State of New York

User Manual

Version 1.0

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Welcome to PARIS

Introduction

Each year, public authorities subject to various sections of the Public Authorities Law, General Municipal Law and OSC Regulations are required to submit specified reports to the Authority Budget Office (ABO) and the Office of the State Comptroller (OSC). To support these reporting activities, the ABO and OSC have developed a comprehensive on-line reporting system, known as the Public Authorities Reporting Information System (PARIS). This system combines the data needs of both offices into a common reporting format and eliminates the need for public authorities to make multiple filings of the same information. PARIS allows public authorities to enter information into a structured Internet-based application and to make a single simultaneous electronic submission to both the ABO and OSC.

The PARIS system was developed to be an easy, efficient, and cost-effective way for public authorities to meet their statutory reporting requirements. The application is configured to provide users with:

- A common look and feel for all users,
- Simple login and navigation processes,
- Easily accessible on-line help,
- Access to all information and functions authorized by their privileges (roles),
- The ability to capture both structured and unstructured data,
- Timely responses to routine and complex queries,
- Automatic email notification of reporting obligations, confirmation notices (when input is received and accepted), as well as other timely and relevant information.

Conventions used in this Document

This document is arranged in sections generally representing each functional area of the PARIS application. Each section is further divided into sub-sections depending on the level of detail required to complete the procedure.

Screens shown in this document are for illustration purposes only. Data displayed does not represent actual data contained in the system.

The table below describes the unique formatting used to indicate specific text elements found throughout the document.

Item	Description	Example
Web Page Titles	The name assigned to a specific web page. With the exception of Figure Captions, they are shown enclosed in quotation marks and followed by the word "page."	"Enter Password" page
Tab Names	Tabs appearing at the top of the web page used to access specific application functions. Tab names are shown enclosed in quotation marks and followed by the word "tab."	"My Authority" tab
Buttons	Buttons used for navigation that appear on browser pages are enclosed in [square brackets] and **bold** text.	**[Submit] [Cancel] [New]**
Links	Links used for navigation that appear on browser pages. Links are shown with the link name underlined	View, Modify, Delete
Notes	Important information presented to assist in completing required actions. Notes are shown in bold ***italic*** text.	***Note: Only one Chairperson may be selected for each Board.***
* (Asterisk)	Used on web pages to indicate fields that must be filled before further action can take place (Required fields).	*OSC Classification
Field Names	Names of data fields. Those appearing in plain procedure text are shown in **bold text** followed by the word "field." Those appearing in "Note" text are shown in plain text followed by the word "field."	Enter the expiration date in the **Expiration Date** field Or **Note: You must enter the expiration date in the** Expiration **Date field.**
Tips	Information provided to assist users in using the application. Tips are shown enclosed in a shaded box.	Tip: You may search using any search criteria

General Application Instructions (Tips)

Using the PARIS application

Tip: You cannot use your browser "Back" button to navigate within the PARIS application. To go back, use [Cancel] or the [Back] button found on the PARIS application pages to return to the previous application page.

Navigational Devices

The following table lists the types of navigational devices within the PARIS application that provide access to the functions which enable users to create, view, modify, or delete data according to their roles.

Type	Name	Purpose
Tab	Various	Tabs appear at the top of the web page and provide access to high level application functions such as, "Search for Authority", "Authority Home Page", "Annual Report", and others. In addition to the tabs found at the top of the page, there are three tabs which appear at the bottom of each page. These tabs allow users to contact OSC for help "Contact Us", review the "Terms and Conditions" or review the OSC "Privacy Policy."
[Buttons] are found on most application pages. They allow users to navigate to pages where information may be viewed, added, modified, or deleted. They also allow users to move backward and forward in multi-page tables and between pages and perform other functions. Below is list of the most common buttons found in the application and the actions they perform.		
Button	**[New]**	Takes the user to a page where new data may be entered into the system.
Button	**[Reset]**	Clears any data from fields on the page. Found on search pages to allow users to do multiple searches without leaving the page.
Button	**[Submit]**	Initiates a search using the information entered in search fields and displays the results. Also used on the "Submittal" pages to submit or certify data.
Button	**[Save]**	Saves field data to the system repository and returns users to the first page of the portlet.
Button	**[Cancel]**	Exits the page without saving any data that may have been entered and returns to the first page of the portlet.
Button	**[Next]**	Used on Search Results pages that return more than 20 entries to allow users to navigate to the next set of results.

Button	**[Previous]**	Used on Search Results pages that return more than 20 entries to allow users to navigate to the previous set of results.
Button	**[Back]***	Returns to the previous page in a series data entry forms.
Button	**[Add]**	Adds a record to a table.
Button	**[Delete]**	Deletes data.
Button	**[Print]**	Sends an image of the screen to the printer.
Radio Buttons are used to allow the user to choose a yes or no answer to questions or indicate a category such as, Business or Individual, or National or Foreign, etc.		
Table Action Links are found in data tables and allow users to navigate to pages where information may be viewed, added, modified, or deleted. They also are used when selecting a fiscal year in tables containing more than one fiscal year's data. Below is list of the most common table action links found in the application and the actions they perform.		
Table Action Link	New	Takes users to pages where new data may be entered into the system.
Table Action Link	View	Takes users to pages where they may view information about the table row.
Table Action Link	Modify	Takes users to pages where they may modify information about the table row.
Table Action Link	Delete	Takes users to pages where they may delete information about the table row.
Table Action Link	Select	Allows users to select a specific fiscal year's information from a data table.
Links most often are displayed after certain tabs are selected. Links are usually displayed on the left of the page. In some cases, selecting a link will cause additional sub-links to be displayed. Links allow users to navigate to pages where information may be viewed, added, modified, or deleted.		

* The **[Back]** button found on application pages screens acts within the PARIS application only. Do not confuse the **[Back]** button within PARIS it with your browser's Back button.

Search for Authority

Overview

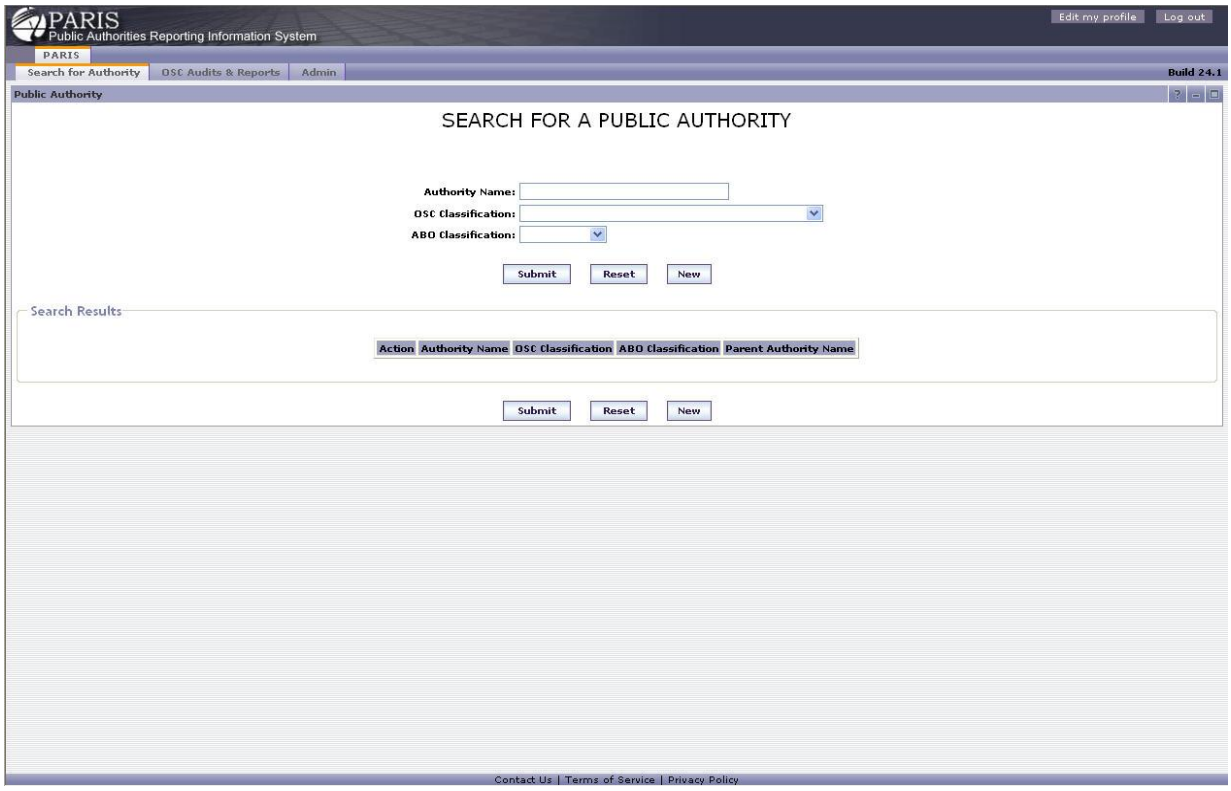
This feature allows authorized PARIS users to search for a public authority in the PARIS repository, using given criteria. For non-authority users, the system will display the Search for a Public Authority page immediately after successfully logging into PARIS. Authority users will select the "Search for Authority" tab. Search criteria must be typed or selected in the fields provided. After search criteria are entered, the user selects **[Submit]** to display the search results. Search results are sorted by Authority Name. The previously entered search criteria will continue to be displayed in search criteria fields on the screen.

Authorized users can also enter information on new authorities in PARIS by selecting **[New]**.

Search for Public Authority

Navigation

Select the "Search for Authority" tab and select **[New]** to go to the "Enter Authority" page.



1. Enter information in one or more of the fields to search for an authority. Enter more information to narrow your search. *(Note: At least one searchcriterion must be entered for the search.)*

   Wildcard Search: Searches can be performed using the "?" as a wildcard. The wildcard can be used in the place of one or more characters in the search string. Partial name searches must include the wildcard.

2. Select **[Submit]** to initiate the search, **[Reset]** to clear the Search fields and Search Results, or **[New]** to go to the "Create Authority" page.

OSC classifies public authorities in one of the following categories:

- **Class A-Statewide Significance** = Entities with statewide or regional significance and their subsidiaries.
- **Class B-Regional Significance or Affiliated with a State Agency** = Entities created by or affiliated with a state agency, that have limited jurisdiction but a majority of Board appointments made by state officials.
- **Class-C Local Jurisdiction** = Entities with local jurisdiction.
- **Class-D Interstate or International** = Entities with interstate or international jurisdiction and their subsidiaries.

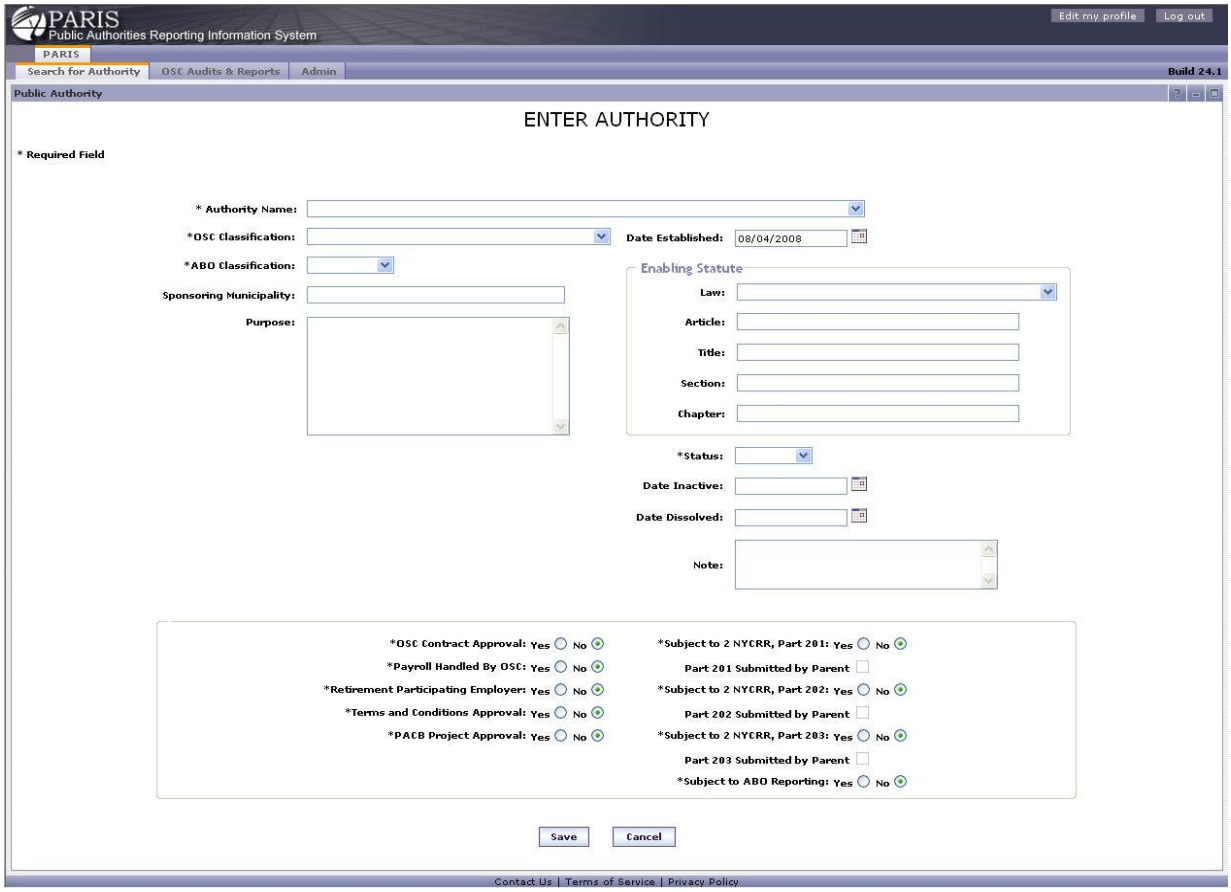
ABO classifies public authorities in one of the following categories:

- **State**
- **Local**
- **Local - IDA**
- **Local - LDC**
- **N/A**

Enter Authority

Navigation

Select the "Search for Authority" tab and select **[New]** to go to the "Enter Authority" page.



1. Enter the authority information. Fields with "*****" are required.

2. Answer the questions by selecting "Yes" or "No" radio buttons or by entering text. Questions with * are required.

3. Select **[Save]** to save and go to the "Search for Authority" or **[Cancel]** to return to the "Search for Authority" page.

OSC Audits and Reports

Overview

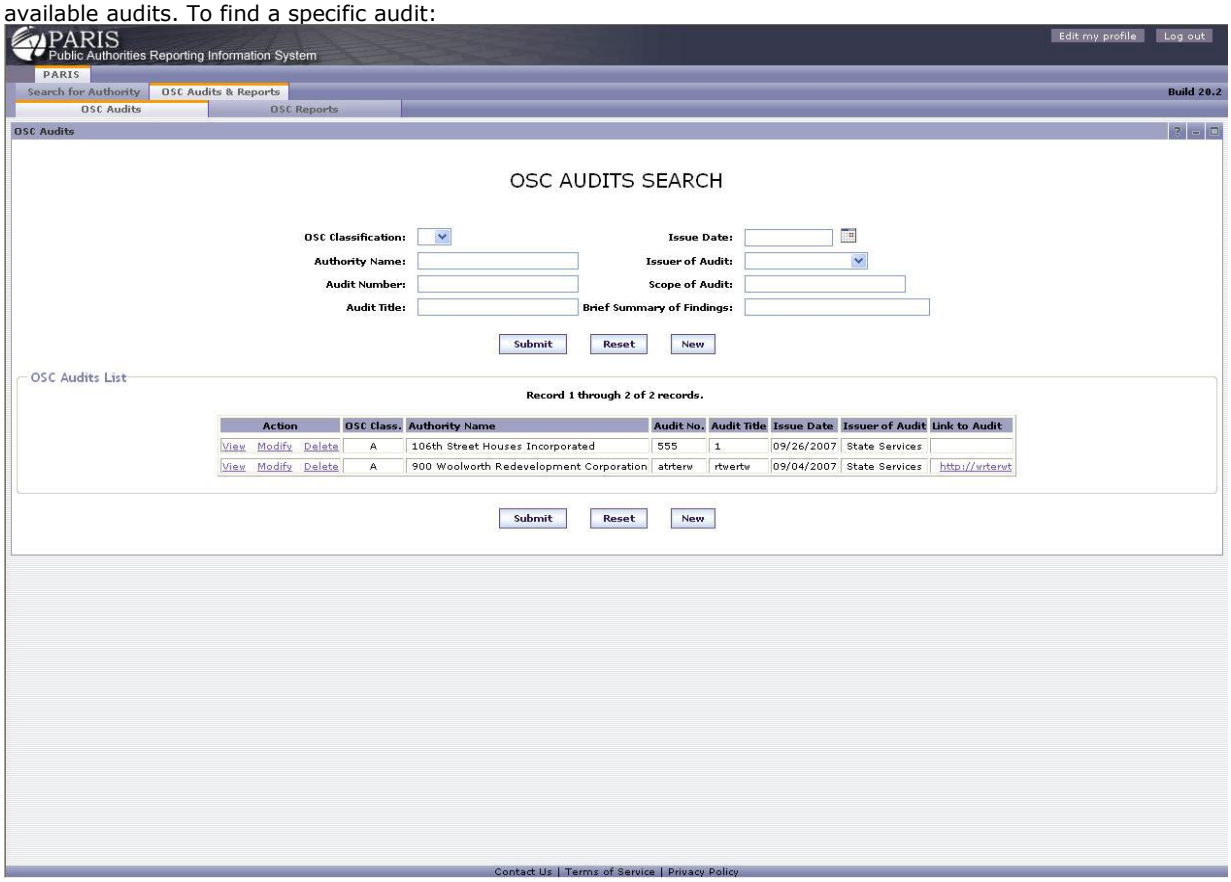
This feature allows authorized PARIS users to search for and display information about public authority audits and reports that have been published by OSC. For both OSC audits and OSC reports, the link to the published audit or report on the OSC web site is displayed.

Authorized users can enter and modify information on public authority audits and reports using this function.

OSC Audits Search

Navigation

Select the "OSC Audits & Reports" tab to go to the "OSC Audits Search" page. The page displays all available audits. To find a specific audit:



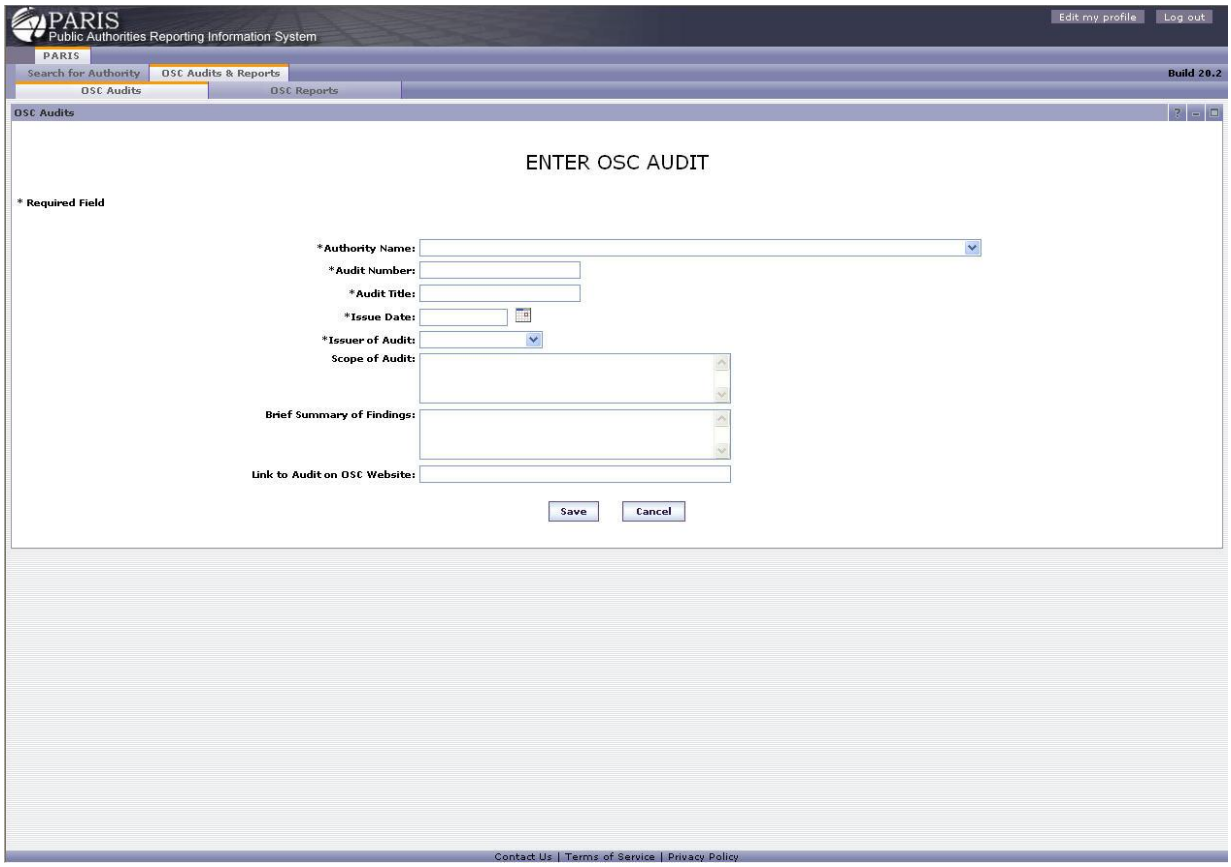
1. Enter the appropriate criteria into the fields.

2. Select **[Submit]** to initiate the search, **[Reset]** to clear the fields or **[New]** to go to the "Enter OSC Audit" page.
3. Select **[Previous]** and **[Next]** to navigate if the results set is 20 or more.
4. Select View to go to the "View OSC Audit" page, Modify to go to the "Modify OSC Audit" page or Delete to go to the "Delete OSC Audit" page.

Enter OSC Audit

Navigation

Select **[New]** on the "OSC Audits Search" page to go to the "Enter OSC Audit" page.



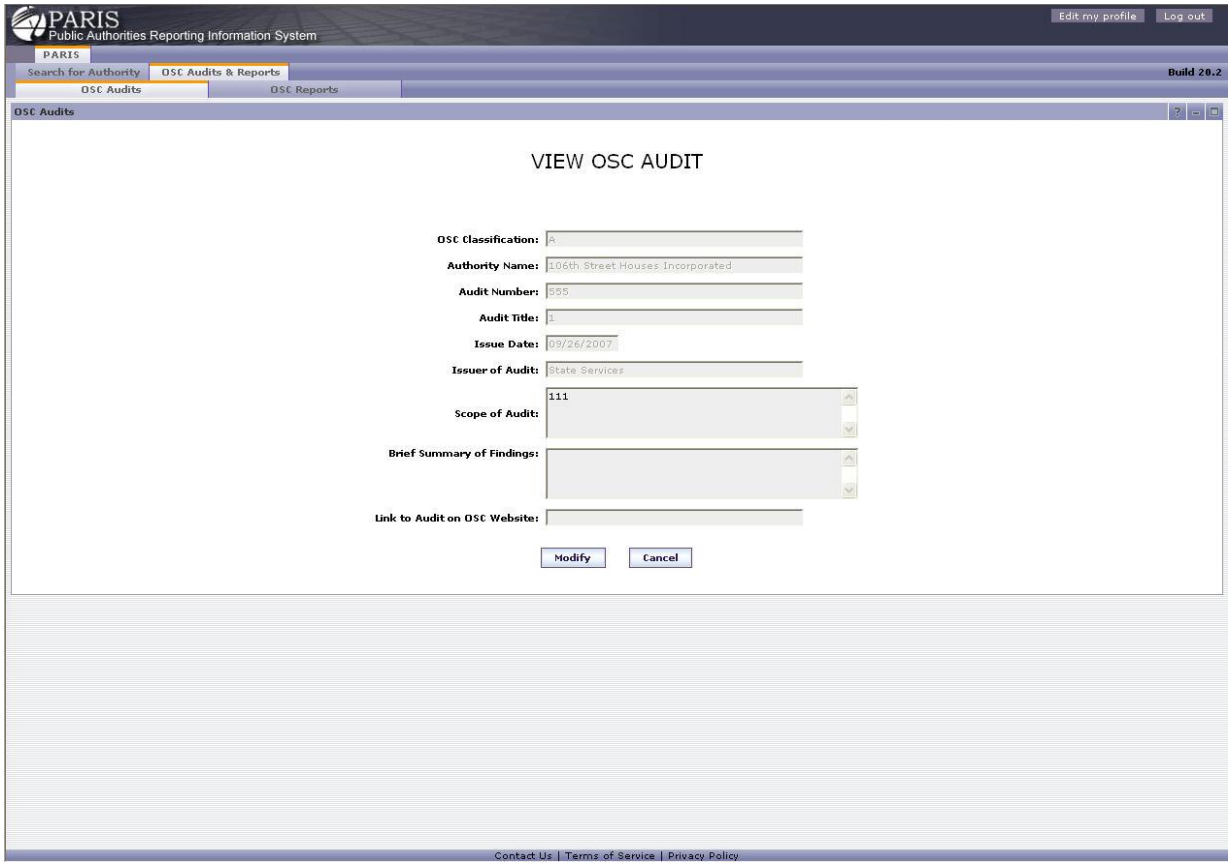
1. Enter information in the fields. Fields with "*" are required.

2. Select **[Save]** to save changes and return to the "OSC Audits Search" page or **[Cancel]** to go to the "OSC Audits Search" page.

View OSC Audit

Navigation

Select View on the "OSC Audits Search" page to go to the "View OSC Audit" page.



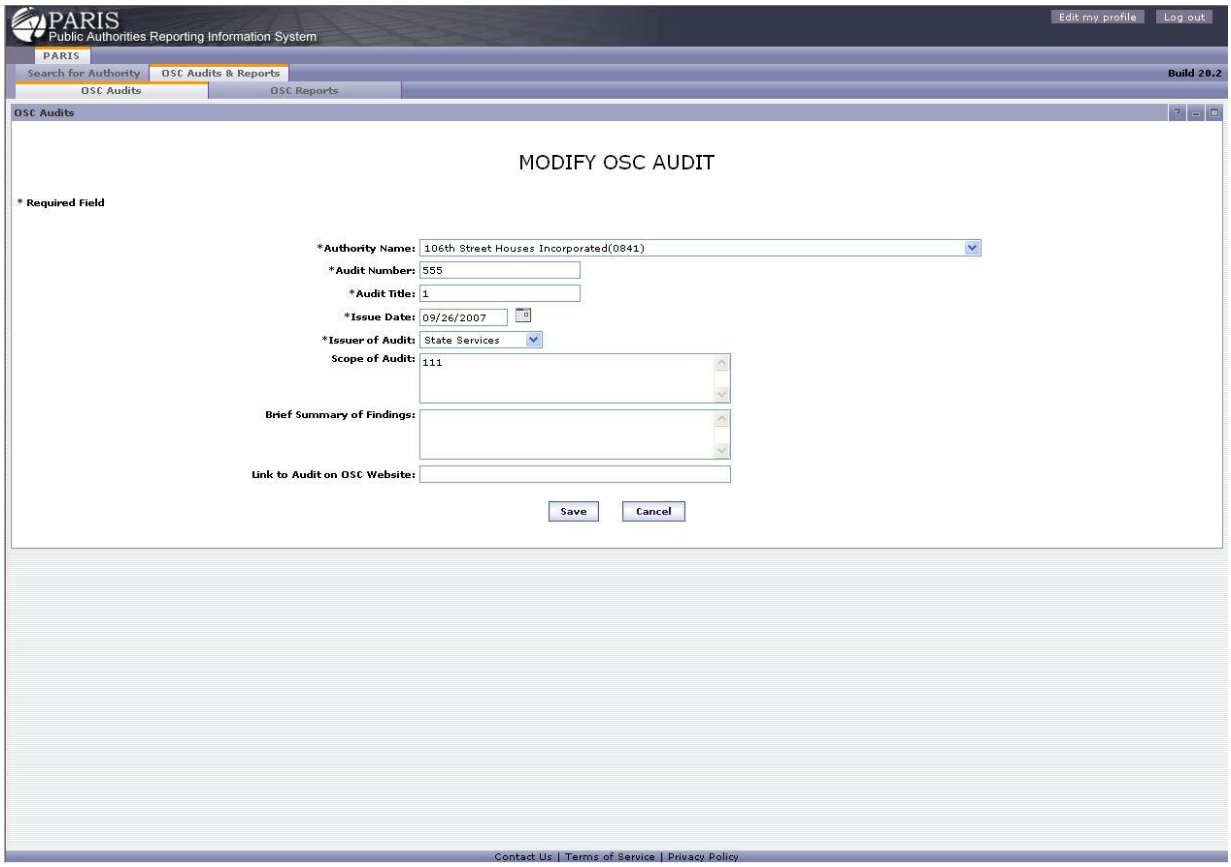
1. Review the information.

2. Select **[Modify]** to go to the "Modify OSC Audit" page or **[Cancel]** to return to the "OSC Audits Search" page.

Modify OSC Audit

Navigation

Select Modify on the "OSC Audits Search" page to go to the "Modify OSC Audit" page.



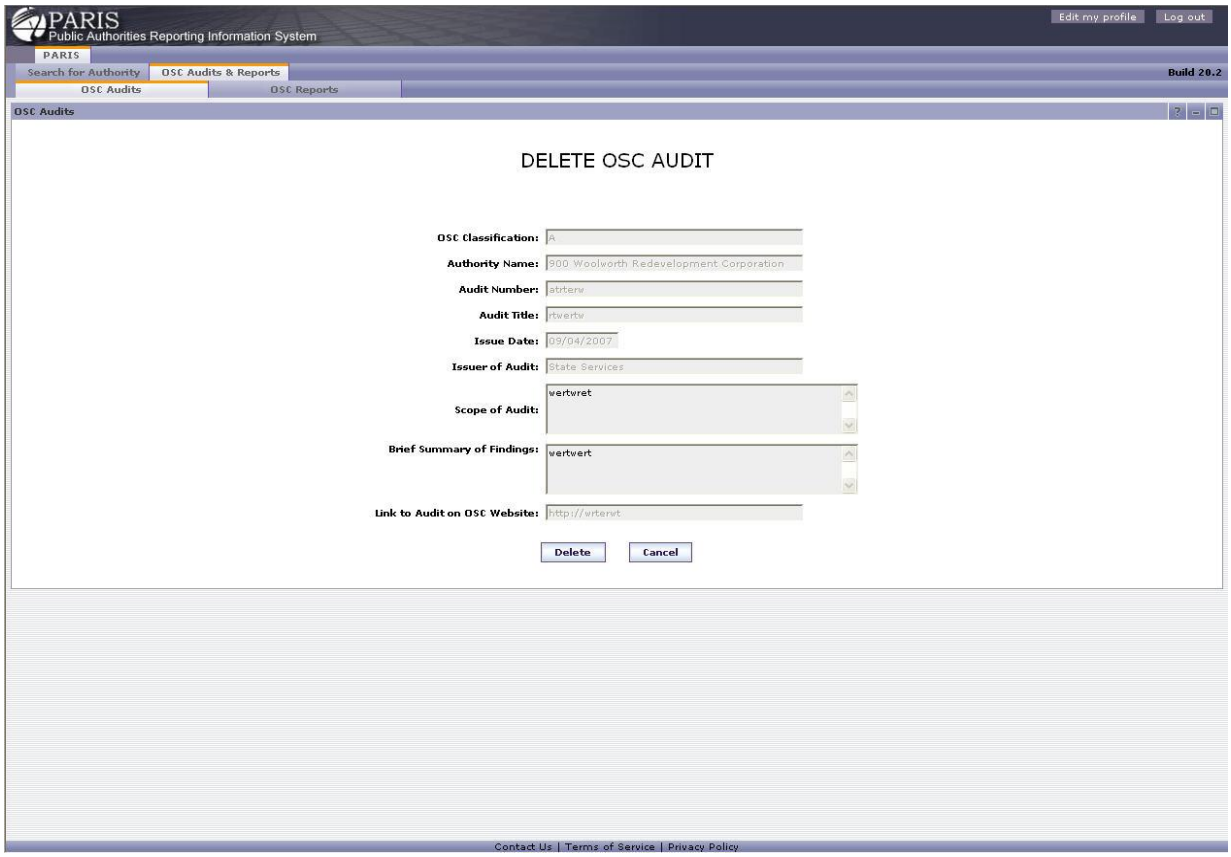
1. Update the information in the fields. Fields with "*" are required.

2. Select **[Save]** to save changes and return to the "OSC Audits Search" page or **[Cancel]** to go to the "OSC Audits Search" page.

Delete OSC Audit

Navigation

Select Delete on the "OSC Audit List" page to go to the "Delete OSC Audit" page.



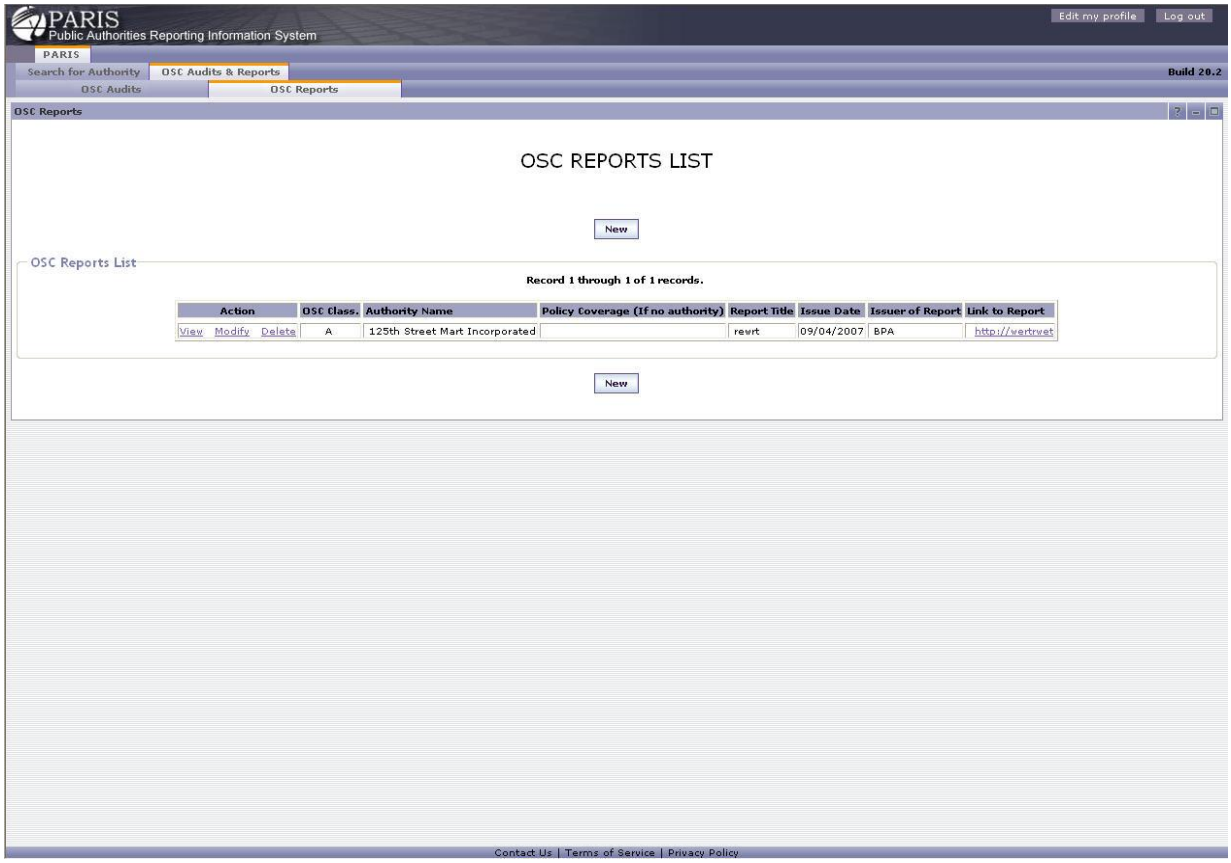
1. Review the information.

2. Select **[Delete]** to delete the audit record and return to the "OSC Audits Search" page or **[Cancel]** to return to the "OSC Audits Search" page.

OSC Reports List

Navigation

Select the "OSC Audits & Reports" tab to go to the "OSC Audits Search" tab. Select the "OSC Reports" tab to go to the "OSC Reports List" page.



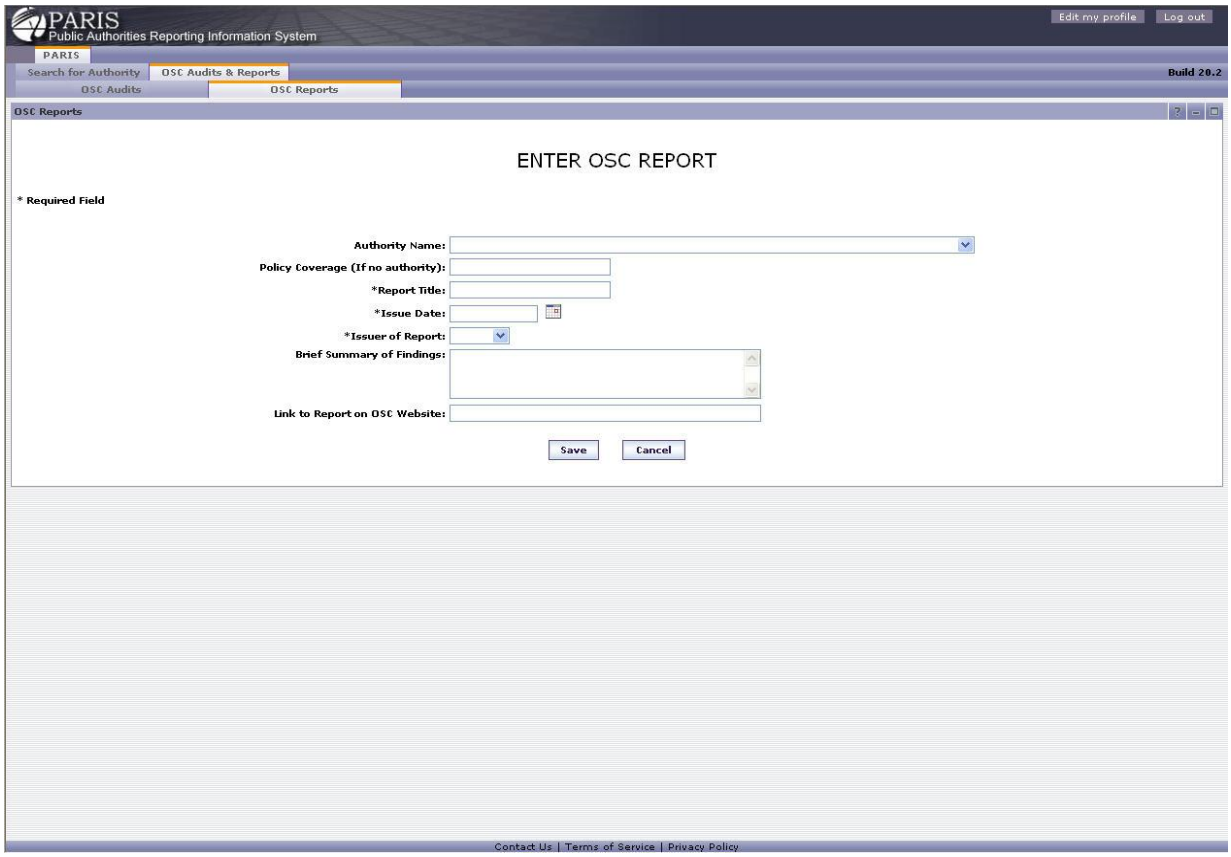
1. Select **[New]** to go to the "Enter OSC Report" page.

2. Select View to go to the "View OSC Report" page, Modify to go to the "Modify OSC Report" page, Delete to go to the "Delete OSC Report" page.

Enter OSC Report

Navigation

Select **[New]** on the "OSC Reports List" page to go to the "Enter OSC Report" page.



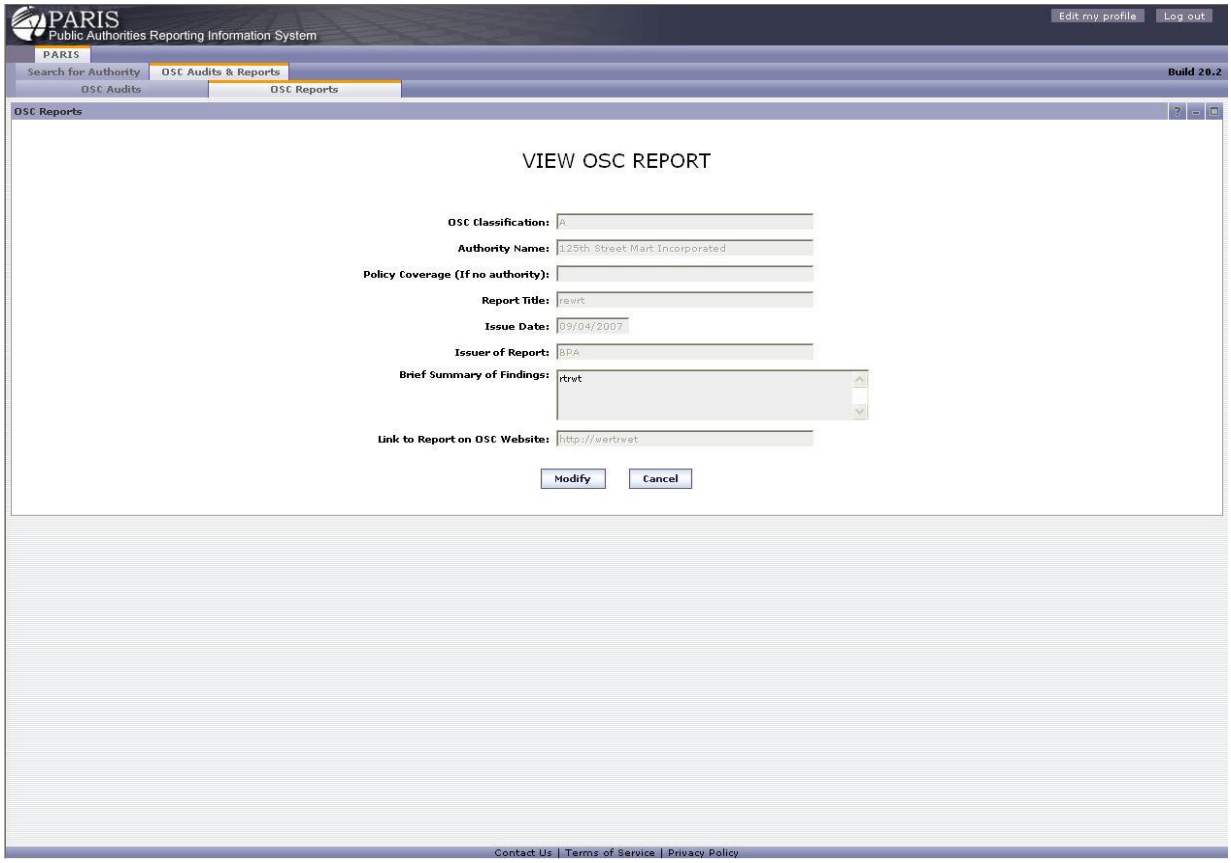
1. Enter information in the appropriate fields. Fields with "*" are required.

2. Select **[Save]** to save and return to the "OSC Reports List" page or **[Cancel]** to return to the "OSC Reports List" page without saving information.

View OSC Report

Navigation

Select View on the "OSC Reports List" page to go to the "View OSC Report" page.



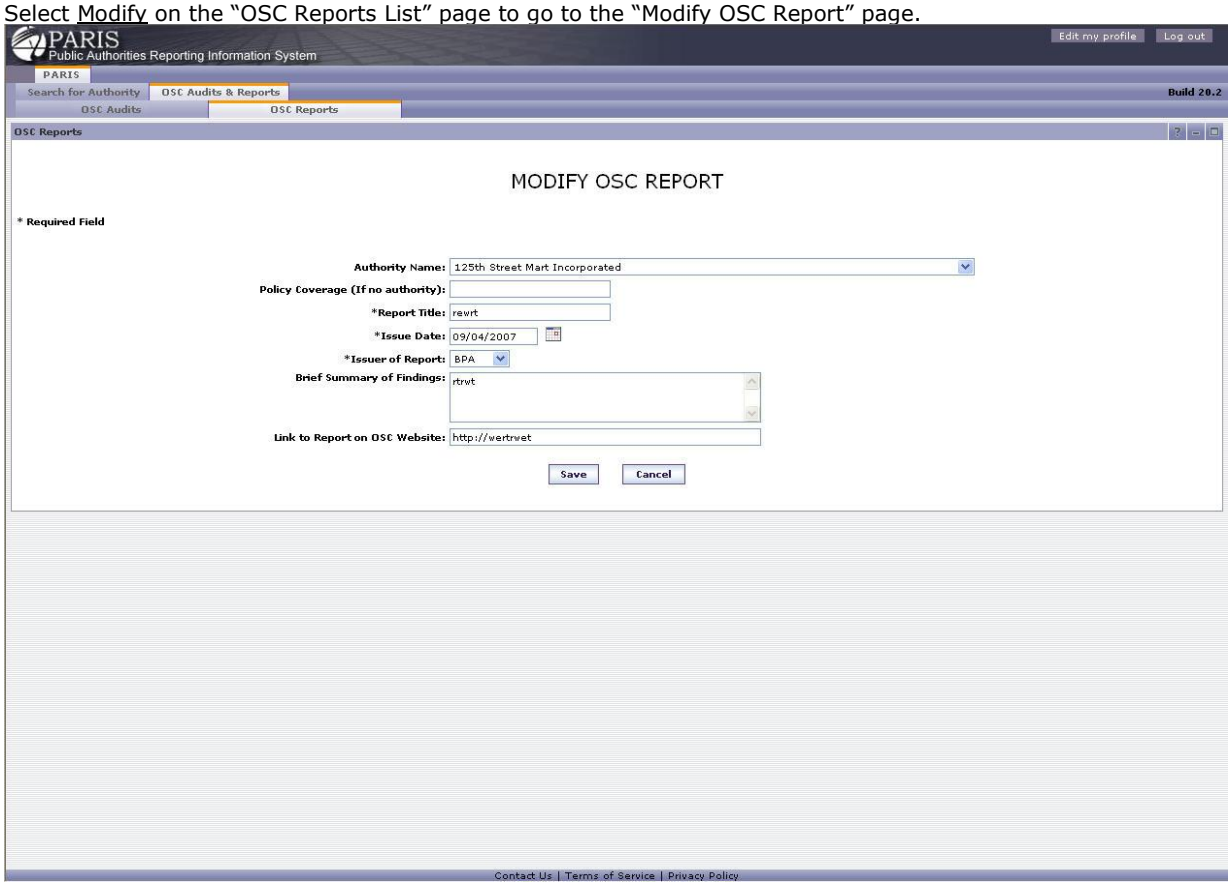
1. Review the information.

2. Select **[Modify]** to go to the "Modify OSC Report" page, **[Cancel]** to return to the "OSC Reports List" page.

Modify OSC Report

Navigation

Select Modify on the "OSC Reports List" page to go to the "Modify OSC Report" page.



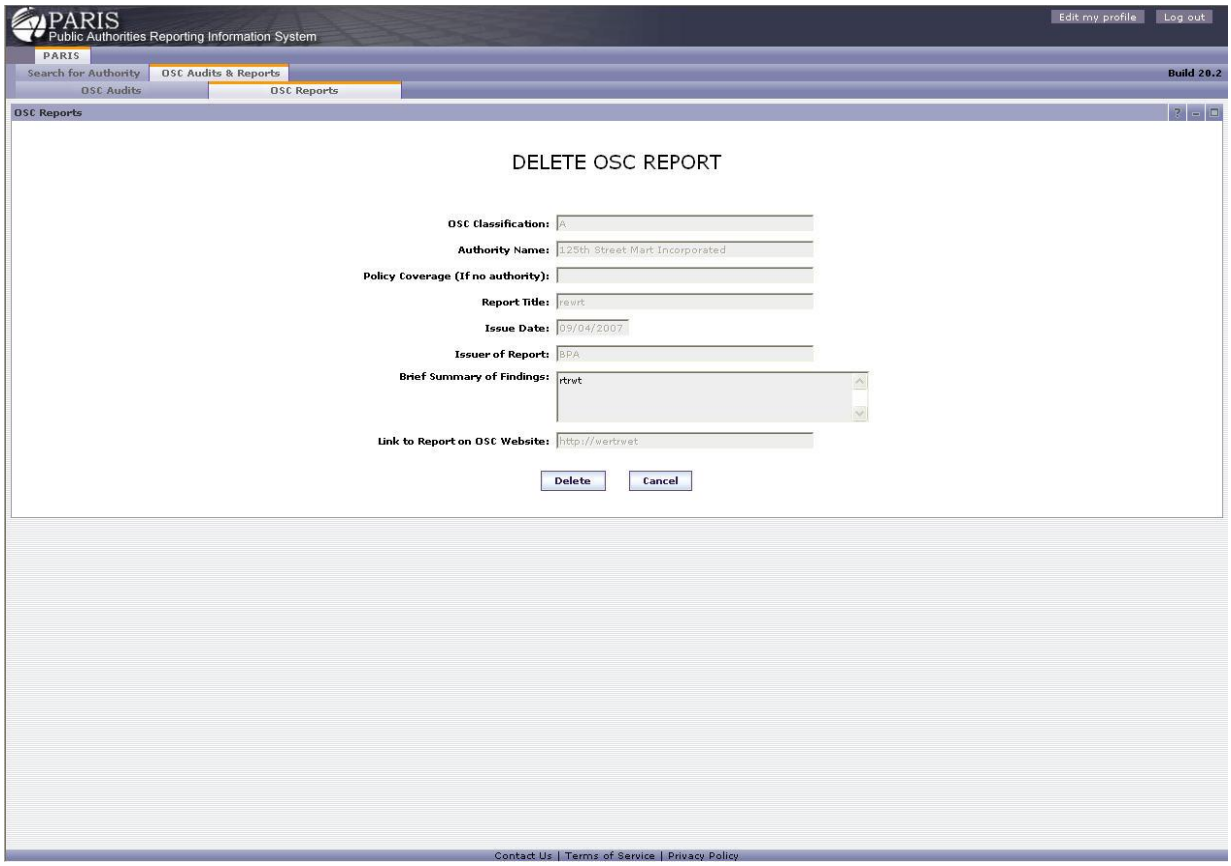
1. Update the information as appropriate. Fields with "*" are required.

2. Select **[Save]** to save and return to the "OSC Reports List" page or **[Cancel]** to return to the "OSC Reports List" page without saving information.

Delete OSC Report

Navigation

Select Delete on the "OSC Reports List" page to go to the "Delete OSC Report" page.



1. Review the information.

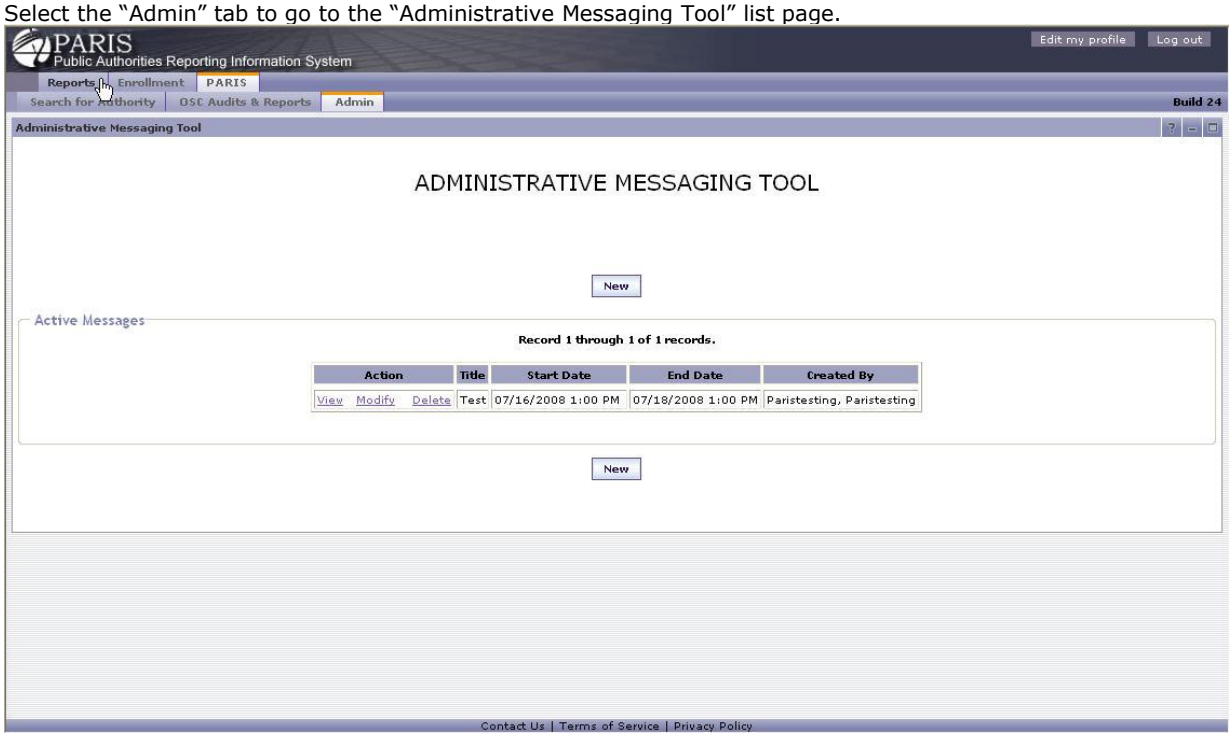
2. Select **[Delete]** to delete the report or **[Cancel]** to return to the "OSC Reports List" page.

Administrative Messaging Tool

Administrative Messaging Tool

Navigation

Select the "Admin" tab to go to the "Administrative Messaging Tool" list page.



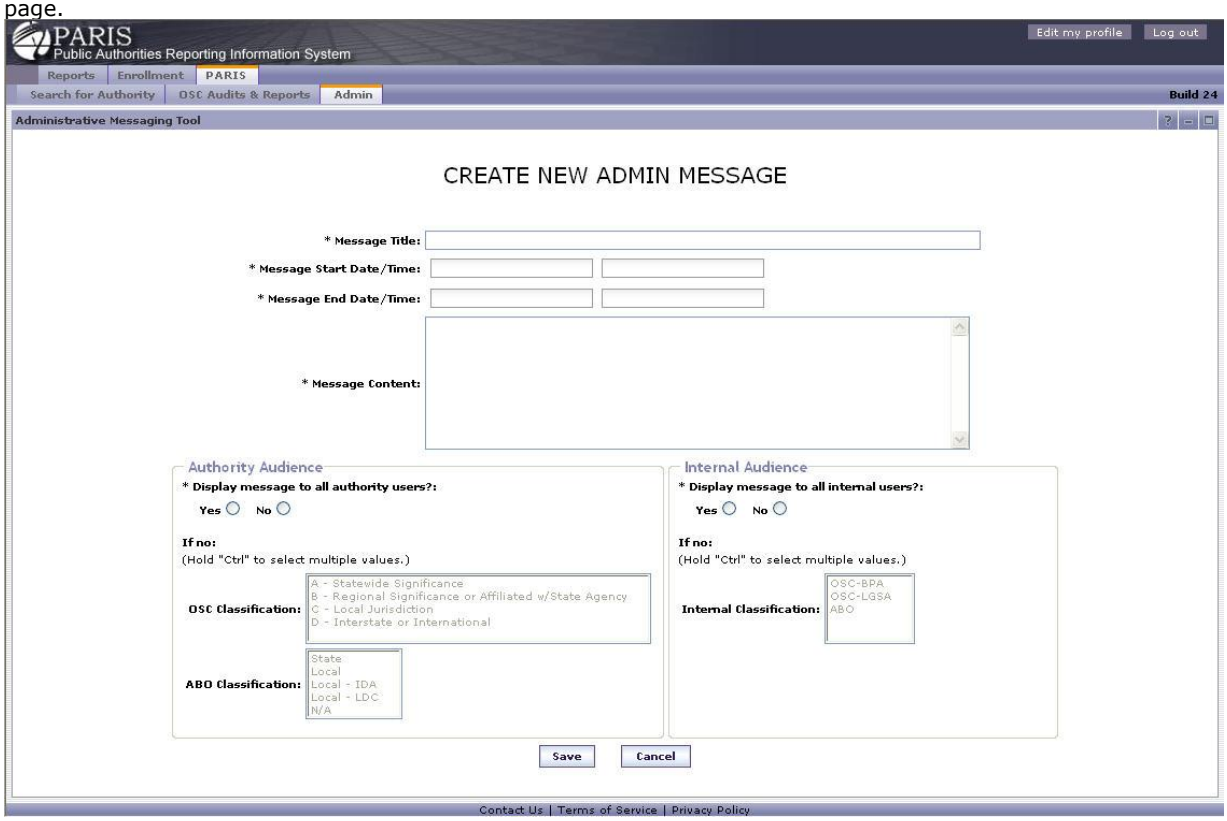
1. Select **[New]** to go to the "Create New Admin Message" page.

2. Select the View link next to a specific board member to go to the "View Admin Message" page, Modify to go to the "Modify Admin Message" page, or Delete to go to the "Delete Admin Message" page.

Create New Admin Message

Navigation

Select **[New]** on the "Administrative Messaging Tool" page to go to the "Create New Admin Message" page.



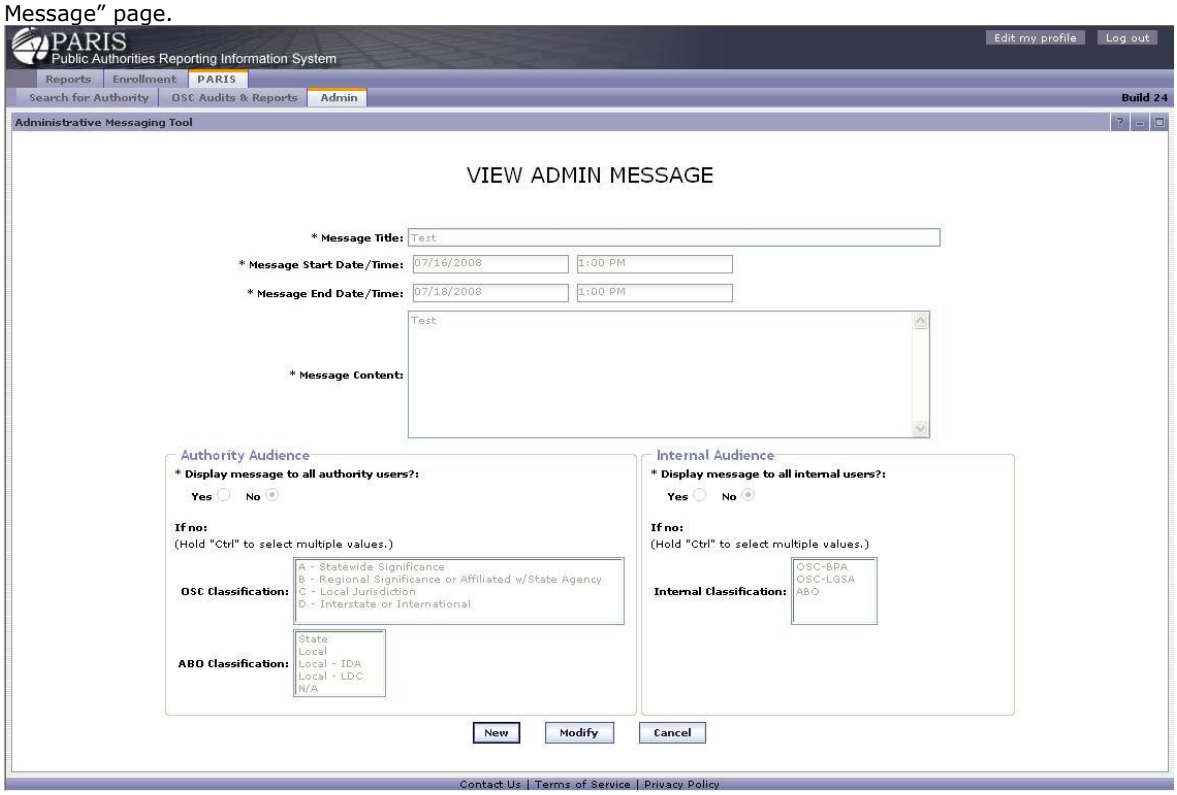
1. Enter the admin message information. Fields with "*" are required.

2. Select [Save] to save and go to the "Administrative Messaging Tool" page or [Cancel] to discard changes and return to the "Administrative Messaging Tool" page.

View Admin Message

Navigation

Select view next to a record on the "Administrative Messaging Tool" list page to go to the "View Admin Message" page.



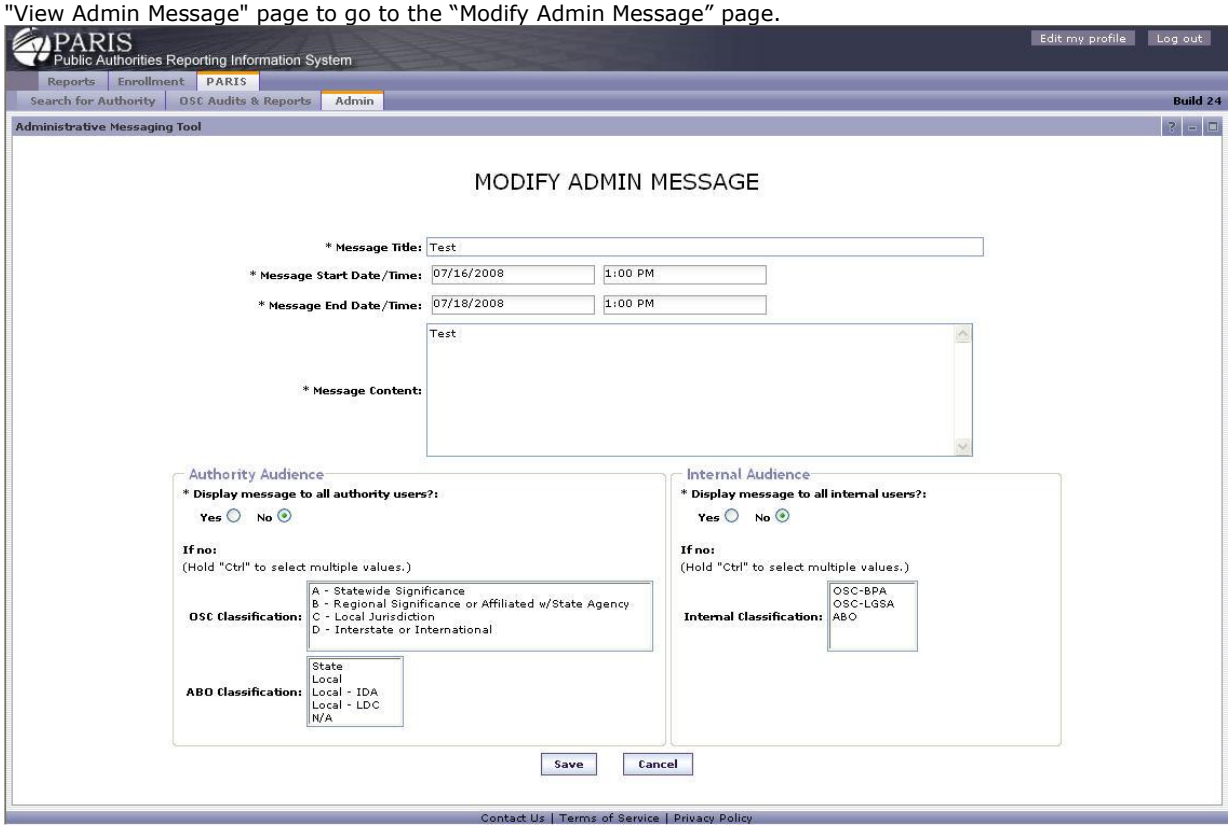
1. Review the admin message information.

2. Select [New] to go to the "Create New Admin Message" page, [Modify] to go to the "Modify Admin Message " page, or [Cancel] to return to the "Administrative Messaging Tool" list page.

Modify Admin Message

Navigation

Select Modify next to a specific record on the "Administrative Messaging Tool" list page or [Modify] on the "View Admin Message" page to go to the "Modify Admin Message" page.



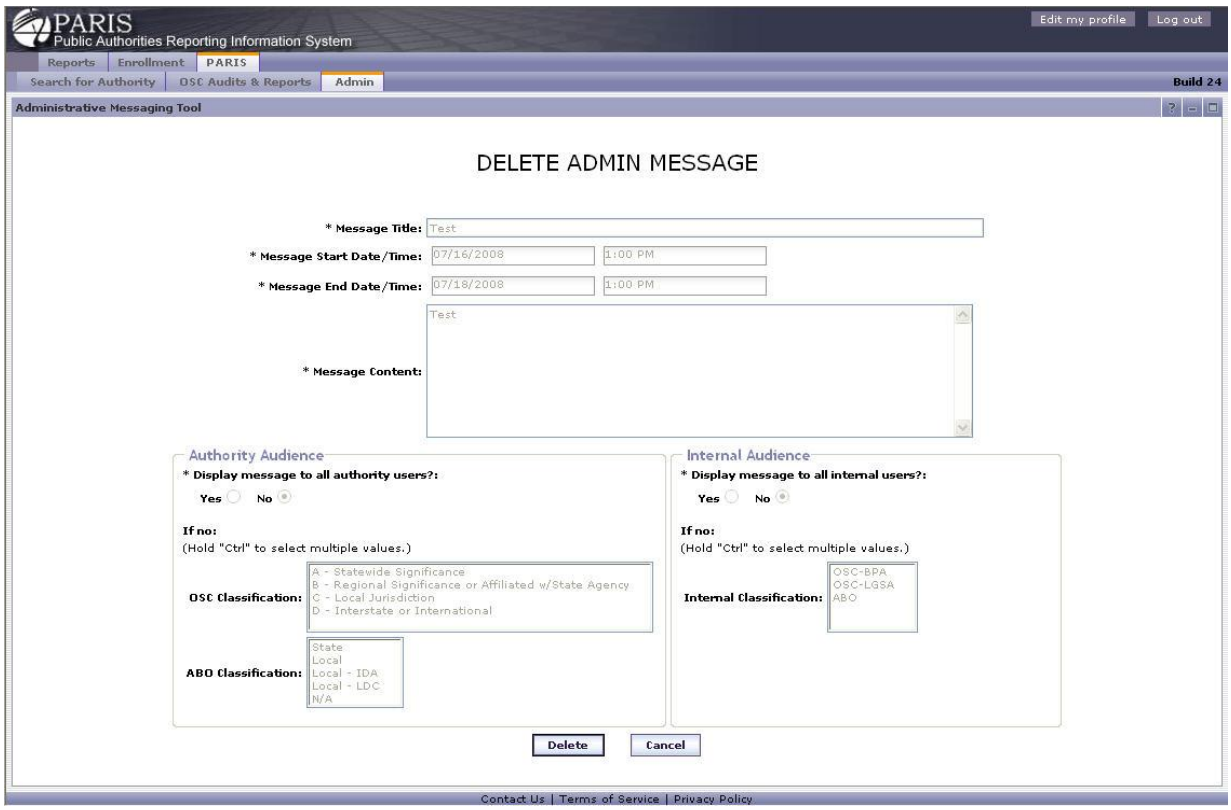
1. Update the admin message information. Fields with "*" are required.

2. Select [Save] to save the admin message and go to the "Administrative Messaging Tool" list page or [Cancel] to discard changes and return to the "Administrative Messaging Tool" list page.

Delete Admin Message

Navigation

Select Delete next to a specific record on the "Administrative Messaging Tool" List page to go to the "Delete Admin Message" page.



1. Review the admin message information.

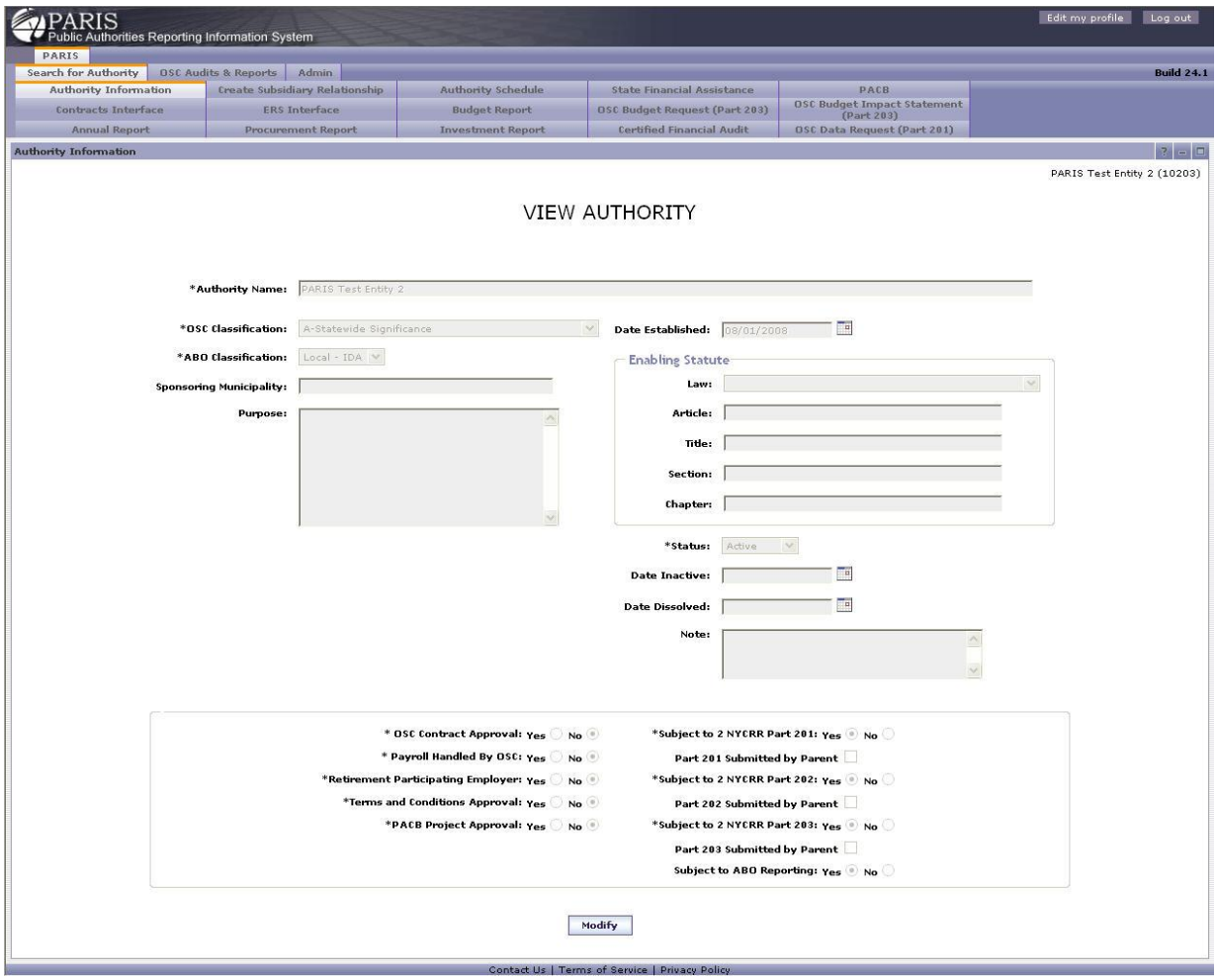
2. Select [Delete] to delete the record and go to the "Administrative Messaging Tool" list page or [Cancel] to return to the "Administrative Messaging Tool" list page without deleting the record.

Authority Information

View Authority

Navigation

Select the "Authority Information" Tab to go to the "View Authority" page.



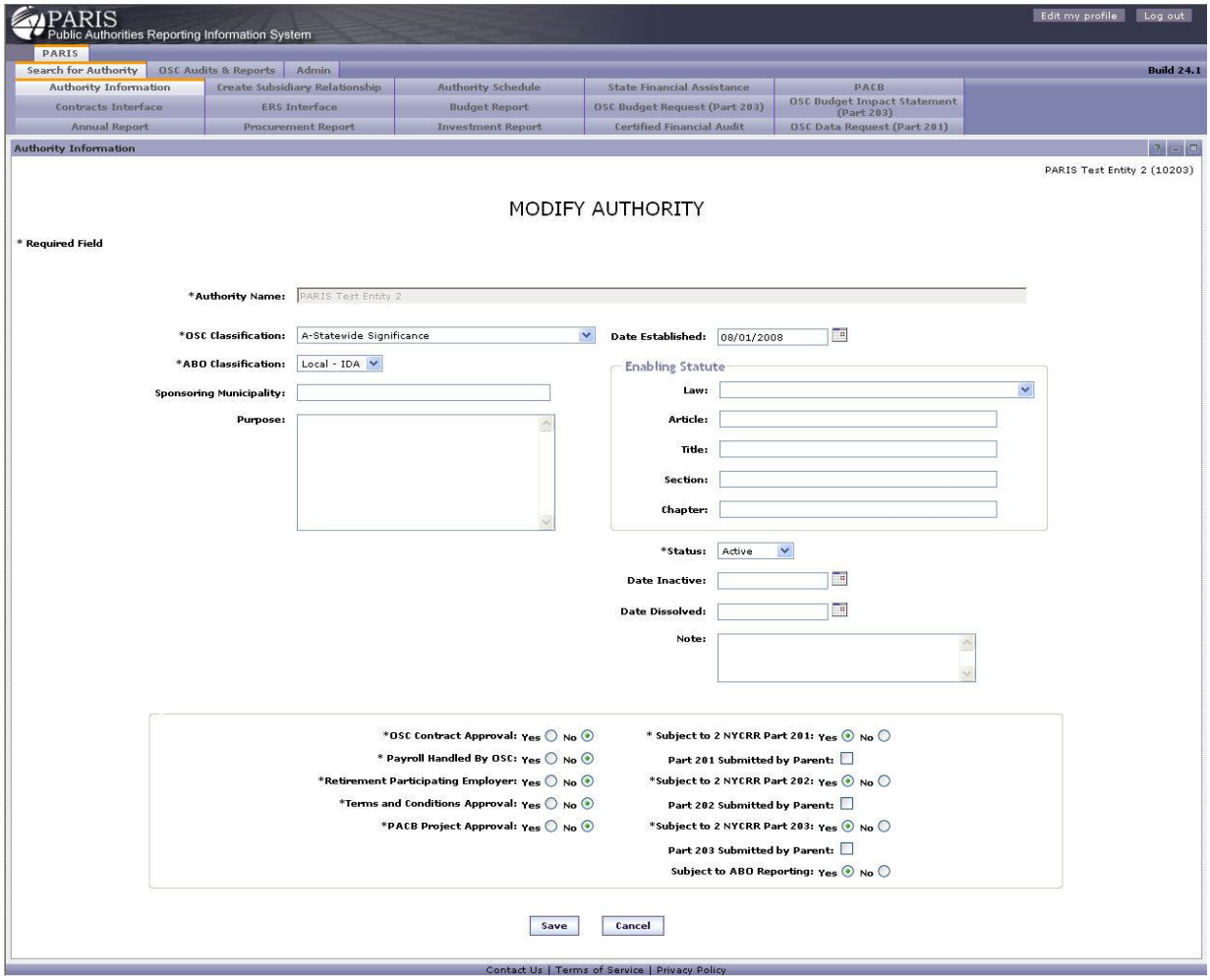
1. Review the authority information.

2. Select **[Modify]** to go to the "Modify Authority" page.

Modify Authority

Navigation

Select **[Modify]** on the "View Authority" page to go to the "Modify Authority" page.



1. Update the authority information. Fields with "*" are required.

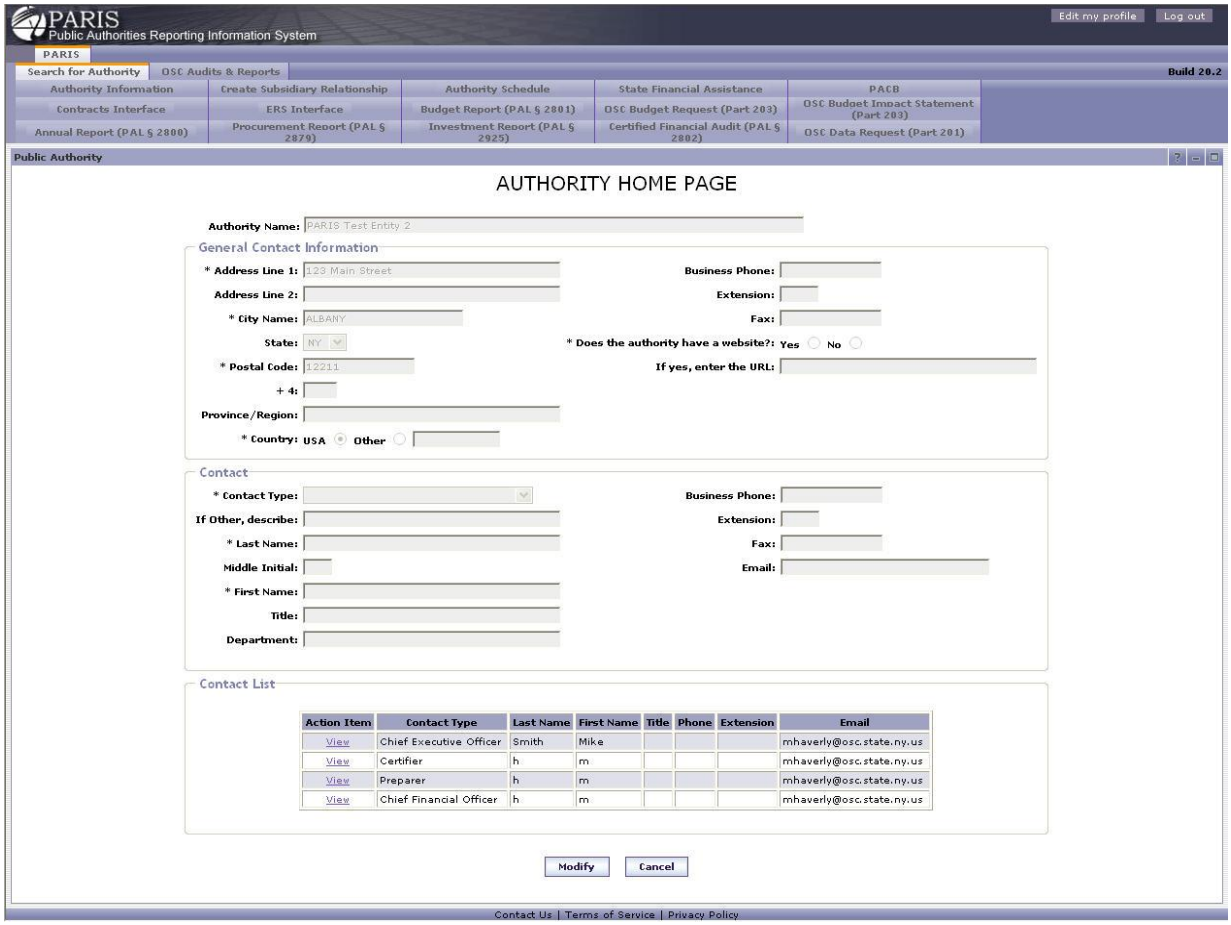
2. Select **[Save]** to save the information or **[Cancel]** to return to the "View Authority" page.

Authority Home Page

Authority Home Page

Navigation

The "Authority Home Page" can be accessed by clicking on the View link on the "Search for Authority" page or on login if the user is linked to a public authority.

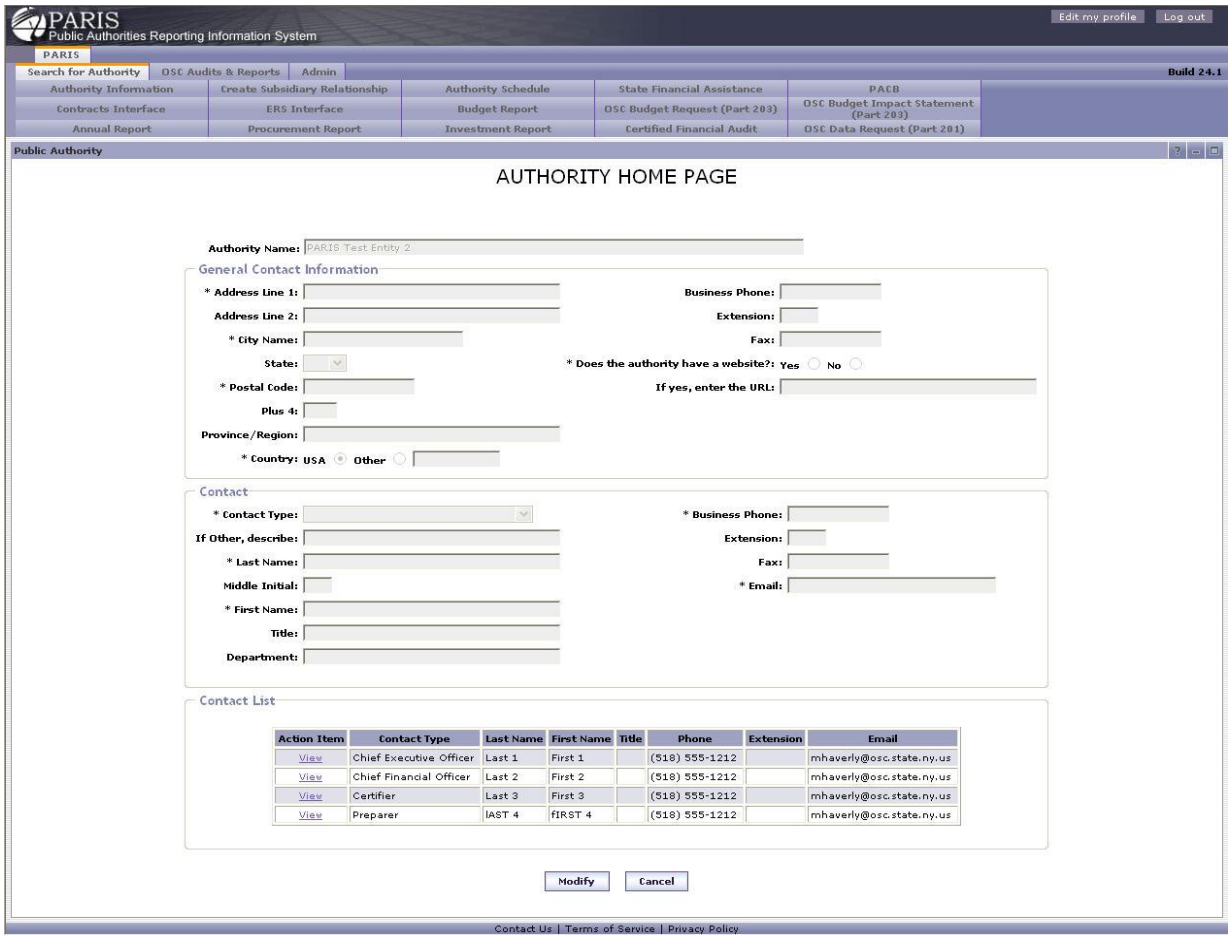


1. Authority contacts are listed in the table at the bottom of the page.
2. Select **[Modify]** to go to the "Modify Authority Home Page."
3. Select **[Cancel]** to go to the "Search for Authority" page. This button will only be available from the "Search for Authority" tab.

Modify Authority Home Page

Navigation

Select **[Modify]** on the "Authority Home Page" page to go to the "Modify Authority Home Page".



1. After editing the contact information click on the **[Update to List]** button to save your changes to the contact list or **[Clear]** to remove the information in the contact information fields.

2. Click Modify under the Action column for the list of contacts to update that record, or Delete to remove it.

3. Select **[Save]** to save the information and go to the "Authority Home Page" or **[Cancel]** to discard changes and return to the "Authority Home Page".

Create Subsidiary Relationship

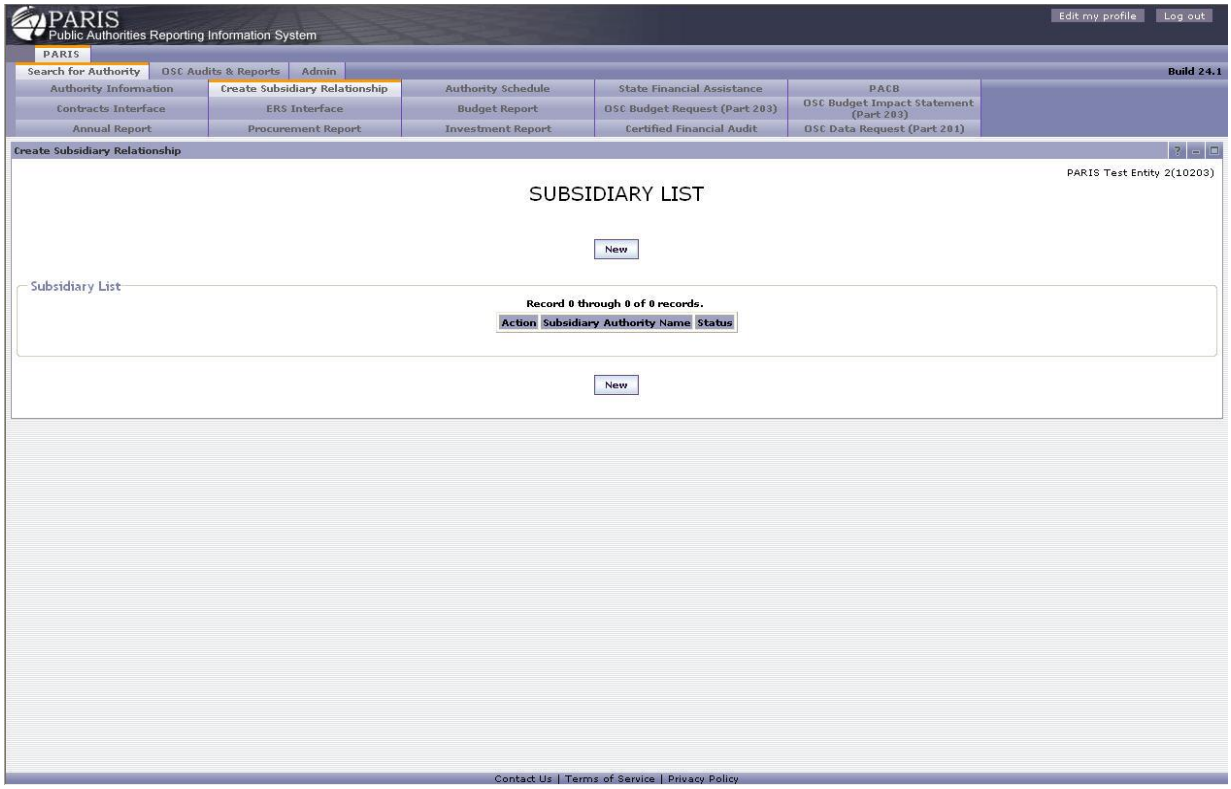
Overview

Using this function authorized PARIS users can view and maintain parent-subsidiary relationships between authorities in PARIS. A list of all subsidiary relationships can be viewed for an authority, and relationships can be created or deleted using these screens.

Subsidiary List

Navigation

Select the "Create Subsidiary Relationship" tab.

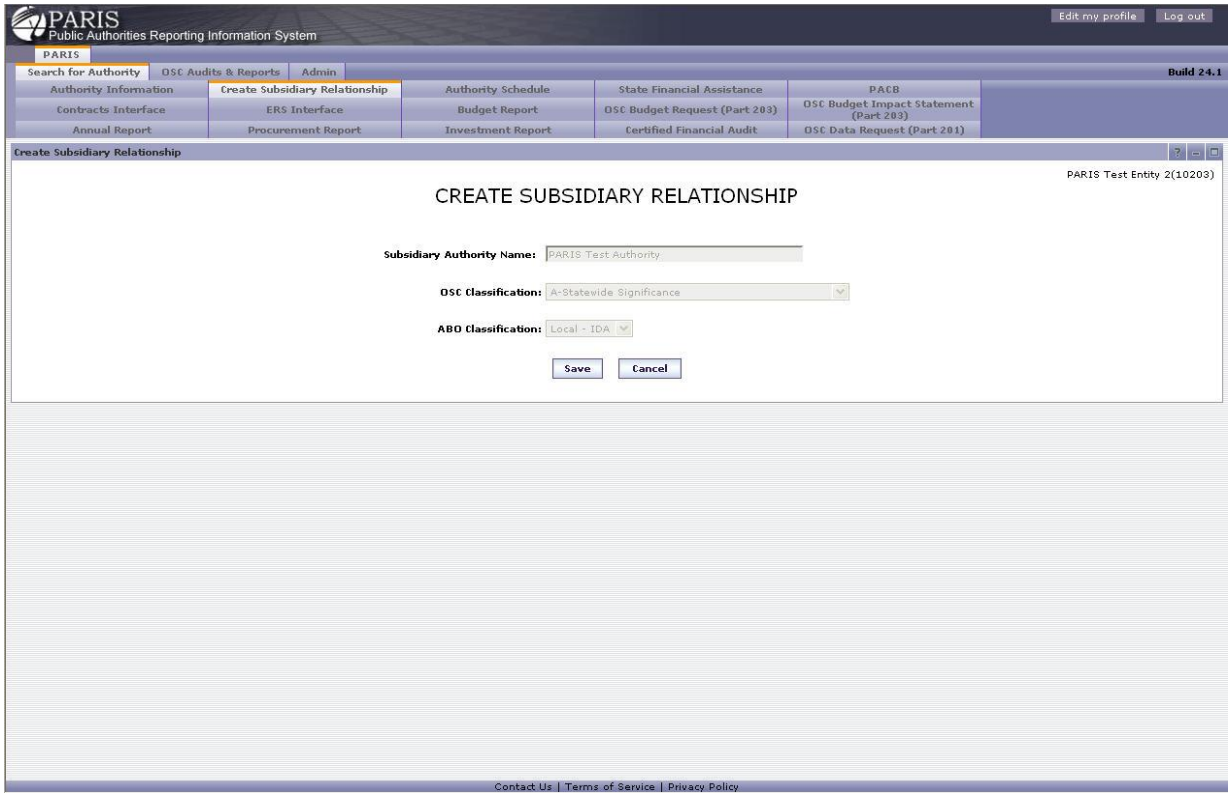


1. Select Delete to go to the "Delete Subsidiary Relationship" page.
2. Select **[New]** to go to the "Search for an Authority" page, **[Previous]** to view the previous records or **[Next]** to view the next group of records.

Create Subsidiary Relationship

Navigation

Select **[Create Subsidiary Relationship]** at the bottom of the "View Authority" page to add the relationship between the subsidiary and parent authority and go to the "Create Subsidiary Relationship" page.

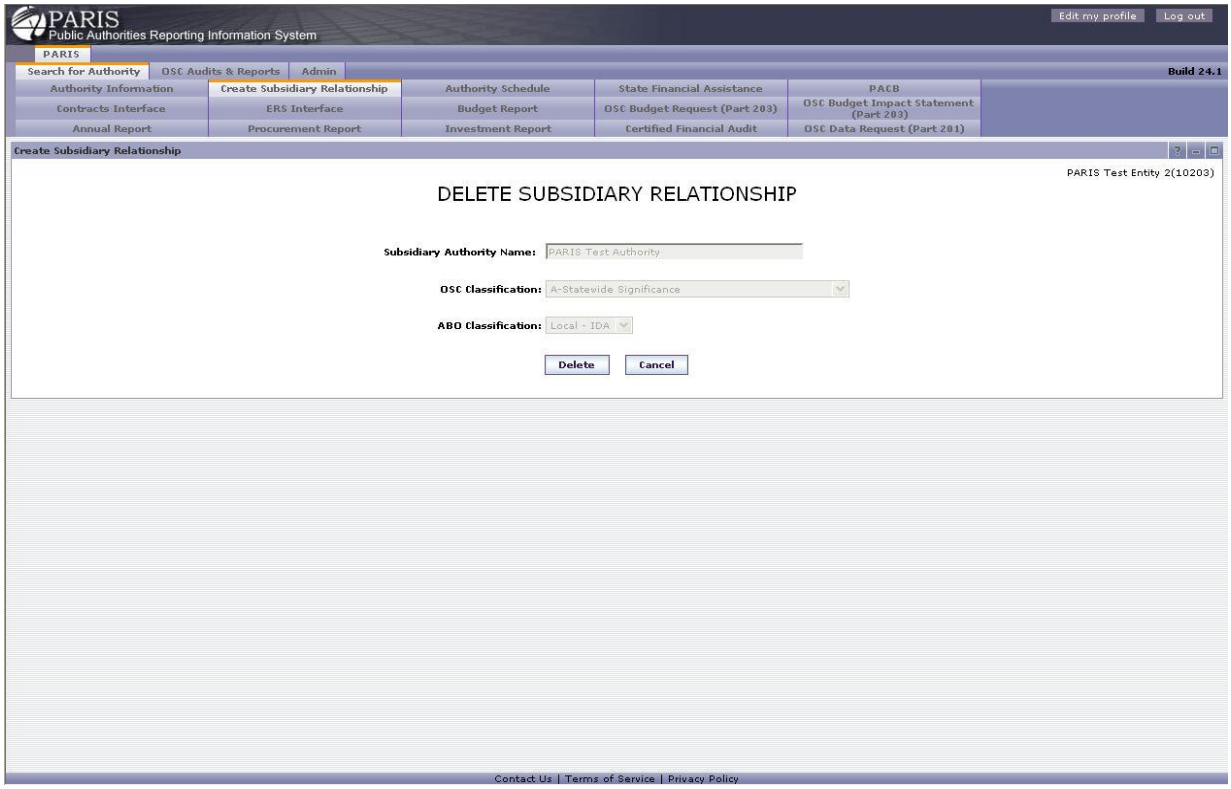


1. Select **[Save]** to submit the request to create the relationship and return to the "Subsidiary List" page or **[Cancel]** to return to the "Search for Authority" page.

Delete Subsidiary Relationship

Navigation

Select Delete from the "Subsidiary List page to go to the "Delete Subsidiary Relationship" page.



1. Select **[Delete]** to go to Delete the Subsidiary Relationship and return to the "Subsidiary List" page or **[Cancel]** to return to the “Subsidiary List” page without deleting the subsidiary relationship.

State Financial Assistance

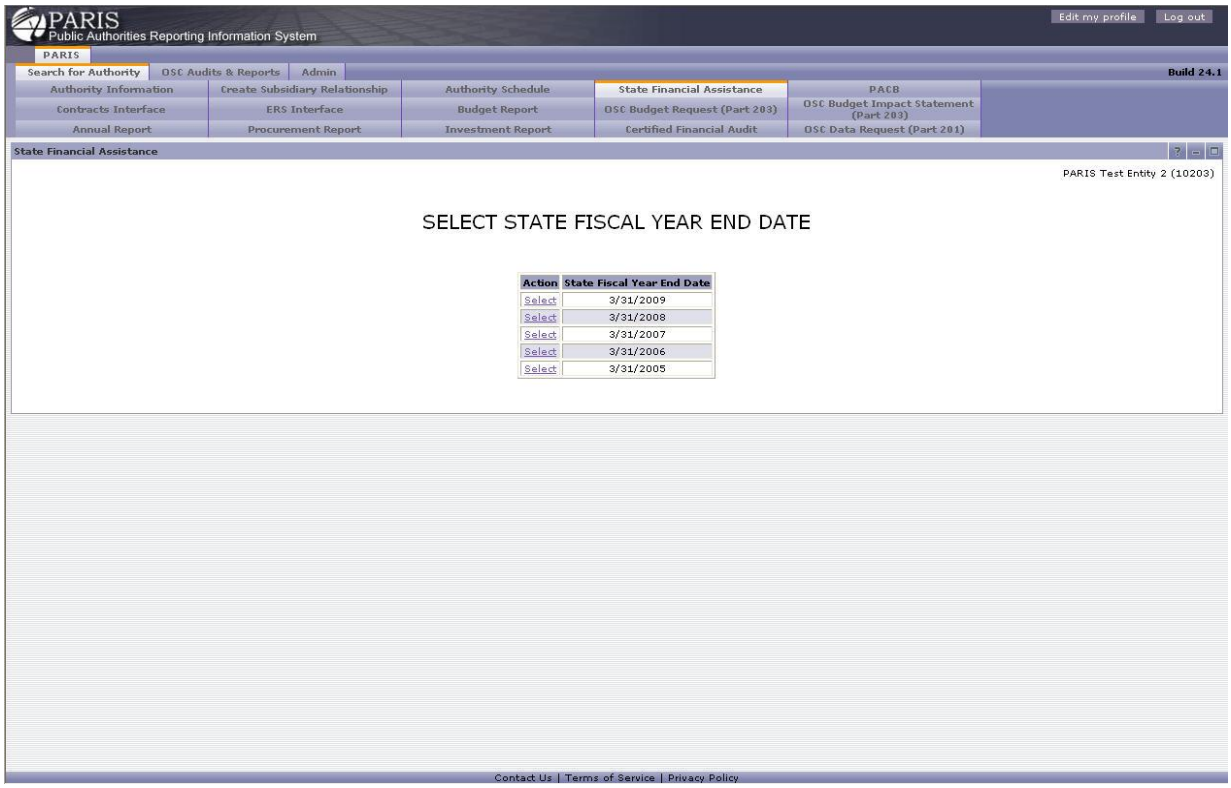
Overview

The State Financial Assistance screens in PARIS display information on State Financial Assistance to Public Authority information that has been entered into PARIS. The information is by authority, and is by State fiscal year.

Select State Fiscal Year End Date

Navigation

Select the "State Financial Assistance" tab to go to the "Select State Fiscal Year End Date" page.

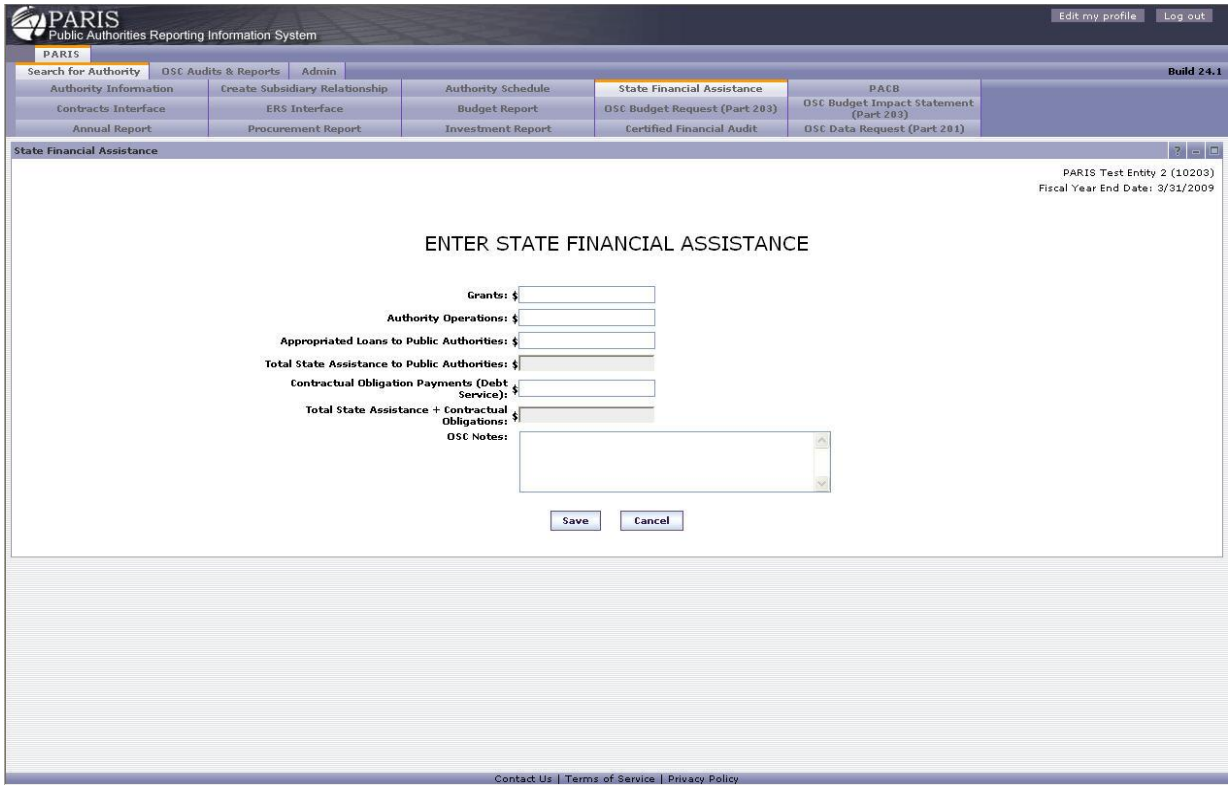


1. Click Select next to a Fiscal Year from the list to go to the "Enter State Financial Assistance" page.

Enter State Financial Assistance

Navigation

When no state financial assistance information has been entered for the selected authority in the selected fiscal year, select the "State Financial Assistance" tab and then select the appropriate Fiscal Year from the list to go to the "Enter State Financial Assistance" page. (If there is already financial assistance information entered for the selected authority in the selected fiscal year, the system will go to the "View State Financial Assistance" page.)

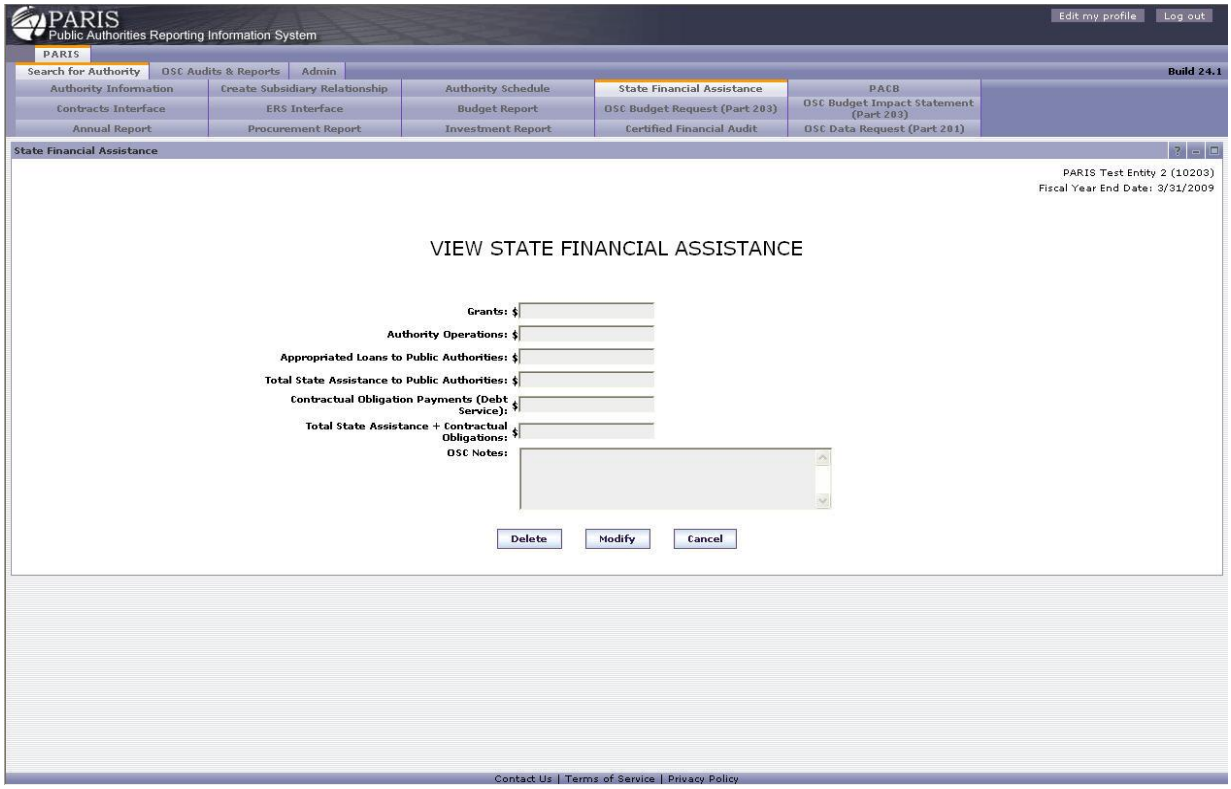


1. Enter the state financial assistance information in the fields.
2. Select **[Save]** to save and go to the "View Sate Financial Assistance" page, or **[Cancel]** to discard any changes and return to the "Select State Fiscal Year End Date" page.

View State Financial Assistance

Navigation

When state financial assistance information has been entered for the selected authority in the selected fiscal year, select the "State Financial Assistance" tab and then select the appropriate Fiscal Year from the list and you will go to the "View State Financial Assistance" page.

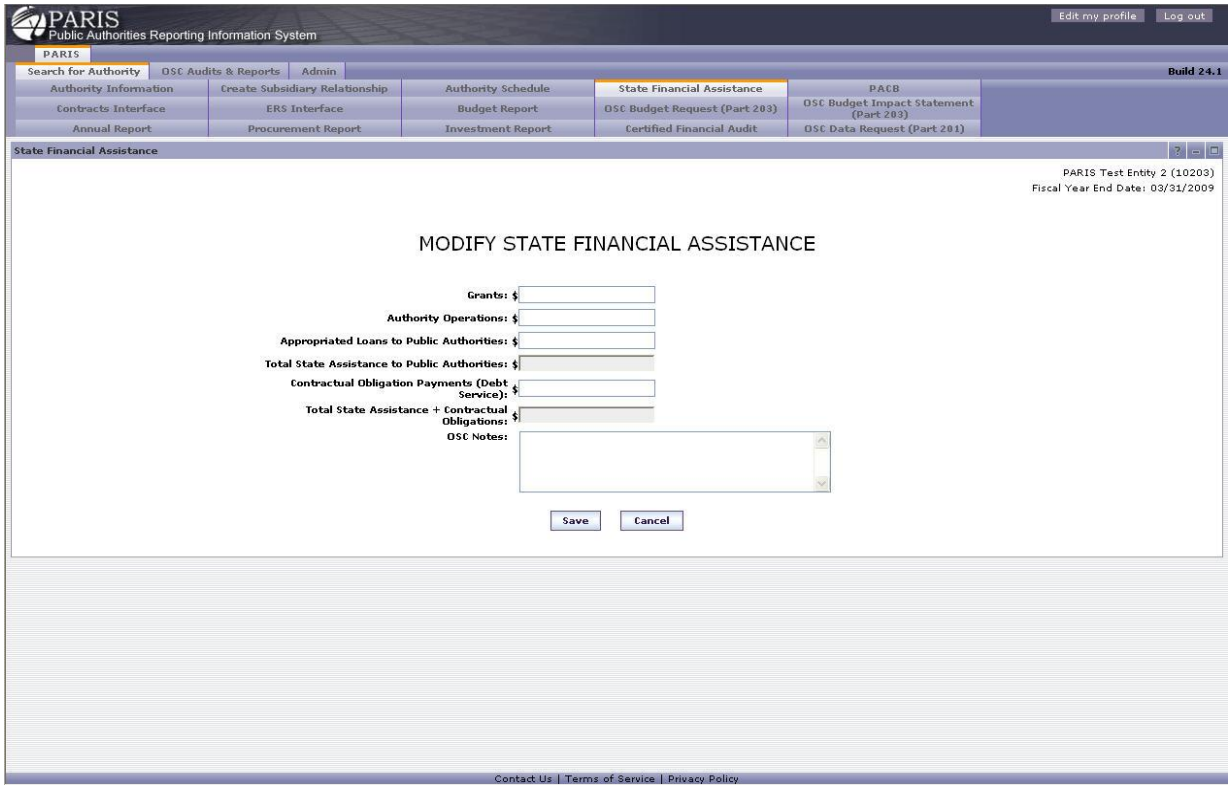


1. Review the state financial assistance information in the fields.
2. Select **[Delete]** to go to the "Delete State Financial Assistance" page, **[Modify]** to go to the "Modify State Financial Assistance" page, or **[Cancel]** to return to the "Select State Fiscal Year End Date" page.

Modify State Financial Assistance

Navigation

Select **[Modify]** on the "View State Financial Assistance" page to go to the "Modify State Financial Assistance" page.



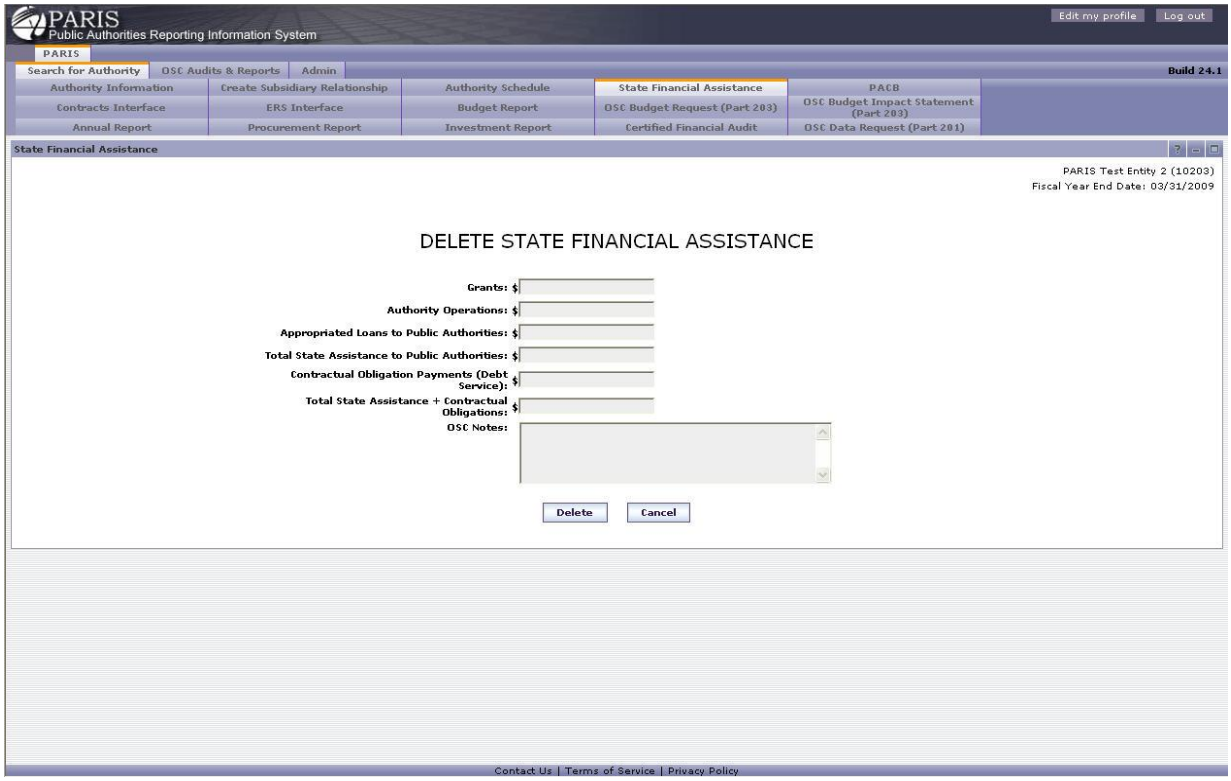
1. Update the state financial assistance information in the fields.

2. Select **[Save]** to save and return to the "View State Financial Assistance" page or **[Cancel]** to discard any changes and return to the "View State Financial Assistance" page.

Delete State Financial Assistance

Navigation

Select **[Delete]** on the "View State Financial Assistance" page to go to the "Delete State Financial Assistance" page.



1. Review the state financial assistance information in the fields.

2. Select **[Delete]** to remove the record and return to the "Select State Fiscal Year End Date" page or **[Cancel]** to return to the "View State Financial Assistance" page.

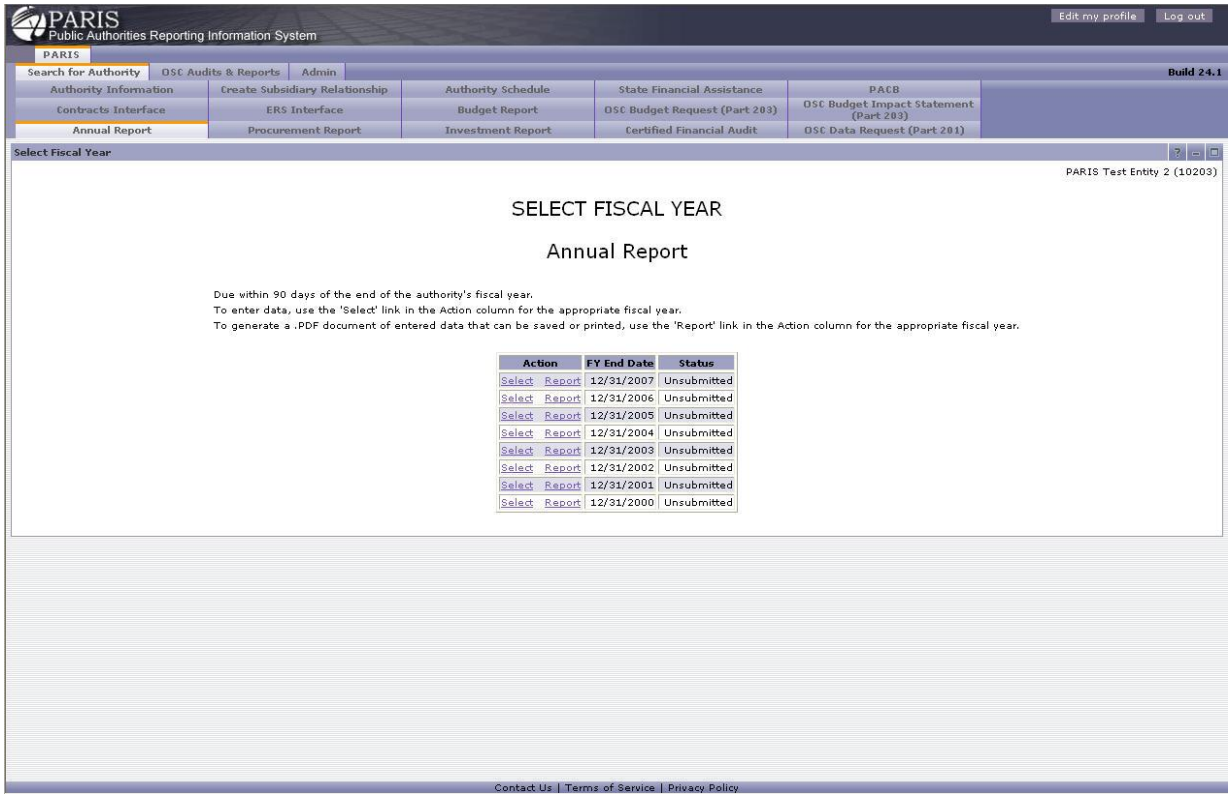
Annual Report

Overview

The Annual Report tab is the entry point to public authority annual report data submittals by public authority fiscal year.

Public authorities that are required by Section 2800 of the Public Authorities Law or Sections 30 and 859 of the General Municipal Law file their annual reports, including information on their operations, finances, indebtedness, compensation and benefits, property transactions, internal controls and other management activities, policies and governance practices, using this tab and the screens that follow. Information required by Sections 2806 (Personnel Schedule) and 2897 (Property Report) of the Public Authorities Law is also submitted using the Annual Report screens in PARIS.

Note: Authorities are not considered to be in compliance until the CEO, CFO or another designated official of the Public Authority acknowledges that the information contained in this submission is complete and accurate using the Annual Report Submittal link.



Select Fiscal Year

Navigation

Select the "Annual Report" tab to view the available reports.

To enter data, use the Select link in the Action column for the appropriate fiscal year. To generate a .PDF document of entered data that can be saved or printed, use the Report link in the Action column for the appropriate fiscal year.

Governance Information (Authority-Related)

Overview

As part of the Annual Report submittal, authorities are asked to provide authority-related governance information. The Governance Information (Authority-Related) link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Enter Governance Information (Authority-Related)

Navigation

If no governance information has been entered for the selected public authority for the selected fiscal year, select Governance Information (Authority-Related) from the list on the left to go to the "Enter Governance Information (Authority-Related)" page.

PARIS
Public Authorities Reporting Information System

Edit My Profile | Log Out

Enrollment | Reports | PARIS

Search for Authority | OSC Audits & Reports | Admin

Version 3.0.0

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Governance Information (Authority-related)
- Governance Information (Board-related)
- Board of Directors
- Staff
- Benefit Information
- Subsidiary/Component Unit Verification
- Summary Financial Information
- Current Debt
- Real Property Acquisition/Disposal
- Personal Property Disposal
- Property Documents
- Annual Report Submittal

Governance Information (Authority-related)

PARIS Test Authority 1 (0000)
Fiscal Year End Date: 12/31/2009
Data Submittal Status: Unsubmitted

ENTER GOVERNANCE INFORMATION (AUTHORITY-RELATED)

* Required Field

Current Document List

No items found.

Action	Document Name	Document Type	Date Attached

Operations and Accomplishments

* 1 Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by Section 2800 of PAL?
Yes ○ No ○
If Yes, provide the URL link to the document and attach the document below:

Document Type: Operations and Accomplishments
Select Document: Browse...
Update to List

* 2 As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?
Yes ○ No ○
If Yes, provide the URL link to the document below:

* 3 Has the Authority named an internal control officer in accordance with section 2931 of PAL?
Yes ○ No ○

* 4 Please enter the number of staff assigned the internal control function:

* 5 Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?
Yes ○ No ○

* 6 Does the independent auditor provide non-audit services to the Authority?
Yes ○ No ○

* 7 Does the Authority have an organization chart?
Yes ○ No ○
If Yes, provide the URL link to the document below:

* 8 Are any Authority staff also employed by another government agency?
Yes ○ No ○
If Yes, identify the agency:

Authority Mission Statement

* 9 Has the Authority posted their mission statement to their website?
Yes ○ No ○
If Yes, provide the URL link to the document below:

* 10 Has the Authority's mission statement been revised and adopted during the reporting period?
Yes ○ No ○
If Yes, attach the new mission statement: Mission Statement template.

Document Type: Mission Statement
Select Document: Browse...
Update to List

Authority Measurement Report

* 11 Attach the Authority's measurement report, as required by Section 2824-a of PAL and provide the URL.

Document Type: Measurement Report
Select Document: Browse...
Update to List

Lobbying

* 12 Has the Authority adopted a lobbying policy in accordance with Section 2987 of PAL?
Yes ○ No ○
If Yes, provide the URL link to the document below:
If Yes, provide the name of the lobbying officer below:

* 13 Has the Authority maintained a record of all lobbying contacts during the reporting period, as required by section 2987 of PAL?
Yes ○ No ○
If Yes, attach the document below:

Document Type: Lobbying Contacts
Select Document: Browse...
Update to List

Save

Contact Us | Terms of Service | Privacy Policy

1. Enter the governance information. All questions with an "*" are required.

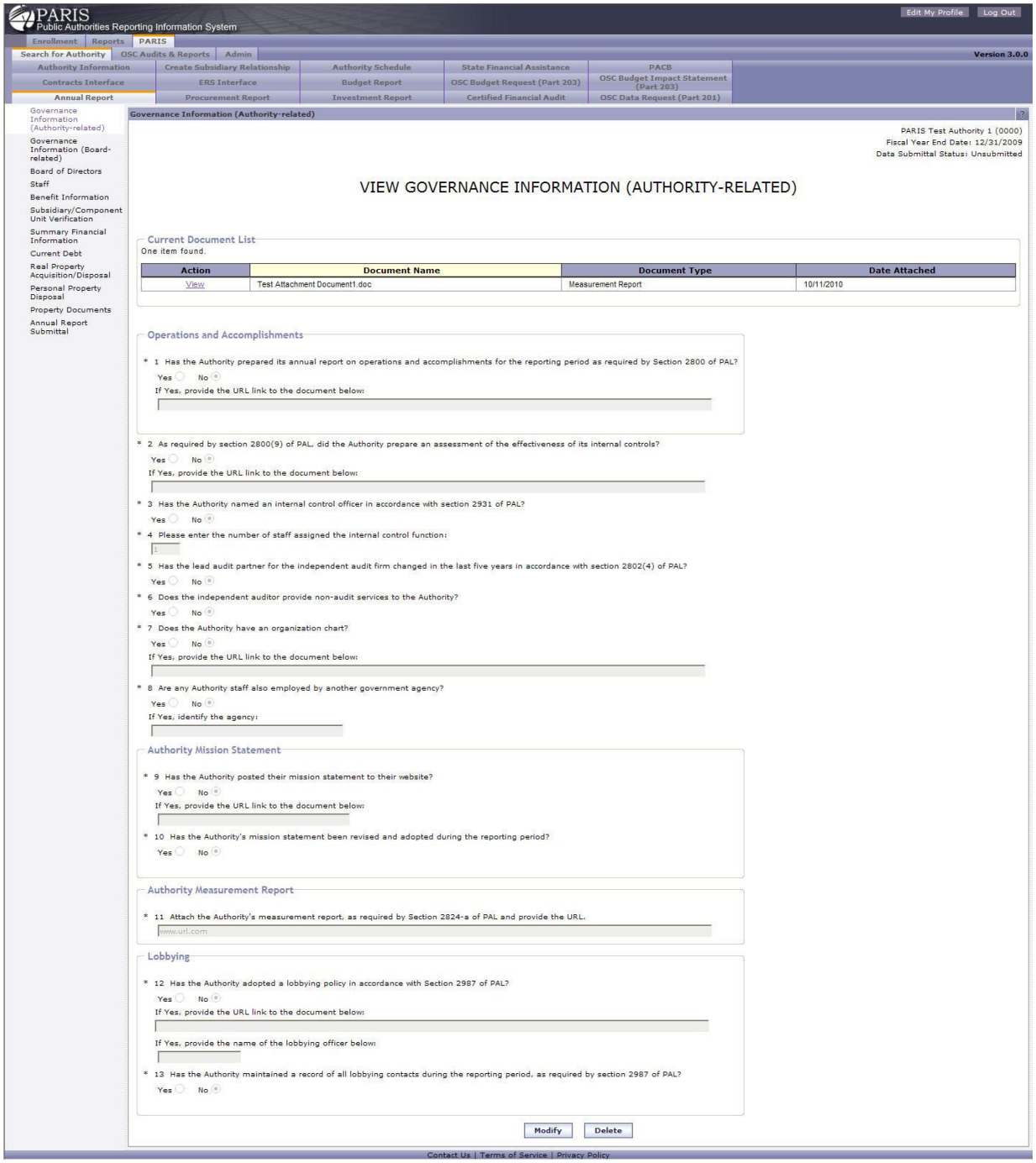
2. For the questions that request a URL link, enter the URL link.

3. Select **[Save]** to save the information and go to the "View Governance Information (Authority-Related)" page.

View Governance Information (Authority-Related)

Navigation

If governance information has been entered for the selected public authority for the selected fiscal year, select Governance Information (Authority-Related) from the list on the left to go to the "View Governance Information (Authority-Related)" page.



1. Review the governance information.

2. Select **[Modify]** to go to the "Modify Governance Information (Authority-Related)" page, or **[Delete]** to go to the "Delete Governance Information (Authority-Related)" page.

Modify Governance Information (Authority-Related)

Navigation

Select **[Modify]** on the "View Governance Information (Authority-Related)" page to go to the "Modify Governance Information (Authority-Related)" page.

PARIS
Public Authorities Reporting Information System

Edit My Profile | Log Out

Enrollment | Reports | PARIS

Search for Authority | OSC Audits & Reports | Admin

Version 3.0.0

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Governance Information (Authority-related)
- Governance Information (Board-related)
- Board of Directors
- Staff
- Benefit Information
- Subsidiary/Component Unit Verification
- Summary Financial Information
- Current Debt
- Real Property Acquisition/Disposal
- Personal Property Disposal
- Property Documents
- Annual Report Submittal

Governance Information (Authority-related)

PARIS Test Authority 1 (0000)
Fiscal Year End Date: 12/31/2009
Data Submittal Status: Unsubmitted

MODIFY GOVERNANCE INFORMATION (AUTHORITY-RELATED)

* Required Field

Current Document List
One item found.

Action	Document Name	Document Type	Date Attached
View Delete	Test Attachment Document1.doc	Measurement Report	10/11/2010

Operations and Accomplishments

* 1 Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by Section 2800 of PAL?
Yes ○ No ◉
If Yes, provide the URL link to the document and attach the document below:

Document Type: Operations and Accomplishments
Select Document: Browse...
Update to List

* 2 As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?
Yes ○ No ◉
If Yes, provide the URL link to the document below:

* 3 Has the Authority named an internal control officer in accordance with section 2931 of PAL?
Yes ○ No ◉

* 4 Please enter the number of staff assigned the internal control function:
1

* 5 Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?
Yes ○ No ◉

* 6 Does the independent auditor provide non-audit services to the Authority?
Yes ○ No ◉

* 7 Does the Authority have an organization chart?
Yes ○ No ◉
If Yes, provide the URL link to the document below:

* 8 Are any Authority staff also employed by another government agency?
Yes ○ No ◉
If Yes, identify the agency:

Authority Mission Statement

* 9 Has the Authority posted their mission statement to their website?
Yes ○ No ◉
If Yes, provide the URL link to the document below:

* 10 Has the Authority's mission statement been revised and adopted during the reporting period?
Yes ○ No ◉
If Yes, attach the new mission statement: Mission Statement template.

Document Type: Mission Statement
Select Document: Browse...
Update to List

Authority Measurement Report

* 11 Attach the Authority's measurement report, as required by Section 2824-a of PAL and provide the URL.
www.url.com

Document Type: Measurement Report
Select Document: Browse...
Update to List

Lobbying

* 12 Has the Authority adopted a lobbying policy in accordance with Section 2987 of PAL?
Yes ○ No ◉
If Yes, provide the URL link to the document below:

If Yes, provide the name of the lobbying officer below:

* 13 Has the Authority maintained a record of all lobbying contacts during the reporting period, as required by section 2987 of PAL?
Yes ○ No ◉
If Yes, attach the document below:

Document Type: Lobbying Contacts
Select Document: Browse...
Update to List

Save | Cancel

Contact Us | Terms of Service | Privacy Policy

1. Update the governance information.

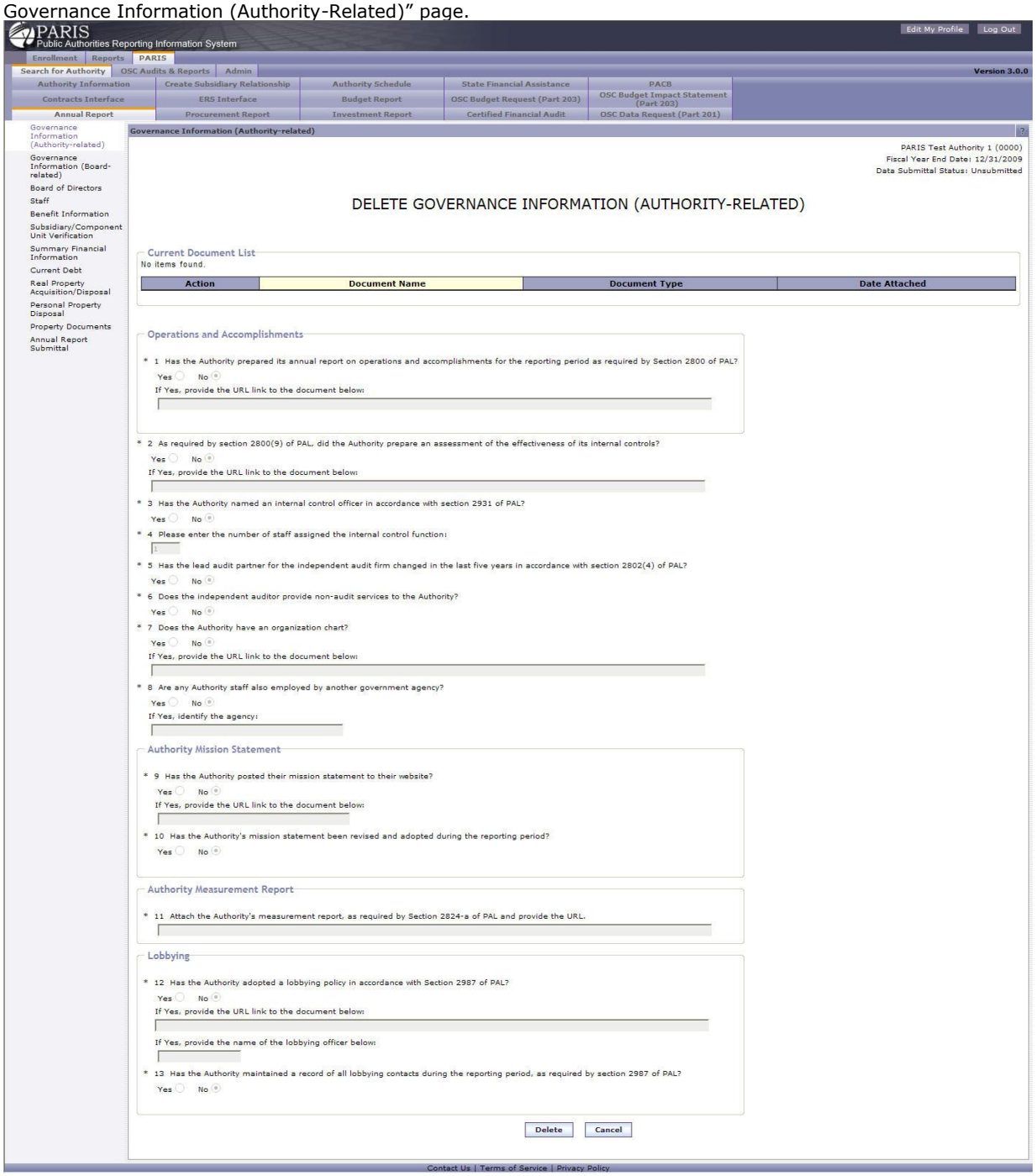
2. Select **[Save]** to save and go to the "View Governance Information (Authority-Related)" page or **[Cancel]** to discard changes and return to the "View Governance Information (Authority-Related)" page.

Delete Governance Information (Authority-Related)

Navigation

Select **[Delete]** on the "View Governance Information (Authority-Related)" page to go to the "Delete

Governance Information (Authority-Related)" page.



1. Review the governance information.

2. Select **[Delete]** to delete the information and go to the "Enter Governance Information (Authority-Related)" page or **[Cancel]** to return to the "View Governance Information (Authority-Related)" page.

Governance Information (Board Related)

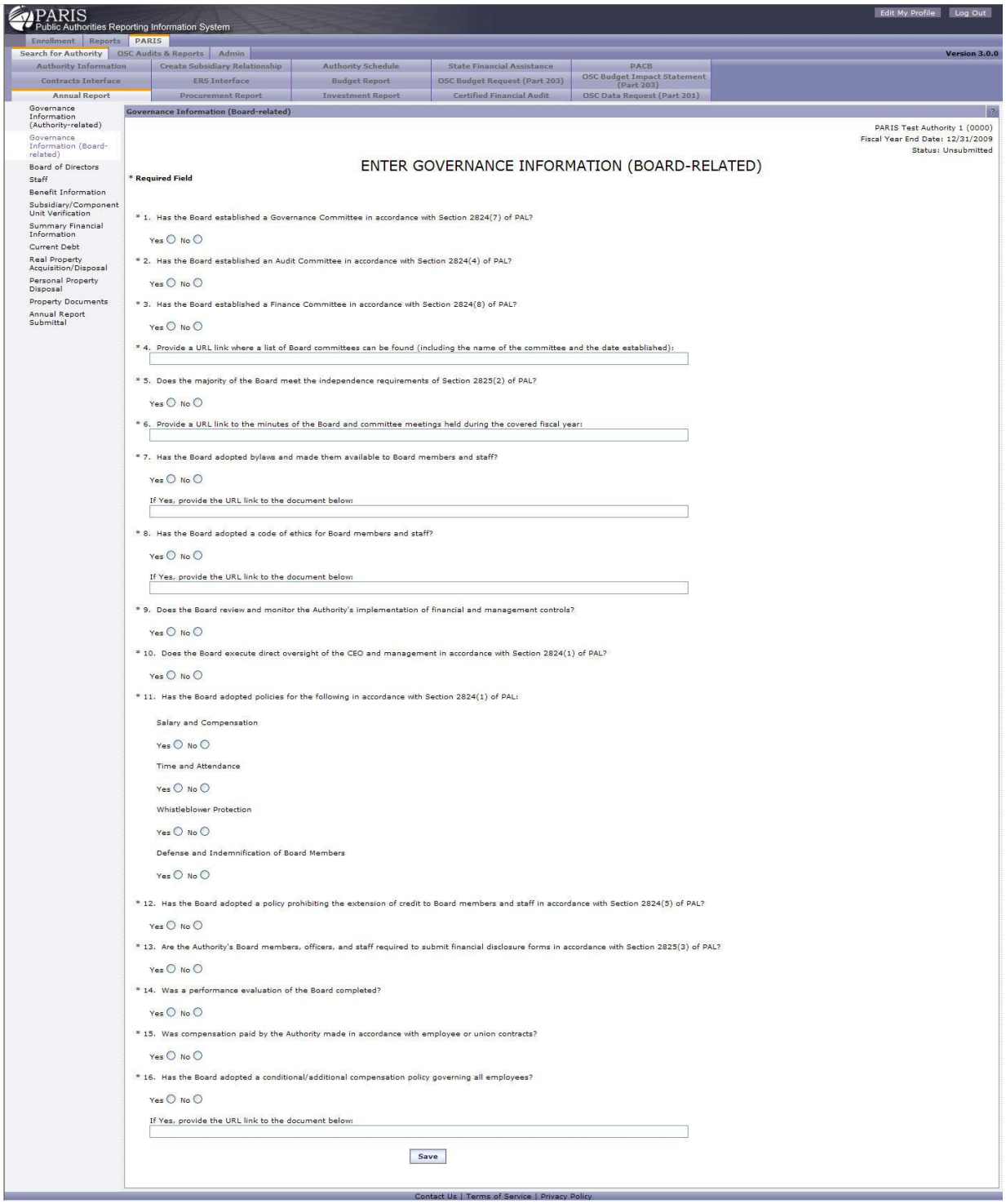
Overview

As part of the Annual Report submittal, authorities are asked to provide Board-Related governance information by answering general questions on Board policies, meetings and other items. The Governance Information (Board-Related) link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Enter Governance Information (Board-Related)

Navigation

If no governance information has been entered for the selected public authority for the selected fiscal year, select Governance Information (Board-Related) from the list on the left to go to the "Enter Governance Information (Board-Related)" page.



1. Enter the governance information. All questions with an "*" are required.

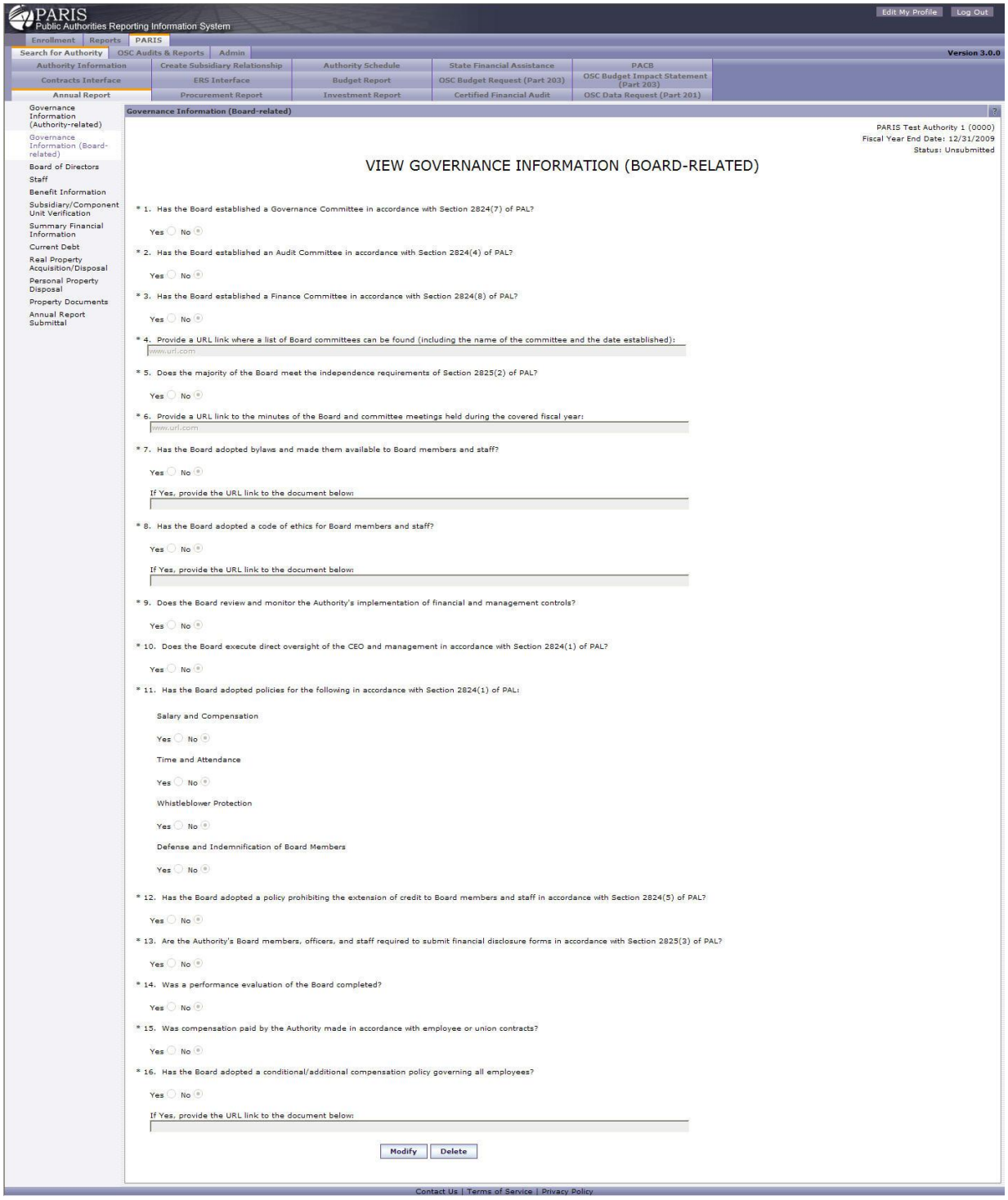
2. For the questions that request a URL link, enter the URL link.

3. Select **[Save]** to save and go to the "View Governance Information (Board-Related)" page.

View Governance Information (Board-Related)

Navigation

If governance information has been entered for the selected public authority for the selected fiscal year, select Governance Information (Board-Related) from the list on the left to go to the "View Governance Information (Board-Related)" page.



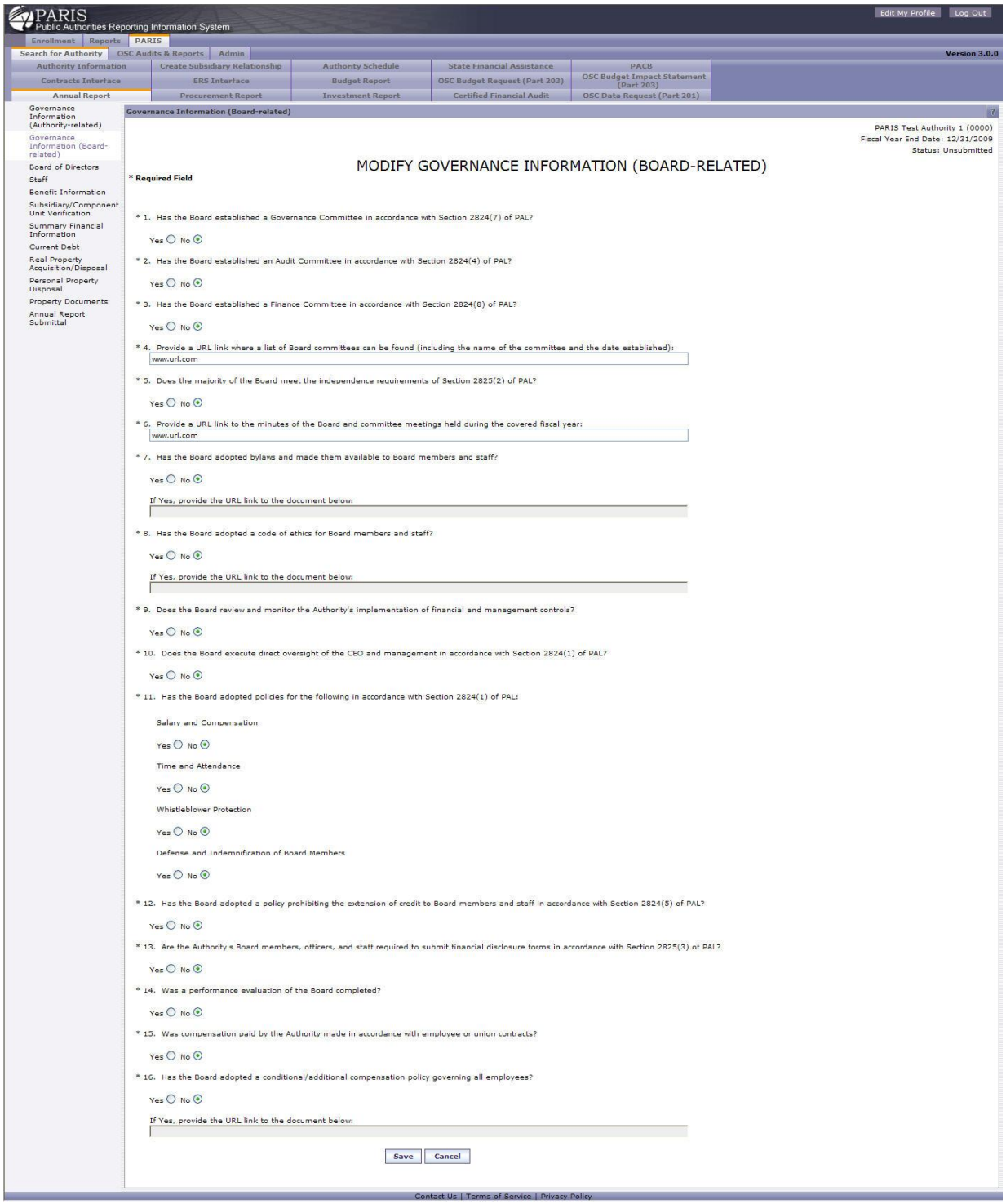
1. Review the governance information.

2. Select **[Modify]** to go to the "Modify Governance Information (Board-Related)" page, or **[Delete]** to go to the "Delete Governance Information (Board-Related)" page.

Modify Governance Information (Board-Related)

Navigation

Select **[Modify]** on the "View Governance Information (Board-Related)" page to go to the "Modify Governance Information (Board-Related)" page.



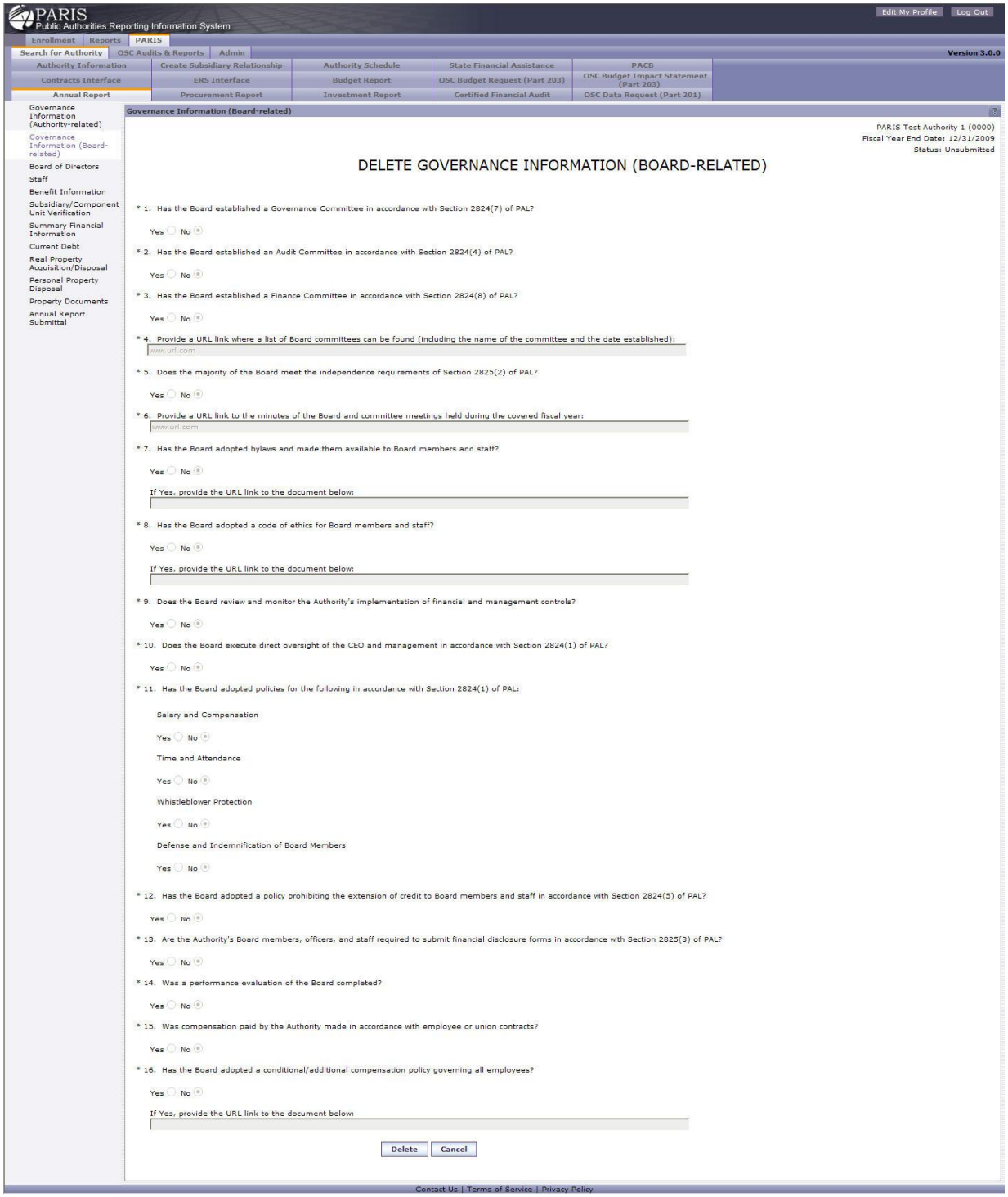
1. Update the governance information.

2. Select **[Save]** to save the information and go to the "View Governance Information (Board-Related)" page or **[Cancel]** to discard changes and return to the "View Governance Information (Board-Related)" page.

Delete Governance Information (Board-Related)

Navigation

Select **[Delete]** on the "View Governance Information (Board-Related)" page to go to the "Delete Governance Information (Board-Related)" page.



1. Review the governance information.

2. Select **[Delete]** to delete the information and go to the "Enter Governance Information (Board-Related)" page or **[Cancel]** to return to the "View Governance Information (Board-Related)" page.

Board of Directors

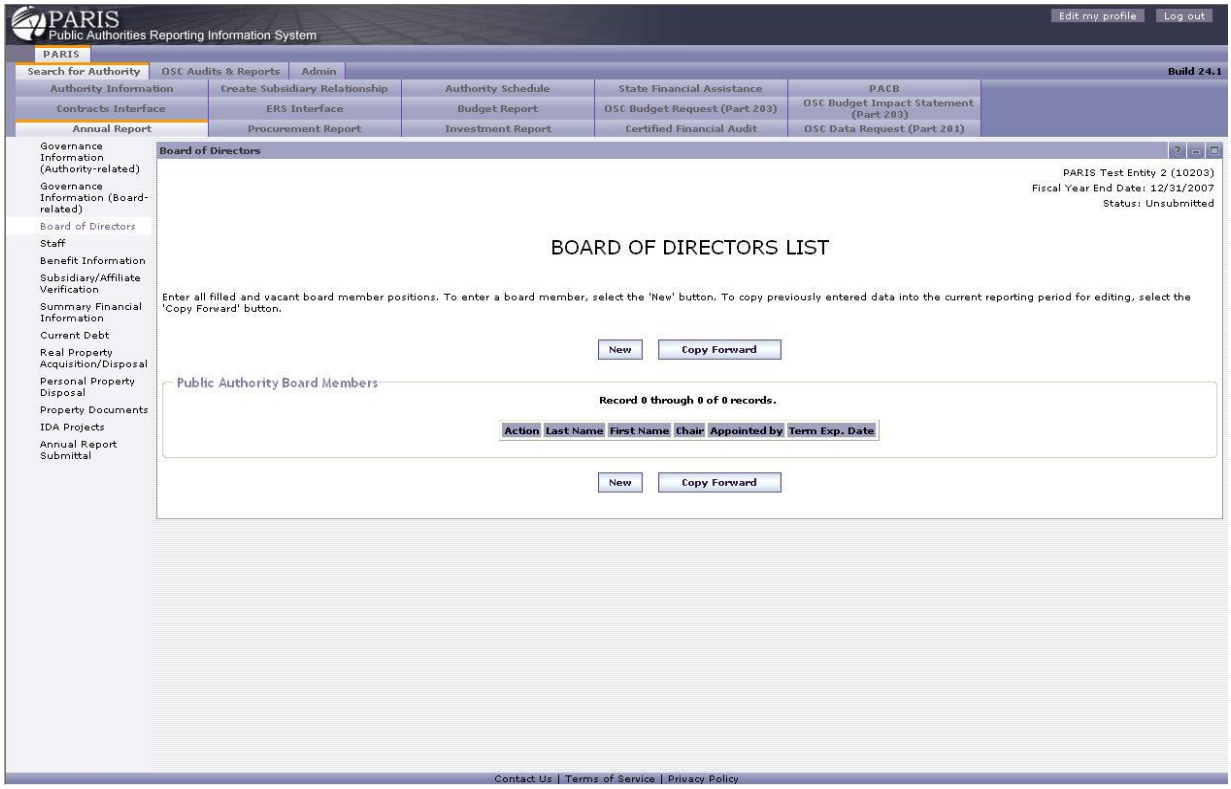
Overview

As part of the Annual Report submittal, authorities are asked to provide specific information on their Boards of Directors, including each Board position, whether filled or vacant, Board member information, and information about the term of the position. The Board of Directors link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year. Board of Directors information can also be copied forward from a prior fiscal year if it was previously entered.

Board of Directors List

Navigation

Select the "Annual Report" tab and click on the Board of Directors link on the left.



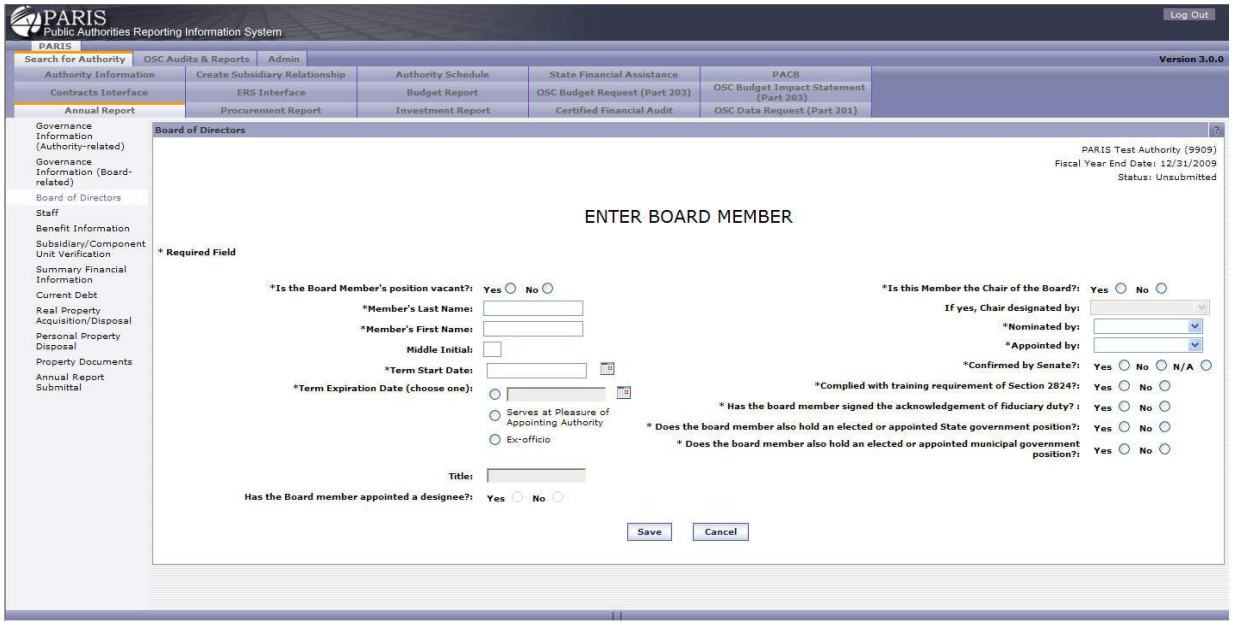
1. Select **[New]** to go to the "Enter Board Member" page or **[Copy Forward]** to go to the "Select Source Year" page.

2. Select the View link next to a specific board member to go to the "View Board Member" page, Modify to go to the "Modify Board Member" page, or Delete to go to the "Delete Board Member" page.

Enter Board Member

Navigation

Select **[New]** on the "Board of Directors List" page to go to the "Enter Board Member" page.

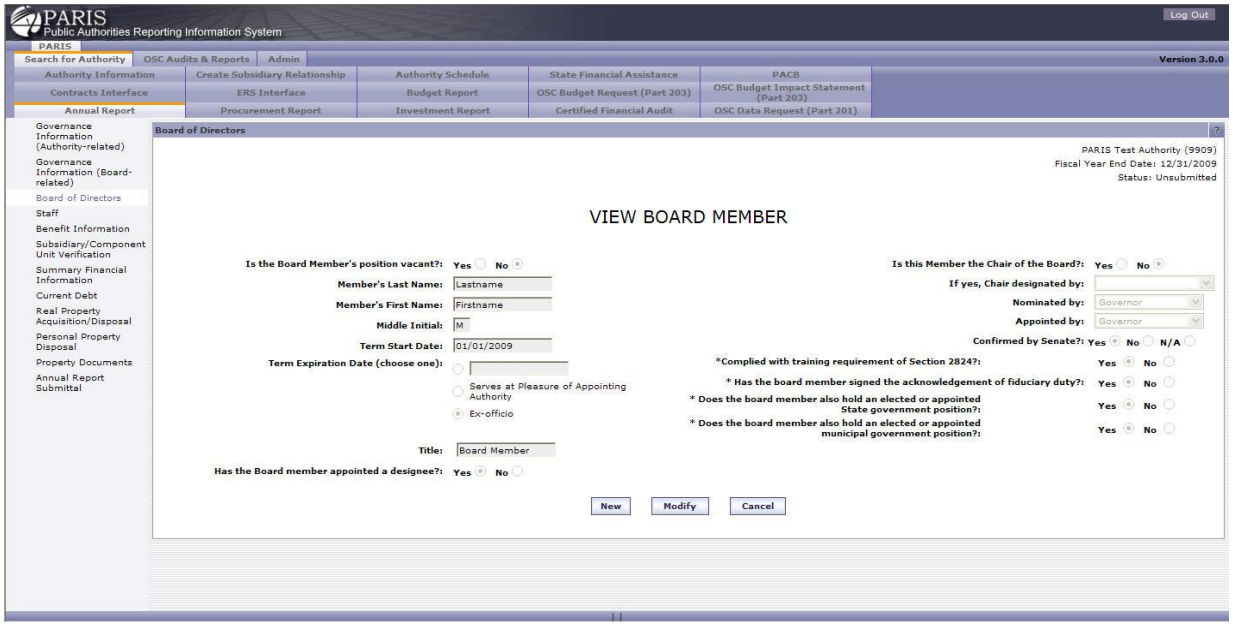


1. Enter the board member's information. Fields with "*" are required.
2. Enter the date in the format mm/dd/yyyy.
3. Select **[Save]** to save and return to the "Board of Directors List" page or **[Cancel]** to discard any changes and return to the "Board of Directors List" page.

View Board Member

Navigation

Select View next to a specific record on the "Board of Directors List" page to go to the "View Board Member" page.



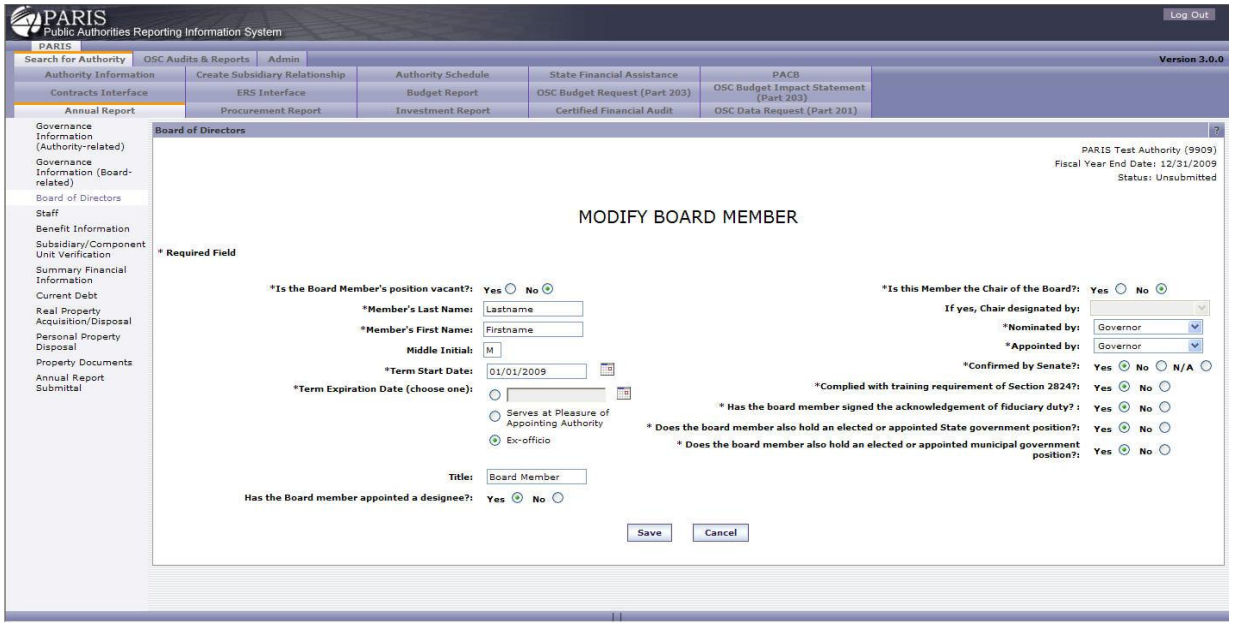
1. Review the board member information.

2. Select **[New]** to go to the "Enter Board Member" page, **[Modify]** to go to the "Modify Board Member" page, or **[Cancel]** to return to the "Board of Directors List" page.

Modify Board Member

Navigation

Select Modify next to a specific record on the "Board of Directors List" page or **[Modify]** on the "View Board Member" page to go to the "Modify Board Member" page.



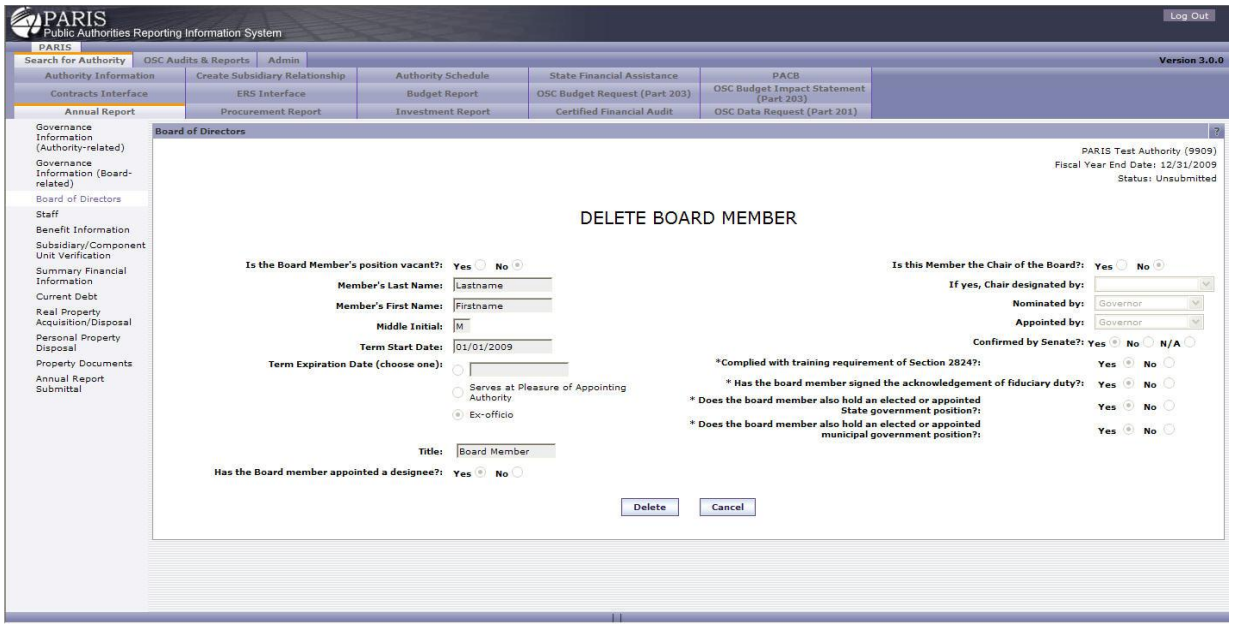
1. Update the board member information. Fields with "*" are required.

2. Enter the date in the format mm/dd/yyyy.
   - Tip: Select the calendar feature to open the month by month calendar window. Use the drop down lists to select the appropriate month and year. Select the day. This information will then automatically populate the field.
3. Select **[Save]** to save and return to the "Board of Directors List" page or **[Cancel]** to return to the "Board of Directors List" page.

Delete Board Member

Navigation

Select Delete next to a specific record on the "Board of Directors List" page to go to the "Delete Board Member" page.



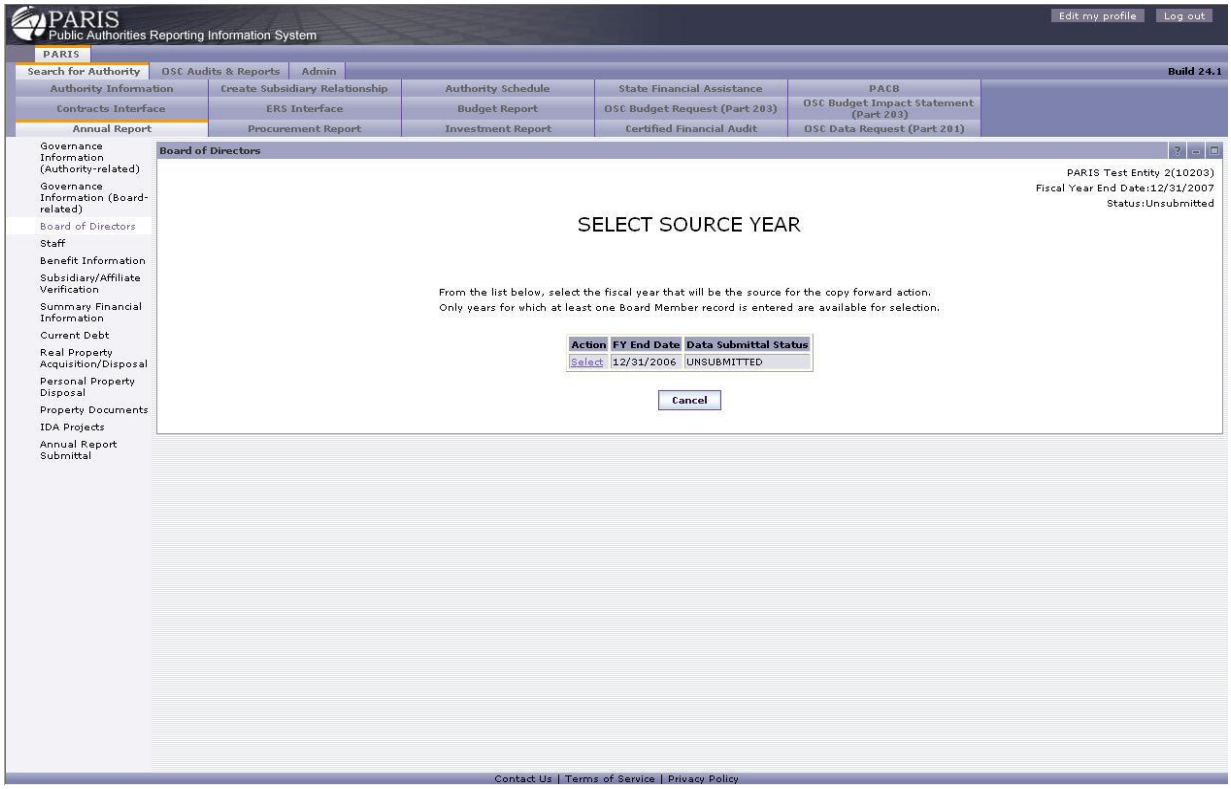
1. Review the board member information.

2. Select **[Delete]** to delete the record and go to the "Board of Directors List" page or **[Cancel]** to return to the "Board of Directors List" page without deleting the record.

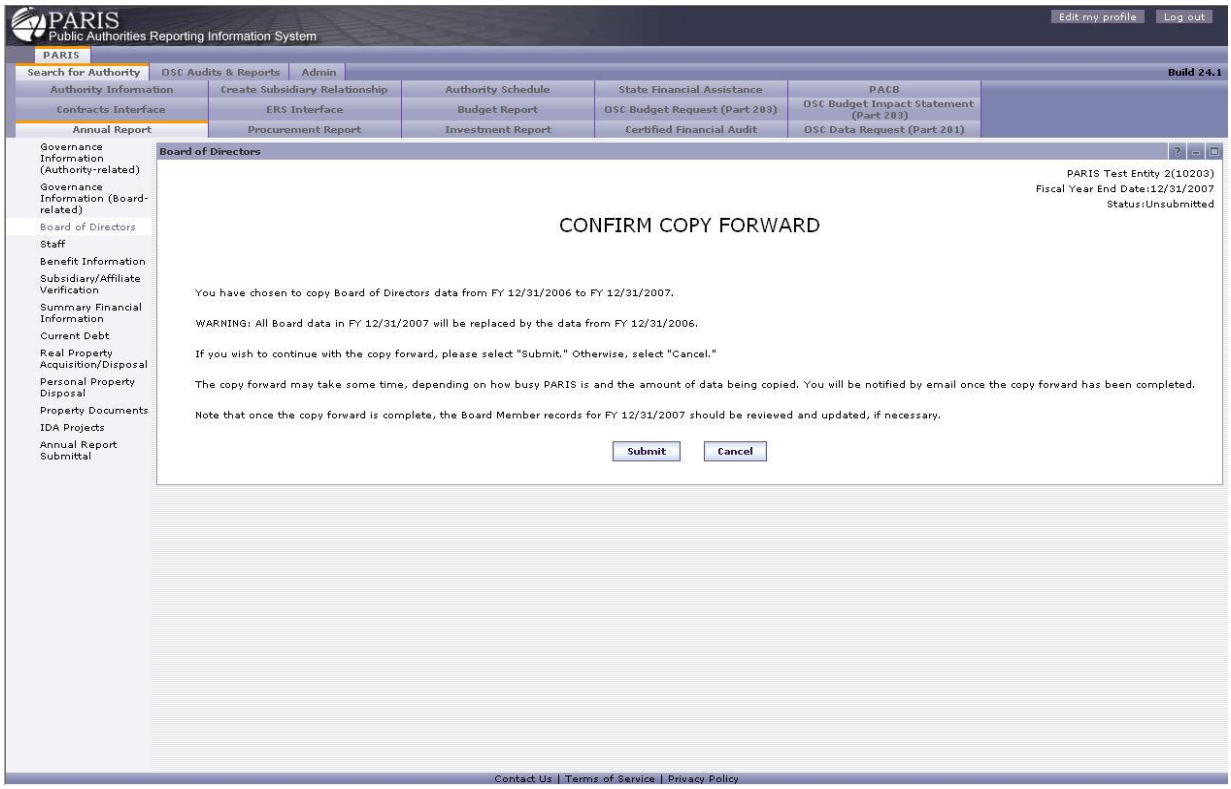
Copy Forward Board of Directors

Navigation

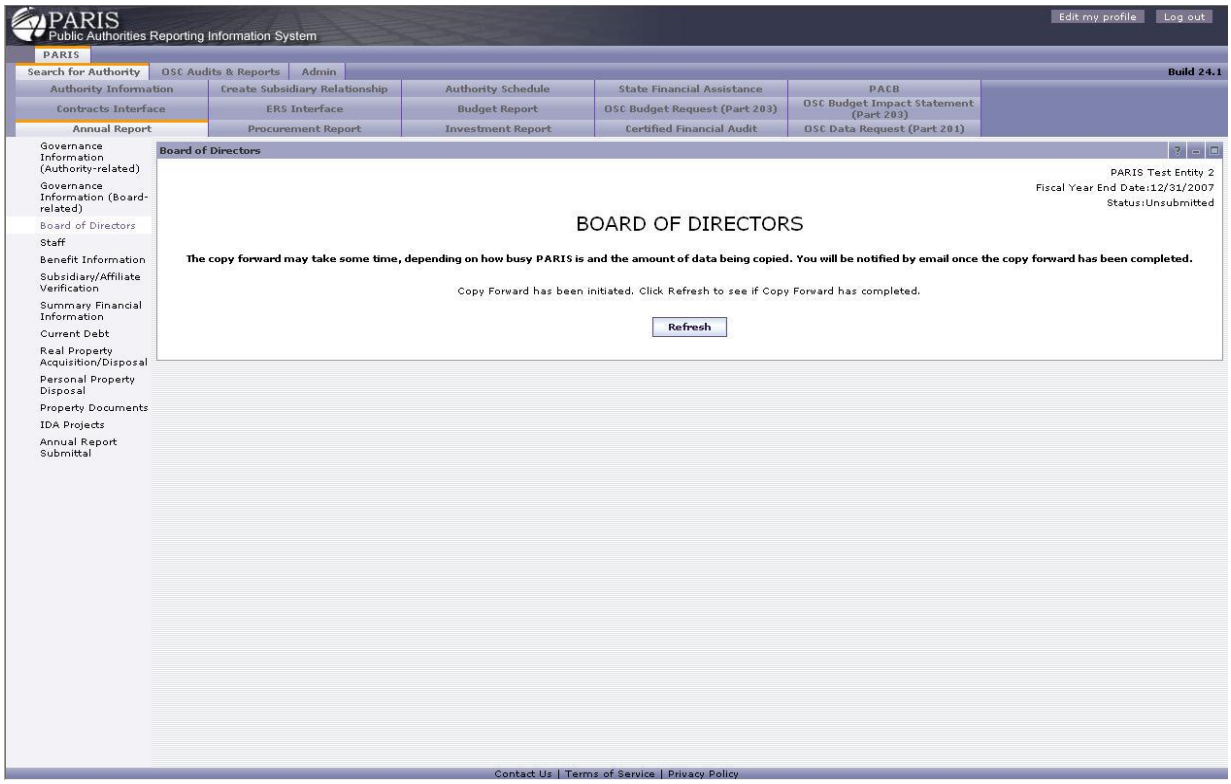
Select [Copy Forward] on the "Board of Directors List" page to go to the "Select Source Year" page.



From the "Select Source Year" list click the Select link to choose the source year to copy forward or click the **[Cancel]** button to return to the previous page.



Once the "Confirm Copy Forward" page loads select **[Submit]** to perform the copy forward or **[Cancel]** to cancel the copy forward request and return to the previous page



Click the **[Refresh]** to verify the status of the Copy Forward procedure. You will not be returned to the "Board of Directors List" page until the Copy Forward procedure has completed.

Staff

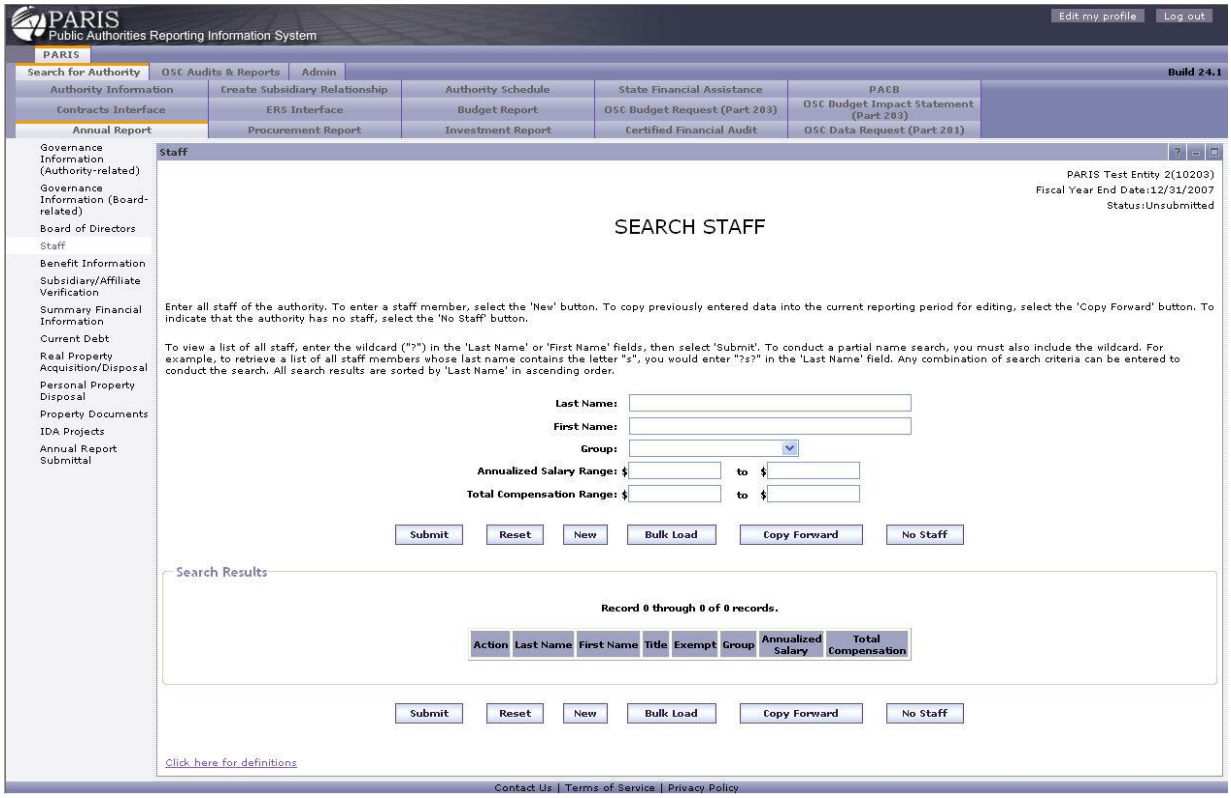
Overview

As part of the Annual Report submittal, authorities are asked to provide specific information on their staff. The Staff link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal year. Staff information can also be copied forward from a prior fiscal year if it was previously entered, or it can be “bulk loaded” from an Excel spreadsheet based on a template available in PARIS.

Search Staff

Navigation

Select the “Annual Report" tab. Select a Fiscal Year. Select Staff from the list on the left to go to the “Search Staff” page.



1. Enter the search criteria in one or more of the fields. To narrow your search, enter as much information as possible. Fields with "*" are required.

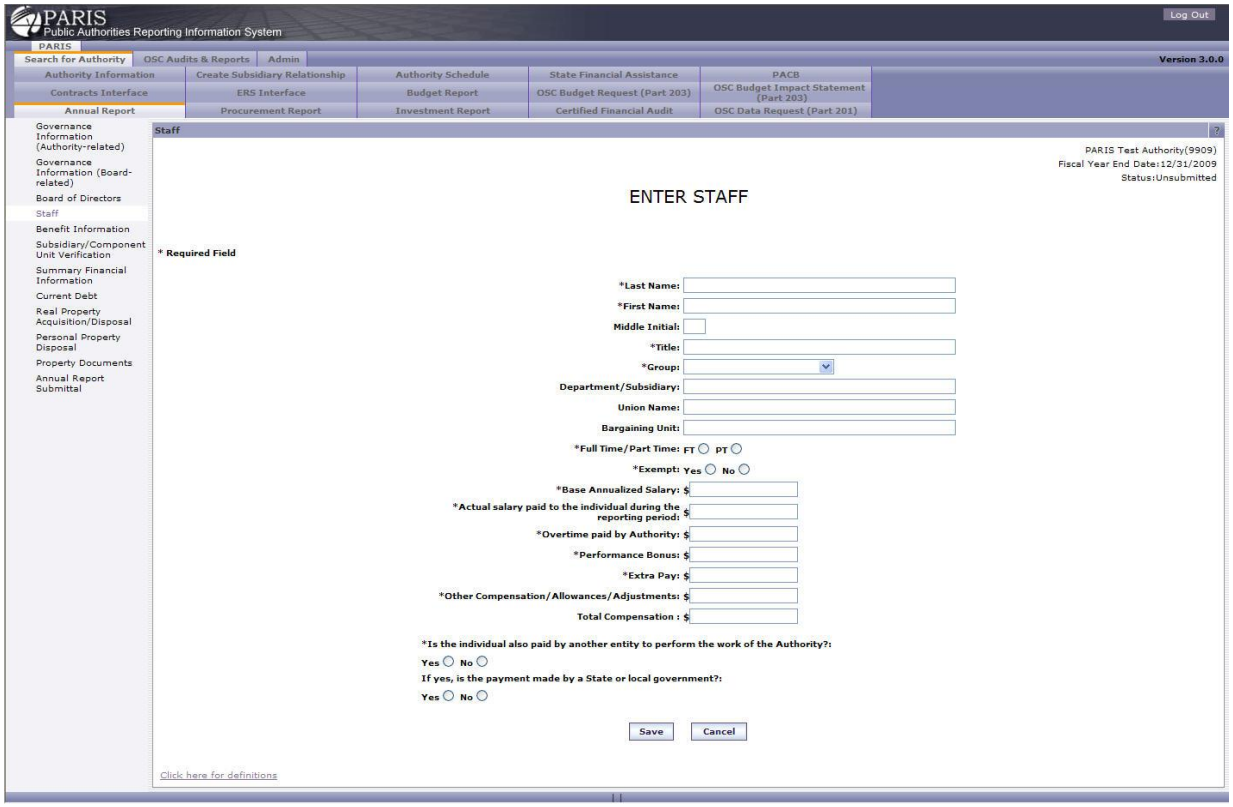
   Wildcard Search: Searches can be performed using the "?" as a wildcard. The wildcard can be used in the place of one or more characters in the search string. Partial name searches must include the wildcard.

2. Select **[Submit]** to initiate the search, **[Reset]** to remove the information from the fields, **[New]** to go to the "Enter Staff" page, **[Bulk Load]** to go to the "Bulk Load" page, **[Copy Forward]** to go to the "Select Source Year" page, or **[No Staff]** to go to the "No Staff Confirmation" page.

Enter Staff

Navigation

Select **[New]** on the "Search Staff" page in the Results section or **[New]** on the "View Staff" to go to the "Enter Staff" page.



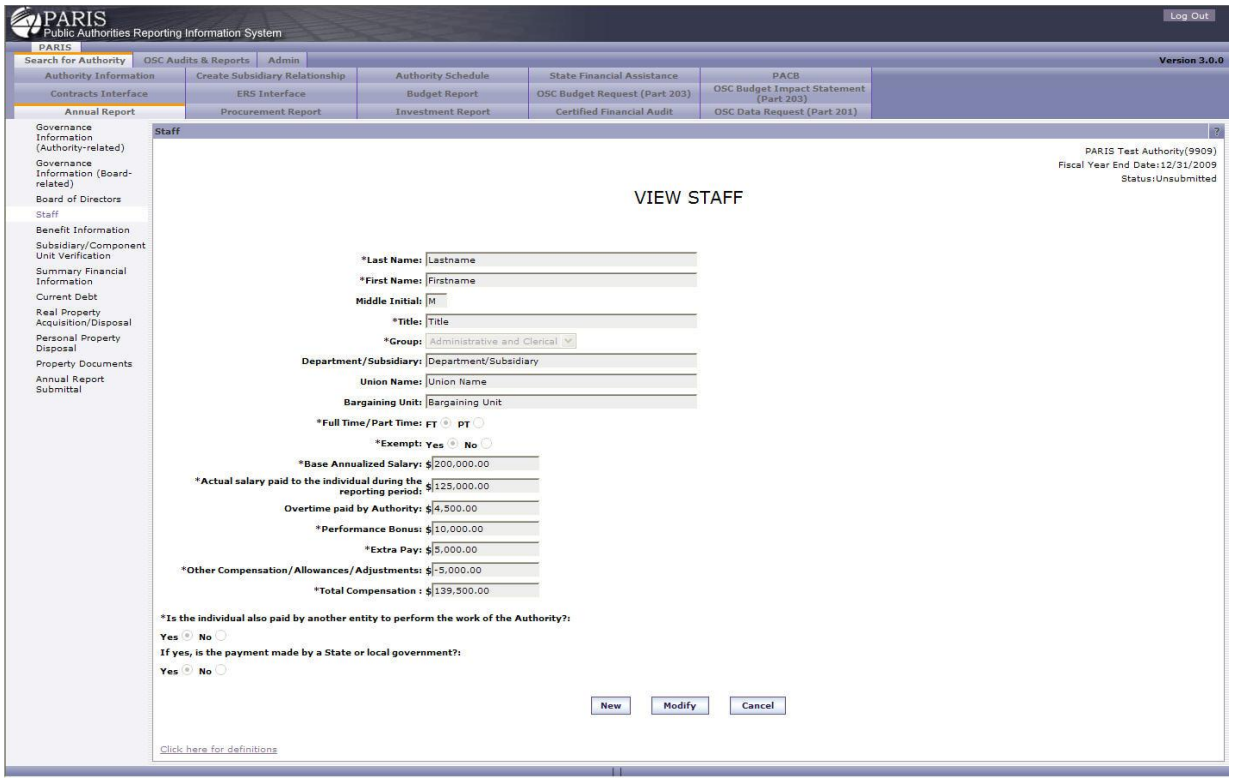
1. Enter the staff information. Fields with "*" are required.

2. Select **[Save]** to save the new staff information and go to the "Search Staff" page or **[Cancel]** to discard changes and return to the "Search Staff" page.

View Staff

Navigation

Select View next to a specific record on the "Search Staff" page to go to the "View Staff" page.



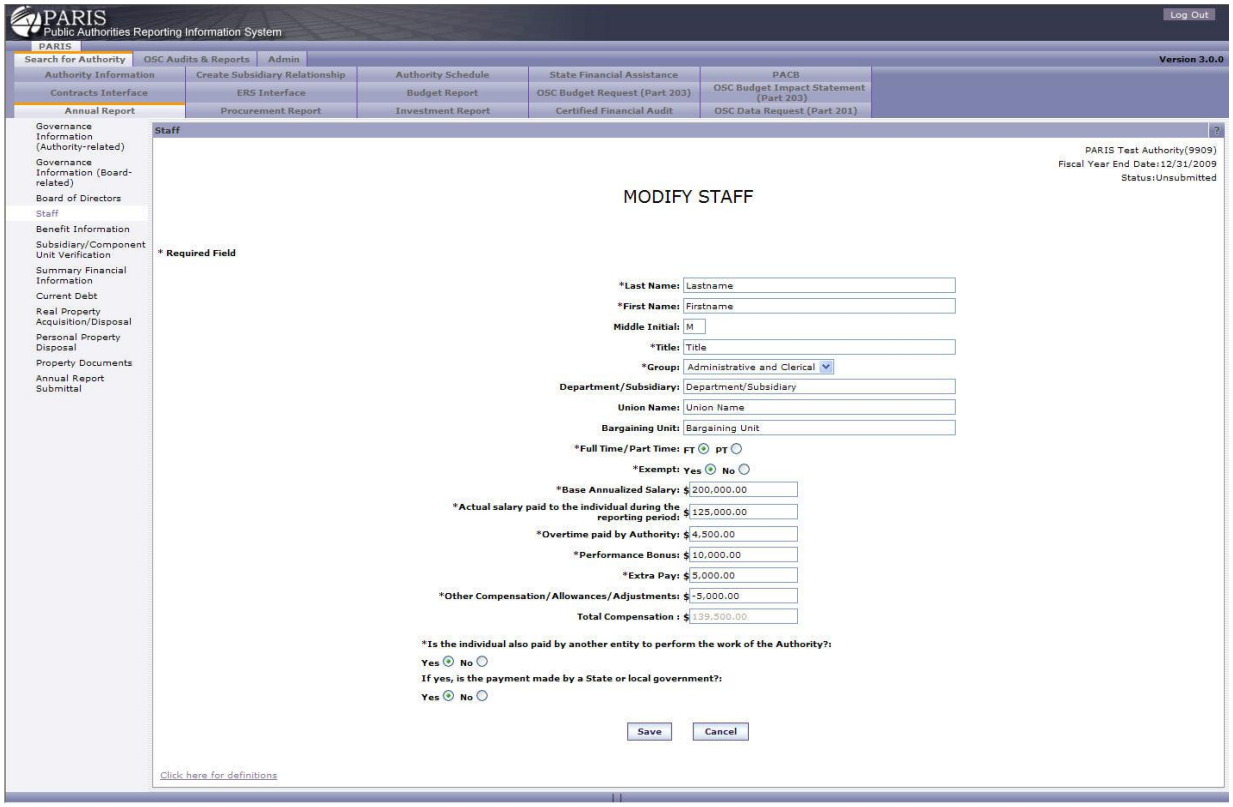
1. Review the staff information.

2. Select **[New]** to go to the "Enter Staff" page, **[Modify]** to go to the "Modify Staff" page, or **[Cancel]** to return to the "Search Staff" page.

Modify Staff

Navigation

Select Modify next to a specific record on the "Search Staff" page or **[Modify]** on the "View Staff" page to go to the "Modify Staff" page.



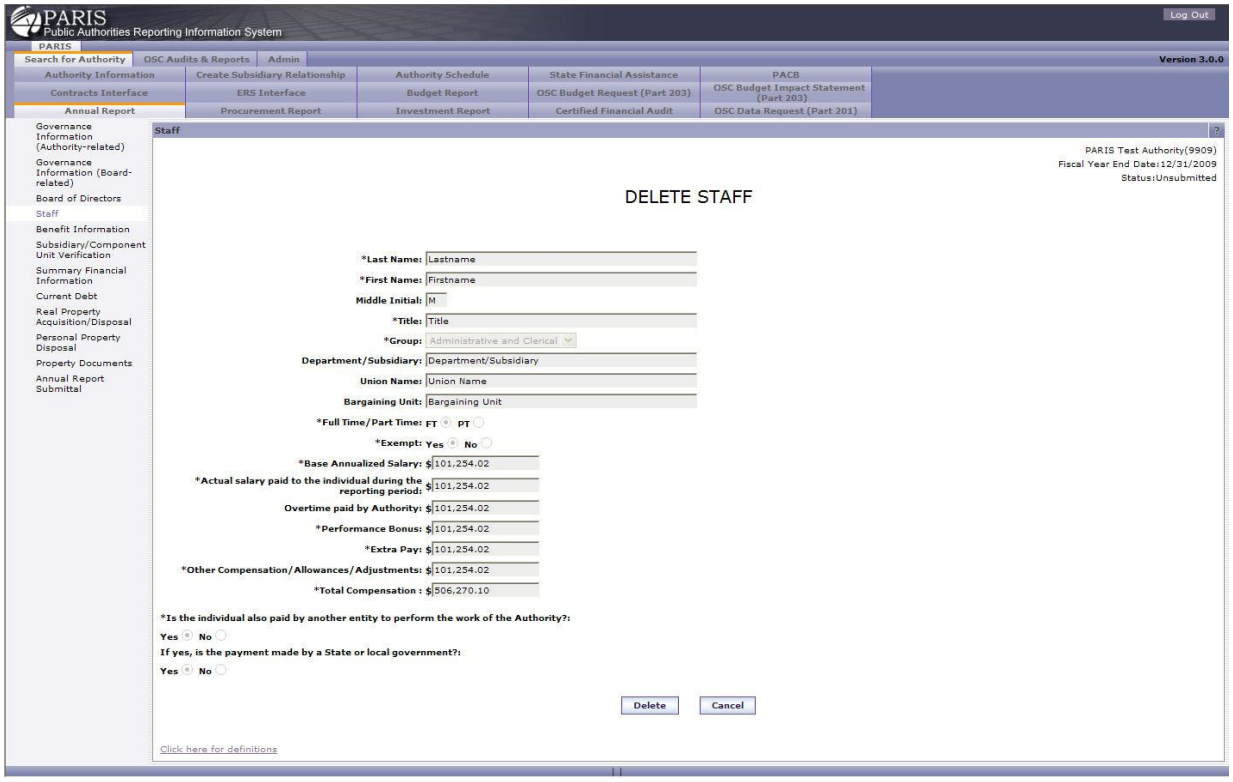
1. Update the employee information. Fields with "*" are required.

2. Select **[Save]** to save the staff information and go to the "Search Staff" page or **[Cancel]** to discard changes and return to the "Search Staff" page.

Delete Staff

Navigation

Select Delete next to a specific record on the "Search Staff" page to go to the "Delete Staff" page.



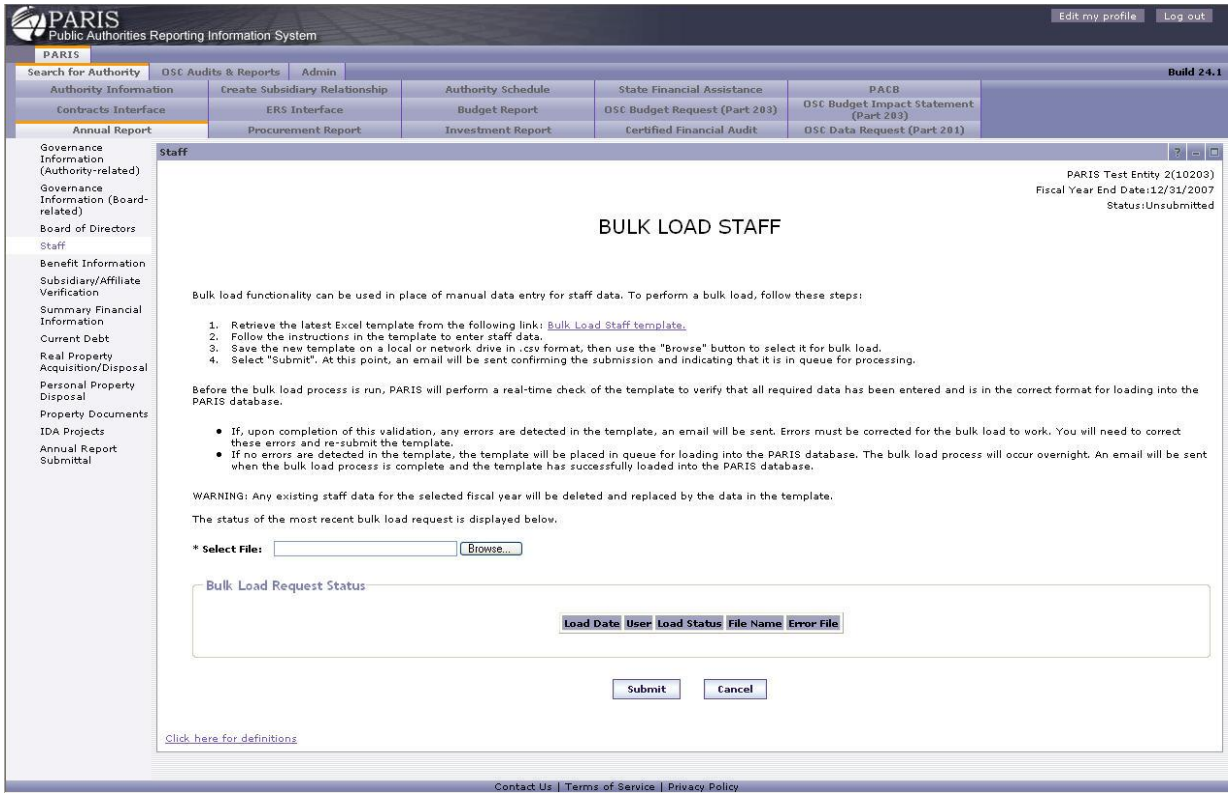
1. Review the employee information.

2. Select **[Delete]** to delete the record and go to the "Search Staff" page or **[Cancel]** to return to the "Search Staff" page without deleting the record.

Bulk Load Staff

Navigation

Select **[Bulk Load]** on the "Search Staff" page to go to the "Bulk Load Staff" page.


PARIS
Public Authorities Reporting Information System
Edit my profile
Log out
PARIS
Search for Authority
OSC Audits & Reports
Admin
Build 24.1
Authority Information
Create Subsidiary Relationship
Authority Schedule
State Financial Assistance
PACB
Contracts Interface
ERS Interface
Budget Report
OSC Budget Request (Part 203)
OSC Budget Impact Statement (Part 203)
Annual Report
Procurement Report
Investment Report
Certified Financial Audit
OSC Data Request (Part 201)
Governance Information (Authority-related)
Governance Information (Board-related)
Board of Directors
Staff
Benefit Information
Subsidiary/Affiliate Verification
Summary Financial Information
Current Debt
Real Property Acquisition/Disposal
Personal Property Disposal
Property Documents
IDA Projects
Annual Report Submittal
Staff
PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted
BULK LOAD STAFF
Bulk load functionality can be used in place of manual data entry for staff data. To perform a bulk load, follow these steps:
1. Retrieve the latest Excel template from the following link: Bulk Load Staff template.
2. Follow the instructions in the template to enter staff data.
3. Save the new template on a local or network drive in .csv format, then use the "Browse" button to select it for bulk load.
4. Select "Submit". At this point, an email will be sent confirming the submission and indicating that it is in queue for processing.
Before the bulk load process is run, PARIS will perform a real-time check of the template to verify that all required data has been entered and is in the correct format for loading into the PARIS database.
If, upon completion of this validation, any errors are detected in the template, an email will be sent. Errors must be corrected for the bulk load to work. You will need to correct these errors and re-submit the template.
If no errors are detected in the template, the template will be placed in queue for loading into the PARIS database. The bulk load process will occur overnight. An email will be sent when the bulk load process is complete and the template has successfully loaded into the PARIS database.
WARNING: Any existing staff data for the selected fiscal year will be deleted and replaced by the data in the template.
The status of the most recent bulk load request is displayed below.
* Select File:
Browse...
Bulk Load Request Status
Load Date
User
Load Status
File Name
Error File
Submit
Cancel
Click here for definitions
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1. Your data must be included in the Excel Template provided. Select the Bulk Load Procurement Contracts template link to download the template.

   The Excel templates are provided from within PARIS to help with the process of loading your data, but they alone cannot guarantee that the data you enter will be valid. Most cells in the Excel templates that are provided by PARIS have some level of validation, however, this validation only functions when you actually type data in the cell, whereas you will probably be copying data into the Excel sheet from some other source, such as an extract from your database. Because the bulk loading of data is an overnight process, it is important that you understand the formats and values that the data should have before you submit the file for upload. It is highly recommended that you selectively check validation in rows that you have copied data into. There are popup comments in the Excel templates, and you may also log into PARIS and review the relevant fields that can be entered in the online screens. The input data must follow the same rules whether it is entered on-line or by the bulk load facility.

   Other tips for bulk loading:

   -Columns whose names contain "*" are required and must have valid values for each record to be loaded. This will be consistent with the fields that are required by the on-line screens.
   -Do not enter blank lines in the spreadsheet, as a blank line (a line with no information) will be regarded as the end of the file.
   -Do not enter commas, letters or $ signs in numeric fields. Also do not enter values such as “N/A” or “-“ (hyphen) if there is no data for a field. This will trigger an error in the load if the field must be numeric.

   After you have completed entry of the data into the Excel worksheet/template, the worksheet must be saved as type "csv" in order to be uploaded to PARIS. To do this, select "Save As" from the "File" menu in Excel and select "CSV (comma delimited)" as the file type.

2. Type the name of your saved data file into the area next to the "Select File" text area or click the **[Browse]** button to navigate to the file on your computer or network drive.

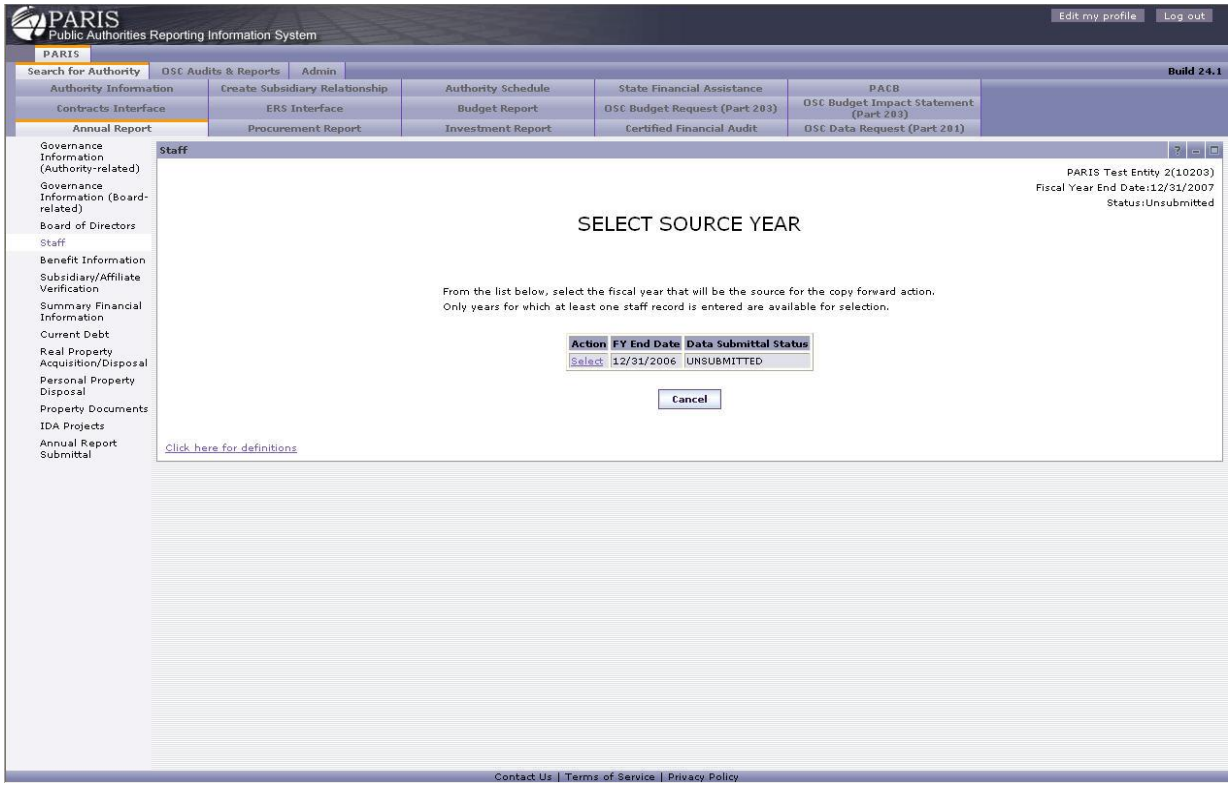
3. Click **[Submit]** to upload the file or **[Cancel]** to cancel the operation.

4. An email will be sent to you after the file has been processed indicating the status of the bulk load.

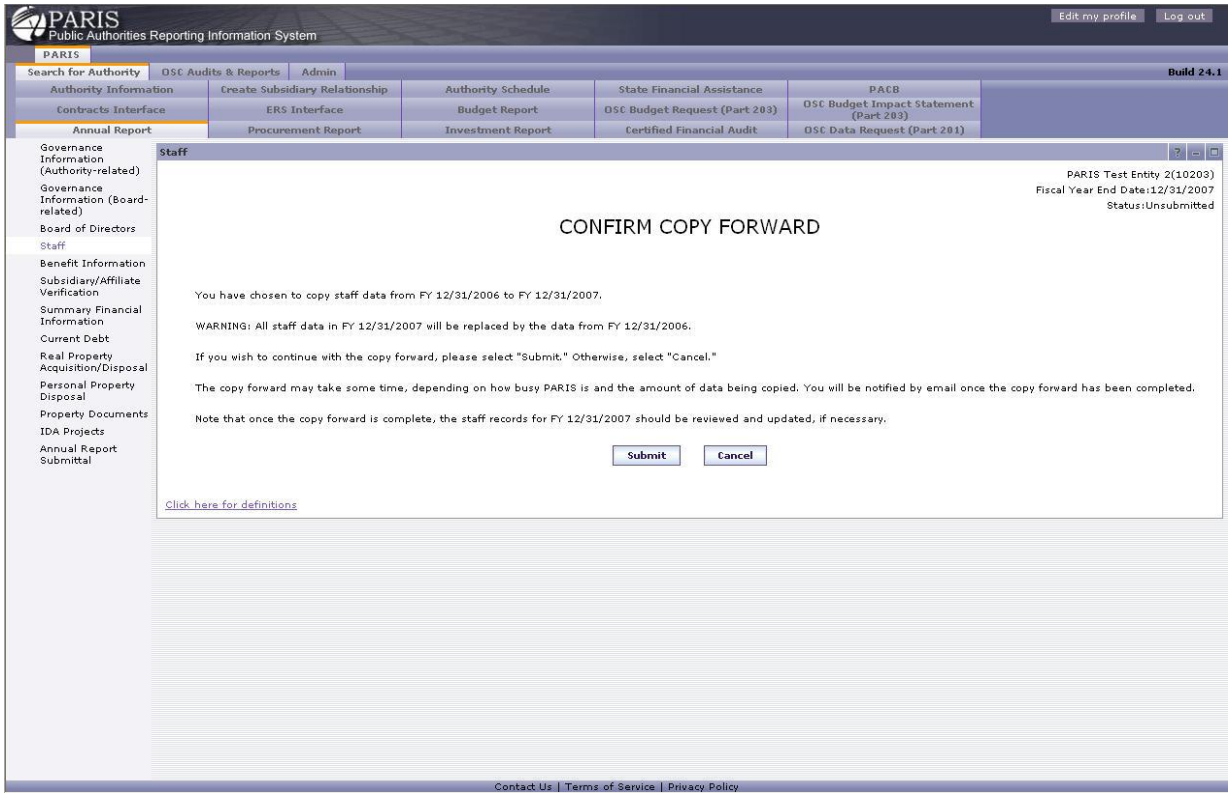
Copy Forward Staff

Navigation

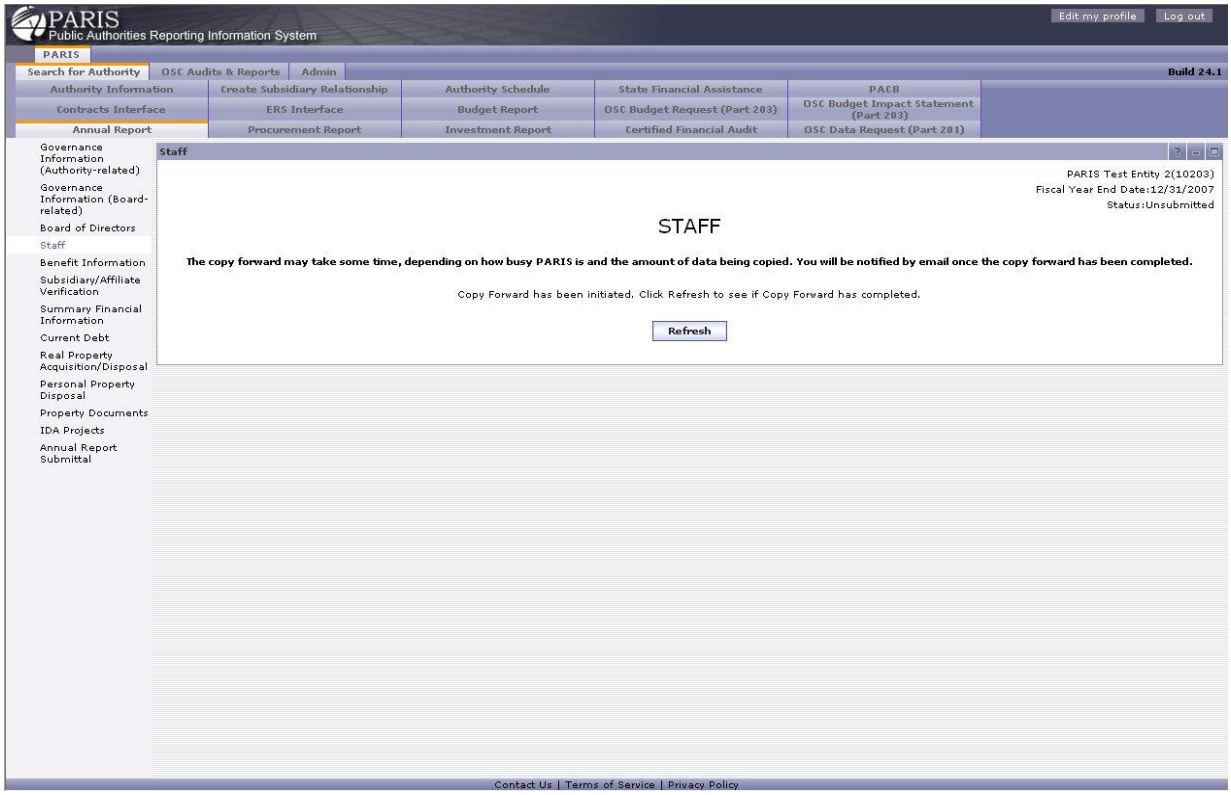
Select **[Copy Forward]** on the “Search Staff” page to go to the “Select Source Year” page.



From the "Select Source Year" list click the Select link to choose the source year to copy or click the **[Cancel]** button to return to the previous page.



Once the "Confirm Copy Forward" page loads select **[Submit]** to perform the copy forward or **[Cancel]** to cancel the copy forward request and return to the previous page.

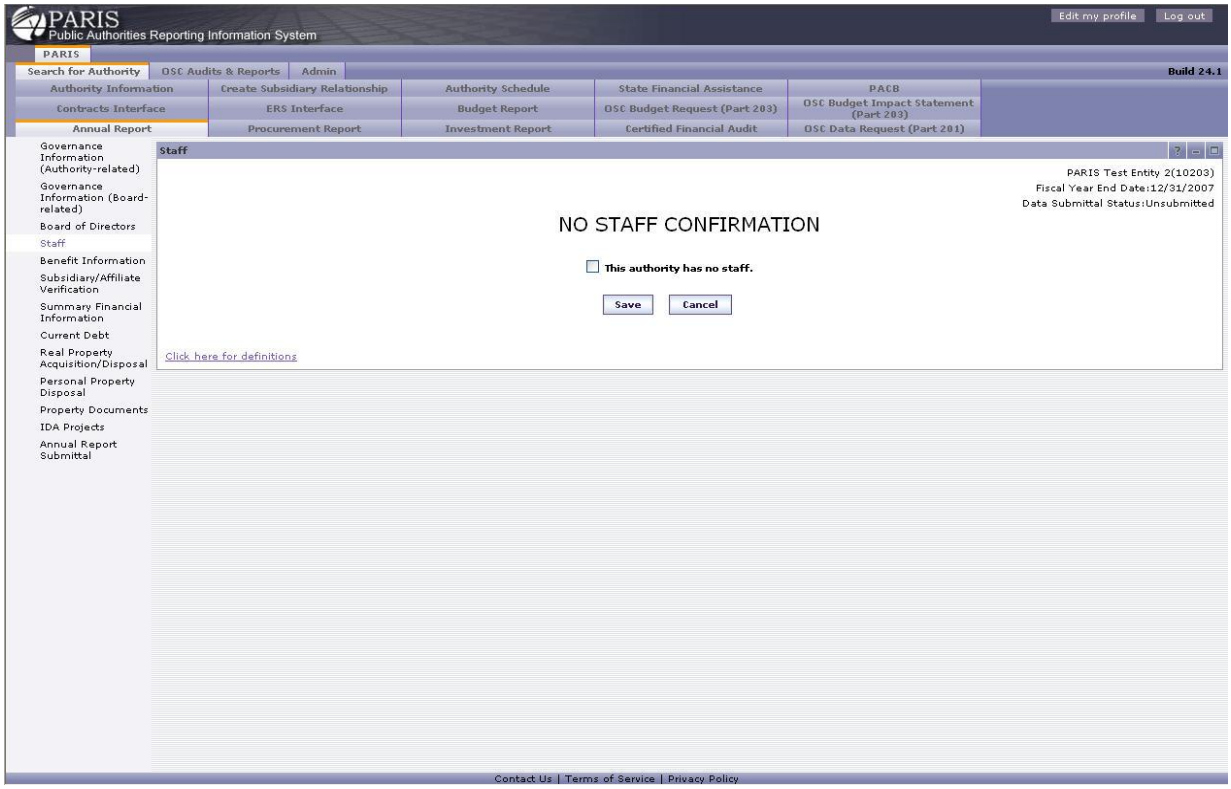


Click the **[Refresh]** to verify the status of the Copy Forward procedure. You will not be returned to the "Board of Directors List" page until the Copy Forward procedure has completed

No Staff Confirmation

Navigation

Select **[No Staff]** on the “Search Staff” page to go to the “No Staff Confirmation” page.



1. Check the **"Check here if the authority..."** check box.

2. Select **[Save]** to save and go to the "Search Staff" page or **[Cancel]** to return to the "Search Staff" page.

Benefit Information

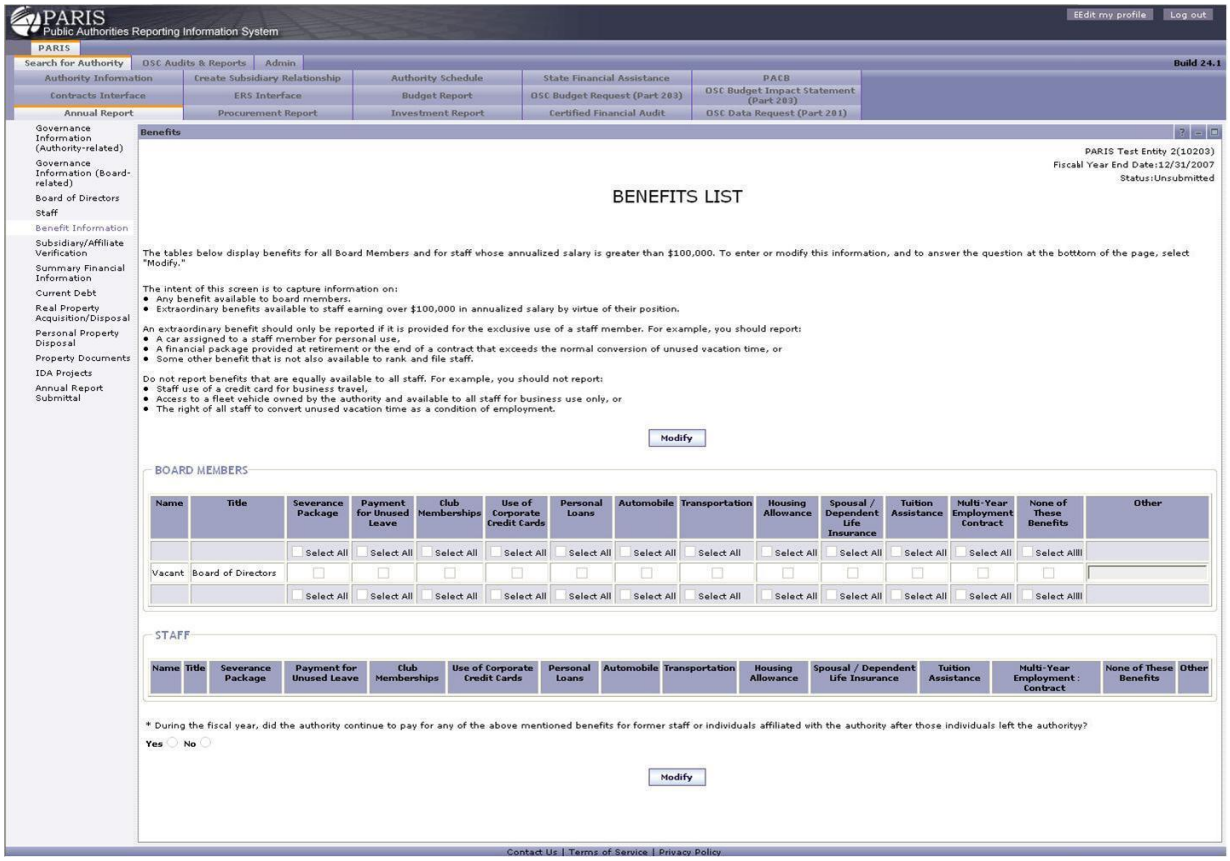
Overview

As part of the Annual Report submittal, authorities are asked to provide specific information on benefits for Board members and employees. The Benefits link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal year.

Benefits List

Navigation

Select the "Annual Report" tab. Select a Fiscal Year. Select the Benefit Information link from the left side

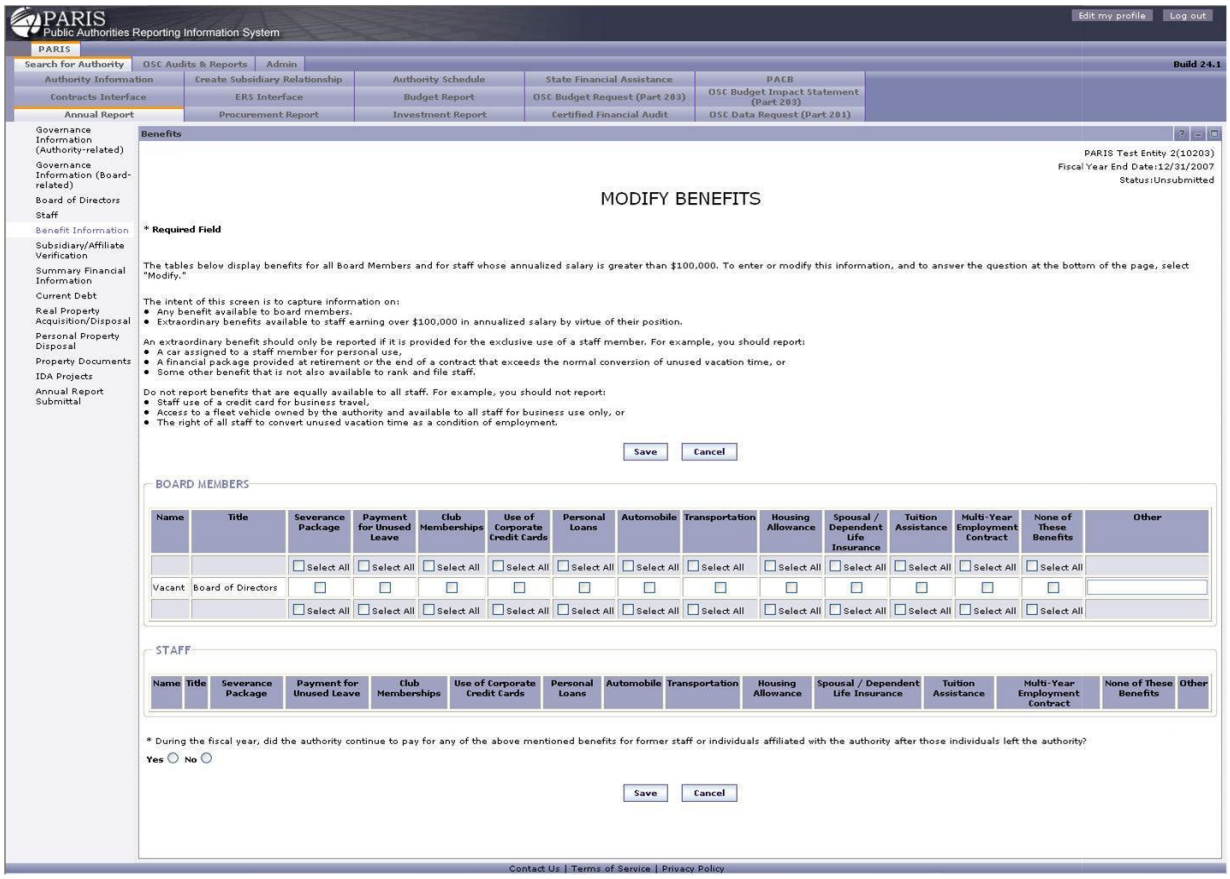


1. Select **[Modify]** to go to the "Modify Benefits" page.

Modify Benefits

Navigation

Select **[Modify]** on the "Benefits List" page to go to the "Modify Benefits" page.



1. Update the benefit information.

2. Select **[Save]** to save and go to the "Benefits List" page or **[Cancel]** to discard changes and return to the "Benefits List" page.

Subsidiary Verification

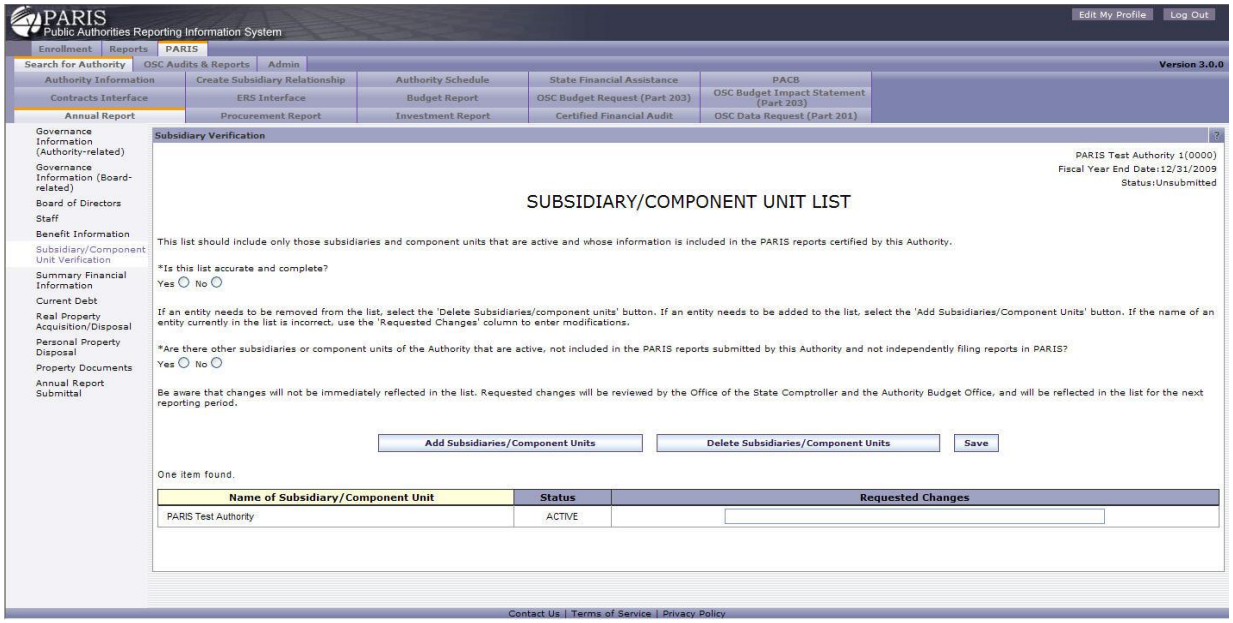
Overview

As part of the Annual Report submittal, authorities are asked to verify the accuracy of information on their subsidiaries that has been assembled by OSC. The Subsidiary Verification link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Subsidiary/Component Unit List

Navigation

Select the "Annual Report" tab. Select a Fiscal Year. Select Subsidiary/Component Unit Verification from the list on the left .



1. Review subsidiary information.

2. Answer the question using the “Yes” or “No” radio buttons.

3. If you selected “Yes,” select **[Save]** and select another page to go to or exit the application.

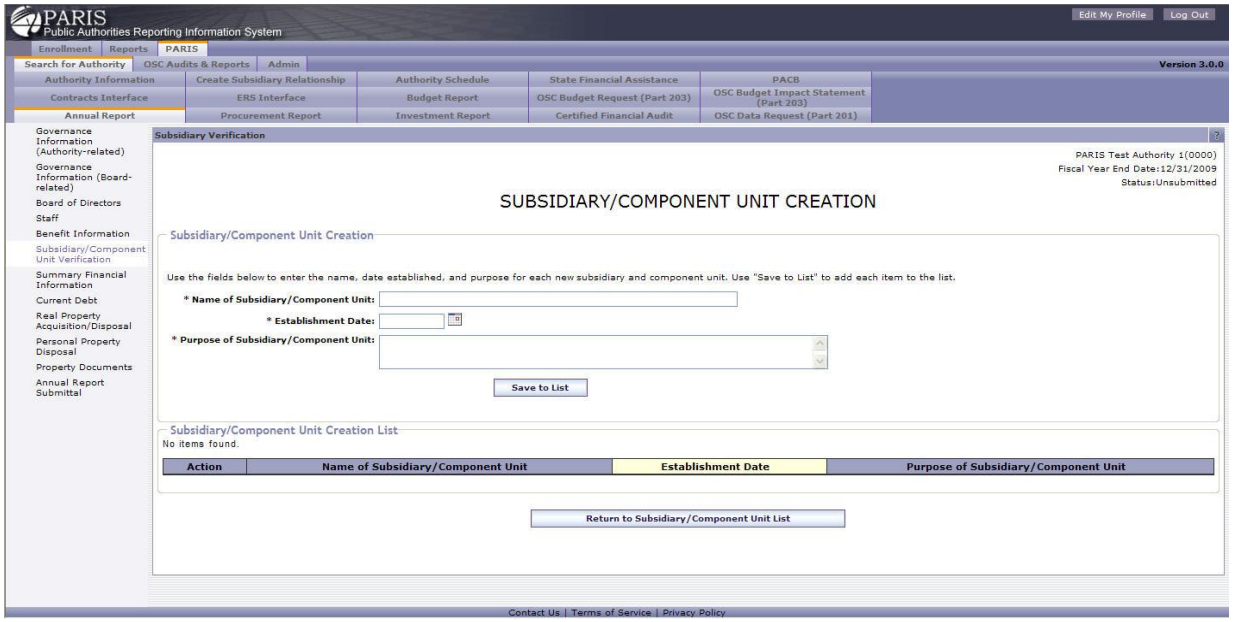
4. If you selected “No,” complete the fields with the requested changes information and select **[Save]** to save the information.

5. Select **[Add Subsidiaries/Component Units]** to go to the “Subsidiary/Affiliate Creation” page or select **[Delete Subsidiaries/Component Units]** to go to the "Subsidiary/Affiliate Termination” page.

Subsidiary/Component Unit Creation

Navigation

Select **[Add Subsidiaries/Component Units]** on the “Subsidiary/Component Unit List” page to go to the “Subsidiary/Component Unit Creation” page .



1. Enter the subsidiary/component unit creation information. Fields with "*" are required.

2. Select **[Save to List]** to add to the "Subsidiary/Component Unit Creation List" or **[Clear]** to remove the information from the fields.

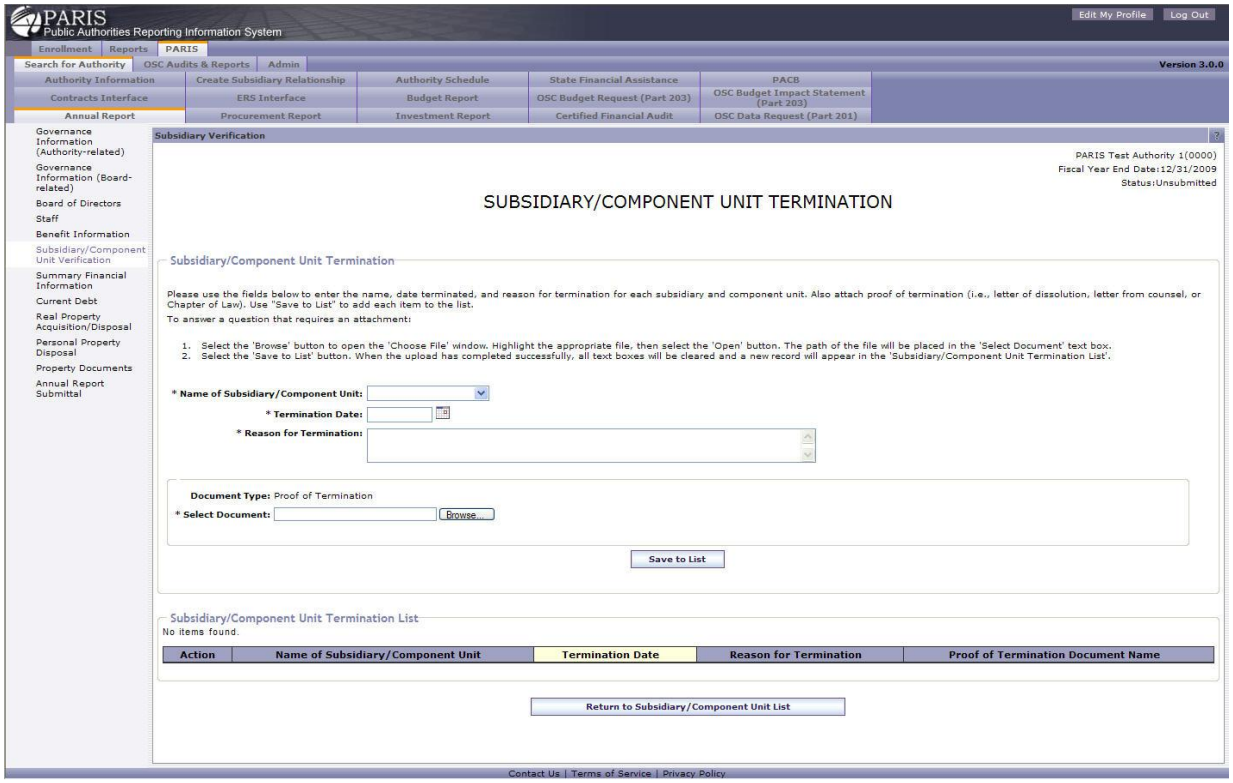
3. Select Modify next to a specific record on the "Subsidiary/Component Unit Creation List" page to modify the record or select Delete to remove the record from the "Subsidiary/Component Unit Creation List".

4. Select **[Return to Subsidiary/Component Unit List]** to go to the "Subsidiary/Component Unit List" page.

Subsidiary/Component Unit Termination

Navigation

Select **[Delete Subsidiaries/Component Unit]** on the "Subsidiary/Component Unit List" page to go to the "Subsidiary/Component Unit Termination" page .



1. Enter the subsidiary/Component Unit termination information. Fields with "*" are required.

2. Select "Browse" to locate the document.

3. Select **[Save to List]** to add the Subsidiary/Component Unit Termination or **[Clear]** to remove the information from the fields.

4. Select Modify next to a specific record on the "Subsidiary/Component Unit Termination List" page to modify the record or select Delete to remove the record from the "Subsidiary/Component Unit Termination List".

5. Select **[Return to Subsidiary/Component Unit List]** to go to the "Subsidiary/Component Unit List" page.

Summary Financial Information

Overview

As part of the Annual Report submittal, authorities are asked to enter Summary Financial Information for the fiscal year, including a Summary Statement Of Net Assets and a Summary Statement of Revenues, Expenses and Change In Net Assets. The Summary Financial Information link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Summary Financial Information

Navigation

Select the "Annual Report" tab and click on the Summary Financial Information link on the left.

PARIS
Public Authorities Reporting Information System

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Enrollment | Reports | PARIS

Search for Authority | OSC Audits & Reports | Admin

Version 3.0.0

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Governance Information (Authority-related)
- Governance Information (Board-related)
- Board of Directors
- Staff
- Benefit Information
- Subsidiary/Component Unit Verification
- Summary Financial Information
- Current Debt
- Real Property Acquisition/Disposal
- Personal Property Disposal
- Property Documents
- Annual Report Submittal

Summary Financial Information

PARIS Test Authority 1 (0000)
Fiscal Year End Date: 12/31/2009
Status: Unsubmitted

SUMMARY FINANCIAL INFORMATION

Modify Delete

SUMMARY STATEMENT OF NET ASSETS

Assets	
Current Assets	
Cash and cash equivalents	$0.00
Investments	0.00
Receivables, net	0.00
Other assets	0.00
Total Current Assets	0.00
Noncurrent Assets	
Restricted cash and investments	0.00
Long-term receivables, net	0.00
Other assets	0.00
Capital Assets	
Land and other nondepreciable property	0.00
Buildings and equipment	0.00
Infrastructure	0.00
Accumulated depreciation	0.00
Net capital assets	0.00
Total Noncurrent Assets	0.00
Total Assets	**0.00**
Liabilities	
Current Liabilities	
Accounts payable	0.00
Pension contribution payable	0.00
Other post-employment benefits	0.00
Accrued liabilities	0.00
Deferred revenues	0.00
Bonds and notes payable	0.00
Other long-term obligations due within one year	0.00
Total Current Liabilities	0.00
Noncurrent Liabilities	
Pension contribution payable	0.00
Other post-employment benefits	0.00
Bonds and notes payable	0.00
Long term leases	0.00
Other long-term obligations	0.00
Total Noncurrent Liabilities	0.00
Total Liabilities	**0.00**
Net Asset (Deficit)	
Net Assets	
Invested in capital assets, net of related debt	0.00
Restricted	0.00
Unrestricted	0.00
Total Net Assets	**$0.00**

SUMMARY STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS

Operating Revenues	
Charges for services	$0.00
Rental & financing income	0.00
Other operating revenues	0.00
Total Operating Revenue	0.00
Operating Expenses	
Salaries and wages	0.00
Other employee benefits	0.00
Professional services contracts	0.00
Supplies and materials	0.00
Depreciation & amortization	0.00
Other operating expenses	0.00
Total Operating Expenses	0.00
Operating Income (Loss)	**0.00**
Nonoperating Revenues	
Investment earnings	0.00
State subsidies/grants	0.00
Federal subsidies/grants	0.00
Municipal subsidies/grants	0.00
Public authority subsidies	0.00
Other nonoperating revenues	0.00
Total Nonoperating Revenue	0.00
Nonoperating Expenses	
Interest and other financing charges	0.00
Subsidies to other public authorities	0.00
Grants and donations	0.00
Other nonoperating expenses	0.00
Total Nonoperating Expenses	0.00
Income (Loss) Before Contributions	**0.00**
Capital Contributions	**0.00**
Change in net assets	0.00
Net assets (deficit) beginning of year	100.00
Other net assets changes	0.00
Net assets (deficit) at end of year	**$100.00**

Click here for definitions

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1. Review the Summary Financial Information.
2. Click Modify to go to the "Modify Summary Financial Information" page or Delete to go to the "Delete Summary Financial Information" page.
3. Use the Click here for definitions link to view the definitions.

Modify Summary Financial Information

Navigation

Select Modify on the “Summary Financial Information” page to go to the “Modify Summary Financial Information” page.

PARIS
Public Authorities Reporting Information System

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Enrollment | Reports | PARIS

Search for Authority | OSC Audits & Reports | Admin

Version 3.0.0

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Governance Information (Authority-related)
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- Subsidiary/Component Unit Verification
- Summary Financial Information
- Current Debt
- Real Property Acquisition/Disposal
- Personal Property Disposal
- Property Documents
- Annual Report Submittal

Summary Financial Information

PARIS Test Authority 1 (0000)
Fiscal Year End Date: 12/31/2009
Status: Unsubmitted

MODIFY SUMMARY FINANCIAL INFORMATION

Amounts must be reported in dollars.

SUMMARY STATEMENT OF NET ASSETS	
Assets	
Current Assets	
Cash and cash equivalents	$ 0.00
Investments	$ 0.00
Receivables, net	$ 0.00
Other assets	$ 0.00
Total Current Assets	$ 0.00
Noncurrent Assets	
Restricted cash and investments	$ 0.00
Long-term receivables, net	$ 0.00
Other assets	$ 0.00
Capital Assets	
Land and other nondepreciable property	$ 0.00
Buildings and equipment	$ 0.00
Infrastructure	$ 0.00
Accumulated depreciation	$ 0.00
Net capital assets	$ 0.00
Total Noncurrent Assets	$ 0.00
Total Assets	$ 0.00
Liabilities	
Current Liabilities	
Accounts payable	$ 0.00
Pension contribution payable	$ 0.00
Other post-employment benefits	$ 0.00
Accrued liabilities	$ 0.00
Deferred revenues	$ 0.00
Bonds and notes payable	$ 0.00
Other long-term obligations due within one year	$ 0.00
Total Current Liabilities	$ 0.00
Noncurrent Liabilities	
Pension contribution payable	$ 0.00
Other post-employment benefits	$ 0.00
Bonds and notes payable	$ 0.00
Long term leases	$ 0.00
Other long-term obligations	$ 0.00
Total Noncurrent Liabilities	$ 0.00
Total Liabilities	$ 0.00
Net Asset (Deficit)	
Net Assets	
Invested in capital assets, net of related debt	$ 0.00
Restricted	$ 0.00
Unrestricted	$ 0.00
Total Net Assets	$ 0.00
SUMMARY STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS	
Operating Revenues	
Charges for services	$ 0.00
Rental & financing income	$ 0.00
Other operating revenues	$ 0.00
Total Operating Revenue	$ 0.00
Operating Expenses	
Salaries and wages	$ 0.00
Other employee benefits	$ 0.00
Professional services contracts	$ 0.00
Supplies and materials	$ 0.00
Depreciation & amortization	$ 0.00
Other operating expenses	$ 0.00
Total Operating Expenses	$ 0.00
Operating Income (Loss)	$ 0.00
Nonoperating Revenues	
Investment earnings	$ 0.00
State subsidies/grants	$ 0.00
Federal subsidies/grants	$ 0.00
Municipal subsidies/grants	$ 0.00
Public authority subsidies	$ 0.00
Other nonoperating revenues	$ 0.00
Total Nonoperating Revenue	$ 0.00
Nonoperating Expenses	
Interest and other financing charges	$ 0.00
Subsidies to other public authorities	$ 0.00
Grants and donations	$ 0.00
Other nonoperating expenses	$ 0.00
Total Nonoperating Expenses	$ 0.00
Income (Loss) Before Contributions	$ 0.00
Capital Contributions	$ 0.00
Change in net assets	$ 0.00
Net assets (deficit) beginning of year	$ 100.00
Other net assets changes	$ 0.00
Net assets (deficit) at end of year	$ 100.00

Save | Cancel | Calculate Subtotals

Click here for definitions

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1. Review the Summary Financial Information and make your modifications.

2. Use the Click here for definitions link to view the definitions.

3. Click **[Calculate Subtotals]** to update the financial calculations.

4. Click **[Save]** to save the information and go to the "Summary Financial Information" page or **[Cancel]** to go to the "Summary Financial Information" page without saving.

Delete Summary Financial Information

Navigation

Select Delete on the "Summary Financial Information" page to go to the "Delete Summary Financial Information" page.

PARIS
Public Authorities Reporting Information System

Edit My Profile | Log Out

Enrollment | Reports | PARIS

Search for Authority | OSC Audits & Reports | Admin

Version 3.0.0

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB

Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 202)

Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Governance Information (Authority-related)
- Governance Information (Board-related)
- Board of Directors
- Staff
- Benefit Information
- Subsidiary/Component Unit Verification
- Summary Financial Information
- Current Debt
- Real Property Acquisition/Disposal
- Personal Property Disposal
- Property Documents
- Annual Report Submittal

Summary Financial Information

PARIS Test Authority 1 (0000)
Fiscal Year End Date: 12/31/2009
Status: Unsubmitted

DELETE SUMMARY FINANCIAL INFORMATION

SUMMARY STATEMENT OF NET ASSETS	
Assets	
Current Assets	
Cash and cash equivalents	$0.00
Investments	$0.00
Receivables, net	$0.00
Other assets	$0.00
Total Current Assets	$0.00
Noncurrent Assets	
Restricted cash and investments	$0.00
Long-term receivables, net	$0.00
Other assets	$0.00
Capital Assets	
Land and other nondepreciable property	$0.00
Buildings and equipment	$0.00
Infrastructure	$0.00
Accumulated depreciation	$0.00
Net capital assets	$0.00
Total Noncurrent Assets	$0.00
Total Assets	$0.00
Liabilities	
Current Liabilities	
Accounts payable	$0.00
Pension contribution payable	$0.00
Other post-employment benefits	$0.00
Accrued liabilities	$0.00
Deferred revenues	$0.00
Bonds and notes payable	$0.00
Other long-term obligations due within one year	$0.00
Total Current Liabilities	$0.00
Noncurrent Liabilities	
Pension contribution payable	$0.00
Other post-employment benefits	$0.00
Bonds and notes payable	$0.00
Long term leases	$0.00
Other long-term obligations	$0.00
Total Noncurrent Liabilities	$0.00
Total Liabilities	$0.00
Net Asset (Deficit)	
Net Assets	
Invested in capital assets, net of related debt	$0.00
Restricted	$0.00
Unrestricted	$0.00
Total Net Assets	$0.00
SUMMARY STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS	
Operating Revenues	
Charges for services	$0.00
Rental & financing income	$0.00
Other operating revenues	$0.00
Total Operating Revenue	$0.00
Operating Expenses	
Salaries and wages	$0.00
Other employee benefits	$0.00
Professional services contracts	$0.00
Supplies and materials	$0.00
Depreciation & amortization	$0.00
Other operating expenses	$0.00
Total Operating Expenses	$0.00
Operating Income (Loss)	$0.00
Nonoperating Revenues	
Investment earnings	$0.00
State subsidies/grants	$0.00
Federal subsidies/grants	$0.00
Municipal subsidies/grants	$0.00
Public authority subsidies	$0.00
Other nonoperating revenues	$0.00
Total Nonoperating Revenue	$0.00
Nonoperating Expenses	
Interest and other financing charges	$0.00
Subsidies to other public authorities	$0.00
Grants and donations	$0.00
Other nonoperating expenses	$0.00
Total Nonoperating Expenses	$0.00
Income (Loss) Before Contributions	$0.00
Capital Contributions	$0.00
Change in net assets	$0.00
Net assets (deficit) beginning of year	$100.00
Other net assets changes	$0.00
Net assets (deficit) at end of year	$100.00

Delete | Cancel

Click here for definitions

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1. Review the Summary Financial Information and make your modifications.

2. Use the Click here for definitions link to view the definitions.

3. Click **[Delete]** to delete the information and return to the "Summary Financial Information" page or **[Cancel]** to go to the "Summary Financial Information" page without deleting.

Current Debt

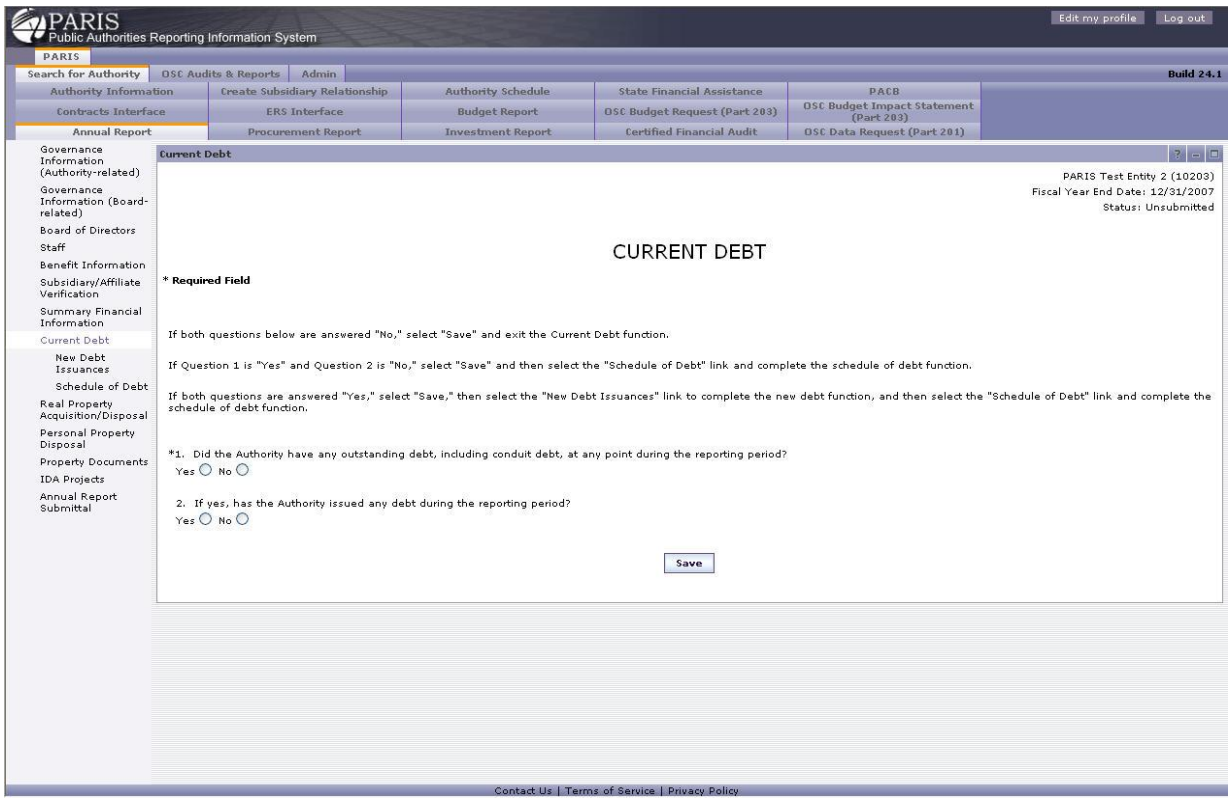
Overview

As part of the Annual Report submittal, authorities are asked to enter information about their outstanding debt and debt issuances, if applicable, for the reporting year. The Current Debt link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Current Debt

Navigation

Select the "Annual Report" tab. Select a Fiscal Year. Select Current Debt from the list on the left to go to the "Current Debt" page.



1. If both questions are answered "No," select **[Save]** and exit the Current Debt function.

2. If the answer to question 1 is "Yes" and the answer to Question 2 is "No," select **[Save]** and then select the Schedule of Debt link and complete the schedule of debt function.

3. If both questions are answered "Yes," select **[Save]**, then select the New Debt Issuances link to complete the new debt function, and then select the Schedule of Debt tab and complete the schedule of debt function.

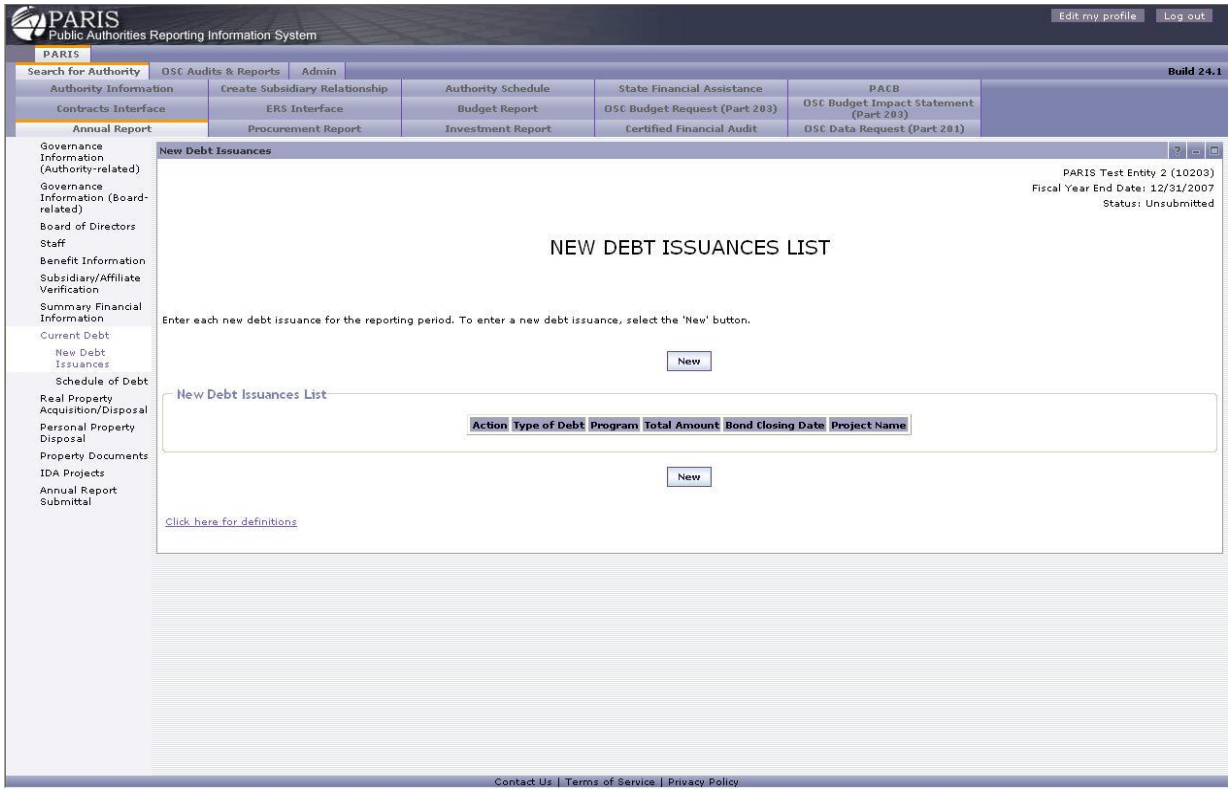
4. Answer the questions with the "Yes/No" radio buttons.

5. Select **[Save]** to refresh the page and save the answers.

New Debt Issuances List

Navigation

Select the New Debt Issuances link from the list on the left navigation bar to go to the "New Debt Issuances List" page. The Types of Debt are separated into the categories of "State Guaranteed," "State Supported," "Revenue" and "Conduit" in the list.



1. Select View next to a specific type of debt to go to the "View New Debt Issuance" page, Modify to go to the "Modify New Debt Issuance" page, or Delete to go to the "Delete New Debt Issuance" page.

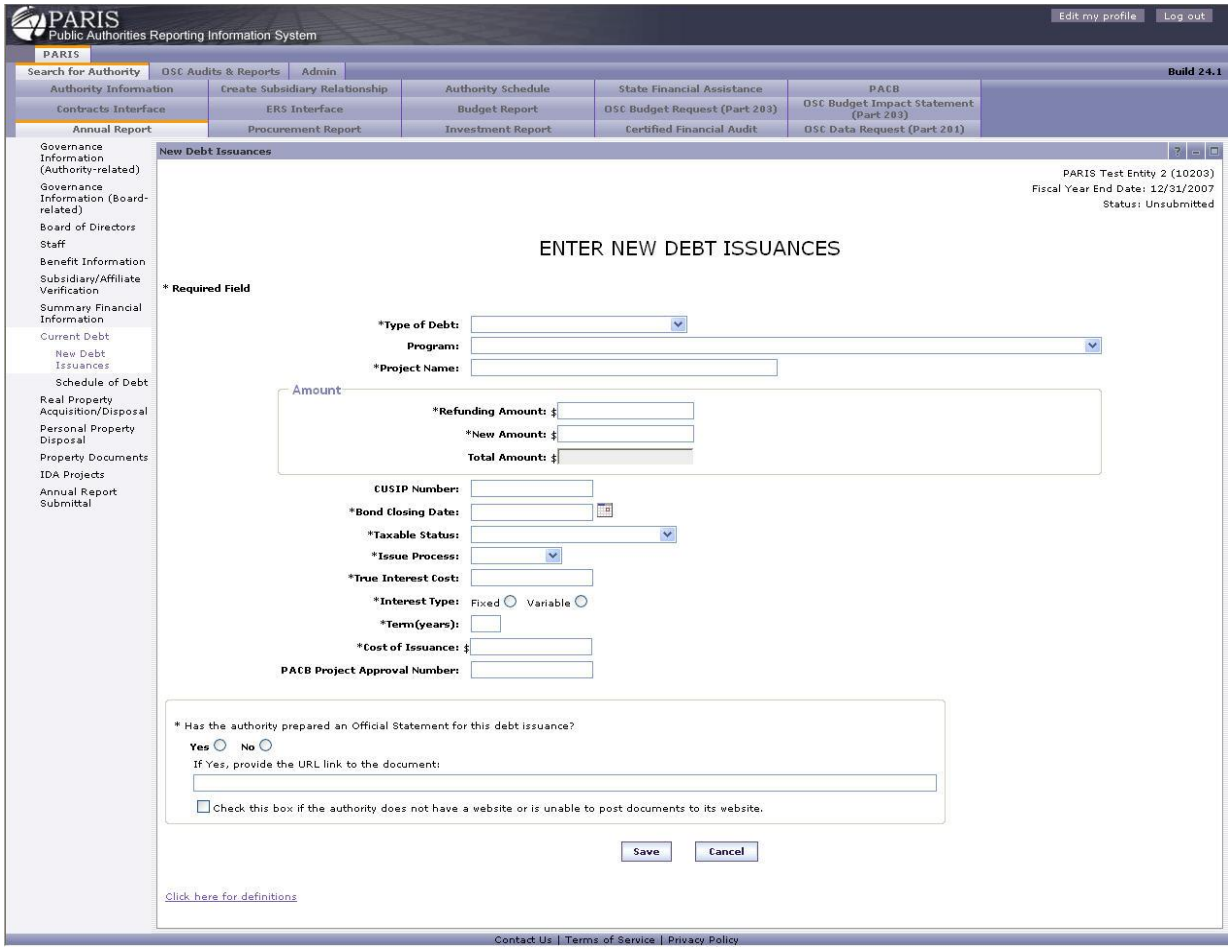
2. Select Click here for Definitions to go to the "Debt Definitions" page.

3. Select **[New]** to go to the "Enter New Debt Issuance" page, **[Previous]** to view the previous records or **[Next]** to view the next group of records.

Enter New Debt Issuance

Navigation

Select **[New]** to go to the "Enter New Debt Issuance" page from the "New Debt Issuances List" page.



1. Enter the new debt issuance information. Fields with "*" are required.

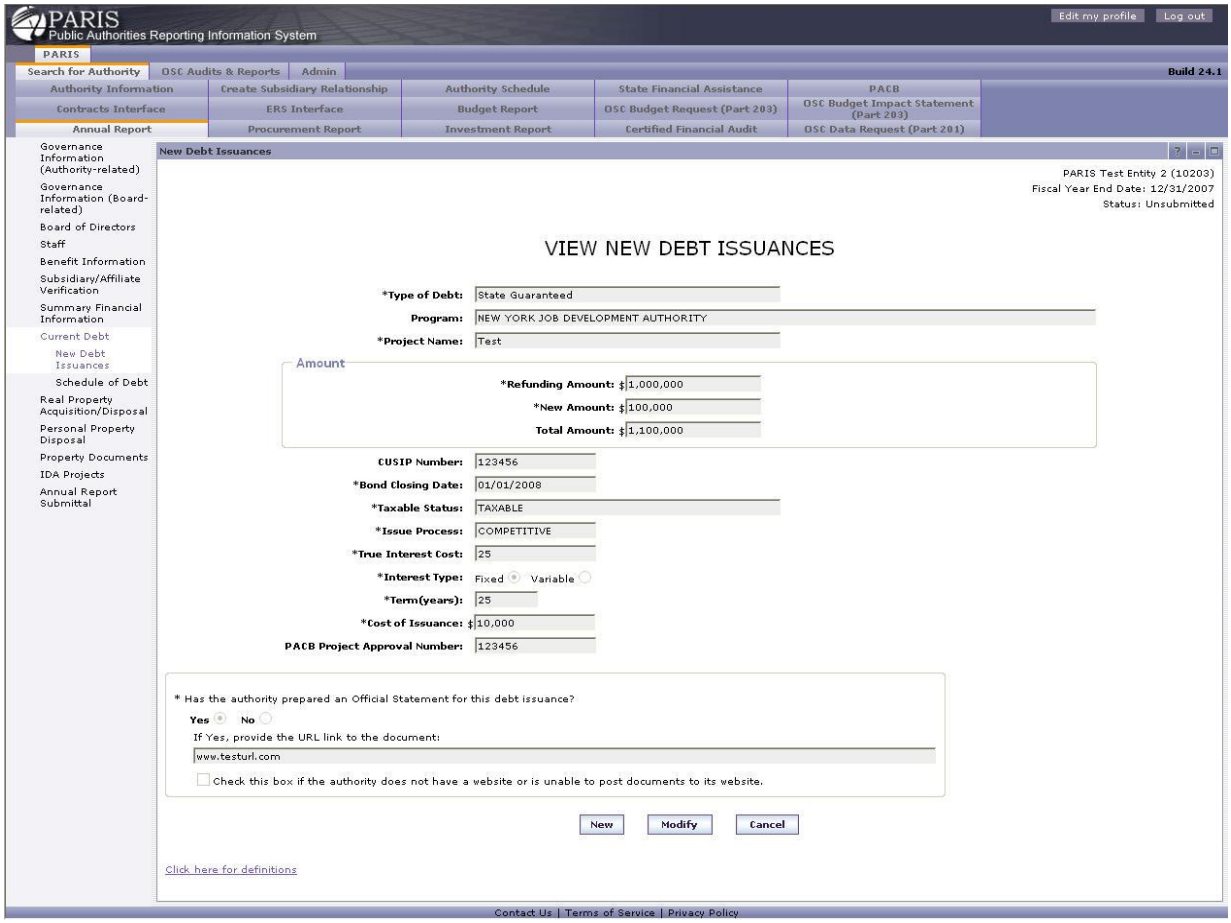
2. Select Click here for Definitions to go to the "Debt Definitions" page.

3. Select **[Save]** to save and go to the "New Debt Issuances" page or **[Cancel]** to discard changes and return to the New Debt Issuances" page.

View New Debt Issuance

Navigation

Select View next to a specific type of debt on the "New Debt Issuances List" page to go to the "View New Debt Issuance" page.



1. Review the new debt issuance information.

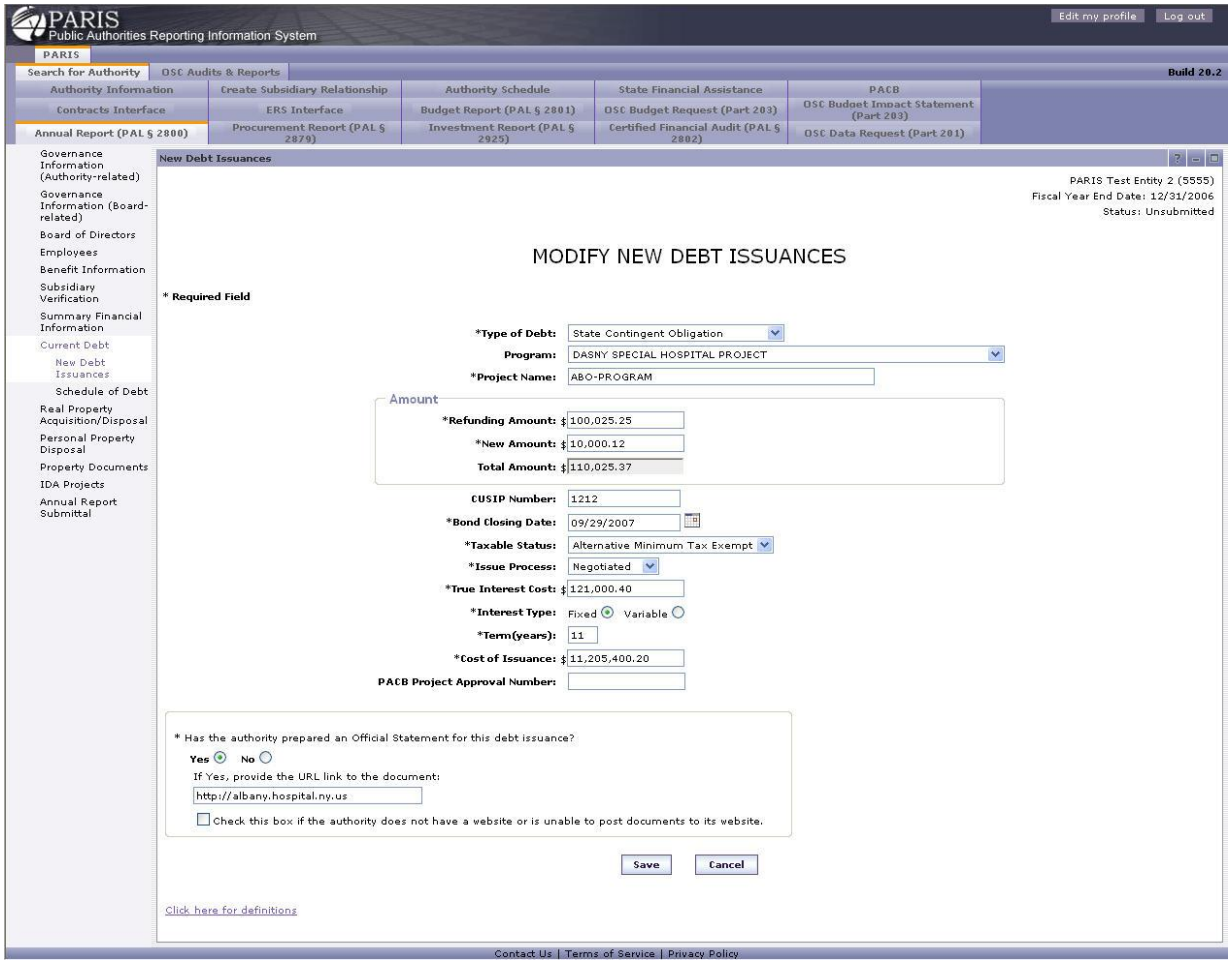
2. Select Click here for Definitions to go to the "Debt Definitions" page.

3. Select **[New]** to go to the "Enter New Debt Issuance" page, **[Modify]** to go to the "Modify New Debt Issuance" page, or **[Cancel]** to return to the "New Debt Issuances List " page.

Modify New Debt Issuance

Navigation

Select Modify next to a specific type of debt on the "New Debt Issuances List" page, or **[Modify]** on the "View New Debt Issuance" page to go to the "Modify New Debt Issuance" page.



1. Update the new debt issuance information. Fields with "*" are required.

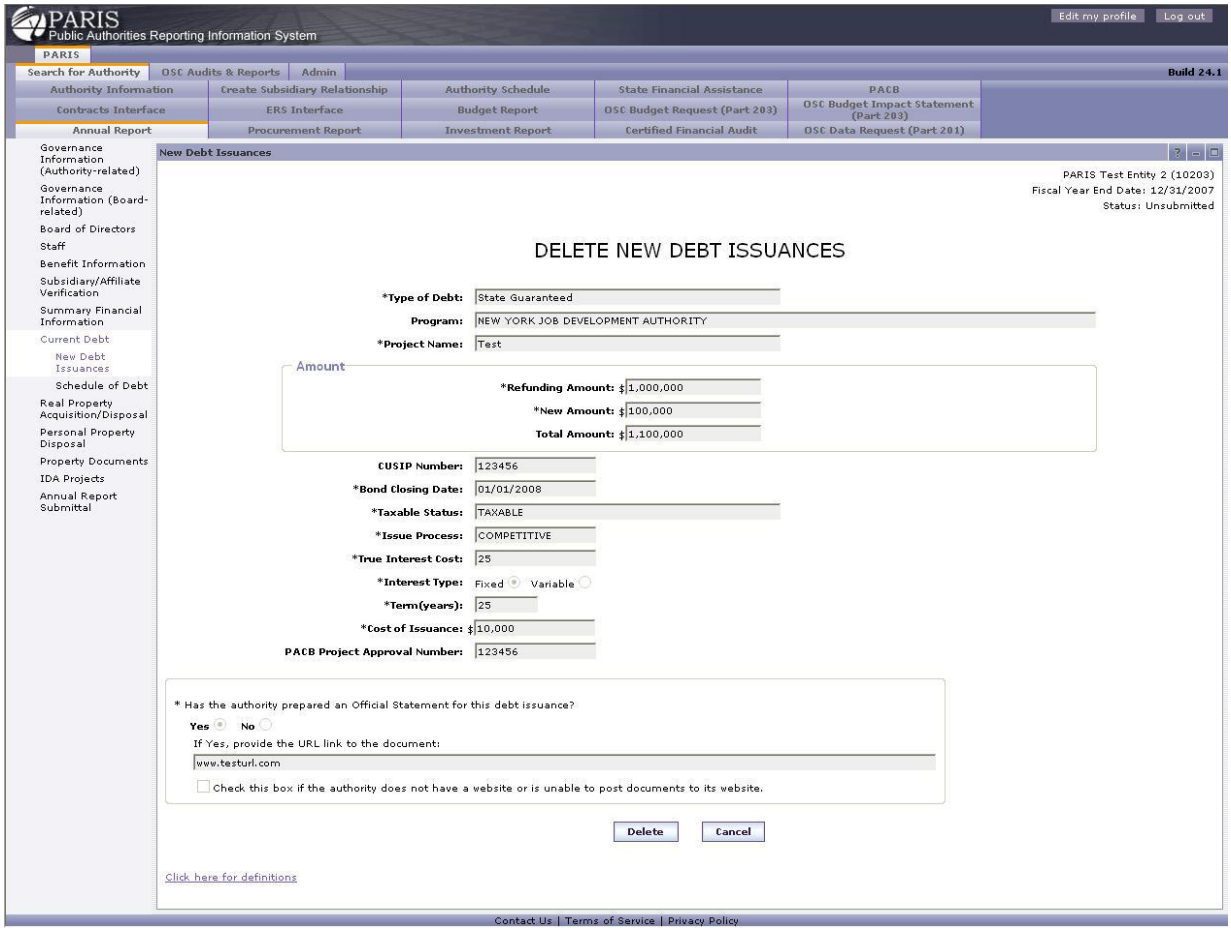
2. Select Click here for Definitions to go to the "Debt Definitions" page.

3. Select **[Save]** to save and go to the "New Debt Issuances List" page or **[Cancel]** to discard changes and go to the "New Debt Issuances List" page.

Delete New Debt Issuance

Navigation

Select Delete next to a specific type of debt on the "New Debt Issuances List" page to go to the "Delete New Debt Issuance" page



1. Review the new debt issuance information.

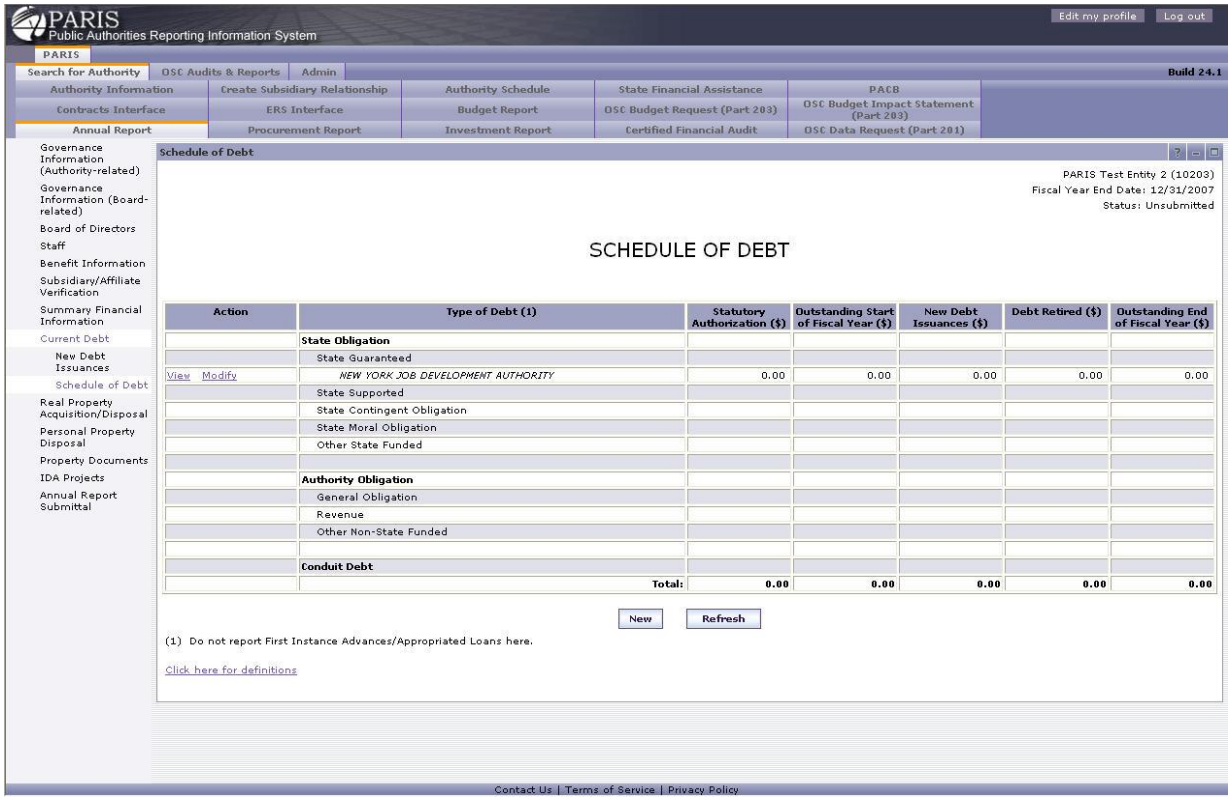
2. Select Click here for Definitions to go to the "Debt Definitions" page.

3. Select **[Delete]** to remove the record and go to the "New Debt Issuances List" page or **[Cancel]** to go to the "New Debt Issuances List" page.

Schedule of Debt

Navigation

Select Schedule of Debt from the list on the left navigation bar to go to the "Schedule of Debt" page. The Types of Debt are separated into three categories of "State Obligation", "Authority Obligation", and "Conduit" in the list.



1. Select View next to a specific type of debt to go to the "View Schedule of Debt" page, Modify to go to the "Modify Schedule of Debt" page.

2. Select Click here for Definitions to go to the "Debt Definitions" page.

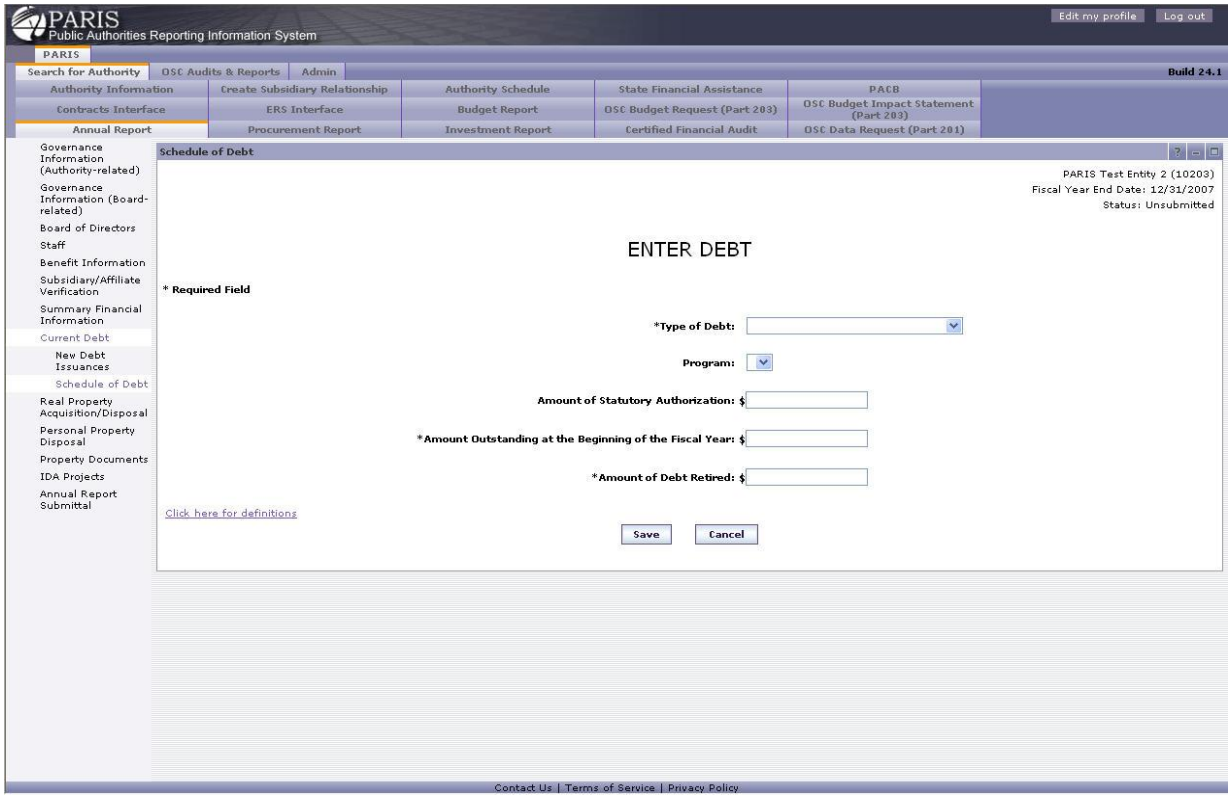
3. Select **[New]** to go to the "Enter Debt" page.

4. Select **[Refresh]** to refresh the calculations on the page.

Enter Debt

Navigation

Select **[New]** on the "Schedule of Debt" page to go to the "Enter Debt" page.



1. Enter the debt information. Fields with "*" are required.

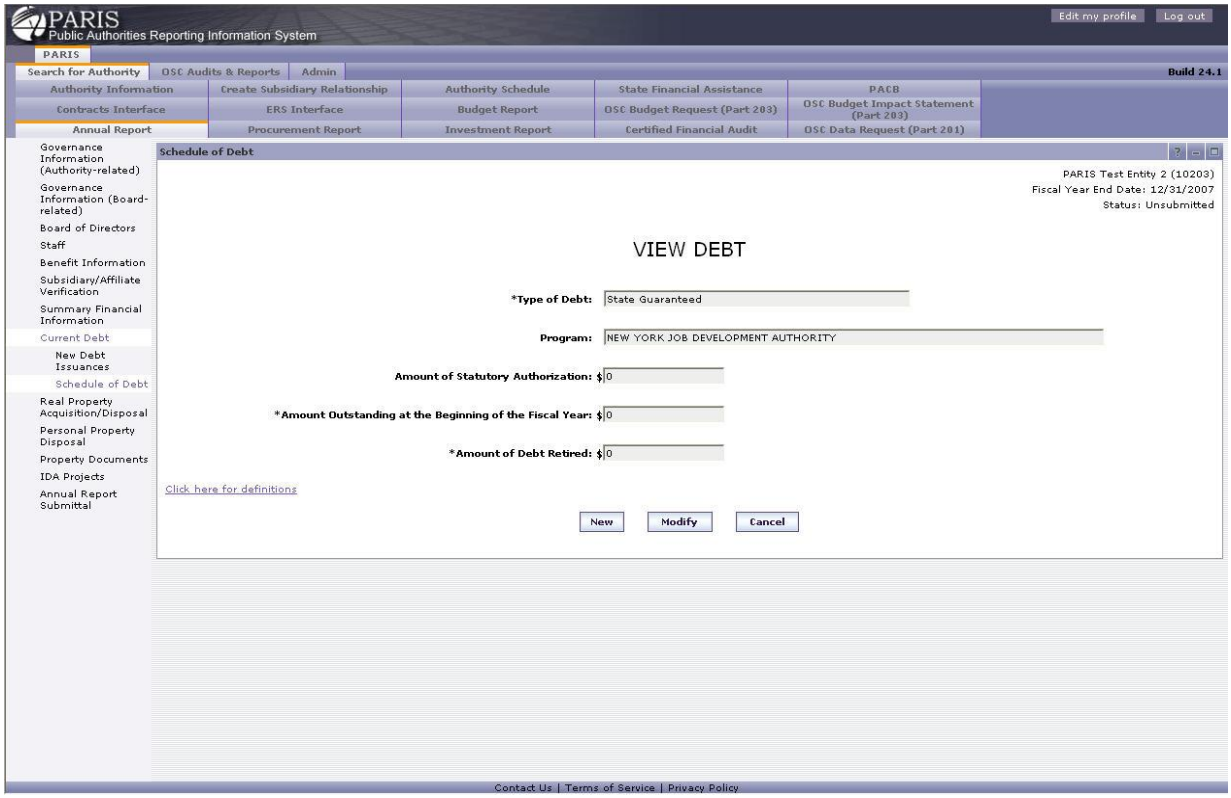
2. Select Click here for Definitions to go to the "Debt Definitions" page.

3. Select **[Save]** to save and go to the "Schedule of Debt" or **[Cancel]** to discard changes and return to the "Schedule of Debt".

View Debt

Navigation

Select View next to a specific type of debt on the "Schedule of Debt" page to go to the "View Debt" page.



1. Review the debt information.

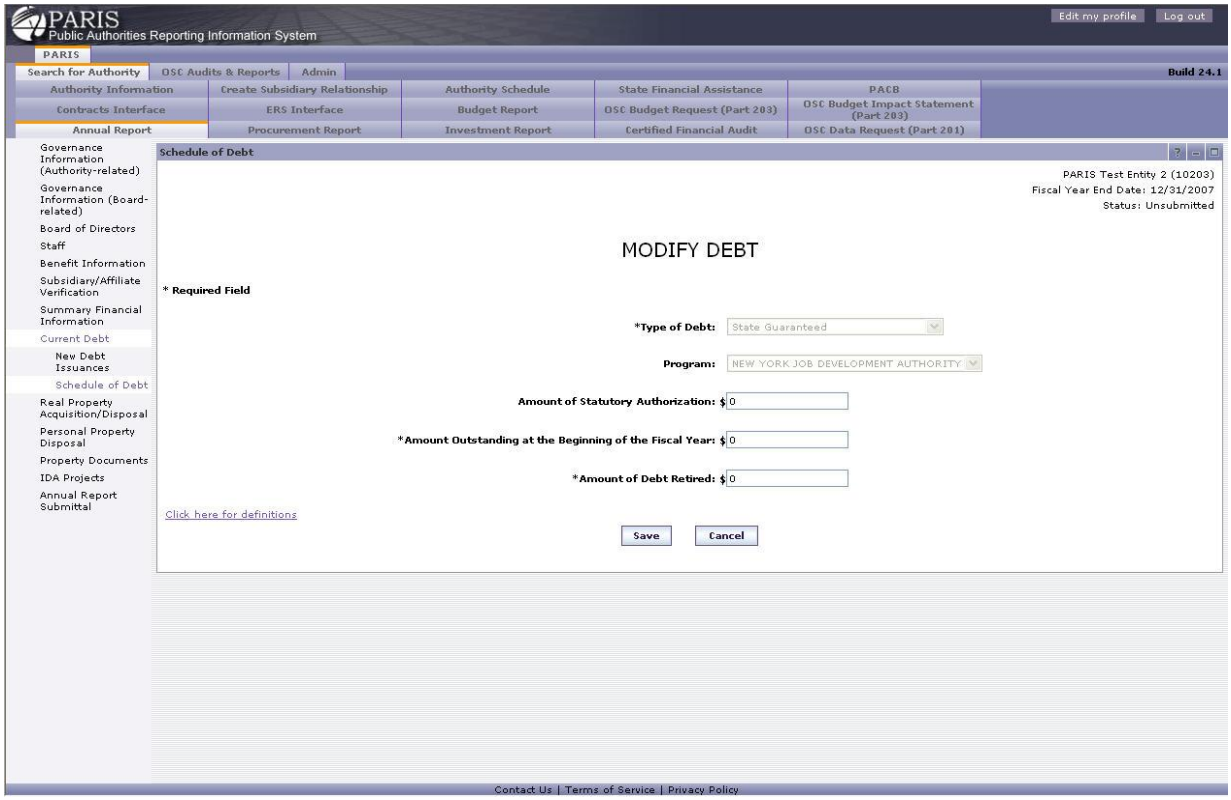
2. Select Click here for Definitions to go to the "Debt Definitions" page.

3. Select **[New]** to go to the "Enter Debt" page, **[Modify]** to go to the "Modify Debt" page, or **[Cancel]** to return to the "Schedule of Debt" page.

Modify Debt

Navigation

Select Modify next to a specific type of debt, or **[Modify]** on the "View Debt" page to go to the "Modify Debt" page



1. Update the debt information. Fields with "*" are required.

2. Select **Click here for Definitions** to go to the "Debt Definitions" page.

3. Select **[Save]** to save and go to the "Schedule of Debt" page or **[Cancel]** to discard changes and return to the "Schedule of Debt" page.

Real Property

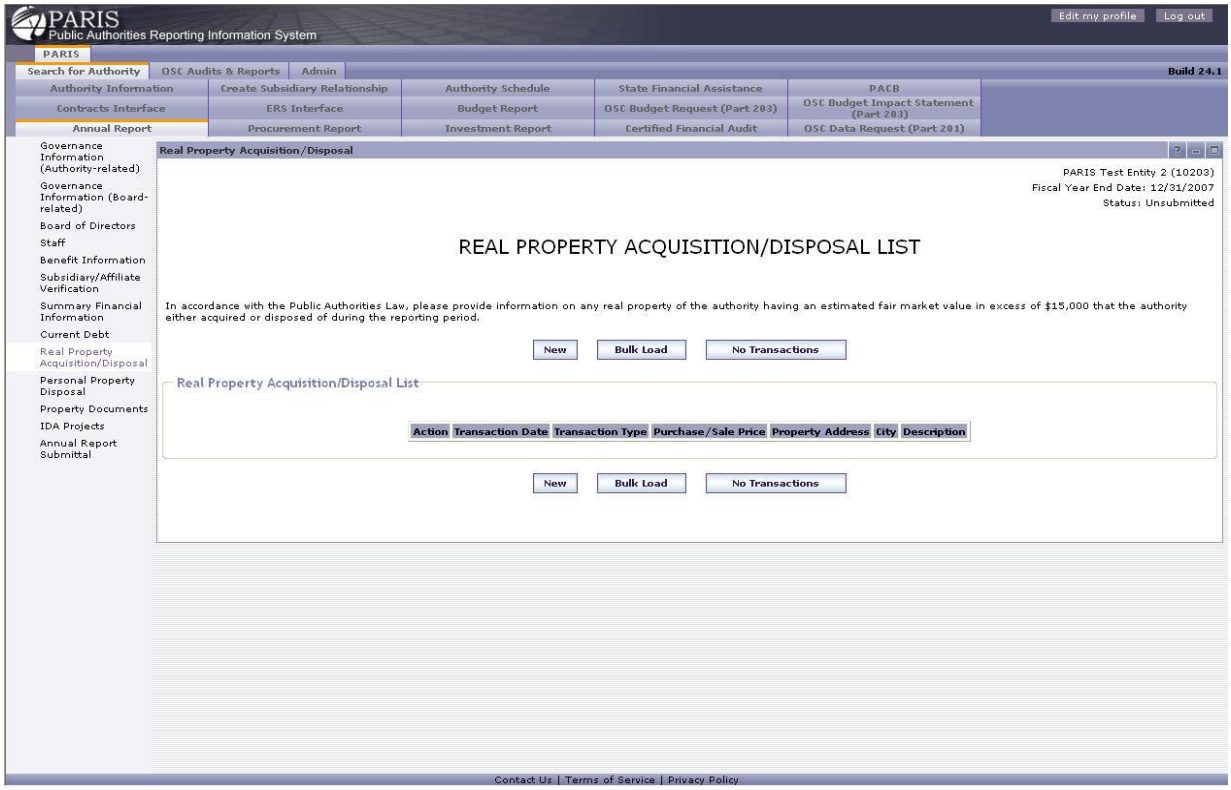
Overview

As part of the Annual Report submittal, authorities are asked to provide information on any real property of the authority having an estimated fair market value in excess of $15,000 that the authority either acquired or disposed of during the reporting period. The Real Property Acquisition/Disposal link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal year. Real property transaction information can also be "bulk loaded" from an Excel spreadsheet based on a template available in PARIS.

Real Property Acquisition/Disposal List

Navigation

Select the "Annual Report" tab and select the Real Property Acquisition/Disposal link on the left side of the page to go to the "Real Property Acquisition/Disposal List" page.

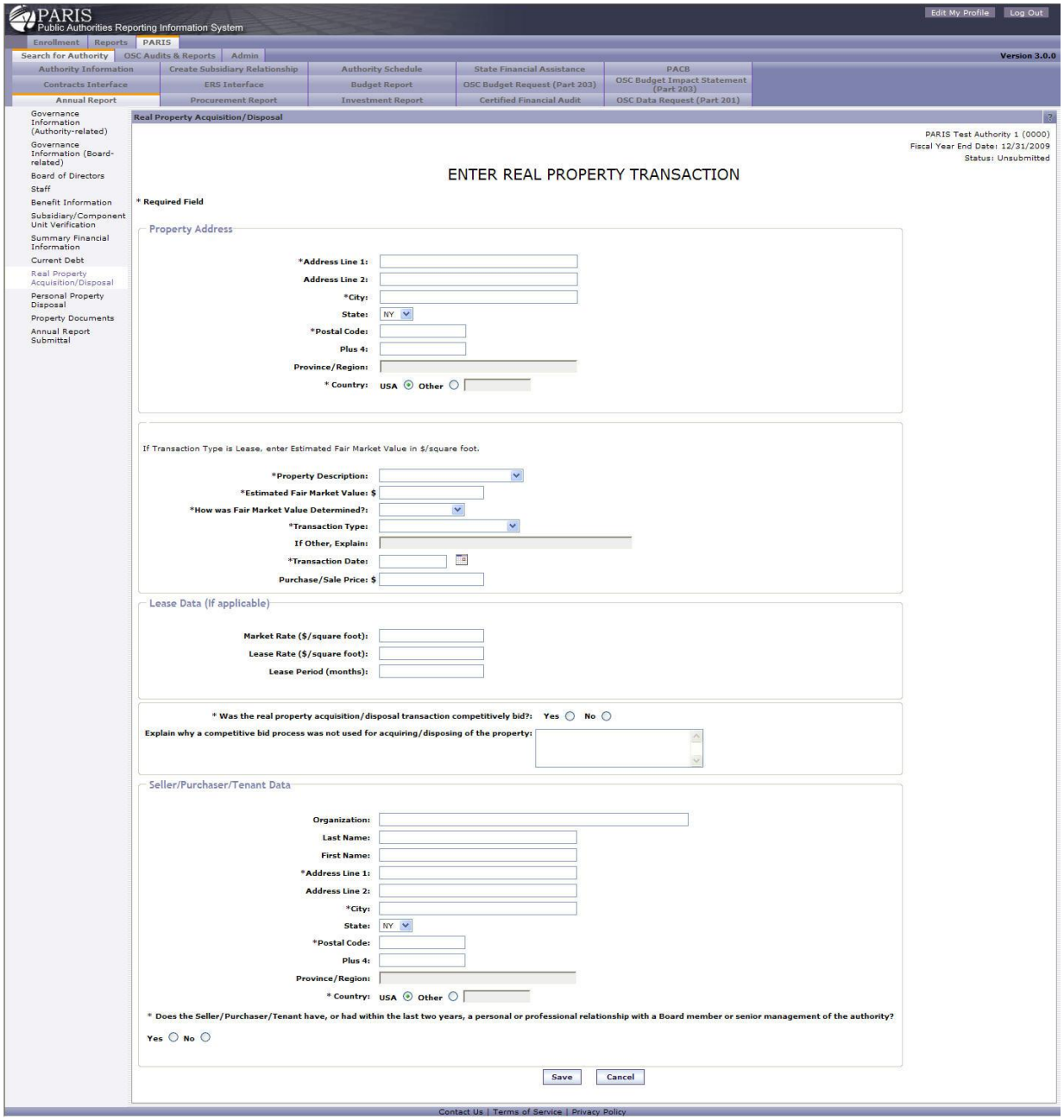


1. Review the Real Property Acquisition/Disposal List**.**
2. Navigate through the records by using the **[Previous]** and **[Next]** buttons as necessary.
3. Select View next to a record to go to the "View Real Property Transaction" page, Modify to go to the "Modify Real Property Transaction" page or Delete to go to the "Delete Real Property Transaction" page.
4. Select **[New]** to go to the "Enter Real Property Transaction" page, **[Bulk Load]** to go to the "Bulk Load Real Property Acquisitions/Disposals" page, or **[No Transactions]** to go to the "No Transactions Confirmation" page.

Enter Real Property Transaction

Navigation

Select **[New]** on the "Real Property Acquisition/Disposal List" page to go to the "Enter Real Property Transaction" page.



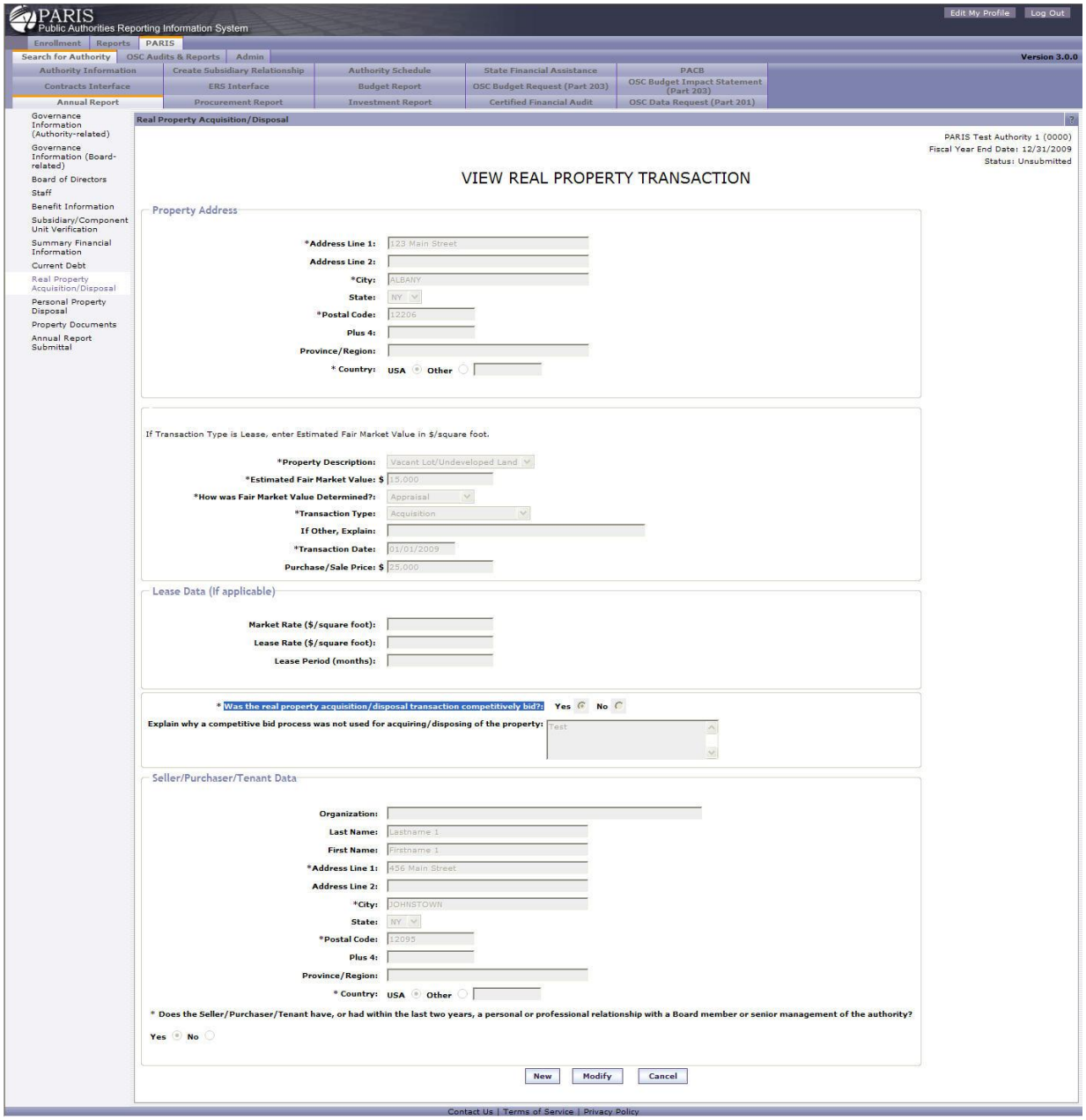
1. Enter the real property transaction information. Fields with "*" are required.

2. Select **[Save]** to save and go to the "Real Property Acquisition/Disposal List" page or **[Cancel]** to discard changes and return to the "Real Property Acquisition/Disposal List" page.

View Real Property Transaction

Navigation

Select View next to a record on the "Real Property Acquisition/Disposal List" page to go to the "View Real Property Transaction" page



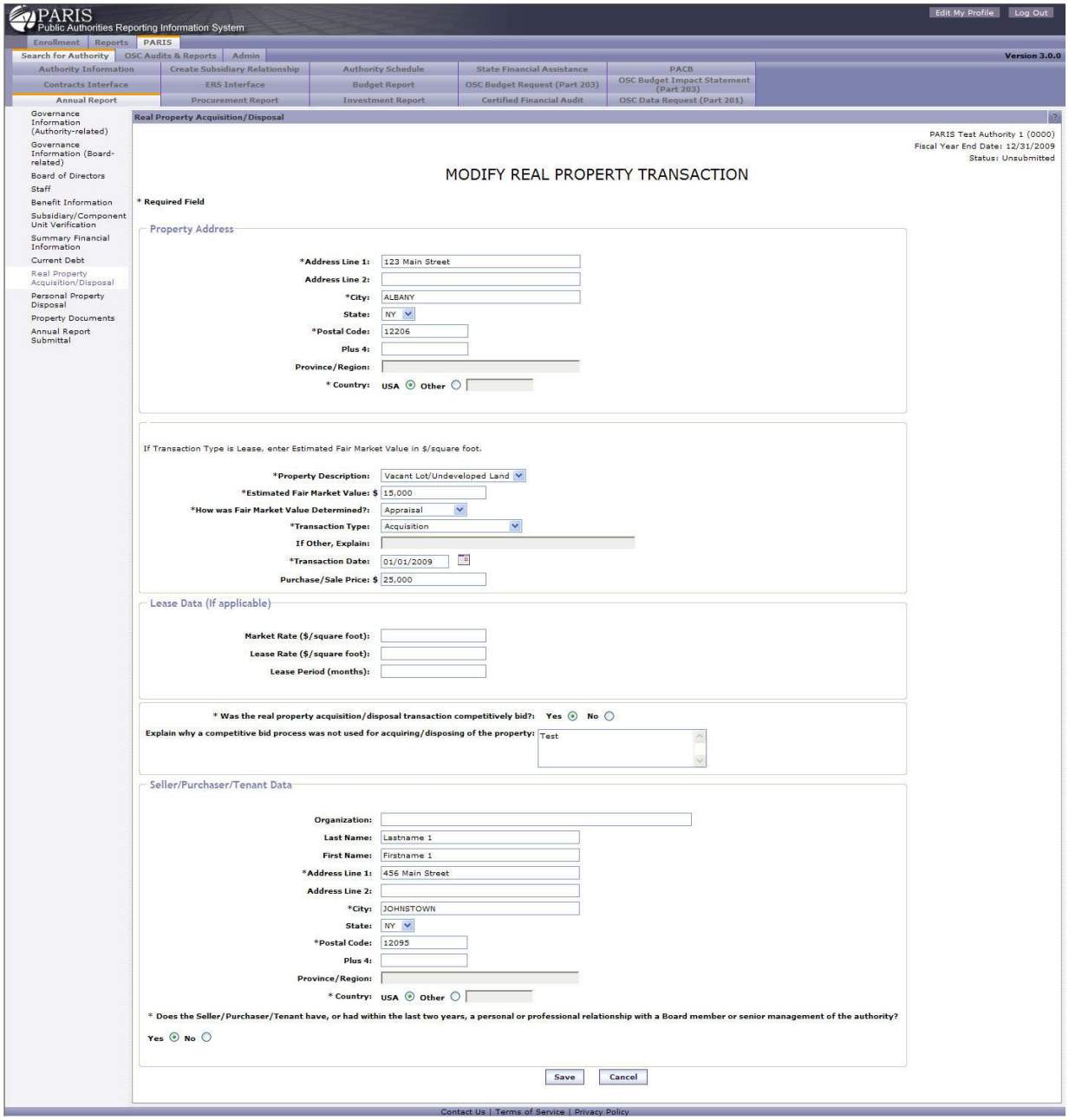
1. Review the real property transaction information.

2. Select **[New]** to go to the "Enter Real Property Transaction" page, **[Modify]** to go to the "Modify Real Property Transaction" page, or **[Cancel]** to return to the "Real Property Acquisition/Disposal List" page.

Modify Real Property Transaction

Navigation

Select Modify next to a record on the "Real Property Acquisition/Disposal List" page to go to the "Modify Real Property Transaction" page.



1. Review the real property transaction information.

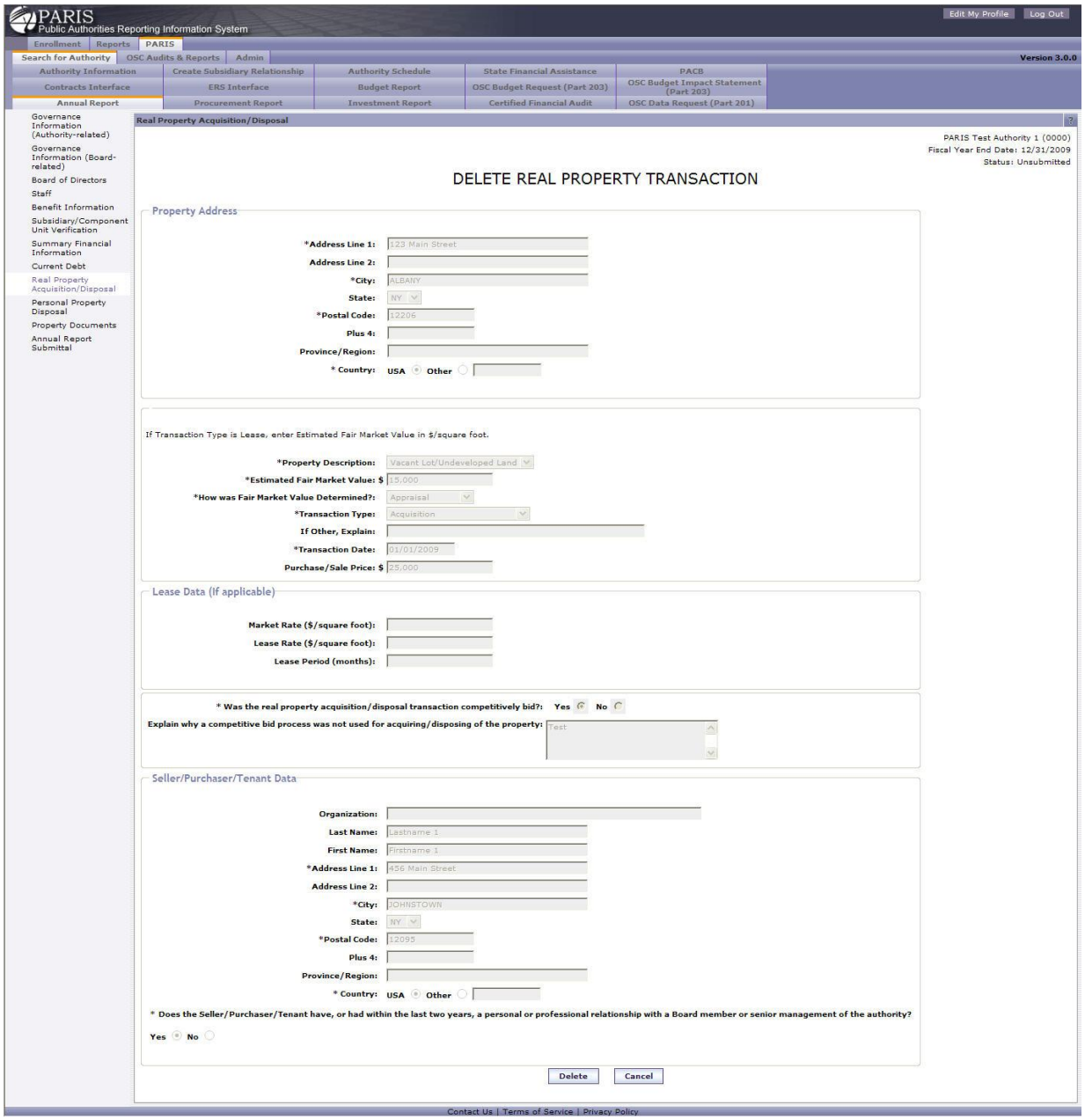
2. Select **[Save]** to save and go to the "Real Property Acquisition/Disposal List" page or **[Cancel]** to discard changes and return to the "Real Property Acquisition/Disposal List" page.

Delete Real Property Transaction

Navigation

Select Delete next to a record on the "Real Property Acquisition/Disposal List" page to go to the "Delete

Real Property Transaction” page.



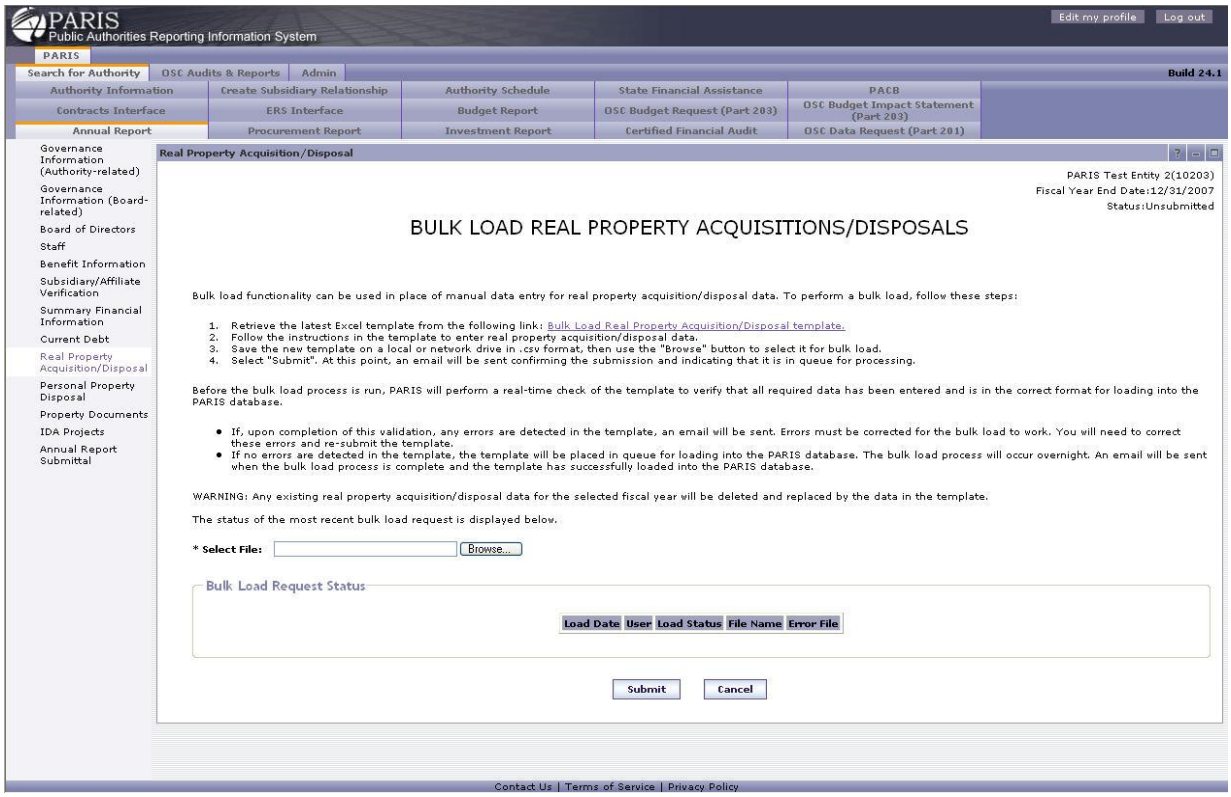
1. Review the real property transaction information.

2. Select **[Delete]** to remove the record and go to the “Real Property Acquisition/Disposal List” page or **[Cancel]** to return to the “Real Property Acquisition/Disposal List” page without deleting the record.

Bulk Load Real Property Transactions

Navigation

Select **[Bulk Load]** on the "Real Property Acquisition/Disposal List" page to go to the "Bulk Load Real Property Acquisitions/Disposals" page.



1. Your data must be included in the Excel Template provided. Select the Bulk Load Procurement Contracts template link to download the template.

   The Excel templates are provided from within PARIS to help with the process of loading your data, but they alone cannot guarantee that the data you enter will be valid. Most cells in the Excel templates that are provided by PARIS have some level of validation, however, this validation only functions when you actually type data in the cell, whereas you will probably be copying data into the Excel sheet from some other source, such as an extract from your database. Because the bulk loading of data is an overnight process, it is important that you understand the formats and values that the data should have before you submit the file for upload. It is highly recommended that you selectively check validation in rows that you have copied data into. There are popup comments in the Excel templates, and you may also log into PARIS and review the relevant fields that can be entered in the online screens. The input data must follow the same rules whether it is entered on-line or by the bulk load facility.

   Other tips for bulk loading:

   -Columns whose names contain "*" are required and must have valid values for each record to be loaded. This will be consistent with the fields that are required by the on-line screens.
   -Do not enter blank lines in the spreadsheet, as a blank line (a line with no information) will be regarded as the end of the file.
   -Do not enter commas, letters or $ signs in numeric fields. Also do not enter values such as “N/A” or “-“ (hyphen) if there is no data for a field. This will trigger an error in the load if the field must be numeric.

   After you have completed entry of the data into the Excel worksheet/template, the worksheet must be saved as type "csv" in order to be uploaded to PARIS. To do this, select "Save As" from the "File" menu in Excel and select "CSV (comma delimited)" as the file type.

2. Type the name of your saved data file into the area next to the "Select File" text area or click the **[Browse]** button to navigate to the file on your computer or network drive.

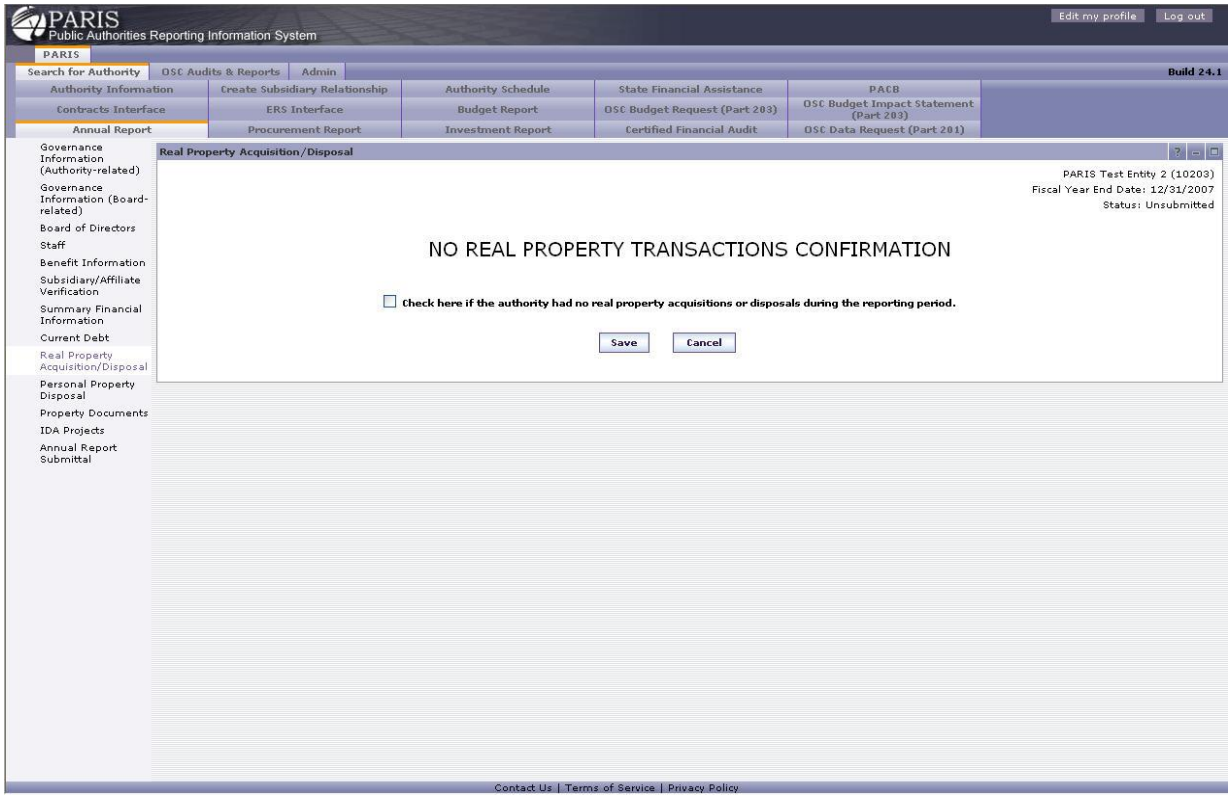
3. Click **[Submit]** to upload the file or **[Cancel]** to cancel the operation.

4. An email will be sent to you after the file has been processed indicating the status of the bulk load.

No Real Property Transactions Confirmation

Navigation

Select **[No Transactions]** on the “Real Property Acquisition/Disposal List” page to go to the “No Real Property Transactions Confirmation” page.



1. Check the **"Check here if the authority..."** check box.

2. Select **[Save]** to save and go to the "Real Property Acquisition/Disposal List" page or **[Cancel]** to return to the "Real Property Acquisition/Disposal List" page.

Personal Property

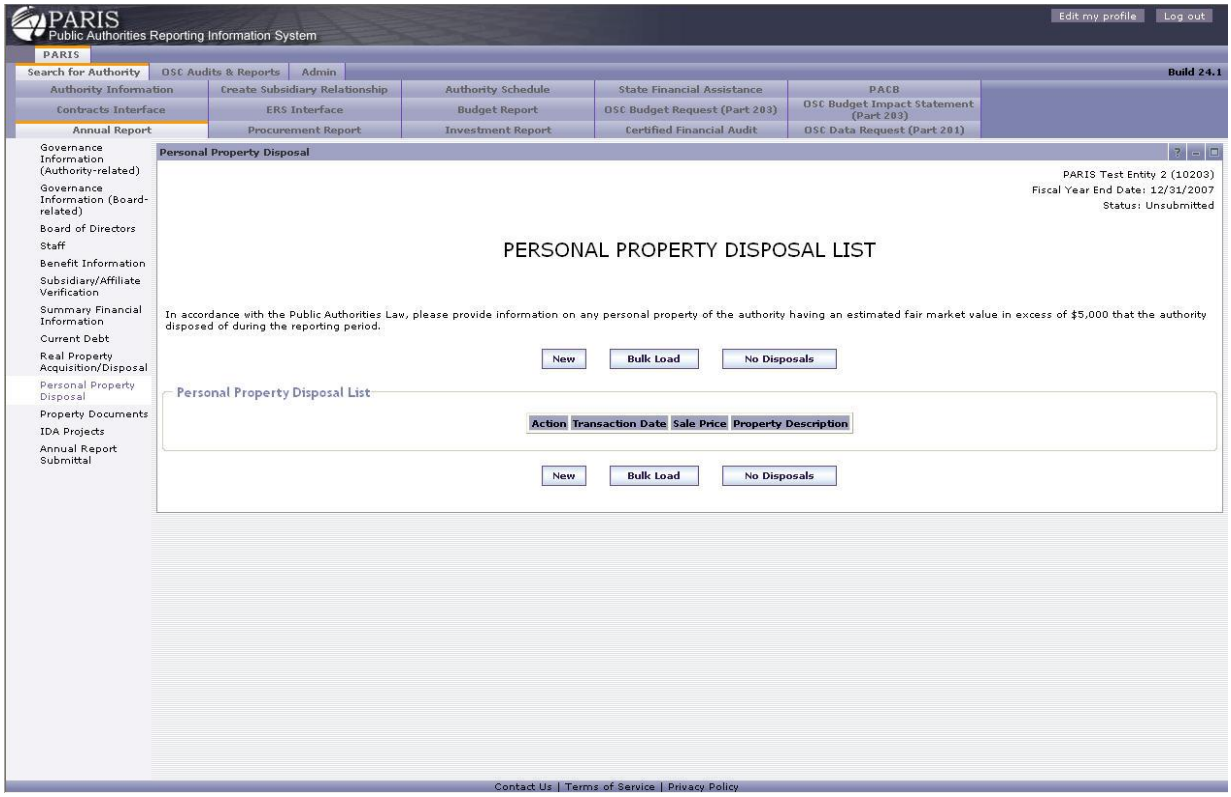
Overview

As part of the Annual Report submittal, authorities are asked to provide information on any personal property of the authority having an estimated fair market value in excess of $5,000 that the authority disposed of during the reporting period. The Personal Property Disposal link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal year. Personal property transaction information can also be "bulk loaded" from an Excel spreadsheet based on a template available in PARIS.

Personal Property Disposal List

Navigation

Select the "Annual Report" tab and select the Personal Property Disposal link on the left side of the page to go to the "Personal Property Disposal List" page.

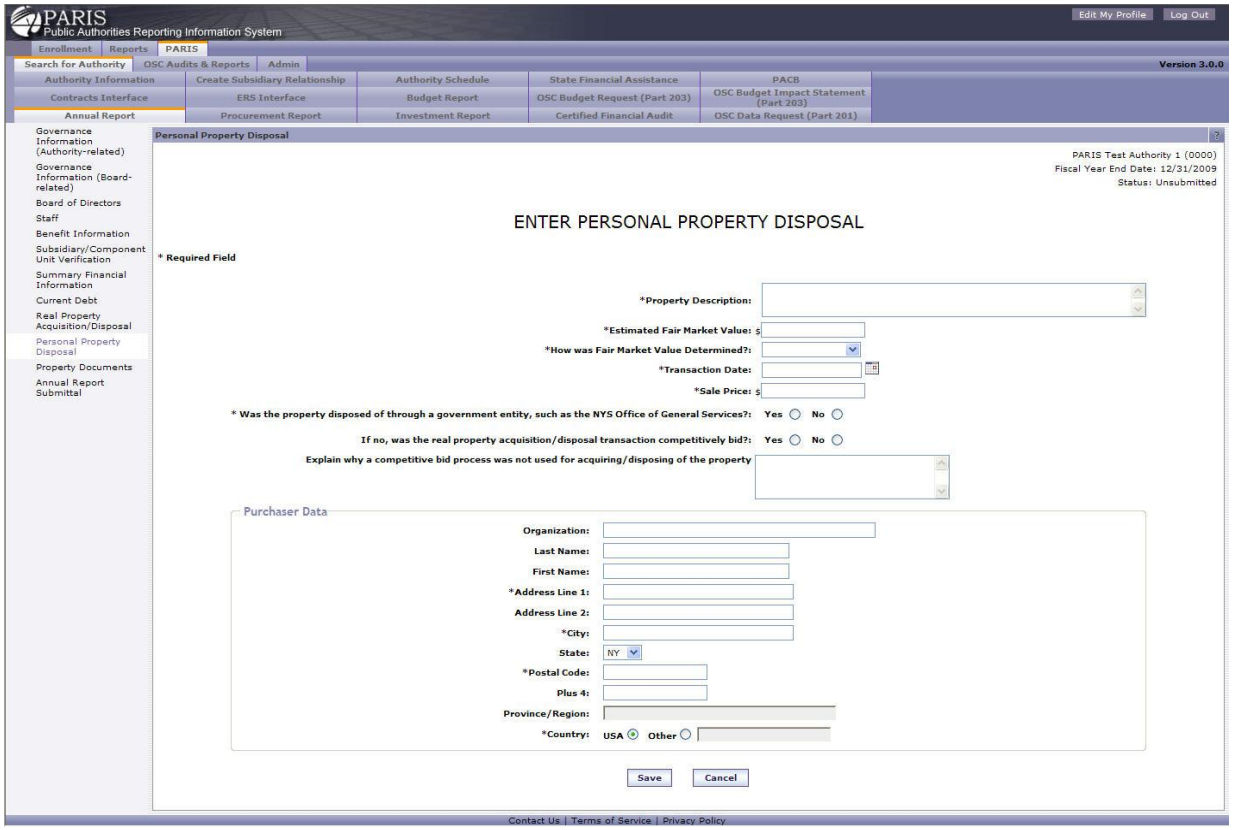


1. Review the Personal Property Disposal List**.**
2. Navigate through the documents by using the **[Previous]** and **[Next]** buttons as necessary.
3. Select View next to a record to go to the "View Personal Property Disposal" page, Modify to go to the "Modify Personal Property Disposal" page or Delete to go to the "Delete Personal Property Disposal" page.
4. Select **[New]** to go to the "Enter Personal Property Disposal" page, **[Bulk Load]** to go to the "Bulk Load Personal Property Disposals" page, or **[No Disposals]** to go to the "No Personal Property Disposals Confirmation" page.

Enter Personal Property Disposal

Navigation

Select **[New]** on the "Personal Property Disposal List" page to go to the "Enter Personal Property Disposal" page.



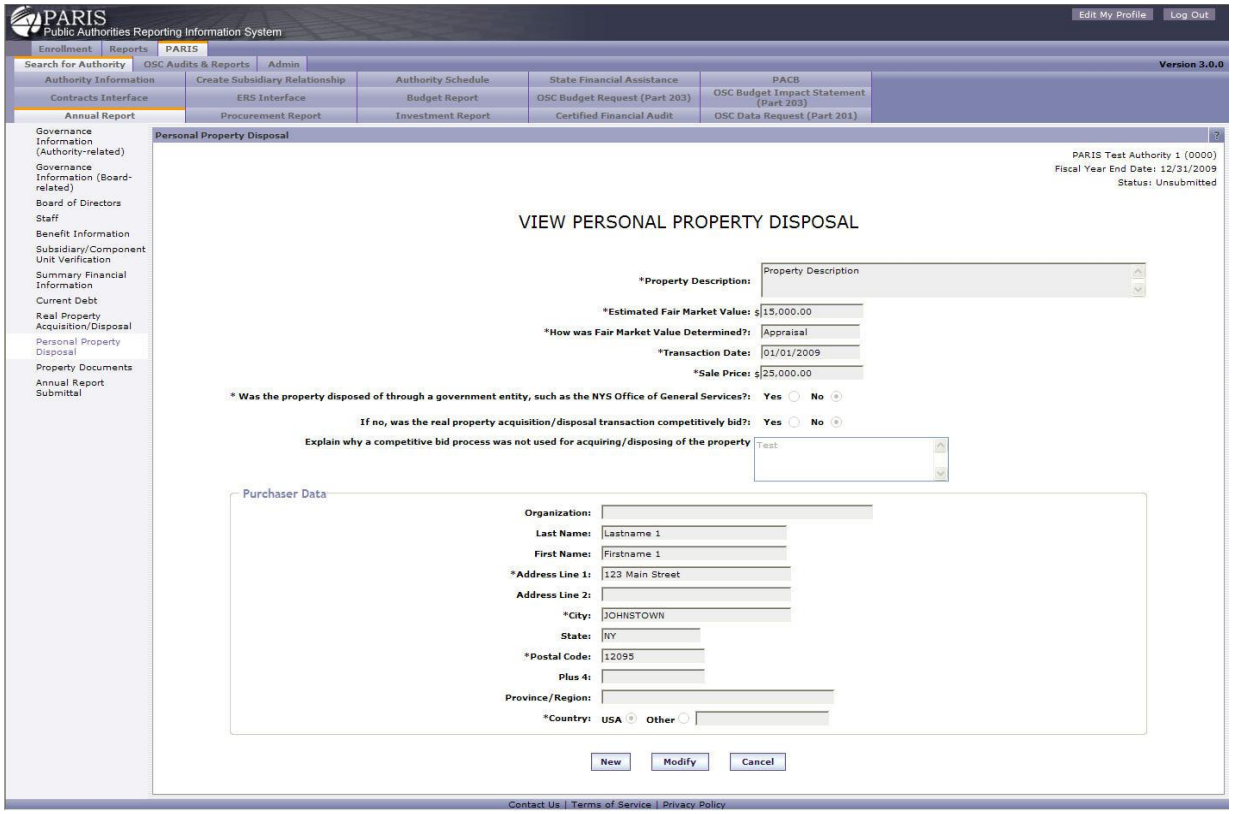
1. Enter the personal property disposal information. Fields with "*" are required.

2. Select **[Save]** to save and go to the "Personal Property Disposal List" page or **[Cancel]** to discard changes and return to the "Personal Property Disposal List" page.

View Personal Property Disposal

Navigation

Select View next to a record on the "Personal Property Disposal List" page to go to the "View Personal Property Disposal" page.



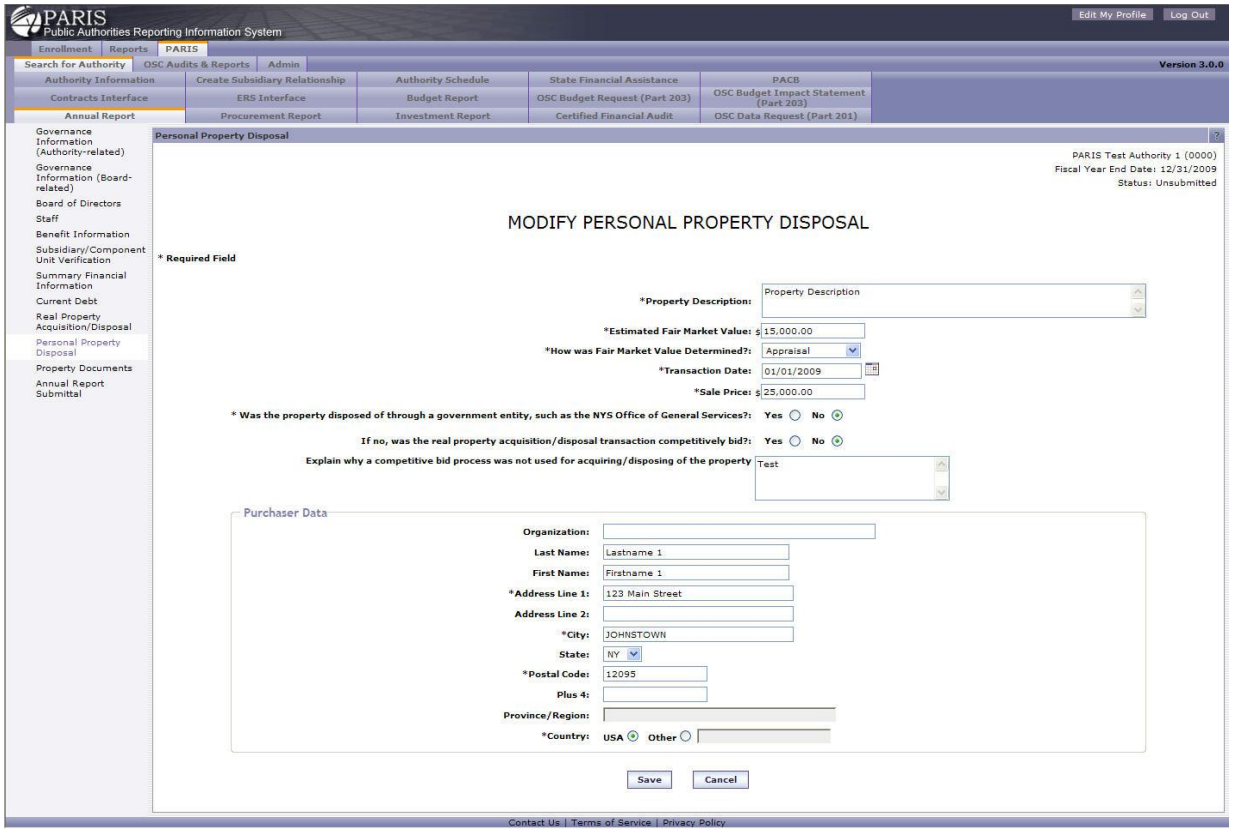
1. Review the personal property transaction information.

2. Select **[New]** to go to the "Enter Personal Property Disposal" page, **[Modify]** to go to the "Modify Personal Property Disposal" page, or **[Cancel]** to return to the "Personal Property Disposal List" page.

Modify Personal Property Disposal

Navigation

Select Modify next to a record on the "Personal Property Disposal List" page to go to the "Modify Personal Property Disposal" page.



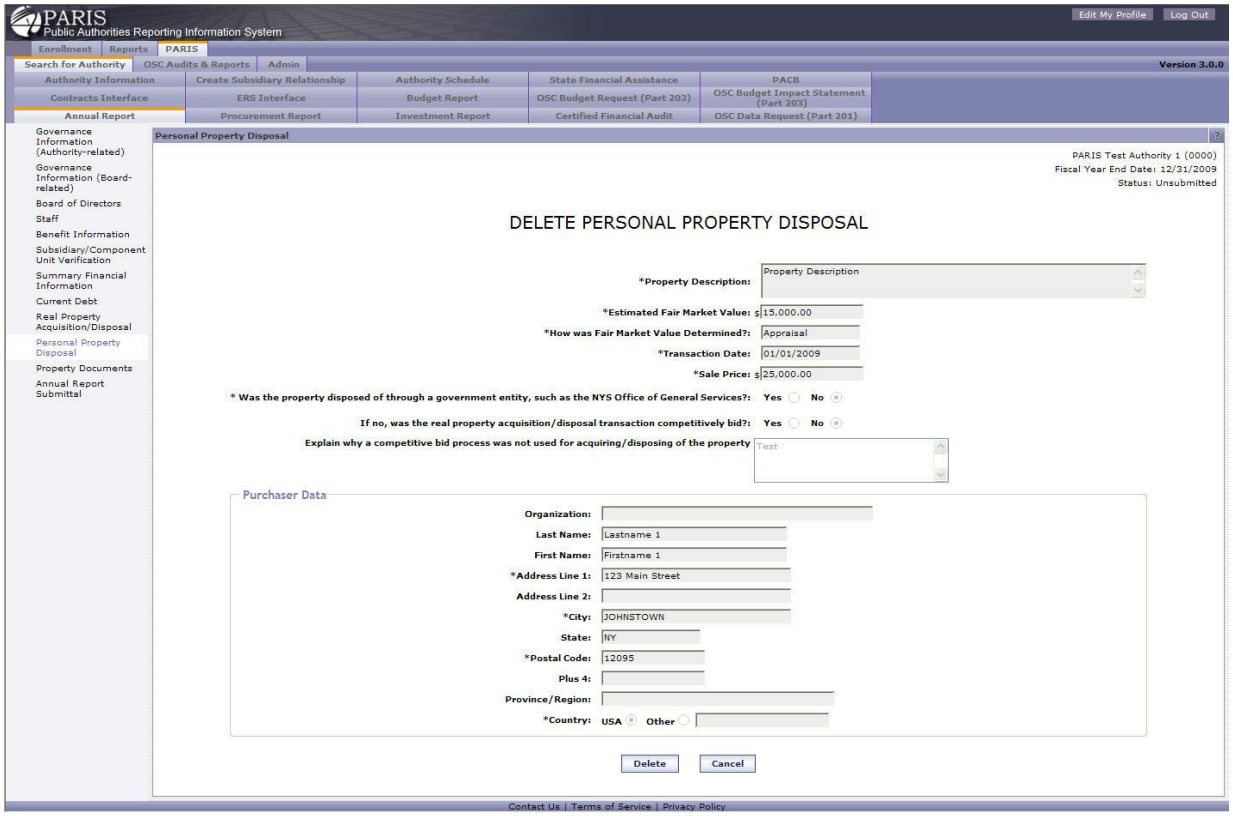
1. Review the personal property disposal information.

2. Select **[Save]** to save and go to the "Personal Property Disposal List" page or **[Cancel]** to discard changes and return to the "Personal Property Disposal List" page.

Delete Personal Property Disposal

Navigation

Select Delete next to a record on the "Personal Property Disposal List" page to go to the "Delete Personal Property Disposal" page.



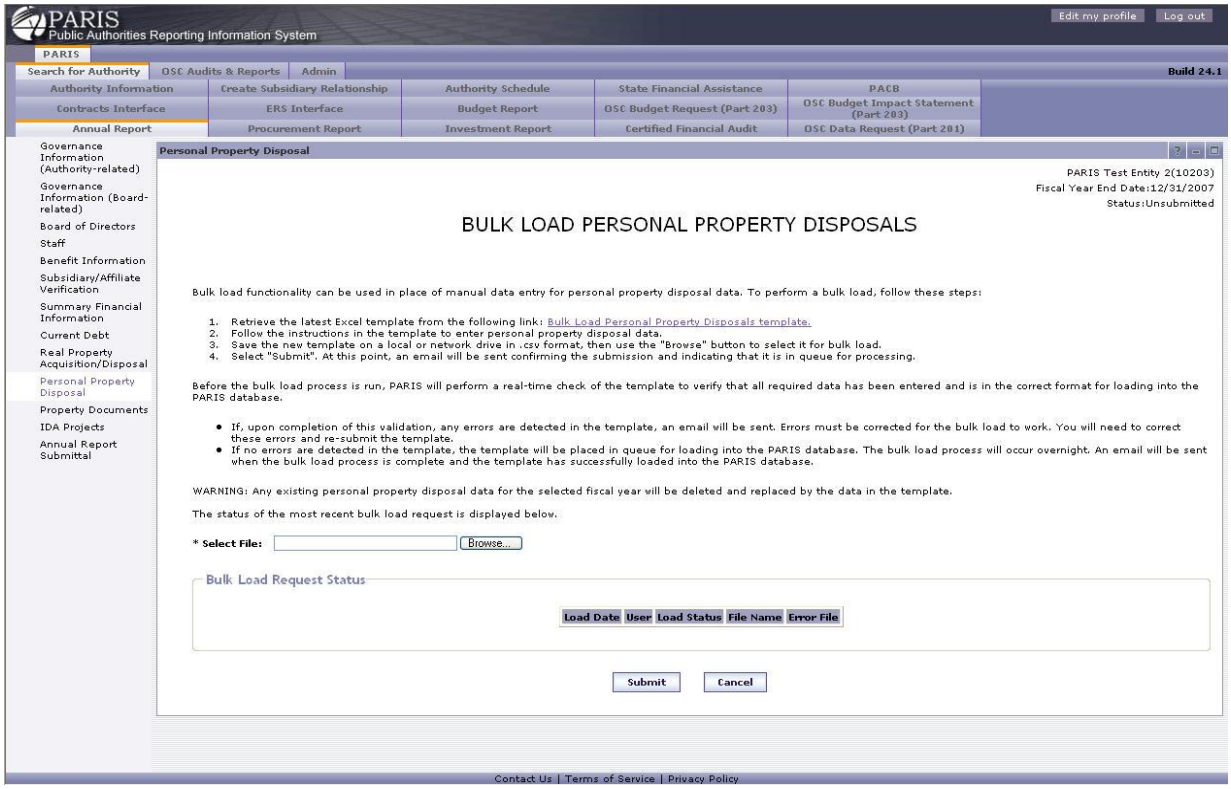
1. Review the personal property transaction information.

2. Select **[Delete]** to remove the record and go to the "Personal Property Disposal List" page or **[Cancel]** to discard changes and return to the "Personal Property Disposal List" page.

Bulk Load Personal Property Disposals

Navigation

Select **[Bulk Load]** on the "Personal Property Disposal List" page to go to the "Bulk Load Personal Property Disposals" page.


PARIS
Public Authorities Reporting Information System
Edit my profile
Log out
PARIS
Search for Authority
OSC Audits & Reports
Admin
Build 24.1
Authority Information
Create Subsidiary Relationship
Authority Schedule
State Financial Assistance
PACB
Contracts Interface
ERS Interface
Budget Report
OSC Budget Request (Part 203)
OSC Budget Impact Statement (Part 203)
Annual Report
Procurement Report
Investment Report
Certified Financial Audit
OSC Data Request (Part 201)
Governance Information (Authority-related)
Governance Information (Board-related)
Board of Directors
Staff
Benefit Information
Subsidiary/Affiliate Verification
Summary Financial Information
Current Debt
Real Property Acquisition/Disposal
Personal Property Disposal
Property Documents
IDA Projects
Annual Report Submittal
Personal Property Disposal
PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted
BULK LOAD PERSONAL PROPERTY DISPOSALS
Bulk load functionality can be used in place of manual data entry for personal property disposal data. To perform a bulk load, follow these steps:
1. Retrieve the latest Excel template from the following link: Bulk Load Personal Property Disposals template.
2. Follow the instructions in the template to enter personal property disposal data.
3. Save the new template on a local or network drive in .csv format, then use the "Browse" button to select it for bulk load.
4. Select "Submit". At this point, an email will be sent confirming the submission and indicating that it is in queue for processing.
Before the bulk load process is run, PARIS will perform a real-time check of the template to verify that all required data has been entered and is in the correct format for loading into the PARIS database.
• If, upon completion of this validation, any errors are detected in the template, an email will be sent. Errors must be corrected for the bulk load to work. You will need to correct these errors and re-submit the template.
• If no errors are detected in the template, the template will be placed in queue for loading into the PARIS database. The bulk load process will occur overnight. An email will be sent when the bulk load process is complete and the template has successfully loaded into the PARIS database.
WARNING: Any existing personal property disposal data for the selected fiscal year will be deleted and replaced by the data in the template.
The status of the most recent bulk load request is displayed below.
* Select File:
Browse...
Bulk Load Request Status
Load Date
User
Load Status
File Name
Error File
Submit
Cancel
Contact Us | Terms of Service | Privacy Policy

1. Your data must be included in the Excel Template provided. Select the Bulk Load Procurement Contracts template link to download the template.

   The Excel templates are provided from within PARIS to help with the process of loading your data, but they alone cannot guarantee that the data you enter will be valid. Most cells in the Excel templates that are provided by PARIS have some level of validation, however, this validation only functions when you actually type data in the cell, whereas you will probably be copying data into the Excel sheet from some other source, such as an extract from your database. Because the bulk loading of data is an overnight process, it is important that you understand the formats and values that the data should have before you submit the file for upload. It is highly recommended that you selectively check validation in rows that you have copied data into. There are popup comments in the Excel templates, and you may also log into PARIS and review the relevant fields that can be entered in the online screens. The input data must follow the same rules whether it is entered on-line or by the bulk load facility.

   Other tips for bulk loading:

   -Columns whose names contain "*" are required and must have valid values for each record to be loaded. This will be consistent with the fields that are required by the on-line screens.
   -Do not enter blank lines in the spreadsheet, as a blank line (a line with no information) will be regarded as the end of the file.
   -Do not enter commas, letters or $ signs in numeric fields. Also do not enter values such as “N/A” or “-“ (hyphen) if there is no data for a field. This will trigger an error in the load if the field must be numeric.

   After you have completed entry of the data into the Excel worksheet/template, the worksheet must be saved as type "csv" in order to be uploaded to PARIS. To do this, select "Save As" from the "File" menu in Excel and select "CSV (comma delimited)" as the file type.

2. Type the name of your saved data file into the area next to the "Select File" text area or click the **[Browse]** button to navigate to the file on your computer or network drive.

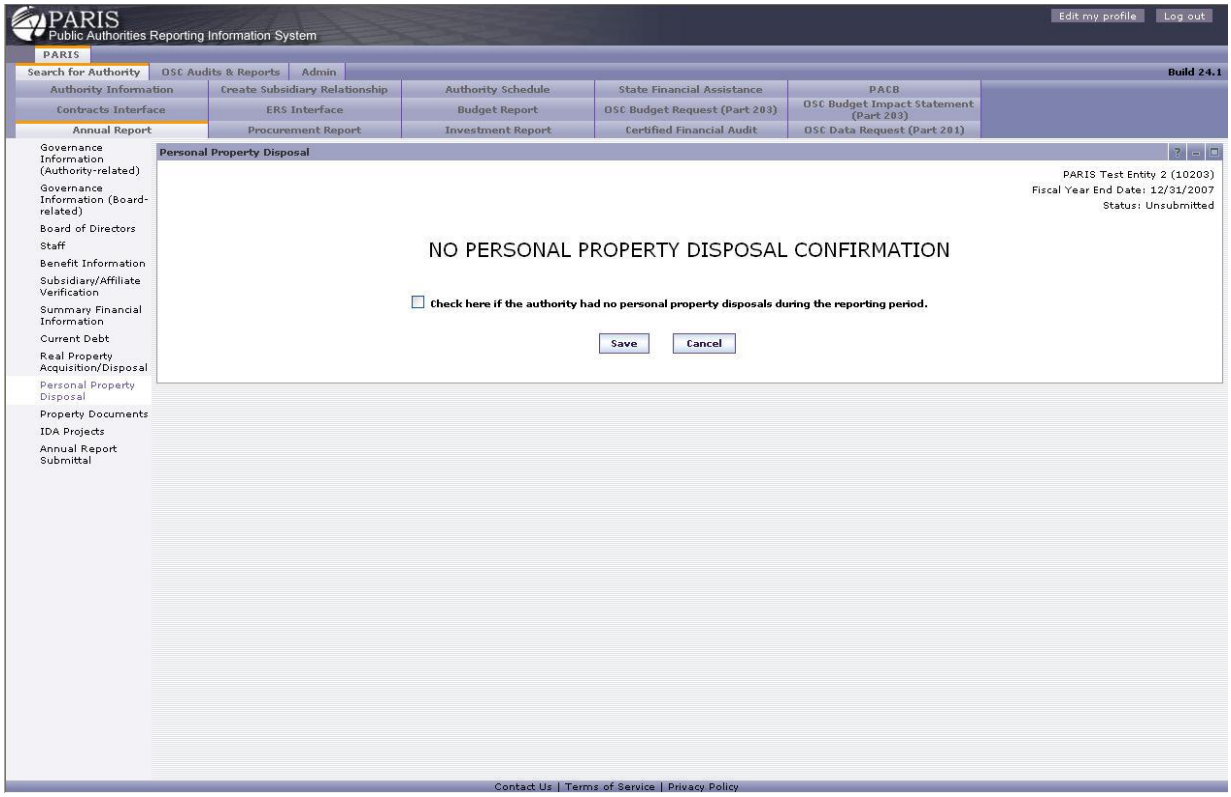
3. Click **[Submit]** to upload the file or **[Cancel]** to cancel the operation.

4. An email will be sent to you after the file has been processed indicating the status of the bulk load.

No Personal Property Disposals Confirmation

Navigation

Select **[No Disposals]** on the “Personal Property Disposal List” page to go to the “No Personal Property Disposal Confirmation” page.



1. Check the **"Check here if the authority..."** check box.

2. Select **[Save]** to save and go to the "Personal Property Disposal List" page or **[Cancel]** to discard changes and return to the "Personal Property Disposal List" page.

Property Documents

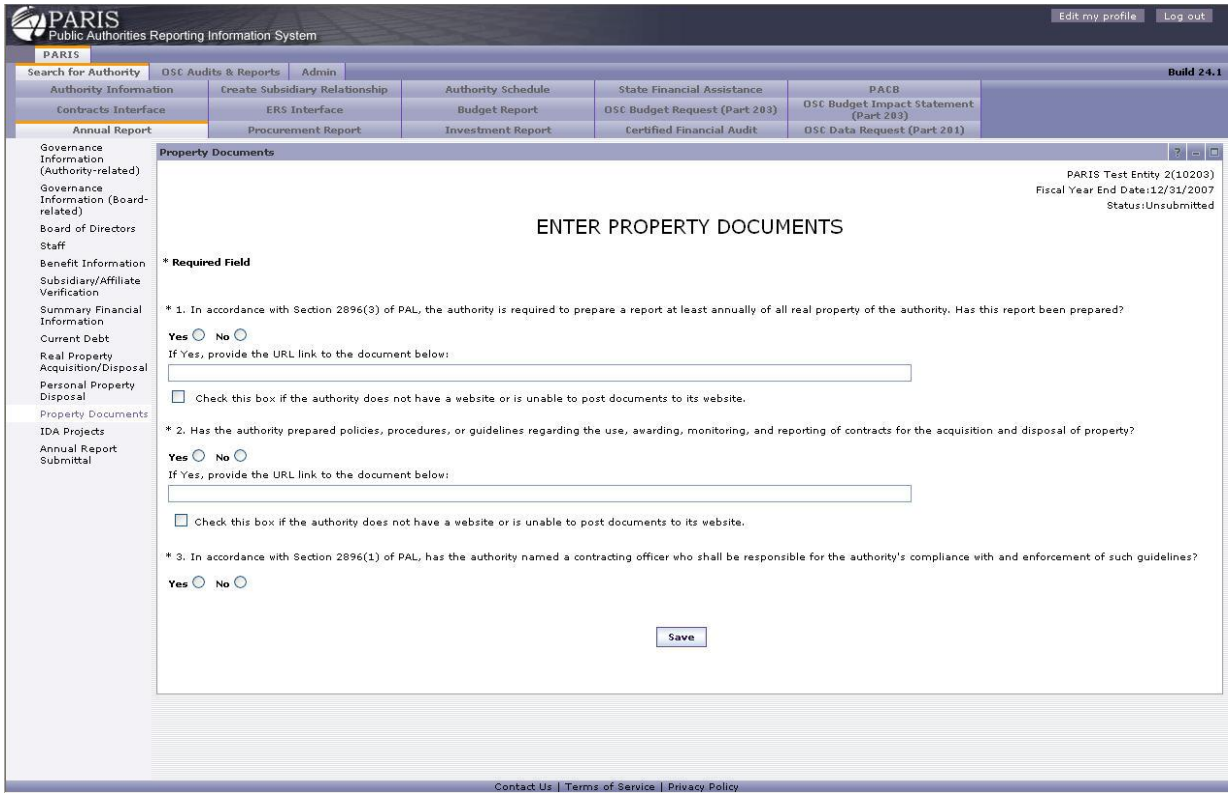
Overview

As part of the Annual Report submittal, authorities are asked to provide links to documents reporting on real property and acquisition and disposal of property, if available. The Property Documents link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Enter Property Documents

Navigation

If there are no property documents entered for this authority, select the "Annual Report" tab and select the Property Documents link on the left side of the page to go to the "Enter Property Documents" page.



1. Enter the property information. Fields with "*" are required.

2. Answer questions by selecting the "Yes" or "No" radio buttons or entering text. Questions with "*" are required.

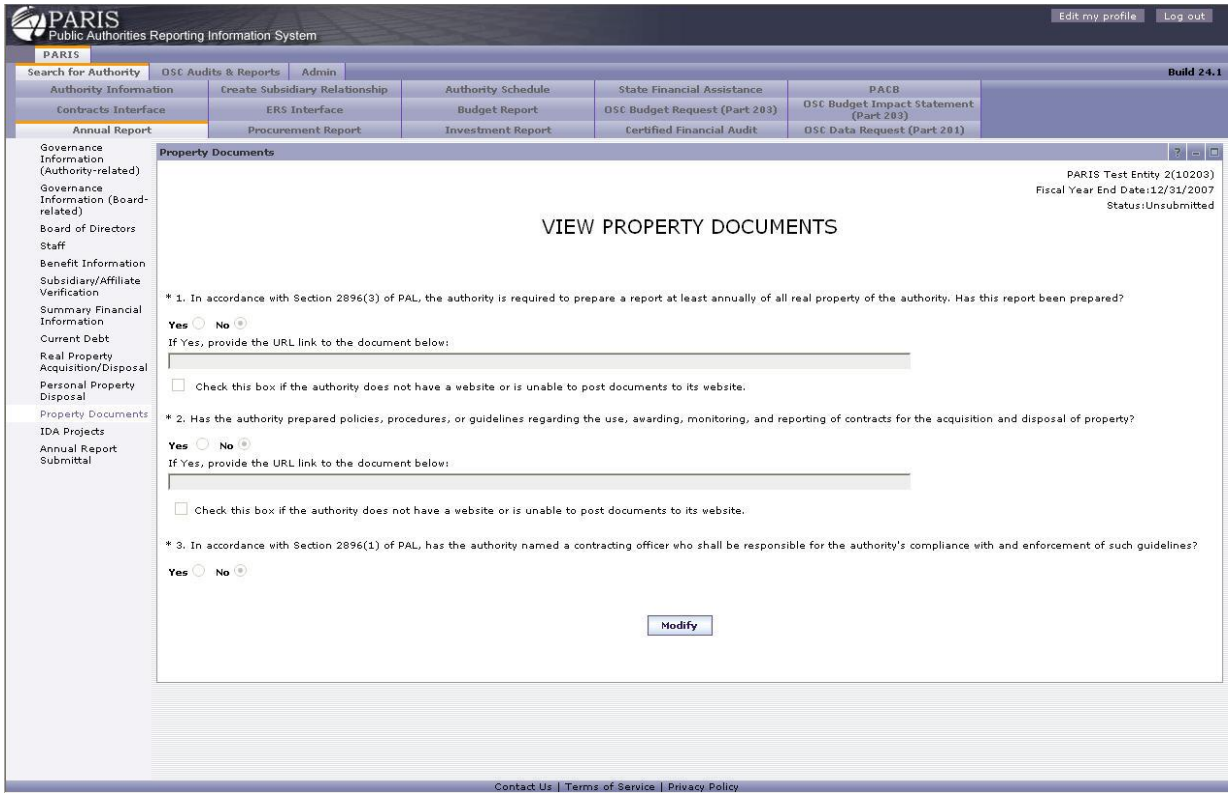
3. If not entering a URL link, check the **"Check this box if the authority does not have a website or is unable to post documents to its website"** check box.

4. Select **[Save]** to save and go to the "View Property Documents" page.

View Property Documents

Navigation

If there is property documents entered for this authority, select the "Annual Report" tab and select the Property Documents link on the left side of the page to go to the "View Property Documents" page.



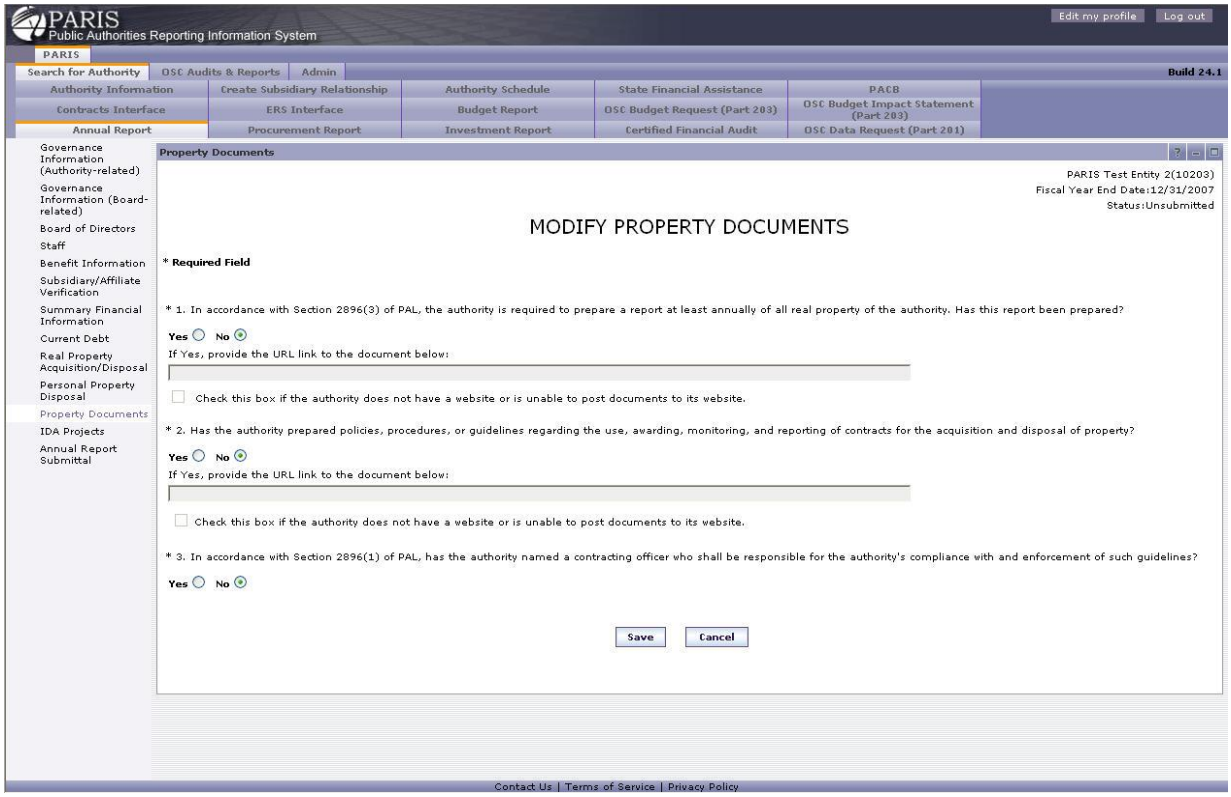
1. Review the property documents information.

2. Select **[Modify]** to go to the "Modify Property Documents" page.

Modify Property Documents

Navigation

Select **[Modify]** on the "View Property Documents" page to go to the "Modify Property Documents" page



1. Review the personal property disposal information.

2. Enter the property information. Fields with "*" are required.

3. Answer questions by selecting the "Yes" or "No" radio buttons or entering text. Questions with "*" are required.

4. If not entering a URL link, check the **"Check this box if the authority does not have a website or is unable to post documents to its website"** check box.

5. Select **[Save]** to save and go to the "View Property Documents" page or **[Cancel]** to discard changes and return to the "View Property Documents" page.

Grant Information

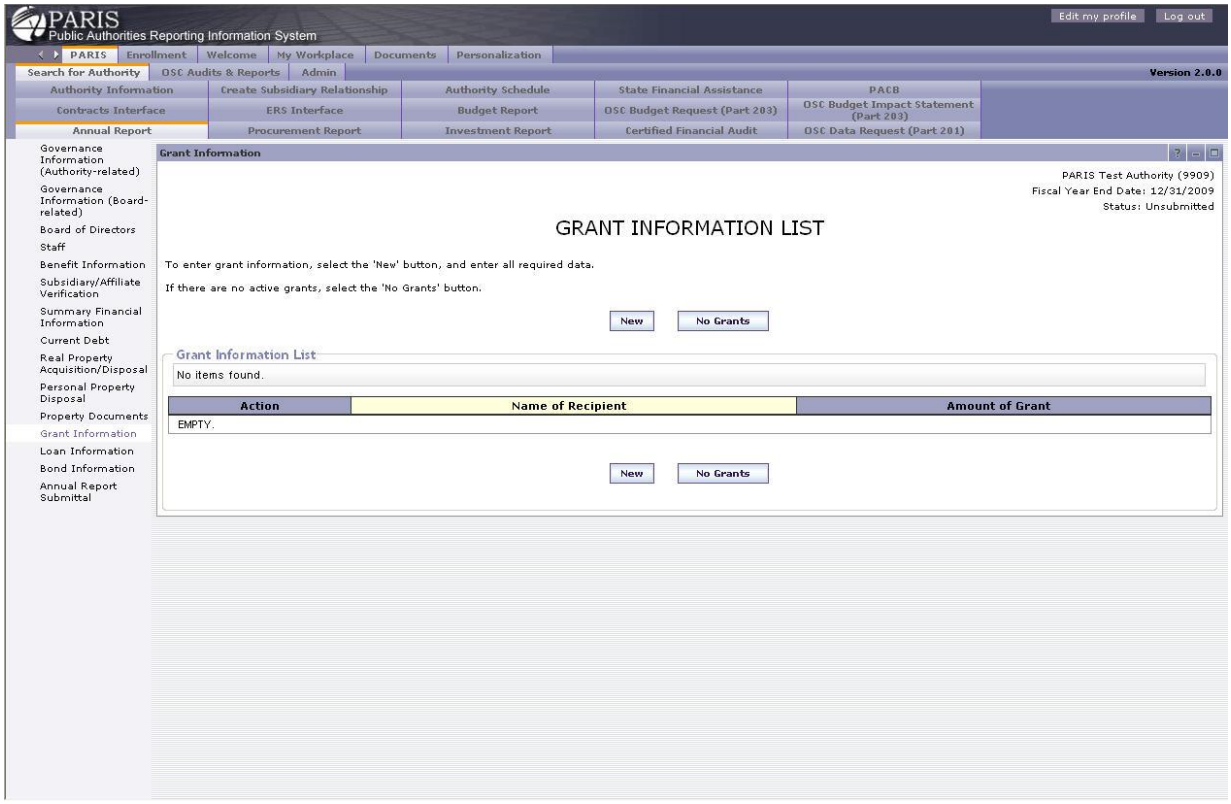
Overview

As part of the Annual Report submittal, LDC's are asked to provide information on their Grant Information for the reporting period. The Grant Information link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal year.

Grant Information List

Navigation

Select the "Annual Report" tab and select the Grant Information link on the left side of the page to go to the "Grant Information List" page.

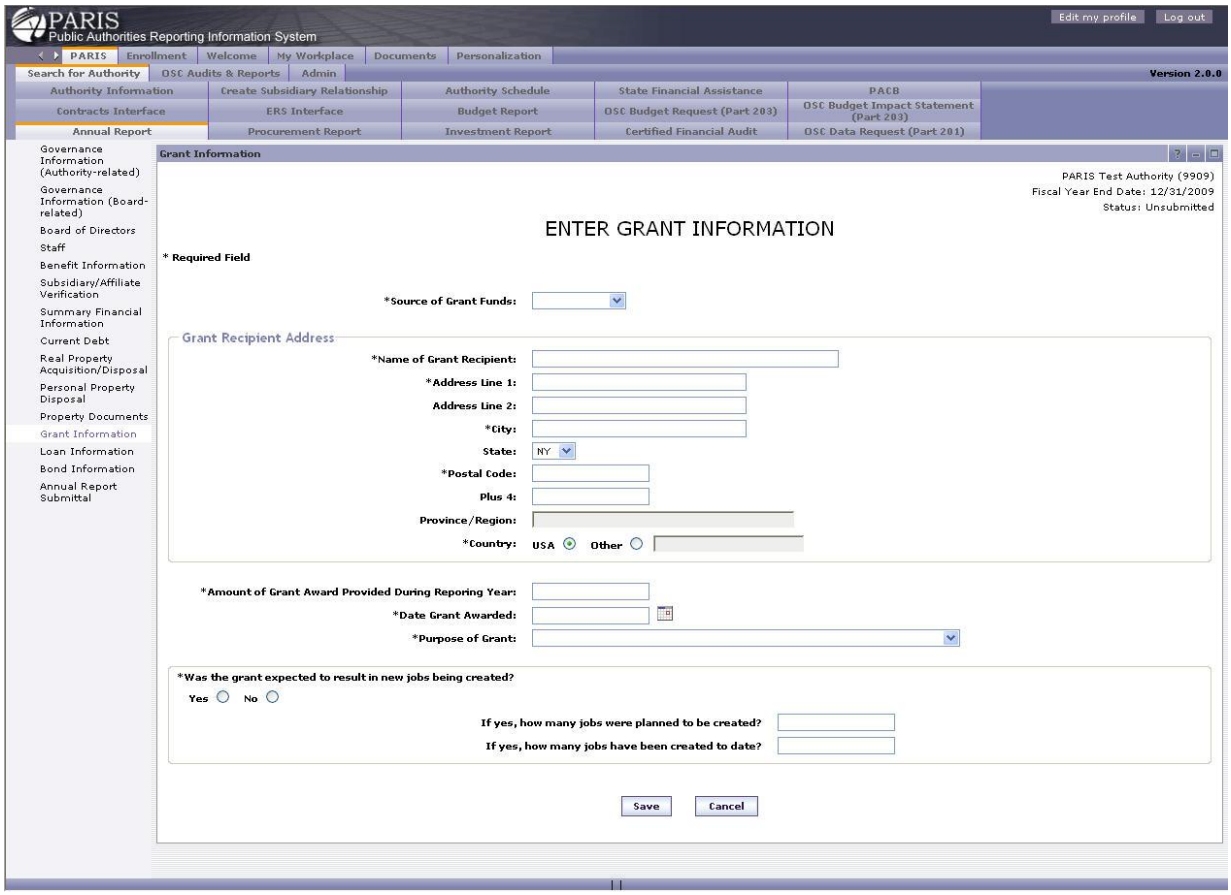


1. Select **[New]** to go to the "Enter Grant Information" page.
2. Select **[No Grants]** to indicate that there are no grants.
3. Select the View link next to a specific Grant to go to the "View Grant Information" page, Modify to go to the "Modify Grant Information" page, or Delete to go to the "Delete Grant Information" page.

Enter Grant Information

Navigation

Select [New] under the Grant Information List to go to the "Enter Grant Information" page.

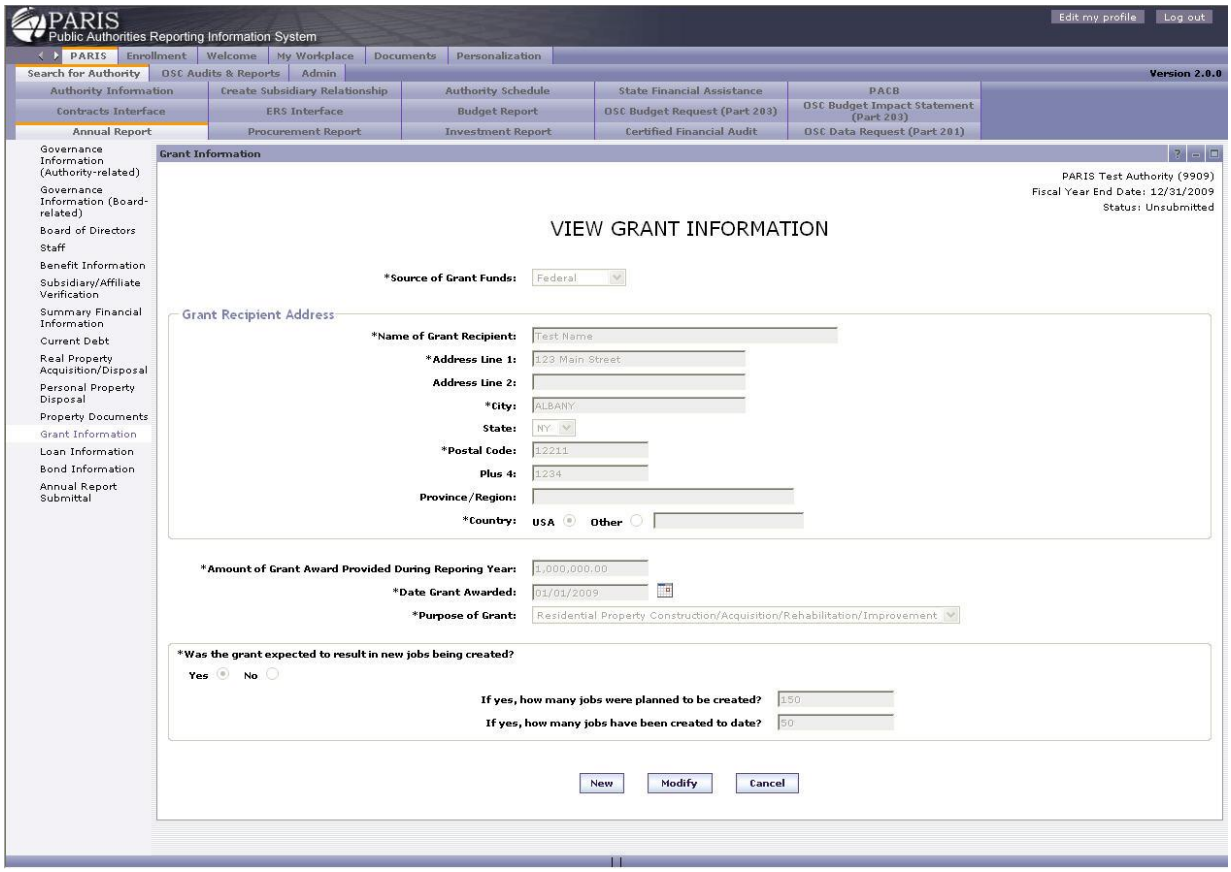


1. Enter the Grant Information. Fields with "*" are required.
2. Select [Save] to save or [Cancel] to discard changes and return to the "Grant Information List" page.

View Grant Information

Navigation

Select View next to a specific record on the "Grant Information List" page to go to the "View Grant Information" page.



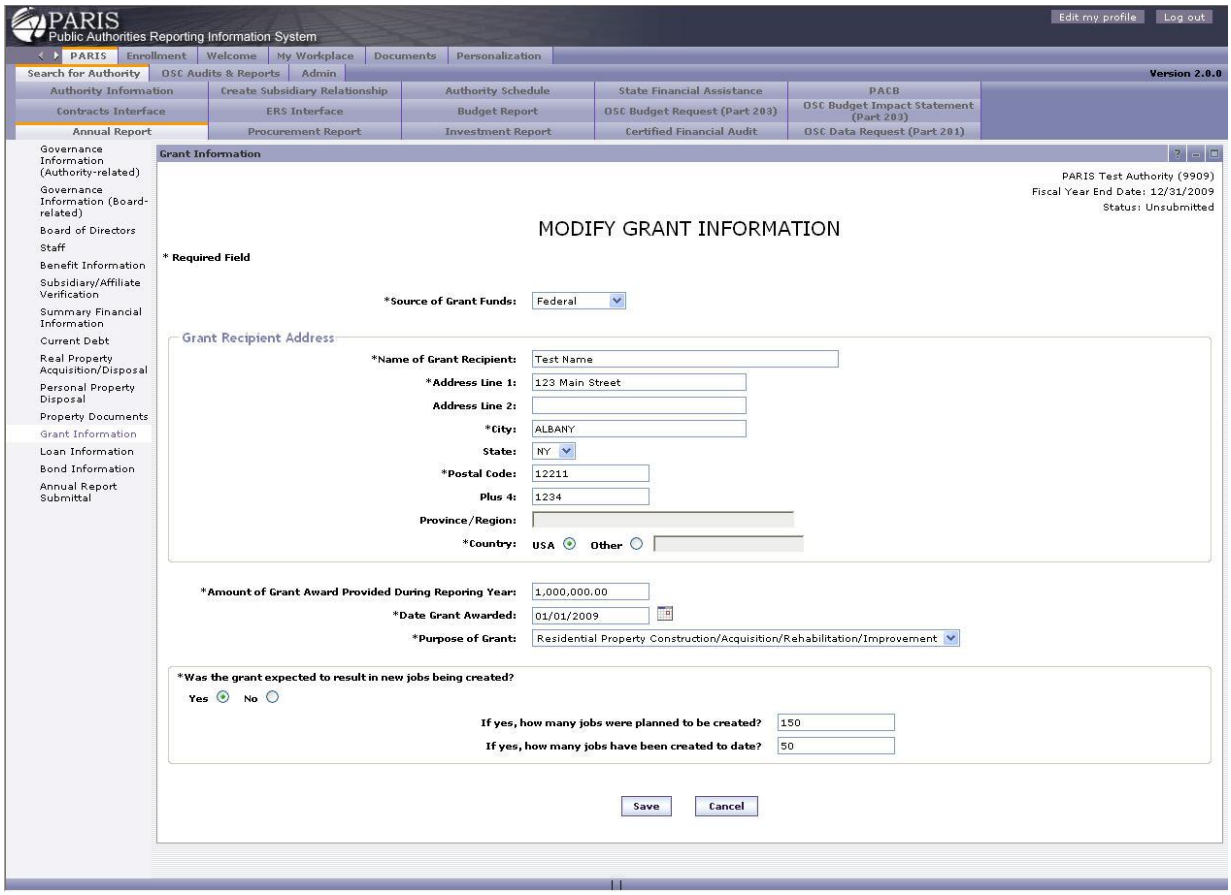
1. Review the grant information.

2. Select [New] to go to the "Enter Grant Information" page, [Modify] to go to the "Modify Grant Information" page, or [Cancel] to return to the "Grant Information List" page.

Modify Grant Information

Navigation

Select Modify next to a specific record on the "Grant Information List" page or **[Modify]** on the "View Grant Information" page to go to the "Modify Grant Information" page.

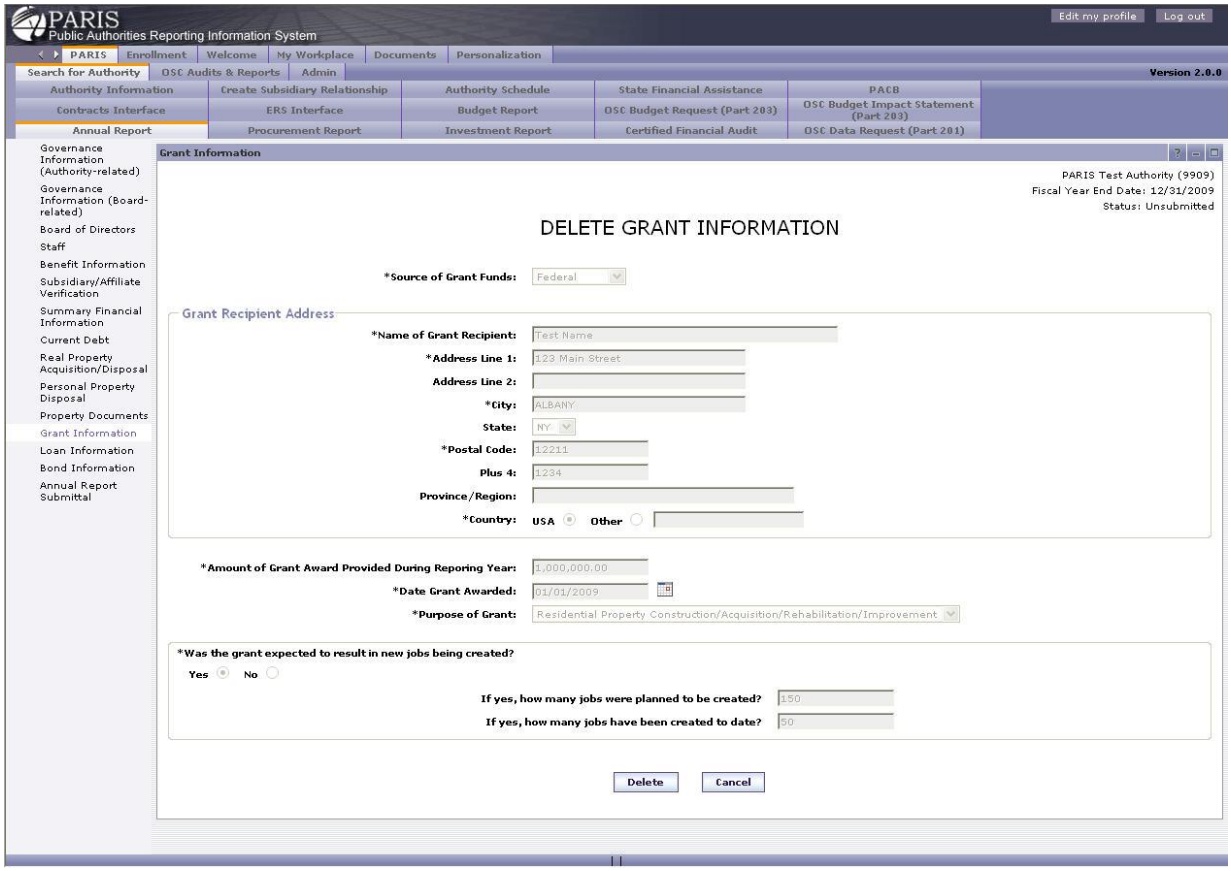


1. Update the grant information. Fields with "*" are required.
2. Select **[Save]** to save the grant information and go to the "Grant Information List" page or **[Cancel]** to discard changes and return to the "Grant Information List" page.

Delete Grant Information

Navigation

Select Delete next to a specific record on the "Grant Information List" page to go to the "Delete Grant Information" page.



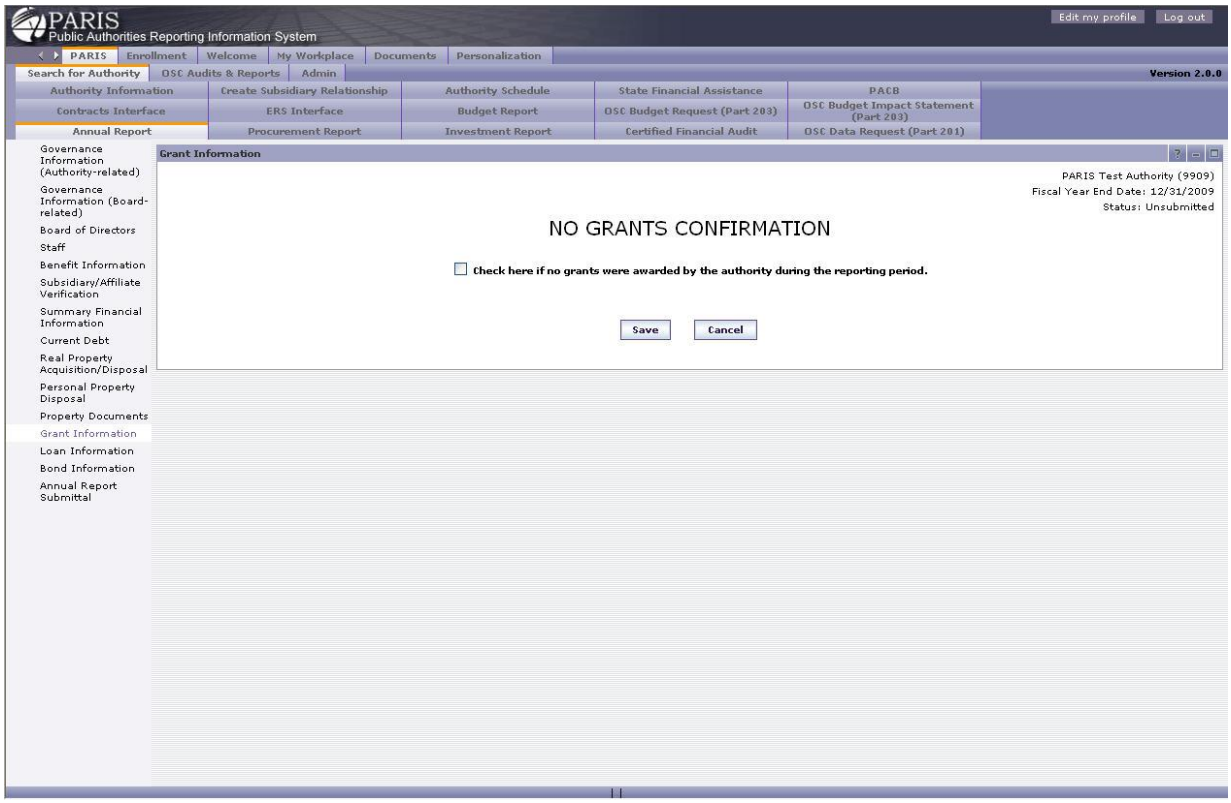
1. Review the grant information.

2. Select [Delete] to delete the record and go to the "Grant Information List" page or [Cancel] to return to the "Grant Information List" page without deleting the record.

No Grants Confirmation

Navigation

Select **[No Grants]** on the "Grants Information List" page to go to the "No Grants Confirmation" page.

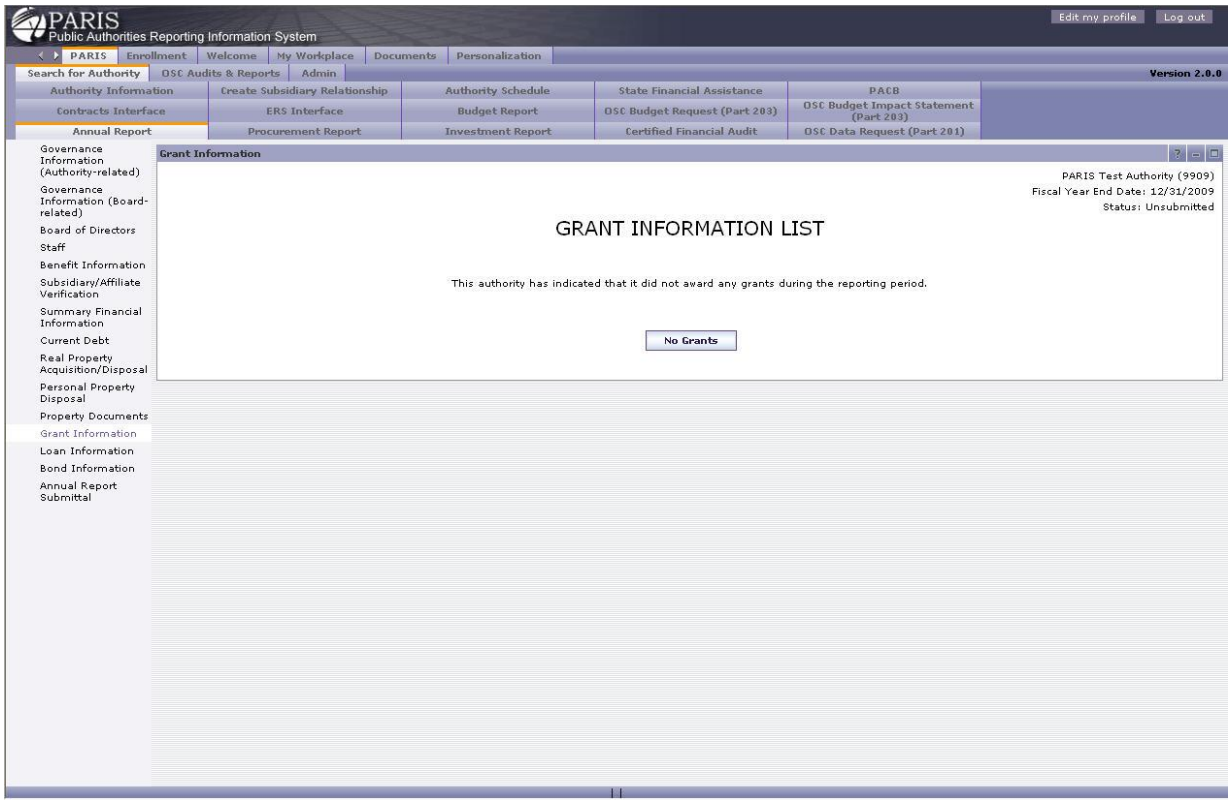


1. Check the "Check here if the authority..." check box.
2. Select [Save] to save and go to the "Grant Information List" page or [Cancel] to return to the "Grant Information List" page.

Grant Information List - No Grants

Navigation

Select the "Annual Report (PAL §2800)" tab. Select a Fiscal Year. Select Grant Information from the list on the left to go to the "Grant Information List" page.



1. Select [No Grants] to go to the "No Grants Confirmation" page .

Loan Information

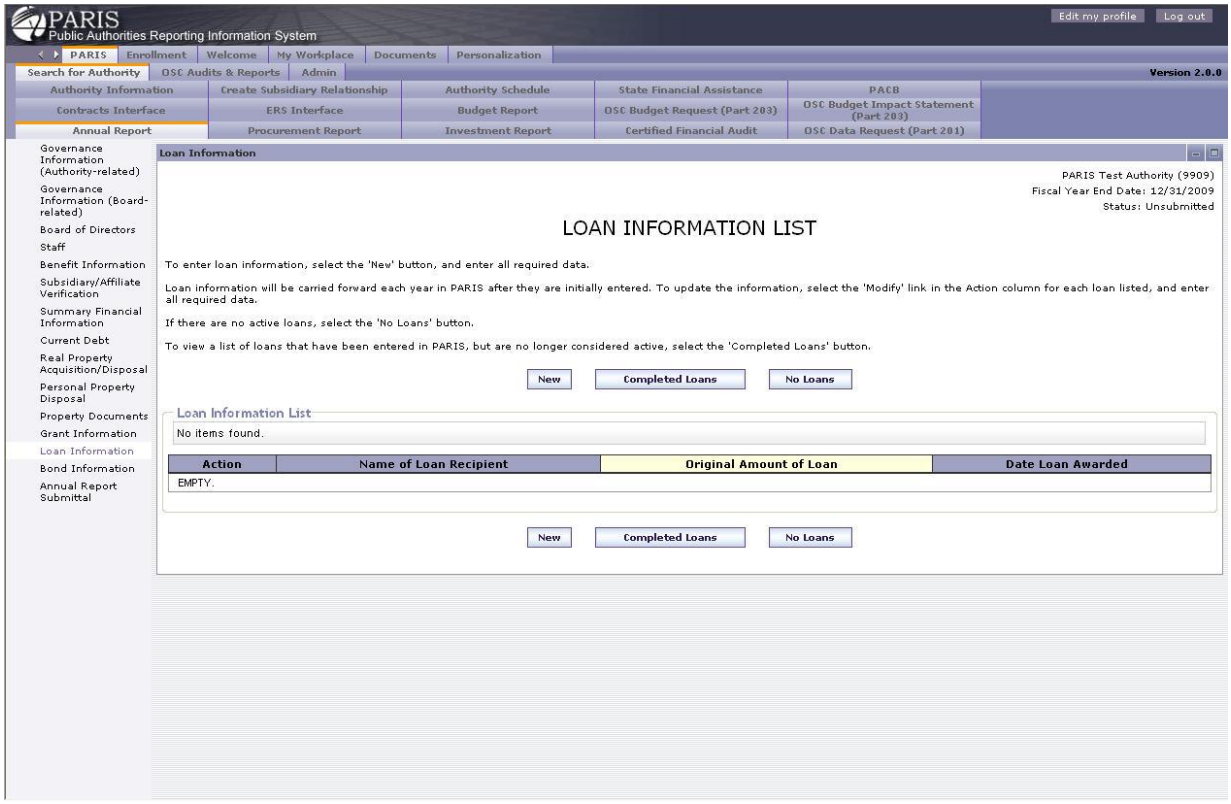
Overview

As part of the Annual Report submittal, LDC's are asked to provide information on their Loan Information for the reporting period. The Loan Information link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal year.

Loan Information List

Navigation

Select the "Annual Report" tab and select the Loan Information link on the left side of the page to go to the "Loan Information List" page.

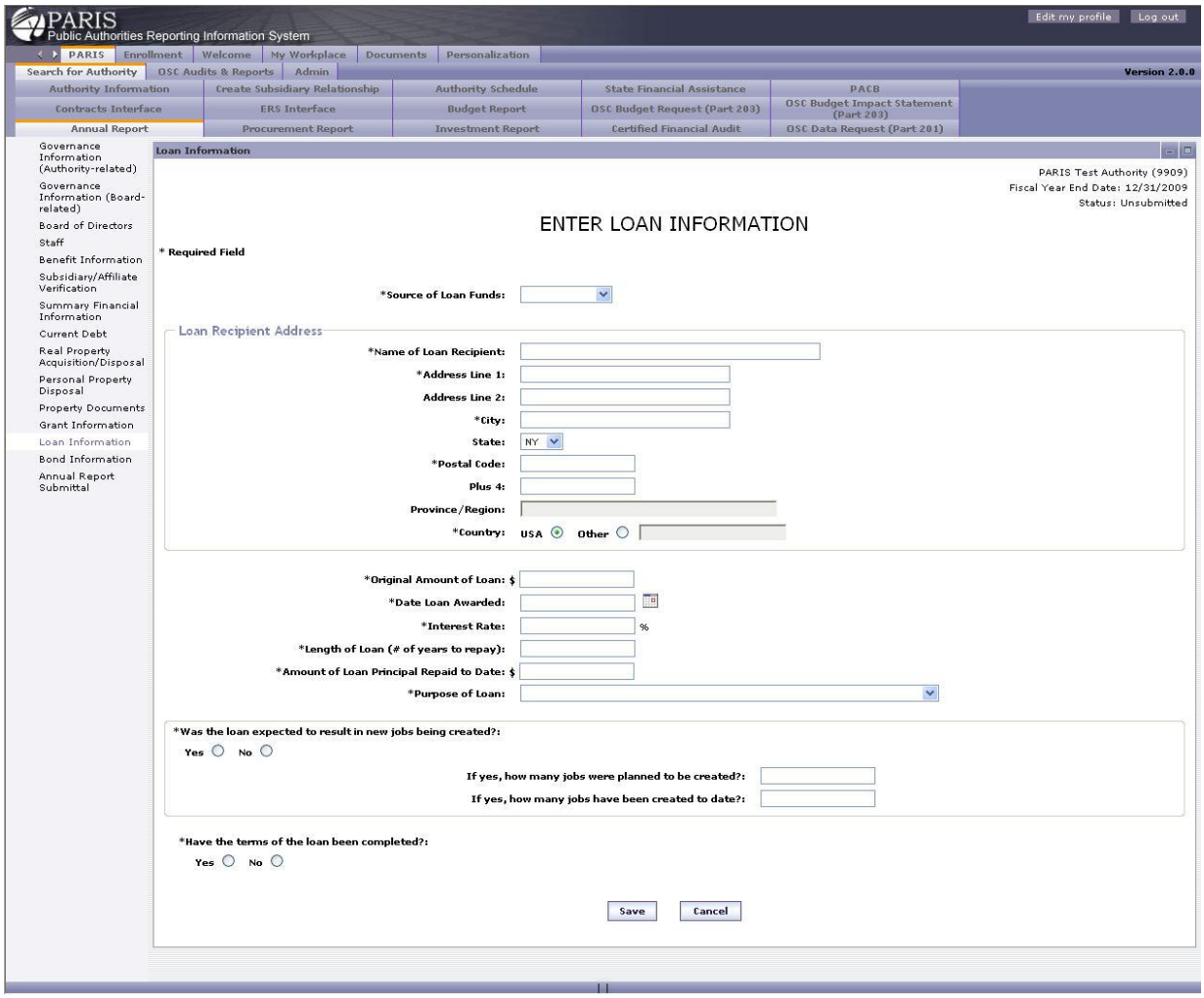


1. Select **[New]** to go to the "Enter Loan Information" page.
2. Select **[No Loans]** to indicate that there are no grants.
3. Select the View link next to a specific Grant to go to the "View Loan Information" page, Modify to go to the "Modify Loan Information" page, or Delete to go to the "Delete Loan Information" page.

Enter Loan Information

Navigation

Select [New] under the Loan Information List to go to the "Enter Loan Information" page.

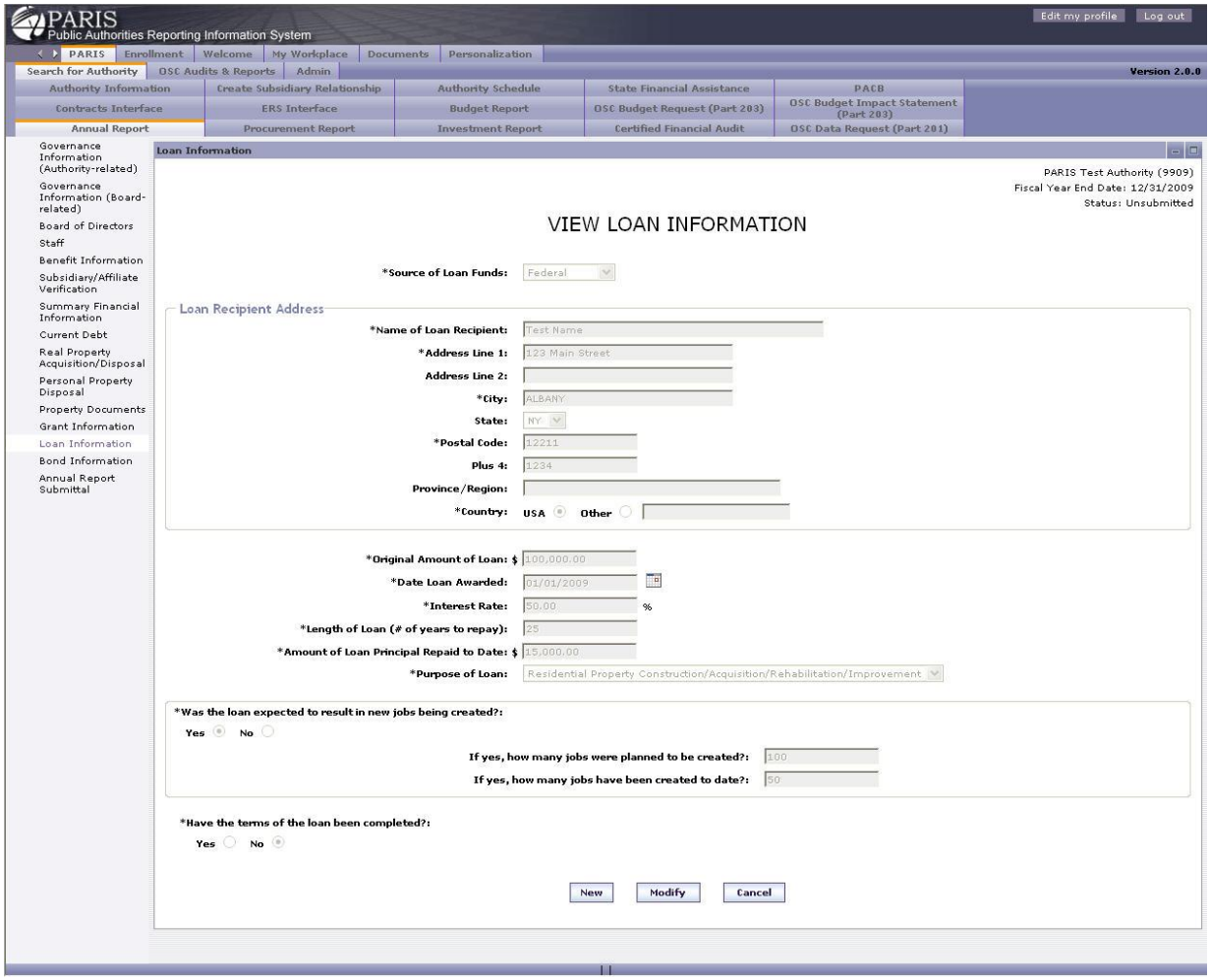


1. Enter the Loan Information. Fields with "*" are required.
2. Select [Save] to save or [Cancel] to discard changes and return to the "Loan Information List" page.

View Loan Information

Navigation

Select View next to a specific record on the "Loan Information List" page to go to the "View Loan Information" page.



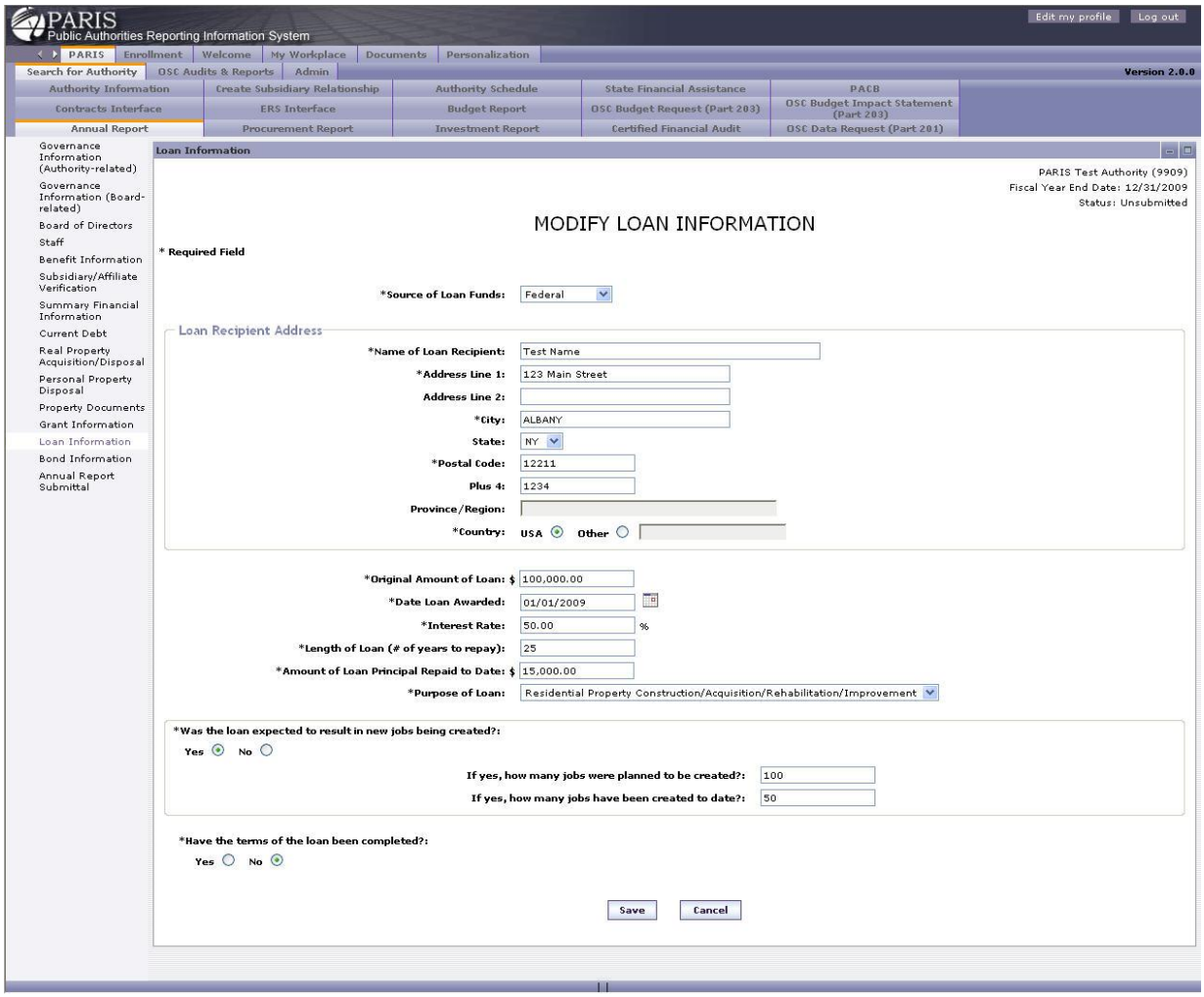
1. Review the loan information.

2. Select [New] to go to the "Enter Loan Information" page, [Modify] to go to the "Modify Loan Information" page, or [Cancel] to return to the "Loan Information List" page.

Modify Loan Information

Navigation

Select Modify next to a specific record on the "Loan Information List" page or **[Modify]** on the "View Loan Information" page to go to the "Modify Loan Information" page.



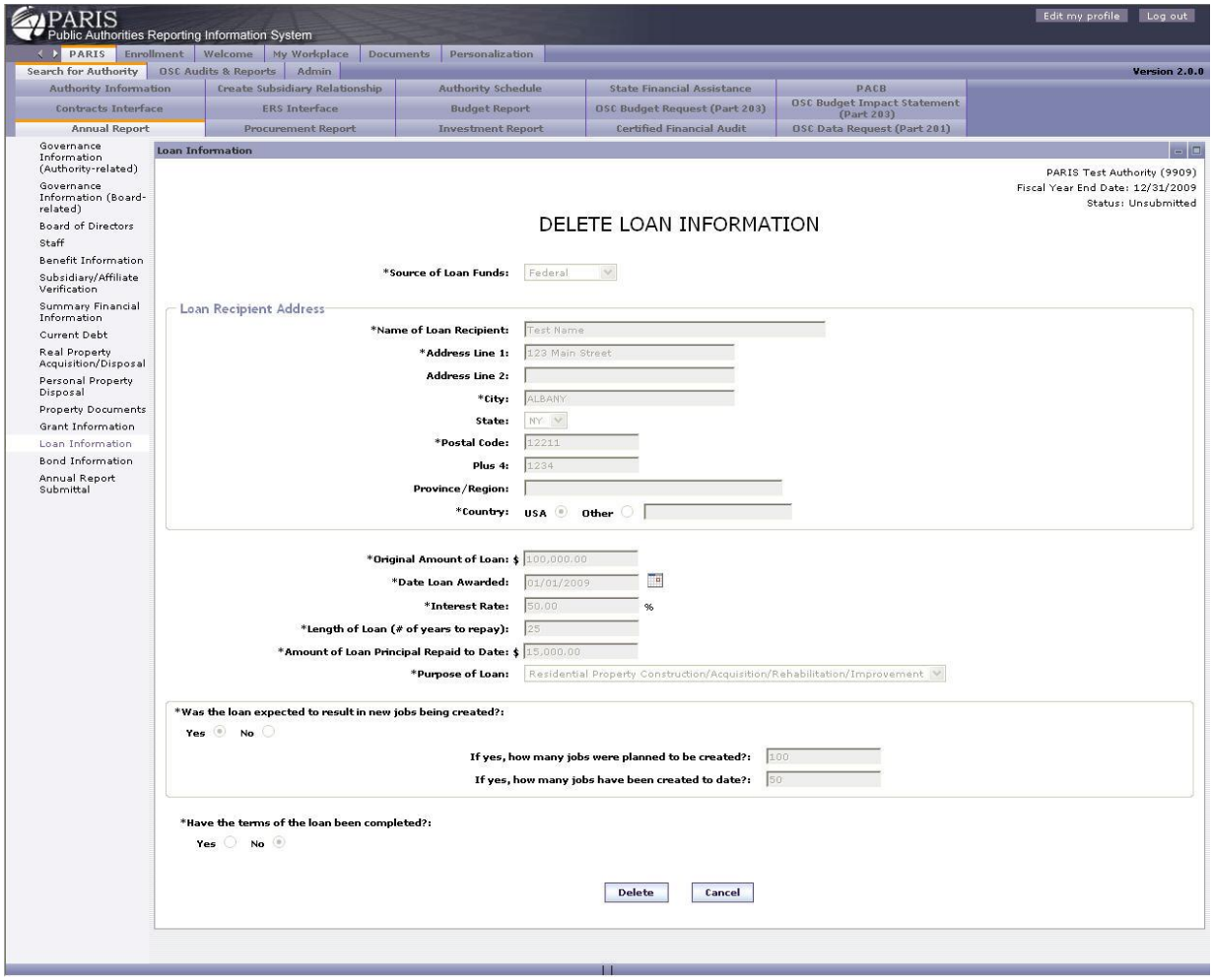
1. Update the Loan information. Fields with "*" are required.

2. Select **[Save]** to save the Loan information and go to the "Loan Information List" page or **[Cancel]** to discard changes and return to the "Loan Information List" page.

Delete Loan Information

Navigation

Select Delete next to a specific record on the "Loan Information List" page to go to the "Delete Loan Information" page.



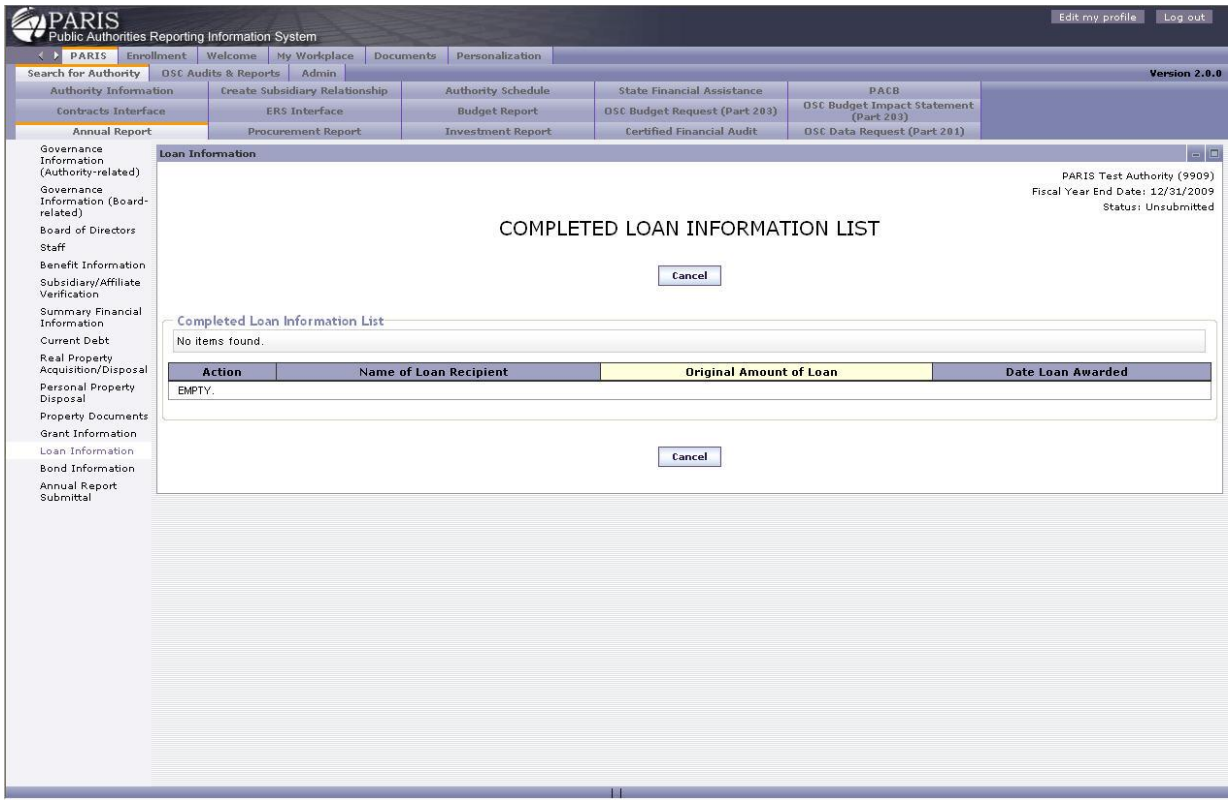
1. Review the loan information.

2. Select [Delete] to delete the record and go to the "Loan Information List" page or [Cancel] to return to the "Loan Information List" page without deleting the record.

Completed Loan Information

Navigation

Select **[Completed Loans]** under the Loan Information List to go to the "Completed Loan Information List" page.

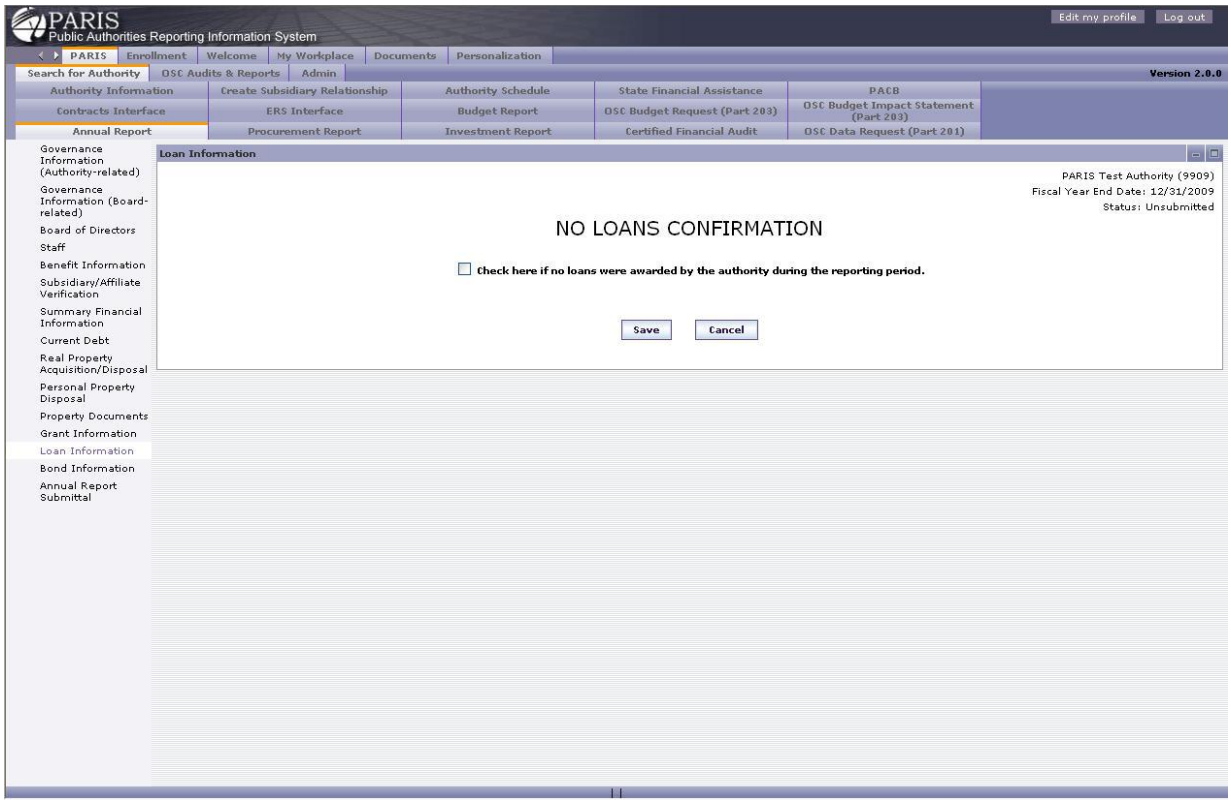


1. Review the Completed Loan Information list.
2. Select the View link next to a loan to view the loan information.
3. Select [**Cancel**] to go to the "Loan Information List" page.

No Loans Confirmation

Navigation

Select **[No Loans]** on the "Loans Information List" page to go to the "No Loans Confirmation" page.

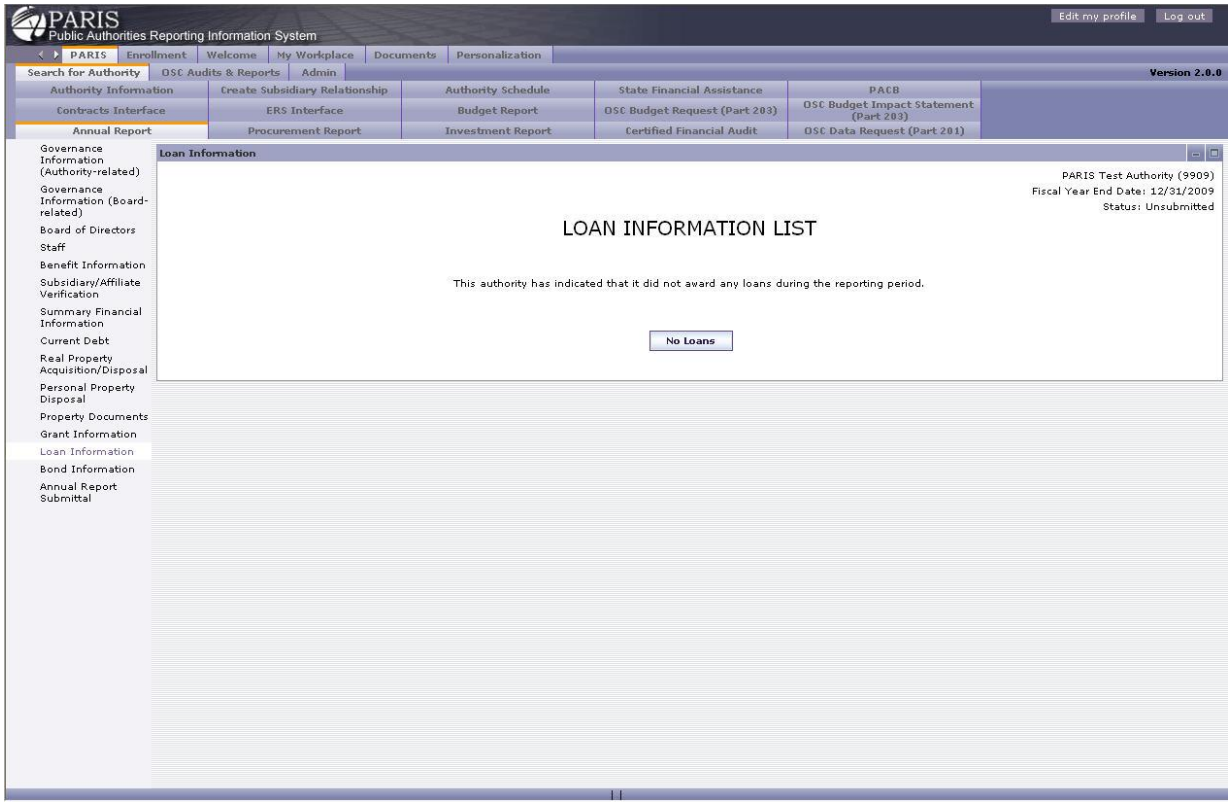


1. Check the "Check here if the authority..." check box.
2. Select **[Save]** to save and go to the "Loan Information List" page or **[Cancel]** to return to the "Loan Information List" page.

Loan Information List - No Loans

Navigation

Select the "Annual Report (PAL §2800)" tab. Select a Fiscal Year. Select Loan Information from the list on the left to go to the "Loan Information List" page.



1. Select [No Loans] to go to the "No Loans Confirmation" page .

Bond Information

Overview

As part of the Annual Report submittal, LDC's are asked to provide information on their Bond Information for the reporting period. The Bond Information link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal year.

Bond Information List

Navigation

Select the "Annual Report" tab and select the Bond Information link on the left side of the page to go to the "Bond Information List" page.

1. Select **[New]** to go to the "Enter Bond Information" page.
2. Select **[No Bonds]** to indicate that there are no grants.
3. Select the View link next to a specific Grant to go to the "View Bond Information" page, Modify to go to the "Modify Bond Information" page, or Delete to go to the "Delete Bond Information" page.

Enter Bond Information

Navigation

Select [New] under the Bond Information List to go to the "Enter Bond Information" page.

1. Enter the Bond Information. Fields with "*" are required.
2. Select [Save] to save or [Cancel] to discard changes and return to the "Bond Information List" page.

View Bond Information

Navigation

Select View next to a specific record on the "Bond Information List" page to go to the "View Bond Information" page.

1. Review the Bond information.
2. Select [New] to go to the "Enter Bond Information" page, [Modify] to go to the "Modify Bond Information" page, or [Cancel] to return to the "Bond Information List" page.

Modify Bond Information

Navigation

Select Modify next to a specific record on the "Bond Information List" page or **[Modify]** on the "View Bond Information" page to go to the "Modify Bond Information" page.

1. Update the Bond information. Fields with "*" are required.
2. Select **[Save]** to save the Bond information and go to the "Bond Information List" page or **[Cancel]** to discard changes and return to the "Bond Information List" page.

Delete Bond Information

Navigation

Select Delete next to a specific record on the "Bond Information List" page to go to the "Delete Bond Information" page.

1. Review the Bond information.
2. Select [Delete] to delete the record and go to the "Bond Information List" page or [Cancel] to return to the "Bond Information List" page without deleting the record.

Completed Bond Information

Navigation

Select **[Completed Bonds]** under the Bond Information List to go to the "Completed Bond Information List" page.

1. Review the Completed Bond Information list.
2. Select the View link next to a Bond to view the Bond information.
3. Select [**Cancel**] to go to the "Bond Information List" page.

No Bonds Confirmation

Navigation

Select **[No Bonds]** on the "Bonds Information List" page to go to the "No Bonds Confirmation" page.

1. Check the "Check here if the authority..." check box.
2. Select **[Save]** to save and go to the "Bond Information List" page or **[Cancel]** to return to the "Bond Information List" page.

Bond Information List - No Bonds

Navigation

Select the "Annual Report (PAL §2800)" tab. Select a Fiscal Year. Select Bond Information from the list on the left to go to the "Bond Information List" page.

1. Select [No Bonds] to go to the "No Bonds Confirmation" page .

IDA Projects

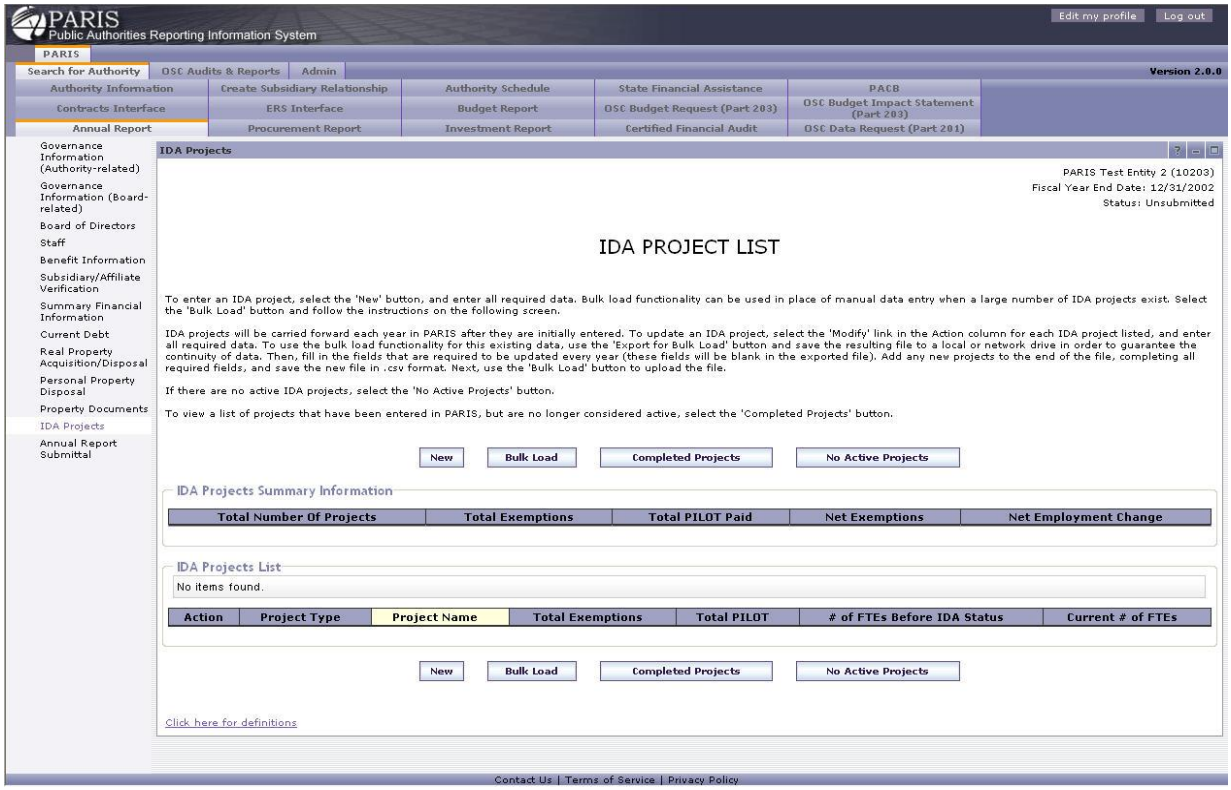
Overview

As part of the Annual Report submittal, IDA's are asked to provide information on their IDA project for the reporting period. The IDA Projects link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal year. IDA project information can also be "bulk loaded" from an Excel spreadsheet based on a template available in PARIS.

IDA Project List

Navigation

Select the "Annual Report" tab and select the IDA Projects link on the left side of the page to go to the "IDA Project List" page.



1. Select **[New]** to go to the "Enter IDA Project" page.

2. Select **[Export for Bulk Load]** to generate the excel export file. (NOTE* This button will appear after a project has been entered.)

3. Select **[Bulk Load]** to go to the "Bulk Load Page".

4. Select **[Completed Projects]** to view only those projects that are completed.

5. Select **[No Active Projects]** to indicate that there are no active IDA projects.

6. Select the View link next to a specific IDA Project to go to the "View IDA Project" page, Modify to go to the "Modify IDA Project" page, or Delete to go to the "Delete IDA Project" page.

Enter IDA Project

Navigation

Select **[New]** under the IDA Projects List to go to the "Enter IDA Project" page.

PARIS
Public Authorities Reporting Information System

Edit my profile | Log out

PARIS

Search for Authority | OSC Audits & Reports | Admin

Version 2.0.0

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Governance Information (Authority-related)
- Governance Information (Board-related)
- Board of Directors
- Staff
- Benefit Information
- Subsidiary/Affiliate Verification
- Summary Financial Information
- Current Debt
- Real Property Acquisition/Disposal
- Personal Property Disposal
- Property Documents
- IDA Projects
- Annual Report Submittal

IDA Projects

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2002
Status: Unsubmitted

ENTER IDA PROJECT

* Required Field

General Project Information

* Project Code:
* Project Type:
* Project Name:
* Is this project part of or related to an existing multi-phase project?: Yes ○ No ○
If Yes: What is the original project code?:
* Project Purpose Category:
* Total Project Amount: $
* Benefited Project Amount: $
Bond/Note Amount: $
Annual Lease Payment: $
Federal Tax Status of Bonds:
Is applicant a Not-For-Profit Corporation?: Yes ○ No ○
* Date Project Approved:
* Did the IDA Take Title or Leasehold Interest in the Property? Yes ○ No ○
Date IDA Took Title to Property:
* Year Financial Assistance is Planned to End:
* Notes:

Location of Project

* Address Line 1:
Address Line 2:
* City:
State: NY
* Postal Code:
Plus 4:
Province/Region:
*Country: USA ◉ Other ○

Applicant Information

* Applicant Name:
* Address Line 1:
Address Line 2:
* City:
State: NY
* Postal Code:
Plus 4:
Province/Region:
*Country: USA ◉ Other ○

Project Tax Exemptions & PILOT Payment Information

* State Sales Tax Exemption: $
* Local Sales Tax Exemption(Sum of City/Town/Village): $
County Real Property Tax Exemption: $
Local Property Tax Exemption: $
School Property Tax Exemption: $
Mortgage Recording Tax Exemption: $
Total Exemptions: $
Total Exemptions Net of RPTL Section 485-b Exemptions: $

PILOT Payment Information

	Actual Payment Made	Payment Due Per Agreement
County PILOT:	$	$
Local PILOT:	$	$
School District PILOT:	$	$
Total PILOTS:	$	$

Net Exemptions: $

Project Employment Information

* # of FTEs before IDA status:
* Original estimate of jobs to be created:
* Average estimated annual salary of jobs to be created: (at current market rates) $
* Annualized Salary Range of Jobs to be Created: $ * To: $
* Original estimate of jobs to be retained:
* Estimated average annual salary of jobs to be retained: (at current market rates) $
* Current # of FTEs:
* # of FTE Construction jobs during the fiscal year:
Net Employment Change:

Project Status

☐ Current year is the last year that Project information needs to be reported.
☐ There is no debt outstanding for this Project.
☐ IDA does not hold title to the property.
☐ The Project receives no tax exemptions.

Save | Cancel

Click here for definitions

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1. Enter the IDA Project information. Fields with "*" are required.

2. Select Click here for Definitions to go to the "IDA Project Definitions" page.

3. Select **[Save]** to save or **[Cancel]** to discard changes and return to the "IDA Project List" page.

View IDA Project

Navigation

Select View next to the project in the IDA Projects List to go to the "View IDA Project" page.

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- Annual Report Submittal

IDA Projects

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2002
Status: Unsubmitted

VIEW IDA PROJECT

General Project Information

Project Code: 532543
Project Type: Lease
Project Name: Test
Is this project part of or related to an existing multi-phase project?: Yes ○ No ◉
If Yes: What is the original project code?:
Project Purpose Category: Civic Facility
Total Project Amount: $ 564,654.00
Benefited Project Amount: $ 654,564.00
Bond/Note Amount: $
Annual Lease Payment: $ 3,465,435.00
Federal Tax Status of Bonds:
Is applicant a Not-For-Profit Corporation?: Yes ◉ No ○
Date Project Approved: 07/07/2008
Did the IDA Take Title or Leasehold Interest in the Property?: Yes ○ No ◉
Date IDA Took Title to Property:
Year Financial Assistance is Planned to End:
Notes: Test

Location of Project

Address Line 1: 123 Main Street
Address Line 2:
City: ALBANY
State: NY
Postal Code: 12211
Plus 4:
Province/Region:
Country: USA ◉ Other ○

Applicant Information

Applicant Name:
Address Line 1:
Address Line 2:
City:
State:
Postal Code:
Plus 4:
Province/Region:
Country: USA ○ Other ○

Project Tax Exemptions & PILOT Payment Information

State Sales Tax Exemption: $ 564.00
Local Sales Tax Exemption(Sum of City/Town/Village): $ 5,645.00
County Real Property Tax Exemption: $ 645.00
Local Property Tax Exemption: $ 456.00
School Property Tax Exemption: $ 4.00
Mortgage Recording Tax Exemption: $ 6,465.00
Total Exemptions: $ 13,779.00
Total Exemptions Net of RPTL Section 485-b Exemptions: $ 464.00

PILOT Payment Information

	Actual Payment Made	Payment Due Per Agreement
County PILOT:	$ 64.00	$
Local PILOT:	$ 65.00	$
School District PILOT:	$ 4,564.00	$
Total PILOTS:	$ 4,693.00	$ 0.00

Net Exemptions: $ 9,086.00

Project Employment Information

of FTEs before IDA status: 100.00
Original estimate of jobs to be created: 100.00
Average estimated annual salary of jobs to be created (at current market rates): $ 100.00
Annualized Salary Range of Jobs to be Created: $ To: $
Original estimate of jobs to be retained: 100.00
Estimated average annual salary of jobs to be retained (at current market rates): $ 100.00
Current # of FTEs: 100.00
# of FTE Construction jobs during the fiscal year: 100.00
Net Employment Change: 0.00

Project Status

☐ Current year is the last year that Project information needs to be reported.
☐ There is no debt outstanding for this Project.
☐ IDA does not hold title to the property.
☐ The Project receives no tax exemptions.

New | Modify | Cancel

Click here for definitions

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1. Review the IDA Project-related information.
2. Select **[New]** to go to the "Enter IDA Project" page, **[Modify**] to go to the “Modify IDA Project” page, **[Cancel]** to return to the "IDA Project List" page.

Modify IDA Project - Current Year

Navigation

Select Modify next to the project in the IDA Project List or **[Modify]** from the "View IDA Project" page to go to the “Modify IDA Project” page.

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IDA Projects

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2002
Status: Unsubmitted

MODIFY IDA PROJECT

* Required Field

General Project Information

* Project Code: 532543
* Project Type: Lease
* Project Name: Test
* Is this project part of or related to an existing multi-phase project?: Yes ○ No ◉
If Yes: What is the original project code?:
* Project Purpose Category: Civic Facility
* Total Project Amount: $ 564,654.00
* Benefited Project Amount: $ 654,564.00
Bond/Note Amount: $
Annual Lease Payment: $ 3,465,435.00
Federal Tax Status of Bonds:
Is applicant a Not-For-Profit Corporation?: Yes ◉ No ○
* Date Project Approved: 07/07/2008
* Did the IDA Take Title or Leasehold Interest in the Property? Yes ○ No ◉
Date IDA Took Title to Property:
* Year Financial Assistance is Planned to End:
* Notes: Test

Location of Project

* Address Line 1: 123 Main Street
Address Line 2:
* City: ALBANY
State: NY
* Postal Code: 12211
Plus 4:
Province/Region:
*Country: USA ◉ Other ○

Applicant Information

* Applicant Name:
* Address Line 1:
Address Line 2:
* City:
State: NY
* Postal Code:
Plus 4:
Province/Region:
*Country: USA ◉ Other ○

Project Tax Exemptions & PILOT Payment Information

* State Sales Tax Exemption: $ 564.00
* Local Sales Tax Exemption(Sum of City/Town/Village): $ 5,645.00
County Real Property Tax Exemption: $ 645.00
Local Property Tax Exemption: $ 456.00
School Property Tax Exemption: $ 4.00
Mortgage Recording Tax Exemption: $ 6,465.00
Total Exemptions: $ 13,779.00
Total Exemptions Net of RPTL Section 485-b Exemptions: $ 464.00

PILOT Payment Information

	Actual Payment Made	Payment Due Per Agreement
County PILOT:	$ 64.00	$
Local PILOT:	$ 65.00	$
School District PILOT:	$ 4,564.00	$
Total PILOTS:	$ 4,693.00	$ 0.00

Net Exemptions: $ 9,086.00

Project Employment Information

* # of FTEs before IDA status: 100.00
* Original estimate of jobs to be created: 100.00
* Average estimated annual salary of jobs to be created: (at current market rates) $ 100.00
* Annualized Salary Range of Jobs to be Created: $ * To: $
* Original estimate of jobs to be retained: 100.00
* Estimated average annual salary of jobs to be retained: (at current market rates) $ 100.00
* Current # of FTEs: 100.00
* # of FTE Construction jobs during the fiscal year: 100.00
Net Employment Change: 0.00

Project Status

☐ Current year is the last year that Project information needs to be reported.
☐ There is no debt outstanding for this Project.
☐ IDA does not hold title to the property.
☐ The Project receives no tax exemptions.

Save | Cancel

Click here for definitions

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1. Review the IDA Project-related information and make your modifications.

2. Select **[Save]** to save your changes or **[Cancel]** to discard any changes and return to the "IDA Projects List" page..

3. Click on the Click here for definitions link for field definitions.

Modify IDA Project - Previous Year(s)

Navigation

Select Modify next to the project in the IDA Project List or **[Modify]** from the "View IDA Project" page to go to the “Modify IDA Project” page.

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- Annual Report Submittal

IDA Projects

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2002
Status: Unsubmitted

MODIFY IDA PROJECT

* Required Field

General Project Information

* Project Code: 532543
* Project Type: Lease
* Project Name: Test
* Is this project part of or related to an existing multi-phase project?: Yes ○ No ◉
If Yes: What is the original project code?:
* Project Purpose Category: Civic Facility
* Total Project Amount: $ 564,654.00
* Benefited Project Amount: $ 654,564.00
Bond/Note Amount: $
Annual Lease Payment: $ 3,465,435.00
Federal Tax Status of Bonds:
Is applicant a Not-For-Profit Corporation?: Yes ◉ No ○
* Date Project Approved: 07/07/2008
* Did the IDA Take Title or Leasehold Interest in the Property? Yes ○ No ◉
Date IDA Took Title to Property:
* Year Financial Assistance is Planned to End:
* Notes: Test

Location of Project

* Address Line 1: 123 Main Street
Address Line 2:
* City: ALBANY
State: NY
* Postal Code: 12211
Plus 4:
Province/Region:
*Country: USA ◉ Other ○

Applicant Information

* Applicant Name:
* Address Line 1:
Address Line 2:
* City:
State: NY
* Postal Code:
Plus 4:
Province/Region:
*Country: USA ◉ Other ○

Project Tax Exemptions & PILOT Payment Information

* State Sales Tax Exemption: $ 564.00
* Local Sales Tax Exemption(Sum of City/Town/Village): $ 5,645.00
County Real Property Tax Exemption: $ 645.00
Local Property Tax Exemption: $ 456.00
School Property Tax Exemption: $ 4.00
Mortgage Recording Tax Exemption: $ 6,465.00
Total Exemptions: $ 13,779.00
Total Exemptions Net of RPTL Section 485-b Exemptions: $ 464.00

PILOT Payment Information

	Actual Payment Made	Payment Due Per Agreement
County PILOT:	$ 64.00	$
Local PILOT:	$ 65.00	$
School District PILOT:	$ 4,564.00	$
Total PILOTS:	$ 4,693.00	$ 0.00

Net Exemptions: $ 9,086.00

Project Employment Information

* # of FTEs before IDA status: 100.00
* Original estimate of jobs to be created: 100.00
* Average estimated annual salary of jobs to be created: (at current market rates) $ 100.00
* Annualized Salary Range of Jobs to be Created: $ * To: $
* Original estimate of jobs to be retained: 100.00
* Estimated average annual salary of jobs to be retained: (at current market rates) $ 100.00
* Current # of FTEs: 100.00
* # of FTE Construction jobs during the fiscal year: 100.00
Net Employment Change: 0.00

Project Status

☐ Current year is the last year that Project information needs to be reported.
☐ There is no debt outstanding for this Project.
☐ IDA does not hold title to the property.
☐ The Project receives no tax exemptions.

Save | Cancel

Click here for definitions

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1. Review the IDA Project-related information and make your modifications.

2. Select **[Save]** to save your changes or **[Cancel]** to discard any changes and return to the "IDA Project List" page.

3. Click on the Click here for definitions link for field definitions.

Delete IDA Project

Navigation

Select Delete next to the project in the IDA Project List to go to the “Delete IDA Project” page.

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- Property Documents
- IDA Projects
- Annual Report Submittal

IDA Projects

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2002
Status: Unsubmitted

DELETE IDA PROJECT

General Project Information

Project Code: 532543
Project Type: Lease
Project Name: Test
Is this project part of or related to an existing multi-phase project?: Yes ○ No ◉
If Yes: What is the original project code?:
Project Purpose Category: Civic Facility
Total Project Amount: $ 564,654.00
Benefited Project Amount: $ 654,564.00
Bond/Note Amount: $
Annual Lease Payment: $ 2,465,435.00
Federal Tax Status of Bonds:
Is applicant a Not-For-Profit Corporation?: Yes ◉ No ○
Date Project Approved: 07/07/2008
Did the IDA Take Title or Leasehold Interest in the Property?: Yes ○ No ◉
Date IDA Took Title to Property:
Year Financial Assistance is Planned to End:
Notes: Test

Location of Project

Address Line 1: 123 Main Street
Address Line 2:
City: ALBANY
State: NY
Postal Code: 12211
Plus 4:
Province/Region:
Country: USA ◉ Other ○

Applicant Information

Applicant Name:
Address Line 1:
Address Line 2:
City:
State:
Postal Code:
Plus 4:
Province/Region:
Country: USA ○ Other ○

Project Tax Exemptions & PILOT Payment Information

State Sales Tax Exemption: $ 564.00
Local Sales Tax Exemption(Sum of City/Town/Village): $ 5,645.00
County Real Property Tax Exemption: $ 645.00
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School Property Tax Exemption: $ 4.00
Mortgage Recording Tax Exemption: $ 6,465.00
Total Exemptions: $ 13,779.00
Total Exemptions Net of RPTL Section 485-b Exemptions: $ 464.00

PILOT Payment Information

	Actual Payment Made	Payment Due Per Agreement
County PILOT:	$ 64.00	$
Local PILOT:	$ 65.00	$
School District PILOT:	$ 4,564.00	$
Total PILOTS:	$ 4,693.00	$ 0.00

Net Exemptions: $ 9,086.00

Project Employment Information

of FTEs before IDA status: 100.00
Original estimate of jobs to be created: 100.00
Average estimated annual salary of jobs to be created: (at current market rates) $ 100.00
Annualized Salary Range of Jobs to be Created: $ To: $
Original estimate of jobs to be retained: 100.00
Estimated average annual salary of jobs to be retained: (at current market rates) $ 100.00
Current # of FTEs: 100.00
# of FTE Construction jobs during the fiscal year: 100.00
Net Employment Change: 0.00

Project Status

☐ Current year is the last year that Project information needs to be reported.
☐ There is no debt outstanding for this Project.
☐ IDA does not hold title to the property.
☐ The Project receives no tax exemptions.

Delete | Cancel

Click here for definitions

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1. Review the IDA Project-related information to confirm that you have the correct record.

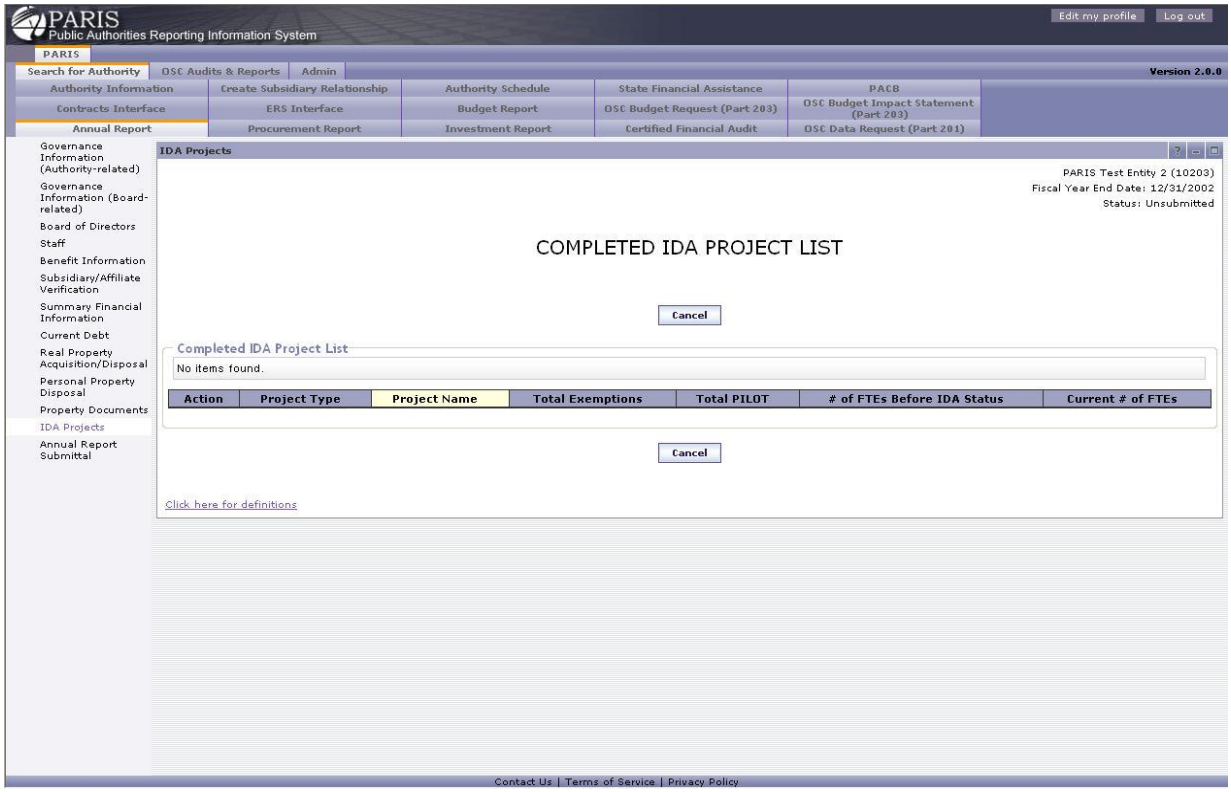
2. Select **[Delete]** to delete the record or **[Cancel]** to return to the IDA Project List page.

3. Click on the Click here for definitions link for field definitions.

Completed IDA Project List

Navigation

Select **[Completed Projects]** under the IDA Projects List to go to the "Completed IDA Project List" page.



1. Review the Completed IDA Project list.
2. Select the View link next to a project to view the project information.
3. Select **[Cancel]** to go to the "IDA Project List" page.

View Completed IDA Project

Navigation

Select View next to the project in the Completed IDA Project List to go to the "View Completed IDA Project" page.

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- Annual Report Submittal

IDA Projects

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2002
Status: Unsubmitted

VIEW IDA PROJECT

General Project Information

Project Code: 532543
Project Type: Lease
Project Name: Test
Is this project part of or related to an existing multi-phase project?: Yes ○ No ◉
If Yes: What is the original project code?:
Project Purpose Category: Civic Facility
Total Project Amount: $ 564,654.00
Benefited Project Amount: $ 654,564.00
Bond/Note Amount: $
Annual Lease Payment: $ 3,465,435.00
Federal Tax Status of Bonds:
Is applicant a Not-For-Profit Corporation?: Yes ◉ No ○
Date Project Approved: 07/07/2008
Did the IDA Take Title or Leasehold Interest in the Property?: Yes ○ No ◉
Date IDA Took Title to Property:
Year Financial Assistance is Planned to End:
Notes: Test

Location of Project

Address Line 1: 123 Main Street
Address Line 2:
City: ALBANY
State: NY
Postal Code: 12211
Plus 4:
Province/Region:
Country: USA ◉ Other ○

Applicant Information

Applicant Name:
Address Line 1:
Address Line 2:
City:
State:
Postal Code:
Plus 4:
Province/Region:
Country: USA ○ Other ○

Project Tax Exemptions & PILOT Payment Information

State Sales Tax Exemption: $ 564.00
Local Sales Tax Exemption(Sum of City/Town/Village): $ 5,645.00
County Real Property Tax Exemption: $ 645.00
Local Property Tax Exemption: $ 456.00
School Property Tax Exemption: $ 4.00
Mortgage Recording Tax Exemption: $ 6,465.00
Total Exemptions: $ 13,779.00
Total Exemptions Net of RPTL Section 485-b Exemptions: $ 464.00

PILOT Payment Information

	Actual Payment Made	Payment Due Per Agreement
County PILOT:	$ 64.00	$
Local PILOT:	$ 65.00	$
School District PILOT:	$ 4,564.00	$
Total PILOTS:	$ 4,693.00	$ 0.00

Net Exemptions: $ 9,086.00

Project Employment Information

of FTEs before IDA status: 100.00
Original estimate of jobs to be created: 100.00
Average estimated annual salary of jobs to be created (at current market rates): $ 100.00
Annualized Salary Range of Jobs to be Created: $ To: $
Original estimate of jobs to be retained: 100.00
Estimated average annual salary of jobs to be retained (at current market rates): $ 100.00
Current # of FTEs: 100.00
# of FTE Construction jobs during the fiscal year: 100.00
Net Employment Change: 0.00

Project Status

☐ Current year is the last year that Project information needs to be reported.
☐ There is no debt outstanding for this Project.
☐ IDA does not hold title to the property.
☐ The Project receives no tax exemptions.

Cancel

Click here for definitions

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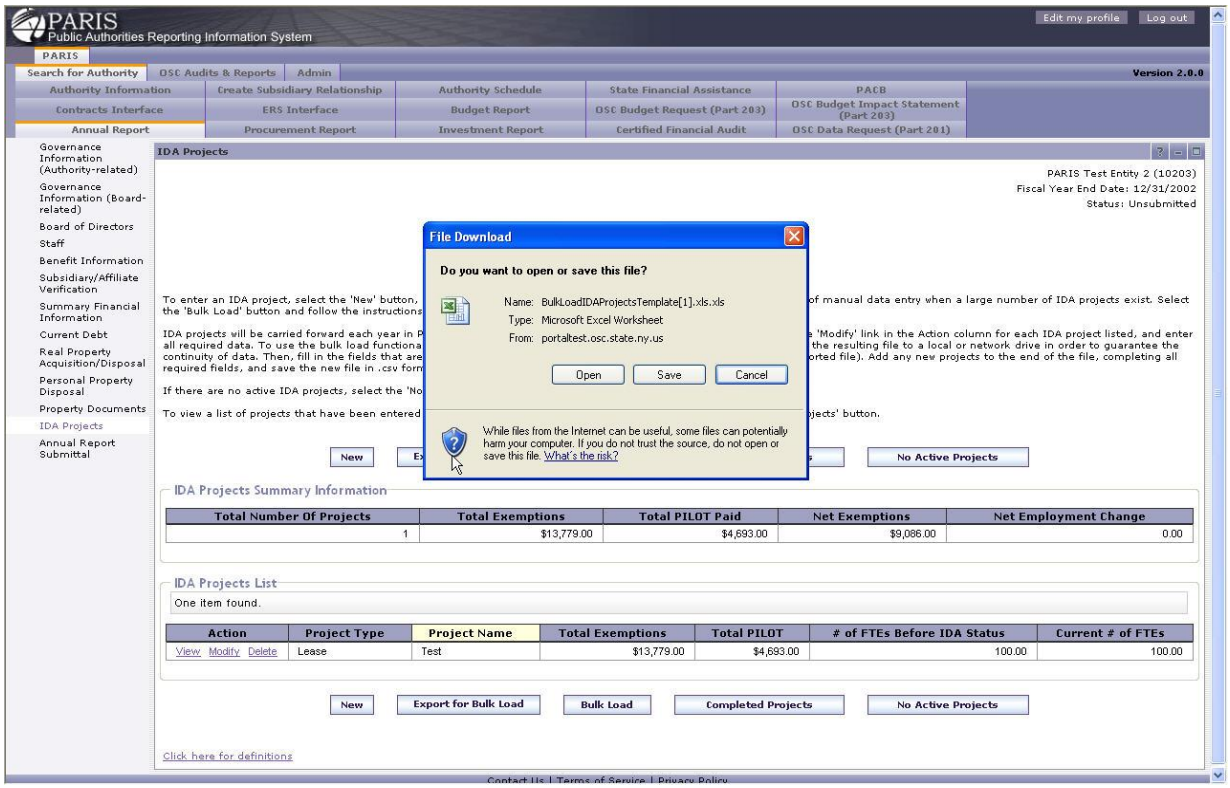
1. Review the IDA Project-related information.

2. Select **[Cancel]** to return to the "Completed Project List" page.

Export IDA Projects

Navigation

Select **[Export for Bulk Load]** under the IDA Projects List to generate the export file.

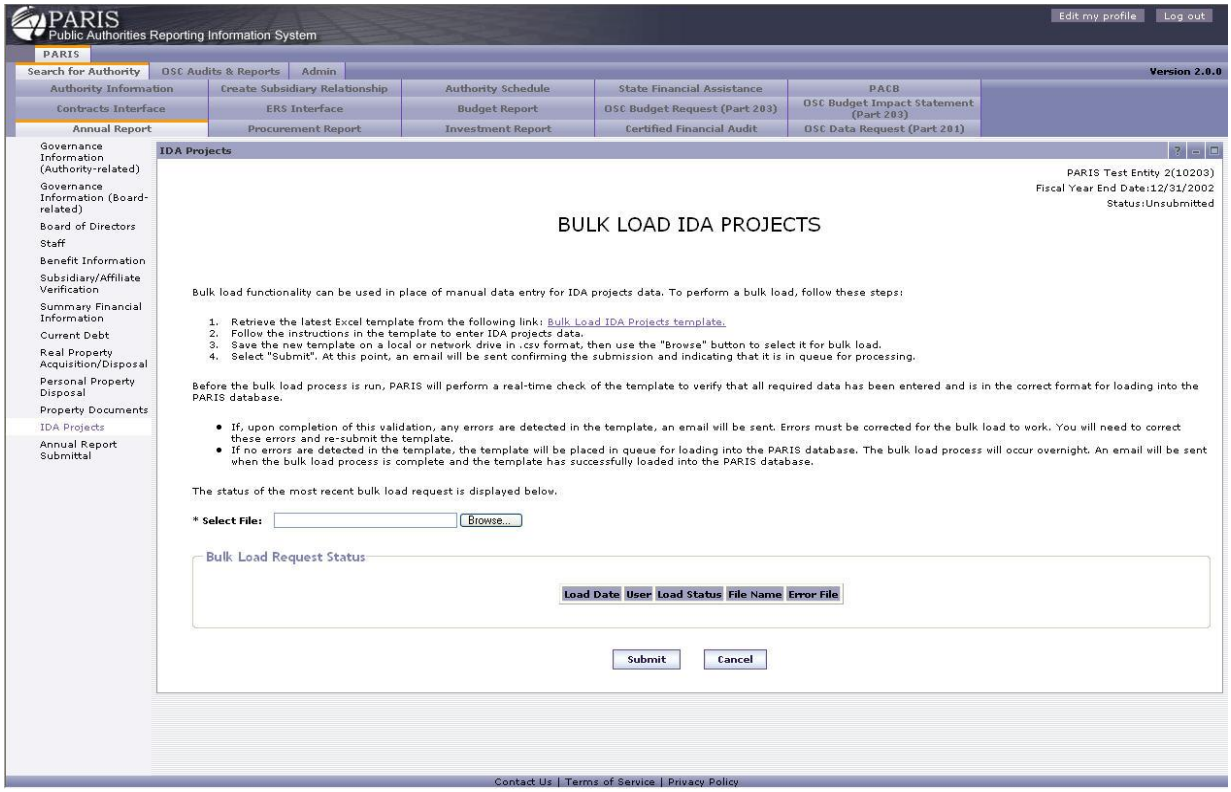


1. Click on the **[Open]** button to open the excel file, **[Save]** to specify the location where the file is to be saved, or **[Cancel]** to discard the generated file without taking any action.

Bulk Load IDA Projects

Navigation

Select **[Bulk Load]** on the "IDA Project List" page to go to the "Bulk Load IDA Projects" page.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IDA Projects
PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2002
Status:Unsubmitted
BULK LOAD IDA PROJECTS
Bulk load functionality can be used in place of manual data entry for IDA projects data. To perform a bulk load, follow these steps:
1. Retrieve the latest Excel template from the following link: Bulk Load IDA Projects template.
2. Follow the instructions in the template to enter IDA projects data.
3. Save the new template on a local or network drive in .csv format, then use the "Browse" button to select it for bulk load.
4. Select "Submit". At this point, an email will be sent confirming the submission and indicating that it is in queue for processing.
Before the bulk load process is run, PARIS will perform a real-time check of the template to verify that all required data has been entered and is in the correct format for loading into the PARIS database.
• If, upon completion of this validation, any errors are detected in the template, an email will be sent. Errors must be corrected for the bulk load to work. You will need to correct these errors and re-submit the template.
• If no errors are detected in the template, the template will be placed in queue for loading into the PARIS database. The bulk load process will occur overnight. An email will be sent when the bulk load process is complete and the template has successfully loaded into the PARIS database.
The status of the most recent bulk load request is displayed below.
* Select File:
Browse...
Bulk Load Request Status
Load Date
User
Load Status
File Name
Error File
Submit
Cancel
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1. Your data must be included in the Excel Template provided. Select the Bulk Load Procurement Contracts template link to download the template.

   The Excel templates are provided from within PARIS to help with the process of loading your data, but they alone cannot guarantee that the data you enter will be valid. Most cells in the Excel templates that are provided by PARIS have some level of validation, however, this validation only functions when you actually type data in the cell, whereas you will probably be copying data into the Excel sheet from some other source, such as an extract from your database. Because the bulk loading of data is an overnight process, it is important that you understand the formats and values that the data should have before you submit the file for upload. It is highly recommended that you selectively check validation in rows that you have copied data into. There are popup comments in the Excel templates, and you may also log into PARIS and review the relevant fields that can be entered in the online screens. The input data must follow the same rules whether it is entered on-line or by the bulk load facility.

   Other tips for bulk loading:

   -Columns whose names contain "*" are required and must have valid values for each record to be loaded. This will be consistent with the fields that are required by the on-line screens.
   -Do not enter blank lines in the spreadsheet, as a blank line (a line with no information) will be regarded as the end of the file.
   -Do not enter commas, letters or $ signs in numeric fields. Also do not enter values such as “N/A” or “-“ (hyphen) if there is no data for a field. This will trigger an error in the load if the field must be numeric.

   After you have completed entry of the data into the Excel worksheet/template, the worksheet must be saved as type "csv" in order to be uploaded to PARIS. To do this, select "Save As" from the "File" menu in Excel and select "CSV (comma delimited)" as the file type.

2. Type the name of your saved data file into the area next to the "Select File" text area or click the **[Browse]** button to navigate to the file on your computer or network drive.

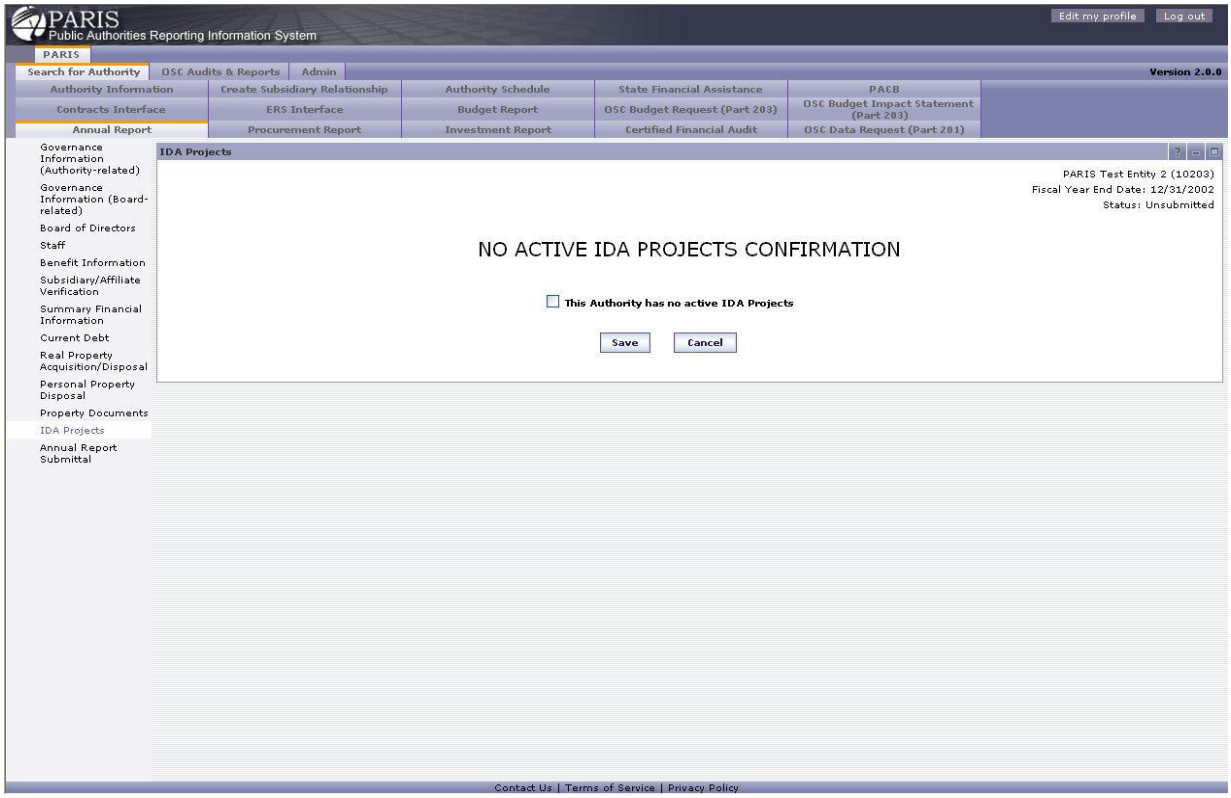
3. Click **[Submit]** to upload the file or **[Cancel]** to cancel the operation.

4. An email will be sent to you after the file has been processed indicating the status of the bulk load.

No Active Projects Confirmation

Navigation

Select **[No Active Projects]** under the IDA Project List to go to the “No Active IDA Projects Confirmation” page.



1. Check the checkbox to confirm that there are no active IDA projects.

2. Click on **[Save]** to complete the confirmation and go to the "IDA Projects List" page or **[Cancel]** to cancel changes and return to the "IDA Projects List" page.

Annual Report Data Submittal

Overview

As the final stage in the Annual Report submittal, the CEO, CFO or another designated official of the Public Authority must acknowledge that the information contained in the submission is complete and accurate. The Annual Report Submittal link displays screens that authorized users can use to make this certification for the Annual Report. Some authorized users can subsequently view and enter reviewer information for the currently selected fiscal year.

Navigation

Select the “Annual Report” tab and select the Annual Report Submittal link.

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Public Authorities Reporting Information System

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Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Governance Information (Authority-related)
- Governance Information (Board-related)
- Board of Directors
- Staff
- Benefit Information
- Subsidiary/Affiliate Verification
- Summary Financial Information
- Current Debt
- Real Property Acquisition/Disposal
- Personal Property Disposal
- Property Documents
- IDA Projects
- Annual Report Submittal

Data Submittal

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2007
Status: Unsubmitted

ANNUAL REPORT DATA SUBMITTAL

By checking this box, I confirm that this Annual Report is complete and, that to the best of my knowledge and belief after reasonable inquiry, the information provided herein is accurate and correct. I also confirm that the financial information included in this report has been discussed with and approved by the board.

☐

Additional Comments

Submittal Section	Reviewed	Reviewer Comments
Governance Information (Authority-related)	☐	
Governance Information (Board-related)	☐	
Board of Directors	☐	
Staff	☐	
Benefit Information	☐	
Subsidiary Verification	☐	
Summary Financial Information	☐	
New Debt Issuances	☐	
Schedule of Debt	☐	
Real Property Acquisition/Disposal	☐	
Personal Property Disposal	☐	
Property Documents	☐	
IDA Projects	☐	

Submit | Print

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1. Check the box at the top of the page to attest that you believe the information entered is correct.

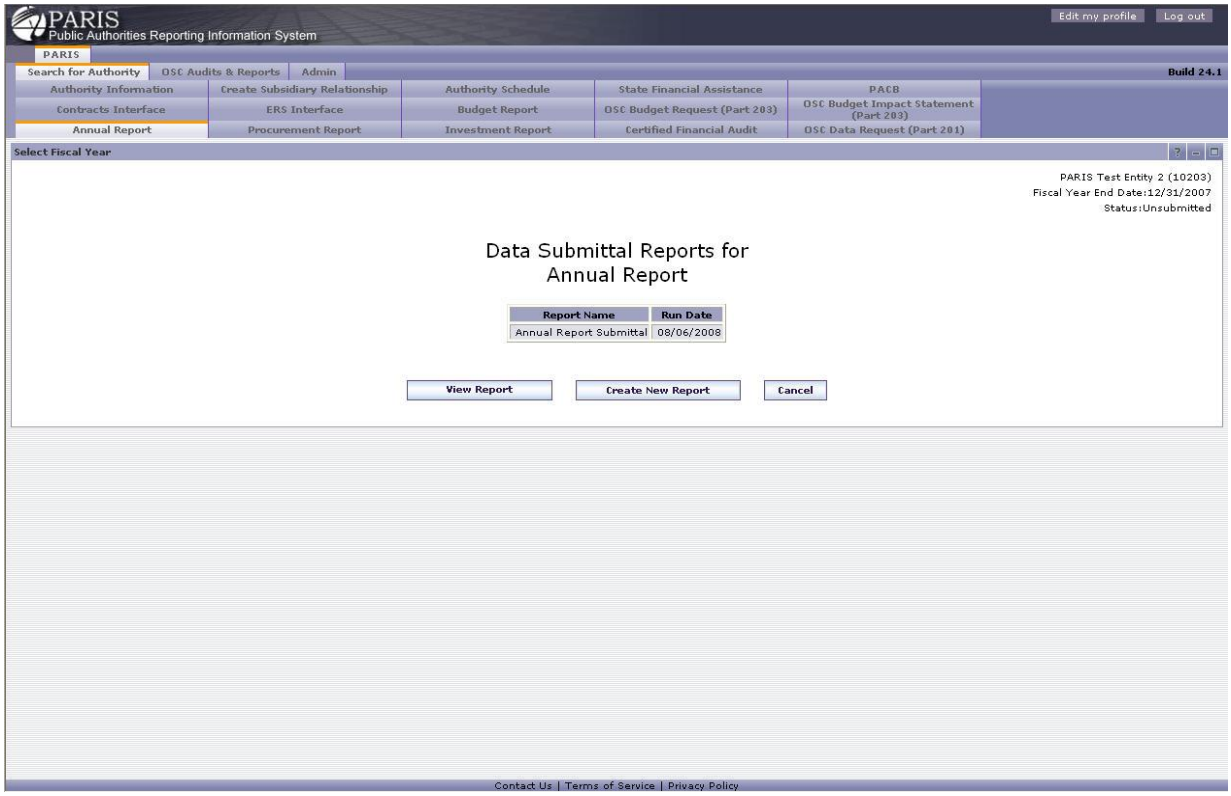
2. **Internal Use Only:** Check the boxes next to each Submittal Section to indicate that it has been reviewed and enter text into the reviewer comments area as needed.

3. Click **[Print]** to print a copy for your records or **[Submit]** to submit the data.

Data Submittal Reports for Annual Report

Navigation

Select the Report link on the "Select Fiscal Year" screen. This will show if a data submittal report for this data submittal has been previously created, and when.

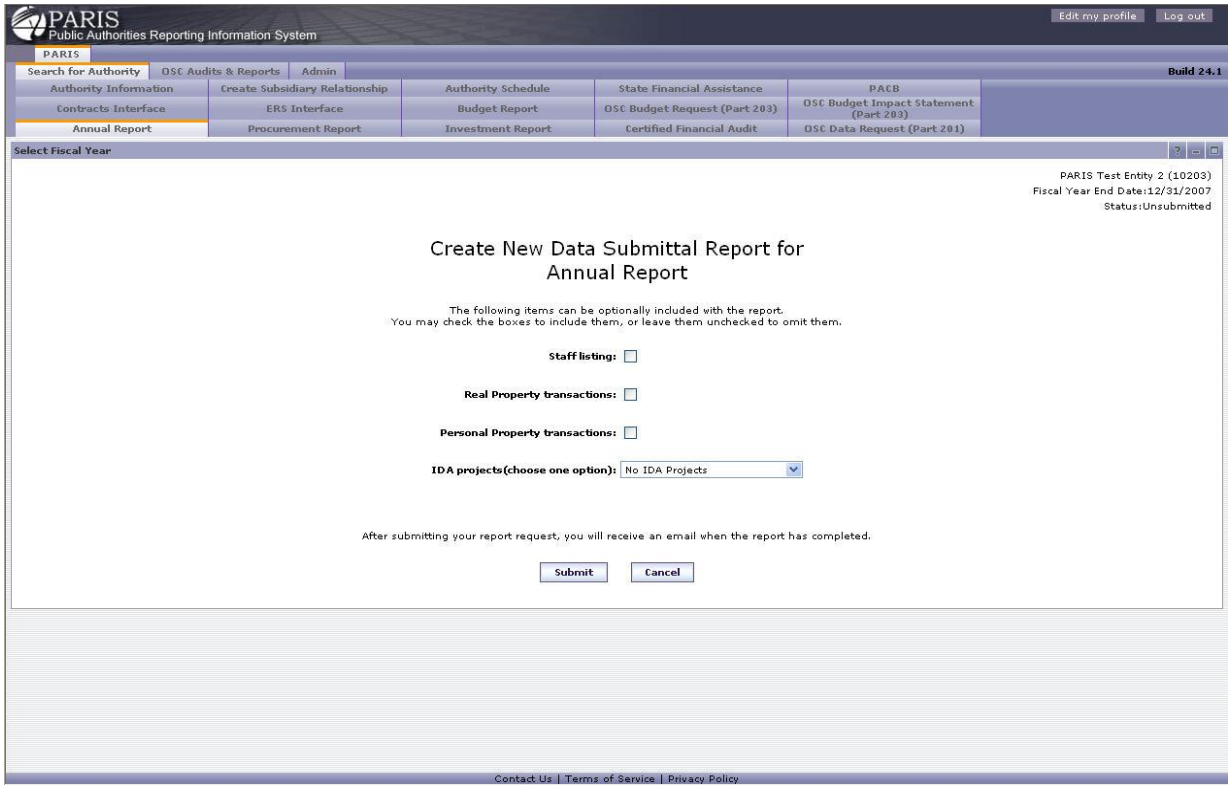


If a report is displayed, you may select **[View Report]** to display the data submittal report. To create a new report, select **[Create New Report]**. Select **[Cancel]** to return to the Select Fiscal Year page without generating a report. PARIS will navigate back to the Select Fiscal Year page. If you have selected **[Create New Report]** to create a report, a confirmation message will be displayed, and you will receive an email notification when the report has completed.

Data Submittal Reports for Annual Report - Criteria

Navigation

Select the **[Create New Report]** link on the "Data Submittal Reports for Annual Report " screen. This will show what data can be included or excluded from the report.



1. Select the information that you would like to include or exclude from the report.
2. Select **[Submit]** to submit the report request or **[Cancel]** to return to the "Select Fiscal Year" page.

Procurement Report

Overview

The Procurement Report tab is the entry point to public authority procurement report data submittals by public authority fiscal year. Public authorities that are required by Section 2879 of the Public Authorities Law file their procurement reports, including information on their procurement transactions and procurement information, using this tab and the screens that follow. Note: Authorities are not considered to be in compliance until the CEO, CFO or another designated official of the Public Authority acknowledges that the information contained in this submission is complete and accurate using the Procurement Report Submittal link.

Select Fiscal Year

Navigation

Select the " Procurement Report" tab.

To enter data, use the Select link in the Action column for the appropriate fiscal year. To generate a .PDF document of entered data that can be saved or printed, use the Report link in the Action column for the appropriate fiscal year.

Search Procurement Transactions

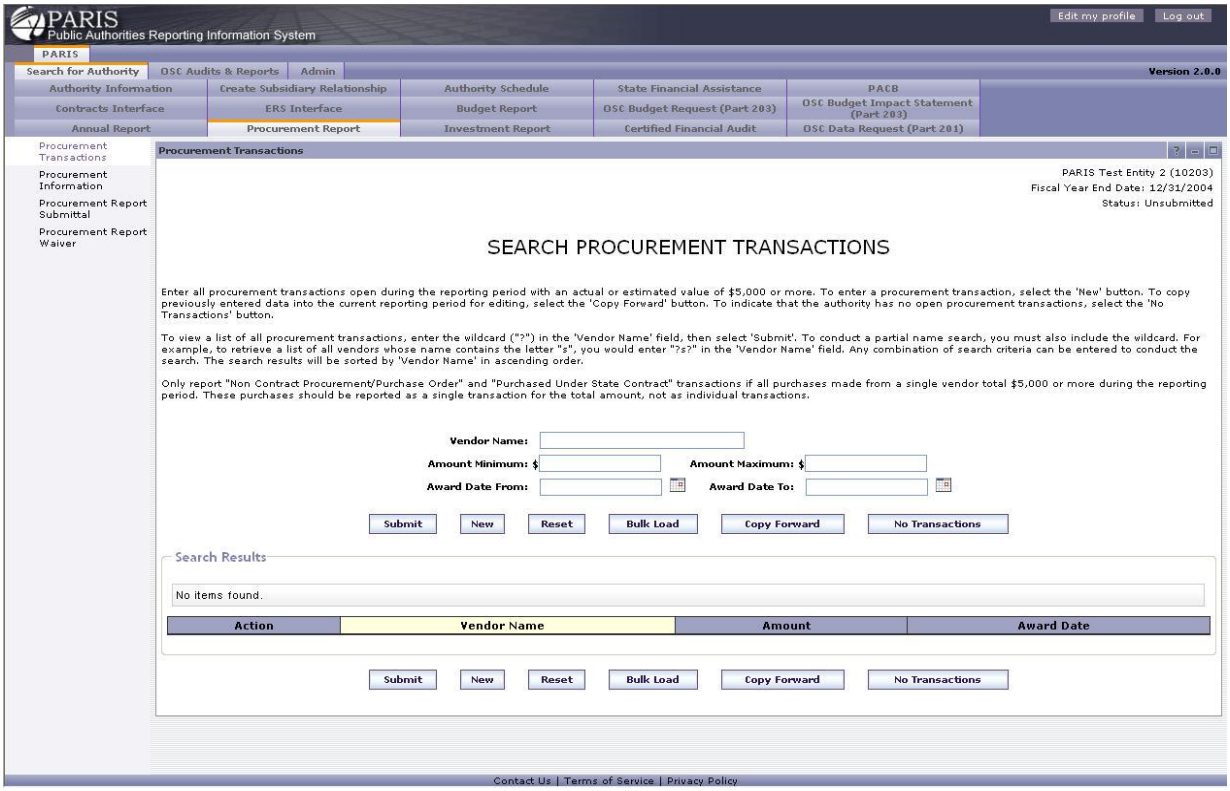
Overview

As part of the Procurement Report submittal, authorities are asked to provide procurement transaction information for the reporting year. The Procurement Transactions link displays screens that authorized users can use to search, enter or view this information for the currently selected fiscal

year. Procurement transaction information can also be copied forward from a prior fiscal year if it was previously entered, or it can be "bulk loaded" from an Excel spreadsheet based on a template available in PARIS.

Navigation

Select the "Procurement Report" tab. Select a fiscal year. Select Procurement Transactions from the list on the left to go to the "Search Procurement Transactions" page.



1. Enter the search criteria in one or more of the fields. To narrow your search, enter as much information as possible.

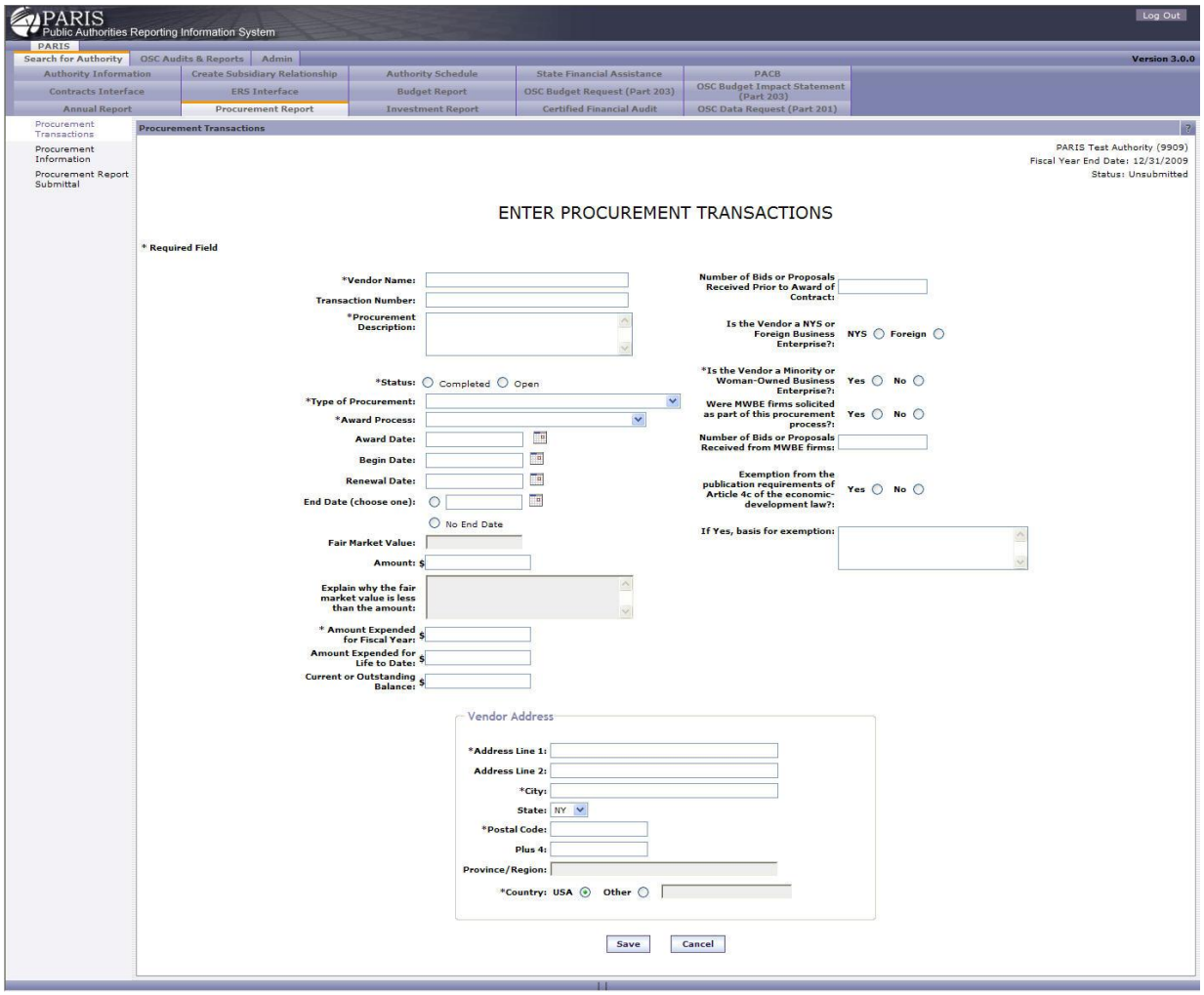
   Wildcard Search: Searches can be performed using the "?" as a wildcard. The wildcard can be used in the place of one or more characters in the search string. Partial name searches must include the wildcard.

2. Select **[Submit]** to initiate the search, **[New]** to go to the "Enter Procurement Transaction" page, or **[Reset]** to remove the information from the fields.
3. Select **[Bulk Load]** to go to the "Bulk Load" page, **[Copy Forward]** to go to the "Copy Forward" page, or **[No Transactions]** to go to the "No Transactions Confirmation" page .

Enter Procurement Transaction

Navigation

Select **[New]** on the "Search Procurement Transaction" page to go to the "Enter Procurement Transaction" page.



1. Enter the procurement transaction information.

2. Answer questions by selecting the "Yes" or "No" radio buttons or entering text. Questions with "*" are required.

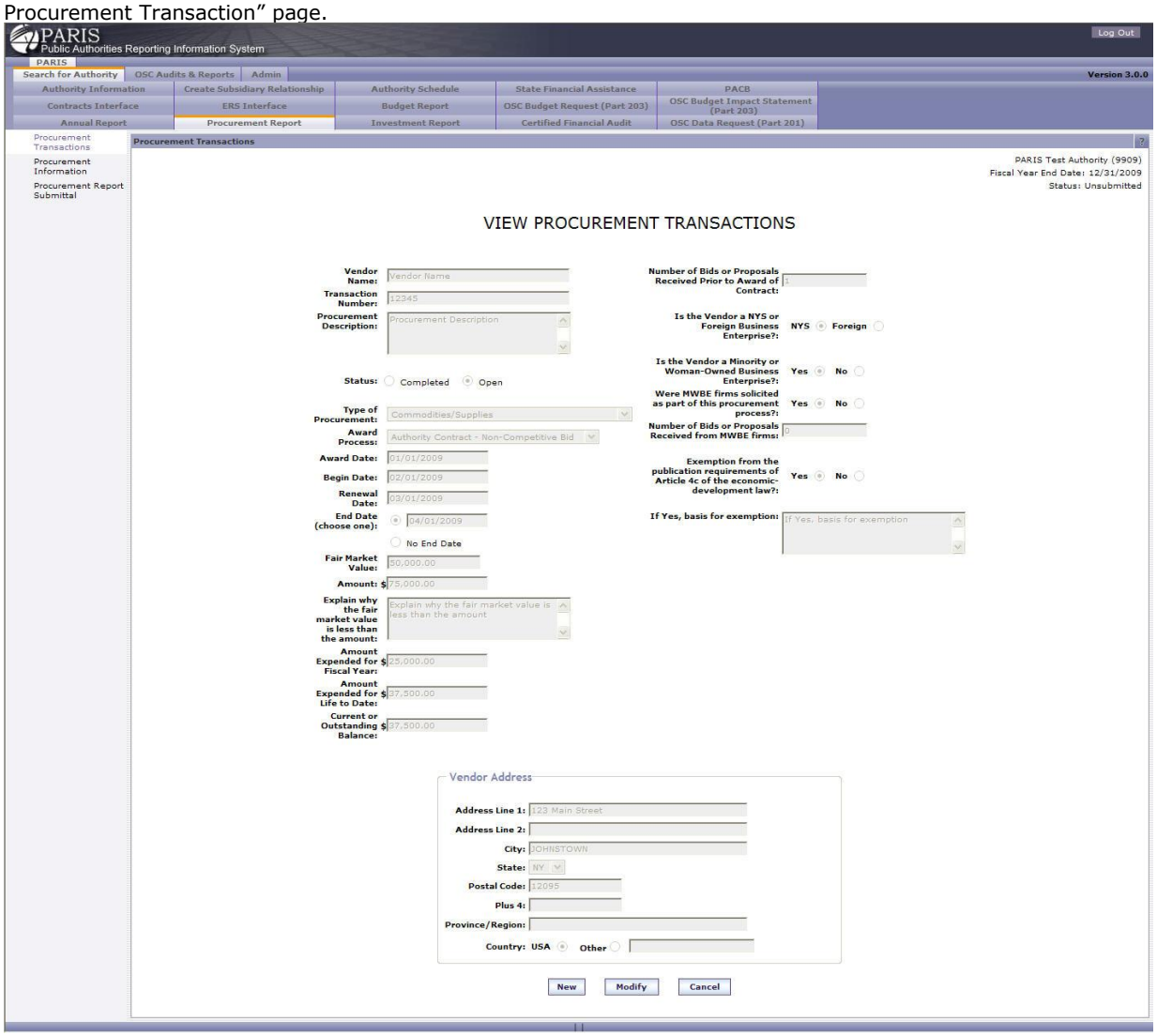
3. Select **[Save]** to save and go to the "Search Procurement Transactions" page or **[Cancel]** to discard changes and return to the "Search Procurement Transactions" page.

View Procurement Transaction

Navigation

Select View next to a specific record on the "Search Procurement Transaction" page to go to the "View

Procurement Transaction” page.



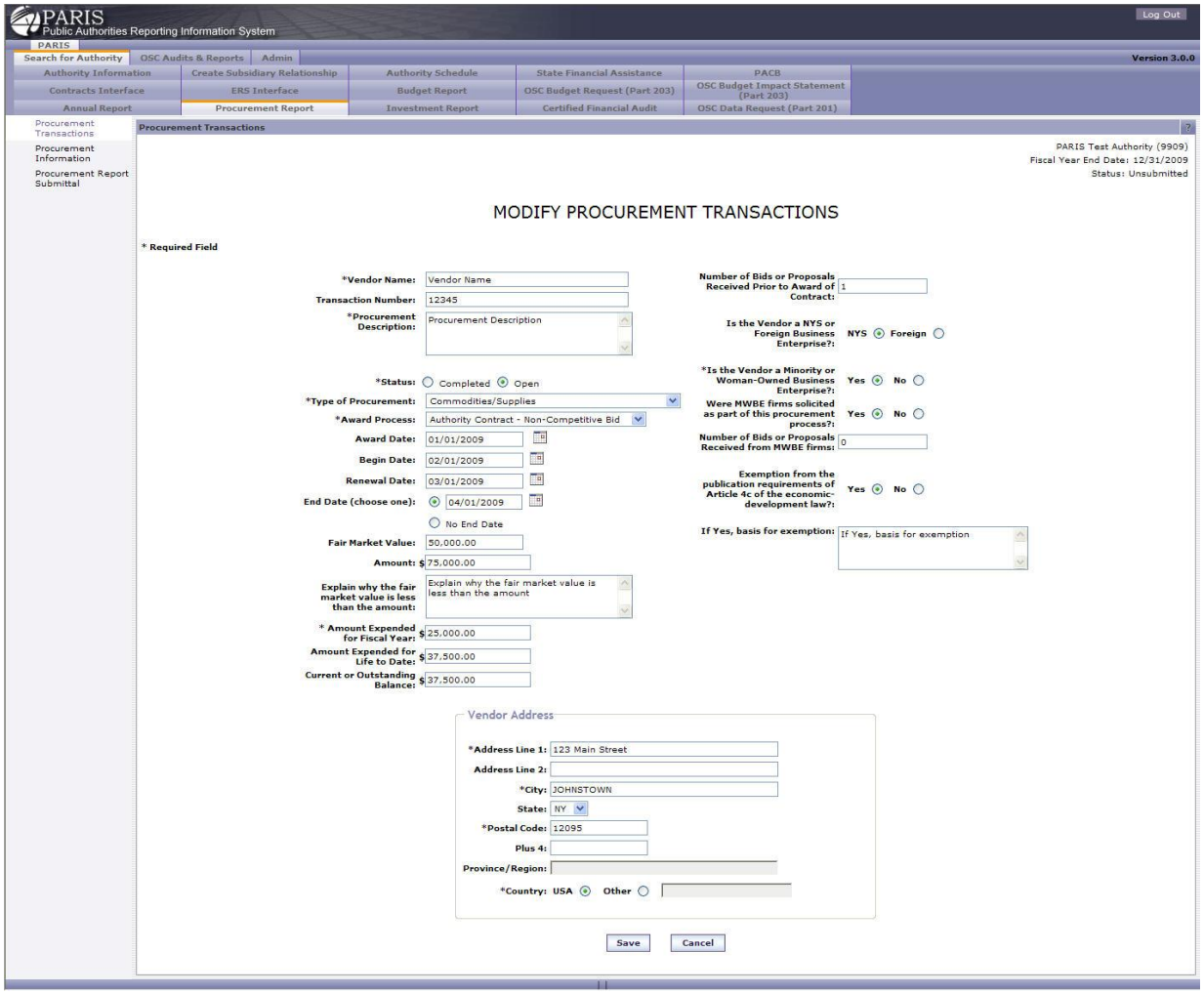
1. Review the procurement transaction information.

2. Select **[New]** to go to the “Enter Procurement Transaction” page, **[Modify]** to go to the “Modify Procurement Transaction” page, or **[Cancel]** to return to the “Search Procurement Transaction” page.

Modify Procurement Transaction

Navigation

Select Modify next to a specific record on the “Search Procurement Transaction” page to go to the “Modify Procurement Transaction” page.



1. Update the procurement transaction information.

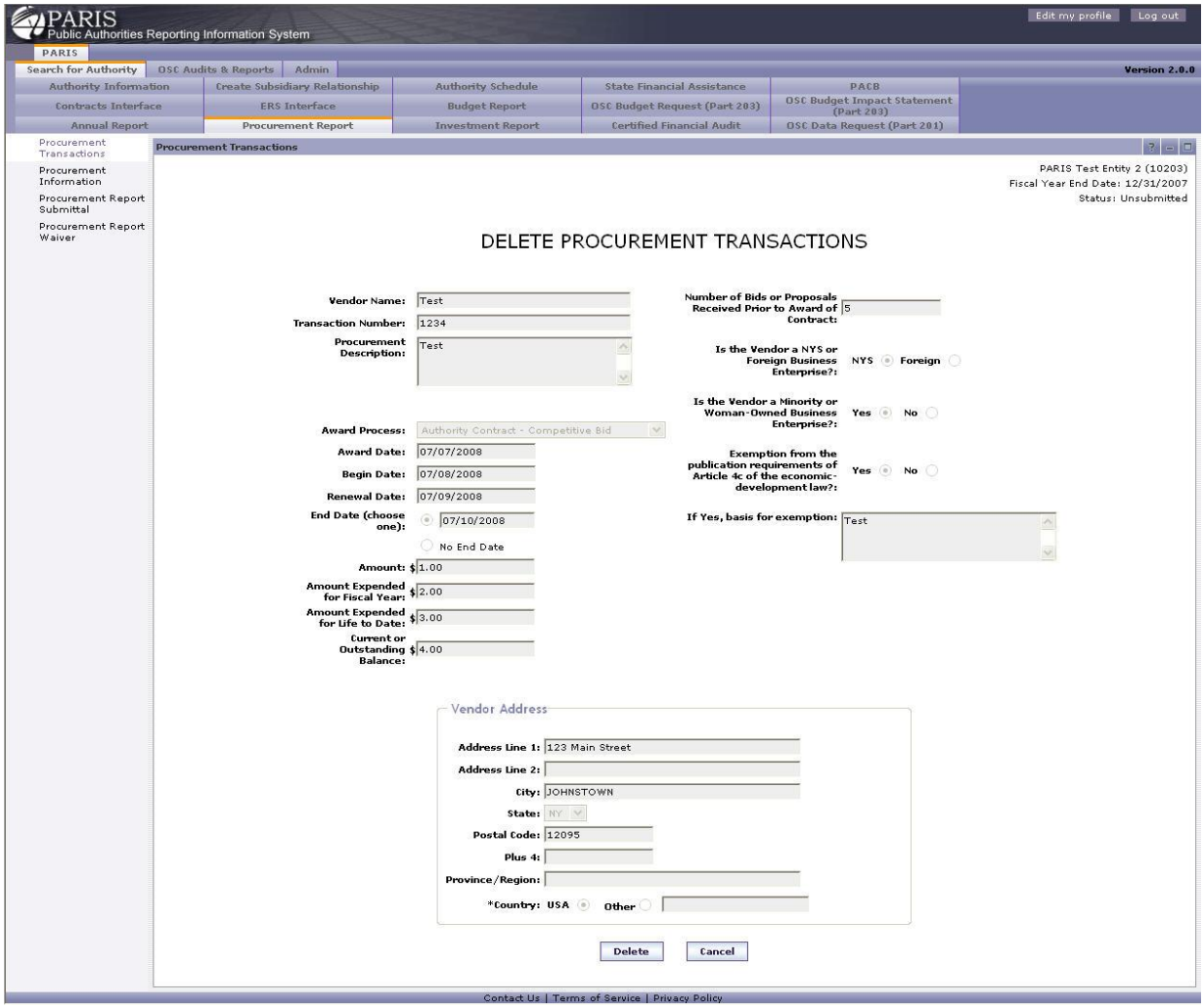
2. Answer questions by selecting the "Yes" or "No" radio buttons or entering text. Questions with "*" are required.

3. Select **[Save]** to save and go to the "Search Procurement Transactions" page or **[Cancel]** to discard changes and return to the "Search Procurement Transactions" page.

Delete Procurement Transaction

Navigation

Select Delete next to a specific record on the "Search Procurement Transactions" page to go to the "Delete Procurement Transaction" page.



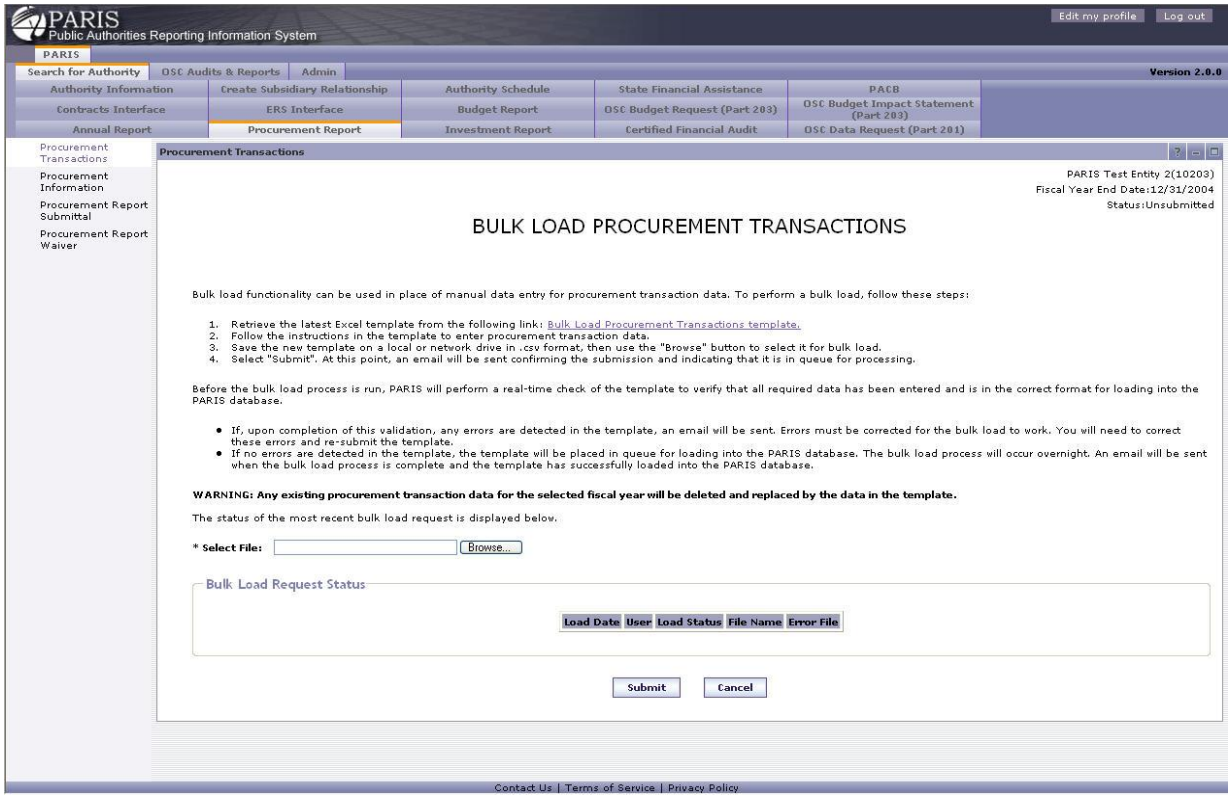
1. Review the procurement transaction information.

2. Select **[Delete]** to delete the record and go to the "Search Procurement Transactions" page or **[Cancel]** to return to the "Search Procurement Transactions" page without deleting the record.

Bulk Load Procurement Transactions

Navigation

Select **[Bulk Load]** on the "Search Procurement Transaction" page to go to the "Bulk Load Procurement Transactions" page.


PARIS
Public Authorities Reporting Information System
Edit my profile
Log out
PARIS
Search for Authority
OSC Audits & Reports
Admin
Version 2.0.0
Authority Information
Create Subsidiary Relationship
Authority Schedule
State Financial Assistance
PACB
Contracts Interface
ERS Interface
Budget Report
OSC Budget Request (Part 203)
OSC Budget Impact Statement (Part 203)
Annual Report
Procurement Report
Investment Report
Certified Financial Audit
OSC Data Request (Part 201)
Procurement Transactions
Procurement Information
Procurement Report Submittal
Procurement Report Waiver
Procurement Transactions
PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2004
Status:Unsubmitted
BULK LOAD PROCUREMENT TRANSACTIONS
Bulk load functionality can be used in place of manual data entry for procurement transaction data. To perform a bulk load, follow these steps:
1. Retrieve the latest Excel template from the following link: Bulk Load Procurement Transactions template.
2. Follow the instructions in the template to enter procurement transaction data.
3. Save the new template on a local or network drive in .csv format, then use the "Browse" button to select it for bulk load.
4. Select "Submit". At this point, an email will be sent confirming the submission and indicating that it is in queue for processing.
Before the bulk load process is run, PARIS will perform a real-time check of the template to verify that all required data has been entered and is in the correct format for loading into the PARIS database.
• If, upon completion of this validation, any errors are detected in the template, an email will be sent. Errors must be corrected for the bulk load to work. You will need to correct these errors and re-submit the template.
• If no errors are detected in the template, the template will be placed in queue for loading into the PARIS database. The bulk load process will occur overnight. An email will be sent when the bulk load process is complete and the template has successfully loaded into the PARIS database.
WARNING: Any existing procurement transaction data for the selected fiscal year will be deleted and replaced by the data in the template.
The status of the most recent bulk load request is displayed below.
* Select File:
Browse...
Bulk Load Request Status
Load Date
User
Load Status
File Name
Error File
Submit
Cancel
Contact Us | Terms of Service | Privacy Policy

1. Your data must be included in the Excel Template provided. Select the Bulk Load Procurement Contracts template link to download the template.

   The Excel templates are provided from within PARIS to help with the process of loading your data, but they alone cannot guarantee that the data you enter will be valid. Most cells in the Excel templates that are provided by PARIS have some level of validation, however, this validation only functions when you actually type data in the cell, whereas you will probably be copying data into the Excel sheet from some other source, such as an extract from your database. Because the bulk loading of data is an overnight process, it is important that you understand the formats and values that the data should have before you submit the file for upload. It is highly recommended that you selectively check validation in rows that you have copied data into. There are popup comments in the Excel templates, and you may also log into PARIS and review the relevant fields that can be entered in the online screens. The input data must follow the same rules whether it is entered on-line or by the bulk load facility.

   Other tips for bulk loading:

   -Columns whose names contain "*" are required and must have valid values for each record to be loaded. This will be consistent with the fields that are required by the on-line screens.
   -Do not enter blank lines in the spreadsheet, as a blank line (a line with no information) will be regarded as the end of the file.
   -Do not enter commas, letters or $ signs in numeric fields. Also do not enter values such as “N/A” or “-“ (hyphen) if there is no data for a field. This will trigger an error in the load if the field must be numeric.

   After you have completed entry of the data into the Excel worksheet/template, the worksheet must be saved as type "csv" in order to be uploaded to PARIS. To do this, select "Save As" from the "File" menu in Excel and select "CSV (comma delimited)" as the file type.

2. Type the name of your saved data file into the area next to the "Select File" text area or click the **[Browse]** button to navigate to the file on your computer or network drive.

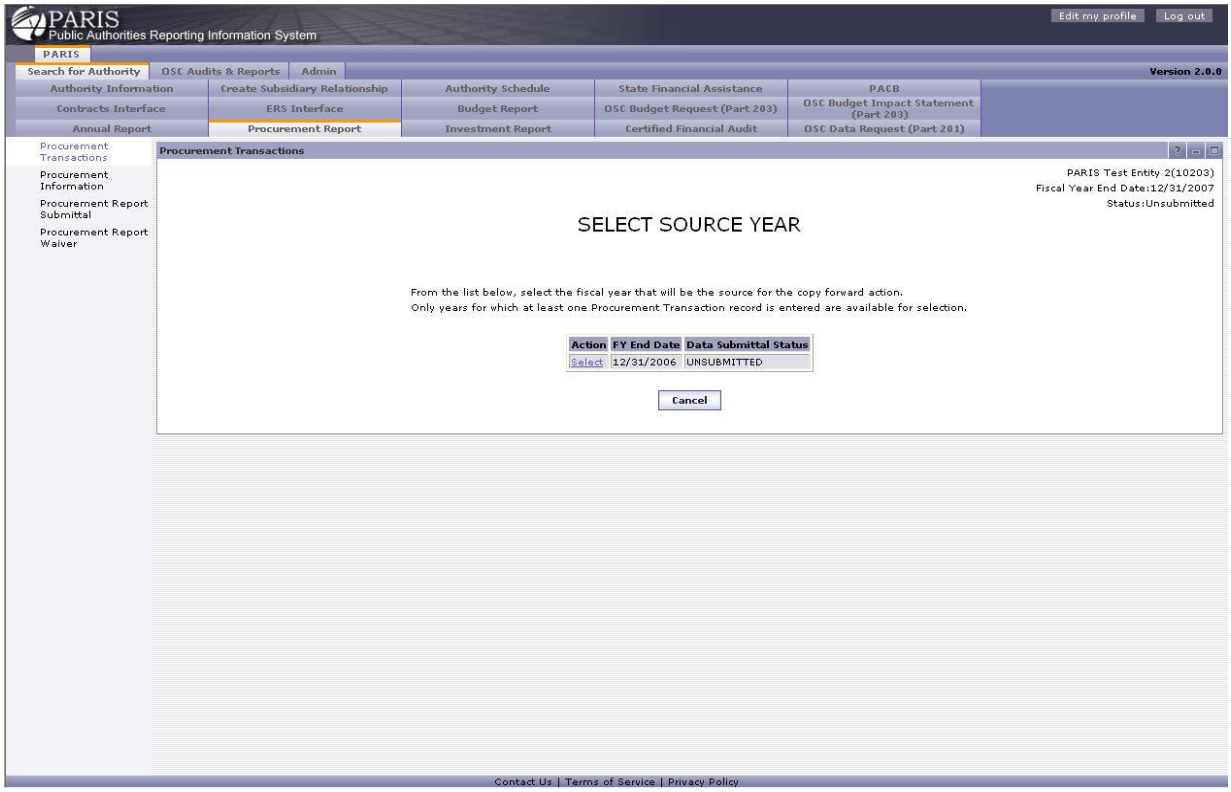
3. Click **[Submit]** to upload the file or **[Cancel]** to cancel the operation.

4. An email will be sent to you after the file has been processed indicating the status of the bulk load.

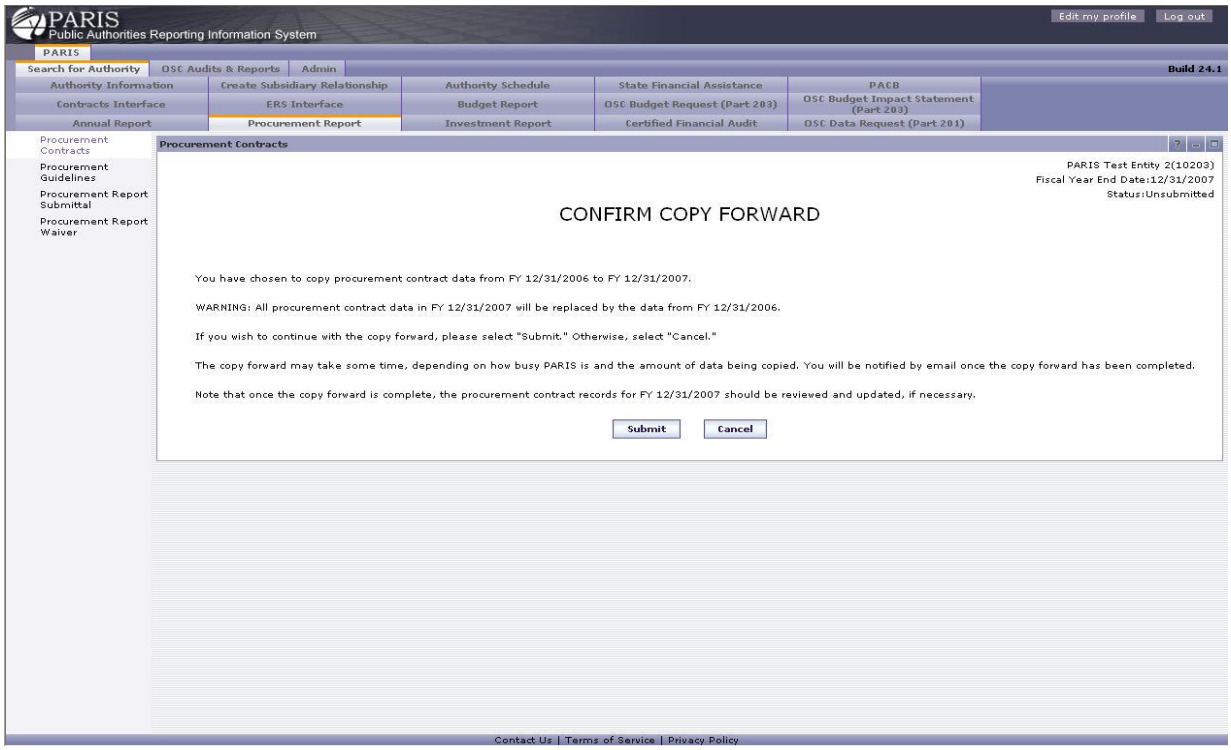
Copy Forward Procurement Transactions

Navigation

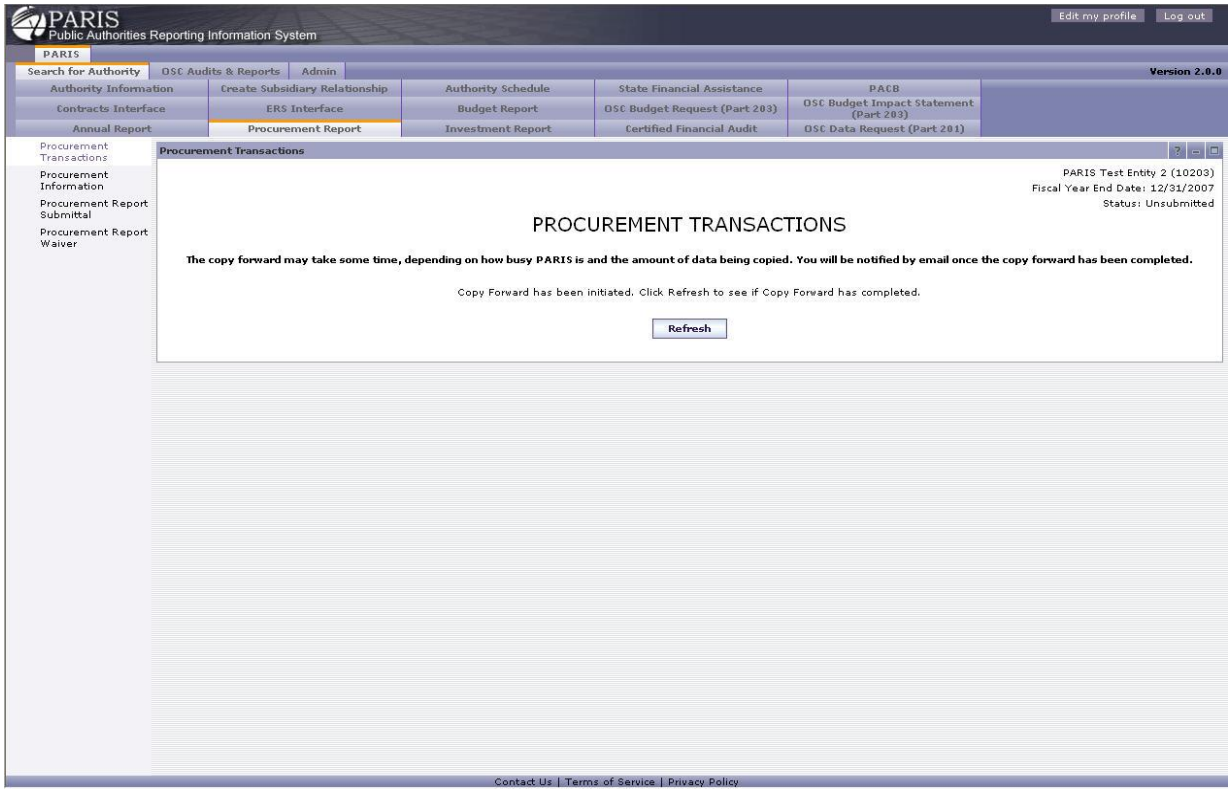
Select **[Copy Forward]** on the “Search Procurement Transaction” page to go to the “Select Source Year” page.



From the "Select Source Year" list click the Select link to choose the source year to copy forward or click the **[Cancel]** button to return to the previous page.



Once the "Confirm Copy Forward" page loads select **[Submit]** to perform the copy forward or **[Cancel]** to cancel the copy forward request and return to the previous page

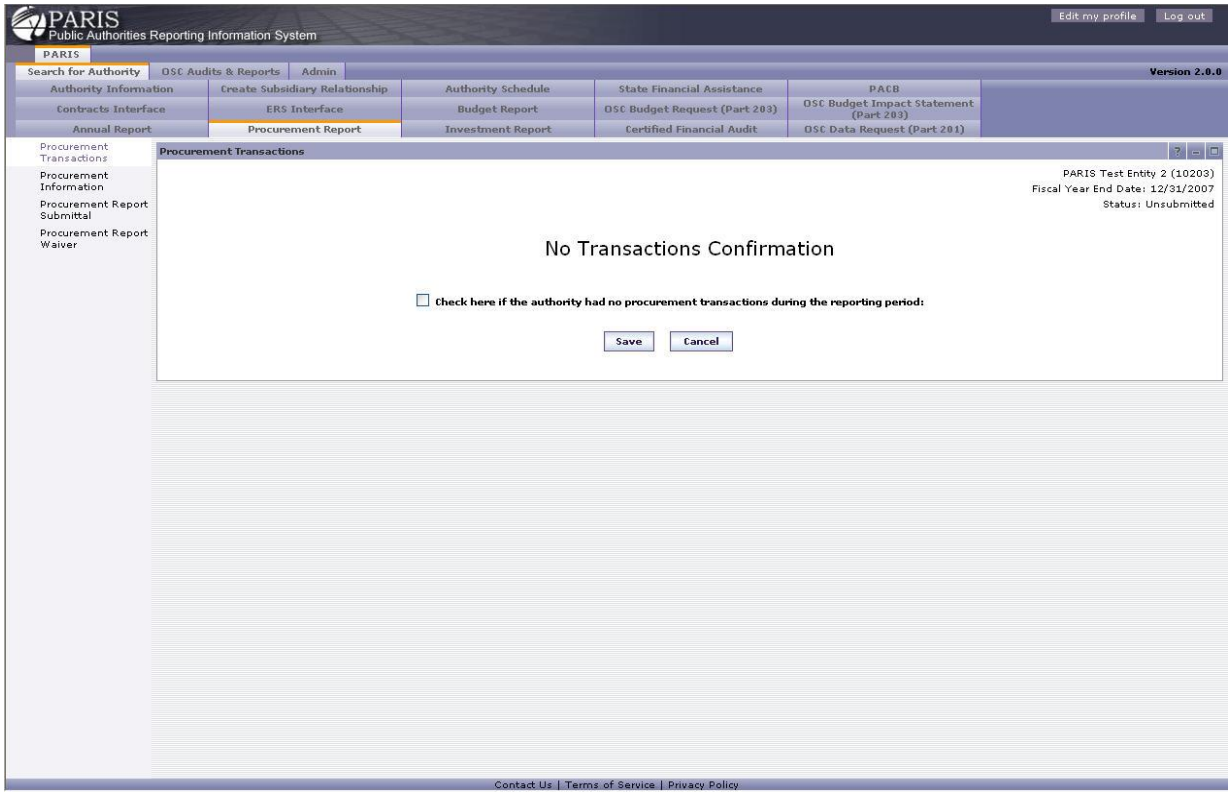


Click the **[Refresh]** to verify the status of the Copy Forward procedure. You will not be returned to the "Search Procurement Transaction" page until the Copy Forward procedure has completed.

No Procurement Transactions Confirmation

Navigation

Select **[No Transactions]** on the "Search Procurement Transactions" page to go to the "No Transactions Confirmation" page.



1. Check the **"Check here if the authority..."** check box.

2. Select **[Save]** to save and go to the "Search Procurement Transactions" page or **[Cancel]** to return to the "Search Procurement Transactions" page.

Procurement Information

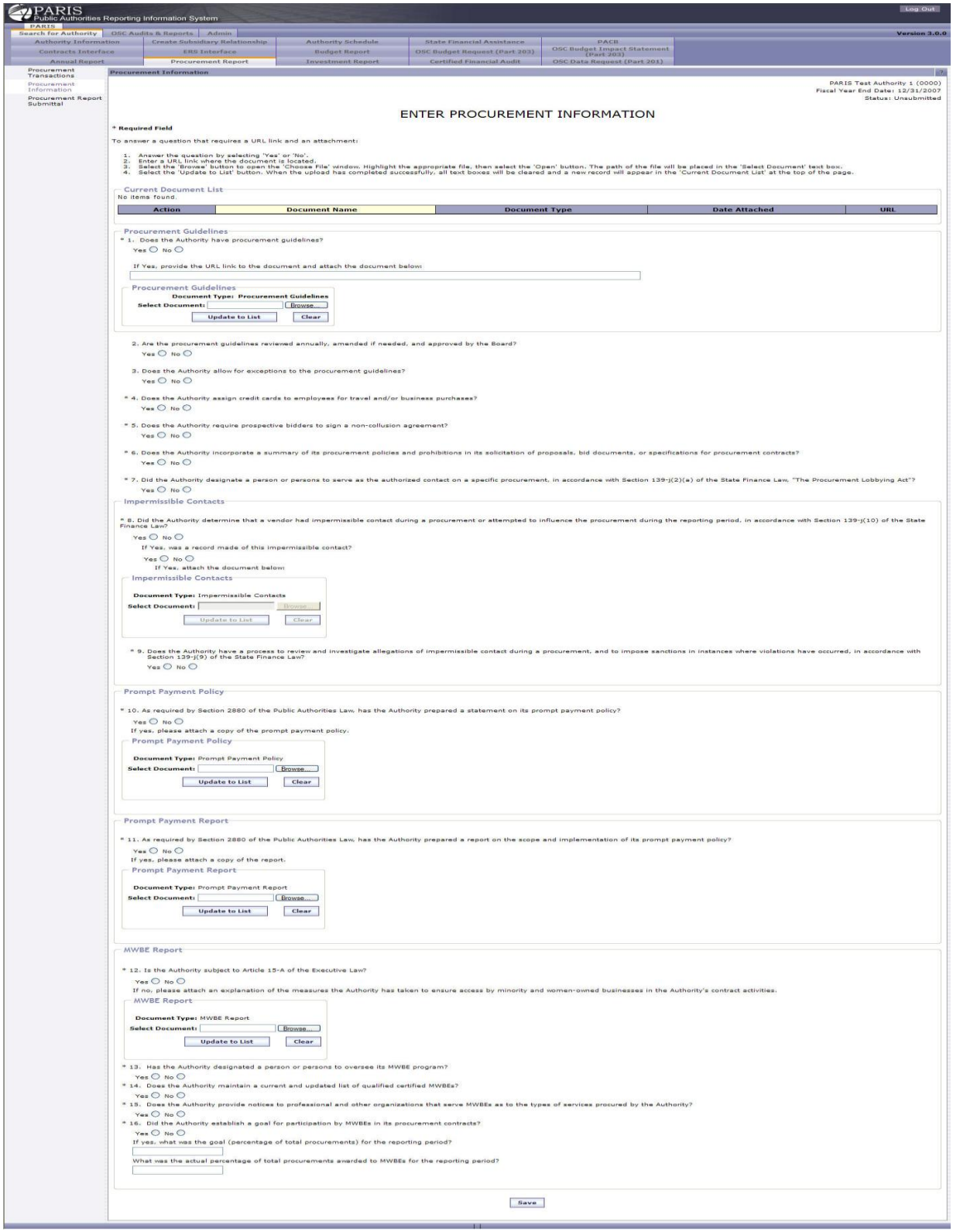
Overview

As part of the Procurement Report submittal, authorities are asked to provide information on their procurement information for the reporting year, including a URL link for their procurement guidelines document, if available. The Procurement Information link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Enter Procurement Information

Navigation

Select Procurement Information from the list on the left to go to the "Enter Procurement Information" page.



1. Enter the procurement information information. Fields with "*" are required.

2. Select **[Save]** to save the information and go to the "View Procurement Information" page.

View Procurement Information

Navigation

Select **[Save]** to save the information on the "Enter Procurement Information" page and go to the "View Procurement Information" page. Also, if procurement information data has already been entered into the

system, this page will open from the Procurement Information link on the left.

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Log Out

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Version 3.0.0

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
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Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

Procurement Transactions
Procurement Information
Procurement Report Submittal

Procurement Information

PARIS Test Authority 1 (0000)
Fiscal Year End Date: 12/31/2007
Status: Unsubmitted

VIEW PROCUREMENT INFORMATION

Current Document List
5 items found, displaying all items.

Action	Document Name	Document Type	Date Attached	URL
View	Test Attachment Document1.doc	Procurement Guidelines	12/06/2010	www.url.com
View	Test Attachment MDB.mdb	Impermissible Contacts	12/06/2010	
View	Test Attachment PPT.ppt	Prompt Payment Report	12/06/2010	
View	Test Attachment Spreadsheet.xls	MWBE Report	12/06/2010	
View	Test Attachment TXT.txt	Prompt Payment Policy	12/06/2010	

Procurement Guidelines

1. Does the Authority have procurement guidelines?
Yes ◉ No ○

2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?
Yes ◉ No ○

3. Does the Authority allow for exceptions to the procurement guidelines?
Yes ◉ No ○

* 4. Does the Authority assign credit cards to employees for travel and/or business purchases?
Yes ◉ No ○

* 5. Does the Authority require prospective bidders to sign a non-collusion agreement?
Yes ◉ No ○

* 6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?
Yes ◉ No ○

* 7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?
Yes ◉ No ○

Impermissible Contacts

* 8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?
Yes ◉ No ○

If Yes, was a record made of this impermissible contact?
Yes ◉ No ○

* 9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?
Yes ◉ No ○

Prompt Payment Policy

* 10. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a statement on its prompt payment policy?
Yes ◉ No ○

Prompt Payment Report

* 11. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a report on the scope and implementation of its prompt payment policy?
Yes ◉ No ○

MWBE Report

* 12. Is the Authority subject to Article 15-A of the Executive Law?
Yes ○ No ◉

* 13. Has the Authority designated a person or persons to oversee its MWBE program?
Yes ◉ No ○

* 14. Does the Authority maintain a current and updated list of qualified certified MWBEs?
Yes ◉ No ○

* 15. Does the Authority provide notices to professional and other organizations that serve MWBEs as to the types of services procured by the Authority?
Yes ◉ No ○

* 16. Did the Authority establish a goal for participation by MWBEs in its procurement contracts?
Yes ◉ No ○

If yes, what was the goal (percentage of total procurements) for the reporting period?
10

What was the actual percentage of total procurements awarded to MWBEs for the reporting period?
5

Modify

1. Select [Modify] to go to the "Modify Procurement Information".

Modify Procurement Information

Navigation

Select **[Modify]** on the “View Procurement Information” page and go to the “Modify Procurement

Information" page.

PARIS
Public Authorities Reporting Information System

Log Out

PARIS | Search for Authority | OSC Audits & Reports | Admin

Version 3.0.0

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
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Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

Procurement Transactions
Procurement Information
Procurement Report Submittal

Procurement Information

PARIS Test Authority 1 (0000)
Fiscal Year End Date: 12/31/2007
Status: Unsubmitted

MODIFY PROCUREMENT INFORMATION

* Required Field

To answer a question that requires a URL link and an attachment:

1. Answer the question by selecting 'Yes' or 'No'.
2. Enter a URL link where the document is located.
3. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
4. Select the 'Update to List' button. When the upload has completed successfully, all text boxes will be cleared and a new record will appear in the 'Current Document List' at the top of the page.

Current Document List

5 items found, displaying all items.

Action	Document Name	Document Type	Date Attached	URL
View Delete	Test Attachment Document1.doc	Procurement Guidelines	12/06/2010	www.url.com
View Delete	Test Attachment MDB.mdb	Impermissible Contacts	12/06/2010	
View Delete	Test Attachment PPT.ppt	Prompt Payment Report	12/06/2010	
View Delete	Test Attachment Spreadsheet.xls	MWBE Report	12/06/2010	
View Delete	Test Attachment TXT.txt	Prompt Payment Policy	12/06/2010	

Procurement Guidelines

* 1. Does the Authority have procurement guidelines?
Yes ◉ No ○

If Yes, provide the URL link to the document and attach the document below:

Procurement Guidelines
Document Type: Procurement Guidelines
Select Document: Browse...
Update to List | Clear

2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?
Yes ◉ No ○

3. Does the Authority allow for exceptions to the procurement guidelines?
Yes ◉ No ○

* 4. Does the Authority assign credit cards to employees for travel and/or business purchases?
Yes ◉ No ○

* 5. Does the Authority require prospective bidders to sign a non-collusion agreement?
Yes ◉ No ○

* 6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?
Yes ◉ No ○

* 7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?
Yes ◉ No ○

Impermissible Contacts

* 8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?
Yes ◉ No ○

If Yes, was a record made of this impermissible contact?
Yes ◉ No ○

If Yes, attach the document below:

Impermissible Contacts
Document Type: Impermissible Contacts
Select Document: Browse...
Update to List | Clear

* 9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?
Yes ◉ No ○

Prompt Payment Policy

* 10. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a statement on its prompt payment policy?
Yes ◉ No ○

If yes, please attach a copy of the prompt payment policy.

Prompt Payment Policy
Document Type: Prompt Payment Policy
Select Document: Browse...
Update to List | Clear

Prompt Payment Report

* 11. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a report on the scope and implementation of its prompt payment policy?
Yes ◉ No ○

If yes, please attach a copy of the report.

Prompt Payment Report
Document Type: Prompt Payment Report
Select Document: Browse...
Update to List | Clear

MWBE Report

* 12. Is the Authority subject to Article 15-A of the Executive Law?
Yes ○ No ◉

If no, please attach an explanation of the measures the Authority has taken to ensure access by minority and women-owned businesses in the Authority's contract activities.

MWBE Report
Document Type: MWBE Report
Select Document: Browse...
Update to List | Clear

* 13. Has the Authority designated a person or persons to oversee its MWBE program?
Yes ◉ No ○

* 14. Does the Authority maintain a current and updated list of qualified certified MWBEs?
Yes ◉ No ○

* 15. Does the Authority provide notices to professional and other organizations that serve MWBEs as to the types of services procured by the Authority?
Yes ◉ No ○

* 16. Did the Authority establish a goal for participation by MWBEs in its procurement contracts?
Yes ◉ No ○

If yes, what was the goal (percentage of total procurements) for the reporting period?
10

What was the actual percentage of total procurements awarded to MWBEs for the reporting period?
5

Save | Cancel

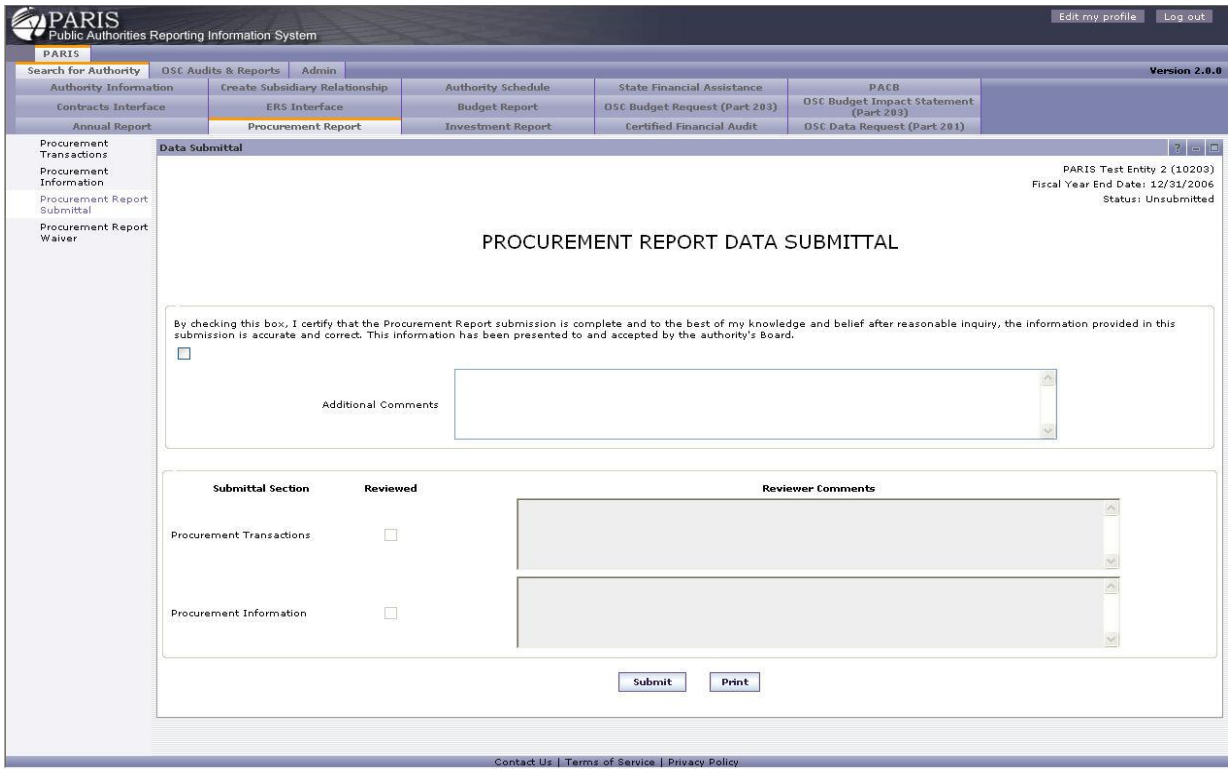
1. Enter the procurement information. Fields with "*" are required.

2. Select **[Save]** to save the information and go to the "View Procurement Information" page or **[Cancel]** to go to the "View Procurement Information" page.

Procurement Report Submittal

Overview

To complete the Procurement Report submittal, the CEO, CFO or another designated official of the Public Authority must acknowledge that the information contained in the submission is complete and accurate. The Procurement Report Submittal link displays screens that authorized users can use to make this certification for the Procurement Report. Some authorized users can subsequently view and enter reviewer information for the currently selected fiscal year.



1. Check the box at the top of the page to attest that you believe the information entered is correct.

2. **Internal Use Only:** Check the boxes next to each Submittal Section to indicate that it has been reviewed and enter text into the reviewer comments area as needed.

3. Click **[Print]** to print a copy for your records or **[Submit]** to submit the data.

Procurement Report Waiver

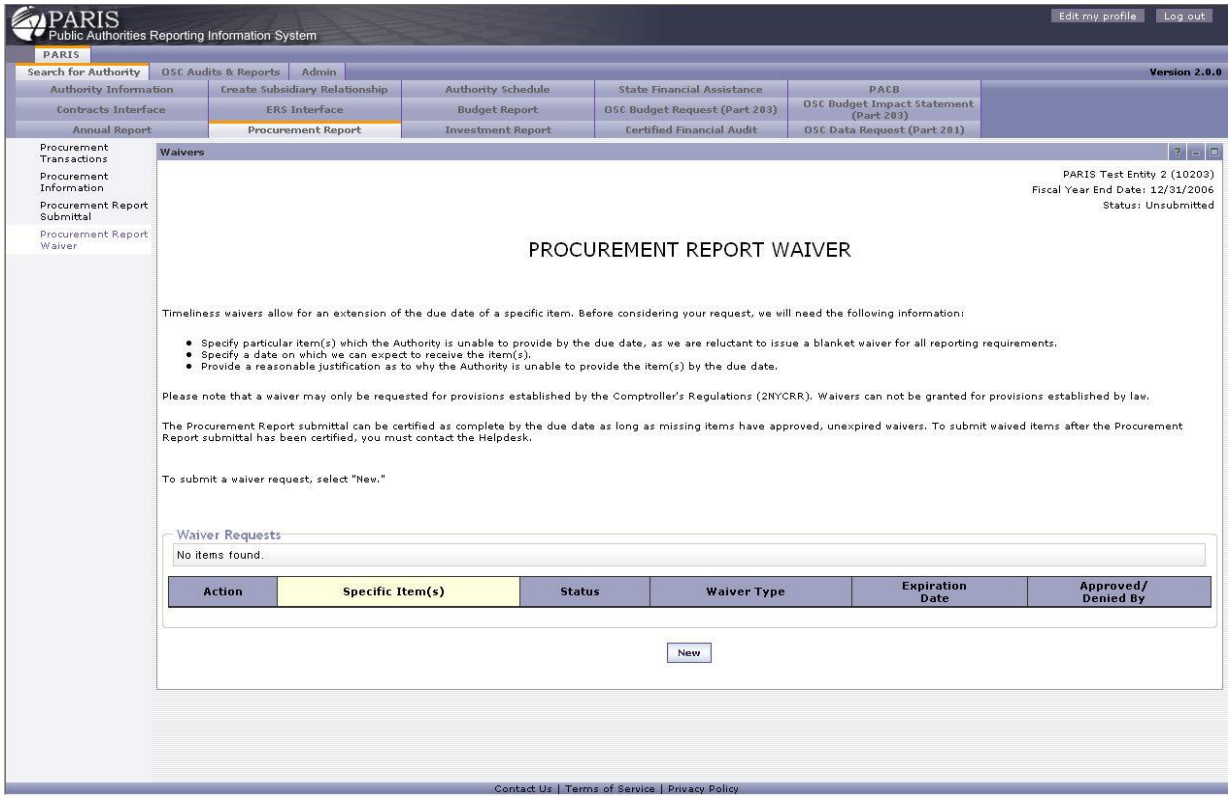
Overview

The Procurement Report Waiver link allows authorized users to request, search for and view waivers for the Procurement Report submittal. Waivers can be granted for timeliness only in this case, which allows

for an extension of the due date of a specific item, and completeness, which excuses the Authority from submitting a specific item for a specific fiscal year. The Procurement Report Waiver link displays screens for authorized users to create, search for and view waiver requests.

Navigation

Select the Procurement Report Waiver link of the left of the page.



1. Review the instructions to determine which type of Waiver applies to your situation.

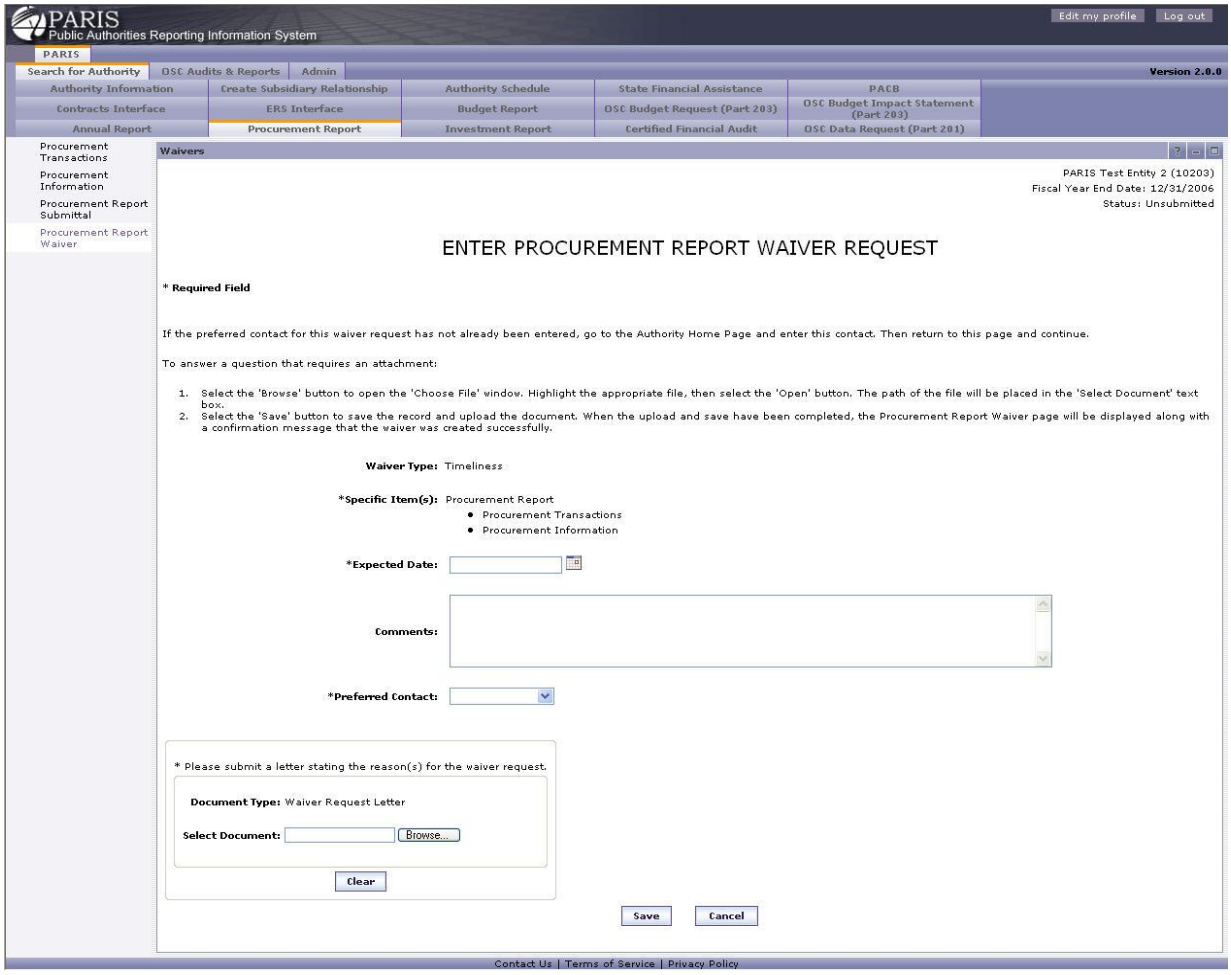
2. For existing Waiver Requests find the correct row under the "Waiver Requests" table and click View to view the request or Modify to modify the request.

3. To enter an new request click the **[New]** Button.

Enter Procurement Report Waiver Request

Navigation

Select the **[New]** button under the list of procurement report waivers.



1. The Waiver type options in this case is always set to “Timeliness”.

2. The specific items selection is always set to Procurement Report (Contracts and Guidelines) in this case.

3. Enter information where applicable. Questions with “*” are required. Expected Date will also be required in this case.

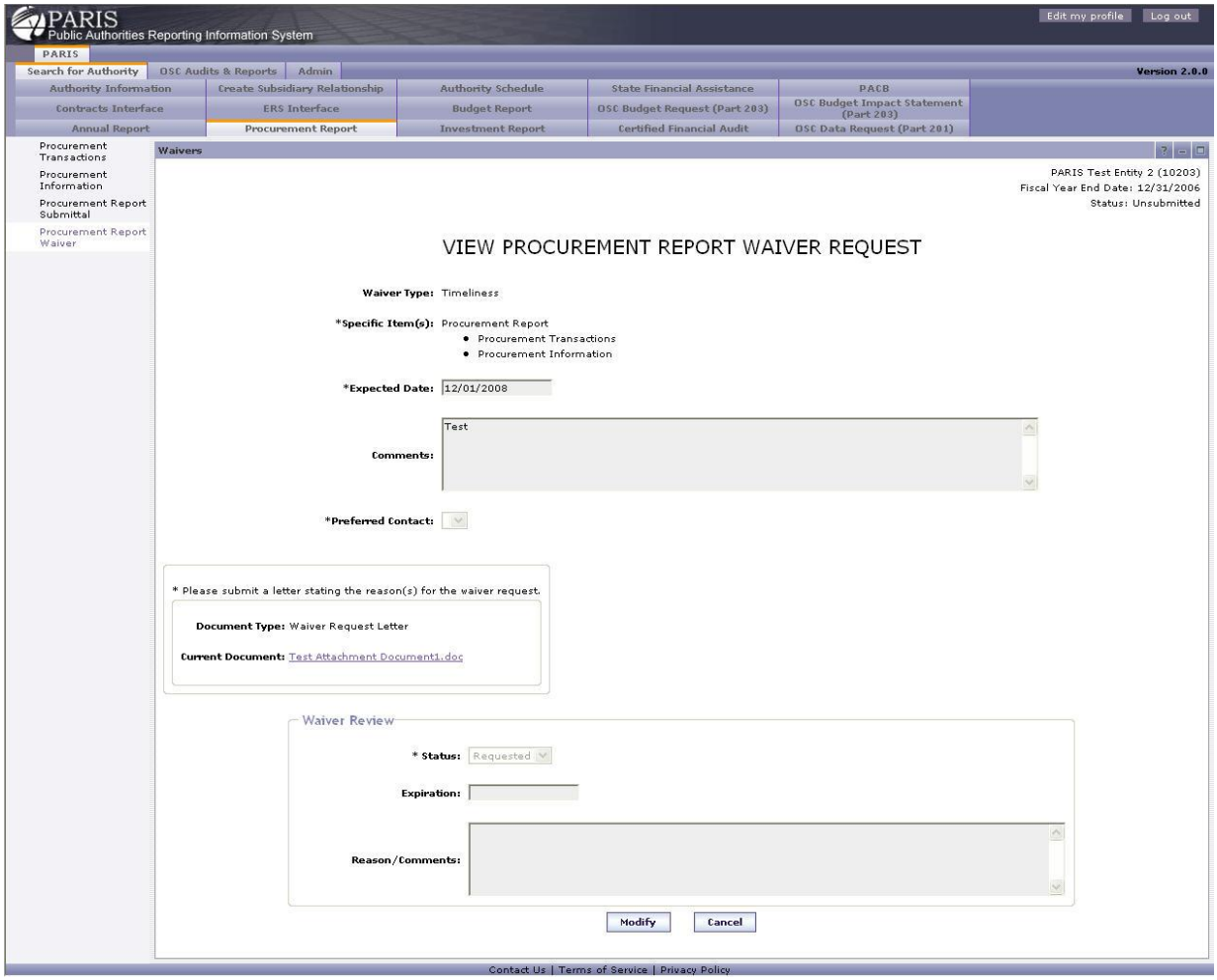
4. Using the **[Browse]** button select the file to upload that contains your "Waiver Request Letter".

5. Select **[Save]** to send the information or **[Cancel]** to cancel the request.

View Procurement Report Waiver Request

Navigation

Select View to the left of a waiver listed in the Procurement Report Waiver List



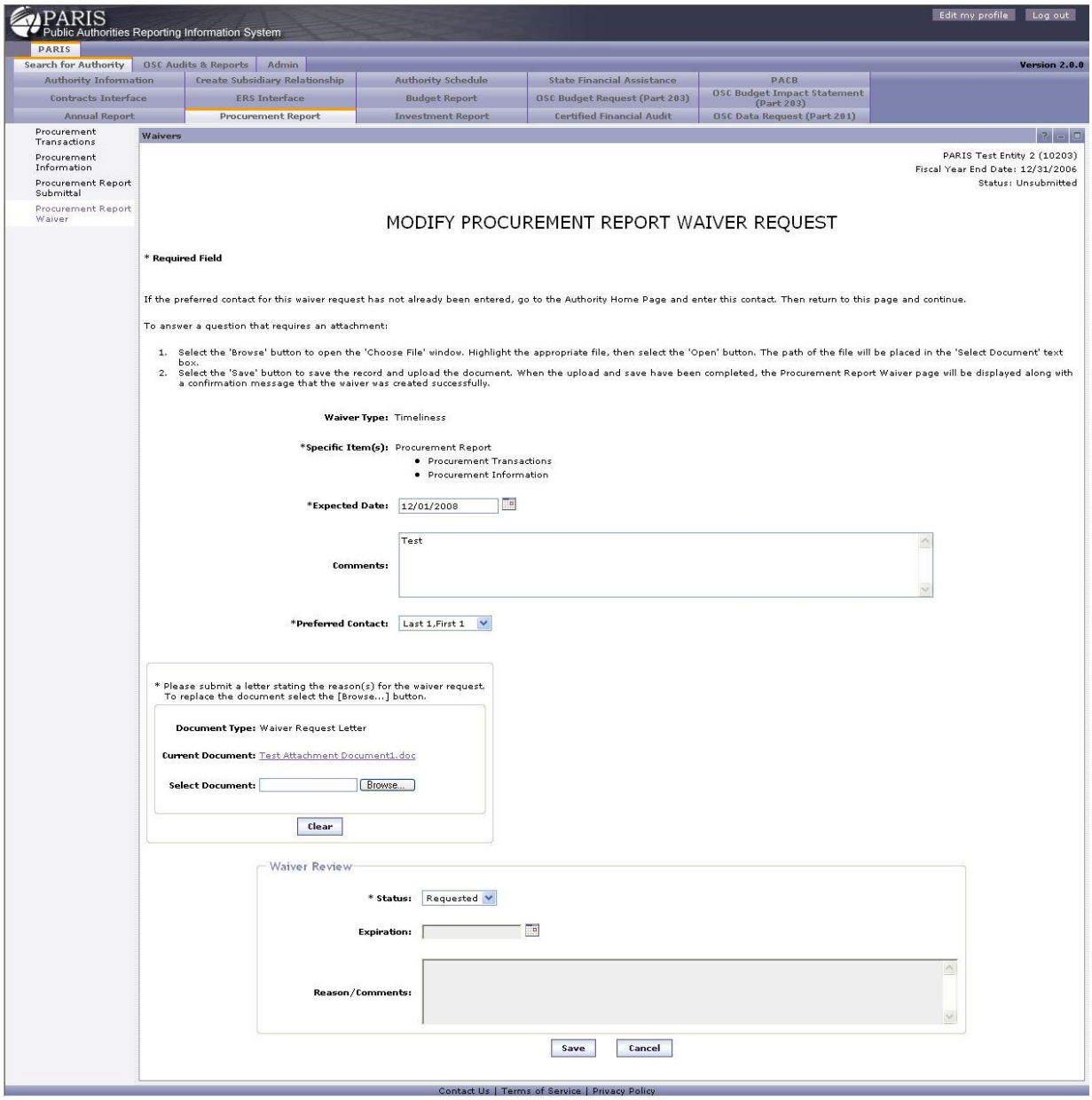
1. Review the Waiver Request Information

2. Click **[Modify]** to make changes to the request or **[Cancel]** to return to the list of Waiver Requests.

Modify Procurement Report Waiver Request

Navigation

Select Modify to the left of a waiver listed in the Procurement Report Waiver List.

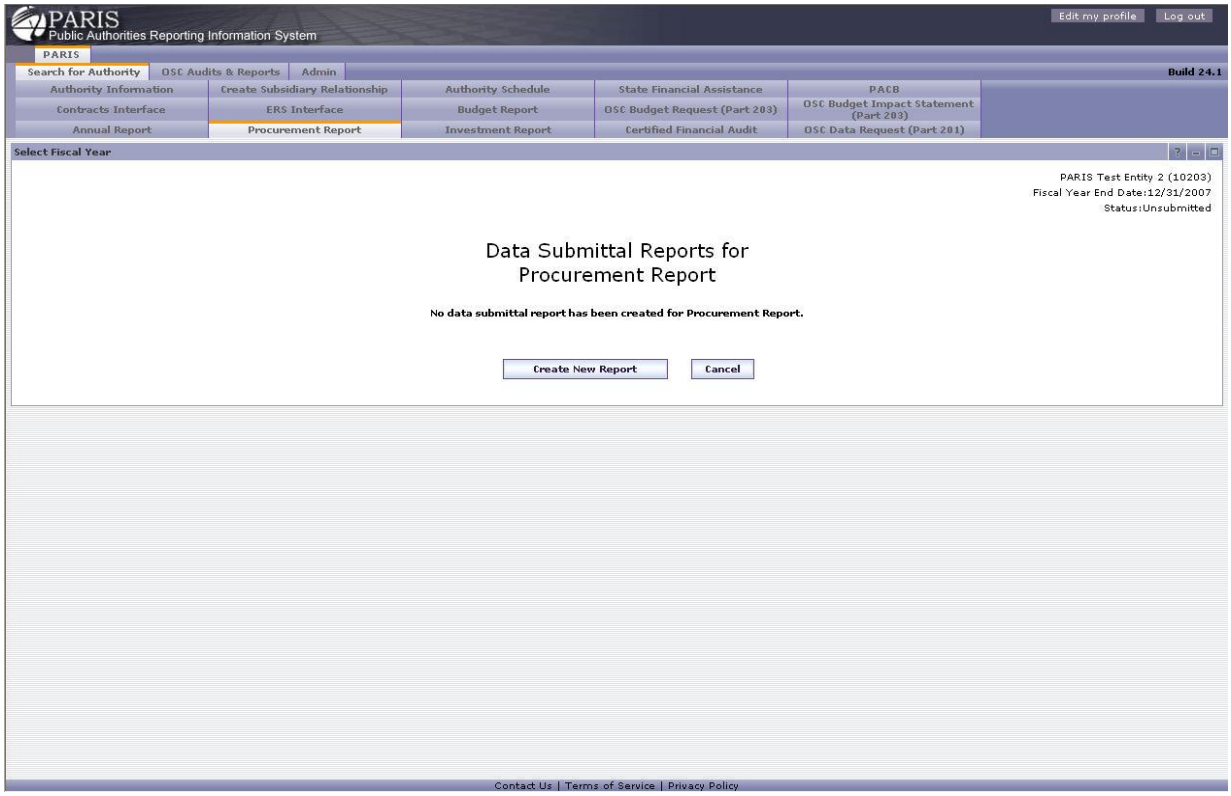


1. Review the current Waiver Request information.
2. Make changes as necessary.
3. To upload a new "Waiver Request Letter", click the **[Browse]** button to chose the file to upload.
4. Click **[Save]** to submit the changes or **[Cancel]** to keep the original information.

Data Submittal Reports for Procurement Report

Navigation

Select the Report link on the "Select Fiscal Year" screen. This will show if a data submittal report for this data submittal has been previously created, and when.



If a report is displayed, you may select **[View Report]** to display the data submittal report. To create a new report, select **[Create New Report]**. Select **[Cancel]** to return to the Select Fiscal Year page without generating a report. PARIS will navigate back to the Select Fiscal Year page. If you have selected **[Create New Report]** to create a report, a confirmation message will be displayed, and you will receive an email notification when the report has completed.

Investment Report

Overview

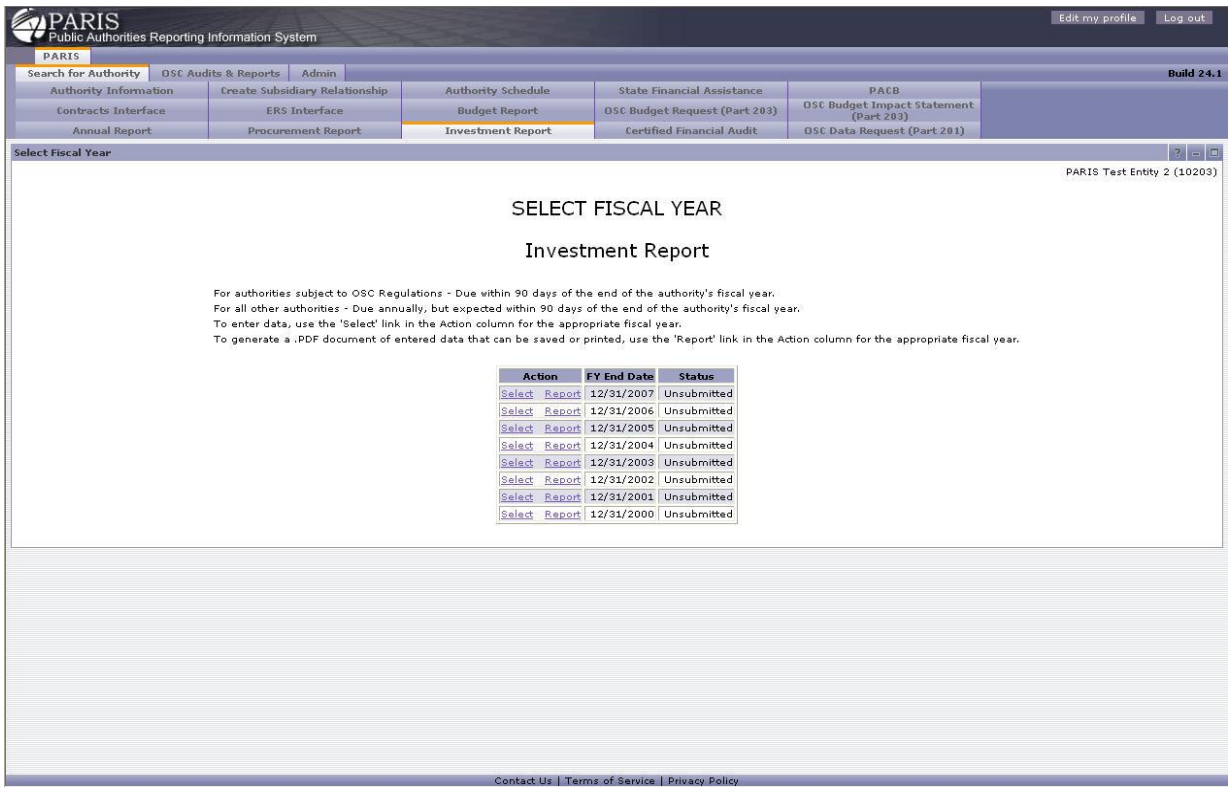
The Investment Report tab is the entry point to public authority investment report data submittals by public authority fiscal year. Public authorities that are required by Section 2925 of the Public Authorities Law file their investment reports using this tab and the screens that follow. Note: Authorities are not considered to be in compliance until the CEO, CFO or another designated official of the Public Authority acknowledges that the information contained in this submission is complete and accurate using the Investment Report Submittal link.

Navigation

Select the "Investment Report" tab.

Select Fiscal Year

Select the "Investment Report" tab to view the available reports.



To enter data, use the Select link in the Action column for the appropriate fiscal year. To generate a .PDF document of entered data that can be saved or printed, use the Report link in the Action column for the appropriate fiscal year.

Investment Information

Overview

As part of the Investment Report submittal, authorities are asked to provide investment information for the reporting year. The Investment Information link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Enter Investments

Navigation

If there is no current investment information yet saved in the system, select Investment Information from the list on the left to go to the "Enter Investments" page.

PARIS
Public Authorities Reporting Information System

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Search for Authority | OSC Audits & Reports | Admin

Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

Investment Information
Investment Report Submittal
Investment Report Waiver

Investment Information

PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted

ENTER INVESTMENTS

*** Required Field**

To answer a question that requires a URL link and an attachment:

1. Answer the question by selecting 'Yes' or 'No'.
2. Either enter a URL link where the document is located or select the checkbox confirming that the authority "does not have a website or is unable to post documents to its website".
3. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
4. Select the 'Update to List' button. When the upload has completed successfully, all text boxes will be cleared and a new record will appear in the 'Current Document List' at the top of the page.

Current Document List

Action	Document Name	Document Type	Date Attached	URL

Annual Investment Report

* 1. Has the authority prepared an Annual Investment Report for the reporting period as required by section 2925(6) of PAL?

Yes ○ **No** ○

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Annual Investment Report

Document Type: Annual Investment Report
Select Document: [ ] Browse...
Update to List | Clear

Investment Guidelines

* 2. Are the authority's investment guidelines reviewed and approved annually?

Yes ○ **No** ○

Investment Audit Report

* 3. Did the authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?

Yes ○ **No** ○

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Investment Audit Report

Document Type: Investment Audit Report
Select Document: [ ] Browse...
Update to List | Clear

Management Letter

* 4. Has the authority's independent auditor issued a management letter to the authority in connection with its annual audit of investments?

Yes ○ **No** ○

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Management Letter

Document Type: Management Letter
Select Document: [ ] Browse...
Update to List | Clear

Additional Communications

5. Attach any other communications required or allowed by professional audit standards that were issued by the authority's independent auditor in connection with its annual audit of investments.

Additional Communications

Document Type: Additional Communications
Select Document: [ ] Browse...
Update to List | Clear

* 6. Did the independent audit of investments conform to the criteria in 2NYCRR Part 201 3(b)?

Yes ○ **No** ○

* 7. Did investments include repurchase agreements?

Yes ○ **No** ○

a. If Yes, did the repurchase agreements include a master repurchase agreement?

Yes ○ **No** ○

* 8. Did investments include reverse repurchase agreements?

Yes ○ **No** ○

* 9. Did the authority engage in securities lending transactions?

Yes ○ **No** ○

* 10. Were all deposits of money insured and/or collateralized?

Yes ○ **No** ○

a. If No, were uninsured/uncollateralized deposits allowed by the authority's investment guidelines and an adopted resolution by the authority's governing board?

Yes ○ **No** ○

Save

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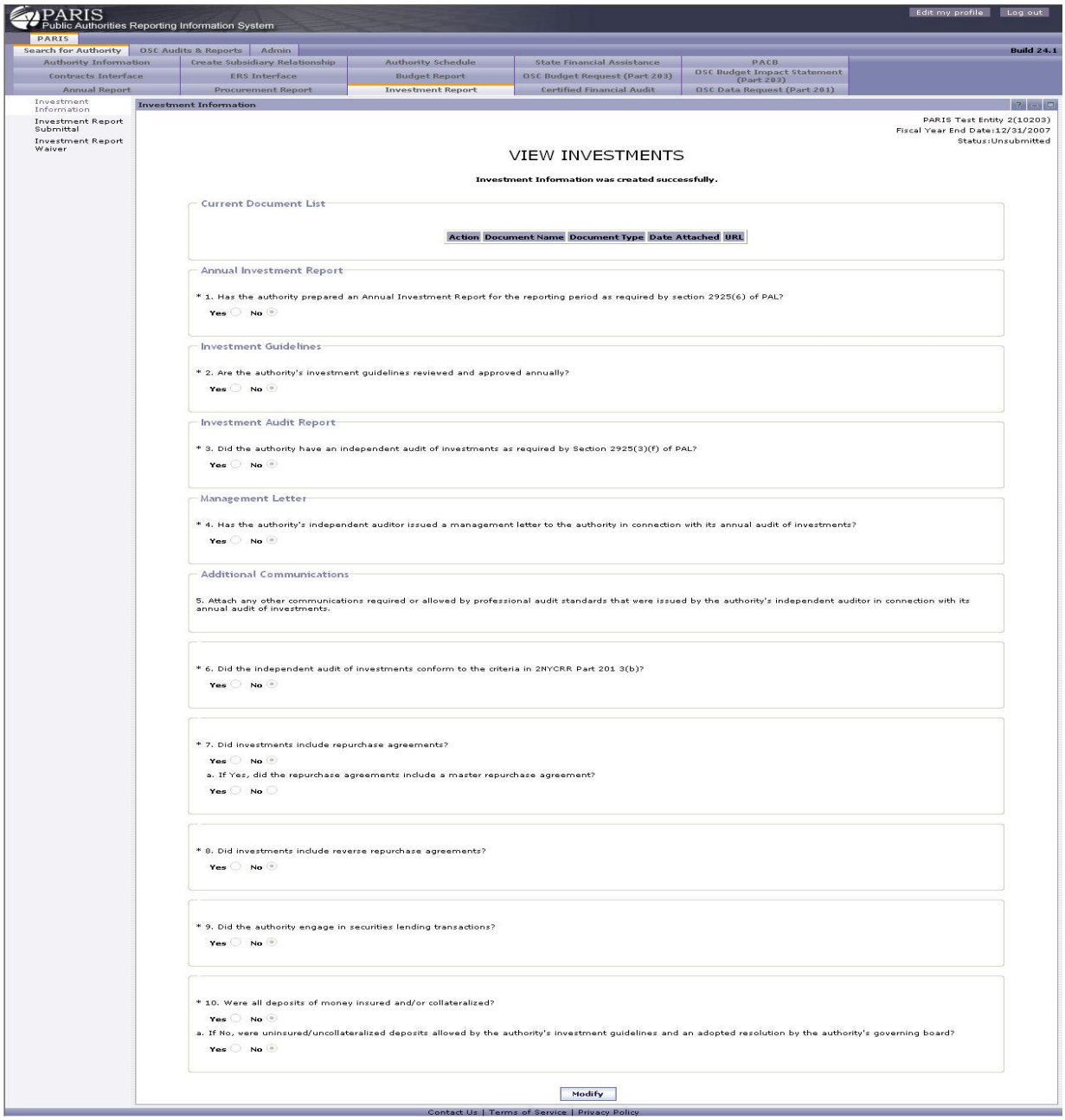
1. To attach a document, select **[Browse]** to locate and select it.
2. Answer the questions by selecting the "Yes" or "No" radio buttons. Questions with "*" are required.
3. Select either **[Update to List]** to add a document to the current document list section or **[Clear]** to remove it from the fields.
4. Select **[Save]** to save and to go to the "View Investments" page.

View Investments

Navigation

Select **[Save]** on the "Enter Investments" page to go to the "View Investments" page.



1. Review the investment information.

2. In the "Current Document List" select View next to a document to open it in its native viewer (for example MS Word for .doc).

3. Select **[Modify]** to go to the "Modify Investments" page.

Modify Investments

Navigation

Select **[Modify]** on the "View Investments" page to go to the "Modify Investments" page.

PARIS
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Search for Authority | OSC Audits & Reports | Admin

Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

Investment Information
Investment Report Submittal
Investment Report Waiver

Investment Information

PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted

MODIFY INVESTMENTS

*** Required Field**

To answer a question that requires a URL link and an attachment:

1. Answer the question by selecting 'Yes' or 'No'.
2. Either enter a URL link where the document is located or select the checkbox confirming that the authority "does not have a website or is unable to post documents to its website".
3. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
4. Select the 'Update to List' button. When the upload has completed successfully, all text boxes will be cleared and a new record will appear in the 'Current Document List' at the top of the page.

Current Document List

Action	Document Name	Document Type	Date Attached	URL

Annual Investment Report

* 1. Has the authority prepared an Annual Investment Report for the reporting period as required by section 2925(6) of PAL?

Yes ○ No ◉

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Annual Investment Report

Document Type: Annual Investment Report

Select Document: Browse...

Update to List | Clear

Investment Guidelines

* 2. Are the authority's investment guidelines reviewed and approved annually?

Yes ○ No ◉

Investment Audit Report

* 3. Did the authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?

Yes ○ No ◉

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Investment Audit Report

Document Type: Investment Audit Report

Select Document: Browse...

Update to List | Clear

Management Letter

* 4. Has the authority's independent auditor issued a management letter to the authority in connection with its annual audit of investments?

Yes ○ No ◉

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Management Letter

Document Type: Management Letter

Select Document: Browse...

Update to List | Clear

Additional Communications

5. Attach any other communications required or allowed by professional audit standards that were issued by the authority's independent auditor in connection with its annual audit of investments.

Additional Communications

Document Type: Additional Communications

Select Document: Browse...

Update to List | Clear

* 6. Did the independent audit of investments conform to the criteria in 2NYCRR Part 201 3(b)?

Yes ○ No ◉

* 7. Did investments include repurchase agreements?

Yes ○ No ◉

a. If Yes, did the repurchase agreements include a master repurchase agreement?

Yes ○ No ○

* 8. Did investments include reverse repurchase agreements?

Yes ○ No ◉

* 9. Did the authority engage in securities lending transactions?

Yes ○ No ◉

* 10. Were all deposits of money insured and/or collateralized?

Yes ○ No ◉

a. If No, were uninsured/uncollateralized deposits allowed by the authority's investment guidelines and an adopted resolution by the authority's governing board?

Yes ○ No ◉

Save | Cancel

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1. Answer the questions using the “Yes” or “No” radio buttons. Questions with “*” are required.

2. In the “Current Document List” select View next to a document to open it in its native viewer (for example MS Word for .doc) or Delete to remove it.

3. To attach a document, select **[Browse]** to locate and select it.

4. Select **[Save]** to save the information and go to the “View Investments” page.

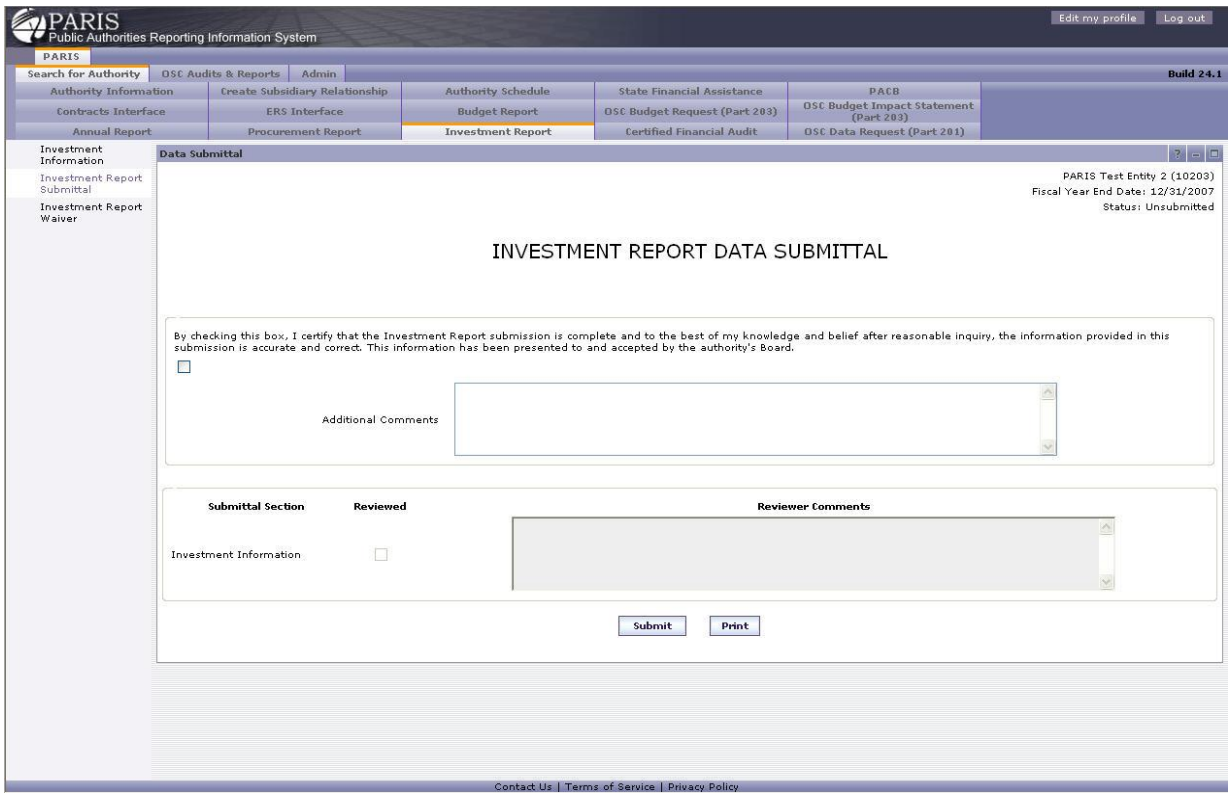
Investment Report Submittal

Overview

To complete the Investment Report submittal, the CEO, CFO, or another designated official of the Public Authority must acknowledge that the information contained in the submission is complete and accurate. The Investment Report Submittal link displays screens that authorized users can use to make this certification for the Investment Report. Some authorized users can subsequently view and enter reviewer information for the currently selected fiscal year.

Navigation

Select the Investment Report Submittal link of the left of the page to go to the "Investment Report Data Submittal" page..



1. Check the box at the top of the page to attest that you believe the information entered is correct.

2. **Internal Use Only:** Check the boxes next to each Submittal Section to indicate that it has been reviewed and enter text into the reviewer comments area as needed.

3. Click **[Print]** to print a copy for your records or **[Submit]** to submit the data.

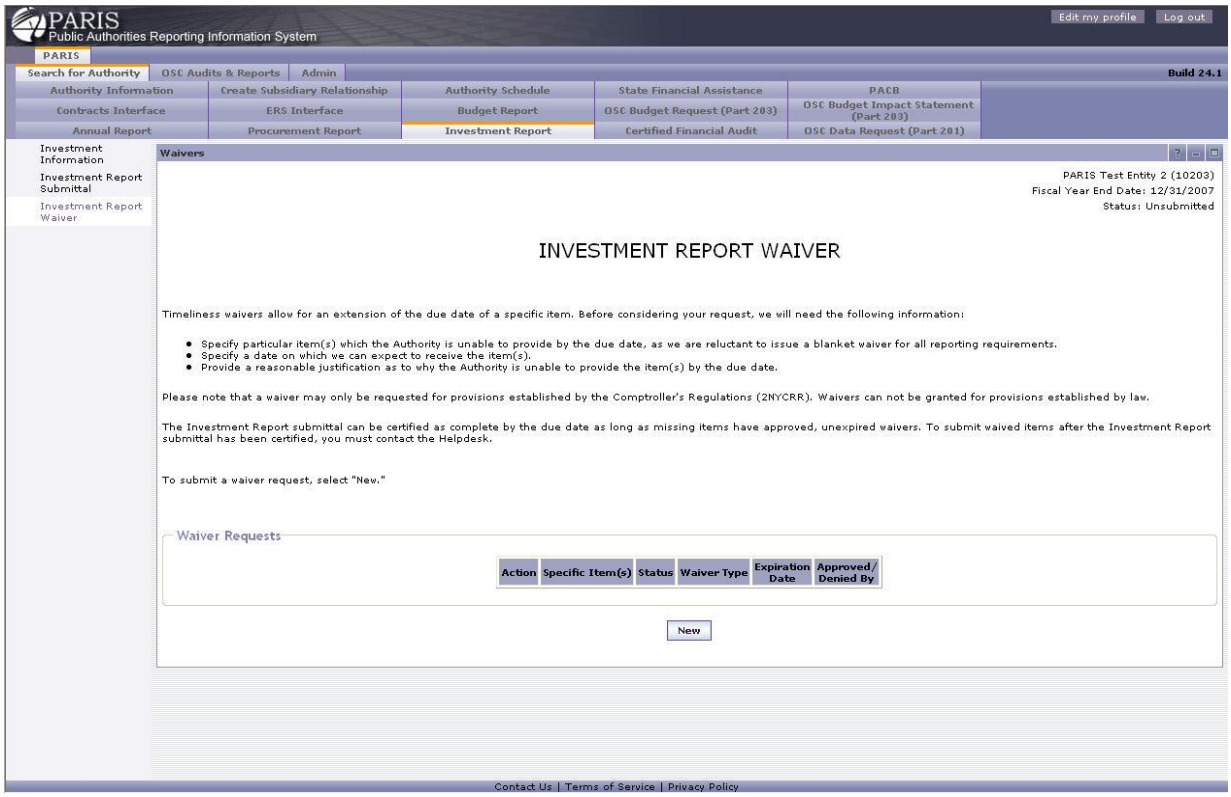
Investment Report Waiver

Overview

The Investment Report Waiver link allows authorized users to request, search for and view waivers for the Investment Report submittal. Waivers can be granted for timeliness only in this case, which allows for an extension of the due date of a specific item, and completeness, which excuses the Authority from submitting a specific item for a specific fiscal year. The Investment Report Waiver link displays screens for authorized users to create, search for and view waiver requests.

Navigation

Click on the Investment Report Waiver link on the left of the page.



1. Review the instructions to determine which type of Waiver applies to your situation.
   Note: *only waivers of type "Timeliness" are allowed in this case.*

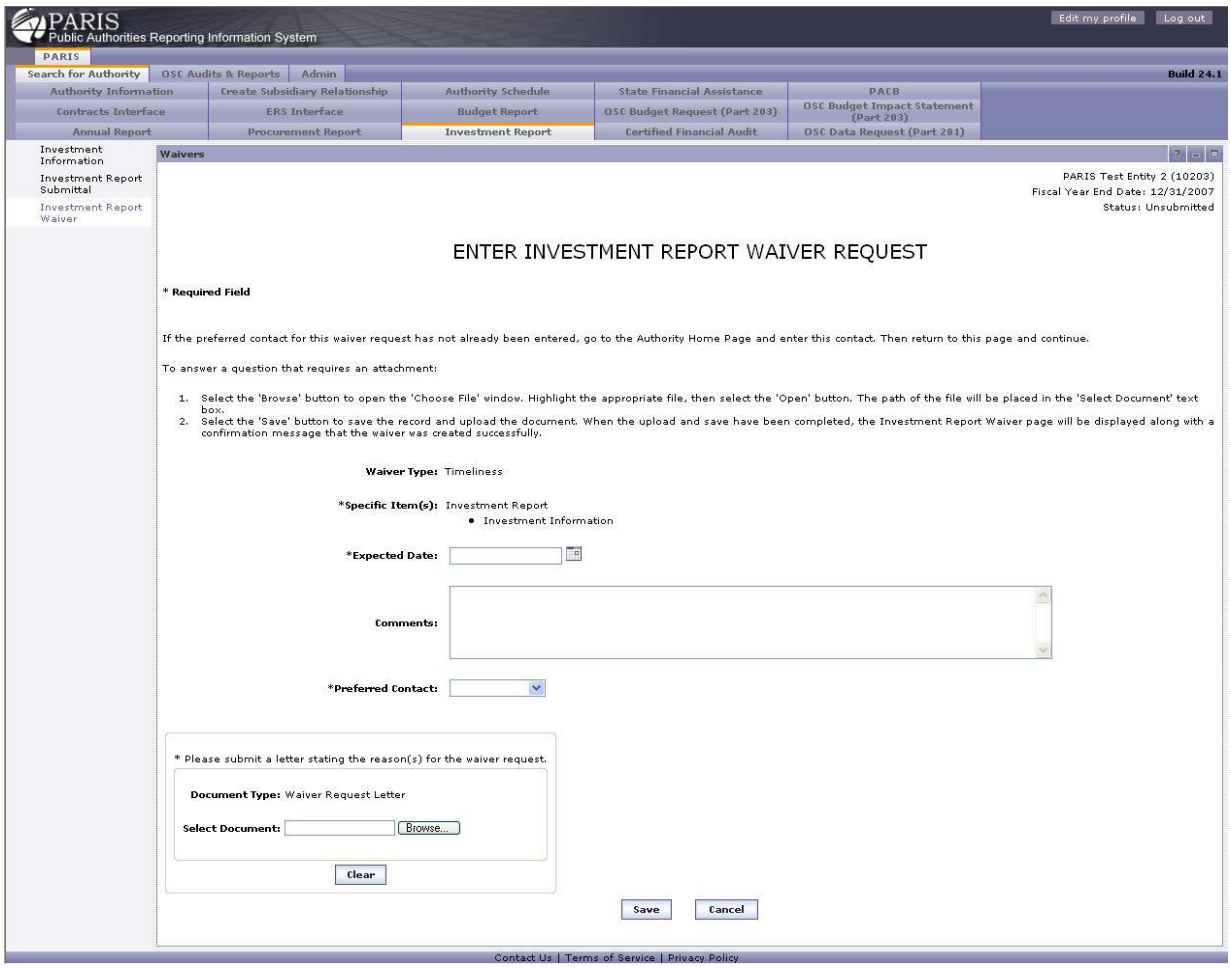
2. For existing Waiver Requests find the correct row under the "Waiver Requests" table and click View to view the request or Modify to modify the request.

3. To enter an new request click the **[New]** Button.

Enter Investment Report Waiver Request

Navigation

Click on the **[New]** button under the list of Investment Report Waivers.



1. The Waiver Type option is always set to “Timeliness” in this case..

2. "Specific Items" is always set to “Investment Report (Investment Information)” in this case.

3. Enter information where applicable. Questions with “*” are required. . “Expected Date” will also be required in this case.

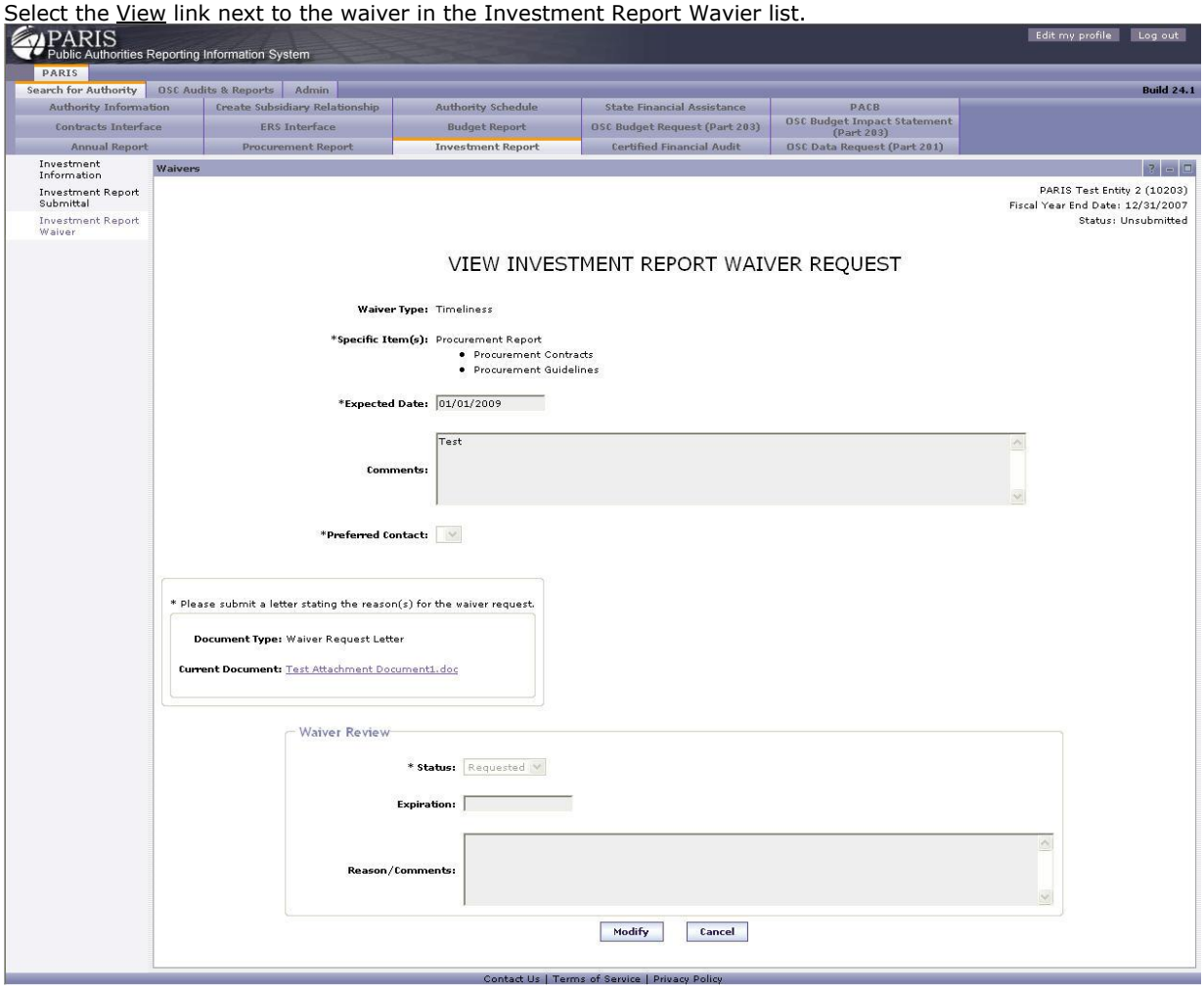
4. Using the **[Browse]** button select the file to upload that contains your "Waiver Request Letter".

5. Select **[Save]** to send the information or **[Cancel]** to cancel the request.

View Investment Report Waiver Request

Navigation

Select the View link next to the waiver in the Investment Report Wavier list.



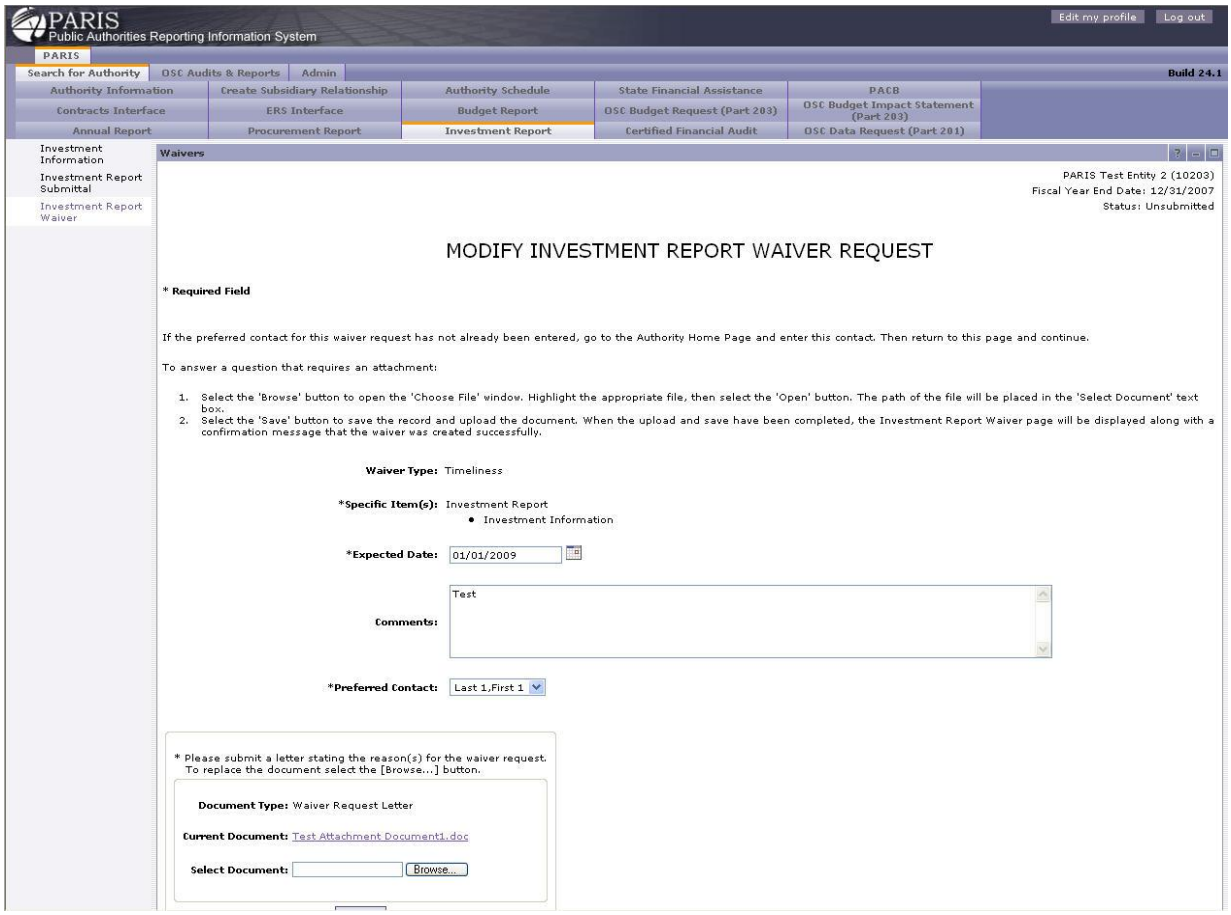
1. Review the Waiver Request Information

2. Click **[Modify]** to make changes to the request or **[Cancel]** to return to the list of Waiver Requests.

Modify Investment Report Waiver Request

Navigation

Select the Modify link next to the waiver in the Investment Report Wavier list to go to the "Modify Investment Report Waiver Request" page.



1. Review the current Waiver Request information.

2. Make changes as necessary.

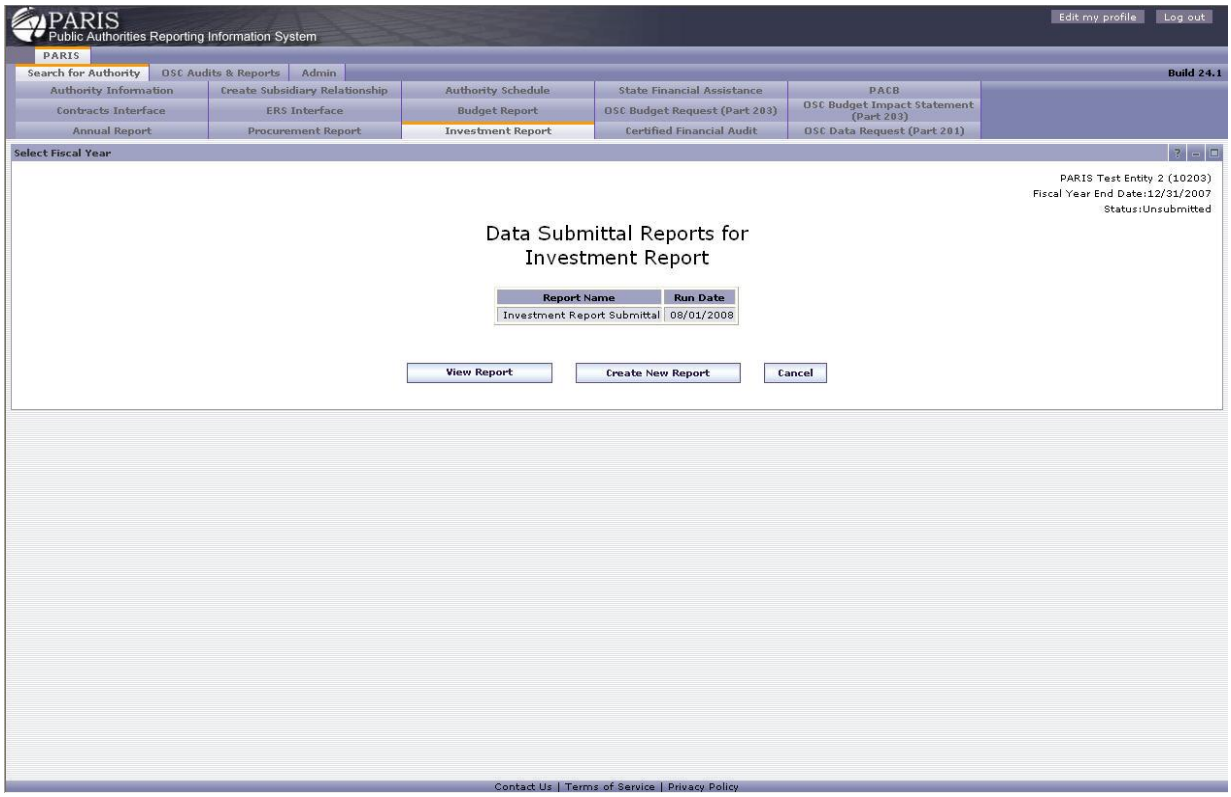
3. To upload a new "Waiver Request Letter", click the **[Browse]** button to chose the file to upload.

4. Click **[Save]** to submit the changes or **[Cancel]** to keep the original information.

Data Submittal Reports for Investment Report

Navigation

Select the Report link on the "Select Fiscal Year" screen. This will show if a data submittal report for this data submittal has been previously created, and when.



If a report is displayed, you may select **[View Report]** to display the data submittal report. To create a new report, select **[Create New Report]**. Select **[Cancel]** to return to the Select Fiscal Year page without generating a report.

PARIS will navigate back to the Select Fiscal Year page. If you have selected **[Create New Report]** to create a report, a confirmation message will be displayed, and you will receive an email notification when the report has completed.

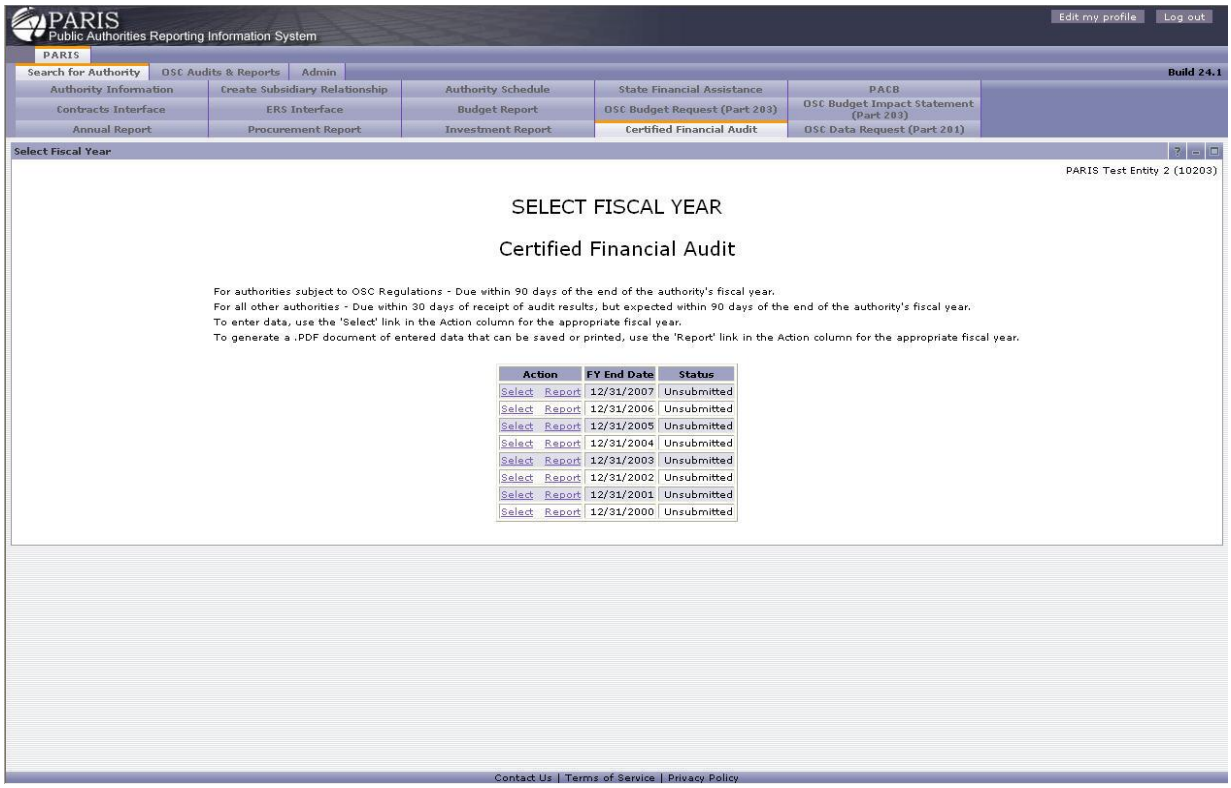
Certified Financial Audit

Overview

The Certified Financial Audit tab is the entry point to public authority financial document submittals by public authority fiscal year. Public authorities that are required by Section 2802 of the Public Authorities Law file their financial documents using this tab and the screens that follow. Note: Authorities are not considered to be in compliance until the CEO, CFO or another designated official of the Public Authority acknowledges that the information contained in this submission is complete and accurate using the Certified Financial Audit Submittal link.

Select Fiscal Year

Select the "Certified Financial Audit" tab to view the available reports.



To enter data, use the Select link in the Action column for the appropriate fiscal year. To generate a .PDF document of entered data that can be saved or printed, use the Report link in the Action column for the appropriate fiscal year.

Enter Financial Documents

Navigation

If there is no financial documents information yet saved in the system, select Financial Documents from the list on the left to go to the "Enter Financial Documents" page.

PARIS
Public Authorities Reporting Information System

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PARIS

Search for Authority | OSC Audits & Reports | Admin

Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

Financial Documents
Certified Financial Audit Submittal
Certified Financial Audit Waiver

Financial Documents

PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted

ENTER FINANCIAL DOCUMENTS

*** Required Field**

To answer a question that requires a URL link and an attachment:

1. Answer the question by selecting 'Yes' or 'No'.
2. Either enter a URL link where the document is located or select the checkbox confirming that the authority "does not have a website or is unable to post documents to its website".
3. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
4. Select the 'Update to List' button. When the upload has completed successfully, all text boxes will be cleared and a new record will appear in the 'Current Document List' at the top of the page.

Current Document List

Action	Document Name	Document Type	Date Attached	URL

* 1. Has an independent audit of the authority's financial statements been completed?

Yes ○ **No** ○

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Authority's Financial Audit Report

Document Type: Audit Report
Select Document: Browse...

Update to List | Clear

* 2. Has the authority's independent auditor issued a management letter to the authority in connection with its audit of the authority's financial statements?

Yes ○ **No** ○

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Auditor's Management Letter

Document Type: Management Letter
Select Document: Browse...

Update to List | Clear

* 3. Has the authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the authority?

Yes ○ **No** ○

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Internal Controls Report

Document Type: Internal Controls
Select Document: Browse...

Update to List | Clear

4. Attach any additional communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the authority's independent auditor in connection with its annual audit of the authority's financial statements.

Additional Communications

Document Type: Additional Communications
Select Document: Browse...

Update to List | Clear

Save

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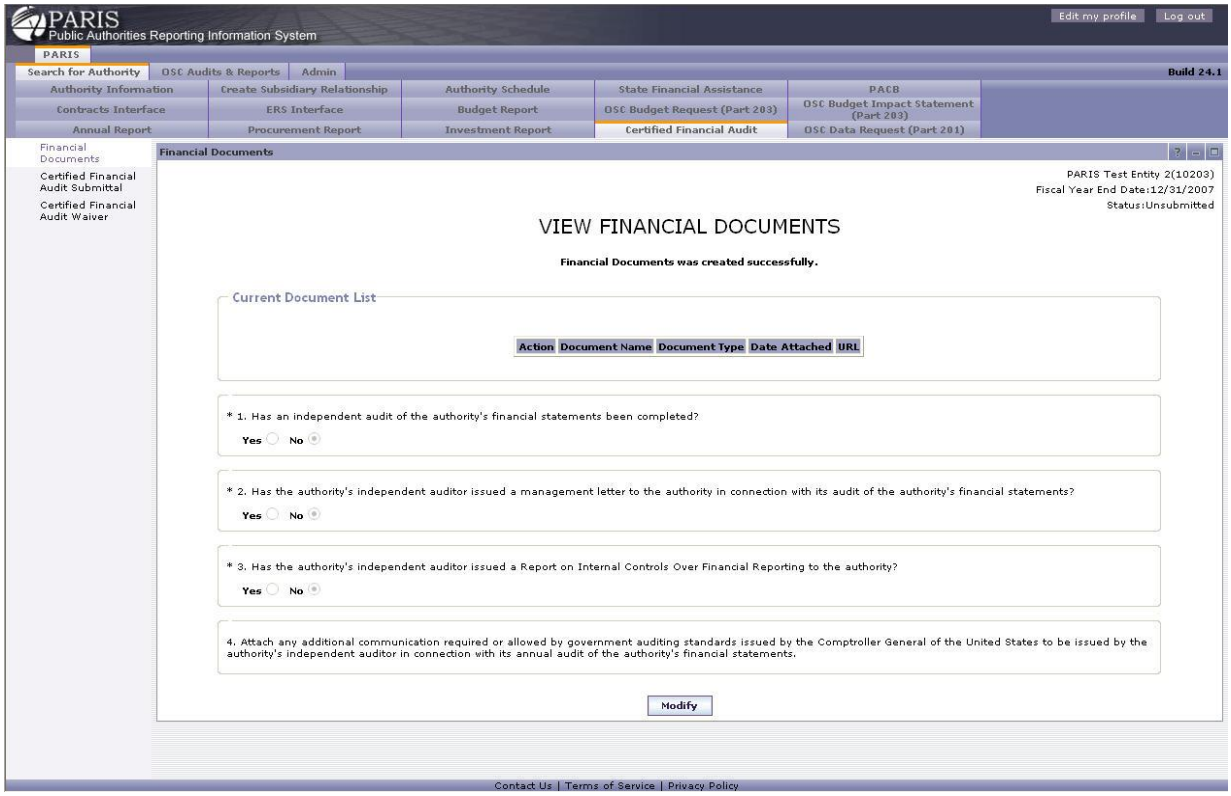
1. Answer each question using the **Yes/No** radio buttons
2. Enter the URL of each document in the space provided.
3. Using the **[Browse]** button navigate to the document you wish to upload. Click on **[Update to List]** to upload the document.
4. Select **[Save]** to save the data and go to the "View Financial Documents" page.

View Financial Documents

Navigation

Select the Financial Documents link from the list on the left to go to the "View Financial Documents" page.



1. In the "Current Document List" section, select View next to a specific document to display it in its native viewer (for example MS Word for a .doc), or Delete to remove it from the list.
2. Select **[Modify]** to go to the "Modify Financial Documents" page.

Modify Financial Documents

Navigation

Select **[Modify]** from the "View Financial Documents" page to go to the "Modify Financial Documents" page.

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Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

Financial Documents
Certified Financial Audit Submittal
Certified Financial Audit Waiver

Financial Documents

PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted

MODIFY FINANCIAL DOCUMENTS

*** Required Field**

To answer a question that requires a URL link and an attachment:

1. Answer the question by selecting 'Yes' or 'No'.
2. Either enter a URL link where the document is located or select the checkbox confirming that the authority "does not have a website or is unable to post documents to its website".
3. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
4. Select the 'Update to List' button. When the upload has completed successfully, all text boxes will be cleared and a new record will appear in the 'Current Document List' at the top of the page.

Current Document List

Action	Document Name	Document Type	Date Attached	URL

* 1. Has an independent audit of the authority's financial statements been completed?

Yes ○ **No** ◉

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Authority's Financial Audit Report

Document Type: Audit Report
Select Document: Browse...

Update to List | Clear

* 2. Has the authority's independent auditor issued a management letter to the authority in connection with its audit of the authority's financial statements?

Yes ○ **No** ◉

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Auditor's Management Letter

Document Type: Management Letter
Select Document: Browse...

Update to List | Clear

* 3. Has the authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the authority?

Yes ○ **No** ◉

If Yes, provide the URL link to the document and attach the document below:

☐ Check this box if the authority does not have a website or is unable to post documents to its website.

Internal Controls Report

Document Type: Internal Controls
Select Document: Browse...

Update to List | Clear

4. Attach any additional communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the authority's independent auditor in connection with its annual audit of the authority's financial statements.

Additional Communications

Document Type: Additional Communications
Select Document: Browse...

Update to List | Clear

Save | Cancel

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1. Modify the information as appropriate. Select **[Save]** to save the modified information or **[Cancel]** to return to the "View Financial Documents" page without saving the modifications.

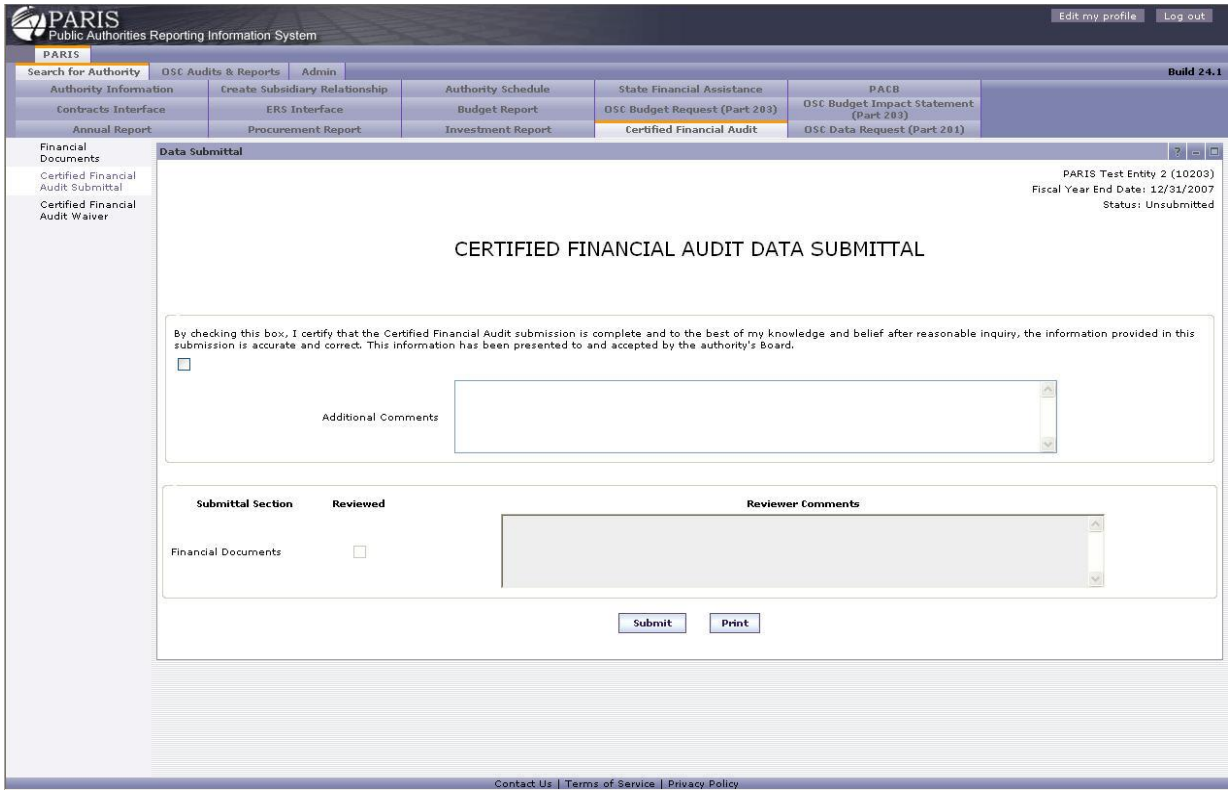
Certified Financial Audit Submittal

Overview

To complete the Certified Financial Audit submittal, the CEO, CFO, or another designated official of the Public Authority must acknowledge that the information contained in the submission is complete and accurate. The Certified Financial Audit Submittal link displays screens that authorized users can use to make this certification for the Certified Financial Audit. Some authorized users can subsequently view and enter reviewer information for the currently selected fiscal year.

Navigation

Select the Certified Financial Audit Submittal link on the left of the page.



1. Check the box at the top of the page to attest that you believe the information entered is correct.

2. **Internal Use Only:** Check the boxes next to each Submittal Section to indicate that it has been reviewed and enter text into the reviewer comments area as needed.

3. Click **[Print]** to print a copy for your records or **[Submit]** to submit the data.

Certified Financial Audit Waiver

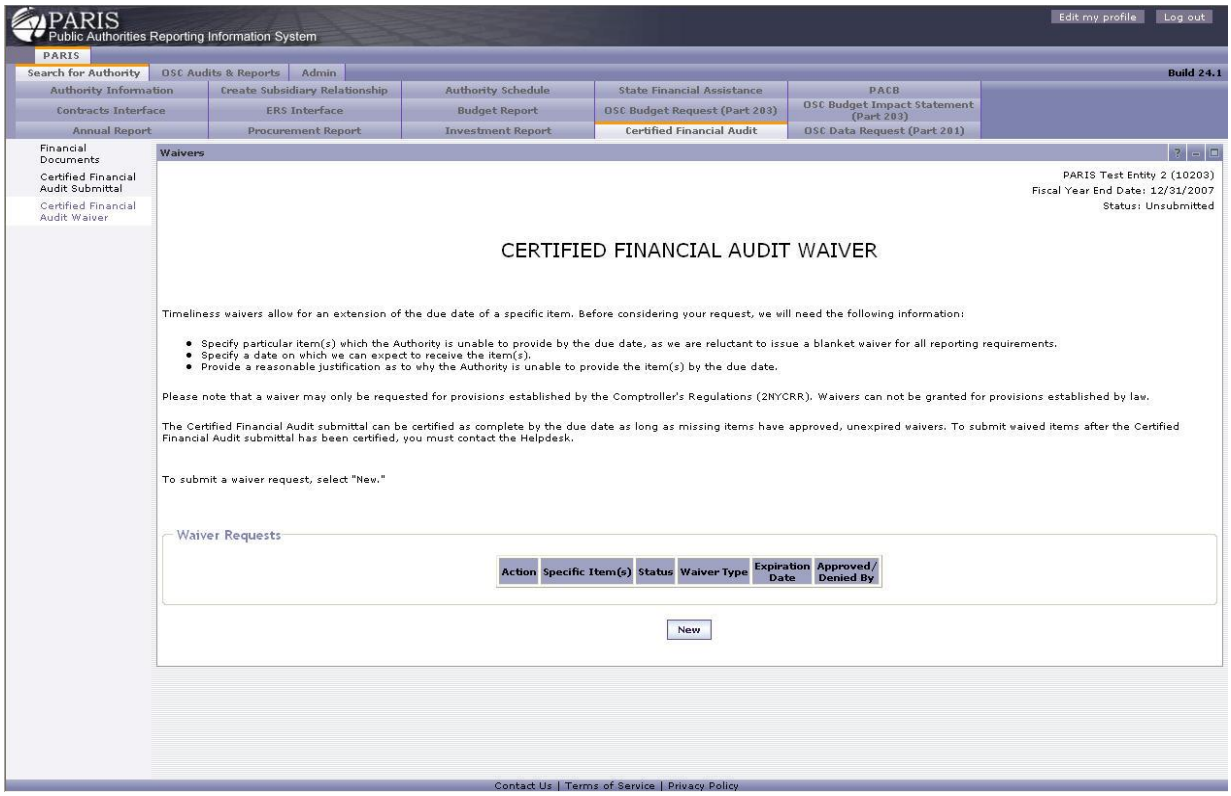
Overview

The Certified Financial Audit Waiver link allows authorized users to request, search for and view waivers for the Certified Financial Audit Report submittal. Waivers can be granted for timeliness, which allows for an extension of the due date of a specific item, and completeness, which excuses the Authority from

submitting a specific item for a specific fiscal year. The Certified Financial Audit Waiver link displays screens for authorized users to create, search for and view waiver requests.

Navigation

Click the Certified Financial Audit Waiver link on the left of the page.



1. Review the instructions to determine which type of Waiver applies to your situation.

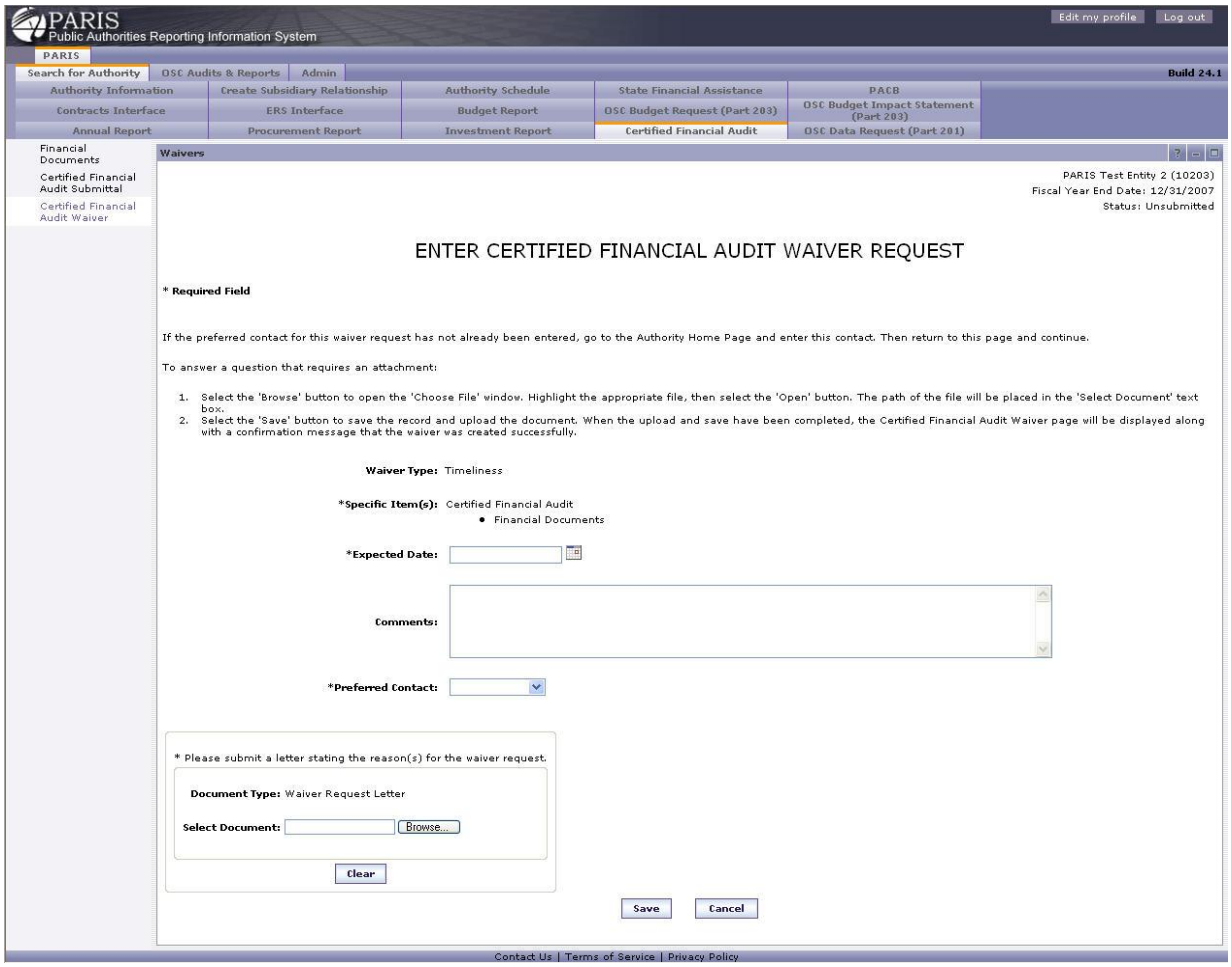
2. For existing Waiver Requests find the correct row under the "Waiver Requests" table and click View to view the request or Modify to modify the request.

3. To enter an new request click the **[New]** Button.

Enter Certified Financial Audit Waiver Request

Navigation

Select **[New**] under the Certified Financial Audit Waiver list.

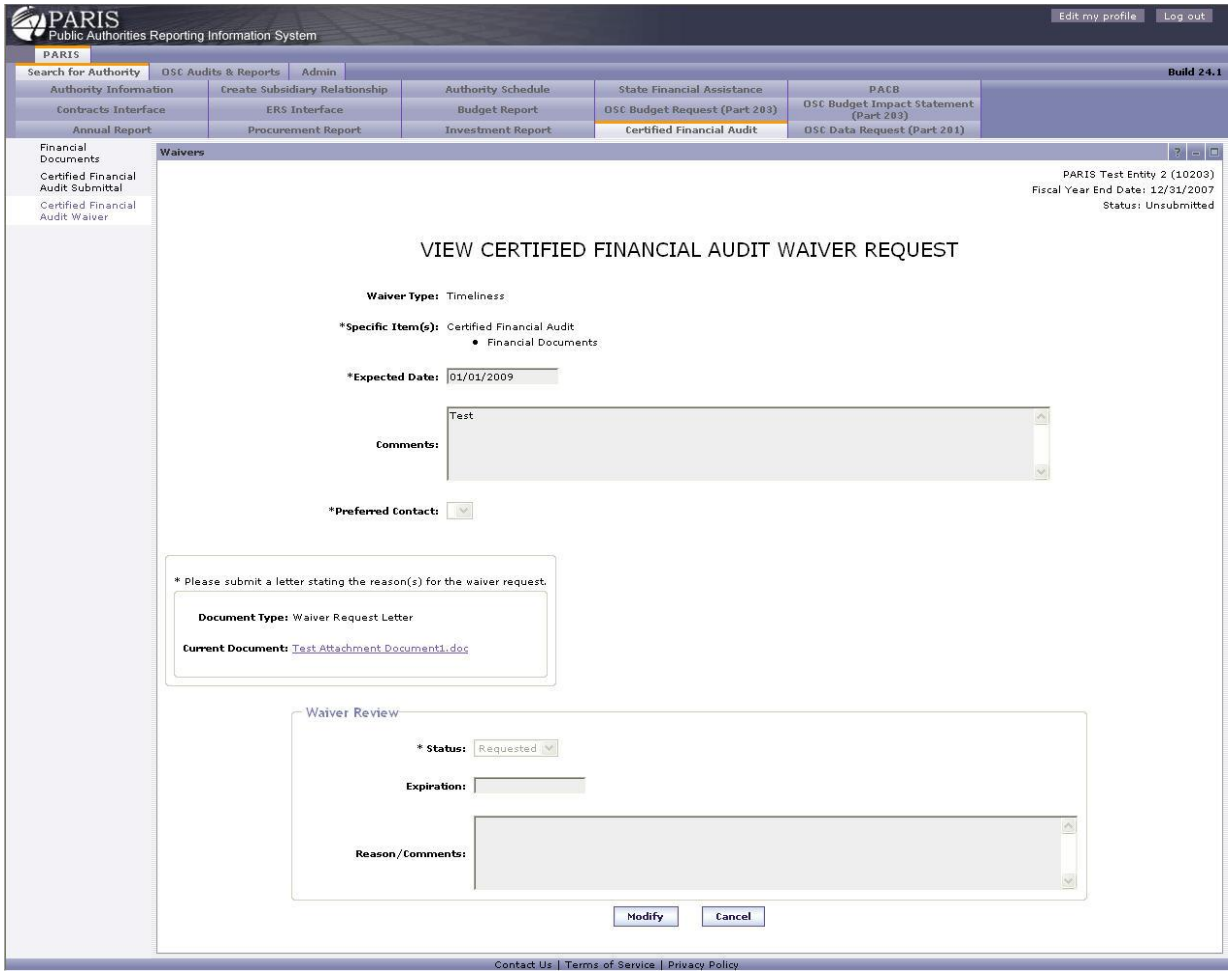


1. The Waiver Type is always set to "Timeliness" in this case.
2. "Specific Item(s)" is always set to "Certified Financial Audit (Financial Documents)" in this case.
3. Enter information where applicable. Questions with "*" are required. "Expected Date" will also be required in this case.
4. Using the [Browse] button select the file to upload that contains your "Waiver Request Letter".
5. Select **[Save]** to send the information or **[Cancel]** to cancel the request.

View Certified Financial Audit Waiver Request

Navigation

Select View next to a waiver in the Certified Financial Audit Waiver list.



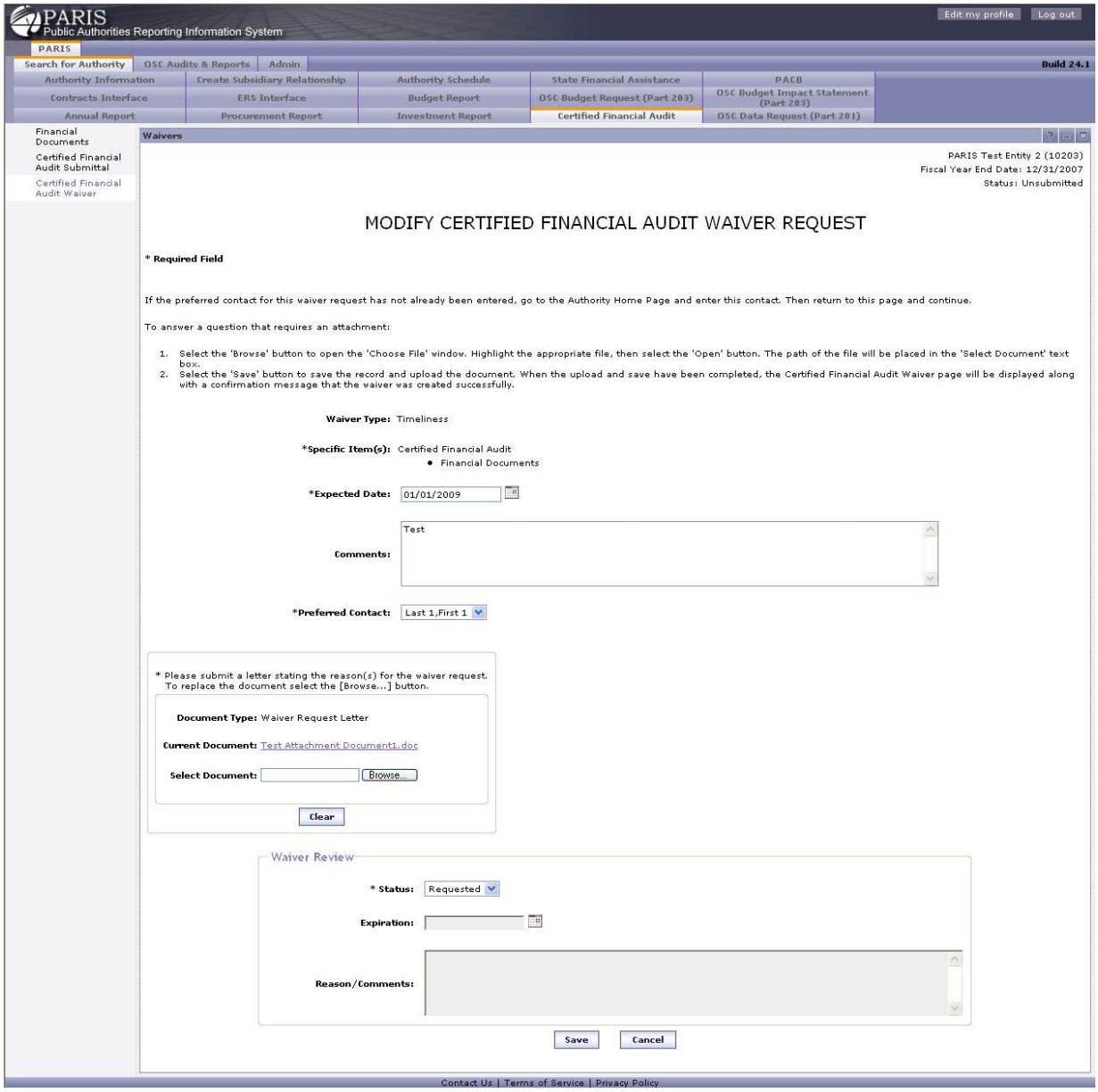
1. Review the Waiver Request Information

2. Click **[Modify]** to make changes to the request or **[Cancel]** to return to the list of Waiver Requests.

Modify Certified Financial Audit Waiver Request

Navigation

Select Modify next to a waiver in the Certified Financial Audit Waiver list.



1. Review the current Waiver Request information.

2. Make changes as necessary.

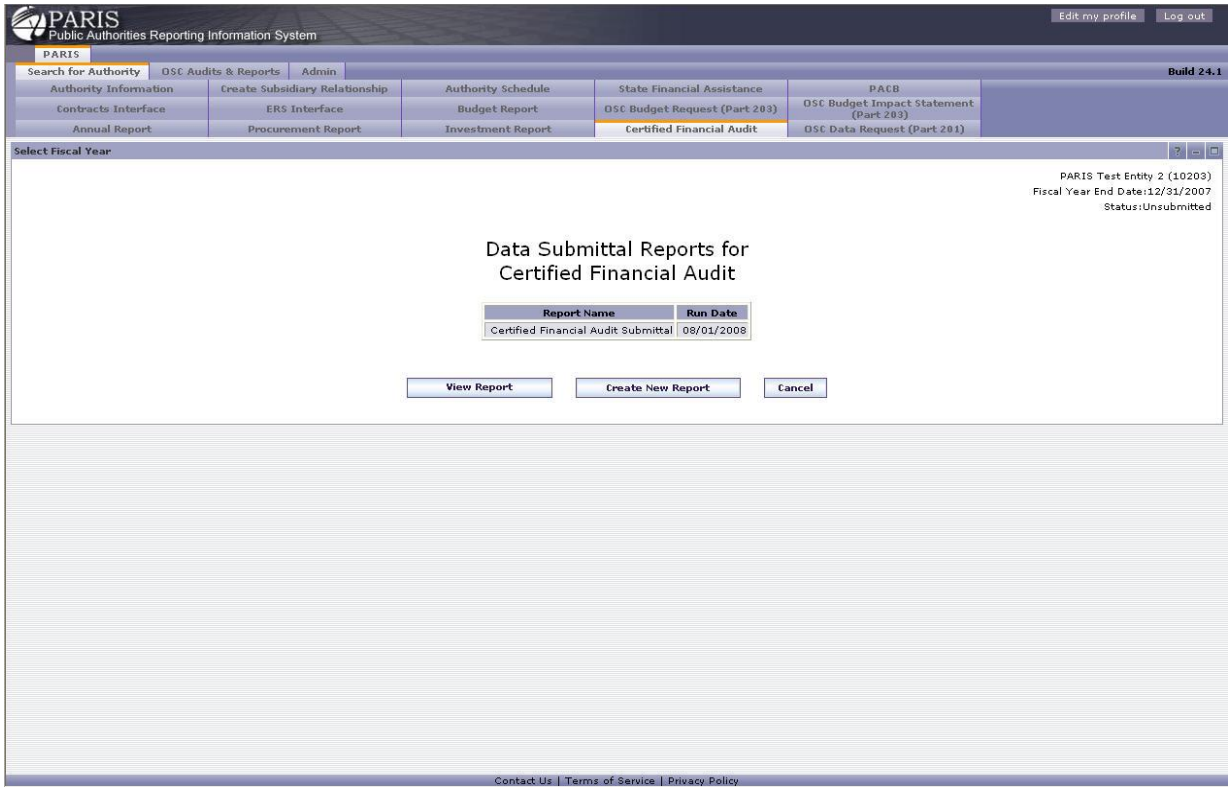
3. To upload a new "Waiver Request Letter", click the **[Browse]** button to chose the file to upload.

4. Click **[Save]** to submit the changes or **[Cancel]** to keep the original information.

Data Submittal Reports for Certified Financial Audit

Navigation

Select the Report link on the "Select Fiscal Year" screen. This will show if a data submittal report for this data submittal has been previously created, and when.



If a report is displayed, you may select **[View Report]** to display the data submittal report. To create a new report, select **[Create New Report]**. Select **[Cancel]** to return to the Select Fiscal Year page without generating a report. PARIS will navigate back to the Select Fiscal Year page. If you have selected **[Create New Report]** to create a report, a confirmation message will be displayed, and you will receive an email notification when the report has completed.

Budget Report

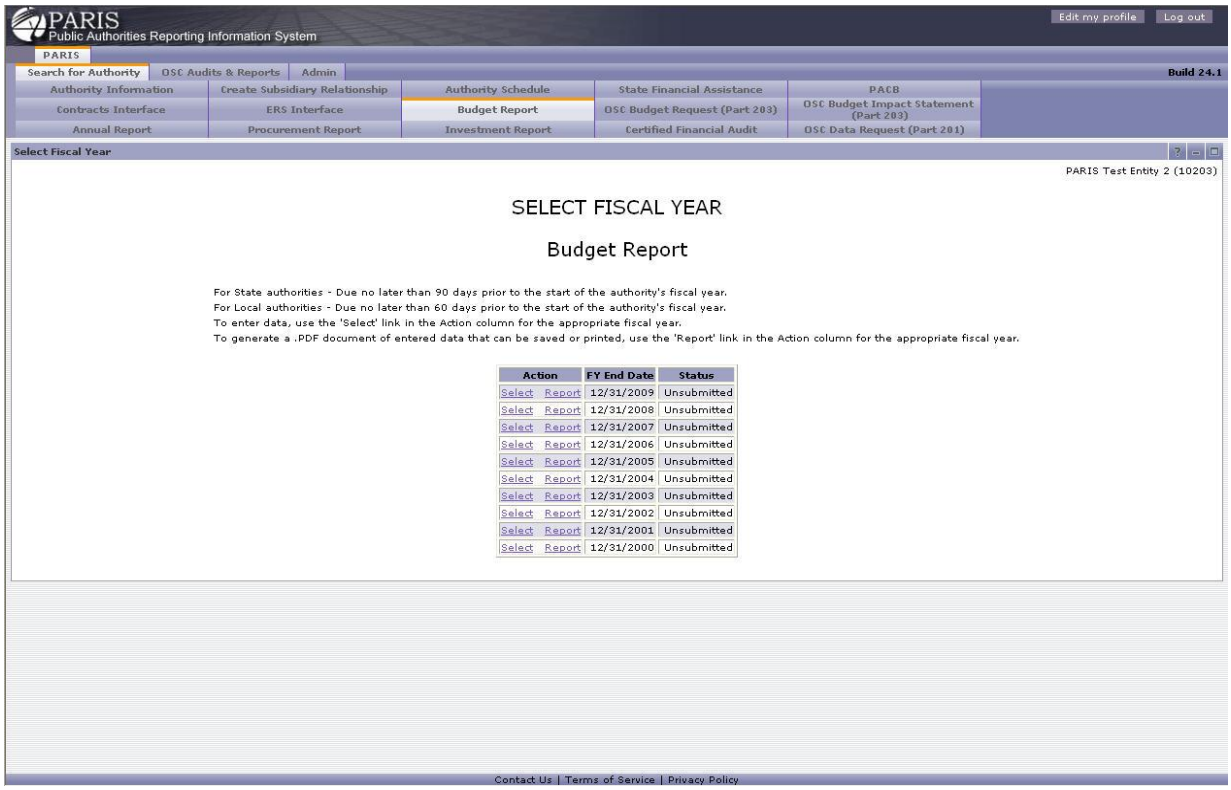
Overview

The Budget Report tab is the entry point to public authority budget report data submittals by public authority fiscal year. Public authorities that are required by Section 2801 of the Public Authorities Law file their budget reports, including their budget and financial plan, using this tab and the screens that follow.

Note: Authorities are not considered to be in compliance until the CEO, CFO or another designated official of the Public Authority acknowledges that the information contained in this submission is complete and accurate using the Budget Report Submittal link.

Select Fiscal Year

Select the "Budget Report" tab to view the available reports.



To enter data, use the Select link in the Action column for the appropriate fiscal year. To generate a .PDF document of entered data that can be saved or printed, use the Report link in the Action column for the appropriate fiscal year.

Budget & Financial Plan

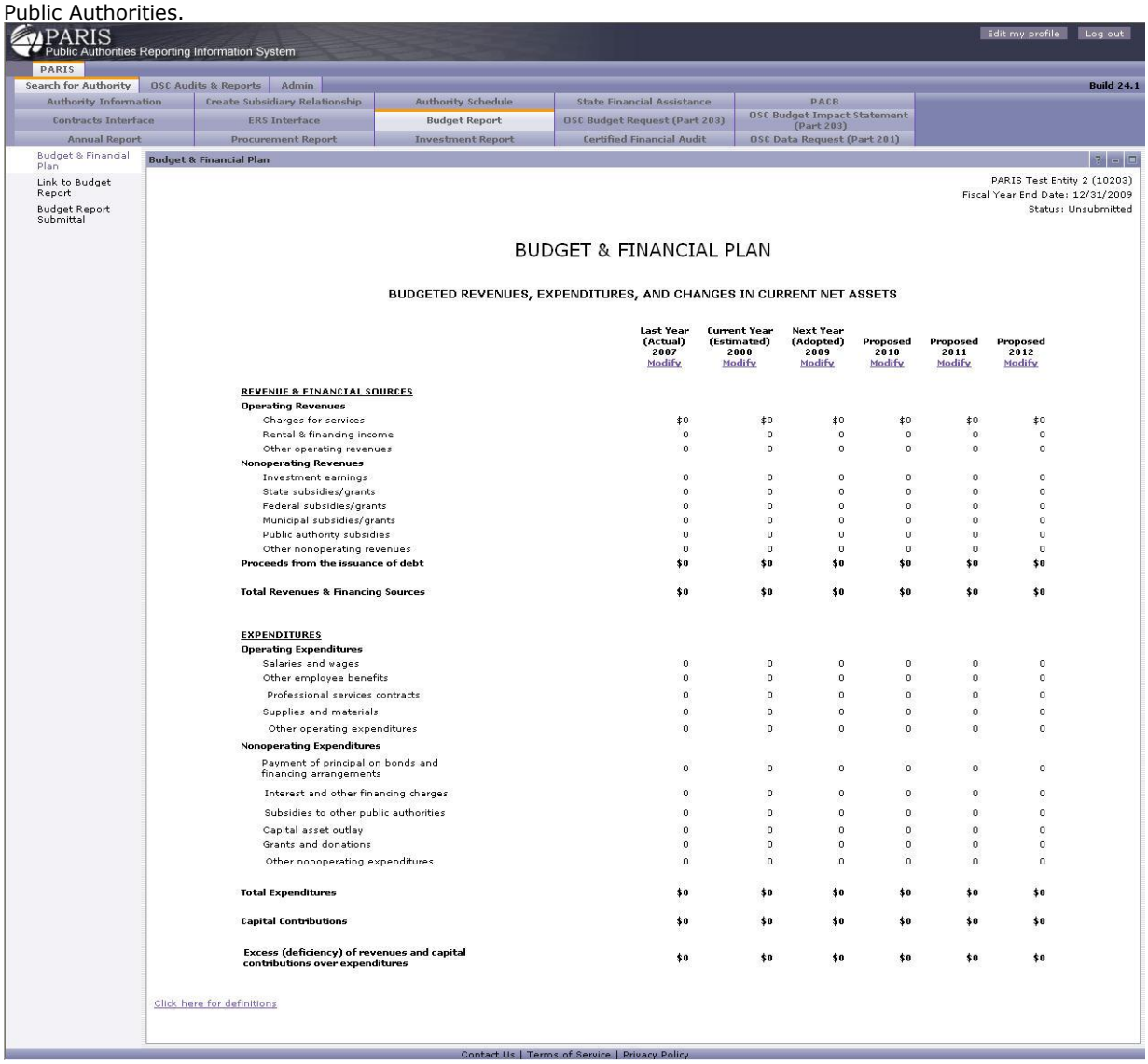
Overview

As part of the Budget Report submittal, authorities are asked to provide budget and financial plan information for the reporting year. The Budget & Financial Plan link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Navigation

Select Budget & Financial Plan from the list on the left to go to the “Budget and Financial Plan” page for

Public Authorities.



1. Review the final budget list information.

2. Select Modify under a specific fiscal year to go to the "Modify Budget & Financial Plan" page or Delete to go to the "Delete Budget & Financial Plan" page. (*NOTE - Delete will not appear until a record has been added for a budget year.)

Modify Budget & Financial Plan

Navigation

Select Modify under a specific fiscal year on the "Budget & Financial Plan" page to go to the "Modify Budget & Financial Plan" page.

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Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

Budget & Financial Plan
Link to Budget Report
Budget Report Submittal

Budget & Financial Plan

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2009
Status: Unsubmitted

MODIFY BUDGET & FINANCIAL PLAN

Amounts must be reported in dollars.

BUDGETED REVENUES, EXPENDITURES, AND CHANGES IN CURRENT NET ASSETS

	Last Year (Actual) 2007
REVENUE & FINANCIAL SOURCES	
Operating Revenues	
Charges for services	$0
Rental & financing income	$0
Other operating revenues	$0
Nonoperating Revenues	
Investment earnings	$0
State subsidies/grants	$0
Federal subsidies/grants	$0
Municipal subsidies/grants	$0
Public authority subsidies	$0
Other nonoperating revenues	$0
Proceeds from the issuance of debt	$0
Total Revenues & Financing Sources	$0
EXPENDITURES	
Operating Expenditures	
Salaries and wages	$0
Other employee benefits	$0
Professional services contracts	$0
Supplies and materials	$0
Other operating expenditures	$0
Nonoperating Expenditures	
Payment of principal on bonds and financing arrangements	$0
Interest and other financing charges	$0
Subsidies to other public authorities	$0
Capital asset outlay	$0
Grants and donations	$0
Other nonoperating expenditures	$0
Total Expenditures	$0
Capital Contributions	$0
Excess (deficiency) of revenues and capital contributions over expenditures	$0

Save | Cancel | Calculate Subtotals

Click here for definitions

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1. Update the Budget & Financial Plan information.

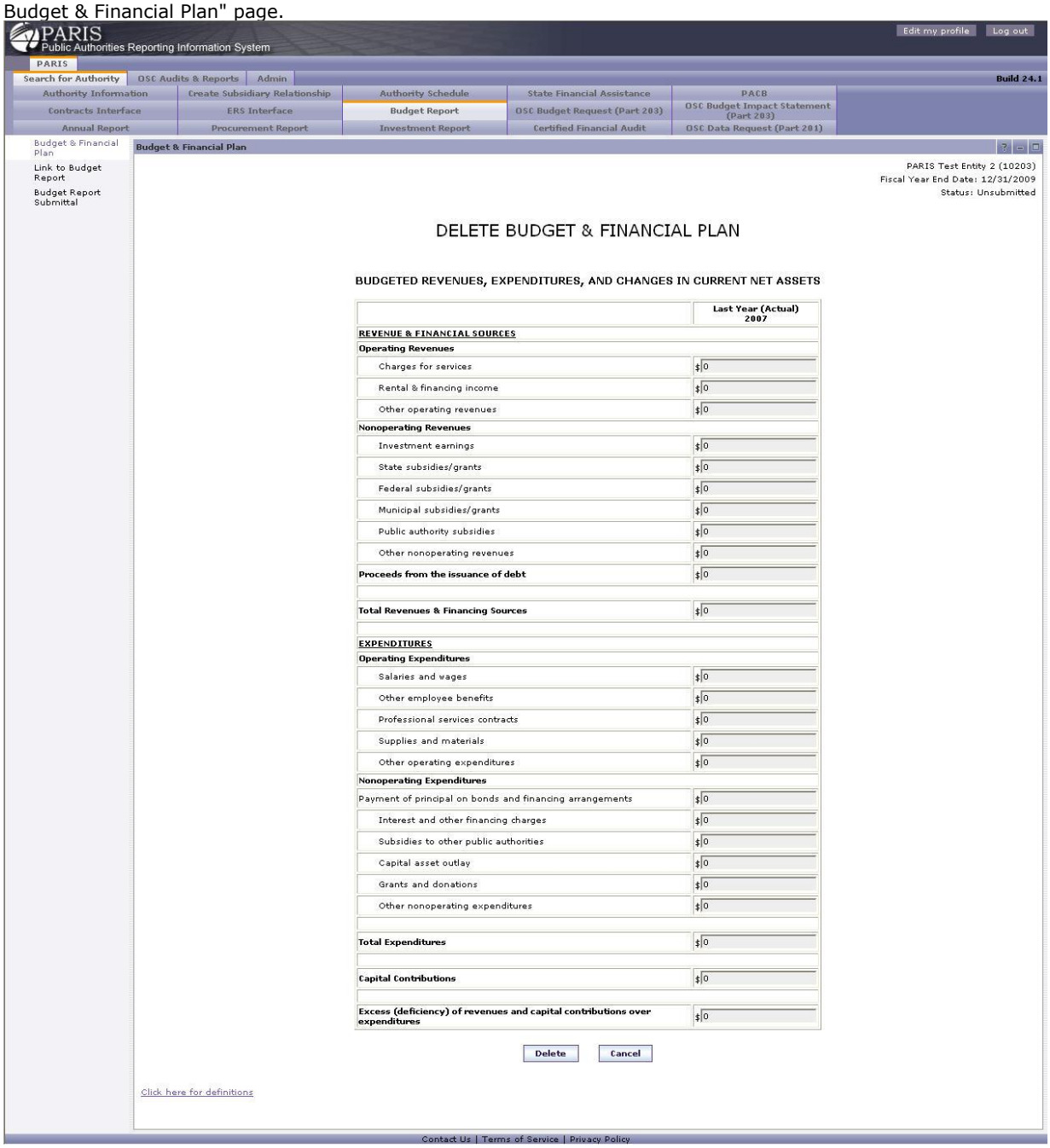
2. Select **[Calculate Totals]** to refresh the page and review the modifications.

3. Select **[Save]** to save and go to the "Budget & Financial Plan" page or **[Cancel]** to discard changes and return to the "Budget & Financial Plan" page.

Delete Budget & Financial Plan

Navigation

Select Delete under a specific fiscal year on the “Budget & Financial Plan” page to go to the "Delete Budget & Financial Plan" page.



1. Review the confirmation message.

2. Select **[Delete]** to delete the Budget & Financial Plan record for the selected fiscal year and return to the "Budget & Financial Plan" page or **[Cancel]** to return to the “Budget & Financial Plan” page.

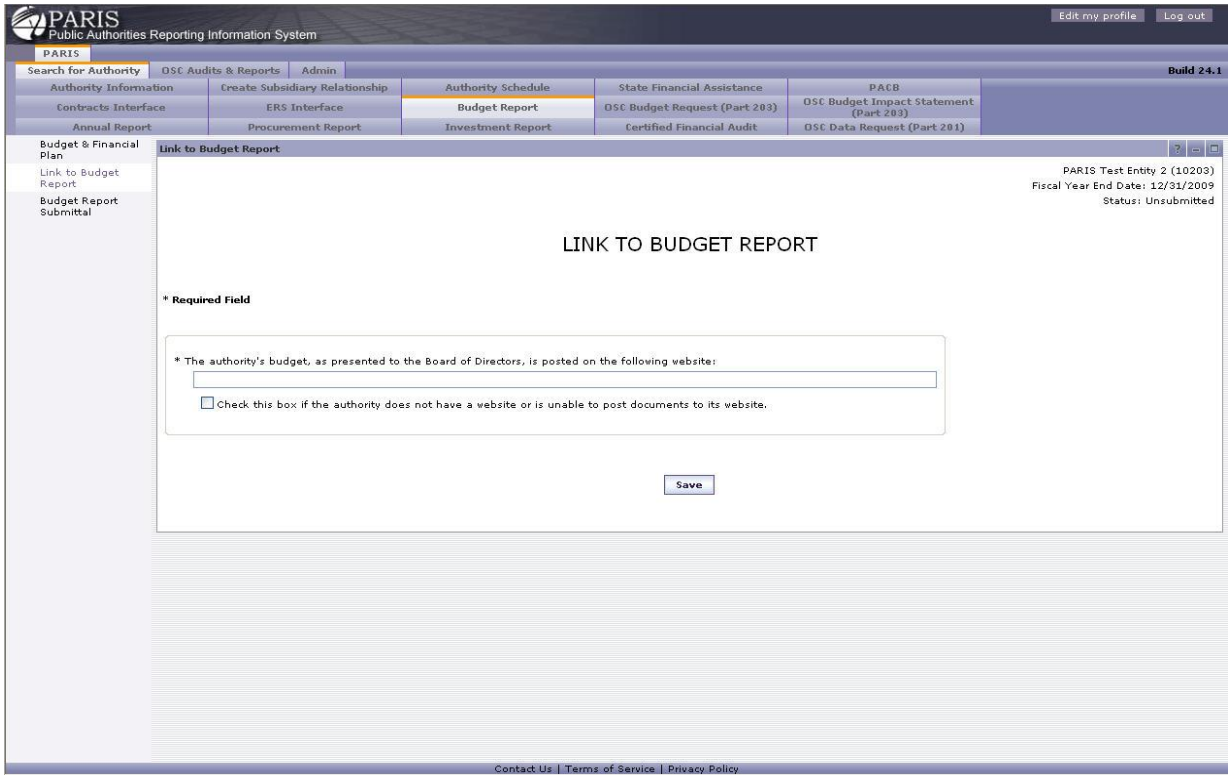
Link to Budget Report

Overview

As part of the Budget Report submittal, authorities are asked to provide a URL link to their Budget Report, if available, for the reporting year. The Link to Budget Report link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Navigation

Select the "Link to Budget Report" link on the left of the page.



1. Enter the web address of the on-line budget report in the space provided.

2. Click **[Save]** to update the information.

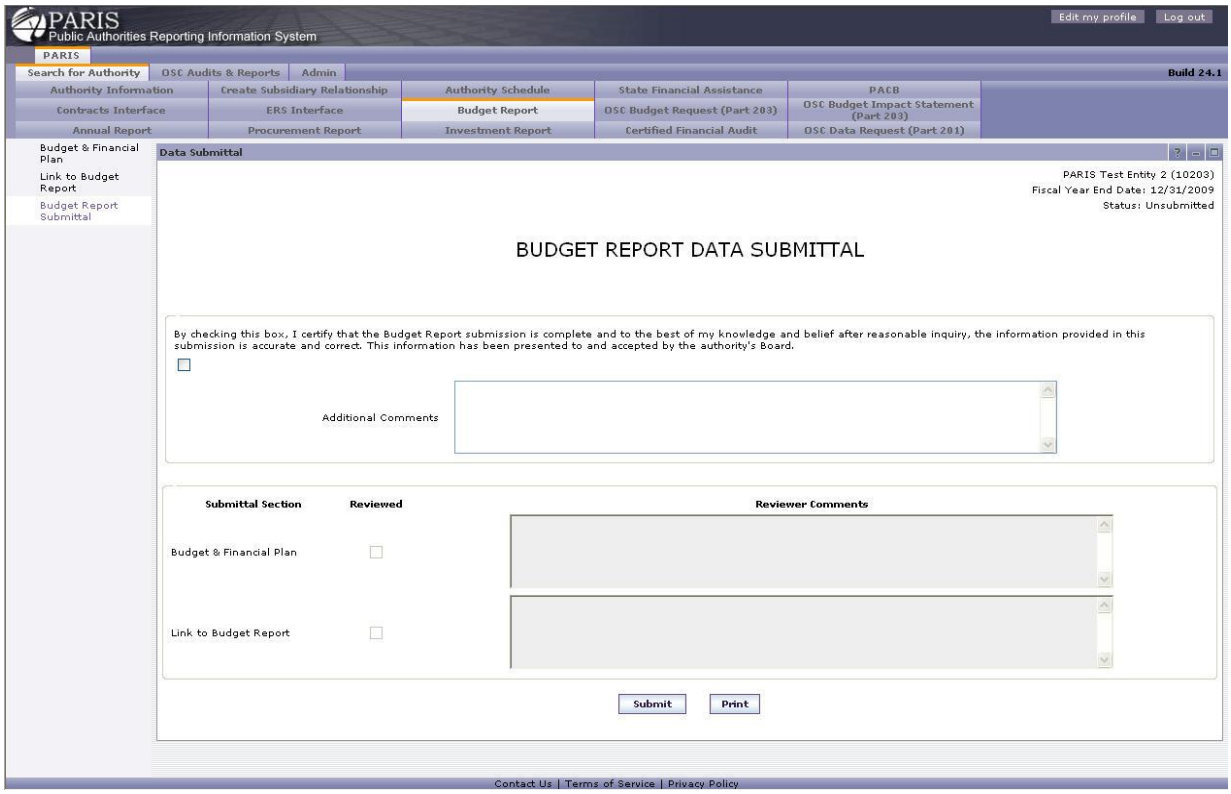
Budget Report Submittal

Overview

To complete the Budget Report submittal, the CEO, CFO, or another designated official of the Public Authority must acknowledge that the information contained in the submission is complete and accurate. The Budget Report Submittal link displays screens that authorized users can use to make this certification for the Budget Report. Some authorized users can subsequently view and enter reviewer information for the currently selected fiscal year.

Navigation

Select the Budget Report Submittal link on the left of the page.



1. Check the box at the top of the page to attest that you believe the information entered is correct.

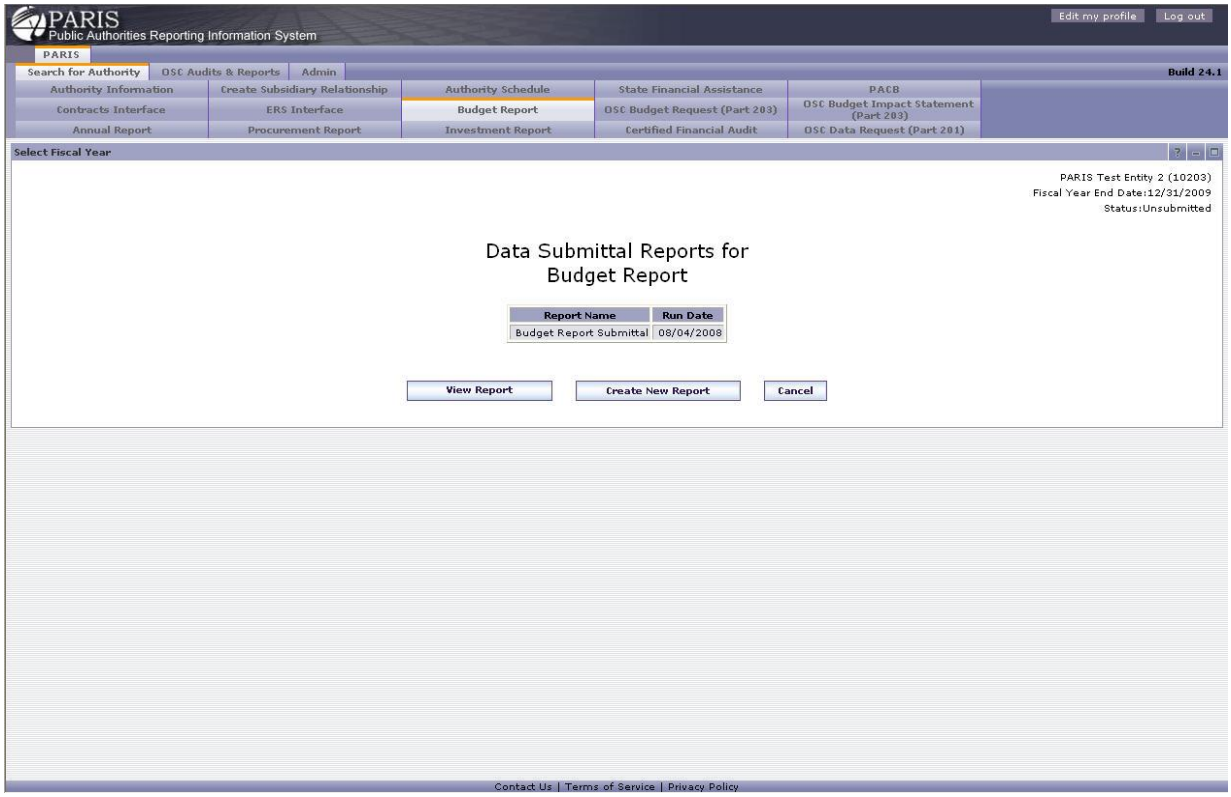
2. **Internal Use Only:** Check the boxes next to each Submittal Section to indicate that it has been reviewed and enter text into the reviewer comments area as needed.

3. Click **[Print]** to print a copy for your records or **[Submit]** to submit the data.

Data Submittal Reports for Budget Report

Navigation

Select the Report link on the "Select Fiscal Year" screen. This will show if a data submittal report for this data submittal has been previously created, and when.



If a report is displayed, you may select **[View Report]** to display the data submittal report. To create a new report, select **[Create New Report]**. Select **[Cancel]** to return to the Select Fiscal Year page without generating a report. PARIS will navigate back to the Select Fiscal Year page. If you have selected **[Create New Report]** to create a report, a confirmation message will be displayed, and you will receive an email notification when the report has completed.

OSC Data Request (Part 201)

Overview

The "OSC Data Request (Part 201)" tab is the entry point to public authority OSC Data Request submittals by public authority fiscal year.

Public authorities that are required by Regulation 2 NYCRR Part 201 file their OSC data submittal using this tab and the screens that follow.

Note: Authorities are not considered to be in compliance until the CEO, CFO or another designated official of the Public Authority acknowledges that the information contained in this submission is complete and accurate using the OSC Data Request Submittal link.

Select Fiscal Year

Navigation

Select the "OSC Data Request (Part 201)" tab to view the available reports.

To enter data, use the Select link in the Action column for the appropriate fiscal year. To generate a .PDF document of entered data that can be saved or printed, use the Report link in the Action column for the appropriate fiscal year.

Procurement-Related Information

Overview

As part of the OSC Data Request (Part 201) submittal, authorities are asked to provide information and documents related to their procurements. The "Procurement-Related Information" link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Navigation

Select the Procurement-Related Information link on the left of the page.

Enter Procurement-Related Information

Navigation

Select Procurement-Related Information from the list on the left to go to the “Enter Procurement-Related Information” page.

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Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Procurement-Related Information
- Planned Debt
- Debt Service Reserve
- Debt-Related Documents
- State Support & Cost Recovery
- State GO Bond Proceed Receipts
- Bond Proceed Disbursements
- OSC Data Request Submittal
- OSC Data Request Waiver

Procurement-Related Information

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2007
Status: Unsubmitted

ENTER PROCUREMENT-RELATED INFORMATION

To answer a question that requires an attachment:

1. Answer the question by selecting 'Yes' or 'No'.
2. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
3. Select the 'Update to List' button. When the upload has completed successfully, all text boxes will be cleared and a new record will appear in the 'Current Document List' at the top of the page.

Current Document List

Record 0 through 0 of 0 records.

Action	Document Name	Document Type	Date Attached

*1. Does the Authority require prospective bidders to sign a non-collusion agreement?

Yes ○ **No** ○

*2. Is the Authority subject to Article 15-A of the Executive Law?

Yes ○ **No** ○

If no, please attach an explanation of the measures the Authority has taken to ensure access by minority and women-owned businesses in the Authority's contract activities.

Document Type: MWBE Goal Plan/Report
Select Document: Browse...

Update to List | Clear

*3. For procurements initiated on or after January 1, 2006, has the Authority complied with all relevant provisions of Sections 139(j) and 139(k) of the State Finance Law, "The Procurement Lobbying Act"?

Yes ○ **No** ○

If no, please explain and identify relevant procurements by attaching the relevant documents below.

Document Type: Section 139 Procurement Lobbying
Select Document: Browse...

Update to List | Clear

*4. Did the Authority determine that any vendors violated provisions of the law (i.e. impermissible contracts, inadequate disclosure)?

Yes ○ **No** ○

If yes, please identify relevant contracts and describe the result of the violation by attaching the relevant documents.

Document Type: Vendor Violations
Select Document: Browse...

Update to List | Clear

*5. Does the Authority assign credit cards to employees for travel and business purchases?

Yes ○ **No** ○

If yes, please attach a copy of established credit card purchase guidelines.

Document Type: Credit Card Purchase Guidelines
Select Document: Browse...

Update to List | Clear

*6. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a statement on its prompt payment policy?

Yes ○ **No** ○

If yes, please attach a copy of prompt payment policy.

Document Type: Prompt Payment Policy
Select Document: Browse...

Update to List | Clear

*7. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a report on the scope and implementation of its prompt payment policy?

Yes ○ **No** ○

If yes, please attach a copy of the report.

Document Type: Scope Report of Prompt Payment Policy
Select Document: Browse...

Update to List | Clear

Save

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1. Enter the procurement-related information.

2. Answer each question by selecting the "Yes" or "No" radio buttons or entering text. Questions with "*" are required.

3. For questions that require attachments, select **[Browse]** to locate and select it.

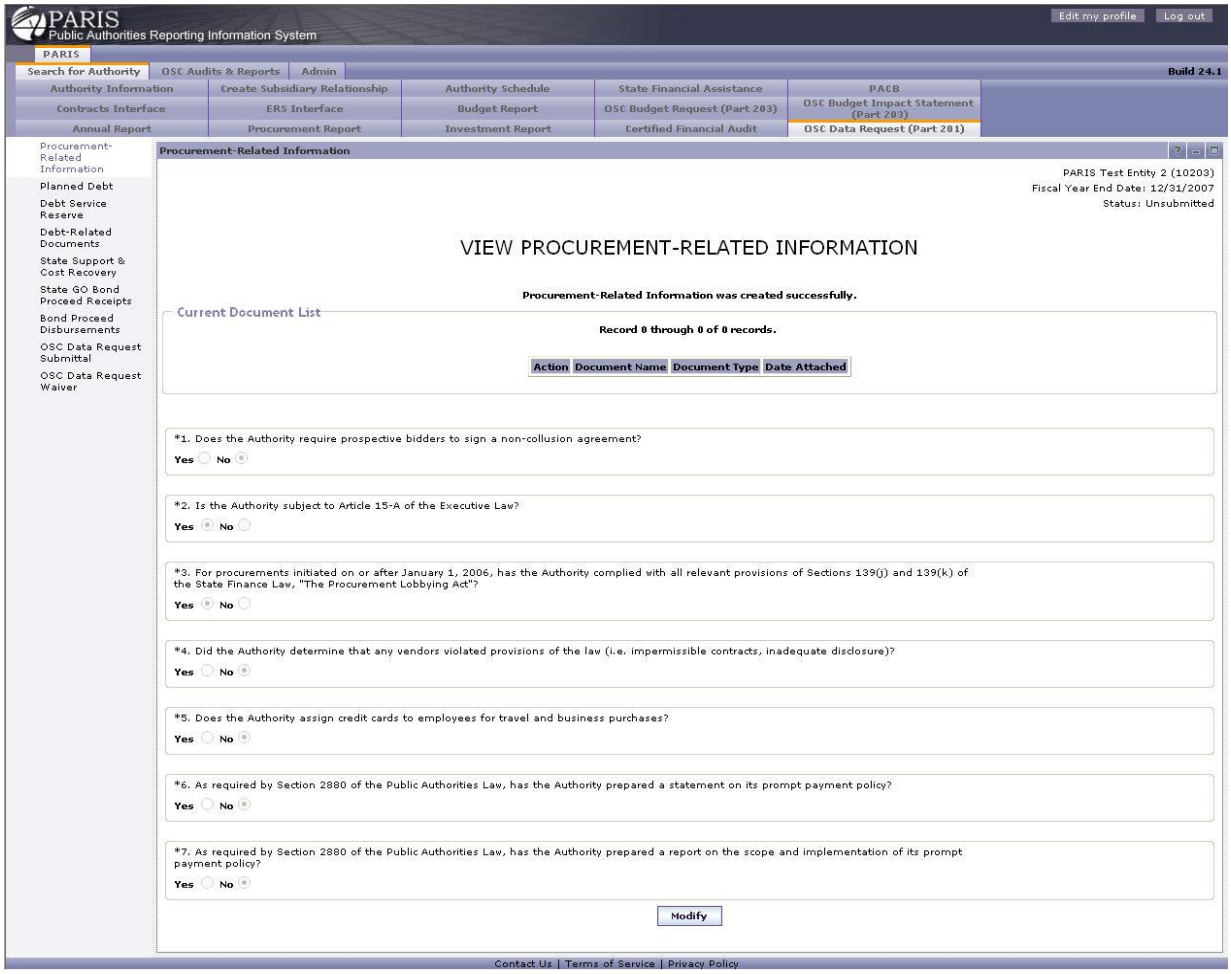
4. Select **[Update to List]** to add the information to the list or **[Clear]** to remove it from the fields.

5. Select **[Save]** to save and go to the "View Procurement-Related Information" page.

View Procurement-Related Information

Navigation

When Procurement-Related Information has been entered for the selected authority in the selected fiscal year, select Procurement-Related Information from the list on the left and you will go to the "View Procurement-Related Information" page.



1. Review the procurement-related information.

2. To view an attachment, select View next to it to open it in its native viewer (for example MS Word for a .doc).

3. Close the attachment window to return to the "View Procurement-Related Information" page.

4. Select **[Modify]** to go to the "Modify Procurement-Related Information" page.

Modify Procurement-Related Information

Navigation

Select **[Modify]** on the bottom of the "View Procurement-Related Information" page to go to the "Modify Procurement-Related Information" page.

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Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Procurement-Related Information
- Planned Debt
- Debt Service Reserve
- Debt-Related Documents
- State Support & Cost Recovery
- State GO Bond Proceed Receipts
- Bond Proceed Disbursements
- OSC Data Request Submittal
- OSC Data Request Waiver

Procurement-Related Information

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2007
Status: Unsubmitted

MODIFY PROCUREMENT-RELATED INFORMATION

To answer a question that requires an attachment:

1. Answer the question by selecting 'Yes' or 'No'.
2. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
3. Select the 'Update to List' button. When the upload has completed successfully, all text boxes will be cleared and a new record will appear in the 'Current Document List' at the top of the page.

Current Document List

Record 0 through 0 of 0 records.

Action	Document Name	Document Type	Date Attached

*1. Does the Authority require prospective bidders to sign a non-collusion agreement?
Yes ○ **No** ◉

*2. Is the Authority subject to Article 15-A of the Executive Law?
Yes ◉ **No** ○
If no, please attach an explanation of the measures the Authority has taken to ensure access by minority and women-owned businesses in the Authority's contract activities.
Document Type: MWBE Goal Plan/Report
Select Document: Browse...
Update to List | Clear

*3. For procurements initiated on or after January 1, 2006, has the Authority complied with all relevant provisions of Sections 139(j) and 139(k) of the State Finance Law, "The Procurement Lobbying Act"?
Yes ◉ **No** ○
If no, please explain and identify relevant procurements by attaching the relevant documents below.
Document Type: Section 139 Procurement Lobbying
Select Document: Browse...
Update to List | Clear

*4. Did the Authority determine that any vendors violated provisions of the law (i.e. impermissible contracts, inadequate disclosure)?
Yes ○ **No** ◉
If yes, please identify relevant contracts and describe the result of the violation by attaching the relevant documents.
Document Type: Vendor Violations
Select Document: Browse...
Update to List | Clear

*5. Does the Authority assign credit cards to employees for travel and business purchases?
Yes ○ **No** ◉
If yes, please attach a copy of established credit card purchase guidelines.
Document Type: Credit Card Purchase Guidelines
Select Document: Browse...
Update to List | Clear

*6. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a statement on its prompt payment policy?
Yes ○ **No** ◉
If yes, please attach a copy of prompt payment policy.
Document Type: Prompt Payment Policy
Select Document: Browse...
Update to List | Clear

*7. As required by Section 2880 of the Public Authorities Law, has the Authority prepared a report on the scope and implementation of its prompt payment policy?
Yes ○ **No** ◉
If yes, please attach a copy of the report.
Document Type: Scope Report of Prompt Payment Policy
Select Document: Browse...
Update to List | Clear

Save | Cancel

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1. Select View next to a specific document to display it in its native viewer (for example MS Word for a .doc) or Delete to remove it from the list.

2. Update the responses to the questions using the "Yes" or "No" radio buttons. Fields with "*" are required.

3. To attach a document, select **[Browse]** to locate and select it.

4. Select **[Update to List]** to add the information to the list or **[Clear]** to remove it from the field.

5. Select **[Save]** to save and go to the "View Procurement-Related Information" page or **[Cancel]** to discard changes and return to the "View Procurement-Related Information" page.

Planned Debt

Overview

As part of the OSC Data Request (Part 201) submittal, authorities are asked to provide information about their planned debt. The Planned Debt link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

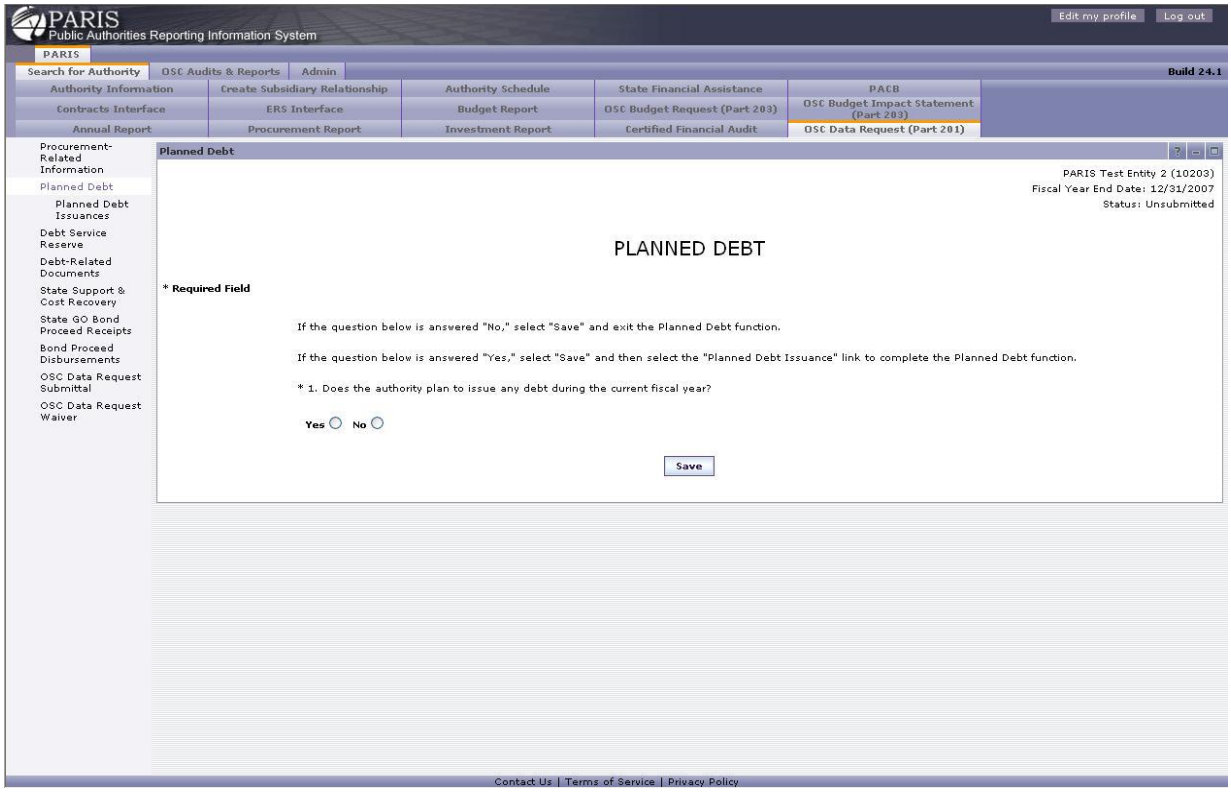
Navigation

Select the Planned Debt link on the left of the page.

Planned Debt

Navigation

Select the "OSC Data Request(Part 201)" tab. Select a Fiscal Year, Planned Debt from the list on the left to go to the "Planned Debt" page.



1. If the answer to question 1 is "Yes" select **[Save]** and then select the Planned Debt Issuances link and complete the planned debt issuance function.

2. If the answer to Question 1 on the "Planned Debt" page is "No," the "Planned Debt Issuances List" page will be view only.

3. Select **[Save]** to refresh the page and save the answers.

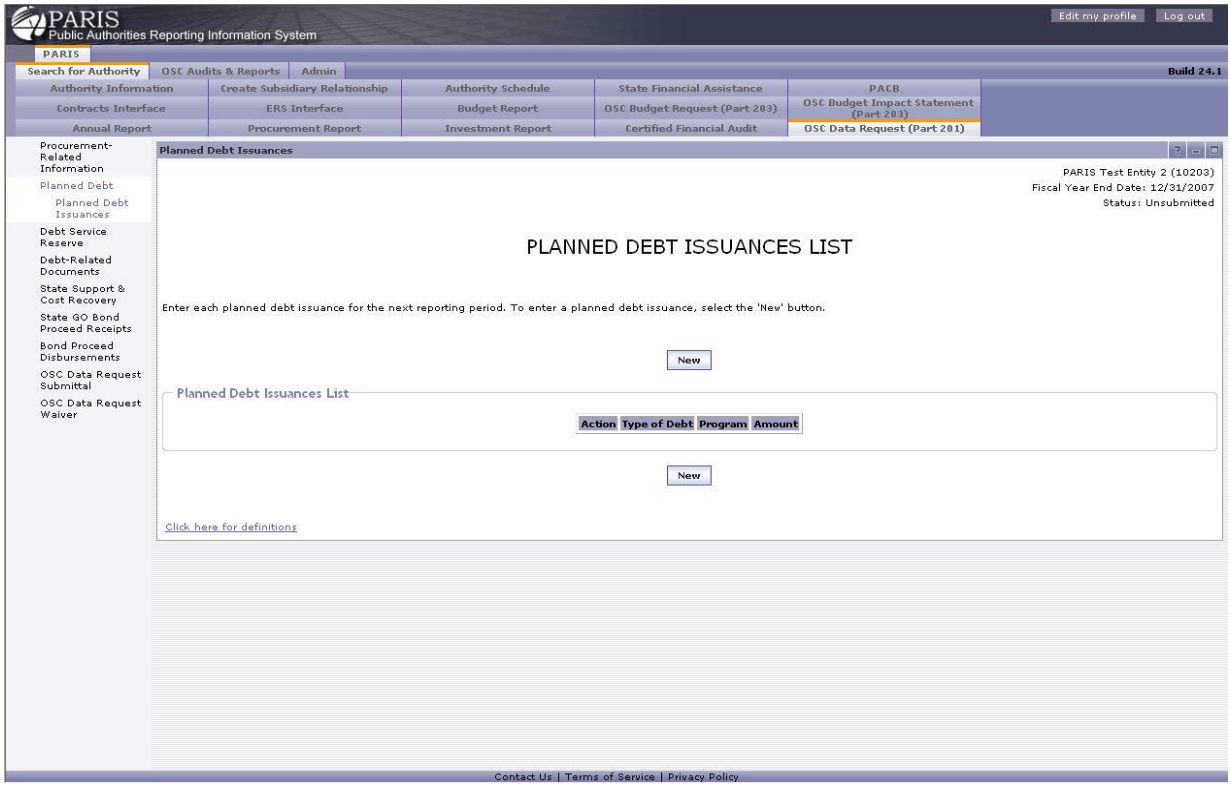
Planned Debt Issuances List

Overview

As part of the OSC Data Request (Part 201) submittal, authorities are asked to provide information about their planned debt issuances. The Planned Debt Issuances link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Navigation

Select Planned Debt Issuances from the list on the left to go to the "Planned Debt Issuances List" page.



1. Review the planned debt issuances for the current fiscal year.

2. Select **[New]** to go to the "Enter Planned Debt Issuance" page, **[Previous]** to view the previous records or **[Next]** to view the next group of records.

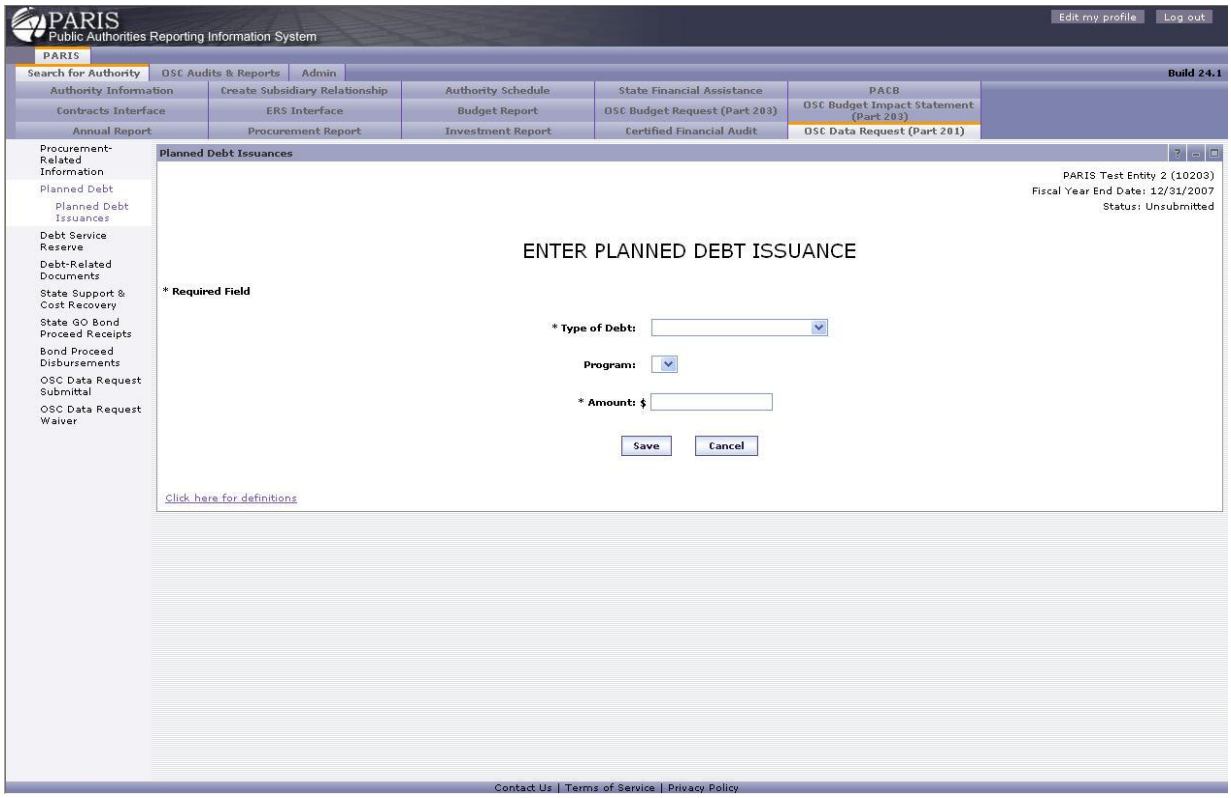
3. Select Click here for Definitions to go to the "Debt Definitions" page.

4. Select View next to a specific type of debt to go to the "View Planned Debt Issuance" page, Modify to go to the "Modify Planned Debt Issuance" page or Delete to go to the "Delete Planned Debt Issuance" page.

Enter Planned Debt Issuance

Navigation

Select **[New]** to go to the "Enter Planned Debt Issuance" page.



1. Enter the information. Fields with "*" are required.

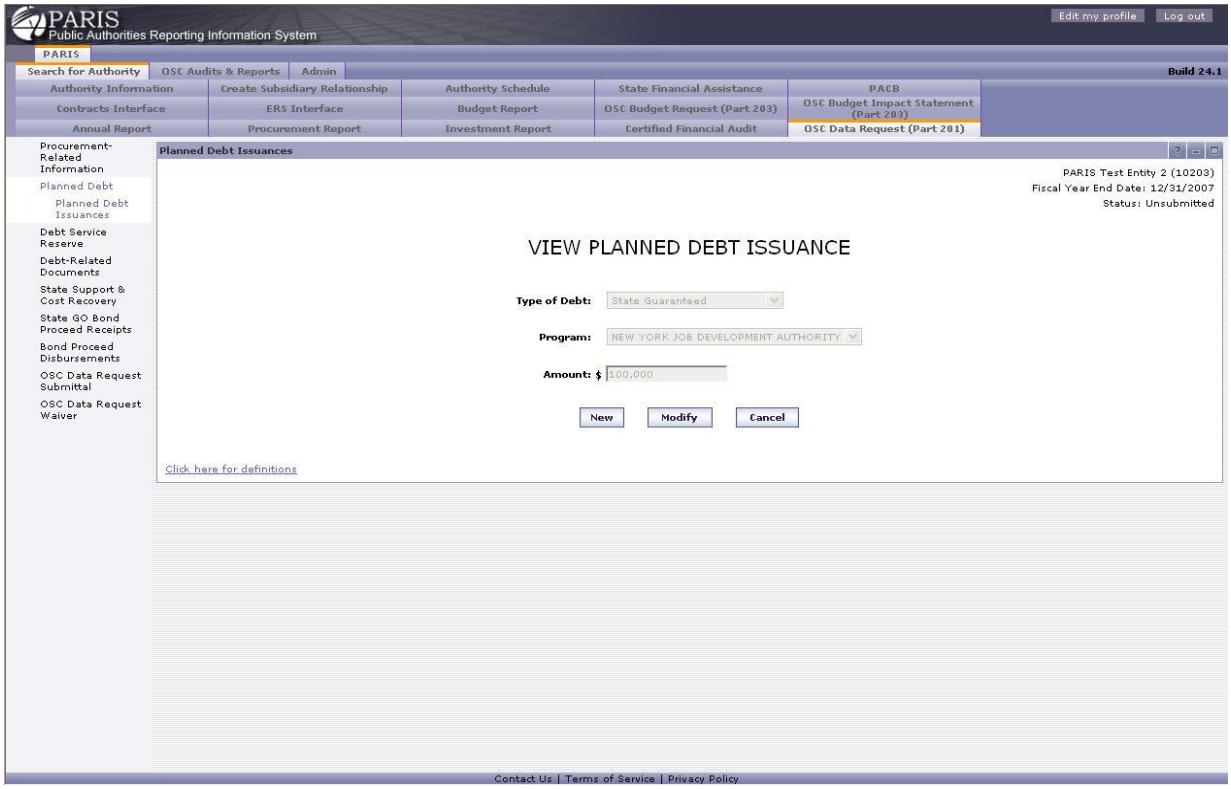
2. Select Click here for Definitions to go to the "Debt Definitions" page.

3. Select **[Save]** to save and go to the "Planned Debt Issuances List" page or **[Cancel]** to discard changes and return to the "Planned Debt Issuances List" page.

View Planned Debt Issuance

Navigation

Select View next to a specific type of debt on the "Planned Debt Issuances List" page to go to the "View Planned Debt Issuance" page.



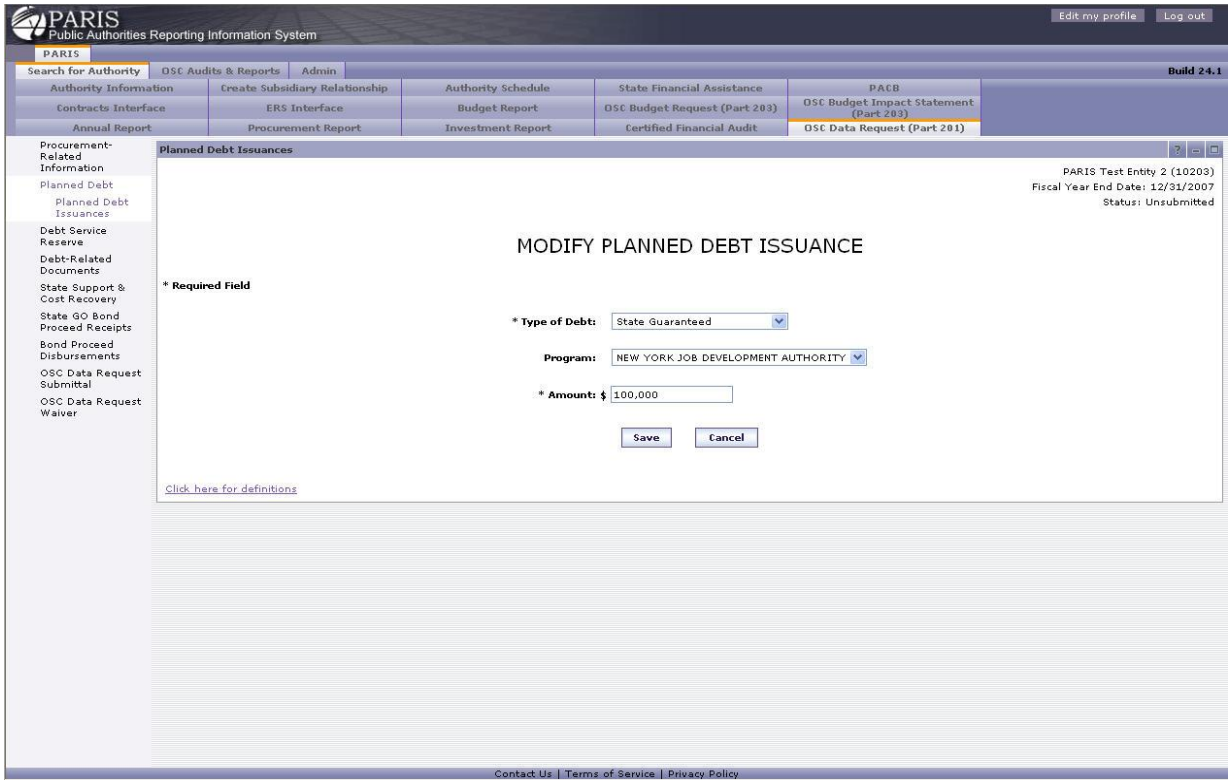
1. Review the planned debt issuances.

2. Select **[New]** to go to the "Enter Planned Debt Issuance" page, **[Modify]** to go to the "Modify Planned Debt Issuance" page, or **[Cancel]** to return to the "Planned Debt Issuances List" page.

Modify Planned Debt Issuance

Navigation

Select Modify on the "Planned Debt Issuances List" page to go to the "Modify Planned Debt Issuance" page.



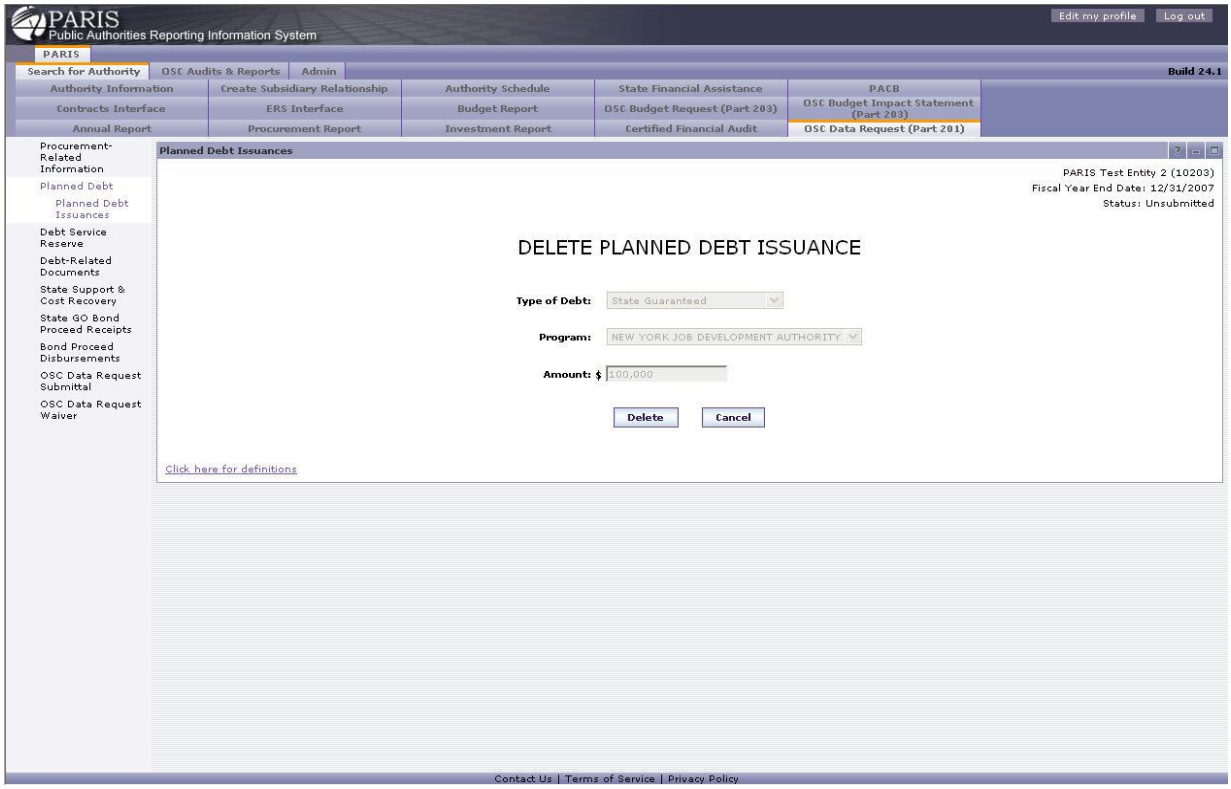
1. Update the planned debt issuance information. Fields with "*" are required.

2. Select **[Save]** to save and go to the "Planned Debt Issuances List" page or **[Cancel]** to discard changes and return to the "Planned Debt Issuances List" page.

Delete Planned Debt Issuance

Navigation

Select Delete next to a specific type of debt on the "Planned Debt Issuances List" page to go to the "Delete Planned Debt Issuance" page.



1. Review the planned debt issuance.

2. Select **[Delete]** to remove the record and go to the "Planned Debt Issuances List" page or **[Cancel]** to return to the "Planned Debt Issuances List" page.

Debt Service Reserve

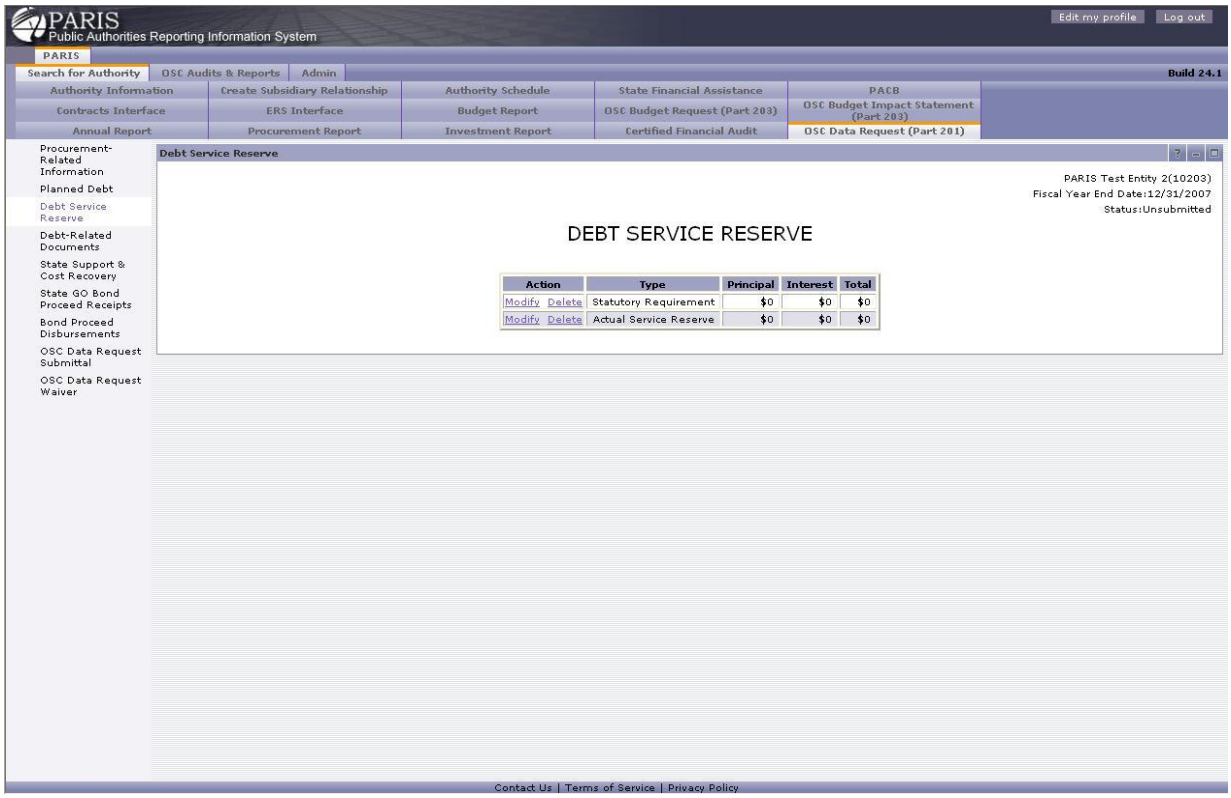
Overview

As part of the OSC Data Request (Part 201) submittal, authorities are asked to provide information about their debt service reserve. The Debt Service Reserve link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Debt Service Reserve

Navigation

Select Debt Service Reserve from the list on the left to go to the"Debt Service Reserve" page.

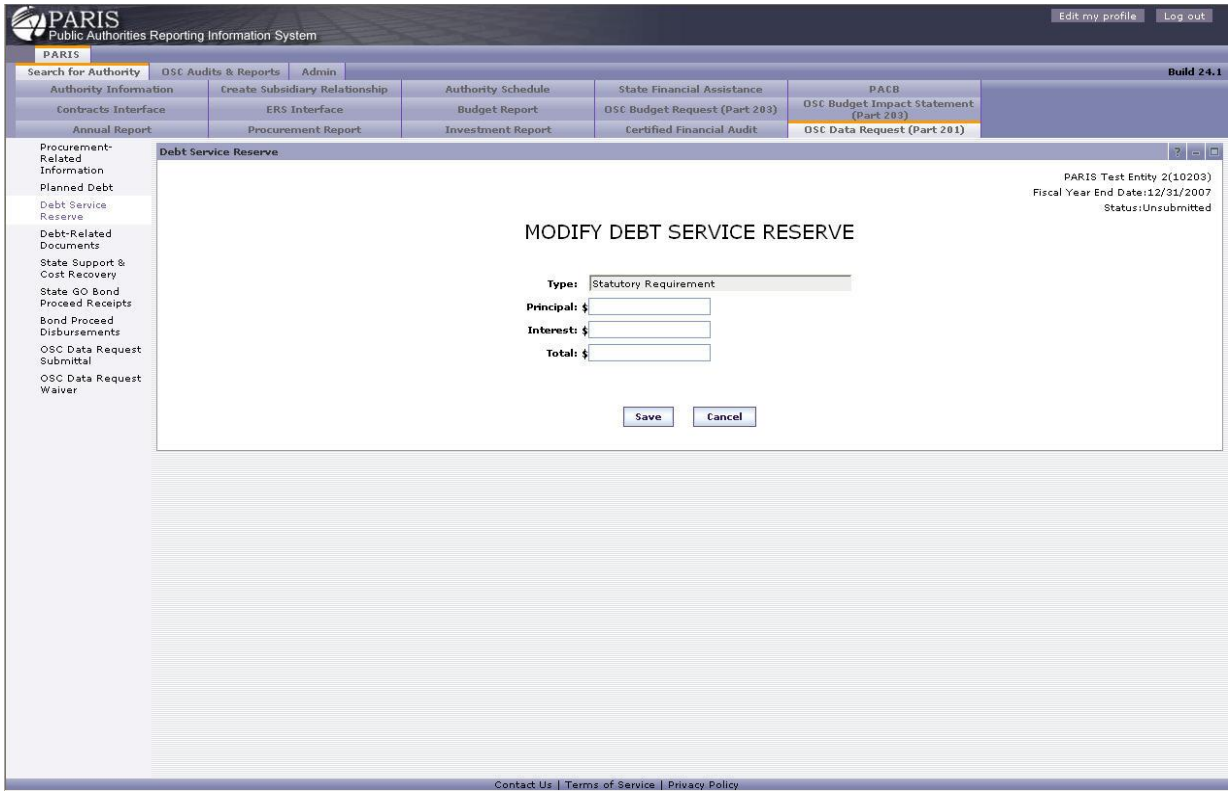


1. Select Modify next to the specific record in the list to go to the "Modify Debt Service Reserve" page or Delete to go to the "Delete Debt Service Reserve" page.

Modify the Debt Service Reserve

Navigation

Select Modify next to the specific record in the list to go to the "Modify Debt Service Reserve" page.



1. Review the Debt Service Reserve information.

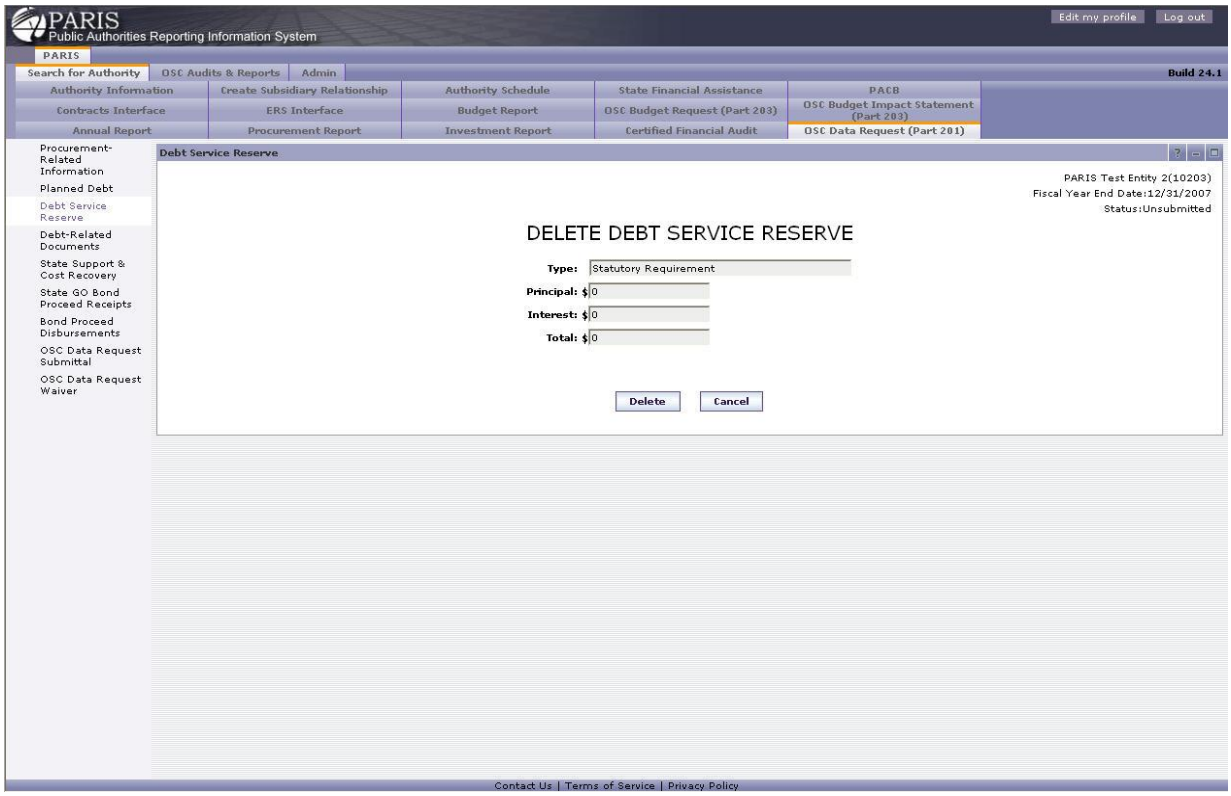
2. Update any of the information in the fields.

3. Select **[Save]** to go to the "Debt Service Reserve" page or **[Cancel]** to discard changes and return to the "Debt Service Reserve" page.

Delete the Debt Service Reserve

Navigation

Select Delete next to the specific record in the list to go to the "Delete Debt Service Reserve" page.



1. Review the Debt Service Reserve information.

2. Select **[Delete]** to remove the record and go to the "Debt Service Reserve" page or **[Cancel]** to discard changes and return to the "Debt Service Reserve" page.

Debt-Related Documents

Overview

As part of the OSC Data Request (Part 201) submittal, authorities are asked to provide documents and other information related to their debt. The Debt-Related Documents link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

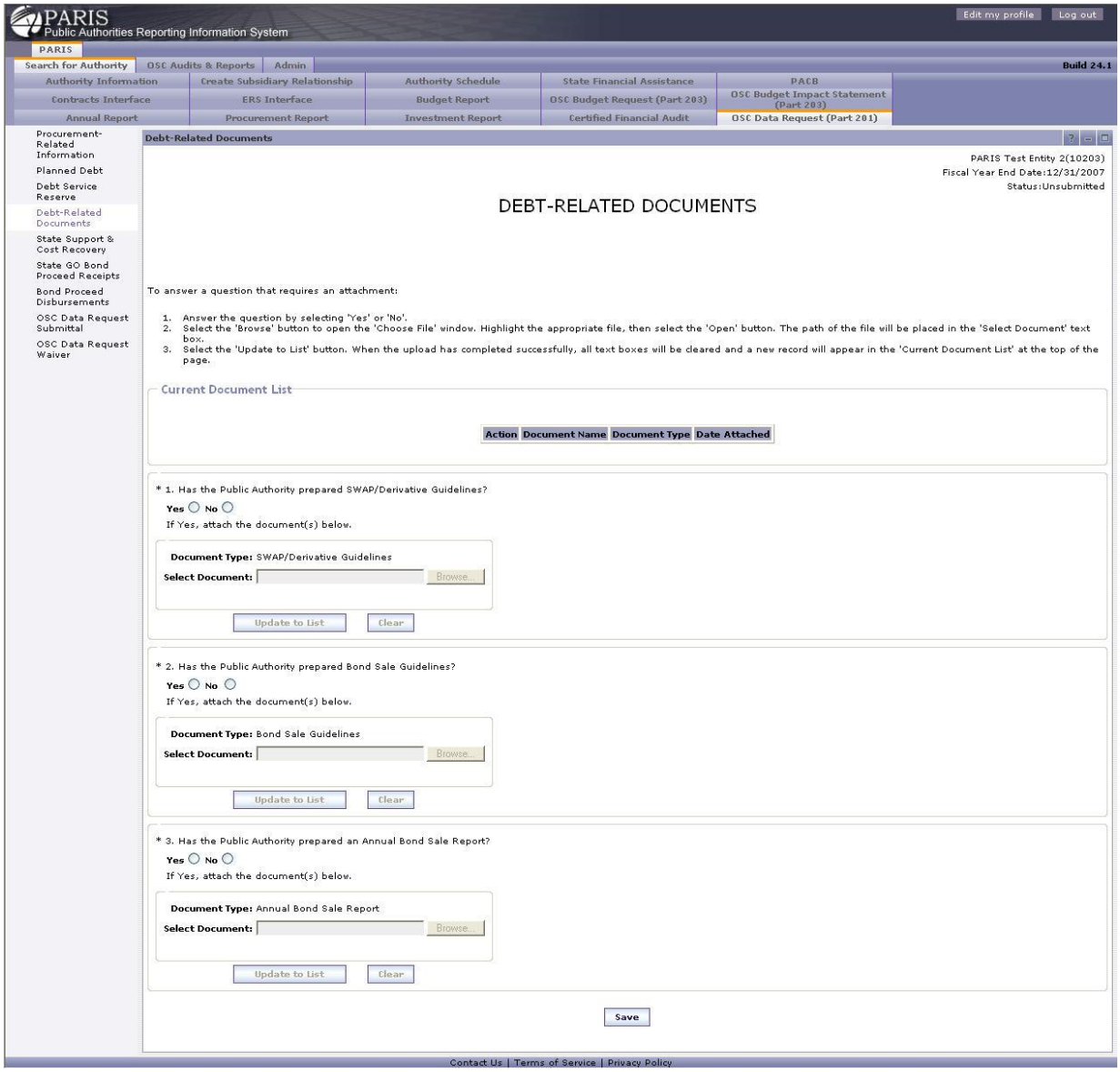
Navigation

Select the Debt-Related Documents link on the left of the page.

Debt-Related Documents

Navigation

Select Debt-Related Documents from the list on the left to go to the "Debt Related Documents" page.



1. Review the Debt Related Documents information.

2. Navigate through the documents in the "Current Document List" section by using the **[Previous]** and **[Next]** buttons as necessary.

3. In the "Current Document List" select View next to a document to open it in its native viewer (for example MS Word for .doc) or Delete to remove it.

4. To add a document to the list, select **[Browse]** to locate and select it.

5. Select **[Update to List]** to add the document to the list or **[Clear]** to remove it from the field.

6. Select **[Save]** to save and refresh the "Debt-Related Documents" page.

State Support & Cost Recovery

Overview

As part of the OSC Data Request (Part 201) submittal, authorities are asked to provide information about State Support and Cost Recovery, including information on compliance with any repayment agreements. The State Support & Cost Recovery link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Enter State Support & Cost Recovery Information

Navigation

When no state cost recovery information has been entered for the selected authority in the selected fiscal year, select State Support & Cost Recovery from the navigation list on the left to go to the "Enter State Support & Cost Recovery Information" page.

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Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Procurement-Related Information
- Planned Debt
- Debt Service Reserve
- Debt-Related Documents
- State Support & Cost Recovery
- State GO Bond Proceed Receipts
- Bond Proceed Disbursements
- OSC Data Request Submittal
- OSC Data Request Waiver

State Support & Cost Recovery

PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted

ENTER STATE SUPPORT & COST RECOVERY INFORMATION

State Support Information

Please answer the following questions:

1. Indicate the total amount of outstanding advances (first instance appropriations) due to the State as of the end of the reporting fiscal year.

   $

2. Is the Public Authority in compliance with all existing repayment agreements?

   Yes ○ No ○

   If no, identify each agreement, the amount due and the reason for noncompliance.

Repayment Agreements Not in Compliance

Agreement Number:

Amount Due: $

Reason for Noncompliance:

Clear | Update to List

Repayment Agreements Not In Compliance List

Action Item	Agreement Number	Amount Due	Reason for Noncompliance

3. Identify any repayments that are due during the current State fiscal year.

   $

4. Will the Public Authority be able to make these scheduled payments?

   Yes ○ No ○

   If no, please explain:

State Cost Recovery Information

Please answer the following questions:

*5. Has the Public Authority made any payments under Section 2975 of the Public Authorities Law for recovery of state governmental costs?

Yes ○ No ○

a. If yes, enter the amount paid during the current fiscal year, in whole dollars.

$

b. Was this payment made as a result of an agreement or contract with the Director of the Budget?

Yes ○ No ○

*6. Has the Public Authority made any payments under Section 2976 of the Public Authorities Law for cost recovery on the issuance of debt obligations?

Yes ○ No ○

a. If yes, enter the amount paid during the current fiscal year, in whole dollars.

$

b. Was this payment made as a result of an agreement or contract with the Director of the Budget?

Yes ○ No ○

Save

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1. Enter the state cost recovery information.

2. Answer each question by selecting the “Yes” or “No” radio buttons or entering text. Questions with “*” are required.

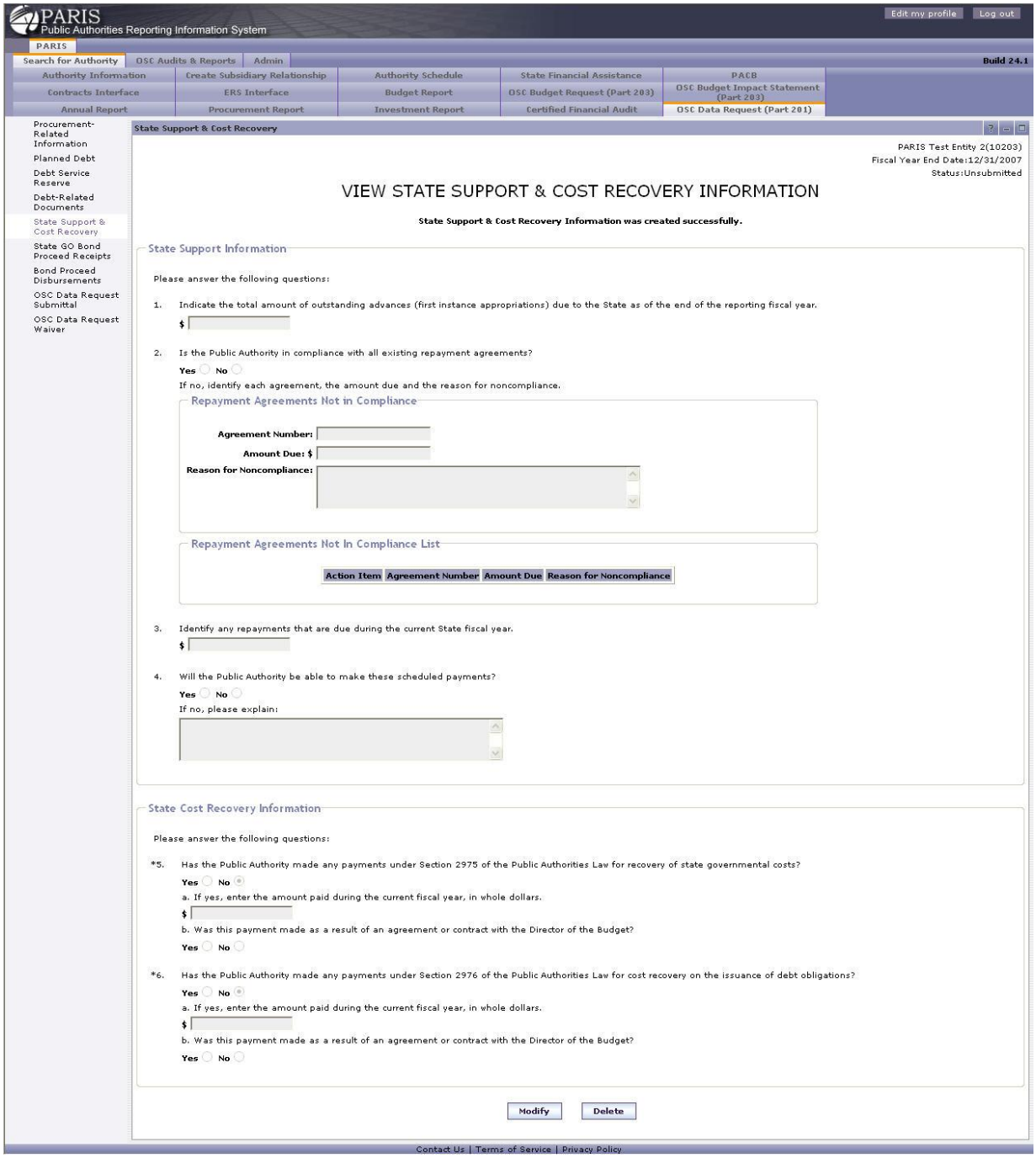
3. For the "Repayment Agreements" question in the State Support Information section, select **[Update to List]** to add the information to the list or **[Clear]** to remove it from the fields.

4. Select **[Save]** to save and go to the “View State Support & Cost Recovery Information” page.

View State Support & Cost Recovery Information

Navigation

When State Support & Cost Recovery Information has been entered for the selected authority in the selected fiscal year, select State Support & Cost Recovery from the list on the left and you will go to the “View State Support & Cost Recovery Information” page.



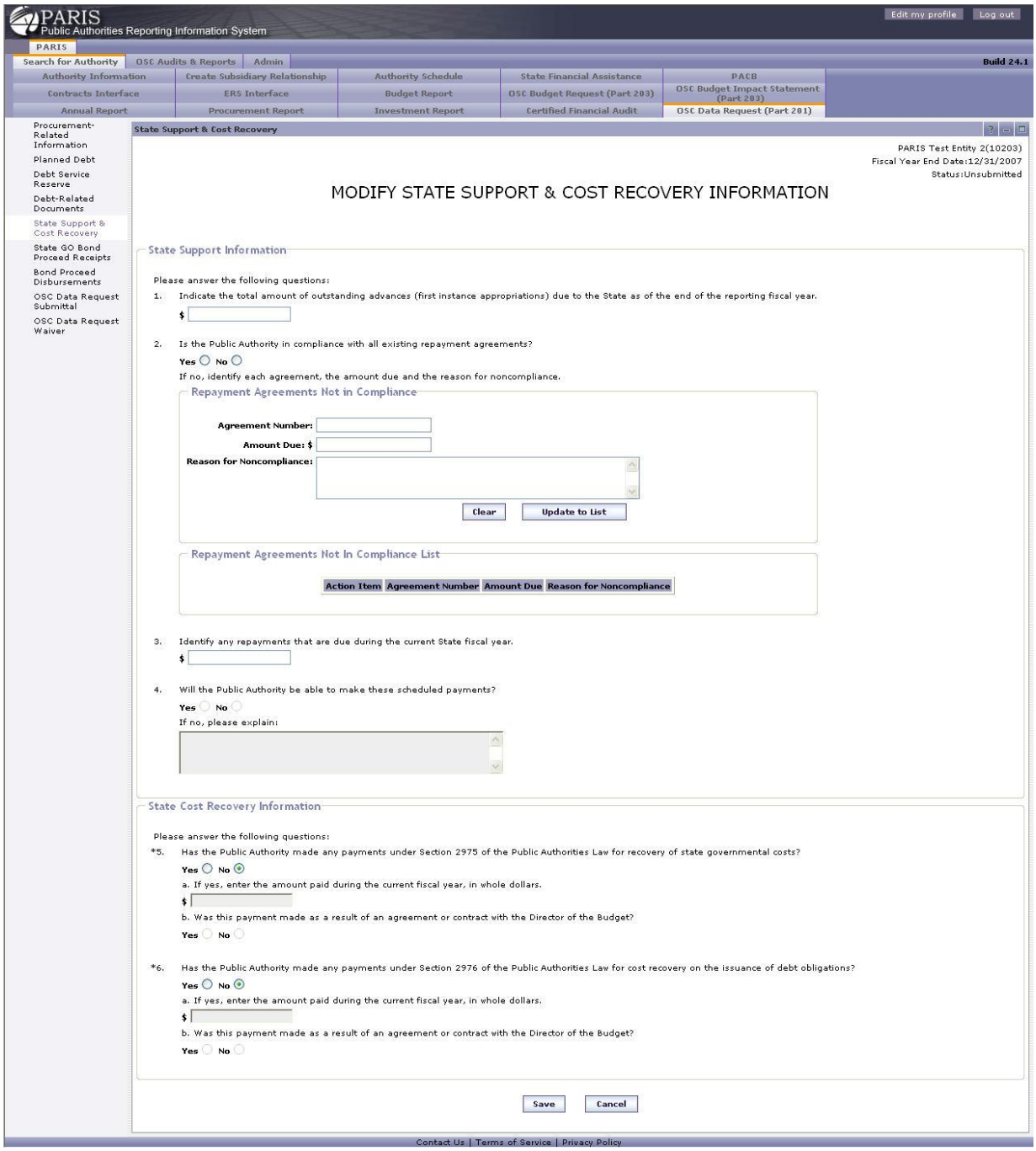
1. Review the state support & cost recovery information.

2. Select **[Modify]** to go to the "Modify State Support & Cost Recovery Information" page or **[Delete]** to go to the "Delete State Support & Cost Recovery Information" page.

Modify State Support & Cost Recovery Information

Navigation

Select **[Modify]** on the "View State Support & Cost Recovery Information" page to go to the "Modify State Support & Cost Recovery Information" page.



1. Update the state support & cost recovery information.

2. Select **[Save]** to save and go to the "View State Support & Cost Recovery Information" page or **[Cancel]** to discard changes and return to the "View State Support & Cost Recovery Information" page.

Delete State Support & Cost Recovery Information

Navigation

Select **[Delete]** on the "View State Support & Cost Recovery Information" page to go to the "Delete State Support & Cost Recovery Information" page.

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Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

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Debt-Related Documents
State Support & Cost Recovery
State GO Bond Proceed Receipts
Bond Proceed Disbursements
OSC Data Request Submittal
OSC Data Request Waiver

State Support & Cost Recovery

PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted

DELETE STATE SUPPORT & COST RECOVERY INFORMATION

State Support Information

Please answer the following questions:

1. Indicate the total amount of outstanding advances (first instance appropriations) due to the State as of the end of the reporting fiscal year.
$

2. Is the Public Authority in compliance with all existing repayment agreements?
Yes No
If no, identify each agreement, the amount due and the reason for noncompliance.

Repayment Agreements Not in Compliance

Agreement Number:
Amount Due: $
Reason for Noncompliance:

Repayment Agreements Not In Compliance List

Action Item	Agreement Number	Amount Due	Reason for Noncompliance

3. Identify any repayments that are due during the current State fiscal year.
$

4. Will the Public Authority be able to make these scheduled payments?
Yes No
If no, please explain:

State Cost Recovery Information

Please answer the following questions:

*5. Has the Public Authority made any payments under Section 2975 of the Public Authorities Law for recovery of state governmental costs?
Yes No
a. If yes, enter the amount paid during the current fiscal year, in whole dollars.
$
b. Was this payment made as a result of an agreement or contract with the Director of the Budget?
Yes No

*6. Has the Public Authority made any payments under Section 2976 of the Public Authorities Law for cost recovery on the issuance of debt obligations?
Yes No
a. If yes, enter the amount paid during the current fiscal year, in whole dollars.
$
b. Was this payment made as a result of an agreement or contract with the Director of the Budget?
Yes No

Delete | Cancel

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1. Review the state support & cost recovery information.

2. Select **[Delete]** to remove the record and return to the "Enter State Support & Cost Recovery Information" page or **[Cancel]** to return to the "View State Support & Cost Recovery Information" page.

State GO Bond Proceed Receipts

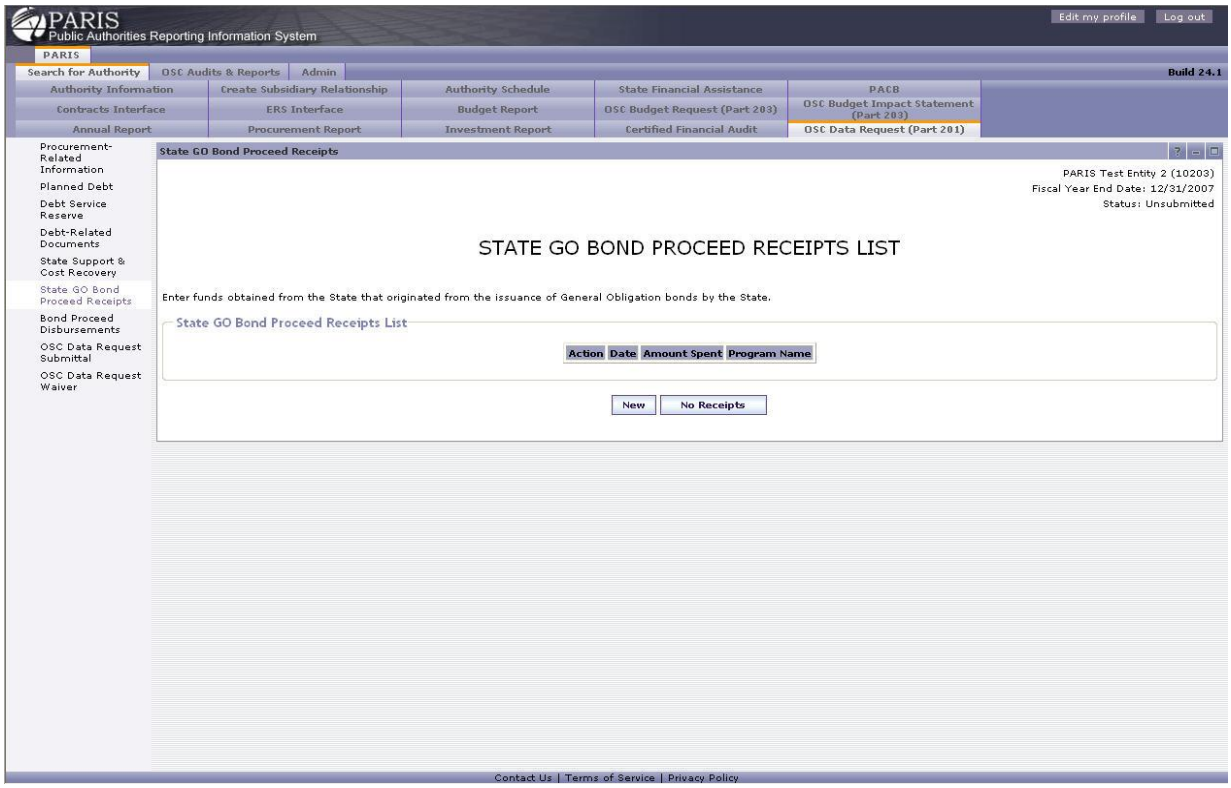
Overview

As part of the OSC Data Request (Part 201) submittal, authorities are asked to provide information on State General Obligation Bond Proceed Receipts. The State GO Bond Proceed Receipts link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

State GO Bond Proceed Receipts List

Navigation

Select State GO Bond Proceed Receipts from the list on the left to go to the "State GO Bond Proceed Receipts" page.

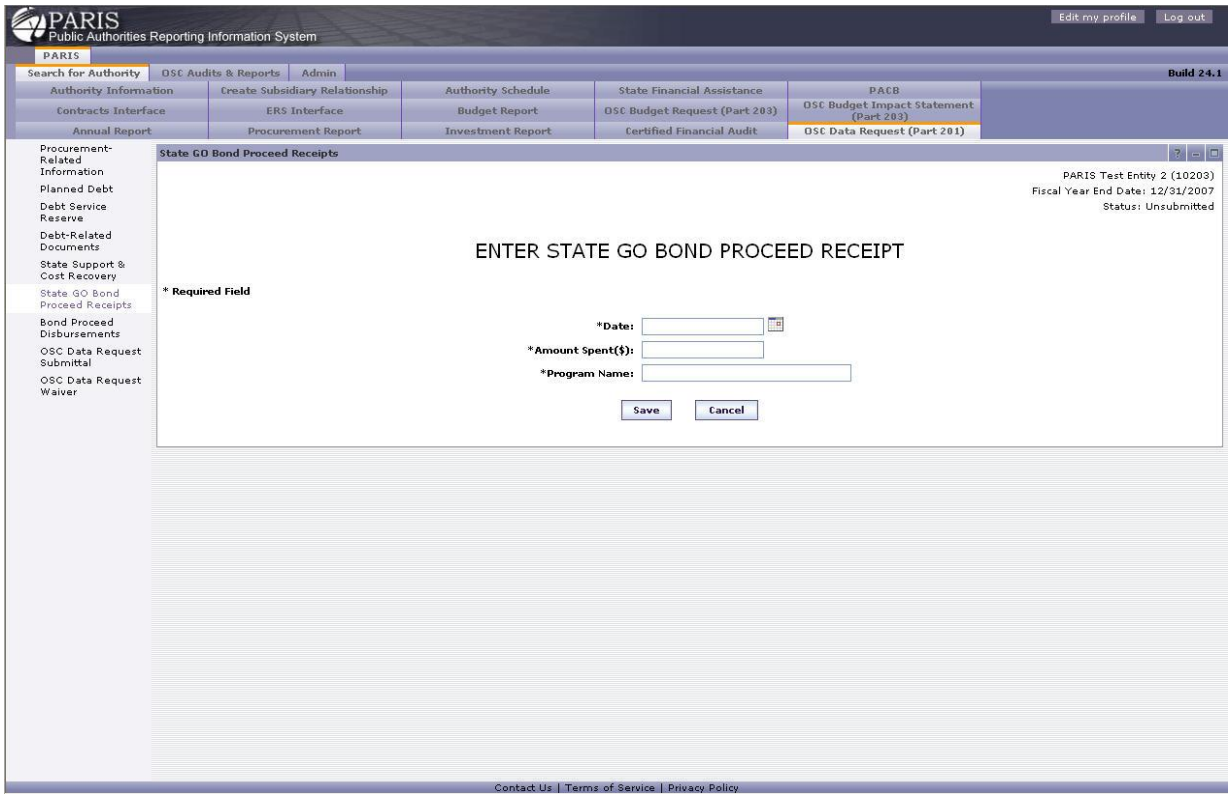


1. Select **[New]** to go to the "Enter State GO Bond Proceed Receipt" page or **[No Receipts]** to go to the "No State GO Bond Proceed Receipt Confirmation" page.
2. Click the Modify link to go to the "Modify State GO Bond Proceed Receipt" page, or the Delete link to go to the "Delete State GO Bond Proceed Receipt" page

Enter a State GO Bond Proceed Receipt

Navigation

Select **[New]** on the "State GO Bond Proceed Receipts List" page to go to the "Enter State GO Bond Proceed Receipt" page.



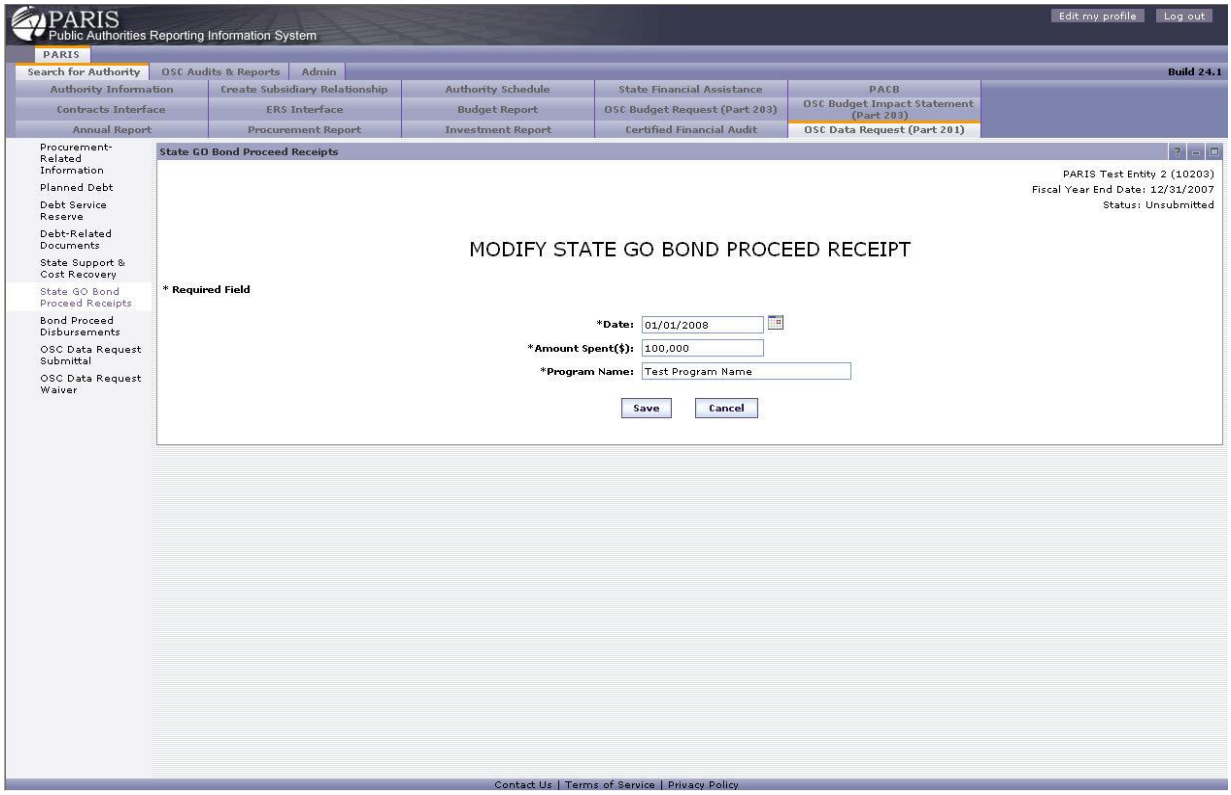
1. Enter the State GO Bond Proceed Receipt information. Fields with "*" are required.

2. Select **[Save]** to save and go to "State GO Bond Proceed Receipts List" page with the new entry saved or **[Cancel]** to discard changes and return to the "State GO Bond Proceed Receipts List" page .

Modify a State GO Bond Proceed Receipt

Navigation

Select Modify next to a specific record on the "State GO Bond Proceed Receipts List" page to go to the "Modify State GO Bond Proceed Receipt" page.



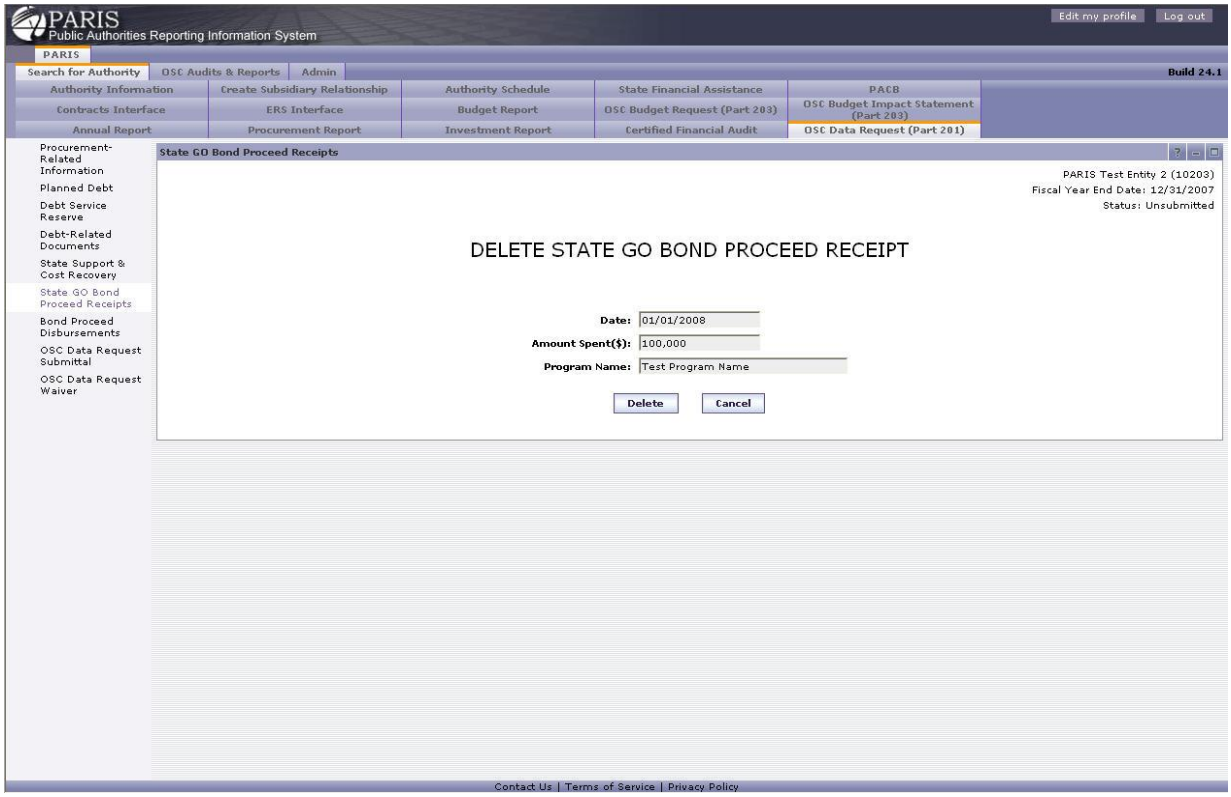
1. Update the State GO Bond Proceed Receipt information. Fields with "*" are required.

2. Select **[Save]** to save and go to "State GO Bond Proceed Receipts List" page with the new entry saved or **[Cancel]** to discard changes and return to the "State GO Bond Proceed Receipts List" page.

Delete a State GO Bond Proceed Receipt

Navigation

Select Delete next to a specific record on the "State GO Bond Proceed Receipt" page to go to the "Delete State GO Bond Proceed Receipt" page.



1. Review the State GO Bond Proceed Receipt information.

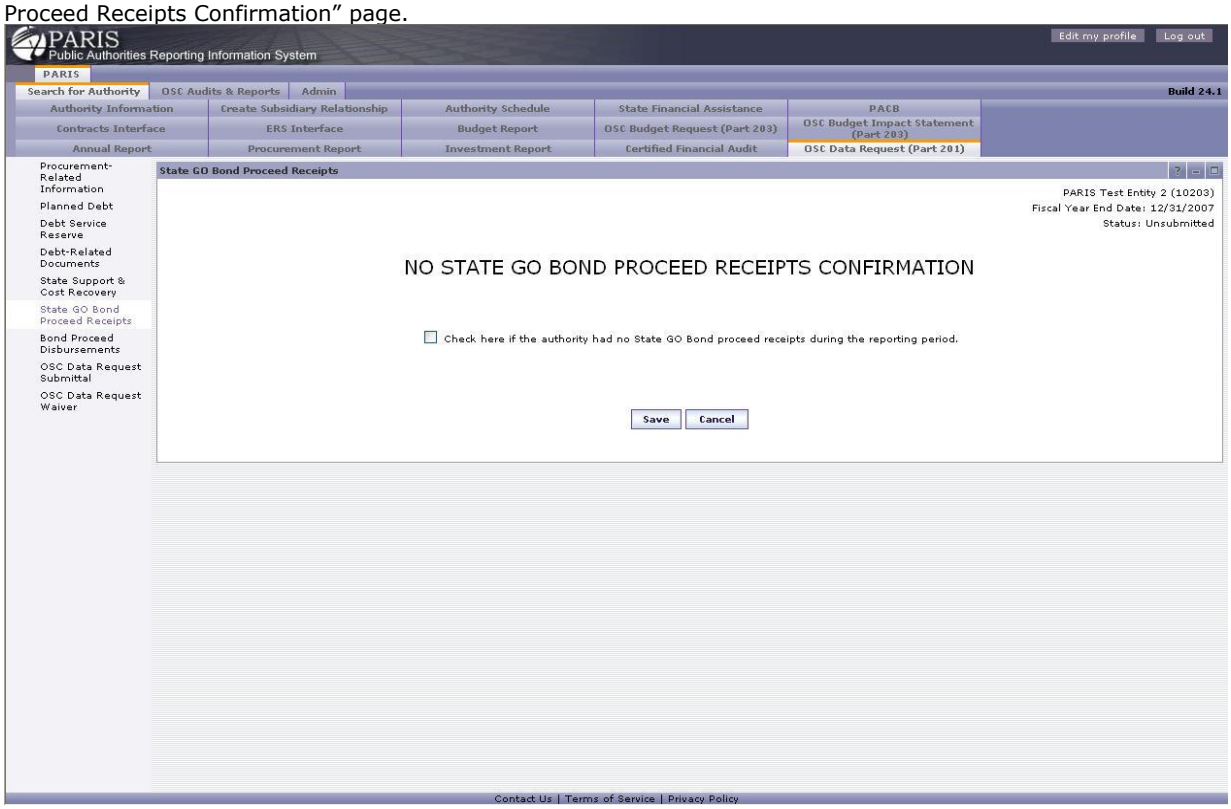
2. Select **[Delete]** to remove the data and go to the "State GO Bond Proceed Receipts List" page or **[Cancel]** to go to the "State GO Bond Proceed Receipts List" page.

No State GO Bond Proceeds Receipts Confirmation

Navigation

Select **[No Receipts]** on the "State GO Bond Proceed Receipts List" page to go to the "No State GO Bond

Proceed Receipts Confirmation" page.



1. Check the **"Check here if the authority…"** check box.

2. Select **[Save]** to save and go to the "State GO Bond Proceed Receipts List" page or **[Cancel]** to return to the "State GO Bond Proceed Receipts List" page.

Bond Proceed Disbursements

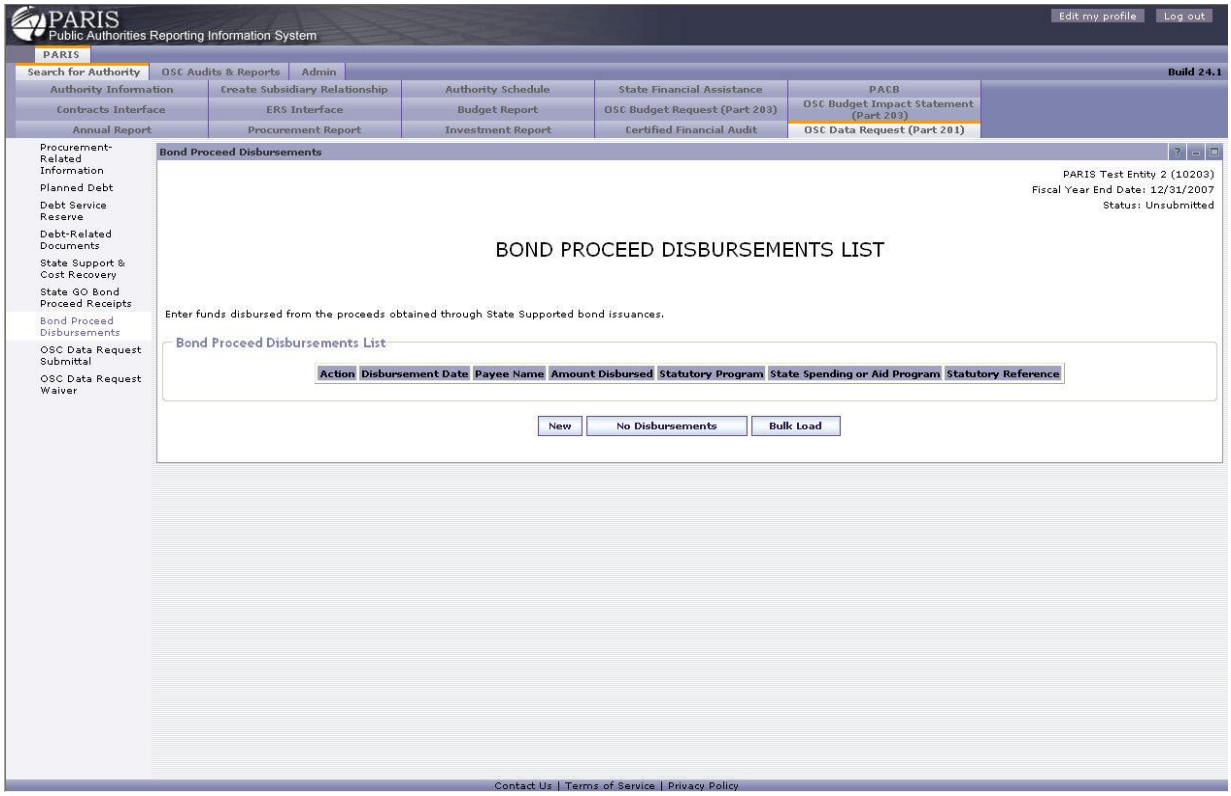
Overview

As part of the OSC Data Request (Part 201) submittal, authorities are asked to provide information on funds disbursed from the proceeds obtained through bond issuance. The Bond Proceed Disbursements link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Bond Proceed Disbursements List

Navigation

Select Bond Proceed Disbursements from the list on the left to go to the "Bond Proceed Disbursements List" page.

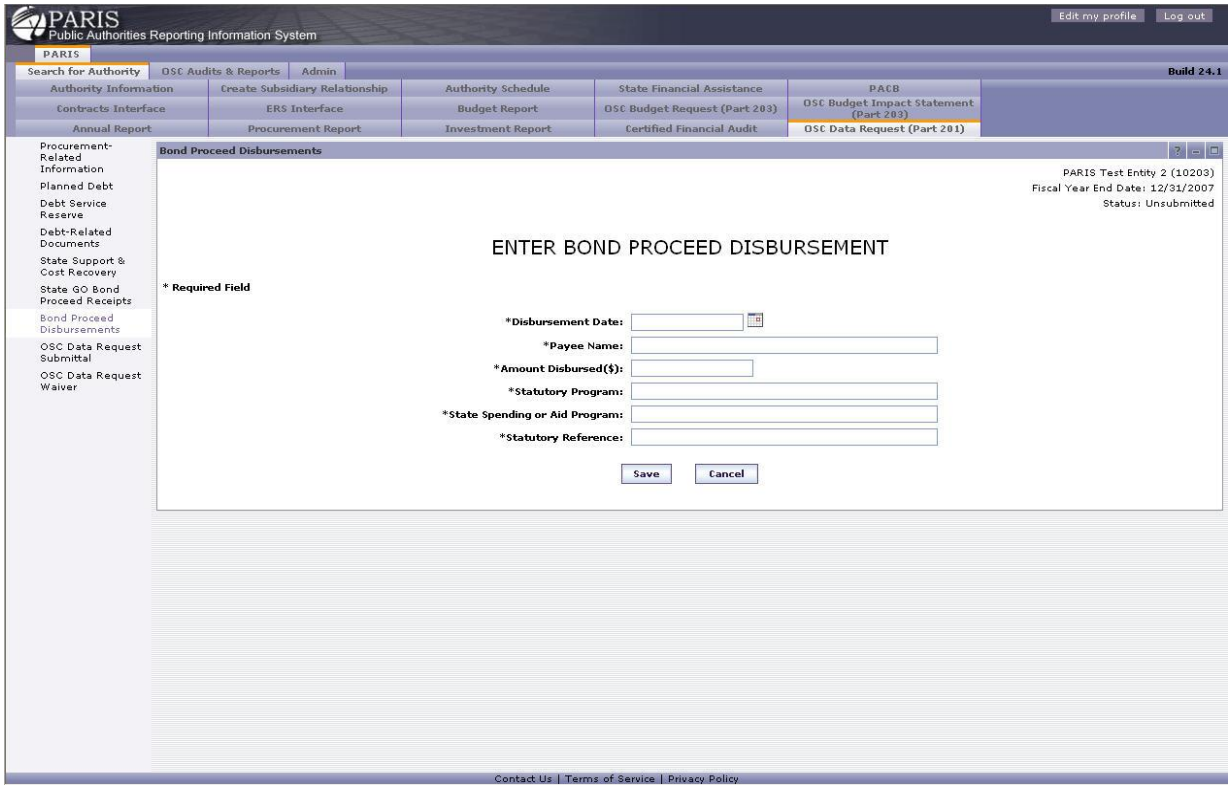


1. Select **[New]** to go to the "Enter Bond Proceed Disbursement" page, [**No Disbursements]** button to go to the "No Bond Proceed Disbursements Confirmation" page or **[Bulk Load]** to go to the "Bulk Load Bond Proceed Disbursements" page.
2. Click on the Modify link to go to the "Modify Bond Proceed Disbursement" page or the Delete link to go to the "Delete Bond Proceed Disbursement" page.

Enter Bond Proceed Disbursement

Navigation

Select **[New]** on the "Bond Proceed Disbursements List" page to go to the "Enter Bond Proceed Disbursements" page.



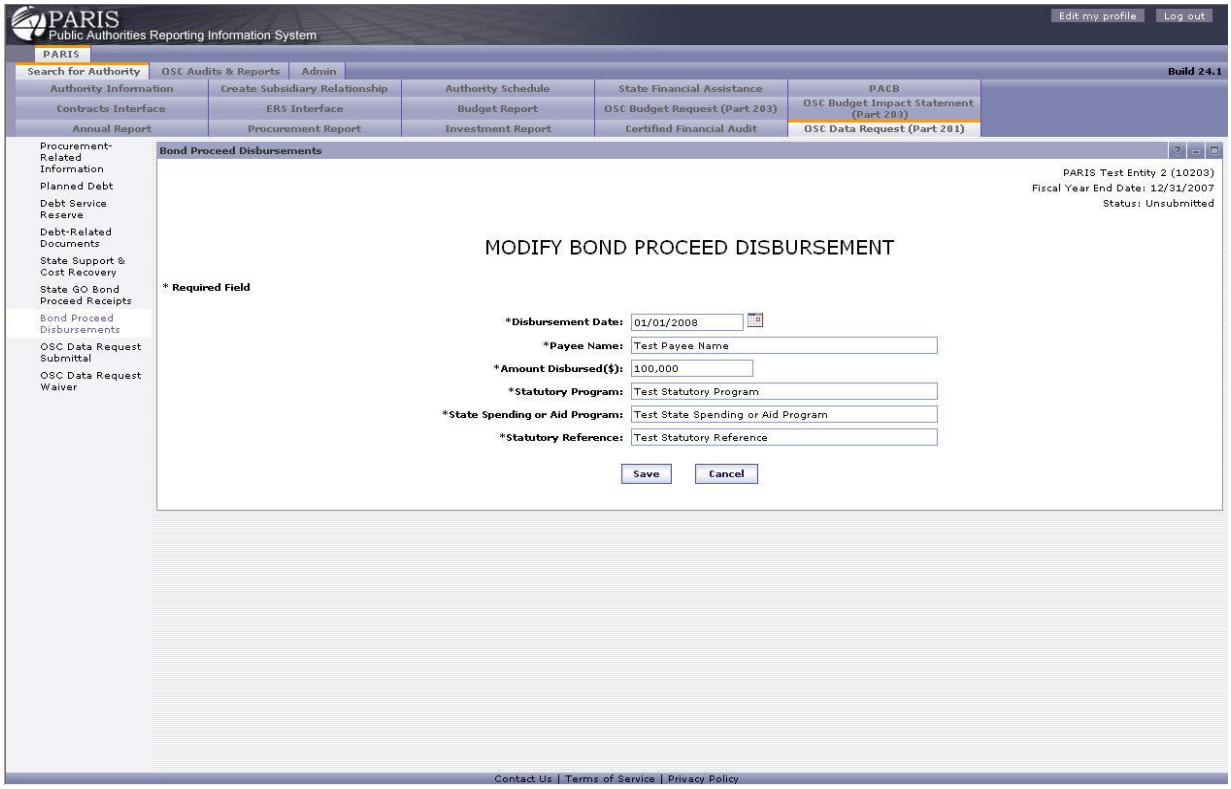
1. Enter the Bond Proceed Disbursement information. Fields with "*" are required.

2. Select **[Save]** to save and go to "Bond Proceed Disbursements List" page with the new entry saved or **[Cancel]** to discard changes and return to the "Bond Proceed Disbursements List" page.

Modify Bond Proceed Disbursement

Navigation

Select Modify next to a specific record on the "Bond Proceed Disbursements List" page to go to the "Modify Bond Proceed Disbursement" page.



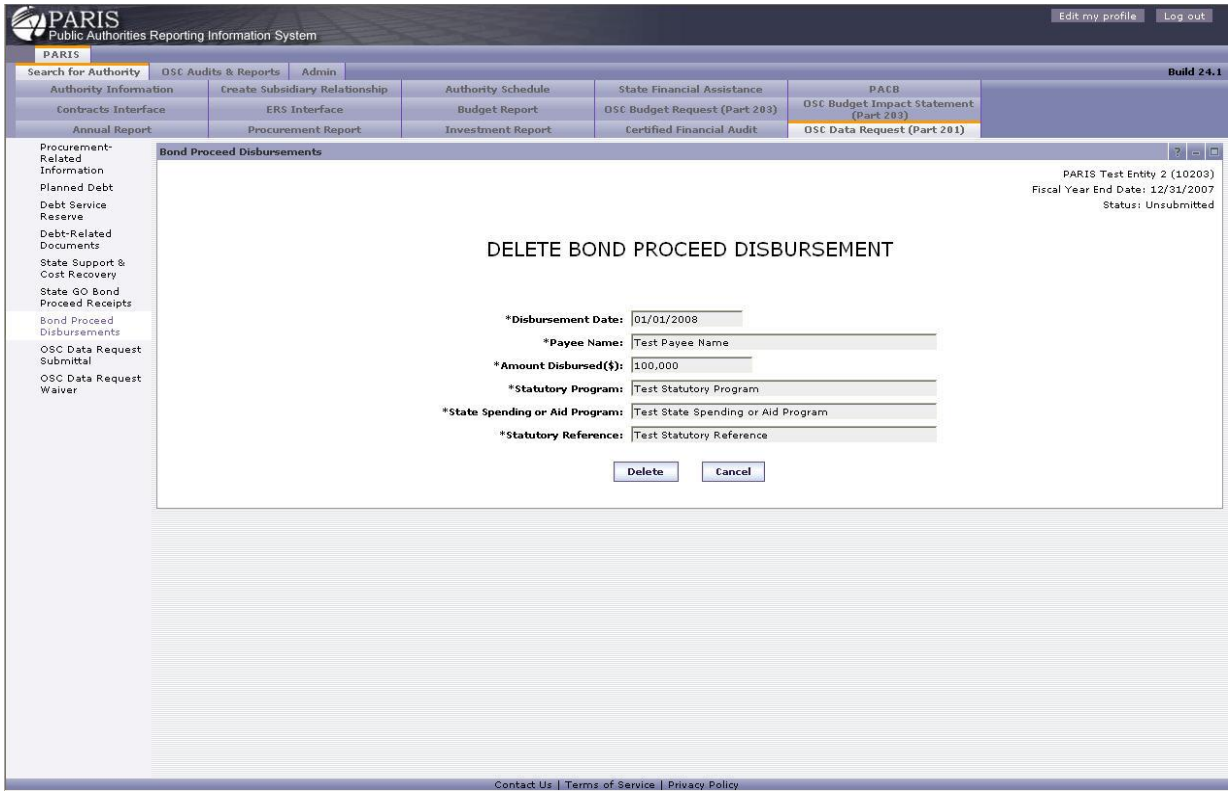
1. Update the Bond Proceed Disbursement information. Fields with "*" are required.

2. Select **[Save]** to save and go to "Bond Proceed Disbursements List" page with the new entry saved or **[Cancel]** to discard changes and return to the "Bond Proceed Disbursements List " page.

Delete Bond Proceed Disbursement

Navigation

Select Delete next to a specific record on the "Bond Proceed Disbursements" page to go to the "Delete Bond Proceed Disbursement" page.



1. Review the Bond Proceed Disbursement information.

2. Select **[Delete]** to remove the data and go to the "Bond Proceed Disbursements List" page or **[Cancel]** to go to the "Bond Proceed Disbursements List" page without deleting the record.

Bulk Load Bond Proceed Disbursements

Navigation

Select **[Bulk Load]** on the "Bond Proceed Disbursements List" page to go to the "Bulk Load Bond Proceed Disbursements" page.

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Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Procurement-Related Information
- Planned Debt
- Debt Service Reserve
- Debt-Related Documents
- State Support & Cost Recovery
- State GO Bond Proceed Receipts
- Bond Proceed Disbursements
- OSC Data Request Submittal
- OSC Data Request Waiver

Bond Proceed Disbursements

PARIS Test Entity 2(10203)
Fiscal Year End Date:12/31/2007
Status:Unsubmitted

BULK LOAD BOND PROCEED DISBURSEMENTS

Bulk load functionality can be used in place of manual data entry for bond proceed disbursement data. To perform a bulk load, follow these steps:

1. Retrieve the latest Excel template from the following link: Bulk Load Bond Proceed Disbursements template.
2. Follow the instructions in the template to enter bond proceed disbursement data.
3. Save the new template on a local or network drive in .csv format, then use the "Browse" button to select it for bulk load.
4. Select "Submit". At this point, an email will be sent confirming the submission and indicating that it is in queue for processing.

Before the bulk load process is run, PARIS will perform a real-time check of the template to verify that all required data has been entered and is in the correct format for loading into the PARIS database.

- If, upon completion of this validation, any errors are detected in the template, an email will be sent. Errors must be corrected for the bulk load to work. You will need to correct these errors and re-submit the template.
- If no errors are detected in the template, the template will be placed in queue for loading into the PARIS database. The bulk load process will occur overnight. An email will be sent when the bulk load process is complete and the template has successfully loaded into the PARIS database.

WARNING: Any existing bond proceed disbursement data for the selected fiscal year will be deleted and replaced by the data in the template.

The status of the most recent bulk load request is displayed below.

*** Select File:** [ ] Browse...

Bulk Load Request Status

Load Date	User	Load Status	File Name	Error File

Submit | Cancel

Contact Us | Terms of Service | Privacy Policy

1. Your data must be included in the Excel Template provided. Select the Bulk Load Procurement Contracts template link to download the template.

   The Excel templates are provided from within PARIS to help with the process of loading your data, but they alone cannot guarantee that the data you enter will be valid. Most cells in the Excel templates that are provided by PARIS have some level of validation, however, this validation only functions when you actually type data in the cell, whereas you will probably be copying data into the Excel sheet from some other source, such as an extract from your database. Because the bulk loading of data is an overnight process, it is important that you understand the formats and values that the data should have before you submit the file for upload. It is highly recommended that you selectively check validation in rows that you have copied data into. There are popup comments in the Excel templates, and you may also log into PARIS and review the relevant fields that can be entered in the online screens. The input data must follow the same rules whether it is entered on-line or by the bulk load facility.

   Other tips for bulk loading:

   -Columns whose names contain "*" are required and must have valid values for each record to be loaded. This will be consistent with the fields that are required by the on-line screens.
   -Do not enter blank lines in the spreadsheet, as a blank line (a line with no information) will be regarded as the end of the file.
   -Do not enter commas, letters or $ signs in numeric fields. Also do not enter values such as “N/A” or “-“ (hyphen) if there is no data for a field. This will trigger an error in the load if the field must be numeric.

   After you have completed entry of the data into the Excel worksheet/template, the worksheet must be saved as type "csv" in order to be uploaded to PARIS. To do this, select "Save As" from the "File" menu in Excel and select "CSV (comma delimited)" as the file type.

2. Type the name of your saved data file into the area next to the "Select File" text area or click the **[Browse]** button to navigate to the file on your computer or network drive.

3. Click **[Submit]** to upload the file or **[Cancel]** to cancel the operation.

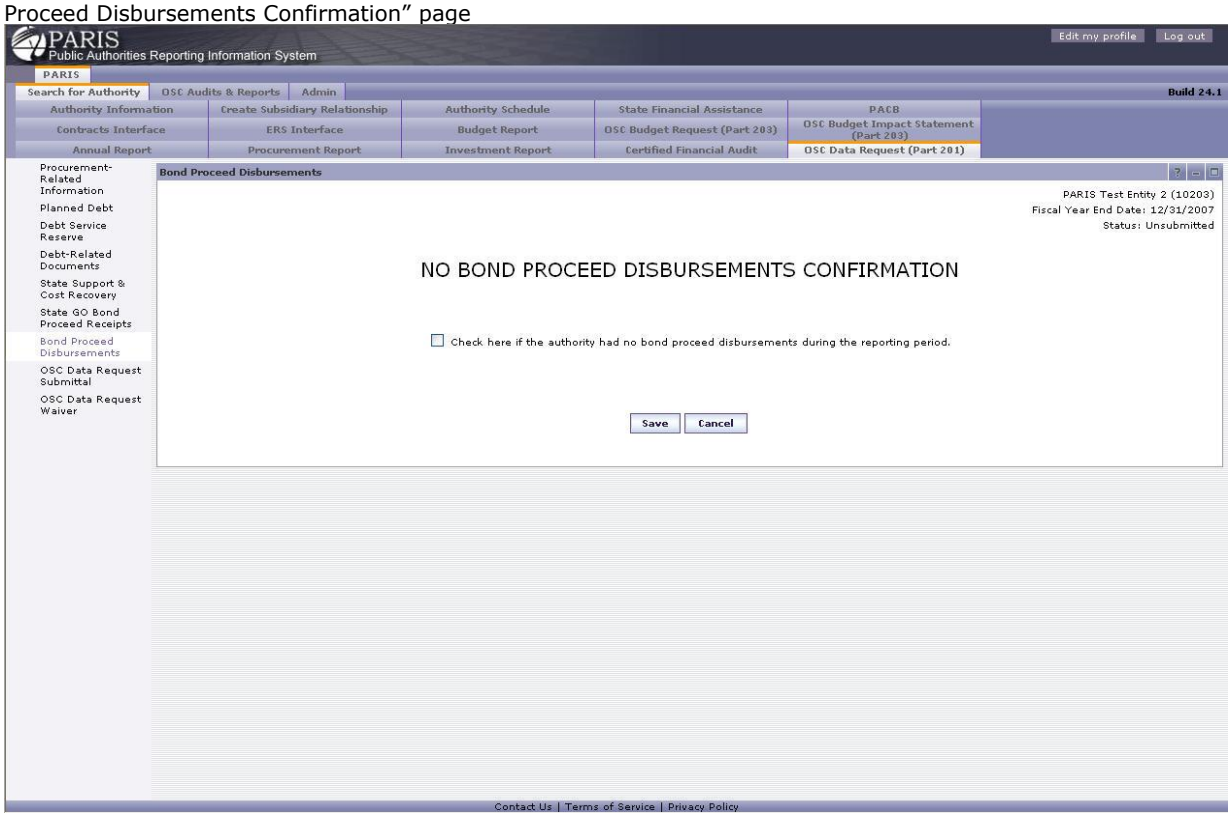
4. An email will be sent to you after the file has been processed indicating the status of the bulk load.

No Bond Proceed Disbursements Confirmation

Navigation

Select **[No Disbursements]** on the “Bond Proceed Disbursements List” page to go to the “No Bond

Proceed Disbursements Confirmation" page



1. Check the **"Check here if the authority..."** check box.

2. Select **[Save]** to save and go to the "Bond Proceed Disbursements List" page or **[Cancel]** to return to the "Bond Proceed Disbursements List" page.

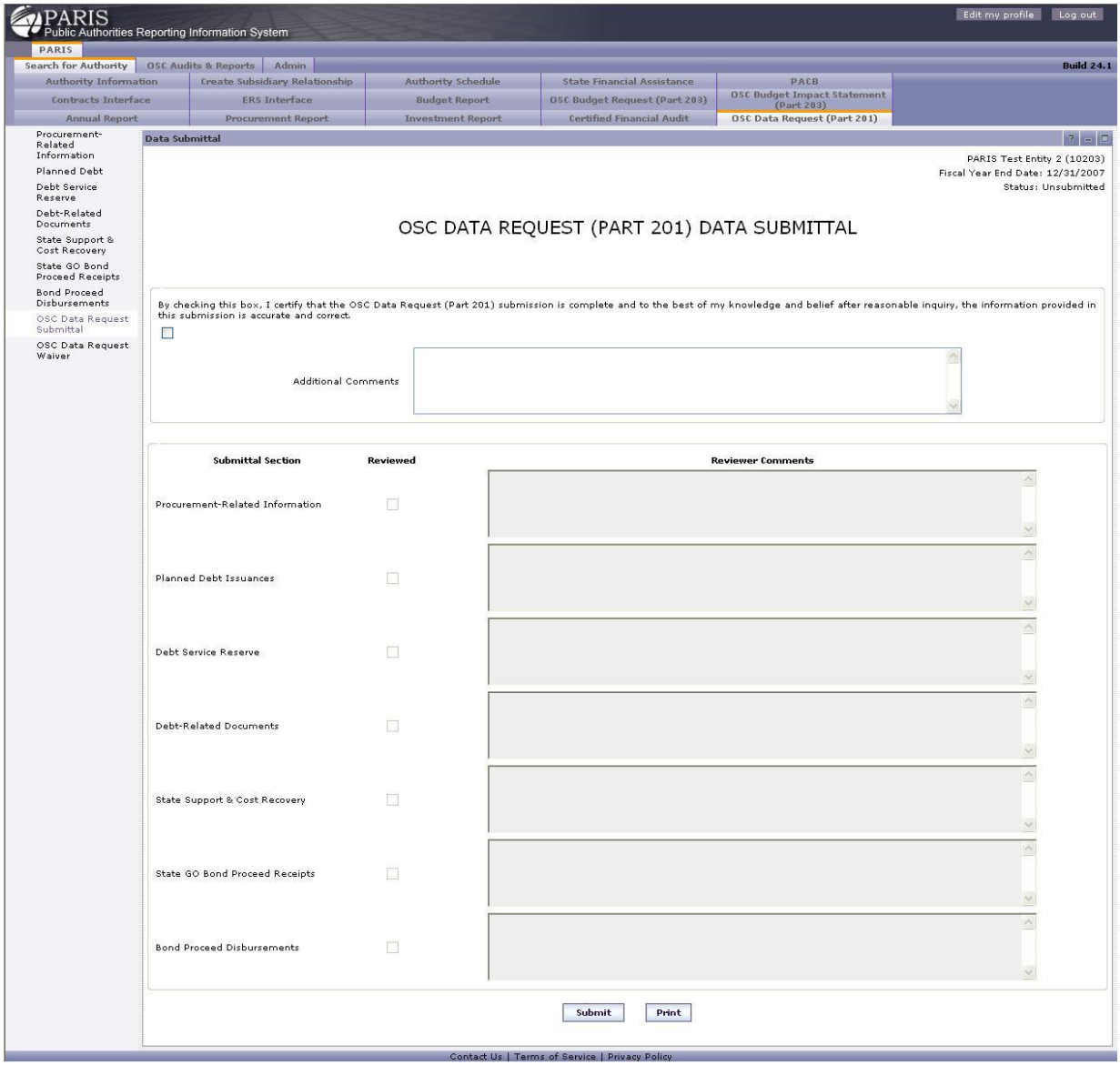
OSC Data Request Submittal

Overview

To complete the OSC Data Request (Part 201) submittal, the CEO, CFO or another designated official of the Public Authority must acknowledge that the information contained in the submission is complete and accurate. The OSC Data Request Submittal link displays screens that authorized users can use to make this certification for the OSC Data Request. Some authorized users can subsequently view and enter reviewer information for the currently selected fiscal year.

Navigation

Select the OSC Data Request Submittal link on the left of the page.



1. Check the box at the top of the page to attest that you believe the information entered is correct.

2. **Internal Use Only:** Check the boxes next to each Submittal Section to indicate that it has been reviewed and enter text into the reviewer comments area as needed.

3. Click **[Print]** to print a copy for your records or **[Submit]** to submit the data.

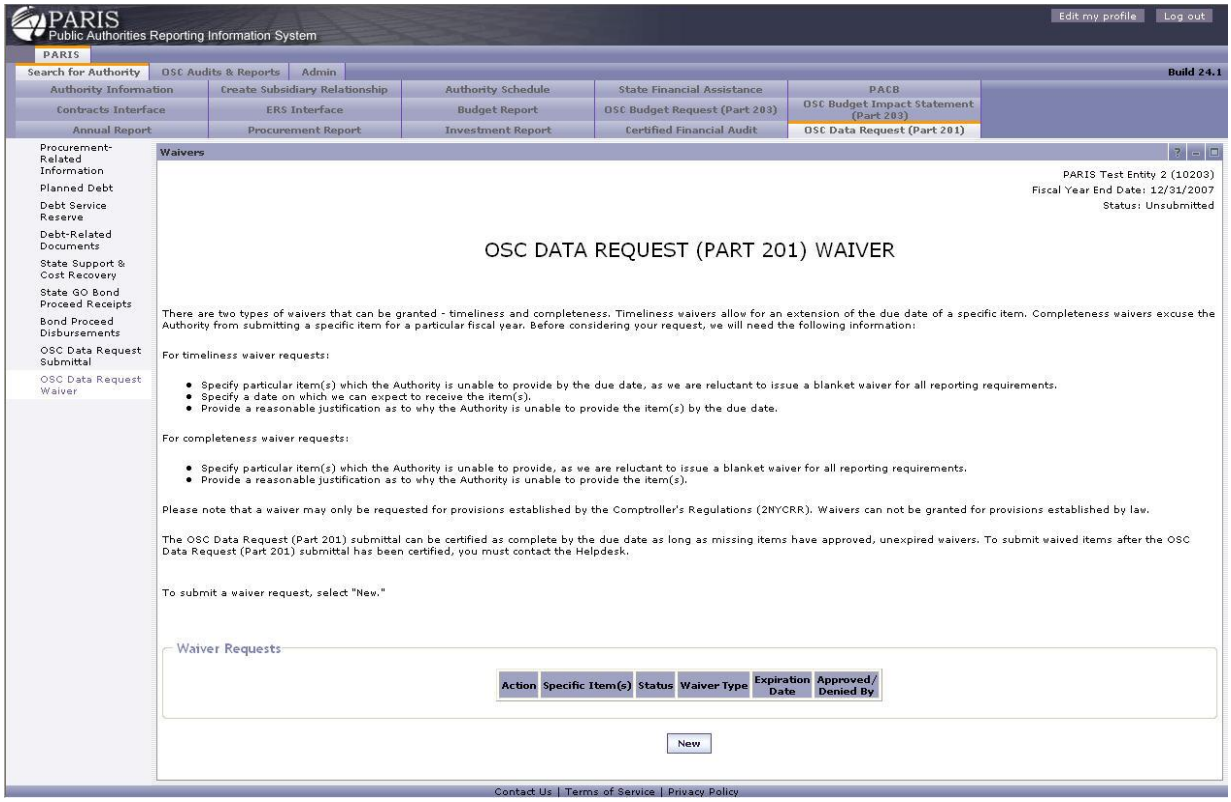
OSC Data Request Waiver

Overview

The OSC Data Request Waiver link allows authorized users to request, search for and view waivers for the OSC Data Request submittal. Waivers can be granted for timeliness, which allows for an extension of the due date of a specific item, and completeness, which excuses the Authority from submitting a specific item for a specific fiscal year. The OSC Data Request Waiver link displays screens for authorized users to create, search for and view waiver requests.

Navigation

Select the OSC Data Request Waiver link on the left of the page.



1. Review the instructions to determine which type of Waiver applies to your situation.

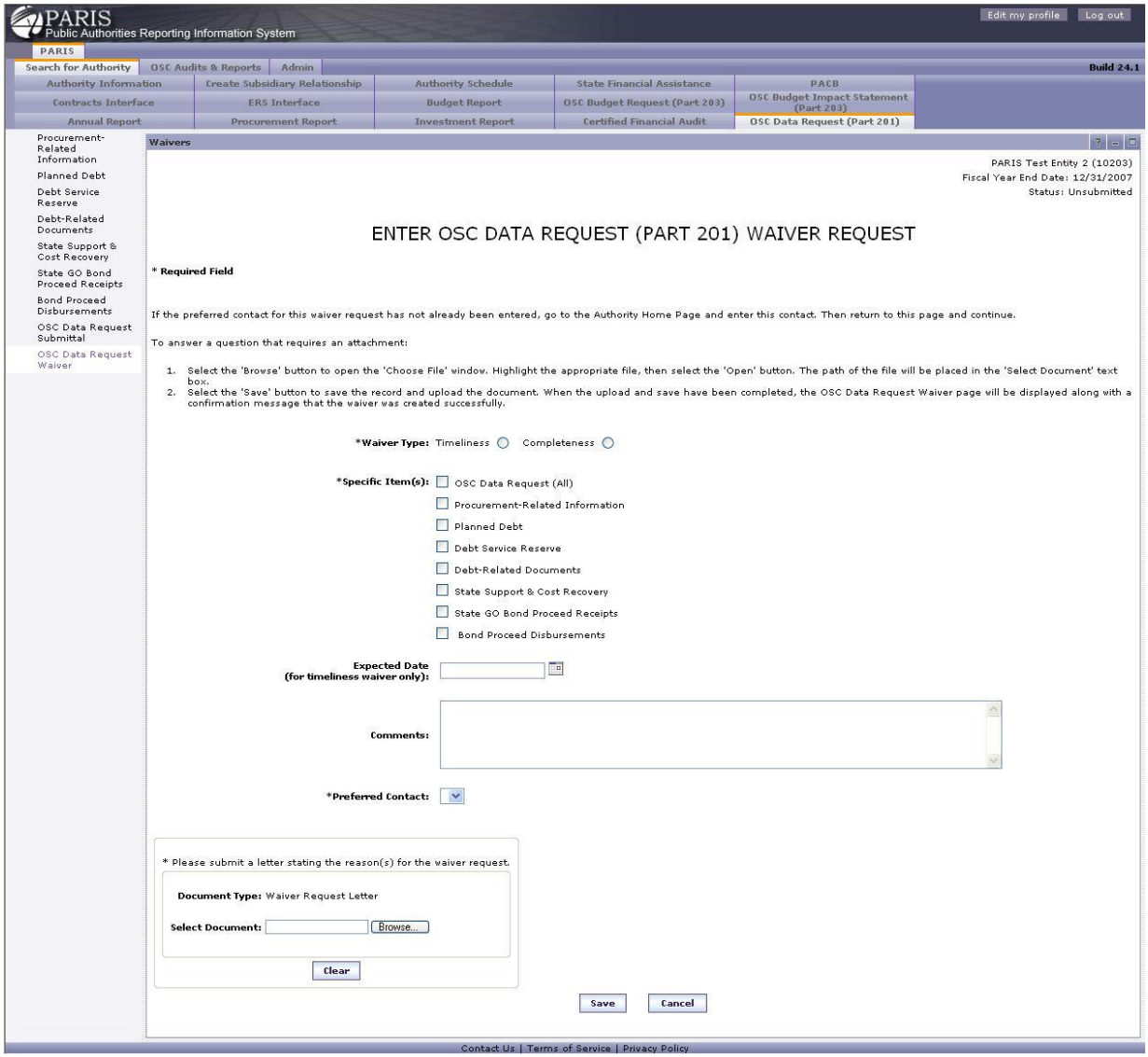
2. For existing Waiver Requests find the correct row under the "Waiver Requests" table and click View to view the request or Modify to modify the request.

3. To enter an new request click the **[New]** Button.

Enter OSC Data Request Waiver Request

Navigation

Select the **[New]** button on the OSC Data Request page.



1. Select one the Waiver type options.

2. Check the specific items to include in the waiver request.

3. Enter information where applicable. Questions with "*" are required.

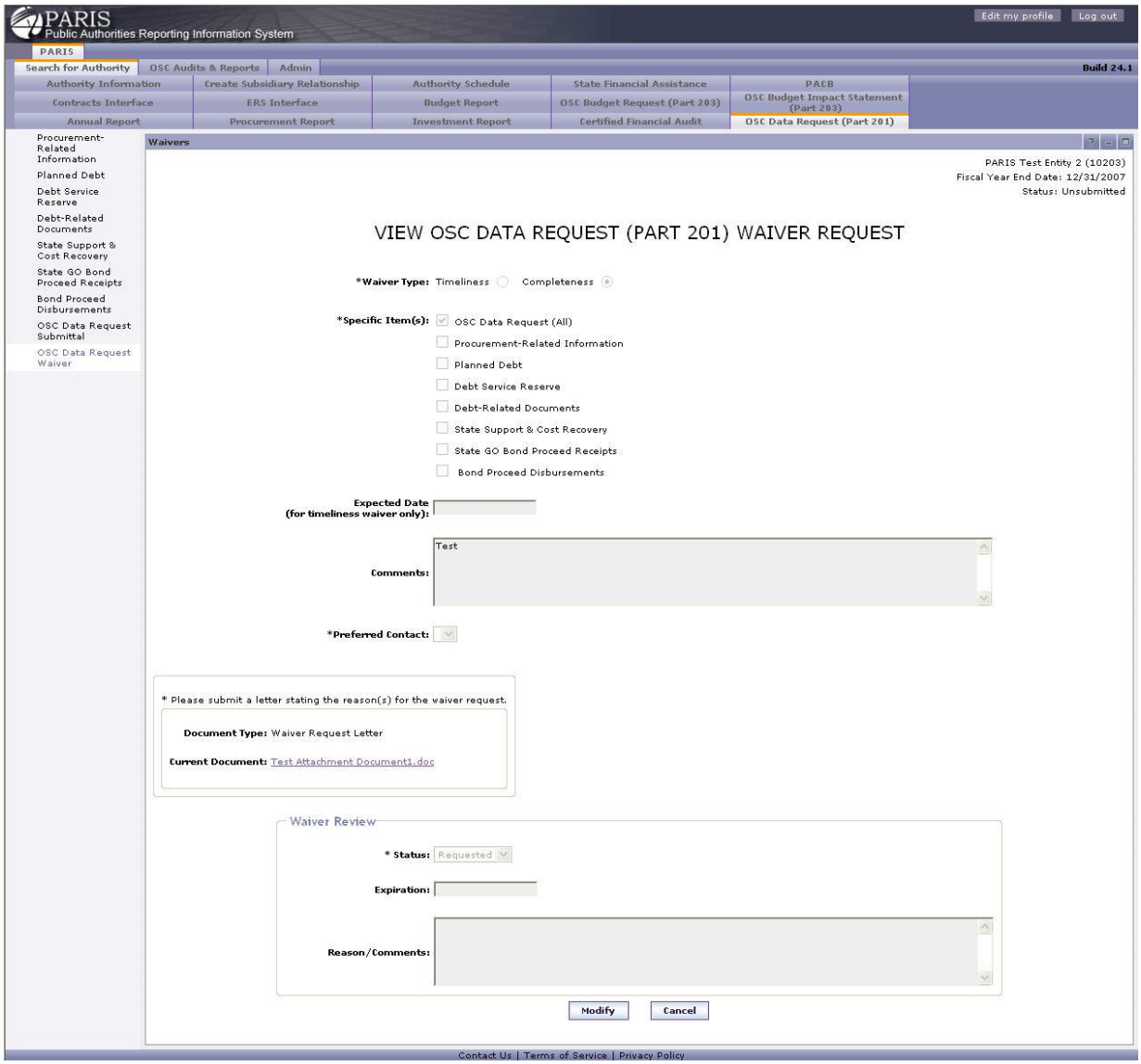
4. Using the **[Browse]** button select the file to upload that contains your "Waiver Request Letter".

5. Select **[Save]** to send the information or **[Cancel]** to cancel the request.

View OSC Data Request Waiver Request

Navigation

Click on the View link next to a waiver request to view the waiver.



1. Review the Waiver Request Information

2. Click **[Modify]** to make changes to the request or **[Cancel]** to return to the list of Waiver Requests.

Modify OSC Data Request Waiver Request

Navigation

Click on the Modify link next to a waiver request to view the waiver.

PARIS
Public Authorities Reporting Information System

Edit my profile | Log out

PARIS

Search for Authority | OSC Audits & Reports | Admin

Build 24.1

Authority Information | Create Subsidiary Relationship | Authority Schedule | State Financial Assistance | PACB
Contracts Interface | ERS Interface | Budget Report | OSC Budget Request (Part 203) | OSC Budget Impact Statement (Part 203)
Annual Report | Procurement Report | Investment Report | Certified Financial Audit | OSC Data Request (Part 201)

- Procurement-Related Information
- Planned Debt
- Debt Service Reserve
- Debt-Related Documents
- State Support & Cost Recovery
- State GO Bond Proceed Receipts
- Bond Proceed Disbursements
- OSC Data Request Submittal
- OSC Data Request Waiver

Waivers

PARIS Test Entity 2 (10203)
Fiscal Year End Date: 12/31/2007
Status: Unsubmitted

MODIFY OSC DATA REQUEST (PART 201) WAIVER REQUEST

*** Required Field**

If the preferred contact for this waiver request has not already been entered, go to the Authority Home Page and enter this contact. Then return to this page and continue.

To answer a question that requires an attachment:

1. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
2. Select the 'Save' button to save the record and upload the document. When the upload and save have been completed, the OSC Data Request Waiver page will be displayed along with a confirmation message that the waiver was created successfully.

***Waiver Type:** Timeliness ○ Completeness ◉

***Specific Item(s):**
- ☑ OSC Data Request (All)
- ☐ Procurement-Related Information
- ☐ Planned Debt
- ☐ Debt Service Reserve
- ☐ Debt-Related Documents
- ☐ State Support & Cost Recovery
- ☐ State GO Bond Proceed Receipts
- ☐ Bond Proceed Disbursements

Expected Date (for timeliness waiver only):

Comments: Test

***Preferred Contact:** Last 1,First 1

* Please submit a letter stating the reason(s) for the waiver request. To replace the document select the [Browse...] button.

Document Type: Waiver Request Letter

Current Document: Test Attachment Document1.doc

Select Document: Browse...

Clear

Waiver Review

*** Status:** Requested

Expiration:

Reason/Comments:

Save | Cancel

Contact Us | Terms of Service | Privacy Policy

1. Review the current Waiver Request information.

2. Make changes as necessary.

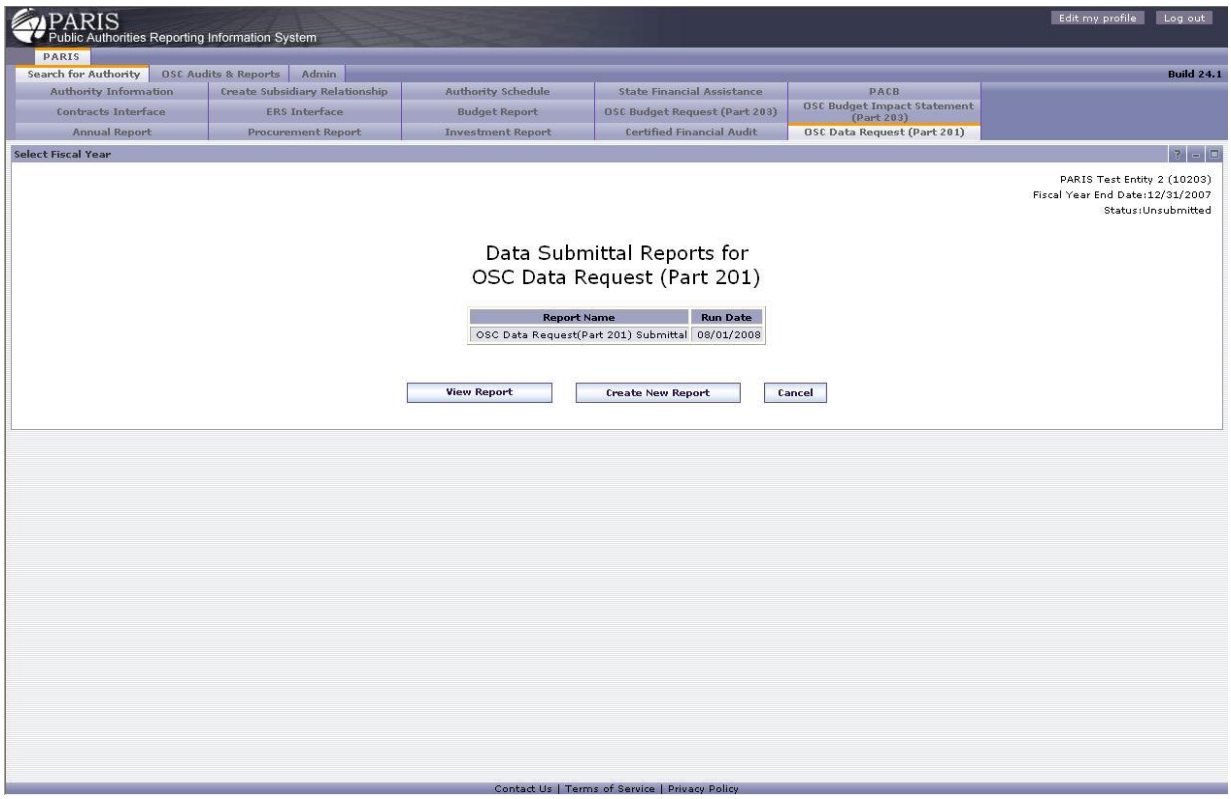
3. To upload a new "Waiver Request Letter", click the **[Browse]** button to chose the file to upload.

4. Click **[Save]** to submit the changes or **[Cancel]** to keep the original information.

Data Submittal Reports for OSC Data Request (Part 201)

Navigation

Select the Report link on the "Select Fiscal Year" screen. This will show if a data submittal report for this data submittal has been previously created, and when.



If a report is displayed, you may select **[View Report]** to display the data submittal report. To create a new report, select **[Create New Report]**. Select **[Cancel]** to return to the Select Fiscal Year page without generating a report. PARIS will navigate back to the Select Fiscal Year page. If you have selected **[Create New Report]** to create a report, a confirmation message will be displayed, and you will receive an email notification when the report has completed.

OSC Budget Request (Part 203)

Overview

The OSC Budget Request (Part 203) tab is the entry point to public authority OSC Budget Request submittals by public authority fiscal year.

Public authorities that are required by Regulation 2

NYCRR Part 202 or 203 file their OSC budget submittal using this tab and the screens that follow.

Note: Authorities are not considered to be in compliance until the CEO, CFO or another designated official of the Public Authority acknowledges that the information contained in this submission is complete and accurate using the OSC Budget Request Submittal link.

Select Fiscal Year

Navigation

Select the "OSC Budget Request (Part 203)" tab.

To enter data, use the Select link in the Action column for the appropriate fiscal year. To generate a .PDF document of entered data that can be saved or printed, use the Report link in the Action column for the appropriate fiscal year.

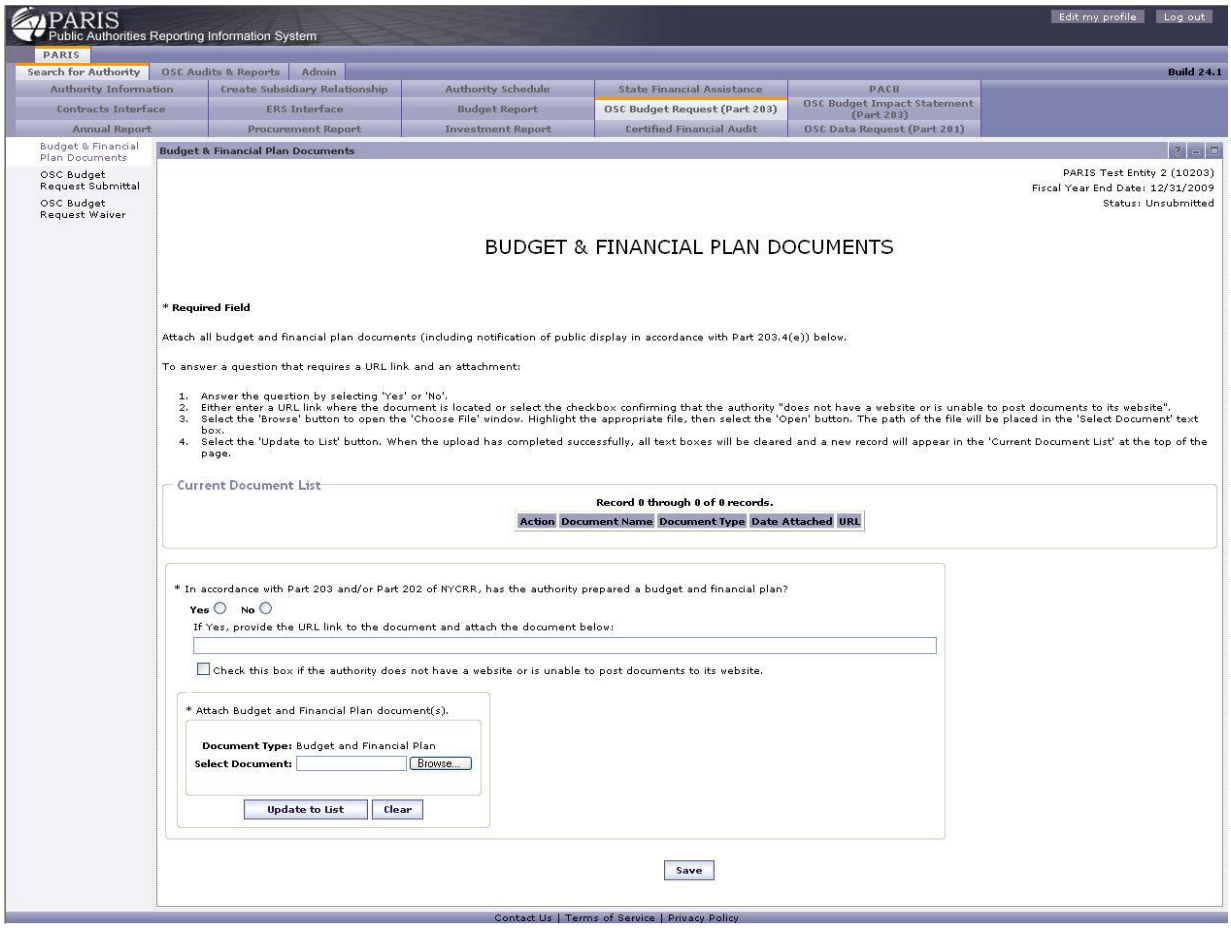
Budget & Financial Plan Documents

Overview

As part of the OSC Budget Request (Part 203) submittal, authorities are asked to provide all budget and financial plan documents and a URL link to them, if available. The Budget & Financial Plan Documents link displays screens that authorized users can use to enter or view this information for the currently selected fiscal year.

Navigation

Select the Budget & Financial Plan Documents link on the left of the page.



1. Review the Budget & Financial Plan Documents information.

2. Navigate through the documents in the "Current Document List" section by using the **[Previous]** and **[Next]** buttons as necessary.

3. In the "Current Document List" select View next to a document to open it in its native viewer (for example MS Word for .doc) or Delete to remove it.

4. To add a document to the list, select **[Browse]** to locate and select it.
5. Select **[Update to List]** to add the document to the list or **[Clear]** to remove it from the field.

6. Select **[Save]** to save and refresh the "Budget & Financial Plan Documents" page.

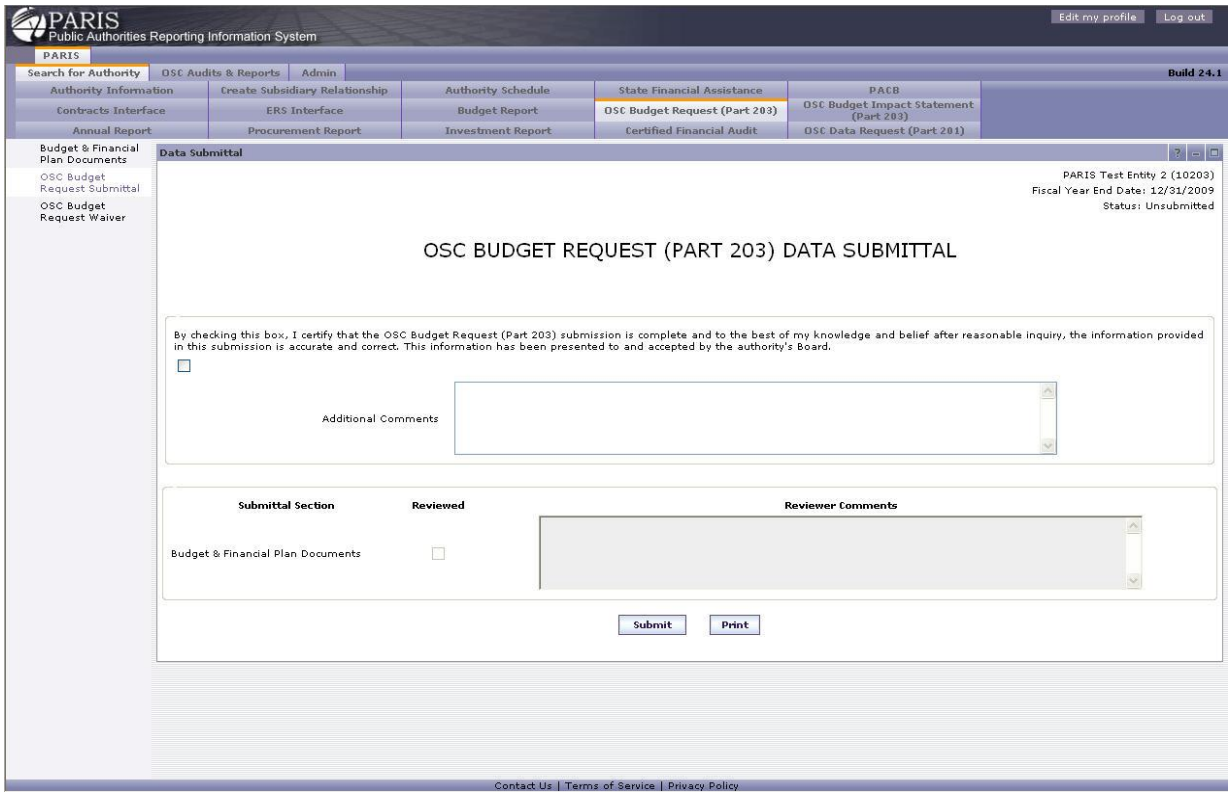
OSC Budget Request Submittal

Overview

To complete the OSC Budget Request (Part 203) submittal, the CEO, CFO or another designated official of the Public Authority must acknowledge that the information contained in the submission is complete and accurate. The OSC Budget Request Submittal link displays screens that authorized users can use to make this certification for the OSC Budget Request. Some authorized users can subsequently view and enter reviewer information for the currently selected fiscal year.

Navigation

Select the OSC Budget Request Submittal link on the left of the page.



1. Check the box at the top of the page to attest that you believe the information entered is correct.

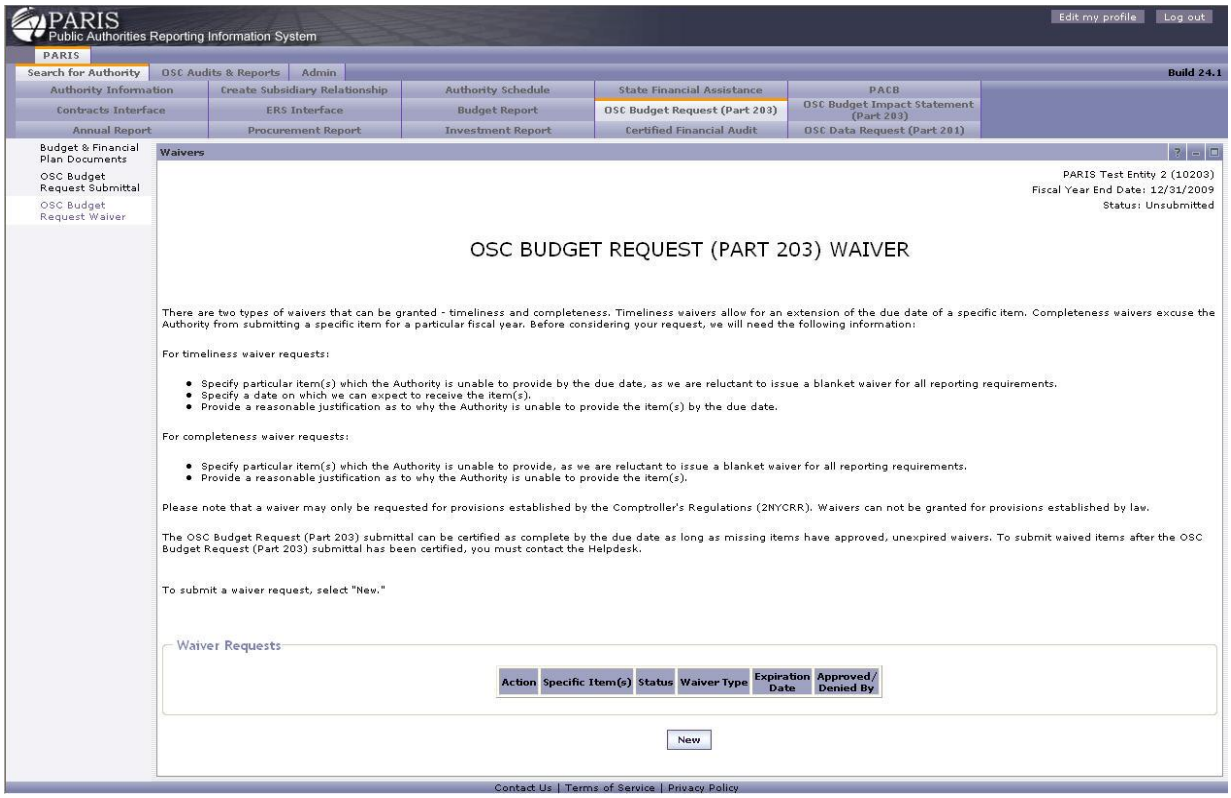
2. **Internal Use Only:** Check the boxes next to each Submittal Section to indicate that it has been reviewed and enter text into the reviewer comments area as needed.

3. Click **[Print]** to print a copy for your records or **[Submit]** to submit the data.

OSC Budget Request Waiver

Navigation

Select the OSC Budget Request Waiver link on the left of the page.



1. Review the instructions to determine which type of Waiver applies to your situation.

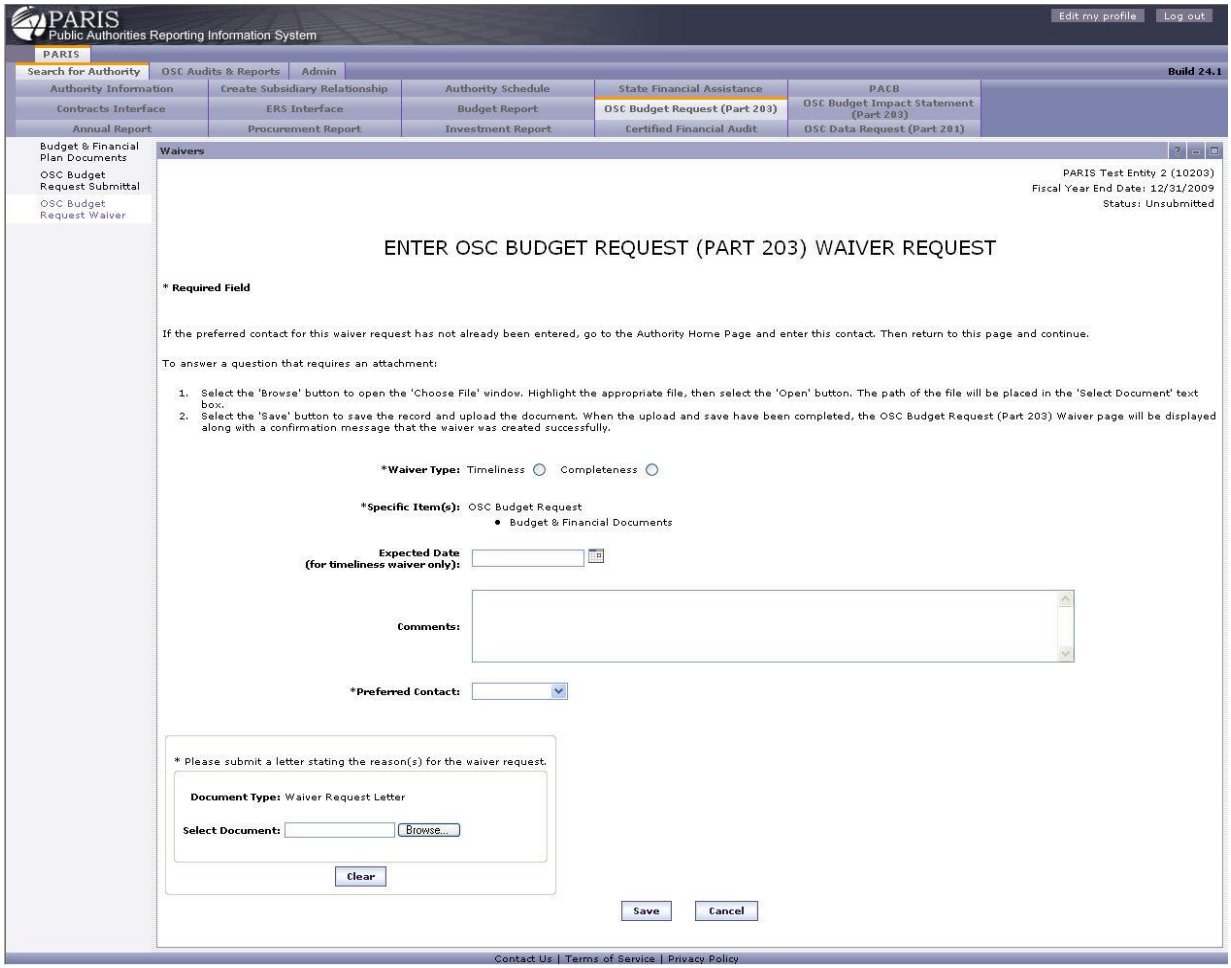
2. For existing Waiver Requests find the correct row under the "Waiver Requests" table and click View to view the request or Modify to modify the request.

3. To enter an new request click the **[New]** Button.

Enter OSC Budget Request Waiver Request

Navigation

Click **[New]** under the Budget Request Waiver List to enter a new Budget Request Waiver.

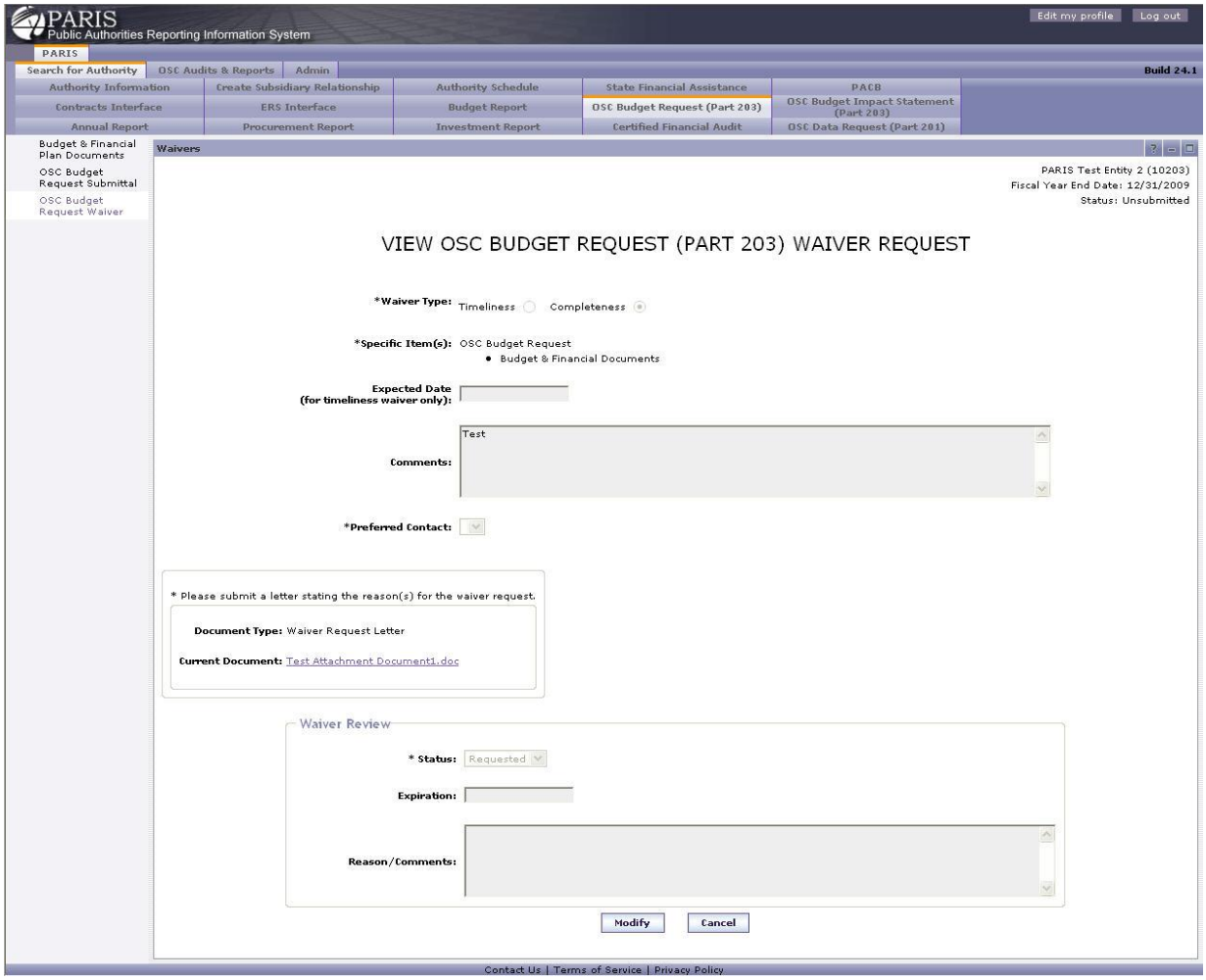


1. Select one of the "Waiver Type" options.
2. Check the specific items to include in the waiver request.
3. Enter information where applicable. Questions with "*" are required.
4. Using the **[Browse]** button select the file to upload that contains your "Waiver Request Letter".
5. Select **[Save]** to send the information or **[Cancel]** to cancel the request.

View OSC Budget Request Waiver Request

Navigation

Click View next to the waiver in the Budget Request Waiver List to view the Budget Request Waiver.



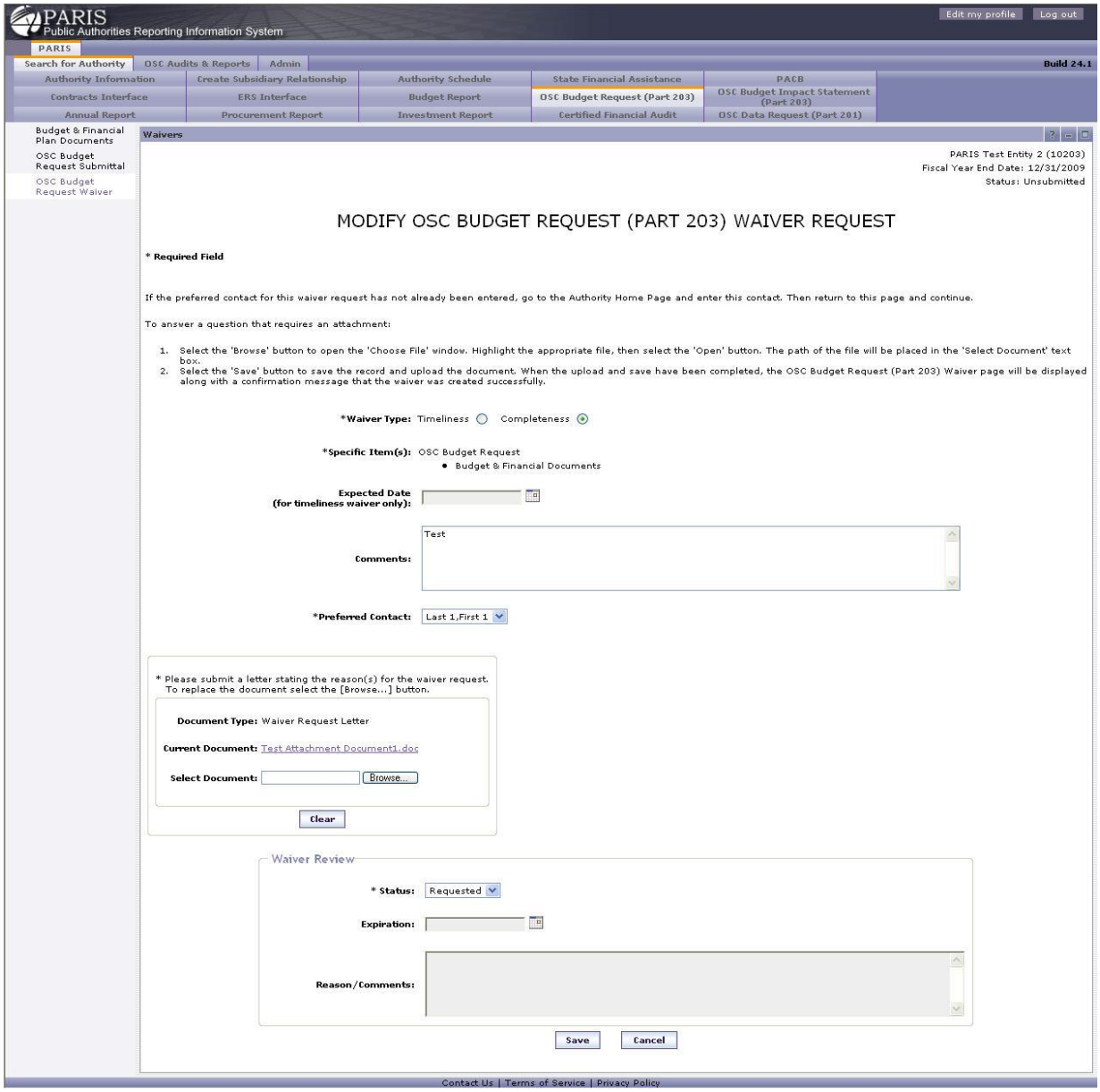
1. Review the Waiver Request Information

2. Click **[Modify]** to make changes to the request or **[Cancel]** to return to the list of Waiver Requests.

Modify OSC Budget Request Waiver Request

Navigation

Click Modify next to the waiver in the Budget Request Waiver List to modify the Budget Request Waiver.



1. Review the current Waiver Request information.

2. Make changes as necessary.

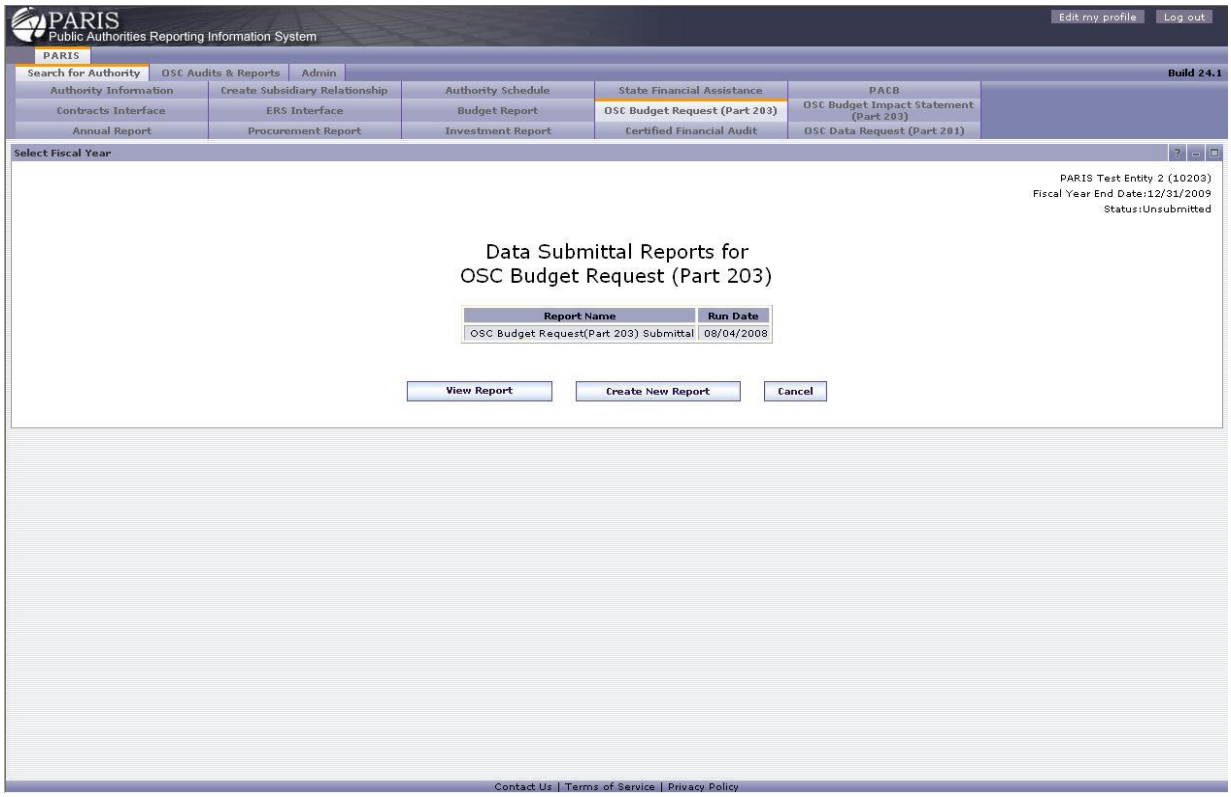
3. To upload a new "Waiver Request Letter", click the **[Browse]** button to chose the file to upload.

4. Click **[Save]** to submit the changes or **[Cancel]** to keep the original information.

Data Submittal Reports for OSC Budget Request (Part 203)

Navigation

Select the Report link on the "Select Fiscal Year" screen. This will show if a data submittal report for this data submittal has been previously created, and when.



If a report is displayed, you may select **[View Report]** to display the data submittal report. To create a new report, select **[Create New Report]**. Select **[Cancel]** to return to the Select Fiscal Year page without generating a report. PARIS will navigate back to the Select Fiscal Year page. If you have selected **[Create New Report]** to create a report, a confirmation message will be displayed, and you will receive an email notification when the report has completed.

OSC Budget Impact Statement (Part 203)

Overview

The OSC Budget Impact Statement (Part 203) tab is the entry point to public authority budget impact statement submittals by public authority fiscal year. Public authorities that are required by Regulation 2 NYCRR Part 202 or 203 file their OSC budget impact statements using this tab and the screens that follow.

Select Fiscal Year

Navigation

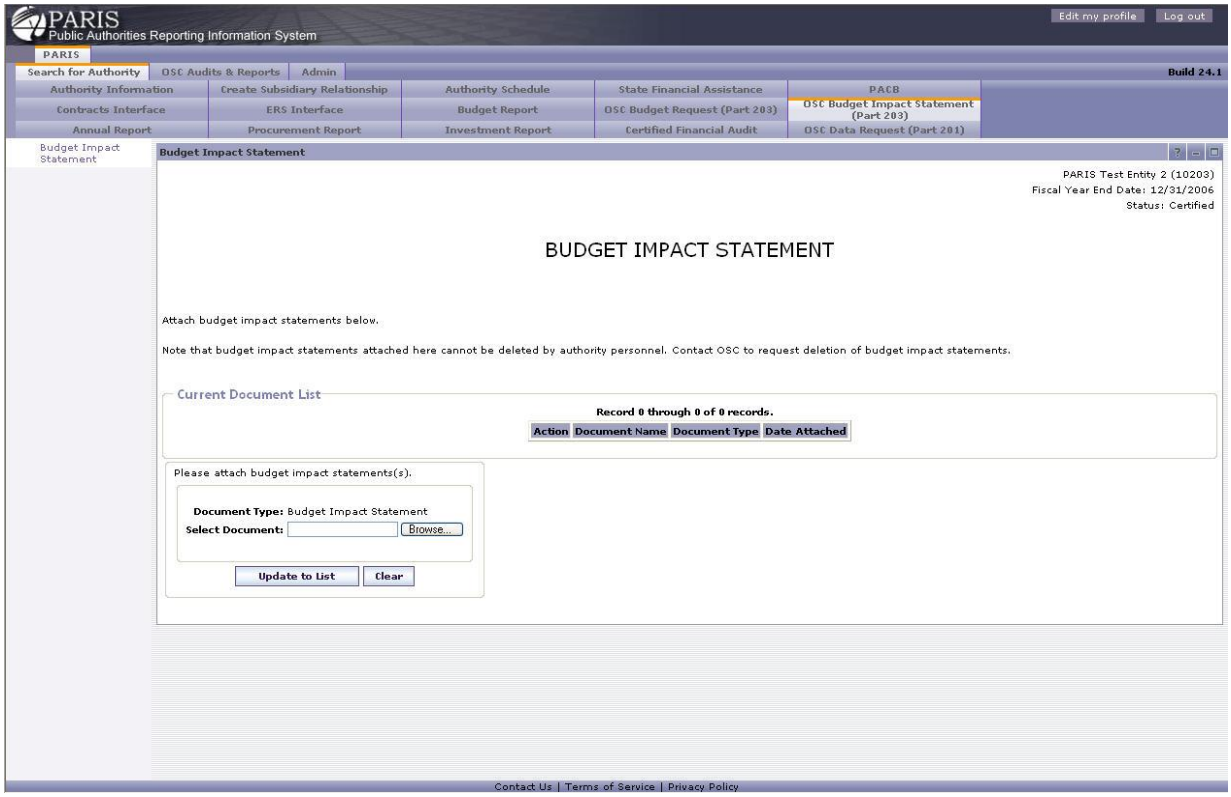
Select the "OSC Budget Impact Statement (Part 203)" tab.

To enter data, use the Select link in the Action column for the appropriate fiscal year. To generate a .PDF document of entered data that can be saved or printed, use the Report link in the Action column for the appropriate fiscal year.

Budget Impact Statement

Navigation

Select the Budget Impact Statement (Part 203) tab and select the Budget Impact Statement link on the left side of the page to go to the “Budget Impact Statement” page.



1. Navigate through the documents in the "Current Document List" section by using the **[Previous]** and **[Next]** buttons as necessary.

2. In the "Current Document List" select View next to a document to open it in its native view (for example MS Word for .doc) or Delete to remove it.

3. To add a document to the list, select **[Browse]** to locate and select it.

4. Select **[Update to List]** to add the information to the list or **[Clear]** to remove it from fields.

PACB

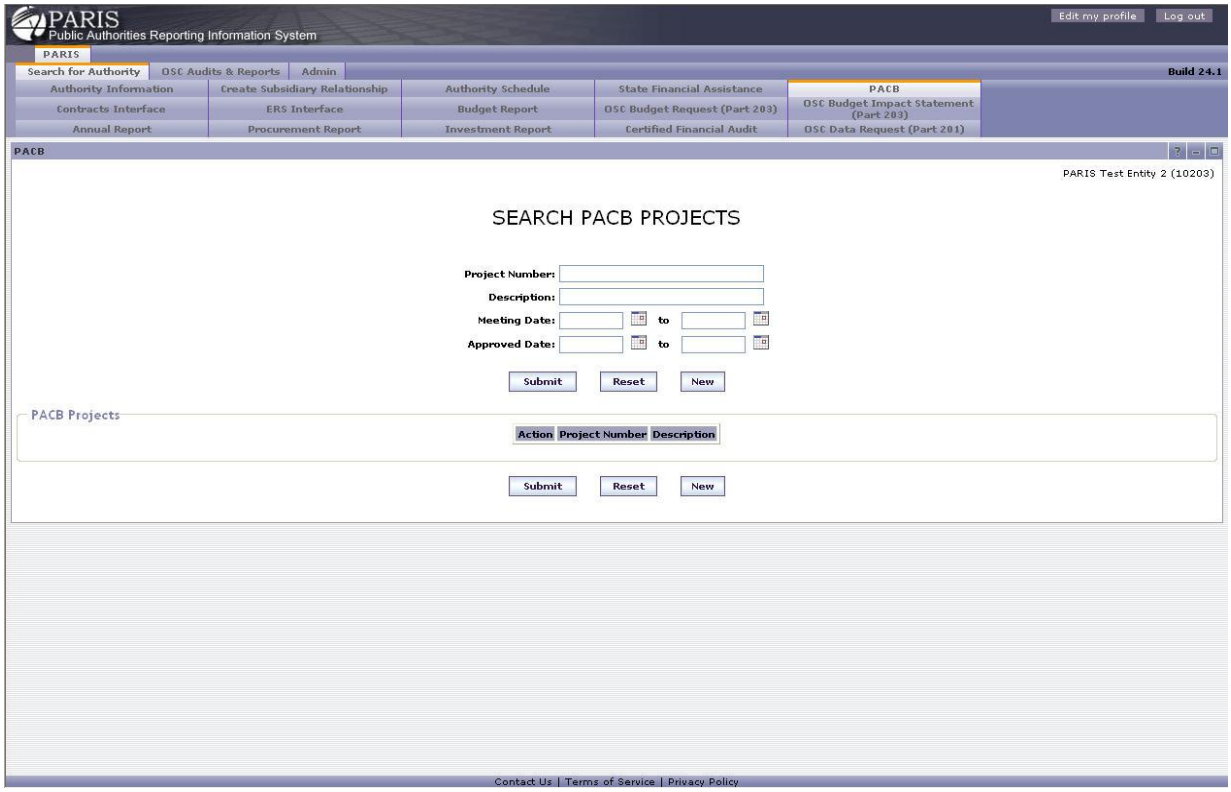
Overview

The PACB tab gives authorized users the ability to store and view information about Public Authorities Control Board projects, meetings and related documents.

Search PACB Projects

Navigation

Select the "PACB" tab to go to the "Search PACB Projects" page.



1. Enter search criteria into the fields.

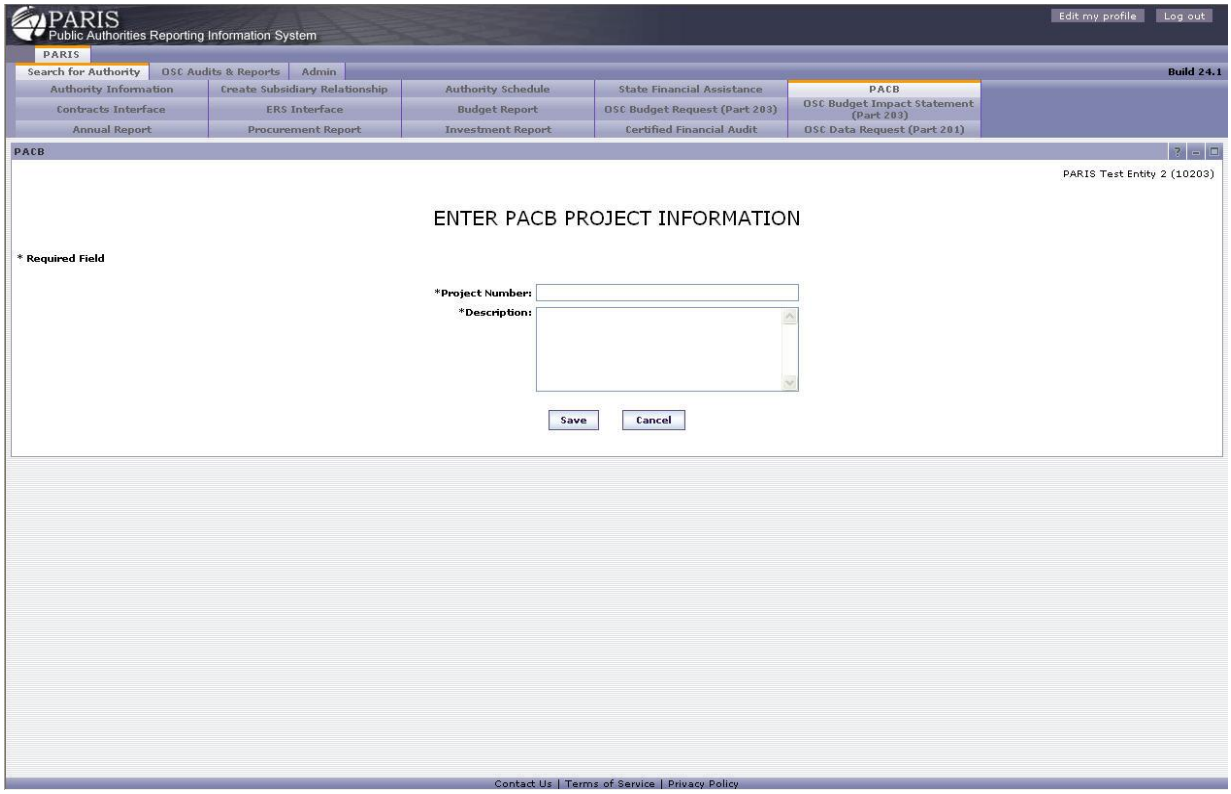
   Wildcard Search: Searches can be performed using the "?" as a wildcard. The wildcard can be used in the place of one or more characters in the search string. Partial name searches must include the wildcard.

2. Select **[Submit]** to initiate the search, **[Reset]** to clear the fields, **[New]** to go to the "Enter PACB Project Information" page.

Enter PACB Project Information

Navigation

Select **[New]** on the "Search PACB Projects" page to go to the "Enter PACB Project Information" page.



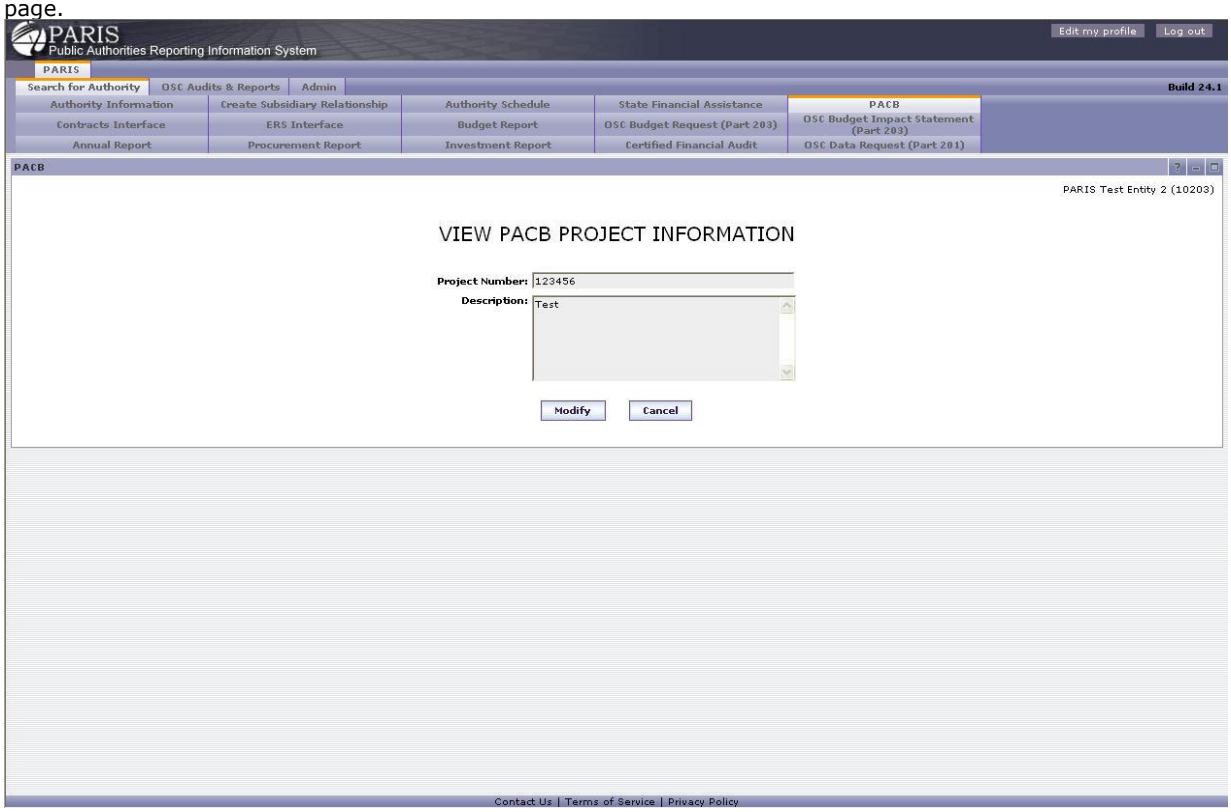
1. Enter information in the fields. Fields with "*" are required.

2. Select **[Save]** to save information and return to the "Search PACB Projects" page or **[Cancel]** to discard data and return to the "Search PACB Projects" page.

View PACB Project Information

Navigation

Select View on the "Search PACB Projects" page to go to the "View PACB Project Information" page.



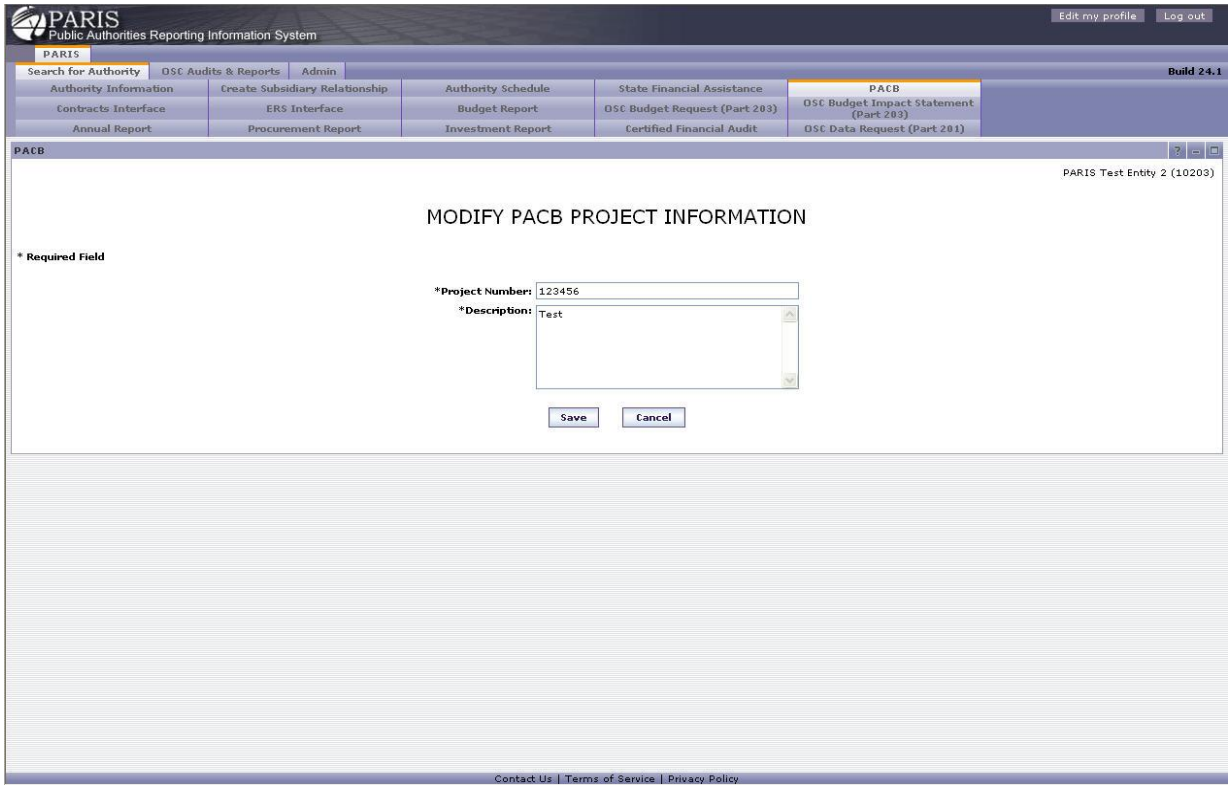
1. Review the project information.

2. Select **[Modify]** to go to the "Modify PACB Project Information" page or **[Cancel]** to return to the "Search PACB Project" page.

Modify PACB Project Information

Navigation

Select Modify on the "Search PACB Projects" page or [Modify] on the "View PACB Project Information" page to go to the "Modify PACB Project Information" page.



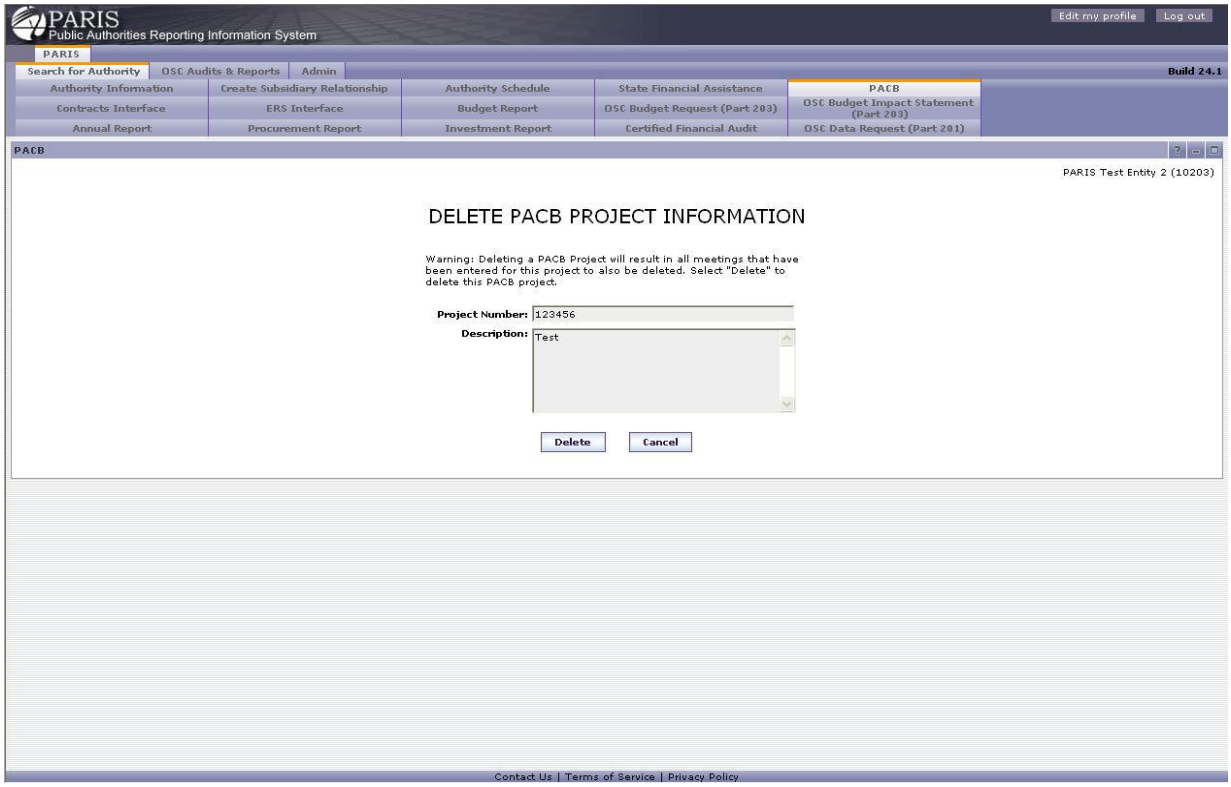
1. Update the appropriate information. Fields with "*" are required.

2. Select **[Save]** to save the information and return to the "Search PACB Projects" page or **[Cancel]** to discard the data and return to the "Search PACB Project" page.

Delete PACB Project Information

Navigation

Select Delete on the "Search PACB Projects" page to go to the "Delete PACB Project Information" page.



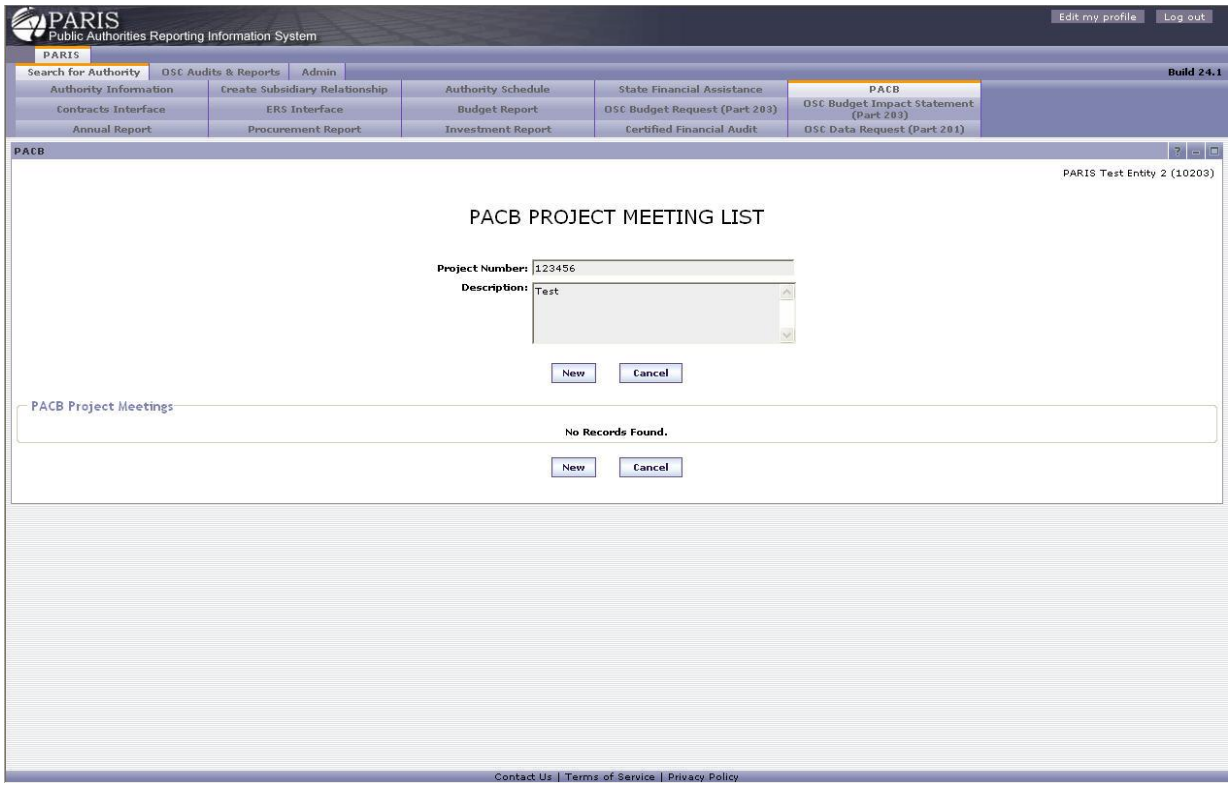
1. Review the PACB Project information.

2. Select **[Delete]** to delete the PACB Project record and go to the "Search PACB Projects" page or **[Cancel]** to return to the "Search PACB Projects" page.

View PACB Project Meeting List

Navigation

Select View Meetings on the "Search PACB Projects" page to go to the "PACB Project Meeting List" page.

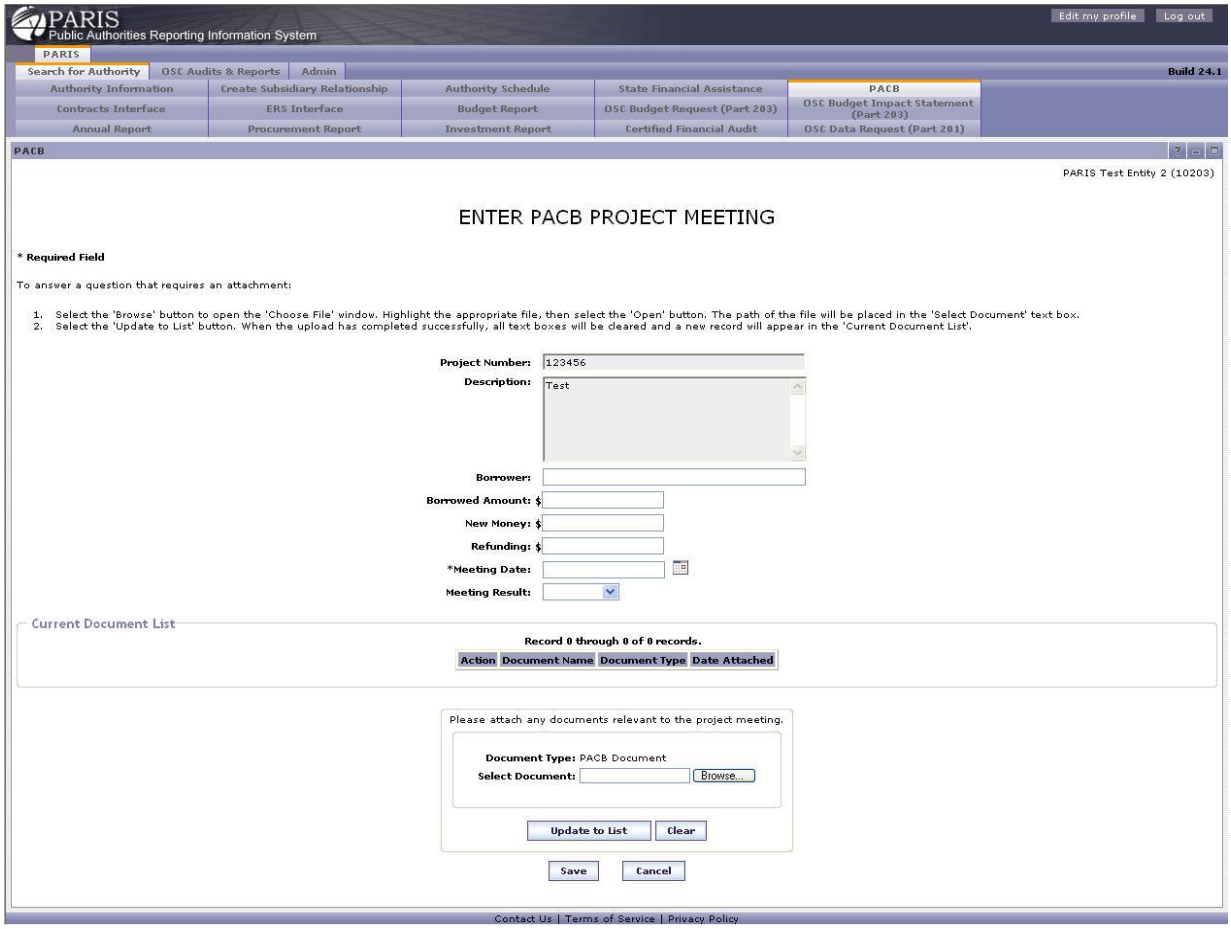


1. View the PACB Project Meeting list.
2. Select **[New]** to go to the "Enter PACB Project Meeting" page or **[Cancel]** to return to the "Search PACB Projects" page.
3. Next to a specific PACB Project Meeting record, select View to go to the "View PACB Project Meeting" page, Modify to go to the "Modify PACB Project Meeting" page, or Delete to go to the "Delete PACB Project Meeting" page.

Enter PACB Project Meeting

Navigation

Select **[New]** on the "PACB Project Meeting List" page to go to the "Enter PACB Project Meeting" page.



1. Enter information about the PACB Project Meeting into the fields. Fields with "*" are required.

2. For the question that requires an attachment, select **[Browse]** to locate and select it.

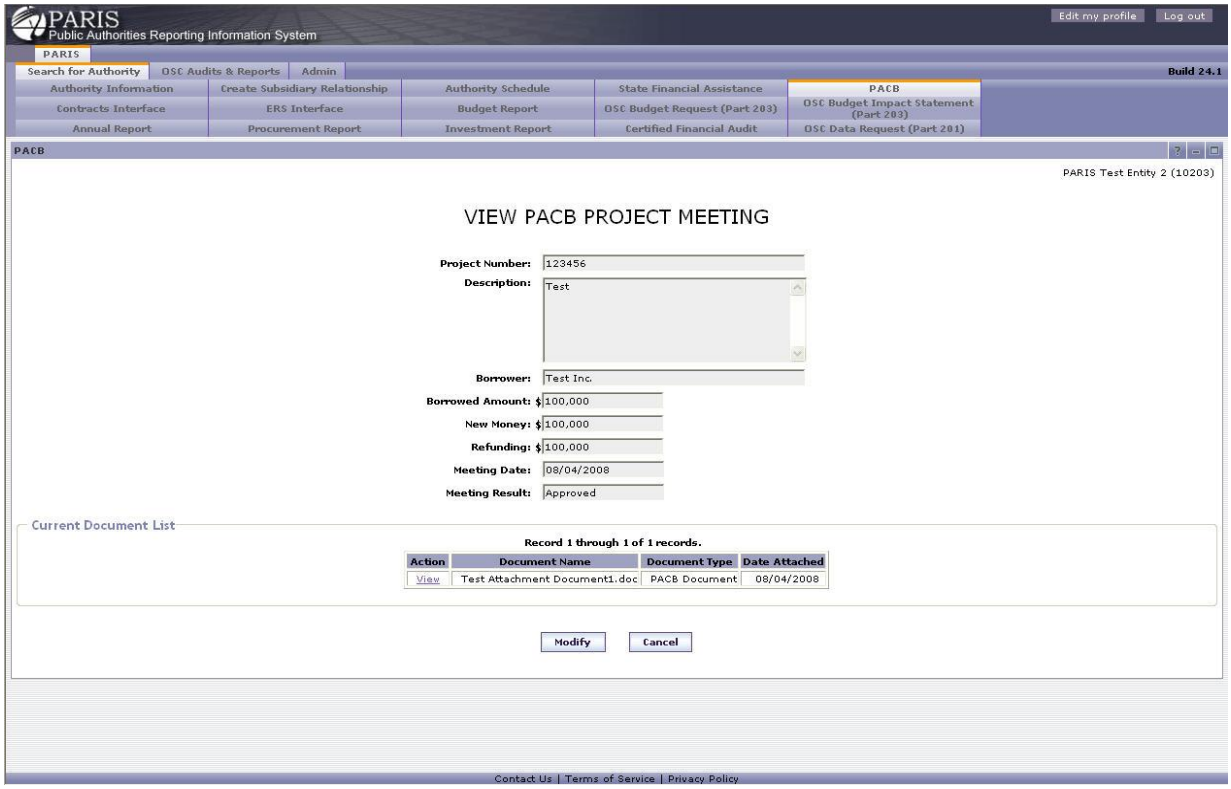
3. Select **[Update to List]** to add the information to the list or **[Clear]** to remove it from the fields.

4. Select **[Save]** to save information or **[Cancel]** to discard information and return to the "PACB Project Meetings List" page.

View PACB Project Meeting

Navigation

Select View on the "PACB Project Meetings List" page to go to the "View PACB Project Meeting" page.



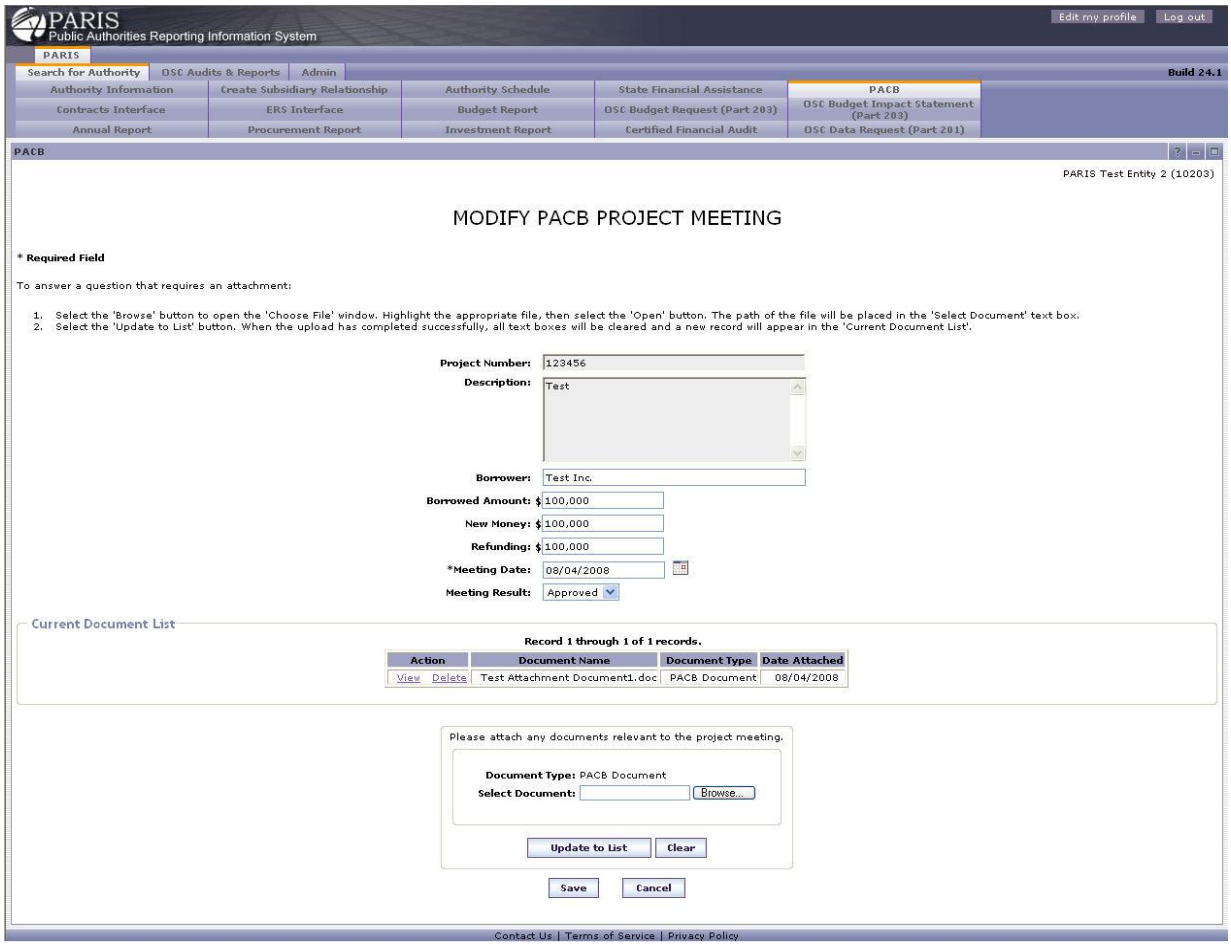
1. Review the PACB Project Meeting information.

2. Select **[Modify]** to go to the "Modify PACB Project Meeting" page, or **[Cancel]** to return to the "PACB Project Meetings List" page.

Modify PACB Project Meeting

Navigation

Select Modify on the "PACB Project Meetings List" page or **[Modify]** on the "View PACB Project Meeting" page to go to the "Modify PACB Project Meeting" page.



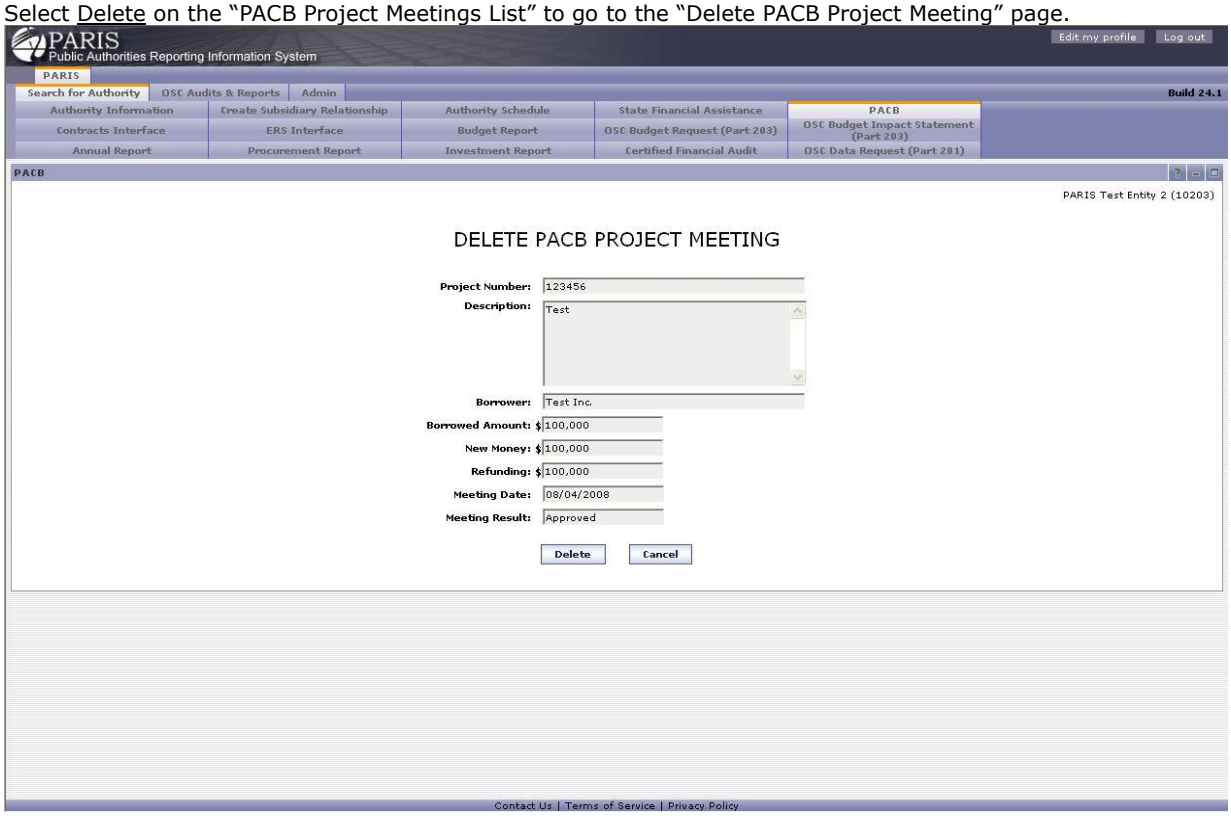
1. Update the appropriate information.

2. Select **[Save]** to save updates or **[Cancel]** to discard information and return to the "PACB Project Meetings List" page.

Deleting PACB Project Meeting

Navigation

Select Delete on the "PACB Project Meetings List" to go to the "Delete PACB Project Meeting" page.



1. Review the PACB Project Meeting information.

2. Select **[Delete]** to remove the specific PACB Project Meeting record or **[Cancel]** to return to "PACB Project Meetings List" page.

Authority Schedule

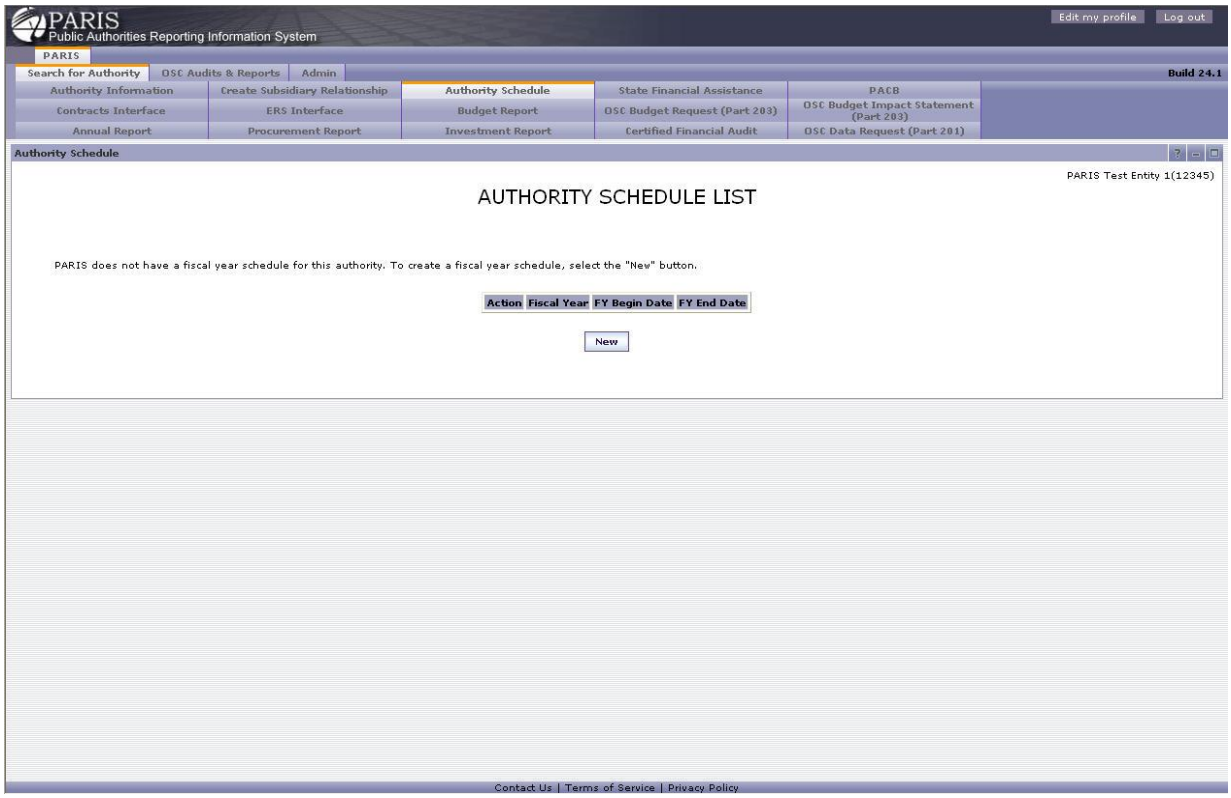
Overview

The "Authority Schedule" tab gives authorized users access to screens for creating new authority fiscal year schedules (fiscal year end dates), and viewing and modifying those for previously existing schedules.

Authority Schedule List

Navigation

Select the "Authority Schedule" tab.



1. Review the Authority Schedule information.

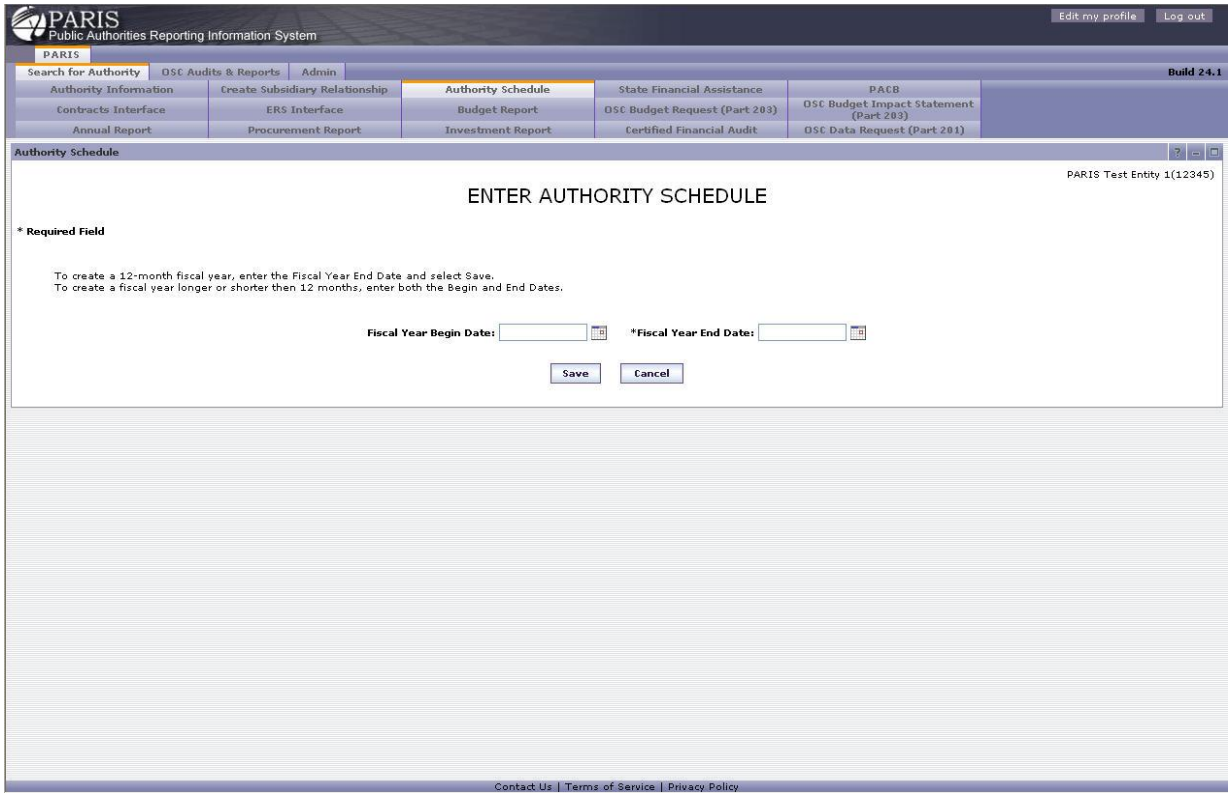
2. Select Modify next to the specific record to go to the “Modify Authority Schedule” page.

3. When no authority schedule has been entered for the selected authority, select **[New]** to go to the “Enter Authority Schedule” page.

Enter Authority Schedule

Navigation

Select **[New]** on the “Authority Schedule List” page to go to the “Enter Authority Schedule” page.



1. Enter the Fiscal Year Begin date.

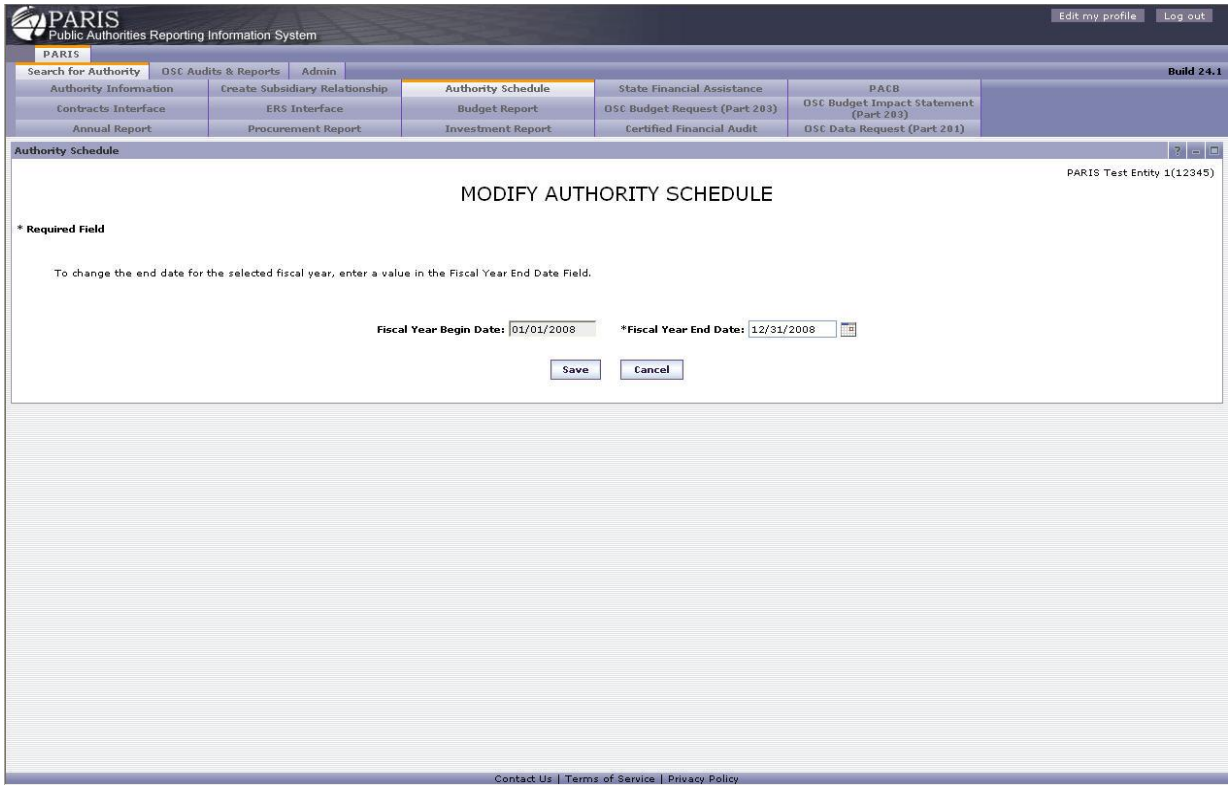
2. Enter the Fiscal Year End date.

3. Select **[Save]** to save and go to the "Authority Schedule List" page or **[Cancel]** to discard changes and go to the "Authority Schedule List" page.

Modify Authority Schedule

Navigation

Select Modify next to the specific record on the "Authority Schedule List" page to go to the "Modify Authority Schedule" page.



1. Update the Fiscal Year End Date information.

2. Select **[Save]** to save and go to the "Authority Schedule List" page or **[Cancel]** to discard changes and return to the "Authority Schedule List" page.

Contracts Interface

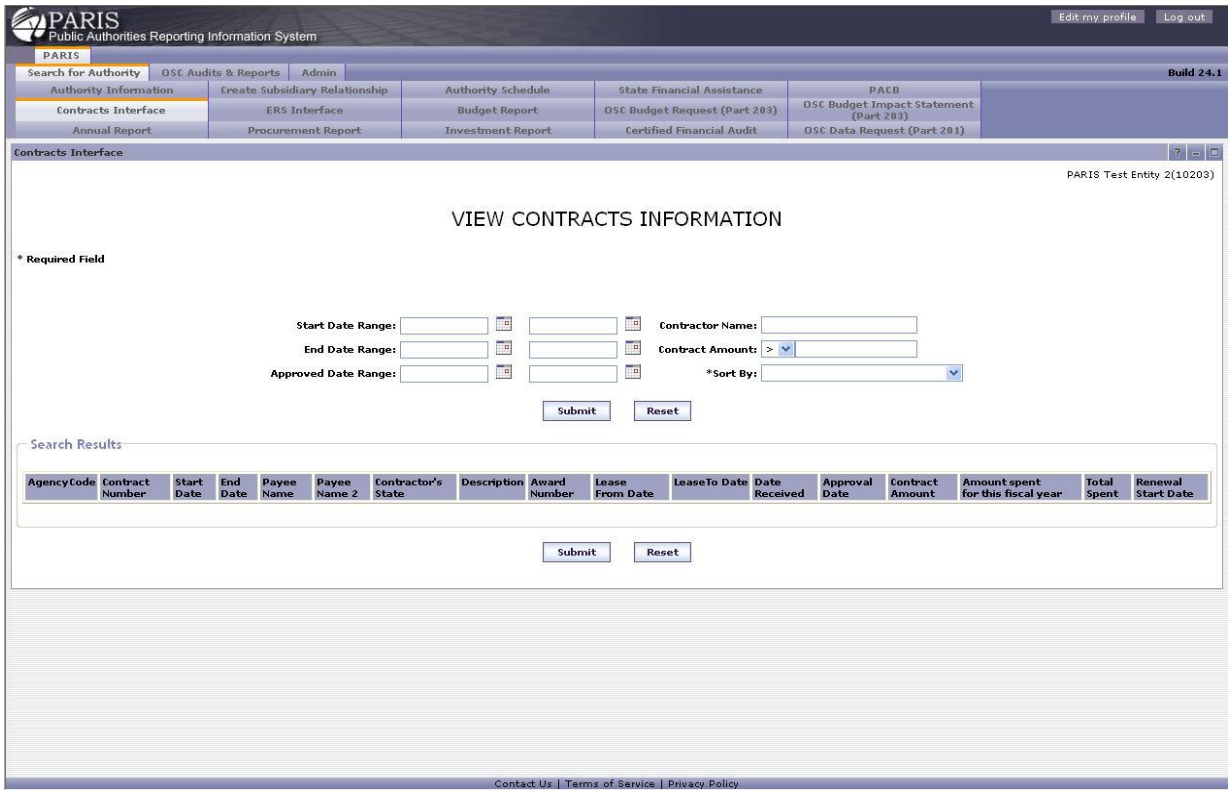
Overview

The Contracts Interface tab gives authorized users access to screens for viewing authority contract information retrieved from contract information systems at OSC.

View Contracts Information

Navigation

Select the "Contracts Interface" tab to go to the "View Contracts Information" page.



1. Enter the appropriate criteria for the search in the fields. Fields with "*" are required.

   Wildcard Search: Searches can be performed using the "?" as a wildcard. The wildcard can be used in the place of one or more characters in the search string. Partial name searches must include the wildcard.

2. Select **[Submit]** to initiate the search or select **[Cancel]** to return to the "Contracts Interface" tab.

ERS Interface

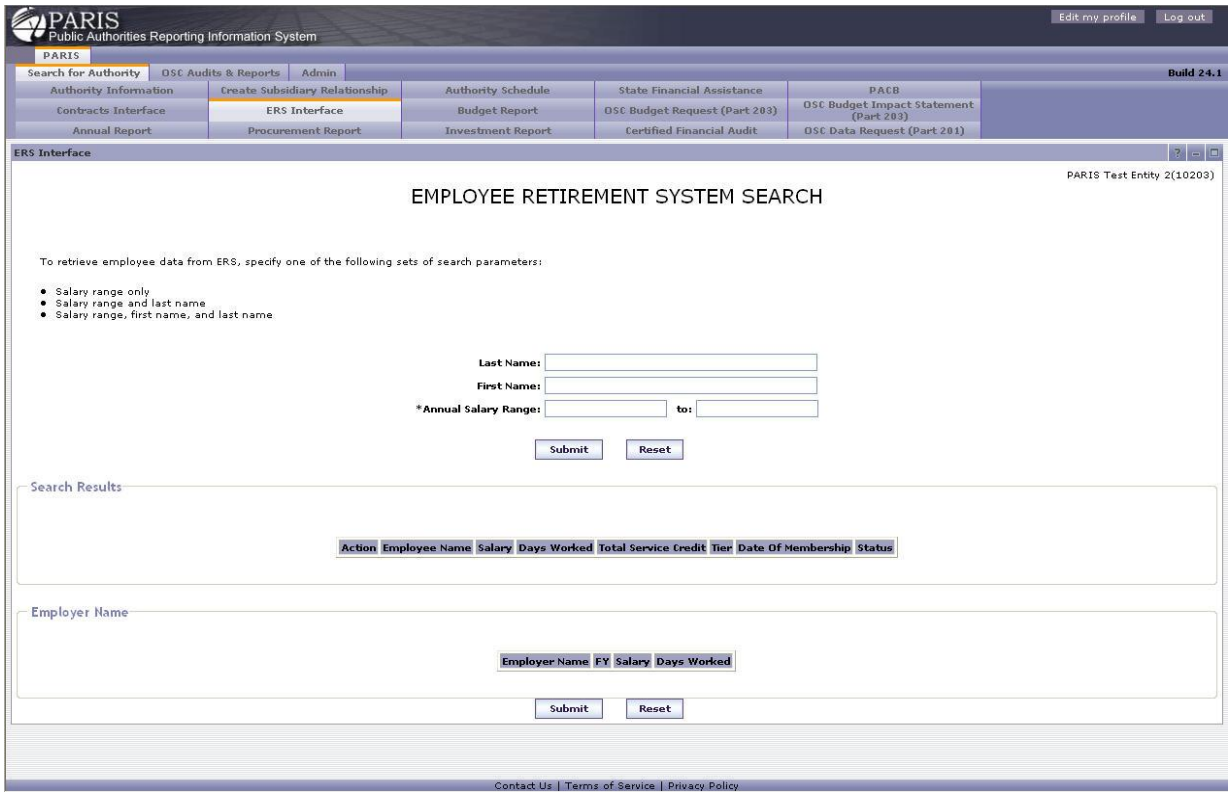
Overview

The ERS Interface tab gives authorized users access to screens for viewing employee retirement information retrieved from the Employee Retirement System at OSC.

Employee Retirement System Search

Navigation

Select the “Contracts Interface” tab to go to the “View Contracts Information” page.



1. Enter the Salary Range and additionally the First and Last name of the Employee.

   Wildcard Search: Searches can be performed using the “?” as a wildcard. The wildcard can be used in the place of one or more characters in the search string. Partial name searches must include the wildcard.

2. Matching results will be displayed in the "Search Results" area.
3. Click on the Select link next to an Employee in the list and the salary information will be displayed in the "Employee Name" area below.
4. You may use the **[Previous]** and **[Next]** buttons to navigate through the lists.

List of Notifications

Overview

This use case describes the process by which PARIS provides a variety of notifications of events and deadlines to various users via email. PARIS provides two kinds of notifications:

- "Real Time" Notifications triggered by user events, such as certification of a data submittal.
- Batch Notifications triggered by calendar events, such as approach of a submittal deadline .

Authorization

Notifications are generated by the PARIS application without user intervention, so any of the users listed below may see them. There are no authorization rules.

Item	Event Description	Days Prior or Post	Recipient(s) (TO)
1	A Public Authority has been added to the PARIS system Class C)	0 (Real Time)	OSC PARIS ABO Superusers OSC PARIS BPA Superusers OSC PARIS LGSED Superusers
2	A data submittal is due.	90 days, 30 days & 7 days prior to due date	Public Authority Certifier and Preparers (as designated by the authorities)
3	A public authority has completed and certified a data submittal	0 (Real Time)	OSC PARIS BPA Superusers if the authority is subject to OSC regulation OSC PARIS LGSED Superusers if the authority is an IDA OSC PARIS ABO Superusers for any authority submitting a Certified Financial Audit
4	A public authority has been marked as inactive or dissolved in PARIS	0 (Real Time)	OSC PARIS ABO Superusers OSC PARIS BPA Superusers OSC PARIS LGSED Superusers
5	A waiver is either granted or denied	0 (Real Time)	Public authority employee identified as waiver contact in the waiver request. cc: OSC PARIS BPA Superusers
6	A waiver has expired	1 week prior	Public authority employee identified as waiver contact in the waiver request. cc: OSC PARIS BPA Superusers
7	A waiver has been requested by an authority	0 (Real Time)	OSC PARIS BPA Superusers
8	Updated State financial assistance data should be retrieved from the OSC Bureau of Accounting	June 1	OSC PARIS BPA Superusers

Item	Event Description	Days Prior or Post	Recipient(s) (TO)
9	A public authority has indicated that they have modified, created or terminated a subsidiary during their fiscal year	0 (Real Time)	OSC PARIS ABO Superusers OSC PARIS BPA Superusers OSC PARIS LGSED Superusers
10	The State-Supported Debt dropdown list in PARIS should be updated with new programs added in the Enacted Budget (see Capital Financial Plan).	May 1	OSC PARIS BPA Superusers
11	An authority has modified contact information.	0 (Real Time)	OSC PARIS BPA Superusers should be notified for Class A, B and D authorities. OSC PARIS LGSED Superusers should be notified for Class C authorities. OSC PARIS ABO Superusers should be notified for all authorities.
12	An authority's data submission has been set to "Resubmit" status.	0 (Real Time)	Public Authority Certifier cc: OSC PARIS ABO Superusers OSC PARIS BPA Superusers OSC PARIS LGSED Superusers

ABO Authorization Matrix

PARIS Screen	ABO_Superuser	ABO_View-Only
	Access *	Access *
Authority Home Page	💣	●
Search for Authority	◆	●
OSC Audits & Reports	●	●
OSC Audits	●	●
OSC Reports	●	●
Authority Information	💣	●
Create Subsidiary Relationship	💣	●
Authority Schedule	💣	●
State Financial Assistance	🔗	●
PACB		
Contracts Interface		
ERS Interface		
Budget Report	🔗	●
Budget Report Report	❍	●
Budget & Financial Plan	❍	●
Link to Budget Report	❍	●
Budget Report Submittal Certification	❍	
Budget Report Submittal Review	💣	●
OSC Budget Request (Part 203)	🔗	●
OSC Budget Request (Part 203) Report	❍	●
Budget & Financial Plan Documents	❍	●
OSC Budget Request Submittal Certification	❍	
OSC Budget Request Submittal Review	❍	●
OSC Budget Request Waiver	❍	●
OSC Budget Impact Statement (Part 203)	🔗	●
Budget Impact Statement	💣	●
Annual Report	🔗	●
Annual Report Report	❍	●
Governance Information (Authority-related)	❍	●
Governance Information (Board-related)	❍	●
Board of Directors	❍	●
Employees	❍	●
Benefit Information	❍	●

Subsidiary Verification	○	●
Summary Financial Information	○	●
Current Debt	○	●
New Debt Issuances	○	●
Schedule of Debt	○	●
Real Property Acquisition/Disposal	○	●
Personal Property Disposal	○	●
Property Documents	○	●
IDA Projects +	○	●
Annual Report Submittal Certification	○	
Annual Report Submittal Review	○	●
Procurement Report		●
Procurement Report Report	○	●
Procurement Contracts	○	●
Procurement Guidelines	○	●
Procurement Report Submittal Certification	○	
Procurement Report Submittal Review	○	●
Procurement Report Waiver	○	●
Investment Report	●	●
Investment Report Report	○	●
Investment Information	○	●
Investment Report Submittal Certification	○	
Investment Report Submittal Review	○	●
Investment Report Waiver	○	●
Certified Financial Audit		●
Certified Financial Audit Report	○	●
Financial Documents	○	●
Certified Financial Audit Submittal Certification	○	
Certified Financial Audit Submittal Review	○	●
Certified Financial Audit Waiver	○	●
OSC Data Request (Part 201)		●
OSC Data Request (Part 201) Report	○	●
Procurement-Related Information	○	●
Planned Debt	○	●
Planned Debt Issuances	○	●
Debt Service Reserve	○	●
Debt-Related Documents	○	●
State Support & Cost Recovery	○	●
State GO Bond Proceed Receipts	○	●
Bond Proceed Disbursements	○	●

OSC Data Request Submittal Certification	❍	
OSC Data Request Submittal Review	❍	●
OSC Data Request Waiver	❍	●

Key:

Indicates some level of access to this screen (read access)

Indicates update access (may be depending on submittal status, see below)

+ IDA's only

***** Access may be further determined by status of the data submittal (i.e. Unsubmitted, Certified)

OSC Authorization Matrix

PARIS Screen	OSC Superuser	LGSED Superuser	OSC View-Only	OSC Data_Entry	Reviewer
	Access *	Access *	Access *	Access *	Access *
Authority Home Page	❍	❍	●	❍	
Search for Authority	❍	❍	●	❍	
OSC Audits & Reports	●	●	●	●	
OSC Audits	❍	●	●	❍	
OSC Reports	❍	●	●	❍	
Authority Information	❍	💣	●		
Create Subsidiary Relationship	❍	❍	●		
Authority Schedule	❍	❍	●		
State Financial Assistance	❍	●	●	❍	
PACB	❍	●	●	❍	
Contracts Interface	●	●	●		
ERS Interface	●	●	●		
Budget Report	●	●	●		
Budget Report Report	☐	☐	●		
Budget & Financial Plan	☐	☐	●		
Link to Budget Report	☐	☐	●		
Budget Report Submittal Certification	☐	☐			
Budget Report Submittal Review	☐	☐	●		💣
OSC Budget Request (Part 203)	●	●	●		
OSC Budget Request (Part 203) Report	❍	❍	●		
Budget & Financial Plan Documents	❍	❍	●		
OSC Budget Request Submittal Certification	❍	❍			
OSC Budget Request Submittal Review	❍	❍	●		💣
OSC Budget Request Waiver	❍	❍	●		
OSC Budget Impact Statement (Part 203)	●	●	●		
Budget Impact Statement	❍	❍	●		
Annual Report	●	●	●		
Annual Report Report	❍	❍	●		
Governance Information (Authority-related)	❍	❍	●		
Governance Information (Board-related)	❍	❍	●		
Board of Directors	❍	❍	●		
Employees	❍	❍	●		
Benefit Information	❍	❍	●		
Subsidiary Verification	❍	❍	●		

Summary Financial Information	❍	❍	●		
Current Debt	❍	❍	●		
New Debt Issuances	❍	❍	●		
Schedule of Debt	❍	❍	●		
Real Property Acquisition/Disposal	❍	❍	●		
Personal Property Disposal	❍	❍	●		
Property Documents	❍	❍	●		
IDA Projects +	❍	❍	●		
Annual Report Submittal Certification	❍	❍			
Annual Report Submittal Review	❍	❍	●		💣
Procurement Report	●	●	●		
Procurement Report Report	❍	❍	●		
Procurement Contracts	❍	❍	●		
Procurement Guidelines	❍	❍	●		
Procurement Report Submittal Certification	❍	❍			
Procurement Report Submittal Review	❍	❍	●		💣
Procurement Report Waiver	❍	❍	●		
Investment Report	●	●	●		
Investment Report Report	❍	❍	●		
Investment Information	❍	❍	●		
Investment Report Submittal Certification	❍	❍			
Investment Report Submittal Review	❍	❍	●		💣
Investment Report Waiver	❍	❍	●		
Certified Financial Audit	●	●	●		
Certified Financial Audit Report	❍	❍	●		
Financial Documents	❍	❍	●		
Certified Financial Audit Submittal Certification	❍	❍			
Certified Financial Audit Submittal Review	❍	❍	●		💣
Certified Financial Audit Waiver	❍	❍	●		
OSC Data Request (Part 201)	●	●	●		
OSC Data Request (Part 201) Report	❍	❍	●		
Procurement-Related Information	❍	❍	●		
Planned Debt	❍	❍	●		
Planned Debt Issuances	❍	❍	●		
Debt Service Reserve	❍	❍	●		
Debt-Related Documents	❍	❍	●		
State Support & Cost Recovery	❍	❍	●		
State GO Bond Proceed Receipts	❍	❍	●		
Bond Proceed Disbursements	❍	❍	●		
OSC Data Request Submittal Certification	❍	❍			

OSC Data Request Submittal Review	❍	❍	●		💣
OSC Data Request Waiver	❍	❍	●		

Key:

Indicates some level of access to this screen (read access)

💣 Indicates update access (may be depending on submittal status, see below)

***** Access may be further determined by status of the data submittal (i.e. Unsubmitted, Certified)

+ IDA's only

Public Authority Authorization Matrix

PARIS Screen	PA_Certifier	PA_Preparer	PA_View-Only
	Access *	Access *	Access *
Authority Home Page	○	○	○
Search for Authority	●	●	●
OSC Audits & Reports	●	●	●
OSC Audits	●	●	●
OSC Reports	●	●	●
Authority Information			
Create Subsidiary Relationship	●	●	●
Authority Schedule			
State Financial Assistance	●	●	●
PACB			
Contracts Interface			
ERS Interface			
Budget Report	●	●	●
Budget Report Report	○	○	●
Budget & Financial Plan	○	○	●
Link to Budget Report	○	○	●
Budget Report Submittal Certification	💣		
Budget Report Submittal Review			
OSC Budget Request (Part 203)	●	●	●
OSC Budget Request (Part 203) Report	○	○	●
Budget & Financial Plan Documents	○	○	●
OSC Budget Request Submittal Certification	💣		
OSC Budget Request Submittal Review			
OSC Budget Request Waiver	○	○	●
OSC Budget Impact Statement (Part 203)	●	●	●
Budget Impact Statement	○	○	●
Annual Report	●	●	●
Annual Report Report	○	○	●
Governance Information (Authority-related)	○	○	●
Governance Information (Board-related)	○	○	●
Board of Directors	○	○	●
Employees	○	○	●
Benefit Information	○	○	●
Subsidiary Verification	○	○	●
Summary Financial Information	○	○	●

Current Debt	○	○	●
New Debt Issuances	○	○	●
Schedule of Debt	○	○	●
Real Property Acquisition/Disposal	○	○	●
Personal Property Disposal	○	○	●
Property Documents	○	○	●
IDA Projects +	○	○	●
Annual Report Submittal Certification	💣		
Annual Report Submittal Review			
Procurement Report	●	●	●
Procurement Report Report	○	○	●
Procurement Contracts	○	○	●
Procurement Guidelines	○	○	●
Procurement Report Submittal Certification	💣		
Procurement Report Submittal Review			
Procurement Report Waiver	○	○	●
Investment Report	●	●	●
Investment Report Report	○	○	●
Investment Information	○	○	●
Investment Report Submittal Certification	○		
Investment Report Submittal Review			
Investment Report Waiver	○	○	●
Certified Financial Audit	●	●	●
Certified Financial Audit Report	○	○	●
Financial Documents	○	○	●
Certified Financial Audit Submittal Certification	○		
Certified Financial Audit Submittal Review			
Certified Financial Audit Waiver	○	○	●
OSC Data Request (Part 201)	●	●	●
OSC Data Request (Part 201) Report	○	○	●
Procurement-Related Information	○	○	●
Planned Debt	○	○	●
Planned Debt Issuances	○	○	●
Debt Service Reserve	○	○	●
Debt-Related Documents	○	○	●
State Support & Cost Recovery	○	○	●
State GO Bond Proceed Receipts	○	○	●
Bond Proceed Disbursements	○	○	●
OSC Data Request Submittal Certification	○		
OSC Data Request Submittal Review			

OSC Data Request Waiver	❍	❍	❍

Key:

Indicates some level of access to this screen (read access)

Indicates update access (may be depending on submittal status, see below)

***** Access may be further determined by status of the data submittal (i.e. Unsubmitted, Certified)

+ IDA's only