

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.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Submission Status Box				
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

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.

Annual Financial Statement
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Select An Option

- [Create New AFS Data Submission](#)
- [Submission Status Box](#)
- [Request 30-Day Extension](#)
- [Request Resubmission](#)
- [Request Waiver](#)
- [Administrative Request Status Box](#)
- [View Prior Year AFS Data Submission](#)

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



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

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Enter Fiscal Year End (FYE) Date for Owning Entity

Owning Entity Fiscal Year End:

Date example: 12/31/2000

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Submission Status Box

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

To Archive an Errant Submission:

FASS-FHA added a **New 'Archive' Option** to the **Submission Status Box** page. This option will allow an authorized user to archive/delete a selected submission that was created in error in **"Draft Status."** With this new option, authorized users can delete an errant **Draft Submission** and Recreate/Create a New correct submission without the assistance of REAC's Technical Assistance Center (TAC).

- When the Archive button is selected, a **Warning Message** will be displayed warning the Users that they are about to delete the submission.
- It will also allow the Users to acknowledge if they are sure that they want to delete the submission.
- Users will also be given the option to cancel the request.
- If the User chooses to continue archiving the submission, the submission will no longer be displayed on the Submission Status Box page.

Submission Status (Before Archive)

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Public Indian Housing - Real Estate Assessment Center (PIH-REAC)



Submission Status Box					
Tax ID	Project	AFS FYE	Submission Type	Submission Status	Archive Submission
	MAY BUILDING	12/31/2014	OC<500K	Draft	Archive
	PROVIDENCE HEALTH CARE CENTER	12/31/2014	AUD-2000.04	Draft	Archive
	SUGARTREE SQUARE APARTMENTS	12/31/2014	AUD-2000.04	Draft	Archive
	SALEM ACRES	12/31/2014	AUD-2000.04	Draft	Archive
	LOUISE TERRACE	12/31/2014	AUD-A133	Draft	Archive
	Consolidated Statement	12/31/2014	AUD-A133	Draft	Archive
	CARRIAGE HOUSE	12/31/2014	OC<500K	Draft	Archive
	CAPRI MEADOWS I	12/31/2014	OC<500K	Draft	Archive
	LONE OAK MANOR	12/31/2014	AUD-2000.04	Draft	Archive
	Ogden Corners	12/31/2014	AUD-A133	Draft	Archive
	Combined Statement	12/31/2014	AUD-A133	Draft	Archive

Submission (To Be Archived)

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Public Indian Housing - Real Estate Assessment Center (PIH-REAC)



Tax ID	Project	AFS FYE	Submission Type
	LOUISE TERRACE	12/31/2014	AUD-A133

You are about to Archive (Delete) a Template for a Statement. If multiple HUD Projects are associated with this Statement all projects will be Archived (Deleted). If you wish to continue you will need to recreate (Create New) the Template for this Fiscal Year.

Submission Status (After Archive)

Annual Financial Statement
Electronic Submission
 U.S. Department of Housing and Urban Development
 Public Indian Housing - Real Estate Assessment Center (PIH-REAC)



Submission Status Box					
Tax ID	Project	AFS FYE	Submission Type	Submission Status	Archive Submission
	MAY BUILDING	12/31/2014	OC<500K	Draft	Archive
	PROVIDENCE HEALTH CARE CENTER	12/31/2014	AUD-2000.04	Draft	Archive
	SUGARTREE SQUARE APARTMENTS	12/31/2014	AUD-2000.04	Draft	Archive
	SALEM ACRES	12/31/2014	AUD-2000.04	Draft	Archive
	Consolidated Statement	12/31/2014	AUD-A133	Draft	Archive
	CARRIAGE HOUSE	12/31/2014	OC<500K	Draft	Archive
	CAPRI MEADOWS I	12/31/2014	OC<500K	Draft	Archive
	LONE OAK MANOR	12/31/2014	AUD-2000.04	Draft	Archive
	Ogden Corners	12/31/2014	AUD-A133	Draft	Archive
	Combined Statement	12/31/2014	AUD-A133	Draft	Archive

PLEASE NOTE: This new archive option **DOES NOT** apply to completed Financial Statements that have already been submitted to REAC. You will need to contact the Technical Assistance Center (TAC) at (888) 245-4860, for assistance with archiving those financial submissions.