Entering Comments

Concept

There are many places in MaineStreet Purchasing where you may wish to enter a comment, e.g., a message for the record, a message to send to the vendor, a message for your voucher-entry staff etc. The comment can be a standardized comment that you can select or it may be an ad hoc comment specific to the line item, purchase order etc.

This Business Process document will include both the standard comments and ad hoc comments. We will use a PO Header comment as the example but the same processes apply anywhere else you have the opportunity to enter a comment (requisition header, requisition line receipt, etc.)
### Navigation

![MaineStreet Navigation](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the Purchase Order page. From the <strong>Financials</strong> menu, click on the <strong>Purchasing</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Purchase Orders</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Add/Update POs</strong> link.</td>
</tr>
</tbody>
</table>
## Procedure

### Step 4

On the **Purchase Order - Add a New Value** page, click on the **Find an Existing Value** tab.
### Step 5
On the *Find an Existing Value* page, enter a PO number in the *PO Number* field.

### Step 6
Click the *Search* button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
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<td>7.</td>
<td>Use the <strong>Purchase Order</strong> page to enter or change PO information. Click the <strong>Add Comments</strong> link to enter comments for a transaction. You can enter a unique comment or select from predefined standard comments. <strong>Note:</strong> If the link says <strong>Edit Comments</strong>, comments were previously added. Click the <strong>Add Comments</strong> link.</td>
</tr>
</tbody>
</table>

![Purchase Order page screenshot](image.png)
Step 8. Use the **PO Header Comments** page to enter comments.

Click the **Copy Standard Comments** link to open the **Standard Comments** page.
9. On the Standard Comments page, you need to specify the comment type code. Click on the Comment Type lookup button to see the Comment Types for your business unit.

Click on the lookup button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>On the <strong>Look Up Comment Type</strong> page, click on the appropriate comment type to select it.</td>
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</tbody>
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Step | Action
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11. | Next, you need to enter a standard comment using its **Comment ID**. There are different comments available depending on the selected Std Type. Click on the **Comment ID** lookup button.
Step | Action
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12. | On the **Look Up Comment ID** page, click on the appropriate Comment ID to select it.
13. | Click the **OK** button.
Step | Action
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14. | The **PO Header Comments** page reappears with the comment text displayed.

Select the **Send to Vendor** check box if you want comments to appear on purchase orders dispatched to vendors. If the comments are for internal use only, clear the check box.

For this example, leave the **Send to Vendor** box checked.

15. | Select the **Shown at Receipt** check box if you want comments to appear when the receipt is created.

Select the **Shown at Voucher** check box if you want comments to appear when the vouchers are created.

16. | When finished, click the **OK** button.

17. | Click the **Save** button.
Step | Action
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18. | Now let’s try an ad hoc comment. Click on the *Edit Comments* link.

*Edit Comments*
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>This time write your specific comment in the large box in the middle of the <strong>PO Header Comments</strong> page. If it isn't already, select the <strong>Send to Vendor</strong> checkbox.</td>
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<td>Action</td>
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<tr>
<td>20.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
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