9.0 GENERATING REPORTS
9.0 GENERATING REPORTS

The Report Selection page allows users to generate reports in FASS-PH based on the PHA’s completed unaudited and audited submission data. Users can access the Report Selection page via the Reports link on the Inbox page and all submission pages. The following reports are available:

- Combined Balance Sheet/Statement of Net Assets;
- Expenditures of Federal Awards;
- Comparative Financial Data Schedule;
- Financial Data Schedule;
- Revenues and Expenses/Statement of Revenues, Expenses, and Changes in Fund Net Assets;
- 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.);
- Edit Flags Report

Navigation from a submission to its corresponding reports has been enhanced. A Reports link has been provided in the submission pages and a Back to Submission link has been provided on the Report Selection page.

The following steps will describe how to generate sample Statement of Net Assets, Statement of Revenues, Expenses, and Fund Net Assets, and DCF Report for CA999 FYE 09/30/2002, with submission type Unaudited/A-133. Follow these steps to generate the other reports from the Report Selection screen.
9.0 Generating Reports

Step 1: How to generate a **Statement of Net Assets** report:

First, log into the FASS-PH system and access the Inbox page.

Step 2:

Next, determine which submission you would like to generate a report for. Enter/ select the desired combination of PHA Code, Submission Type, Status, Fiscal End Year, and click Go.

The Inbox will display.

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Fiscal End Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>3/30 2002</td>
</tr>
</tbody>
</table>

**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.**

<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>Approved</td>
<td>CA999</td>
<td>HOMETOWN HOUSING AUTHORITY</td>
<td>Unaudited/A-133</td>
<td>09/30/2002</td>
<td>08/27/2001</td>
<td>Peter Bell</td>
</tr>
</tbody>
</table>

Step 3: Click on the submission you would like to generate a report for. The Balance Sheet for the PHA will display.

*Click on the *Approved* link.*
9.0 Generating Reports

Step 4:

On the Balance Sheet page, click on the Reports link at the top or bottom of the page to access the Report Selection page.

The Report Selection page will display. Notice the DCF Report radio button has been disabled. Only audited submissions have the option to generate the DCF Report.

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Click on the new Reports link.
9.0 Generating Reports

Step 5: The Statement of Net Assets radio button has been selected by default. Click on the Next pushbutton. The Report Selection page will refresh and you will be prompted to select the Date Created field.

Step 6: From the Date Created dropdown box, select the appropriate date and click on the Next button. The Statement of Net Assets Report for CA999 FYE 09/30/2002 is generated.
### 9.0 Generating Reports

Step 7: Click on the **Reports** link on the report page to return to the Report Selection page.
9.0 Generating Reports

Step 8: How to generate a Statement of Revenues, Expenses and Changes in Fund Net Assets report:

Click on the Statement of Revenues, Expenses, and Changes in Fund Net Assets radio button.

Individual PHA Reports
- Combined Balance Sheet/Statement of Net Assets
- Comparative Financial Data Schedule
- DCF Report (Audited A-133 ONLY)
- Edit Flags Report

Expenditures of Federal Awards
Financial Data Schedule
Revenues and Expenses/Statement of Revenues, Expenses, and Change in Fund Net Assets

Step 9: Select the appropriate date from the Data Created dropdown box, and click on the Next button.

The Statement of Revenues, Expenses, and Fund Net Assets report is generated for CA999 FYE 09/30/2002.
9.0 Generating Reports

To return to the original submission:

Click on the Reports link on the report page to return to the Report Selection page.

How to generate a DCF Report:

A DCF Report can be generated only for Audited A-133 submissions. Since we are currently in an Unaudited A-133 submission, we must go back to the Inbox page and query for the desired Audited submission, and then return to the Report Selection page.

Click on the Inbox link on the Report Selection page to return to the Inbox page.
9.0 Generating Reports

Step 12: On the Inbox page, select/enter the PHA Code, Fiscal End Year, and select “Audited A-133” from the submission type dropdown. Then click Go.

<table>
<thead>
<tr>
<th>PHA Code</th>
<th>Submission Type</th>
<th>Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA99</td>
<td>Audited/A-133</td>
<td>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.</td>
</tr>
</tbody>
</table>

Step 13: Click on the status link corresponding to the audited submission.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>PHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR</th>
<th>DATE RECEIVED</th>
<th>FASS ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready for Scoring</td>
<td>CA99</td>
<td>HOMETOWN HOUSING AUTHORITY</td>
<td>Audited/A-133</td>
<td>09/30/2002</td>
<td>09/04/2001</td>
<td>Swap Dae</td>
</tr>
</tbody>
</table>

Step 14: The Balance Sheet for the Audited A-133 submission will display. Click on the Reports link at the top or bottom on the page to return to the Report Selection page.
9.0 Generating Reports

Step 15

Select the DCF Report (Audit A-133 ONLY) radio button and click on the Next pushbutton.

Notice the DCF Report radio button is not disabled. Since the current submission is an audited A-133 submission, the DCF Report radio button is now available.

Report Selection

Individual PHA Reports
- Combined Balance Sheet/Statement of Net Assets
- Comparative Financial Data Schedule
- DCF Report (Audited A-133 ONLY)
- Edit Flags Report

Other Reports
- Expenditures of Federal Awards
- Financial Data Schedule
- Revenues and Expenses/Statement of Revenues, Expenses, and Change in Fund Net Assets

Select the DCF Report radio button.
9.0 Generating Reports

Step 16: The Report Selection page will refresh. You must select the create date from the Date Created dropdown box and click on the Next button.

- Select a date from the Date Created dropdown box.

   **DCF Report (Audited A-133 ONLY)**
   **Edit Flags Report**

   - **State:** CA
   - **PHA:** CA999 HOMETOWN HOUSING AUTHORITY
   - **Submission Type:** Audited
   - **Fiscal Year End Date:** 09/30/2002
   - **Date Created:** 06/31/2001

   ***Adobe Acrobat 4.05 or higher must be used in order to download the Data Collection Form. Please print each page separately to ensure all information appears properly.***

   **<< Previous Next >>**

Step 17: The DCF Report will display. There are a total of 6 DCF pages with information for Part I (General Information), Part II (Financial Statements) and Part III (Federal Programs).
DCF REPORT:  PART I GENERAL INFORMATION (PAGE 1)

PART I GENERAL INFORMATION (To be completed by auditor, except for Item 7)

1. Fiscal period ending date for this submission
   Month: 9  Day: 30  Year: 2002
   Fiscal Period End Dates Must Be On or After January 1, 2001

2. Type of Circular A-133 audit
   ☑ Single audit
   ☐ Program-specific audit

3. Audit period covered
   ☑ Annual  ☐ Biennial  ☐ Other  12 Months

4. Data received by Federal clearinghouse
   ☑ Federal Government USE ONLY

5. Employer Identification Number (EIN)
   a. Auditee EIN
      1111111111
   b. Are multiple EINs covered in this report?
      ☑ Yes  ☐ No

6. AUDITEE INFORMATION
   a. Auditee name
      HOMETOWN HOUSING AUTHORITY
   b. Auditee address
      1234 HOMETOWN TOW
      CITY
      STATE CA  ZIP + 4 Code 94710
   c. Auditee contact
      Name  Name 2
      Title Analyst
   d. Auditee contact telephone
      955  955  9999  9999
   e. Auditee contact FAX (Optional)
      955  955  9555
   f. Auditee contact E-mail (Optional)
      name@email.com

7. AUDITOR INFORMATION (To be completed by auditor)
   a. Auditor name
      Gonzalez  Faras  Guerra  Flores  PC
   b. Auditor address
      3001 Town Plaza
      CITY Laredo
      STATE TX  ZIP + 4 Code 78041
   c. Auditor contact
      Name  Name 2
      Title N/A
   d. Auditor contact telephone
      955  955  9555  9555
   e. Auditor contact FAX (Optional)
      955  955  9555  9555
   f. Auditor contact E-mail (Optional)
      phamas@gfl.com

8. AUDITEE CERTIFICATION STATEMENT
   - This is to certify that, to the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period described in Part I, items 1 and 3; (2) the auditor has completed such an audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Circular; and (3) the information included in Parts II, III, and IV of this data collection form is accurate and complete. I declare that the foregoing is true and correct.

Signature of certifying official

Date Month Day Year

Printed Name/Title of certifying official

Name 3  Name 4  Title

9. AUDITOR STATEMENT
   - The data elements and information included in this form are limited to those prescribed by OMB Circular A-133. The information included in Parts II and III of this form, except for Part III, Items 9, 10, and 10, was transferred from the auditor's report. For the period described in Part I, Items 1 and 3, and is not a substitute for such reports. The auditor has not performed any auditing procedures since the date of the auditor's report. A copy of the reporting package required by OMB Circular A-133, which includes the complete auditor's report, is available in its entirety from the auditee at the address provided in Part 1 of this form. As required by OMB Circular A-133, the information in Parts II and III of this form was entered in this form by the auditor based on information included in the reporting package. The auditor has not performed any additional auditing procedures in connection with the completion of this form.

Signature of auditor

Date Month Day Year

Printed Name/Title of auditor

Name 3  Name 4  Title

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9.0 Generating Reports

**ACROBAT READER VERSION 5.0 & 6.0 SETTINGS:** If you have difficulty generating the DCF Report and you are using Acrobat Reader version 5.0 or 6.0, please try changing the Acrobat Reader settings in the following way:

1. Open Acrobat Reader and from the toolbar, select Edit.
2. From the Edit menu, select Preferences;
3. From the Preferences menu, click on Options;
4. In the Options menu, locate Web Browser Option section and uncheck all check boxes except for the 'Display PDF in Browser' box. (refer to the screen print below)
5. Finally, select OK.

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**Step 17:** User the Back Browser button to return to the Report Selection page.
Step 18: From the Report Selection page, click on the new Back to Submission link.
The Balance Sheet page for the audited submission will display.