



User Guide for the GAQC Member Discussion Forum

Enter the Forum

<http://gaqc.aicpa.org/Community/>

The Governmental Audit Quality Center (GAQC) has prepared this guide to help you use the Center Member Discussion Forum (Forum). Contact the Center at gaqc@aicpa.org if you have any questions about using the Forum.

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Overview

The [GAQC Forum](#) provides you with an opportunity to network, exchange information, share best practices, and discuss issues with other member firms, like your own, that have demonstrated a commitment to audit quality. The following are the 6 existing Forums for members:

- **Yellow Book/Government Auditing Standards**
- **OMB Circular A-133 Audits**
- **Specific Federal Agency Requirements**
- **State and Local Accounting**
- **Not for Profit**
- **GAQC Membership Requirements**

The Forum is easy to use and can provide you with a wealth of information and ideas, keep you abreast of current practice issues and improve your knowledge of governmental auditing and accounting.

You can also provide other firm employees with access to the GAQC Forum and other premium content on the [GAQC Web site](#). There is no limit to the number of individuals in your firm to whom you grant access—it is completely up to you to decide which employees to include. Instructions for inviting other employees to participate in the Forum are provided in this document.

The material posted within the Forum represents the viewpoints and opinions of its participants and not necessarily those of the AICPA. In addition, the AICPA cannot and does not guarantee the validity or the accuracy of the information posted on the Forum.

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How do I become a Forum user?

If you have previously been accessing [GAQC Web site](#) member-only premium content just log-in to the [GAQC Web site](#) as you normally would and click on the Community link at the top of the home page. Click the 'Enter the Forum' button and proceed to the Forum.

If you have not previously accessed GAQC member-only content, to become a Forum participant, you simply need to activate your firm's UNIQUE ACTIVATION LINK. Upon enrolling your firm in the Center, you should have received an automatically generated GAQC welcome e-mail. That e-mail included a lengthy firm-specific URL (uniform resource locator) that appeared under a heading "Unique Activation Link." This URL will allow you to access all of the premium content on the Center's Web site, including the Forum. If you have discarded your original welcome e-mail and firm-specific URL, please send an e-mail to GAQC@aicpa.org and we will send you another copy.

You will then be prompted to log in using your AICPA.org or CPA2Biz.com username and password, or if you do not have one, create a new username and password. If you have forgotten your AICPA.org or CPA2Biz.com username or password, click on the "Forgot Your Password" link on the Log in screen. Remember to save your username and password in an easily accessible place so that you can locate it each time you access the site.

You are ready to begin to use the Forum by clicking on the ["Enter the Forum" button](#) on the Community page of the [GAQC Web site](#). Should you need assistance with the log in process or using the Web site, please contact the AICPA Service Center at 800-708-8775 or service@aicpa.org.

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How do I invite others in my firm to use the Forum?

Upon enrolling your firm in the Center, you should have received an automatically generated GAQC welcome e-mail. That e-mail included a lengthy firm-specific URL (uniform resource locator) that appeared under a heading entitled "Unique Activation Link". To grant members of your staff full access to the [GAQC Web Site](#), you need to provide them with your firm-specific URL—they can only set up their registration for the Web site as a member of your firm by using your firm-specific URL. For this reason, it is important for you to keep the URL on file for future reference. If you have discarded your original welcome e-mail and firm-specific URL, please send an e-mail to GAQC@aicpa.org and we will send you another copy.

When a member of your staff clicks on your firm-specific URL they will be directed through the GAQC Web site registration process. That process asks them to provide their AICPA.org or CPA2BIZ.com username and password if they have one. If they do not have such a username and password, the site will direct them through the process of obtaining one. If they previously were provided a username and password but have forgotten it, the site includes a link that provides information to assist them in identifying the forgotten information. Once your staff has gone through this initial registration process, they will be able to subsequently access the [GAQC Web site](#) directly using its normal web address (<http://www.aicpa.org/GAQC>). Thereafter, each time your staff enter the Web site, they should login with the username and password used to register above, which will allow them to access the complete Web site, including the sections for members only. These instructions also apply to gaining access for you (as the designated audit quality partner) if you find after registering your firm that you do not have access to the member-only content. If you encounter any problems as you go through this process or have any questions, please send us an e-mail at GAQC@aicpa.org.

If you no longer have the firm specific URL, simply send an e-mail to GAQC@aicpa.org requesting your firm's URL and we will send you another copy of the original welcome e-mail with your URL.

Should you or your staff need assistance with the log in process or using the GAQC Web site, please contact the AICPA Service Center at 800-708-8775 or via e-mail at service@aicpa.org. If you find that you are still having problems after contacting the Service Center, please send another e-mail to GAQC@aicpa.org.

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How do I create and edit my user profile?

You may want to include personal information in your member profile to facilitate discussion groups with members of similar interest, geographical area, etc. This information is maintained in the control panel under contact/personal information. Information you may want to include in your profile are: email address, business webpage address, business location, occupation, personal interests and a brief biography. To get to this panel, click on "control panel" on the toolbar at the top of the page and select "contact/personal information".

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Suggestions for using the Forum


Following are some suggestions to help you and others make the most of your Forum:

- Before posting your question, search the Forum. Your question or comment may have already been discussed, answered or resolved.
- Create a concise subject that adequately summarizes your topic. For example: "Data Collection Form Revisions for 2007".
- Increase the likelihood of starting a discussion by providing details in your comment or question, and by choosing a relevant Forum category.
- Be patient. All the participants of this Forum are using the Forum and participating in discussions on their own time.
- Help others. The Forum is a community, and works best when people share information.
- Give feedback. If someone helps you by answering your question, try to add a follow-up response letting them know whether or not it worked.
- Welcome newcomers. Make them feel welcome in the Forum community.

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How do I find a topic on the Forum?

Once in the Forum, you will be on the home page, which will list the 6 Forum areas. Select the Forum area in which your question pertains to. You can search the topics under this Forum to see if your subject has started a discussion group as yet or you can start a new topic.






	Forums	Topics	Replies	Last Post
	<p><u>Yellow Book/Government Auditing Standards Forum</u></p> <p>Audit topics related to any aspect of the planning, performance, or reporting required under the Yellow Book.</p>	37	17	7/20/2007 5:00 PM by Laura Hyland In: New Audit Requirements & Fees

	<p><u>OMB Circular A-133 Audit Forum</u></p> <p>Audit topics relating to any aspect of the planning, performance, or reporting requirements related to Single Audits. RSS</p>	55	25	7/20/2007 4:53 PM by Laura Hyland In: Data Collection Form for 2007 ...
	<p><u>Specific Federal Agency Requirements</u></p> <p>Topics related to compliance with cognizant or granting agencies' (e.g. HUD, Homeland Security, Education) requirements. RSS</p>	6	9	5/23/2007 2:16 PM by Theodore Espey In: GASB 33 and revenue recognitio...
	<p><u>State & Local Accounting</u></p> <p>Discussions on issues arising in the financial statement audits of state and local governments or accounting specific to state and local governments (e.g. GASB Statement clarifications). RSS</p>	18	13	2 days ago @ 11:07 AM by Nancy Miller In: Use of specialists - independe...
	<p><u>Not for Profit Forum</u></p> <p>Discussions related to issues specific to Not for Profit entities (e.g. contributed services, GASB/FASB reporting). RSS</p>	6	10	7/11/2007 11:35 AM by Joan Casey In: library GASB or FASB
	<p><u>GAOC Membership Requirements</u></p> <p>Topics concerning the membership requirements for the Governmental Audit Quality Center. RSS</p>	6	5	7/20/2007 5:06 PM by Laura Hyland In: Peer Review Requirement with n...

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How do I use the search function

Find discussion topics of specific interest to you by using the Forum search function
Click on "Search" at the top of the Forum webpage to search all Forums.

 [Close](#)
 [Search](#)
 [Search](#)
 [Member List](#)
 [Admin CP](#)

[Forums Homepage](#) » [GAOC Users](#)

You may also search within a specific Forum area, open the Forum area and click 'Search This Forum.'




The Advance Search allows you to search discussion titles and message text, sort by subject, Forum name, posting date, author, number of replies and number of views. Click on "Search" on the top right of any page to search all Forums and then click "Advanced Search."

Advanced Forum Search	
Keywords: <input type="text"/> Using... <input type="checkbox"/> ANY of the terms entered above <input type="checkbox"/> ALL of the terms entered above	Filter by username or ID: (Optional) <input type="text"/> <input type="checkbox"/> Exact name match <input type="checkbox"/> Include banned members From member group... <input type="text" value="All Groups"/>
Search Options: Display... <input type="checkbox"/> 10 Results/Page <input type="checkbox"/> 25 Results/Page <input type="checkbox"/> 50 Results/Page Sort By... <input type="text" value="Posted Date"/> <input type="checkbox"/> Descending Order <input type="checkbox"/> Ascending Order Search Within... <input type="checkbox"/> Title and message <input type="checkbox"/> Message text only Search posts from... <input type="text" value="Last year"/>	Which forum(s): <input type="text" value="» All Forums..."/> <input type="text" value="GAQC Users » Yellow Book/Government Auditing Standards Forum"/> <input type="text" value="GAQC Users » OMB Circular A-133 Audit Forum"/> <input type="text" value="GAQC Users » Specific Federal Agency Requirements"/> <input type="text" value="GAQC Users » State & Local Accounting"/> <input type="text" value="GAQC Users » Not for Profit Forum"/> <input type="text" value="GAQC Users » GAQC Membership Requirements"/> <i>Hold Ctrl to select multiple forums</i>


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How do I sort topics to view?

You have the option of sorting in 5 different categories: (1) topic start date; (2) last post date; (3) topic title; (4) number of replies; and (5) number of views. You can select the method that you would like to sort by at the bottom of the topic page. You can simply choose the method to sort, ascending or descending order, and you can specify range of dates of postings to sort.

Yellow Book/Government Auditing Standards Forum			Search This Forum		Forum Options	
	Topic	Started By	Replies	Views	Last Post	
	New Audit Requirements & Fees	Laura Hyland	0	4	7/20/2007 5:00 PM by Laura Hyland	

Showing page 1 of 3 - 15 of 37 topics. [Next 15](#) [Last »](#)

Sorted by in from 

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How do I find popular topics?

You can view topics by the following criteria:

- Recent topics – will only show topics or replies posted since your last visit, last 12 hours, last 24 hours or last 48 hours.
- Active topics – will only show topics posted in the last two weeks which members have replied to.
- Popular topics – will only show topics posted in the last two weeks and members have viewed.

You can view these options by simply clicking on the preferred option on the top toolbar of either the Forum or topic page.

Logged in as: Member Name	Control Panel	Recent Topics	Active Topics	Popular Topics
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How do I start a new topic?

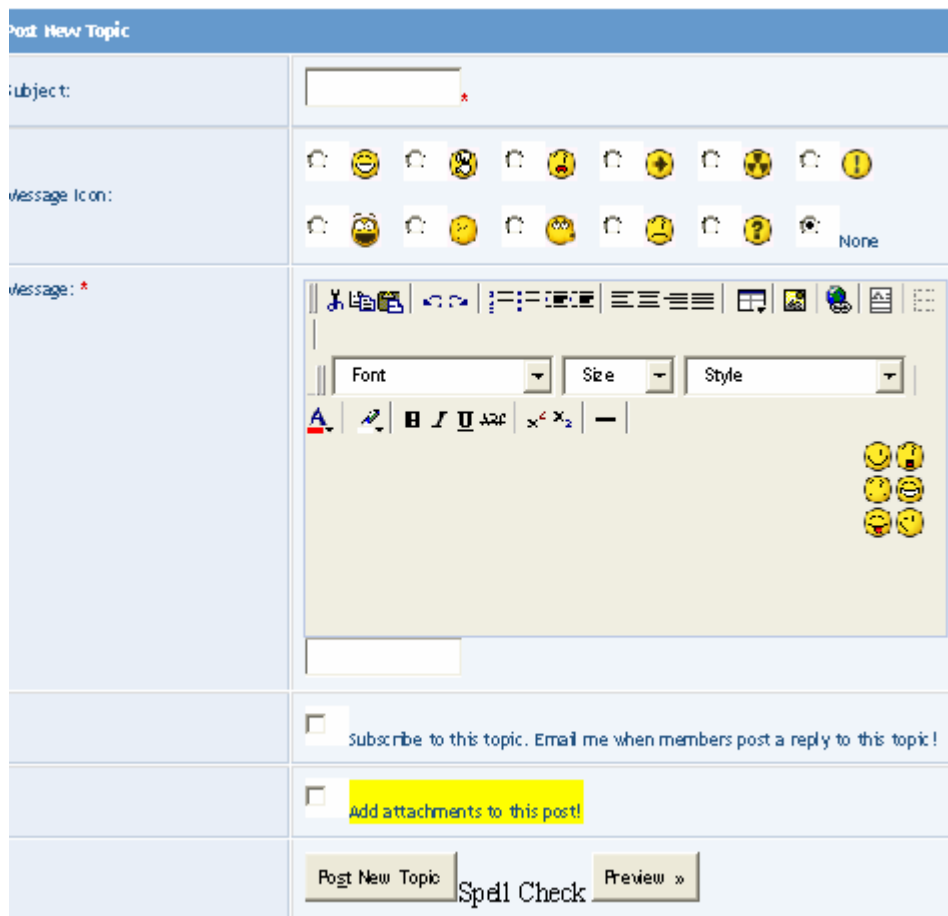
Select Forum options (right hand corner) and then select post new topic. You will need to enter a subject line (topic) and then type your inquiry in the message box. You will probably want to check the box subscribe to this topic, underneath message, so that you will receive email notification when a posting is made to this topic.



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How do I add attachments to postings?

You can add up to three attachments per posting by checking off the add attachments box below the message box.

A screenshot of a web form titled 'Post New Topic'. The form has a light blue header and is divided into several sections. The 'Subject:' field is empty. The 'Message Icon:' section contains two rows of smiley face icons. The 'Message:' section features a rich text editor with a toolbar containing icons for font color, background color, bold, italic, underline, link, unlink, list, and indent. Below the toolbar are dropdown menus for 'Font', 'Size', and 'Style', followed by a text area. At the bottom of the form, there are two checkboxes: 'Subscribe to this topic. Email me when members post a reply to this topic!' and 'Add attachments to this post!'. The 'Add attachments to this post!' checkbox is highlighted in yellow. At the very bottom, there are buttons for 'Post New Topic', 'Spell Check', and 'Preview »'.

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How do I respond, subscribe, or email an existing topic?

While in the topic, you can select topic options, and then "post reply to topic". You will then be given a message box to type your response in. You can also "subscribe" to this topic by checking the box at the bottom. To email a topic to another person, select "email this topic" under topic options. However, only registered members with valid usernames and password can view the Forum webpage.

Topic Options
Post Reply To Topic
Subscribe To Topic
Email This Topic
Printable Version

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How do I receive email notifications of postings to a specific Forum or topic?

Select this option by going to either the Forum homepage or select a topic and select "Forum options" or "topic options" and click on subscribe to forum/topic. This will automatically subscribe you. The email notifications will be sent to the email assigned to your username and password. You can see which forums/topics you are subscribed to by selecting control panel, forum/topic subscriptions. This will list what forums/topics you are subscribed to. You can also "unsubscribe" to these emails through this page as well.

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How do I receive email notifications of postings by a specific member?

Click on a member's name either on the topic page or select a member from the member list. The member's profile will pop up and under personal information; you can subscribe to all topics posted by this member or participate in by this member. You can also email a member from the Forum by either selecting the email option under the member's posting or response or through the member's profile page.

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