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.

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Adding a New Contract Version Navigation: Procurement Contracts > Add/Update Contracts

Click the **New Version** button.

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Contract Entry				
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Header	Statewide		Add Comments	1000100
Process Option: Vendor:	Purchase Order		Contract Activities Primary Contact Info	Document Status Thresholds & Notifications
Vendor ID:	0000010009	SUBURBAN STATIONERS INC	Contract Releases	View Changes
Expire Date:	01/17/2013		Amount Summary	
Renewal Date:			Maximum Amount:	100,000.00 USD
Currency:	USD CRRNT		Line Item Released Amount:	0.00
Primary Contact:			Category Released Amount:	0.00
Vendor Contract Date			Open Item Released Amoun	1,820.00
Address counter were			PCard Swipe Amount:	0.00

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.

Cotton OTATE	Contract ID: 44DOT444044	
SeuD: STATE	CONTRACTID: 14DOTTTTZAA	
Reason Code:	EXTEND	
Comment:	Extend Contract Dates	L. 200
Use Same Rea	son Code	

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

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Status:	Open	Delete	Version Approval D	Je Date:	H
Administrator/Buyer:	[	٩			
+ Header					
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Process Option:	Purchase Order		Contract Activities	Document Status	
Vendor:	061043422F-001 Q	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		
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Allow Multicurrency PO	Allow Open	Current Date	Must Use Contract Rate Date	Rate Date:	01/17/20

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

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Administrator/Buyer:					
- Header					
CT Contract Type:	Statewide	3	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	Contract Releases	View.Changes	
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Expire Date:	01/30/2015		Amount Summary		
Renewal Date:			Maximum Amount:	100.000.00	USD
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I lax Exempt			Remaining Percent:	98.19	

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.** 

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STATE 14D0T1112AA1	Statev	ode	History	Order	0000010009	061043422F-001	SUBURBAN STATIONERS INC	01/17/2014	pevolad	(blank)

# **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.

ORACLE			Home	Worklat    Performance Trac	e   Additu Favorites	San
Contract Header	> Procurem Contract Line Contra	egt Contracts > Review Contract Informa Control Control Contro	ton > Contract Change History	New Window (2) Help	Personalize Page	ntt;
Check the records yo	a wish to view	v, and optionally, select a field on that record.	an ann is			
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The **Contract Line** page looks similar but options are appropriate for finding and reviewing contract line changes.

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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.

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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**.