

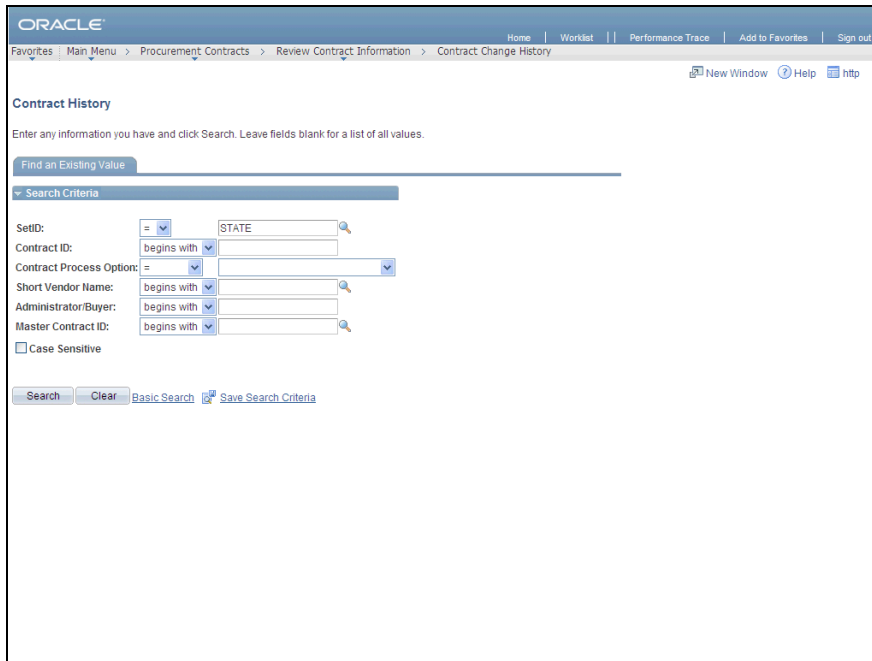
# Reviewing Contract Change History

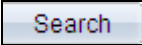


Core-CT 9.1 includes a powerful online tool, **Contract Change History** component to the features comprehensive search pages for reviewing tracked changes on a contract.

## Procedure

Navigation: Procurement Contracts > Review Contract Information > Contract Change History



Step	Action
1.	Enter <b>14d</b> into the <b>Contract ID</b> field.
2.	Click the <b>Search</b> button. 

ORACLE  
 Home | Worklist | Performance Trace | Add to Favorites | Sign out  
 Favorites | Main Menu > Procurement Contracts > Review Contract Information > Contract Change History

**Contract History**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = STATE  
 Contract ID: begins with 14D  
 Contract Process Option: =  
 Short Vendor Name: begins with  
 Administrator/Buyer: begins with  
 Master Contract ID: begins with

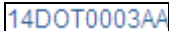
Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-4 of 4 Last

SetID	Contract ID	Contract Process Option	Vendor ID	Short Vendor Name	Administrator/Buyer	Master Contract ID
STATE	14DOT1112AA	Order	0000010009	061043422F-001	(blank)	(blank)
STATE	14DOT0003AA	Order	0000010009	061043422F-001	MarquesA	(blank)
STATE	14DOT0002AA	Order	0000010009	061043422F-001	(blank)	(blank)
STATE	14DOT0001AA	Order	0000010009	061043422F-001	(blank)	(blank)

Step	Action
3.	Click the <b>14DOT0003AA</b> link. 

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 Favorites | Main Menu > Procurement Contracts > Review Contract Information > Contract Change History

Contract Header Contract Line Contract Category Headline Item Line Agreement Category Agreement

SetID: STATE Contract ID: 14DOT0003AA

Check the records you wish to view, and optionally, select a field on that record.

Contract Header Changed Field:  
 PO Defaults Changed Field:  
 Price Adjustments Changed Field:  
 Thresholds and Notifications Changed Field:

Search and Filter Criteria

Enter any additional search or filter information you have. Leave fields blank for all the results. Then hit search to view the results.

Modified By:  
 Reason Code:  
 From Date: To Date:  
 Version From: Version To:

Search Clear Expand All Collapse All

**Contract Header**

Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
1	0						Reason

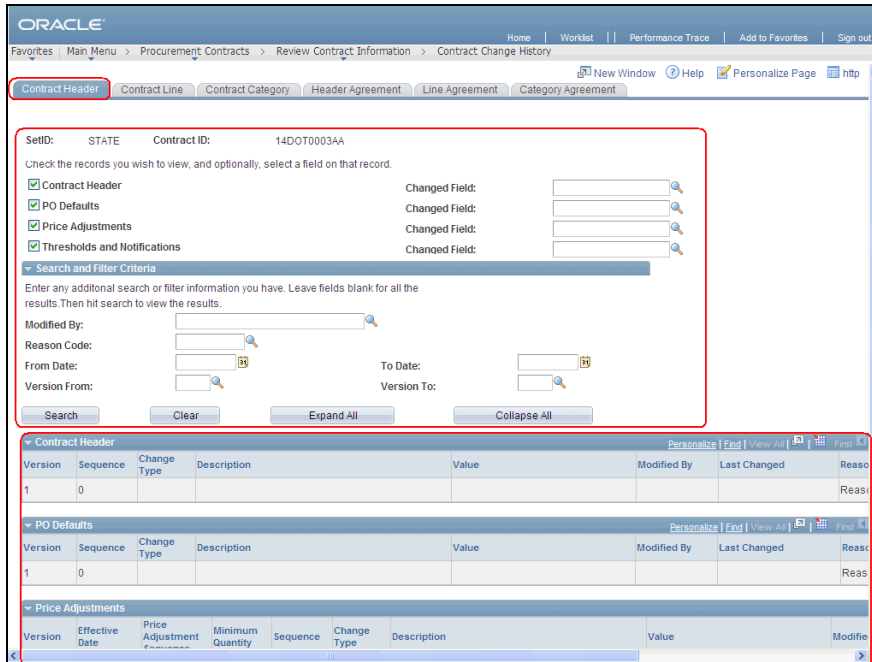
**PO Defaults**

Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
1	0						Reason

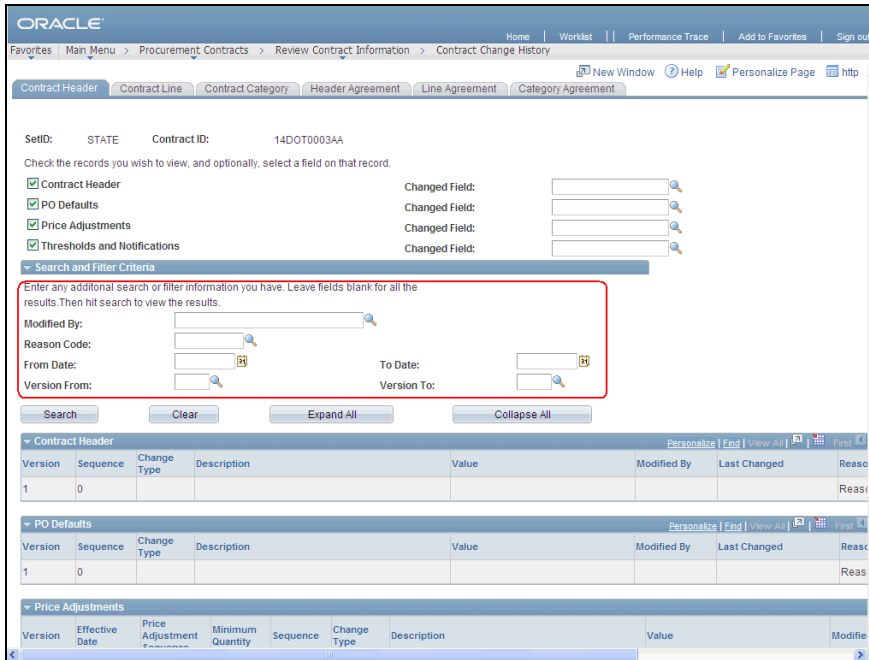
**Price Adjustments**

Version	Effective Date	Price Adjustment	Minimum Quantity	Sequence	Change Type	Description	Value	Modified By

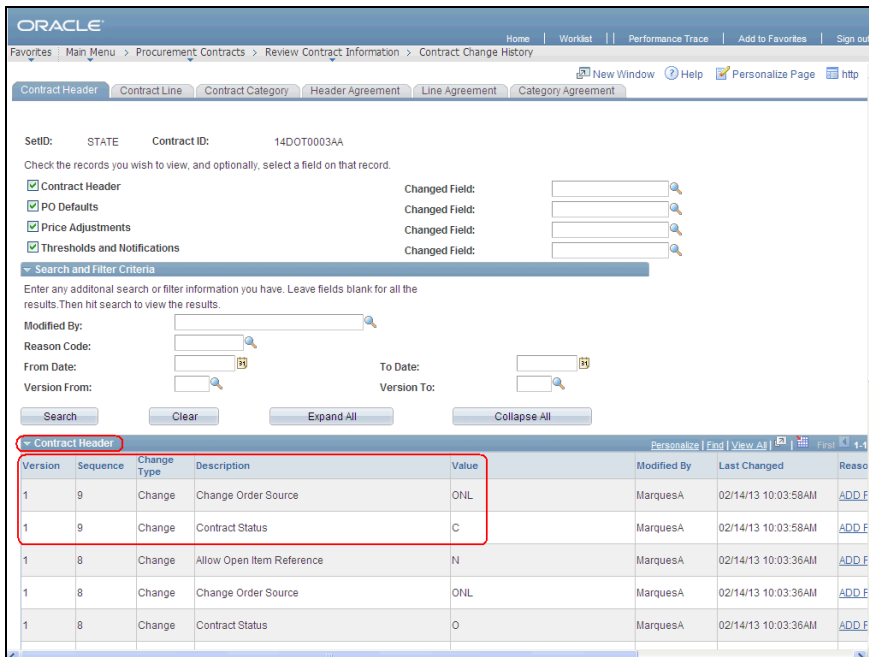
Step	Action
4.	The <b>Contract Change History - Contract Header</b> tab displays. This and the <b>Contract Lines</b> tab are the only ones that are used.



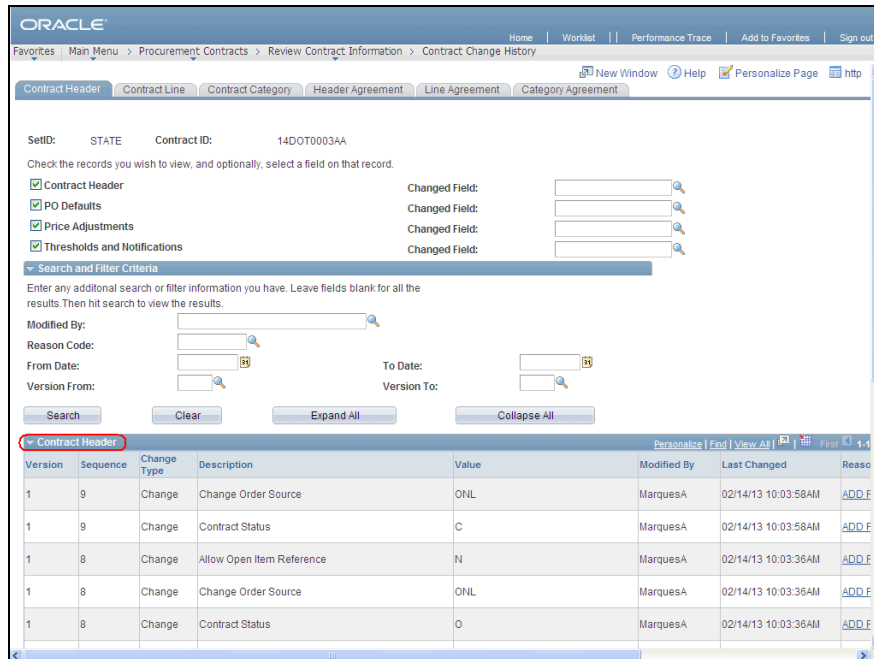
Step	Action
5.	The top section of this page is a highly customizable search tool. The bottom of displays the results in collapsible sections.
6.	The record types <b>Contract Header</b> , <b>PO Defaults</b> , <b>Price Adjustments</b> , etc. correspond to the section headings at the bottom. These are all checked by default. Uncheck to remove a section from the results. Selecting a specific field from the <b>Changed Field</b> lookup on a corresponding record limits the search results to only changes for that field.


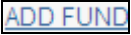


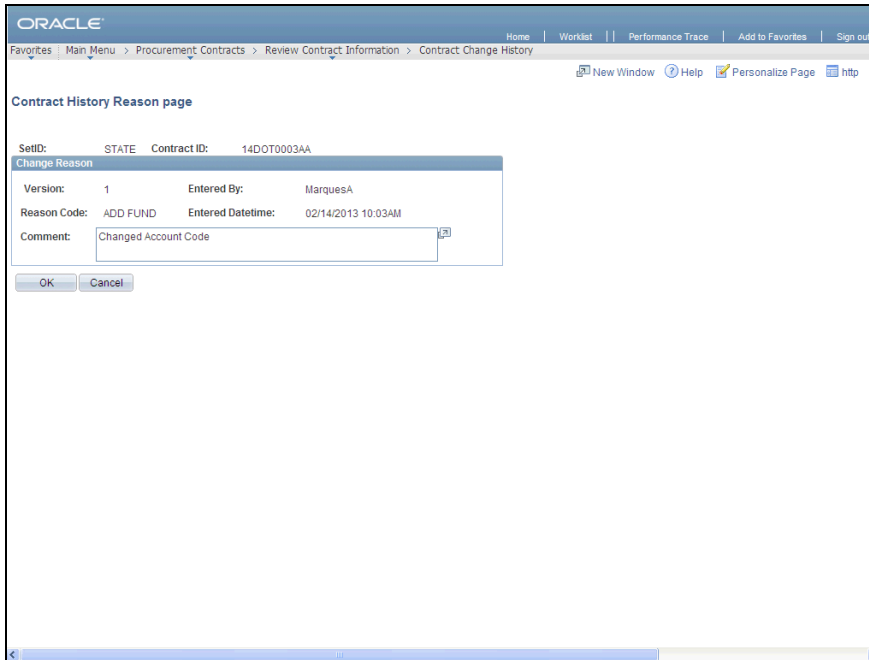
Step	Action
7.	<p>Additional filters that correspond to the columns in the results sections can also be added.</p> <p>In the example, start the <b>Search</b> button without filtering to see all the latest contract change history recorded against the contract</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">Search</p> </div>

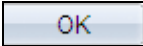


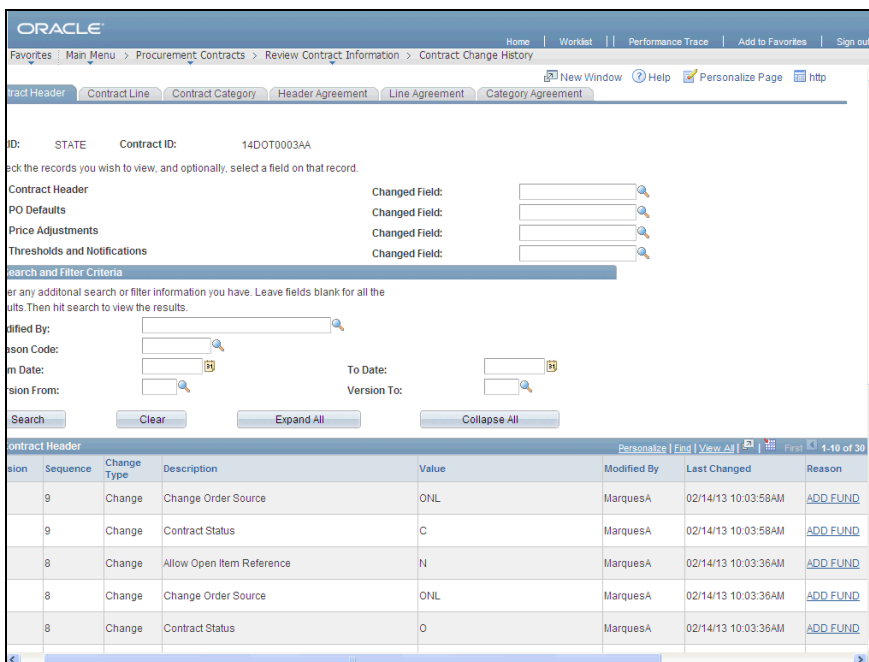
Step	Action
8.	<p>There are multiple change records shown in the <b>Contract Header</b> results section.</p> <p>Some of the key fields are:</p> <p><b>Version</b> Displays the contract version.  <b>Sequence</b> Indicates how many times the contract has been changed.  <b>Change Type</b> Can be <b>Change</b> or <b>Original</b>  <b>Description</b> and <b>Value</b> will vary with the change.</p> <p>Notice there is a <b>Change Order Status</b> row associated with each change.</p>



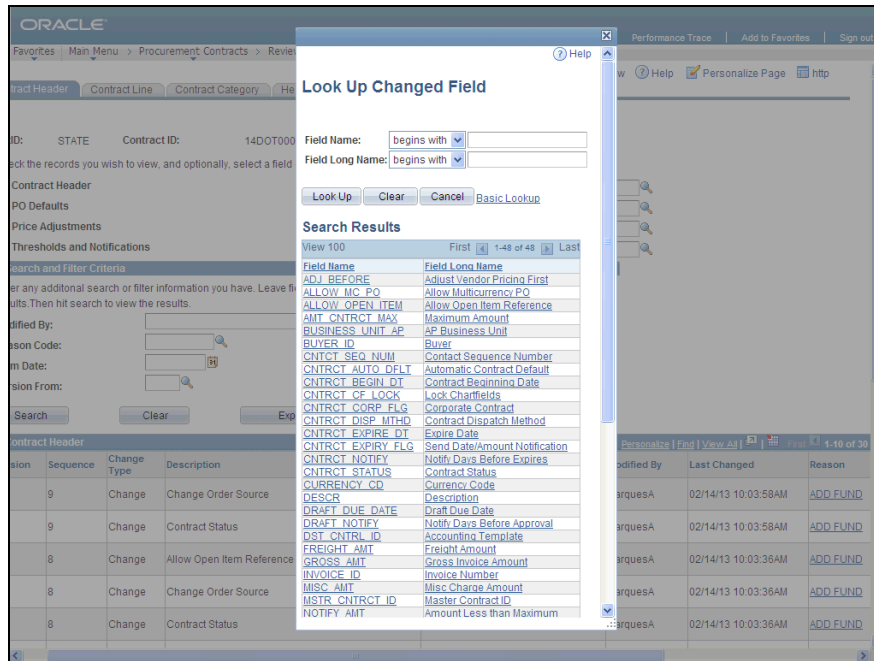
Step	Action
9.	<p>Click the scrollbar to view additional information.</p> 
10.	<p><b>10</b> of <b>30</b> results are displayed.</p> <p>The entries in the <b>Reason</b> column are links for reviewing details about the change made.</p> <p>Click the <b>ADD FUND</b> link.</p> 



Step	Action
11.	<p>The <b>Contract History Reason</b> page displays.</p> <p>Review the information and any comments entered when the contract was revised.</p> <p>Click the <b>OK</b> button.</p> 



Step	Action
12.	Click the <b>Look up Changed Field</b> button for <b>Contract Header</b> section to filter by a specific field. <input type="checkbox"/>



Step	Action
13.	Click the <b>AMT_CNTRCT_MAX</b> link to view when the <b>Maximum Amount</b> was changed. <input type="text" value="AMT_CNTRCT_MAX"/>
14.	Click the <b>Search</b> button to refresh the results. <input type="button" value="Search"/>

ORACLE  
 Home | Worklist | Performance Trace | Add to Favorites | Sign out  
 Favorites | Main Menu > Procurement: Contracts > Review Contract Information > Contract Change History

Contract Header | **Contract Line** | Contract Category | Header Agreement | Line Agreement | Category Agreement

SetID: STATE Contract ID: 14DOT0003AA

Check the records you wish to view, and optionally, select a field on that record.

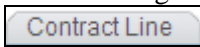
Contract Header Changed Field: AMT\_CNTRCT\_MAX  
 PO Defaults Changed Field:  
 Price Adjustments Changed Field:  
 Thresholds and Notifications Changed Field:

Search and Filter Criteria  
 Enter any additional search or filter information you have. Leave fields blank for all the filters. Then hit search to view the results.

Modified By:  
 Reason Code:  
 From Date: To Date:  
 Version From: Version To:  
 Line From: Line To:

Search Clear Expand All Collapse All

Version	Line	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
	7		Change	Maximum Amount	130000	MarquesA	02/13/13 3:53:11PM	ADD FUNDS
	7		Change	Change Order Source	ONL	MarquesA	02/13/13 3:53:11PM	ADD FUNDS
	5		Change	Maximum Amount	100000	MarquesA	02/13/13 10:43:37AM	RED FUNDS
	5		Change	Change Order Source	ONL	MarquesA	02/13/13 10:43:37AM	RED FUNDS
	3		Change	Maximum Amount	120000	MarquesA	02/13/13 10:34:36AM	ADD FUNDS

Step	Action
15.	There are eight changes to the <b>Maximum Amount</b> . The <b>Reason</b> code varies.
16.	For reviewing contracts with specific line items, click the <b>Contract Line</b> tab. 

ORACLE  
 Home | Worklist | Performance Trace | Add to Favorites | Sign out  
 Favorites | Main Menu > Procurement: Contracts > Review Contract Information > Contract Change History

Contract Header | **Contract Line** | Contract Category | Header Agreement | Line Agreement | Category Agreement

SetID: STATE Contract ID: 14DOT0003AA

Check the records you wish to view, and optionally, select a field on that record.

Contract Line Changed Field:  
 Unit of Measure Changed Field:  
 Distribution Details Changed Field:  
 Price Adjustments Changed Field:

Search and Filter Criteria  
 Enter any additional search or filter information you have. Leave fields blank for all the results. Then hit search to view the results.

Modified By:  
 Reason Code:  
 From Date: To Date:  
 Version From: Version To:  
 Line From: Line To:


Contract Lines Filter  
 Item ID: Category:  
 Description:  
 Vendor's Catalog: Vendor Item ID:  
 Manufacturer ID: Mfg Item ID:

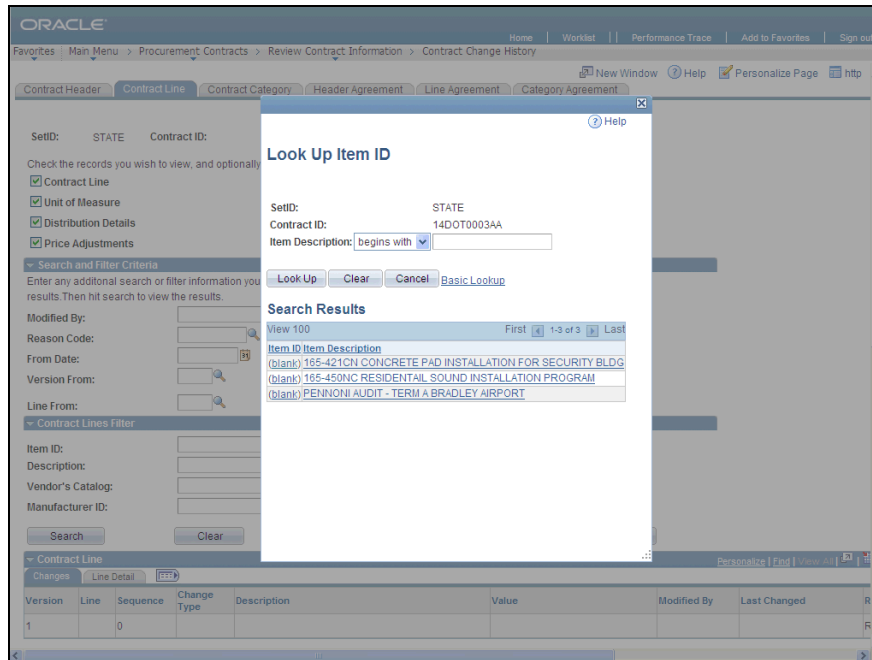
Search Clear Expand All Collapse All

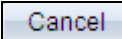
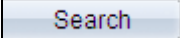
Contract Line  
 Changes | Line Detail | **Contract Line**

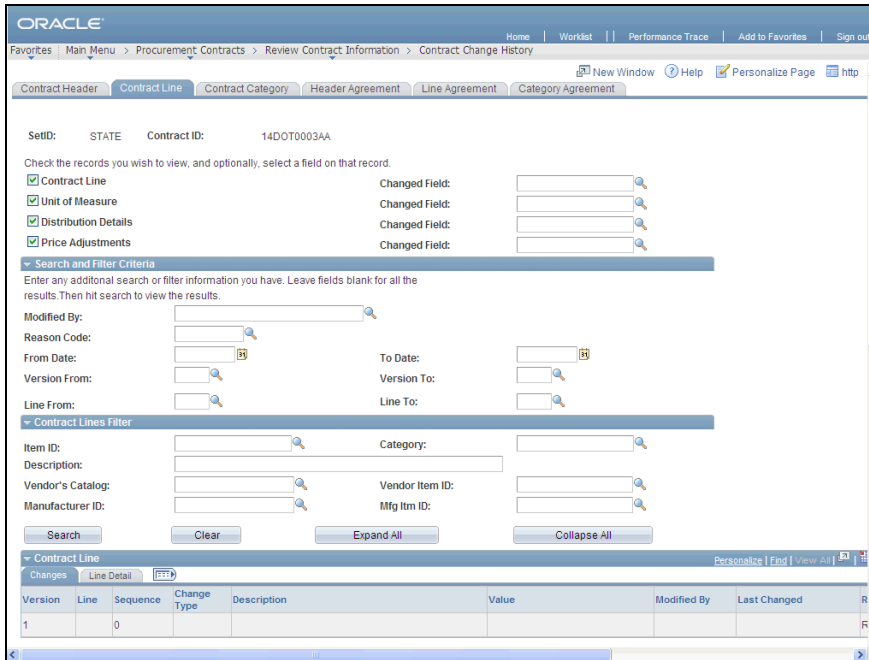
Version	Line	Sequence	Change Type	Description	Value	Modified By	Last Changed	R
1		0						




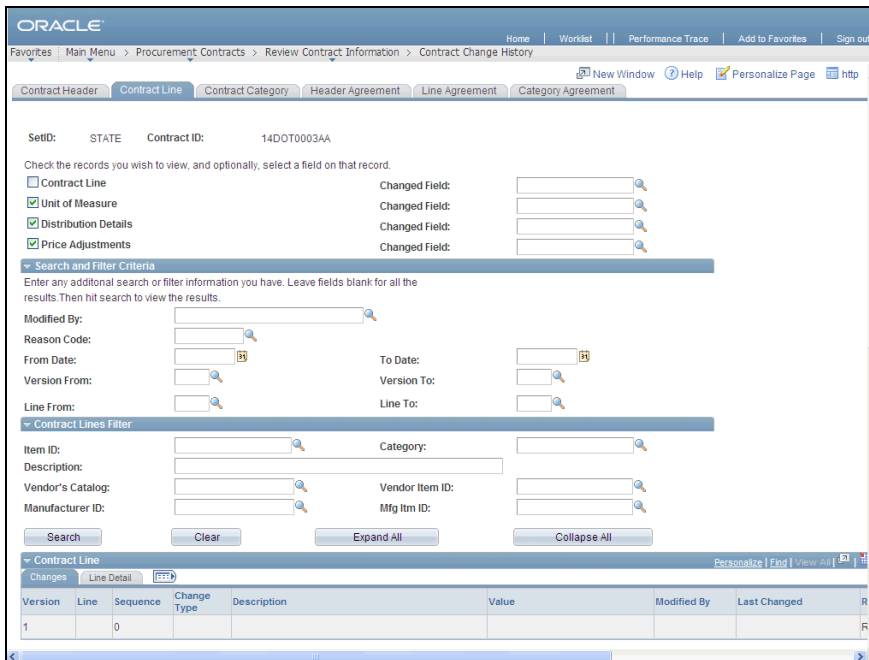
Step	Action
17.	The <b>Contract Line</b> page looks similar to the <b>Contract Header</b> page but the options are appropriate for finding and reviewing contract line changes.
18.	Click the <b>Look up Item ID</b> button. 

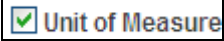
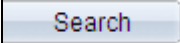


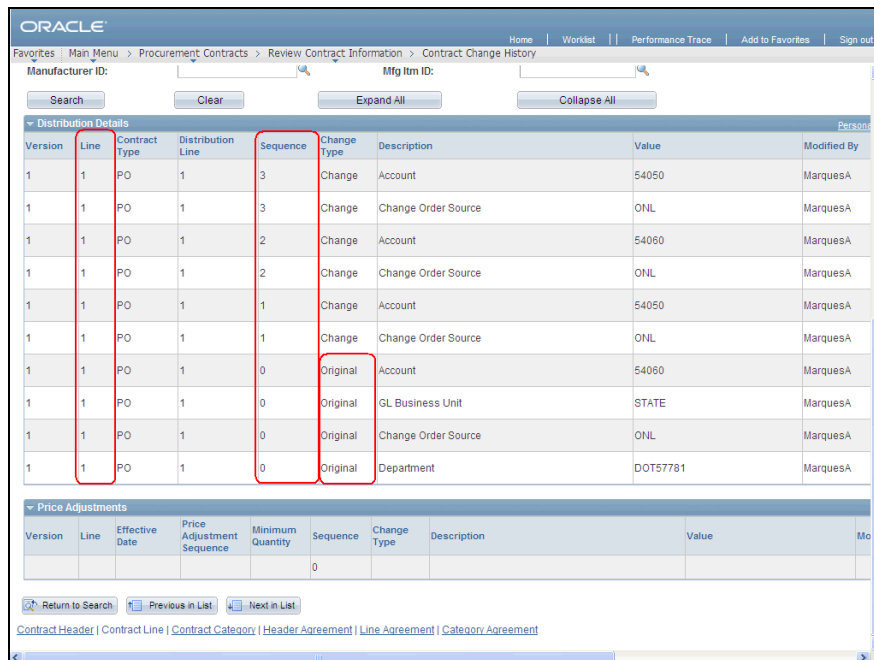
Step	Action
19.	The items For this example, click the <b>Cancel</b> button to view all records. 
20.	Click the <b>Search</b> button. 



Step	Action
21.	For the purposes of this training, click the <b>Contract Line</b> option to remove this section from the search results. 



Step	Action
22.	Click the <b>Unit of Measure</b> option. 
23.	Click the <b>Search</b> button. 
24.	Removing the two sections makes it easier to review the <b>Distribution Details</b> section which displays multiple change records.  Click the scrollbar to view more rows.



Version	Line	Contract Type	Distribution Line	Sequence	Change Type	Description	Value	Modified By
1	1	PO	1	3	Change	Account	54050	MarquesA
1	1	PO	1	3	Change	Change Order Source	ONL	MarquesA
1	1	PO	1	2	Change	Account	54060	MarquesA
1	1	PO	1	2	Change	Change Order Source	ONL	MarquesA
1	1	PO	1	1	Change	Account	54050	MarquesA
1	1	PO	1	1	Change	Change Order Source	ONL	MarquesA
1	1	PO	1	0	Original	Account	54060	MarquesA
1	1	PO	1	0	Original	GL Business Unit	STATE	MarquesA
1	1	PO	1	0	Original	Change Order Source	ONL	MarquesA
1	1	PO	1	0	Original	Department	DOT57781	MarquesA

Step	Action
25.	The <b>Sequence</b> column clearly shows three changes and the original values of the updated distributions on <b>Line 1</b> .
26.	<b>End of Procedure.</b>