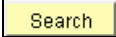





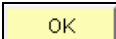
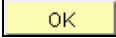






Entering Receipt Comments and Activities

1.	Click the Purchasing link. Purchasing
2.	Click the Receipts link. Receipts
3.	Click the Add/Update Receipts link. Add/Update Receipts
4.	Click the Find an Existing Value link. Find an Existing Value
5.	Enter the desired information into the Receipt Number: field. Enter
6.	Click the Search button. 
7.	Click the 0000099999 link to select the desired receipt. 0000099999
8.	Click the Add Comments link to enter comments for a transaction. You can enter a unique comment or select from predefined standard comments. Add Comments
9.	Use the Sort Method: drop-down list to select the method that you want to use to sort the comments retrieval. -Comment Time Stamp: Select to sort the comments by the time stamp assigned by the system when they were created. -Vendor Flag: Select to sort by comments flagged to be sent to the vendor. 
10.	Click the Sort Sequence: drop-down list to sort by Ascending or Descending dates. 
11.	Click the Copy Standard Comments link to copy standard comments to the purchase order header comments. Copy Standard Comments
12.	Click the Action drop-down table to select the action that you want to perform on the standard comments. For the purpose of this topic we will select ' Copy Comment '. 
13.	Click the Search graphic to select a comment type. This will allow you to chose from a list of Standard Comment types specified by FIU.
14.	Click the BBC link. BBC

15.	<p>Click the Search graphic to select a comment that is associated with the Comment Type, which in this topic is 'BBC'.</p> 
16.	<p>Click the BBC link to select the 'Biscayne Bay Campus Address' comment.</p> 
17.	<p>Click the OK button.</p> <p>Notice how the comments field is now populated with shipping information for the BBC campus.</p> 
18.	<p>Click the OK button.</p> 
19.	<p>Click the Activities link.</p> <p>Use the Activities page to enter and track activities associated with a particular transaction. Keep the activity comments organized by logging the due date and by selecting the Done check box.</p> 
20.	<p>Enter the desired information into the *Due Date field. Enter a valid value e.g. "04/30/2009".</p>
21.	<p>Enter the desired information into the Comments field. Enter a valid value e.g. "Confirm quality of items received".</p>
22.	<p>Click the OK button.</p> 
23.	<p>Click the Save button.</p> 
24.	<p>Click the Home link.</p> 
25.	<p>Congratulations. You have successfully entered Receipt Comments and Activities. End of Procedure.</p>