

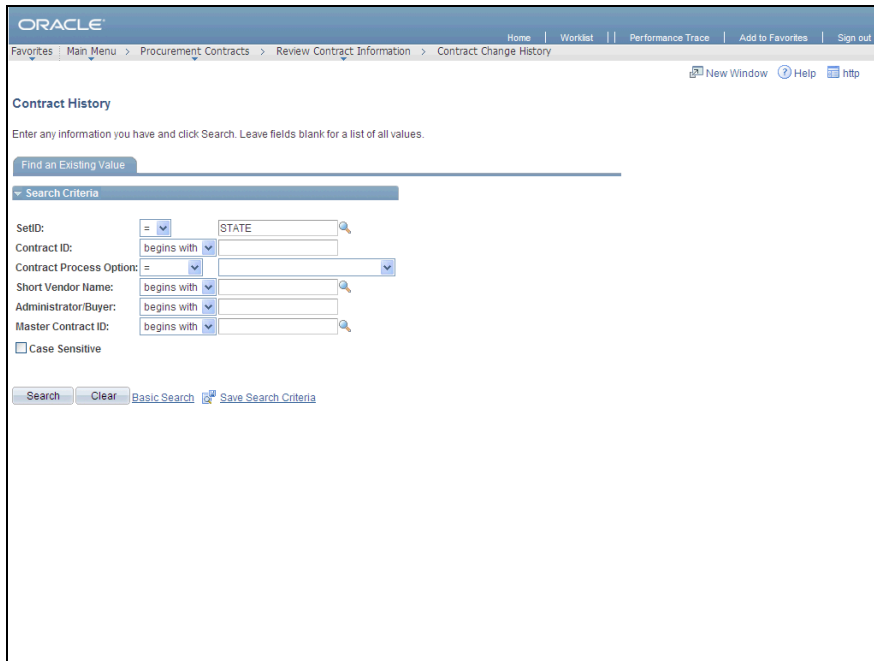
Reviewing Contract Change History

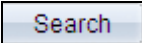


The **Contract Change History** component features comprehensive search pages for reviewing tracked changes to a contract.

Procedure

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



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

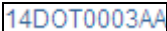
Case Sensitive

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 14DOT0003AA link. 

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

Contract Header Contract Line Contract Category Head 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:
 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

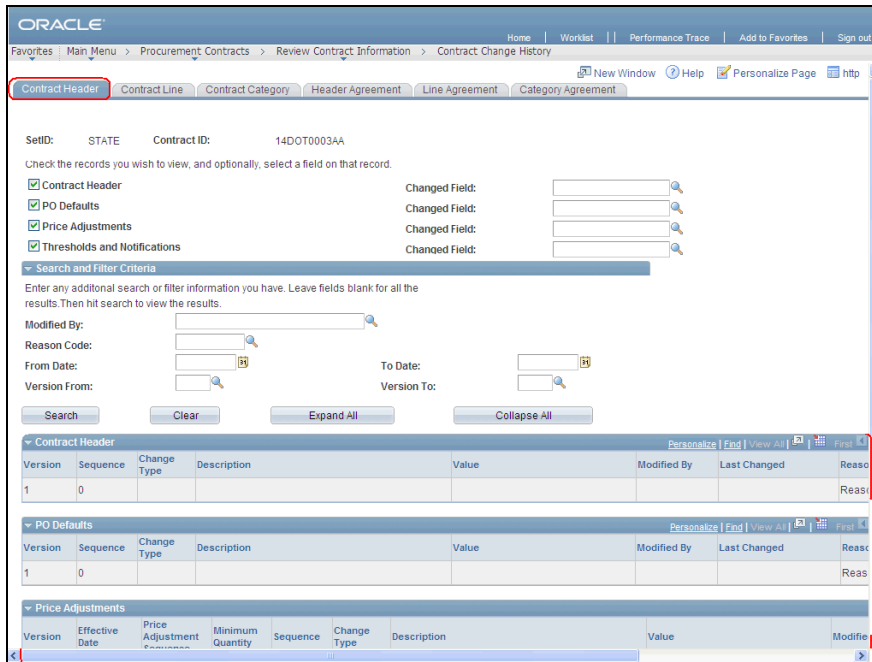
PO Defaults

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

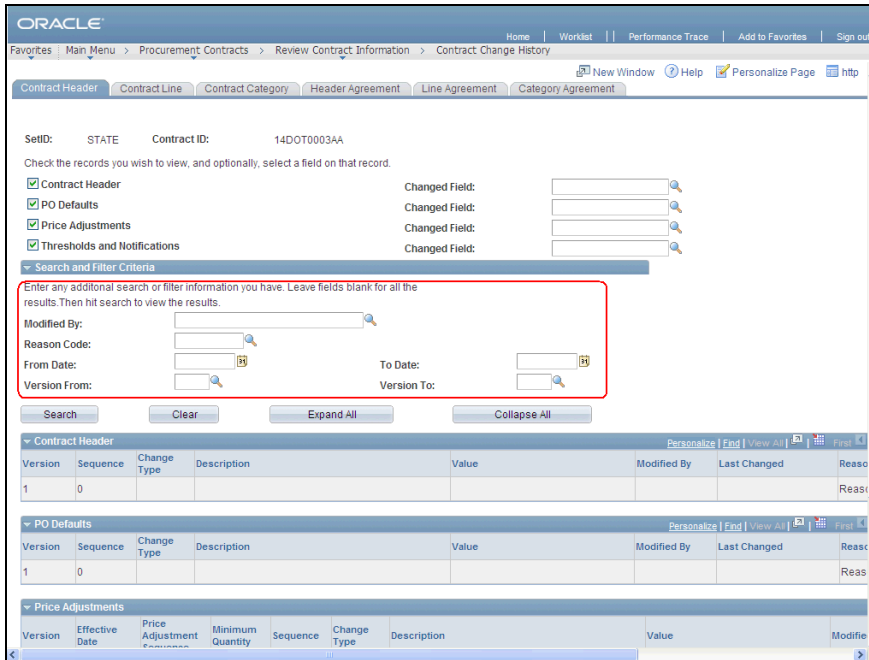
Price Adjustments

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

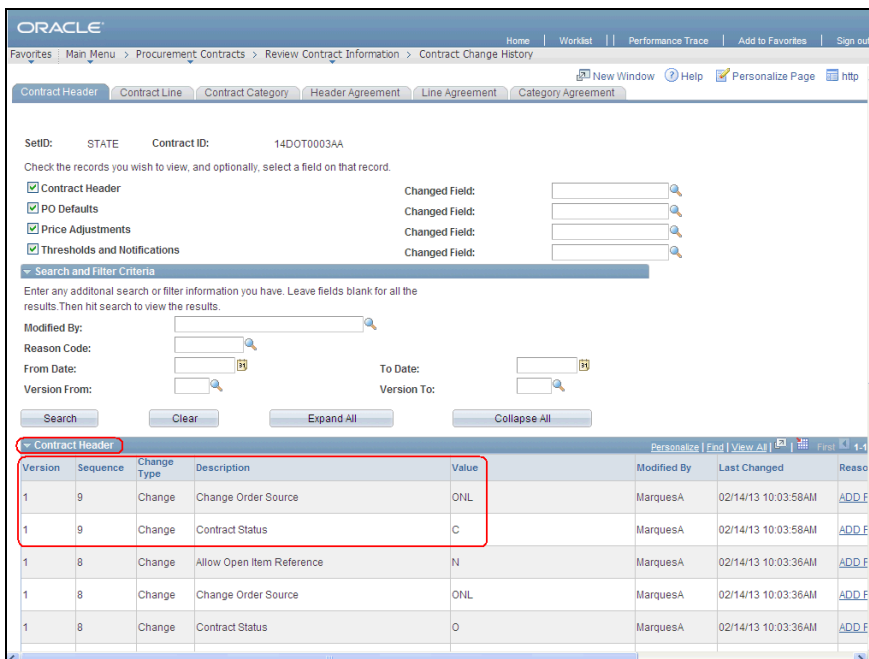
Step	Action
4.	The Contract Change History - Contract Header tab displays. This and the Contract Lines tab are the only tabs used.



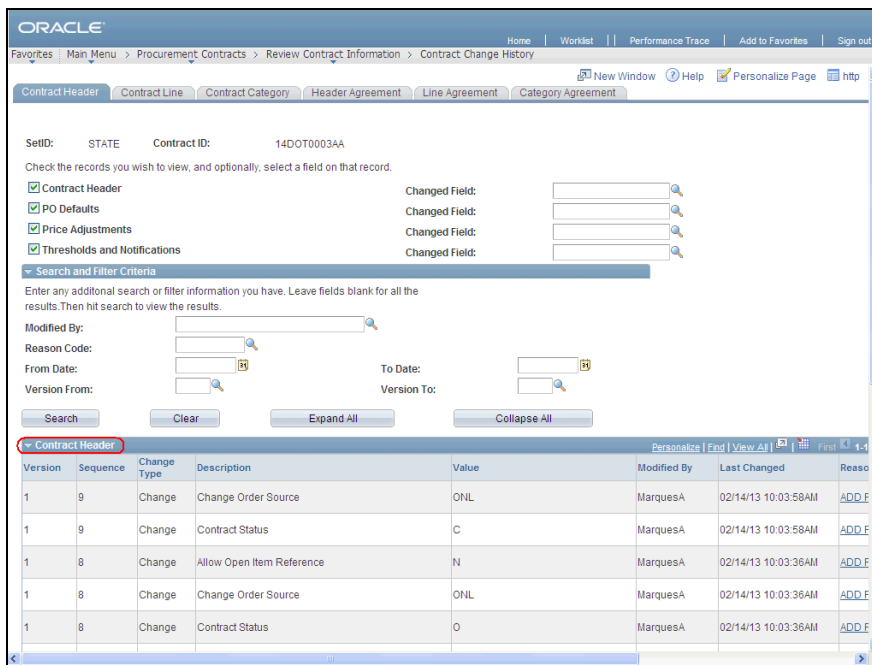
Step	Action
5.	The top section of the page is a highly customizable search tool. The bottom displays the results in collapsible sections.
6.	<p>The record types Contract Header, PO Defaults, Price Adjustments, etc. correspond to the section headings at the bottom. These are all checked by default. Uncheck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


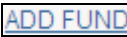


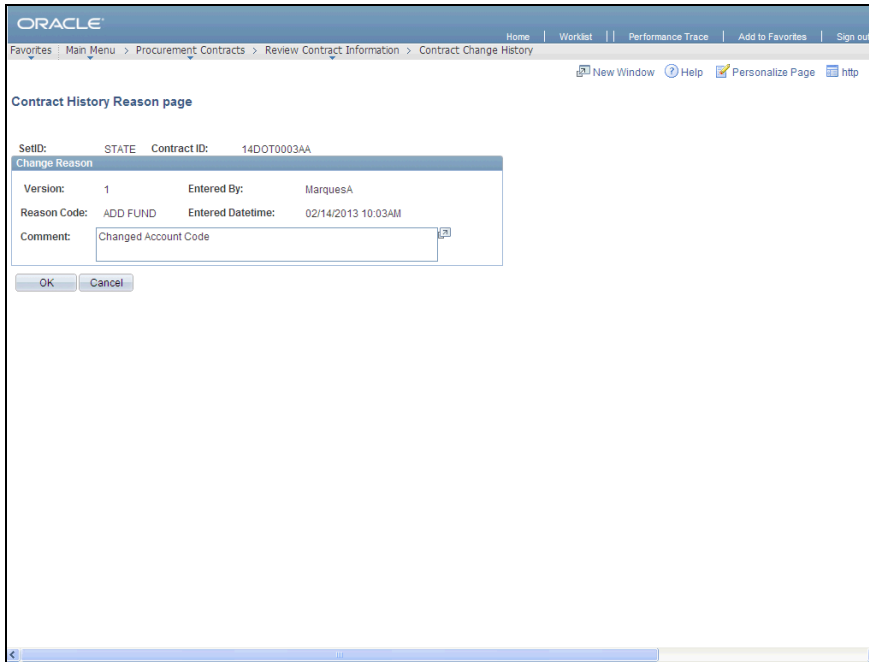
Step	Action
7.	<p>Additional filters that correspond to the columns in the results sections can also be added.</p> <p>Click the Search button without filtering to display all the latest contract change history recorded against the contract.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div>



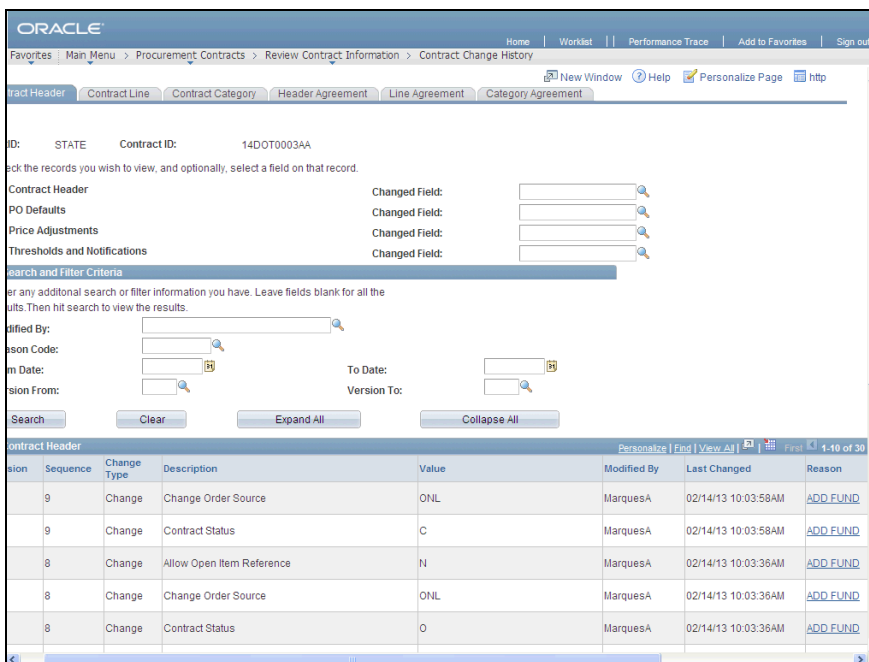
Step	Action
8.	<p>There are multiple change records shown in the Contract Header results section.</p> <p>Some of the key fields are:</p> <p>Version Displays the contract version. Sequence Indicates how many times the contract has been changed. Change Type can be Change or Original Description and Value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



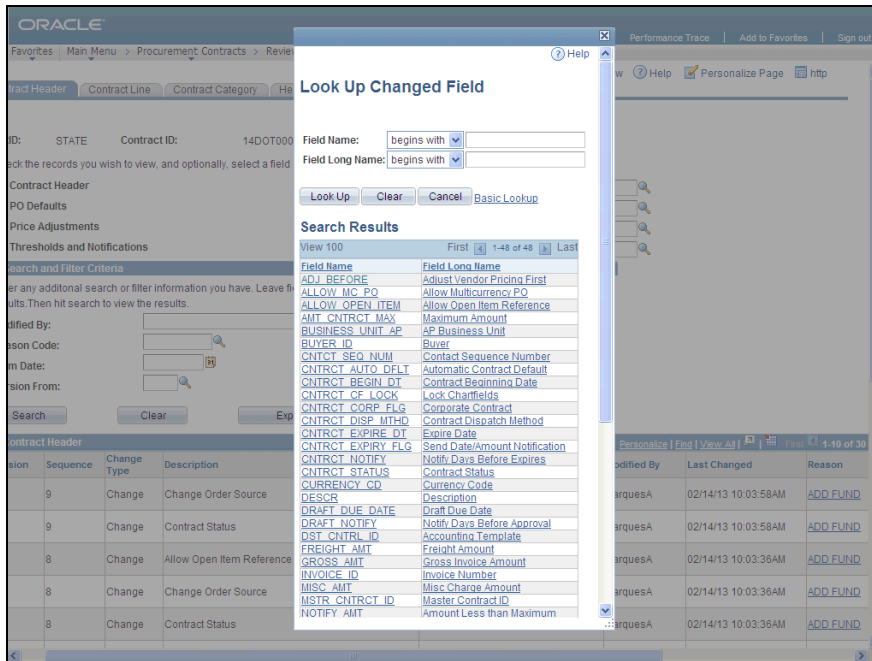
Step	Action
9.	<p>Click the scrollbar to view additional information.</p> 
10.	<p>10 of 30 results are displayed.</p> <p>The entries in the Reason column are links for reviewing details about the changes made.</p> <p>Click the ADD FUND link.</p> 


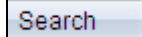


Step	Action
11.	<p>The Contract History Reason page displays.</p> <p>Review the information and any comments entered when the contract was revised.</p> <p>Click the OK button.</p> 



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



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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 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.

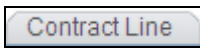
Contract Header Changed Field: AMT_CNTRCT_MAX
 PO Defaults Changed Field:
 Price Adjustments Changed Field:
 Thresholds and Notifications Changed Field:

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 Maximum Amount . The Reason code varies.
16.	Click the Contract Line tab to review contracts with specific line items. 

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:

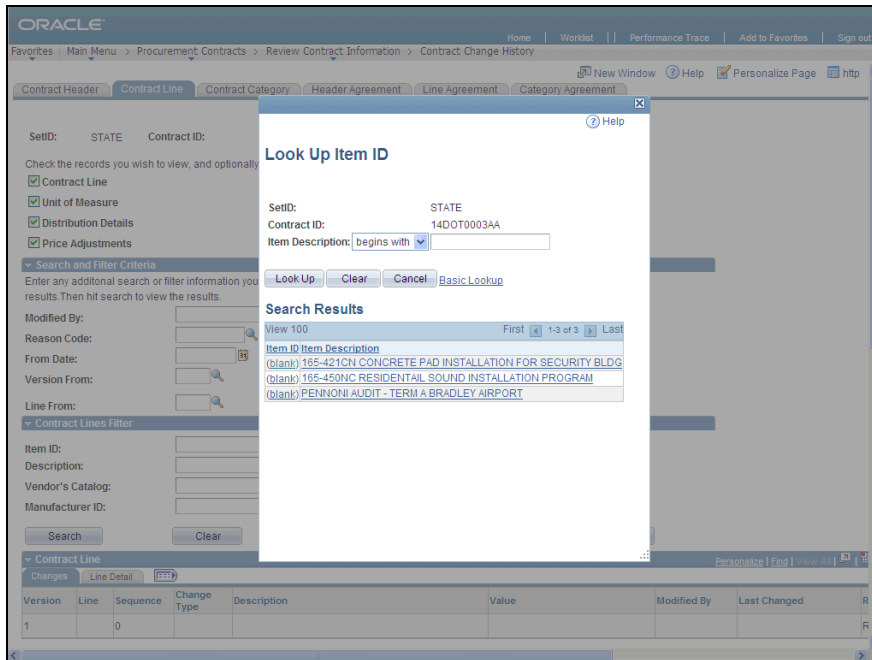
Contract Lines Filter
 Item ID: Category:
 Description:
 Vendor's Catalog: Vendor Item ID:
 Manufacturer ID: Mfg Item ID:

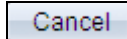
Search Clear Expand All Collapse All

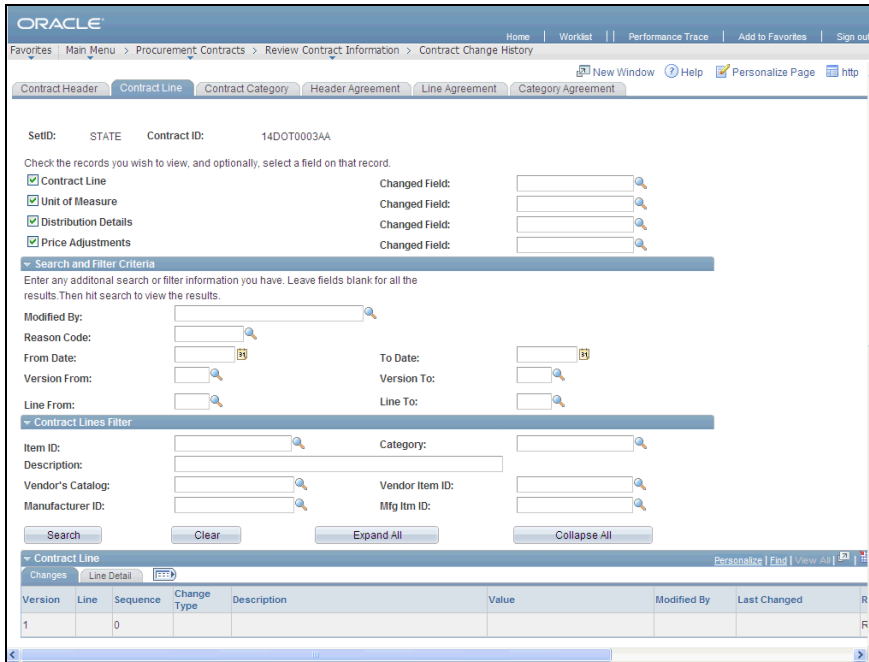
Contract Line
 Changes | Line Detail | **Contract Line**

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

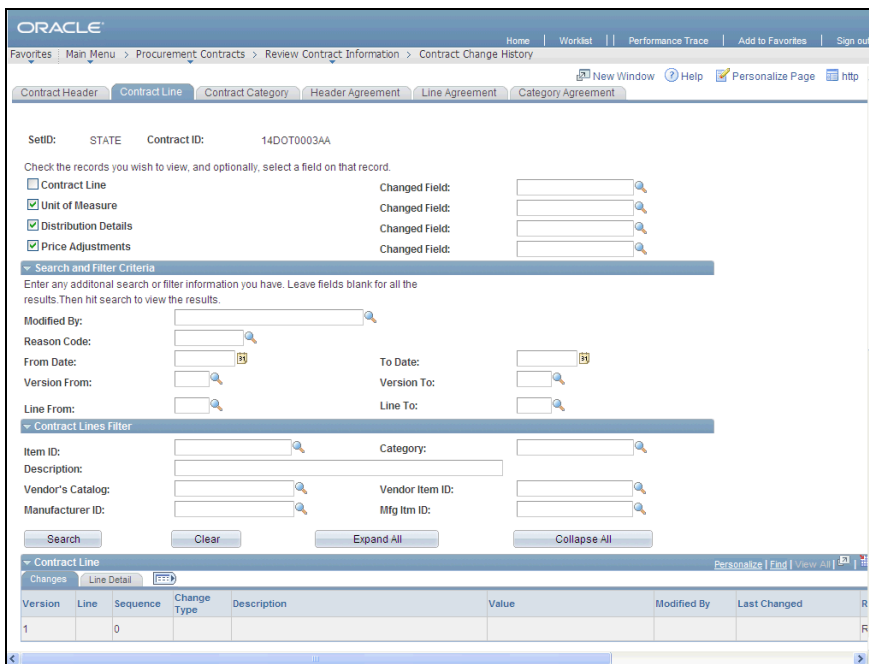
Step	Action
17.	The Contract Line page looks similar to the Contract Header page but the options are appropriate for finding and reviewing contract line changes.
18.	Click the Look up Item ID button. 


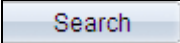


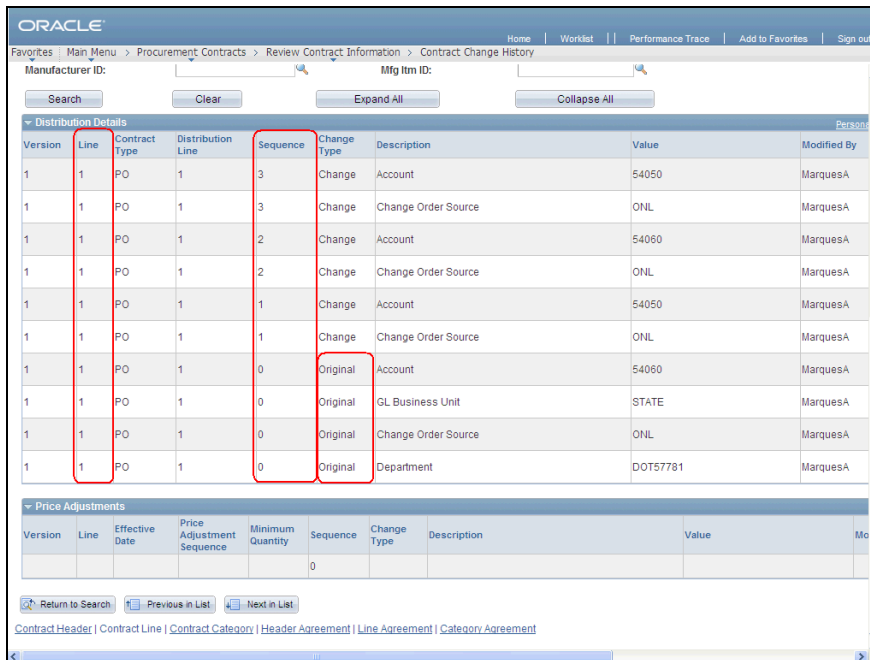
Step	Action
19.	Click the Cancel button to return to the search. 



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



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 Distribution Details 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
24.	The Sequence column clearly shows three changes and the original values of the updated distributions on Line 1 .
25.	End of Procedure.