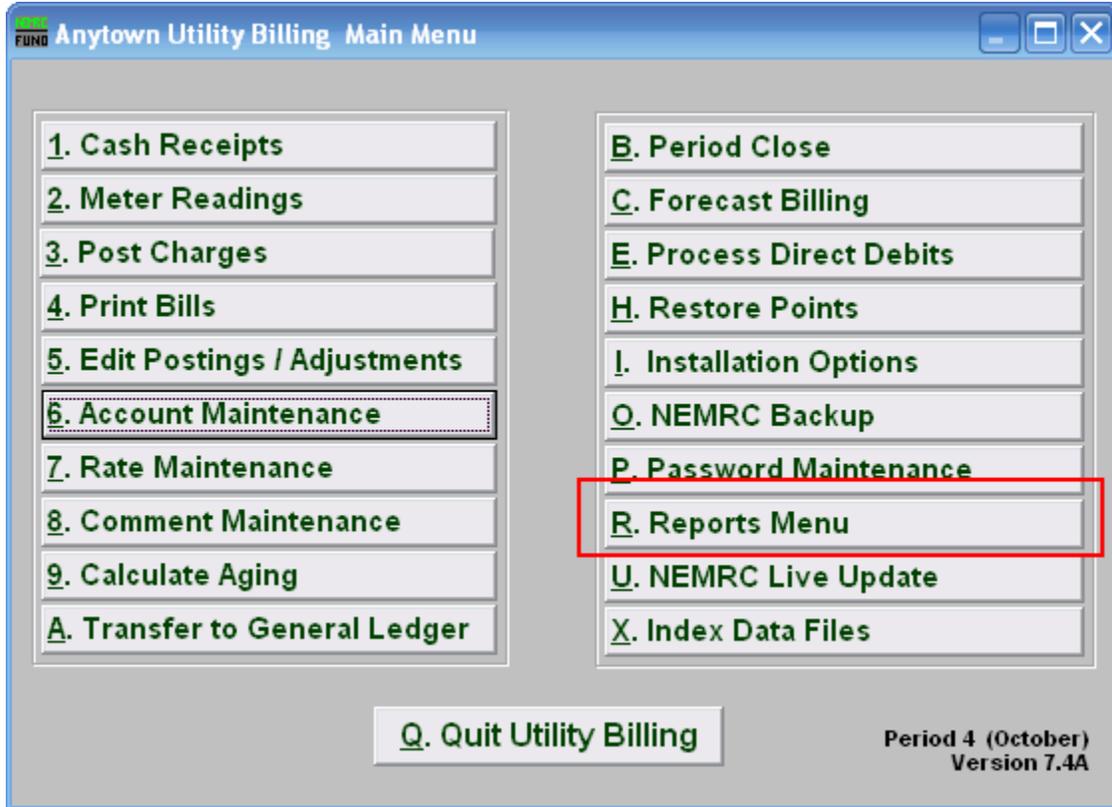


Utility Billing

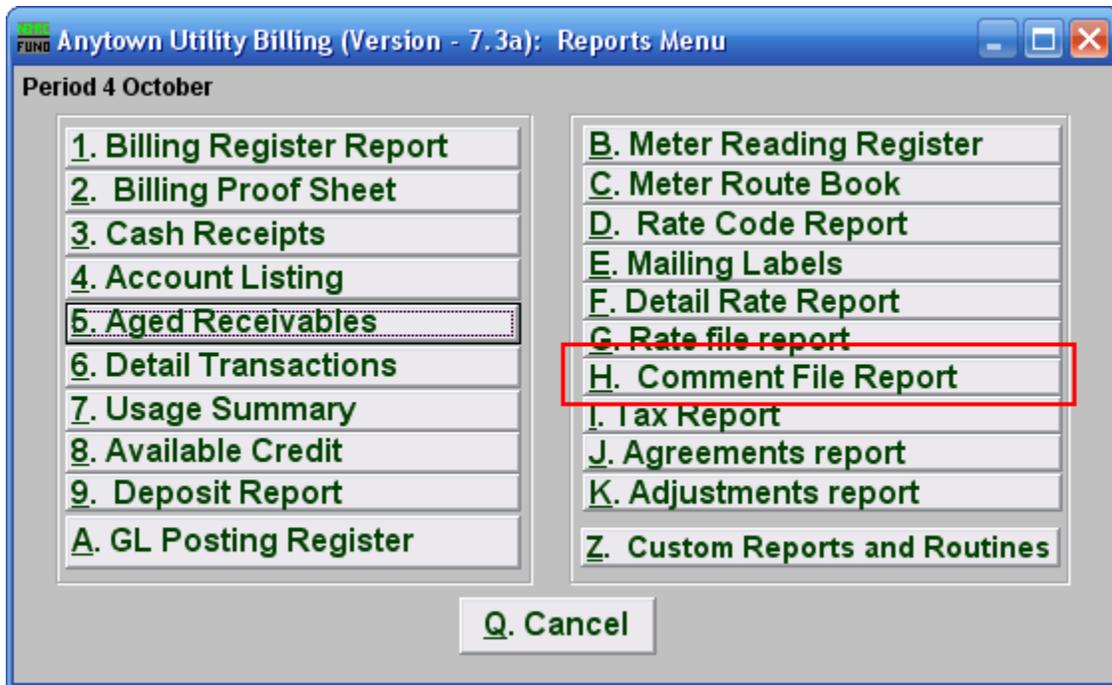
R. Reports Menu: H. Comment File Report

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



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.