

Chapter 7: Generating Reports

Report Selection Page

The **Report Selection** page allows users to generate reports in FASS-PHA based on the PHA's completed unaudited and audited submission data. The following reports are available:


- **Combined Balance Sheet**
- **Expenditures of Federal Awards**
- **Comparative Financial Data Schedule**
- **Financial Data Schedule**
- **Revenues and Expenses**
- **Data Collection Form** (Available for Audited/A-133 submissions only. Adobe Acrobat Reader version 4.05 or higher must be used to download this report.)

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Individual PHA Reports

<input checked="" type="radio"/> Combined Balance Sheet	<input type="radio"/> Expenditures of Federal Awards
<input type="radio"/> Comparative Financial Data Schedule	<input type="radio"/> Financial Data Schedule
<input type="radio"/> DCF Report (Audited A-133 ONLY)	<input type="radio"/> Revenues and Expenses

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To generate a report on the **Report Selection** page:

1. Starting on the **PHA Inbox** page, select a PHA from the drop-down menu in the *PHA Code* field.

⇒ *NOTE: You do not need to select a Submission Type, Status, or Fiscal Year End.*

Financial Assessment
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Inbox | [Delete Draft Submission](#)

PHA Code	Submission Type	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.
<input type="text" value="HT001"/>	<input type="text" value="ALL"/>	
Status	Fiscal End Year	
<input type="text" value="ALL"/>	<input type="text" value="All"/> <input type="text" value="2000"/> <input type="button" value="Go"/>	

2. Click on the Go button. The submissions for the selected PHA display in the table. A [Reports](#) link displays at the top and bottom of the page.

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PHA Code: Submission Type:

Status: Fiscal End Year:

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.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Approved	HT001	Anytown PHA	Unaudited/A-133	09/30/1999	03/10/2000	CHRIS KUBACKI

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[Create New Submission](#) | [Unusual Circumstance Request](#)

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3. Click on the [Reports](#) link. The **Report Selection** page displays.

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Report Selection


 [Additional Help](#)

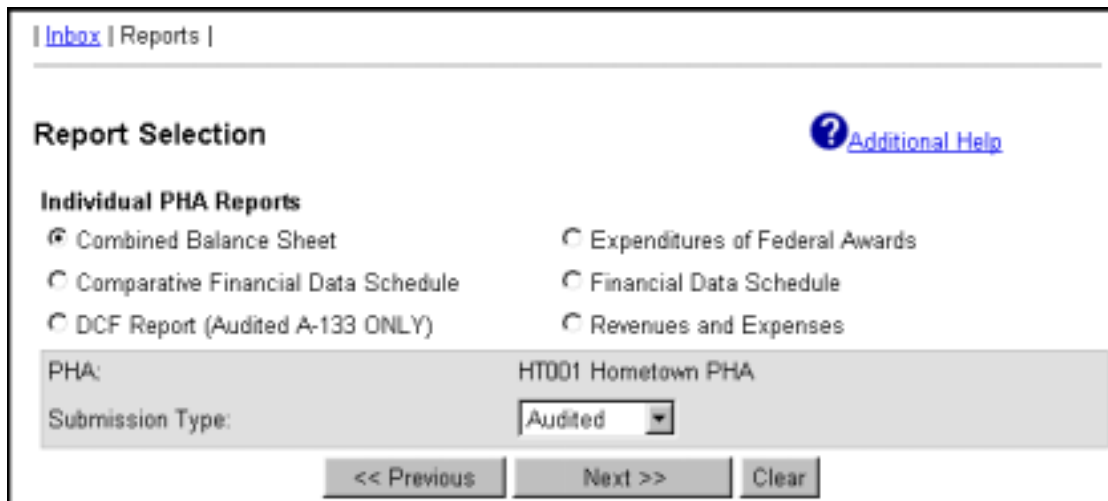
Individual PHA Reports

Combined Balance Sheet Expenditures of Federal Awards
 Comparative Financial Data Schedule Financial Data Schedule
 DCF Report (Audited A-133 ONLY) Revenues and Expenses

PHA:


4. On the **Report Selection** page, click on the *PHA* drop-down menu to select a PHA from the list.

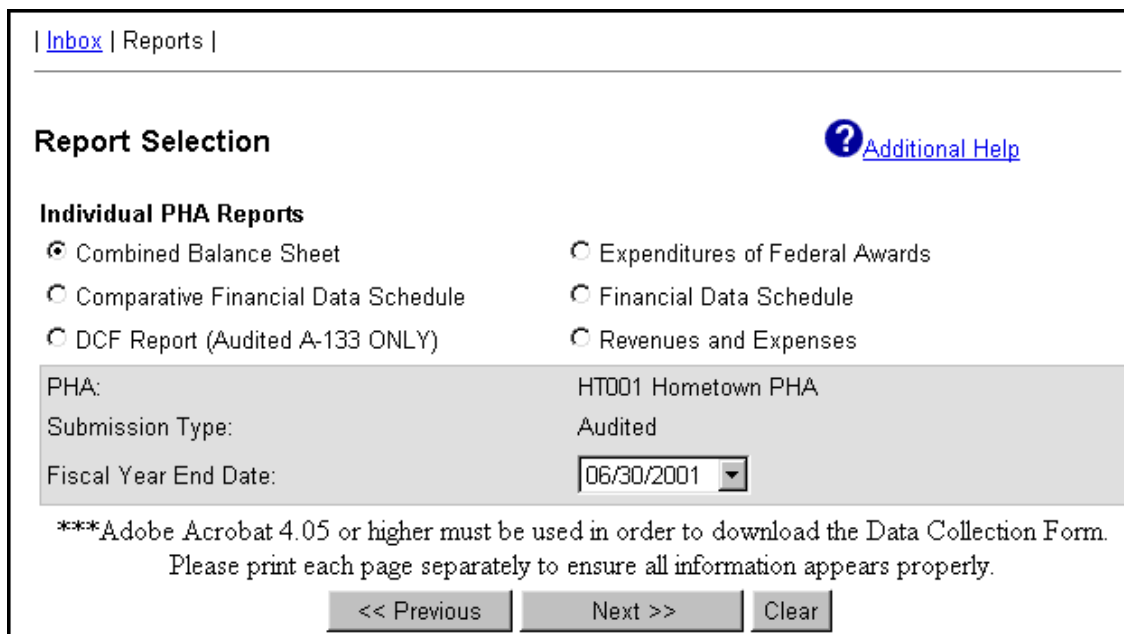
- Then click on the Go  button next to the *PHA* field. The **Report Selection** page re-displays with the *Submission Type* field that needs to be populated with the completed submission information for the selected *PHA*.



The screenshot shows the 'Report Selection' page. At the top, there is a breadcrumb 'Inbox | Reports |'. Below it is the title 'Report Selection' and a link for 'Additional Help'. Under the heading 'Individual PHA Reports', there are six radio button options: 'Combined Balance Sheet' (selected), 'Expenditures of Federal Awards', 'Comparative Financial Data Schedule', 'Financial Data Schedule', 'DCF Report (Audited A-133 ONLY)', and 'Revenues and Expenses'. Below these options, there are two input fields: 'PHA:' with the value 'HT001 Hometown PHA' and 'Submission Type:' with a dropdown menu showing 'Audited'. At the bottom, there are three buttons: '<< Previous', 'Next >>', and 'Clear'.

- Using the drop-down menu, in the *Submission Type* field, click on either “Audited” or “Unaudited”.

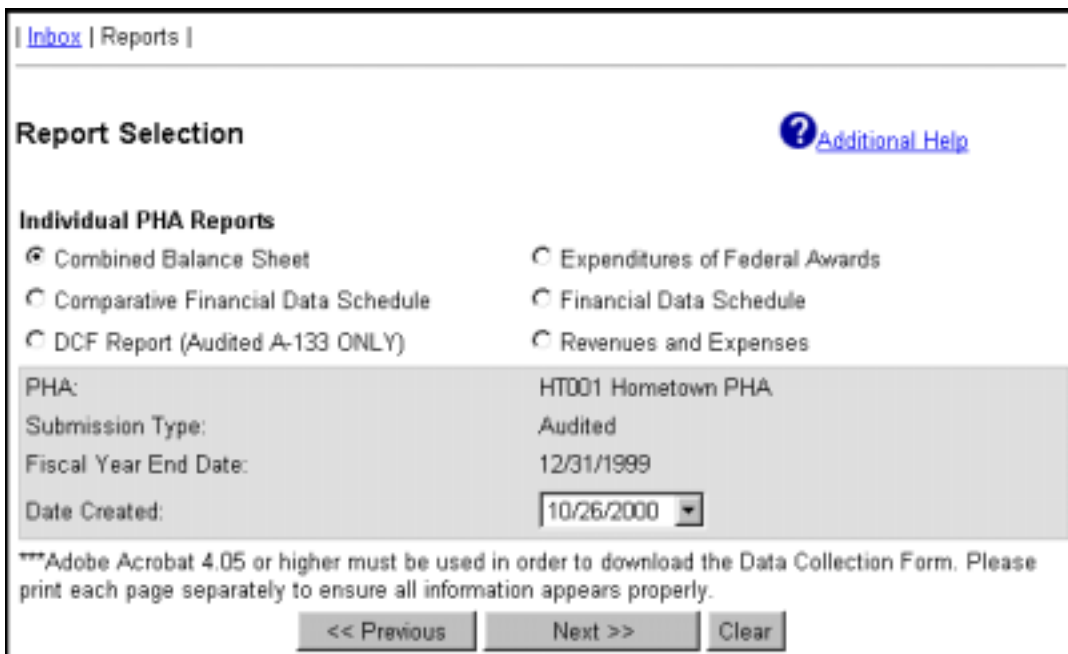
- Click on the Next  button. The **Report Selection** page redisplay with the *Fiscal Year End Date* field.



The screenshot shows the 'Report Selection' page after clicking the 'Next >>' button. The layout is similar to the previous screenshot, but the 'Submission Type' field now shows 'Audited' and a new 'Fiscal Year End Date:' field has appeared with a dropdown menu showing '06/30/2001'. Below the input fields, there is a note: '***Adobe Acrobat 4.05 or higher must be used in order to download the Data Collection Form. Please print each page separately to ensure all information appears properly.' At the bottom, there are three buttons: '<< Previous', 'Next >>', and 'Clear'.

- Click on the drop-down menu to view and select a *Fiscal Year End Date*.

9. Click on the Next  button. The **Report Selection** page redispays.



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Individual PHA Reports


Combined Balance Sheet Expenditures of Federal Awards
 Comparative Financial Data Schedule Financial Data Schedule
 DCF Report (Audited A-133 ONLY) Revenues and Expenses

PHA:	HT001 Hometown PHA
Submission Type:	Audited
Fiscal Year End Date:	12/31/1999
Date Created:	10/26/2000 ▾

***Adobe Acrobat 4.05 or higher must be used in order to download the Data Collection Form. Please print each page separately to ensure all information appears properly.

[<< Previous](#) [Next >>](#) [Clear](#)

10. In the *Date Created* field, click on the drop-down menu to select the date created.

11. Click on the Next  button. The selected report displays. The example on the following page is for a **Combined Balance Sheet**.

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Please click the print button below to print the formatted report

Hometown PHA
Combined Balance Sheet (Audited)
All Fund Types, Account Groups and Discretely Presented Component Units As of
December 31, 2000


ASSETS	<i>Total</i>
Current Assets	
Cash and cash equivalents	\$3,103,031
Investments	4,712,467
Receivables - net of allowance	2,094,372
Due from other funds	4,652,490
Inventories - net of allowance	194,483
Deferred charges and other assets	363,027
Total current assets	<u>15,119,870</u>
Noncurrent Liabilities	
Long-term debt, net of current	1,699,009
Other long-term liabilities	<u>5,839,299</u>
Total noncurrent liabilities	<u>7,538,308</u>
Total Liabilities	14,869,930
Equity and Other Credits	
Contributed capital	72,911,386
Unreserved fund	<u>6,140,741</u>
Total equity and other credits	<u>79,052,127</u>
TOTAL LIABILITIES EQUITY AND OTHER CREDITS	<u>\$93,922,057</u>

Report Generated: 04/18/2001 01:50:51



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Due to space limitations, the entire contents of this report are not displayed.

12. Click the Print  button to print the report.

13. To return to the **Report Selection** page, click on the Reports link.

- The Previous  button returns the user to the previous page of the **Report Selection** process.
- The Clear  button returns the user to the initial **Report Selection** page.