

Searching Invoice Data Using FAIIREC

The **Receiving/Matching Status Query Form (FAIIREC)** is used to search for invoice/receiving data specific to a single vendor ID or vendor name. This form is easiest to use when a specific invoice document or purchase order number is known.

Search Criteria Available:

- Payment Due Date
- Invoice Date
- Invoice number
- Due Date and Invoice fields can be searched by month using a wild card (%) to bring up groups of data.

Step	Task
1.	Type FAIIREC in the GoTo... field and press ENTER.
2.	Type the appropriate vendor code in the Vendor field.
3.	Click the Next Block button to enter the form into query mode.
4.	Click the Execute Query button.
5.	Use the scroll bar to view the returned transactions.
6.	Click the Exit button to return to the main menu.