Chapter 5: Creating Financial Submissions

**Inbox Page**

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 table shows the Status, PHA Code, PHA Name, Type, Fiscal Year End, Date Received, and FASS-PHA Analyst for each submission. The table displays 20 rows at a time. Use the scroll bar to view the entire page, if necessary. Use the Previous Page and Next Page links to view the next or previous rows in the table.

To sort the table:

The submission table on the Inbox page can be sorted by PHA Code, Submission Type, Status, and Fiscal End Year (month and date). Click on the right Arrow buttons in the fields to view a list of selections. Click on the appropriate selections. Then click on the Go button. The table is sorted based on the selected criteria.
Submission Status

The two status categories for FASS-PH submissions are *Interim* and *Final*. An *Interim* status identifies where a submission is in the financial assessment process and indicates the next action to be performed on the submission. *Final* status indicates that the financial assessment of the submission has been completed by REAC. Submission status is defined as:

<table>
<thead>
<tr>
<th><strong>FASS-PH Submission Status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interim Status</strong></td>
</tr>
<tr>
<td><strong>Draft</strong></td>
</tr>
<tr>
<td><strong>Invalidated</strong></td>
</tr>
<tr>
<td><em>When an approved submission is invalidated, a letter is sent to the PHA.</em></td>
</tr>
<tr>
<td><strong>IPA Review</strong></td>
</tr>
<tr>
<td><strong>IPA Disagree</strong></td>
</tr>
<tr>
<td><strong>IPA Agree</strong></td>
</tr>
<tr>
<td><strong>Ready for Scoring</strong></td>
</tr>
<tr>
<td><strong>Review</strong></td>
</tr>
</tbody>
</table>

| **Final Status** | **Definition** |
|----------------|
| **Approved** | The submission has been approved by REAC. |
| **Rejected** | The submission has been rejected by REAC. A letter concerning reason(s) for the rejection will be sent to the PHA. |
| **Section 8 Submitted** | Indicates a submission from a Section 8 entity. |

Each submission has a set of data entry pages. Once a submission has been created, you can access the data entry pages by clicking on the underlined link (e.g., *Draft*) in the **Status** column.

| **STATUS** | **PHA CODE** | **PHA NAME** | **TYPE** | **FISCAL YEAR END** | **DATE RECEIVED** | **FASS ANALYST** |
|-----------|
| **Draft** | CA035 | Housing Authority of the City of San Buenaventura | Unaudited/A-133 | 09/30/1998 | | |
Invalidated Status

The “Invalidated” status is a new status with Release 6.0 which allows a submission that previously had an “Approved” status, to be given an “Invalidated” (or unapproved) status by the REAC Project Manager. When the Inbox reflects the status of a submission as “Invalidated,” the PHA creates a new submission for that fiscal year (same submission type) and resubmits. The user views the “Invalidated” submission by selecting the Invalidated link in the Status column.

<table>
<thead>
<tr>
<th>PHA Code</th>
<th>Submission Type</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA999</td>
<td>Unaudited/A-133 Audit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Fiscal End Year</th>
<th>Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalidated</td>
<td>3/31</td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>PHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR END</th>
<th>DATE RECEIVED</th>
<th>FASS ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>invalidated</td>
<td>CA999</td>
<td>Housing Authority of Anytown</td>
<td>Unaudited/A-133</td>
<td>03/31/2001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Submission Types

The three categories of submission types are Unaudited, Audited and Requests. Unaudited submissions are due to REAC within 2 months of the PHA’s fiscal year end. If an audit is required (and Unaudited/A-133 or Unaudited/non A-133 is selected), the Audited submission is then due to REAC within 9 months of the PHA’s fiscal year end (FYE). Requests are submitted to REAC when circumstances impede the electronic submission of financial data to REAC. Submission types are defined in the table below.

<table>
<thead>
<tr>
<th>Submission Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unaudited</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(submitted within 2 months of FYE)</strong></td>
<td></td>
</tr>
<tr>
<td>Unaudited/A-133 Audit</td>
<td>Annual federal funding to the PHA is &gt; or = $300,000, which mandates completion of an OMB Circular A-133 audit.</td>
</tr>
<tr>
<td>Unaudited/Non A-133 Audit</td>
<td>Annual federal funding to the PHA is &lt; $300,000, and the PHA expects to complete an audit.</td>
</tr>
<tr>
<td>Unaudited/No Audit</td>
<td>Annual federal funding to the PHA is &lt; $300,000, and no audit is mandated or chosen.</td>
</tr>
<tr>
<td><strong>Audited</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(submitted within 9 months of FYE)</strong></td>
<td></td>
</tr>
<tr>
<td>Audited/A-133 Audit</td>
<td>Annual federal funding to the PHA is &gt; or = $300,000, and an OMB Circular A-133 audit was completed.</td>
</tr>
<tr>
<td>Audited/Non A-133 Audit</td>
<td>Annual federal funding to the PHA is &lt; $300,000, and an audit was completed.</td>
</tr>
<tr>
<td><strong>Requests</strong></td>
<td></td>
</tr>
<tr>
<td>Unusual Circumstances Request</td>
<td>Can only be made for an original Unaudited submission. Request is due 15 days before the unaudited submission due date. Status of the request displays on Inbox page.</td>
</tr>
<tr>
<td>Manual Submission Request</td>
<td>Must be made by U.S. mail to the REAC Technical Assistance Center. Request is due 60 days before the unaudited submission due date. Status of the request displays on Inbox page.</td>
</tr>
</tbody>
</table>
Creating New Submissions

The table on the Inbox page is empty until submissions are created in the system. Users create a new submission by selecting the PHA Code at the top of the Inbox page and clicking on the Go button. The underlined Create New Submission link then displays at the top of the Inbox page, allowing users to create a new submission. This link accesses the PHA Info pages where users select submission criteria. Based on the selected submission criteria, the system generates the appropriate financial data entry pages. Once a submission is created, it is listed on the Inbox page as “Draft.” Submissions can only be created for previous fiscal years after the fiscal year end date.

To create a new submission:

1. At the top of the Inbox page, select a PHA Code using the drop-down menu. Only the PHAs to which the user is assigned display.

```
Inbox | Delete Draft Submission

PHA Code        Submission Type

|ALL|      |ALL|

Status        Fiscal End Year

|ALL|      |All| 2000|Go|
```

Instructions:
To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link.

WARNING - Only open one submission at a time to avoid data corruption problems.

2. Click the Go button. An underlined Create New Submission link displays at the top and bottom of the Inbox page.
3. Click on the underlined **Create New Submission** link to continue to the **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 to HUD. The **PHA Info** page contains two tabs – **PHA Info** and **Program Selection**. Users can change tab pages by clicking on the tab names. A tab 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.
PHA Info Tab

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 enter a **Fiscal Year End Date** and select the appropriate **Submission Type** and **Download Option**.

<table>
<thead>
<tr>
<th><strong>PHA Code</strong></th>
<th>CA999</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHA Name</strong></td>
<td>COUNTY OF HOMETOWN</td>
</tr>
<tr>
<td><strong>EIN Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Street Address(line 1)</strong></td>
<td>580 VALLOMBROSA AVE</td>
</tr>
<tr>
<td><strong>Street Address(line 2)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>CHICO</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>CA</td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td>95926</td>
</tr>
<tr>
<td><strong>FY End Date</strong></td>
<td>9/30/</td>
</tr>
</tbody>
</table>

- **Submission Type**:
  - Unaudited/ A-133 Audit
  - Unaudited/ Non- A-133 Audit
  - Unaudited/ No Audit
  - Audited/ A-133
  - Audited/ Non- A-133

- **Download Option**:
  - Blank Submission
  - Download Last Submission Version

[Save]
To complete the PHA Info tab:

1. For the PHA Info tab on the PHA Info page, enter a four-digit fiscal year end date in the FY End Date field.

2. Select a Submission Type by clicking on the appropriate radio button. An Unaudited submission must be created in the system before an Audited submission can be created.

3. Also select a Download Option by clicking on the appropriate radio button. Users can either download a new submission or the last submission.

4. Click on the Save button to save the information in the system. A confirmation message displays.

5. Click on the OK button to close the message and create a new submission in the system. Additional links display at the top and bottom of the page. Otherwise, click the Cancel button to cancel the action.

6. To change the submission type after creating a new submission, click on the appropriate radio button to select the new Submission Type. When changing the submission type, you can only change the type of audit required, not from Unaudited to Audited, or vice versa.
7. Click on the Save button to save the new Submission Type in the system. A confirmation message displays.

8. Click on the OK button to close the message and information in the system. Otherwise, click the Cancel button to cancel the action.

9. Click on the Program Selection tab name at the top of the table to continue to the Program Selection tab page.
Program Selection Tab

The Program Selection tab includes a list of federal programs that provide funding to PHAs. New generic programs (circed below) were added to the Program Selection page in Release 6.0. 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, and the user is unable to find the program by using the “Add a Program” function. See page 5-15 for instructions on adding programs. These three programs will be included on the Data Collection Form Report, but the program name and numbers will be blank. Users select the programs funding their PHA by clicking the appropriate checkboxes in the Select column.
To select federal programs:

1. For the Program Selection tab on the PHA Info page, click in the checkboxes in the Select column to select the federal program(s) under which the PHA receives funding. A checkmark ✔ appears in the box. Click in the checkbox again to deselect the program. Check as many programs as are applicable.

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

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

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

5. Some programs may require users to identify a specific project(s). Click on the underlined Details link in the Select column. The Project Selection tab page displays.

6. Click in the checkbox to select the applicable project(s).
7. Click on the Save button to save the data in the system. A confirmation message displays.

8. Click on the OK button to save your data or the Cancel button to cancel.

9. Click on the underlined Back to Program Selection link at the bottom of the page to return to the Program Selection tab page.
Adding Programs

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.

To add a program to the list:

1. At the bottom of the Program Selection tab of the PHA Info page, click on the underlined Add a Program link to add a program not included in the list. The Add Program page displays.

Instructions:
To add a new program:

1) Enter a CFDA# in the appropriate box and click the Go button. Click the Add Program button. If you are unsure of the CFDA#,
2) Select a Federal Agency from the Federal Agency drop-down box and click the Go button. Select the new Federal Program from the Federal Program drop-down box. Click the Add Program button.

Top of Page | Back to Program Selection
2. If you know the CFDA# of the program you wish to add, enter it in the blank field. Then, click on the Go button. Skip to Step #6.

3. If you don’t know the CFDA #, click on the right Arrow button to view a list of Federal Agencies.

4. Click on an agency to select it, then click on the Go button. A list of programs displays in the Program Name field.

5. Click on the drop-down menu to view a list of Program Names. Click on a program to select it.

6. Finally, click on the 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.

7. Click on the Save button to save the data in the system. A confirmation message displays.

8. Click on the OK button to save your data or the Cancel button to cancel.
9. 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.

**Financial Data Schedule Page**

The **Financial Data Schedule** page allows users to enter financial data for each of the federal 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 tab pages.

Remember to save your entries frequently using the Save button at the bottom of the table. To change tab pages, click on the tab names at the top of the table, or click on the links at the bottom of the table.
To select a federal program:

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.

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 (see next page).

☞ NOTE: 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. A link to download this guide is available at the bottom of the FASS-PH page.

3. Click on the drop-down menu to select an Accounting Method.
Balance Sheet Tab

The **Balance Sheet** tab lists specific line items for assets, liabilities, and equity. Users enter data in the blank fields. The example only shows portions of the page.

<table>
<thead>
<tr>
<th>Balance Sheet</th>
<th>Revenue &amp; Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LINE ITEM #</strong></td>
<td><strong>ACCOUNT DESCRIPTION</strong></td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td>Current Assets Cash:</td>
</tr>
<tr>
<td>111</td>
<td>Cash - Unrestricted</td>
</tr>
<tr>
<td>112</td>
<td>Cash - Restricted - Modernization and Development</td>
</tr>
<tr>
<td>113</td>
<td>Cash - Other Restricted</td>
</tr>
<tr>
<td>114</td>
<td>Cash - Tenant Security Deposits</td>
</tr>
</tbody>
</table>

**To enter data on the Balance Sheet tab:**

1. 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.

2. 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.

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

4. 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 page.
Revenue & Expense Tab

The Revenue & Expense tab lists specific line items for revenues and expenses. 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
- 14.852 - CIAP
- 14.859 - CGP
- 14.866 - HOPE VI
- 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

To enter data on the Revenue & Expense tab:

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.

2. 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.

3. Use the Reset button to reset all entries to the last save, if necessary. Use the Clear button to clear all the fields on the page.
4. Some program line items require users to provide additional account details. Click on the [Details] link in the Details column. A save reminder message displays.

5. Click on the OK button to continue, or click on the Cancel button to close the box and save your work before continuing. The appropriate Details page displays. In this example, the Prior Period Adjustments, Equity Transfers and Correction of Errors Details page displays.
### Program #: 14.850a - Low Rent Public Housing
#### Line Item #: 1104 - Prior Period Adjustments, Equity Transfers and Correction of Errors

**Account Details** | [Back to Revenue & Expense](#)

<table>
<thead>
<tr>
<th>LINE ITEM #</th>
<th>ACCOUNT DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1104-010</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-020</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-030</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-040</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-050</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-060</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-070</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-080</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-090</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-100</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1104-110</td>
<td>All Others</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Prior Period Adjustments** | $0

---

Instructions:
Enter the account descriptions and account values for the associated line items.
6. Enter the financial information requested in the blank fields. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields.

**NOTE:** The account description fields allow a maximum of 24 characters.

7. 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.

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

9. Click on the Back to Revenue & Expense link to return to the Revenue & Expense tab.

10. After completing all the fields on the page, click on the Validate button. 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.

11. If the program has been validated successfully, select the next federal program. 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.

12. 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.
Data Collection Form Page

The Data Collection Form page allows users to enter general contact 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. On the tab pages, remember to save your entries frequently using the Save button at the bottom of the table. To change tab pages, click on the tab name at the top of the table.

<table>
<thead>
<tr>
<th>Element #</th>
<th>Description</th>
<th>Value</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>G9000-010</td>
<td>Fiscal Year Ending Date</td>
<td>06/30/2000</td>
<td></td>
</tr>
<tr>
<td>G2000-010</td>
<td>Type of Circular A-133 Audit</td>
<td>Program Specific Audit</td>
<td></td>
</tr>
<tr>
<td>G2000-020</td>
<td>Audit Period Covered</td>
<td>Annual</td>
<td></td>
</tr>
<tr>
<td>G2000-030</td>
<td>Audit Period Covered - Months</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>
General Information Tab

The **General Information** tab requests basic background information about the PHA, including fiscal year and audit information (if applicable). Users enter data in the blank fields.

<table>
<thead>
<tr>
<th>ELEMENT #</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>G9000-010</td>
<td>Fiscal Year Ending Date</td>
<td>06/30/2000</td>
<td>---</td>
</tr>
<tr>
<td>G2000-010</td>
<td>Type of Circular A-133 Audit</td>
<td>Program Specific Audit</td>
<td>---</td>
</tr>
<tr>
<td>G2000-020</td>
<td>Audit Period Covered</td>
<td>Annual</td>
<td>---</td>
</tr>
<tr>
<td>G2000-030</td>
<td>Audit Period Covered - Months</td>
<td>12</td>
<td>---</td>
</tr>
</tbody>
</table>

**To enter data on the General Information tab:**

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.

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.

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.

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

5. 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.
Financial Statements Tab

The **Financial Statements** tab requests information concerning the expected 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 on the PHA.

<table>
<thead>
<tr>
<th>ELEMENT #</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3000-005</td>
<td>Financial Statements Using Basis Other Than GAAP</td>
<td>Yes</td>
<td>---</td>
</tr>
<tr>
<td>G3000-011</td>
<td>Type of Audit Report to Follow</td>
<td>Qualified Opinion</td>
<td>[Details]</td>
</tr>
<tr>
<td>G3000-020</td>
<td>&quot;Going Concern&quot; Indicator</td>
<td>Yes</td>
<td>---</td>
</tr>
<tr>
<td>G3000-030</td>
<td>Reportable Condition Indicator</td>
<td>Yes</td>
<td>---</td>
</tr>
<tr>
<td>G3000-040</td>
<td>Material Weakness Indicator</td>
<td>Yes</td>
<td>---</td>
</tr>
<tr>
<td>G3000-050</td>
<td>Material Noncompliance indicator</td>
<td>Yes</td>
<td>---</td>
</tr>
</tbody>
</table>

To complete the **Financial Statements** tab:

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

2. 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.

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

4. 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 **Qualified Audit Details** page displays.
5. Enter/select values for each Element #.

6. 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 improperly entered.

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

8. 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.

9. 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.


Federal Programs Tab

The **Federal Programs** tab requests identification of agencies required to receive the reporting package as well as additional financial statement information. *Element # G4100-040, Total Federal Awards Expended,* is a read-only field that automatically displays the total amount from the underlying **Details** pages. The example only shows a portion of the page.

![Table of Federal Programs](image)

**To enter data on the Federal Programs tab:**

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.

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.

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.

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.

5. Use the **Reset** button to reset all entries to the last save, if necessary.
6. Elements that contain [Details] links require additional information. Click on the [Details] link in the Details column. The Details page displays. In this example, the Total Federal Awards Expended Details page displays.

<table>
<thead>
<tr>
<th>CFDA#</th>
<th>NAME OF FEDERAL PROGRAM</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.850a</td>
<td>Low Rent Public Housing</td>
<td></td>
</tr>
<tr>
<td>G4100-030</td>
<td>Amount Expended</td>
<td>$</td>
</tr>
<tr>
<td>G4200-010</td>
<td>Major Federal Program Indicator</td>
<td>None</td>
</tr>
<tr>
<td>G4200-070</td>
<td>Audit Finding Reference Number</td>
<td></td>
</tr>
<tr>
<td>G4100-050</td>
<td>Total Amount of Questioned Costs</td>
<td>$</td>
</tr>
</tbody>
</table>

7. 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.

8. 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.

9. 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.

10. Use the Reset button to reset all entries to the last save, if necessary.
11. Click on the [Details] links in the Details column to access additional Details pages to enter supporting information. Another Details page displays. In this example, the Total Amount of Questioned Cost Details page displays.

12. In this example, click on the underlined Add a Compliance Requirement link to continue. The Compliance Requirements Details page displays.
13. 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.

14. 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.

15. 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.

16. If necessary, use the Reset button to reset all entries to the last save, or the Delete button to delete the entries completely. The Delete button displays after data is saved in the system.
17. 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.

18. Click on the **[Back to Total Federal Awards Expended Details]** link to return to the **Total Federal Awards Expended Details** page.

19. Click on the **[Back to Federal Programs]** link to return to the **Federal Programs** tab on the **Data Collection Form** page.

**NOTE:** Remember to complete all fields on each **Details** page and to save your work before continuing to the next page.

20. If you're working on an audited submission, click on the **Notes & Findings** link to continue to the **Notes & Findings** page. If you're working on an unaudited submission, skip to **Chapter 6: Submitting Financial Data**.

---

**PHA Code:** CA888  
**PHA Name:** HOUSING AUTHORITY OF HOMETOWN  
**Program:** 14.850a - Low Rent Public Housing  
**Total Amount of Questioned Cost Details**

<table>
<thead>
<tr>
<th>TYPE OF COMPLIANCE REQUIREMENT</th>
<th>AMOUNT OF QUESTIONED COSTS</th>
<th>INTERNAL CONTROL FINDINGS</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Allowed or Unallowed</td>
<td>$433,333</td>
<td>Reportable Conditions</td>
<td>[Details]</td>
</tr>
</tbody>
</table>

**Add A Compliance Requirement**

---
Notes & Findings Page (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 four tabs: the Notes tab, the Audit Information tab, the Audit Findings tab, and the Action Plan tab. You can attach narrative notes in a rich text file format (.rtf) on each of these tabs. To change tab pages, click on the tab names at the top of the table. Please refer to Appendix A: Business Rules for mandatory requirements.

### InBox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
### Late Reason | Material Difference Reason

---

**PHA Code:** CA888  
**PHA Name:** HOUSING AUTHORITY OF HOMETOWN

---

**Instructions:**  
Please attach the Footnotes to the general purpose financial statements. To upload an attachment, select the Browse button to retrieve the file and then select the Attach File button. To view the attachment, select the Open File link. Please upload the information as one file in a rich text format (.rtf).

---

**Element #** | **Description** | **Value** | **Details**
--- | --- | --- | ---
G5000-010 | Footnotes |  | Browse...

---

**Attach File**

---

**Top of Page**

---

**InBox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
### Late Reason | Material Difference Reason

---

**User Guide | Technical Assistance Center**
Notes Tab

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.

<table>
<thead>
<tr>
<th>ELEMENT #</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>G5000-010</td>
<td>Footnotes</td>
<td></td>
<td>---</td>
</tr>
</tbody>
</table>

To attach files on the Notes tab:

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

   ![File Upload Window]

2. In your directory, find the file you wish to attach.

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

4. Click on the Attach File button. A confirmation message displays.
5. Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the Details column.

6. Click on the Audit Information tab name to continue to the Audit Information tab page.
Audit Information Tab

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 opinions:

- Independent Auditor’s Report
- Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
- Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133 (if applicable)
- SAS 29 Opinion on Financial Data Schedule included as a Supplemental Schedule (if issued separately)
- SAS 29 Opinion on the Supplemental Schedule of Expenditures of Federal Awards (if applicable and issued separately)

In addition to the opinions listed above, the attachment must contain the following financial data statements and schedules:

- Combined Balance Sheet; and/or Combined Statement of Net Assets
- Combined Statement of Operations; or Combined Statement of Revenues, Expenses and Changes in Fund Balance; and/or Combined Statement of Changes in Net Assets
- Combined Statement of Cash Flows (if applicable)
- Supplemental Schedule of Expenditures of Federal Awards (if applicable)

To attach files on the **Audit Information** tab:

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

2. Click on the Save Opinion Type button to save your selection.
3. Click on the Browse button. The **File Upload** window displays.

4. In your directory, find the file you wish to attach.

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

6. Click on the Attach File button. A box confirming the file transfer displays.

7. Click on the OK button to continue. A link to the file (e.g. **Open File**) now displays in the **Details** column.
8. Click on the **Audit Findings** tab name to continue to the **Audit Findings** tab page.

![Audit Findings Tab](image)

<table>
<thead>
<tr>
<th>ELEMENT #</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>G5100-010</td>
<td>Opinion on Supplemental Information</td>
<td>Unqualified Opinion</td>
<td>---</td>
</tr>
<tr>
<td>G5100-020</td>
<td>Auditor Opinions, General Purpose Financial Statements, and Schedule of Expenditure of Federal Awards</td>
<td>Browse...</td>
<td>Open File</td>
</tr>
</tbody>
</table>

- **Save Opinion Type**
- **Attach File**
Audit Findings Tab

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

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

*To attach files on the Audit Findings tab:*

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

2. In your directory, find the file you wish to attach.

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

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

6. Click on the Action Plan tab name to continue to the Action Plan tab page.
Action Plan Tab

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).

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

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

2. In your directory, find the file you wish to attach.

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

4. Click on the Attach File button. A confirmation message displays.
5. Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the Details column.

6. To enter a Late Reason - Click on the Late Reason link at the top or bottom of the page to continue to the Late Reason page (see page 5-41 of this guide).

   To enter a Material Differences Reason - Click on the Material Difference Reason link at the top or bottom of the page to continue to the Late Reason page (see page 5-43 of this guide).

   To submit your financial data - Click on the Submit link at the top or bottom of the page to continue to the Submit page (see page 6-1 of this guide).
**Late Reason Page (For Late Submissions Only)**

If the financial submission is late, a Late Reason link to the Late Reason page displays at the top and bottom of the FASS-PH page. The Late Reason page allows users to provide an explanation. Remember to save your entries before leaving the page.

---

**PHI Code: CA888**  
**PHA Name: HOUSING AUTHORITY OF HOMETOWN**

<table>
<thead>
<tr>
<th>ELEMENT #</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>G8000-020</td>
<td>Late Reason</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Limit 255 Characters)

---

**Top of Page**
To complete the **Late Reason** page:

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

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

3. Click on the Save button to save the entry in the system.

4. Use the Reset button to reset all entries to the last save, if necessary.
**Material Differences Reason Page (For Audited Submissions Only)**

The Material Difference Reason link to the Material Difference Reason page displays in audited submissions. The Material Difference Reason page allows users to provide a reason for any differences in the financial data between the audited and unaudited submissions. Remember to save your entries before leaving the page.

```
PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN
```

<table>
<thead>
<tr>
<th>ELEMENT #</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>G6000-010</td>
<td>Reason for Material Differences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Limit: 255 Characters)
To complete the Material Difference Reason page:

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

<table>
<thead>
<tr>
<th>ELEMENT #</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>G6000-010</td>
<td>Reason for Material Differences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Limit 255 Characters)

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

3. Click on the Save button to save the entry in the system.

4. Use the Reset button to reset all entries to the last save, if necessary.
Deleting Draft Submissions

If necessary, PHA users can also delete draft submissions from the system on the **Delete Draft Submissions** page.

![Deleting Draft Submissions](image-url)
To delete a draft submission:

1. At the top of the Inbox page, click on the **Delete Draft Submission** link. The Delete Draft Submissions page displays.

2. Click in the checkbox(es) in the first column to select the draft submission(s) to delete.

3. Click on the **Delete** button to delete the submission(s) in the system. Otherwise, click on the **Reset** button to reset checkboxes to blank. A confirmation box displays.
4. Click on the OK button to close the message and delete the submission in the system. Otherwise, click the Cancel button to cancel the action.