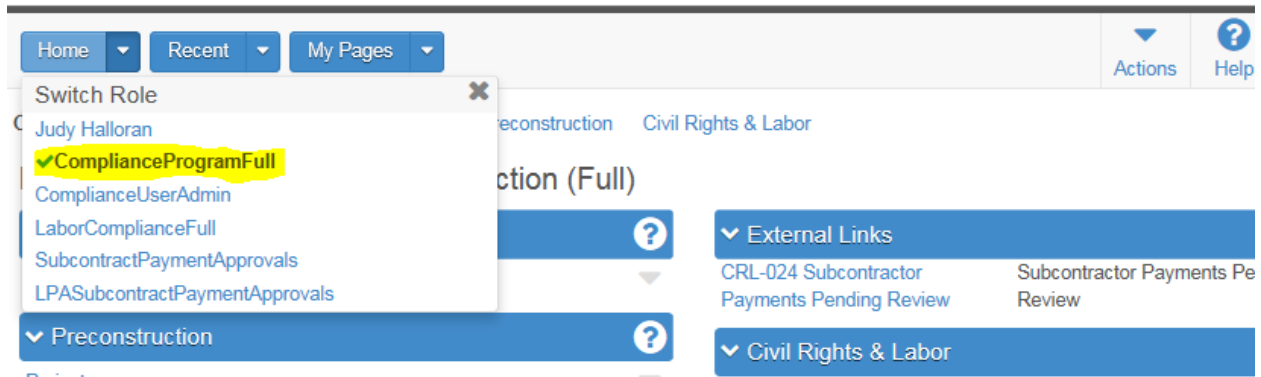


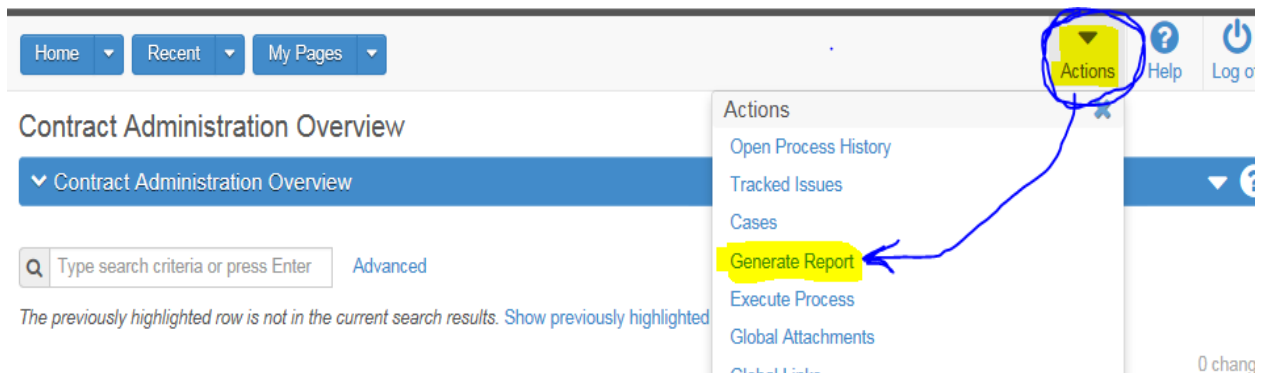
How to run a CP-2a Comparison Report

This report is used to check the total amount documented as paid to a Disadvantaged Business Enterprise (DBE) Contractor. This report is available to the user roles Vendor Subcontract Payments, LPA Subcontract Payment Approvals, Subcontract Payment Approvals and Compliance Program Full. There are four steps in this process.

Before starting make sure you are in one of the user roles that allow you to run the report.



1. From the start page, go to the global actions button and from the dropdown list select generate report.



2. Select the CRL-022 CP-2A Payment Comparison Report. Once selected the report query page will load.

Report	Data
Contract Payment Report	Contract
CRL-005 CP2A Form Not Received (*)	RefVendor
CRL-014 DBE / SBE Directory Report (*)	RefVendor
CRL-018 EEO Contractors Reviewed Report	Contractor
CRL-022 CP-2A Payment Comparison Report	Contract

3.

1. Enter the number of the contract you want to run the report for.
2. Then select the contract when it pulls up. A check mark will appear on the left hand side.
3. Once you have selected your contract click on the execute button.

Home Recent My Pages Actions Help Log off

Generate Report

Generate Report - CRL-022 CP-2A Payment Comparison Report **Execute**

Settings Select Data 2 of 5

1

Advanced Showing 1 of 1
Select: All | None 1 select

Contract	Description
<input checked="" type="checkbox"/> H.002133.6	BAYOU QUEUE DE TORTUE

2

3

4. The report will generate in a new browser tab.



Form CP-2A Payment Comparison

Contract: H.002133.6	DBE Goal (12%):	\$294,018.22	Contractor ID: [REDACTED]
Parish: Vermilion	Total Paid Subs:	\$13,623.77	Contractor: [REDACTED]
Date Let: 08/12/2015	Paid Minus Goal:	-\$280,394.45	Paid Contractor: \$1,734,118.76

Sub Vendor ID	DBE Subcontractor	Total Paid to Sub
54998000	Coastal & Highway Erosion Control	\$0.00
39001000	JD's Rebar & Construction Inc.	\$12,330.83
30133000	Overton Construction Co., Inc.	\$0.00
59933000	Workzone	\$1,292.94