



Business Process Document
PS FIN Grants Suite Inquiries and Reports:
Outstanding Payments

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Responsibility/Role	
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Outstanding Payments

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Additional Information

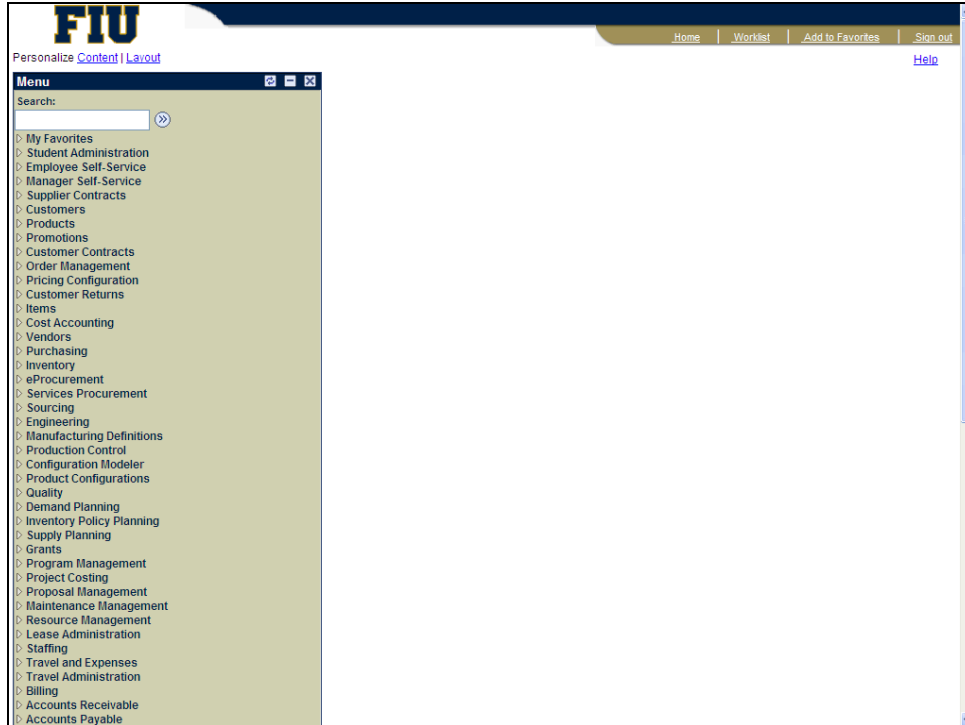
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PS FIN Grants Suite Inquiries and Reports: Outstanding Payments



Procedure

The **Outstanding Payments Inquiry** allows users to view payments received and their status in the processing cycle. It also allows users to view the number of outstanding payments and the total payment amount if the items are associated with multiple business units.



Step	Action
1.	Click the Accounts Receivable link.



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Step	Action
2.	Click the Customer Accounts link. ▶ Customer Accounts
3.	Click the Customer Information link. ▶ Customer Information

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Step	Action
4.	Click the Outstanding Payments link.
5.	Click in the SetID field.
6.	Enter the desired information into the SetID field. Enter " FSR01 ".
7.	Click in the Unit field.
8.	Enter the desired information into the Unit field. Enter " 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: This page displays the balance, past due amount, the last posted amount, and the last posted payment.



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Step	Action
13.	Note: This portion of this report displays the payments received, their status, payment ID, accounting date, payment amount and the currency type.
14.	Click the Home link. 
15.	Congratulations. You successfully ran an Outstanding Payments Inquiry. End of Procedure.