## Utility Billing

## R. Reports Menu: H. Comment File Report

This allows you to preview/print/save a report which shows every Comment Code and its related comment for this module.



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

## Utility Billing

Anytown Utility Billing (Version - 7.3a): Reports Menu	
Period 4 October	
<u>1</u> . Billing Register Report	B. Meter Reading Register
2. Billing Proof Sheet	<u>C</u> . Meter Route Book
3. Cash Receipts	<u>D</u> . Rate Code Report
4 Account Listing	<u>E</u> . Mailing Labels
5 Aged Receivables	<u>F</u> . Detail Rate Report
6. Deteil Transactions	<u>G</u> . Rate file report
<u>o. Detail Transactions</u>	H. Comment File Report
<u>7</u> . Usage Summary	I. Tax Report
<u>8</u> . Available Credit	<u>J</u> . Agreements report
<u>9</u> . Deposit Report	K. Adjustments report
<u>A</u> . GL Posting Register	Z. Custom Reports and Routines
<u>Q</u> . Cancel	

Click on "H. Comment File Report" from the Reports Menu and the following window will appear:



- 1. **PreView:** Click this button to preview the Comment Code report. You may also print from the preview screen. For more information on previewing, refer to GENERAL PREVIEW.
- 2. **Print:** Click this button to print the Comment Code report. You may also print from the preview screen. For more information on printing, refer to GENERAL PRINT.
- **3. Print Compressed:** Click this button to print the Comment Code report. This is different from the "Print" option in that it will use less paper for the same report.
- **4.** File: Click this button to save the Comment Code report to this workstation. For more information on saving reports, refer to GENERAL FILE.
- 5. Cancel: Click "Cancel" to return to the Reports Menu window.