



Respond to Contract Manager Notes on KFS Purchase Orders

Overview: This job aid demonstrates how to find and respond to notes and request for changes from contract managers on purchase order eDocs in Kuali Financial System.

1. Log in to [EBS](#).
2. Click the **Financial System** tab.
3. Select the **Action List**.



4. Find the Purchase Order eDoc in your Action List, with the Action Request of **Read Notes**.
5. Select the **Document ID** number to open the eDoc.

Id	Type	Title	Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Log
510052	Purchase Order Amendment	Purchase Order Amendment - Payment Hold test - wma	FINAL	READ NOTES	Quinney, Desiree		02:54 PM 04/04/2011		

6. Scroll down to the **Notes and Attachments** tab and read the most recent **Note Text** (bottom of list).

3	04/04/2011 02:54 PM	Quinney, Desiree	Accounts Payable received invoice for payment. The unit price is \$125.50 NOT \$125.00. Need department approval to increase budget \$35 on this PO. Please respond as soon as possible.
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7. Research and address the contract manager's note. If appropriate, [send a note to the Contract Manager](#).
8. Select the **FYI** button at the bottom of the eDoc page to remove the document from your Action List.