Entering prime and sub contractor payment information

After adding a missing audit, you can enter payment data for the contract's prime and sub contractors. If your prime payment data is imported from your financial system, you do not need to manually enter it.

You can also edit payment information.

NOTE: If your payment data is imported, you receive a warning alert if you try to edit the prime contractor payment. You may continue, but you should determine why the payment amount is incorrect or missing before making any changes.

To add (or edit) prime contractor payment information

1. On the **Contract Management: Audit History** page, click the **View Audit** hyperlink for the period for which you want to add payment information.
   The Contract Audit: Audit Summary page displays for the selected audit period.
2. In the **Payment to Prime** area, click the **Submit** hyperlink.

NOTE: If prime payment information has already been imported from an external financial system, the link will be **Edit**.

3. In the **Amount** field, enter the payment information.

4. In the **Comments** field, enter information about the payment.
5. Click **Save**.
6. Click **OK** to confirm you want to add the payment.

To add subcontractor payment information

1. On the **Contract Audit: Audit Summary** page, in the **Subcontractors** area, click the **Edit** hyperlink.

2. In the **Amount PAID** field, enter the payment information.

3. From the **Payment Date** calendar, select the date on which the payment was made.
4. Click **Review**.
5. If the information is correct, click **Save**.

Once each subcontractor has confirmed the payment, the audit is complete.

NOTE: In most cases, the prime contractor will report its subcontractor payments. The CCO needs to add or update subcontractor payments only if the prime is unable to do so.

Resolving a discrepancy

If a prime contractor and subcontractor disagree on an amount paid, the system creates a discrepancy. The system sends an email message to the vendors to notify them of the issue and request they self-resolve the discrepancy. If they are unable to resolve the discrepancy, the Contract Compliance Officer (CCO) may be required to take action.

To view the discrepancy, you access the Discrepancy Resolution screen, which displays contact information for the CCO, the prime, and the subcontractor. It is the vendor's responsibility to contact the CCO for assistance in resolving the discrepancy. The comments from the prime and the subcontractor are visible on this page. Timing of the billing cycle and payment reporting are the two most common causes of discrepancies.

When both parties agree to a resolution, they can complete the process themselves, or the CCO can finish the discrepancy resolution by clicking Resolve Discrepancy and then completing the form.

Your Dashboard displays total discrepancies.

Contract Audits [Hide]	Last 30 days	Last 3 months	Last 12 months
Total Audits	3	6	7
Incomplete Audits »	2	4	5
Discrepancies »	0	1	1

Click any number to view the list of discrepancies.

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

Status	▼ Audit Period ▼	Contract #	Prime	Contract Title	Paid to Prime
Discrepancy ▾	Last 3 mos ▾		All ▾	All ▾	
1 Discrepancy	August 2012	100010002	B2Gnow Test Vendor 4 Maintenance contract		$23,250.00

To access a discrepancy

1. On the **Diversity User Control Panel: Contract Audits** page, in the **Audit Period** column, click the hyperlink for the time period you want to view.
   The Contract Audit: Audit Summary page displays for the specified time period.
2. In the **Subcontractors** box, click either **Resolve** link.

Subcontractors - August 2012								
Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub	Total Payments to August 2012	Contracted Percent	Actual Percent
Sub Flooring, LLC [Info] Veronica Lopez sub@b2gnow.com P 602-325-9277, F 602-325-9277	No	Sub 100%	✓ SBE	$100.00 Resolve	Discrepancy Resolve	$100.00	20.000%	0.144%

3. Review the information and work with the parties to determine and resolve the situation.

4. When the final data is complete, click **Resolve Discrepancy**.
5. In the **Discrepancy Resolved** area, select an option, and if necessary, enter the final amount.

6. To include comments or files, enter or attach them, as needed.

7. Click **Save Response**.
8. Click **OK** to confirm you want to save the resolution information.

Audit management

There are four buttons on the contract audits that you can use to maintain your contract audits.

Mark Remaining Prime Entries as Zero – Indicates the prime contractor has not made any subcontractor payments or the remaining incomplete audit lines are $0. Click the button to complete the audit lines with $0.

Mark Unconfirmed Sub Entries as Confirmed – Indicates one or more subcontractors have not confirmed their payments. This button confirms all incomplete audit lines. If a subcontractor has completed work, edit the subcontractor record to indicate that the final payment was received. The subcontractor will not be included in future audits.

Submit All Incomplete Records – Allows you to bulk enter subcontractor payments. You can only use this function the first time a subcontractor payment is recorded. Payment edits must be done individually.

Extend Reporting Deadline by Two Weeks From Today – Extends the reporting deadline by two weeks. The prime contractor can enter payments and the subcontractors can confirm payments. The reporting time period varies depending on your organization's preference and is usually 15 to 90 days.

Extending a reporting deadline

When audit data becomes available for reporting, both prime contractors and subcontractors have a set amount of time to respond before the audit closes. The time period varies depending on your organization's preference and is usually 15 to 90 days. There are times when vendors will miss the reporting deadline or need to correct amounts they reported in previous months. Depending on your access rights, you can extend the reporting deadline in two week intervals to allow vendors to report their payments.

To extend the reporting period for one audit period

1. If necessary, locate and open the contract.
2. On the **Contract Management** page, click the **Compliance Audit List** tab.
3. Click the **View Audit** hyperlink for the time period you want to extend.
4. Click **Extend Reporting Deadline By Two Weeks From Today**.

5. Click **OK**.

To extend the reporting period for all audits on the contract

1. If necessary, locate and open the contract.
2. On the **Contract Management** page, click the **Compliance Audit List** tab.
3. Click **Extend Reporting Deadline By Two Weeks From Today**.

4. Click **OK**.