

V. Change Order

Things to Know:

- Districts will create a change order when certain items on the contract need to be modified or a time extension needs to be given.
- There is no limit to the number of change orders a district board can approve.
- The resource concern and practice type cannot be changed through a change order.
- If a user has started a contract payment and realizes a change order is required, the user must delete the contract payment before entering the change order.
 - All worksheets entered under the contract payment will remain.

* indicates required field.
** Either Company Name or First Name and Last Name is required

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Contract Event:

[Documents](#) [Planned Components](#) [Tracking Data](#) [Notes](#) [Dates and Status](#)

Contract #: SA 001-10-0055	Status: PENDING CONTRACT SUBMISSION
FY: 2010	Obligated: \$3,004.81
District: 1 - DISTRICT	Extent CS: \$3,004.81
Project: SA - SENSITIVE AREAS	

Practice Information Resource Concern: SENSITIVE AREAS 2010 * Practice: WQ10 Life Span: 10 Maximums: <input type="text" value="-No Maximum Set-"/> Special Practice Desc.: <input type="text" value="-Select-"/> Original Contract(s): <input type="text"/>	Other Information Termination Date: <input type="text" value="06/30/2010"/> Board Approval Date: <input type="text"/> Contract Max \$: <input type="text"/> Other \$: <input type="text"/> Other \$ Description: <input type="text"/>
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Enter Information:

1. From the main menu go to “Cost-Share,” then select “Contracts.” The “Contract Event Lookup” screen opens.
2. Select the “Fund Code” in the drop-down menu.
3. Refine the results by selecting the “Project,” “[Fiscal] Year” and “Search Type” from the drop-down menus. Enter “Search Text” if necessary.
4. The contracts matching your search criteria display in the grid below.
5. Click on the pencil icon next to the contract number to modify.
6. The main screen of the contract will display. Select the most recent board approved event to modify from the “Contract Event” drop-down menu.
7. Click on the “Create Change Order” button to begin the modification.

A. Change Order Information

Things to Know:

- The district can edit or correct the information from the previous event.
- A “Delete” button is located at the bottom of the screen in the left-hand corner.

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- A “Change Order” can be deleted until it is board approved.
- Deleting the “Change Order” will not delete the whole contract, but just the change order itself.

Enter Information:

1. A brief but concise statement for the reason of change order is required in the “Notes” screen. For time extensions, the reason should state when the practice was started.
2. Make any changes to the contract, such as components or other information.
 - a. If the cooperators has requested a new termination date, the district can enter the new termination date in the “Other Information.”
3. Click the “Update” button at any time to save any changes made on the screen.
4. Make any necessary changes for “Planned Components,” and click the “Update” button before returning to the main screen.
5. Districts can associate or update tracking data with the “Tracking Data” button on the “Change Order” screen.
6. Upon completing all required information, click “Submit Contract Approval.”

B. Other Information

Things to Know:

- The board approval date can be entered or selected from the calendar.
 - The board approval date cannot be a future date.
- The board approval date should only be entered after all the practice information has been edited and the change order has been printed and signed by the landowner, NRCS technician or certified District Technician II, and a board member.
- Click the “Update” button at the bottom of the screen to save the modifications.

C. Print the Change Order

Things to Know:

- To print the change order, click the “Print Change Order” button at the top right hand corner of the screen.
- Click on the printer icon in the top tool bar to print the report.
- Once the change order is printed and signed, the district is ready to enter the termination date if it has not already been entered, as well as the board approval date.
- When entering a board approval date and clicking the “Update” button, MoSWIMS checks to make sure all of the required information has been entered.
- Once a board approval date has been entered, the change order will be locked from further changes.

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- If additional or new changes need to be made you will need to create a new change order.
- If the change order is missing any required information, a message stating which information is missing will appear at the top of the screen.
- Please read these messages carefully and correct the items indicated.
- The user will not be allowed to update this screen with a board approval date until all of the required information is included in the change order.
- Ability to print the change order is restricted until the contract is approved.