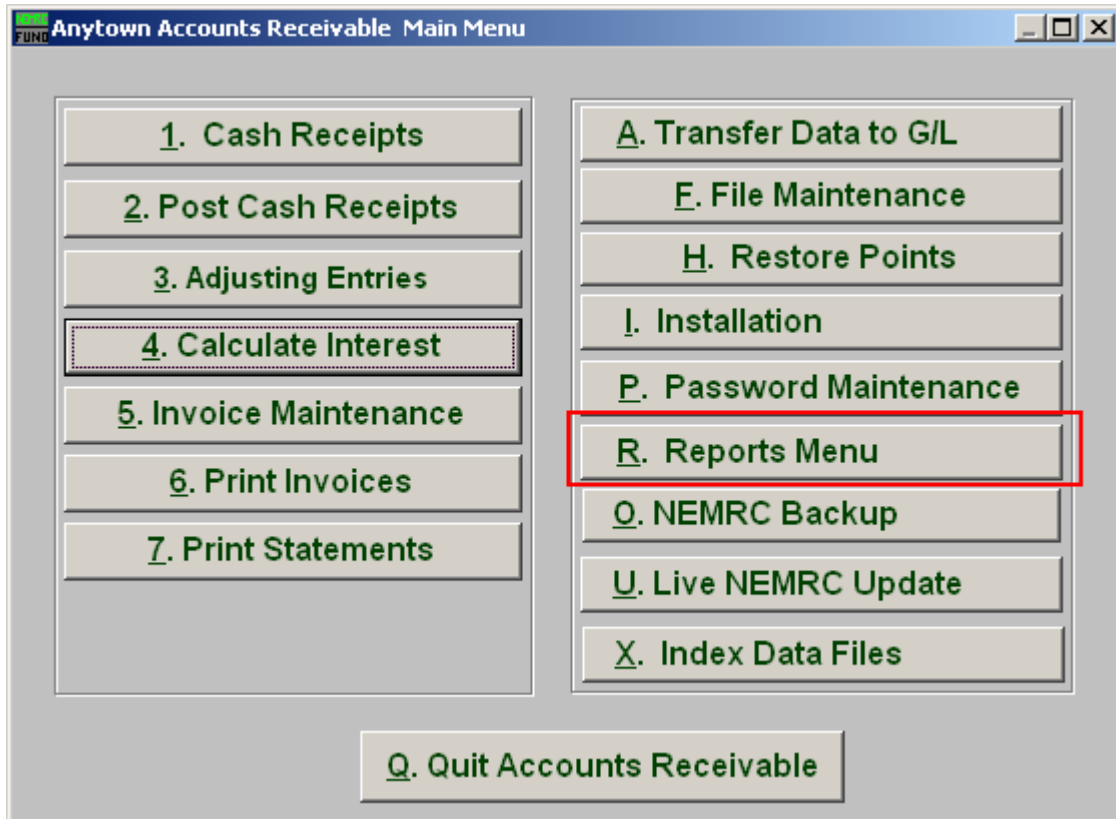


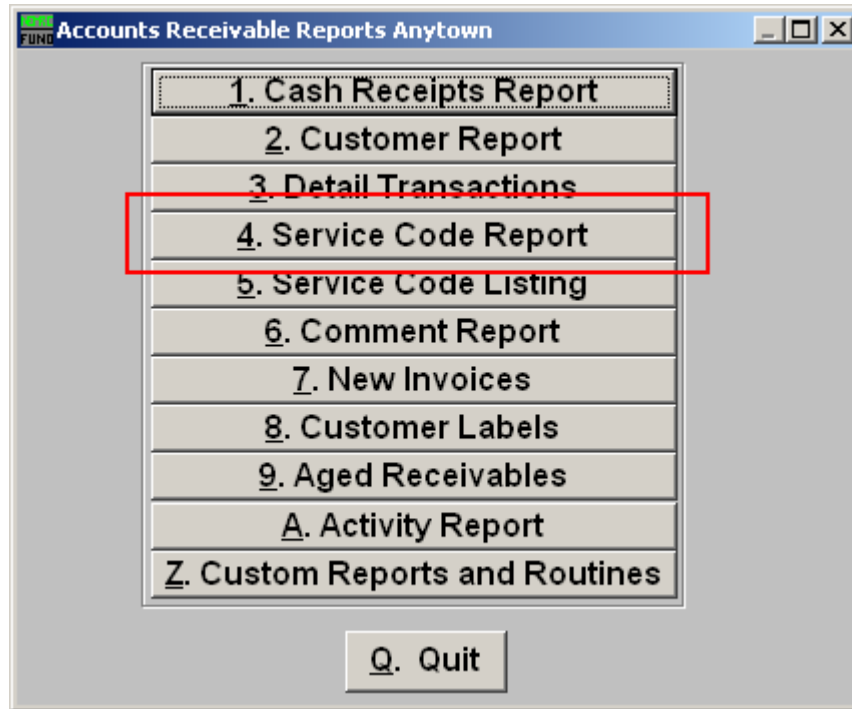
Accounts Receivable

R. Reports Menu: 4. Service Code Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Accounts Receivable



Click on “4. Service Code Report” from the Reports Menu and the following window will appear:

Accounts Receivable

Service Code Report NEEDS EDITING

The screenshot shows a 'Code Report' dialog box with the following elements and numbered callouts:

- 1**: Code Range (Blank for All) dropdowns set to '1' to '1'.
- 2**: Radio buttons for 'Show only transactions that affect the updated account balance.', 'Show only the transactions that do not affect the current account balance. (unprinted)', and 'Show All'.
- 3**: Date range (Blank for All) dropdowns set to '11/3' to '11/3'.
- 4**: Checked checkbox for 'Include Customer Detail?'.
- 5**: Radio buttons for 'Range' and 'All Parcels'.
- 6**: 'Start' section with 'Customer' and 'Name' input fields and 'Find' buttons.
- 7**: 'End' section with 'Customer' and 'Name' input fields and 'Find' buttons.
- 8**: Radio buttons for 'Order by Customer' and 'Order by Name 1'.
- 9**: Checked checkbox for 'Suppress Accounts With a Zero Balance'.
- 10**: 'FoxPro Filter Expression' dropdown menu.
- 11**: 'File' button.
- 12**: 'Preview' button.
- 13**: 'Print' button.
- 14**: 'Print Compressed' button.
- 15**: 'Cancel' button.

- 1. Code Range (Blank for All):** Enter the starting and ending Codes to include in this report.
- 2. Show...:** Choose what transactions to show on this report.
- 3. Date Range (Blank for All):** Enter the starting and ending date of the transactions to include in this report.
- 4. Include Customer Detail?:** Check this box to report all service code balances by Customer as well as the service code summary balances.
- 5. Range OR All Parcels:** Click to choose whether this report will include a Range of Parcels, or All Parcels.
- 6. Start:** This option is only available if you choose "Range." Enter the Parcel for this report to start with.

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- 7. End:** This option is only available if you choose “Range.” Enter the Parcel for this report to end with.
- 8. Order by Customer OR Order by Name 1:** Click to choose what order this report will print in.
- 9. Suppress Accounts with a Zero Balance:** You can choose to remove from reporting an account when it has a value of zero.
- 10. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.
- 11. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 12. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 13. Print:** Click this button to print. Refer to GENERAL PRINTNG for more information.
- 14. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 15. Cancel:** Click “Cancel” to cancel and return to the previous screen.