## Viewing Vendor Invoice Payments (FAIVNDH)

| acle Developer For  | ns Runtime - 1   | Web: Open > FAI   | VNDH          |   |                           |                  |                                   |             |
|---|--|-------------------|---------------|---|---------------------------|------------------|-----------------------------------|-------------|
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| ndor Detai History  | FAIVNDH 7.   | 1 (PROD) 20000    | 0000000       | 000000000000000000000000000000000000000 | 000000000000000000        | 4444000000000000 | 000000000000                      | 10000000000 |
|   |  |                   |               |   |                           |                  |                                   |             |
| ndor:   |  |                   |               | _                                       |                           | Selection: Al    | *                                 |             |
| scal Year: 06 🔻   |  |                   |               |   |                           |                  | 100                               |             |
|   | <u> </u>   |                   |               |   |                           |                  |                                   |             |
|   |  |                   | 7 P -         | 21                                      |                           |                  |                                   |             |
|   |  |                   | Credit        | Onen/                                   | Vendor                    |                  | Check                             | Check       |
| ender Invoice   | Invoice  | Approval VIC      | Memo          | Paid Cancel                             | Invoice Amt               | Due Date         | Date                              | Number      |
|   |  |                   |               |   |                           |                  | -                                 |             |
|   |  |                   | H             |   |                           |                  |                                   |             |
|   |  |                   |               | HH                                      |                           |                  | -                                 |             |
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|   |  |                   | П             |   |                           |                  |                                   |             |
|   |  |                   |               |   |                           |                  |                                   |             |
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|   |  |                   |               |   |                           |                  |                                   |             |
|   |  |                   |               |   |                           |                  |                                   |             |
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|   | _  | HH                | H             | HH                                      |                           |                  | <u> </u>                          | -           |
|   | -  |                   | H             | 88                                      |                           |                  |                                   |             |
|   | 1  | U U               | <u>NG</u>     |   |                           |                  |                                   |             |
|   |  |                   | $\backslash$  | Total:                                  |                           |                  |                                   |             |
|   |  |                   | and ener      |   | COLORADORADORES -         |                  |                                   |             |
| vendor code and pre   | SS NOTFLD. LR  | ST & COUNT HITS P | or Entity Nar | mellD Search; DUP ITE                   | N for Alternate ID Search |                  |                                   |             |
| 1111  | 1  | List of Valu.     | 1-0           | )SC>                                    |                           |                  |                                   |             |
| and the second se | the second s |                   | 1.00          | Contraction of the second               | and the second second     |                  | Contraction of the local distance | March 1     |

## 1) Access the Vendor Detail History form (FAIVNDH)

2) If you know the ID number of the vendor you are reviewing, type it in the field beside "Vendor" in the first block. If you do not know the ID number of the vendor, click on the drop down arrow to access the search form.

| S Oracla Developer Forma Rumin<br>Ble Edit Options Block Item<br>III III III - IIII - IIII<br>Syondor Detail History FAUVID | ms Web: Open - FATMOH<br>Becord Query Iools ⊟elp<br>I ∰ 1791 1709 1888 1986 I Qui i 是 I<br>H 7.12 (F#9300) | 16.161.14 | !⊕ ©  <b>X</b>        |               | INF 2         | BANNER ADMO     |
|---|--|-----------|-----------------------|---------------|---------------|-----------------|
| Vendor: Entity<br>Piscal Yeari Oc Alterna   | JSC<br>Name/ID Search (FTIIDEN)<br>ate ID Search (GUIALTI)   |           |                       | Selection: Al | ٣             |                 |
| Vender Inveice  |  | ancel     | Vender<br>Invoice Amt | Due Date      | Check<br>Date | Check<br>Number |
|   |  |           |                       |               |               |                 |
|   |  |           |                       |               |               |                 |
|   |  |           |                       |               |               | $\square$ .     |
| 4]  |  | Total:    |                       |               |               |                 |
| Plecont 1/1   | _ 1 1 1 +010+  |           |                       |               |               |                 |

3) A box will appear if you click the arrow to perform a search for the Vendor ID number. Select the Entity Name/ID Search.

| Ble Edit Options<br>Ble Edit Options<br>Control (1)<br>Control | Forms Runtime - Web. Open<br>Block Item Record Query I<br>Control (1990) (1990)<br>Interder FTIBERS 7.0 (1990) (1990)<br>Grant Person<br>endors Prepasal Pers | - FAISHER FTIDEN<br>Tools Belg<br>B D C C C C C C C C C C C C C C C C C C | 19) 11월   4일   4일<br>Incial Managers<br>Ininated Financial ) | l l 🕲 l 🗙   | Agenc<br>All | er<br>Ins  |              | BANNER A |  |
|---|---|---|--|-------------|--------------|------------|--------------|----------|--|
| ID Number   | Lost Name<br>Lost Name  | First Name  | Siddle Eatity<br>Name Ind                                    |             |              |            | 6 P          |          | The "%" is the wildcard<br>search in Banner Admin. |
| Recont 1/1  | navel Group Mark - M  | 1   +08C>   | RODSSO - Marakelt  | 🛸 orade ber | eloper Por   | · 탄 varres | Vendor Invei | (5) 10   |  |

4) The FTIIDEN search form will be displayed to perform the ID number search. Perform a search for the vendor's name. Enter the last and first name or company name of the vendor you are searching for. If the correct spelling is unknown, enter "%" before and after possible spelling, then Execute Query.

| Vendors<br>Terminate   | Grant Persaan<br>d Vendors Proposal Persa | ul De<br>manei Di | inancial Mo<br>erminated   | inayers<br>Financiai | Managers      | t<br>t  | agent<br>All | lera    |          |              |  |                  |
|------------------------|---|-------------------|--|----------------------|---------------|---------|--------------|---------|----------|--------------|--|------------------|
| D Number               | Last Name                                 | First Name        | Niddle<br>Name   | Entity<br>Ind        | change<br>Ind | v       | F            | ٨       | G        | р            | Туре   |                  |
| 02156567               | Carson Dellase Publishing Compar          |                   |  | C                    |               | F       | N            | N       | 1        | N            | PDAY   |                  |
| 02000442               | Dell                                      | Harold            | 1.5  | -4                   | 14            | Y       | H            | N       | N        | N.           | Contract on the local division of the local  | 8                |
| 02008442               | Dell                                      | Harold            | Lynn   | P                    |               | 8       | N            | N       | W.       | 14           |  | 8                |
| GLLHAR.                | Dell                                      | Harold            | Lynn   | P                    | 1             | Y       | N            | N       | 14       | 14           | GID  | Using the arrow  |
| 02017955               | pell Marketing, L.F.                      | Contract of the   |  | C                    |               | T       | N            | 11      | 74       | 84           | PPAT   | Using the arrow  |
| 02157034               | Dellapolta                                | Nichael           |  | P.                   | 1.12          | Y       | N            | H       | 57       | 5            |  | keys on your     |
| 120 0004               | Dellapollo                                | Michael           |  | P                    | T             | Y       | N            | N       | 14       | 14           | GID  | kowboard highli  |
| 02011640               | Delinger                                  | Latays            | z  | P                    |               | Y       | N            | N       | N        | 14           |  | Keyboard, Ingili |
| GLID.F                 | Delinger                                  | Lafaye            | 6  | P                    | 1             | Y       | N            | N       | 14       | 14           | G1D  | the vendor you   |
| 02041505               | Dellinger                                 | Robert            | M  | P.                   | 1             | ×       | N            | N       | N        | 74           |  | want to view     |
| 02041505               | Dellinger                                 | Robert            |  | P                    | 14            | Y       | N            | N       | 24       | 14           | 818  | want to view.    |
| CLURM                  | Delängen                                  | Robert            |  | 4                    | 1             | r       | N            | N       | 24       | 14           | CID  |                  |
| 02018416               | Usa dell Monograms                        |                   |  | C                    |               | r       | N            | 14      | 14       | 74           | FFAT   |                  |
| 02032830               | Indo                                      | Ashley            | Elisnn   | 4                    |               | Y       | N            | N       | N        | N            |  |                  |
| 02022920               | liadro                                    | Anlay             |  | P                    | M             | Y       | N            | 14      | 14       | 14           | 919  |                  |
| 02021425               | 0'Dell.                                   | Laura             | £.   | P                    |               | Y       | N            | N       | 14       | 14           |  |                  |
| Concern and the second |   |                   | And in case of the local division of the loc | parameters.          | parent, in    | phone . | printer.     | panets. | partner, | and a second | present sector s |                  |

5) A list of all vendors with those characters in the name will appear, along with their ID numbers. Double click on the number of the vendor you want to view and that vendor will be returned on the FAIVNDH form.

| Invoice | Approval VIC | Indicators<br>Gredit Open/<br>Memo Paid Cascol | Vendor<br>Invoice Amt | Due Date   | Check<br>Date   | Check<br>Number  |
|---------|--------------|--|-----------------------|--|---|--|
|         |              |  |                       |  |   |  |
|         |              |  |                       |  |   |  |
|         |              |  |                       |  |   |  |
|         |              | Isvoice Approval VIC                           | Invoice Indicators    | Isvoice Approval VIC Memo Paid Cascel Veador Invoice Amt | Isvoice Indicators<br>Credit Open/<br>Approval VIC Memo Paid Cascel Invoice Amt. Due Date | Isvoice Indicators<br>Credit Open/<br>Approval VIC Memo Paid Cascel Veader<br>Invoice Ant Due Date Check.<br>Date Date Date Date Date Date Date Date |

6) Tab over from the Vendor/ID field to display the Vendor's name. Perform a Next Block to move to the second block and view the vendor payment history.

| endor Detail Histor<br>endor: <u>eccor</u><br>iscal Year: 07 [* | 7993 T Del P | 1 (PROD) 2 | 2000 |                            |                    | 808080809   |                       | Selection: Ai | 9             |                 |
|---|--------------|------------|------|----------------------------|--------------------|-------------|-----------------------|---------------|---------------|-----------------|
| Vender Invoice  | Invoice      | Approval   | VIC  | Indicate<br>Credit<br>Memo | rs<br>Open<br>Paid | /<br>Cancel | Vender<br>Invoice Amt | Due Date      | Check<br>Date | Check<br>Number |
| 96619667  | 10179852     | Y          | N    | 14                         | P                  | N           | 243.00                | 04-0CT-2006   | 04-0 CT-2006  | 10071740        |
| 14867442  | 10181564     | Y          | N    | 1                          | P                  | N           | 2,063.00              | 06-0CT-2006   | 08-0 CT-2006  | 10072349        |
| 03023600  | 10183860     | Y          | N    | N                          | P                  | N           | 15.50                 | 12-OCT-2006   | 12-0 CT-2006  | 10073407        |
| 02317797  | 10183861     | Y          | N    | N                          | P                  | N           | 2,439,87              | 12-OCT-2006   | 12-0 CT-2006  | 10073407        |
| 02625564  | 101.84087    | Y          | N    | N                          | P                  | N           | 4,874.00              | 13-0CT-2006   | 13-0 CT-2006  | 10073559        |
| 03987672  | 101.840.95   | Y          | N    | 71                         | P                  | N           | 12,665.00             | 13-0CT-2006   | 13-0 CT-2006  | 10073559        |
| 99072324  | 101.84096    | Y          | N    | 74                         | 2                  | N           | 10,192.00             | 13-OCT-2006   | 13-0 CT-2006  | 10073559        |
| 3804 9121   | 10184117     | Y          | N    | N                          | P                  | N           | 959.75                | 13-0CT-2006   | 13-0 CT-2006  | 10073559        |
| 00683010  | 10184144     | Y          | N    | 14                         | P                  | N           | 24,612.50             | 13-0CT-2006   | 13-0CT-2006   | 10073559        |
| 10500576  | 10184162     | Y          | N    | 14                         | P                  | N           | 1,456.75              | 13-OCT-2006   | 13-0 CT-2006  | 10073559        |
| 90152449  | 10184163     | Y          | N    | 14                         | P                  | N           | 1,702.50              | 13-0CT-2006   | 13-0 CT-2006  | 10073559        |
| 11697173  | 10184166     | Y          | N    | N                          | P                  | N           | 1,771.75              | 13-0CT-2006   | 13-0 CT-2006  | 10073559        |
| 12183149  | 10184181     | Y          | N    | 71                         | P                  | N           | 1,559.00              | 13-0CT-2006   | 13-0 CT-2006  | 10073559        |
| 10666398  | 101.84232    | Y          | N    | n                          | P                  | N           | 00.561                | 13-0CT-2006   | 13-0 CT-2006  | 10073559        |
|   |              |            | -    |                            | 2220               | Total:      | 69,746.62             |               |               |                 |

The search can be narrowed by performing a Query in any of the columns displayed on the form. For example, if you are searching for a particular vendor Invoice Number, you can Enter Query, input the Invoice Number, and Execute Query to see if that Invoice Number has been paid.

7) A listing of all payments made to the vendor for the specified Fiscal Year will appear.

| View Vendor<br>Query Total<br>endor: 90201<br>iscal Year: 07 | r Invoice (FAIv<br>for all records<br>7993 (* Dell ) | INV         | ananaaan                     |                      |             | 50000000000000000000000000000000000000 | Selection: Al |               | 1000000000      | 1 |
|--|--|-------------|------------------------------|----------------------|-------------|--|---------------|---------------|-----------------|---|
| Vender Invoice   | Invoice  | Approval VI | Indicate<br>Credit<br>C Memo | ors<br>Open,<br>Paid | /<br>Cancel | Vendor<br>Invoice Amt                  | Due Date      | Check<br>Date | Check<br>Number |   |
| 9663 9667  | 10179852   | Y           | 14                           | P                    | N           | 243.00                                 | 04-OCT-2006   | 04-0 CT-2006  | 10071740        | Í |
| 14867442   | 10181564   | YW          | N                            | P                    | N           | 2,063.00                               | 06-0CT-2006   | 08-0 CT-2006  | 10072349        | 1 |
| 03023800   | 101.83860  | Y           | N                            | P                    | N           | 15.50                                  | 12-0CT-2006   | 12-0 CT-2006  | 10073407        | 1 |
| 02317797   | 10183861   | Y           | 74                           | P                    | N           | 2,439.87                               | 12-OCT-2006   | 12-0 CT-2006  | 10073407        |   |
| 02625564   | 101.84087  | YN          | N                            | P                    | N           | 4,874.00                               | 13-0CT-2006   | 13-0CT-2006   | 10073559        | 1 |
| 03987672   | 10184095   | YN          | 74                           | P                    | N           | 12,665.00                              | 13-OCT-2006   | 13-0 CT-2006  | 10073559        | 1 |
| 99072324   | 101.84096  | TY W        | N                            | P                    | N           | 10,192.00                              | 13-0CT-2006   | 13-0 CT-2006  | 10073559        | 1 |
| 1804 9121  | 10184117   | Y N         | 74                           | P                    | N           | 959.75                                 | 13-OCT-2006   | 13-0 CT-2006  | 10073559        | 1 |
| 00683010   | 10184144   | V V         | 74                           | P                    | N           | 24,612.50                              | 13-OCT-2006   | 13-0CT-2006   | 10073559        | 1 |
| 10800876   | 10184162   | Y N         | N                            | P                    | N           | 1,456.75                               | 13-0CT-2006   | 13-0 CT-2006  | 10073559        | 1 |
| 0152449  | 10184163   | Y N         | 14                           | P                    | N           | 1,702.50                               | 13-OCT-2006   | 13-0CT-2006   | 10073559        | 1 |
| 11697173   | 10184166   | Y N         | N                            | P                    | N           | 1,771.75                               | 13-OCT-2006   | 13-0 CT-2006  | 10073559        | 1 |
| 12183149   | 10184181   | 7 14        | N                            | P                    | N           | 1,559.00                               | 13-0CT-2006   | 13-0 CT-2006  | 10073559        | 1 |
| 10666398   | 10184232   | Y N         | n                            | P                    | N           | 5,192.00                               | 13-OCT-2006   | 13-0 CT-2005  | 10073559        |   |
|  |  | i.          |                              |                      | Total:      | 69,746.62                              |               |               |                 |   |

8) 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 View Invoice Information (FAIINVE).



9) 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.

|                       | Memo Query FAIINAE | 7.2 (PROD) 100000000 | ▲「副國」©「⊕ | @   X | annaicht 🖌 🗹 |  |
|-----------------------|--------------------|----------------------|----------|-------|--------------|--|
| Document :<br>Vendor: | • 23962017993      | EMultiple Trees      |          |       |              | The top block of<br>the form will<br>display the Vendor<br>Name and the PO<br>or Encumbrance<br>number (if<br>applicable). |
| (Record 1/1           | 11 -1              | «                    | 080×     |       |              |  |

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

|  | X   |
|--|---|
| Invalue/Credit Memo Query PATIME 7.2 (PROD)         Docement :         JD2017993 Del Marketing, L.P.         Invalue/Credit Memo Header FATIME 7.2 (PRCO)         Invalue/Cre  | X   |
| Document :       10179052 •       INultiple       Direct Pay         Yendae:       902017993 Del Marketing, LP.         Provice/Credit Memo Header FAIIMAE 7.2 (PRCO)       Cancel:         Provice/Credit Memo Header FAIIMAE 7.2 (PRCO)         Address Code:       PR         Street Line 1:       PO Box S04128         Street Line 3:       Callects Tax:         Discount Code:       Payment Due: P4-oct-roos         Province:       Province:         Province:       Province:         Province:       Province:         Province:       Province:         Discount Code:       Payment Due: P4-oct-roos         Province:       Province:         Province:       Province:         Province:       Province:         Discount Code:       Province:         Province:       Province:         Province:       Province:         Prodof Province:       Province:   |   |
| Invoice/Credit Memo Header FALIME 7.2 (FRCD) Invoice/Credit Memo Header FALIME 7.2 (FRCD) Invoice/Credit Memo Header FALIME 7.2 (FRCD) Check Vender:  Address Code:  Address Code: PO Box 594119 Cellects Tax: City: Street Line 3: Cellects Tax: City: State or Province: Nation:  Discount Code: Payment Due: P4-0CT-2005 Credit Memo Fact Exists Discount Code: P90612007 Discount Code: P00612007 Disco  |   |
| Invesice Date: 50.555.2000 Transaction: p4-0CT-2005 Cancel: Check Vender: Check Vender | andanaanaa ahaanaa ahaanaanaa ahaanaa a |
| Address Code:     MR     Sequence Number:     2     Cellects Tax:       Street Line 1:     P0 Box 534118     City:     State or Province:       Street Line 3:     Street Line 3:     State or Province:     Nation:       Discount Code:     Payment Due:     p4-oct?-State     Credit Memo       Bank:     05 Amnouth Bank 05     Credit Memo     Text Exists       Discourt Code:     P90619067     1099 Vendor     Text Exists       Discourt Funcie:     P0019067     Direct Deposit State     Direct Deposit State   | Document Accounting   |
| Discount Code: Payment Due: 04-0CT-2005 Bank: 05 Arreauth Bank 05 Credit Neme Vendor Invoice: P90612067 E Direct Depusit Stat Direct Depusit Stat Direct Depusit Stat  | Atlanta<br>GA ZIP or Postel Code: 003504118   |
| Include Type:  | nas: pu<br>verride  |
| User ID: COLLIAL<br>Activity Date: 04-0CT-2006   |   |
| scant 1/1       «OBC»  |   |

11) 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.

| Oracle Developer Forms Runtime - W  | eb: Open > PAIVNDH - PAIDWE                      |   |   |                      |
|---|--|---|---|----------------------|
| Ble Edit <mark>Options</mark> Block Item Becord   | Query Tools Help                                 |   |   | BANNER ADMIN         |
| Invoice Header      Header Additional Informatic      View Vendor Address                   | -   🚳 📾 📾 ( 💩   黒   🗟<br>□<br>2 (PROD)           | <u>∎ ¢ </u> ‡  @  | x   | 2                    |
| View Document Status<br>View Document Indicators<br>Gommodity Information                   | Imultiple Direct Pay                             |   |   |                      |
| Accounting Amounts<br>Balancing/ Completion<br>Bocument Text [POATEX7]                      | 7.2 (PROD) 1000000000000000000000000000000000000 |   |   | 999999999 <u>-</u> 7 |
| Involce Date: 20:000-2005<br>Check Vendor:  | Transaction: 04-OCT-2006                         | Cancel:   | Document Accounti   | -                    |
| Address Code: VR. Seque<br>Street Line 1: PO Box 534,18<br>Street Line 2:<br>Street Line 3: | ence Number: 2                                   | Collects Tax:<br>City:<br>State or Province:<br>Notion:               | W Collects no taxes<br>Atlanta<br>GA ZIP or Pestal Code: [90] | 3534118              |
| Discount Code: 05 Arrouth Dark<br>Vender Invoice: 9565,567<br>1099 Tex ID:<br>Income Type:  | Payment Due: 04-0CT-2006<br>09                   | Credit Meme<br>Text Exists<br>Direct Deposit Stat<br>Direct Deposit O | ws: w   |                      |
| User ID: COLIAL<br>Activity Date: 04 OCT-2006   |  |   |   |                      |
|   | 1 1 4080-  | and the second  | in December of Party - 173 Measure Measure South a South      | S. Long              |

12) To find the FOAP an invoice was keyed on access the Options menu item and select Accounting Amounts.

| Cracle Developer Forms Runtime - Web:                               | Open = FAIVNDH - FAIINVE                 |  |                             |                                 |
|---|--|--|-----------------------------|---------------------------------|
| Elle Edit Uptions Block Item Record Q                               | Terk Took Reb                            |  |                             | BANNER ADMI                     |
| 🖬 🅪 🛅 I 🚝 🕊 💆 🖬 I 🐉 🖗 I<br>Strivoice/Credit Memu Query: FALIME: 7.2 | 1999 1999 1999 1999 1999 1999 1999 199   | 일원(도)야)(영)X                            |                             | 1                               |
| Document : 10179652 *<br>Vendor: 902017933 Dell Marke               | Multiple Direct Pay                      |  |                             |                                 |
| Accounting Amounts FAIDWE 7.2 (PRO                                  | 0) 3555555555555555555555555555555555555 |  |                             | 900000000 <u>-</u> 7            |
| Commodity Record Count: 1   | Commodity:                               | service contract (024345294)           | T                           |                                 |
| Accounting Record Count: 5<br>Sequence: 1                           | Transaction Date:                        | 04-0CT-2006 Item: 3                    | i.                          |                                 |
| COA Yr Index Fund<br>A 07 202002                                    | Orgn Acct<br>104091 74080                | Prog Actv Lo                           | cn Proj Type                |                                 |
| Benk: 05 Amsouth Bank 05  |  | Income Type:                           |                             |                                 |
| Commodity   | Accounting                               | Ind                                    | icators                     |                                 |
| Approved: 243.00 Discount:  | 243.00                                   | Partial/Tota<br>NSE Overrid            | Ciquidation:                |                                 |
| Так: .00  | 00                                       | Suspense:                              | M                           |                                 |
| Additional: .00<br>Net:   | 243.00                                   | NSF Suspen                             | se: 11                      |                                 |
|   |  |  |                             |                                 |
| Record 1/1   -  | «sc>                                     |  |                             |                                 |
| start Stovel Gro Mine - M.  | 🕽 Al Acous - Nersaelt 🗿 i                | NeoDesco - Microsoft 🤹 Orade Developer | For 😫 Verving Version Invol | <ul> <li>(2) 11:10 A</li> </ul> |

13) The FOAP that the invoice was paid from will be displayed.

## <Posted: 17-MAY-2007>