

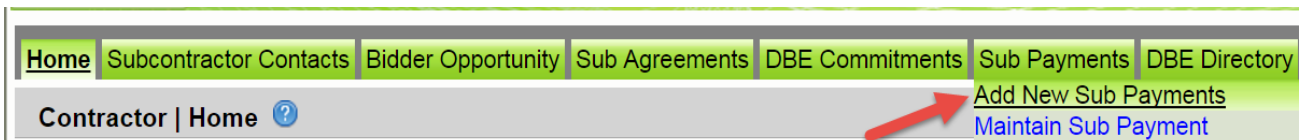
Report DBE Payment in the Equal Opportunity Compliance (EOC) System

Prime contractors are required to report in the EOC system monies paid from each monthly estimate to each DBE for the work performed in their certified area(s). This user guide will show the user how to report DBE payments for certified DBE subs and primes in EOC.

NOTE: DBE commitments must be reported before DBE payments for a DBE firm in EOC.

Report DBE Payments

- Select the **Sub payments** tab and click **Add New Sub payments**



- Enter contract number in the contract ID box and select **Get contracts** button (Note, you can also use Contract Category drop down box to search)

Contractor | Add New Sub Payments ?

Step 1: Select Contract

Contract ID: -OR- Select a Contract Category:

Get Contracts

- **Select** contract number (i.e. click on the contract number)

Contract ID	Description	Lead Project	Execution Date	Status	Showing it
T3564	SR 8 (I-10)	43273615201	3/2/2016	OPEN FOR REPORTING	Summary

NOTE: The summary icon shown below gives a summary information of the contract

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T3564	SR 8 (I-10)	43273615201	3/2/2016	OPEN FOR REPORTING	

- Select Sub agreement(i.e. click on the sub name)

Step 2: Select Sub Agreement for Contract: T3564

<u>Sub Name</u> ↑	<u>Sub Vendor ID</u>
EMERALD COAST MILLING & SERVICES INC	F331162421

- Enter the details in the payment summary

Step 3: Add New Payment Information for Sub Agreement with: EMERALD COAST MILLING & SERVICES INC

Contract ID: T3564 Sub: EMERALD COAST MILLING & SERVICES INC Tier: SUB TIER 1 Hired By: ANDERSON COLUMBIA COMPANY

Add Payment Summary

Payment Summary

Payment Date: 06/21/2016 * Work Performed Begin Date: 06/01/2016 * Work Performed End Date: 06/06/2016 * Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 1000 Zero Payment Reason:

Retainage Amount: Final Payment

Select SIM Pay Estimate

Comment: You have 300 characters left.

Note: Below is a description of the payment fields. The fields with the **asterisk*** are required fields

Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work ended
Retainage	Amount withheld from Sub
Total payment	Amount paid to Sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done)	Date when the entire work is complete for the Sub. When final payment is made, this date should be filled in.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

- Next, click the **Add Payment Detail button** to add the NAICS/Specialty codes and DBE credit amount. The DBE credit amount is the payment amount that is being claimed for **DBE Credit**, in most cases, it is the same as the total payment amount

The screenshot shows a form titled "Add Payment Detail" with a "Payment Detail" section. The "NAICS" field is a dropdown menu with the selected value "238990 - All Other Specialty Trade Contractors". The "Specialty Code" field is a dropdown menu with the selected value "ITO - OWNER OPERATOR". The "DBE Credit Amount" field is a text input with the value "1000 *". Below these fields is a "Comment:" text area with a character count of 300. A red arrow points to the "Add Payment Detail" button, and three other red arrows point to the NAICS, Specialty Code, and DBE Credit Amount fields respectively.

NOTE: In the payment detail, make sure to use the same NAICS and Specialty code used to report *DBE commitments*. **Tip:** Run the contract commitment details report (in report section) to remind you of what you reported for the DBE commitment.

- Click the **Save** button and confirmation is displayed, click **OK**

The screenshot shows a confirmation dialog with a "Save" button and a "Reset" button. A red arrow points to the "Save" button. Below the dialog, a message reads "Payments for Contract: T3564, have been saved." with a checkmark icon. A red arrow points to the "OK" button.

- ✚ **Note:** You can run the Contract Sub Payment Details report located in the **Reports** tab to view the payment you have reported.