Quick Start Guide

Financial Assessment Subsystem
Financial Assessment Subsystem

This 22 page introduction to the Financial Assessment Subsystem provides the user with a visual overview of the components of the system and general steps for completing a financial data submission.

For a comprehensive set of instructions for using the system, users are directed to the **External User Manual**. There can be found detailed instructions and specific screenshots for all pages, actions, and situations to be anticipated while completing a submission.

Also available on the website is a step by step version of the Quick Start Guide and an activity Sequence Map.

At the end of each section in this presentation, you are given the option of moving on to the next section or going directly to the Table of Contents (TOC). Also, you may right click to pause (without selecting an option from the popup menu) and left click to start again.

**Click on the link when you are ready to **Begin **or wish to go directly to the **TOC**
Logging onto the System

Step 1
Open your browser.
Type into the Address line.
Press ENTER or click Go.

Step 2
Enter your User ID
Enter your Password
Click Login
Logging onto the System

Step 3

On the next page, **scroll down** to click the **ACCEPT** button.

Step 4

Click here.

Step 5

Click here.
Step 6

Click here

To arrive at My Inbox
To begin your submission:

Click on the PHA Code down arrow to locate your PHA code, if it is not already there. Click on your code.

Click on the Fiscal Year End down arrow, if the year is not already there. Click on ALL or on your Fiscal Year End.

Click in the Year box [2009], if your submission year is not there. Backspace to erase it or enter your submission year.

Click here to complete a search, if you need to do so.
Other submissions from your PHA appear here.

To create a new submission, click here . . .
Creating Your Submission

... and arrive at the PHA Information page.

Provide the information for your PHA, as appropriate, in each data entry location.

Reporting End Date

Submission Type radio button

Asset Management radio button

Component Unit checkbox

Click SAVE

For more detail, be sure to see the External User Manual.
Selecting Your Programs

You will be returned to the PHA Info page. To enter your programs:

• Click on the Program Selection link
• Check the boxes for the appropriate programs

If you wish to add further programs:

• Click on the Add Program link
• Click on the pull down menu arrow
• Click on the program you wish
Continue until you have selected all of your programs.

Click SAVE at the bottom of the page before you leave the Program Selection page.
Completing your FDS

The Financial Data Schedule collects your financial information.

After clicking the FDS link, notice navigation links for:
- Balance Sheet
- Income Statement
- Programs you have listed

The initial page provides a listing of your Programs/Projects.

The left navigation bar also holds links for other functions involving your Balance Sheets and Income Statements.

Access to data for other programs is through links in this location.

For more detail, be sure to see the External User Manual.
Completing your FDS

To begin entering data, click on a 
Program link or a 
Project Number link.

The Balance Sheet data entry page will appear.

Complete required data in blank spaces and Details links.

Then SAVE your data before moving onto another page or Detail link.

Clicking on a Detail link without a SAVE for the page, will result in the data not being saved.

For more detail, be sure to see the External User Manual.
Completing your FDS

Once you are in a project or program, you can move from the Balance Sheet to the Income Statement, Elimination, and COCC through these links.

To begin completing an Income Statement, click on the Income Statement link.

Click on the Status link for the program desired or the Program list link to see the programs.

Then complete the form as you did the Balance Sheet.
Completing your FDS

When you have:

• Ensured the required data has been entered, and
• Completed each SAVE to be certain your data is retained . . .

The VALIDATE button will appear at the bottom of the Income Statements and COCC. Click on it to have the system cross check your data between Income Statements and Balance Sheets for each program.

If errors are displayed, you must correct those errors, SAVE and VALIDATE again until all errors are corrected.
Completing your DCF

The Data Collection Form collects your submission information.

For an Unaudited Submission:
After clicking the DCF link, Notice the navigation link for General Information

Complete data for your PHA in blank spaces, pull downs, and Details links

Then SAVE your data before moving on to another page or Details link.

*mandatory field

For more detail, be sure to see the External User Manual.
Completing your DCF

For an Audited submission there are also links for:
- Financial Statement
- Federal Programs
- Supplemental Information

Click on a link to complete data appropriate for that page.

Enter and SAVE your data before moving onto another page or Details link.

Then repeat the process for the other links.

For more detail, be sure to see the External User Manual.
Completing your DCF

When you have:

- Ensured all of the required data has been entered, and
- Completed a SAVE to be certain all of your data is retained . . .

The VALIDATE button will appear at the bottom of the DCF General Information page. Click on it to have the system cross check your data.

If errors are displayed, you must correct those errors, SAVE and VALIDATE again until all errors are corrected.
Checking Edit Flags

Edit Flags identify possible errors or inconsistencies in your data.

Prior to submitting your data, checking the Edit Flags will alert you to additional adjustments you may need to make in your data.

Click on the Edit Flags link.

Click on the Edit Flags generator link in the displayed page.

You will receive its Status. You can check the status at any time by clicking here.

You may be able to expedite obtaining your report by again clicking on the Edit Flags link, then clicking on Edit Flags Report to view the results.
Submitting your Financial Data

Submit enables you to send your submission to REAC.

When you have **VALIDATED**:
- All Income Statements, the DCF, and COCC,

Click on the **Submit** link in the top navigation bar.

Click on **Submission Completeness Check**.

If errors are displayed, you must
- Correct those errors
- **SAVE** corrections
- **VALIDATE** each changed page
- Resubmit with Completeness Check until all errors are corrected.

When the **Completeness Check** is successful, you will receive this notice.

Then click here.
Submitting your Financial Data

When you return to the Submit page.

Click on Submit Financial Data.

Receive the confirmation page.
You may wish to print this page for your records.

Congratulations! Your submission has been successfully transmitted to FASS-PH.

Date/Time: Fri Aug 28 15:12:01 EDT 2009
Confirmation Key: 5423000000.4578.56.8.RVS

Please Click on 'My InBox' at the top to Return to your inbox.
Accessing Reports

Reports provides you with paper copies of your data to view or electronic versions to SAVE.

Click on the link associated with the report you wish to access.

Click on the link for your choice of format:
- PDF
- Excel

Your report will then be available shortly.
Auditor Procedures

The following two slides provide an overview of activities undertaken for an Audited Submission.

Unaudited submissions will not include the links discussed on those slides.

If you wish to skip those slides, click here.
Entering Notes and Findings

Notes & Findings are items added by the PHA for audited submissions.

Click on the Notes and Findings link in the top navigation bar.

In turn, click on each link here to enable an upload of a file providing a narrative for each category.

Click Browse to navigate, on your computer, to the desired file.

Click on the file and OPEN to select it.

Click here to upload the file into the submission.
Completing Auditor Procedures

Auditor Procedures are auditor actions following review of the submission.

Click on the Auditor Procedures link in the top navigation bar.

A form for the auditor’s report will appear.

To complete the form:
- Click into each text box and enter the appropriate information.
- Scroll down to the second part and click on Agree or Disagree for each item.
- Enter the UII
- Click SAVE
Visualizing the System

Financial Assessment Subsystem Flowchart for Audited Submissions

- My Inbox
  - PHA Info
    - Search for Submission
    - Create Submission
    - Delete Draft
    - Select Types of Submission
    - Select & Add Programs
    - Speak to Comments, Late Reasons, Material Differences
- Financial Data Schedule
- Data Collection Form
- Notes & Findings
- Auditor Procedures
- Edit Flags
- Reports
- Submit

Each Project
- Balance Sheet
  - Income Statement for Low Rent Housing
  - Income Statement for Capital Fund
- Income Statement for Program
- COCC
  - Elimination

Each Program
- Balance Sheet

Validation required before submission

General Information
- Upload Notes
  - Auditor’s Agreement or Disagreement
  - Hard copies or electronic downloads of financial data
  - Guide for PHA on possible conflicts and issues within the data
  - Complete Check
  - Final Submission

Financial Statement
- Federal Program
- Upload Audit Information
  - Audit Opinion
  - Upload Audit Findings*
  - Upload Action Plan*
  - Upload MD & A*
  - Upload Financial Statement*

*as appropriate

Click to go to the chart for an Unaudited Submission or TOC or End
Visualizing the System

Financial Assessment Subsystem Flowchart for Unaudited Submissions

My Inbox
- Search for Submission
- Create New Submission
- Delete Draft Submission

PHA Info
- Select Types of Submission
- Select & Add Programs
- Speak to Comments, Late Reasons

Financial Data Schedule

Data Collection Form
- General Information
- Guide for PHA on possible conflicts and issues within the data

Edit Flags

Reports
- Hard copies or electronic downloads of financial data

Submit
- Ensure Validation of DCF & FDS before Submission

Each Project
- Balance Sheet
  - Income Statement for Low Rent Housing
  - Income Statement for Capital Fund

Each Program
- Balance Sheet
  - Income Statement for Program

COCC
- Elimination

Validation required before Submission

Click to go to the chart for an Audited Submission or TOC or End
If you wish to review any portion of this presentation, click on the section you wish from the list below.

- Logging onto the System
- Creating Your Submission
- Selecting Your Programs
- Completing Your FDS
- Completing Your DCF
- Checking Edit Flags
- Submitting Your Financial Data
- Accessing Reports
- Visualizing the Unaudited Submission System

Only for Audited Submissions

- Entering Notes and Findings
- Completing Auditor Procedures
- Visualizing the Audited Submission System

- End the Presentation
Thank you for viewing the FASS-PH Quick Start Guide Presentation.