

AMENDMENTS/RENEWALS

EX. You have a contract on Amendment #2.

Search for your original contract by EDS Number.

EDS Number: begins with

Contract number: =

Sequence Number: =

Business Unit: begins with

Case Sensitive

No matching values were found.

If Number comes up as “No matching values were found” this means that original contract occurred before the implementation of the Peoplesoft system. You will then need to select the “Add a New Value” tab and click the “Add” button.

EDS Number:

Contract number:

Sequence Number:

Enter the original contract information for this contract. Please pay careful attention to the fiscal grid to make sure this information is correct.

EDS Number A249-7-5892	Entered on 08/09/2007
Contract number	Sequence Number 0

Action type New

No Financial Impact	Year	Business Unit	Fund Code	Center	Object	Department Id	Project Id	Total Amount This Action	New Contract Total
<input type="checkbox"/>	<input type="text" value="2005"/> <input type="button" value="Q"/>	<input type="text" value="00061"/> <input type="button" value="Q"/>	<input type="text" value="1000"/> <input type="button" value="Q"/>	<input type="text" value="10061"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text" value="200.000"/>	<input type="text" value="200.000"/>
Center and Object are required fields									
Totals:								\$200.000	\$200.000

Save the record and click the "Amend" or "Renew" button to complete Amendment #1 of your contract.

EDS ENTRY

EDS Number A249-7-5892	Entered on 08/09/2007
Contract number 22130	Sequence Number 1

Action type Amendment **Amendment #** 1

No Financial Impact	Year	Business Unit	Fund Code	Center	Object	Department Id	Project Id	Total Amount This Action	New Contract Total	
<input checked="" type="checkbox"/>	2005	00061	1000	10061				0.000	200.000	
<input type="checkbox"/>	2006	00061	1000	10061				100.000	100.000	
Center and Object are required fields								Totals:	\$100.000	\$300.000

Change any other information pertinent to Amendment #1. Then "Save" the record and click the Amendment button for the final time. This will bring you to the current record...Amendment #2.

EDS Number A249-7-5892	Entered on 08/09/2007
Contract number 22130	Sequence Number 2

Action type Amendment **Amendment #** 2

No Financial Impact	Year	Business Unit	Fund Code	Center	Object	Department Id	Project Id	Total Amount This Action	New Contract Total	
<input checked="" type="checkbox"/>	2005	00061	1000	10061				0.000	200.000	
<input checked="" type="checkbox"/>	2006	00061	1000	10061				0.000	100.000	
<input type="checkbox"/>	2007	00061	1000	10061				150.000	150.000	
Center and Object are required fields								Totals:	\$150.000	\$450.000

Click on the "Save" button and then "Print" your EDS. This process ensures that financial information and the record number are correct for reporting purposes.