

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.

Customer Inquiry - 0000000020

SearchLabelLink ContractSiteCreditCustomerClose

Credit Information

Close

Details

YTD Service Charge	0.00	
Last Payment	2,229.91	09/21/2017
Last Invoice Date		02/08/2018
High Credit	0.00	
High Past Due	1,402.75	
Average Days Pay	0	Base on 0 Invoices

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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