



QUICK REFERENCE GUIDE:

Subcontract Payments

Background:

Most Contract Payments from the agency to the prime contractor will appear in AWP since Payment Estimates are being created in AWP. There will be rare occasions when there is no contract payment. As of 2024/2025, those contracts not being fully administered in AWP are primarily facilities contracts and PSAs. You can tell a contract is being administered in AWP by navigating to the Contract Progress section, selecting the Daily Work Reports tab, and clicking Show First 10. If DWRs are present, the contract is being administered in AWP.

Roles:

CRO Admin, CRO User

Navigation:

Civil Rights & Labor > Contracts > Select Contract > Contract Administration Summary > Contract Payments quick link

Adding 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. 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 **Items** tab.
11. Select the **New** link.
12. Enter the **Contract Item Line Number**.
13. Enter the **Quantity Paid**.
14. Enter the **Actual Payment** made to this contractor for this Work Type.
15. 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.



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Endorsement of Subcontract Payment:

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:
 - 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).
 - Click the **Contract Payment** quick link, click the **Subcontract Payments** tab, and click the **Add Subcontract Payment From Prime** link.

Reports:

For more information on generating reports see the QRG: *Reports – Generating*.

- **Subcontract Payment Report** – Advanced Filter can be set to provide subcontractor payments in a date rate.
- **Contract Clearance DBE Participation Report**.

Next Steps:

N/A