



Module 03 – Subcontract Management
Chapter 01
SUBCONTRACT PROCESS

Date	Version	ProjectPro Version	Author
October 30, 2023	1.0	Modified Version	Functional Team

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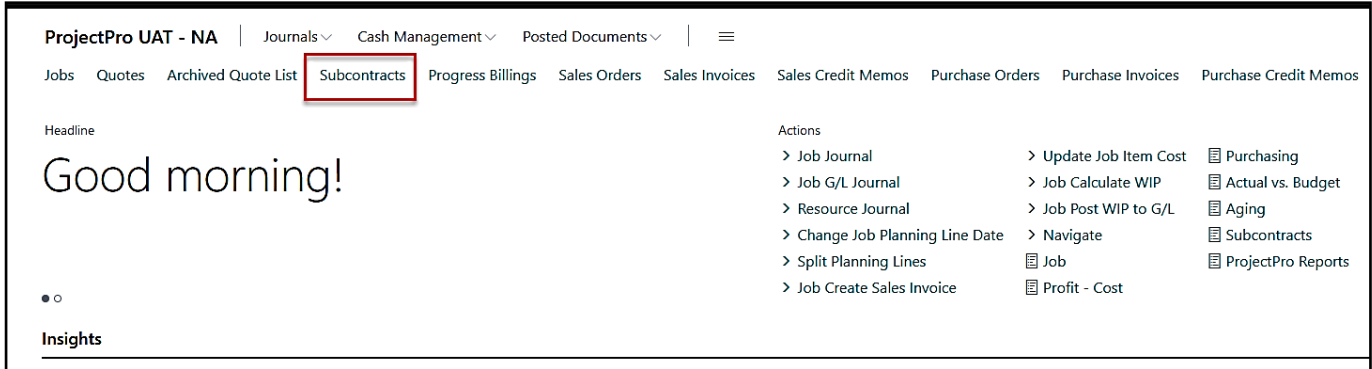
Subcontract Management – Subcontract Process

SUBCONTRACT CARD

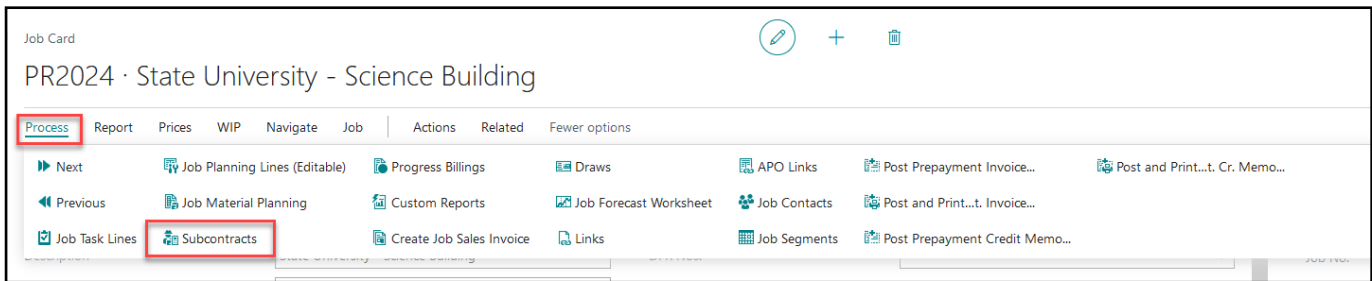
The purpose of the Subcontract module is to manage your subcontractor's contracts, change orders and work performed. This information can be set up and managed with Subcontract Cards.

From a job card, you can access the Subcontracts list for the specific job you are in.

For a complete list of your subcontracts, you can search “Subcontracts” from the search Icon. Alternatively, if your role type is ProjectPro Manager, you can select the Subcontracts option from your role center.



The screenshot shows the ProjectPro UAT - NA navigation menu. The 'Subcontracts' option is highlighted with a red box. Other options include Jobs, Quotes, Archived Quote List, Progress Billings, Sales Orders, Sales Invoices, Sales Credit Memos, Purchase Orders, Purchase Invoices, and Purchase Credit Memos. Below the navigation menu, there is a 'Good morning!' headline and a list of actions including Job Journal, Job G/L Journal, Resource Journal, Change Job Planning Line Date, Split Planning Lines, Job Create Sales Invoice, Update Job Item Cost, Job Calculate WIP, Job Post WIP to G/L, Navigate, Job, Profit - Cost, Purchasing, Actual vs. Budget, Aging, Subcontracts, and ProjectPro Reports.



The screenshot shows a Job Card for PR2024 - State University - Science Building. The 'Process' tab is selected and highlighted with a red box. Below the tabs, there is a grid of action buttons including Next, Previous, Job Task Lines, Job Planning Lines (Editable), Job Material Planning, Subcontracts, Progress Billings, Custom Reports, Create Job Sales Invoice, Draws, Job Forecast Worksheet, Links, APO Links, Job Contacts, Job Segments, Post Prepayment Invoice..., Post and Print...t. Cr. Memo..., Post and Print...t. Invoice..., and Post Prepayment Credit Memo....

Once selected, you will find a list of your subcontracts as we have shown below.

No. ↑	Description	Job No.	Job Description	Buy-from Name	Starting Date	Ending Date	Completion Date	Status	Person Responsible	Budgeted Cost (\$)	Subcontract Usage Cost (LCY)	Sub-Level to Subcontract No.
SC20015	Subcontracting Order	PR2029		Wolf Contracting				Planning		6,000.00	0.00	
SC20016	Electrical Work	JOB12345678901234567		Wolf Contracting				Order		1,000.00	250.00	
SC20017	Subcontesting	PR2028		Wolf Contracting	9/16/2020	9/30/2020		Planning		17,606.00	0.00	
SC20018	Subcon Testing-1	PR2035		Wolf Contracting				Planning		3,206.35	0.00	

Select an existing subcontract to edit or create a new one.

A Subcontract Card is similar to a Job Card. Below we will detail each field and it's use.

Subcontract Management – Subcontract Process

1.1 General Fast Tab

Subcontract Card Saved

SC20017 · Masonry Subcontract

[Get Job Budget Lines](#)
[Make Purchase Document](#)
[Purchase Document](#)
[Custom Reports](#)
[Ledger Entries](#)
Actions Related Reports Fewer options

General

No. SC20017	Buy-from Contact
Description Masonry Subcontract	Buy-from Zip Code 14892
Buy-from Vendor No. 10004	Sub-Level to Subcontract No.
Buy-from Name Porter's Concrete	Search Description MASONRY SUBCONTRACT
Buy-from Address 592 Electric Avenue	Person Responsible L-1005
Buy-from Address 2 -	Person Responsible Name Bill Avery
Buy-from City Waverly	Job No. PR2024
State / ZIP Code NY	Purchase Document No.
	Last Date Modified 7/23/2021

FIELD	DESCRIPTION
No.	Subcontract number – manual or automatic. To automatically assign the next available No. user needs to set the no. series in the job setup page and to generate the next no. from your No. Series, tab off this field on the subcontract page.
Description	Specify the task name user like to assign to the subcontractor.
Buy-From Vendor No.	Enter vendor for the Subcontract
Buy-From Name	Vendor name defaults from Vendor no. selected
Buy-From Address	Vendor address defaults from Vendor no. selected
Buy-From Address 2	Vendor address defaults from Vendor no. selected
Buy-From City	Vendor city defaults from Vendor no. selected
State	Vendor State defaults from Vendor no. selected
Buy-from Zip Code	Zip Code defaults from Vendor no. selected
Buy-from Contact	Vendor contact defaults from Vendor no. selected
Sub-Level to Subcontract No.	If this subcontract is related to another subcontract, please specify the associated subcontract.
Search Description	The Subcontract Description becomes the Search Description unless it is changed.
Person Responsible	This field contains the code of the person responsible for the Subcontract. You can click the Assist Button in the field to see a list of resources.
Job No.	The Job no for which this Subcontract is made.
Last Date Modified	This field shows when the job card was last modified. When you change information on the Subcontract card, the program automatically updates the Last Date Modified field to show the current system date.

Subcontract Management – Subcontract Process

1.2 Subcontract Lines Fast Tab

You can assign Job Planning Lines to a subcontract by selecting “Get Job Budget Lines” from the ribbon. Your Job Planning Lines will be displayed on a new page for you to select from.

Choose the lines associated with this Subcontract and select “OK” to add them to the subcontract card.

Subcontract Card
✓ Saved

SC20029 · subcontract

Get Job Budget Lines
Make Purchase Document
Purchase Document
Custom Reports
Ledger Entries
Actions
Related
Reports
Fewer options

General

No. SC20029	Buy-from Contact
Description subcontract	Buy-from Zip Code 25698
Buy-from Vendor No. V20001	Sub-Level to Subcontract No.
Buy-from Name Durizch Contractors	Search Description SUBCONTRACT
Buy-from Address 685 Lois Lane	Person Responsible L-1005
Buy-from Address 2	Person Responsible Name Bill Avery
Buy-from City Raleigh	Job No. PR2024
State / ZIP Code NC	Purchase Document No.
	Last Date Modified 10/6/2021

Lines | Manage | Line | Fewer options

Type ↑	No. ↑	Description	Job No.	Job Task No.	Job Cost Category	Quantity	Unit of Measure Code	Unit Cost	Total Cost	PO No.	PO Line No.
→			PR2024			0		0.00	0.00		0

Job Planning Lines - PR2024 State University - Science Building 03-10 Concrete Forming and Accessories
+ New
Edit List

Job Task No. ↑	Segment Code	Line Type ▼	Planning Date	Planned End Date	Document No.	Type	Cost Category	No.	Description	Progress Billing Method	Quantity	Unit of Measure Code	Unit Cost	Total Cost	Unit Price
01-45		Budget	6/1/2021			Resource	LAB	L-SUPER	Supervisor		90	EA	46.00	4,140.00	0.00
03-01	:	Budget	6/1/2021			Resource	LAB	L-PM	Project Management		185	HR	30.00	5,550.00	0.00
03-01		Budget	6/1/2021			Item	EQP	CT004004	20 lb. Vinyl Concrete Patcher		700	EA	7.05	4,935.00	0.00
03-03		Budget	6/1/2021			Resource	SUB	SUB	Sub Concrete Conservation		1	EA	111,845.00	111,845.00	0.00
→ 03-10	:	Budget	6/1/2021			Resource	SUB	SUB	Subcontract Concrete Work		1	EA	140,000.00	140,000.00	0.00
03-10		Budget	6/1/2021			Item	EQP	CT003003	95 cu. ft. BHP Concrete Mixer		10	EA	423.00	4,230.00	0.00
03-10		Budget	6/1/2021			Item	MAT	CT008205	4000 PSI Concrete		700	CYD	87.00	60,900.00	0.00
03-10		Budget	6/1/2021			Resource	LAB	L-OPERATOR	Operator		300	HR	28.00	8,400.00	0.00

OK
Cancel

You will notice the lines that were selected above are now available on the subcontract card in the “lines” section.

Subcontract Management – Subcontract Process

Subcontract Card
SC20029 · subcontract
✓ Saved

Get Job Budget Lines Make Purchase Document Purchase Document Custom Reports Ledger Entries Actions Related Reports Fewer options

General

No. SC20029	Buy-from Contact
Description subcontract	Buy-from Zip Code 25698
Buy-from Vendor No. V20001	Sub-Level to Subcontract No.
Buy-from Name Durizch Contractors	Search Description SUBCONTRACT
Buy-from Address 685 Lois Lane	Person Responsible L-1005
Buy-from Address 2	Person Responsible Name Bill Avery
Buy-from City Raleigh	Job No. PR2024
State / ZIP Code NC	Purchase Document No.
	Last Date Modified 10/6/2021

Type ↑	No. ↑	Description	Job No.	Job Task No.	Job Cost Category	Quantity	Unit of Measure Code	Unit Cost	Total Cost	PO No.	PO Line No.
Resource	SUB	Sub Concrete Conservation	PR2024	03-03	SUB	1		111,845.00	111,845.00		0
Resource	SUB	Subcontract Concrete Work	PR2024	03-10	SUB	1		140,000.00	140,000.00		0
→			PR2024			0		0.00	0.00		0

If you need to manually add a line to the subcontract card, you can do so from the “Lines” section.

Note: Manually added lines will affect only the subcontract card and job ledger entries page. These lines will not be updated on the Job Planning Lines page and will not adjust the job budget.

Below we have detailed each column user will need to enter if user choose to enter a line manually.




Note: Depending on user’s personalized view, user may not see all the fields below.

FIELD	DESCRIPTION
Type	This field contains the type of account to which the subcontract line relates. The options are: <Blank>, Item, Resource and G/L Account.
No.	This field contains the number of the account to which the Item, Resources Or G/L Account is posted, depending on the selection in the Type field. User can see the numbers available by clicking the Assist Button in the field.
Description	The application automatically displays the name of the item, Resources or G/L account to which this entry applies. User can change the description.
Job No.	Select the Job No. the Subcontract is for.
Job Task No.	Select the Job Task No. associated with the Subcontract.
Task Description	A job task description is a statement that provides detailed information about a specific task.
Job Cost Category	A job cost category, also known as a cost code or cost category code, is a specific classification or categorization of costs associated with a particular project or job.
Starting Date	Enter the Subcontract starting date for the associated line.
Quantity	User can enter the number of units for the item or G/L account number and resources, that should be specified on the line.
Unit Cost	This field contains the unit cost for the selected Type and No. on the line. Unit Cost is automatically retrieved of the selected Type and No.

Subcontract Management – Subcontract Process

Total Cost	This field is the calculated total of Quantity*Unit Cost
Unit of Measure Code	Unit of Measure for the Subcontract amount.

1.3 Constants Fast Tab

Constants	
Vendor's Job No.	<input type="text"/>
Creation Date	<input type="text"/> 
Starting Date	<input type="text"/> 
Ending Date	<input type="text"/> 
Completion Date	<input type="text"/>
Retention Percent	<input type="text" value="0.00"/>
Status	Planning <input type="button" value="v"/>
Subcontract Class	Master Subcontract <input type="button" value="v"/>

FIELD	DESCRIPTION
Vendor's Job No	If the same job number appears differently in the vendor's records, please provide the specific vendor job number for clarification."
Creation Date	Specify the date on which a subcontract agreement was officially established or created.
Starting Date	It marks the commencement of the subcontracted work.
Ending Date	It marks the conclusion of the subcontracted work.
Completion Date	When change the Subcontract status from Open to Completed Completion date automatically populated.
Retention Percent	Enter Subcontract Retention Percentage
Status	Select status of the Subcontract. Options are Planning, Quote, Order, Completed <i>Note: Your subcontract must have a status of "order" to post.</i>
Subcontract Class	Specifies whether the subcontract card is a Master or a Change order

1.4 Invoice and Payments Fast Tab

This shows the Invoice, Payment, and Retention amount for a particular time.

FIELDS	DESCRIPTION
Invoice Received	This field shows the purchase Invoice value for a particular period.
Payment Made	This fields will be impacted after paying to the vendor for that job and Subcontract no.
Retention Held	This field shows the retention amount held by the contractor and create the vendor ledger entries with retention ledger code "Retention."

Subcontract Management – Subcontract Process

1.5 Manager Fast Tab

Manager			
Reporting Status	Planning	Starting Date	9/16/2020
Status Date	9/16/2020	Estimated Ending Date	9/30/2020
Estimated Start Date	9/16/2020	Ending Date	9/30/2020

FIELDS	DESCRIPTION
Reporting Status	This status is like the Manager Job Status on our Job Card. This is for informational purposes only and can be adjusted as needed
Status Date	This date will automatically update when the Reporting Status is changed
Estimated Start Date	This date serves as a reference point for project planning and execution, helping ensure that work proceeds smoothly and in accordance with the project's timeline.
Starting Date	It marks the commencement of the subcontracted work.
Estimated Ending Date	It refers to the anticipated date on which a specific project, task, or activity is expected to be finished or concluded.
Ending Date	It marks the conclusion of the subcontracted work.

From the subcontract card, you can view summarized data related to budget, costs and payments made. Below you will find samples of each summarized view you can use.

1.6 Budget Fast Tab

Budget			
Actual Costs To Date	0.00	Total Budgeted Costs	251,845.00
Prct of Total Budgeted Cost	0.00	Entered Complete [Calculated]	0.00
Est. Contract Remaining	251,845.00	Actual Budget Remaining	0.00
Prct of Total Budgeted Cost	100.00	Prct of Entered Complete	0.00
Subcontract Variance	251,845.00	Actual Subcontract Variance	0.00
Prct of Total Budgeted Cost	100.00	Prct of Actual Costs to Date	0.00
Est. Units and Unit Rates	0.00	Actual Units and Unit Rates	0.00
Budgeted Cost per Unit	0.00	Avg. Cost per Unit Complete	0.00
Committed (Budget)	0.00	Committed (Projection)	0.00
Prct of Total Budgeted Cost	0.00	Prct of Entered Complete	0.00

FIELDS	DESCRIPTION
Actual Cost to Date	Specify the Actual Cost/ posted purchase document for that subcontract for the Job to Date.
Prct. of Total Budgeted Cost	"Percent of [Actual Costs To Date] / [Total Budgeted Cost] " mainly it's a % of Actual cost to date.
Est. Contract Remaining	[Total Budgeted Cost] - [Actual Costs To Date] Remaining part of the contract that has not been posted yet.

Subcontract Management – Subcontract Process

Prct. of Total Budgeted Cost	It shows the % of Est. contract remaining value. "Percent of [Est. Contract Remaining] / [Total Budgeted Cost] "
Subcontract Variance	If the "Actual Cost to Date" is Less than or equals to the "Total Budgeted Cost" then "Subcontract Variance" will not be calculated.
Prct of Total Budgeted Cost	It shows the % of the Subcontract Variance field. "Percent of [Estimated Profit (Loss)] / [Total Budgeted Cost] "
Total Budgeted Costs	Specifies the Total Budgeted Costs. it is the total of planning lines that are on the Subcon sub form page.
Prct of Entered Complete	
Committed (Budget)	Value for Open Purchase order that has not been posted yet.
Prct of Total Budgeted Cost	% of Open Purchase Order-Percent of [Committed (Budget)] / [Total Budgeted Cost] "
Committed (Projection)	Value for Open Purchase order that has not been posted yet.

1.7 Costs Fast Tab

Costs					
	Budget	Actual	Variance	Variance %	
Labor		0.00	0.00	0.00	0.00
Material		0.00	0.00	0.00	0.00
Equipment		0.00	0.00	0.00	0.00
Subcontract		251,845.00	0.00	251,845.00	100.00
Manufacturing		0.00	0.00	0.00	0.00
Overhead		0.00	0.00	0.00	0.00
Miscellaneous		0.00	0.00	0.00	0.00
Uncategorized		0.00	0.00	0.00	0.00
Totals		251,845.00	0.00	251,845.00	100.00

FIELDS	DESCRIPTION
Labor	This field is showing the value whether Budget / Actual or Variances for Resources if value for job cost category is LAB.
Material	This field shows the value for Item and value in job cost category is MAT.
Equipment	This field shows the value for Item and value in job cost category is EQP.
Subcontract	This field shows the value for Item/G/L and value in job cost category is MAT.
Manufacturing	This field also update based on Job cost category.
Overhead	If job cost category is OVHD then field will be updated.
Miscellaneous	If job cost category is MISC then field will be updated.
Uncategorized	If there is no job cost category, the value will be updated in this field.
Totals	Total shows the value for total of all the columns.

Subcontract Management – Subcontract Process

1.8 Status Fast Tab

Status				
Creation Date	9/16/2020			
Estimated Start Date	9/16/2020			
Actual Starting Date	9/16/2020			
Estimated Completion Date	10/31/2021			
Actual Ending Date				
Completion Date				
Contract Amount			251,845.00	
Contract Sub-Levels			0.00	
Total Subcontract			251,845.00	
	Period to Date	Year to Date	Contract to Date	
Invoice Received	0.00	0.00	0.00	0.00
Payment Made	0.00	0.00	0.00	0.00
Retention Held	0.00	0.00	0.00	0.00

FIELDS	DESCRIPTION
Creation Date	This field automatic update when user update the value in creation date under constant tab.
Estimated Start Date	This field automatic update when user update the value in Estimate start date under Manager tab.
Actual Starting Date	This field automatic update when user update the value in starting date under Constant or Manager tab.
Estimated Completion Date	This field automatic update when user update the value in Estimated Completion date under Manager tab.
Actual Ending Date	This field automatic update when user update the value in Ending date under Constant or Manager tab.
Completion Date	When change the Subcontract status from Open to Completed Completion date automatically populated.
Contract Amount	This field shows the budget for the Master Subcontract.
Contract Sub-Levels	This field shows the budget for the change order Subcontract.
Total Subcontract	This field will add budget for Master as well as Change order subcontract.

MAKE PURCHASE DOCUMENT

From the ribbon select “Make Purchase Document/Create PO or Add lines to PO”

Subcontract Management – Subcontract Process

Subcontract Card Saved

SC20031 · Concrete Work

Make Purchase Document
Purchase Document
Custom Reports
Ledger Entries
Actions
Related
Reports
Fewer options

Buy-from Address 123 Greenhill Terrace Person Responsible L-1005

Buy-from Address 2 Person Responsible Name Bill Avery

Buy-from City West Seneca Job No. PR2024

State / ZIP Code NY Purchase Document No.

Last Date Modified 10/6/2021

Lines | Manage | Line | Fewer options

Job No.	Job Task No.	Job Cost Category	Type ↑	No. ↑	Description	Quantity	Unit of Measure Code	Unit Cost	Total Cost	PO No.	PO Line No.
PR2024	03-03	SUB	Resource	SUB	Sub Concrete Conservation	1	EA	111,845.00	111,845.00		0
→ PR2024	03-10	SUB	Resource	SUB	Subcontract Concrete Work	1	EA	140,000.00	140,000.00		0

When prompted for confirmation that you are looking to create a Purchase Order, select “Yes”.

Search Description

?

Do you want to create the purchase order

Yes
No

Last Date Modified

Document Type will default to “Purchase Order”. You can select “Close.”

Buy-from Contact

Edit - Subcontract Purchase Parameter

Purchase Document Type

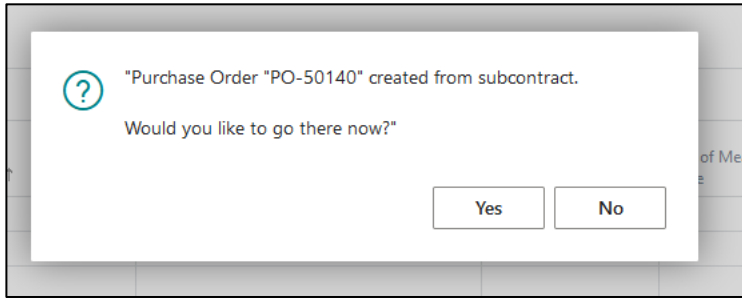
DocumentType Purchase Order

Close

Unit of Measure

Confirmation of the Purchase Order creation will pop up. From here you can view the Purchase Order or select “no” to close to the prompt.

Subcontract Management – Subcontract Process



Now your Purchase Order is created, User can select “Purchase Document/ View Purchase Order” from the ribbon at any time to view and pay the Purchase Order.

Subcontract Card

SC20031 · Concrete Work

Get Job Budget Lines Make Purchase Document **Purchase Document** Custom Reports Ledger Entries Actions Related Reports Fewer options

Buy-from Address 123 Greenhill Terrace Person Responsible L-1005
 Buy-from Address 2 -- Person Responsible Name Bill Avery
 Buy-from City West Seneca Job No. PR2024
 State / ZIP Code NY Purchase Document No.
 Last Date Modified 10/6/2021

Job No.	Job Task No.	Job Cost Category	Type †	No. †	Description	Quantity	Unit of Measure Code	Unit Cost	Total Cost	PO No.	PO Line No.
PR2024	03-03	SUB	Resource	SUB	Sub Concrete Conservation	1	EA	111,845.00	111,845.00		0
→ PR2024	03-10	SUB	Resource	SUB	Subcontract Concrete Work	1	EA	140,000.00	140,000.00		0

SUBCONTRACT CHANGE ORDER

From the Subcontract card ribbon, select “Action” and then Functions. Now select “Create Change Order.”

Subcontract Card

SC20029 · subcontract

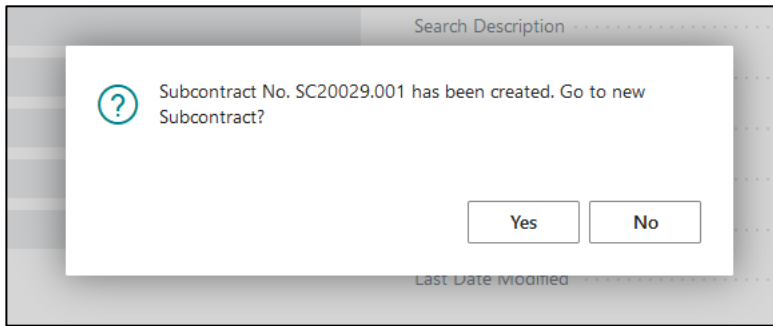
Get Job Budget Lines Make Purchase Document Purchase Document Custom Reports Ledger Entries **Actions** Related Reports Fewer options

Functions ▾
 Get Job Budget Lines
Create Change Order
 Make Purchase Document
 Purchase Document

Buy-from Contact SC20029
 Buy-from Zip Code subcontract Buy-from Zip Code 25698
 Sub-Level to Subcontract No. V20001 Sub-Level to Subcontract No.
 Search Description Durizch Contractors Search Description SUBCONTRACT
 Person Responsible 685 Lois Lane Person Responsible L-1005
 Person Responsible Name -- Person Responsible Name Bill Avery
 Job No. Raleigh Job No. PR2024
 Purchase Document No. NC Purchase Document No.
 Last Date Modified 10/6/2021 Last Date Modified 10/6/2021

You will be promoted with confirmation that the subcontract has been created, information about the number assigned, and you are given the option to view the newly created change order card if you wish.

Subcontract Management – Subcontract Process



Note: Subcontract Change order will appear in Subcontract list page with “**Sub-Level to Subcontract No.**” value.