



Navigating Firm Audit Report Page

Learn how to navigate the Firm Audit Report page and manage your draft and final audit submissions with confidence.

1. Navigate to the Audit Report Page

To access the Audit Report page, from the **Quick Updates** page, click the **Audit Report** tab located in the left-hand navigation menu.

OSA-Connect
Online Portal
New Mexico Office of the State Auditor

Quick Updates

Annual Audit Firm Registration

Contracts

Audit Report

Firm Contacts [Click Here](#) [Add Contact +](#)

Search: Show 10 entries

First Name	Last Name	View / Edit	Remove
Colton	Support	View / Edit	Remove
Kateri	Bowe	View / Edit	Remove

< Previous 1 Next > Showing 1 to 1 of 1 entries

[Update Firm Profile Details](#)

2. Understanding the Draft and Final Reports Table

Audit Report List

Step 1: Select executed contract from Agency

Please select the contract from the list:

Draft Report

2 Search:

Show 10 entries

Agency No. <input type="text"/>	Agency Name <input type="text"/>	Fiscal Year <input type="text"/>	Status <input type="text"/>	Action <input type="text"/>
0202	Office of the State Kateri	2030	Draft	Upload
216	New Mexico Supreme Court	2022	Submitted	Upload
308	Office of the State Auditor	2026	Not Started	Upload
15151	Demo LPB	2026	Rejected	Upload
01223344	Kateri Tier 4 Agency	2022	Not Started	Upload
01223344	Kateri Tier 4 Agency	2024	Reviewer 2 Approved	Upload
01223344	Kateri Tier 4 Agency	2025	Reviewer 1 Approved	Upload

< Previous 1 Next >

Showing 1 to 7 of 7 entries

1. Column Sorting

- a. Click any column header (Agency Number, Agency Name, Fiscal Year, or Draft Status) to sort the table and group similar entries.

2. Search Bar

- a. Use the search bar to quickly find a specific report or agency by typing keywords.

3. Draft Status Indicators

- a. See which reports are unsubmitted, under review, or need revision.

4. Action Buttons

- a. View, submit, or resubmit draft reports directly from the table.

5. Entries Dropdown

- a. Use the dropdown menu to change how many rows are displayed at once.

3. Understanding Draft and Final Reports Statuses

- A **Draft** report can be in one of the following statuses:
- 1. **Not Started** – The report hasn’t been started yet.
 - 2. **Draft** – Work has begun, but the report hasn’t been submitted to OSA.
 - 3. **Submitted** – The draft has been submitted to OSA for review.
 - 4. **Reviewer 1 Approved** – The first reviewer has approved the draft, and it is now being reviewed by the second reviewer.
 - 5. **Reviewer 2 Approved** – The second reviewer has approved the draft, and it’s now in final review.
 - 6. **Rejected** – The draft was returned for edits.

Draft Report

Search:		Show 10 entries		
Agency No. ▾	Agency Name ▾	Fiscal Year ▾	Status ▾	Action
0202	Office of the State Kateri	2030	Draft	Upload
216	New Mexico Supreme Court	2022	Submitted	Upload
308	Office of the State Auditor	2026	Not Started	Upload
15151	Demo LPB	2026	Rejected	Upload
01223344	Kateri Tier 4 Agency	2022	Not Started	Upload
01223344	Kateri Tier 4 Agency	2024	Reviewer 2 Approved	Upload
01223344	Kateri Tier 4 Agency	2025	Reviewer 1 Approved	Upload
< Previous 1 Next >				Showing 1 to 7 of 7 entries

- A **Final** report can have four possible statuses:
- 1. **Draft** – The final report hasn’t been submitted to the Office of the State Auditor.
 - 2. **Submitted** – The final report has been submitted and is currently under review.
 - 3. **Approved** – The final report has been approved and is either in the 5-day hold period or has been released to the OSA website.
 - 4. **Rejected** – The report was returned for edits.

Final Report

Search: <input type="text"/>	Show <div>10</div> entries			
Agency No. <div></div>	Agency Name <div></div>	Fiscal Year <div></div>	Status <div></div>	Action
0202	Office of the State Kateri	2019	Approved	View
0202	Office of the State Kateri	2021	Approved	View
0202	Office of the State Kateri	2022	Approved	View
0202	Office of the State Kateri	2023	Approved	View
0202	Office of the State Kateri	2024	Approved	View
0202	Office of the State Kateri	2024	Approved	View
216	New Mexico Supreme Court	2026	Submitted	View
231	First Judicial District Court	2022	Draft	Upload
308	Office of the State Auditor	2025	Draft	Upload
<div><div>< Previous</div><div>1</div><div>Next ></div></div>				Showing 1 to 9 of 9 entries

4. Uploading a Report

To upload a report, click the Upload link in the Action column of the Draft or Final Reports table.

You'll only be able to upload reports with one of the following statuses:

- Not Started
- Draft
- Rejected

Reports with any other status are currently under review by the OSA and cannot be modified.

Step 1: Select executed contract from Agency

Please select the contract from the list:

Draft Report

Search:

Click Here

Show 10 entries

Agency No. ▾	Agency Name ▾	Fiscal Year ▾	Status ▾	Action
0202	Office of the State Kateri	2027	Not Started	Upload
0202	Office of the State Kateri	2030	Draft	Upload
216	New Mexico Supreme Court	2022	Submitted	Upload
308	Office of the State Auditor	2026	Not Started	Upload
15151	Demo LPB	2026	Rejected	Upload
01223344	Kateri Tier 4 Agency	2022	Draft	Upload
01223344	Kateri Tier 4 Agency	2024	Reviewer 2 Approved	Upload
01223344	Kateri Tier 4 Agency	2025	Reviewer 1 Approved	Upload

< Previous 1 Next >

Showing 1 to 8 of 8 entries

After clicking Upload, you'll be taken to the Upload page, where you can:

- Attach the required documents
- Leave optional comments for the OSA

Once you're ready:

- Click Submit to send the report to the OSA for review
- Or click Save to store your progress and return later to finish

Draft Report

Draft Report

Choose File No file chosen

No files found

IPA Report Review Guide

Choose File No file chosen

No files found

IPA Management Representation Letter

Choose File No file chosen

No files found

Other Files

Choose File No file chosen

No files found

Comments

Save

Submit