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

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

Report Identifier Number (Handbook 2000 7, Appendix 7)	Version Number

(2) Output Frequency

Frequency Codes
O: One Time Only (See item (6))
W: Weekly
M: Monthly
Q: Quarterly
S: Semi-Annual (Fiscal Year)
A: Annual (Fiscal Year)
X: One Time Only from Historical File (See item (6))

(3) Region Number

Region Number Combination Codes		
OO	=	All HQs
******	=	Nationwide
!!	=	Nationwide excluding HQs

(4) IA Type

IA Type Codes		
1	=	Certified Public Accountants
2	=	Licensed Public Accountants
3	=	State Government or Local Government Audit Organizations
4	=	Other non-Federal Auditors or Audit Organizations
!	=	(1) and (2) above
$	=	(1), (2), and (3) above
*****	=	(1), (2), (3), and (4) above

(5) Report Sequence

Report Sequence Codes		
1	=	IA Number
2	=	IA Name/IA Number
3	=	Employer ID
4	=	Record ID
5	=	Audit Report Number
6	=	IA Number/Record ID
7	=	IA Name/Record ID
8	=	Employer ID/Record ID

(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

(d) For Output Report Covering Only One Audit Report

Record ID Number

Region Number	FY	Sequence Number

(e) For Output Report Covering Only One IA

IA Number

Region Number	Sequence Number