

## Construction Change Order Definition

The **Construction Change Order** Screen processes change orders in AiM to account for additive or deductive changes in work, contract sum, and/or contract time (all at the contract line item level).

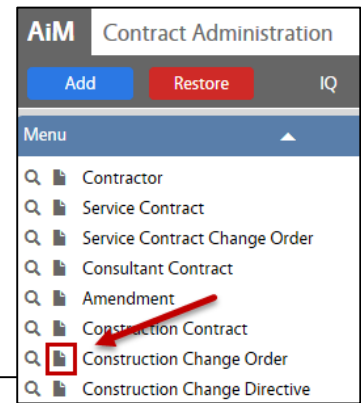
Change orders are derived in a variety of ways: loading construction change proposals and construction change directives (both of which could have originated as issues and then associated to proposals or directives), modifying existing contract line items and creating new contract line items on the fly (both of which use the green button with the plus sign).

### Responsibility: ADMIN ASSOC LRFP / CONTRACT SPECIALIST

The ADMIN ASSOC LRFP or the CONTRACT SPECIALIST will perform the following procedures in AiM for entering a Construction Change Order.

#### Create a Construction Change Order:

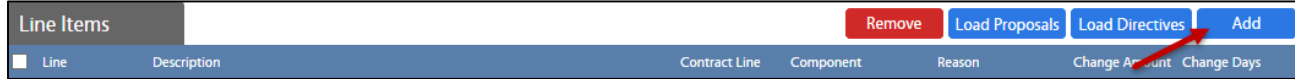
1. From the Workdesk, click: **Contract Administration**
2. Click: **NEW** (Next to **Construction Change Order**)
3. Search for the Construction Contract. If you know the contract number, enter into Contract Field.
4. Click: **Construction Contract number hyperlink**.



View	Contract #	Description	Type	Status	Capital Project	Capital Program	Contractor	Address Code
	1005	PRECONSTRUCTION SERVICES	CMAR LRFP	NTP	CP15-0083		V0000173720	TUL
	1008	CONSTRUCTION SERVICES FOR ATRC REINFORCE WALL & PLUMBING	OCCM	NTP	CP15-0097		1318	STW

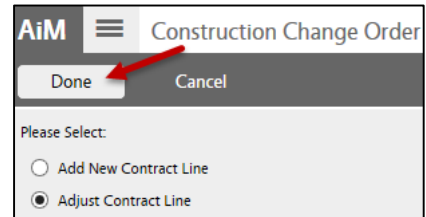
5. The following fields have been populated from the Contract:
  - Changer Order Number
  - Status Code
  - Contractor ID
  - Contractor ID Address Code
6. Enter details of the Construction Change Order in the **Description**
7. Enter the **Change Order Date**

Original	Change
Award	\$239,020.00
Change Order	\$0.00
Tax	\$0.00
<b>Total</b>	<b>\$239,020.00</b>
Start	Mar 13, 2015
Award Days	0
Change Order Days	0
Expected End	

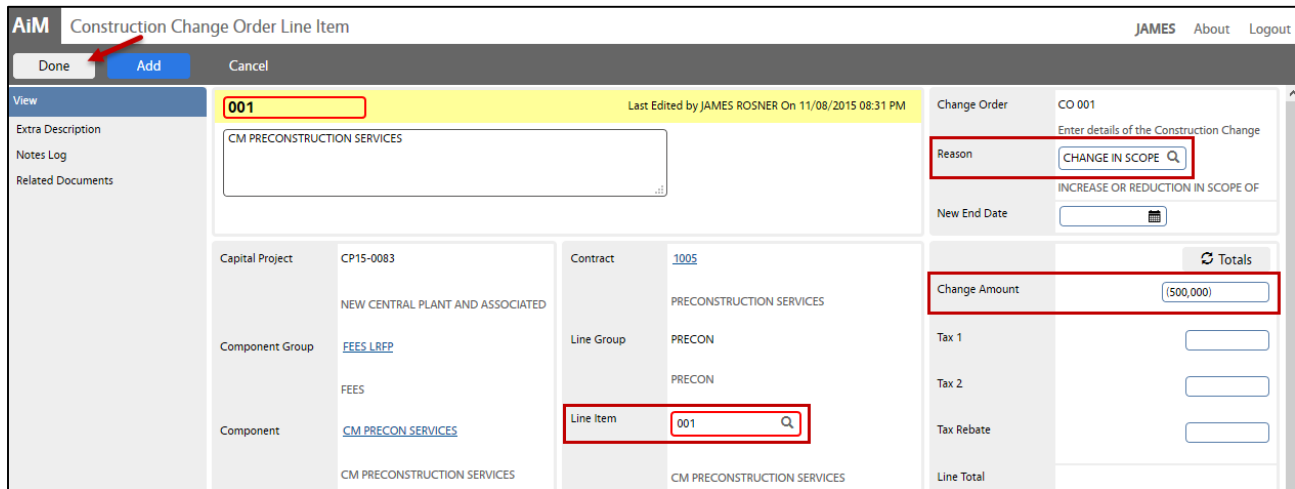



8. From Line Items, click: **ADD**  
 -OPTIONALLY- Select the “**Load Proposals**” to add any Proposals against the contract. If you “Load Proposals,” all of the line items and change amounts will be transferred over, and you can move onto saving the proposal. *If not, the following steps will lead you through adding a line item.*

- a. Select Amendment Type:
  - i. Add New Contract Line
  - ii. Adjust Contract Line



9. Click: **Done** to advance to the Line Item Detail Screen.



10. Click: , select the **Line Item**
11. The following fields have been populated by selecting the Line Item:
  - a. Description
  - b. Project Field Information
  - c. Contract Line Information
12. Select **Reason** Code
13. Enter **Change amount**
14. Click: **Done** to return the Construction Change Order screen
15. Review for accuracy, click: **Save**