


Outstanding Payments

1.	Click the Accounts Receivable link. 
2.	Click the Customer Accounts link. 
3.	Click the Customer Information link. 
4.	Click the Outstanding Payments link. 
5.	Click in the SetID field. 
6.	Enter the desired information into the SetID 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.	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. 
11.	Click the Search button. 
12.	Note: This page displays the balance, past due amount, the last posted amount, and the last posted payment.
13.	Note: This portion of this report displays the payments received, their status, payment ID, accounting date, payment amount and the currency type.
14.	Click the Home link. 
15.	Congratulations. You successfully ran an Outstanding Payments Inquiry. End of Procedure.