

Script LA A7-4 - LA Monthly Monitoring of Prompt Payment in B2GNow

Responsible Party

Local Agency Project Oversight (PE/PM)

Revision Date

07/2022

Procedure

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.

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	< 90 days	< 90 days	> 90 days
Total Audits	1313	888	1842
Incomplete Audits	228	228	228
Discrepancies	8	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

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

Ensure the assignment check box is unchecked

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

Show ONLY records assigned to you

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

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

Pending prime (2) Prime past due	February 2021	32199999	CDOT Prime PS - Master Contract Demo	Pending
Pending prime (6) Prime past due	February 2021	C00000	CDOT Prime Demo	Pending
Pending prime (4) Prime past due	February 2021	99999	CDOT Prime 9999 - CDOT DEMO	Pending

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

C19487

October 2017

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	Bias 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	JK Transports Inc.	4/19/2018	Not Yet	5/4/2018	
3/1/2018	Scooby's Trucking LLC	4/19/2018	Not Yet	5/4/2018	

1	Alpha & Omega Consultants, Inc. [Info] Doris Treviño P 303-467-1700, F 303-467-1100	\$0.00 View Edit Prompt: Yes	Not Yet View Edit Second Notice
1	Cascade Environmental, Inc. [Info] Jonathan Sanchez 1180-0 Cortez Ave, FMS P 303-948-0008, F 720-748-6389	\$2,687.00 View Edit Prompt: Yes	Confirmed View Edit Prompt: N/A
1	Collective Marketing + Communications [Info] Emily Williams emily@trubeecollective.com P 703-472-2935	\$888.34 View Edit Prompt: Yes	Not Yet View Edit Second Notice

Verify that all contractors listed as *Not Yet* or *Not Reported* are listed on the Subcontractor Due Date Report

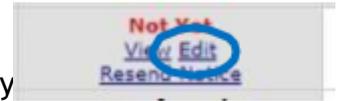
If all incomplete *Not Yet* records in B2GNow are past due based on the Subcontractor Due Date Report, click "*Mark Unconfirmed Sub Entries as Confirmed*" to close the audit

Mark Unconfirmed Sub Entries as Confirmed

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

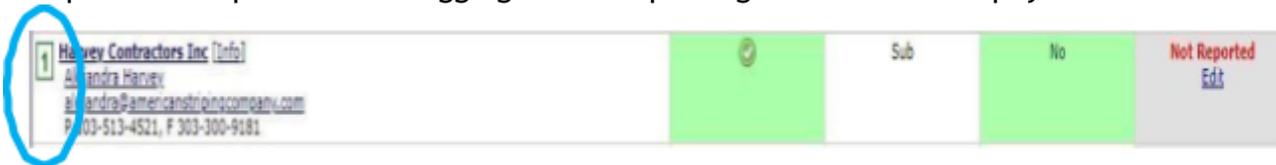
To close an individual subs record under the *Not Yet* status of the individual audit, click *Edit*



Complete the audit response form assuming the prime reported the pay
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.



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
Total Audits	1212	658	1442
Incomplete Audits	468	228	240
Discrepancies	28	8	20
Closeouts/Final	22	16	11
Past Due Audits	28	15	14
Sub Requests - New	2	2	0

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

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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