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

| Home | Subcontractor Contacts | Bidder Opportunity | Sub Agreements | DBE Commitments | Sub Payments | DBE Directory | Reports |
|------|------------------------|--------------------|----------------------|-----------------|-------------------|---------------|---------|
| Cont | ractor Maintain Sub | | Add New Sub Payments | | | | |
| | | -, | A | | Maintain Sub Payr | ment | |

• Pull up contract and the Sub

| | | 🖨 Step 1 | : Select Contract | | |
|---------------|-------------------|---------------------------------|--------------------------------------------------------|---------------------------------------|-----------------------------------------------|
| Contract ID | E5N05 | -OR- | Select a Contract Ca | tegory: Select Contract Category | y |
| | | Ge | t Contracts | | |
| | | | | | Showing item 1 of 1 |
| Contract ID + | Description | Lead Project | Execution Date | Status | Summary |
| E5N05 | ASSET MAINTENANCE | 42383617201 | 5/18/2009 | OPEN FOR REPORTING | |
| | | | | | |
| | | | | | |
| | | G Step 2: Select Sub # | Igreement for Contract: | E5N05 | |
| | | Generation Step 2: Select Sub A | greement for Contract: | E51105 | Showing items 1-2 of 2 |
| Sub Name | | G Step 2: Select Sub A | igreement for Contract: <u>Sub Ventor ID</u> | ESN05 | Showing items 1-2 of : <u>Ther</u> Summary |
| Sub Name | | 🗕 🖨 Step 2: Select Sub / | Agreement for Contract: Sub Ventor (D F200365101 | ESN05 Hind By DBI SERVICES, LLC | Showing Items 1-2 of 2 Tile: Summary 01 |

• Look for the payment that has "**Yes**" listed under Final payment

| Payment Date | Payment Amount | Retainage | Work Complete | Final Payment | Zero Dollar Payment | Work Period Start Date | Work Period End Date |
|--------------|----------------|-----------|---------------|---------------|---------------------|------------------------|----------------------|
| 8/2/2012 | \$6,759.15 | \$0.00 | | No | No | 7/1/2012 | 7/31/2012 |
| 8/2/2012 | \$58,932.88 | \$0.00 | | Yes | No | 7/1/2012 | 7/31/2012 |

• Click on the contract payment date

Step 3: Select Payment Summary for Sub Agreement with: S I OF OSCEOLA INC (DBA SEGLER-INDUSTRIES)

| Payment Date | Payment Amount R | etainage Work | Complete Final Payment | Zero Dollar Payment | Work Period Start Date | Work Period End Date |
|--------------|------------------|---------------|------------------------|---------------------|------------------------|----------------------|
| 8/2/2012 | \$6,759.15 | \$0.00 | No | No | 7/1/2012 | 7/31/2012 |
| 8/2/2012 | \$58,932.88 | \$0.00 | Yes | No | 7/1/2012 | 7/31/2012 |

• Uncheck the Final payment box as shown below and save

| This Payment Summary of | cannot be edited unles | s Final Payment is unchecked and Payment Summary is saved. | |
|-------------------------------------|------------------------|-----------------------------------------------------------------------------------|-----------------|
| Payment Date: | 8/2/2012 * | Work Performed Begin Date: 7/1/2012 * Work Performed End Date: 7/31/2012 * | Delete |
| Work Complete Date: | | Zero Dollar Payment Payment Type: REGULAR | |
| Total Payment Amount: | \$58,932.88 | Zero Payment Reason: | |
| Retainage Amount: | \$0.00 | Select Zero Payment Reason | V Final Payment |
| Delete NAICS | | Payment Detail Specialty Code DBE Credit Amount | Uncheck |
| Submit 237310 - Hi Comment: CONV | ghway, Street, and B | dge Con 🚽 🕚 🔟 430 - PIPE CULVERTS 🐙 \$58,932.88* You have 286 characters left. | |

IF Payment is Greater than Commitments

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

| Action Add | NAICS 238990 - All Other Specialty | Trade Contractors 🔻 🕕 🞑 | Specialty Code 530 - RIPRAP | ▼ | Commitment Amount 2000 * |
|---------------|---------------------------------------|-------------------------|---------------------------------------|-----------------------|-----------------------------|
| Delete | Submit Date: N/A Submit: | Date Reported: N/A | Status: IN-WORK Contract Category: | PROFESSIONAL SRVC CON | DBE Credit: N/A |
| | | | Save Reset | | |

• 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: | 25 | 500 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 Co | ontractors | | K | | |
|----------------------------------------------|--------------------------------|--------------------|-----------------------------|------------------------|--------|
| Payment Credit Amount: \$2,500.00 Commi | tment Credit Amount: \$0.00 | Over Payment Amou | unt: \$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 s | 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-ightarrowenter a negative entry ajdustment recordightarrowSave

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.

| dd Payment | Detail | | | Select Sim Pay E | sundle | |
|------------|------------------------------------------------|---|----------------|------------------|------------------|----|
| Payment De | naics | 2 | Specialty Code | | DBE Credit Amoun | nt |
| Submit | 238990 - All Other Specialty Trade Contracto 👻 | 0 | 530 - RIPRAP | • | 500 | • |
| omment: | | | | | 7 | |

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 >

| Internet Options | FEDE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| General Security Privacy Content Connections Programs Advanced Home page To create home page tabs, type each address on its own line. Interfaces | e ct: 09 R 406 F |
| Use current Use default Use blank Browsing history Delete temporary Files, history, cookies, saved passwords, and web form information. Delete browsing history on exit | D |
| Search Change search defaults. Settings Tute | rticipa |
| Change how webpages are displayed in Settings tabs. Appearance Colors Languages Fonts Accessbility | 18,370 235 |
| OK Cancel Apply Project Totals 127.398.056 0 | 23,869 |

| Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| |
| Temporary Internet files |
| Copies of webpages, images, and media that are saved for faster viewing. |
| Cookies Files stored on your computer by websites to save preferences such as login information. |
| History List of websites you have visited. |
| Form data Saved information that you have typed into forms. |
| ✓ Passwords |
| Saved passwords that are automatically filled in when you sign in to a website you've previously visited. |
| InPrivate Filtering data Saved data used by InPrivate Filtering to detect where websites may be automatically sharing details about your visit. |
| About deleting browsing history Delete Cancel |

- 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.