Payment 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 **Payment History** link. Payment History
5.	Click in the **SetID** field. FIU01
6.	Enter the desired information into the **SetID** field. Enter a valid value e.g. "**FSR01**".
7.	Enter the desired information into the **Unit** field. Enter a valid value e.g. "**FSR01**".
8.	Click the **Look up Customer (Alt+5)** button.
9.	**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. 00000001
10.	Click the **Search** button. Search
11.	**Note:** This page displays the customer payment history, balance, past due amount, and sale information.
12.	Click the **Home** link. Home
13.	Congratulations. You successfully ran a Payment History Inquiry. **End of Procedure.**