

# How to Add Report Messages

Report Messages - REP-4

NewSaveSearchDeleteUndoDuplicateClose

DetailsAudit Log

Title

Thank you for your business

Code

REP-4

Location

0001-Fort Wayne

Line Of Business

BioFuel

Customer

Brown Brother Farms - test

Source

Invoice

Type

Software

Copy All

X RemoveExportViewFilter (F3)

Header/FooterCharacter LimitMessageRecipeQuoteSales OrderPick ListBOLInvoiceScale Ticket

Header

28

Thank you for your business!

0

0.28sReady

1 of 1Refresh

1. On the user's menu panel go to **Common Info** folder then click **Report Messages**

2. Click the **New** button to open a new blank screen

3. Enter details on the header fields

Fields	Description
Title	Descriptive title of the report message
Code	Created upon saving
Location	Can select from a list of company locations
Line of Business	Can select from a list of lines of business
Customer	Can select from a list of customer entities
Source	Pulls from source on Invoice, SO and Quote.
Type	Standard   Software   Tank Delivery   Service Charge   Provisional Invoice
Copy All	The message will be copied on all documents based on whichever field you are currently in.

4. Enter details on the grid panel

Columns	Description
Header / Footer	This will determine which field the message will go into.
Character Limit	Limit of the message
Message	Message that will show in the Header or Footer
Check boxes	Reports where the messages will be printed

5. Click Save