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Rapid Reporting of Subcontractor Payments

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Objective

This article provides subcontractors with a comprehensive guide to using the Rapid Reporting feature for confirming or correcting payments reported by Prime or Subcontractor. Rapid Reporting offers a convenient, secure, and efficient way for subcontractors to verify payment data without logging into the Vendor Management System (VMS), streamlining the contract audit process and ensuring timely resolution of discrepancies.

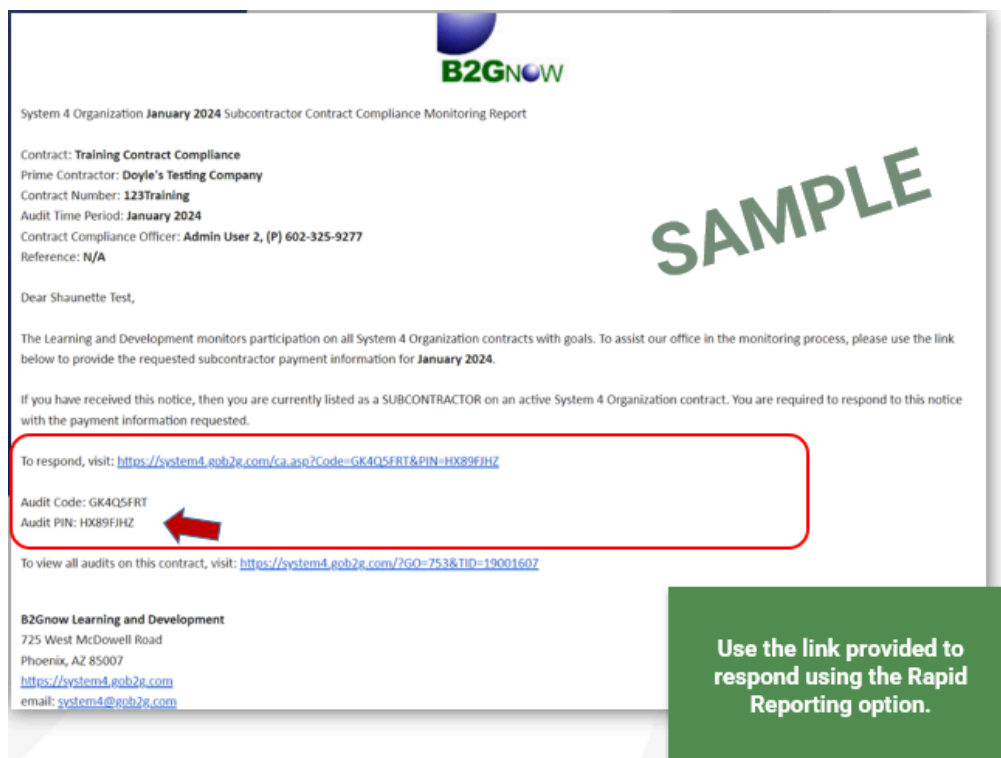
Process

Subcontractor Receives Email Notification

1. After the Prime Contractor submits payment data into the Vendor Management System, each Subcontractor listed on the contract receives an **automated email notification**. This email alerts the subcontractor to review and verify the payment that has been reported on their behalf.

The notification email includes:

- The **contract identifier** (such as the contract name or number),
- A **direct login link** to access the system, and
- A **Rapid Reporting link** (if enabled by the organization), along with an embedded **Audit Code** and **Audit PIN**.



Access the Audit Report

2. After clicking the link, the vendor will be directed to a page where they can choose one of two methods to access their audit period and report their payment.

Option 1 - Rapid Reporting

Use Audit Code and PIN from notification to enter payment information.

- Best for reporting one contract at a time
- Does not require login
- Cannot edit previously reported information

Use Option 1

Option 2 - Login and Report

Login using your username and password to report requested information.

- Best for reporting information for multiple contracts at the same time
- Allows editing of reported information

Use Option 2

○ **Option 1: Rapid Reporting (No login required)**

If you click **Use Option 1**, you'll be directed to the **Rapid Reporting Access Verification** pop up. The system will automatically enter the **Audit Code** and **PIN**, allowing you to access your specific audit directly. If it does not you can enter it manually from the notification.

Option 1 - Rapid Reporting

Use Audit Code and PIN from notification to enter payment information.

Best for reporting one contract at a time

Does not require login

Cannot edit previously reported information

Use Option 1

Option 1 - Rapid Reporting Access Verification Close

Enter the Audit Code and Audit PIN from the notification in the field below and click **Submit**. The Code and PIN are **not** case sensitive.

AUDIT CODE *

AUDIT PIN *

○ **Option 2: Full System Login**

If you click **Use Option 2**, you'll be directed to the system. Use your VMS username and password to log in.

Review the Payment Information

3. Once inside the audit report, the subcontractor must review the payment details submitted by the Prime or Subcontractor. Click **Confirm Payment Received** under the **Compliance the Actions** section.

You are reporting information on behalf of **Shaunette Test of Shaunette Test Company**. If you are not **Shaunette Test** please [log into your own account](#) or [request a new user account](#).

Compliance Audit Information	
CONTRACT NUMBER	123Training
CONTRACT TITLE	Training Contract Compliance
PRIME CONTRACTOR	Doyle's Testing Company
COMPLIANCE AUDIT PERIOD	January 2024
DATE & TIME POSTED	2/1/2024

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 a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

Compliance Audit Actions	
Category	Action Required & Response Due Date
Tier 1 Subcontractor to Doyle's Testing Company	Sub: Confirm payment received due by 3/27/2024 audit lock on 4/26/2024

Confirm or Correct the Payment

4. The Subcontractor logs in and either:

- **Confirms** the payment data, or
- **Rejects** the payment if the information is inaccurate

A. If the Payment is Correct:

- Select "**Correct**" and enter additional details, such as the **payment receipt date** and whether it was received within any **Prompt Pay** requirements.
- If this is the **Final Payment**, and the **Prime is withholding Retainage**, be sure to indicate that. This helps staff confirm that Retainage has been released to the Subcontractor **before** the Prime receives final payment.
- The Vendor may add:
 - **Public Comments** (viewable by the CCO and the Prime), or
 - **Private Comments** (viewable only by the Compliance Officer).
- Provide an **eSignature**.
- Click **Save**.

Audit Information

Amount Reported by the prime contractor for June 2018 as PAID to You
\$200,000.00

Confirm Reported Amount? *

[Show all options and fields](#)

☐ **Correct** - the amount reported by the prime contractor as PAID to us is correct (\$200,000.00).

☐ **Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.

Final Payment? *

☒ **No - our work on this contract continues.**

☐ Yes - this is our last payment for this contract.

☐ N/A - we have not begun work on this project or we have not been paid yet for our work.

Is Prime Withholding Retainage? *

☐ No

☐ Yes

Attach File(s)

Review the information and Confirm or Correct the reported payment amount.

Add public or private comments as needed.

Public Comments

These comments are visible to the compliance officer and the prime contractor.

Private Comments

These comments are visible ONLY to the compliance officer.

For your eSignature, type your full, legal name as your signature, your position/title, organization, and today's date.

eSignature

Your Full Name *

Your Position/Title *

Your Organization *

Today's Date *

☒ Send a confirmation of my response. Message will be sent to the user assigned to this record.

☐ I am submitting this form with information that I understand to be correct and accurate.

After entering the required information, sign and save response.

Confirmation of the submitted response will be saved in the system and sent via email to the responder.

B. If the Payment is Incorrect:

1. Select the "**Incorrect**" under **Confirm Reported Amount**.
2. Enter the **correct payment amount** and any relevant correction details.
3. Scroll to the bottom and click "**Save**."

System Response Based on Subcontractor Action

5. Upon clicking "Save," the vendor will see the status of the Audit.

- o **If Confirmed:**

The **Action Required & Response Due Date** will change to **Payment Confirmed**.

You are reporting information on behalf of **Shaunette Test** of **Shaunette Test Company**. If you are not **Shaunette Test** please [log into your own account](#) or [request a new user account](#).

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PRIME CONTRACTOR	Doyle's Testing Company
COMPLIANCE AUDIT PERIOD	January 2024
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Compliance Audit Actions	
Category	Action Required & Response Due Date
Tier 1 Subcontractor to Doyle's Testing Company	Sub: Payment confirmed

- **If Rejected (Discrepancy Reported):**
The system records the **discrepancy** and sends automated email notifications to both the Prime Contractor and the Subcontractor. This prompts a follow-up to resolve the issue.

Summary

Rapid Reporting offers a streamlined alternative for subcontractors to confirm or correct payment data reported by Prime or Subcontractor. The process starts with an email notification containing a Rapid Reporting link, Audit Code, and PIN. Subcontractors can use these credentials to access the audit without logging into the full system. From there, they can confirm accurate payments, provide key financial details, or report discrepancies. Once confirmed, the audit is marked complete. If a discrepancy is noted, the system triggers a notification for resolution. This tool enhances the efficiency of the payment audit process and ensures accurate reporting in contract compliance monitoring.

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