

Account Setup Definition

This training document is for specifically adding an account to the Capital Project Screen. This document describes the process in the SOP of adding accounts to a project once it has become active. Later, it describes how to add an account if the project is not in an active status.

Projects are moved from PENDING to an ACTIVE status at the following projects statuses:

- FMCS at the status of PREDESIGN
- LRFP, Utilities, and Landscape at the status of ASSIGN DESIGN ACCT.

After a project has been made Active, all editing to funding sources and accounts must be done in the Capital Project Account Setup Screen

The Capital Project Account Setup Screen enables the user to change account setup information after the project has been put into an active status. Accounts and funding sources can be added or deleted from the project, post-activation, as an auditable transaction using this screen. Budget and allotment adjustments that need to be made relative to the capital project can also be done.

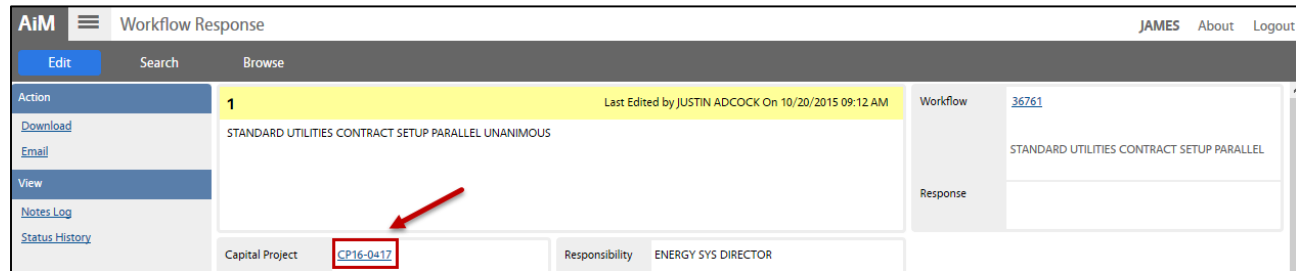
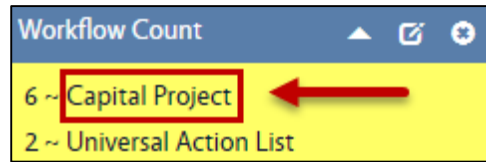
The amounts in the account setup view of the capital project represent a rollup of all capital project-funding transactions posted.

Responsibility: UA PLANT FUNDS and/or BAM

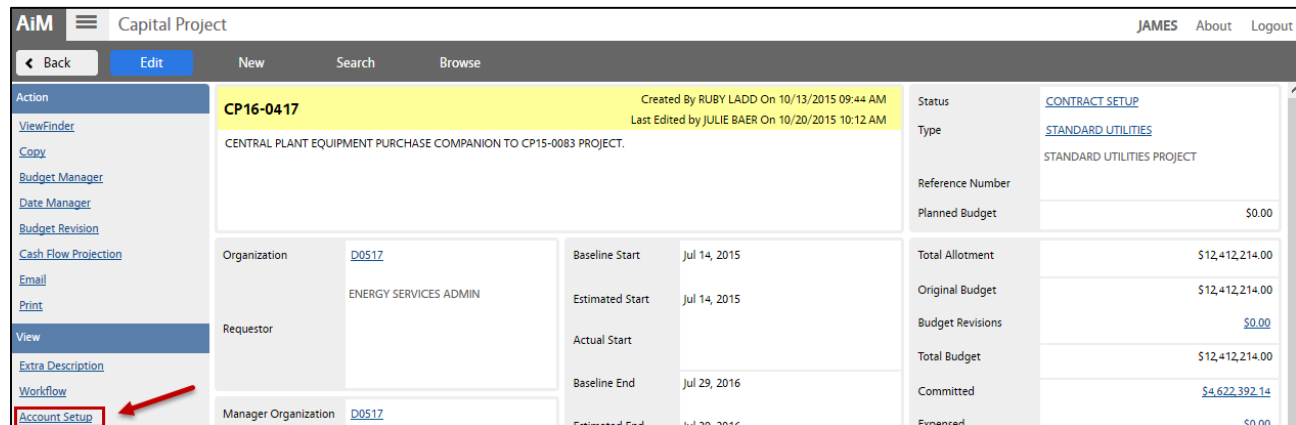
The ADMIN ASST LRFP, ADMIN ASST UTILITIES, PROJECT MANAGER, or the CONTRACT SPECIALIST will perform the following procedures in AiM for entering a Consultant Contract, depending on the Contract Type.

Add an Account to a Capital Project:

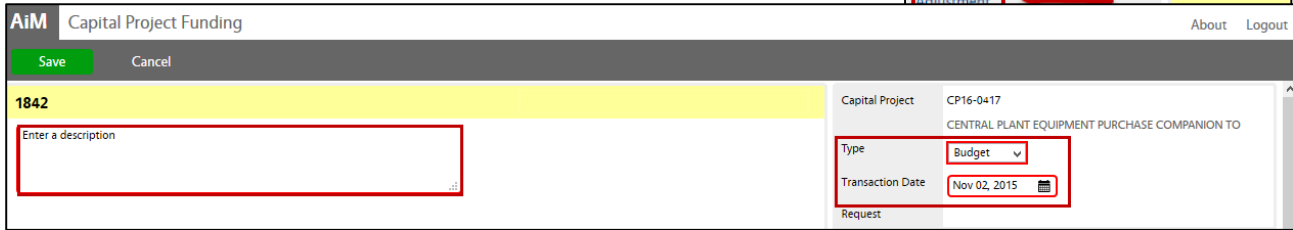
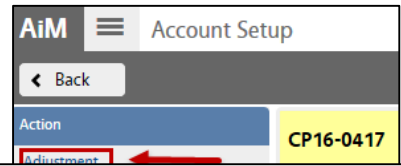
1. From Workflow Count channel, click: **Capital Project**
(Capital Projects Module > Capital Project > Select a Project)
2. Click: **Capital Project Number hyperlink**



3. From the Capital Project, click: **Account Setup (left side bar)**



4. Click: **Adjustment** (left side bar)

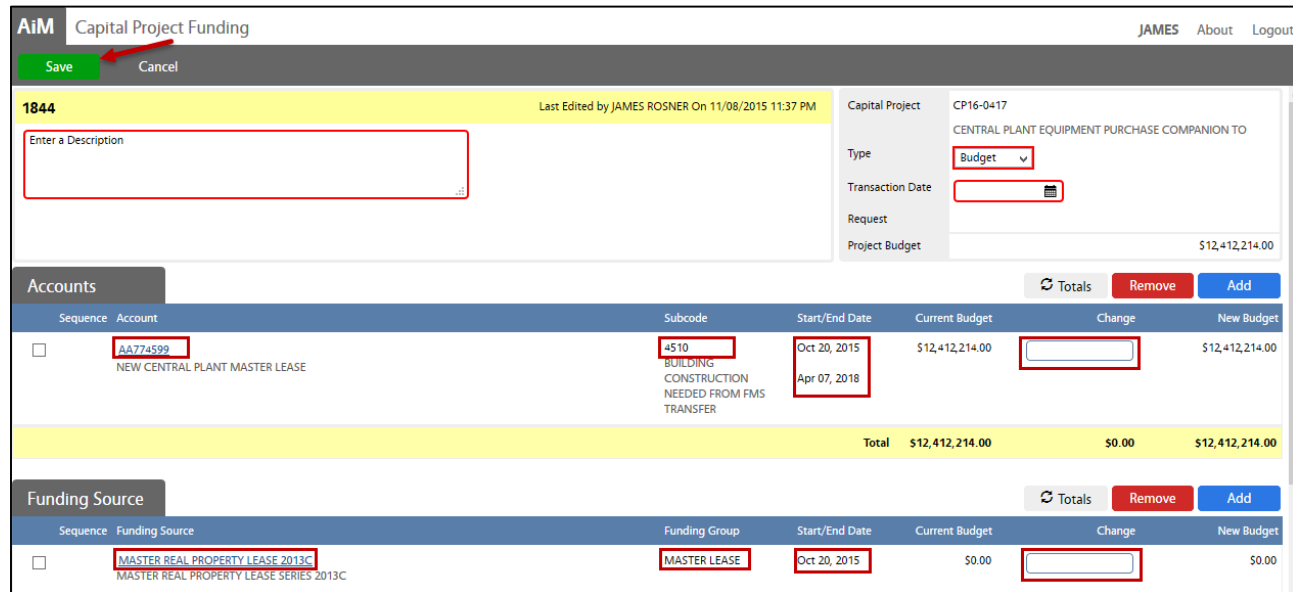


5. Enter a **Description**
6. Select **Type** from drop-down menu
7. Select **Transaction Date**



8. Click: **Add**, enter new account record, as well as any Funding Sources

NOTE: There can be multiple Account and Funding sources



9. Add the **Account**, and enter the following fields:

- a. **Account**
- b. **Sub code**
- c. Start Date (optional)
- d. End Date (optional)
- e. **Budgeted Number**

10. Add the **Funding Source(s)**, and enter the following fields:

- a. Start Date (optional)
- b. End Date (optional)
- c. **Budgeted Number**

11. Click: **Save**

12. Click: **Done** to return the Capital Funding screen

Add funds to the Project allotted from the budget.

13. Click: **Adjustment** (left side bar)

Account Setup

Back

Action: **Adjustment**

View: Offset Account

CP16-0417
CENTRAL PLANT

Enter a Description

Type: Allotment

Transaction Date: Nov 04, 2015

Request: Project Allotment \$12,412,214.00

Sequence	Funding Source	Funding Group	Start/End Date	Current Allotment	Change	New Allotment
	MASTER REAL PROPERTY LEASE 2013C MASTER REAL PROPERTY LEASE SERIES 2013C	MASTER LEASE	Oct 20, 2015	\$0.00		\$0.00
	MASTER REAL PROPERTY LEASE 2015 MASTER REAL PROPERTY LEASE 2015	MASTER LEASE	Oct 20, 2015 Apr 07, 2018	\$12,412,214.00	1,000,000	\$12,412,214.00
Total				\$12,412,214.00	\$0.00	\$12,412,214.00

14. Enter a **Description**

15. Select **Type: Allotment**

16. Select **Transaction Date**

17. Enter in the amount to allot in the Change field of the Funding Source.

18. Click: **Save**

The funding sources and accounts are now loaded. Additional accounts and adjustments can be made in the same manner through the life of the project.

19. Click: **Back** (twice) to return to Workflow screen

Workflow Response

Edit

Action: 1

Workflow: 36761

STANDARD UTILITIES CONTRACT SETUP PARALLEL UNANIMOUS

STANDARD UTILITIES CONTRACT SETUP PARALLEL

20. From Workflow, Click: **Edit**

Workflow Response

Save

View: 1

Workflow: 36761

STANDARD UTILITIES CONTRACT SETUP PARALLEL UNANIMOUS

STANDARD UTILITIES CONTRACT SETUP PARALLEL

Response: NTP


Capital Project: CP16-0417
Responsibility: ENERGY SYS DIRECTOR

21. Select **Response** from the drop-down menu

22. Click: **Save** to complete the Account Setup process

Project accounts can also be added prior to activating the project. Although the OSU SOP assigns accounts after activation, the below procedure shows how to add accounts prior to activation.

Account Setup for Pending Capital Projects:

1. From Workflow Count channel, click: **Capital Project**
(Capital Project Module > Capital Project > Select a Project)
2. Search for Project and Click: **Capital Project Number hyperlink**
3. Click: **Edit**
4. Click: **Add**, enter new account record
5. Add the **Account**, and enter the following fields:
 - a. **Account**
 - b. **Sub code**
 - c. Start Date *(optional)*
 - d. End Date *(optional)*
 - e. **Budgeted Number**
6. Add the **Funding Source(s)**, and enter the following fields:
 - a. Start Date *(optional)*
 - b. End Date *(optional)*
 - c. **Budgeted Number**
7. Click: **Offset Account** *(left side bar)*
 - a. Click:  ZOOM, select Offset Account
8. Click: Done to return to the Account Setup
9. After all Account information has been entered, click: Done
10. Click: **Save**