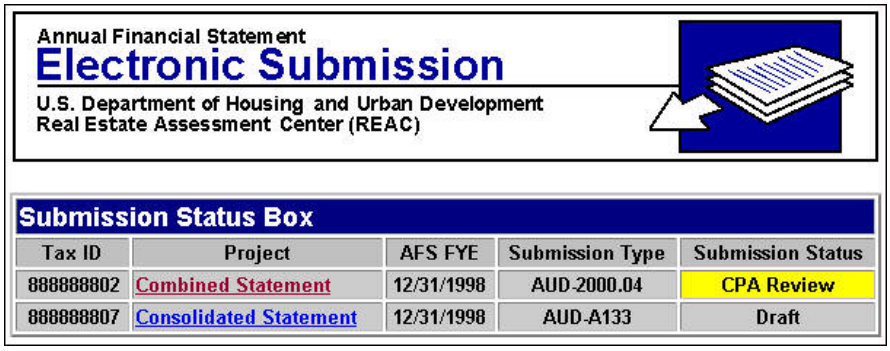
Chapter 5: Submission Status Box

The **Submission Status Box** provides an authorized user with information regarding the status of "pending" submission records (records that have not been submitted to HUD). Once a submission record is created in the system, the user (Submitter or CPA Certifier) uses this menu option to access the record. CPA Certifiers also use this menu option to access the record to perform the CPA Certification functions.

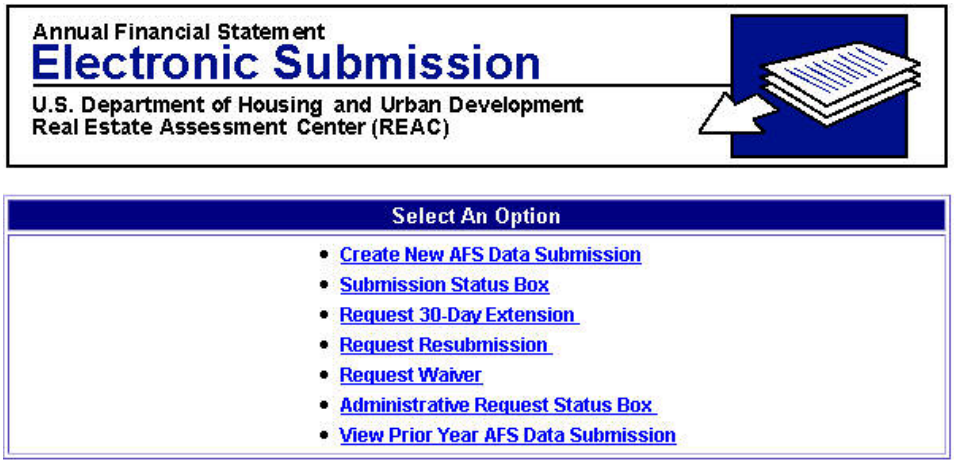


The Submission Status Box:

- Provides easy access, after the submission record has been created, to annual financial statements.
- Features the *Tax ID* number, *Project* name, *AFS FYE* date, *Submission Type,* and *Submission Status*.
- Provides access to the **Statement Selection Screen** for data entry.

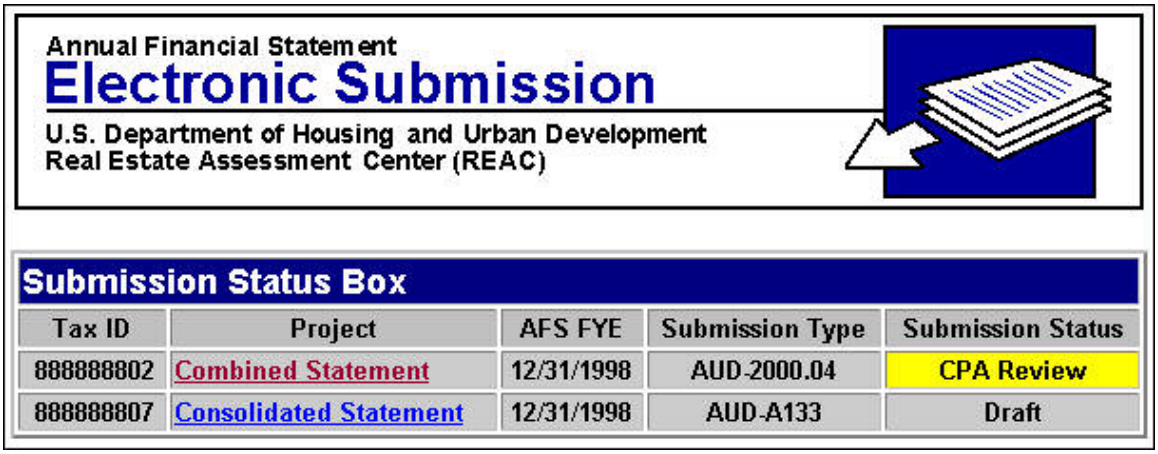
To access the Submission Status Box as a Submitter:

1. Click on the Submission Status Box link on the **Select An Option** screen. The **Enter Fiscal Year End (FYE) Date for Owning Entity** screen displays.



2. Enter the owning entity's fiscal year end date in the *Owning Entity Fiscal Year End* field.

3. Click on the Continue button. The **Submission Status Box** displays submission record(s) that have been successfully created via the Create New AFS DATA Submission menu option.



Tax ID	Project	AFS FYE	Submission Type	Submission Status
888888802	Combined Statement	12/31/1998	AUD-2000.04	CPA Review
888888807	Consolidated Statement	12/31/1998	AUD-A133	Draft

NOTE: The **Submission Status Box** displays only the submission records for owners the user is authorized to represent.