



# **USER'S MANUAL**

*Financial Assessment Subsystem –  
Public Housing (FASS-PH)*

**U.S. Department of Housing and Urban  
Development**

May 31, 2002

# EXTERNAL USER'S MANUAL

## TABLE OF CONTENTS

	<u>Page #</u>
<b>1.0 INTRODUCTION.....</b>	<b>1-1</b>
<b>2.0 GETTING STARTED.....</b>	<b>2-1</b>
<b>3.0 ACCESSING FASS-PH.....</b>	<b>3-1</b>
<b>3.1 Logging On.....</b>	<b>3-1</b>
<b>3.2 Exit System.....</b>	<b>3-6</b>
<b>4.0 COMMON SYSTEM FEATURES.....</b>	<b>4-1</b>
<b>5.0 CREATING FINANCIAL SUBMISSIONS.....</b>	<b>5-1</b>
<b>5.1 Inbox.....</b>	<b>5-1</b>
<b>5.2 PHA Info Page.....</b>	<b>5-4</b>
5.2.1 PHA Info Tab.....	5-6
5.2.2 Program Selection Tab.....	5-10
<b>5.3 Financial Data Schedule.....</b>	<b>5-16</b>
5.3.1 Balance Sheet.....	5-19
5.3.2 Revenue & Expense.....	5-21
<b>5.4 Data Collection Form.....</b>	<b>5-29</b>
5.4.1 General Information.....	5-31
5.4.2 Financial Statements.....	5-33
5.4.3 Federal Programs.....	5-35
<b>5.5 Notes and Findings.....</b>	<b>5-46</b>
5.5.1 Notes.....	5-51
5.5.2 Audit Information.....	5-54
5.5.3 Audit Findings.....	5-57
5.5.4 Action Plan.....	5-60
5.5.5 MD & A.....	5-62
5.5.6 Financial Statements.....	5-65
<b>5.6 Comments Page.....</b>	<b>5-68</b>
<b>5.7 LOCCS/HUDCAPS.....</b>	<b>5-70</b>
<b>5.8 Late Reason Page.....</b>	<b>5-72</b>
<b>5.9 Unusual Circumstances Request.....</b>	<b>5-74</b>
<b>5.10 Material Difference Reason Page.....</b>	<b>5-77</b>
<b>6.0 SUBMITTING FINANCIAL DATA.....</b>	<b>6-1</b>

6.1	Unaudited and Audited Submission Process.....	6-1
6.2	Conditional Acceptance Reasons.....	6-13
6.3	Rejection Reason Details.....	6-16
7.0	<b>DELETE FINANCIAL SUBMISSIONS.....</b>	<b>7-1</b>
8.0	<b>IPA REVIEW PROCESS.....</b>	<b>8-1</b>
8.1	Inbox.....	8-4
8.2	Financial Data Schedule.....	8-5
8.3	PHA Info.....	8-8
8.4	Data Collection Form.....	8-10
8.5	Notes and Findings.....	8-13
8.6	Late Reason.....	8-17
8.7	Material Difference Reason.....	8-18
8.8	Submit.....	8-19
8.9	Reports.....	8-25
9.0	<b>GENERATING REPORTS.....</b>	<b>9-1</b>
10.0	<b>RESUBMITTING REJECTED/INVALIDATED SUBMISSIONS.....</b>	<b>10-1</b>
	<b>APPENDIX A: ERROR MESSAGES AND BUSINESS VALIDATIONS.....</b>	<b>A-1</b>