

APPROVALS - ADD COMMENTS

Last Updated on: 7/23/2009

The screenshot shows the 'Approvals - Requisitions' page. At the top, there's a search bar for 'PR No.' and a 'Go' button. Below that, there are navigation tabs: 'requisition', 'requisition outlook', 'home/shop', 'favorites', 'forms', 'carts/requisitions', 'approvals', 'history', 'receiving', and 'more >>'. The main content area is divided into sections. The first section is '+ Click to filter requisitions'. Below that, there's a 'Show requisition details' section with an 'Assign Substitute' button and an 'Apply Action to Selected PR(s)' dropdown set to 'Approve/Complete'. The 'My PR Approvals' section shows a table with one requisition: 315398, which is 'Active' and 'Normal' priority, dated 7/10/2009 4:18 PM, by Vickie Stowe, for 24.10 USD. A box labeled '1.' points to the '315398 view' link. Below this is the 'Organization: 230602 (AF Central Receiving and Warehouse): (All Values)' section, which shows a table of 6 requisitions. The first row is 318387, 'Resubmitted requisition', 'Not Assigned', 'Normal' priority, dated 7/22/2009 9:02 AM, by Brenda Cherry, for 345.00 USD. Other requisitions include 316176, 316167, 315398, 315396, and 315395, all with 'Normal' priority and various dates and amounts.

1. The following steps will show how to place comments in history and in **Comments** tab for a requisition. Click on the requisition # in **My PR Approvals** folder. **Important Note: Comments** are replacing **Notes to History** and once you add a comment to history, it cannot be edited or deleted.

The screenshot shows the 'Summary - Requisition 315398' page. At the top, there's a search bar for 'PR No.' and a 'Go' button. Below that, there are navigation tabs: 'requisition', 'requisition outlook', 'home/shop', 'favorites', 'carts/requisitions', 'approvals', 'history', 'receiving', and 'more >>'. The main content area is divided into sections. The 'Summary' section has tabs for 'PR Approvals', 'PO Preview', 'Comments', and 'History'. Below that, there's a 'Hide header' section with 'Available Actions' dropdown set to 'Approve/Complete Step'. A box labeled '2.' points to the 'Add Comment' option in the dropdown. Below that, there's a 'Hide value descriptions' section with 'General', 'Internal Note', 'Internal Info', and 'Order Info' tabs. The 'General' tab is selected, showing details like 'Priority: Normal', 'Department: AF Materials Management', 'Prepared by: Vickie Stowe', 'Cart Name: 2009-07-10 stowe01', and 'Accounting Date: no value'. Below that, there's a 'Bill To' section for 'East Carolina University'. Below that, there's a 'FOAPAL / Ship Codes' section with a table showing 'Chart: E', 'Fund: 111180', 'Organization: 230602', 'Account: 72110', 'Program: 0000', 'Activity: no value', and 'Location: no value'. Below that, there's a 'Ship To' section for 'Vickie Stowe'. A box labeled '3.' points to the 'Go' button at the top right of the page.

2. Select **Add Comment** as the **Available Actions**.
3. Click on the **Go** button.

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5. Select the requisitioner and other approvers as an option if you want them to receive an email notification for the comment on the document. You can also add email recipients... for other active PORT end-users that may need to receive a notification.

4. Enter the Comment in the Add Comment pop-up.

6. Click on the Add Comment button.

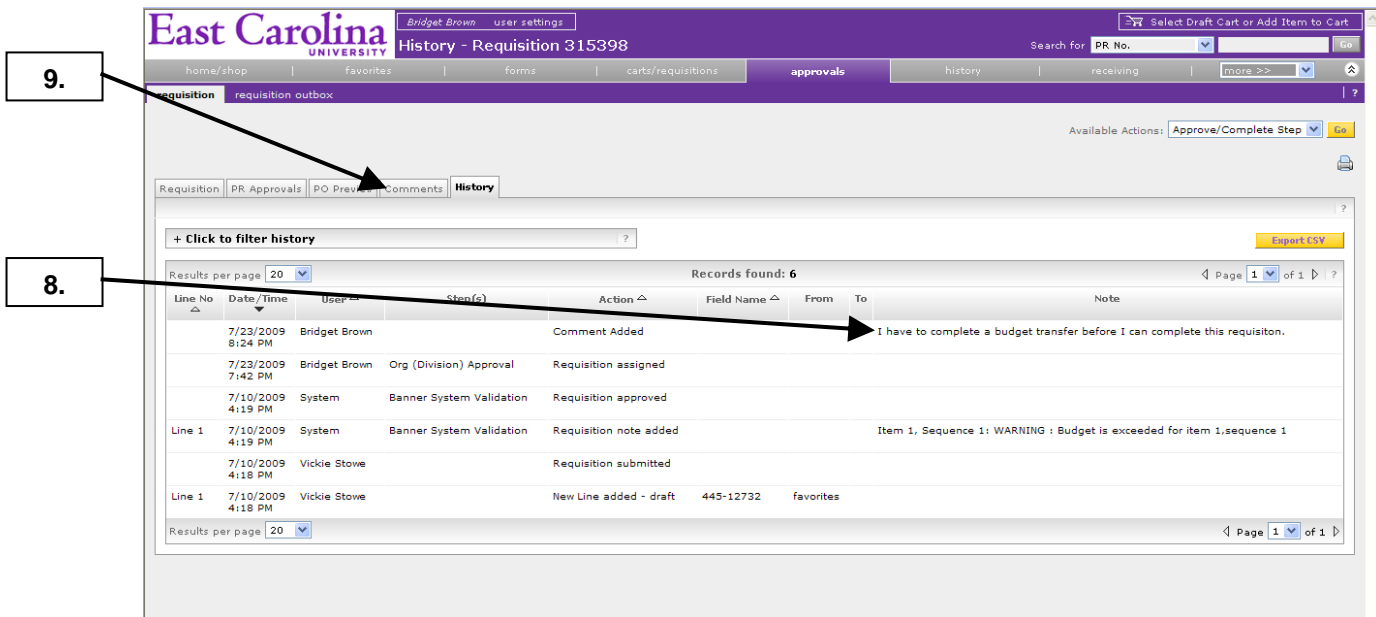
4. Enter the **Comment** in the **Add Comment** pop-up.
5. Select the requisitioner and other approvers as an option if you want them to receive an email notification for the comment on the document. You can also **add email recipients...** for other active PORT end-users that may need to receive a notification.
6. Click on the **Add Comment** button.

7. Click on the **History** tab to view the comment.

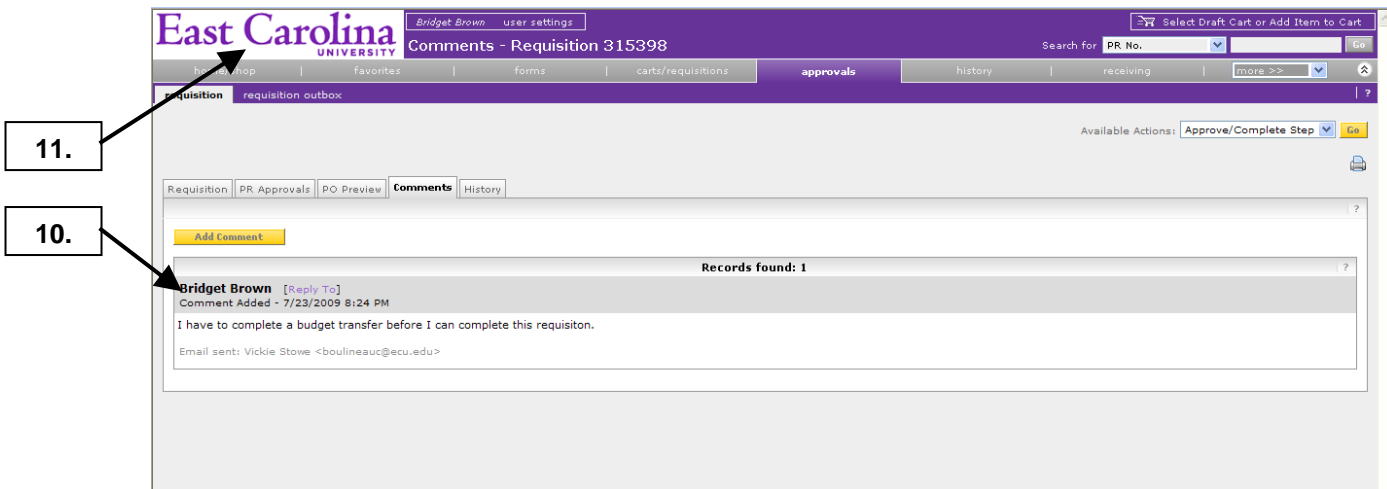
7. Click on the **History** tab to view the comment.

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- 8. Notice the comment in History.
- 9. You can also click on **Comments** tab to view the comment.



- 10. Notice the comment in **Comments** tab.
- 11. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.