4.0 COMMON SYSTEM FEATURES
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Page Layout

The Financial Assessment Subsystem for PHAs (FASS-PH) allows users to electronically submit Financial Data Schedules (FDS) and Data Collection Forms (DCF) to HUD. The system consists of data entry pages that allow authorized PHA users to enter financial information. The page layout in FASS-PH is consistent throughout the system as shown in the example below. Some common features:

- **Additonal Help** link provides PHAs with on-screen assistance. These links are located at the top and bottom of most pages.
- Links to other pages located at the top or bottom of most pages and are underlined. For example, the following links are located at the bottom of the page: Top of Page, User Guide and System Documentation, and Technical Assistance Center. The current page is not underlined.
- An Instructions box containing instructions for completing the page is located at the top of most pages.
Additional Information

The Additional Help feature provides PHA users with on-screen assistance for each page, as well as help for each line item. This enhancement allows users to have instant access to information about the current page.

For assistance, click on the Additional Help link.

- The Help Information page pertaining to the existing page opens providing detailed information on the current/open page. This example displays information for the Financial Data Schedule – Balance Sheet.
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- An Online Help Information Search feature is available in addition to the detailed description for the current page the user is viewing. Users can execute a search on a specific FDS line item for a particular account or a specific DCF element number by entering the line item number or element number in the *Please select the desired Account number* field and clicking on the Submit button.

  ![Online Help Search Information](image)

- The description for the line item selected displays.

  ![Description of 132 Investments Restricted](image)
• If a PHA user submits an incorrect account number, the user receives an error message, as demonstrated below.

![Error Message]

- Click on the Close button to close the Help Information page.
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Buttons

In the middle of each page is a data entry table where users enter financial information in the blank fields. Users can click on the tabs at the top of the table (or the underlined links at the bottom of the page) to move to another page. Some pages also include underlined Details links to additional pages requesting more detailed information for a specific item.

At the bottom of most data entry tables are two buttons: Save and Reset. Always use the Save button to save your entries before leaving the page. **To ensure that your work is properly saved, avoid using the browser Back and Forward buttons.** The Reset button resets the fields to the last save. Some pages also have a Clear button. This button clears all fields on the data entry page.

Printing Pages

To print pages, use the browser Print button at the top of the page or select File menu, then select Print.
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Contacting the Technical Assistance Center

If you have questions about using the FASS-PHA system, you can contact the REAC Technical Assistance Center (formerly the REAC Customer Service Center) by phone or by email.

By Phone

You can call the REAC Technical Assistance Center with system questions toll-free Monday through Friday, 7:00 a.m. to 8:30 p.m., Eastern Time at 1-888-245-4860.

By Email

Users can send an electronic message to the TAC via the REAC Contact Us page. For instructions, click the Technical Assistance Center link at the bottom of the FASS-PH page.

To send an e-mail message to the REAC Technical Assistance Center:

1. At the bottom of the FASS-PH page, click on the Technical Assistance Center (formerly the Customer Service Center) link. The User Guide/TAC Instructions page displays.
2. Follow the instructions on the page. The **Real Estate Assessment Center (REAC) Technical Assistance Center Submission** page will display.

![Real Estate Assessment Center (REAC) Technical Assistance Center Submission form]

3. Click in the blank fields and enter the information requested. Users must enter their *First* and *Last Name*, *Email* address, and *preferred method of response*.

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Click and type in your first name. This field is required</td>
</tr>
<tr>
<td>Last Name</td>
<td>Tab and enter your last name. This field is required.</td>
</tr>
<tr>
<td>Email</td>
<td>Tab and enter your email address. This field is required.</td>
</tr>
<tr>
<td>Phone</td>
<td>Tab and enter your phone number.</td>
</tr>
<tr>
<td>Response Preference</td>
<td>Tab and select the preferred method of response to your question. Click on either the <em>Phone</em> or <em>Email</em> radio button to select it.</td>
</tr>
<tr>
<td>Question/Comment</td>
<td>Tab and enter your question or comments. Be specific.</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Tab and enter any additional information pertaining to your question (e.g., PHA number)</td>
</tr>
<tr>
<td>Insert Attachment</td>
<td>Tab to attach files, if necessary. Click on the Browse button. The File Upload window displays. Find the file in the appropriate directory. Click on the file to select it. Click on the Open button to attach the file.</td>
</tr>
</tbody>
</table>
4. Click on the Submit button to send the question or comments to the REAC Technical Assistance Center.