



December 2017

# AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT Subcontract Payments | For Subcontractors and Vendors

Additional subcontract payment Quick Reference Guides and Computer Based Training files are available from VDOT.

## 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.
3. Search for the contract and click the contract row **Actions** button.
4. Click the **Open Contract Payments** task.  
*This page will list the **Estimate Number, Type, Amount Paid, and End Date**. Note that the only estimates listed will be those where the subcontractor is a payee on a subcontract payment record.*
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 subcontract payment row, 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. **Endorsement** tab – Lists when the payer signed the payment record and when the payee and VDOT reviewed it.
  - d. **Items** tab – Lists items included on this subcontract payment.

### Add a Subcontractor Payment from a Subcontractor to a Tiered Subcontractor

1. On the **Contract Payment Summary** page, **Subcontract Payments** tab, locate the row indicating payment to your company.
2. Click the row **Actions** button and select **Add New Payment from Payee**.
3. 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.
4. **Withholding tab** – Contains information related to funds being withheld or previously withheld funds being released. Populated from the entries on the **Items** tab.
5. **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 the **Payment or Partial Amount Withheld Indicator** field is selected, the **Partial Payment Comments** field should be

completed.

- When a previously withheld a 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.

6. **Endorsements** –This tab will list when the payer signed the payment record and when the payee and VDOT reviewed it.

### 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.

### Verify Receipt of a Subcontract Payment

Add all subcontract payment records needed before verifying receipt of a subcontract payment. Verifying receipt of a subcontract payment prevents the subcontractor from recording any additional subcontract payment records to their own tiered subcontractors or vendors.

1. On the **Contract Payment Summary** page, click the **Subcontract Payments** tab.
2. Locate the row indicating payment to your company.
3. Click the row **Actions** button and select the **Verify Payment** task.
4. Review the **Subcontract Payment Report** information. Click the **Next** button.
5. Enter values in the following fields: **Payment Received, Amount Received, Date Received, Payee Comments**.
6. Click the **Submit Verification** 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.