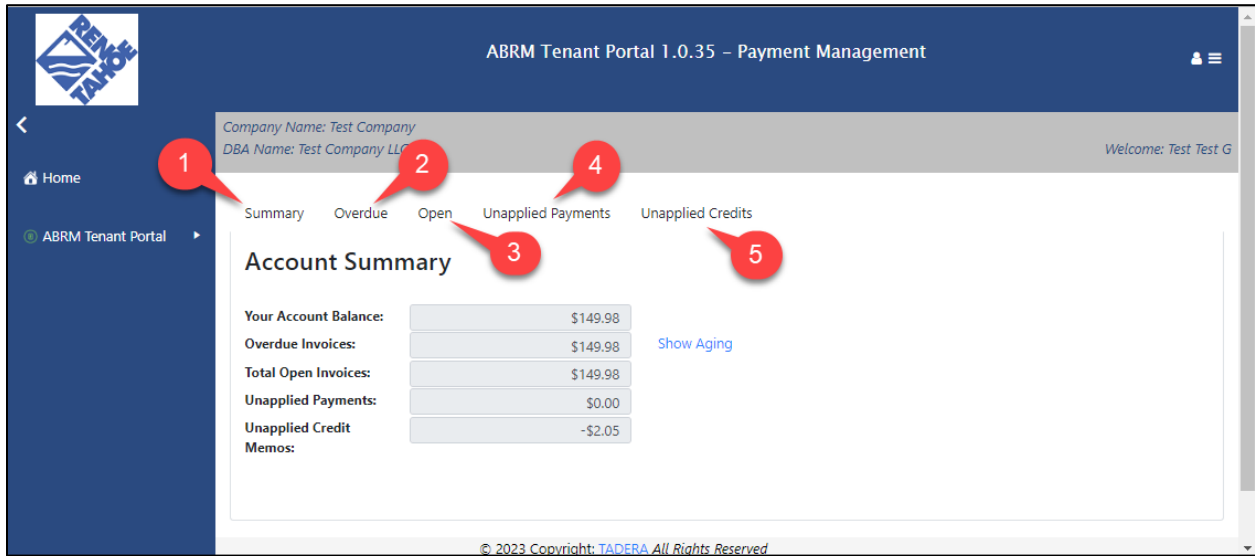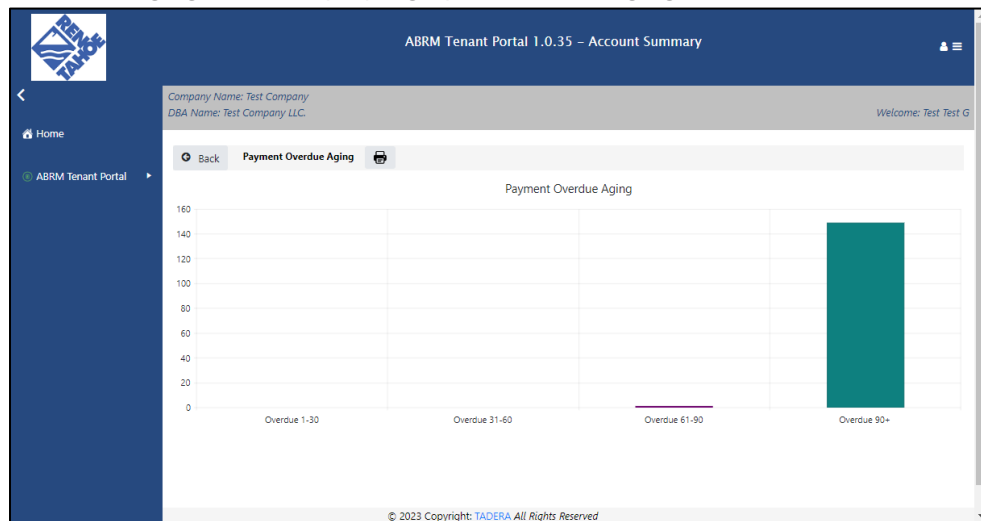# Account Summary

The Account Summary displays the same information as the Dashboard but in a different format.

1. The Summary screen shows the following categories of information:
   a. Your Account Balance (same as Total Amount of Unpaid Invoices from the Dashboard)
   b. Overdue Invoices (same as Amount of Overdue Invoices from the Dashboard). Click the Show Aging link to display a graph of invoice aging:

   c. Total Open Invoices
   d. Unapplied Payments
   e. Unapplied Credit Memos

2. Overdue – displays the same detailed list as Total Number of Overdue Invoices on the Dashboard.

3. Open – displays the same detailed list as Total Amount of Unpaid Invoices on the Dashboard.

4. Unapplied Payments – displays the same detailed list as Unapplied Payments on the Dashboard.

5. Unapplied Credits – displays the same detailed list as Unapplied Credit Memos on the Dashboard.