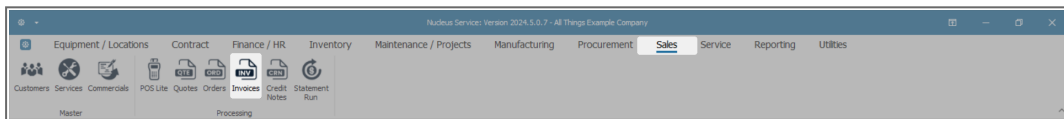# SALES

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**.

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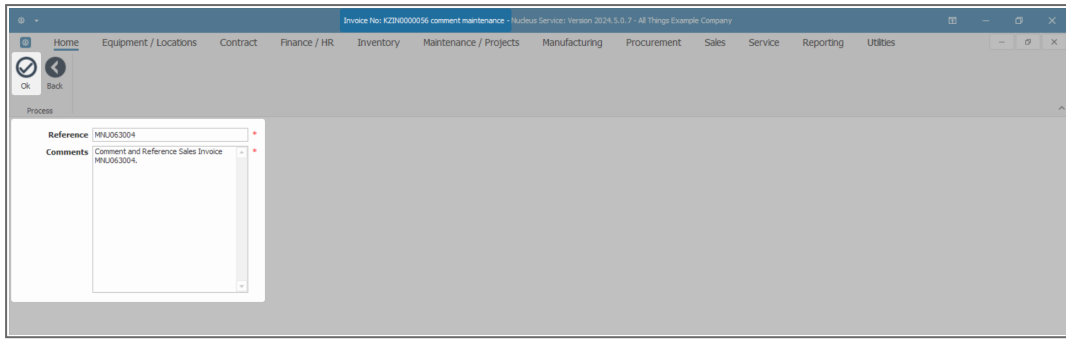
- You will return to the **Sales Invoices listing** screen.
- The updated **Reference number** will display in the**Invoice Description** field.
  - Use the scroll bar at the bottom of the screen to view the updated **Comments** in the **Comments** column.

- Navigate to the <u>View Customer Invoice</u> screen to view the changes and / or additions to the Reference and Comments for the Invoice.

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](#)

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