

## 7-3 - Resolving Payment Discrepancies

### Responsible Party

Consultant

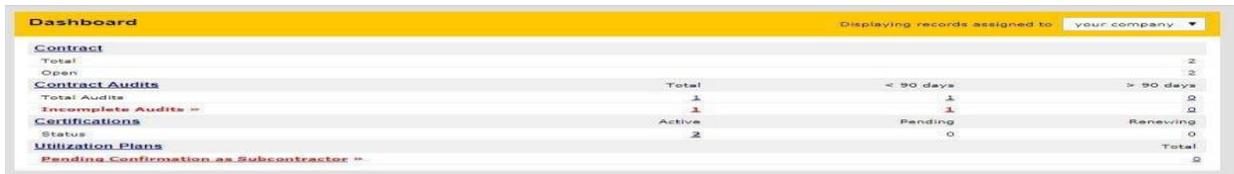
### Revision Date

07/2022

### Procedure

Access the Discrepancy

Log in to the B2GNow System at <http://contracts.codot.gov> or <https://cdot.dbesystem.com/>



Dashboard

Displaying records assigned to: your company

Contract			
Total			2
Open			2
Contract Audits			
Total Audits	Total	< 90 days	> 90 days
	1	1	0
Incomplete Audits »	1	1	0
Certifications			
Status	Active	Pending	Renewing
	2	0	0
Utilization Plans			
Ending Confirmation as Subcontractor »			0

On the Home screen, find Audit Discrepancies in your Dashboard

Click on the red number



Contract Audits	Total	< 90 days	> 90 days
Total Audits	9	4	5
Incomplete Audits »	1	1	0
Audit Discrepancies »	1	1	0

Click on “# Discrepancy” in the left column of the audit you wish to complete

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

Status	Audit Period	
Discrepancy ▾	All ▾	All ▾
1 Discrepancy	December 2017	000010: R1 Test

NOTE: You may also enter the Audit through an individual contract but the screen will look different.

To enter the audit from this screen, click “View Audit” on the right

Contact the person who reported the initial payment data. The person’s contact information should be provided with the responder information, but you can also send an email through the system by clicking on the person’s name.

Prime Audit	
Responder	
Name	<a href="#">Erica Downey</a>
Response Date	Local: 1/25/2018 1:58:21 PM CST System: 1/25/2018 1:58:21 PM CST

Gather necessary proof to resolve the audit discrepancy including how much the sub paid its lower tier and on what date

Based on the information provided by the sub, complete the required fields to resolve the discrepancy

If either the amount entered by the 1st tier sub or the amount entered by the lower tier firm is correct, select the correct option. If neither are correct, select the third option and report the correct amount. Include comments and attach documents in support of your answer.

Private comments are only visible to the firm that made the comment and CDOT

Public comments are available to all

\* required entry

Select a resolution option, review/update/add other required information, enter comments if needed, and click **Save Response**. You can respond to this discrepancy notice once. Further changes must be processed by the compliance officer.

Discrepancy Resolved? \*

YES - the \$70,000.00 originally reported by the prime is correct.  
 YES - the \$0.00 originally reported by the subcontractor is correct.  
 NO - none of the amounts are correct.

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.

Attach File(s)

Attach File

Confirmation

Send me confirmation of my response.

Save Response Cancel

Remember, the correct amount is the amount paid by your higher tier firm to its lower tier firm during the calendar month of the audit period

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues

### Resolve the Discrepancy

Primes must be involved in resolving all discrepancies. If the discrepancy is between the prime and its 1st tier sub or supplier/vendor, the prime will need to check the information that has been provided. If the discrepancy is between lower tier subs, the prime will need to be more involved in fact finding. The prime is ultimately

responsible for compliance at every level of the project, firms other than the prime CANNOT resolve the discrepancy on their own behalf.

Discrepancies happen for one of two reasons: 1) One party made a reporting error 2) The lower tier sub is trying to notify CDOT of a payment issue. The discrepancy is the way in which a sub can ask for CDOT's assistance in resolving a payment issue or potential prompt pay violation. These discrepancies should be taken seriously. Keep in mind, if at any point the two firms come to an agreement on the discrepancy, the record is no longer discrepant.

When a lower tier sub or supplier/vendor reports a discrepancy (disagrees with a payment amount reported by a higher tier firm) to CDOT, the prime, and the sub who reported a discrepancy will be notified of the issue. All parties should log in to the system to investigate the discrepancy. No matter who reports the payment or discrepancy, the parties involved in resolving it are the reporting sub, the prime, and the CDOT Project Engineer.

Review the responses from both the prime and the sub. If either party has not yet responded, you will need to contact that firm. The sub must make private comments to you when flagging the payment and each party must provide comments with its response. Therefore, when the audit is ready for your review, you will have one or two sets of comments from the sub and one set of comments from the prime.

If the responses give you enough information to resolve the discrepancy, you may do so. If not, you may need to contact one or both parties for more information.

In the Audit Actions Section, click "Resolve # Discrepancies"



In the Subcontractor Payment section, locate the payments that have been rejected

Click "Resolve Discrepancy"



NOTE: Clicking this link will not automatically resolve the discrepancy

## Review any available responses in the Discrepancy Resolution Data Reported Section

Discrepancy Resolution Data Reported	
New Amount Reported by Prime	No response yet.
New Amount Reported by Subcontractor	No response yet.

At the top of the screen, click “Resolve Discrepancy”, complete the required fields, click “Save Response”

When you are ready to resolve the discrepancy, select the option that shows the dollar amount released to the sub during the month of the audit period. Enter public comments to indicate how and why you resolved the discrepancy as you did. Add any relevant attachments.

NOTE: There may be cases when payment was released to the sub at the end of one month and not received by the lower tier sub until the next month. When payments are received the next month but the check is dated in the previous month, report payment in the month the check is dated. This also applies to primes for CDOT payments.

**\* required entry**

Select a resolution option, review/update/add other required information, enter comments if needed, and click **Save Response**. You can respond to this discrepancy notice once. Further changes must be processed by the compliance officer.

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**Private Comments**

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**Attach File(s)**

**Confirmation**

Send me confirmation of my response.