

# 9-5 Conduct Monthly Monitoring of Prompt Payment, Discrepancies, and Resolving Escalated Issues in B2GNow (PE/PM)



## Details

### Responsible Parties

- CDOT Project Engineer/Project Manager (PE/PM)

### Revision Date of this Document

June 2025

### Document Owner

Kelly Whaley, [kelly.whaley@state.co.us](mailto:kelly.whaley@state.co.us), 720-930-1523

## Procedure Objective

This document is intended to assist the CDOT Project Engineer/Project Manager with how to monitor active projects monthly to ensure that they are in compliance with the Colorado prompt payment statute and CDOT Standard Specification 109.06. This process includes reviewing past due and incomplete audits, reported discrepancies, and other compliance issues related to prompt payment within the B2GNow system.

## Additional Clarification

Prime Contractors, subcontractors, and suppliers (with lower-tier subcontractors and suppliers) are required to report payments in B2GNow by the 15th day of each month. For example, the audit period for October shall be opened for reporting on November 1st and shall be reported by November 15th by the Prime Contractor and subcontractors/suppliers that have a lower-tier subcontractor or supplier. For the October audit, the reporting should reflect **all payments made during the month of October regardless of when the work was actually performed or invoiced.** It is considered best practice for the CDOT PE/PM to login to B2GNow on the 16th day of the month (or the next business day from the 16th) to check reporting compliance. By the 16th day of the month, if there are past due audits, this is considered late. At that point, the PE/PM should contact the Prime Contractor to request that the parties in non-compliance (either the prime or subcontractors/suppliers with lower-tier subs/suppliers) report payments as per CDOT Standard Specification 109.06(h).

## System Procedures

1. Log into the B2GNow system at <http://cdot.dbesystem.com>.



2. Review Past Due Audits. Follow steps 3-10 of this process guide to review past due audits.
3. There are two ways to access past due audits. The first option to access the audits is for the PE/PM to select the correct (five-digit) sub-account number from the “Priority Flagged Contracts” on the home screen.

Priority Flagged Contracts	
Contract #	Status & Dates
<a href="#">C00001</a>	<b>Open</b> 1/2017 to 7/2021

4. Select the “Compliance Audit List” tab.

### Contract Management: Compliance Audit List

Main	View	Settings	Subs	Docs	Change Orders & Task Orders	Alerts	Comments	Messages	Closeout
<b>Compliance Audit List</b>	Compliance Audit Summary	Compliance Audit FY	Reviews	Site Visits	Reports				

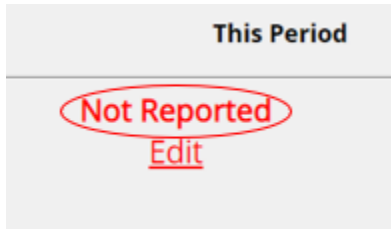
5. Select the audit period that will be reviewed by clicking the month and year under “Audit Period.”

Compliance Audit List	
Audit Period	Status
TOTALS	
<a href="#">Jul 2022</a>	Completed

Or, select “View Audit” under “Actions.”



6. The past due audits are those that are listed as “Not Reported” in red under “This Period.”



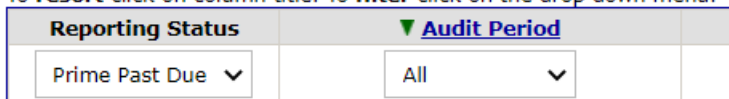
**Note:** Refer to the “Additional Clarification” section at the beginning of this process guide for resolution of non-compliance issues.

7. The second option to review past due audits will start at the home screen. From the “Contract Audits” section of the dashboard, select the number under the “Total” column in the “Past Due Audits” line.

<u>Contract Audits</u>	Total	< 90 days	> 90 days
Total Audits	40611	1823	38788
Incomplete Audits	916	498	418
Discrepancies	44	17	27
Closeouts/Final	268	41	227
Past Due Audits	286	124	162
Sub Requests - New	32	22	10
Sub Requests - New (Resubmitted)	5	4	1
Sub Requests - Removal	1	0	1

8. Use the drop-down menus to filter the past due audits by month and status, specifically filtering by “Prime Past Due” status to find late audits.

To **resort** click on column title. To **filter** click on the drop down menu.



9. Click the desired audit period, in blue.

Reporting Status	Audit Period	Contract	Prime
Prime Past Due	All		All
Final audit Pending prime (2) Prime past due	January 2022	00001	CDOT DEMO Add Sub Test

10. Check all lines labeled “Not Reported.” The past due audits are those that are not listed as “Not Reported” in red under “This Period.”



**Note 1:** Refer to the “Additional Clarification” section at the beginning of this process guide for resolution of non-compliance issues.

**Note 2:** The Prime Contractor is responsible for reporting payment information in B2GNow to all tier 1 subcontractors and suppliers, even if the payment is \$0. The subcontractors/suppliers (with lower-tier subs/suppliers) are responsible for reporting payment information to their lower-tier subs/suppliers (even if the payment is \$0); however, it is the Prime Contractor’s responsibility to ensure that these contractors complete this action.

11. **Analyzing Prompt Payment.** Follow steps 12-23 of this process guide to analyze prompt payment.
12. Individual analysis is required in order to fully determine whether or not a contractor/supplier is prompt in payment. The first step will be for the PE/PM to verify the payment made to the Prime Contractor from CDOT for the audit period being reviewed. This information can be found in Site Manager.

A screenshot of a software interface for a compliance audit. At the top, there are navigation tabs: 'Main', 'View', 'Settings', 'Subs', 'Docs', 'Change Orders & Task Orders', 'Alerts', 'Comments', 'Messages', and 'Closeout'. Below these are sub-tabs: 'Compliance Audit List', 'Compliance Audit Summary', 'Compliance Audit FY', 'Reviews', 'Site Visits', and 'Reports'. The main content area shows contract details: 'C00001: 00001 Demo Contract', 'Prime: CDOT Prime', and '1/1/2017 - 7/1/2021'. On the right, it displays 'Status: Open/New Spec. - With Audits', 'Current Award: \$150,000', 'Goal: 0.00%', 'Total Paid: \$163,433', '% Credit: 6.58%', and 'For Credit: \$10,750'. Below this is a 'Flag This Compliance Audit' button and a 'Refresh' link. The main section is titled 'Compliance Audit Information' and contains a table with the following data:

COMPLIANCE AUDIT PERIOD	July 2022
COMPLIANCE AUDIT STATUS	Completed <input type="button" value="Update"/> 1 discrepancy reported pending resolution 3 payments to subcontractors remaining to be reported by prime Audit is PAST DUE; reporting deadline was 8/26/2022 Audit will be locked 5/25/2296
COMPLIANCE AUDIT REFERENCE	<a href="#">Add Reference</a>
SYSTEM AUDIT NUMBER	05189396-0041
DATE POSTED	Local: 8/11/2022 3:05:09 AM CDT System: 8/11/2022 3:05:09 AM CDT
FINAL AUDIT?	No ( <a href="#">mark audit as final</a> )
PAYMENT TO PRIME	\$1,111.11 on 7/20/2022 - <a href="#">Edit &amp; View Details</a>

A red arrow points to the 'Edit & View Details' link in the 'PAYMENT TO PRIME' row.

13. If the Prime Contractor has reported the payment received by CDOT incorrectly, the PE/PM shall email the prime to request more information regarding the payment discrepancy. Once the reason is determined for the inaccurate payment, the PE/PM will update the payment data information by clicking “Edit & View Details” in the “Payment to Prime” field within the compliance audit information.

FINAL AUDIT?	No ( <a href="#">mark audit as final</a> )
PAYMENT TO PRIME	\$1,111.11 on 7/20/2022 - <a href="#">Edit &amp; View Details</a>

14. The PE/PM will enter the correct payment amount, type a reason for the edit in the comments section and click “Save.”

Compliance Audit: Prime Payment Detail for June 2022 CLOSE WINDOW

\* required entry

**Payment Information**

COMPLIANCE AUDIT TIME PERIOD	June 2022
PAYMENT TO PRIME	\$2,222.22
PAYMENT DATE	6/20/2022
LAST MODIFIED BY	Imported from External System
COMMENTS	

**Update Payment Data**

You can edit the amount paid to the prime. Any changes will permanently replace information from your financial system.

AMOUNT FOR JUNE 2022 *	<input type="text" value="\$ 3000"/>
PAYMENT DATE	<input type="text" value="6/20/2022"/>
COMMENTS *	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">8.1.22- The Contractor reported the payment received by CDOT inaccurately. See the pdf email uploaded in B2G as verification of this change request. KLV</div>

[Clear comments from field](#)

15. After the PE/PM updated the correct payment amount to the Prime Contractor, the PE/PM can add the (pdf email) documentation verifying the reason for the edit. Go to Contract Management: Documents, click on the “Docs” tab, click on “Add Document.”

**Contract Management: Documents** Help & Tools

Main View Settings Subs **Docs** Change Orders & Task Orders Alerts Comments Messages Closeout

Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits Reports

**C00001: 00001 Demo Contract**

Prime: CDOT Prime

1/1/2017 - 7/1/2021

Status: Open/New Spec. - With Audits  
 Current Award: \$150,000  
 Goal: 0.00% Total Paid: \$164,472  
 % Credit: 6.54% For Credit: \$10,750

[Download Documents](#)

16. From Document/Record Type drop-down list, select the compliance audit month then click “Upload Documents” to upload the file.

## Add Document(s)

Close

Select a document / record type and click **Upload Document(s)**.

Document / Record Type \*

Compliance Audit: July 2022

Upload Document(s)

Cancel

17. Click “Choose Files” or drag the file to “Drop Files Here.”

### Select File(s)

Click **Choose Files** or drag files to **Drop Files Here**. The maximum permissible size per file is **300.0 MB**.

**Choose Files** No file chosen

## Drop Files Here

18. After selecting the file, click “Upload File(s).”


File 1: **C00001 Prime Payment Invoice.pdf**  
Size: 43.43 KB ([remove file](#))

File Title:  
C00001 Prime Payment Invoice.pdf

File Description:

**Upload File(s)** **Clear Queue**

19. After the document is uploaded, click on the “X” mark next to “Close Window.”

**Attach Files** CLOSE WINDOW 

**Select File(s)**

Click **Choose Files** or drag files to **Drop Files Here**. The maximum permissible size per file is **300.0 MB**.

No file chosen

Drop Files Here

**File Attachments**

The following file(s) are attached. When finished uploading files, close this window.

1	FILE TITLE	C00001 Prime Payment Invoice.pdf
	FILENAME	C00001_Prime_Payment_Invoice_20220831142757_3549.pdf
	FILE SIZE	43.43 KB
	FILE DESCRIPTION	

20. The next step will be reviewing the audit period in question. Select the audit period that is being reviewed by clicking the month and year under “Audit Period.”

Then, select the audit period that you are reviewing by clicking the month and year under “Audit Period.”

Compliance Audit List	
Audit Period	Status
TOTALS	
Jul 2022	Completed

21. Go to the actual review of payments to determine if they were made promptly. For the payments that have “Prompt: No” as marked below, click “View” above that designation. PE/PMs should be looking for consistent discrepancies.

This Period	Confirmed By Sub
\$0.00 <a href="#">View Edit</a>	Confirmed <a href="#">View Edit</a>
\$10,000.00 <a href="#">View Edit</a> Prompt: N/A	Confirmed <a href="#">View Edit</a> Prompt: N/A
\$1,250.00 <a href="#">View Edit</a> Prompt: No	Confirmed <a href="#">View Edit</a> Prompt: No
Not included in audit <a href="#">Add to audit</a>	
\$0.00 <a href="#">View Edit</a>	Confirmed <a href="#">View Edit</a>

22. For example, these may be some of the consistent discrepancies that may be problematic:

- a. Are there large discrepancies between the reporting date of payment from the prime/subcontractor (with lower-tier subs/suppliers) to the subcontractor/supplier? (Is there more than a ten day discrepancy in the date reported by the two parties?)
- b. If a large discrepancy exists in payment reporting, PE/PM should inquire about the reason for the discrepancies. For example, is the payor reporting when the check was cut vs when it was actually mailed out? The correct date reported should be the date the payment was actually issued (mailed or EFT transmission) and this should be communicated to the Prime Contractor.
- c. If the prime/sub-prime is reporting payment made more than seven days past when they were paid, and there was no note regarding good cause in the “Comments” section or the good cause notice was not attached, this is an area that should be investigated. Why was the payment late?

**Note:** The Prime Contractor/subcontractor (with lower-tier sub/supplier) can utilize the comments section so they can include information for quick reference such as applicable check numbers, EFT references, and other references to offer proof of payment in the comments section. Comments are only visible to CDOT staff and designees as well as the Prime Contractor. If the payment was not made promptly (within seven days of receipt of payment), the contractor shall attach, to the applicable audit, the good cause notice information that should have been issued to the subcontractor/supplier.

23. If payment is reported as “Prompt: Yes” as noted below, then no further investigation is necessary as compliance is indicated. As the result of a prompt payment investigation however, it may be required to analyze each individual payment, even those reported as prompt.

Subcontractors - September 2020					
Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub
<a href="#">1 CDOT Sub Test 1 [Info]</a> User 13 <a href="mailto:user13@tester.com">user13@tester.com</a> P 303-000-0000	No	Sub 100%	DBE	\$2,000.00 <a href="#">View Edit</a> Prompt: Yes	Not Yet <a href="#">View Edit</a> <a href="#">Resend Notice</a>
<a href="#">1 CDOT Sub Test 1 [Info]</a> User 11 <a href="mailto:User11@tester.com">User11@tester.com</a> P 303-000-0000	No	Sub	No DBE	\$0.00 <a href="#">View Edit</a>	Not Yet <a href="#">View Edit</a> <a href="#">Resend Notice</a>
<a href="#">1 CDOT Sub Test [Removal request approved on 12/20/2021] [Info]</a> sub 2 sub 2 P 303-999-9999		Sub 100%	DBE	Not Reported <a href="#">Edit</a> <a href="#">Resend Subprime Notice</a>	--

24. **Review Payment Discrepancies.** Follow steps 25-35 of this process guide to review payment discrepancies.

25. There are two ways to access payment discrepancies. The first option to access the audits is for the PE/PM to select the correct (five-digit) sub-account number from the “Priority Flagged Contracts” on the home screen.



## Priority Flagged Contracts

Contract #

[C00001](#)

Status & Dates

**Open**

1/2017 to 7/2021

26. Select the “Compliance Audit List” tab.

### Contract Management: Compliance Audit List

[Main](#) [View](#) [Settings](#) [Subs](#) [Docs](#) [Change Orders & Task Orders](#) [Alerts](#) [Comments](#) [Messages](#) [Closeout](#)

[Compliance Audit List](#) [Compliance Audit Summary](#) [Compliance Audit FY](#) [Reviews](#) [Site Visits](#) [Reports](#)

27. Select the audit period that will be reviewed by clicking the month and year under “Audit Period.”

### Compliance Audit List

Audit Period	Status
TOTALS	
<a href="#">Jul 2022</a>	Completed

28. The second option to review payment discrepancies can be accessed at the home screen. From the “Contract Audits” section of the dashboard, select the number under the “Total” column in the “Past Due Audits” line.

<a href="#">Contract Audits</a>	Total	< 90 days	> 90 days
Total Audits	<a href="#">40611</a>	<a href="#">1823</a>	<a href="#">38788</a>
Incomplete Audits	<a href="#">916</a>	<a href="#">498</a>	<a href="#">418</a>
Discrepancies	<a href="#">44</a>	<a href="#">17</a>	<a href="#">27</a>
Closeouts/Final	<a href="#">268</a>	<a href="#">41</a>	<a href="#">227</a>
Past Due Audits	<a href="#">286</a>	<a href="#">124</a>	<a href="#">162</a>
Sub Requests - New	<a href="#">32</a>	<a href="#">22</a>	<a href="#">10</a>
Sub Requests - New (Resubmitted)	<a href="#">5</a>	<a href="#">4</a>	<a href="#">1</a>
Sub Requests - Removal	<a href="#">1</a>	<a href="#">0</a>	<a href="#">1</a>

29. Click the desired audit period, in blue. To review the discrepancy, click the word “Resolve” under “Discrepancy.”

<b>1 Discrepancy</b> Pending prime (5) Prime past due	<b>October 2020</b>	C00000	CDOT Prime Demo
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Prime Contractor	Cert	Inc. in Goal for Period	This Period	Prime's Share This Period	Total to October 2020	Pri Tota
<a href="#">CDOT Prime [Info]</a> <a href="#">CDOT Prime Test 1</a> P 602-325-9277 F 602-512-4141	No	No	Not Reported (Submit)	\$0.00	\$10,000.00	

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

Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub
<a href="#">1 CDOT Sub Test 1 [Info]</a> <a href="#">User 13</a> <a href="#">user13@tester.com</a> P 303-000-0000	No	Sub 100%	DBE	Not Reported <a href="#">Edit</a>	--
<a href="#">1 CDOT Sub Test 1 [Info]</a> <a href="#">User 11</a> <a href="#">User11@tester.com</a> P 303-000-0000	No	Sub	No DBE	\$0.00 <a href="#">Resolve</a>	Discrepancy <a href="#">Resolve</a> Prompt: No
<a href="#">1 CDOT Sub Test [Info]</a> <a href="#">sub_2 sub_2</a> P 303-999-9999	✓	Sub 100%	DBE	Not Reported <a href="#">Edit</a> <a href="#">Resend Subprime Notice</a>	--
<a href="#">2 CDOT Sub Test 1 [Info]</a> <a href="#">User 12</a> <a href="#">user12@tester.com</a> P 303-000-0000	No	Manufacturer 100%	DBE	Not Reported <a href="#">Edit</a>	--

30. To determine the party (prime or subcontractor/supplier) that needs to respond to the posted discrepancy, look at the status under “Discrepancy Resolution” and determine whose turn it is to respond. If it states that both the prime and the subcontractor have to respond, the PE/PM shall contact the Prime Contractor to resolve the issue in B2GNow. If the status says awaiting subcontractor (or supplier) response only, the PE/PM shall contact the Prime Contractor requesting that they contact the subcontractor/supplier to respond to the discrepancy in B2GNow.

### Discrepancy Resolution

STATUS Awaiting prime and subcontractor response.

31. If the provided responses from the Prime Contractor and sub/supplier are satisfactory, the discrepancy will be resolved within B2GNow by the prime and subcontractor/supplier.

32. Resolving Discrepancy. If the responses given are unsatisfactory and resolution could not be made, the compliance officer (PE/PM or designee) is responsible for researching and ultimately closing the discrepancy in B2GNow. The PE/PM will know if the discrepancy is at that stage by reviewing the “Discrepancy Resolution” status. The status will state “Prime and subcontractor have responded to discrepancy. Awaiting CCO Action.”

### Discrepancy Resolution

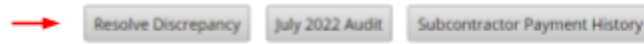
STATUS Prime and subcontractor have responded to discrepancy. Awaiting CCO action.

33. The PE/PM shall contact the contractors involved to gather further information such as copies of canceled checks (redacted), emails from both parties identifying the agreed payment and date, etc.

34. The CDOT PE/PM shall contact the project’s CDOT Civil Rights Specialist (if necessary) for guidance.

35. When the discrepancy has been satisfactorily addressed, click the “Resolve Discrepancy” button and complete the form by selecting the options that provide the accurate payment information for the designated month. Enter any relevant public comments to demonstrate how and why the discrepancy was resolved, adding any relevant attachments as well.

A discrepancy has been reported for this audit for the listed time period. If the audit is pending a response, click the **Resolve Discrepancy** button to submit information.



**\* required entry**

**Response**

DISCREPANCY RESOLVED? \*

YES - the **\$0.00** originally reported by the prime is correct.  
 YES - the **\$100.00** originally reported by the subcontractor is correct.  
 NO - none of the amounts are correct.

PUBLIC COMMENTS

These comments are visible to all parties connected to this record.

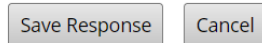
PRIVATE COMMENTS

These comments are visible ONLY to the compliance officer.

ATTACH FILE(S)

Attach File

36. When all information has been provided, click “Save Response” to save the discrepancy resolution.



37. After verifying the Prime Contractor’s payment, reviewing past due and incomplete audits, resolving discrepancies, and other compliance issues, the PE/PM shall close the audit by selecting “Completed” from the drop-down list next to “Compliance Audit Status” and click “Update.”

**Compliance Audit: Audit Summary for June 2022**

Main View Settings Subs Docs Change Orders & Task Orders Alerts Comments Messages Closeout

Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits Reports

C00001: 00001 Demo Contract  
 Prime: CDOT Prime  
 1/1/2017 - 7/1/2021

Status: Open/New Spec - With Audits  
 Current Award: \$150,000  
 Goal: 0.00% Total Paid: \$164,472  
 % Credit: 6.54% For Credit: \$10,750

Flag This Compliance Audit Refresh

**Compliance Audit Information**

COMPLIANCE AUDIT PERIOD	June 2022
COMPLIANCE AUDIT STATUS	Completed <a href="#">Update</a>
COMPLIANCE AUDIT REFERENCE	<a href="#">Add Reference</a>
SYSTEM AUDIT NUMBER	05189396-0042
DATE POSTED	Local: 8/11/2022 3:05:21 AM CDT System: 8/11/2022 3:05:21 AM CDT
FINAL AUDIT?	No (mark audit as final)
PAYMENT TO PRIME	\$2,222.22 on 6/20/2022 - <a href="#">Edit &amp; View Details</a>

38. The CDOT PE/PM has successfully conducted monthly monitoring of prompt payment in B2GNow.