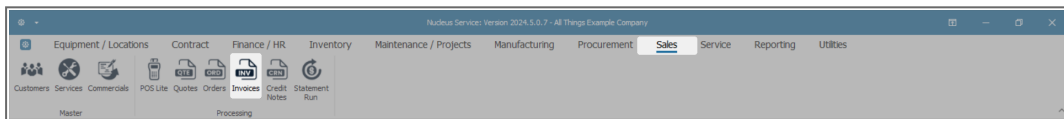


SALES


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 appears in.

Ribbon Select Sales > Invoices



- The **Sales Invoices** listing screen will be displayed.
- Select the **Site** where the invoice has been created.
 - The example has **KwaZulu-Natal** selected.
- Select the **row** of the invoice you wish to Add or Edit a comment and/or reference.
- Click on **Comment and Reference**.

 **Short cut key: Right click** on the selected **row** in the data grid to display the **Process** menu list. Click on **Comment and Reference**.

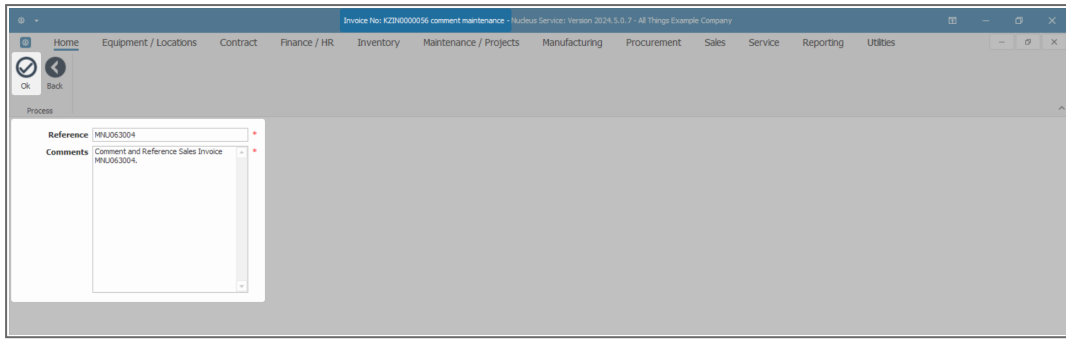
InvoiceNo	CustomerCode	CustomerName	DepName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStatusDesc	SalesmanName	C/Holes	C/Total
KZ2N0000056	6028143645	GLUM	Process	8063001	9,698.48	ZAR	1.00	07 Aug 2024	15.00	Edit Sales Invoice MHU063003.	9,698.48	New	Brian Portillo		
KZ2N0000055	6028143645	GLUM		8001126	5,977.43	ZAR	1.00	06 Aug 2024	15.00	SalesOrderInvoiceCreatedMHU126005.	5,977.43	New	Eden Rowan		
KZ2N0000054	6075468708	MHRA		300Order	6,382.50	ZAR	1.00	06 Aug 2024	15.00	Part Request.	6,382.50	New	Brian Portillo		
KZ2N0000053	6005715519	Carns		26010	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	New	Brian Portillo		
KZ2N0000052	6015257191	Orange		26010	1,173.00	ZAR	1.00	05 Aug 2024	15.00		1,173.00	New	Eden Rowan		
KZ2N0000051	6015257191	Orange		483.00	483.00	ZAR	1.00	05 Aug 2024	15.00	MHU126010	483.00	New	Eden Rowan		
KZ2N0000050	6075468708	MHRA		26010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Forward Navigation	4,830.00	New	Eden Rowan		
KZ2N0000049	6075468708	MHRA		OrderForward	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	New	Eden Rowan		
KZ2N0000048	6075468708	MHRA		rd MHU126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	MHU126010.	4,830.00	New	Eden Rowan		
KZ2N0000047	6003931995	FDMA Management	Sales	WOrders126000	6,296.25	ZAR	1.00	05 Aug 2024	15.00	Orders MHU000126	6,296.25	New	Eden Rowan		
KZ2N0000044	6055478013	Warm Blade Systems	Sales		4,830.00	ZAR	1.00	25 Jun 2024	15.00	WarmBladePSL	4,830.00	New	Eden Rowan		
KZ2N0000043	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	18 Jun 2024	15.00	CashSale	4,830.00	New	Eden Rowan		
KZ2N0000042	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	CustomerPSL	4,830.00	New	Eden Rowan		
KZ2N0000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale068000	4,830.00	New	Eden Rowan		
KZ2N0000040	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	05 Apr 2024	15.00	CashSale 068001	4,830.00	New	Eden Rowan		
KZ2N0000039	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	30 Apr 2024	15.00	SellOffCustomerPSL	4,830.00	New	Eden Rowan		
KZ2N0000038	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	PSL126068	4,830.00	New	Eden Rowan		
KZ2N0000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	SP2020 PSL	5,313.00	New	Eden Rowan		
KZ2N0000036	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	03 May 2024	15.00	PSL126	4,830.00	New	Drew Nelson		
KZ2N0000035	6065001000	Sell Off Customer	Sales	Edit Invoice MHU	4,588.50	ZAR	1.00	03 Jun 2024	15.00	Customer PSL126068	4,588.50	New	Eden Rowan		
KZ2N0000033	6075468708	MHRA Burhill CC	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	MHRA Lite 068001	4,830.00	New	Damon Holland		
KZ2N0000032	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	Invoice068001	4,830.00	New	Brian Portillo		
KZ2N0000031	6065001000	Sell Off Customer	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	PSL126068001	5,313.00	New	Faith Myers		
KZ2N0000030	6085742234	Form Fair Publishing	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	FormFair PSL126068	5,313.00	New	Eden Rowan		

- The **Invoice No. [] comment maintenance** screen will display.
- The fields will populate with previously added details.



These fields are mandatory fields on this screen and cannot be left blank.

- **Reference:** 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.



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

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStatusDesc	SalesmanName
KZ26000056	6028143645	GLJ Molan Distributors	Sales	MNU063004	9,698.48	ZAR	1.00	07 Aug 2024	15.00	Comment and Reference Sales Invoice MNU063004.	9,698.48	New	Brian Portillo
KZ26000055	6028143645	GLJ Molan Distributors	Sales	Orders001126	5,977.43	ZAR	1.00	06 Aug 2024	15.00	SalesOrderInvoiceCreated#MNU126005.	5,977.43	New	Eden Rowan
KZ26000054	6075468708	MHRA Buhill CC	Sales	126000Order	6,382.50	ZAR	1.00	06 Aug 2024	15.00	Part Request.	6,382.50	New	Brian Portillo
KZ26000053	6057155139	Cams Aircraft CC	Sales	MNU126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	New	Brian Portillo
KZ26000052	6015257191	Oranges Outer Analysis	Sales	MNU126010	1,173.00	ZAR	1.00	05 Aug 2024	15.00		1,173.00	New	Eden Rowan
KZ26000051	6015257191	Oranges Outer Analysis	Sales	Forward Navigation	483.00	ZAR	1.00	05 Aug 2024	15.00	MNU126010	483.00	New	Eden Rowan
KZ26000050	6075468708	MHRA Buhill CC	Sales	MNU126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Forward Navigation	4,830.00	New	Eden Rowan
KZ26000049	6075468708	MHRA Buhill CC	Sales	SalesOrderForward	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	New	Eden Rowan
KZ26000048	6075468708	MHRA Buhill CC	Sales	Forward MNU126010	4,830.00	ZAR	1.00	05 Aug 2024	15.00	MNU126010.	4,830.00	New	Eden Rowan
KZ26000047	6003931995	FDMA Management	Sales	WOrders126000	6,296.25	ZAR	1.00	05 Aug 2024	15.00	Orders MNU000126	6,296.25	New	Eden Rowan
KZ26000046	6055478013	Warm Blade Systems	Sales		4,830.00	ZAR	1.00	25 Jun 2024	15.00	WarmBladePSL	4,830.00	New	Eden Rowan
KZ26000045	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	18 Jun 2024	15.00	CashSale	4,830.00	New	Eden Rowan
KZ26000044	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	CustomerPSL	4,830.00	New	Eden Rowan
KZ26000043	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale688000	4,830.00	New	Eden Rowan
KZ26000042	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale688001	4,830.00	New	Eden Rowan
KZ26000041	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	30 Apr 2024	15.00	SellOffCustomerPSL	4,830.00	New	Eden Rowan
KZ26000040	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	PSLITE068	4,830.00	New	Eden Rowan
KZ26000039	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	SP2020 PSL	5,313.00	New	Eden Rowan
KZ26000038	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	03 May 2024	15.00	PSLite	4,830.00	New	Drew Nelson
KZ26000037	6065001000	Sell Off Customer	Sales	Edit Invoice MNU	4,588.50	ZAR	1.00	03 Jun 2024	15.00	Customer PSLite068	4,588.50	New	Eden Rowan
KZ26000036	6075468708	MHRA Buhill CC	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	MHRA Lite 068001	4,830.00	New	Damian Holland
KZ26000035	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	Invoice688001	4,830.00	New	Brian Portillo
KZ26000034	6065001000	Sell Off Customer	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	PSLITE688001	5,313.00	New	Faith Myers
KZ26000033	6085742234	Form Fair Publishing	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	FormFair PSLite688	5,313.00	New	Eden Rowan
											160,399.62		

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

Customer Name: G.U. Molan Distributors
Contact Name: Genesis Rose
Commercial Item Type: Commercial
Salesman: Brian Portillo
Billing Customer: G.U. Molan Distributors
Invoice Currency: South African Rand
Tax Rate: 15%

Reference: MNU.063.004
Status: New
Date & Time: 07 Aug 2024 14:10:25
Billing Contact: Genesis Rose
Exchange Rate: 1.0

Billing address: PO Box 4385, Colour Building, Smilax, Rivonia
Shipping address: 174 Capital Boulevard, Colour Building, Smilax Springs

Suppress/Print	Item Type	Item Code	Item Description	Invoice Line Description	Warehouse Name	Batch/Serial No	Quantity	Unit Cost	Markup	Discount	Unit Selling Price	Base Cost Price	Tax Rate	Department	Status
No	BVN	SP2020	Sprint Multi Functional Copier	Sprint Multi Functional Copier	K2 - Main		1.00	3,516.40	5.00	0.00	3,692.22	3,692.22	15.00	Sales	A
No	BVN	SP2020-1992	Paper Tray	Paper Tray	K2 - Main		1.00	1,015.46	5.00	0.00	1,066.24	1,066.24	15.00	Sales	A
No	BVN	SP2020-3671	Staple Unit	Staple Unit	K2 - Main		1.00	3,500.00	5.00	0.00	3,675.00	3,675.00	15.00	Stock Control	A
No	WARR	12MSW	12 Month Supplier Warranty	12 Month Supplier Warranty			1.00	0.00	0.00	0.00	0.00	0.00	15.00	Sales	A

Comment: Comment and Reference Sales Invoice MNU.063.004

Sub Total	8,433.46
VAT	1,265.02
Grand Total	9,698.48

Related Topics

- [Introduction to Invoices](#)
- [Introduction to Point of Sale \(POS\) Lite](#)
- [Add](#) a Sales Invoice
- [Edit](#) a Sales Invoice
- [View](#) a Tax Invoice
- [Comment and / or Reference for a Sales Invoice](#)
- [Print](#) or Export a Sales Invoice
- Send Invoices to [Print Queue](#)
- View a list of all items that have been [Issued](#)
- [Print Proforma Invoice](#)

MNU.063.004