SCOC Unpaid Bills Handbook

Version	Date	Updated By	Updated
1.0	06/17/2026	Mike Johnson	06/17/2026

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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

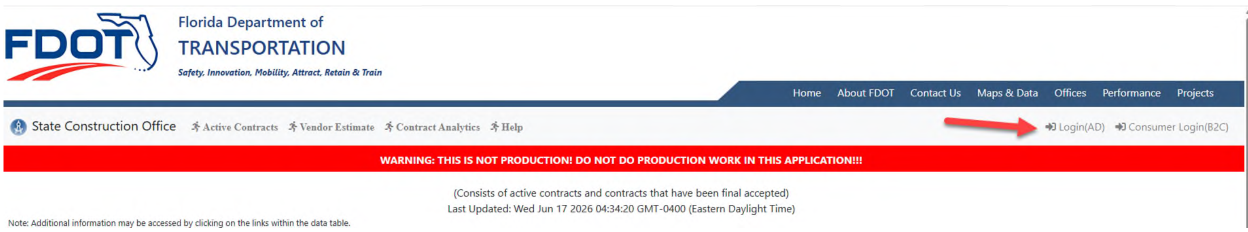
Each grid column has a filter field in the row just above the first data row. Text fields filter as you type, matching any part of the column value. Dropdown fields filter to the selected value. Multiple filters can be active simultaneously. Use the Clear Filters button to reset all filters.

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.

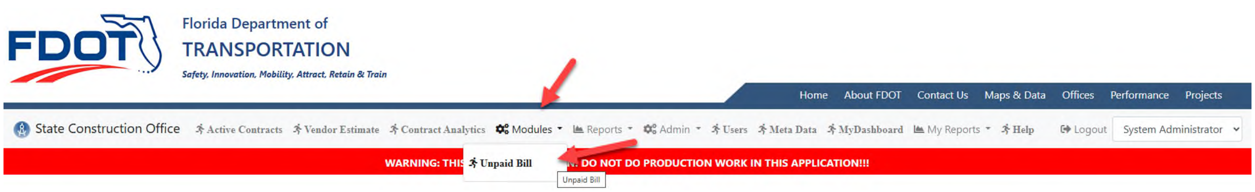
Logging in

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 accey clicking links within the data table.
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Export to Excel

Clear Filters

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	E8Q79	40614415201	TURNPIKE MAINLINE WIDENING	JOHNSON BROS. CORPORATION, A SOUTHLAND COMPANY	70
No	05	E5W13	43219315201	I-4 MANAGED LANES ROM 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:

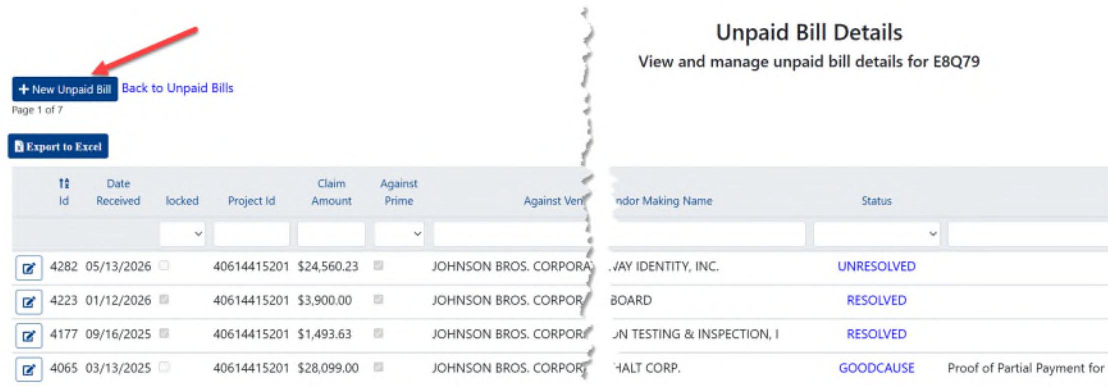
- Unpaid Bill Construction – Grid shows only contracts where Is Maintenance = No.
- Unpaid Bill Maintenance – Grid shows only contracts where Is Maintenance = Yes.
- Unpaid Bill Admin, System Administrator – Grid shows all contracts regardless of type.
- District Administrator – Grid shows all contract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

Unpaid Bills

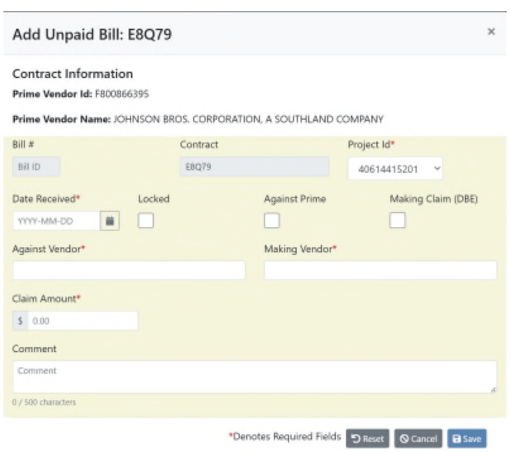
Selecting the unpaid bills link in the last column from the Unpaid Bills Contracts grid opens the Unpaid Bills detail page for that contract. This page lists all unpaid bills associated with the contract.

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.

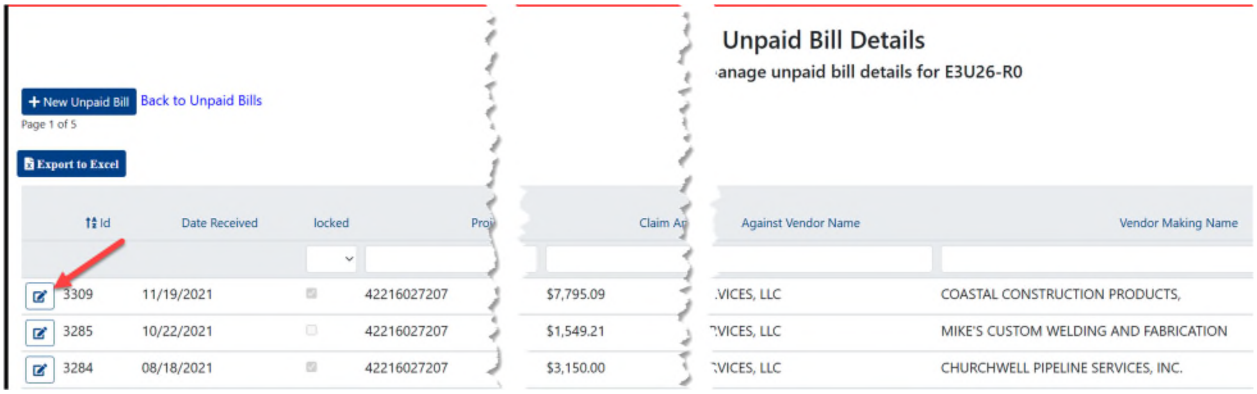


The Add Unpaid Bill form will open.

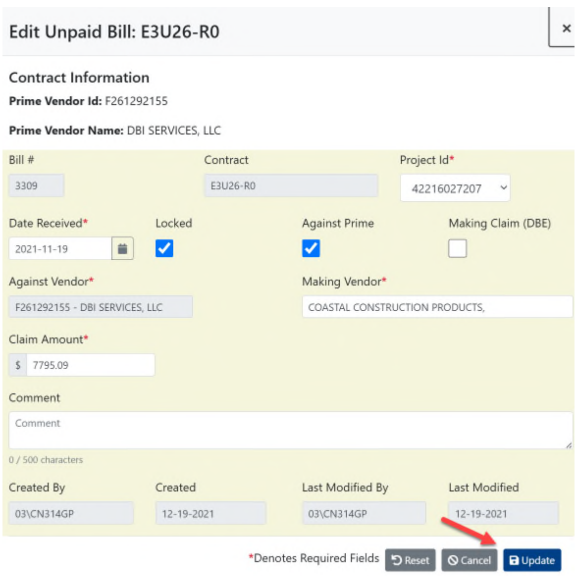


Fill out the required information and select Save button.

Edit/Update



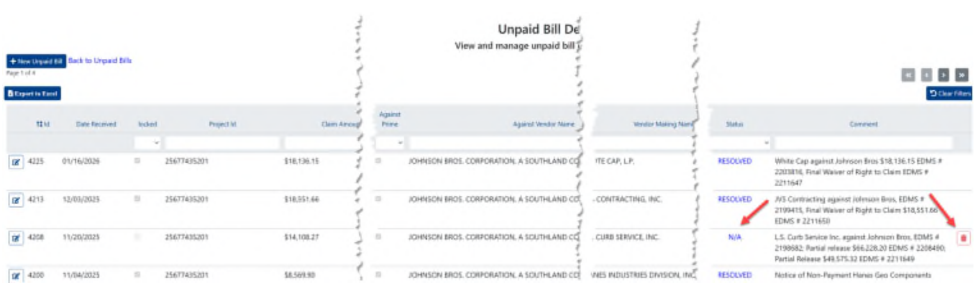
Selecting the edit button shown above will open the Edit/Update form.



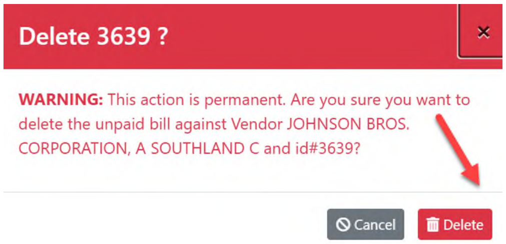
Make the necessary changes and select the update button.

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.



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



Select Delete, this action cannot be undone.

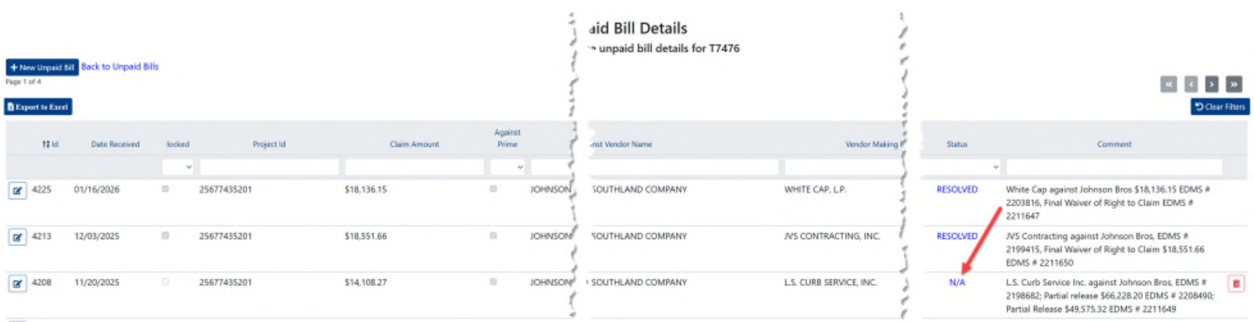
Unpaid Bill Status

Each unpaid bill has one of the following statuses:

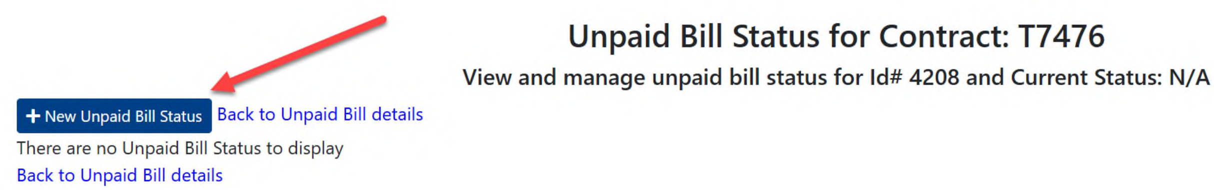
- Unresolved – The unpaid bill has not yet been addressed.
- Resolved – The unpaid bill has been resolved.
- Good Cause – A good cause determination has been made for the unpaid bill.

Add Unpaid Bill Status

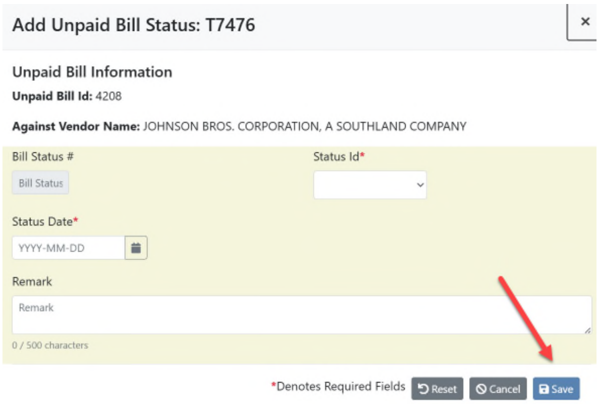
After navigating to the appropriate unpaid bill, select the link in status column for the desired record.



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



Fill out the required information and select the Save button.

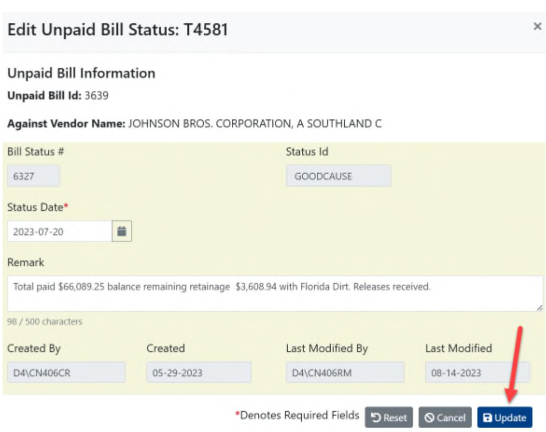


Note: The Status dropdown will only show available options. Only one of each Status can be added. Good Cause, Resolved, Unresolved.

Edit/Update Unpaid Bill Status

Selecting the edit button will open the edit form.

Make any necessary changes and select update.

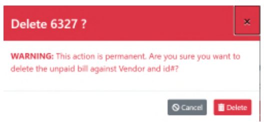


Note: Only the Status Date and Remarks can be updated.

Delete Unpaid Bill Status

Select the delete icon.

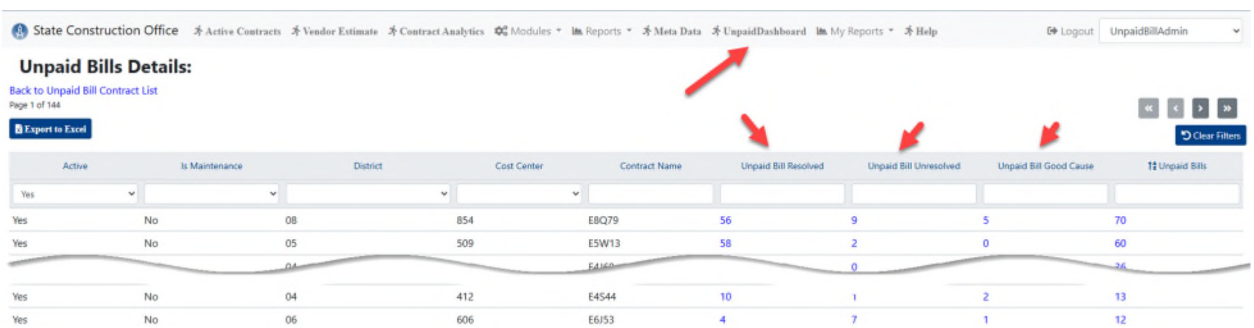
A delete module will open requiring final approval. Select Delete.



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.



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.