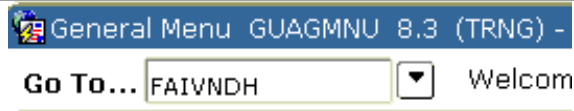


## How to Perform a Vendor Query

The Vendor Detail History Form (**FAIVNDH**) can be used to retrieve invoice information by vendor and by the vendor's invoice number. This form will show all vendor history as well as copies of the actual invoices received by the College.

### Vendor Detail History Form

1. Type FAIVNDH into the Go To... Field and hit enter. This will bring up the Vendor Detail History Form.



2. Enter the VID number in the Vendor Field. Tab to the Fiscal Year Field and enter the year to be queried.

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number

Example:

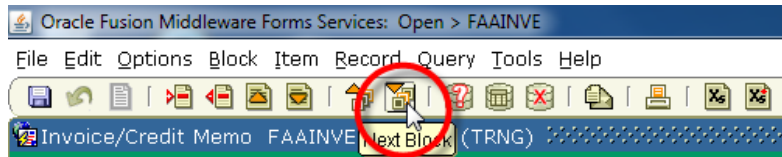
Vendor: V03119538 Progress Energy Florida Inc Vendor Hold Selection: All

Fiscal Year: 11 Invoice Date From: Invoice Date To:

3. Go to Next Block

Control/Page Down

OR



4. The Vendor History for the assigned year will open in a new window.

Vendor: V03119538 Progress Energy Florida Inc Vendor Hold Selection: All  
Fiscal Year: 11 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
JUL10 78504	I1100924	Y	N	N	P	N	111,434.72	29-JUL-2010	29-JUL-2010	00048493
JUL10 25195	I1101008	Y	N	N	P	N	7,135.64	02-AUG-2010	03-AUG-2010	00048765
JUL1010148	I1101076	Y	N	N	P	N	148.19	04-AUG-2010	05-AUG-2010	00048828
JUL1074355	I1101079	Y	N	N	P	N	5.36	04-AUG-2010	05-AUG-2010	00048829
AUG10 78504	I1101967	Y	N	N	P	N	103,591.83	24-AUG-2010	24-AUG-2010	00049681

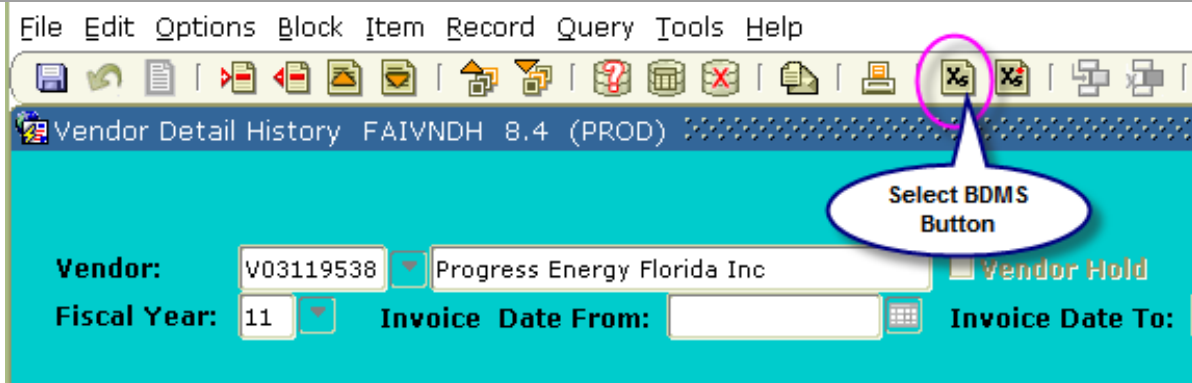
5. At this point, you can view the vendor history by invoice. To select an invoice, tab over or click on the desired Banner Invoice #.

Vendor: V03119538 Progress Energy Florida Inc Vendor Hold  
Fiscal Year: 11 Invoice Date From: Invoice Date To:

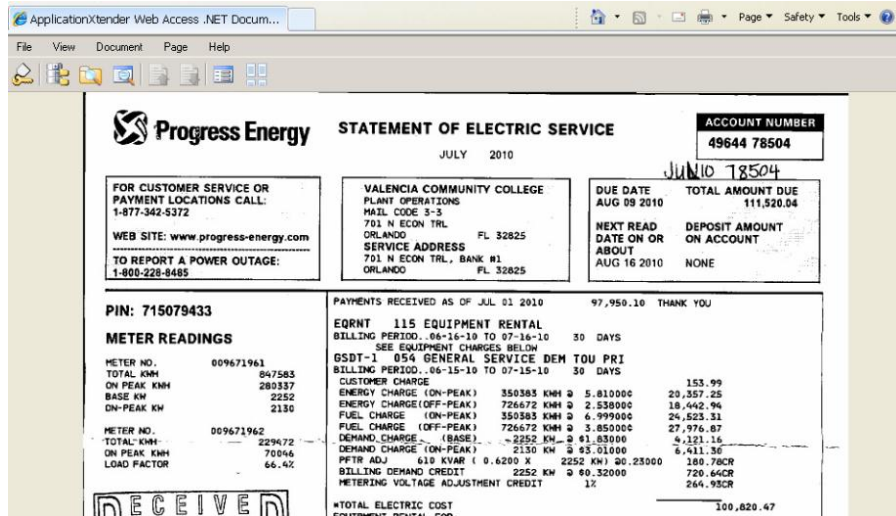
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel
JUL10 78504	I1100924	Y	N	N	P	N
JUL10 25195	I1101008	Y	N	N	P	N
JUL1010148	I1101076	Y	N	N	P	N

Tab to highlight Banner Invoice number

6. To view the actual scanned invoice, select the **BDMS Display Document** Button. The actual scanned invoice will appear in a pop-up window.

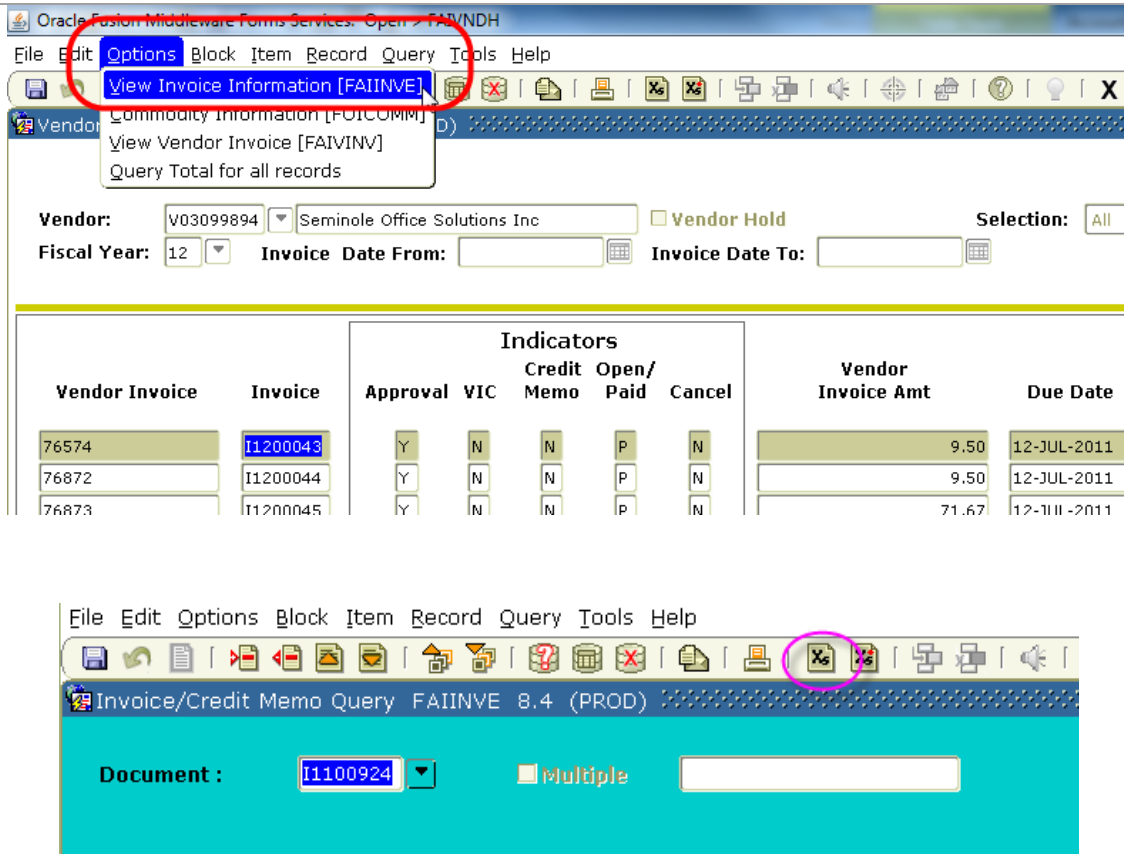


Example:



7. To see the invoice information in banner *without* seeing the actual document, tab over or highlight the **Banner Invoice #**, select **Options**, and then **View Invoice Information**. OR highlight the Banner Invoice # and press F3.

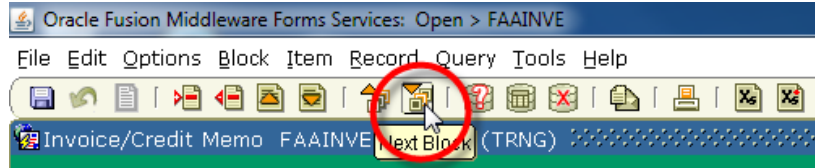
The form **FAIINVE** will show the invoice you selected.



8. Go to Next Block

Control/Page Down

OR



9. The FAAINVE Screen will appear with all of the Vendor Details.

A screenshot of the 'FAAINVE' screen in Oracle Fusion Middleware. The title bar is 'Invoice/Credit Memo Query FAAINVE 8.4 (PROD)'. The form contains the following fields:  
**Document:** 11200043,  Multiple, Regular  
**Purchase Order:** P1100040  
**Vendor:** V03099894 Seminole Office Solutions Inc,  Vendor Hold  
**Invoice Date:** 27-JUN-2011, **Transaction:** 12-JUL-2011, **Cancel:** [empty],  Document Accounting  
**Check Vendor:** [empty]  
**Address Code:** BU, **Sequence Number:** 1  
**Collects Tax:** N Collects no taxes  
**City:** Longwood  
**State or Province:** FL, **ZIP or Postal Code:** 32750  
**Nation:** [empty]  
**Discount Code:** [empty], **Payment Due:** 12-JUL-2011  
**Bank:** BA Bank Of America - Accounts Payable  
 Credit Memo  
 Text Exists  
**Vendor Invoice:** 76574,  1099 Vendor  
**1099 Tax ID:** [empty]  
**Direct Deposit Status:** No,  IAT, **ACH Transaction Type:** [empty]  
 Direct Deposit Override  
**User ID:** DLANGLEY  
**Activity Date:** 12-JUL-2011

10. The same information can be found if searching for a specific date range. Exit the FAAINVE screen.

A screenshot of the 'FAAINVE' screen, similar to the previous one. The title bar is 'Invoice/Credit Memo Query FAAINVE 8.4 (PROD)'. The form contains the same fields as above. The 'Exit' button, located in the top right corner of the form area, is circled in red with a white 'X' over it. The 'Invoice Date' field is highlighted in blue and contains the text '27-JUN-2011'.

11. Delete the **Fiscal Year** and Enter the date range to be queried including **Date From** and **Date To** Information.

Vendor:  Seminole Office Solutions, Inc.  Vendor Hold Selection: All

Fiscal Year:  Invoice Date From:  Invoice Date To:

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number

12. Go to Next Block

Control/Page Down

OR

Oracle Fusion Middleware Forms Services: Open > FAAINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo FAAINVE Next Block (TRNG)

13. The output of this query will include **all invoices dated between the criteria** you selected and supply a **total at the bottom**.

Vendor:  Progress Energy Florida Inc.  Vendor Hold Selection: All

Fiscal Year:  Invoice Date From:  Invoice Date To:

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
OCT10 25195	I1105066	Y	N	N	P	N	5,616.11	27-OCT-2010	28-OCT-2010	00077579
OCT10 10148	I1105327	Y	N	N	P	N	373.11	02-NOV-2010	04-NOV-2010	00081560
OCT10 44589	I1105328	Y	N	N	P	N	14,200.22	02-NOV-2010	04-NOV-2010	00081561
OCT10 74355	I1105329	Y	N	N	P	N	171.53	02-NOV-2010	04-NOV-2010	00081562
NOV10 78504	I1106220	Y	N	N	P	N	102,006.07	22-NOV-2010	23-NOV-2010	00082872
NOV10 25195	I1106549	Y	N	N	P	N	4,936.08	02-DEC-2010	02-DEC-2010	00083116
NOV10 74355	I1106969	Y	N	N	P	N	179.18	09-DEC-2010	09-DEC-2010	00083352
NOV10 10148	I1106970	Y	N	N	P	N	405.84	09-DEC-2010	09-DEC-2010	00083353
NOV10 44589	I1106971	Y	N	N	P	N	17,389.99	09-DEC-2010	09-DEC-2010	00083354
DEC10 78504	I1107801	Y	N	N	P	N	103,483.47	03-JAN-2011	04-JAN-2011	00084854
DEC10 74355	I1107920	Y	N	N	P	N	146.71	06-JAN-2011	06-JAN-2011	00084913
DEC10 10148	I1107971	Y	N	N	P	N	335.27	06-JAN-2011	06-JAN-2011	00084914
DEC10 44589	I1107973	Y	N	N	P	N	16,970.64	06-JAN-2011	06-JAN-2011	00084915
DEC10 25195	I1108008	Y	N	N	P	N	4,437.73	06-JAN-2011	06-JAN-2011	00084916
<b>Total:</b>							1,513,669.99			

14. If you are researching the paid dated and need to know the amount paid during a particular time frame (such as 1099 vendors paid for a 12 month period) another way to query would be to delete the fiscal year and date range.

**This query will bring up all invoice paid to a vendor since the inception of Banner.**

File Edit Options Block Item Record Query Tools Help

Vendor: V03099894 Seminole Office Solutions Inc Vendor Hold Selection: All

Fiscal Year: Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
631695-0	I0800178	Y	N	N	P	N	4,865.56	19-JUL-2007	19-JUL-2007	00502869
631696-0	I0800179	Y	N	N	P	N	1,182.60	19-JUL-2007	19-JUL-2007	00502869
631698-0	I0800180	Y	N	N	P	N	65.47	19-JUL-2007	19-JUL-2007	00502869
631699-0	I0800181	Y	N	N	P	N	325.63	19-JUL-2007	19-JUL-2007	00502869
631671-0	I0800182	Y	N	N	P	N	204.47	19-JUL-2007	19-JUL-2007	00502869
631667-0	I0800183	Y	N	N	P	N	650.31	19-JUL-2007	19-JUL-2007	00502869
631657-0	I0800185	Y	N	N	P	N	541.83	19-JUL-2007	19-JUL-2007	00502869
631660-0	I0800186	Y	N	N	P	N	374.40	19-JUL-2007	19-JUL-2007	00502869
631656-0	I0800187	Y	N	N	P	N	594.72	19-JUL-2007	19-JUL-2007	00502869
631654-0	I0800188	Y	N	N	P	N	845.99	19-JUL-2007	19-JUL-2007	00502869
631653-0	I0800189	Y	N	N	P	N	520.82	19-JUL-2007	19-JUL-2007	00502869
631655-0	I0800190	Y	N	N	P	N	305.10	19-JUL-2007	19-JUL-2007	00502869
632649-0	I0800191	Y	N	N	P	N	5.00	19-JUL-2007	19-JUL-2007	00502869
631658-0	I0800192	Y	N	N	P	N	374.00	19-JUL-2007	19-JUL-2007	00502869
<b>Total:</b>							80,181.22			

15. Select the **F7** key, which tells banner to query (or search) for a particular entry. The F7 will remove all data from the form.

Tab to the **Check Date Field** and use a % before the date you want to search and a % after the date (such as %2010%) The % is a wildcard Key that says, find the characters % adjacent to the input. So any date that has 2010 will be found.

Vendor: V03119538 Progress Energy Florida Inc Vendor Hold Selection: All

Fiscal Year: Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
									%2010%	

16. Next select the **F8 key** which is the **Perform Query** short cut.

The results show all invoices paid in any date of the year 2010.

You can also search by vendor invoice number, banner invoice number, amount, and check number in this form. Repeat the steps above by hitting F7 to start query, enter any information you have regarding the payment you are searching for and hit F8 to execute the query.

Vendor:    Vendor Hold Selection:

Fiscal Year:  Invoice Date From:  Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
SEP10 25195	I1103672	Y	N	N	P	N	6,988.13	28-SEP-2010	28-SEP-2010	00068855
SEP10 44589	I1103994	Y	N	N	P	N	15,580.67	05-OCT-2010	05-OCT-2010	00070161
SEP10 74355	I1104347	Y	N	N	P	N	194.13	11-OCT-2010	12-OCT-2010	00071482
SEP10 10148	I1104348	Y	N	N	P	N	374.52	11-OCT-2010	12-OCT-2010	00071483
OCT10 78504	I1104909	Y	N	N	P	N	103,263.34	25-OCT-2010	26-OCT-2010	00077497
OCT10 25195	I1105066	Y	N	N	P	N	5,616.11	27-OCT-2010	28-OCT-2010	00077579
OCT10 10148	I1105327	Y	N	N	P	N	373.11	02-NOV-2010	04-NOV-2010	00081560
OCT10 44589	I1105328	Y	N	N	P	N	14,200.22	02-NOV-2010	04-NOV-2010	00081561
OCT10 74355	I1105329	Y	N	N	P	N	171.53	02-NOV-2010	04-NOV-2010	00081562
NOV10 78504	I1106220	Y	N	N	P	N	102,006.07	22-NOV-2010	23-NOV-2010	00082872
NOV10 25195	I1106549	Y	N	N	P	N	4,936.08	02-DEC-2010	02-DEC-2010	00083116
NOV10 74355	I1106969	Y	N	N	P	N	179.18	09-DEC-2010	09-DEC-2010	00083352
NOV10 10148	I1106970	Y	N	N	P	N	405.84	09-DEC-2010	09-DEC-2010	00083353
NOV10 44589	I1106971	Y	N	N	P	N	17,389.99	09-DEC-2010	09-DEC-2010	00083354
<b>Total:</b>							1,392,787.83			