

CHAPTER 10 – OVERDUE TRACKING

Overview

The overdue tracking function allows the PIH-REAC staff to identify active, properties for which an AFS has not been submitted and are due. An AFS for a required FHA or contract is due 90 days after the organization's fiscal year end. Non-profit owners with Federal Award Thresholds greater than or equal to \$300,000/\$500,000 have the option to submit an owner certified AFS within 90 days followed by an audited AFS nine months after their fiscal year end. The procedure for tracking overdue statements is automatic. On the eleventh day after the AFS is due, the system sends an email reminder to the property coordinator(s). If the AFS is not received within 30 days from the date of the email, the system refers the property to the Enforcement Center (EC).

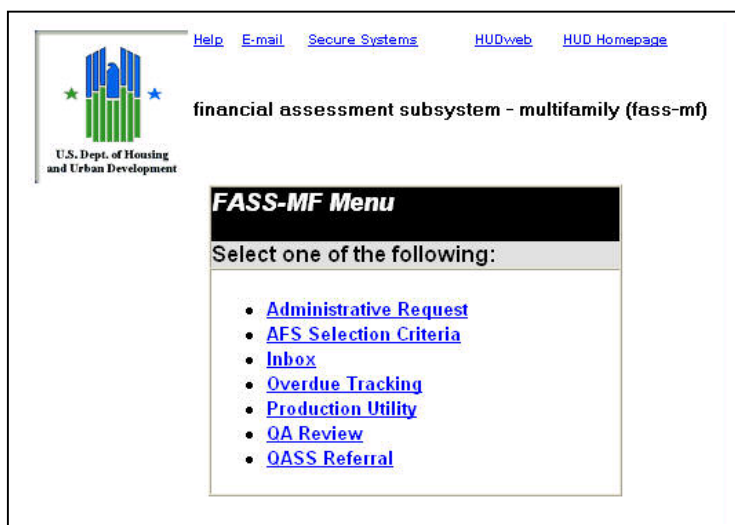
The overdue tracking function allows the PIH-REAC staff to print a correspondence for returned email, update the date sent, and override the automated overdue tracking process for valid FHA or contract properties for which an AFS has not been submitted and is due. The overdue tracking function also allows a blanket AFS extension for all properties of a particular fiscal year end, if granted.

Override Overdue Tracking

The override overdue tracking function allows users with REAC Manager and REAC Director roles to suspend the automated processing of overdue properties. Analysts will not have access to this function.

To Override Overdue Tracking:

1. Click on the Overdue Tracking link located on the FASS-MF Menu screen.



The **Overdue Tracking Menu** screen displays.

The screenshot shows the 'financial assessment subsystem - multifamily (fass-mf)' interface. At the top, there are navigation links: [Help](#), [E-mail](#), [Secure Systems](#), [HUDweb](#), and [HUD Homepage](#). On the left is the U.S. Dept. of Housing and Urban Development logo. The main heading is 'financial assessment subsystem - multifamily (fass-mf)'. Below this is a black box with the title 'Overdue Tracking Menu' in white. Underneath, it says 'Select one of the following:' followed by two bullet points: [Override Overdue Tracking](#) and [View/Print Overdue Email](#). At the bottom right, there is a link [FASS-MF Menu](#).


- Click on the [Override Overdue Tracking](#) link. The **Override Overdue Tracking** selection criteria screen displays.


The screenshot shows the 'Override Overdue Tracking' selection criteria screen. It has the same header and navigation links as the previous screen. The main heading is 'Override Overdue Tracking'. Below it, it says 'Please Input Only One Selection Criteria *'. There are three input fields: 'FHA Number:', 'Contract Number:', and 'Property ID:'. Below these is a 'Fiscal Year End (FYE): *' field with an example 'example: 12/31/2000'. At the bottom right are 'Submit' and 'Clear' buttons. A note at the bottom left says '* Indicates required information'. At the bottom center, there is a link [Overdue Tracking Menu](#).

- Enter data in *one* of the following **Search Criteria fields**: FHA Number, Contract Number, or Property ID.

NOTE: The asterisk (*) indicates a required field.

4. Enter the Fiscal Year End date in the **Fiscal Year End (FYE)** field. Enter the FYE in the format shown in the example.

5. Click on the  button. The **Override Overdue Tracking** results screen displays.




[Help](#) [E-mail](#) [Secure Systems](#) [HUDweb](#) [HUD Homepage](#)

financial assessment subsystem - multifamily (fass-mf)

Override Overdue Tracking				
FYE	12/31/2002			
Property name	TERRACE VIEW			
Property ID	800017744			
TIN	Organization Name	FHA/Contract	Overdue Record Type	Email Sent Date
730657931	Mental Health Assoc. of Tulsa	OK56E000037	90 days	08/06/2003

[Overdue Tracking Menu](#) [Selection Criteria](#)

- Click on the link in the Organization Name column to access the **Override Overdue Tracking** organization screen.



U.S. Dept. of Housing
and Urban Development

[Help](#) [E-mail](#) [Secure Systems](#) [HUDweb](#) [HUD Homepage](#)

financial assessment subsystem - multifamily (fass-mf)

Override Overdue Tracking

Organization Name	Mental Health Assoc. of Tulsa
TIN	730657931
FYE	12/31/2002
Property Name	TERRACE VIEW
Property ID	800017744
FHA/Contract	OK56E000037
Email Sent Date	08/06/2003

☐ **Override Overdue Tracking**

Reason (required)

[Overdue Tracking Menu](#) [Selection Criteria](#)

- Verify that the property information is correct for the overdue submission.

8. Click in the checkbox to the left of Override Overdue Tracking if the property information is correct.
9. Enter the reason for the override in the text box. You may also reverse the override by removing the checkmark in the checkbox. In that case, enter the reason you wish to reverse the override in the text box.

The screenshot shows a web form titled "Override Overdue Tracking". At the top, there is a checkbox with a checkmark inside, followed by the text "Override Overdue Tracking". Below this, there is a section labeled "Reason (required)" in red text. Underneath the label is a large text area with a vertical scrollbar. The text area contains the text: "Reason for Override goes here." and "This is a required field." At the bottom of the form, there are two buttons: "Submit" and "Cancel". Below the form, there is a blue hyperlink that reads "Overdue Tracking Menu Selection Criteria".

☒ **Override Overdue Tracking**

Reason (required)

Reason for Override goes here.
This is a required field.

[Overdue Tracking Menu Selection Criteria](#)

10. Click on the **Submit** button when you have finished entering your comments.

A message window displays asking if you want to make these changes.

The screenshot shows a web application interface for 'Override Overdue Tracking'. At the top, there is a checkbox labeled 'Override Overdue Tracking' which is checked. Below this, a large text area contains the text 'Reason for Override goes here' and 'This is a required field.' To the right of this text area is a vertical scrollbar. In the center of the screen, a modal dialog box is displayed with a blue question mark icon and the text 'Are you sure you want to make this change?'. The dialog box has 'OK' and 'Cancel' buttons. At the bottom of the main form, there are 'Submit' and 'Cancel' buttons. Below the form, there is a blue hyperlink labeled 'Overdue Tracking Menu Selection Criteria'.

11. Click on the  button to confirm that you want to make these changes.

The **Override Overdue Tracking** reason screen redisplay. The user now has **View Only** access to this screen.

Override Overdue Tracking	
Organization Name	Mental Health Assoc. of Tulsa
TIN	730657931
FYE	12/31/2002
Property Name	TERRACE VIEW
Property ID	800017744
FHA/Contract	OK56E000037
Email Sent Date	08/06/2003
<input checked="" type="checkbox"/> Override Overdue Tracking	
Reason	
<div>Reason for Override goes here. This is a required field.</div>	
Overdue Tracking Menu Selection Criteria	

Note: After the information has been submitted, you will no longer see the “*Submit*” and “*Cancel*” buttons. This confirms all information has been successfully updated. You can access the Overdue Tracking menu by clicking on the [Overdue Tracking Menu](#) link located on the bottom left side of the screen.

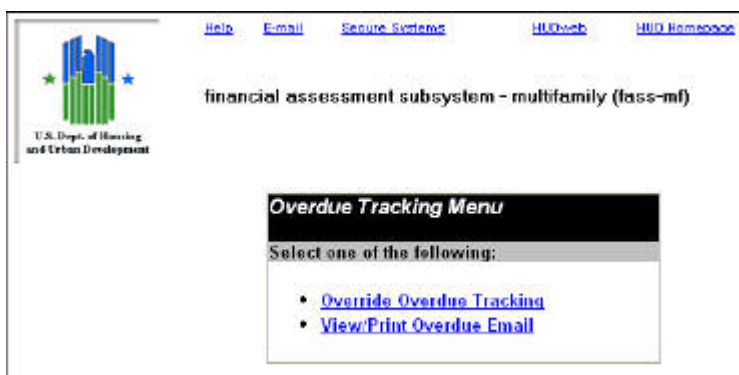
12. Click on the [Selection Criteria](#) link located at the lower left of the screen to continue this procedure with other properties. The Override Overdue Tracking **Selection Criteria** screen displays. Otherwise, click on the [Overdue Tracking Menu](#) link.

View/Print Overdue Email

When the overdue tracking procedure identifies that a property's AFS is overdue, an email is automatically sent to the authorized Coordinator(s) informing them of the overdue status. If the email bounces back, the PIH-REAC Analyst can print a hard copy of the email for standard mailing. If the submission requirement has been met, the Analyst will not be able to create a client correspondence. However, the Analyst will be able to view the email that was sent providing the property has not been sent to the Enforcement Center. PIH-REAC Analysts, Managers, and Directors have access to this function.

To View/Print Overdue Email:

1. Click on the View/Print Overdue Email link from the **Overdue Tracking Menu** screen.



The **View/Print Overdue Email** selection screen displays.

The screenshot shows the 'View/Print Overdue Email' selection screen. It has the same header as the previous screen. Below the header, a black box contains the title 'View/Print Overdue Email'. The main area has the instruction 'Please Input Only One Selection Criteria *'. There are four input fields: 'FHA Number:', 'Contract Number:', 'Property ID:', and 'Fiscal Year End (FYE): *'. The 'Fiscal Year End (FYE): *' field has an example 'example: 12/31/2000'. At the bottom right are 'Submit' and 'Clear' buttons. A footer note says '* Indicates required information' and a link 'Overdue Tracking Menu' is at the bottom left.


2. Enter data in *one* of the following **Search Criteria fields**: FHA Number, Contract Number, or Property ID.

NOTE: The asterisk (*) indicates a required field.

3. Enter the Fiscal Year End date in the Fiscal Year End (FYE) field. Enter the FYE in the format displayed in the example.

4. Click on the  button.

The **View/Print Overdue Email** screen displays.



[Help](#) [E-mail](#) [Secure Systems](#) [HUDweb](#) [HUD Homepage](#)

financial assessment subsystem - multifamily (fass-mf)

View/Print Overdue Email				
FYE	12/31/2002			
Property name	TERRACE VIEW			
Property ID	800017744			
TIN	Organization Name	FHA/Contract	Overdue Record Type	Email Sent Date
730657931	Mental Health Assoc. of Tulsa	OK56E000037	90 days	08/06/2003

[Overdue Tracking Menu](#) [Selection Criteria](#)

5. Click on the link in the Organization Name column to access the **View/Print Overdue Email** letter.

Note: See text letter on the following page.



U.S. Department of Housing and Urban Development
Washington, D.C. 20410-8000

**OFFICE OF THE ASSISTANT SECRETARY
FOR HOUSING-FEDERAL HOUSING COMMISSIONER**

Mental Health Assoc. of Tulsa
1870 S. Boulder Avenue
Tulsa, OK 74119

RE: Overdue Submission of Required Annual Financial Statements as of 08/06/2003

Project No.: **OK56E000037**
Project Name: **TERRACE VIEW**
Fiscal Year End: **12/31/2002**

Dear Project Owner:

Our records indicate that the most recent required annual financial statement submission for the subject project has not yet been received by the HUD Real Estate Assessment Center (REAC), and is now overdue. Overdue submissions are subject to enforcement actions authorized by various statutes, regulations, and contractual agreements that apply to your HUD housing program participation. While HUD's objective is to obtain timely, voluntary submission of this important project monitoring information, HUD will take enforcement actions when necessary.

Except as indicated
submission requirements

Should you have any te
please contact REAC at:



Are you sure you want to create a new Client Correspondence?

OK

Cancel

ic financial
e.

bmission,

Sincerely,

Beverly J. Miller
Director
Office of Asset Management

Create Client Correspondence

[Overdue Tracking Menu](#) [Selection Criteria](#) [Overdue Selection Results](#)

Note: This is a sample of the View/Print Overdue email letter. Not all text is shown.

Printing the Official Letter Using the Toolbar

To print a copy of the Overdue Email letter follow these steps:

1. Click on the **Create Client Correspondence** button. Once this button has been clicked, the database updates to today's date. The EC letter will be automatically sent out 30 days from this new date.


2. Click on the  button in the confirmation window.

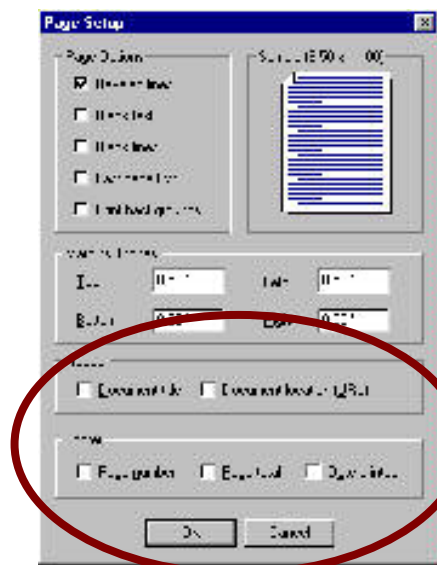
A new browser window will open to display the letter.

3. Click on the browser **Print** option to print the letter. Select the desired print attributes (e.g. number of copies). Your personal print options may need to be adjusted.
4. Close the browser.
5. Use the links at the bottom of the screen to return to the **Overdue Tracking Menu** screen.

To Remove Header/Footer Options

To remove header and footer options from your browser follow these steps:

1. Click on the **File** option located in the upper left corner of your browser.
2. Select **Page Setup** from this menu to display the **Page Setup** window.
3. Under the **Header** option, uncheck the **Document Title** and **Document Location (URL)** checkboxes.
4. Under the **Footer** option, uncheck the **Page Number**, **Page Title**, and **Date Printed** checkboxes.
5. Click on the  button.

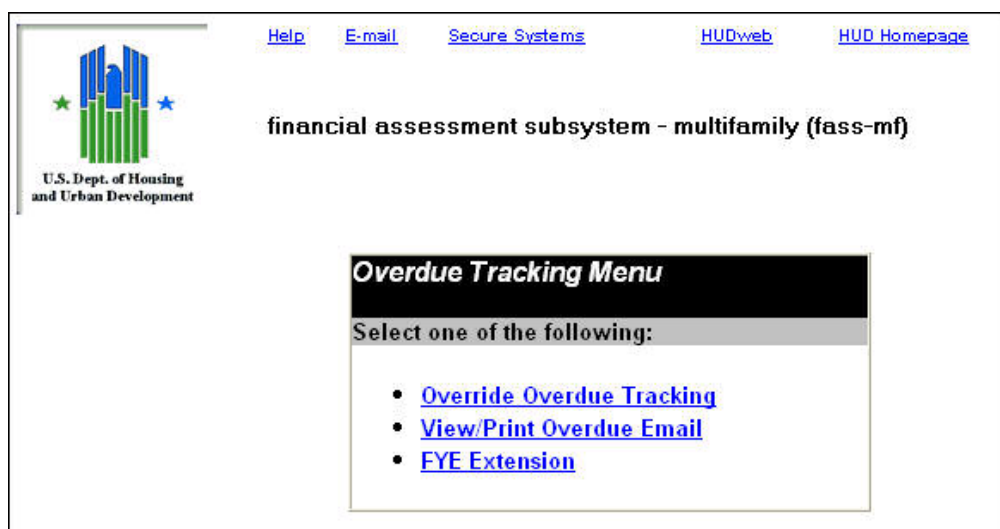


FYE Extensions

The FYE Extension function allows a PIH-REAC Director to grant due date extensions for all properties with a specific FYE date. This function is only available to PIH-REAC Directors. All functionality including 30-day extension requests and the overdue tracking process will recognize the new due date for the FYE.

To Grant a FYE Extension:

1. Click on the FYE Extension link on the **Overdue Tracking Menu** screen.



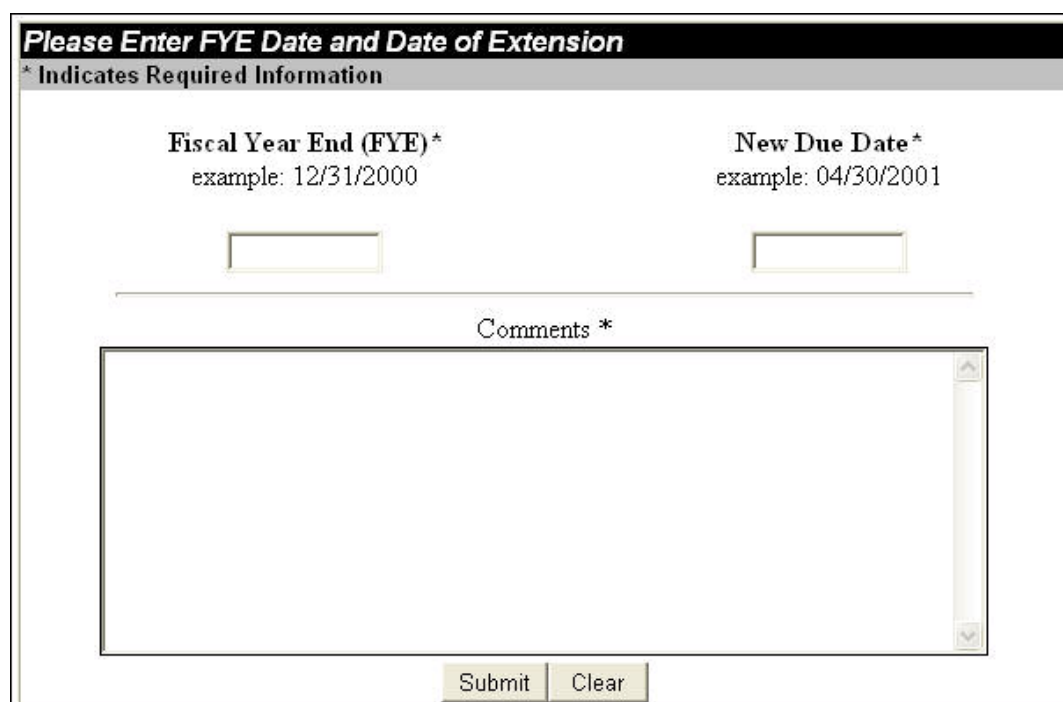
financial assessment subsystem - multifamily (fass-mf)

Overdue Tracking Menu

Select one of the following:

- [Override Overdue Tracking](#)
- [View/Print Overdue Email](#)
- [FYE Extension](#)

The **Enter FYE Date and Date of Extension** screen displays.



Please Enter FYE Date and Date of Extension

* Indicates Required Information

Fiscal Year End (FYE)*
example: 12/31/2000


New Due Date*
example: 04/30/2001

Comments *


Submit Clear

2. Enter the FYE for the due date to be modified in the **Fiscal Year End (FYE)** field.
3. Enter the extension date in the **Date of Extension** field.

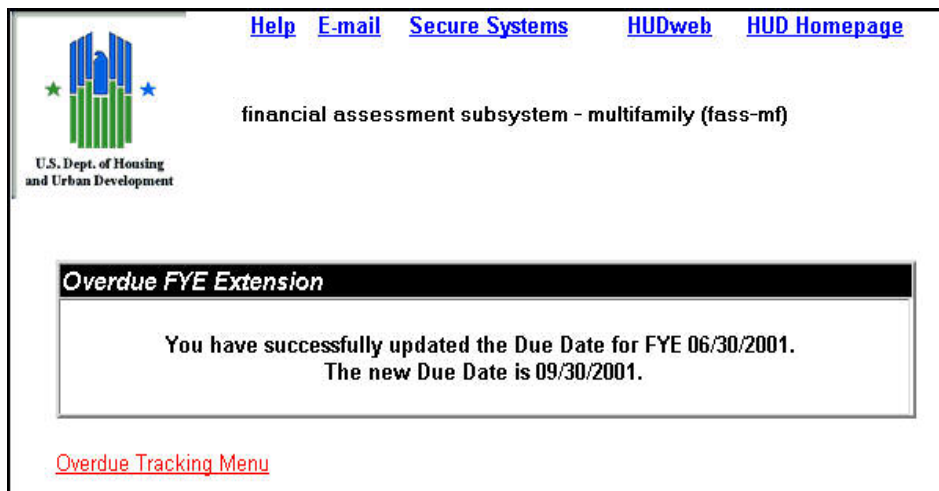
The dialog box has a title bar that reads "Please Enter FYE Date and Date of Extension". Below the title bar is a grey bar with the text "* Indicates Required Information". The main area contains two labels: "Fiscal Year End (FYE)*" with an example "Example: 12/31/2000" and "New Due Date*" with an example "Example: 04/30/2001". Below each label is a text input field. The first field contains "06/30/2001" and the second contains "09/30/2001". Below these fields is a horizontal line, followed by the label "Comments". Under "Comments" is a large text area with the placeholder text "Enter your comments here for FYE Extension requests.". At the bottom of the dialog box are two buttons: "Submit" and "Clear".

4. Enter comments in the **Comments** text box.
5. Click on the  button. A confirmation screen displays showing the current due date and the extension.

The dialog box has a title bar that reads "Overdue FYE Extension". The main area contains the text "You are about to change the Due Date for submissions with a FYE of 06/30/2001 from 09/28/2001 to 09/30/2001." Below this text is a horizontal line, followed by the label "Comments:". Under "Comments:" is a large text area with the placeholder text "Enter your comments here for FYE Extension requests.". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

6. Click the  button to proceed to the next screen.

The **Overdue FYE Extension** approval screen displays showing the updated FYE information and confirming the extension has been approved.



7. Click on the [Overdue Tracking Menu](#) link in the lower portion of the screen
To return to the **Overdue Tracking Menu** screen.

