

9-6 Close Overdue Prompt Payment Audits in B2GNow (RCRO)



Details

Responsible Parties

- CDOT Region Civil Rights Office (RCRO)

Revision Date of this Document

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Document Owner

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Procedure Objective

This document is intended to assist the Region Civil Rights Office with how to close incomplete audits in B2GNow after the subcontractor and supplier has received 15 days to respond to the payment report.

Additional Clarification

All payments must be confirmed or disputed within 15 days of receiving notice that the payment has been reported. Any unresponded audits shall not be closed prior to 15 days. The Prime Contractor and all subcontractors/suppliers (with lower-tier subs/suppliers) will enter payments in B2GNow any day between day 1-15 of the reporting month (to be in compliance). The subcontractor/supplier will have 15 days from the day payment was reported to respond to the audit. The RCRO will need to ensure that for each payment audit that is being closed, the subcontractor/supplier will have had 15 days to respond.

System Procedures

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



- Click the red number in the “Total” column of the “Incomplete Audits” line.

Contract Audits	Total	< 90 days	> 90 days
Total Audits	40608	1820	38788
Incomplete Audits	960	553	407
Discrepancies	45	17	28
Closeouts/Final	265	38	227
Past Due Audits	314	151	163
Sub Requests - New	32	22	10
Sub Requests - New (Resubmitted)	9	8	1
Sub Requests - Removal	3	3	0

- Use the drop-down menu on the following screen, filter open audits by status and month.

Transactions: Contract Audits

Contracts **Contract Audits** Sub Requests Projects Proposals Util Plans Outreach Cert Apps Certs

☐ Show ONLY records assigned to you

1 - 20 of 960 record

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

Reporting Status	Audit Period	Contract
Pending All	All	

Pending prime November 2021 C24244 ZAK C

Note: The Region Civil Rights Office should follow this chart to filter older audits.

On the 16 th of...	filter By...
January	November
February	December
March	January
April	February
May	March
June	April
July	May
August	June
September	July
October	August
November	September
December	October

- From the filter results, click the blue underlined audit period to enter the desired audit. Identify any contractors listed as “Not Yet,” as these will be the incomplete records.
- Under the “Not Yet” status, select the “View” link for the desired audit. Locate the audit

response date, located on the bottom left of the screen.

Goal for period	This Period	Confirmed By Sub	Total Payment January 20
DBE	\$250.00 View Edit Prompt: Yes	Not Yet View Edit Resend Notice	\$

Compliance Audit Response on Behalf of Prime

RESPONDER

NAME [Mohamed Benjelloun](#)
ORGANIZATION Colorado Department of Transportation
EMAIL mohamed.benjelloun@state.co.us
PHONE 303-757-9310
FAX
USER TYPE Staff User
COMPUTER IP NUMBER 63.225.17.34
RESPONSE DATE Local: 7/21/2021 12:39:28 PM MDT
System: 7/21/2021 1:39:28 PM CDT

Note: When reviewing incomplete records, ensure that all incomplete audits have been open for a minimum of fifteen days.

- Repeat this review process for **all incomplete audits** listed.
- If any incomplete audits were reported over 16 days prior, select the “Mark Unconfirmed Sub Entries as Confirmed” button.

Mark 2 Remaining Prime Entries as Zero	Mark Unconfirmed Sub Entries as Confirmed
Submit ALL Incomplete Records	Extend Reporting Deadline By Two Weeks From Today

- If any incomplete audits were reported less than 16 days prior, **do not close the audit.**

Note: All subcontractors/suppliers **MUST** be allowed fifteen days to respond to requested audits.

- The Region Civil Rights Office has successfully completed incomplete audits in B2GNow.

Note: The above process only applies to incomplete audits. There is no equivalent process for incomplete payment reporting by the Prime Contractor and all subcontractors and suppliers (with lower-tier subcontractors or suppliers). Reporting payments on behalf of the Prime Contractor and all sub-prime contractors is a condition of the contract.