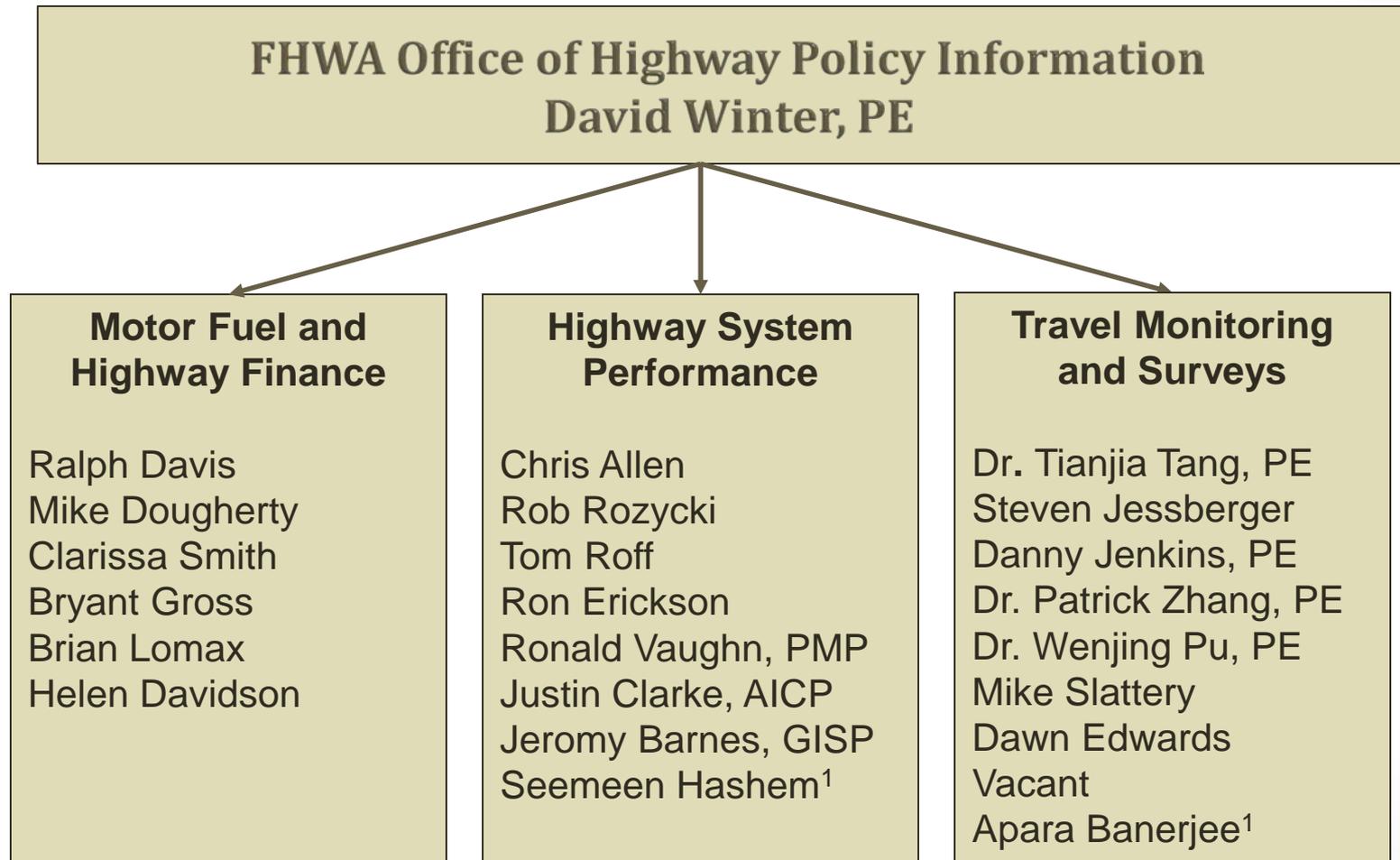


Highway Finance

November 14, 2017

**Fuels and Finance Analysis System –
Highways (FASH)**

Office Organizational Chart



Highway Finance forms you will need:

- 531 State Income & 532 State Expenditures (FASH)
- 534 Capital Outlay
- 539 State Tolls
- 541 Obligations Summary & 542 Obligations Detail
- 556 Motor Fuel (Receipts & Distribution)
- 566 Motor Vehicle (Receipts & Distribution)

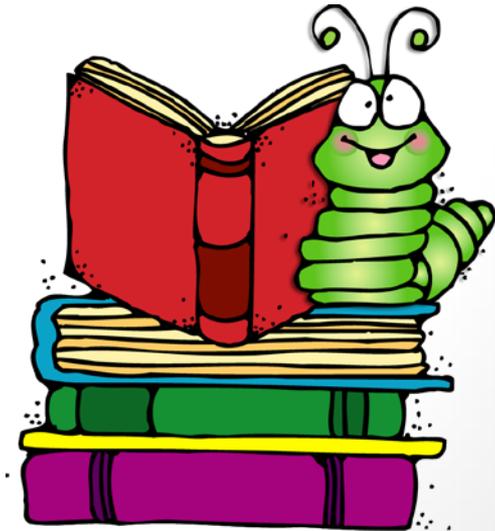
These forms can be found at:

<http://www.fhwa.dot.gov/policy/ohpi/hss/formlist.cfm>

Guide to Reporting Highway Statistics

Make sure you have on hand the Guide to Reporting Highway Statistics. This can be found at:

<http://www.fhwa.dot.gov/policy/ohpi/hss/guide.cfm>



State DOT Consolidate Annual Financial Report & Annual Report

Some of the information that is required to complete the FHWA 531/532/556/566/541/542 forms will come from the states DOT Consolidated Annual Financial Report and/or State DOT Annual Report. The Consolidated Annual Financial report consists of all of the audited financial statements for the states DOT. The Annual Report is a summary of the state DOT annual

Highlighted Items:

- Motor Fuel
- Motor Vehicle
- Bond Information
- Capital Outlay & Maintenance

Quick Start Guide for Highway Finance

This can be used as your personal checklist for completing the data submission.

1. Preparations for this exercise
2. Basics – You'll need to enter a small user profile to continue
3. Everything gets divided between the funds that are administered by your State.
4. Compile financial information needed from the list of forms.
5. Create your 531/532 in the system.
6. Validate your form when you are finished.
7. **Submit your form.** This has to be done so that Headquarters will officially receive the data from your state.

Preparations for this Exercise

Your PC

- Fuels and FASH is a web based applications that runs on Microsoft Internet Explorer Version 6.0.
- You need to have at least Adobe Acrobat Reader version 5.0



Other Required Info

You will need to have all of the FHWA Forms: 534, 536, 539, 541, 542, 556, 561, 562, 571 and 566.

Basics

User Profile

It is the user responsibility to maintain their own contact information in the system. This is where you can add additional information or make changes.

- Click the 'User Profile' link on the menu to the left or on the UPACS menu.
- Follow the instructions and make sure you Save the information.
- The link in UPACS will take you to more detailed information.

Funds Administered by your State

The funds administered by your state have to be setup before you can begin entering data in the FHWA 531/532 forms.

- Click on 'Accounts' link on the menu to the left.
- This will bring you to another screen that has two tabs: User-Defined and Series-106.
- User-Defined accounts are a list of accounts that have been identified in the system.
- Series-106 displays accounts that are in the Highway Taxes & Fees.

Create New Account

- Click on 'Accounts' on the menu to the left.
- Click the Create New Account.
- Type in the Account Name in the field.
- Click Save.

To Create an 'Object of Expenditure'

- Click on 'Create new object'.
- Type in the field the name.
- Click Save.

Compile Information Needed



Compile all the information needed in Step 1. Make sure you put it in order of the FHWA 531/532 Forms.

The FHWA 531 form contains of the Revenues and they are entered first. The FHWA 532 form is the Expenditures are entered second.

These two forms have to balance. There is a Detail Page and Summary Page for both forms.

Create your FHWA 531/532

There are two ways to enter your financial data:

- Import the data (upload the 531/532 Spreadsheets). Use the forms that are located on our webpage:
<http://www.fhwa.dot.gov/policyinformation/hss/guide/formlist.cfm>
- Enter the data manually in the fields.

To Import the Data

- Click the Import Data link on the main menu.
- You will see a list: Import Highway Finance Data, Import Generic Forms and Import Motor Fuels Data.
- Click on the link that you need.
- Browse your system for your files to upload them.
- Click on the Import button. A message will pop up stating successful upload.

Manually Input FHWA 531/532

- Click the main menu link FHWA 531/532.
- Click the 'Create New Form' button.
- Enter the data into the fields.
- Click the 'Save' button at the bottom of the screen.
- Click the 'Validation Worksheet'. Enter data on the Motor Fuel and Motor Vehicle tabs.
- Click the 'Assign Accounts' tab. Double check to make sure you have all the accounts you need.
- If you have to add a new account. Click 'Add' button to add to the 'Selected Accounts'.
- Click 'Save' button.

Manually Input (cont.)

- Click 'Item Data Entry' tab.
- Click on a list box labeled 'Form/Page' to view the list of forms. Then select one.
- Click the 'Go' button.
- Enter the data into the fields.
- Click on the Description of an item. Enter the 'Amount' and 'Comments'.
- To add a row click on 'Add Miscellaneous Item'.
- Click 'Save' button before moving to other areas of the application.

Validate

- After you either Import or Manually enter the data you must Validate the data.
- Click the 'Reports' in the main menu.
- Click the 'State FHWA 531-532 Reports'
- Click the 'Validate' button.
- A validation report will appear either in pdf or html.
- If there are Fatal Errors listed they must be corrected to submit. Review the Fatal Errors and go back into the system to make the edits. Make sure you validate again to make sure the Fatal Errors are gone.

Submit

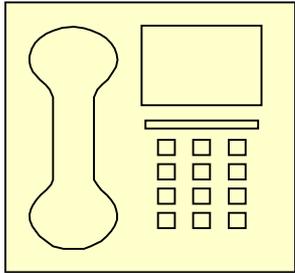
- Click the 'Submit Data' link on the main menu.
- Click on 'Submit Highway Finance Data'.
- Click 'Submit' button.

You have completed the process of submitting your FHWA 531/532 forms.

Lessons Learned (cont.)

- When entering the data into FASH make sure the numbers match up with the other 500 series forms. If there are changes or adjustments made make sure they are made in FASH also.
- If there are variances in the data over 5% from the current year to the previous year make sure you enter a comment stating why.
- Make sure your prior year ending balances match your current year beginning balances.

Point of Contact



Clarissa Smith ~ Financial Specialist
202-366-5045 or clarissa.smith@dot.gov

