Footnote Setup

Last Modified on 10/24/2025 11:05 am EDT

Footnotes are comments that can be attached to specific departments so that the proper EPA terminology (Dyed Diesel, 15PPM), credit terminology, etc. will print on a customer invoice.

Division	Footnote Code	Description
1	1	Our goal is 100% customer satisfaction. If you
1	2	feel the value we provided is more or less than
1	3	the attached invoice, pleaes make your best esti-
1	4	mate of value and send us a check for what you
1	5	feel the service is worth.

1. Select **Footnotes**.
2. Choose *Edit/Create* in the *Mode* section.
3. Indicate the *Scope* and *Division* parameters and choose **Continue**.
4. Enter the *Division*, *Footnote Code*, and *Description*.
5. Repeat Steps 4 - 6 for each Footnote. There may be times one Footnote will not fit in just one *Description* line. If this is the case, multiple codes will be needed for one comment. In the Department file, select each line that applies to the product so it will print in the order entered in the Maintenance Table.
6. Select **Save** when finished.

Note: Footnotes will only print based on the first product on the ticket, for multi products on one ticket only one footnote will print.