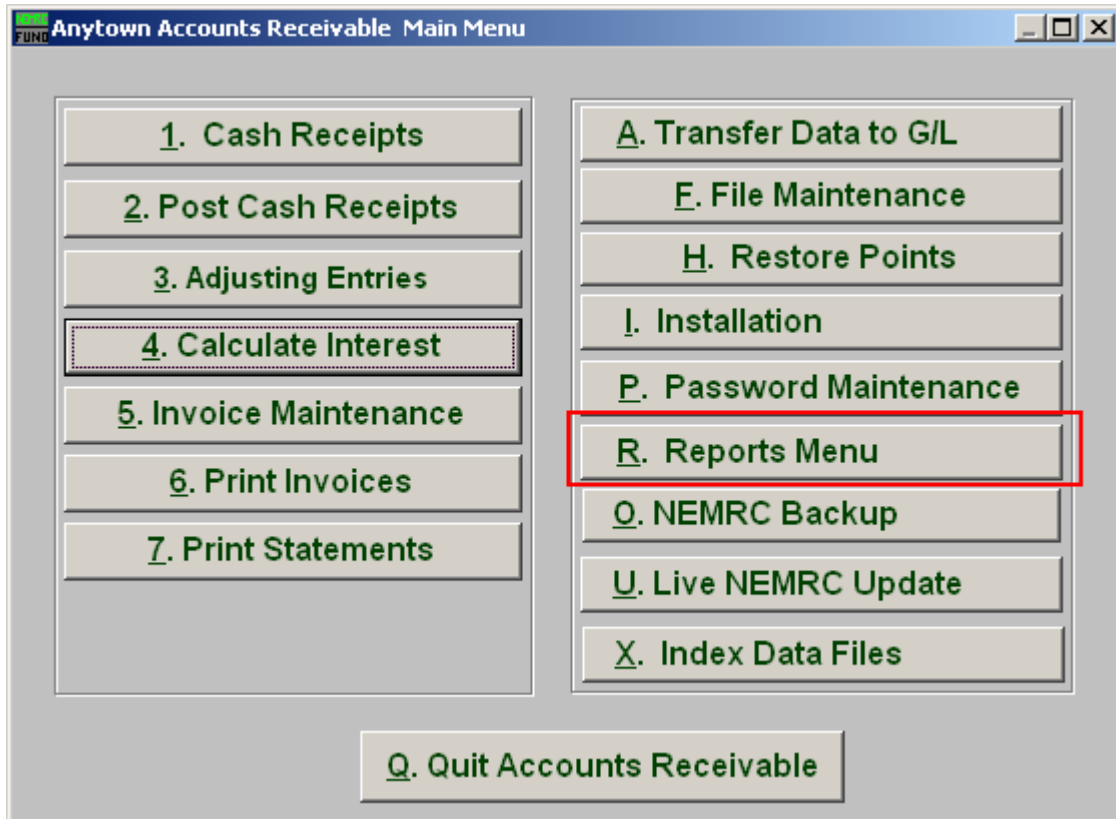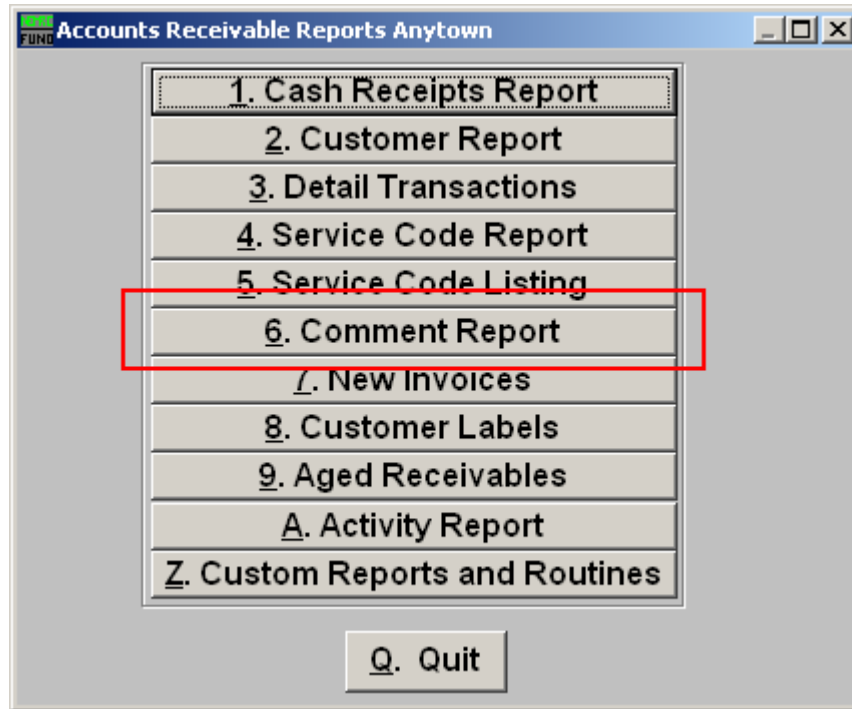# Accounts Receivable

R. Reports Menu: 6. Comment Report

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

Accounts Receivable

Click on "6. Comment Report" from the Reports Menu and the following window will appear:

Accounts Receivable

Comment Report

1. **Comment Range:** Enter a service code range or click on the drop down arrow and select from there. Leave Blank for All.

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

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

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

5. **Print Compressed:** Click this button to print the report. This is different from the "Print" option in that it will use less paper for the same report.

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