Entering and Viewing Comments for Student Financials

The purpose of this guide is to learn how to enter a comment for a student as well as how to locate and view comments entered by other users.

ENTERING A COMMENT

Step One

Navigate to the Person Comment Entry page by using the following breadcrumb:

Step Two

Click on the Add a New Value tab. Enter the Catalyst (EMPL) ID of the student into the ID field.

NOTE: The ID field is referring to the Catalyst (EMPL) ID. If unavailable, click the magnifying glass for additional search options or use the ID Lookup Function located in the upper right corner of the screen to retrieve the student’s EMPL ID using the student’s UCID (M#).
Step Three

Click Add. The Person Comment Entry page will load. The page will look similar to the screenshot below.

Step Four

Click the magnifying glass next to the Administrative Function field and select GEN - General.

Step Five

Click the magnifying glass next to the Comment Category field and select BGENRL – General Bursar Comments.

Step Six

Click OK. The Person Comment Entry page will load.

Step Seven

Click on the magnifying glass next to the Department field and select the department applicable to your area or department.

Per the Office of the Bursar, this should be selected as "Bursar" until further notice.

Step Eight

Click in the Comment field and enter the text for your note then click Save.

NOTES: Cannot be edited or deleted after saving. Be mindful of tone, language, etc. as this comment will become permanent on the student's record.
VIEWING A COMMENT

Step One
To view a comment, navigate to the following breadcrumb:

Step Two

Enter the student's Catalyst (EMPL) ID into the ID field. If the ID is not available, use the Last Name, First Name, Campus ID (UCID) or National ID (SSN) fields to refine the search.

Step Three
Enter a Function, Category, and/or Comment ID (EMPL ID of the person who created the comment) as necessary. One is not required.

Step Four
Click Search. The Comment Summary Tab will load. It will look similar to the screenshot below.
Step Five

The Search Results section will populate with comments you have access to view.

Click View next to the comment you entered. The Person Comment Detail page will load in a new browser tab.

Be sure the pop-up blocker on your browser allows pop-ups from catalyst.uc.edu.

You have now completed the steps for Entering and Viewing Comments.