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CONSULTANT CONTRACT SETUP

NON-IDC CONTRACTS

Primary Responsibility: Project Manager

Secondary Responsibility: Finance Manager

Approvers: PM Supervisor
Consultant
Physical Plant Director
Office of Legal Affairs
Office of the State Engineer
EVP, Business Affairs

NON-IDC CONSULTANT CONTRACT PROCESS

WorkDesk → Contract Administration → Consultant Contract

STATUS: REQUESTED

RESPONSIBILITY: PROJECT MANAGER

1. Create the new Consultant Contact record in AiM by completing the following:
   a. From the main WorkDesk, navigate to the ‘Contract Administration’ screen
   b. Select the ‘New’ Icon next to ‘Consultant Contract’
c. Select the Consultant Contract Type by clicking the ‘Zoom’ icon in the Type field

d. Select the appropriate Type
e. Search for the Capital Project by clicking the ‘Zoom’ icon in the Type field

f. Select the Capital Project from the available list

g. Enter the Consultant Contract Description: Project Number – Project Name - Construction Contract Type/Description of Services
   
i.e. 9663 - MCCONNELL RESIDENCE HALL HVAC SYSTEM REPLACEMENT AND RENOVATION - A/E SERVICES CONSULTANT CONTRACT
h. Use the entry date as the Request Date field

i. SAVE the Consultant Contract record

2. When ready to begin the selection process, attach SE-210 - Invitation for Professional Services as a related document

3. Update the status to **SELECTION**
   a. Click the ‘Edit’ button to return to edit mode
b. Update the status to **SELECTION** by clicking the ‘Zoom’ icon in the ‘Status’ field to display the list of available statuses

c. Select the status **SELECTION**

d. **SAVE**
STATUS: SELECTION

RESPONSIBILITY: PROJECT MANAGER

1. Conduct the selection process
   - Advertise for professional services
   - Review submittals and qualifications
   - Conduct interviews
   - Make selection
   - Receive proposal

2. Release the Intent to Award and update status to INTENT TO AWARD

3. Protest period occurs

4. If contract negotiation occurs, update status to NEGOTIATION and Attach SE-219 - Notification of Selection for Contract Negotiation as a Related Document, Type=SE FORM

5. When the selection process is complete, attach selection-related SE Forms as Related Documents, Type=SE FORM:
   - SE-212 - Notification of Selection for Interview
   - SE-214 - Professional Services Selection Committee - Confidentiality & Conflict of Interest Policy
   - SE-215 - Professional Services Selection Committee Member - A-E Evaluation
   - SE-217 - Professional Services Selection Committee Summary

6. Generate the contract

7. Update the status to CONTRACT PREP and SAVE

STATUS: CONTRACT PREP

RESPONSIBILITY: PROJECT MANAGER

1. Complete Contract record in AiM
   a. Click the ‘Edit’ button to return to edit mode
b. Complete the Contractor Information Block Data
   i. Select the Contractor by clicking the ‘Zoom’ icon in the Contractor field

   ![Select Contractor by clicking the ‘Zoom’ icon](image1)

   ii. Search for the Contractor by typing the name in the ‘Description’ field then clicking ‘Execute’

   ![Search for Contractor](image2)

   iii. Select the Contractor

   ![Select Contractor](image3)

   iv. The Address Code will default
c. Add the Contractor name to the Description field of the Contract

d. Create the Consultant Contract Line Item Detail Record
   i. Click ‘Add’ to add a new Line Item
ii. Select the Component Group by clicking the 'Zoom' icon in the 'Component Group' field

iii. Select the appropriate Component Group

iv. Select the Component
v. Select the Line Group by clicking the ‘Zoom’ icon in the ‘Line Group’ field

vi. Select the appropriate Line Group

vii. Enter the Anticipated Award Amount for the Line item. Click the ‘Refresh Totals’ button
viii. Select Account Setup from the View Menu

a. Define the Encumbrance Amounts for the following:
   Consultant Contract Line Item Detail Index/Account
   Consultant Contract Line Item Detail Funding Sources
b. Refresh totals for the Consultant Contract Line Item Details
3. Attach Related Documents such as the Proposal, Contract, and SE Forms
   
   *Note: Attach all revisions of the proposal and contract as they are generated*

   a. Click ‘Edit’ then ‘Related Documents’
b.  Click ‘Add’

c.  Select the document file to upload then click ‘Next’

d.  Make sure the Document Title meets document naming standards. Select the Document Type, then click the ‘Next’ button until you return to the ‘Related Documents’ screen.

e.  Repeat steps b-d until all applicable documents have been attached
f. Click ‘Done’ to return to the Contract record

g. SAVE

4. Create the Cart in eProcure and push it to the Finance Manager

5. Update the status to **SUPERVISOR REVIEW** and SAVE
APPROVAL WORK FLOW

Route the contract through the workflow below for review, approval, and signatures. Each approver can approve or return the contract for revisions. Notes should be added when applicable. The contract should be signed and reattached to the contract record as applicable.

- **SUPERVISOR REVIEW**
- **CONSULTANT APPROVAL**
  The Project Manager processes the Consultant Workflow in AiM and obtains the Consultant’s signature and approval (see process below)
- **DIRECTOR APPROVAL**
- **OLA APPROVAL**
- **OSE APPROVAL**
  The Project Manager processes OSE Workflow in AiM. Only contracts over $25k require OSE approval. SE-220 - Request for Authority to Execute a Professional Services Contract is submitted and attached as a Related Document on the Contract record.
- **EVP APPROVAL**

**Consultant Workflow Approval Process**

**Responsibility: Project Manager**

1. Receive WorkDesk and email notifications when a Workflow requires your attention
2. Click on the WorkDesk or email link to view the Workflow
3. Click on the Contract Number to view the Contract Record. Click on the Document Thumbnails to review and download the Related Documents.

4. Send the Consultant Contract to the Contractor for review and signature

5. Receive the signed Contract from the Contractor

6. Upload the signed Contract and attach it to the Contract Record as a Related Document
   a. Scan the signed Contract
   b. From the Contract Record, click on ‘Related Documents’
c. Click ‘Edit’

d. Click ‘Add’

e. Choose the document file name and click ‘Next’
f. Select Document Type: CONSULTANT CONTRACT. Make sure the Document Title meets document naming standards. Click ‘Next’ until you return to the ‘Related Documents’ screen.

7. If the Contractor provided a note with the signed Contract, add it as a note on the Workflow
   a. From the Workflow screen, click ‘Notes Log’
b. Click ‘Add’ to add a new note

c. Type the note into the note field. Select the appropriate Note Type

d. SAVE and then click ‘Done’ on the next screen

8. Respond to the Workflow on behalf of the Contractor
a. Click ‘Edit’

b. Select the Contractor’s response from the ‘Response’ drop down menu
   i. **Approved** – the Contract will advance to the next status and Workflow approver
   ii. **Approved with Notes** – the Contract will advance and signal to other approvers to check the Notes Log
   iii. **Revisions Required** – the Contract will return to the Project Manager for revisions.

c. **SAVE**
1. Confirm that the ratified contract is attached to the record as a Related Document, type: CONSULTANT CONTRACT
2. Review the AiM Contract Record and the eProcure Cart for accuracy
3. Convert the eProcure Cart into a Requisition. Initiate approval routing in eProcure.

4. The Purchase Order is processed in eProcure
5. Edit the Consultant Contract in AiM and add the Banner Purchase Order Number to the Consultant Contract ‘Reference Number’ field

6. Attach a copy of the Purchase Order to the Contract as a Related Document – Type: BANNER PO
a. Click ‘Edit’ then click ‘Related Documents’

b. Click ‘Add’

c. Choose the document file and click ‘Next’
a. Select Document Type: BANNER PO. Make sure the Document Title meets document naming standards. Click ‘Next’ until you return to the ‘Related Documents’ screen.

d. Click ‘Next’ until back to the Related Documents screen. Click ‘Save’
7. Enter Dates
   a. Award Date - Date EVP signed contract
   b. Start Date – PO date
   c. End Date – End date from contract if one is available

8. Update the status to **AWARDED** and SAVE

**STATUS: AWARDED**

**RESPONSIBILITY: PROJECT MANAGER**

1. Issue Notice to Proceed document. Email the document to the Contractor and OSE from the contract record.
2. Attach Notice to Proceed document to Contract as a Related Document – Type: OSE DOCUMENT
3. Transactions can now be processed against the contract

**STATUS: CLOSED**

**STATUS: CANCELED**
IDC CONTRACTS
Primary Responsibility: Project Manager
Secondary Responsibility: Finance Manager

Approvers: PM Supervisor
Consultant
Physical Plant Director
EVP, Business Affairs

IDC CONSULTANT CONTRACT PROCESS
WorkDesk → Contract Administration → Consultant Contract

STATUS: REQUESTED

RESPONSIBILITY: PROJECT MANAGER

1. Create the new Consultant Contract record in AiM by completing the following:
   a. From the WorkDesk screen, navigate to the Contract Administration screen
b. Select the ‘New’ Icon next to ‘Consultant Contract’

c. Select the Consultant Contract Type by clicking the ‘Zoom’ icon on the Type field

d. Select the appropriate Type
e. Search for the Capital Project by clicking the ‘Zoom’ icon in the Type field.

f. Select the Capital Project from the available list

![Capital Project List](image)

- ![Consultant Contract Description](image)
  - Enter the Consultant Contract Description: Project Number – Project Name - Construction Contract Type/Description of Services
    - i.e. 9663 - MCCONNELL RESIDENCE HALL HVAC SYSTEM REPLACEMENT AND RENOVATION - IDC BASED MECHANICAL, ELECTRICAL, PLUMBING CONSULTANT CONTRACT
h. Use the entry date as the Request Date field

i. Save the Consultant Contract record

2. Update the Contract status to **PROPOSAL REVIEW**
   a. Click the ‘Edit’ button to return to edit mode
b. Update the Status to Proposal Review by clicking the ‘Zoom’ icon in the ‘Status’ field

c. Select the status PROPOSAL REVIEW

d. SAVE
STATUS: PROPOSAL REVIEW

RESPONSIBILITY: PROJECT MANAGER

1. Request and Review proposals from selected IDC Contractors
2. Select the Contractor
3. Update the status to CONTRACT PREP and SAVE

STATUS: CONTRACT PREP

RESPONSIBILITY: PROJECT MANAGER

1. Complete Contract record in AiM
   a. Click the ‘Edit’ button to go into edit mode
   b. Complete the Contractor Information Block Data
      i. Select the Contractor by clicking the ‘Zoom’ icon in the Contractor field
ii. Search for the Contractor by typing the name in the ‘Description’ field then clicking ‘Execute’

iii. Select the Contractor

iv. The Address Code will default

c. Add the Contractor name to the Description field of the Contract
d. Create the Consultant Contract Line Item Detail Record
   i. Click ‘Add’ to add a new Line Item

   ![Image of AIM Consultant Contract interface showing 'Add' and 'Remove' buttons]

   ii. Select the Component Group by clicking the ‘Zoom’ icon in the ‘Component Group’ field

   ![Image of AIM Line Item interface showing Component Group field with 'Zoom' icon indicated]
iii. Select the appropriate Component Group

iv. Select the Component

v. Select the Line Group by clicking the ‘Zoom’ icon in the ‘Line Group’ field
vi. Select the appropriate Line Group

![Screen shot showing the Contract Line Group with Basic Services selected]

vii. Enter the Anticipated Award Amount for the Line item. Click the ‘Refresh Totals’ button

![Screen shot showing the Line Item view with an entry for 901 and a total of $54,000.00]

viii. Select Account Setup from the View Menu

![Screen shot showing the View menu with Account Setup highlighted]
ix. Define the Encumbrance Amounts for the following:
- Consultant Contract Line Item Detail Index/Account
- Consultant Contract Line Item Detail Funding Sources

x. Refresh totals for the Consultant Contract Line Item Details

e. Click ‘Done’ until you are back to the main Contract screen
2. Attach any related documents such as the proposal, contract and SE Professional Services IDC Delivery Order Contract form

   Note: Attach all revisions of the proposal and contract as they are generated

   a. Click ‘Edit’ then click ‘Related Documents’
b. Click ‘Add’

c. Select the document file to upload then click ‘Next’

d. Make sure the Document Title meets document naming standards. Select the Document Type (CONSULTANT CONTRACT, PROPOSAL, SE FORM), then click the ‘Next’ button until you return to the ‘Related Documents’ screen.

e. Repeat steps b-d until all applicable documents have been attached
f. Click ‘Done’ to return to the Contract record.

3. Create the Cart in eProcure and push it to the Finance Manager
4. Update the Contract status to **IDC REVIEW**
   
a. Click the ‘Edit’ button to return to edit mode.
   
b. Click the ‘Zoom’ icon in the Status field
   
   ![Screenshot showing how to update the contract status]

   c. Select the status **IDC REVIEW**
   
   ![Screenshot showing the status selection]

   d. **SAVE**
   
   ![Screenshot showing the saved status]
STATUS: IDC REVIEW

RESPONSIBILITY: FINANCE MANAGER

1. Verify the delivery order number
2. Verify the IDC balance
3. Update the OSE IDC spreadsheet
4. Check the appropriate fund source
5. Update the contract status to SUPERVISOR REVIEW and SAVE

   a. Click ‘Edit’

   

   b. Click the ‘Zoom’ Icon in the ‘Status’ field
c. Select the status **SUPERVISOR REVIEW**

![Consultant Contract Status](image)

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUESTED</td>
<td>Initial entry into AIM.</td>
</tr>
<tr>
<td>PROPOSAL REVIEW</td>
<td>Proposal review.</td>
</tr>
<tr>
<td>CONTRACT PREP</td>
<td>Contract preparation.</td>
</tr>
<tr>
<td>IDC REVIEW</td>
<td>Finance manager reviews IDC details and updates our spreadsheet.</td>
</tr>
<tr>
<td>REVIEWS REQUIRED</td>
<td>Revisions required.</td>
</tr>
<tr>
<td>SUPERVISOR REVIEW</td>
<td>Supervisor review.</td>
</tr>
<tr>
<td>CONSULTANT APPROVAL</td>
<td>Consultant approval.</td>
</tr>
<tr>
<td>DIR APPROVAL</td>
<td>Physical plant director review and approval.</td>
</tr>
<tr>
<td>EVP APPROVAL</td>
<td>EVP review and approval.</td>
</tr>
<tr>
<td>ACCT REVIEW</td>
<td>Accounting review, process banner purchase order.</td>
</tr>
</tbody>
</table>

- **SUPERVISOR REVIEW**
- **CONSULTANT APPROVAL**

  Project Manager manages the Consultant workflow and obtains the Consultant’s signature and approval
  
  - **DIRECTOR APPROVAL**
  - **EVP APPROVAL**

**Consultant Workflow Approval Process**

**Responsibility: Project Manager**

1. Receive WorkDesk and email notifications when a Workflow requires your attention
2. Click on the WorkDesk or email link to view the Workflow

3. Click on the Contract Number to view the Contract Record. Click on the Document Thumbnails to review and download the Related Documents

4. Send the Consultant Contract to the Contractor for review and signature
5. Receive the signed Contract from the Contractor
6. Upload the signed Contract and attach it to the Contract Record as a Related Document
   a. Scan the signed Contract
b. From the Contract Record, click on ‘Related Documents’

c. Click ‘Edit’

b. Click ‘Add’
c. Choose the document file name and click ‘Next’

d. Select Document Type: CONSULTANT CONTRACT. Make sure the Document Title meets document naming standards. Click ‘Next’ until you return to the ‘Related Documents’ screen.

e. SAVE
5. If the Contractor provided a note with the signed Contract, add it as a note on the Workflow

   a. From the Workflow screen, click ‘Notes Log’

   b. Click ‘Add’ to add a new note
c. Type the note into the note field. Select the appropriate Note Type.

d. SAVE and then click ‘Done’ on the next screen

6. Respond to the Workflow on behalf of the Contractor
   a. Click ‘Edit’
b. Select the Contractor’s response from the ‘Response’ drop down menu
   i. Approved – the Contract will advance to the next status and Workflow approver
   ii. Approved with Notes – the Contract will advance and signal to other approvers to check the Notes Log
   iii. Revisions Required – the Contract will return to the Project Manager for revisions

STATUS: ACCT REVIEW
RESPONSIBILITY: FINANCE MANAGER

1. Confirm that the ratified contract is attached to the record as a Related Document, Document Type: CONSULTANT CONTRACT
2. Review the AIM Contract Record and the eProcure Cart for accuracy
3. Convert the eProcure Cart into a Requisition. Initiate approval routing in eProcure.
4. The Purchase Order is processed in eProcure
5. Edit the Consultant Contract in AiM and add the Banner Purchase Order Number to the Consultant Contract “Reference Number” field

6. Attach a copy of the PO to the Contract as a Related Document – Type: BANNER PO
   a. Click ‘Edit’ then click ‘Related Documents’
b. Click ‘Add’

![Image of AIM dashboard with 'Add' button highlighted]

C. Choose the Document File and click ‘Next’

![Image of AIM dashboard with 'Choose Files' button highlighted]

D. Make sure that the Document Title meets document naming standards. Insert the Type: BANNER PO and click ‘Next’.

![Image of AIM dashboard with Document Title and Type fields highlighted]
e. Click ‘Next’ until back to the main Related Documents screen. Click ‘Save’

7. Enter Dates
   - Award Date - Date EVP signed contract
   - Start Date – PO date
   - End Date – End date from contract if one is available
8. Update status to AWARD​ED and SAVE

STATUS: AWARD​ED

RESPONSIBILITY: PROJECT MANAGER

1. Issue Notice to Proceed document. Email the document to the Contractor and OSE from the contract record.
2. Attach Notice to Proceed document to Contract as a Related Document – Type: OSE Documentation
3. Transactions can now be processed against the contract

STATUS: CLOSED

STATUS: CANCE​LED
INFORMATION TECHNOLOGY CONTRACTS

Primary Responsibility: Information Technology

Secondary Responsibility: Finance Manager

Approvers: Project Manager

INFORMATION TECHNOLOGY CONSULTANT CONTRACT PROCESS

WorkDesk → Contract Administration → Consultant Contract

STATUS: REQUESTED

RESPONSIBILITY: INFORMATION TECHNOLOGY

1. Create the new Consultant Contract record in AiM by completing the following:
   a. From the main WorkDesk screen, click ‘Contract Administration’
   b. Click the ‘New’ icon next to ‘Consultant Contract’
c. Click the ‘Zoom’ icon in the ‘Type’ field

d. Select the Consultant Contract Type – TECHNOLOGY

e. Click the ‘Zoom’ icon in the ‘Capital Project’ field

f. Select the Capital Project from the list
g. Use the entry date as the Request Date field

h. Complete the Contractor Information Block Data
   i. Click the ‘Zoom’ icon on the Contractor field
   ii. Search for the Contractor by typing its name into the ‘Description’ box and clicking ‘Execute’
iii. Select the Contractor. The Contractor Address Code should default.

i. Enter the Contract Description: Project Number – Project Name – Contractor Name - Contract Type/Description of Services
   i.e. 9663 - MCCONNELL RESIDENCE HALL HVAC SYSTEM REPLACEMENT AND RENOVATION - NETWORK CABLING INFRASTRUCTURES INC – CBLING

j. Create the Consultant Contract Line Item Detail Record
   i. Click ‘Add’ to add a new line it
ii. Select the Component Group by clicking the ‘Zoom’ icon in the Component Group field

iii. Select the TECHNOLOGY Component Group

iv. Select the Component
v. Select the Line Group

vi. Enter the Anticipated Award Amount for the Line item and refresh the Totals
vii. Select Account Setup from the View Menu

viii. Define the Encumbrance Amounts for the following:
   a. Consultant Contract Line Item Detail Index/Account
   b. Consultant Contract Line Item Detail Funding Sources

ix. Refresh totals for the Consultant Contract Line Item Details

x. Click ‘Done’ until you are back to the main Contract screen
2. Attach Related Documents such as the Proposal and Contract

*Note: Attach all revisions of the proposal and contract as they are generated*

a. Click 'Edit' then click 'Related Documents'
b. Click ‘Add’

c. Select the document file to upload then click ‘Next’

d. Make sure the Document Title meets document naming standards. Select the Document Type (CONSULTANT CONTRACT, PROPOSAL), then click the ‘Next’ button until you return to the ‘Related Documents’ screen.

e. Repeat steps b-d until all applicable documents have been attached
f. Click ‘Done’ to return to the Contract record and SAVE

3. Create the Cart in eProcure and assign it to the Project Manager

4. Update the status to **PM REVIEW**
   a. Click ‘Edit’ to return to edit mode
   b. Click the ‘Zoom’ icon on the ‘Status’ field
c. Select the status ‘PM Review’

STATUS: PM REVIEW
RESPONSIBILITY: PROJECT MANAGER

1. Receive notification of the Workflow via the WorkDesk and email. Click on the link to access the Workflow.
2. Review the Contract information. Click on the Contract Number to access the Contract record.

3. Verify that the Contract is within the scope of the project and that the Component(s) applied to the Contract has sufficient funds

   a. Click on the Contract Line
b. Click on the Component applied

4. Review the eProcure Cart and push it to the Finance Manager
5. Update the status to **ACCT REVIEW** and SAVE
STATUS: ACCT REVIEW
RESPONSIBILITY: FINANCE MANAGER

1. Review the AiM Contract Record and the eProcure Cart for accuracy
2. Convert the eProcure Cart into a Requisition. Initiate approval routing in eProcure.

3. The Purchase Order is processed in eProcure
4. Edit the Consultant Contract in AiM and add the Banner Purchase Order Number to the Consultant Contract “Reference Number” field

5. Attach a copy of the PO to the Contract as a Related Document – Type: BANNER PO
a. Click ‘Edit’ then click ‘Related Documents’

b. Click ‘Add’

c. Choose the Document File and click ‘Next’
d. Make sure the Document Title meets document naming standards. Insert the Type: BANNER PO and click ‘Next’

![Image of AIM New Document screen]

- Title: Summary – PO 9007773.pdf
- Type: BANNER PO

e. Click ‘Next’ until back to the main Related Documents screen then SAVE

![Image of AIM Related Documents screen]

9. Enter Dates
   - Award Date - Date EVP signed contract
   - Start Date – PO date
   - End Date – End date from contract if one is available

![Image of AIM related document details screen]
10. Update status to **AWARDED** and SAVE

**STATUS: AWARDED**

**RESPONSIBILITY: INFORMATION TECHNOLOGY**

1. Transactions can now be processed against the contract

**STATUS: CLOSED**

**STATUS: CANCELED**
CONSULTANT CONTRACT AMENDMENT

Primary Responsibility: Project Manager

Secondary Responsibility: Finance Manager

Approvers: PM Supervisor
Physical Plant Director
EVP, Business Affairs
Office of the State Engineer

CONSULTANT CONTRACT AMENDMENT PROCESS

WorkDesk → Contract Administration → Amendment

STATUS: REQUESTED

RESPONSIBILITY: PROJECT MANAGER

1. Create the new Consultant Contract Amendment in AIM by completing the following:
   a. From the main WorkDesk, select ‘Contract Administration’
   b. Click the ‘Zoom’ icon next to ‘Consultant Contract’
c. Use the Contract number, contract description, and capital project query fields to find the contract. Click ‘Execute’ to search

d. Select the Contract from the query results by clicking on the hyperlinked Contract Number

e. From the Contract record, select ‘Insert Record’ from the Action menu

f. Select ‘Amendment’
g. The Amendment number will auto-assign
h. Enter the Description: Project Number – Project Name – Amendment – Includes Issues #
i. Amendment Date – Today’s date

j. Add the amendment line item(s) by selecting ‘Add’

k. Select either ‘Add a New Contract Line’ or ‘Adjust a Contract Line’ then click ‘Done’
I. To add a new Contract Line
   i. Select the Component Group by clicking on the ‘Zoom’ icon in the Component Group field
   ii. Select the Component Group
   iii. Select the Component
iv. Select the Line Group

v. Attach issues if applicable (Description field will populate from Issue)
vi. If no issues exist, enter the Description: Component + Line Group

vii. Select the reason by clicking the ‘Zoom’ icon on the ‘Reason’ field

viii. Select the Reason
ix. Enter the total, refresh the total

m. To adjust a Contract Line

i. Select the Line Item to be adjusted (Description field will populate from Line chosen)
ii. Attach issues if applicable

iii. Enter the reason
iv. Enter the total, refresh the total

n. Click ‘Done’ to return to the main Amendment screen

o. SAVE

2. Attach any related documents
3. Initiate the Budget Revision process if a Budget Revision is required
4. Update the status to **SUPERVISOR REVIEW** and SAVE
APPROVAL WORK FLOW

Route the contract through the workflow below for review, approval, and signatures. The contract should be signed and reattached to the contract record as applicable.

SUPERVISOR REVIEW
DIRECTOR APPROVAL
EVP APPROVAL
OSE APPROVAL

Project Manager manages the OSE Workflow, amendments under $15,000 do not require OSE Approval

STATUS: ACCT REVIEW

RESPONSIBILITY: FINANCE MANAGER

1. Enter Change Order in eProcure. Initiate approval routing in eProcure.

2. The Change Order is processed in eProcure

3. If a Budget Revision is required, verify that it is complete and approved

4. Update status to APPROVED and SAVE

STATUS: APPROVED

RESPONSIBILITY: FINANCE MANAGER

1. Transactions can now be processed against the contract

2. If a Contract Amendment changes the dollar amount of the Contract, a Consultant Contract Encumbrance Adjustment is required so that the entire contract remains encumbered on the Capital Project record.

3. If a Contract Amendment causes the component or project to exceed its budget, a Budget Revision is required.

ENCUMBRANCE ADJUSTMENT

Primary Responsibility: Finance Manager

CONSULTANT CONTRACT ENCUMBRANCE ADJUSTMENT PROCESS

WorkDesk → Contract Administration → Consultant Contract

RESPONSIBILITY: FINANCE MANAGER

1. Navigate to the Consultant Contract record that requires an encumbrance adjustment
2. Select the Line Item to adjust

3. Select ‘Account Setup’ from the ‘View’ menu
4. Select ‘Adjustment’ from the ‘Action’ menu

5. Enter the amount of the revision in the ‘Change’ field
6. SAVE
CONSULTANT CONTRACT INVOICE

Primary Responsibility: Finance Manager

Secondary Responsibility: Accounts Payable

Approver: Project Manager

CONSULTANT CONTRACT INVOICE PROCESS

WorkDesk → Accounts Payable → Contract Invoice

* The Invoice should be received by ACCOUNTS PAYABLE
* If the PROJECT MANAGER or FINANCE MANAGER receives the Invoice, ACCOUNTS PAYABLE needs to be notified that it was received immediately.
* The recipient of the Invoice emails the Invoice to the FINANCE MANAGER immediately.

STATUS: ENTERED

RESPONSIBILITY: FINANCE MANAGER

1. Review Invoice and verify against Banner PO
2. Make any necessary adjustments
3. Find the Contract to which the invoice should be applied and insert a new record:
   a. From the main WorkDesk screen, click ‘Contract Administration’
b. Click the ‘Zoom’ icon next to ‘Consultant Contract’

c. Use the Contract Number, Contract Description, or Capital Project Number to search for the contract. Click ‘Execute’ to search.

d. Select the Contract to which the invoice should be applied

e. From the Contract record, select ‘Insert Record’ from the Action menu
f. Select ‘Consultant Invoice’

4. Create the new Consultant Contact Invoice Record Header by completing the following:
   
a. The Invoice Number, Contractor, Contract, Capital Project, and Banner PO Number will auto-populate
   
b. Enter Description of the Invoice: Project Number – Project Name - Contractor Name - Invoice #
   
   c. Insert Invoice Number and Invoice Date
5. Load the line items for which there are charges and apply line totals

   a. Click ‘Load’

   ![Image of AIM Consultant Invoice screen showing a loaded line item for invoice number 000001, with details for McConnell Residence Hall HVAC System Replacement and Renovation - DIVG INC Consulting Engineers - 9663.](image1)

   b. Select the Line to which the Invoice should be applied and click ‘Next’

   ![Image of AIM Consultant Contract Line - Eligible Transactions screen showing the line for McConnell Residence Hall HVAC System.](image2)

   c. Enter the Invoiced Amount and click ‘Done’

   ![Image of AIM Line Item screen showing the line item for Architectural & Engineering Services with an invoiced amount.](image3)
6. Stamp the Invoice as received
7. Attach a PDF copy of the Invoice
8. If Contract Type = TECHNOLOGY, update the status to IT REVIEW and SAVE

   For all other Contract Types, update the status to PM REVIEW and SAVE

STATUS: PM REVIEW / IT REVIEW

Reviewer: PROJECT MANAGER / INFORMATION TECHNOLOGY

1. Receive Workflow notification that the invoice is available to be reviewed. Click on the link to access the Workflow
2. Review Invoice PDF and Invoice Record for accuracy

   a. Click on the Document Thumbnail to view the invoice PDF

   b. Click on the Invoice Transaction Number to view the Invoice record
3. Determine if the Invoice is accurate  
   a. If the Invoice is correct and no changes are needed:  
      i. Click ‘Edit’ then update the SUBMITTED DATE to the current date and SAVE
ii. Click the AiM ‘Back’ button to return to the Workflow screen. Do not click the Browser’s back button.

iii. Add any applicable notes to the Note Log

iv. Select the Workflow response ‘Approved’
   i. Click ‘Edit’
ii. Choose your response, and SAVE

![Workflow Response Image]

v. By approving the Workflow, you are advancing the Invoice to Accounts Payable for review and acceptance. The Finance Manager will receive notification that the Invoice was approved and advanced.

b. If inaccuracies are discovered and the invoice needs to be revised:

i. Amend the Invoice and notify the contractor

ii. Document the dispute by inserting a note on the Invoice record

![Consultant Invoice Image]

iii. Attach a PDF copy of the amended Invoice
a. Select ‘Related Documents’ from the ‘View’ menu

b. Add a new document by clicking the ‘Add’ button

c. Select the document file and click ‘Next’

d. Make sure that the Document Title meets document naming standards. Select the Document Type: CONSULTANT CONTRACT INVOICE then click ‘Next’ until you return to the Related Documents screen
e. SAVE then click ‘Done’ on the next screen

i. Click the AiM ‘Back’ button to return to the Workflow. Do not click the Browser ‘Back’ button

ii. Click ‘Edit’
iii. Select REVISIONS REQUIRED as your Workflow response, and SAVE

iv. By selecting ‘Revisions Required’, you are sending the Invoice back to the Finance Manager

**STATUS: REVISIONS REQUIRED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Receive the Workflow notification
2. Review Invoice revisions and verify against Banner PO
3. Make any necessary adjustments
4. Update SUBMITTED DATE
5. Verify that the most current version of the Invoice is attached
6. Update status to **AP REVIEW** and SAVE
STATUS: AP REVIEW
RESPONSIBILITY: ACCOUNTS PAYABLE

1. Receive the Workflow notification on your WorkDesk and via email. Click on the link to access the Workflow.

2. Click on the Document Thumbnail to download the Invoice
3. Add any applicable notes
   
a. Click ‘Notes Log’

b. Click ‘Add’

c. Type the Note into the box and select the appropriate Note Type
b. SAVE then click ‘Done’ on the next screen

4. Click ‘Edit’

5. Select your Workflow response, then click ‘Save’. Available responses:
   a. ACCEPTED – Accounts Payable accepts the invoice and will process it for payment. The charge is released in AiM. AP did not add any notes to the record.
   b. ACCEPTED WITH NOTES – Accounts Payable accepts the invoice and will process it for payment. The charge is released in AiM. AP added notes to the record.
   c. REVISIONS REQUIRED – There was an error with the Invoice or accompanying Banner information. Accounts Payable does not accept the Invoice and returns it to the Finance Manager for revisions. AP should include a note explaining why the invoice was not accepted.
6. Once the Invoice has been accepted, process the Invoice for payment

STATUS: AP ACCEPTED

STATUS: REJECTED

STATUS: VOIDED

CLOSE CONSULTANT CONTRACT

Primary Responsibility: Finance Manager

CLOSE CONSULTANT CONTRACT PROCESS

WorkDesk → Contract Administration → Consultant Contract

STATUS: AWARDED

RESPONSIBILITY: FINANCE MANAGER

1. Post all Invoices
2. Verify with the Project Manager or IT (depending on Contract Type) that the Contract is ready to be closed
3. Update the Contract status to CLOSED and SAVE