
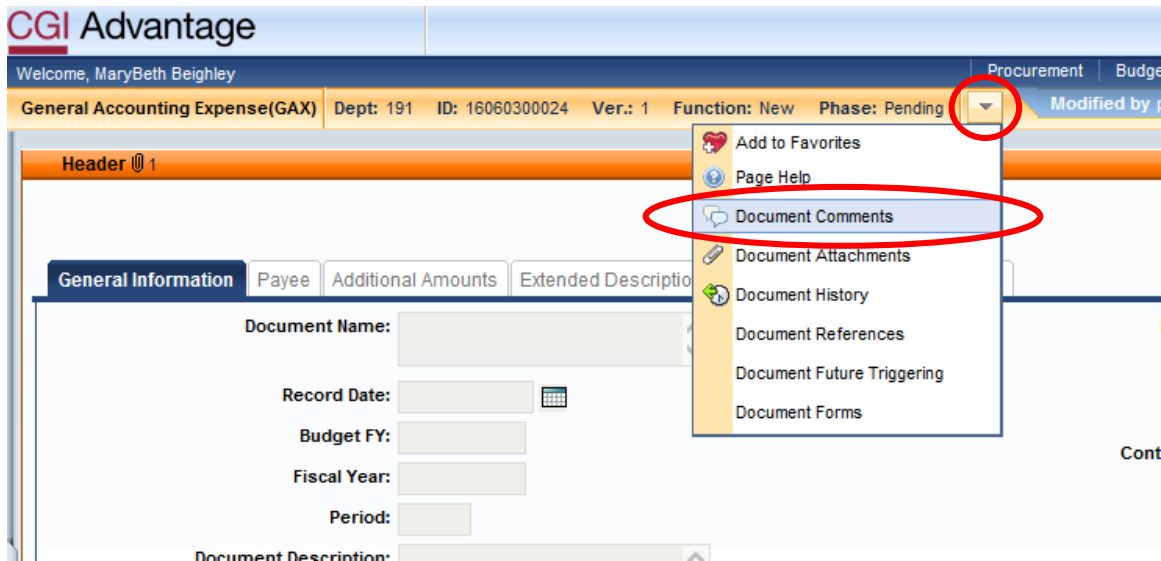


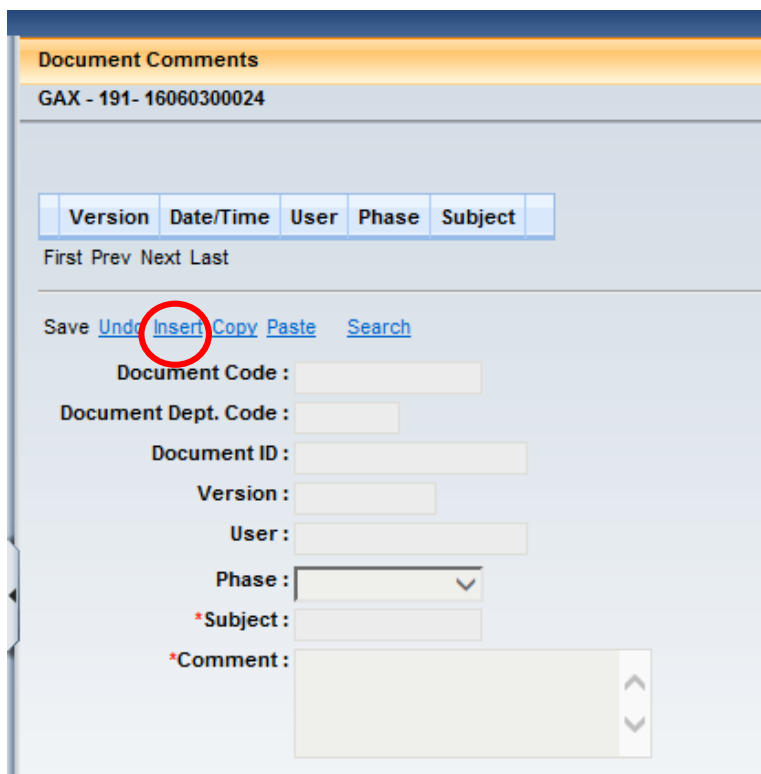
Inserting Comments in a Document

When you are in an A360 Document, to insert a comment:

1. Click on the **Document Menu Button** 
2. Choose **Document Comments**



3. Click Insert



4. Enter a **Subject** (14 character limit)
5. Enter a **Comment** (no character limit)
6. At this point you can still **Undo** if you do not want to leave a comment
7. Click **Save** (Once you click **Save** you cannot **Undo**)

Document Comments
GAX - 191- 16060300024

Version	Date/Time	User	Phase	Subject
✓ 1	7/29/2016 9:35:50 AM	mbbeighl	Pending	

First Prev Next Last

[Save](#) [Undo](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Document Code : GAX
 Document Dept. Code : 191
 Document ID : 16060300024
 Version : 1
 User : mbbeighl
 Phase : Pending

*Subject : \$ correction
 Comment : Please see the change in the line amount - it needs to correspond with the invoice amount. Please resubmit.

8. Click **Back** to return to your document.



9. You can tell that the document has comments by the message at the top and the icon next to the document menu. To see the comment, click the icon.



Welcome, MaryBeth Beighley Procurement Budgeting Accounts

View All 1 of 2 | This document has associated comments.

General Accounting Expense(GAX) Dept: 191 ID: 16060300024 Ver.: 1 Function: New Phase: Pending Modified by mbbeighl

Header @ 1

10. If there is more than one comment, click on the line that you would like to see.

Document Comments
GAX - 191- 16060300024

Version	Date/Time	User	Phase	Subject
✓ 1	8/1/2016 11:52:50 AM	mbbeighl	Pending	\$ amt fixed
1	7/29/2016 9:35:50 AM	mbbeighl	Pending	\$ correction

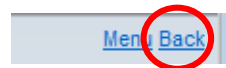
First Prev Next Last

Save [Undo](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Document Code : GAX
 Document Dept. Code : 191
 Document ID : 16060300024
 Version : 1
 User : mbbeighl
 Phase : Pending
 *Subject : \$ amt fixed
 *Comment : I fixed the dollar amount and resubmitted.

Note: you are not able to delete comments.

11. Click [Back](#) to return to your document.



Note: You can tell if a document has a comment in both the Worklist and Catalog view by looking at the comments Column.

Code :
 Dept :
 ID :
 Submitter ID :
 Escalated Item :

[Browse](#) [Clear](#)

Level	Code	Dept	ID	Priority	Escalated Item	Comments	Creator ID	Submitter ID	Date
<input type="checkbox"/>	1	GAX	191	16060300046	Normal	No	No	learner21 sa	6/8/2016 12:24:54 AM
<input type="checkbox"/>	1	GAX	191	16062100246	Normal	No	No	semikler semikler	6/21/2016 8:43:18 PM
<input type="checkbox"/>	1	GAX	191	16053100005	Normal	No	Yes	ptotiger sa	7/13/2016 11:27:30 PM