



FF Standard Operating Procedures

A guide to using Facility Focus

A product by Asset Works, Configured for the University of West Georgia

Contracts and Contractors Module

University of West Georgia
Campus Planning and Facilities
Work Information Center

Table of Contents

- 1.1 Contractors
 - 1.1.1 Entering a Contractor/Vendor
- 1.2 Contracts

Contractors

The Employee Data screen is used to enter and edit Contractors/Vendors. All purchasing transactions require a contractor/vendor and the information stored from this screen.

A screenshot of the 'Contractors(cnt.w_i_con_e)' data entry form. The form is organized into several sections. On the left, there are fields for 'Cnt/Vndr', 'Name', 'Cnt/Vndr Type', 'Speciality', 'Federal Tax ID', 'Qualified?' (checkbox), 'Exp Date', 'EDI Information' (with sub-fields 'User' and 'Description'), 'Address Code', 'Address', 'City', 'Phone', and 'Currency Code'. In the middle, there are fields for 'Rating', 'M/WBE', '1099 Code', and 'No of Contracts'. On the right, there are several stacked buttons: 'Service Contracts', 'Utility Contracts', 'Lease Contracts', 'Project Contracts', 'Term Codes', 'Contact(s)', 'Services', 'Create Serv.', 'Vend. Part(s)', 'Tax Setup', and 'Addresses'. There is also a checkbox for 'Allow Update of Unit Cost' and a button for 'Coefficients'.

Steps for Entering a Contractor/Vendor:

1. Insert a new record.
2. Fill in abbreviation of contractor/vendor name.
3. Fill in Contractor/Vendor name.
4. Use Cntr/Vndr Type drop down to choose vendor.
5. Mark 'Qualified' check box to ensure contractor/vendor is available for use.

6. Enter expiration date. (Any later date; generally fiscal end 2015.)
7. Assign address code 01 and fill in address. If multiple addresses, press enter until new fields appear. Assign address code 02 and continue as before.

Other Features

At this time, contracts are not tracked within FME.