

## B2Gnow Payment Reporting Tips

- Report payments in a timely manner to avoid being locked out of the audit periods. A new audit period will open on the 1<sup>st</sup> day of each month. Each audit period represents all payments made to subcontractors in that month. Payments should be reported before the end of the month to allow time for subcontractors to confirm payments and to allow time for any payment corrections to be made. After 90 days, the audit period will be locked. If an attempt is made to report or confirm payments after the 90 days, a request will need to be submitted to the Contract Compliance Officer to have the audit extended.
- Provide as much information as possible when reporting payments. The payment amount and date are required fields. Details such as check numbers, invoice numbers, and job numbers will help the other party involved identify which payments are being reported. Providing attachments as backup documentation is also useful for verification.
- Reporting in B2G has been expanded, with more available fields that will help subcontractors identify payment when reported by primes. View the document “Compliance Audit Payment Lines Update” at <https://www.lawa.org/lawa-businesses/how-to-do-business-with-lawa/contract-compliance-system--b2g> for a visual explanation.
- When a subcontractor marks “Final Payment Made” in an audit period, this means that all work is completed and no further payments including retainage will be received. This action will stop all future audits.
- It is recommended that companies designate an employee as a secondary compliance contact to respond to audit in B2Gnow.