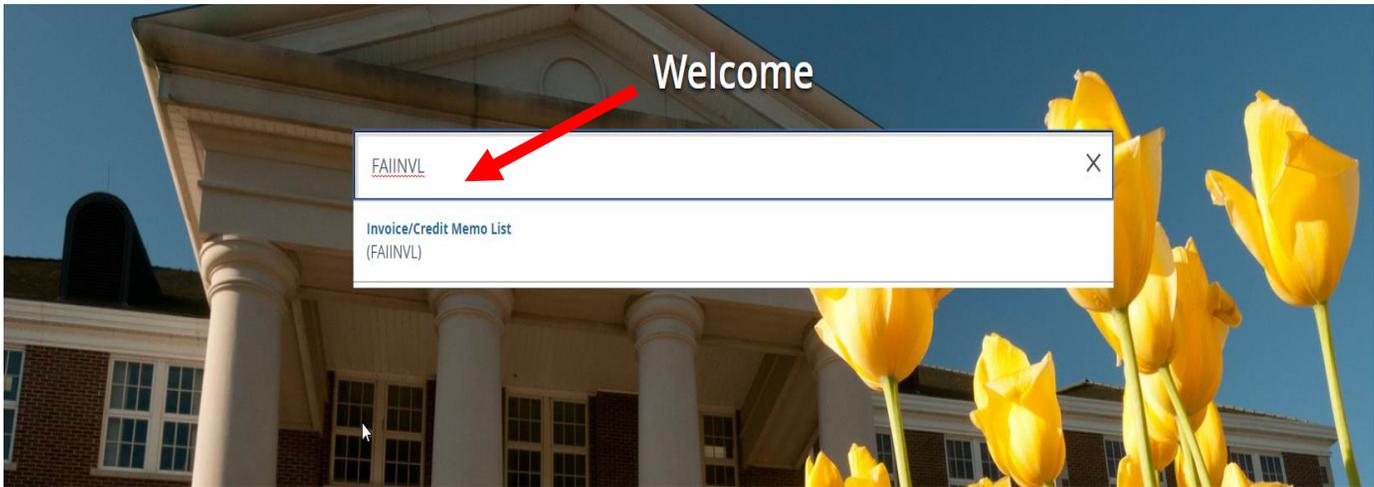


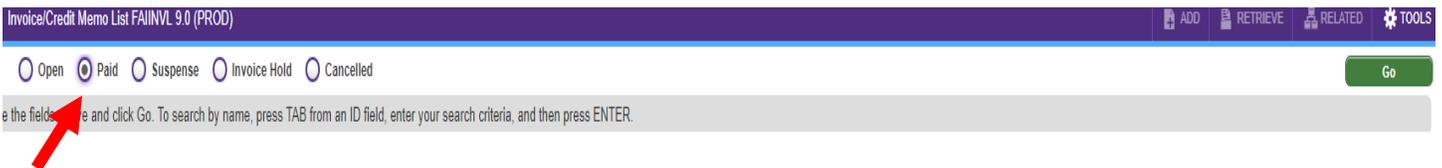
Look up Invoices by PO Number

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

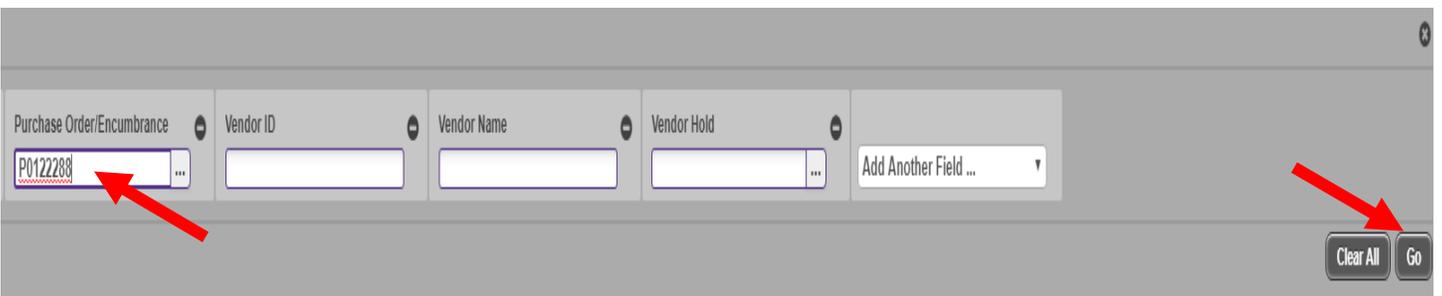
**FAINVL cannot be used to find Bank of America credit card transactions, or Standard Business Systems and AT&T usage POs.*



When the screen appears, select the **Paid** option at the top of the page and then click on Go.



Type the PO number in the **Purchase Order Encumbrance** box. Click on the **Go** icon to generate a list of invoices that have been paid.



ellucian Invoice/Credit Memo List FAIINV 9.0 (PROD)

ADD RETRIEVE RELATED TOOLS

Open Paid Suspense Invoice Hold Cancelled Start Over

INVOICE/CREDIT MEMO LIST Insert Delete Copy Filter

Active filters: Purchase Order/Encumbrance: P0144504 Clear All Filter Again

Invoice	Purchase Order/Encumbrance	Vendor ID	Vendor Name	Vendor Hold	Credit Memo	Completed	Approved	Invoice Total
I0488343	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes	Yes	7.89
I0486549	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes	Yes	7.89
I0484861	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes	Yes	7.89
I0483225	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes	Yes	7.89
I0481905	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes	Yes	7.89
I0479727	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes	Yes	7.89

10 Per Page Record 3 of 6

Six invoices have been paid on this PO.

To see the invoice details, click on the invoice number in the far left column, and go to **Related: Document Query [FAINVE]** at the top of the page.

ellucian Invoice/Credit Memo List FAIINV 9.0 (PROD)

ADD RETRIEVE RELATED TOOLS

Open Paid Suspense Invoice Hold Cancelled Search

INVOICE/CREDIT MEMO LIST Insert Delete Copy Filter

Active filters: Purchase Order/Encumbrance: P0144504 Clear All

Invoice	Purchase Order/Encumbrance	Vendor ID	Vendor Name	Vendor Hold	Credit Memo	Completed
I0488343	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes
I0486549	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes
I0484861	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes
I0483225	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes
I0481905	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes
I0479727	P0144504	B01247128	Rock Solid Data Management Corporation		No	Yes

10 Per Page

- Document Query [FAINVE]
- View Commodities [FOICOMM]

ellucian Invoice/Credit Memo Query FAIINVE 9.3.22 (PROD)

ADD RETRIEVE RELATED TOOLS

Document: * Multiple: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Next block to see the vendor's invoice number and invoice date.

ellucian Invoice/Credit Memo Query FAIINVE 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Document: 10488343 Multiple: Regular Vendor: B01247128 Rock Solid Data Management Corporation Vendor Hold: Purchase Order: P0144504 Start Over

INVOICE/CREDIT MEMO HEADER Insert Delete Copy Filter

Invoice Date: 12/07/2021
 Transaction: 01/06/2022
 Cancel:
 Address Code: AP
 Sequence Number: 1
 Street Line 1: David Fritchman
 Street Line 2:
 Street Line 3:
 Discount Code:
 Payment Due: 01/07/2022
 Bank: 01 Cash in Bank-Gen Op-First Security
 Vendor Invoice: 29952 21023
 1099 Tax ID:
 Income Type:

Document Accounting:
 Check Vendor:
 Collects Tax: N Collects no taxes
 City: Little Rock
 State or Province: AR
 ZIP or Postal Code: 72223
 Nation:
 Direct Deposit Status: Yes
 IAT:
 ACH Transaction Type:
 Credit Memo:
 1099 Vendor:
 Direct Deposit Override:
 Text Exists:

Next block again to see the PO line item number(s) on the invoice and quantity paid.

ellucian Invoice/Credit Memo Query FAIINVE 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Document: 10493298 Multiple: Regular Vendor: B00800573 Apple Computer Inc Vendor Hold: Purchase Order: P0148955 Start Over

COMMODITY INFORMATION - REGULAR Insert Delete Copy Filter

Document: 10493298
 Vendor: B00800573 Apple Computer Inc
 Purchase Order: P0148955
 PO Item: 1
 Invoice Item: 1
 Vendor Hold:

Commodity Record: 1
 Count:
 Commodity: 14 in. MacBook Pro: Apple M1 Pro chip with 8 core
 UIM: EA
 Fixed Asset Status: N Non fixed asset
 Tax Group: NT Non-Taxable

	Quantity	Unit Price	Extended Price
Ordered	1.00	1,849.0000	1,849.00
Accepted	0.00	1,849.0000	0.00
Invoiced	1.00	1,849.0000	1,849.00
Approved	1.00	1,849.0000	1,849.00
Discount			0.00
Additional			168.72
Tax			0.00
Net			2,017.72

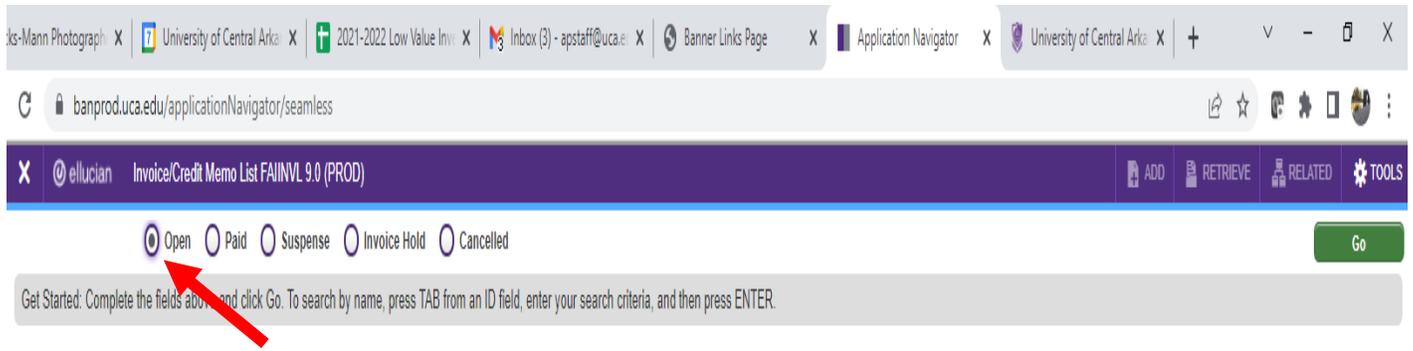
Indicators
 Tolerance Override:
 Hold: N
 Final Payment: F
 Indicator:
 Last Receiver:

Suspense: N
 Open/Paid: O
 Text Exist:

Use the down arrow key on your keyboard to see all line items on the invoice. You will receive a message in the upper right corner "You cannot create records here" when you are on the last line item of the invoice.

 You cannot create records here

To see if there are any open invoices (entered but not yet paid) follow the same process by choosing Open on the first screen of FAINVNL.



In the example below, the invoices are open due to needing to be 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.

Invoice	Purchase Order/Encumbrance	Vendor ID	Vendor Name	Vendor Hold	Credit Memo	Completed	Approved	Invoice Total
10459325	P0137737	B00800573	Apple Computer Inc		No	Receipt Pending	No	1,854.03
10459153	P0137737	B00800573	Apple Computer Inc		No	Receipt Pending	No	75.30