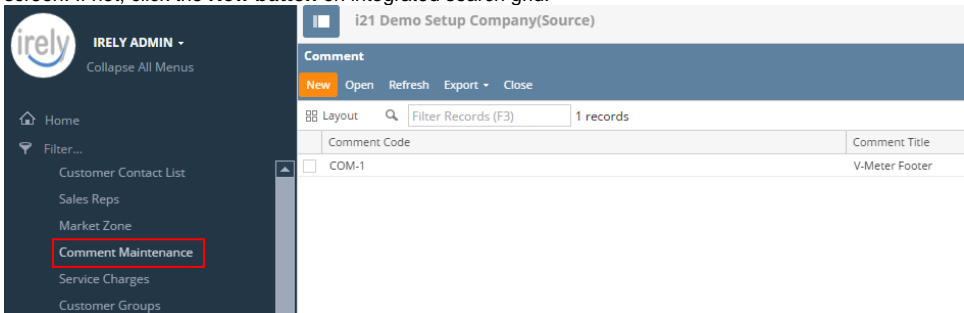
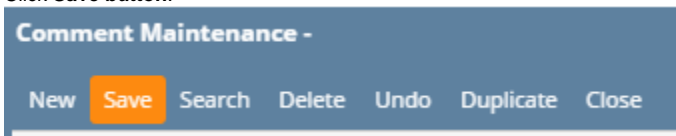


How to Add Comment

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.



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**.



Here is a sample Comment Maintenance record.

Comment Maintenance - COM-2
^
X

New
Save
Search
Delete
Undo
Duplicate
Close

Details

Comment Code:
COM-2

Comment Title:
Sample Comment for Invoice Report.

Customer:
Location:

Document Type:
Invoice Foot
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@samplecompany.com

?

Ready
Page 1 of 1

Based on above sample, let us print an Invoice Report. Above comment should be shown on Invoice Footer Comment field of the report.

i21 Demo Setup Company
(Source)
4242 Flagstaff Cove
Fort Wayne, IN, 46815, United States

Invoice: SI-137

Bill To:
ABC Reseller
ABC Reseller
Somewhere St.
Indianapolis, IN, 46204, United States

Customer:	ABC Reseller	Salesperson:		PO Number:		Invoice Date:	01/21/2016
Invoice Type:	Standard	Ship Via:		Terms:	5% 5 Net 30	Ship Date:	01/21/2016
Currency:	USD	Deliver/Pickup:		Paid:	No	Due Date:	01/26/2016

Sales Tax
0.00

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
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Subtotal:	88.06
Shipping:	0.00
Tax:	20.22
Total:	108.28

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