

Compliance Audits

Prime Contractors and Consultants

Completing Your Compliance Audit

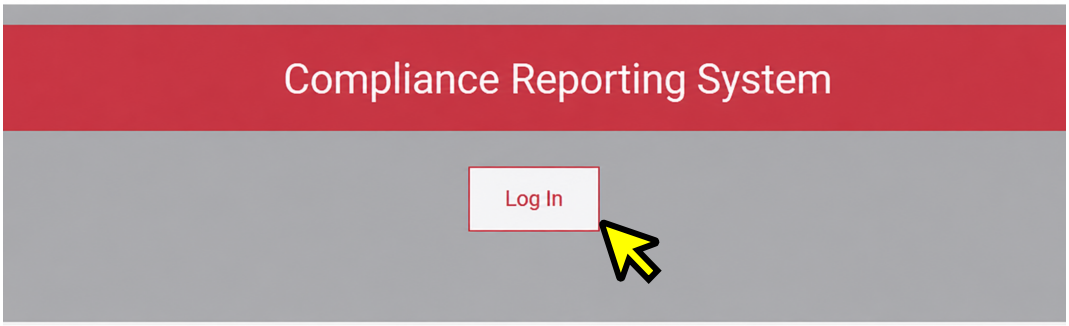
VIA's Compliance Reporting System (CRS) is used to monitor contract compliance. Prime and Subcontractors must confirm their payments in CRS. Each monthly audit will open once the month ends. For example, March's audit will be open on April 1st. An email will be sent to the Prime Contractor's contact 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?

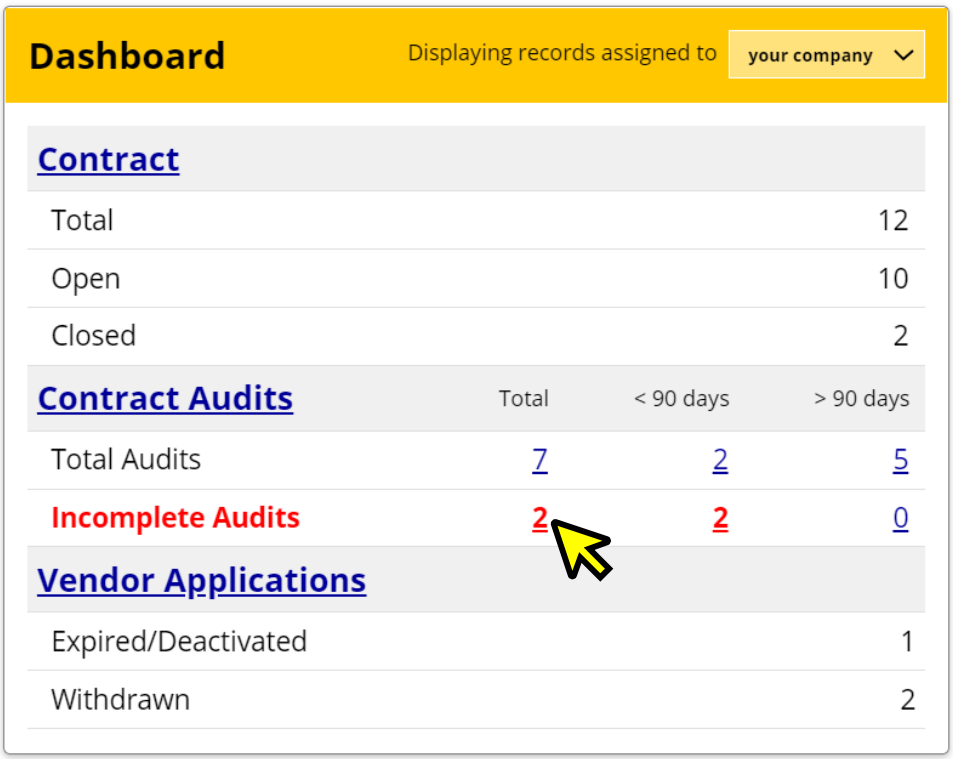
For assistance with contract audits please contact the following:

Office of Small Business Enterprise (OSBE)
OSBE@viainfo.net

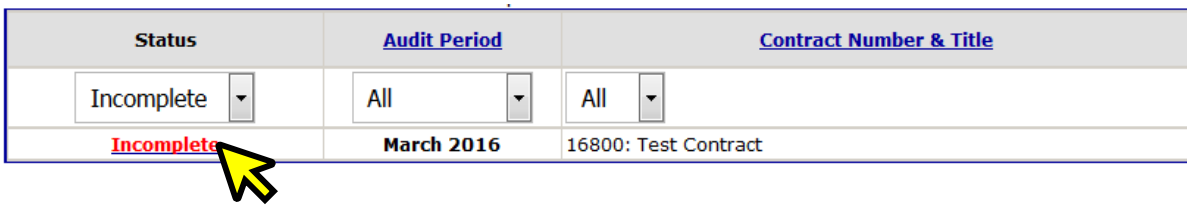
1. Log into your account at: https://via.sbecompliance.com
   Note: VIA staff cannot reset passwords, use the Forgot Password link to reset your password if needed.



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



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.



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.

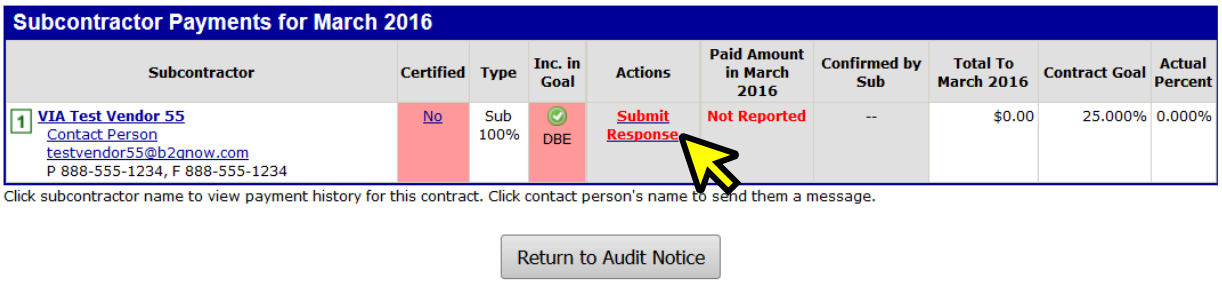
Award values may not match due to differences between overall contract goal and subcontractor assignments.

Mark 1 Remaining Subcontractors as Zero | Mark Audit as Final

Submit ALL Incomplete Records | Report Error



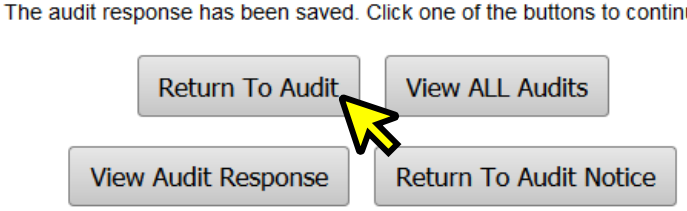
6. For each subcontractor, select **Submit Response** under **Actions.**



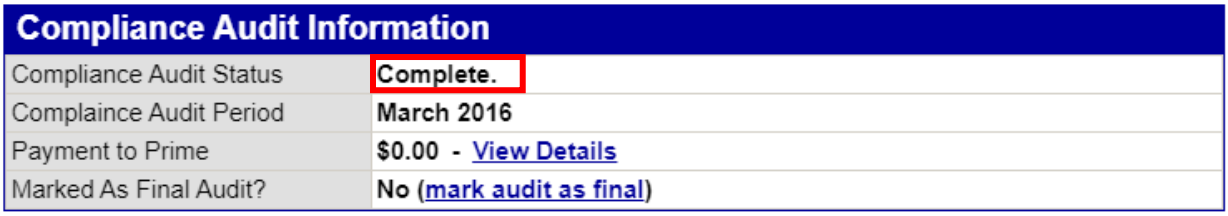
7. Enter the following in the **Audit Information** section:
   - **Amount Paid for Audit Period**: Enter the total amount paid to subcontractor, if multiple payments were made, please consolidate into one figure
   - **Payment Date**: If multiple payments were made, enter the date of the first payment
   - **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**.

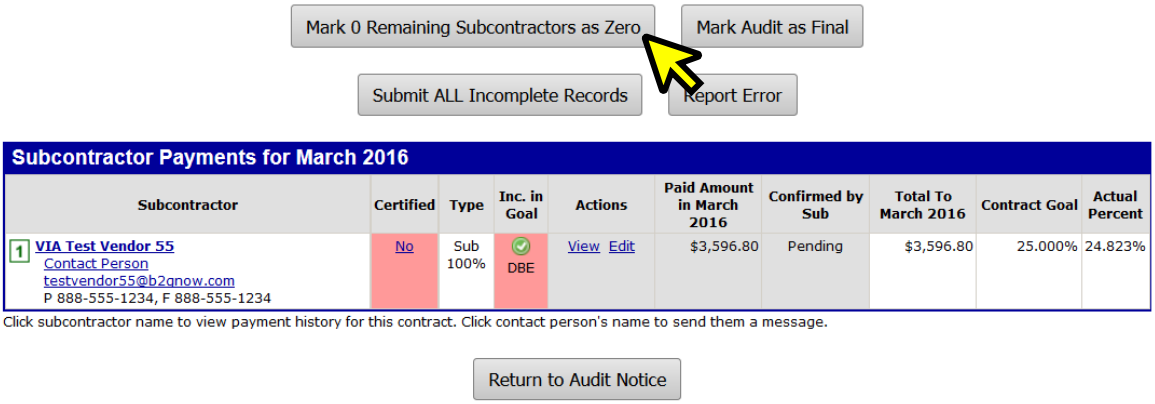
9. Select **Return to Audit** to continue entering subcontractor payments.



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



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



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.sbecompliance.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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