

PAY AUDIT SYSTEM WEBINAR: PRIME AND SUBCONTRACTOR REPORTING

May 17, 2023



Important Info

- Contact us: mwbecompliance@idoa.in.gov
- Check your bidder number and Registration: [Bidder Registration](#)
- Pay audit: [Pay Audit](#)
- NOTE: If you **ONLY** participate on INDOT contracts, this DOES NOT apply to you





Agenda



- Pay Audit System Overview and Responsibilities
- Reporting Payments as a Prime
- Reporting Payments as a Subcontractor
- Q&A

What is the Pay Audit System?

What Is It?

Monitoring prime vendors' contractually committed usage levels of their MBE/WBE/IVOSB subcontractors against the actual usage

Why Is It Important?

To Whom?

Provides The Necessary Data To:

MWBE Commission

- Measure agency performance in achieving Statewide goals and commitments

Division of Supplier
Diversity

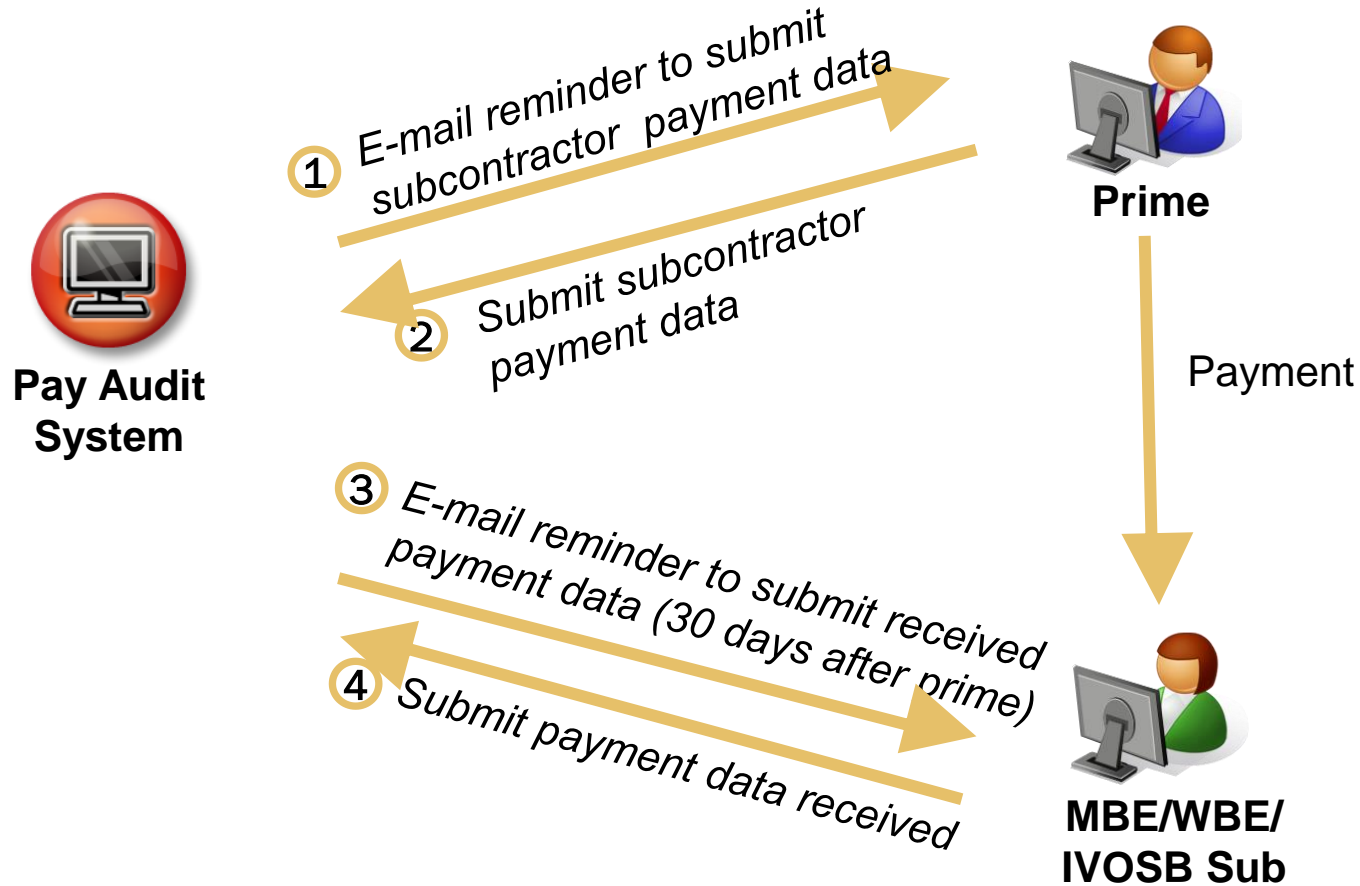
- Examine adherence to contractual MBE/WBE/IVOSB commitments
- Respond to internal and external inquiries
- Act as the liaison between the prime and subcontractor when compliance issues arise

Prime Vendors,
Subcontractors

- Track progress towards meeting a specific contract's MBE/WBE/IVOSB commitment



Pay Audit System Overview

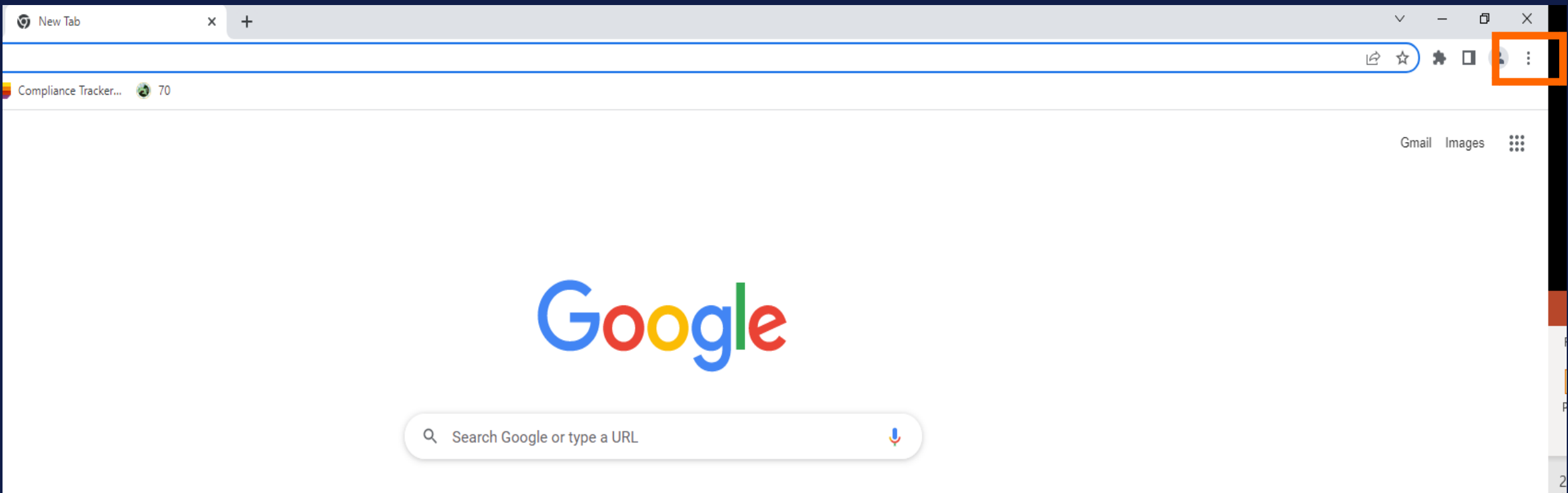


Reporting Payments as a Prime



REMINDER: CLEAR YOUR CACHE

- Click on the 3 dots at the upper right-hand side



CLEAR CACHE

- Click on History
- Click on History, again
- Click on Clear Browsing History
 - Time Range: All Time
 - Ensure all boxes are checked
- Click Clear Data

Clear browsing data

Basic Advanced

Time range All time

- Browsing history
Clears history, including in the search box
- Cookies and other site data
Signs you out of most sites.
- Cached images and files
Frees up 15.6 MB. Some sites may load more slowly on your next visit.

Cancel Clear data

Please see below the website for pay audit along with instructions and assistance if you should need it. We highly encourage you to click on the learning tab, watch the video, and review the PowerPoint provided if this is your first time logging on to the Supplier Portal.

[Video Instructions for Supplier Portal](#)

[PowerPoint Instructions for Pay Audit](#)

Click on the icons below for support.

If you any have questions, please e-mail MWBECompliance@idoa.in.gov.

If you are accessing the Pay Audit System, please clear your browser before signing in.



Assistance Needed?



Pay Audit System Log-In



Learning Station

Sign into Access Indiana Account



To use **PeopleSoft Supplier** you must have an Access Indiana account.

➔ Sign In with Access Indiana

[Don't have an Access Indiana account?](#)

Email

Continue



Supplier Secure Home Page

Bidding Opportunities



Manage Profile



Update your Registration and Profile

Buy Indiana Application



Pay Audit



Bidding Opportunities



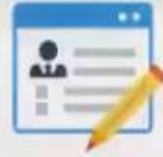
02 Events

Documents Waiting Signatures



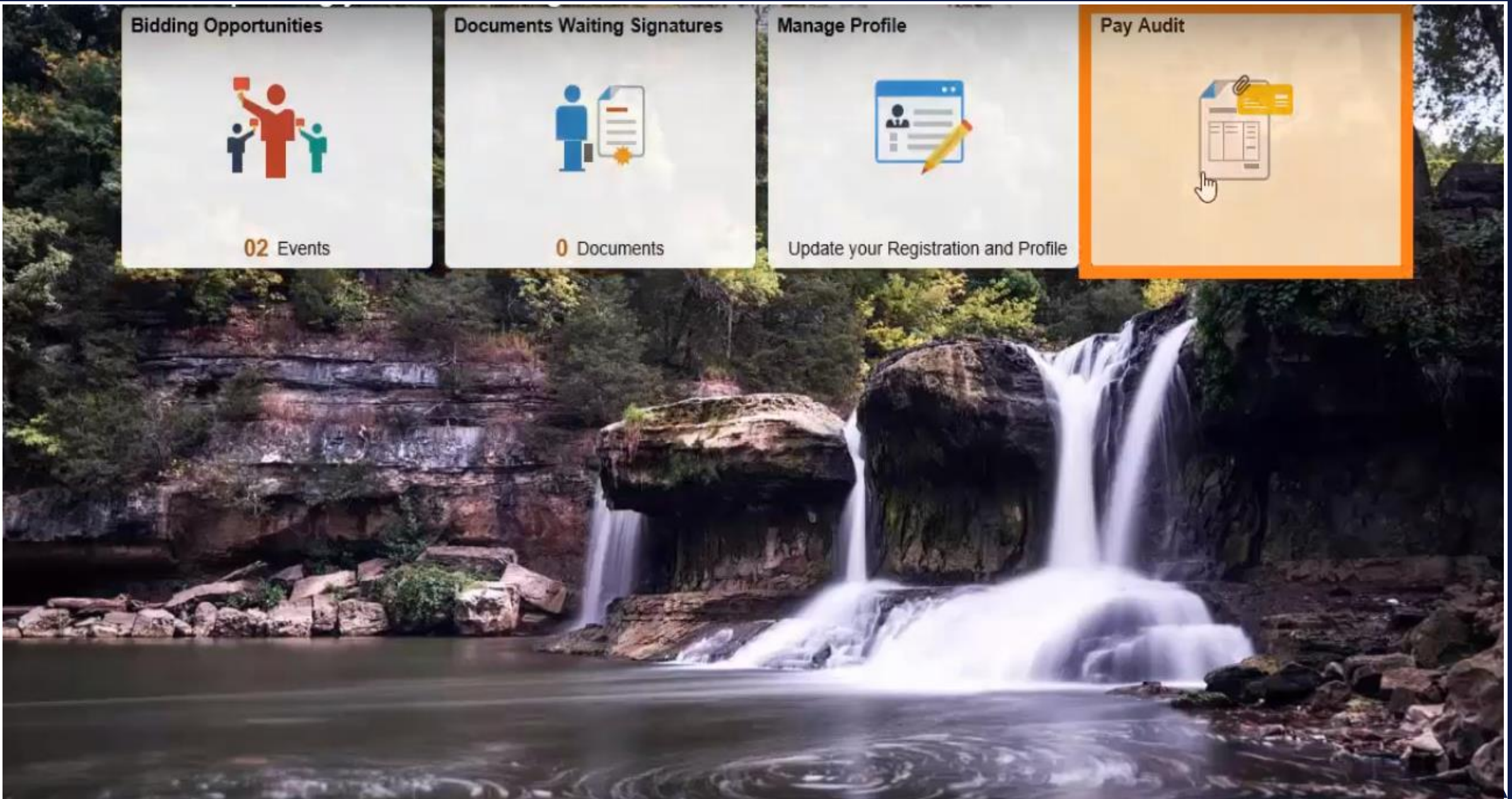
0 Documents

Manage Profile



Update your Registration and Profile

Pay Audit



Prime Vendor Payments

Subcontractor Payments

Prime Vendor Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Supplier ID begins with

Document ID begins with

Business Unit begins with

Contract Audit Type =

Search

Clear

Basic Search



Save Search Criteria



Prime Vendor Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Supplier ID

begins with ▼



Document ID

begins with ▼



Business Unit

begins with ▼



[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

Search Results

[View All](#)



1-100 of 238



Supplier ID	Supplier Name	Document ID	Business Unit	Description
		090	00061	Administration
		677	00061	Administration
			00385	Homeland Security
			00100	State Police
			00620	State Prison
			00100	State Police

Prime Vendor Payments

State of Indiana Payments

Vendor Name:

Business Unit: 00615 Correction

Supplier ID:

Document Type: EDS

Document Number:

MED

*Signed agreement between
Prime Vendor & Subcontractor?

Yes ▾

Contract Begin:

04/01/2017

Contract End:

03/31/2020



Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors

7 of 7 | View All

Company Name:

Certification: WBE

Paid to Date: \$

Committed %: 10.000

Utilization %: 12.452

Payment Information

1-3 of 175 | View 100

Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start		
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save and Submit

Vendor Comments

Click Attachments (0) to Upload Agreement

Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors 7 of 7 [View All](#)

Company Name: Certification: WBE Paid to Date: \$
Committed %: 10.000 Utilization %: 12.452

Payment Information

1-3 of 175 [View 100](#)

Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start		
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save and Submit

[Vendor Comments](#)

Click [Attachments \(0\)](#) to Upload Agreement

Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors 7 of 7 [View All](#)

Company Name: Certification: WBE Paid to Date: \$
Committed %: 10.000 Utilization %: 12.452

Payment Information

1-3 of 175 [View 100](#)

Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start		
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save and Submit

[Vendor Comments](#)

Click [Attachments \(0\)](#) to Upload Agreement

Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors 7 of 7 [View All](#)

Company Name:

Certification: WBE

Paid to Date: \$

Committed %: 10.000

Utilization %: 12.452

Payment Information

1-3 of 175 [View 100](#)

Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start		
<input type="text" value="0"/>	<input style="border: none; background: none;" type="text" value=""/>	<input type="text"/>	<input style="border: none; background: none;" type="text" value=""/>	<input type="text"/>	<input style="border: none; background: none;" type="button" value="+"/>	<input style="border: none; background: none;" type="button" value="-"/>
<input type="text" value="0"/>	<input style="border: none; background: none;" type="text" value=""/>	<input type="text"/>	<input style="border: none; background: none;" type="text" value=""/>	<input type="text"/>	<input style="border: none; background: none;" type="button" value="+"/>	<input style="border: none; background: none;" type="button" value="-"/>
<input type="text" value="0"/>	<input style="border: none; background: none;" type="text" value=""/>	<input type="text"/>	<input style="border: none; background: none;" type="text" value=""/>	<input type="text"/>	<input style="border: none; background: none;" type="button" value="+"/>	<input style="border: none; background: none;" type="button" value="-"/>

[Save and Submit](#)

[Vendor Comments](#)

Click [Attachments \(0\)](#) to Upload Agreement







Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors 7 of 7 | View All

Company Name: Certification: WBE Paid to Date: \$
 Committed %: 10.000 Utilization %: 12.452

Payment Information 1-3 of 175 | View 100

Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start		
<input type="text" value="0"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save and Submit

Vendor Comments

Click Attachments (0) to Upload Agreement

Prime Vendor Payment Comments



[Help](#)



1-1 of 1



[View All](#)

Date Time

Comments



OK

Cancel







Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors 7 of 7 [View All](#)

Company Name: Certification: WBE Paid to Date: \$
 Committed %: 10.000 Utilization %: 12.452

Payment Information 1-3 of 175 [View 100](#)

Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start			
<input type="text" value="0"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input type="text"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input type="text"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input type="text"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/> 	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save and Submit

Vendor Comments

Click **Attachments (0)** to Upload Agreement

Supplier Attachment



[Help](#)

SetID STIND

Supplier ID

Details



1-1 of 1

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

Supplier Attachment

Help

SetID STIND

Supplier ID

Details



File Name

Description

User

Date/Time Stamp

View

File Attachment

Help

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Upload Cancel

Adding large attachments can take some time to upload, therefore, it is advised to wait a few minutes before adding large attachments.

Add Attachment

OK

Cancel

Supplier Attachment



[Help](#)

SetID STIND
Supplier ID

Details

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors 7 of 7 [View All](#)

Company Name: Certification: WBE Paid to Date: \$
 Committed %: 10.000 Utilization %: 12.452

Payment Information 1-3 of 175 [View 100](#)

Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start		
<input type="text" value="0"/>	<input data-bbox="428 868 642 916" type="text" value=""/>	<input data-bbox="672 868 958 916" type="text" value=""/>	<input data-bbox="988 868 1202 916" type="text" value=""/>	<input data-bbox="1233 868 1671 916" type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input data-bbox="428 953 642 1002" type="text" value=""/>	<input data-bbox="672 953 958 1002" type="text" value=""/>	<input data-bbox="988 953 1202 1002" type="text" value=""/>	<input data-bbox="1233 953 1671 1002" type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input data-bbox="428 1039 642 1088" type="text" value=""/>	<input data-bbox="672 1039 958 1088" type="text" value=""/>	<input data-bbox="988 1039 1202 1088" type="text" value=""/>	<input data-bbox="1233 1039 1671 1088" type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save and Submit

Vendor Comments

Click Attachments (0) to Upload Agreement

Reporting Payments as a Subcontractor



Prime Vendor Payments

Subcontractor Payments

Prime Vendor Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Supplier ID begins with

Document ID begins with

Business Unit begins with

Contract Audit Type =

Search

Clear

Basic Search



Save Search Criteria

Subcontractor Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Bidder ID begins with

Supplier ID begins with

Document ID begins with

Business Unit begins with

[Basic Search](#)



[Save Search Criteria](#)

Subcontractor Payments

Subcontractor:

Prime Contractor:

Document Number: 13

Business Unit: 00503 FSSA Medicaid Policy & Plan

Contract Begin: 01/01/2017 Contract End: 12/31/2020

Committed %: 0.520

Has a signed subcontractor agreement been executed with the prime vendor for this contract?




(Signed by both parties)

Yes No



Payment Information

Enter all payments from the prime vendor that have not been previously reported.

Amount Received	Payment Date	Description		
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>




\$959,394.450 Total Received to Date

Vendor Comments



Payment Information

Enter all payments from the prime vendor that have not been previously reported.

Amount Received	Payment Date	Description		
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
\$959,394.450		Total Received to Date		

[Vendor Comments](#)



Payment Information

Enter all payments from the prime vendor



Amount Received

*Payment Date

\$959,394.450

Total Received to

Vendor Comments

Save and Submit

Sub Contractor Comments



Help



1-1 of 1



View All

Date Time

Comments

07/18/17
3:06:51PM






OK

Cancel

Payment Information

Enter all payments from the prime vendor that have not been previously reported.

Amount Received	Payment Date	Description		
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="0"/>	<input type="text" value=""/> 	<input type="text" value="MULTIPLE INVOICES"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

\$959,394.450 Total Received to Date

Vendor Comments



Contact Us

402 W. Washington Street, W-462

Indianapolis, IN 46204

Phone: (317) 232-3061

mwbecompliance@idoa.in.gov

