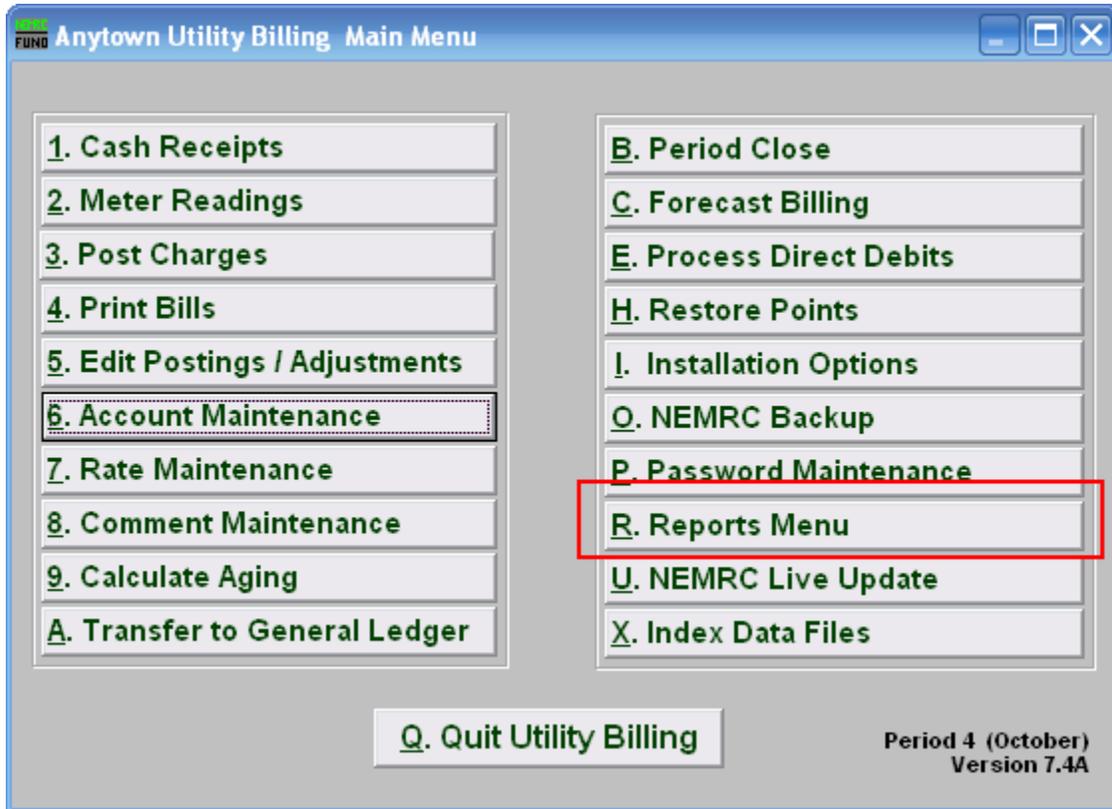# R. Reports Menu: D. Rate Code Report
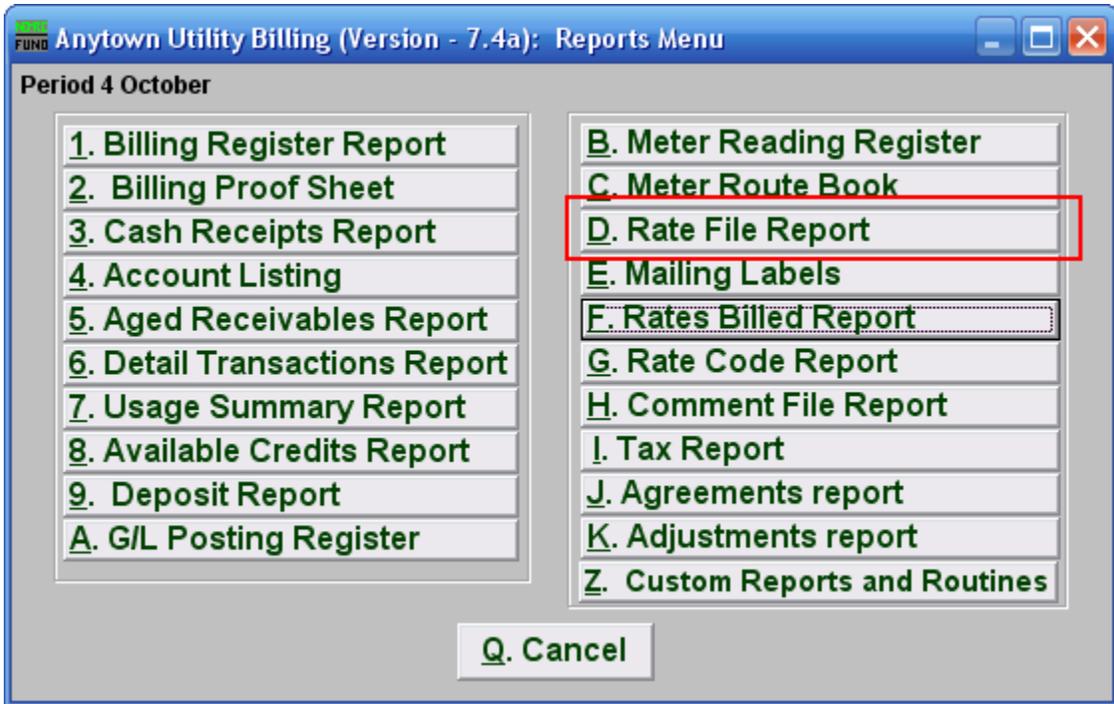
This allows you to preview/print/save a report which shows the summary for every Rate for this module.

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

Utility Billing

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

Utility Billing

Rate File Report

1. **Rate Code (Blank for All):** Select the Rate Code this report is to be on. Leave blank for All Rate Codes.

2. **Layout:** Click to choose whether this report will be in Detail or Summary. Detail will show all accounts with their units sub-totaling by book. Summary shows only the sub-totals of number of accounts, number of units with in each book.

3. **Status:** Click to choose whether this report is for All, Active, or Inactive Accounts.

4. **List by:** Click to choose what order this report will print in.

5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

7. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

8. **Cancel:** Click "Cancel" to cancel and return to the previous screen.