With the upgrade from Core-CT 8.9 to 9.1 the menu location for contracts has changed. Components are now located in the **Procurement Contracts** module. There are two functional changes for Contracts being implemented.

Contract Versioning

Understanding Contract Versioning

Core-CT now allows for creating new versions of an existing contract. Versioning is only used when the Expiration Date of a current contract is being changed. All other changes are made by updating and saving the current version of the contract.

A contract version can have three version statuses:

- **Draft**
- **Current**
- **History**

A contract can have only one Draft version and one Current version, but may have multiple History versions.

Version, **Version Status,** and **Expiration Date** are displayed in contract search results so users don't have to go into the contract pages to see this type of change.

Adding a New Contract Version

Navigation: **Procurement Contracts** > **Add/Update Contracts**

Click the **New Version** button.

Enter the **Extend Reason Code.** In this example a standard comment is entered. The user should provide a more complete **Comment** based on the circumstances for the contract extension.

A draft version of the contract displays in an **Open Status.** Change the **Expire Date**.

Contract Entry

Contract

SetID:	STATE	
Contract ID:	14DOT1112AA	
*Status:	Open	
Administrator/Buyer:		

Contract Version

Version:	2	Status:	Draft
Delete Version		Approval Due Date:	

Header

CT Contract Type:	Statewide	Add Comments	Activity Log
Process Option:	Purchase Order	Contract Activities	Document Status
Vendor:	061043422F-001 Vendor Search	Primary Contact Info	Thresholds & Notifications
*Vendor ID:	0000010009 SUBURBAN STATIONERS INC		View Changes
*Begin Date:	01/17/2013	Contract Releases	
Expire Date:	01/17/2014		

Amount Summary

Maximum Amount:	100,000.00	USD
Line Item Released Amount:	0.00	
Category Released Amount:	0.00	
Open Item Released Amount:	1,820.00	
PCard Swipe Amount:	0.00	
Total Released Amount:	1,820.00	
Remaining Amount:	98,180.00	
Remaining Percent:	98.18	

Renewal Date:	
Currency:	USD CRRNT
Primary Contact:	
Vendor Contract Ref:	
Description:	All using state BU
Master Contract ID:	
Tax Exempt	

Order Contract Options

Allow Multicurrency PO   Allow Open

Calendar popup:
January 2015
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Current Date

Must Use Contract Rate Date   Rate Date: 01/17/201

The draft can be saved in an **Open** status or changed to **Approved** if the user making the update is also authorized to approve.

Contract Entry

Contract

SetID:	STATE	
Contract ID:	14DOT1112AA	
*Status:	Approved	
Administrator/Buyer:		

Contract Version

Version:	2	Status:	Draft
New Version		Approval Due Date:	

Header

CT Contract Type:	Statewide	Add Comments	Activity Log
Process Option:	Purchase Order	Contract Activities	Document Status
Vendor:	061043422F-001	Primary Contact Info	Thresholds & Notifications
Vendor ID:	0000010009 SUBURBAN STATIONERS INC		View Changes
Begin Date:	01/17/2013	Contract Releases	
Expire Date:	01/30/2015		

Amount Summary

Maximum Amount:	100,000.00	USD
Line Item Released Amount:	0.00	
Category Released Amount:	0.00	
Open Item Released Amount:	1,820.00	
PCard Swipe Amount:	0.00	
Total Released Amount:	1,820.00	
Remaining Amount:	98,180.00	
Remaining Percent:	98.18	

Renewal Date:	
Currency:	USD CRRNT
Primary Contact:	
Vendor Contract Ref:	
Description:	All using state BUs
Master Contract ID:	
Tax Exempt	

Order Contract Options

Contract Items

Contract Categories

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add   Update/Display   Correct Hist

Once a contract version is saved with an **Approved** status it becomes the **Current** version. The screenshot below shows the **Contract Search** page. Both versions are listed, each with a different **Version Status** and **Expiration Date.**

Review Contract Change History
Changes made to a contract are tracked in Core-CT. Use the **Contract Change History** page to review changes to the contract header or a contract line.

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

(Users with access to **Add/Update Contracts** can click the **View History** link on **Contract Header** page.)

The **Contract Header** page displays. This and **Contract Line** are the only pages being used to review change history.

Search

The top section of each page allows the user to define search criteria that limits the number of contract history records returned for the search.

Results

The results section at the page bottom is organized into collapsible sections.

For example, the **Contract Header** results section displays key fields including:

Version Displays the contract version.
Sequence Indicates how many times the contract has been changed.
Change Type Can be **Change** or **Original**
Description and **Value** will vary with the change.

Each change event is associated to a **Change Order Status** row.

The **Contract Line** page looks similar but options are appropriate for finding and reviewing contract line changes.

The following image shows the page with the **Contract Lines** and **Unit of Measure** options unchecked at the top so those result sections are hidden at the bottom.

In this example the change activity is in **Distribution Details** section shown. The **Sequence** column shows three changes and the original values of the updated distributions on **Line 1**.