Managing Subcontract Payments

Role: WV EXT Sub Payment

Key to Actions Menus:

Global **Actions** menu (At the top of the screen)

Component **Actions** menu (On the heading)

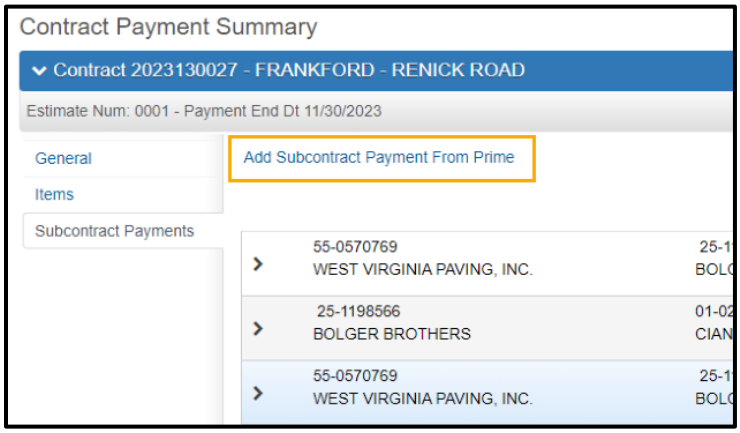
Row **Actions** menu (On the row)

Background:

- After the agency makes a payment to the prime contractor for work on the contract, the prime contractor is in turn responsible for paying the subcontractors, suppliers and other vendors used for the work, and they must in turn pay other subcontractors and vendors. The agency monitors all of these payments to make sure they are made within the federal and state guidelines for prompt payment.

Recording Actual Payments as Prime Contractor:

1. Navigate to the **Contract Overview** section on the home page.
   - **Note:** For these exercises, we are using the **WV EXT Sub Payment** role. To verify or change your role, click the down arrow on the **Home** button on the Menu Bar.
2. Click the **Contracts** link.
3. On Contract Overview, click the **Quick Find** search box and type the contract number to record actual payments.
4. Click the row **Actions** menu.
5. Click **Open Contract Payments** task.
6. Click **Estimate Num** link for the payment estimate.
7. On the Contract Payment Summary, click the **Subcontract Payments** tab.
8. Click the **Add Subcontract Payment From Prime** link.
9. Click the **Payee** field, find and select the payee vendor name.
10. Click **Payee** Payment Number field, type the payment estimate number.
11. Click the **Date Paid** field, enter or choose the date.
12. Click the **Payment Type** drop-down, select the type.
13. Click the **Paid Amount** field, enter the amount paid.
14. Click the **Payee Work Complete Indicator** check box if this subcontract payment is the last subcontract payment to be recorded for this project.
15. Click the **Save** button.



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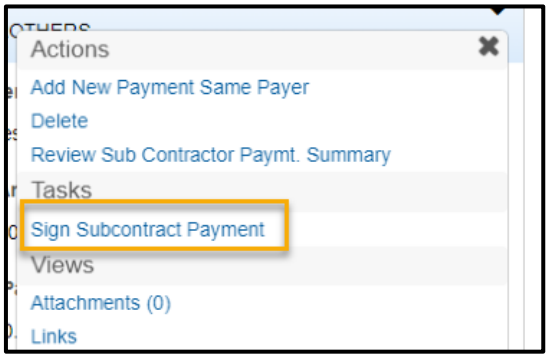
Managing Subcontract Payments

Signing Subcontract Payments:

Navigation: Contract Overview > row Actions menu > Open Contract Payments task > Contract Payment Overview > Estimate Num

1. On the Contract Payment Summary page, click on the **Subcontract Payments** tab.
2. Locate the payment to sign.
3. Click the row **Actions** menu.
4. Click the **Sign Subcontract Payment** task.
5. On the Sign Subcontract Payment page, review the Subcontract Payment Report.
6. Click the **Next** arrow.
7. Review Verification page.
8. Click the **Next** arrow.
9. Click **Signer Comments** field, enter any comments.
10. Click the **Sign Payment** button.



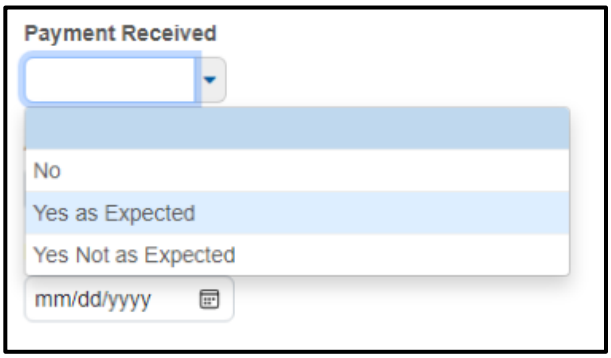
Verifying Subcontract Payments:

Navigation: Contract Overview > row Actions menu > Open Contract Payments task > Contract Payment Overview > Estimate Num

1. On the **Contract Payment Summary** on the Subcontract payment, find the subcontract payment that the prime entered to verify, click the row **Actions** menu.
2. Click the **Verify Payment** link.
3. On the Verify Payment page, review the Subcontract Payment Report.
4. Click the **Nex**t arrow.
5. Review Verify Receipt page, click the **Payment Received** field, select the response.

- **Note:** If any other response of **'Yes as Expected'** is selected for the **Payment Received** field, then the **Payee Comments** field is required.

6. **Click the Amount Received** field, enter the amount.
7. Click **Date Received** field, enter or choose the date.
8. Click the **Payee's Work on Contract Complete** check box if applicable.
9. Click the **Payee Comments** field, enter any comments.
10. Click the **Next** arrow.
11. Click the **Submit Verification Process Completed.**



Recording Tiered Subcontract Payments as a Subcontractor:

- **Note:** These steps are similar to adding a subcontractor payment as the prime contractor. You can input the subcontractor payment for however many subcontractors there are. It is expected that if the prime needs to input the subcontract payments by choosing the specific payment that the agency paid that they used to pay the subs.

1. On Contract Overview, click the **Quick Find** search box and type the Contract to record actual payments for.
2. Click the row **Actions** menu.
3. Click **Open Contract Payments** task.
4. Click **Estimate Num** link for the payment estimate.
5. On the Contract Payment Summary, click the **Subcontract Payments** tab.

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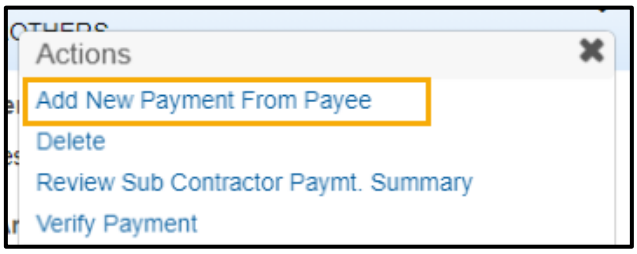
6. On the **Subcontract Payments** tab, find the payment from the parent subcontractor from which you want to pay your tiered subcontractor on.
7. Click the row **Actions** menu.
8. Click the **Add New Payment from Payee** task.
9. Click the **Payee** field, find and select the payee vendor name.
10. Click **Payee** Payment Number field, type the payment estimate number.
11. Click the **Date Paid** field, enter or choose the date.
12. Click the **Payment Type** drop-down, select the type.
13. Click the **Paid Amount** field, enter the amount paid.
14. Click the **Payee Work Complete Indicator** check box if this subcontract payment is the last subcontract payment to be recorded for this project.
15. Click the **Save** button.



- **Note:** After recording a subcontract payment, the user that recorded the payment must sign the payment. Then, the payee (subcontract or tiered subcontract) must log in to verify the payment.

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