



FASS - PH

Spring/Summer 2019

Session 12: FDS Submission Upload Tool

Introduction

- Excel-based template for all PHAs
- Used for unaudited submissions only
- All programs, including COCC
- Data entered offline in spreadsheet then uploaded to REAC
- Download from FASS-PH website
- Must be saved in .xls (Excel 97-2003 format)



Steps For Uploading Spreadsheet

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- Using Dropdown menus populate spreadsheet

 **Welcome to the FDS Submission Upload Tool**
Note: Use of this tool applies to Unaudited submissions only

***Select PHA Code** Enter PHA Code ▾

***Select # of Projects** 3 ▾

***Select # of Programs** 4 ▾

PHA Code: Enter PHA Code

PHA Name:

***Asset Management Type:** Asset Management with COCC/Elimination ▾

***Accounting Method** Full Accrual ▾

***Submission Type:** Unaudited/A-133 ▾

***Fiscal Year End:** 3/31/2014 ▾

*Denotes required information



Complete Data Entry

- Enter DCF and FDS data on the worksheet

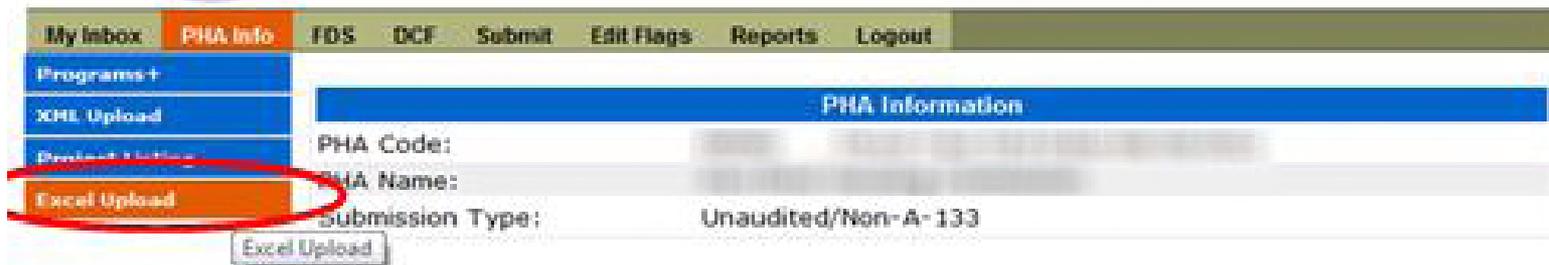
FDS Line Item	Description	Total	xxxx000001	xxxx000001	xxxx000002	xxxx000002
			14.850	14.872	14.850	14.872
70300	Net Tenant Rental Revenue	\$1,000,000	\$500,000		\$500,000	
70400	Tenant Revenue - Other	\$0				
70500	Total Tenant Revenue	\$1,000,000	\$500,000	\$0	\$500,000	\$0
70600	HUD PHA Operating Grants	\$1,100,000	\$500,000	\$50,000	\$500,000	\$50,000
70610	Capital Grants	\$0				
70710	Management Fee	\$0				
70720	Asset Management Fee	\$0				
70730	Book Keeping Fee	\$0				
70740	Front Line Service Fee	\$0				
70750	Other Fees	\$0				
70700	Total Fee Revenue	\$1,100,000	\$500,000	\$50,000	\$500,000	\$50,000

- See Spreadsheet Sample



Upload Submission to REAC

- Log in FASS-PH and create a blank submission
- Complete the PHA Information Section
 - Start as a “Blank Submission”
 - Then click “Save”
 - Select “Excel Upload” from menu



The screenshot shows the FASS-PH interface. At the top, there is a navigation bar with options: My Inbox, PHA Info (highlighted), FDS, DCF, Submit, Edit Flags, Reports, and Logout. Below this is a dropdown menu for PHA Info, with options: Programs+, XCHL Upload, Blank Submission, and Excel Upload (circled in red). The main form area is titled 'PHA Information' and contains the following fields: PHA Code: (blurred), PHA Name: (blurred), and Submission Type: Unaudited/Non-A-133. An 'Excel Upload' button is visible below the form.

Upload Submission to REAC, cont'd

- Attach the file by clicking “Browse” and select the file

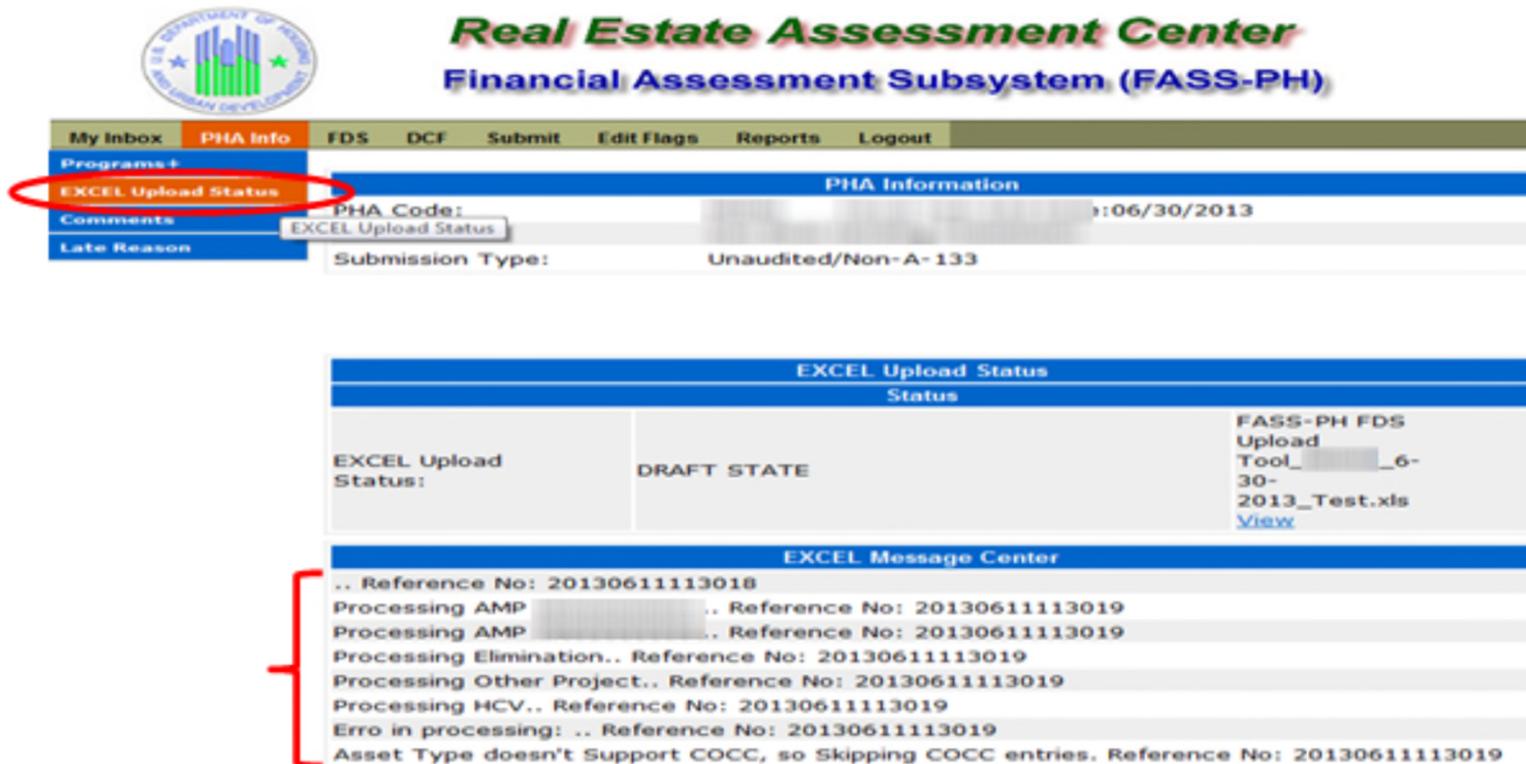
The screenshot shows the REAC submission upload tool interface. The 'PHA Info' tab is selected, displaying the following information:

PHA Information	
PHA Code:	06/30/2014
PHA Name:	
Submission Type:	Unaudited/Non-A-133

Element#	Description	Value
EXCEL_LOAD	Upload EXCEL Submission	<input type="button" value="Browse..."/> <input type="button" value="Upload File(Max size is 30MB)"/>

Upload Submission to REAC, cont'd

- Click “Excel Upload Status” to review faults



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

Programs +

EXCEL Upload Status PHA Information

Comments PHA Code: :06/30/2013

Late Reason EXCEL Upload Status

Submission Type: Unaudited/Non-A-133

EXCEL Upload Status

Status

EXCEL Upload Status: DRAFT STATE

FASS-PH FDS Upload Tool_6-30-2013_Test.xls [View](#)

EXCEL Message Center

.. Reference No: 20130611113018

Processing AMP .. Reference No: 20130611113019

Processing AMP .. Reference No: 20130611113019

Processing Elimination.. Reference No: 20130611113019

Processing Other Project.. Reference No: 20130611113019

Processing HCV.. Reference No: 20130611113019

Erro in processing: .. Reference No: 20130611113019

Asset Type doesn't Support COCC, so Skipping COCC entries. Reference No: 20130611113019



Final Upload Procedures

- Once file is uploaded, it will so indicate in the status.
- Once upload is successful, data can be modified or changed.
- Other items such as G4100-040 “Total Federal Awards Expended” will need to be entered manually after upload.
- Normal validation and completion procedures must be completed under existing procedures.

