

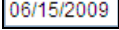
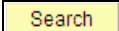



Payments

1.	Click the Accounts Receivable link. 
2.	Click the Customer Accounts link. 
3.	Click the Customer Information link. 
4.	Click the 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.	Note: Today's date will be displayed in the From Date/To Date fields. Click on these fields and change the dates if you wish to run this report for a different date range.
12.	Click in the From Date field. 
13.	Enter the desired information into the From Date field. Enter a valid value e.g. " 02/01/2009 ".
14.	Click in the To Date field. 
15.	Enter the desired information into the To Date field. Enter a valid value e.g. " 06/14/2009 ".
16.	Click the Search button. 
17.	Note: This page displays details on payments including: <ul style="list-style-type: none"> - Deposit ID - Amount Paid - Amount Past Due - Current Balance - Payment Count - Total Received

18.	Click the Home link. 
19.	Congratulations. You successfully ran a Payments Inquiry. End of Procedure.