

Identifying Invoices Awaiting Receiving Using FPIIREC

The **Receiving/Matching Detail Query Form (FPIIREC)** form is used to identify invoice transactions awaiting receiving documents. It is based on **Banner** invoice document number or purchase order number. Wild card searches on the date criteria can be used to find transactions for a single month, e.g., *%-May-2016*.

Search Criteria Available:

- Invoice Number
- Invoice Item
- Commodity Description
- Purchase Order number
- Purchase Order Item
- Approved Quantity
- Approved Unit Price
- Purchase Order Quantity
- Purchase Order Unit Price
- Quantity Accepted
- Previously Invoiced

Additional Links:

- Double-clicking the invoice number links to the **Invoice/Credit Memo List Form (FAIINVL)**.
- Double-clicking the purchase order number links to the **Purchase Order Validation Form (FPIPOHD)**.

Step	Task
1.	Type FPIIREC in the GoTo... field and press ENTER.
2.	Type the appropriate purchase order number in the Purchase Order field.
3.	Click the Execute Query button.
4.	Use scroll bar to review each invoice and commodity item listed.
5.	Click the Exit button to return to the main menu.