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Description automatically generated

**Contracts Summary**

**USER GUIDE**

Shape, rectangle

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**Navigate**

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1. In a Unifier project, expand **Construction Phase** folder on the navigation pane to the left
2. Click **General – Contracts- Summary** to go to Contracts Summary module
3. Contract Summary Records will be auto created by the Project Letting Business Process, upon completion of the workflow. Auto-created records will appear as line items and can be opened, edited and sent for Review.
4. If another contract is needed for a project, a record can be created by Clicking **+ Create**

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**Create**

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1. Title: Add the title of the contract
2. Contract Information: Complete the following fields:
   * Contract Number: Add the contract number
   * Contract Type: Select from the dropdown (*Unit Price, Lump Sum, T&M, GMP, Advanced Utilities, Design, CEI, Construction, Other*)
   * FAP No.: Add the FAP number, if applicable
   * Spec Year: Select from the dropdown (*2001, 2016, CSI, 2020*)
   * Child Contract?: Select the box if this is a child project
   * Liquidated Damages ($/Day): Add the amount, if known
   * Anticipated NTP Date: Select the Anticipated NTP date
   * Retainage%: Add the retainage %, if known
   * First Chargeable Day: Select the First Chargeable Day
   * Contract Description: Provide a contracts description, if necessary
   * Proposed Time: Enter the projected number of days
   * Project Type: Select the project type

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1. Vendor: Select the Vendor, if known. The vendor must be added to the Project Vendors BP before it can be selected here.
2. Submit: Click Submit

**Review**