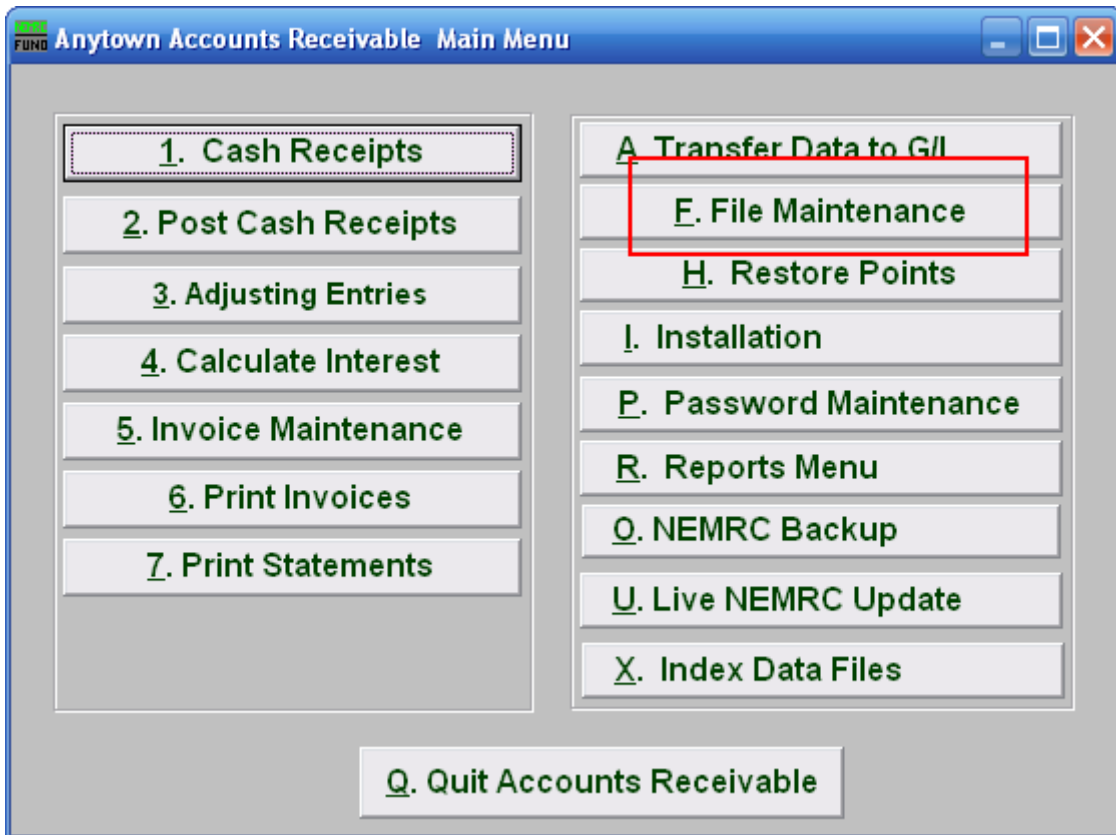
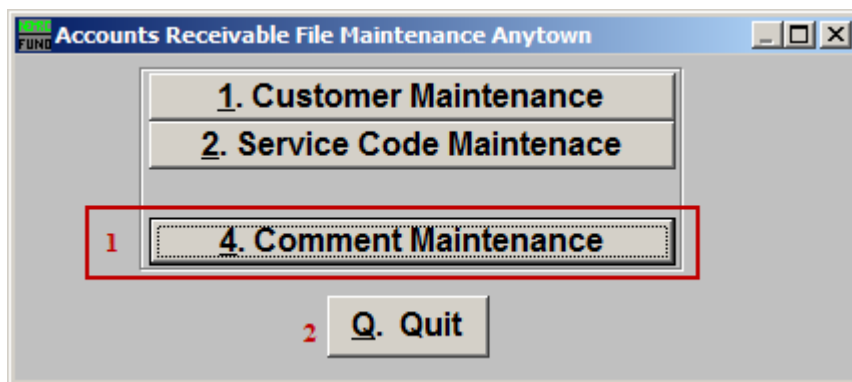


Accounts Receivable

F. File Maintenance: 4. Comment Maintenance



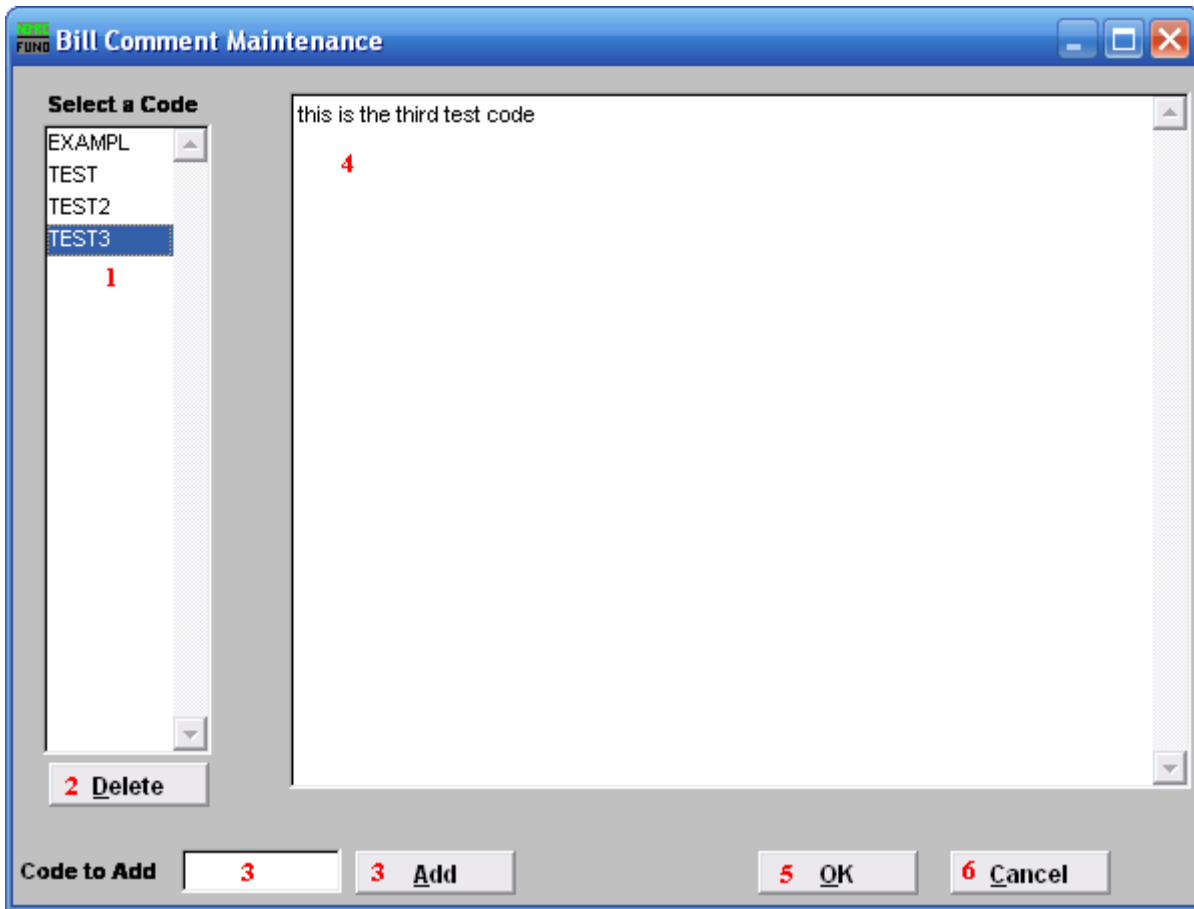
Click on “F. File Maintenance” from the Main Menu and the following window will appear:



- 1. Comment Maintenance:** Click this button to add, edit or delete system comments.
- 2. Quit:** Click this button to return to the Main Menu.

Accounts Receivable

Comment Maintenance



- 1. Select a Code:** Choose from a list of pre-existing comment codes. This list automatically sorts alphabetically.
- 2. Delete:** Delete the selected comment code.
- 3. Add:** Enter a comment code that you wish to add. Click the add button and the new code will automatically appear in the “Select a Code” area.
- 4. Comment Field:** Edit the selected comment.
- 5. OK:** Click “OK” to save changes and return to the previous screen.
- 6. Cancel:** Click “Cancel” to cancel and return to the previous screen.