

Viewing Open Invoices by FOAPAL Using FAIOINF

The **Open Invoices by FOAPAL Query Form (FAIOINF)** will be most effective for use by departments when funds expire, or for year-end processing on special funds such as State or Federal Agriculture Hatch funds. While this is not a critical query for vendor resolution, it may be a good mechanism for departments to identify additional problems that need to be resolved with vendors or the University Payables unit.

Step	Task
1.	Type FAIOINF in the GoTo... field and press ENTER.
2.	Type the Chart code in the COA field (if necessary).
3.	Type the Fund code in the Fund field.
4.	Type the Organization code in the Organization field.
5.	Type the Program code in the Program field.
6.	Press the Next Block button to display the open invoices.
7.	Click the Exit button to return to the main menu.