

Viewing Vendor Invoice Payments (FAIVNDH)

1) Access the Vendor Detail History form (FAIVNDH)

The screenshot shows the Oracle Developer Forms Runtime window for the Vendor Detail History form (FAIVNDH). The form has a title bar with 'Oracle Developer Forms Runtime - Web: Open - FAIVNDH' and a menu bar with 'File Edit Options Block Item Record Query Tools Help'. The user is identified as 'BANNER ADMIN'. The form contains the following fields and table:

- Vendor:** A text field with a dropdown arrow.
- Fiscal Year:** A dropdown menu showing '06'.
- Selection:** A dropdown menu showing 'all'.
- Table:** A table with the following columns:
 - Vendor Invoice
 - Invoice
 - Indicators:
 - Approval
 - VIC
 - Credit Memo
 - Open/Paid
 - Cancel
 - Vendor Invoice Amt
 - Due Date
 - Check Date
 - Check Number
- Total:** A text field at the bottom of the table.

The status bar at the bottom of the form displays 'Record 1 of 1' and '<<List of Values>>'.

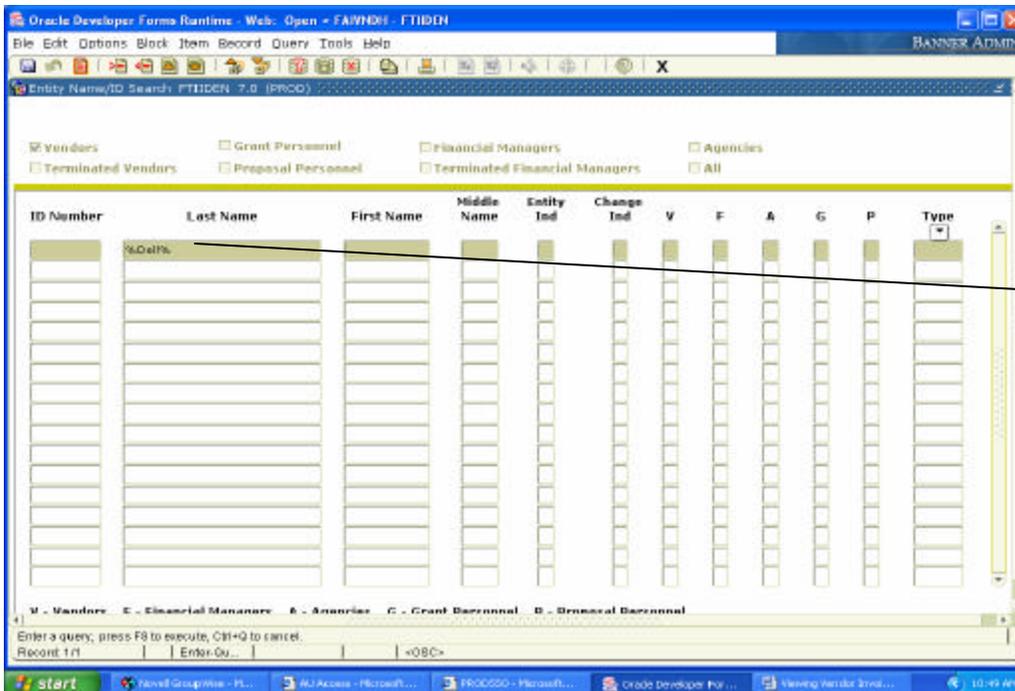
2) If you know the ID number of the vendor you are reviewing, type it in the field beside "Vendor" in the first block. If you do not know the ID number of the vendor, click on the drop down arrow to access the search form.

The screenshot shows the Oracle Developer Forms Runtime window for the Vendor Detail History form (FAIVNDH) with a search dialog box open. The dialog box is titled 'Option List' and contains the following options:

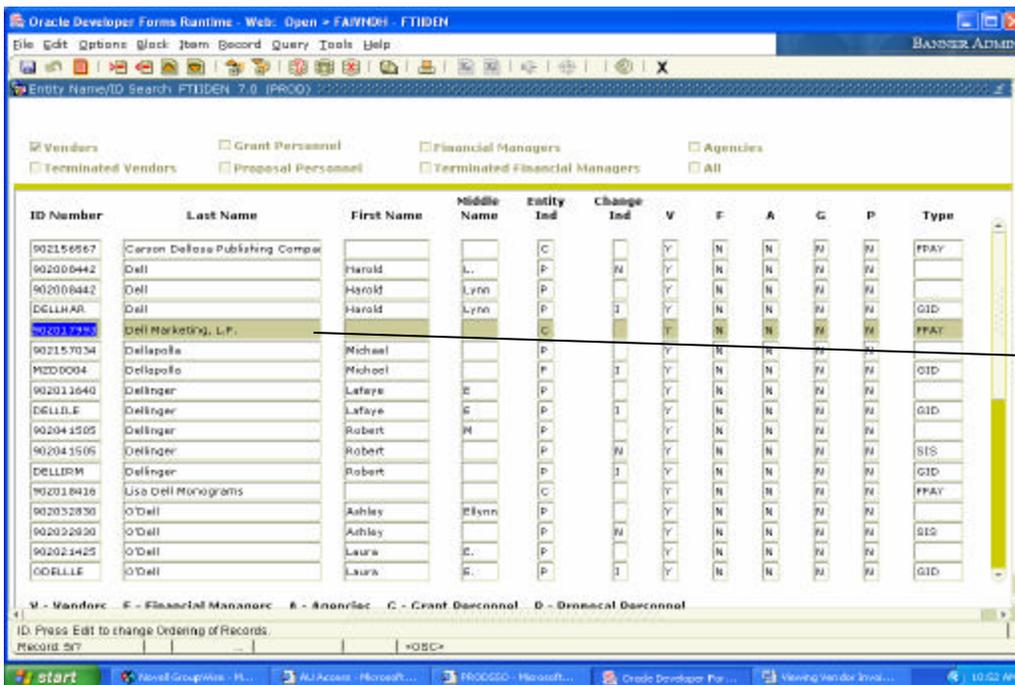
- Entity Name/ID Search (ETIIDEN)
- Alternate ID Search (GJIALTI)

A 'Cancel' button is located at the bottom of the dialog box. The form behind the dialog box is the same as in the previous screenshot.

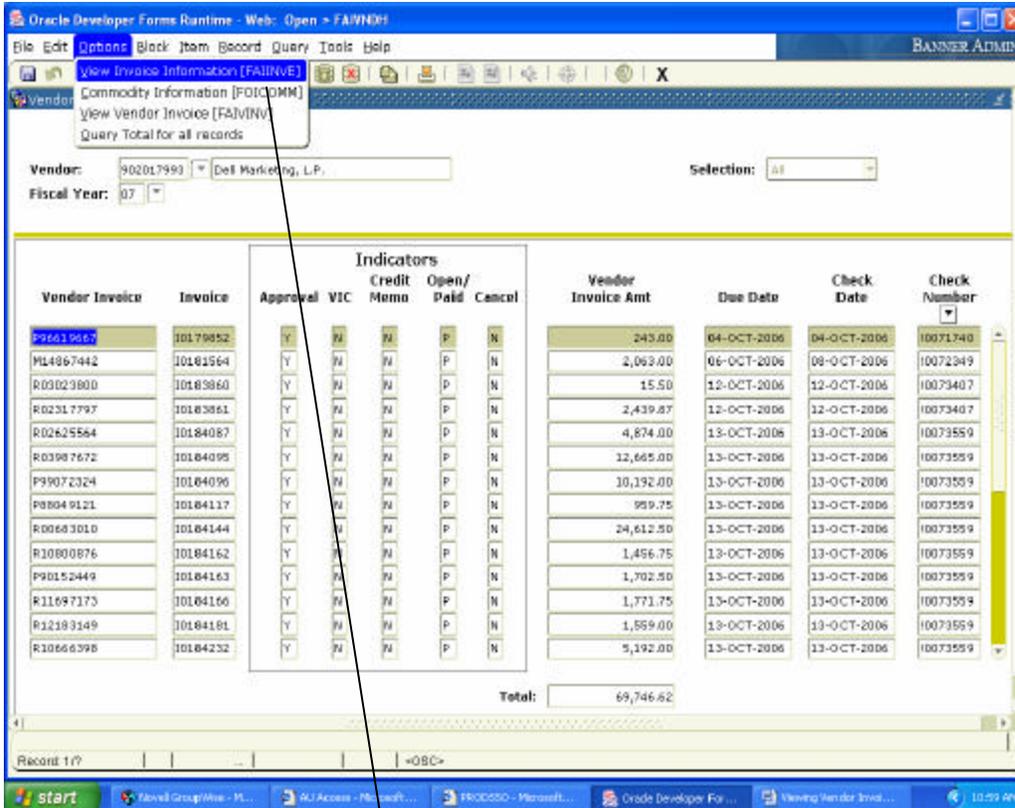
3) A box will appear if you click the arrow to perform a search for the Vendor ID number. Select the Entity Name/ID Search.



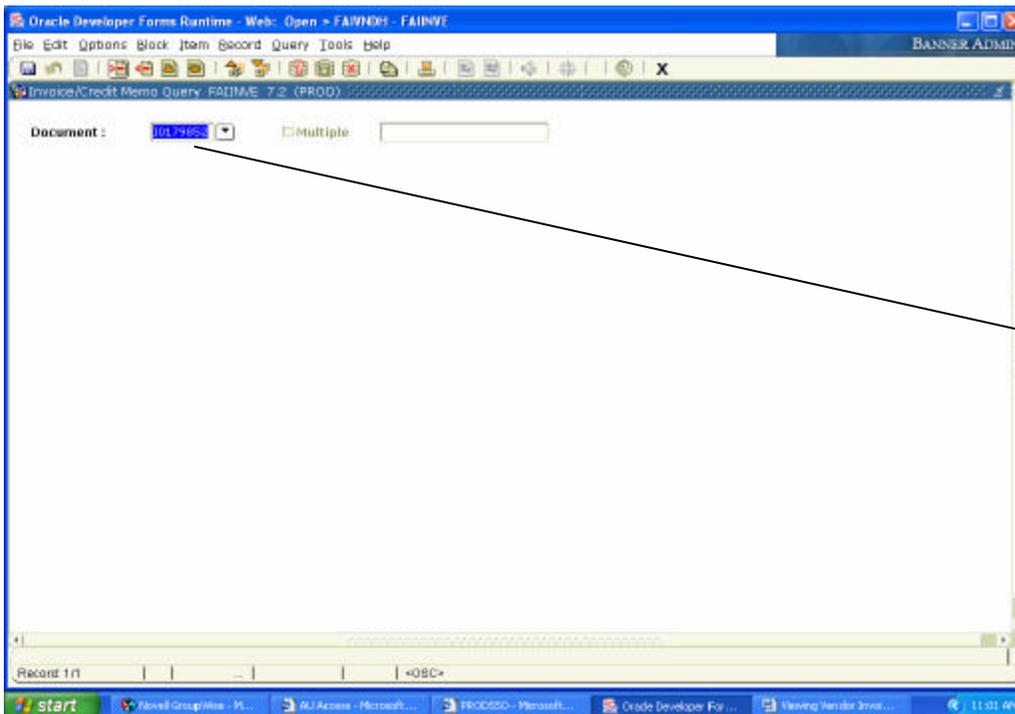
4) The FTIIDEN search form will be displayed to perform the ID number search. Perform a search for the vendor's name. Enter the last and first name or company name of the vendor you are searching for. If the correct spelling is unknown, enter "%" before and after possible spelling, then Execute Query.



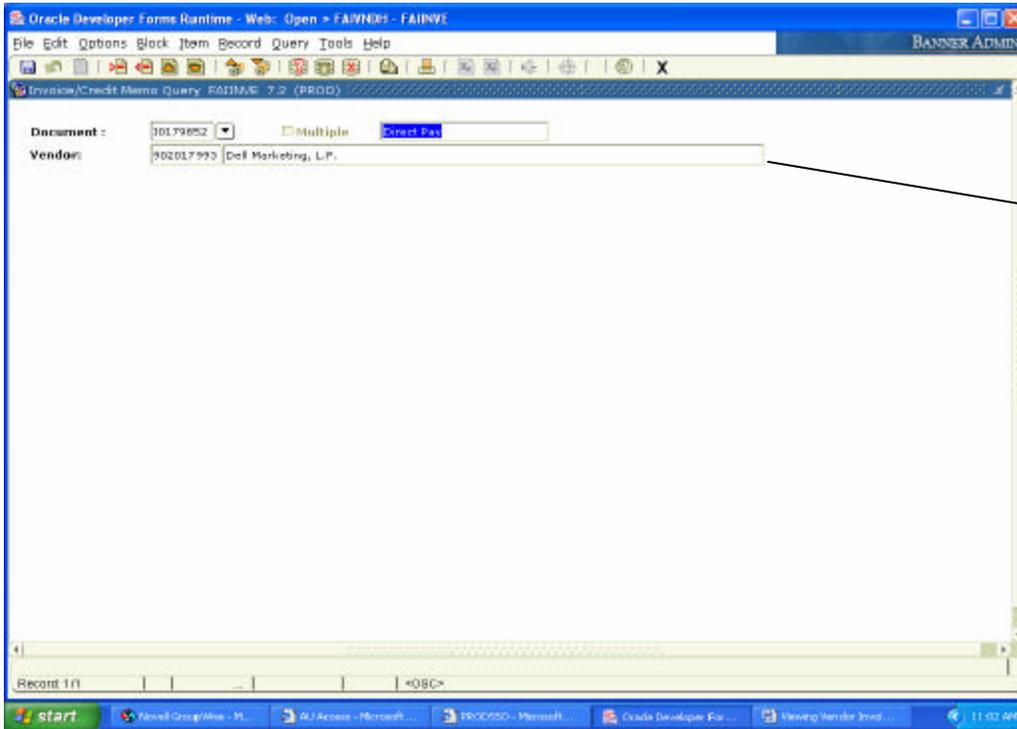
5) A list of all vendors with those characters in the name will appear, along with their ID numbers. Double click on the number of the vendor you want to view and that vendor will be returned on the FAIVNDH form.



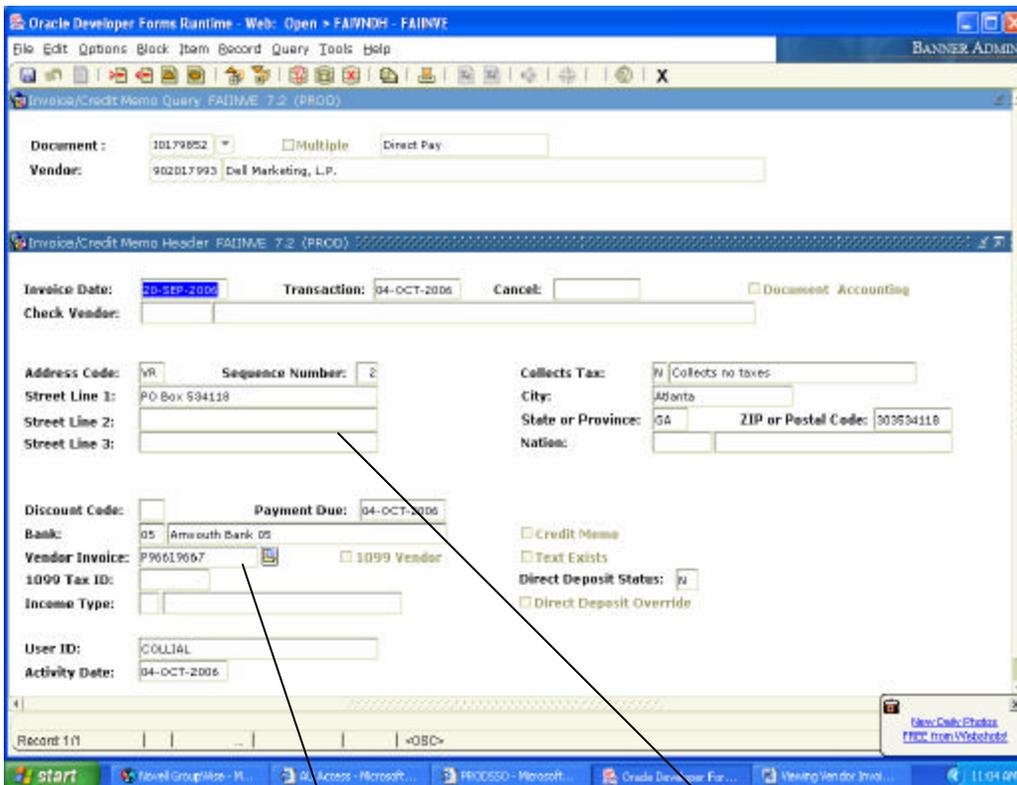
8) If you would like to view the details of the invoice payment, including the FOAP that it was paid from, select Options from the top menu then View Invoice Information (FAINVE).



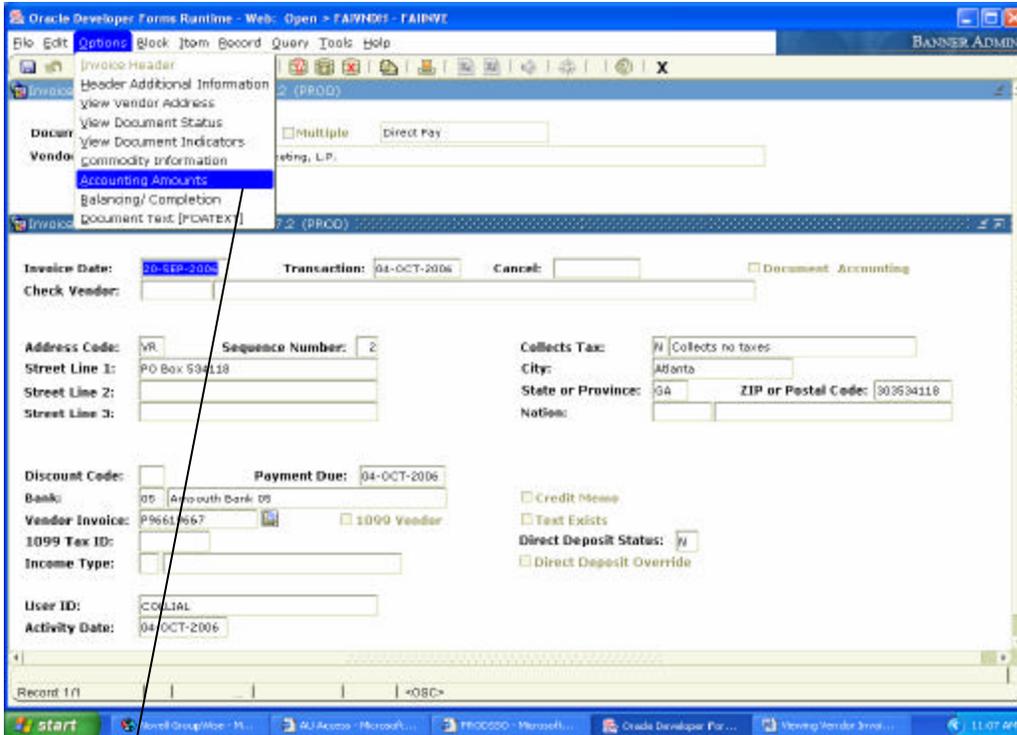
9) The FAINVE form will be displayed. This form will show how the invoice was keyed into the system. Tab from the Document number field to display the Vendor name and Purchase Order/General Encumbrance number, if applicable.



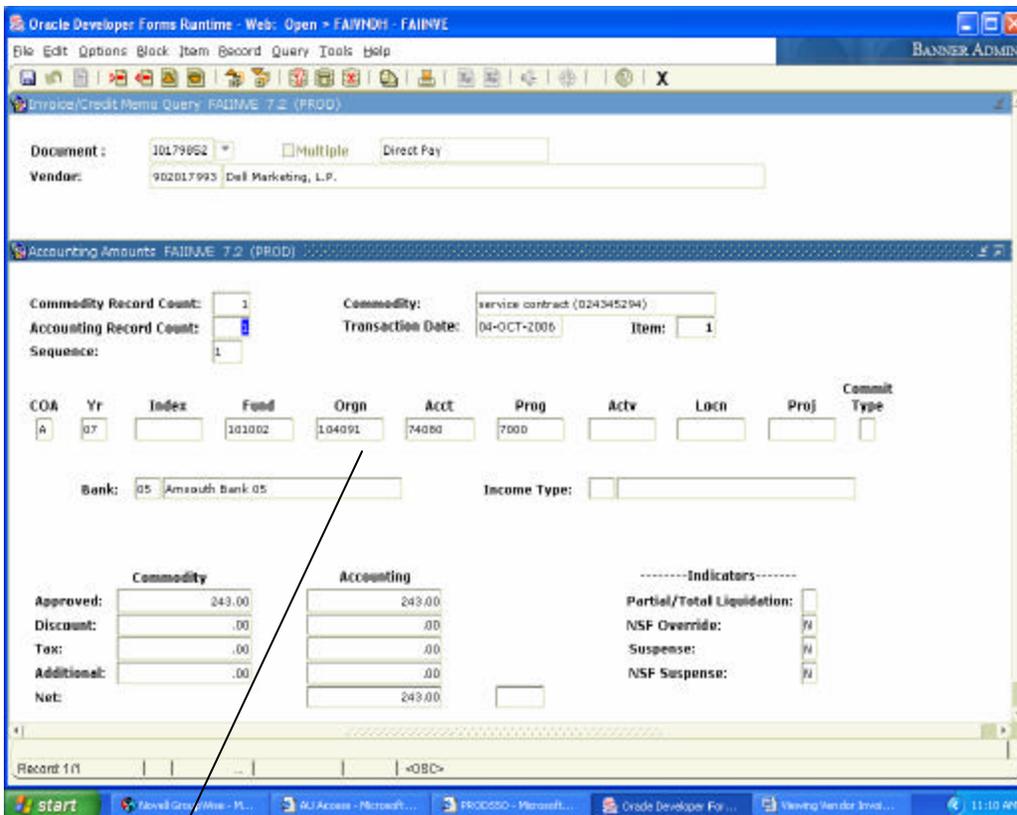
10) From this part of the form, perform a Next Block to move to the invoice detail.



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.



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



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

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