Account Overview

1.	Click the **Vertical** scrollbar.
2.	Click the **Accounts Receivable** link. ▷ Accounts Receivable
3.	Click the **Customer Accounts** link. ▷ Customer Accounts
4.	Click the **Customer Information** link. ▷ Customer Information
5.	Click the **Account Overview** link. Account Overview
6.	Click in the **Set ID** field. FIU01
7.	Enter the desired information into the **Set ID** field. Enter a valid value e.g. "**FSR01**".
8.	Click in the **Unit** field.
9.	Enter the desired information into the **Unit** field. Enter a valid value e.g. "**FSR01**".
10.	Click the **Look up Customer (Alt+5)** button.
11.	**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. 00000003
12.	Click the **Search** button. Search
13.	**Note:** 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.
14.	Click the **Balance** link. Balance
15.	**Note:** This page displays information about the outstanding balance per award ID for the specified customer.
16.	Click the **Home** link. Home
17.	Congratulations. You successfully ran an Account Overview Inquiry. **End of Procedure.**