View/Update Item Details

1.	Click the **Vertical** scrollbar.
2.	Click the **Accounts Receivable** link. Accounts Receivable
3.	Click the **Customer Accounts** link. Customer Accounts
4.	Click the **Item Information** link. Item Information
5.	Click the **View/Update Item Details** link. View/Update Item Details
6.	Click the **Look up Business Unit (Alt+5)** button.
7.	Click "**FSR01**"link found in the **Business Unit** column. FSR01
8.	Click in the **Item ID** field.
9.	Enter the Invoice number that you wish to work with into the **Item field**. For example, enter a valid value e.g. "**SP-00000669**".
10.	Click the **Search** button. Search
11.	**Note:** This page displays the outstanding Balance as well as some basic information in regards to Discount Options, Payment/Draft Options, and Customer Relations details such as the Analyst, Collector, and Sales Person.
12.	Click the **Item Activity** tab. Item Activity
13.	**Note:** This page displays the Invoice amount, the date that the invoice was sent, payments received, date of payment received, and the current balance.
14.	Invoice Amount
15.	Payment Received
16.	This is the Balance
17.	Click the **Home** link. Home
18.	Congratulations. You successfully ran a View/Update Item Details Inquiry. **End of Procedure.**