

Summary

When you add certain documents, the software will sometimes give you the option to remember your answers to common questions. An example of this would be a prompt that the document has no cost associated with it:

A/P Invoice	×
Document total is zero. Continue?	?
Field: Total Payment Due	~
Remember My Answer and Do Not Show This Message Again	
Yes No	Help

When you check the box titled "Remember My Answer....", it will now not ask you again and automatically select Yes or No depending on what you saved.



Step by Step Guide

If you wanted to change that answer, this is what you would do:

1. Go to Admin->Setup->General->Message Preferences





2. Highlight the row(s) with the message you want to change and right-click on it and select Remove Row and then click Update on the lower left

ŧ	Area Form Name			ame	Message Text		
	Sales a	and Purchasing	A/R Inv	oice	Document total is zero. Continue?	T	
2	Sales a	R <u>e</u> mo T Filter Sort T	ove Ta <u>b</u> le Table	pice	Selecting this quantity causes inventory of item %s to fall below minimum le	0	
					322	ľ	

It will now ask you again when you add a new document; you can change your answer then and choose to save it again.

***NOTE:** This setting is per user.

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