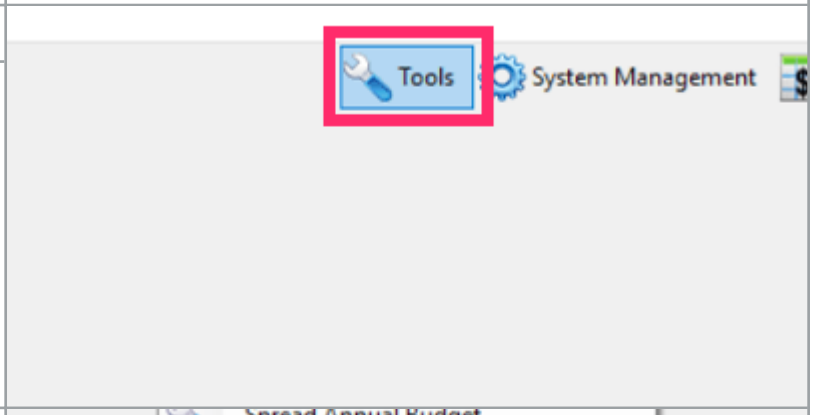
1

Dynamic Budgets User Guide for Edit Budget Comments

2

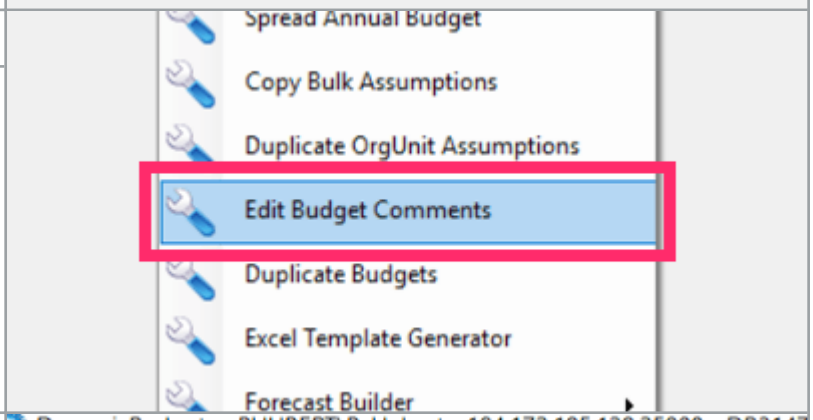
We are going to review how to edit budget comments.

Let's get started. Click on Tools.



3

Click on Edit Budget Comments.



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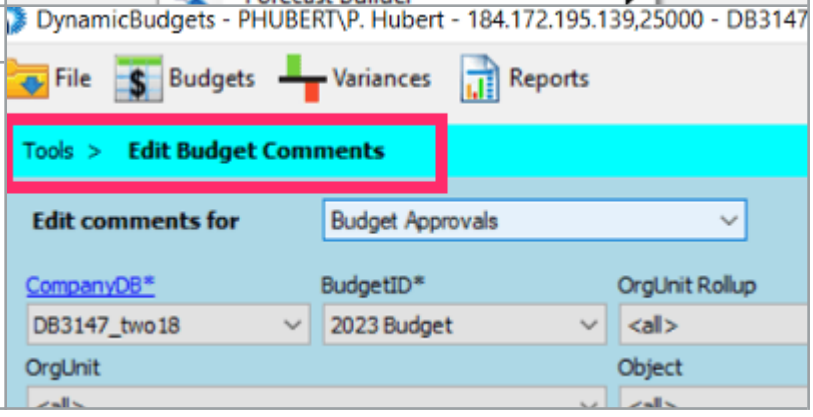
Note: As a reminder, this path shows you how to get to this screen again.

In this example, you would go to the Tools menu, then Edit Budget Comments.



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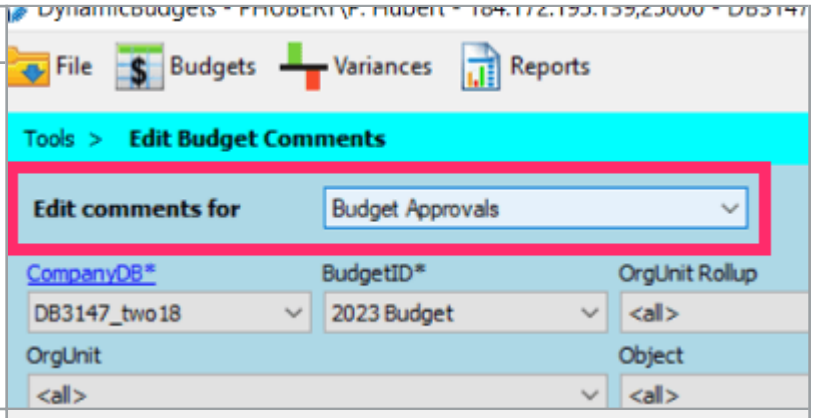
Click on the Edit Comments for dropdown list. Make your selection.

In this example, select Budget Approvals.



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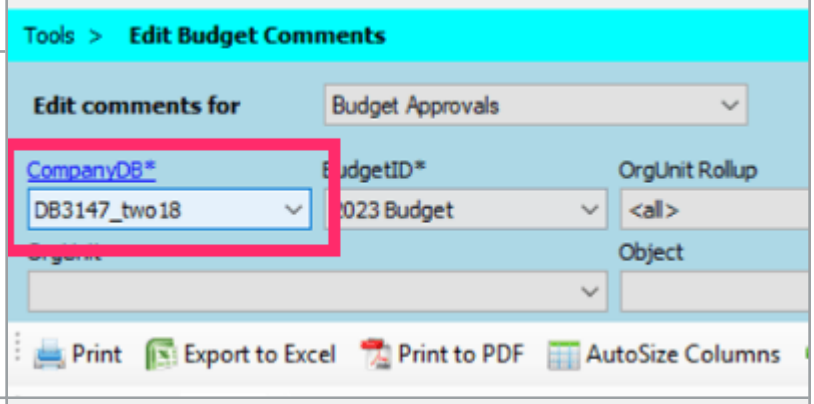
Click on the CompanyDB dropdown list. Make your selection.

In this example, select DB3147_two18.



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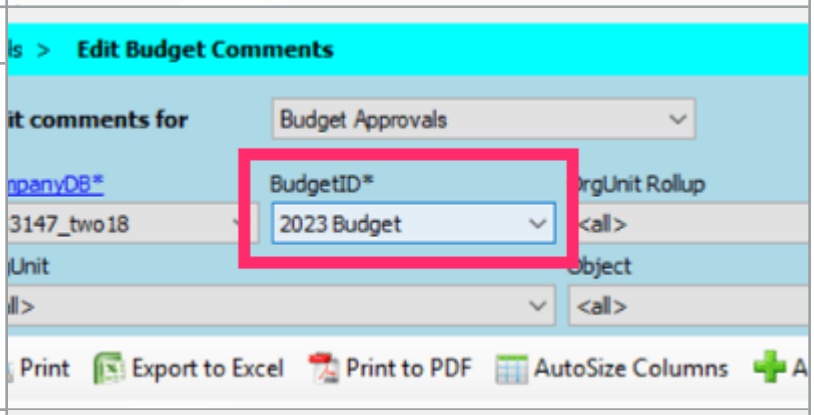
Click on the BudgetID dropdown list. Make your selection.

In this example, select 2023 Budget.



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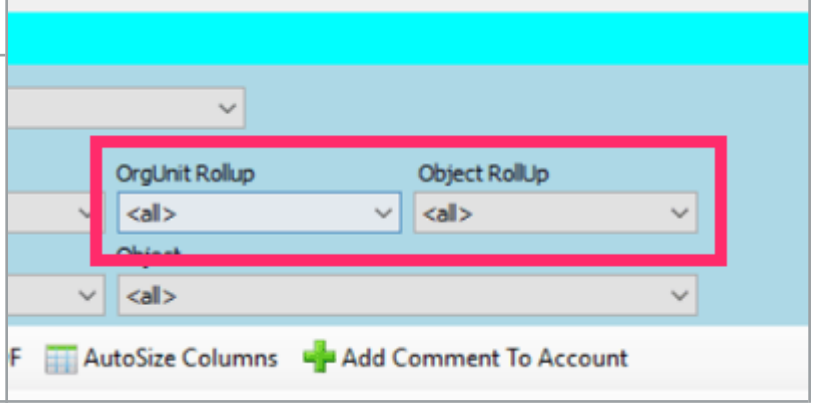
Click on the OrgUnit & Object Rollup dropdown lists. Make your selection.

In this example, select all for both.



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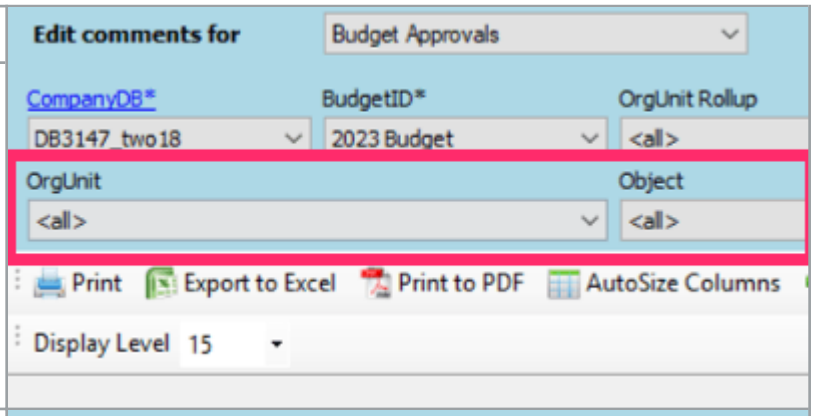
Click on the OrgUnit & Object dropdown lists. Make your selection.

In this example, select all for both.



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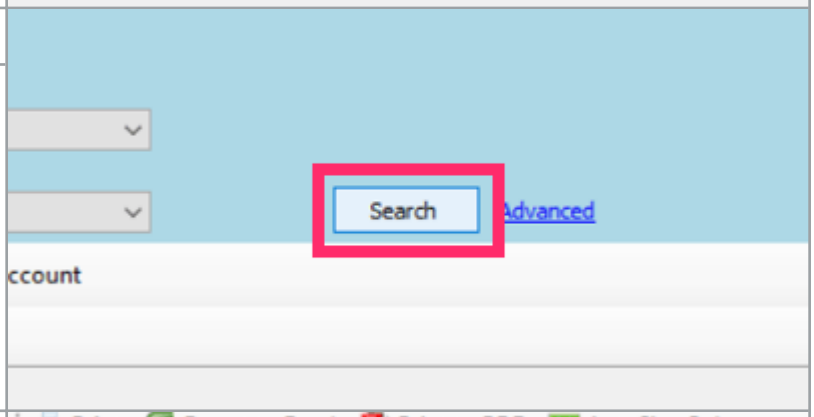
Click on Search.



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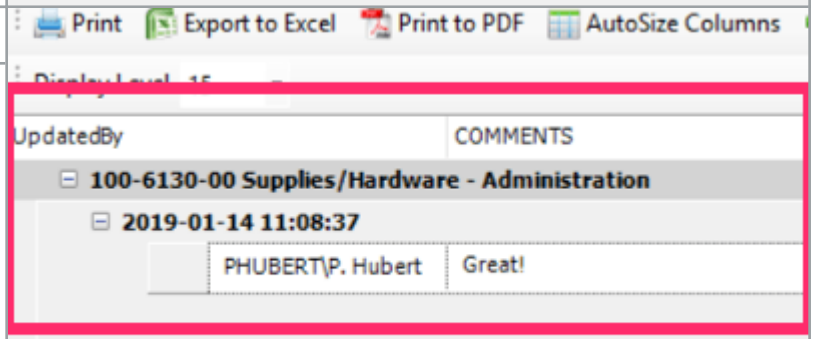
Now you see the comments posted to date which include UpdatedBy, Comments, and Date the comment was posted.



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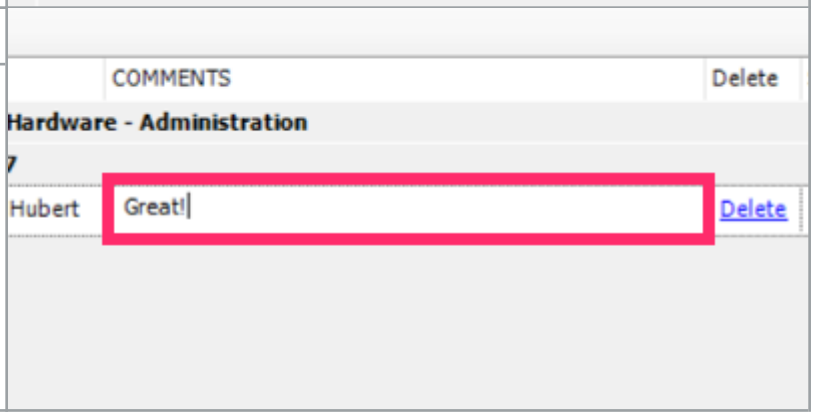
Double-click in the white comment cell. Make any necessary changes.



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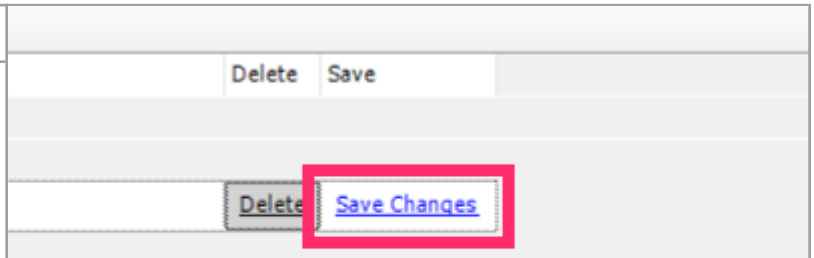
Click on Save Changes.



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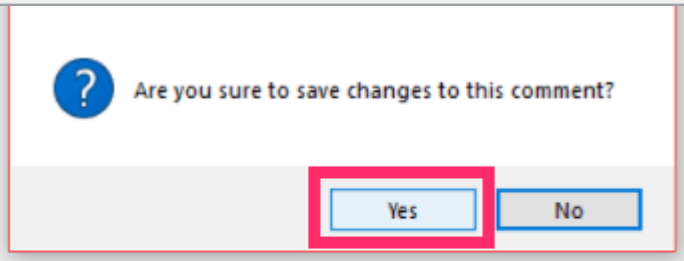
Click on Yes to confirm changes.



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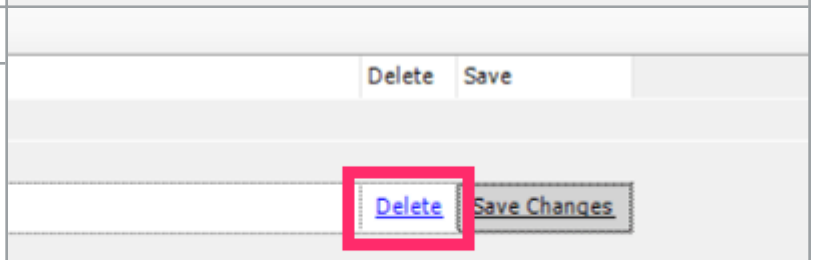
If you need to delete the comment, click on Delete.



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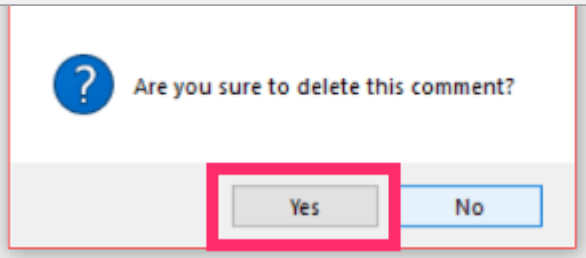
Click on Yes to confirm deleted comment.



That's It. You're Done.	17	