







## How to Add a Note to a Specific Pick Ticket or Specific Invoice for a Specific Item

Sales	Purchasing	Inventory	Cr
<b>Sales Order Entry</b>			
Buy Sheet			
Batch Pick			
Truck Routing			
Batch Pick Ticket Print			
Batch Invoice Orders			
Batch Invoice Print			
Invoice Register (End of Day)			
Sales Order History Lookup			
Order Label Print			
Order Confirmation			
Route Order Confirmation			
Cash Receipts			
Truck Manifest Report			
Payment Register			
Credit Hold Release			
CatchWeight Hold Release			

There may be a situation where the user would need to add a note for the Picker or the Driver for a specific item. The user has the ability to add a note to a specific Pick Ticket or Invoice in the Sales Order screen. The note will print on the Pick Ticket or the Invoice under the specific line item.

In the Sales Order screen on the Lines tab, choose the line of the order you wish to add the note. At the end of the item line choose the  Button.

Header		Lines	Lines - Full Screen	Guide - Full Screen	Lines - Maintenance					
Item	Description	Order Qty	UOM	Price	Ship	Bill	Extension	GP %	CR	Line
✘ 01535	BRISKET WHOLE RED CORNED	3.00	BX	4.75	3.00	3.00	14.25	26.32		0001
✘ 10000	WICKS CRAB CAKES MD STYLE 108X	2.00	CS	143.50	2.00	2.00	287.00	24.04		0002
✘ 10025	LOBSTER MEAT BKN CAPT DAN	3.00	CS	28.29	3.00	3.00	84.87	24.00		0003
✘ 20800	SMITH BONELESS RIBEYE	3.00	CS	6.78	3.00	225.18	1,526.72	24.04		0004
✘										

From the Details screen the user will then click on the **Notes** button in the bottom right.

Sales Order Line Detail - 01-SR2SOFTWARE, INC.

Item	Order Qty	UOM	Ship Qty	Bill Qty	Price			
01002								
SIRLION STRIP WHOLE								
second Line	2.00	BX	2.00	24.00	12.66			
Pack	Size	Weight	Cost	GP %	On Hand	Available	Last Price	Discount%
4.00	1	12.00	9.75	22.99	5.75	107.00-	0.00	0.00

Credit Reason

Weights Notes LoTs Exit

There are 4 sets of lines to add notes: two for the Pick Ticket and two for the Invoice.

Order Line Remarks 25227 CLIPPED TENDERS 4/10

Pick Remark 1	<input type="text"/>
Pick Remark 2	<input type="text"/>
Invoice Remark 1	<input type="text"/>
Invoice Remark 2	<input type="text"/>

Accept

**Example Pick Remark 1:** Cut in 2X2 Squares

**Example Invoice Remark 1:** Pack in Ice

When you have completed all your entries, please choose the **Accept** button at the bottom of the screen to save your entries.