# Project Manager Quick Reference: Compliance Audits

After a contract has been created and the prime contractor begins receiving payments, the contract is ready for monthly auditing.



**What do I do as of July 1, 2016**

**Create Password and Login:**

* Go to <https://des.diversitycompliance.com/>
* Click on **Log In**
* Click on **Forgot Password**
* Enter in **email address**. A temporary password will be sent to you in a few minutes
* When you receive the temporary password, click on **Log In** again
* Enter your email address as the **User Name**
* Enter in the **temporary password**
* You will prompted to create a **new password**

**Starting August 2016 – log into the system and view the dashboard to see the status of the contracts and if any action needs to be taken.**

**Incomplete Audits or Past Due Audits**

An Incomplete Audit is when the prime has either not entered in the subs payments or the subs haven’t confirmed their payment. A Past Due Audit means the prime has not entered any payments made to them or to the subs. In both of these situations, contact the prime and let them know they need to log into the system and complete the audit (enter prime payments and/or sub payments).

**Navigation: Home Screen🡪Dashboard🡪Contract Audits🡪Incomplete Audits or Past Due Audits**

* Click the number next to the **Incomplete Audits** or **Past Due Audits** on the dashboard
* Click on the **Audit Period** or **Contract** you want to review.
* Review the **Audit Summary** for the audit period. Below is a description of the buttons shown on the screen and when they should be used:

* + **Resend Reporting Notices to Prime & SubPrime(s):** This is usedto send the prime contractor and subcontractors reporting notice reminders. Once the audit has been opened for two weeks the system will send emails notices to the Primes and Subcontractors every week reminding them their audit is incomplete.
		- Click this button if you need to resend reporting notices to the Prime or Subcontractor.
	+ **Reset Zero Responses:** This is used to reset all the responses to zero so that the Prime may re-report.
		- Click this button if you need to reset the responses to allow the Prime to re-report.

**There are other buttons on the screen that we don’t feel you will use often, if at all. But below is a description of what each button is used for.**

* + **Mark Remaining Prime Entries as Zero:** This is used if the Prime has not made any subcontractor payments or the remaining incomplete audits are $0 (meaning the Prime has been paid in full or there are no payments to report for that audit period).
	+ **Mark Unconfirmed Sub Entries as Confirmed**: If one or more subcontractors have not confirmed their payments, this button will confirm all incomplete subcontractor audit lines.
	+ **Submit All Incomplete Records:** This allows you to bulk enter subcontractor payments.
* If the prime contractor is not meeting goals, click on **Compliance Audit Summary** tab
	+ Click on the **Not Meeting Goal Letter** to have the system email the letter to the prime contractor
	+ Review the prepopulated information
	+ If you want a hardcopy of the letter, Click on **Print Letter** or **Save Letter**
	+ If you want to email the letter, Click on **Email**

**Locked Audits**

The audit will be locked 90 days after the audit is opened if it is still incomplete. The prime and subcontractors will not be able to access the locked audit until this action is performed.

**Navigation: Home Screen🡪Dashboard🡪Contract Audits🡪Locked Audits**

* Click on the **Extend Reporting Deadline by Two Weeks From Today** button to unlock at audit.

**Discrepancies**

If a prime contractor and subcontractor disagree on an amount paid, the system creates discrepancies. The system sends an email to the vendors to notify them of the issue and request they self-resolve the discrepancy. If they are unable to resolve the discrepancy, you may be required to take action.

**Navigation: Home Screen🡪Dashboard🡪Contract Audits🡪Discrepancies**

* Click on the **Audit Period** or **Contract** you want to review
* In the Subcontractors container, click on the **Resolve** link
* Review the information and work with the parties to determine and resolve the situation
* When the issue is resolved, click on **Resolve Discrepancy**.
* In the Discrepancy Resolve screen, click on the appropriate response.
	+ The $\_\_\_\_ originally reported by the prime is correct
	+ The $\_\_\_\_ originally reported by the subcontractor is correct
	+ None of the amounts are correct. The amount should be $\_\_\_\_\_\_
* Add comments and/or attach a file, if necessary
* Click on **Save Response**
* Click **OK** to confirm you want to save the information.

**Closeouts**

* Contact the Contract Specialist to close out the contract in the system.

**Reporting**

**Navigation: Home Screen🡪Dashboard🡪Favorites**

* Unresponsive Vendors report was added as a report on your dashboard

**Navigation: Home Screen🡪Dashboard🡪Contract Audits🡪Incomplete Audits or Past Due Audits**

The system doesn’t currently have a report at the PM level (only at organization level), but we are working on creating one for you.

Once per month, you will be required to print the **Compliance** **Audit: Audit Summary Screen** for each contract to bring with you to progress meetings.

* Click the number next to the **Incomplete Audits** or **Past Due Audits** on the dashboard
* Click on the **Audit Period** or **Contract** you want to review
* Click on the **Compliance Audit Summary** Tab
	+ On the **Compliance Audit: Audit Summary for Total Contract** screen, go to the bottom right hand corner and click on **Print to PDF** or **Save to PDF**. This will create a pdf showing all the info on this screen.

**Password Resets**

**Change Your Password**

**Navigation: Home Screen🡪Tools**

* Enter old password
* Enter new password

**Forgot Your Password**

**Navigation: System Access Login🡪Forgot Password**

* Enter email address in the field and click Submit
* A temporary password is sent and you will be prompted to change their password upon login.