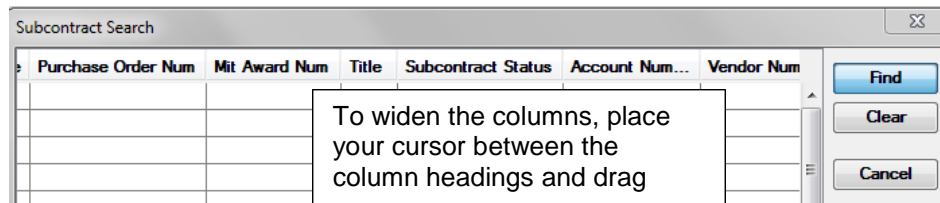
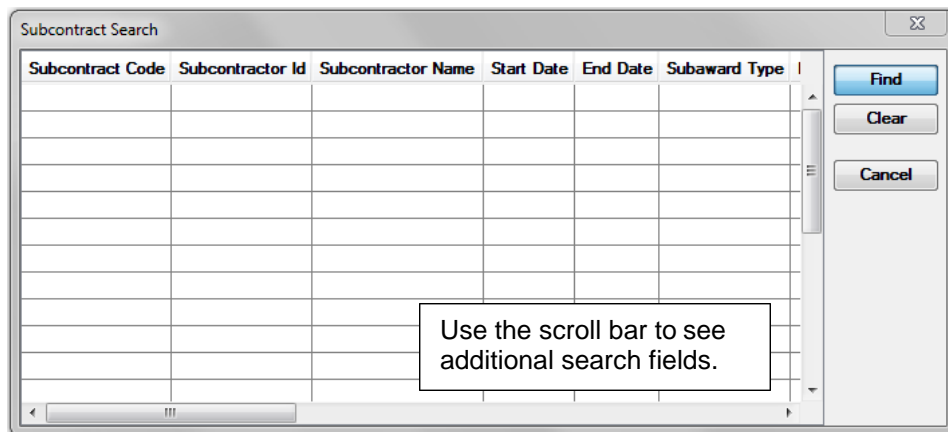


Quick Search Guide – Subcontracts

Last Updated June 23, 2016

Please note: The terms “Subaward” and “Subcontract” are used interchangeably in Coeus.

Open the Subcontract module by clicking on the Subcontract icon.
You can use one or more of the Search fields listed in the window.



The most commonly used Search fields are:

Purchase Order Num - KFS purchase order number (5 digits)

Title – Search using part of the Subaward Title. (ex. *nanoparticle*)

Account Number – KFS number (beginning with 5 or 4) for source award

Vendor Number – Subaward number. This number is assigned by the CA using the KFS account number of the source award. (ex. Q#####, Z#####)

R. Unit Num – Unit number of lead department (ex. 1281501 = Geography)

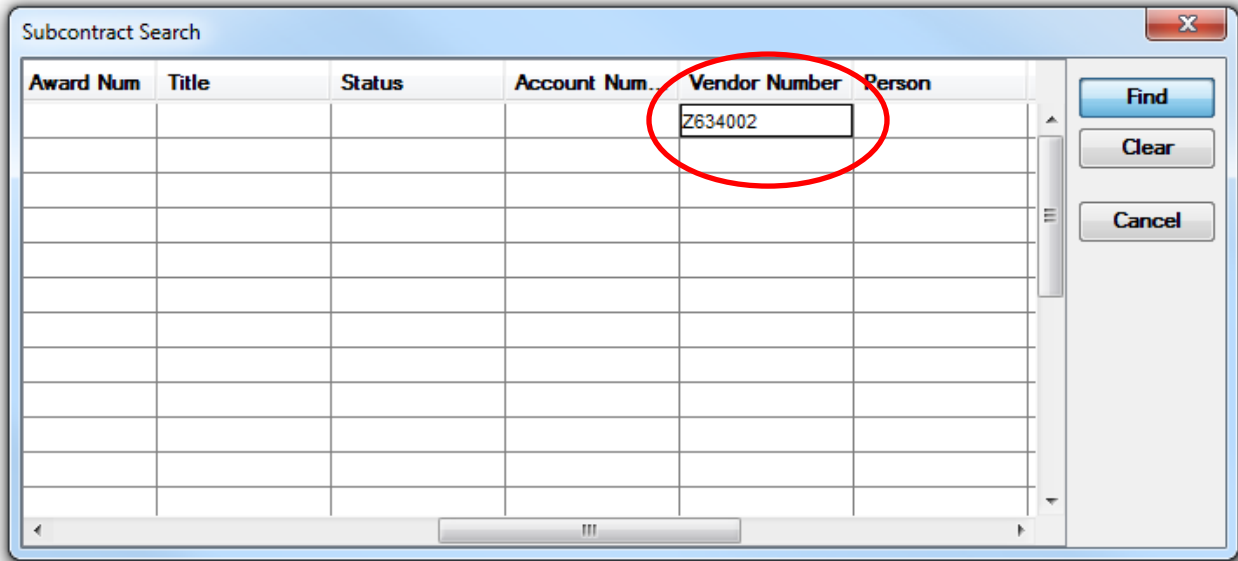
Unit Name – Lead department name (BSOS–Geography)

We recommend that you use the Searching Wildcard when searching in Coeus. For all fields and search windows, the wildcard is the asterisk (*). It is useful to note that Coeus is NOT case-sensitive.

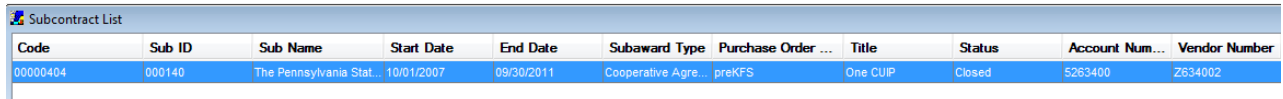
Sample Searches:

1. Finding a subcontract or subaward by Subaward number.

Search the Subcontract Module by Subaward number. In Coeus, the “Vendor Number” field is used for Subaward number.



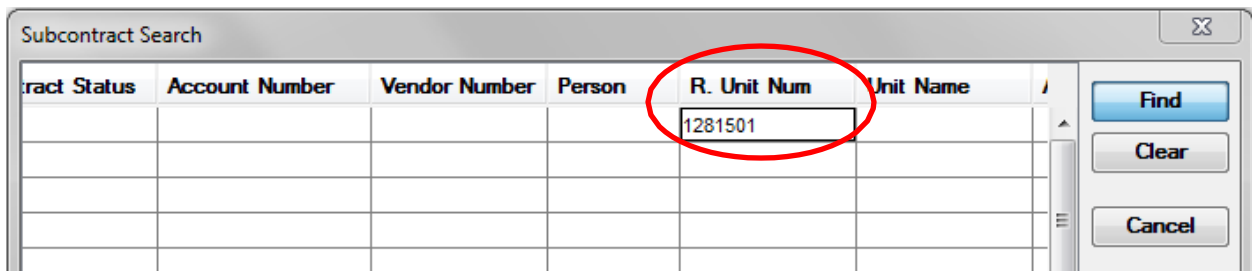
The screenshot shows a 'Subcontract Search' dialog box with a table and search buttons. The table has columns: Award Num, Title, Status, Account Num., Vendor Number, and Person. The 'Vendor Number' field is circled in red and contains the text 'Z634002'. To the right of the table are buttons for 'Find', 'Clear', and 'Cancel'.



Code	Sub ID	Sub Name	Start Date	End Date	Subaward Type	Purchase Order ...	Title	Status	Account Num...	Vendor Number
00000404	000140	The Pennsylvania Stat...	10/01/2007	09/30/2011	Cooperative Agre...	preKFS	One CUIP	Closed	5263400	Z634002

2. Finding all of the subcontracts for a particular department (ex.Geography).

To find all of the subcontracts for Geography, you can search using the Requisitioner Unit Number field. The “R. Unit Num” field is used to indicate the unit number of the lead department.



The screenshot shows a 'Subcontract Search' dialog box with a table and search buttons. The table has columns: Contract Status, Account Number, Vendor Number, Person, R. Unit Num, and Unit Name. The 'R. Unit Num' field is circled in red and contains the text '1281501'. To the right of the table are buttons for 'Find', 'Clear', and 'Cancel'.

Code	Sub ID	Sub Name	Start Date	End Date	Subaward Type	Purchase Ord... ▲	Title
00001575	00001366	The Radius Technolog...	06/01/2012	03/31/2015	Grant	2409	Quantifying Global...

3. Looking at Subawards issued from a particular award (ex. KFS #).

Search for the award in the Award Module by KFS number (“account number”) or other search criteria. Double click to display the award.

Open the Subcontracts tab to view the Subaward information.

Subcontractors will be listed here.

Subcontractor Name	Subcontract Code	Amount	Status
Michigan Technological University	00000078	\$200,000.00	Active
University of Alaska - Fairbanks	00000067	\$210,000.00	Closed

You can double click on the subaward entry to open it in the Subcontract Module.