Subcontract Payments

Background:

- This process is for internal staff who are adding or editing subcontract payments in AASHTOWare Project.
- Until the Construction Module of AASHTOWare Project is fully implemented, the Contract Payment from the agency to the prime contractor must be entered prior to adding subcontract payments.
- When implementation of the Construction Module of AASHTOWare Project is complete, the Contract Payment details will auto-populate from the Estimates created and approved by the project staff. At that time, you will only need to enter the IRIS Payment Amount and IRIS Payment Date, if desired.
- Fields with red asterisks are required fields and must have data.

Role:

CRO Admin, CRO User

Navigation: Civil Rights & Labor → Contracts → Select Contract →

Contract Administration Summary → Contract Payments quick link

Add a Contract Payment:

1. Click the **Add Payment** button
2. Enter the next chronological **Progress Estimate Number**
3. Select an **Estimate Type**
4. Enter the **Progress Estimate Amount**
5. Enter or select the **Contract Payment Period Start Date**
6. Enter or select the **Contract Payment Period End Date**
7. Enter or select the **Date Estimate Approved** (this will be blank until the Construction Module is implemented)
8. Click **Save**

Add a Subcontract Payment(s):

1. At the **Contract Payment Overview** screen, click on the contract payment **Estimate Number**
2. Click the **Subcontract Payments** tab
3. Click the link to **Add Subcontract Payment From Prime**
4. Search and select the subcontractor to be paid (**Payee**)
5. Enter a **Payee Payment Number**
6. Enter or select the **Date Paid**
7. Select the **Payment Type**
8. Enter the **Paid Amount** for which the contractor will receive DBE credit
9. Click **Save**

10. Click the **Work Types** tab
11. Select the **Work Type**
12. Enter the **Actual Payment** made to this contractor for this Work Type
13. The following fields are available to add detail if desired
    a. Payment or Partial Amount Withheld Indicator
    b. Partial Payment Comments
    c. Retainage Release Indicator
    d. Retainage Dollars Held
    e. Payee Work Complete Indicator

The system will display information regarding this subcontractor from the details listed in their vendor record and subcontract record on this tab

1. Select the **Endorsement** tab
2. At the **Component Actions Menu** select **Review Endorsement**
3. A modal window opens, add any applicable comments regarding your review of the payment information
4. Click **Save**
5. The system will populate the following fields:
    a. **Agency Reviewed Date**
    b. **Agency Reviewed By**
    c. **Agency Reviewer Comments**
    d. **Days Beyond Pay Allowance** *(Date Estimate Approved is compared to the subcontract payment Date Paid and subtracts the allowable Prompt Payment days of 8)*

Notes:

- If you have more subcontract payments to list from this contract payment:
    o At the Subcontract Payment Summary component actions menu, you have Tasks available to Add New Payment From Payee (to a second tier subcontractor) or Add New Payment From Same Payer (another subcontract payment from the prime contractor)
    o Click the **Contract Payment** quick link, click the **Subcontract Payments** tab and click the **Add Subcontract Payment From Prime** link

Reports

Subcontract Payment Report – Search for Contract – Advanced Filter can be set to provide subcontractor payments in a date rate.

Contract Clearance DBE Participation Report

Endorsement of Subcontract Payment: