

## **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
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash:</b>			
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	<b>Total Equity/Net Assets</b>	\$ 0	---
600	<b>Total Liabilities and Equity/Net Assets</b>	\$ 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](#) |



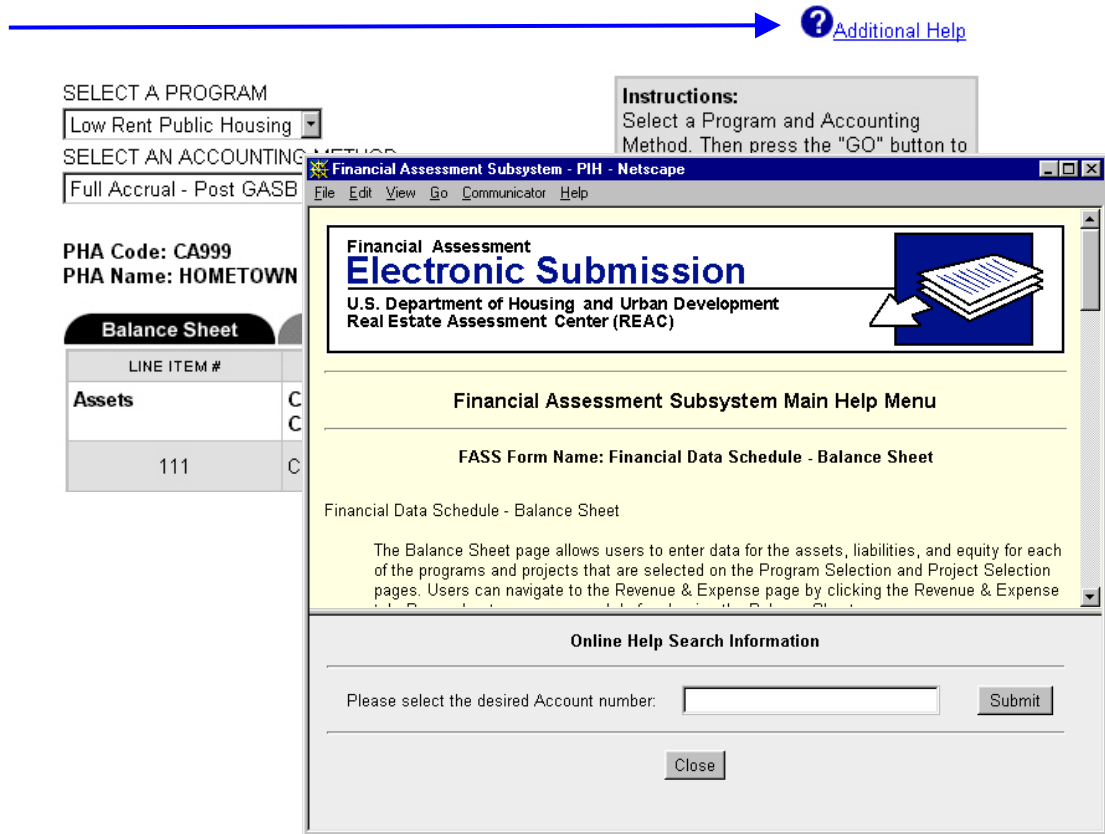
## 4.0 Common System Features

### Additional Help

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.

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

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



**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:

LINE ITEM #		
<b>Assets</b>	C	
	C	
111	C	

PHASES  
 SELECT A PROGRAM  
 Low Rent Public Housing  
 SELECT AN ACCOUNTING METHOD  
 Full Accrual - Post GASB  
 PHA Code: CA999  
 PHA Name: HOMETOWN

- 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**

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**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.

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**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)



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**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

### Links to Other Pages

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. Most pages include [User Guide and System Documentation](#) and [Technical Assistance Center](#) links at the bottom of the page.

SELECT A PROGRAM

SELECT AN ACCOUNTING METHOD

Click the tabs to move between pages.

**PHA Code: CA999**  
**PHA Name: HOMETOWN HOUSING AUTHORITY**

Balance Sheet
Revenue & Expense

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
703	Net Tenant Rental Revenue	\$ <input type="text"/>	---
704	Tenant Revenue - Other	\$ <input type="text"/>	---
<b>705</b>	<b>Total Tenant Revenue</b>	<b>\$ 0</b>	---
706	HUD PHA Operating Grants	\$ <input type="text"/>	---
706.1	Capital Grants	\$ <input type="text"/>	---
708	Other Government Grants	\$ <input type="text"/>	---
** 711	Investment Income - Unrestricted	\$ <input type="text"/>	---
712	Mortgage Interest Income	\$ <input type="text"/>	---
713	Proceeds from Disposition of Assets Held for Sale	\$ <input type="text"/>	---
** 713.1	Cost of Sale of Assets	\$ <input type="text"/>	---

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Entire page not shown.  
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* 1120	Unit Months Available	<input type="text"/>	<a href="#">[Details]</a>
* 1121	Number of Unit Months Leased	<input type="text"/>	---

Click the [Details](#) links to enter line item details.

**Instructions:**  
 Select a Program and Accounting Method. Then press the "GO" button to refresh the page. Click the Validate button to verify the data against the system business rules.

Instructions are shown at the top of the page.

Click the links to move between pages.

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

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| [Inbox](#) | [Reports](#) | [PHA Info](#) | Financial Data Schedule | [Data Collection Form](#) | [Notes & Findings](#) |

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| [Comments](#) | [Submit](#) | [Late Reason](#) | [Material Difference Reason](#) | [LOCCS/HUDCAPS](#) |

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




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



## 4.0 Common System Features

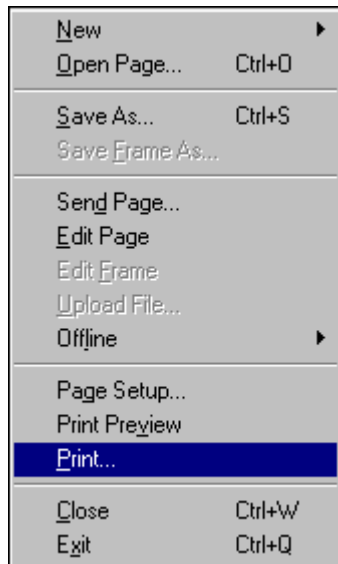
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### Buttons

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 and deletes the associated data from the database.

### 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-PH system, you can contact the PIH-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 6:00 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.

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

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

**Homes & Communities**  
 U.S. Department of Housing and Urban Development

**Real Estate Assessment Center**  
 About REAC  
 Business area products  
 Business partners  
 Online systems  
 Common questions  
 Calendar  
 Industry user guides  
 Library  
 Directory  
 Training  
 Technical support  
 Contact us

HUD news  
 Homes  
 Communities  
 Working with HUD  
 Resources

**Tools**  
 Let's talk  
 Webcasts  
 Mailing lists  
 Contact us  
 Help

**FIRSTGOV**  
 Your First Click to the U.S. Government

**White House**  
 President George W. Bush

**Real Estate Assessment Center** Text only | Search/index

Home > About HUD > Real Estate Assessment Center > Contact us

### contact us

## Customer Service Center Submission

Please fill out this form to assist us with answering your question. If confidentiality is an issue, please call the REAC Customer Service Center directly at 1-888-245-4860.  
 \* = required fields

**Your Contact Information:**

First Name\*:

Last Name\*:

Email Address\*:

Please Confirm Email Address\*:

Phone Number\*:

Fax Number:

Web User ID:

Address\*:

City\*:

State\*:

Zipcode\*:

I prefer follow-up and response via\*:  Email  Phone

**Financial Assessment-Public Housing Information:**

PHA Code:

PHA Name:

Fiscal Year Ending(FYE):

**Your Question:**

Please tell us your question. Please include any relevant information/codes/error messages that will assist us with addressing your particular issue.

If necessary, upload a file:

Content updated November 5, 2002 [Back to Top](#)

U.S. Department of Housing and Urban Development  
 451 7th Street S.W., Washington, DC 20410  
 Telephone: (202) 708-1112 TTY: (202) 708-1455  
[Visit a local HUD office near you](#)

[Privacy Statement](#)  
[Home](#)

- Click in the blank fields and enter the information requested.
- Click on the Submit  button to send the question or comments to the REAC Technical Assistance Center.