



Dave Yost • Auditor of State



GUIDE TO THE IPA PORTAL



Dave Yost • Auditor of State

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Guide to the IPA Portal

Registered firms with the Auditor of State’s Office with Active or Suspended Status will have access to the IPA Portal. Firms with Suspended Status will have limited access to certain applications in the Portal.

An individual’s capabilities on the IPA Portal are dependent upon the role assigned to him/her. Please refer to the “Update Firm Information, Contacts and Office” section for further information related to assigning roles.

To **Log In** to the Auditor of State IPA Portal, [CLICK HERE](#). Enter **Username** and **Password**. Then click the **Log in** button (Figure 1).

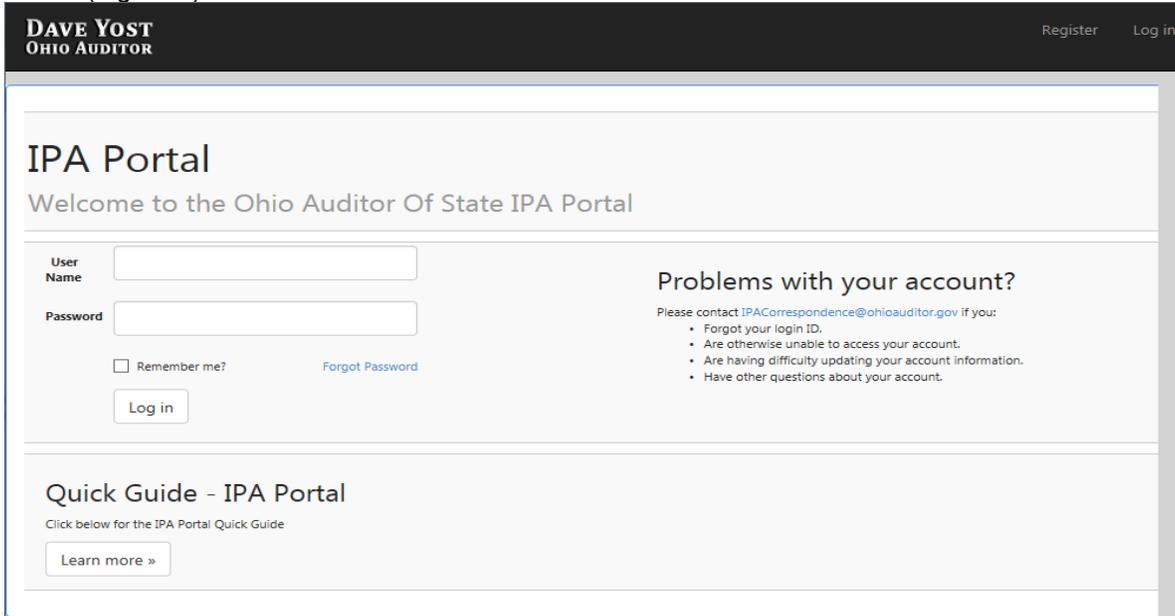


Figure 1

The following webpage will open (Figure 2).

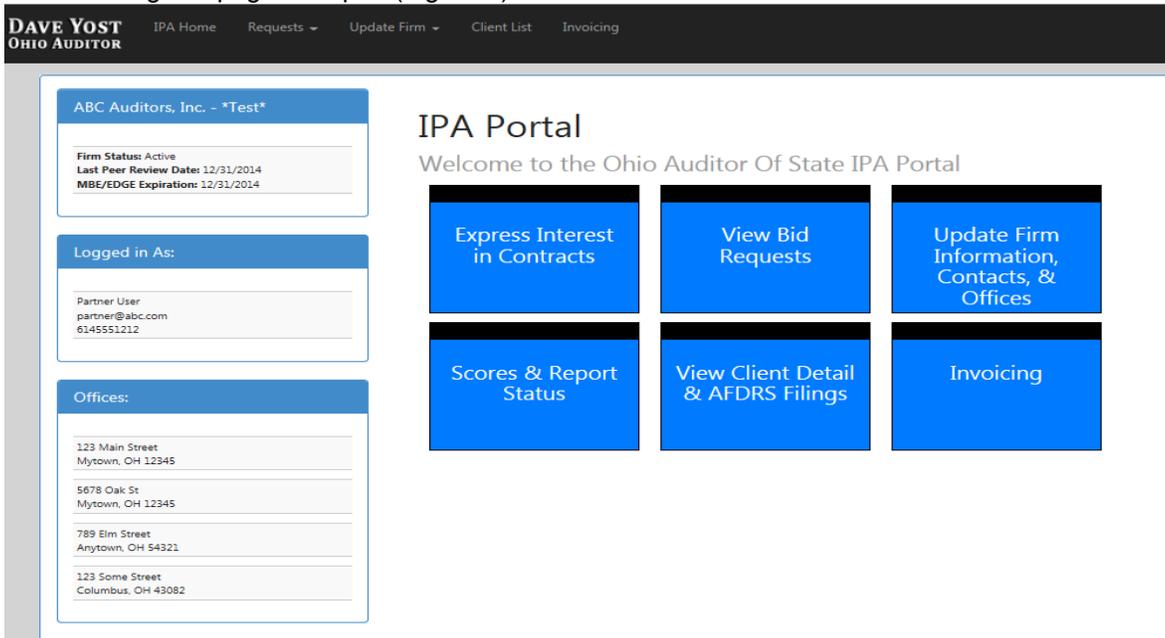


Figure 2



Guide to the IPA Portal

Express Interest in Contracts

Click the **Express Interest in Contracts** block (Figure 2). The following webpage (Figure 3) will open.

Figure 3

★ **Step 1:**
Select the office for which you are submitting requests.

★ **Step 2:**
Check all contracts interested in for the office chosen in Step 1. Only one office per firm may express interest in bidding on an individual entity/bundle contract. If different offices of the firm are expressing interest on different contracts, each office will need to submit separate requests.

★ **Step 3:**
Click the **Add Selected Requests** button at the bottom.

Note: Postings will remain on this listing until the stated **Request Deadline** at which time they will move to the [IPA Closed Bid List](#).

If you have been designated as the Processing Role, when the **Add Selected Requests** button (Figure 3) is clicked in the prior step, the following webpage will open (Figure 4). If required or preferred criteria are listed, the firm will need to briefly describe how they will meet each one (Figure 5). Click on **Cancel** button to return to the prior screen to make changes. When all information is correct, click the **Save Request for Partner to Approve** button

Bid Confirmation example with no Required/Preferred information

Click Cancel to return to the prior screen to make any changes.

Figure 4



Guide to the IPA Portal

Bid Confirmation example with Required/Preferred information

Bid Confirmation

Confirm your selected office
ABC Auditors, Inc. - *Test*
123 Main Street
Mytown, OH 12345
Process User
processuser@abcfirm.com
1234567890

Confirm selected Contract(s)
68BB1-9841B - Jefferson Health Plan

Required/Preferred information
One or more of the contracts you have expressed an interest in contains certain required and/or preferred criteria for the firm, including but not limited to the items listed below. In the box provided, please briefly describe how your firm and/or assigned staff meets each criteria.

68BB1-9841B - Jefferson Health Plan
List previous experience auditing entities subject to regulations by the Ohio Department of Insurance. [Required]

68BB1-9841B - Jefferson Health Plan
List any certifications earned, memberships to insurance trade or professional associations by staff. [Required]

68BB1-9841B - Jefferson Health Plan
List relevant and timely insurance industry education courses taken by staff. [Required]

Confirm Bid

Required/Preferred Information must be added

Figure 5

Partner Roles can Express Interest in Contracts using the same steps as above, however, a Submit Request button will be available rather than Save Request for Partner to Approve. (Figure 6)

Bid Confirmation

Confirm your selected office
ABC Auditors, Inc. - *Test*
123 Main Street
Mytown, OH 12345
Partner User
partner@abc.com
6145551212

Confirm selected Contract(s)
00A18-B5D05 - Keystone Local School District

Confirm Bid

Partner Role can Submit Request

Figure 6



Guide to the IPA Portal

Partner Role - To submit requests a Processing Role has expressed interest in; select the **Requests** drop down menu (Figure 7). Select **Bid Approvals Needed** from the drop down menu. The following webpage will open.

Drop Down Menu

- Express Interest in Contracts
- View Bid Requests
- Scores/Report Status
- Bid Approvals Needed

Step 1 - Select project.

Step 2 - Click Approve Selected Bids

Figure 7

After clicking **Submit Request** (Figure 6) or **Approve Selected Bids** (Figure 7), the contracts in which you expressed interest will appear on the **View Bid Request** page (Figure 8).

View Bid Requests

Click on the **View Bid Requests** block (Figure 2) to view current and closed bid requests.

Current Bid Requests 2

Contract Number	Audits	Posted	Expires	Bidding Office	firm id	office id	
08921-1E158	Paint Creek EMS /	12/01/2011	01/12/2016	123 Some Street Columbus, OH 43082	125	246	Remove
001BF-87339	Joseph Badger Local School District /	02/15/2012	01/12/2016	123 Some Street Columbus, OH 43082	125	246	Remove

Closed Bid Requests 0

There are no items to display

Click **Remove** prior to the expiration date if the firm no longer desires to express interest in the respective contract.

Figure 8



Guide to the IPA Portal

Add/Update Firm Information, Contacts, & Offices

Click on the **Update Firm Information, Contacts, & Offices** block (Figure 2) to update firm documents, add/update a firm office and add/update firm contacts. The following webpage (Figure 9) will open.

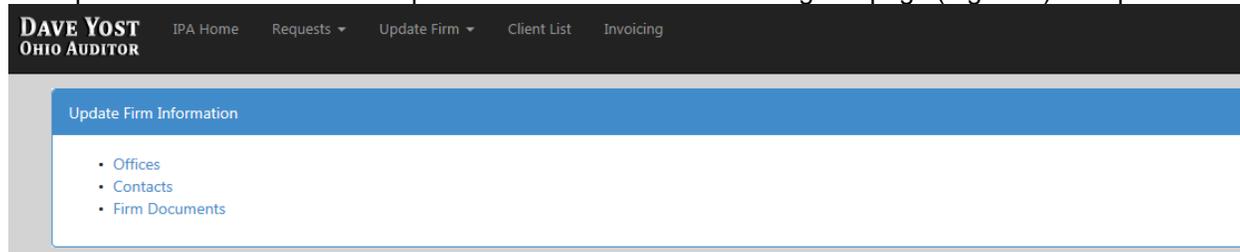


Figure 9

Office Roles

In our effort to expand access to the IPA Portal to all IPA staff, we have established “Roles” to control access to perform certain functions by individuals within the firm. The three roles which have been established are Partner Role, Processing Role and View Only Role. Roles will be assigned to each contact as determined by the Firm’s Partners. Consideration should be given for necessity to access information such as client contact, filing dates, scores, etc.

Partner Role

Multiple partners can be added per office and have the ability to perform all functions. We have eliminated the ‘primary contact’ as the only person able to perform functions on the portal.

- Access to all applications on the IPA Portal
- Must add firm offices
- May add firm contacts
- Must upload modified documents, if applicable (GAGAS Peer Review Report, Equal Employment Policy, Policy on Auditor Independence, MBE/EDGE Certificate)
- May express interest in contracts; Must submit requests for expressing interest in contracts
- May prepare invoices; Must submit invoices for approval
- Must assign roles to staff

Processing Role (managers and/or administrative staff)

- Access to all applications on the IPA Portal
- May express interest in contracts, pending Partner Role final approval and submission
- May prepare invoices, pending Partner Role final approval and submission
- May add firm contacts and updates staff profiles; however, roles for staff must be assigned by Partner Role.

View Only Role

- View only access to most applications on the IPA Portal (view scores, view client annual financial report filings, etc.)
- May update own profile

As we move toward using a forms-driven approach for firms to create proposals, quotes and bids via the IPA Portal, IPAs will be able to capture repetitive firm data (audit staff profiles, training/CPE, previous audit experience, etc.) in preparing their submission. Contact profiles should be created and updated in anticipation of this streamlined process (Refer to Figure 15).



Guide to the IPA Portal

Adding/Updating an Office

Partner Role - Click **Offices** link (Figure 9) to add or update an office. The following webpage (Figure 10) will open. This screen lists all of the Firm's current offices.

The screenshot shows the 'Offices' page in the IPA Portal. At the top, there is a navigation bar with 'Dave Yost Ohio Auditor' and links for 'IPA Home', 'Requests', 'Update Firm', 'Client List', and 'Invoicing'. Below this is a table with the following data:

Primary Office	Address	Date Entered	
Yes	123 Main Street Mys town, OH 12345	8/20/2013 5:21:00 PM	Edit
No	5678 Oak St Mys town, OH 12345		Edit
No	789 Elm Street Anytown, OH 54321		Edit
No	123 Some Street Columbus, OH 43082	10/7/2015 12:08:00 PM	Edit

A callout box with the text 'To update this information, click edit' has four arrows pointing to the 'Edit' links in the table. At the bottom left is a 'Back' button and at the bottom right is a 'New Office' button.

Figure 10

Click the **New Office** button to add offices. The following webpage (Figure 11) will open. Note: Only those with a Partner Role may add new offices.

The screenshot shows the 'New Office' form. It contains the following fields:

- Address: [Text Input]
- Address2: [Text Input]
- City: [Text Input]
- State: [Text Input]
- Zip: [Text Input]
- Primary Office: [Text Input] [Callout Box]
- Partners: [Text Input with value 0]
- Managers: [Text Input with value 0]
- In Charge/Seniors: [Text Input with value 0]
- Assistants: [Text Input with value 0]

A 'Save' button is located at the bottom of the form. A 'Back to List' link is at the bottom left. A callout box points to the checkbox in the 'Primary Office' field with the text: 'Check box if office is considered the Firm's Primary Office. Note: Only one office can be designated as the primary office for the firm.'

Figure 11



Guide to the IPA Portal

Add Contacts/Update Contact Information

Click on **Contacts** link (Figure 9) to view the contact listing. Firm personnel with Partner Role or Processing Role will be able to view the entire Firm's contact listing. In addition, Partner Roles or Processing Roles will be able to add new contacts and edit all contact profiles. Processing Roles can add contacts; however, only those with Partner Role can assign Roles to contacts. Contacts added by Processing Roles will be given a View Only Role unless additional access is given by a Partner Role. Individuals with View Only Role will only be able to view and edit their own Profile.

The screenshot shows a table titled "Contacts - Select a contact to view or edit". The table has columns for "Last Name", "First Name", and "Roles / Locations". There are three rows of contact information, each with a "Select" button to the right. A callout box with arrows pointing to the "Select" buttons contains the text "Click to edit Profile information".

	Last Name	First Name	Roles / Locations	
	Only	View	View Only Role 5678 Oak St Mytown, OH 12345	Select
	User	Process	Processing Role 123 Main Street Mytown, OH 12345	Select
	user	abc	Partner Role 123 Some Street Columbus, OH 43082 Partner Role 123 Main Street Mytown, OH 12345	Select

Buttons: Back, New Contact

Figure 12

Click the **New Contact** button (Figure 12) to add a new firm contact. The following webpage (Figure 13) will open:

The screenshot shows the "New Contact" form. Fields for User Name, Title, First Name, Last Name, Phone Number, Email, Main Office, and Main Office Role are marked with red stars to indicate they are required. A callout box with a red star says "Required fields for adding new contacts". Another callout box points to the Main Office Role dropdown, stating "The Main Office Role will default to View Only Role when a contact is added by a Processing Role. Only Partner Roles can assign/change staff roles." The form includes "Cancel" and "Save" buttons. A note at the bottom states: "Upon creation, the New Contact's password will be set to: **temppassword**. The user will be required to change their password the first time they log on to the IPA Portal."

Figure 13

User Name – Upon creation, the User Name should be provided to the New Contact for Log In. The New Contact's password will be set to **temppassword**. The user will be required to change their password the first time they log on to the IPA Portal.



Guide to the IPA Portal

Click **Select** (Figure 12) to update Contact information. The following webpage (Figure 14) will open.

Contacts - Details - Partner User

Account/Security **Contact Profile** ★

Security

UserName: Partner
Password: ***** [Reset](#) ★

Office Roles ★ Add Role

Office	Role in Office	
123 Main Street Mytown, OH 12345	Partner Role	Edit
123 Some Street Columbus, OH 43082	Partner Role	Edit

Profile ★ Edit Profile

Title: Partner
FirstName: Partner
LastName: User
UserName: Partner
Email: partner@abc.com
PhoneNumber: 6145551212

Profile Picture:

Account/Security Tab

- ★ Partner and Processing Roles have ability to Reset Passwords. An email will be sent to user with a temporary password which will be required to be changed upon log in.
- ★ Partner Roles have the ability to add additional roles and offices to staff.
- ★ Click to Edit Profile. A Profile picture can also be uploaded.

Contact Profile Tab (Figure 15)

- ★ Click to Update CPE, Education, Certifications and Experience.

Figure 14

Contacts - Details - abc user

Account/Security **Contact Profile**

CPE Add

Course Title	Topic	Hours	Who Presented	Start Date	End Date	
Ohio GFOA Annual Conference	various topics	16	various presenters	09/23/2015	09/25/2015	Edit

Certifications Add

Certification Description

Certified Public Accountant (CPA) [Edit](#)

Certified Fraud Examiner (CFE) [Edit](#)

Experience Add

Entity Name	Entity Type	EngagementType	Role	Audit Period Start Date	Audit Period End Date	Single Audit	
ABC School District	School	GAAP	Partner	7/1/2014	6/30/2015	Yes	Edit

Education Add

Graduation Year	School	Degree	
1998	ABC University	Bachelor of Science in Accounting	Edit

Click to Update

Figure 15



Guide to the IPA Portal

Update Firm Documents

Select **Firm Documents** link (Figure 9). The following webpage (Figure 16) will open. Documentation that can be updated includes: Equal Employment Policy, GAGAS Policy on Auditor Independence, GAGAS Peer Review Report and MBE/EDGE certificate.

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OHIO AUDITOR

IPA Home Requests Update Firm Client List Invoicing Partner Log off

Firm Documents

Note: All documents attached MUST be in PDF format

The firm's Statement of Policy indicating commitment to Equal Employment Opportunity:

Status	File Name	Added By	Added Date
There is currently no equal Employment Opportunity documents on file for this firm. Please add one below:			
Add New PDF: <input type="text"/> Browse... Upload			

The firm's policy on auditor independence specific to Government Auditing Standards:

Status	File Name	Added By	Added Date
There is currently no qual Government Auditing Standards documents on file for this firm. Please add one below:			
Add New PDF: <input type="text"/> Browse... Upload			

A copy of the firm's most recent external quality control review (Government Auditing Standards):

Status	File Name	Added By	Added Date	
Pending	test peer review report.pdf	Partner	10/13/2015 3:19:34 PM	Remove

A copy of the firm's most recent Certification Of Qualified Minority Business:

Status	File Name	Added By	Added Date
There is currently no Certification Of Qualified Minority Business documents on file for this firm. Please add one below:			
Add New PDF: <input type="text"/> Browse... Upload			

Note: Changes submitted on this Update Documentation page must be reviewed and accepted by the AOS; therefore, changes will not be immediately reflected in your firm's account.

To submit a new document, 1) select Browse to locate the file and 2) select Upload. The file will be reflected as "Pending" until reviewed and accepted by AOS.

A "remove" option will be available until the document is accepted by AOS.

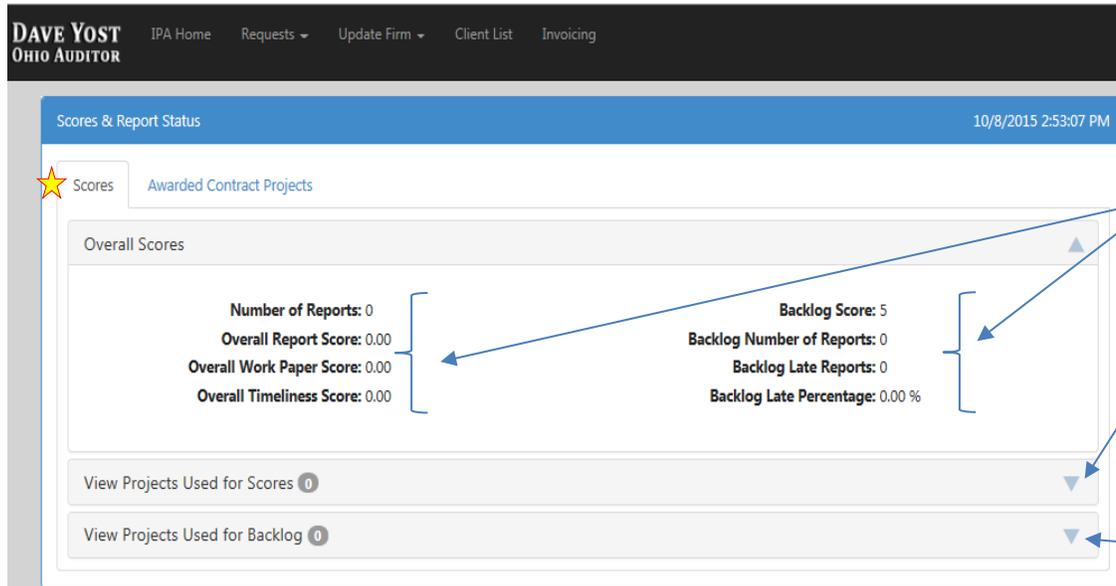
Figure 16



Guide to the IPA Portal

Scores & Report Status

Click on **Scores & Report Status** block (Figure 2) to access your firm's scores (Figure 17) and currently contracted reports (Figure 18) which have either not been received by the Auditor of State or have been received by the Center for Audit Excellence but not yet certified to the Clerk of the Bureau.



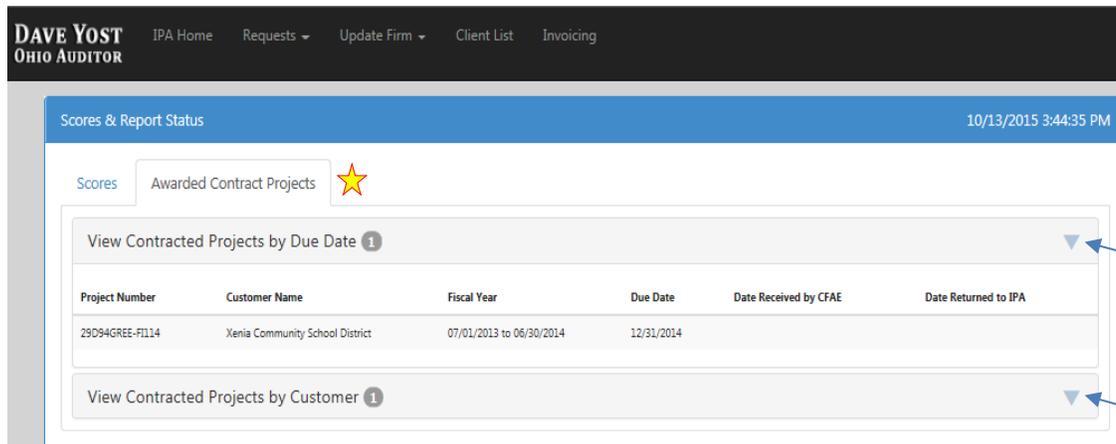
★ Scores

Overall firm scores

Click here to view the individual engagement scores

Click here to view the individual engagements included in the backlog score

Figure 17



★ Awarded Contract Projects

Click here to view your firm's contracted projects by due date

Click here to view your firm's contracted projects by customer

Figure 18



Guide to the IPA Portal

View Client Detail and Annual Financial Data Reporting System Filings

To access client contact information and view financial data filings with the Annual Financial Data Reporting System select **View Client Detail and AFDRS Filings** (Figure 2)

Client Listing

The Client Listing (Figure 19) will include the Client ID, Client Name, and County for each client currently under an open contract with the IPA firm.

Note: To access the detail information for a specific client, click on the client name.

The screenshot shows the top navigation bar with 'DAVE YOST OHIO AUDITOR' and links for 'IPA Home', 'Requests', 'Update Firm', 'Client List', and 'Invoicing'. Below the navigation is a blue header for 'View Client Detail' with a tooltip that says '(Click on Client Name for Customer Detail and AFDRS Filings)'. The main content is a table with three columns: Client ID, Client Name, and County.

Client ID	Client Name	County
13A27	Butler County	Butler
29D94	Xenia Community School District	Greene

Figure 19

Customer Detail

Beginning with 2015 filings, all entities with a filing requirement are required to upload a PDF of the unaudited financial statement compilation. Financial data will also be inputted into the system by the client for select entity types.

Customer Detail will provide the contact information as known to the Auditor of State and access to the annual financial data filings. If the contact information is out of date and requires changes, please click on **Request 'BILL TO' Address Change**. (Figure 20) This will open a **Request Customer Address Change Screen** (Figure 21).

Note: To access the Annual Financial Data Reporting System Data Viewer (Figure 22), click on the applicable year under the **Years** column of the AFDRS Data table (Figure 20).

Note: To access the unaudited financial statement compilation, click on the file name for the applicable year located in the "FS Upload" column. (Figure 20) The PDF document which the client has filed will open and can be saved.



Guide to the IPA Portal

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IPA Home Requests ▾ Update Firm ▾ Client List Invoicing

Customer Detail

Customer Information
Cust Number: **13A27**
Cust Name: **Butler County**
Cust Type: **County**
Region: **Southwest**
County: **Butler**

UAN Number:
UAN Active: **No**
[Request 'BILL TO' Address Change](#)

AFDRS Data

Filing ID	Years	Status	Filing Type	Due Date	Filed Date	FS Upload
4247	2014	Submitted	GAAP			
267	2013	Submitted	GAAP			

Addresses

BILL TO Roger Reynolds, County Auditor
313 High Street
Hamilton, OH 45011
Butler, OH
P: (513) 887-3250
F: (513) 887-3250
reynolds@butlercountyohio.org

Click to change entity address

Figure 20

Request Customer Address Change

Customer Name: Butler County **Customer Type:** County
Customer Number: 13A27 **Region:** Southwest

Address Type:

Current Address	Updated Address
Contact Name: Roger Reynolds, County Auditor	Contact Name: Roger Reynolds, County Auditor
Address Line 1: 313 High Street	Address Line 1: 313 High Street
Address Line 2:	Address Line 2:
Address Line 3:	Address Line 3:
City: Hamilton	City: Hamilton
State: OH	State: OH
Zip: 45011	Zip: 45011
County: Butler	County: Butler
Phone: (513) 887-3250	Phone: (513) 887-3250
Fax: 00000000000000	Fax: 00000000000000
Email: reynolds@butlercountyohio.org	Email: reynolds@butlercountyohio.org
	Reason:

Figure 21



Guide to the IPA Portal

Annual Financial Data Reporting System Data Viewer

The Annual Financial Data Reporting System Data viewer (for select entity types) provides the information filed by the client for the year indicated. The data can be exported to an excel worksheet by clicking the “Export to Excel” link.

AFDRS Data Viewer

Butler County 13A27 - (2014 - GAAP)

[Export to Excel](#)

Statement Of Net Position - Governmental Activities	
- Assets -	
Assets Cash And Cash Equivalents	\$ 143,773,220.00
Assets Investments	\$0.00
Assets Inventory Held For Resale	\$0.00
Assets Materials And Supplies Inventory	\$848,742.00
Assets Accrued Interest Receivable	\$268,529.00
Assets Accounts Receivable	\$985,207.00
Assets Internal Balances	(\$76,163.00)
Assets Intergovernmental Receivable	\$0.00
Assets Prepaid Items	\$1,714,593.00
Assets Property Taxes Receivable	\$61,768,735.00
Assets Special Assessments Receivable	\$8,753,976.00
Assets Sales Tax Receivable	\$10,067,294.00
Assets Revenue In Lieu Of Taxes Receivable	\$7,363,052.00
Assets Due From Other Governments	\$39,890,589.00
Assets Notes Receivable	\$0.00
Assets Loans Receivable	\$898,871.00
Assets Investment In Joint Venture	\$0.00
Assets Restricted Assets	\$0.00
Assets Advances To Other Funds	\$0.00
Assets Nondepreciable Capital Assets	\$19,469,364.00
Assets Depreciable Capital Assets	\$465,369,559.00
Assets Less Accumulated Depreciaion	(\$109,712,002.00)
Assets Other Assets	\$269,504.00
* Total Assets *	\$651,653,070.00
Total Deferred Outflows Of Resources	\$436,575.00
- Liabilities -	
Liabilities Accounts Payable	\$1,106,813.00
Liabilities Accrued Wages And Benefits	\$5,463,728.00
Liabilities Contracts Payable	\$10,318,519.00

Figure 22



Guide to the IPA Portal

Invoicing

If you have been designated as the Partner Role or Processing Role, click the **Invoicing** block (Figure 2) to submit invoices for approval. The following webpage will open (Figure 23).

Invoicing - Billable Projects 3 - Select a Project Number Billable Projects All Projects:

Filter List:

Project Number	Client Name	Client County	Region	Audit Period	Contract Hours	MBE/Edge Required	Contract Amount	Billed Amount	% Used	Remaining Contract Amount	Date To COB	Released by COB	Days Remaining To Bill	Final Invoice
13A27BUTL-FI113	Butler County	Butler	Southwest	01/01/2013 to 12/31/2013	2,800.0	Yes	\$140,000	\$0	0%	\$140,000	9/15/2015		n/a	No
13800ASHL-FI112	Ashland County	Ashland	Central	01/01/2012 to 12/31/2012	790.0	No	\$47,400	\$0	0%	\$47,400	9/1/2015	9/1/2015	51	No
29D94GREE-FI114	Xenia Community School District	Greene	West	07/01/2013 to 06/30/2014	530.0	No	\$26,500	\$0	0%	\$26,500	Not yet received		n/a	No

Figure 23

“Billable Projects” are all “current” projects that have not been released by the COB or those that are within 90 days past the Released by the COB date (refer to page 17 for additional information). To view all firm projects, click the “All Projects” bubble (Figure 23).

Each of the columns can be sorted by simply clicking on the heading to sort the entire list. In addition, an entity name, project number, etc. can be entered into the Filter List space to easily locate the project to be invoiced.

Click on the Project Number to select a project to invoice. The following webpage will open (Figure 24):

Invoicing - Project Detail - Butler County - 01/01/2013 to 12/31/2013

Client Name: Butler County **Audit Description:** CAFR Comprehensive Annual Financial Report
Client Contact Information: GASB 34 Financial Audit
A133 Single Audit

Client County: Butler **MBE/EDGE Required:** Yes

Report Due Date: 9/30/2014 **Contract Hours:** 2,800

Date Received by Center: 9/30/2014 **Contract Amount:** \$140,000

Date to COB: 9/15/2015 **Cumulative Billed:** \$0

Current Year of contract: 3 of 3 **Amount Remaining:** \$140,000

Percent Used: 0%

MBE/EDGE Amount: \$0

MBE/EDGE Percent Used: 0%

Invoice History: 0

Invoice Date	Service Date From	Service Date To	IPA Amount	MBE/EDGE Firm Name	MBE/EDGE Amount	Total Invoice Amount	Final Invoice	Final Invoice Hours	Status	Created By	Submitted By
There are no invoices created for this Project.											

Figure 24



Guide to the IPA Portal

Add a New Invoice

If you have been designated as the Processing Role, click the **Add New Invoice** button (Figure 24). The following webpage will open (Figure 25).

Invoicing - Detail - New - Butler County - 01/01/2013 to 12/31/2013

Service From Date: to:

Invoice Amount for IPA: \$

Amount to MBE/EDGE firm: \$

MBE/EDGE Firm Name:

Total this Invoice: \$

Total Actual Hours:

Project Summary	
Contract amt:	\$140,000
Cumulative Billed:	\$0
Contract hours:	2,800
Remaining Amount:	\$140,000
Used %:	0.0%
MBE Amount:	\$0
MBE/EDGE Used %:	0.0%

Warning: This project has been submitted to the Clerk of the Bureau by submitted for this project. Please ensure the total amount invoiced agrees to the full amount to be billed to the client for this engagement.

Cancel

- ★ **Step 1:**
Enter service dates to be billed.
- ★ **Step 2:**
Enter amount billed on this invoice.
- ★ **Step 3:**
If applicable, enter Amount attributed to MBE/EDGE firm and select MBE/EDGE firm. Note: MBE/EDGE can be entered on any or all invoices. If not included prior to the final invoice, the full amount will be required on the final invoice.
- ★ **Step 4:**
Enter Actual Project Hours. Note: This step is only REQUIRED on the final invoice. This field is grayed out when the Date to COB has not yet been entered.
- ★ **Step 5:**
Click Save for Later for Partner submission.

Figure 25

Partner Roles can Add a New Invoice using the same steps as above; however, a **Submit Invoice** button (Figure 26) is available to submit to AOS. Edit checks are built into the Invoicing System. When all requirements are met, the invoice will be automatically approved upon submission.

Invoicing - Detail - New - Butler County - 01/01/2013 to 12/31/2013

Service From Date: to:

Invoice Amount for IPA: \$

Amount to MBE/EDGE firm: \$

MBE/EDGE Firm Name:

Total this Invoice: \$

Total Actual Hours:

Project Summary	
Contract amt:	\$140,000
Cumulative Billed:	\$0
Contract hours:	2,800
Remaining Amount:	\$140,000
Used %:	0.0%
MBE Amount:	\$0
MBE/EDGE Used %:	0.0%

Warning: This project has been submitted to the Clerk of the Bureau by the Center for Audit Excellence for release. As a result, this will be the final invoice allowed to be submitted for this project. Please ensure the total amount invoiced agrees to the full amount to be billed to the client for this engagement.

Cancel

Partner selects **Submit Invoice** button.

Figure 26



Guide to the IPA Portal

For invoices entered by a Processing Role, a Partner Role can pull up the invoice from the Invoice History (In Progress Status), click **Edit** (Figure 27) and **Submit Invoice** (Figure 26).

Invoicing - Project Detail - Ashland County - 01/01/2012 to 12/31/2012

Client Name: Ashland County	Audit Description: GASB 34 Financial Audit A133 Single Audit
Client Contact Information:	
Client County: Ashland	MBE/EDGE Required: No
Report Due Date: 9/3/2013	Contract Hours: 790
Date Received by Center: 8/29/2013	Contract Amount: \$47,400
Date to COB: 9/1/2015	Cumulative Billed: \$47,400
Current Year of contract: 4 of 4	Amount Remaining: \$0
	Percent Used: 100%

Invoice History: 1

Invoice Date	Service Date From	Service Date To	IPA Amount	MBE/EDGE Firm Name	MBE/EDGE Amount	Total Invoice Amount	Final Invoice	Final Invoice Hours	Status	Created By	Submitted By	
9/1/2015	9/30/2015	9/30/2015	\$47,400		\$0	\$47,400	Yes	790.0	In Progress	Process		Edit

[Cancel](#)

Invoice entered by Processing Role. Partner Role clicks on Edit, reviews and then Submits Invoice for approval.

Figure 27

Once the Invoice has been submitted by the Partner Role, a Notification of Approval Invoice email will be automatically generated to the submitting partner and to the client contact person.

The Project Detail screen (Figure 28) will show an Invoice History after each invoice is submitted.

Invoicing - Project Detail - Xenia Community School District - 07/01/2013 to 06/30/2014

Client Name: Xenia Community School District	Audit Description: GASB 34 Financial Audit A133 Single Audit
Client Contact Information:	
Client County: Greene	MBE/EDGE Required: No
Report Due Date: 12/31/2014	Contract Hours: 530
Date Received by Center: Not yet received	Contract Amount: \$26,500
Date to COB: Not yet received	Cumulative Billed: \$21,000
Current Year of contract: 1 of 5	Amount Remaining: \$5,500
	Percent Used: 79.2%

Invoice History: 2

Invoice Date	Service Date From	Service Date To	IPA Amount	MBE/EDGE Firm Name	MBE/EDGE Amount	Total Invoice Amount	Final Invoice	Final Invoice Hours	Status	Created By	Submitted By	
10/9/2015	9/1/2015	9/30/2015	\$15,000		\$0	\$15,000	No	0.0	Approved	abcuser	abcuser	View
10/9/2015	10/1/2015	10/9/2015	\$6,000		\$0	\$6,000	No	0.0	Approved	abcuser	abcuser	View

[Cancel](#) [Add New Invoice](#)

Click to view invoice detail

Figure 28

Note: Once an invoice has been submitted, it can no longer be modified.



Guide to the IPA Portal

Important Dates to Note:

Date to COB – Invoices up to 80% of the total contract project amount can be submitted for approval. The **remaining 20% can be submitted after a Date to COB** has been entered indicating the Center for Audit Excellence (CFAE) has certified the report.

Once a Date to COB has been entered by CFAE, the invoicing system will only allow one FINAL Invoice to be submitted. The Final Invoice **must include** total contract project hours incurred and the portion of the fees due to the MBE/EDGE firm if the contract exceeded 800 hours.

Date Released by COB – Final invoices **may be submitted for up to 90 days** after the Date Released by COB. The Days Remaining to Bill (Figure 23) calculates the number of days left to bill. This field will remain “n/a” until a Date Released by COB is entered by the Auditor of State’s Office.

Manual Billing

Some exceptions may exist, as determined by the Auditor of State, in which a manual invoice is required (Figure 29). In these cases, an invoice should be prepared and submitted to IPACorrespondence@ohioauditor.gov for approval.

Invoicing - Project Detail - City Of Logan - 01/01/2013 to 12/31/2013

Client Name:	City Of Logan	Audit Description:	OCBOA-CA Cash Basis Financial Audit
Client Contact Information:		MBE/EDGE Required:	No
Client County:	Hocking	Contract Hours:	300
Report Due Date:	6/30/2014	Contract Amount:	\$15,000
Date Received by Center:	6/30/2014	Cumulative Billed:	\$0
Date to COB:	Not yet received	Amount Remaining:	\$15,000
Current Year of contract:	2 of 3	Percent Used:	0%

Invoice History: 0

Invoice Date	Service Date From	Service Date To	IPA Amount	MBE/EDGE Firm Name	MBE/EDGE Amount	Total Invoice Amount	Final Invoice	Final Invoice Hours	Status	Created By	Submitted By
There are no invoices created for this Project.											

This Project is Manual Bill only.

Figure 29

If additional questions arise that are not addressed within the Frequently Asked Questions or this Quick Guide, please contact the Auditor of State’s Office at IPACorrespondence@ohioauditor.gov for assistance.