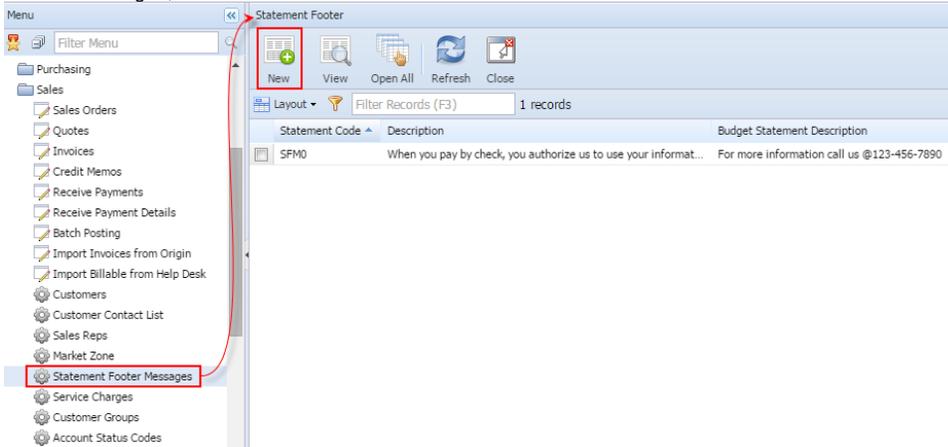


How to Add a Statement Footer Message

 This screen has been obsolete since version 15.3.

1. On the **Sales folder**, click the **Statement Footer Messages menu**. If there is no existing record yet, this will open a new Statement Footer Message screen. The **Statement Footer search grid** will be docked at the center panel.
2. On the search grid, click the **New** toolbar button.



3. Enter the **Statement Code** for the new record. Note that this code is required.

4. Enter other needed details. Refer to [Statement Footer Message](#) for the field description.

Statement Code: SFM1 Reset Discount on Statements:

Discount Date: 06/10/2014 Percent: 2.50

Service Charge Date: 06/16/2014 Period: Monthly

Comments: Payments are due by the 15th

Description:
Tahoma Thank you for doing business with XYZ Inc.

Budget Statement Description:
Tahoma This is a sample Budget Statement Description

Edited Page 1 of 1

5. Click **Save** button.

1. On the **Menu**, double click the **Statement Footer Message menu**. If there is no existing record, this will open a new Statement Footer Message screen. If there is an existing record, this will open the **Search Statement Footer screen**. If the search screen is displayed, proceed to step 2. Otherwise, proceed to step 3.
2. On the search screen, click the **New** toolbar button.

Search Statement Footer

New Open Selected Open All Refresh Close

3. Enter the **Statement Code** for the new record. Note that this code is required.

4. Enter other needed details. Refer to [Statement Footer Message](#) for the field description.

Statement Footer Message - SFM1

New Save Search Delete Undo Close

Statement Code: SFM1 Reset Discount on Statements:

Discount Date: 06/10/2014 Percent: 2.50

Service Charge Date: 06/16/2014 Period: Monthly

Comments: Payments are due by the 15th

Description:

Tahoma **B** *I* U A⁺ A⁻ A **ab** [List Icons]

Thank you for doing business with XYZ Inc.

Budget Statement Description:

Tahoma **B** *I* U A⁺ A⁻ A **ab** [List Icons]

This is a sample Budget Statement Description

Edited Page 1 of 1

5. Click **Save** button.