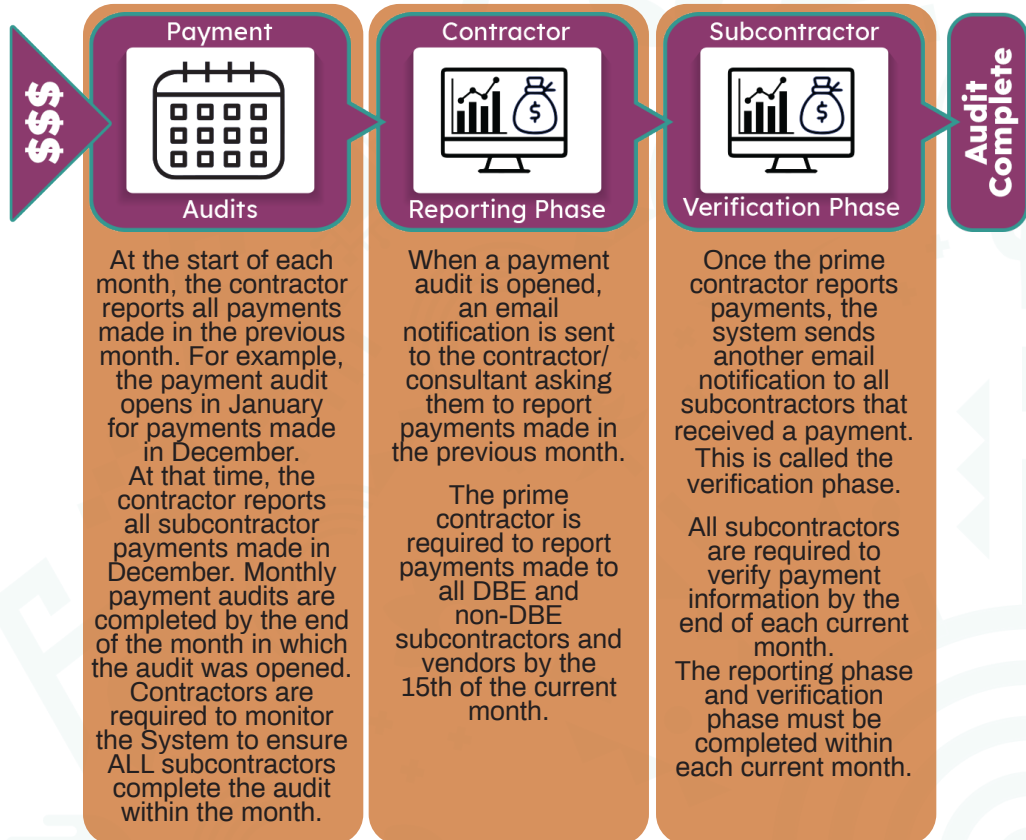# Completing Monthly Payment Audits

DOORS and the LPA DBE System

Federal Requirements

DOORS and the **LPA DBE System** are designed to streamline data collection, analysis and reporting to federal funding agencies and stakeholders. All payment information captured in the two systems are used to determine compliance in meeting ADOT's overall DBE goal. Participation in these systems is required for all contractors and subcontractors (DBE and non-DBE) on federally funded projects.

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Payment Audits

At the start of each month, the contractor reports all payments made in the previous month. For example, the payment audit opens in January for payments made in December.
At that time, the contractor reports all subcontractor payments made in December. Monthly payment audits are completed by the end of the month in which the audit was opened.
Contractors are required to monitor the System to ensure ALL subcontractors complete the audit within the month.

Contractor Reporting Phase

When a payment audit is opened, an email notification is sent to the contractor/consultant asking them to report payments made in the previous month.

The prime contractor is required to report payments made to all DBE and non-DBE subcontractors and vendors by the 15th of the current month.

Subcontractor Verification Phase

Once the prime contractor reports payments, the system sends another email notification to all subcontractors that received a payment. This is called the verification phase.

All subcontractors are required to verify payment information by the end of each current month.
The reporting phase and verification phase must be completed within each current month.

Audit Complete

Payment Audits are Your Contractual Obligation

Specific contract assurances included in both prime contracting and subcontracting agreements detail the requirement of accessing the system and completing monthly payment audits. All contract language pertaining to an ADOT or subrecipient project receiving federal funding includes the following excerpt per §26.13(b):

"The contractor (subcontractor) shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor (subcontractor) to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient (ADOT or subrecipient) deems appropriate."

How to Complete Payment Audits

Prime Contractors/Consultants:

1. Click on link in email notification and log in to the system
2. Select the subcontractor paid and enter the following:
   - Payment amount
   - Payment date
   - No, Yes, N/A regarding payment made on time
   - Attach files (optional)
   - Enter comments
3. When all sub payments have been reported, click **Mark Remaining Prime Entries as Zero**, for the subs that did not receive a payment for the month

Subcontractors/Subconsultants/Vendors:

1. Click on the link in the email notification and log in to the system
2. Indicate if payment is correct or not correct
3. Enter payment date
4. Indicate if payment was received on time
5. Is payment final? No, Yes, N/A
6. Attach files (optional)
7. Enter comments

DOORS

LPA DBE System

DBE Contract Compliance Site

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