

Searching Invoices by Category Using FAINVL

The **Invoice/Credit Memo List Form (FAINVL)** allows you to search by document status categories:

- Open
- Paid
- Suspense
- Invoice Hold
- Cancelled

It is most effective for broad searches, such as finding all open invoices. It is not searchable by vendor name. Use the **Vendor Detail History Query Form (FAIVNDH)** to find all open invoices for a specific vendor.

After you choose a search category, you can refine the search further by any of the following:

- **Banner** invoice document number
- Purchase Order/Encumbrance number
- Credit Memo indicator
- Completed indicator
- Approved indicator
- Invoice Total

Step	Task
1.	Type FAINVL in the GoTo... field and press ENTER. NOTE: The default status is <i>Open</i> .
2.	Click the Next Block button.
3.	Click the Enter Query button to clear the results.
4.	Type the purchase order number in the Purchase Order/Encumbrance field.
5.	Click the Execute Query button to view the open invoices for the specified purchase order.
6.	Click the Exit button to return to the main menu.