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-2006.

Search Criteria Available:
- Invoice Number, Invoice Item, and Commodity Description
- PO Number and PO Item
- Approved Quantity and Approved Unit Price
- PO Quantity and PO Unit Price
- Quantity Accepted and Previously Invoiced

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

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.