



**Business Process Document**  
**PS FIN Grants Suite Inquiries and Reports: Payment History**

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Payment History_BUSPROC.doc
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### Payment History

Trigger:

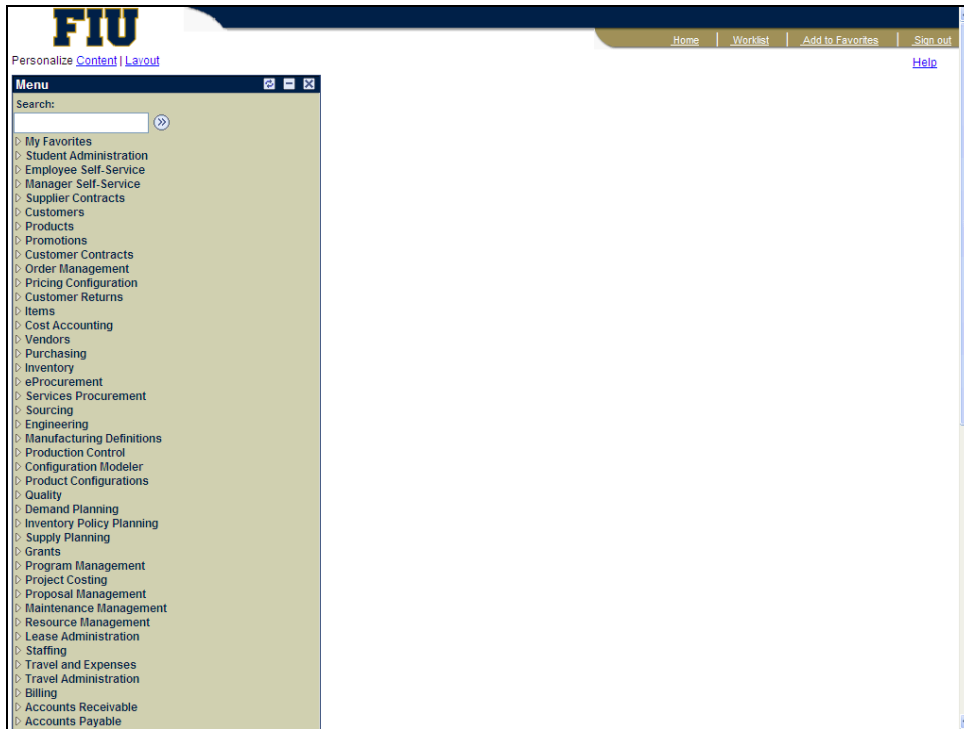
<b>Required Field(s)</b>	<b>Comments</b>


<b>Output - Results</b>	<b>Comments</b>

### Additional Information

### Procedure

The **Payment History Inquiry** allows users to view payment history, balance, and sales information.



Step	Action
1.	Click the <b>Accounts Receivable</b> link. 



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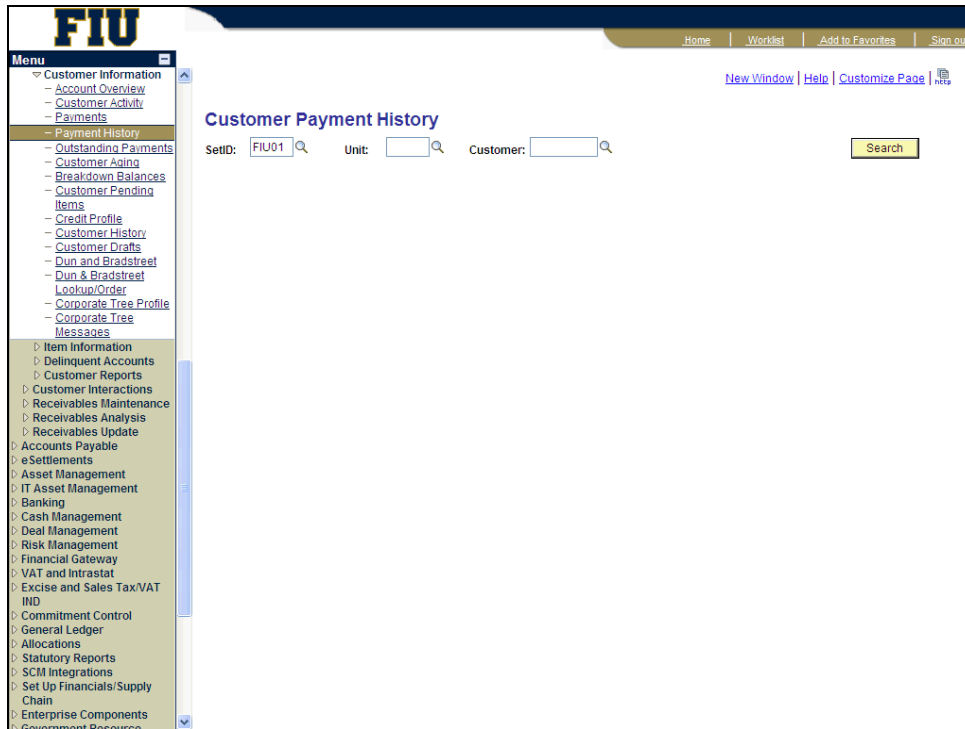
## PS FIN Grants Suite Inquiries and Reports: Payment History




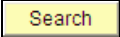



Step	Action
2.	Click the <b>Customer Accounts</b> link. <a href="#">▶ Customer Accounts</a>
3.	Click the <b>Customer Information</b> link. <a href="#">▶ Customer Information</a>
4.	Click the <b>Payment History</b> link. <a href="#">Payment History</a>

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Step	Action
5.	Click in the <b>SetID</b> field. 
6.	Enter the desired information into the <b>SetID</b> field. Enter " <b>FSR01</b> ".
7.	Enter the desired information into the <b>Unit</b> field. Enter " <b>FSR01</b> ".
8.	Click the <b>Look up Customer (Alt+5)</b> button. 
9.	<b>Note:</b> 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 <b>highlighted</b> Customer ID hyperlink. 
10.	Click the <b>Search</b> button. 
11.	<b>Note:</b> This page displays the customer payment history, balance, past due amount, and sale information.
12.	Click the <b>Home</b> link. 
13.	Congratulations. You successfully ran a Payment History Inquiry. <b>End of Procedure.</b>



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