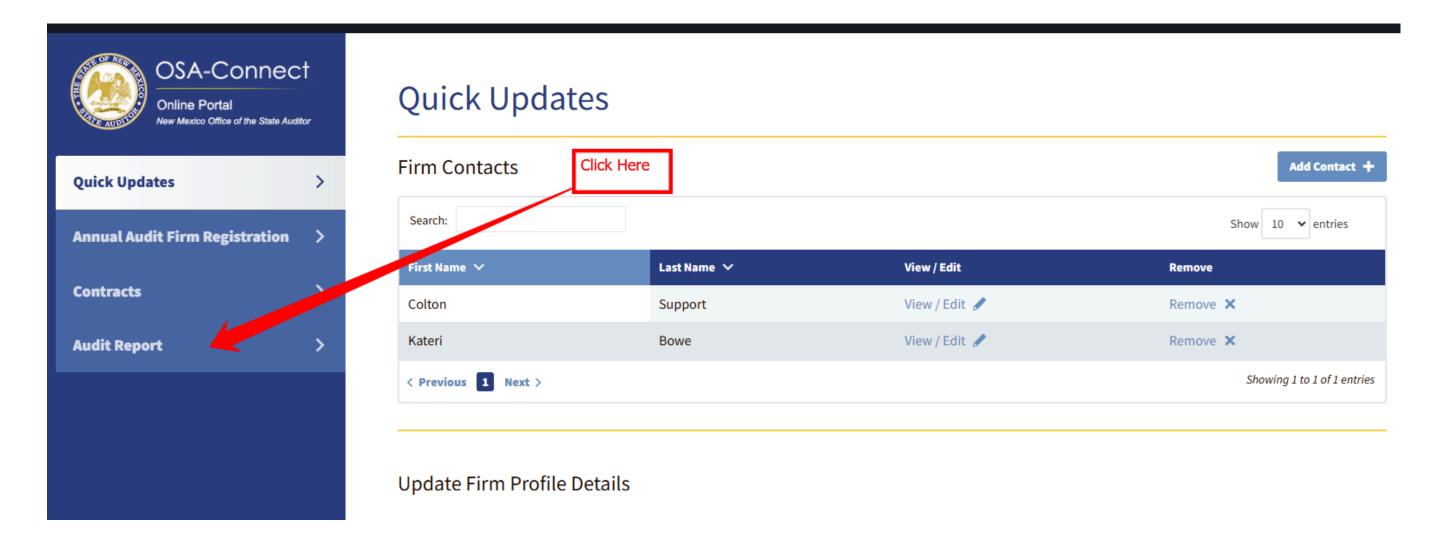


Navigating Firm Audit Report Page

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

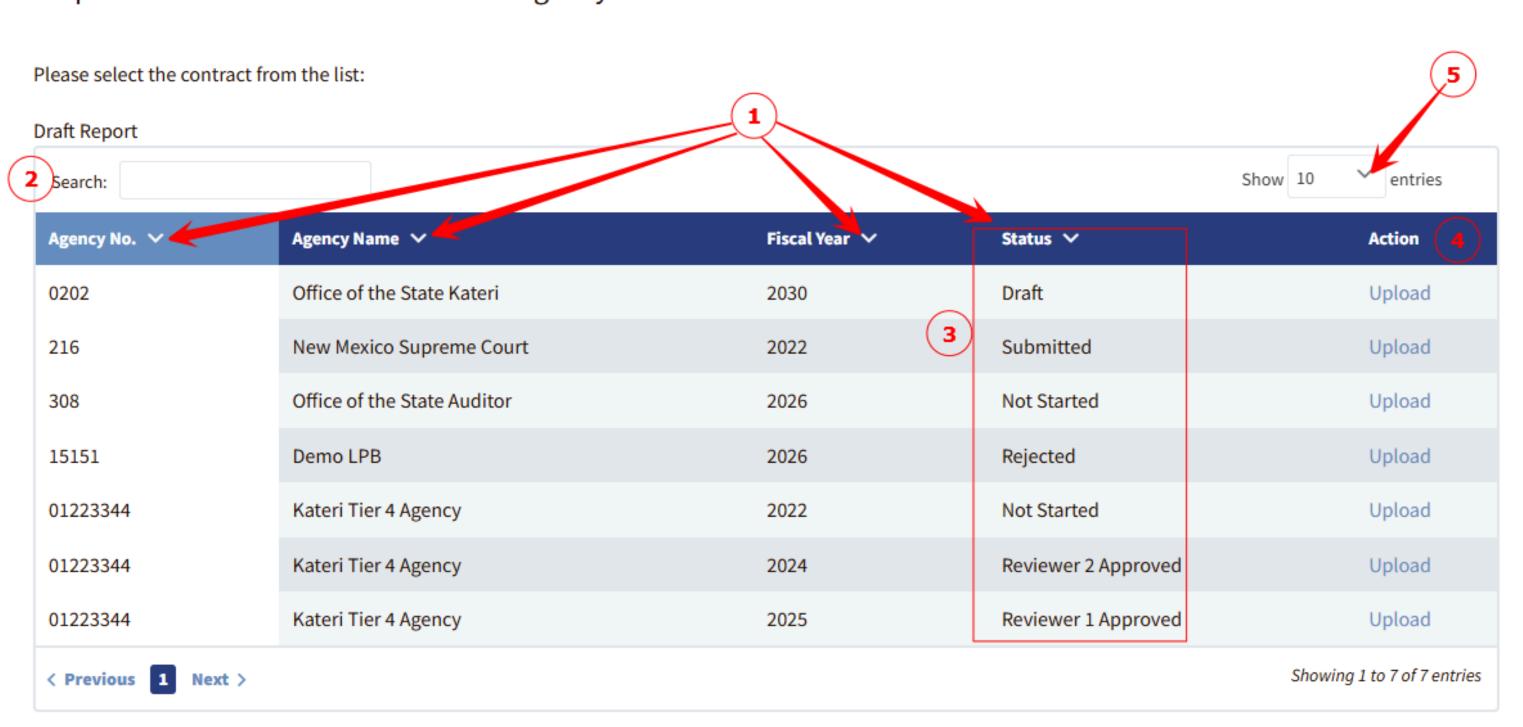
To access the Audit Report page, from the **Quick Updates** page, click the **Audit Report** tab located in the left-hand navigation menu.



2. Understanding the Draft and Final Reports Table

Audit Report List

Step 1: Select executed contract from Agency



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 **<u>Draft</u>** 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.



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.



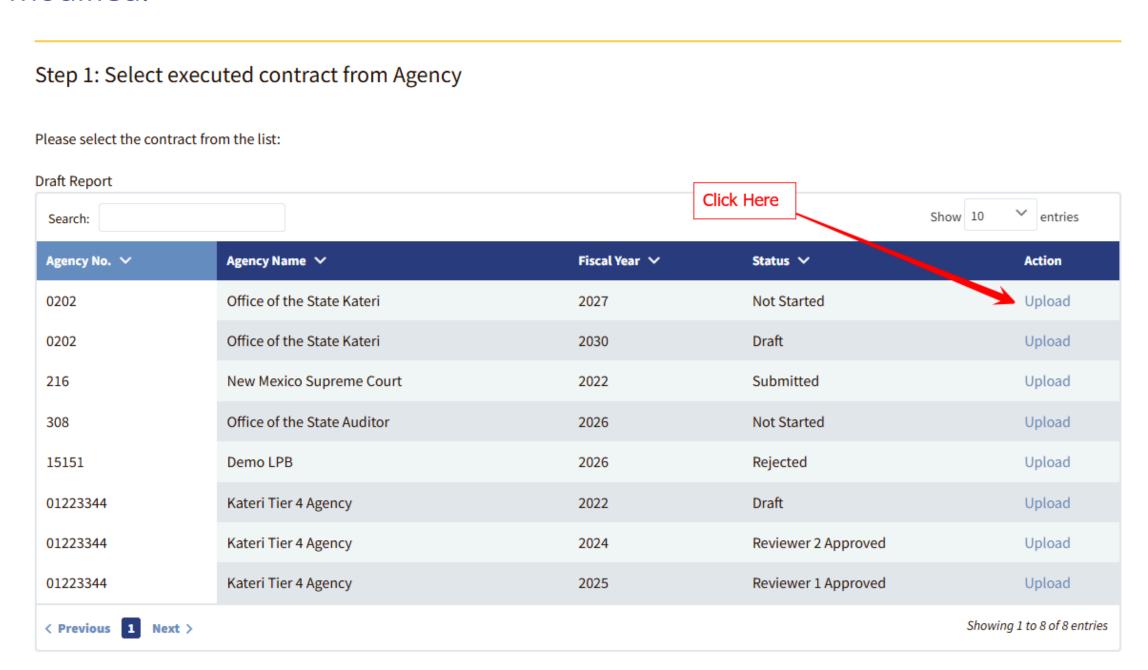
4. Uploading a Report

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.



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 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 Choose File No file chosen No files found Choose File No file chosen No files found