

9.0 GENERATING REPORTS



9.0 Generating Reports

9.0 GENERATING REPORTS

The **Report Selection** page allows users to generate reports in FASS-PH based on the PHA's completed unaudited and audited submission data. Users can access the Report Selection page via the Reports link on the Inbox page and all submission pages. The following reports are available:

- ▲ Combined Balance Sheet/ Statement of Net Assets;
- ▲ Expenditures of Federal Awards;
- ▲ Comparative Financial Data Schedule;
- ▲ Financial Data Schedule;
- ▲ Revenues and Expenses/ Statement of Revenues, Expenses, and Changes in Fund Net Assets;
- ▲ Data Collection Form (Available for Audited/A-133 submissions only. Adobe Acrobat Reader version 4.05 or higher must be used to download this report.);
- ▲ Edit Flags Report

| [Inbox](#) | Reports |

Report Selection [? Additional Help](#)

Individual PHA Reports

<input checked="" type="radio"/> Combined Balance Sheet/Statement of Net Assets	<input type="radio"/> Expenditures of Federal Awards
<input type="radio"/> Comparative Financial Data Schedule	<input type="radio"/> Financial Data Schedule
<input type="radio"/> DCF Report (Audited A-133 ONLY)	<input type="radio"/> Revenues and Expenses/Statement of Revenues, Expenses, and Change in Fund Net Assets
<input type="radio"/> Edit Flags Report	

[? Additional Help](#)

| [Inbox](#) | Reports |



Note

Navigation from a submission to its corresponding reports has been enhanced. A [Reports](#) link has been provided in the submission pages and a [Back to Submission](#) link has been provided on the Report Selection page.

The following steps will describe how to generate sample *Statement of Net Assets*, *Statement of Revenues, Expenses, and Fund Net Assets*, and *DCF Report* for CA999 FYE 09/30/2002, with submission type Unaudited/A-133. Follow these steps to generate the other reports from the Report Selection screen.



9.0 Generating Reports

Step 1: *How to generate a **Statement of Net Assets** report:*

First, log into the FASS-PH system and access the Inbox page.

Step 2: Next, determine which submission you would like to generate a report for. Enter/ select the desired combination of PHA Code, Submission Type, Status, Fiscal End Year, and click Go.

The Inbox will display.

PHA Code	Submission Type	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.				
CA999	Unaudited/A-133 Audit					
Status	Fiscal End Year					
ALL	9/30 2002 Go					
STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Approved	CA999	HOMETOWN HOUSING AUTHORITY	Unaudited/A-133	09/30/2002	08/27/2001	Peter Bell

Step 3: Click on the submission you would like to generate a report for. The Balance Sheet for the PHA will display.

Click on the [Approved](#) link.



9.0 Generating Reports

Click on the new **Reports** link.

| [Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Submit](#) | [Late Reason](#) |
 | [Review Score](#) |

[? Additional Help](#)

SELECT A PROGRAM AND CLICK GO

 SELECT AN ACCOUNTING METHOD
 Full Accrual - Post 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	\$15,000	---
115	Cash - Restricted for Payment of Current Liabilities	\$5,200	---
112	Cash - Restricted - Modernization and Development		---
113	Cash - Other Restricted	\$6,000	---

Step 4:

On the Balance Sheet page, click on the [Reports](#) link at the top or bottom of the page to access the **Report Selection** page.

The Report Selection page will display. Notice the DCF Report radio button has been disabled. Only audited submissions have the option to generate the DCF Report.

| [Inbox](#) | [Reports](#) | [Back to Submission](#) |

Report Selection

[? Additional Help](#)

Individual PHA Reports

- Combined Balance Sheet/Statement of Net Assets
- Expenditures of Federal Awards
- Comparative Financial Data Schedule
- Financial Data Schedule
- DCF Report (Audited A-133 ONLY)
- Revenues and Expenses/Statement of Revenues, Expenses, and Change in Fund Net Assets
- Edit Flags Report

Next >>

[? Additional Help](#)

| [Inbox](#) | [Reports](#) | [Back to Submission](#) |



9.0 Generating Reports

Step 5: The Statement of Net Assets radio button has been selected by default.

Click on the Next pushbutton. The Report Selection page will refresh and you will be prompted to select the *Date Created* field.

State:	CA
PHA:	CA999 HOMETOWN HOUSING AUTHORITY
Submission Type:	Unaudited
Fiscal Year End Date:	09/30/2002
Date Created:	<input type="text" value="08/27/2001"/>

Step 6: From the *Date Created* dropdown box, select the appropriate date and click on the Next button.

The *Statement of Net Assets Report* for CA999 FYE 09/30/2002 is generated.



9.0 Generating Reports

Click on the Reports link to return to Report Selection page.

[Inbo](#) | [Reports](#) |

Please click the print button below to print the formatted report

CA999 - HOMETOWN HOUSING AUTHORITY
Statement of Net Assets (Unaudited)
Proprietary Funds
September 30, 2002

	<i>Totals</i>
ASSETS	
Current assets	
Cash and cash equivalents	\$ 15,000
Investments	75,000
Receivables, net	64,000
Total current assets	<u>154,000</u>
Noncurrent assets	
Restricted cash and cash equivalents	11,200
Capital assets:	
Land	99,000
Building and equipment	210,500
Infrastructure	46,000
Less accumulated depreciation	---
Capital assets, net	355,500
Other noncurrent assets	<u>25,000</u>
Total noncurrent assets	<u>391,700</u>
Total assets	<u>545,700</u>
LIABILITIES	
Current liabilities	
Accounts payable	66,900
Accrued liabilities	171,000
Total current liabilities	<u>237,900</u>
Noncurrent liabilities	
Total noncurrent liabilities	<u>0</u>
Total liabilities	<u>237,900</u>
NET ASSETS	
Restricted net assets	307,800
Total net assets	<u>\$ 307,800</u>

Report Generated: 09/04/2001 07:03:26

Step 7: Click on the Reports link on the report page to return to the Report Selection page.



9.0 Generating Reports

Step 8: *How to generate a **Statement of Revenues, Expenses and Changes in Fund Net Assets** report:*

Click on the Statement of Revenues, Expenses, and Changes in Fund Net Assets radio button.


Individual PHA Reports

- Combined Balance Sheet/Statement of Net Assets
- Expenditures of Federal Awards
- Comparative Financial Data Schedule
- Financial Data Schedule
- DCF Report (Audited A-133 ONLY)
- Revenues and Expenses/Statement of Revenues, Expenses, and Change in Fund Net Assets
- Edit Flags Report

State:	CA
PHA:	CA999 HOMETOWN HOUSING AUTHORITY
Submission Type:	Unaudited
Fiscal Year End Date:	09/30/2002
Date Created:	08/27/2001

***Adobe Acrobat 4.05 or higher must be used in order to download the Data Collection Form. Please print each page separately to ensure all information appears properly.

<< Previous Next >>

Step 9: Select the appropriate date from the *Data Created* dropdown box, and click on the Next  button.

The *Statement of Revenues, Expenses, and Fund Net Assets* report is generated for CA999 FYE 09/30/2002.



9.0 Generating Reports

| [Inbox](#) | [Reports](#) |

Please click the print button below to print the formatted report



CA999 - HOMETOWN HOUSING AUTHORITY
Statement of Revenues, Expenses, and Changes in Fund Net Assets (Unaudited)
Proprietary Funds
For the Year Ended September 30, 2002

	<i>Totals</i>
OPERATING REVENUES	
Tenant Revenue	\$ 98,000
Government operating grants	56,300
Total operating revenues	154,300
OPERATING EXPENSES	
Total operating expenses	0
Operating income (loss)	154,300
NONOPERATING REVENUES (EXPENSES)	
Total nonoperating revenues (expenses)	0
Income (loss) before contributions and transfers	---
Change in net assets	---
Total net assets - beginning	153,500
Total net assets - ending	\$ 307,800

Report Generated: 09/07/2001 07:18:55

Step 10: *To return to the original submission:*

Click on the [Reports](#) link on the report page to return to the Report Selection page.

Step 11: *How to generate a DCF Report:*

A DCF Report can be generated only for Audited A-133 submissions. Since we are currently in an Unaudited A-133 submission, we must go back to the Inbox page and query for the desired Audited submission, and then return to the Report Selection page.

Click on the [Inbox](#) link on the Report Selection page to return to the Inbox page. .



9.0 Generating Reports

Click on the Inbox link.

[Inbox](#) | [Reports](#) | [Back to Submission](#) |

Report Selection [? Additional Help](#)

Step 12: On the Inbox page, select/ enter the PHA Code, Fiscal End Year, and select “Audited A-133” from the submission type dropdown. Then click Go.

PHA Code	Submission Type	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.
<input type="text" value="CA999"/>	<input type="text" value="Audited/A-133"/>	
Status	Fiscal End Year	
<input type="text" value="ALL"/>	<input type="text" value="9/30"/> <input type="text" value="2002"/> <input type="button" value="Go"/>	

Step 13: Click on the status link corresponding to the audited submission.

Click on the Ready for Scoring status link.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Ready for Scoring	CA999	HOMETOWN HOUSING AUTHORITY	Audited/A-133	09/30/2002	09/04/2001	Swap Das

Step 14: The Balance Sheet for the Audited A-133 submission will display. Click on the Reports link at the top or bottom on the page to return to the Report Selection page.



9.0 Generating Reports

Click on the Reports link.

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

| [Submit](#) | [Late Reason](#) | [Material Difference Reason](#) |

[? Additional Help](#)

SELECT A PROGRAM AND CLICK GO

SELECT AN ACCOUNTING METHOD
 Full Accrual - Post 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	\$15,000	---
115	Cash - Restricted for Payment of Current Liabilities	\$5,200	---
112	Cash - Restricted - Modernization and Development		---

Step 15

Select the DCF Report (Audit A-133 ONLY) radio button and click on the Next



pushbutton.

Notice the DCF Report radio button is not disabled. Since the current submission is an audited A-133 submission, the DCF Report radio button is now available.

Select the DCF Report radio button.

| [Inbox](#) | [Reports](#) | [Back to Submission](#) |

Report Selection [? Additional Help](#)

Individual PHA Reports


<input checked="" type="radio"/> Combined Balance Sheet/Statement of Net Assets	<input type="radio"/> Expenditures of Federal Awards
<input type="radio"/> Comparative Financial Data Schedule	<input type="radio"/> Financial Data Schedule
<input checked="" type="radio"/> DCF Report (Audited A-133 ONLY)	<input type="radio"/> Revenues and Expenses/Statement of Revenues, Expenses, and Change in Fund Net Assets
<input type="radio"/> Edit Flags Report	

[? Additional Help](#)


| [Inbox](#) | [Reports](#) | [Back to Submission](#) |




9.0 Generating Reports


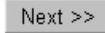
Step 16: The Report Selection page will refresh. You must select the create date from the *Date Created* dropdown box and click on the Next  button.

- DCF Report (Audited A-133 ONLY) Revenues and Expenses/Statement of Revenues, Expenses, and Change in Fund Net Assets
- Edit Flags Report

Select a date from the *Date Created* dropdown box. 

State:	CA
PHA:	CA999 HOMETOWN HOUSING AUTHORITY
Submission Type:	Audited
Fiscal Year End Date:	09/30/2002
Date Created:	<input type="text" value="08/31/2001"/> 

***Adobe Acrobat 4.05 or higher must be used in order to download the Data Collection Form. Please print each page separately to ensure all information appears properly.

Step 17: The DCF Report will display. There are a total of 6 DCF pages with information for Part I (General Information), Part II (Financial Statements) and Part III (Federal Programs).



9.0 Generating Reports

DCF REPORT: PART I GENERAL INFORMATION (PAGE 1)

DCF Report
Page 1

FORM SF-SAC (3-20-2001)		OMB No. 0348-0057 U.S. DEPT. OF COMM. – Econ. and Stat. Admin. – U.S. CENSUS BUREAU ACTING AS COLLECTING AGENT FOR OFFICE OF MANAGEMENT AND BUDGET	
Data Collection Form for Reporting on AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS for Fiscal Year Ending Dates On or After January 1, 2001			
Complete this form, as required by OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."		RETURN TO Federal Audit Clearinghouse 1201 E. 10th Street Jeffersonville, IN 47132	
PART I GENERAL INFORMATION (To be completed by auditee, except for Item 7)			
1. Fiscal period ending date for this submission Month / Day / Year Fiscal Period End Dates Must Be On or After January 1, 2001 9 / 30 / 2002		2. Type of Circular A-133 audit 1 <input checked="" type="checkbox"/> Single audit 2 <input type="checkbox"/> Program-specific audit	
3. Audit period covered 1 <input checked="" type="checkbox"/> Annual 3 <input type="checkbox"/> Other – 12 Months 2 <input type="checkbox"/> Biennial		4. Date received by Federal clearinghouse FEDERAL GOVERNMENT USE ONLY	
5. Employer Identification Number (EIN) a. Auditee EIN 1 1 1 1 1 1 1 1 1 1		b. Are multiple EINs covered in this report? 1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No <i>If Part I, Item 5b = "Yes," complete Part I, Item 5c (Complete the continuation sheet on Page 4)</i>	
6. AUDITEE INFORMATION		7. AUDITOR INFORMATION (To be completed by auditor)	
a. Auditee name HOMETOWN HOUSING AUTHORITY		a. Auditor name Gonzalez Farias Guerra & Flores PC	
b. Auditee address (Number and street) 1234 HOMETOWN HWY City: HOMETOWN State: CA ZIP + 4 Code: 9 4 1 0 2 - 0 0 0 0		b. Auditor address (Number and street) 5201 Tesoro Plaza City: Laredo State: TX ZIP + 4 Code: 7 8 0 4 1 - 1 2 3 4	
c. Auditee contact Name: Init Name 2: Title: Analyst		c. Auditor contact Name: This is a Mandatory Field This is a Mandatory Field Title: N/A	
d. Auditee contact telephone (555) 555 - 5555		d. Auditor contact telephone (999) 999 - 9999	
e. Auditee contact FAX (Optional) (555) 555 - 5555		e. Auditor contact FAX (Optional) (956) 727 - 4060	
f. Auditee contact E-mail (Optional) name@email.com		f. Auditor contact E-mail (Optional) pfarias@gfgf.com	
g. AUDITEE CERTIFICATION STATEMENT – This is to certify that, to the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period described in Part I, Items 1 and 3; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Circular; and, (3) the information included in Parts I, II, and III of this data collection form is accurate and complete. I declare that the foregoing is true and correct.		9. AUDITOR STATEMENT – The data elements and information included in this form are limited to those prescribed by OMB Circular A-133. The information included in Parts II and III of the form, except for Part III, Items 8, 9, and 10, was transferred from the auditor's report(s) for the period described in Part I, Items 1 and 3, and is not a substitute for such reports. The auditor has not performed any auditing procedures since the date of the auditor's report(s). A copy of the reporting package required by OMB Circular A-133, which includes the complete auditor's report(s), is available in its entirety from the auditee at the address provided in Part I of this form. As required by OMB Circular A-133, the information in Parts II and III of this form was entered in this form by the auditor based on information included in the reporting package. The auditor has not performed any additional auditing procedures in connection with the completion of this form.	
Signature of certifying official Date: / / Month Day Year		Signature of auditor Date: / / Month Day Year	
Printed Name/Title of certifying official Name 3 Ini Name 4 Title			



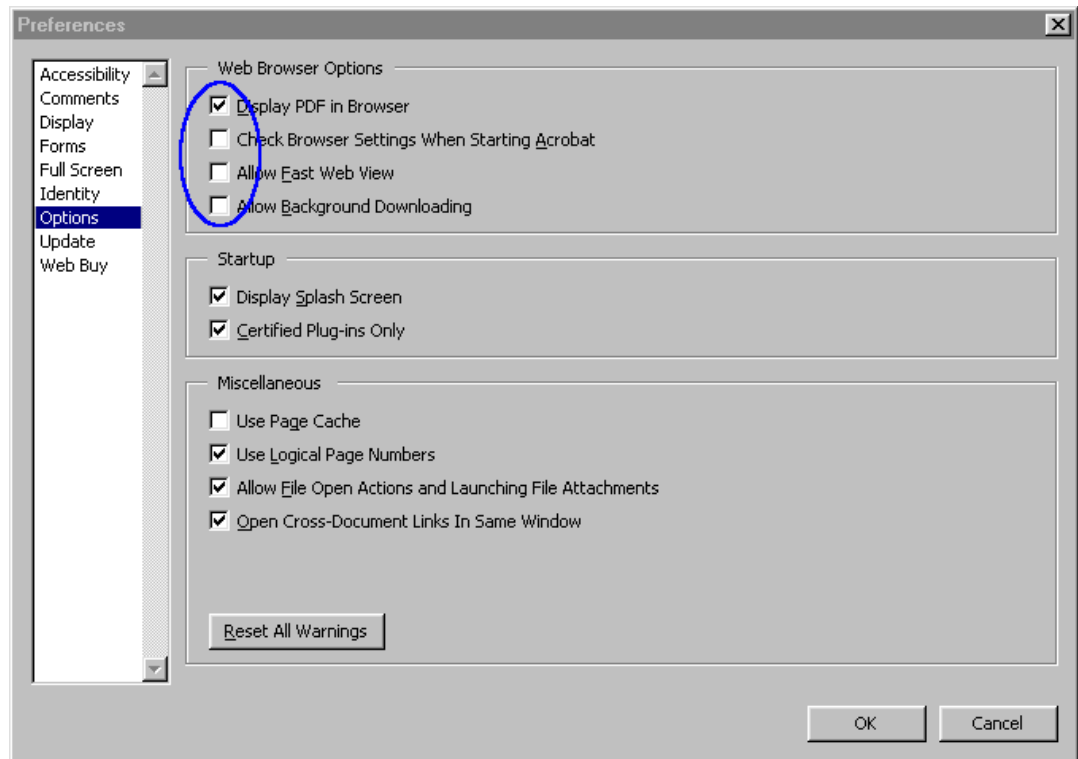
9.0 Generating Reports



Note

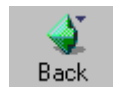
ACROBAT READER VERSION 5.0 & 6.0 SETTINGS: If you have difficulty generating the DCF Report and you are using **Acrobat Reader version 5.0 or 6.0**, please try changing the Acrobat Reader settings in the following way:

1. Open Acrobat Reader and from the toolbar, select Edit.
2. From the Edit menu, select Preferences;
3. From the Preferences menu, click on Options;
4. In the Options menu, locate Web Browser Option section and uncheck all check boxes except for the 'Display PDF in Browser' box. (refer to the screen print below)
5. Finally, select OK.



Step 17:

User the Back



Browser button to return to the Report Selection page.



9.0 Generating Reports

Click on the [Back to Submission](#) link to return to the audited submission pages.

| [Inbox](#) | Reports | [Back to Submission](#) |

Report Selection

[? Additional Help](#)

Individual PHA Reports

- Combined Balance Sheet/Statement of Net Assets
- Expenditures of Federal Awards
- Comparative Financial Data Schedule
- Financial Data Schedule
- DCF Report (Audited A-133 ONLY)
- Revenues and Expenses/Statement of Revenues, Expenses, and Change in Fund Net Assets
- Edit Flags Report

State:	CA
PHA:	CA999 HOMETOWN HOUSING AUTHORITY
Submission Type:	Audited
Fiscal Year End Date:	09/30/2002
Date Created:	08/31/2001

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<< Previous Next >>

[? Additional Help](#)

| [Inbox](#) | Reports | [Back to Submission](#) |

Step 18: From the Report Selection page, click on the new [Back to Submission](#) link.
The Balance Sheet page for the audited submission will display.