

Helpful hints for accessing and submitting the USFR CQ

1. Select the USFR CQ website link from our main Office website at [Resources/School Districts/Forms](#).
2. You must register as a new user on the CQ website. Follow the instructions on each screen to activate your account. You must register using an individual audit firm email address. You will receive a confirmation email with a link to activate your account. Registered users will be able to access only the CQs for their firms' contracted districts. Email addresses not associated with an audit firm with active school district contracts will not be able to access information on the CQ website. If you have registered previously, you will only need to register again if your email address has changed. Also, audit firms should notify the Arizona Auditor General about staff changes so we can remove their system access.
3. To begin a district's CQ, select the district name link.
4. The CQ website includes a "Resources" tab that links to information that auditors may need when preparing a district's CQ.
5. The Table of Contents has active hyperlinks that you can use to access a specific compliance area.
6. You can use the Tab key and the keyword-search function to move throughout a compliance area. The Tab key will bring you to each live link within the question before the response, comment box, and fillable data-entry fields. In addition, there is a "Back to top" button on the lower right side that will return you to the top of that compliance area.
7. To quickly populate the Yes/No responses, enter "Y" or "N" in the field. Enter "N" twice in the response field to select "N/A."
8. Spell-check is active in the comment box, and misspelled words should appear underlined.
9. The comment boxes are set to autosize. When you finish a comment, tab or click out of the field, and the box will adjust to display the text you entered.
10. You can copy and paste information from external documents (Word or Excel files) and include bullets. Tables may also be added; however, they will need some individual formatting.
11. If you need to stop working on a CQ before completing it, you must save the information. To do so, scroll to the bottom of that area and select "Save and Quit."
12. When you are ready to start working on the saved CQ again, log in and select that district's name. The CQs that have been started but not submitted show "Pending Submission." In addition, it will show the email address of the last person who worked on that CQ along with the time and date.
13. Ensure all questions include a response (Yes/No/NA) and the data-entry fields are complete before submitting the form. If all questions do not have a response, upon submission, an error message will redirect you to the first field with missing information.
14. To finalize a CQ, auditors should type in the audit partner's name and title and date.
15. To submit the final CQ:
 - Select the "Final submission" button. A message will ask, "Are you sure you want to submit the questionnaire? You will not be able to edit after submission." Once you select "OK," the system will perform an error check and identify any responses or data-entry fields that were missing a response. You must complete all required responses.

If you are not ready to submit, select "Back to Home page;" the form will be saved and available on the "Home" tab.

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- After final submission, you can select “Print Final.” We recommend using Google Chrome or Microsoft Edge to create a PDF document to distribute to the district and to ADE, as applicable. To create the PDF, select File | Print, change the printer to Adobe PDF or Microsoft Print to PDF, and click Print. You will be prompted with a “Save PDF File As” dialog box where you can designate the file name and click save when finished.
16. After the final submission, you will receive a confirmation email indicating the Arizona Auditor General has received the CQ, and the district’s link on the “Home” tab will display “Submitted.”
 17. When you are done working in the CQ website, select “Logout,” and your session will close.
 18. Auditors should provide a PDF copy of the CQ to the district to submit along with the audit reporting package to the district’s county school superintendent’s office and ADE, as required by A.R.S. §15-914(D).
 19. We have posted a short video with the CQ on the [Resources/School Districts/Forms](#) page showing the steps in the CQ process.

If you have any questions, please contact the Accountability Services Division at asd@azauditor.gov or (602) 977-2796.