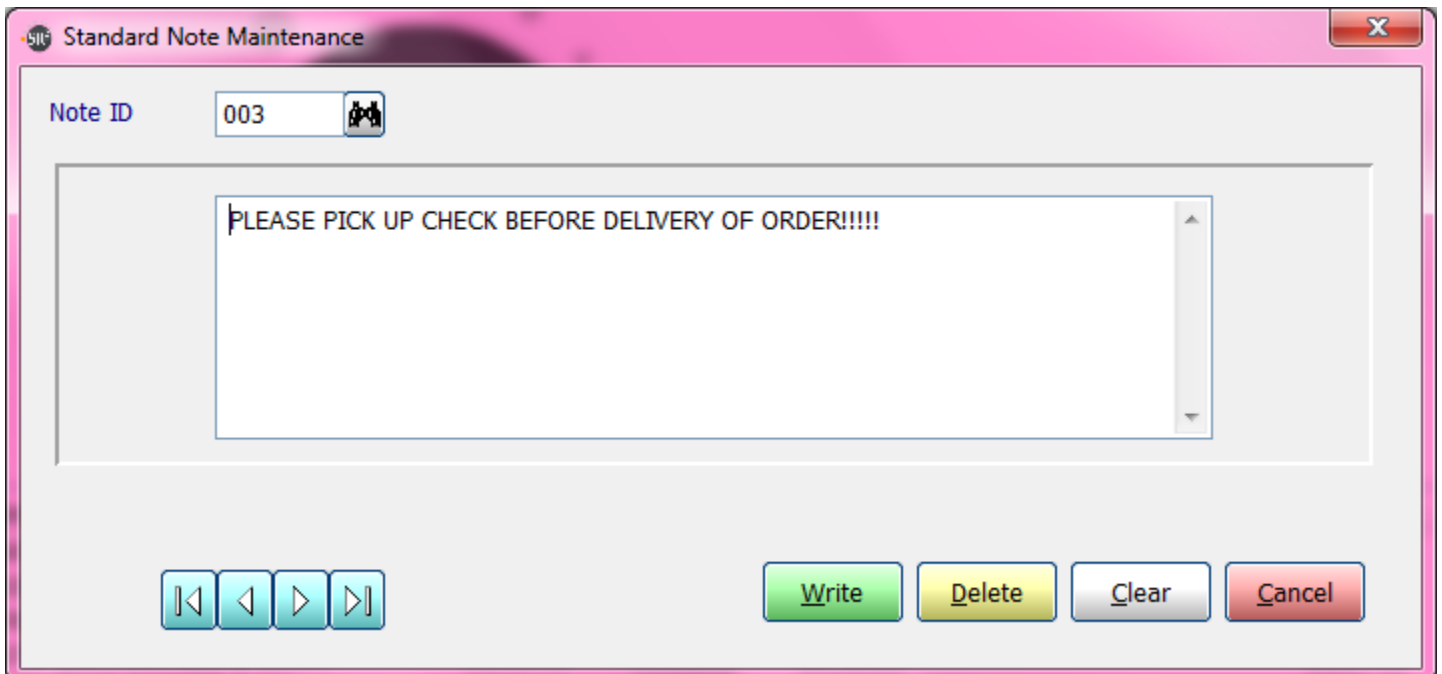


Standard Notes

System Maintenance Sales Pr

- Barcode
- Category
- Class Lookup
- Country
- Credit Reason
- Customer Type
- Email Text
- Equipment
- Foreign Language
- Fuel Zone
- Item Tax Lookup
- Locations
- Payment Method Lookup
- Price Level
- Sales Tax Lookup
- Ship Via
- Special Price Lists
- Standard Notes**
- Truck Routes
- Units of Measure
- Warehouse

If you have a standard set of notations for your customers, you can enter them in this screen. When you are in the Sales Order Screen on the Header Tab, you can select the note in the Note section to print on the Invoice. Make sure you have the checkbox marked for Notes on Invoice in Company Maintenance. These Notes will print on the first line in the body of the Invoice.



The image shows a software window titled "Standard Note Maintenance". At the top left, there is a "Note ID" field containing the value "003" and a small icon. Below this is a large text area with a scroll bar containing the text "PLEASE PICK UP CHECK BEFORE DELIVERY OF ORDER!!!!". At the bottom of the window, there are four navigation buttons (back, left, right, forward) and four action buttons: "Write" (green), "Delete" (yellow), "Clear" (grey), and "Cancel" (red).

Note ID: Limit of 4 Alpha-Numeric characters.

If you wish to create a new Note ID just type the new ID in and press enter. Choose Yes to create a new note. Then type the text of the note exactly how you want it to display on the Invoice.

When you have completed your entry, click the **Write** button at the bottom of the screen to save your entry.