

User inputs a wrong DBE credit (i.e. payment detail) amount in a payment

- ✦ This user guide will show user how to void/cancel the payment detail that was reported incorrectly.

Solution: User needs to create a new payment detail entry with a **negative** of the same amount to zero it out.

- Select **Sub Payments** tab and click **Maintain Sub payments**



- Enter contract number in the contract ID box and select **Get contracts** button

The screenshot shows a form titled 'Step 1: Select Contract'. It contains a 'Contract ID' field with the value 'T4411' entered. To the right of the field is a '-OR-' separator and a 'Select a Contract Category' dropdown menu. Below the field and separator is a green 'Get Contracts' button. A red arrow points to the 'Contract ID' field, and another red arrow points to the 'Get Contracts' button. The text 'Showing item 1 of 1' is visible in the bottom right corner.

- Select **contract number** and select **sub name**

The screenshot shows a table titled 'Step 2: Select Sub Agreement for Contract: T4411'. The table has the following columns: Contract ID, Description, Lead Project, Execution Date, Status, and Summary. The first row contains the following data: Contract ID: T4411, Description: SR 834 (SAMPLE RD), Lead Project: 43472615201, Execution Date: 9/17/2015, Status: OPEN FOR REPORTING. A red arrow points to the 'Contract ID' field. Below the table is another table with the following columns: Sub Name, Sub Vendor ID, Hired By, Tier, and Summary. The first row contains the following data: Sub Name: HORIZON CONTRACTORS INC, Sub Vendor ID: F650434021, Hired By: HORIZON CONTRACTORS INC, Tier: P. A red arrow points to the 'Sub Name' field. The text 'Showing item 1 of 1' is visible in the bottom right corner.

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T4411	SR 834 (SAMPLE RD)	43472615201	9/17/2015	OPEN FOR REPORTING	

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
HORIZON CONTRACTORS INC	F650434021	HORIZON CONTRACTORS INC	P	

- Locate the payment by clicking on the **payment date**

Step 3: Select Payment Summary for Sub Agreement with: HORIZON CONTRACTORS INC

Showing items 1-2 of 2

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
2/29/2016	\$127,433.11			No	No	1/13/2016	2/21/2016
3/28/2016	\$186,879.87			No	No	2/22/2016	3/20/2016

- Click **Add Payment Detail** and enter the same NAICS and Specialty code as previous record. For the DBE credit amount, enter a **NEGATIVE** of the same amount. This will zero/void the record that needs correction

Step 4: Maintain Payment Information for Payment Summary on: 2/29/2016

Contract ID: T4411 Sub: HORIZON CONTRACTORS INC Tier: PRIME Hired By: HORIZON CONTRACTORS INC

Payment Summary

Payment Date: 2/29/2016 * Work Performed Begin Date: 1/13/2016 * Work Performed End Date: 2/21/2016 * Delete
 Work Complete Date: Zero Dollar Payment Payment Type: REGULAR
 Total Payment Amount: \$127,433.11 Zero Payment Reason: Final Payment
 Retainage Amount: Select Zero Payment Reason Select SIM Pay Estimate

Comment: You have 300 characters left.

Add Payment Detail

Payment Detail

Delete Submit NAICS: 238910 - Site Preparation Contractors Specialty Code: 238910 - Site Preparation Contractors DBE Credit Amount: \$127,433.11 * Details

Comment: You have 300 characters left.

Required fields are marked with *

Payment Detail

Delete Submit NAICS: 238910 - Site Preparation Contractors Specialty Code: 238910 - Site Preparation Contractors DBE Credit Amount: -127433.11 * **NEGATIVE entry** Details

Comment: You have 300 characters left.

Payment Detail

Delete Submit NAICS: 238910 - Site Preparation Contractors Specialty Code: 238910 - Site Preparation Contractors DBE Credit Amount: \$127,433.11 * Details

Comment: You have 300 characters left.

- Click **Save** (Note: If the user needs to enter another **payment detail** with the correct amount, the user can click on **Add payment detail** and enter the correct amount)