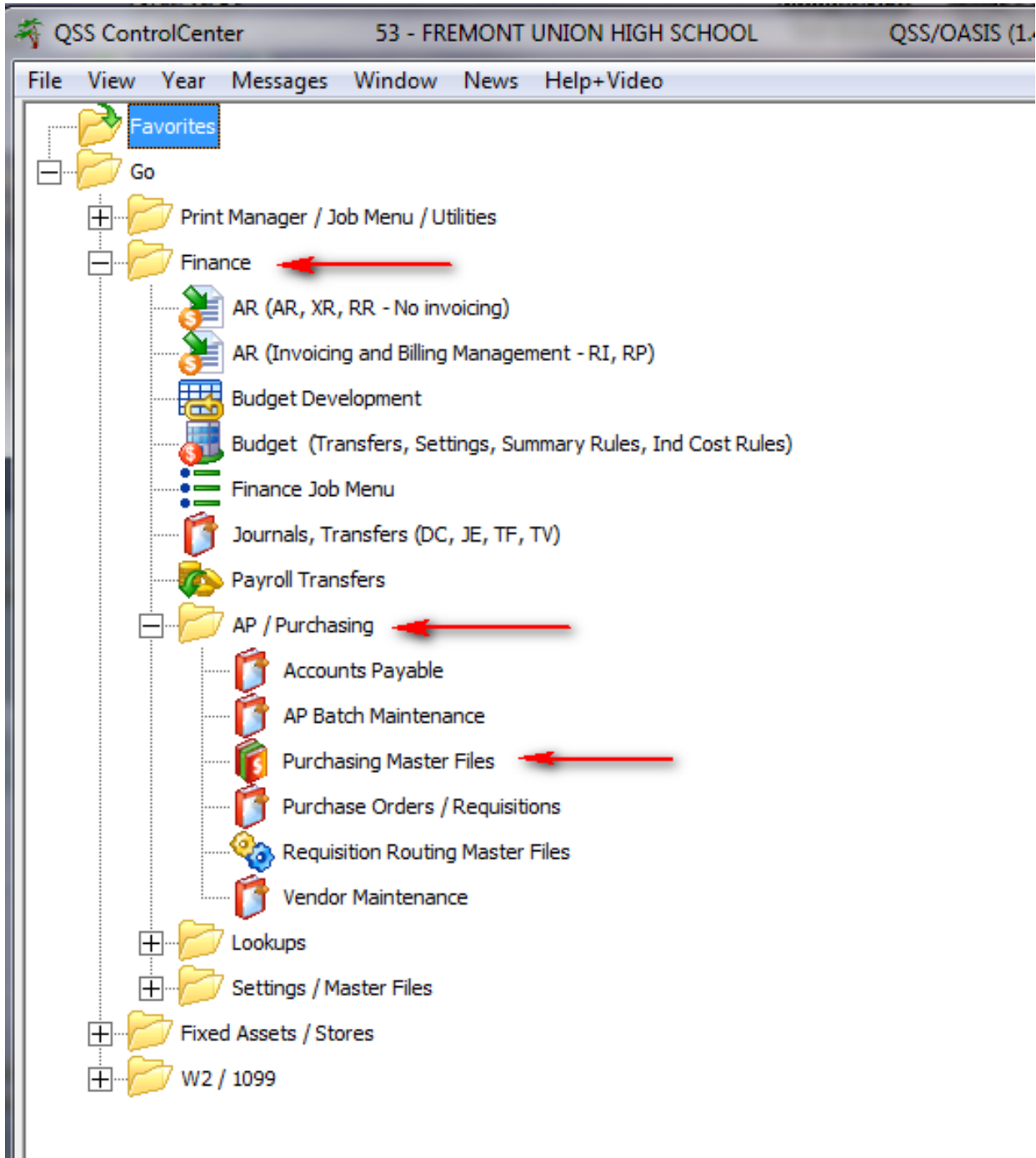


Adding a Comment to Paystubs

1. In QCC, go to Finance
2. Go to AP/Purchasing
3. Go to Purchasing Master Files



Adding a Comment to Paystubs

4. Click on Message Library (MSG), under Miscellaneous
5. Click on the green Plus icon to add

DI: 53, FY: 2014

Name:

Code:

Code Range From: - Code Range To:

Message Library District Master File

Code	Audit Date	Audit ID
PO-\$200	06/11/2010	6032
PO-\$200M	06/11/2010	6032
PO-AUG	06/18/2013	6032
PO-BID	06/03/2002	CUS3
PO-BPO	06/18/2013	6032
PO-CALL	07/16/2012	6032
PO-CANCEL	08/13/2002	CUS3
PO-CHANGE	02/20/2003	CUS3
PO-CONFIRM	06/03/2002	CUS3
PO-CONTINUE	11/03/2004	5344
PO-CUSTOMER	07/23/2008	6032

Adding a Comment to Paystubs

6. Enter "PY" for Message Type
7. Enter "PAYROLL" for Message Code.
8. Type comment in Message Text area in message box. You can add 24 lines, 50 characters each line.
9. Click on disk icon to Save comments.

Important Note, this Comment will be printed on all employee paystubs until removed

Options

Message Types: PD-\$200: 06/11/2010

Message Type: PY Message Code: PAYROLL

Message Text:

```
.....1.....2.....3.....4.....5.....6
.....0.....0.....0.....v.....0.....0.....0

You can type 24 lines, up to 50 characters only.
Anything over 50 characters per line will be
truncated.|

.....1.....2.....3.....^.....4.....5.....6
.....0.....0.....0.....0.....0.....0
```

Note: Only the first 10 lines will be saved as the Message Text.