AASHTOWare Project CRL Prompt Payment Instructions for the Field Office/Acting Agency Personnel

Reviewing and Endorsing Payments to Subcontractors, Material Suppliers & Haulers

Reviewing Prompt Payment in AASTOWare Project (AWP)

1. Begin to navigate to the Prompt Payment Report logging on to AASHTOWare Project using the following link: <u>https://tdot-pr-prod.infotechinc.com/</u>

Note: Single-Sign-On is enabled so will typically not prompt you to enter your username or password (though may require multi-factor authentication). If you are prompted for a login, use your <u>jj#@tn.gov</u> as the username (i.e. <u>jj00000@tn.gov</u>) and your computer password as the password (for CEI's it will be your TDOT VPN Password).

For CEI's: if you get an error message while logging in, try signing in on your browser in incognito mode. Occasionally the log in will detect your company's Microsoft account instead of your tn.gov login, and incognito mode resolves that issue.

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Navigating to Generate a Report

2. Select the global actions menu, then *Generate Report*.

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Selecting the Desired Report

3. Select the *Prompt Payment Report*.

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Selecting Report Criteria (Contract/Estimate)

4. Search for and select the desired Contract and Estimate. You may select more than one Contract/Estimate at a time if desired.

Note: You will only see the contract(s) that you have access to in this window.

		DEPARTM Pro	IENT OF TI mpt Paym	RANSPORTATION ent Report		Ē
Contract: CNW001 Estimate No: 0001 Prime Contractor Paid: 1	County: HAM Payment Start 0/14/2022	IILTON t Date: 09/2	21/2022	Prime Contractor: Payment End Date:	Wright Brothers Construe 09/30/2022	ction Company, Inc.
		Payer			Payee	
	Paid	Signed	Amount	Paid Paid	Payment Receive	ed Amount Received
*Gibco Construction, LLC	12/08/2022	Yes				
Payer Comments: Payee Comments: Agency Comments:						
*Erosion Solutions, LLC	12/08/2022	Yes				
Payer Comments: Payee Comments: Agency Comments:						
Jones Bros., Inc.	12/08/2022	Yes				
Payer Comments: Payee Comments: Agency Comments:						
Richard Goettle, Inc.	12/08/2022	Yes				
Payer Comments: Payee Comments: Agency Comments:						

Report Output

- 5. The report output will provide the following:
 - a. All prompt payment entries for applicable estimate period(s).
 - b. Whether the estimate has been signed by the payer (prime) and payee (sub).
 - c. Any comments by the payer or payee.
 - d. Comments entered by agency during endorsement.
- 6. Review the report per SS100 and SP1247 (also see CL 109.02-05):
 - a. Ensure all payees are listed for the appropriate pay period in which work was performed, including subcontractors, material suppliers and haulers.
 - b. Ensure the prime had signed each entry.
 - c. Review all payments and comments.
 - d. If the payee enters "**Yes Not as expected**" or "**No**" in the payment received column, follow up with the contractor as per the circular letter.
- 7. Utilize the AASHTOWare Project CRL component to document any actions taken due to conflicting entries between the payer and payee or other additional agency comments.

Note: Payee's are not required to respond but should be fully aware/made aware that payment information is available for their review in AASHTOWare Project CRL.

Entering Agency Comments in AASHTOWare Project (AWP)

*Note: Prompt payment operates as a workflow (Payer [Prime] > Payee [Subcontractor] > Agency). Agency staff can only enter comments in AASHTOWare Project once it has reached that stage of the workflow. If it is not in that stage, comments and correspondence should be documented outside of the system and saved with the project files on CMS.



Main Page

1. From the main page, navigate to and select contracts.

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CMGC03	Q The bridges on I-24 over South Germantown Rd and Br	1000001659	BELL & ASSOCIATES CONSTRUCTION, LLC		
CNM937	Q. The construction of the Cumberland City Ferry Boat Mo	0000048710	CONCRETE STRUCTURES, INC.		•
CNN266	Q Construction on US 64 (SR 15) from Firetower Rd to Be	0070028098	DELTA CONTRACTING COMPANY, LLC		•
CNN279	Q The grading, drainage, and paving on S.R. 317 (Apison	0000035624	WRIGHT BROTHERS CONSTRUCTION CO., INC.		•
CNP047	Q Reconstruction on U.S. 27 (S.R. 29) from S.R. 61 in Ro	0000001290	CHARLES BLALOCK & SONS, INC.		•
CNP079	Q. The construction of a new interchange on I-65 at S.R. 1	0000009403	ROGERS GROUP, INC.		•
CNP180	Q The grading, drainage, signals and paving on S.R. 128	0070028058	DELTA CONTRACTING COMPANY, LLC		•
CNP230	Q Widening on I-124 (US 27) from I-248-124 to Tennesser	0000116835	DEMENT CONSTRUCTION COMPANY, LLC		•
CNP287	Q Bridge construction on S.R. 92 over the French Broad F	0000027047	SIMPSON CONSTRUCTION COMPANY, INC.		•
CNQ029	Q Construction on US 129 SR-115) from Maloney Rd to V	0000001290	CHARLES BLALOCK & SONS, INC.		•
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Contract Overview

2. On the Contract Administration Overview, navigate to find the contract you want to review and click on the contract number.

Note: You will only see the contracts assigned to your office.

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Administration Overview	Subcontracts		
Contract Administration Sumr	nary		
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Contract Authority	Description The grading, drainage, extension of two (2) concrete box bri Up to 220 characters Frime contractor Id 0000006019 Prime Contract or Name SUMMERS-TAYLOR, INC. Contract Status Active Contract Type CNST - CONSTRUCTION Spec Book	Q	Federal Project Number HSIP-67(32) State Project Number 46003-3225-94 Federal Oversight No Local Oversight No Local Project Engineer Name Q Begin typing to search or press Enter Consultant Project Engineer Name
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Contract Payments

3. Open the Contract Payments.

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Contract Estimate

4. Select the desired estimate period.

Note: Prompt payment entries should be on the estimate for which work was performed, not simply the latest estimate. (i.e. if estimate 1 has an end date of 11/15/17, estimate 2 has an end date of 12/15/17, and estimate 3 has an end date of 01/15/18, a prompt payment entry for work done on 12/4/17 should be entered under estimate 2)

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Contract Payment Summary

5. Select the Subcontract Payments Tab then click **"Review Sub Contractor Paymt. Summary"** to begin reviewing payment information.

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Payment Endorsements

- 6. Select the Endorsements Tab. Here you will be able to view if and who has signed the prompt payment for the prime and subcontractor.
- 7. Click **"Review Endorsement..."** to begin reviewing payment information.

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Subcontract Payment Summary

- 8. Enter any agency comments and click "**Save**". The following agency comments should be made if a subcontractor disputes a payment entry:
 - When a subcontractor disputes a payment entry that is not the final estimate, add the following comment: "[Subcontractor] is disputing payment entry of [Payment Entry Amount] made by [Prime Contractor] on estimate number [###]. The progress payment will be processed but the field office will work with the Region and/or Headquarters Construction to resolve the disagreement/dispute as soon as possible. Final estimate payment will not be made until a resolution is reached and corrective entries noted in the system."
 - If a corrective entry is made by the prime contractor...
 - On the new correct entry, add the following comment: *"This payment entry is the correct payment for* [*Subcontractor*] by [*Prime Contractor*], which was previously disputed on estimate number [###] as payee payment number [###]."
 - On the previously incorrect entry, updated the original comment to include the following: "Dispute resolved on [Dispute Resolved Date]. Refer to payee payment number [###] on estimate number [###] for correct payment entry.
 - If the dispute is dropped by the subcontractor and the original payment entry is valid, add the following comment to the original payment entry: "[Subcontractor] is no longer disputing payment entry of [Payment Entry Amount] made by [Prime Contractor] on estimate number [###]. Final estimate will not be withheld because of this dispute."

Note: Per TDOT specification and SS100, if no prompt payment entry is made by the prime and the sub disputes, then the progress estimate should be withheld. Likewise, estimate payments are to be withheld if subcontractors, at any tier, material suppliers, or haulers are not paid after the thirty (30) calendar day time period.

Frequently Asked Questions (FAQ's)

• Who are prompt payment records required for?

Per TDOT specification 109.02, prompt payment is required for <u>all subcontracts</u> (including those that are not a DBE), <u>material suppliers</u>, and <u>haulers</u>.

• What will be done when no payment is due any subcontractors during an estimate period?

The prime is to enter a payment but select "No Subs Due Payment This Estimate" as the subcontractor and enter zero as the paid amount.

• If a joint check was utilized, the prime is to:

- 1. Add a Subcontractor Payment record for each Payee due payment from the joint check.
- 2. On each Subcontractor Payment record enter the amount due the respective Payee.
- 3. Add comments when signing indicating that a joint check was issued and listing all payees.

As the agency, you will be able to see these comments both in AASHTOWare Project and in BOE during your review.

• What should I do if the prime enters a payment wrong? (i.e. wrong information, wrong payment amount, wrong estimate, etc.)

If the payment has <u>not</u> been certified (signed) by the prime, then the payment can be deleted by the prime.

Once a payment is certified by the prime, it can no longer be deleted. It is the responsibility of the prime to review their entry when certifying to ensure it is correct. After it is certified, it is in the subcontractor's hands to verify or dispute payment information.

For payments entered on the wrong estimate, it is the prime contractor's responsibility to correct the error by following the subsequent steps:

- 1. Add the correct payment entry on the proper estimate.
- 2. Sign the corrected payment entry and provide a comment similar to the below:
 - Comment example: "Payment entry to [Subcontractor] of [Payment Amount] on [Date Paid] was made in error on estimate number [###] and has been corrected. Payment record with this entry reflects actual payment to [Subcontractor]."
- 3. Add a new payment to the same vendor with a negative (-) amount of the error payment. This will update the total paid to date field to take out the payment entered in error.
 - i.e. If a subcontractor was recorded being paid \$50,525 in error, then the amount entered for this entry should be -\$50,525.
- 4. Sign the negative payment entry and provide a comment similar to the below:
 - Comment example: "Payment entry to [Subcontractor] of [Payment Amount] on [Date Paid] was made in error. Payment entry has been corrected and is shown on estimate number [###] as Payee Payment Number [###]."

• What should I do if a payment is disputed?

o If a prompt payment entry is disputed:

Per Circular Letter 109.02-05, "If any subcontractor, material supplier, or hauler disagrees with the information submitted by the Prime Contractor, the progress payment can be processed but the field office shall work with the Region and/or Headquarters Construction to resolve the disagreement/dispute as soon as possible. Final estimate payment shall not be made until a resolution is reached and corrective entries noted in the system.

Follow the instruction in step 8 regarding comments for endorsing after a subcontractor disputes a payment entry.

 If a subcontractor, material supplier, or hauler disputes no payment was received <u>and/or</u> if no prompt payment record is submitted by the prime:

Per TDOT specification and SS100, if no prompt payment entry is made by the prime, then the progress estimate should be withheld. If there were no payments due during the estimate period, the prime should enter a zero dollar payment with the vendor as "No Subs Due Payment This Estimate".

Likewise, estimate payments are to be withheld if subcontractors, at any tier, material suppliers, or haulers are not paid after the thirty (30) calendar day time period.