Software for Government

Staff User Manual

Chapter 14 – Utilization Reports

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Chapter 14. Utilization Reports

Chapter 14 – Utilization Reports

Using the B2Gnow system, state agencies that are required to submit reports about the certified businesses with which they contract, can directly input expenditures and generate utilization reports for submission to the appropriate entities. Once submitted, the approving agency evaluates and tracks progress in meeting the established contracting goals.

In this chapter, submitting and approving agencies learn how to work with utilization reports. Because tasks for both roles are covered, please note whether specific tasks are procedures submitting agencies or approving agencies can complete.

Preparing utilization reports

Utilization reports are automatically created by the system at the beginning of every quarter. You, as the submitting agency, can begin adding utilization and expenditure summary details when the report becomes available. Reports are due by the 15^{th} of the month after the quarter ends. For example, a quarterly reporting period would be April 1 to June 30, and the report would be due July 15.

TIP:	Enter data on a monthly basis to give yourself plenty of time to review and submit the report by the quarterly deadline.

To prepare a utilization report for submission and approval, you need to enter or import payment details for all expenses with certified firms made during the quarter. You also add summary data for each industry category, including the number and payment amounts for prime and subcontractors.

WARNING:	This function is available only to submitting agencies.

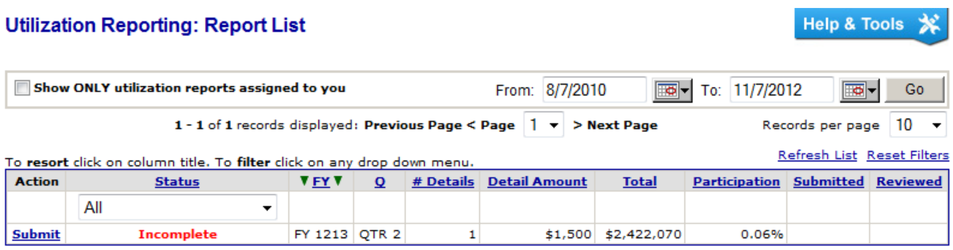
Accessing the Utilization Report List

The Report List displays a list of reports for submitting and approving agencies to view, as well as summary information about each report, such as a report's current status, actions that can be performed, reporting dates, and dollar amounts.

Depending on your agency role, whether submitting or approving utilization data, the information displayed may differ. For example, submitting agencies can view, submit, or resubmit reports. The approving agency can view reports for acceptance.

To access the Utilization Report List

1. Open the **View** menu, and then click **Utilization Reports**.
   The Utilization Reporting: Report List page displays.
2. To view a specific report, in the **Actions** column, click the **View**, **Submit**, or **Resubmit** hyperlink for the report you want to open.



3. To filter the list and view an older report, change the **From** and/or **To** dates and click **Go**.
4. To return to the original view, click **Reset Filters** on the right.

Viewing and adding utilization record details

Utilization record details provide information about the certified vendors your agency has utilized during the reporting period and allows you to view or add payment details for each vendor. This information is used to determine whether the submitting agency is meeting specified goals in contracting with certified businesses.

When you locate and open the utilization report, the Utilization Reporting: View Utilization Report page displays a summary of the report, including the Utilization Report Information, Report Summary, Summary Data, and Additional Information, if any.

There are three options you can use to enter payment utilization data:

1. Enter payment records manually.
2. Bulk upload records from an external system.
3. Transfer records from the B2Gnow Contract Compliance and Spend Analysis modules, if your agency uses those modules.

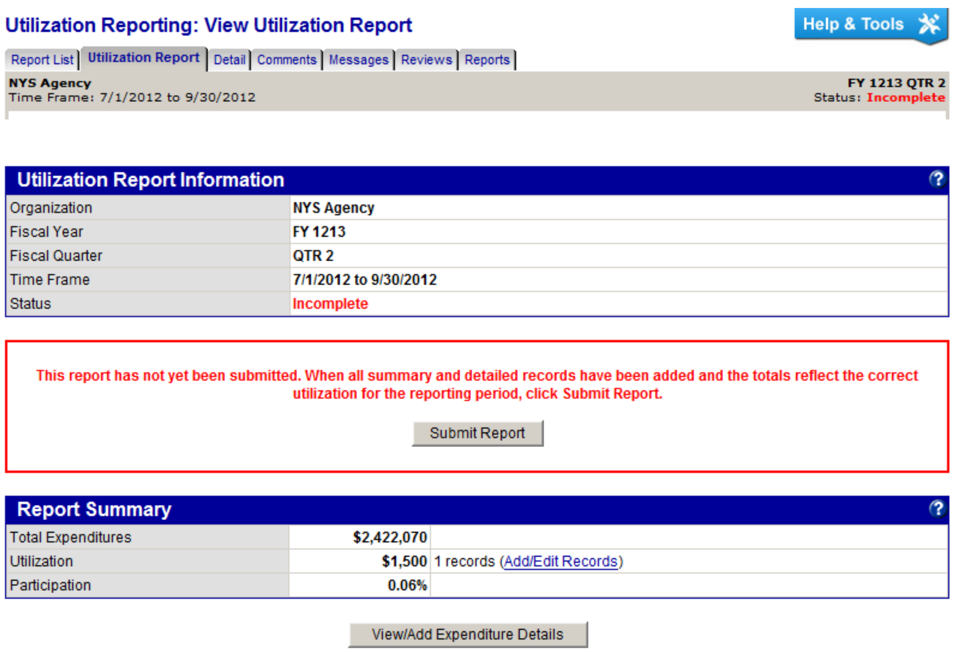
Based on the configuration for your account, you will have access to Option 1 plus Option 2 or 3.

Manually adding and editing utilization record details

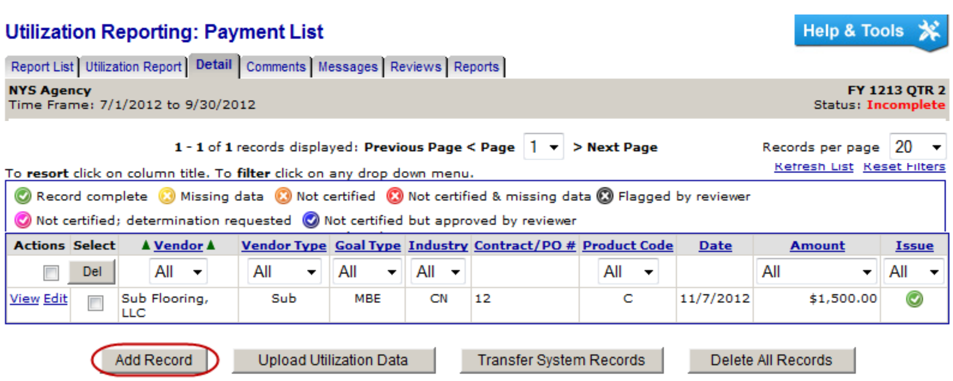
Through the Utilization Reporting: Payment List, you can manually add payment utilization information for each payment made to a certified vendor, such as the industry, product code, transaction date, payment amount, and the goal type.

To manually add utilization record details

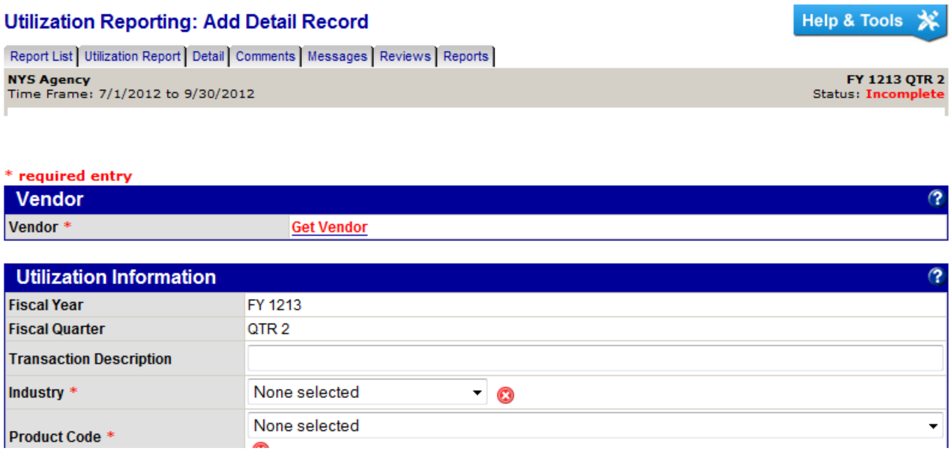
1. Open the report for which you want to add a record.
2. On the **Utilization Reporting: View Utilization Report** page, click the **View/Add Expenditure Details** button.



3. Click **Add Record** at the bottom of the page.



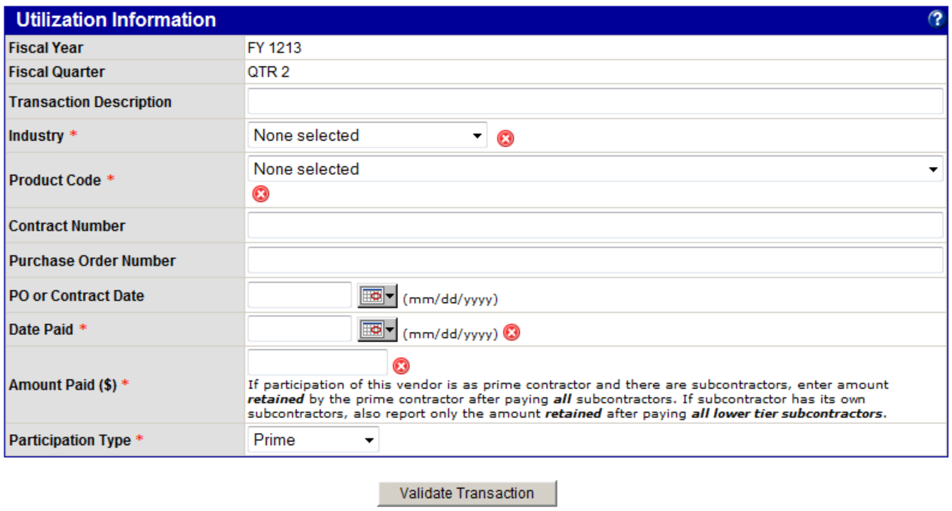
4. Click **Get Vendor**, and then locate and select the vendor for which you want to add a record. You can search for vendors by any single or combination of parameters. Once you locate the applicable vendor, click **Select Vendor**.



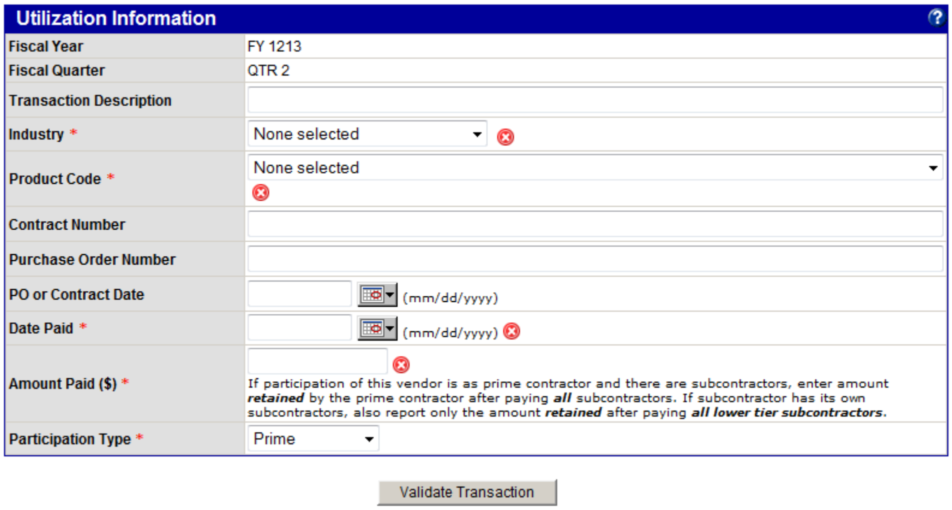
5. From the **Vendor Contact** and **Vendor Address** lists, select the appropriate information if it has not been auto-selected.

6. Complete the fields, as needed, including the following required fields:

   Industry: Select the industry for the transaction.
   Product Code: Select the type of goods or services provided.
   Date Paid: Enter or select the date on which the vendor was paid.
   Amount Paid ($): Enter the amount paid to the vendor.
   Participation Type: Specify whether the vendor is a prime or subcontractor.

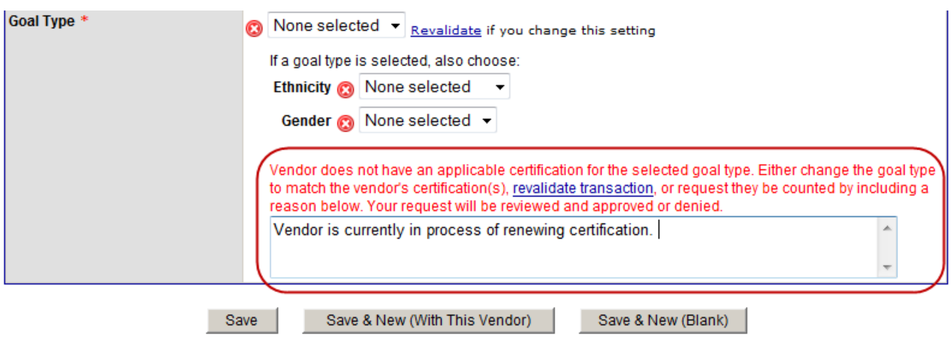


7. Click **Validate Transaction**.
   The system matches the dates entered against the certified directory to auto-identify the transaction goal type and the vendor's ethnicity and gender. Required fields with incorrect or missing data are highlighted with ⊗.



8. To save the record and return to the **Utilization Reporting: Payment List** page, click **Save**.
9. To save the record and add another record for the same vendor, click **Save & New (With This Firm)**.
10. To save the record and add a record for a different vendor, click **Save & New (Blank)**.

If the vendor was not certified at the time of the transaction (contract award or purchase order issuance) or date of payment, the system will not permit you to automatically claim credit for the payment. In such a situation, you must note the reason why you believe this payment should be counted. Your request will be reviewed and approved or rejected.



You can review, edit, or delete records. For more information, see **Reviewing, editing, and deleting utilization record details**.

Uploading utilization record details from an external system

If you use an external system to track your payments, you can bulk upload the records into your utilization report. The uploaded file must be formatted according to the specified Expenditure Detail Field Layout and must be in a comma-separated value file format. For more information about formatting data, see **Preparing data to upload from an existing system** and the tables at the end of this chapter.

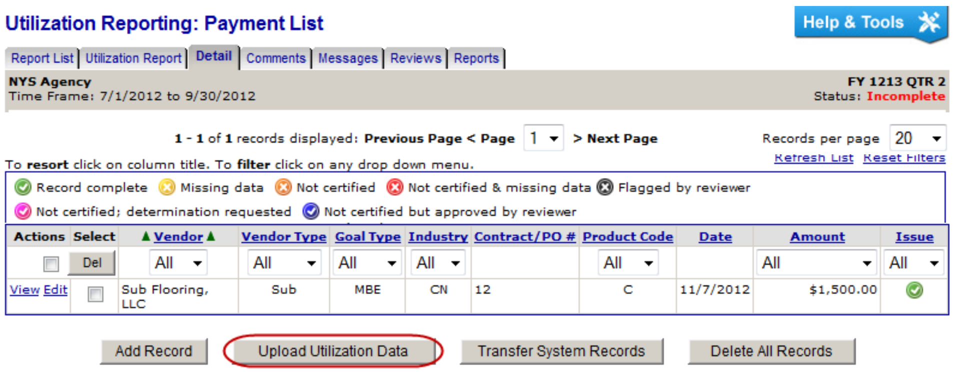
After uploading your file, the system lists the records and labels them with an appropriate status. If there are no issues, you can continue with your report. If the status indicates an issue with a specific record, you must manually fix the record before submitting or delete the imported record(s), fix the issue in your source system, and bulk upload the file again. For example, if one of the records shows a vendor with an expired certification, you can add a note to the record to request the vendor be considered in meeting the goals. The approving agency will approve or deny the request after you submit the report.

Best practices for preparing files:

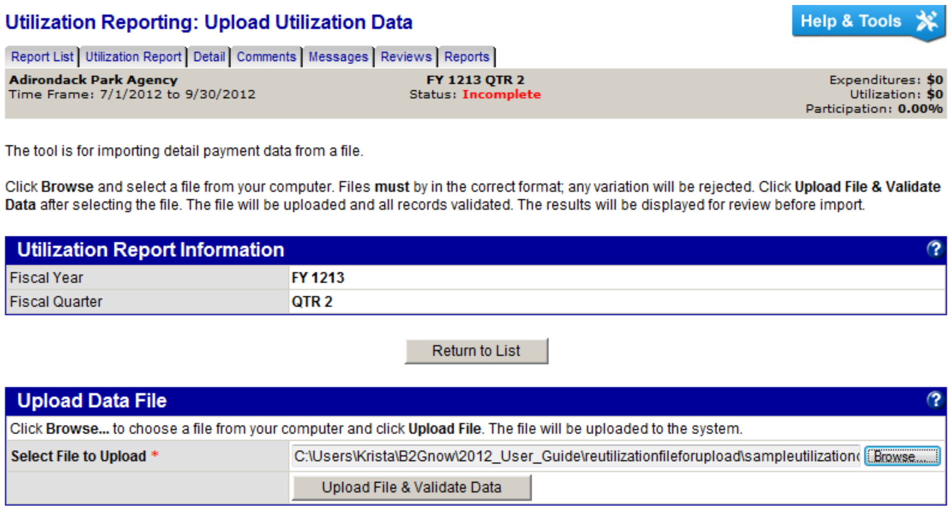
- File must be formatted according to the Expenditure Detail Field Layout.
- File must be in .txt or .csv file format.
- Split large files into smaller files to make it easier to identify and fix errors. You do not need to upload the utilization data all at once.

To upload utilization record details

1. Open the report for which you want to upload records.
2. On the **Utilization Reporting: View Utilization Report** page, click the **View/Add Expenditure Details** button.
3. Click **Upload Utilization Data** at the bottom of the page.

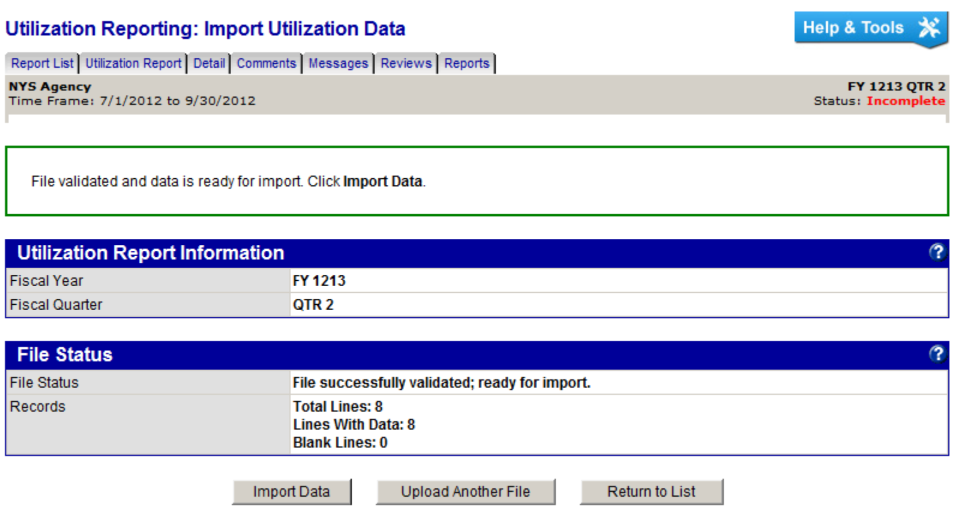


4. Click **Browse**, and then locate and select the file you want to upload.
5. Click **Upload File & Validate Data**. The system uploads the file and validates the data. If the validation fails, the issues will be listed by record in the Data Errors area. Once you update the data in the source file, you can retry the file upload. You cannot submit the report until all records are in good standing.



WARNING: Do not upload the same file multiple times. The system will import each set of data as **new** records, resulting in duplication.

6. To upload another file, click **Upload Another File**, and then click **Validate File**.
7. When the file has been fully validated, click **Import Data**.



8. To view the imported data after the process is finished, click **Return to List**.

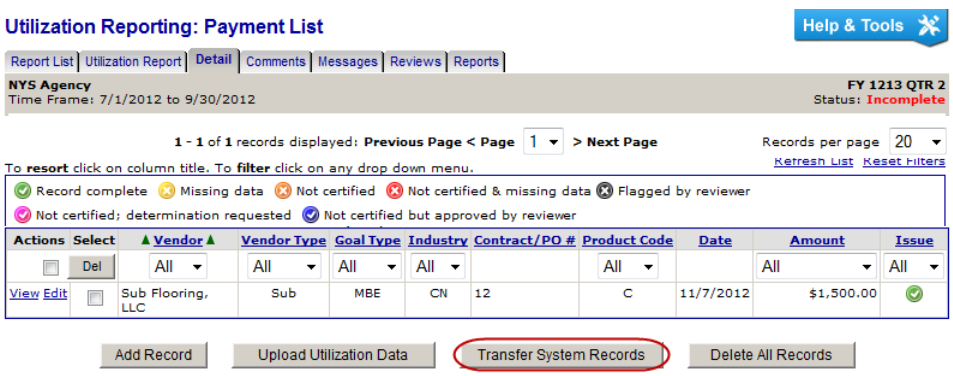
You can review, edit, or delete records. For more information, see **Reviewing, editing, and deleting utilization record details**.

Transferring utilization record details from B2Gnow

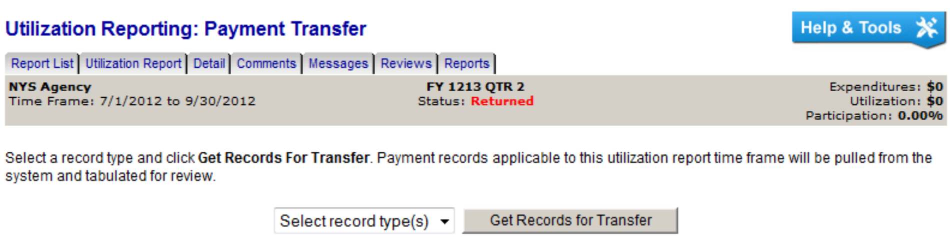
If your agency uses B2Gnow's Contract Compliance and Spend Analysis modules, you can transfer applicable data from the module into the utilization report. To transfer data, select the record types to transfer (contract, PO, or contract & PO); review the data; and import them into the report. When reviewing records, you use the status to determine which records need to be fixed.

To transfer utilization record details

1. Open the report for which you want to transfer records.
2. On the **Utilization Reporting: View Utilization Report** page, click the **Add/Edit Records** hyperlink.
3. Click **Transfer System Records**.

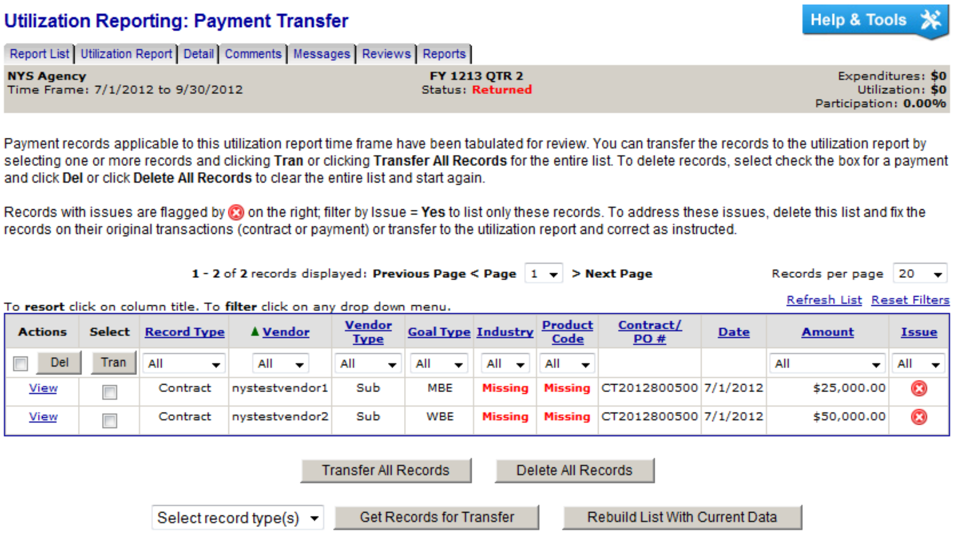


4. From the **Select record type(s)** list, select the type of record you want to transfer.



5. Click **Get Records to Transfer**.
6. Click **OK**.
   The Utilization Reporting: Payment Transfer page displays.
7. Click **OK** again.
   Records highlighted with have one or more issues that must be resolved. You can click the view hyperlink to the left of the record to access and update the source contract record or payment record. Or you can transfer the record, with its error(s) to the utilization report and fix the issue there. All issues must be resolved to submit the utilization report for review.
8. To update a source contract record or payment record, from the **Payment Transfer** page, click **Rebuild List with Current Data** to re-pull the most recent information.

9. To delete records from the list, select the records to delete, and then click the **Del** button at the top of the **Actions** column.

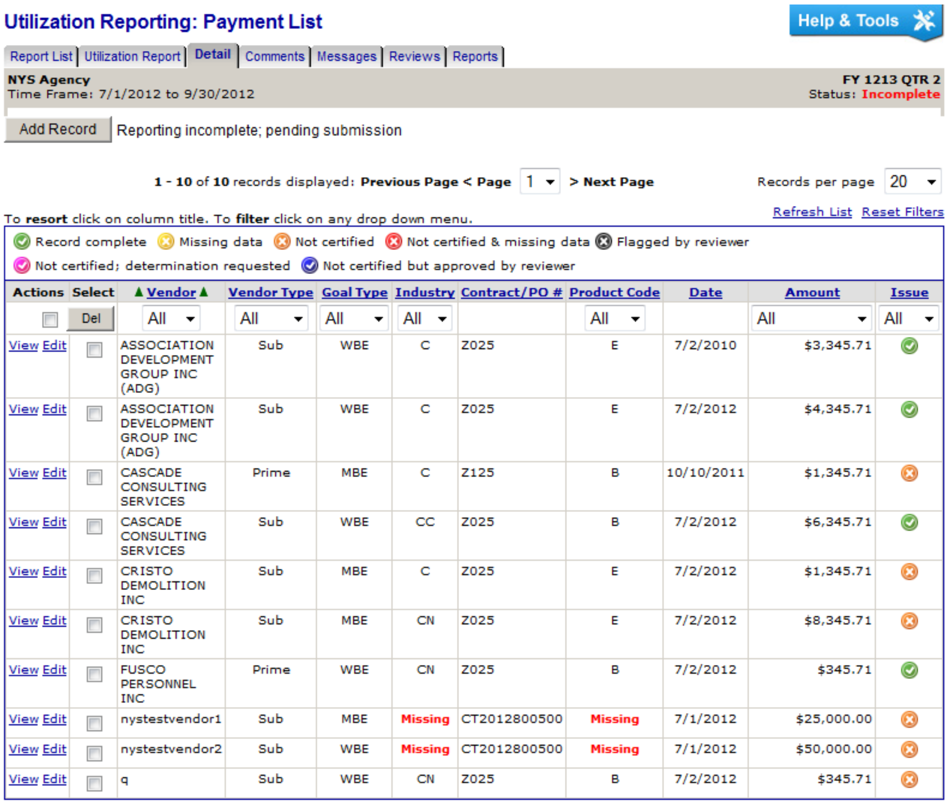


10. To transfer all records to the utilization report, click **Transfer All Records**. To transfer selected records, select the records and click the **Tran** button in the **Select** column.

You can review, edit, or delete records. For more information, see **Reviewing, editing, and deleting utilization record details**.

Reviewing, editing, and deleting utilization record details

You can review utilization record details from the Utilization Reporting: Payment List page. When reviewing, you can identify and fix any issues with the data. You can quickly identify problems using the Issue column and the legend at the top of the box.


Utilization Reporting: Payment List
Help & Tools
Report List | Utilization Report | Detail | Comments | Messages | Reviews | Reports
NYS Agency
Time Frame: 7/1/2012 to 9/30/2012
FY 1213 QTR 2
Status: Incomplete
Add Record Reporting incomplete; pending submission
1 - 10 of 10 records displayed: Previous Page < Page 1 > Next Page
Records per page 20
To resort click on column title. To filter click on any drop down menu.
Refresh List Reset Filters
Record complete Missing data Not certified Not certified & missing data Flagged by reviewer
Not certified; determination requested Not certified but approved by reviewer

Actions	Select	Vendor	Vendor Type	Goal Type	Industry	Contract/PO #	Product Code	Date	Amount	Issue
	Del	All	All	All	All		All		All	All
View Edit		ASSOCIATION DEVELOPMENT GROUP INC (ADG)	Sub	WBE	C	Z025	E	7/2/2010	$3,345.71	
View Edit		ASSOCIATION DEVELOPMENT GROUP INC (ADG)	Sub	WBE	C	Z025	E	7/2/2012	$4,345.71	
View Edit		CASCADE CONSULTING SERVICES	Prime	MBE	C	Z125	B	10/10/2011	$1,345.71	
View Edit		CASCADE CONSULTING SERVICES	Sub	WBE	CC	Z025	B	7/2/2012	$6,345.71	
View Edit		CRISTO DEMOLITION INC	Sub	MBE	C	Z025	E	7/2/2012	$1,345.71	
View Edit		CRISTO DEMOLITION INC	Sub	MBE	CN	Z025	E	7/2/2012	$8,345.71	
View Edit		FUSCO PERSONNEL INC	Prime	WBE	CN	Z025	B	7/2/2012	$345.71	
View Edit		nystestvendor1	Sub	MBE	Missing	CT2012800500	Missing	7/1/2012	$25,000.00	
View Edit		nystestvendor2	Sub	WBE	Missing	CT2012800500	Missing	7/1/2012	$50,000.00	
View Edit		q	Sub	WBE	CN	Z025	B	7/2/2012	$345.71	

You can filter and sort the list. To return to the original view, click **Reset Filters** on the right.

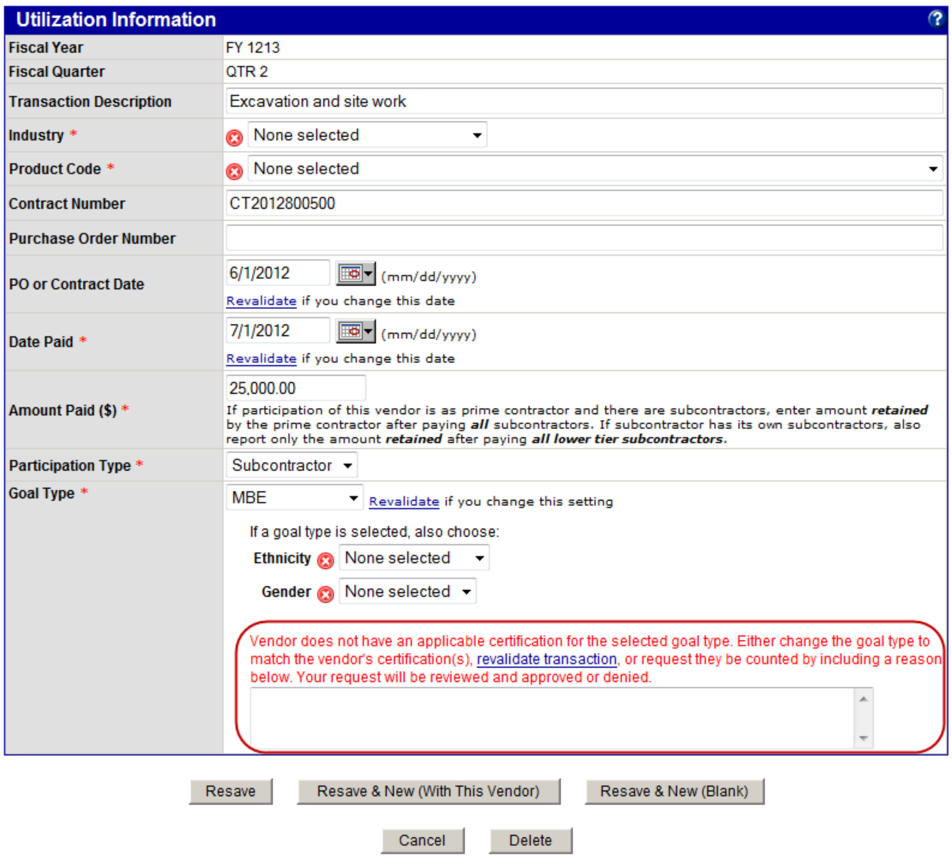
Issue codes:

- **Record complete** – The data in the record is complete.
- **Missing data** – There is missing data in the record. Edit the record, fill in the missing data, and resave.
- **Not certified** – The vendor was not certified at the time of the transaction award/initiation or payment. Edit the record to include an explanation.
- **Not certified & missing data** – The vendor was not certified at the time of the transaction award/initiation or payment AND data is missing. Edit the record to fill in missing data and include an explanation.
- **Flagged by reviewer** – The approving agency flagged the record for your review. View the record to see the comment and take action as instructed.
- **Not certified; determination requested** – The vendor was not certified at the time of the transaction award/initiation or payment, but you have included a note on the request for consideration by the reviewing agency.

- **Not certified but approved by reviewer** – The vendor was not certified at the time of the transaction award/initiation or payment, but the approving agency approved your agency's request for consideration.

To edit a record

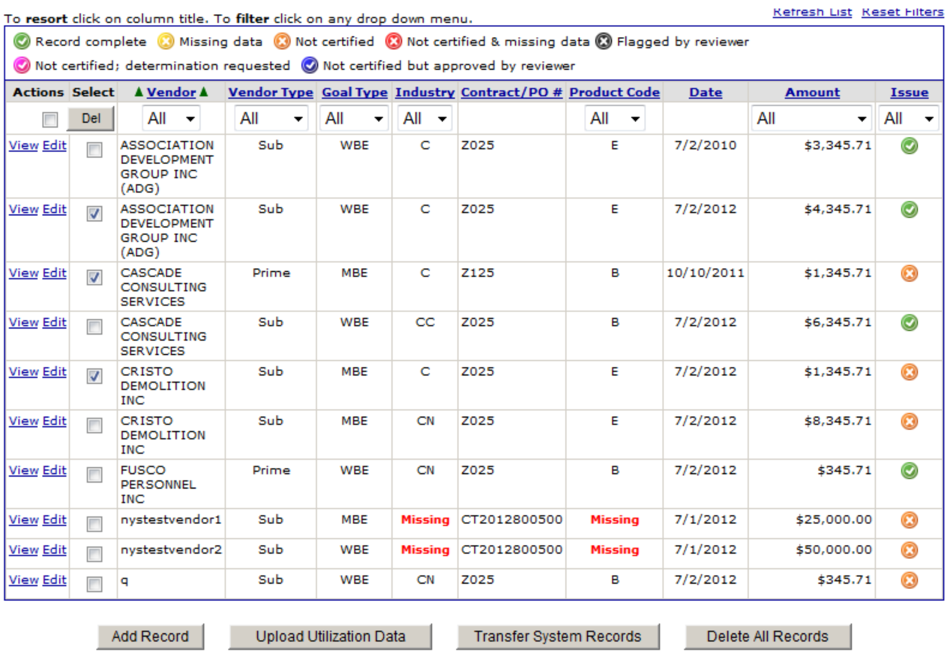
1. Open the report for which you want to edit records.
2. On the **Utilization Reporting: View Utilization Report** page, click the **View/Add Expenditure Details** button.
3. Click the **Edit** hyperlink for the record you want to update.
4. To add missing data, enter or select the data, as needed.
5. To request consideration for a non-certified firm, in the **Goal Type** comment area, enter your request.



6. If you have changed the vendor or any date field, click the **revalidate** hyperlink next to the updated field to verify the certification status.
7. Click **Resave**.

To delete a record

8. Open the report for which you want to delete records.
9. On the **Utilization Reporting: View Utilization Report** page, click the **View/Add Expenditure Details** button.
10. Use the checkboxes to select the items you want to delete.



To **resort** click on column title. To **filter** click on any drop down menu. Refresh List Reset Filters

Record complete · Missing data · Not certified · Not certified & missing data · Flagged by reviewer · Not certified; determination requested · Not certified but approved by reviewer

Actions	Select	Vendor	Vendor Type	Goal Type	Industry	Contract/PO #	Product Code	Date	Amount	Issue
	Del	All	All	All	All		All		All	All
View Edit	☐	ASSOCIATION DEVELOPMENT GROUP INC (ADG)	Sub	WBE	C	Z025	E	7/2/2010	$3,345.71	
View Edit	☑	ASSOCIATION DEVELOPMENT GROUP INC (ADG)	Sub	WBE	C	Z025	E	7/2/2012	$4,345.71	
View Edit	☑	CASCADE CONSULTING SERVICES	Prime	MBE	C	Z125	B	10/10/2011	$1,345.71	
View Edit	☐	CASCADE CONSULTING SERVICES	Sub	WBE	CC	Z025	B	7/2/2012	$6,345.71	
View Edit	☑	CRISTO DEMOLITION INC	Sub	MBE	C	Z025	E	7/2/2012	$1,345.71	
View Edit	☐	CRISTO DEMOLITION INC	Sub	MBE	CN	Z025	E	7/2/2012	$8,345.71	
View Edit	☐	FUSCO PERSONNEL INC	Prime	WBE	CN	Z025	B	7/2/2012	$345.71	
View Edit	☐	nystestvendor1	Sub	MBE	Missing	CT2012800500	Missing	7/1/2012	$25,000.00	
View Edit	☐	nystestvendor2	Sub	WBE	Missing	CT2012800500	Missing	7/1/2012	$50,000.00	
View Edit	☐	q	Sub	WBE	CN	Z025	B	7/2/2012	$345.71	

Add Record · Upload Utilization Data · Transfer System Records · Delete All Records

11. In the **Select** column, click the **Del** button.
12. To delete all of the records in the list, click **Delete All Records**.

Viewing and adding utilization summary data

Summary Data displays on the Utilization Reporting: View Utilization Report page. It defines the agency's total volume by count or dollar amount for expenditure activities by industry – Commodities, Construction Consultants, Construction, and Services/Consultants.

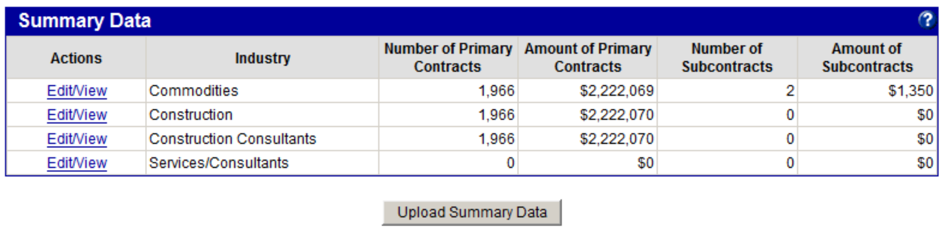
You, as the submitting agency, add summary data through the Summary Data box by manually adding the data or uploading data from an external system.

Manually adding utilization summary details

You can manually add summary data for each of the industries listed in the Summary Data box: Commodities, Construction Consultants, Construction, and Services/Consultants. You add the data for one industry at a time.

To manually add utilization summary data

1. Open the report for which you want to add summary data.
2. On the **Utilization Reporting: View Utilization Report** page, click the **Edit/View** hyperlink for the industry you want to update.
   The Utilization Reporting: Edit Summary Data page displays.

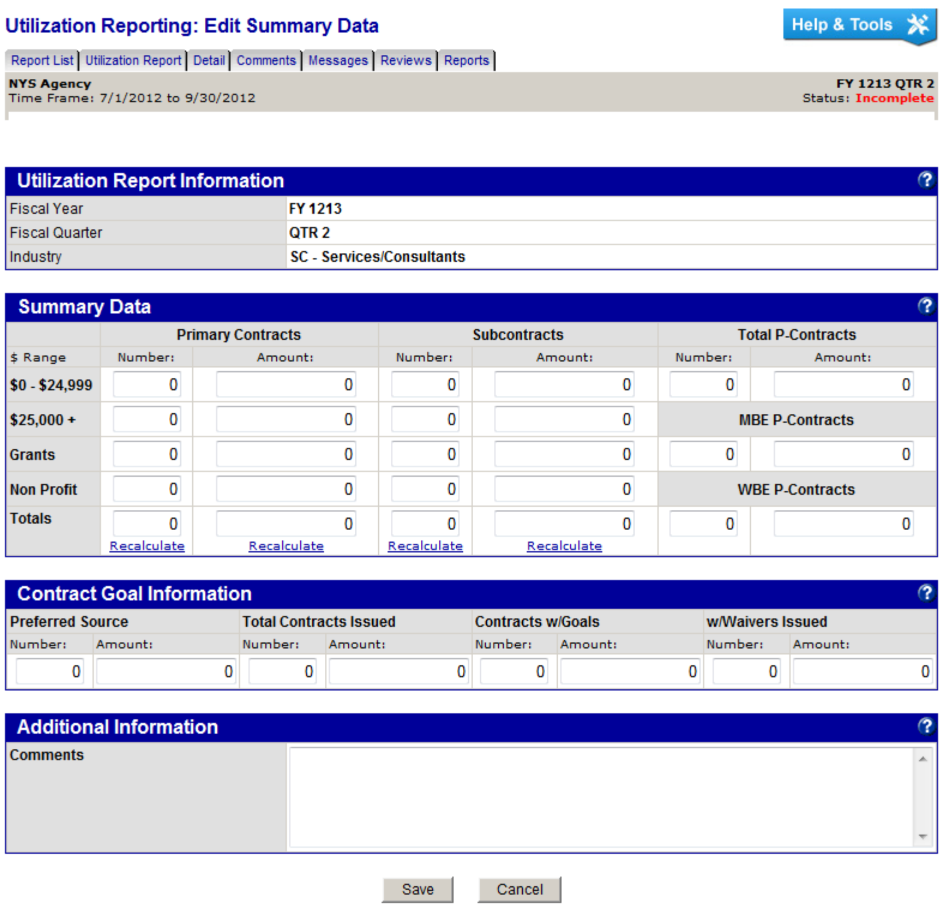


Summary Data

Actions	Industry	Number of Primary Contracts	Amount of Primary Contracts	Number of Subcontracts	Amount of Subcontracts
Edit/View	Commodities	1,966	$2,222,069	2	$1,350
Edit/View	Construction	1,966	$2,222,070	0	$0
Edit/View	Construction Consultants	1,966	$2,222,070	0	$0
Edit/View	Services/Consultants	0	$0	0	$0

Upload Summary Data

3. In the **$0 - $24,999**, **$25,000 +**, **Grants**, or **Non Profit** fields, enter the total **Number** of **Primary Contracts** and **Subcontracts** and the total **Amount** paid for all **Primary** and **Subcontracts**.



4. To calculate any of the totals, click the **Recalculate** hyperlink in any column.
5. If applicable, in the **Total P-Contracts**, **MBE P-Contracts**, and **WBE P-Contracts** fields, enter the total **Number** and total **Amount** paid.

6. If applicable, in the **Contract Goal Information** box, enter the **Number** and **Amount** for **Preferred Source**, **Total Contracts Issued**, **Contracts w/Goals**, and **w/Waivers** goal information.
7. Click **Save**.

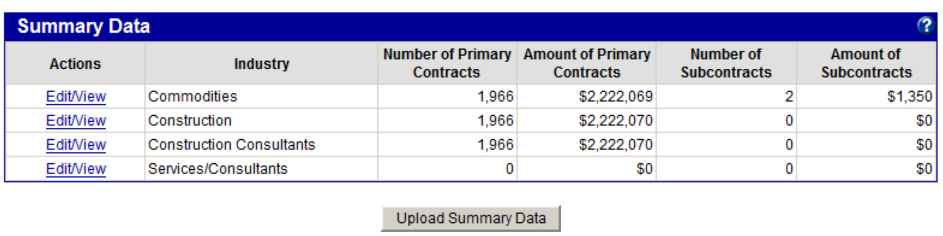
Uploading summary data from an external system

If you use an external system to track your payments, you can bulk upload the records into your utilization report. The uploaded file must be formatted according to the specified Summary Data Field Layout and must be in a comma-separated value file format. For more information about formatting data for import, see **Preparing data to upload from an existing system** and the tables at the end of this chapter.

NOTE: This procedure covers the steps for uploading summary data. If you do not use an external system for tracking your records, you can add records manually. For more information, see **Manually adding utilization summary details**.

To upload utilization summary data

1. Open the report for which you want to upload summary data.
2. On the **Utilization Reporting: View Utilization Report** page, click the **Upload Summary Data** button.

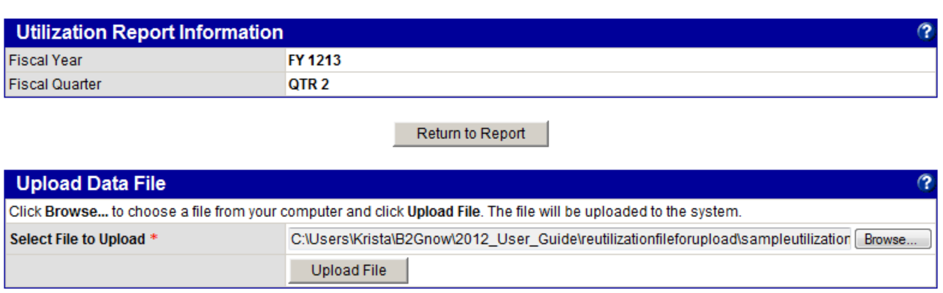


Summary Data

Actions	Industry	Number of Primary Contracts	Amount of Primary Contracts	Number of Subcontracts	Amount of Subcontracts
Edit/View	Commodities	1,966	$2,222,069	2	$1,350
Edit/View	Construction	1,966	$2,222,070	0	$0
Edit/View	Construction Consultants	1,966	$2,222,070	0	$0
Edit/View	Services/Consultants	0	$0	0	$0

Upload Summary Data

3. Click **Browse**, and then locate and select the file you want to upload.
4. Click **Upload File & Validate Data**. The system uploads the file and validates the data. If the validation fails, the issues will be listed by record in the Data Errors area. Once you update the data in the source file, you can retry the file upload.



WARNING: Uploading the same or new files will overwrite any existing data.

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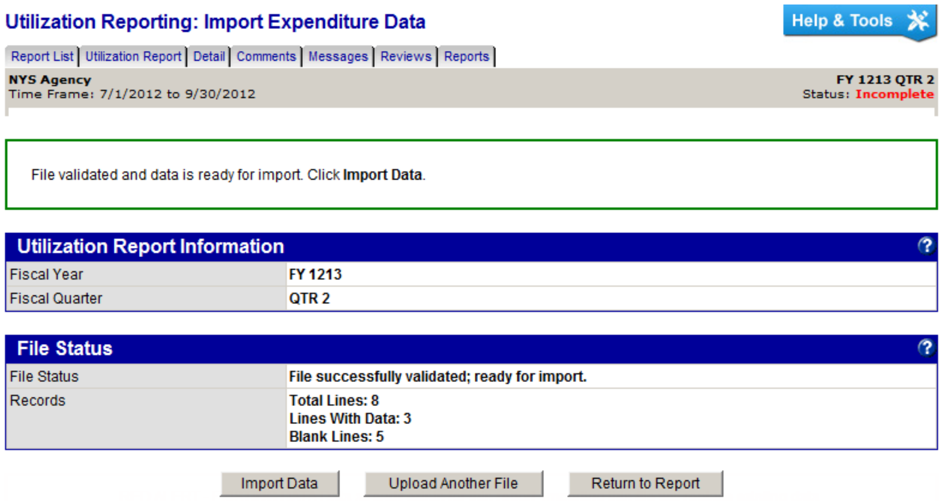
5. To upload another file, click **Upload Another File**, and then click **Validate File**.

6. When the file has been fully validated, click **Import Data**.



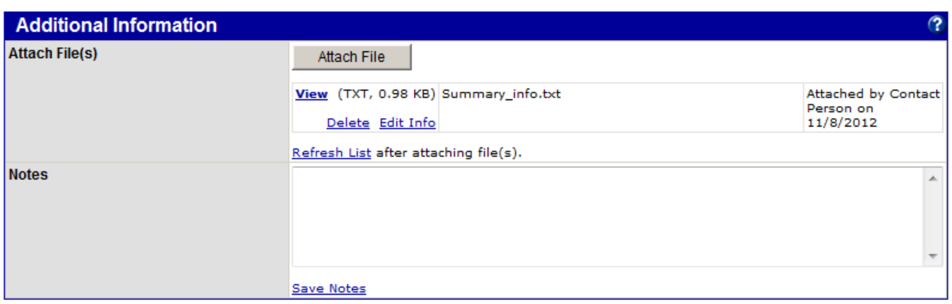
7. To view the imported data after the process is finished, click **Return to Report**.
   The updated values display in the Summary Data box.

Including additional information in reports

You can add file attachments and notes to your report through the Additional Information box on the Utilization Reporting: View Utilization Report page.

To include additional information

1. Open the report for which you want to add information.
   The Utilization Reporting: View Utilization Report page displays.
2. To attach a file, in the **Additional Information** box, click the **Attach File** button, locate and select the file, enter a **File Title** and **File Description**, and then click **Attach File**.



3. To show a list of the files you attached, click **Refresh List**.
4. To add a comment, in the **Notes** field, enter the comment, and then click **Save Comment Changes**.

TIP:	Attached files and notes will be visible to the reviewer. Use these functions to provide any additional information necessary to support your utilization report.

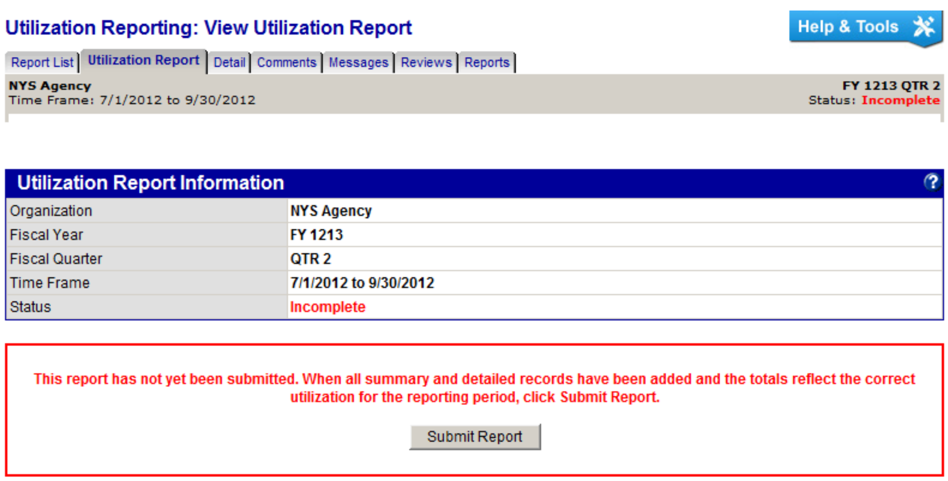
Submitting reports for acceptance

After updating reports with utilization and summary information, you submit the report for acceptance. When the approving agency receives the report, the agency will review it and either accept or return the report for updates. If the agency accepts it, the report is complete and no further updates can be made. If the agency returns it, the submitting agency can review and update the report before resubmitting it for review.

Submitted reports display a Pending Review status on the Utilization Reporting: Report List page. You can View the report, but you cannot make further updates unless you withdraw the report. If you need to make further changes, withdraw the report, make the changes, and then submit it again.

To submit a report for acceptance

1. Open the report you want to submit for acceptance.
   The Utilization Reporting: View Utilization Report page displays.
2. Click **Submit Report**.



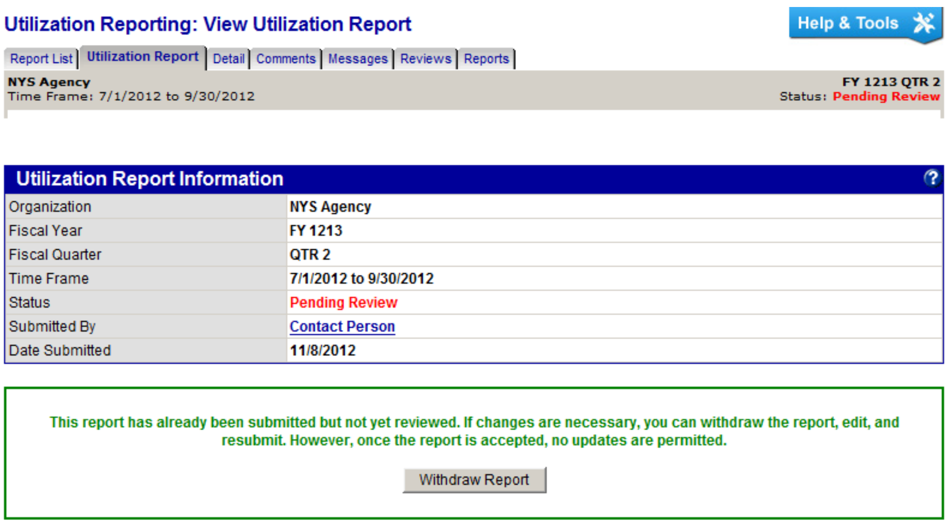
3. Click **OK** to confirm you want to submit the report for review.

Withdrawing submitted utilization reports

If you submitted a utilization report for review but need to withdraw it for any reason, you can remove it from the acceptance process.

To withdraw a report for further updates

1. Open the report you want to withdraw from approval.
   The Utilization Reporting: View Utilization Report page displays.
2. Click **Withdraw Report**.



3. Click **OK** to confirm you want to withdraw the report.

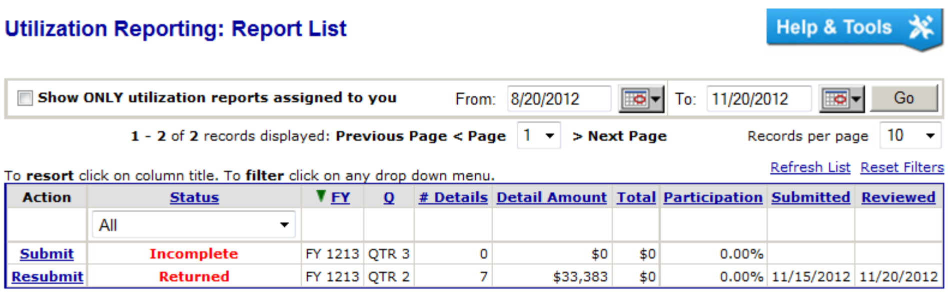
WARNING: Reports can only be withdrawn if they are pending review. Once accepted, they cannot be withdrawn.

Working with returned or withdrawn utilization reports

If you withdrew a utilization report, or submitted a utilization report for acceptance and the approving agency returned it for further updates, you will be notified and the report displays in your Utilization Report List with a Returned status (or Incomplete for withdrawn reports).

To view comments from the reviewing agency

1. From the **View** menu, click **Utilization Reports**.
2. On the **Utilization Reporting: Report List** page, click **Resubmit**.


Utilization Reporting: Report List

Help & Tools

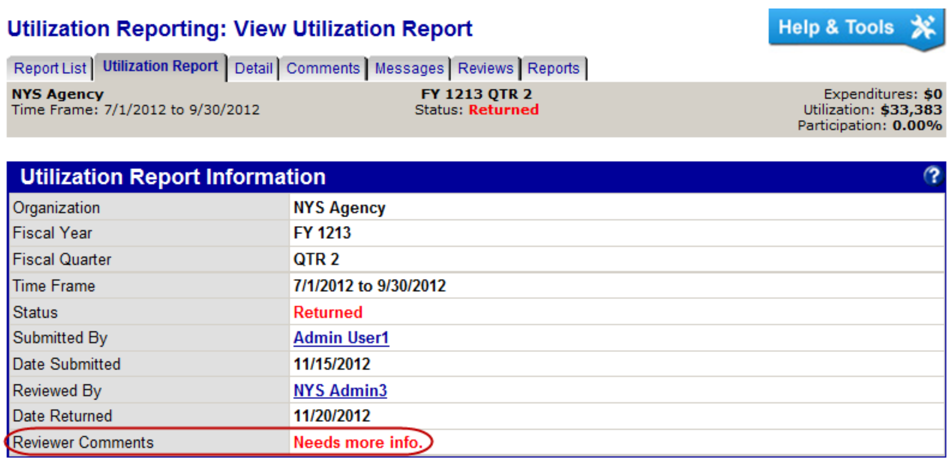
Show ONLY utilization reports assigned to you From: 8/20/2012 To: 11/20/2012 Go

1 - 2 of 2 records displayed: Previous Page < Page 1 > Next Page Records per page 10

To resort click on column title. To filter click on any drop down menu. Refresh List Reset Filters

Action	Status	FY	Q	# Details	Detail Amount	Total	Participation	Submitted	Reviewed
	All								
Submit	Incomplete	FY 1213	QTR 3	0	$0	$0	0.00%		
Resubmit	Returned	FY 1213	QTR 2	7	$33,383	$0	0.00%	11/15/2012	11/20/2012

3. View the comments in the **Reviewer Comments** field.


Utilization Reporting: View Utilization Report

Help & Tools

Report List | Utilization Report | Detail | Comments | Messages | Reviews | Reports

NYS Agency
Time Frame: 7/1/2012 to 9/30/2012

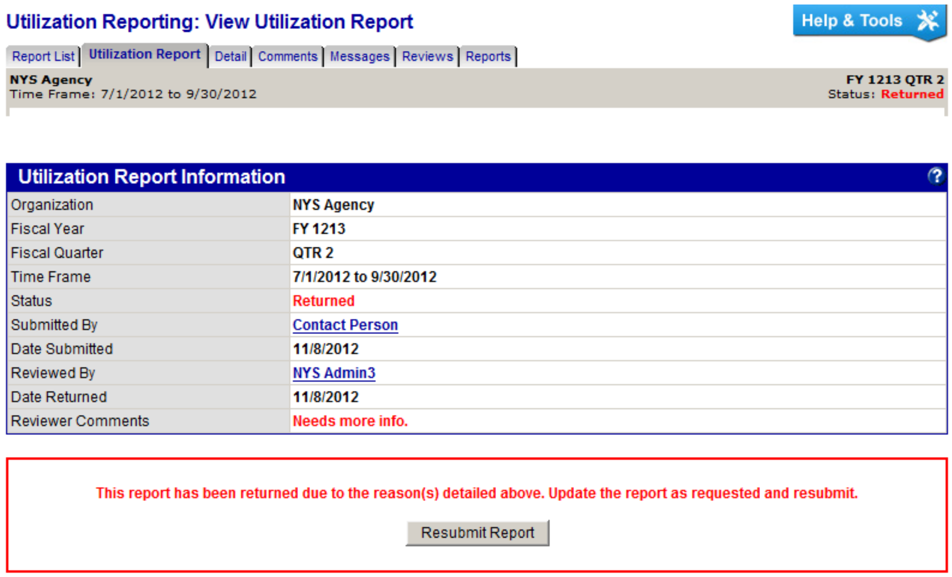
FY 1213 QTR 2
Status: Returned

Expenditures: $0
Utilization: $33,383
Participation: 0.00%

Utilization Report Information	
Organization	NYS Agency
Fiscal Year	FY 1213
Fiscal Quarter	QTR 2
Time Frame	7/1/2012 to 9/30/2012
Status	Returned
Submitted By	Admin User1
Date Submitted	11/15/2012
Reviewed By	NYS Admin3
Date Returned	11/20/2012
Reviewer Comments	Needs more info.

To update the utilization report and resubmit for review

1. Open the report you want to resubmit for acceptance.
   The Utilization Reporting: View Utilization Report page displays.
2. Review the comments on the flagged or rejected detail records and update as requested. Flagged records are noted by ; rejected records are noted by . If the reviewer does not permit your agency to claim credit for a vendor, you must delete the payment record from the utilization report.



3. Click **Resubmit Report**.
4. Click **OK** to confirm you want to resubmit the report for review.

Reviewing submitted utilization reports

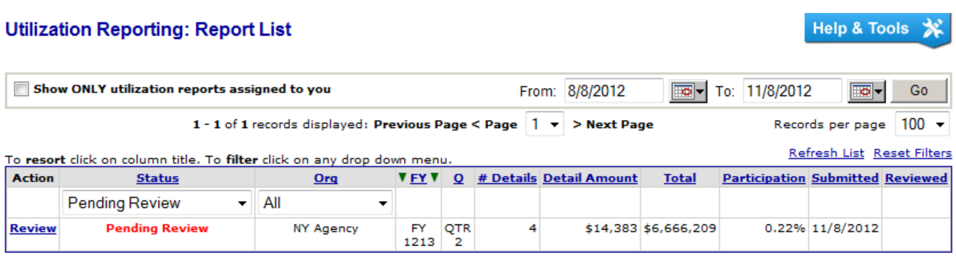
After the submitting agency submits a utilization report for acceptance, the reviewing agency must review the report and either accept or return it for further updates.

You can view the report summary on the Utilization Reporting: View Utilization Report page. The report summarizes the Utilization Report Information, the Report Summary, Summary Data, and Additional Information. To view further details, use the hyperlinks to access information in each box.

WARNING: This function is available only to the reviewing agency.

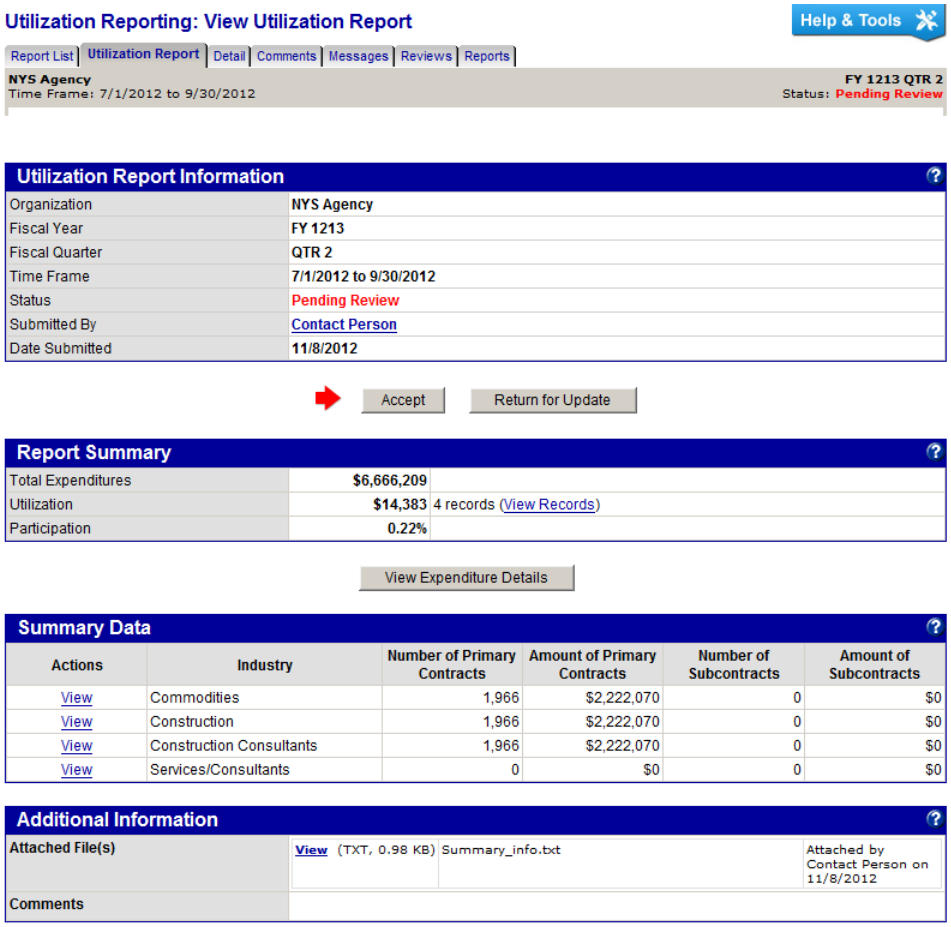
To review utilization report details and summary data

1. From the **View** menu, click **Utilization Reports**.
   The Utilization Reporting: Report List page displays.



2. To filter the list and view an older report, change the **From** and/or **To** dates and click **Go**.
3. To return to the original view, click **Reset Filters** on the right.
4. Click the **Review** hyperlink for the submitted report you want to review.

5. To review individual payment records, click the **View Expenditure Details** button.



Utilization Reporting: View Utilization Report

Help & Tools

Report List | Utilization Report | Detail | Comments | Messages | Reviews | Reports

NYS Agency
Time Frame: 7/1/2012 to 9/30/2012

FY 1213 QTR 2
Status: Pending Review

Utilization Report Information

Organization	NYS Agency
Fiscal Year	FY 1213
Fiscal Quarter	QTR 2
Time Frame	7/1/2012 to 9/30/2012
Status	Pending Review
Submitted By	Contact Person
Date Submitted	11/8/2012

Accept | Return for Update

Report Summary

Total Expenditures	$6,666,209	
Utilization	$14,383	4 records (View Records)
Participation	0.22%	

View Expenditure Details

Summary Data

Actions	Industry	Number of Primary Contracts	Amount of Primary Contracts	Number of Subcontracts	Amount of Subcontracts
View	Commodities	1,966	$2,222,070	0	$0
View	Construction	1,966	$2,222,070	0	$0
View	Construction Consultants	1,966	$2,222,070	0	$0
View	Services/Consultants	0	$0	0	$0

Additional Information

Attached File(s)	View (TXT, 0.98 KB)	Summary_info.txt	Attached by Contact Person on 11/8/2012
Comments			

6. To review **Summary Data**, click the **View** hyperlink for the industry you want to review.
7. To view a file attachment, in the **Additional Information** box, click the **View** hyperlink for the file you want to open.

Viewing payment records

You review payment records prior to accepting reports. In some circumstances, you must evaluate individual payment records for issues and special requests for consideration and decide whether to approve or reject the request.

When you open a payment record, you view vendor information, vendor certifications, and utilization payment information. You can access a list of the vendor's certifications, flag a record, and approve or reject the submitting agency's request for consideration.

To view payment records

1. Open the report you want to view.
2. On the **Utilization Reporting: View Utilization Report** page, click **View Expenditure Details**.

Report Summary		
Total Expenditures	$0	
Utilization	$104,383	7 records (View Records)
Participation	0.00%	

View Expenditure Details

3. Click the **View** hyperlink for the record you want to view.

To **resort** click on column title. To **filter** click on any drop down menu. Refresh List Reset Filters

Record complete   Not certified; determination request rejected   Flagged by reviewer   Not certified; determination requested
Not certified but approved by reviewer

Actions	Vendor	Vendor Type	Goal Type	Industry	Contract/ PO #	Product Code	Date	Amount	Issue
	All	All	All	All		All		All	All
View	ASSOCIATION DEVELOPMENT GROUP INC (ADG)	Sub	WBE	C	Z025	E	7/2/2010	$3,345.71	
View	ASSOCIATION DEVELOPMENT GROUP INC (ADG)	Sub	WBE	C	Z025	E	7/2/2012	$4,345.71	
View	B2Gnow Test Vendor 4	Prime	MBE	SC		I87	11/1/2012	$15,000.00	
View	CASCADE CONSULTING SERVICES	Sub	WBE	CC	Z025	B	7/2/2012	$6,345.71	
View	FUSCO PERSONNEL INC	Prime	WBE	CN	Z025	B	7/2/2012	$345.71	

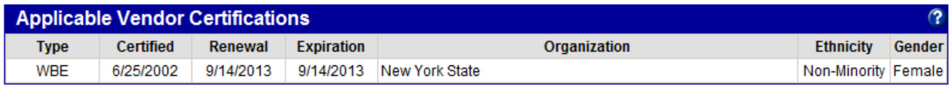
4. Review the record.

Viewing vendor certifications

On the Utilization Reporting: View Payment page, you can quickly view a vendors applicable certification(s) in the Applicable Vendor Certifications box. The list of displayed records is based on date of the payment or transaction. You can also access a complete list of a vendor's certifications.

To view vendor certifications

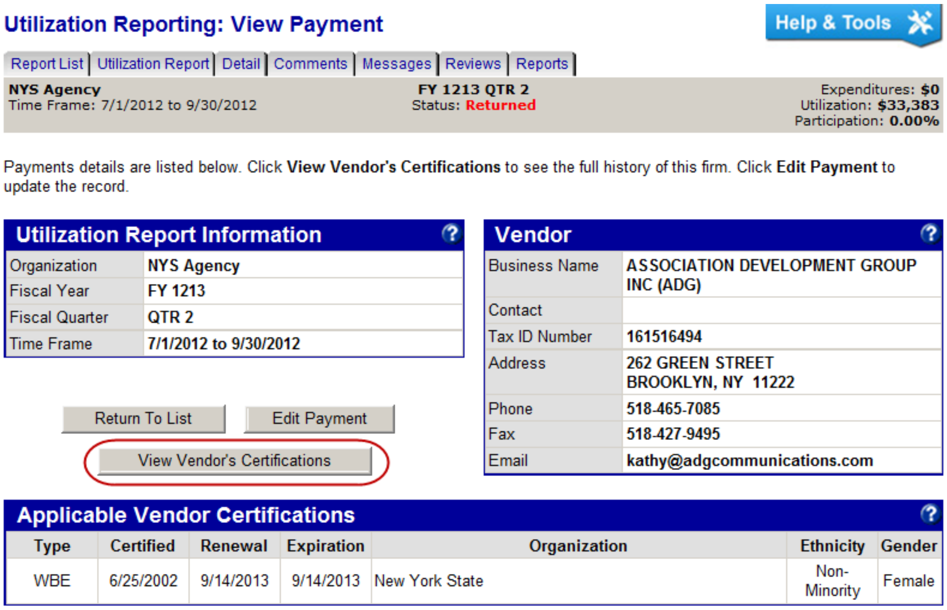
1. On the payment record, review the **Applicable Vendor Certifications** box.



Applicable Vendor Certifications

Type	Certified	Renewal	Expiration	Organization	Ethnicity	Gender
WBE	6/25/2002	9/14/2013	9/14/2013	New York State	Non-Minority	Female

2. To view a complete list of certifications, click **View Vendor's Certifications**.



3. On the **Vendor Profile: Certifications** page, view the vendor's current certifications.

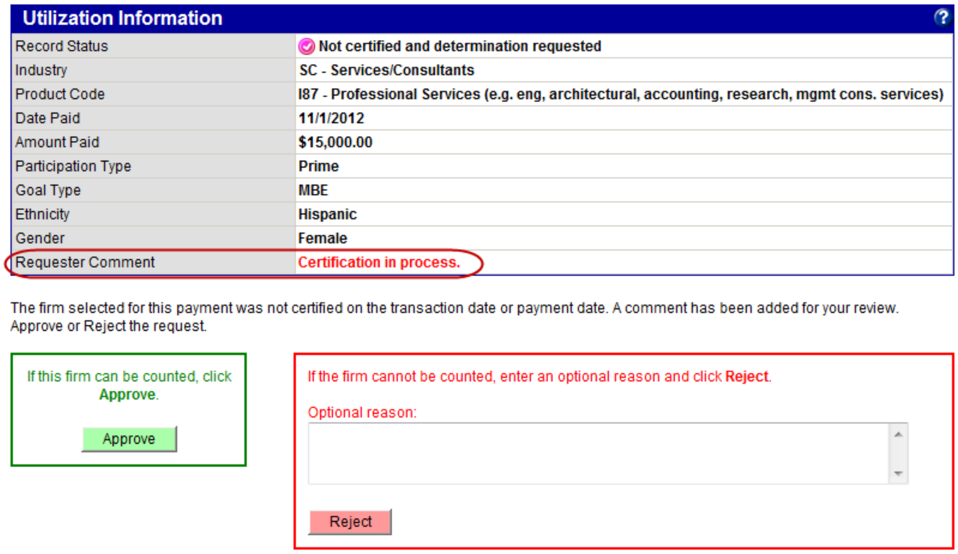
Approving and rejecting requests for consideration

In some circumstances, the submitting agency may request approval for including payment from a vendor that is not certified or was not certified at the time of payment or transaction initiation. If the agency requests approval, you can read the agency's comments and determine whether to approve or reject the request for consideration. If the circumstance changes for a record before you accept or return the report, you can reverse the request.

All requests must be approved before the utilization report can be accepted.

To reject a request for consideration

1. On the payment record, review the **Requester Comment** area.



Utilization Information	
Record Status	Not certified and determination requested
Industry	SC - Services/Consultants
Product Code	I87 - Professional Services (e.g. eng, architectural, accounting, research, mgmt cons. services)
Date Paid	11/1/2012
Amount Paid	$15,000.00
Participation Type	Prime
Goal Type	MBE
Ethnicity	Hispanic
Gender	Female
Requester Comment	Certification in process.

The firm selected for this payment was not certified on the transaction date or payment date. A comment has been added for your review. Approve or Reject the request.

If this firm can be counted, click Approve.

Approve

If the firm cannot be counted, enter an optional reason and click Reject.

Optional reason:

Reject

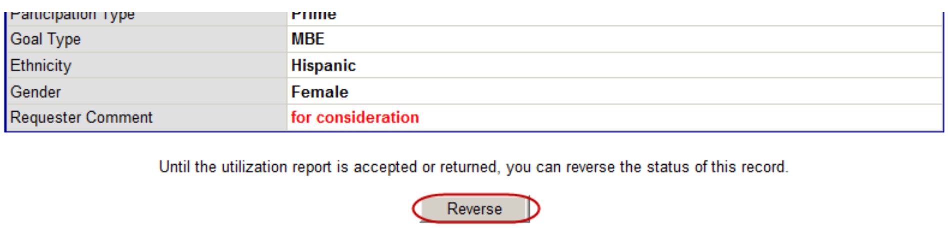
2. In the **Optional reason** box, enter the reason you are rejecting the request.
3. Click **Reject**.

To approve a request for consideration

1. On the payment record, review the **Requester Comment** area.
2. Click **Approve**.

To reverse a rejected or approved request for consideration

1. On the **Utilization Reporting: Payment List** page, click the **View** hyperlink for the record you want to view.
2. Click **Reverse** at the bottom of the page.



Participation Type	Prime
Goal Type	MBE
Ethnicity	Hispanic
Gender	Female
Requester Comment	for consideration

Until the utilization report is accepted or returned, you can reverse the status of this record.

Reverse

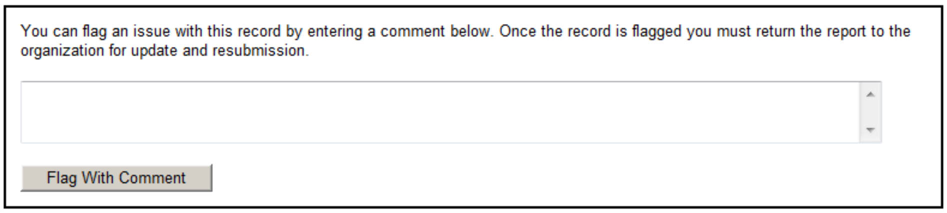
Flagging records

When reviewing payment records, you have the option of flagging the record with a comment. You flag records to let the submitting agency know there was an issue with a record, and then you return the utilization report to the agency for further updates.

Once a payment record has been flagged, the utilization report cannot be accepted. It must be returned for update to the submitting agency.

To flag a record

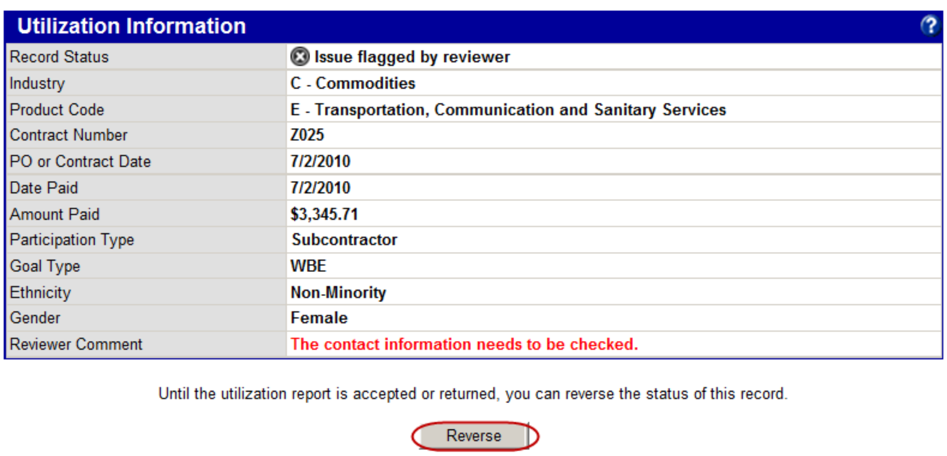
1. On the **Utilization Reporting: Payment List** page, click the **View** hyperlink for the record you want to view.
2. In the bottom box, enter the reason you are flagging the record.



3. Click **Flag With Comment**.

To reverse a flagged record

1. On the **Utilization Reporting: Payment List** page, click the **View** hyperlink for the record you want to view.
2. Click **Reverse** at the bottom of the page.



Utilization Information	
Record Status	Issue flagged by reviewer
Industry	C - Commodities
Product Code	E - Transportation, Communication and Sanitary Services
Contract Number	Z025
PO or Contract Date	7/2/2010
Date Paid	7/2/2010
Amount Paid	$3,345.71
Participation Type	Subcontractor
Goal Type	WBE
Ethnicity	Non-Minority
Gender	Female
Reviewer Comment	The contact information needs to be checked.

Until the utilization report is accepted or returned, you can reverse the status of this record.

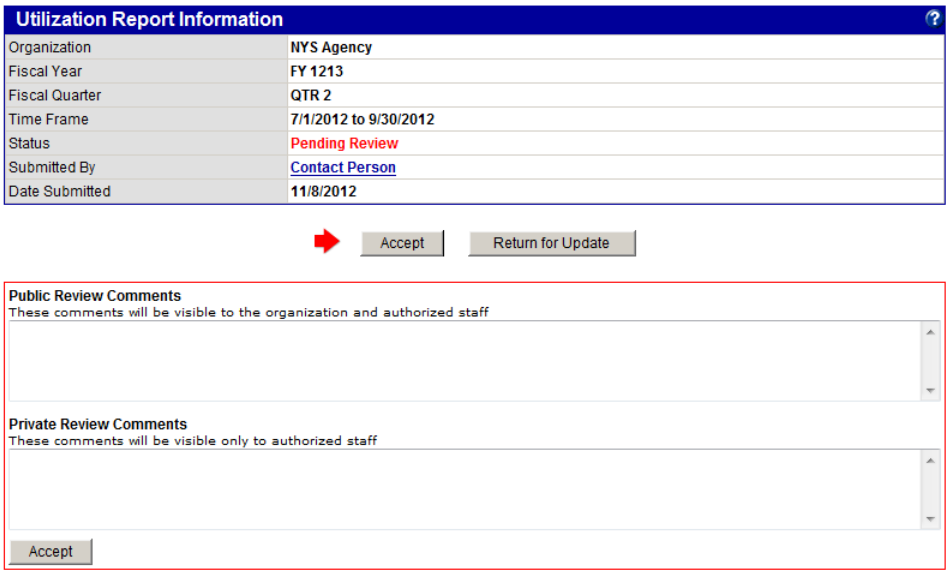
Reverse

Accepting utilization reports

Once you have reviewed all elements of a utilization report, including detailed and summary payment data and any supporting documentation, and approved all determination requests, you can accept the utilization report.

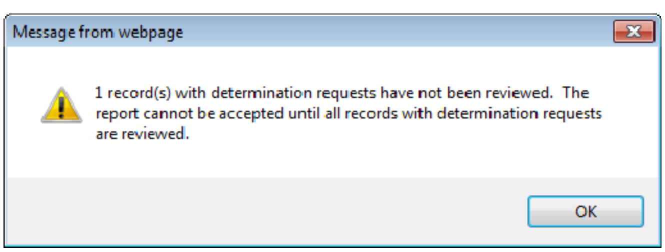
To accept a utilization report

1. Open the report you want to accept.
2. On the **Utilization Reporting: View Utilization Report** page, click the **Accept** button. Boxes for adding public and private comments display along with an Accept button.



3. To add optional comments accessible to the submitting and approving agencies, in the **Public Review Comments** box, enter additional comments. Public comments are not visible to any users outside of your agency and the submitting agency.
4. To add optional comments only visible to the approving agency, in the **Private Review Comments** box, enter additional comments.
5. Click **Accept**.
6. Click **OK** to confirm acceptance the report.
   The Send Acceptance Letter button displays. For more information, see **Sending acceptance letters to submitting agencies**.

WARNING: If any payment records require review, you will not be able to accept the utilization report. If you attempt to accept the report, a warning displays.

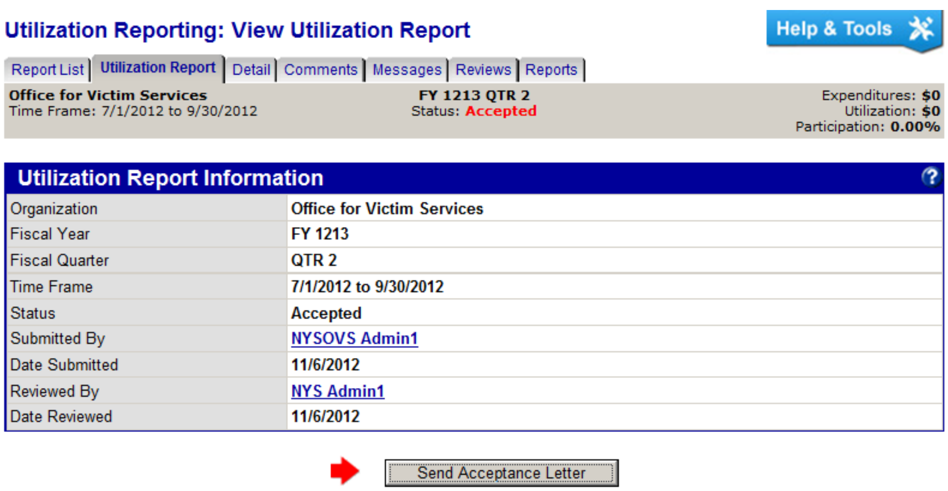


Sending acceptance letters to submitting agencies

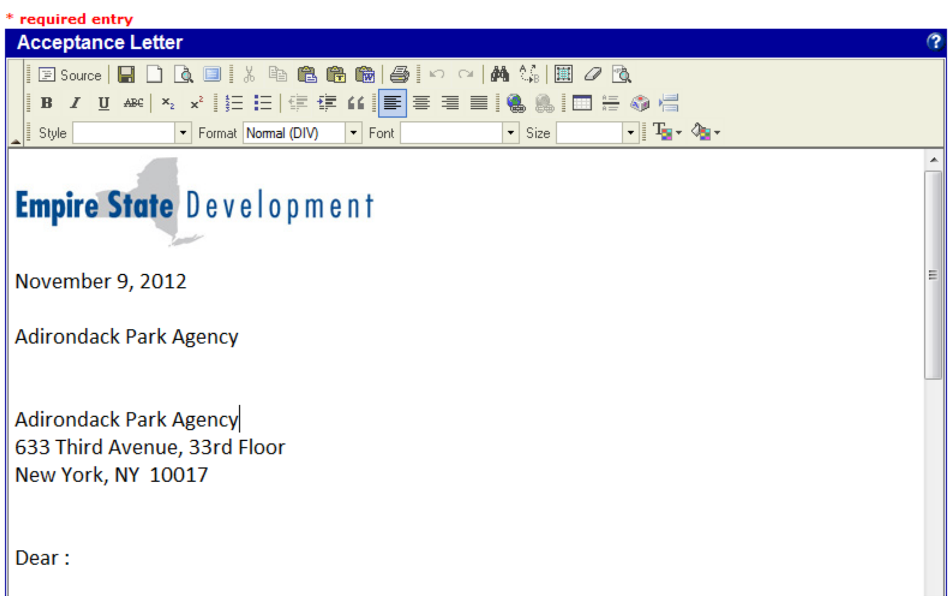
After you accept a utilization report, you can notify the submitting agency of your action by sending the agency an acceptance letter. The letter is sent by email that includes a link to an official PDF letter file that remains in the system for view tracking. The email comes from a single Letter Sender and goes to one or more Letter Recipients.

To send an acceptance letter

1. Open the utilization report for which you want to send a letter.
   The Utilization Reporting: View Utilization Report page displays.
2. Click the **Send Acceptance Letter** button.

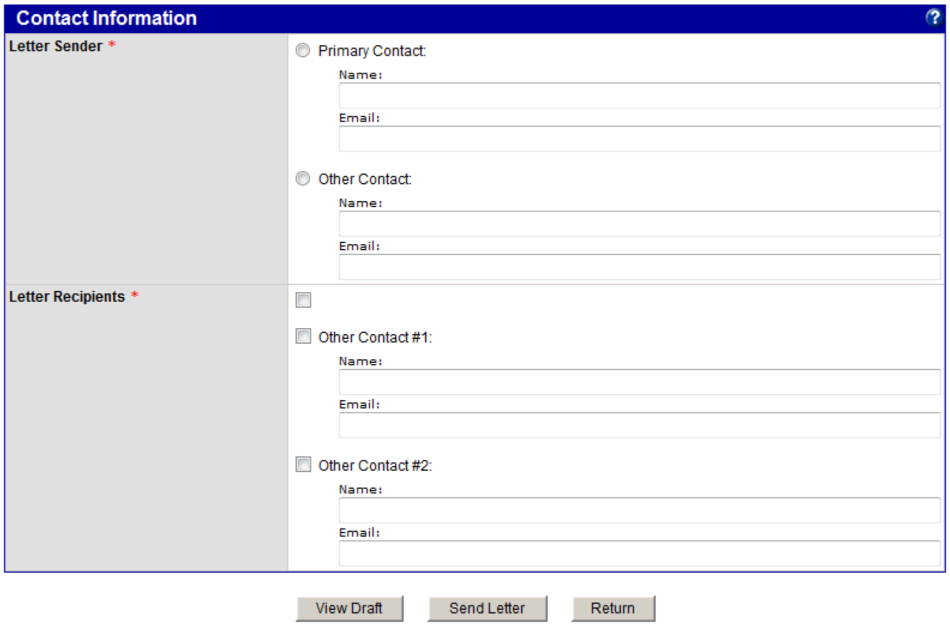


3. In the **Acceptance Letter** box, view a draft of the letter. Edit the letter as needed.



4. In the **Letter Sender** area, select **Primary Contact**, **Secondary Contact**, or **Other Contact**. The contact information will be auto-filled based on the system

configuration for the reviewing organization. The Letter Sender is the name and email that will appear in the email **From** field. Select **Other Contact** and enter **Name** and **Email** to use a different sender contact.



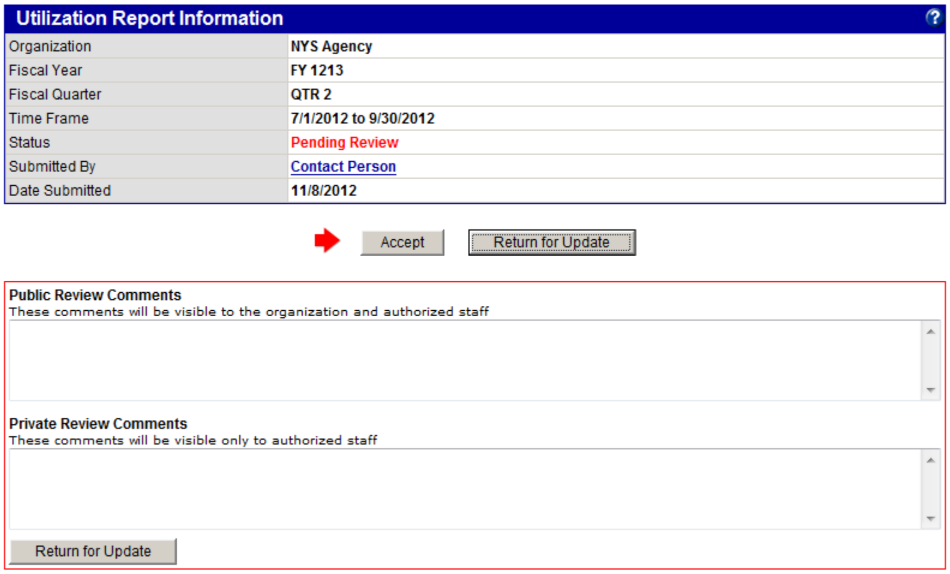
5. In the **Letter Recipients** area, select any combination of **Primary Contact**, **Secondary Contact**, **Other Contact #1**, and **Other Contact #2**. The **Primary Contact**, **Secondary Contract**, and **Other Contact #1** contact information will be auto-filled based on the system configuration for the submitting organization. Select **Other Contact #2** and enter **Name** and **Email** to include an additional recipient for the letter.
6. Click **View Draft** to see an exact copy of the letter that will be generated.
7. Click **Send Letter** to send the letter to the selected recipient contacts. Click **OK** to confirm.

Returning utilization reports

If, after reviewing the utilization report, you determine it is not ready to be accepted for any reason, you can return it to the submitting agency for update. If you reject any determination request or flag any payment record, the report must be returned for update. You cannot make updates to the utilization report. When the utilization report is returned to the submitting agency, you can include specific reasons in the comments area. The submitting agency will address the issues and resubmit the report.

To return a utilization report for updates

1. Open the report you want to return.
2. On the **Utilization Reporting: View Utilization Report** page, click the **Return for Update** button. Boxes for adding public and private comments display.



3. To add required comments accessible to the submitting and approving agencies, in the **Public Review Comments** box, enter the reason you are returning the report. Public comments are not visible to any users outside of your agency and the submitting agency.
4. To add optional comments only visible to the approving agency, in the **Private Review Comments** box, enter comments about returning the report.
5. Click **Return for Update**.
6. Click **OK** to confirm you want to return the report.

The utilization report reflects the Returned status but still displays in the Utilization Report List.

Working with utilization report comments and messages

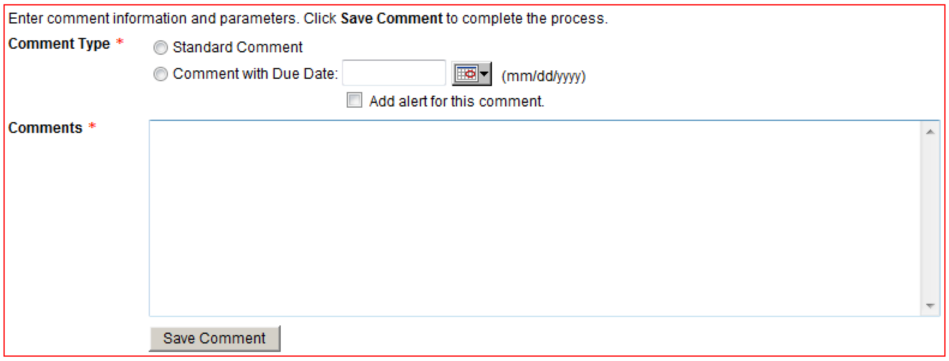
Adding comments

Comments can be added to a utilization report to make notes, set up alerts, and trigger reminders. Any comments associated with a specific utilization report display in a list on the Comments tab. You can add comments, edit or delete existing comments, and, if a comment was assigned a due date, view and save it to your calendar.

To add a comment to a utilization report

1. Open the utilization report to which you want to add a comment.
2. Go to the **Comments** tab.

3. Click **Add New Comment**.
4. In the **Comment Type** area, specify whether you want to add a **Standard Comment** or **Comment with Due Date**.



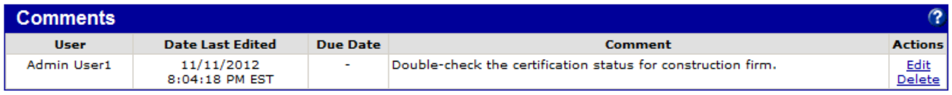
5. If necessary, from the calendar selector, select the due date.
6. To create an alert for a **Comment with Due Date**, select **Add email alert for this comment**.
7. In the **Comments** area, enter your comment.
8. Click **Save Comment**.

Comments display in the list.

TIP: Comments that are created as an alert will be triggered on the selected Due Date and an email alert sent to you. The alert will also be shown on your dashboard.

To edit or delete a comment

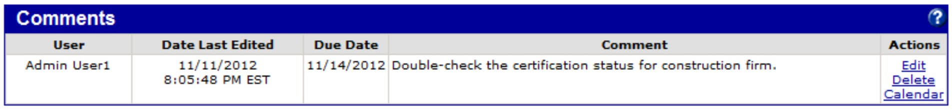
1. To edit a comment, click the **Edit** hyperlink for the comment you want to update, edit the comment, click **Review**, and then click **Save**.



2. To delete a comment, click the **Delete** hyperlink for the comment you want to delete, and then click **OK**.

To view and save a comment to your calendar

1. If a comment has an associated Due Date, to add it to your calendar, click the **Calendar** hyperlink.



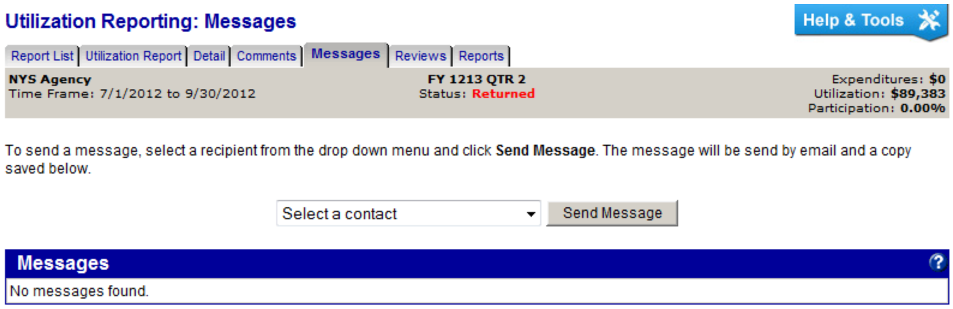
2. Click **OK** to confirm you want to open and save it in your calendar.
3. Save the comment using your calendar's tools, which vary depending on the calendar software you use (e.g. Microsoft Outlook).

Sending messages

When the system is used to send messages to other users, the utilization report will store a complete history of communications for future reference. Any message sent or received through the system about a utilization report is saved with the record and can be viewed at any time. For example, if the submitting user needs to send a colleague a message relating to the utilization report, the agency can send the message through the Messages tab.

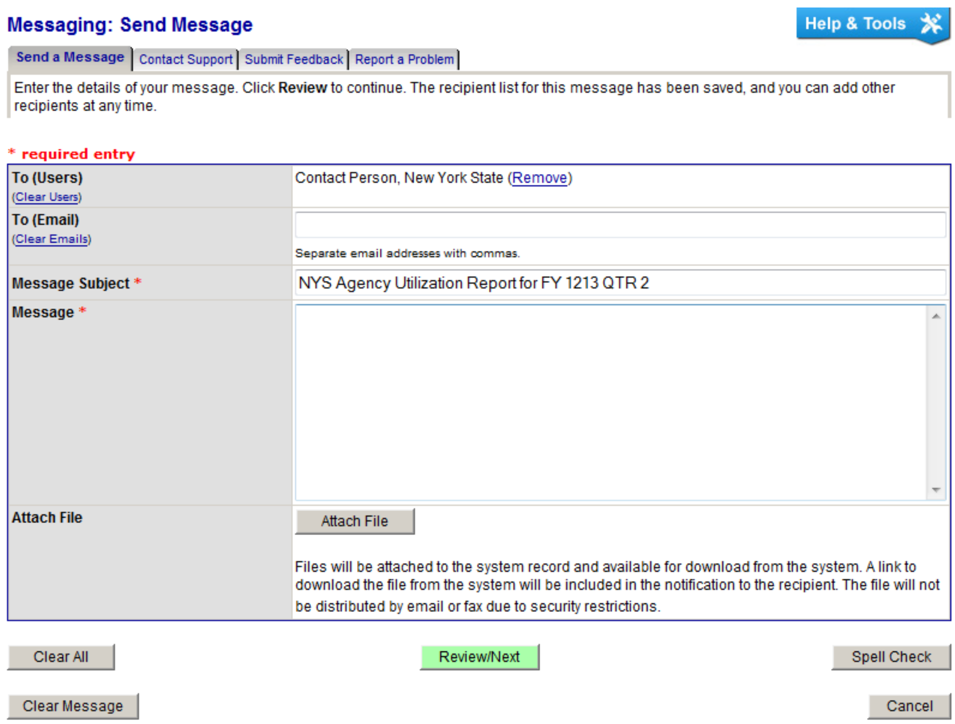
To send a message from a utilization report

1. Open the utilization report from which you want to send a message.
2. Go to the **Messages** tab.

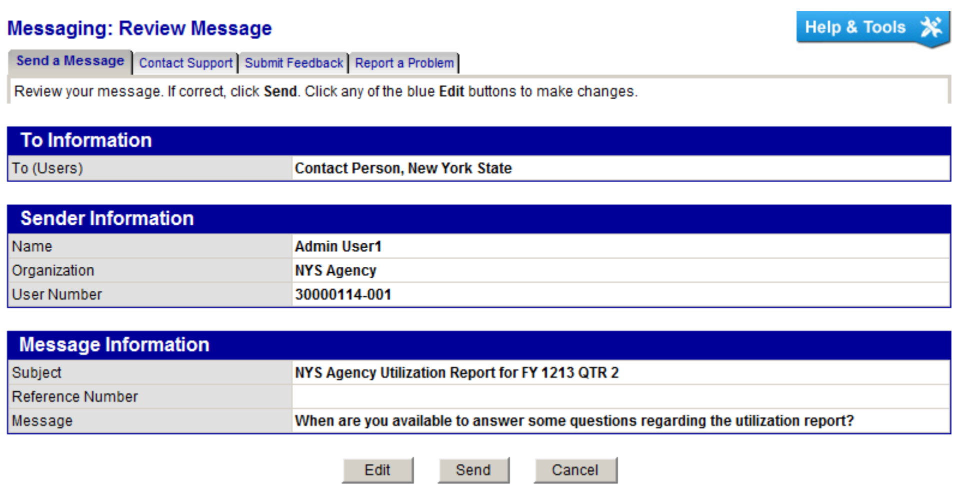


3. From the **Select a contact** list, select the contact to which you want to send a message, and then click **Send Message**.
   The Messaging: Send Message page displays.

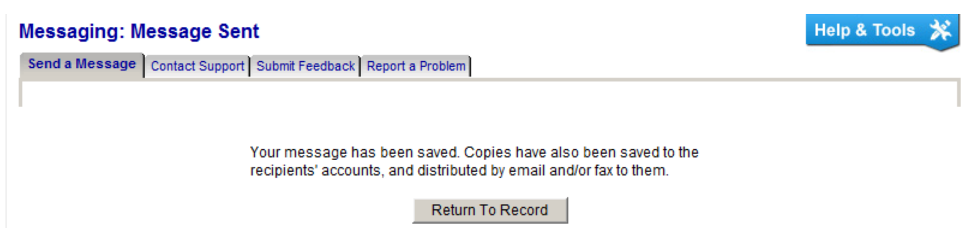
4. In the **Message** field, enter the message, and then click **Review/Next**.



5. Click **Send**.



6. To return to the **Messages** tab for the utilization report, click **Return to Record**.



WARNING: Sent messages cannot be deleted or recalled.

Preparing data to upload from an external system

If you, as the submitting agency, intend to import data from an external system into the B2Gnow Utilization Reports module, the data must be formatted correctly and must be saved in a comma-separated value file format. Surround text fields with quote marks. Two files should be prepared each quarter: one for detail records (the list of certified firms used) and one for expenditure summary records. Expenditure transactions should be compiled so that the result is one record per expenditure.

Uploaded data must be formatted according to the data tables in the following section. Use one record per line, and break large files into smaller files. All of the listed fields must be provided for each record, but fields not applicable to an expenditure summary record or to a detail record would result in a blank space separated with commas.

Sample Expenditure Summary Data:

"28000 ","STATE UNIVERSITY OF NEW YORK ","1213","1","C" ",0001942,+00001666299.47,0000024,+00000555770.33,,,0000000,+00000000000.00,,,,,,,,,0000772,+00002888474.55,,,,,0000024,+00000020724.16,,,,,,,,,,

Sample Utilization Detail Data:

"28650","1213","1","CN","110462530","262 GREEN STREET","262 GREEN STREET",,"BROOKLYN","NY","11222","W","C",4/5/12 0:00:00,"Z025",$6345.71,"P"

Table: Expenditure Summary Data

Order	Name	Type	Size	Description or Notes
1	AgencyCode	Text	6	Like “22000”
2	AgencyName	Text	50	Like “Empire State Development”, “DED”, etc.
3	FY	Text	4	Like “0001”, “0102”, “0203”
4	Qtr	Text	1	Must be “1”, “2”, “3”, “4” representing each quarter of FY
5	Industry	Text	2	**There are 4 types of reports**. Must be “C” = Commodities; “SC” = Services (Non-Construction related services); “CN” = Construction; “CC” = Construction Consultants (Only Construction related services; eg, architects, engineers, surveyors, HVAC, etc.). **Submit 1 record per industry type.**
6	Low_Total_Num	Long Integer	4+	# of expenditures processed in the quarter, in low dollar range w $0-24,999 for “C” or “SC” and $0-99,999 for “CN” or “CC”
7	Low_Total_Exp	Number	15	$ amount of expenditures processed in the quarter for the respective Industry report type “C”, or “SC” w value of $0 – 24,999 and “CN”, or “CC” w value of $0-99,999
8	High_Total_Num	Long Integer	4+	# of expenditures processed in the high dollar range (#9)
9	High_Total_Exp	Number	15	Same as 7, with value of $25,000 + for “C” or “SC” Same as 7, with value of $100,000+ for “CN” or “CC”
10	Grants_Total_Num	Long Integer	4+	# of all expenditures processed related to grant s
11	Grants_Total_Exp	Number	15	$ amount of expenditures processed in the quarter in grants category for the respective Industry report type
12	NFP_Total_Num	Long Integer	4+	# of all expenditures processed in the quarter related to not-for-profit
13	NFP_Total_Exp	Number	15	$ amount of all expenditures processed in the quarter in not-for-profit category for the respective Industry report type
14	Sub_Low_Total_Num	Long Integer	4+	# of subcontract expenditures processed in the quarter, in low dollar range (#15)
15	Sub_Low_Total_Exp	Number	15	$ amount of all subcontract expenditures in the quarter for the respective Industry report type “C” or “SC” w value of $0- 24,999; “CN” or “CC” w value of $0-99,999

Order	Name	Type	Size	Description or Notes
16	Sub_High_Total_Num	Long Integer	4+	# of subcontract expenditures processed in the quarter, in high dollar range (#17)
17	Sub_High_Total_Exp	Number	15	Same as 15, with value of $25,000+ for "C" or "SC" and With value of $100,000+ for "CN" or "CC".
18	Sub_Grants_Total_Num	Long Integer	4+	# of all subcontract expenditures processed in the quarter related to grants (#19)
19	Sub_Grants_Total_Exp	Number	15	$ amount of all subcontract expenditures processed in grant category for the respective Industry report type
20	Sub_NFP_Total_Num	Long Integer	4+	# of all subcontract expenditures processed in the quarter related to not-for-profit
21	Sub_NFP_Total_Exp	Number	15	$ amount of all subcontract expenditures processed in not-for-profit category for the respective Industry report type
22	P_Total_Num	Long Integer	4+	# of all OGS P-Contract expenditures processed in quarter for the respective Industry report type.
23	P_Total_Exp	Number	15	$ amount of all OGS P-Contract expenditures processed in the quarter for the respective Industry report type.
24	P_Total_MBE_Num	Long Integer	4+	# of MBE expenditures from OGS P-Contract processed in the quarter for the respective Industry report type
25	P_Total_MBE_Exp	Number	15	$ amount of MBE expenditures processed in the quarter for the respective Industry report type
26	P_Total_WBE_Num	Long Integer	4+	# of WBE expenditures processed in the quarter for the respective Industry report type
27	P_Total_WBE_Exp	Number	15	$ amount of WBE expenditures processed in the quarter for the respective Industry report type
28	Pref_Source_Total_Num	Long Integer	4+	# of Preferred Source expenditures processed in the quarter for the respective Industry report type
29	Pref_Source_Total_Exp	Number	15	$ amount of all Preferred Source expenditures in the quarter for the respective Industry report type

Order	Name	Type	Size	Description or Notes
30	Total_Num_Cont_Awarded	Long Integer	4+	# of Contracts Awarded in the quarter, for the respective Industry report type ("C" or "SC" must be $25,000+ and "CN" or "CC" must be $100,000).
31	Total_$_Cont_Awarded	Number	15	$ value of contracts awarded in the quarter, based on eligible Industry type $ thresholds as noted in #30).
32	Cont_W_Goals_Num	Long Integer	4+	# of contracts awarded with MBE and WBE goals ("C" or "SC" must be $25,000+ and "CC" or "CN" must be $100,000+).
33	Total_Cont_$_W_Goals	Number	15	Total $ amount of the contracts for which goals had been set by the agency in the quarter for the contracts awarded, based on eligible Industry type $ thresholds noted in #33.
34	Cont_W_Waivers_Num	Long Integer	4+	# of Contracts for which agency waived goals for the contractor in the eligible Industry types.
35	Total_Cont_$_W_Waivers	Number	15	Total $ value of the contracts with waivers based on eligible dollar ranges of Industry types.

Table: Expenditure Detail Report - Record of certified firms utilized in the quarter.

Order	Field	Req	Type	Max Size	Description or Notes
1	Agency Code	Yes	Text	6	Like “01030”, “21720”
2	Fiscal Year	Yes	Text	4	Like “1011”, “1112”,”1213”, “1314”
3	Quarter	Yes	Text	1	“1”,”2”,”3”,”4” only
4	Industry	Yes	Text	2	“C”,”CC”,”CN”,”SC” only
5	Payee ID	Yes	Text	10	Tax ID or SS # which uniquely identify the firm – **no dashes**
6	Location work performed		Text	50	City **and/or** Zip
7	Location Address line 1		Text	40	Business address - Street
8	Location Address line 2		Text	40	Additional Street, or bldg., suite, apt.
9	Location City		Text	20	City
10	Location State		Text	2	Like “NY”
11	Location Zip		Text	10	Like “12245” or 12245-xxxx use dash for plus 4 zip
12	MWBE flag	Yes	Text	1	Like “M”, “W”
13	Product Code	Yes	Text	3	Like “A”,”B”,”C15”,”I80” (List to follow)
14	Contract Date/PO Date	Yes	Date		Like 12/25/12, no quotes – Contract Date or PO Date
15	Contract Number		Text	15	Like “C930006” - May also be a Purchase Order Number
16	Amount	Yes	Number		Like 1234.56, **no quotes**
17	Primary or Sub	Yes	Text	1	“P”,”S” only
The new system offers three additional fields at the end of the utilization detail record. These fields are not required, but if included, all three must be at the end of the record in the order listed.					
18	Vendor Name		Text	250	Name of certified firm
19	Date Paid		Date		Like 12/25/12, no quotes
20	Transaction Description		Text	500	Brief description of the transaction

Description of MWBE Utilization Product codes

A	Agriculture/Landscaping
B	Mining (e.g. Geological Investigation)
C	Construction
C15	Building Construction - General Contractors
C16	Heavy Construction (e.g. highway, pipe laying, bridge work)
C17	Special Trade Contractors (e.g. plumbing, heating, surveying)
D	Manufacturing (e.g. production of goods)
E	Transportation, Communication, and Sanitary Services
F/G	Wholesale/Retail Goods (e.g. hospital supplies, office products, equipment)
G52	Construction Materials (e.g. lumber, paint, lawn supplies)
H	Financial, Insurance, and Real Estate Services
I	Services
I73	Business Services (e.g. copying, advertising, secretarial, janitorial)
I80	Health Services
I81	Legal Services
I82	Educational Services (e.g. automobile safety, tutoring, public speaking)
I83	Social Services (e.g. counselors, vocational training)
I87	Professional Service – (e.g. engineering, architectural, accounting, research, management consultant services)