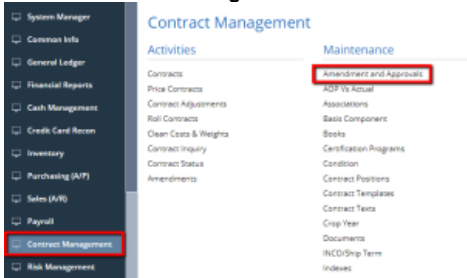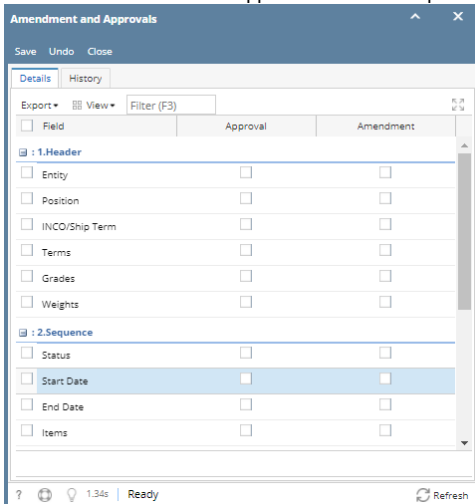# How to Create Amendment and approval for contracts

Here are the steps on how to create Alert:
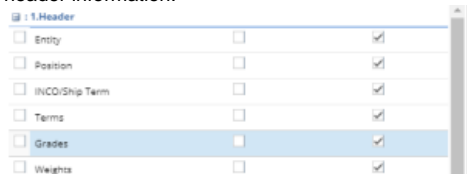
1. From the **Contract Management > Maintenance** menu, select **Amendment and Approvals.**
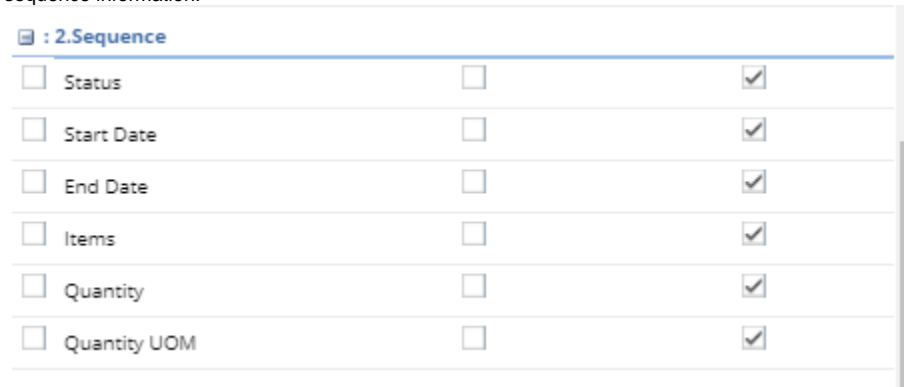

2. Contract amendment and approval screen will open

3. Select the amendment check box for the fields you want for amendment purpose. The details tabs: Header tabs fields are represents Contract header information.

4. Select the amendment check box for the fields you want for amendment purpose. The details tabs: Sequence fields are represents Contract sequence information.

5. Select the amendment check box for the fields you want for amendment purpose. The details tabs: Pricing fields are represents Contract sequence pricing information.

⊟ : 3.Pricing

☐ Futures Market	☐	✔
☐ Currency	☐	✔
☐ Mn/Yr	☐	✔
☐ Futures	☐	✔
☐ Basis	☐	✔
☐ Cash Price	☐	✔
☐ Cash Price UOM	☐	✔

6. Click on Save to save the Amendment and approvals fields.
7. Open the Amendment screen again.
8. Uncheck some fields and click on Save button.
9. Click on History Tab. The modification history will be available.

Amendment and Approvals   ⌃   ✕

Save   Undo   Close

Details   History

Export ▾   Export ▾   ⊞ View ▾   Filter (F3)   ⤢

	Date	Field Changed	Old Value	New Value	Last Updated B
☐	2/7/2018 20:05:20	Position- Amen...	✔	☐	IRELYADMIN
☐	2/7/2018 20:05:20	Entity- Amend...	✔	☐	IRELYADMIN