

4.0 COMMON SYSTEM FEATURES



4.0 Common System Features

4.0 COMMON SYSTEM FEATURES

Page Layout

The Financial Assessment Subsystem for PHAs (FASS-PH) allows users to electronically submit Financial Data Schedules (FDS) and Data Collection Forms (DCF) to HUD. The system consists of data entry pages that allow authorized PHA users to enter financial information. The page layout in FASS-PH is consistent throughout the system as shown in the example below. Some common features:

- [Additional Help](#) link provides PHAs with on-screen assistance. These links are located at the top and bottom of most pages.
- Links to other pages located at the top or bottom of most pages and are underlined. For example, the following links are located at the bottom of the page: [Top of Page](#), [User Guide](#) and [System Documentation](#), and [Technical Assistance Center](#). The current page is not underlined.
- An Instructions box containing instructions for completing the page is located at the top of most pages.

[Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Comments](#) | [Submit](#) |
[Late Reason](#) | [LOCCS/HUDCAPS](#) |

[Additional Help](#)

SELECT A PROGRAM

 SELECT AN ACCOUNTING METHOD

Instructions:
 Select a Program and Accounting Method. Then press the "GO" button to refresh the page.

PHA Code: CA999
 PHA Name: HOMETOWN HOUSING AUTHORITY

Balance Sheet		Revenue & Expense	
LINE ITEM #	DESCRIPTION	VALUE	DETAILS
Assets			
Current Assets			
Cash:			
111	Cash - Unrestricted	\$ <input type="text"/>	---
115	Cash - Restricted for Payment of Current Liabilities	\$ <input type="text"/>	---
112	Cash - Restricted - Modernization and Development	\$ <input type="text"/>	---

 Entire FDS not shown.

*512.1	Unrestricted Net Assets	\$ <input type="text"/>	---
513	Total Equity/Net Assets	\$ 0	---
600	Total Liabilities and Equity/Net Assets	\$ 0	---

* mandatory field
 ** Allowance accounts (126.1, 126.2, 128.1, and 143.1) are mandatory fields only if data has been reported in the corresponding asset account. Leasehold improvements and accumulated depreciation (165 and 166) are mandatory fields only if other fixed assets line items are reported. Zero is an acceptable value.

[Top of Page](#) | [Balance Sheet](#) | [Revenue & Expense](#) |

[Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Comments](#) | [Submit](#) |

[Late Reason](#) | [LOCCS/HUDCAPS](#) |


[Additional Help](#)

[User Guide and System Documentation](#) | [Technical Assistance Center](#) |

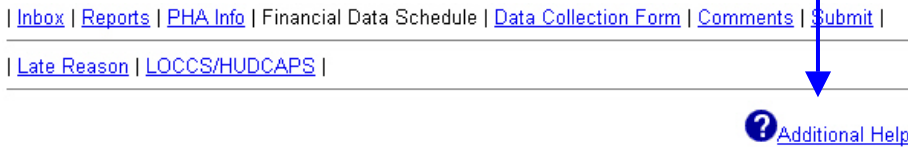


4.0 Common System Features

Additional Information

The  [Additional Help](#) feature provides PHA users with on-screen assistance for each page, as well as help for each line item. This enhancement allows users to have instant access to information about the current page.

For assistance, click on the [Additional Help](#) link.



SELECT A PROGRAM
 Low Rent Public Housing

SELECT AN ACCOUNTING METHOD
 Full Accrual - Post GASB 34

GO

PHA Code: CA999
 PHA Name: HOMETOWN HOUSING AUT

Balance Sheet		Revenue & Ex	
LINE ITEM #	DE		
Assets		Current Assets	
		Cash:	
111		Cash - Unrestrict	

Instructions:
 Select a Program and Accounting Method. Then press the "GO" button to

Financial Assessment Subsystem - PIH - Netscape

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

Financial Assessment Subsystem Main Help Menu

FASS Form Name: Financial Data Schedule - Balance Sheet

Financial Data Schedule - Balance Sheet

The Balance Sheet page allows users to enter data for the assets, liabilities, and equity for each of the programs and projects that are selected on the Program Selection and Project Selection pages. Users can navigate to the Revenue & Expense page by clicking the Revenue & Expense

Online Help Search Information

Please select the desired Account number:

- The **Help Information** page pertaining to the existing page opens providing detailed information on the current/open page. This example displays information for the Financial Data Schedule – Balance Sheet.



4.0 Common System Features

- An Online Help Information Search feature is available in addition to the detailed description for the current page the user is viewing. Users can execute a search on a specific FDS line item for a particular account or a specific DCF element number by entering the line item number or element number in the *Please select the desired Account number* field and clicking on the Submit button.

Online Help Search Information

Please select the desired Account number:

- The description for the line item selected displays.

Financial Assessment Subsystem - PIH - Netscape

File Edit View Go Communicator Help

EQUITY

132 Investments Restricted

Definition: This FDS line represents the fair market value of all investments (mutual funds, treasury notes, and bonds) that can only be used, upon exchange, for specified, designated purposes. In this case, the cash proceeds from the investment would only be for the same specified use as the initially invested cash. The restriction on the use of the funds must have been placed or stipulated by the source of the funding. Investments set aside for self-insurance are not restricted for purposes of the FDS.

Crosswalk: This FDS line generally includes the restricted portion of investments recorded in HUD accounts 1162 (General Fund and Security Deposit Fund), 1171 (Debt service funds) and 1172 (Advance amortization fund). In addition, the restricted portion of HUD accounts 1173 (1173 (Investments) related to notes and bonds issued by the PHA should be reported on FDS line 131. (The HUD notes and bonds should be reported on FDS line 502 or 503). See FDS line 131 for crosswalk of unrestricted amounts in these HUD accounts. The amounts identified as being reportable on FDS line 132 may be recorded in REAC suggested account 1165 (Investments - restricted).

Online Help Search Information

Please select the desired Account number:



4.0 Common System Features

- If a PHA user submits an incorrect account number, the user receives an error message, as demonstrated below.

Financial Assessment Subsystem Main Help Menu

FASS Form Name: Financial Data Schedule - Balance Sheet

Financial Data Schedule - Balance Sheet


The Balance Sheet page allows users to enter data for the assets, liabilities, and equity for each of the programs and projects that are selected on the Program Selection and Project Selection pages. Users can navigate to the Revenue & Expense page by clicking the Revenue & Expense tab. Remember to save your work before leaving the Balance Sheet page.

To enter data on this page, select the desired program and click the Go button. Then select an accounting method and enter the financial data. Click the Save button to save your data. To reset this page with data from the previous save, click the Reset button. To clear all saved data on this page, click the Clear button.


Online Help Search Information

Please select the desired Account number:

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



Financial Assessment Subsystem Main Help Menu

You have entered an incorrect topic please refer to the user guide for further help. 






- Click on the button to close the Help Information page.



4.0 Common System Features


Buttons

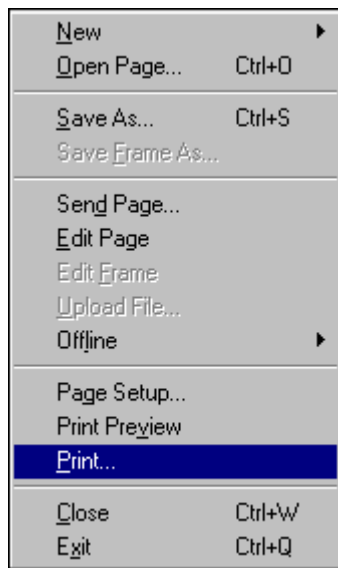
In the middle of each page is a data entry table where users enter financial information in the blank fields. Users can click on the tabs at the top of the table (or the underlined links at the bottom of the page) to move to another page. Some pages also include underlined Details links to additional pages requesting more detailed information for a specific item.

At the bottom of most data entry tables are two buttons: Save  and Reset . Always use the Save  button to save your entries before leaving the page. **To ensure that your work is properly saved, avoid using the browser Back and Forward buttons.** The Reset  button resets the fields to the last save. Some pages also have a Clear  button. This button clears all fields on the data entry page.

Printing Pages



To print pages, use the browser Print  button at the top of the page or select File menu, then select Print.





4.0 Common System Features

Contacting the Technical Assistance Center

If you have questions about using the FASS-PHA system, you can contact the REAC Technical Assistance Center (formerly the REAC Customer Service Center) by phone or by email.

By Phone

You can call the REAC Technical Assistance Center with system questions toll-free Monday through Friday, 7:00 a.m. to 8:30 p.m., Eastern Time at **1-888-245-4860**.

By Email

Users can send an electronic message to the TAC via the REAC Contact Us page. For instructions, click the [Technical Assistance Center](#) link at the bottom of the FASS-PH page.

To send an e-mail message to the REAC Technical Assistance Center:

1. At the bottom of the FASS-PH page, click on the [Technical Assistance Center](#) (formerly the [Customer Service Center](#)) link. The **User Guide/TAC Instructions** page displays.



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

| [Late Reason](#) | [LOCCS/HUDCAPS](#) |

Accessing the FASS-PH User Guide:

1. Print this instructions page for your reference.
2. Click [here](#) to access the REAC Home Page.
3. On the REAC Home Page, click the "business area products" link to navigate to the REAC Products page.
4. Click the "FINANCIAL ASSESSMENT - PUBLIC HOUSING AGENCIES" link to navigate to the FASS-PH Products page.
5. Click the "Documents and Guidance" link to access the FASS-PH User Guide.

Contacting the REAC Technical Assistance Center:

1. Print this instructions page for your reference.
2. Click [here](#) to access the REAC Home Page.
3. On the REAC Home Page, click the "contact us" link.
4. Follow the instructions for contacting REAC by either Phone, U.S. Mail, or Email.

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

| [Late Reason](#) | [LOCCS/HUDCAPS](#) |

| [User Guide and System Documentation](#) | [Technical Assistance Center](#) |



4.0 Common System Features

- 2. Follow the instructions on the page. The **Real Estate Assessment Center (REAC) Technical Assistance Center Submission** page will display.

Real Estate Assessment Center (REAC)
Technical Assistance Center Submission

***First Name:** ***Last Name:**

***Email:** **Phone:**

***I prefer follow-up and response via:** Email
 Phone (Phone required above.)

Question/Comment:

Please enter any information that you think would help us address your Question/Comment (e.g. PHA Number, Inspection ID).

If necessary, INSERT ATTACHMENT

Please Note: Required fields are marked => *. If confidentiality is an issue, please call the REAC Technical Assistance Center directly at 1-888-245-4860.

- 3. Click in the blank fields and enter the information requested. Users must enter their *First* and *Last Name*, *Email* address, and *preferred method of response*.

FIELD NAME	EXPLANATION
First Name	Click and type in your first name. This field is required
Last Name	Tab and enter your last name. This field is required.
Email	Tab and enter your email address. This field is required.
Phone	Tab and enter your phone number.
Response Preference	Tab and select the preferred method of response to your question. Click on either the <i>Phone</i> or <i>Email</i> radio button to select it.
Question/Comment	Tab and enter your question or comments. Be specific.
Additional Information	Tab and enter any additional information pertaining to your question (e.g., PHA number)
Insert Attachment	Tab to attach files, if necessary. Click on the Browse button. The File Upload window displays. Find the file in the appropriate directory. Click on the file to select it. Click on the Open button to attach the file.



4.0 Common System Features

4. Click on the Submit button to send the question or comments to the REAC Technical Assistance Center.