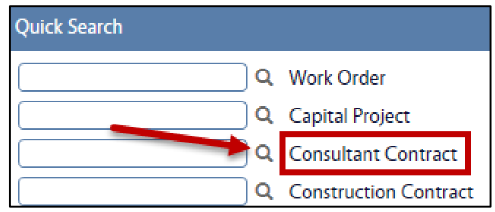
Contract Account Setup Definition

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

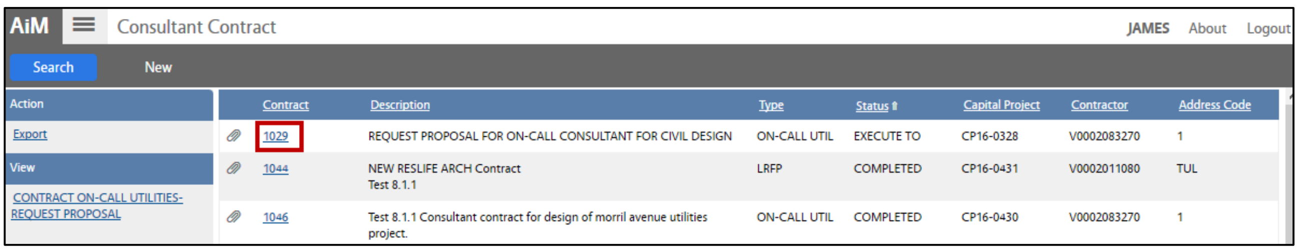
Responsibility: ADMIN ASSOC LRFP

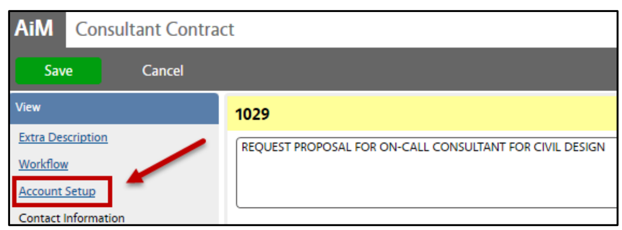
The Admin Assoc LRFP will perform the following procedures in AiM for adding an Account to the Consultant/Construction Contract Screen.

Contract Account Setup:

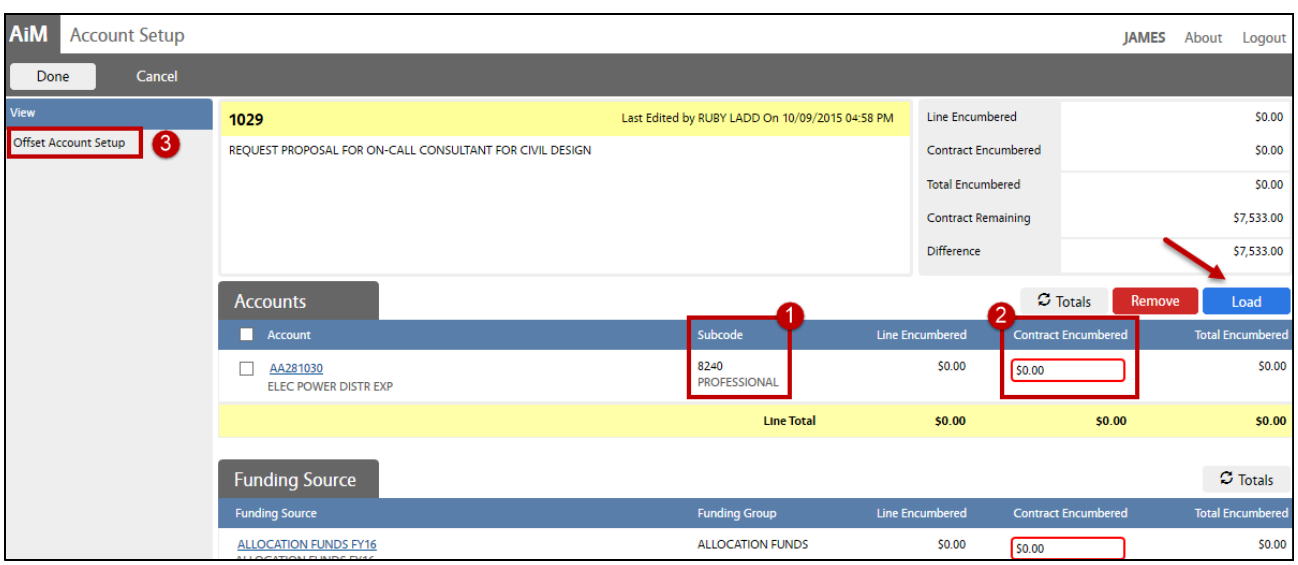


1. From Quick Search, click: **Consultant Contract**
   (Contract Administration Module > Consultant/Construction Contract)
2. Click: 🔍 **Search** to open the Contract to be edit
3. Select ***Contract number hyperlink***, click: **Edit**





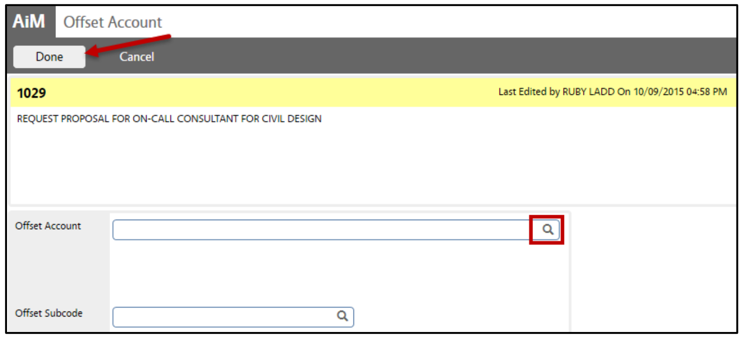
4. Click: **Account Setup** (*left side bar*)
5. All accounts attached to the respective project will show on this screen. If you wish to add accounts, click: *Load hyperlink.* If not, simply enter the following fields:
   a. **Sub code**
   b. **Contract Encumbered Amount**



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**