Account Summary Procedure

The *Account Summary* procedure describes how to review receivables in IMRF Partner Access.

Procedure

1. Perform one of the following actions to enter the Account Summary screens:
   - In the **Account Summary** widget, click **View All** in the lower-right corner of the widget.

   OR
   - From the Tool Bar, click the **Business Functions** (graph) icon, and select **Account Summary**.
   - Enter the Partner code for the account you wish to review.

2. The **Account Summary** screen is where the following actions can be performed:
   - **Receivables History**
     a. Click the filter Icons to change the dates of the time frame you wish to view.

This procedure is complete.