

## Chapter 6: Submitting Financial Data

### Submit Page

The **Submit Data** page allows PHA users to validate and submit data. Once all financial data is entered, the PHA user must validate the submission prior to submitting it. If validation is successful, a confirmation message displays. The **Submit Data** page also contains a Certification Statement. By submitting financial data electronically, the PHA user certifies that the data is accurate and complete and in accordance with the stated requirements.

[Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Notes & Findings](#) | [Submit Late Reason](#) | [Material Difference Reason](#)

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**PHA Code: HT001**  
**PHA Name: Hometown PHA**

**Submit Data**

Submission Completeness Check

**CERTIFICATION STATEMENT**

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030. By selecting Submit Financial Data, I declare that the foregoing is true and correct.

LINE ITEM #	ACCOUNT DESCRIPTION	TOTAL
190	Total Assets	\$1,531,268
600	Total Liabilities and Equity	\$1,531,268
700	Total Revenue	\$533,471
969	Total Operating Expenses	\$552,948
970	Excess (Deficiency) of Operating Revenue Over (Under) Operating Expenses	\$-19,477
900	Total Expenses	\$729,756
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$-196,285

Submit Financial Data

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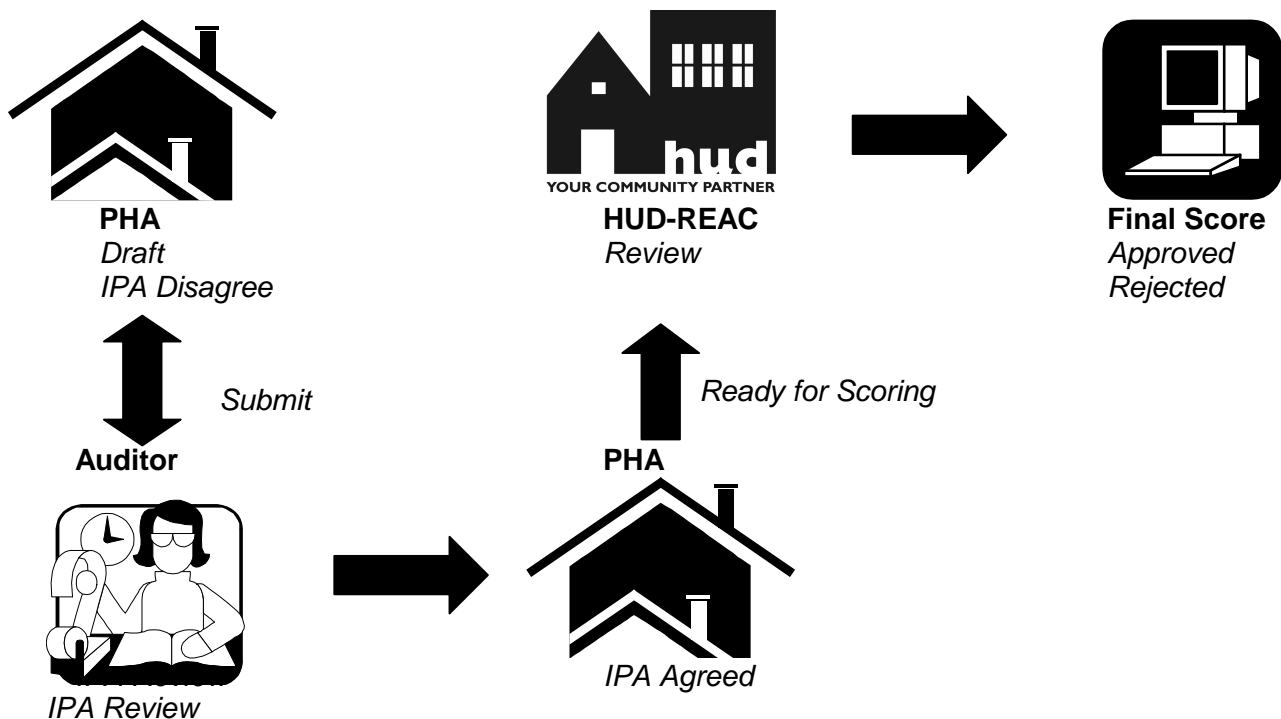
### Unaudited Submission Process

PHAs submit final unaudited financial data directly to HUD-REAC. The initial financial indicator score is calculated and posted. If follow-up audited data (see Audited Submission Process below) is not required, the initial financial indicator score is considered final.



### Audited Submission Process

For audited submissions, unaudited data is submitted to HUD-REAC first and an initial score is calculated (see Un-audited Submission Process above). Then after the audited submission process is completed, the initial financial indicator score is adjusted as necessary to produce the final score. Final audited data is submitted in two stages – first, the data is submitted for IPA verification (and the submission status changes from *Draft* to *IPA Review*). The auditor verifies the data for accuracy. Then, if the auditor determines that the data is accurate (a submission with *IPA Agree* status), the PHA can submit the final data to REAC. If the auditor determines that the data is not accurate (a submission with *IPA Disagree* status), then the PHA must correct the discrepancies and resubmit the data for IPA verification (the submission status will change from *IPA Disagree* to *IPA Review*).



## Submitting Final Data (Unaudited and Audited Submissions)

To validate and submit financial data:

<a href="#">Inbox</a>   <a href="#">PHA Info</a>   <a href="#">Financial Data Schedule</a>   <a href="#">Data Collection Form</a>   <a href="#">Unusual Circumstance Request</a>   <a href="#">Submit</a>   <a href="#">Material Difference Reason</a>	
SELECT A PROGRAM AND CLICK GO <input type="text" value="Low Rent Public Housing"/> <input type="button" value="Go"/>	<b>Instructions:</b> For the selected program, please select the corresponding accounting method.
SELECT AN ACCOUNTING METHOD <input type="text" value="Full Accrual"/>	

1. Click on the [Submit](#) link at the top or bottom of any FASS-PH page, the **Submit Data** tab of the **Submit** page displays. (If starting on the **Inbox** page, select a submission from the table and click on the [Draft](#) link in the *Status* column. The **Financial Data Schedule** page for the selected submission displays. Click on the [Submit](#) link to access the **Submit** page.)

— **NOTE:** Remember to verify all data for accuracy prior to submitting the final data to HUD.  
**Data cannot be edited after it is submitted.**

[Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Notes & Findings](#) | [Submit Late Reason](#) | [Material Difference Reason](#)

**PHA Code: HT001**  
**PHA Name: Hometown PHA**

**Submit Data**

Submission Completeness Check

**CERTIFICATION STATEMENT**


This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030. By selecting Submit Financial Data, I declare that the foregoing is true and correct.

LINE ITEM #	ACCOUNT DESCRIPTION	TOTAL
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600	Total Liabilities and Equity	\$1,531,268
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1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$-196,285

Submit Financial Data



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[Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Notes & Findings](#) | [Submit Late Reason](#) | [Material Difference Reason](#)

- Click on the Submission Completeness Check  button to validate the financial data.

3. If there are no errors, a confirmation message displays indicating the submission is complete and in accordance with the business rules. All programs must be validated to successfully pass the submission completeness check.

**Your submission completeness check is complete.  
Please use your Browser Back button to return to the previous screen.**


4. Click on the browser Back  button to return to the **Submit Data** tab page.
5. Read the *Certification Statement* on the **Submit Data** tab page.
6. Click on the Submit Financial Data  button at the bottom of the table to submit the financial data. A confirmation message displays indicating that the submission is now ready for the next stage.

The example message below shows an audited submission that is ready for IPA review.

**Congratulations - your statement data is now ready for auditor procedures!**

The example message below shows a submission that was transmitted to REAC.

**Congratulations - your submission has been successfully  
transmitted to REAC.**

7. Click on the browser Back  button to return to the **Submit Data** tab page.

## Submitting Verified Data to REAC (For Audited Submissions Only)

After the auditor has reviewed the data (for audited submissions), the submission status changes to either “IPA Agree” or “IPA Disagree.” If the status is “IPA Disagree,” you must correct the errors, validate, and receive IPA Agreement before you can submit the financial statement to REAC. If the status is “IPA Agree,” you can submit the audited financial data to REAC.

*To submit auditor-verified financial data to REAC:*

1. Starting on the **Inbox** page, select a submission from the table and click on the [IPA Agree](#) link in the *Status* column. The **Financial Data Schedule** page for the selected submission displays.

[Inbox](#) | [PHA Info](#) | Financial Data Schedule | [Data Collection Form](#) | [Unusual Circumstance Request](#) | [Submit](#) | [Material Difference Reason](#)

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SELECT A PROGRAM AND CLICK GO

SELECT AN ACCOUNTING METHOD

**Instructions:**  
For the selected program, please select the corresponding accounting method.

2. On **Financial Data Schedule** page, click on the [Submit](#) link at the top or bottom of the page, the **Submit** page displays.

[Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Notes & Findings](#) | [Submit Late Reason](#) | [Material Difference Reason](#)

**PHA Code: HT001**  
**PHA Name: Hometown PHA**

**Submit Data**


**Auditor Procedures**

**CERTIFICATION STATEMENT**

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030. By selecting Submit Financial Data, I declare that the foregoing is true and correct.

LINE ITEM #	ACCOUNT DESCRIPTION	TOTAL
190	Total Assets	\$1,531,268
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900	Total Expenses	\$729,756
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$-196,285

Submit Financial Data

- Click on the Submit Financial Data  button at the bottom of the table to submit the financial and audit data to HUD. **Remember – once the data is submitted to HUD, users cannot edit the data.** A confirmation message displays.

**Congratulations - your submission has been successfully transmitted to REAC.**

- Click on the browser Back  button to return to the **Submit Data** tab page.

## Rejection Reason Details Page


The **Rejection Reason Details** is a new screen that provides the PHA with a description and value for a submission being rejected. With the implementation of Release 6.0, the PHA receives advance notice in its Inbox prior to receipt of the rejection letter from the Real Estate Assessment Center. The status of a submission displays as “Rejected” and a link allows the PHA to access the **Rejection Reason Details** page.

| [Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Submit](#) | [Late Reason](#) |

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| [Rejection Reasons](#) |

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 [Additional Help](#)

**PHA Code: CA999**  
**PHA Name: Housing Authority of Anytown**

**Rejection Reason Details**

DESCRIPTION	VALUE
Programs Not Reported	No
Financial Information Not Consistent with GAAP Method Selected	Yes
Financial Information Not Properly Classified/Reported/Stated	Yes
Agency's FY Different from Records	No
Programs Combined	No
Unexplained Indicators Affecting Indicators or Score	No
Material Non-Compliance with GAGAS	No
Other	Yes
Comments	Reasons for rejection: PHA selected Going Concern on Data collection form. 2) Amount in line 706 same as 976. Should not be using line 976 for full accrual. Only soft cost should be put on line 705, hard cost should be reflected on line 1101. 3) Expenses should be broken out on the revenue and expense statement. (Comp Grant) 4) There should not be any units (line 1120 and 1121) in the Res. Opport. Program. Please contact Jane Smith at (123) 706-1234 for assistance.



To access the **Rejection Reason Details** page:

1. Select Rejected from the Status drop-down list in the Inbox.

The screenshot shows the 'Inbox' interface with the following elements:

- Navigation: [Inbox](#) | [Delete Draft Submission](#)
- Buttons: [Additional Help](#)
- Filters:
  - PHA Code: CA999
  - Submission Type: Unaudited/A-133 Audit
  - Status: Rejected
  - Fiscal End Year: 3/31, 2001
- Action:
- Instructions:
 

**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.
- Table Headers: STATUS, PHA CODE, PHA NAME, TYPE, FISCAL YEAR END, DATE RECEIVED, FASS ANALYST

2. Click on the  button. The Inbox displays one or more submissions with a status of "Rejected."

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<a href="#">Rejected</a>	CA999	Housing Authority of Anywhere	Unaudited/A-133	03/31/2001	04/15/2001	

3. Click on the [Rejected](#) link. The **Rejection Reason Details** page displays, which provides the PHA with a description and value for each reason the submission is rejected.

The screenshot shows the 'Rejection Reason Details' page with the following information:


- Navigation: [Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Submit](#) | [Late Reason](#)
- Section: [Rejection Reasons](#)
- Buttons: [Additional Help](#)
- PHA Code: CA999  
 PHA Name: Housing Authority of Anytown
- Section: **Rejection Reason Details**
- Table:
 

DESCRIPTION	VALUE
Programs Not Reported	No
Financial Information Not Consistent with GAAP Method Selected	Yes
Financial Information Not Properly Classified/Reported/Stated	Yes
Agency's FY Different from Records	No
Programs Combined	No
Unexplained Indicators Affecting Indicators or Score	No
Material Non-Compliance with GAGAS	No
Other	Yes
- Comments:
 

Reasons for rejection: PHA selected Going Concern on Data collection form. 2) Amount in line 706 same as 976. Should not be using line 976 for full accrual. Only soft cost should be put on line 705, hard cost should be reflected on line 1101. 3) Expenses should be broken out on the revenue and expense statement (Comp Grant) 4) There should not be any units (line 1120 and 1121) in the Res. Oppat. Program. Please contact Jane Smith at (123) 706-1234 for assistance.

## Unusual Circumstances Request Page

If there are unusual circumstances preventing the timely submission of unaudited data, PHAs can request an extension via the **Unusual Circumstances Request** page. Remember to save your entries before leaving the page.

	<a href="#">HOME</a>	<a href="#">SEARCH / INDEX</a>	<a href="#">COMMENTS</a>	<a href="#">REAC HOME</a>
<h1>Real Estate Assessment Center</h1>				
<b>Unusual Circumstances Request</b>				
<b>PHA Information:</b>				
PHA Code:	<input type="text" value="TX124"/>	PHA Name:	<input type="text" value="Housing Authority of Knox City"/>	
<p>Please enter any relevant comments in the space provided below. (Note: Requests for additional time to submit information to the Real Estate Assessment Center will only be accepted for management and unaudited financial submissions. Responses will be sent to the Executive Director's email address.) Extension requests must be made 15 days prior to the PHA's due date.</p>				
Length of Request (if applicable): <input type="text"/> Days				
Related Comments: <b>(Cannot exceed 240 characters.)</b>				
<input type="text"/>				
<input type="button" value="Submit"/>				

To submit an **Unusual Circumstances Request**:

[Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Unusual Circumstance Request](#) | [Submit](#) | [Material Difference Reason](#)

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SELECT A PROGRAM AND CLICK GO

SELECT AN ACCOUNTING METHOD

**Instructions:**  
For the selected program, please select the corresponding accounting method.

1. Click on the [Unusual Circumstances Request](#) link at the top or bottom of the page. The **Unusual Circumstances** page displays.

[HOME](#)   [SEARCH / INDEX](#)   [COMMENTS](#)   [REAC HOME](#)



## Real Estate Assessment Center

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### Unusual Circumstances Request

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**PHA Information:**

PHA Code:	TX124	PHA Name:	<a href="#">Housing Authority of Knox City</a>
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Please enter any relevant comments in the space provided below. (Note: Requests for additional time to submit information to the Real Estate Assessment Center will only be accepted for management and unaudited financial submissions. Responses will be sent to the Executive Director's email address.) Extension requests must be made 15 days prior to the PHA's due date.

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Length of Request (if applicable):  Days

Related Comments: **(Cannot exceed 240 characters.)**

2. Enter the number of days requested in the *Days* field.
3. Enter the reason for the request in the *Related Comments* field.
4. Click on the Submit  button to submit your request to HUD-REAC.

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