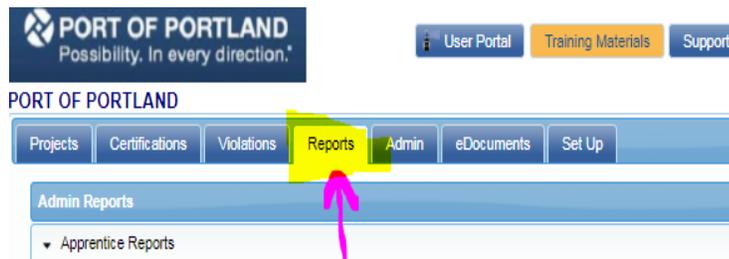


## How to Run a Certified Payroll Report Summary from [LCPTracker](#)

1. Log into LCP Tracker accessing the Prime Approver Account.
  - a. Prime Approver Account USER ID is email of Designated Prime Approver.
  - b. Select the project for which you want to run the report on (if multiple projects available).
2. Once you have selected the project, along the top of page, you will see “Reports” tab, select this by clicking the word, “**Reports**”.



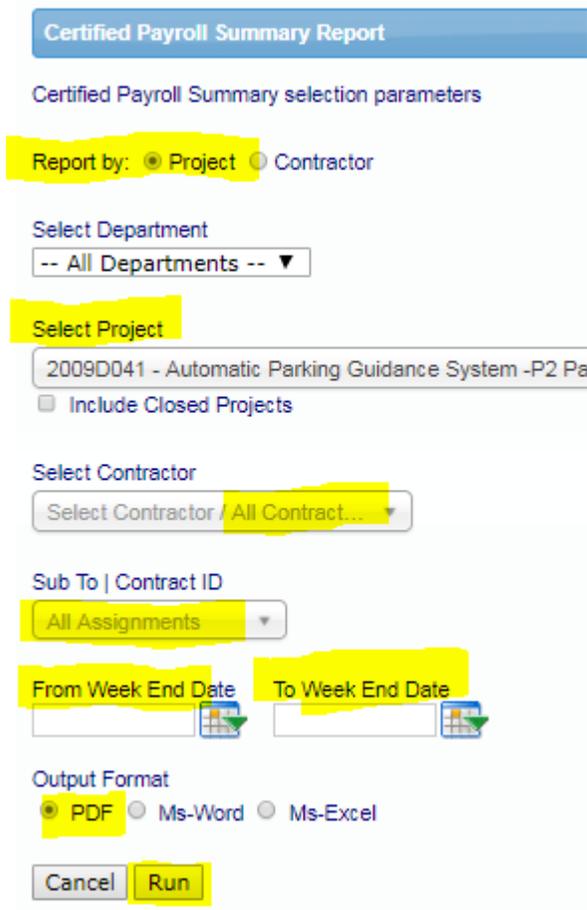
- a.
3. Scroll the page until you located the section entitled, “**Compliance Reports**” and open the selection.
    - a. Under Compliance Reports, then select the hyperlink entitled, “Certified Payroll Summary Report”.



- b.
4. For the following perimeters select:
    - a. **Report by:** Project
    - b. **Select Project** you want to run the report on
    - c. **Select Contractor:** *All Contractors*
    - d. **Sub to / Contract ID:** *All Assignments*
    - e. **From Week End Date:** This is the *beginning* of the payment request time period. (Found on Waiver of Claims)

- f. **To Week End Date:** This is the “*worked through period end date*” also found on waiver of claims and form, **Prime Contractor’s Request for Payment.**
- g. **Select Output Format:** Select **PDF**
- h. Click the button, “Run”

Example of general report criteria



The screenshot shows a web form titled "Certified Payroll Summary Report" with the subtitle "Certified Payroll Summary selection parameters". The form includes several fields and options:

- Report by:** Radio buttons for "Project" (selected) and "Contractor".
- Select Department:** A dropdown menu showing "-- All Departments --".
- Select Project:** A dropdown menu showing "2009D041 - Automatic Parking Guidance System -P2 Pa" with an "Include Closed Projects" checkbox below it.
- Select Contractor:** A dropdown menu showing "Select Contractor / All Contract...".
- Sub To | Contract ID:** A dropdown menu showing "All Assignments".
- From Week End Date:** A date input field with a calendar icon.
- To Week End Date:** A date input field with a calendar icon.
- Output Format:** Radio buttons for "PDF" (selected), "Ms-Word", and "Ms-Excel".
- Buttons:** "Cancel" and "Run" buttons.

- i.
- j. Save Report Titled - EAN – CPRS -CPP ##