

Amendment Status	Description
Pending	<p>This is the default status when you first create an amendment. While in “Pending” status, all fields on a contract that are available for amendment processing are editable.</p> <ul style="list-style-type: none"> • A contract can have only one pending amendment at any given time • You manually update the status of an amendment from “Pending” to either “Ready” or “Cancelled” <p>Note: Once you have saved an amendment as “Cancelled”, you cannot set the status back to “Pending”.</p>
Ready	<p>You manually update the status of an amendment to “Ready” on the Amendment Details page after you have captured all the information associated with the amendment. When you select a status of “Ready” and click the Save button, SMART edit checks to ensure that the following are true:</p> <ul style="list-style-type: none"> • If the amendment added a fixed amount contract line, you must have selected the Allocation is Complete check box on the Amendment Amount Allocation page. You do not need to select this check box for rate-based contract lines. • If the amendment added a contract line, the accounting distributions on the Accounting Distribution page must reference a valid general ledger ChartField combination <p>Note: You can manually update the status of a “Ready” amendment to “Pending” or “Cancelled”. Once you have saved an amendment to a “Cancelled” status, you cannot set the status back to “Ready”.</p>



Amendment Statuses



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Completed	<p>SMART updates the amendment status from “Ready” to “Completed” through the Amendment Processing process. For an amendment to be picked up by the Amendment Processing process, the status of the amendment must equal “Ready”, and the amendment process date must be less than or equal to the run date that you specify on the Processing Amendments page.</p> <p>Once an amendment is completed, the details that you specified within that amendment are added to the contract. You can think of an active contract as the sum of the original contract plus any subsequent completed amendments applied to that contract. You can review the details of past amendments on the Contract - Amendments page.</p> <p>Note: When you first activate a contract, SMART considers activation the first contract amendment (amendment number 0000000000).</p>
Cancelled	<p>You can manually change the status of an amendment from “Pending” or “Ready” to “Cancelled”. Once you have set an amendment to “Cancelled” and clicked the Save button, the amendment is no longer editable.</p> <p>Note: Once an amendment has been set to a status of “Complete”, it has become part of the active contract. You cannot change the status of an amendment from “Complete” to “Cancelled”. To cancel the effect of a completed amendment, you must initiate a new amendment to reverse the completed amendment.</p>