Appendix A – Error Messages and Business Validation

1.   **Error Messages**

This document explains how the error processing functionality will be handled for each account number. There are two sections:
1.   Pertains to the front-end validation, which occurs when hitting the 'Save' pushbutton.
2.   Pertains to the validation that occurs when the user clicks the 'Validate' pushbutton – FDS validation or the 'Submission Completeness Check' pushbutton – Data Collection Form Validation. The Submission Completion Check and the Submit Financial Data pushbutton will check to see that the submission completion check flag has been set to make sure the submission has been validated. If the submission has not been validated an error message will display.

2.   **Financial Data Schedule and Data Collection Form – The front-end validation for the FDS occurs when the user selects the 'save' pushbutton. The following is a table that defines the error messages to be displayed for front-end violations. Using the Financial Data Schedule and Data Collection Form tables below, the data type, negative values allowed, zeros allowed, total fields, and the mandatory fields can be determined. No other validation occurs at this time.**

Violation	Error Message
Data Type	Invalid data format found. Please enter a valid numeric value and ensure there are no spaces.
Negative Total Value	The value of this line number cannot be negative. Please enter a positive number or ensure the summation of line items that total this field is positive.
Negative Value	The value of this line item cannot be positive. Please enter a valid value for this line item.
Date Value	Invalid date format was found. Please enter a valid date value and ensure there are no spaces
Zero Value	The value of this line item cannot be zero. Please enter a valid value for this line item.
Mandatory Value	This field is mandatory. Please enter a valid value for this line item.
Negative Total Size	This total value is under the acceptable amount. Please ensure the summations of line items are more than $(100,000,000,000)
Positive Total Size	This total value well exceeds the acceptable amount. Please ensure the summations of line items are less than $100,000,000,000

3. **Financial Data Schedule – The back-end validation for the FDS occurs when the user selects the 'validate' pushbutton on the Revenue and Expense Page. The following is a table that defines the error messages to be displayed for back-end violations.**

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
111	Cash - Unrestricted	N				
112	Cash – Restricted – Modernization and Development	N				
113	Cash – Other Restricted	N				
114	Cash-Tenant Security Deposits	N				
100	Total Cash	N		Y	The computed value for this field must be equal to the summation of lines 111, 112, 113 and 114 (for each individual program entered). If lines 111, 112, 113 and 114 are null, line 100 will equal 0.	
121	Accounts Receivable – PHA Projects	N				
122	Accounts Receivable –HUD Other Projects	N				
124	Accounts Receivable – Other Government	N				
125	Accounts Receivable – Miscellaneous	N				

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
126	Accounts Receivable – Tenants – Dwelling Rents	N				
126.1	Allowance for Doubtful Accounts – Dwelling Rents	N	Y		Must be entered as a negative value or zero. If line 126 is not equal to zero, this field is required.	If Accounts Receivable - Dwelling Rents (line item 126) contains a value, its allowance account must have either a zero or negative value entered. Please enter a zero or negative value for Allowance for Doubtful Accounts - Dwelling Rents (line item 126.1) for program name
126.2	Allowance for Doubtful Accounts – Other	N	Y		Must be entered as a negative value or zero. If any value is entered for lines 121, 122, 124, or 125 this field is required.	If Other Accounts Receivables (line items 121, 122, 124, or 125) contain values, their allowance account must have either a zero or negative value entered. Please enter a zero or negative value for Allowance for Doubtful Accounts - Other (line item 126.2) for program name
127	Notes and Mortgages Receivable – Current	N				
128	Fraud Recovery	N				
128.1	Allowance for Doubtful Accounts – Fraud	N	Y		Must be entered as a negative value or zero. If line 128 is not equal to zero, this field is required.	If Fraud Recovery (line item 128) contains a value, its allowance account must have either a zero or negative value entered. Please enter a zero or negative value for Allowance for Doubtful Accounts - Fraud (line item 128.1) for program name
129	Accrued Interest Receivable	N				

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
120	Total Receivables, net of allowances for doubtful accounts	N		Y	The computed value must be equal to the summation of lines 121, 122, 124, 125, 126, 126.1, 126.2, 127, 128, 128.1, and 129 (for each individual program entered). If lines 121, 122, 124, 125, 126, 126.1, 126.2, 127, 128, 128.1, and 129 are null, line 120 will equal 0.	
131	Investments – Unrestricted	N				
132	Investments – Restricted	N				
142	Prepaid Expenses and Other Assets	N				
143	Inventories	N				
143.1	Allowance for Obsolete Inventories	N	Y		This field is required if any value is entered for line 143. Must be entered as a negative value or zero.	If Inventories (line item 143) contains a value, its allowance account must have either a zero or negative value entered. Please enter a zero or negative value for Allowance for Obsolete Inventories (line item 143.1) for program name
144	Interprogram Due From	N				
146	Amounts to be Provided	N			This field is required for only the general long-term debt account group reported under the modified accrual accounting method. Not allowed for any other program. This field will always equal the value in line 300 for the long-term debt account group.	The value entered for Amounts to be Provided (line item 146) is mandatory for the general long term debt account group reported under the modified accrual accounting method. Please verify the amount entered in Amounts to be Provided (line item 146) for program name
150	Total Current Assets	N		Y	The computed value must be equal to the summation of lines 100, 120, 131, 132, 142, 143, 143.1, 144, and 146 (for each individual program entered). Zero is an acceptable amount.	

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
161	Land	N			No values are allowed for the modified accrual method unless the program is General Fixed Assets Account Group. If user has selected full accrual and General Fixed Assets Account Group, error message 1 will display. If user has selected modified accrual and any program other than General Fixed Assets Account Group, error message 2 will display.	1) Full accrual is not a valid accounting method for this program. Please choose modified accrual for program name 2) If you have selected modified accrual as the accounting method, line item 161 cannot have an entry. Please verify that the correct accounting method has been selected for program name
162	Buildings	N			No values are allowed for the modified accrual method unless the program is General Fixed Assets Account Group. If user has selected full accrual and General Fixed Assets Account Group, error message 1 will display. If user has selected modified accrual and any program other than General Fixed Assets Account Group, error message 2 will display.	1. Full accrual is not a valid accounting method for this program. Please choose modified accrual for program name 2. If you have selected modified accrual as the accounting method, line item 162 cannot have an entry. Please verify that the correct accounting method has been selected for program name

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
163	Furniture, Equipment & Machinery – Dwellings	N			No values are allowed for the modified accrual method unless the program is General Fixed Assets Account Group. If user has selected full accrual and General Fixed Assets Account Group, error message 1 will display. If user has selected modified accrual and any program other than General Fixed Assets Account Group, error message 2 will display.	1. Full accrual is not a valid accounting method for this program. Please choose modified accrual for program name 2. If you have selected modified accrual as the accounting method, line item 163 cannot have an entry. Please verify that the correct accounting method has been selected for program name
164	Furniture, Equipment & Machinery – Administration	N			No values are allowed for the modified accrual method unless the program is General Fixed Assets Account Group. If user has selected full accrual and General Fixed Assets Account Group, error message 1 will display. If user has selected modified accrual and any program other than General Fixed Assets Account Group, error message 2 will display.	1) Full accrual is not a valid accounting method for this program. Please choose modified accrual for program name 2) If you have selected modified accrual as the accounting method, line item 164 cannot have an entry. Please verify that the correct accounting method has been selected for program name

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
165	Leasehold Improvements	N			No values are allowed for the modified accrual method unless the program is General Fixed Assets Account Group. If any value is entered for lines 161, 162, 163, or 164, this field is required. Zero is an acceptable value.

If user has selected full accrual and General Fixed Assets Account Group, error message 1 will display.

If user has selected modified accrual and any program other than General Fixed Assets Account Group, error message 2 will display. | 1) Full accrual is not a valid accounting method for this program. Please choose modified accrual for program name

2) If you have selected modified accrual as the accounting method, line item 165 cannot have an entry. Please verify that the correct accounting method has been selected for program name |
| 166 | Accumulated Depreciation | N | Y | | Must be entered as a negative value or zero. It is not mandatory for the general fixed assets account group reported under the modified accrual accounting method. If a value is entered in for lines 162,163,164 or 165 for the full accrual method, then a value must be entered.

If user has selected full accrual and General Fixed Assets Account Group, error message 1 will display.

If user has selected modified accrual and any program other than General Fixed Assets Account Group, error message 2 will display. | 1) Full accrual is not a valid accounting method for this program. Please choose modified accrual for program name
2) If you have selected modified accrual as the accounting method, line item 166 cannot have an entry. Please verify that the correct accounting method has been selected for program name
3) When a value is entered for one of the following line items: Buildings (line item 162), Furniture (line items 163 and 164), and Leasehold Improvements (line item 165), a value must be entered in Accumulated Depreciation (line item 166). Please verify values entered in lines 162 through 166 for program name |
| 167 | Construction in Progress | N | | | Zero is an acceptable value. | |

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
160	Total Fixed Assets, Net of Accumulated Depreciation	N		Y	The computed value must be equal to the summation of lines 161, 162, 163, 164, 165, 166, and 167 (for each individual program entered). If lines 161, 162, 163, 164, 165, 166, and 167 are null, line 160 will equal 0.	
171	Notes and Mortgages Receivable – Non-Current	N				
172	Notes and Mortgages Receivable – Non-Current – Past Due	N				
174	Other Assets	N				
176	Investments in Joint Ventures	N	Y			
180	Total Non-Current Assets	N	Y	Y	The computed value must be equal to the summation of lines 160, 171, 172, 174, and 176 (for each individual program entered).	
190	Total Assets	N	Y	Y	The computed value must be equal to the summation of lines 150 and 180 (for each individual program entered). This line must be equal to the value entered for line 600 for each program submitted.	The value entered for Total Assets (line item 190) does not equal to the value entered for Total Liabilities and Equity (line item 600). Please verify the amounts entered for line items 190 and 600 for program name
311	Bank Overdraft	N				
312	Accounts Payable <= 90 Days	N				
313	Accounts Payable >90 Days Past Due	N				

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
321	Accrued Wage/Payroll Taxes Payable	N				
322	Accrued Compensated Absences	N				
324	Accrued Contingency Liability	N				
325	Accrued Interest Payable	N				
331	Accounts Payable – HUD PHA Programs	N				
332	Account Payable - PHA Projects	N				
333	Accounts Payable – Other Government	N				
341	Tenant Security Deposits	N				
342	Deferred Revenues	N				
343	Current Portion of Long-term Debt – Capital Projects	N				
344	Current Portion of Long-term Debt – Operating Borrowings	N				
345	Other Current Liabilities	N				
346	Accrued Liabilities – Other	N				

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
347	Interprogram Due To	N				JavaScript pop-up box - The total across all programs of all values entered in Interprogram Due To (line item 347) subtracted from the total across all programs of values entered in Interprogram Due From (line item 144) does not equal zero. Is this correct?
310	Total Current Liabilities	N		Y	The computed value must be equal to the summation of lines 311, 312, 313, 321, 322, 324, 325, 331, 332, 333, 341, 342, 343, 344, 345, 346 and 347 (for each individual program entered). If lines 311, 312, 313, 321, 322, 324, 325, 331, 332, 333, 341, 342, 343, 344, 345, 346 and 347 are null, line 310 will equal 0.	
351	Long-term Debt, Net of Current – Capital Projects	N				
352	Long-term Debt, Net of Current Operating Borrowings	N				
353	Noncurrent Liabilities – Other	N				
350	Total Noncurrent Liabilities	N		Y	The computed value must be equal to the summation of lines 351, 352, and 353 (for each individual program entered). If lines 351, 352, and 353 are null, line 350 will equal 0.	
300	Total Liabilities	N		Y	The computed value must be equal to the summation of lines 310 and 350 (for each individual program entered).	

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
501	Investment in General Fixed Assets	N			Zero is an acceptable amount. This field is mandatory only for the general fixed assets account group reported under the modified accrual accounting method. Not allowed for any other program. For the general fixed asset account group under the modified accrual method, line 501 will always equal the value of line 160.	1. Please verify the amounts entered for line items 160 and 501 and that the correct accounting method has been selected for program name 2. The Investments in General Fixed Assets (line item 501) cannot have an entry. Please verify the amounts entered for line items 501 for program name
502	Project Notes (HUD)	N				
503	Long-term Debt – HUD Guaranteed	N				
504	Net HUD PHA Contributions	N				
505	Other HUD Contributions	N				
507	Other Contributions	N				
508	Total Contributed Capital	N		Y	The computed value must be equal to the summation of lines 502, 503, 504, 505, and 507 (for each individual program entered). If lines 502, 503, 504, 505, and 507 are null, line 508 will equal 0.	
509	Fund Balance Reserved for Encumbrances/ Designated Fund Balance	N				
510	Fund Balance Reserved for Capital Activities	N				

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
511	Total Reserved Fund Balance	N		Y	The computed value must be equal to the summation of lines 509 and 510 (for each individual program entered). If lines 509 and 510 are null, line 511 will equal 0.	
512	Undesignated Fund Balance/ Retained Earnings	N	Y		Zero is an acceptable amount. This field is mandatory for all programs.	
513	Total Equity	N	Y	Y	Line 1000 +1101 + 1103 + 1104 = Line 513. Except for the following programs: General Fixed Assets Account Group, General Long Term Debt Account Group. The computed value for this field must be equal to the calculated summation of lines 501, 508, 511, and 512 (for each individual program entered).	The value entered in Ending Equity (line item 513) on the Balance Sheet does not equal the sum of the following Revenue & Expense Statement items: Excess (Deficiency) of Operating Revenue Over (Under) Expenses (line item 1000), Capital Outlays (line item 1101), Beginning Equity (line item 1103) and Prior Period Adjustments, Equity Transfers and Correction of Errors (line item 1104). Please validate the Equity Roll-forward by verifying that amounts entered in line items 513, 1000, 1101, 1103 and 1104 are correct for program name.
600	Total Liabilities and Equity	N	Y	Y	The computed value must be equal to the summation of lines 300 and 513 (for each individual program entered). The value for this line must be equal to the value for line 190.	
703	Net Tenant Rental revenue	N				
704	Tenant Revenue-Other	N				
705	Total Tenant Revenue	N		Y	The computed value must be equal to the summation of lines 703 and 704 (for each individual program entered). If line 703 and 704 are null, line 705 will equal 0.	

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
706	HUD PHA Grants	N			Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868. Details for Section 8 programs must be entered for the following programs: 14.182, 14.855, 14.856, 14.857.	
708	Other Government Grants	N				
711	Investment Income— Unrestricted	N	Y		If line item 131 on the balance sheet contains a value then line 711 is a required field. Zero is an acceptable amount.	If line item Investments - Unrestricted (line item 131) on the Balance Sheet contains a value, then line item Investment Income - Unrestricted (line item 711) on the Revenue & Expenses Statement must also contain a value. Please enter a valid value for line item 711 for program name
712	Mortgage Interest Income	N				
714	Fraud Recovery	N				
715	Other Revenue	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
716	Gain/Loss on Sale of Fixed Assets	N	Y			
720	Investment Income- Restricted	N	Y		If line item 132 on the balance sheet contains a value then line 720 is a required field. Zero is an acceptable amount.	If line item 132 - Investments – Restricted on the Balance Sheet contains a value, then line item 720 - Investment Income –Restricted on the Revenue & Expenses Statement must also contain a value. Please enter a valid value for line item 720 for program name

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
700	Total Revenue	N	Y	Y	The computed value must be equal to the summation of lines 705, 706, 708, 711, 712, 714, 715, 716 and 720 (for each individual program entered).	
911	Administrative Salaries	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
912	Auditing Fees	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
913	Outside Management Fees	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
914	Compensated Absences	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
915	Employee Benefit Contributions – Administrative	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
916	Other Operating – Administrative	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
921	Tenant Services – Salaries	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
922	Relocation Costs	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
923	Employee Benefit Contributions – Tenant Services	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
924	Tenant Services – Other	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
931	Water	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
932	Electricity	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
933	Gas	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
934	Fuel	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
935	Labor	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
937	Employee Benefit Contributions – Utilities	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
938	Other Utilities Expense	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
941	Ordinary Maintenance and Operations – Labor	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
942	Ordinary Maintenance and Operations – Materials and Other	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
943	Ordinary Maintenance and Operations – Contract Costs	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
945	Employee Benefit Contributions – Ordinary Maintenance	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
951	Protective Services – Labor	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
952	Protective Services – Other Contract Costs	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
953	Protective Services – Other	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
955	Employee Benefit Contributions – Protective Services	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
961	Insurance Premiums	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
962	Other General Expenses	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
963	Payments in Lieu of Taxes	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
964	Bad Debt – Tenant Rents	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
965	Bad Debt – Mortgages	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
966	Bad Debt – Other	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
967	Interest Expense	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
968	Severance Expense	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
969	Total Operating Expenses	N	Y	Y	The computed value must be equal to the summation of all lines from 911 to 968 (for each individual program entered). If lines 911 through 968 are null, line 969 will equal 0. Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868.	
970	Excess Operating Revenue over Operating Expenses	N	Y	Y	The computed value must be equal to the difference between line 700 and line 969 (Line 700 minus line 969—for each individual program entered).	
971	Extraordinary Maintenance	N	Y			
972	Casualty Losses – Non- Capitalized	N	Y			
973	Housing Assistance Payments	N	Y			
974	Depreciation Expense	N	Y			
975	Fraud Losses	N	Y			

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
976	Capital outlays – Governmental Funds	N	Y		Details for prior years must be entered for the following programs: 14.850b, 14.852, 14.859, 14.866, 14.854, 14.853, 14.858, 14.860, 14.861, 14.863, 14.864, 14.868. This value is required for each program that governmental accounting is chosen. Zero is an acceptable amount.	If you have selected modified accrual as the accounting method, you must enter a value in line item 976 - Capital outlays – Governmental Funds. Zero is an acceptable value. Please enter a valid value for line item 976 for program name
977	Debt Principal Payment – Governmental Funds	N	Y		This value is required for each program that governmental accounting is chosen. Zero is an acceptable amount.	If you have selected modified accrual as the accounting method, you must enter a value in line item 977 - Debt Principal Payment – Governmental Funds. Zero is an acceptable value. Please enter a valid value for line item 977 for program name
978	Dwelling Units Rent Expense	N	Y			
900	Total Expenses	N	Y	Y	The computed value must be equal to the summation of lines 969, 971, 972, 973, 974, 975, 976, 977 and 978 (for each individual program entered).	
1001	Operating Transfers In	N				
1002	Operating Transfers Out	N	Y			
1003	Operating Transfers from/to Primary Government	N	Y			
1004	Operating Transfers from/to Component Unit	N	Y			
1005	Proceeds from Notes, Loans and Bonds	N			This field is used only for programs reported under the modified accrual accounting method.	If you have selected full accrual, values are not permitted in line item 1005. Please remove the value for line item 1005, program name

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
1006	Proceeds from Property Sales	N			This field is used only for programs reported under the modified accrual accounting method.	If you have selected full accrual, values are not permitted in line item 1006. Please remove the value for line item 1006, program name
1010	Total Other Financing Sources (Uses)	N	Y		The computed value must be equal to the summation of lines 1001, 1002, 1003, 1004, 1005 and 1006 (for each individual program entered). Zero is an acceptable amount.	
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	N	Y	Y	The computed value must be equal to 700-900+1010. Zero is an acceptable amount	
1101	Capital Outlays Enterprise Fund	N			This value is mandatory for each program that has chosen "enterprise" as the accounting method. Zero is an acceptable amount. Not allowed for governmental. No value is allowed for the Low Rent or Section 8 programs using the full accrual basis of accounting. **Exception:** A value is allowed under the N/C S/R Section 8 program using the full accrual basis of accounting.	If you have selected Full accrual as the accounting method, you must enter a value in line item 1101 - Capital Outlays - Enterprise Fund. Zero is an acceptable value. Please enter a valid value for line item 1101 for program name
1102	Debt Principal Payments – Enterprise Funds	N			This value is mandatory for each program that the chosen accounting method is "enterprise". Zero is an acceptable amount.	If you have selected full accrual as the accounting method, you must enter a value in line item 1102 - Debt Principal Payments – Enterprise Funds. Zero is an acceptable value. Please enter a valid value for line item 1102 for program name

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
1103	Beginning Equity	N	Y	Y	Zero is an acceptable amount This field will automatically be populated with data from line 513 of the prior year audited submission (unaudited if no audited exists). If pre-populated, this field is read-only. Any adjustments must be made in line 1104. If not pre-populate, this field is an editable text box.	This field is mandatory. Please enter a valid value for this line item. If this program type is either General Fixed Assets Group or Long-Term Debt Account Group, enter "0" for this line to clear the error for program name
1104	Prior Period Adjustments, Equity Transfers and Correction of Errors	N	Y		The calculated summation of the details lines must be equal to the value entered for line 1104 (for each individual program entered).	
1105	Changes in Compensated Absence Balance	N	Y		This value is required for each program that "governmental" accounting is the chosen method. Zero is an acceptable amount. Line item 1105 is not allowed if "full accrual" accounting is the chosen method.	If you have selected modified accrual as the accounting method, you must enter a value in line item 1105 - Changes in Compensated Absence Balance. Zero is an acceptable value. Please enter a valid value for line item 1105 for program name If you have selected full accrual as the accounting method, no value is allowed in line item 1105 – Changes in Compensated Absence Balance.
1106	Changes in Contingent Liability Balance	N	Y		This value is required for each program that "governmental" accounting is chosen. Zero is an acceptable amount. Line item 1106 is not allowed if "full accrual" accounting is the chosen method.	If you have selected modified accrual as the accounting method, you must enter a value in line item 1106 - Changes in Contingent Liability Balance. Zero is an acceptable value. Please enter a valid value for line item 1106 for program name If you have selected full accrual as the accounting method, no value is allowed in line item 1106 – Changes in Contingent Liability Balance.

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
1107	Changes in Unrecognized Pension Transition Liability	N	Y		This value is required for each program that "governmental" accounting is chosen. Zero is an acceptable amount. Line item 1107 is not allowed if "full accrual" accounting is the chosen method.	If you have selected modified accrual as the accounting method, you must enter a value in line item 1107 - Changes in Unrecognized Pension Transition Liability. Zero is an acceptable value. Please enter a valid value for line item 1107 for program name If you have selected full accrual as the accounting method, no value is allowed in line item 1107 – Changes in Unrecognized Pension Transition Liability.
1108	Changes in Special Term/Severance Benefits Liability	N	Y		This value is required for each program that "governmental" accounting is chosen. Zero is an acceptable amount. Line item 1108 is not allowed if "full accrual" accounting is the chosen method.	If you have selected modified accrual as the accounting method, you must enter a value in line item 1108 - Changes in Special Term/Severance Benefits Liability. Zero is an acceptable value. Please enter a valid value for line item 1108 for program name If you have selected full accrual as the accounting method, no value is allowed in line item 1108 – Changes in Special Term/Severance Benefits Liability.
1109	Changes in Allowance for Doubtful Accounts – Dwelling Rents	N	Y		This value is required for each program that "governmental" accounting is chosen. Zero is an acceptable amount. Line item 1109 is not allowed if "full accrual" accounting is the chosen method.	If you have selected modified accrual as the accounting method, you must enter a value in line item 1109 - Changes in Allowance for Doubtful Accounts – Dwelling Rents. Zero is an acceptable value. Please enter a valid value for line item 1109 for program name If you have selected full accrual as the accounting method, no value is allowed in line item 1109 – Changes in Allowance for Doubtful Accounts – Dwelling Rents.

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
1110	Changes in Allowance for Doubtful Accounts – Other	N	Y		This value is required for each program that "governmental" accounting is chosen. Zero is an acceptable amount. Line item 1110 is not allowed if "full accrual" accounting is the chosen method.	If you have selected modified accrual as the accounting method, you must enter a value in line item 1110 – Changes in Allowance for Doubtful Accounts - Other. Zero is an acceptable value. Please enter a valid value for line item 1110 for program name

If you have selected full accrual as the accounting method, no value is allowed in line item 1110 – Changes in Allowance for Doubtful Accounts – Other. |
1112	Depreciation Add Back	N				If you have selected modified accrual as the accounting method, no value is allowed in line item 1112 - Depreciation Add Back (Enterprise Funds) for program name
1113	Maximum Annual Contributions Commitment (Per ACC)	N		Y	This value is only required for Section 8 programs. Zero is allowed.	If you have selected a Section 8 program, you must enter a value in line item 1113 - Maximum Annual Contributions Commitment (Per ACC). Zero is an acceptable value. Please enter a valid value for line item 1113 for program name.
1114	Prorata Maximum Annual Contributions Applicable to a Period of less than Twelve Months	N			This value is only required for Section 8 programs.	If you have selected a Section 8 program, you must enter a value in line item 1114 - Prorata Maximum Annual Contributions Applicable to a Period of less than Twelve Months. Zero is an acceptable value. Please enter a valid value for line item 1114 for program name.
1115	Contingency Reserve, ACC Program Reserve	N	Y	Y	This value is only required for Section 8 programs.	If you have selected a Section 8 program, you must enter a value in line item 1115 - Contingency Reserve, ACC Program Reserve. Zero is an acceptable value. Please enter a valid value for line item 1115 for program name
1116	Total Annual Contributions Available	N	Y	Y	This computed value must be equal to the summation of lines 1113, 1114, and 1115 (for each individual Section 8 program entered).	

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
1120	Unit Months Available	N			This value is required for the following programs: 14.850, 14.855, 14.856, 14.857, Business Activities, Other Federal, State/Local and Component Units. Details for Line 1120 exist for program 14.850a (Low Rent) for FYEs of 09/30/2000 and beyond. The calculated summation of the details lines must be equal to the value entered for line 1120 (for each individual program entered).	This field is mandatory for the specified programs. Please enter a valid value for the Unit Months Available (line item 1120), for program name
1121	Number of Unit Months Leased	N			This value is required for the following programs: 14.850, 14.855, 14.856, 14.857, Business Activities, Other Federal, State/Local and Component Units. Line item 1121 cannot exceed line item 1120.	This field is mandatory for the specified programs. Please enter a valid value for Number of Unit Months Leased, for all units, for line item 1121, for program name. Line item 1121 cannot exceed line item 1120.
HUD PHA Grants and Subsidies (Details line 706)						
706-010	Housing Assistance Payments	N		Y	The HUD PHA Grants and Subsidies page is only required for Section 8 programs. Negative values are not allowed. Zero is allowed.	If you have selected a Section 8 program, you must enter a value in line item 706-010 - Housing Assistance Payments. Zero is an acceptable value. Please enter a valid value for line item 706-010 for program name
706-020	Ongoing Administrative Fees Earned	N		Y	The HUD PHA Grants and Subsidies page is only required for Section 8 programs. Negative values are not allowed. Zero is allowed.	If you have selected a Section 8 program, you must enter a value in line item 706-020 - Ongoing Administrative Fees Earned. Zero is an acceptable value. Please enter a valid value for line item 706-020 for program name

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
706-030	Hard-to House Fees Earned	N		Y	The HUD PHA Grants and Subsidies page is only required for Section 8 programs. Negative values are not allowed. Zero is allowed.	If you have selected a Section 8 program, you must enter a value in line item 706-030 - Hard-to-House Fees Earned. Zero is an acceptable value. Please enter a valid value for line item 706-030 for program name
706-040	Actual Independent Public Accountant Audit Costs	N		Y	The HUD PHA Grants and Subsidies page is only required for Section 8 programs. Negative values are not allowed. Zero is allowed.	If you have selected a Section 8 program, you must enter a value in line item 706-040 - Actual Independent Public Accountant Audit Costs. Zero is an acceptable value. Please enter a valid value for line item 706-040 for program name
706-050	Total Preliminary Fees Earned	N		Y	The HUD PHA Grants and Subsidies page is only required for Section 8 programs. Negative values are not allowed. Zero is allowed.	If you have selected a Section 8 program, you must enter a value in line item 706-050 - Total Preliminary Fees Earned. Zero is an acceptable value. Please enter a valid value for line item 706-050 for program name
706-055	Interest Earned on Advances	N	Y	Y	The HUD PHA Grants and Subsidies page is only required for Section 8 programs. Negative values are allowed. Zero is allowed.	If you have selected a Section 8 program, you must enter a value in line item 706-055 – Interest Earned on Advances. Zero is an acceptable value. Please enter a valid value for line item 706-055 for program name
Unit Months Available (Details line 1120)						
1120-010	System Reported Units pih_project table (times 12)	N			This read-only field is automatically populated for the low rent program.	
1120-020	Preapproved Unit Months for Demolition	N	Y			
1120-030	Preapproved Unit Months for Conversion	N	Y			
1120-040	Vacant and Preapproved Unit Months for Modernization	N	Y			

Line Item Number	Account Title	Data Type	Neg. Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
1120-050	Preapproved Non-Dwelling Unit Months	N	Y			
1120-060	Other Adjustments	N	Y		If there is a value in 1120-060 amount, a value is required in 1120-060 description.	
1120-070	Other Adjustments	N	Y		If there is a value in 1120-070 amount, a value is required in 1120-070 description.	
1120-080	Other Adjustments	N	Y		If there is a value in 1120-080 amount, a value is required in 1120-080 description.	
1120-090	Total Unit Months	N			The calculated summation of lines 1120-010, 1120-020, 1120-030, 1120-040, 1120-050, 1120-060, 1120-070, and 1120-080. This value cannot be negative.	The value of this line number cannot be negative. Please enter a positive number or ensure the summation of line items that total this field is positive.

4. **Data Collection Form (DCF) – The back-end validation for the DCF occurs when the user selects the 'Submission Completeness Check' pushbutton. The following is a table that defines the error messages to be displayed for back-end violations. The 'Submission Completeness Check' pushbutton will check all of the validation flags set for each program selected on the program selection screen and the submission completion check flag. If any of these flags are not set, an error message will be returned to state which programs require validation.**

Submission Types:
A1 = Audited/ A-133 Audit
A2 = Audited/ Non- A-133 Audit
U1 = Unaudited/ A-133 Audit
U2 = Unaudited/ Non- A-133 Audit
U3 = Unaudited/ No Audit

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G9000-010	Fiscal Year Ending Date	D		Y	Format as MM/DD/YYYY. Month and day supplied the PHA Information Table. User enters year. This value cannot differ from the value stored in the Submission_header table	
		X			G2000-011	Type of Circular A-133 Audit Forthcoming	S		Y	User may enter Single Audit or Program-specific Audit. Flag if Program-specific Audit.	
X					G2000-010	Type of Circular A-133 Audit	S		Y	User may enter Single Audit or Program-specific Audit. Flag if Program-specific Audit.	
		X	X	X	G2000-021	Reporting Period Covered	S		Y	Flag periods other than annual. User may select Annual, Biennial, or Other.	
X	X				G2000-020	Audit Period Covered	S		Y	Flag periods other than annual. User may select Annual, Biennial, or Other.	

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
		X	X	X	G2000-031	Reporting Period Covered (Months)	N		Y	Must be a number between 0 and 24. Mandatory if G2000-021 is Other.	G2000-031 If you have selected "OTHER" as the Reporting Period Covered (element # G2000-021), then you must indicate the number of months covered by an audit by entering a value between 1 and 24 in the line Reporting Period Covered - Months (element #G2000-031). Please verify that the correct reporting periods have been entered in G2000-021 and G2000-031.
X	X				G2000-030	Audit Period Covered (Months)	N		Y	Must be a number between 0 and 24. Mandatory if G2000-020 is Other.	
X	X	X	X	X	G9000-020	Employer Identification Number	N			Must be nine digits and only numeric characters.	G9000-020 The Employer Identification Number must be a nine-digit number with no spaces, dashes, etc. This field can contain only numeric characters. Please verify that nine digits have been entered in G9000-020.
X	X	X	X	X	G2000-040	Multiple EIN Indicator	S		Y	User may enter yes or no. If yes, flag.	
		X	X	X	G9100-011	Entity Name	S		Y	Defaults to PHA Name data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X				G9100-010	Auditee Name	S		Y	Defaults to PHA Name data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
		X	X	X	G9100-021	Entity Street Address Line 1	S		Y	Defaults to PHA Address Street data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
X	X				G9100-020	Auditee Street Address Line 1	S		Y	Defaults to PHA Address Street data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
		X	X	X	G9100-031	Entity Street Address Line 2	S		N	Defaults to PHA Address Street data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
X	X				G9100-030	Auditee Street Address Line 2	S		N	Defaults to PHA Address Street data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
		X	X	X	G9100-041	Entity City	S		Y	Defaults to PHA City data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
X	X				G9100-040	Auditee City	S		Y	Defaults to PHA City data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
		X	X	X	G9100-051	Entity State	S		Y	Defaults to PHA State data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
X	X				G9100-050	Auditee State	S		Y	Defaults to PHA State data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
		X	X	X	G9100-061	Entity Zip Code		N	Y	Defaults to PHA Zip Code data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC. Must be a 5-digit number.	
X	X				G9100-060	Auditee Zip Code		N	Y	Defaults to PHA Zip Code data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC. Must be a 5-digit number.	
		X	X	X	G2100-011	Entity Contact First Name	S		Y		
X	X				G2100-010	Auditee Contact First Name	S		Y		
		X	X	X	G2100-021	Entity Contact Middle Initial	S				
X	X				G2100-020	Auditee Contact Middle Initial	S				
		X	X	X	G2100-031	Entity Contact Last Name	S		Y		
X	X				G2100-030	Auditee Contact Last Name	S		Y		

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
		X	X	X	G2100-041	Entity Contact Title	S		Y		
X	X				G2100-040	Auditee Contact Title	S		Y		
		X	X	X	G2100-051	Entity Contact Telephone	N		Y	Must be ten digits and only numeric characters.	G2100-051 The Entity Contact Telephone must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2100-051.
X	X				G2100-050	Auditee Contact Telephone	N		Y	Must be ten digits and only numeric characters.	G2100-050 The Auditee Contact Telephone must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2100-050.
		X	X	X	G2100-061	Entity Contact Extension	S				
X	X				G2100-060	Auditee Contact Extension	S				
		X	X	X	G2100-071	Entity Contact Fax	N			Must be ten digits and only numeric characters.	G2100-071 The Entity Contact Fax must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2100-071.

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X				G2100-070	Auditee Contact Fax	N			Must be ten digits and only numeric characters.	G2100-070 The Auditee Contact Fax must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2100-070.
		X	X	X	G2100-081	Entity Contact E-mail	S				
X	X				G2100-080	Auditee Contact E-mail	S				
X	X	X	X	X	G2100-090	Date Approved by Certifying Official	D		Y	Format as MM/DD/YYYY. Date must be less than or equal to submission date.	
X	X	X	X	X	G2100-100	Certifying Official First Name	S		Y		
X	X	X	X	X	G2100-110	Certifying Official Middle Initial	S				
X	X	X	X	X	G2100-120	Certifying Official Last Name	S		Y		
X	X	X	X	X	G2100-130	Certifying Official Title	S		Y		

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X				G2200-005	UII	N	N	Y	Must be a five (5) digit number matching the UII for the auditor of the DCF and Attestor.	• The UII number you entered has been terminated by REAC and is no longer valid. You cannot complete your submission without a valid UII number. Please verify that you have entered the correct number. • There was no match found for the UII number you entered. Please verify that you have entered the correct number.
X	X	X	X		G2200-010	Auditor Name	S		Y		
X	X	X	X		G2200-020	Auditor Street Address	S		Y		
X	X	X	X		G2200-030	Auditor Street Address 2	S		N		
X	X	X	X		G2200-040	Auditor City	S		Y		
X	X	X	X		G2200-050	Auditor State	S		Y		
X	X	X	X		G2200-060	Auditor Zip Code		N	Y	For the audited templates, display PHA Zip Code data contained in the REACS database. This field will be read-only. For the unaudited templates, allow entry of a 5-digit ZIP code.	
X	X	X	X		G2200-070	Auditor Contact First Name	S		Y		
X	X	X	X		G2200-080	Auditor Contact Middle Initial	S		N		

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X		G2200-090	Auditor Contact Last Name	S		Y		
X	X	X	X		G2200-100	Auditor Contact Title	S		Y		
X	X	X	X		G2200-110	Auditor Contact Telephone	N		Y	Must be ten digits and only numeric characters.	G2200-110 The Auditor Contact Telephone must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2200-110.
X	X	X	X		G2200-120	Auditor Contact Extension	S				
X	X	X	X		G2200-130	Auditor Contact Fax	N			Must be ten digits and only numeric characters.	G2200-130 The Auditor Contact Fax must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2200-130.
X	X	X	X		G2200-140	Auditor Contact E-mail	S				
		X			G2300-011	Indicator- Whether the Entity Has Either a Federal Cognizant or Oversight Agency for the Forthcoming Audit	S		Y	Default to Cognizant; User may select: Cognizant or Oversight.	

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X					G2300-010	Indicator- Whether the Auditee Has Either a Federal Cognizant or Oversight Agency for Audit	S		Y	Default to Cognizant; User may select: Cognizant or Oversight.	
X		X			G2300-020	Name of Cognizant or Oversight Agency	S		Y	Default to HUD; User may select one of the options provided in OMB A-133 Circular (OMB No. 0348-0057) Part 1, Item 9.	
X		X			G2300-030	Enter name if 'Other' is selected for G2300-020	S		Y	This line is required if the value of G2300-020 is Other.	If you have selected "Other" for Name of Cognizant or Oversight Agency (element # G2300-020), then you must enter the name of the federal cognizant or oversight agency in element # G2300-030.
		X	X		G3000-011	Type of Audit Report to Follow	S		Y	User may select: Unqualified Opinion, Qualified Opinion, Adverse Opinion, Disclaimer of Opinion, or No Opinion.	This field is mandatory. Please enter a valid value for Type of Audit Report to Follow (element # G3000-011).
				X	G3000-012	If Audited, the Most Likely Type of Audit Report	S		Y	User may select: Unqualified Opinion, Qualified Opinion, Adverse Opinion, Disclaimer of Opinion, or No Opinion.	This field is mandatory. Please enter a valid value for If Audited, the Most Likely Type of Audit Report (element # G3000-012).

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G3000-005	Financial Statements Using Basis Other Than GAAP	S		Y	User may select: Yes, No	
X	X				G3000-010	Type of Audit Report	S		Y	User may select: Unqualified Opinion, Qualified Opinion, Adverse Opinion, Disclaimer of Opinion, or No Opinion.	
X	X	X	X	X	G3000-020	"Going Concern" Indicator	S		Y	User may select: Yes or No.	
X	X	X	X	X	G3000-030	Reportable Condition Indicator	S		Y	If no disable G3000-40. User may select: Yes or No.	If you have selected "No" in G3000-030, then you must select "No" in G3000-040.
X	X	X	X	X	G3000-040	Material Weakness Indicator	S		Y	User may select: Yes or No.	
X	X	X	X	X	G3000-050	Material Noncompliance Indicator	S		Y	User may select: Yes or No.	
		X	X		G4000-011	Type of Audit Report on Major Program Compliance to Follow	S		Y	User may select: Unqualified Opinion, Qualified Opinion, Adverse Opinion, Disclaimer of Opinion, or No Opinion.	

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
				X	G4000-012	If Audited, the Most Likely Type of Audit Report on Major Program Compliance	S		Y	User may select: Unqualified Opinion, Qualified Opinion, Adverse Opinion, Disclaimer of Opinion, or No Opinion.	
X					G4000-010	Type of Audit Report on Major Program Compliance	S		Y	User may select: Unqualified Opinion, Qualified Opinion, Adverse Opinion, Disclaimer of Opinion, or No Opinion.	
	X				G4000-014	Type of Audit Report on Compliance	S		Y	User may select: Unqualified Opinion, Qualified Opinion, Adverse Opinion, Disclaimer of Opinion, or No Opinion.	
X		X	X	X	G4000-020	Dollar threshold used to distinguish Type A and Type B programs	N	N	Y		This field is mandatory. Please enter a valid value for account number G4000-020.
X	X				G4000-030	Low-Risk Auditee Indicator	S		Y	User may select: Yes or No.	
		X	X	X	G4000-041	Indicator - Any Potential Audit Findings that are Reportable	S		Y	User may select: Yes or No.	

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X				G4000-040	Indicator- Any audit findings disclosed that are required to be reported	S		Y	User may select: Yes or No.	
X		X	X	X	G4000-050	Federal Agencies required to receive the reporting package	S		Y	Default to HUD; User may select between the options provided in OMB A-133 Circular (OMB No. 0348-0057) Part 3, Item 5. This can be a repeating group. More than one Federal Agency can receive a copy.	
X		X	X	X	G4000-060	Enter name if "Other" is selected for G4000-050	S				If you have selected "Other" for Federal Agencies Required to Receive the Reporting Package (element # G4000-050), then you must enter the name of the federal agency in element # G4000-060.
X	X	X	X	X	G4100-010	CFDA Number	S				
X	X	X	X	X	G4100-020	Name of Federal Program	S		N		
X	X	X	X	X	G4100-030	Amount Expended	Mon	N	Y	A value of zero is allowed.	
X	X	X	X	X	G4100-040	Total Federal Awards Expended	N	N	Y	1) Equals the sum of the values listed in G4100-030. 2) A value of zero is allowed. 3) If the audit type selected is Unaudited/No Audit or	1) You have entered $300,000 or more of federal awards expended for the year, which requires a Single Audit pursuant to OMB Circular A-133. Therefore, your

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
										Unaudited/Non- A-133 Audit and the Total Federal Awards is >= $300,000, return the following error message: "You have entered $300,000 or more of federal awards expended for the year which requires a Single Audit pursuant to OMB Circular A-133. Therefore, your current submission selection is incorrect. Please review the Total Federal Awards Expended information (G4100-040) and either correct those amounts or return to PHA Info Page and select the correct submission."	current submission selection is incorrect. Please review the Total Federal Awards Expended information (G4100-040) and either corrects those amounts or returns to PHA Info Page and selects the correct submission.
X	X	X	X	X	G4200-010	Major Federal Program Indicator	S		Y	User may select: Yes or No. Must be one indicator for each CFDA number listed.	This field is mandatory. Please enter a valid value for Major Federal Program Indicator (element # G4200-010) which is a detail account of Total Federal Awards Expended (element # G4100-040).

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G4200-020	Type of Compliance Requirement			Y	Default to None. User must select from the following: Activities allowed or unallowed, Allowable costs/cost principles, Cash management, David – Bacon Act, Eligibility, Equipment and real property management, Matching, level of effort, earmarking, Period of availability of funds, Procurement, Program income, Real property acquisition and relocation assistance, Reporting, Subrecipient monitoring, Special tests and provisions, None, and Other.	This field is mandatory. Please enter a valid value for account number G4200-020.
X	X	X	X	X	G4200-030	Amount of Questioned Costs	N	N	Y		
X	X	X	X	X	G4200-040	Internal Control Findings	S		Y		
X	X	X	X	X	G4200-070	Audit Finding Reference Number	S		Y		

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G3100-010	Unqualified-Supplementary Information Required by GASB or FASB has been Omitted	S			If G3000-010 is Unqualified, one or more of the Unqualified details (G3100-010, G3100-020, G3100-030) must be selected. If G3100-030 contains a 'Yes' then G3100-010 and G3100-020 must contain 'No'. User must select 'Yes' or 'No'.	If you selected Unqualified Opinion in the line Type of Audit Report (element # G3000-011/OR G3000-012), then you must enter a response in the line Unqualified - No Exceptions (element # G3100-030 in the Details section for G3000-011/G3000-012). Please verify that the correct responses have been entered in element #s G3000-011/OR G3000-012, G3100-030.
X	X	X	X	X	G3100-020	Unqualified-Other Information Included in a Document Containing Audited Financial statements is materially Inconsistent with Information Appearing in the Financial Statements	S			If G3000-010 is Unqualified, one or more of the Unqualified details (G3100-010, G3100-020, G3100-030) must be selected. If G3100-030 contains a 'Yes' then G3100-010 and G3100-020 must contain 'No'. User must select 'Yes' or 'No'.	If you selected Unqualified Opinion in the line Type of Audit Report (element # G3000-011/OR G3000-012), then you must enter a response in the line Unqualified - No Exceptions (element # G3100-030 in the Details section for G3000-011/G3000-012). Please verify that the correct responses have been entered in element #s G3000-011/OR G3000-012, G3100-030.

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G3100-030	Unqualified- No Exceptions	S			If G3000-010 is Unqualified, one or more of the Unqualified details (G3100-010, G3100-020, G3100-030) must be selected. If G3100-030 contains a 'Yes' then G3100-010 and G3100-020 must contain 'No'. User must select 'Yes' or 'No'.	If you selected Unqualified Opinion in the line Type of Audit Report (element # G3000-011/OR G3000-012), then you must enter a response in the line Unqualified - No Exceptions (element # G3100-030 in the Details section for G3000-011/G3000-012). Please verify that the correct responses have been entered in element #s G3000-011/OR G3000-012, G3100-030.
X	X	X	X	X	G3200-010	Qualified- GAAS- Scope limitations- Imposed by Management	N			Mandatory if G3000-010 is Qualified.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must enter the number of occurrences of scope limitations in the line Scope Limitations Imposed by Management (element # G3200-010 in the Details section for G3000-010). Zero is an acceptable value. Please verify that the correct responses have been entered in element #s G3000-010, G3200-010.

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G3200-020	Qualified-GAAS- Scope limitations-Imposed by Circumstance	N			Mandatory if G3000-010 is Qualified.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must enter the number of occurrences of scope limitations in the line Scope Limitations Imposed by Circumstances (element # G3200-020 in the Details section for G3000-010). Zero is an acceptable value. Please verify that the correct responses have been entered in element #s G3000-010, G3200-020.
X	X	X	X	X	G3200-030	Qualified - Year 2000 Audit Flag	S			Mandatory if G3000-010 is Qualified.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must select "Yes" or "No" in the line Qualified – Year 2000 Audit Flag (element # G3200-030 in the Details section for G3000-010). Please verify that the correct responses have been entered in element #s G3000-010, G3200-030.

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G3300-010	Qualified-GAAP-Change in Accounting Principle	N			Mandatory if G3000-010 is Qualified.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must enter the number of occurrences of changes in accounting principle in the line Change in Accounting Principle (element # G3300-010 in the Details section for G3000-010). Zero is an acceptable value. Please verify that the correct responses have been entered in element #s G3000-010, G3300-010.
X	X	X	X	X	G3300-020	Qualified-GAAP-Change in Accounting Estimate	N			Mandatory if G3000-010 is Qualified.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must enter the number of occurrences of changes in accounting estimate in the line Change in Accounting Estimate (element # G3300-020 in the Details section for G3000-010). Zero is an acceptable value. Please verify that the correct responses have been entered in element #s G3000-010, G3300-020.

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G3300-030	Qualified-GAAP-Change in Accounting Method	N			Mandatory if G3000-010 is Qualified.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must enter the number of occurrences of changes in accounting method in the line Change in Accounting Method (element # G3300-030 in the Details section for G3000-010). Zero is an acceptable value. Please verify that the correct responses have been entered in element #s G3000-010, G3300-030.
	X	X	X	X	G3300-040	Qualified-GAAP-Departures from GAAP	N			Mandatory if G3000-010 is Qualified.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must enter the number of occurrences of departures from GAAP in the line Departures from GAAP (element # G3300-040 in the Details section for G3000-010). Zero is an acceptable value. Please verify that the correct responses have been entered in element #s G3000-010, G3300-040.

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G3300-050	Qualified-GAAP-Inconsistently Applied GAAP	N			Mandatory if G3000-010 is Qualified.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must enter the number of occurrences of inconsistently applied GAAP in the line Inconsistently Applied GAAP (element # G3300-050 in the Details section for G3000-010). Zero is an acceptable value. Please verify that the correct responses have been entered in element #s G3000-010, G3300-050.
X	X	X	X	X	G3300-060	Qualified-GAAP-Omission	N			Mandatory if G3000-010 is Qualified. .	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must enter the number of occurrences of GAAP Omissions in the line GAAP - Omissions (element # G3300-060 in the Details section for G3000-010). Zero is an acceptable value. Please verify that the correct responses have been entered in element #s G3000-010, G3300-060.

Submission Type					Account Number	Account Title	Data Type	Neg Value Allowed (default is "No")	Mand. (default is "No")	Editing and Business Rules	Error Messages
Al	A2	U1	U2	U3							
X	X	X	X	X	G3400-010	Qualified-Indicator-Accounting Principles Used Caused the Financial Statements to be Materially Misstated	S			Mandatory if G3000-010 is Qualified. User must select 'Yes' or 'No'.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must select "Yes" or "No" in the line Accounting Principles Used Caused Financial Statements to be Materially Misstated (element # G3400-010 in the Details section for G3000-010). Please verify that the correct responses have been entered in element #s G3000-010, G3400-010.
X	X	X	X	X	G3400-020	Qualified-Inadequate Records Indicator	S			Mandatory if G3000-010 is Qualified. User must select 'Yes' or 'No'.	If you selected "Qualified Opinion" in the line Type of Audit Report (element # G3000-010), then you must select "Yes" or "No" in the line Inadequate Records (element # G3400-020 in the Details section for G3000-010). Please verify that the correct responses have been entered in element #s G3000-010, G3400-020.

5.   Data Collection Form - Note & Findings – Audited Submissions Only

<table>
<tr><th colspan="11">Note & Findings</th></tr>
<tr><th colspan="5">Submission Type</th><th>Account Number</th><th>Account Title</th><th>Account Definitions/Reporting Reference</th><th>Data Type</th><th>Negative Value Allowed</th><th>Mand.</th><th>Process Ref.</th><th>Editing and Business Rules</th></tr>
<tr><th>A1</th><th>A2</th><th>U1</th><th>U2</th><th>U3</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></tr>
<tr><td colspan="11" align="center">Notes (Footnotes)</td></tr>
<tr><td>X</td><td>X</td><td></td><td></td><td></td><td>G5000-010</td><td>Footnotes</td><td></td><td>S</td><td></td><td>Y</td><td>1.4.3</td><td></td></tr>
<tr><td colspan="13" align="center">Audit Information</td></tr>
<tr><td>X</td><td>X</td><td></td><td></td><td></td><td>G5100-010</td><td>Opinion on Supplemental Information</td><td></td><td>S</td><td></td><td>Y</td><td>1.4.4</td><td>User must select Unqualified Opinion, Qualified Opinion, Adverse Opinion, Disclaimer of Opinion, or No Opinion. This rule does not apply for a submission being filed as a component entity of a larger unit.</td></tr>
<tr><td>X</td><td>X</td><td></td><td></td><td></td><td>G5100-020</td><td>Opinion on Supplemental Information Narrative</td><td></td><td>S</td><td></td><td>Y</td><td>1.4.4</td><td>User must first select an opinion type (G5100-010) in order to attach a file. This rule does not apply for a submission being filed as a component entity of a larger unit.</td></tr>
<tr><td colspan="13" align="center">Audit Findings</td></tr>
<tr><td>X</td><td></td><td></td><td></td><td></td><td>G5200-010</td><td>Audit Finding</td><td></td><td>S</td><td></td><td>Y</td><td>1.4.3</td><td></td></tr>
<tr><td colspan="13" align="center">Action Plan</td></tr>
<tr><td>X</td><td></td><td></td><td></td><td></td><td>G5300-010</td><td>Corrective Action Plan</td><td></td><td>S</td><td></td><td></td><td>1.4.3</td><td></td></tr>
</table>