Chapter 7: Generating Reports

Report Selection Page

The Report Selection page allows users to generate reports in FASS-PHA based on the PHA’s completed unaudited and audited submission data. The following reports are available:

- Combined Balance Sheet
- Expenditures of Federal Awards
- Comparative Financial Data Schedule
- Financial Data Schedule
- Revenues and Expenses
- Data Collection Form (Available for Audited/A-133 submissions only. Adobe Acrobat Reader version 4.05 or higher must be used to download this report.)

| Inbox | Reports |

Report Selection

Individual PHA Reports

- Combined Balance Sheet
- Expenditures of Federal Awards
- Comparative Financial Data Schedule
- Financial Data Schedule
- Revenues and Expenses
- DCF Report (Audited A-133 ONLY)

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Additional Help
To generate a report on the **Report Selection** page:

1. Starting on the **PHA Inbox** page, select a PHA from the drop-down menu in the **PHA Code** field.

   ✏️ **NOTE:** You do not need to select a Submission Type, Status, or Fiscal Year End.

2. Click on the **Go** button. The submissions for the selected PHA display in the table. A **Reports** link displays at the top and bottom of the page.
3. Click on the Reports link. The Report Selection page displays.

4. On the Report Selection page, click on the PHA drop-down menu to select a PHA from the list.
5. Then click on the Go button next to the PHA field. The Report Selection page re-displays with the Submission Type field that needs to be populated with the completed submission information for the selected PHA.

6. Using the drop-down menu, in the Submission Type field, click on either “Audited” or “Unaudited”.

7. Click on the Next button. The Report Selection page redisplays with the Fiscal Year End Date field.

8. Click on the drop-down menu to view and select a Fiscal Year End Date.
9. Click on the Next button. The Report Selection page redisplay.

10. In the Date Created field, click on the drop-down menu to select the date created.

11. Click on the Next button. The selected report displays. The example on the following page is for a Combined Balance Sheet.
Due to space limitations, the entire contents of this report are not displayed.
12. Click the Print button to print the report.

13. To return to the Report Selection page, click on the Reports link.

- The Previous button returns the user to the previous page of the Report Selection process.

- The Clear button returns the user to the initial Report Selection page.