

## How to get the Subcontractor Report

### **To Run the Subcontractor Report:**

1. Double click on the **Contractor Payments** icon within the **Main Panel** window.
2. From within the **Contractor Payments** Panel double click the **Process List** icon.
3. In the **Process List**, double-click the **SUBCONT** Process ID – **SubContract Report**. Confirm Process Submission box appear.
4. Click the **Subset** button and select contract to run. You can click on the **Contract ID** column and do a right click on your mouse and select find.
5. The **Find Criteria** window appears. Click the **Add** button, from the drop down select the Field and type the value you are looking for, example, T5036.
6. Click the **Find** button then click **OK**
7. Click the **Submit** button.
8. From the **Services** menu, select **Run Process** or click the **Run Process** button. A message box will appear that the process is completed.

### **To View the Report:**

1. From **Services** menu click **Process Status** and double-click the process just run.
2. Double-click the **output.html** file to view the report.
3. Close the browser window when finish viewing or printing the report.