

To unmark a final payment in the Equal Opportunity Compliance (EOC) system

✚ This guide will show the user how to unmark (i.e. uncheck) a final payment in EOC.

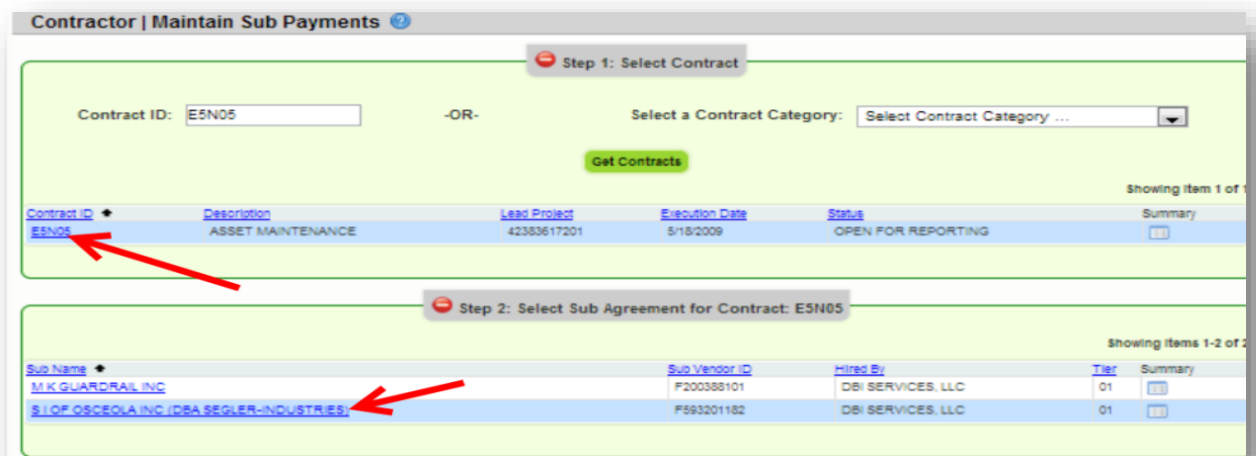
- Select the **Sub payments** tab and click **Maintain Sub payment**



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



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



- Locate the payment that has "Yes" listed under the **Final payment** column

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

Showing items 11-12 of 12

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

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- Click on the **payment date** with the **final payment** column listed as **Yes**

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- **Uncheck** the Final payment checkbox as shown below and select **save**

This Payment Summary cannot be edited unless 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: Final Payment

Retainage Amount: \$0.00 Select Zero Payment Reason:

Payment Detail

Delete NAICS 237310 - Highway, Street, and Bridge Con Specialty Code 430 - PIPE CULVERTS DBE Credit Amount \$58,932.88* Uncheck

Submit Comment: CONV You have 296 characters left.

➔ Save Reset