



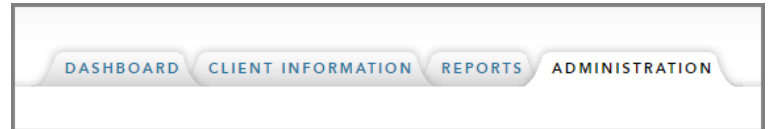
Auditor User Guide

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 with a search filter and a detailed view for 'Auditor Information for Kyle Auditor'. The search filter includes a 'Field Name' dropdown set to 'Auditor Name' and a search criteria input field. A search button is visible. The search results table shows a list of auditors, with 'Auditor, Kyle' highlighted. An orange arrow points from the search criteria input field to the 'Auditor Information for Kyle Auditor' modal. The modal contains fields for 'First Name *' (Kyle), 'Last Name *' (Auditor), 'Email *' (kauditor@housercpa.com), 'Office Name *' (Canada), 'Phone *', 'Ext.', and 'Mobile Phone'. There are also 'Office Information' and 'Firm Name' fields.

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 with a search filter and a detailed view for 'Edit Client Profile'. The search filter includes a 'Field Name' dropdown set to 'Client Name' and a search criteria input field. A search button is visible. The search results table shows a list of clients, with 'MRJ Holdings' highlighted. An orange arrow points from the search criteria input field to the 'Edit Client Profile' modal. The modal contains fields for 'Company Name *' (MRJ Holdings), 'WebSite', and 'Client Sharing' (Lead: Jenkins, Meagan; Team Members: [client not shared]). There is also a section for 'Client Company Logo (Paper Only)' with a 'browse/upload' button and a message 'No logo has been uploaded'. A note at the bottom states '* Denotes required field'.

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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