

# Output Report Request for Independent Auditor Reports

Automated Audits Management System  
Independent Auditor Subsystem

U.S. Department of Housing and Urban Development  
Office of Inspector General



- 03398 -

Batch No /Page	Date	Preparer
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**Function**  **B:** Add new request (Enter items (1), (2), and (3) through (6) as required by the Standard Output Report Description List)  
**D:** Update/revise existing request (Enter item (1) plus any other items to be changed)  
**E + S:** Suspend production temporarily (Enter item (1))  
**E + R:** Resume previously suspended production (Enter item (1))  
**E + C:** Cancel an existing request (Enter item (1))  
**F:** List all requests for my password (Do not enter any other items)

(1) Output Report Number (2) Output Frequency  (3) Region Number

Report Identifier Number (Handbook 2000 7, Appendix 7)	Version Number	<b>Frequency Codes</b> <b>O:</b> One Time Only (See item (6)) <b>W:</b> Weekly <b>M:</b> Monthly <b>Q:</b> Quarterly <b>S:</b> Semi-Annual (Fiscal Year) <b>A:</b> Annual (Fiscal Year) <b>X:</b> One Time Only from Historical File (See item (6))	<b>Region Number Combination Codes</b> <b>OO</b> = All HQs <b>**</b> = Nationwide <b>!!</b> = Nationwide excluding HQs
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(4) IA Type  (5) Report Sequence

<b>IA Type Codes</b> <b>1</b> = Certified Public Accountants <b>2</b> = Licensed Public Accountants <b>3</b> = State Government or Local Government Audit Organizations <b>4</b> = Other non-Federal Auditors or Audit Organizations <b>I</b> = (1) and (2) above <b>\$</b> = (1), (2), and (3) above <b>*</b> = (1), (2), (3), and (4) above	<b>Report Sequence Codes</b> <b>1</b> = IA Number <b>2</b> = IA Name/IA Number <b>3</b> = Employer ID <b>4</b> = Record ID <b>5</b> = Audit Report Number <b>6</b> = IA Number/Record ID <b>7</b> = IA Name/Record ID <b>8</b> = Employer ID/Record ID
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(6) Other Selections for One Time Only Output Reports (if this item is applicable, complete (a), (b), (c), (d) or (e))  
(Handbook 2000.7, Appendix 7)

(a) For Output Report Using Period Covered

Beginning Date			Ending Date		
MM	DD	YY	MM	DD	YY

(b) For Output Report Using As Of Date

As of Date		
MM	DD	YY

(c) For Output Report Using Number of Days

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(d) For Output Report Covering Only One Audit Report

Region Number	FY	Sequence Number

Record ID Number

(e) For Output Report Covering Only One IA

Region Number	Sequence Number

IA Number