



Office of Public and Indian Housing, Real Estate Assessment Center

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# FASS-PH FDS Submission Upload Tool

## User Guide

**February 15, 2016**

FASS-PH System Release:	February 2016 Release (FASS-PH 11.0.0.0) Effective February 15, 2016
FASS Submission Upload Tool:	Version 3.0
Doc Type:	FASS-PH FDS Submission Upload Tool: User Guide
Doc Date:	February 15, 2016

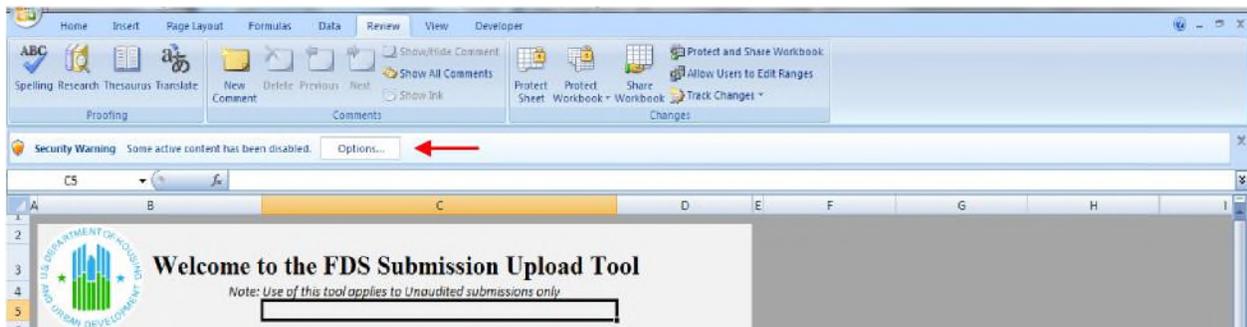
**INTRODUCTION**

The FDS Submission Upload Tool is an Excel-based template that is available to all PHAs. The template will allow PHAs to upload DCF and FDS information into a draft **unaudited** FASS-PH submission only. (This functionality is not available for an audited submission.) The template will accommodate all programs including the Central Office Cost Center (COCC), Eliminations, and the “Other Project” column. Programs are determined by the content of the Excel file being uploaded rather than by the Program Selection pages. Users will still need to save and validate DCF and FDS data using existing procedures.

The Excel template and User Guide is available under the “**Financial Submission Tools**” menu by clicking on the “**Excel FDS Upload Tool**” link on the FASS-PH web page located at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/reac/products/prodpha/fdssubmissionuploadtool](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpha/fdssubmissionuploadtool)

After downloading the FDS Submission Upload Tool and when saving changes, **you must save it in the .xls (Excel 97-2003) format.** The FASS-PH system will not accept a file with the newer .xlsx format. In addition, you may see the Security Warning message below. If you receive this message, click the “Options” box. Select “Enable This Content” and click OK.



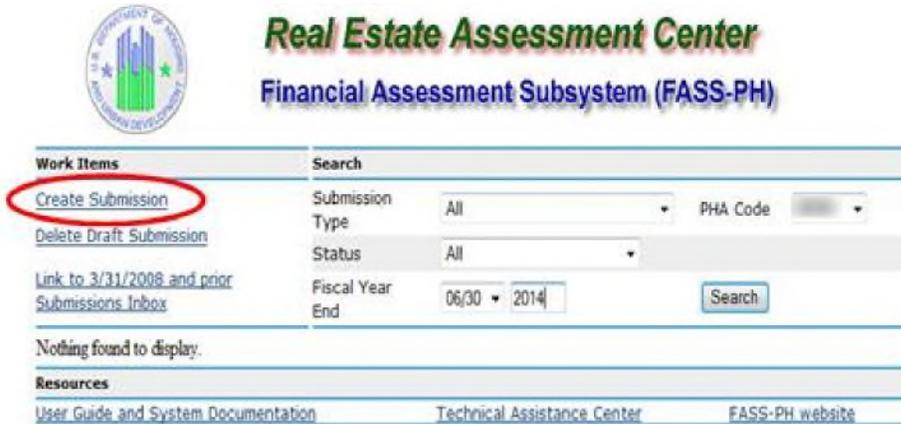
**STEPS TO UPLOAD EXCEL TEMPLATE**

- Using the dropdown menus in the Excel template, select the PHA Code, Number of Projects and Number of Programs in your submission. Note: Changing the number of projects or programs will result in the loss of any data entered into the project or program balance sheet and income statement.
- Using the dropdown menus, select Asset Management Type, Accounting Method, Submission Type, and Fiscal Year End of your submission. Note: This data must match the draft submission created in step 4 below.

3. Enter the DCF and FDS information on the appropriate worksheet of the Excel template. A screen shot of FDS information for a Sample Project Income Statement is provided in the figure below. The correct Project Number must be entered in each column on the Project BS and Project IS. Likewise, the correct Program CFDA number must be entered on the Program BS and Program IS in each column. The numbers should be entered on Row 4, the row highlighted in black. After your data is entered, remember to save your changes in the .xls format.

FDS Line Item	Description	Total	xxxxx00000	xxxxx0000	xxxxx000002	xxxxx0000
			1	01	14.850	14.872
70300	Net Tenant Rental	\$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	\$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

- Log into FASS-PH and create a blank Draft submission for your PHA by selecting the “Create Submission” link on the Inbox page.



- Complete the “PHA Information” page, select “Blank Submission,” and click “Save.”

The screenshot shows the 'PHA Information' form. The 'Submission Option' section at the bottom has the 'Blank Submission' radio button circled in red. The form includes the following fields and options:

- PHA Code:** AL072
- PHA Name:** HOUSING AUTHORITY OF THE CITY OF OZARK
- EIN Number:** N/A
- Address(line1):** P.O. Box 566
- Address(line2):**
- City:** Ozark
- State:** AL
- Zip Code:** 36361
- Reporting Beginning Date:** 04/01 (2018) (Four Digit Year)
- Reporting Ending Date:** 03/31 (2019) (Four Digit Year)
- Submission Type:**
  - Unaudited/Single Audit
  - Unaudited/Non Single Audit
  - Unaudited/No Audit
  - Audited/Single Audit
  - Audited/Non Single Audit
- Asset Management:**
  - Non-Asset Management with Elimination Only
  - Non-Asset Management with COCC/Elimination
  - Non Asset Management
  - Asset Management without COCC/Elimination
  - Asset Management with Elimination Only
  - Asset Management with COCC/Elimination
- Component Unit:**
  - Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate Single Audit or Financial Audit.)
- Submission Option:**
  - Blank Submission
  - Download Submission

Buttons at the bottom include 'Prev', 'Save', and 'Back to My Inbox'.

- 6. Select "Excel Upload" from the menu that appears on the "PHA Information" page.



### Real Estate Assessment Center

#### Financial Assessment Subsystem (FASS-PH)

My Inbox **PHA Info** FDS DCF Submit Edit Flags Reports Logout

Programs+  
XML Upload  
Project Listing  
**Excel Upload**

PHA Information	
PHA Code:	AL073 Fiscal Year End Date: 03/31/2022
PHA Name:	HOUSING AUTHORITY OF THE CITY OF OZARK
Submission Type:	Unaudited/Non Single Audit

PHA Information	
PHA Code	AL073
PHA Name	HOUSING AUTHORITY OF THE CITY OF OZARK
EIN Number	N/A
Address(line1)	P.O. Box 566
Address(line2)	
City	Ozark
State	AR
Zip Code	36361
Reporting Beginning Date	04/01 2021 (Four Digit Year)
Reporting Ending Date	03/31 2022 (Four Digit Year)

- 7. Attach the file by clicking "Browse" and selecting the file.



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#### Financial Assessment Subsystem (FASS-PH)

My Inbox **PHA Info** FDS DCF Submit Edit Flags Reports Logout

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XML Upload  
Project Listing  
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PHA Information	
PHA Code:	AL073 Fiscal Year End Date: 03/31/2022
PHA Name:	HOUSING AUTHORITY OF THE CITY OF OZARK
Submission Type:	Unaudited/Non Single Audit

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

- Click "Excel Upload Status" on the top left blue navigation menu. If the file fails to upload for any reason, a list of faults will appear in the Excel Message Center. If errors occur, the file must be deleted and the errors corrected before attempting to upload the file again.



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

My Inbox **PHA Info** FDS DCF Submit Edit Flags Reports Logout

Programs+  
**EXCEL Upload Status**  
 Excel Upload

PHA Information	
PHA Code:	AL073 Fiscal Year End Date: 03/31/2022
PHA Name:	HOUSING AUTHORITY OF THE CITY OF OZARK
Submission Type:	Unaudited/Non Single Audit

EXCEL Upload Status		
Status		
EXCEL Upload Status:	DRAFT STATE	FASS-PH FDS Upload Tool_..._6-30-2013_Test.xls <a href="#">View</a>

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	

- Once the file has been uploaded successfully, you will see a successful upload status.

My Inbox **PHA Info** FDS DCF Submit Edit Flags Reports Logout

Programs+  
 EXCEL Upload Status  
 Excel Upload

PHA Information	
PHA Code:	...
PHA Name:	...
Submission Type:	Unaudited/A 133

EXCEL Upload Status		
Status		
EXCEL Upload Status:	SUCCESSFUL	Copy of FASS-PH_FDS_Upload_Tool_..._3-31-2014_Test.xls <a href="#">View</a>

- DCF and FDS data can still be entered and modified after the Excel tool has been uploaded. Note: Some line items such as G4100-040 Total Federal Awards Expended will need to be entered manually after the Excel upload.

- Validate the DCF and FDS using the existing procedures and run the Submission Completeness Check before submitting to HUD