

How to Edit Comment when on Sales Transaction screen

The Comment Maintenance screen is where you setup the default header and footer comment per transaction. There are cases though when the comment on a specific transaction has to be modified. The **Instructions tab** will cater this need.

1. On Quote, Sales Order, Invoice, or Credit Memo screen, go to **Instructions tab**. This tab will show the Header Comment and Footer Comment for the current record.

The screenshot shows a software interface for an invoice. At the top, there is a title bar 'Invoice - Brown Brother Farms' and a menu bar with options: New, Save, Search, Delete, Undo, Print, Add Shipment, Email, Duplicate, Post, Recap, Recurring, Close. Below the menu bar is a tabbed interface with tabs: Details, Instructions (highlighted with a red box), Payments (0), Attachments (0), Audit Log (0), and Comments (0). The main content area is divided into two sections: 'Header Comment:' with a text area containing 'This is sample Invoice Header Comment.' and 'Footer Comment:' with a text area containing 'PLEASE MAKE CHECK PAYABLE TO: Sample Company Remit Payment To: Nowhere St., Fort Wayne IN 46815' and 'Billing Inquiries: (123) 1234-4567 or support@samplecompany.com'. At the bottom left, there are icons for help, refresh, lightbulb, and mail, followed by the text 'Edited'.

2. Edit the header or footer comment if necessary.
3. **Save** the record. When you print the report, it will use the saved header and footer comment on Instructions tab.