


## Contract Account Setup Definition

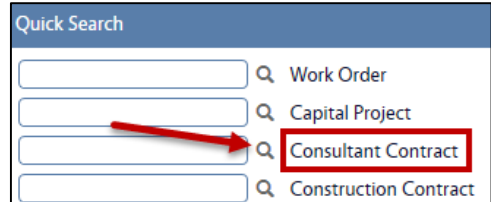
This training document is for specifically adding an account to the Consultant/Construction Contract Screen.

### Responsibility: ADMIN ASSOC LRFP

The Admin Assoc LRFP will perform the following procedures in AiM for adding an Account to the Consultant/Construction Contract Screen.

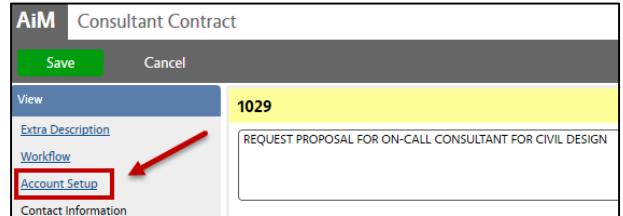
### Contract Account Setup:

1. From Quick Search, click: **Consultant Contract**  
*(Contract Administration Module > Consultant/Construction Contract)*
2. Click:  **Search** to open the Contract to be edit
3. Select **Contract number hyperlink**, click: **Edit**



Action	Contract	Description	Type	Status #	Capital Project	Contractor	Address Code
<a href="#">Export</a>	<a href="#">1029</a>	REQUEST PROPOSAL FOR ON-CALL CONSULTANT FOR CIVIL DESIGN	ON-CALL UTIL	EXECUTE TO	CP16-0328	V0002083270	1
<a href="#">View</a>	<a href="#">1044</a>	NEW RESLIFE ARCH Contract Test 8.1.1	LRFP	COMPLETED	CP16-0431	V0002011080	TUL
<a href="#">CONTRACT ON-CALL UTILITIES-REQUEST PROPOSAL</a>	<a href="#">1046</a>	Test 8.1.1 Consultant contract for design of morril avenue utilities project.	ON-CALL UTIL	COMPLETED	CP16-0430	V0002083270	1

4. Click: **Account Setup** (left side bar)
5. All accounts attached to the respective project will show on this screen. *If you wish to add accounts, click: **Load hyperlink**.* If not, simply enter the following fields:
  - a. **Sub code**
  - b. **Contract Encumbered Amount**




Account	Subcode	Line Encumbered	Contract Encumbered	Total Encumbered
<input type="checkbox"/> AA281030 ELEC POWER DISTR EXP	8240 PROFESSIONAL	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
<b>Line Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

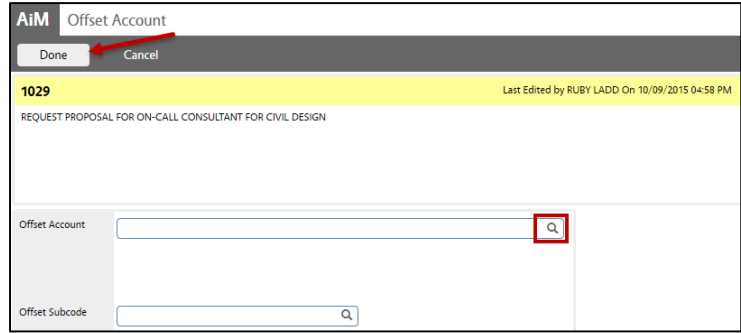
  

Funding Source	Funding Group	Line Encumbered	Contract Encumbered	Total Encumbered
ALLOCATION FUNDS FY16	ALLOCATION FUNDS	\$0.00	<input type="text" value="\$0.00"/>	\$0.00

6. Click: **Offset Account** (left side bar)

a. Click:  Zoom to search for Account Field and select the Offset Account.

7. Click: **Done** to return to the account setup screen.



8. After all Account information has been entered, Click: **Done** to return to the Contract Screen.

9. From the Consultant Contract Screen, review for accuracy and click: **Save**

