

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:*

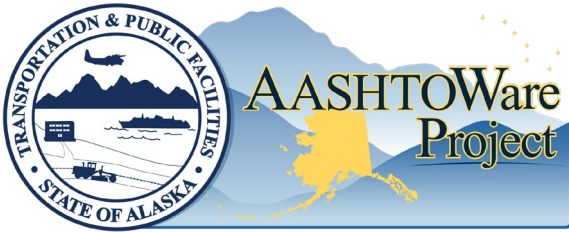
1. Click the **Add Payment** button.
2. Enter the next chronological **Progress Estimate Number**.
3. Select an **Estimate Type**.
4. Enter the **Progress Estimate Amount**.
5. Enter or select the **Contract Payment Period Start Date**.

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. Click **Save**.
9. Click the **Items** tab.
10. Enter the **Contract Item Line Number**.
11. Enter the **Quantity Paid**.
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
14. Click **Save**.

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Updated March 2025



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15. To add additional Items, select the **New** button and repeat Steps # 10-14 as needed.
16. Click the **General** tab.
  - a. For DBE Subcontract Payments, select the **DBE Work Type** and enter the **DBE Paid Amount**.
  - b. Click **Save**. The system will populate the Total DBE Credit Amount field for which the contractor will receive DBE credit, as long as the DBE Work Type and DBE Items Amounts match.

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

### *Endorsement of Subcontract Payment:*

1. Select the **Endorsement** tab.
2. At the **Component Actions Menu** select **Review Endorsement**.
3. In the modal window, 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*).

### *Add additional Subcontract Payment(s):*

The following steps can be performed if there are additional subcontract payments to list for this contract payment.

1. From the Subcontract Payment Summary, select the **Component Actions Menu**.
  - a. To add additional subcontractor payments from the prime, select **Add New Payment From Same Payer**.
  - b. To add a second-tier subcontractor payment, select **Add New Payment From Payee**.
2. Repeat the Steps in *Add a Subcontract Payment(s)* and *Endorsement of Subcontract Payment* above to populate the appropriate fields.

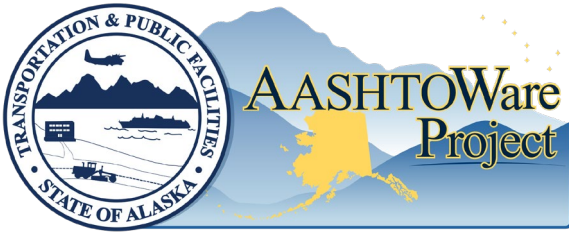
### *Notes:*

- Selecting the **Contract Payment** quick link, then the **Subcontract Payments** tab, will return you to the screen to select 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 within a date rate.
- **Contract Clearance DBE Participation Report**.



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## Next Steps:

N/A

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Updated March 2025