



ADMINISTRATOR RELEASE DOCUMENT - JULY 2021 RELEASE

New HUD Section 3 Features

Please see **the separate release document** issued specifically for the new HUD Section 3 changes to meet the new Section 3 legislation that took effect July 1, 2021.

B2Gnow/LCPtracker Interface Users

ATTENTION: There are some significant system changes to the B2G/LCP Interface.

To improve the overall success of the interface, LCPtracker is implementing changes to protect the integrity of the interface connections. The updates needed were determined by looking at commonalities between many different user accounts where error messages are commonly found.

LCPtracker appreciates the support of our users during this transition and hopes the following can help explain the why these changes were deemed necessary.

Update No. 1: B2G Interface-Created Contractor Accounts Cannot Be Deleted

Administrator Database Area Affected: *Set Up Tab > Contractor Set Up > Add/Edit Contractors*

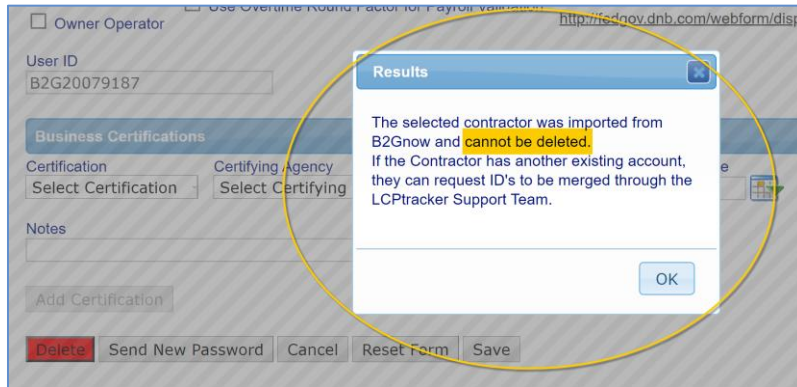
Any Contractor Accounts that have been created by using the B2G/LCP Interface **will no longer be able to be deleted.**

Simply put: When something in LCP that originated from B2Gnow gets deleted, the interface will not work properly. The connections between data necessary for an interface to work get broken when something is deleted.

The screenshot shows a web form for managing contractor accounts. At the top, the 'User ID' field contains the value 'B2G20079187', which is highlighted with a yellow circle. Below this is a 'Business Certifications' section with a 'Select Certification' dropdown and an 'Add Certification' button. A yellow callout box is overlaid on the form, containing the text: 'A Contractor account created by the B2G/LCP interface, has the prefix 'B2G''. Below the callout, the 'Delete' button is circled in red, indicating it is disabled. Other buttons visible include 'Send New Password', 'Cancel', 'Reset Form', and 'Save'.

What is that B2G Number?

It is the B2G Vendor Number that is assigned to the company in the B2Gnow software. Administrators are able to look companies up in B2G with the Vendor Number. Many companies only have one B2Gnow account and one Vendor Number, even across multiple agencies.



Two of the main reasons we have been hearing from users on why users delete Contractor accounts that come from B2G are these:

1. **There's Two - A Contractor account already existing in LCPtracker and a duplicate account came over from B2Gnow so the new account gets deleted.**

The problem: Many Administrator users have Contractor accounts that originally were manually created. They were not brought over the interface and so have no “backend connections.” By deleting the account originating from B2Gnow, all connectivity for that company is cut off, now and for any future projects.

The solution: If an account from B2G gets created it is **necessary** to have the **LCPtracker Support Team** **MERGE the User IDs** for the Contractor instead of deleting the account.

By merging, you are **getting the interface to recognize ALL of their data as one**—what they have in their account now and any future project assignments that originate from B2G.

2. **A Contractor has used LCPtracker before and has an existing User ID. They request that their Admin or Prime set up an account for them with their Current User ID instead.**

The problem: By manually setting up an account for a Contractor, there is no backend connectivity to B2G data.

To make matters worse, typically when a Contractor account is manually entered, a duplicate will almost always be created because it will come over from B2G.

The solution: If a Contractor has an existing User ID that they want to keep, the best practice is to go ahead and **use the B2G interface to create a new account for the Contractor** under the new database.

If the Contractor has a User ID they prefer, they can **submit a merge request** to the LCPtracker Support Team. **(*Important Note*)** However, we highly recommend that when a contractor puts in a merge request, they **KEEP the User ID with the ‘B2G’ prefix**



While it may seem like more trouble to remember a B2G User ID, there is a much higher payout in the long run to keep it.

If any future agencies or projects begin using LCPtracker with the B2G Interface, the Contractor will most likely not need a merge request to Support as **the accounts will automatically merge.**

It is when people change the User ID's away from the original B2G number is when the merging has to begin.

Many companies only have one B2Gnow account and one Vendor Number, even across multiple agencies.

Update No. 2: B2G Interface Improved Error Handling

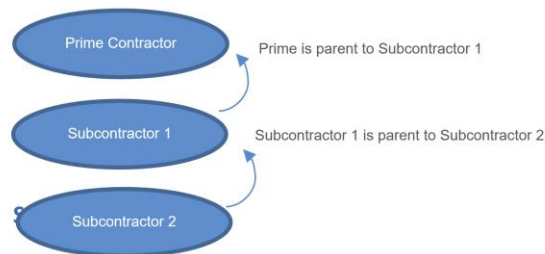
Historically, when the interface between B2G and LCP is processing data and runs into an issue, the interface is essentially disabled until that data issue is resolved. This oftentimes requires that the LCPtracker Development team step in to troubleshoot and aid in resolving the issue.

Updates have been made to allow the following:

- **Enhanced error messaging** to users to give specific details on what is causing the issue
- **Allow the other of the data to come over the interface**, even with the data issue, so that the interface is not completely disabled until the error is resolved.

In processing records over the B2G interface, when certain conditions are met related to not being able to locate the parent contractor, the system will display specific messaging to the user but allow any other records to process through appropriately.

Many of the data issues LCP finds is regarding a missing "parent company" in a contractor/project assignment.



Scenario 1:

The missing parent has never been imported (possibly not marked in B2G to be sent over).

Without a parent company, LCPtracker will no longer process assignments through. The Administrator may need to verify that the parent company was marked to pull over to LCP from B2G.

Message that will display to users:

The import was successful except for the following: The parent contractor "B2G Vendor ID 123456" is not found for Subcontractor "Company Name" assigned to project "Project Name".



The Project Administrator may need to correct the assignment in B2Gnow.

Contractors: To find the Admin, navigate to Projects Tab > click Show Information next to project name.

Troubleshooting Tips:

- The Project Administrator should look up the B2G Vendor ID listed in the error message in B2Gnow to see what company it belongs to.
- Has that company been marked to come over as the parent to the Subcontractor for that Project listed in the message? If not, then that assignment needs to be adjusted in B2Gnow.

Scenario 2:

The missing parent has been imported to LCP but was then deleted by a user.

To be clear, the account for the parent that contains the B2G interface “connection” was deleted.

There may be an active account for the parent that was manually created, but that has no data connection to the interface.

Why do you need to contact LCP Support? LCPtracker needs to connect the manually created account back up to the interface. (Hint: Here is another reason why LCPtracker is no longer going to allow Contractor account deletions that originated from B2Gnow.)

Message that will display to users:

The import was successful except for the following:

The parent company "Parent Company Name with B2G Vendor ID 123456" has been deleted and is needed to process the assignment for "Subcontractor company name" assigned to "Project Name".

Please contact LCPtracker Support Team for assistance.

Scenario 3:

There is some type of data discrepancy that is preventing the parent from processing.

This error cannot be resolved from a front-end user and will require LCPtracker to assist in resolving the discrepancy.

Message that will display to users:

The import was successful except for the following:

There is a data discrepancy for the parent company "Parent Company Name" of " Company Name" assigned to "Project Name".

Please contact LCPtracker Support Team for assistance.



Updates to the IDOL CSV Export File

Administrator Database Area Affected: *Certifications Tab > IDOL Export File (on Projects where enabled)*

Contractor Database Area Affected: *Certifications > IDOL Export File (on Projects where enabled)*

The following changes were made to the IDOL Export CSV file in both LCPtracker and LCPcertified.

Column	Header	Update
L	RebuildIllinois	Update 1 – Header changed to "StateCapitalFunds" Update 2 - If a project has the Funding Source "IL State Capital Funds (Whole or Part)" assigned, then put '1' in export, if not enter '0'
P	ContactLastName	Previously defaulted to "unknown" but will now simply have a ".". LCPtracker does not have separate fields for the Contract First and Last Name. This character is in place simply to allow the file to upload, but users can adjust the names once inside the IDOL portal, or in the CSV file prior to upload.
O	ContactMiddleName	Previously defaulted to "unknown" but will now be blank. This is not a required field in the upload file.
BB	Race	The new Demographic Classification "Race-IDOL List" has now been added to all databases. These selections are mapped to this export file. Users should select a new race option for every employee.
AB	ContactFirstName	This will now show the Project Administrators name from the Add/Edit Project Page in the Admin database
AL	PrimaryPhone	This will now show the Phone Number from the Add/Edit Project Page in the Admin database
CJ	HourlyHealthInsurance Welfare	Any amounts listed in the "Other" Fringe Benefit field in LCPtracker will now be added on to the Health & Welfare amounts already being included in the export. IDOL does not provide a separate field for these Other Fringes, so to ensure all Fringe Benefit amounts are reported to IDOL, this amount is now being included.

New Demographic Classification Type for 'IDOL-Race' in All Databases

Administrator Database Area Affected: *Set Up Tab > Demographic Classifications > Demographic Types and Demographic Classifications; also, Admin Tab > Edit Employees*

Contractor Database Area Affected: *Set Up Tab > Add/Edit Employees*

A new Demographic Type of '**Race-IDOL List**' has been added to all databases, including LCPcertified, for use on the Illinois Department of Labor export file.

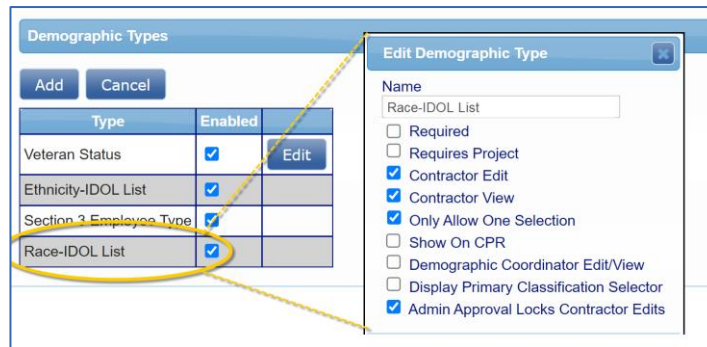
Each Administrator can set their own requirements by project or by Department. For assistance in proper set up, please contact the LCPtracker Support Department or your LCPtracker Account Manager.

The image below shows the current hard-coded settings in place for the **Demographic Type** (Set Up Tab > Demographic Setup > **Demographic Type**).



“Required” is not enabled by default as this means it would be required for every employee on every project within the database. Instead, Administrators will use other controls to set up requirements on a per-project or per-department basis.

If necessary, this entire type can be disabled in a database, but first, all the classifications must be disabled, described in the next section.



The new Race-IDOL List Classification options can be found under the Demographic Setup Section (Set Up Tab > Demographic Setup > **Demographic Classifications**).

Type	Classification	Description	Require Start / End Dates	Enabled
Race-IDOL List	American Indian or Alaska Native		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Asian Indian		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Black or African American		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Chamorro		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Chinese		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Filipino		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Hispanic or Latino		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Japanese		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Korean		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Native Hawaiian		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Other		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Other Asian		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Other Pacific Islander		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Samoan		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Vietnamese		NO	<input checked="" type="checkbox"/>
Race-IDOL List	White		NO	<input checked="" type="checkbox"/>

To set requirements for the Race-IDOL List, navigate to the Project Demographic Requirements (Set Up Tab > Demographic Setup > **Project Demographic Requirements**).

Turning on a requirement to a project, means that any employee where a Certified Payroll Report is being submitted on that project, must have at least one selection made for the Race-IDOL List.



Project Demographic Requirements

Filters

Demographic Type: Department: Project:

10 | Previous 1 Next | Cancel Add Departments Add Projects

2 Records

Demographic Type	Department	Project	
Race-IDOL List	Daily Reporter ONLY	1 North Pole Stadium	Delete
Race-IDOL List	Default Department	Pacific Coast Highway Repaving	Delete

Administrators must enable Val_64 for either all Departments, or at minimum, for only the Departments chosen to enforce the requirements set.

VAL_64	Checks for missing required Demographic Type information.	YES	NOTICE	ENFORCE
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Under the Add/Edit Employee page, the Contractor or Admin can go to the Demographic Classification section to add a selection for each employee.

Select Employee to edit:

Filter Employee Selection

Select an Employee

Select an employee to edit...

Add / Edit Employee Information

Demographic Classifications

Add Classification

HUD Section 3 Information

Section 3 Last day at section 3

Apprentice Information

Default Hourly Paid Fringes (As paid to Fund

Pre-Tax Voluntary Employee Contributions a

Other Deduction Details

Demographic Classification

Demographic Type *
Race-IDOL List

Demographic Classification *
Select Demographic Classification

American Indian or Alaska Native
Asian Indian
Black or African American
Chamorro
Chinese
Filipino
Hispanic or Latino
Japanese
Korean
Native Hawaiian

Done Cancel