



**Business Process Document**  
**PS FIN Grants Suite Inquiries and Reports: Customer Aging**

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<b>Department</b>	
<b>Responsibility/Role</b>	
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### Customer Aging

Trigger:

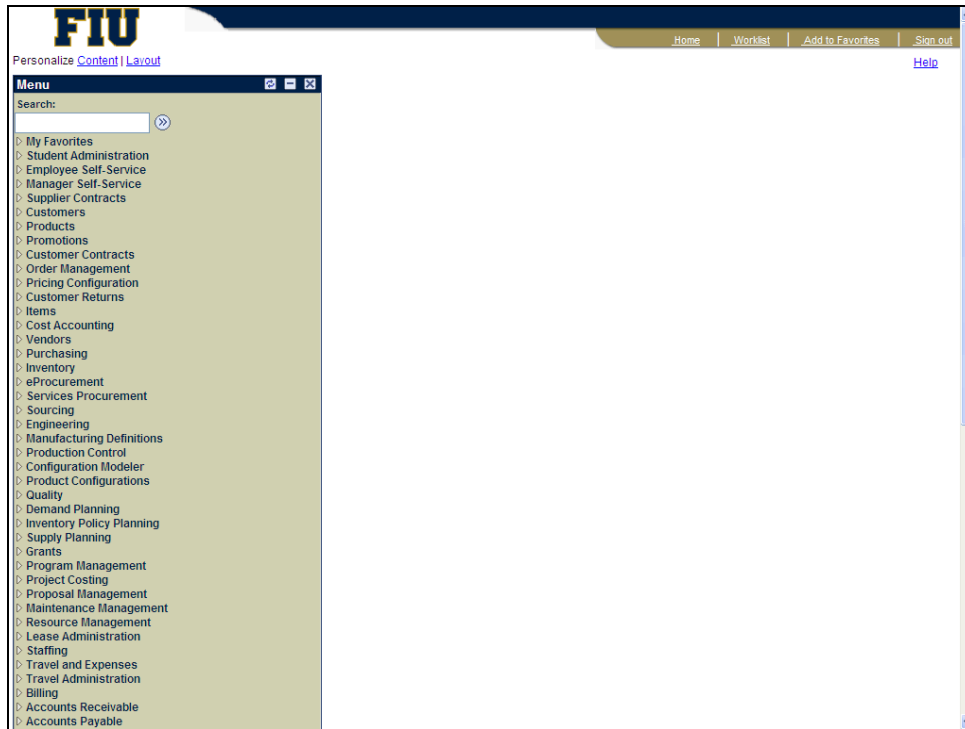
<b>Required Field(s)</b>	<b>Comments</b>


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

### Additional Information

## Procedure

The **Customer Aging Inquiry** allows users to view outstanding receivable balance by customer.



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



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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>

# Business Process Document

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



Step	Action
4.	Click the <b>Customer Aging</b> link. <a href="#">Customer Aging</a>
5.	Click in the <b>SetID</b> field. <input type="text" value="FIU01"/>
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. <input type="button" value="Look up"/>
9.	Click in the <b>Customer ID</b> field. <input type="text"/>
10.	Enter the desired information into the <b>Customer ID</b> field. Enter " <b>%11</b> ".
11.	Click the <b>Look Up</b> button. <input type="button" value="Look Up"/>
12.	<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. <a href="#">00000011</a>



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Step	Action
13.	Click the <b>Search</b> button. 
14.	Click an entry in the <b>Aging Category</b> column. 
15.	<b>Note:</b> This page displays all outstanding receivable balances by: <ul style="list-style-type: none"> <li>- Award ID</li> <li>- Due Date</li> <li>- Days Late</li> <li>- Balance Outstanding</li> </ul>

**Item List** Advanced Search


SetID:  Unit:  Customer:  National Oceanic and Atmospheric Admin\* Level:

\*Status:  Add A Conversation Account Overview Display Currency

Seq Nbr	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	AWD000000000358	1		1	FSR01 00000011	Open	IMMED	IN		05/05/2009	42	91,125.45	USD
2	AWD000000000376	2		1	FSR01 00000011	Open	IMMED	IN		05/05/2009	42	178.25	USD
3	AWD000000000511	3		1	FSR01 00000011	Open	IMMED	IN		05/05/2009	42	43,809.60	USD
4	AWD000000000624	4		1	FSR01 00000011	Open	IMMED	IN		05/05/2009	42	1,028.68	USD
5	AWD000000000639	5		1	FSR01 00000011	Open	IMMED	IN		05/05/2009	42	64.00	USD
6	AWD000000000731	6		1	FSR01 00000011	Open	IMMED	IN		05/05/2009	42	4,185.45	USD
7	AWD000000000819	7		1	FSR01 00000011	Open	IMMED	IN		05/05/2009	42	3,272.50	USD

Search Result Totals

Debits:	7	Debit Amount:	143,663.93	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
<b>Total:</b>	<b>7</b>	<b>Total Amount:</b>	<b>143,663.93</b>	<b>Currency:</b>	<b>USD</b>
Selected:				Selected Currency:	

Step	Action
16.	Click the <b>Home</b> link. 
17.	<b>Congratulations. You successfully ran a Customer Aging Inquiry. End of Procedure.</b>