Department	
Responsibility/Role	
File Name	**Payments_BUSPROC.doc**
Version	
Document Generation Date	**8/12/2009**
Date Modified	**8/12/2009**
Last Changed by	
Status	

Payments

Trigger:

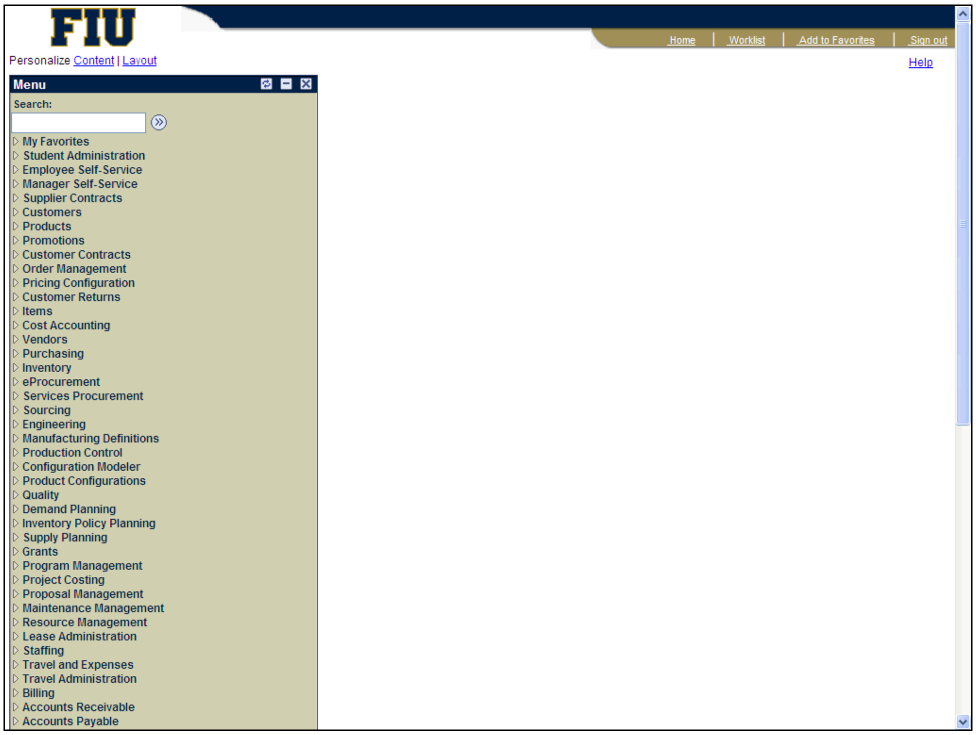
Required Field(s)	Comments

Output - Results	Comments

Additional Information

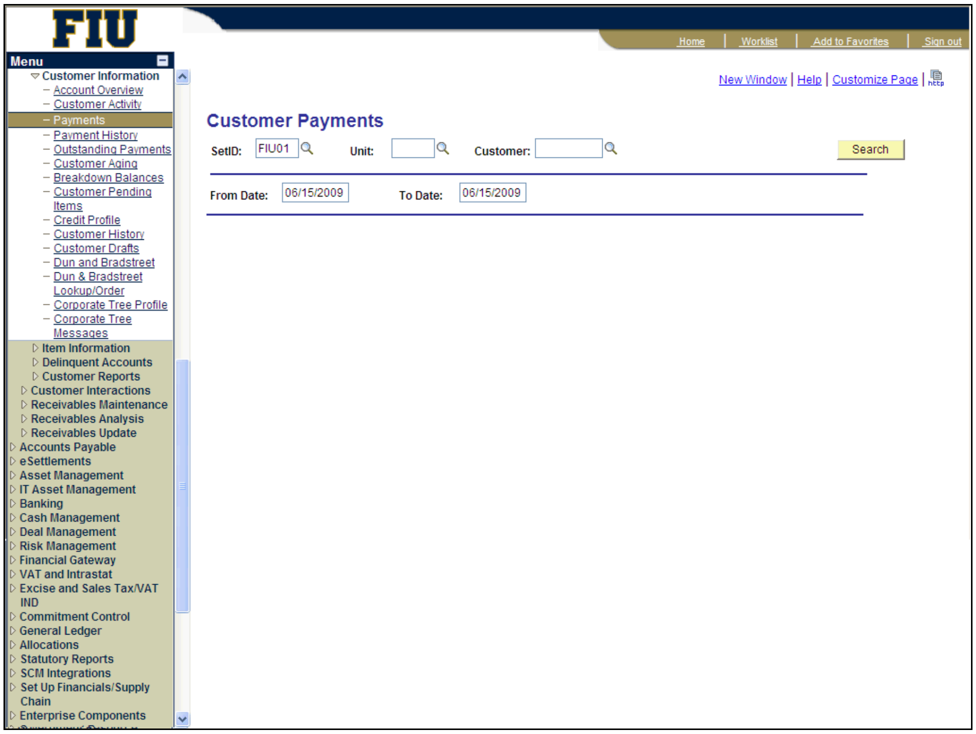
Procedure

The **Payments Inquiry** allows users to view details on payments including the Amount Past Due, Balance, and any associated Payment details.



Step	Action
1.	Click the **Accounts Receivable** link. ▷ Accounts Receivable

Step	Action
2.	Click the **Customer Accounts** link. Customer Accounts
3.	Click the **Customer Information** link. Customer Information
4.	Click the **Payments** link. Payments



Step	Action
5.	Click in the **SetID** field. FIU01
6.	Enter the desired information into the **SetID** field. Enter "**FSR01**".
7.	Click in the **Unit** field.
8.	Enter the desired information into the **Unit** field. Enter "**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. 00000001
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. 06/15/2009
13.	Enter the desired information into the **From Date** field. Enter "**02/01/2009**".

Step	Action
14.	Click in the **To Date** field. 06/15/2009
15.	Enter the desired information into the **To Date** field. Enter "**06/14/2009**".
16.	Click the **Search** button. Search
17.	**Note:** This page displays details on payments including: - Deposit ID - Amount Paid - Amount Past Due - Current Balance - Payment Count - Total Received
18.	Click the **Home** link. Home
19.	Congratulations. You successfully ran a Payments Inquiry. **End of Procedure.**