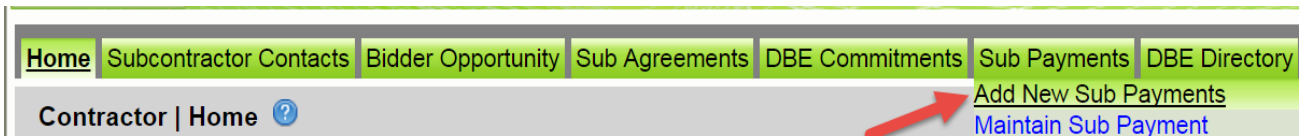


# Void a DBE Payment in the Equal Opportunity Compliance (EOC) System

User can create a new payment with a **negative amount** to zero out an existing payment. Once a DBE payment with a **payment detail** has been submitted and reported, user will not be able to use the **delete** button. If there is an existing payment of \$1,000 and user needs to “delete” it (i.e. void), user will need to create a new payment of **negative -\$1,000** to bring it to zero. This user guide will show the user how to void DBE payments for **certified DBEs** in EOC.

## Void 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 to search)

Step 1: Select Contract

Contract ID:  -OR- Select a Contract Category:

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

Contract ID	Description	Lead Project	Execution Date	Status	Summary
<a href="#">T3564</a>	SR 8 (I-10)	43273615201	3/2/2016	OPEN FOR REPORTING	

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

Step 2: Select Sub Agreement for Contract: T3564

Sub Name	Sub Vendor ID
<a href="#">EMERALD COAST MILLING &amp; SERVICES INC</a>	F331162421

- Enter a **negative** amount of the existing payment in the payment summary (e.g. if you have an existing payment of \$1,000 which was entered incorrectly, you will need to create a **negative \$1,000 for the total payment** amount and a **negative \$1,000 for the payment detail** as shown below). This will zero out the payment.

**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: 06/22/2016 \*    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

Comment:  You have 300 characters left.

**Add Payment Detail**

**Payment Detail**

Delete    NAICS: 238990 - All Other Specialty Trade Contractors    Specialty Code: ITO - OWNER OPERATOR    **DBE Credit Amount: -1000\***  
 Submit    Comment:  You have 300 characters left.

**Save    Reset**

- As shown in the report below, the positive and negative cancel each other bringing amount to zero

**Florida Department of Transportation**  
 Contract Sub Payment Details  
 Contract : T3564  
 Prime : ANDERSON COLUMBIA COMPANY    DBE Credit Total: \$ .00

NAICS Description	Specialty Area	DBE Credit Amount	Date Submitted	Date To Report	Review Status
EMERALD COAST MILLING & SERVICES INC - F331162421	Tier: 01    Hired By: ANDERSON COLUMBIA COMPANY	DBE Credit Total:		\$ .00	
Payment Date: 06/22/2016	Service From: 06/01/2016	Total Payment Amount: <b>-1,000.00</b>		Final Payment: N	
Work Complete:	Service To : 06/06/2016	Retainage Amount :		Zero Payment Reason:	
238990-All Other Specialty Trade Contractors	ITO-OWNER OPERATOR	<b>-1,000.00</b>	06/22/2016	06/22/2016	SUBMITTED
Payment Date: 06/21/2016	Service From: 06/01/2016	Total Payment Amount: \$1,000.00		Final Payment: N	
Work Complete:	Service To : 06/06/2016	Retainage Amount :		Zero Payment Reason:	
238990-All Other Specialty Trade Contractors	ITO-OWNER OPERATOR	\$1,000.00	06/21/2016	06/21/2016	SUBMITTED

**NOTE:** In the payment detail, make sure to use the same NAICS and Specialty code as in the existing payment so the system adjusts correctly

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

**Save    Reset**