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 7.3.0.0

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. You should always confirm that the Reporting Beginning Date and Reporting Ending Date are accurate prior to completing a resubmission.

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. Additionally, the Reporting Ending Date must be the same as the Reporting Ending Date on the submission that was rejected.

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.

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

Step 4: Follow the usual process to create and submit the resubmission. Refer to Chapters 5 and 6 for details about the submission process.

Please click the Save button on the Balance Sheet and the Revenue & Expense pages for each program before clicking the Validate button.