Adding Comments in an Expense Report:

Before submitting an expense report, a user can add a comment at the Header level by selecting the name of the report. The user would then scroll to the bottom of the Header and see the section where they can add a comment.
A comment can be added at the line item level by selecting the expense and inserting a comment at the bottom of the line item’s information screen.

**Adding Comments by the Approver:**

The Approver can make comments to an expense report by selecting the desired expense report, and scrolling to the bottom of the Header information screen. The Comment section will be located there.
If the user wants to add a comment for an individual line item, they need to select the **Open** button.

Select the desired line item and then insert the comment in the “Comments” section.