<u>**How to Query an Invoice**</u>
<u>**Using the form FAIINVE**</u>

1. Select the form **FAIINVE** from the **Finance Fast Track** Menu of the Main Menu
    or type **FAIINVE** in the **Direct Access** field and hit **Enter**.

2. Type your **Document** number in the **Document** field (*Example*: **I0000001**)

3. Click on the **Next Block** icon or, use **Ctrl-Page Down** if you prefer using
    your keyboard.

4. Continue using the **Next Bloc** icon or, use **Ctrl-Page Down** if you prefer
    using your keyboard, to view the details of the invoice.

For **MORE INFORMATION** on this form see the Form Documentation

1. Give the option of Products Menu or Direct Access.