How to Create and Apply Commercial Note

The video will show the user how to Create and Apply Commercial Note.

Navigate to Sales, Commercial Note, Create New.
Fill in the header info, i.e. Code, Name.
Enter the note data.

STEP-BY-STEP:
1. Go to Sales menu
2. Select Commercial Note
3. Click Create New
4. Fill in the header info, i.e. Name, Code.
(mandatory fields in red color or marked with red x)
5. Add the note description in the Lines fields.
Click Save button when done editing.
Now this Commercial Note is ready for use in Sales transactions.
6. User able set a default Commercial Note in the (Accounts module) Customers records.
Open a Customer record and choose one from the Commercial Note list.
Click Save button when done editing.
7. In the Sales Invoice, open an invoice for the customer in step #6.
Click on the Preview (eye) button to view the printed invoice.
The commercial note is shown at the bottom of the invoice.