

B2Gnow Quick Start Guide for General Contractors / Prime Contractors



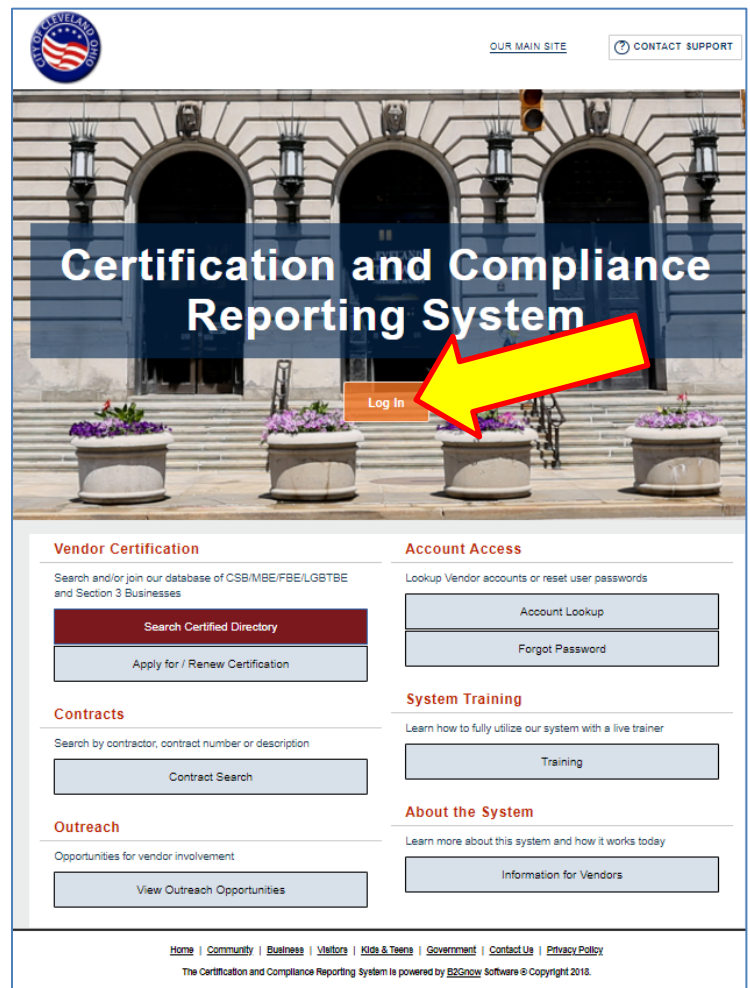
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a. Recording Payments Received and Paid to Subcontractors

Step 1: "Login" at
www.cleveland.diversitycompliance.com

Figure 1: Login Screen



Step 2: Click "Contract Audits"

The screenshot shows the B2G NOW Home Page dashboard. On the left is a navigation menu with links like Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area is titled 'Dashboard' and shows 'Displaying records assigned to your company'. Under the 'Contract' section, there is a table with the following data:

Contract	Total	< 90 days	> 90 days
Total	16		
Open	7		
Closed	9		
Contract Audits			
Total Audits	284	13	271
Incomplete Audits »	21	9	12
Audit Discrepancies »	8	0	8

A green arrow points to the 'Contract Audits' link. Below this is the 'Certification Center' section with a message about submitting a request for active certifications. On the right, there are sections for 'Alerts' (No Activated Alerts), 'System News' (Security Advisory, Special Features for Vendors), and 'Training Classes & Events'.

Figure 2: Home Page

Step 3: Select a contract and click an "Incomplete"

The screenshot shows the 'Vendor Control Panel: Contract Audits' page. It includes a navigation menu, a search bar, and a table of audit records. The table has columns for Status, Audit Period, Contract Number & Title, Organization, and Paid to Prime. A green arrow points to the 'Incomplete' status link in the first row of the table.

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Incomplete	March 2014	CT8006LA2012000000065: Emerald Alliance VI (FL) 703	City of Cleveland	Not reported
Incomplete	March 2014	Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PW FL)	City of Cleveland	\$0.00
Incomplete	March 2014	Temp ED 079: ED 079 - Westin (Optima - LW FL)	City of Cleveland	Not reported
Incomplete	March 2014	11002133: EASTERLY WWTP SCREENINGS CONVEYANCE/STORAGE PROJECT	Northeast Ohio Regional Sewer District	Pending
Incomplete	February 2014	CT8006LA2012000000019: University Tower (FL) 743	City of Cleveland	Not reported
Incomplete	February 2014	Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PW FL)	City of Cleveland	\$0.00
Incomplete	February 2014	Temp ED 079: ED 079 - Westin (Optima - LW FL)	City of Cleveland	Not reported
Incomplete	February 2014	11002133: EASTERLY WWTP SCREENINGS CONVEYANCE/STORAGE PROJECT	Northeast Ohio Regional Sewer District	Pending
Incomplete	February 2014	CT8006LA2013000000001: CD 505 - Regency Square Apartments (FL)	City of Cleveland	Not reported
Incomplete	January 2014	CT8006LA2012000000019: University Tower (FL) 743	City of Cleveland	Not reported
Incomplete	January 2014	Temp ED 079: ED 079 - Westin (Optima - LW FL)	City of Cleveland	\$1,615,723.61

Step 4: The screen below will appear, click **“Report payment received from the City of Cleveland”**

Compliance Audit: Audit Notice for March 2014

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Temp ED 079: ED 079 - Westin (Optima - LW FL)
Prime: Marous Brothers Construction Inc

Status: Open
12/1/2011 - 1/31/2014
Current Value: \$46,667,634

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the Audit Actions table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information

Time Period: March 2014
Date & Time Posted: Local: 4/1/2014 7:00:39 AM EDT
System: 4/1/2014 6:00:39 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the prime contractor your responsibility is to report payments made to subcontractors and payments received from City of Cleveland.

Audit Actions

Category	Action Required & Link	Date
Prime Contractor	Report payment received from City of Cleveland	due by 5/1/2014 audit lock on 5/31/2014
	Report 44 subcontractor payments	due by 5/1/2014 audit lock on 5/31/2014

Compliance Officer Information

Contact Person: Barbara Esperon
Organization: City of Cleveland
User Number: 30000045.006

Buyer/Project Manager Information

Contact Person: Contract Administrator
Department: Div.Economic Development
User Number: 10001821.001

Step 5: The screen below will appear, click **“Report payment to Prime¹”**

Compliance Audit: March 2014

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Temp ED 079: ED 079 - Westin (Optima - LW FL)
Prime: Marous Brothers Construction Inc

Status: Open
12/1/2011 - 1/31/2014
Current Value: \$46,667,634

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status: Not complete
44 sub responses to be submitted; payment to prime to be submitted
Reporting deadline is 5/1/2014
Audit will be locked 5/31/2014

Audit Period: March 2014
Payment to Prime: [Report Payment to Prime](#)
Marked As Final Audit?: No (mark audit as final)

Audit Summary - Total Contract Through TODAY (4/14/2014)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$46,667,634.00		\$24,279,520.73		
For Credit	\$14,000,290.20	30.000%	\$5,577,034.25	22.970%	7.030% below goal
For Credit to CSB Goal	\$3,733,410.72	8.000%	\$3,497,446.28	14.405%	6.405% above goal
For Credit to FBE Goal	\$3,266,734.38	7.000%	\$1,226,704.83	5.052%	1.948% below goal
For Credit to MBE Goal	\$7,000,145.10	15.000%	\$852,883.14	3.513%	11.487% below goal
For Credit to Section3 Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Contract Progress	52.00%				
For Credit Progress	39.8%				

Shows **“Subcontracting goal attainment”** based on **“Confirmed payments”**

¹For Development Contracts – Include payments received from all funders to pay for the project.

Step 6: The screen below will appear, perform the following steps:

- Enter under **"Amount for March"** the Total of payments made in that month
- Enter under **"Payment Date"** the last payment complete date made that month
- Enter under **"Comments"** enter the details of "all the payments received in the month", include the following: (a) Payment Received from and/or Self-funded (b) Date, (c) Check Number, (d) Comments.
- Click **"Save"** when complete

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status: **Not complete**
 44 sub responses to be submitted; payment to prime to be submitted
 Reporting deadline is 5/1/2014
 Audit will be locked 5/31/2014

Audit Period: **March 2014**
 Report Payment to Prime

Report the payment you received from the organization for **March 2014**. You may report this information **once**; any changes to the amount and/or date must be made by the compliance officer.

Amount For March 2014 * \$

Payment Date (mm/dd/yyyy)

Comments *

Save Spell Check

- Payment Received From
- Date
- Check Number
- Comments

Step 7: The screen below will appear, select a subcontractor and click **"Submit Response"**

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status: **Not complete**
 44 sub responses to be submitted; payment to prime to be submitted
 Reporting deadline is 5/1/2014
 Audit will be locked 5/31/2014

Audit Period: **March 2014**
 Report Payment to Prime

Marked As Final Audit? No (mark audit as final)

Audit Summary - Total Contract Through TODAY (4/14/2014)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$46,667,634.00		\$24,279,520.73		
For Credit	\$14,000,290.20	30.00%	\$5,577,034.25	22.970%	7.030% below goal
For Credit to CSB Goal	\$3,733,410.72	8.00%	\$3,497,446.28	14.405%	6.405% above goal
For Credit to FBE Goal	\$3,266,734.38	7.00%	\$1,226,704.83	5.052%	1.948% below goal
For Credit to MBE Goal	\$7,000,145.10	15.00%	\$852,883.14	3.513%	11.487% below goal
For Credit to Section3 Goal	\$0.00	0.00%	\$0.00	0.000%	Goal matched

Contract Progress: 52.0%

For Credit Progress: 39.8%

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Mark 44 Remaining Subcontractors as Zero Mark Audit as Final

Submit ALL Incomplete Records Report Error

Subcontractor Payments for March 2014

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in March 2014	Confirmed by Sub	Total To March 2014	Contract Goal	Actual Percent
21st Century Concrete Construction, Inc. Patrick Butler info@21stcenturyconcrete.com P 216-362-0900	No	Sub	No	Submit Responses	Not Reported	...	\$32,958.50	0.163%	0.136%
A-C Plastering, Inc. Paul Manojka acplastering@aol.com	Yes	Sub	Yes	Submit Responses	Not Reported	...	\$198,000.00	0.297%	0.816%

Step 8: The screen below will appear, perform the following steps:

- a. Enter under **“Amount PAID for March 2014”** the Total of payments made in that month
- b. Enter under **“Payment Date”** the last payment date made that month
- c. Enter under **“Comments”** enter the details of **“all the payments received in the month”**, include the following: (a) Date, (b) Check Number, (c) Comments, (d) amount
- d. Click **“Review”** when complete

*** required entry**

Audit Information	
Audit Time Period	March 2014
Audit Number	00734538-080

Subcontractor Information	
Subcontractor	21st Century Concrete Construction, Inc.
Vendor Number	20218969
Subcontractor Tier	Tier 1 subcontractor to Marous Brothers Construction Inc

Previous Payment Information	
Displayed are the payment totals for the audit period, and the total to that date.	
Total Paid Through February 2014	\$32,958.50
Amount Paid for February 2014	\$0.00

Home
View »
Search »
Message »
Settings »
Help & Support »
Logoff
Show All Hide All

Logged on as:
Barbara Esperon,
Marous Brothers
Construction Inc

Audit Information	
Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.	
Amount PAID for March 2014 *	\$ <input type="text"/> >> Do NOT enter invoice amount.
Payment Date *	<input type="text"/> >> Enter payment date if you made a payment for March 2014. >> If multiple payments were made, enter the date of the first payment.
Prompt Payment? *	>> Select a choice below if you made a payment for March 2014 <input type="radio"/> Yes - the subcontractor was paid within 10 days of payment from City of Cleveland. <input type="radio"/> No - the subcontractor was not paid within 10 days of payment from . <input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly.
Payment Detail	(Optional) Enter details of PAID check numbers and amounts for February 2014. This optional detail will speed up the subcontractors' confirmation of your payment information. This information will be displayed to BE Company for Demonstration Purposes. Installation Services Provided
Attach File(s)	<input type="button" value="Attach File"/>
Comments	(Optional) These comments are visible ONLY to your compliance officer. They are not visible to BE Company for Demonstration Purposes.

Spell Check Review Cancel

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- e. **“Review”** entries and make any changes necessary
- f. **“Save”**

b. Adding Subcontractors to the Project (Development Projects Only)

Step 1: From Home Page, click **“Contract”**

Dashboard Displaying records assigned to: your company

Contract			
Total			16
Open			7
Closed			9
Contract Audits			
	Total	< 90 days	> 90 days
Total Audits	284	13	271
Incomplete Audits »	20	8	12
Audit Discrepancies »	8	0	8

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

System News

Security Advisory

You have likely read about a security issue called "Heartbleed". This system does **not** use the technology framework (Open SSL) that is at risk. The security certificates used to encrypt traffic to/from this system are safe and providing the correct level of encryption information.

Special Features for Vendors

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. **Add a date alert** to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, **submit a missing certification request**. Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details](#).

[» View events & RSVP today](#)

Configure

[Change Your Password](#) [Apply for Certification](#)
[Edit Your User Settings](#) [Take a Training Class](#)

Step 2: The following screen will appear, click **“View”**

Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
View	CT8006LA2013000000001: CD 505 - Regency Square Apartments (FL)	City of Cleveland	Diana Correa (change)	3 incomplete audits 3 discrepancies	8/1/2012 to 6/30/2013	\$11,171,942	\$11,171,942
View	10000629: COMBINED SEWER OVERFLOW REHABILITATION CONTRACT EARLY ACTION PROJECT (CSORC-EAP)	Northeast Ohio Regional Sewer District	Diana Correa (change)	Closed	3/24/2010 to 12/31/2011	\$2,794,995	\$2,507,407
View	09000761: CONTRACT BCI-3D-VAC BIG CREEK INTERCEPTOR CONTRACT 3D VALLEY AND ARDOYNE CONNECTION	Northeast Ohio Regional Sewer District	Diana Correa (change)	Closed	4/9/2009 to 12/31/2010	\$595,685	\$505,022
View	LA000000000001: Doan Apartments (FL) 690	City of Cleveland	Diana Correa (change)	Closed	10/30/2010 to 12/30/2012	\$7,406,516	\$400,519
View	11002133: EASTERLY WWTP SCREENINGS CONVEYANCE/STORAGE PROJECT	Northeast Ohio Regional Sewer District	Diana Correa (change)	5 incomplete audits	7/21/2011 to 12/31/2013	\$5,473,040	\$5,002,336
View	Temp ED 079: ED 079 - Westin (Optima - LW FL)	City of Cleveland	Diana Correa (change)	7 incomplete audits	12/1/2011 to 1/31/2014	\$46,667,634	\$24,279,521
View	Temp ED 139 - T1: ED 139 - CATS (LW No FL) - GC *** Project Cancelled ***	City of Cleveland	Diana Correa (change)	Closed	11/4/2013 to 11/4/2014	\$1,919,197	\$0
View	Temp ED 146: ED 146 - Hot Sauce Williams Project (LW FL)	City of Cleveland	Diana Correa (change)	1 incomplete audit	11/4/2013 to 12/11/2014	\$282,131	\$0

Step 3: The following screen will appear, click **“View Subcontractors”** button

Contract Management

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PW FL)
Prime: Marous Brothers Construction Inc

Status: Open
11/4/2013 - 12/11/2014
Current Value: \$282,131

Contract Information

Contract Title	ED 146 - Hot Sauce Williams Project (SF PW FL)
Contract Number	Temp ED 146
System Transaction Number	01142495.001
Start Date	11/4/2013
(Projected) End Date	12/11/2014
Contract Value	\$282,131.00
Compliance Officer	Barbara Esperon

User Assignment

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Workforce/Prevailing Wage Contact Person	Compliance Audit Required
Prime	100.000%	Diana Correa	Diana Correa	<input checked="" type="checkbox"/>

[View Subcontractors](#) [Compliance Audit List](#)

Contract Status & Actions

Contract	Status	Actions	Previous Transactions
Contract	Open	View Contract	
ContractChange Orders			None
Contract Extensions/Shortenings			None

Step 4: The following screen will appear, click **“Add First Tier Subcontractor”** button

Contract Management: Subcontractor List

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PW FL)
Prime: Marous Brothers Construction Inc

Status: Open
11/4/2013 - 12/11/2014
Current Value: \$282,131

All subcontractors assigned to this contract are listed below.

Subcontractor List

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
BE Company for Demonstration Purposes	No	\$5	Sub	No	<input checked="" type="checkbox"/>	No	Add Sub
Cordero Concrete Construction	<input checked="" type="checkbox"/>	\$17,100	Sub 100%	MBE	<input checked="" type="checkbox"/>	No	Add Sub
Signature Sign Co., Inc.	<input checked="" type="checkbox"/>	\$16,152	Sub 100%	CSB	<input checked="" type="checkbox"/>	No	Add Sub

[Add First Tier Subcontractor](#)

Subcontractor Addition Requests

Vendor Name	Submitted By	Certified	Requested Percent/Amount	Inc. in Goal	Compliance Audit	Date Requested	Status	Actions
Cordero Concrete Construction	Brianna Niznik	<input checked="" type="checkbox"/>	\$17,100	MBE	<input checked="" type="checkbox"/>	3/24/2014	Approved	View

Step 5: The following screen will appear, click **“Get Vendor”** button

Contract Management: Add Subcontractor Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PW FL) Status: Open
Prime: Marous Brothers Construction Inc 11/4/2013 - 12/11/2014
Current Value: \$282,131

Vendor Information ?

Vendor * [Get Vendor](#) Vendor database

Vendor Compliance Contact *

Vendor Workforce/Prevailing Wage Contact *

Vendor Address *

Applicable Vendor Certifications ?

Assign a vendor and [click to refresh certification list](#).

Subcontract Information ?

Subcontractor Tier * [Tier 1] Subcontractor to Marous Brothers Construction Inc [Prime Contractor]

Current Prime Contract Amount \$282,131.00

Subcontract Percent/Amount *

By Amount: \$

By Percent: %

Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$282,131). Do not deduct amount/percent of subcontracts awarded by this subcontractor.

Include in Compliance Audits? *

Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.

No - subcontractor is inactive.

Step 6: The following screen will appear, enter the company's name in the **“Business Name/DBA”** field which you are interested in adding to the project and click **“Search All Matches”** Button:

Search: Vendors Help & Tools

Users | Vendors | Contract | Concessions | Outreach

Search for vendors using their names, locations, classifications, ratings, and/or other criteria. Enter information into any of the boxes below and click **Search**. Some parameters are required.

Search Parameters ?

Business Name/DBA

Contact Person First: Last:

City

State/Province U.S. States/Provinces Canadian Provinces

Zip Code/Postal Code U.S. Zip Code Canadian Postal Code

Phone Area Code

Commodity Code

Business Description

Certification Date & Types Recognized For This Record ?

All certification types below are recognized on this contract for firms that are active as of today.

Certification Parameters ?

Certifications

Step 7: The following screen will appear, click **“Select Vendor”** or if not listed, click **“Add New Vendor”** Button:

Search: Vendors Help & Tools

Users | Vendors | Contract | Concessions | Outreach

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort, click on column title.

Business Name	Phone Number	Location	Actions
BE Company for Demonstration Purposes	216-548-2293	Cleveland, OH	Select Vendor
Holt, B. E. Company	713-694-4898	Houston, TX	Select Vendor
McCabe & Company, Inc.	310-821-1004	Marina Del Rey, CA	Select Vendor
NZERIBE & COMPANY P A	305-653-9990	MIAMI, FL	Select Vendor
TYBE Company, LLC	731-627-2744	Newbern, TN	Select Vendor

1 - 5 of 5 records displayed: Page 1

Step 8: The following screen will appear, at minimum, enter information for every field which has an **“*”** and click **“Review”**:

Vendor Registration: Start Help & Tools

Business Information

* required entry

Business Name *

DBA Name

Tax ID Number (Federal Tax ID or Social Security Number)

DUNS Number (Look up a Dun & Bradstreet number)

Company Type

Company Ownership Ethnicity

Company Ownership Gender

Business Contact Information

Main Company Email *

Main Phone * Ext.

Main Fax *

Main Company Web Site

Company Address *

City *

State/Province * U.S. States/Provinces or Canadian Provinces

Zip Code/Postal Code * - or U.S. Zip Code or Canadian Postal Code

Country *

Company Contact Person	
Name * <small>(first, last name)</small>	Mike Curry
Title	
Email (Username) *	NC@NewCompany.com <small>(copy from above)</small>
Phone Number	216 548-2293 Ext. <small>(copy from above)</small>
Fax Number *	216 548-2293 <small>(copy from above)</small>
Time Zone *	US/Central

Commodity Codes	
Commodity Codes	<input type="button" value="Add Commodity Codes"/>
No Codes Assigned	

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Step 9: After review, click **“Save”**.

Step 10: the following screen will appear, at minimum, please answer all the questions which have a **“*”** and click **“Review”**:

Subcontract Information	
Subcontractor Tier *	[Tier 1] Subcontractor to Marous Brothers Construction Inc [Prime Contractor]
Current Prime Contract Amount	\$282,131.00
Subcontract Percent/Amount *	<input checked="" type="radio"/> By Amount: \$ 10,000 <input type="radio"/> By Percent: % <small>Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$282,131). Do not deduct amount/percent of subcontracts awarded by this subcontractor.</small>
Include in Compliance Audits? *	<input checked="" type="radio"/> Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. <input type="radio"/> No - subcontractor is inactive.
Count Towards Certified Goal *	<input type="radio"/> Yes - Payments to this subcontractor count towards goal. <input checked="" type="radio"/> No
Type of Participation *	<input type="radio"/> Subcontractor/Subconsultant <input type="radio"/> Supplier - Manufacturer <input checked="" type="radio"/> Supplier - Regular Dealer <input type="radio"/> Supplier - Packager, Broker, Distrib., Wh <input type="radio"/> Joint Venture <input type="radio"/> Fees & Commission Broker <input type="radio"/> Trucking & Hauling <input type="radio"/> Trucking & Hauling Brokerage <small>According to policy, goal participation will be counted at 60%</small>
Work Description *	Supply Dumpsters
Work Codes	<u>Currently assigned work codes:</u> No Codes Assigned

If “Type of Participation” = **Subcontractor** or **Trucking & Hauling** then Certified Payrolls are required on Monthly Report Audit (MRA) or in **LCPtracker**.

When describing the type of work, please be specific and include at least an action verb to describe work performed

[Add Work Codes](#)

[Click here](#) to see if there are any available work certifications for the assigned vendor.

Subcontract Award/Commit Date * (mm/dd/yyyy)

Estimated Work Start Date * (mm/dd/yyyy)

Estimated Work End Date (mm/dd/yyyy)

Add vendor to existing audits for this contract? *

Yes - add this subcontractor to all audits. Join 2014

No. Subcontractor's first audit will be the next. Payments Already Made: \$

Reference Identifier

Use this field to uniquely identify this subcontractor on contract two or more times. This identifier will be displayed on the vendor list for quick identification of each instance of a firm's participation on the contract.

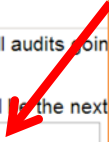
Attach File(s) [Attach File](#)

Comments *

[Spell Check](#) [Review](#) [Cancel](#)

a. Place **\$0.00** as the Start "Paid to Date" Amount.

b. If you had made payments previously, follow the steps listed below under "Record Missed Payments"



Step 9: After review, click "Save".

c. Record "Missed Payments" to a subcontractor

- a. If you have paid \$ prior to the vendor prior to the vendor being set up and/or once you realized that you missed recording a payment you made to one or more subcontractors, please record the payment(s) in the next monthly "Contract Audit: Audit Notice for Month Year" and include in the following details: [(a) Date Issued, (b) Check Number, and (c) comments]. In addition include the "Total Amount" which should also match the amount entered in the **Comments section** in order for the subcontractor to verify. This provides a subcontractor with an opportunity to confirm any past or missed payments entered in B2Gnow in this matter.