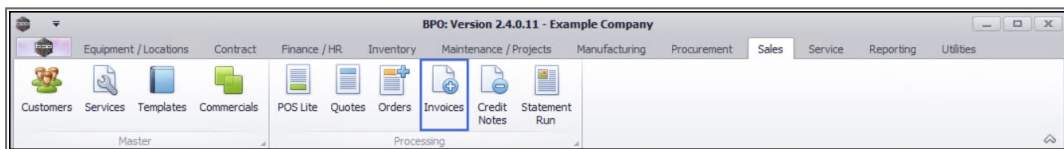


SALES

INVOICES – COMMENT AND REFERENCE

The comment and reference feature on the Sales Invoices listing screen allows you to add or edit a comment and / or reference for a Sales Invoice, irrespective of the Status the Invoice appear in.

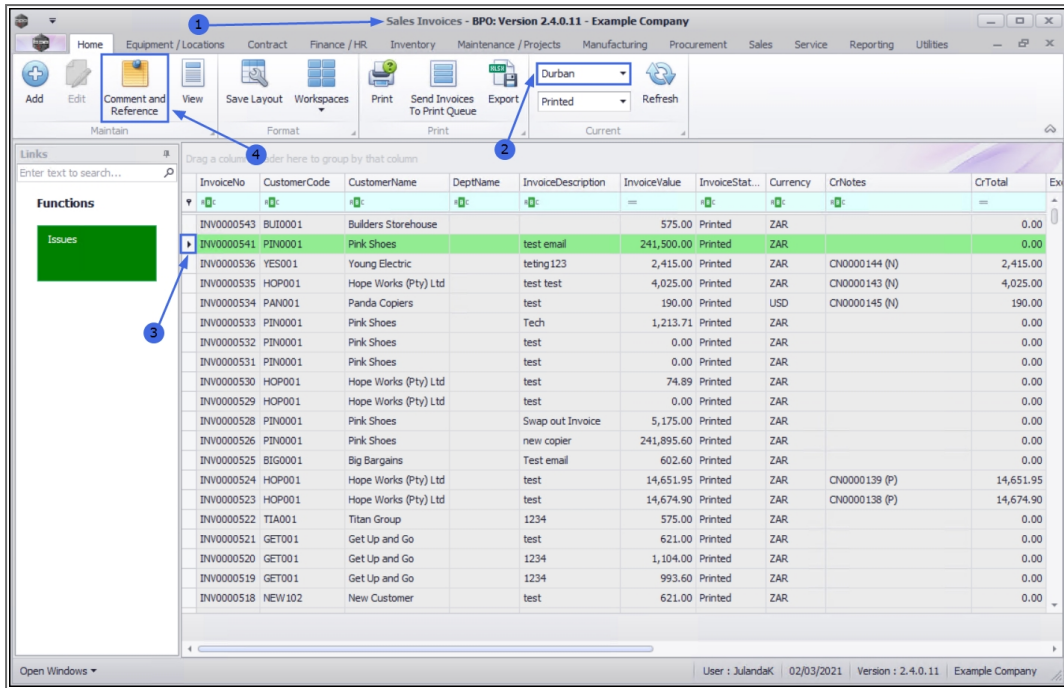
Ribbon Access: Sales > Invoices



1. The **Sales Invoices** listing screen will display.
2. Select the **Site** where the invoice has been created.
 - The example has **Durban** selected.
3. Click on the **row** of the invoice you wish to Add or Edit a comment and / or reference.
4. Click on **Comment and Reference**.



Short cut key: **Right click** to display the **Process** menu list. Click on **Comment and Reference**.

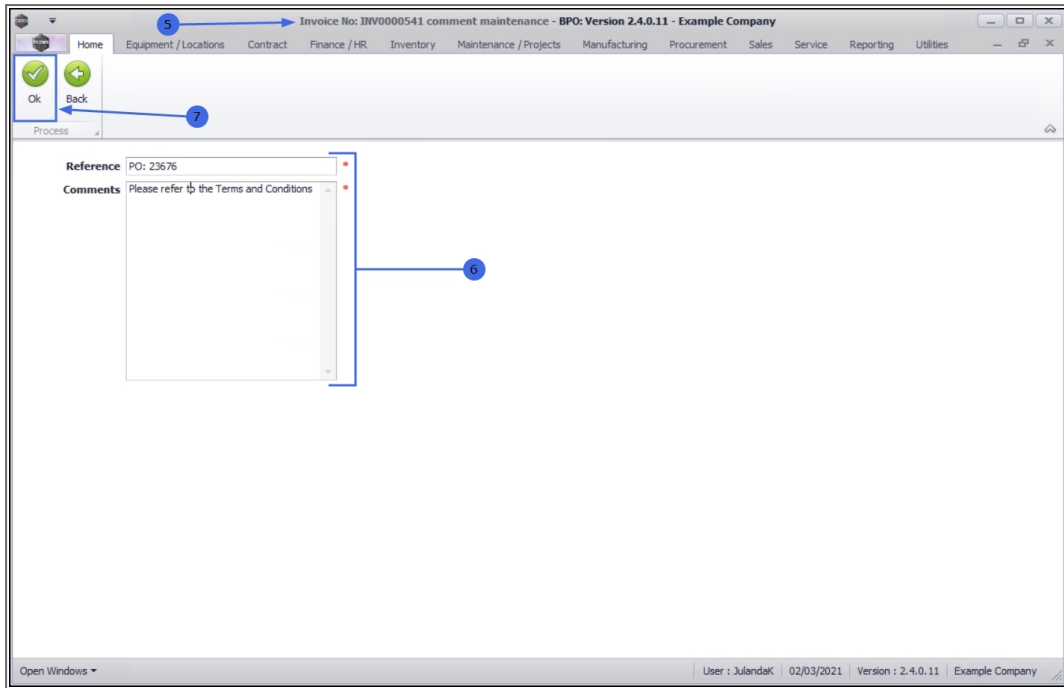


- The **Invoice No. [invoice number] comment maintenance** screen will display.
- If a Reference number and comments have already been added for the Invoice, then these fields will be populated.



These fields are mandatory fields on this screen and can therefore not be left blank.

- **Reference:** Type the reference number for the Invoice or make the required changes to the existing reference number.
 - **Comments:** Type the comments for the Invoice, or make the necessary changes to the comments. The comments will appear on the Invoice.
- When finished updating the screen, click on **OK** to save the reference and comments to the Invoice, or
 - Click **Back** to discard any changes.



8. You will return to the **Sales Invoices listing** screen.
9. The updated **Reference number** will display in the **Invoice Description** field.
 - Use the scroll bar at the bottom of the screen to the view the updated **Comments** in the **Comments** column.

Sales Invoices - BPO: Version 2.4.0.11 - Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Comment and Reference | View | Save Layout | Workspaces | Print | Send Invoices To Print Queue | Export | Durban | Printed | Refresh

Links: Enter text to search... Functions: Issues

Drag a column header here to group by that column

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	InvoiceStat...	Currency	CrNotes	CrTotal
INV0000543	BU10001	Builders Storehouse			575.00	Printed	ZAR		0.00
INV0000541	PI10001	Pink Shoes		PO: 23676	241,500.00	Printed	ZAR		0.00
INV0000536	YES001	Young Electric		tetbng123	2,415.00	Printed	ZAR	CN0000144 (N)	2,415.00
INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)	4,025.00
INV0000534	PAN001	Panda Copiers		test	190.00	Printed	USD	CN0000145 (N)	190.00
INV0000533	PI10001	Pink Shoes		Tech	1,213.71	Printed	ZAR		0.00
INV0000532	PI10001	Pink Shoes		test	0.00	Printed	ZAR		0.00
INV0000531	PI10001	Pink Shoes		test	0.00	Printed	ZAR		0.00
INV0000530	HOP001	Hope Works (Pty) Ltd		test	74.89	Printed	ZAR		0.00
INV0000529	HOP001	Hope Works (Pty) Ltd		test	0.00	Printed	ZAR		0.00
INV0000528	PI10001	Pink Shoes		Swap out Invoice	5,175.00	Printed	ZAR		0.00
INV0000526	PI10001	Pink Shoes		new copier	241,895.60	Printed	ZAR		0.00
INV0000525	BIT0001	Big Bargains		Test email	602.60	Printed	ZAR		0.00
INV0000524	HOP001	Hope Works (Pty) Ltd		test	14,651.95	Printed	ZAR	CN0000139 (P)	14,651.95
INV0000523	HOP001	Hope Works (Pty) Ltd		test	14,674.90	Printed	ZAR	CN0000138 (P)	14,674.90
INV0000522	TIA001	Titan Group		1234	575.00	Printed	ZAR		0.00
INV0000521	GET001	Get Up and Go		test	621.00	Printed	ZAR		0.00
INV0000520	GET001	Get Up and Go		1234	1,104.00	Printed	ZAR		0.00
INV0000519	GET001	Get Up and Go		1234	993.60	Printed	ZAR		0.00
INV0000518	NEW102	New Customer		test	621.00	Printed	ZAR		0.00

User : JulandaK | 02/03/2021 | Version : 2.4.0.11 | Example Company

10. Navigate to the [View Customer Invoice](#) screen to view the changes and / or additions to the Reference and Comments for the Invoice.

Customer Invoice - INV0000541 - BPO: Version 2.4.0.11 - Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Back | Save Layout | Print

Customer Name: Pink Shoes | Reference: PO: 23676 | Billing address: [Empty]

Contact Name: Sam Twins | Status: Printed | Shipping address: [Empty]

Commercial: Type Class Commercial | Date & Time: 04/02/2021 14:42:52

Salesman: Kame Pillay | Billing Contact: Sam Twins

Billing Customer: Pink Shoes | Exchange Rate: 1

Invoice Currency: South African Rand | Tax Rate: 15 | Suppress Line Detail on Print: [Checked]

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice
No	INVN	SP500	Sprint Colour Co...	Sprint Colour Copier	Main Warehouse		1.000	0.000	0.000	0.000	210,000.000	210,000.000

Comment: Please refer to the Terms and Conditions

Sub Total: 210,000.00
VAT: 31,500.00
Grand Total: 241,500.00

User : JulandaK | 06/04/2021 | Version : 2.4.0.11 | Example Company

MNU.063.004