

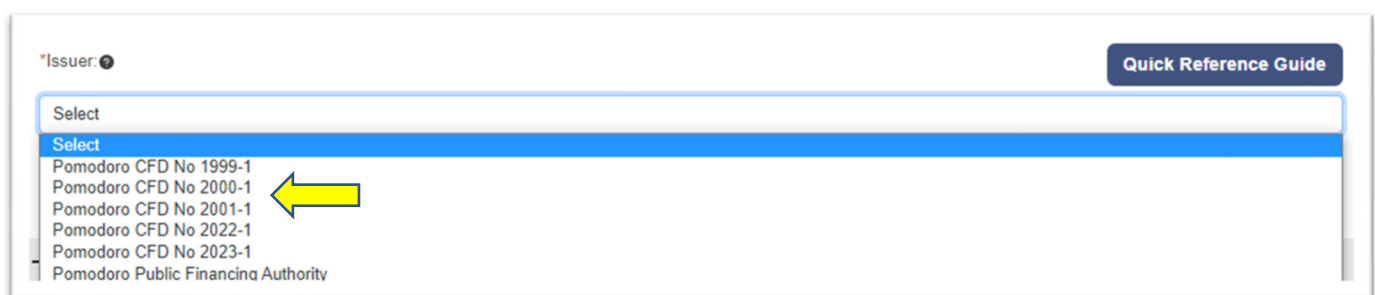
# REPORT OF FINAL SALE GUIDE

## HOW IT WORKS

The Report of Final Sale is known as the RFS throughout the Data Portal. The RFS completes the issuance record for the debt issue and is precedent to all subsequent annual reports. A Report of Final Sale, known as the RFS, may only be created from RPDIs that have a *Reviewed* status.

## SPECIAL NOTE FOR FILERS

Make sure you are choosing the correct **Issuer** from the drop-down list when looking for on-going debt reports. CDIAC has historically created each Community Facilities District (CFD) as a separate **Issuer**. Another example includes Issuer names for certain pooled tax and revenue anticipation note (TRANS) debt that include an acronym in parenthesis to denote the issuing joint powers entity.



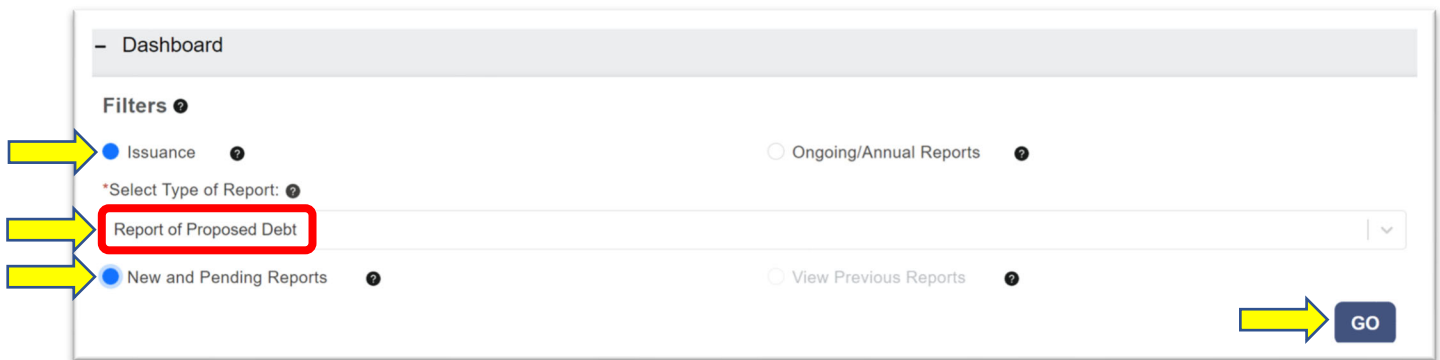
## BUILDING YOUR DASHBOARD

If you are new to the Data Portal please visit the [Reporting Debt Issuance](#) webpage to view the instructions for **Navigating the Data Portal Dashboard**.

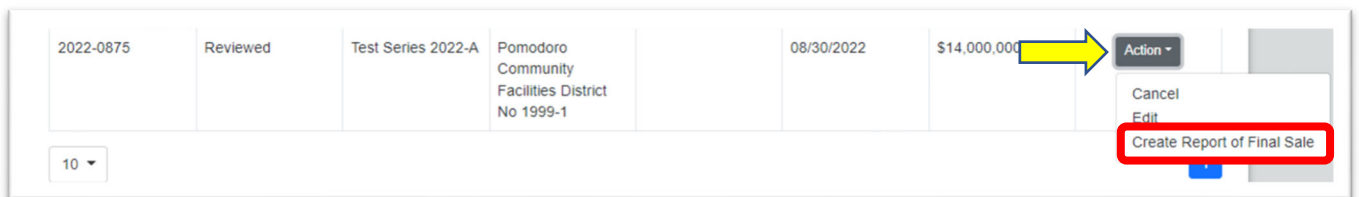


Always start by selecting the **Issuer** and click Submit. A Report of Final Sale may only be created from RPDIs that have a *Reviewed* status. To create a RFS, use these filter combinations to populate your dashboard with RPDIs that have a status of *Reviewed*.

Action	Filter 1	Filter 2	Filter 3
Create a new RFS	Issuance	Report of Proposed Debt	New and Pending Reports

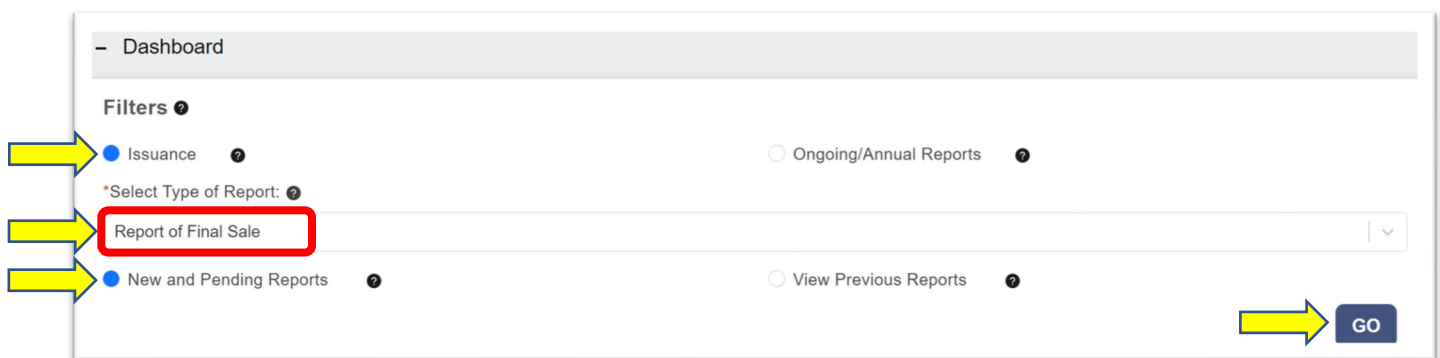


The RFS is created by choosing “Create Report of Final Sale” from the Action drop-down menu for the *Reviewed* RPDI. **Once an RFS is created, the RPDI, in its submitted form, no longer exists – it becomes the RFS.** Once created, the RFS will remain in *Draft* status until it is submitted at which time the status will change to *Submitted*.



To view previously created RFS with a status of *Draft* or *Submitted*, use these filter combinations to populate your dashboard.

Action	Filter 1	Filter 2	Filter 3
Edit/continue a <i>Draft</i> or <i>Submitted</i> RFS	Issuance	Report of Final Sale	New and Pending Reports



**Final Sale Reports**

Search:

CDIAC #	Status	Issue Name	Issuer Name	Project Name	Actual Sale Date	Principal Amount	Action
2022-0856	Draft	Test Revenue Bond Issue	Pomodoro Public Financing Authority		01/01/2019	\$50,000,000.00	Action
2022-0843	Submitted	Testing MKR Linkage	Pomodoro Public Financing Authority		04/15/2020	\$50,000,000.00	Action

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Once *Submitted*, CDIAC will review and validate the report. You will be notified by email when CDIAC’s review has been completed, at which time the status will change to *Reviewed*. Annual reports may only be submitted for issues with the RFS in *Reviewed* status.

Action	Filter 1	Filter 2	Filter 3
Edit a <i>Reviewed</i> RFS	Issuance	Report of Final Sale	View Previous Reports

- Dashboard

**Filters**

Issuance  Ongoing/Annual Reports

\*Select Type of Report: Report of Final Sale

New and Pending Reports  View Previous Reports

RFS may be edited when it is in *Draft*, *Submitted*, or *Reviewed* status, but not after any annual report for the issue has been created or submitted.

### SEARCH CRITERIA

A pop-up box will appear to search for the debt issue based on the **Sale Date**. The Sale Date range will default to a range of one year, change the Sale Date range to narrow or broaden your search for the debt issue you will be reporting on.

Search Criteria

Issue Name Contains:

Issuer Name Contains:

City Of Test

Sale Date Range:

\* From

\* To

Ongoing Reportable?

[Clear Search](#)

## VIEWING MARKS-ROOS AUTHORITY AND LOCAL OBLIGOR ASSOCIATIONS

Use the Associations tab in the blue banner at the top of the screen to view Marks-Roos Authority bond's links to subordinate Local Obligor debt issues.

Dashboard **Associations**

### Associations

Type of Association

Marks-Roos Authority - Local Obligor Association

Select Senior

Issuer Name Contains:

CDIAC Number:

Senior

Issuer Name	CDIAC #	Issue Name	Actual Sale Date	Project Name	Principal Amount
<input checked="" type="radio"/> Pomodoro Public Financing Authority	2022-0867	ReTest for MKR YFSR	05/15/2018	Series 2018	\$51,940,000.00

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Subordinate

Issuer Name	CDIAC #	Issue Name	Actual Sale Date	Project Name	Principal Amount
<input checked="" type="radio"/> Pomodoro Community Facilities District No 1999-1	2022-0868	ReTest for MKR YFSR	05/15/2018	LOB #1 Series 2018	\$13,235,000.00
Pomodoro Community Facilities District No 2000-1	2022-0869	ReTest for MKR YFSR	05/15/2018	LOB #2 Series 2018	\$17,225,000.00
Test Agency	2022-0870	ReTest for MKR YFSR	05/01/2018	LOB #3 Series 2018	\$21,480,000.00

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This section is provided to assist you to meet the extra Marks-Roos reporting obligations. Important: In order to assure Marks-Roos costs of issuance are not double-counted, allocate the costs of issuance to either the Authority or the Obligors, but not both.

## ENTERING DATA

Move through each section of the report either by scrolling and expanding the section or by clicking on the widgets at the top of the screen. Most users will find starting at the beginning and stepping through each screen sequentially to be the most effective. All fields marked with an asterisk are required fields. Move from field to field with the TAB key or by using your mouse to click in a field. DO NOT use the ENTER key to enter data – it may return you to the dashboard and cause you to reenter data.


When you have completed a section or if you would like to return to your Dashboard, always select **Save & Next**. This act will allow the Data Portal to validate your entries, perform calculations, and save your data to the *Draft*. If you see a green check mark ✓ on the right side of the section header, the section is complete and valid.

The screenshot displays the 'Final Sale Report' interface. At the top, there are two buttons: 'Quick Reference Guide' and 'Print PDF (Draft)'. Below these is a progress bar with 14 sections, each represented by an icon and a label: Issuance, Dates, Issuance Authorization, Statutory Authority, Filing Contact, Credit, Financing Participants/Costs, Tax Status/Interest, Type of Debt Instrument, Source of Repayment, Purpose of Financing, Type of Sale, Document Submittal, and Review. A yellow arrow points to the 'Issuance' icon in the progress bar. Below the progress bar, there are three links: 'Back to Dashboard', 'Expand All', and 'show history'. The 'CDIAC Number' is displayed as '( 2022-0853 )'. Below this is a list of sections, each with a plus sign on the left and a green checkmark on the right. A yellow arrow points to the plus sign for 'Issuance', and another yellow arrow points to the green checkmark for 'Issuance'. At the bottom, there is a 'Back to Dashboard' button.

Section	Status
Issuance	✓
Dates	✓
Issuance Authorization	✓
Statutory Authority	✓
Filing Contact	✓
Credit	✓
Financing Participants/Costs	✓
Tax Status/Interest	✓
Type of Debt Instrument	✓
Source of Repayment	✓
Purpose of Financing	✓
Type Of Sale	✓
Document Submittal	
Review	

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## INSTRUCTIONS AND ON-SCREEN MESSAGES

Instructions and guidance are imbedded within the Data Portal wherever you see a . Most will allow you to “hover-over” to view the guidance. More extensive instruction requires a “click-and-close”.

The Data Portal includes data validation features that will provide on-screen feedback if the data entered does not meet criteria or was not completed. Correct errors before leaving a section for a better-quality experience.

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## SUBMITTING THE REPORT

The submission of the report is not complete until the **Validate & Submit** button is selected. If data validation errors are detected, they will be revealed on-screen and must be corrected before **Validate & Submit** is selected again. The Data Portal will provide an on-screen message of a valid submission and launch a PDF of the report that can be printed or downloaded.

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## PRINTING THE REPORT

A Draft of the report may be printed any time by using the **Print PDF (Draft)** button at the top of the screen. A PDF version of the complete report, as-submitted, is available upon clicking **Validate & Submit** and at any time in the **Show History** screen.

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## ADDITIONAL GUIDES ON THE WEBSITE

To view additional guides about using the Data Portal please visit the [Reporting Debt Issuance](#) webpage.

