## How to Add Comment

1. Open a new Comment Maintenance screen from Sales | Comment Maintenance menu. If there is no existing record yet, this will open a new screen. If not, click the New button on integrated search grid.

	i21 Demo Setup Company(Source)	
Collapse All Menus	Comment	
	New Open Refresh Export - Close	
	田 Layout Q Filter Records (F3) 1 records	
🕈 Filter	Comment Code	Comment Title
Customer Contact List	COM-1	V-Meter Footer
Sales Reps		
Market Zone		
Comment Maintenance		
Service Charges		
Customer Groups		

- 2. Fill out the Comment Maintenance fields. Required details are Comment Title and Comments. You can be as detailed as you see necessary. Refer to Comment Maintenance | Field Description to help you in filling out the field.
- 3. Click Save button.

Comm	ent M	aintenar	ice -			
New	Save	Search	Delete	Undo	Duplicate	Close

Here is a sample Comment Maintenance record.

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Details         Comment Code:       COM-2         Comment Title:       Sample Comment for Invoice Report.         Customer:       Invoice Type:         Document Type:       Invoice Type:         Document Type:       Invoice Foot         Discourse Type:       Invoice Type:         Comments:       PLEASE MAKE CHECK PAYABLE TO: Sample Company         Remit Payment To: Nowhere St., Fort Wayne IN 46815       Billing Inquiries: (123) 123-4567 or support@sample.company.com         Support@sample.company.com       Invoice Footer         Comment Size Partice Sample Company       Invoice: SI-137         Import @ Dono Setup Company       Invoice: SI-137         Import @ Sample Company       Invoice: SI-137<	New Sav	ve Searc	h Delete Un	ndo Duplicate	Close					
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Subtraction     PERC     0.00       Total Records: 3     Invoice Footer Comment:     PLEASE MAKE CHECK PAYABLE TO: Sample Company Remit Payment To: Nowhere St., Fort Wayne IN 46815 Billing Inquiries: (123) 123-4567 or support@samplecompany.com     Subtotal:     88.06 Shipping:       Billing Inquiries: (123) 123-4567 or support@samplecompany.com     Tax:     20.22	Customer: Invoice Type: Currency:	ABC Reseller Somewhere SI Indianapolis, II ABC Reseller Standard USD	Re) aff Cove IN, 46815, United States , 46204, United States Salesperson: Ship Via:	PO Number: Terms: Paid:	No	Invoice Date: Ship Date: Due Date:	01/21/2016 01/21/2016 01/26/2016			
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