

Pay Audit System

Prime Vendor User Guide

Updated January 4, 2012





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ABOUT THIS GUIDE

This document is divided into the following chapters:

- Introduction of Subcontractor Pay Audit System Software
- Describing the Subcontractor Pay Audit System Software, including job aid for typical scenarios
- Appendix A – Glossary
The Glossary provides definitions of functional and technical terms that appear in the user guide.
- Appendix B – Sample Emails
The Sample Emails provide the vendor an example of what communication to expect on a regular basis from the Pay Audit System.

WHO SHOULD USE THIS GUIDE

This guide is intended for prime vendor users that have been awarded a contract with the State of Indiana.

This guide assumes that the vendor has some knowledge of the self-service portal of the operating system (PeopleSoft Financials) and the Subcontractor Pay Audit System. For more information or question contact the [MWBE Division](#) at mwbecompliance@idoa.in.gov.



INTRODUCING THE PAY AUDIT SYSTEM SOFTWARE

The Indiana Department of Administration (IDOA) is happy to introduce a new and exciting resource that will allow us to better serve state government and our vendor community, the Pay Audit System.

What Is The System?

The Pay Audit System is Indiana's MWBE subcontractor payment auditing and compliance system. For State contracts, with certified MWBE subcontractors, the Prime Vendor and Subcontractors will use the Pay Audit system to independently report payments from the Prime Vendor to the Subcontractors.

What Are the Anticipated Benefits?

The Pay Audit System will bring great value to all the parties impacted by Indiana's supplier diversity program:

- Efficient reporting of payments received by certified MWBE vendors
- Data for our State executives to monitor progress towards annual goals by agency and take corrective action where needed during the year
- Improved access for the MWBE Division to the more complete and accurate data needed to address the various inquiries received from our stakeholders

How Do You Access the System?

Prime Vendors enter the system using the State of Indiana's Self-Service portal

<https://financial.gmis.in.gov/psp/fsprd> accessed by your Bidder ID. Each Vendor is required to register with the State as a certified Bidder. Once in the Subcontractor Compliance System, vendors will navigate to the Prime Vendor Payments page and enter payment information for each certified subcontractor listed on their contract and how much the prime vendor received from the State of Indiana. Prime Vendors are sent monthly [email notifications](#) reminding them to enter information on payments since the last submission.

(Note: A Prime Vendor may also be a certified MWBE Subcontractor for one or more State of Indiana contracts. For those contracts, that entity will also record their payments from the Prime Vendors on the Subcontractor Payments Page. Instructions for entering payments as a Subcontractor can be found in the Subcontractor User Guide.)

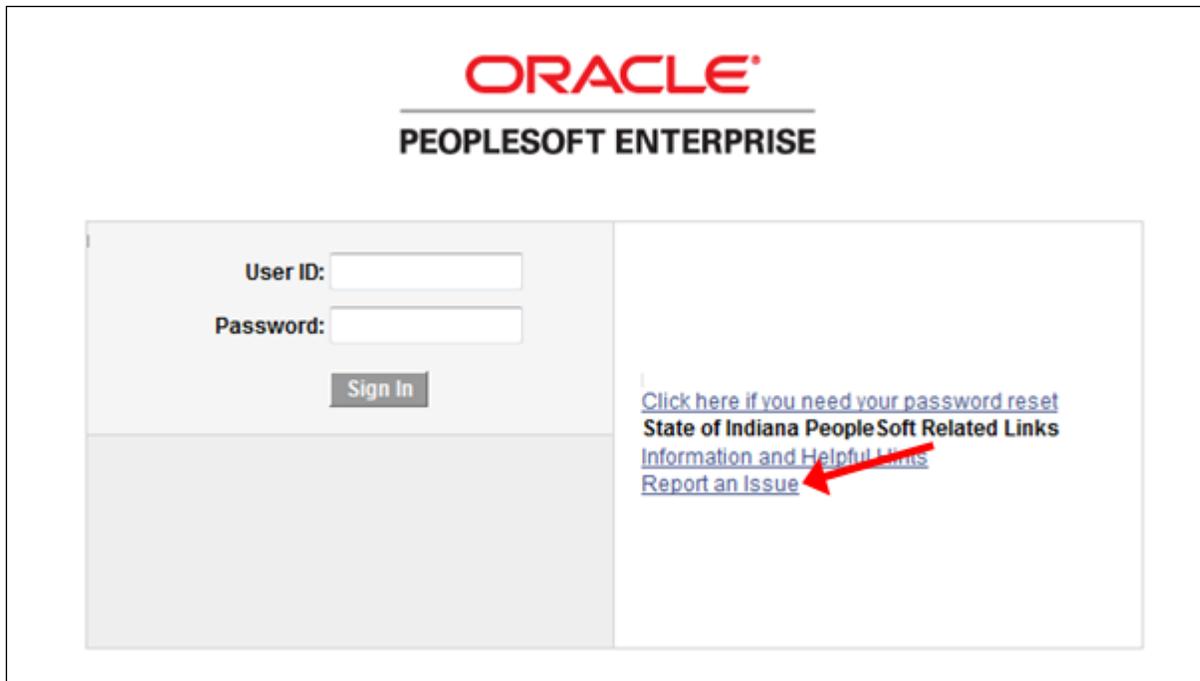
How Do You Register as a Bidder?

If your company is not currently registered as a bidder please go to the Bidder Registration homepage located at <http://www.in.gov/idoa/2464.htm> for instructions on how to register your business. Problems or questions concerning the registration process can be e-mailed or phoned to the contact listed at the bottom of the Registration Page.



What if you forget your User ID or Password?

Vendors who have forgotten either User ID or Password can obtain this information by going to the State of Indiana’s Self-Service portal at <https://financial.gmis.in.gov/psp/fsprd> and click on the link titled “Report an Issue”. Fill out all necessary information on the ticket and in the “Describe your problem” box indicate you need either your User ID or Password information to Log-in to PeopleSoft.



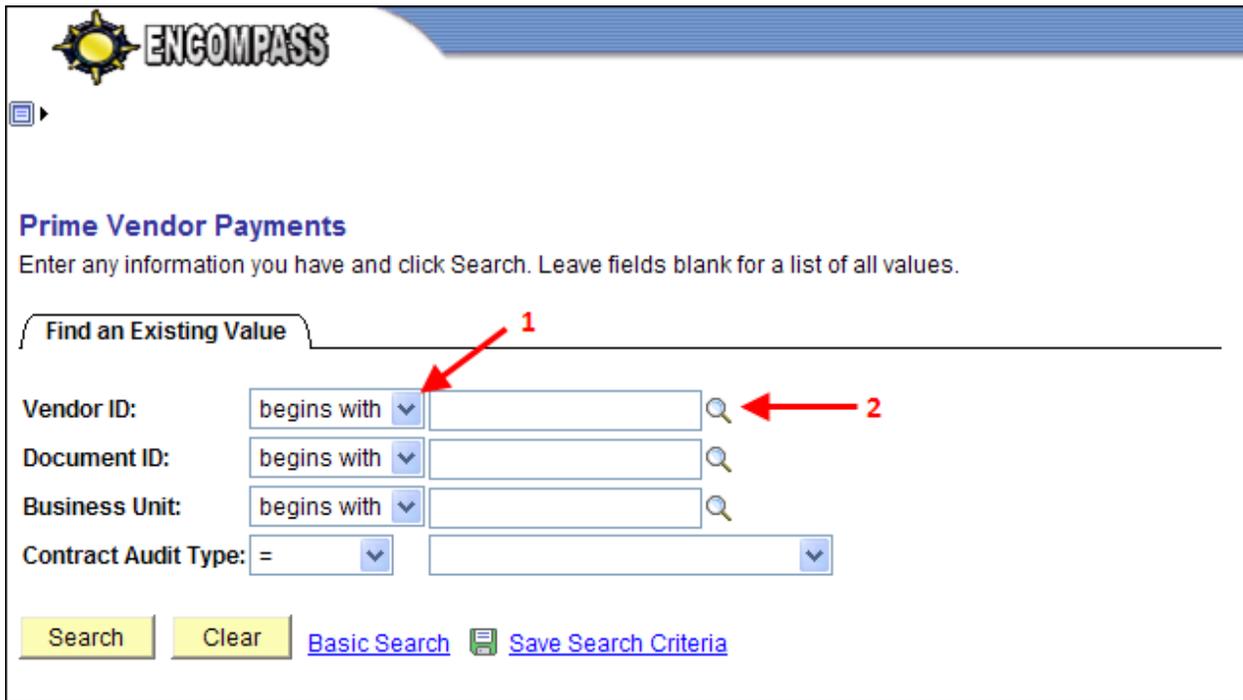


PRIME VENDOR PAYMENTS PAGE

Prime Vendor Payments Page Description

The Prime Vendor Payments page allows the Prime Vendor access to search for State contracts and enter their payment information online via their PeopleSoft Bidder ID. The page displays the Subcontractors listed in the contract. It is the Prime’s responsibility to enter how much they have paid each subcontractor. If they haven’t used the subcontractor yet they need to enter an estimated start date and explanation, i.e. landscaping subcontractors will be used at the last two months of the contract. This page lists all payments reported by the Prime. The Prime also has the ability to enter comments in a free form text field in regards to the contract.

Page Layout - Prime Vendor Payments Search Page



The Prime Vendor Payments Search page allows you to search for the Contract against which you need to enter payment information. You can enter as much or as little search criteria as you know. If you don’t know your Vendor ID or Document ID, you can leave all fields blank and click the **Search** button and all contracts you are assigned to will be displayed.



Field/Page Descriptions

Vendor ID – Number assigned to Prime Vendor by State of Indiana when company registers with the State of Indiana Auditor’s Office. Leave this field blank if you don’t know your Vendor ID

Document ID – This is the unique document ID for your Pay Audit Record. It will either be your EDS # or a PO #, leave this field blank if you don’t know your EDS # or PO #.

Business Unit – This is the contracting agency.

Contract Audit Type – Lists the type of contract you have with the State of Indiana. This is defined by the MWBE Division at the time your contract is added to the system.

Search

- Use the search button to complete the search

Clear

- Use the clear button to clear the search criteria fields.



[Save Search Criteria](#)

- Use the Save Search Criteria link to save your search criteria for the next time you navigate to this page.

Section 1: Oper Id – Use the different Oper Ids when searching. The most often used Oper Id is **Contains** as it allows you to enter the partial Name/Number and it will search for anything containing what you entered.

Section 2:

Look up – This icon allows you to look up your Vendor ID, Document ID or Business Unit. It will open a new page that lists all available options.



Page Layout - Prime Vendor Payments Page

ENCOMPASS

Prime Vendor Payments **Self-Reported Payments**

Vendor Name: _____ Business Unit: _____ **1**

Vendor ID: _____ Contract Audit: _____

Document Number: _____

Subcontractor Payment Information

Enter the amount paid to each subcontractor. If no payment has been made to the subcontractor, enter the estimated date you will begin using this vendor and a justification of why you are not using this vendor.

Subcontractors Find | View 1 First 1-2 of 2 Last **2**

Subcontractor: _____ Certification: WBE Paid to Date: \$0.000

Payment Information Customize | Find | View All | First 1 of 1 Last

Payment Amount	Payment Date	Invoice Number	Est. Start Date	Explanation
<input type="text"/>				

Subcontractor: _____ Certification: MBE Paid to Date: \$0.000

Payment Information Customize | Find | View All | First 1 of 1 Last

Payment Amount	Payment Date	Invoice Number	Est. Start Date	Explanation
<input type="text"/>				

Additional Subcontractors Customize | Find | View All | First 1 of 1 Last **4**

Subcontractor #	Subcontractor Name	Payment Amount	Payment Date	Invoice Number
<input type="text"/>				

Additional subcontractor payments will not be included in your M/WBE participation until the subcontractor has been approved by the IDOA/MWBED office.

Save and Submit [Vendor Comments](#) **5**



Section 1: The Header Information includes contract identifying information: **Vendor Name/ID, Contracting Agency, Document # and Contract Audit Type**

Section 2: The Subcontractor Payment Information section will list each Subcontractor listed on the contract. Subcontractor Information includes **Subcontractor Name, Certification Type** and **Paid to Date Total**.

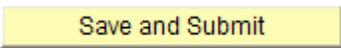
Vendors are required to enter the Payment Amount, Payment Date and Invoice # for each payment.

Use the  button to add a new payment line. Once you submit a payment, you will not be able to delete a payment line.

Section 3: Within the Subcontractor Payment Information Section, use the **Est. Start Date** and **Explanation** fields for any subcontractor you are not immediately using, i.e. landscaping subcontractors would be used at the end of a contract.

Section 4: The Additional Subcontractors section allows the Vendor to enter an additional subcontractor they are using on their contract. The Subcontractor Lookup field will access the Certified M/WBE Repository. Additional Subcontractor Payments will not be included in your MWBE participation until the subcontractor has been approved by the IDOA/MWBED office.

Section 5: Use the [Vendor Comments](#) link to enter comments in a free form text field in regards to the contract.

Use the  button to save and submit your payment information to IDOA/MWBED.



Page Layout – Self-Reported Payments Page

Prime Vendor Payments | Self-Reported Payments

Vendor Name: _____ Business Unit: _____
 Vendor ID: _____ Contract Audit: _____
 Document Number: _____

Payment Information

Enter the amount last received by the State of Indiana for this contract

Amount Received	Payment Date	Invoice Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
\$0.00 Total Received to Date		

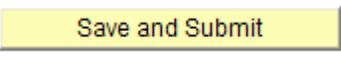
Save and Submit

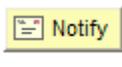
Notify

[Prime Vendor Payments](#) | [Self-Reported Payments](#)

Section 1: Payment Information section is used for Prime Vendors to enter **Amount Received, Payment Date** and **Invoice Number** for payments received from the State of Indiana.

Use the  button to add a new payment line. Once you submit a payment, you will not be able to delete a payment line.

Use the  button to save and submit your payment information to IDOA/MWBED.

Use the  button to open an email template to send to the MWBE Division.

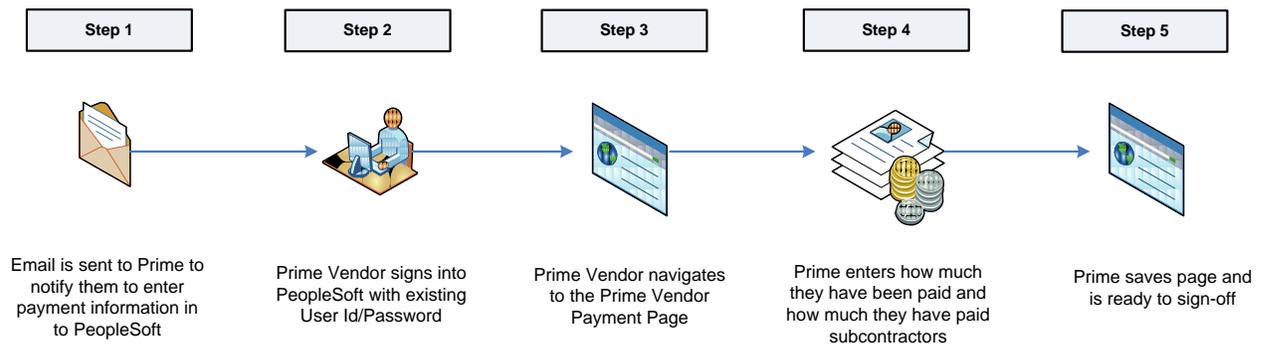
This page is required and the Vendor will receive an error if payment information is not entered. They do have the ability to enter \$0.00.



SAMPLE WALKTHROUGH FOR A PRIME VENDOR ENTERING PAYMENTS

The Prime Vendor will login to PeopleSoft using their Bidder ID and password. They will navigate to the Prime Vendor Payments page.

Process for Prime Vendor to enter Payment Information

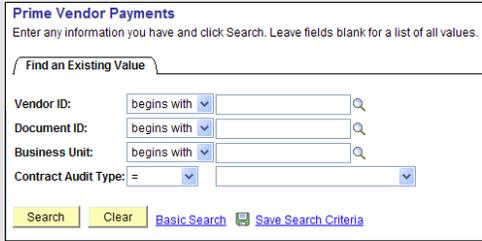


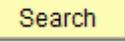
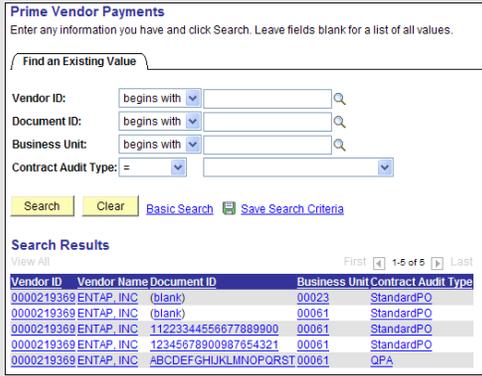


Example 1: Prime Vendor entering Subcontractor Payments

Scenario: A Prime Vendor has received an email notification informing them they need to report how much they have paid their subcontractors.

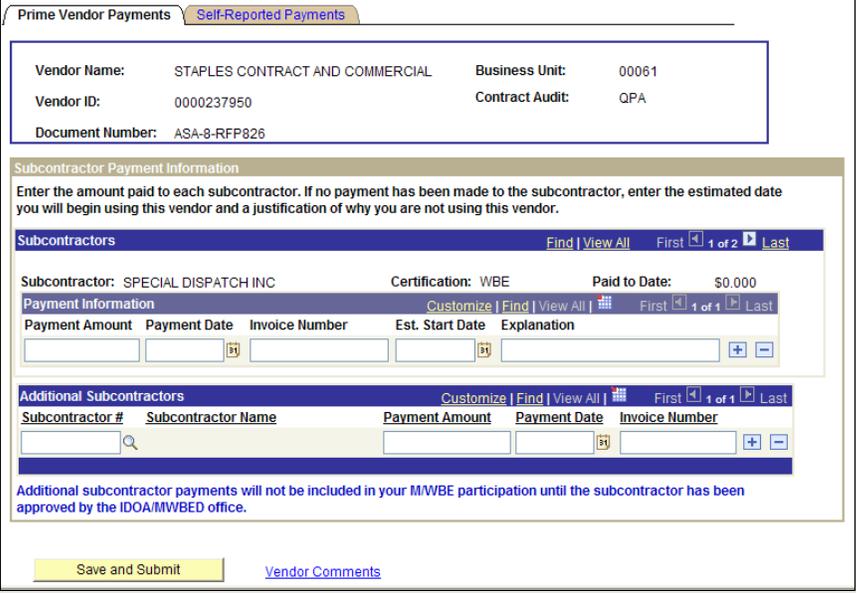
Step 1	Prime Vendor receives email and clicks on link to PeopleSoft. Prime logs in using Bidder ID and password.
Expected Results:	Bidder PeopleSoft login page displays

Step 2	Navigate to Main Menu > M/WBE Management System > Prime Vendor Payments> Find Existing Value from the Home Page
Expected Results:	Prime Vendor Payments Search Page displays. 

Step 3	Prime Vendor enters their applicable search criteria such as Vendor ID, Document ID and click  .
Expected Results:	Prime Vendor Payment Search Results page displays 



Example 1: Prime Vendor entering Subcontractor Payments

Step 4	Prime Vendor selects desired Document ID they wish to enter payments for
Expected Results:	<p>Prime Vendor Payments Page displays.</p>  <p>The screenshot shows the 'Prime Vendor Payments' page with the 'Self-Reported Payments' tab selected. It displays vendor information for STAPLES CONTRACT AND COMMERCIAL (Vendor ID: 0000237950, Document Number: ASA-8-RFP826). Below this is the 'Subcontractor Payment Information' section, which includes a table for 'Subcontractors' and 'Additional Subcontractors'. The 'Subcontractors' table has columns for Subcontractor, Certification, and Paid to Date. The 'Additional Subcontractors' table has columns for Subcontractor #, Subcontractor Name, Payment Amount, Payment Date, and Invoice Number. A 'Save and Submit' button and a 'Vendor Comments' link are visible at the bottom.</p>

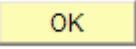
Step 5	If there you have multiple subcontractors listed on your contract, click the View All link to display all subcontractors.
Expected Results:	All subcontractors are displayed.

Step 5	<p>Prime Vendor enters Payment Amount, Payment Date and Invoice Number for each payment to each Subcontractor listed since the last submission to this system.</p> <p>NOTE: The Subcontractors listed were outlined in the original contract. If the subcontractor hasn't start work on the contract an Estimated Start Date and Justification is needed (i.e., "ABE Painters won't be used until the building is built") The Prime Vendor can also enter payment information for Subcontractors that were not listed on the original contract; however they will not receive MWBED approval.</p>
Expected Results:	Prime Vendor Payments page displays with new payments added.



Example 1: Prime Vendor entering Subcontractor Payments

Step 6 (Optional)	Prime Vendor clicks on the Vendor Comments hyperlink to enter comments in regards to the contract.				
Expected Results:	Prime Vendor Comments Page displays. <div data-bbox="451 495 1187 709" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Prime Vendor Payment Comments</p> <p>Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Date Time</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">OK Cancel</p> </div>	Date Time	Comments		<input type="text"/>
Date Time	Comments				
	<input type="text"/>				

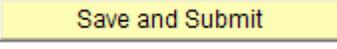
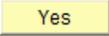
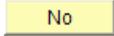
Step 7	Prime Vendor enters comments and selects  . <p>NOTE: Use the  button to add an additional comment.</p>
Expected Results:	Prime Vendor Payments Page displays.

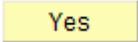
Step 8	Select the  tab.												
Expected Results:	Self-Reported Payment page displays. <div data-bbox="451 1356 1123 1785" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Prime Vendor Payments Self-Reported Payments</p> <table border="1"> <tr> <td>Vendor Name:</td> <td>Business Unit:</td> </tr> <tr> <td>Vendor ID:</td> <td>Contract Audit:</td> </tr> <tr> <td colspan="2">Document Number:</td> </tr> </table> <p>Payment Information</p> <p>Enter the amount last received by the State of Indiana for this contract</p> <table border="1"> <thead> <tr> <th>Amount Received</th> <th>Payment Date</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: center;">\$0.000 Total Received to Date</p> <p style="text-align: center;">Save and Submit</p> <p> Notify</p> <p>Prime Vendor Payments Self-Reported Payments</p> </div>	Vendor Name:	Business Unit:	Vendor ID:	Contract Audit:	Document Number:		Amount Received	Payment Date	Invoice Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor Name:	Business Unit:												
Vendor ID:	Contract Audit:												
Document Number:													
Amount Received	Payment Date	Invoice Number											
<input type="text"/>	<input type="text"/>	<input type="text"/>											



Example 1: Prime Vendor entering Subcontractor Payments

Step 9	Prime Vendor enters Amount Received, Payment Date and Invoice Number for the payment they received from the State of Indiana since the last submission to this system.
Expected Results:	Self-Reported Payments page displays with new payment added.

Step 10	Prime Vendor selects  button to submit payment information
Expected Results:	<p>Save warning message displays.</p> <div data-bbox="456 835 1062 961" style="border: 1px solid black; padding: 5px;"> <p>Do you want to continued to submit payment information? (31000,9)</p> <p> </p> </div> <p>NOTE: Once you save and submit, no changes can be made to your payment information.</p>

Step 11	Prime Vendor select 
Expected Results:	<p>State Disclaimer displays.</p> <div data-bbox="456 1320 1240 1619" style="border: 1px solid black; padding: 5px;"> <p>Disclaimer</p> <p>I certify that the information provided here is accurate. By submitting this response and data the person submitting the same affirms and acknowledges that they/she/he have read and understand the information provided and have full authority to provide this information on behalf of the listed entity. I further understand that using any false or misleading information may result in prosecution for fraud, revocation of certification, and having this business placed on a suspension list barring it from contracting or doing business with the State of Indiana or any of its agencies.</p> <p> </p> </div>



Example 1: Prime Vendor entering Subcontractor Payments

Step 12	Prime Vendor select  NOTE: Prime Vendor must agree to terms before submitting payment information. If they decline, payments will not be saved.
Expected Results:	Payment information is saved and submitted.

The Prime Vendor is required to enter information for payments paid to certified MWBE Subcontractors and received from the State through the life of the contract.



APPENDIX A – GLOSSARY

This glossary provides definitions of functional and technical terms that appear in the user guide.

<u>Term</u>	<u>Definition</u>
Audit	A formal examination of Prime payments and Subcontractors payments reported for accuracy and agreement
Bidder	Registered/Certified subcontractor (Does not receive direct payment from the Auditor of State)
Certified	Subcontractor is certified after submitting proper paperwork and receiving approval from the MWBED
Compliance	A contract is in compliance when the Prime Vendor and the Subcontract report the same payment amounts.
EDS	The summary document attached to the State contract. EDS = Executive Document Summary
Fully Executed Contract	Written and signed contract between both parties.
Justification	Valid reason for not using a Subcontractor based on 'Estimated Start Date'.(I.e. Subcontractor is a landscaping business and therefore will be used towards the end of the contract, Subcontractor lost M/WBE certification, Subcontractor went out of business, etc)
MBE	Minority-Owned Business Enterprise
MWBED	Minority/Women Owned Business Enterprise Division (Division of IDOA)
Payment	Amount Prime paid subcontractor/Amount Subcontractor was paid by Prime
PO #	The Purchase Order Number is associated with the payment from the Auditor of State.



Glossary continued...

PO Tier II Page	(Purchase Order Tier II) Tab on the PeopleSoft PO page where the agency enters in the contract and MWBE participation
Prime Vendor	Vendor who received the contract was award and receives direct payment from Auditor
Subcontractor	A secondary person/company that is hired by the Prime to do part of the work from the contract
UNSPSC	Industry Code (I.e. Trucking)
Vendor	Person/Company doing business with the State (Receives direct payment from the Auditor)
Vendor/Subcontractor Comments	Place for Prime Vendor or Subcontractor to record any comments they have in reference to the contract
WBE	Woman-Owned Business Enterprise



APPENDIX B – SAMPLE EMAILS

To make sure you don't miss any emails coming from the Pay Audit System or the MWBE Division, we recommend that you put mwbecompliance@idoa.in.gov in your address book, or place it on your company's 'safe list' of email addresses you want to receive mail from. This will ensure that the emails won't be mistakenly sent to your junk folder or blocked.

INTRODUCTION EMAIL

A Vendor receives this email when a new contract has been awarded by the State.

From: IDOACompliance@idoa.in.gov

Subject: State of Indiana IDOA: Recent Contract Award – Prime Vendor

Congratulations on your recent State of Indiana contract award. Our records indicate that your company will use certified minority and/or women owned businesses as subcontractors on this contract. If you have not already contacted your subcontractors, we request that you contact the identified subcontractors and begin negotiating your subcontractor agreements immediately. In accordance with your company's State contract, subcontractor agreements must be submitted to the Minority & Women's Business Enterprise Division within 30 days of the fully executed contract date. No changes may be made to the contractual commitment with your MWBE subcontractors without the written approval of the MWBE Division.

The Minority & Women's Business Enterprises Division will monitor the MWBE participation on this contract. In accordance with 25 Indiana Administrative Code (IAC) 5, your company is required to report your contract payments using Indiana's online MWBE Pay Audit System. To access the MWBE Pay Audit System, login at <https://fs85.gmis.in.gov/fs91prd/signon.html>. A monthly reminder will be sent to your company using the email address listed in your company's State of Indiana vendor file; please make sure this email address remains up-to-date at all times. When making your first entry in the MWBE Pay Audit System, please include MWBE payments made to date for each active contract.

The MWBE Division may recommend imposition of sanctions for material breach of contract pursuant to 25 IAC 5-7-8 for companies that do not submit subcontractor agreements within 30 days of the fully executed contract date and/or do not comply with this reporting requirement. If it is determined that a violation of this rule has occurred, the Division may elect to immediately employ one (1) or more of the sanctions found in 25 IAC 5-7-8(b).

Contract Details

Document ID : 1234546789

Document Type: PO

According to the approved MWBE Participation plan your company will subcontract with the vendors listed below:

- Subcontract Name 1
- Subcontract Name 2
- Subcontract Name 3
- Subcontract Name 4

Contracts containing more than 6 Subcontractors will need to log-in to the Pay Audit System to view a comprehensive list.



If you need additional assistance regarding this or other related MWBE concerns, please contact the MWBE Division at (317) 232-3061.

Thank you.

Contract Compliance Group
Minority and Women’s Business Enterprises Division
Indiana Department of Administration

MONTHLY EMAIL REMINDER

A Vendor receives this email at the end of each month as a reminder to enter vendor payments for the time period.

From: IDOACompliance@idoa.in.gov

Subject: State of Indiana IDOA: Monthly Reminder – Enter MWBE Payments

You have received this notice because your company has been awarded one or more State of Indiana contracts that contain a MWBE subcontractor participation plan and/or your company is listed as a subcontractor on one or more State of Indiana contracts that contain a MWBE subcontractor participation plan. In accordance with 25 Indiana Administrative Code (IAC) 5, you are required to report MWBE spend in relation to this contract. The State of Indiana uses the MWBE Pay Audit System to track MWBE payments, where payments should be entered within 15 days of receipt of this notice. If this is your company’s first entry in the MWBE Pay Audit System, please include MWBE payments made to date for each active contract.

To report payments, visit <https://financial.gmis.in.gov/psp/fsprd> . If you have questions about how to use the system, please refer to the handbook that can be found on this website as well.

The MWBE Division may recommend imposition of sanctions for material breach of contract pursuant to 25 IAC 5-7-8 for companies that do not comply with the reporting requirement. In the event that it is determined that a violation of this rule has occurred, the Division may elect to immediately employ one (1) or more of the sanctions found in 25 IAC 5-7-8(b).

If you have any questions about this request please contact the MWBE Division at (317) 232-3061. For system questions please contact **ENTAP, Inc**, our MWBE Pay Audit System vendor, at support@entap.com . For email inquiries please put **SOI – (Brief description of Issue)** in the subject line.

Please visit the State of Indiana’s MWBE Compliance website for additional information and resources at <http://www.in.gov/idoa/compliance>.

Thank you.

Contract Compliance Group
Minority and Women’s Business Enterprises Division
Indiana Department of Administration