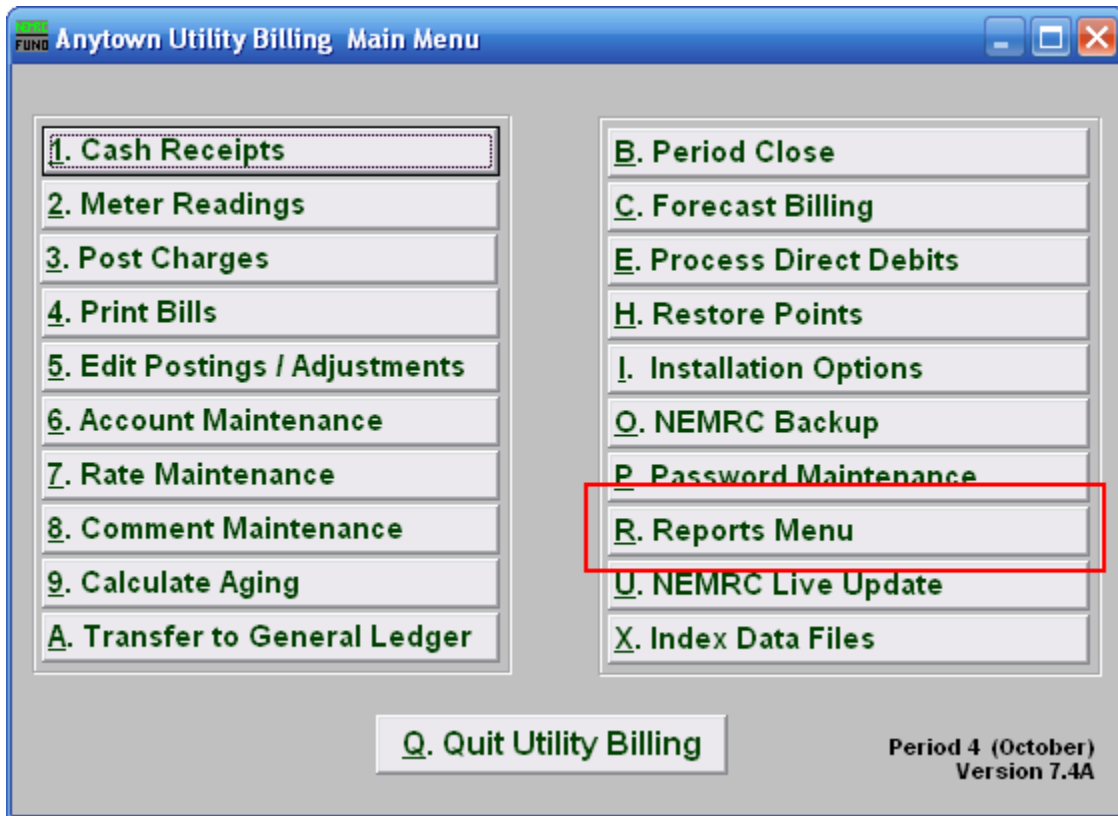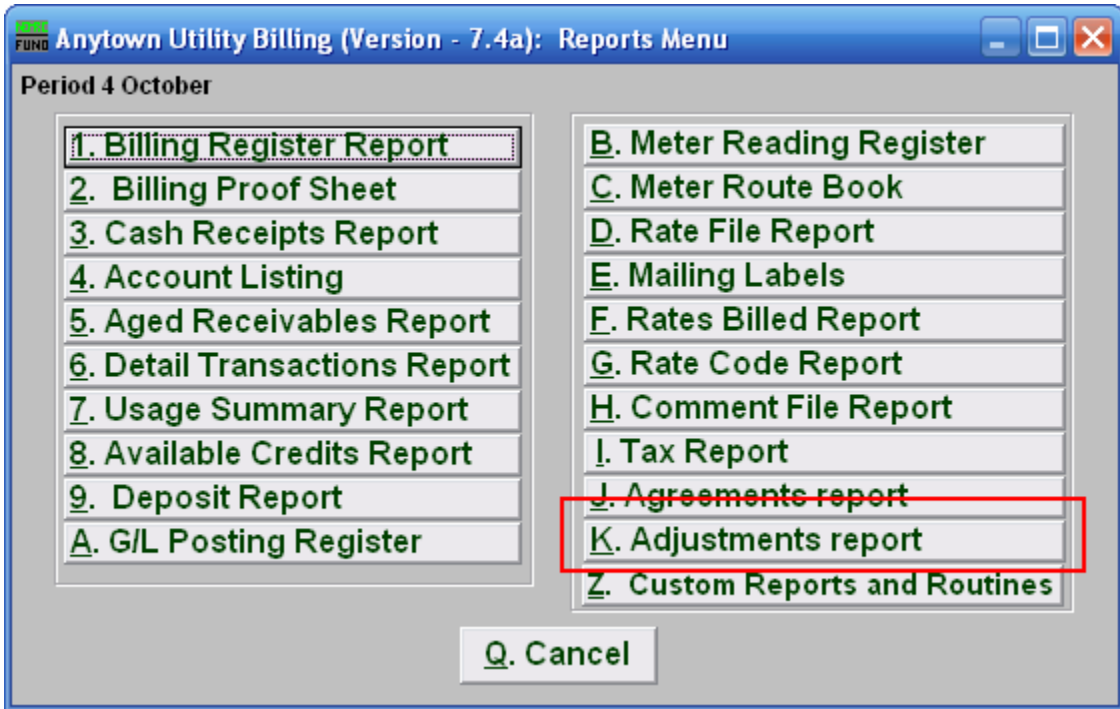# Utility Billing

R. Reports Menu: K. Adjustments Report

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

Utility Billing

Click on "K. Adjustments Report" from the Reports Menu and the following window will appear:

Utility Billing

Adjustments Report

1. **Individual OR All Books:** Click to choose whether this report is for an Individual, or All Books.

2. **Beginning With:** These fields are only available if you chose "Individual." Choose the Account you wish to use. For additional help on finding accounts with this screen, refer to UB GENERAL ACCOUNT LOOKUPS

3. **Show Deposits Between:** Enter the date range that you want to include in this report.

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

5. **Service:** The service to show on this report. Leave blank to show all services. Services are defined in "I. Installation" from the Main Menu.

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

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

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

9. **Cancel:** Click "Cancel" to cancel and return to the Reports Menu.