

PRMS submitting audit reports

Once you have an audit report ready to submit:

1. Click on the audit case from the audits in-basket
2. Complete the properties fields:
 - a. update the dates the audit was undertaken, if dates changed
 - b. update the audit team details (include all auditors, technical experts and consumer auditors)
 - c. enter in the audit fee (less GST and less disbursements)
 - d. change the 'final draft audit completed ready to be submitted' from 'no' to 'yes'.
3. Upload the final audit report to the 'submitted audit report' folder on the left hand side of the page. Make sure to use the "Final Audit Report" document type.
4. Push the save button on the top right hand side of the page.
5. Push 'Submit Final Draft Report' at the top right hand side of the page.
6. The case then transfers to the Ministry and leaves the DAA's in-basket

Other helpful info:

- Once submitted, an audit report cannot be changed unless the Ministry sends it back for re-submission.
- Once submitted, the properties fields in the PRMS cannot be changed, even if the report goes back to the DAA to be re-submitted.
- If re-submitting a report, you need to **check-out the current report** from the submitted audit report folder and **check-in the revised report**. If you check in the report as second document it will leave your in-basket, but it will go into an exceptions queue, rather than back to the advisor processing the audit. The Ministry does monitor the exceptions queue regularly, but there may be a delay in the case progressing
- If you want to see the audit report in the PRMS after it has been submitted, you need to search for the case in the cases search side of the PRMS. You will not be able to edit the case.