

# ABO PARIS TRAINING

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# Topics for the PARIS Training

- What is PARIS?
- Certifying Reports
- Training Demo
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  - ABO website
- Common Reporting Issues
- Tips for Using PARIS
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# What is PARIS?

Public Authorities Reporting  
Information System

Online data entry system to ensure authorities fulfill all the reporting requirements outlined in statute

Reports certified in PARIS satisfy the reporting requirements to the ABO, OSC, Governor's Office, Director of the Budget's Office and Office of General Services

**Hardcopies of the reports do not need to be sent to the ABO**

The screenshot shows the PARIS Public Authorities Reporting Information System interface. The top navigation bar includes the New York State Comptroller's name (THOMAS P. DINAPOLI), the PARIS logo, and the user name John Doe (ABOTEST1). The main content area is divided into two columns. The left column contains a sidebar with a dropdown menu for 'PARIS Test Authority 1 (0000)' and a list of report types: Annual Report, Budget Report, Certified Financial Audit, Investment Report, and Procurement Report. Below this are links for 'PARIS Handbook' and 'PARIS FAQs'. The right column is titled 'Authority Home Page' and contains a message: 'Enter your Authority information and contacts. To enter your general information, click Modify General Information. To modify your contact information, click Modify Contacts. You must enter at least one contact for each of the following contact types: Chief Executive Officer, Chief Financial Officer, Certifier, and Preparer.' Below this message are two sections: 'Modify General Information' and 'Modify Contacts'. The 'Modify General Information' section shows the following details for 'PARIS Test Authority 1': 110 State Street, Empire State Plaza, ALBANY, 12210, canada, and www.abo.ny.gov. The 'Modify Contacts' section contains a table with the following data:

Action	Contact Type	Last Name	First Name	Title	Phone	Extension	Email
<a href="#">View</a>	Certifier	Doe	Susan		(518) 474-1932		info@abo.ny.gov
<a href="#">View</a>	Other Authority Contact (specify type)	Smith	Mike		(518) 474-1932		info@abo.ny.gov
<a href="#">View</a>	Chief Executive Officer	Test	John		(518) 474-1932		info@abo.ny.gov
<a href="#">View</a>	Preparer	Test 1	Test		(518) 474-1932		info@abo.ny.gov
<a href="#">View</a>	Chief Financial Officer	vacant	vacant		(518) 474-1932		info@abo.ny.gov

# Certifying Reports

The certified status occurs when the Certifier (CEO, CFO) acknowledges the information entered in PARIS is complete and accurate and has been presented to, and accepted, by the authority's board.

Board approval is necessary before the reports are certified.

The Certified Financial Audit, Investment, and Procurement reports must be certified to certify the Annual Report.

SELECT FISCAL YEAR Budget Report

For State Authorities - Due no later than 90 days prior to the start of the Authority's fiscal year.  
For Local Authorities - Due no later than 60 days prior to the start of the Authority's fiscal year.  
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.

Action	Fiscal Year End Date	Status
<a href="#">Select</a> <a href="#">Generate PDF Report</a>	12/31/2023	UNSUBMITTED
<a href="#">Select</a> <a href="#">Generate PDF Report</a>	12/31/2022	CERTIFIED

# Common Reporting Issues

Incorrect “Outstanding End of Fiscal Year (\$)” on the Schedule of Debt

Incorrect/improper Certified Financial Audit

Inconsistent information concerning staff salaries

Missing new debt issuances

Reporting no staff or no procurements incorrectly

# Tips for Using PARIS

- PARIS Handbook
- FAQs
- Save the work as you go!
- Avoid the use of special characters when naming items (ex: , ! ""')
- Use the bulkload only when necessary
- Create a PDF report for board review
- Catch and correct errors before certifying the report
- Enter data in the correct reporting period
- Report all new debt issuances
- Report staff doing the administrative work of the authority

OSC's Division of  
Local  
Government and  
School  
Accountability  
(LGSA) Help Desk

Available to provide information on the authority's primary authorizer.

The authority's primary authorizer can reset passwords due to locked accounts.

Contact Info:

[518-408-4934](tel:518-408-4934) or [localgov@osc.ny.gov](mailto:localgov@osc.ny.gov)



# Authorities Budget Office

Available for assistance with PARIS related questions

Additional PARIS resources:

PARIS Handbook:

<https://www.abo.ny.gov/paris/PARISHandbook2017.pdf>

PARIS FAQs:

<https://www.abo.ny.gov/frequentquestions/faq.html#paris>

Contact Info:

518-474-1932 or [info@abo.ny.gov](mailto:info@abo.ny.gov)

