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

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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.

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Invoice 10350157	Purchase Order/ Encuritance P0102349	Vendor ID B01164491	Vendor Name		/endor Hold ▼	Credi Memo	it D	Completed Yes	Appr	ove	Invoice d Total	208.25	
Invoice ▼ 10350157 10346690	Purchase Order/ Encurriance ▼ P0102349 P0102349	Vendor ID B01164491 B01164491	Vendor Name Canon Solutions America, Inc. Canon Solutions America, Inc.	\	/endor Hold T	Credi Memo No	it •	Completed Yes Yes	Appr Yes	ove v	Invoice d Total	208.25 217.41	^
Invoice ▼ 10350157 10346690 10344671	Purchase Order/ Encurrition P0102349 P0102349 P0102349 P0102349	Vendor ID B01164491 B01164491 B01164491	Vendor Name Canon Solutions America, Inc. Canon Solutions America, Inc. Canon Solutions America, Inc.		/endor Hold T	Credi Memo No No	it • •	Completed Yes Yes	Appr Yes Yes	ove	Invoice d Total	208.25 217.41 217.19	•
Invoice ▼ 10350157 10346690 10344671 10341443	Purchase Order/ Encurrition P0102349 P0102349 P0102349 P0102349 P0102349 P0102349	Vendor ID B01164491 B01164491 B01164491 B01164491	Vendor Name Canon Solutions America, Inc. Canon Solutions America, Inc. Canon Solutions America, Inc. Canon Solutions America, Inc.		/endor Hold T	Credi Memo No No No		Completed Yes Yes Yes	Appr Yes Yes Yes	ove	Invoice d Total	208.25 217.41 217.19 195.36	4
Invoice ▼ 10350157 10346690 10344671 10341443 10339765	Purchase Order/ Encurri P0102349 P0102349 P0102349 P0102349 P0102349 P0102349 P0102349 P0102349	Vendor ID B01164491 B01164491 B01164491 B01164491 B01164491	Vendor Name Canon Solutions America, Inc. Canon Solutions America, Inc. Canon Solutions America, Inc. Canon Solutions America, Inc. Canon Solutions America, Inc.		/endor Hold	Credi Memo No No No No		Completed Yes Yes Yes Yes Yes Yes Yes	Appr Yes Yes Yes Yes Yes		Invoice d Total	208.25 217.41 217.19 195.36 205.30	

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

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Document :	I0350157 TIMUltiple Regular	Screen #2
Purchase Order:	P0102349	
Vendor:	B01164491 Canon Solutions America, Inc.	□Vendor Hold
🙀 Invoice/Credit Me	mo Header FAIINVE 8.6 (PROD) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Invoice Date:	01-APR-2017 Transaction: 17-APR-2017	Cancel: Document Accounting
Check Vendor:		
Address Code:	AP Sequence Number: 6	Collects Tax: N Collects no taxes
		City: Chicago
Street Line 1:	15004 Collection Center Dr	State or Province: IL ZIP or Postal Code: 60693-0150
Street Line 2:		Nation:
Street Line 3:		
Discount Code:	Payment Due: 18-APR-2017	
Dati	Casir in Donie First Security	Credit Memo
Vendor Invoice:	4021876408	Text Exists
1099		Direct Deposit Status: No IAT ACH Transaction Type:
Income Type:		Direct Deposit Override
User ID:	RAEM	
Activity Date:	18-APR-2017	

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

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Purchase Order	P0106411		
Vendor:	B00800030 Fisher Scientific Company LLC		Vendor Hold
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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: Atla	nta
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	eipt 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: N	• IAT ACH Transaction Type:
Income Type:		Direct Deposit Overri	de
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.

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Purchase Or	rder: P01064	11			
Vendor:	B00800	030 Fisher Scientific Comp	any LLC		Vendor Hold
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Document:	1034	0043	Vendor:	B00800030 Fisher Scientific C	ompany LLC
Purchase Or	rder: P010	6411	PO Item:	79	Vendor Hold
Invoice Iten	n:	1	Commodity Record	Count: 3	
Commodity:		Featherweight For	ceps, #NC 4748/X	U/M: EA	
Fixed Asset	Status: NN	on fixed asset			
Tax Group:	NI	Non-Taxable			
	Quantity	Unit Price	Extended Price	Indicators	
Ordered:	36.00	6,380	229.68	Tolerance Override	
Accepted:	36.00	6.380	229.68	Hold:	N
Invoiced:	36.00	6.380	229.68	Final Payment Indi	cator: F
Approved	36.00	6.380	229.68	Last Receiver:	
Discount:			0.00	Suspense:	N
Additional:			20.10	Open/Paid:	Р
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Net:			249.78		

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Commodity:		Forceps Fine Point S	SS 1.5", #NC 4731 U/M:	EA
Fixed Asset 9	Status: N N	on fixed asset		
Tax Group:	NT	Non-Taxable		
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	Quantity	Unit Price	Extended Price	Indicators
Ordered:	30.00	3.5800	107.40	Tolerance Override:
Accepted:	30.00	3.5800	107.40	Hold:
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
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Ordered	Quantity			
Accessed:	6.00	107.310	643.86	Holds
Accepted:	6.00	107.310	643.86	Hold: N
Invoiced:	6.00	107.310	643.86	Final Payment Indicator: F
Approved	6.00	107.310	643.86	Last Receiver: P
Discount:			0.00	Suspense: N
			EC 24	Open (Daid)

0.00

700.20

Text Exist

Tax:

Net:

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.

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10355156	P0101576	B01000584	Shofner Nitrogen Services		No		Yes 🔻	Ye	s 🔻	65.00	
I0355155	P0101842	B00226087	Stowe, Kevin W.		No 🔻		Yes 🔻	Ye	s 🔻	141.00	
I0355154	P0109686	B01245135	Schwartz, Nicholas		No 🔻		Yes 🔻	Ye	s 🔻	1,000.00	
10355153	P0110252	B01056823	Goddess Products Inc		No 🔻		Receipt Pending 🔻		-	962.56	
10255152											
10355152	P0109201	B01109702	Stovall, Caleb		No		Yes 🔻	Ye	s 🔻	63.84	
I0355152	P0109201 P0110269	B01109702 B01056823	Stovall, Caleb Goddess Products Inc		No T		Yes • Receipt Pending •	Ye:	s •	63.84 33.45	
I0355152 I0355151 I0355150	P0109201 P0110269 P0109201	B01109702 B01056823 B01109702	Stovall, Caleb Goddess Products Inc Stovall, Caleb		No T No T		Yes Receipt Pending Yes	Ye: No Ye:	S •	63.84 33.45 40.00	
I0355152 I0355151 I0355150 I0355149	P0109201 P0110269 P0109201 P0110269	B01109702 B01056823 B01109702 B01056823	Stovall, Caleb Goddess Products Inc Stovall, Caleb Goddess Products Inc		No Vo		Yes Receipt Pending Yes Receipt Pending	Ye: No Ye: No	S ¥ S ¥	63.84 33.45 40.00 21.74	

Extracting Data

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

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	10344671	P0102349	B01164491	Canon Solutions America, Inc		No	•	Yes 🔻	Yes	-		217.19	
	I0341443	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	

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

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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.

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7	10339765	P0102349	B01164491	Canon Soluti	ions Ameri	ca, Inc.		N		Y	Y	205.3		
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