

PS Financials 9.2

Updating Comments in the Requisition Line

1. When ready to “checkout”, click on Add/Edit Comments button.

Checkout


Continue Shopping Save Submit

Order Total: 20.99 USD

Business Unit: PUGET
Requisition Name: TREE ZERO PAPER
Priority: Medium
Header Comments/Attachments

Requester: wwu
Currency: USD

Requisition Lines

Line	Item Description	Quantity	Unit of Measure	Price	Currency	Total	
1	TreeZero multipurpose paper	1.0000	BOX	20.99	USD	20.99 USD	

Justification Comments

Check Budget Pre-Check Budget

2. Enter the desired information into the Line Comments field.

Cancel Requisition Line Comments and Attachments Done

Comments

Use Standard Comments

Comment Text

Send to Supplier No

Show at Receipt No

Show at Voucher No

Add Attachment

3. Click "Done".

Cancel **Requisition Line Comments and Attachments** Done

Comments

Use Standard Comments

Comment Text

Send to Supplier No

Show at Receipt No

Show at Voucher No

Add Attachment

4. Congratulations! You have learned how to add comments to a requisition.