Customer History

1.	Click the **Accounts Receivable** link. ▷ Accounts Receivable
2.	Click the **Customer Accounts** link. ▷ Customer Accounts
3.	Click the **Customer Information** link. ▷ Customer Information
4.	Click the **Customer History** link. Customer History
5.	Click in the **Set ID** field. FIU01
6.	Enter the desired information into the **Set ID** field. Enter a valid value e.g. "**FSR01**".
7.	Click in the **Unit** field.
8.	Enter the desired information into the **Unit** field. Enter a valid value e.g. "**FSR01**".
9.	Click the **Look up Customer (Alt+5)** button.
10.	Enter the desired information into the **Customer ID** field. Enter a valid value e.g. "**%7**".
11.	Click the **Look Up** button. Look Up
12.	**Note**:This page will allow you to select the Customer ID that you would like to view. However, for the purposes of this UPK, select the **highlighted** Customer ID hyperlink. 00000007
13.	Click the **Search** button. Search
14.	**Note:** This page displays current balance and past due amount.
15.	Click the **Home** link. Home
16.	Congratulations. You successfully ran a Customer History Inquiry. **End of Procedure.**