

# How to...

## Create a New Account and Check Account Information

- The account tab is one of the most critical account tabs needed.

Showing account information from period 3 INS.

**Search Filters:**

Keyword  Account Type

Items 1-3 of 3

Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				Override Chain
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

Items 1-3 of 3

All of your accounting information is listed.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Action	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				Override Chain
 	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
 	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
 	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“Account Code”: This is the “nick name” for the accounts. “CON” stands for Construction. When adding money via CM the accounts are identified by the “Account Code.”

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

							Current						
Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Chain	Current Payment	Override Chain	To Date Expenditure	Probable Amount	Account Comments
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“Account Description”: This is the type of money. It will say something like “USFS money” or “G31E funds.”

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code ▾	Account Description ▾	Account Number ▾	Original Authorized Amount ▾	Current Authorized Amount ▾	Previous Paid Expenditure ▾	Current			To Date Expenditure ▾	Probable Amount ▾	Account Comments	
							Current Approved Amount ▾	Chain	Current Payment ▾				Override Chain
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 00	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“Account Number”: This is the actual account number that Finance will use to bill the project when paying the contractor.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				Override Chain
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“Original Authorized Amount”: This is what was authorized for each account when the contract was awarded.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code ▾	Account Description ▾	Account Number ▾	Original Authorized Amount ▾	Current Authorized Amount ▾	Previous Paid Expenditure ▾	Current			To Date Expenditure ▾	Probable Amount ▾	Account Comments	
							Current Approved Amount ▾	Chain	Current Payment ▾				Override Chain
 	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
 	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
 	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	



“Current Authorized Amount”: This is what has been authorized for each account. This includes obligation CMs even if that money has not been tied to an actual pay item.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				Override Chain
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.38	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“Previously Paid Expenditures”: This is what has been paid to the contractor based on the last approved pay estimate.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code ▾	Account Description ▾	Account Number ▾	Original Authorized Amount ▾	Current Authorized Amount ▾	Previous Paid Expenditure ▾	Current			To Date Expenditure ▾	Probable Amount ▾	Account Comments	
							Current Approved Amount ▾	Chain	Current Payment ▾				Override Chain
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“Current Approved Amount”: This is what has been posted to the estimate for payment. If there are 2 estimates opened, pay notes cannot be posted to the estimate for the newest estimate until the older estimate is approved.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Current			To Date Expenditure	Probable Amount	Account Comments
								Chain	Current Payment	Override Chain			
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“Chain”: The chain shows which money will be used first. In this example, CON01 will be used first to pay the contractor. Once CON01 is completely expended, EEBACS will automatically use CON02 to pay the contractor. For CON03 to be used, it will need to be specified in the pay note.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Current		Override Chain	To Date Expenditure	Probable Amount	Account Comments
								Chain	Current Payment				
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“Current Payment”: This is the where the current payment will come from. Final Review may do an account override to make sure the money is being paid from the right account.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code ▾	Account Description ▾	Account Number ▾	Original Authorized Amount ▾	Current Authorized Amount ▾	Previous Paid Expenditure ▾	Current			Override Chain	To Date Expenditure ▾	Probable Amount ▾	Account Comments
							Current Approved Amount ▾	Chain	Current Payment ▾				
 	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
 	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
 	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

“Override Chain”: If there is a chain override, Final Review is playing with your accounts. 😊

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code ▾	Account Description ▾	Account Number ▾	Original Authorized Amount ▾	Current Authorized Amount ▾	Previous Paid Expenditure ▾	Current				To Date Expenditure ▾	Probable Amount ▾	Account Comments
							Current Approved Amount ▾	Chain	Current Payment ▾	Override Chain			
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

“To Date Expenditures”: “Previous Paid Expenditure” + “Current Payment”  
 This gives the total amount of what has been paid to the contractor out of each account including the current payment for this period (assuming it’s been approved).

Showing account information from period 3 INS.

**Search Filters:**  
 Keyword  Account Type

Items 1-3 of 3

Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

Items 1-3 of 3

“Probable Amount”: This is the amount based on the current probables in each Pay Item.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type 

Apply Search

Add New Account Items 1-3 of 3

Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				Override Chain
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	

Add New Account Items 1-3 of 3

-  = What you have left on the contract

>  = 😊... shouldn't need more money

\$1,609,099.48 - \$59,479.00 = \$1,549,620.48 (Remaining on Contract)

"Probable Amount" = \$1,064,329.47

"Probable Amount" < "Current Authorized Amount" = 😊

Remember "Current Authorized Amount" includes Obligation CMs.

Showing account information from period 3 INS.

## Search Filters:

Keyword  Account Type  Items 1-3 of 3

Actions	Account Code ▾	Account Description ▾	Account Number ▾	Original Authorized Amount ▾	Current Authorized Amount ▾	Previous Paid Expenditure ▾	Current			To Date Expenditure ▾	Probable Amount ▾	Account Comments	
							Current Approved Amount ▾	Chain	Current Payment ▾				Override Chain
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

 Items 1-3 of 3

If the account information is incorrect, edit the accounting information by clicking on the edit  icon.

If any account information needs to be change, please let Final Review know.

Showing account informati

Save & Close Save Delete Cancel Cancel & Close

**Account**

Account Type\*:    
Account Code\*: ex. CON01  
  
Description\*:   
Account Number:   
Chain Order:

Original Authorized Amount: \$1,001,995.47  
Current Authorized Amount: \$1,261,399.33  
Previous Paid Expenditure: \$61,479.00  
Current Approved Amount: \$0.00  
Current Payment: \$0.00

Override Chain:  Yes  No

To-Date Expenditure: \$61,479.00  
Probable Expenditure: \$1,016,629.47  
Account Comments:

Save & Close Save Delete Cancel Cancel & Close

Only the "Account Type," "Account Code," "Description," "Account Number" and "Override Chain" can be changed.

If any account information needs to be change, please let Final Review know.

Showing account information from period 3 INS.

**Search Filters:**  
 Keyword  Account Type

Items 1-3 of 3

Actions	Account Code	Account Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				Override Chain
	CON01	Main account	15A7412011202 R40.CN.15F0.41 1741000000	\$1,001,995.47	\$1,261,399.33	\$19,900.00	\$36,579.00	CON01- CON02	\$36,579.00	No	\$56,479.00	\$1,016,629.47	
	CON02	Contract Modification 001	15A7412011202 R40.CN.G310.41 1741000000	\$0.00	\$300,000.00	\$0.00	\$0.00	CON01- CON02	\$0.00	No	\$0.00	\$0.00	
	CON03	Additional county match	123564fd.erdf.4561	\$26,200.00	\$47,700.15	\$3,000.00	\$0.00	CON01- CON02	\$0.00	No	\$3,000.00	\$47,700.00	
<b>Construction Totals</b>				\$1,028,195.47	\$1,609,099.48	\$22,900.00	\$36,579.00		\$36,579.00		\$59,479.00	\$1,064,329.47	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

Items 1-3 of 3

If another account needs to be added, select "Add New Account."

Save & Close Save Cancel

### Account

Account Type\*:

Account Code\*: ex. CON01

Description\*:

Account Number:

Chain Order:

Current Authorized Amount: \$0.00

Previous Paid Expenditure: \$0.00

Current Approved Amount: \$0.00

Current Payment: \$0.00

Override Chain:  Yes  No

To-Date Expenditure: \$0.00

Probable Expenditure: \$0.00

Account Comments:

Save & Close Save Cancel

Enter "CON" for "Account Type" and enter "CONXX" for the "Account Code."

Enter the "Description."  
Example: G31E Funds

Enter the "Account Number."  
This is the same as the accounts table.

Enter the "Chain Order."

Click "Save & Close."

**NOTE:** Dollar amounts cannot be added. All money is added via CM.