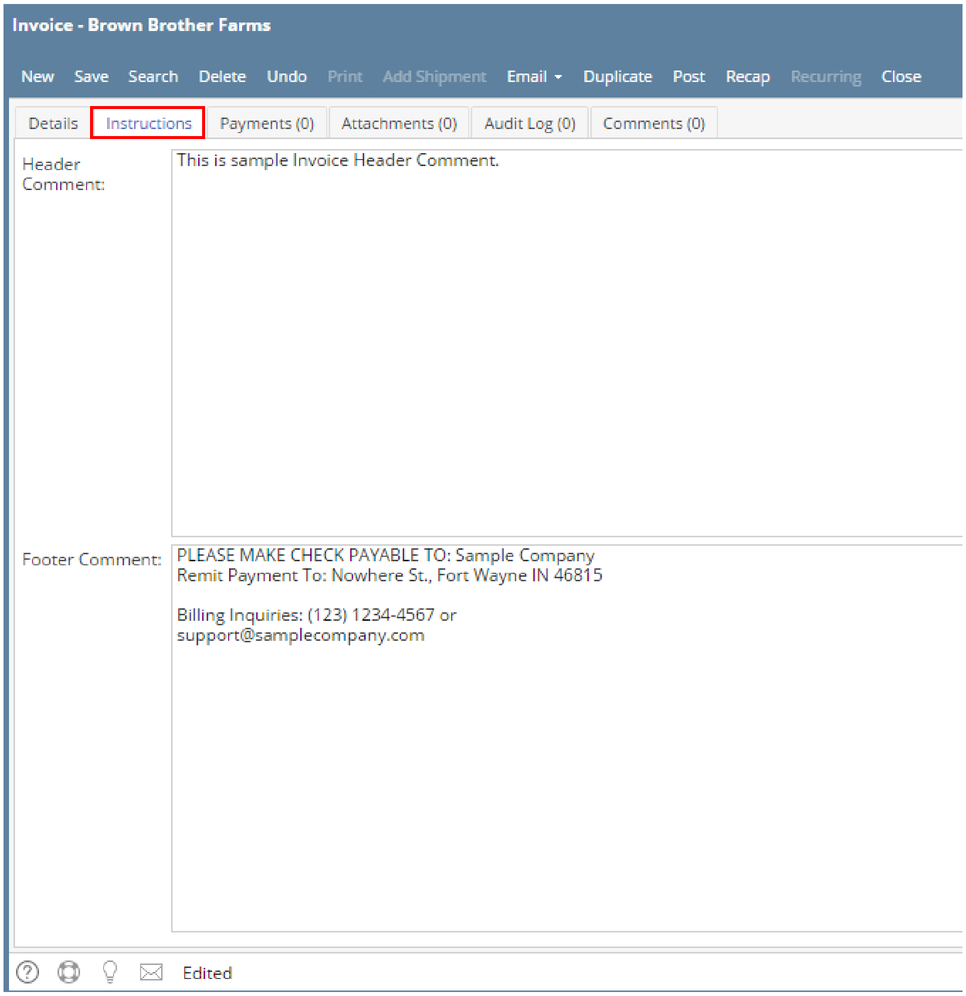
How to Edit Comment when on Sales Transaction screen

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.



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.