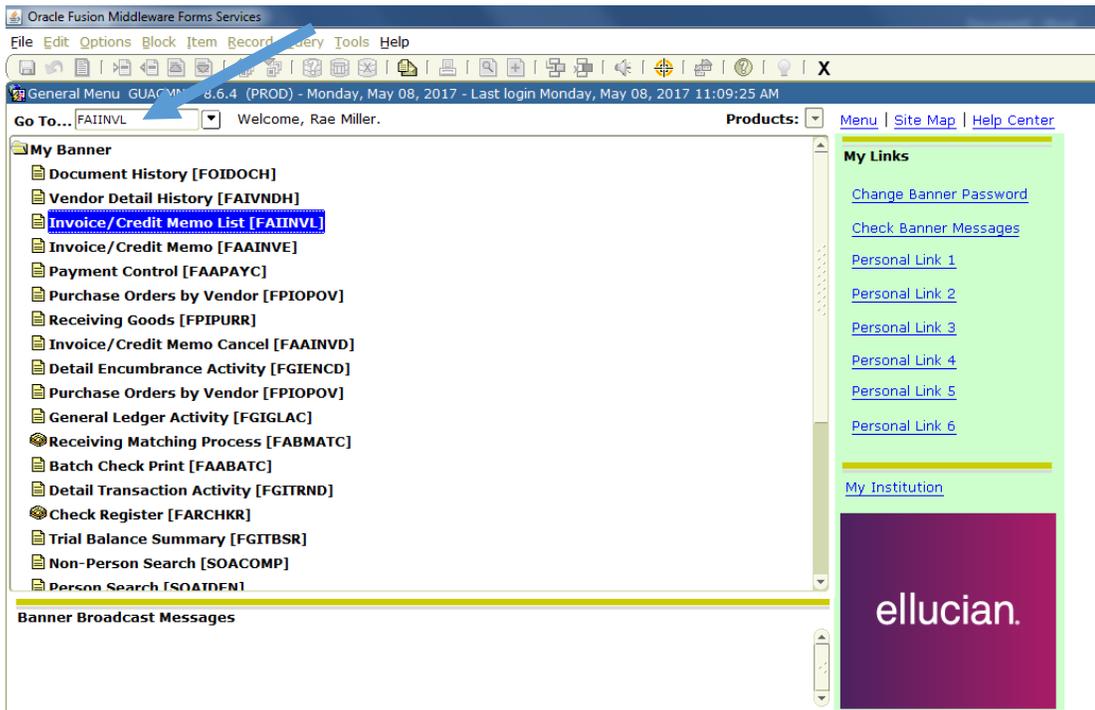


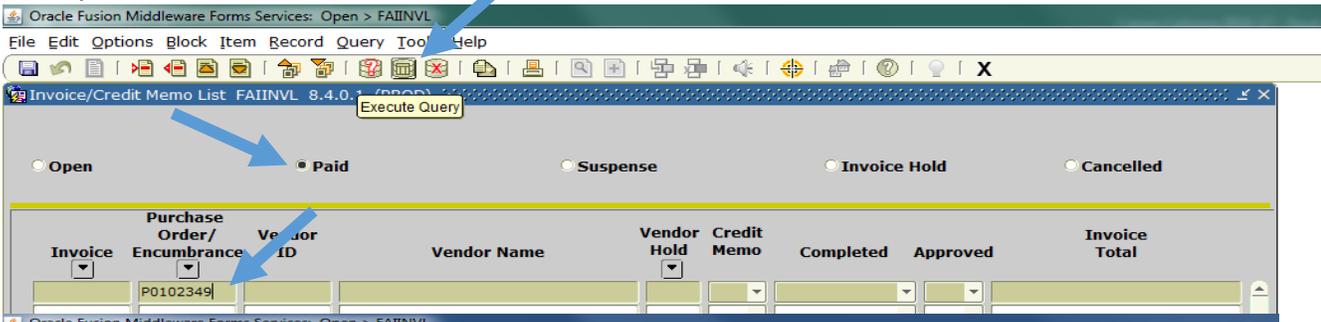
Look up Invoices by PO Number

In Banner, type **FAINVL** in the **Go To** box, and press enter

**FAINVL cannot be used for US Bank pcard transactions, standing Goddess Products POs, and AT&T usage POs*



When the screen appears, select the **Paid** option at the top of the page. Then type the PO number in the **Purchase Order/Encumbrance** box. Click on the **Execute Query** icon to generate a list of items that have been paid.



Oracle Fusion Middleware Forms Services: Open > FAINVL

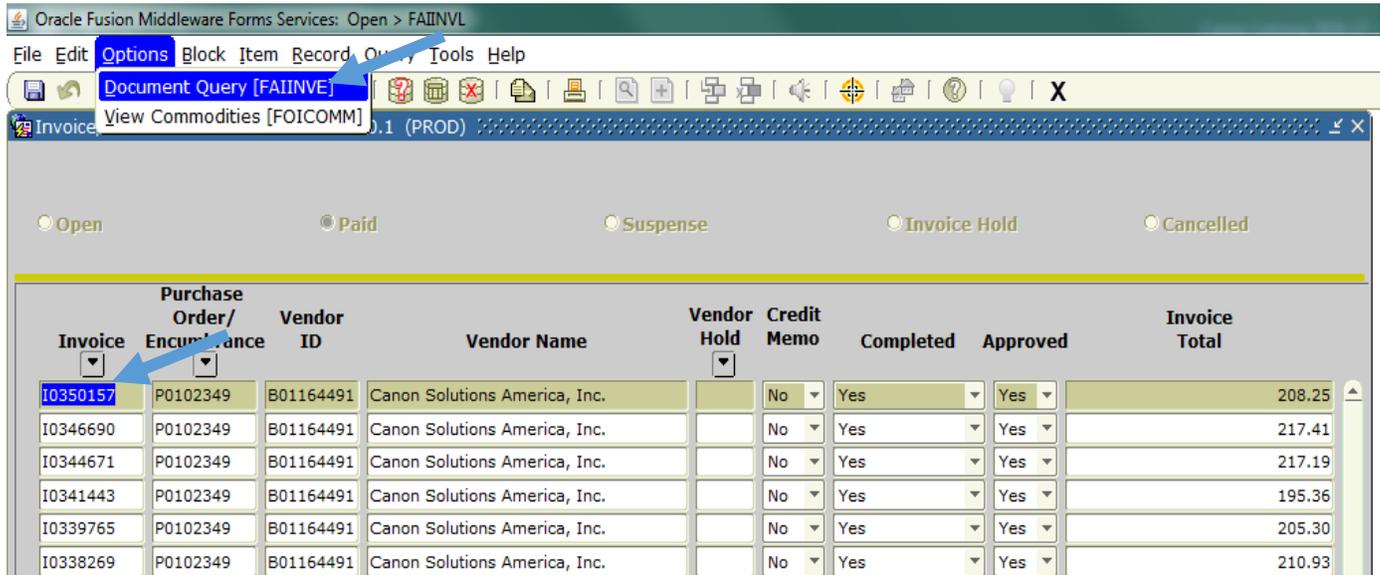
File Edit Options Block Item Record Query Tools Help

Execute Query

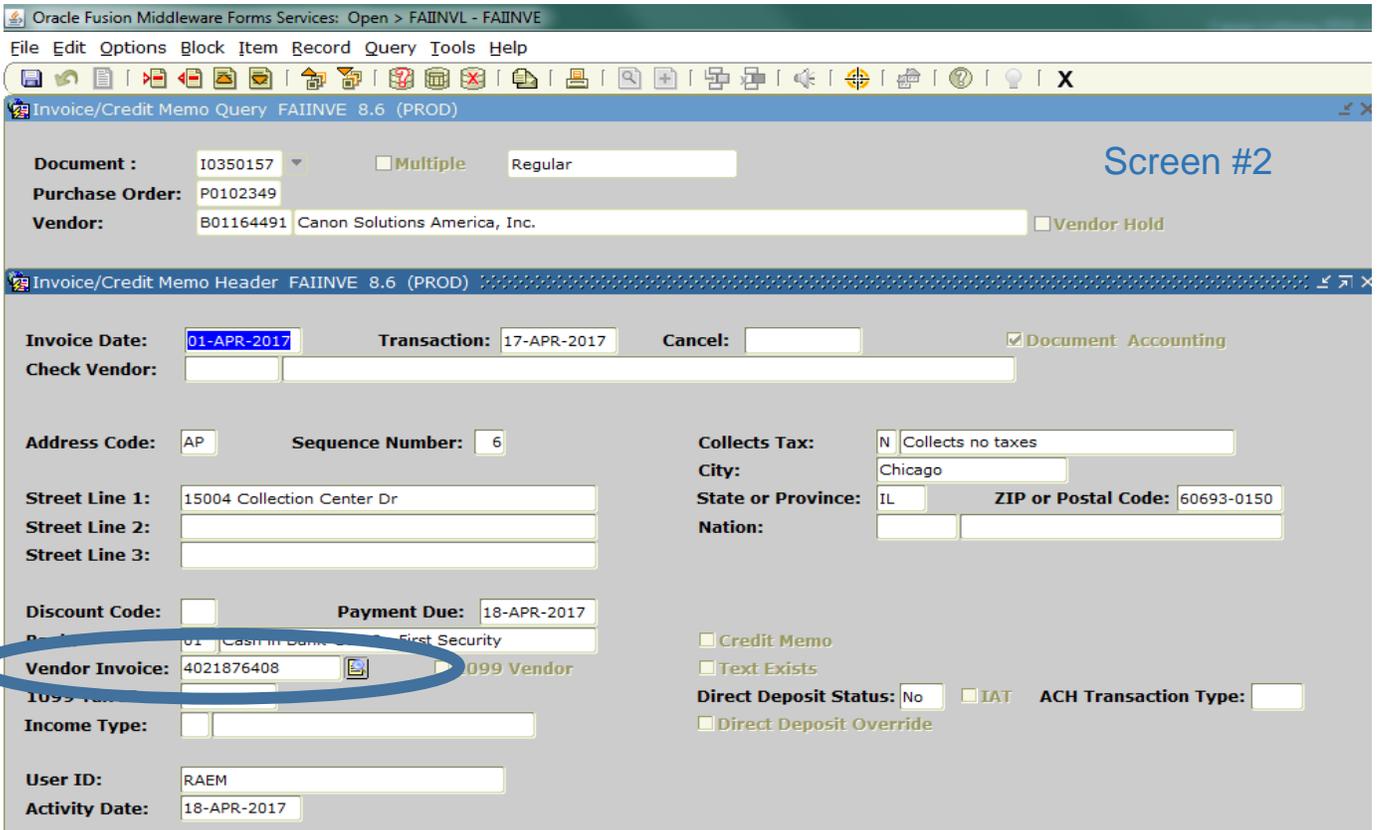
Open Paid Suspend Invoice Hold Cancelled

Invoice	Purchase Order/Encumbrance	Vendor ID	Vendor Name	Vendor Hold	Credit Memo	Completed	Approved	Invoice Total
10350157	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	208.25
10346690	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	217.41
10344671	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	217.19
10341443	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	195.36
10339765	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	205.30
10338269	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	210.93
10335217	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	215.25
10329459	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	225.52
10328422	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	233.51
10325304	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	242.30

To see the invoice details, click on the invoice number, and go to **Options: Document Query [FAIINVE]** at the top of the page.



When the next screen appears, next block [CTL+PgDn] to the second screen. The invoice number will be on this screen.



If the invoice has more than 1 line item, those details can be reviewed. Next block [CTL+PgDn] to the third screen.

The screenshot displays two overlapping windows from the Oracle Fusion Middleware Forms Services. The top window is titled "Invoice/Credit Memo Query FAIINVE 8.6 (PROD)" and shows the following data:

- Document: I0340043 (Multiple checkbox, Regular dropdown)
- Purchase Order: P0106411
- Vendor: B00800030 Fisher Scientific Company LLC (Vendor Hold checkbox)

The bottom window is titled "Invoice/Credit Memo Header FAIINVE 8.6 (PROD)" and shows the following data:

- Invoice Date: 30-DEC-2016 (Transaction: 11-JAN-2017, Cancel:) (Document Accounting checkbox)
- Check Vendor: (checkbox)
- Address Code: AP (Sequence Number: 1)
- Collects Tax: N Collects no taxes (City: Atlanta, State or Province: GA, ZIP or Postal Code: 30384-4705, Nation:)
- Street Line 1: Acct 041594-002
- Street Line 2: PO Box 404705
- Street Line 3: (empty)
- Discount Code: (empty) (Payment Due: 13-JAN-2017)
- Bank: 01 Cash in Bank-Gen Op-First Security
- Vendor Invoice: 7487599 (1099 Vendor checkbox)
- 1099 Tax ID: (empty)
- Income Type: (empty)
- User ID: RAEM
- Activity Date: 03-FEB-2017
- Receipt Required: Receipt Required (Credit Memo, Text Exists checkboxes)
- Direct Deposit Status: No (IAT checkbox, ACH Transaction Type:) (Direct Deposit Override checkbox)

The third screen shows the item detail for the invoice.

Commodity Record Count shows the total number of items paid on the invoice. The **Invoice Item** tells what record is being shown on the screen. **PO Item** shows the purchase order item number. Press the page down arrow on the keyboard to go to the next PO item on the invoice.

Oracle Fusion Middleware Forms Services: Open > FAIINVL - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : I0340043 Multiple Regular

Purchase Order: P0106411

Vendor: B00800030 Fisher Scientific Company LLC Vendor Hold

Screen #3, Item #1

Commodity Information - Regular FAIINVE 8.6 (PROD)

Document: I0340043 Vendor: B00800030 Fisher Scientific Company LLC

Purchase Order: P0106411 PO Item: 79 Vendor Hold

Invoice Item: 1 Commodity Record Count: 3

Commodity: Featherweight Forceps, #NC 4748/X U/M: EA

Fixed Asset Status: N Non fixed asset

Tax Group: NT Non-Taxable

	Quantity	Unit Price	Extended Price	Indicators
Ordered:	36.00	6.3800	229.68	Tolerance Override: <input type="checkbox"/>
Accepted:	36.00	6.3800	229.68	Hold: <input type="checkbox"/> N
Invoiced:	36.00	6.3800	229.68	Final Payment Indicator: <input type="checkbox"/> F
Approved:	36.00	6.3800	229.68	Last Receiver: <input type="checkbox"/>
Discount:			0.00	Suspense: <input type="checkbox"/> N
Additional:			20.10	Open/Paid: <input type="checkbox"/> P
Tax:			0.00	<input type="checkbox"/> Text Exist
Net:			249.78	

Oracle Fusion Middleware Forms Services: Open > FAIINVL - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : I0340043 Multiple Regular

Purchase Order: P0106411

Vendor: B00800030 Fisher Scientific Company LLC Vendor Hold

Screen #3, Item #2

Commodity Information - Regular FAIINVE 8.6 (PROD)

Document: I0340043 Vendor: B00800030 Fisher Scientific Company LLC Vendor Hold

Purchase Order: P0106411 PO Item: 80

Invoice Item: 2 Commodity Record Count: 3

Commodity: Forceps Fine Point SS 1.5", #NC 4731 U/M: EA

Fixed Asset Status: N Non fixed asset

Tax Group: NT Non-Taxable

	Quantity	Unit Price	Extended Price	Indicators
Ordered:	30.00	3.5800	107.40	Tolerance Override: <input type="checkbox"/>
Accepted:	30.00	3.5800	107.40	Hold: N
Invoiced:	30.00	3.5800	107.40	Final Payment Indicator: F
Approved:	30.00	3.5800	107.40	Last Receiver: <input type="checkbox"/>
Discount:			0.00	Suspense: N
Additional:			9.40	Open/Paid: P
Tax:			0.00	<input type="checkbox"/> Text Exist
Net:			116.80	

Oracle Fusion Middleware Forms Services: Open > FAIINVL - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : I0340043 Multiple Regular

Purchase Order: P0106411

Vendor: B00800030 Fisher Scientific Company LLC Vendor Hold

Screen #3, Item #3

Commodity Information - Regular FAIINVE 8.6 (PROD)

Document: I0340043 Vendor: B00800030 Fisher Scientific Company LLC Vendor Hold

Purchase Order: P0106411 PO Item: 87

Invoice Item: 3 Commodity Record Count: 3

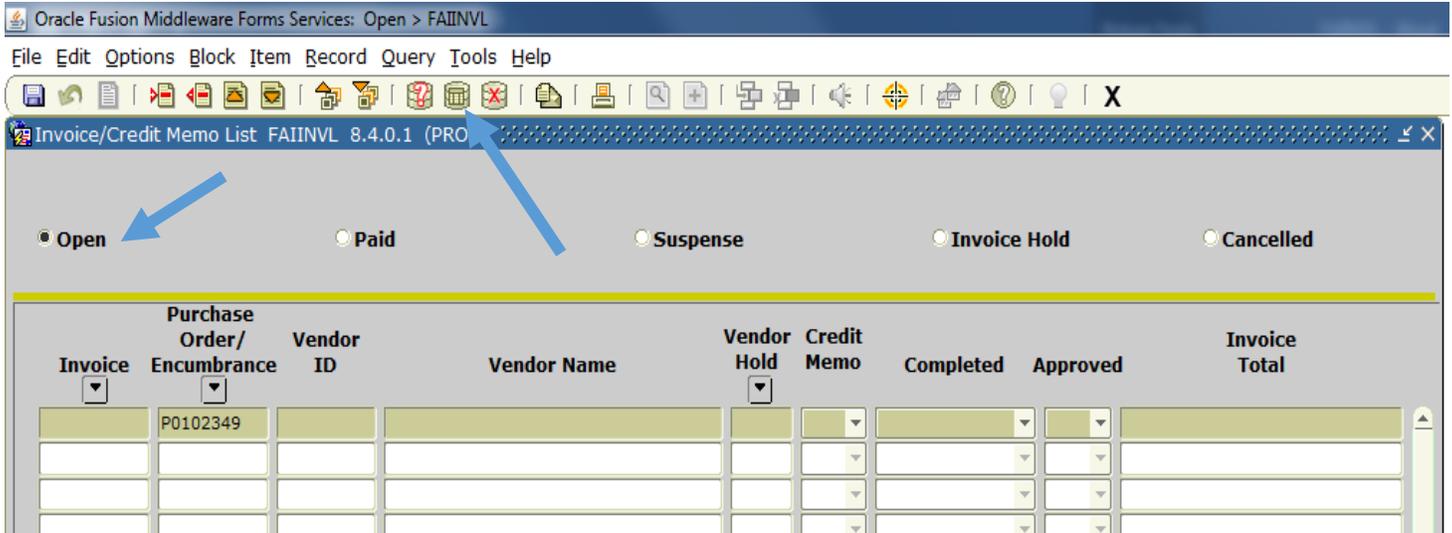
Commodity: D-Frame Kicknet, 500 micron mesh, #NC U/M: EA

Fixed Asset Status: N Non fixed asset

Tax Group: NT Non-Taxable

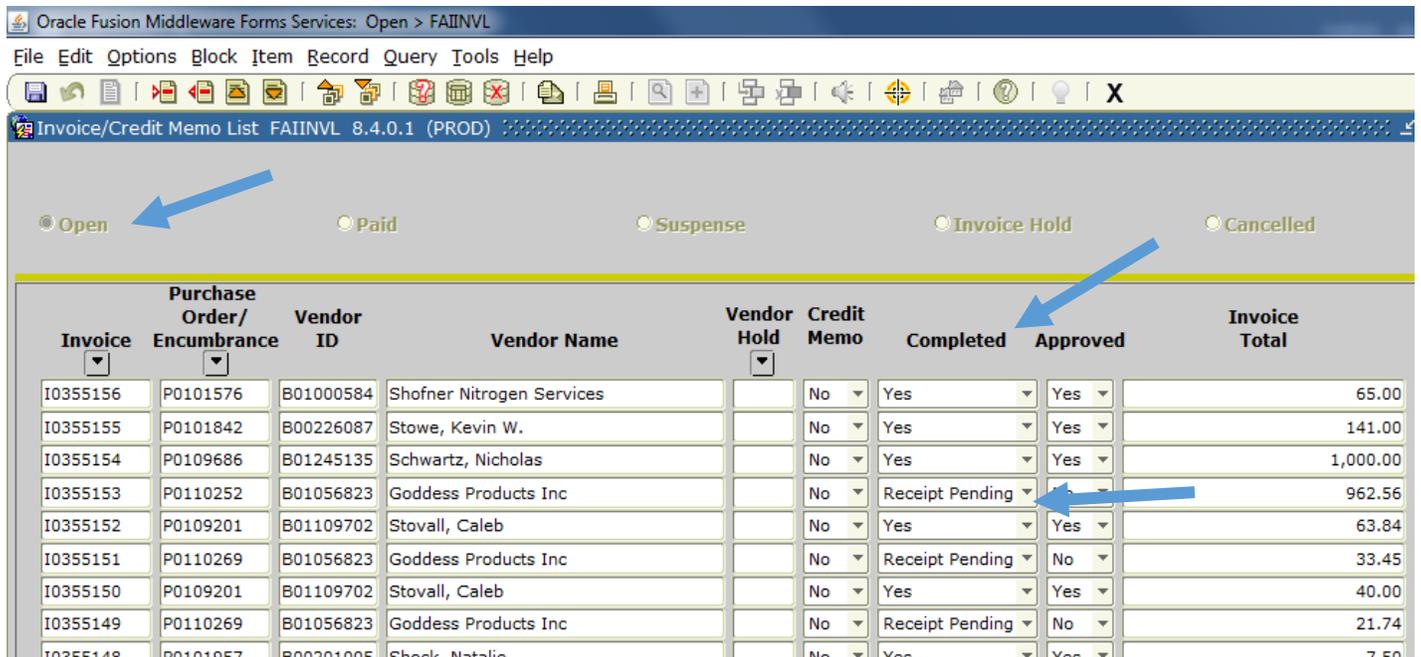
	Quantity	Unit Price	Extended Price	Indicators
Ordered:	6.00	107.3100	643.86	Tolerance Override: <input type="checkbox"/>
Accepted:	6.00	107.3100	643.86	Hold: N
Invoiced:	6.00	107.3100	643.86	Final Payment Indicator: F
Approved:	6.00	107.3100	643.86	Last Receiver: P
Discount:			0.00	Suspense: N
Additional:			56.34	Open/Paid: P
Tax:			0.00	<input type="checkbox"/> Text Exist
Net:			700.20	

To see if there are any open or unpaid invoices, select the **Open** option at the top of the page. Then type the PO number in the **Purchase Order/Encumbrance** box. Click on the **Execute Query** icon to generate a list of invoices that have been entered, but have not been paid. If there are open invoices, they will be listed. Use the instructions above to review the open invoice(s). If there are no invoices waiting to be paid, the list will remain blank.



Invoiced not Received

If the open invoice has been entered into Banner, but receiving has not been completed, it will show as **Receipt Pending** under the **Completed** column. A payment for this invoice **will not** process until receiving has been completed in Banner. Invoices that have **Yes** in the **Approved** and **Completed** column will process in the next check run.



Extracting Data

To extract data from this screen into an Excel spreadsheet, go to the list of Paid or Open information

Oracle Fusion Middleware Forms Services: Open > FAIINVL

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo List FAIINVL 8.4.0.1 (PROD)

Open Paid Suspense Invoice Hold Cancelled

Invoice	Purchase Order/Encumbrance	Vendor ID	Vendor Name	Vendor Hold	Credit Memo	Completed	Approved	Invoice Total
I0352827	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	211.89
I0350157	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	208.25
I0346690	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	217.41
I0344671	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	217.19
I0341443	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	195.36
I0339765	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	205.30
I0338269	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	210.93
I0335217	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	215.25
I0329459	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	225.52
I0328422	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	233.51
I0325304	P0102349	B01164491	Canon Solutions America, Inc.		No	Yes	Yes	242.30

At the top of the screen, go to **Help** and then choose **Extract Data No Key**

Oracle Fusion Middleware Forms Services: Open > FAIINVL

File Edit Options Block Item Record Query Tools **Help**

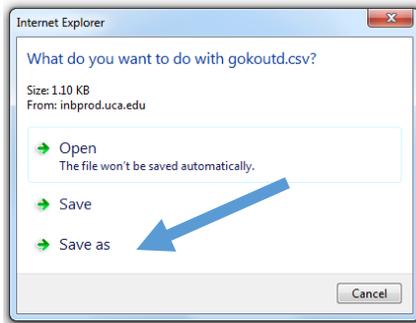
- Online Help
- Dynamic Help Query
- Dynamic Help Edit
- Help (Item Properties)
- Help (All Fields)
- Show Keys
- List
- Display Error
- Display ID Image
- Calendar
- Calculator
- Extract Data with Key
- Extract Data No Key**

Invoice/Credit Memo List FAIINVL 8.4.0.1 (PROD)

Open Paid Invoice Hold Cancelled

Invoice	Purchase Order/Encumbrance	Vendor ID	Vendor Name	Vendor Hold	Credit Memo	Completed	Approved	Invoice Total
I0352827	P0102349	B01164491	Canon Solution		No	Yes	Yes	211.89
I0350157	P0102349	B01164491	Canon Solution		No	Yes	Yes	208.25
I0346690	P0102349	B01164491	Canon Solution		No	Yes	Yes	217.41
I0344671	P0102349	B01164491	Canon Solution		No	Yes	Yes	217.19

When the message box appears, choose **Save As**, and name the file. After the file is saved, open the file.



When the file opens in Excel, it should look like the image below. The same method can be used to extract data on most Banner screens.

	A	B	C	D	E	F	G	H	I	J	K
1	Invoice	Purchase Ord	Vendor ID	Vendor Name	Vendor H	Credit Memo	Complete	Approved	Invoice Total		
2	I0352827	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	211.89		
3	I0350157	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	208.25		
4	I0346690	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	217.41		
5	I0344671	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	217.19		
6	I0341443	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	195.36		
7	I0339765	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	205.3		
8	I0338269	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	210.93		
9	I0335217	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	215.25		
10	I0329459	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	225.52		
11	I0328422	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	233.51		
12	I0325304	P0102349	B01164491	Canon Solutions America, Inc.		N	Y	Y	242.3		
13											
14											