

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

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.

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.

The “%” is the wildcard search in Banner Admin.

4) The FTIIDN 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.

Using the arrow keys on your keyboard, highlight the vendor you want to view.

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.

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.

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.

Oracle Developer Forms Runtime - Web: Open - FAIVNDH

File Edit Options Block Item Record Query Tools Help

Vendor: 902017993 Dell Marketing, L.P. Selection: All

Fiscal Year: 07

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
P06019607	10179852	Y	N	N	P	N	243.00	04-OCT-2006	04-OCT-2006	10071740
M14867442	10181564	Y	N	N	P	N	2,063.00	06-OCT-2006	09-OCT-2006	10072349
R03023800	10183860	Y	N	N	P	N	15.50	12-OCT-2006	12-OCT-2006	10073407
R02317797	10183861	Y	N	N	P	N	2,439.87	12-OCT-2006	12-OCT-2006	10073407
R02625564	10184087	Y	N	N	P	N	4,874.00	13-OCT-2006	13-OCT-2006	10073559
R03987672	10184095	Y	N	N	P	N	12,665.00	13-OCT-2006	13-OCT-2006	10073559
P39072324	10184096	Y	N	N	P	N	10,192.00	13-OCT-2006	13-OCT-2006	10073559
P08049121	10184117	Y	N	N	P	N	959.75	13-OCT-2006	13-OCT-2006	10073559
R00683010	10184144	Y	N	N	P	N	24,612.50	13-OCT-2006	13-OCT-2006	10073559
R10800876	10184162	Y	N	N	P	N	1,456.75	13-OCT-2006	13-OCT-2006	10073559
P90152449	10184163	Y	N	N	P	N	1,702.50	13-OCT-2006	13-OCT-2006	10073559
R11697173	10184166	Y	N	N	P	N	1,771.75	13-OCT-2006	13-OCT-2006	10073559
R12183149	10184181	Y	N	N	P	N	1,559.00	13-OCT-2006	13-OCT-2006	10073559
R10666398	10184232	Y	N	N	P	N	5,192.00	13-OCT-2006	13-OCT-2006	10073559
Total:							69,746.62			

Record 1 of 1 <>08C>

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).

Oracle Developer Forms Runtime - Web: Open - FAIINVE

File Edit Options Block Item Record Query Tools Help

Document: 10179852 Multiple

Invoice/Credit Memo Query FAIINVE 7.2 (PROD)

Record 1 of 1 <>08C>

The Invoice Number that was displayed on FAIVNDH will be brought over to FAIINVE for you in the Document Number field.

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.

Oracle Developer Forms Runtime - Web: Open > FAIWN001 - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 7.2 (PROD)

Document: 10179852 Multiple Direct Pay

Vendor: 902017993 Dell Marketing, L.P.

Record 1 of 1

start Novel Group/Novel - M... Access - Microsoft... PROD550 - Microsoft... Oracle Developer For... Viewing Vendor Invo... 11:02 AM

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

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

Oracle Developer Forms Runtime - Web: Open > FAIWN001 - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Header FAIINVE 7.2 (PROD)

Invoice Date: 30-SEP-2006 Transaction: 04-OCT-2006 Cancel: Document Accounting

Check Vendor:

Address Code: VR Sequence Number: 2

Street Line 1: P.O. Box 534118

Street Line 2:

Street Line 3:

Collects Tax: Collects no taxes

City: Atlanta

State or Province: GA ZIP or Postal Code: 303534118

Nation:

Discount Code:

Payment Due: 04-OCT-2006

Bank: 05 AmSouth Bank 05

Vendor Invoice: P90619067 1099 Vendor

1099 Tax ID:

Income Type:

User ID: C0LL14L

Activity Date: 04-OCT-2006

Record 1 of 1

start Novel Group/Novel - M... Access - Microsoft... PROD550 - Microsoft... Oracle Developer For... Viewing Vendor Invo... 11:04 AM

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 - Web: Open > FAIRVDEI - FAIRVE

File Edit Options Block Item Record Query Tools Help

BANNER ADMIN

Invoice Header

Header Additional Information

View Vendor Address

View Document Status

View Document Indicators

Commodity Information

Accounting Amounts

Balancing/ Completion

Document Text [PODATEX]

Invoice: 2 (PROD)

Invoice Date: 30-SEP-2006 Transaction: 04-OCT-2006 Cancel: Document Accounting

Check Vendor:

Address Code: YR Sequence Number: 2

Street Line 1: PO Box 534118

Street Line 2:

Street Line 3:

Collects Tax: ☒ Collects no taxes

City: Atlanta

State or Province: GA ZIP or Postal Code: 303534118

Notes:

Discount Code: Payment Due: 04-OCT-2006

Bank: 05 AmSouth Bank 05

Vendor Invoice: P96617667 ☐ 1099 Vendor

1099 Tax ID:

Income Type:

User ID: COLLIAL

Activity Date: 04-OCT-2006

Record 1 of 1

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

Oracle Developer Forms Runtime - Web: Open > FAIRVDEI - FAIRVE

File Edit Options Block Item Record Query Tools Help

BANNER ADMIN

Invoice/Credit Memo Query FAIRVDEI 7.2 (PROD)

Document: 10179662 ☐ Multiple Direct Pay

Vendor: 902017993 Dell Marketing, L.P.

Accounting Amounts FAIRVDEI 7.2 (PROD)

Commodity Record Count: 1 Commodity: service contract (024345294)

Accounting Record Count: 1 Transaction Date: 04-OCT-2006 Item: 1

Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
A	07		101002	104091	74000	7000				

Bank: 05 AmSouth Bank 05 Income Type:

Commodity		Accounting	
Approved:	249.00	Approved:	249.00
Discount:	.00	Discount:	.00
Tax:	.00	Tax:	.00
Additional:	.00	Additional:	.00
Net:		Net:	249.00

-----Indicators-----

Partial/Total Liquidation:

NSF Override: ☒

Suspense: ☒

NSF Suspense: ☒

Record 1 of 1

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

<Posted: 17-MAY-2007>