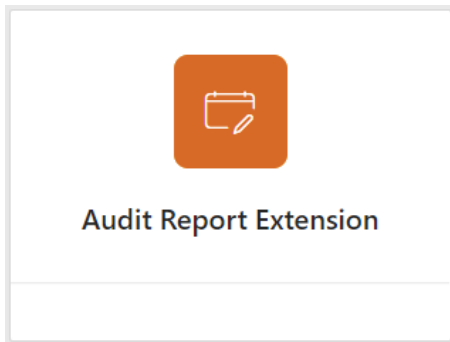


# Fiscal Health Monitoring System Audit Report Extension Tile Job Aid

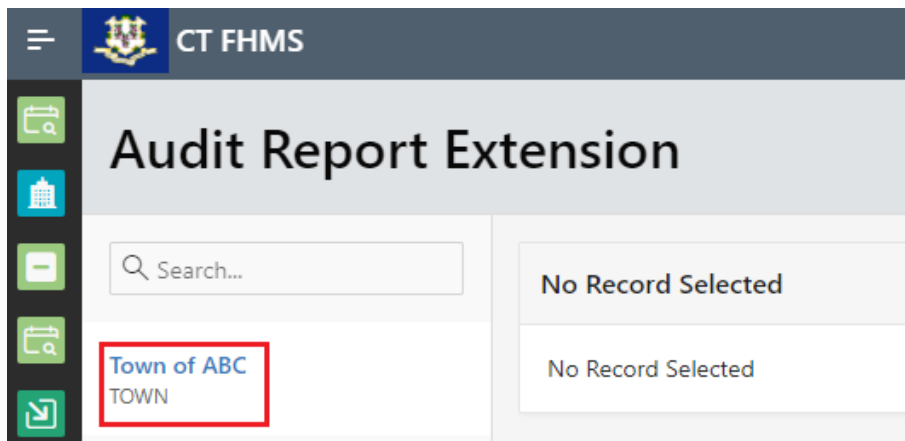


## 1. At the Main Menu – Select Audit Report Extension Tile



Audit Report Extension page displays

## 2. Select the Entity (Town or City) on the left side



The Create button will display

# Fiscal Health Monitoring System Audit Report Extension Tile Job Aid



3. Click **Create** on the top right of the page

The Audit Report Extension Request Form page will display

Audit Report Extension Edit ✕

**Audit Report Submission Extension Request Form**

Fiscal Year: **2021**

Entity Name: **Town of ABC**

Entity Type: **TOWN**

Fiscal Period of Audit: *From:* **July 01, 2020** *To:* **June 30, 2021**

Extension #: **1**

Extension Requested Until: **January 31, 2022**

For Filing (Check all that Apply):

- Financial Statements**
- State Single Audit**

Cancel Save and Continue

“Financial Statements” and “State Single Audit” are automatically checked, so if one of them does not apply to your entity, then you need to uncheck it.

# Fiscal Health Monitoring System Audit Report Extension Tile Job Aid



4. Click **Save and Continue** on the bottom right of the page

A screenshot of the CT FHMS web application. The header shows "CT FHMS" and the user "TEST@TOWNOFABC.GOV". The breadcrumb trail is "Audit Report Extension \ Audit Report Extension Information". The main content area is titled "Audit Report Extension" and contains a form with the following fields:

Fiscal Year:	2021
Entity Name:	Town of ABC
Entity Type:	TOWN
Status:	In Progress
Extension #:	1
Fiscal Period of Audit From:	July 01, 2020 To: June 30, 2021
Financial Statements:	Yes
State Single Audit:	Yes
Extension Requested Until:	January 31, 2022

Below the form is a "Work Schedule" section with an "Add Item / Issue" button and a "no data found" message. A yellow note states: "Note: To certify, complete the work schedule." At the bottom is an "Entity Certification" section.

The Audit Report Extension Information page will display

At least one work schedule item needs to be added to the Extension request in order to certify your extension request and submit it to your auditor

*\*Note:* At any time, you may click the **Save** button on the bottom right corner of the form to save your data. We recommend saving often.

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5. Click **Add Item / Issue** to enter a work schedule item

The Add Item/Issue page will display

The screenshot shows a web form titled "Add Item / Issue" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Fiscal Year:** 2021
- Entity Type:** TOWN
- Entity Name:** Town of ABC
- Status:** Radio buttons for "Not Started", "In Progress" (selected), and "Completed".
- Planned Completion Date:** A text input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- Item / Issue:** A text input field.
- Name of Person Responsible:** A text input field.
- Information or Action Needed:** A large text area for additional details.
- Buttons:** "Cancel", "+", and "Save".

Enter information for one work schedule item.

*\*Note:* You cannot save and move on unless the Planned Completion Date is entered and is within 6 months of your entity's statutory due date.


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6. Click  if you would like to add another work schedule or  if you have entered all of your work schedule items

Repeat this step until all work schedule items have been entered. You can always add more if need be from the Audit Report Extension Information page (see step 5).

## Editing work schedule details already entered:

At the Audit Report Extension page, click  next to the work schedule, item number you want to edit

The Add Item/Issue page will display. You can make changes and click save when you are done. You can also click the  button at the bottom left of the page if you would like to delete the whole work schedule item.

Click  to return to the Audit Report Extension Information page.

# Fiscal Health Monitoring System Audit Report Extension Tile Job Aid



## 7. Entity Certification:

Click the checkbox- *“I certify that the information that has been entered into this form is accurate to the best of my knowledge”*

### Entity Certification

I certify that the information that has been entered into this form is accurate to the best of my knowledge.

*Please allow 10 business days to process this form from date of receipt. If you have any questions, please contact us at [OPM-FHMS@ct.gov](mailto:OPM-FHMS@ct.gov).*

*\*Note: Only the primary contact has the ability to certify the data. If you are not the primary, you can save the information and have your primary go into the system and certify the data.*

A message will display – *Would you like to submit to Auditor for confirmation? Click OK to continue or Cancel to return to the page*

Would you like to submit to Auditor for confirmation? Click OK to continue or Cancel to return to the page

Cancel OK

## 8. Click

The page will show you the status of your submission

Audit Report Extension <span>Reset</span>							
Year	Status	Extension #	Entity Certification	Auditor Confirmation	OPM Approval	Fiscal Year End Date	Extension Requested Until
2021	In Progress	1	Yes	No	No	June 30, 2021	January 31, 2022

# Fiscal Health Monitoring System Audit Report Extension Tile Job Aid



## 9. Email Notifications:

You will be sent an email from [OPM-FHMS@ct.gov](mailto:OPM-FHMS@ct.gov) letting you know that you have entered and certified your data and it is ready to be looked over by your auditor.

An email will also be sent to you after your auditor has confirmed the extension request and it has been submitted to OPM for approval.

End of Process

### To return to the Audit Report Extension Edit/Status page – Click Year

Audit Report Extension									Reset
Year	Status	Extension #	Entity Certification	Auditor Confirmation	OPM Approval	Fiscal Year End Date	Extension Requested Until		
2021	In Progress	1	Yes	No	No	June 30, 2021	January 31, 2022		

1 - 1

The Audit Report Extension Edit/Status page will display

### To submit another Extension Request:

In order to submit other Extension Requests, repeat steps 1-8 for each request. Each extension for a specific fiscal year will be presented in list form on the status page as seen below


Audit Report Extension									Reset
Year	Status	Extension #	Entity Certification	Auditor Confirmation	OPM Approval	Fiscal Year End Date	Extension Requested Until		
2021	In Progress	2	Yes	No	No	June 30, 2021	February 28, 2022		
2021	Approved	1	Yes	Yes	Yes	June 30, 2021	January 31, 2022		

1 - 2

# Fiscal Health Monitoring System Audit Report Extension Tile Job Aid



## To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display