

Engagement Approval Request Submission Process

To begin a new Engagement Approval Request; whether a Local Government report or a State Contract, please search by Partial Entity Name, Entity ID Number and/or Parish/Agency Type. After finding the correct entity, click on the blue icon to the left of the entity name. Once you have made your selection, the form will auto-populate fields to simplify the submission process.

If this is an engagement approval request for a new entity, please send an e-mail to eengage@lla.la.gov and include a completed copy of the [New Entity Questionnaire](#). Once the new entity has been created, you will be notified and the engagement approval request can be submitted.

****NOTE--The CPA Contact Username and Login used to enter the portal will also be listed as the CPA Primary Contact on the engagement and their information will auto populate the form.**

This is the search screen view of the Engagement Approval Request process.

Home Engagement Approval Requests Report Submission Engagement Cost Request

New Approval Request
Submitted Requests

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Enter part of the Agency Name: -- and/or --
Agency Number: -- and/or --
Parish: -- Select Parish -- Agency Type: -- Select Agency Type --

Search

Dropdown boxes will appear when selecting Parish or Agency Type. (Parish Dropdown)

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Enter part of the Agency Name: -- and/or --
Agency Number: -- and/or --
Parish: -- Select Parish --
Acadia
Allen
Ascension
Assumption
Avoyelles
Beauregard
Bienville

Agency Type: AS (ASSESSOR)

Search

Dropdown boxes will appear when selecting Parish or Agency Type. (Agency Type Dropdown)

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Enter part of the Agency Name: -- and/or --
Agency Number: -- and/or --
Parish: Agency Type:
-- Select Agency Type --
AA (ANCILLARY APPROPRIATIONS)
AD (AIRPORT DISTRICT)
AM (AMBULANCE)
AP (APPROPRIATED FUNDS WITHIN STATE DEPT/AGENCY)
AS (ASSESSOR)
AT (AUTHORITY)
BC (BOARD OF COMMISSION)
BG (BUDGET - HOUSE BILL 1)
CA (COUNCIL ON AGING)
CB (CONSTABLE)
CC (CLERK OF COURT)
CD (COMMUNICATIONS DISTRICT)
CE (CRIME STOPPERS)
CH (CHARTER SCHOOL)

Click on the [Blue Icon](#) to the left of the Entity Name to open the Engagement Request Form

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Enter part of the Agency Name: -- and/or --
Agency Number: -- and/or --
Parish: Agency Type:

Click Blue Icon

Entity Name	Entity ID	Entity Type
 Acadia Parish Assessor	1019	AS

Previous 1 Next

For Audit, Review/Attestation, Compilation or Agreed Upon Procedures, other than the Statewide Agreed Upon Procedures (SAUP), please complete the Engagement Approval Form below.

Please ensure that fields with blue backgrounds are completed. The following fields are required before submitting the form:

- Entity Contact, Title and Phone Number. (Please provide an email address if available)

You must also attach a copy of the **signed engagement agreement(s) in PDF format**. Please remember to click on the **Add Files** button in the upper right corner of this screen, so you can add the engagement agreement(s) to your submission. Once it has been added, the file will show up in the File Attachments section at the bottom of the screen.

▼ Entity Information S

Entity Name:

Entity Contact: Title:

Address:

City: State: Zip Code:

Entity Comments:

When you begin to enter the Entity Contact name, those that are in our database will appear for you to select.

If the contact is new, you may enter it in the fields. Please indicate in the Entity Comment section if the new contact is to be added to our list or if the new contact is replacing an existing one.

Entity ID #: FYE:

Contact Phone:

Contact Email:

Please provide email address if available

▼ Firm Information

Firm Name:

CPA Contact Name: Title:

Address:

City: State: Zip Code:

CPA Comments:

CPA Information will auto populate based on the Username and Login used to begin Engagement Request.

CPA Firm ID #:

CPA Contact ID #:

CPA Phone:

CPA Email:

▼ Engagement Information

Is this a state contract engagement?
 Yes No

Did you perform this work for this entity for the prior year's report?
 Yes No

Eng Period Start	Eng Period End	Engagement Type	Est. Cost of Report	Est. Cost of AUP (Statewide or Act774)	Total Est. Cost	Program
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

When you begin to type in the highlighted fields, the information in our database for the entity will appear. You can select from the list as illustrated below.

Entity Information

Entity Name:

Entity Contact: Title:

Address:

City: State: Zip Code:

Entity Comments:

The **new LLA requirement** of the submission process (Local Government and State Contracts) is that the numbers of fiscal years submitted in the Engagement Request agree with the number of fiscal years covered by the signed engagement agreement(s). The Engagement Periods, Engagement Types and Costs submitted below should agree with the attached **PDF** agreement(s). Use the down arrows under Eng. Period Start/End to access the calendar feature and the down arrow on Engagement Type to view selections.

Engagement Information

Is this a state contract engagement?
 Yes No

Did you perform this work for this entity for the prior year's report?
 Yes No

Eng Period Start	Eng Period End	Engagement Type	Est. Cost of Report	Est. Cost of AUP (Statewide or Act774)	Total Est. Cost	Program
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Agreed-upon Procedures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Audit w/SAUP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Audit w/o SAUP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Audit-GAAS Only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Compilation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Review/Attestation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Non-Routine Engagement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

Select Engagement Type from this list.

The illustration below shows how a two year engagement submission would appear and an explanation of the Program Field.

Engagement Information

Is this a state contract engagement?
 Yes No

Did you perform this work for this entity for the prior year's report?
 Yes No

Eng Period Start	Eng Period End	Engagement Type	Est. Cost of Report	Est. Cost of AUP (Statewide or Act774)	Total Est. Cost	Program
1/1/2018	12/31/2018	Audit w/SAUP	13,000.00	2,000.00	15,000.00	<input type="text"/>
1/1/2019	12/31/2019	Audit w/SAUP	14,000.00	2,500.00	16,500.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

The Program Field is a description field used for Non routine engagements or Contracts that require multiple reports for the same FYE such as Student Activity Fund AUPs, GASB 68 Schedules, etc.

To begin the upload process click the **Add Files** button at the top right hand side of the page.

Add Files **Submit**

Instructions

For routine Audit, Review/Attestation, Compilation or Agreed Upon Procedures, other than the Statewide Agreed Upon Procedures (SAUP), please complete the Engagement Approval Form below. Please ensure that fields with blue backgrounds are completed. The following fields are required before submitting the form:

- Entity Contact, Title and Phone Number

You must also attach a copy of the signed engagement agreement in PDF format. Please remember to click on the Add Files button in the upper right corner of this screen, so you can add the engagement agreement to your submission. Once it has been added, the file will show up in the File Attachments section at the bottom of the screen.

Entity Information

Entity Name: Entity ID #: FYE:

Entity Contact: Title:

Address: Contact Phone:

Contact Email:

To Upload file, click Add Files button

After you click Add Files, this screen will appear. You may now attach the signed engagement agreement(s).

File Upload

When uploading files, please wait until the current file upload completes and shows up in the File Attachments section of the original form before trying to upload an additional file.

Upload Date: Form ID:

Choose the File Type below and then select your file to attach.

File Type:

Attachment: **Browse...**

Save/Add More Files **Save/Close**

This box will appear when Add File button is clicked.

Browse your computer for the appropriate file and select. Click **Save/Add More Files** button. If there are additional files, please repeat this process. When complete, click **Save/Close** button.

For those reports that have more than one agreement, they may be attached together or separately.

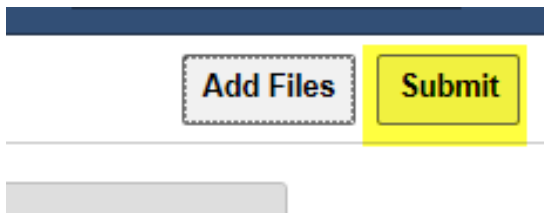
If an Audit requires a Statewide Agreed-Upon Procedure (SAUP), we require both signed engagement agreements.

After you have clicked Save/Close, the file attachment(s) will appear below with an **X** under the delete button. The process is **NOT COMPLETE**. You may remove the file or upload an additional attachment.

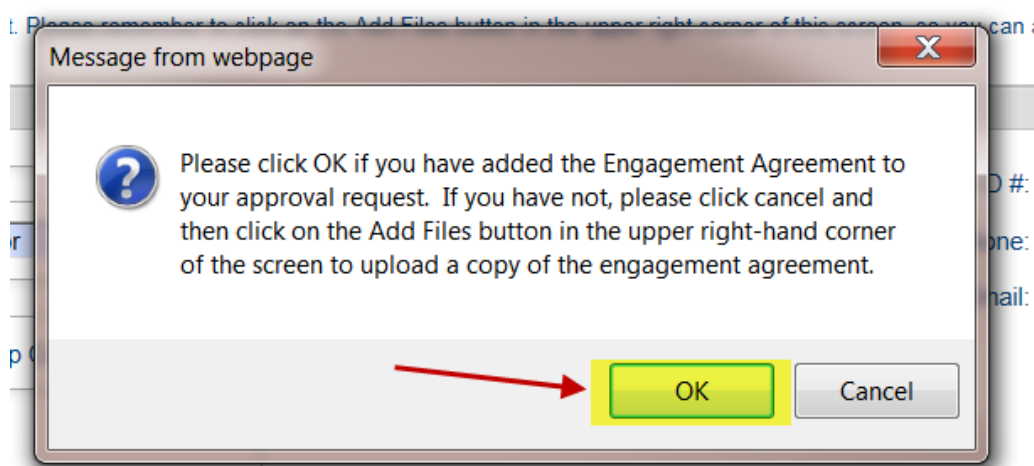
File Attachments (Pending Submission)		
Delete	Upload date	File description
X	Apr 22, 2019 1:34:17 PM	Engagement Agreement

The submission process is not complete until you click the SUBMIT button.

Click the **SUBMIT** button to finalize your submission. It is located in the top right hand corner of the page.



You will see this message to confirm that you are ready to complete the process.



The submitted engagement will appear in your portal.

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New Approval Request

Submitted Requests

Entity name	Submit Date	Status
Acadia Parish Assessor	4/22/19	Submitted

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To make a hard copy of the submission for your files, click on the name of the entity to open the document. When the document opens, you can use CTRL P, or select File, and then select Print.

File Edit View Favorites Tools Help

- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Edit with Microsoft Word
- Save
- Save as... Ctrl+S
- Close tab Ctrl+W
- Page setup...
- Print... Ctrl+P**
- Print preview...
- Send
- Import and export...
- Properties
- Exit

Review/Attestation, Compilation or Agreed Upon Procedures, other than the Statewide Agreed Upon Procedures (SAUP), please ensure that fields with blue backgrounds are completed. The following fields are required before submitting the form:

Entity Contact, Title and Phone Number

also attach a copy of the signed engagement agreement in PDF format. Please remember to click on the Add Files button in the Attachments section at the bottom of the screen.

Information for Acadia Parish Assessor

Entity Name: Acadia Parish Assessor

Entity Contact: James Petitjean Title: Assessor

Address: Post Office Box 1329

City: Crowley State: Louisiana Zip Code: 70527-1329

Entity Comments:

▼ Firm Information

Firm Name: Zz-----A CPA Test Firm-----zZ

For St. Tammany Entities - Because Act 774 AUP's are engaged separately from their regular reporting requirement, the AUP and report will have to be submitted in two separate engagement requests. There will be one engagement for their regular reporting requirement and one for the Act 774 AUP. Illustration below displays engagement types available when answering **NO** to the question, "Is this approval request for a St. Tammany Parish Act 774 engagement?"

Engagement Information

Is this a state contract engagement?
 Yes No

Did you perform this work for this entity for the prior year's report?
 Yes No

Is this approval request for a St. Tammany Parish Act 774 engagement?
 Yes No

Eng Period Start	Eng Period End	Engagement Type	Est. Cost of Report	Est. Cost of AUP (Statewide or Act774)	Total Est. Cost	Program
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Agreed-upon Procedures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Audit w/SAUP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Audit w/o SAUP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Audit-GAAS Only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Compilation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Review/Attestation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Non-routine Engagement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

If you answer **"YES"** to the question **"Is this approval request for a St. Tammany Parish Act 774 engagements?"** , all other reporting types will be unavailable to you except the Act 774 AUP selection. See below.

Engagement Information

Is this a state contract engagement?
 Yes No

Did you perform this work for this entity for the prior year's report?
 Yes No

Is this approval request for a St. Tammany Parish Act 774 engagement?
 Yes No

Eng Period Start	Eng Period End	Engagement Type	Est. Cost of Report	Est. Cost of AUP (Statewide or Act774)	Total Est. Cost	Program
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Act 774 AUP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Select One --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

The remainder of the submission process is the same as all other Engagement Requests.

If you have any technical issues while completing the submission process please contact Keith Duke @ kduke@lla.la.gov or 225-339-3920.

If you have already submitted an Engagement Request and it needs to be updated please send the request to eengage@lla.la.gov.