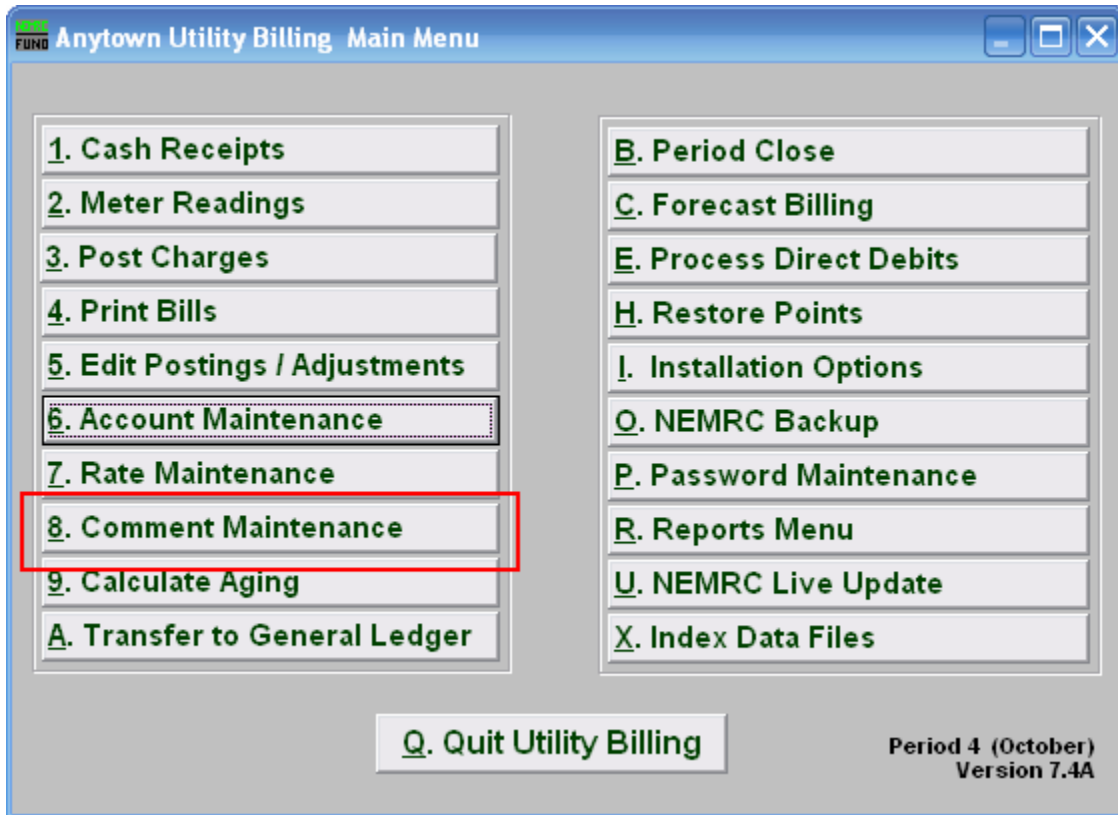


# Utility Billing

## 8. Comment Maintenance

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Click “8. Comment Maintenance” off the Main Menu and the following window will appear:

# Utility Billing

## Comment Maintenance

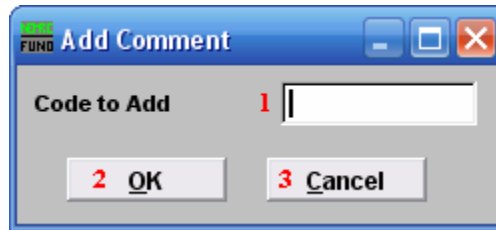
The screenshot shows a software window titled "Comment Maintenance". At the top left of the window is a small icon and the word "FUND". The main area contains a "Comment Code" label, a text box with the number "1", a dropdown arrow, and an "Add" button. Below this is a list of 10 empty text input fields. At the bottom center is a "Cancel" button.

- 1. Comment Code:** If you want to edit a comment that already exists, type the code into this field, or use the drop down arrow and select it from the list of comment codes.
- 2. Add:** Click “Add” if you want to create a new comment. The below window will appear.
- 3. Cancel:** Click “Cancel” to return to the Main Menu.

# Utility Billing

## Creating a Comment

If you choose “Add” from above, the following window appears:



1. **Code to Add:** Type the code for the comment you are going to create. This is the code that will be used to apply or edit this comment. Example: COMM4
2. **OK:** Click “OK” to move on and edit the comment for this code.
3. **Cancel:** Click “Cancel” to cancel and return to the previous window.

# Utility Billing

## Editing a Comment

Once you've created or chosen a comment, the following window appears:

The screenshot shows a window titled "Comment Maintenance" with a "FUNO" logo. It features a "Comment Code" dropdown menu set to "COMM1". Below this is a list of comment lines. The first line contains "SaMpLe CoMmEnT". The second line contains "1 2 3". The third line is empty. The fourth line contains "4 5 6". A red box labeled "1" highlights the first line. A red arrow labeled "2" points to the empty third line. At the bottom are three buttons: "3 Save", "4 Cancel", and "5 Delete".

1. Type the code EXACTLY how you want it to appear on a bill.
2. If you skip a line, anything below a blank line will not appear on a bill.
3. **Save:** Click "Save" to save this comment to this comment code.
4. **Cancel:** Click "Cancel" to return to the previous screen.
5. **Delete:** Click "Delete" to delete this comment code and return to the previous screen.