
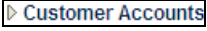
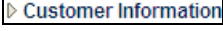
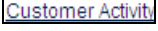






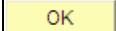



Customer Activity

1.	Click the Accounts Receivable link. 
2.	Click the Customer Accounts link. 
3.	Click the Customer Information link. 
4.	Click the Customer Activity link. 
5.	Click in the Set ID field.
6.	Enter the desired information into the Set ID field. Enter a valid value e.g. " FSR01 ".
7.	Click in the Unit field. 
8.	Enter the desired information into the Unit field. Enter a valid value e.g. " FSR01 ".
9.	Click the Look up Customer (Alt+5) button. 
10.	Note: 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 highlighted Customer ID hyperlink. 
11.	Click the Search button. 
12.	Note: The Search Results will display all of the Awards associated with the specified Customer.
13.	Note: This page will allow you to select the Award ID that you would like to view. However, for the purposes of this UPK, select the highlighted Award ID hyperlink 
14.	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.
15.	Click the Item Accounting Entries tab. 
16.	Note: This page displays Accounting Line information associated to the specific Award ID. Accounting Line details displayed include such details as the associated Department, Account Class, Fund Code, PC Business Unit, and Project ID.
17.	Click the OK button. 
18.	Click the Home link. 

19.	Congratulations. You successfully ran an inquiry for Customer Activity End of Procedure.
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