



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**COMMISSIONERS**

**Diamond R. Litty, Chair**  
*Public Defender, 19<sup>th</sup> Circuit*  
**Kathleen A. Smith**  
*Public Defender, 20<sup>th</sup> Circuit*  
**Brian Haas**  
*State Attorney, 10<sup>th</sup> Circuit*  
**Jack Campbell**  
*State Attorney, 2<sup>nd</sup> Circuit*

**Add a Comment to a Works Charge Transaction**

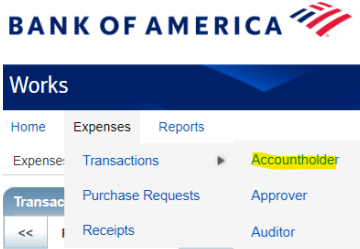
All transactions are to be cleared by the accountholder and the approver within seven (7) days of posting. As an accountholder, you are responsible for indicating why a transaction can't be cleared within the required time frame. For example, "The goods have not been received" or "The wrong amount was charged, waiting on documentation from the vendor". Remember, all comments are permanently added to the system.

Below is the outline of how to add a comment to a transaction. There are two (2) methods for adding a comment. Users choose the method that is easiest for them based on where they are or what they're doing in the system.

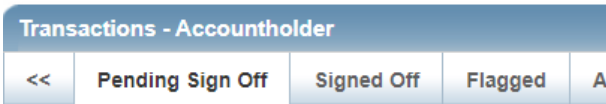
**METHOD 1**

To add a comment to a transaction, complete the following:

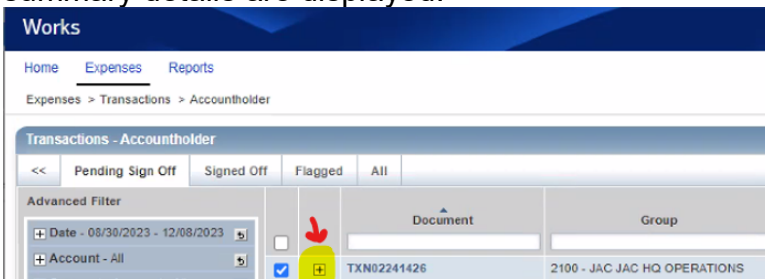
- 1. Select or hover over the Expenses menu, select or hover over Transactions, and then select Accountholder.



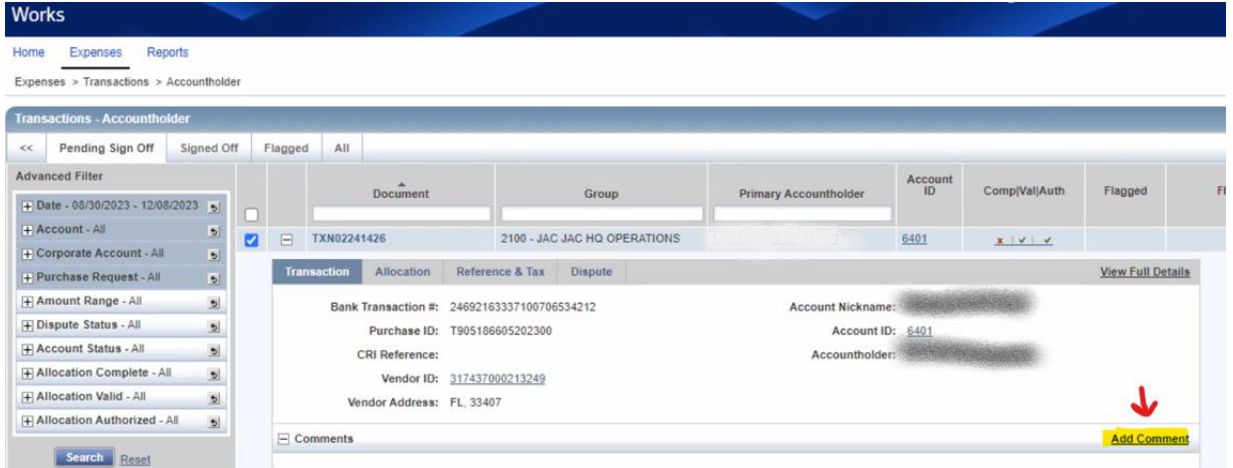
- 2. The Pending Sign-Off queue (tab) will be displayed. If necessary, select the Signed Off or Flagged Queue tabs.



- 3. Select the expand icon (+) next to a desired transaction. The transaction summary details are displayed.



4. Select Add Comment in the Comments section to display the Add Comment window.

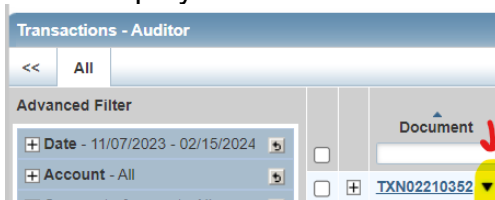


5. Select Add Comment, enter a comment in the box, and select OK.

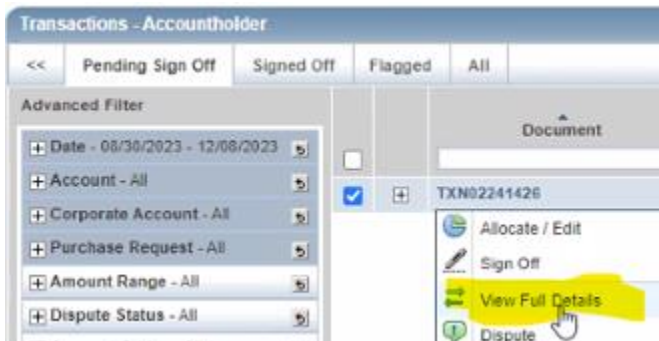
## METHOD 2

To add a comment to a transaction, complete the following:

1. Select or hover over the Expenses menu, select or hover over Transactions, and then select Accountholder, Approver, or Accountant.
2. The Pending Sign-Off transactions screen will be displayed. If necessary, select the Signed Off or Flagged Queue tabs.  
\*Note: Approvers cannot add comments to Signed-Off (closed) transactions.
3. Hover over the TXN number that needs a comment and select the dropdown under the Document column on the desired transaction to view the single action menu displays.



4. Select View Full Details. The Transaction Details screen displays.



5. Complete Steps 4 and 5 from Option 1 to complete the comment.