

## Closing contracts

On the Contract Management: Close Contract page, you can view contract details in preparation for closing a contract. If the payments have been reported and confirmed, and the contract is complete, you can use the fields to close the contract.

**Contract Management: Close Contract**
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**100010001: Service contract**  
 Prime: B2Gnow Test Vendor 4  
 10/1/2012 - 12/31/2012

Status: **Open**  
 Current Award: **\$50,000**  
 Total Paid: **\$10,000**  
 For Credit: **\$1,250**

Goal: **0.00%**  
 % Credit: **12.50%**

**Contract Status**

Contract Status	Open
Contract Secondary Status	None selected
Final Audit Indicated by Prime?	No

**Close Contract**

Close Date *	<input type="text" value=""/> (mm/dd/yyyy)
Prime Contractor Rating	Not Hated

Close Out Contract
View Audit Summary With 'Final Audit' Text

**Audit Summary - Total Contract**

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$50,000.00		\$10,000.00		
For Credit	\$0.00	0.000%	\$1,250.00	12.500%	12.500% above goal
For Credit to DBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to MBE Goal	\$0.00	0.000%	\$1,250.00	12.500%	12.500% above goal
For Credit to SBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to WBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Contract Progress	20.0% <div style="width: 20%; height: 10px; background-color: black; display: inline-block;"></div>				
For Credit Progress	0.0%				
Total Unpaid Retainage	\$0.00				
Unpaid Retainage Percentage	0.000%				

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

**Prime Contractor**

Prime Contractor	Cert	Inc. in Goal	Contracted Percent	Actual Percent	Prime's Share of Payments	Actual Payments TO Prime	Actions
<a href="#">B2Gnow Test Vendor 4 [Info]</a> <a href="#">Justin Talbot-Stern</a> P 602-325-9277, F 602-325-9277 b2gnowtest4@b2gnow.com	No	No	85.000%	87.500%	\$8,750.00	\$10,000.00	<a href="#">Print Letter</a>

Click prime name to view payment history for this contract. Click contact person's name to send them a message.

**Subcontractors**

Subcontractor	Certified	Type	Inc. in Goal	Contracted Percent	Actual Percent	Actual Amount	Unpaid Retainage	Actions
<a href="#">Sub Flooring, LLC [Info]</a> <a href="#">Veronica Lopez</a> su@b2gnow.com P 602-325-9277, F 602-325-9277	No	Sub 100%	MBE	15.000%	12.500%	\$1,250.00	\$0.00	<a href="#">Print Letter</a>

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Print ALL Subcontractor Close Out Letters

When a contract is complete, it must be closed. A CCO can close a contract when necessary. Additionally, prime contractors can indicate on their audits that it is time for closeout. On the Dashboard, there is a row for Closeouts and Final Audits. Click the number to view the contracts for which a prime contractor indicated a final audit.

<a href="#">Contract Audits</a> <a href="#">[Hide]</a>	Last 30 days	Last 3 months	Last 12 months
Total Audits	<a href="#">3</a>	<a href="#">7</a>	<a href="#">8</a>
Incomplete Audits >>	<a href="#">1</a>	<a href="#">1</a>	<a href="#">1</a>
Closeouts/Final >>	<a href="#">1</a>	<a href="#">1</a>	<a href="#">1</a>

**TIP:** An incomplete compliance audits must be cleared, along with any discrepancies, before a contract can be closed.

**To close a contract**

1. If necessary, locate and open the contract.
2. On the **Contract Management** page, click the **Closeout** tab.
3. Click **Close Out Contract**.

**Contract Status** ?

Contract Status: Open

Contract Secondary Status: None selected ▼

Final Audit Indicated by Prime?: No

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**Close Contract** ?

Close Date \*:  (mm/dd/yyyy)

Prime Contractor Rating: Not Rated ▼

4. Click **OK** to confirm you want to close the contract.

**Printing contract close letters**

You can send Contract Close Letters to request verification from vendors or to notify parties that the contract was closed

**To generate a single letter**

1. If necessary, locate and open the contract.
2. On the **Contract Management** page, click the **Closeout** tab.
3. Click the **Print Letter** hyperlink.

<b>Subcontractors</b> <span style="float: right;">?</span>									
Subcontractor	Certified	Type	Inc. in Goal	Contracted Percent	Actual Percent	Actual Amount	Unpaid Retainage	Actions	
<a href="#">B2Gnow Test Vendor 7</a> [Info] Wavlon Smith b2gnowtestvendor7@b2gnow.com P 602-325-9277, F 602-325-9722	✔	Sub 100%	✔ MBE	20.000%	20.000%	\$20,000.00	\$0.00	<a href="#">Print Letter</a>	
<a href="#">Sub Flooring, LLC</a> [Info] Veronica Lopez sub@b2gnow.com P 602-325-9277, F 602-325-9277	✔	Sub 100%	✔ SBE	20.000%	20.100%	\$20,100.00	\$0.00	<a href="#">Print Letter</a>	

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

4. Review and edit information, if necessary.

5. Click **Print Letter** for the template you want to use.

Notification Templates & Formats		
Template	Hardcopy	Email
Contract Close	<input type="button" value="Print Letter"/> <input type="button" value="Save Letter"/>	<input type="checkbox"/> Send copy to you by email <a href="#">Send copy to another person</a> No Template

**To generate all letters**

1. If necessary, locate and open the contract.
2. On the **Contract Management** page, click the **Closeout** tab.
3. Click **Print All Subcontractor Close Out Letters**.

<b>Sub Flooring, LLC</b> [Info] Veronica Lopez <a href="mailto:sub@b2gnow.com">sub@b2gnow.com</a> P 602-325-9277, F 602-325-9277	<input checked="" type="checkbox"/>	Sub 100%	<input checked="" type="checkbox"/> SBE	20.000%	20.100%	\$20,100.00	\$0.00	<a href="#">Print Letter</a>
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Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

4. Click **OK** to confirm you want to print all letters.
5. Click **Print Letters** for the template you want to use.

Notification Templates & Formats		
Template	Hardcopy	Email
Contract Close	<input type="button" value="Print Letters"/> <input type="button" value="Save Letters"/>	<input type="checkbox"/> Send copy of all messages to you by email No Template

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**NOTE:** If you generate multiple letters at once, you cannot edit the data for an individual letter.

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