# Void a <mark>Non-DBE</mark> Payment in the Equal Opportunity Compliance (EOC) System

User can delete a payment for a Non-DBE sub by using the **Delete** feature. The Delete function only works when (1) **sub is a <mark>non-DBE</mark>** and (2) **payment does not have a <mark>payment detail</mark>** attached. This user guide will show the user how to delete a non-DBE payment in EOC.

Delete non- DBE Payment

➤ Select the **Sub payments** tab and click **Maintain Sub payment**
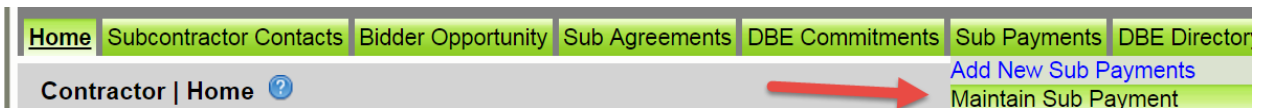
➤ Enter <u>contract number</u> in the contract id box and select **Get contracts** button(Note, you can you can also use Contract Category drop down to search)

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

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

➢ Locate the payment that needs to be deleted and click on the **payment date**

Step 3: Select Payment Summary for Sub Agreement with: EMERALD COAST MILLING & SERVICES INC

Showing items 1-2 o

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
6/21/2016	$1,000.00			No	No	6/1/2016	6/6/2016

➢ Click on the **Delete** checkbox as shown below in the payment summary

Step 4: Maintain Payment Information for Payment Summary on: 6/21/2016

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

Payment Summary

Payment Date:	6/21/2016 *	Work Performed Begin Date: 6/1/2016 *	Work Performed End Date: 6/6/2016 *	☑ Delete
Work Complete Date:		☐ Zero Dollar Payment	Payment Type: REGULAR ▼	
Total Payment Amount:	$1,000.00	Zero Payment Reason:		
Retainage Amount:		Select Zero Payment Reason ▼		☐ Final Payment

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

Save   Reset