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:

3. Go to NEXT BLOCK.

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

11/12/2006