SUBCONTRACTOR PAYMENT REPORT
USER GUIDE
Click "Reports Portal"
1. Click the Expand button next to AASHTOWare Project.
2. Click "Construction"
1. Click the "Actions" button.

2. Click "Run Report Now".
The next three pages are the same screen, but broken down by Parameter. You MUST select something in each of the Parameters.

1. Enter the Start date of the contract payment. You can select "No lower value" if you want to see any start date.

2. Enter the End date of the contract payment. You can select "No upper value" if you want to see any end date.
1. Click the drop down.
2. Select how you want the report sorted.
1. Select the Administrative Office you want to see.

2. Click the add (arrow) button to add the selected value. You can select the add all (double arrow) button to add all the offices.
1. Select the Prime contractor(s) you want.

2. Click the add (arrow) button to add the selected value. You can select the add all (double arrow) button to add all the offices.

3. Click “Run Now”.
This area shows you data about all the records in your report.

This area shows you all the Administrative Offices you selected.

This area shows you all the Prime Contractors you selected.
<table>
<thead>
<tr>
<th>Payer</th>
<th>Payee</th>
<th>Amount</th>
<th>Paid Date</th>
<th>Signed Off</th>
<th>Work Flow Phase</th>
<th>Payment Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>KOSS CONST CO</td>
<td>FULLSON BROTHERS INC</td>
<td>16,286.22</td>
<td>07/29/2019</td>
<td>07/30/2019</td>
<td>Under Pay Rev</td>
<td>Yes</td>
</tr>
<tr>
<td>KOSS CONST CO</td>
<td>ADVANCED EROSION SOLUTIONS, LLC</td>
<td>5,194.63</td>
<td>07/29/2019</td>
<td>07/30/2019</td>
<td>Under Pay Rev</td>
<td>Yes</td>
</tr>
<tr>
<td>KOSS CONST CO</td>
<td>SURFACE PREPARATION TECH LLC</td>
<td>25,455.48</td>
<td>07/29/2019</td>
<td>07/30/2019</td>
<td>Under Pay Rev</td>
<td>Yes</td>
</tr>
<tr>
<td>KOSS CONST CO</td>
<td>FERT DATE INC</td>
<td>14,446.07</td>
<td>07/29/2019</td>
<td>07/30/2019</td>
<td>Under Pay Rev</td>
<td>Yes</td>
</tr>
<tr>
<td>KOSS CONST CO</td>
<td>DRAX TRAFFIC SYSTEMS INC</td>
<td>4,320.09</td>
<td>07/29/2019</td>
<td>07/30/2019</td>
<td>Under Pay Rev</td>
<td>Yes</td>
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<tr>
<td>KOSS CONST CO</td>
<td>DRAX TRAFFIC SYSTEMS INC</td>
<td>25,233.15</td>
<td>07/29/2019</td>
<td>07/30/2019</td>
<td>Under Pay Rev</td>
<td>Yes</td>
</tr>
</tbody>
</table>

NO SUBCONTRACTOR PAYMENTS REPORTED

The RED highlighted "X" indicates which subcontractor payments were made after the 10 days allowed.

The YELLOW highlighted "X" indicates which subcontractor payments the Prime signed (Certified) after the 15 days allowed.
1. To Save the report click the "Export" button.

2. Click the drop down.

3. Select the format of how you want the report saved.