EOC REMINDERS

PAYMENTS:

- **To Unmark Payments that have already finalized:** If payment is already finalized and to unmark it, do the following:
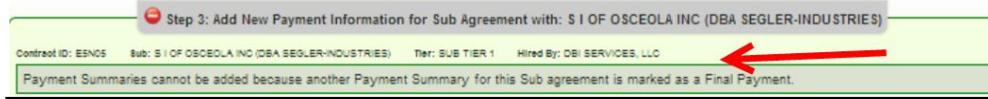
- Go to Sub payments
- Maintain Sub payments

- Pull up contract and the Sub

- Look for the payment that has "Yes" listed under Final payment
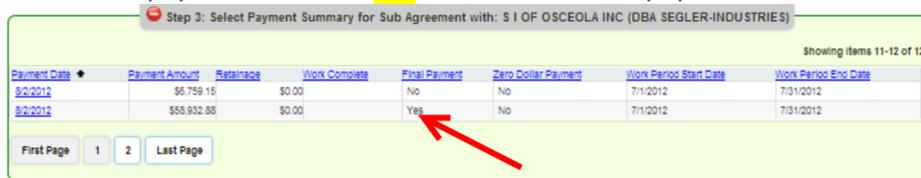
- Click on the contract payment date
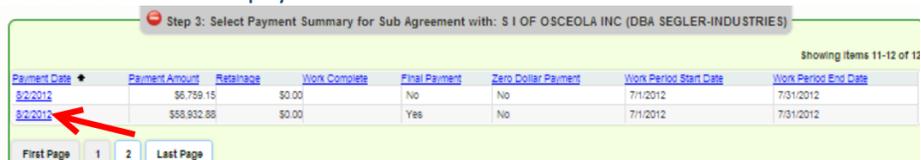
- Uncheck the Final payment box as shown below and save
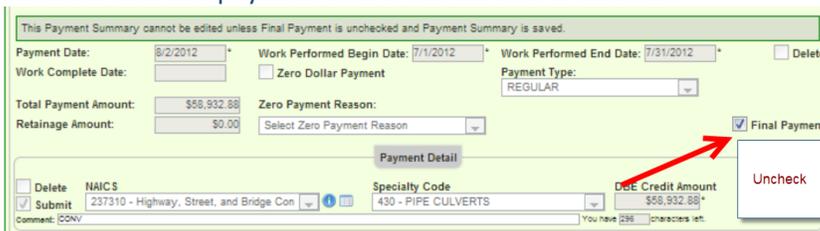
IF Payment is Greater than Commitments

- If user inputs enters a commitment of $2000 for NAICs 238990.

Action	NAICS	Specialty Code	Commitment Amount
Add	238990 - All Other Specialty Trade Contractors ⓘ 🔍	530 - RIPRAP ▼	2000 *
☐ Delete	Submit Date: N/A Date Reported: N/A Submit: ☐	Status: IN-WORK Contract Category: PROFESSIONAL SRVC CONSULTANT ▼	DBE Credit:N/A

<center>

Save   Reset

</center>

- Next user inputs a payment of $2500 for NAICs 238990

Payment Summary

Payment Date:	09/24/2012 *	Work Performed Begin Date: 09/03/2012 *	Work Performed End Date: 09/07/2012
Work Complete Date:		☐ Zero Dollar Payment	Payment Type: REGULAR
Total Payment Amount:	2500	Zero Payment Reason:	
Retainage Amount:		Select Zero Payment Reason ▼	Select PSI Pay Invoice 🔍

- User will get a Reconciliation warning message informing user that user has more payment than what they have comitted, therefore user needs to make a $500 adjustment record.

Payment Warnings / Reconciliation

The payments entered require Reconciliation. Pressing Continue will allow the system to perform the actions detailed. Pressing Back will result in no data being saved and will return you to the payment page.

Payment Credit Amount is Greater than Commitment Credit Amount for the following NAICS:

Action Required:

NAICS: 238990 - All Other Specialty Trade Contractors

Payment Credit Amount: $2,500.00   Commitment Credit Amount: $0.00   Over Payment Amount: $2,500.00

Commitment Status	Specialty Code	Commitment Credit Amount	Last Updated Timestamp	Submit
UNSUBMITTED BY PRIME VENDOR	530 - RIPRAP	$2,000.00	09/24/2012 09:15:43	☑
ADJUSTMENT TO BE CREATED BY SYSTEM	PAYADJ - Adjustment to match subpayments amount	$500.00		
TOTAL COMMITMENT AMOUNT TO SUBMIT		$2,500.00		

Delete a Payment that has already been submitted

For example, if user entered a payment by mistake but they have already submitted the payments, they currently cannot UPDATE or DELETE the payment record that they submitted.However, they can add another detail(s) records in the correct negative amount to bring the total payment to 0.

==User will go under maintain payment-→enter a negative entry ajdustment record→Save==

Note: Make sure the work types are the same so the correct record is zeroed or adjusted

- ⬙ **DBE Credit Amount:** The DBE Credit amount is the amount of the payment that is being claimed for DBE Credit. (For example, Contractor could make a payment to a sub for $10,000(as Total Payment Amount).Let's say $2000.00 of that was for work where the sub is NOT certified as a DBE but the $8000.00 is for work that Sub is certified for. So the DBE Credit Amount would be $8000.00. So if Sub is doing all the work that they are certified in, then the DBE credit will be the same as the payment amount.

GENERAL

- ⬙ **LAP CONTRACTS:** EOC pulls Local agency data from a program called LAPIT. Certain key information needs to be present in LAPIT for it to appear in EOC. This information is:
    - ~Local agency contract number
    - ~Prime Name and Federal Tax id Information
    - ~Local Agency Contract Execution date
    - ~Contract amount

    Note: If any of this information is missing in LAPIT, the LAP contract will not appear in EOC.

- ⬙ **UNABLE TO RUN EOC REPORT:** It may be that user needs to clear their cache. This can be done by following the steps below:
    - • To do that I had him go to Tools > Internet Options > General Tab > click on Delete button under Browsing history >
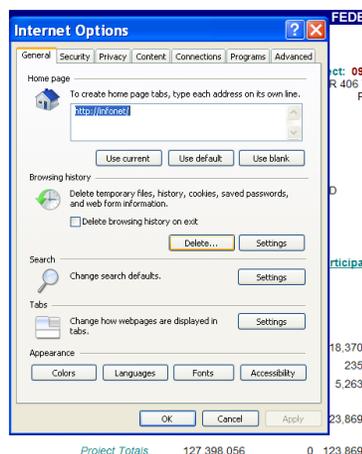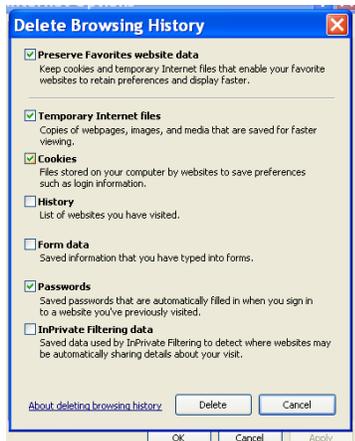
- Check the following and click Delete button.
- This clears the cache

🔸 **WORK PERFORMED DATEs**: EOC looks at the work performed date range in order to determine if the sub was DBE certified at the time the work was performed. The system won't let user enter in a WORK PERFORMED END DATE or a WORK COMPLETE after the completion date (in this case the final acceptance date). In order to get the payment in, the WORK PERFORMED END DATE must be on or before the completion date. **Please note:** the Payment Date CAN be after the completion date.

🔸 **EOC ROLES**: A user cannot be two different roles in EOC at the same time. For instance, user cannot be not be a consultant/contractor and an RCS. This is a conflict of interest.