In This Guide

✓ Adding line level accounting for Subcontracts

This guide demonstrates how to split subcontract funds by object code to allow for optimal payment control and proper financial reporting. For reporting purposes, the first $25,000 of funds used for a subcontract must be charged against object code 15310. The remaining funds must be charged against object code 15320.

Procedure

1. Use the Subcontract Form to create your requisition. You can easily copy the completed form into a second line by following the instructions titled “Copying a Form” in the second half of this guide.

2. Once you have clicked on View Cart Details, click on the Accounting Codes tab. You can enter accounting at the header and/or (product) line level.

3. For subcontract accounting it is recommended to use accounting at the line level, not the header level.
4. At the line level, add accounting to each line by clicking the edit button per line. Specify the account(s) and object code per line. In the example below, line 1 represents the first $25,000 so object code 15310 is used for accounting. This allows for optimal control on invoice processing, as line 1 will be charged until funds are depleted. Subsequent charges will be applied to line 2.

Copying a Form

1. You can copy a form in both the Shopping Cart and Cart Details screens. Place a checkmark on the line containing the form. In the For Selected Line Items dropdown menu highlight and select Add to Draft Cart or Pending PR/PO. Click Go.
2. Use the pop-up window to select Active Cart or the draft cart to which you want to add the form. Scroll to the bottom of the pop-up window and click on the **Add to Draft Cart or Pending PR/PO** button. Close the window.

![Add to Draft Cart or Pending Requisition/PO](image)

3. Refresh your browser to update your cart. You will now have two line items containing the same form. Click on **more info...** the second form to adjust the price to reflect the remaining balance (less $25,000) of the subcontract award. Save and close the edited form.

![Product Description Table](image)

You have successfully added accounting.