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.

Use the scroll bar to see additional search fields.

To widen the columns, place your cursor between the column headings and drag.

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.

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.
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.

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