

2008 Electronic Single Audit Submission Process

The Federal Audit Clearinghouse now requires online electronic submission thru the Internet Data Entry System, (IDES) for audit reports being submitted for FY2008 and later.

1. The Form SF-SAC and the Single Audit Reporting packages for fiscal periods ending on or after January 1, 2008 must be **submitted online**.

1. Create your online report ID at
<http://harvester.census.gov/fac/collect/ddeindex.html>
2. Complete the Form SF-SAC
3. Upload the Single Audit
4. Certify the Submission
5. Click "Submit."

2. You **cannot mail the 2008 or later Single Audit Package** to the Federal Audit Clearinghouse. Submission of Form SF-SAC and the Single Audit reporting package for fiscal periods ending on or after January 1, 2008 must be submitted using the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/fac/collect/ddeindex.html>

3. You must create a password for in the IDES in order to submit audit packages. The following criteria must be used when creating a password. **A.** Passwords must satisfy the following criteria.

- Password must have at least twelve (12) non-blank characters
- It must contain characters from each of the following four categories:
 - English upper case characters (A...Z)
 - English lower case characters (a...z)
 - Base 10 digits (0...9)
- Non-alphanumeric special characters (!, \$, #, %)
- Six of the characters must only occur once in the password

A useful method in creating a password to meet these demands is to insert the special character(s) in place of letters they resemble. See the following examples:

MYcompany2%08 Dalla\$Cowboys#1 myFir\$tName08

4. If for some reason you are unable to finish your submission, you can go back into the system to complete it later. You will need to log back into the report using the same password and the information main menu checklist will help you determine what needs to be completed.

5. You are required to upload your complete 2008 Single Audit reporting package in a single PDF file.

6. Once uploaded the **2008 Form SF-SAC will be certified**. The certifying officials for the auditee and auditor will receive emails with signature codes and a link to the website. Both auditee and auditor certifying officials are required to enter their signature codes online to certify the Form.

7. **Once certified the submission will be verified**. The auditee and auditor contacts will receive automated emails from the Federal Audit Clearinghouse as verification of the submission.

8. **Forms can be revised on line**. If a revision to your form is needed, you will need to log back into the previous report ID to make Form changes or upload new Single Audit Reporting packages.

9. **If your 2008 Single Audit reporting package is due on or before September 15, 2008**. OMB has granted an extension to September 15, 2008 for the submission of reporting packages to the Clearinghouse for 2008 audits that are due on or before that date. No application to apply for this extension is necessary. **The extension only applies to single audits for fiscal periods ending in 2008**.

10. **You cannot re-use an online report**. A new Report ID is required for each entity's submission for each fiscal period.

11. **Single audit packages for 2002-2007 cannot be submitted online/** The 2007 Form SF-SAC must still be created online, but the reporting packages for fiscal periods ending in **2002-2007 must be mailed** to the Federal Audit Clearinghouse.

**Submit Form SF-SAC to:
Federal Audit Clearinghouse
1201 E. 10th Street
Jeffersonville, IN 47132**

FAC CONTACT INFORMATION



For Form SF-SAC and A-133 Submission Questions, contact the Federal Audit Clearinghouse by email, phone, or fax.

govs.fac@census.gov

(301) 763-1551 (voice)

(800) 253-0696 (toll free)

(301) 763-6792 (fax)



For questions regarding previous submissions, please call the Federal Audit Clearinghouse Processing Unit at (888)222-9907.



For A-133 technical Audit questions, contact your entity's Oversight or Cognizant Agency.

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