



# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Account Overview

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<b>Responsibility/Role</b>	
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### Account Overview

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

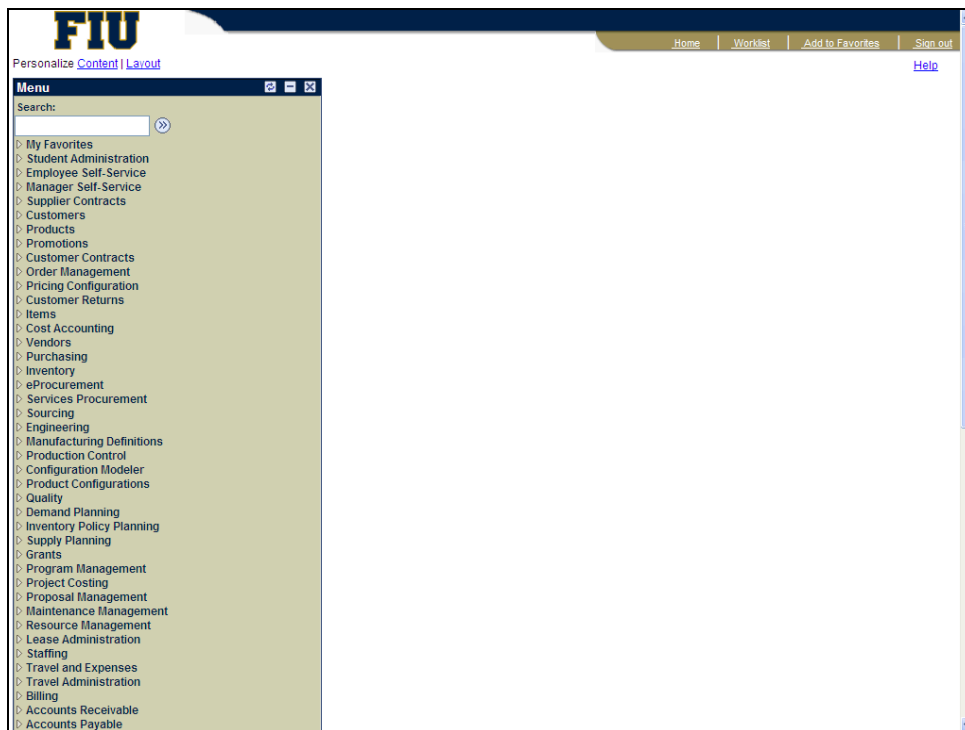
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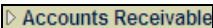
## PS FIN Grants Suite Inquiries and Reports: Account Overview



### Procedure

Use the **Account Overview Inquiry** tool to view sponsor balances, the most recent item and payment activity, and summarized aging information.



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



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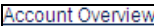




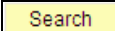


Step	Action
3.	Click the <b>Customer Accounts</b> link. <a href="#">▶ Customer Accounts</a>
4.	Click the <b>Customer Information</b> link. <a href="#">▶ Customer Information</a>

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Step	Action
5.	Click the <b>Account Overview</b> link. 
6.	Click in the <b>Set ID</b> field. 
7.	Enter the desired information into the <b>Set ID</b> field. Enter " <b>FSR01</b> ".
8.	Click in the <b>Unit</b> field. 
9.	Enter the desired information into the <b>Unit</b> field. Enter " <b>FSR01</b> ".
10.	Click the <b>Look up Customer (Alt+5)</b> button. 
11.	<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. 
12.	Click the <b>Search</b> button. 
13.	<b>Note:</b> The Balance tab shows the most recent activity for the Sponsor. It also contains a snapshot of the customer's overall balance and past due amount.



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Step	Action
14.	Click the <b>Balance</b> link. <a href="#">Balance</a>
15.	<b>Note:</b> This page displays information about the outstanding balance per award ID for the specified customer.

The screenshot displays the 'Account Overview' page for customer 'National Science Foundation'. The search criteria are SetID: FSR01, Unit: FSR01, and Customer: 00000003. The status is set to 'Open'. The main table lists 8 items with columns for Item Nbr, Item, Line, Activities, Unit, Customer ID, Status, Terms, Entry Type, Entry Reason, Due, Days Late, Item Balance, and Cur. Below the table, a 'Search Result Totals' section provides a summary: 38 Debits (Total Amount: 649,316.33), 9 Credits (Total Amount: -250,574.26), and a Total Amount of 398,742.07. The selected currency is USD.

Step	Action
16.	Click the <b>Home</b> link. <a href="#">Home</a>
17.	Congratulations. You successfully ran an Account Overview Inquiry. <b>End of Procedure.</b>