
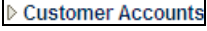
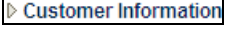
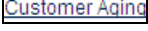



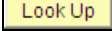






## Customer Aging

1.	Click the <b>Accounts Receivable</b> link. 
2.	Click the <b>Customer Accounts</b> link. 
3.	Click the <b>Customer Information</b> link. 
4.	Click the <b>Customer Aging</b> link. 
5.	Click in the <b>SetID</b> field. 
6.	Enter the desired information into the <b>SetID</b> field. Enter a valid value e.g. " <b>FSR01</b> ".
7.	Enter the desired information into the <b>Unit</b> field. Enter a valid value e.g. " <b>FSR01</b> ".
8.	Click the <b>Look up Customer (Alt+5)</b> button. 
9.	Click in the <b>Customer ID</b> field. 
10.	Enter the desired information into the <b>Customer ID</b> field. Enter a valid value e.g. " <b>%11</b> ".
11.	Click the <b>Look Up</b> button. 
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. 
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: - Award ID - Due Date - Days Late - Balance Outstanding
16.	Click the <b>Home</b> link. 
17.	Congratulations. You successfully ran a Customer Aging Inquiry. <b>End of Procedure.</b>