

PS Financials 9.2

Updating Comments/Attachments in the Requisition Line

1. When ready to “checkout”, click on Line Comments button

The screenshot shows the 'Create Requisition' checkout page. At the top right, there are buttons for 'Continue Shopping', 'Save', and 'Submit'. The 'Order Total' is 20.99 USD. The 'Requisition Summary' section includes: Business Unit: PUGET The University of Puget Sound, Priority: Medium, Requisition Name: TREE ZERO PAPER, Requester: rleathers Rachel Leathers, and Currency: USD. There is a 'Header Comments' button. The 'Justification Comments' section is empty. The 'Requisition Lines Overview' section shows a table with one row: Line 1, TreeZero T, Free Multipurpose Paper, 8.5" x 11", 20 lbs., White, 1500 Sheets/ Carton. The table columns are Item ID, Supplier (MAPLES CONTRACT & COMMERCIAL, INC), Quantity (1.0000), Unit of Measure (CT), Price (20.99), Currency (USD), and Total (20.99 USD). There are buttons for 'Line Comments' (circled in red) and 'Delete'. A blue arrow points to the 'Line Comments' button. The 'Order Total' is 20.99 USD.

2. Enter the desired information into the Line Comments field
(Note there is also an Add Attachment button available here!)

The screenshot shows the 'Requisition Line Comments and Attachments' dialog box. It has 'Cancel' and 'Done' buttons. The 'Comments' section includes a 'Use Standard Comments' button, a 'Comment Text' text area, and three toggle switches: 'Send to Supplier' (No), 'Show at Receipt' (No), and 'Show at Voucher' (No). At the bottom left, there is an 'Add Attachment' button with a blue arrow pointing to it.

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. The Line Comments button now indicates a note/attachment!

Create Requisition

Continue Shopping Save Submit

Checkout Order Total 20.99 USD

▼ Requisition Summary

Business Unit PUGET The University of Puget Sound Priority Medium

Requisition Name TREE ZERO PAPER

Requester leathers Rachel Leathers

Currency USD

Header Comments

▼ Justification Comments

▼ Requisition Lines Overview

Select All Actions

Line	Item ID	Quantity	Unit of Measure	Price	Currency	Total	Actions
Line 1	Special Request TreeZero TreeFree Multipurpose Paper, 8 5/8" x 11", 20 lbs., White, 1500 Sheets/Carton	1.0000	CT	20.99	USD	20.99 USD	<input type="checkbox"/> Line Comments <input type="button" value="Delete"/>

ScheduleDetails >

Order Total 20.99 USD

5. Congratulations! You have learned how to add comments/attachments to a requisition.