Payment and Verification Process

**Overview**
- All payers, including the prime contractor, subcontractors / vendors, and tiered subcontractors / vendors, create AASHTOWare Project Civil Rights & Labor subcontract payment records for each payment to each payee.
- The payer signs each AASHTOWare Project Civil Rights & Labor subcontract payment record.
- The payee verifies receipt of each payment on the AASHTOWare Project Civil Rights & Labor subcontract payment record.
- VDOT reviews the AASHTOWare Project Civil Rights & Labor subcontract payment records and verifications to ensure payment was made within the federal and state guidelines for a timely and accurate payment.
- VDOT also monitors the AASHTOWare Project Civil Rights & Labor subcontract payment records made to DBE firms and from DBE firms.

**VDOT**
- VDOT records payments to the prime contractor.
- VDOT reviews subcontract payment records and verifications from the contractors.

**Prime Contractor**
- The prime contractor is paid by VDOT.
- The prime contractor records subcontract payments (prime as payer) to their subcontractors and vendors (subcontractor or vendor as payee).

**Subcontractor**
- The subcontractor is paid by the prime contractor. The subcontractor verifies receipt of payment from the prime contractor.
- The subcontractor records subcontract payments (subcontractor as payer) to any tiered subcontractors (tiered subcontractor as payee).

**Tiered Subcontractor**
- The tiered subcontractor is paid by the parent subcontractor. The tiered subcontractor verifies receipt of payment from the parent subcontractor.
- If applicable, the tiered subcontractor will record payments to their own subcontractors and vendors.

**View Payments Information**

In AASHTOWare Project Civil Rights & Labor, you can view the records of the VDOT payments to the prime contractor and associated subcontract payments.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, navigate to the **Contract Overview** screen.
3. Search for the contract and click the contract row **Actions** button.
4. Under **Tasks**, click the **Open Contract Payments** task.  
   *This page will list the Estimate Number, Type, Amount Paid, and End Date.*
5. Click the **Estimate Num** link.
6. On the **Contract Payment Summary** page, click to view the tabs:
   a. **General** tab – Note that the Date Payment was Made field is used later by VDOT to determine the Days Beyond Pay Allowance and Days Beyond Retainage Allowance for each subcontract payment record.
b. **Items** tab—Lists the items that were included on this payment to the prime contractor.

c. **Subcontract Payments** tab—This will be blank until the prime and subcontractors add their Subcontract Payment records.

**View Subcontract Payments Information**

1. On the **Contract Payment Summary** page, click the **Subcontract Payments** tab.
2. On the row for the subcontract payment, click the row **Actions** button.
3. Click the **Review Sub Contractor Paymt. Summary** task.
4. From the **Subcontract Payment Summary**, click to view the tabs:
   a. **General** tab—Note the fields for **DBE Firm Indicator** and **DBE Commitment Indicator** are recorded by the system based on the Payee Vendor ID.
   b. **Withholding** tab—Contains information related to funds being withheld or previously withheld funds being released.
   c. **Items** tab—Lists items included on this subcontract payment.
   d. **Endorsements** tab—Lists when the payer signed the payment record and when the payee and VDOT reviewed the payment record.

**Add a Subcontractor Payment from the Prime Contractor to a Subcontractor**

1. On the **Contract Payment Summary** page, **Subcontract Payments** tab, click the **Add Subcontract Payment From Prime link**.
2. Enter values in the following fields: **Payee**, **Payee Payment Number**, **Date Paid**, **Payment Type**, **Paid Amount** (This field is later updated to match the sum of the **Actual Payment** entries on the **Items** tab.). Complete the **Payee Work Complete Indicator** when applicable. Click the **Save** button.
3. **Withholding** tab—Contains information related to funds being withheld or previously withheld funds being released. Populated from the entries on the **Items** tab.
4. **Items** tab—As needed enter values in the following fields:
   - **Contract Item Line Number**, **Quantity Paid**, **Actual Payment**, **Payment or Partial Amount Withheld Indicator**, **Partial Payment Comments**, **Retainage Released**, **Retainage Dollars Held**, **Payee Work Complete Indicator**. Click the **Save** button.
   - When a previously withheld portion of a payment to a subcontractor is released, an additional subcontractor payment record should be made to pay those withheld amounts. The **Retainage Released** check box should be selected and the amount to release entered in the **Actual Payment** field.
5. **Endorsements**—Lists when the payer signed the payment record and when the payee and VDOT reviewed the payment record.

**Sign Subcontract Payment**

1. On the **Subcontract Payment Summary**, click the component **Actions** button.
2. Click the **Sign Subcontract Payment** task.
3. Review the **Subcontract Payment Report** information. Click the **Next** button.
4. Review the Verification Requirement information. Click the **Next** button.
5. If needed, in the **Signer Comments** field, type the comments.
6. Click the **Sign Payment** button.

**Generate Report**

1. On the **Subcontract Payment Summary**, click the component **Actions** button.
2. In the **Reports** section click either **Payment Verification Text** or **Subcontract Payment**.
3. Wait until the system displays step 4 of 5.
4. Click the **Execute** button.
5. If needed, save or print the report.

**Key to Actions buttons:**

- **System Actions button** (At the top of the screen)
- **Component Actions button** (On the heading)
- **Row Actions button** (On the row)