## **Reviewing Contract Change History**

Core-

The **Contract Change History** component features comprehensive search pages for reviewing tracked changes to a contract.

## Procedure

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

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

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Step	Action
3.	Click the <b>14DOT0003AA</b> link.
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Step	Action
4.	The Contract Change History - Contract Header tab displays.
	This and the <b>Contract Lines</b> tab are the only tabs used.

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Step	Action
5.	The top section of the page is a highly customizable search tool. The bottom 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.

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Step	Action
7.	Additional filters that correspond to the columns in the results sections can also be added. Click the <b>Search</b> button without filtering to display all the latest contract change
	history recorded against the contract.

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Step	Action
8.	There are multiple change records shown in the <b>Contract Header</b> results section.
	Some of the key fields are:
	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.
	Notice there is a Change Order Status row associated with each change.

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1	8	Change	Contract Status	3		0				MarquesA	02/14/13 10:03:36AM	ADD F
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Step	Action
9.	Click the scrollbar to view additional information.
10.	10 of 30 results are displayed.
	The entries in the <b>Reason</b> column are links for reviewing details about the changes made.
	Click the <b>ADD FUND</b> link. ADD FUND

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

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

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	8	Change	Change Order Source	MSTR_CNTRCT_ID	Master Contract ID		irquesA	02/14/13 10:03:36AM	ADD FUND	
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Step	Action
13.	Click the AMT_CNTRCT_MAX link to view when the Maximum Amount was changed.
14.	Click the Search button to refresh the results.

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	7	Change	Change Order Source		ONL		MarquesA	02/13/13 3:53:11PM	ADD FUND	
	5	Change	Maximum Amount		100000		MarquesA	02/13/13 10:43:37AM	RED FUND	
	5	Change	Change Order Source		ONL		MarquesA	02/13/13 10:43:37AM	RED FUND	
	3	Change	Maximum Amount		120000		MarquesA	02/13/13 10:34:36AM	ADD FUND	
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Step	Action
15.	There are eight changes to the Maximum Amount. The Reason code varies.
16.	Click the <b>Contract Line</b> tab to review contracts with specific line items.

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Price Adjustments		Changed Field:			_			
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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 Look up Item ID button.

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Step	Action
19.	Click the <b>Cancel</b> button to return to the search.

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Step	Action
20.	Click the <b>Contract Line</b> option to remove this section from the search results.

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

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