

Helpful Hints for using the fillable USFR CQ Form

We designed this fillable PDF form to help analyze information from the districts' compliance questionnaires electronically. Below are some helpful hints for using this form.

1. Once the file is selected from our website, users should save the file to their computer before beginning:
 - If using Internet Explorer, the form will automatically download the file and open it with Acrobat.
 - If using Microsoft Edge or Google Chrome, the form will download in the browser only, as these two browsers do not support the advanced functionality of PDF readers. However, users of both these browsers can select the "Download" button in the upper-right hand corner, save the PDF form to your computer, and then open it with Acrobat.
2. Enable Java Script before entering any information to ensure your information is saved. The page numbers in the Table of Contents and the footer will auto-update once Java Script is enabled.
3. Save and rename, as applicable, the CQ form to your computer so you can open and close the document and save work in progress prior to submission.
4. Enter the district information and 6 digit CTD number on the cover page. District information will update on each page of the CQ once the cover is completed.
5. Spell check is active in the "Comments" boxes.
6. The Tab key can be used to move through the CQ.
7. To populate the Yes/No questions quickly, enter Y or N to populate field, enter N again to add N/A response.
8. When a comment is finished, click out of the field, and the box will adjust to display all the text.
9. Include an answer for each "No" question. If there is a deficiency comment applicable to multiple questions, repeat the comment.
10. It is possible to copy and paste wording from external documents (Word or Excel files) and include bullets, etc. Tables may also be added; however, they may not paste correctly without some individual formatting.
11. Auditors should use the Submit Form button at the top-right corner of the CQ when it has been completed, reviewed, and finalized to send to the Auditor General's Office. When submitting the CQ, the auditor will be prompted to include an email address and full name before sending the file. Once received, our Office will notify the sender if it appears incomplete.
12. To create a PDF document to distribute to the District and ADE, select File | Print and change the printer to Adobe 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. By printing the file to PDF, it removes the functionality of the form template and prevents any further changes to be made. Additional pages may be added to the new file as needed (i.e., an agreed-upon procedures report or summary list of all deficiencies).
13. Auditors should continue submitting CQ copies to ADE as they have done previously.

If you have any questions, please call the Accounting Services Division at 602-553-0333.