



Compliance Audits

Prime Contractors and Consultants



Completing Your Compliance Audit

VIA's Diversity Compliance Reporting System (DCRS) is used to monitor contract compliance. Prime and Subcontractors must confirm their payments in DCRS. Each monthly audit will open once the month ends. For example, March's audit will be open on April 1st. An email will be sent to the Prime Contractor's contact person for the contract when an audit becomes available. Subcontractors will be notified when a payment is posted for their company. It is the Prime Contractor's responsibility to ensure their Subcontractors confirm their payments. The Prime Contractor is required to send copies of the Subcontractor's invoices when submitting payments to VIA.

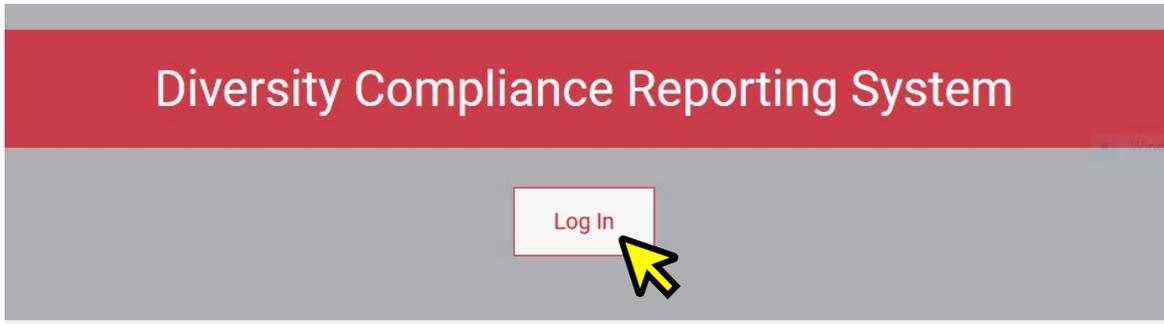
QUESTIONS?

For assistance with contract audits please contact the following staff:

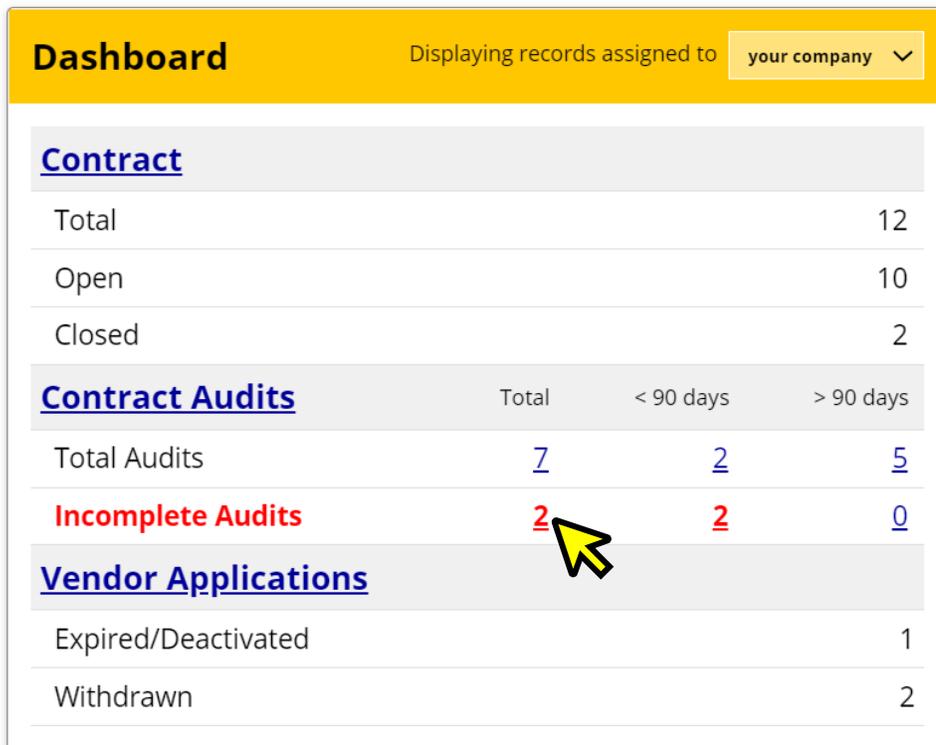
Karina Pinto
Compliance Specialist
(726) 228-7928 | karina.pinto@vianifo.net

1. Log into your account at: <https://VIA.diversitycompliance.com>

Note: VIA staff cannot reset passwords, use the Forgot Password link to reset your password if needed.



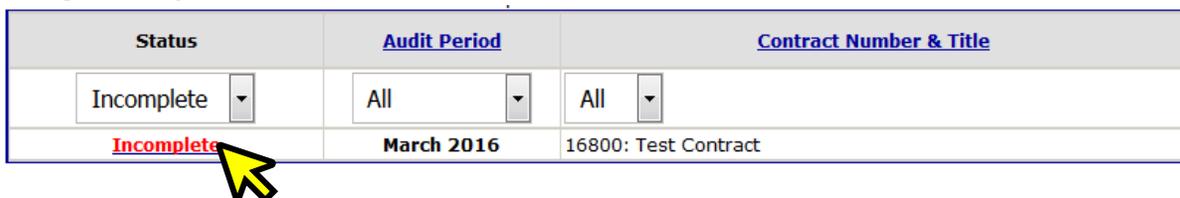
2. Under the Dashboard select the link for **Incomplete Audits** or on the left-hand side select **View** and then **My Contract Audits**.



Dashboard		Displaying records assigned to your company ▾		
<u>Contract</u>				
Total				12
Open				10
Closed				2
<u>Contract Audits</u>				
	Total	< 90 days	> 90 days	
Total Audits	<u>7</u>	<u>2</u>	<u>5</u>	
Incomplete Audits	<u>2</u>	<u>2</u>	<u>0</u>	
<u>Vendor Applications</u>				
Expired/Deactivated				1
Withdrawn				2

3. Select **Incomplete** for the contract that requires attention.

Note: If nothing is displayed, uncheck the box that says Show ONLY records assigned to you.



Status	Audit Period	Contract Number & Title
Incomplete ▾	All ▾	All ▾
Incomplete	March 2016	16800: Test Contract

4. Under **Audit Actions** select the link **Report 1 subcontractor payment**, this link will reflect the number of subcontractors listed for each contract.

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information	
Time Period	March 2016
Date & Time Posted	Local: 4/20/2016 6:12:57 PM CDT System: 4/20/2016 6:12:57 PM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions	
Category	Action Required & Response Due Date
Prime Contractor	Report 1 subcontractor payment  due by 5/20/2016 audit lock on 6/19/2016

5. Review the information submitted and report errors and discrepancies if necessary.

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information	
Audit Response Status	Not complete 1 sub response to be submitted Reporting deadline is 5/20/2016 Audit will be locked 6/19/2016
Audit Period	March 2016
Payment to Prime	Payment to prime not reported yet
Marked As Final Audit?	No (mark audit as final)

Please ensure your audit is complete by the reporting deadline. Once the audit is locked, you must request an extension from the Compliance Officer.

Audit Summary - Total Contract Through TODAY (4/26/2016)					
	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$2,000,000.00		\$14,489.87		
For Credit	\$240,000.00	12.000%	\$3,596.80	24.823%	
For Credit to DBE Goal	\$240,000.00	12.000%	\$3,596.80	24.823%	
For Credit to SBE Goal	\$0.00	0.000%	\$0.00	0.000%	
Contract Progress					
For Credit Progress					

This is the payment amount VIA has reported for the Prime Contractor during the audit month. If there is a discrepancy select the **Report Error** button.

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Mark 1 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

[Report Error](#) 

6. For each subcontractor, select **Submit Response** under **Actions**.

Subcontractor Payments for March 2016									
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in March 2016	Confirmed by Sub	Total To March 2016	Contract Goal	Actual Percent
1 VIA Test Vendor 55 Contact Person testvendor55@b2qnow.com P 888-555-1234, F 888-555-1234	No	Sub 100%	DBE	Submit Response	Not Reported	--	\$0.00	25.000%	0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

[Return to Audit Notice](#)

7. Enter the following in the **Audit Information** section:

- **Amount Paid for Audit Period:** Enter the total amount paid to subcontractor, if multiple payments were made, please consolidate into one figure
- **Payment Date:** If multiple payments were made, enter the date of the first payment
- **Prompt Payment:** Respond to the question regarding the 10-day prompt payment period
- **Payment Detail:** Enter check number(s), invoice(s) for each subcontractor payment
- **Comments:** Enter comments if necessary. All comments in this field will only be visible to the Prime Contractor and the Compliance Officer. Your subcontractor cannot view this section.

8. Click **Review** and then **Save**.

9. Select **Return to Audit** to continue entering subcontractor payments.

The audit response has been saved. Click one of the buttons to continue.



10. Complete all audits for any remaining subcontractors until the **Audit Response Status** reads "Complete".

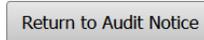
Compliance Audit Information	
Compliance Audit Status	Complete.
Compliance Audit Period	March 2016
Payment to Prime	\$0.00 - View Details
Marked As Final Audit?	No (mark audit as final)

11.If zero payments are being reported for subcontractors, select the Mark Remaining Subcontractors as Zero.



Subcontractor Payments for March 2016									
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in March 2016	Confirmed by Sub	Total To March 2016	Contract Goal	Actual Percent
1 VIA Test Vendor 55 Contact Person testvendor55@b2anow.com P 888-555-1234, F 888-555-1234	No	Sub 100%	DBE	View Edit	\$3,596.80	Pending	\$3,596.80	25.000%	24.823%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.



12.Once the Prime Contractor completes the audit, each Subcontractor is required to confirm their payments.



For Upcoming Contracting and Networking Opportunities visit <https://VIA.diversitycompliance.com>

The scope of contracting opportunities encompasses a wide variety of projects and services, including, but not limited to:

- Architecture
- Engineering
- Construction
- Facilities & Maintenance
- Goods & Services



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