**Entering subcontracts**

**To enter a subcontract:**

1. Open **6-7-1 Subcontracts**.
2. In the **Job** box, enter the job number.
3. In the **Vendor** box, enter the vendor number of the subcontractor performing the work.
4. The **Subcontract#** box will be auto-populated with the next subcontract number. Sage 100 will not allow duplicate subcontract numbers to be created.
5. In the **Description** box, enter a brief statement about the subcontract, for example, Electrical work.
6. In the **Subcontract Date** box, enter the date on the contract.
7. Set the **Status** to “3 – Contract”.
8. For each item in the subcontract:
	1. Do any of the following, as needed:
		1. In the **Approved** box, enter the date the subcontract was approved.
		2. In the **Scheduled Start** box, enter the date the subcontract is scheduled to begin.
		3. In the **Scheduled Finish** box, enter the date the subcontract is scheduled to end.
		4. In the **Actual Start** box, enter the date the subcontract actually started.
		5. In the **Subst Complete** box, enter the date when most of the work is to be completed.
		6. In the **Actual Finish** box, enter the date when the subcontract is to be completed.
		7. In **Pref Bond**, **Bid Bond**, and **Holdback** boxes enter values.
	2. Using rows in the grid:
		1. In the **Description** cell, type a description, or enter a description using the Quick List, and then press the Enter key.
		2. In the **Cost Code** cell, type a cost code, or enter a cost code using the lookup window, or accept the default cost code, and then press the Enter key.
		3. In the **Cost Type** cell, type a cost type, or enter a cost type using the lookup window, or accept the default cost type, and then press the Enter key.
		4. In the **Original Contract** cell, enter the dollar amount of the subcontract.
9. Click **File** > **Save**.



1. Once the final contract is signed, click the attach button (or click the edit menu, then Attachments) and save a copy to this record.