

Reviewing Invoices Using FAIINVE

The **Invoice/Credit Memo Query Form (FAIINVE)** allows review of all transaction information for a specific **Banner** invoice document number.

A search link to the **Invoice Credit Memo List Form (FAIINVL)** is provided.

Step	Task
1.	Type FAIINVE in the GoTo... field and press ENTER.
2.	Type the invoice number in the Document field.
3.	Click the Next Block button to display the document header.
4.	Click the Next Block button as necessary to advance to additional blocks.
5.	Click the Exit button to return to the main menu.