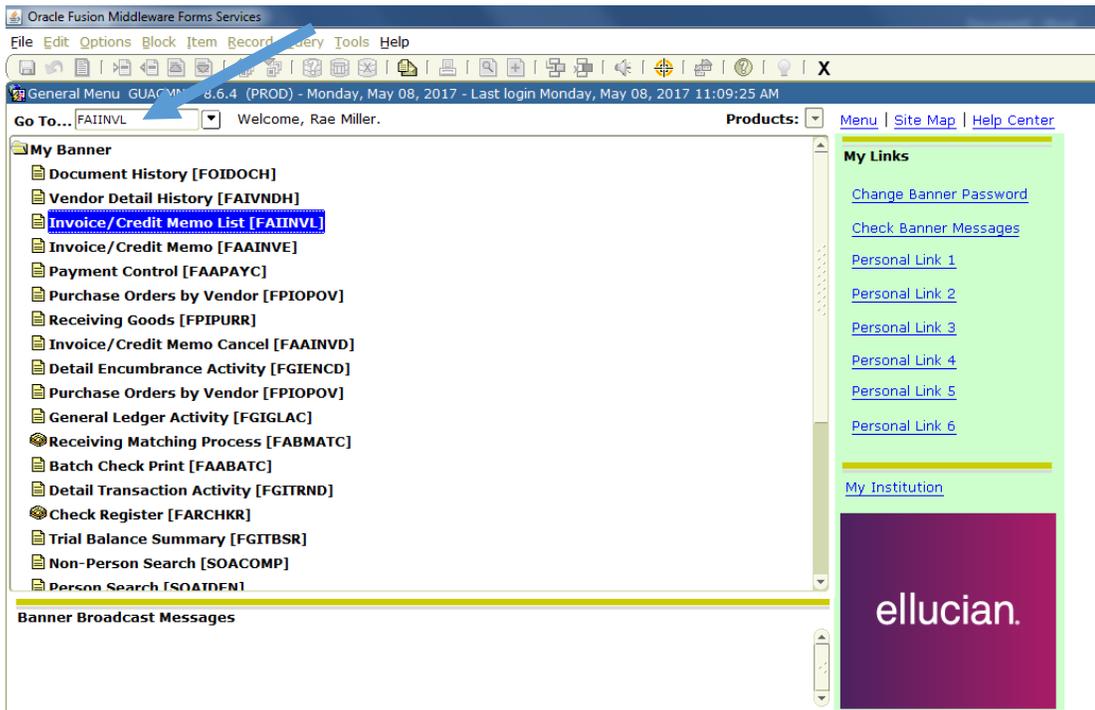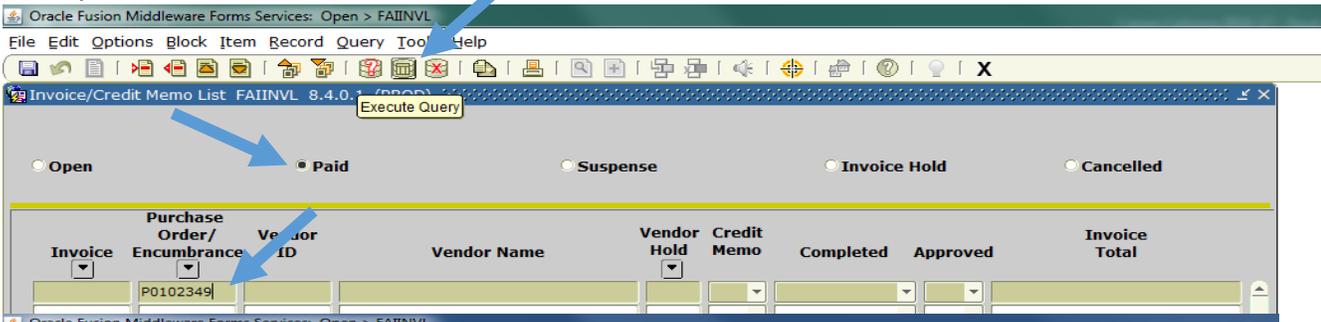# Look up Invoices by PO Number

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

*FAIINVL 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.

To see the invoice details, click on the invoice number, and go to **Options: Document Query [FAIINVE]** at the top of the page.
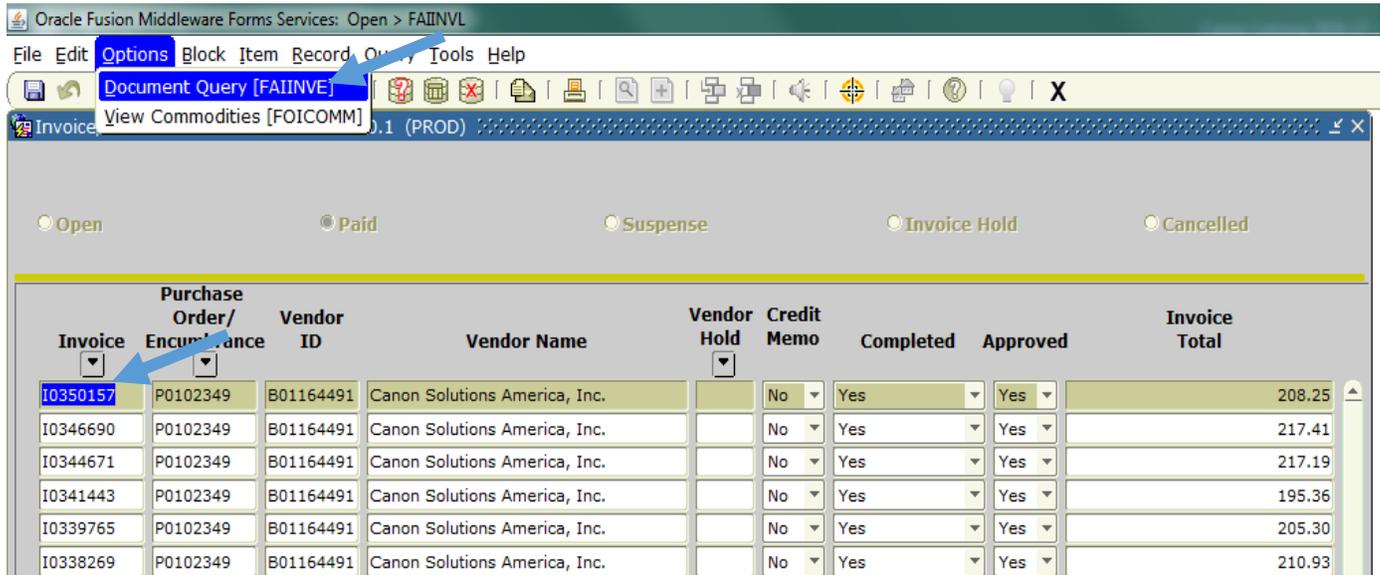
When the next screen appears, next block **[CTL+PgDn]** to the second screen. The invoice number will be on this screen.
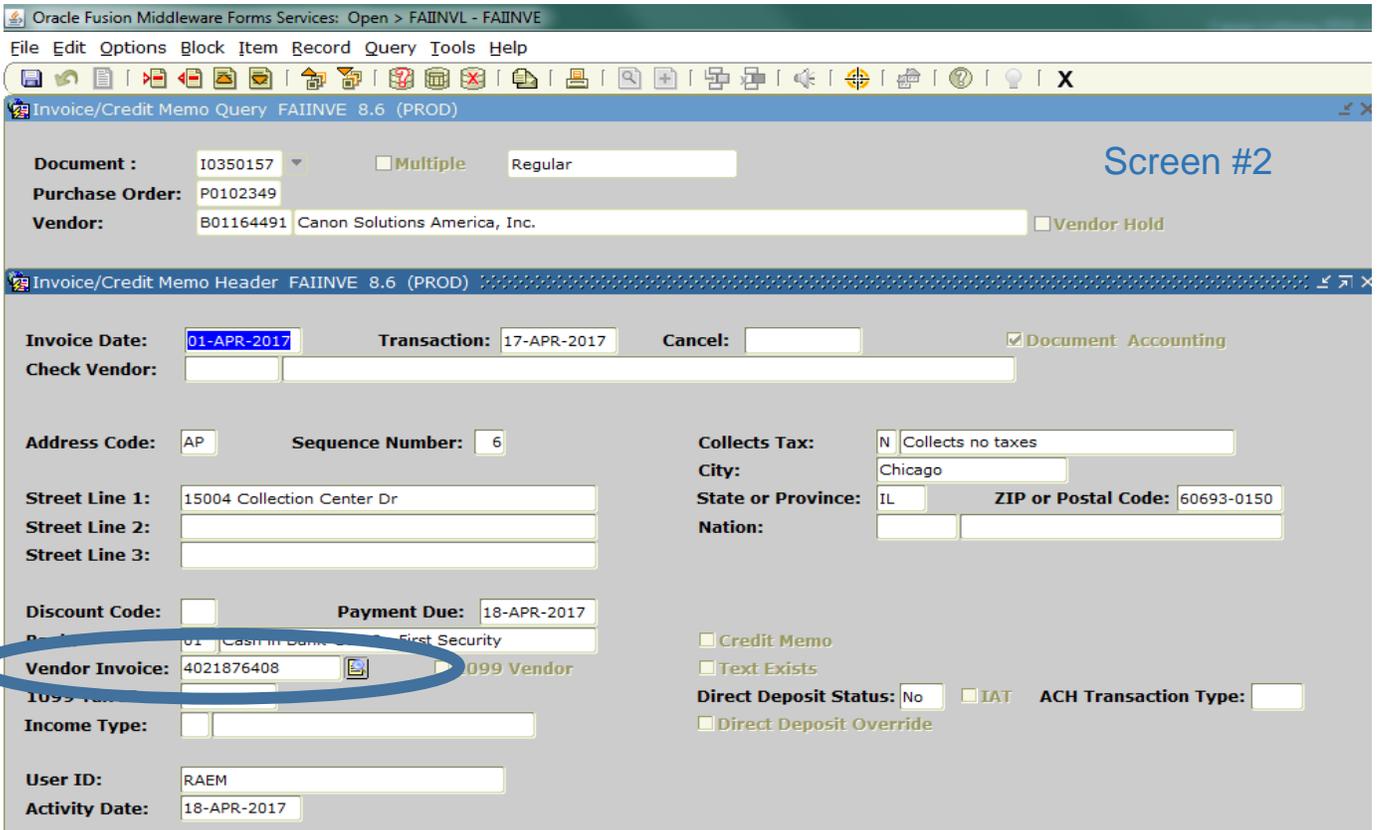
If the invoice has more than 1 line item, those details can be reviewed. Next block **[CTL+PgDn]** to the third screen.

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)

Screen #2

Document :   I0340043 ☐ Multiple   Regular
Purchase Order: P0106411
Vendor: B00800030 Fisher Scientific Company LLC   ☐ Vendor Hold

Invoice/Credit Memo Header FAIINVE 8.6 (PROD)

Invoice Date: 30-DEC-2016   Transaction: 11-JAN-2017   Cancel: ☐ Document Accounting
Check Vendor:

Address Code: AP   Sequence Number: 1   Collects Tax: N Collects no taxes
                                                         City: Atlanta
Street Line 1:   Acct 041594-002   State or Province: GA   ZIP or Postal Code: 30384-4705
Street Line 2:   PO Box 404705   Nation:
Street Line 3:

Discount Code: Payment Due: 13-JAN-2017   Receipt Required: Receipt Required
Bank: 01   Cash in Bank-Gen Op-First Security   ☐ Credit Memo
Vendor Invoice: 7487599   ☐ 1099 Vendor   ☐ Text Exists
1099 Tax ID: Direct Deposit Status: No   ☐ IAT   ACH Transaction Type:
Income Type: ☐ Direct Deposit Override

User ID: RAEM
Activity Date: 03-FEB-2017

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.

Screen #3, Item #2

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

Commodity Information - Regular FAIINVE 8.6 (PROD)

Document: I0340043 Vendor: B00800030 Fisher Scientific Company LLC
Purchase Order: P0106411 PO Item: 80 ☐ Vendor Hold
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:		
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:		
Discount:			0.00	Suspense:	N	
Additional:			9.40	Open/Paid:	P	
Tax:			0.00	☐ Text Exist		
Net:			116.80			

Screen #3, Item #3

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

Commodity Information - Regular FAIINVE 8.6 (PROD)

Document: I0340043 Vendor: B00800030 Fisher Scientific Company LLC
Purchase Order: P0106411 PO Item: 87 ☐ Vendor Hold
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:		
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	☐ 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 a no invoices waiting to be paid, the list will remain blank.
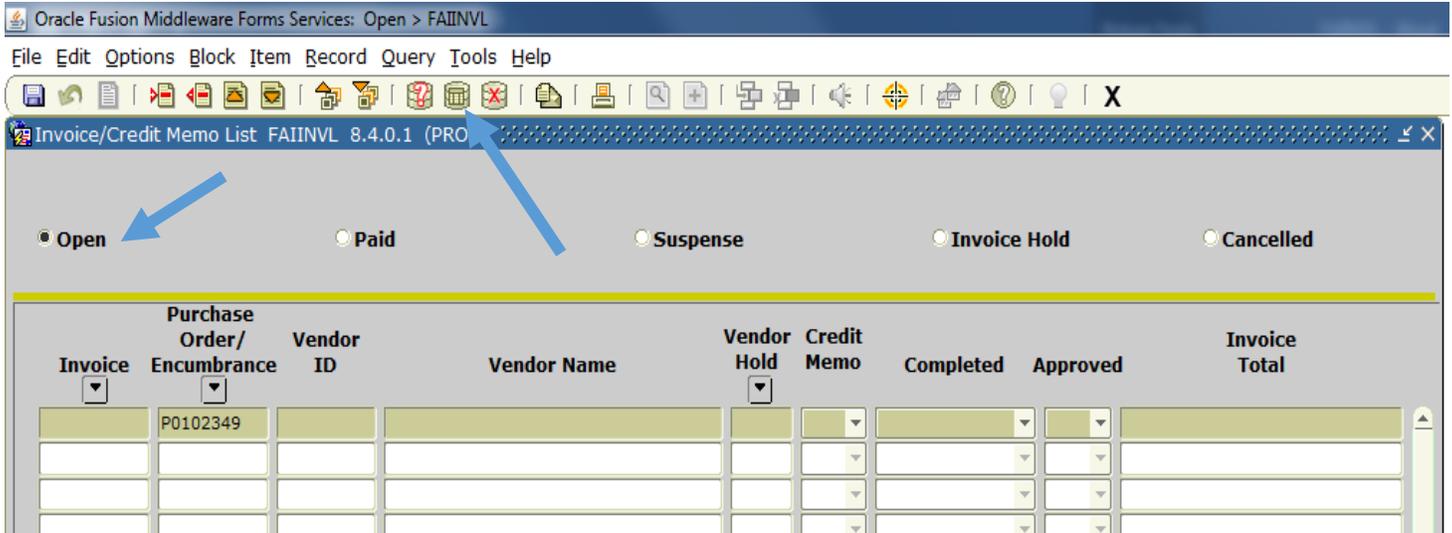
Invoiced not Received

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.
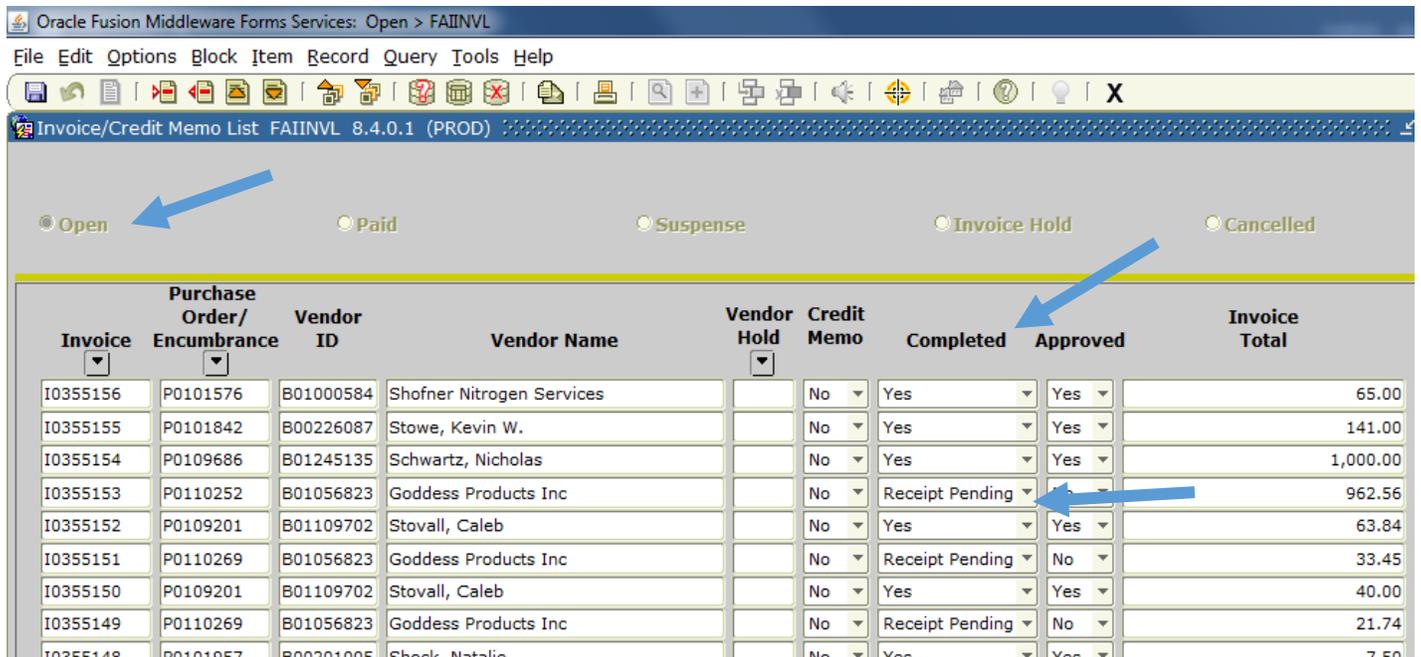
Extracting Data

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

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

When the message box appears, choose **Save As**, and name the file. After the file is saved, open the file.
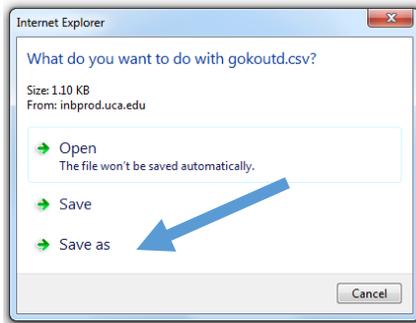
When the file opens in Excel, it should look like the image below. The same method can be used to extract data on most Banner screens.

	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											