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Managing Vendor Contracts and Subcontracts

Ebi can track the progress of subcontracts, consulting agreements and vendor contracts in a simple and straightforward way. This feature of the database helps administrators to ensure that subcontracts are current and up to date on invoicing, and also tracks the unexpended balance for any subcontract, consulting agreement or vendor contract. Some subcontractors tend to submit invoices late, which can cause problems with FSR preparation and submission on expiring projects. Using the Subcontract feature of Ebi will alleviate this difficulty by showing all invoices paid to date on a single, easy-to-read screen. If any invoices are missing or the unexpended balance needs to be invoiced, administrators can easily structure their requests to the contractors based on the information supplied by Ebi.

To access the Liens and Subcontracts form, click on the Accounts Payable button from the Home Screen, and then on the Liens and Subcontracts button.

Accounts Payable Submenu

The Liens and Subcontracts screen will open up as shown below:

Subcontracts and Other Liens Form
This screen is easy to understand. See below for a description of the fields on this form. Note if you hold your mouse over any of the buttons at the right side of the screen, a description of that button’s function will appear.

Subcontracts and Other Liens Form: Components

- **Enter Grant Name Here.** Note that the Fund Account number will not be displayed on this screen.
- **Vendor Name.** You may have to add to the Vendor List (See A/P Module) in order to complete this field.
- **Select Lien type from the drop down menu.**
- **Start and End Dates for Contract.**
- **Select Budget Period, if applicable.**
- **Enter Carry Forward Balance, if any, and Budgeted Dollars for the Contract.**
- **Invoice Detail is displayed here when Accounts Payable Entries are linked to this screen.**
- **Total$, Expenditures, and Balance Fields are not editable. These are calculated fields based on information entered. When invoices are entered correctly, these fields will display total budget, total expenditures to date and the balance remaining on the contract.**

Record Navigation Bar

Search Button

Edit Button

Deletes the Current Record

Opens corresponding records on Accounts Payable screen
To Search for Existing Subcontracts, Consulting Agreements or Vendor Contracts

To search for an existing contract, click on the button from the Subcontract screen.

Subcontract/Liens Search Screen

You can search on any combination of the fields as shown above. Note that if you search by Fund Account number, the record will appear displaying the grant or project name only. It is recommended that you know both the Fund Account number and the Grant Name as entered into Ebi before editing this screen.

Subcontracts and Other Liens Form
The search displayed above matched two subcontract records, as shown in the record navigation bar. At a glance, you can see that this is a vendor contract with $18,772.64 remaining. In the record detail area in the lower portion of the screen, all Accounts Payable records (invoices) are listed. You can scroll down this list to determine if there are any missing invoices (look at gaps in Ledger Dates), or double check any of the invoice detail. To view record detail for any of the A/P records on the list, select that record by clicking on its line, the click the button at the right of the screen. This will open the Accounts Payable screen and display that record only, as show below:

![Accounts Payable Screen](image)

To return to the Subcontract form, simply close the Accounts Payable form.
To Add A New Subcontract, Vendor Contract, or Consulting Agreement

From the Subcontract Screen, click on the  button, and select New Entry. The system will verify that you do want to enter a new record, and a blank screen will appear (shown below):

Subcontracts and Other Liens Form

Enter the data for your contract (it is recommended to have a copy of the contract in hand during this process) in the top half of the screen, and click on the Edit Button to save data.

Subcontracts and Other Liens Form

Note that your Dep Code will automatically appear by default, and that when your cursor exits the Budget field, the Total$, Expenditures and Balance fields will fill in automatically.
To Link Accounts Payable Records to a Subcontract, Vendor Contract or Consulting Agreement (A/P Records already existing)

Before you can link any Accounts Payable records to a contract of any kind, you must first make sure that the contract has been entered into the Subcontracts form, as shown in the above section.

In some cases, invoices related to a contract may have already been entered and paid. This might occur when a contract has been in effect for some time, but the contract information was never entered into Ebi. In that circumstance, you will need to search Accounts Payable for any and all related records (invoices paid) on the contract in question and link them to the new subcontract record.

To bring up the Accounts Payable Search Screen, click Accounts Payable from the Home screen, and then choose the AP Entry Button. Using the example of the Kaiser Permanente subcontract record added above, possible search criteria for locating related Accounts Payable records would be Vendor Name and Fund Account or Grant Name. Since the current search is for records that are not yet linked to the subcontract, you cannot search on the Vendor Contract/SC field.

Let’s see what records appear based on the search criteria shown above:
Note that, according to the Record Navigation Bar at the lower left, there are two records matching under the fund account and vendor specified. The record displayed above indicates that this is a subcontract payment, but does not specify a subcontract number. In this case it might be wise to search for a hard copy of the invoice, just to verify that the payment shown above was in fact for the subcontract in question (there may be more than one).

Assuming that the paperwork indicates that this payment was indeed on Subcontract Number 8000SC, it is a one-step process to link this payment to the subcontract record. Click on the Edit Button (pencil) and choose the desired subcontract number from the 'SC/Vendor Contract #' field (or just type the subcontract number into that field), then save the record. To minimize typographical errors, the contract number will only appear on the drop down list after it has been added on the subcontract form. Execute the same process for all records that appear to be linked to this subcontract. You may wish to search under several different combinations of criteria, to ensure that all invoices that could possibly be linked to any given subcontract are included.
Accounts Payable Screen

Once you have added the contract number into this field for all records relating to the contract in question, you can return to the subcontract form to view the current balance on that agreement:

Subcontracts and Other Liens Form

The subcontract added earlier is now showing a link to each of the Accounts Payable records that appeared as a result of the search. As new invoices arrive, simply make sure, during the data entry process, that the 'SC/Vendor Contract #' is filled in with the appropriate contract number, and this screen will update itself automatically each time it is opened.