

# 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.

Invoice - Brown Brother Farms

NewSaveSearchDeleteUndoPrintAdd ShipmentEmailDuplicatePostRecapRecurringClose

DetailsInstructionsPayments (0)Attachments (0)Audit Log (0)Comments (0)

Header Comment:

This is sample Invoice Header Comment.

Footer Comment:

PLEASE MAKE CHECK PAYABLE TO: Sample Company  
Remit Payment To: Nowhere St., Fort Wayne IN 46815  
  
Billing Inquiries: (123) 1234-4567 or  
support@samplecompany.com

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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.