

COMMENTS

Description

The Comment File contains messages and information which can be (and in some cases is required to be) printed on invoices. For example, "Dyed Diesel Fuel - non-taxable use only" or "Please Call About Our Oil Specials in October" or "Your Account is Past Due, Please Send Payment Immediately".

The comment code can be up to two numbers or letters. Each has a short description and up to 6 lines of information. The number of messages that can print on an invoice depends on your invoice. Manual comments/messages can also be added in invoice entry.

Comment codes can be tied to fuel types (such as the dyed diesel message) and will print on every invoice where that type of fuel is sold. Others can be tied to customer records and will print on invoices created for that customer. They can also be manually brought into specific invoices by code number as the invoice is being entered. Except for manual comments, all others must be entered in this Comment File.

Menu Select

From the Master File Maintenance submenu, select - *Comments*.

Add Chg Delete Comments

Comment Report

Quit

ADD CHG DELETE COMMENTS

Menu Select:

From the Comments submenu, select - *Add Chg Delete Comments.*

The screenshot shows a software window titled "Comment File Maintenance". The window contains the following elements:

- Comment ID:** A text box containing "GS" and a magnifying glass icon for lookup.
- Name:** A text box containing "REFORMULATED".
- Comment 1:** A text box containing "This product does not meet the requirements for".
- Comment 2:** A text box containing "reformulated gasoline, and may not be used in any".
- Comment 3:** A text box containing "reformulated gasoline covered area."
- Comment 4:** An empty text box.
- Comment 5:** An empty text box.
- Comment 6:** An empty text box.
- Buttons:** A row of buttons at the bottom: "Edit", "New", "Next", "Prey", "Delete", and "Exit".

Comment ID.

Enter a comment code to add or display. A code is one or two numbers (0-99) or letters (A-Z) or a combination (D2). Magnifying glass or F2 to lookup.

Name.

Enter a short name which would describe the contents of the comment in a Lookup screen. (Ex. 'Dyed Diesel' for the message about off-highway, tax exempt use.) The short name does not print on the invoice.

Comment 1.

Type the first line of the comment (50 characters or less). When you have filled one line, press <enter> at an appropriate break in the text and continue the comment on the second comment line. The comment will print exactly as entered. You may use upper and lower case as well as characters such as * to

separate comments or make them stand out when printed on the invoice.

Comment 2.

Type the second line of the comment (50 characters or less). Do not skip a line between text. When a blank line is encountered, the comment is considered complete. Any text entered after a blank line will not print on the invoice.

Comments 3 - 6.

Enter up to 50 characters for each line.

OPTION BUTTONS. Click on the button or press the underlined letter.

<Edit> Click on the Name field or on a comment line to make changes. Or press E or click the Edit button.

<New> Click on New to enter another record.

<Next> Click on Next to display the next record.

<Prev> Click on Previous to display the previous record.

<Delete> Click to Delete to delete this record. A popup box with *'Do You Want to Delete This Record?'* displays. Click the Y button to delete the record or the N button to proceed without deleting.

<Exit> Click on Exit to quit file maintenance.

COMMENT REPORT

The Comment Report is a list of all the Comment records in the file.

MENU SELECT

From the Master File Maintenance submenu, select - *Comments*.
From the Comments submenu, select - *Comment Report*.

Enter Report Options:

Output to: *S=Screen* *P=Printer* *F=Text File* *Q=Quit*

Enter The Date.

The current system date displays. Press *enter* to accept the date or enter a report date.
This date has no affect on the report.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Y - print the report using the selected printer or screen.

P - change to a different printer or print option.

N or Q - quit without printing.

Code	Descr	Comment
1	ANTIFREEZE	We are running a special on Antifreeze. This special will only last till the end of July.
2	CHRISTMAS	Happy Holidays from the Staff of Petro-Data Inc.
BL	BLUEFARM	Please leave the Dispatch Ticket in the Old Black Mailbox Next to the windmill.
GS	REFORMULATE	This product does not meet the requirements for reformulated gasoline, and may not be used in any reformulated gasoline covered area.

Sample Comment Report