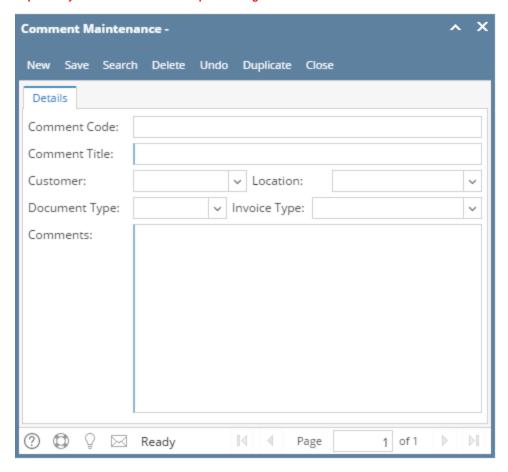# Comment Maintenance

This screen is used to maintain comments displayed/used throughout the Sales system. Open this screen from **Sales | Comment Maintenance**. /

Replaced by Common information / Report messages.

When applying a comment to a document, the system will look at the existing comment records and use the most specific match. In case only the Comment Title and Comments are provided, the system will not use it as a default to any transaction but will make it available to the Comments combo list box. So for instance,

- COM01 is assigned to Document Type 'Invoice', it will be the default comment for all invoices (unless there is a more specific match).
- COM02 is assigned to Document Type 'Invoice' and Customer 'ABC', it will be the default comment specifically for that customer. For any other customer invoice, the default will be COM01.

Field Description

Comment Code - This is the unique and system generated ID. This ID is configured on Starting Numbers screen.

Comment Title - Give the comment a title for easy recognition. This detail is required.

Customer - Use this field to assign a comment to a specific Customer. Click the combo box button and select the customer from the list. If left blank, comment will be applied to all customers.

Location - Use this field to assign a comment to a specific Company Location. Click the combo box button and select the location from the list. If left blank, comment will be applied to all company locations.

Document Type - Use this field to assign a comment to a specific document type. Click the combo box button and select the document from the list.

- **Quote** - The comment will be displayed on Quote | Comment field, and Instructions tab | Header Comment field.
- **Sales Order** - The comment will be displayed on Sales Order | Comment field, and Instructions tab | Header Comment field.
- **Invoice** - The comment will be displayed on Invoice | Comment field, and Instructions tab | Header Comment field.
- **Credit Memo** - The comment will be displayed on Credit Memo | Comment field, and Instructions tab | Header Comment field.
- **Invoice Footer** - The comment will be displayed on Invoice Report | Invoice Footer Comment field, and Instructions tab | Footer Comment field.
- **Quote Footer** - The comment will be displayed on Invoice Report | Quote Footer Comment field, and Instructions tab | Footer Comment field.

- **Sales Order Footer** - The comment will be displayed on Invoice Report | Sales Order Footer Comment field, and Instructions tab | Footer Comment field.
- **Statement Footer** - The comment will be displayed on Customer Statements Report | Statement Footer Comment field and Customer Statement Detail Report | Statement Footer Comment field.

Invoice Type - Use this field to assign a comment to a specific quote, sales order or invoice type. The field is enabled for Quote, Sales Order and Invoice document type only. If left blank, comment will be applied to all invoice/ sales order/ quote types.

Comments - This is the text that will actually be displayed on documents if selected. Click the combo box button and select the document from the list. This detail is required.

Pages

- How to Add Comment
- How to Delete Comment
- How to Duplicate Comment
- How to Edit Comment when on Sales Transaction screen