Viewing Check Detail Information (FAICHKH)

1) Access the Check Payment History form (**FAICHKH**)

2) Key in the Check or Direct Deposit number in the Check Number field as well as the Bank number in the Bank field (the majority of payments made are from Bank 05). From this part of the form, perform a Next Block to move to the check detail.

The total of the check or direct deposit transaction will be displayed on the top block of the form.
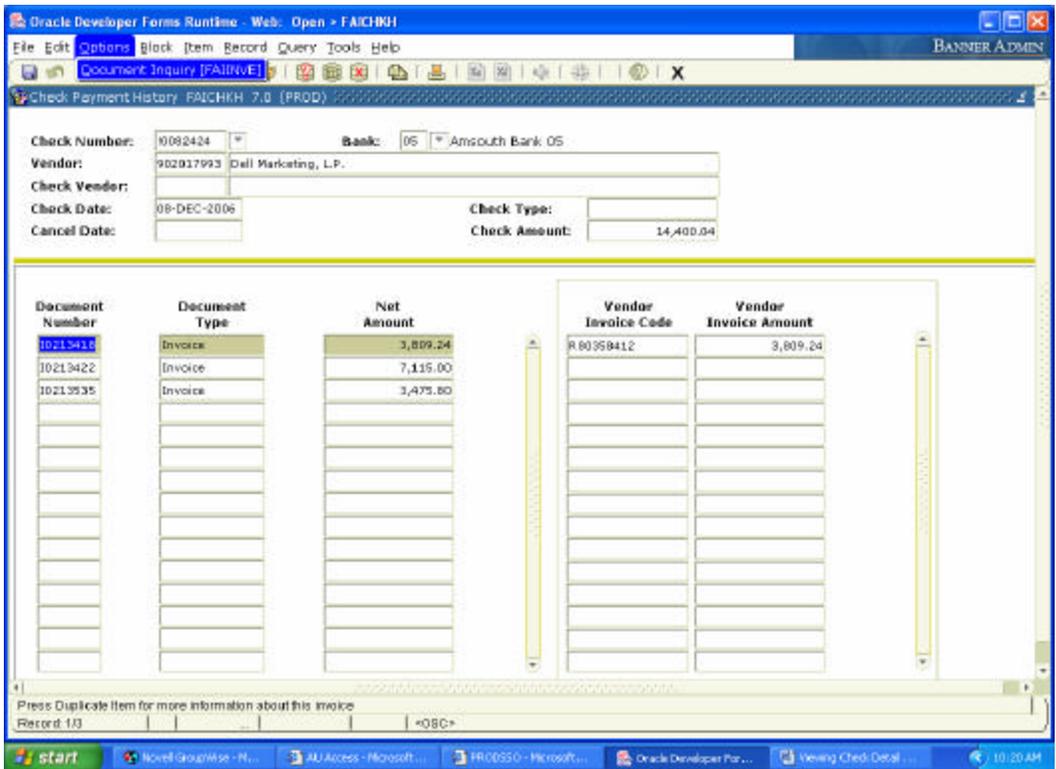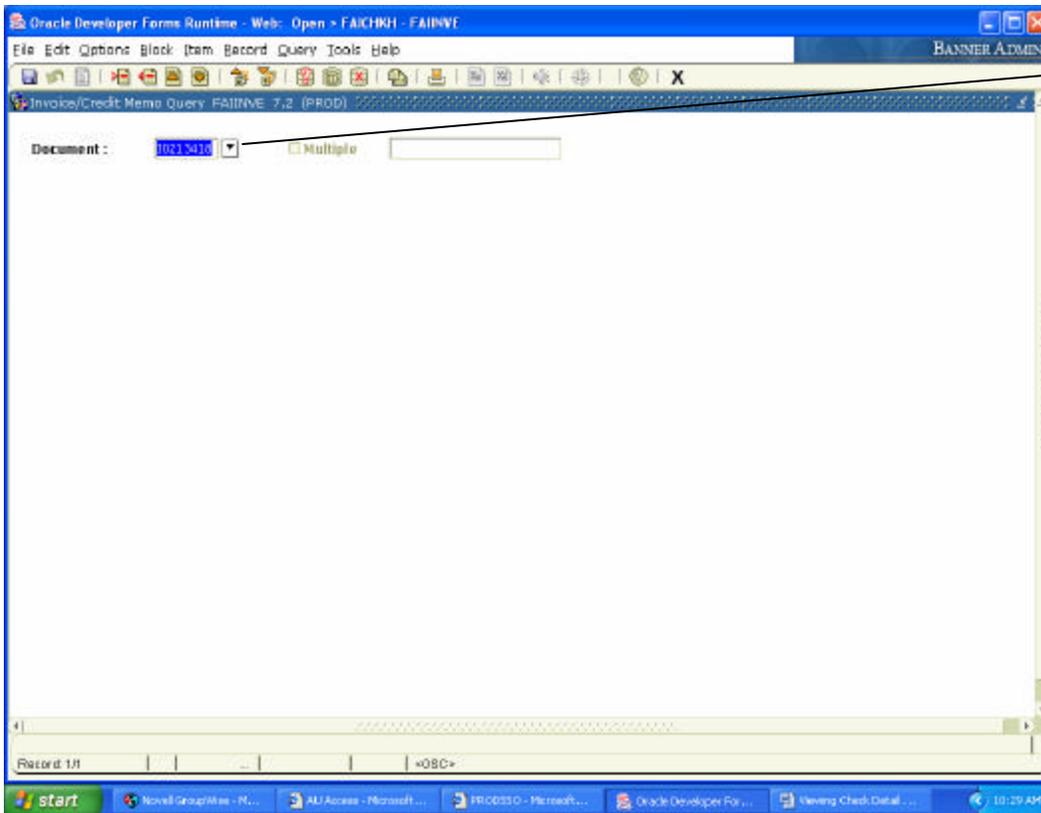
3) As you highlight the Banner Document Number on the left side of the block, the Vendor's invoice number and amount will display on the right side of the block.


4) If you would like to view the details of the invoice payment, including the FOAP that it was paid from, select Options from the top menu then Document Inquiry (FAIINVE).
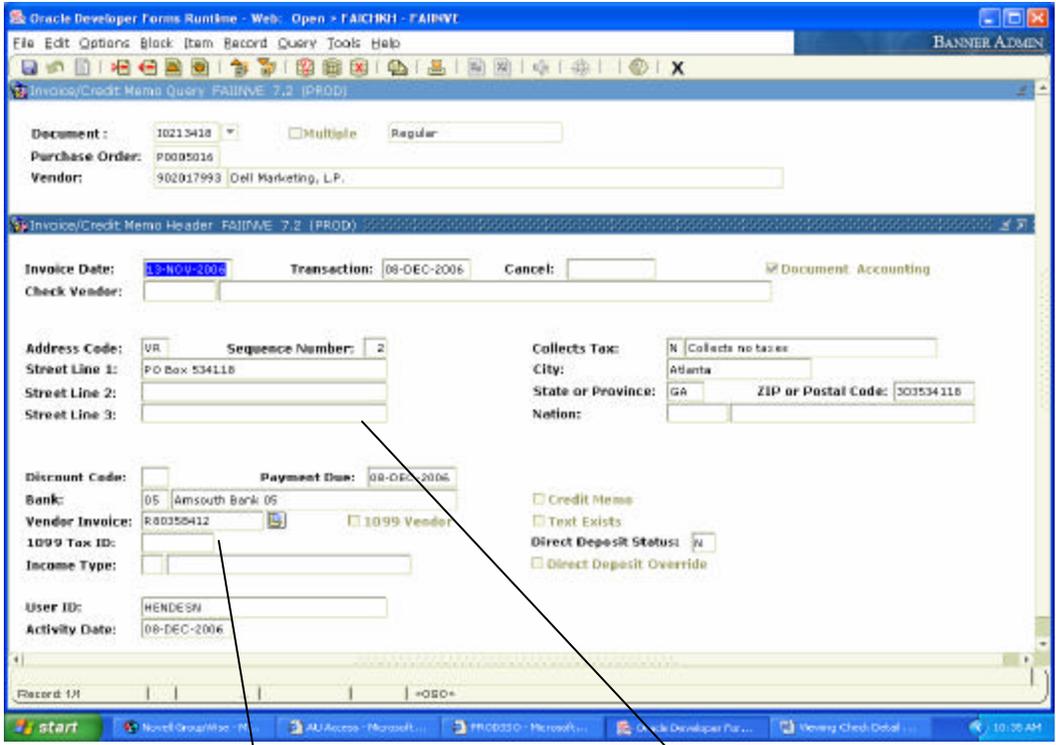
The Invoice Number that was displayed on FAICHKH will be brought over to FAIINVE for you in the Document Number field.

5) The FAIINVE form will be displayed. This form will show how the invoice was keyed into the system. Tab from the Document number field to display the Vendor name and Purchase Order/General Encumbrance number, if applicable.
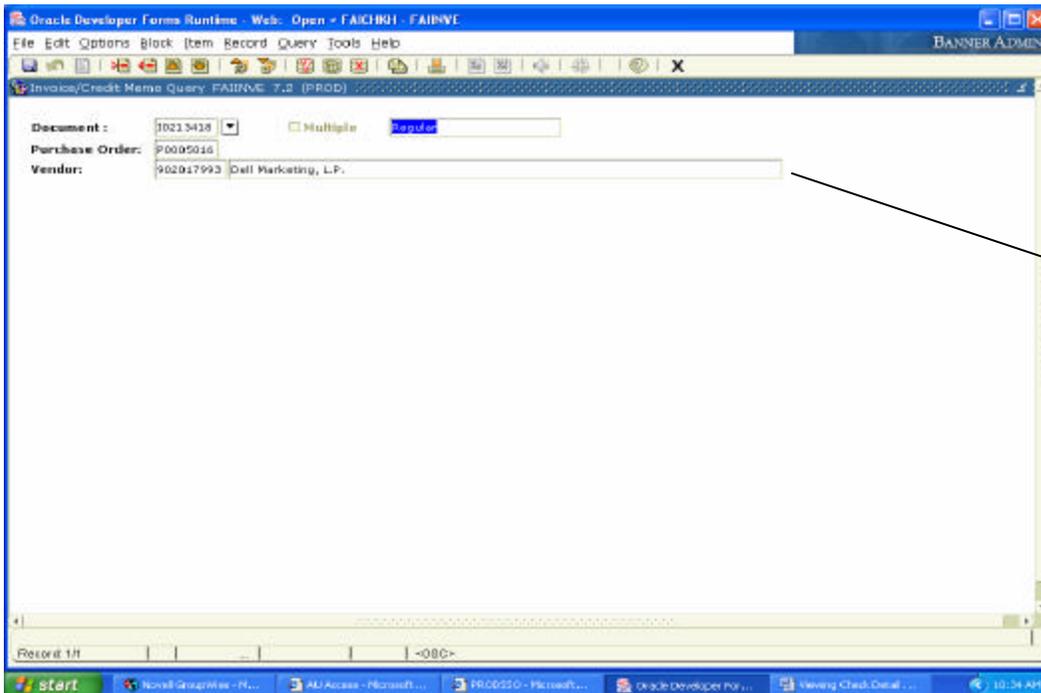

The top block of the form will display the PO or Encumbrance number (if applicable) and the Vendor name.

6) From this part of the form, perform a Next Block to move to the invoice detail.

7) The Invoice/Credit Memo Header will display the address used for the payment and the Vendor's invoice number that was paid. To view additional information keyed for the invoice access the Options menu item as shown below.
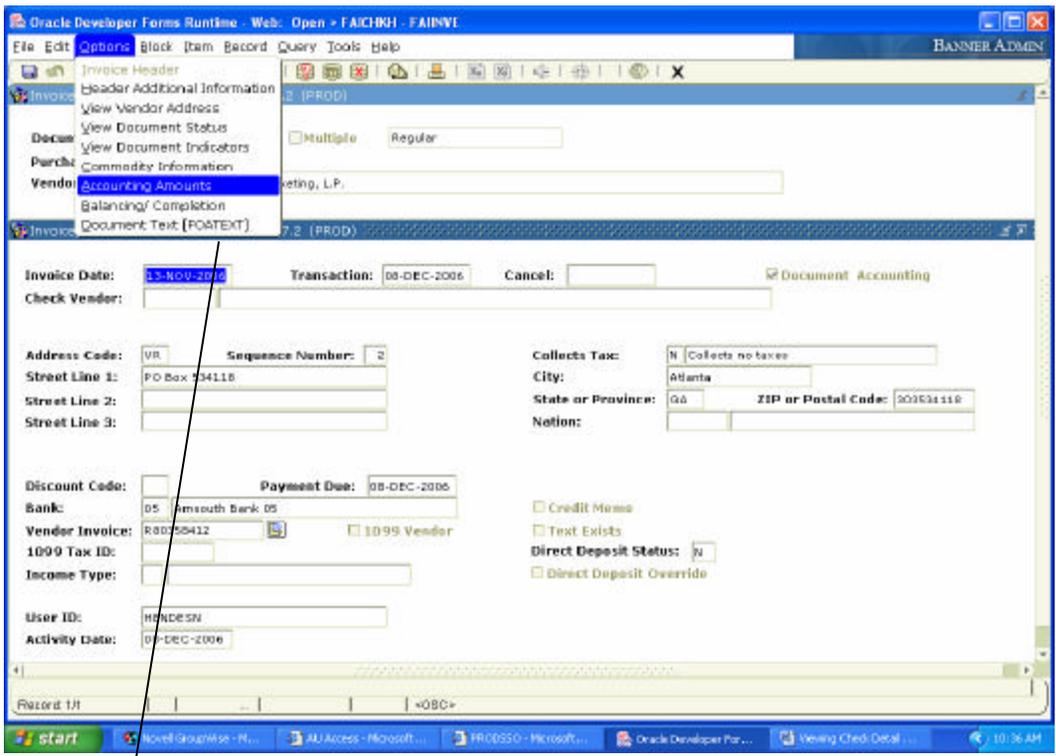
8) To find the FOAP an invoice was keyed on access the Options menu item and select Accounting Amounts.
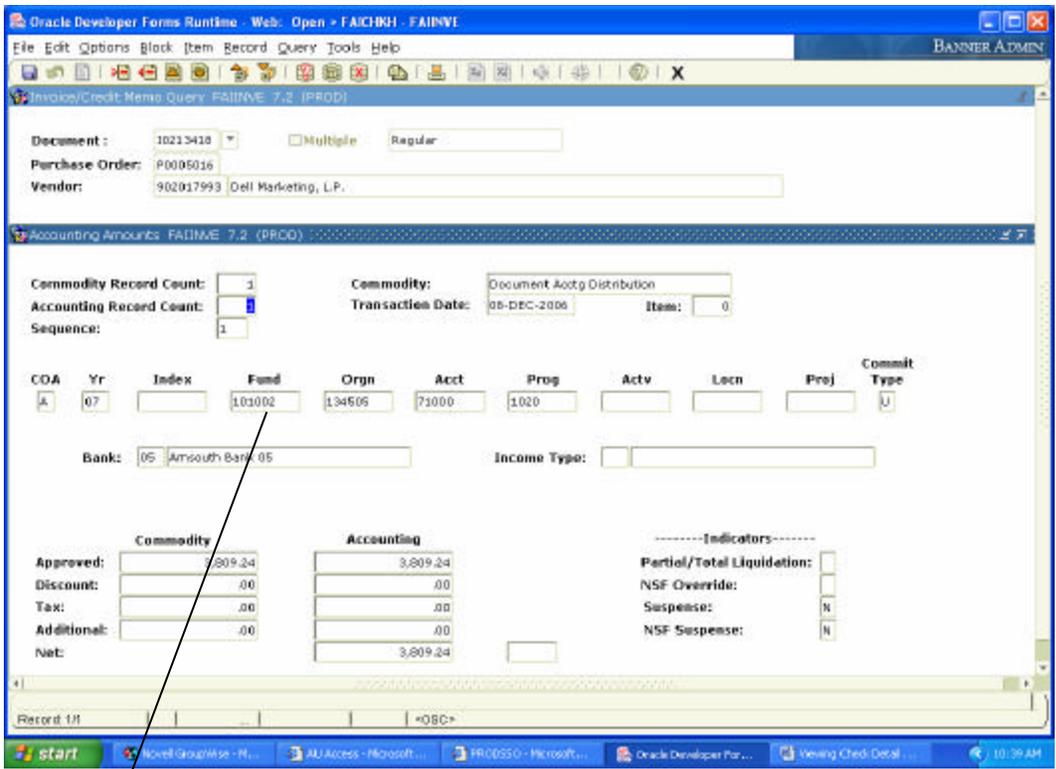
9) The FOAP that the invoice was paid from will be displayed.

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