**Financial Automation Submission & Tracking (FAST)**

**Authority and Housing Authority Audit User Guide**

Transmission of the annual Audit through FAST for authorities and housing authorities includes both the upload of required documentation and two separate submissions – one by the Auditor of Record and one by the entity's Executive Director, Chief Financial Officer, or equivalent title. Below are detailed instructions for completing the authority and housing authority audit submission process through FAST.

**Accessing the Audit Record – both Auditors and Authority Officials**

Login to FAST at: https://njdca.dynamics365portals.us/SignIn. Once signed in, click "FAST" in the upper right and select either "Housing Authority Audits" or "Other Authority Audits".  The audits folders for your associated authorities and housing authorities will display on the screen for each year that they are available in FAST.  Click the blue text for a file to access it.

**Requesting Access to Additional Authorities**

If an authority official or auditor of record needs access to additional authorities and housing authorities beyond those currently listed on their FAST accounts, a request for access must be made by clicking "Request Access" in the upper right corner of the screen, selecting the option for FAST, and then selecting your entity using the magnifying glass, checking your role within the authority section, and then submitting your request.  Division staff will verify your request and provide the appropriate access.

Auditors with existing FAST access will need to request access for authorities to be added to their accounts.  **Authority officials with existing FAST access will be able to submit the authority audit without needing to request any additional access.** If an authority official has previously submitting a budget, their account will already have the necessary access to submit their portion of the audit.

**Auditor of Record Submission Process**

The following documents (as applicable to each authority and housing authority) are required to be uploaded prior to the Auditor of Record completing their component of the audit submission:

1) Audit

2) Audit Questionnaire

3) Other Related Documentation Not Specified in #1 and #2 above

For each of the documents above, there is a specific category in the audit module where they are to be uploaded. Up to the point of auditor submission, users may remove incorrect documents or attachments that were inadvertently uploaded to the wrong category. If any of the above documents need to be replaced after the Auditor of Record has submitted in FAST, please contact the Division for assistance. Do not upload a document to the "Other" category if there is a specific category listed for it.

**PLEASE NOTE:** At this point in the process, the Audit Resolution, Audit Affidavit, Proof of Publication of Synopsis of Audit, and Corrective Action Plan cannot be uploaded as those categories are not available

until it is the CFO's step of the Audit submission process. Further, do not upload these documents to the "Other" category. Separate categories for each of these documents will be available at the authority official's step of the audit submission process.

Once all applicable documents for the above categories have been uploaded, **the Auditor of Record must scroll to the bottom of the screen and click the "Submit" button.** This will move the status of the audit file to the authority official's role in the process.

**Authority Official Submission Process**

**IMPORTANT**: Once the Auditor of Record has successfully submitted for their portion of the annual audit process, an official of the authority (Executive Director, Chief Financial Officer, or equivalent title) must complete a separate submission (detailed below) for the audit to be considered submitted in full to the Division.

The following documents (as applicable to each authority and housing authority) are required to be uploaded after the Auditor of Record has completed their submission, but prior to the authority official completing their component of the audit submission:

1) Audit Affidavit

2) Audit Resolution

3) Proof of Publication of Synopsis of Audit

4) Corrective Action Plan

5) Other Related Documentation Not Specified in #1 through #4 above

For each of the documents above, there is a specific category in the audit module where they should be uploaded. Up to the point of authority official submission, users may remove any incorrect documents or attachments that were inadvertently uploaded to the wrong category. Do not upload a document to the "Other" category if there is a specific category listed for it.

Once all applicable documents for the above categories have been uploaded, **the authority official must scroll to the bottom of the screen and click the "Submit" button.** Upon successful confirmation, the authority official will receive an email confirmation. Successful submission by the authority official constitutes a completed authority audit submission to the Division of Local Government Services.