



How to Query an Invoice using the form FAIINVE

1. Select the form FAIINVE from the Finance FastTrack Menu or type FAIINVE in the **Go to** field and hit ENTER.
2. Type your Document number in the Document field. Example:

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 7.2 (TRAIN7)

Document : 10000001 Multiple

3. Go to NEXT BLOCK. 

4. Continue using NEXT BLOCK to view the details of the invoice. Example:

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 7.2 (TRAIN7)

Document : 10000001 Multiple Regular

Purchase Order: P0000001

Vendor: 147002948 Les Papiers Graphiques

Invoice/Credit Memo Header FAIINVE 7.2 (TRAIN7)

Invoice Date: 30-MAR-2000 Transaction: 30-MAR-2000 Cancel: Document Accounting

Check Vendor:

Address Code: BU Sequence Number: 1

Street Line 1: 10000 Ray Lawson Blvd

Street Line 2:

Street Line 3:

Collects Tax: A Collects all taxes

City: D'Anjou

State or Province: QC ZIP or Postal Code: H1J 1L8

Nation: 000 Canada

Discount Code: 30 Payment Due: 29-APR-2000

Bank:

Vendor Invoice: 1099 Vendor

1099 Tax ID: LES P0002

Income Type: NA Not Applicable

Direct Deposit Status: Credit Memo Text Exists Direct Deposit Override

User ID: KKIROU

Activity Date: 09-APR-2000