

Add Comments to Invoices

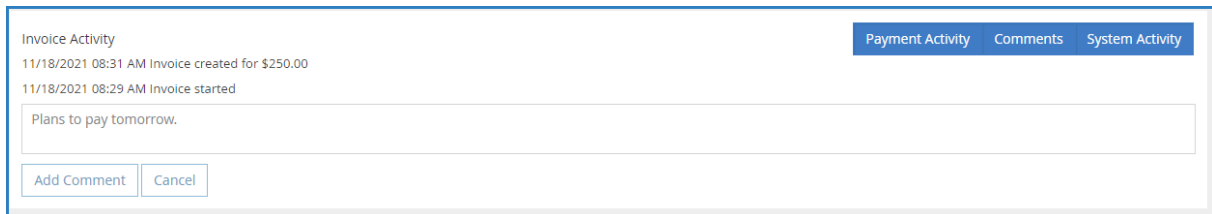
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You can add internal comments to each invoice. Comments are stored on with the invoice, along with invoice history and payment activity. This allows you to keep a log of any pertinent information regarding payment.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Use the filters to locate the invoice to view.
5. Click the invoice number for the invoice to view. The View Invoice page opens.
6. Scroll to the **Invoice Activity** section.
7. Ensure that the Comments tab is highlighted blue.
8. Click **+ Add Comment**.
9. Click the text box that displays and enter your comments.



10. Click **Add Comment**.

Note: Comments cannot be removed from invoices once added.