

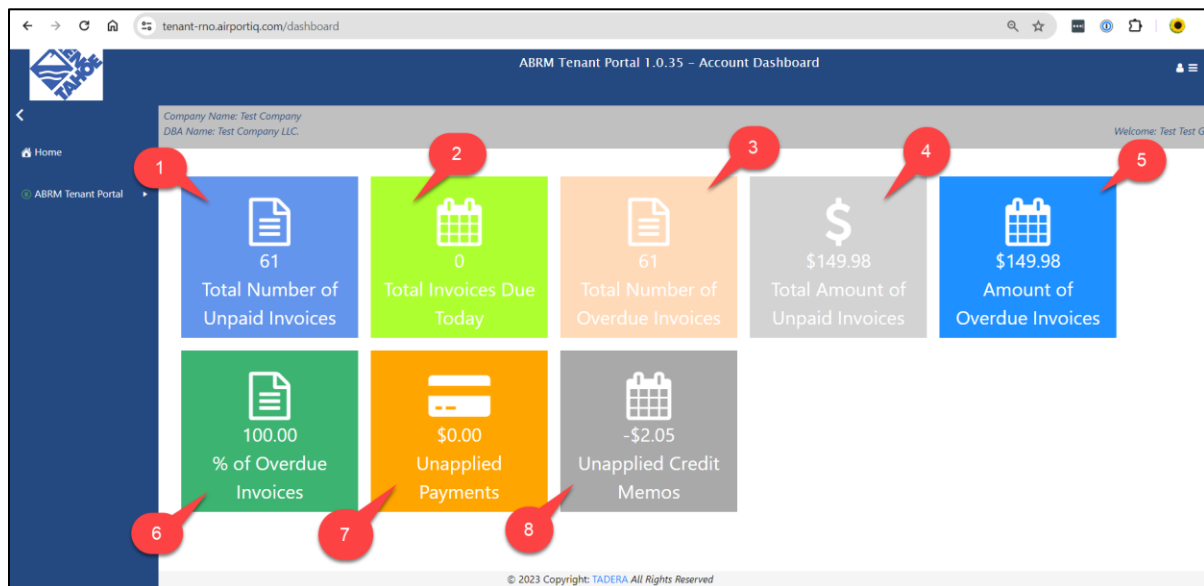
Dashboard

The Dashboard allows you to view invoices and other items in eight different categories, as described on the shortcut buttons for each:

Click on each button to view the specific items in that category. Please note: the purpose of the Dashboard is only to display items. If you wish to take action on the items (such as viewing or paying them), you need to use the Account Details portlet.

When you are viewing detail screens in each category, click the “Back” button if you wish to return to the Dashboard.

The first six screens show the same type of grid for invoice data and will look like this if they have any details on the screen:



1. Total Number of Unpaid Invoices
2. Total Invoices Due Today – if any of the items are due on the day you are viewing the screen and does not include overdue invoices
3. Total Number of Overdue Invoices
4. Total Amount of Unpaid Invoices
5. Amount of Overdue Invoices
6. % of Overdue Invoices
7. Unapplied Payments
8. Unapplied Credit Memos