



FINANCIAL ASSESSMENT SUBSYSTEM

Quick Start Guide

FINANCIAL ASSESSMENT SUBSYSTEM

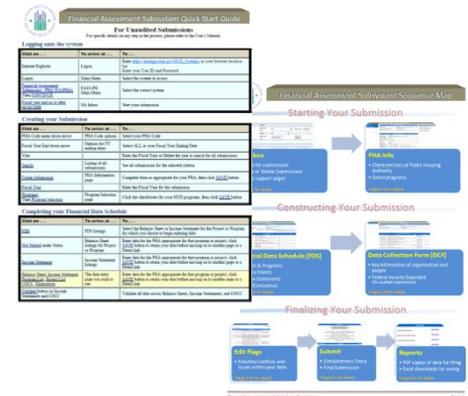
This 22 page introduction to the Financial Assessment Subsystem provides the user with a visual overview of the components of the system and general steps for completing a financial data submission.

For a comprehensive set of instructions for using the system, users are directed to the **External User Manual**. There can be found detailed instructions and specific screenshots for all pages, actions, and situations to be anticipated while completing a submission.

Also available on the website is a step by step version of the Quick Start Guide and an activity Sequence Map.

At the end of each section in this presentation, you are given the option of moving on to the next section or going directly to the Table of Contents (TOC). Also, you may right click to pause (without selecting an option from the popup menu) and left click to start again.

CLICK ON THE LINK WHEN YOU ARE READY TO **BEGIN** OR WISH TO GO DIRECTLY TO THE **TOC**

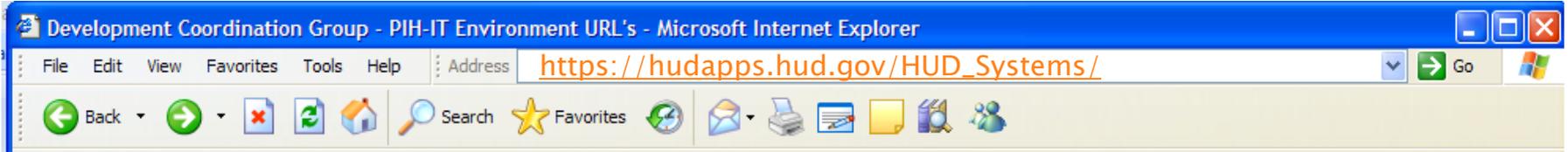


Quick Start Guide



LOGGING ONTO THE SYSTEM

Step 1 Open your browser.
Type into the Address line.
Press **ENTER** or click **Go**.



Step 2

Enter your **User ID**

Enter your **Password**

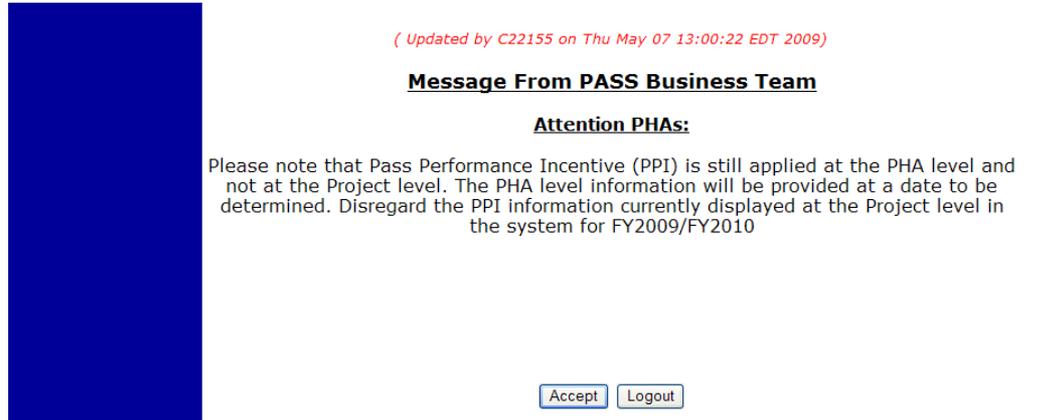
Click **Login**

A screenshot of the "User Login" page for "Secure Systems Single Sign On". The page has a dark blue header with the text "User Login" and navigation links for "faq | help | search | home". On the left side, there is a logo with houses and the text "Secure Systems Single Sign On". The main content area contains two input fields: "User ID" and "Password". Below these fields is a link that says "Forgot your password? Click the link to reset your password and for other useful information." There are two buttons: "Login" and "Cancel". At the bottom, there is a red "ATTENTION" notice, a "NOTE" about a 30-minute inactivity timeout, and a "Content updated June 15, 2007" timestamp. The footer includes a home icon, contact information for the U.S. Department of Housing and Urban Development, and links for "Home | Privacy Statement".

LOGGING ONTO THE SYSTEM

Step 3

On the next page, scroll down to click the **ACCEPT** button.



(Updated by C22155 on Thu May 07 13:00:22 EDT 2009)

Message From PASS Business Team

Attention PHAs:

Please note that Pass Performance Incentive (PPI) is still applied at the PHA level and not at the Project level. The PHA level information will be provided at a date to be determined. Disregard the PPI information currently displayed at the Project level in the system for FY2009/FY2010

Step 4

Click here.



Secure Systems

Welcome FIRST - M00202
LAST - fasspha

system administration

- [Password Change](#)

Main Menu [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Systems

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)

System Administration

- [Password Change](#)

 **Real Estate Assessment Center**
Financial Assessment Subsystem (FASS-PH)

Step 5

Click here.



Public Reporting Burden for this collection of information is estimated to average 11 hours per respondent, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Public housing agencies are not required to respond to this collection of information unless a current, valid approved OMB control number is displayed on the form. Public Housing Financial Management Template, OMB No. 2535-0107, expires 09/30/2011.

You are about to enter the Financial Assessment Subsystem. Please click the link below to continue.

[CONTINUE](#)



LOGGING ONTO THE SYSTEM

Step 6

Click here



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

FASS-PH Main Menu

Please click on one of the two buttons below to take you to the appropriate system.

**Fiscal year end
on or before
03/31/2008**

(Click left button to access scores and status of each PHA with a fiscal year end of 03/31/2008 or before.)

**Fiscal year end
on or after
06/30/2008**

(Click right button to access scores and status of each PHA with a fiscal year end of 06/30/2008 or after.)

To arrive at
My Inbox



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

Work Items	Search	
Create Submission	Submission Type	All <input type="text"/> PHA Code <input type="text" value="DC777"/>
Delete Draft Submission	Status	All <input type="text"/>
Link to 3/31/2008 and prior Submissions Inbox	Fiscal End Year	09/30 <input type="text"/> 2009 <input type="text"/> <input type="button" value="Search"/>
Nothing found to display.		
Resources		
User Guide and System Documentation	Technical Assistance Center	FASS-PH website



CREATING YOUR SUBMISSION



Real Estate Assessment Center

Financial Assessment Subsystem (FASS-PH)

Work Items	Search
Create Submission	Submission Type: <input type="text" value="All"/> PHA Code: <input type="text" value="DC777"/>
Delete Draft Submission	Status: <input type="text" value="All"/>
Link to 3/31/2008 and prior Submissions Inbox	Fiscal End Year: <input type="text" value="All"/> <input type="text" value=""/> <input type="button" value="Search"/>
Nothing found to display.	<input type="text" value="03/31"/> <input type="text" value="06/30"/> <input type="text" value="09/30"/> <input type="text" value="12/31"/> <input type="text" value="All"/>
Resources	Assistance Center FASS-PH website
User Guide and System Documentation	

To begin your submission

Click on the **PHA Code** down arrow to locate your PHA code, if it is not already there. Click on your code.

Click on the **Fiscal Year End** down arrow, if the year is not already there. Click on **ALL** or on your **Fiscal Year End**.

Click in the **Year** box [2009], if your submission year is not there. Backspace to erase it or enter your submission year.

Click here to complete a search, if you need to do so.



CREATING YOUR SUBMISSION



Real Estate Assessment Center **Financial Assessment Subsystem (FASS-PH)**

Work Items	Search						
Create Submission	Submission Type <input type="text" value="All"/> PHA Code <input type="text" value="DC777"/>						
Delete Draft Submission	Status <input type="text" value="All"/>						
Link to 3/31/2008 and prior Submissions Inbox	Fiscal End Year <input type="text" value="All"/> <input type="text"/> <input type="button" value="Search"/>						
1 Submission(s) found, displaying all Submission(s).1							
<table border="1"><tr><td>PHA Submitted DC777</td><td>CARLSBURG</td><td>Unaudited/Non-A-133</td><td>03/31/2009</td><td>04/26/2009</td><td>MU6706</td></tr></table>		PHA Submitted DC777	CARLSBURG	Unaudited/Non-A-133	03/31/2009	04/26/2009	MU6706
PHA Submitted DC777	CARLSBURG	Unaudited/Non-A-133	03/31/2009	04/26/2009	MU6706		
Resources							
User Guide and System Documentation	Technical Assistance Center	FASS-PH website					

Other submissions from your PHA appear here.

To create a new submission, click here



CREATING YOUR SUBMISSION

... and arrive at the
[PHA Information](#) page.

Provide the information for your PHA, as appropriate, in each data entry location.

Reporting End Date {

Submission Type radio button {

Asset Management radio button {

Component Unit checkbox {

Click [SAVE](#)

PHA Information	
PHA Code	DC777
PHA Name	CARLSBURG
EIN Number	N/A
Address(line1)	1140 23rd St. NW #906
Address(line2)	
City	WASHINGTON
State	DC
Zip Code	20037
Reporting Ending Date	03/31 <input type="text"/> (Four Digit Year)
Submission Type	<input checked="" type="radio"/> Unaudited/Non-A-133 <input type="radio"/> Unaudited/No Audit <input type="radio"/> Unaudited/A-133 <input type="radio"/> Audited/Non-A-133 <input type="radio"/> Audited/A-133
Asset Management	<input checked="" type="radio"/> Non-Asset Management with Elimination Only <input type="radio"/> Non-Asset Management with COCC/Elimination <input type="radio"/> Non Asset Management <input type="radio"/> Asset Management without COCC/Elimination <input type="radio"/> Asset Management with Elimination Only <input type="radio"/> Asset Management with COCC/Elimination
Component Unit	<input type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.)
Submission Option	<input checked="" type="radio"/> Blank Submission <input type="radio"/> Download Submission
<input type="button" value="Save"/>	



SELECTING YOUR PROGRAMS

You will be returned to the PHA Info page.

To enter your programs:

- Click on the [Program Selection](#) link
- Check the boxes for the appropriate programs

If you wish to add further programs:

- Click on the [Add Program](#) link
- Click on the pull down menu arrow
- Click on the program you wish

Continue until you have selected all of your programs.

Click [SAVE](#) at the bottom of the page before you leave the [Program Selection](#) page.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
Programs+	Add Program						
Comments	Program Selection	PHA Information					
Late Reason	PHA Code	DC777					
	PHA Name	CARLSBURG					
	Fiscal Year End Date:	03/31/2010					
	Submission Type:	Unaudited/Non-A-133					

Add Program

CFDA#

Federal Agency: ADMINISTRATION FOR CHILDREN AND FAMILIES, DEPARTMENT OF HEALTH AND HUMAN SERVICES

Program Name: [Interest Reduction Payments - Rental and Cooperative Housing for Lower Income Families](#)

- Rehabilitation Mortgage Insurance
- Manufactured Home Loan Insurance_Financing Purchase of Manufactured Home
- Mortgage Insurance for Construction or Substantial Rehabilitation of C
- Mortgage Insurance_Group Practice Facilities
- Mortgage Insurance_Group
- Mortgage Insurance_Homes for Disaster Victims
- Mortgage Insurance_Homes for Low and Moderate Income Families
- Mortgage Insurance_Homes in Outlying Areas
- Mortgage Insurance_Homes in Urban Renewal Areas
- Mortgage Insurance_Housing in Older, Declining Areas
- Mortgage Insurance_Cooperative Projects
- Mortgage Insurance_Manufactured Home Parks
- Mortgage Insurance_Hospitals
- Mortgage Insurance_Nursing Homes, Intermediate Care Facilities, Board
- Mortgage Insurance_Purchase by Homeowners of Fee Simple Title From Les
- Mortgage Insurance_Purchase of Sales-Type Cooperative Housing Units
- Mortgage Insurance_Purchase of Units in Condominiums
- Mortgage Insurance_Rental Housing
- Mortgage Insurance_Rental and Cooperative Housing for Moderate Income
- Mortgage Insurance_Rental Housing for the Elderly
- Mortgage Insurance_Rental Housing in Urban Renewal Areas
- Mortgage Insurance_Special Credit Risks
- Property Improvement Loan Insurance for Improving All Existing Structu
- Rent Supplements_Rental Housing for Lower Income Families
- Supplemental Loan Insurance_Multifamily Rental Housing
- Mortgage Insurance for the Purchase or Refinancing of Existing Multifa
- Supportive Housing for the Elderly
- Section 245 Graduated Payment Mortgage Program
- Mortgage Insurance_Combination and Manufactured Home Lot Loans



COMPLETING YOUR FDS

The **Financial Data Schedule** collects your financial information.

After clicking the **FDS** link, Notice navigation links for:

- **Balance Sheet**
- **Income Statement**
- **Programs** you have listed

The screenshot shows a navigation bar with 'FDS' highlighted in a red box. Below it, a left sidebar contains 'BalanceSheet+', 'Income Statement+', and 'Programs'. The main content area is titled 'PHA Information' and contains the following data:

PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A- 133
Select Entity:	Program List

The initial page provides a listing of your **Programs/Projects**.

The screenshot shows a table titled 'Balance Sheet - Program Listing' with the following data:

CFDA #	Program Name	Status
14.854	Public and Indian Housing Drug Elimination Program	<u>Not Started</u>

The left navigation bar also holds links for other functions involving your **Balance Sheets** and **Income Statements**.

The screenshot shows the 'FDS' link in the navigation bar with a dropdown menu open. The dropdown menu contains 'Income Statement', 'COCC', and 'Elimination'. The main content area is titled 'PHA Information' and contains the following data:

PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A- 133
Select Entity:	Program List

Access to data for other programs is through links in this location.



COMPLETING YOUR FDS

To begin entering data,

click on a **Program** link

or a

Project Number link.

The **Balance Sheet** data entry page will appear.

Complete required data in blank spaces and **Details** links.

Then **SAVE** your data before moving onto another page or **Detail** link.

Clicking on a **Detail** link without a **SAVE** for the page, will result in the data **not** being saved.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
BalanceSheet+							
Income Statement+							
PHA Information							
PHA Code	DC777						
PHA Name	CARLSBURG						
Fiscal Year End Date:	03/31/2010						
Submission Type:	Unaudited/Non-A-133						
Select Entity:	Program List						

Balance Sheet - Program Listing		
CFDA #	Program Name	Project Number
14.854	Public and Indian Housing Drug Elimination	AL137014014

Balance Sheet			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted		-
112	Cash - Restricted - Modernization and Development	\$ <input type="text"/>	-
113	Cash - Other Restricted	\$ <input type="text"/>	-
114	Cash - Tenant Security Deposits	\$ <input type="text"/>	-
115	Cash - Restricted for Payment of Current Liabilities	\$ <input type="text"/>	-
100	Total Cash	\$ <input type="text"/>	-
Receivables:			
121	Accounts Receivable - PHA Projects	\$ <input type="text"/>	-
122	Accounts Receivable - HUD Other Projects	\$ <input type="text"/>	-
124	Accounts Receivable - Other Government	\$ <input type="text"/>	-
125	Accounts Receivable - Miscellaneous	\$ <input type="text"/>	-
126	Accounts Receivable - Tenants	\$ <input type="text"/>	-
126.1	Allowance for Doubtful Accounts - Tenants	\$ <input type="text"/>	-
126.2	Allowance for Doubtful Accounts - Other	\$ <input type="text"/>	-
512.1	Unrestricted Net Assets	\$ <input type="text"/>	-
513	Total Equity/Net Assets	\$ <input type="text"/>	-
600	Total Liabilities and Equity/Net Assets:	\$ <input type="text"/>	-

Line Item 122 Details			
Line Item #	Description	Value	
122-010	Operating Subsidy	\$ <input type="text"/>	
122-020	Capital Fund	\$ <input type="text"/>	
122-030	Other	\$ <input type="text"/>	
Total Amount		\$ <input type="text"/>	

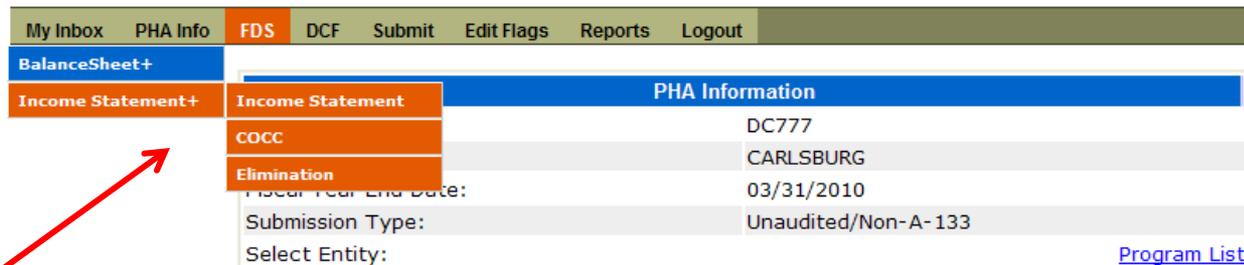
Reminder

- ** If you add or alter line items, press the SAVE button to save all your changes.
- ** When you press the SAVE button, all totals fields will be calculated and displayed.



COMPLETING YOUR FDS

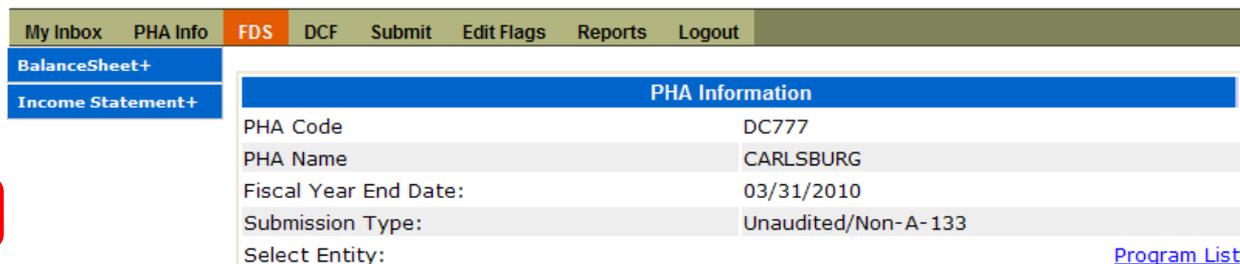
Once you are in a project or program, you can move from the **Balance Sheet** to the **Income Statement**, **Elimination**, and **COCC** through these links.



The screenshot shows a navigation menu with 'FDS' selected. Below it are links for 'BalanceSheet+', 'Income Statement+', 'COCC', and 'Elimination'. A red arrow points from the text 'Income Statement, Elimination, and COCC' to the 'Income Statement+' link. To the right is a 'PHA Information' form with the following details:

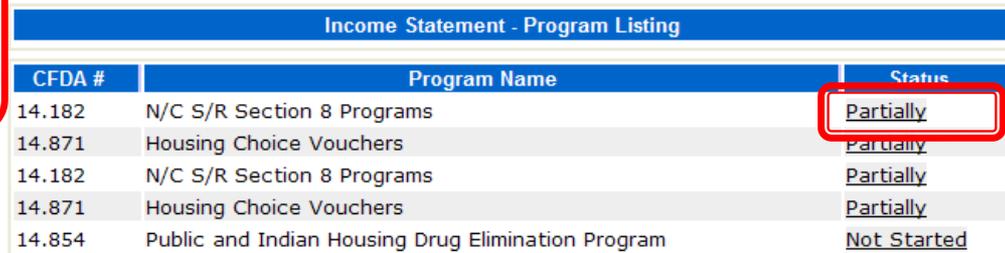
PHA Information	
PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A- 133
Select Entity:	Program List

To begin completing an **Income Statement**, click on the **Income Statement** link, 



The screenshot shows the 'Income Statement+' link selected in the navigation menu. The 'PHA Information' form is displayed with the same details as in the previous screenshot.

Click on the **Status** link for the program desired or the **Program** list link to see the programs. 



The screenshot shows the 'Income Statement - Program Listing' table with the following data:

CFDA #	Program Name	Status
14.182	N/C S/R Section 8 Programs	Partially
14.871	Housing Choice Vouchers	Partially
14.182	N/C S/R Section 8 Programs	Partially
14.871	Housing Choice Vouchers	Partially
14.854	Public and Indian Housing Drug Elimination Program	Not Started

Then complete the form as you did the **Balance Sheet**.



COMPLETING YOUR FDS

When you have:

- Ensured the required data has been entered, and
- Completed each **SAVE** to be certain your data is retained . . .

The **VALIDATE** button will appear at the bottom of the **Income Statements** and **COCC**. Click on it to have the system cross check your data between **Income Statements** and **Balance Sheets** for each program.

If errors are displayed, you must correct those errors, **SAVE** and **VALIDATE** again until all errors are corrected.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
BalanceSheet+							
Income Statement+							
PHA Information							
PHA Code	DC777						
PHA Name	CARLSBURG						
Fiscal Year End Date:	03/31/2010						
Submission Type:	Unaudited/Non-A-133						
Program Name	Housing Choice Vouchers						
Select Entity:	Program List						

Income Statement				
Line Item #	Description	Value	Details	
70300	Net Tenant Rental Revenue	\$0	-	
70400	Tenant Revenue - Other	\$0	-	
70500	Total Tenant Revenue	\$0	-	
70600	HUD PHA Operating Grants	\$1	[Details]	
70610	Capital Grants	\$1	-	
11020	Required Annual Debt Principal Payments	\$0	-	
11030	Beginning Equity	\$-1	-	
11040	Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	-	
11170	Administrative Fee Equity	\$0	[Details]	
11180	Housing Assistance Payments Equity	\$0	[Details]	
11190	Unit Months Available	0	[Details]	
11210	Number of Unit Months Leased	1	-	
		<input type="button" value="Save"/>	<input type="button" value="Reset"/>	<input type="button" value="Validate"/>

Reminder

- ** If you add or alter line items, press the SAVE button to save all your changes.
- ** When you press the SAVE button, all totals fields will be calculated and displayed.



COMPLETING YOUR DCF

The **Data Collection Form** collects your submission information.

For an **Unaudited Submission**:
After clicking the **DCF** link,
Notice the navigation link
for **General Information**

Complete data for your PHA
in blank spaces, pull downs,
and **Details** links

Then **SAVE** your data before
moving **on** to another page or
Details link.

Navigation: My Inbox PHA Info **DCF** Submit Edit Flags Reports Logout

General Information

PHA Information

PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A-133

General Information

Element#	Description	Value	Details
*G9000-010	Fiscal Year Ending Date	03/31/2010	---
*G2000-021	Reporting Period Covered		---
*G2000-031	Reporting Period Covered - Months	12	---
*G9000-020	Employer Identification Number	111111111	---
*G2000-040	Multiple EIN Indicator	Yes	[Details]
*G9000-030	Data Universal Numbering System (DUNS) Number	549380222	---
*G2000-050	Multiple DUNS Indicator	Yes	[Details]
*G9100-011	Entity Name	CARLSBURG	---
*G9100-021	Entity Street Address Line 1	1140 23rd St. NW #906	---
*G9100-031	Entity Street Address Line 2		---
*G9100-041	Entity City	WASHINGTON	---
*G9100-051	Entity State	DC	---
*G9100-061	Entity Zip Code	20037	---
*G9100-066	Entity Zip Code Extension	0000	---
*G2100-011	Entity Contact First Name	Michael	---
G2100-021	Entity Contact Middle Initial		---
G2200-270	Fee Accountant Contact Extension		---
G2200-280	Fee Accountant Contact Fax		---
G2200-290	Fee Accountant Contact Email		---
*G4100-040	Total Federal Awards Expended		---

CFDA#	Name of Federal program	Amount Expended
14.858	Hope I	\$
*G4100-030	Amount Expended	\$
14.850	Low Rent Public Housing	\$
*G4100-030	Amount Expended	\$
14.872	Public Housing Capital Fund Program	\$
*G4100-030	Amount Expended	\$

[Add a Federal Program](#)

Save Reset

*mandatory field



COMPLETING YOUR DCF

For an Audited submission there are also links for:

- Financial Statement
- Federal Programs
- Supplemental Information

Click on **a link to** complete data appropriate for that page.

Enter and **SAVE** your data before moving onto another page or **Details** link.

Then repeat the **process** for the other links.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
General Information							
Financial Statement							
Federal Program							
Supplemental Information							
PHA Information							
PHA Code	DC777						
PHA Name	CARLSBURG						
Fiscal Year End Date:	03/31/2010						
Submission Type:	Unaudited/Non-A-133						

General Information			
Element#	Description	Value	Details
*G9000-010	Fiscal Year Ending Date	03/31/2010	---
*G2000-021	Reporting Period Covered	Annual	---
*G2000-031	Reporting Period Covered - Months	12	---
*G9000-020	Employer Identification Number	111111111	---
*G2000-040	Multiple EIN Indicator	Yes	[Details]
*G9000-030	Data Universal Numbering System (DUNS) Number	549380222	---
*G9000-030	Data Universal Numbering System (DUNS) Number	549380222	---
*G9000-030	Data Universal Numbering System (DUNS) Number	549380222	---

Federal Program			
Element#	Description	Value	Details
*G4000-020	Dollar Threshold Used to Distinguish Type A and Type B Programs	\$	---
*G4000-030	Low-Risk Auditee Indicator	None	---
*G4000-040	Indicator-Any Audit Findings Disclosed that are Required to be Reported	None	---
*G4000-080	Was a Schedule of Prior Audit Findings prepared?	None	---
*G4100-040	Total Federal Awards Expended	\$0	[Details]

*mandatory field

Supplemental Information			
ELEMENT#	DESCRIPTION	VALUE	DETAILS
*G3100-040	SAS 29 "in relation to" Opinion on the Financial Data Schedule	None	---
Required Supplemental Information			
*G3100-050	Is MD & A omitted?	None	---
*G3100-060	Are other supplemental Information Omitted?	None	---

*i

mandatory field



COMPLETING YOUR DCF

When you have:

- Ensured all of the required data has been entered, and
- Completed a **SAVE** to be certain all of your data is retained . . .

The **VALIDATE** button will appear at the bottom of the **DCF General Information** page. Click on it to have the system cross check your data.

If errors are displayed, you must correct those errors, **SAVE** and **VALIDATE** again until all errors are corrected.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
General Information							
PHA Information							
PHA Code	DC777						
PHA Name	CARLSBURG						
Fiscal Year End Date:	03/31/2010						
Submission Type:	Unaudited/Non-A-133						

Element#	Description	Value	Details
*G9000-010	Fiscal Year Ending Date	03/31/2010	---
*G2000-021	Reporting Period Covered	Annual	---
*G2000-031	Reporting Period Covered - Months	12	---
*G9000-020	Employer Identification Number	345467654	---
*G2000-040	Multiple EIN Indicator	No	---
*G9000-030	Data Universal Numbering System (DUNS) Number	549380222	---
*G2000-050	Multiple DUNS Indicator	No	---
*G9100-011	Entity Name	CARLSBURG	---
*G9100-021	Entity Street Address Line 1	1140 23rd St. NW #906	---
*G9100-031	Entity Street Address Line 2		---
*G9100-041	Entity City	WASHINGTON	---
*G9100-051	Entity State	DC	---
*G9100-061	Entity Zip Code	20037	---
*G9100-066	Entity Zip Code Extension	0000	---
*G2100-011	Entity Contact First Name	Michael	---
G2200-240	Fee Accountant Contact Last Name	Pitt	---
G2200-250	Fee Accountant Contact Title	COCO	---
G2200-260	Fee Accountant Contact Telephone	(202)444-1212	---
G2200-270	Fee Accountant Contact Extension		---
G2200-280	Fee Accountant Contact Fax		---
G2200-290	Fee Accountant Contact Email	Lojac@adf.com	---
*G4100-040	Total Federal Awards Expended	\$70	[Details]



CHECKING EDIT FLAGS

Edit Flags identify possible errors or inconsistencies in your data.

Prior to submitting your data, checking the **Edit Flags** will alert you to additional adjustments you may need to make in your data.

Click on the **Edit Flags** link.

Click on the **Edit Flags** generator link in the displayed page.

You will receive its **Status**. You can check the status at any time by clicking here.

You may be able to expedite obtaining your report by again clicking on the **Edit Flags** link, then clicking on **Edit Flags Report** to view the results.

My Inbox PHA Info FDS DCF Submit **Edit Flags** Reports Logout

Report Status

PHA Information

PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A-133

Edit Flag Action Center

Click [Edit Flags](#) to generate edit flags

*** Your submission must be validated before running the edit flag report.**

Edit Flags Report Status

Status: **Processing**. Please check back after 10 minutes for report completion.

Edit Flag Action Center

Click [Edit Flags](#) to generate edit flags Click to view [Edit Flags Report](#)

Generated on 08/28/2009 12:43 PM

[Change Program](#)

*** Your submission must be validated before you run the edit flag report.**

Edit Flags Report

[Print Version](#)

15 Edit Flags violated.

Flag #	Level	Flag Description	Project/Program
1	Project/Program	A non-zero amount exists on one or more restricted cash or restricted investment accounts. Please verify the amount(s) reported on lines 112, 113, 115, 132, and 135.	(PR)-WESTVIEW VILLAGE, (PG)-Housing Choice Vouchers, (PG)-N/C S/R Section 8 Programs
2	Project/Program	The 'Selected Program' should not have a non-zero value reported for cash - tenant security deposits (line 114), unless the unit is owned by the PHA.	(PG)-Housing Choice Vouchers, (PG)-N/C S/R Section 8 Programs



SUBMITTING YOUR FINANCIAL DATA

Submit enables you to send your submission to REAC.

When you have **VALIDATED**:

All **Income Statements**, the **DCF**, and **COCC**,
Click on the **Submit** link in the top navigation bar.

Click on **Submission Completeness Check**

If errors are displayed, you must

Please correct following Errors	
Project Completeness Check	Project - Default Not Validated!
Go Back to Submit FDS	

- Correct those errors
- **SAVE** corrections
- **VALIDATE** each changed page
- Resubmit with **Completeness Check**

until all errors are corrected.

When the **Completeness Check** is successful, you will receive this notice.

Then click here.



My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
----------	----------	-----	-----	--------	------------	---------	--------

PHA Information	
PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A-133

Submit Data	
-------------	--

[Submission Completeness Check](#)

Certification Statement

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031. By selecting Submit Financial Data, I declare that the foregoing is true and correct.

Line Item #	Description	Total
190	Total Assets	208
600	Total Liabilities and Equity/Net Assets	180
70000	Total Revenue	47
96900	Total Operating Expenses	0
97000	Excess of Operating Revenue over Operating Expenses	47
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	8

[Submit Financial Data](#)

Please Click on 'My InBox' at the top to Return to your inbox.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
----------	----------	-----	-----	--------	------------	---------	--------

PHA Information	
PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A-133

Completeness Check - Completed Successfully

[Go Back to Submit FDS](#)

For more detail, be sure to see the External User Manual.



SUBMITTING YOUR FINANCIAL DATA

When you return to the [Submit](#) page.

Click on [Submit Financial Data](#).



Receive the confirmation page.

You may wish to print this page for your records.



PHA Information	
PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A-133

Submit Data	
<input type="button" value="Submission Completeness Check"/>	
Certification Statement	
<p>This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.</p> <p>By selecting Submit Financial Data, I declare that the foregoing is true and correct.</p>	

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10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	8

Please Click on 'My InBox' at the top to Return to your inbox.

Congratulations! Your submission has been successfully transmitted to FASS-PH.

Date/Time: **Fri Aug 28 15:12:01 EDT 2009**
 Confirmation Key: **5423000000.4578.56.8.RVS**

Line Item #	Description	Total
190	Total Assets	8
600	Total Liabilities and Equity/Net Assets	8
70000	Total Revenue	0
96900	Total Operating Expenses	0
97000	Excess of Operating Revenue over Operating Expenses	0
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	0

Please Click on 'My InBox' at the top to Return to your inbox.

CLICK TO GO ON TO [ACCESSING REPORTS](#) OR [TOC](#)



ACCESSING REPORTS

Reports provides you with paper copies of your data to view or electronic versions to SAVE.

Click on the link associated with the report you wish to access.

Click on the link for your choice of format:

- PDF
- Excel

Your report will then be available shortly.

PHA Information	
PHA Code	DC777
PHA Name	CARLSBURG
Fiscal Year End Date:	03/31/2010
Submission Type:	Unaudited/Non-A-133

Report Selection	
Project Balance Sheet Summary	Display Reports
Project Revenue and Expense Summary	Display Reports
Entity Wide Balance Sheet Summary	Display Reports
Entity Wide Revenue and Expense Summary	Display Reports
Single Project Balance Sheet Summary	Display Reports
Single Project Revenue and Expense Summary	Display Reports

Project Balance Sheet Summary:

One item found. 1

EXCEL	PDF
View Project Report	View Project Report



AUDITOR PROCEDURES



The following two slides provide an overview of activities undertaken for an **Audited Submission**

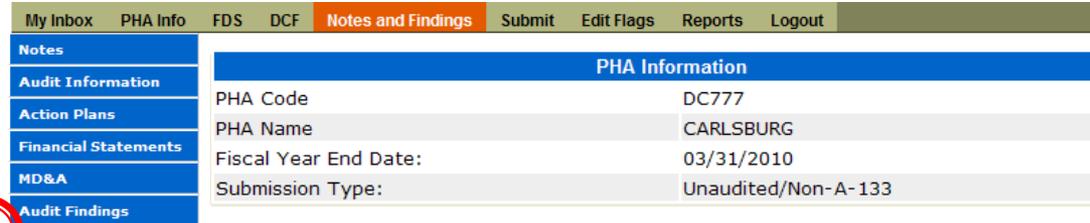
Unaudited submissions will not include the links discussed on those slides.

If you wish to skip those slides, click [here](#).

ENTERING NOTES AND FINDINGS

Notes & Findings are items added by the PHA for audited submissions.

Click on the **Notes and Findings** link in the top navigation bar. 

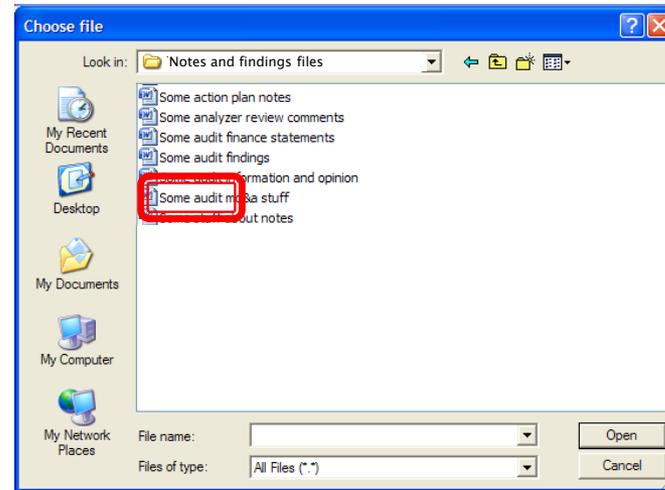


In turn, click on each link here to enable an upload of a file providing a narrative for each category. 

Click **Browse** to navigate, on your computer, to the desired  file.

Click on the file and **OPEN** to select it. 

Click here to upload the file into the submission. 



COMPLETING AUDITOR PROCEDURES

Auditor Procedures are auditor actions following review of the submission.

Click on the Auditor Procedures link in the top navigation bar.

A form for the auditor's report will appear.

To complete the form:

- Click into each text box and enter the appropriate information.
- Scroll down to the second part and click on Agree or Disagree for each item.
- Enter the UII
- Click SAVE

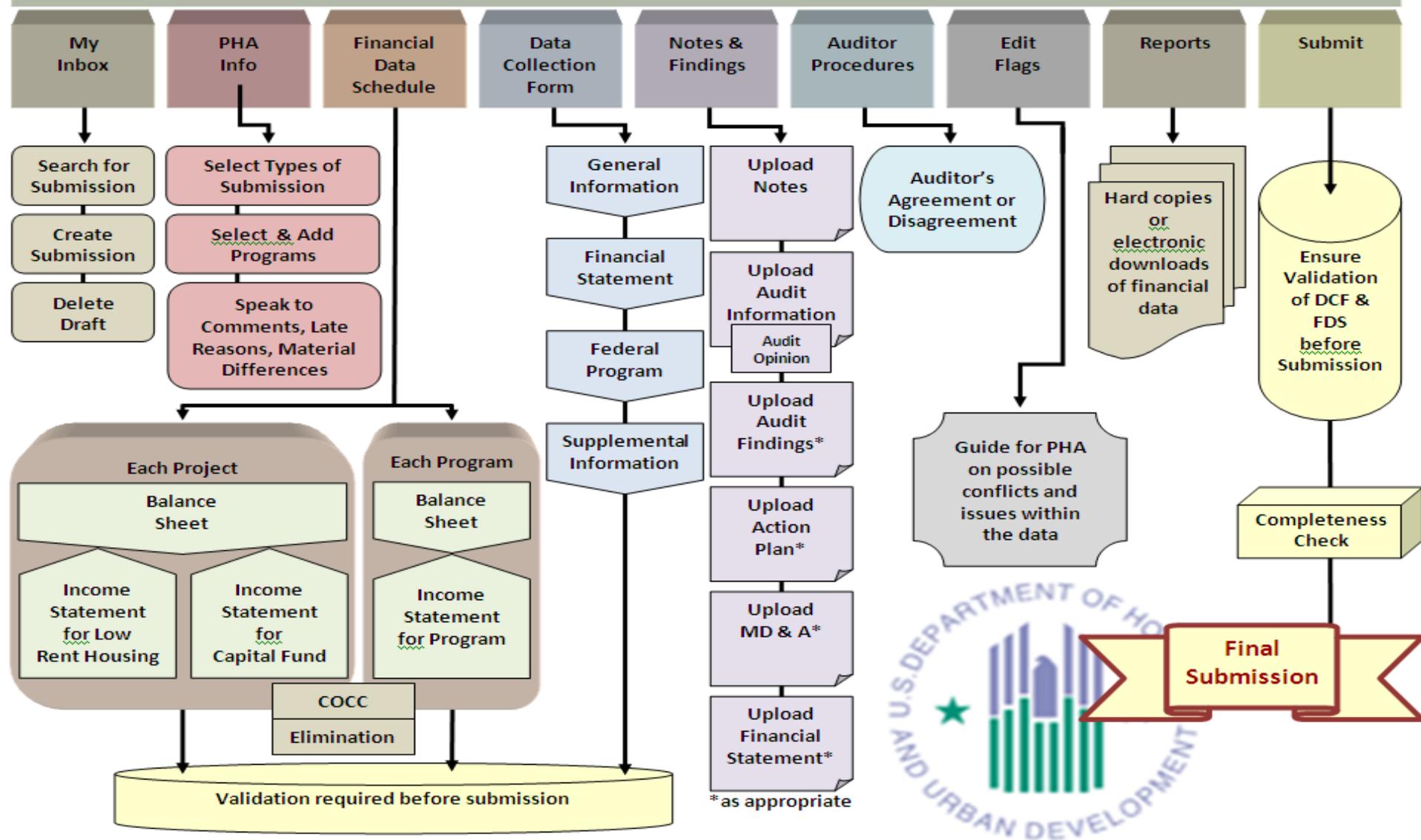
PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet and Revenue and Expense (data line items 111 to 13901)	Financial Data Schedule, all CFDA's, If applicable	<input type="radio"/>	<input type="radio"/>
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	<input type="radio"/>	<input type="radio"/>
3	Type of opinion on FDS (data element G3100-040)	Auditor's supplemental report on FDS	<input type="radio"/>	<input type="radio"/>
4	Audit findings narrative (data element G5200-010)	Schedule of Findings and Questioned costs	<input type="radio"/>	<input type="radio"/>
5	General information (data element series G2000, G2100, G2200, G9000, G9100)	OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
6	Financial statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
7	Federal program report information (data element G4000-020 to G4000-040)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
8	Type of Compliance Requirement (G4200-020 & G4000-030)	OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	<input type="radio"/>	<input type="radio"/>

UUI



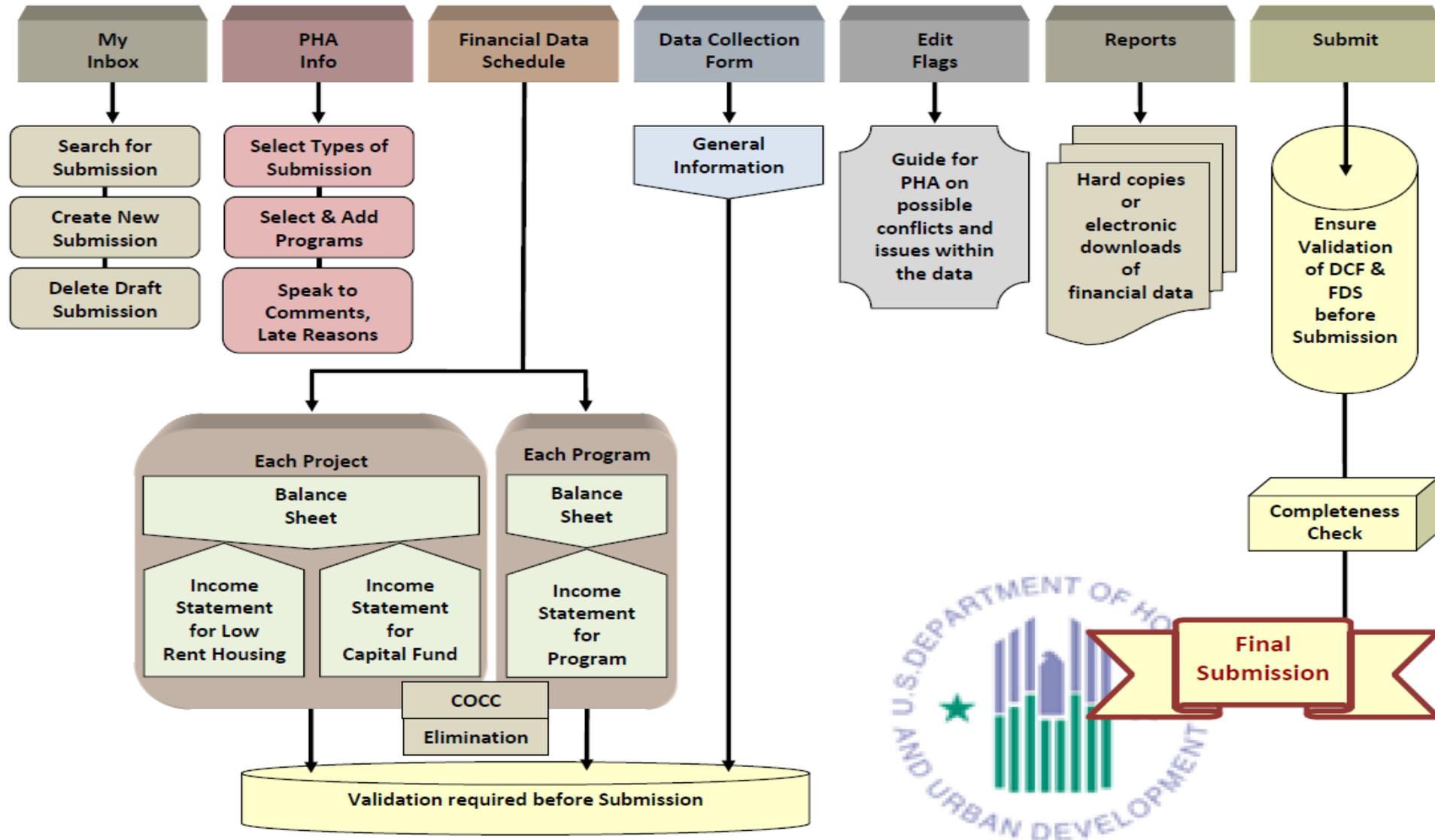
VISUALIZING THE SYSTEM

Financial Assessment Subsystem Flowchart for **Audited** Submissions



VISUALIZING THE SYSTEM

Financial Assessment Subsystem Flowchart for **Unaudited** Submissions



FINANCIAL ASSESSMENT SUBSYSTEM

If you wish to review any portion of this presentation, click on the section you wish from the list below.



- [Logging onto the System](#)
- [Creating Your Submission](#)
- [Selecting Your Programs](#)
- [Completing Your FDS](#)
- [Completing Your DCF](#)
- [Checking Edit Flags](#)
- [Submitting Your Financial Data](#)
- [Accessing Reports](#)
- [Visualizing the Unaudited Submission System](#)

Only for Audited Submissions

- [Entering Notes and Findings](#)
- [Completing Auditor Procedures](#)
- [Visualizing the Audited Submission System](#)

- [End the Presentation](#)



Thank you for viewing the FASS-PH Quick Start Guide Presentation.