step 13: Click on the OK [OK] button to continue.

The system validates the data entered against the business rules and displays any errors. Correct errors prior to continuing to the next program. All programs must be successfully validated before data can be submitted. The following confirmation message appears when the validation is successful.



Congratulations message for successful validation.

Step 14: If the program has been validated successfully, select the next federal program and corresponding accounting method. Repeat the process for entering financial data on the Balance Sheet and Revenue & Expenses tabs for each federal program under which the PHA receives funding.

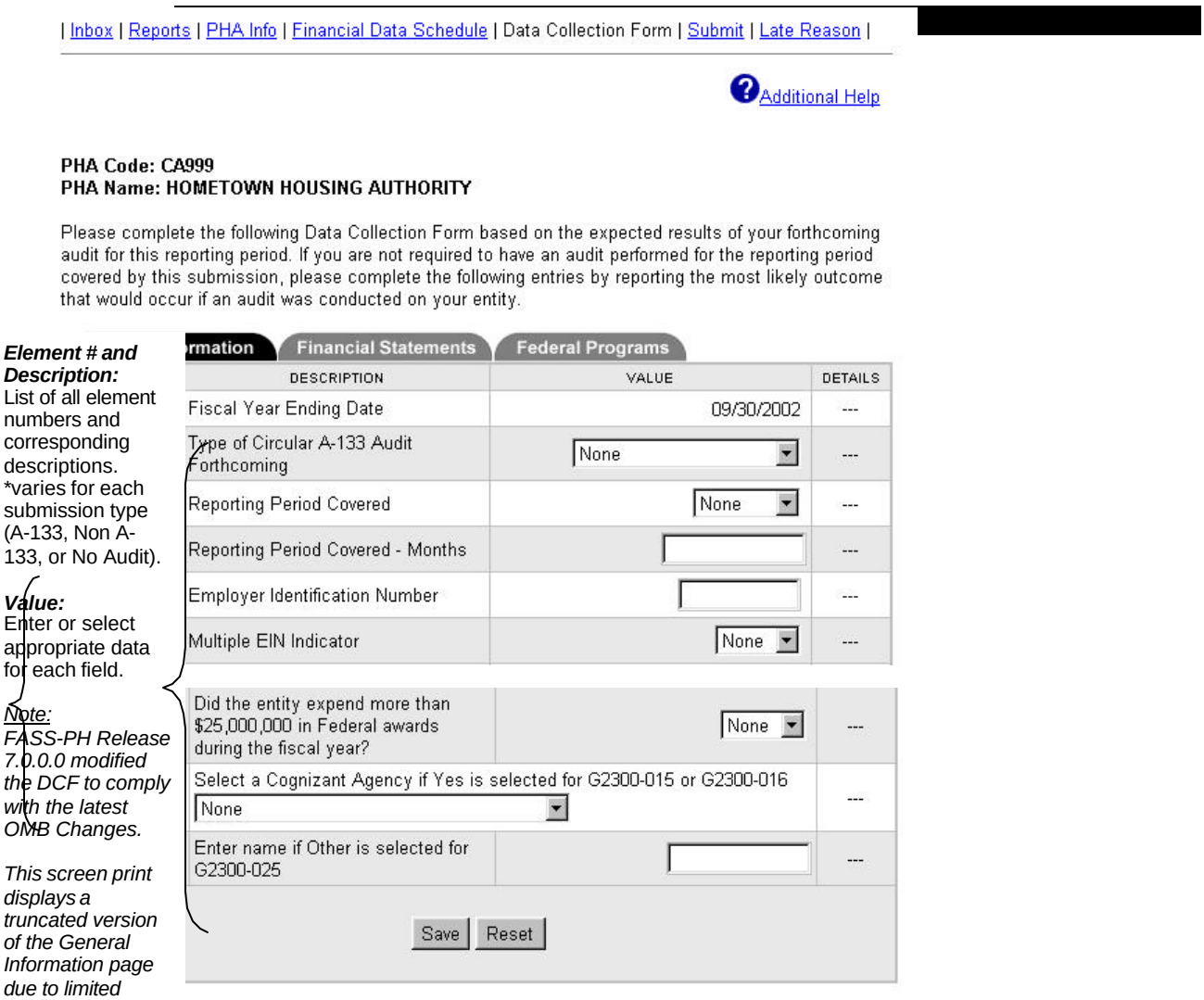
Step 15: After completing the data entry on the Financial Data Schedule page, click on the Data Collection Form link at the top or bottom of the page to continue to the **Data Collection Form** page.

5.4 Data Collection Form

The **Data Collection Form** page allows users to enter general contact information and basic information about the PHA's financial statement. These pages are customized based on the submission type. Use the scroll bar to view the entire page. The Data Collection Form page contains three tabs: the **General Information** tab, the **Financial Statements** tab, and the **Federal Programs** tab.

Remember to save your entries frequently on each tab using the Save button at the bottom of the table. To change tabs, click on the tab at the top of the table.

Please refer to **Appendix A: Business Rules** for mandatory requirements.



Element # and Description: List of all element numbers and corresponding descriptions. *varies for each submission type (A-133, Non A-133, or No Audit).

Value: Enter or select appropriate data for each field.

Note: FASS-PH Release 7.0.0.0 modified the DCF to comply with the latest OMB Changes.

This screen print displays a truncated version of the General Information page due to limited space.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Please complete the following Data Collection Form based on the expected results of your forthcoming audit for this reporting period. If you are not required to have an audit performed for the reporting period covered by this submission, please complete the following entries by reporting the most likely outcome that would occur if an audit was conducted on your entity.

General Information | Financial Statements | Federal Programs

Element # and Description: List of all element numbers and corresponding descriptions.

Value: Enter or select appropriate data for each field.

T #	DESCRIPTION	VALUE	DETAILS
05	Financial Statements Using Basis Other Than GAAP	None	---
11	Type of Audit Report to Follow	None	---
20	"Going Concern" Indicator	None	---
30	Reportable Condition Indicator	None	---
40	Material Weakness Indicator	None	---
50	Material Noncompliance Indicator	None	---

Save | Reset

FINANCIAL ASSESSMENT – DCF: FINANCIAL STATEMENTS

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Please complete the following Data Collection Form based on the expected results of your forthcoming audit for this reporting period. If you are not required to have an audit performed for the reporting period covered by this submission, please complete the following entries by reporting the most likely outcome that would occur if an audit was conducted on your entity.

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G4000-011	Type of Audit Report on Major Program Compliance to Follow	None	---
G4000-020	Dollar Threshold Used to Distinguish Type A and Type B Programs	$	---
G4000-041	Indicator- Any Potential Audit Findings that are Reportable	None	---
G4000-050	Federal Agencies Required to Receive the Reporting Package ☐ Agency for International Development ☐ Agriculture ☐ Commerce		
G4000-060	Enter name if 'Other' is selected for G4000-050		---
G4000-061	Enter name if Other is selected for G4000-050 and there are two federal agencies required to receive the reporting package		---
G4100-040	Total Federal Awards Expended	$	[Details]

Save | Reset

FINANCIAL ASSESSMENT – DCF: FEDERAL PROGRAMS

Element # and Description:
List of all element numbers and corresponding descriptions. *varies for each submission type (A-133, Non A-133, or No Audit).

Value:
Enter or select appropriate data for each field.

Note:
FASS-PH Release 7.0.0.0 modified the DCF to comply with the latest OMB Changes.

This screen print displays a truncated version of the Federal Programs page due to limited space.

5.4.1 General Information

After the PHA User clicks on the Data Collection Form link, the General Information tab of the Data Collection Form will display.

The **General Information** tab requests basic background information about the PHA, including fiscal year and audit information (if applicable). Users are required to enter/select data in the blank fields. For audited submissions, users must additionally enter their auditor's Unique IPA Identifier (UII). If you do not know your auditor's UII, please contact your auditor.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Submission Type: Unaudited and Audited/ A-133
Accounting Method: Full Accrual – Post GASB 34
Component Unit (No Separate Financial Statement)

Step 1: For the **General Information** tab on the **Data Collection Form** page, enter values for each *Element #* in the *Value* fields. Use the scroll bar to view the entire page, if necessary.

Step 2: Some *Value* fields have drop-down menus from which users select values. To select a value from a list, click on the right Arrow button in the *Value* field. A list of options displays. Click on an option to select it.

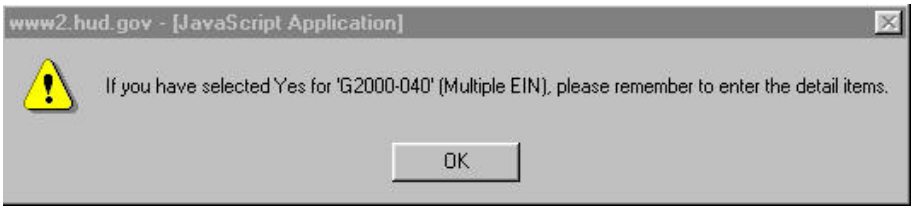
Step 3: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

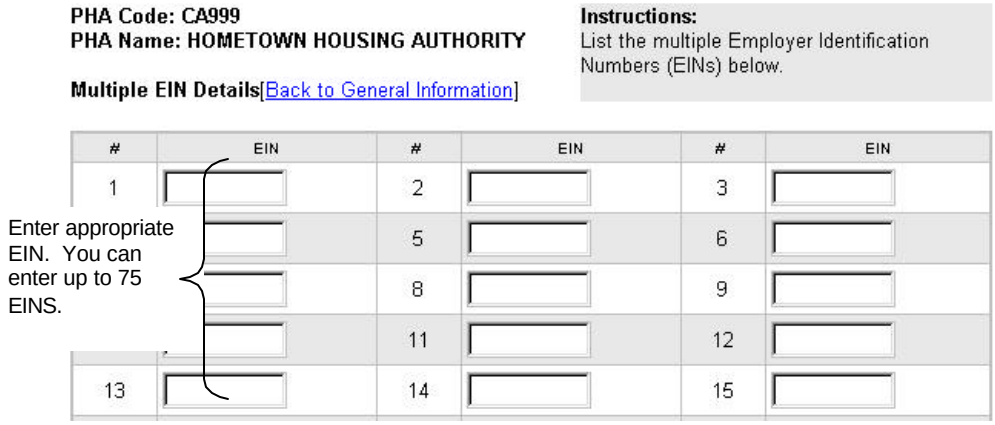
- Use the Reset button to reset all entries to the last save, if necessary.

Note

If you selected 'Yes' for element #G2000-040 Multiple EIN Indicator, you will get a reminder message to enter detail items in the details page. Click OK then click on the **[Details]** link on the General information tab and provide the appropriate information.

The ability to enter multiple EIN numbers was implemented in FASS-PH Release 7.0.0.0 to comply with the latest OMB changes.





Step 4: After completing the General Information tab, click on the **Financial Statements** tab name at the top of the table to continue to the Financial Statements tab page.

5.4.2 Financial Statements

The **Financial Statements** tab requests information concerning the expected or actual results of the audit for the reporting period. For an unaudited submission, complete the page based on the expected results of the forthcoming audit. If an audit is not required, complete the page by reporting the most likely outcome that would occur if an audit were conducted of the PHA.

Step 1: At the **Financial Statements** tab on the **Data Collection Form** page, use the right Arrow buttons to select entries in the *Value* fields.

Step 2: Click on the Save [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset [Reset] button to reset all entries to the last save, if necessary.

Step 3: The *Type of Audit Report to Follow* (Element #G3000-011) value requires additional details if *Qualified Opinion* or *Unqualified Opinion* is selected. Click on the [Details] link to continue to the **Details** page. In the following example, the **Unqualified Audit Details** page displays.

If you did not select either Qualified Opinion or Unqualified Opinion, skip to step 6.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Unqualified Audit Details [Back to Financial Statements]

Select either Yes or No from the dropdown boxes.

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G3100-010	Unqualified - Supplementary Information Required by GASB or FASB has been Omitted	Yes	---
020	Unqualified - Other Information Included in a Document Containing Audited Financial Statements is Materially Inconsistent with Information Appearing in the Financial Statements	No	---
G3100-030	Unqualified - No Exceptions	No	---

Save Reset

| Top of Page | Back to Financial Statements |

Step 4: Enter/select values for each *Element #.*

Step 5: Click on the Save [Save] button to store the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset [Reset] button to reset all entries to the last save, if necessary.

Step 6: After completing the **Details** page, click the [Back to Financial Statements] link at the top or bottom of the table to return to the **Financial Statements** tab.

Step 7: After completing the Financial Statements tab, click on the Federal Programs tab name at the top of the table or the Federal Programs link at the bottom of the table to continue to the **Federal Programs** tab page.

5.4.3 Federal Programs

The **Federal Programs** tab requests identification of agencies required to receive the reporting package as well as additional information relating to federal programs. *Element* # G4100-040, Total Federal Awards Expended Details allows users to enter information on a program by program basis for federal awards expended.

NOTE: FASS-PH Release 7.0.0.0 implemented various modifications to comply with the OMB changes, including classification of reportable conditions, and the ability for users to add additional federal programs on the Total Federal Awards Expended details page.

Step 1: For the **Federal Programs** tab on the **Data Collection Form** page, use the scroll bar to view the entire page, if necessary. Enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Step 2: Some *Value* fields provide a drop-down menu. Click on the right Arrow button to view the list of options. Click on an option to select it.

Step 3: Some *Value* fields include a checklist. Use the scroll bar to view the entire list. Click in the left checkbox to select an item. A checkmark ✓ displays in the box. Click the box again to deselect it. Check as many items as are applicable. If no items apply, check “None”. If an item is not listed, check “Other” and enter the agency name in the field provided.

Step 4: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.

Step 5: Elements that contain [Details] links require additional information. For example, element #G4100-040 details is required for all submissions which filed data for one or more federal programs.

Click on the [Details] link for **Total Federal Awards Expended Details**. The Total Federal Awards Expended Details page displays.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Total Federal Awards Expended Details[Back to Federal Programs]

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.157	**Supportive Housing for the Elderly**		---
G4100-030	Amount Expended	$ 10,000	---
G4200-010	Major Federal Program Indicator	No	---
G4200-070	Audit Finding Reference Number	12345678	---
G4200-080	Are Awards Part of the Research and Development Cluster?	Yes	---
G4200-090	Are Awards Received Directly from a Federal Agency?	Yes	---
G4100-050	Total Amount of Questioned Costs	$	[Details]
14.850a	**Low Rent Public Housing**		---
G4100-030	Amount Expended	$ 10,000	---
G4200-010	Major Federal Program Indicator	No	---
G4200-070	Audit Finding Reference Number	11223344	---
G4200-080	Are Awards Part of the Research and Development Cluster?	Yes	---
G4200-090	Are Awards Received Directly from a Federal Agency?	Yes	---
G4100-050	Total Amount of Questioned Costs	$	[Details]
	Add a Federal Program		
	Save Reset		

Enter inform each every listed

Click Detail Total Ques Costs

New: Feder Progr

| Top of Page | Back to Federal Programs |

FINANCIAL ASSESSMENT – DCF: TOTAL FEDERAL AWARDS EXPENDED DETAILS

Note

The ability to add additional federal programs (not reported on the FDS) on the Total Federal Awards Expended Details page was implemented in FASS-PH Release 7.0.0.0.

How to Add Federal Program: If you would like to add additional programs (those you did not initially select on the Program Selection page), click on the Add a Federal Program link and refer to *Section 5.2.2 Program Selection* steps 4 through 10.

Step 6: On the **Total Federal Awards Expended Details** page, enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Step 7: Some *Value* fields provide a drop-down menu. Click on the right Arrow button to view the list of options. Click on an option to select it.

Step 8: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.

Step 9: Click on the [Details] links for element # G4100-050 -Total Amount of Questioned Costs.

The **Total Amount of Questioned Cost Details** page displays.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Program: 14.850a - Low Rent Public Housing

Total Amount of Questioned Cost Details[Back to Total Federal Awards Expended Details]

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COSTS	INTERNAL CONTROL FINDINGS	DETAILS
Add A Compliance Requirement			

| Top of Page | Back to Total Federal Awards Expended Details |

Step 10: From the Total Amount of Questioned Cost table, click on the underlined Add a Compliance Requirement link to continue.

The **Compliance Requirements Details** page displays.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Program: 14.850a-Low Rent Public Housing

Compliance Requirement Details[Back to Total Amount of Questioned Cost Details]

ELEMENT#	ACCOUNT DESCRIPTION	VALUE	DETAILS
G4200-020	Type of Compliance Requirement	Eligibility - Requirements are not fully documented for Low Rent or Sec. 8	---
G4200-030	Amount of Questioned Costs	$ 5,000	---
G4200-040	Internal Control Findings	Reportable Conditions	---

Save Delete Reset

| Top of Page | Back to Total Amount of Questioned Cost Details |

Note

Classification of reportable conditions was implemented in FASS-PH Release 7.0.0.0 in element # G4200-020 Type of Compliance Requirement.

Step 11: Enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Step 12: Some *Value* fields have drop-down menus. Use the right Arrow buttons to select values from the list. Click on an option in the list to select it.

Step 13: Click on the Save [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset [Reset] button to reset all entries to the last save, if necessary.
- Use the Delete [Delete] button to delete the entries completely, if necessary.

Step 14: Click on the Back to Total Amount of Questioned Cost Details link to return to the **Total Amount of Questioned Cost Details** page. The data entered on the previous Details page now displays in the table on this Details page.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Program: 14.850a - Low Rent Public Housing

Total Amount of Questioned Cost Details[Back to Total Federal Awards Expended Details]

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COSTS	INTERNAL CONTROL FINDINGS	DETAILS
Eligibility - Requirements are not fully documented for Low Rent or Sec. 8	$5,000	Reportable Conditions	[Details]
Add A Compliance Requirement			

| Top of Page | Back to Total Federal Awards Expended Details |

Step 15: Click on the [Back to Total Federal Awards Expended Details] link to return to the Total Federal Awards Expended Details page.

Step 16: Click on the [Back to Federal Programs] link to return to the Federal Programs tab on the Data Collection Form page.

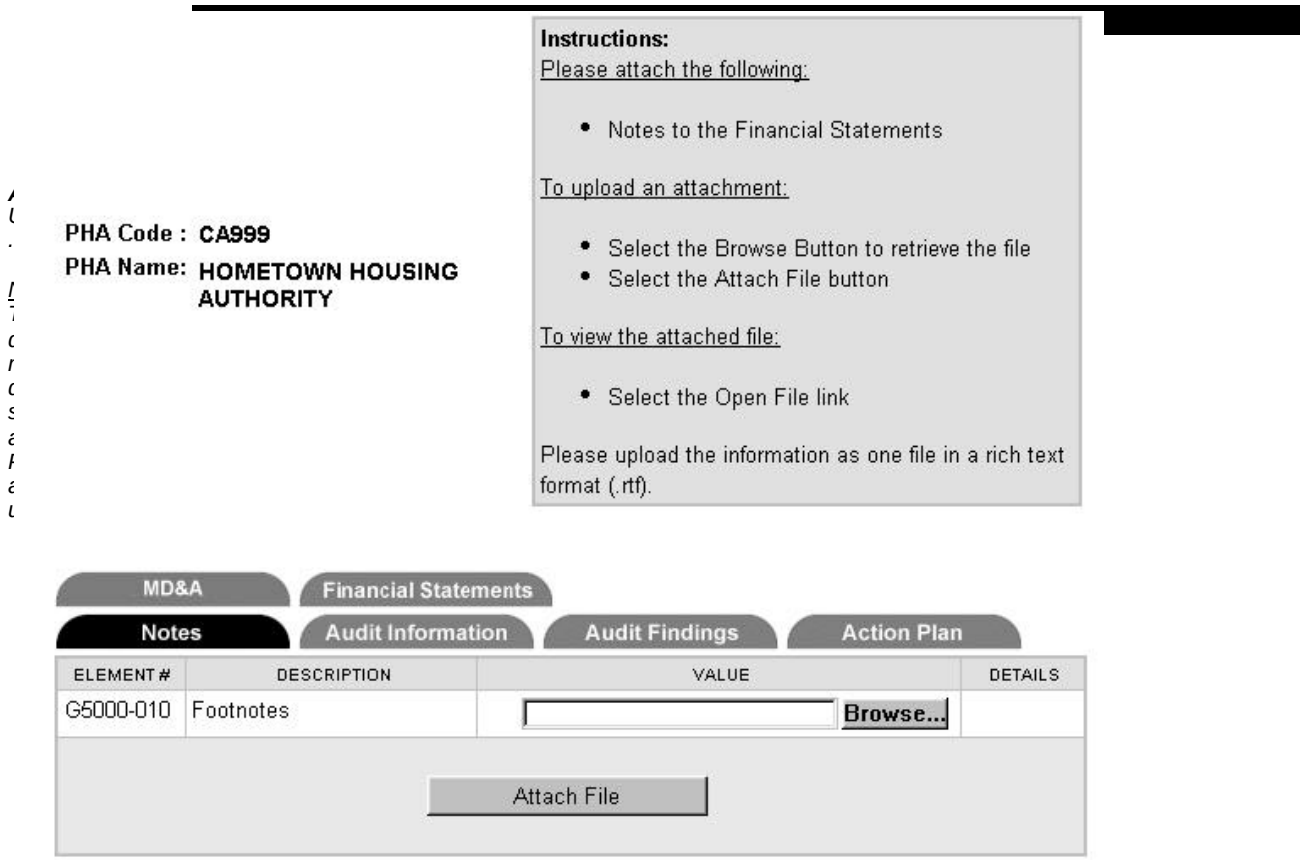
Step 17: Your next step will vary depending upon the whether you are submitting an unaudited or an audited submission.

- For an audited submission, click on the Notes & Findings link to continue to the **Notes & Findings** page.
- For an unaudited submission, skip to ***Section 6.0 Submitting Financial Data***. Click on the *Submit* link to continue onto the **Submit** page.

5.5 Notes and Findings (for Audited Submissions only)

Audited submissions include an additional **Notes & Findings** page. The Notes & Findings page allows users to attach files containing narrative notes and audit information. This page contains up to six tabs: the **Notes** tab, the **Audit Information** tab, the **Audit Findings** tab, the **Action Plan** tab, the **MD&A** tab, and the **Financial Statements** tab. You can attach narrative notes in a rich text file format (.rtf) on each of these tabs. To change tabs, click on the tab at the top of the table.

Please refer to **Appendix A: Business Rules** for mandatory requirements.



PHA Code : **CA999**
PHA Name: **HOMETOWN HOUSING AUTHORITY**

Instructions:

Please select an opinion type:

- Select an opinion type from the dropdown box
- Click the 'Save Opinion Type' button

Please attach the following:

- Independent Auditor's Report (Single Audit, Yellow Book and GAAS Audit)
- Report on Compliance and Internal Control Over Financial Reporting (Single Audit, Yellow Book)
- Report on Compliance and Internal Control Over Compliance in Accordance with OMB Circular A-133 (Single Audit only)
- Schedule of Expenditures of Federal Awards with Notes (Single Audit only)

To upload an attachment:

- Select the Browse Button to retrieve the file
- Select the Attach File button

To view the attached file:

- Select the Open File link

Please upload the information as one file in a rich text format (.rtf).

MD&A | Financial Statements | Notes | Audit Information | Audit Findings | Action Plan

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5100-010	Opinion on Supplemental Information	Qualified Opinion	---
		Save Opinion Type	
G5100-020	Auditor Opinions and Schedule of Expenditure of Federal Awards	Browse...	---
		Attach File	

FINANCIAL ASSESSMENT – NOTES AND FINDINGS : AUDIT INFORMATION

Attach:
Upload and attach .rtf file.

Note:
The tabs that

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Instructions:
Please attach the following:

- Schedule of Findings and Questioned Costs
- Summary Schedule of Prior Audit Findings

To upload an attachment:

- Select the Browse Button to retrieve the file
- Select the Attach File button

To view the attached file:

- Select the Open File link

Please upload the information as one file in a rich text format (.rtf).

MD&A | Financial Statements | Notes | Audit Information | Audit Findings | Action Plan

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5200-010	Audit Finding(Current & Prior Year Findings)	Browse...	

Attach File

Financial Assessment – Notes and Findings : Audit Findings

Attach:
Upload and attach .rtf file.

Note:
The tabs that display and are mandatory depend on the submission type and whether the PHA is reporting as a component unit.

Attach:
Upload an .rtf file.

Note:
The tabs t display an mandatory depend on submission and wheth PHA is rep as a comp unit.

PHA Code : **CA999**
PHA Name: **HOMETOWN HOUSING AUTHORITY**

Instructions:
Please attach the following:

- Corrective Action Plan

To upload an attachment:

- Select the Browse Button to retrieve the file
- Select the Attach File button

To view the attached file:

- Select the Open File link

Please upload the information as one file in a rich text format (.rtf).

MD&A | Financial Statements | Notes | Audit Information | Audit Findings | Action Plan

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5300-010	Corrective Action Plan(Current & Prior Year Findings)	Browse...	---

Attach File

Financial Assessment – Notes and Findings : Action Plan

Instructions:

Please attach the following:

- Management's Discussion & Analysis

To upload an attachment:

- Select the Browse Button to retrieve the file
- Select the Attach File button

To view the attached file:

- Select the Open File link

Please upload the information as one file in a rich text format (.rtf).

PHA Code : **CA999**

PHA Name: **HOMETOWN HOUSING AUTHORITY**

Attach
Uploa
.rtf file

Note:
The ta
display
manda
depen
submi
and w
PHA is
as a c
unit.

MD&A | Financial Statements | Notes | Audit Information | Audit Findings | Action Plan

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5050-010	Management's Discussion & Analysis	Browse...	

Attach File

FINANCIAL ASSESSMENT – NOTES AND FINDINGS : MD & A

Instructions:
Please attach the following:

- Government-Wide or General Purpose Financial Statements

To upload an attachment:

- Select the Browse Button to retrieve the file
- Select the Attach File button

To view the attached file:

- Select the Open File link

Please upload the information as one file in a rich text format (.rtf).

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

M D & A | Financial Statements | Notes | Audit Information | Audit Findings | Action Plan

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5150-010	Government-wide or General Purpose Financial Statements	---	

FINANCIAL ASSESSMENT – NOTES AND FINDINGS : FINANCIAL STATEMENTS

5.5.1 Notes

The **Notes** tab contains a *Value* field that allows users to attach a rich text format (.rtf) file containing footnotes pertaining to the general purpose financial statements.
The Notes tab is displayed and is mandatory for A-133, Non 1-33, A-133 Component Unit, and Non A-133 Component Unit submissions.

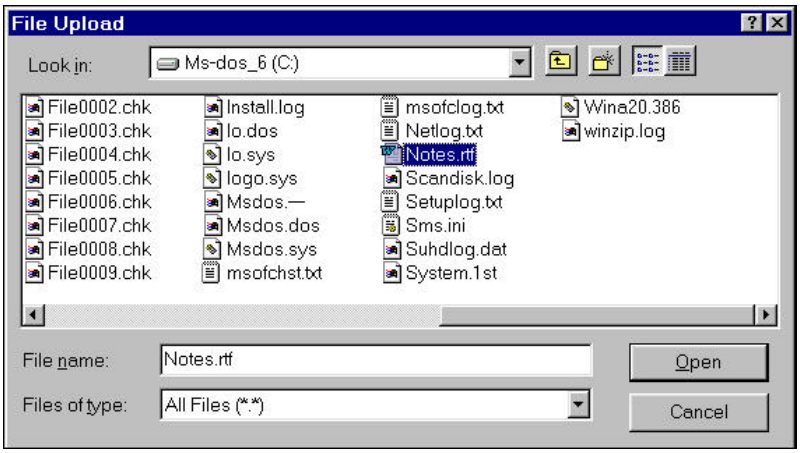
The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Submission Type: Audited/ A-133
Accounting Method: Full Accrual – Post GASB 34
Component Unit (No Separate Financial Statement)

- *Since this is an A-133 Component Unit submission, the following Notes and Findings tabs are displayed: Notes, Audit Information (G5100-010 only), Audit Findings, and Action Plan.*
- *And, the following tabs are mandatory: Notes, Audit Information (G5100-010 only), and Audit Findings.*

Step 1: *To attach files on the **Notes** tab:*

At the Notes tab on the Notes & Findings page, click on the Browse button. The **File Upload** window displays.



Step 2: In your directory, find the **.rtf** file you wish to attach.

Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

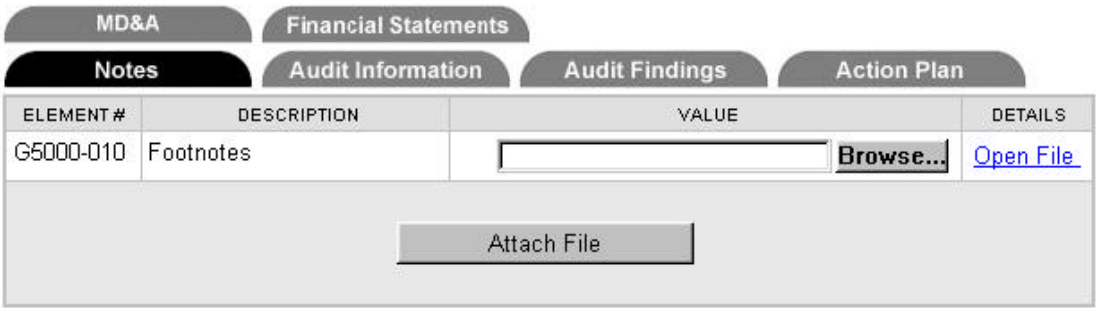
Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the Attach File button. A confirmation message displays.

Step 5: Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 1 through 5 to attach the correct file. The correct file will overwrite the incorrect file.



Step 6: Click on the **Audit Information** tab name to continue to the **Audit Information** tab page.

5.5.2 Audit Information

The **Audit Information** tab contains *Value* fields that allow users to select information and attach files in rich text file format (.rtf). The attached file must include the following:

- Independent Auditor's Report (Single Audit, Yellow Book and GAAS Audit)
- Report on Compliance and Internal Control Over Financial Reporting (Single Audit, Yellow Book)
- Report on Compliance and Internal Control Over Compliance in Accordance with OMB Circular A-133 (Single Audit only)
- Schedule of Expenditures of Federal Awards with Notes (Single Audit only)

The Audit Information tab (both G5100-010 and G5100-020) is displayed and mandatory for A-133 and Non A-133 submissions.
The Audit Information tab (G5100-010 only) is displayed and mandatory for A-133 Component Unit and Non A-133 Component Unit submissions.

Note

Previously, the Audit Information tab had been used to attach both audit information and top-level financial statements. A new tab *Financial Statements* was created in FASS-PH Release 7.0.0.0 to reduce complexity for filing attachments on the Audit Information tab.

Step 1: Go to the Audit Information tab page on the Notes & Findings page.
Use the drop-down menu to select ***Opinion on Supplemental Information***.

Step 2: Click on the Save Opinion Type [Save Opinion Type] button to save your selection.

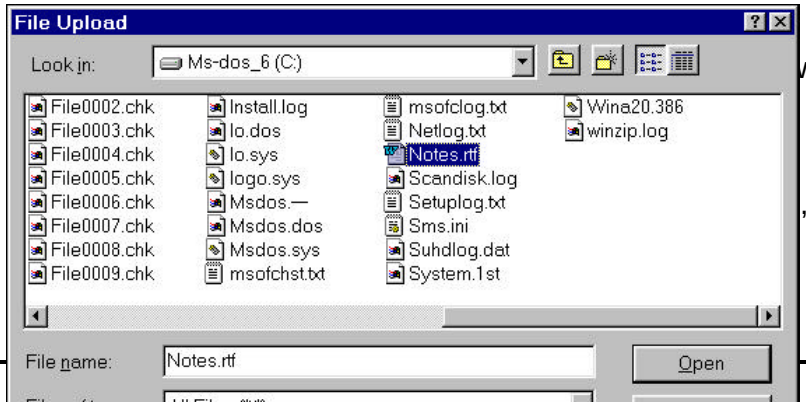
Note

Modifications to the Notes and Findings page were made to comply with GASB 34 and to implement component unit options in FASS-PH Release 7.0.0.0.

If your PHA is not reporting as a component unit of a larger entity, proceed onto step 3. However, if your PHA is reporting as a component unit PHA, skip to step 9 because you are not required to enter audit information.

Step 3: window displays.

Step 4: , click on the Browse



Step 5: In your directory, find the **.rtf** file you wish to attach.

Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

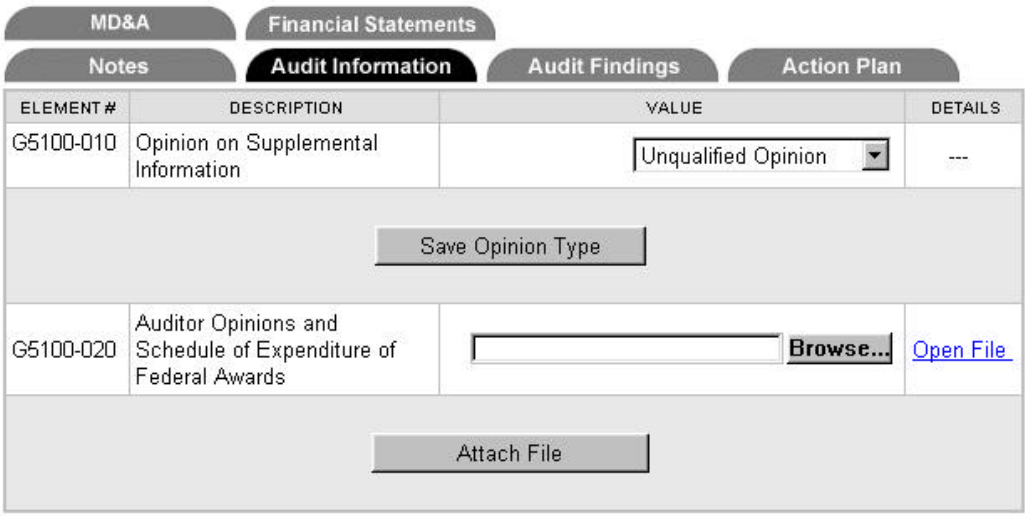
Step 6: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 7: Click on the Attach File [Attach File] button. A confirmation message displays.

Step 8: Click on the OK [OK] button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 3 through 8 to attach the correct file. The correct file will overwrite the incorrect file.



Step 9: Your next step will vary depending upon the submission type and whether your PHA is reporting as a component unit of a larger entity.

- If your submission type is A-133 or A-133 Component Unit, click on the Audit Findings tab to continue to the **Audit Findings** tab.
- If you are submitting a Non A-133 submission, click on MD & A tab to continue to the **MD & A** tab. The Audit Findings and Action Plan are not mandatory for Non A-133 submissions.
- If you are submitting a Non A-133 Component Unit submission, skip to ***Section 6.0 Submitting Financial Data***.

5.5.3 Audit Findings

The **Audit Findings** tab contains a *Value* field that allows users to attach the following information in rich text file format (.rtf):

- Schedule of Findings and Questioned Costs
- Summary Schedule of Prior Audit Findings

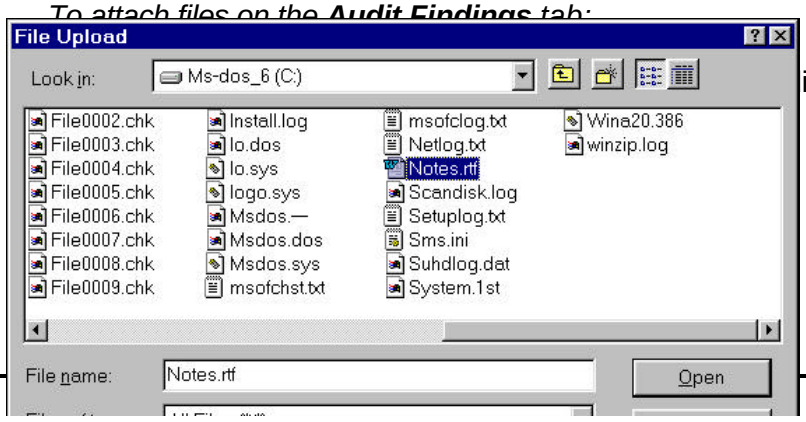
The Audit Findings tab is displayed and is mandatory for A-133 and A-133 Component Unit submissions. This tab is not displayed for Non A-133 or Non A-133 Component Unit submissions.

Note

Modifications to the Notes and Findings page were made to comply with GASB 34 and to implement component unit options in FASS-PH Release 7.0.0.0.

- If your submission type is A-133 or A-133 Component Unit, proceed onto step 1.
- If you are submitting a Non A-133 submission, click on MD & A tab to continue to the **MD & A** tab. The Audit Findings and Action Plan are not mandatory for Non A-133 submissions.
- If you are submitting a Non A-133 Component Unit submission, skip to ***Section 6.0 Submitting Financial Data***.

Step 1: *To attach files on the **Audit Findings** tab:*



ick on the Browse

Step 2: In your directory, find the **.rtf** file you wish to attach.

Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

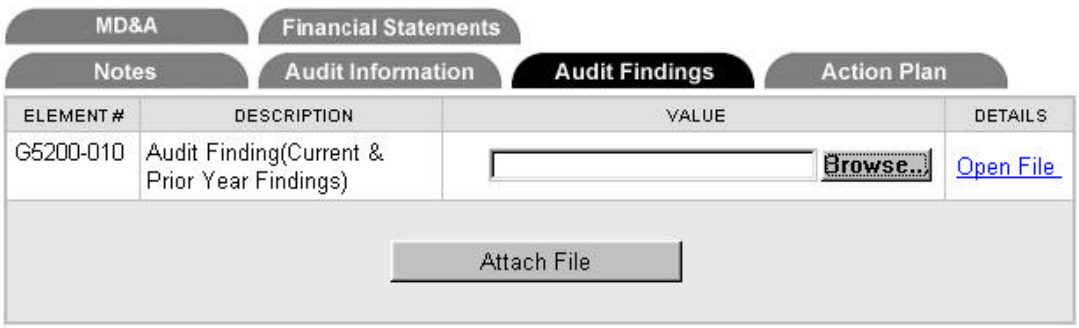
Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the Attach File [Attach File] button. A confirmation message displays.

Step 5: Click on the OK [OK] button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 1 through 5 to attach the correct file. The correct file will overwrite the incorrect file.



Step 6: Your next step will vary depending upon the submission type and whether your PHA is reporting as a component unit of a larger entity.

- If your submission type is A-133 or A-133 Component Unit, click on the Audit Findings tab name to continue to the (optional) **Audit Findings** tab page.
- If you are submitting a Non A-133 submission, click on MD & A tab name to continue to the **MD & A** tab page. The Audit Findings and Action Plan are not mandatory for Non A-133 submissions.
- If you are submitting a Non A-133 Component Unit submission, skip to ***Section 6.0 Submitting Financial Data***.

5.5.4 Action Plan

The **Action Plan** tab contains a *Value* field that allows users to attach the Corrective Action Plan (if applicable) in rich text file format (.rtf).

The Action Plan tab is displayed and is optional for A-133 and A-133 Component Unit submissions. This tab is not displayed for Non A-133 or Non A-133 Component Unit submissions.

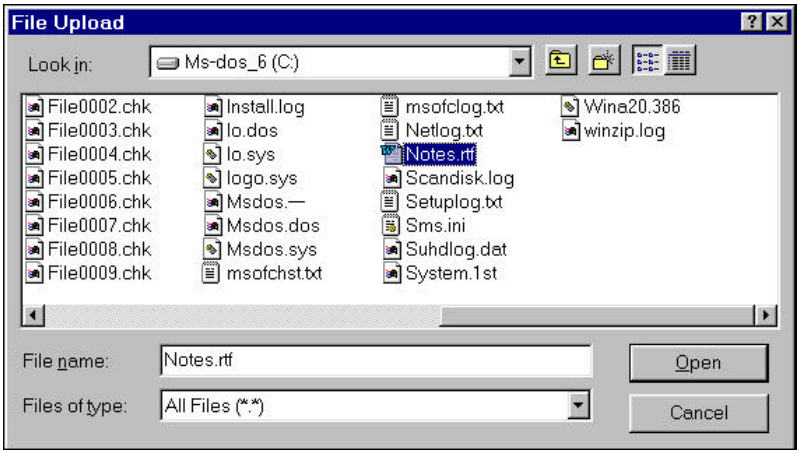
Note

Modifications to the Notes and Findings page were made to comply with GASB 34 and to implement component unit options in FASS-PH Release 7.0.

- If your submission type is A-133 or A-133 Component Unit and you would like to file attachments, proceed onto step 1. Otherwise, A-133 submitters must click on MD & A tab to continue to the **MD & A** tab; A-133 Component Unit submitters can skip to ***Section 6.0 Submitting Financial Data***.
- If you are submitting a Non A-133 submission, click on MD & A tab to continue to the **MD & A** tab. The Audit Findings and Action Plan are not mandatory for Non A-133 submissions.
- If you are submitting a Non A-133 Component Unit submission, skip to ***Section 6.0 Submitting Financial Data***.

Step 1: *To attach files on the **Action Plan** tab:*

At the Action Plan tab on the Notes & Findings page, click on the Browse button. The **File Upload** window displays.



Step 2: In your directory, find the **.rtf** file you wish to attach.

Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

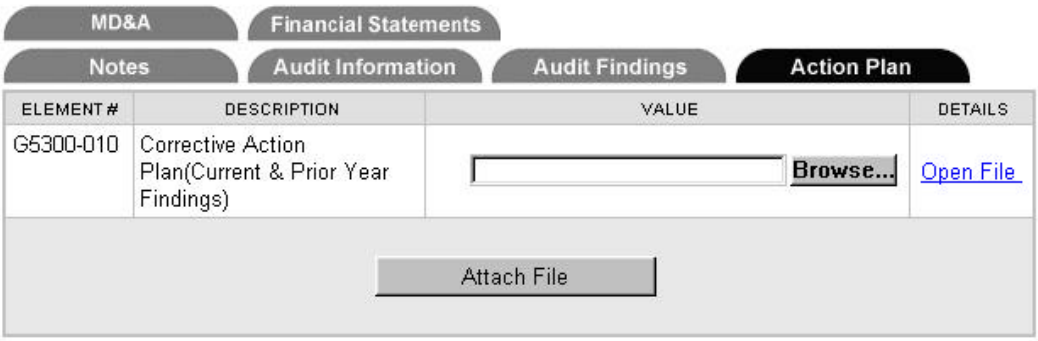
Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the Attach File [Attach File] button. A confirmation message displays.

Step 5: Click on the OK [OK] button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 1 through 5 to attach the correct file. The correct file will overwrite the incorrect file.



Step 6: Your next step will vary depending upon whether your PHA is reporting as a component unit of a larger entity.

- If your submission type is A-133 or Non A-133, click on MD & A tab to continue to the **MD & A** tab.
- If you are submitting an A-133 Component Unit or Non A-133 Component Unit submission, skip to ***Section 6.0 Submitting Financial Data***.

5.5.5 Management's Discussion & Analysis (MD & A)

The **Management's Discussion & Analysis (MD&A)** tab contains a *Value* field that allows users to attach the Management Discussion & Analysis (if applicable) in rich text file format (.rtf).

The MD & A tab is displayed and is mandatory for A-133 and Non A-133 submissions. This tab is not displayed for Component Unit submissions.

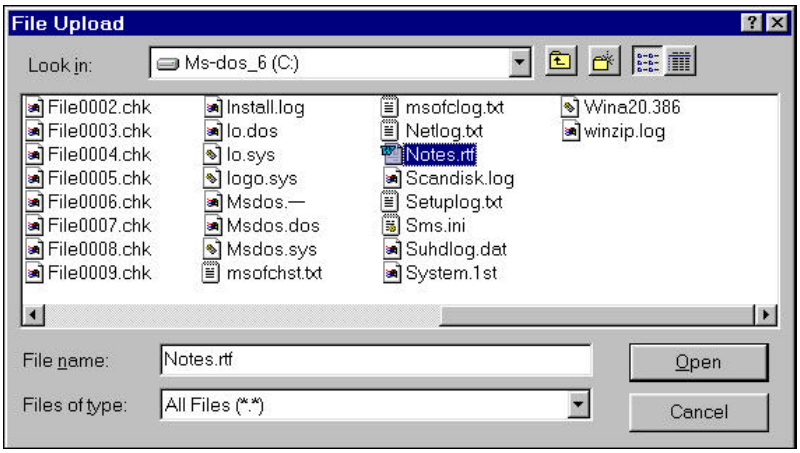
Note

The MD & A tab was created in FASS-PH Release 7.0.0.0 in order to comply with GASB 34.

- If your submission type is A-133 or Non A-133, proceed onto step 1.
- If you are a Component Unit PHA, skip to ***Section 6.0 Submitting Financial Data***.

Step 1: *To attach files on the **MD & A** tab:*

At the MD & A tab on the Notes & Findings page, click on the Browse button. The **File Upload** window displays.



Step 2: In your directory, find the **.rtf** file you wish to attach.

Note

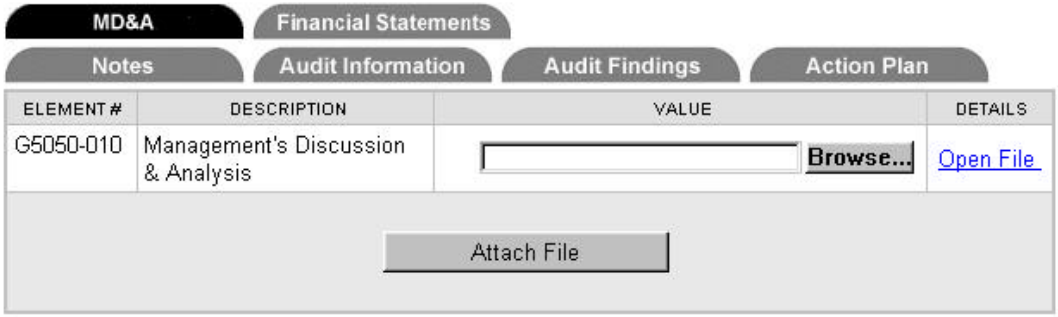
How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the Attach File [Attach File] button. A confirmation message displays.

Step 5: Click on the OK [OK] button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.



Step 6: Your next step will vary depending upon whether your PHA is reporting as a component unit of a larger entity.

- If your submission type is A-133 or Non A-133, click on Financial Statements tab to continue to the **Financial Statements** tab.
- If you are submitting an A-133 Component Unit or Non A-133 Component Unit submission, skip to ***Section 6.0 Submitting Financial Data***.

5.5.6 Financial Statements

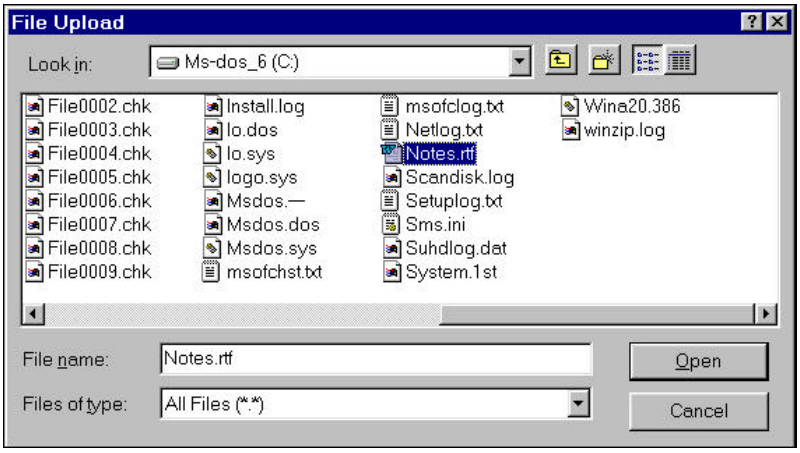
The **Financial Statements** tab contains a *Value* field that allows users to attach the Government-wide or General Purpose Financial Statements (if applicable) in rich text file format (.rtf).

The Financial Statements tab is displayed and is mandatory for A-133 and Non A-133 submissions. This tab is not displayed for Component Unit submissions.

Note Previously, the Audit Information tab had been used to attach both audit information and top-level financial statements. A new tab *Financial Statements* was created in FASS-PH Release 7.0.0.0 to reduce complexity for filing attachments on the Audit Information tab.

Step 1: *To attach files on the **Financial Statements** tab:*

At the Financial Statements tab on the Notes & Findings page, click on the Browse [Browse...] button. The **File Upload** window displays.



Step 2: In your directory, find the **.rtf** file you wish to attach.

Note

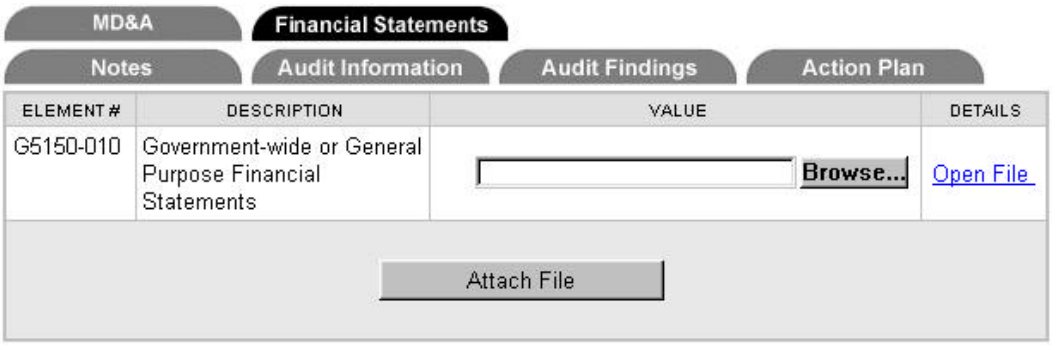
How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the Attach File [Attach File] button. A confirmation message displays.

Step 5: Click on the OK [OK] button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.



Step 6: Click on the Submit link at the bottom of the table to continue to the **Submit** page.

Note

In the event that you are not able to submit your submissions on time, you can access the following two screens to either file a late reason or request an extension (unaudited submissions only).

- Late Reason Page (refer to Section 5.6)
- Unusual Circumstance Request (refer to Section5.7).

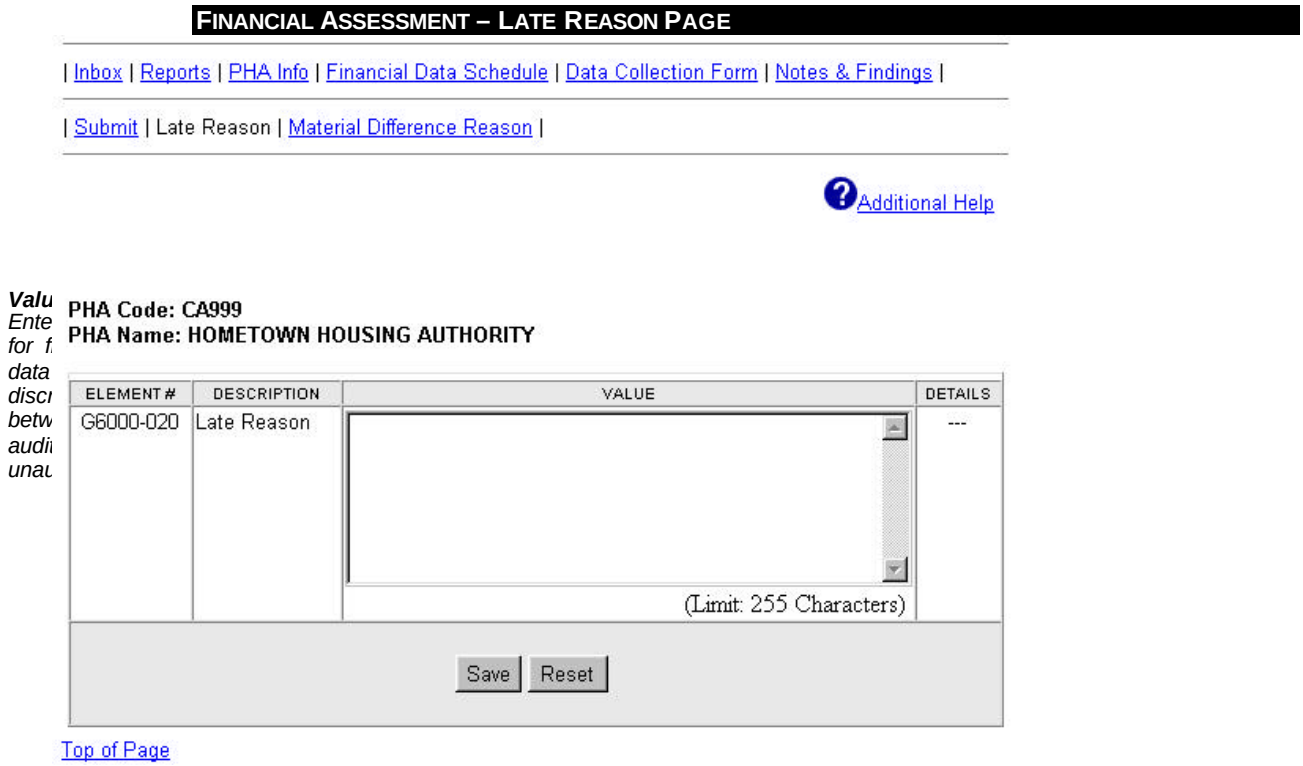
If your unaudited submission and audited submission have a significant data discrepancy, you may access the following screen to provide a reason:

- Material Differences Reason (refer to Section 5.8).

5.6 Late Reason Page (for Late Submissions only)

The Late Reason page allows users to document a reason for the lateness of a financial submission. The Late Reason link is available at the top and bottom of unaudited and audited submissions with a *Draft* status.

Remember to save your entries before leaving the page.



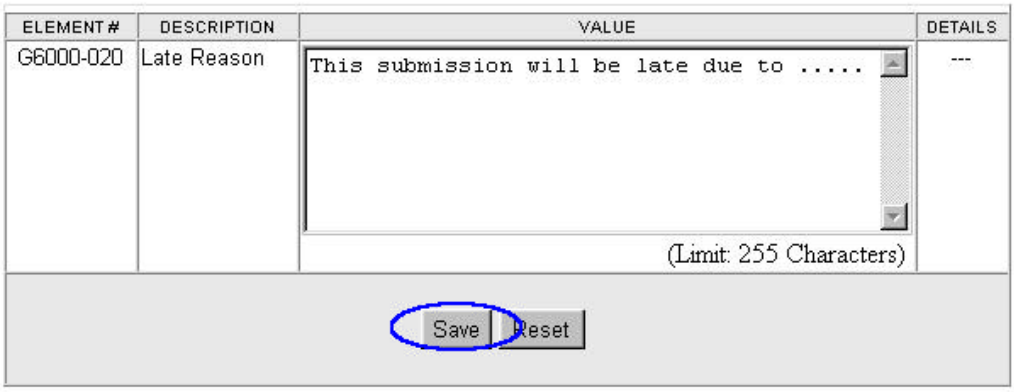
Step 1: To complete the **Late Reason** page:

Click on the Late Reason link at the top or bottom of the page, the **Late Reason** page displays.

Step 2: Click in the blank *Value* field and enter the reason(s).

Step 3: Click on the Save [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset [Reset] button to reset all entries to the last save, if necessary.

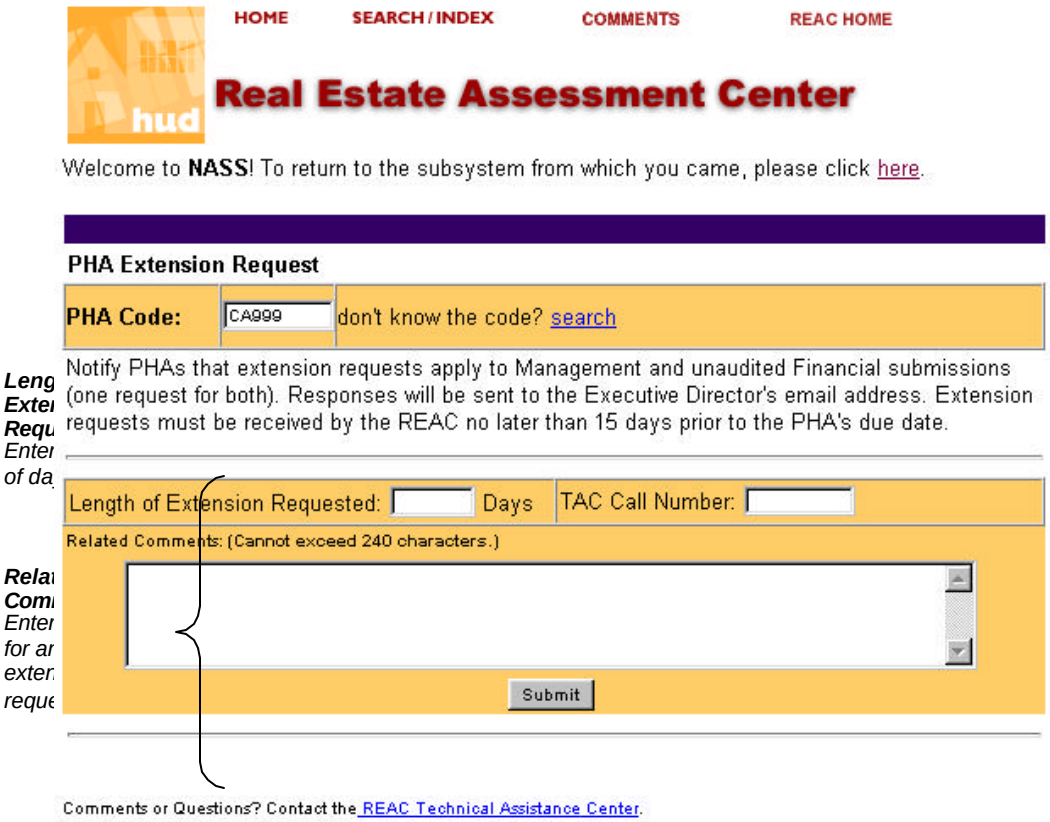


5.7 Unusual Circumstances Request (for Unaudited Submissions only)

If there are unusual circumstances preventing the timely submission of unaudited data, PHAs can request an extension via the **Unusual Circumstances Request** page. Note: This page is not available for Section 8 only entities.

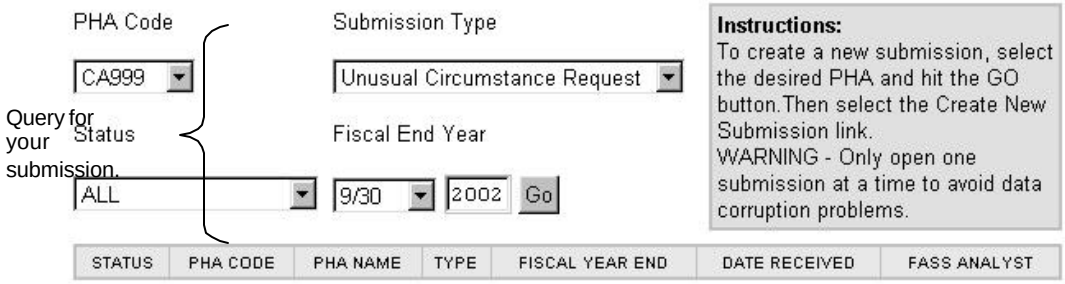
Remember to save your entries before leaving the page.

FINANCIAL ASSESSMENT – UNUSUAL CIRCUMSTANCE REQUEST



Step 1: From your **Inbox**, select/enter the following from the dropdown/ text boxes and click Go.:

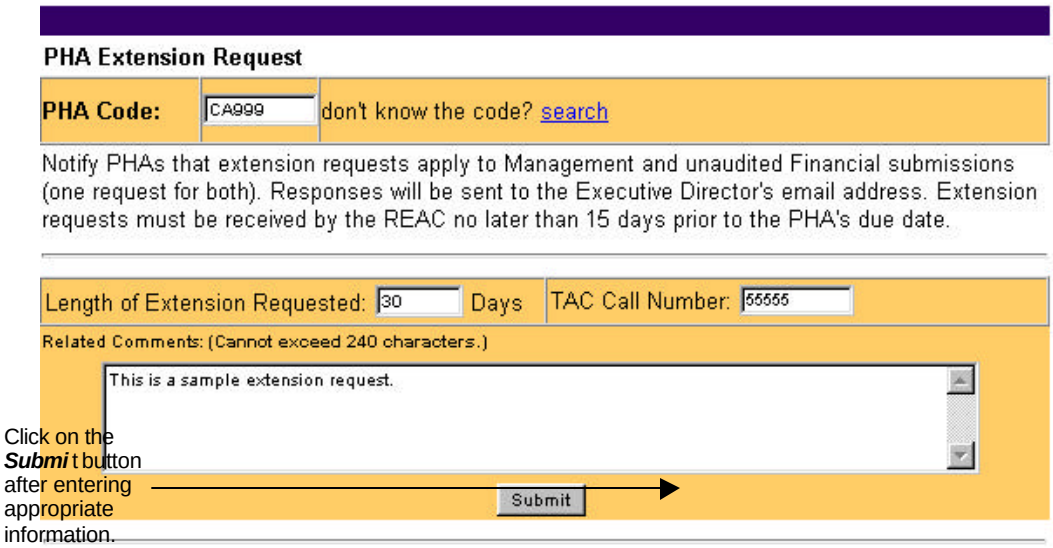
PHA Code : *CA999*
Reporting End Date (month/ day): *09/30*
Reporting End Date (year): *2002*
Submission Type: *Unusual Circumstance Request*



Step 2: Click on the Unusual Circumstance Request link at the top or bottom of your Inbox page.

Step 3: The NASS Unusual Circumstance Request page displays.

- Verify that the PHA Code is correct.
- Enter the number of days requested for the extension.
- Enter the reason for requesting an extension.
- Click on the Submit [Submit] button to submit your request to HUD-REAC.



Click on the ***Submit*** button after entering appropriate information.

5.8 Material Difference Reason Page (for Audited Submissions only)

The **Material Difference Reason** page allows users to provide a reason for any differences in the financial data between the audited and unaudited submissions. The Material Difference Reason link to the Material Difference Reason page is only available for audited submissions.

Remember to save your entries before leaving the page.

Financial Assessment – Material Difference Reason

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings |

| Submit | Late Reason | Material Difference Reason |

Additional Help

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G6000-010	Reason for Material Differences	(Limit: 255 Characters)	---

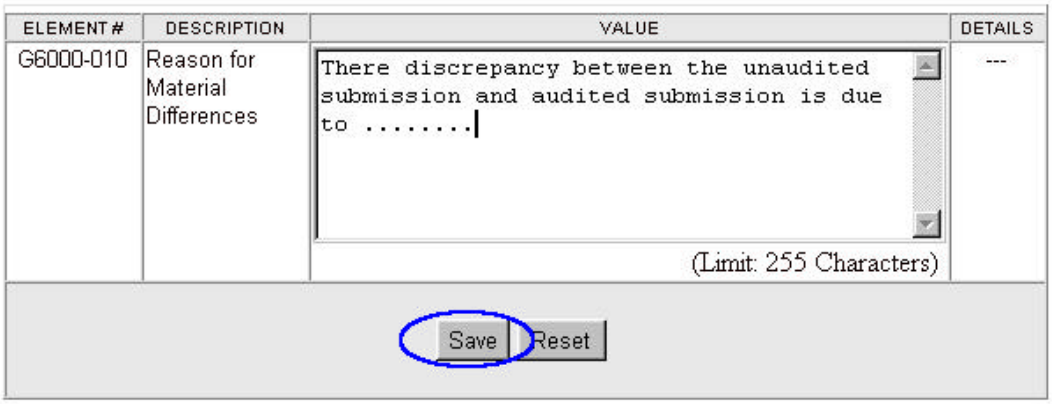
Save Reset

Top of Page

Step 1: To complete the **Material Difference Reason** page:

Click on the Material Difference Reason link at the top or bottom of the page, the **Material Difference Reason** page displays.

Step 2: Click in the blank *Value* field and enter the reason(s).

Step 3: Click on the Save [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset [Reset] button to reset all entries to the last save, if necessary.