

About Memo Notes

Memo Notes is situated across the system.

It is on grids and documents

Grids

The memo note has two icons, one indicating that there is no note and one indicating a note is present.

	No Note
	Note has been added

#	Att	Memo	Status	Website	Code	Company Name
1					00	00 Stock Control
2					0000	In house account
3					1234567	Malcolm new company
4					ABC0010	ABC Company
5					ADV001	New custome1
6					AIRBNB01	Air BNB 01
7					AIRBNB02	Air BNB 02

Documents

This is indicated with a button on the top left

Edit Debtor

Debtors Details

 Attachment

 Memo

 Create Reminder

 Debtors Enquiry

Code : **ABC0010**Debtors Name :

← Details Address Contacts Account Details G

Code:

ABC0010

Name:

ABC Company

Short Name:

ABC

Memo notes log Date and time and user who added the note

A note cannot be edited

Notes allow a text area to add in a new note and an area to view logged notes

Manage Activity Memos

Memos for : Debtor

Search History View Memo Save & Close Save Print All Close

Memo:

Tahoma B I U A ab

Memo History: Show All

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Memo Created By : Malcolm Granville on 2021-04-03 23:14:46
Check on order for customer

Memo Created By : Malcolm Granville on 2021-01-15 07:50:34
Check on quote

Memo Created By : Malcolm Granville on 2019-03-27 12:20:01
Called customer today to follow up with payment. said he would pay today

Revision #1

Created 12 October 2023 07:31:46 by Malcolm

Updated 12 October 2023 07:39:53 by Malcolm