

# Pay Audit System

## Subcontractor - User Guide

THIS GUIDE IS INTENDED FOR CERTIFIED MINORITY, WOMEN OR VETERAN OWNED SMALL BUSINESS SUBCONTRACTORS WHO HAVE A SUBCONTRACTOR AGREEMENT WITH A PRIME VENDOR WHO WAS AWARDED A CONTRACT WITH THE STATE OF INDIANA. SUBCONTRACTORS ARE REQUIRED TO ENTER INFORMATION FOR PAYMENTS THROUGH THE LIFE OF THEIR CONTRACT(S) ON A QUARTERLY BASIS.

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## INTRODUCTION TO THE PAY AUDIT SYSTEM

### What is the Pay Audit System?

The Pay Audit System is Indiana's subcontractor payment auditing and compliance system. For State contracts that utilize certified subcontractors, the prime vendor and certified subcontractors will use the Pay Audit System to independently report payments made from the prime vendor to the subcontractors. Prime vendors are required to enter information for payments through the life of their contract(s).

### What are the Benefits?

The Pay Audit System provides accurate data for:

- Monitoring progress toward annual agency spend goals
- Taking corrective action when there is an issue of contract non-compliance
- Addressing various inquiries received from stakeholders


### How Do Subcontractors Access the Pay Audit System?

The Pay Audit System is accessed using the State of Indiana's Self-Service portal <https://fs.gmis.in.gov/psp/fsprd/SUPPLIER/ERP/?cmd=login>. Subcontractors are sent monthly [email reminders](#) to enter information on payments. These emails contain the URL to the Pay Audit System. Note: To access the Pay Audit System the subcontractor uses their Bidder ID login as their User ID, putting EXT before their Bidder ID number (Example: EXT00000012345). Subcontractors must register as a bidder with the Indiana Department of Administration in order to obtain a Bidder ID.

Bidder Registration is located at <http://www.in.gov/idoa/2464.htm>.

### What if you forget your User ID or Password?

1. Go to the State of Indiana's Self-Service portal at <https://fs.gmis.in.gov/psp/fsprd/SUPPLIER/ERP/?cmd=login>
2. Click on **Report an Issue**
3. Complete the required fields
4. In the **Describe your problem** box indicate that the User ID or Password information to login to the Pay Audit System has been forgotten/lost.



Navigate to the [Bidder Profile Registration](#) web page to download the [Bidder Profile Instructions](#) and learn more about the registration process.

[Submit an Issue](#) to GMIS, our support team, if you need assistance.

## SUBCONTRACTOR PAYMENTS SEARCH PAGE

Main Menu >> Pay Audit System >> Subcontractor Payments

The Subcontractor Payments page allows subcontractors to search for their State of Indiana contract(s).

The screenshot shows the Oracle Subcontractor Payments search interface. It includes a breadcrumb trail: Favorites > Main Menu > Pay Audit System > Subcontractor Payments. Below the title 'Subcontractor Payments', there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values'. A 'Find an Existing Value' button is present. The 'Search Criteria' section contains four rows, each with a label, a dropdown menu (all set to 'begins with'), and a text input field with a magnifying glass icon. The labels are Bidder ID, Vendor ID, Document ID, and Business Unit. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria' (with a floppy disk icon). Five callout boxes on the right provide definitions for the search criteria: Bidder ID, Vendor ID, Document ID, Business Unit, and the Save Search Criteria link.


**Bidder ID** – Number assigned to entities when registered with the Indiana Department of Administration

**Vendor ID** – Number assigned to prime vendor when registered with the Indiana Auditor's Office

**Document ID** – Unique ID number for your contract. It can be an EDS, PO, or Contract ID number

**Business Unit** – This is the agency ID number that the contract is with

The Save Search Criteria link can save your search criteria for the next time you navigate to this page

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

**Drop Down** – The drop down defaults to **begins with**. It is recommended to change the drop down to **contains**, as it allows you to enter the partial name or number and it will pull results for anything containing the entered criteria.

## SUBCONTRACTOR PAYMENTS PAGE

## Subcontractor Payments

Subcontractor:

Prime Contractor:

Document Number:

Business Unit:

Do you have a fully executed contract in place with

☐ Yes ☐ No

(Signed by both parties)

## Payment Information

Enter the payment last received by reporting

. since last


| Customize   Find   View All |                      |                      | First | 1 of 1 | Last |
|-----------------------------|----------------------|----------------------|-------|--------|------|
| Amount Received             | Payment Date         | Invoice Number       |       |        |      |
| <input type="text"/>        | <input type="text"/> | <input type="text"/> |       |        |      |

\$0.000

Total Received to Date

[Vendor Comments](#)

Save and Submit

 Notify

**Section 1:** The Header Information includes contract identifying information: **Subcontractor**, **Prime Vendor**, **Document Number** and **Contracting Agency**.

**Section 2:** Certified subcontractors are required to have a fully executed contract with the prime vendor for each contract on which they are being utilized as a certified subcontractor. Verify that there is a fully executed contract in place.

**Section 3:** The Payment Information Section is used to report the **Amount Received**, **Payment Date** and **Invoice Number** of payments received from the prime vendor. The Invoice Number is for the invoice the subcontractor submits to the prime vendor.

**Section 4:** Use the Vendor Comments link to enter comments in a free form text field in regards to the contract.

## QUICK STEPS FOR ENTERING PAYMENTS

1. Navigate to the login page  
<https://fs.gmis.in.gov/psp/fsp/d/SUPPLIER/ERP/?cmd=login>
2. Enter User ID and Password (Your User ID is EXT followed by your Bidder ID –Example: EXT00000012345)

3. Click **Sign In**
4. Navigate to **Main Menu > Pay Audit System > Subcontractor Payments**

The Subcontractor Payments Search Page will Open

5. Enter the applicable search criteria such as **Document ID**
6. Click **Search**  
The Subcontractor Payment Search Results will appear

7. Click the **Document ID** to enter payments for  
The Subcontractor Payments page for that Document ID will open

| Vendor ID  | Vendor Name                | Document ID  | Business Unit | Description                   | Contract Audit Type |
|------------|----------------------------|--------------|---------------|-------------------------------|---------------------|
| 0000000641 | KERAMIDA ENVIRONMENTAL INC | A305-3-28-S1 | 00495         | IN Dept of Environmental Mgmt | QPA                 |
| 0000000641 | KERAMIDA ENVIRONMENTAL INC | A305-9-3-1   | 00495         | IN Dept of Environmental Mgmt | QPA                 |
| 0000000841 | PITNEY BOWES INC           | 0012569503   | 00685         | Rockville Corr Facility       | StandardPO          |
| 0000000841 | PITNEY BOWES INC           | 0012576812   | 00440         | Richmond State Hospital       | StandardPO          |
| 0000000841 | PITNEY BOWES INC           | 0013500015   | 00500         | Division of Family Resources  | StandardPO          |
| 0000000841 | PITNEY BOWES INC           | 0013500018   | 00500         | Division of Family Resources  | StandardPO          |
| 0000000841 | PITNEY BOWES INC           | 0013500170   | 00500         | Division of Family Resources  | StandardPO          |
| 0000000841 | PITNEY BOWES INC           | 0013505627   | 00616         | North Central Juv Corr Fac    | StandardPO          |

8. Select the appropriate radio button option for the **fully executed contract question**

Document Number: MD29-1-49-11-MT-0605  
 Business Unit: 00503 FSSA Medicaid  
 Has a signed subcontractor agreement been executed with the prime vendor for this contract? (Signed by both parties) ☒ Yes ☐ No

**!** Subcontractors must have a fully executed contract (signed contract) in place with the prime vendor within thirty (30) days of the execution of the contract between the prime vendor and the State.

9. Enter all payment information since the last submission into the Pay Audit System. It is required to enter steps a-c.

| *Payment Date | Amount Received | *Invoice Number |
|---------------|-----------------|-----------------|
| 03/26/2012    | \$1,366,660     | 136167          |
| 03/26/2012    | \$677,990       | 136168          |

- Enter **Amount Received**
- Enter the **Payment Date**
- Enter the **Invoice Number** (Description)

**!** Use the Add (+) button to insert a new payment line. Once you save and submit a payment, you will not be able to delete it.

10. Enter Comments if applicable to the contract

- Click **Vendor Comments**
- Enter comments
- Click **OK**

Use **Add (+)** to insert additional comments

Table: \$28,817.010 | 02/28/2014 | FB-14

Buttons: Save and Submit, Vendor Comments, Click Attachments, Return to Search, Previous in List, Next in List, Notify

Prime Vendor Payment Comments

Table: Date Time | Comments

Buttons: OK, Cancel

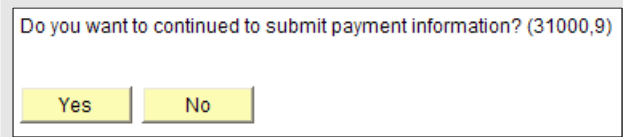
11. Click **Save and Submit**  
 A save warning message will pop-up

Table: \$35,545.080 | 01/31/2014 | JA-14  
 \$28,817.010 | 02/28/2014 | FB-14

Buttons: Save and Submit, Vendor Comments

12. Click **Yes**

The State Disclaimer will open

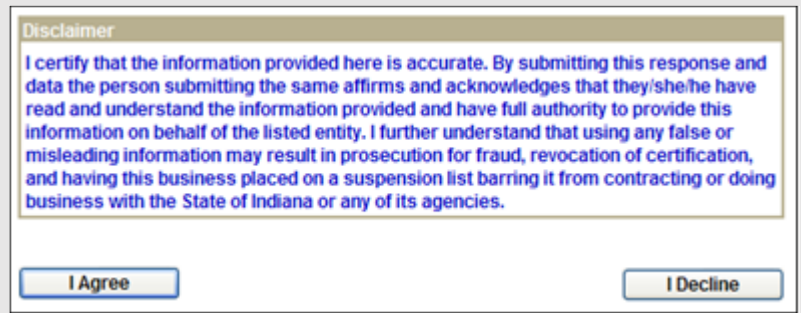


Do you want to continued to submit payment information? (31000,9)

Yes No

13. Click **I Agree**

**!** The terms and conditions must be agreed to in order to submit payment information. If **I Decline** is clicked, payments will not be saved.



**Disclaimer**

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.

I Agree I Decline



## GLOSSARY

| TERM                                 | DEFINITION  |
|--------------------------------------|---|
| <b>AUDIT</b>                         | A formal examination of prime vendor payments and subcontractors payments reported for accuracy and agreement   |
| <b>BIDDER</b>                        | Business that is registered with the Indiana Department of Administration   |
| <b>CERTIFIED</b>                     | Certified subcontractors can be Indiana Department of Administration certified Minority, Women, or Indiana Veteran Owned Small Business   |
| <b>COMPLIANCE</b>                    | A contract is in compliance when the prime vendor and the subcontractor report the same payment amounts.  |
| <b>EDS</b>                           | A summary document attached to some contracts.  |
| <b>JUSTIFICATION</b>                 | Valid reason for not using a subcontractor based on 'Estimated Start Date'.<br><br>(Example: 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) |
| <b>PO NUMBER</b>                     | The Purchase Order Number is associated with the payment from the Auditor of State.   |
| <b>PRIME VENDOR</b>                  | Vendor who received the contract was award and receives direct payment from Auditor   |
| <b>SUBCONTRACTOR</b>                 | A secondary person/company that is hired by the prime vendor to do part of the work from the contract   |
| <b>UNSPSC</b>                        | Industry Code (Example: Trucking)   |
| <b>VENDOR</b>                        | Person/Company doing business with the State (Receives direct payment from the Auditor)   |
| <b>VENDOR/SUBCONTRACTOR COMMENTS</b> | Place for prime vendor or subcontractor to record any comments they have in reference to the contract   |

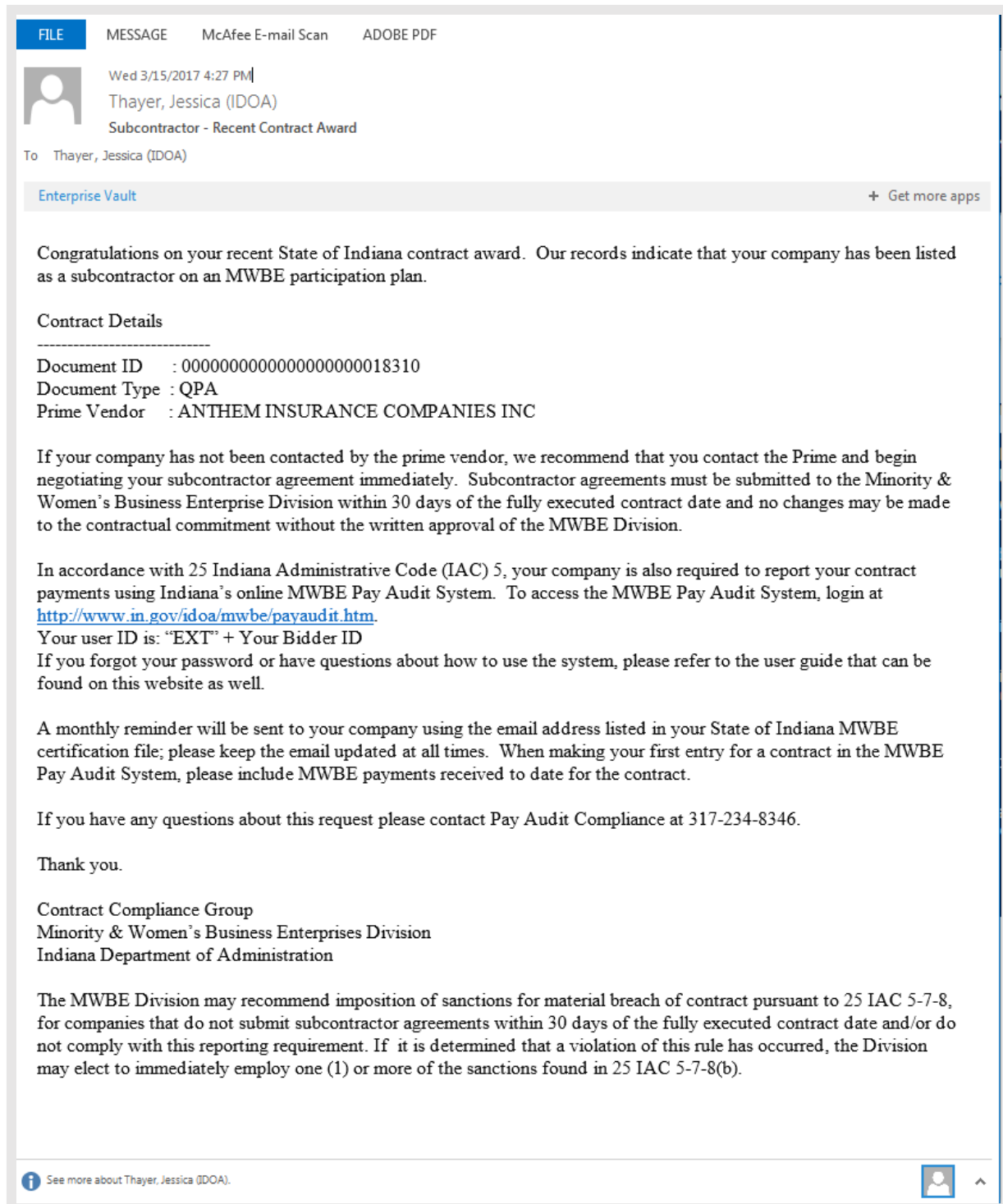
## SAMPLE EMAILS

Add [MWBECompliance@idoa.IN.gov](mailto: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 to ensure you don't miss any emails coming from the Pay Audit System or the Indiana Department of Administration. Otherwise, emails may be mistakenly sent to your junk folder or be blocked.

It is important to keep your contact information current with the MWBE office and in your Bidder Profile Registration, as this information is used for communications from the Pay Audit System and the contract compliance group.

## INTRODUCTION EMAIL

A subcontractor receives this email when a new contract has been awarded by the State of Indiana to the prime vendor.



## MONTHLY EMAIL REMINDER

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

