



## QUICK REFERENCE GUIDE:

# 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. If known, enter the **IRIS Payment Amount**
6. Enter or select the **Contract Payment Period Start Date**
7. Enter or select the **Contract Payment Period End Date**
8. Enter or select the **Date Estimate Approved** (this will be blank until the Construction Module is implemented)
9. If known, add the **IRIS Payment Date**
10. 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. If the Payment Type selected is Final, check the **Payee Work Complete Indicator**
10. Click **Save**
11. Click the **Work Types** tab
12. Select the **Work Type**
13. Enter the **Actual Payment** made to this contractor for this Work Type
14. 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

## 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

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

Contract Clearance DBE Participation Report