



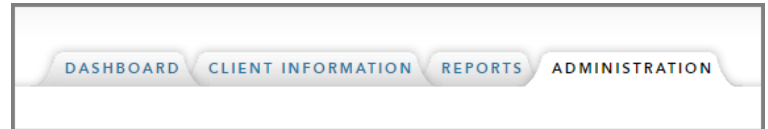
# Auditor User Guide

## Supervisor Functionality

Audit firms can appoint one or more Supervisors to oversee usage of the Confirmation platform. Where Office Billing is enabled, we recommend setting up one or more Supervisors to oversee the centralized billing activity. Supervisors also have access to additional functionality.

### Administration Tab

Supervisors gain access to the **Administration** tab which provides audit firms the ability to oversee their office activity and manage users and clients.



### Office Billing Reports

The **Office Activity Report** is accessed from the **Reports** section of the **Administration** tab. It provides details for all confirmations processed for a selected time frame by auditors in the office(s) that the Supervisor oversees.

These reports can be used for client billing reconciliation purposes. Staff submitting confirmations can be encouraged to include an **Engagement Number** (i.e., client charge code) to facilitate the reconciliation process.

| Country       | Office Name                  | Invoice Month | Date                | Transaction Date      | Request Date | Requestor Name | Requestor Email      | Client Name          | Engagement Number |
|---------------|------------------------------|---------------|---------------------|-----------------------|--------------|----------------|----------------------|----------------------|-------------------|
| United States | Houser CPA Group - Brentwood | March         | 03/01/2019 02:20 PM |                       | 02/21/2019   | Meagan Jenkins | meagan@housercpa.com | MRJ Holdings         | 93817989          |
| United States | Houser CPA Group - Brentwood | March         | 03/14/2019 12:46 PM | 3/14/2019 12:47:00 PM | 12/31/2018   | Meagan Jenkins | meagan@housercpa.com | Training Co, LLC     | 93817989          |
| United States | Houser CPA Group - Brentwood | March         | 03/21/2019 12:35 PM | 3/21/2019 12:36:00 PM | 03/31/2019   | Meagan Jenkins | meagan@housercpa.com | JRR Corporation      | 93817989          |
| United States | Houser CPA Group - Brentwood | April         | 04/04/2019 12:37 PM | 4/4/2019 12:37:00 PM  | 03/31/2019   | Meagan Jenkins | meagan@housercpa.com | JRR Corporation      | 93817989          |
| United States | Houser CPA Group - Brentwood | April         | 04/12/2019 04:22 AM | 4/12/2019 4:22:00 AM  | 03/31/2019   | Meagan Jenkins | meagan@housercpa.com | JRR Corporation      | 93817989          |
| United States | Houser CPA Group - Brentwood | April         | 04/23/2019 10:44 AM | 4/23/2019 10:44:00 AM | 12/31/2018   | Meagan Jenkins | meagan@housercpa.com | Dunder Mifflin, Inc. | 21379380          |
| United States | Houser CPA Group - Brentwood | May           | 05/06/2019 10:31 AM | 5/6/2019 10:31:00 AM  | 03/31/2019   | Meagan Jenkins | meagan@housercpa.com | Training Co, LLC     | 93817989          |
| United States | Houser CPA                   | May           | 05/06/2019          | 5/6/2019              | 03/31/2019   | Meagan         | meagan@housercpa.com | Training Co.         | 11826333          |

## User Management

Click the **Edit Auditor** link from the **Action Links** section of the **Administration** tab to view and edit users.

You can view their client lists and also deactivate users that have left the firm.

The screenshot shows a 'Select an Auditor' window. On the left, there is a search filter with a dropdown for 'Field Name' set to 'Auditor Name' and a search criteria input field. Below this is a table of auditors with columns for 'Auditor Name', 'Supervisor', and 'Office Name'. An orange arrow points from the 'Auditor Name' column to the 'Auditor Information for Kyle Auditor' modal window on the right. The modal window contains fields for 'First Name \*' (Kyle), 'Last Name \*' (Auditor), 'Email \*' (kauditor@housercpa.com), 'Office Name \*' (Canada), 'Phone \*', 'Ext.', and 'Mobile Phone'. There are also 'close' and 'save' buttons at the bottom.

## Client Management

Click the **Manage Clients** link from the **Action Links** section of the **Administration** tab to view and edit clients.

You can edit the client name, manage auditor access, and edit authorized signers.

The screenshot shows a 'Select a Client' window. On the left, there is a search filter with a dropdown for 'Field Name' set to 'Client Name' and a search criteria input field. Below this is a table of clients with columns for 'Client Name', 'Engagement Number', 'Office Name', 'Lead Auditor', and 'Shared'. An orange arrow points from the 'Engagement Number' column to the 'Edit Client Profile' modal window on the right. The modal window contains fields for 'Company Name \*' (MRJ Holdings), 'WebSite', and 'Authorized Signers (1)'. There is also a 'Client Sharing' section with 'Lead' (Jenkins, Meagan) and 'Team Members' (client not shared). A 'Client Company Logo' section is present with a 'browse/upload' button and a message 'No logo has been uploaded'. There are 'close' and 'save' buttons at the bottom.

## Other Supervisor Features

**View Unassigned Clients** - Allocate clients with no active users to other users

**Manage Offices** - Edit office details such as address and contact information

**Additional Reporting** - Confirmation statuses, response times, auditor contacts, client details, denial and bank query reports

**Need help? Contact our customer support team:**

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