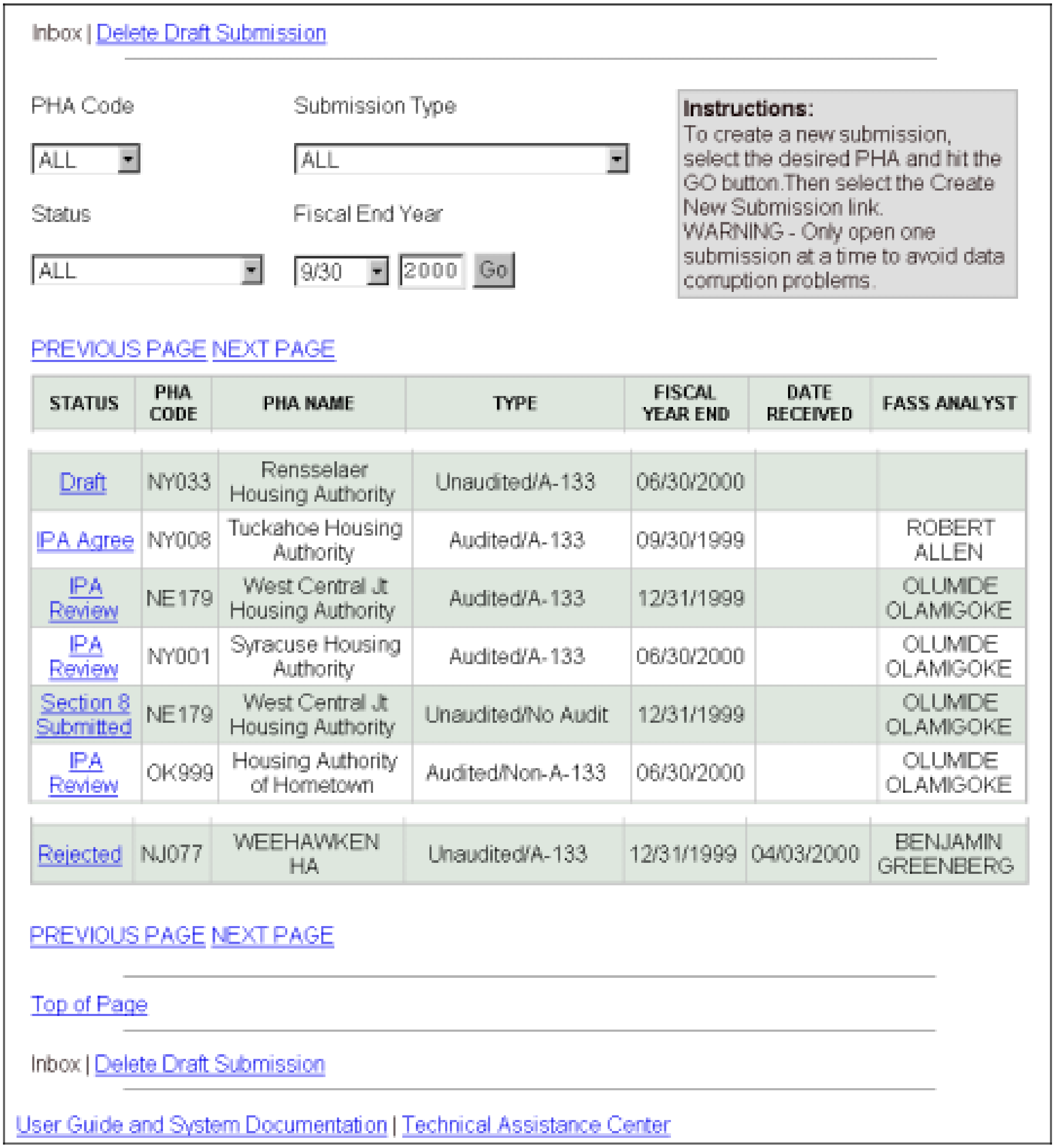
Chapter 5: Creating Financial Submissions

Inbox Page

The **Inbox** page is the first page in FASS-PH. The table on the **Inbox** page displays all financial data submissions assigned to the authorized user to date. The table may be blank the first time you access FASS-PH; data submissions cannot be displayed until they are created in the system.



Inbox | Delete Draft Submission

PHA Code: ALL
Submission Type: ALL
Status: ALL
Fiscal End Year: 9/30 2000 Go

Instructions:
To create a new submission, select the desired PHA and hit the GO button.Then select the Create New Submission link.
WARNING - Only open one submission at a time to avoid data corruption problems.

PREVIOUS PAGE NEXT PAGE

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Draft	NY033	Rensselaer Housing Authority	Unaudited/A-133	06/30/2000		
IPA Agree	NY008	Tuckahoe Housing Authority	Audited/A-133	09/30/1999		ROBERT ALLEN
IPA Review	NE179	West Central Jt Housing Authority	Audited/A-133	12/31/1999		OLUMIDE OLAMIGOKE
IPA Review	NY001	Syracuse Housing Authority	Audited/A-133	06/30/2000		OLUMIDE OLAMIGOKE
Section 8 Submitted	NE179	West Central Jt Housing Authority	Unaudited/No Audit	12/31/1999		OLUMIDE OLAMIGOKE
IPA Review	OK999	Housing Authority of Hometown	Audited/Non-A-133	06/30/2000		OLUMIDE OLAMIGOKE
Rejected	NJ077	WEEHAWKEN HA	Unaudited/A-133	12/31/1999	04/03/2000	BENJAMIN GREENBERG

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Inbox | Delete Draft Submission

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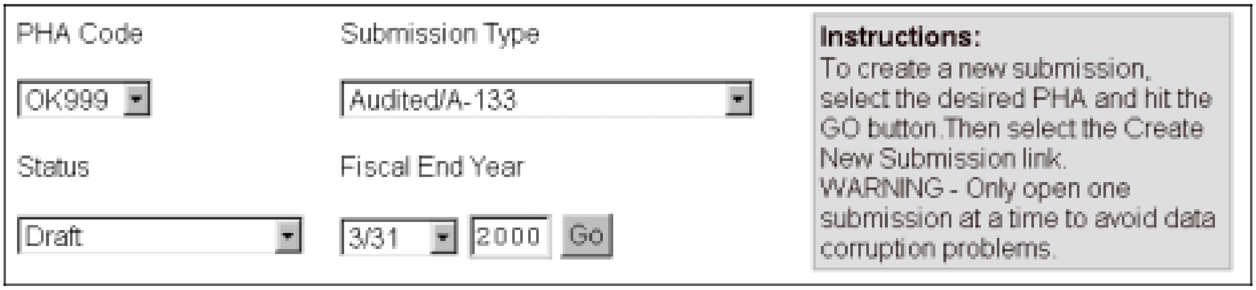
The table shows the *Status, PHA Code, PHA Name, Type, Fiscal Year End, Date Received,* and *FASS-PHA Analyst* for each submission. The table displays 20 rows at a time. Use the scroll bar to view the entire page, if necessary. Use the Previous Page and Next Page links to view the next or previous rows in the table.

To sort the table:



The submission table on the **Inbox** page can be sorted *by PHA Code, Submission Type, Status,* and *Fiscal End Year* (month and date). Click on the right Arrow buttons in the fields to view a list of selections. Click on the appropriate selections. Then click on the Go button. The table is sorted based on the selected criteria.

Submission Status

The two status categories for FASS-PH submissions are *Interim* and *Final*. An *Interim* status identifies where a submission is in the financial assessment process and indicates the next action to be performed on the submission. *Final* status indicates that the financial assessment of the submission has been completed by REAC. Submission status is defined as:

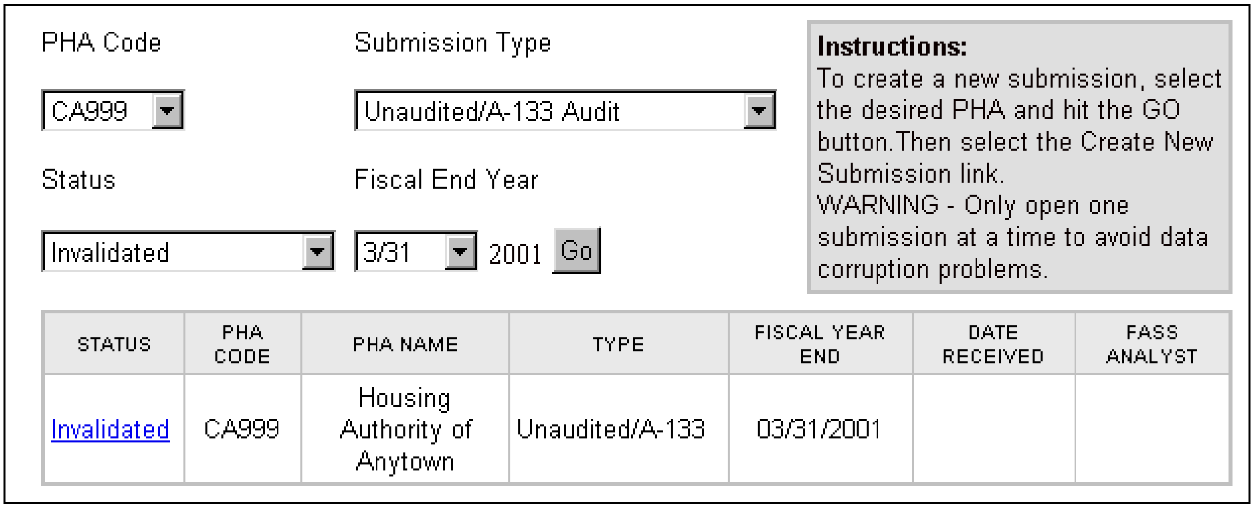
FASS-PH Submission Status	
Interim Status	***Definition***
Draft	The submission has been created but has not been submitted for review.
Invalidated	The submission has been created and submitted, and REAC assigned an unapproved status that had a previous status of approved.* *When an approved submission is invalidated, a letter is sent to the PHA.
IPA Review	The submission has been completed by the PHA and is ready for IPA review.
IPA Disagree	The IPA has reviewed the submission and has not agreed that all items are exactly as shown in the hard copy audit report for the PHA. The submission is ready for the PHA to make the necessary corrections. Once corrections have been made and data has been resubmitted, the status changes to “IPA Review.”
IPA Agree	The IPA has reviewed the submission and has agreed that all items are exactly as shown in the audit report for the PHA. The audited submission is now ready for the PHA to submit to REAC (allow approximately 24 hours).
Ready for Scoring	The submission is ready for scoring in the FASS-PH system.
Review	The PHA has sent the submission to REAC. It has been scored and assigned to a REAC FASS-PH Team Analyst for review.
Final Status	***Definition***
Approved	The submission has been approved by REAC.
Rejected	The submission has been rejected by REAC. A letter concerning reason(s) for the rejection will be sent to the PHA.
Section 8 Submitted	Indicates a submission from a Section 8 entity.

Each submission has a set of data entry pages. Once a submission has been created, you can access the data entry pages by clicking on the underlined link (e.g., Draft) in the *Status* column.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Draft	CA035	Housing Authority of the City of San Buenaventura	Unaudited/A-133	09/30/1998		

Invalidated Status

The “Invalidated” status is a new status with Release 6.0 which allows a submission that previously had an “Approved” status, to be given an “Invalidated” (or unapproved) status by the REAC Project Manager. When the Inbox reflects the status of a submission as “Invalidated,” the PHA creates a new submission for that fiscal year (same submission type) and resubmits. The user views the “Invalidated” submission by selecting the Invalidated link in the Status column.



Submission Types

The three categories of submission types are *Unaudited*, *Audited* and *Requests*. *Unaudited* submissions are due to REAC within 2 months of the PHA's fiscal year end. If an audit is required (and Unaudited/A-133 or Unaudited/non A-133 is selected), the *Audited* submission is then due to REAC within 9 months of the PHA's fiscal year end (FYE). *Requests* are submitted to REAC when circumstances impede the electronic submission of financial data to REAC. Submission types are defined in the table below.

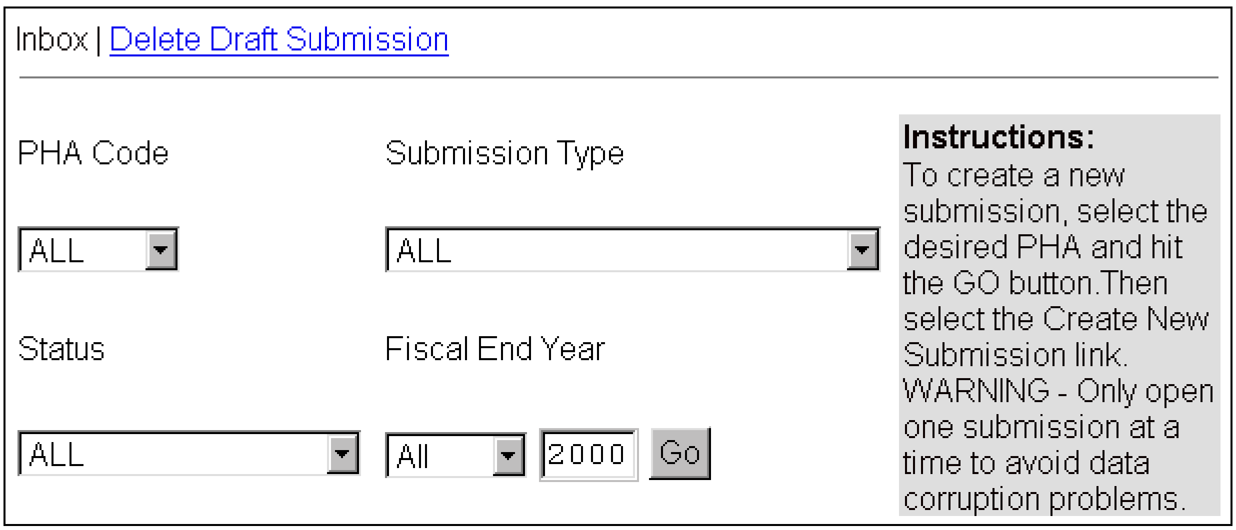
FASS-PH Submission Types	
Unaudited (submitted within 2 months of FYE)	***Definition***
Unaudited/A-133 Audit	Annual federal funding to the PHA is > or = $300,000, which mandates completion of an OMB Circular A-133 audit.
Unaudited/Non A-133 Audit	Annual federal funding to the PHA is < $300,000, and the PHA expects to complete an audit.
Unaudited/No Audit	Annual federal funding to the PHA is < $300,000, and no audit is mandated or chosen.
Audited (submitted within 9 months of FYE)	***Definition***
Audited/A-133 Audit	Annual federal funding to the PHA is > or = $300,000, and an OMB Circular A-133 audit was completed.
Audited/Non A-133 Audit	Annual federal funding to the PHA is < $300,000, and an audit was completed.
Requests	***Definition***
Unusual Circumstances Request	Can only be made for an original *Unaudited* submission. Request is due 15 days before the unaudited submission due date. Status of the request displays on **Inbox** page.
Manual Submission Request	Must be made by U.S. mail to the REAC Technical Assistance Center. Request is due 60 days before the unaudited submission due date. Status of the request displays on **Inbox** page.

Creating New Submissions

The table on the **Inbox** page is empty until submissions are created in the system. Users create a new submission by selecting the *PHA Code* at the top of the **Inbox** page and clicking on the Go button. The underlined Create New Submission link then displays at the top of the **Inbox** page, allowing users to create a new submission. This link accesses the **PHA Info** pages where users select submission criteria. Based on the selected submission criteria, the system generates the appropriate financial data entry pages. Once a submission is created, it is listed on the **Inbox** page as "Draft." Submissions can only be created for previous fiscal years after the fiscal year end date.

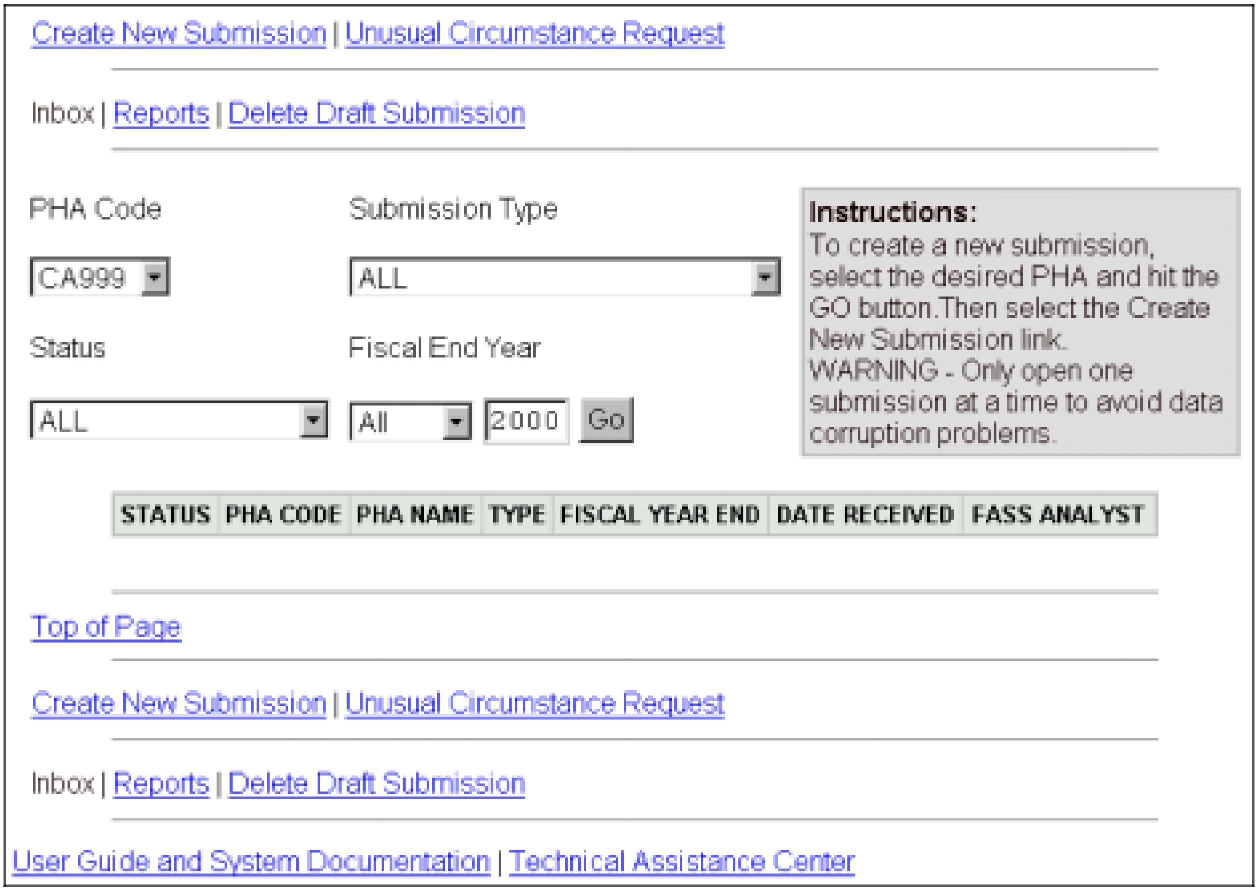
To create a new submission:

1. At the top of the **Inbox** page, select a *PHA Code* using the drop-down menu. Only the PHAs to which the user is assigned display.



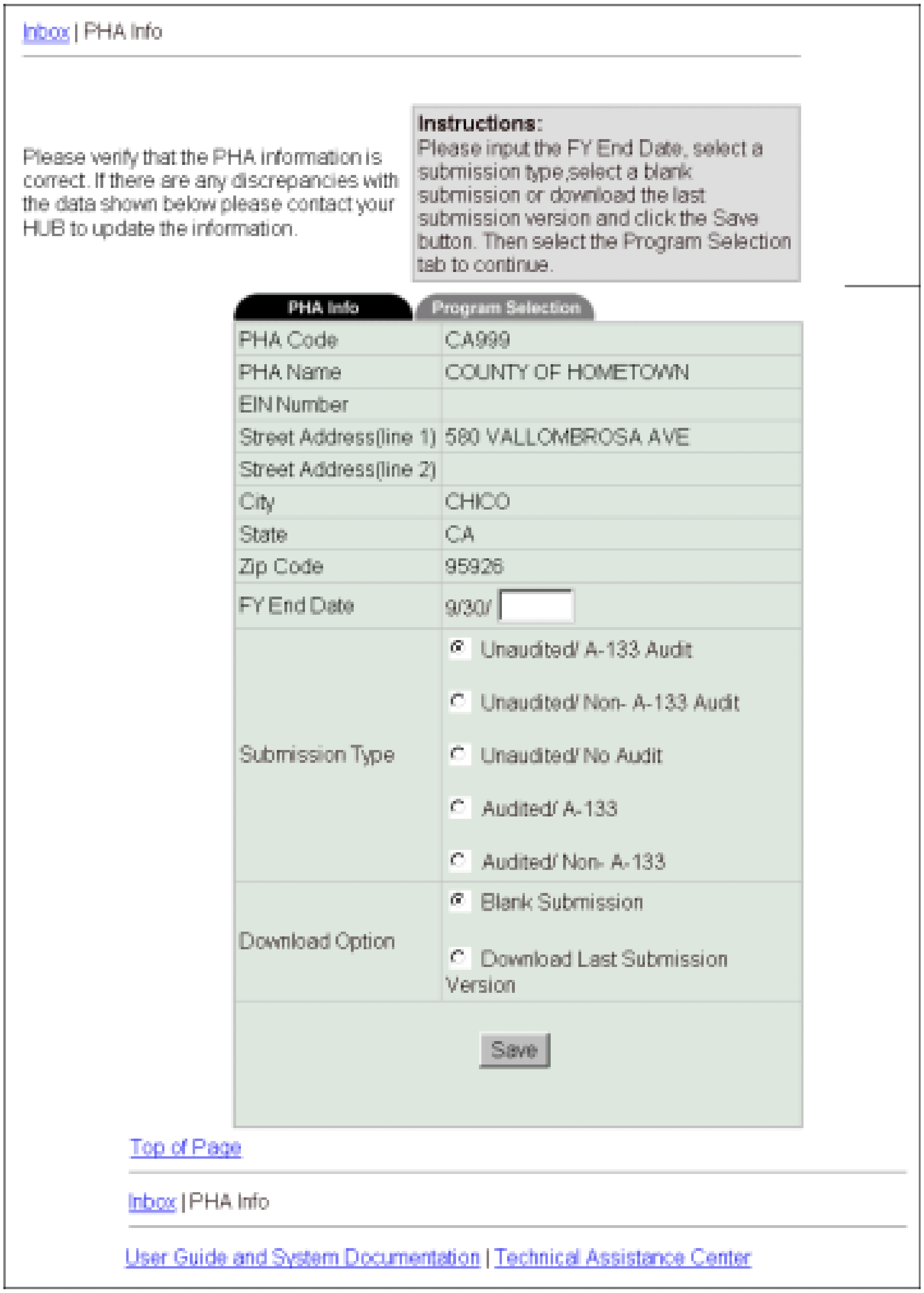
2. Click the Go button. An underlined Create New Submission link displays at the top and bottom of the **Inbox** page.

3. Click on the underlined <u>Create New Submission</u> link to continue to the **PHA Info** page.



PHA Info Page

The **PHA Info** page allows users to verify and enter basic information about a PHA and the type of programs under which they are funded. Based on this information, the system generates the appropriate data entry pages for the user to complete and submit to HUD. The **PHA Info** page contains two tabs – **PHA Info** and **Program Selection**. Users can change tab pages by clicking on the tab names. A tab page is active if the tab name appears in dark bold. Remember to save your work before leaving a page. To avoid losing work, use the underlined system links to move from page to page, instead of the browser Back and Forward buttons.



Inbox | PHA Info

Please verify that the PHA information is correct. If there are any discrepancies with the data shown below please contact your HUB to update the information.

Instructions:
Please input the FY End Date, select a submission type,select a blank submission or download the last submission version and click the Save button. Then select the Program Selection tab to continue.

PHA Info | Program Selection

PHA Code	CA999
PHA Name	COUNTY OF HOMETOWN
EIN Number	
Street Address(line 1)	580 VALLOMBROSA AVE
Street Address(line 2)	
City	CHICO
State	CA
Zip Code	95926
FY End Date	9/30/
Submission Type	Unaudited/ A-133 Audit Unaudited/ Non- A-133 Audit Unaudited/ No Audit Audited/ A-133 Audited/ Non- A-133
Download Option	Blank Submission Download Last Submission Version

Save

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Inbox | PHA Info

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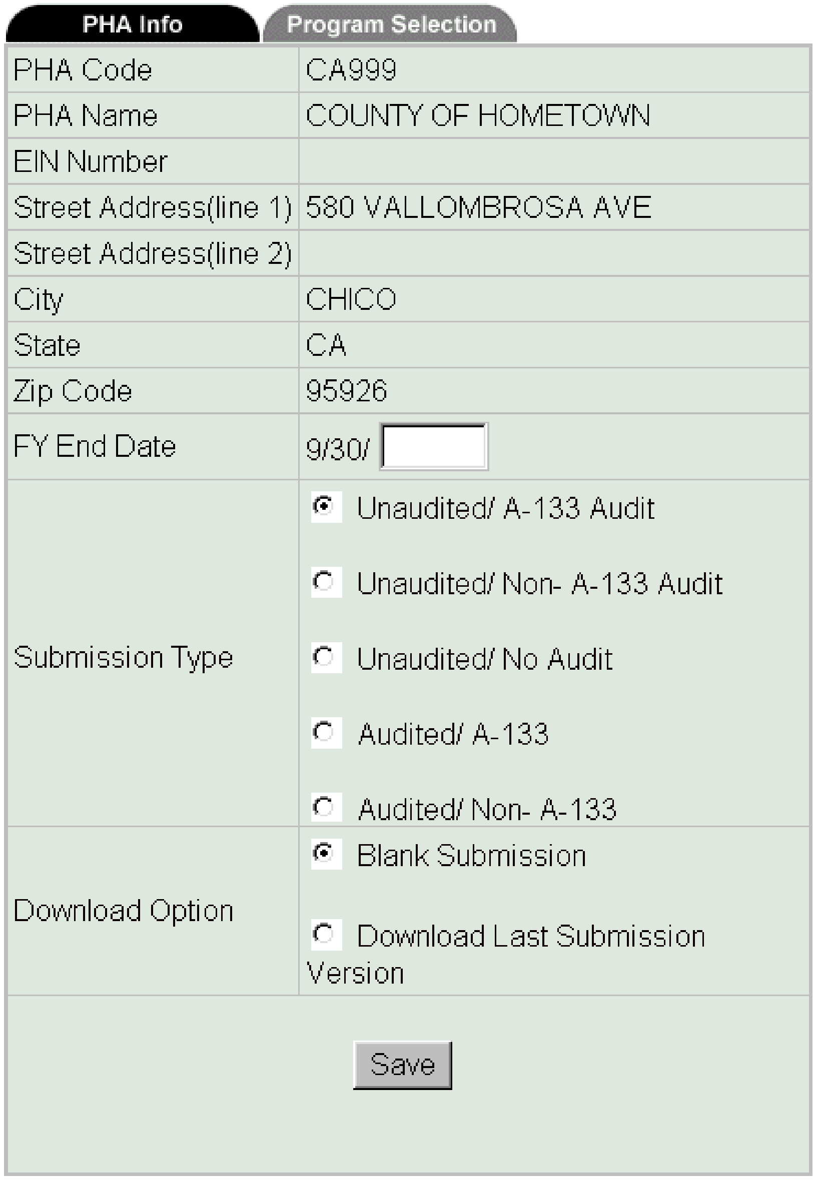
PHA Info Tab

The **PHA Info** tab contains basic information about the PHA, including name, PHA code, address, and fiscal year end date. To create a new submission in the system, you must enter a *Fiscal Year End Date* and select the appropriate *Submission Type* and *Download Option*.


PHA Info | Program Selection

PHA Code	CA999
PHA Name	COUNTY OF HOMETOWN
EIN Number	
Street Address(line 1)	580 VALLOMBROSA AVE
Street Address(line 2)	
City	CHICO
State	CA
Zip Code	95926
FY End Date	9/30/
Submission Type	Unaudited/ A-133 Audit Unaudited/ Non- A-133 Audit Unaudited/ No Audit Audited/ A-133 Audited/ Non- A-133
Download Option	Blank Submission Download Last Submission Version

Save

*To complete the **PHA Info** tab:*

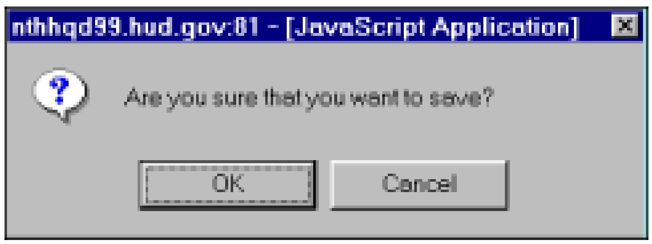
1. For the **PHA Info** tab on the **PHA Info** page, enter a four-digit fiscal year end date in the *FY End Date* field.

2. Select a *Submission Type* by clicking on the appropriate radio button. An Unaudited submission must be created in the system before an Audited submission can be created.

3. Also select a *Download Option* by clicking on the appropriate radio button. Users can either download a new submission or the last submission.

4. Click on the Save 

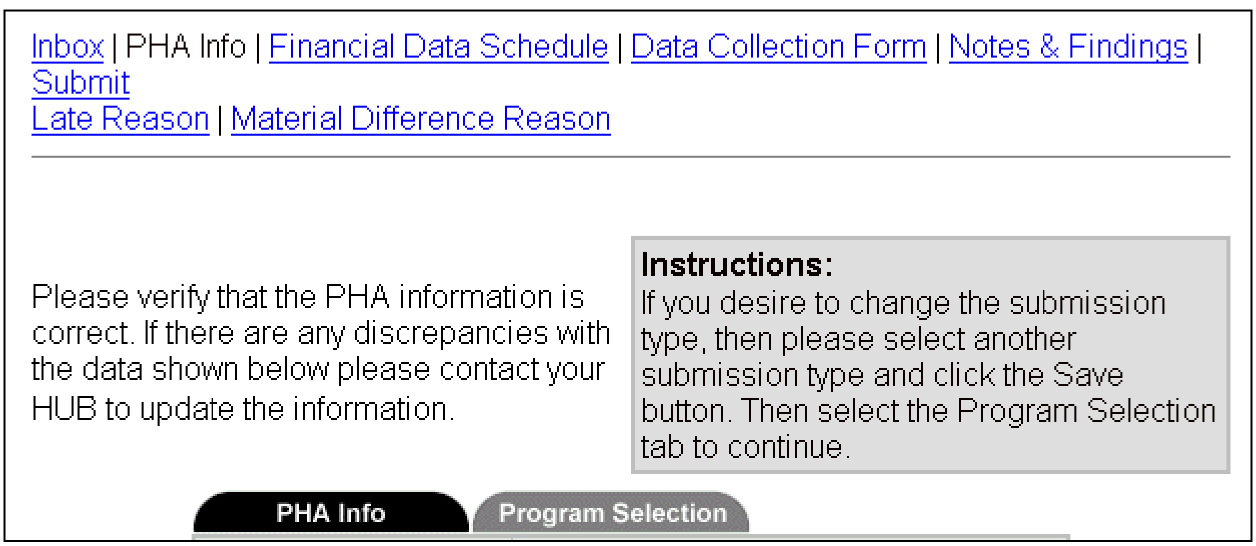
button to save the information in the system. A confirmation message displays.



5. Click on the OK 

button to close the message and create a new submission in the system. Additional links display at the top and bottom of the page. Otherwise, click the Cancel 

button to cancel the action.



➠ *NOTE: Audited submissions display an additional Notes and Findings link.*

6. To change the submission type after creating a new submission, click on the appropriate radio button to select the new *Submission Type*. When changing the submission type, you can only change the type of audit required, not from Unaudited to Audited, or vice versa.

7. Click on the Save 

button to save the new *Submission Type* in the system. A confirmation message displays.

8. Click on the OK 

button to close the message and information in the system. Otherwise, click the Cancel 

button to cancel the action.

9. Click on the **Program Selection** tab name at the top of the table to continue to the **Program Selection** tab page.

Program Selection Tab

The **Program Selection** tab includes a list of federal programs that provide funding to PHAs. New generic programs (circled below) were added to the **Program Selection** page in Release 6.0. The "Other Federal Programs" 1, 2, and 3 do not have numbers listed in the CFDA column. These programs can be used when a federal program does not have a CFDA number, and the user is unable to find the program by using the "Add a Program" function. See page 5-15 for instructions on adding programs. These three programs will be included on the Data Collection Form Report, but the program name and numbers will be blank. Users select the programs funding their PHA by clicking the appropriate checkboxes in the *Select* column.

PHA Info | Program Selection

CFDA#	NAME OF PROGRAM	SELECT
14.182	N/C S/R Section 8 Programs	☐
14.850a	Low Rent Public Housing	☐
14.850b	Development	☐
14.852	Public Housing_Comprehensive Improvement Assistance Program	☐
14.853	Public Housing_Tenant Opportunities Program	☐
14.854	Public and Indian Housing Drug Elimination Program	☐
14.855	Section 8 Rental Voucher Program	☐
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	[Details]
14.857	Section 8 Rental Certificate Program	☐
14.858	Hope I	☐
14.859	Public Housing_Comprehensive Grant Program	☐
14.860	Head Start Public Housing Early Childhood/Development Demonstration	☐
14.861	PIH - Family Investment Corporation	☐
14.863	PIH - Youth Sports Program	☐
14.864	Economic Development and Supportive Services Program	☐
14.866	Revitalization of Severely Distressed Public Housing	☐
14.868	New Approach Anti-Drug Grants	☐
14.871	Housing Choice Vouchers	☐
14.872	Public Housing Capital Fund Program	☐
	Other Federal Program 1	☐
	Other Federal Program 2	☐
	Other Federal Program 3	☐
	Business Activities	☐
	State/Local	☐
	Internal Service Fund	☐
	General Fixed Assets Account Group	☐
	General Long-Term Debt Account Group	☐
	Fiduciary	☐
	Component Units	☐
	Debt Service Fund	☐

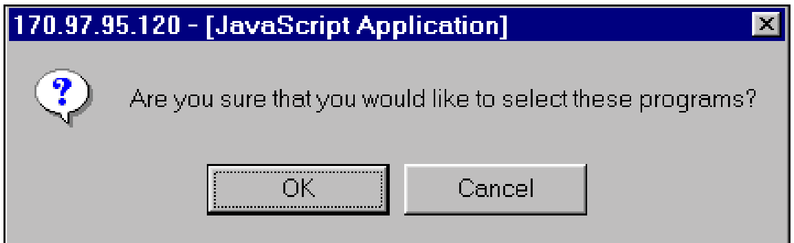
Save | Reset

Add a Program

To select federal programs:

1. For the **Program Selection** tab on the **PHA Info** page, click in the checkboxes in the *Select* column to select the federal program(s) under which the PHA receives funding. A checkmark ✔ appears in the box. Click in the checkbox again to deselect the program. Check as many programs as are applicable.

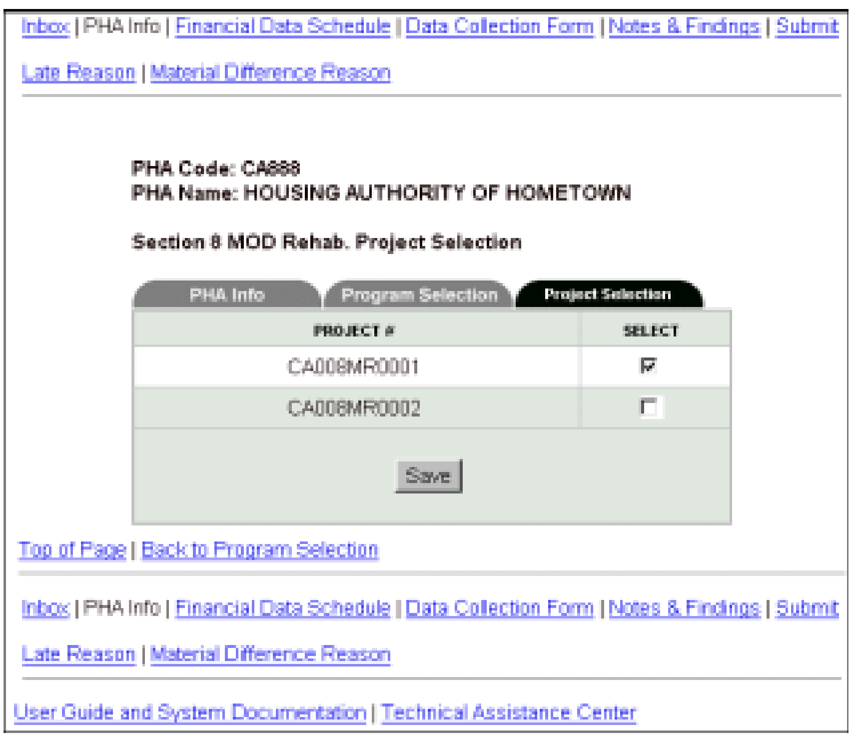
2. Click on the Save button to save the data in the system. A confirmation message displays.



3. Click on the OK button to save your data, or the Cancel button to cancel.

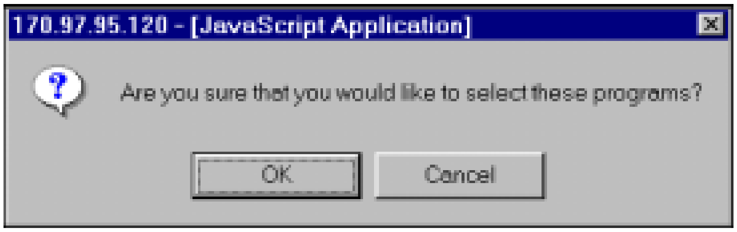
4. Use the Reset button to reset all entries to the last save, if necessary.

5. Some programs may require users to identify a specific project(s). Click on the underlined <u>Details</u> link in the *Select* column. The **Project Selection** tab page displays.



6. Click in the checkbox to select the applicable project(s).

7. Click on the Save button to save the data in the system. A confirmation message displays.



8. Click on the OK button to save your data or the Cancel button to cancel.

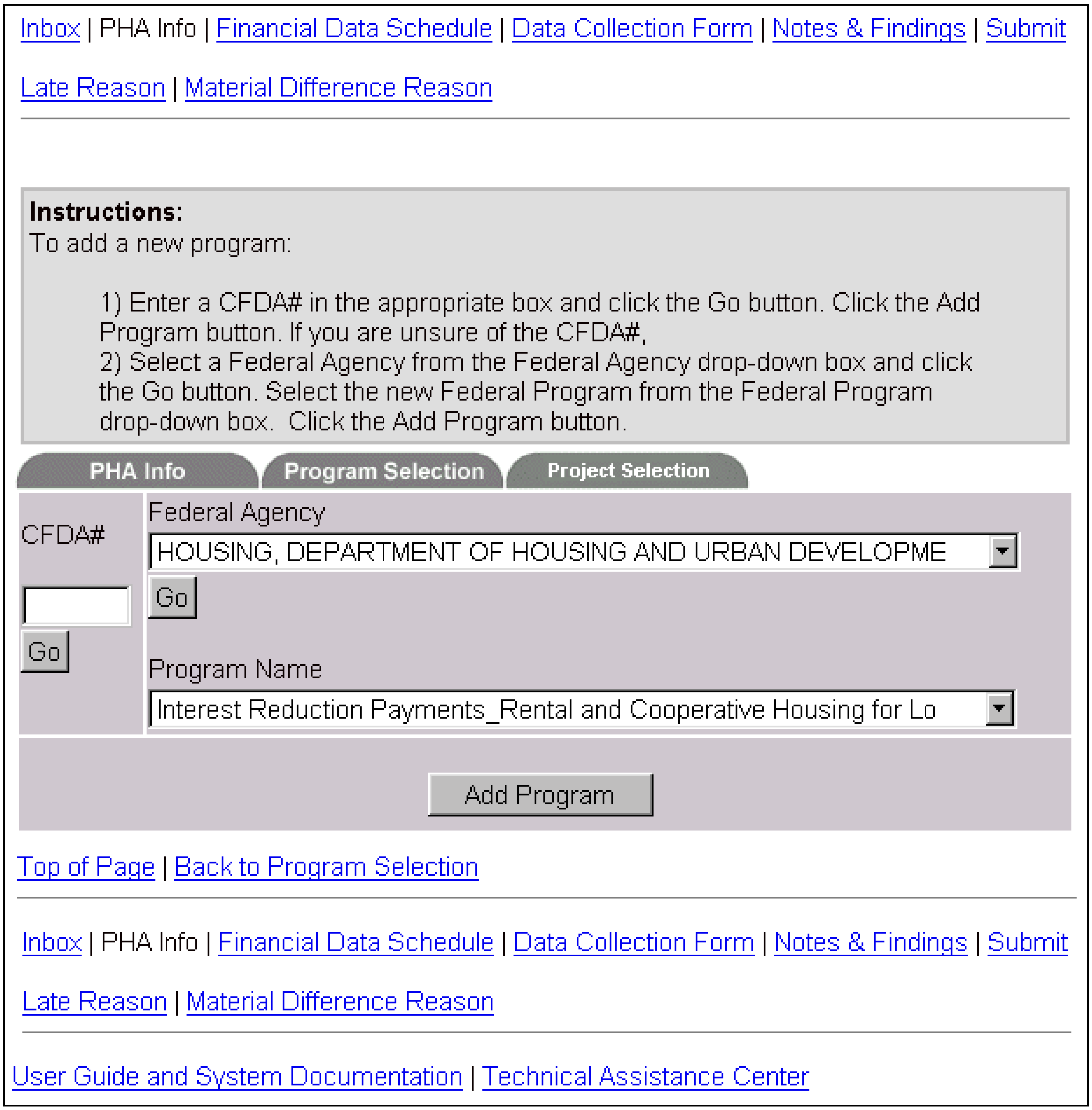
9. Click on the underlined Back to Program Selection link at the bottom of the page to return to the **Program Selection** tab page.

Adding Programs

Programs can be added if they do not appear on the **Program Selection** tab. Use the Add a Program link at the bottom of the page to add programs to the list.

To add a program to the list:

1. At the bottom of the **Program Selection** tab of the **PHA Info** page, click on the underlined Add a Program link to add a program not included in the list. The **Add Program** page displays.



Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit

Late Reason | Material Difference Reason

Instructions:
To add a new program:

1) Enter a CFDA# in the appropriate box and click the Go button. Click the Add Program button. If you are unsure of the CFDA#,
2) Select a Federal Agency from the Federal Agency drop-down box and click the Go button. Select the new Federal Program from the Federal Program drop-down box. Click the Add Program button.

PHA Info | Program Selection | Project Selection

CFDA#
Go

Federal Agency
HOUSING, DEPARTMENT OF HOUSING AND URBAN DEVELOPME
Go

Program Name
Interest Reduction Payments_Rental and Cooperative Housing for Lo

Add Program

Top of Page | Back to Program Selection

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Late Reason | Material Difference Reason

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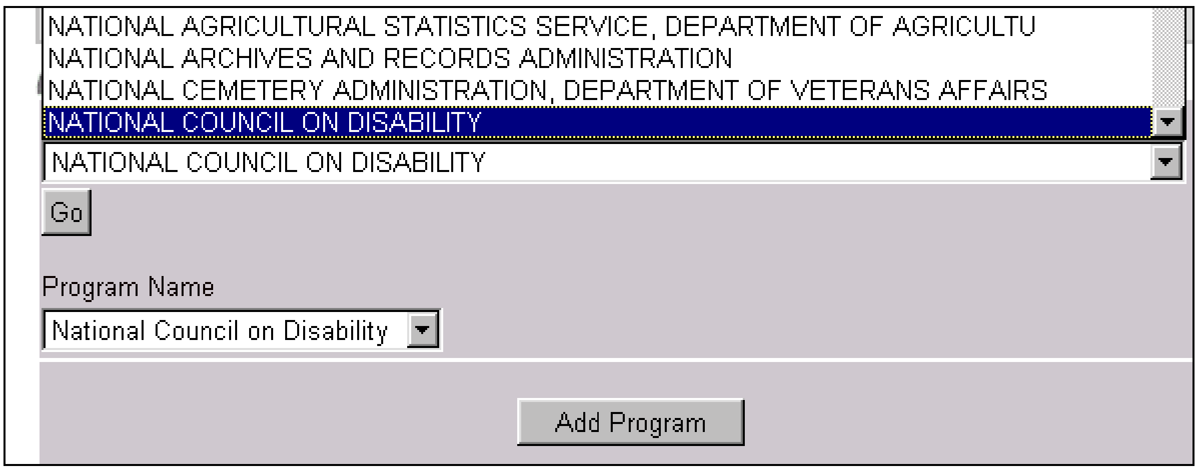
2. If you know the *CFDA#* of the program you wish to add, enter it in the blank field. Then, click on the Go  button. Skip to Step #6.

3. If you don't know the *CFDA #,* click on the right Arrow  button to view a list of *Federal Agencies*.

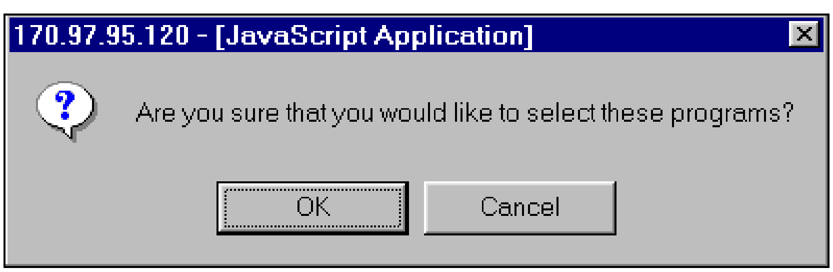
4. Click on an agency to select it, then click on the Go  button. A list of programs displays in the *Program Name* field.

5. Click on the drop-down menu to view a list of *Program Names*. Click on a program to select it.



6. Finally, click on the Add Program  button to add the program and return to the **Program Selection** tab page. A checked box displays next to the new program indicating that it was automatically selected.

7. Click on the Save  button to save the data in the system. A confirmation message displays.



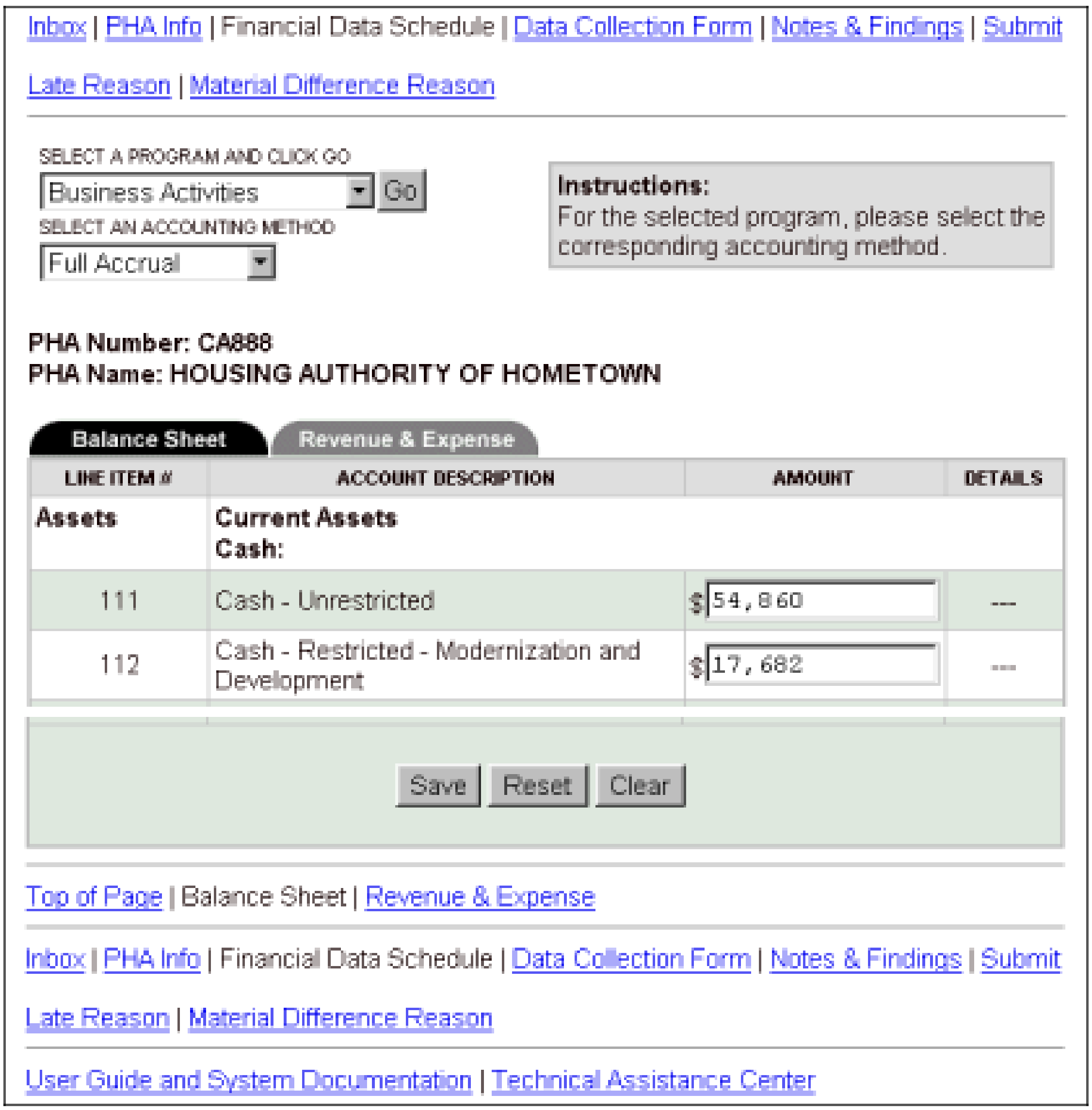
8. Click on the OK  button to save your data or the Cancel  button to cancel.

9. After selecting and saving all the applicable programs, click on the underlined Financial Data Schedule link at the top of the **PHA Info** page to continue to the **Financial Data Schedule** page.

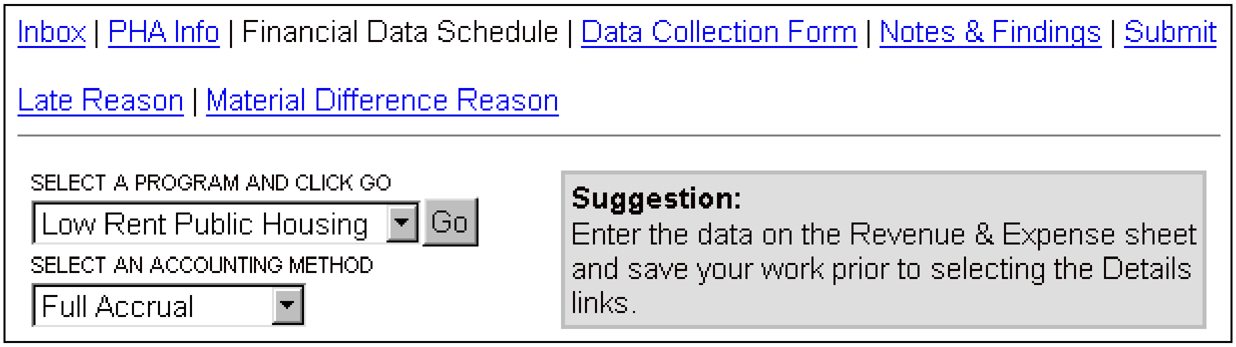
Financial Data Schedule Page

The **Financial Data Schedule** page allows users to enter financial data for each of the federal programs selected on the **PHA Info** page. Use the scroll bar to view the entire page. The **Financial Data Schedule** page contains two tabs – the **Balance Sheet** tab and the **Revenue & Expense** tab. Users enter specific line item amounts in the fields on these two tab pages.

Remember to save your entries frequently using the Save [Save] button at the bottom of the table. To change tab pages, click on the tab names at the top of the table, or click on the links at the bottom of the table.



To select a federal program:



1. At the top of the **Financial Data Schedule** page, click on the right Arrow button in the *Select a Program* field to view a list of programs. Click on the program name in the list to select it and create a data entry page for that program.

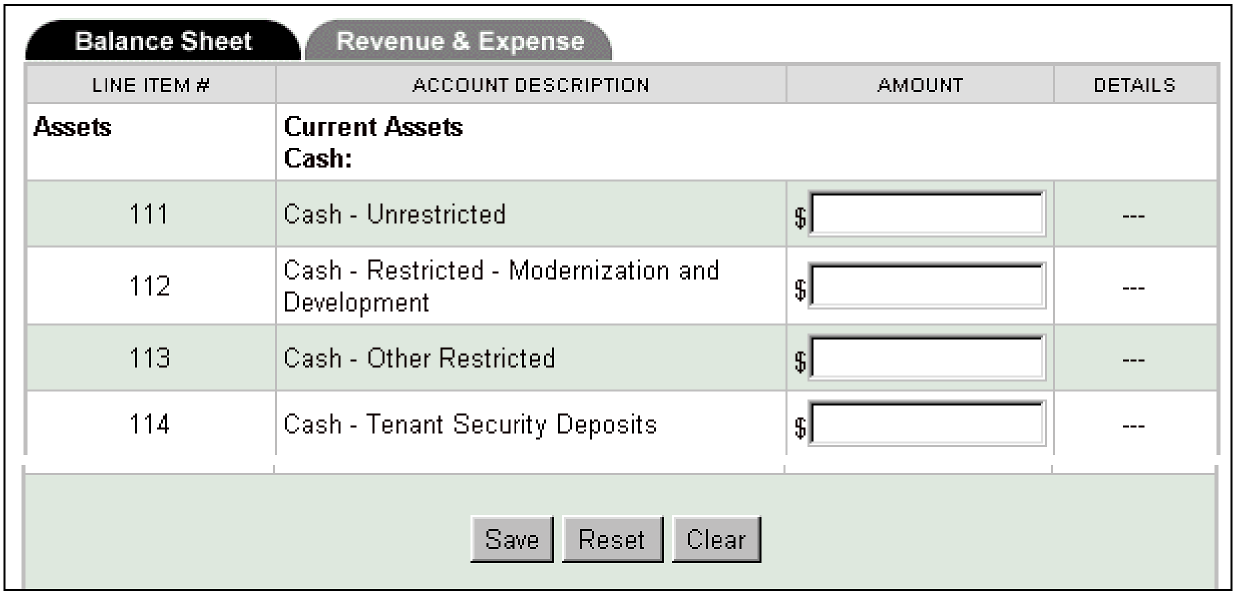
2. Click on the Go button to create a **Financial Data Schedule** data entry page based on the selected criteria. The appropriate **Financial Data Schedule** page displays showing the **Balance Sheet** tab (see next page).

✏ *NOTE: Some line items on the FDS have changed since previous releases. For more information on line items, please refer to **the FDS Line Definitions and Crosswalk Guide**. A link to download this guide is available at the bottom of the FASS-PH page.*

3. Click on the drop-down menu to select an *Accounting Method*.

Balance Sheet Tab

The **Balance Sheet** tab lists specific line items for assets, liabilities, and equity. Users enter data in the blank fields. The example only shows portions of the page.



*To enter data on the **Balance Sheet** tab*:

1. At the **Balance Sheet** tab on the **Financial Data Schedule** page, enter each line item amount in the blank fields in the *Amount* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields.

2. Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

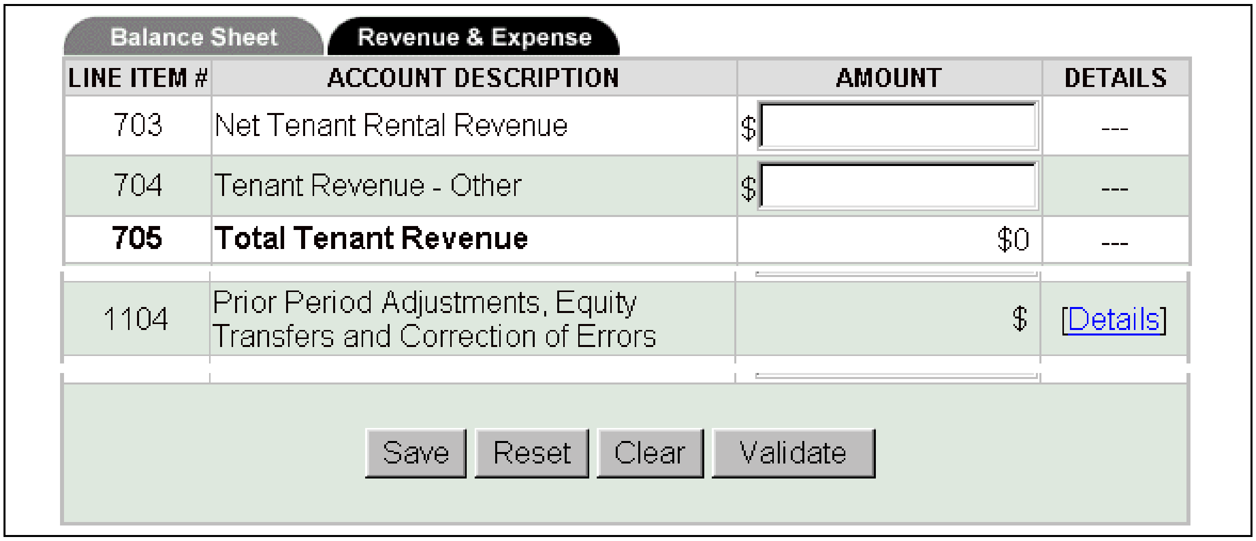
3. Use the Reset button to reset all entries to the last save, if necessary. Use the Clear button to clear all the fields on the page.

4. Click on the **Revenue & Expense** tab at the top of the table or the Revenue & Expense link at the bottom of the table to continue to the **Revenue & Expense** tab page.

Revenue & Expense Tab

The **Revenue & Expense** tab lists specific line items for revenues and expenses. Users enter financial data in the blank fields. Some line items pertaining to grant programs have underlined [Details] links to additional pages requesting more information. Be advised that specific detail links vary depending on the programs selected when you created your submission. Grant programs include:

- 14.850b - Development
- 14.852 - CIAP
- 14.859 - CGP
- 14.866 - HOPE VI
- 14.854 - PIH Drug Elimination Program
- 14.853 - Public Housing - Tenant Opportunities Program
- 14.858 - Hope I
- 14.860 - Head Start Public Housing Early Childhood/Development Demonstration
- 14.861 - PIH - Family Investment Centers Program
- 14.863 - PIH - Youth Sports Program
- 14.864 - Economic Development and Supportive Services Program
- 14.868 - New Approach Anti- Drug Grants



*To enter data on the **Revenue & Expense** tab:*

1. At the **Revenue & Expense** tab on the **Financial Data Schedule** page, enter each line item amount in the blank fields in the *Amount* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields.

2. Click on the Save  button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

3. Use the Reset  button to reset all entries to the last save, if necessary. Use the Clear  button to clear all the fields on the page.

4. Some program line items require users to provide additional account details. Click on the [Details] link in the *Details* column. A save reminder message displays.

5. Click on the OK  button to continue, or click on the Cancel  button to close the box and save your work before continuing. The appropriate **Details** page displays. In this example, the **Prior Period Adjustments, Equity Transfers and Correction of Errors Details** page displays.

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
Late Reason | Material Difference Reason

Program#: 14.850a - Low Rent Public Housing
Line Item# :1104 - Prior Period Adjustments, Equity Transfers and Correction of Errors

Instructions:
Enter the account descriptions and account values for the associated line items.

Account Details | Back to Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
1104-010		$
1104-020		$
1104-030		$
1104-040		$
1104-050		$
1104-060		$
1104-070		$
1104-080		$
1104-090		$
1104-100		$
1104-110	All Others	$
	Total Prior Period Adjustments	$0

Save Reset Clear

Top of Page | Back to Revenue & Expense

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
Late Reason | Material Difference Reason

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6. Enter the financial information requested in the blank fields. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields.

➠ *NOTE: The account description fields allow a maximum of 24 characters.*

7. Click on the Save [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

8. Use the Reset [Reset] button to reset all entries to the last save, if necessary. Use the Clear [Clear] button to clear all the fields on the page.

9. Click on the Back to Revenue & Expense link to return to the **Revenue & Expense** tab.

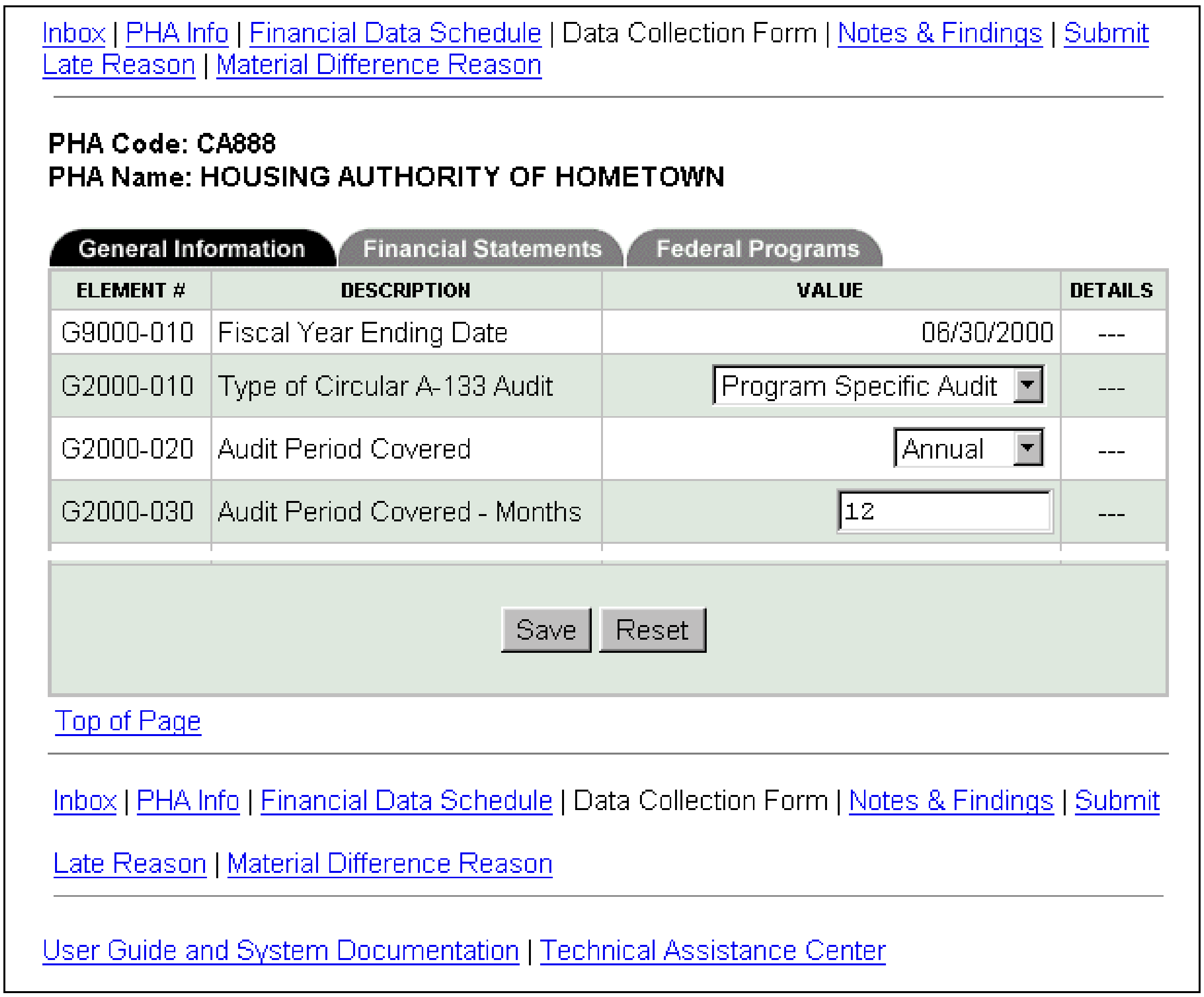
10. After completing all the fields on the page, click on the Validate [Validate] button. The system validates the data entered against the business rules and displays any errors. Correct errors prior to continuing to the next program. All programs must be successfully validated before data can be submitted.

11. If the program has been validated successfully, select the next federal program. Repeat the process for entering financial data on the **Balance Sheet** and **Revenue & Expenses** tabs for each federal program under which the PHA receives funding.

12. After completing the data entry on the **Financial Data Schedule** page, click on the Data Collection Form link at the top or bottom of the page to continue to the **Data Collection Form** page.

Data Collection Form Page

The **Data Collection Form** page allows users to enter general contact and basic information about the PHA's financial statement. These pages are customized based on the submission type. Use the scroll bar to view the entire page. The **Data Collection Form** page contains three tabs: the **General Information** tab, the **Financial Statements** tab, and the **Federal Programs** tab. On the tab pages, remember to save your entries frequently using the Save button at the bottom of the table. To change tab pages, click on the tab name at the top of the table.



Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
Late Reason | Material Difference Reason

PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G9000-010	Fiscal Year Ending Date	06/30/2000	---
G2000-010	Type of Circular A-133 Audit	Program Specific Audit	---
G2000-020	Audit Period Covered	Annual	---
G2000-030	Audit Period Covered - Months	12	---

Save Reset

Top of Page

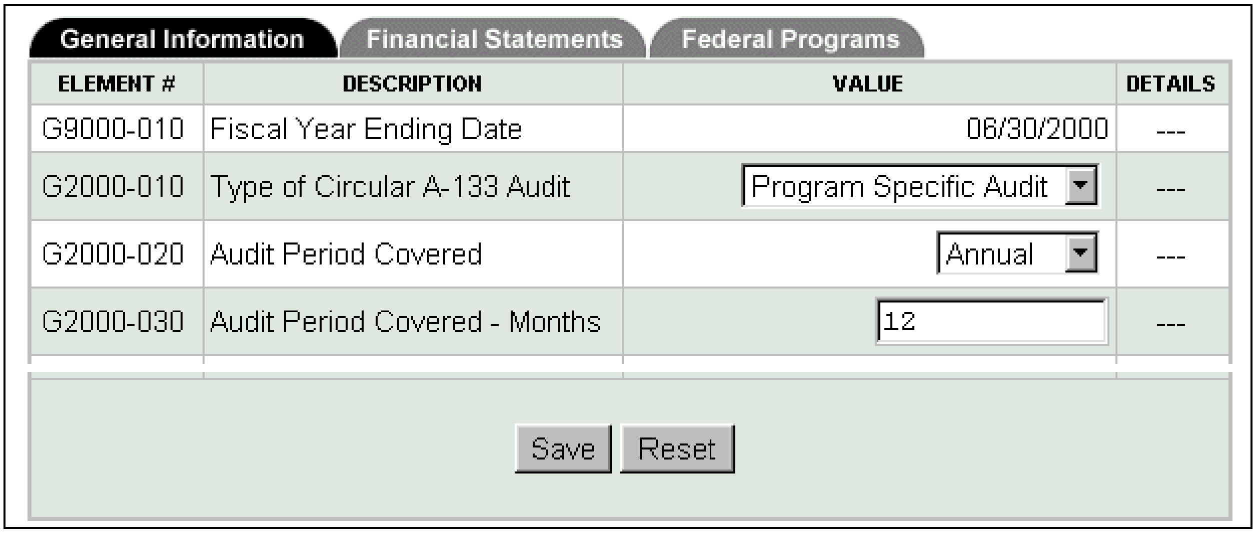
Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit

Late Reason | Material Difference Reason

User Guide and System Documentation | Technical Assistance Center

General Information Tab

The **General Information** tab requests basic background information about the PHA, including fiscal year and audit information (if applicable). Users enter data in the blank fields.



*To enter data on the **General Information** tab:*

1. For the **General Information** tab on the **Data Collection Form** page, enter values for each *Element #* in the *Value* fields. Use the scroll bar to view the entire page, if necessary.

2. Some *Value* fields have drop-down menus from which users select values. To select a value from a list, click on the right Arrow button in the *Value* field. A list of options displays. Click on an option to select it.

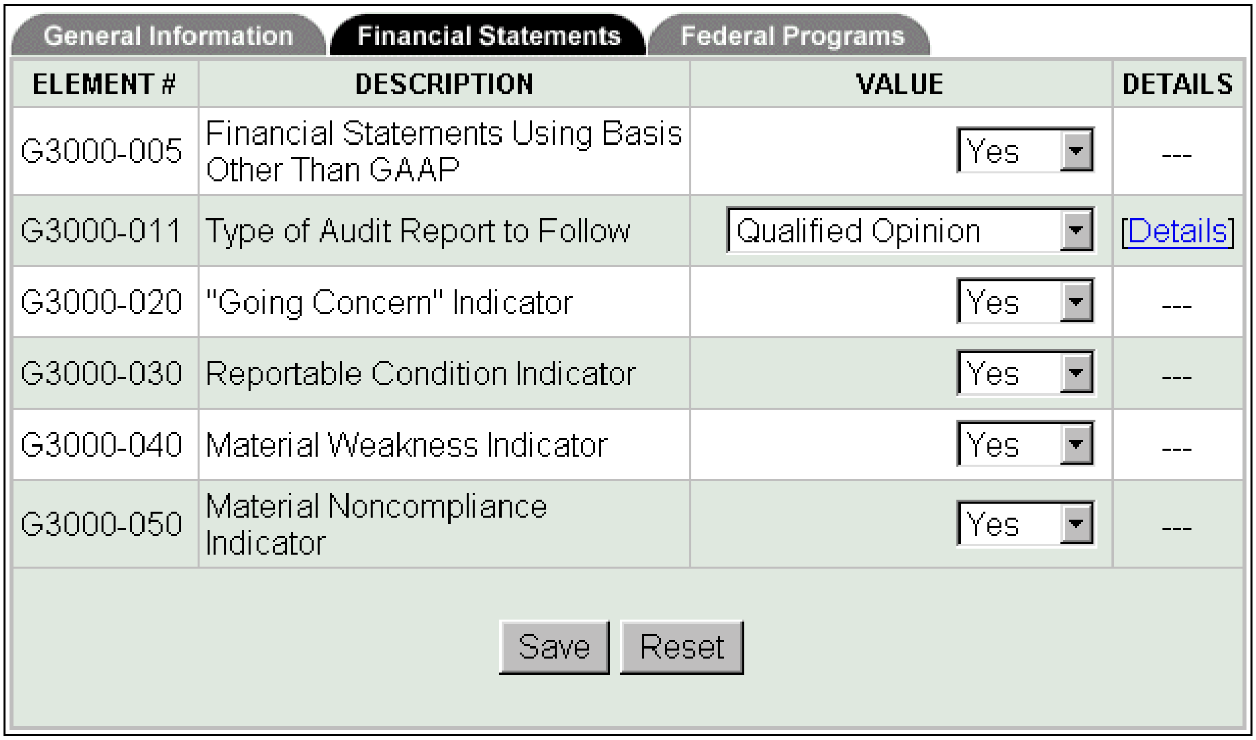
3. Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

4. Use the Reset button to reset all entries to the last save, if necessary.

5. After completing the **General Information** tab, click on the **Financial Statements** tab name at the top of the table to continue to the **Financial Statements** tab page.

Financial Statements Tab

The **Financial Statements** tab requests information concerning the expected results of the audit for the reporting period. For an unaudited submission, complete the page based on the expected results of the forthcoming audit. If an audit is not required, complete the page by reporting the most likely outcome that would occur if an audit were conducted on the PHA.



ELEMENT #	DESCRIPTION	VALUE	DETAILS
G3000-005	Financial Statements Using Basis Other Than GAAP	Yes	---
G3000-011	Type of Audit Report to Follow	Qualified Opinion	[Details]
G3000-020	"Going Concern" Indicator	Yes	---
G3000-030	Reportable Condition Indicator	Yes	---
G3000-040	Material Weakness Indicator	Yes	---
G3000-050	Material Noncompliance Indicator	Yes	---

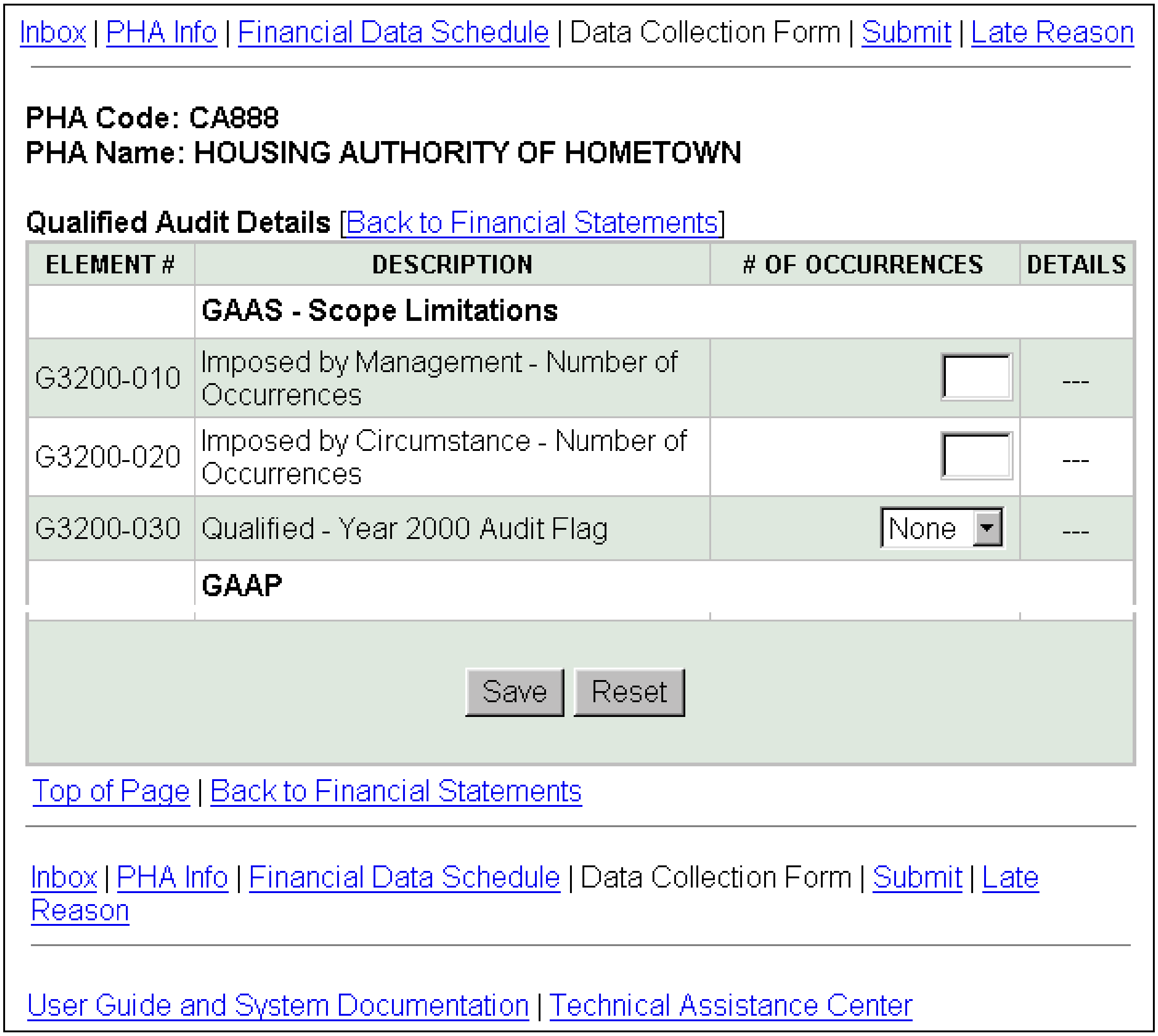
*To complete the **Financial Statements** tab:*

1. At the **Financial Statements** tab on the **Data Collection Form** page, use the right Arrow buttons to select entries in the *Value* fields.

2. Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

3. Use the Reset button to reset all entries to the last save, if necessary.

4. The *Type of Audit Report to Follow* (Element #G3000-011) value requires additional details if *Qualified Opinion* or *Unqualified Opinion* is selected. Click on the [Details] link to continue to the **Details** page. In the following example, the **Qualified Audit Details** page displays.



Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason

PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN

Qualified Audit Details [Back to Financial Statements]

ELEMENT #	DESCRIPTION	# OF OCCURRENCES	DETAILS
	GAAS - Scope Limitations		
G3200-010	Imposed by Management - Number of Occurrences		---
G3200-020	Imposed by Circumstance - Number of Occurrences		---
G3200-030	Qualified - Year 2000 Audit Flag	None	---
	GAAP		

Save Reset

Top of Page | Back to Financial Statements

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason

User Guide and System Documentation | Technical Assistance Center

5. Enter/select values for each *Element #.*

6. Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or improperly entered.

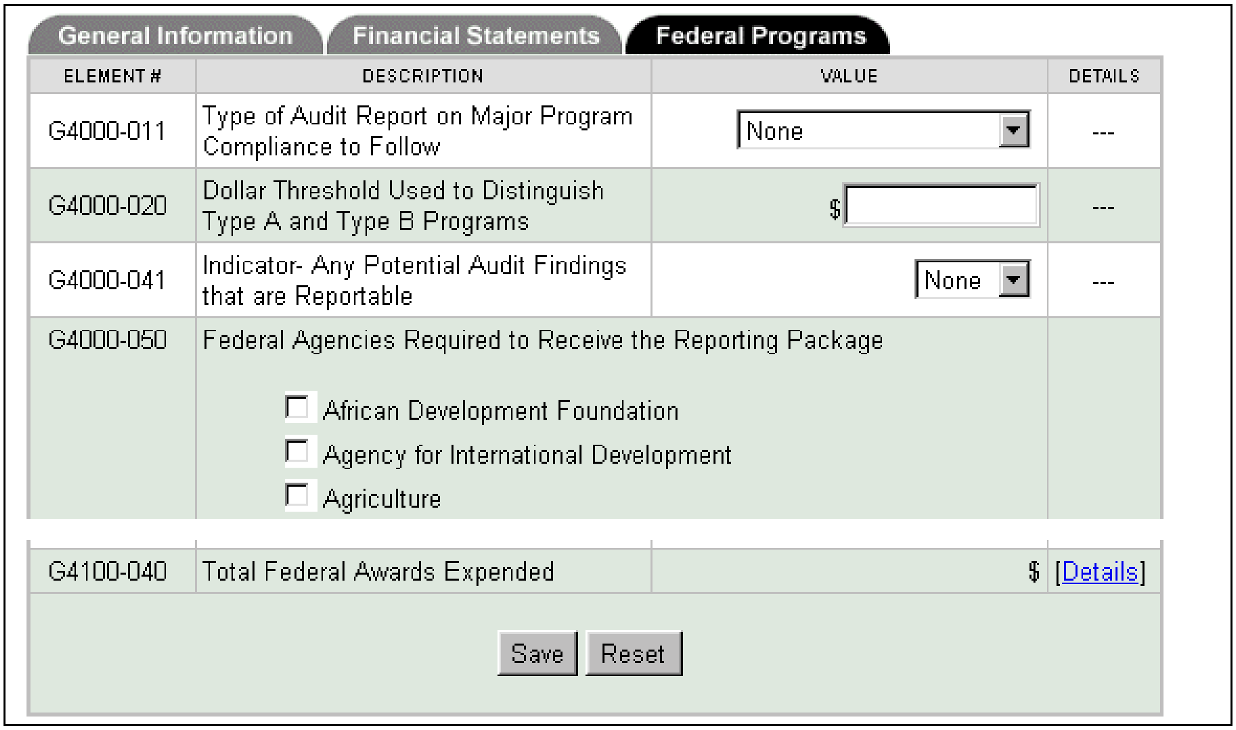
7. Use the Reset button to reset all entries to the last save, if necessary.

8. After completing the **Details** page, click the [Back to Financial Statements] link at the top or bottom of the table to return to the **Financial Statements** tab.

9. After completing the **Financial Statements** tab, click on the **Federal Programs** tab name at the top of the table or the Federal Programs link at the bottom of the table to continue to the **Federal Programs** tab page.

Federal Programs Tab

The **Federal Programs** tab requests identification of agencies required to receive the reporting package as well as additional financial statement information. *Element #* G4100-040, Total Federal Awards Expended, is a read-only field that automatically displays the total amount from the underlying **Details** pages. The example only shows a portion of the page.


General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G4000-011	Type of Audit Report on Major Program Compliance to Follow	None	---
G4000-020	Dollar Threshold Used to Distinguish Type A and Type B Programs	$	---
G4000-041	Indicator- Any Potential Audit Findings that are Reportable	None	---
G4000-050	Federal Agencies Required to Receive the Reporting Package ☐ African Development Foundation ☐ Agency for International Development ☐ Agriculture		
G4100-040	Total Federal Awards Expended	$	[Details]

Save Reset

*To enter data on the **Federal Programs** tab:*

1. For the **Federal Programs** tab on the **Data Collection Form** page, use the scroll bar to view the entire page, if necessary. Enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts.

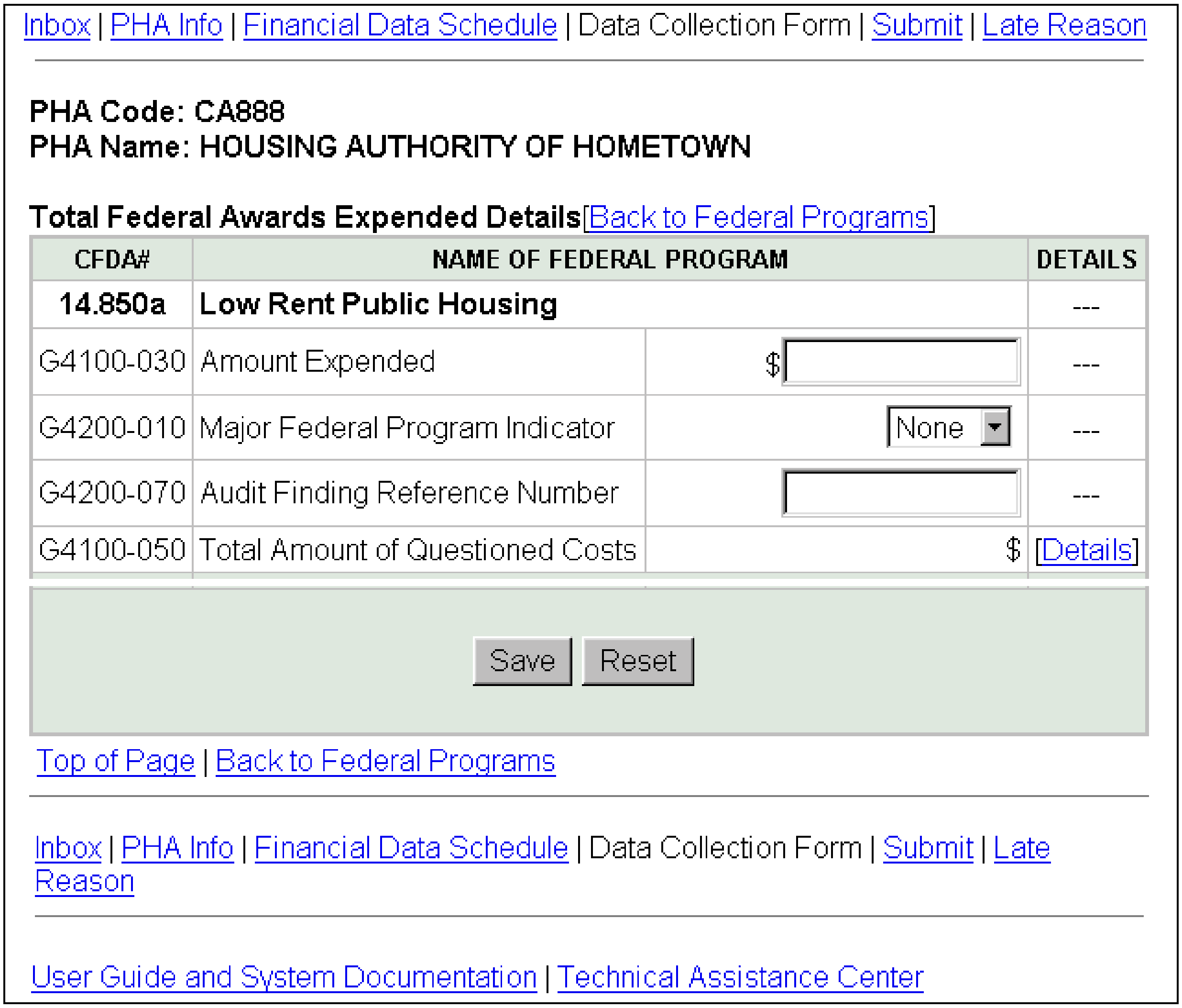
2. Some *Value* fields provide a drop-down menu. Click on the right Arrow button to view the list of options. Click on an option to select it.

3. Some *Value* fields include a checklist. Use the scroll bar to view the entire list. Click in the left checkbox to select an item. A checkmark ✔ displays in the box. Click the box again to deselect it. Check as many items as are applicable. If no items apply, check “None”. If an item is not listed, check “Other” and enter the agency name in the field provided.

4. Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

5. Use the Reset button to reset all entries to the last save, if necessary.

6. Elements that contain [Details] links require additional information. Click on the [Details] link in the *Details* column. The **Details** page displays. In this example, the **Total Federal Awards Expended Details** page displays.



Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason

PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN

Total Federal Awards Expended Details[Back to Federal Programs]

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.850a	**Low Rent Public Housing**		---
G4100-030	Amount Expended	$	---
G4200-010	Major Federal Program Indicator	None	---
G4200-070	Audit Finding Reference Number		---
G4100-050	Total Amount of Questioned Costs	$	[Details]

Save Reset

Top of Page | Back to Federal Programs

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason

User Guide and System Documentation | Technical Assistance Center

7. Enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts.

8. Some *Value* fields provide a drop-down menu. Click on the right Arrow button to view the list of options. Click on an option to select it.

9. Click on the Save Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

10. Use the Reset Reset button to reset all entries to the last save, if necessary.

11. Click on the [Details] links in the *Details* column to access additional **Details** pages to enter supporting information. Another **Details** page displays. In this example, the **Total Amount of Questioned Cost Details** page displays.

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason

PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN
Program: 14.850a - Low Rent Public Housing

Total Amount of Questioned Cost Details[Back to Total Federal Awards Expended Details]

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COSTS	INTERNAL CONTROL FINDINGS	DETAILS
Add A Compliance Requirement			

Top of Page | Back to Total Federal Awards Expended Details

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason

User Guide and System Documentation | Technical Assistance Center

12. In this example, click on the underlined Add a Compliance Requirement link to continue. The **Compliance Requirements Details** page displays.

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
Late Reason | Material Difference Reason

PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN
Program: 14.850a - Low Rent Public Housing

Compliance Requirement Details[Back to Total Amount of Questioned Cost Details]

ELEMENT#	ACCOUNT DESCRIPTION	VALUE	DETAILS
G4200-020	Type of Compliance Requirement	Activities Allowed or Unallowed	---
G4200-030	Amount of Questioned Costs	$	---
G4200-040	Internal Control Findings	None	---

Save Reset

Top of Page | Back to Total Amount of Questioned Cost Details

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason

User Guide and System Documentation | Technical Assistance Center

13. Enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts.

14. Some *Value* fields have drop-down menus. Use the right Arrow buttons to select values from the list. Click on an option in the list to select it.

15. Click on the Save Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

16. If necessary, use the Reset Reset button to reset all entries to the last save, or the Delete Delete button to delete the entries completely. The Delete Delete button displays after data is saved in the system.

17. Click on the Back to Total Amount of Questioned Cost Details link to return to the **Total Amount of Questioned Cost Details** page. The data entered on the previous **Details** page now displays in the table on this **Details** page.

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
Late Reason | Material Difference Reason

PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN
Program: 14.850a - Low Rent Public Housing

Total Amount of Questioned Cost Details[Back to Total Federal Awards Expended Details]

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COSTS	INTERNAL CONTROL FINDINGS	DETAILS
Activities Allowed or Unallowed	$433,333	Reportable Conditions	[Details]
Add A Compliance Requirement			

Top of Page | Back to Total Federal Awards Expended Details

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Submit | Late Reason

User Guide and System Documentation | Technical Assistance Center

18. Click on the [Back to Total Federal Awards Expended Details] link to return to the **Total Federal Awards Expended Details** page.

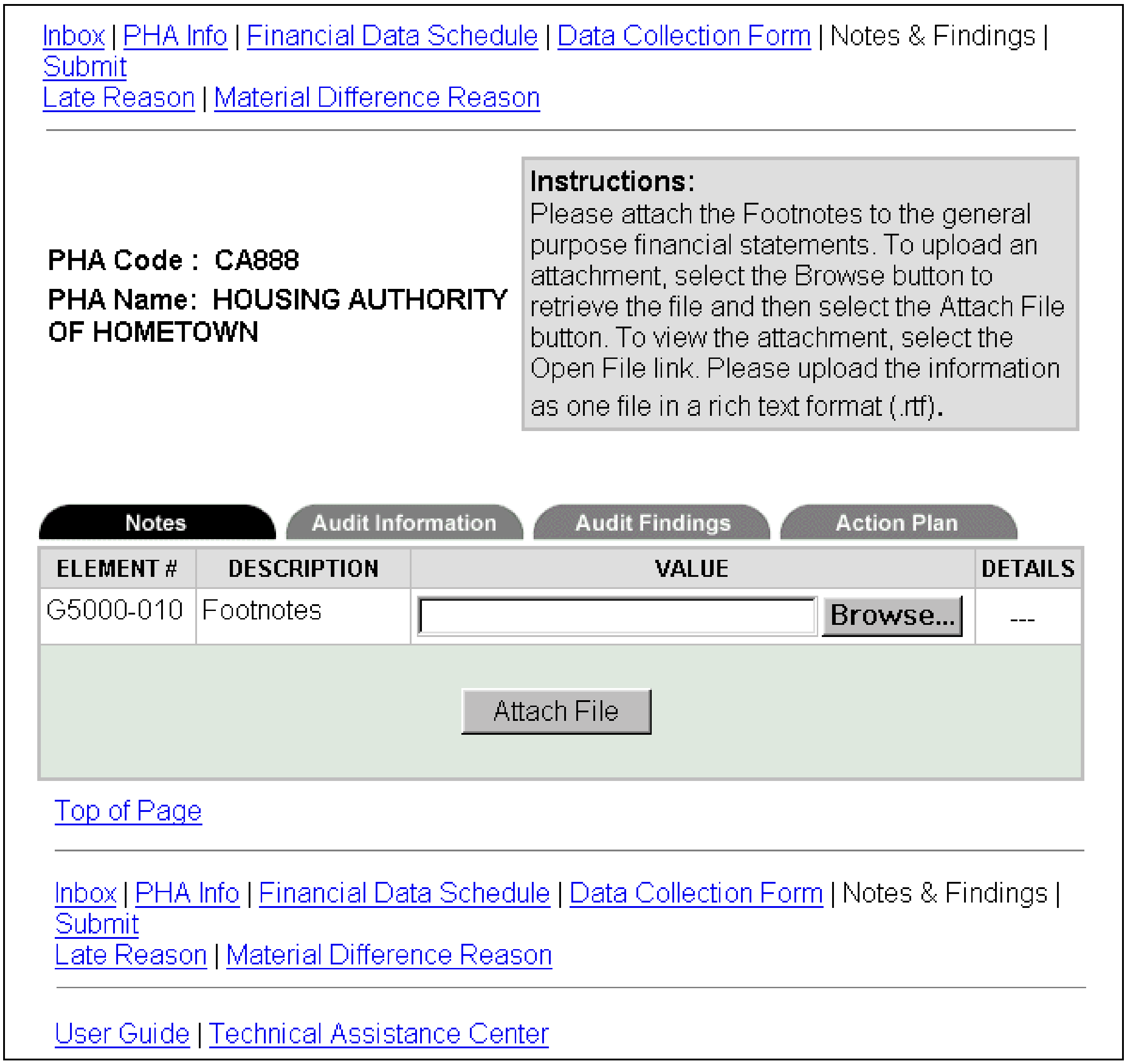
19. Click on the [Back to Federal Programs] link to return to the **Federal Programs** tab on the **Data Collection Form** page.

⇒ *NOTE: Remember to complete all fields on each **Details** page and to save your work before continuing to the next page.*

20. If you're working on an audited submission, click on the Notes & Findings link to continue to the **Notes & Findings** page. If you're working on an unaudited submission, skip to ***Chapter 6: Submitting Financial Data***.

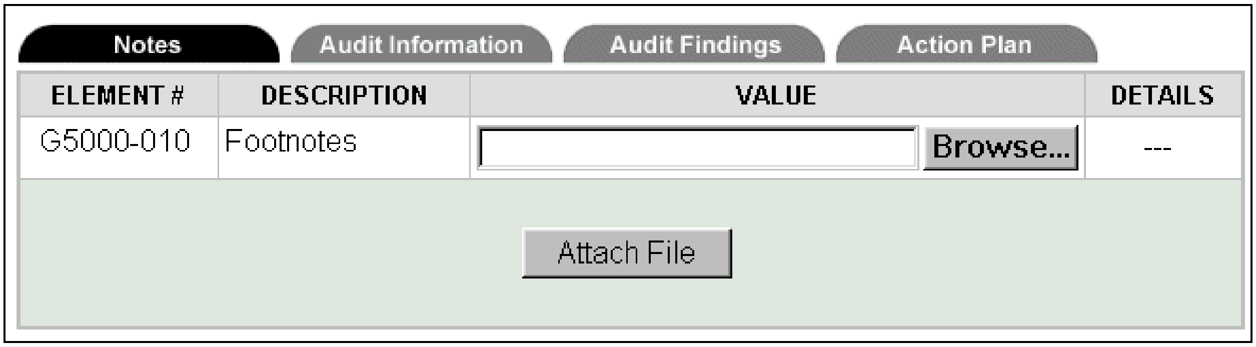
Notes & Findings Page (For Audited Submissions Only)

Audited submissions include an additional **Notes & Findings** page. The **Notes & Findings** page allows users to attach files containing narrative notes and audit information. This page contains four tabs: the **Notes** tab, the **Audit Information** tab, the **Audit Findings** tab, and the **Action Plan** tab. You can attach narrative notes in a rich text file format (.rtf) on each of these tabs. To change tab pages, click on the tab names at the top of the table. Please refer to **Appendix A: Business Rules** for mandatory requirements.



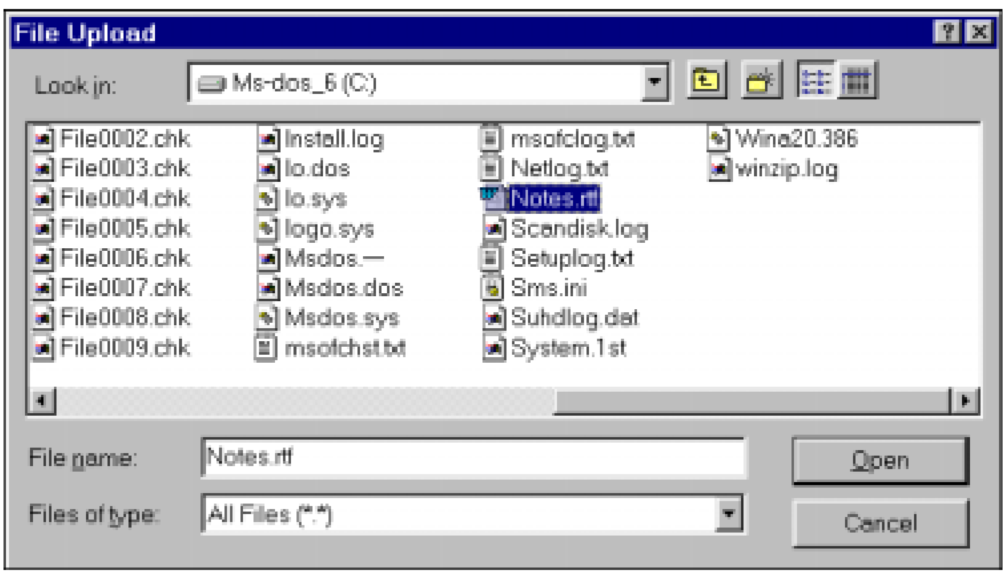
Notes Tab

The **Notes** tab contains a *Value* field that allows users to attach a rich text format (.rtf) file containing footnotes pertaining to the general purpose financial statements.



*To attach files on the **Notes** tab:*

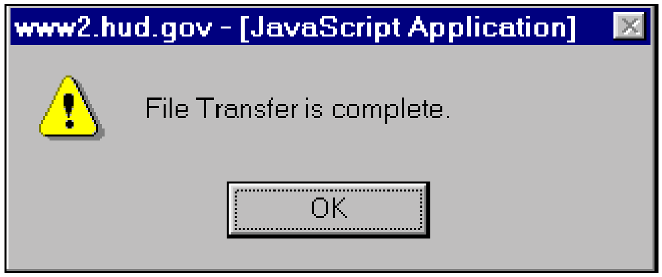
1. At the **Notes** tab on the **Notes & Findings** page, click on the Browse  button. The **File Upload** window displays.



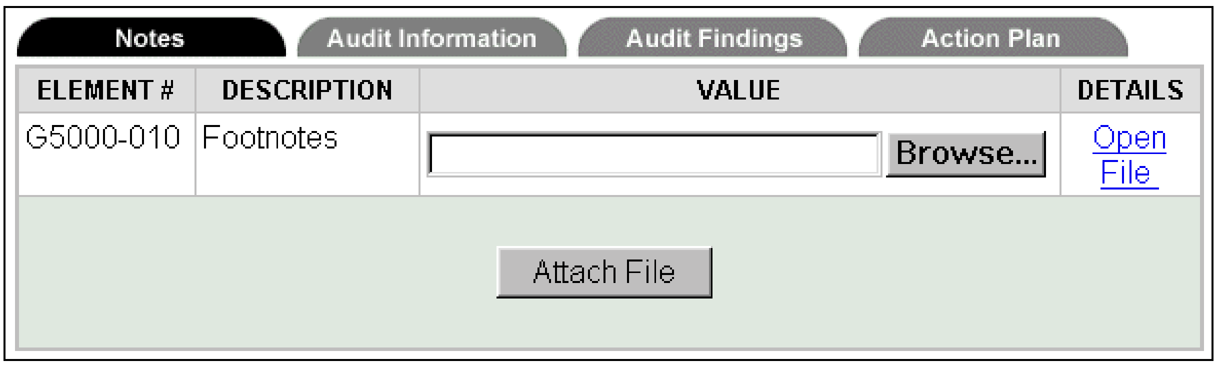
2. In your directory, find the file you wish to attach.

3. Double-click on the file to select it. The name of the file displays in the *Value* field.

4. Click on the Attach File  button. A confirmation message displays.



5. Click on the OK  button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.



6. Click on the **Audit Information** tab name to continue to the **Audit Information** tab page.

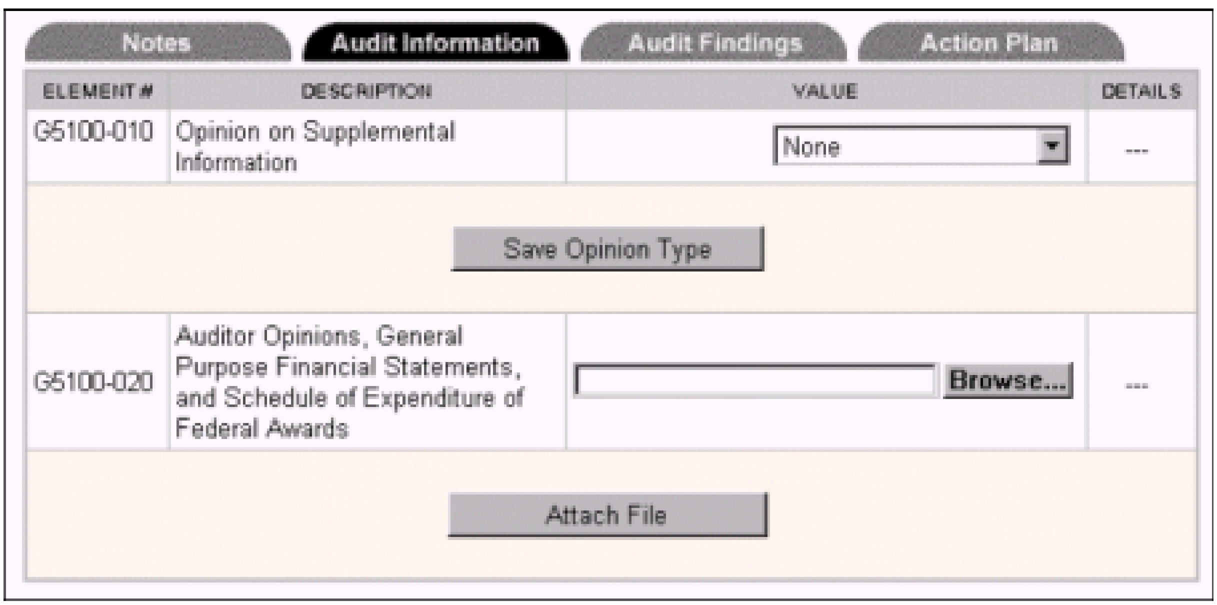
Audit Information Tab

The **Audit Information** tab contains *Value* fields that allow users to select information and attach files in rich text file format (.rtf). The attached file must include the following opinions:

- Independent Auditor's Report
- Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
- Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133 (if applicable)
- SAS 29 Opinion on Financial Data Schedule included as a Supplemental Schedule (if issued separately)
- SAS 29 Opinion on the Supplemental Schedule of Expenditures of Federal Awards (if applicable and issued separately)

In addition to the opinions listed above, the attachment must contain the following financial data statements and schedules:

- Combined Balance Sheet; and/or Combined Statement of Net Assets
- Combined Statement of Operations; or Combined Statement of Revenues, Expenses and Changes in Fund Balance; and/or Combined Statement of Changes in Net Assets
- Combined Statement of Cash Flows (if applicable)
- Supplemental Schedule of Expenditures of Federal Awards (if applicable)



*To attach files on the **Audit Information** tab:*

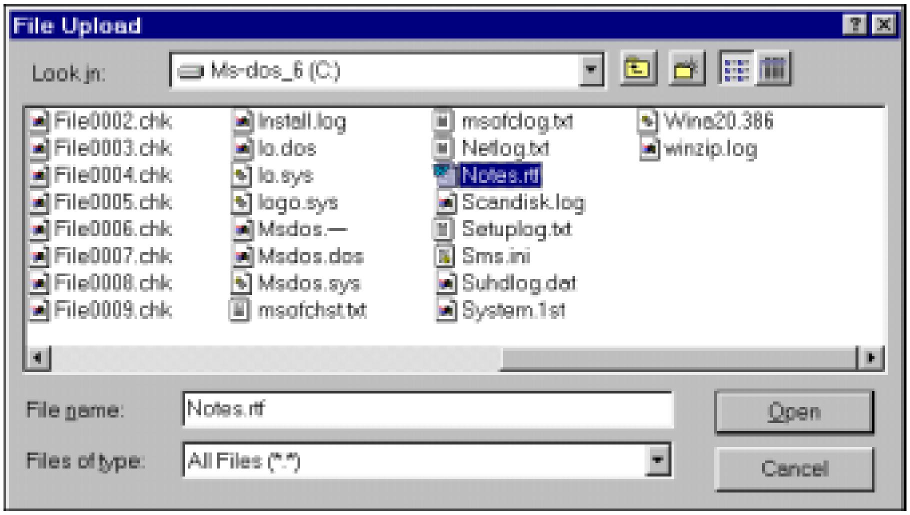
1. Go to the **Audit Information** tab page on the **Notes & Findings** page, use the drop-down menu to select *Opinion on Supplemental Information.*

2. Click on the Save Opinion Type 

button to save your selection.

3. Click on the Browse 

button. The **File Upload** window displays.

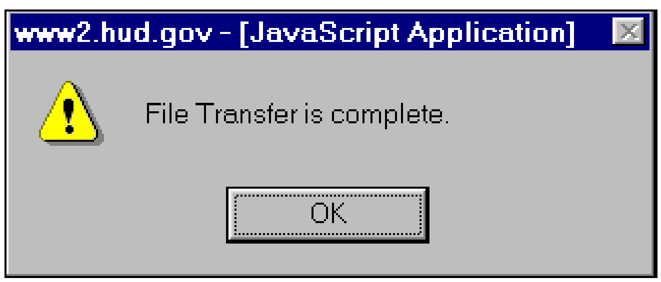


4. In your directory, find the file you wish to attach.

5. Double-click on the file to select it. The name of the file displays in the *Value* field.

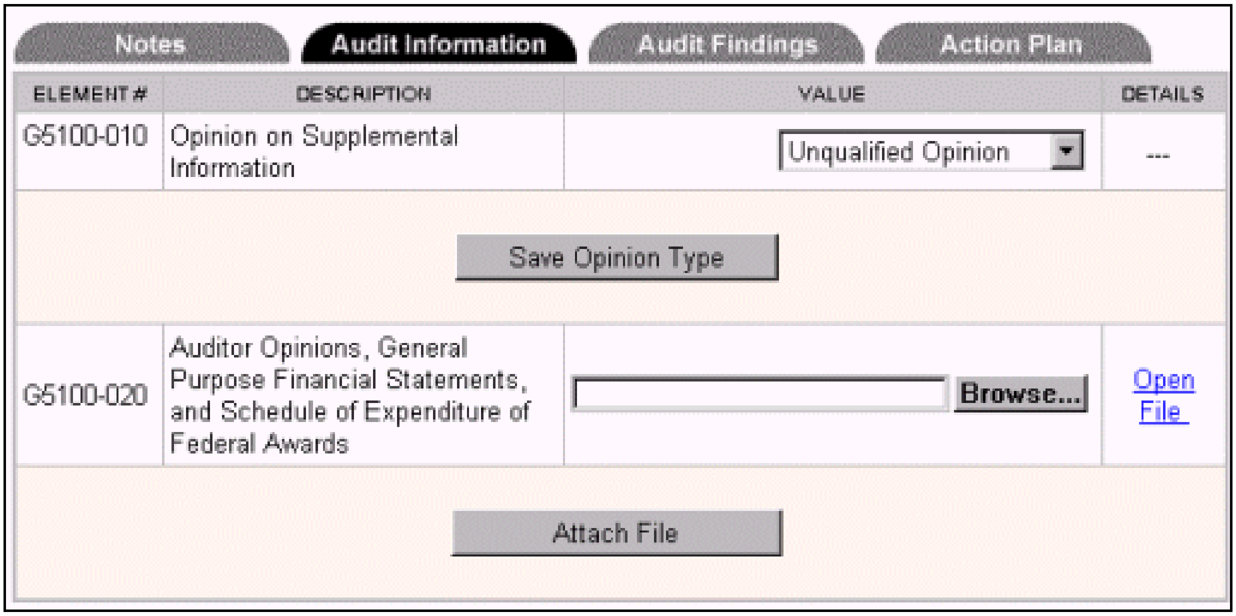
6. Click on the Attach File 

button. A box confirming the file transfer displays.



7. Click on the OK 

button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

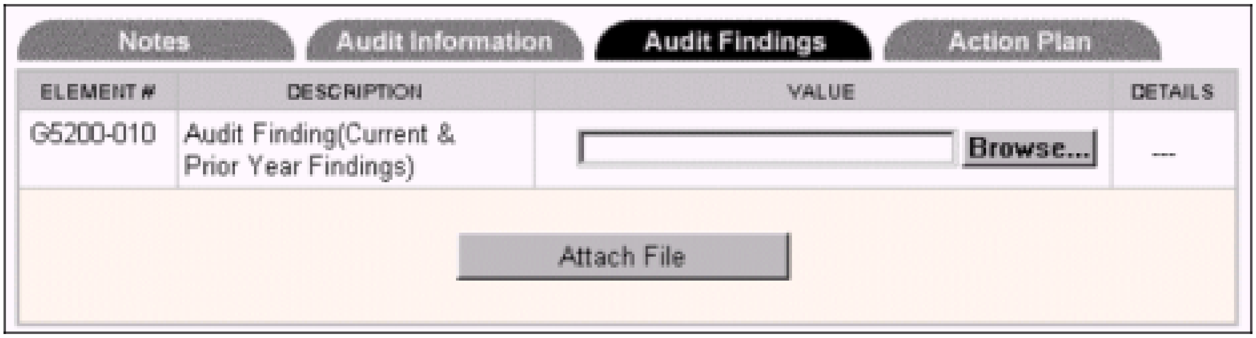


8. Click on the **Audit Findings** tab name to continue to the **Audit Findings** tab page.

Audit Findings Tab

The **Audit Findings** tab contains a *Value* field that allows users to attach the following files in rich text file format (.rtf):

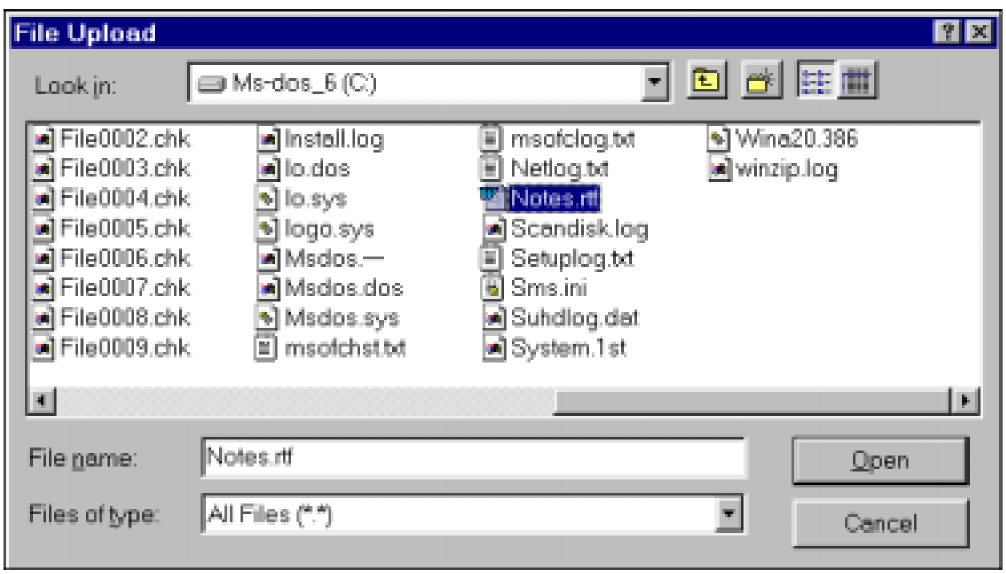
- Schedule of Findings and Questioned Costs
- Summary Schedule of Prior Audit Findings



*To attach files on the **Audit Findings** tab:*

1. At the **Audit Findings** tab page on the **Notes & Findings** page, click on the Browse button. The **File Upload** window displays.

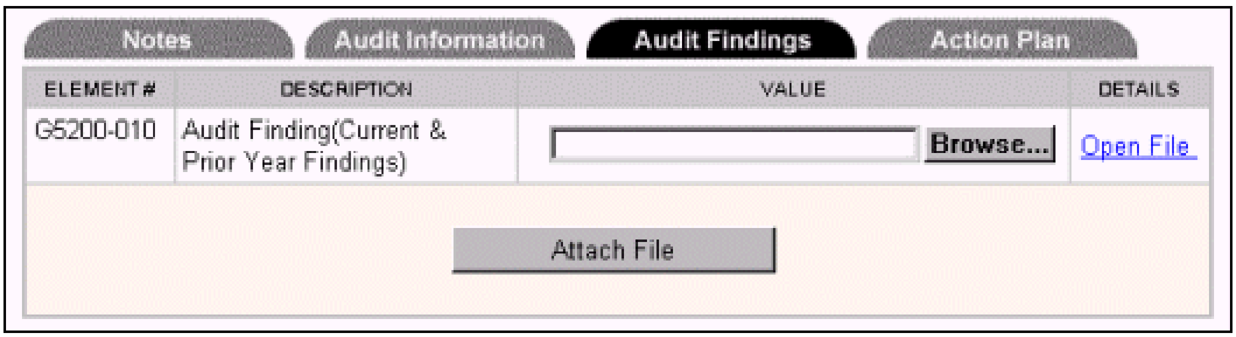
2. In your directory, find the file you wish to attach.



3. Double-click on the file to select it. The name of the file displays in the *Value* field.

4. Click on the Attach File button. A confirmation message displays.

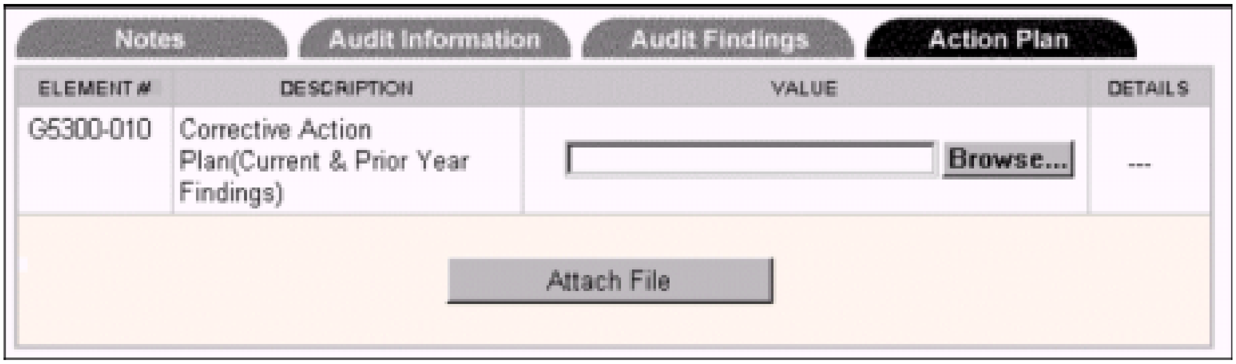
5. Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.



6. Click on the **Action Plan** tab name to continue to the **Action Plan** tab page.

Action Plan Tab

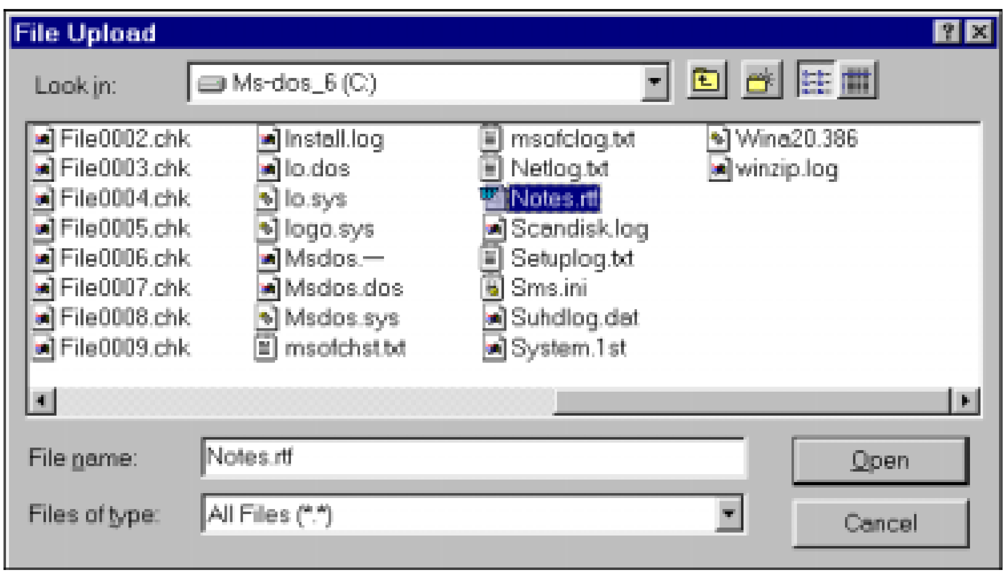
The **Action Plan** tab contains a *Value* field that allows users to attach the Corrective Action Plan (if applicable) in rich text file format (.rtf).



*To attach files on the **Action Plan** tab:*

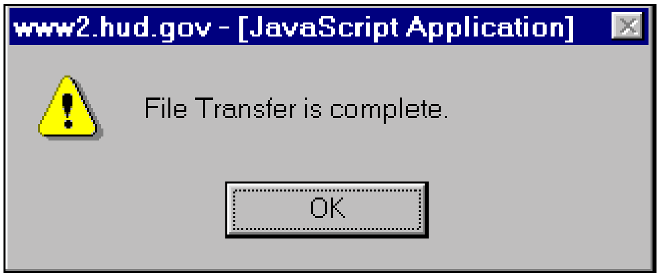
1. For the **Action Plan** tab page on the **Notes & Findings** page, click on the Browse  button. The **File Upload** window displays.

2. In your directory, find the file you wish to attach.

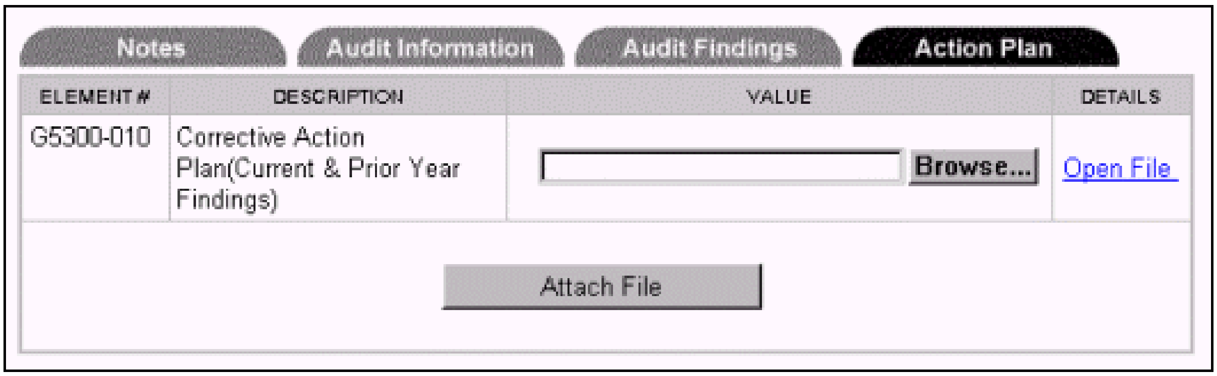


3. Double-click on the file to select it. The name of the file displays in the *Value* field.

4. Click on the Attach File  button. A confirmation message displays.



5. Click on the OK  button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.



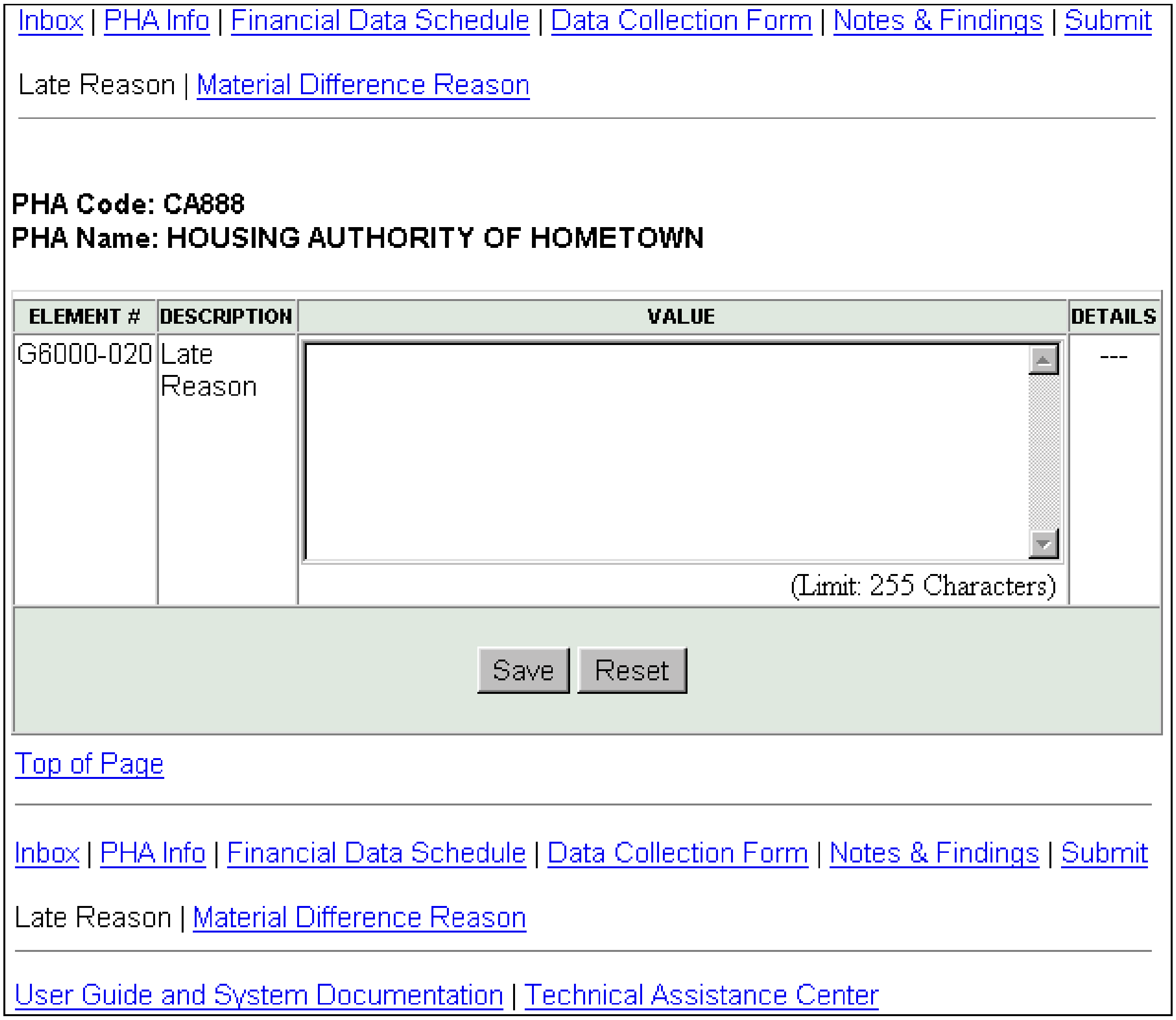
6. To enter a *Late Reason* - Click on the Late Reason link at the top or bottom of the page to continue to the **Late Reason** page (see page 5-41 of this guide).

   To enter a *Material Differences Reason* - Click on the Material Difference Reason link at the top or bottom of the page to continue to the **Late Reason** page (see page 5-43 of this guide).

   To *submit your financial data* - Click on the Submit link at the top or bottom of the page to continue to the **Submit** page (see page 6-1 of this guide).

Late Reason Page (For Late Submissions Only)

If the financial submission is late, a Late Reason link to the **Late Reason** page displays at the top and bottom of the FASS-PH page. The **Late Reason** page allows users to provide an explanation. Remember to save your entries before leaving the page.


Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit

Late Reason | Material Difference Reason

PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G6000-020	Late Reason	(Limit: 255 Characters)	---

Save Reset

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Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit

Late Reason | Material Difference Reason

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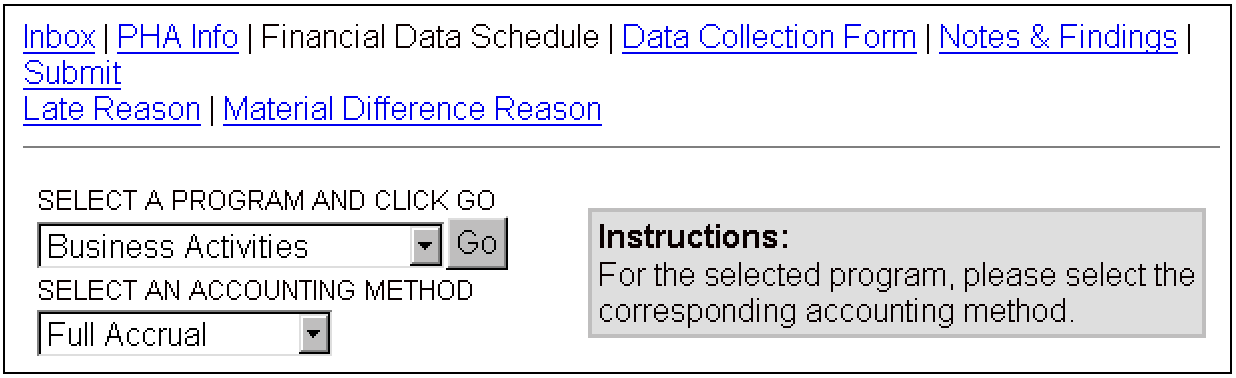
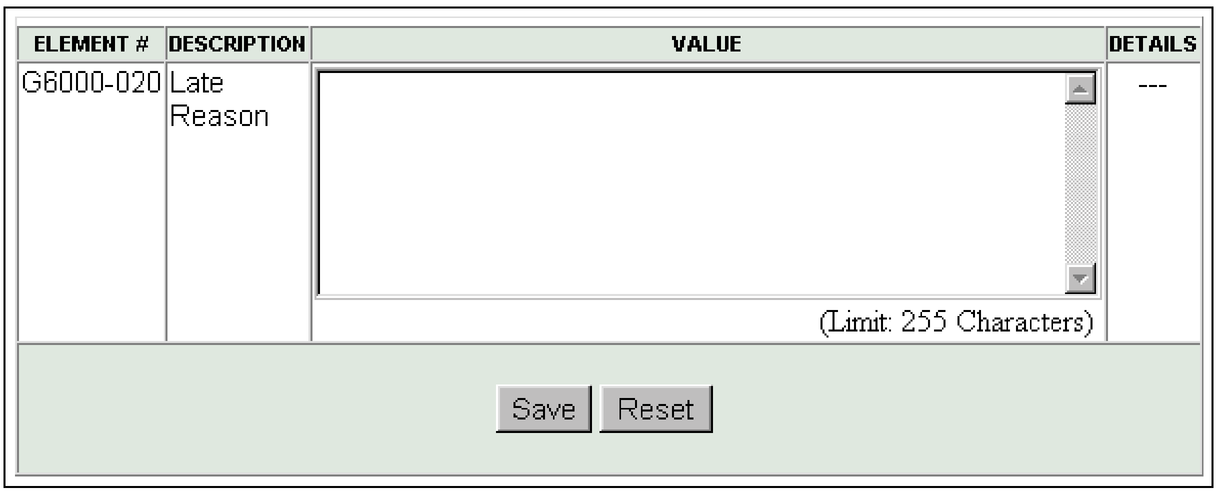
*To complete the **Late Reason** page*:



1. Click on the Late Reason link at the top or bottom of the page, the **Late Reason** page displays.



2. Click in the blank *Value* field and enter the reason(s).

3. Click on the Save 

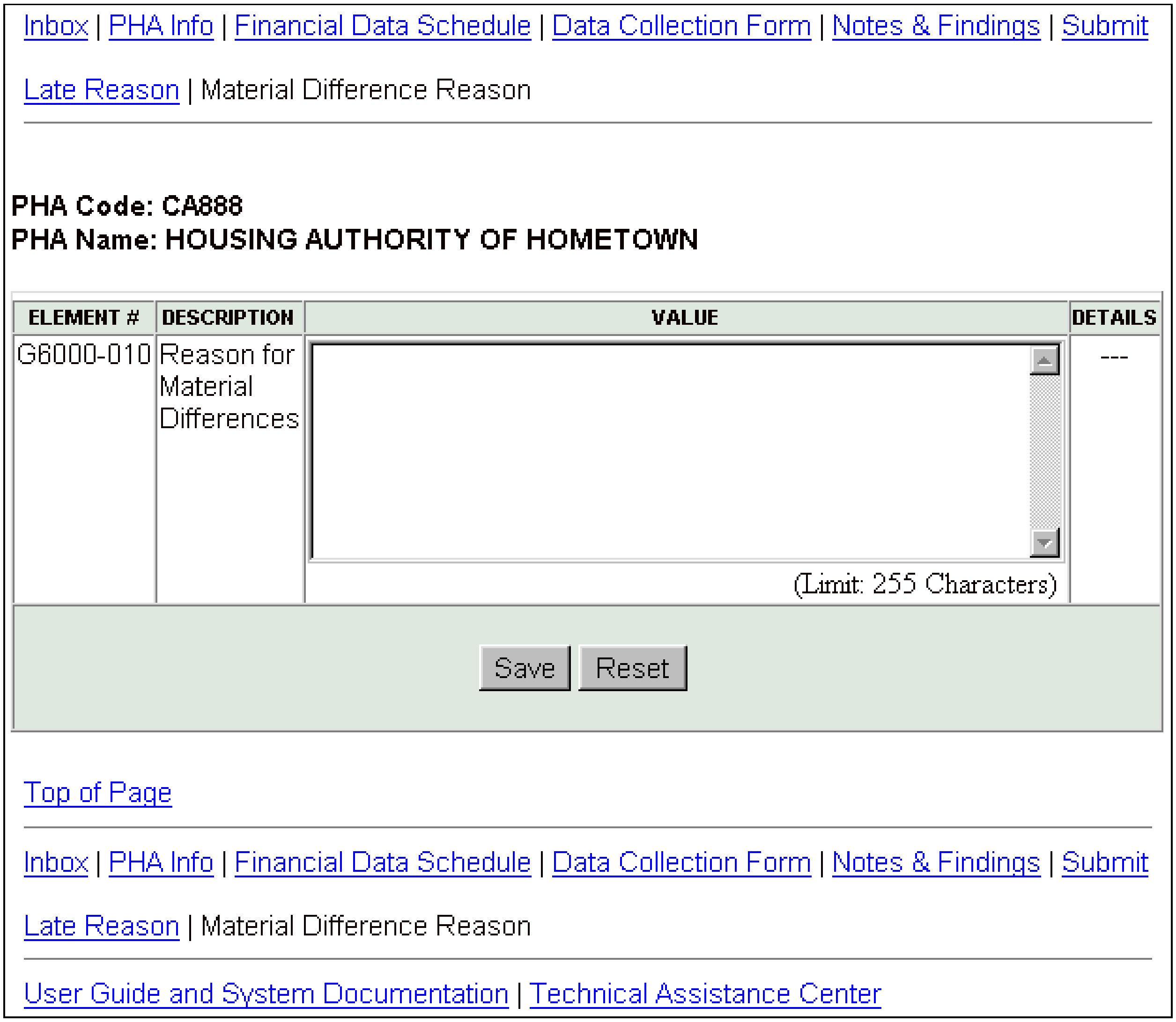
button to save the entry in the system.

4. Use the Reset 

button to reset all entries to the last save, if necessary.

Material Differences Reason Page (For Audited Submissions Only)

The Material Difference Reason link to the **Material Difference Reason** page displays in audited submissions. The **Material Difference Reason** page allows users to provide a reason for any differences in the financial data between the audited and unaudited submissions. Remember to save your entries before leaving the page.


Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit

Late Reason | Material Difference Reason

PHA Code: CA888
PHA Name: HOUSING AUTHORITY OF HOMETOWN

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G6000-010	Reason for Material Differences	(Limit: 255 Characters)	---

Save Reset

Top of Page

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit

Late Reason | Material Difference Reason

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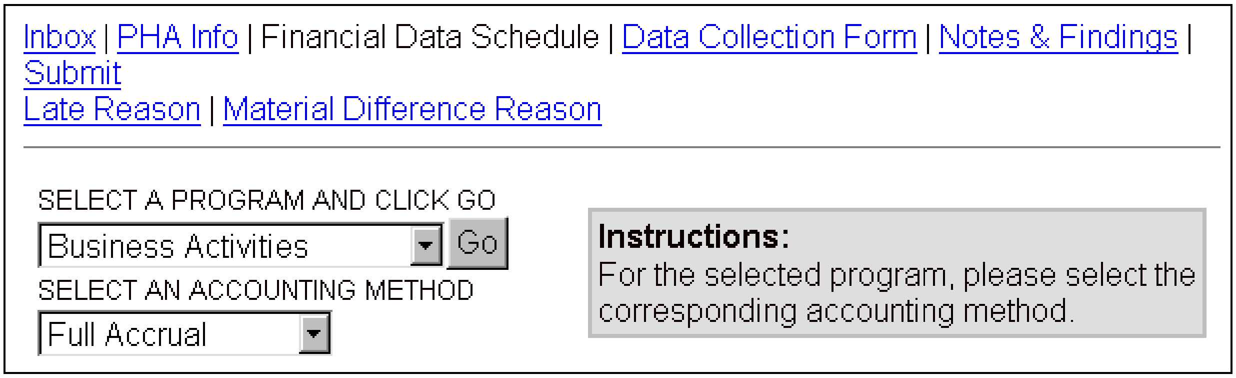
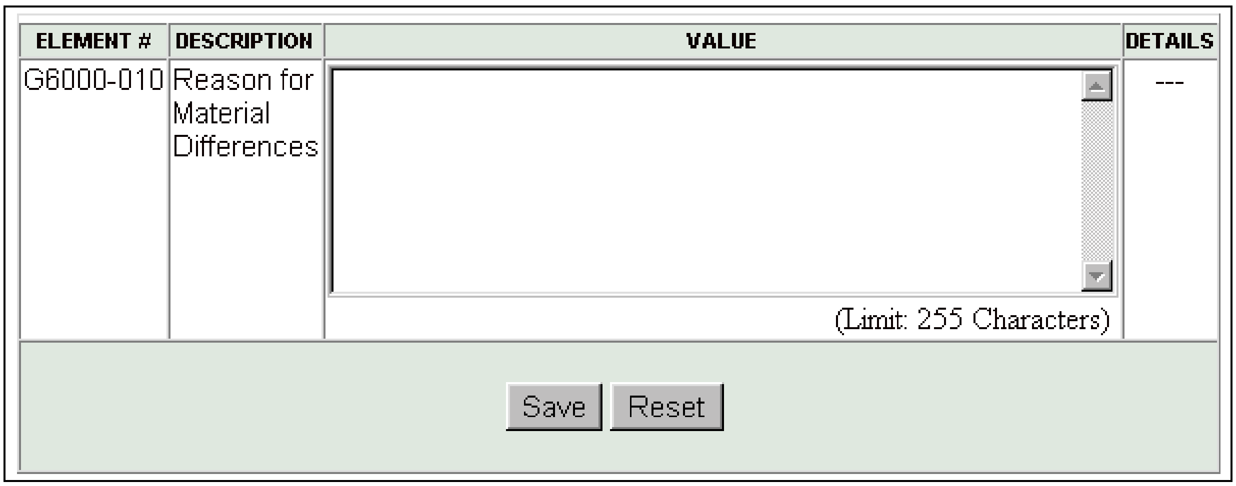
To complete the ***Material Difference Reason*** *page*:



1. Click on the Material Difference Reason link at the top or bottom of the page, the **Material Differences Reason** page displays.



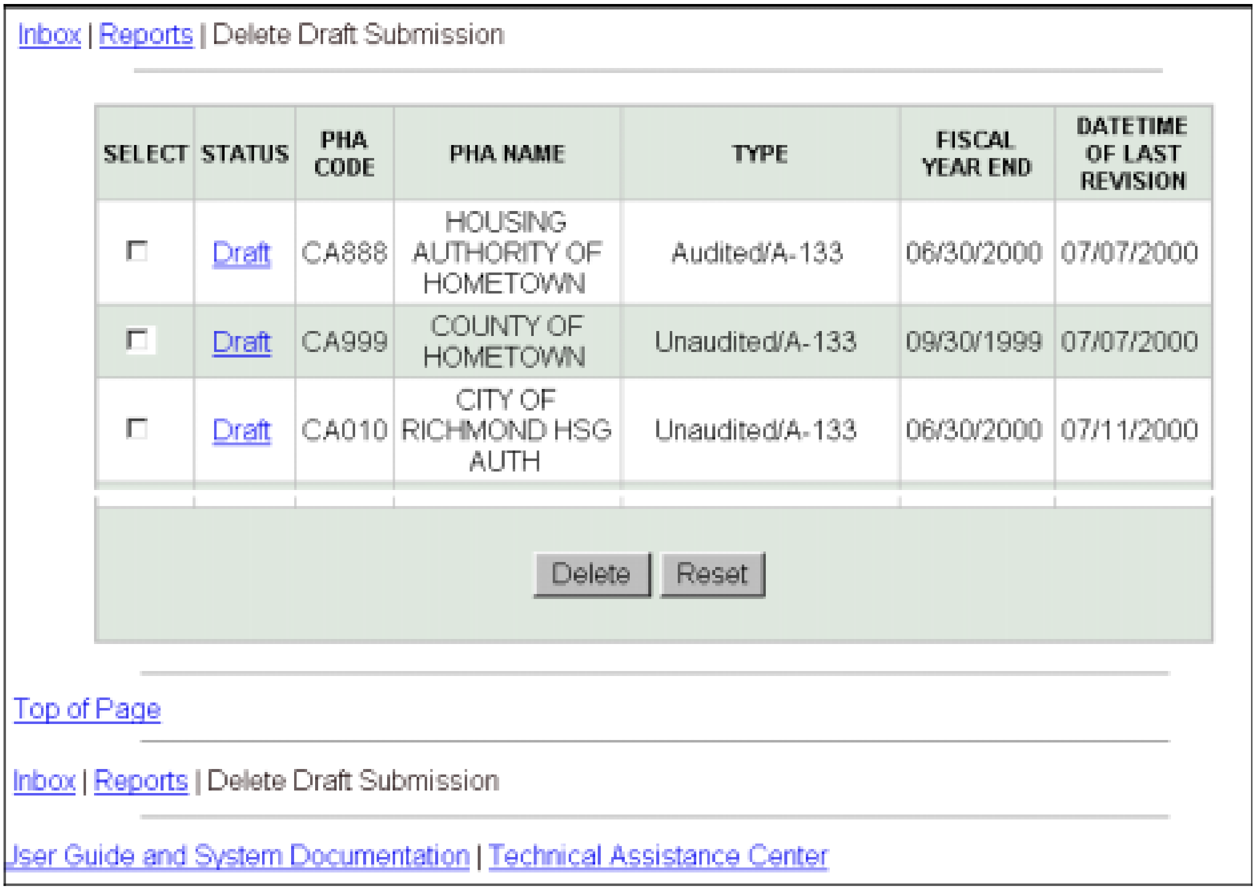
2. Click in the blank *Value* field and enter the reason(s).

3. Click on the Save  button to save the entry in the system.

4. Use the Reset  button to reset all entries to the last save, if necessary.

Deleting Draft Submissions

If necessary, PHA users can also delete draft submissions from the system on the **Delete Draft Submissions** page.



Inbox | Reports | Delete Draft Submission

SELECT	STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATETIME OF LAST REVISION
☐	Draft	CA888	HOUSING AUTHORITY OF HOMETOWN	Audited/A-133	06/30/2000	07/07/2000
☐	Draft	CA999	COUNTY OF HOMETOWN	Unaudited/A-133	09/30/1999	07/07/2000
☐	Draft	CA010	CITY OF RICHMOND HSG AUTH	Unaudited/A-133	06/30/2000	07/11/2000

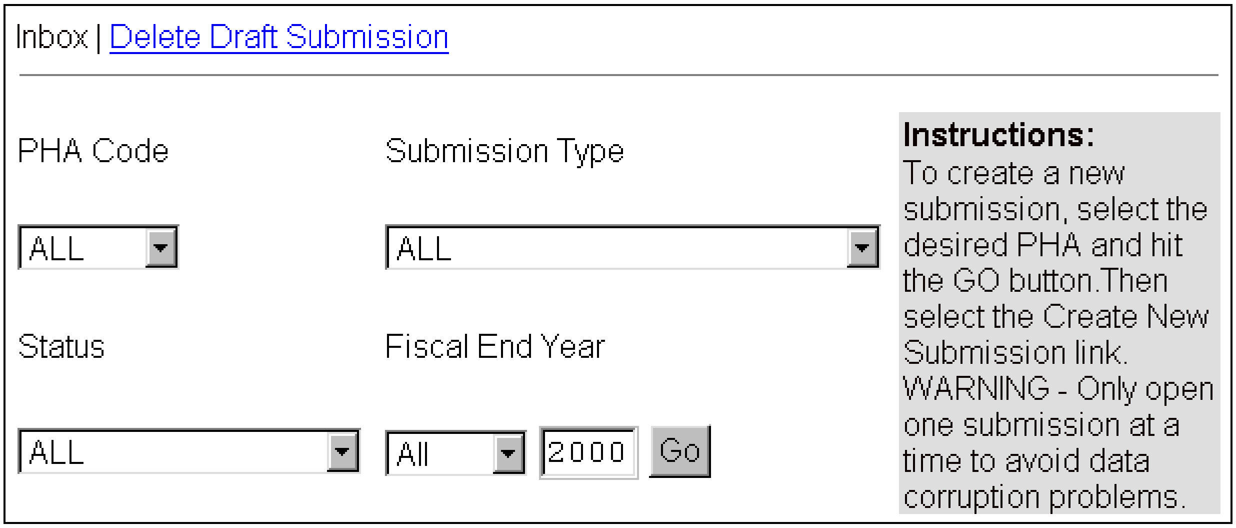
Delete Reset

Top of Page

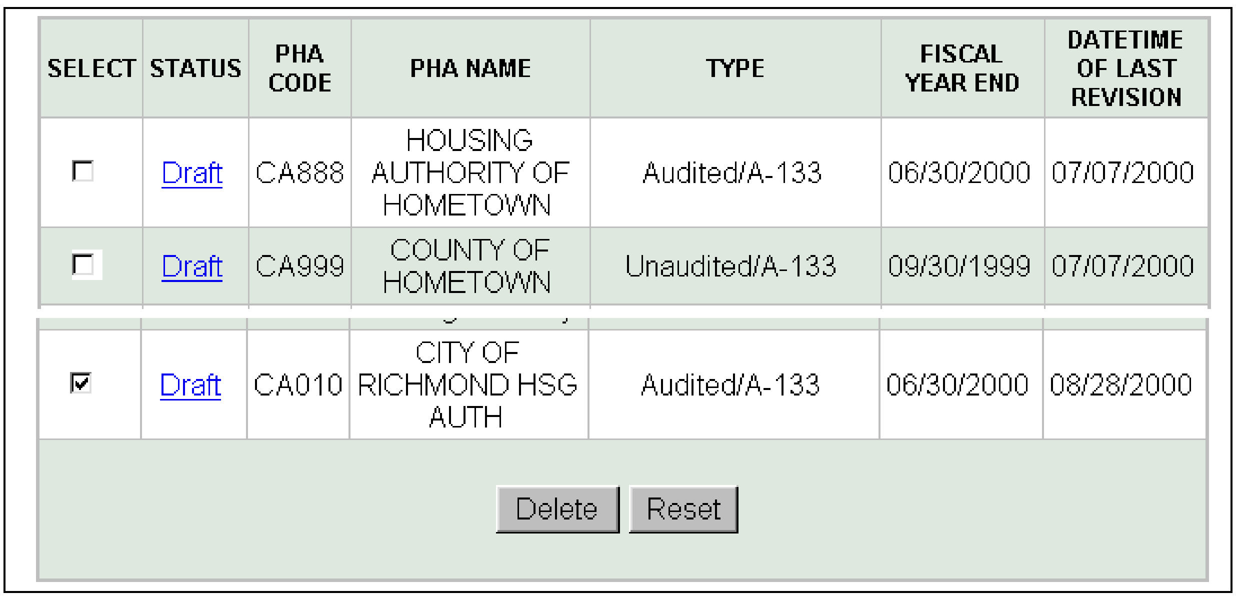
Inbox | Reports | Delete Draft Submission

User Guide and System Documentation | Technical Assistance Center

To delete a draft submission:



1. At the top of the Inbox page, click on the Delete Draft Submission link. The Delete Draft Submissions page displays.

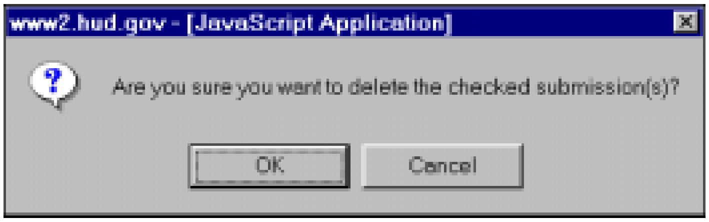


SELECT	STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATETIME OF LAST REVISION
☐	Draft	CA888	HOUSING AUTHORITY OF HOMETOWN	Audited/A-133	06/30/2000	07/07/2000
☐	Draft	CA999	COUNTY OF HOMETOWN	Unaudited/A-133	09/30/1999	07/07/2000
☑	Draft	CA010	CITY OF RICHMOND HSG AUTH	Audited/A-133	06/30/2000	08/28/2000

Delete Reset

2. Click in the checkbox(es) in the first column to select the draft submission(s) to delete.

3. Click on the Delete button to delete the submission(s) in the system. Otherwise, click on the Reset button to reset checkboxes to blank. A confirmation box displays.



4. Click on the OK  button to close the message and delete the submission in the system. Otherwise, click the Cancel  button to cancel the action.