

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.