

7-4 - Monthly Monitoring of Prompt Payment in B2GNow

Responsible Party

Project PE/PM

Revision Date

07/2022

Procedure

Project personnel are responsible for monitoring payment, audits and DBE participation (if applicable). Random reviews should be conducted, at minimum, monthly.

Review Incomplete or Past Due Audits

Every prime and sub on the project must report how much it paid its direct subcontractors by the 16th of the month. The prime must ensure that its middle tier subs are reporting.

Note: Reporting will be monitored in the future for performance measures

Failure to complete this report is a condition of payment. Without this reporting, CDOT is unable to capture and monitor prompt payment information.

From the Contract Audits in your Dashboard, click the red number in the Incomplete Audits or Past Due Audits

Contract Audits	Total	< 90 days	> 90 days
Total Audits	1913	468	1445
Incomplete Audits	468	228	240
Discrepancies	28	8	20
Closeouts/Final	27	16	11
Past Due Audits	28	14	14
Sub Requests - New	2	2	0

On the 16th of...	Filter by...	On the 16th of...	Filter by...
Jan	Nov	Jul	May
Feb	Dec	Aug	Jun
Mar	Jan	Sep	Jul
Apr	Feb	Oct	Aug
May	Mar	Nov	Sep
June	Apr	Dec	Oct

Use the table to determine which month you should filter by to clean up older audits

Pending Prime: Not all firms have reported. The number in parenthesis shows you how many lines are incomplete.

Pending Sub: Not all firms have responded to the audit. The number in parenthesis shows you how many lines are incomplete.

Click the blue, underlined audit period to enter the audit

Ensure the assignment check box is unchecked

Show ONLY records assigned to you

Filter by pending status to find open audits

In the list that comes up, use the drop down menus to filter the audits by month and status for all open audits

Reporting Status	Audit Period	Contract
Pending All	Mar-2018	
Pending sub (4)	March 2018	C20819
Pending prime (3) <i>Prime past due</i>	March 2018	18-HAA-XB-00085 T/O 1

Subcontractors - September 2020						
Prime Contractor	Cert	Inc. in Goal for Period	This Period	Prime's Share This Period	Tot	
CDOT Prime [Info] CDOT Prime Test 1 P 602-325-9277 F 602-512-4141	No	No	Not Reported (Submit)	\$0.00		
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		
1 CDOT Sub Test 1 [Info] User 13 user13@tester.com P 303-000-0000	No	Sub 100%	DBE	Not Reported Edit		
1 CDOT Sub Test 1 [Info] User 11 User11@tester.com P 303-000-0000	No	Sub	No DBE	Not Reported Edit		
1 CDOT Sub Test [Info] sub 2 sub 2 P 303-999-9999	✓	Sub 100%	DBE	Not Reported Edit Resend Subprime Notice		
2 CDOT Sub Test 1 [Info] User 12 user12@tester.com P 303-000-0000	No	Manufacturer 100%	DBE	Not Reported Edit		
1 CDOT Sub Test [Info] CDOT Sub Test 2 P 602-927-3554	✓	Truck/Haul 100%	DBE	Not Reported Edit		
1 CDOT Sub Test [Info] sub 2 sub 2 P 303-999-9999	✓	Sub 100%	DBE	Not Reported Edit		

If Tier 1 subs are unreported, the Prime will be responsible for logging into B2GNow and reporting payment information, even if the payment was \$0.00. If lower tier subs are unreported, their hiring tier will be responsible for logging into B2GNow and updating the payment information, however it is the Prime contractor's responsibility to ensure this is done.

Option: Create a Subcontractor Due Date Report in the CRS System Resources folder to find the report for the contract and audit period

Region 1

This report is sorted by region, contract, month

Compare the due dates in the report with the incomplete Not Yet records in B2GNow

March 2018				
3/1/2018	Alpha & Omega Consultants, Inc.	4/13/2018	Not Yet	4/28/2018
3/1/2018	Gas Chavez Trucking, Inc	4/19/2018	Not Yet	5/4/2018
3/1/2018	Collective Marketing + Communications	4/13/2018	Not Yet	4/28/2018
3/1/2018	J. Transports Inc.	4/19/2018	Not Yet	5/4/2018
3/1/2018	Slooby's Trucking LLC	4/19/2018	Not Yet	5/4/2018

<p>1 Alpha & Omega Consultants, Inc. [Info] Dan Trujillo P 303-467-1700, F 303-467-1100</p> <p>1 Cascade Environmental, Inc. [Info] Jonathan Spencer jts@comcast.net P 303-948-0008, F 720-746-6389</p> <p>1 Collective Marketing + Communications [Info] Emily Wilfong emily@involvecollective.com P 703-472-2935</p>	<p>\$0.00 View Edit Prompt: Yes</p> <p>\$2,687.00 View Edit Prompt: Yes</p> <p>\$888.34 View Edit Prompt: Yes</p>	<p>Not Yet View Edit Resend Notice</p> <p>Not Yet View Edit Prompt: N/A</p> <p>Not Yet View Edit Resend Notice</p>
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If all incomplete Not Yet records in B2GNow are past due based on the Subcontractor Due Date Report, click "Mark Unconfirmed Sub Entries as Confirmed" to close the audit

If there were delays in the reporting phase of the audit such that the sub records are not past due, DO NOT close the audit

You may either close the past due records individually, or you may wait until all sub records on the audit are past due

To close an individual subs record under the Not Yet status of the individual audit, click "Edit"

Not Yet
[View Edit](#)
[Resend Notice](#)

Complete the audit response form assuming the prime reported the payment correctly
 Save the audit

All past due lines will be labeled Not Reported. The boxed number on the left side of the screen will indicate the tier of the sub whose information has not been reported

The prime is responsible for logging in and reporting the 1st Tier sub payments.

1	Harvey Contractors Inc [Info] Alexandra Harvey alexandra@americanstrippingcompany.com P 303-513-4521, F 303-300-9181	✔	Sub	No	Not Reported Edit
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Middle or subs are responsible for reporting and/or confirming payments. Lower tier subs are responsible for confirming payments. Amounts will be reported even if \$0.00. If any subs have not reported, the prime is responsible for ensuring as a condition of award. In the event the reporting is missing, contact the prime.

Review Discrepancies

See Resolving Discrepancies section

From the Contract Audits in your Dashboard, click the red number in the Discrepancies line

Contract Audits	Total	< 90 days	> 90 days
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Ensure the assignment check box is unchecked

Show ONLY records assigned to you

Filter by *Discrepancies* to find unresolved discrepancies

In the list that comes up, use the drop down menus to filter the audits by month and status

to resort click on column title. to filter click on the drop down menu.

Reporting Status	Audit Period	Contract
Discrepancy ▼	Mar-2018 ▼	
1 Discrepancy Pending sub (3)	March 2018	C21327

Use the table to determine which month you should filter by to clean up older audits

On the 16th of...	Filter by...	On the 16th of...	Filter by...
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June	Apr	Dec	Oct

Click the blue, underlined audit period to enter the audit

In the Subcontractor Payment section, locate the payments that say Discrepancy and click “Resolve”

\$90,395.75 Resolve Prompt: Yes	Discrepancy Resolve Prompt: N/A
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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.

Based on the responses provided, determine who should be involved in resolving the audit and what information is required