

SCOC Unpaid Bills Handbook

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Roles

The Unpaid Bills module uses the following roles.

- Unpaid Bill Admin – Full access to all unpaid bill contracts (both construction and maintenance).
- Unpaid Bill Construction – Access to construction contracts only (isMaintenance = false).
- Unpaid Bill Maintenance – Access to maintenance contracts only (isMaintenance = true).
- System Administrator – Full access.
- District Administrator – Access based on assigned district, cost center, contract, or vendor.

For District Administrator and the Unpaid Bill Construction/Maintenance roles, access to specific contracts is controlled by district, cost center, contract name, or vendor identifier assignments.

Navigation

Menu

The Unpaid Bills section is accessed from the main application navigation menu. Users assigned to any Unpaid Bill role will see the Unpaid Bills menu item under the Module dropdown. Selecting it displays the Unpaid Bills Contracts page.

Grid

Paging

Paging is handled by buttons found above the grid on the far right of the screen. There are four options: first page, last page, next page, and previous page.

Filtering

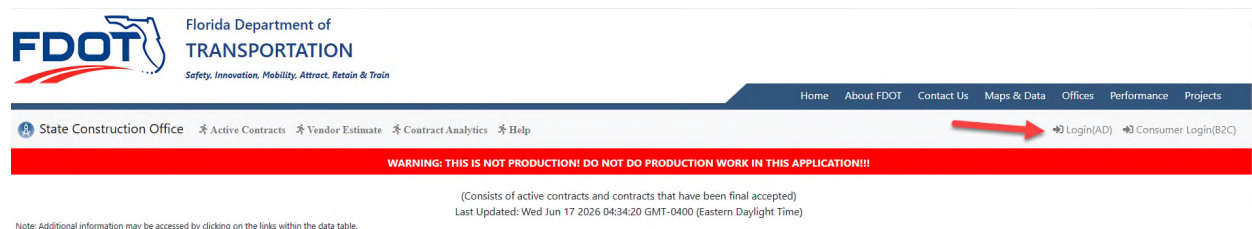
Each grid column has a filter field in the row just above the first data row. Text fields filter as you type, matching any part of the column value. Dropdown fields filter to the selected value. Multiple filters can be active simultaneously. Use the Clear Filters button to reset all filters.

Sorting

Select any column header button to sort the grid by that column. Selecting the same column header again toggles between ascending and descending order.

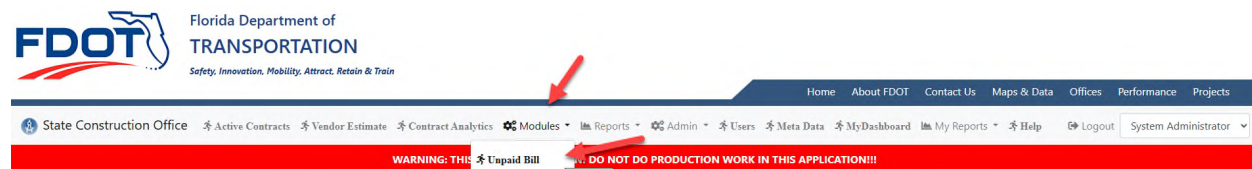
Logging in

Users connected to the FDOT server only need to click on the Login (Ad) link located far upper right of the page under the FDOT menu.



Users not connected to the FDOT server will be asked to provide UPN (User Principal Name) and password. May also require MFA (multiple factor authentication)

Once logged in user should see a menu item named Modules. Select this drop-down menu item and select Unpaid Bill. User will now be directed to the unpaid bills contracts page.



Adding Contracts

In this system adding contracts is handled via a batch job that runs each morning. This batch job adds any newly activated contracts and updates existing contract from PrC.

Unpaid Bills Contracts

The Unpaid Bills Contracts page displays a grid of all contracts the user is authorized to view based on their role and access level. The grid supports sorting, filtering, and paging. See the Grid section for general grid usage. Selecting the link in the last column named Unpaid Bills will take users to the unpaid bills details page. The grid default sort is the unpaid bills columns in descending order.

Unpaid Bills
(Contracts list)

Last Updated: Mon Jun 01 2026 08:07:17 GMT-0400 (Eastern Daylight Time)

Note: Additional information may be access clicking links within the data table.
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Is Maintenance	District	Contract Id	Project Id	Description	Vendor Name	Unpaid Bills
Yes	03	BD524-R1	40953517201	ASSET MANAGEMENT	INFRASTRUCTURE COMPANY OF AMERICA, LLC	166
Yes	02	E2Z32-R0	41022837201	REST AREA ASSET MAINTENANCE	DBI SERVICES, LLC	135
No	04	T4564	42840025201	SR 5 (US 1) AND SR 811 (ALT A1A)	JOHNSON BROS. CORPORATION, A SOUTHLAND COMPANY	86
No	08	EBQ79	40614415201	TURNPIKE MAINLINE WIDENING	JOHNSON BROS. CORPORATION, A SOUTHLAND COMPANY	70
No	05	ESW13	43219315201	I-4 MANAGED LANES FROM KIRKMAN TO SR 434 (FAO)	I-4 MOBILITY PARTNERS OPCO LLC	60

Contract Grid Columns

The contract grid includes the following columns:

- **Contract** – The contract identifier.
- **Vendor** – The prime vendor's name.
- **District** – The district code associated with the contract.
- **Is Maintenance** – Indicates whether the contract is a maintenance contract (Yes/No).
 - Only shown for Unpaid Bill Admin, System Admin, and District Admin roles
- **Unpaid Bills** – Total number of unpaid bills associated with the contract.

Role-Based Contract Filtering

The contracts shown in the grid are automatically filtered based on the user's role:

- **Unpaid Bill Construction** – Grid shows only contracts where Is Maintenance = No.
- **Unpaid Bill Maintenance** – Grid shows only contracts where Is Maintenance = Yes.
- **Unpaid Bill Admin, System Administrator** – Grid shows all contracts regardless of type.
- **District Administrator** – Grid shows all contract types but filtered to the user's assigned districts, cost centers, contracts, or vendors.

Unpaid Bills

Selecting the unpaid bills link in the last column from the Unpaid Bills Contracts grid opens the Unpaid Bills detail page for that contract. This page lists all unpaid bills associated with the contract.

Unpaid Bill Details
View and manage unpaid bill details for E8R74

[+ New Unpaid Bill](#) [Back to Unpaid Bills](#)

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Id	Date Received	locked	Project Id	Claim Amount	Against Prime	Against Vendor Name	Vendor Making Name	Status	Comment
4235	01/23/2026	☐	43554215201	\$5,923.38	☐	WBM 1 VALDEZ INC	AMDI USA, INC.	UNRESOLVED	
3907	05/29/2024	☐	43554215201	\$22,373.28	☐	ASAP INSTALLATIONS LLC	METAL TRADERS, INC.DBA TRIAD METALS INT	UNRESOLVED	
3675	06/13/2023	☐	43554215201	\$95,742.50	☐	TRAFFIC MANAGEMENT SOLUTIONS, INC.	PRECISION CONTRACTING SERVICES, INC.	RESOLVED	
2613	04/20/2021	☐	43554215201	\$85,036.64	☐	COMPLETE HIGHWAY IDENTITY, INC.	BARREIRO CONCRETE MATERIALS INC.	UNRESOLVED	

Add new Unpaid Bill

Once logged in with an assigned unpaid bill role that has access to add new unpaid bill records, select the New Unpaid Bill button.

Unpaid Bill Details
View and manage unpaid bill details for E8Q79

[+ New Unpaid Bill](#) [Back to Unpaid Bills](#)

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Id	Date Received	locked	Project Id	Claim Amount	Against Prime	Against Vendor Name	Vendor Making Name	Status	Comment
4282	05/13/2026	☐	40614415201	\$24,560.23	☐	JOHNSON BROS. CORPORATION	..JAY IDENTITY, INC.	UNRESOLVED	
4223	01/12/2026	☐	40614415201	\$3,900.00	☐	JOHNSON BROS. CORPORATION	BOARD	RESOLVED	
4177	09/16/2025	☐	40614415201	\$1,493.63	☐	JOHNSON BROS. CORPORATION	JN TESTING & INSPECTION, I	RESOLVED	
4065	03/13/2025	☐	40614415201	\$28,099.00	☐	JOHNSON BROS. CORPORATION	HALT CORP.	GOODCAUSE	Proof of Partial Payment for :

The Add Unpaid Bill form will open.

Add Unpaid Bill: E8Q79

Contract Information
Prime Vendor Id: F800866395

Prime Vendor Name: JOHNSON BROS. CORPORATION, A SOUTHLAND COMPANY

Bill # Contract Project Id*

Bill ID E8Q79 40614415201

Date Received* Locked Against Prime Making Claim (DBE)

YYYY-MM-DD ☐ ☐ ☐ ☐

Against Vendor* Making Vendor*

Claim Amount*

\$ 0.00

Comment

0 / 500 characters

*Denotes Required Fields [Reset](#) [Cancel](#) [Save](#)

Fill out the required information and select Save button.

Edit/Update

Unpaid Bill Details							
Manage unpaid bill details for E3U26-R0							
+ New Unpaid Bill Back to Unpaid Bills Page 1 of 5 Export to Excel							
Id	Date Received	locked	Project	Claim Amount	Against Vendor Name	Vendor Making Name	
 3309	11/19/2021	☒	42216027207	\$7,795.09	DBI SERVICES, LLC	COASTAL CONSTRUCTION PRODUCTS, INC.	
 3285	10/22/2021	☐	42216027207	\$1,549.21	DBI SERVICES, LLC	MIKE'S CUSTOM WELDING AND FABRICATION	
 3284	08/18/2021	☒	42216027207	\$3,150.00	DBI SERVICES, LLC	CHURCHWELL PIPELINE SERVICES, INC.	

Selecting the edit button shown above will open the Edit/Update form.

Edit Unpaid Bill: E3U26-R0

Contract Information

Prime Vendor Id: F261292155
 Prime Vendor Name: DBI SERVICES, LLC

Bill #
3309

Contract
E3U26-R0

Project Id*
42216027207

Date Received*
2021-11-19

Locked
☒

Against Prime
☒

Making Claim (DBE)
☐

Against Vendor*
F261292155 - DBI SERVICES, LLC

Making Vendor*
COASTAL CONSTRUCTION PRODUCTS, INC.

Claim Amount*
\$ 7795.09

Comment
 0 / 500 characters

Created By
03\CN314GP

Created
12-19-2021

Last Modified By
03\CN314GP

Last Modified
12-19-2021

*Denotes Required Fields
 [Reset](#)
[Cancel](#)
[Update](#)

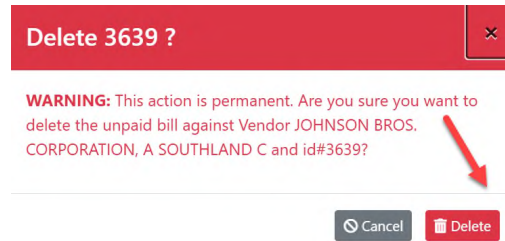
Make the necessary changes and select the update button.

Delete Unpaid Bill

The deletion of unpaid bill records can only occur after all the status records are first deleted, once that has been completed the option to delete the record will be available as shown below. Also note the Status is "N/A". This also indicates the record can be deleted.

Unpaid Bill Details									
View and manage unpaid bills									
+ New Unpaid Bill Back to Unpaid Bills Page 1 of 5 Export to Excel									
Id	Date Received	locked	Project Id	Claim Amount	Against Prime	Against Vendor Name	Vendor Making Name	Status	Comment
 4225	01/16/2026	☐	25677435201	\$18,136.15	☐	JOHNSON BROS. CORPORATION, A SOUTH-LAND CO	ITE CAP, LP,	RESOLVED	White Cap against Johnson Bros \$18,136.15 EDMS # 2203816, Final Waiver of Right to Claim EDMS # 2211647
 4213	12/03/2025	☐	25677435201	\$18,351.46	☐	JOHNSON BROS. CORPORATION, A SOUTH-LAND CO	CONTRACTING, INC.	RESOLVED	JVS Contracting against Johnson Bros, EDMS # 2199415, Final Waiver of Right to Claim \$18,351.46 EDMS # 2211650
 4208	11/20/2025	☐	25677435201	\$14,108.27	☐	JOHNSON BROS. CORPORATION, A SOUTH-LAND CO	CURB SERVICE, INC.	N/A	L.S. Curb Service Inc. against Johnson Bros, EDMS # 2199362, Partial Release \$14,108.27 EDMS # 2206480, Partial Release \$48,575.32 EDMS # 2211649
 4200	11/04/2025	☐	25677435201	\$6,569.90	☐	JOHNSON BROS. CORPORATION, A SOUTH-LAND CO	INNES INDUSTRIES DIVISION, INC.	RESOLVED	Notice of Non-Payment Hanes Geo Components

Selecting the delete icon will show a module allowing a final approval.



Select Delete, this action cannot be undone.

Unpaid Bill Status

Each unpaid bill has one of the following statuses:

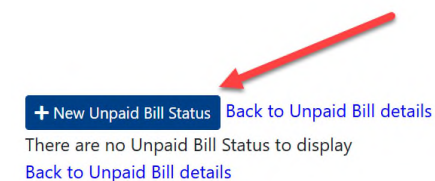
- Unresolved – The unpaid bill has not yet been addressed.
- Resolved – The unpaid bill has been resolved.
- Good Cause – A good cause determination has been made for the unpaid bill.

Add Unpaid Bill Status

After navigating to the appropriate unpaid bill, select the link in status column for the desired record.

Unpaid Bill Details						Unpaid Bill Details for T7476	
						Vendor Name	Vendor Making
Id	Date Received	Locked	Project Id	Claim Amount	Against Prime	Status	Comment
4225	01/16/2026	☐	25677435201	\$18,136.15	☐ JOHNSON	RESOLVED	White Cap against Johnson Bros \$18,136.15 EDMS # 2203816, Final Waiver of Right to Claim EDMS # 2211647
4213	12/03/2025	☐	25677435201	\$18,551.66	☐ JOHNSON	RESOLVED	JVS Contracting against Johnson Bros, EDMS # 2199415, Final Waiver of Right to Claim \$18,551.66 EDMS # 2211650
4208	11/20/2025	☐	25677435201	\$14,108.27	☐ JOHNSON	N/A	L.S. Curb Service Inc. against Johnson Bros, EDMS # 2198682; Partial release \$66,228.20 EDMS # 2208490; Partial Release \$49,575.32 EDMS # 2211649

Selecting the New Unpaid Bill Status button shown below will open Add form.



Unpaid Bill Status for Contract: T7476

View and manage unpaid bill status for Id# 4208 and Current Status: N/A

Fill out the required information and select the Save button.

Add Unpaid Bill Status: T7476 ✕

Unpaid Bill Information
Unpaid Bill Id: 4208
Against Vendor Name: JOHNSON BROS. CORPORATION, A SOUTHLAND COMPANY

Bill Status # **Status Id***

Status Date*

Remark

0 / 500 characters

*Denotes Required Fields Reset Cancel Save

Note: The Status dropdown will only show available options. Only one of each Status can be added. Good Cause, Resolved, Unresolved.

Edit/Update Unpaid Bill Status

Selecting the edit button will open the edit form.

Unpaid Bill Status for Contract: T4581
 View and manage unpaid bill status for Id# 3639 and Current Status: GOODCAUSE

[+ New Unpaid Bill Status](#) [Back to Unpaid Bill details](#)

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Id	Status Id	Status Date	Remark	By	Last Modified
6327	GOODCAUSE	07/20/2023	Total paid \$66,089.25 balance remaining retainage \$3,608.94 with Florida Dirt. Releases received.	D4\CN406R	07/20/2023
6127	UNRESOLVED	05/30/2023	Syn	D4\CN406R	05/30/2023

[Back to Unpaid Bill details](#)

Make any necessary changes and select update.

Edit Unpaid Bill Status: T4581 ✕

Unpaid Bill Information
Unpaid Bill Id: 3639
Against Vendor Name: JOHNSON BROS. CORPORATION, A SOUTHLAND C

Bill Status # **Status Id**

Status Date*

Remark

98 / 500 characters

Created By **Last Modified By**

Created **Last Modified**

*Denotes Required Fields Reset Cancel Update

Note: Only the Status Date and Remarks can be updated.

Delete Unpaid Bill Status

Select the delete icon.

Unpaid Bill Status for Contract: T4581
View and manage unpaid bill status for Id# 3639 and Current Status: GOODCAUSE

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Id	Status Id	Status Date	Remark	By	Last Modified
6327	GOODCAUSE	07/20/2023	308.94 with Florida Dist. Releases received.	D4/CN4056	07/20/2023
6127	UNRESOLVED	05/30/2023		D4/CN4056	05/30/2023

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A delete module will open requiring final approval. Select Delete.

Delete 6327 ?

WARNING: This action is permanent. Are you sure you want to delete the unpaid bill against Vendor and id#?

[Cancel](#) [Delete](#)

Note: This action cannot be undone. If the record is locked the deleted option will not be available. A request to Central Office is required to have the record unlocked.

Unpaid Bill Dashboard

Users with unpaid bill construction, maintenance, or admin role will see a menu item called UnpaidDashboard. Selecting this item provides the user with a summary of all contracts and counts of each unpaid bill status. An example of what this might look like is below.

State Construction Office [Active Contracts](#) [Vendor Estimate](#) [Contract Analytics](#) [Modules](#) [Reports](#) [Meta Data](#) [UnpaidDashboard](#) [My Reports](#) [Help](#) [Logout](#) UnpaidBillAdmin

Unpaid Bills Details:
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Active	Is Maintenance	District	Cost Center	Contract Name	Unpaid Bill Resolved	Unpaid Bill Unresolved	Unpaid Bill Good Cause	Unpaid Bills
Yes	No	08	854	E8Q79	56	9	5	70
Yes	No	05	509	ESW13	58	2	0	60
Yes	No	04	412	E4S44	10	1	2	13
Yes	No	06	606	E6J53	4	7	1	12

Selecting any of the links located in the columns will take the user the unpaid bill detail page that will also be filtered based on the column. Example if the user selects a link under the column Unpaid Bill Resolved then the page will filter to only resolved records.

Authorization

A user's access to individual contracts is determined by their role assignments. For District Administrator and the specific Unpaid Bill roles, access is granted at the district, cost center, contract, or vendor level. Only contracts that fall within the user's assigned access will appear in the grid and be available to view or edit.