

# Customer Notes Inquiry

## **1. ACCOUNTS RECEIVABLE > 2. INQUIRY FUNCTIONS > 3. CUSTOMER NOTES INQUIRY**

Enter in the customer number and press [**enter**]. Indicate the type of note to inquire into. If unsure of the type, pressing [**enter**] at the type will display all notes associated with the selected customer, in date order (regardless of type). When a specific type is selected, only notes of that type will be displayed.

The [**A**] option within the inquiry screen will take the user to add notes feature.

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