

# Commercial Note

Additional invoice note used for sales customers. This note will show up at the footer of invoice for selected customer. Below actions are available under **“Commercial Note”**:

- Create new commercial note; update, delete, view and search for commercial note details

Commercial Note

Commercial Note Code	Commercial Note Name	Description
Export	Product for Export Only	The products that are sold are for Export Purposes and shall not be sold in Singapore
Export - 1	The products are included 6% GST	The products are included 6% GST

Total 2 records.

Commercial Note Name: [Input Field]

Commercial Note Code: [Input Field]

Description: [Large Text Area]

Line 1: [Input Field]  
Line 2: [Input Field]  
Line 3: [Input Field]  
Line 4: [Input Field]  
Line 5: [Input Field]  
Line 6: [Input Field]  
Line 7: [Input Field]  
Line 8: [Input Field]

Active [Checkbox]

Create New Save Revert Delete

Field Names	Explanations	Mandatory Information
Commercial Note Name	Name of the commercial note	Y
Commercial Note Code	Custom code for the commercial note	Y
Description	Show the commercial note description that were entered in textfields Line 1-8	Y

## Create New Commercial Note

1. Click on **“Create New”** at the bottom right of screen, it will create new form for the note
2. Fill up commercial note’s information. The **“Description”** textfield will show the commercial note description that were entered in textfields **“Line**

1-8"

3. Click on **"Save"** button at the bottom right of screen when completed

The screenshot shows a form for creating a Commercial Note. It has two main sections: 'Commercial Note Name' and 'Commercial Note Code'. The 'Commercial Note Name' section has a text box with 'Product for Export Only' and a list of lines (Line 1 to Line 8). Line 1 contains the text 'The products that are sold for Export Purposes and shall not be sold in Singapore.' The 'Commercial Note Code' section has a text box with 'Export' and a description box with the same text as Line 1. At the bottom right, there are four buttons: 'Create New', 'Save', 'Revert', and 'Delete'. The 'Save' button is highlighted with a red box.

4. The commercial note is now available for use in **"Account – (Masters) Customers"** under **"Commercial Note"** drop-down list. This note will show up at the footer of invoice for the selected customer.

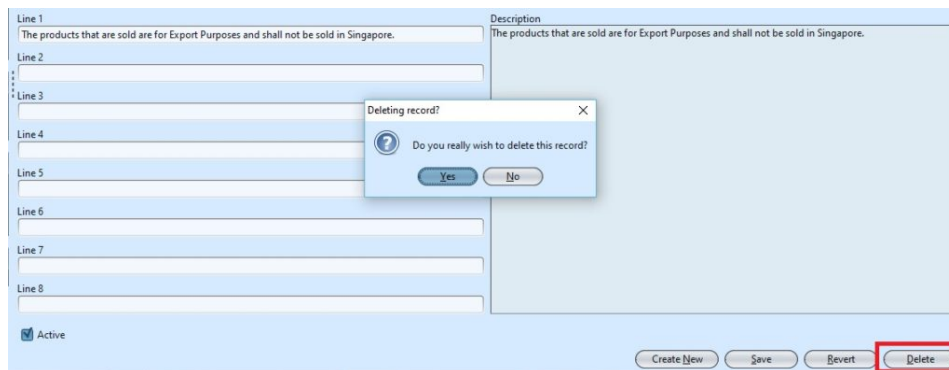
The screenshot shows the 'Customers' form in the 'Masters' section. The 'Customers' tab is selected. The form contains various fields for customer information, including 'Customer Name', 'Customer Code', 'Reference Code', 'Tax Number', 'Currency', 'Grouping Account', 'Credit Used', and 'Language'. There are also sections for 'Settings' (Payment Terms, Account Settings, Analytical Group, Customer Type, Sales Representative, Payment Collector, Flat Discount %, Default Bank Account, Invoice Rule, Priority, Commercial Note, Price List Type, Inter Company Organization, Entity Type, Risk Category, Trading Terms, Sync with remote server?, Minimum Shelf Life (Days), Price Includes Tax, Is Payment Party, Manage Offtake Sales, Requires Proof of Delivery) and 'Address'. The 'Commercial Note' dropdown menu is highlighted with a red box, showing the selected option 'Export - Product for Export Only'. The 'Price List Type' dropdown menu is also highlighted with a red box, showing the selected option 'Price List Type'. At the bottom right, there are four buttons: 'Close Customer', 'Create New', 'Save', 'Revert', and 'Delete'.

Example of Report to show the Commercial Note:

1. Double click on commercial note to be updated, it will bring up the details on the screen for the selected note
2. Make change(s) on the commercial note information
3. Click on **“Save”** button at the bottom right of screen when done
4. Click on **“Revert”** button at the bottom right of screen to roll back the changes

## Delete Commercial Note

1. Double click on commercial note to be deleted, it will bring up the details on the screen for the selected note
2. Click on **“Delete”** button at the bottom right side of screen
3. Click on **“Yes”** button on the pop-up window to confirm note deletion



## View and Search for Commercial Note Details

1. Enter search parameter to filter the result, i.e. type in name of the commercial note to search for in the search text field box on top left of screen
2. Result can be sorted alphabetically by clicking the fields' columns



3. Double click on commercial note to view full details of the memo, it will bring up the details on the screen for the selected note