Quick Search Guide – Subcontracts

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.

The most commonly used Search fields are:

- **Purchase Order Num** – Subaward number. This number is assigned by the CA using the FRS Account number. (ex. Q########, Z########)
- **Title** – Search using part of the Subaward Title. (ex. *nanoparticle*)
- **Account Number** – FRS number (beginning with 5 or 4)
- **R. Unit Num** – Unit number of lead department (ex. 1281501 = Geography)
- **Unit Name** – Lead department name (BSOS–Geography)

It is recommended 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:

Finding a subcontract or subaward by Subaward number.

Search the Subcontract Module by Subaward number. In Coeus, the “Purchase Order Num” field is used for Subaward number.

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.
Looking at Subawards issued from a particular award (ex. FRS#)

Search for the award in the **Award Module** by FRS 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.