10.0 RESUBMITTING REJECTED/INVALIDATED SUBMISSIONS

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Release 7.2.1.0

10.0 Resubmitting Rejected/Invalidated Submissions

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In the event that a submission is rejected or invalidated by REAC, external users must resubmit corrected submissions for reconsideration by REAC.

Note

For most rejected and invalidated submissions, users have the option to "download last submitted version" into a new submission for further editing using the PHA Info page.

If a PHA is resubmitting data after receiving a Late Presumptive Failure, the user must select the 'Blank Submission' download option when creating the resubmission. This will allow the user to select the correct Reporting Beginning Date. The user should confirm that the Reporting Beginning Date and Reporting Ending Date are accurate prior to completing its submission.

Step 1:   First check to see if a submission has been Rejected OR Invalidated by REAC.

Select the appropriate PHA code, Submission Type, Status and Fiscal End Year. In this example select:

PHA Code:	CA999
Submission Type:	Unaudited/A-133 Audit
Status:	**Rejected** or **Invalidated**
Fiscal End Year:	All 2001

Note

Note: The submission type for the resubmission must be the same as the submission type for the rejected submission.

Note

The procedure for resubmitting **Rejected** or **Invalidated** submissions is the same. This guide uses a Rejected submission as the example.

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Financial Assessment-Inbox

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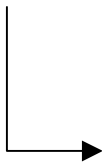Real Estate Assessment Center (REAC)

| Create New Submission | Unusual Circumstance Request |

| Inbox | Reports | Delete Draft Submission |

❓Additional Help

Select rejected from the drop down menu and click on Go.

PHA Code
CA999

Submission Type
Unaudited/A-133 Audit

Status
Rejected

Fiscal End Year
ALL   2001   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.

Step 2:   Click on the Go Go button. If a submission has been rejected, the Inbox will display one or more submissions with a status of "Rejected".

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Rejected	CA999	Hometown Housing Authority	Unaudited/A-133	06/30/2001	08/14/2001	

Clicking on the Rejected link will display the **Rejection Reason Details** page, which provides the PHA with a description and value for each reason the submission is rejected. Please **CAREFULLY** review comments. Refer to Rejection Reasons Details page for making necessary corrections in the resubmission. You may want to print this page for easy reference when completing your new resubmission.

Note

Rejected and Invalidated submissions cannot be edited and resubmitted for REAC review. Instead, **a new submission must be created.** However, selecting the "download last submission version" on the PHA Info page will download the data from the rejected submission into the new submission template. This will reduce the amount of time reentering data, as well as reduce additional errors. **If a PHA is resubmitting data after receiving a Late Presumptive Failure, the user must select the 'Blank Submission' download option when creating the resubmission.**

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Step 3: To create a resubmission click on the <u>Create New Submission</u> link at the top of the page.

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The PHA Info page displays:

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

| Inbox | Reports |

Additional Help

Instructions:
Please enter the Reporting Ending Date year, select a submission type, select a blank submission or download the last submission version and click the Save button.

Submissions prior to 09/30/2001:
Select the Program Selection tab to continue.

09/30/2001 or later submissions:
The PHA Info screen will reappear and you will need to input the Reporting Beginning Date and click the Save button. Then select the Program Selection tab to continue.

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

PHA Info

PHA Info	
PHA Code	CA999
PHA Name	Hometown Housing Authority
EIN Number	
Street Address(line 1)	1234 Hometown HWY
Street Address(line 2)	
City	Hometown
State	CA
Zip Code	94102
Reporting Ending Date	06/30 ▼
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

| Top of Page |

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
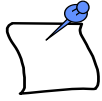Financial Assessment Subsystem – Public Housing (FASS-PH)
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Step 4: **Reporting Ending Date (month/day)**:
Enter the appropriate month/day.

Step 5: **Reporting Ending Date (year)**:
Enter a four-digit fiscal year end date.

Note

Note: The Reporting Ending Date must be the same as the Reporting Ending Date on the submission that was rejected.

Step 6: **Submission Type**
Select a radio button from one of the 5 submission types (Unaudited/A-133 Audit, Unaudited/ Non A-133 Audit, Unaudited/ No Audit, Audited/ A-133, and Audited/ Non A-133). An Unaudited submission must be created in the system before an Audited submission can be created.

Note

The submission type for the resubmission must be the same as the submission type in the rejected submission.

Step 7: **Download Option:**
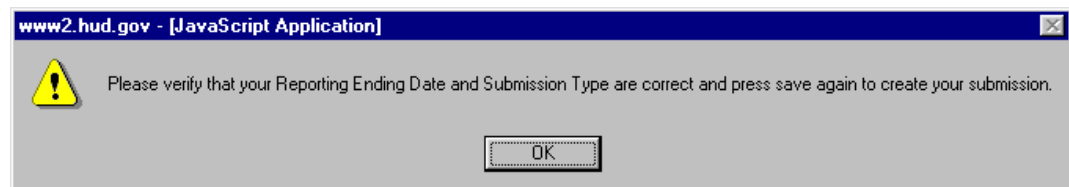Select *Download Last Submitted Version* radio button.

Note

If a PHA is resubmitting data after receiving a Late Presumptive Failure, the user must select the 'Blank Submission' download option when creating the resubmission. This will allow the user to select the correct Reporting Beginning Date. The user should confirm that the Reporting Beginning Date and Reporting Ending Date are accurate prior to completing its submission.

Step 8: Click on the Save button.

A pop-up message will appear reminding the PHA user to verify the Reporting Beginning Date and Submission Type fields.

www2.hud.gov - [JavaScript Application]

Please verify that your Reporting Ending Date and Submission Type are correct and press save again to create your submission.

OK

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Step 9:   Click OK. The user is returned to the PHA info page.

The PHA Info tab refreshes and will display a new **Component Unit** check box (for 09/30/2001 PHAs and beyond). FASS-PH Release 7.0.0.0 enabled PHAs to report as a component unit of a larger entity (no separate financial statement). If the PHA is reporting as a component unit, the user must check this box. Submissions prior to 09/30/2001 will not display the Reporting Beginning Date field and the Component Unit checkbox.

FINANCIAL ASSESSMENT – PHA INFO PAGE

PHA Info	
PHA Code	CA999
PHA Name	Hometown Housing Authority
EIN Number	
Street Address(line 1)	1234 Hometown HWY
Street Address(line 2)	
City	Hometown
State	CA
Zip Code	94102
Reporting Beginning Date	01/01 ▼ / 2001
Reporting Ending Date	12/31/ 2001
Submission Type	◉ Unaudited/ A-133 Audit
	○ Unaudited/ Non- A-133 Audit
	○ Unaudited/ No Audit
	○ Audited/ A-133
	○ Audited/ Non- A-133
	☐ Component Unit (No Separate Financial Statement)
Download Option	○ Blank Submission
	◉ Download Last Submission Version
	Save

Enter the appropriate date in the **Reporting Beginning Date** field.

Select the appropriate Submission type, and the Component Unit box (if applicable)

Select Download Last Submission Version

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Step 10:   Click on the Save button one more time to confirm.

A pop-up message appears on the screen to confirm whether the PHA is reporting as a component unit of a larger entity. The PHA user has an option to click OK or cancel.
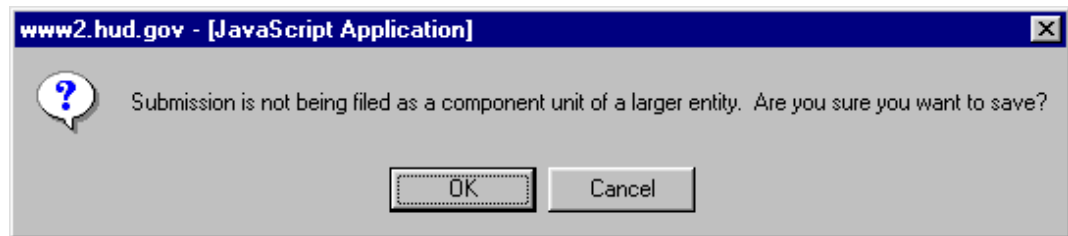
Note

Please confirm the reporting period beginning and ending dates prior to entering financial data. The system does not allow overlapping submission periods.

Step 11:   PHA Users reporting as a component unit of a larger entity must click OK to close the message and to continue to create a new submission in the system. Otherwise, click Cancel to cancel submission.

Since CA999 (sample PHA) is not reporting as a component unit of a larger entity, click OK.

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The PHA info page is refreshed with Financial Data Schedule, Data Collection Form, Submit, and Late Reason links at the top of the page. Also, a second tab, the Program Selection tab, appears to the right of the PHA Info tab.

FINANCIAL ASSESSMENT – PHA INFO PAGE

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Real Estate Assessment Center (REAC)**

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

Additional Help

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

Instructions:
If you desire to change the Submission Type, do so on this page and click the Save button. Then select the Program Selection tab to continue.

PHA Info	Program Selection
PHA Code	CA999
PHA Name	Hometown Housing Authority
EIN Number	
Street Address(line 1)	1234 Hometown HWY
Street Address(line 2)	
City	Hometown
State	CA
Zip Code	94102
Reporting Ending Date	06/30/2001
Submission Type	⦿ Unaudited/ A-133 Audit ◯ Unaudited/ Non- A-133 Audit ◯ Unaudited/ No Audit

Save

| Top of Page |

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

Additional Help

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Step 12:   At this point proceed to verify and make any necessary changes and complete the submission process. Carefully review all entries and make all necessary changes. Refer to the Rejection Reasons Page for guidance.

Click on the Financial Data Schedule link to begin viewing and editing financial data. Notice that the fields are prepopulated with data that was downloaded from the previously rejected submission.

Please click the Save button on both the Balance Sheet and the Revenue & Expense pages for each program before clicking the Validate button. Refer to Chapter 5 and 6 for further assistance on completing the resubmission.

Note

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FINANCIAL ASSESSMENT – FINANCIAL DATA SHEET

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

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

Additional Help

SELECT A PROGRAM AND CLICK GO
Development [Go]
SELECT AN ACCOUNTING METHOD
Full Accrual - Pre GASB 34

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

PHA Code: CA999
PHA Name: Hometown Housing Authority

Balance Sheet   Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT	DETAILS
Assets	**Current Assets** **Cash:**		
111	Cash - Unrestricted	$150,018,718	---
112	Cash - Restricted - Modernization and Development	$	---
113	Cash - Other Restricted	$14,110,731	---
114	Cash - Tenant Security Deposits	$315,996	---
100	**Total Cash**	$164,445,445	---
	Receivables:		
121	Accounts Receivable - PHA Projects	$	---
122	Accounts Receivable - HUD Other Projects	$	---
124	Accounts Receivable - Other Government	$6,499	---
125	Accounts Receivable - Miscellaneous	$6,524,102	---
126	Accounts Receivable - Tenants - Dwelling Rents	$3,403,411	---
126.1	Allowance for Doubtful Accounts - Dwelling Rents	$-2,544,610	---
126.2	Allowance for Doubtful Accounts - Other	$-354,228	---
127	Notes and Mortgages Receivable - Current	$426,100	---

Complete Balance Sheet not displayed

Notice: Fields are pre-populated with data.

Review, make necessary changes, and complete the submission process.