

Quick Reference Guide

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Loading Verified Payments

If your Contract has a DBE Goal, you will need to fill out the Verified Payment Amount and Verified Payment Date on each DBE Subcontract Screen located under Contract Administration/Contractor Management/Subcontracts. (See Attachment Below) These payments are loaded from your DBE Form 2A and 2B and need to be loaded as quickly as possible after your office receives these forms.

This attachment displays the screen you will need to load your Verified Payment Amount:



subcontractscreen.d
oc

This is the attachment that displays the generic fields where you will need to load your Verified Payment Date:



subwindowgenericfiel
d.doc

If you should have any problems, please contact the Construction Division @ 521-2561.

Note on Last Modified Date:

This QRG is the 07/19/06 version. The Last modified date reflects a change to the design of the SSS database system.