How to View Customer Credit Information

The **Credit Information screen** allows the user to view the summary of customer's credits, payments and past due information.

1. From TM menu, open the Customer Inquiry screen.

2. Click the **Credit toolbar button**. This will open the customer's credit information.

The following details is displayed in customer's Credit Information:

- YTD Service Charge
- Last Payment
- Last Invoice Date
- High Credit
- High Past Due
- Average Days Pay Base on the number of invoices